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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

TopAccess Guide

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Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual describes remote setup and remote management which operated from the web based management utility TopAccess.
Read this manual before using your Multifunctional Digital Systems or Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes best use of the e-STUDIO's functions.

Operations on some items are restricted depending on the privileges assigned to the TopAccess user. Also, some items may not be displayed or may not function on some models.

■ How to read this manual

❑ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠ CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

❑ Model and series names in this manual

In this manual, each model name is replaced with a series name as shown below.

Model name	Series name
e-STUDIO2050C/2550C	e-STUDIO2550C Series
e-STUDIO2555C/3055C/3555C/4555C/5055C, e-STUDIO2555CSE/3055CSE/3555CSE/4555CSE/5055CSE	e-STUDIO5055C Series
e-STUDIO287CS/347CS/407CS, e-STUDIO287CSL/347CSL	e-STUDIO407CS Series
e-STUDIO477S/527S, e-STUDIO477SL	e-STUDIO527S Series
e-STUDIO5560C/6560C/6570C	e-STUDIO6570C Series
e-STUDIO207L/257/307/357/457/507	e-STUDIO507 Series
e-STUDIO557/657/757/857	e-STUDIO857 Series
e-STUDIO307LP	e-STUDIO307LP

❑ Options

For the available options, refer to "Options" in the ***Quick Start Guide / User's Manual Setup Guide*** for your equipment.

❑ Screens

- Illustrations for a control panel and a touch panel shown in this manual are those of the e-STUDIO5055C Series. The control panel and the touch panel, including buttons and their names and functions, are common to all of the e-STUDIO2550C Series, e-STUDIO5055C Series, e-STUDIO407CS Series, e-STUDIO527S Series, e-STUDIO6570C Series, e-STUDIO507 Series, e-STUDIO857 Series and e-STUDIO307LP. The details on the touch panel menus may differ depending on how the equipment is used, such as the status of the installed options.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ About the defaults shown in this manual

- The defaults shown in this manual are the values in the standard operating environment. The values may have been changed from these defaults. The defaults for your model may differ from the defaults shown.
- The default for the list item is shown underlined.

❑ Trademarks

- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows 8 is Microsoft Windows 8 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
- The official name of Windows Server 2012 is Microsoft Windows Server 2012 Operating System.
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- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare, and NDS are trademarks of Novell, Inc.
- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

❑ Security Precautions

- To prevent the configuration settings from being changed illegally or similar, change the initial administrator password at the time of shipping before you use this product. Also, the administrator password should be altered periodically.
- Be sure to log out when leaving your computer while changing TopAccess settings for security purposes.
- For security purposes, do not access any other site while you are logged in to TopAccess.

❑ Regarding the browser settings

In the Install Client Software in TopAccess, a printer driver may not be able to be installed since the dialog box for starting the installer does not appear even though the printer driver link is clicked. In this case, register the IP address [http://XXX.XXX.XXX.XXX] of the MFP in either "Local intranet" or "Trusted sites" of Internet Explorer.

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1

Overview

This section provides an overview of the TopAccess functions.

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TopAccess Overview

TopAccess is a management utility that allows you to check device information of this equipment and job status, and to carry out device setting and maintenance through a web browser.
TopAccess has an "end-user mode" and a "access policy mode".

End-user mode

End users can:

- Display general device information, including status, drawer/accessory configuration, and paper supply information.
- Display and manage the status of print jobs, fax/Internet Fax transmission jobs, and scan jobs submitted by the user. (The Fax Unit is required to display and manage the fax transmission jobs)
- Display the job logs for print, fax/Internet Fax transmission, fax/Internet Fax reception, and scan. (The Fax Unit is required to display the fax transmission and fax reception job logs.)
- Register and modify templates.
- Add or modify contacts and groups in the address book.
- Register and modify mailboxes. (The Fax Unit is required.)
- Display counter logs.
- Download client software.

🕮 P.12 “Accessing TopAccess”

Access policy mode

Operation privileges and displayed items vary depending on the user account you used to log in to TopAccess.
Details of operations and displays vary depending on the management on roles and departments to where the user account is assigned.

🕮 P.24 “Access Policy Mode”

TopAccess Conditions

Your equipment should be connected to the network and TCP/IP is correctly configured to operate TopAccess.
When TCP/IP is correctly configured, you can access TopAccess via a web browser.

Supported browsers

Windows
- Internet Explorer 8.0 or later
- Firefox 24 or later
- Chrome 30 or later

Macintosh
- Safari 4.0 or later

UNIX
- Firefox 24 or later

Notes

- Because TopAccess uses cookies to store information on the user's system, these must be enabled in the browser.
- If TopAccess does not display the correct information in any page, delete the cookies and try again.
- Make sure you disable your web browser's pop-up blocker or allow pop-ups from TopAccess.

Tip

TopAccess supports special letters of European languages.
A note is described in each article if there are any restrictions in which letters can be entered.

Accessing TopAccess

You can access TopAccess by entering its URL in the address box of the web browser. To access it under a Windows Vista/Windows 7/Windows Server 2008 environment, confirm the network connection status on the Network Map with the LLTD (Link Layer Topology Discovery) feature of Windows Vista/Windows 7/Windows Server 2008, and then click the displayed icon of this equipment.

P.12 “Accessing TopAccess by entering URL”
P.14 “Accessing TopAccess from Network Map (Windows Vista/Windows 7/Windows Server 2008)”

■ Accessing TopAccess by entering URL

1 Launch a web browser and enter the following URL in the address box.

http://<IP Address> or http://<Device Name>

For example

When the IP address of your equipment "10.10.70.120" (when IPv4 used):

```
http://10.10.70.120
```

When the IP address of your equipment is "3ffe:1:1:10:280:91ff:fe4c:4f54" (when IPv6 used):

```
3ffe-1-1-10-280-91ff-fe4c-4f54.ipv6-literal.net
```

or

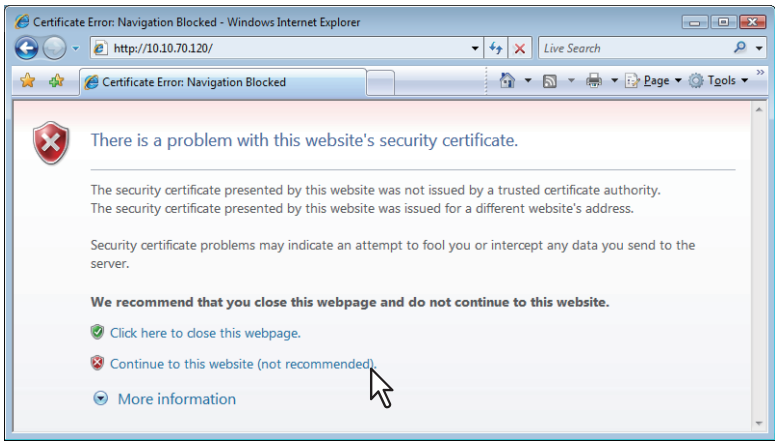
```
http://[3ffe:1:1:10:280:91ff:fe4c:4f54]
```

When your device name is "mfp-04998820":

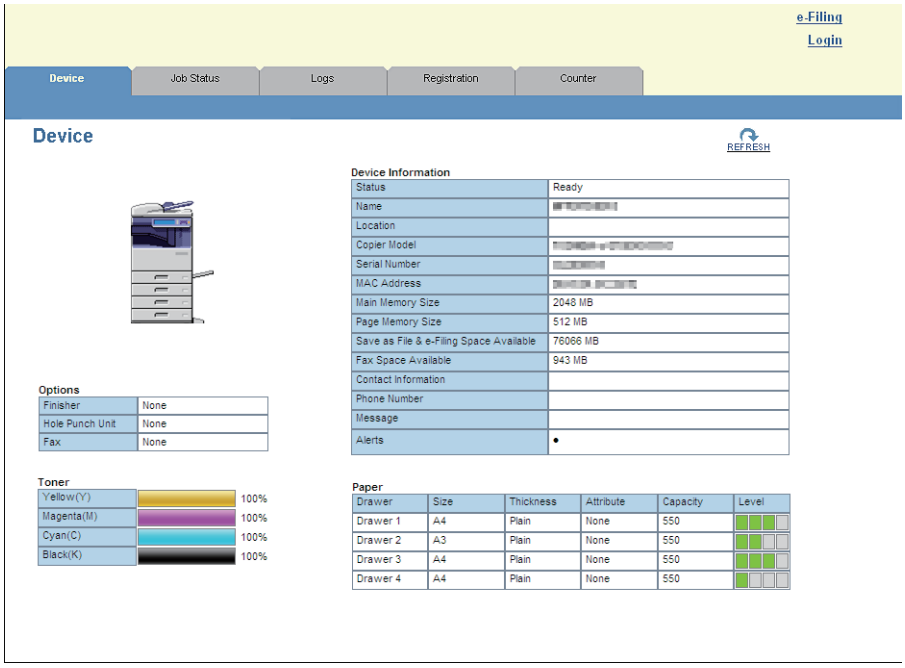
```
http://mfp-04998820
```

Note

When SSL for the HTTP network service is enabled, an alert message may appear when you enter the URL in the address box. In that case, click [Continue to this website (not recommended).] to proceed.



2 The TopAccess website appears.



Tip

You can also access TopAccess using the TopAccessDocMon link. For instructions on accessing TopAccess from TopAccessDocMon, refer to the ***Help for TopAccessDocMon***.

■ Accessing TopAccess from Network Map (Windows Vista/Windows 7/Windows Server 2008)

Confirm the network connection status on the [Network Map] with the LLTD feature of Windows Vista/ Windows 7/Windows Server 2008, and then click the displayed icon of this equipment.

📖 P.14 “With Unidentified Network (Windows Vista)”
📖 P.17 “With Unidentified Network (Windows 7)”
📖 P.20 “Accessing TopAccess from Network Map”

Tip

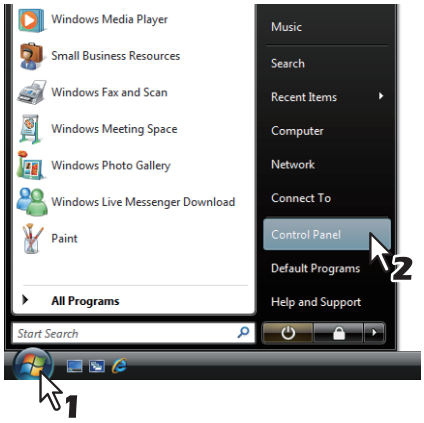
You can install the driver required for web services by right-clicking the icon and selecting [Install]. For the driver required for web services, refer to the ***Software Installation Guide***.

Notes

- Before using the LLTD (Link Layer Topology Discovery) feature, enable the LLTD setting.
  📖 P.192 “Setting up LLTD Session”
- Before beginning the installation of the driver required for web services, enable the Web Services setting.
  📖 P.191 “Setting up Web Services Setting”

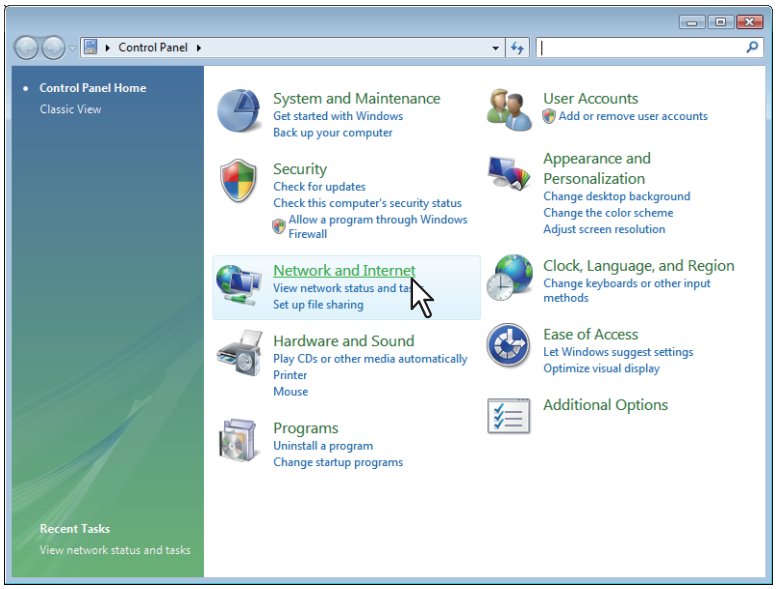
❑ With Unidentified Network (Windows Vista)

1 Click the [Start] icon and select [Control Panel].



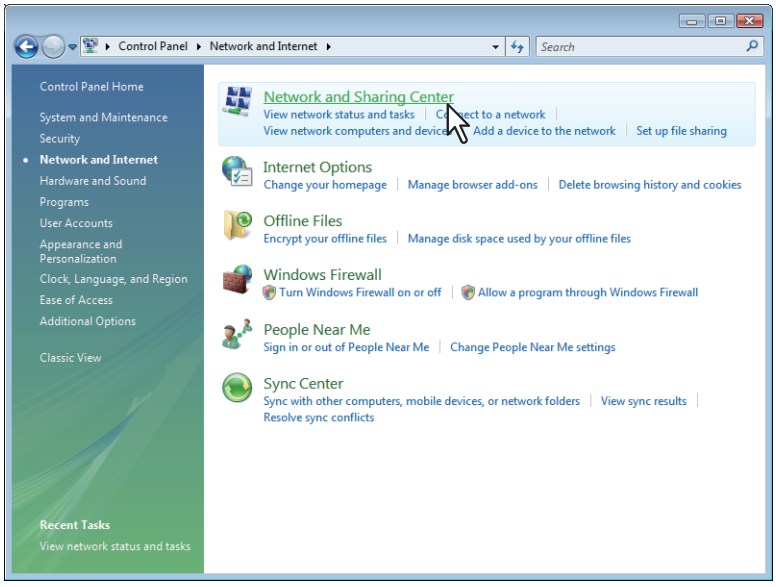
The [Control Panel] window appears.

2 Click [Network and Internet].



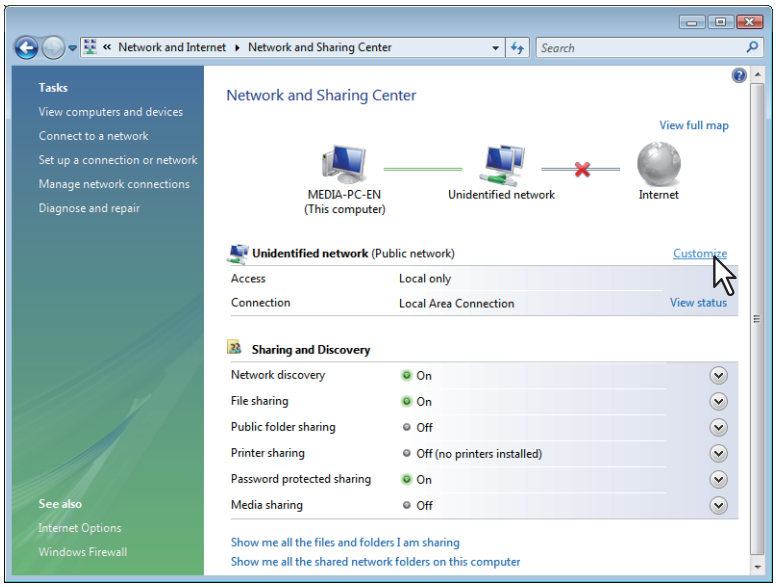
The [Network and Internet] window appears.

3 Click [Network and Sharing Center].



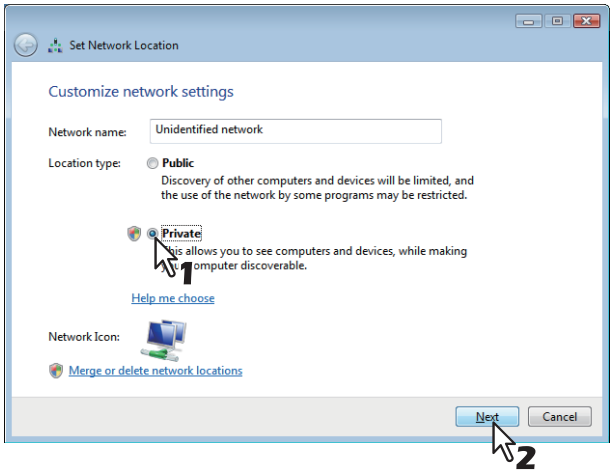
The [Network and Sharing Center] window appears.

4 **Click [Customize] of [Unidentified network (Public network)].**



The [Set Network Location] window appears.

5 **Select [Private] of [Location type], and then click [Next].**

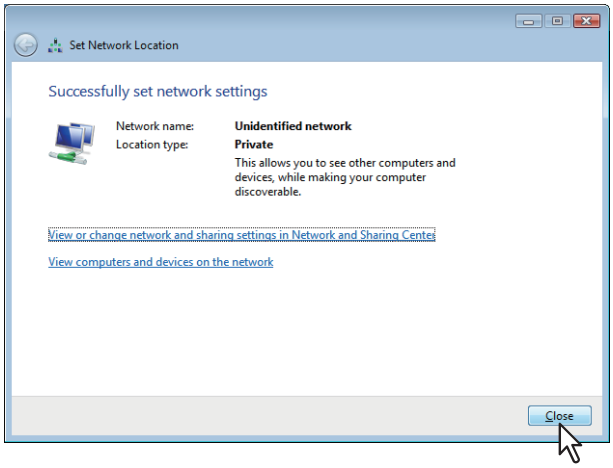


- The [User Account Control] dialog box appears.
- If the user account control is disabled, the [Set Network Location - Successfully set network settings] window appears. Go to step 7.

6 **Click [Continue] in the [User Account Control] dialog box.**

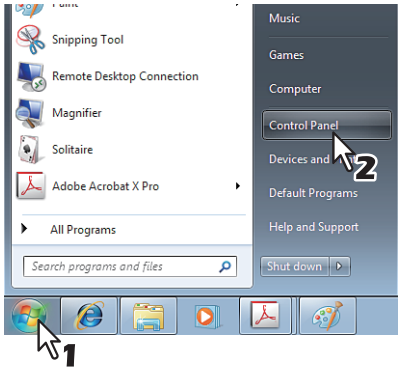
The [Set Network Location - Successfully set network settings] window appears.

7 **Click [Close].**



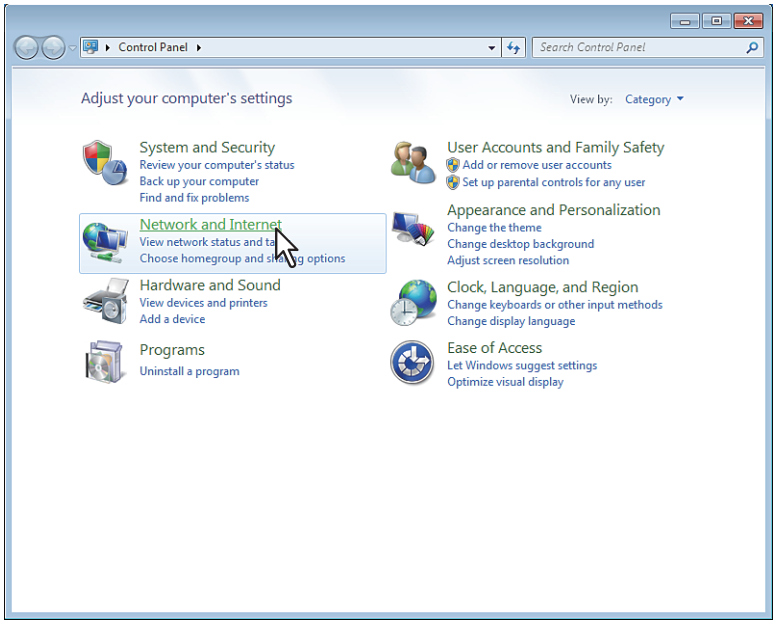
❑ With Unidentified Network (Windows 7)

1 Click the [Start] icon and select [Control Panel].



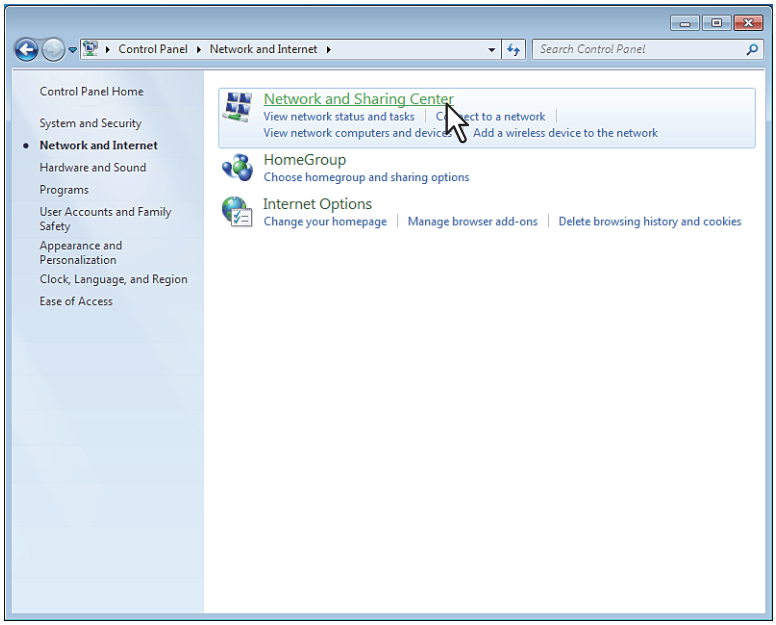
The [Control Panel] window appears.

2 Click [Network and Internet].



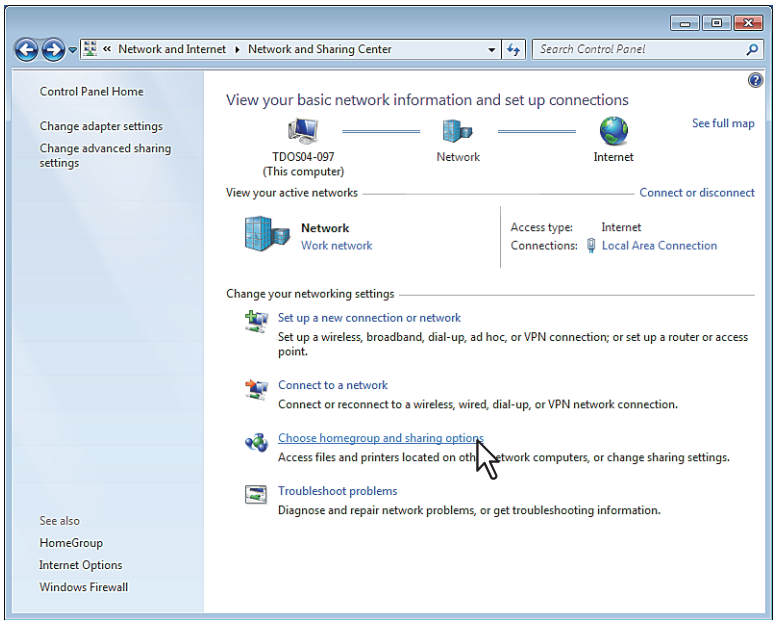
The [Network and Internet] window appears.

3 Click [Network and Sharing Center].



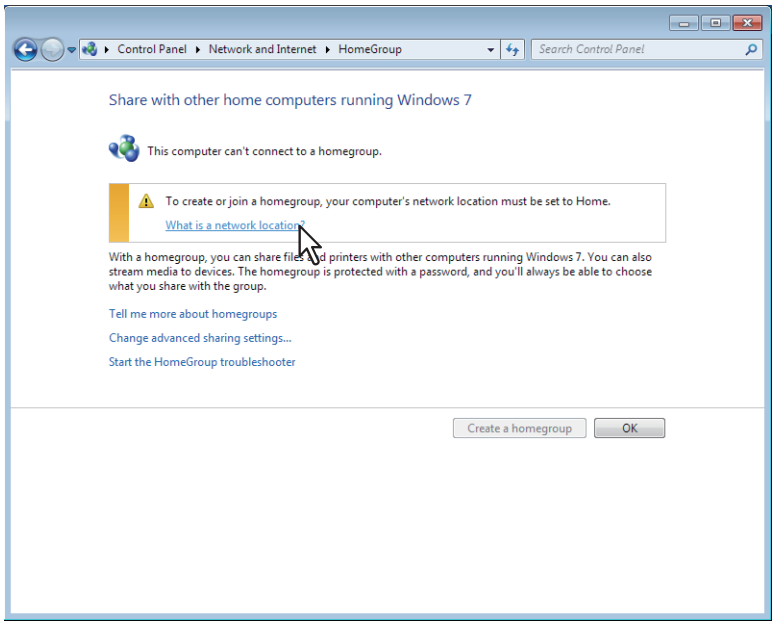
The [Network and Sharing Center] window appears.

4 Click [Choose homegroup and sharing options].



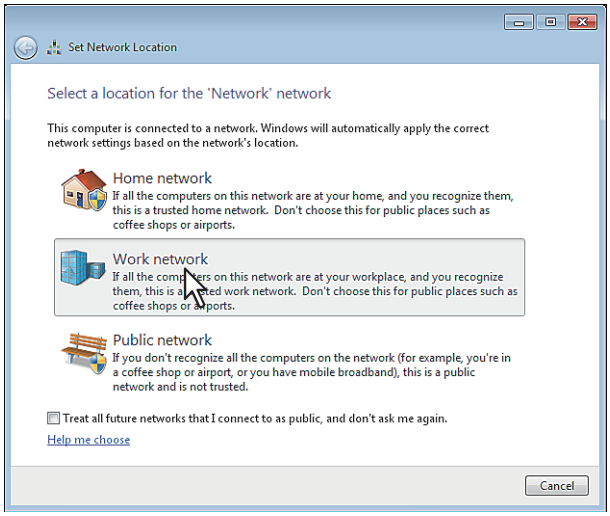
The [HomeGroup] window appears.

5 Click [What is a network location?].



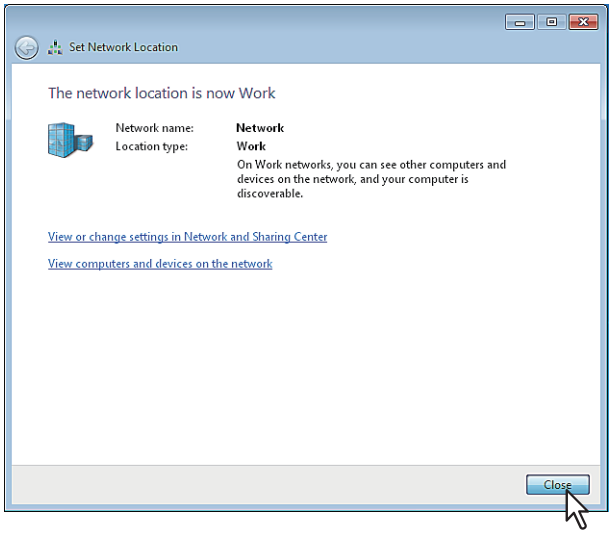
The [Set Network Location] window appears.

6 Click [Work network].



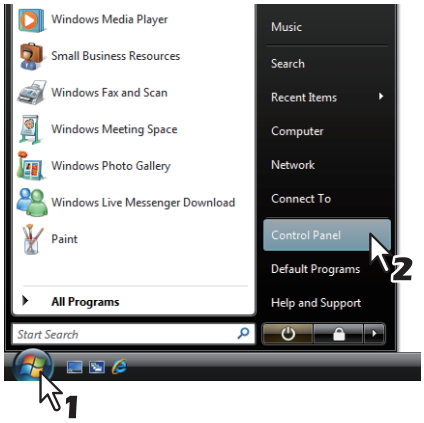
The [Set Network Location] confirmation window appears.

7 Click [Close].



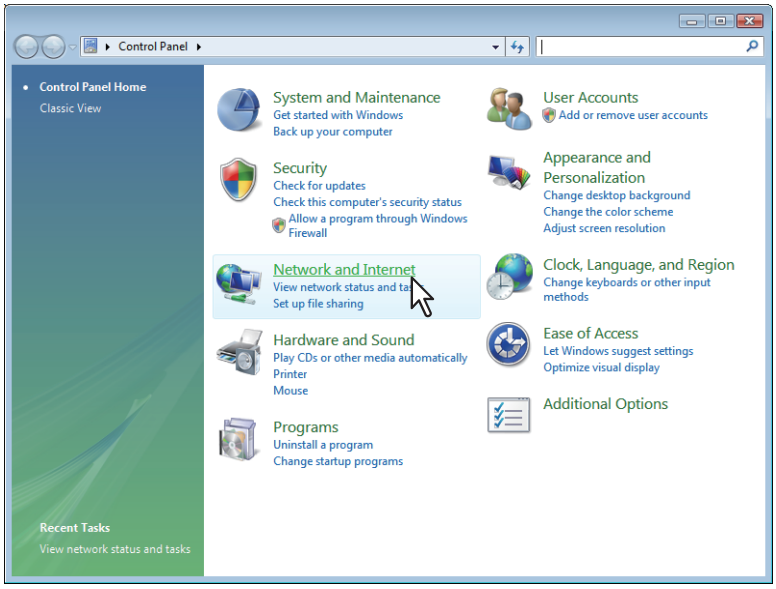
❑ Accessing TopAccess from Network Map

1 Click the [Start] icon and select [Control Panel].



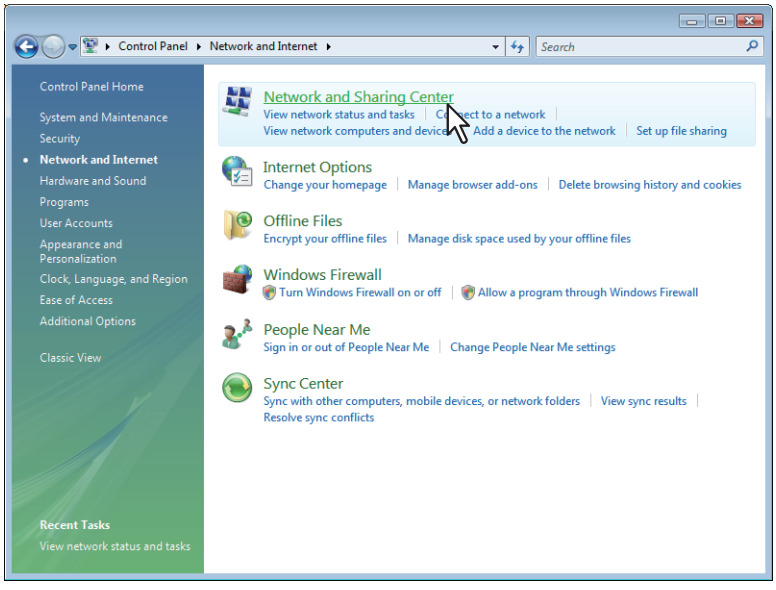
The [Control Panel] window appears.

2 Click [Network and Internet].



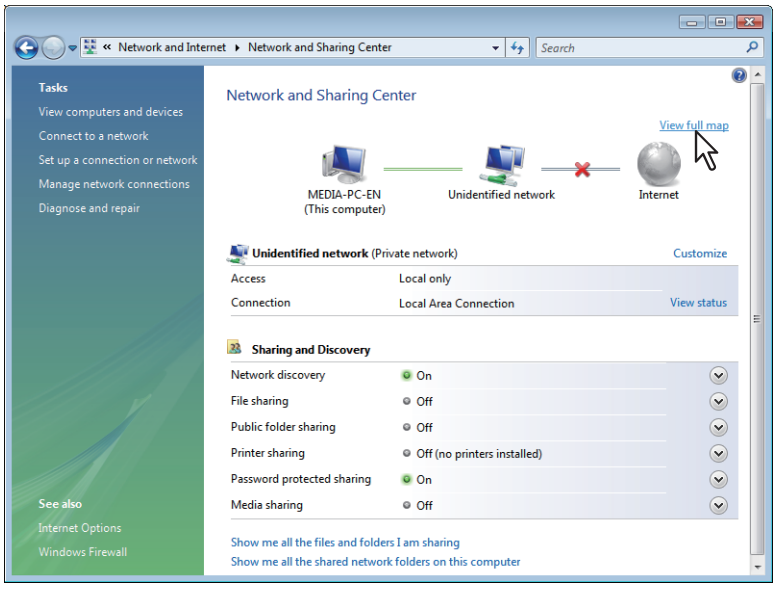
The [Network and Internet] window appears.

3 Click [Network and Sharing Center].



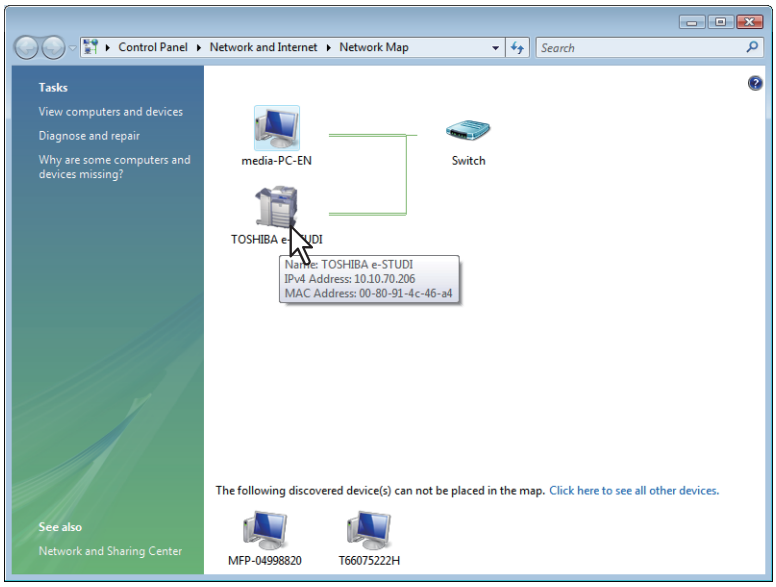
The [Network and Sharing Center] window appears.

4 Click [View full map]/[See full map] in the [Network and Sharing Center] window.



Mapping of devices connected on the network appears in the [Network Map] window.

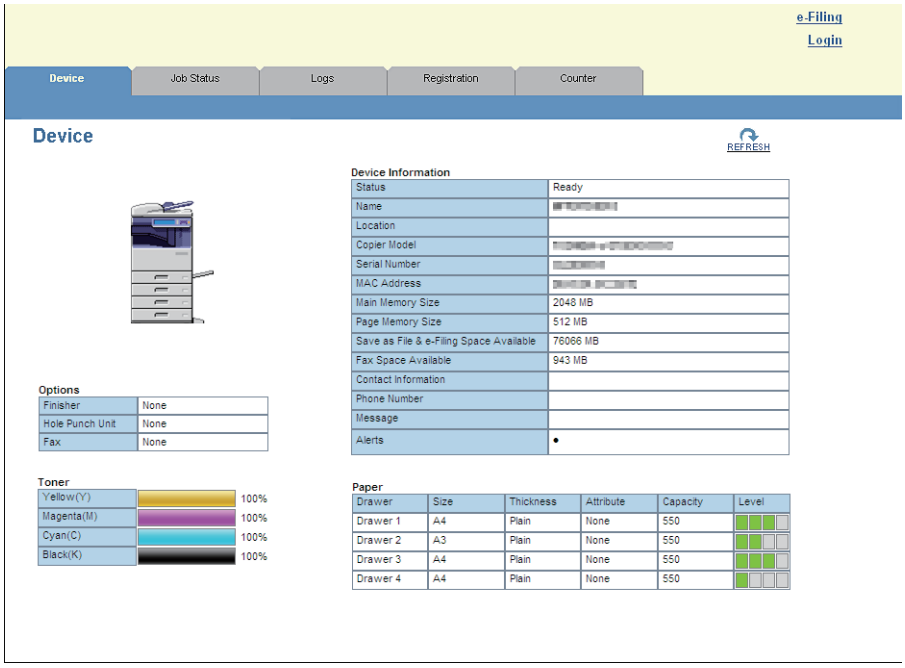
5 Click the icon of this equipment.



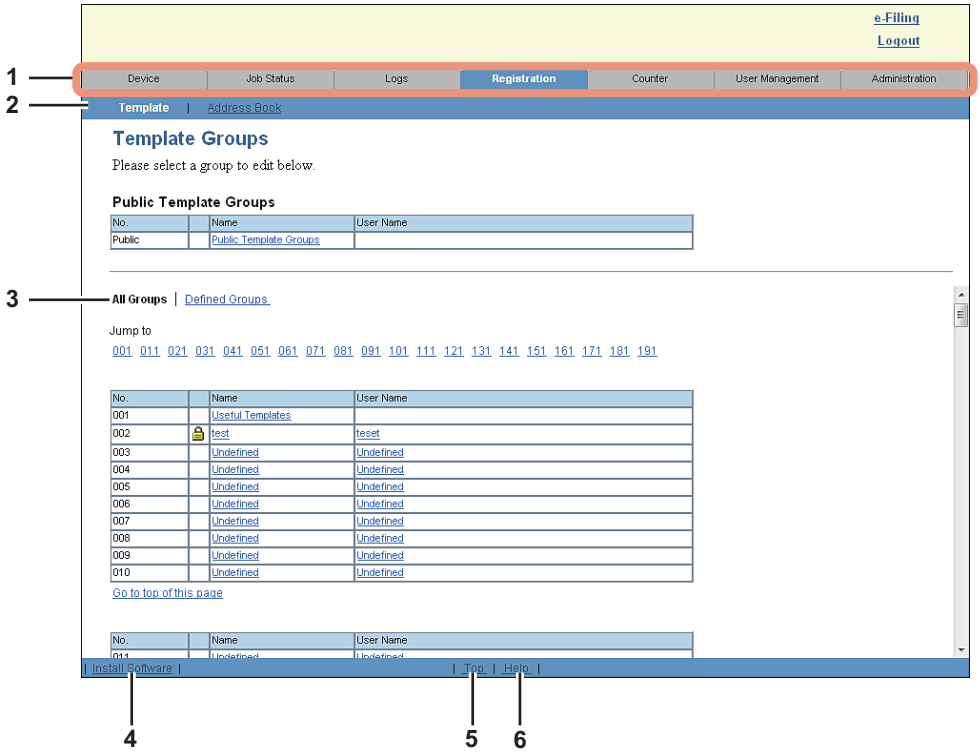
Tips

- The name, IP address and MAC address of the devices appear when you place the pointer over each icon.
- If the equipment has the Finisher installed, its icon is displayed together with the Finisher icon. If not, it is displayed by itself.

6 The TopAccess website appears.



TopAccess Screen Descriptions



	Item name	Description
1	Function tab	Features are grouped under each tab. This provides access to the main pages of TopAccess for each function.
2	Menu bar	This provides access to each menu page under the selected function tab.
3	Submenu bar	This provides access to each submenu page under the selected menu and function tab.
4	Install Software link	Click this to open the Install Client Software page to download the client software from TopAccess. Available only when the hard disk is installed.
5	Top link	Click this to display the top of the page currently displayed.
6	Help link	Click this to display Online Help.

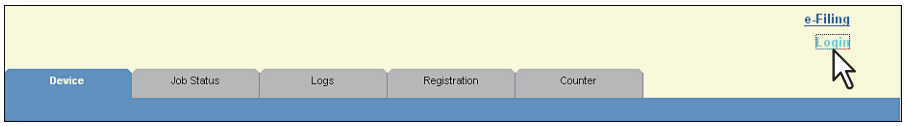
Access Policy Mode

The access policy mode enables different operation privileges and displayed items to be applied depending on the user account you used to log in to TopAccess.
In the access policy mode, the details of operations and displays differ depending on the roles and department assigned to the given user account.

1 Access TopAccess.

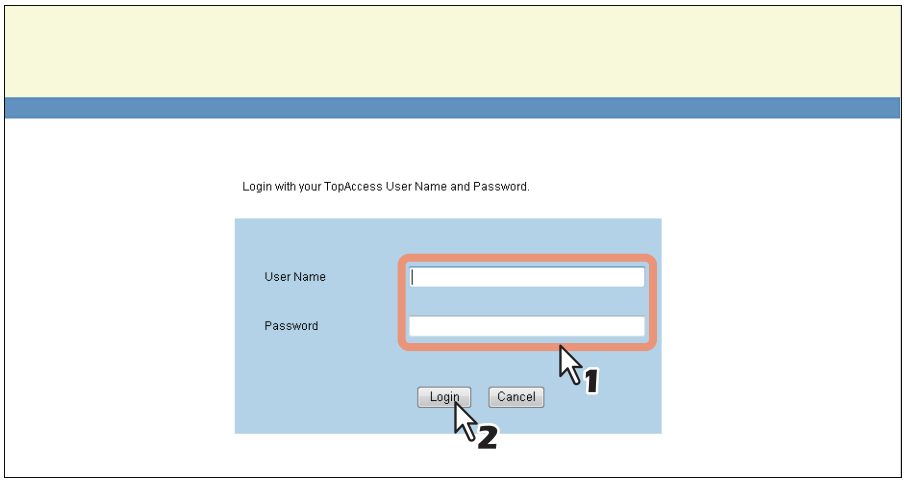
P.12 “Accessing TopAccess by entering URL”

2 Click [Login].



The Login page is displayed.

3 Enter the user name and password and click [Login].



- Enter the user name and password that comply with TopAccess access policies.
- The Setup page is displayed.

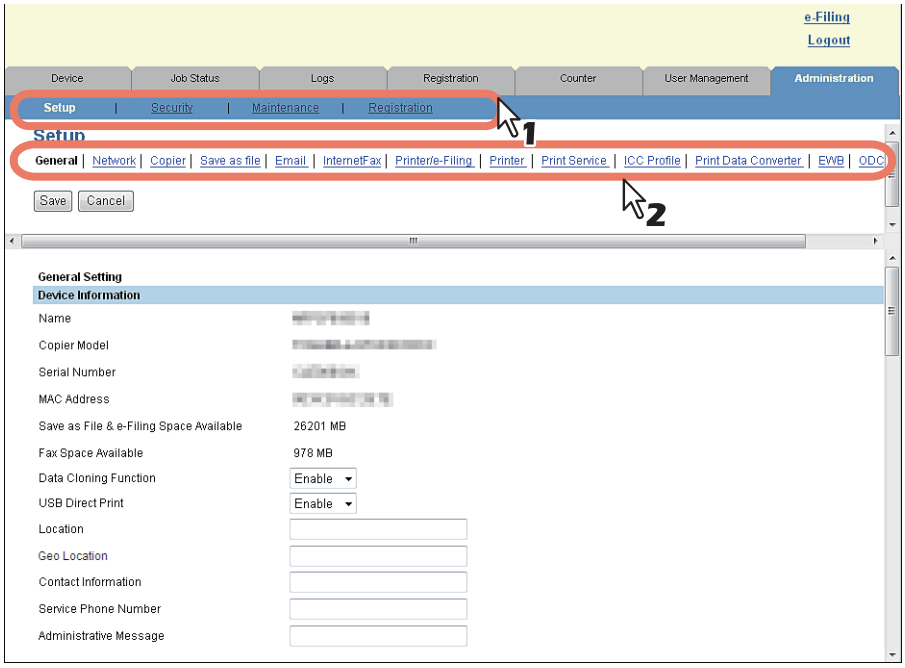
Notes

- Failing to enter the correct password for a number of times at login will be considered unauthorized access and you may not be able to log in for a certain period of time. If you are displayed a “User account is locked” or “The User Name and Password are not recognized.” message and cannot log in, contact your administrator.
- The password input is displayed in the blank symbols.
- After login, you will be automatically logged out when the time specified in the [Session Timer] elapses.

Tips

- Enter "admin" in User Name and "123456" in Password to log in for the first time.
- Lockout setting for user accounts can be set with [Administration] - [Security] - [Password Policy].
  P.302 “Password Policy settings”
- The [Session Timer] can be set with [Administration] - [Setup] - [General] - [WEB General Setting].

4 Click the menu and submenu to display the desired page.



Tip

You can log out by clicking the [Logout] link at the top right of the page.

2

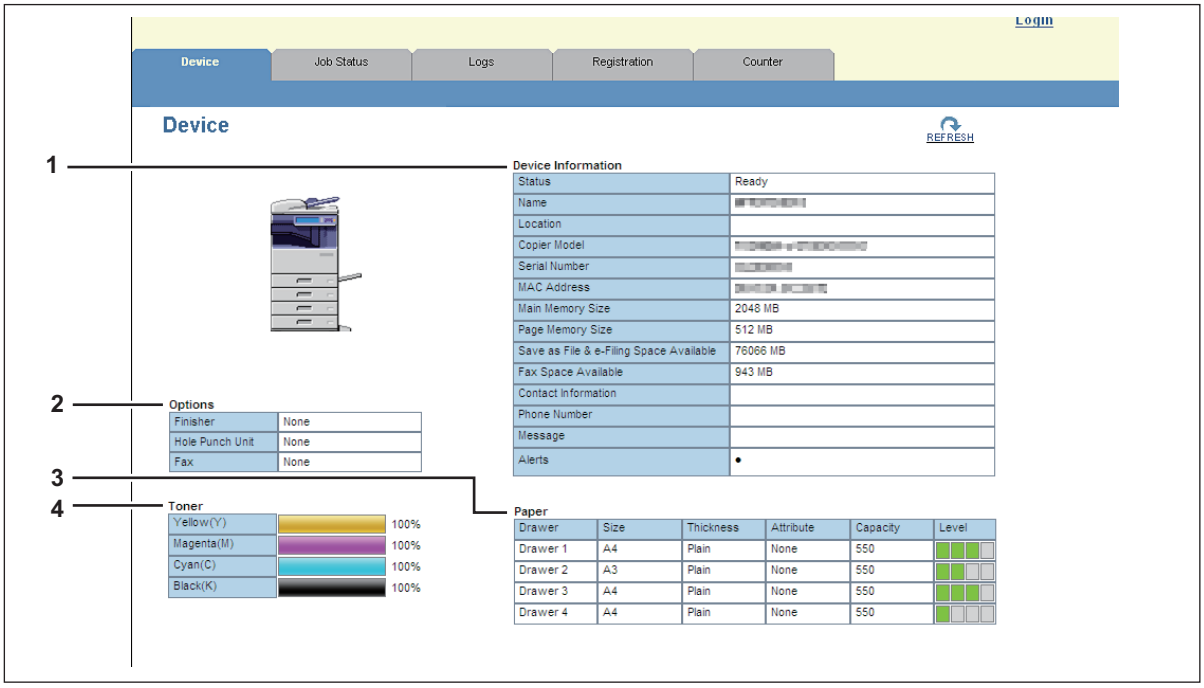
[Device] Tab Page

This section describes the [Device] tab page in the TopAccess end-user mode.

[Device] Item List **28**
Displayed Icons **30**

[Device] Item List

TopAccess opens the [Device] tab which includes a picture indicating the device status. At any time, the end user may click [REFRESH] to update the TopAccess status information.
This tab shows the following information about the device:



	Item name	Description
1	Device Information	The following information is displayed. • **Status** — Displays the device status. • **Name** — Displays the name of this equipment. • **Location** — Displays the equipment's location. • **Copier Model** — Displays the model name of this equipment. • **Serial Number** — Displays the serial number of this equipment. • **MAC Address** — Displays the MAC address of this equipment. • **Main Memory Size (for some models only)** — Displays the main memory size. • **Page Memory Size (for some models only)** — Displays the page memory size. • **Save as File & e-Filing Space Available (for some models only)** — Displays the total available space in the local folder and e-Filing on your equipment. • **Fax Space Available** — Displays the available space for sending and receive fax data. • **Contact Information** — Displays the contact name of the person responsible for managing this device. • **Phone Number** — Displays the phone number of the person responsible for managing this device. • **Message** — Displays administrative messages. • **Alerts** — Displays alert messages.

	Item name	Description
2	Options	The following information is displayed. • **Finisher (for some models only)**— Displays whether the Finisher is installed. • **Hole Punch Unit (for some models only)** — Displays whether the Hole Punch Unit is installed. • **Fax** — Displays whether the Fax Unit is installed. • **Optional Function kit (for some models only)** — Displays whether the optional function kit is installed. • **Inserter (for some models only)** — Displays whether the Inserter is installed. • **Auto Duplex Unit (for some models only)** — Displays whether the Automatic Duplexing Unit is installed.
3	Paper	The following information is displayed. • **Drawer** — Displays a list of the installed drawers. • **Size** — Displays the paper size set for each drawer. • **Thickness** — Displays the thickness of the paper set in each drawer. • **Attribute** — Displays the purpose of the paper set in each drawer. • **Capacity** — Displays the maximum paper capacity that can be set for each drawer. • **Status** — Displays the remaining amount of paper for each drawer.
	Note The paper size for each drawer cannot be set from TopAccess. Set it from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, refer to the ***Copying Guide / User's Manual Basic Guide***.	
4	Toner	Displays the amount of toner remaining in the toner cartridges in the equipment.

Tip

Some features may not be displayed on some models.

Displayed Icons

When the equipment requires maintenance or when an error occurs with the equipment, icons indicating the status information appear near the graphic image of the equipment on the TopAccess [Device] tab. The following are the icons displayed and their descriptions.

	Printer Error 1	This icon indicates that a non-recommended toner cartridge is being used, and that the equipment has stopped printing. For information on resolving the error, refer to "Replacing a Toner Cartridge" in the ***Troubleshooting Guide***.
	Printer Error 2	This icon indicates one of the following: • You need to remove paper from the receiving tray. • You need to remove paper from the Finisher tray. • You need to remove the staples jammed in the Finisher. For information on resolving the error, refer to "Staple Jam in the Finisher" in the ***Troubleshooting Guide***. • You need to remove the staples jammed in the Saddle Stitch Unit. For information on resolving the error, refer to "Staple Jam in the Saddle Stitch Unit" in the ***Troubleshooting Guide***. • You need to clear chads from the Hole Punch Unit. For information on resolving the error, refer to "Cleaning the Hole Punch Dust Bin" in the ***Troubleshooting Guide***. • A non-recommended toner cartridge is being used. For information on resolving the error, refer to "Replacing a Toner Cartridge" in the ***Troubleshooting Guide***. • You performed saddle stitch printing with the paper of the different sizes. • The equipment cannot load paper from the Large Capacity Feeder. • The equipment cannot eject the paper to the output tray.
	Cover Open	This icon indicates a cover such as the front cover or Automatic Duplexing Unit Cover is open.
	Drawer Open	This icon indicates the drawer is open.
	Toner Empty	This icon indicates no toner is left. For information on resolving the error, refer to "Replacing a Toner Cartridge" in the ***Troubleshooting Guide***.
	Waste Toner Full	This icon indicates the waste toner box is full and requires replacing. For information on resolving the error, refer to "Replacing the Waste Toner Box" in the ***Troubleshooting Guide***.
	Paper Empty	This icon indicates no paper is left in a drawer. For information on resolving the error, refer to the ***Copying Guide / User's Manual Setup Guide***.
	Paper Misfeed	This icon indicates a paper misfeed occurred. It also indicates the location of the paper misfeed. For information on resolving the error, refer to "Clearing a Paper Misfeed" in the ***Troubleshooting Guide***.
	Staples Empty	This icon indicates no staples are left in the Finisher. For information on resolving the error, refer to "Refilling the Staples" in the ***Troubleshooting Guide***.
	Call for Service	Contact your service representative to have the equipment inspected.

3

[Job Status] Tab Page

Using TopAccess, end users can display and delete print jobs, fax/internetfax jobs, and scan jobs released by end users.

[Job Status] Tab Page Overview 32
[Print Job] Item list 32
[Fax/InternetFax Job] Item list 34
[Scan Job] Item list 35

[Job Status] How to Set and How to Operate 36
Displaying print jobs 36
Deleting jobs 37
Deleting private print jobs and hold print jobs 37
Releasing print jobs 38
Checking recovery information 38

[Job Status] Tab Page Overview

You can display and delete print jobs, fax/internetfax jobs, and scan jobs. You can also print print jobs immediately.

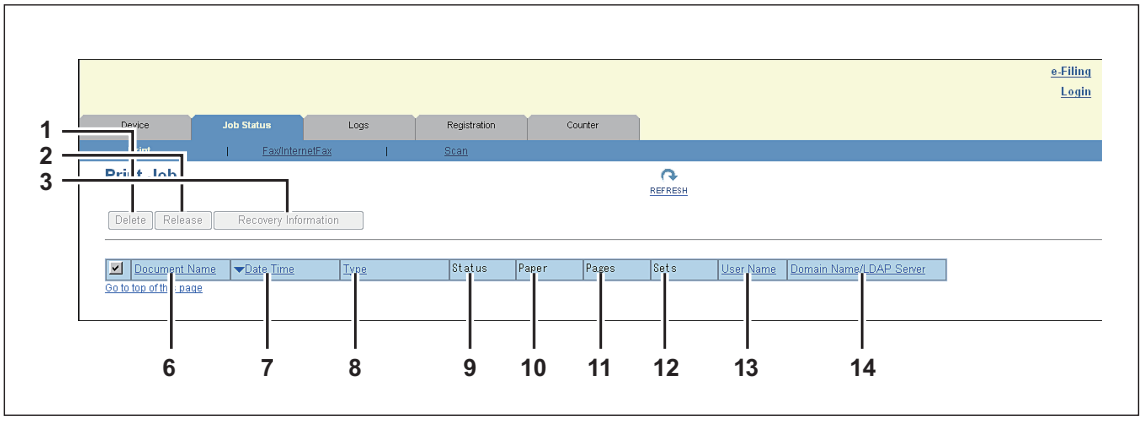
Tip

When user authentication is enabled, you can operate on jobs associated with the user account you used to log in.
However, a user account with administrator privileges can operate on all jobs.

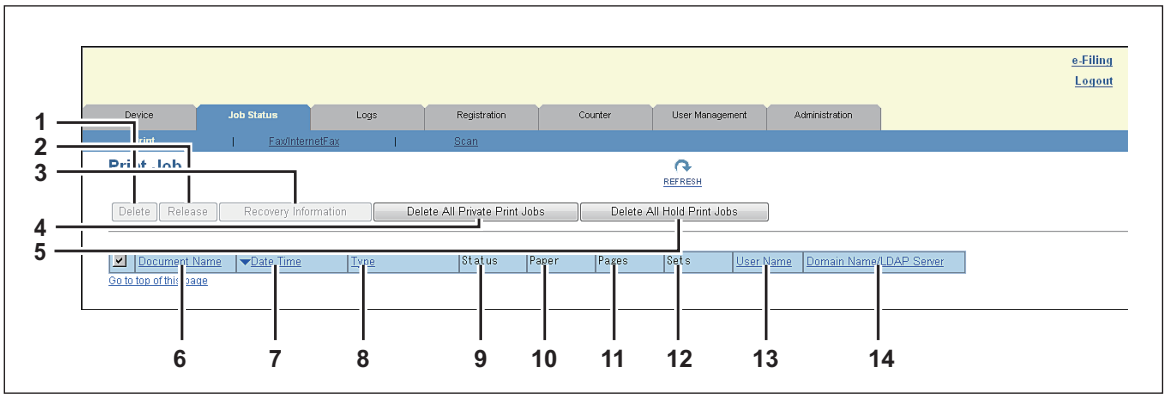
P.32 “[Print Job] Item list”
P.34 “[Fax/InternetFax Job] Item list”
P.35 “[Scan Job] Item list”

■ [Print Job] Item list

The Print Job page displays the following information for each print job.



The following screen is displayed if you are logged in with a user account which is granted administrator privileges in the access policy mode.



	Item name	Description
1	[Delete] button	If the selected print job is owned by a user who is logged in to TopAccess, the job is deleted.
2	[Release] button	If the selected print job is in the print queue, the job is printed.
3	[Recovery Information] button	If the selected print job was skipped while the job skip feature was enabled, the recovery information screen is displayed. P.33 “[Recovery Information] screen” P.157 “Setting up Job Skip Control”
4	[Delete All Private Print Jobs] button	This item is displayed if you are logged in with a user account which is granted administrator privileges in the access policy mode. You can delete all private print jobs displayed in the list.

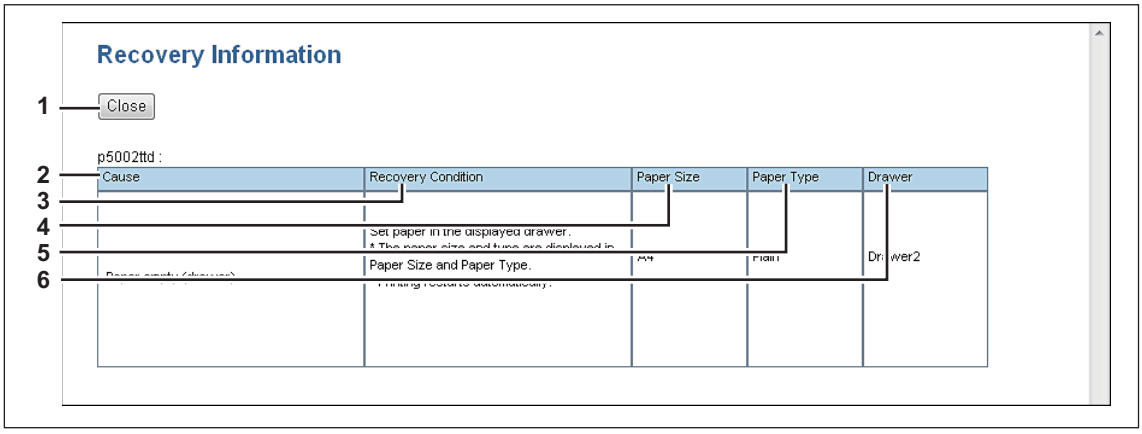
	Item name	Description
5	[Delete All Hold Print Jobs] button	This item is displayed if you are logged in with a user account which is granted administrator privileges in the access policy mode. You can delete all hold print jobs displayed in the list.
6	Document Name	Displays the document name of the print job. Document names are displayed using 10 asterisks (*) when the Confidentiality Setting is enabled. P.158 “Setting up Confidentiality Setting”
7	Date Time	Displays the date and time when the print job was released from the client computers. They are displayed using "year, month, day, hour, minute, and second". For example: 2012/12/24 12:34:56
8	Type	Displays the print job set in the printer driver. Possible values of print job are: [Normal Print], [Scheduled Print], [Private Print], [Proof Print], and [Hold Print].
9	Status	Displays the status of the print job. Possible values of status are: [Paused], [Wait], [Suspend], [Skipped], [Process], [Printing], and [Scheduled].
10	Paper	Displays the paper size of the print jobs.
11	Pages	Displays the number of pages of the print job.
12	Sets	Displays the number of copies set for the print jobs.
13	User Name	Displays the user account name of the owner of the print job.
14	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who is the owner of the print job.

Tips

- Print jobs that have finished being printed are displayed in the [Logs] tab.
- Click a table heading item to refresh the page and reorder the print job list in the specified order.

❑ [Recovery Information] screen

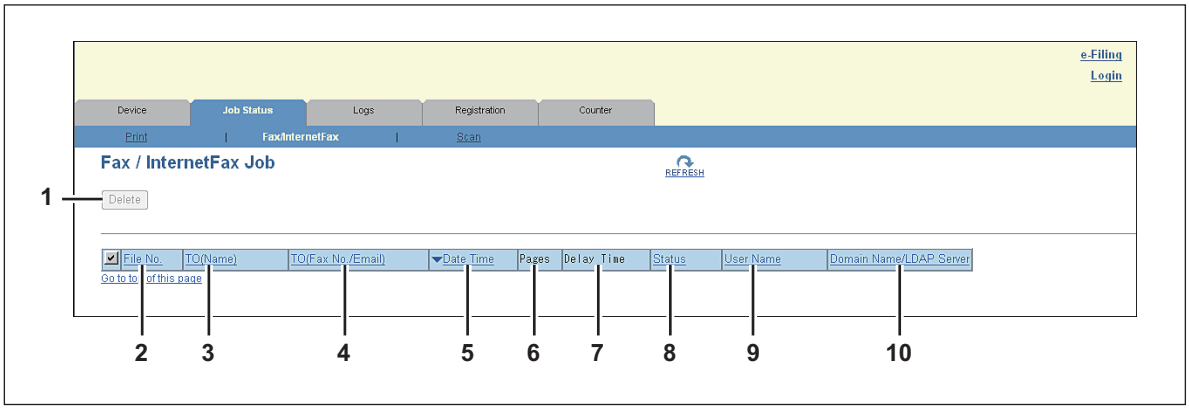
The Recovery Information screen displays the conditions for resuming printing.



	Item name	Description
1	[Close] button	Closes the [Recovery Information] screen.
2	Cause	Displays the cause of the print interruption.
3	Recovery Condition	Displays the procedure for resuming printing.
4	Paper Size	Displays the paper size set for the interrupted print job.
5	Paper Type	Displays the paper type set for the interrupted print job.
6	Drawer	Displays the paper source set for the interrupted print job.

■ [Fax/InternetFax Job] Item list

The Fax/InternetFax Job page displays the following information for each fax transmission job.



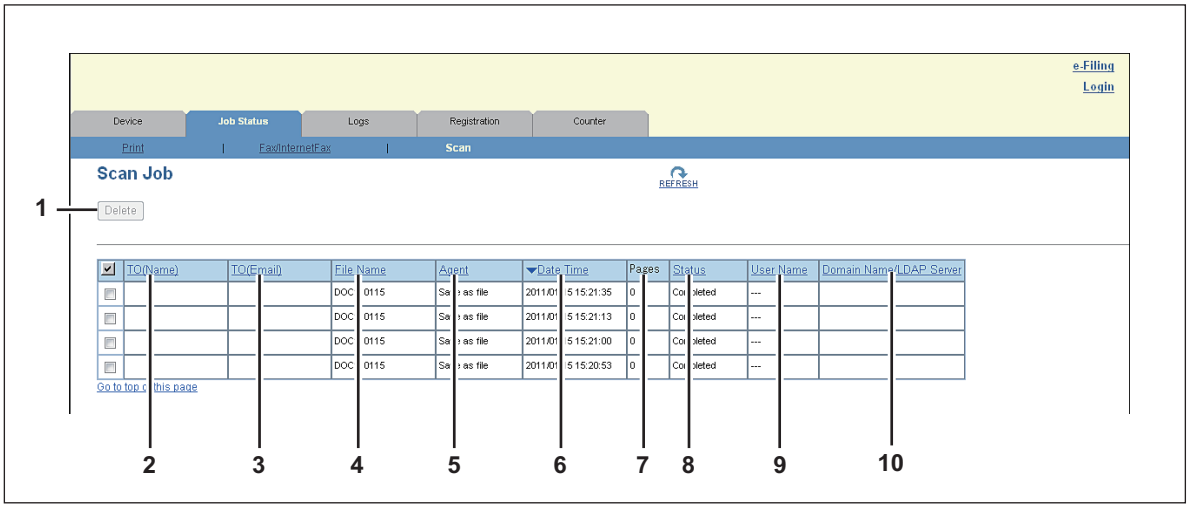
	Item name	Description
1	[Delete] button	The selected fax job is deleted.
2	File No.	Displays the file number (001 to 100) to identify the fax transmission job.
3	TO(Name)	Displays the destination name set for the fax transmission job.
4	TO(Fax No./Email)	Displays the fax number or E-mail address of the destination.
5	Date Time	Displays the date and time when the fax transmission job is released from the touch panel or client computer using the N/W-Fax driver. They are displayed using "year, month, day, hour, minute, and second". For example: 2012/12/24 12:34:56
6	Pages	Displays the number of pages of the fax transmission job.
7	Delay Time	Displays the delayed time set for the fax transmission job.
8	Status	Displays the status of the fax transmission job. Possible values of status are: [Delayed], [Wait], [Line1], [Line2], and [Network].
9	User Name	Displays the user account name of the owner of the fax transmission job.
10	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who is the owner of the fax transmission job.

Tips

- Transmission jobs that have finished their transmission are displayed in the [Logs] tab.
- Click a table heading item to refresh the page and reorder the print job list in the specified order.

■ [Scan Job] Item list

The Scan Job page displays the following information for each scan job.



	Item name	Description
1	[Delete] button	The selected scan job is deleted.
2	TO(Name)	Displays the destination (name) to where the scanned document is sent via an E-mail.
3	TO(Email)	Displays the destination (E-mail address) to where the scanned document is sent via an E-mail.
4	File Name	When the job performs the Scan to File or USB or Scan to e-Filing, it displays the document name to be stored. File names are displayed using 10 asterisks (*) when the Confidentiality Setting is enabled. 📖 P.158 “Setting up Confidentiality Setting”
5	Agent	Displays the agent of the scan job. Possible values of agent are: [Email], [Save as file], [Store to e-Filing], and [Store to USB Media].
6	Date Time	Displays the date and time when the scan job is released from the touch panel. They are displayed using "year, month, day, hour, minute, and second". For example: 2012/12/24 12:34:56
7	Pages	Displays the number of pages of the scan job.
8	Status	Displays the status of the scan job. Possible values of status are: [Wait], [Suspended], [Processing], and [Scanning]
9	User Name	Displays the user account name who is the owner of the scan job.
10	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who is the owner of the scan job.

Tips

- Scan jobs that have finished being scanned are displayed in the [Logs] tab.
- Click a table heading item to refresh the page and reorder the print job list in the specified order.

[Job Status] How to Set and How to Operate

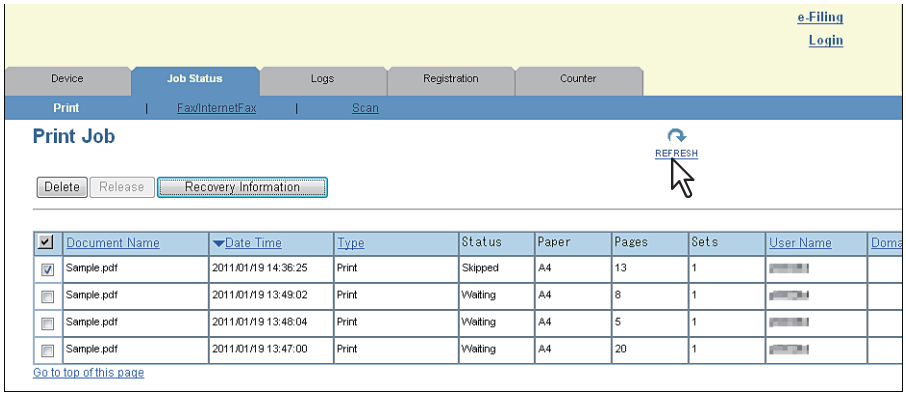
P.36 “Displaying print jobs”
P.37 “Deleting jobs”
P.37 “Deleting private print jobs and hold print jobs”
P.38 “Releasing print jobs”
P.38 “Checking recovery information”

■ Displaying print jobs

1 Click the [Job Status] tab and click the [Print Job], [Fax/InternetFax Job], or [Scan Job] menu.

The Job page is displayed.

2 If jobs are not displayed in the list, click the [REFRESH] icon at the upper right of the page.



See the following for details on displayed items:

P.32 “[Print Job] Item list”
P.34 “[Fax/InternetFax Job] Item list”
P.35 “[Scan Job] Item list”

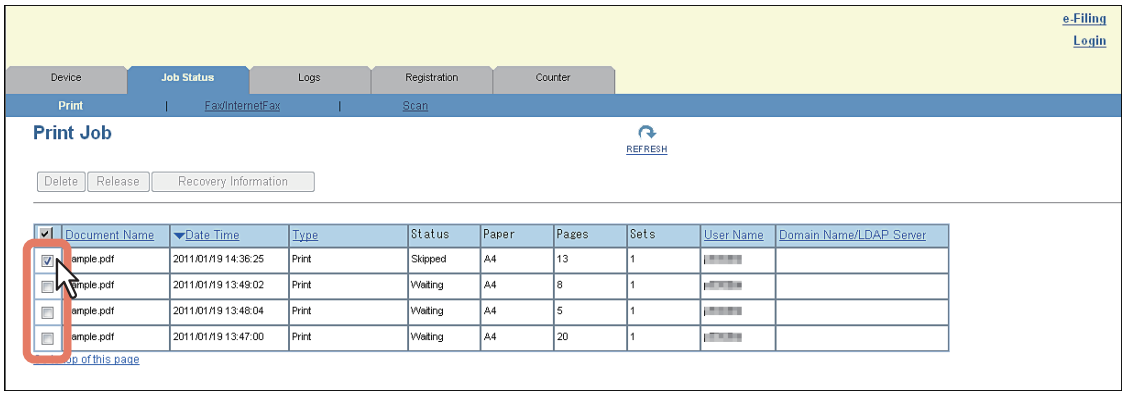
Tip

Completed jobs are displayed in the [Logs] tab.

■ Deleting jobs

1 **Click the [Job Status] tab and click the [Print], [Fax/InternetFax], or [Scan] menu.**
The Job page is displayed.

2 **Select the check box next to the job that you want to delete.**



3 **Click [Delete].**
The selected job is deleted.

Note

Click the [REFRESH] icon at the upper right of the page to confirm the deletion.

Tip

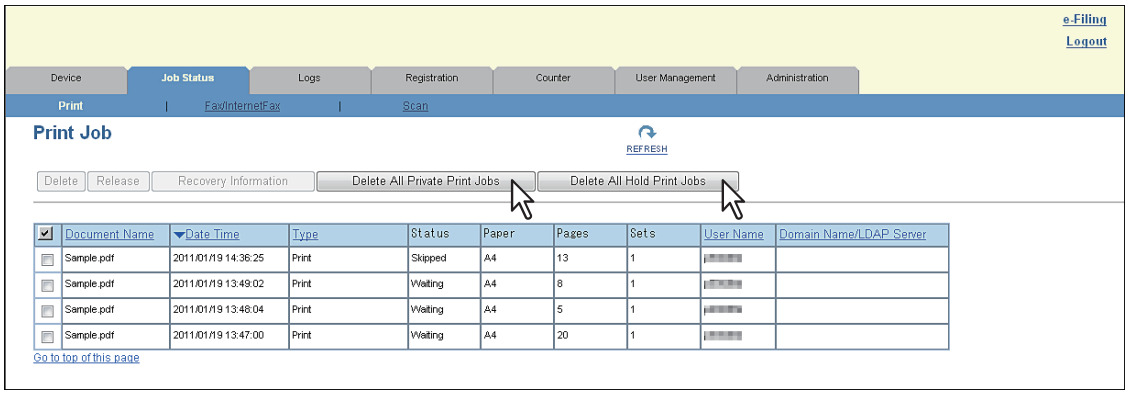
You cannot use the Print Job page to delete fax/Internet Fax jobs and E-mail reception print jobs.

■ Deleting private print jobs and hold print jobs

You can delete private print jobs and hold print jobs if you are logged in with a user account which is granted administrator privileges in the access policy mode.

1 **Click the [Job Status] tab and click the [Print] menu.**
The Print Job page is displayed.

2 **Click the [Delete All Private Print Jobs] or [Delete All Hold Print Jobs] button.**
Private print jobs or hold print jobs are deleted.



Note

It may take a while to delete all private or hold jobs.

■ Releasing print jobs

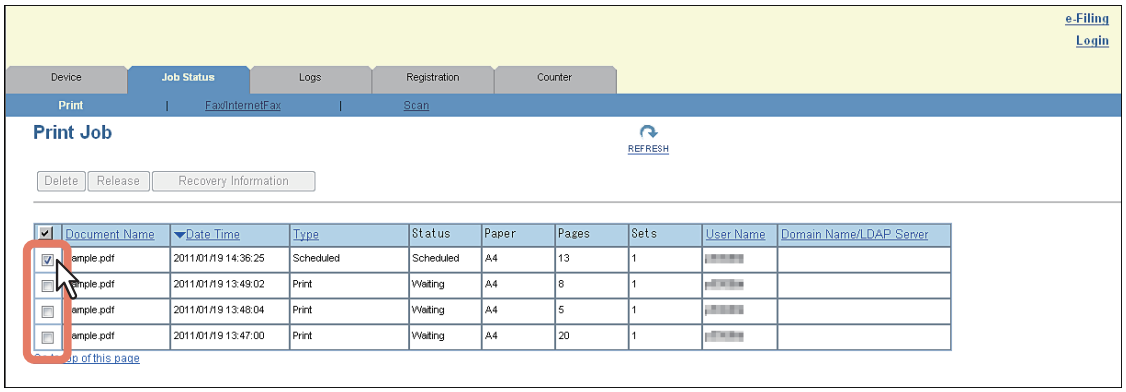
You can print jobs that are stored in the queue.

Note

Private print jobs and hold print jobs cannot be released from TopAccess.

1 Click the [Job Status] tab and click the [Print] menu.
The Print Job page is displayed.

2 Select the check box next to the job that you want to print.



3 Click [Release].
The selected print job is immediately printed.

■ Checking recovery information

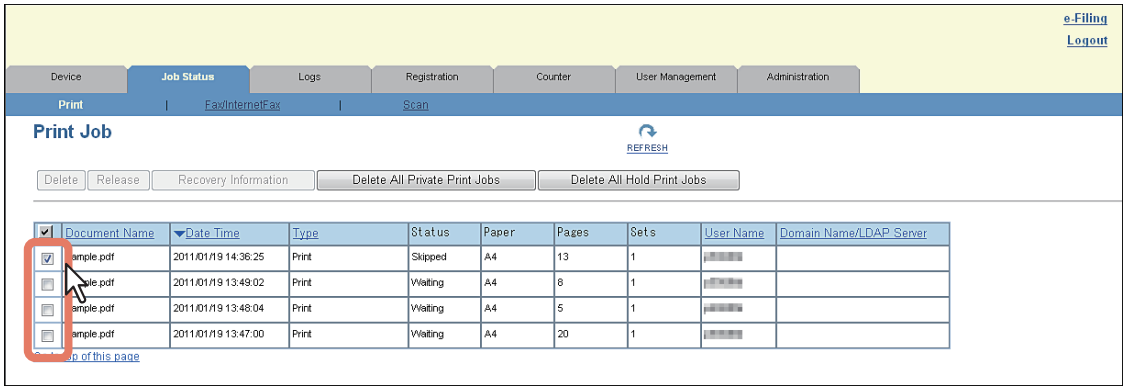
You can check the conditions to restart a print job which has been skipped while the job skip feature was enabled.

Tip

For the job skip feature, see the following:
📖 P.157 “Setting up Job Skip Control”

1 Click the [Job Status] tab and click the [Print] menu.
The Print Job page is displayed.

2 Select the check box next to the print job whose job status is “Skipped”.



3 Click [Recovery Information].
The conditions to restart the print job are displayed.

4

[Logs] Tab Page

Using TopAccess, end users can display print job logs, transmission journals, reception journals, and scan job logs.

[Logs] Tab Page Overview 40
[View Logs] Item list 40
[Export Logs] Item list <access policy mode> 47
[Log Settings] Item list <access policy mode> 48

[Logs] How to Set and How to Operate 50
Displaying job logs 50
Exporting logs 51

[Logs] Tab Page Overview

You can check the job history.

Note

Check the logs periodically to ensure that there is no unauthorized access to the equipment as a result of spoofing.

Tips

- Logs are recorded from the moment the equipment is turned on until it is shut down. Log recording continues also after entering the Super Sleep mode.
- Up to 100 logs are displayed in chronological order with the most recent first. You can check up to 5,000 logs in Print Job Log Export, Fax Transmission Journal Export, Fax Reception Journal Export, and Scan Log Export, and up to 10,000 logs in Messages Log Export by exporting them. Or, up to 100 logs in Print Job Log Export, Fax Transmission Journal Export, Fax Reception Journal Export, Scan Log Export, and Messages Log Export when the hard disk is not installed. The oldest logs are deleted when the number of logs exceeds the maximum limit.
- The default Administrator and Auditor roles can check all logs. For more information on default roles and privileges, see the following:
  P.139 “Default roles and privileges”
- When user authentication is enabled, you can check the logs associated with the user account you used to log in.
  Furthermore, a user account to which the default Administrator or Auditor role have been assigned can check all logs.

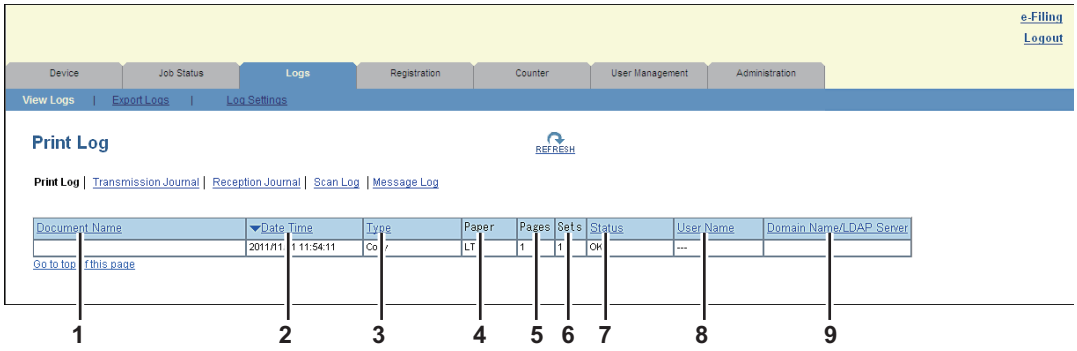
P.40 “[View Logs] Item list”
P.47 “[Export Logs] Item list <access policy mode>”
P.48 “[Log Settings] Item list <access policy mode>”

■ [View Logs] Item list

P.41 “Print Log”
P.42 “Transmission Journal”
P.43 “Reception Journal”
P.44 “Scan Log”
P.46 “Message Log <access policy mode>”

❑ Print Log

The Print Log page displays the following information for each print job log.



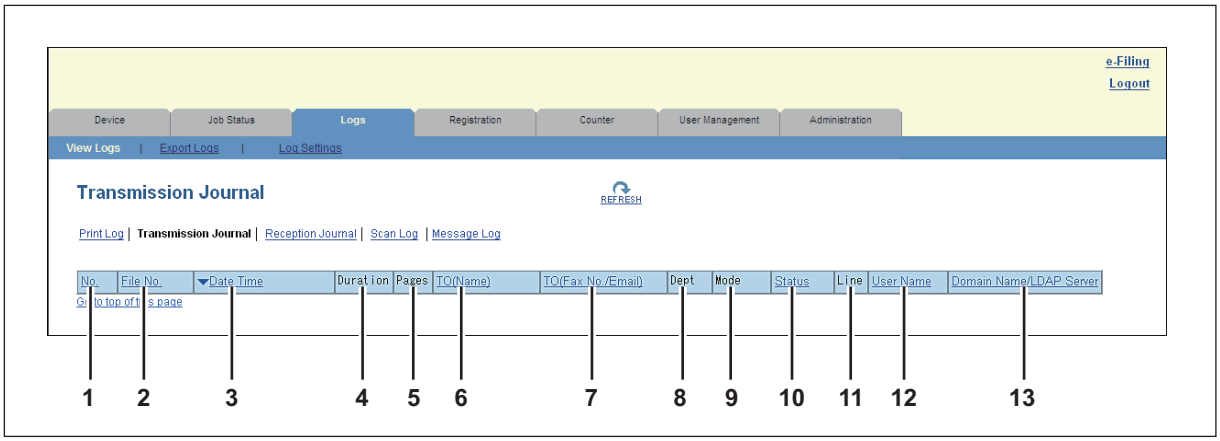
	Item name	Description
1	Document Name	Displays the document name of the print job.
2	Date Time	Displays the date and time that the print job was released from the client computers.
3	Type	Displays the print job type.
4	Paper	Displays the paper size of the print jobs.
5	Pages	Displays the number of pages of the print job.
6	Sets	Displays the number of copies set for print jobs.
7	Status	Displays the status of the print log.
8	User Name	Displays the user account name of the owner of the print job.
9	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who was the owner of the print job.

Tip

Click a table heading item to refresh the page and reorder the print log list in the specified order.

❑ Transmission Journal

The Transmission Journal page displays the following information for each transmission journal.



	Item name	Description
1	No.	Displays the serial number of the journals.
2	File No.	Displays the file number to identify the received job.
3	Date Time	Displays the date and time the transmission job was performed.
4	Duration	Displays the time length taken for the transmissions. If it takes more than 1 hour, “59:59” is indicated.
5	Pages	Displays the number of pages of the transmission job.
6	TO(Name)	Displays the destination name set for the transmission job.
7	TO(Fax No./Email)	Displays the fax number or E-mail address of the destination for the transmission job.
8	Dept	Displays the department code if department management is enabled.
9	Mode	Displays the transmission mode*.
10	Status	Displays the result of the transmission.
11	Line	Displays the line used.
12	User Name	Displays the user account name of the owner of the transmission job.
13	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who was the owner of the transmission job.

* The transmission mode is displayed by a combination of a 2-digit letter code, a 3-digit numeric code, and up to a 4-digit supplemental code.
For example: EC 603

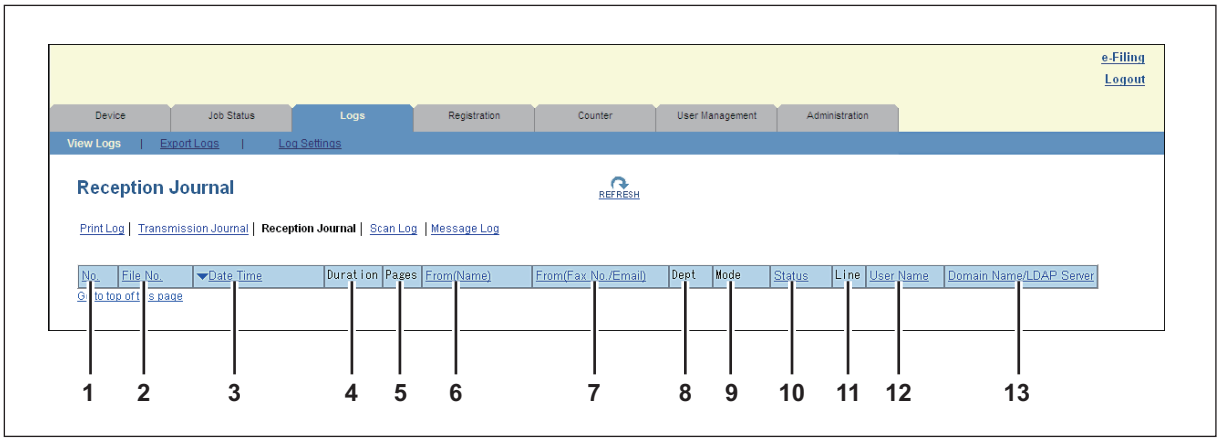
2-digit letter code (Communication Mode)	1st numeric code (bps)	2nd numeric code (Resolution)	3rd numeric code (Mode)	Up to 4 digit supplemental code
EC: ECM G3: G3 ML: E-mail	0: 2400 1: 4800 2: 7200 3: 9600 4: 12000 5: 14400 6: V.34	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300 dpi B: 600 dpi D: 150 dpi	0: MH 1: MR 2: MMR 3: JBIG	P: Polling SB: Mailbox SR/R: Relay mailbox SF/F: Forward mailbox ML: Internet Fax I: N/W-Fax O: Offramp Gateway

Tip

Click a table heading item to refresh the page and reorder the transmission journal list in the specified order.

❑ Reception Journal

The Reception Journal page displays the following information for each reception journal.



	Item name	Description
1	No.	Displays the serial number of the journals.
2	File No.	Displays the file number to identify the received job.
3	Date Time	Displays the date and time of receiving the job.
4	Duration	Displays the time taken for the receptions. If it takes more than 1 hour, “59:59” is indicated.
5	Pages	Displays the number of pages of the received job.
6	From(Name)	Displays the sender's name of the received job.
7	From(Fax No./Email)	Displays the fax number or E-mail address of the sender for the received job.
8	Dept	Displays the department code if the department management is enabled.
9	Mode	Displays the reception mode*.
10	Status	Displays the result of the reception.
11	Line	Displays the line used.
12	User Name	Displays the user account name of the owner of the received job.
13	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who was the owner of the received job.

* The reception mode is displayed by a combination of a 2-digit letter code, a 3-digit numeric code, and up to a 4-digit supplemental code.
For example: EC 603

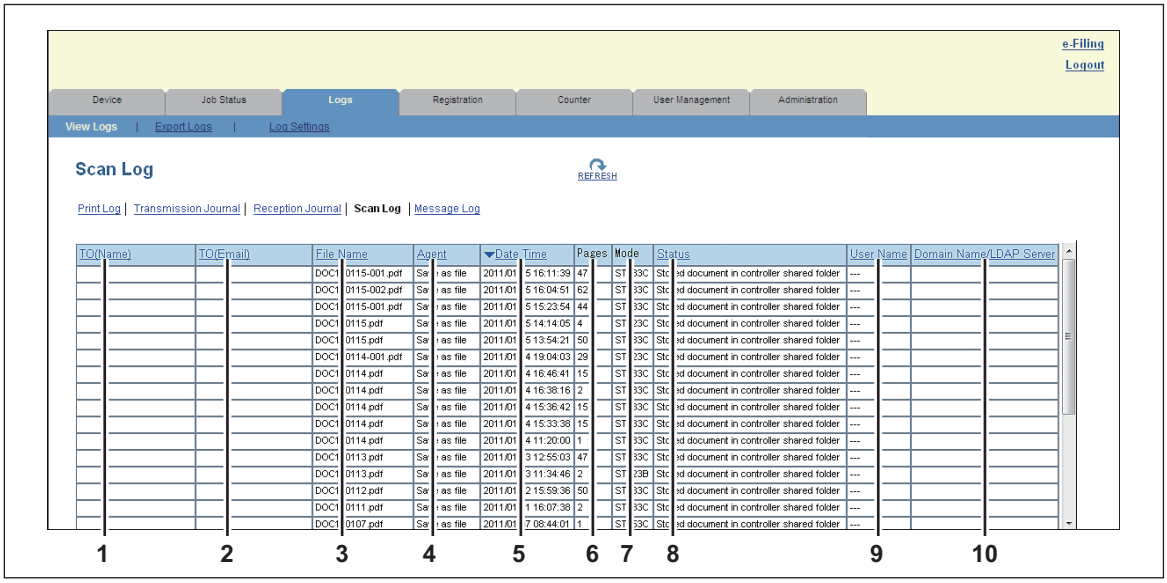
2-digit letter code (Communication Mode)	1st numeric code (bps)	2nd numeric code (Resolution)	3rd numeric code (Mode)	Up to 4 digit supplemental code
EC: ECM G3: G3 ML: E-mail	0: 2400 1: 4800 2: 7200 3: 9600 4: 12000 5: 14400 6: V.34	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300 dpi B: 600 dpi D: 150 dpi	0: MH 1: MR 2: MMR 3: JBIG	P: Polling SB: Mailbox SR/R: Relay mailbox SF/F: Forward mailbox ML: Internet Fax I: N/W-Fax O: Onramp Gateway

Tip

Click a table heading item to refresh the page and reorder the reception journal list in the specified order.

❑ Scan Log

The Scan Log page displays the following information for each scan job log.



	Item name	Description
1	TO(Name)	Displays the destination (name) to where the scanned document was sent via an E-mail.
2	TO(Email)	Displays the destination (E-mail address) to where the scanned document was sent via an E-mail.
3	File Name	Displays the file name stored in a shared folder or e-Filing. This item may not be displayed depending on the access policies.
4	Agent	Displays the agent of the scan job.
5	Date Time	Displays the date and time when the scan job was released from the control panel.
6	Pages	Displays the number of pages of the scan job.
7	Mode	Displays the transmission mode using 6-letter codes*.
8	Status	Displays the detailed result status of the scan job.
9	User Name	Displays the user account name of the owner of the scan job.
10	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account who was the owner of the scan job.

* Codes are displayed in the following format.

Code format: AA B C D E

AA: This describes the job type.	
CA	Copy and File Copy and Store to e-Filing
CT	Copy to e-Filing (without printing)
FS	Relay Mailbox Transmission
FF	Fax Received Forward
FE	Internet Fax Received Forward
ST	Scan to File or USB Scan to e-Filing Scan to Email
FA	Fax and Save as File
PA	Print and e-Filing
PT	Print to e-Filing
IA	N/W-Fax and Save as File
BE	e-Filing to Email

RS	Remote Scan or Web Services Scan
MS	Meta Scan
EN	E-mail notification
B: This describes the transmission type.	
0	e-Filing
1	Email (SMTP)
2	FTP
3	SMB
4	Save in a local folder
5	NetWare IPX/SPX
6	USB
7	NetWare TCP/IP
8	FTPS
9	Remote Scan or Web Services Scan
C: This describes the resolution.	
0	100 dpi
1	150 dpi
2	200 dpi
3	300 dpi
4	400 dpi
5	600 dpi
A	8 x 3.85 (line/mm) (203 x 98)
B	8 x 7.7 (line/mm) (203 x 196)
C	8 x 15.4 (line/mm) (203 x 391)
D	16 x 15.4 (line/mm) (400 x 391)
D: This describes the file format.	
0	e-Filing
1	TIFF (Multi)
2	TIFF (Single)
3	PDF (Multi) or Encrypted PDF (Multi)
4	JPEG
5	PDF (Single) or Encrypted PDF (Single)
6	Slim PDF (Multi)
7	Slim PDF (Single)
8	XPS (Multi)
9	XPS (Single)
A	DIB
B	PDF/A (Multi)
C	PDF/A (Single)
E: This describes the file color mode.	
B	Black
G	Gray Scale
C	Color
M	Mix

Note

The file format is recorded as DIB in the scan log if the data are scanned in BMP, JPEG, TIFF, or PNG format using the WIA (Windows Image Acquisition) driver.

Tip

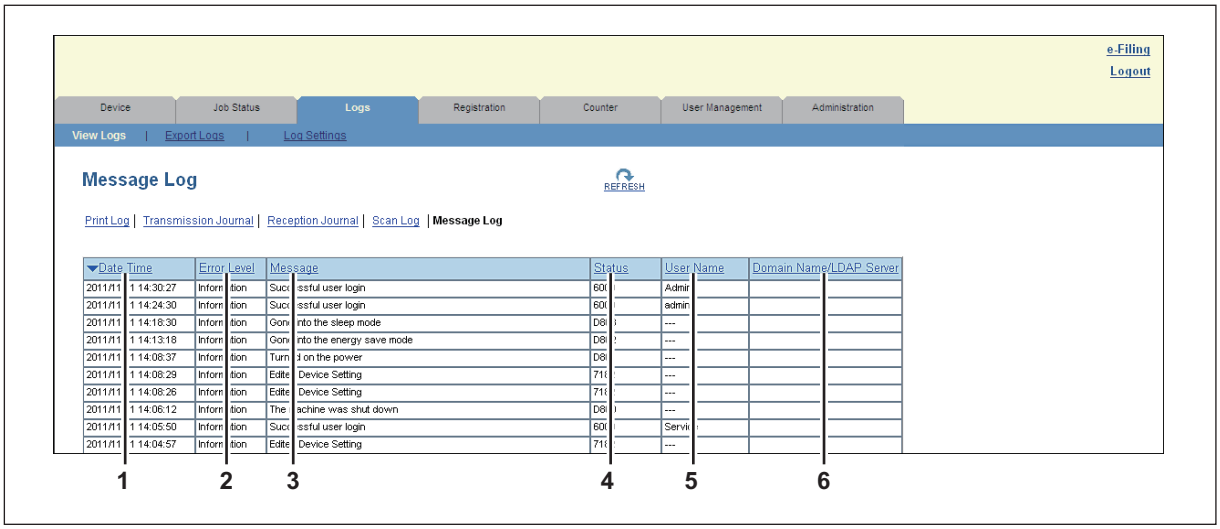
Click a table heading item to refresh the page and reorder the scan log list in the specified order.

❑ Message Log <access policy mode>

The Message Log page displays errors which have occurred on your model.

Tips

- Displays only when you are logged in with a user account which is granted administrator privileges or display privilege in the access policy mode.
- The default Administrator and Auditor roles can check all message logs. For more information on default roles and privileges, see the following:
📖 P.139 “Default roles and privileges”



	Item name	Description
1	Date Time	Displays the date and time of the error.
2	Error Level	Displays the error level. **Error** — Error that user and administrator may not be recoverable. **Warning —** Error that administrator is recoverable. **Information —** Error that end user is recoverable or that event is not error.
3	Message	Displays the message if available.
4	Status	Displays the error code.
5	User Name	Displays the user account name related to the message.
6	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account related to the message.

Tip

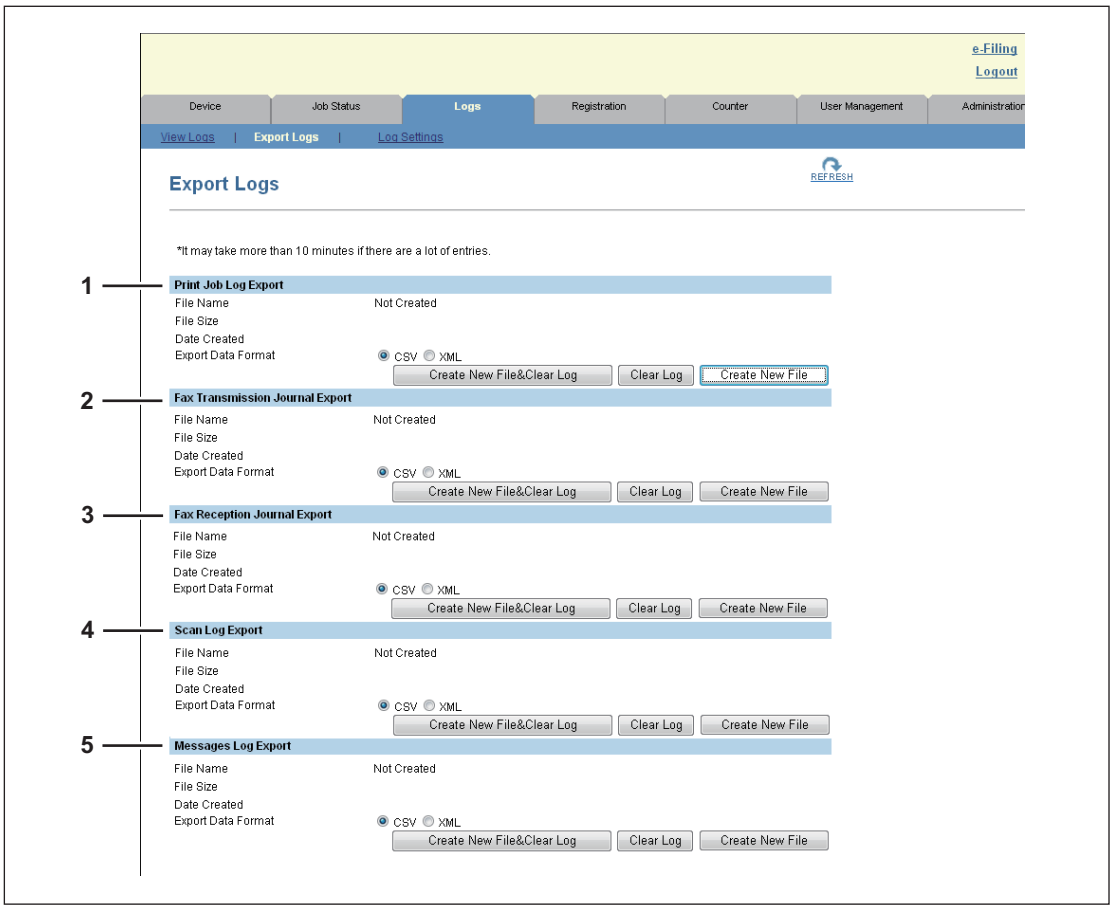
For details on error codes and error messages, refer to “Checking the Equipment Status with TopAccess” in the ***Troubleshooting Guide***.

■ [Export Logs] Item list <access policy mode>

You can erase logs or export them in a file.

Tips

- Displays only when you are logged in with a user account which is granted administrator or display privileges in the access policy mode.
- The exported data file can be either CSV format or XML format. [CSV] is set as the default.
- You can export up to 5,000 logs in Print Job Log Export, Fax Transmission Journal Export, Fax Reception Journal Export, and Scan Log Export, and up to 10,000 logs in Messages Log Export. Or, up to 100 logs when the hard disk is not installed. The oldest logs are deleted when the number of logs exceeds the maximum limit.



	Item name	Description
1	Print Job Log Export	You can erase print logs or export (download) them in a file. **Create New File & Clear Log** — Creates a file according to the file format of the export data. Erases logs after a file has been created. You can display or download by clicking the created file. **Clear Log** — Erases logs. **Create New File** — Creates a file according to the file format of the export data. You can display or download by clicking the created file.
2	Fax Transmission Journal Export	You can erase the transmission journal or export (download) it to a file. **Create New File & Clear Log** — Creates a file according to the file format of the export data. Erases logs after a file has been created. You can display or download by clicking the created file. **Clear Log** — Erases logs. **Create New File** — Creates a file according to the file format of the export data. You can display or download by clicking the created file.

	Item name	Description
3	Fax Reception Journal Export	You can erase the reception journal or export (download) it to a file. **Create New File & Clear Log** — Creates a file according to the file format of the export data. Erases logs after a file has been created. You can display or download by clicking the created file. **Clear Log** — Erases logs. **Create New File** — Creates a file according to the file format of the export data. You can display or download by clicking the created file.
4	Scan Log Export	You can erase scan logs or export (download) them in a file. **Create New File & Clear Log** — Creates a file according to the file format of the export data. Erases logs after a file has been created. You can display or download by clicking the created file. **Clear Log** — Erases logs. **Create New File** — Creates a file according to the file format of the export data. You can display or download by clicking the created file.
5	Messages Log Export	You can erase message logs or export (download) them in a file. **Create New File & Clear Log** — Creates a file according to the file format of the export data. Erases logs after a file has been created. You can display or download by clicking the created file. **Clear Log** — Erases logs. **Create New File** — Creates a file according to the file format of the export data. You can display or download by clicking the created file.

■ [Log Settings] Item list <access policy mode>

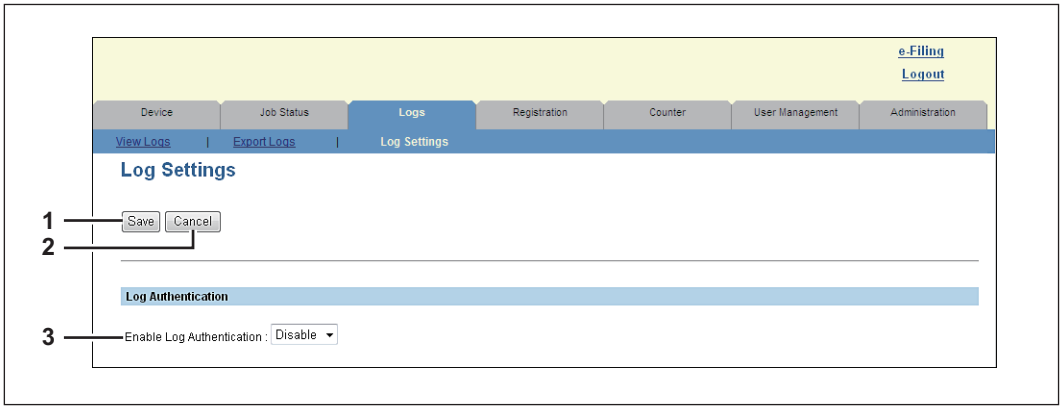
P.48 “Log Authentication”
P.49 “Log size”

Tip

Displays only when you are logged in with a user account which is granted administrator or display privileges in the access policy mode.

❑ Log Authentication

You can specify whether or not to use log authentication.

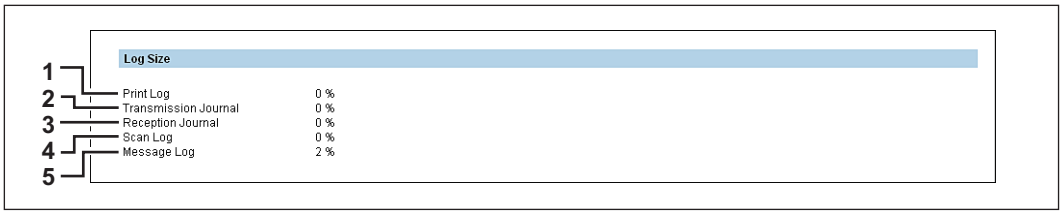


	Item name	Description
1	[Save] button	Saves log authentication settings.
2	[Cancel] button	Cancels the settings.

	Item name	Description
3	Enable Log Authentication	Enables log authentication. When log authentication is enabled, the log display for users will be restricted according to access policies. • **Enable** — Enables log authentication. Display will be restricted according to access policies. • **Disable** — Disables log authentication. Logs for all users will be displayed.

❑ Log size

Log size displays the log size.



	Item name	Description
1	Print Log	Displays the log size of print jobs.
2	Transmission Journal	Displays the log size of transmission journals.
3	Reception Journal	Displays the log size of reception journals.
4	Scan Log	Displays the log size of scan jobs.
5	Message Log	Displays the log size of message logs.

[Logs] How to Set and How to Operate

P.50 “Displaying job logs”
P.51 “Exporting logs”

■ Displaying job logs

Tip

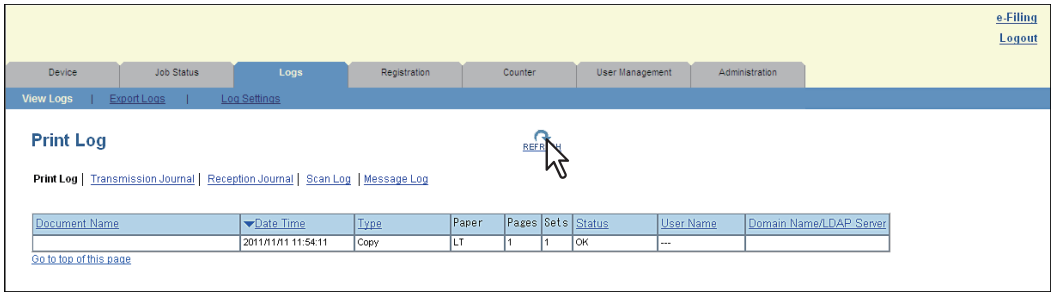
You can display logs for jobs which are performed on this equipment. Up to 100 logs are displayed in chronological order with the most recent first. When the number exceeds 100, logs are deleted, beginning with the oldest ones.

1 Click the [Logs] tab and click the [View Logs] menu.

2 Click [Print Log], [Transmission Journal], [Reception Journal], [Scan Log], or [Message Log].

The log page is displayed.

3 Click the [REFRESH] icon at the upper right of the page to update the information.



Tip

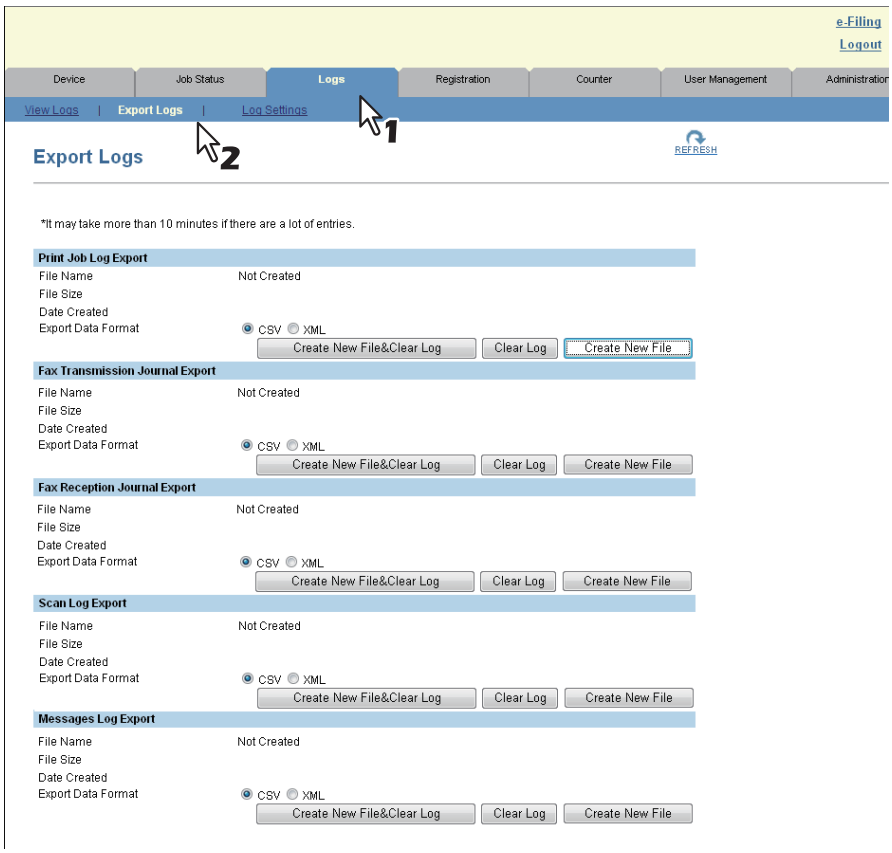
Click a table heading item to refresh the page and reorder the list in the specified order.

■ Exporting logs

You must be logged in to the access policy mode to export logs.
For information on logs that can be exported, see the following:
📖 P.47 “[Export Logs] Item list <access policy mode>”

1 Log in to TopAccess in access policy mode.
📖 P.24 “Access Policy Mode”

2 Click the [Logs] tab and then click the [Export Logs] menu.



Tip

File sizes are displayed in bytes.

3 Select the file format (CSV/XML) for the log you want to export.

4 Create the file by clicking the [Create New File] button for the log you want to export.

5 Click the file name.

6 Save the log file.
Your browser will display a confirmation dialog box. Select the process for saving the log as a file and follow the displayed instructions.

5

[Registration] Tab Page

This section contains instructions on how to register templates, the address book, and mailboxes.

[Registration] Tab Page Overview 54
[Template] Item list 54
[Address Book] Item list 87
[Inbound FAX routing] Item list 93

[Registration] How to Set and How to Operate 98
Managing templates 98
Managing address book 106
Managing mailboxes 111

[Registration] Tab Page Overview

You can register templates, the address book, and inbound fax routing.

P.54 “[Template] Item list”
P.87 “[Address Book] Item list”
P.93 “[Inbound FAX routing] Item list”

■ [Template] Item list

P.54 “[Template Groups] screen”
P.57 “[Group Properties] screen”
P.58 “[Private Templates] screen”
P.60 “[Change Group Password] screen”
P.60 “[Template Properties] screen”
P.62 “Private template settings”

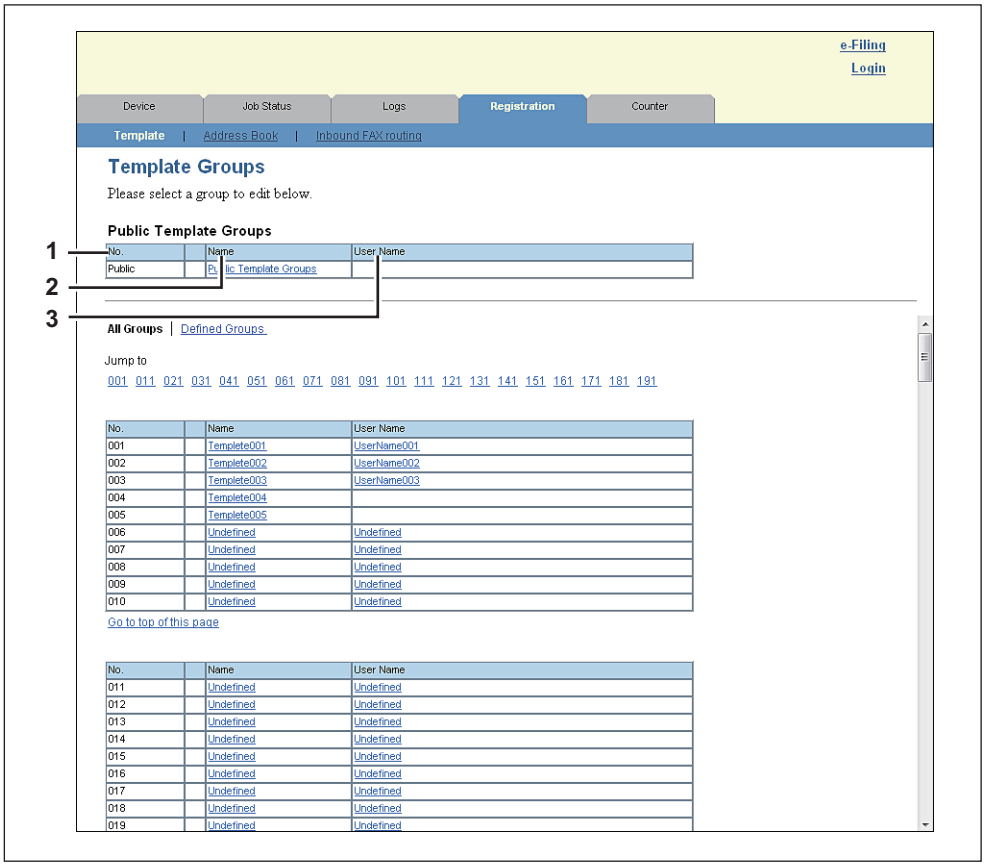
❑ [Template Groups] screen

You can check the template registration status.
You can save agent settings for copy, fax/Internet Fax, and scan operated from the control panel on your equipment into a template. Users can select the template when they copy, fax/Internet Fax, or scan from the control panel, for easy operation.

Templates are managed in groups and up to 60 templates can be saved in a group. Or, up to 12 in a group when the hard disk is not installed.
There can be one public template group, and up to 200 private template groups. Or, up to 4 private template groups when the hard disk is not installed.

Group type	Description	Max. number of groups	Max. templates saved
Public Template Groups	The public template group can be created and maintained only by users who are granted administrator privileges in the access policy mode. Registered templates are available for all users.	1	60 (12 when the hard disk is not installed.)
Private Template Groups	Users can create templates in private template groups. Users can also set passwords on groups and registered templates to restrict the use of them. Groups and templates without a password are available to all users.	200 (4 when the hard disk is not installed.)	60 (12 when the hard disk is not installed.)

Public Template Groups

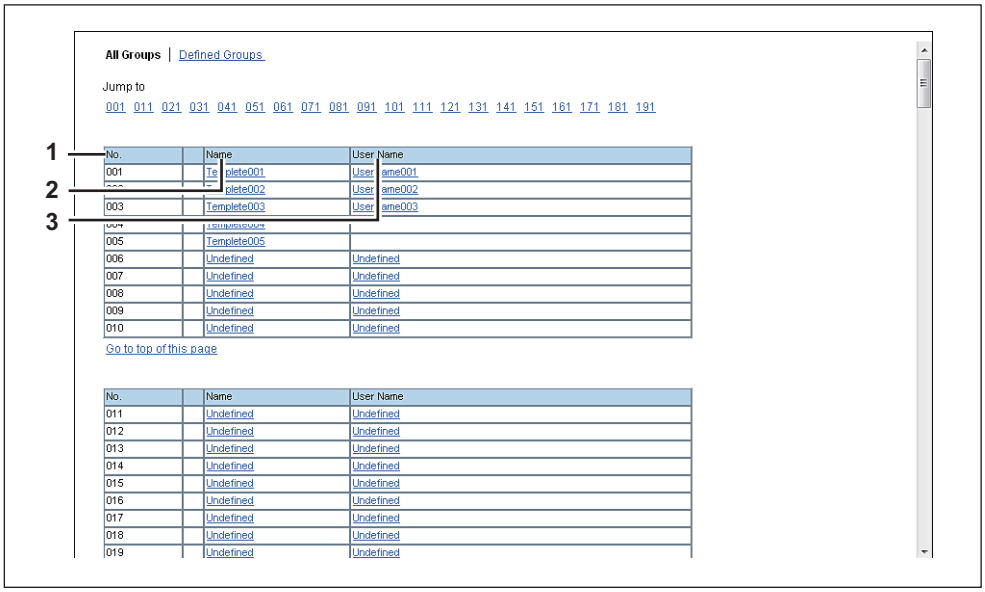


	Item name	Description
1	No.	Displays "Public" for the public template group.
2	Name	Displays "Public Template Groups" for the public template group. You can click to check the registered templates. 📖 P.105 “Displaying public templates”
3	User Name	–

Tip

Templates in the public template group are created and managed by users who are granted administrator privileges in the access policy mode. See the following description for registering public template groups:
📖 P.373 “Registering public templates”

Private Template Groups



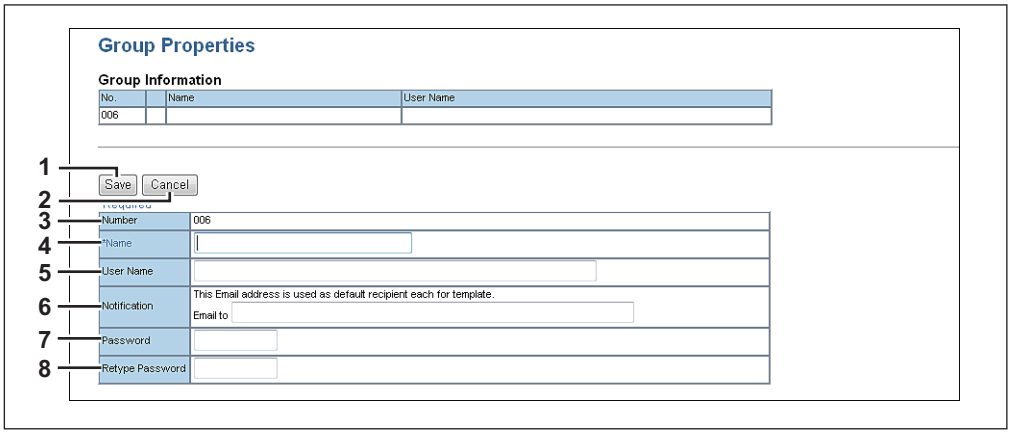
	Item name	Description
1	No.	Displays the group number.
2	Name	Displays the group name. Click the name of a registered template to check and edit the registered templates. 📖 P.98 “Registering and editing private template groups” Click [Undefined] to register templates. 📖 P.57 “[Group Properties] screen”
3	User Name	Displays the group owner name. Click the name of a registered user name to check and edit the registered templates. 📖 P.98 “Registering and editing private template groups” Click [Undefined] to register templates. 📖 P.57 “[Group Properties] screen”

Tips

- Click [All Groups] or [Defined Groups] to change how private template groups are displayed.
- See the following descriptions for how to register private template groups and how to create templates:
  📖 P.98 “Registering and editing private template groups”
  📖 P.101 “Registering or editing templates”

❑ [Group Properties] screen

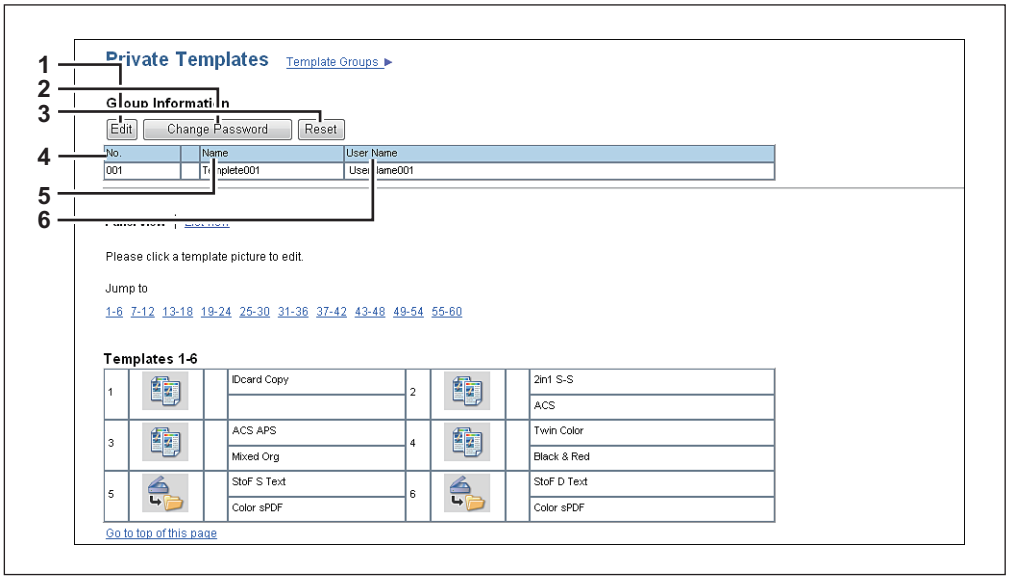
You can register a new private template group.



	Item name	Description
1	[Save] button	Creates a private template group with the entered data. The [Private Templates] screen is displayed and you can edit the template you are registering. 📖 P.58 “[Private Templates] screen”
2	[Cancel] button	Cancels the settings.
3	Number	Displays the private group number.
4	Name	Enter the name of the private group.
5	User Name	Enter the owner name of the private group.
6	Notification	Enter the E-mail address to be displayed as the default recipient when notification is enabled in any template. You can select whether notification will be sent or not for each template.
7	Password	Enter the password if setting a password to the private group. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*).
8	Retype Password	Enter the same password again for a confirmation.

❑ [Private Templates] screen

You can edit the template you are registering.



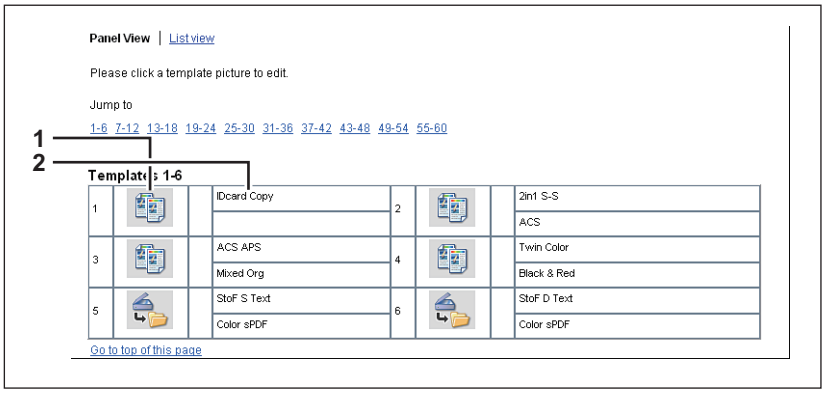
Group Information

	Item name	Description
1	[Edit] button	Allows you to edit the private template group information. 📖 P.57 “[Group Properties] screen”
2	[Change Password] button	Allows you to change the password for the private template group. 📖 P.60 “[Change Group Password] screen”
3	[Reset] button	Resets registration of the private template group.
4	No.	Displays the number of the private template group.
5	Name	Displays the name of the private group.
6	User Name	Displays the owner of the private template group.

Template list

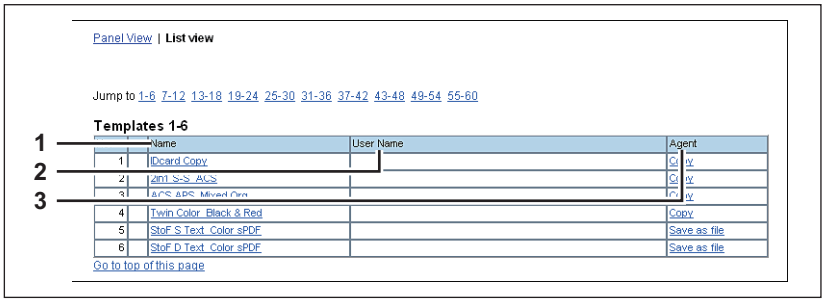
You can display the template list. You can change the view by clicking [Panel View] or [List View].

Panel View



	Item name	Description
1	Image	Displays icons of the templates. Click [Undefined] to register a new template. 📖 P.57 “[Group Properties] screen”
2	Name 1/Name 2	Displays the names registered on the touch panel. 📖 P.62 “Panel Setting (Private template)”

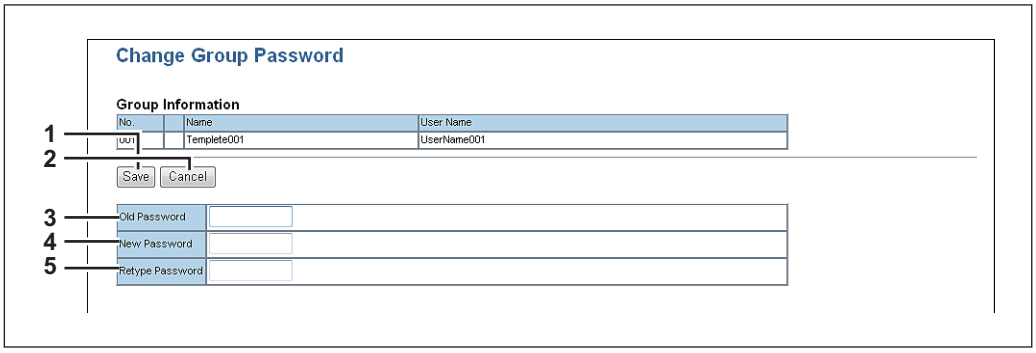
List View



	Item name	Description
1	Name	Displays the names registered on the touch panel. 📖 P.62 “Panel Setting (Private template)” Click [Undefined] to register a new template. 📖 P.57 “[Group Properties] screen”
2	User Name	Displays the user name registered on the panel setting. Click [Undefined] to register a new template. 📖 P.57 “[Group Properties] screen”
3	Agent	Displays the agent registered to the template. Click [Undefined] to register a new template. 📖 P.57 “[Group Properties] screen”

❑ [Change Group Password] screen

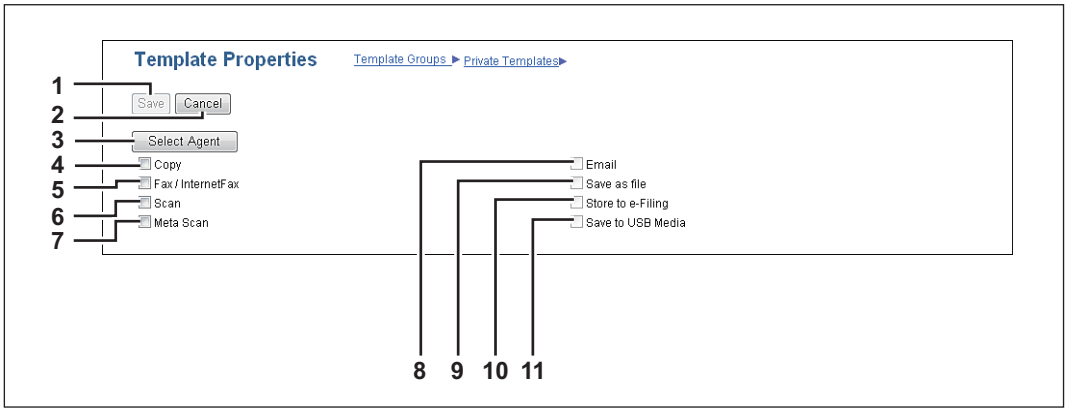
You can change the password of a private template group.



	Item name	Description
1	[Save] button	Saves the new password.
2	[Cancel] button	Cancels the password change.
3	Old Password	Enter the current password.
4	New Password	Enter the new password.
5	Retype Password	Enter the same password again for a confirmation.

❑ [Template Properties] screen

You can set the template you are registering.



	Item name	Description
1	[Save] button	Saves the template contents.
2	[Cancel] button	Cancels the operation.
3	[Select Agent] button	Allows you to set the selected agent. You can set the template details when creating a new agent. 📖 P.62 “Private template settings”
4	Copy	You can create a template which copies the document. Select this agent if you want to print a copy when you are sending a document to another destination. You can also specify the [Save as file] agent or [Store to e-Filing] agent at the same time. You can only select one agent when the hard disk is not installed.
5	Fax / InternetFax	You can create a template for fax or Internet Fax transmission. You can also specify the [Save as file] agent at the same time. You can only select one agent when the hard disk is not installed.

	Item name	Description
6	Scan	You can create a template for a scan. You need to select either the [Email] agent, [Save as file] agent, [Store to e-Filing] agent, or [Save to USB Media] agent at the same time. You can specify up to two agents for a scan template. The [Save as file] agent and [Store to e-Filing] agent cannot be selected when the hard disk is not installed.
7	Meta Scan	This agent is enabled when the meta scan option is installed. You can create a template for the meta scan option. Refer to the document provided by the vendor of the application which supports meta scan option for details.
8	Email	You can transmit the document as an E-mail attachment.
9	Save as file	You can save the document in a shared folder. Available only when the hard disk is installed.
10	Store to e-Filing	You can store the document in the e-Filing. Available only when the hard disk is installed.
11	Save to USB Media	You can save the document in USB media.

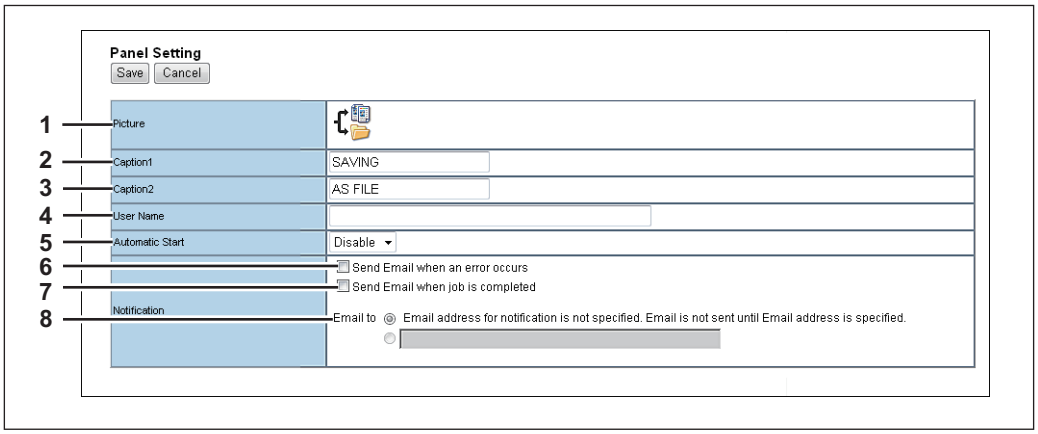
❑ Private template settings

You can set details of a template.

- 🕮 P.62 “Panel Setting (Private template)”
- 🕮 P.63 “Destination Setting (Private template)”
- 🕮 P.69 “InternetFax Setting (Private template)”
- 🕮 P.70 “Fax Setting (Private template)”
- 🕮 P.72 “Email Setting (Private template)”
- 🕮 P.75 “Save as file Setting (Private template)”
- 🕮 P.80 “Box Setting (Private template)”
- 🕮 P.80 “Store to USB Device Setting (Private template)”
- 🕮 P.83 “Scan Setting (Private template)”
- 🕮 P.86 “Extended Field settings”
- 🕮 P.86 “Extended Field Properties”
- 🕮 P.86 “Password Setting”

Panel Setting (Private template)

In the Panel Setting page, specify how the icon for the template is displayed in the touch panel, and the notification settings for the template.



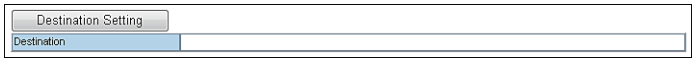
	Item name	Description
1	Picture	This indicates the icon that will be displayed in the touch panel. The icon is automatically designated according to the agent that you select.
2	Caption1	Enter the text that will be displayed next to the icon in the touch panel. You can enter up to 11 alphanumerical characters.
3	Caption2	Enter the text that will be displayed next to the icon in the touch panel. You can enter up to 11 alphanumerical characters.
4	User Name	Enter the owner name of the template. You can enter up to 30 alphanumerical characters.
5	Automatic Start	Select whether the automatic start function is enabled or disabled. When this is enabled, the operation will be automatically started when you press the template button from the TEMPLATE menu on the touch panel without pressing the [START] button or [SCAN].
	Note If the user names or passwords of the User Authentication for Scan to E-mail and the User Management Setting are different, or only the User Authentication for Scan to E-mail is enabled, you need to enter the user name and password of the User Authentication for Scan to E-mail also when recalling the template with the automatic start function enabled.	

	Item name	Description
6	Notification — Send Email when an error occurs	Select this to send a notification message to the specified E-mail address when an error occurs.
7	Notification — Send Email when job is completed	Select this to send a notification message to the specified E-mail address when a job is completed.
8	Notification — Email to	Enter a recipient E-mail address for the notification message. You can either select an option to send it to the E-mail address set in a private group or specify an E-mail address.
	Note When you enable the Notification setting, make sure to set up the E-mail settings in the [Email] submenu of the [Setup] menu in the TopAccess access policy mode. For instructions on how to set up the E-mail settings, see the following section: 📖 P.262 “Setting up E-mail settings”	

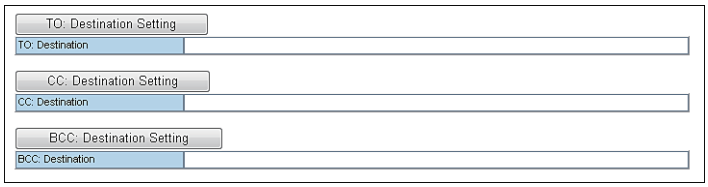
Destination Setting (Private template)

In the Recipient List page, you can specify the destinations to which the Fax, Internet Fax, or Scan to E-mail document will be sent.
When you are setting up the destinations for the Scan to Email agent, you can only specify the E-mail addresses for the destinations.
When you are setting up the destinations for the Fax/InternetFax agent, you can specify both fax numbers and E-mail addresses for the destinations.

When Creating a Fax/Internet Fax agent:



When Creating an Email agent:



Note

The Fax Unit must be installed in this equipment to specify the fax numbers of the destinations.

You can specify the destinations by entering their E-mail addresses or fax numbers manually, selecting destinations from the address book, selecting destination groups from the address book, or searching for destinations in the LDAP server.

📖 P.64 “Entering the destinations manually”
📖 P.65 “Selecting the destinations from the address book”
📖 P.66 “Selecting the groups from the address book”
📖 P.67 “Searching for destinations in the LDAP server”
📖 P.68 “Removing the contacts from the Recipient List”

Entering the destinations manually

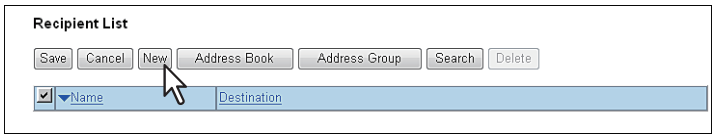
You can add a destination manually to the Recipient List.

Note

You cannot enter destinations if [Restriction Setting for Destination] is enabled.
P.295 “Restriction Setting for Destination”

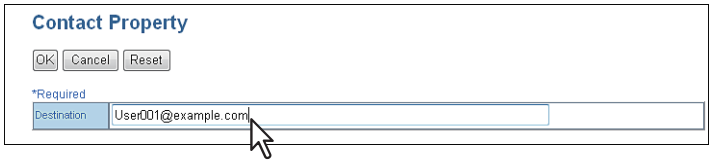
1 Click [Destination Setting] (when creating a Fax/Internet Fax agent) or [TO: Destination Setting] / [CC: Destination Setting] / [BCC: Destination Setting] (when creating an Email agent) to open the Recipient List page.

2 Click [New].



The Contact Property page is displayed.

3 Enter the E-mail address or fax number of the destination, in the [Destination] box.



Note

You can specify the fax number for the destination only when the Fax Unit is installed.

4 Click [OK].

The destination is added to the Recipient List page.

5 Repeat steps 2 to 4 to add all additional destinations that you require.

Tip

You can remove the destinations you added to the Recipient List before saving the destination settings.
P.68 “Removing the contacts from the Recipient List”

6 Click [Save].

The contacts are added as destinations.

Selecting the destinations from the address book

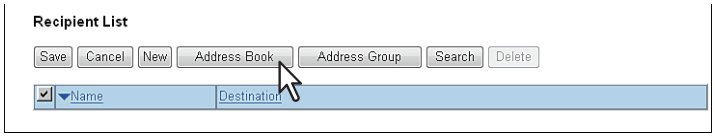
You can select destinations from the address book in this equipment.

Note

You cannot select destinations from the address book if [Restriction Setting for Destination] is enabled.
P.295 “Restriction Setting for Destination”

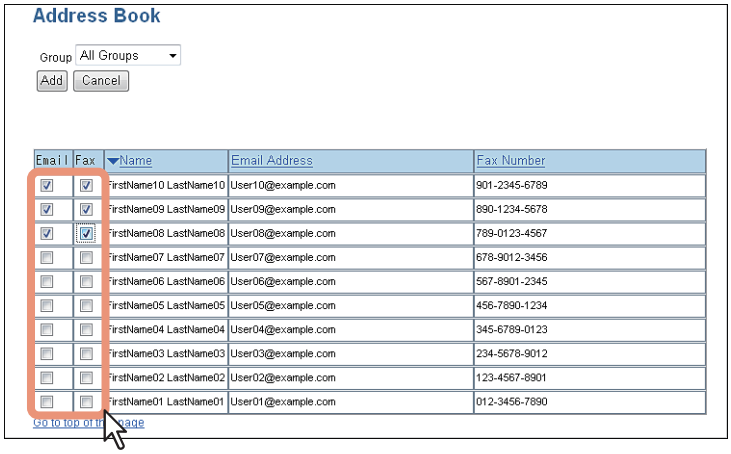
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Book].



The Address Book page is displayed.

3 Select the [Email] check boxes of users you want to add as the E-mail recipients or Internet Fax recipients, and select the [Fax] check boxes of users you want to add as the Fax recipients.



Notes

- When you are creating a Scan to E-mail template, only the [Email] check boxes are displayed in the Address Book page.
- You can specify the fax number for the destination only when the Fax Unit is installed.

Tip

If you want to sort the Recipient List by a specific group, select the desired group name in the [Group] box.

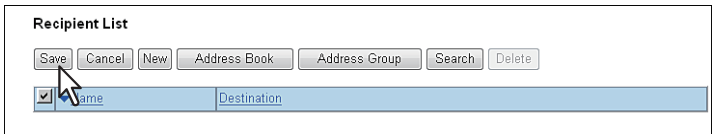
4 Click [Add].

The selected destinations are added to the Recipient List page.

Tip

You can remove the destinations you added to the Recipient List before saving the destination settings.
P.68 “Removing the contacts from the Recipient List”

5 Click [Save].



The contacts are added as destinations.

Selecting the groups from the address book

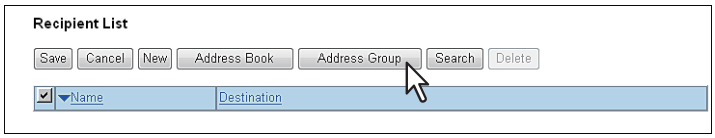
You can select groups from the address book.

Note

You cannot select destinations from the address group if [Restriction Setting for Destination] is enabled.
P.295 “Restriction Setting for Destination”

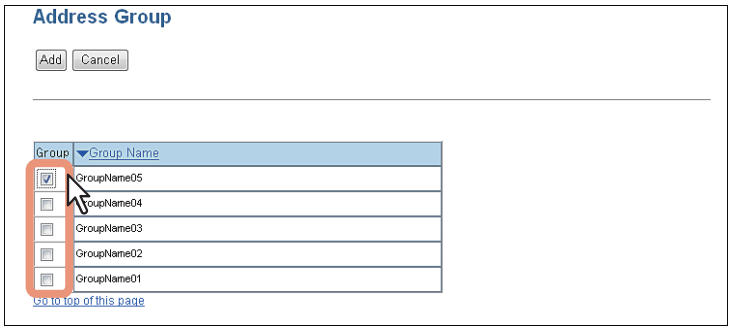
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Address Group].



The Address Group page is displayed.

3 Select the [Group] check boxes that contain the desired destinations.



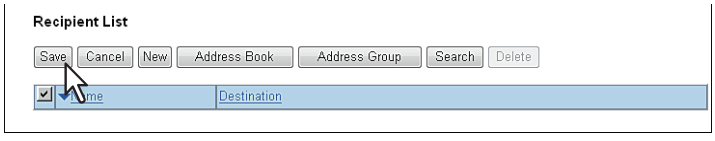
4 Click [Add].

All recipients in the selected groups are added to the Recipient List page.

Tip

You can remove the destinations you added to the Recipient List before saving the destination settings.
P.68 “Removing the contacts from the Recipient List”

5 Click [Save].



The contacts are added as destinations.

Searching for destinations in the LDAP server

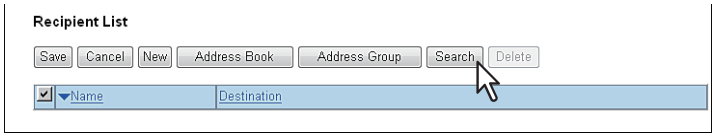
You can search for destinations in the registered LDAP server and in the address book.

Note

The LDAP server used for the search must be registered by a user who is granted administrator privileges in access policy mode.
P.341 “Managing directory service”

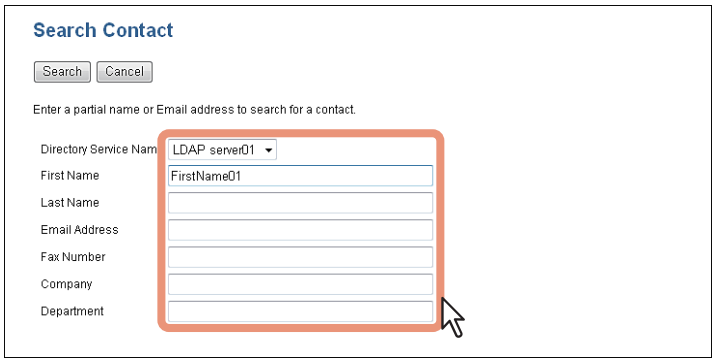
1 Click [Destination Setting] to open the Recipient List page.

2 Click [Search].



The Search Contact page is displayed.

3 Select the directory service name that you want to search for in the [Directory Service Name] box, and enter the search terms in the boxes that you want to search.



Tips

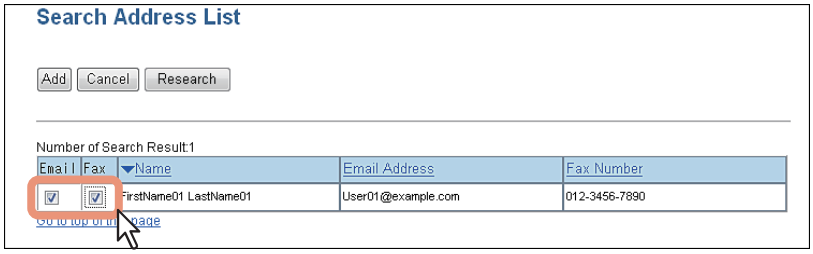
- If you select the model name of this equipment at the [Directory Service Name] box, you can search for destinations in the address book of this equipment.
- TopAccess will search for destinations who match the entries.
- Leaving the box blank allows wild-card searching. However, you must specify at least one.

4 Click [Search].

TopAccess will start searching for destinations in the LDAP server and the Search Address List page will display the results.

5 Select the [Email] check boxes of users you want to add as the E-mail recipients or Internet Fax recipients, and select the [Fax] check boxes of users you want to add as Fax recipients.

Click [Research] to return to step 3 so that you can change the search criteria and execute the search again.



Notes

- You can specify the fax number for the destination only when the Fax Unit is installed.
- The value of [company] and [department] will depend on the settings made by the user who is granted administrator privileges in the access policy mode.

6 Click [Add].

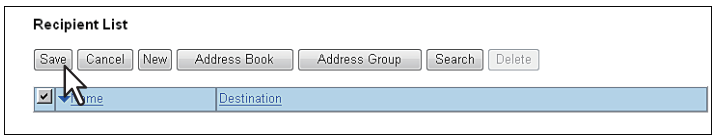
The selected destinations are added to the Recipient List page.

Tip

You can remove the destinations you added to the Recipient List before saving the destination settings.

P.68 “Removing the contacts from the Recipient List”

7 Click [Save].



The contacts are added as destinations.

Removing the contacts from the Recipient List

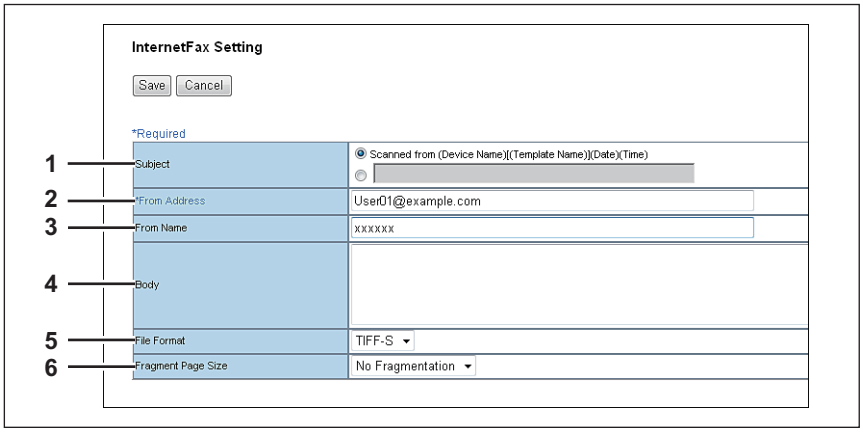
1 Click [Destination Setting] to open the Recipient List page.

2 Select the check boxes of the destinations that you want to remove from the Recipient List, and click [Delete].

The selected destinations are removed from the Recipient List.

InternetFax Setting (Private template)

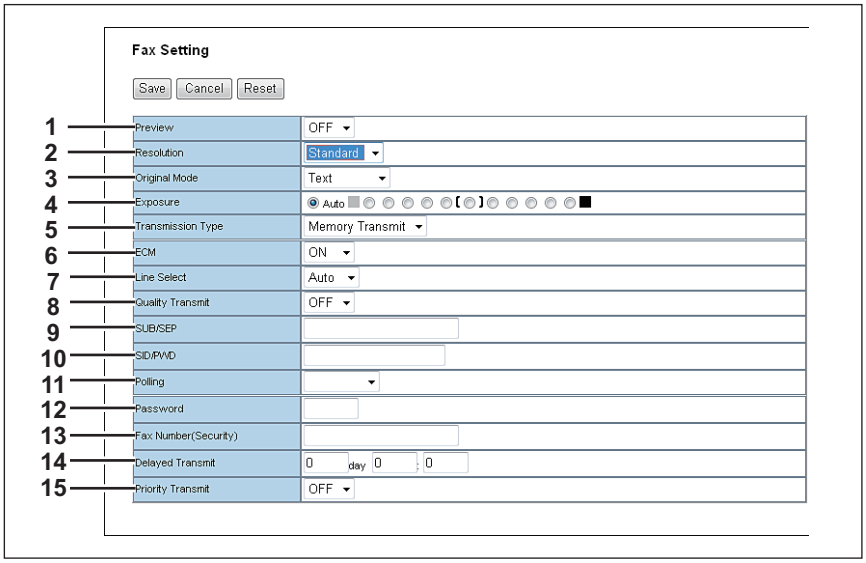
In the InternetFax Setting page, you can specify the content of the Internet Fax to be sent.



	Item name	Description
1	Subject	This sets the subject of the Internet Faxes. Select [Scanned from (Device Name) [(Template Name)] (Date) (Time)] to automatically apply the subject, or enter the desired subject in the box. If you enter manually, the subject will be [(Subject) (Date) (Time)].
2	From Address	Enter the E-mail address of the sender. When the recipient replies to a received document, the message will be sent to this E-mail address. You can enter up to 140 alphanumerical characters.
3	From Name	Enter the sender name of the Internet Fax. You can enter up to 64 characters.
4	Body	Enter the body message of the Internet Fax. You can enter up to 1000 characters (including spaces).
5	File Format	Select the file format of the scanned image. Only [TIFF-S] (TIFF-FX (Profile S)) format can be selected.
6	Fragment Page Size	Select the size of the message fragmentation. [No Fragmentation] is set as the default.

Fax Setting (Private template)

In the Fax Setting page, you can specify how the fax will be sent.



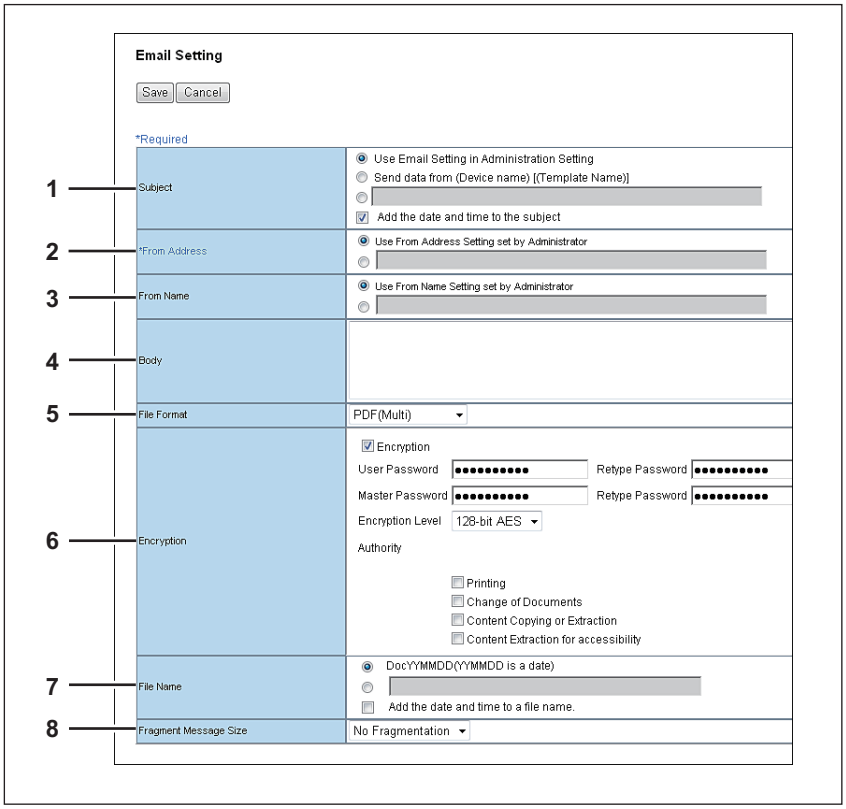
	Item name	Description
1	Preview	Select whether or not to preview before sending a fax. • ON — Select this to preview. • **OFF** — Select this not to preview.
2	Resolution	Select the resolution for sending faxes. • **Standard** — Select the Standard mode as the normal resolution. This mode is suitable when you are frequently transmitting text documents with normal size characters. • **Fine** — Select the Fine mode as the normal resolution. This mode is suitable when you are transmitting documents with small size characters or fine drawings. • **Ultra Fine —** Select the Ultra Fine mode as the normal resolution. This mode is suitable when you are transmitting documents with very small size characters or detailed drawings.
3	Original Mode	Select the image quality mode for sending faxes. • **Text** — Select the Text mode as the normal image quality mode. This mode is suitable when you are transmitting text documents. • **Text/Photo** — Select the Text/Photo mode as the normal image quality mode. This mode is suitable when you are transmitting documents which contain both texts and photos. • **Photo** — Select the Photo mode as the normal image quality mode. This mode is suitable when you are transmitting photo documents.
4	Exposure	Select the exposure for sending faxes. Select [Auto] to automatically apply the ideal contrast, or adjust the contrast manually in 11 stages.

	Item name	Description
5	Transmission Type	Select the send mode. • **Memory Transmit** — Select the Memory TX mode to automatically send the document after it has been temporarily stored to memory. This mode is useful if you want to return original files immediately. You can also send the same originals to two or more remote faxes. • **Direct Transmit** — Select the Direct TX mode to send the original as it is being scanned. This mode is useful if you want confirmation from the remote party. Originals are not stored to memory, and you can specify only one remote fax at a time.
	Tip You can select [Direct Transmit] when you have created a template for Fax/InternetFax (not for Saved as file). When Fax/InternetFax and [Save as file setting] are combined, this item will be unselectable and will not be displayed.	
6	ECM	Enable or disable the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion.
7	Line Select *1	Select whether specifying the line to be used. • **Auto** — Select not to specify the line to be used. • **Line1** — Select to use Line 1 for this Fax agent. • **Line2** — Select to use Line 2 for this Fax agent if installed.
8	Quality Transmit	Select this to send a document in the Quality TX mode. This feature sends a document at a slower speed than normal so the transmission will be less affected by line conditions.
9	SUB/SEP	Enter the SUB number or SEP number if you want to set the mailbox transmission.
10	SID/PWD	Enter the password for SUB or SEP if required.
11	Polling	Select this to set Polling communications. • **(Blank)** — Select the blank box when you do not want to perform polling. • **Transmission** — Select this to perform Polling Reservation that allows users to store the document in the memory. • **Received** — Select this to perform Turnaround Polling that allows users to poll another fax after transmitting documents to the remote fax on the same phone call.
	Note You can select [Transmission] when you have created a template for Fax/InternetFax (not to be Saved as file). When Fax/InternetFax and [Save as file setting] are combined, this item will be unselectable and will not be displayed.	
12	Password	Enter the 4-digit security code for the document to be stored or received.
13	Fax Number(Security)	When you select [Transmission] at the [Polling] box, enter the security fax number that allows polling of stored document. When you select [Received] at the [Polling] box, enter the security fax number to poll the documents from remote faxes.
14	Delayed Transmit	If you enable the delayed communications for this agent, enter the day and time to send a document. Delayed transmission is disabled when the date is set to "0".
15	Priority Transmit	Select whether the document will be sent prior to other jobs.

*1 This function is not available for some models.

Email Setting (Private template)

In the Email Setting page, you can specify the content of the Scan to Email document to be sent.



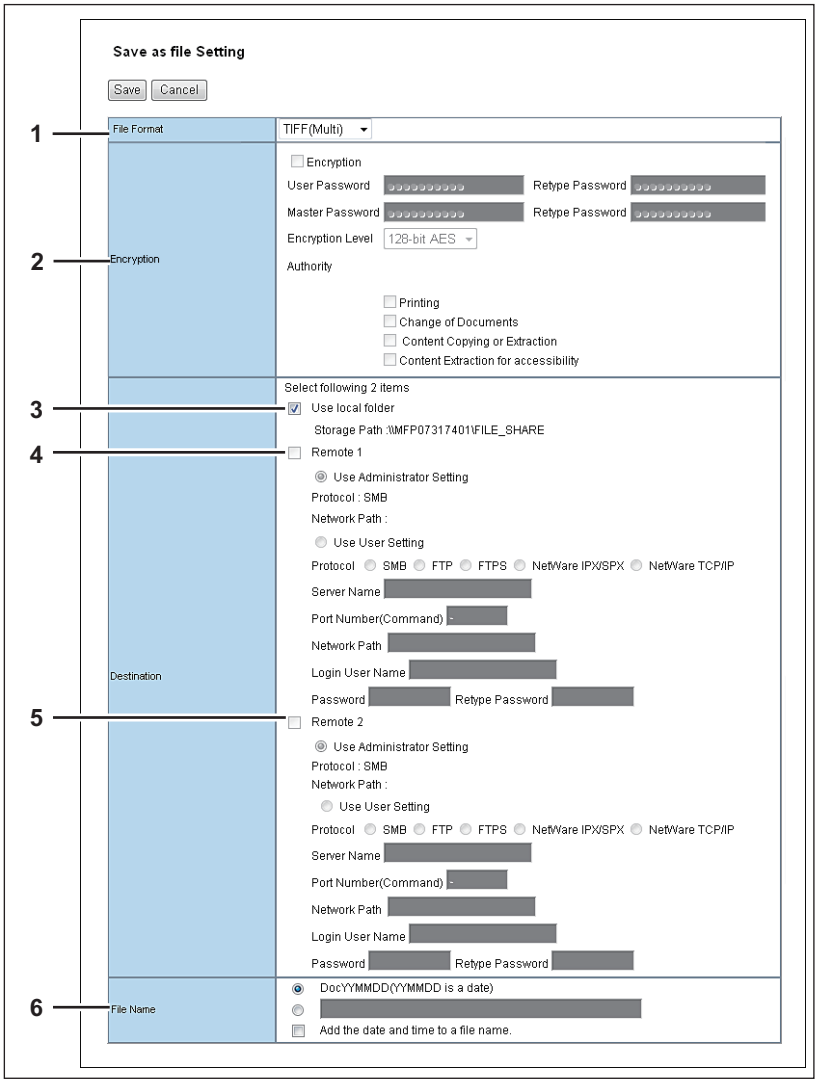
	Item name	Description
1	Subject	This sets the subject of the E-mail. **Use Email Setting in Administration Setting** — Select this to set the subject specified in [Administration] - [Setup] - [Email] as subject. **Send data from (Device Name)[(Template Name)]** — Select this to set the [(Template Name)] data sent from (Device Name) as subject. **<Entry box>** — Enter the text to set as subject. **Add the date and time to the Subject** — Select this to append date and time to the subject selected above.
	Tip When [Meta Scan] is selected, you can use a variable as the subject. For more information on variables, see the following: 📖 P.398 “Variables of XML format files”	
2	From Address	This sets the E-mail address of the sender. When the recipient replies to a received document, the message will be sent to this E-mail address. **Use From Address Setting set by Administrator** — Select this to use the E-mail address specified in [Administration] - [Setup] - [Email]. When User Authentication or Email Authentication is enabled, select this to use the E-mail address specified in [Administration] - [Security] - [Authentication] - [Email Address Setting]. **<Entry box>** — Specify the sender address using up to 140 alphanumeric characters.
3	From Name	This sets the sender name of the E-mail document. **Use From Name Setting set by Administrator** — Select this to use the sender name specified in [Administration] - [Setup] - [Email]. When User Authentication or Email Authentication is enabled, select this to use the sender name specified in [Administration] - [Security] - [Authentication] - [Email Address Setting]. **<Entry box>** — Specify the sender name using up to 64 characters.

	Item name	Description
4	Body	Enter the body message of the Scan to Email documents. You can enter up to 1000 characters (including spaces).
5	File Format	Select the file format of the scanned image. • **TIFF(Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF(Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF(Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF(Single)** — Select this to save scanned images separately as Single-page PDF files. • **Slim PDF(Multi)** — Select this to save scanned images as Multi-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **Slim PDF(Single)** — Select this to save scanned images separately as Single-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **XPS(Multi)**— Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS(Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed. • **JPEG** — Select this to save scanned images as JPEG files. • **PDF/A(Multi)** — Select this to save scanned images as a Multi-page PDF/A file. • **PDF/A(Single)** — Select this to save scanned images separately as Single-page PDF/A files.
	Tips • If the Forced Encryption setting is enabled, only the PDF (Multi) and the PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • Files saved in an XPS format can be used in Windows Vista/Windows Server 2003 SP2 or later versions with Net Framework 3.0 installed.	

	Item name	Description
6	Encryption	Set this for encrypting PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting. **Encryption** — Select this if you want to encrypt PDF files. **User Password** — Enter a password for opening encrypted PDF files. **Master Password** — Enter a password for changing PDF encryption settings. **Encryption Level** — Select an encryption level. • **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1. • **128-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4. • **128-bit AES** — Select this to set an encryption level to the one compatible with Acrobat 7.0, PDF V1.6. **Authority** — Select the desired authority items on encrypted PDF files. • **Printing** — Select this to authorize users to print documents. • **Change of Documents** — Select this to authorize users to change documents. • **Content Copying or Extraction** — Select this to authorize users to copy and extract the contents of documents. • **Content Extraction for accessibility** — Select this to enable the accessibility feature.
	Tips • If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • The user password and the master password are not set at the factory shipment. • Passwords must be from 1 to 32 one-byte alphanumerical characters. • The user password must differ from the master password. Note These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box noted below if they are not authorized to change the master password. For the details of the encryption setting, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. Ask the administrator for resetting these passwords.	
7	File Name	Select how the scanned file will be named. Select [DocYYMMDD] to name it as described, or enter the desired file name in the box. When you want to add the date and time in the file name, select the [Add the date and time to a file name] check box.
	Tip When [Meta Scan] is selected, if you select [Add the date and time to a file name] in [File Name], it is also applied to the meta data file name.	
8	Fragment Message Size	Select the size of the message fragmentation. [No Fragmentation] is set as the default.

Save as file Setting (Private template)

In the Save as file Setting page, you can specify how and where a scanned file will be stored.



	Item name	Description
1	File Format	Select the file format for the scanned file to be stored. • **TIFF(Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF(Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF(Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF(Single)** — Select this to save scanned images separately as Single-page PDF files. • **Slim PDF(Multi)** — Select this to save scanned images as Multi-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **Slim PDF(Single)** — Select this to save scanned images separately as Single-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **XPS(Multi)**— Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS(Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed. • **JPEG** — Select this to save scanned images as JPEG files. • **PDF/A(Multi)** — Select this to save scanned images as a Multi-page PDF/A file. • **PDF/A(Single)** — Select this to save scanned images separately as Single-page PDF/A files.
	Tips • If the Forced Encryption setting is enabled, only the PDF (Multi) and the PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • Files saved in an XPS format can be used in Windows Vista/Windows Server 2003 SP2 or later versions with Net Framework 3.0 installed.	

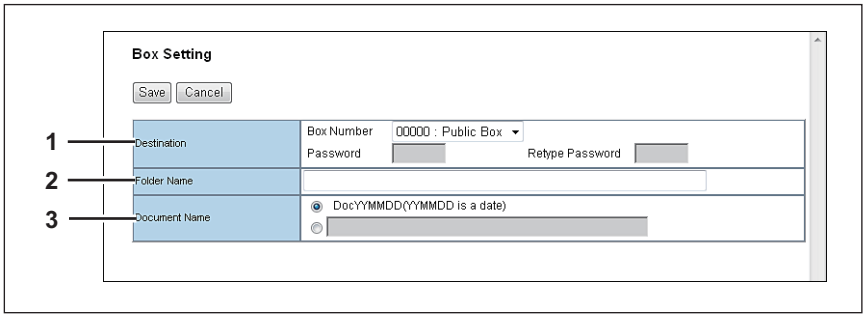
	Item name	Description
2	Encryption	Set this for encrypting PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting. **Encryption** — Select this if you want to encrypt PDF files. **User Password** — Enter a password for opening encrypted PDF files. **Master Password** — Enter a password for changing PDF encryption settings. **Encryption Level** — Select an encryption level. • **40-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1. • **128-bit RC4** — Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4. • **128-bit AES** — Select this to set an encryption level to the one compatible with Acrobat 7.0, PDF V1.6. **Authority** — Select the desired authority items on encrypted PDF files. • **Printing** — Select this to authorize users to print documents. • **Change of Documents** — Select this to authorize users to change documents. • **Content Copying or Extraction** — Select this to authorize users to copy and extract the contents of documents. • **Content Extraction for accessibility** — Select this to enable the accessibility feature.
	Tips • If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • The user password and the master password are not set at the factory shipment. • Passwords must be from 1 to 32 one-byte alphanumerical characters. • The user password must differ from the master password. Note These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box noted below if they are not authorized to change the master password. For the details of the encryption setting, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. Ask the administrator for resetting these passwords.	
3	Destination — Use local folder	Select this to save a scanned file to the "FILE_SHARE" folder. Available only when the hard disk is installed.
	Tip When [Meta Scan] is selected, you can only specify one destination.	

	Item name	Description
4	Destination — Remote 1	Select this check box to save the scanned file to a network folder. How you can set this item depends on how the user with administrator privileges configured Remote 1 in the [Save as file] submenu under the [Setup] menu. When you select [Allow the following network folder to be used as a destination], you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item. When you select [Allow user to select network folder to be used as a destination], you can select [Use User Setting] and enter the following items to specify where to save the file. If you are allowed to specify a network folder, select [Use User Setting] and enter the following items to specify where to save the file. **Protocol** Select the protocol to be used for uploading a scanned file to the network folder. • **SMB** — Select this to send a scanned file to the network folder using the SMB protocol. • **FTP** — Select this to send a scanned file to the FTP server. • **FTPS** — Select this to send a scanned file to the FTP server using FTP over SSL. • **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol. • **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol. **Server Name** When you select [FTP] as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this box. When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available). When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server. You can enter up to 64 alphanumerical characters and symbols. **Port Number(Command)** Enter the port number to be used for controls if you select [FTP] as the protocol. Generally “-” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number. You can enter a value in the range from 0 to 65535 using numbers and hyphens (-). Hyphen (-) is set as the default. **Network Path** When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the “users\scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned\”. When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”. When you select “NetWare IPX/SPX” or “NetWare TCP/IP” as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”. You can enter up to 128 alphanumerical characters and symbols.

	Item name	Description
4	Destination — Remote 1	**Login User Name** Enter the login user name to access an SMB server, FTP server, or NetWare file server, if required. When you select [FTP] as the protocol, an anonymous log in is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols other than <, >, " (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible. **Password** Enter the password to access an SMB server, FTP server, or NetWare file server, if required. You can enter up to 32 alphanumerical characters, symbols, and spaces. A single space only can also be entered. **Retype Password** Enter the same password again for a confirmation.
	Tip When the hard disk is not installed or when [Meta Scan] is selected, you can only specify one destination.	
5	Destination — Remote 2	Select this check box to save the scanned file to a network folder. How you can set this item depends on how the user with administrator privileges configured Remote 2 in the [Save as file] submenu under the [Setup] menu. If the user with administrator privileges specified Remote 2 to use only the specified network folder, you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item. If the Remote 2 allows you to specify a network folder, you can specify the network folder settings. See the description of the Remote 1 option for each item.
	Tip When the hard disk is not installed or when [Meta Scan] is selected, you can only specify one destination.	
6	File Name	Select how the scanned file will be named. Select [DocYYMMDD] to name it as described, or enter the desired file name in the box. When you want to add the date and time in the file name, select the [Add the date and time to a file name] check box.
	Tip When [Meta Scan] is selected, if you select [Add the date and time to a file name] in [File Name], it is also applied to the meta data file name.	

Box Setting (Private template)

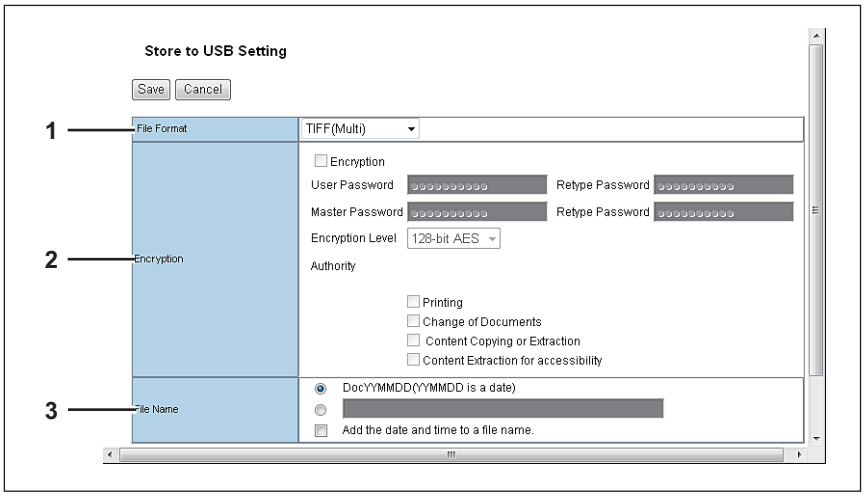
In the Box Setting page, you can specify how scanned images will be stored in the Box.



	Item name	Description
1	Destination	Specify the destination box number for e-Filing. **Box Number** — Select the box number to store the scanned image. **Password** — Enter the password if the specified box is set with a password. **Retype Password** — Enter the same password again for a confirmation.
2	Folder Name	Enter the name of the folder where scanned images will be stored. If the specified named folder does not exit, the folder will be created automatically. You can enter up to 64 characters.
3	Document Name	Select how the scanned file will be named. Select [DocYYMMDD] to name it as described, or enter the desired file name in the box.

Store to USB Device Setting (Private template)

On the Store to USB Setting page, you can set the method for saving templates in USB media.

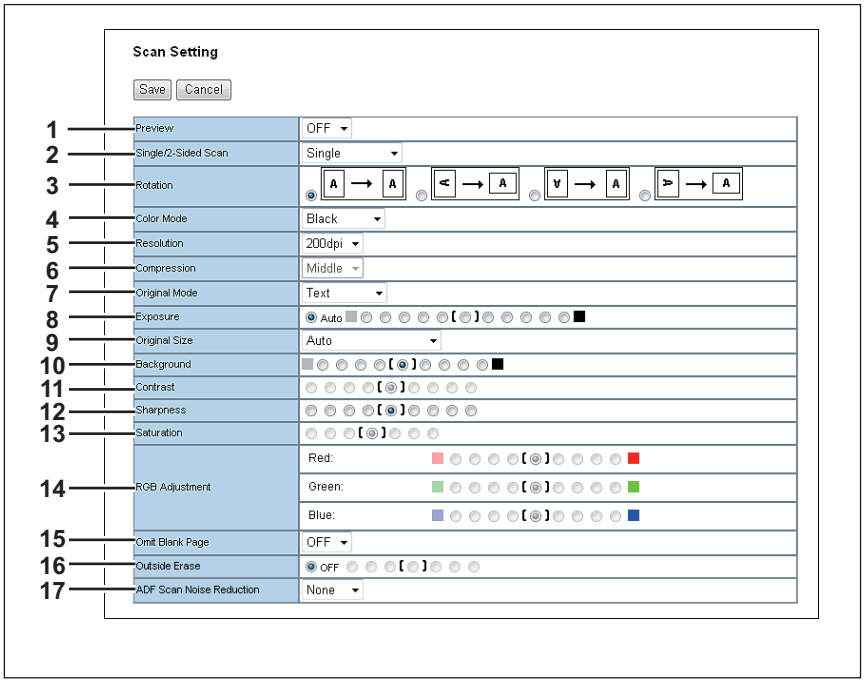


	Item name	Description
1	File Format	Select the file format of the scanned image. • **TIFF(Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF(Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF(Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF(Single)** — Select this to save scanned images separately as Single-page PDF files. • **Slim PDF(Multi)** — Select this to save scanned images as Multi-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **Slim PDF(Single)** — Select this to save scanned images separately as Single-page slim PDF files. Select this when you give priority to minimizing the file size over the quality of the image. • **XPS(Multi)**— Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS(Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed. • **JPEG** — Select this to save scanned images as JPEG files. • **PDF/A(Multi)** — Select this to save scanned images as a Multi-page PDF/A file. • **PDF/A(Single)** — Select this to save scanned images separately as Single-page PDF/A files.
	Tips • If the Forced Encryption setting is enabled, only the PDF (Multi) and the PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • Files saved in an XPS format can be used in Windows Vista/Windows 7/Windows Server 2008 SP1, or Windows Server 2003 SP1 or later versions with Net Framework 3.0 installed.	

<table>
<tr><th></th><th>Item name</th><th>Description</th></tr>
<tr><td>2</td><td>Encryption</td><td>Set this for encrypting PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting.
Encryption — Select this if you want to encrypt PDF files.
User Password — Enter a password for opening encrypted PDF files.
Master Password — Enter a password for changing PDF encryption settings.
Encryption Level — Select an encryption level.
• 40-bit RC4 — Select this to set an encryption level to the one compatible with Acrobat 3.0, PDF V1.1.
• 128-bit RC4 — Select this to set an encryption level to the one compatible with Acrobat 5.0, PDF V1.4.
• 128-bit AES — Select this to set an encryption level to the one compatible with Acrobat 7.0, PDF V1.6.
Authority — Select the desired authority items on encrypted PDF files.
• Printing — Select this to authorize users to print documents.
• Change of Documents — Select this to authorize users to change documents.
• Content Copying or Extraction — Select this to authorize users to copy and extract the contents of documents.
• Content Extraction for accessibility — Select this to enable the accessibility feature.</td></tr>
<tr><td></td><td colspan="2">Tips
• If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the MFP Management Guide / User's Manual Advanced Guide.
• The user password and the master password are not set at the factory shipment.
• Passwords must be from 1 to 32 one-byte alphanumerical characters.
• The user password must differ from the master password.
Note
These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box noted below if they are not authorized to change the master password. For the details of the encryption setting, refer to the MFP Management Guide / User's Manual Advanced Guide. Ask the administrator for resetting these passwords.</td></tr>
<tr><td>3</td><td>File Name</td><td>Select how the scanned file will be named. Select [DocYYMMDD] to name it as described, or enter the desired file name in the box.
When you want to add the date and time in the file name, select the [Add the date and time to a file name] check box.</td></tr>
<tr><td></td><td colspan="2">Tip
When [Meta Scan] is selected, if you select [Add the date and time to a file name] in [File Name], it is also applied to the meta data file name.</td></tr>
</table>

Scan Setting (Private template)

In the Scan Setting page, you can specify how originals are scanned for the Scan to File, Scan to Email, and Scan to e-Filing agent.



	Item name	Description
1	Preview	Select whether to display the scanned image on the control panel after the scanning an original. • **OFF** — Select this not to display the scanned image. • **ON** — Select this to display the scanned image.
2	Single/2-Sided Scan	Select whether to scan one side or both sides of an original. Available only when the Reversing Automatic Document Feeder is installed. • **Single** — Select this to scan one side of an original. • **Duplex Book** — Select this to scan both sides of originals when the pages are printed vertically in the same direction and bound along the vertical side of the paper. • **Duplex Tablet** — Select this to scan both sides of originals with a vertical reversal to be bound along the horizontal side of the paper.
3	Rotation	Select how the scanned images will be rotated.
4	Color Mode	Select the color mode for scanning. • **Black** — Select this to scan in the black mode. • **Gray** — Select this to scan in the gray scale mode. • **Full Color** — Select this to scan in the full color mode. • **Auto Color** — Select this to scan in the auto color mode.
	Notes • The [Color Mode] option cannot be set when [Slim PDF (Multi)] or [Slim PDF (Single)] is selected in the [File Format] option in the Save as File Settings and that in the Email Setting. • When [Auto Color] is selected, you cannot select JPEG or TIFF (Multi) for the file format. Also when [Black] is selected, JPEG is not allowed.	
5	Resolution	Select the resolution for scanning.
	Note The [Resolution] option cannot be set when [Slim PDF (Multi)] or [Slim PDF (Single)] is selected in the [File Format] option in the Save as File Settings and that in the Email Setting.	

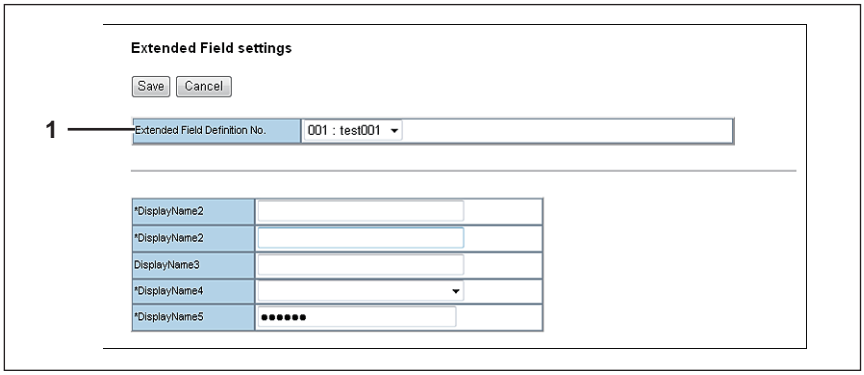
	Item name	Description
6	Compression	Select the compression for scanning.
	Notes • This cannot be set when [Black] is selected at the [Color Mode] box. • The [Compression] option cannot be set when [Slim PDF (Multi)] or [Slim PDF (Single)] is selected in the [File Format] option in the Save as File Settings and that in the Email Setting.	
7	Original Mode	Select the document type of the originals. • **Text** — Select this to set the Text mode as the default original mode. • **Text/Photo** — Select this to set the Text/Photo mode as the default original mode. Depending on the model, this can be selected only when [Black] is selected in the [Color Mode] box.*1 • **Photo** — Select this to set the Photo mode as the default original mode. • **Printed Image** *1 — Select this to set the Printed Image mode as the default original mode. Depending on the model, this can be selected only when [Full Color] or [Auto Color] is selected in the [Color Mode] box. • **Blue Original** *2 — Select this to set the blue original mode as the default original mode. This can be selected only when [Black] is selected in the [Color Mode] box.
	Note This cannot be set when [Gray] is selected in the [Color Mode] box.	
8	Exposure	Select the exposure for scanning. Select [Auto] to automatically apply the best contrast for the document. You can also manually adjust the exposure in 11 stages. The farther to the right that you set the value, the darker the density of the scanned image will become.
	Note [Auto] is not available when [Gray], [Full Color], or [Auto Color] is selected at the [Color Mode] box. In that case, set the exposure manually.	
9	Original Size	Select the original size. If this is set to [Auto], the size is automatically detected. Select [Mixed Original Sizes] to scan a document with mixed sizes. You can also specify the original size.
10	Background	Select the density level of the background of the scanned image. Density can be adjusted in 9 levels. The farther to the right that you set the value, the darker the density of the background will become.
11	Contrast	Select the contrast level of the scanned image. Contrast can be adjusted in 9 levels. The farther to the right that you set the value, the higher the contrast level will become.
	Note This is not available when [Black] or [Gray] is selected at the [Color Mode] box.	
12	Sharpness	Select the sharpness level of the scanned image. Sharpness can be adjusted in 9 levels. The farther to the right that you set the value, the sharper the scanned image will become.
13	Saturation	Select the saturation level of the scanned image. Saturation can be adjusted in 7 levels. The farther to the right you set the value, the more vivid the scanned image will become.
	Note This is not available when [Black] or [Gray] is selected at the [Color Mode] box.	

	Item name	Description
14	RGB Adjustment	Select the RGB density level of the scanned image. RGB density can be adjusted in 9 levels for each color. The farther to the right you set the value, the darker the density of the selected color will become.
	Note This is not available when [Black] or [Gray] is selected at the [Color Mode] box.	
15	Omit Blank Page	Select whether to automatically omit a blank page in the scanned image if it is included in originals. • **OFF** — The blank page is not omitted. • **ON** — The blank page is omitted.
16	Outside Erase	Select whether to erase a shade that appears outside of the scanned image when an original is placed on the original glass while the Original Cover is left open. The erased shade will be whitened. If you want to erase it, you can select the criteria in 7 levels for judging if it is an area to be erased. The farther to the right you select, the larger the area that will be erased. [OFF] is selected by default.
17	ADF Scan Noise Reduction	Use this setting if streaks are conspicuous on images when originals are scanned with the Reversing Automatic Document Feeder. • **None** — Select this not to perform noise reduction. • **Low/Middle/High** — Select this to specify the noise reduction level. [High] is the most effective.
	Note Colored characters become faint if the noise reduction level is set to [High].	

*1 Available only for models that support color printing.
*2 Default for e-STUDIO307LP.

Extended Field settings

You can set extended fields for meta data.
Set the field you have registered in [Administration] - [Registration] - [Extended Field Definition].



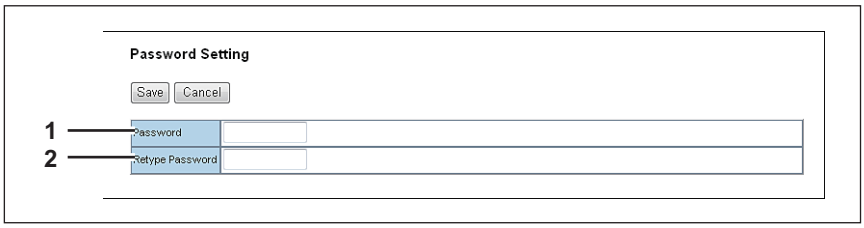
	Item name	Description
1	Extended Field Definition No.	Allows you to select a registered extended field definition.

Extended Field Properties

[Extended Field Properties] set under the selected extended field definition are displayed.
Values set in this screen are used as the default values for [Extended Field Properties] displayed on the control panel when using Meta Scan.
Items with an asterisk (*) attached at the beginning of the [Extended Field Properties] name are mandatory entry fields.

Password Setting

In the Password Setting page, you can set a password for the private template.



	Item name	Description
1	Password	Enter a password.
2	Retype Password	Enter the same password again for a confirmation.

■ [Address Book] Item list

📖 P.87 “[Address Book] screen”
📖 P.88 “[Contact Property] screen”
📖 P.89 “[Fax Setting] screen”
📖 P.90 “[Search Contact] screen”
📖 P.91 “[Search Address List] screen”
📖 P.91 “[Group Properties] screen”

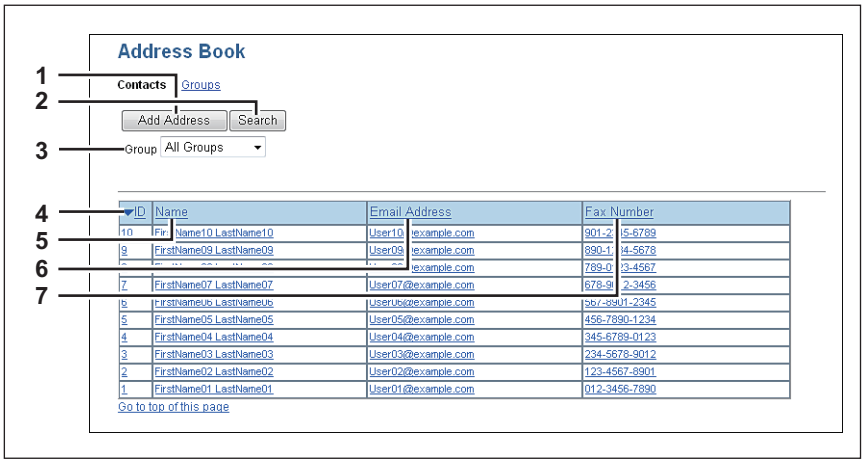
❑ [Address Book] screen

You can manage a contact list to be used in E-mail, Internet Fax, and fax transmissions.

Tips

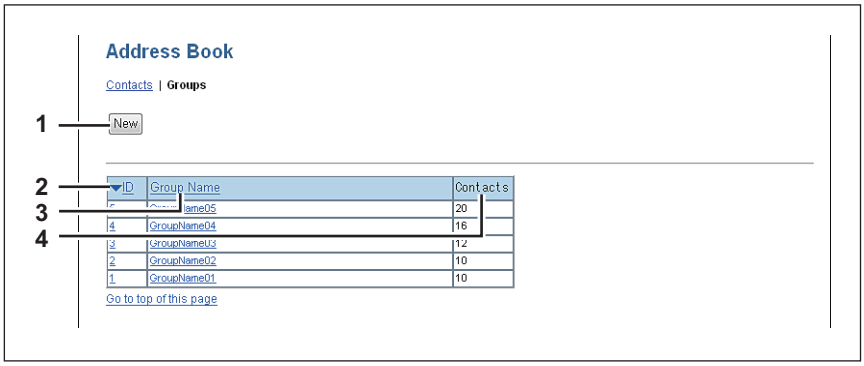
- Click [Contacts] or [Groups] to switch the display between the list of addresses and the list of groups where contacts are assigned.
- Address Book can be also managed using the control panel. Refer to the ***MFP Management Guide*** / ***User's Manual Advanced Guide***.

Contacts



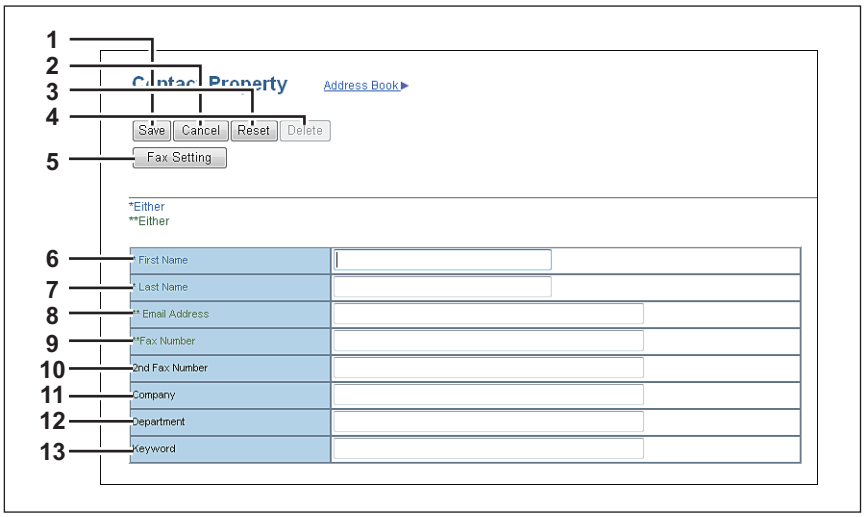
	Item name	Description
1	[Add Address] button	Allows you to add a new contact in the address book. 📖 P.88 “[Contact Property] screen”
2	[Search] button	Allows you to search a contact from the address book. 📖 P.90 “[Search Contact] screen”
3	Group	Select a group to display in the address list. • **All Groups** — Displays all the groups. • **Registered Groups** — Displays the registered groups only.
4	ID	Displays the registered ID of the contact. 📖 P.88 “[Contact Property] screen”
5	Name	Displays the name registered to the contact. 📖 P.88 “[Contact Property] screen”
6	Email Address	Displays the E-mail address registered to the contact. 📖 P.88 “[Contact Property] screen”
7	Fax Number	Displays the fax number registered to the contact. 📖 P.88 “[Contact Property] screen”

Group



	Item name	Description
1	[New] button	Allows you to add a new group. 📖 P.91 “[Group Properties] screen”
2	ID	Displays the registered ID of the group. 📖 P.91 “[Group Properties] screen”
3	Group Name	Displays the registered name of the group. 📖 P.91 “[Group Properties] screen”
4	Contacts	Displays how many address books are registered in the group.

❑ [Contact Property] screen



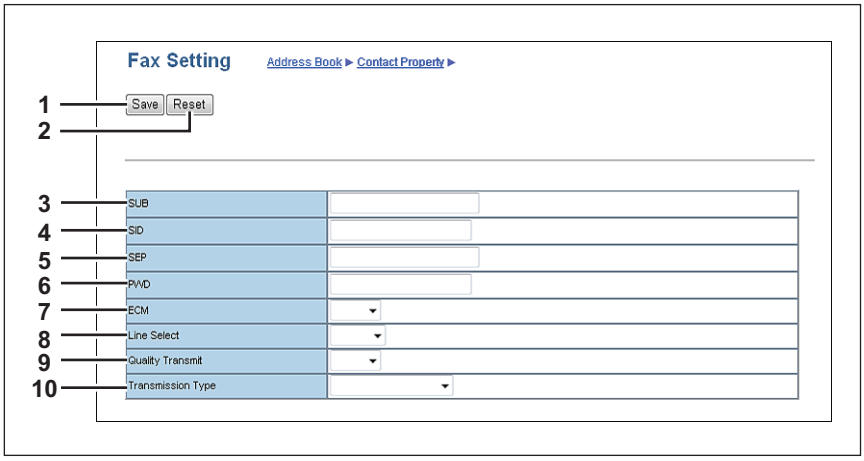
	Item name	Description
1	[Save] button	Saves the entered information.
2	[Cancel] button	Cancels adding or editing a contract.
3	[Reset] button	Erases information entered in the given box.
4	[Delete] button	Deletes the displayed contact.
5	[Fax Setting] button	Registers the contact for fax transmission. 📖 P.89 “[Fax Setting] screen”
6	First Name	Enter the first name of the contact. You can enter up to 32 characters. Invalid characters are replaced with "!".
7	Last Name	Enter the last name of the contact. You can enter up to 32 characters. Invalid characters are replaced with "!".
8	Email Address	Enter the E-mail address of the contact. You can enter up to 192 characters.

	Item name	Description
9	Fax Number	Enter the fax number of the contact. You can enter up to 128 characters.
10	2nd Fax Number	Enter the second fax number of the contact. You can enter up to 128 characters.
11	Company	Enter the company name of the contact. You can enter up to 64 characters. Invalid characters are replaced with "!".
12	Department	Enter the department name of the contact. You can enter up to 64 characters. Invalid characters are replaced with "!".
13	Keyword	Enter the comments on the contact. You can enter up to 256 characters. Invalid characters are replaced with "!".

Notes

- You must specify either the [First Name] or [Last Name] box and either the [Email Address] or [Fax Number] box to register the contact.
- If you enter “-” in the [Fax Number] and [2nd Fax Number], a three-second pause is added for dialing the fax number.
- To perform fax transmission, the Fax Unit is required. If the Fax Unit is not installed, you cannot perform the fax transmission even if you specify the fax number.

❑ [Fax Setting] screen



	Item name	Description
1	[Save] button	Saves the entered information.
2	[Reset] button	Restores fax settings set for the contact to the default status.
3	SUB	Enter the mailbox number if you want to send a fax to the contact's fax mailbox. You can enter up to 20 characters using numbers, #, and *.
4	SID	Enter the password to send a fax to the contact's fax mailbox. You can enter up to 20 characters using numbers, #, and *.
5	SEP	Enter the mailbox number if you want to retrieve a document from the contact's fax mailbox. You can enter up to 20 characters using numbers, #, and *.
6	PWD	Enter the password to retrieve a document from the contact's fax mailbox. You can enter up to 20 characters using numbers, #, and *.
7	ECM	Select whether to enable or disable ECM (Error Correction Mode). If [ON] is selected, it facilitates error free communications by automatically resending any portion of the document affected by phone line noise or distortion.

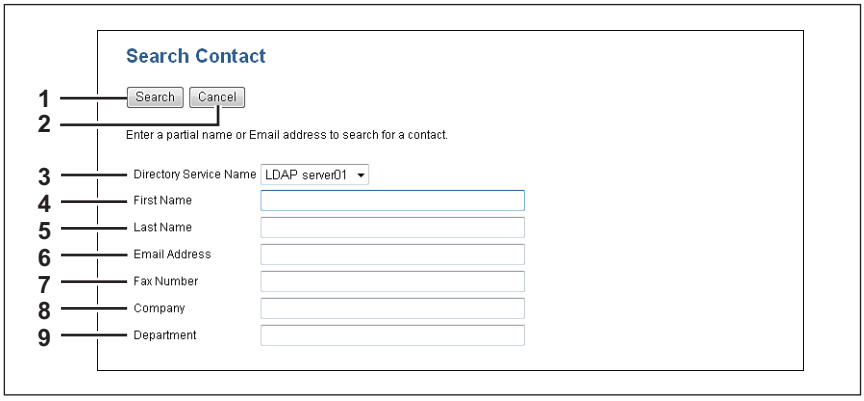
	Item name	Description
8	Line Select	Select whether specifying the line to be used. If this is set to [Auto], this equipment automatically selects the line to be used. However, [Line 2] can be applicable only when the 2nd Line for Fax Unit is installed.
9	Quality Transmit	Select whether to send a document in the Quality TX mode. If [ON] is selected, this equipment sends documents at a slower speed than normal so that the transmission will be less affected by line condition.
10	Transmission Type	Select whether the document will be sent in [Memory Transmit] mode or [Direct Transmit] mode.

❑ [Search Contact] screen

You can search for contacts in the LDAP server and add them to the address book.

Tip

In order to use the LDAP search, the directory service must be set up by a user who has been granted administrator privileges in the access policy mode. Before operating the LDAP search, ask your administrator if the Directory Service has been configured.



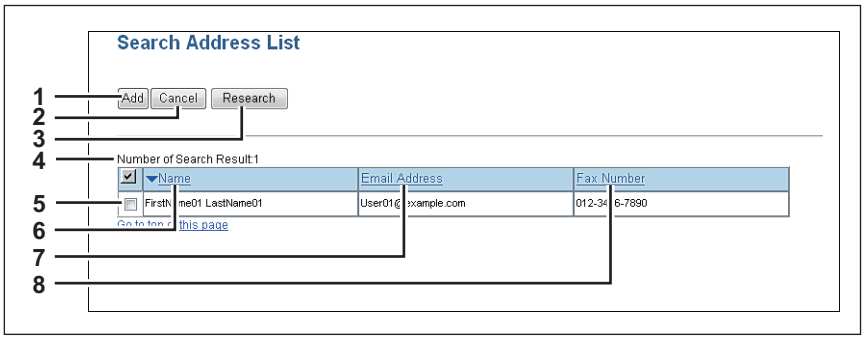
	Item name	Description
1	[Search] button	Searches contacts with the entered conditions. 📖 P.91 “[Search Address List] screen”
2	[Cancel] button	Cancels the contact search.
3	Directory Service Name	Select the LDAP server for the search.
4	First Name	Enter the search condition.
5	Last Name	
6	Email Address	
7	Fax Number	
8	Company	
9	Department	

Tips

- If you select [MFP LOCAL] at the [Directory Service Name] box, you can search for destinations in the address book of this equipment.
- TopAccess will search for destinations that contain the text entered in each item.
- Leaving the box blank allows wild-card searching. However, you must specify at least one.

❑ [Search Address List] screen

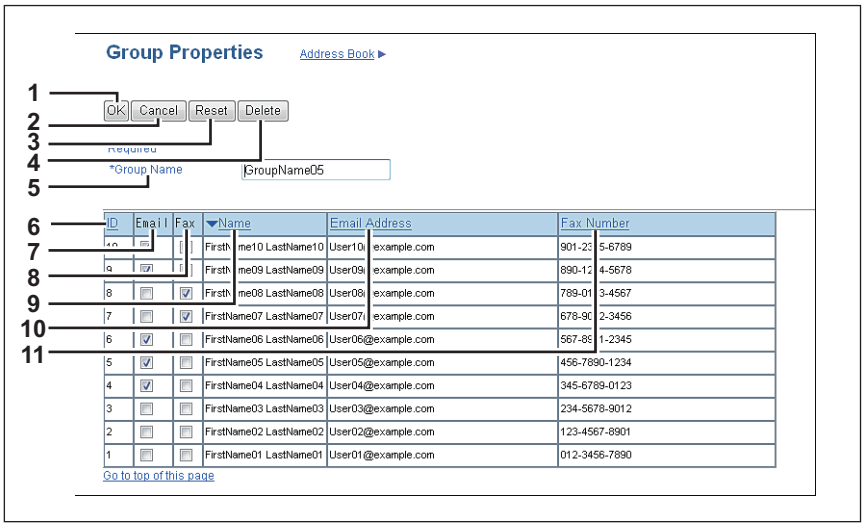
Select from the search address list and add to the address book.



	Item name	Description
1	[Add] button	Adds the contact selected in the search address list into the address book.
2	[Cancel] button	Cancels the search address list display.
3	[Research] button	Returns to the [Search Contact] screen to change the search criteria and execute the search again.
4	Number of Search Result	Displays the number of found contacts.
5	Check box	Select contacts to be registered to the address book.
6	Name	Displays the search result.
7	Email Address	
8	Fax Number	

❑ [Group Properties] screen

You can create groups that contain multiple recipients.
This enables you to specify a group as the destination when sending an E-mail, Internet Fax, or fax to multiple recipients.



	Item name	Description
1	[OK] button	Registers the selected contacts as a group.
2	[Cancel] button	Cancels the group registration.
3	[Reset] button	Resets the contents.
4	[Delete] button	Deletes the displayed group.
5	Group Name	Enter the group name. You can enter up to 20 characters.

	Item name	Description
6	ID	Displays the registered ID of the contact.
7	Email	Select the check box to register E-mail address into the group when the contact has E-mail information.
8	Fax	Select the check box to register fax number into the group when the contact has fax number information.
9	Name	Displays the last name and first name registered to the contact.
10	Email Address	Displays the E-mail address registered to the contact.
11	Fax Number	Displays the fax number registered to the contact.

■ [Inbound FAX routing] Item list

ITU-T communications function between fax devices with ITU-T support and enable fax transmission to and retrieval from mailboxes.
The type of mailboxes for ITU-T communications must be set in advance to either confidential, bulletin board, or forward. You can specify a password on any mailbox to secure confidentiality.

Notes

- Mailboxes can be managed only when the Fax Unit is installed.
- The Internet/Fax (Relay) agent cannot be used to forward an inbound fax routed via Inbound FAX Routing.

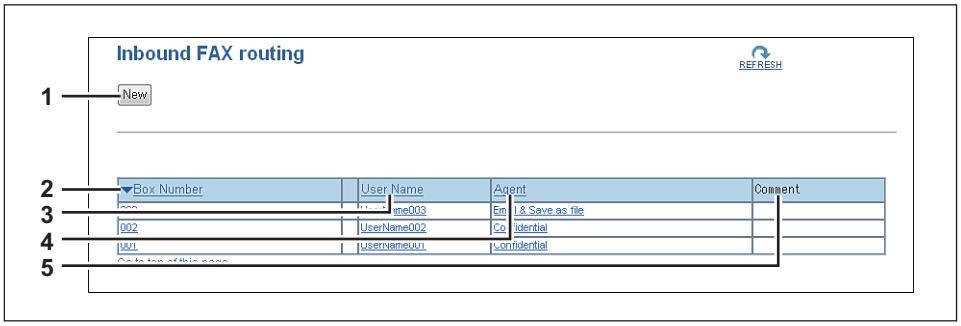
Tip

Mailboxes can be managed using the control panel.

P.93 “[Inbound FAX routing] screen”
P.94 “[MailBox Properties] screen”
P.95 “MailBox Setting (Mailbox)”
P.96 “Destination Setting (Mailbox)”
P.96 “InternetFax Setting (Mailbox)”
P.97 “Relay End Terminal Report (Mailbox)”
P.97 “Save as file Setting (Mailbox)”
P.97 “Email Setting (Mailbox)”
P.97 “Box Setting (Mailbox)”

❑ [Inbound FAX routing] screen

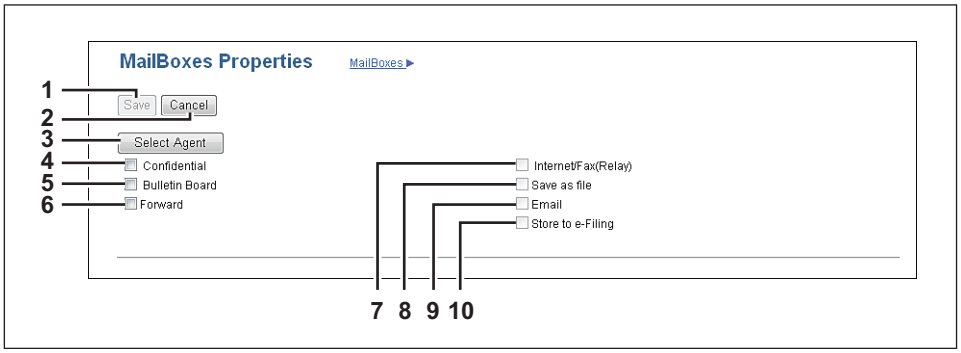
You can manage mailboxes used for ITU-T communications.



	Item name	Description
1	[New] button	Creates a mailbox for F-code communications. P.94 “[MailBox Properties] screen”
2	Box Number	Displays the registered mailbox number.
3	User Name	Displays the user name of the registered mailbox.
4	Agent	Displays the agent assigned to the mailbox.
5	Comment	Displays the registered comment.

❑ [MailBox Properties] screen

You can set a mailbox.



	Item name	Description
1	[Save] button	Saves the mailbox.
2	[Cancel] button	Cancels the mailbox settings.
3	[Select Agent] button	Set the agent to apply to the forward mailbox. You can only select one agent when the hard disk is not installed.
4	Confidential	Creates a confident mailbox. The Confidential Box allows a one-time document retrieval from the mailbox. Once a document is retrieved, it is cleared. If a new document is sent to the same box number where another document is stored, it is added to the existing box. 🕮 P.95 “MailBox Setting (Mailbox)”
5	Bulletin Board	Creates a bulletin board mailbox. The Bulletin Board Box allows multiple document retrievals from the same mailbox. Once a document is retrieved, it is not cleared. If a new document is sent to the same Box, it replaces the existing one. 🕮 P.95 “MailBox Setting (Mailbox)”
6	Forward	Creates a multiple transmission relay mailbox. When you select this, select the agent from [Internet/Fax(Relay)], [Save as file], [Email], or [Store to e-Filing]. Use the forward mailbox when you want to forward a fax document to specified destinations automatically.
7	Internet/Fax(Relay)	Creates a multiple transmission relay mailbox for the Internet Fax or fax. This agent can be combined with the Save as file agent or Store to e-Filing agent. 🕮 P.95 “MailBox Setting (Mailbox)” 🕮 P.96 “Destination Setting (Mailbox)” 🕮 P.96 “InternetFax Setting (Mailbox)” 🕮 P.97 “Relay End Terminal Report (Mailbox)”
	Note The Internet/Fax (Relay) agent cannot be used to forward an inbound fax routed via Inbound FAX Routing.	
8	Save as file	Creates a shared folder forwarding mailbox. This agent can be combined with the Internet/Fax(Relay), Email, or Store to e-Filing agent. 🕮 P.95 “MailBox Setting (Mailbox)” 🕮 P.97 “Save as file Setting (Mailbox)”
9	Email	Creates an E-mail forwarding mailbox. This agent can be combined with the Save as file agent or Store to e-Filing agent. 🕮 P.95 “MailBox Setting (Mailbox)” 🕮 P.97 “Email Setting (Mailbox)”

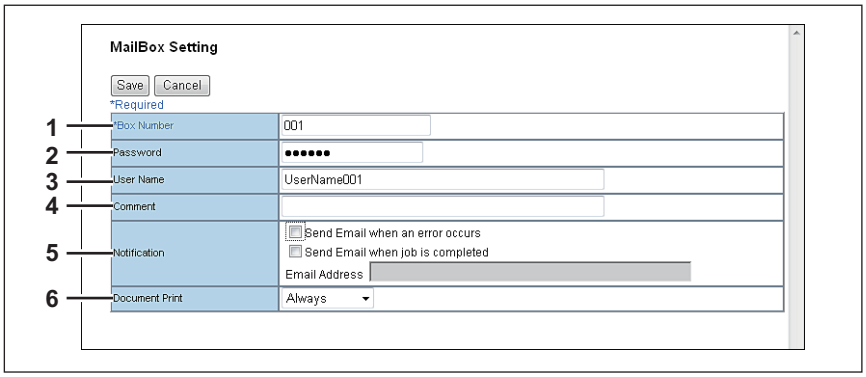
	Item name	Description
10	Store to e-Filing	Creates an e-Filing forwarding mailbox. This agent can be combined with the Internet/Fax(Relay) agent, Save as file agent, or Email agent. 📖 P.95 “MailBox Setting (Mailbox)” 📖 P.97 “Box Setting (Mailbox)”

❑ MailBox Setting (Mailbox)

In the MailBox Setting page, specify the general information of the mailbox such as the box number, password, owner, comment, and notification.

Notes

- The [Notification] and [Document Print] options are not available when creating the Confidential mailbox or Bulletin Board mailbox.
- Mailbox communication is disabled if the settings on this equipment and information registered for the destination do not match. Check how the box number and the fax number of the destination are registered on the journal before entering the box number.



	Item name	Description
1	Box Number	Enter the box number of the mailbox. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*). You can also specify the sender’s fax number to enable the Inbound Fax routing when registering a Forward mailbox. If you specify the sender’s fax number here, the faxes that are received from the specified fax number will be routed according to the mailbox settings.
	Notes • The Inbound Fax routing is available only for a Forward mailbox. If you select [Confidential] or [Bulletin Board] as an agent, you cannot specify the fax number. • When a fax is sent from the specified fax number with a box number (or sub address), the Inbound Fax routing will not apply to the transmission and it is processed according to the specified box number (or sub address) settings.	
2	Password	Enter the box password if you want to protect the mailbox by the password. You can enter up to 20 characters including numbers, sharp marks (#), and asterisks (*).
3	User Name	Enter the user name of this mailbox. You can enter up to 30 characters.
4	Comment	Enter the comment. You can enter up to 30 characters.

	Item name	Description
5	Notification	This specifies how the notification message will be sent if an error occurs. **Send Email when an error occurs** — Transmits a notification message to the specified E-mail address when an error occurs. **Send Email when job is completed** — Transmits a notification message to the specified E-mail address when a job is completed. **Email Address** — Enter the E-mail address for the notification messages. You can enter up to 192 alphanumerical characters.
	Note When you enable the Notification setting, make sure to set up the E-mail settings in the [Email] submenu of the [Setup] menu in the TopAccess access policy mode. For instructions on how to set up the E-mail settings, see the following section: 📖 P.262 “Setting up E-mail settings”	
6	Document Print	Select whether to print a document sent to this mailbox. • **Always** — Always prints documents sent to this mailbox. • **ON ERROR** — Prints the document if all specified forwarding has failed.

❑ Destination Setting (Mailbox)

In the Recipient List page, you can specify the destinations of the Internet/Fax (Relay), or Email agent.
When you are setting up the destinations for the Email agent, you can only specify the E-mail addresses for the destinations.
When you are setting up the destinations for the Internet/Fax (Relay) agent, you can specify both fax numbers and E-mail addresses for the destinations.

You can specify the destinations by entering their E-mail addresses or fax numbers manually, selecting recipients from the address book, selecting destination groups from the address book, or searching for destinations in the LDAP server.

Note

The methods of entering the destinations manually and searching for the destinations in the LDAP server are not available if you are setting the destination for the Internet/Fax (Relay) agent.

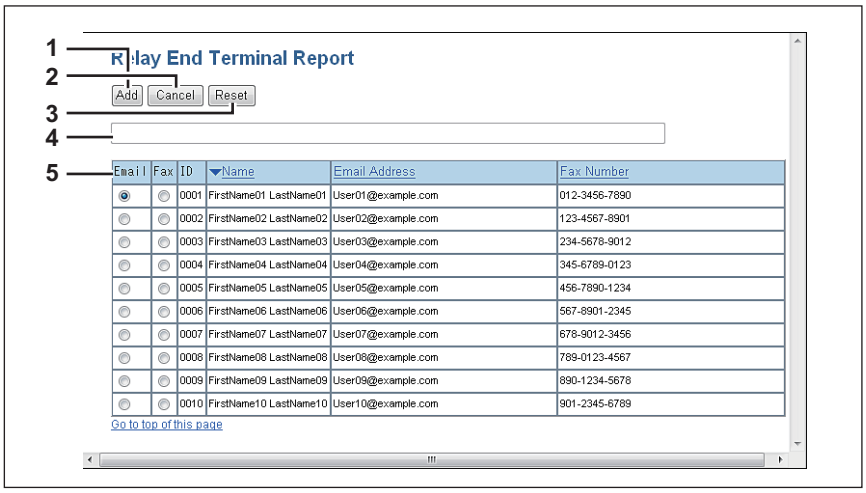
Operations are the same as the following procedure.
📖 P.63 “Destination Setting (Private template)”

❑ InternetFax Setting (Mailbox)

In the InternetFax Setting page, you can specify the content of the Internet Fax to be sent.
Operations are the same as the following procedure.
📖 P.69 “InternetFax Setting (Private template)”

❑ Relay End Terminal Report (Mailbox)

On the Relay End Terminal Report page, you can specify a destination to which the transmission result list will be sent.



	Item name	Description
1	[Add] button	Adds settings to transmit the relay end terminal report.
2	[Cancel] button	Cancels the settings.
3	[Reset] button	Resets the settings.
4	Entry box	Enter the E-mail address or fax number of the recipient.
5	Recipient list	Displays the registered destinations. Select the E-mail address or fax number of the destination.

Note

You cannot specify more than 1 destination for the destination of the Relay End Terminal Report.

❑ Save as file Setting (Mailbox)

In the Save as file Setting page, you can specify how and where a received fax will be stored.
Instructions on how to do the Save as file setting for the mailbox are the same as for the Save as file setting for a private template.
Operations are the same as the following procedure.
🕮 P.75 “Save as file Setting (Private template)”

Note

You cannot specify USB media as the storage in the Save as file Setting Page.

❑ Email Setting (Mailbox)

In the Email Settings page, you can specify the content of E-mail document to be sent.
Instructions on how to do the E-mail setting for the mailbox are the same as for the E-mail setting for a private template.
Operations are the same as the following procedure.
🕮 P.72 “Email Setting (Private template)”

❑ Box Setting (Mailbox)

In the Box Setting page, you can specify how a received fax will be stored in the Box.
Operations are the same as the following procedure.
🕮 P.80 “Box Setting (Private template)”

[Registration] How to Set and How to Operate

P.98 “Managing templates”
P.106 “Managing address book”
P.111 “Managing mailboxes”

■ Managing templates

P.98 “Registering and editing private template groups”
P.101 “Registering or editing templates”
P.105 “Displaying public templates”

❑ Registering and editing private template groups

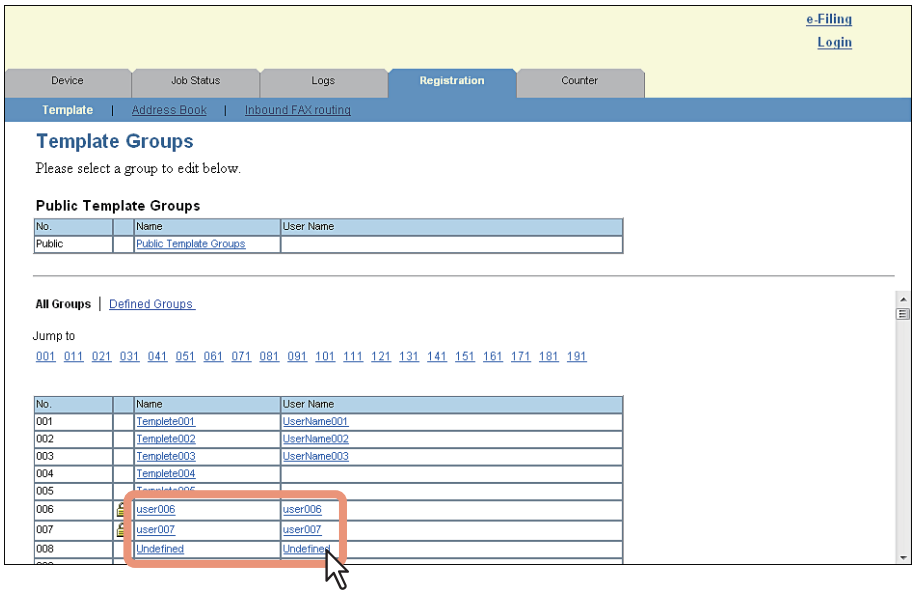
Before registering private templates, you have to register the private template group. You can classify the private templates according to every department, every user, and use by registering the private template groups.
Also each private template group can be protected by a password.

Tips

- You can define up to 200 private template groups. Or, up to 4 private template groups when the hard disk is not installed. To define the private template groups, you can specify the group name, owner, and E-mail notification setting.
- The required template may have already been created by a user who is granted administrator privileges in access policy mode, or other user. Check the existing templates to see if they can be used before creating a new template or group.

1 Click the [Registration] tab and the [Template] menu.
The Template Groups page is displayed.

2 Click the [Undefined] group link to create a new private group. Click the defined group name link to edit the group information.

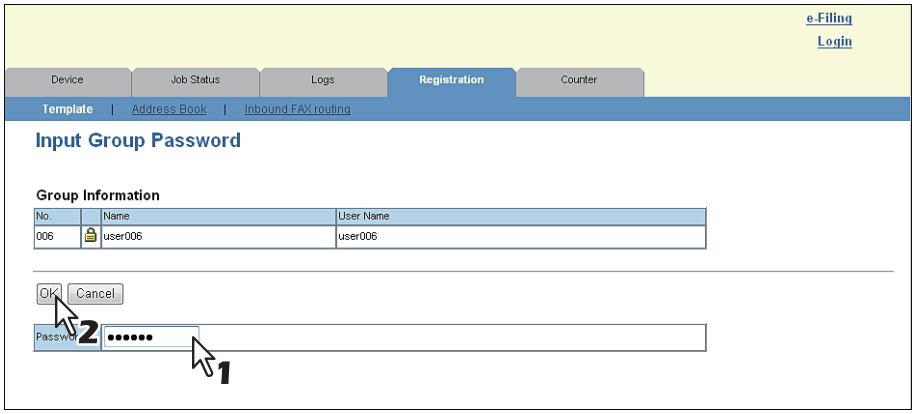


- If you select the private template group that has not been defined, the Group Properties page is displayed. Skip to step 5.
- If you select the defined private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the defined private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

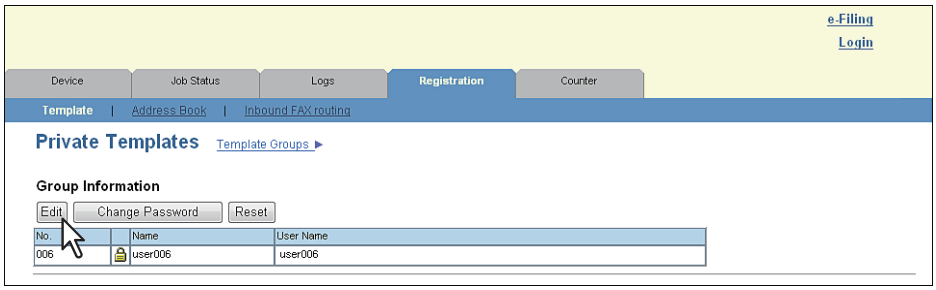
- The page displays all 200 private template groups in default page view. Or, all 4 private template groups when the hard disk is not installed. You can display only defined private template groups by clicking on the [Defined Groups] link.
- If you know which private template group you want to define or edit, click the number of the private template group in the [Jump to] links.

3 When the Input Group Password page is displayed, enter the password for the selected private template group and click [OK].



The Group Properties page is displayed.

4 Click [Edit], [Change Password], or [Reset].

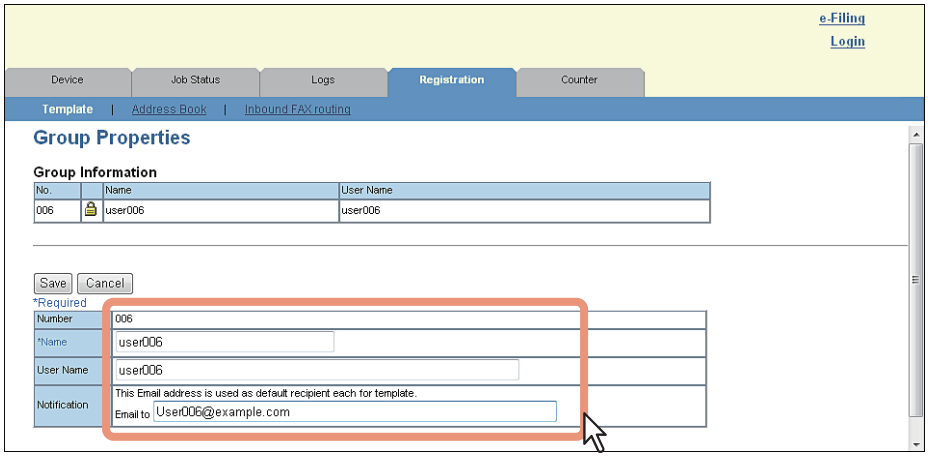


If you select [Reset], you can reset the unnecessary private group and restore it to an undefined private group. Skip to step 7.

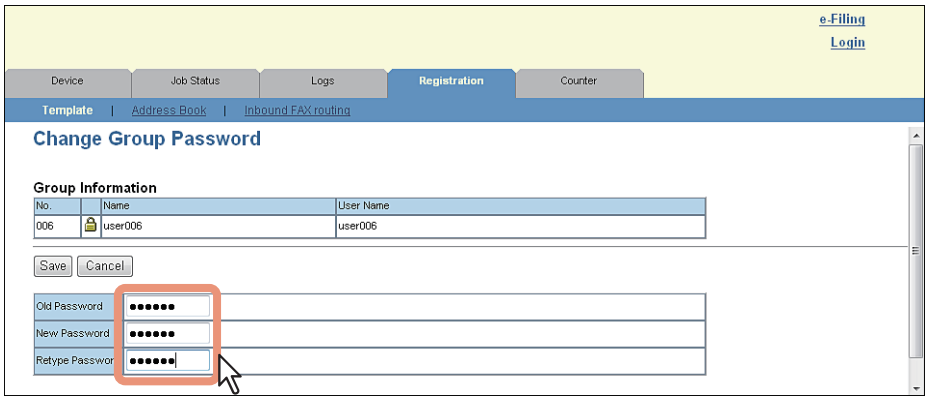
Note

If you reset the group information, all private templates registered in the group will be deleted.

5 Enter the items below as required.



You can configure the following settings in this page:
📖 P.57 “[Group Properties] screen”



You can configure the following settings in this page:
P.60 “[Change Group Password] screen”

6 Click [Save] to apply changes.

7 Click [OK].
This step is not required if you have selected [Edit] in step 4.

❑ Registering or editing templates

In each private template group, you can create up to 60 templates. Or, up to 12 templates in each private template group when the hard disk is not installed. To define the private template, specify the panel settings that will be displayed in the control panel and agent settings. Each private template can also be protected by a password.

Tip

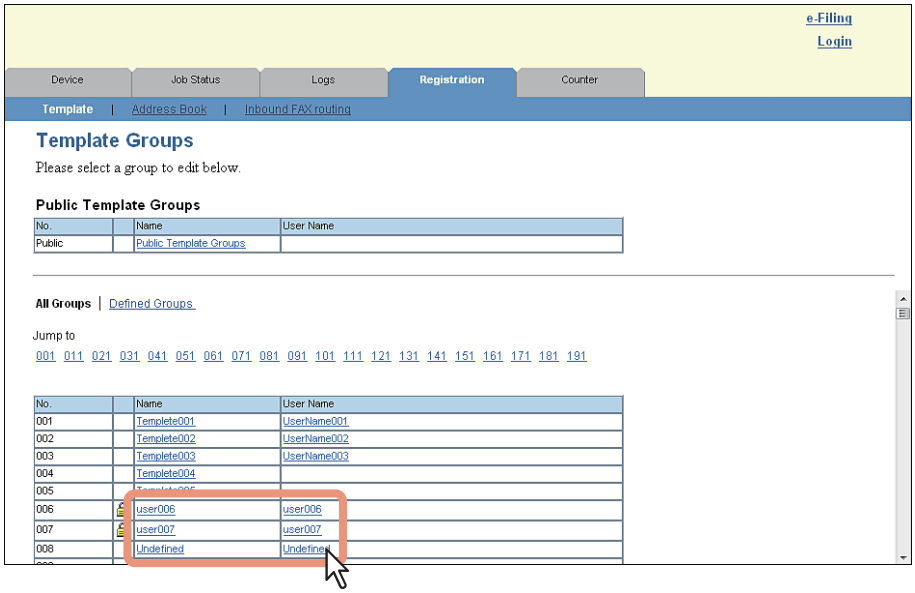
Each template can be created in combination of the following agents:

- Copy template can be combined with the Save as file or Store to e-Filing agent.
- Fax/Internet Fax template can be combined with the Save as file agent.
- Scan template can be created with up to two agents in a combination of the Save as file, Email, and Store to e-Filing agents.

1 Click the [Registration] tab and the [Template] menu.

The Template Groups page is displayed.

2 Click the group name link where you want to register or edit the private template.

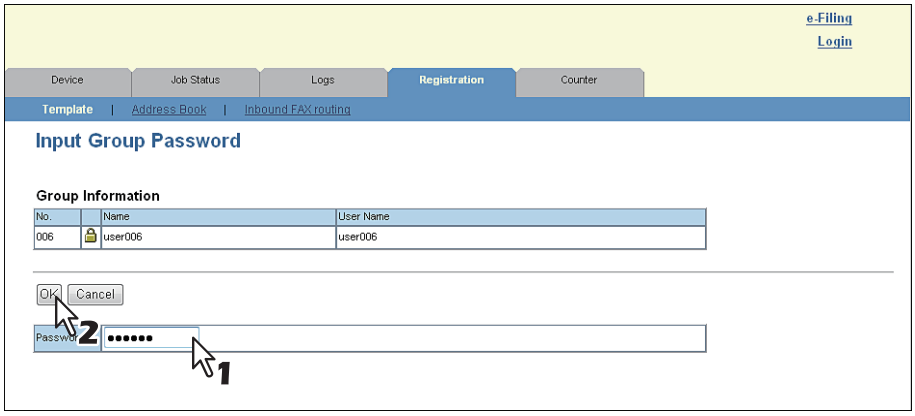


- If you select the defined private template group that is not protected by a password, the Private Templates page is displayed. Skip to step 4.
- If you select the defined private template group that is protected by a password, the Input Group Password page is displayed. Go to the next step.

Tips

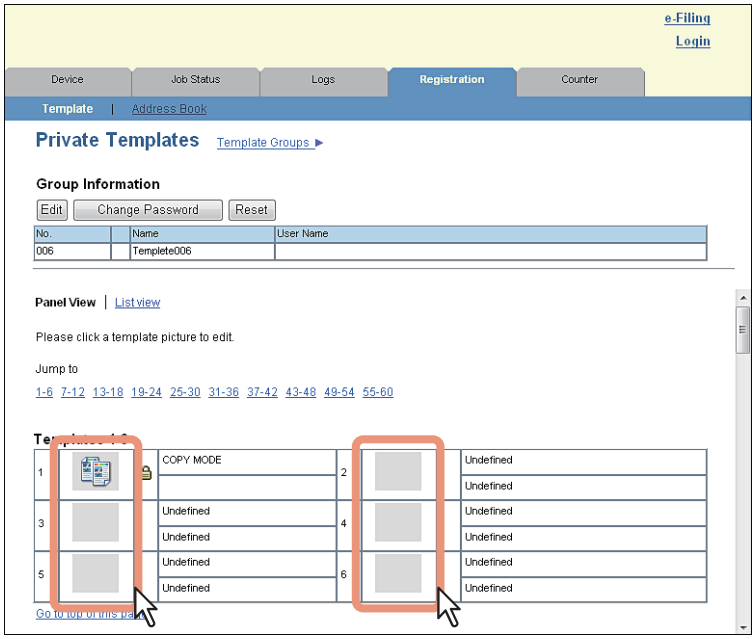
- The page displays all 200 private template groups in default page view. Or, all 4 private template groups when the hard disk is not installed. You can display only defined private template groups by clicking on the [Defined Groups] link.
- If you know which private template group you want to define or edit, click the number of the private template group in the [Jump to] links.

3 When the Input Group Password page is displayed, enter the password for the selected private template group and click [OK].



The Private Templates page is displayed.

4 From the templates list, click the [Undefined] icon to register a new template, or click defined icon to edit the template.

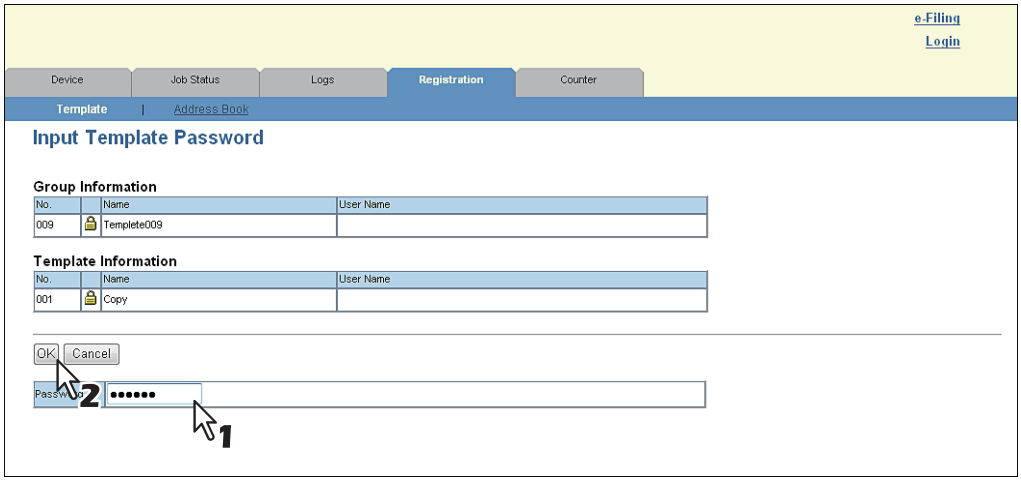


- If the templates list is displayed in the List view, click the [Undefined] template name to register new template, or click the defined template name to edit the template.
- If you select the private template that has not been defined, the Template Properties page to select agents is displayed. Skip to step 7.
- If you select the defined private template that is not protected by a password, the Template Properties page is displayed. Skip to step 6.
- If you select the defined private template that is protected by a password, the Input Template Password page is displayed. Go to the next step.

Tips

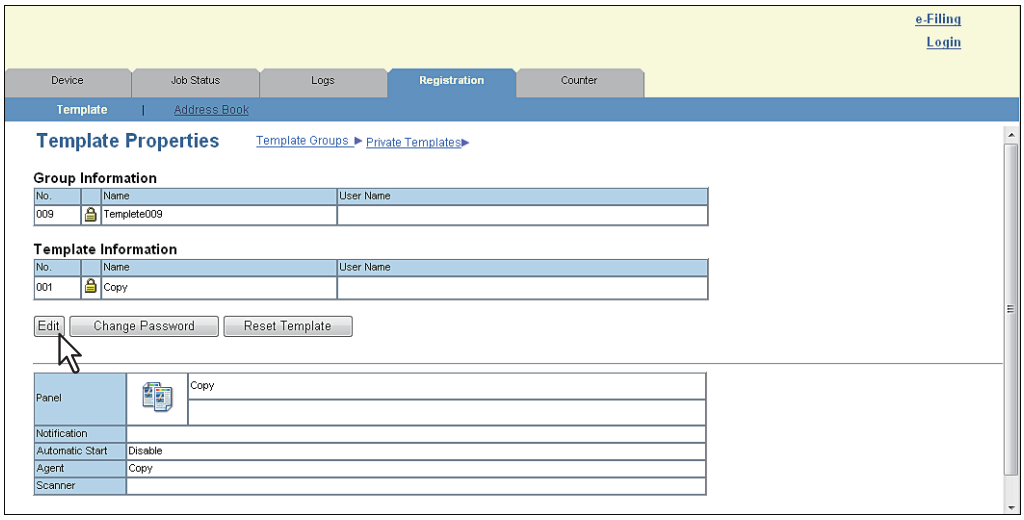
- You can change the template list view by clicking on either [Panel View] or [List View].
- If you know which private template you want to define or edit, click the number of the private template in the [Jump to] links.

5 **When the Input Template Password page is displayed, enter the password for the selected private template and click [OK].**



The Template Properties page is displayed.

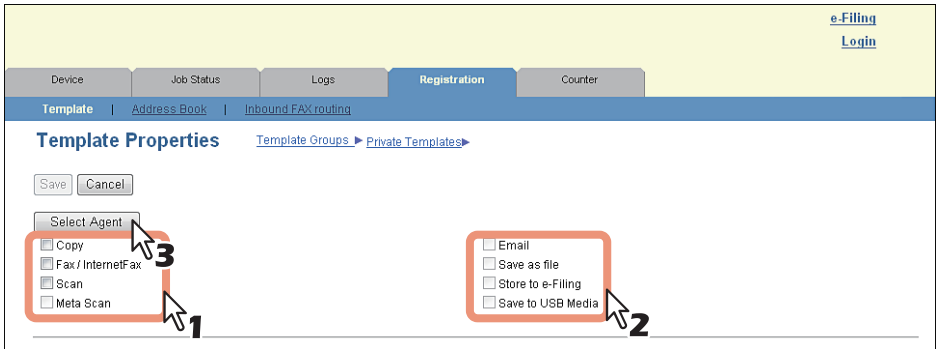
6 **On the [Template Properties] page, click either [Edit], [Change Password], or [Reset Template].**



If you select [Reset Template], you can reset an unnecessary private template and restore it to an undefined template. Skip to step 10.

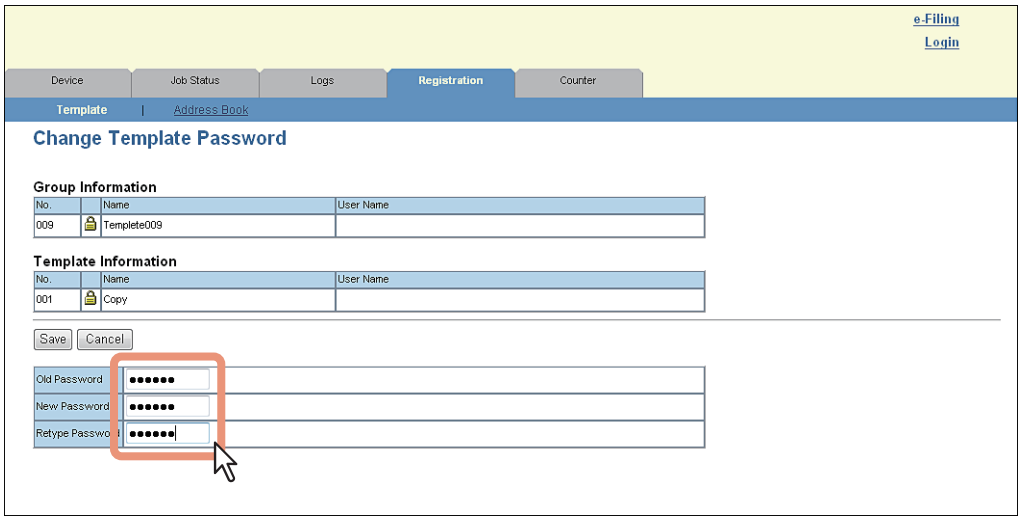
7 **Enter the items below as required.**

- **If you have selected [Edit] in step 6, select the agent and click [Select Agent].**



You can configure the following settings in this page:
📖 P.60 “[Template Properties] screen”

- **If you have selected [Change Password] in step 6, enter the following items and skip to step 9.**



You can configure the following settings in this page:
P.60 “[Change Group Password] screen”

8 Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting]	Specify icon settings of the template. P.62 “Panel Setting (Private template)”
[Destination Setting]	Specify the destination to be sent. This can be set only when creating the Fax/Internet Fax agent or Scan to Email agent. P.63 “Destination Setting (Private template)”
[InternetFax Setting]	Specify how the Internet Fax is transmitted. This can be set only when creating a Fax/Internet Fax agent. P.69 “InternetFax Setting (Private template)”
[Fax Setting]	Specify how the documents are faxed. This can be set only when creating a Fax/Internet Fax agent. P.70 “Fax Setting (Private template)”
[Email Setting]	Specify how the documents are transmitted as E-mail messages. This can be set only when creating a Scan to Email agent. P.72 “Email Setting (Private template)”
[Save as file Setting]	Specify how the documents are saved in a shared folder on this equipment, USB media, or a network folder. This can be set only when creating a Save as file agent. P.75 “Save as file Setting (Private template)”
[Box Setting]	Specify how the documents are saved in e-Filing. This can be set only when creating a Scan to e-Filing agent. P.80 “Box Setting (Private template)”
[Store to USB Setting]	Specify how the document is saved in USB media. P.80 “Store to USB Device Setting (Private template)”
[Scan Setting]	Specify how the documents are scanned. This can be set only when creating the Save as file agent, Scan to Email agent, and Scan to e-Filing agent. P.83 “Scan Setting (Private template)”
[Extended Field settings]	Set extended field definition information and extended field settings. P.86 “Extended Field settings”
[Password Setting]	Set a password for the private template. P.86 “Password Setting”

9 Click [Save].

10 **Click [OK].**
This step is not required if you have selected [Edit] in step 6.

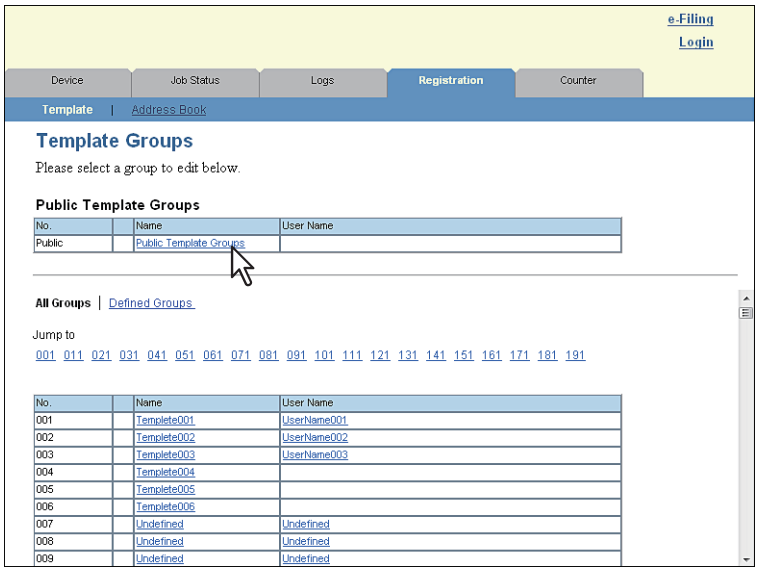
❑ Displaying public templates

End users can also display the templates list in the public group so that users can see what templates are available.

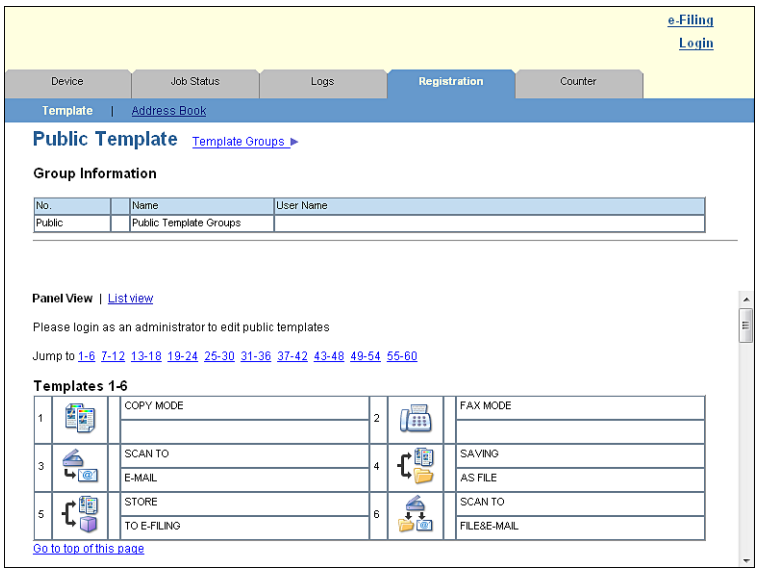
Displaying templates in the public group

1 **Click the [Registration] tab and the [Template] menu.**
The Template Groups page is displayed.

2 **Click the group name link for the Public Template Groups list.**



3 **The templates list in the public group is displayed.**



Tips

- You can change the template list view by clicking on either [Panel View] or [List View].
- If you know which public template you want to view, click the number of the public template in the [Jump to] links.

■ Managing address book

P.106 “Managing contacts in the Address Book”
P.109 “Managing groups in the Address Book”

❑ Managing contacts in the Address Book

There are two ways to manage contacts in the Address Book:

- Adding, editing, and deleting contacts manually
  P.106 “Adding, editing, and deleting contacts manually”
- Add new contact searching for a recipient from the LDAP server.
  P.108 “Adding new contacts from the LDAP server”

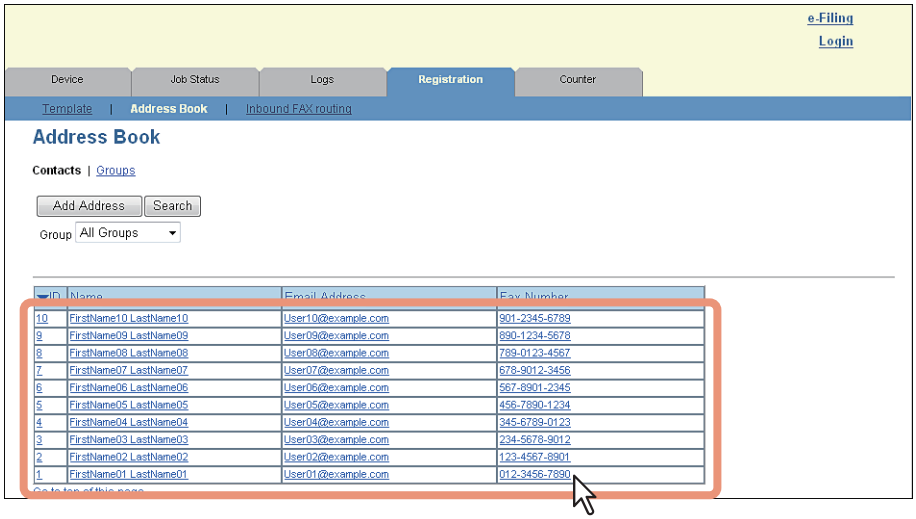
Adding, editing, and deleting contacts manually

You can add or edit a contact by entering recipient information manually. You can also delete the contact from the Address Book.

1 Click the [Registration] tab and the [Address Book] menu.

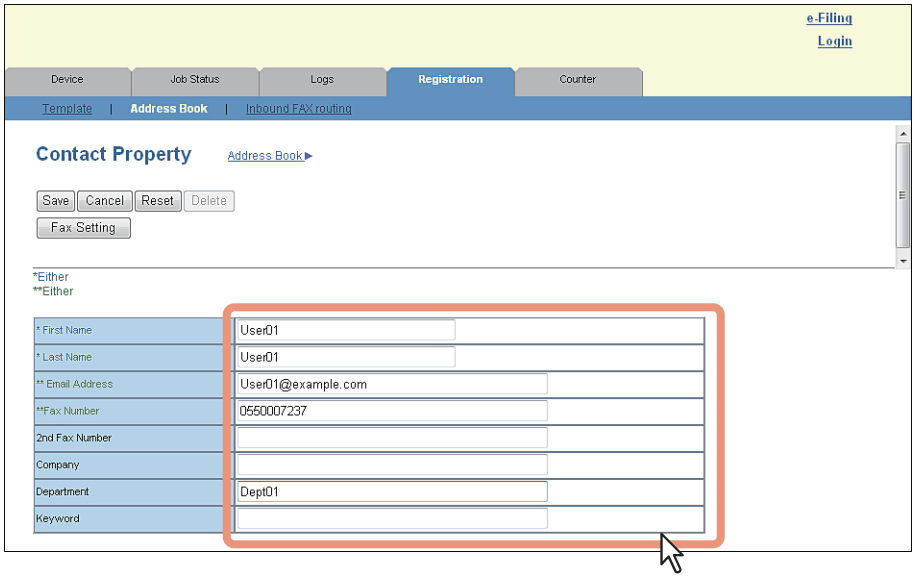
The Address Book page is displayed.

2 Click [Add Address] and add a new contact. Or click the corresponding link to the contact which you want to edit or delete in the contact list.



The Contact Property page is displayed.

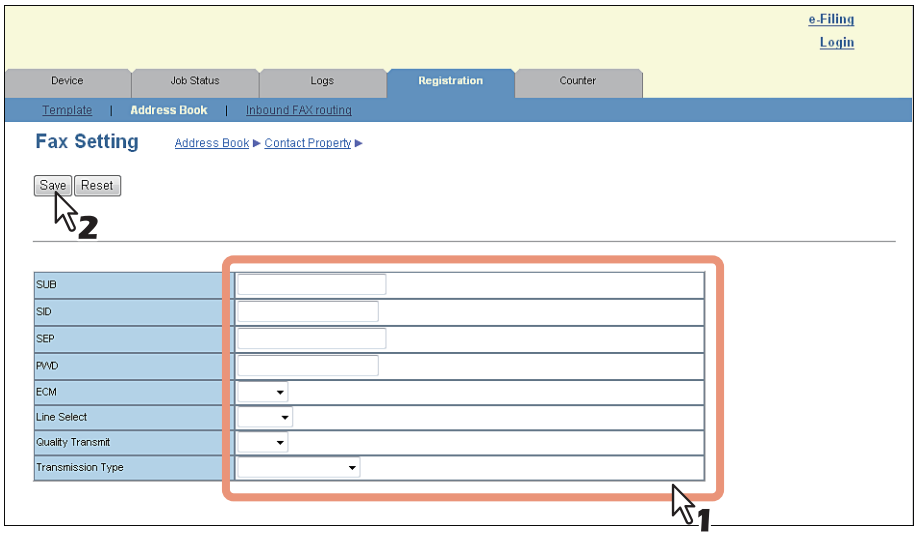
3 Enter the following items to specify the contact property. Click [Delete] to delete the contact from the address book.



You can configure the following settings in this page:
📖 P.88 “[Contact Property] screen”

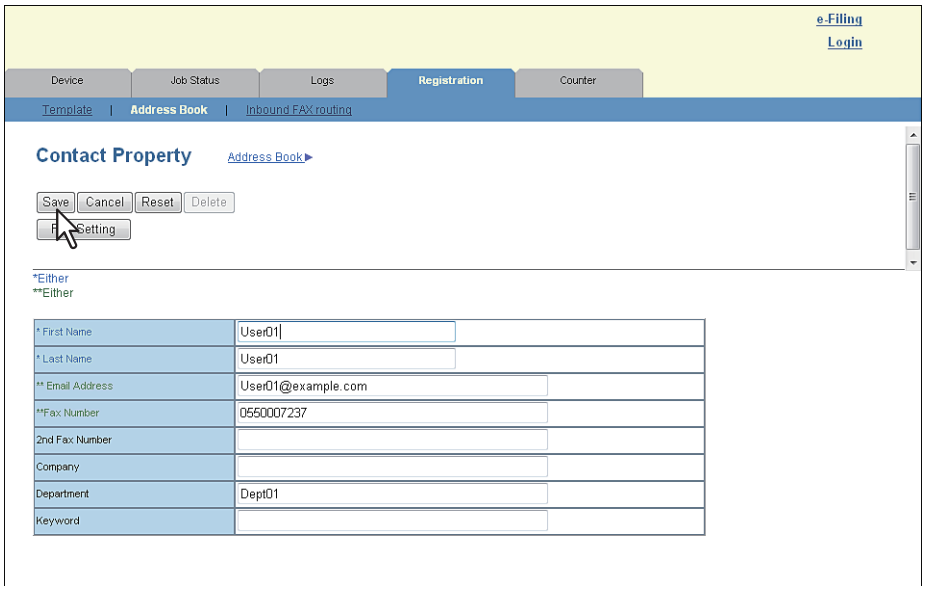
4 When registering a fax contact, click [Fax Setting]. Otherwise, skip to Step 6.
The Fax Settings page is displayed.

5 Enter the following items according to the capabilities of destination facsimile, and click [Save].



You can configure the following settings in this page:
📖 P.89 “[Fax Setting] screen”

6 **In the Contact Property page, click [Save] to add a new contact.**



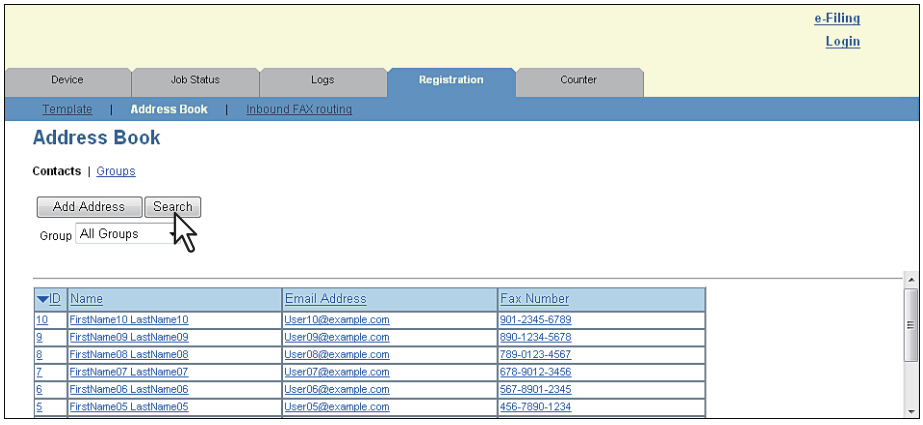
Adding new contacts from the LDAP server

You can search for contacts in the LDAP server and add them to the Address Book. In order to use the LDAP search, the directory service must be set up by a user who is granted administrator privileges in the access policy mode. Before operating the LDAP search, ask your administrator if the Directory Service has been configured.

Add a new contact from the LDAP server.

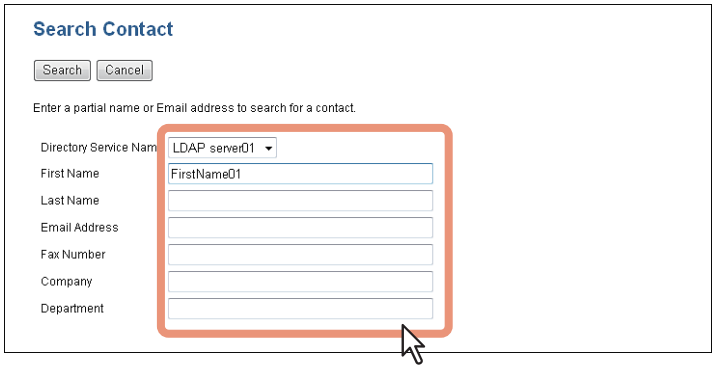
1 **Click the [Registration] tab and the [Address Book] menu.**
The Address Book page is displayed.

2 **Click [Search].**



The Search Contact page is displayed.

3 Select the directory service name that you want to search for in the [Directory Service Name] box, and enter the search terms in the boxes that you want to search.



Tips

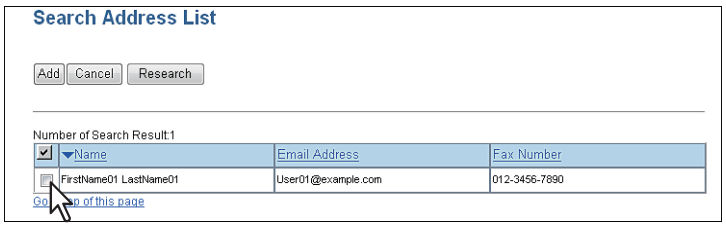
- If you select the model name of this equipment at the [Directory Service Name] box, you can search for destinations in the address book of this equipment.
- TopAccess will search for destinations that contain the text entered in each item.
- Leaving the box blank allows wild-card searching. However, you must specify at least one.

4 Click [Search].

TopAccess will start searching for recipients in the LDAP server and the Search Address List page will display the results.

5 Select the check boxes of contacts that you want to add to the Address Book.

Click [Research] to return to step 3 so that you can change the search criteria and execute the search again.



You can select all users in the list by clicking on the button.

Note

The value of [company] and [department] will depend on the settings made by the user who is granted administrator privileges in access policy mode.

6 Click [Add].

Selected contacts are added to the Address Book.

❑ Managing groups in the Address Book

You can create groups that contain the multiple recipients. This enables you to specify the groups for the destinations instead of specifying each recipient separately when operating Scan to Email, or Fax or Internet Fax transmission. You can also delete groups.

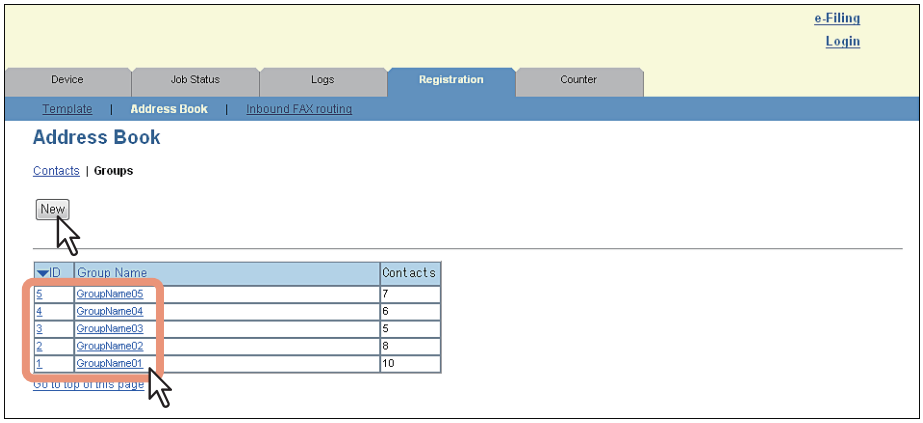
1 Click the [Registration] tab and the [Address Book] menu.

The Address Book page is displayed.

2 Click the [Groups] submenu.

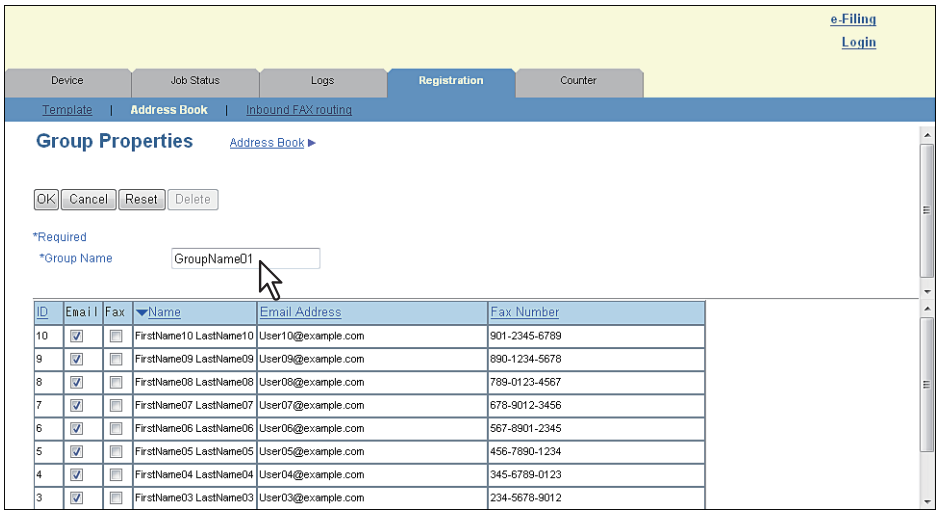
The groups list is displayed.

3 Click [New] to add a new group. Or, click the corresponding link to the group which you want to edit or delete in the group list.



The Group Properties page is displayed.

4 Enter the group name in the [Group Name] column. Click [Delete] to delete the selected group.



Tips

- You can clear the entered values in each field by clicking [Reset].
- You can cancel adding or editing a group by clicking [Cancel].

5 Select the [Email] check boxes of users to add Internet Fax recipients, and select the [Fax] check boxes of users to add Fax recipients.

Note

To perform fax transmission, the Fax Unit is required. If the Fax Unit is not installed, you cannot perform the fax transmission even if you specify the fax number.

6 Click [OK].

The group is created.

■ Managing mailboxes

Note

Mailboxes can be managed only when the Fax Unit is installed.

Tip

Mailboxes can be managed using the control panel. Refer to the ***Operator's Manual for FAX Unit / User's Manual Advanced Guide***.

This equipment supports ITU-T communications and allows documents to be transmitted and retrieved from mailboxes created by the mailbox hub in advance.

❑ Setting up mailboxes.

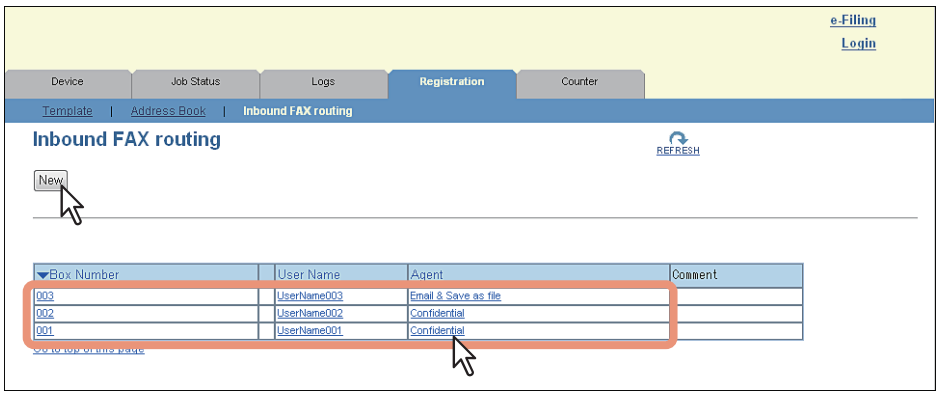
To carry out ITU-T communications, you must first set up an Open Mailbox in the mailbox hub. You can set up a maximum of 300 mailboxes.
You can also delete mailboxes.

Note

If you want to delete an Open Mailbox, the document must first be retrieved, printed, or canceled from the Open Mailbox.

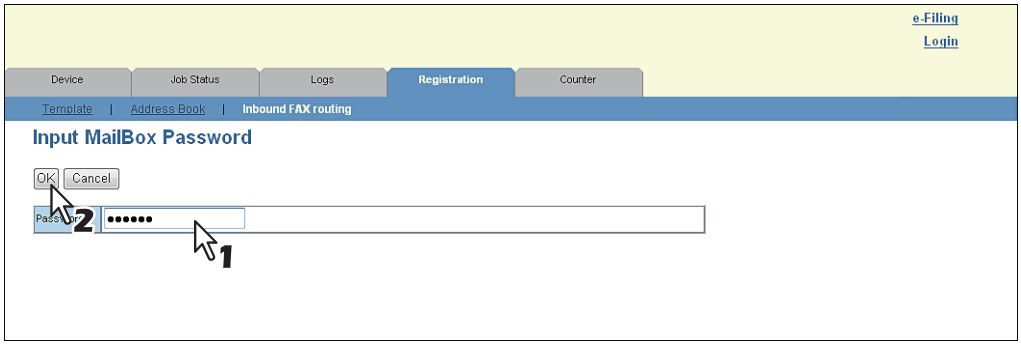
1 Click the [Registration] tab and the [Inbound FAX routing] menu.
The Inbound FAX routing page is displayed.

2 Click [New] to set up a new mailbox. Or, click the box number link which you want to edit or delete in the mailbox list.



- If you click [New], skip to step 5.
- If you click the box number link that is not protected by a password, skip to step 4.
- If you click the box number link that is protected by a password, go to the next step.

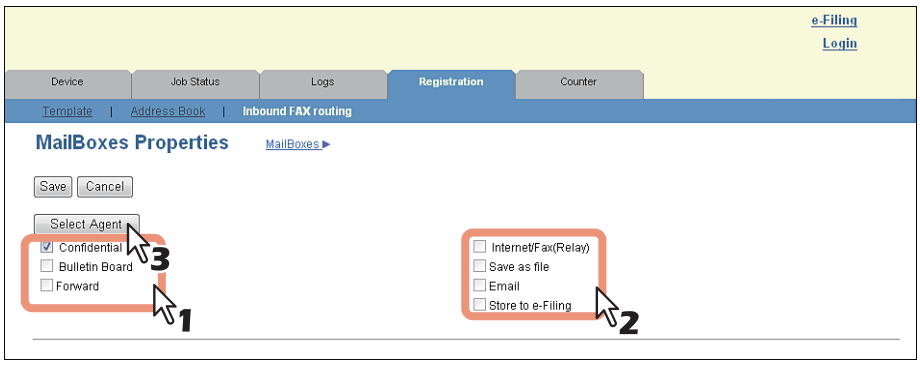
3 Enter the password for the mailbox and click [OK].



4 Click [Edit] or [Delete].

If you have clicked [Delete], the delete confirmation dialog box is displayed. Click [OK].

5 Select agents and click [Select Agent].



You can configure the following settings in this page:
P.94 “[MailBox Properties] screen”

6 Click each button displayed in the page to set the template properties.

MailBox Setting	Specify mailbox settings. P.95 “MailBox Setting (Mailbox)”
[Destination Setting]	Specify the destination to be sent. This can be set only when creating an Internet/Fax(Relay) agent or Email agent. P.96 “Destination Setting (Mailbox)”
[InternetFax Setting]	Specify how the document is transmitted as an Internet Fax. This can be set only when creating an Internet/Fax(Relay) agent. P.96 “InternetFax Setting (Mailbox)” Note The Internet/Fax (Relay) agent cannot be used to forward an inbound fax routed via Inbound FAX Routing.
[Relay End Terminal Report]	Specify the destination for the relay end terminal report when forwarding has been performed. This can be set only when creating an Internet/Fax(Relay) agent. P.97 “Relay End Terminal Report (Mailbox)”
[Email Setting]	Specify how the document is transmitted as an E-mail message. This can be set only when creating an Email agent. P.97 “Email Setting (Mailbox)”
[Save as file Setting]	Specify how the document is saved on your computer hard disk or a network folder. This can be set only when creating a Save as file agent. P.97 “Save as file Setting (Mailbox)”
[Box Setting]	Specify how the document is saved in a mailbox. This can be set only when creating a Store to e-Filing agent. P.97 “Box Setting (Mailbox)”

7 After configuring the desired mailbox properties, click [Save].

The mailbox properties are registered.

6

[Counter] Tab Page

This section explains the [Counter] tab page in TopAccess.

[Counter] Tab Page Overview 114
[Counter] Item list 114
[Counter] How to Set and How to Operate 125
Viewing counters 125

[Counter] Tab Page Overview

You can check the number of pages printed, copied, and scanned in the [Counter] tab page.
P.114 “[Counter] Item list”

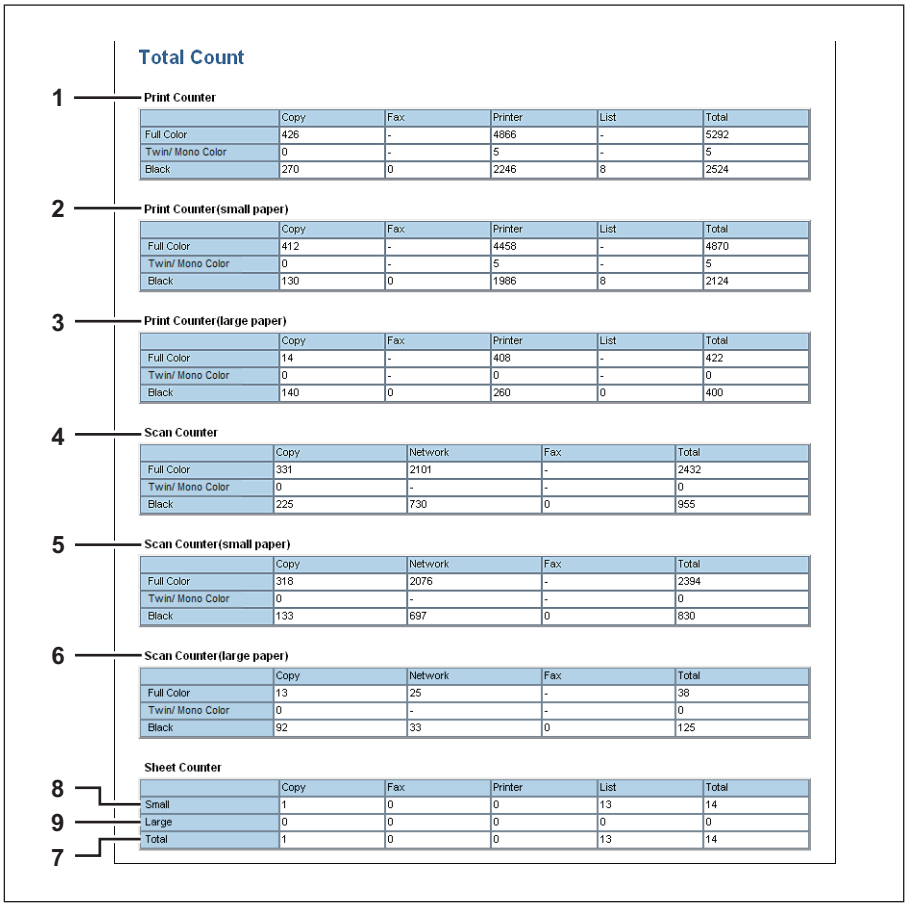
■ [Counter] Item list

P.114 “[Total Count] screen”
P.117 “[Department Management] screen”
P.117 “[Department Counter] screen <access policy mode>”
P.118 “[Department Information] screen”
P.120 “[User Counter] screen <access policy mode>”
P.121 “[User Information] screen <access policy mode>”
P.124 “[Quota Setting] screen <access policy mode>”

❑ [Total Count] screen

You can display total counters of the print counter and scan counter, and total counters for small size and large size paper.

Color models



	Copy	Fax	Printer	List	Total
Full Color	426	-	4866	-	5292
Twin/ Mono Color	0	-	5	-	5
Black	270	0	2246	8	2524

	Copy	Fax	Printer	List	Total
Full Color	412	-	4458	-	4870
Twin/ Mono Color	0	-	5	-	5
Black	130	0	1986	8	2124

	Copy	Fax	Printer	List	Total
Full Color	14	-	408	-	422
Twin/ Mono Color	0	-	0	-	0
Black	140	0	260	0	400

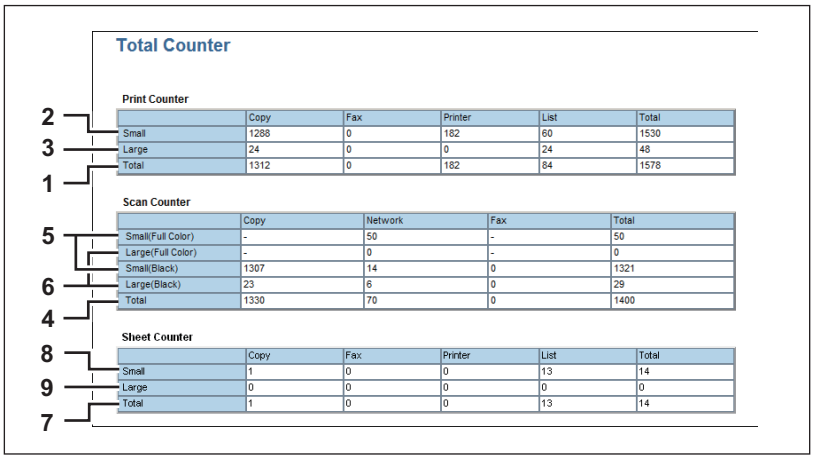
	Copy	Network	Fax	Total
Full Color	331	2101	-	2432
Twin/ Mono Color	0	-	-	0
Black	225	730	0	955

	Copy	Network	Fax	Total
Full Color	318	2076	-	2394
Twin/ Mono Color	0	-	-	0
Black	133	697	0	830

	Copy	Network	Fax	Total
Full Color	13	25	-	38
Twin/ Mono Color	0	-	-	0
Black	92	33	0	125

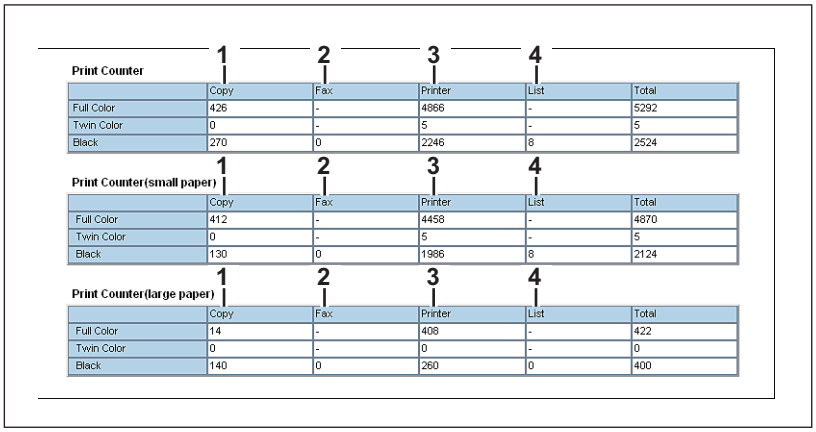
	Copy	Fax	Printer	List	Total
Small	1	0	0	13	14
Large	0	0	0	0	0
Total	1	0	0	13	14

Monochromatic models



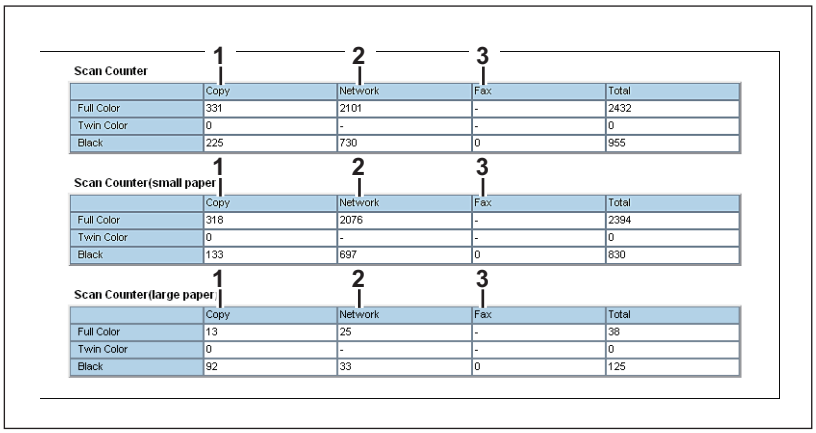
	Counter type	Description
1	Print Counter	Displays the total output count value. Displayed items differ between models with support to color printing and without.
2	Print Counter(small paper)	Displays details of the total output count value according to the paper size specified on your equipment.
3	Print Counter(large paper)	
4	Scan Counter	Displays the total scanned count value. Displayed items differ between models with support to color printing and without.
5	Scan Counter(small paper)	Displays details of the total count value of scanned documents according to the paper size specified on your equipment.
6	Scan Counter(large paper)	
7	Sheet Counter	Displays the total number of printed sheets counted.
8	Sheet Counter (small paper)	Displays details for the total number of printed sheets counted according to the paper size specified on your equipment.
9	Sheet Counter (large paper)	

Print Counter/Print Counter(small paper)/Print Counter(large paper)



	Counter	Description
1	Copy Counter	Displays the number of pages printed by copy operations.
2	Fax Counter	Displays the number of pages printed by fax reception.
3	Printer Counter	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
4	List Counter	Displays the number of pages printed by system page print operations.

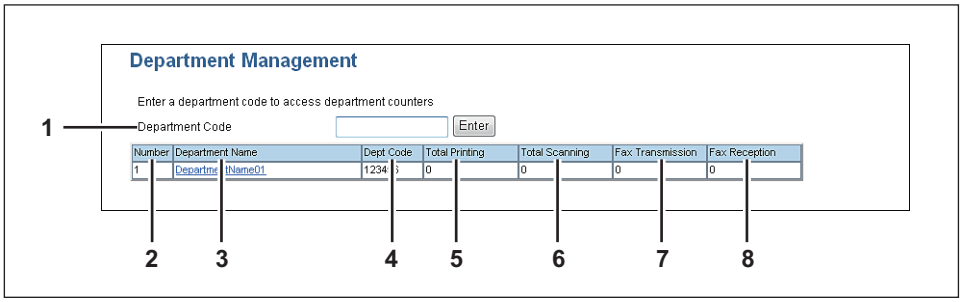
Scan Counter/Scan Counter(small paper)/Scan Counter(large paper)



	Counter	Description
1	Copy Counter	Displays the number of pages scanned by copy operations.
2	Network Counter	Displays the number of pages scanned by scan operations.
3	Fax Counter	Displays the number of pages scanned by fax reception.

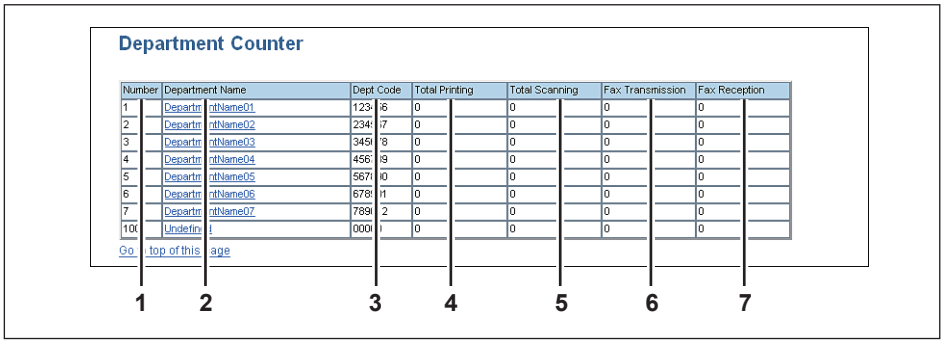
❑ [Department Management] screen

This screen displays total counter information for each department.



	Item name	Description
1	Department Code	Enter the department code which you want to check and click the [Enter] button.
2	Number	Displays the registered department number.
3	Department Name	Displays the department name. Click a department name link to check the information. 📖 P.118 “[Department Information] screen”
4	Dept Code	Displays the department code.
5	Total Printing	Displays the total output count value of the department.
6	Total Scanning	Displays the total scanned count value of the department.
7	Fax Transmission	Displays the total number of transmitted fax pages of the department.
8	Fax Reception	Displays the total number of received fax pages of the department.

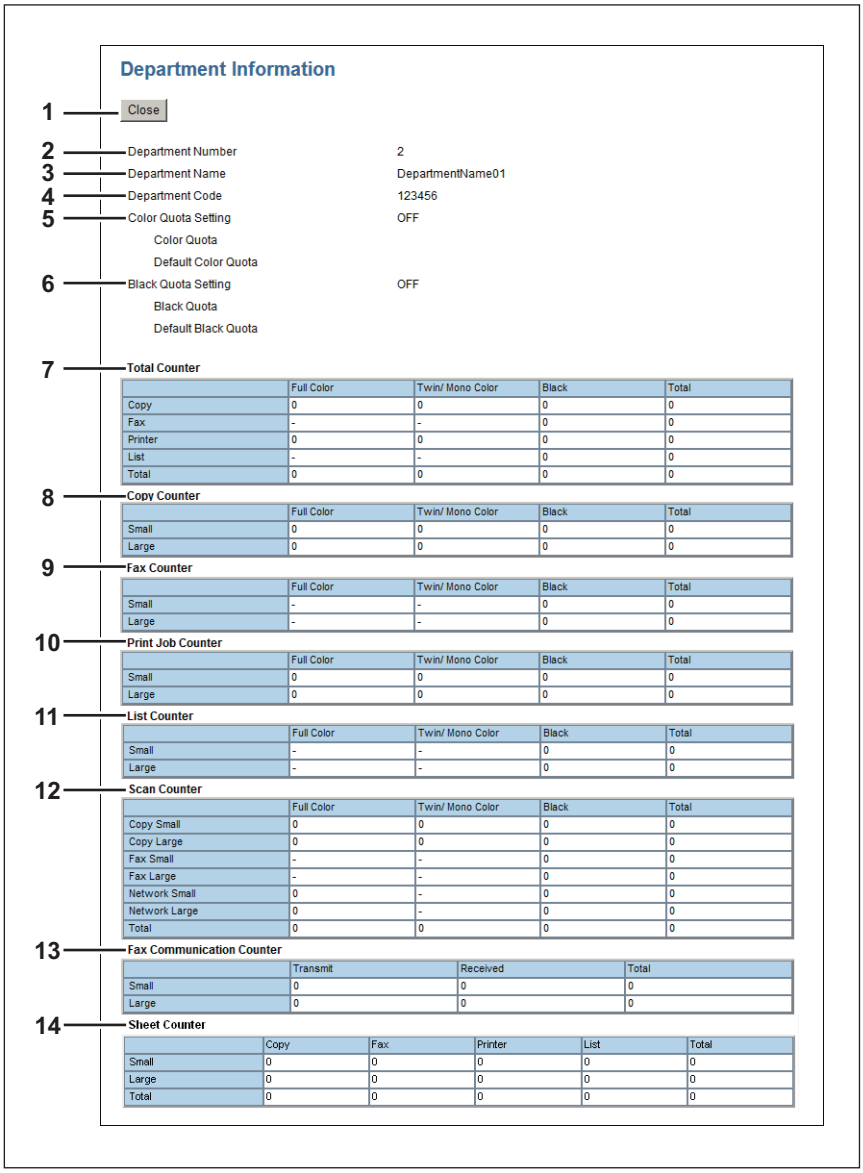
❑ [Department Counter] screen <access policy mode>



	Item name	Description
1	Number	Displays the registered department number.
2	Department Name	Displays the department name. Click a department name link to check the information. 📖 P.118 “[Department Information] screen”
3	Dept Code	Displays the department code.
4	Total Printing	Displays the total output count value of the department.
5	Total Scanning	Displays the total scanned count value of the department.
6	Fax Transmission	Displays the number of pages transmitted via fax.
7	Fax Reception	Displays the number of pages received via fax.

❑ [Department Information] screen

Color models



Total Counter

	Full Color	Twin/ Mono Color	Black	Total
Copy	0	0	0	0
Fax	-	-	0	0
Printer	0	0	0	0
List	-	-	0	0
Total	0	0	0	0

Copy Counter

	Full Color	Twin/ Mono Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

Fax Counter

	Full Color	Twin/ Mono Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

Print Job Counter

	Full Color	Twin/ Mono Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

List Counter

	Full Color	Twin/ Mono Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

Scan Counter

	Full Color	Twin/ Mono Color	Black	Total
Copy Small	0	0	0	0
Copy Large	0	0	0	0
Fax Small	-	-	0	0
Fax Large	-	-	0	0
Network Small	0	-	0	0
Network Large	0	-	0	0
Total	0	0	0	0

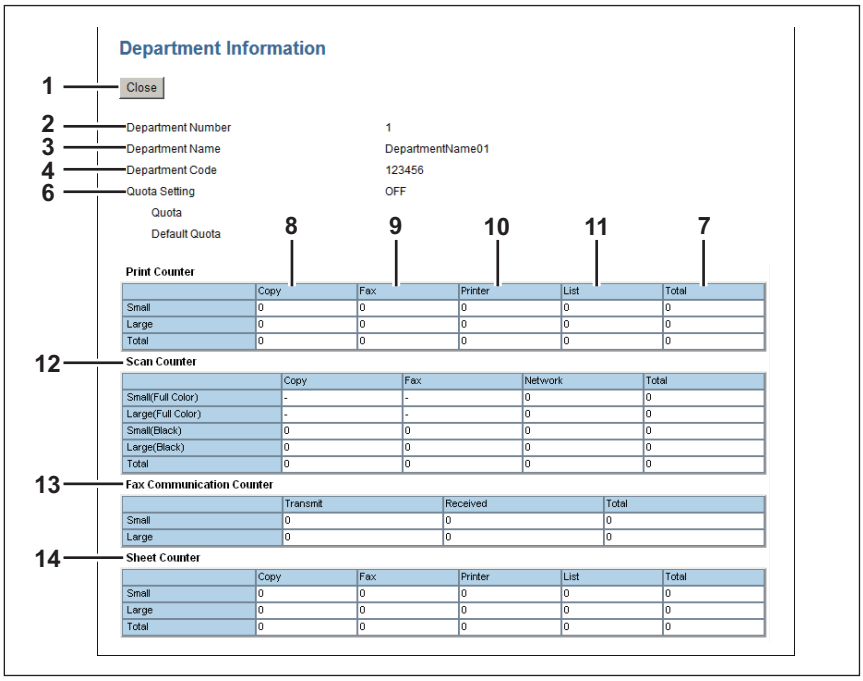
Fax Communication Counter

	Transmit	Received	Total
Small	0	0	0
Large	0	0	0

Sheet Counter

	Copy	Fax	Printer	List	Total
Small	0	0	0	0	0
Large	0	0	0	0	0
Total	0	0	0	0	0

Monochromatic models



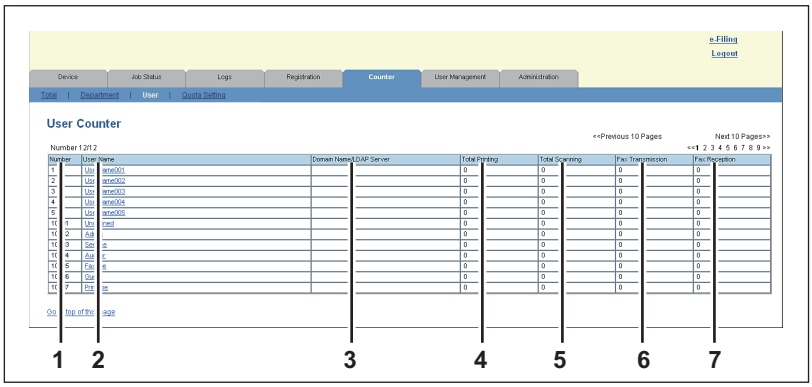
	Item name	Description
1	[Close] button	Closes the [Department Information] screen.
2	Department Number	Displays the registered department number.
3	Department Name	Displays the department name.
4	Department Code	Displays the department code.
5	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output.
	Default Color Quota	Displays the default number assigned for the user.
6	Black Quota Setting/Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota/Quota	Displays the remaining number for monochrome output.
	Default Black Quota/ Default Quota	Displays the default number assigned for the user.
7	Total Counter	Displays the total counter.
8	Copy Counter	Displays the number of pages printed by copy operations.
9	Fax Counter	Displays the number of pages printed by fax reception.
10	Print Job Counter	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
11	List Counter	Displays the number of pages printed by system page print operations.
12	Scan Counter	Displays the number of pages scanned by scan operations. Values for the small size and large size are displayed according to the paper size specified on your equipment.
13	Fax Communication Counter	Displays the communication record.
14	Sheet Counter	Displays the number of printed sheets according to the function being used. Values for the small size and large size are displayed according to the paper size specified on your equipment.

❑ [User Counter] screen <access policy mode>

This screen displays total counter information for each user who is logged in to TopAccess.

Tip

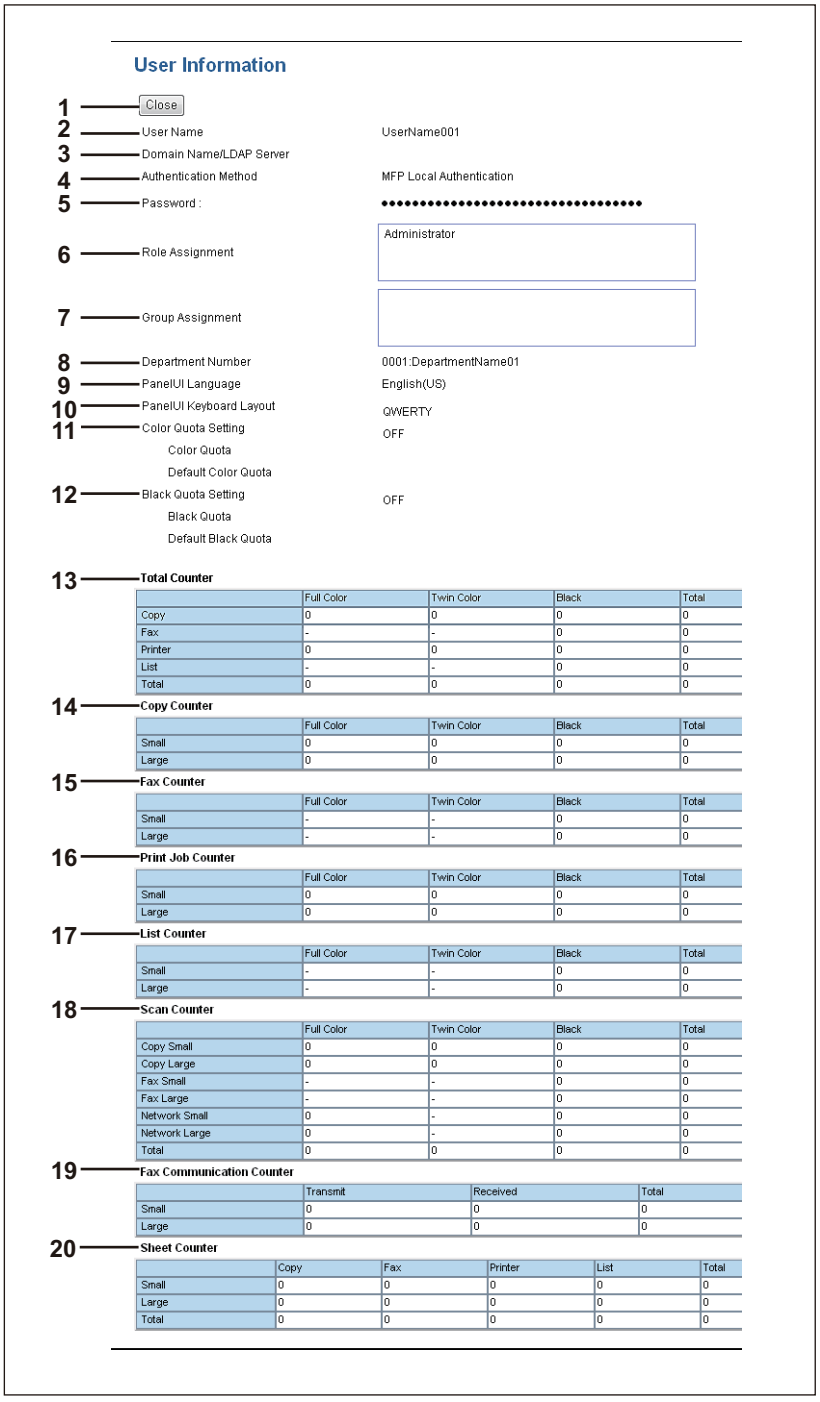
Total counters for all users are displayed when you are logged in as the Administrator.



	Item name	Description
1	Number	Displays the registered user number.
2	User Name	Displays the user name. Click a user name to check the information. 📖 P.121 “[User Information] screen <access policy mode>”
3	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user account.
4	Total Printing	Displays the total output count value.
5	Total Scanning	Displays the total scanned count value.
6	Fax Transmission	Displays the number of pages transmitted via fax.
7	Fax Reception	Displays the number of pages received via fax.

❑ [User Information] screen <access policy mode>

Color models



User Information

1 Close

2 User Name: UserName001

3 Domain Name/LDAP Server:

4 Authentication Method: MFP Local Authentication

5 Password : ••••••••••••••••••••••••••••••••••••

6 Role Assignment: Administrator

7 Group Assignment:

8 Department Number: 0001:DepartmentName01

9 PanelUI Language: English(US)

10 PanelUI Keyboard Layout: QWERTY

11 Color Quota Setting: OFF
- Color Quota
- Default Color Quota

12 Black Quota Setting: OFF
- Black Quota
- Default Black Quota

13 **Total Counter**

	Full Color	Twin Color	Black	Total
Copy	0	0	0	0
Fax	-	-	0	0
Printer	0	0	0	0
List	-	-	0	0
Total	0	0	0	0

14 **Copy Counter**

	Full Color	Twin Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

15 **Fax Counter**

	Full Color	Twin Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

16 **Print Job Counter**

	Full Color	Twin Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

17 **List Counter**

	Full Color	Twin Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

18 **Scan Counter**

	Full Color	Twin Color	Black	Total
Copy Small	0	0	0	0
Copy Large	0	0	0	0
Fax Small	-	-	0	0
Fax Large	-	-	0	0
Network Small	0	-	0	0
Network Large	0	-	0	0
Total	0	0	0	0

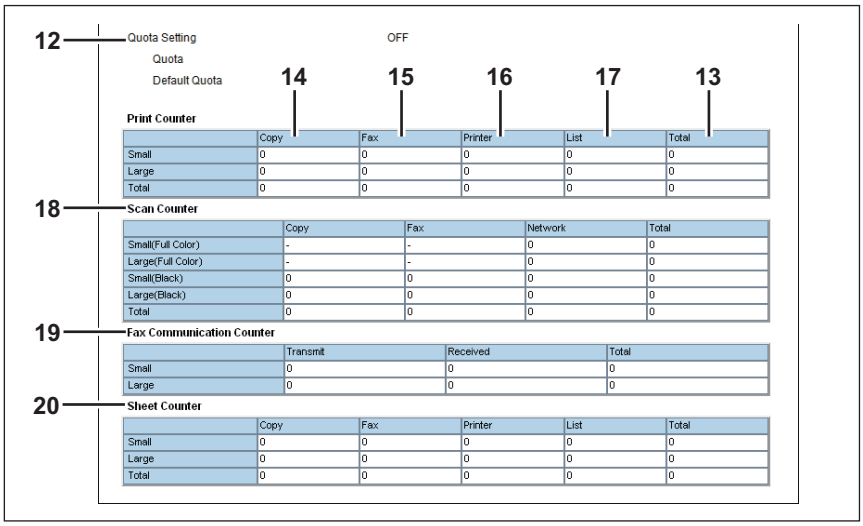
19 **Fax Communication Counter**

	Transmit	Received	Total
Small	0	0	0
Large	0	0	0

20 **Sheet Counter**

	Copy	Fax	Printer	List	Total
Small	0	0	0	0	0
Large	0	0	0	0	0
Total	0	0	0	0	0

Monochromatic models

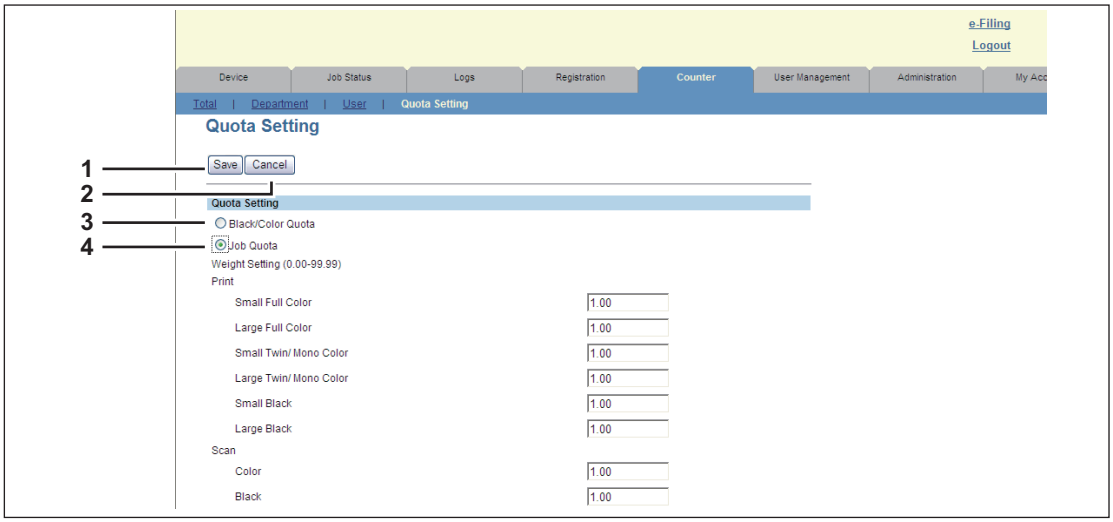


	Item name	Description
1	[Close] button	Closes the [User Information] screen.
2	User Name	Displays the user name.
3	Domain Name/LDAP Server	Displays the registered domain name or LDAP server.
4	Authentication Method	Displays the user authentication method.
5	Password	You cannot display the password. Reset the password in the [User Accounts] item when changing the password. P.132 “[Enter Password] screen”
6	Role Assignment	Displays the registered roles.
7	Group Assignment	Displays the registered groups.
8	Department Number	Displays the registered departments.
9	PanelUI Language	Displays the registered display languages of the touch panel.
10	PanelUI Keyboard Layout	Displays the registered keyboard patterns for the touch panel.
11	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output.
	Default Color Quota	Displays the default number assigned for the user.
12	Black Quota Setting/Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota/Quota	Displays the remaining number for monochrome output.
	Default Black Quota/ Default Quota	Displays the default number assigned for the user.
13	Total Counter	Displays the total counter.
14	Copy Counter	Displays the number of pages printed by copy operations.
15	Fax Counter	Displays the number of pages printed by fax reception.
16	Print Job Counter	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
17	List Counter	Displays the number of pages printed by system page print operations.
18	Scan Counter	Displays the number of pages scanned by scan operations. Values for the small size and large size are displayed according to the paper size specified on your equipment.

	Item name	Description
19	Fax Communication Counter	Displays the communication record.
20	Sheet Counter	Displays the number of printed sheets according to the function being used. Values for the small size and large size are displayed according to the paper size specified on your equipment.

❑ [Quota Setting] screen <access policy mode>

You can make the quota management settings based on either a print count or a job. In job-based quota management, different weights can be assigned to each job when the number of outputs is counted.



	Item name	Description
1	[Save] button	Saves the quota settings.
2	[Cancel] button	Cancels the settings.
3	Black/Color Quota	Performs quota management based on the number of black and color outputs.
	Tip [Black Quota] is displayed in monochrome models, which perform quota management with the number of black outputs.	
4	Job Quota	Assigns weights to each job and calculates the sum total quotas of the print jobs and scan jobs for quota management. Different weights can be assigned to each of the jobs listed below. • Print - Small Full Color - Large Full Color - Small Twin/Mono Color - Large Twin/Mono Color - Small Black - Large Black • Scan - Color - Black
	Tips • In monochrome models, only the weight assigned to Small Black or Large Black can be changed. • When assigning the weight to a job, you can enter a value in the range from 0.00 to 99.99. The default value of the print is “1.00” and that of the scan is “0.00”. For example, assuming that the weight assigned to Small Black in print is 0.50, if the user makes 2 outputs in Small Black, the quota value assigned to the user is decremented by 1.00.	

[Counter] How to Set and How to Operate

P.125 “Viewing counters”

■ Viewing counters

This equipment maintains a set of counters that keep track of the number of pages printed, copied and scanned. These statistics can be displayed in totals or broken down by department. This section explains how to display the statistics and manage the department counters.

P.125 “Displaying the total counter”
P.126 “Displaying the department counter”

Note

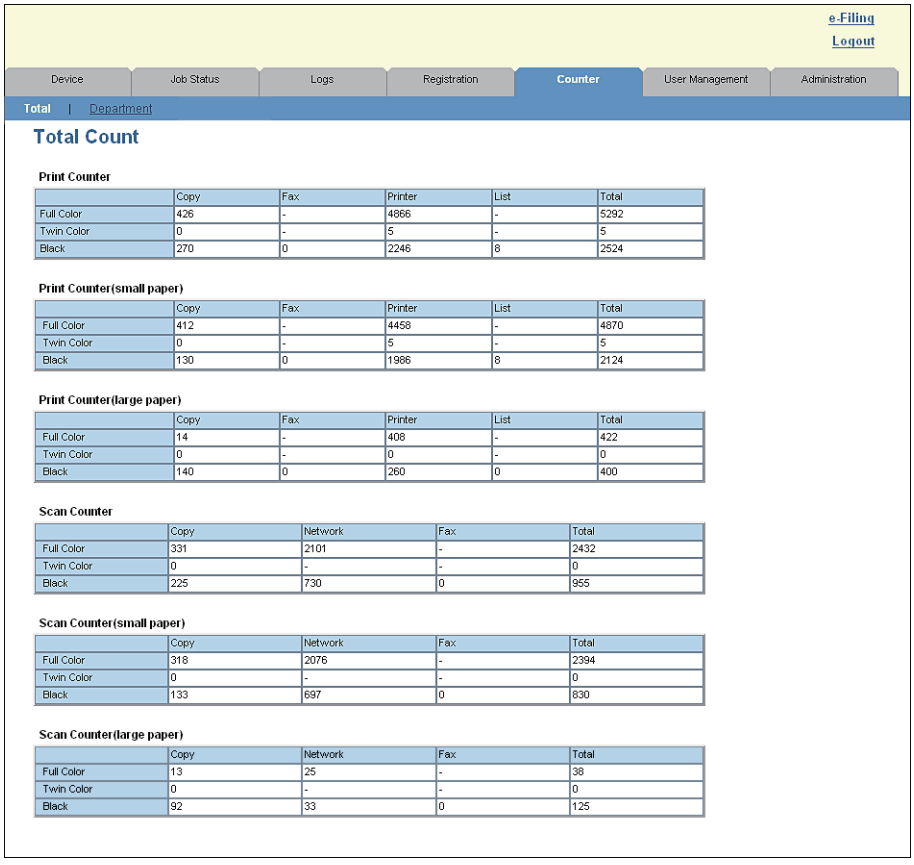
Neither an end user nor an administrator can reset counters from TopAccess. However, users who are granted administrator privileges in the access policy mode can reset the counter from the control panel. Refer to the ***MFP Management Guide / User’s Manual Advanced Guide***.

❑ Displaying the total counter

In the [Total] menu, you can display the total counter information for the copy/print counter for small paper, copy/print counter for large paper, and scan counter.

1 Click the [Counter] tab and the [Total] menu.
The Total Count page is displayed.

2 You can check the total counter in this page.



Print Counter

	Copy	Fax	Printer	List	Total
Full Color	426	-	4866	-	5292
Twin Color	0	-	5	-	5
Black	270	0	2246	8	2524

Print Counter(small paper)

	Copy	Fax	Printer	List	Total
Full Color	412	-	4458	-	4870
Twin Color	0	-	5	-	5
Black	130	0	1986	8	2124

Print Counter(large paper)

	Copy	Fax	Printer	List	Total
Full Color	14	-	408	-	422
Twin Color	0	-	0	-	0
Black	140	0	260	0	400

Scan Counter

	Copy	Network	Fax	Total
Full Color	331	2101	-	2432
Twin Color	0	-	-	0
Black	225	730	0	955

Scan Counter(small paper)

	Copy	Network	Fax	Total
Full Color	318	2076	-	2394
Twin Color	0	-	-	0
Black	133	697	0	830

Scan Counter(large paper)

	Copy	Network	Fax	Total
Full Color	13	25	-	38
Twin Color	0	-	-	0
Black	92	33	0	125

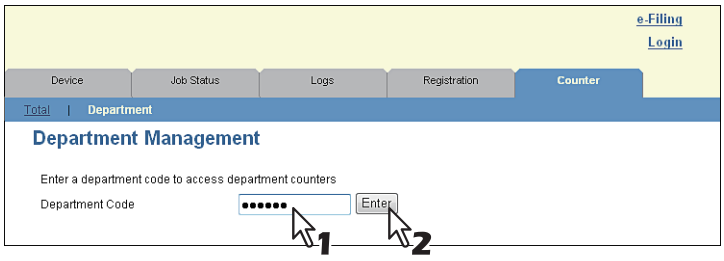
❑ Displaying the department counter

In the [Department] menu, you can display the counter information of a specific department. If you want to display the department counter, you must enter the department code.

1 Click the [Counter] tab and the [Department] menu.

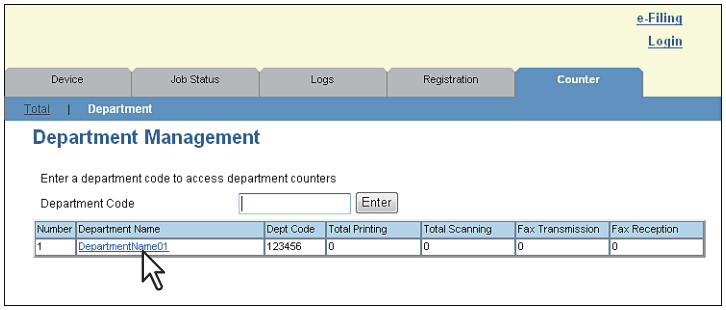
The Department management page is displayed.

2 Enter the code for the department you want to check in [Department Code] and click [Enter].

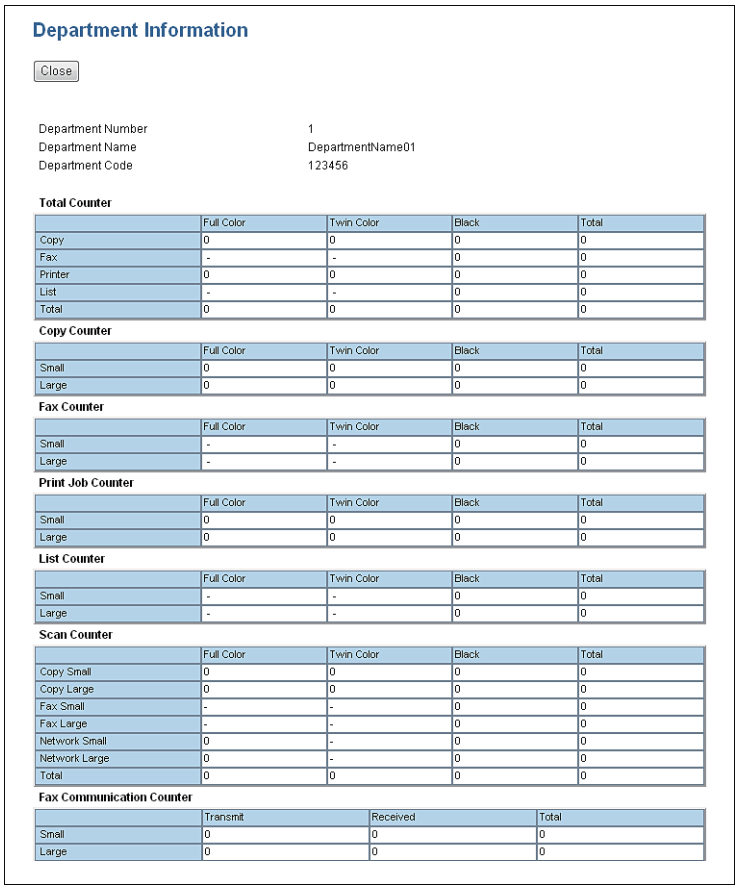


The department counter for the specified department is displayed.

3 Click the department name link to display the detailed counters for the department.



4 The Department Information page opens.



Department Information

Close

Department Number 1
Department Name DepartmentName01
Department Code 123456

Total Counter

	Full Color	Twin Color	Black	Total
Copy	0	0	0	0
Fax	-	-	0	0
Printer	0	0	0	0
List	-	-	0	0
Total	0	0	0	0

Copy Counter

	Full Color	Twin Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

Fax Counter

	Full Color	Twin Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

Print Job Counter

	Full Color	Twin Color	Black	Total
Small	0	0	0	0
Large	0	0	0	0

List Counter

	Full Color	Twin Color	Black	Total
Small	-	-	0	0
Large	-	-	0	0

Scan Counter

	Full Color	Twin Color	Black	Total
Copy Small	0	0	0	0
Copy Large	0	0	0	0
Fax Small	-	-	0	0
Fax Large	-	-	0	0
Network Small	0	-	0	0
Network Large	0	-	0	0
Total	0	0	0	0

Fax Communication Counter

	Transmit	Received	Total
Small	0	0	0
Large	0	0	0

7

[User Management] Tab Page

This section describes how to manage users in TopAccess.

[User Management] Tab Page Overview 128
[User Accounts] Item list <access policy mode> 128
[Group Management] Item list <access policy mode> 137
[Role Management] Item list <access policy mode> 139
[Department Management] Item list <access policy mode> 144
[Export/Import] Item list <access policy mode> 148

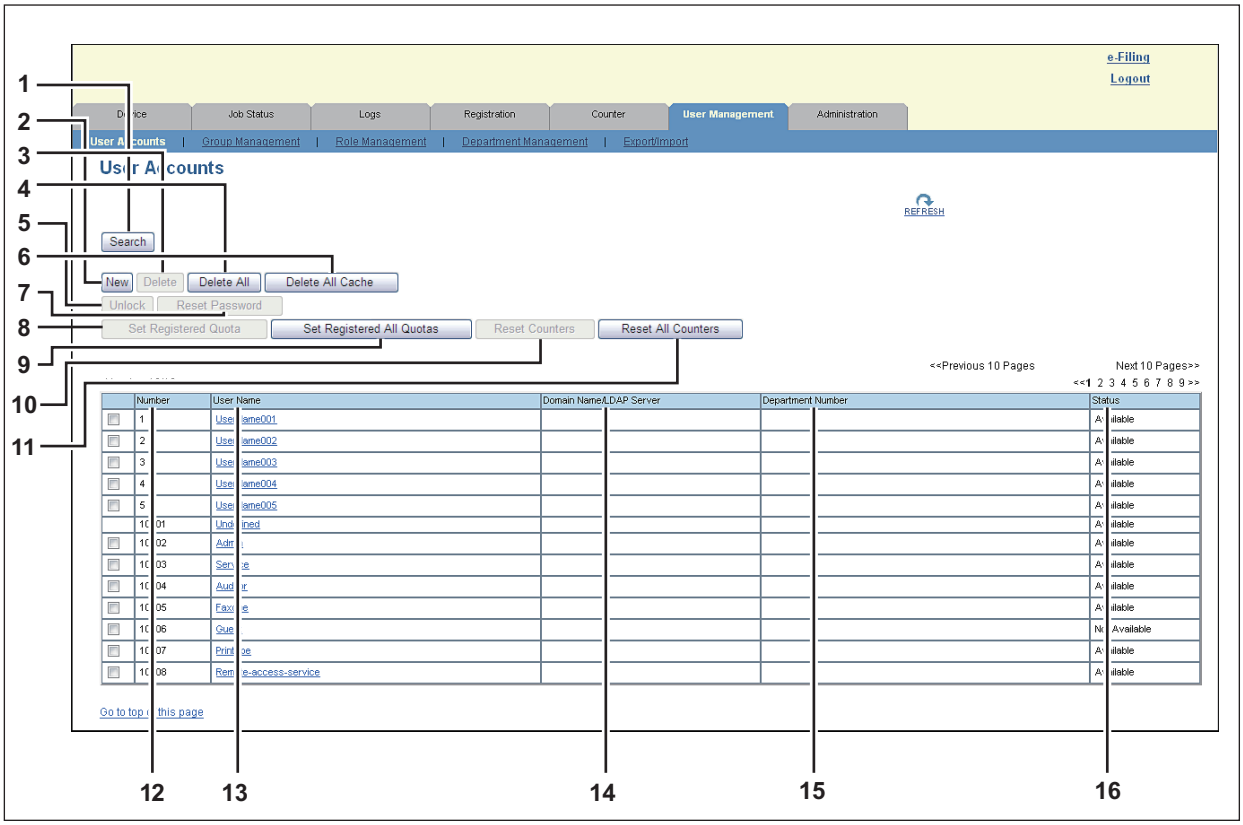
[User Management] Tab Page Overview

P.128 “[User Accounts] Item list <access policy mode>”
P.137 “[Group Management] Item list <access policy mode>”
P.139 “[Role Management] Item list <access policy mode>”
P.144 “[Department Management] Item list <access policy mode>”
P.148 “[Export/Import] Item list <access policy mode>”

■ [User Accounts] Item list <access policy mode>

You can search and set user accounts if you are logged in to the access policy mode.

P.129 “[Search User Account] screen”
P.130 “[Create User Information] screen”
P.132 “[Enter Password] screen”
P.133 “[User Information] screen”
P.136 “[Role Assignment] screen”
P.136 “[Group Assignment] screen”

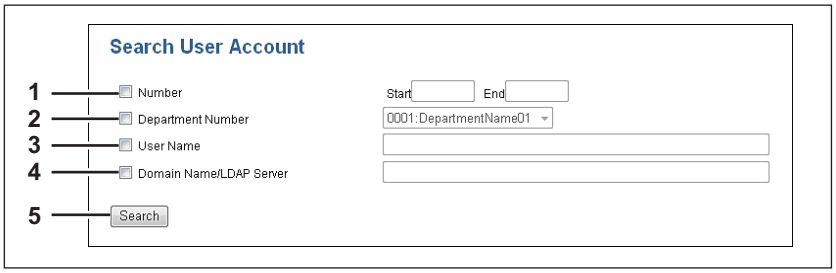


	Item name	Description
1	[Search] button	Searches registered users. P.129 “[Search User Account] screen”
2	[New] button	Registers new users. P.130 “[Create User Information] screen”
3	[Delete] button	Deletes the user selected in the user account list. However, you cannot delete the default users.
4	[Delete All] button	Deletes all registered users. (Except default users)
5	[Unlock] button	Unlocks a locked user selected in the user account list.
6	[Delete All Cache] button	Select this to delete all the authentication information to be used when an authentication server failure occurs.
7	[Reset Password] button	Resets the password of the user selected in the user account list. P.132 “[Enter Password] screen”
8	[Set Registered Quota] button	Initializes the registered quota for the user selected in the user account list.

	Item name	Description
9	[Set Registered All Quotas] button	Initializes all registered quotas.
10	[Reset Counters] button	Resets counters for the user selected in the user account list.
11	[Reset All Counters] button	Resets counters for all departments.
12	Number	Displays the registration number of the user. 10001 to 10007 are assigned to default users.
13	User Name	Displays the user name. Undefined, Admin, Service, Auditor, Faxope, Guest, and Printope, Remote-access-service are default users. You can check the user information by clicking the user name. P.133 “[User Information] screen”
14	Domain Name/LDAP Server	Displays the domain name or LDAP server registered in the user information.
15	Department Number	Displays the department number registered in the user information.
16	Status	Displays the user status.

❑ [Search User Account] screen

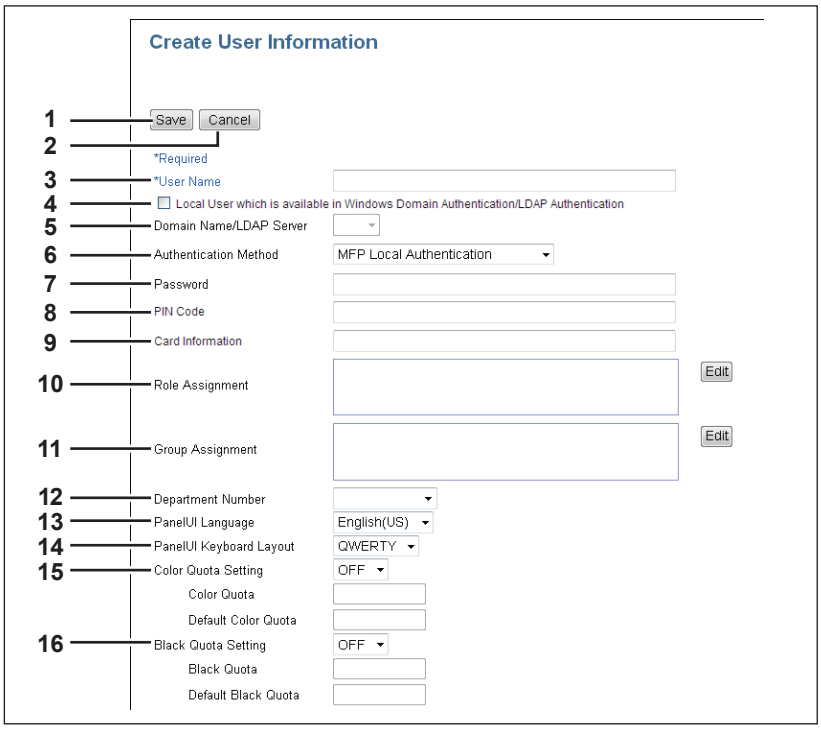
You can search registered users.
Select items to be searched and enter or select the search conditions.



	Item name	Description
1	Number	Enter the user number you want to search. The search condition should be in the range from 1 to 10000. Or, from 1 to 100 when the hard disk is not installed.
2	Department Number	Select the department number you want to search.
3	User Name	Enter the user name you want to search. A prefix search is performed with the entered character string.
4	Domain Name/LDAP Server	Enter the domain name or LDAP server you want to search.
5	[Search] button	Searches contacts with the entered and selected conditions.

❑ [Create User Information] screen

You can register new user information.

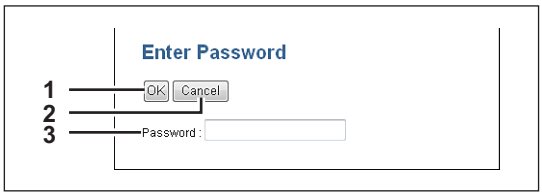


	Item name	Description
1	[Save] button	Saves the entered user information.
2	[Cancel] button	Cancels creating user information.
3	User Name	Enter the user name. You can enter up to 128 alphanumerical characters and symbols.
4	Local User which is available in Windows Domain Authentication/ LDAP Authentication	Select this to register as a local user who can log in with MFP Local Authentication using the cache information for an MFP managed with external authentication.
	Tip The above setting is available only when the [Local User which is available in Windows Domain Authentication/LDAP Authentication] checkbox is selected. 🕮 P.289 “Windows Domain Authentication” 🕮 P.291 “LDAP Authentication”	
5	Domain Name/LDAP Server	Select the domain name or LDAP server.
6	Authentication Method	Select the user authentication method. • **MFP Local Authentication** — Use MFP local authentication on your equipment. • **Windows Domain Authentication** — Use network authentication managed by the Windows domain. • **LDAP Authentication** — Use network authentication managed by LDAP.
7	Password	Enter the password. You can enter up to 64 alphanumerical characters and symbols (! # ( ) * + , - . / : ; = ? @ $ ^ _ ` { | } ~ \ space).

	Item name	Description
8	PIN Code	Enter the PIN code for the user authentication.
	Notes • The PIN code is up to 32 figures (0 - 9) long. The minimum length is specified on [User Authentication Setting]. 📖 P.287 “Setting up User Authentication Setting” • If you change any settings, the changes will be reflected from the next time you log in. • When you use the PIN code for the Windows domain authentication or LDAP authentication, the unique PIN code should be assigned for all users.	
9	Card Information	Enter the information necessary for card authentication.
10	Role Assignment	This can be configured when [MFP Local Authentication] is selected in [Authentication Method]. Select from the registered roles. Click the [Edit] button and select roles from the displayed screen. 📖 P.136 “[Role Assignment] screen”
11	Group Assignment	This can be configured when [MFP Local Authentication] is selected in [Authentication Method]. Select from the registered groups. Click the [Edit] button and select groups from the displayed screen. 📖 P.136 “[Group Assignment] screen”
12	Department Number	Select from the registered departments. 📖 P.144 “[Department Management] Item list <access policy mode>”
13	PanelUI Language	Select the display language for the touch panel.
14	PanelUI Keyboard Layout	Select the keyboard pattern displayed on the touch panel.
15	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output. The number entered in [Default Color Quota] decreases each time a color page is printed, and color output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Color Quota	Enter the default number assigned for the user. Up to 99,999,999 can be entered.
16	Black Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota	Displays the remaining number for monochrome output. The number entered in [Default Black Quota] decreases each time a monochrome page is printed, and monochrome output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Black Quota	Enter the default number assigned for the user. Up to 99,999,999 can be entered.

❑ [Enter Password] screen

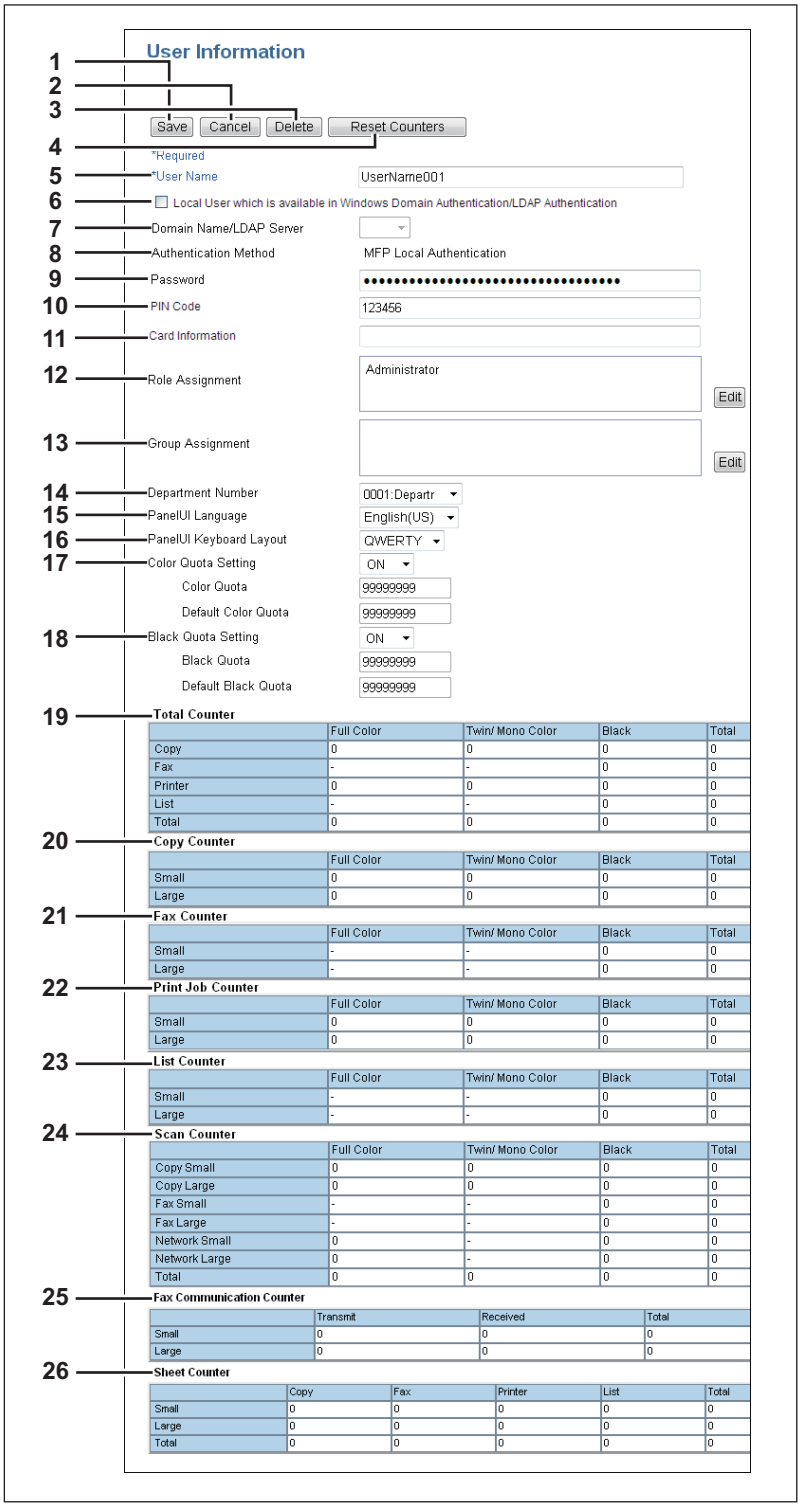
You can display the [Enter Password] screen by selecting the check box of the user whose password you want to change in the [User Accounts] item list and clicking the [Reset Password] button.



	Item name	Description
1	[OK] button	Saves the entered password.
2	[Cancel] button	Cancels the password change.
3	Password	Enter the new password.

❑ [User Information] screen

You can update registered user information.



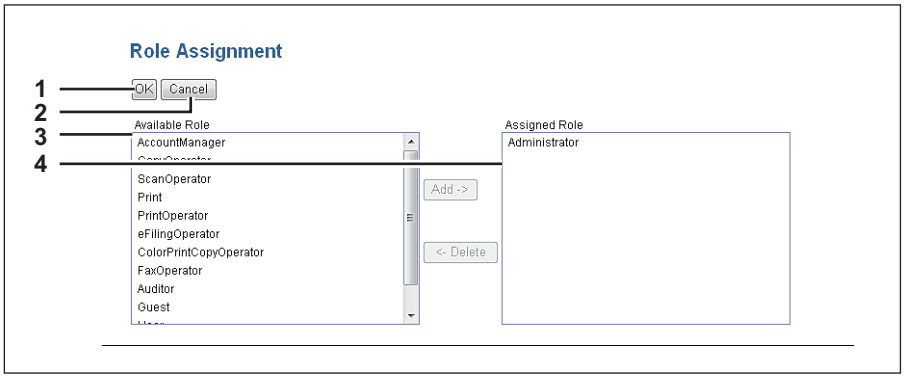
	Item name	Description
1	[Save] button	Saves the entered user information.
2	[Cancel] button	Cancels changing user information.
3	[Delete] button	Deletes the displayed user from the user account.
4	[Reset Counters] button	Resets counters.

	Item name	Description
5	User Name	Displays the user name.
	Note If you change any settings, the changes will be reflected from the next time you log in.	
6	Local User which is available in Windows Domain Authentication/ LDAP Authentication	Select this to register as a local user who can log in with MFP Local Authentication using the cache information for an MFP managed with external authentication.
	Note The above setting is available only when the [Local User which is available in Windows Domain Authentication/LDAP Authentication] checkbox is selected. 📖 P.289 “Windows Domain Authentication” 📖 P.291 “LDAP Authentication”	
7	Domain Name/LDAP Server	Displays the registered domain name or LDAP server. Select this item if you want to change. You can select this item only when the authentication method is [Windows Domain Authentication] or [LDAP Authentication].
8	Authentication Method	Displays the user authentication method. • **MFP Local Authentication** — Use MFP local authentication on your equipment. • **Windows Domain Authentication** — Use network authentication managed by the Windows domain. • **LDAP Authentication** — Use network authentication managed by LDAP.
9	Password	You can change the password only when the authentication method is [MFP Local Authentication].
	Note If you change any settings, the changes will be reflected from the next time you log in.	
10	PIN Code	Displays the PIN code for the user authentication. You can set this item only when the authentication method is [MFP Local Authentication].
	Notes • The PIN code is up to 32 figures (0 - 9) long. The minimum length is specified on [User Authentication Setting]. 📖 P.287 “Setting up User Authentication Setting” • If you change any settings, the changes will be reflected from the next time you log in. • When you use the PIN code for the Windows domain authentication or LDAP authentication, the unique PIN code should be assigned for all users.	
11	Card Information	Enter the information necessary for card authentication.
12	Role Assignment	This can be configured when [MFP Local Authentication] is selected in [Authentication Method]. Displays the registered roles. Click the [Edit] button and select roles from the displayed screen. 📖 P.136 “[Role Assignment] screen”
	Note If you change any settings, the changes will be reflected from the next time you log in.	

	Item name	Description
13	Group Assignment	This can be configured when [MFP Local Authentication] is selected in [Authentication Method]. Displays the registered groups. Click the [Edit] button and select groups from the displayed screen. 📖 P.136 “[Group Assignment] screen”
	Note If you change any settings, the changes will be reflected from the next time you log in.	
14	Department Number	Displays the registered departments. Select this item if you want to change. 📖 P.144 “[Department Management] Item list <access policy mode>”
15	PanelUI Language	Displays the registered display languages of the touch panel. Select this item if you want to change.
16	PanelUI Keyboard Layout	Displays the registered keyboard patterns for the touch panel. Select this item if you want to change.
17	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output. The number entered in [Default Color Quota] decreases each time a color page is printed, and color output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Color Quota	Enter the default number assigned for the user. Up to 99,999,999 can be entered.
18	Black Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota	Displays the remaining number for monochrome output. The number entered in [Default Black Quota] decreases each time a monochrome page is printed, and monochrome output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Black Quota	Enter the default number assigned for the user. Up to 99,999,999 can be entered.
19	Total Counter	Displays the total counter.
20	Copy Counter	Displays the number of pages printed by copy operations.
21	Fax Counter	Displays the number of pages printed by fax reception.
22	Print Job Counter	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
23	List Counter	Displays the number of pages printed by system page print operations.
24	Scan Counter	Displays the number of pages scanned by scan operations.
25	Fax Communication Counter	Displays the communication record.
26	Sheet Counter	Displays the number of printed sheets according to the function being used. Values for the small size and large size are displayed according to the paper size specified on your equipment.

❑ [Role Assignment] screen

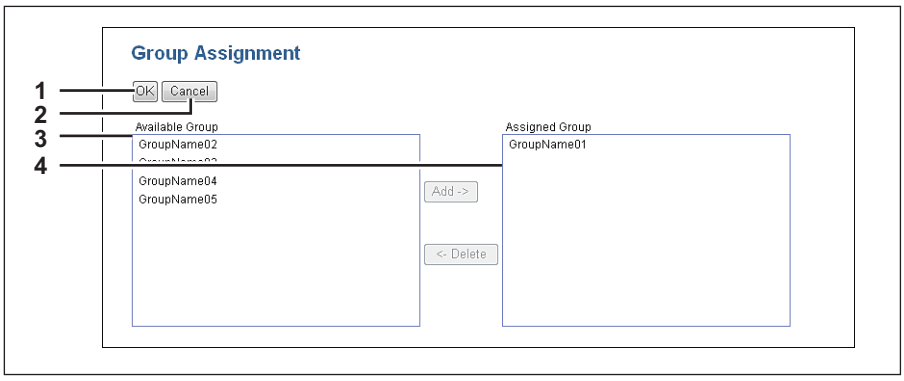
You can select roles to be assigned.



	Item name	Description
1	[OK] button	Saves the assigned roles.
2	[Cancel] button	Cancels assigning roles.
3	Available Role	Displays a list of registered roles. Select the role to be assigned and click the [Add] button.
4	Assigned Role	Displays a list of the assigned roles. Select the role to be removed from the assignment and click the [Delete] button.

❑ [Group Assignment] screen

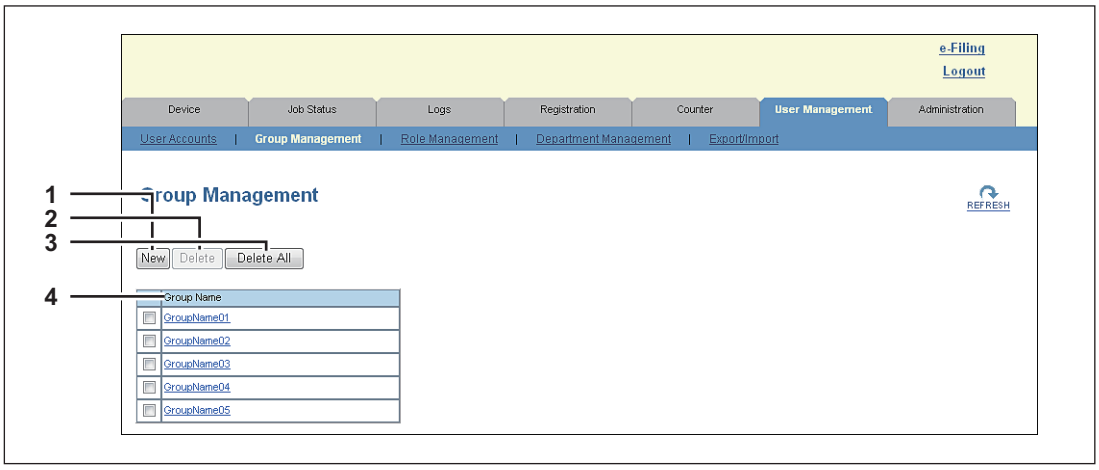
You can select groups to be assigned.



	Item name	Description
1	[OK] button	Saves the assigned groups.
2	[Cancel] button	Cancels assigning groups.
3	Available Group	Displays a list of registered groups. Select the group to be assigned and click the [Add] button.
4	Assigned Group	Displays a list of the assigned groups. Select the group to be removed from the assignment and click the [Delete] button.

■ [Group Management] Item list <access policy mode>

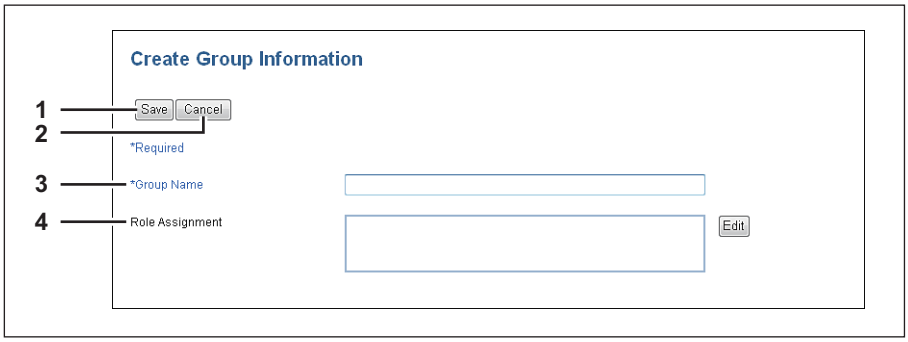
You can manage the registered roles as groups if you are logged in to the access policy mode.
📖 P.137 “[Create Group Information] screen”
📖 P.138 “[Group Information] screen”



	Item name	Description
1	[New] button	Allows you to add a new group. 📖 P.137 “[Create Group Information] screen”
2	[Delete] button	Deletes the group selected in the group list.
3	[Delete All] button	Deletes all groups.
4	Group Name	Displays the group name. You check group information by clicking the group name. 📖 P.138 “[Group Information] screen”

❑ [Create Group Information] screen

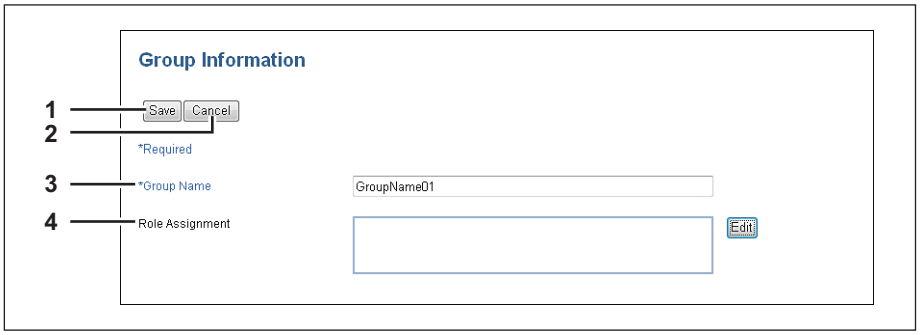
You can register new groups.



	Item name	Description
1	[Save] button	Saves the entered group information.
2	[Cancel] button	Cancels creating group information.
3	Group Name	Enter the group name. You can enter up to 128 alphanumerical characters and symbols other than ", ‘ (back quote), (,), *, +, /, :, ; (semicolon), <, =, >, ?, [, \,], ’ (apostrophe), {, |, }, ~, and , (comma).
4	Role Assignment	You can select roles to be assigned to the group. Click the [Edit] button and select roles from the displayed screen. 📖 P.136 “[Role Assignment] screen”

❑ [Group Information] screen

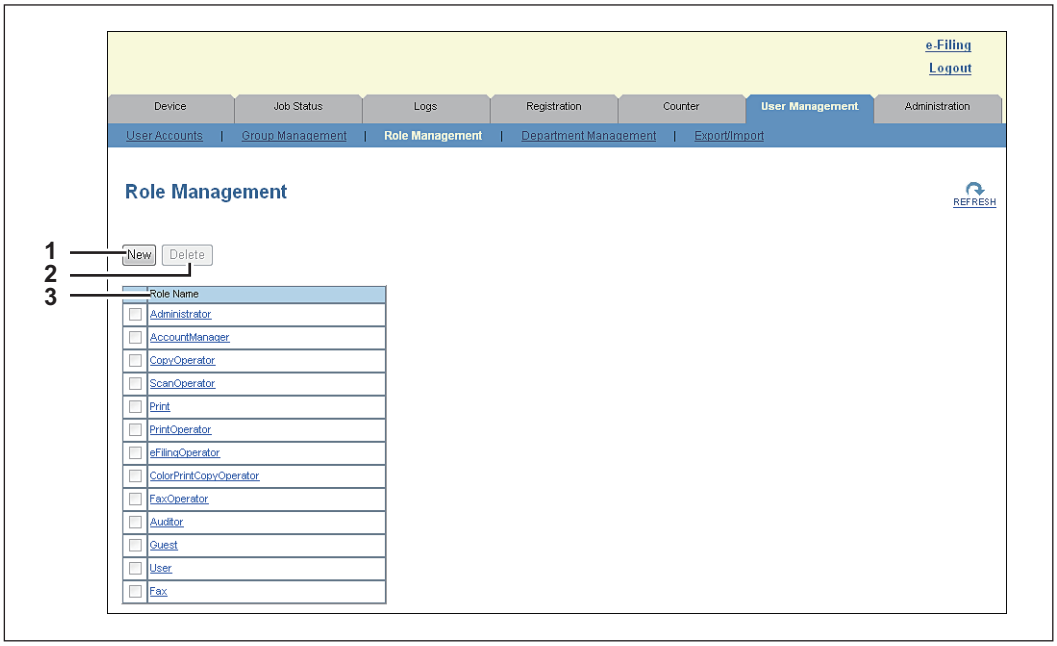
You can check roles registered to the group.



	Item name	Description
1	[Save] button	Saves the entered group information.
2	[Cancel] button	Cancels creating group information.
3	Group Name	Displays the group name.
4	Role Assignment	Displays the roles assigned to the group. Click the [Edit] button and select roles from the displayed screen. 📖 P.136 “[Role Assignment] screen”

■ [Role Management] Item list <access policy mode>

You can manage and register roles if you are logged in to the access policy mode.
📖 P.139 “Default roles and privileges”
📖 P.141 “[Create New Role] screen”
📖 P.143 “[Edit Role] screen”



	Item name	Description
1	[New] button	Allows you to add a new role. 📖 P.141 “[Create New Role] screen”
2	[Delete] button	Deletes the role selected in the role list. However, you cannot delete the default roles.
3	Role Name	Displays the role name. For more information on default roles, see the following: 📖 P.139 “Default roles and privileges” You can check role information by clicking the role name. 📖 P.143 “[Edit Role] screen”

❑ Default roles and privileges

The following table describes privileges granted to default roles.
The functions listed in “Privileges” and “Permitted operations (functions)” below are displayed in “6 Function list” on the [Create New Role] screen.
📖 P.141 “[Create New Role] screen”

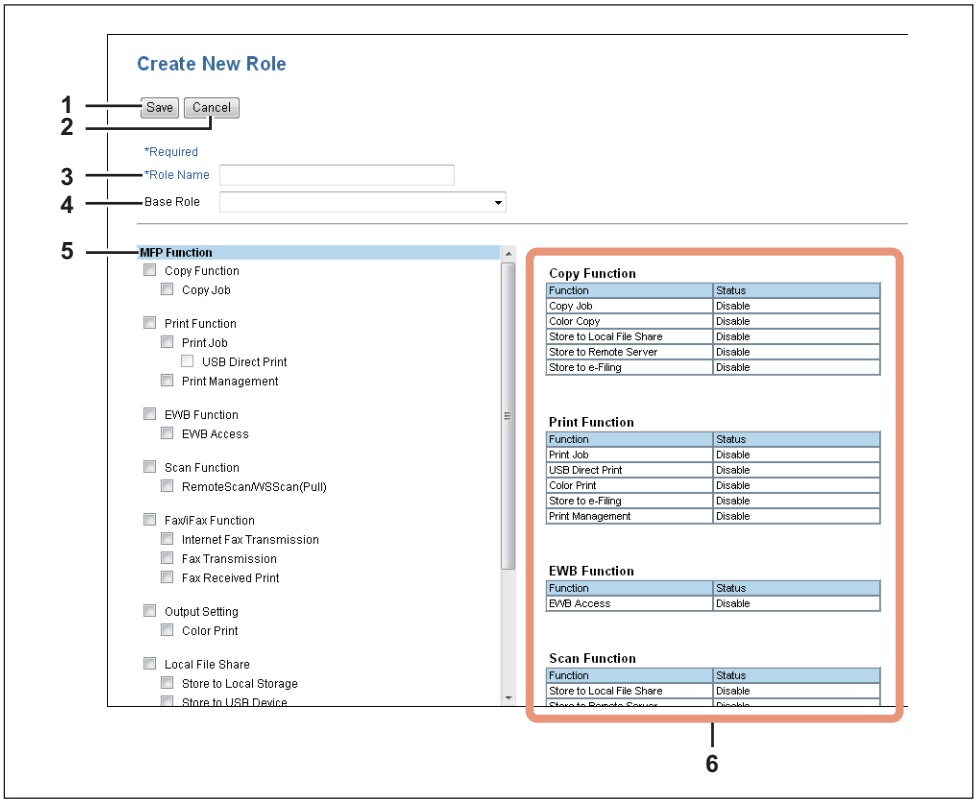
Default role names	Privileges	Permitted operations (functions)
Administrator	Scan Function *1	Store to e-Filing
	Output Setting *2	Color Print
	e-Filing	e-Filing Access e-Filing Deletion
	Device Setting	Device Setting
	User/Department Management	User/Department Management
	Log Management	Read Export
	Job Management	Job Operation
AccountManager	User/Department Management	User/Department Management
CopyOperator	Copy Function	Copy Job

Default role names	Privileges	Permitted operations (functions)
ScanOperator	Scan Function	Store to Local File Share Store to Remote Server Send Email RemoteScan/WSScan(Pull)
	Local File Share	Store to Local Storage Store to USB Device
	Remote	Send Email Store to Remote Server WS Scan(Push)
Print	Print Function *1	Print Job
PrintOperator	Print Function *1	Print Management
	Output Setting *2	Color Print
eFilingOperator	Scan Function *1	Store to e-Filing
	e-Filing	e-Filing Access
ColorPrintCopyOperator	Copy Function	Copy Job Color Copy
	Print Function *1	Print Job Color Print
	Output Setting	Color Print
FaxOperator	Fax/iFax Function	Internet Fax Transmission Fax Transmission Fax Received Print *3
Auditor	Log Management *1	Read
Guest	(No privilege settings)	(No settings)
User	Copy Function	Copy Job Color Copy *2 Store to Local File Share Store to Remote Server Store to e-Filing
	Print Function *1	Print Job Color Print *2 Store to e-Filing
	Scan Function	Store to Local File Share Store to Remote Server Send Email Store to e-Filing RemoteScan/WSScan(Pull)
	Fax/iFax Function *1	Internet Fax Transmission Fax Transmission Store to Local File Share Store to Remote Server
	Output Setting *2	Color Print
	Local File Share	Store to Local Storage Store to USB Device
	Remote	Send Email Store to Remote Server WS Scan(Push)
	e-Filing	e-Filing Access
Fax	Fax/iFax Function *1	Internet Fax Transmission Fax Transmission

*1 Part of operations (functions) is permitted.
*2 Available only for models that support color printing.
*3 For the details of the fax received print function, contact your service technician.

❑ [Create New Role] screen

You can register a new role.



	Item name	Description
1	[Save] button	Saves the entered role information.
2	[Cancel] button	Cancels creating the role.
3	Role Name	Enter the role name. You can enter up to 128 characters.
4	Base Role	Select a role which is used as a base of the new role. You can select any registered roles or default roles (CopyOperator, ScanOperator, Print, PrintOperator, eFilingOperator, ColorPrintCopyOperator, FaxOperator, Guest, User, Fax) as the base role.

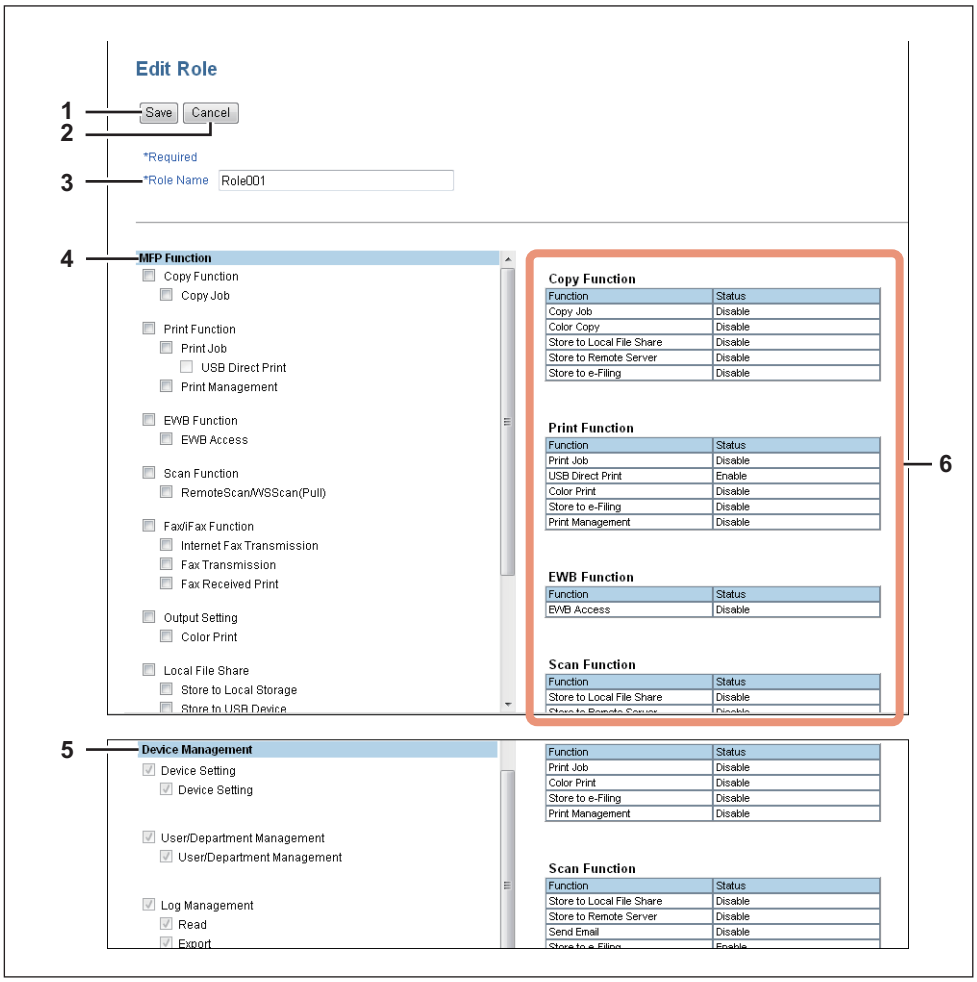
	Item name	Description
5	MFP Function	Allows you to select the privileges to be assigned to the role.
	Copy Function	Assigns all copy functions.
	Copy Job	Assigns the copy job function.
	Print Function	Assigns all print functions.
	Print Job	Assigns the print job function.
	USB Direct Print	Assigns the USB direct print function.
	Print Management	Assigns the print management function.
	EWB Function *1	Assigns all EWB functions.
	EWB Access	Assigns the EWB access function.
	Scan Function	Assigns all scan functions.
	Remote Scan/ WSScan(Pull)	Assigns the Remote Scan or Web Services Scan function.
	FAX/iFAX Function	Assigns all fax/ifax functions.
	Internet Fax Transmission	Assigns all Internet Fax transmission functions.
	Fax Transmission	Assigns the fax transmission function.
	Fax Received Print	Assigns the fax/Internet Fax received print function.
	Output Setting *2	Assigns all output setting functions.
	Color Print	Assigns the color print function.
	Local File Share	Assigns all local file share functions.
	Store to Local Storage	Assigns all local file storage functions.
	Store to USB Device	Assigns all storage to USB device functions.
	Remote	Assigns all remote functions.
	Send Email	Assigns scan to function.
	Store to Remote Server	Assigns all storage to remote server functions.
	WS Scan(Push)	Assigns the WS scan (push) function.
	e-Filing	Assigns all e-Filing functions.
	e-Filing Access	Assigns the e-Filing access functions.
6	Function list	Displays operations (functions) enabled/disabled by privileges assigned to the role selected from “MFP Function”. Even if one item is selected from “MFP Function”, more than one function may be enabled. Example: If you select the [Send Email] check box in [Remote] from “MFP Function”, [Send Email] in [Remote] and that in [Scan Function] on the “Function list” will be enabled.

*1 The External Interface Enabler is required to use the EWB (Embedded Web Browser) function. This setting is available only for some models.

*2 Available only for models that support color printing.

❑ [Edit Role] screen

You can confirm and edit roles.
However, you cannot edit the default roles.

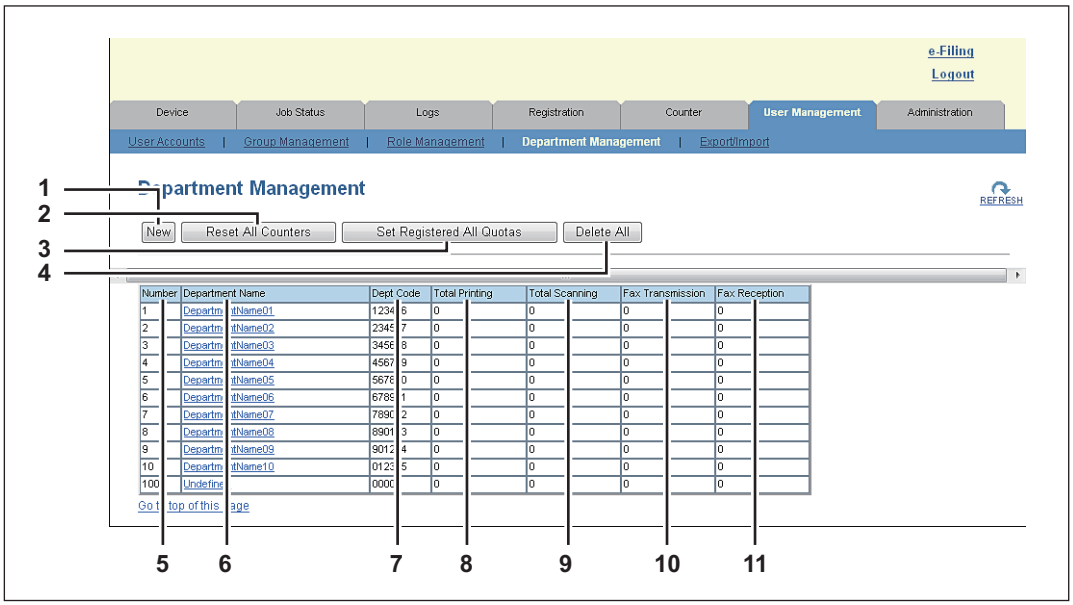


	Item name	Description
1	[Save] button	Saves the edited role information.
2	[Cancel] button	Cancels editing the role.
3	Role Name	Enter if changing the role name. You can enter up to 128 alphanumerical characters and symbols other than ", ‘ (backquote), (,), *, +, /, :, ; (semicolon), <, =, >, ?, [, \,], ' (apostrophe), {, |, }, ~, and , (comma).
4	MFP Function	Allows you to select the MFP function to be assigned to the group. Select from the following functions. See the following for details: 🕮 P.141 “[Create New Role] screen”
5	Device Management	Displays device management privileges assigned to default roles. (Default roles only) 🕮 P.139 “Default roles and privileges”
6	Function list	Displays functions assigned to the role. See the following for details: 🕮 P.141 “[Create New Role] screen”

■ [Department Management] Item list <access policy mode>

You can manage departments if you are logged in to the access policy mode.

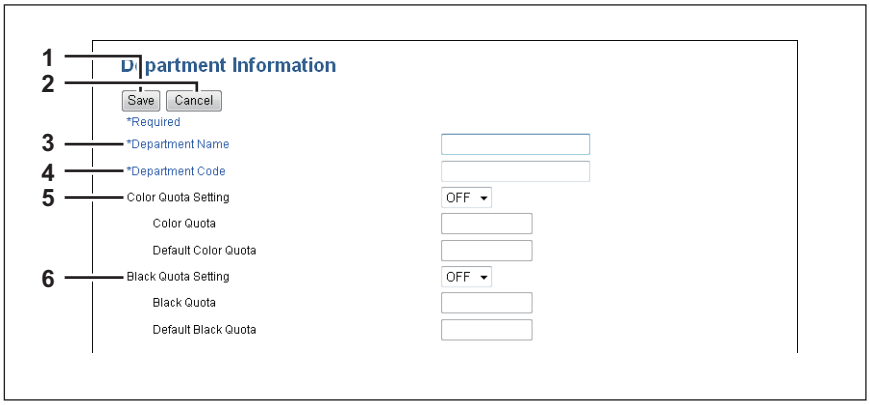
P.145 “[Department Information] screen”
P.146 “[Department Information] (Edit) screen”



	Item name	Description
1	[New] button	Allows you to add a new department. P.145 “[Department Information] screen”
2	[Reset All Counters] button	Resets counters for all departments.
3	[Set Registered All Quotas] button	Initializes quotas for all departments.
4	[Delete All] button	Deletes the registered department.
5	Number	Displays the registration number of the department.
6	Department Name	Displays the department name. Click a department name link to check the department management information. P.146 “[Department Information] (Edit) screen”
7	Dept Code	Displays the department code.
8	Total Printing	Displays the total number of printed pages of the department.
9	Total Scanning	Displays the total number of scanned pages of the department.
10	Fax Transmission	Displays the total number of transmitted fax pages of the department.
11	Fax Reception	Displays the total number of received fax pages of the department.

❑ [Department Information] screen

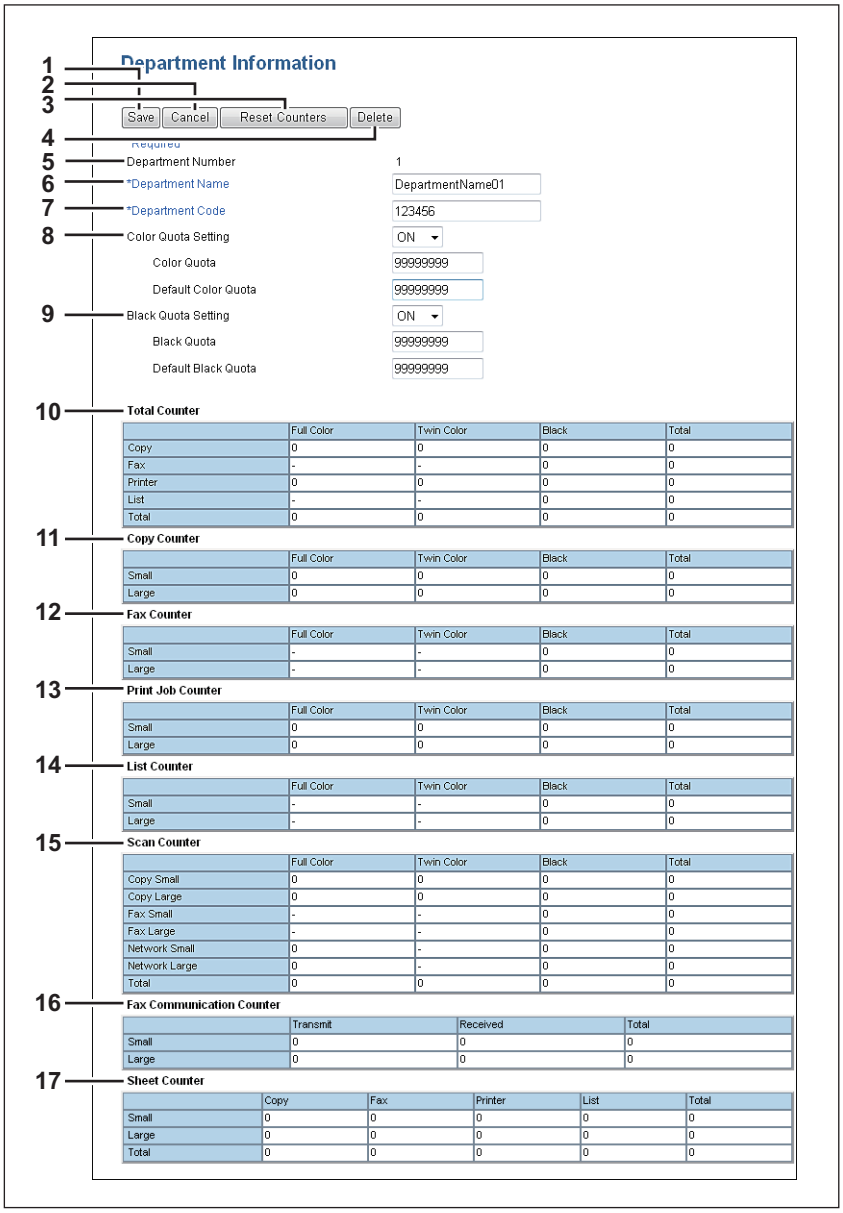
You can register a new department.



	Item name	Description
1	[Save] button	Saves the entered department information.
2	[Cancel] button	Cancels creating the department.
3	Department Name	Enter the department name. You can enter up to 20 characters.
4	Department Code	Enter the department code. You can enter up to 63 characters.
5	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output. The number entered in [Default Color Quota] decreases each time a color page is printed, and color output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Color Quota	Enter the default number assigned for the department. Up to 99,999,999 can be entered.
6	Black Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota	Displays the remaining number for monochrome output. The number entered in [Default Black Quota] decreases each time a monochrome page is printed, and monochrome output is prohibited when it reaches 0. You can manually change the remaining number of outputs to a desired value.
	Default Black Quota	Enter the default number assigned for the department. Up to 99,999,999 can be entered.

❑ [Department Information] (Edit) screen

You can confirm and edit department information.



	Item name	Description
1	[Save] button	Saves the entered department information.
2	[Cancel] button	Cancels creating the department.
3	[Reset Counters] button	Resets counters.
4	[Delete] button	Deletes the displayed department.
5	Department Number	Displays the registration number of the department.
6	Department Name	Enter if changing the department name. You can enter up to 20 characters.
7	Department Code	Enter if changing the department code. You can enter up to 63 characters.

	Item name	Description
8	Color Quota Setting	• **OFF** — No color output restriction. • **ON** — Restricts color output.
	Color Quota	Displays the remaining number for color output. The number entered in [Default Color Quota] decreases each time a color page is printed, and color output is prohibited when it reaches 0.
	Default Color Quota	Enter the default number assigned for the department. Up to 99,999,999 can be entered.
9	Black Quota Setting	• **OFF** — No monochrome output restriction. • **ON** — Restricts monochrome output.
	Black Quota	Displays the remaining number for monochrome output. The number entered in [Default Black Quota] decreases each time a monochrome page is printed, and monochrome output is prohibited when it reaches 0.
	Default Black Quota	Enter the default number assigned for the department. Up to 99,999,999 can be entered.
10	Total Counter	Displays the total counter.
11	Copy Counter	Displays the number of pages printed by copy operations.
12	Fax Counter	Displays the number of pages printed by fax reception.
13	Print Job Counter	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
14	List Counter	Displays the number of pages printed by system page print operations.
15	Scan Counter	Displays the number of pages scanned by scan operations.
16	Fax Communication Counter	Displays the communication record.
17	Sheet Counter	Displays the number of printed sheets according to the function being used. Values for the small size and large size are displayed according to the paper size specified on your equipment.

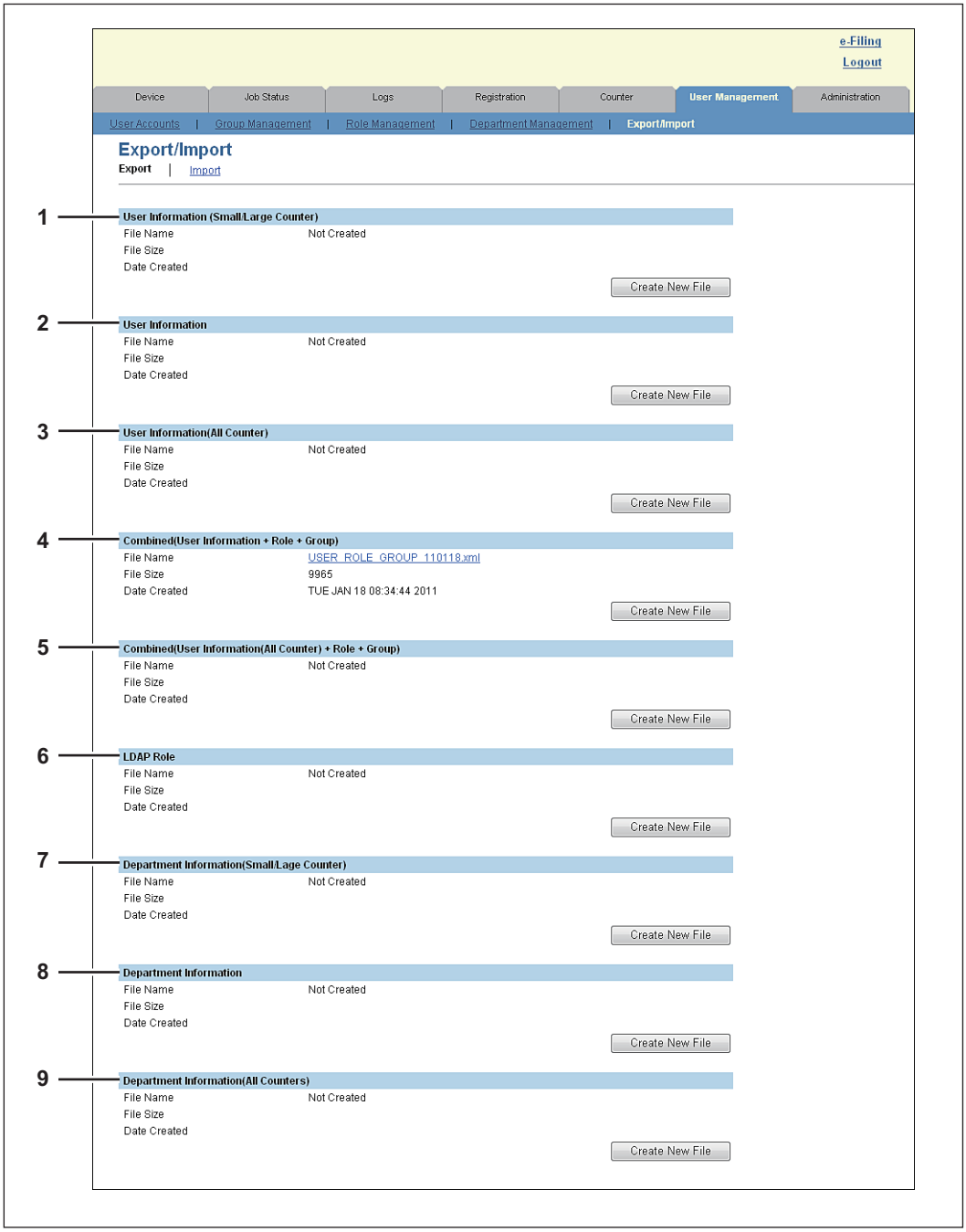
■ [Export/Import] Item list <access policy mode>

You can export and import your device settings if you are logged in to the access policy mode.
P.148 “Export”
P.151 “Import”

❑ Export

Note

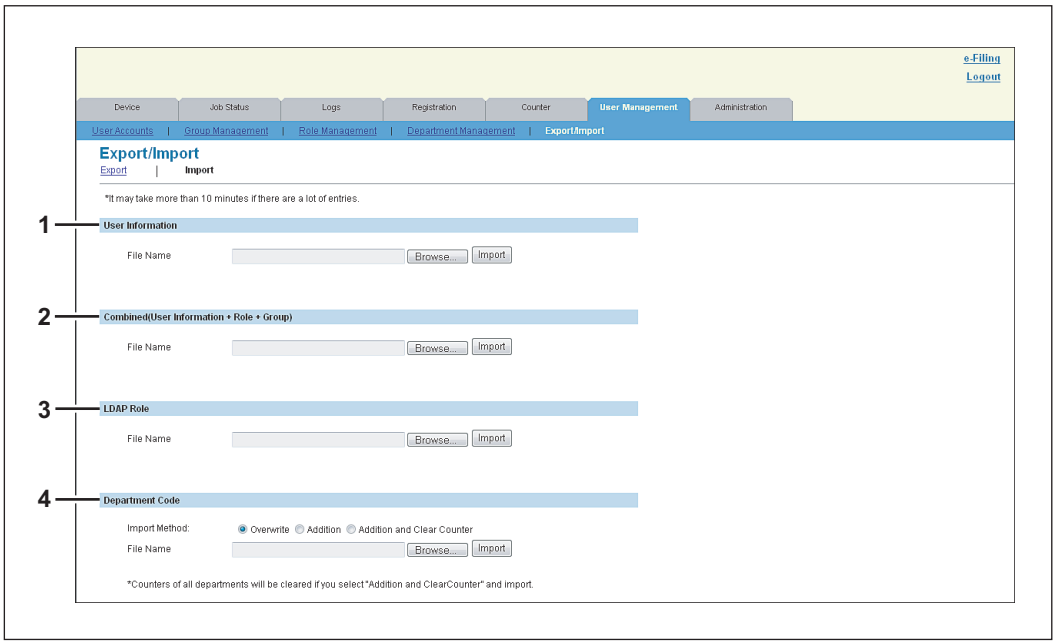
The exported user information must be controlled appropriately to prevent illegal access or tampering.



	Item name	Description
1	User Information (Small/ Large Counter)	You can create an export file for user information (small/large counter). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
2	User Information	You can create an export file for user information. Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
3	User Information(All Counter)	You can create an export file for user information (all counter). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
4	Combined(User Information + Role + Group)	You can create an export file for combined information (user information + role + group). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
5	Combined(User Information(All Counter) + Role + Group)	You can create an export file for combined information (all counter + role + group). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
6	LDAP Role	You can create an export file for LDAP roles. When the role information setting file has been imported, the imported file is created. Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting. 📖 P.411 “Using the Attribute of the External Authentication as a Role of the MFP”
7	Department Information(Small/Large Counter)	You can create an export file for department information (small/large counter). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
8	Department Information	You can create an export file for department information. Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.

	Item name	Description
9	Department Information(All Counters)	You can create an export file for department information (all counter). Click the [Create New File] button to create the file. The file name, file size, and created date are displayed if you have already created a file. Click the file name and follow the displayed dialog messages when exporting.
	Tip The exported file can be used to import the department codes and the department counters in [Import] – [Department Code]. P.151 “Import”	

❑ Import



	Item name	Description
1	User Information	You can import user information from a file. Click the [Browse...] button to select the file to import and click [Open]. Check the file name and click the [Import] button.
2	Combined(User Information + Role + Group)	You can import combined information (user information + role + group) from a file. Click the [Browse...] button to select the file to import and click [Open]. Check the file name and click the [Import] button.
3	LDAP Role	Use this item to import the role information setting file for Windows domain authentication and LDAP authentication. Click the [Browse...] button to select the file to import and click [Open]. Check the file name and click the [Import] button.
4	Department Code	You can import department code from a file. Click the [Browse...] button to select the file to import and click [Open]. Select the import method among [Overwrite], [Addition] or [Addition and Clear Counter], and then click the [Import] button.

8

[Administration] Tab Page

This section describes administrative functions which allow you to configure devices and network, and manage users and groups from TopAccess access policy mode.

[Setup] Item List 154

[Setup] How to Set and How to Operate 249

[Security] Item List 284

[Security] How to Set and How to Operate 305

[Maintenance] Item List 317

[Maintenance] How to Set and How to Operate 336

[Registration] ([Administration] tab) Item List 351

[Registration] ([Administration] tab) How to Set and How to Operate 373

[Setup] Item List

Tip

Users who are granted administrator privileges in access policy mode can access the [Setup] menu from the [Administration] tab.
See the following pages for how to access it:
P.24 “Access Policy Mode”.

P.154 “General settings”
P.163 “Network settings”
P.208 “Copier settings”
P.212 “Fax settings”
P.216 “Save as File settings”
P.226 “Email settings”
P.230 “InternetFax settings”
P.232 “Printer/e-Filing settings”
P.233 “Printer settings”
P.237 “Print Service settings”
P.242 “ICC Profile settings”
P.244 “Print Data Converter settings”
P.245 “Embedded Web Browser settings”
P.247 “Off Device Customization Architecture settings”
P.248 “Version”

■ General settings

You can configure the general settings such as device information, energy save, date and time, and web general setting.

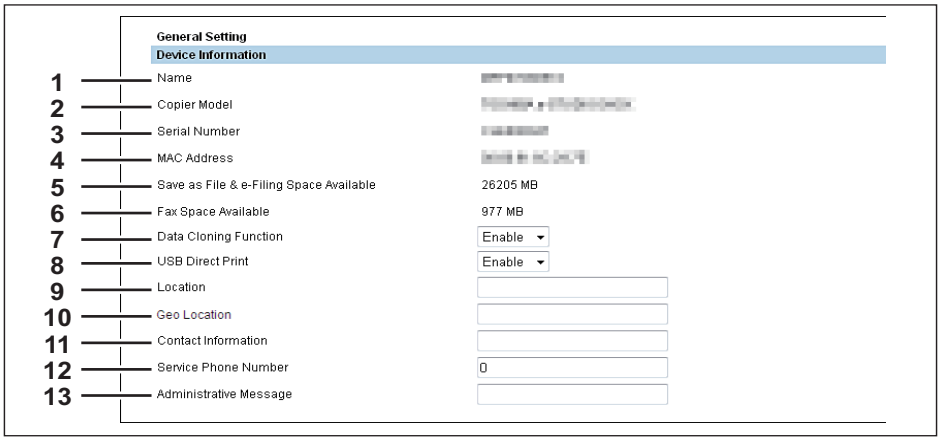
Tip

The [General] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
P.24 “Access Policy Mode”
P.154 “[Setup] Item List”

P.155 “Setting up Device Information”
P.156 “Setting up Functions”
P.157 “Long File Name Setting”
P.157 “Setting up e-Filing Notification Events”
P.157 “Setting up Job Skip Control”
P.158 “Setting up Restriction on Address Book Operation by Administrator”
P.158 “Setting up Confidentiality Setting”
P.158 “Setting up Energy Save”
P.160 “Setting up Date & Time”
P.160 “Setting up SNTP Service”
P.161 “Setting up Daylight Savings Time Setting”
P.162 “Setting up WEB General Setting”
P.162 “Menu Setting”

❑ Setting up Device Information

You can set the device information displayed in the [Device] tab page.

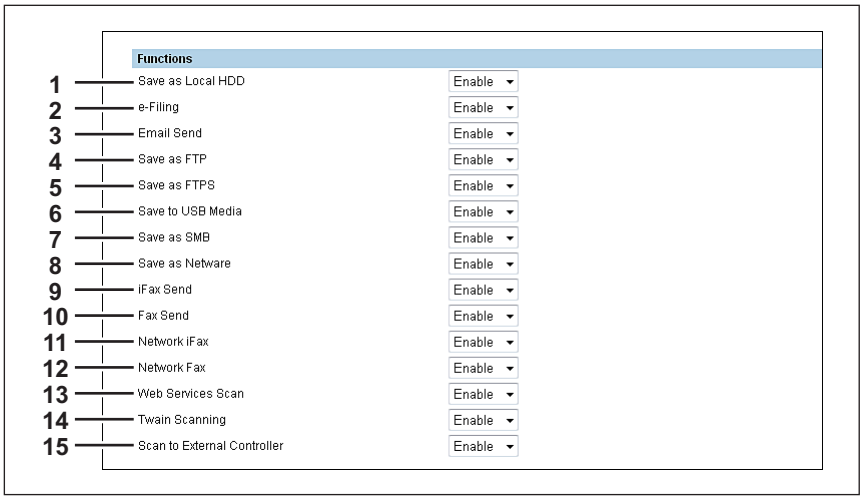


	Item name	Description
1	Name	Displays the device name of your equipment.
2	Copier Model	Displays the model name of your equipment.
3	Serial Number	Displays the serial number of your equipment.
4	MAC Address	Displays the MAC address of your equipment.
5	Save as File & e-Filing Space Available	Displays the available space for save as file and e-Filing on your equipment.
6	Fax Space Available	Displays the available space for fax transmission and reception for your equipment.
7	Data Cloning Function	Enable this item when migrating settings on your equipment on to another device.
8	USB Direct Print	Select whether the USB Direct Print function is enabled or disabled. USB Direct Print is available only for some models.
9	Location	Enter the installed location of your equipment. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
10	Geo Location	Enter the latitude and longitude in that order with a comma between them. Enter the precise values if required. Up to 64 characters can be entered including ! $ % & ' ( ) * : + ; [, - =] . ~. (e.g. geo:00.00,90.00)
11	Contact Information	Enter the name of the person who is responsible for this equipment. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
12	Service Phone Number	Enter the telephone number of the person who is responsible for servicing this equipment. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
13	Administrative Message	Enter the message to the users about this equipment. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.

❑ Setting up Functions

Tip

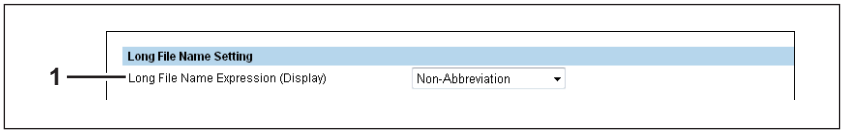
Some items may not be changeable depending on the installed options and their settings. For details, contact your service technician.



	Item name	Description
1	Save as Local HDD	Select whether to enable or disable the function to save on the local HDD. Available only when the hard disk is installed.
2	e-Filing	Select whether to enable or disable the e-Filing function. Available only when the hard disk is installed.
3	Email Send	Select whether to enable or disable the function to transmit E-mails.
4	Save as FTP	Select whether to enable or disable the function to save using FTP.
5	Save as FTPS	Select whether to enable or disable the function to save using FTPS.
6	Save to USB Media	Select whether to enable or disable the use of USB media.
7	Save as SMB	Select whether to enable or disable the function to save using SMB.
8	Save as Netware	Select whether to enable or disable the function to save using Netware.
9	iFax Send	Select whether to enable or disable the function to send Internet Faxes.
10	Fax Send	Select whether to enable or disable the function to send faxes.
11	Network iFax	Select whether to enable or disable the network iFax function.
12	Network Fax	Select whether to enable or disable the network fax function.
13	Web Services Scan	Select whether to enable or disable the web scanning service function.
14	Twain Scanning	Select whether to enable or disable the Twain scanning function.
15	Scan to External Controller	Select whether to enable or disable the function to scan to an external controller.

❑ Long File Name Setting

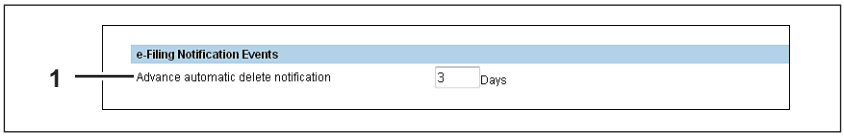
The control panel of this equipment may not be able to fully display a file name when the name is long, for example, in private print jobs due to its restriction. You can specify how to display file names in Long File Name Setting.



	Item name	Description
1	Long File Name Expression (Display)	Select how to display file names. • **First Portion** — The file name is displayed from the beginning and "..." is used to indicate that part of the name is not displayed. • **Last Portion** — The file name is displayed in the way where the end of the name can be seen. • **First and Last Portions** — The file name is displayed in the way where the beginning and the end of the file name can be seen. • **Non-Abbreviation** — The file name is displayed from the beginning up to the number of displayable characters.

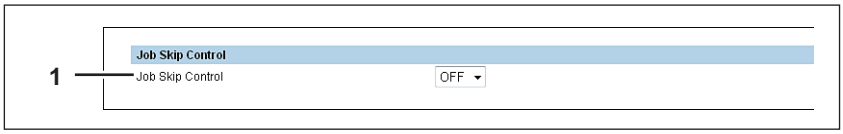
❑ Setting up e-Filing Notification Events

You can set E-mail conditions for notifying you that the expiration date of data in e-Filing boxes is approaching.



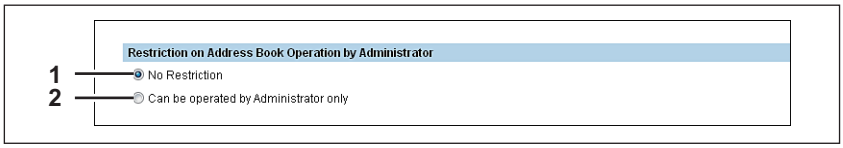
	Item name	Description
1	Advance automatic delete notification	Select when an E-mail notifying you of the approaching of the expiration date of data in e-Filing boxes is to be sent. You can select how many days before the expiration date from 0 (not notified) to 99 days.

❑ Setting up Job Skip Control



	Item name	Description
1	Job Skip Control	You can select whether to enable or disable the function to skip jobs which do not match the printing conditions. Available only when the hard disk is installed.

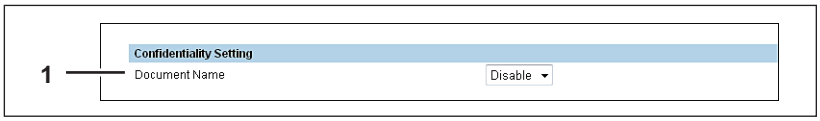
❑ Setting up Restriction on Address Book Operation by Administrator



	Item name	Description
1	No Restriction	All users can operate on the address book.
2	Can be operated by Administrator only	Only users whose access policy is set as an administrator can operate on the address book.

❑ Setting up Confidentiality Setting

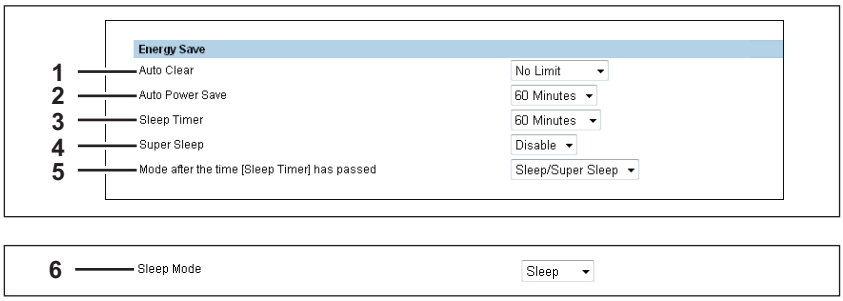
You can set whether to hide or not document names displayed in jobs using asterisks (*).



	Item name	Description
1	Document Name	Select whether to hide or not the document name in jobs using 10 asterisks (*). • **Enable** — Select this to hide the document name. • **Disable** — Select this to show the document name.

❑ Setting up Energy Save

You can set Energy Save mode for your equipment.
For information on types of Energy Save mode and how to enter the mode, see the ***Quick Start Guide / User's Manual Setup Guide***.



	Item name	Description
1	Auto Clear	Select how long your equipment can remain inactive before the touch panel automatically returns to the default display.
	Tip The changed value is applied to Auto Clear if its setting is altered. The history of Auto Clear is registered in the log.	
2	Auto Power Save	Select how long your equipment can remain inactive before entering Automatic Energy Save mode.
3	Sleep Timer	Select how long your equipment can remain inactive before being entering Sleep mode.

	Item name	Description
4	Super Sleep *1	Select whether this equipment enters the Super Sleep mode when the specified period has elapsed in the Automatic Energy Save mode or when the [ENERGY SAVER] button on the control panel is pressed.
	Notes • When the Wireless LAN Module or e-BRIDGE ID Gate is installed in this equipment, or when the IPsec feature is enabled, you cannot change the Super Sleep Mode from [Disable]. • If this equipment cannot be found on the network or cannot be connected via network while in Super Sleep, try searching again. • The equipment may not enter this mode at the set timing depending on its operational status.	
5	Mode after the time [Sleep Timer] has passed *2	Select the mode to be entered after the time set in [Sleep Timer] has passed.
6	Sleep Mode *1	Select the Auto, Sleep, or Shut off mode after the specified [Sleep Timer] time.

*1 This function is not available for some models.
*2 This function is available only for some monochromatic models.

The following network settings are required for this equipment to enter the Super Sleep mode.

- Select other than [Use Stateless Address] in the IPv6 setting.
  P.167 “Setting up IPv6”
- Select [Disable] for [Enable IPX/SPX] in the IPX/SPX setting.
  P.169 “Setting up IPX/SPX”
- Select [Disable] for [Enable Apple Talk] in the Apple Talk setting.
  P.169 “Setting up AppleTalk”
- Specify one of the following in [POP3 Network Service].
  - [Disable] for [Enable POP3 Client].
  - No entry for [POP3 Server Address].
  - No entry for [Account Name].
  - 0 for [Scan Rate].

  P.183 “Setting up POP3 Network Service”
- Disable IEEE 802.1X authentication.
  For the IEEE 802.1X authentication method under the wired LAN environment, refer to the following chapter in the ***MFP Management Guide / User’s Manual Advanced Guide***.
  Chapter 2: "SETTING ITEMS (ADMIN) - IEEE 802.1X Authentication Setting"

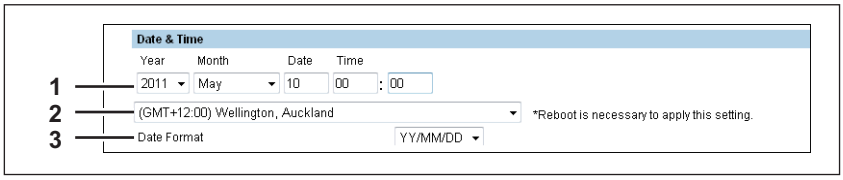
See the following page for network access settings for your equipment in the Super Sleep mode:
P.193 “Setting up Wake Up Setting”

❑ Setting up Date & Time

You can set the date, time, time zone, and date format.

Tip

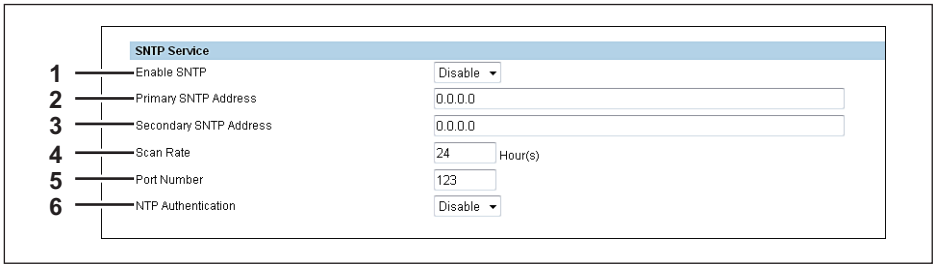
[Date & Time] settings are not available if the SNTP function is enabled.



	Item name	Description
1	Year/Month/Date/Time	Select the year and month in designated boxes. Also, enter the date and time in designated boxes.
2	Time Zone	Select the time zone where this equipment is located.
3	Date Format	Select the date format.

❑ Setting up SNTP Service

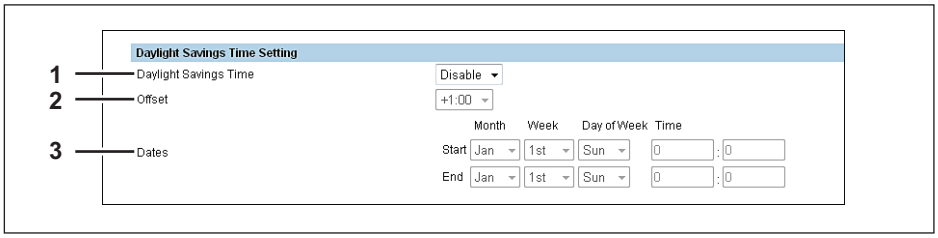
In SNTP Service, you can specify the SNTP server to refresh the time settings of this equipment using SNTP service.



	Item name	Description
1	Enable SNTP	Select whether to enable or disable SNTP (Simple Network Time Protocol). When this is enabled, the time settings of this equipment can be adjusted using the SNTP service.
	Tip [Date & Time] settings are not available if enabled.	
2	Primary SNTP Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the Primary SNTP Server Address when [Enable SNTP] is enabled.
3	Secondary SNTP Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the Secondary SNTP Server Address when [Enable SNTP] is enabled as required.
	Tip When the [Obtain a SNTP Server Address automatically] option is enabled in the TCP/IP settings, the SNTP server address can be obtained using the DHCP server. P.163 “Setting up TCP/IP”	
4	Scan Rate	Enter how often this equipment should access the SNTP server to check the time.
5	Port Number	Enter the port number for the SNTP service. Generally "123" is used.
6	NTP Authentication	Select whether to enable or disable NTP authentication.

❑ Setting up Daylight Savings Time Setting

Make the required settings for daylight savings time.



	Item name	Description
1	Daylight Savings Time	Select [Enable] to shift the clock to the daylight savings time. [Disable] is set as the default.
2	Offset	Select the desired offset (time difference) from the local standard time. You can select from between -2 and +2 hours, excluding 0 hour, in 30-minute increments. [+1:00] is set as the default.
3	Dates	Select the applicable period for the daylight savings time. • **Start** — Select or enter the start date and time of daylight savings time. • **End** — Select or enter the end date and time of daylight savings time.

Tips

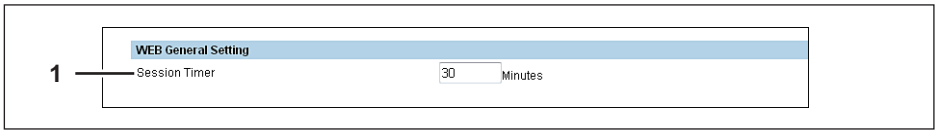
- If you change the settings during the daylight saving time period, the changes will be reflected to the equipment's clock. If you select [Disable] during the applicable period, be sure to confirm that the correct time is displayed since the equipment's clock will shift to the current time. When the SNTP Service setting is enabled and if the SNTP server is synchronized, the correct time will be displayed. 🕮 P.160 “Setting up Date & Time”
- If the equipment is turned off at the start or end date and time, the equipment will shift the clock the next time it is turned on.
- After the clock shifts, the daylight saving time will also apply to the weekly timers.

Notes

- Select the Start and the End dates and times based on the time set for the equipment. 🕮 P.160 “Setting up Date & Time”
- If the same month is specified for the Start and the End dates, the equipment does not shift the clock automatically.

❑ Setting up WEB General Setting

You can set the session timer for TopAccess.



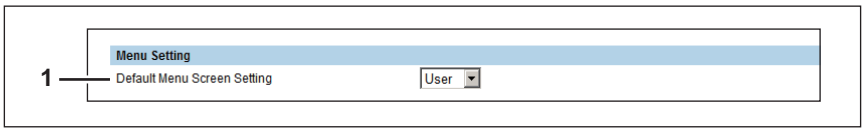
	Item name	Description
1	Session Timer	Enter how long you want this equipment to preserve the session data of TopAccess. You can enter any integer between 5 to 999. This setting also applies to the session data of the e-Filing web utility. "10" is set as the default.

Tips

- When logged in the access policy mode, you will be automatically logged out if the session timer elapses without any operation being performed.
- Once a logging-in user operates TopAccess, the changed value is applied to Session Timer if its setting is altered.

❑ Menu Setting

You can set the default screen displayed by pressing the [MENU] button on the control panel when user authentication is enabled.



	Item name	Description
1	Default Menu Screen Setting	Select the menu to be displayed as the default screen when you press the [MENU] button. User: Select this to display the user menu. Public: Select this to display the public menu.

■ Network settings

You can configure the network settings such as TCP/IP, Filtering, IPX/SPX, AppleTalk, Bonjour, LDAP Session, DNS Session, DDNS Session, SMB Session, NetWare Session, HTTP Network Service, SMTP Client, SMTP Server, POP3 Network Service, SNTP Service, FTP Client, FTP Server, SNMP Network Service, and Security Service.

Tip

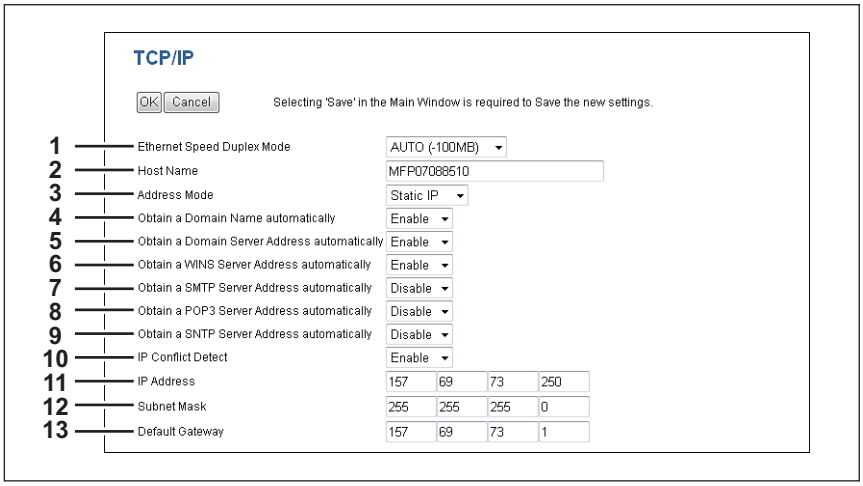
The [Network] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:

🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

🕮 P.163 “Setting up TCP/IP”
🕮 P.166 “Setting up Filtering”
🕮 P.167 “Setting up IPv6”
🕮 P.169 “Setting up IPX/SPX”
🕮 P.169 “Setting up AppleTalk”
🕮 P.170 “Setting up Bonjour”
🕮 P.170 “Setting up LDAP Session”
🕮 P.171 “Setting up DNS Session”
🕮 P.172 “Setting up DDNS Session”
🕮 P.174 “Setting up SMB Session”
🕮 P.177 “Setting up NetWare Session”
🕮 P.178 “Setting up HTTP Network Service”
🕮 P.180 “Setting up SMTP Client”
🕮 P.182 “Setting up SMTP Server”
🕮 P.183 “Setting up POP3 Network Service”
🕮 P.184 “Setting up FTP Client”
🕮 P.185 “Setting up FTP Server”
🕮 P.186 “Setting up SLP Session”
🕮 P.187 “Setting up SNMP Network Service”
🕮 P.191 “Setting up Web Services Setting”
🕮 P.192 “Setting up LLTD Session”
🕮 P.193 “Setting up Wake Up Setting”
🕮 P.196 “Setting up IP Security”

❑ Setting up TCP/IP

You can set the TCP/IP protocol to enable communication over TCP/IP. The TCP/IP must be configured to enable TopAccess, SMB printing, Raw TCP or LPR printing, IPP printing, Scan to Email, and Internet Fax.



	Item name	Description
1	Ethernet Speed Duplex Mode	Select the ethernet speed. [AUTO (-100MB)] or [AUTO] is set as the default.
	Notes • When you select a specific ethernet speed, you must select the same one as set in the connected network. If you do not know the ethernet speed that must be used, select [AUTO (-100MB)] or [AUTO]. • If the network is not stable, power OFF the equipment then ON.	

	Item name	Description
2	Host Name	Enter the host name of your equipment. You can enter up to 63 alphanumerical characters including “-” (hyphens). You cannot use a "-" (hyphen) as the first and last character. The MFP name is set as the default.
3	Address Mode	Select how to set the IP address. • **Static IP** — Select this to assign the static IP address manually. When this is selected, enter the static IP address in the [IP Address] box. • **Dynamic** — Select this to assign the IP address using the DHCP with Auto-IP addressing enabled. The IP address, subnet mask, gateway address, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically acquired from the DHCP server if the network supports DHCP. However, if the network does not support DHCP, use the AutoIP function to assign an IP address. • **No AutoIP** — Select this to assign the IP address using the DHCP with Auto-IP addressing disabled. The IP address, subnet mask, gateway address, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address can be automatically acquired from the DHCP server if the network supports DHCP. If the communication with the DHCP cannot be established, the previous IP address is used.
4	Obtain a Domain Name automatically	Select [Enable] when you want to obtain a domain name automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Enable] is set as the default.
	Note When the DHCP server does not have a domain name, the data are left blank in the domain name even if you set the correct domain name manually in the DDNS Session. In that case, select [Disable] here and set the correct domain name in the DDNS Session. 📖 P.172 “Setting up DDNS Session”	
5	Obtain a Domain Server Address automatically	Select [Enable] when you want to obtain a domain server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Enable] is set as the default.
	Note When the DHCP server does not have a primary and secondary DNS server addresses, the data are left blank in the primary and secondary DNS server addresses, even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select [Disable] here and set the correct primary and secondary DNS server address in the DNS Session. 📖 P.171 “Setting up DNS Session”	
6	Obtain a WINS Server Address automatically	Select [Enable] when you want to obtain a primary or secondary WINS server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Enable] is set as the default.
	Note When the DHCP server does not have a primary and secondary WINS server addresses, the data are left blank in the primary and secondary WINS server addresses, even if you set the correct primary and secondary WINS server addresses manually in the SMB Session. In that case, select [Disable] here and set the correct primary and secondary WINS server address in the SMB Session. 📖 P.174 “Setting up SMB Session”	

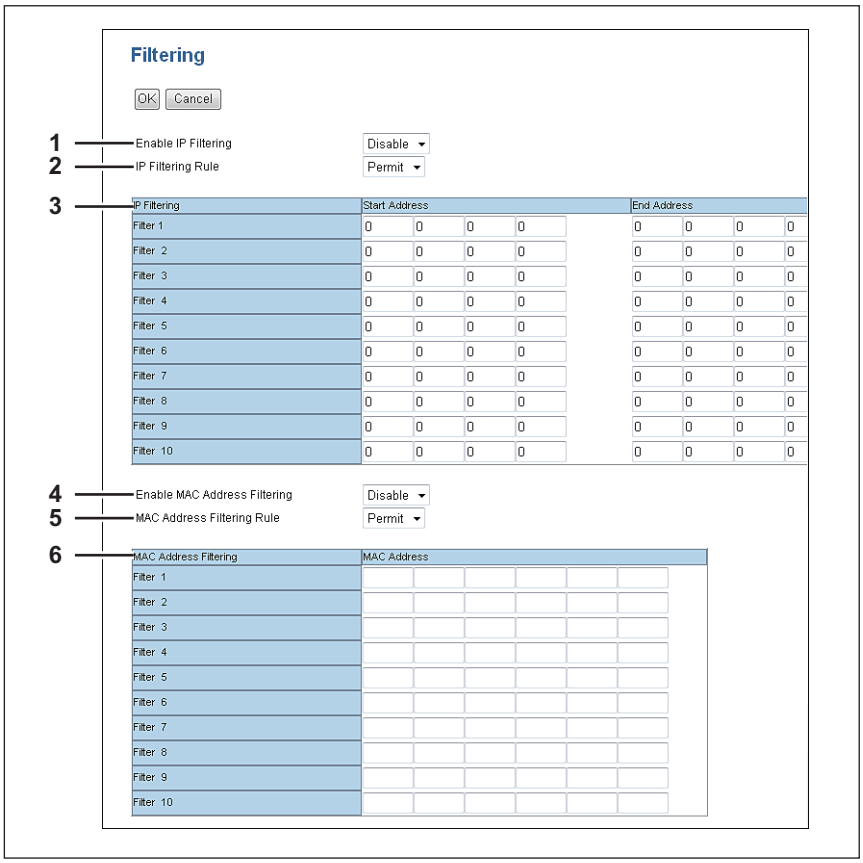
	Item name	Description
7	Obtain a SMTP Server Address automatically	Select [Enable] when you want to obtain a SMTP server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Disable] is set as the default.
	Note When the DHCP server does not have a SMTP server address, the data are left blank in the SMTP server address even if you set the correct SMTP server address manually in the SMTP Client. In that case, select [Disable] here and set the correct SMTP server address in the SMTP Client. P.180 “Setting up SMTP Client”	
8	Obtain a POP3 Server Address automatically	Select [Enable] when you want to obtain a POP3 server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Disable] is set as the default.
	Note When the DHCP server does not have a POP3 server address, the data are left blank in the POP3 server address even if you set the correct POP3 server address manually in the POP3 Network Service. In that case, select [Disable] here and set the correct POP3 server address in the POP3 Network Service. P.183 “Setting up POP3 Network Service”	
9	Obtain a SNTP Server Address automatically	Select [Enable] when you want to obtain a SNTP server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Disable] is set as the default.
	Note When the DHCP server does not have a SNTP server address, the data are left blank in the SNTP server address even if you set the correct SNTP server address manually in the SNTP Network Service. In that case, select [Disable] here and set the correct SNTP server address in the SNTP Network Service. P.160 “Setting up SNTP Service”	
10	IP Conflict Detect	Specify whether or not to detect IP address conflicts. Select [Enable] to display a message on the control panel when an IP address conflict is detected. [Enable] is set as the default.
11	IP Address	Enter the static IP address for your equipment when [Static IP] is selected in the [Address Mode] box. Specify within the range from 1 to 126 and 128 to 223 for the 1st octet, 0 to 255 for the 2nd to 4th octet.
12	Subnet Mask	Enter the subnet mask if required when [Static IP] is selected in the [Address Mode] box. Specify within the range from 0 0 0 0 to 255 255 255 255. However, you cannot set 0.0.0.0 and 255.255.255.255.
13	Default Gateway	Enter the gateway address if required when [Static IP] is selected in the [Address Mode] box. Specify within the range from 0 0 0 0 to 255 255 255 255.

❑ Setting up Filtering

You can set filtering in order to restrict access from client computers to this equipment. Filtering can be specified with an IP address or a MAC address.

Note

MAC address filtering is given priority over IP address filtering.

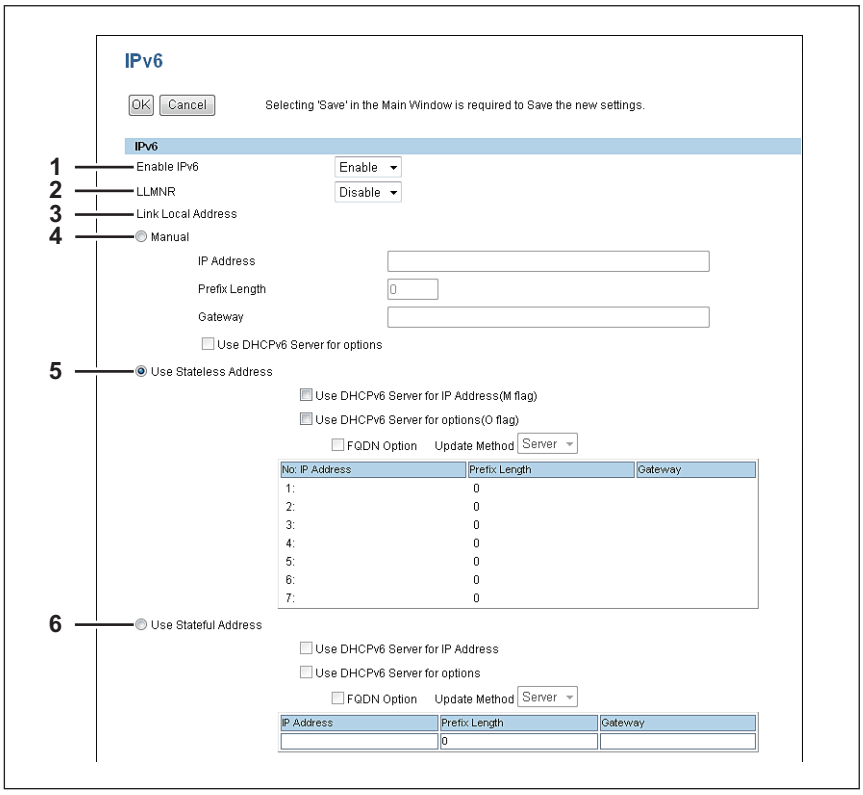


	Item name	Description
1	Enable IP Filtering	Select [Enable] for IP address filtering. When [Enable] is selected, access from devices on a network to which the IP address (specified in [IP Filtering]) is set is restricted under conditions set in [IP Filtering Rule]. [Disable] is set as the default.
	Note IP filtering is valid only in a network environment implemented with IPv4. It is not available in an IPv6 network environment. If you need to use IP address filtering under IPv6 environment, select MAC address filtering.	
2	IP Filtering Rule	Select IP address filtering rules. • **Permit** — Select this to permit access from devices on a network to which the IP address (specified in [IP Filtering]) is set. • **Deny** — Select this to deny access from devices to which the specified IP address is set.
3	IP Filtering	Enter the starting IP address and the ending IP address of a target client computer for IP filtering. Up to 10 addresses can be specified.
	Note Only IPv4 addresses are available. An IPv6 address cannot be specified.	

	Item name	Description
4	Enable MAC Address Filtering	Select [Enable] for MAC address filtering. When [Enable] is selected, access from devices on a network to which the MAC address (specified in [MAC Address Filtering]) is set is restricted under conditions set in [MAC Address Filtering Rule]. [Disable] is set as the default.
5	MAC Address Filtering Rule	Select MAC address filtering rules. • **Permit** — Select this to permit access from devices on a network to which the MAC address (specified in [MAC Address Filtering]) is set. • **Deny** — Select this to deny access from devices to which the specified MAC address is set.
6	MAC Address Filtering	Enter the MAC address of a target client computer for MAC address filtering. Up to 10 addresses can be specified.

❑ Setting up IPv6

You can set the IPv6 protocol to enable the communication over IPv6.

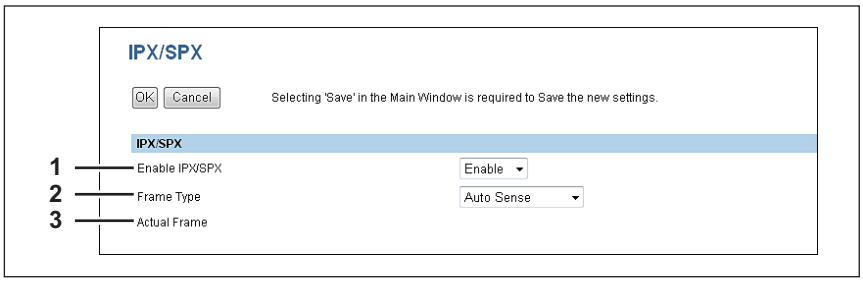


	Item name	Description
1	Enable IPv6	Select whether the IPv6 protocol is enabled or disabled. [Disable] is set as the default.
2	LLMNR	If IPv6 is enabled, select whether LLMNR is enabled or disabled. [Disable] is set as the default.
3	Link Local Address	The automatically generated unique IP Address used for the IPv6 is displayed.

	Item name	Description
4	Manual	You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment. **IP Address** — Assign the IPv6 address for this equipment. Specify within the range from 1:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. **Prefix Length** — Assign the prefix length for the IPv6 address. Specify within the range from 0 to 128. “0” is set as the default. **Gateway** — Assign the default gateway address. Specify within the range from 1:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. **Use DHCPv6 Server for options** — Select this check box to use the optional information (IPv6 address for the DNS server, etc.) which is issued from the DHCPv6 server.
	Tips • When [Manual] is selected, a stateful address cannot be set. • If the selected IPv6 address is already assigned, DAD (Duplicate Address Detection) detects it and notifies you on the touch panel of this equipment.	
5	Use Stateless Address	Use the IPv6 addresses (Stateless addresses) issued from routers. • **Use DHCPv6 Server for IP Address(M flag)** — Use the IPv6 address issued from the DHCPv6 server in the stateless network environment. • **Use DHCPv6 Server for options(O flag)** — Use the optional information (IPv6 address for the DNS server, etc.) issued from the DHCPv6 server in the stateless network environment. • **FQDN Option** — The FQDN option is available if **Use DHCPv6 Server for IP Address** is selected. Select [Server] or [Client] for [Update Method] if using the FQDN option. [Server] is set as the default. • **IP Address** — Stateless Addresses obtained from routers are displayed. Up to 7 IPv6 addresses can be retained.
	Tip When this equipment receives a router advertisement (RA) from a router, of which M flag configuration is "0", the DHCPv6 function is disabled. If you change a router advertisement (RA) M flag configuration from "0" to "1", it is necessary to reboot this equipment to enable the DHCPv6 function.	
6	Use Stateful Address	Use the Stateful address issued from DHCPv6 server. • **Use DHCPv6 Server for IP Address** — Select whether or not the IPv6 address which is issued from the DHCPv6 server is used for this equipment. • **Use DHCPv6 Server for options** — Select whether or not the optional information (IPv6 address for the DNS server, etc.) except the IPv6 address for this equipment, which is issued from the DHCPv6 server is used on this equipment. • **FQDN Option** — The FQDN option is available if **Use DHCPv6 Server for IP Address** is selected. Select [Server] or [Client] for [Update Method] if using the FQDN option. [Server] is set as the default. • **IP Address** — A stateful address, Prefix Length and Gateway obtained from DHCPv6 Server are displayed.

❑ Setting up IPX/SPX

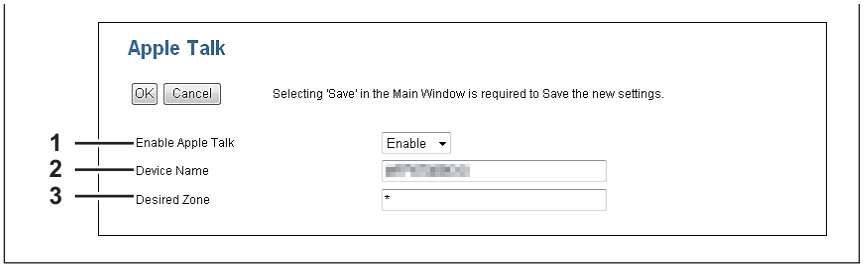
You can set the IPX/SPX protocol to enable the communication over IPX/SPX. The IPX/SPX must be configured to enable Novell printing with NetWare server 5.1, 6.0, 6.5 over IPX/SPX.



	Item name	Description
1	Enable IPX/SPX	Select whether the IPX/SPX protocol is enabled or disabled. Enable this when configuring Novell printing over the IPX/SPX network. [Disable] is set as the default.
2	Frame Type	Select the desired frame type for IPX/SPX. • **Auto Sense** — Select this to use an appropriate frame type that the equipment found first. • **IEEE 802.3/Ethernet II/IEEE 802.3 Snap/IEEE 802.2** — Instead of [Auto Sense], select the frame types to be used from these options.
3	Actual Frame	Displays the actual frame type of the equipment.

❑ Setting up AppleTalk

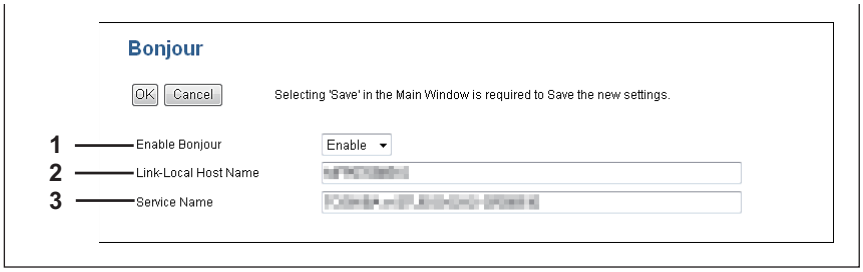
You can set the protocol to enable communication over AppleTalk. AppleTalk must be configured to enable AppleTalk printing from Macintosh computers.



	Item name	Description
1	Enable Apple Talk	Select whether the AppleTalk protocol is enabled or disabled. Enable this when configuring AppleTalk printing. [Disable] is set as the default.
2	Device Name	Enter the device name of the equipment that will be displayed in the AppleTalk network. You can enter up to 32 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
3	Desired Zone	Enter the zone name where the equipment will connect — if required. You can enter up to 32 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). The equipment will connect to the default zone if you enter "*".

❑ Setting up Bonjour

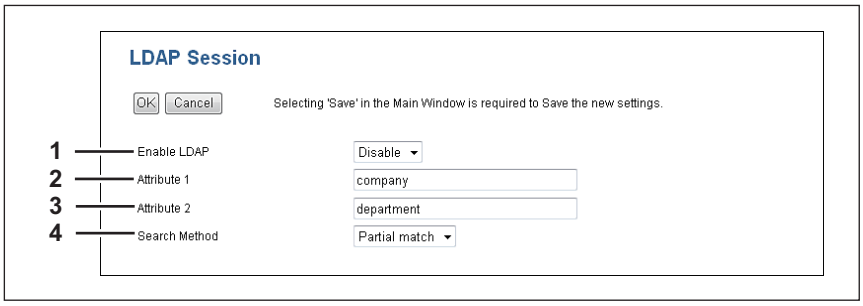
In Bonjour, you can enable or disable the Bonjour networking that is available for Mac OS X.



	Item name	Description
1	Enable Bonjour	Select whether Bonjour is enabled or disabled. [Enable] is set as the default.
2	Link-Local Host Name	Enter the DNS host name of this equipment. You can enter up to 127 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
3	Service Name	Enter the device name of this equipment that will be displayed in the Bonjour network. You can enter up to 63 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).

❑ Setting up LDAP Session

In LDAP Session, you can enable or disable the LDAP directory service.



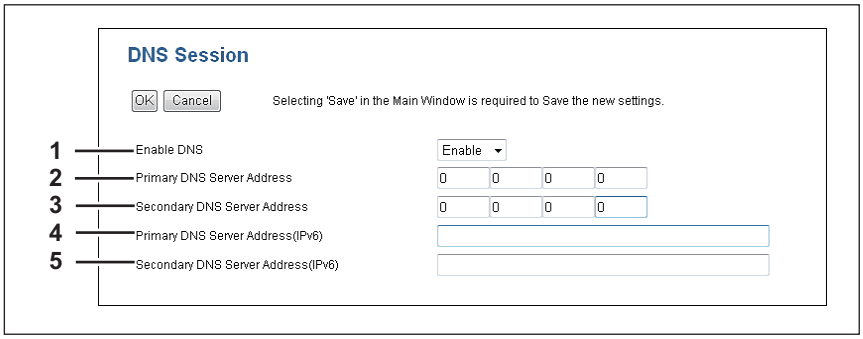
	Item name	Description
1	Enable LDAP	Select whether the LDAP directory service is enabled or disabled. [Enable] is set as the default.
2	Attribute 1	Enter the name of the schema corresponding to the LDAP server configuration. You can enter up to 32 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
3	Attribute 2	Enter the name of the schema corresponding to the LDAP server configuration. You can enter up to 32 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
4	Search Method	Select search conditions for LDAP searching. • **Partial match** — Select this to search information partially matching the search conditions. • **Prefix match** — Select this to search information that starts with contents matching the search conditions. • **Suffix match** — Select this to search information that ends with contents matching the search conditions. • **Full match** — Select this to search information fully matching the search conditions.

❑ Setting up DNS Session

In DNS Session, you can specify the DNS server to enable the FQDN (Fully Qualified Domain Name) rather than the IP address on specifying each server address such as SMTP server, POP3 server, and LDAP server.

Tip

When the DNS service is enabled and the DNS server supports the dynamic DNS service, Set the DDNS Session as well.
📖 P.172 “Setting up DDNS Session”



	Item name	Description
1	Enable DNS	Select whether the DNS server is enabled or not. [Enable] is set as the default.
2	Primary DNS Server Address	Specify the IP address of the primary DNS server when the DNS service is enabled. Specify within the range from 0 0 0 0 to 255 255 255 255.
3	Secondary DNS Server Address	Specify the IP address of the secondary DNS server when the DNS service is enabled, as you require. Specify within the range from 0 0 0 0 to 255 255 255 255.
4	Primary DNS Server Address(IPv6)	Specify the IP address of the primary DNS server when the DNS service is enabled in IPv6. Specify within the range from 1:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff.
5	Secondary DNS Server Address(IPv6)	Specify the IP address of the secondary DNS server when the DNS service is enabled in IPv6, as required. Specify within the range from 1:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff.

Tip

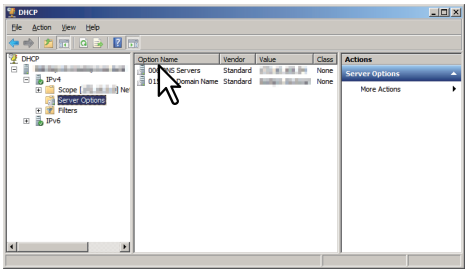
When the [Obtain a Domain Server Address automatically] option is enabled in the TCP/IP settings, the server address of the primary and secondary DNS server addresses can be obtained using the DHCP server.
📖 P.163 “Setting up TCP/IP”

❑ Setting up DDNS Session

In DDNS Session, you can enable the Dynamic DNS service if the DNS server supports the dynamic DNS.

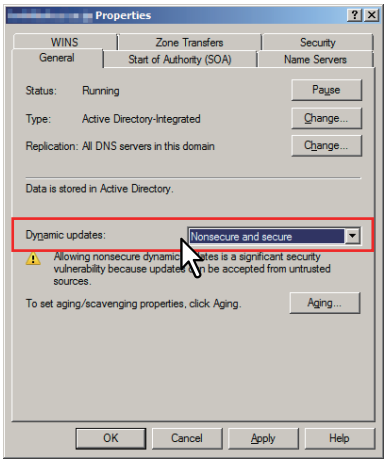
Notes

- When using the security in DDNS, if the difference between the time set in the server, in which Windows DNS record is to be updated, and the one set in the equipment exceeds the time stated in the account policy of the server, the DNS update using the security will fail. Check the time set for the DNS server and match it with the one set for the equipment.
- When using DDNS and the IP address is assigned using DHCP, enable "006 DNS Servers" and "015 DNS Domain Name" in the DHCP Server's Scope Options or Server Options.

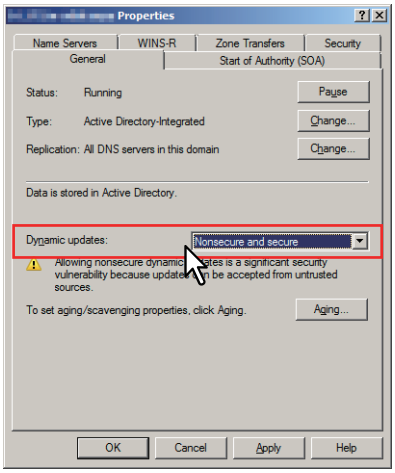


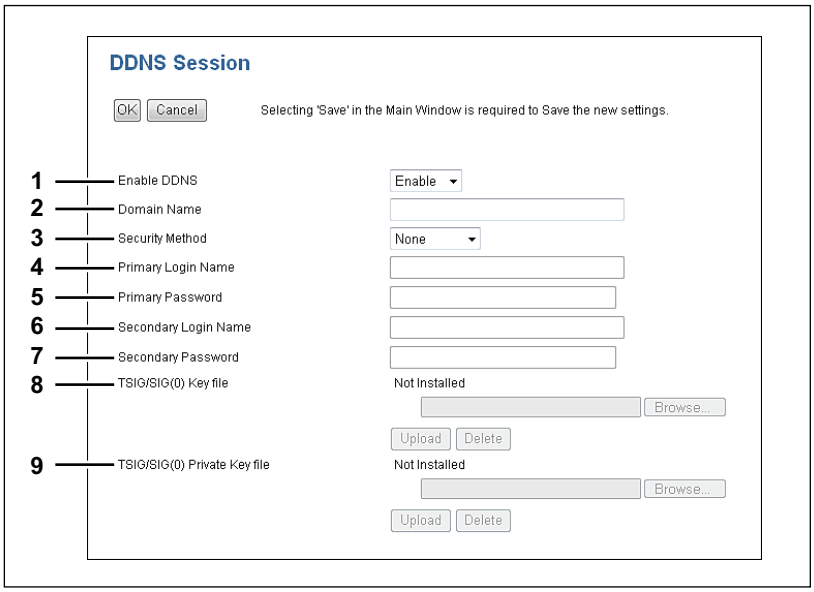
- When using DDNS, make sure the "Dynamic updates" option is set to "Nonsecure and secure" (for Windows Server 2003/Windows Server 2008) for the Forward Lookup Zones and Reversed Lookup Zones.
  If the setting of Windows Server 2003/Windows Server 2008 is other than "Nonsecure and secure" for this DDNS function, you need to set the correct primary login name and primary password to update the DNS server by DDNS.
  If you do not want to use DDNS such as managed by a primary and secondary login name and password, you need to add the equipment's host name manually in the Forward and Reversed Lookup Zone.

Forward Lookup Zones (Windows 2008 Server)



Reversed Lookup Zones (Windows 2008 Server)



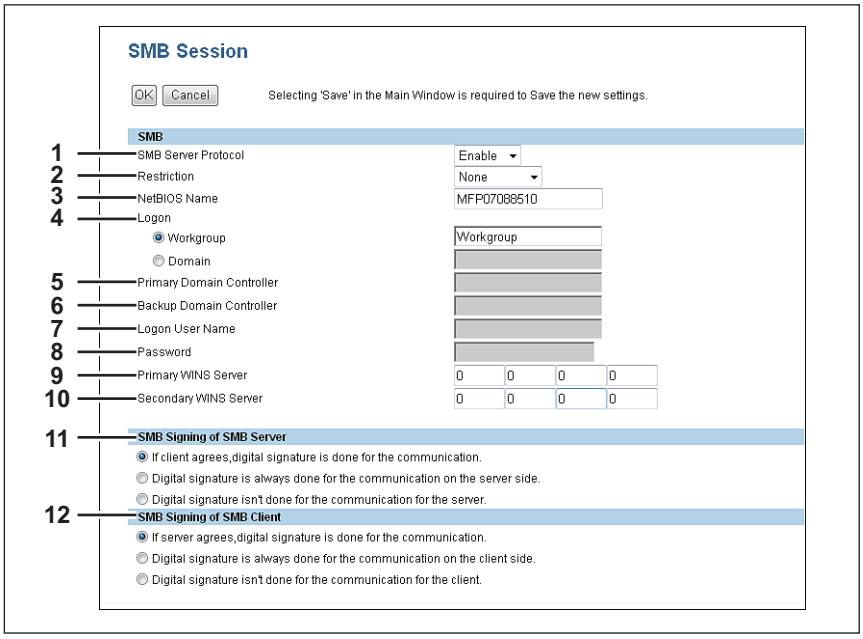


	Item name	Description
1	Enable DDNS	Select whether the dynamic DNS service is enabled or disabled. [Enable] is set as the default.
2	Domain Name	Enter the domain name that will be added to the DNS server using DDNS. You can enter up to 96 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
	Tip When the [Obtain a Domain Name automatically] option is enabled in the TCP/IP settings, the domain name can be obtained using the DHCP server. P.163 “Setting up TCP/IP”	
3	Security Method	Enter the security method. • **None** Select this to perform a non-secure DDNS update. • **GSS-TSIG** Select this to perform a secure DDNS session using GSS-TSIG. You must set a log-in name and a password. If both are not set, the secure DDNS session will not be available. • **TSIG** Select this to perform a secure DDNS session using TSIG. To select this, you must upload a key file and a private key file. If any of them is not uploaded, the security setting will be disabled. • **SIG(0)** Select this to perform a secure DDNS session using SIG(0). To select this, you must upload a key file and a private key file. If any of them is not uploaded, the security setting will be disabled.
4	Primary Login Name	Enter the primary login name if the security method selected in the above setting is GSS-TSIG. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
5	Primary Password	Enter the primary password if the security method selected in the above setting is GSS-TSIG. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
6	Secondary Login Name	Enter the secondary login name if the security method selected in the above setting is GSS-TSIG. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).

	Item name	Description
7	Secondary Password	Enter the secondary password if the security method selected in the above setting is GSS-TSIG. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
8	TSIG/SIG(0) Key file	Use this setting to upload or delete a key file to be used for TSIG and SIG(0). To upload it, click [Browse..] and specify a private key file to be uploaded, and then click [Upload]. To delete it, click [Delete].
9	TSIG/SIG(0) Private Key file	Use this setting to upload or delete a private key file to be used for TSIG and SIG(0). To upload it, click [Browse..] and specify a private key file to be uploaded, and then click [Upload]. To delete it, click [Delete].

❑ Setting up SMB Session

In SMB Session, you can specify the SMB network properties to access this equipment through a Microsoft Windows Network and enable SMB printing. When you enable the SMB, users can also browse the local folder in the equipment. You can also specify the WINS server when the WINS server is used to enable the Windows print sharing and Windows file sharing services between the different subnets.



	Item name	Description
1	SMB Server Protocol	Select whether the SMB protocol is enabled or disabled. • **Enable** — Select this to enable SMB. • **Disable** — Select this to disable SMB.
2	Restriction	Specify restrictions on SMB. • **None** — Select this to not specify restrictions on SMB. • **Print Share** — Select this to enable the file sharing service using SMB, but disable SMB printing. • **File Share** — Select this to enable SMB printing, but disable the file sharing service using SMB. Available only when the hard disk is installed.

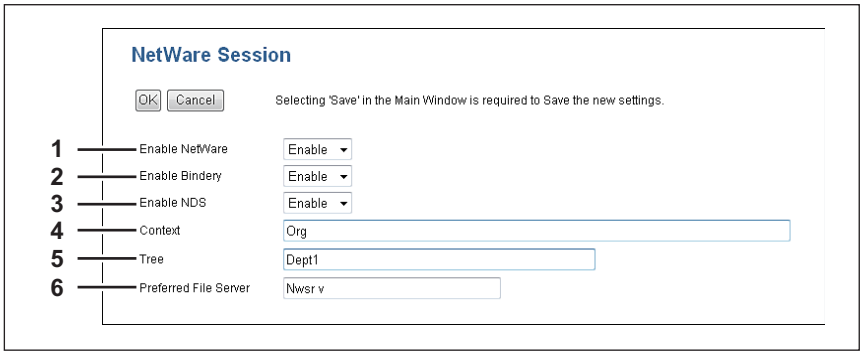
	Item name	Description
3	NetBIOS Name	Enter the NetBIOS name of this equipment. The equipment uses "MFP<NIC Serial Number>" as the default NetBIOS name.
	Note You can enter only alphanumerical characters and "-" (a hyphen) for NetBIOS names. If you use any other characters, a warning message will be displayed.	
4	Logon	Enter the workgroup or domain that this equipment joins. • **Workgroup** — To include the equipment in the workgroup, enter the workgroup name. All client computers can access this equipment without a user name and password. • **Domain** — Select this and enter the domain name when the equipment will log on in the domain. Any client computers which are not members of the domain will need a valid user name and password to access this equipment. Use this to enhance access security to this equipment.
	Note For workgroup and domain names, you can use only alphanumerical characters and symbols other than the following: ; : " < > + = \ | ? , * # If you use any other characters, a warning message will be displayed.	
5	Primary Domain Controller	Specify the server name or IP address of the primary domain controller when this equipment will log on the domain network. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
6	Backup Domain Controller	Specify the server name or IP address of the backup domain controller when this equipment will log on the domain network, if required. If the Primary Domain Controller is unavailable, the Backup Domain Controller will be used to log on. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
	Note If the wrong primary or backup domain controller is specified, the NETWORK INITIALIZING message will be displayed for up to 4 minutes while the equipment searches for the primary or backup domain controller. In that case, correct the primary or backup domain controller setting after the NETWORK INITIALIZING message disappears.	
7	Logon User Name	Enter a valid user name to log on to the specified domain. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), and #.
8	Password	Enter the password for the specified log on user name to log on the domain network. You can enter up to 128 alphanumerical characters.
9	Primary WINS Server	Specify the IP address of the primary WINS server when the WINS server is used to provide the NetBIOS name in your local area network. This option would be more useful to access this equipment using the NetBIOS Name from a different subnet.
	Tip When the [Obtain a WINS Server Address automatically] option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server. 📖 P.163 “Setting up TCP/IP”	

<table>
<tr><th></th><th>Item name</th><th>Description</th></tr>
<tr><td>10</td><td>Secondary WINS Server</td><td>Specify the IP address of the secondary WINS server as you require when the WINS server is used to provide NetBIOS name in your local area network. If the Primary WINS Server is unavailable, the Secondary WINS Server will be used.</td></tr>
<tr><td></td><td colspan="2">Tip
When the [Obtain a WINS Server Address automatically] option is enabled in the TCP/IP settings, the primary and secondary WINS server address can be obtained using the DHCP server.
📖 P.163 “Setting up TCP/IP”
Note
If "0.0.0.0" is entered for the Primary WINS Server and Secondary WINS Server, this equipment will not use the WINS server.</td></tr>
<tr><td>11</td><td>SMB Signing of SMB Server</td><td>Select whether SMB Signing is enabled or disabled when a client accesses this equipment using SMB, such as when a client accesses the shared folder in this equipment.
• <u>If client agrees,digital signature is done for the communication.</u> — Select this to use the digital signature to secure communication only when a client accesses this equipment with a digital signature. Even if a client accesses this equipment without a digital signature, the communication is allowed without the digital signature.
• Digital signature is always done for the communication on the server side. — Select this to allow the communication only when a client accesses this equipment with a digital signature. When a client accesses this equipment without a digital signature, the communication is not allowed.
• Digital signature isn't done for the communication for the server. — Select this to allow the communication only when a client accesses this equipment without a digital signature. When a client is set to always access an SMB server with a digital signature, the communication is not allowed.</td></tr>
<tr><td></td><td colspan="2">Note
If you do not know whether the SMB Signing of SMB Client is enabled or disabled in the client computers, it is recommended to select [If client agrees,digital signature is done for the communication.]. If this is set incorrectly, the SMB communication may become unavailable.</td></tr>
</table>

	Item name	Description
12	SMB Signing of SMB Client	Select whether SMB Signing is enabled or disabled when this equipment accesses the clients using SMB, such as when this equipment stores the scanned data in the network folder using SMB. • **<u>If server agrees, digital signature is done for the communication.</u>** — Select this to use the digital signature to secure the communication to an SMB server only when the SMB Signing of SMB Server that this equipment accesses is enabled. If the SMB Signing of SMB Server is disabled in an SMB server, the communication is performed without the digital signature. • **Digital signature is always done for the communication on the client side.** — Select this to make this equipment always access an SMB server with a digital signature. When the SMB Signing of SMB Server is disabled in an SMB server, the communication is not allowed. • **Digital signature isn't done for the communication for the client.** — Select this to communicate to an SMB server without the digital signature. If the SMB Signing of SMB Server is always enabled in an SMB server, the communication is not allowed.
	Notes • If you do not know whether the SMB Signing of SMB Server is enabled or disabled in the SMB servers, it is recommended to select [If server agrees, digital signature is done for the communication.]. If this is set incorrectly, the SMB communication may become unavailable. • The digital signature is always done for the communication on the server side as the default on Windows Server 2003/Windows Server 2008/Windows Server 2012. Therefore specify "If server agrees, digital signature is done for the communication." or "Digital signature is always done for the communication on the client side." for SMB communications with a Windows Server 2003/ Windows Server 2008/Windows Server 2012.	

❑ Setting up NetWare Session

In NetWare Session, you can set the NetWare Bindery or NDS service. This must be set when configuring a Novell printing environment.

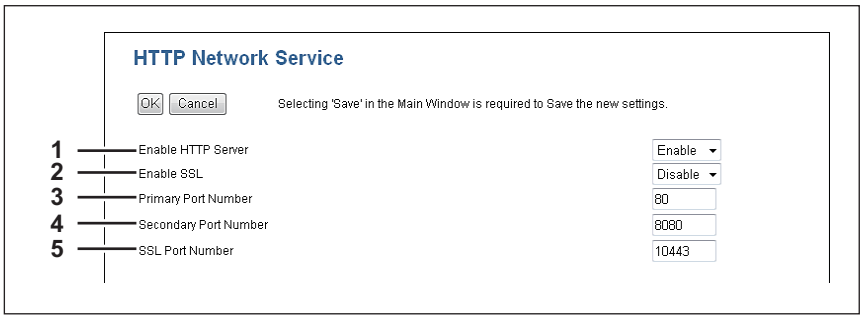


	Item name	Description
1	Enable NetWare	Select whether NetWare is enabled or disabled. • **Enable** — Enables NetWare. • **<u>Disable</u>** — Disables NetWare.
2	Enable Bindery	Select whether the NetWare Bindery mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in the bindery mode, you must enable this.
3	Enable NDS	Select whether the NetWare NDS mode for Novell printing is enabled or disabled. When you configure a Novell printing environment with the NetWare server in NDS mode, you must enable this. When this is enabled, you should also specify the context and tree for the NDS.

	Item name	Description
4	Context	Enter the NDS context where the NetWare print server for this equipment is located.
5	Tree	Enter the NDS tree.
6	Preferred File Server	Enter the NetWare server name in which this equipment preferentially searches for the queues.

❑ Setting up HTTP Network Service

In HTTP Network Service, you can enable or disable Web-based services such as TopAccess and e-Filing web utility.



	Item name	Description
1	Enable HTTP Server	Select whether the Web-based services such as TopAccess and e-Filing web utility are enabled or disabled. [Enable] is set as the default.
2	Enable SSL	Select whether the SSL (Secure Socket Layer) is enabled or disabled. When this is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and e-Filing web utility. [Disable] is set as the default.
	Note Not all operating systems support SSL for all protocols.	
3	Primary Port Number	Enter the port number for the NIC HTTP server. You can enter a value in the range from 1 to 65535. Generally the default value "80" is used.
	Note The same port numbers as the ones for the following settings are not usable. Change the applicable port number before that for the Primary Port Number is set. - HTTP Network Service / Secondary Port Number - HTTP Network Service / SSL Port Number - IPP Print / Port Number - IPP Print / SSL Port Number	
4	Secondary Port Number	Enter the port number for TopAccess and the e-Filing web utility. You can enter a value in the range from 1 to 65535. Generally the default value "8080" is used.
	Note The same port numbers as the ones for the following settings are not usable. Change the applicable port number before that for the Secondary Port Number is set. - HTTP Network Service / Primary Port Number - HTTP Network Service / SSL Port Number - IPP Print / Port Number - IPP Print / SSL Port Number	

	Item name	Description
5	SSL Port Number	Enter the port number for the SSL. You can enter a value in the range from 1 to 65535. Generally the default value "10443" is used.

Note

The same port numbers as the ones for the following settings are not usable.
Change the applicable port number before that for the SSL Port Number is set.

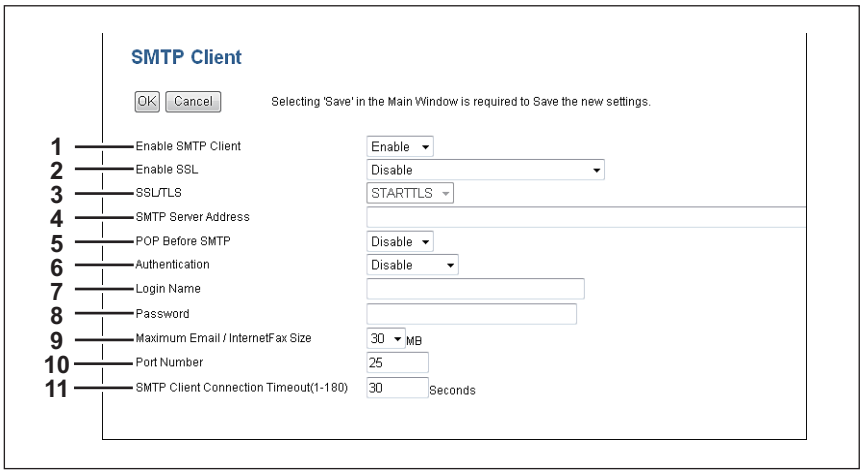
- HTTP Network Service / Primary Port Number
- HTTP Network Service / Secondary Port Number
- IPP Print / Port Number
- IPP Print / SSL Port Number

❑ Setting up SMTP Client

In SMTP Client, you can enable or disable SMTP transmission for sending the Internet Fax and E-mails.

Note

A From Address setting is also required to send Internet Fax and E-mails. For information about the From Address setting, see the following sections:
🕮 P.262 “Setting up E-mail settings”
🕮 P.263 “Setting up InternetFax settings”
The From Address can be also determined automatically when the User Management Setting is enabled. For more information about User Management Setting, see the following section:
🕮 P.153 “[Administration] Tab Page”

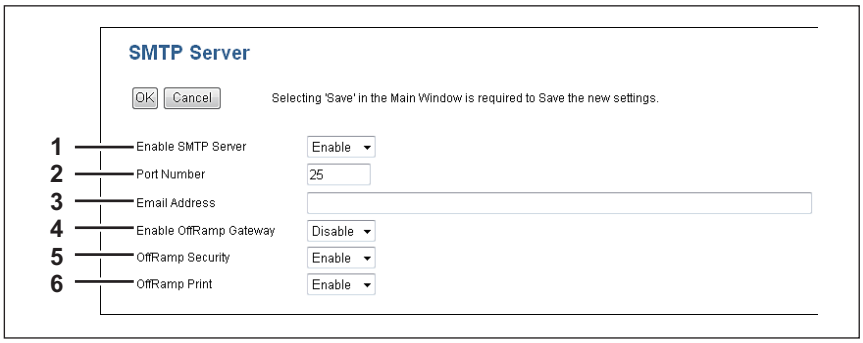


	Item name	Description
1	Enable SMTP Client	When this is enabled, this equipment sends an Internet Fax and an E-mail to the specified SMTP server for transmission over the Internet. [Enable] is set as the default.
2	Enable SSL	Select whether the SSL (Secure Sockets Layer) is enabled or disabled for SMTP transmission. • **Disable** — Select this to disable the SSL for SMTP transmission. • **Verify with imported CA certification(s)** — Select this to enable the SSL using the imported CA certificate. • **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.
	Notes • When [Verify with imported CA certification(s)] is selected, you must import the CA certificate in this equipment. 🕮 P.305 “[Security] How to Set and How to Operate” • Not all operating systems support SSL for all protocols.	
3	SSL/TLS	Select the protocol for the SSL when the [Enable SSL] option is enabled. • **STARTTLS** — Select this to send a message in TLS (Transport Layer Security) using STARTTLS that is the extension command for SMTP transmission. • **Over SSL** — Select this to send a message in SSL (Secure Socket Layer).
	Note When you select [Over SSL], make sure to change the port number correctly. Generally, "465" port is used for the Over SSL instead of "25" port.	

	Item name	Description
4	SMTP Server Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when [Enable SMTP Client] is enabled. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
	Note If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session. Tip When the [Obtain a SMTP Server Address automatically] option is enabled in the TCP/IP settings, the SMTP server address can be obtained using the DHCP server. 📖 P.163 “Setting up TCP/IP”	
5	POP Before SMTP	Select whether the POP Before SMTP authentication is enabled or disabled. [Disable] is set as the default.
6	Authentication	Select the type of authentication to access the SMTP server. • **Disable** — Select this to access the SMTP server using no authentication. • **Plain** — Select this to access the SMTP server using plain authentication. • **Login** — Select this to access the SMTP server using the log-in authentication. • **CRAM-MD5** — Select this to access the SMTP server using CRAM-MD5 authentication. • **Digest-MD5** — Select this to access the SMTP server using Digest-MD5 authentication. • **Kerberos** — Select this to access the SMTP server using Kerberos authentication. • **NTLM(IWA)** — Select this to access the SMTP server using NTLM (IWA) authentication. • **AUTO** — Select this to access the SMTP server using the appropriate authentication that this equipment detects.
7	Login Name	Enter the log-in name to access the SMTP server if the SMTP authentication is enabled. You can enter up to 64 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
8	Password	Enter the password to access the SMTP server if the SMTP authentication is enabled. You can enter up to 64 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
9	Maximum Email / InternetFax Size	Select the maximum size that this equipment is allowed to send using the SMTP. Specify within the range from 2 to 100 MB.
10	Port Number	Enter the port number for accessing the SMTP server when [Enable SMTP Client] is enabled. The port number depends on the port setting in the SMTP server. You can enter a value in the range from 1 to 65535. Generally the default value "25" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you set it by mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	
11	SMTP Client Connection Timeout(1-180)	Enter a timeout period for quitting communication when no response is received from the SMTP server. Specify within the range from 1 to 180 seconds. “30” is set as the default.

❑ Setting up SMTP Server

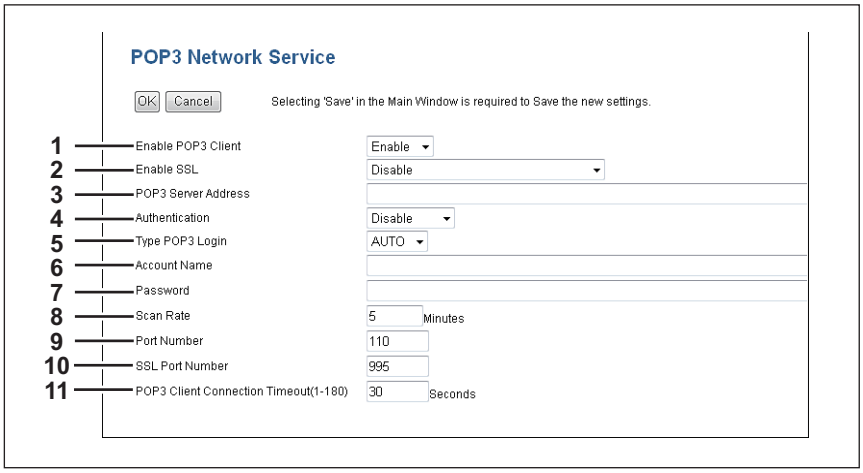
In SMTP Server, you can enable or disable SMTP transmission for receiving the Internet Fax and E-mails. This function is usually set when you want to enable the Offramp Gateway feature.



	Item name	Description
1	Enable SMTP Server	Select whether this equipment works as an SMTP server or not. This must be enabled when you use the Offramp Gateway feature. When this is enabled, this equipment can receive Internet Faxes or E-mails that are forwarded through the SMTP to the domain of this equipment. [Enable] is set as the default.
2	Port Number	Enter the port number to transmit an Internet Faxes or E-mails. Generally "25" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you make a mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	
3	Email Address	Enter the E-mail address of this equipment. When this equipment works as an SMTP server, it can receive all Internet Faxes and E-mails that contain its domain name. If the E-mail address of the received document matches the address you set here, this equipment prints it. You can enter up to 192 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
4	Enable OffRamp Gateway	Select whether the OffRamp Gateway transmission is enabled or disabled. [Disable] is set as the default.
5	OffRamp Security	Select whether the Offramp Security is enabled or disabled. When this is enabled, this equipment cancels the offramp gateway transmissions that are forwarding to the fax numbers not registered in the Address Book of this equipment. This can prevent the unauthorized offramp gateway transmission. [Enable] is set as the default.
6	OffRamp Print	Select whether this equipment should print documents sent using the offramp gateway transmission. When this is enabled, this equipment automatically prints documents sent using offramp gateway transmission, so that they can be confirmed. [Enable] is set as the default.

❑ Setting up POP3 Network Service

In POP3 Network Service, you can specify the POP3 server to receive an Internet Fax and E-mails.

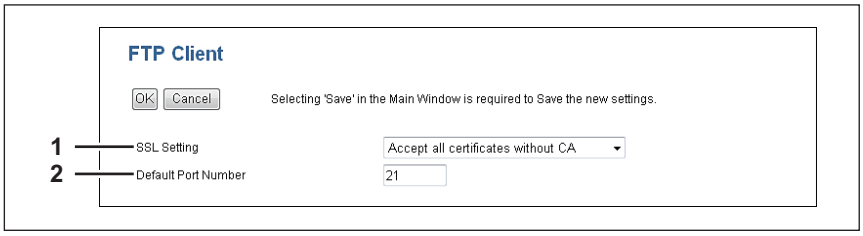


	Item name	Description
1	Enable POP3 Client	Select whether retrieving an Internet Fax and an E-mail from the POP3 server is enabled or disabled. [Enable] is set as the default.
2	Enable SSL	Select whether the SSL (Secure Sockets Layer) is enabled or disabled for POP3 transmission. • **Disable** — Select this to disable the SSL for POP3 transmission. • **Verify with imported CA certification(s)** — Select this to enable the SSL using the imported CA certificate. • **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.
	Notes • When [Verify with imported CA certification(s)] is selected, you must import the CA certificate in this equipment. 📖 P.305 “[Security] How to Set and How to Operate” • Not all operating systems support SSL for all protocols.	
3	POP3 Server Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the POP3 server when [Enable POP3 Client] is enabled. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
	Note If you use FQDN to specify the POP3 server, you must configure the DNS server and enable the DNS in the DNS Session. Tip When the [Obtain a POP3 Server Address automatically] option is enabled in the TCP/IP settings, you can obtain the POP3 server address from the DHCP server. 📖 P.163 “Setting up TCP/IP”	
4	Authentication	Enable or disable the authentication for accessing the POP3 server. • **Disable** — Select this to disable the authentication. • **NTLM/SPA** — Select this to access the POP3 server using the NTLM/SPA authentication. • **Kerberos** — Select this to access the POP3 server using the Kerberos authentication.

	Item name	Description
5	Type POP3 Login	Select the POP3 login type. • **AUTO** — Select this to automatically designate the POP3 log-in type of the POP3 server. • **POP3** — Select this to use the general POP3 log-in type. • **APOP** — Select this to use the APOP log-in type. APOP allows users to access the POP3 server by encrypting the user name and password.
	Note If it is not possible to log in to the mail server using [Auto], manually set the type of POP3 log in to either [POP3] or [APOP].	
6	Account Name	Enter the account name for this equipment to access the POP3 server. You can enter up to 96 alphanumerical characters and symbols.
	Note Enter the account name without the domain name when [NTLM/SPA] or [Kerberos] is selected in the [Authentication] option.	
7	Password	Enter the password for this equipment to access the POP3 server. You can enter up to 96 alphanumerical characters and symbols.
8	Scan Rate	Enter how often this equipment should access the POP3 server for new messages. You can enter a value in the range from 0 to 4096. “5” is set as the default.
9	Port Number	Enter the port number to access the POP3 server. The SSL port number depends on the port setting in the POP3 server. You can enter a value in the range from 1 to 65535. Generally the default value “110” is used.
10	SSL Port Number	Enter the port number to access the POP3 server using SSL. The SSL port number depends on the port setting in the POP3 server. Generally "995" is used.
11	POP3 Client Connection Timeout(1-180)	Enter a timeout period for quitting communication when no response is received from the POP3 server. Specify within the range from 1 to 180 seconds. “30” is set as the default.

❑ Setting up FTP Client

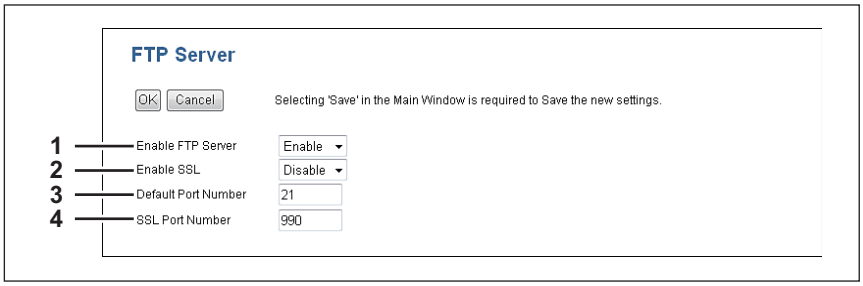
In FTP Client, you can specify the default port number used for the Save as file using the FTP protocol.



	Item name	Description
1	SSL Setting	Specify the certificate used in the SSL. • **Disable** — Select this to disable the SSL. • **Verify with imported CA certification(s)** — Select this to use the registered certificate(s). • **Accept all certificates without CA** — Select this to use all certificates.
2	Default Port Number	Enter the port number to access the FTP site. The port number depends on the port setting in the FTP site. You can enter a value in the range from 1 to 65535. Generally the default value "21" is used.

❑ Setting up FTP Server

In FTP Server, you can enable or disable the FTP server functions.



	Item name	Description
1	Enable FTP Server	Select whether the FTP server is enabled or disabled. Select [Enable] to enable the following functions. • FTP printing • Reading/writing the address book data using the Address Book Viewer • Backing up/Restoring the e-Filing data using the e-Filing Backup/ Restore Utility [Enable] is set as the default.
2	Enable SSL	Select whether the SSL (Secure Sockets Layer) is enabled or disabled for the FTP server. [Disable] is set as the default.
	Note Not all operating systems support SSL for all protocols.	
3	Default Port Number	Enter the port number for the FTP server. You can enter a value in the range from 1 to 65535. Generally the default value "21" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you set it by mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	
4	SSL Port Number	Enter the port number that is used to access this equipment using FTP with SSL. The port number depends on the port setting in the FTP server. You can enter a value in the range from 1 to 65535. Generally the default value "990" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you set it by mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	

❑ Setting up SLP Session

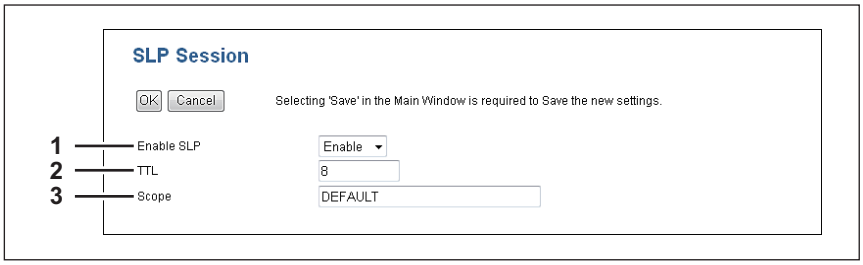
When SLP is enabled, this equipment becomes a Service Agent that responds to requests from a User Agent for searching particular services and registers services to a Directory Agent.

Tip

The SLP setting only supports the print services shown below.
Raw TCP print, LPD print, IPP print, WSD print, SMB print, FTP print

Note

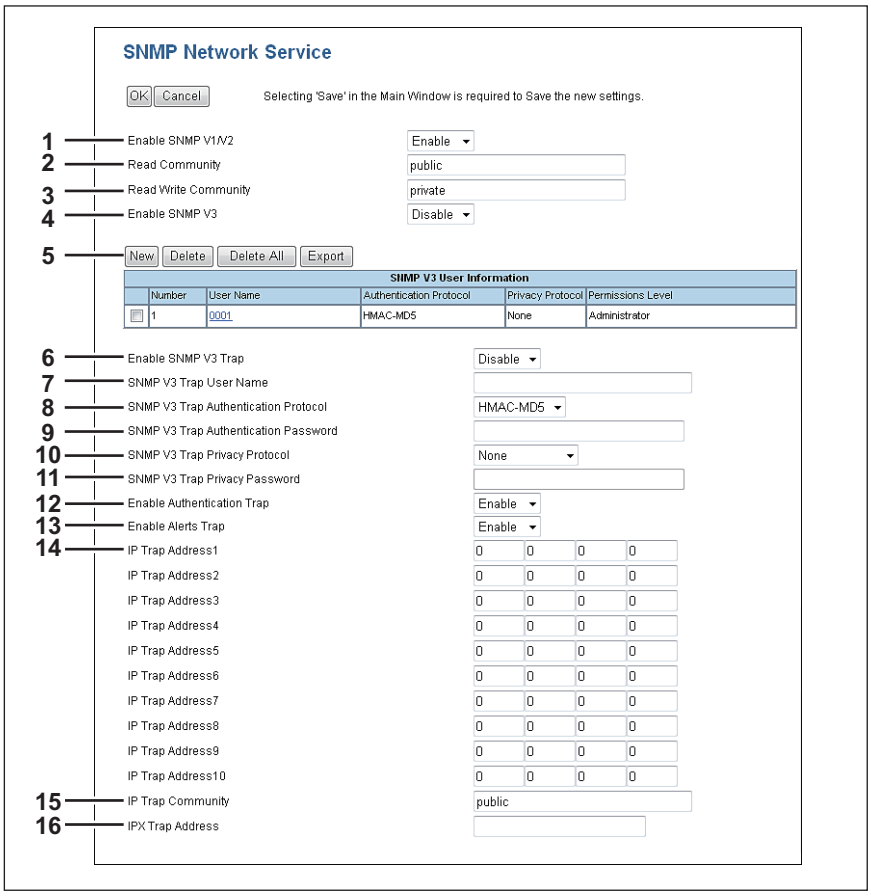
About the "printer-location" attribute of SLP
SLP has an attribute called "printer-location" as one of the services provided. The information of "printer-location" is the device setting information on the [General] submenu of the [Setup] menu on the [Administration] tab page, and that of the [Location] field of [Device Information] on the [Device] tab page. Turn the equipment off and on if you have changed [Location] from TopAccess. The change is reflected in "printer-location" of SLP after the equipment is restarted.



	Item name	Description
1	Enable SLP	Select whether SLP service is enabled or disabled. [Enable] is set as the default.
2	TTL	Set TTL (Time To Live, a scope in the network that provides SLP service). This is to enable the communication among User Agents and Directory Agents located on different networks.
3	Scope	Set this for specifying the scope of groups that provide SLP services. The default value is "DEFAULT". Set this for specifying the scope of groups that provide SLP services.
	Tips • More than one group can be entered for [Scope] by separating them with a comma. • Characters ( ) \ ! < = > ~ ; * + cannot be entered in the scope. • Do not leave this field blank or the SLP setting will be disabled. • You can search a particular service using Konqueror (SUSE Linux) or SLPSNOOP utility (Novell client) which is a User Agent (UA).	

❑ Setting up SNMP Network Service

In SNMP Network Service, you can enable or disable the SNMP to monitor the device status using a network monitoring utility. If an administrator wants to monitor the device status with a monitoring utility, programmed to match the MIB, you must enable the SNMP and SNMP Traps.



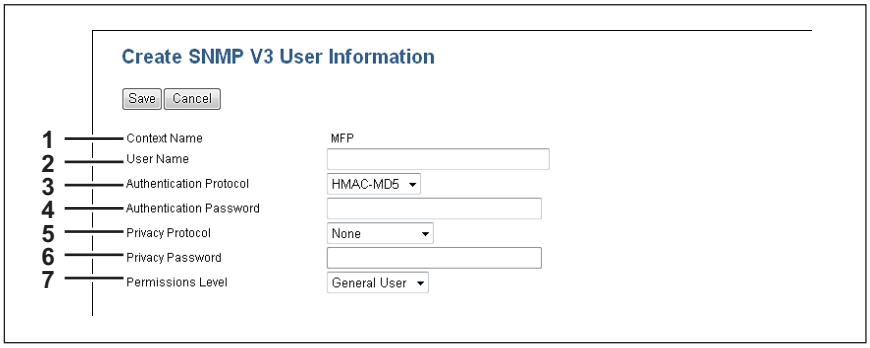
	Item name	Description
1	Enable SNMP V1/V2	Select whether SNMP V1/V2 monitoring with MIB is enabled or disabled. This must be enabled to allow users to connect using TopAccessDocMon, TWAIN driver, File Downloader, or the Address Book Viewer. [Enable] is set as the default.
2	Read Community	Enter the SNMP read community name for the SNMP access. You can enter up to 31 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). “public” is set as the default.
	Notes • It is recommended to change the default Read Community name for security reasons. • If changing the Read Community name, match the setting with the applications in use. Otherwise, applications that use MIB (TopAccess, TWAIN driver, File Downloader, and AddressBook Viewer) will become unavailable. The SNMP communication of the printer driver also will be unavailable, so that obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled. • When you leave the [Read Write Community] option blank, the SNMP communication between the SNMP Browser of the Client computer and this equipment will be disabled.	

	Item name	Description
3	Read Write Community	Enter the SNMP Read Write community name for the SNMP access. You can enter up to 31 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). “private” is set as the default.
	Notes • It is recommended to change the default Read Write Community name for security reasons. • If changing the Read Write Community name, match the setting with the applications in use. Otherwise, applications that use MIB (TopAccess, TWAIN driver, File Downloader, and AddressBook Viewer) will become unavailable. The SNMP communication of the printer driver also will be unavailable, so that obtaining the configurations, confirming the department code, and obtaining the available boxes in e-Filing will be disabled.	
4	Enable SNMP V3	Select whether SNMP V3 monitoring with MIB is enabled or disabled. This must be enabled to allow users to connect using TopAccessDocMon, TWAIN driver, File Downloader and the AddressBook Viewer.
5	Create SNMP V3 User Information	SNMP V3 user information registered into this equipment is displayed in a list. SNMP V3 user information can be registered, edited, deleted or exported. For the details, see the following: 📖 P.253 “Registering or editing SNMP V3 user information” 📖 P.254 “Exporting SNMP V3 user information” 📖 P.256 “Deleting SNMP V3 user information”
6	Enable SNMP V3 Trap	Select whether SNMP V3 Trap is sent or not. [Disable] is set as the default.
7	SNMP V3 Trap User Name	Enter an SNMP V3 Trap User Name. You can enter up to 31 alphanumerical characters and symbols.
8	SNMP V3 Trap Authentication Protocol	Select an authentication protocol. • **HMAC-MD5** — Select this to use HMAC-MD5. • **HMAC-SHA** — Select this to use HMAC-SHA.
9	SNMP V3 Trap Authentication Password	Enter an authentication password. You can enter up to 31 alphanumerical characters and symbols.
10	SNMP V3 Trap Privacy Protocol	Select a protocol for data encryption. • **None** — Select this not to encrypt data. • **CBC-DES** — Select this to use CBC-DES. • **CFB-AES-128** — Select this to use AES-128 (CFB mode).
11	SNMP V3 Trap Privacy Password	Enter a privacy password. You can enter up to 31 alphanumerical characters and symbols.
12	Enable Authentication Trap	Select whether to send SNMP Traps when this equipment is accessed using SNMP V1/V2 from a different read community. [Enable] is set as the default.
13	Enable Alerts Trap	Select whether to send SNMP V1/V2 Traps when an alert condition occurs. [Enable] is set as the default.
14	IP Trap Address 1 to 10	Enter the IP address where the SNMP Traps will be sent. You can specify up to 10 addresses. Specify within the range from 0 0 0 0 to 255 255 255 255.
15	IP Trap Community	Enter the trap community name for the IP Traps. You can enter up to 31 alphanumerical characters and symbols. “public” is set as the default.

	Item name	Description
16	IPX Trap Address	Enter the IPX address where the SNMP Traps will be sent. You can enter up to 20 alphanumerical characters and symbols.
	Note When you want to use a user name registered in the SNMP V3 User Information list as an SNMP V3 Trap User Name, you must enter the same protocols and passwords registered for the authentication protocol, authentication password (not displayed on the list), privacy protocol and password (not displayed on the list) into the fields such as [SNMP V3 Trap Authentication Protocol], [SNMP V3 Trap Authentication Password], [SNMP V3 Trap Privacy Protocol] and [SNMP V3 Trap Privacy Password]. If they do not match, information registered in the list will be adopted.	

[Create SNMP V3 User Information] screen

You can display this screen by clicking the [New] button in the Create SNMP V3 User Information page.



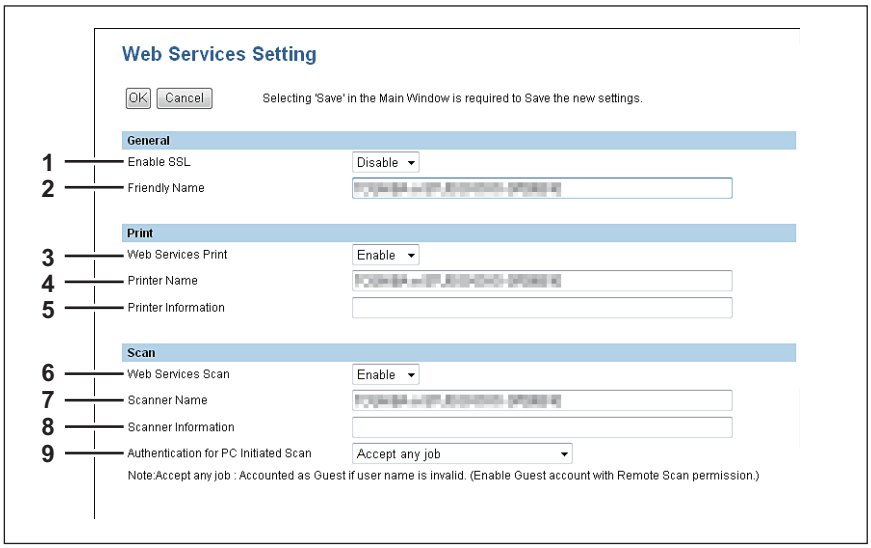
Tip

Clicking [Save] on the [Create SNMP V3 User Information] screen instantly registers the SNMP V3 user information, enabling the registered user to access this equipment via SNMP over a network.

	Item name	Description
1	Context Name	Displays the context name.
2	User Name	Enter the user name. You can enter up to 31 alphanumerical characters and symbols.
3	Authentication Protocol	Select an authentication protocol. • **HMAC-MD5** — Select this to use HMAC-MD5. • **HMAC-SHA** — Select this to use HMAC-SHA.
4	Authentication Password	Enter the password when the Authentication option is enabled. You can enter up to 31 characters.
5	Privacy Protocol	Select a protocol for data encryption. • **None** — Select this not to encrypt data. • **CBC-DES** — Select this to use CBC-DES. • **CFB-AES-128** — Select this to use AES-128 (CFB mode).
6	Privacy Password	Enter the password for the user information. You can enter up to 31 alphanumerical characters and symbols.
7	Permissions Level	Select the access permission level of the SNMP V3 user. • **General User** — Select this to permit only the reading of data. • **Administrator** — Select this to permit both the reading and writing of data.

❑ Setting up Web Services Setting

In Web Services Print and Web Services Scan, you can set the Web Services Setting. The Web Services Print operations and Web Services Scan operations are performed on client computers with Windows Vista/ Windows 7/Windows Server 2008 through a network.

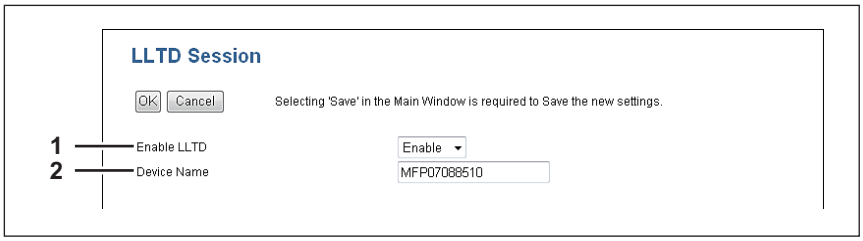


	Item name	Description
1	Enable SSL	Specify whether or not to use SSL in Web Service. • **Enable** — Select this to use SSL. • **Disable** — Select this no to use SSL.
2	Friendly Name	Assign the friendly name for this equipment. You can enter up to 127 characters and symbols other than =, ; (semicolon), #, /, \ (backslash), :, *, ?, ", >, <, |, !, and , (comma).
3	Web Services Print	Select whether the Web Services Print is enabled or disabled. • **Enable** — Select this to enable the Web Services Print. • **Disable** — Select this to disable the Web Services Print.
	Note To enable Web Services Print using SSL, a certificate must be installed in this equipment or a client computer. For the details, see the following pages: 📖 P.305 “[Security] How to Set and How to Operate”	
4	Printer Name	Assign the printer name for this equipment. You can enter up to 127 characters and symbols other than =, ; (semicolon), #, /, \ (backslash), :, *, ?, ", >, <, and |. “MFP model name-Serial number” is set as the default.
5	Printer Information	Assign the printer information for this equipment. You can enter up to 127 characters other than =, ; (semicolon), #, and \ (backslash).
6	Web Services Scan	Select whether the Web Services Scan is enabled or disabled. • **Enable** — Select this to enable the Web Services Scan. • **Disable** — Select this to disable the Web Services Scan.
7	Scanner Name	Assign the scanner name for this equipment. You can enter up to 127 characters and symbols other than =, ; (semicolon), #, /, \ (backslash), :, *, ?, ", >, <, and |. “MFP model name-Serial number” is set as the default.
8	Scanner Information	Assign the scanner information for this equipment. You can enter up to 127 characters other than =, ; (semicolon), #, and \ (backslash).

	Item name	Description
9	Authentication for PC Initiated Scan	Specify whether to enable user authentication before accepting a scan from a client PC. • **Do not accept any job** — Select this not to accept any jobs regardless of the result of user authentication. • **Accept the job if user name is valid** — Select this to accept jobs only after successful user authentication. • **Accept any job** — Select this to accept any jobs regardless of the result of user authentication.

❑ Setting up LLTD Session

Enable this setting for confirming the device connection status, installing devices or accessing the TopAccess. This setting also allows you to discover the desired device over the local network and view device information such as location, IP address, MAC address or profile on the Network Map under the Windows Vista/Windows 7/Windows Server 2008 environment.



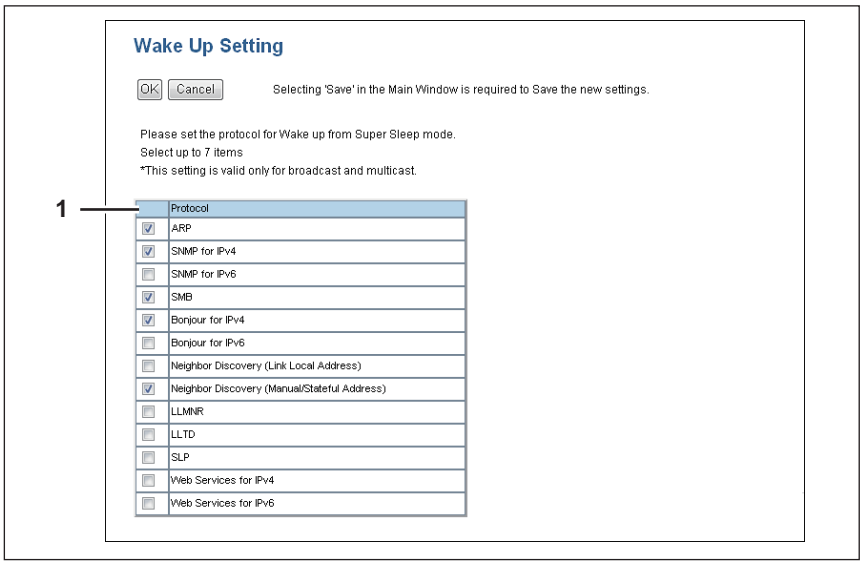
	Item name	Description
1	Enable LLTD	Select whether the LLTD setting is enabled or disabled. • **Enable** — Enables the LLTD. • **Disable** — Disables the LLTD.
2	Device Name	Enter a device name to be displayed on the Network Map. You can enter up to 16 characters and symbols other than =, ; (semicolon), #, and \ (backslash).

❑ Setting up Wake Up Setting

This section describes how to set network access during the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed).
Use this setting for cases such as when you want to recover this equipment from the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed) by searching it over a network.

Notes

- The [Wake Up Setting] setting is enabled when sending an unspecified number of MFP data through "broadcasting" and sending multiple data with MFP specified through "multicasting". The [Wake Up Setting] setting is disabled when using "unicast" which specifies an address and sends.
- This setting can be enabled only when [Enable] is selected for the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed) setting. If not selected, the Wake Up setting is disabled because this equipment does not enter the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed).
  📖 P.158 “Setting up Energy Save”



	Item name	Description
1	Protocol	Select the protocols to be used for recovering this equipment from the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed). The selectable number of protocols differs depending on the models. • **ARP** Select this to enable address resolution when this equipment is used under IPv4 environment. • **SNMP for IPv4** Select this to search this equipment over the network with SNMP protocol when Client Utilities is used under IPv4 environment. • **SNMP for IPv6** Select this to search this equipment over the network with SNMP protocol when Client Utilities is used under IPv6 environment. • **SMB** Select this to enable domain name resolution when NetBIOS name is used under IPv4 environment. • **Bonjour for IPv4** Select this to search this equipment over the network with the Bonjour protocol when it is used under IPv4 environment. • **Bonjour for IPv6** Select this to search this equipment over the network with the Bonjour protocol when it is used under IPv6 environment. • **Neighbor Discovery(Link Local Address)** Select this to enable address resolution when this equipment is used under IPv6 environment. • **Neighbor Discovery (Manual/Stateful Address)** Select this to enable address resolution when this equipment is used under IPv6 environment. • **LLMNR** Select this to enable domain name resolution when NetBIOS name is used under IPv6 environment. • **LLTD** Select this to search this equipment over the network with Nmap display when Network Mapper is used. • **SLP** Select this to enable service discovery when SLP is used. • **Web Services for IPv4** Select this to search this equipment over the network with WS-Discovery under IPv4 environment. • **Web Services for IPv6** Select this to search this equipment over the network with WS-Discovery under IPv6 environment.

Notes

- The protocol selecting list of the Wake Up setting is made to select the desired protocols regardless of whether the selected protocol is enabled or disabled on each protocol setting. If the selected protocol is disabled in its protocol setting, however, the Wake Up setting is disabled too and therefore this equipment will not be recovered from the Super Sleep mode or the Sleep mode (for models in which no Super Sleep mode is installed).
- When no response is returned from this equipment after you access the network even if a protocol selected on this setting is used, retry the access.

Tip

For communications using the following protocols, or for "unicast" communications that specify addresses, even if wake up settings are not applied, the device can return from Super Sleep mode (models without Super Sleep mode use Sleep mode).

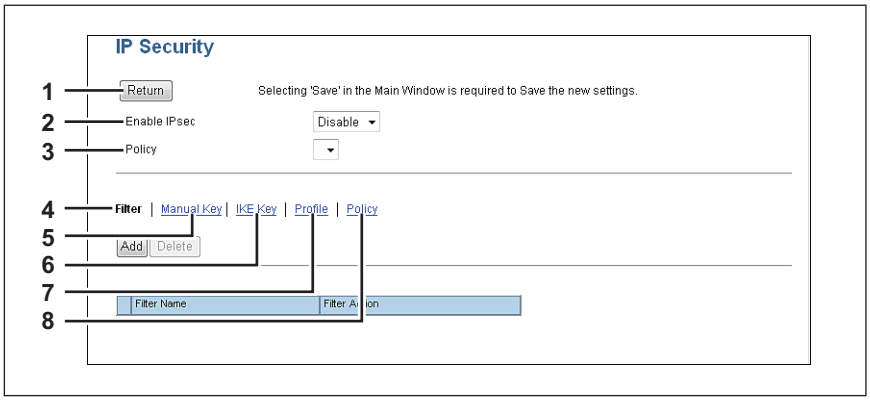
- IPP
- FTP
- HTTP
- SMB
- SMTP
- SNMP
- RAW9100
- LPD
- WebService

❑ Setting up IP Security

With the IP security function, you can enable data encryption communication using IPsec (IP Security Protocol).

Tip

With the [Flush Connections] button, if the keys for IPsec communication are leaked or a security violation occurs, you can manually delete (flush) the current session with the flush connection function and start a new session. If you want to delete the information of SAD (Security Association Database) for any reason, you can delete it in the same way.

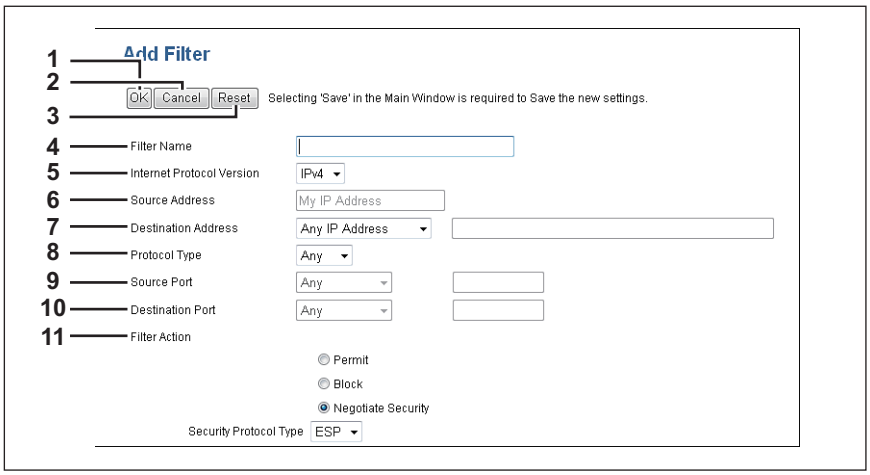


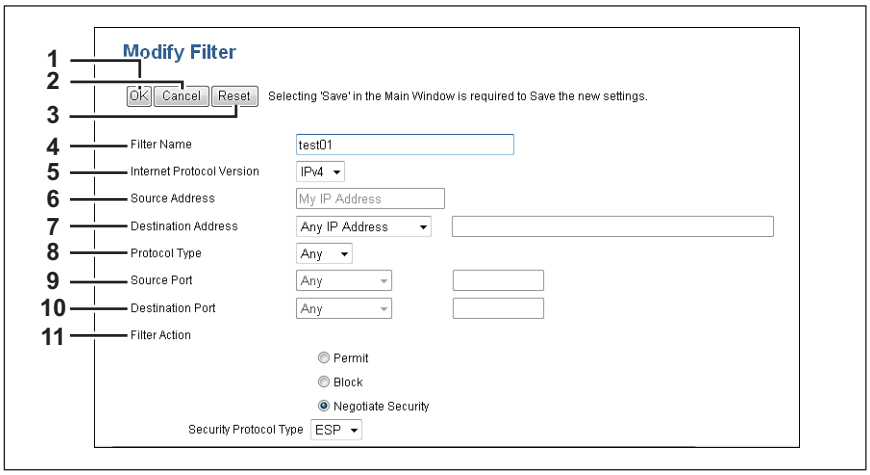
	Item name	Description
1	[Return] button	Closes the [IP Security] screen.
2	Enable IPsec	Specify whether or not to enable IPsec. • **Enable** — Enables IPsec. • **Disable** — Disables IPsec.
3	Policy	Select a policy to use in IPsec. To enable data encryption communication using IPsec, you must first create IPsec policies according to your system environment. 🕮 P.207 “[Add Policy] / [Modify Policy] screen”
4	Filter	Creates a filter for the IPsec environment. **[Add] button** — You can add a filter on the [Add Filter] screen. 🕮 P.198 “[Add Filter] / [Modify Filter] screen” **[Delete] button** — Select filters to delete and click the [Delete] button to delete them. **Filter Name** — Click a registered filter name to modify its content. 🕮 P.198 “[Add Filter] / [Modify Filter] screen” **Filter Action** — Displays the action of the registered filter.
5	Manual Key	Set the IPsec manual key. **[Add] button** — You can add a manual key on the [Add Manual Key] screen. 🕮 P.200 “[Add Manual Key] / [Modify Manual Key] screen” **[Delete] button** — Select manual keys to delete and click the [Delete] button to delete them. **Manual Key Name** — Click a registered manual key name to modify its content. 🕮 P.200 “[Add Manual Key] / [Modify Manual Key] screen” **Encryption Algorithm** — Displays the registered encryption algorithms.

	Item name	Description
6	IKE Key	Set the IPsec IKE key. **[Add] button** — You can add an IKE key on the [Add IKE] screen. 🕮 P.201 “[Add IKE] / [Modify IKE] screen” **[Delete] button** — Select keys to delete and click the [Delete] button to delete them. **Key Name** — Click a registered key name to modify its content. 🕮 P.201 “[Add IKE] / [Modify IKE] screen” **IKE Type** — Displays the registered IKE types.
7	Profile	First create a filter and a manual key or IKE key according to your IPsec environment, and then create profiles by combining them. **[Add] button** — You can add a profile on the [Add Profile] screen. 🕮 P.205 “[Add Profile] / [Modify Profile] screen” **[Delete] button** — Select profiles to delete and click the [Delete] button to delete them. **Profile Name** — Click a registered profile name to modify its content. 🕮 P.205 “[Add Profile] / [Modify Profile] screen” **Profile Mode** — Displays the registered profile mode.
8	Policy	Create a policy to use in IPsec by combining the registered profiles. **[Add] button** — You can add a policy on the [Add Policy] screen. 🕮 P.207 “[Add Policy] / [Modify Policy] screen” **[Delete] button** — Select policies to delete and click the [Delete] button to delete them. **Policy Name** — Click a registered policy name to modify its content. 🕮 P.207 “[Add Policy] / [Modify Policy] screen”

[Add Filter] / [Modify Filter] screen

You can display this screen by clicking the [Add] button for Filter or a registered filter name.
You can create a filter to use in IPsec.



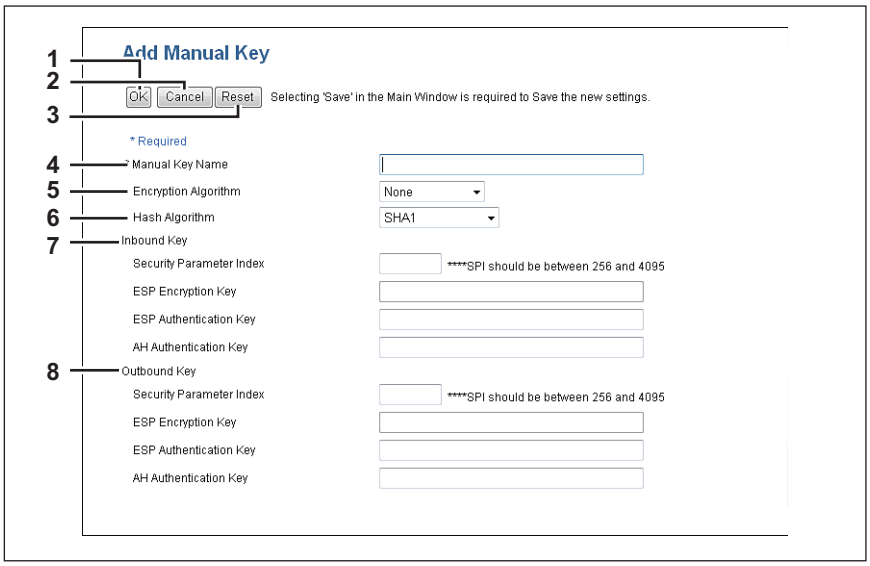


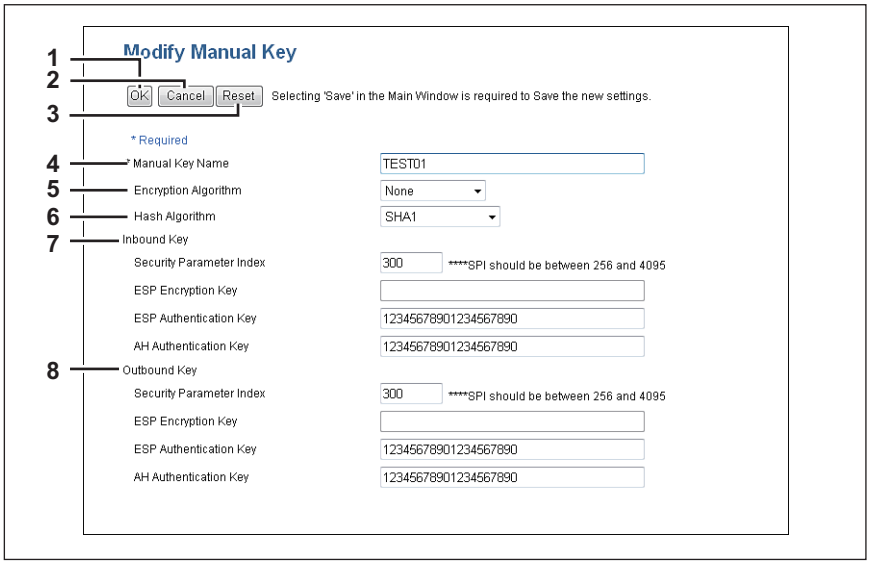
	Item name	Description
1	[OK] button	Saves the folder setting.
2	[Cancel] button	Cancels registration of the folder.
3	[Reset] button	Returns the settings to the defaults.
4	Filter Name	Enter a filter name. You can enter up to 63 alphanumerical characters and symbols other than #, %, &, +, \ (backslash), ' (apostrophe), ; (semicolon), , (comma), ", and =.
5	Internet Protocol Version	Select the IP version for IPsec. • **IPv4** — Select this to use IPsec under the IPv4 environment. • **IPv6** — Select this to use IPsec under the IPv6 environment.
6	Source Address	The IP address of this equipment is set as the source address to which the filter is applied. [My IP Address] is displayed in this box. This item cannot be changed.

	Item name	Description
7	Destination Address	Specify the destination address for the communication to which the filter is applied. • **Specific IP Address** — Set a specific IP address. Enter the IP address in the address input box. • **Subnet / Prefix** — Set the destination with its IP address and subnet mask. Enter the IP address and the prefix of the subnet mask directly in the address input box. • **FQDN** — Sets FQDN for the destination. Enter FQDN in the address input box. You can enter up to 255 alphanumerical characters including hyphen (-) and period (.). However, neither hyphen (-) nor period (.) can be used as first or last character. • **Any IP Address** — Set any IP address.
8	Protocol Type	Select a protocol for the filter. • **Any** — Set any protocol. • **TCP** — Select this to use TCP only. • **UDP** — Select this to use UDP only. • **ICMP** — Select this to use ICMP only.
9	Source Port	Specify the source port number. This setting is available only if you selected TCP or UDP in the protocol type setting. • **Any** — Set any source port. • **Port Number** — Set the port number of the sender. Enter the port number in the port number input box.
10	Destination Port	Set the destination port number. This setting is available only if you selected TCP or UDP in the protocol type setting. • **Any** — Set any destination port. • **Port Number** — Set the port number of the destination. Enter the port number in the port number input box.
11	Filter Action	Set the operation of the filter. • **Permit** — Select this to permit access from the specified destination. • **Block** — Select this to block access from the specified destination. • **Negotiate Security** — IPsec communication is performed with the specified destination. When this item is set, you must select the security protocol type to be used in IPsec communication from the following: - **ESP** — Select this to use ESP (Encapsulating Security Payload). - **AH** — Select this to use AH (Authentication Header).

[Add Manual Key] / [Modify Manual Key] screen

You can display this screen by clicking the [Add] button for Manual Key or a registered manual key name. You can set a manual key to use in IPsec.



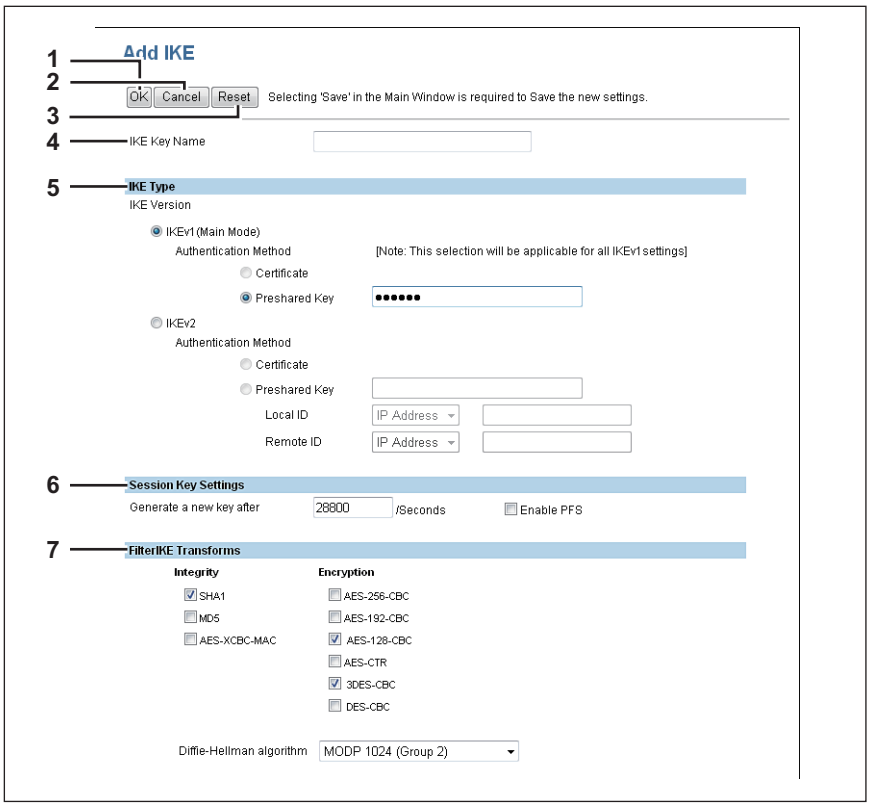


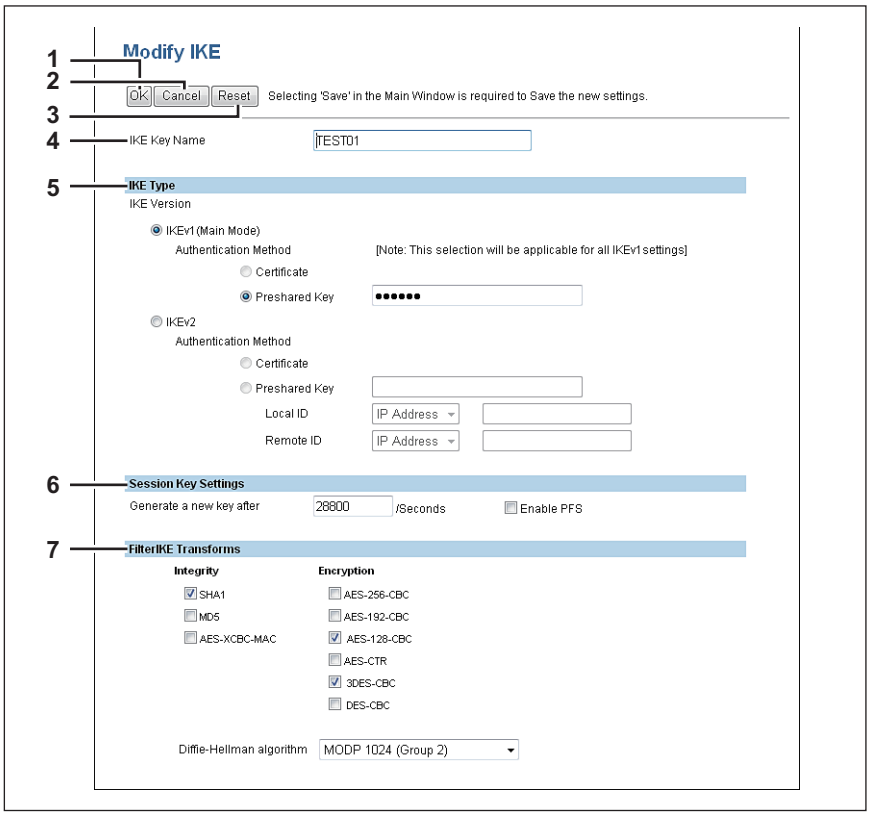
	Item name	Description
1	[OK] button	Saves the key setting.
2	[Cancel] button	Cancels registration of the key.
3	[Reset] button	Returns the settings to the defaults.
4	Manual Key Name	Enter the name of the manual key. You can enter up to 63 alphanumerical characters and symbols other than #, %, &, +, \ (backslash), ' (apostrophe), ; (semicolon), , (comma), ", and =.
5	Encryption Algorithm	Select an encryption algorithm. • **None** — Select this not to perform data encryption. • **AES-256-CBC** — Select this to use AES-CBC (256 bits). • **AES-192-CBC** — Select this to use AES-CBC (192 bits). • **AES-128-CBC** — Select this to use AES-CBC (128 bits). • **3DES-CBC** — Select this to use 3DES-CBC. • **DES-CBC** — Select this to use DES-CBC.

	Item name	Description
6	Hash Algorithm	Select a hash algorithm. • **SHA1** — Select this to use SHA1. • **MD5** — Select this to use MD5. • **AES-XCBC-MAC** — Select this to use AES-XCBC-MAC.
7	Inbound Key	Select a key for the receiving side.
	Security Parameter Index	Specify a security parameter index (SPI) for identification. You can enter a value in the range from 256 to 4095.
	ESP Encryption Key	Enter an ESP (Encapsulating Security Payload) encryption key.
	ESP Authentication Key	Enter an ESP (Encapsulating Security Payload) authentication key.
	AH Authentication Key	Enter an AH (Authentication Header) authentication key.
8	Outbound Key	Select a key for the destination.
	Security Parameter Index	Specify a security parameter index (SPI) for identification. You can enter a value in the range from 256 to 4095.
	ESP Encryption Key	Enter an ESP (Encapsulating Security Payload) encryption key.
	ESP Authentication Key	Enter an ESP (Encapsulating Security Payload) authentication key.
	AH Authentication Key	Enter an AH (Authentication Header) authentication key.

[Add IKE] / [Modify IKE] screen

You can display this screen by clicking the [Add] button for IKE Key or a registered key name.
You can set an IKE key to use in IPsec.





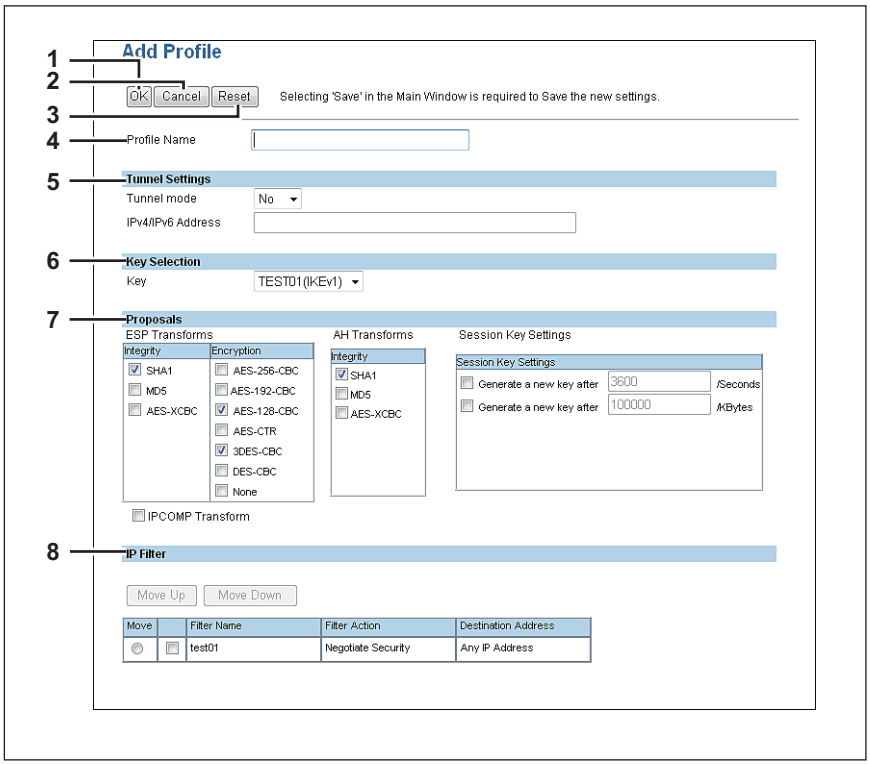
	Item name	Description
1	[OK] button	Saves the key setting.
2	[Cancel] button	Cancels registration of the key.
3	[Reset] button	Returns the settings to the defaults.
4	IKE Key Name	Enter the name of the IKE key. You can enter up to 63 alphanumerical characters and symbols other than #, %, &, +, \ (backslash), ' (apostrophe), ; (semicolon), , (comma), ", and =.
	Tip Up to 30 IKE keys can be created.	

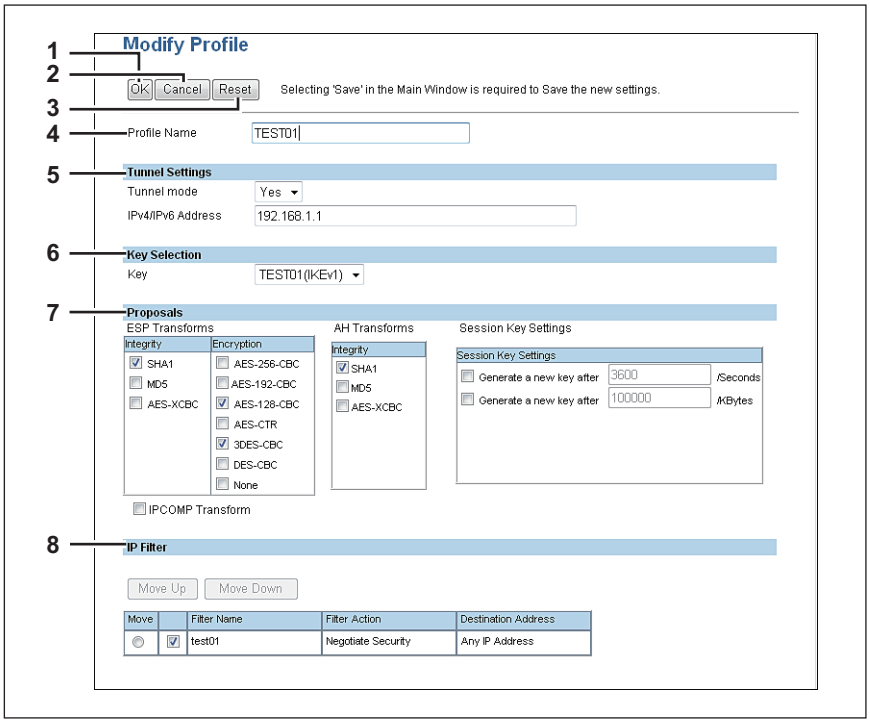
	Item name	Description
5	IKE Type:	
	IKEv1 (Main Mode)	Select this to use IKEv1. **Certificate** — Select this to use an electronic certificate. To select this, IPsec certificate must be installed in this equipment in advance. **Preshared Key** — Select this to perform authentication by sharing key information with the recipient of the communication in advance. Enter key information to be shared in the entry box. You can enter up to 128 alphanumerical characters and symbols other than &, <, and ". Note If you register more than one Preshared Key for IKEv1, only the one that you registered last will be valid.
	IKEv2	Select this to use IKEv2. **Certificate** — Select this to use an electronic certificate. To select this, IPsec certificate must be installed in this equipment in advance. **Preshared Key** — Select this to perform authentication by sharing key information with the recipient of the communication in advance. Enter key information to be shared in the entry box. You can enter up to 128 alphanumerical characters and symbols other than &, <, and ". • **Local ID** — Select among IP Address, FQDN, Email and Key-ID. When you have selected the Key-ID, enter the value to the corresponding item. You can enter up to 128 alphanumerical characters and symbols other than &, <, and ". • **Remote ID** — Select among IP Address, FQDN, Email and Key-ID. When you selected FQDN, Email or Key-ID, enter a value corresponding to the item you selected. When you selected Key-ID, enter the corresponding value. You can enter up to 128 alphanumerical characters and symbols except the following: & < ". When you selected Email, you can enter up to 192 alphanumerical characters. When you selected FQDN, you can enter up to 255 alphanumerical characters including hyphen (-) and period (.). However, neither hyphen (-) nor period (.) can be used as first or last character.
6	Session Key Settings:	
	Generate a new key after	Enter the interval between generating key information for IPsec communications in seconds. Set the interval period for regenerating key information for IPsec communication from 60 seconds to 604,800 seconds (7 days). **Enable PFS** — Select the check box when using the PFS (Perfect Forward Secrecy) function in IKE.

	Item name		Description
7	FilterIKE Transforms:		
		Integrity	Select the authentication algorithm to be used in IKE. • **SHA1** — Select this to use SHA1. • **MD5** — Select this to use MD5. • **AES-XCBC-MAC** — Select this to use AES-XCBC-MAC.
		Encryption	Select the encryption algorithm to be used in IKE. • **AES-256-CBC** — Select this to use AES-CBC (256 bits). • **AES-192-CBC** — Select this to use AES-CBC (192 bits). • **AES-128-CBC** — Select this to use AES-CBC (128 bits). • **AES-CTR** — Select this to use AES-CTR. • **3DES-CBC** — Select this to use 3DES-CBC. • **DES-CBC** — Select this to use DES-CBC.
		Diffie-Hellman algorithm	Select the Diffie-Hellman group to be used in IKE. • **MODP 768 (Group 1)** — Select this to use the MODP group in 768 bits. • **MODP 1024 (Group 2)** — Select this to use the MODP group in 1024 bits. • **MODP 2048 (Group 14)** — Select this to use the MODP group in 2048 bits. • **Elliptic Curve P-256 (Group 19)** — Select this to use Elliptic Curve P-256. • **Elliptic Curve P-384 (Group 20)** — Select this to use Elliptic Curve P-384. • **Elliptic Curve P-521 (Group 21)** — Select this to use Elliptic Curve P-521.

[Add Profile] / [Modify Profile] screen

You can display this screen by clicking the [Add] button for Profile or a registered profile name.
You can create a profile for an IPsec environment by combining the registered filter and either a manual key or an IKE key.



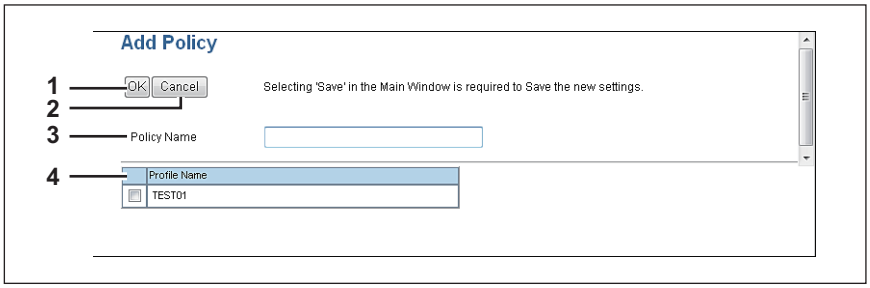


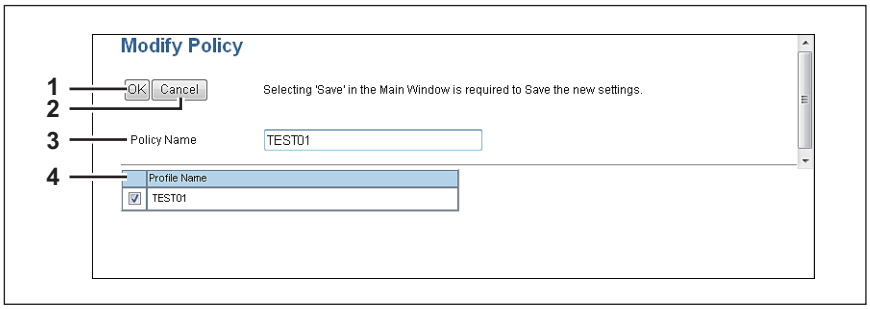
	Item name	Description
1	[OK] button	Saves the profile setting.
2	[Cancel] button	Cancels registration of the profile.
3	[Reset] button	Returns the settings to the defaults.

	Item name	Description
4	Profile Name	Enter the profile name. You can enter up to 63 alphanumerical characters, including hyphen (-) and underscore (_).
	Tip Up to 30 profiles can be created.	
5	Tunnel Settings:	
	Tunnel mode	Select whether or not to use tunnel mode for IPsec communications. • **Yes** — Select this to use the tunnel mode. • **No** — Select this not to use the tunnel mode. (The transport mode will be used instead.)
	IPv4/IPv6 Address	Enter the IP address for the gateway which encrypts and decrypts data in tunnel mode.
6	Key Selection:	
	Key	Displays the IKE key settings registered in the equipment. IKE keys already registered in this equipment are displayed.
7	Proposals:	
	ESP Transforms	Specify the transform for ESP. • **Integrity** — Selects the authentication algorithm to be used in ESP. - **SHA1** — Select this to use SHA1. - **MD5** — Select this to use MD5. - **AES-XCBC** — Select this to use AES-XCBC. • **Encryption** — Selects the encryption algorithm to be used in ESP. - **AES-256-CBC** — Select this to use AES-CBC (256 bits). - **AES-192-CBC** — Select this to use AES-CBC (192 bits). - **AES-128-CBC** — Select this to use AES-CBC (128 bits). - **AES-CTR** — Select this to use AES-CTR. - **3DES-CBC** — Select this to use 3DES-CBC. - **DES-CBC** — Select this to use DES-CBC. - **None** — Select this not to perform data encryption.
	AH Transforms	Specify the transform for AH. • **Integrity** — Selects the authentication algorithm to be used in AH. - **SHA1** — Select this to use SHA1. - **MD5** — Select this to use MD5. - **AES-XCBC** — Select this to use AES-XCBC.
	Session Key Settings	Specify the session key for IPsec communications. • **Session Key Settings** — Sets an interval for regenerating the session key. The interval can be set in time or the amount of data. Select the desired check box and then key in the value in the entry box. - **Generate a new key after [ ]/Seconds** — Specify the interval between key generations in seconds. Specify within the range from 180 to 86,400 seconds (24 hours). - **Generate a new key after [ ]/KBytes** — Specify the data volume between key generations in Kbytes. Specify within the range from 20,480 to 214,783,647 Kbytes.
	IPCOMP Transform	Select if using the IPCOMP transform.
8	IP Filter	You can display a list of filter settings registered in this equipment. Select the check box for the filter to be applied to the profile. If more than one filter is registered, you can change their order in the list. Click [Move] for the desired filter, and then click [Move Up] or [Move Down] to move the filter.

[Add Policy] / [Modify Policy] screen

You can display this screen by clicking the [Add] button for Policy or a registered policy name.
You can create a policy to use in IPsec by combining the registered profiles.





	Item name	Description
1	[OK] button	Saves the profile setting.
2	[Cancel] button	Cancels registration of the profile.
4	Policy Name	Enter the policy name. You can enter up to 63 alphanumerical characters and symbols other than #, %, &, +, \ (backslash), ‘ (single quotation), ; (semicolon), , (comma), “ (double quotation) and =.
	Tip Up to 10 policies can be created.	
4	Profile Name	Select profiles to apply to the policy. You can select multiple profiles.

■ Copier settings

You can specify copier settings.

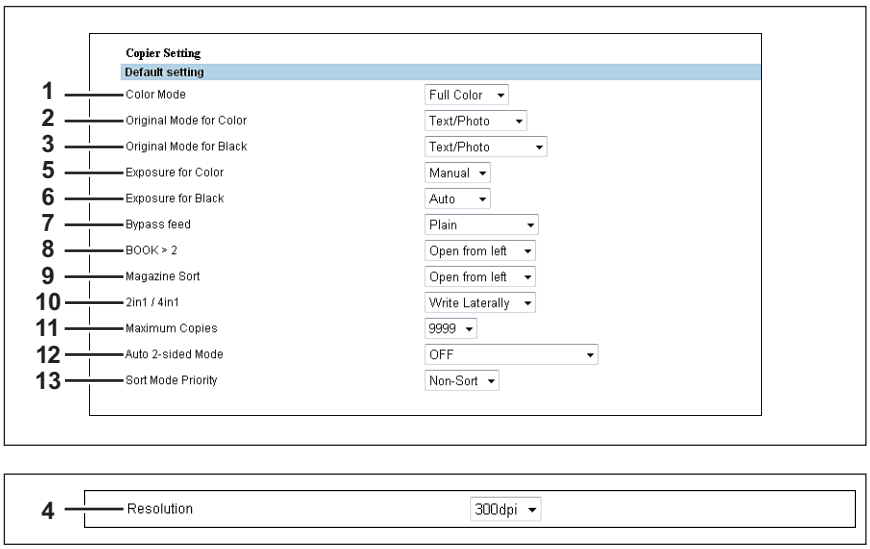
Tip

The [Copier] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

🕮 P.208 “Setting up Default setting”
🕮 P.211 “Setting up Copy Job Enforcement Continue”

❑ Setting up Default setting

In Default setting, you can set the default copier settings that apply for copy operation from the touch panel.



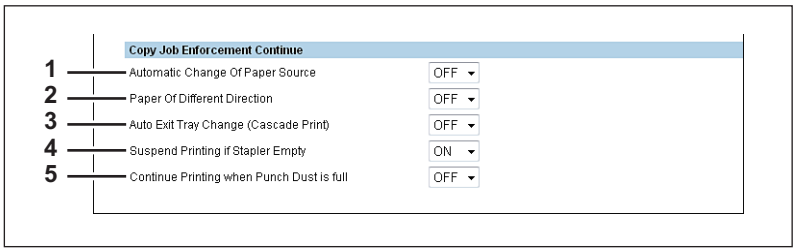
	Item name	Description
1	Color Mode *1	Select the default color mode for copying. • **Auto Color** — The equipment automatically judges the type of each color on originals. Colored originals are copied in full colors and black and white originals are copied in black and white. • **Full Color** — All originals are copied in full colors. • **Black** — All originals are copied in black and white.
	Note Only [Black] can be selected when the No Limit Black function is enabled. For the details of the No Limit Black function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***.	
2	Original Mode for Color *1	Select the default original mode for color originals. • **Text/Photo** — Originals with text and photographs mixed. • **Text** — Originals with text (or text and line art) only. • **Photo** — Originals with general photographs on photographic printing paper. • **Printed Image** — Originals with photogravure (e.g. magazine, brochure). • **Map** — Originals with fine illustrations or text.

	Item name	Description
3	Original Mode for Black [*1]/ Original Mode	Select the default original mode for black and white originals. • **Text/Photo** — Originals with text and photographs mixed. • **Text** — Originals with text (or text and line art) only. • **Photo** — Originals with photographs. • **Image Smoothing** [*2] — Originals with text and photographs mixed (especially originals requiring higher reproducibility on photos). • **Blue Original** [*3] — Select this to copy originals printed with erasable toner.
4	Resolution [*1] [*2]	Select the default copier resolution. • **300dpi** — Select 300 dpi resolution. • **600dpi** — Select 600 dpi resolution.
5	Exposure for Color [*1]	Select the type of image density for color copies. • **Auto** — Select this to set the Auto mode as the default exposure for color copy. The Auto mode automatically detects the density of the original to make copies at the optimum exposure. • **Manual** — Select this to set the Manual mode as the default exposure for color copy. The manual mode allows you to manually specify the density of the original.
6	Exposure for Black [*1]/ Exposure	Select the type of image density for black and white copies. • **Auto** — Select this to set the Auto mode as the default exposure for black and white copies. The Auto mode automatically detects the density of the original to make copies at the optimum exposure. • **Manual** — Select this to set the Manual mode as the default exposure for black and white copies. The manual mode allows you to manually specify the density of the original.
7	Bypass feed	Select the default paper type for the Bypass Tray.
8	BOOK > 2 [*2]	Select the default page arrangement of the book-type originals for Book to 2-sided copies. Available only when the Automatic Duplexing Unit is installed. • **Open from left** — Select this to copy the booklet originals that are read from a left page. • **Open from right** — Select this to copy the booklet originals that are read from a right page.
9	Magazine Sort [*2]	Select the default page arrangement for magazine sort copies. Available only when the Automatic Duplexing Unit is installed. • **Open from left** — Select this to create a booklet that can be read from the left page. • **Open from right** — Select this to create a booklet that can be read from the right page.
10	2in1 / 4in1	Select the default page arrangement for 2in1/4in1 copies. • **Write Laterally** — Select this to copy two pages or four pages from left to right or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from left to right. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from top to bottom. • **Write Vertically** — Select this to copy each two pages or four pages from right to left or top to bottom. When the portrait originals are copied using 2in1 or 4in1, this equipment copies them from right to left. When the landscape originals are copied using 2in1 or 4in1, this equipment copies them from top to bottom.
11	Maximum Copies	Select the maximum numbers of pages that users can specify for copying. You can select from [9999][*2], [999], [99] or [9].

	Item name	Description
12	Auto 2-sided Mode	Select how the 2-sided mode initially applies to copy settings when originals are set in the Reversing Automatic Document Feeder. Available only when the Reversing Automatic Document Feeder and the Automatic Duplexing Unit are installed. • **OFF** — Select this to initially apply [1->1 SIMPLEX] when originals are set in the Reversing Automatic Document Feeder. • **One-sided/Double-sided** — Select this to initially apply [1->2 DUPLEX] when originals are set in the Reversing Automatic Document Feeder. • **Double-sided/Double-sided** — Select this to initially apply [2->2 DUPLEX] when originals are set in the Reversing Automatic Document Feeder. • **User Selection** — Select this to initially display the screen to select the 2-sided mode when originals are set in the Reversing Automatic Document Feeder.
13	Sort Mode Priority	Select the default sort mode for copying. • **Non-Sort** — Copies exit without sorting. • **Staple** — Copies exit with their corner stapled. • **Sort** — Copies exit in the same page order as the originals one set after another. • **Group** — Copies grouped by page exit.

*1 Available only for models that support color printing.
*2 This function is not available for some models.
*3 Default for e-STUDIO307LP.

❑ Setting up Copy Job Enforcement Continue



	Item name	Description
1	Automatic Change Of Paper Source	Specify whether or not to change the paper source automatically when the size of the original and the paper in the paper source do not match. • **ON** — Select this to change the paper source and continue processing the job. • **OFF** — Select this to stop the job.
2	Paper Of Different Direction *1	Specify whether or not to copy on paper which is loaded in the paper source in a different orientation from the original. • **ON** — Select this to continue processing the job by copying on paper in a different orientation. • **OFF** — Select this to stop the job.
3	Auto Exit Tray Change (Cascade Print)	Specify whether or not to switch the receiving tray automatically. • **ON** — Select this to continue processing the job by switching the receiving tray. • **OFF** — Select this to stop the job.
4	Suspend Printing if Stapler Empty	Specify whether to stop printing when staples run out. • **ON** — Select this to stop printing when staples run out. • **OFF** — Select this not to stop printing when staples run out.
5	Continue Printing when Punch Dust is full *1	Specify whether to continue printing when the punch dust bin is full. • **ON** — Select this to continue printing even when the punch dust bin is full. • **OFF** — Select this to stop printing when the punch dust bin is full.

*1 This function is not available for some models.

■ Fax settings

You can specify fax settings.

Tip

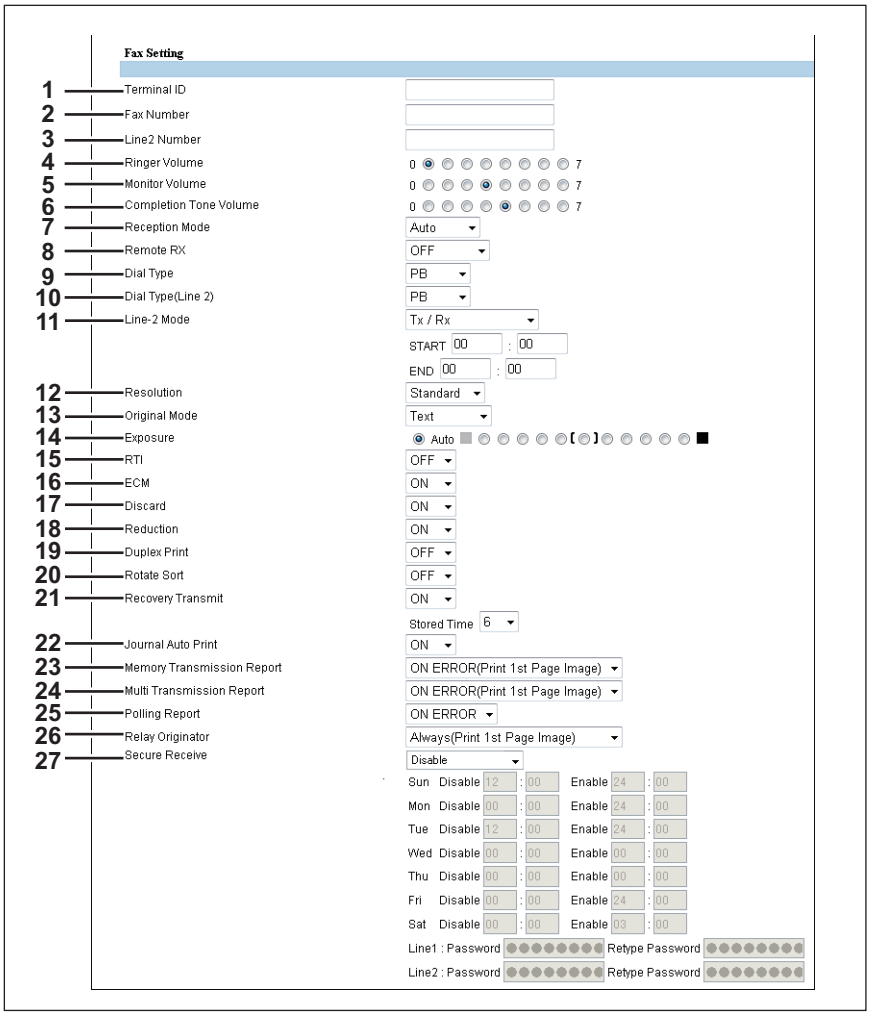
The [Fax] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

❑ Setting up Fax Setting

In Fax Setting, you can set the default fax settings that apply to fax operations from the touch panel.

Tip

Some items may not be displayed or may not function on some models.



	Item name	Description
1	Terminal ID	Enter the terminal ID name (company name) to identify this equipment. The name will be printed at the leading edge of all documents transmitted.
2	Fax Number	Enter the fax number of this equipment. This fax number will be printed at the leading edge of all documents transmitted from Line 1.

	Item name	Description
3	Line2 Number	Enter the fax number for Line 2 of this equipment, if installed. This fax number will be printed at the leading edge of all documents transmitted from Line 2.
4	Ringer Volume	Select the ringer volume.
5	Monitor Volume	Select the volume of the line monitor during transmission.
6	Completion Tone Volume	Select the volume of the line monitor when completing the printing of a received fax.
7	Reception Mode	Select how this equipment activates when a fax is received. • **Auto** — Select this to automatically receive incoming originals when the bell rings. Select this when the line is being used exclusively by the fax transmission. • **Manual** — Select this to manually receive incoming originals after pressing the [Start] button on the control panel. • **TEL/FAX** — Select this to automatically detect whether the incoming call is a telephone call or a fax transmission. Select this option when connecting this equipment to a line which is also used as a telephone line.
8	Remote RX	Select the method of a remote reception of a fax using an external telephone device. • **OFF** — Select this to disable the remote RX function. • **DIAL** — Select this to talk on the phone first and then start receiving by a dial operation. • **ON HOOK** — Select this to receive by replacing the telephone receiver within the specified duration.
9	Dial Type	Select the dial type for Line 1. • **DP** — Select this to use the Dial Pulse type for Line 1. • **MF** — Select this to use Multi-frequency type for Line 1.
	Tip The following items are displayed for some models. - 10PPS — Select this to use the Dial Pulse type for 10PPS. - 20PPS — Select this to use the Dial Pulse type for 20PPS. - PB — Select this to use a tone type push phone line.	
10	Dial Type(Line 2) *1	Select the dial type for Line 2, if installed. • **DP** — Select this to use the Dial Pulse type for Line 2. • **MF** — Select this to use Multi-frequency type for Line 2.
	Tip The following items are displayed for some models. - 10PPS — Select this to use the Dial Pulse type for 10PPS. - 20PPS — Select this to use the Dial Pulse type for 20PPS. - PB — Select this to use a tone type push phone line.	
11	Line-2 Mode *1	Select how Line 2 is used, if installed. • **Tx / Rx** — Select this to use Line 2 for sending and receiving a fax. • **Rx Only (24 Hour)** — Select this to use Line 2 only for receiving a fax. • **Rx Only (Timer)** — Select this to use Line 2 only for receiving a fax during specified time. When this is selected, enter the start time and end time that Line 2 is used for only receiving a fax.

	Item name	Description
12	Resolution	Select the default resolution for sending faxes. • **Standard** — Select this to use the standard mode as the default resolution. This mode is suitable when you are frequently transmitting text documents with normal size characters. • **Fine** — Select this to use the fine mode as the default resolution. This mode is suitable when you are transmitting documents with small size characters or fine drawings. • **Ultra Fine** — Select this to use the ultra fine mode as the default resolution. This mode is suitable when you are transmitting documents with very small size characters or detailed drawings.
13	Original Mode	Select the default image quality mode for sending faxes. • **Text** — Select this to set the Text mode as the default image quality mode appropriate for sending text originals. • **Text/Photo** — Select this to set the Text/Photo mode as the default image quality mode appropriate for sending originals containing both text and photos. • **Photo** — Select this to set the Photo mode as the default image quality mode appropriate for sending photo originals.
14	Exposure	Select the default exposure for sending faxes. Select [Auto] to automatically apply the ideal contrast according to the original or select the contrast manually in 11 stages.
15	RTI	Select whether to print a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.
16	ECM	Select whether to enable or disable the ECM (Error Correction Mode) to automatically re-send any portion of the document affected by phone line noise or distortion.
17	Discard	Select whether to discard the lower portion of the received fax image if it is larger than the recording paper.
18	Reduction	Select whether to reduce the received fax image if it is larger than the effective printing area of the recording paper.
19	Duplex Print	Select whether to print the received fax images on both sides of the recording paper. Available only when the Automatic Duplexing Unit is installed.
20	Rotate Sort *1	Select whether to rotate the output direction in the tray for each reception.
21	Recovery Transmit	Select whether to re-transmit a fax after failing the initially specified number of redial attempts. When this is enabled, select the stored time length from 1 to 24 hours.
22	Journal Auto Print	Select whether to automatically print a transmission and reception journal after every transmission completed.
23	Memory Transmission Report	Select how to print a result report after a memory transmission. • **OFF** — Select this to not print a memory transmission report. • **Always** — Select this to print a memory transmission report with all page images for each memory transmission completed. • **ON ERROR** — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed. • **Always(Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image for each memory transmission completed. • **ON ERROR(Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.

	Item name	Description
24	Multi Transmission Report	Select how to print a result report after a multi-address transmission. • **OFF** — Select this to not print a multi-address transmission report. • **Always** — Select this to print a multi-address transmission report with all page images for each multi-address transmission completed. • **ON ERROR** — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed. • **Always(Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission completed. • **ON ERROR(Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.
25	Polling Report	Select how to print a result report after a multi-polling reception. • **OFF** — Select this to not print a multi-polling report. • **Always** — Select this to print a multi-polling report for each multi-polling reception. • **ON ERROR** — Select this to print a multi-polling report only when the multi-polling reception is not successful.
26	Relay Originator	Select how to print a result report after a relay transmission. • **OFF** — Select this to not print a relay station report. • **Always** — Select this to print a relay station report with all page images for each relay transmission completed. • **ON ERROR** — Select this to print a relay station report with all page images only when the relay transmission is not successful. • **Always(Print 1st Page Image)** — Select this to print a relay station report with the 1st page image for each relay transmission completed. • **ON ERROR(Print 1st Page Image)** — Select this to print a relay station report with the 1st page image only when the relay transmission is not successful.
27	Secure Receive	You can set the Secure Receive function to store received fax jobs in the equipment without printing them. With this function, you can prevent the leaking of confidential information in a fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office. • **Enable** — Enables the Secure Receive function. To print the fax jobs the Secure Receive function received, you must set [Line1 : Password] and [Retype Password] or [Line2 : Password]*1 and [Retype Password] *1. For the password, you can enter up to 20 alphanumerical characters and symbols (! # ( ) * + , - . / : ; = ? @ $ ^ _ ` { | } ~ \ space). • **Disable** — Disables the Secure Receive function. • **Weekly Schedule** — Sets whether the Secure Receive function is enabled or disabled for each day of the week. You can set the time to enable and disable the Secure Receive function (24-hour display). - For a day on which you want to enable the Secure Receive function all day, specify "00:00" for "Disable" and "00:00" for Enable. - For a day on which you want to disable the Secure Receive function all day, specify "00:00" for "Disable" and "24:00" for Enable. To print the fax jobs the Secure Receive function received, you must set [Line1 : Password] and [Retype Password] or [Line2 : Password] and [Retype Password]. For the password, you can enter up to 20 alphanumerical characters and symbols (! # ( ) * + , - . / : ; = ? @ $ ^ _ ` { | } ~ \ space).

*1 This function is not available for some models.

■ Save as File settings

You can configure the Save as file settings that apply to the Save as file operations.

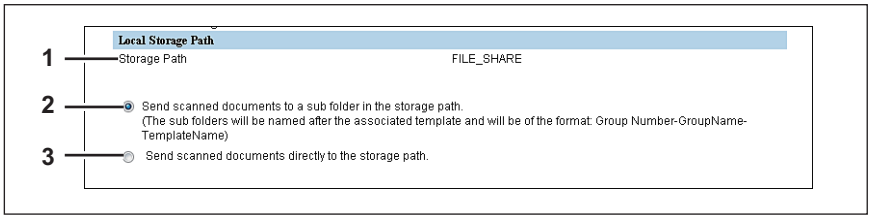
Tip

The [Save as file] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

🕮 P.216 “Setting up Local Storage Path”
🕮 P.217 “Setting up Storage Maintenance”
🕮 P.217 “Setting up Destination”
🕮 P.218 “Setting up Folder Name”
🕮 P.218 “Setting up Format”
🕮 P.219 “Setting up Single Page Data Saving Directory”
🕮 P.219 “Setting up File Composition”
🕮 P.220 “Setting up User Name and Password at User Authentication for Save as File”
🕮 P.220 “Setting up Searching Interval”
🕮 P.221 “Setting up Remote 1 and Remote 2”
🕮 P.224 “Setting up N/W-Fax Destination”
🕮 P.225 “Setting up N/W-Fax Folder”

❑ Setting up Local Storage Path

You can see the folder path where files are stored by the Save as file to local folder. You can open the local folder by browsing this equipment from a Windows network.



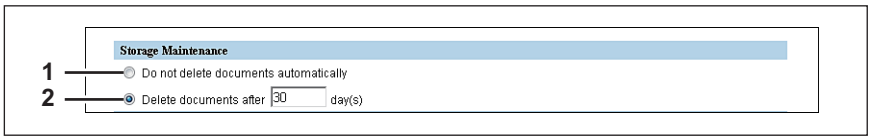
	Item name	Description
1	Storage Path	Displays the local storage path where files are stored when files are saved to the local folder by the Save as file functions.
2	Send scanned documents to a sub folder in the storage path.	Select this to save the files in the sub folder that is named as "Group Number-Group Name-Template Name".
3	Send scanned documents directly to the storage path.	Select this to save the files directly in the storage path.

❑ Setting up Storage Maintenance

In Storage Maintenance, you can select how to delete files stored in the local folder.

Note

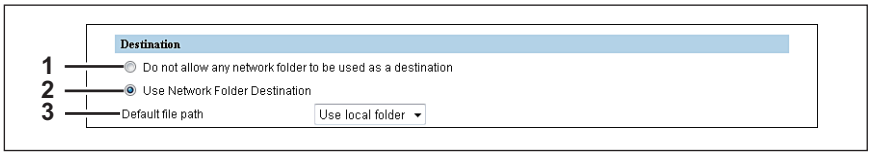
The folder that was created when storing the files in the local folder will be deleted automatically when all files in the folder are deleted.



	Item name	Description
1	Do not delete documents automatically	Select this to delete files stored in the local folder manually. If you select this option, files saved in the shared folder will not be deleted automatically.
2	Delete documents after [ ] day(s)	Select this to automatically delete files stored in the local folder after a specified number of days. When this is selected, enter the number of days that the files are to remain. [30days] is set as the default.

❑ Setting up Destination

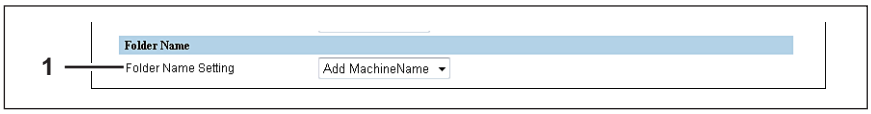
You can specify whether a network folder can be used for Save as file. Available only when the hard disk is installed.



	Item name	Description
1	Do not allow any network folder to be used as a destination	You can specify that a network folder cannot be used for Save as file. When this is selected, users can only save a file in the local folder or USB media.
2	Use Network Folder Destination	You can specify that a network folder can be used for Save as file. When this is selected, set the Remote 1 and Remote 2 Settings to specify how users can select the network folders for Save as file destinations.
3	Default file path	Select the destination that will be set as the default destination when performing Save as file from the control panel. • **Use local folder** — Select this to save in a local folder. • **Remote 1** — Select this to save in the folder set in Remote 1. • **Remote 2** — Select this to save in the folder set in Remote 2.

❑ Setting up Folder Name

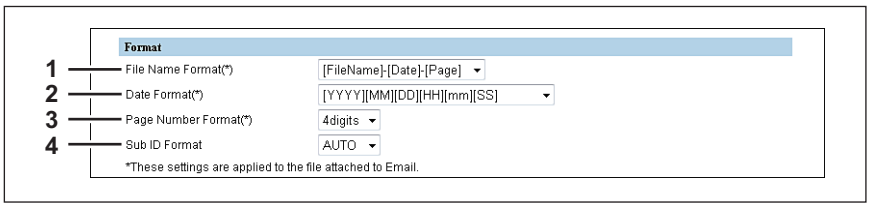
You can select whether to add information related to this equipment or users to the name of a folder created automatically when you save files.



	Item name	Description
1	Folder Name Setting	Select additional information of the name of a folder created when you save files. • **Disable** — Select this not to add any information. • **Add MachineName** — Select this to add the NetBIOS name of this equipment. • **Add UserName** — Select this to add a user name set in user authentication.

❑ Setting up Format

You can set how to name files of the scanned images when you save them into the "FILE_SHARE" folder of this equipment or USB.

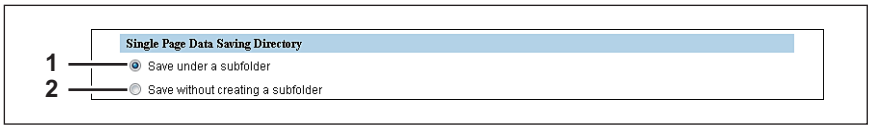


	Item name	Description
1	File Name Format	Select the format of the file name. Information such as file name, date and time or page number is added according to the selected format. The added information will also be applied to file names attached to E-mails. • **[FileName]-[Date]-[Page]** • **[FileName]-[Page]-[Date]** • **[Date]-[FileName]-[Page]** • **[Date]-[Page]-[Filename]** • **[Page]-[FileName]-[Date]** • **[Page]-[Date]-[FileName]** • **[FileName]_[Date]-[Page]**
2	Date Format	Select how you add "date and time" of the file name selected in [File Name Format]. The added information will also be applied to file names attached to E-mails. • **[YYYY][MM][DD][HH][mm][SS]** — Year (4 digits), month, day, hour, minute and second are added. • **[YY][MM][DD][HH][mm][SS]** — Year (2 digits), month, day, hour, minute and second are added. • **[YYYY][MM][DD]** — Year (4 digits), month, and day are added. • **[YY][MM][DD]** — Year (2 digits), month, and day are added. • **[HH][mm][SS]** — Hour, minute and second are added. • **[YYYY][MM][DD][HH][mm][SS][mm0]** — Year (4 digits), month, day, hour, minute, second and random number (2 digits and "0") are added.
3	Page Number Format	Select the number of digits of a page number applied to "Page" of the file name selected in [File Name Format] from 3 to 6. The added information will also be applied to file names attached to E-mails. [4digits] is set as the default.

	Item name	Description
4	Sub ID Format	This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [AUTO]. [AUTO] is selected by default. If [AUTO] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name.

❑ Setting up Single Page Data Saving Directory

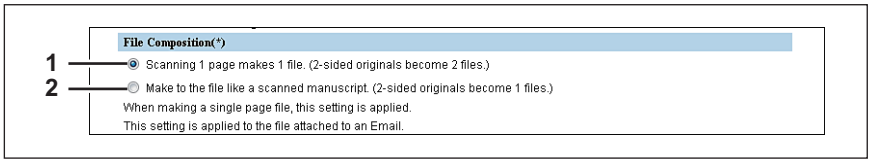
If [SINGLE] is selected in [MULTI/SINGLE PAGE] on the scan menu of this equipment, the scanned data are saved as a single-page file. This setting is to select whether a subfolder is created or not when you are saving a single-page file.



	Item name	Description
1	Save under a subfolder	A subfolder is created in a specified directory and you can save the file into it.
2	Save without creating a subfolder	A subfolder is not created and the file is saved in a specified directory.

❑ Setting up File Composition

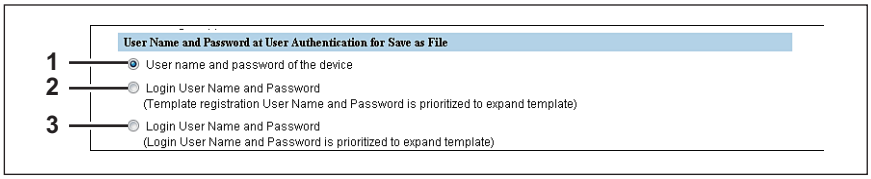
If [SINGLE] is selected in [MULTI/SINGLE PAGE] on the scan menu of this equipment, the scanned data are saved as a single-page file. This setting is to select a page configuration of a single-page file to be saved. The added information will also be applied to file names attached to E-mails.



	Item name	Description
1	Scanning 1 page makes 1 file. (2-sided originals become 2 files.)	When 1 page of an original is scanned, the scanned data are saved as 1 file. When you scan 1 sheet of a 2-sided original, for example, the data of its front side are saved as 1 file and those of its back side are also saved as 1 file.
2	Make to the file like a scanned manuscript. (2-sided originals become 1 files.)	When 1 page of an original is scanned, the scanned data are saved as 1 file. When you scan 1 sheet of a 2-sided original, for example, the data of both the front and back sides (= 2 pages) are saved as 1 file.

❑ Setting up User Name and Password at User Authentication for Save as File

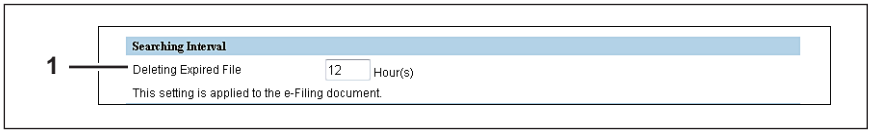
If user authentication is enabled, you can select whether a user name and a password used for user authentication are automatically applied to [LOGIN USER NAME] and [PASSWORD] to be used for saving files into a network folder (specified in REMOTE 1/2) or not. This setting is applied only when [Use Network Folder Destination] of the Destination setting for the Remote 1 or the Remote 2 is checked.



	Item name	Description
1	User name and password of the device	User names and passwords being logged in will not be applied. Enter [LOGIN USER NAME] and [PASSWORD] as required when scanning originals.
2	Login User Name and Password (Template registration User Name and Password is prioritized to expand template)	A user name and a password being logged in will be automatically applied. When a template is used, a user name and a password registered there will be automatically applied.
3	Login User Name and Password (Login User Name and Password is prioritized to expand template)	A user name and a password being logged in will be automatically applied. When a template is used, the user name and password being logged in will be applied.

❑ Setting up Searching Interval

Select the interval for searching expired files in the "FILE_SHARE" folder. The content of this setting will also be applied to files in e-Filing boxes.



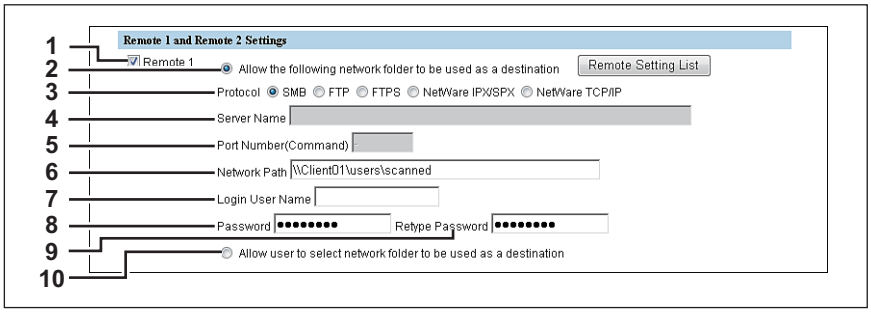
	Item name	Description
1	Deleting Expired File [ ] Hour(s)	This equipment searches expired files every time a specified period of time has passed. The period can be selected from 1 to 24 hours. 12 hours is set by default.
	Tip You can set the expiration date of each file in the "FILE_SHARE" folder or whether to delete expired files or not using the items below. 📖 P.217 “Setting up Storage Maintenance”	

❑ Setting up Remote 1 and Remote 2

In Remote 1 and Remote 2, you can specify how users can select the network folders for Save as file destination when you select [Use Network Folder Destination] in the Destination setting. You can specify two network folders; Remote 1 and Remote 2. The setting items are the same for both Remote 1 and Remote 2. When the hard disk is not installed, you can specify either Remote 1 or Remote 2 as the network folder.

Note

The network folder as a destination must be set to be shared by all users.

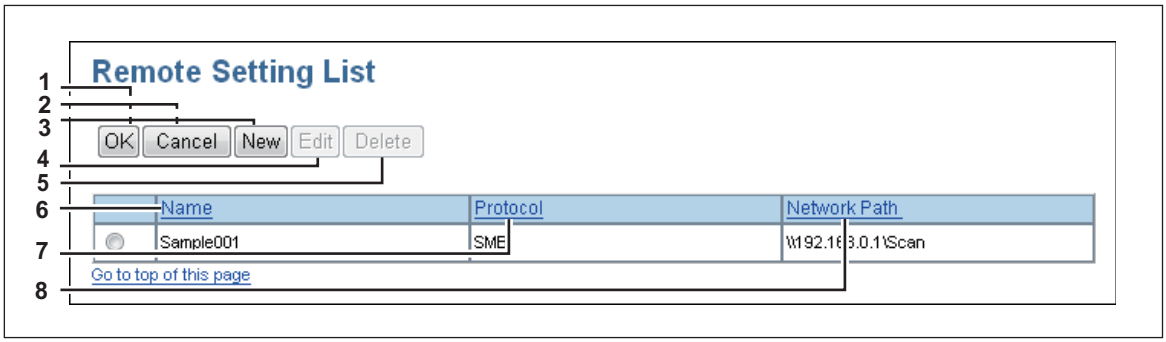


	Item name	Description
1	[Remote 1]/[Remote 2]	Select the remote network folder you want to use.
2	Allow the following network folder to be used as a destination	Select this to restrict users to select only the network folder that you have specified. Otherwise, select [Allow user to select network folder to be used as a destination]. **[Remote Setting List] button** — Sets a list of network folders for Save as file destination, which can be selected from Remote 1 and Remote 2. To select the specified setting list from the control panel, you must select [Allow user to select network folder to be used as a destination]. 📖 P.222 “[Remote Setting List] screen”
3	Protocol	Select the protocol to be used for uploading a file to the network folder. • **SMB** — Select this to send a file to the network folder using the SMB protocol. • **FTP** — Select this to send a file to the FTP server. • **FTPS** — Select this to send a file to the FTP server using FTP over SSL. • **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol. • **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.
4	Server Name	When you select [FTP] as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "192.168.1.1" in this box. When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available). When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server. You can enter up to 64 alphanumerical characters and symbols.
5	Port Number(Command)	Enter the port number to be used for controls if you select [FTP] as the protocol. Generally "-" is entered for the control port. When "-" is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number. You can enter a value in the range from 0 to 65535 using numbers and hyphens (-). “-” is set as the default.

	Item name	Description
6	Network Path	When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\\Client01\users\scanned". When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned". When you select [NetWare IPX/SPX] or [NetWare TCP/IP] as the protocol, enter the folder path in the NetWare file server. For example, to specify the "sys\scan" folder in the NetWare file server, enter "\sys\scan". You can enter up to 128 alphanumerical characters and symbols.
7	Login User Name	Enter the log-in user name to access an SMB server, an FTP server, or a NetWare file server, if required. When you select [FTP] as the protocol, an anonymous log-in is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols other than <, >, " (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible.
8	Password	Enter the password to access an SMB server, an FTP server, or a NetWare file server, if required. You can enter up to 32 alphanumerical characters, symbols, and spaces. A single space only can also be entered.
9	Retype Password	Enter the same password again for a confirmation.
10	Allow user to select network folder to be used as a destination	Select this to allow users to specify a network folder as a destination. When the list of Save as file destinations has been set in [Remote Setting List], you can select a network folder from the list. Otherwise, select [Allow the following network folder to be used as a destination].
	Tip If you want to allow users to specify either Remote 1 or Remote 2, select the one that is not set for the network folder as a destination and select [Allow user to select network folder to be used as a destination] of the selected folder.	

[Remote Setting List] screen

In this screen, you can set a list of network folders for Save as file destination, which can be selected from Remote 1 and Remote 2.

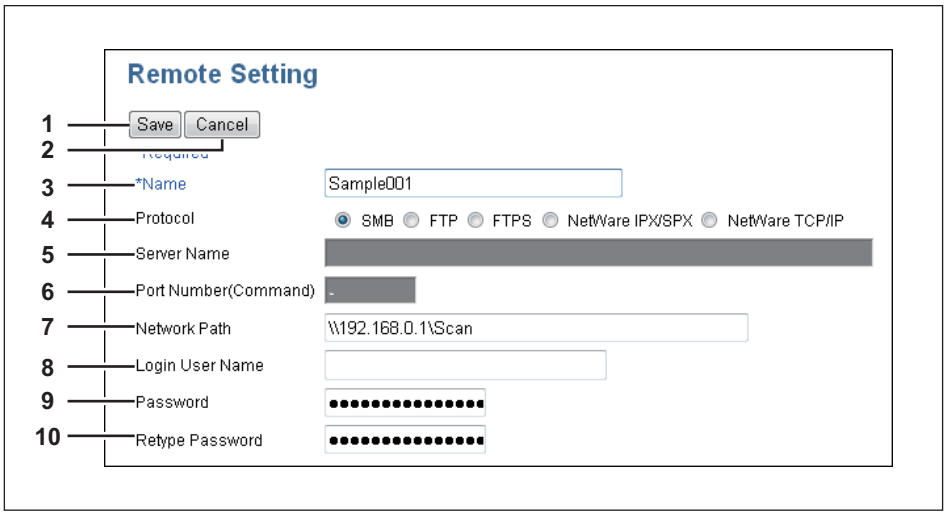


	Item name	Description
1	[OK] button	Registers the remote setting list.
2	[Cancel] button	Cancels the registration of the remote setting list.
3	[New] button	Sets a new remote setting. P.223 “[Remote Setting] screen”
4	[Edit] button	Edits the item selected in the remote setting list. P.223 “[Remote Setting] screen”
5	[Delete] button	Deletes the item selected in the remote setting list.

	Item name	Description
6	Name	Displays the name of the remote setting.
7	Protocol	Displays the protocol of the remote setting.
8	Network Path	Displays the network path of the remote setting.

[Remote Setting] screen

In this screen, you can set the network folders for Save as file destination that are to be registered in the list.

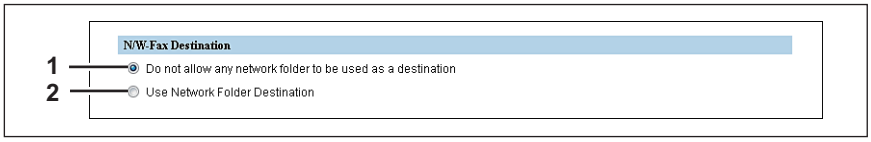


	Item name	Description
1	[Save] button	Saves the specified network folder for Save as file destination.
2	[Cancel] button	Cancels the settings.
3	Name	Enter the name of the network folder for Save as file destination.
4	Protocol	Select the protocol to be used for uploading a file to the network folder. • **SMB** — Select this to send a file to the network folder using the SMB protocol. • **FTP** — Select this to send a file to the FTP server. • **FTPS** — Select this to send a file to the FTP server using FTP over SSL. • **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol. • **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.
5	Server Name	When you select [FTP] as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "192.168.1.1" in this box. When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available). When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server. You can enter up to 64 alphanumerical characters and symbols.
6	Port Number(Command)	Enter the port number to be used for controls if you select [FTP] as the protocol. Generally "-" is entered for the control port. When "-" is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number. You can enter a value in the range from 0 to 65535 using numbers and hyphens (-). “-” is set as the default.

	Item name	Description
7	Network Path	When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\\Client01\users\scanned". When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned". When you select [NetWare IPX/SPX] or [NetWare TCP/IP] as the protocol, enter the folder path in the NetWare file server. For example, to specify the "sys\scan" folder in the NetWare file server, enter "\sys\scan". You can enter up to 128 alphanumerical characters and symbols.
8	Login User Name	Enter the log-in user name to access an SMB server, an FTP server, or a NetWare file server, if required. When you select [FTP] as the protocol, an anonymous log-in is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols other than <, >, " (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible.
9	Password	Enter the password to access an SMB server, an FTP server, or a NetWare file server, if required. You can enter up to 32 alphanumerical characters, symbols, and spaces. A single space only can also be entered.
10	Retype Password	Enter the same password again for a confirmation.

❑ Setting up N/W-Fax Destination

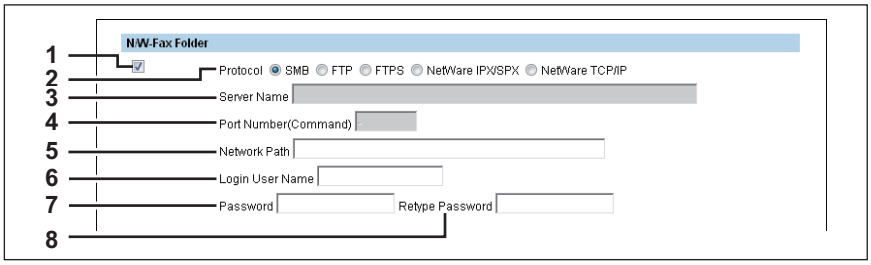
You can configure a network folder to store documents that are sent using the N/W-Fax driver with the Save as file option enabled. Available only when the hard disk is installed.



	Item name	Description
1	Do not allow any network folder to be used as a destination	Select this to not allow any network folders to be used as Save as file destinations for N/W-Faxes documents. When selected, users can only save an N/W-Fax document with the Save as file option enabled to local storage.
2	Use Network Folder Destination	Select this to allow network folders to be used as Save as file destinations for N/W-Fax documents. When selected, set the N/W-Fax Folder settings to specify which network folder to use.

❑ Setting up N/W-Fax Folder

In the N/W-Fax Folder, you can specify in which network folder N/W-Fax documents are saved.



	Item name	Description
1	Check box	Select the check box so that the popup prompts you to enter the network path or the server name if you try to save the settings without it.
2	Protocol	Select the protocol for uploading an N/W-Fax document to a network folder. • **SMB** — Select this to send an N/W-Fax document to the network folder using the SMB protocol. • **FTP** — Select this to send a file to the FTP server. • **FTPS** — Select this to send a file to the FTP server using FTP over SSL. • **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol. • **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.
3	Server Name	When you select [FTP] as the protocol, enter the FTP server name or IP address where an N/W-Fax document will be sent. For example, to send an N/W-Fax document to the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "192.168.1.1" in this box. When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available). When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server.
4	Port Number(Command)	Enter the port number to be used for controls if you select [FTP] as the protocol. Generally "-" is entered for the control port. When "-" is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number.
5	Network Path	When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\\Client01\users\scanned". When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned". When you select [NetWare IPX/SPX] or [NetWare TCP/IP] as the protocol, enter the folder path in the NetWare file server. For example, to specify the "sys\scan" folder in the NetWare file server, enter "\sys\scan".
6	Login User Name	Enter the login user name to access an SMB server, an FTP server, or a NetWare file server, if required. When you select [FTP] as the protocol, an anonymous login is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols other than <, >, " (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible.
7	Password	Enter the password to access an SMB server, an FTP server, or a NetWare file server, if required. The space can be entered.
8	Retype Password	Enter the same password again for a confirmation.

■ Email settings

You can configure the E-mail settings that are needed for Scan to Email operations. This section describes necessary settings for E-mail transmissions.

Tip

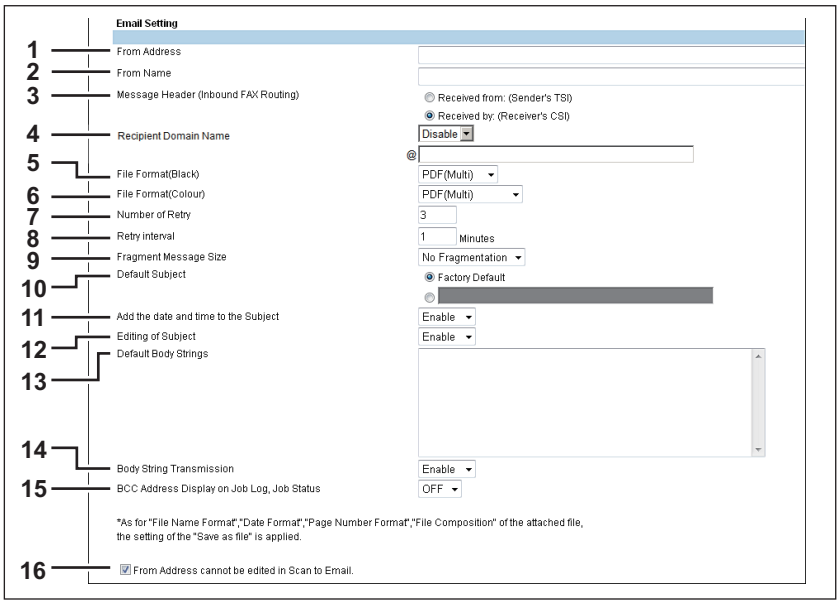
The [Email Setting] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
📖 P.24 “Access Policy Mode”
📖 P.154 “[Setup] Item List”

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

❑ Setting up Email Setting

You can specify the file format, fragment message size, and default body strings that apply to the Scan to Email documents.



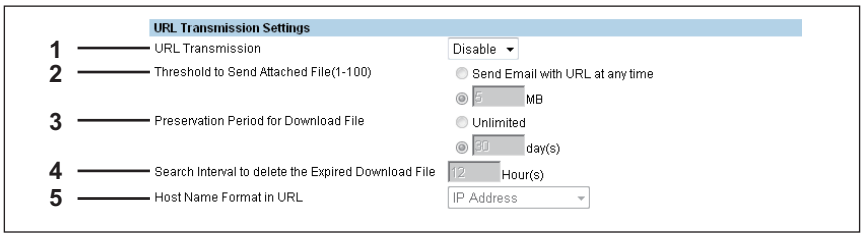
	Item name	Description
1	From Address	Enter the E-mail address of this equipment.
	Note The [From Address] must be entered to enable E-mail transmission. However, the E-mail address of the user who is logged in to this equipment will be automatically set if any user management settings apart from MFP local authentication are enabled. For more information about User Management Setting, see the following section: 📖 P.153 “[Administration] Tab Page”	
2	From Name	Enter the name of this equipment.
3	Message Header (Inbound FAX Routing)	Select TTI to be used as a subject when the received Internet Fax is forwarded.

	Item name	Description
4	Recipient Domain Name	Enable or disable automatic addition of a domain name while a destination is being entered. • **Enable** — Select this to add a domain name. • **Disable** — Select this not to add a domain name. Enter the domain name to be added in the text box. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), # and \(backslash).
5	File Format(Black)	Select the file format of files to be sent when scanning in black mode. • **TIFF(Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF(Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF(Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF(Single)** — Select this to save scanned images separately as Single-page PDF files. • **XPS(Multi)** — Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS(Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed. • **PDF/A(Multi)** — Select this to save scanned images as a Multi-page PDF/A file. • **PDF/A(Single)** — Select this to save scanned images separately as Single-page PDF/A files.
6	File Format(Color)	Select the file format of files to be sent when scanning in color mode. • **TIFF(Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF(Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF(Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF(Single)** — Select this to save scanned images separately as Single-page PDF files. • **Slim PDF(Multi)** — Select this to save scanned images as Multi-page slim PDF files. Select this when you give priority to minimizing the file size over quality of image. • **Slim PDF(Single)** — Select this to save scanned images separately as Single-page slim PDF files. Select this when you give priority to minimizing the file size over quality of image. • **XPS(Multi)** — Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS(Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed. • **JPEG** — Select this to save scanned images as JPEG files. • **PDF/A(Multi)** — Select this to save scanned images as a Multi-page PDF/A file. • **PDF/A(Single)** — Select this to save scanned images separately as Single-page PDF/A files.
	Tip Files saved in an XPS format can be used in Windows Vista/Windows Server 2003 SP2 or later versions with Net Framework 3.0 installed.	
7	Number of Retry	Enter the number of times to try sending scanned images when it fails. “3” is set as the default.

	Item name	Description
8	Retry interval	Enter the interval to try sending scanned images when it fails. [1minutes] is set as the default.
	Note When the [Number of Retry] and [Retry interval] options are changed, the [Number of Retry] and [Retry interval] options in the Internet Fax settings are also changed. 📖 P.230 “Setting up InternetFax Setting”	
9	Fragment Message Size	Select the size of the message fragmentation.
10	Default Subject	Select whether to set the E-mail subject to the factory default or a desired string. • **Factory Default** — Select this to display the BCC address entry column. • **<Entry box>** — Enter the desired subject.
11	Add the date and time to the Subject	Select whether to append or not date and time to the E-mail subject. This is set as a default. • **Enable** — Select this to append date and time to the subject. • **Disable** — Select this to not append date and time to the subject.
12	Editing of Subject	Select whether to allow or not editing of the E-mail subject. • **Enable** — Select this to allow the user to edit the E-mail subject. • **Disable** — Select this to not allow the user to edit the E-mail subject.
13	Default Body Strings	Enter the body text that will be automatically entered in the [Body] box when users operate Scan to Email from the touch panel. This sets only the default body text, so that it can be changed on each operation by users.
14	Body Strings Transmission	Select whether the body strings will be sent or not.
15	BCC Address Display on Job Log, Job Status	Select the display form of the destination of the bcc address displayed in the scan log and the scan job. • **ON** — Select this to display [Bcc Address], instead of the destination of the bcc address. • **OFF** — Select this to display the destination of the bcc address.
16	From Address cannot be edited in Scan to Email.	Select this item to prohibit modification of the From Address.

❑ Setting up URL Transmission Settings

You can set to provide a URL (link) to the saving directory of the file instead of attaching it before sending a scanned image by email. This function is available only if the hard disk is installed.



	Item name	Description
1	URL Transmission	Select whether to enable or disable the function to provide a URL to the saving directory of the scanned data. • **Enable** — Provides a URL to the saving directory. • **Disable** — Sends the data as attachments.
	Tips • The scanned data is stored in MFP Local. • If a URL to the saving directory is provided, its link and the preservation period are stated in the email.	
2	Threshold to Send Attached File (1-100)	Select the maximum size of an attached file. The allowable range is between 1 MB and 100 MB. Select [Send Email with URL at any time] if you want to provide a URL to the saving directory of the file, regardless of the file size. If a maximum size is specified, any file whose size is smaller than the specified one is attached to an email message. On the other hand, if a file exceeds the specified maximum size, a URL to the saving directory is provided.
3	Preservation Period for Download File	Select the preservation period of the file if a URL to the saving directory is provided. If you do not want to impose any limits on the preservation period, select [Unlimited]. If you prefer to automatically delete download files regularly, select a period until the data is deleted.
	Tip If the data cannot be stored in MFP Local because it is full, this results in an error. Delete the stored files regularly. If you want to delete them manually, all scanned data in the shared folder is deleted. 🕮 P.340 “Deleting the data from local folder”	
4	Search Interval to delete the Expired Download File	Selects the interval of monitoring the expiration of the specified preservation period.
5	Host Name Format in URL	Selects the host name of the format. • **IP Address**: Select this to use the IP address set in the equipment. • **Host Name (FQDN)**: Select this to use the FQDN configured with the combination of the host and domain names set in the equipment. • **NetBIOS Name**: Select this to use the NetBIOS name set in the equipment.
	Notes • Be sure to set the domain name of DDNS when [Host Name (FQDN)] is selected. If it has not been set, the IP Address is used for the format of the host name. Perform the name resolution for FQDN in the DNS server so that connection to a URL from a client PC becomes possible. 🕮 P.172 “Setting up DDNS Session” • [NetBIOS Name] means "[NetBIOS Name] of SMB" set in this equipment. If [Disable] is selected for [SMB Server Protocol] of SMB, the IP Address is used for the format of the host name. 🕮 P.174 “Setting up SMB Session”	

■ InternetFax settings

You can specify Internet Fax settings. This section describes necessary settings for Internet Fax transmissions.

Tip

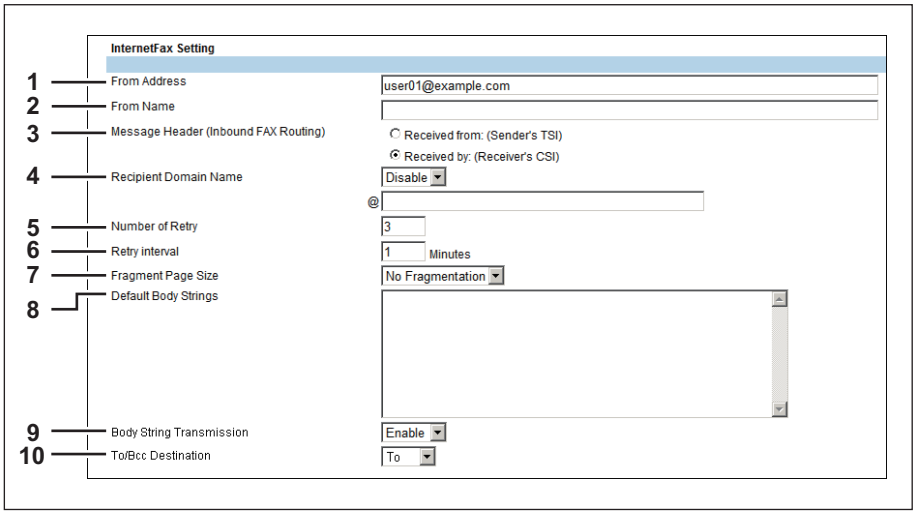
The [InternetFax] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
📖 P.24 “Access Policy Mode”
📖 P.154 “[Setup] Item List”

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

❑ Setting up InternetFax Setting

You can specify the fragment page size and default body strings that apply to the Internet Faxes.



	Item name	Description
1	From Address	Enter the E-mail address of this equipment.
	Note The [From Address] must be entered to enable Internet Fax transmission. However, the E-mail address of the user who is logged in to this equipment will be automatically set if any user management settings apart from MFP local authentication are enabled. For more information about User Management Setting, see the following section: 📖 P.153 “[Administration] Tab Page”	
2	From Name	Enter the name of this equipment.
3	Message Header (Inbound FAX Routing)	Select TTI to be used as a subject when the received Internet Fax is forwarded.
4	Recipient Domain Name	Enable or disable automatic addition of a domain name while a destination is being entered. **Enable**: Select this to add a domain name. **Disable**: Select this not to add a domain name. Enter the domain name to be added in the text box. You can enter up to 128 alphanumerical characters and symbols other than =, ; (semicolon), # and \(backslash).

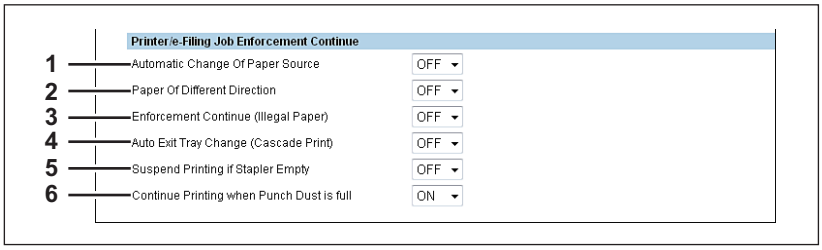
	Item name	Description
5	Number of Retry	Enter the number of times to try sending the Internet Faxes when it fails. “3” is set as the default.
6	Retry interval	Enter the interval to try sending the Internet Faxes when it fails. [1minutes] is set as the default.
	Note When the [Number of Retry] and [Retry interval] options are changed, the [Number of Retry] and [Retry interval] options in the E-mail settings are also changed. P.226 “Email settings”	
7	Fragment Message Size	Select the size of the message fragmentation.
8	Default Body Strings	Enter the body text that will be automatically entered in the [Body] box when users operate Scan to Internet Fax from the touch panel. This sets only the default body text, so that it can be changed on each operation by users.
9	Body String Transmission	Select whether the body strings will be sent or not.
10	To/Bcc Destination	You can set the destination of the internet fax to be sent only to To or Bcc.
	Note When Bcc is set as the destination, To becomes blank and the transmitted internet fax may be treated as spam depending on the settings of the mail server, mailer or security software. Check the settings for spam.	

■ Printer/e-Filing settings

Tip

The [Printer/e-Filing] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
📖 P.24 “Access Policy Mode”
📖 P.154 “[Setup] Item List”

❑ Setting up Printer/e-Filing Job Enforcement Continue



	Item name	Description
1	Automatic Change Of Paper Source	Specify whether or not to change the paper source automatically when the size of the original and the paper in the paper source do not match. • **ON** — Select this to change the paper source and continue processing the job. • **OFF** — Select this to stop the job.
2	Paper Of Different Direction *1	Specify whether or not to copy on paper which is loaded in the paper source in a different orientation from the original. • **ON** — Select this to continue processing the job by copying on paper in a different orientation. • **OFF** — Select this to stop the job.
3	Enforcement Continue (Illegal Paper)	Specify whether or not to continue processing the job forcibly when the specified output tray is incorrect. • **ON** — Select this to print to the specified output tray. • **OFF** — Select this to stop the job.
4	Auto Exit Tray Change (Cascade Print)	Specify whether or not to switch the receiving tray automatically. • **ON** — Select this to continue processing the job by switching the receiving tray. • **OFF** — Select this to stop the job.
5	Suspend Printing if Stapler Empty	Specify whether to stop printing when staples run out. • **ON** — Select this to stop printing when staples run out. • **OFF** — Select this not to stop printing when staples run out.
6	Continue Printing when Punch Dust is full *1	Specify whether to continue printing when the punch dust bin is full. • **ON** — Select this to continue printing even when the punch dust bin is full. • **OFF** — Select this to stop printing when the punch dust bin is full.

*1 This function is not available for some models.

■ Printer settings

You can configure how the printer works and the printer options needed for the raw print jobs.

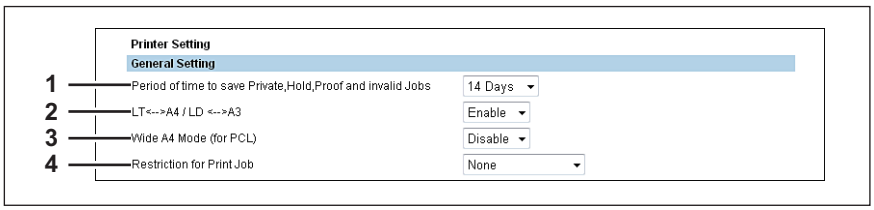
Tip

The [Printer] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

🕮 P.233 “Setting up General Setting”
🕮 P.234 “Setting up Default Raw Job Setting”
🕮 P.235 “Setting up Raw Job Setting”

❑ Setting up General Setting

In General Setting, you can specify the printer related options.



	Item name	Description
1	Period of time to save Private,Hold,Proof and invalid Jobs	Select how long the private, hold, and test print jobs are kept. You can select in the range from 1 to 12 hours, or from 1 to 30 days. Select [Indefinite] to retain all jobs in the queues until a user manually deletes them. [14 Days] is set as the default. Available only when the hard disk is installed.
2	LT<-->A4 / LD <-->A3 (LT<-->A4) *1	Select whether to print a document intended for one paper size can be printed on paper of a different size. For example, you can print a document set up for Letter size on A4 paper. When disabled, this equipment will prompt users for the correct paper size. [Enable] is set as the default.
3	Wide A4 Mode (for PCL)	Select whether the width of the printable area of copy paper is widened or not when you are printing a PCL print job on A4 paper. Select [Enable] to widen it for approx. 3.5 mm / 0.14 inch (when in a portrait direction) and approx. 1.5 mm / 0.06 inch (when in a landscape direction). Thus more data can be printed for each line. [Disable] is set as the default.
	Note This item is available only for some models.	
4	Restriction for Print Job	Select whether or not to restrict printing certain print jobs. Available only when the hard disk is installed. • **None** — Select this to print all data. • **Only Private** — Select this to print private print jobs only. • **Only Hold** — Select this to print hold print jobs only. • **Only Private/Hold** — Select this to print private and hold print jobs only.

*1 This function is not available for some models.

❑ Setting up Default Raw Job Setting

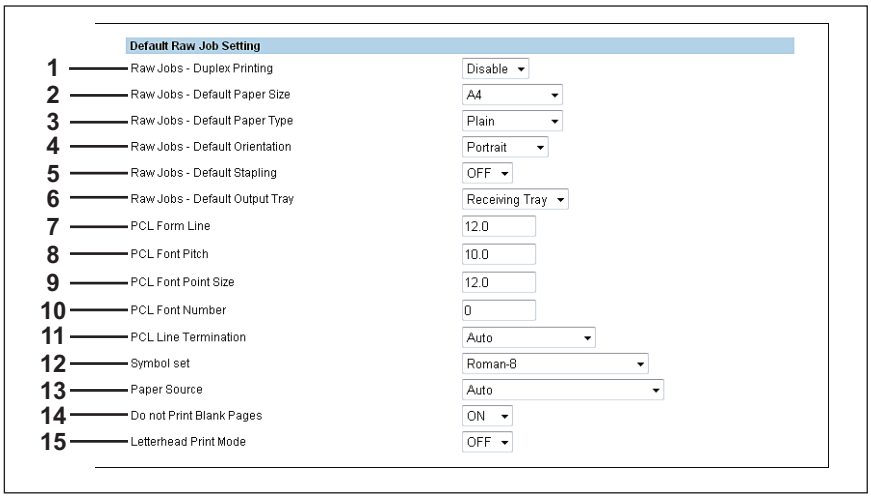
In Default Raw Job Setting, you can specify the default raw job setting, which applies to a raw job for which no queue name is specified or for which a specified queue name does not exist.

Note

This setting is available only for some models.

Tip

You can also add LPR queue names and specify the raw job setting for each queue.
📖 P.235 “Setting up Raw Job Setting”



	Item name	Description
1	Raw Jobs - Duplex Printing	Select whether a raw job will be printed on both sides of the paper.
2	Raw Jobs - Default Paper Size	Select the default paper size that applies to a raw job.
3	Raw Jobs - Default Paper Type	Select the default paper type that applies to a raw job.
4	Raw Jobs - Default Orientation	Select the default orientation that applies to a raw job.
5	Raw Jobs - Default Stapling	Select whether a raw job will be stapled.
6	Raw Jobs - Default Output Tray	Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here.
7	PCL Form Line	Enter the number of lines printed per page.
8	PCL Font Pitch	Enter the font pitch when the selected font number represents a fixed pitch scalable font. The font pitch indicates the number of ANK characters per inch. 10 pitch prints 10 ANK characters within an inch.
9	PCL Font Point Size	Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
10	PCL Font Number	Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Refer to the ***Printing Guide*** for the font number and internal PCL fonts.
11	PCL Line Termination	Select the type of the line termination.
12	Symbol set	Select the symbol set that applies to a raw job.

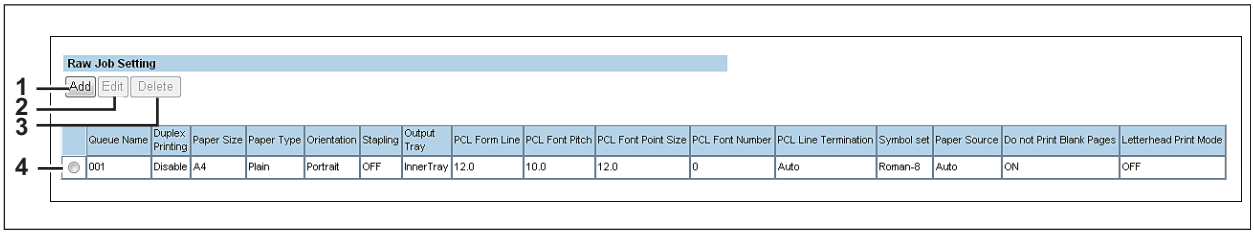
	Item name	Description
13	Paper Source	Select the paper source that applies to a raw job.
14	Do not Print Blank Pages	Select whether blank pages are printed or not.
	Note When printing is performed using the UNIX filters or CUPS, this setting is not reflected. If you do not want to print blank pages in these printings, enable [Do not Print Blank Pages] in the UNIX filter command or CUPS setting. For the setting instructions, refer to the ***Software Installation Guide*** or ***Printing Guide***.	
15	Letterhead Print Mode	Select whether the last page (odd page number) is printed on the same side as the other odd-number pages when printing both sides of a Raw print job whose total page number is odd. Select [ON] to print the last page on the same side (back) as the other odd-number pages. Select [OFF] to print it on the same side (front) as even-number pages.
	Note This item is available only for some models.	

❑ Setting up Raw Job Setting

In Raw Job Setting, you can add up to 16 LPR queue names and specify the raw job setting for each queue. These queue names can be used when printing without a printer driver, such as printing from UNIX workstation.

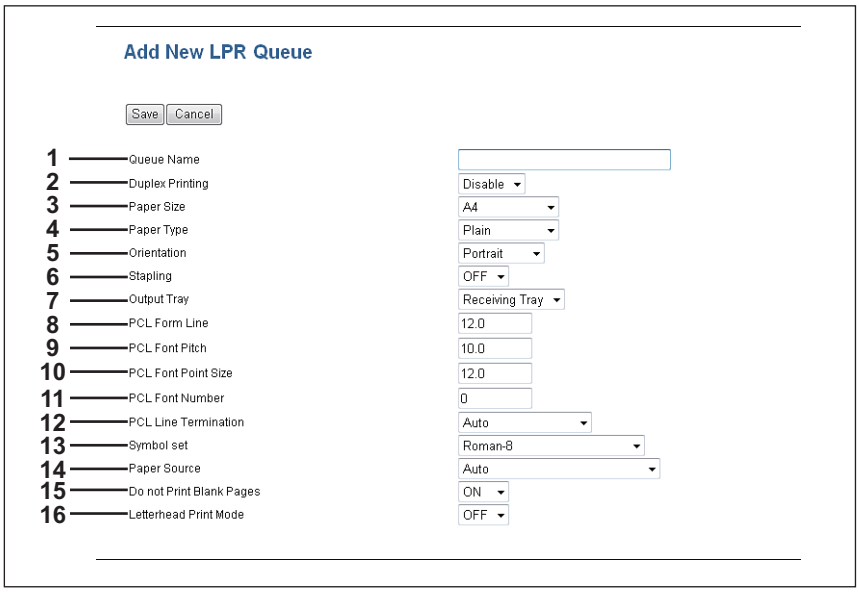
Note

This setting is available only for some models.



	Item name	Description
1	[Add] button	Select this to add a LPR queue. 📖 P.236 “[Add New LPR Queue]/[Edit] screen”
2	[Edit] button	Select this to edit the LPR queue selected in the LPR queue list. 📖 P.236 “[Add New LPR Queue]/[Edit] screen”
3	[Delete] button	Select this to delete the LPR queue selected in the LPR queue list.
4	LPR queue list	Select this to display the list of registered LPR queues.

[Add New LPR Queue]/[Edit] screen



	Item name	Description
1	Queue Name	Enter the queue name with up to 31 alphanumerical characters. The queue name is case sensitive so that "Queue1" and "queue1" will be added as different queues.
2	Duplex Printing	Select whether a raw job will be printed on both sides of the paper.
3	Paper Size	Select the default paper size that applies to a raw job.
4	Paper Type	Select the default paper type that applies to a raw job.
5	Orientation	Select the default orientation that applies to a raw job.
6	Stapling	Select whether a raw job will be stapled.
7	Output Tray	Select the default output tray that applies to a raw job. A banner page that is created by NetWare, UNIX, and Windows operating systems also will be outputted to the tray set here.
8	PCL Form Line	Enter the number of lines printed per page.
9	PCL Font Pitch	Enter the font pitch when the selected font number represents a fixed pitch scalable font. The font pitch indicates the number of ANK characters per inch. 10 pitch prints 10 ANK characters within an inch.
10	PCL Font Point Size	Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
11	PCL Font Number	Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Refer to the ***Printing Guide*** for the font number and internal PCL fonts.
12	PCL Line Termination	Select the type of the line termination.
13	Symbol set	Select the symbol set that applies to a raw job.
14	Paper Source	Select the paper source that applies to a raw job.
15	Do not Print Blank Pages	Select whether blank pages are printed or not.
	Note When printing is performed using the UNIX filters or CUPS, this setting is not reflected. If you do not want to print blank pages in these printings, enable [Do not Print Blank Pages] in the UNIX filter command or CUPS setting. For the setting instructions, refer to the ***Software Installation Guide*** or ***Printing Guide***.	

	Item name	Description
16	Letterhead Print Mode	Select whether the last page (odd page number) is printed on the same side as the other odd-number pages when printing both sides of a Raw print job whose total page number is odd. Select [ON] to print the last page on the same side (back) as the other odd-number pages. Select [OFF] to print it on the same side (front) as even-number pages.
	Note This item is available only for some models.	

■ Print Service settings

You can configure such print services as Raw TCP Print, LPD Print, IPP Print, FTP Print, NetWare Print, and Email Print.

Tip

The [Print Service] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

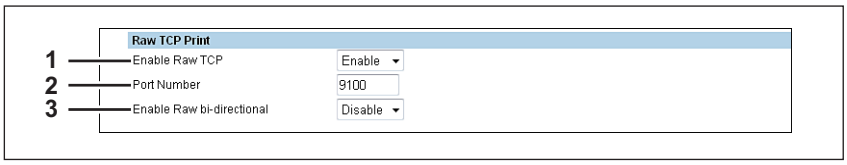
Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

🕮 P.237 “Setting up Raw TCP Print”
🕮 P.238 “Setting up LPD Print”
🕮 P.238 “Setting up IPP Print”
🕮 P.240 “Setting up FTP Print”
🕮 P.240 “Setting up NetWare Print”
🕮 P.241 “Setting up Email Print”

❑ Setting up Raw TCP Print

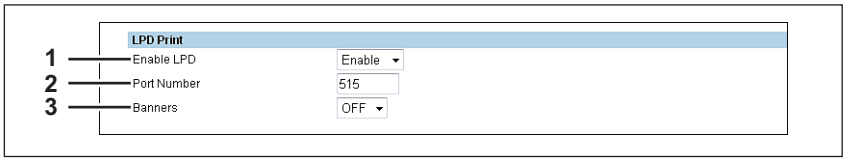
In Raw TCP Print, you can enable or disable the Raw TCP print service.



	Item name	Description
1	Enable Raw TCP	Enable or disable Raw TCP print service. [Enable] is set as the default.
2	Port Number	If enabling the Raw TCP, enter the Raw TCP port number for the Raw TCP print. You can enter a value in the range from 1024 to 32767. Generally the default value "9100" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you set it by mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	
3	Enable Raw bi-directional	Enable or disable Raw bi-directional communication. [Disable] is set as the default.
	Note This item is available only for some models.	

❑ Setting up LPD Print

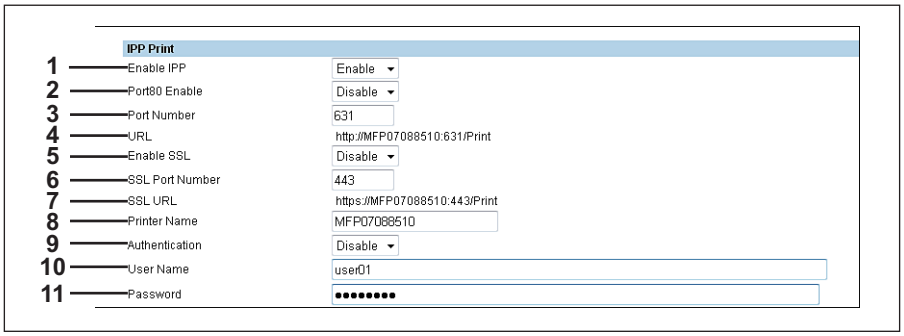
In LPD Print, you can set the LPD print options to enable the LPD/LPR print service.



	Item name	Description
1	Enable LPD	Enable or disable LPD print service. [Enable] is set as the default.
2	Port Number	Enter the port number for LPR printing. You can enter a value in the range from 1 to 65535. Generally the default value "515" is used.
	Note When the same port number as the secondary one in the HTTP setting (SSL port number when SSL in the HTTP setting is enabled) is selected, you cannot access TopAccess or the e-Filing web utility. If you set it by mistake, use the control panel of the equipment to change the HTTP setting and enter the correct port number.	
3	Banners	Select whether to print a banner page for each print job using LPR printing. [OFF] is set as the default.
	Note This item is available only for some models.	

❑ Setting up IPP Print

In IPP Print, you can set the IPP Print options to enable the IPP print service.



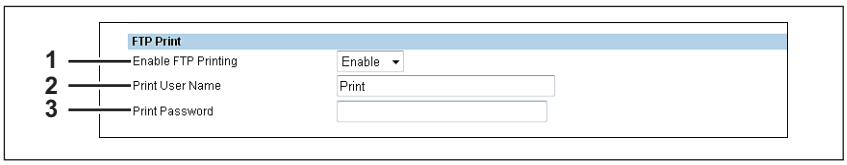
	Item name	Description
1	Enable IPP	Enable or disable the IPP print service. [Enable] is set as the default.
2	Port80 Enable	Enable or disable Port80 for IPP printing. Port631 is usually used for IPP access so users must specify the IPP port to the URL, i.e. "http://<IP address or DNS name>:631/Print", for the IPP port. When this is enabled, this equipment allows IPP access through the Port80, which is the default port for the HTTP access so users do not have to specify the port number in the IPP port, i.e. "http://<IP address or DNS name>/Print". [Disable] is set as the default.

	Item name	Description
3	Port Number	If enabling the IPP, enter the IPP port number. You can enter a value in the range from 1 to 65535. Generally the default value "631" is used.
	Note The same port numbers as the ones for the following settings are not usable. Change the applicable port number before that for the Port Number is set. - HTTP Network Service / Primary Port Number - HTTP Network Service / Secondary Port Number - HTTP Network Service / SSL Port Number - IPP Print / SSL Port Number	
4	URL	Display the URL for IPP printing. You cannot change the SSL URL for IPP printing. This SSL URL should be set as the print port when users set up the printer driver for IPP printing if the SSL for IPP printing is enabled.
5	Enable SSL	Enable or disable SSL for IPP printing. [Disable] is set as the default.
	Tips • When the SSL is enabled, users can print to the IPP print port using the SSL. To print to the IPP print port using the SSL, specify the following URL for the IPP print port. `https://<IP Address>:<SSL Port Number>/Print` Example: https://192.168.53.204:443/Print • Not all operating systems support SSL for all protocols.	
6	SSL Port Number	Enter the port number for SSL. You can enter a value in the range from 1 to 65535. Generally the default value "443" is used.
	Note The same port numbers as the ones for the following settings are not usable. Change the applicable port number before that for the SSL Port Number is set. - HTTP Network Service / Primary Port Number - HTTP Network Service / Secondary Port Number - HTTP Network Service / SSL Port Number - IPP Print / Port Number	
7	SSL URL	Display the SSL URL for IPP printing. You cannot change the SSL URL for IPP printing. This SSL URL should be set as the print port when users set up the printer driver for IPP printing if the SSL for IPP printing is enabled.
8	Printer Name	Enter the printer name for IPP printing. You can enter up to 127 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). The MFP name is set as the default.
9	Authentication	Enable or disable the authentication for creating the IPP queue on the client computers. When this is enabled, the dialog box to enter a user name and password will be displayed when a user creates the IPP print port. • **Disable** — Select this to disable the authentication. • **Basic** — Select this to enable the authentication.
	Note When IPP printing is used for printing from a Macintosh computer, do not enable the authentication. The Mac OS does not support the authentication for IPP printing.	
10	User Name	Enter the user name when the Authentication option is enabled. Users must enter this user name to create an IPP queue on the client computers. You can enter up to 127 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).

	Item name	Description
11	Password	Enter the password when the Authentication option is enabled. Users must enter this password to create an IPP queue on the client computers. You can enter up to 127 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). “password” is set as the default.

❑ Setting up FTP Print

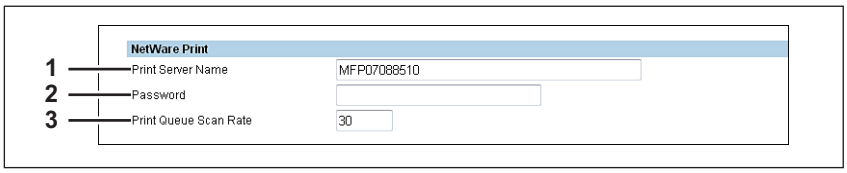
In FTP Print, you can set the FTP Print options to enable the FTP print service.



	Item name	Description
1	Enable FTP Printing	Enable or disable FTP print service. [Enable] is set as the default.
2	Print User Name	Enter the user name if you want to request the log-in user name from someone who attempts FTP printing. You can enter up to 31 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). If you leave this box blank, the default user name "Print" is used.
3	Print Password	Enter the password if you want to request the log-in password of users who attempt FTP printing. You can enter up to 31 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).

❑ Setting up NetWare Print

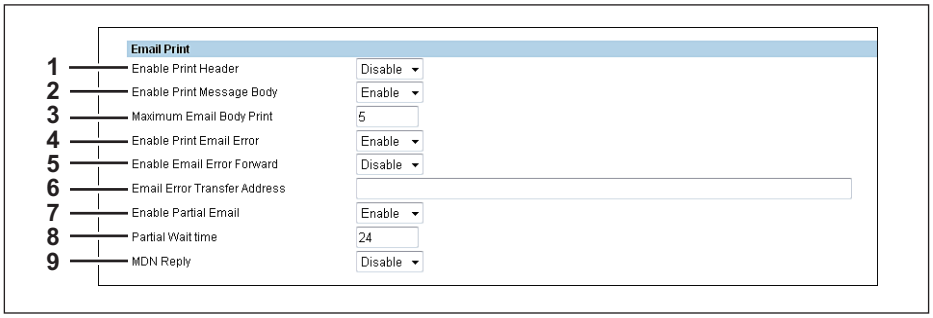
In NetWare Print, you can set the NetWare print options to enable the Novell print service.



	Item name	Description
1	Print Server Name	Enter the print server name that is created in the NetWare file server. You can enter up to 47 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash). The MFP name is set as the default.
2	Password	Enter the password that is set to the print server, if required. You can enter up to 31 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
3	Print Queue Scan Rate	Enter how frequently to scan the print queues for print jobs. This should be entered in seconds. You can enter between 1 to 255. “30” is set as the default.

❑ Setting up Email Print

In Email Print, you can set how the E-mail print jobs are printed.



	Item name	Description
1	Enable Print Header	Select whether to print the E-mail header when receiving E-mail print jobs. [Disable] is set as the default.
2	Enable Print Message Body	Select whether to print the body message when receiving E-mail print jobs. [Enable] is set as the default.
3	Maximum Email Body Print	Enter the maximum number of pages to print the body strings of the received E-mail print job. You can enter between 1 to 99. “5” is set as the default.
4	Enable Print Email Error	Select whether to print the report when an error occurs for E-mail printing. [Enable] is set as the default.
5	Enable Email Error Forward	Select whether to send an error message to an administrative E-mail address when E-mail printing cannot be completed. [Disable] is set as the default.
6	Email Error Transfer Address	If enabling the Email Error Forward, enter an administrative E-mail address where the error message is sent. You can enter up to 192 alphanumerical characters and symbols other than =, ; (semicolon) , #, and \ (backslash).
7	Enable Partial Email	Select whether to print E-mail jobs that are partially received. [Disable] is set as the default.
8	Partial Wait time	Enter how long this equipment should wait before printing a partial E-mail job. Specify within the range from 1 to 168 hours. “24” is set as the default.
9	MDN Reply	Select whether to send an MDN message reply or not when the equipment receives an E-mail print job with an MDN request. [Disable] is set as the default.

■ ICC Profile settings

You can set up profiles used in printing functions.

Note

This setting is available only for some models.

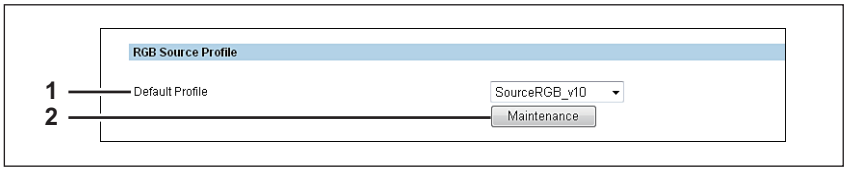
Tip

The [ICC Profile] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

🕮 P.242 “Setting up RGB Source Profile”
🕮 P.243 “Setting up CMYK Source Profile”
🕮 P.243 “Setting up Destination Profile”

❑ Setting up RGB Source Profile

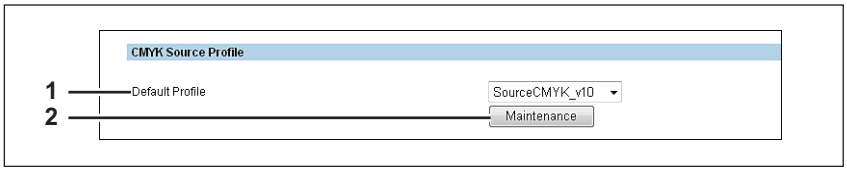
Select an input profile to be used for RGB color space conversion when you print RGB data.



	Item name	Description
1	Default Profile	Select an RGB source profile to be displayed as a default setting of the color profile setting of a printer driver. You can select among the RGB source profiles already registered in this equipment.
2	[Maintenance] button	Click this to perform maintenance of RGB source profiles. The Maintenance RGB Source Profile page is displayed as you click this. You can import profiles into this equipment, or export or delete the registered profiles. For the details, see the following: 🕮 P.273 “Importing profiles” 🕮 P.274 “Exporting profiles” 🕮 P.276 “Deleting profiles”

❑ Setting up CMYK Source Profile

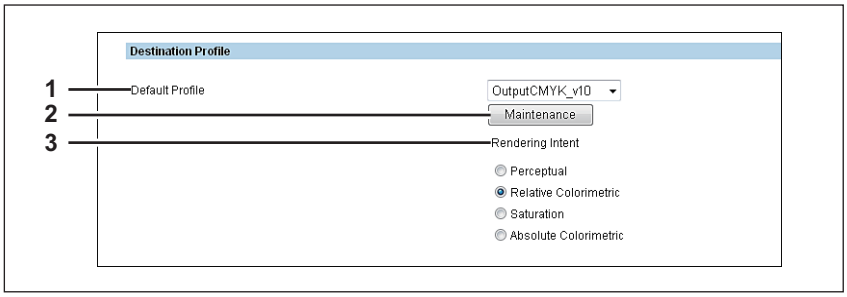
Select an input profile to be used for CMYK color space conversion when you print CMYK data.



	Item name	Description
1	Default Profile	Select an CMYK source profile to be displayed as a default setting of the color profile setting of a printer driver. You can select among CMYK source profiles already registered in this equipment.
2	[Maintenance] button	Click this to perform maintenance of CMYK source profiles. The Maintenance CMYK Source Profile page is displayed as you click this. You can import profiles into this equipment, or export or delete the registered profiles. For the details, see the following: 📖 P.273 “Importing profiles” 📖 P.274 “Exporting profiles” 📖 P.276 “Deleting profiles”

❑ Setting up Destination Profile

Select an output profile to be used for color space conversion when you print color data.



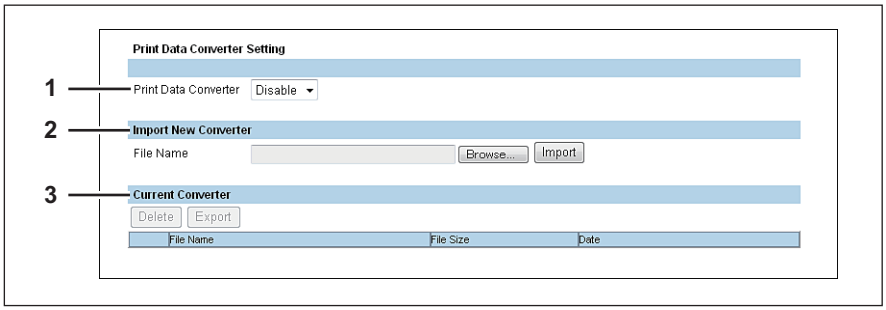
	Item name	Description
1	Default Profile	Select a destination profile to be displayed as a default setting of the color profile setting of a printer driver. You can select among destination profiles already registered in this equipment.
2	[Maintenance] button	Click this to perform maintenance of destination profiles. The Maintenance Destination Profile page is displayed as you click this. You can import profiles into this equipment, or export or delete the registered profiles. For the details, see the following: 📖 P.273 “Importing profiles” 📖 P.274 “Exporting profiles” 📖 P.276 “Deleting profiles”
3	Rendering Intent	Select from [Perceptual], [Relative Colorimetric], [Saturation], and [Absolute Colorimetric] for the Rendering Intent of the Destination Profile.

■ Print Data Converter settings

For the details of the print data converter, contact your service technician.

Tip

The [Print Data Converter] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”



	Item name	Description
1	Print Data Converter	Select whether the print data converter function is enabled or disabled. You cannot enable the function if the converter setting file has not been imported.
2	Import New Converter	Import the converter setting file.
	Tip Click the [Browse...] button to select the file to import and click [Open]. Check the file name and click the [Import] button.	
3	Current Converter	Display the imported converter setting file.

■ Embedded Web Browser settings

You can set the EWB (Embedded Web Browser) function to display a web page on the touch panel.

Tip

The [EWB] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

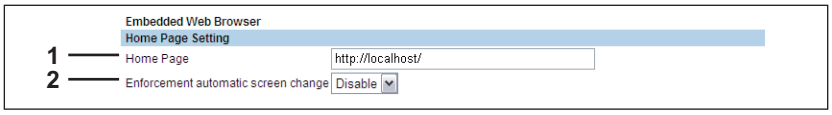
Notes

- The External Interface Enabler is required to use the EWB (Embedded Web Browser) function.
- This setting is available only for some models.

🕮 P.245 “Setting up Home Page Setting”
🕮 P.245 “Setting up Proxy Setting”
🕮 P.246 “Setting up Server Registration Setting”
🕮 P.246 “Setting up URL List for Menu Screen and Hard Button”
🕮 P.247 “[Add New URL] screen”

❑ Setting up Home Page Setting

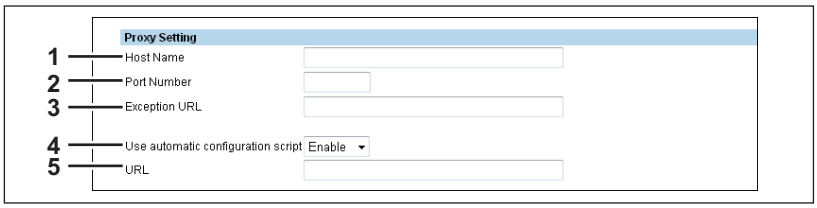
You can specify the home page for the EWB function.



	Item name	Description
1	Home Page	Enter the URL of the home page.
2	Enforcement automatic screen change	Specify whether or not the screen is automatically changed to [JOB STATUS] when a job cannot be performed due to paper empty or toner empty, etc. while the EWB screen is displayed. • **Enable** — Select this to change the screen to [JOB STATUS]. • **Disable** — Select this not to change the screen.

❑ Setting up Proxy Setting

You can set the proxy for the EWB function.

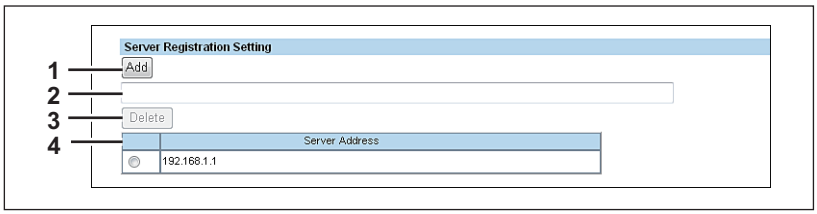


	Item name	Description
1	Host Name	Enter the host name of the proxy server.
2	Port Number	Enter the port number of the proxy server.
3	Exception URL	Enter URLs which do not use the proxy server delimited with a semicolon (;).
4	Use automatic configuration script	Enable or disable the automatic configuration script.

	Item name	Description
5	URL	Specify the location of the PAC file by URL for the automatic configuration script.
	Note Note the following points for the PAC file. • Be sure to enter the protocol. • Do not use functions.	

❑ Setting up Server Registration Setting

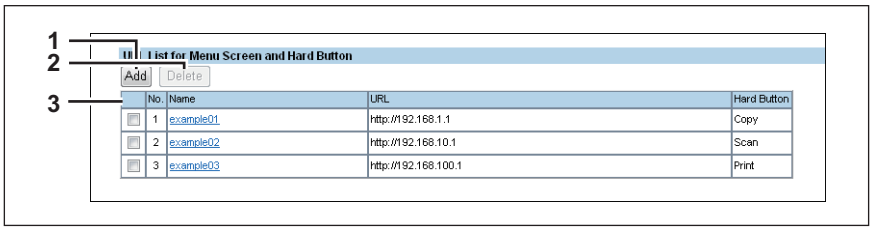
You can register the address of the server used for the EWB function.



	Item name	Description
1	[Add] button	Registers the server address entered in the entry column into the list.
2	Entry column	Enter the server address.
3	[Delete] button	Deletes the selected server address from the list.
4	Server Address list	Lists the registered server addresses.

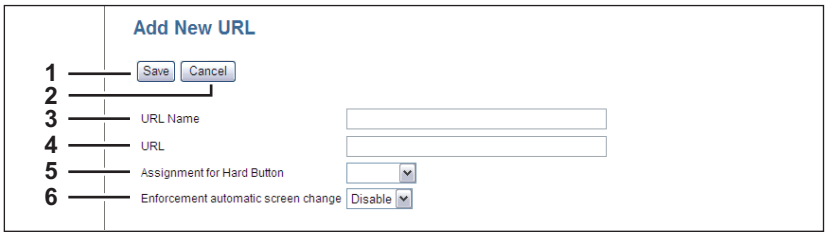
❑ Setting up URL List for Menu Screen and Hard Button

You can register URLs to be displayed in the menu screen on the control panel and the hard buttons that start the EWB function.



	Item name	Description
1	[Add] button	Registers a URL to be displayed on the control panel and a hard button that starts the EWB function. 📖 P.247 “[Add New URL] screen”
2	[Delete] button	Deletes the URL and the hard button for the EWB function that you have selected from the URL list (the menu screen and the hard button assignment).
3	URL list	Lists URLs which are displayed on the control panel and the names of the hard buttons that start the EWB function.

❑ [Add New URL] screen



	Item name	Description
1	[Save] button	Registers the entered URL name and URL.
2	[Cancel] button	Cancels adding a URL.
3	URL Name	Enter the URL name to be registered.
4	URL	Enter the URL to be registered.
5	Assignment for Hard Button	Select a hard button on the control panel that starts the EWB function.
6	Enforcement automatic screen change	Specify whether or not the screen is automatically changed to [JOB STATUS] when a job cannot be performed due to paper empty or toner empty, etc. while the EWB screen is displayed.

■ Off Device Customization Architecture settings

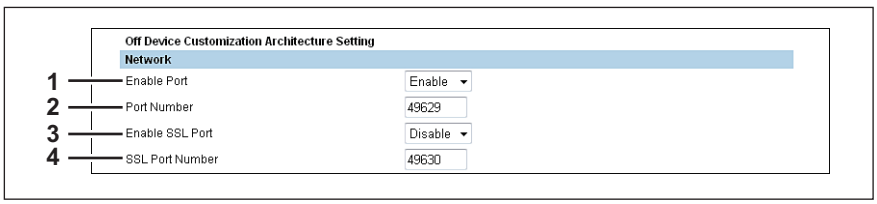
Set ODCA (Off Device Customization Architecture) when you are linking external application software to services provided by this equipment.
For details, refer to the application software manual.

Tip

The [ODCA] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”

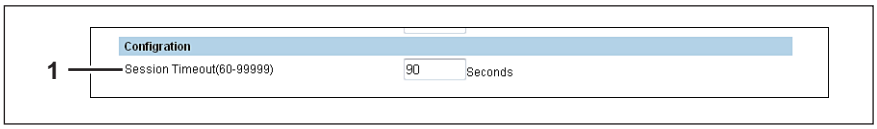
🕮 P.247 “Setting up Network”
🕮 P.248 “Setting up Configuration”
🕮 P.248 “Notification Events”

❑ Setting up Network



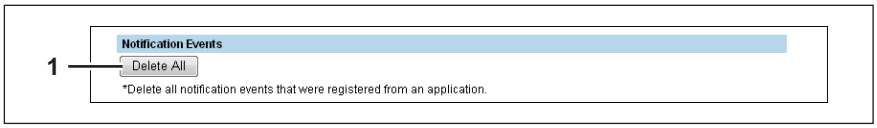
	Item name	Description
1	Enable Port	Select whether the external connection is enabled or disabled.
2	Port Number	Specify the port number where the external connection is enabled.
3	Enable SSL Port	Select whether SSL is enabled or disabled for the external connection.
4	SSL Port Number	Specify the SSL port number where the external connection is enabled.

❑ Setting up Configuration



	Item name	Description
1	Session Timeout(60-99999)	Specify the duration to maintain the connection.

❑ Notification Events



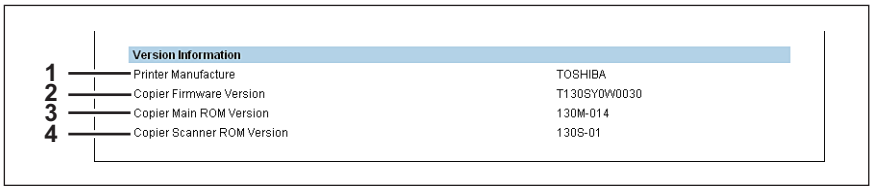
	Item name	Description
1	[Delate All] button	Deletes all notification events registered with external application software.

■ Version

Displays version information of your equipment.

Tip

The [Version] submenu can be accessed from the [Setup] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Setup] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.154 “[Setup] Item List”



	Item name	Description
1	Printer Manufacture	Displays the manufacturer name of your equipment.
2	Copier Firmware Version	Displays the firmware version of your equipment.
3	Copier Main ROM Version	Displays the main ROM version information of your equipment.
4	Copier Scanner ROM Version	Displays the copier scanner ROM version information of your equipment.

[Setup] How to Set and How to Operate

This section describes how to set up the equipment using TopAccess.

P.249 “Setting up General settings”
P.251 “Setting up Network settings”
P.253 “SNMP V3 settings”
P.257 “Setting up Copier settings”
P.259 “Setting up Fax settings”
P.260 “Setting up Save as file settings”
P.262 “Setting up E-mail settings”
P.263 “Setting up InternetFax settings”
P.265 “Setting up Printer/e-Filing settings”
P.266 “Setting up Printer settings”
P.269 “Setting up Print Service settings”
P.271 “Setting up ICC Profile settings”
P.278 “Setting up Print Data Converter settings”
P.280 “Configuring the EWB function”
P.282 “Setting up Off Device Customization Architecture settings”
P.283 “Displaying version information”

Note

The paper size for each drawer cannot be set from TopAccess. Set from the touch panel of the equipment. For instructions on how to set the paper size for each drawer, refer to the ***Copying Guide / User's Manual Setup Guide***.

8

■ Setting up General settings

You can configure general settings such as Device Information, Energy Save, Date & Time, and Web General Setting from the [General] submenu under the [Setup] menu.

Note

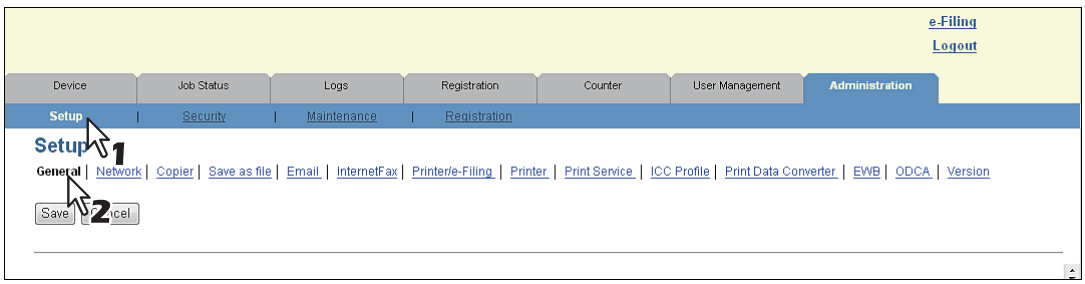
Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting the General settings

1 **Start TopAccess access policy mode.**
P.24 “Access Policy Mode”

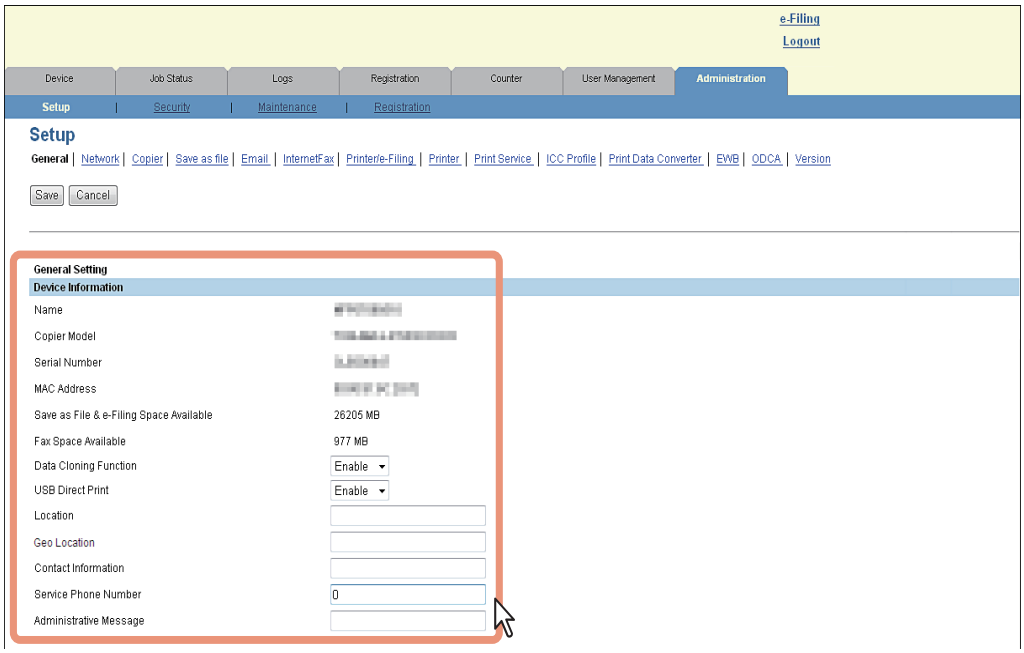
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [General] submenu.**



The General submenu page is displayed.

4 In the General submenu page, set the General settings as required.



You can set the following in this page.

- 🕮 P.155 “Setting up Device Information”
- 🕮 P.156 “Setting up Functions”
- 🕮 P.157 “Setting up e-Filing Notification Events”
- 🕮 P.157 “Setting up Job Skip Control”
- 🕮 P.158 “Setting up Restriction on Address Book Operation by Administrator”
- 🕮 P.158 “Setting up Confidentiality Setting”
- 🕮 P.158 “Setting up Energy Save”
- 🕮 P.160 “Setting up Date & Time”
- 🕮 P.160 “Setting up SNTP Service”
- 🕮 P.161 “Setting up Daylight Savings Time Setting”
- 🕮 P.162 “Setting up WEB General Setting”

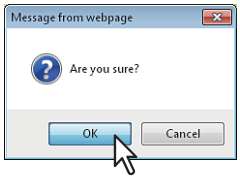
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up Network settings

You can configure TCP/IP, Filtering, IPX/SPX, AppleTalk, Bonjour, LDAP, DNS, DDNS, SMB, NetWare, HTTP, SMTP Client, SMTP Server, POP3, SNTP Settings, FTP Client, FTP Server, SNMP, Security Setting, and others from the [Network] submenu under the [Setup] menu.

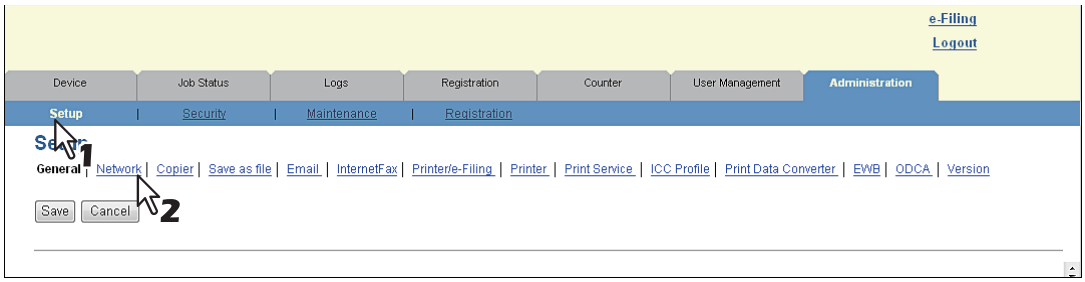
Setting the network settings

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

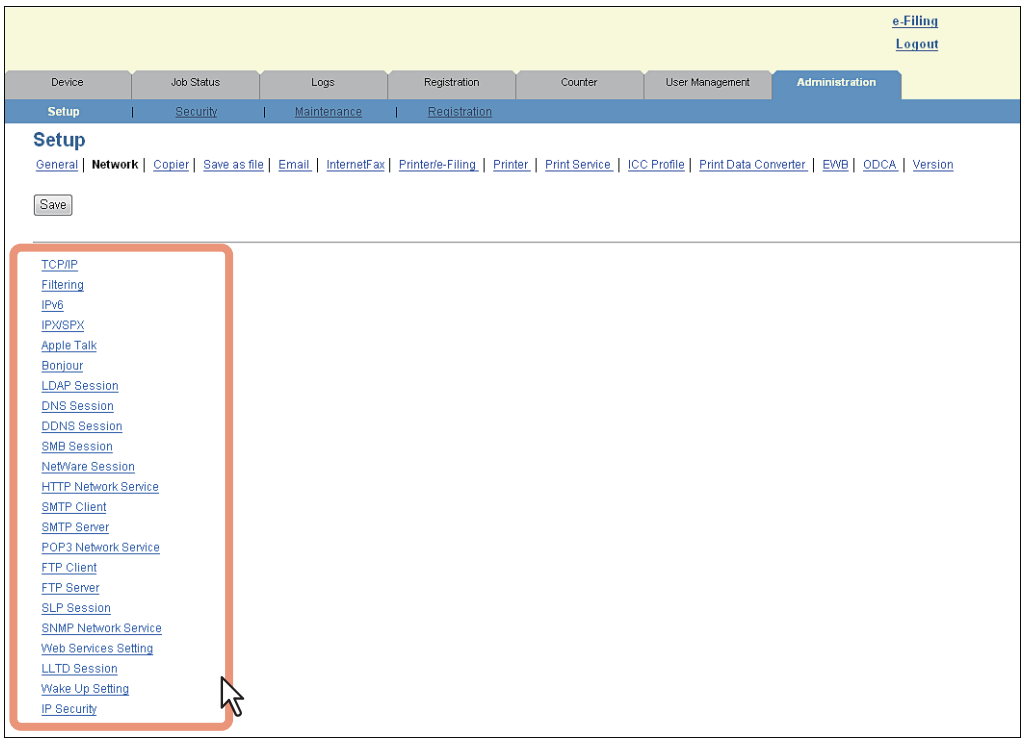
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Network] submenu.



The Network submenu page is displayed.

4 In the Network submenu page, click link or scroll the page to find the setting table, and click the button of the setting to set the network settings as required.



You can set the following in this page.

- P.163 “Setting up TCP/IP”
- P.166 “Setting up Filtering”
- P.167 “Setting up IPv6”
- P.169 “Setting up IPX/SPX”
- P.169 “Setting up AppleTalk”
- P.170 “Setting up Bonjour”
- P.170 “Setting up LDAP Session”
- P.180 “Setting up SMTP Client”
- P.182 “Setting up SMTP Server”
- P.183 “Setting up POP3 Network Service”
- P.184 “Setting up FTP Client”
- P.185 “Setting up FTP Server”
- P.186 “Setting up SLP Session”
- P.187 “Setting up SNMP Network Service”

- 📖 P.171 “Setting up DNS Session”
- 📖 P.172 “Setting up DDNS Session”
- 📖 P.174 “Setting up SMB Session”
- 📖 P.177 “Setting up NetWare Session”
- 📖 P.178 “Setting up HTTP Network Service”
- 📖 P.191 “Setting up Web Services Setting”
- 📖 P.192 “Setting up LLTD Session”
- 📖 P.193 “Setting up Wake Up Setting”
- 📖 P.196 “Setting up IP Security”

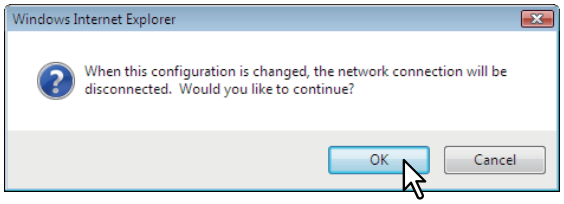
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



This equipment starts initializing the network interface card to apply the changes.

Note

During the initialization of the network interface card, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” The touch panel will display “NETWORK INITIALIZING”. When this message disappears, TopAccess will once again be available.

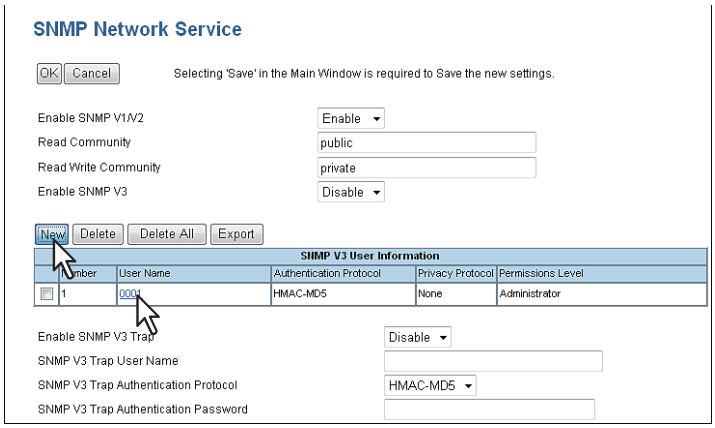
■ SNMP V3 settings

P.253 “Registering or editing SNMP V3 user information”
P.254 “Exporting SNMP V3 user information”
P.256 “Deleting SNMP V3 user information”

❑ Registering or editing SNMP V3 user information

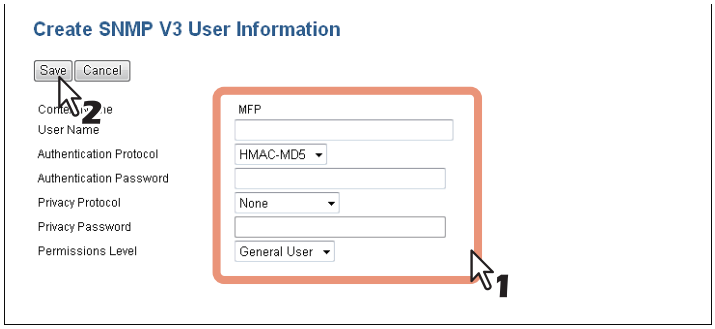
1 Click the [SNMP Network Service] button from the [Network] submenu under the [Setup] menu.

2 Click [New] to create new SNMP V3 user information, or click the desired user name on the list to edit SNMP V3 user information already registered.



The Create SNMP V3 User Information page is displayed.

3 Specify the following items and click [Save].



You can set the following in this page.
P.190 “[Create SNMP V3 User Information] screen”
The Create SNMP V3 User Information page is closed and the newly created user information is registered on the SNMP V3 user information list.
The confirmation dialog box appears.

Tip

Clicking [Save] on the [Create SNMP V3 User Information] screen instantly registers the SNMP V3 user information, enabling the registered user to access this equipment via SNMP over a network.

4 Click [OK].
The specified or modified content is registered.

5 Click [OK] to close the SNMP Network Service page.
The confirmation dialog box appears.

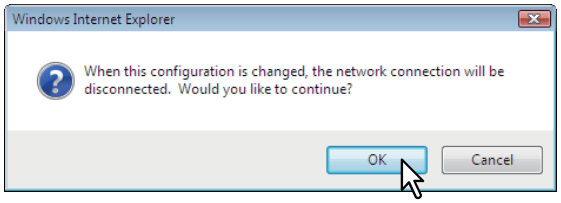
6 Click [OK].
The specified or modified content is registered.

7 **Click [Save] on the Network submenu page.**
The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

8 **Click [OK] to apply the changes.**



This equipment starts initializing the network interface card to apply the changes.

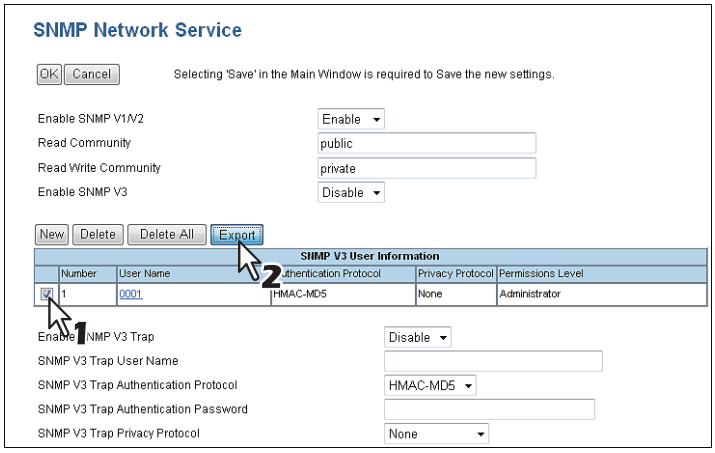
Note

During the initialization of the network interface card, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” The touch panel will display “NETWORK INITIALIZING”. When this message disappears, TopAccess will once again be available.

❑ Exporting SNMP V3 user information

1 **Click the [SNMP Network Service] button from the [Network] submenu under the [Setup] menu.**

2 **Select the check box of SNMP V3 user information that you want to export from the corresponding list, and then click [Export].**

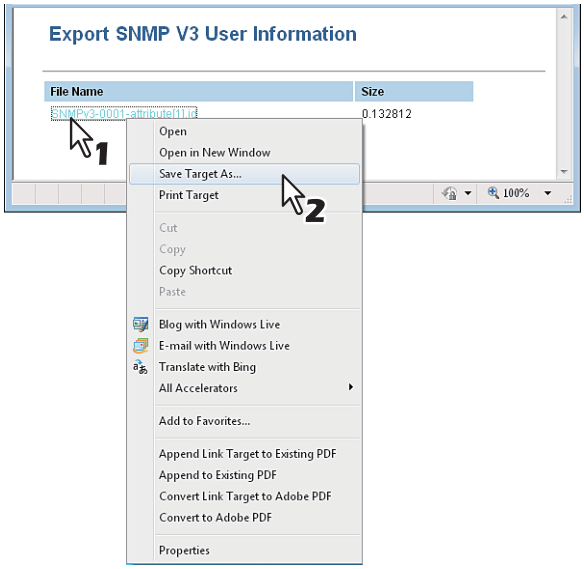


The Export page is displayed.

Note

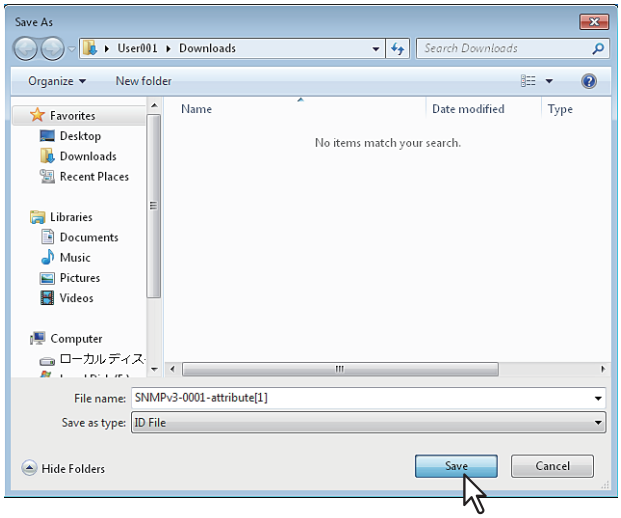
When “Please save the Network settings before exporting the user information” appears, click [Save] on the Network submenu page, and then export.

3 **Right-click the link for the file name of user information to be exported, and then select [Save Target As].**

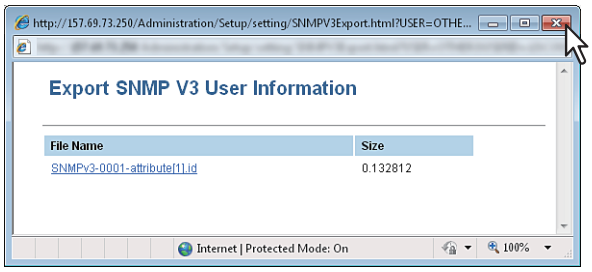


The [Save As] dialog box appears.

4 **Select the file location and click [Save].**



5 **Close the Export SNMP V3 User Information page.**



Note

The export operation may be unstable if administrators are accessing this equipment from multiple computers simultaneously in the access policy mode to export information. Be sure that the administrator accesses this equipment from only one computer when exporting.

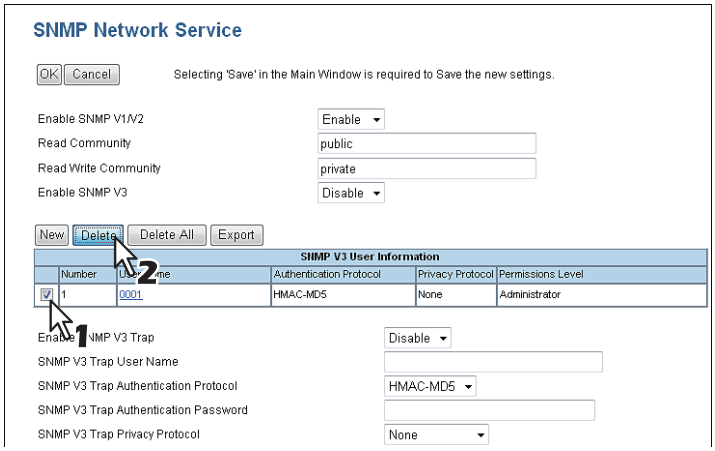
❑ Deleting SNMP V3 user information

1 Click the [SNMP Network Service] button from the [Network] submenu under the [Setup] menu.

2 Select the check box of SNMP V3 user information that you want to delete from the SNMP V3 user information list, and then click [Delete].

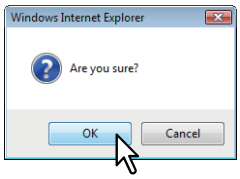
Tip

Click [Delete All] to delete all the SNMP V3 user information.



The confirmation dialog box appears.

3 Click [OK].



The SNMP V3 user information is deleted.

4 Click [OK] to close the SNMP Network Service page.
The confirmation dialog box appears.

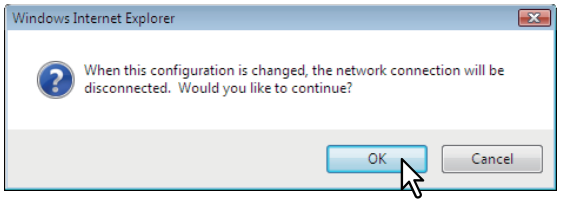
5 Click [OK].
The specified or modified content is registered.

6 Click [Save] on the Network submenu page.
The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

7 Click [OK] to apply the changes.



This equipment starts initializing the network interface card to apply the changes.

Note

During the initialization of the network interface card, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.” The touch panel will display “NETWORK INITIALIZING”. When this message disappears, TopAccess will once again be available.

■ Setting up Copier settings

You can configure copy operation settings from the [Copier] submenu under the [Setup] menu.

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

8

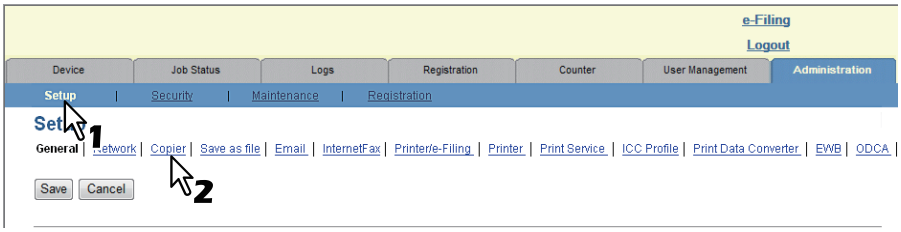
Setting the copier setting

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

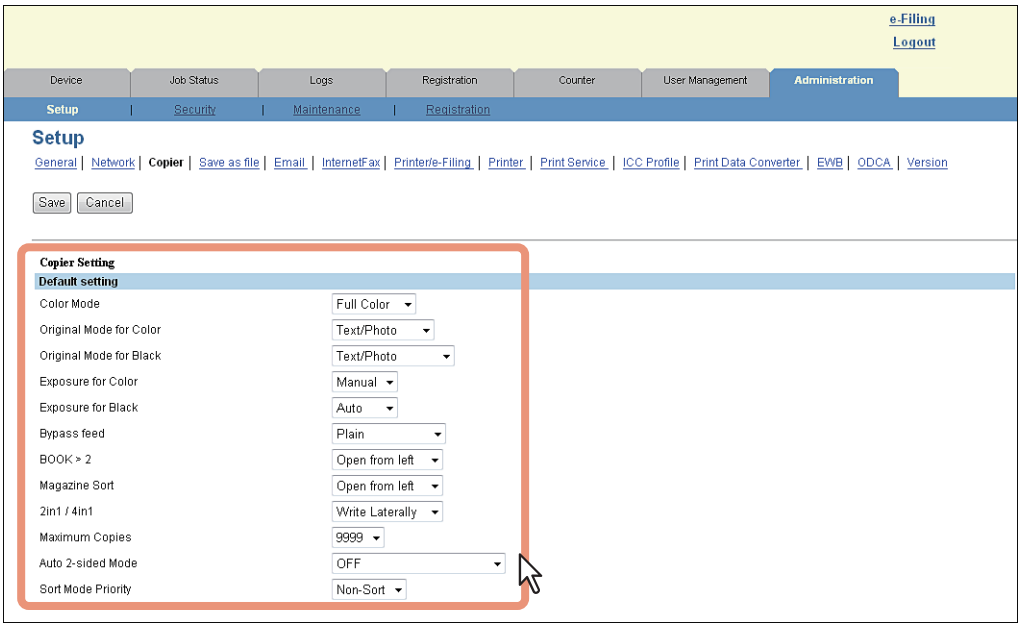
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Copier] submenu.



The Copier submenu page is displayed.

4 In the Copier submenu page, set the copier settings as required.



You can set the following in this page.

📖 P.208 “Setting up Default setting”
📖 P.211 “Setting up Copy Job Enforcement Continue”

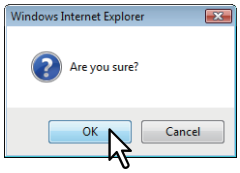
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up Fax settings

You can configure the fax device and fax operation settings from the [Fax] submenu under the [Setup] menu.

Notes

- Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.
- The [Fax] submenu in the [Setup] menu is available only when the Fax Unit is installed.

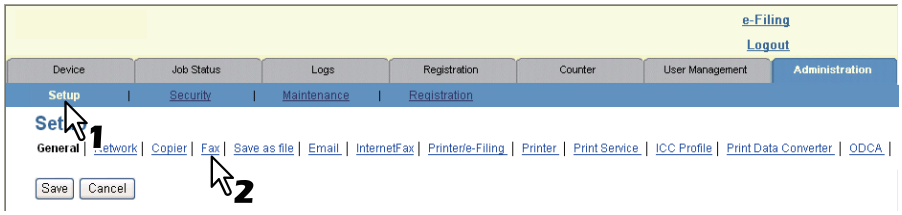
Setting the fax settings

1 Start TopAccess access policy mode.

📖 P.24 “Access Policy Mode”

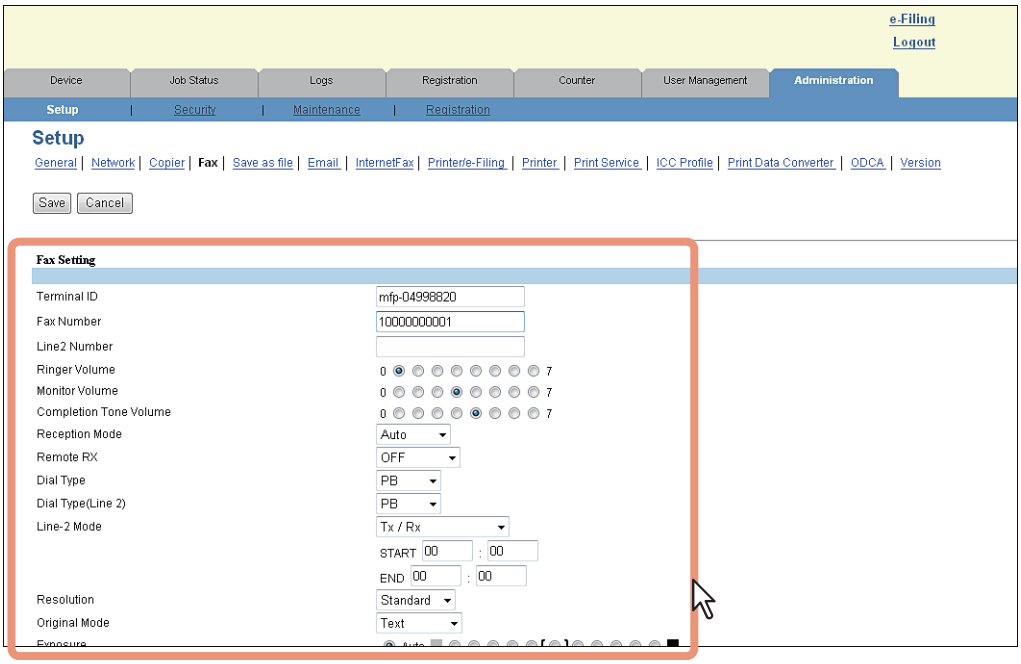
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Fax] submenu.



The Fax submenu page is displayed.

4 In the Fax submenu page, set the fax settings as required.



You can set the following in this page.

📖 P.212 “Setting up Fax Setting”

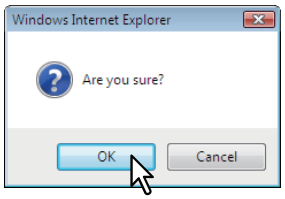
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 **Click [OK] to apply the changes.**



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up Save as file settings

You can configure file saving operations and the Save as File function by the N/W-Fax driver from the [Save as file] submenu under the [Setup] menu.

Note

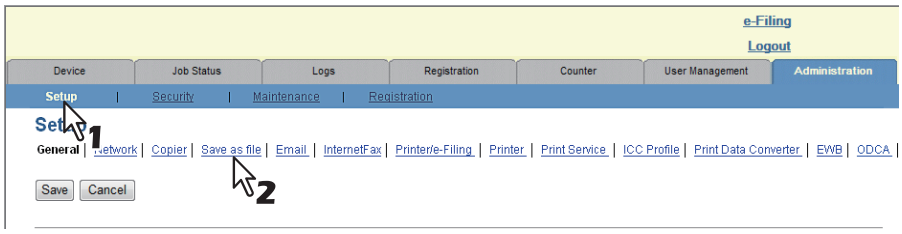
Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting the Save as file settings

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

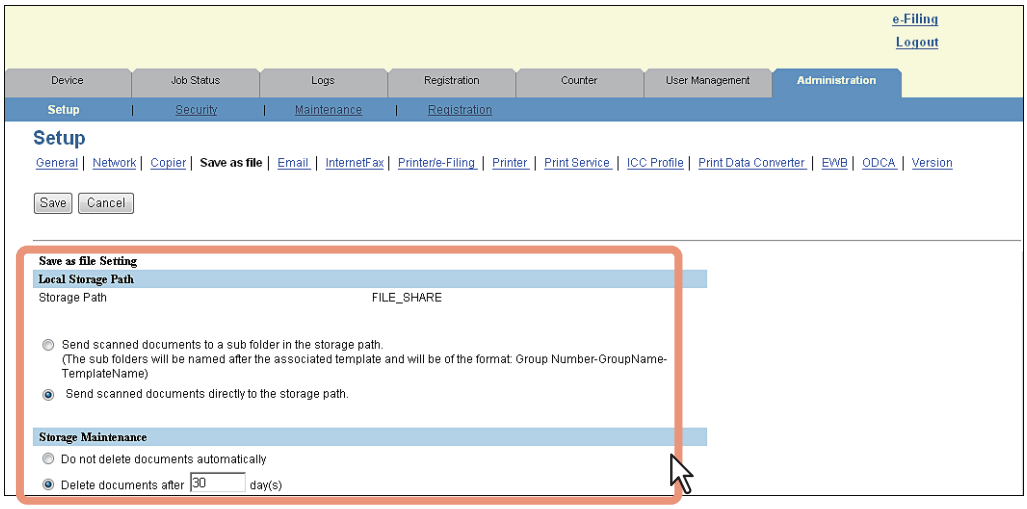
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [Save as file] submenu.**



The Save as file submenu page is displayed.

4 In the Save as file submenu page, set the Save as file settings as required.



You can set the following in this page.

- 🕮 P.216 “Setting up Local Storage Path”
- 🕮 P.217 “Setting up Storage Maintenance”
- 🕮 P.217 “Setting up Destination”
- 🕮 P.218 “Setting up Folder Name”
- 🕮 P.218 “Setting up Format”
- 🕮 P.219 “Setting up Single Page Data Saving Directory”
- 🕮 P.219 “Setting up File Composition”
- 🕮 P.220 “Setting up User Name and Password at User Authentication for Save as File”
- 🕮 P.220 “Setting up Searching Interval”
- 🕮 P.221 “Setting up Remote 1 and Remote 2”
- 🕮 P.224 “Setting up N/W-Fax Destination”
- 🕮 P.225 “Setting up N/W-Fax Folder”

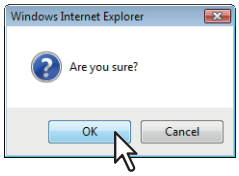
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

When using Internet Explorer, the changes may not be reflected on the Save as file page immediately after changing the settings and clicking [Save]. If that happens, click the [Save as file] submenu to refresh the page.

■ Setting up E-mail settings

You can configure E-mail transmission operations from the [E-mail] submenu under the [Setup] menu.

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

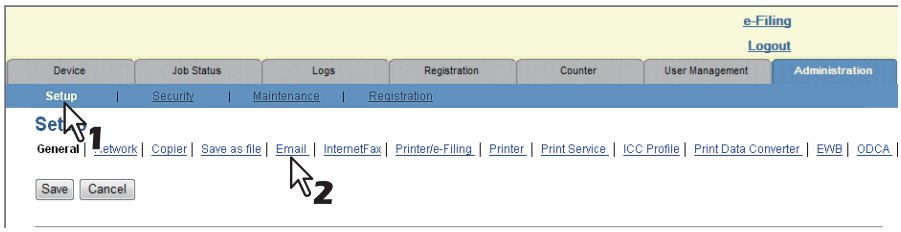
Setting the E-mail settings

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

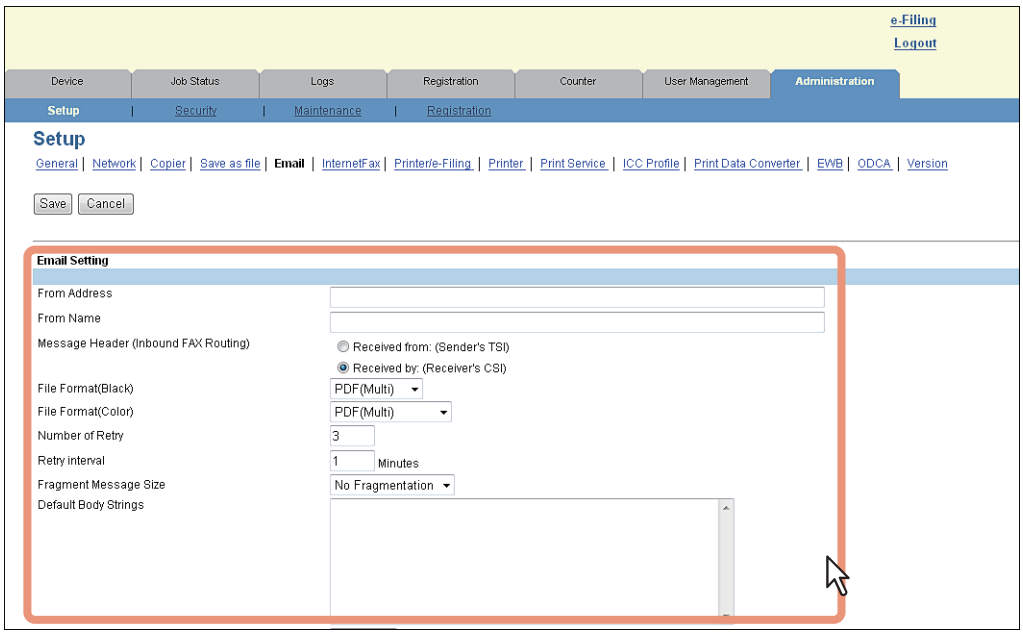
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Email] submenu.



The Email submenu page is displayed.

4 In the Email submenu page, set the E-mail settings as required.



You can set the following in this page.

P.226 “Email settings”

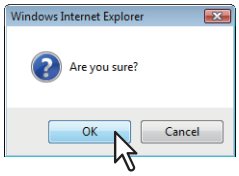
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up InternetFax settings

You can configure Internet Fax operations from the [InternetFax] submenu under the [Setup] menu.

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

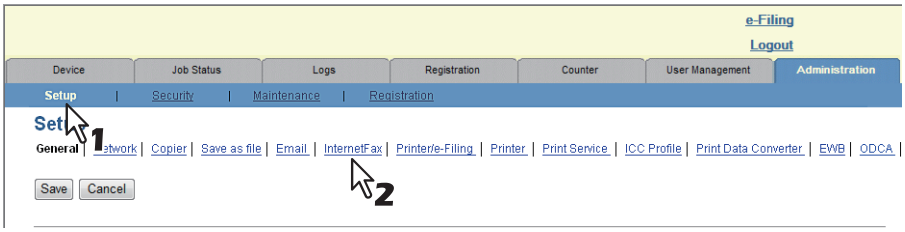
8

Setting the Internet Fax settings

1 Start TopAccess access policy mode.
P.24 “Access Policy Mode”

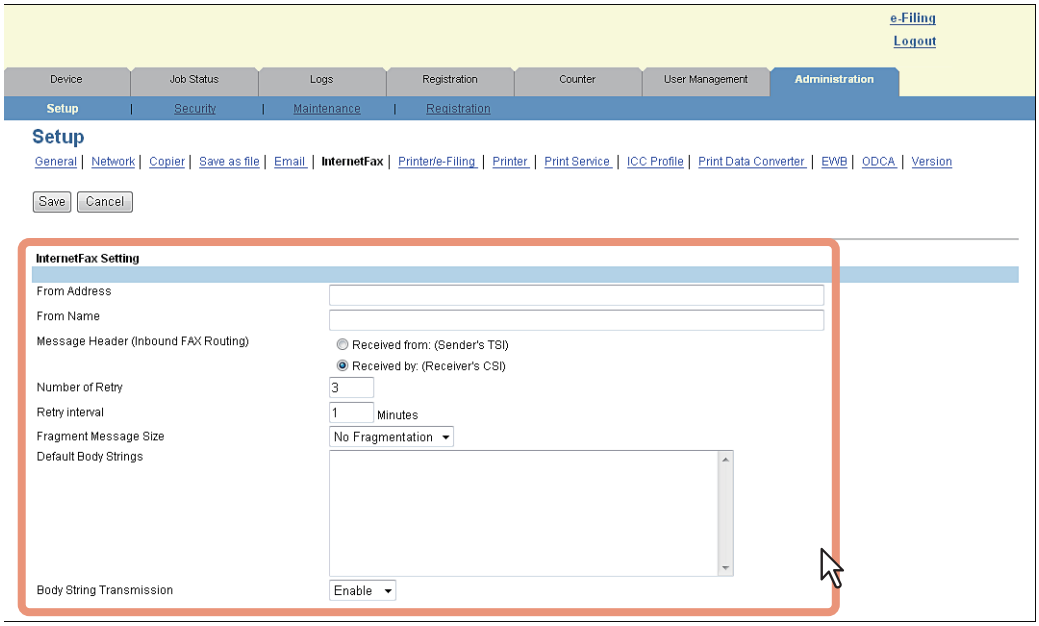
2 Click the [Administration] tab.

3 Click the [Setup] menu and [InternetFax] submenu.



The InternetFax submenu page is displayed.

4 In the InternetFax submenu page, set the Internet Fax settings as required.



You can set the following in this page.
📖 P.230 “Setting up InternetFax Setting”

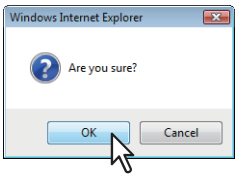
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up Printer/e-Filing settings

You can configure how to continue print jobs and e-Filing jobs from the [Printer/e-Filing] submenu under the [Setup] menu.

Note

Some settings may not be reflected on the touch panel immediately after changing them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an time period.

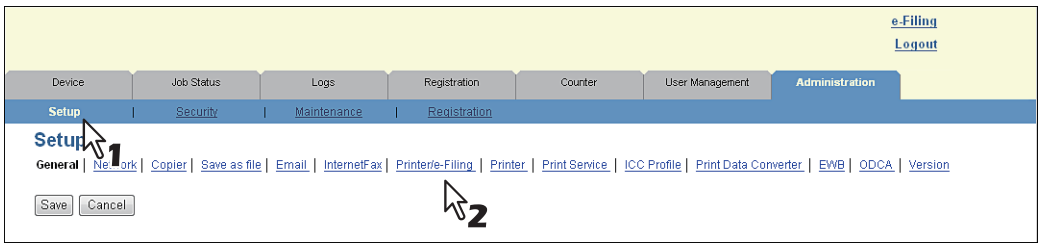
Setting the Printer/e-Filing settings

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

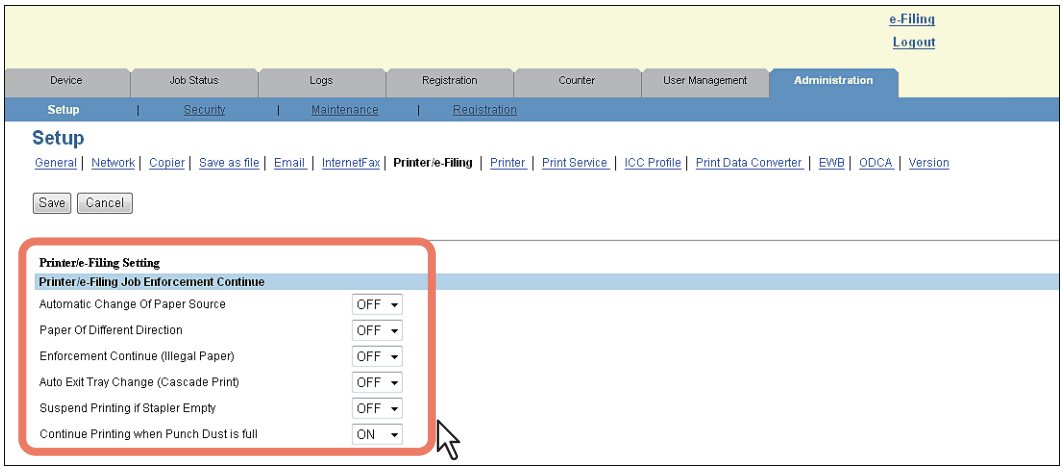
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Printer/e-Filing] submenu.



The Printer/e-Filing submenu page is displayed.

4 In the Printer/e-Filing submenu page, set the Printer/e-Filing settings as required.



You can set the following in this page.

P.232 “Setting up Printer/e-Filing Job Enforcement Continue”

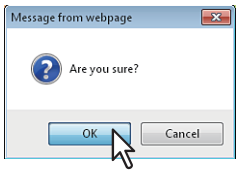
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 **Click [OK] to apply the changes.**



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up Printer settings

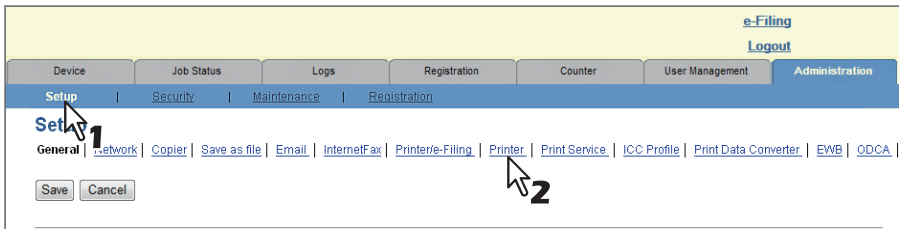
You can configure printer operations and printer options for RAW print jobs from the [Printer] submenu under the [Setup] menu.
📖 P.268 “Setting up Raw Job Setting”

Setting the Printer settings

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

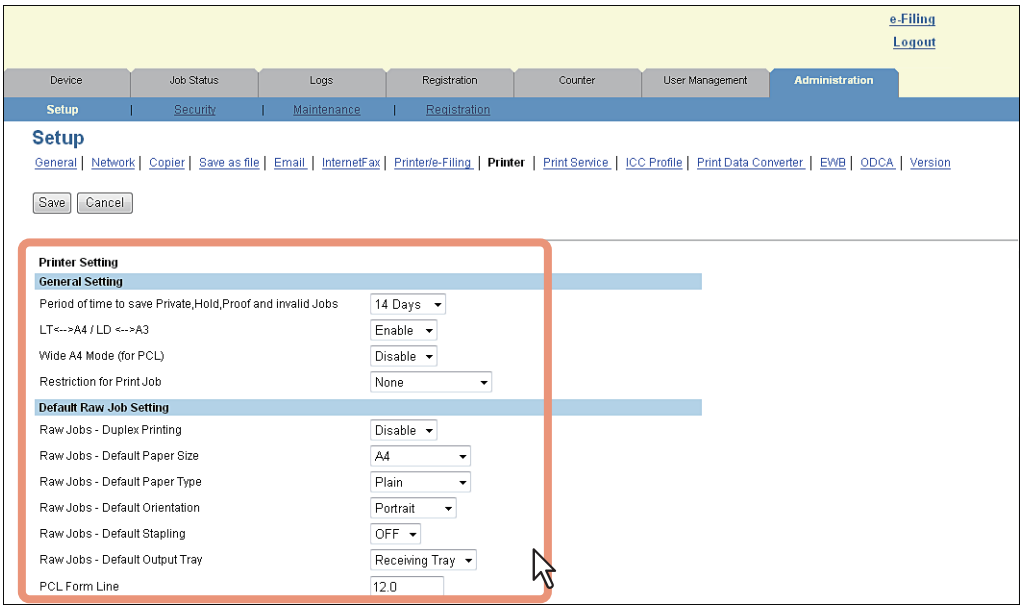
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [Printer] submenu.**



The Printer submenu page is displayed.

4 In the Printer submenu page, set the Printer settings as required.



You can set the following in this page.

P.233 “Setting up General Setting”
P.234 “Setting up Default Raw Job Setting”
P.235 “Setting up Raw Job Setting”

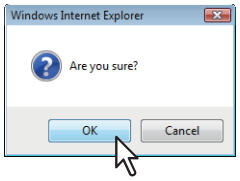
5 Click [Save].

The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

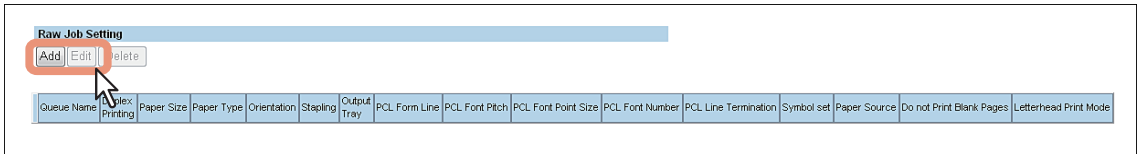
❑ Setting up Raw Job Setting

In Raw Job Setting, you can add up to 16 LPR queue names and specify the raw job setting for each queue. These queue names can be used when printing without a printer driver, such as printing from UNIX workstation. You can add, edit, or delete an LPR queue.

🕮 P.268 “Adding or editing an LPR queue”
🕮 P.268 “Deleting an LPR queue”

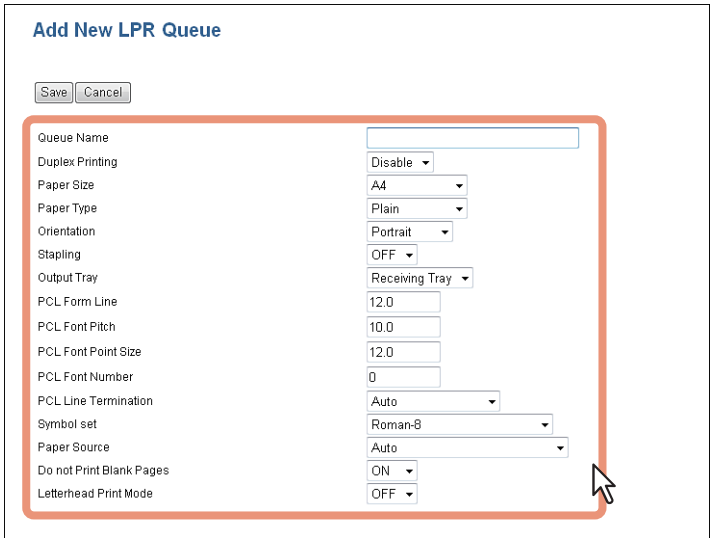
Adding or editing an LPR queue

1 To add a new LPR queue, click [Add] in Raw Job Setting.
To edit an existing LPR queue, select a radio button of a queue that you want to edit and click [Edit].



The Add New LPR Queue page is displayed.

2 Enter the following items as required.



You can set the following in this page.

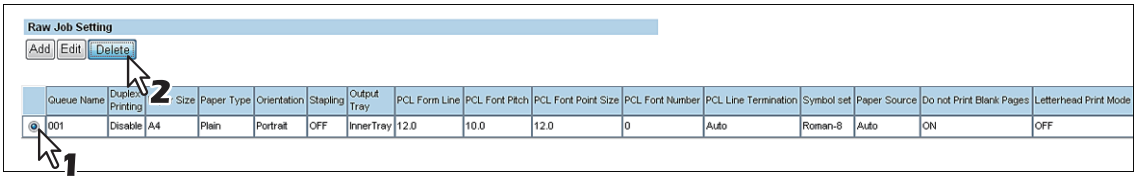
🕮 P.235 “Setting up Raw Job Setting”

3 Click [Save].

The queue name is added to the list.

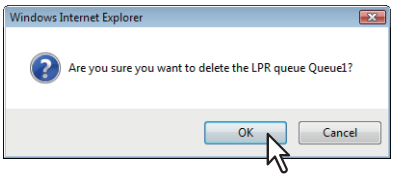
Deleting an LPR queue

1 Select a radio button of a queue that you want to delete and click [Delete].



The confirmation dialog box appears.

2 **Click [OK].**



The selected queue is deleted.

■ Setting up Print Service settings

You can configure print services such as Raw TCP Print, LPD Print, IPP Print, FTP Print, NetWare Print, and Email Print from the [Print Service] submenu under the [Setup] menu.

Note

Some settings may not be reflected on the touch panel immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

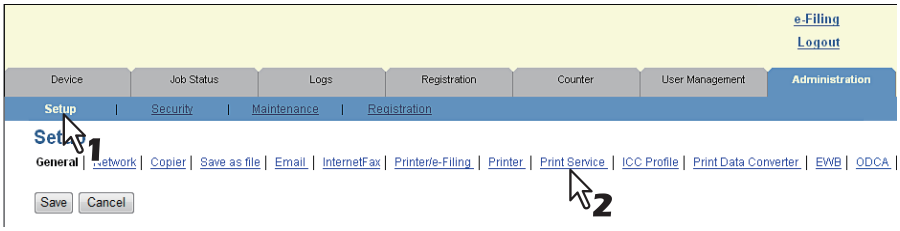
Setting the Print Service settings

1 **Start TopAccess access policy mode.**

P.24 “Access Policy Mode”

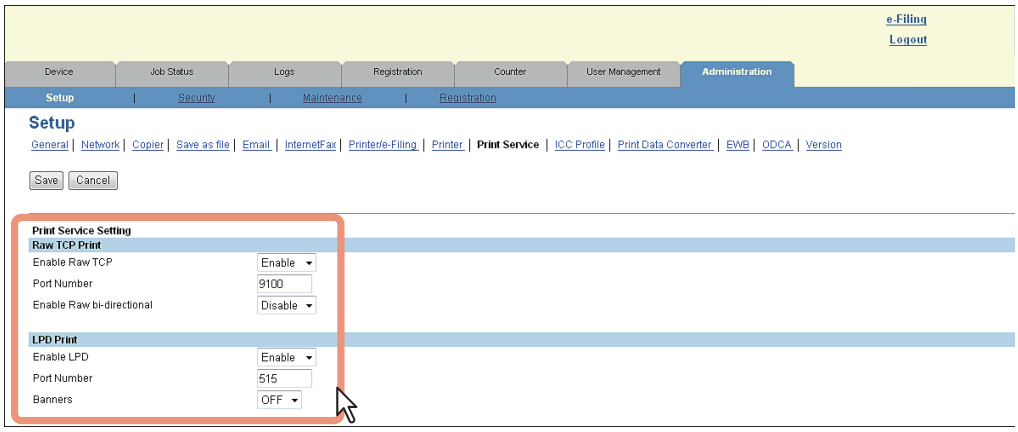
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [Print Service] submenu.**



The Print Service submenu page is displayed.

4 **In the Print Service submenu page, set the Print Service settings as required.**



You can set the following in this page.

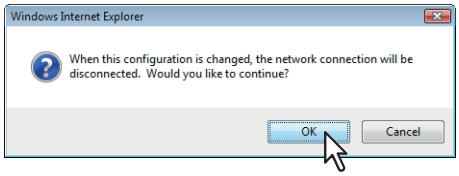
P.237 “Setting up Raw TCP Print”
P.238 “Setting up LPD Print”
P.238 “Setting up IPP Print”
P.240 “Setting up FTP Print”
P.240 “Setting up NetWare Print”
P.241 “Setting up Email Print”

5 **Click [Save].**
The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 **Click [OK] to apply the changes.**



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Setting up ICC Profile settings

You can configure profiles for printer functions from the [ICC Profile] submenu under the [Setup] menu.

Note

This setting is available only for some models.

P.273 “Configuring the source profile”

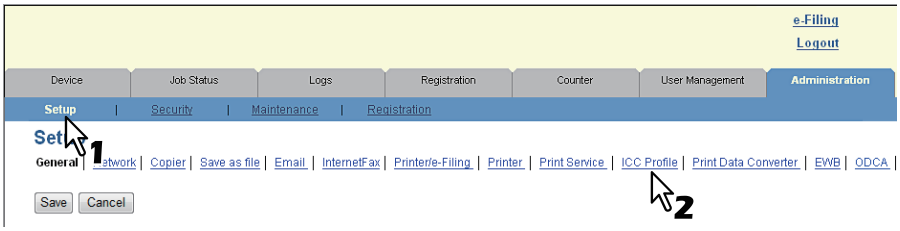
Setting the ICC Profile settings

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

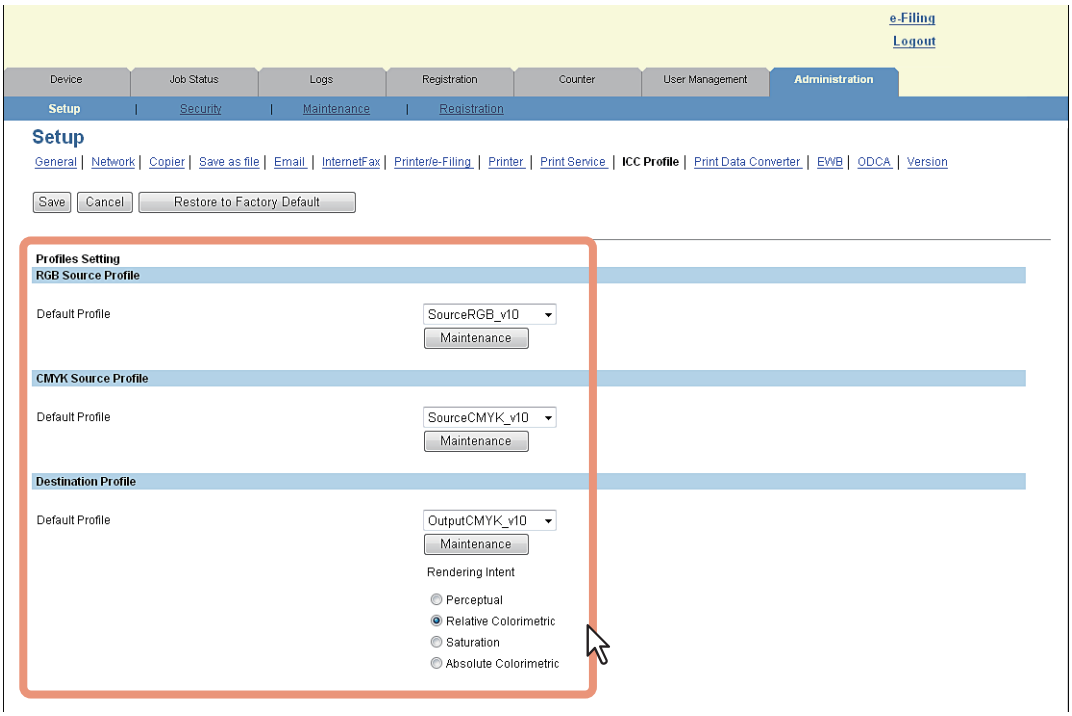
2 Click the [Administration] tab.

3 Click the [Setup] menu and [ICC Profile] submenu.



The ICC Profile submenu page is displayed.

4 In the ICC Profile submenu page, set the ICC Profile settings as required.



You can set the following in this page.

P.242 “Setting up RGB Source Profile”

P.243 “Setting up CMYK Source Profile”

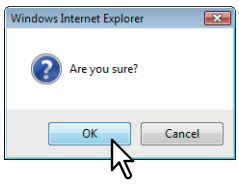
P.243 “Setting up Destination Profile”

5 **Click [Save].**
The confirmation dialog box appears.

Tips

- When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. Click this to clear all the changes made and return the settings to the current ones.
- Click [Restore to Factory Default] to return the settings to the factory default.

6 **Click [OK] to apply the changes.**



Note

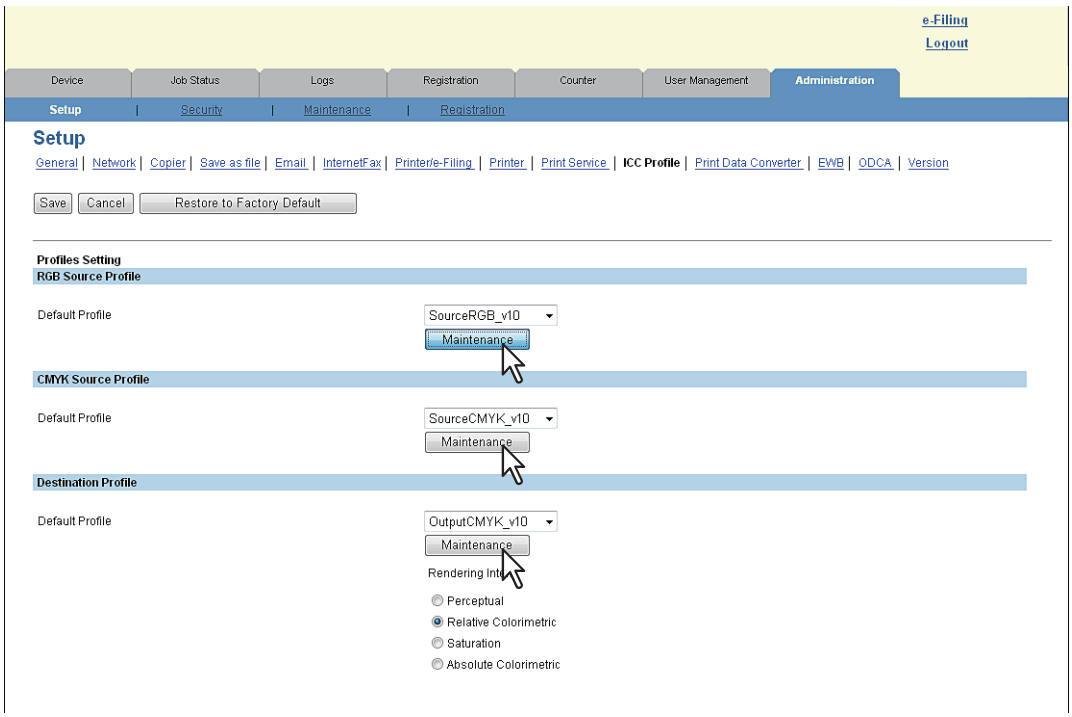
The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

❑ Configuring the source profile

📖 P.273 “Importing profiles”
📖 P.274 “Exporting profiles”
📖 P.276 “Deleting profiles”

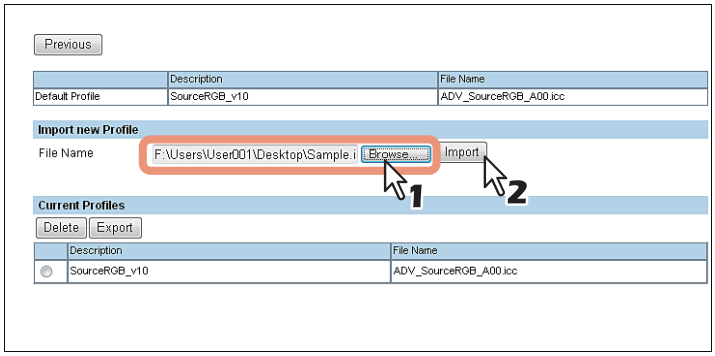
Importing profiles

1 Click [Maintenance] of the desired profile.



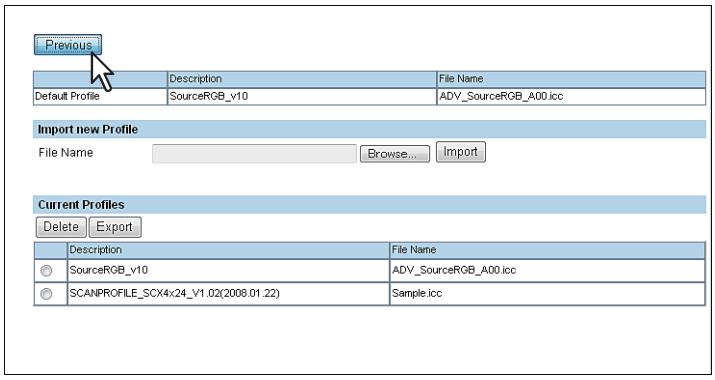
The Maintenance Profile page of the selected profile is displayed.

2 Click [Browse] in [Import new Profile] to select the file of the selected profile, and then click [Import].



Importing starts.

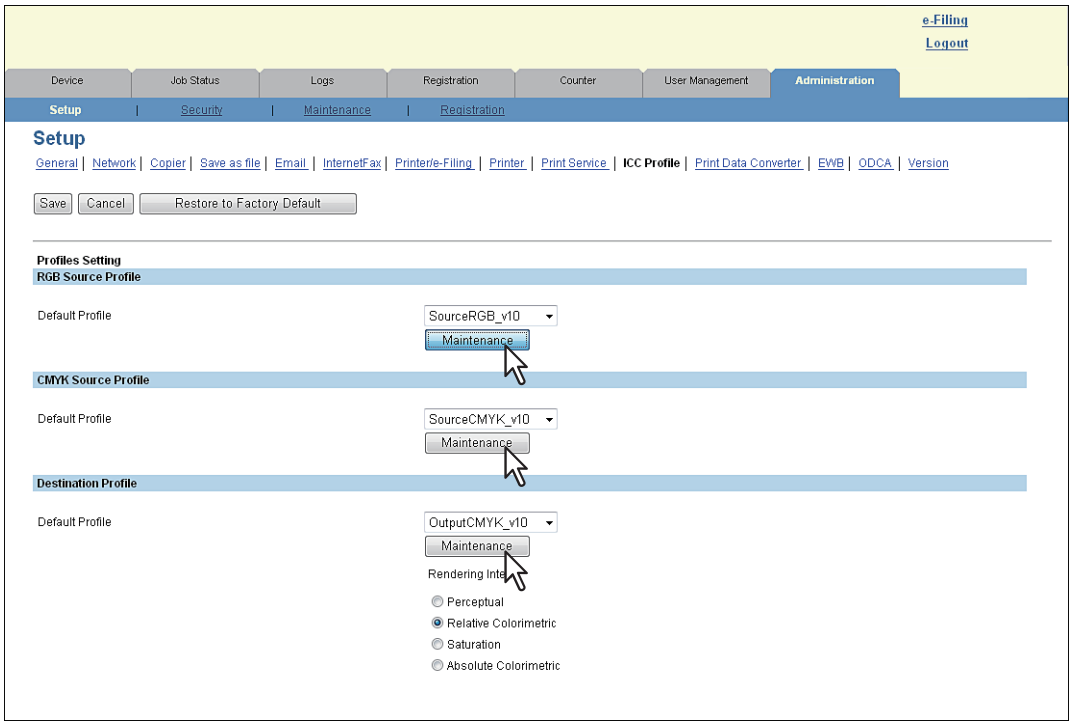
3 **The profile is imported. Click [Previous] to close the Maintenance Profile page.**



The imported profile is added to the [Current Profiles] list.

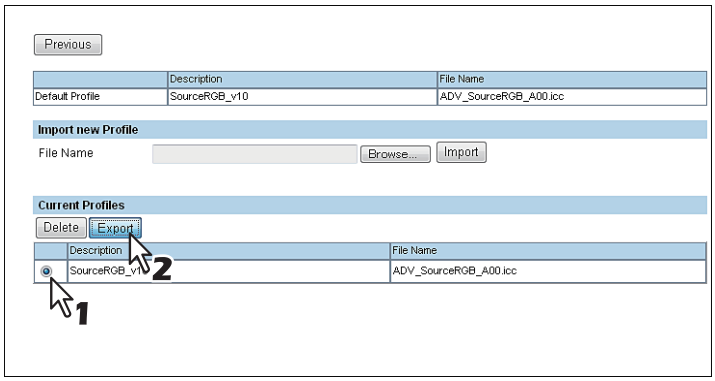
Exporting profiles

1 **Click [Maintenance] of the desired profile.**



The Maintenance Profile page of the selected profile is displayed.

2 Select the desired profile in the [Current Profiles] list, and then click [Export].

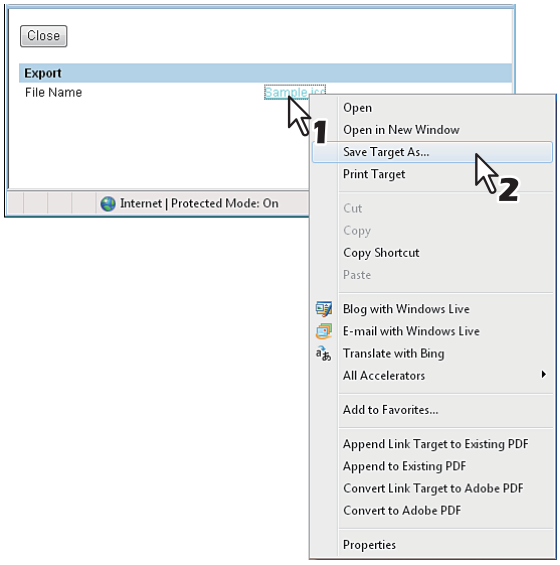


The Export page is displayed.

Note

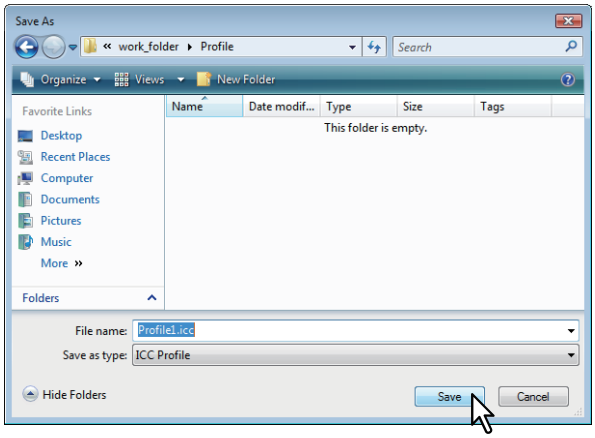
Profiles registered as a factory default cannot be exported.

3 Right-click the [File Name] link of a profile to be exported, and select [Save Target As].

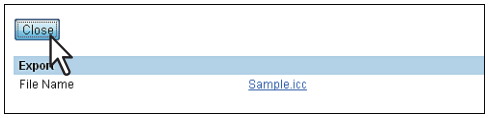


The [Save As] dialog box appears.

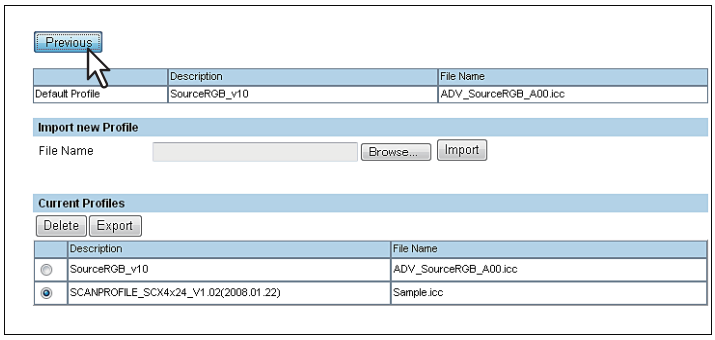
4 Select the file location and click [Save].



5 Click [Close] to close the Export page.

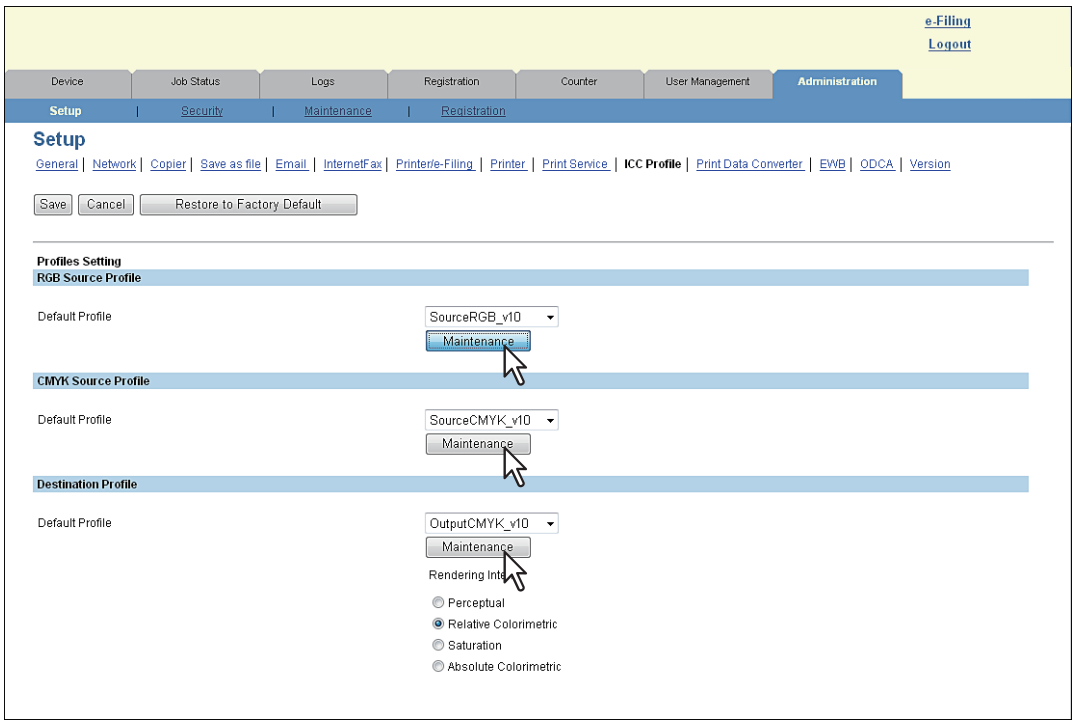


6 Click [Previous] to close the Maintenance Profile page.



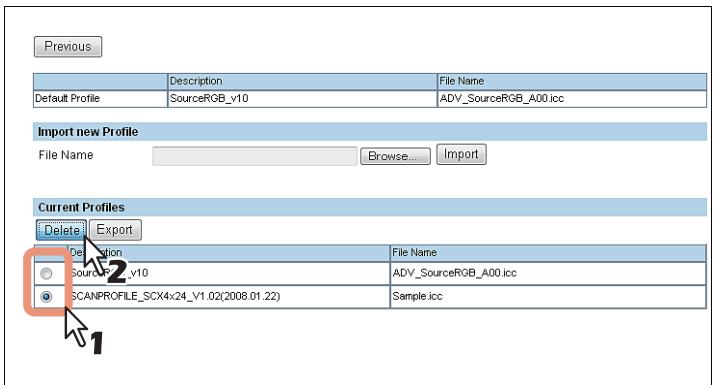
Deleting profiles

1 Click [Maintenance] of the desired profile.



The Maintenance Profile page of the selected profile is displayed.

2 Select the desired profile in the [Current Profiles] list, and then click [Delete].

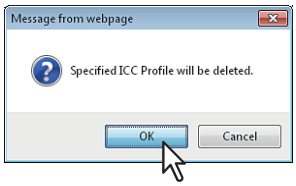


The confirmation dialog box appears.

Note

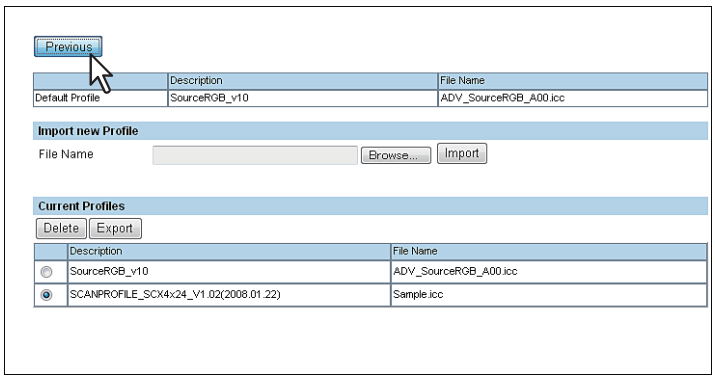
Profiles registered as a factory default cannot be deleted.

3 **Click [OK].**



The Profile is deleted.

4 **Click [Previous] to close the Maintenance Profile page.**



The profile is deleted from the [Current Profiles] list.

■ Setting up Print Data Converter settings

For information on Print Data Converter, contact your service technician.
You can configure Print Data Converter from the [Print Data Converter] submenu under the [Setup] menu.

Note

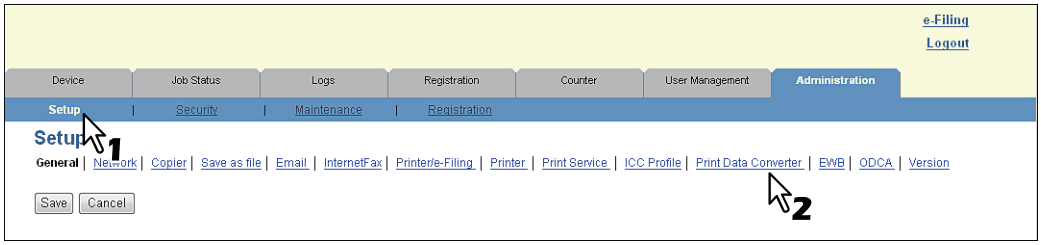
Some settings may not be reflected on the touch panel immediately after changing them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting the Print Data Converter settings

1 Start TopAccess access policy mode.
P.24 “Access Policy Mode”

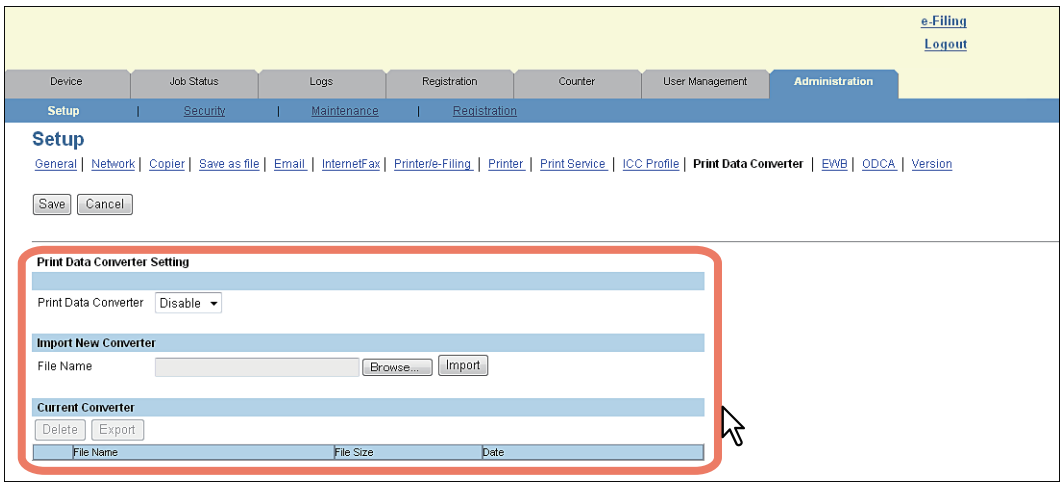
2 Click the [Administration] tab.

3 Click the [Setup] menu and [Print Data Converter] submenu.



The Print Data Converter submenu page is displayed.

4 In the Print Data Converter submenu page, set the Print Data Converter settings as required.



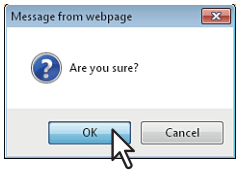
You can set the following in this page.
P.244 “Print Data Converter settings”

5 Click [Save].
The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 Click [OK] to apply the changes.



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Configuring the EWB function

You can configure the EWB (Embedded Web Browser) function which displays web pages on the control panel from the [EWB] submenu under the [Setup] menu.

Notes

- The EWB function is available only when the External Interface Enabler is installed on this equipment.
- This setting is available only for some models.

P.280 “Registering a server”
P.281 “Deleting a server”

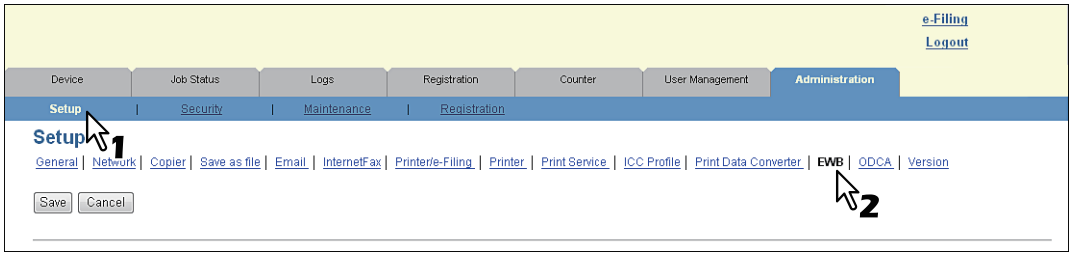
❑ Registering a server

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

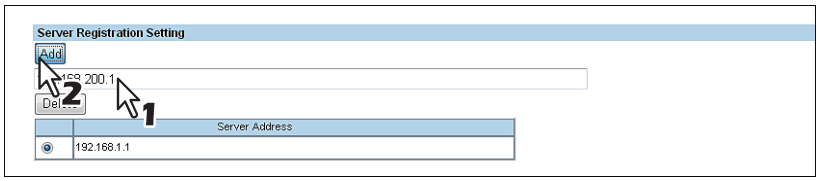
2 Click the [Administration] tab.

3 Click the [Setup] menu and [EWB] submenu.



The EWB submenu page is displayed.

4 To register a server for the EWB function, enter the server address and then click [Add].



The server is registered.
To register more than one server, repeat this procedure.

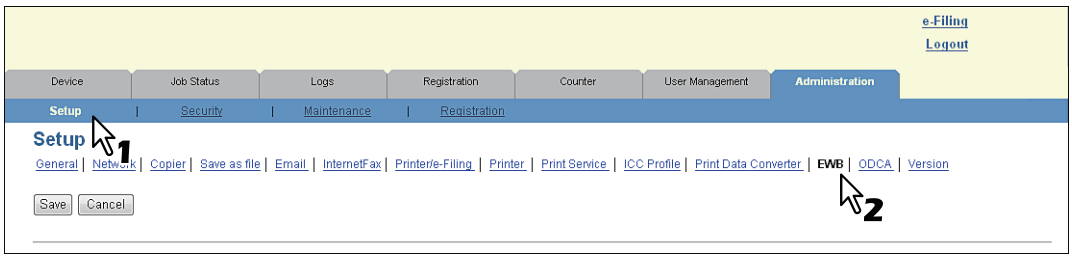
5 Click [Save] on the [EWB] submenu.

❑ Deleting a server

1 **Start TopAccess access policy mode.**
🕮 P.24 “Access Policy Mode”

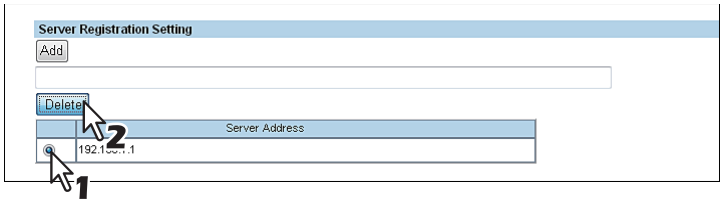
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [EWB] submenu.**

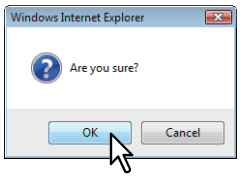


The EWB submenu page is displayed.

4 **To delete a server registered for the EWB function, select the server that you want to delete, and then click [Delete].**



5 **Click [OK].**



The server is deleted.

6 **Click [Save] on the [EWB] submenu.**

■ Setting up Off Device Customization Architecture settings

For the details of ODCA (Off Device Customization Architecture), contact your service technician.
You can configure ODCA (Off Device Customization Architecture) from the [ODCA] submenu under the [Setup] menu.

Note

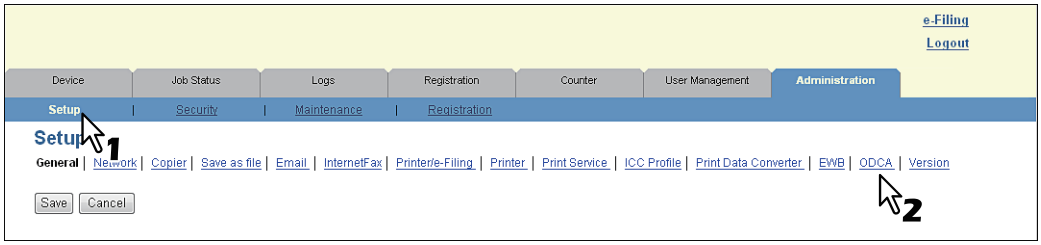
Some settings may not be reflected on the touch panel immediately after changing them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

Setting the Off Device Customization Architecture settings

1 Start TopAccess access policy mode.
P.24 “Access Policy Mode”

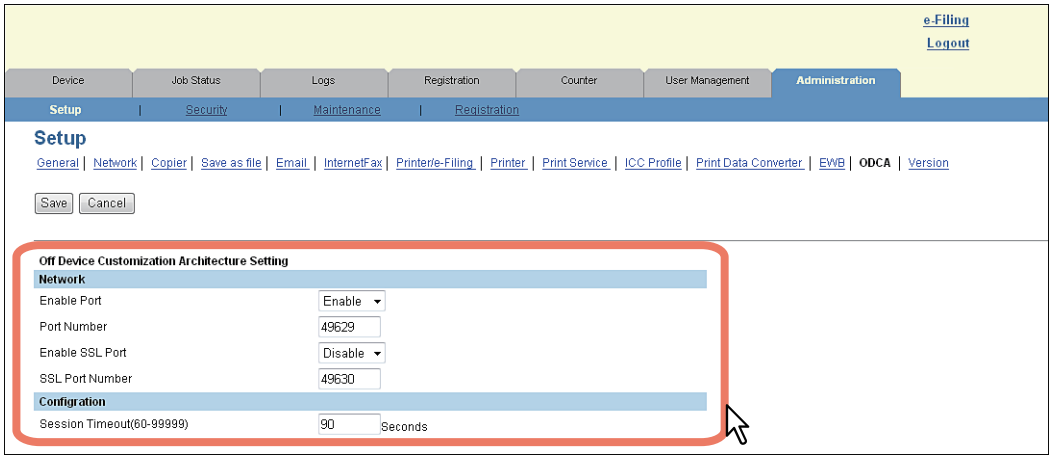
2 Click the [Administration] tab.

3 Click the [Setup] menu and [ODCA] submenu.



The ODCA submenu page is displayed.

4 In the ODCA submenu page, set the Off Device Customization Architecture settings as required.



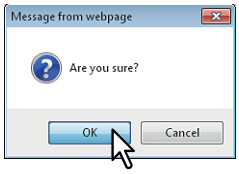
You can set the following in this page.
P.247 “Setting up Network”
P.248 “Setting up Configuration”

5 Click [Save].
The confirmation dialog box appears.

Tip

When you click [Cancel] before saving the setting changes, they will not be saved and will return to the current settings. Note that they will not be returned to the factory default by clicking [Cancel]. This can only clear the changes and restore the current settings before saving the changes.

6 **Click [OK] to apply the changes.**



Note

The setting value may not be reflected on the screen even after changing the setting by clicking [Save] if you are using Internet Explorer; however, the new setting is properly applied. In such a case, click the submenu to refresh the screen and display the current setting status.

■ Displaying version information

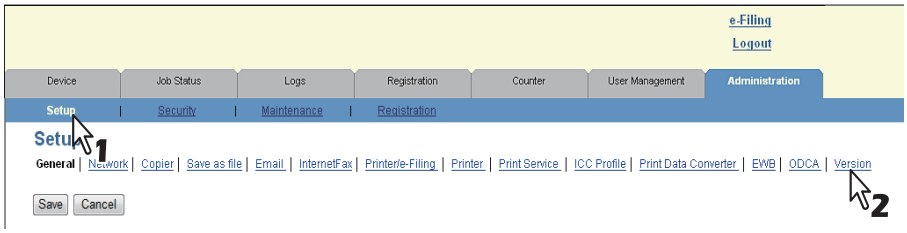
You can check the system software version information of this equipment from the [Version] submenu under the [Setup] menu.

Displaying the version information

1 **Start TopAccess access policy mode.**
P.24 “Access Policy Mode”

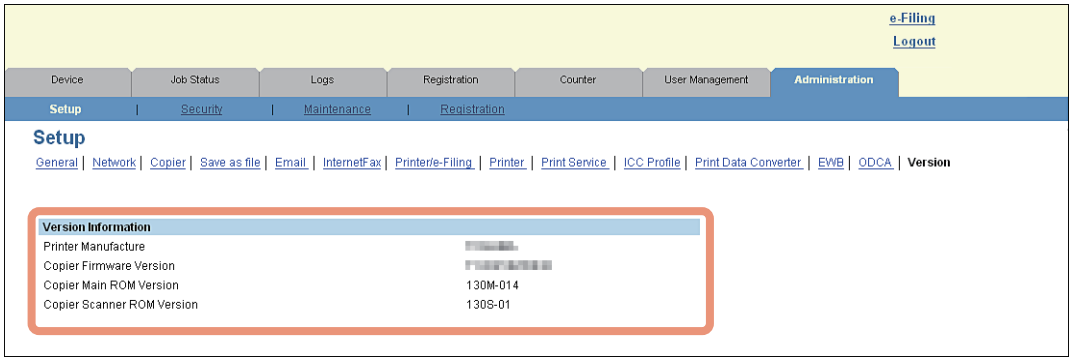
2 **Click the [Administration] tab.**

3 **Click the [Setup] menu and [Version] submenu.**



The Version submenu page is displayed.

4 **In the Version submenu page, you can confirm the version information of the system software.**



[Security] Item List

Tip

Users who are granted administrator privileges in access policy mode can access the [Security] menu from the [Administration] tab.
See the following pages for how to access it:
P.24 “Access Policy Mode”

P.284 “Authentication settings”
P.298 “Certificate management settings”
P.302 “Password Policy settings”

■ Authentication settings

You can restrict user operations using the authentication function of your equipment.

Tip

The [Authentication] submenu can be accessed from the [Security] menu on the [Administration] tab.
See the following pages for how to access it and information on [Security] menu:
P.24 “Access Policy Mode”
P.284 “[Security] Item List”

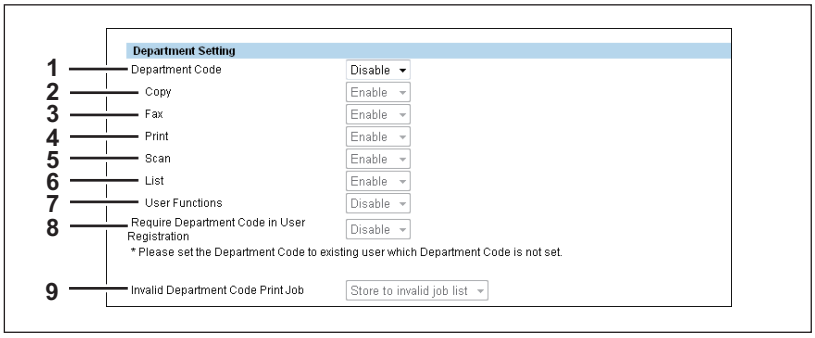
P.285 “Setting up Department Setting”
P.287 “Setting up User Authentication Setting”
P.293 “Setting up Email Authentication”
P.294 “Setting up Email Address Setting”
P.295 “Restriction Setting for Destination”
P.296 “Setting up Single Sign On Setting”
P.296 “Setting up Home Directory Setting”

❑ Setting up Department Setting

When you want to manage the counters for every department, enable department management. If this is done, the department code input screen will be displayed on the computer and the touch panel when copying, scanning, faxing, faxing via the Internet, and operating on e-Filing to enable you to manage operations by departments.

Note

The following applications can access your equipment regardless of the department setting.
- AddressBook Viewer
- Backup/Restore Utility
- TWAIN Driver
- File Downloader



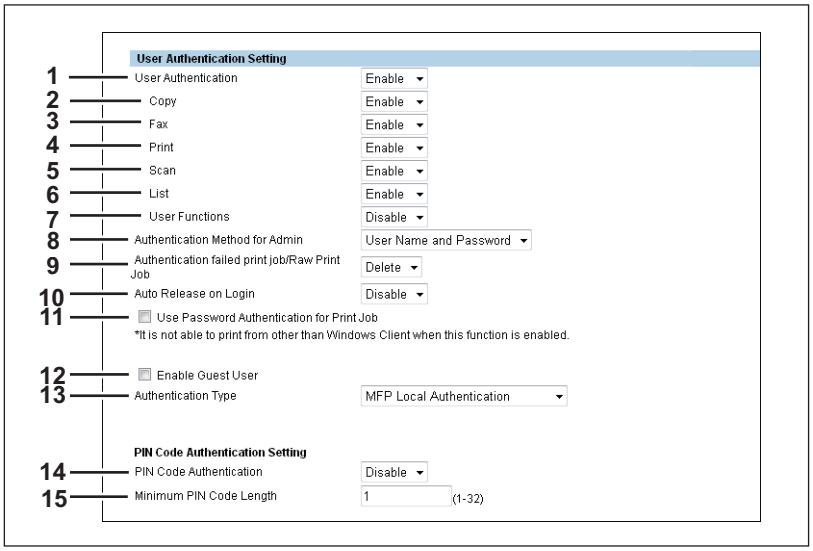
	Item name	Description
1	Department Code	Select whether or not to enable department management. [Disable] is set as the default.
2	Copy	When this function is enabled, the following counters are managed in each department. - Number of copied sheets - Number of originals scanned while copying [Enable] is set as the default.
3	FAX	When this function is enabled, the following counters are managed in each department. - Number of transmitted fax pages - Number of original pages scanned while transmitting faxes - Number of received fax pages - Number of received fax pages which are printed* [Enable] is set as the default.
4	Print	When this function is enabled, the number of outputs in printing (for printing, received E-mail and Internet Fax) is managed in each department. [Enable] is set as the default.
5	Scan	When this function is enabled, the number of originals scanned such as when they are stored in the shared folder is managed in each department. [Enable] is set as the default.
6	List	When this function is enabled, the number of system page outputs is managed in each department. [Enable] is set as the default.
7	User Functions	When this function is enabled, operations in the USER FUNCTION menu are managed in each department. [Disable] is set as the default.
8	Require Department Code in User Registration	Select whether or not to register the department code when registering a user. [Disable] is set as the default.

	Item name	Description
9	Invalid Department Code Print Job	Select whether or not to print jobs without a department code or with an invalid department code when department management is enabled. • **Store to invalid job list** — Select this to register print jobs which failed authentication in the invalid job list. Available only when the hard disk is installed. • **Print** — Select this to print jobs with an invalid department code. • **Delete** — Select this to delete jobs with an invalid department code.
	Tip If the Invalid Department Code Print Job is set to Store to invalid job list and the SNMP communication is enabled in the printer driver, the user will be prompted to enter the correct department code if an invalid department code was entered in the printer driver.	

* The number of outputs are only counted for received faxes, in which the department code needs to be entered, such as manual reception, polling reception or the printing of originals stored in the confidential mailbox and the bulletin mailbox.

❑ Setting up User Authentication Setting

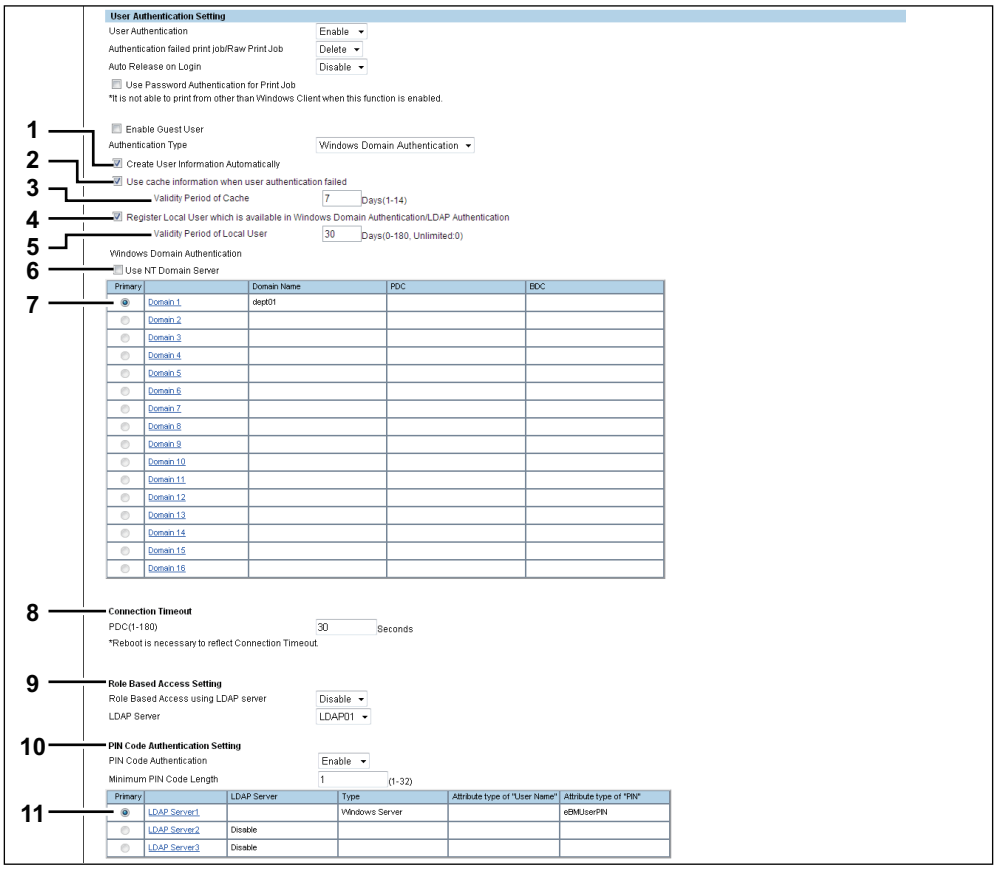
You can configure user authentication to access your equipment.



	Item name	Description
1	User Authentication	Select whether or not to enable user authentication. [Disable] is set as the default.
	Notes • You cannot configure "E-mail authentication" if you enable user authentication. • The No Limit Black function becomes unavailable if you enable user authentication. For details of the No Limit Black function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***.	
2	Copy	Enable or disable user authentication when the Copy function is used. [Enable] is set as the default.
3	Fax	Enable or disable user authentication when the FAX function is used. [Enable] is set as the default.
	Note When you want to set [Disable] for this function, use the latest version of a N/W-Fax driver. For details, contact your service technician.	
4	Print	Enable or disable user authentication when the Print function is used. [Enable] is set as the default.
	Note When you want to set [Disable] for this function, use the latest version of a printer driver. For details, contact your service technician.	
5	Scan	Enable or disable user authentication when the Scan function is used. [Enable] is set as the default.
6	List	Enable or disable user authentication when the List function is used. [Enable] is set as the default.
7	User Functions	Enable or disable user authentication when the User Functions are used. [Disable] is set as the default.
8	Authentication Method for Admin	Select the administrator authentication method. • **User Name and Password**: Select this to authenticate an administrator with a user name and a password. • **Only Password**: Select this to authenticate an administrator with a password.

	Item name	Description
9	Authentication failed print job/Raw Print Job	Select whether or not to print jobs which have failed user authentication. • **Hold** — Select this to register in the hold print job. Available only when the hard disk is installed. • **Print** — Select this to print jobs which failed authentication. • **Delete** — Select this to delete jobs which failed authentication.
	Note When the N/W-Fax driver is used, selecting [Hold] deletes the job.	
10	Auto Release on Login	Specify whether to process private jobs and hold jobs at login. • **Disable** — Select this not to print at login. • **Enable** — Select this to print at login.
11	Use Password Authentication for Print Job	Performs user authentication for each print job. The user name and password are required to execute printing.
12	Enable Guest User	Enables operations by the guest user.
13	Authentication Type	Select the authentication method. • **MFP Local Authentication** You can manage network users with the MFP local authentication of your equipment when you do not have a user authentication system in your environment. When MFP local authentication is enabled, users must enter the user name and password that is registered in the equipment to operate the touch panel. • **Windows Domain Authentication** You can manage network users with Windows domain authentication when you already manage your network using Windows domains. When Windows domain authentication is enabled, users must enter the user name and password that is registered in the Windows domain to operate the touch panel. P.289 “Windows Domain Authentication” • **LDAP Authentication** You can manage network users with LDAP authentication when you already manage your network using LDAP. When LDAP authentication is enabled, users must enter the user name and password that is registered in the LDAP server to operate the touch panel. P.291 “LDAP Authentication”
14	PIN Code Authentication	Select the PIN code authentication method. • **Disable** — Select this no to use the PIN code authentication. Use the user name and password for authentication. • **Enable** — Select this to use the PIN code authentication. Instead of the PIN code, it is possible to use the user name and password for authentication.
15	Minimum PIN Code Length	Enter a figure that specifies the minimum digits for the PIN code.

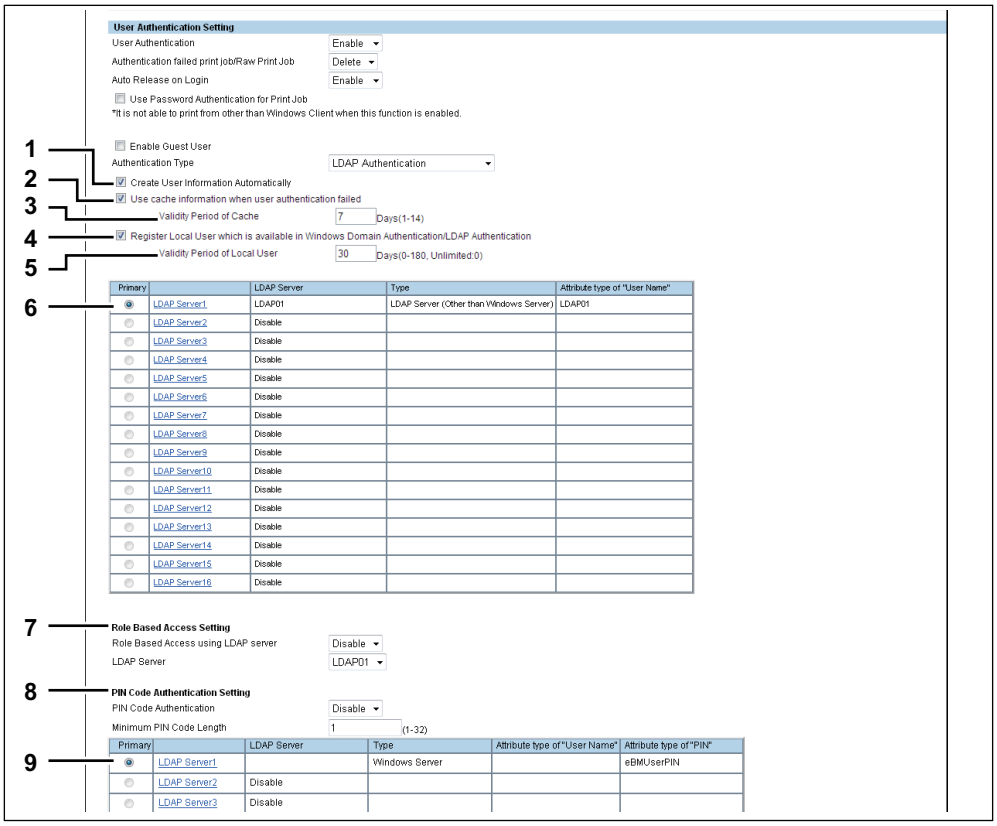
Windows Domain Authentication



	Item name	Description
1	Create User Information Automatically	Select whether or not to register user information automatically to this equipment. [Enable] is set as the default.
2	Use cache information when user authentication failed	Either of the following data is saved according to the authentication method. Password, Card number, Domain name, PIN code, Home Directory information or RBAC information.
	Tip The cache information will be updated if user authentication succeeds with the authentication server. However, if a user is authenticated with the cache information, it is not updated.	
3	Validity Period of Cache	Enter the number of days to maintain the cache information. 1 to 14 days can be set from the latest update.
4	Register Local User which is available in Windows Domain Authentication/ LDAP Authentication	Select this to register a local user who can log in with MFP Local Authentication using the cache information for an MFP managed with external authentication.
5	Validity Period of Local User	Enter the number of valid days for local users. Up to 180 days can be set from the user creation day. If 0 is set, the number of valid days will be indefinite.
6	Use NT Domain Server	Select this check box if you are managing the domain using the NT domain controller.

	Item name	Description
7	Domain 1 - Domain 16	Specify the domain you want to use for Windows domain authentication. Click one of the domains and specify the following items in the displayed screen to register the domain. **Domain Name** — Enter the domain name. **PDC** — Enter the server name or IP address of the Primary Domain Controller (PDC). You can enter up to 128 alphanumerical characters and symbols. **BDC** — Enter the server name or IP address of the Backup Domain Controller (BDC) as required. You can enter up to 128 alphanumerical characters and symbols.
	Note If the wrong primary or backup domain controller is specified, the [OK] in the user authentication screen on the touch panel is highlighted while this equipment searches for the primary or backup domain controller for 2 to 4 minutes.	
8	Connection Timeout	Enter the timeout period for quitting communication when no response is received from the PDC or BDC server. Specify within the range from 1 to 180 seconds.
9	Role Based Access Setting	Configure role based access using an LDAP server. **Role Based Access using LDAP server** — Select whether enable or disable role based access. [Disable] is set as the default. **LDAP Server** — Select the LDAP server that manages the Role Based Access Control.
10	PIN Code Authentication Setting	**PIN Code Authentication** — Select the PIN code authentication method. • **Disable** — Select this no to use the PIN code authentication. Use the user name and password for authentication. • **Enable** — Select this to use the PIN code authentication. Instead of the PIN code, it is possible to use the user name and password for authentication. **Minimum PIN Code Length** — Enter a figure that specifies the minimum digits for the PIN code.
11	LDAP Server1 - LDAP Server3	Set the following items for LDAP Server1 when you use the PIN Code authentication: **Windows Server** — Select this when LDAP is running on a Windows server. **LDAP Server (Other than Windows Server)** — Select this when the LDAP is running on a server other than a Windows one. **Attribute type of "User Name"** — Enter the attribute type of “User Name” for “LDAP Server (Other than Windows Server)”. **Attribute type of "PIN"** — Enter the attribute type of “PIN” for the PIN code authentication. When you use more than one LDAP server, select LDAP Server2 and/or LDAP Server3 and set up the LDAP server as necessary. See the settings for LDAP Server1.
	Tip If [Windows Server] is selected as an LDAP server for the PIN code or IC card authentication with [Create User Information Automatically] enabled, the following attribute type of user name is used. - If Kerberos is selected to access the LDAP server: sAMAccountName - If Digest-MD5, CRAM-MD5, Login, Plain or Simple Bind is selected to access the LDAP server: displayName	

LDAP Authentication

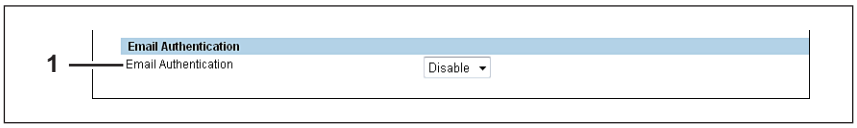


	Item name	Description
1	Create User Information Automatically	Select whether or not to register user information automatically to this equipment. [Enable] is set as the default.
2	Use cache information when user authentication failed	Either of the following data is saved according to the authentication method. Password, Card number, Domain name, PIN code, Home Directory information or RBAC information.
	Tip The cache information will be updated if user authentication succeeds with the authentication server. However, if a user is authenticated with the cache information, it is not updated.	
3	Validity Period of Cache	Enter the number of days to maintain the cache information. 1 to 14 days can be set from the latest update.
4	Register Local User which is available in Windows Domain Authentication/ LDAP Authentication	Select this to register a local user who can log in with MFP Local Authentication using the cache information for an MFP managed with external authentication.
5	Validity Period of Local User	Enter the number of valid days for local users. Up to 180 days can be set from the user creation day. If 0 is set, the number of valid days will be indefinite.
6	LDAP Server1 - LDAP Server16	Select the LDAP server you want to use for LDAP authentication. Click one of the LDAP servers and specify the following items in the displayed screen to register the LDAP server. **Windows Server** — Select this when LDAP is running on a Windows server. **LDAP Server (Other than Windows Server)** — Select this when the LDAP is running on a server other than a Windows one.

	Item name	Description
7	Role Based Access Setting	Configure role based access using an LDAP server. **Role Based Access using LDAP server** — Select whether enable or disable role based access. [Disable] is set as the default. **LDAP Server** — Select the LDAP server that manages the Role Based Access Control.
8	PIN Code Authentication Setting	**PIN Code Authentication** — Select the PIN code authentication method. • **Disable** — Select this no to use the PIN code authentication. Use the user name and password for authentication. • **Enable** — Select this to use the PIN code authentication. Instead of the PIN code, it is possible to use the user name and password for authentication. **Minimum PIN Code Length** — Enter a figure that specifies the minimum digits for the PIN code.
9	LDAP Server1 - LDAP Server3	Set the following items for LDAP Server1 when you use the PIN Code authentication: **Windows Server** — Select this when LDAP is running on a Windows server. **LDAP Server (Other than Windows Server)** — Select this when the LDAP is running on a server other than a Windows one. **Attribute type of "User Name"** — Enter the attribute type of “User Name” for “LDAP Server (Other than Windows Server)”. **Attribute type of "PIN"** — Enter the attribute type of “PIN” for the PIN code authentication. When you use more than one LDAP server, select LDAP Server2 and/or LDAP Server3 and set up the LDAP server as necessary. See the settings for LDAP Server1.
	Tip If [Windows Server] is selected as an LDAP server for the PIN code or IC card authentication with [Create User Information Automatically] enabled, the following attribute type of user name is used. - If Kerberos is selected to access the LDAP server: sAMAccountName - If Digest-MD5, CRAM-MD5, Login, Plain or Simple Bind is selected to access the LDAP server: displayName	

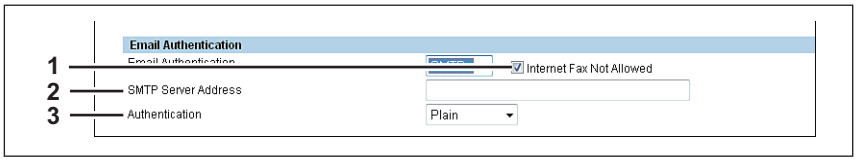
❑ Setting up Email Authentication

When E-mail authentication is enabled, users must enter the user name and password before performing Scan to Email.



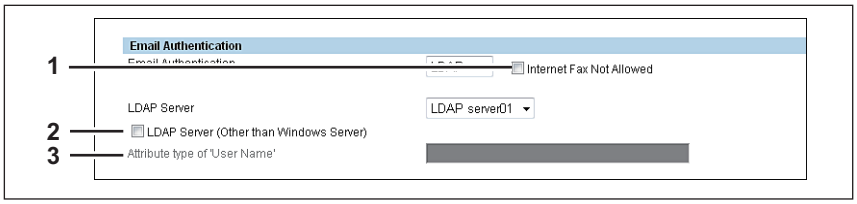
	Item name	Description
1	Email Authentication	Select whether or not to enable E-mail authentication. • **SMTP**: You can use SMTP authentication of the equipment to manage user authentication. When SMTP authentication is enabled, users must enter the user name and password that is registered in the SMTP server to perform Scan to Email from the touch panel. 📖 P.293 “SMTP” • **LDAP**: You can manage network users with LDAP authentication when you already manage your network using LDAP. When LDAP authentication is enabled, users must enter the user name and password that is registered in the LDAP server to perform Scan to Email from the touch panel. 📖 P.294 “LDAP”
	Note You must carry out "E-mail address setting" to use E-mail authentication. 📖 P.294 “Setting up Email Address Setting”	

SMTP



	Item name	Description
1	Internet Fax Not Allowed	Select this check box to prohibit Internet Fax transmissions. This will disable Internet Fax transmission for all users.
2	SMTP Server Address	Enter the IP address or FQDN of the SMTP server used for E-mail authentication.
3	Authentication	Select the authentication method. • **Plain** — Select this to access the SMTP server using the plain authentication. • **Login** — Select this to access the SMTP server using the login authentication. • **CRAM-MD5** — Select this to access the SMTP server using the CRAM-MD5 authentication. • **Digest-MD5** — Select this to access the SMTP server using the Digest-MD5 authentication. • **Kerberos** — Select this to access the SMTP server using the Kerberos authentication. • **NTLM(IWA)** — Select this to access the SMTP server using the NTLM (IWA) authentication. • **Auto** — Select this to access the SMTP server using the appropriate authentication that this equipment detects.

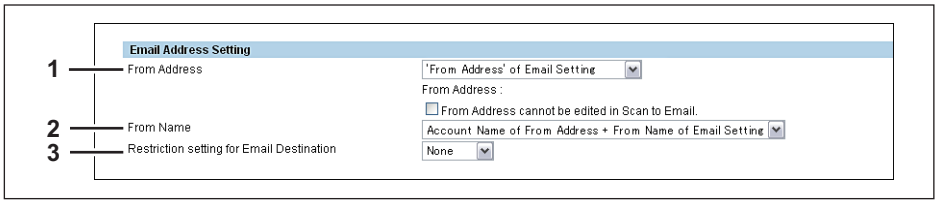
LDAP



	Item name	Description
1	Internet Fax Not Allowed	Select this check box to prohibit Internet Fax transmissions. This will disable Internet Fax transmission for all users.
2	LDAP Server	Select the LDAP server you want to use for LDAP authentication.
3	LDAP Server (Other than Windows Server)	Select if LDAP is running on a server other than a Windows server. When this is selected, you have to specify the attribute type of 'User Name'.

❑ Setting up Email Address Setting

You can configure the E-mail address when E-mail authentication is enabled.

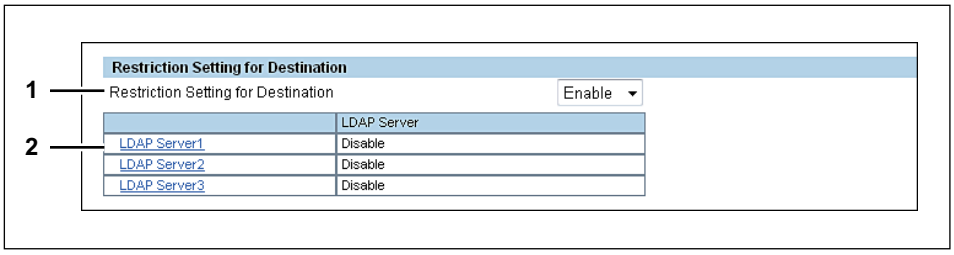


	Item name	Description
1	From Address	Specify the From Address. **From Address of Email Setting**: Select this to set the From Address in E-mail settings. **User Name + @ + Mail Domain Name**: Select this to specify the From Address in the "User Name + @ + Mail Domain Name" format. The authenticated user name is employed as the "User Name". The domain name specified in the [Domain Name] box is used as the "Mail Domain Name". When this is selected, enter the domain name in the [Domain Name] box. **User Name of LDAP**: Select this to set the From Address as the E-mail address found in the LDAP server. Select the LDAP server in the [LDAP Server] box, enter the schema to search the user name in the [Attribute type of "User Name"] box, the E-mail address schema to set as sender address in the [Attribute type of "Email Address"], and the domain name used when the user name is not found in the [Domain Name] box. The equipment searches the authenticated user name in [Attribute type of "User Name"] of the LDAP server. If the registered user name has been found in the specified schema, the schema value set in [Attribute type of "Email Address"] becomes the sender address. If the registered user name has not been found in the specified schema, the format set in [User Name + @ + Mail Domain Name] becomes the sender address. **From Address cannot be edited in Scan to Email.**: Select this check box if you do not want to allow users to edit the From Address.

	Item name	Description
2	From Name	Specify the From Name. **Account Name of From Address + From Name of Email Setting**: Select this to specify the From Name in the "Account Name of From Address + From Name of Email Setting" format. **From Name of Email setting**: Select this to set the From Name which has been specified in E-mail settings. **User Name of LDAP**: Select this to set the From Name as the E-mail address found in the LDAP server. Select the LDAP server in the [LDAP Server] box, enter the schema to search the user name in [Attribute type of "User Name"] and the schema of the from address to set as the From Name in [Attribute type or "From Name"]. The equipment searches user name authenticated in [Attribute type of "User Name"] of the LDAP server. If the user name authenticated has been found in the specified schema, the schema value set in the [Attribute type of "From Name"] becomes the sender name. If the user name authenticated has not been found in the specified schema, the format set in [Account Name of From Address + From Name of Email Setting] becomes the sender name.
3	Restriction setting for Email Destination	When User Authentication or Email Authentication is enabled, select whether to set the Email address of the authenticated user as a destination. • **None** — Not used as a destination. • **Fixed To** — Only the Email address of the authenticated user is used for "To". • **To** — The Email address of the authenticated user is added to "To". • **Cc** — The Email address of the authenticated user is added to "Cc". • **Bcc** — The Email address of the authenticated user is added to "Bcc".

❑ Restriction Setting for Destination

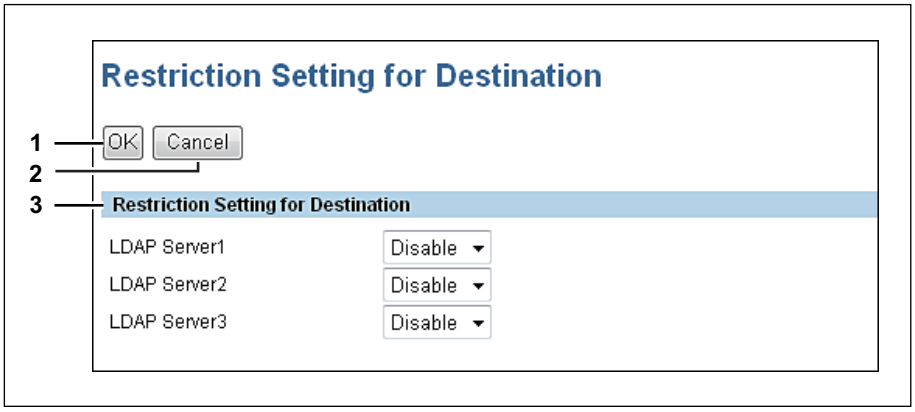
You can restrict the destination of the From Address to the one registered in the LDAP server when transmitting via fax, internet fax or E-mail.



	Item name	Description
1	Restriction Setting for Destination	**Enable**: Select this to restrict the destination of the From Address to the one registered in the LDAP server when transmitting via fax, internet fax or E-mail. **Disable**: Select this not to restrict the destination of the From Address when transmitting via fax, internet fax or E-mail.
2	LDAP Server1 LDAP Server2 LDAP Server3	This field is displayed when the Restriction Setting for Destination is enabled. Three LDAP servers to search the destination are displayed. To register the LDAP server, click an item name. 📖 P.296 “[Restriction Setting for Destination] screen”

[Restriction Setting for Destination] screen

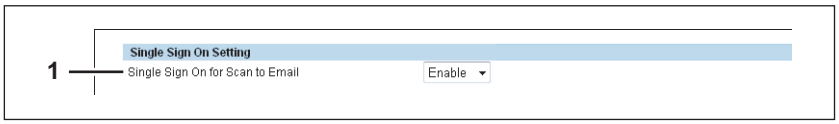
You can register an LDAP server to be used to search the destination.



	Item name	Description
1	[OK] button	Select this to register the LDAP server which has been set.
2	[Cancel] button	Select this to cancel the registration of the LDAP server.
3	Restriction Setting for Destination	Select this to set an LDAP server to be used to search the destination. You can register up to three LDAP servers.

❑ Setting up Single Sign On Setting

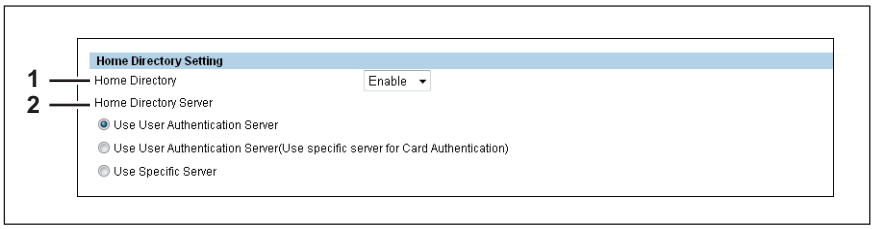
Normally users are required to enter the user name and password for E-mail authentication and Scan to Email; however, you can enable the single sign on setting to eliminate these operations.



	Item name	Description
1	Single Sign On for Scan to Email	Select whether or not to enable single sign on. [Enable] is set as the default.

❑ Setting up Home Directory Setting

You can configure the home directory when home directory is enabled.



	Item name	Description
1	Home Directory	Select whether or not to enable home directory.

	Item name	Description
2	Home Directory Server	Specify the home directory server. • **Use User Authentication Server** — Select this to use the user authentication server as the home directory server. • **Use User Authentication Server(Use specific server for Card Authentication)** — Select this to use the user authentication server as the home directory server. However, use the specified server as the home directory server in the case of Card Authentication. • **User Specific Server** — Select this to specify the home directory server. If you select “Use User Authentication Server (Use specific server for Card Authentication)” or “User Specific Server”, the LDAP server list appears on the screen. You can set up to 3 servers. Click the “Primary” button to select the primary server. Click the LDAP server name on the list to open the Home Directory Server Setting screen. Select the home directory server for each server name. If you do not specify the server, select “Disable”.

■ Certificate management settings

You can manage device certificates and client certificates.

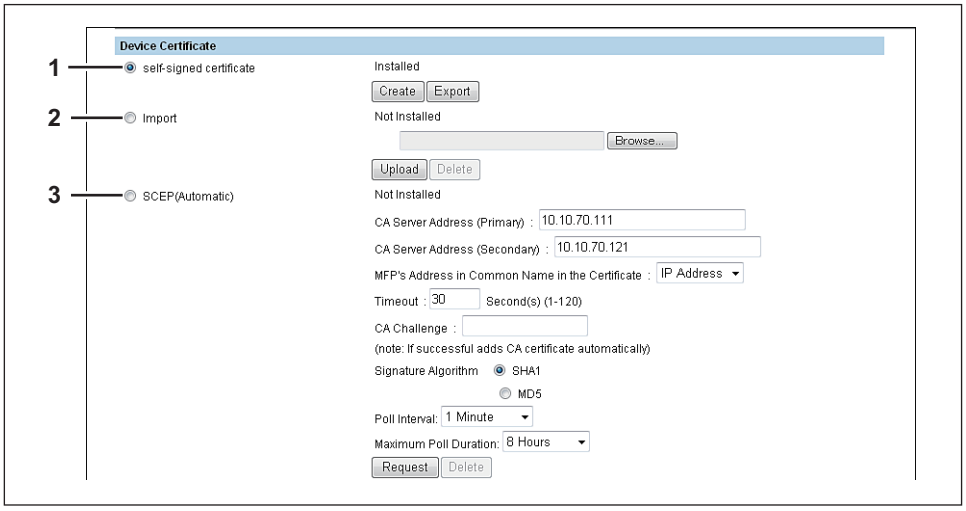
Tip

The [Certificate Management] submenu can be accessed from the [Security] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Security] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.284 “[Security] Item List”

🕮 P.298 “Setting up Device Certificate”
🕮 P.300 “Setting up Client Certificate”
🕮 P.301 “Setting up Certificate Setting”
🕮 P.301 “Setting up CA Certificate”
🕮 P.301 “Setting up Certificate Files”

❑ Setting up Device Certificate

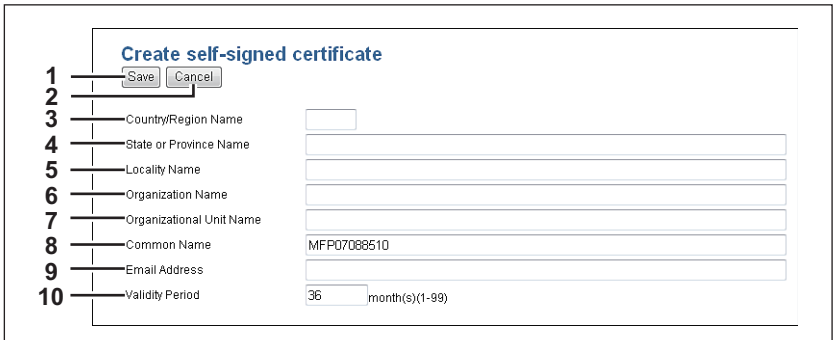
You can configure the device certificate for encrypted communications using wireless LAN, IEEE 802.1X authentication, IPsec, or SSL.



	Item name	Description
1	self-signed certificate	Creates a certificate for encrypted communications using SSL on your device. **[Create] button** — Displays the [Create self-signed certificate] screen. Specify items necessary for the certificate to create the self-signed certificate. 🕮 P.299 “[Create self-signed certificate] screen” **[Export] button** — Exports the created self-signed certificate.
2	Import	Import the certificate for encrypted communications using wireless LAN, IEEE 802.1X authentication, IPsec, or SSL. **[Browse] button** — Allows you to select the certificate file. **[Upload] button** — Uploads the selected certificate file. **[Delete] button** — Deletes the registered certificate file.

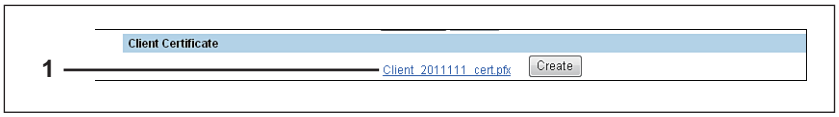
	Item name	Description
3	SCEP(Automatic)	Automatically acquires the certificate for encrypted communications using IP sec or SSL. **CA Server Address (Primary)** — Enter the IP address of FQDN of the CA server. You can enter up to 128 alphanumerical characters and symbols. **CA Server Address (Secondary)** — Enter the IP address of FQDN of the CA server. You can enter up to 128 alphanumerical characters and symbols. **MFP's Address in Common Name in the Certificate** — Select whether you use the IP address or FQDN as the address of this equipment to be entered in the [Common Name] box of the certificate. [IP Address] is set as the default. **Timeout** — Enter a timeout period for quitting communication when no response is received from the CA server. Specify within the range from 1 to 120 seconds. “10” is set as the default. **CA Challenge** — Enter the password for the CA challenge. You can enter up to 16 alphanumerical characters. **Signature Algorithm** — Select SHA1 or MD5 as the signature algorithm. **Poll Interval** — Specify the polling interval. [1 Minute] is set as the default. **Maximum Poll Duration** — Specify the polling duration. [8 Hours] is set as the default. **[Request] button** — Click this button to request the certificate. **[Delete] button** — Deletes the registered certificate.

[Create self-signed certificate] screen



	Item name	Description
1	[Save] button	Saves the self-signed certificate.
2	[Cancel] button	Cancels creating the certificate.
3	Country/Region Name	Enter the country or region name using two alphanumerical characters and symbols. (Example: JP)
4	State or Province Name	Enter the state or province name with alphanumerical characters and symbols. You can enter up to 128 characters.
5	Locality Name	Enter the city or town name with alphanumerical characters and symbols. You can enter up to 128 characters.
6	Organization Name	Enter the organization name with alphanumerical characters and symbols. You can enter up to 64 characters.
7	Organizational Unit Name	Enter the organizational unit name with alphanumerical characters and symbols. You can enter up to 64 characters.
8	Common Name	Enter the FQDN or IP address of this equipment with alphanumerical characters and symbols. You can enter up to 64 characters.
9	Email Address	Enter the E-mail address with alphanumerical characters and symbols. You can enter up to 64 characters.
10	Validity Period	Enter the number of months in the validity period of the self-signed certificate.

❑ Setting up Client Certificate

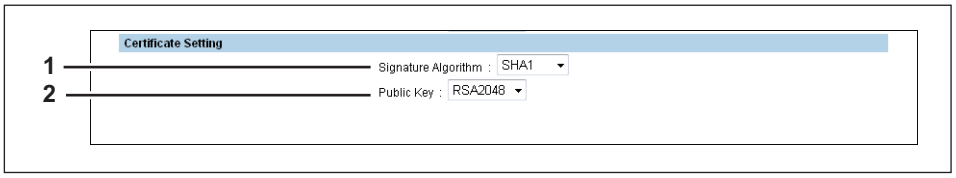


	Item name	Description
1	Client Certificate	Creates the client certificate. **[Create] button** — Displays the [Create Client Certificate] screen. Specify items necessary for the certificate to create the client certificate. 📖 P.300 “[Create Client Certificate] screen”

[Create Client Certificate] screen

	Item name	Description
1	[Save] button	Saves the Client certificate.
2	[Cancel] button	Cancels creating the certificate.
3	Country/Region Name	Enter the country or region name using two alphanumerical characters and symbols. (Example: JP)
4	State or Province Name	Enter the state or province name with alphanumerical characters and symbols. You can enter up to 128 characters.
5	Locality Name	Enter the city or town name with alphanumerical characters and symbols. You can enter up to 128 characters.
6	Organization Name	Enter the organization name with alphanumerical characters and symbols. You can enter up to 64 characters.
7	Organizational Unit Name	Enter the organizational unit name with alphanumerical characters and symbols. You can enter up to 64 characters.
8	Common Name	Enter the FQDN or IP address of this equipment with alphanumerical characters and symbols. You can enter up to 64 characters.
9	Validity Period	Enter the number of months in the validity period of the self-signed certificate.
10	Password	Enter the password of the certificate with alphanumerical characters and symbols. You can enter up to 64 characters.

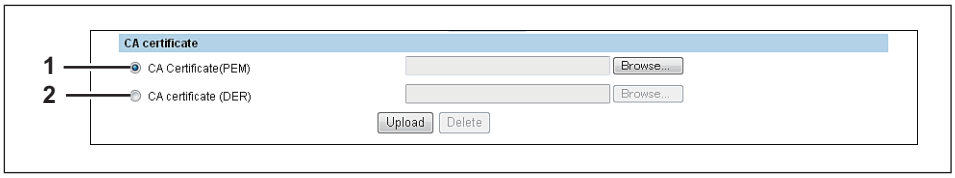
❑ Setting up Certificate Setting



	Item name	Description
1	Signature Algorithm	Select the signature algorithm to be used in Certificate. **SHA1** — Select this to use SHA1. **SHA256** — Select this to use SHA256. **SHA384** — Select this to use SHA384. **SHA512** — Select this to use SHA512.
2	Public Key	Select the public key to be used in Certificate. **RSA1024** — Select this to use RSA1024. **RSA2048** — Select this to use RSA2048.

❑ Setting up CA Certificate

When you want to enable SSL and verify with a CA certificate for the SMTP Client, POP3 Network Service, FTP Client, or Directory Service, you must install the CA certificate. You can install up to 10 CA certificates in this equipment.



	Item name	Description
1	CA Certificate(PEM)	Selects the certificate in the PEM format. **[Upload] button** — Uploads the certificate. **[Delete] button** — Deletes the registered certificate.
2	CA certificate (DER)	Selects the certificate in the DER format. **[Upload] button** — Uploads the certificate. **[Delete] button** — Deletes the registered certificate.

❑ Setting up Certificate Files

You can display a list of registered certificate files.

■ Password Policy settings

You can configure policies for the password to register.

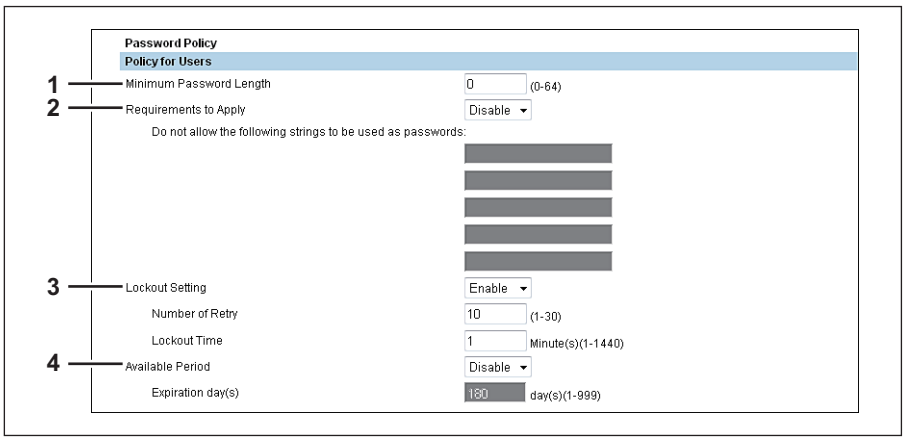
Tip

The [Password Policy] submenu can be accessed from the [Security] menu on the [Administration] tab. See the following pages for how to access it and information on [Security] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.284 “[Security] Item List”

🕮 P.302 “Setting up Policy for Users”
🕮 P.303 “Setting up Policy for Administrator, Auditor”
🕮 P.304 “Setting up Policy for e-Filing Boxes, Template Groups, Templates, SecurePDF, SNMPv3, Cloning”

❑ Setting up Policy for Users

You can configure policies for user registration.

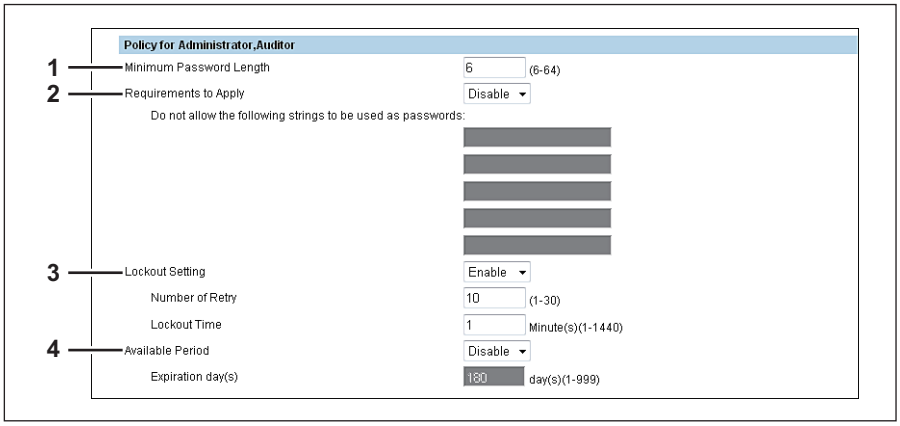


	Item name	Description
1	Minimum Password Length	Specify the minimum number of digits for the password. Specify within the range from 0 to 64. “0” is set as the default.
2	Requirements to Apply	Select [Enable] to set restrictions on the character strings that can be used in passwords. [Disable] is set as the default. **Restrictions** • The user name and password cannot be the same. • The same password cannot be used again. • A password consisting of sequences of the same characters cannot be used. • A password containing the characters entered in the restricted character text box cannot be used.
3	Lockout Setting	Specify whether or not to enable the lockout setting when the user failed to supply the correct password. [Enable] is set as the default. **Number of Retry** — Specify the number of incorrect password entry times to lock out the user. Specify within the range from 1 to 30 times. “10” is set as the default. **Lockout Time** — Specify the duration to lock out the user. Specify within the range from 1 to 1440 minutes. “1” is set as the default.
	Tip Save the settings to reflect the change in the number of retry times. Due to a change in the number of retry times, a user may lock out in the next login. The history of lockouts is registered in the log.	

	Item name	Description
4	Available Period	Select [Enable] to specify how long the password is valid before its expiry. [Disable] is set as the default. **Expiration day(s)** — Specify how long the password is valid before its expiry. Specify within the range from 1 to 999 days. “180” is set as the default.
	Tip When the number of days set in [Expiration day(s)] elapses, a screen that prompts the user to change the password will appear the next time the user logs in.	

❑ Setting up Policy for Administrator, Auditor

You can configure policies for administrator and auditor registration.

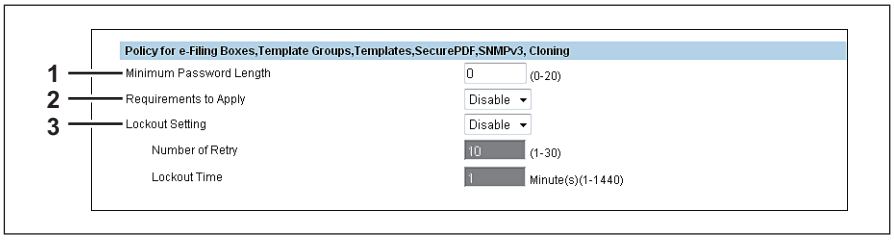


	Item name	Description
1	Minimum Password Length	Specify the minimum number of digits for the password. Specify within the range from 6 to 64. “6” is set as the default.
2	Requirements to Apply	Select [Enable] to set restrictions on the character strings that can be used in passwords. [Disable] is set as the default. **Restrictions** • The user name and password cannot be the same. • The same password cannot be used again. • A password consisting of sequences of the same characters cannot be used. • A password containing the characters entered in the restricted character text box cannot be used.
3	Lockout Setting	Specify whether or not to enable the lockout setting when the user failed to supply the correct password. [Enable] is set as the default. **Number of Retry** — Specify the number of incorrect password entry times to lock out the user. Specify within the range from 1 to 30 times. “10” is set as the default. **Lockout Time** — Specify the duration to lock out the user. Specify within the range from 1 to 1440 minutes. “1” is set as the default.
	Tip Save the settings to reflect the change in the number of retry times. Due to a change in the number of retry times, a user may lock out in the next login. The history of lockouts is registered in the log.	

	Item name	Description
4	Available Period	Select [Enable] to specify how long the password is valid before its expiry. [Disable] is set as the default. **Expiration day(s)** — Specify how long the password is valid before its expiry. Specify within the range from 1 to 999 days. “180” is set as the default.
	Tip When the number of days set in [Expiration day(s)] elapses, a screen that prompts the user to change the password will appear the next time the user logs in.	

❑ Setting up Policy for e-Filing Boxes, Template Groups, Templates, SecurePDF, SNMPv3, Cloning

You can configure policies for passwords for operations and applications on your equipment.



	Item name	Description
1	Minimum Password Length	Specify the minimum number of digits for the password. Specify within the range from 0 to 20.*1 “0” is set as the default.
2	Requirements to Apply	Select [Enable] to set restrictions on the character strings that can be used in passwords. [Disable] is set as the default. **Restrictions** • The user name and password cannot be the same.*2 • The same password cannot be used again.
3	Lockout Setting*3	Specify whether or not to enable the lockout setting when the user failed to supply the correct password. [Enable] is set as the default. **Number of Retry** — Specify the number of incorrect password entry times to lock out the user. “10” is set as the default. **Lockout Time** — Specify the duration to lock out the user. Specify within the range from 1 to 1440 minutes. “1” is set as the default.
	Tip Save the settings to reflect the change in the number of retry times. Due to a change in the number of retry times, a user may lock out in the next login. The history of lockouts is registered in the log.	

*1 With SNMPv3, a password of at least one character is required.
*2 With Cloning, you can also register the same password as the file name.
*3 The Lockout Setting is enabled only when you are using e-Filing Boxes.

[Security] How to Set and How to Operate

In the Security Service page, you can install a wireless LAN certificate for authentication with the RADIUS server, install and export a device certificate to enable SSL and set up its SCEP (automatic installation), install CA certificate, and install certificates for IEEE 802.1X authentication and set up its SCEP.
📖 P.305 “Installing a device certificate”
📖 P.313 “Creating/Exporting a client certificate”
📖 P.315 “Installing CA certificate”

■ Installing a device certificate

To enable SSL for HTTP setting, FTP server setting, IPP Print Service, Web Services Print, or Off Device Customization Architecture settings, you must install a device certificate for each.
To install these device certificates, you need to create a self-signed certificate, install them from an authentication agency or the CA server. You can also install them automatically from the CA server using SCEP.
📖 P.306 “Creating/exporting a self-signed certificate”
📖 P.308 “Installing an imported device certificate”
📖 P.309 “Deleting an imported device certificate”
📖 P.310 “Installing a device certificate automatically”
📖 P.312 “Deleting a device certificate installed automatically”

Tip

When you want to enable SSL for HTTP setting, FTP Server, IPP Print, Web Services Print, or Off Device Customization Architecture settings, the certificates required to install to the equipment and the client PC are as follows:

Use SSL for...	Required Certificate for this equipment			Required Certificate for Client PC		
	Device Certificate		CA Certificate	Self-signed Certificate	Client Certificate	CA Certificate
	Self-signed Certificate	Device certificates installed from authentication agency / CA server				
HTTP, FTP, IPP Print, Off Device Customization Architecture*1	Required	-	-	(Required)*2	-	-
	-	Required	-	-	-	(Required) *2
Web Service Print	-	Required	Required	-	Required	Required
	Required	-	-	Required	-	-

*1 In the HTTP Network Service, FTP Server, IPP Print, and Off Device Customization Architecture settings, if you create a self-signed certificate for the equipment, you need to install the self-signed certificate to the client PC. If you select to install an imported device certificate to the equipment, also install the CA certificate to the client PC.

*2 For Windows Vista, you can enable SSL by installing certificates only in the equipment. In this case, the following message appears when you operate the system. Select the specified item.
"There is a problem with this website's security certificate" appears. If you are using Windows Vista, select [Continue to this website (not recommended)].
If you want to further enhance the security, install certificates also in the client PC.

📖 P.315 “Installing CA certificate”

Note

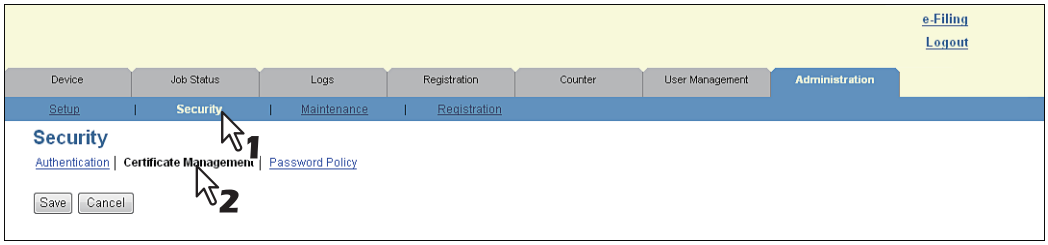
When you install the User Certificate in this equipment, it is recommended to connect this equipment and a client computer using a crossing cable for ensuring security.

❑ Creating/exporting a self-signed certificate

1 **Start TopAccess access policy mode.**
🕮 P.24 “Access Policy Mode”

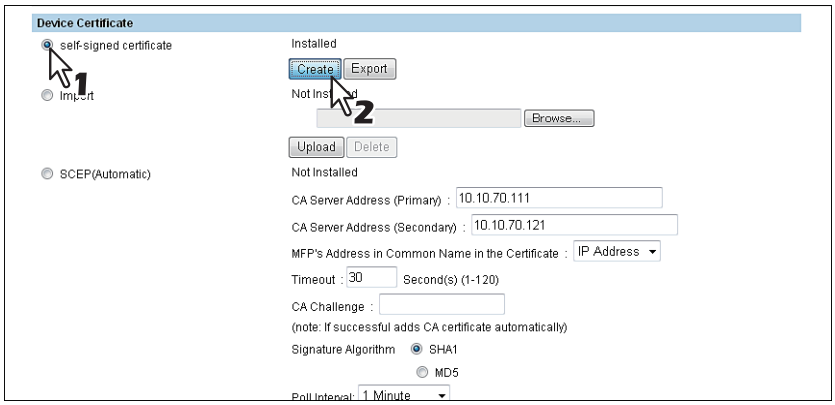
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



The Certificate Management page is displayed.

4 **Select [self-signed certificate] under [Device Certificate] and click [Create].**

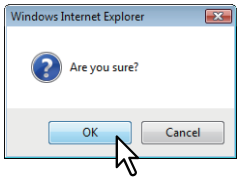


The Create self-signed certificate page is displayed.

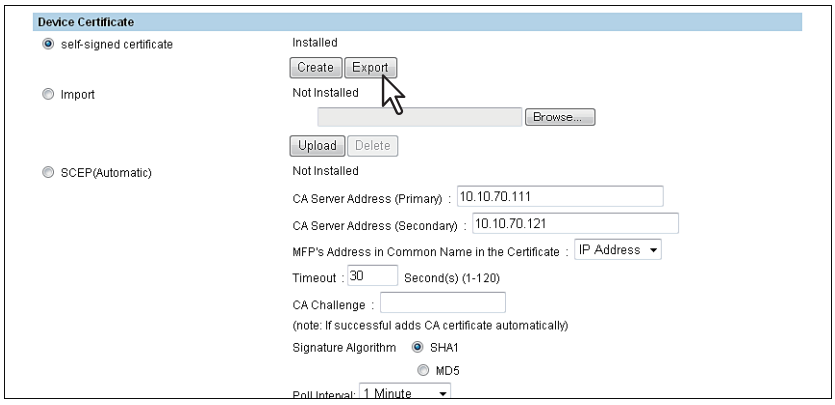
5 **Enter the following items and click [Save].**

You can set the following in this page.
🕮 P.299 “[Create self-signed certificate] screen”

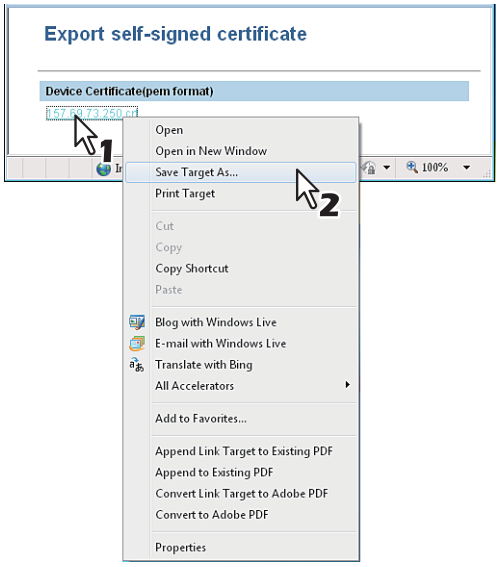
6 **Click [OK].**



7 **A self-signed certificate is created. Click the [Export] button if you are exporting.**

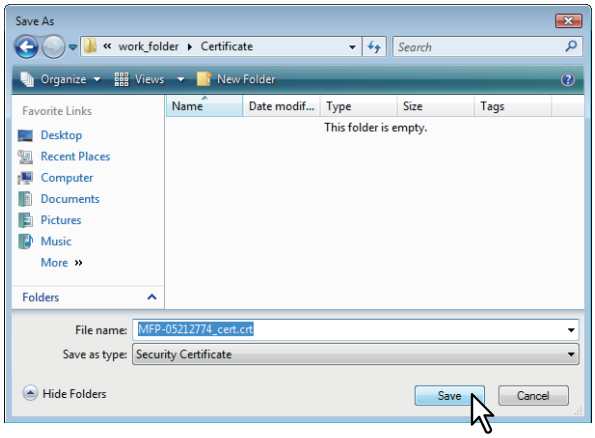


8 **Right-click the link for the file name of the certificate to be exported, and then select [Save Target As].**



The [Save As] dialog box appears.

9 **Specify a directory to which the certificate is to be saved and then click [Save].**



10 **Click [Save] on the [Certificate Management] submenu.**

Tip

You can improve the security level of a client computer by installing the exported certificate into the computer.

11 **Then you can enable SSL for the following network settings.**

P.170 “Setting up LDAP Session”
P.178 “Setting up HTTP Network Service”
P.180 “Setting up SMTP Client”
P.183 “Setting up POP3 Network Service”
P.185 “Setting up FTP Server”
P.191 “Setting up Web Services Setting”
P.238 “Setting up IPP Print”
P.247 “Off Device Customization Architecture settings”

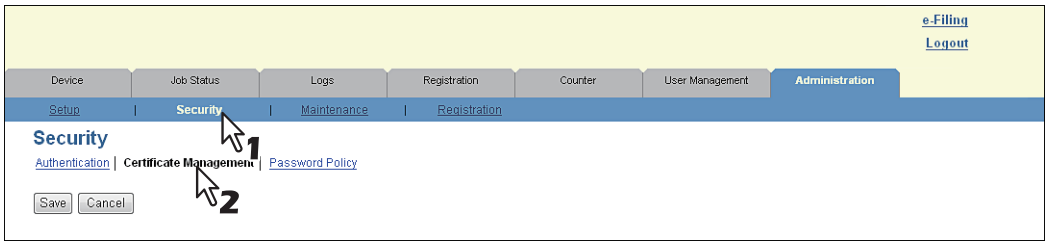
❑ Installing an imported device certificate

1 **Start TopAccess access policy mode.**

P.24 “Access Policy Mode”

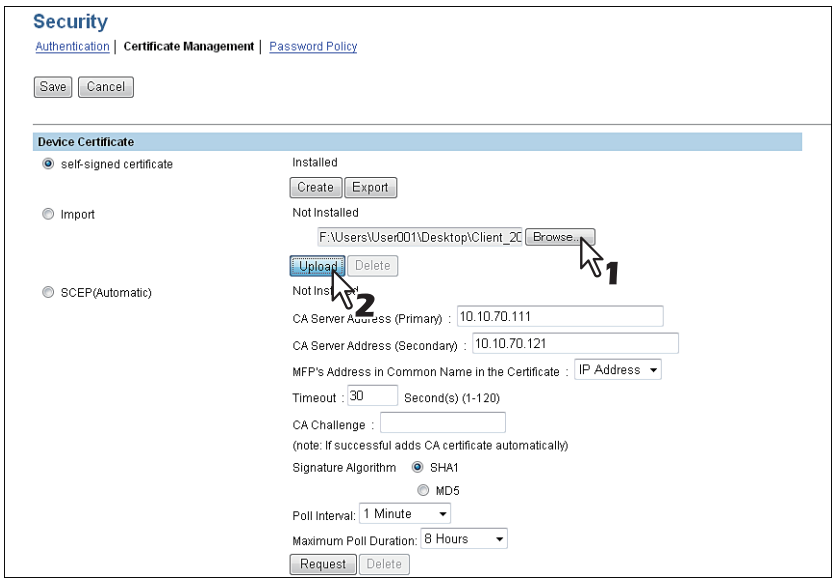
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



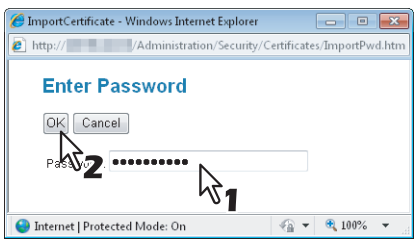
The Certificate Management page is displayed.

4 **Click [Browse] of [Import] in [Device Certificate] to select a device certificate file, and then click [Upload].**



The alert message dialog box appears.

5 **Enter the password for the device certificate, and then click [OK].**



The device certificate is imported.

6 **Click [Save] on the [Certificate Management] submenu.**

7 **Then you can enable SSL for the following network settings.**

P.170 “Setting up LDAP Session”
P.178 “Setting up HTTP Network Service”
P.180 “Setting up SMTP Client”
P.183 “Setting up POP3 Network Service”
P.185 “Setting up FTP Server”
P.191 “Setting up Web Services Setting”
P.238 “Setting up IPP Print”
P.247 “Off Device Customization Architecture settings”

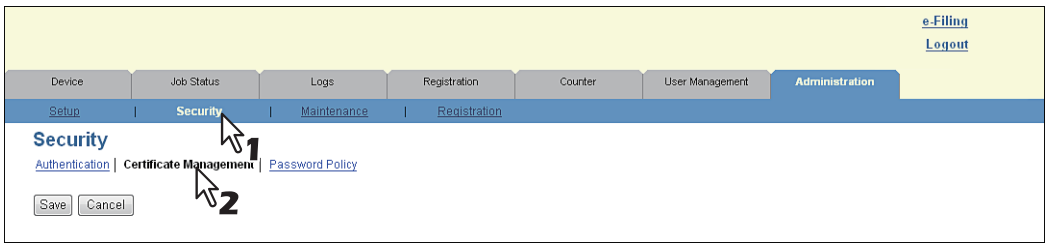
❑ Deleting an imported device certificate

1 **Start TopAccess access policy mode.**

P.24 “Access Policy Mode”

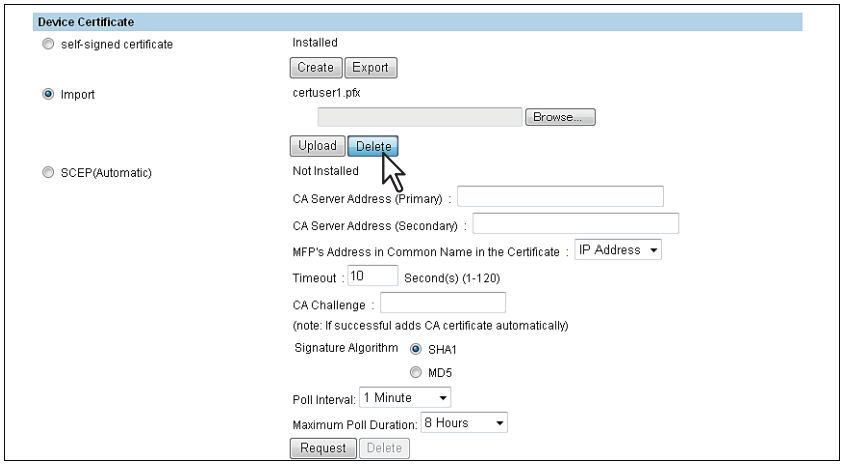
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



The Certificate Management page is displayed.

4 **Click [Delete] of [Import] in [Device Certificate].**

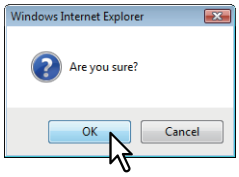


The confirmation dialog box appears.

Note

If no device certificate has been imported, you cannot delete it.

5 **Click [OK].**



The device certificate is deleted.

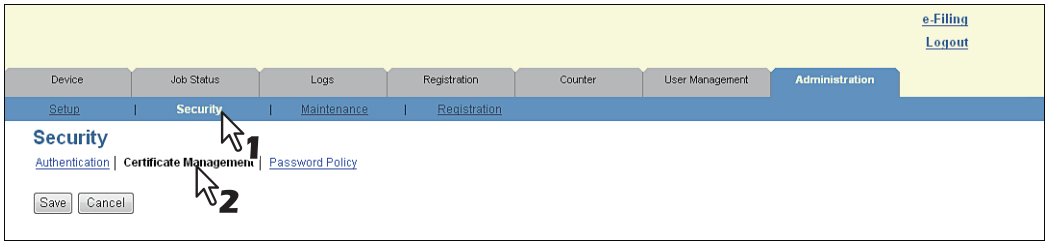
6 **Click [Save] on the [Certificate Management] submenu.**

❑ Installing a device certificate automatically

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

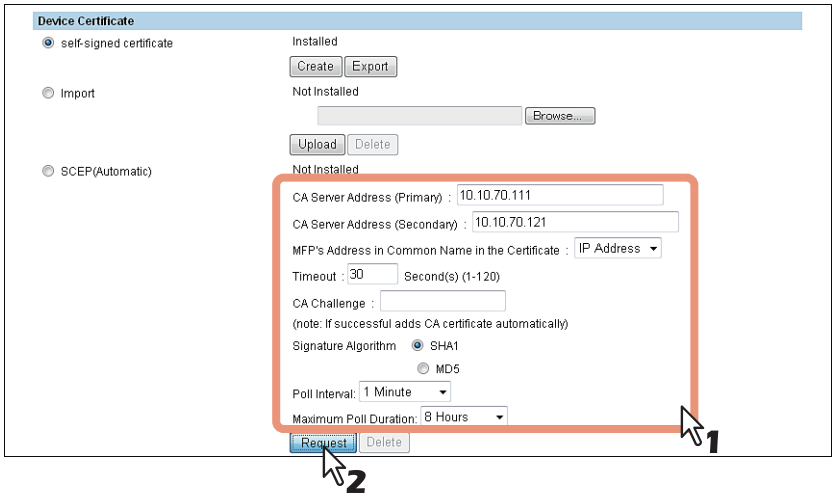
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



The Certificate Management page is displayed.

4 Enter the following items in [SCEP(Automatic)] of [Device Certificate], and then click [Request].



CA Server Address (Primary)	Enter the IP address or FQDN of the CA server. You can enter up to 128 characters.
CA Server Address (Secondary)	Enter the IP address or FQDN of the CA server. You can enter up to 128 characters.
MFP's Address in Common Name in the Certificate	Select whether to use the IP address or FQDN as the address of this equipment to be entered in the [Common Name] box of the certificate.
Timeout	Enter a timeout period for quitting communication when no response is received from the CA server.
CA Challenge	Enter the CA challenge.
Signature Algorithm	Select SHA1 or MD5 as the signature algorithm.
Poll Interval	Specify the polling interval.
Maximum Poll Duration	Specify the polling duration.

Notes

- If FQDN is used in [CA Server address], you need to configure a DNS server and enable DNS settings.
- If [FQDN] is selected in [MFP's Address in Common Name in the Certificate], the IP address of this equipment must be registered in the DNS server.

A device certificate is installed.

Note

A CA certificate is installed automatically as well as a device certificate. If a CA certificate is already installed, delete the existing one by clicking [DELETE] of SCEP in [Device Certificate]. Then click [Request] to install a new CA certificate.

5 Click [Save] on the [Certificate Management] submenu.

6 Then you can enable SSL for the following network settings.

- 🕮 P.170 “Setting up LDAP Session”
- 🕮 P.178 “Setting up HTTP Network Service”
- 🕮 P.180 “Setting up SMTP Client”
- 🕮 P.183 “Setting up POP3 Network Service”
- 🕮 P.185 “Setting up FTP Server”
- 🕮 P.191 “Setting up Web Services Setting”
- 🕮 P.238 “Setting up IPP Print”
- 🕮 P.247 “Off Device Customization Architecture settings”
- 🕮 P.327 “Directory Service settings”

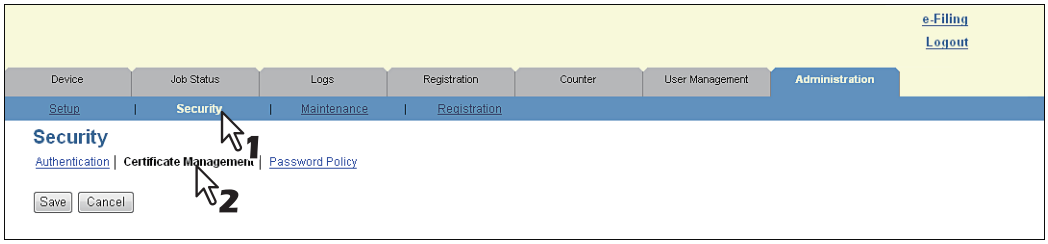
❑ Deleting a device certificate installed automatically

1 Start TopAccess access policy mode.

🕮 P.24 “Access Policy Mode”

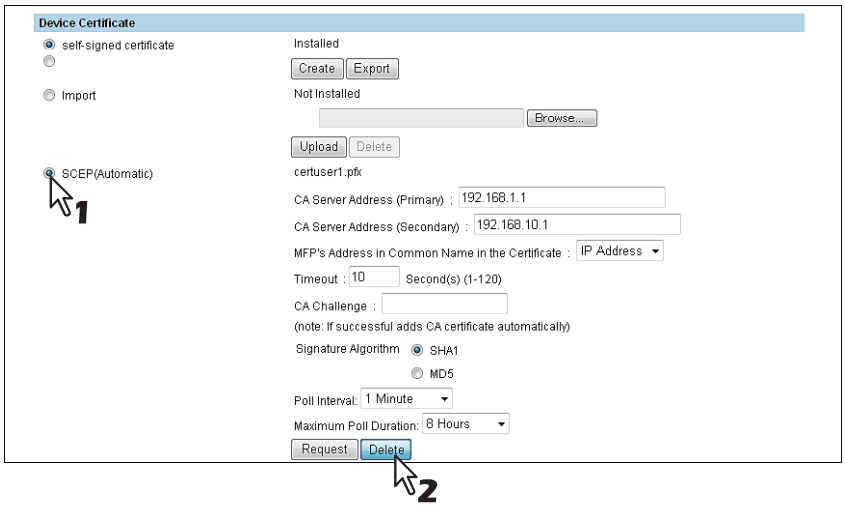
2 Click the [Administration] tab.

3 Click the [Security] menu and [Certificate Management] submenu.



The Certificate Management page is displayed.

4 Select [SCEP(Automatic)] in [Device Certificate], and then click [Delete].

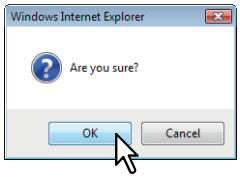


The confirmation dialog box appears.

Notes

- A CA certificate already installed automatically will be deleted as well as the device certificate.
- Deleting is disabled when no device certificate has been installed automatically.

5 Click [OK].



The device certificate is deleted.

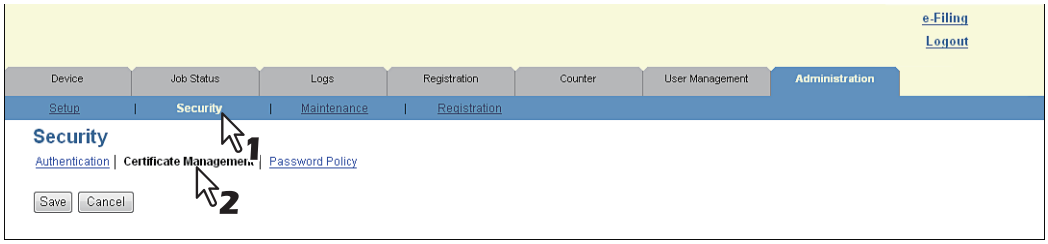
6 **Click [Save] on the [Certificate Management] submenu.**

■ Creating/Exporting a client certificate

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

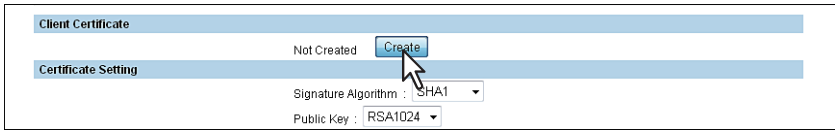
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



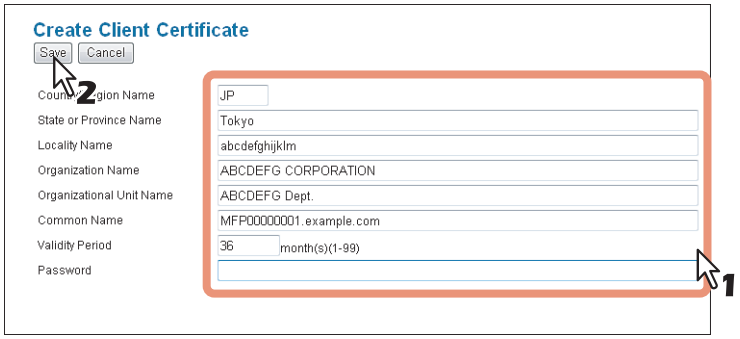
The Certificate Management page is displayed.

4 **Click [Create] under [Client Certificate].**



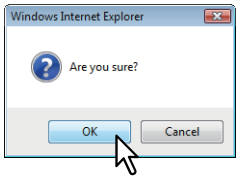
The Create Client Certificate page is displayed.

5 **Enter the following items and click [Save].**

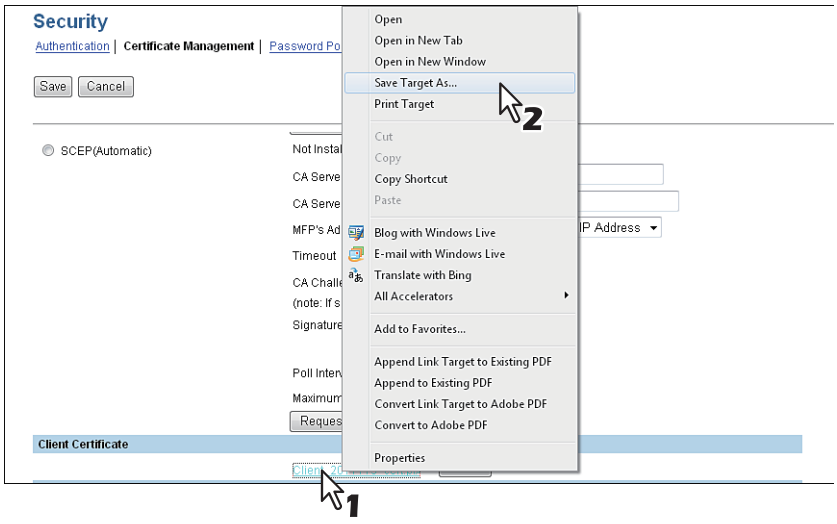


You can set the following in this page.
📖 P.300 “[Create Client Certificate] screen”

6 **Click [OK].**



7 Right-click the link for the file name of the certificate to be exported, and then select [Save Target As].

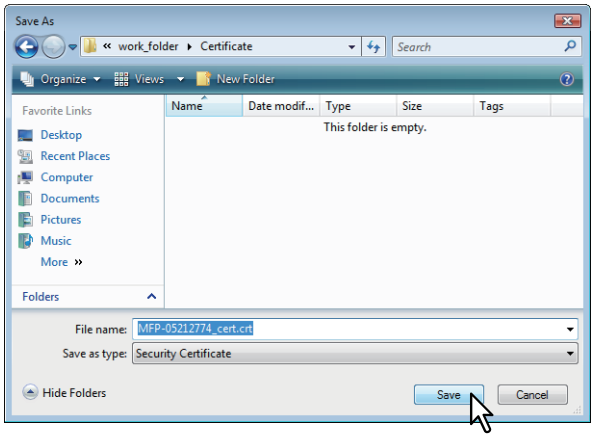


The [Save As] dialog box appears.

Tip

If you have not installed a client certificate, enter the password in [Password] and click [Create] to create a certificate.

8 Specify a directory to which the certificate is to be saved and then click [Save].



9 Click [Save] on the [Certificate Management] submenu.

Tip

You can improve the security level of a client computer by installing the exported certificate into the computer.

■ Installing CA certificate

When you want to enable SSL and verify with a CA certificate for the SMTP Client, POP3 Network Service, FTP Client, or Directory Service, you must install the CA certificate. You can install up to 10 CA certificates in this equipment.

P.315 “Installing CA certificate”
P.316 “Deleting CA certificate”

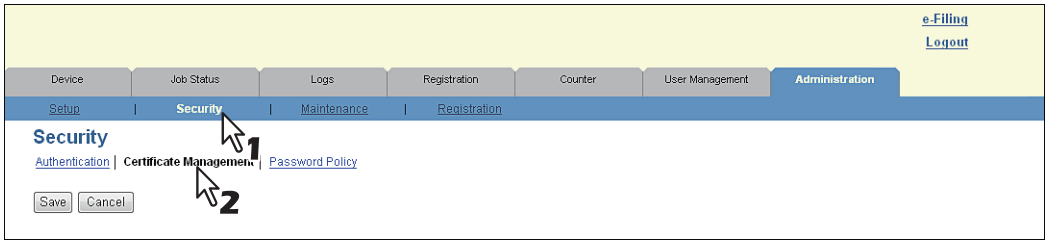
❑ Installing CA certificate

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

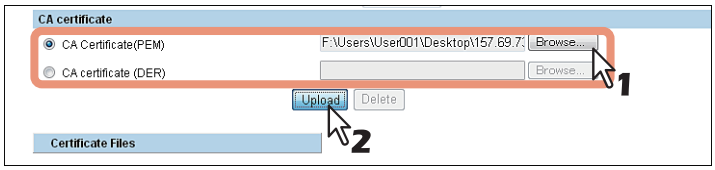
2 Click the [Administration] tab.

3 Click the [Security] menu and [Certificate Management] submenu.



The Certificate Management page is displayed.

4 Select the encryption of CA certificate and click [Browse] to select a CA certificate file. Then click [Upload].



The CA certificate is installed.

5 Click [Save] on the [Certificate management] submenu.

6 Then you can enable SSL by selecting [Verify with imported CA certification(s)] for the following network settings.

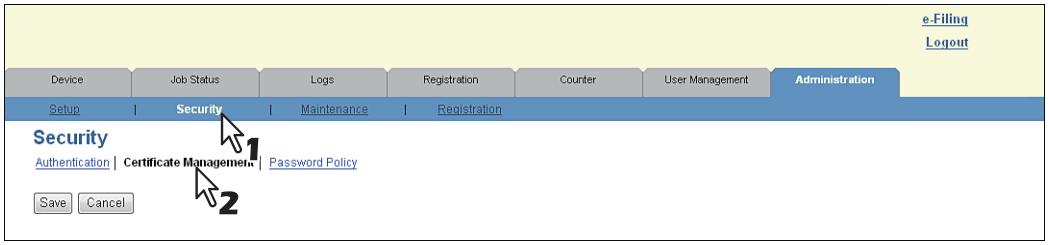
P.180 “Setting up SMTP Client”
P.183 “Setting up POP3 Network Service”
P.184 “Setting up FTP Client”
P.191 “Setting up Web Services Setting”
P.247 “Off Device Customization Architecture settings”
P.327 “Directory Service settings”

❑ Deleting CA certificate

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

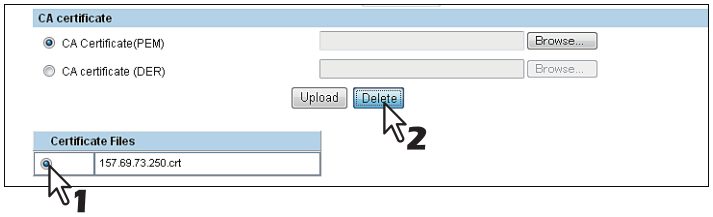
2 **Click the [Administration] tab.**

3 **Click the [Security] menu and [Certificate Management] submenu.**



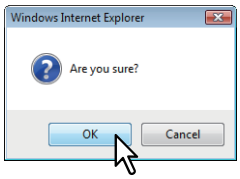
The Certificate Management page is displayed.

4 **Select the CA certificate file that you want to delete in the [Certificate Files] list, and click [Delete].**



The confirmation dialog box appears.

5 **Click [OK].**



The CA certificate is deleted.

6 **Click [Save] on the [Certificate Management] submenu.**

[Maintenance] Item List

Tip

Users who are granted administrator privileges in access policy mode can access the [Maintenance] menu from the [Administration] tab.
See the following pages for how to access it:
📖 P.24 “Access Policy Mode”

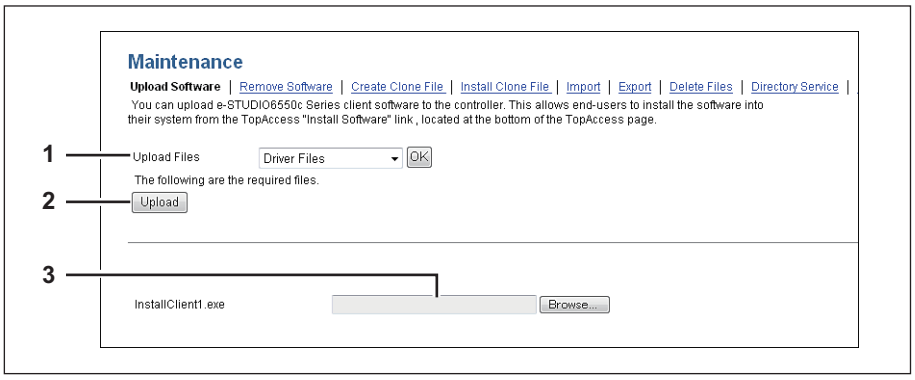
📖 P.317 “Upload Software settings”
📖 P.318 “Remove Software settings”
📖 P.319 “Create Clone File settings”
📖 P.321 “Install Clone File settings”
📖 P.322 “Import settings”
📖 P.324 “Export settings”
📖 P.326 “Delete Files settings”
📖 P.327 “Directory Service settings”
📖 P.329 “Notification settings”
📖 P.333 “Languages settings”
📖 P.335 “System Updates settings”
📖 P.335 “Reboot settings”

■ Upload Software settings

You can update client software embedded in your equipment. Users can download client software on their computers using the TopAccess [Install Software] link. Available only when the hard disk is installed.

Tip

The [Upload Software] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”



	Item name	Description
1	Upload Files	Select the software you want to upload to the equipment. • **Driver Files** — Select this to upload the setup files. • **Macintosh PPD Files** — Select this to upload the PPD file which is used by Mac OS X 10.4 or later. In addition, select this to upload the plug-in files used for Mac OS X 10.4 or later. • **Unix Filters** — Select this to upload the tar files that contain filters for each UNIX workstation. **[OK] button** — Confirms the selected software.
	Tip See the following for how to obtain and upload software. 📖 P.337 “Uploading the client software”	
2	[Upload] button	Uploads the browsed setting file.

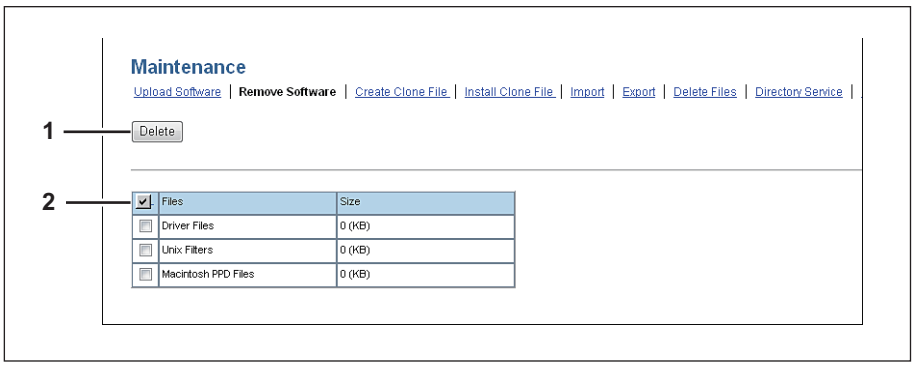
	Item name	Description
3	InstallClient1.exe browse box	Browses the setting file to be uploaded.

■ Remove Software settings

You can delete the software uploaded to the equipment. Available only when the hard disk is installed.

Tip

The [Remove Software] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”



	Item name	Description
1	[Delete] button	Deletes the selected software. Select and click the software to be deleted from the software list.
2	Software list	Displays a list of software uploaded to your equipment. Select the software files you want to delete.

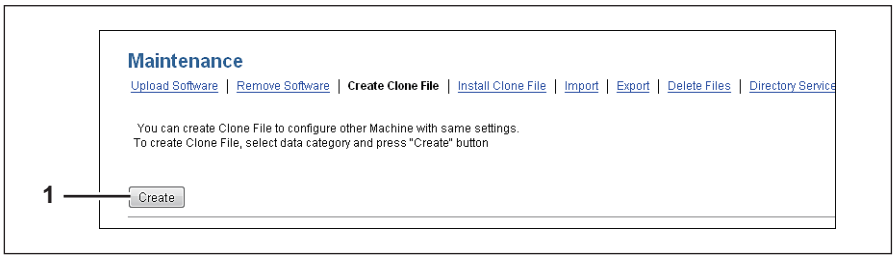
■ Create Clone File settings

You can create a clone file of the environment on your equipment.
You can implement a cloned environment by installing the created clone file on another equipment.
For the details of the clone file and how to use it, contact your service technician.

Tip

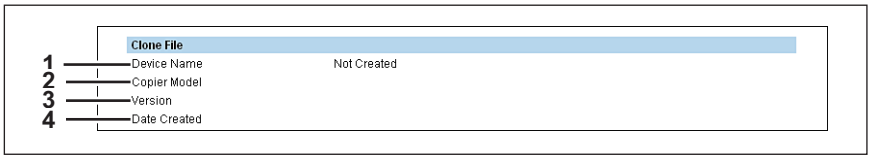
The [Create Clone File] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”

📖 P.319 “Setting up Clone File”
📖 P.320 “Setting up Category Setting”



	Item name	Description
1	[Create] button	Creates the clone file of the category selected in the category setting. When you click this button, a screen is displayed to set a password on the clone file.

❑ Setting up Clone File



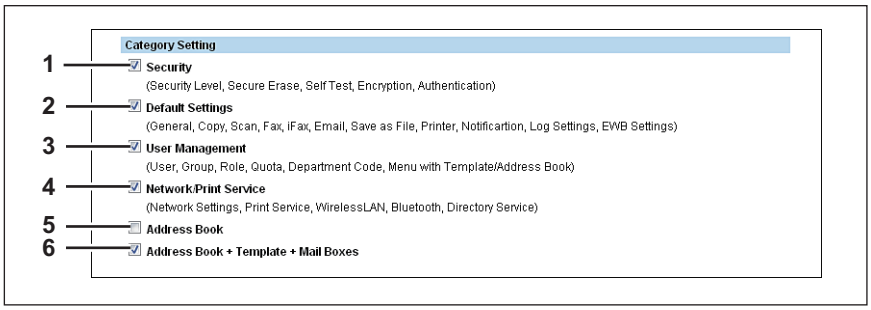
	Item name	Description
1	Device Name	Displays the device name of the created clone file. Click the device name to download the clone file.
2	Copier Model	Displays the copier model of the created clone file.
3	Version	Displays the system ROM version of the created clone file.
4	Date Created	Displays the created date of the clone file.

❑ Setting up Category Setting

Select the category for the clone file.

Tip

The clone file will include the settings listed in “Description” that make up the category you select.



	Item name	Description
1	Security	Includes secure erase and authentication settings in the clone file.
2	Default Settings	Includes the general, copy, scan, fax, ifax, E-mail, save as file, printer, notification, log settings, EWB settings, and Fax/InternetFax Received Forward in the clone file.
3	User Management	Includes the user, group, role, quota, department code, and my menu with template/address book in the clone file.
4	Network/Print Service	Includes network settings, print service, wireless LAN, Bluetooth, and directory service settings in the clone file.
5	Address Book	Includes the address book in the clone file.
6	Address Book + Template + Mail Boxes	Includes the address book, template, and mail boxes in the clone file.

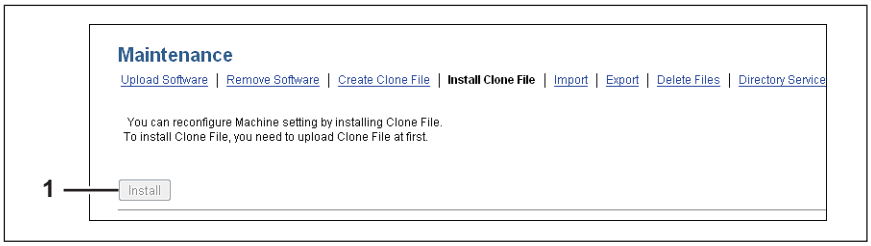
■ Install Clone File settings

You can install the created clone file.
You can implement a cloned environment by installing the clone file created on another equipment.

Tip

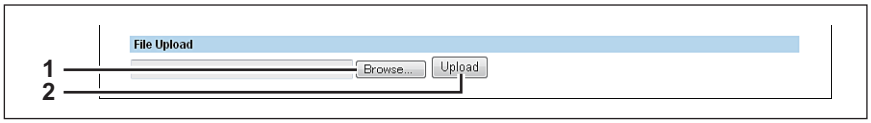
The [Install Clone File] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”

📖 P.321 “Setting up File Upload”
📖 P.321 “Setting up Clone File Information”
📖 P.322 “Setting up Setting data included in Clone File”



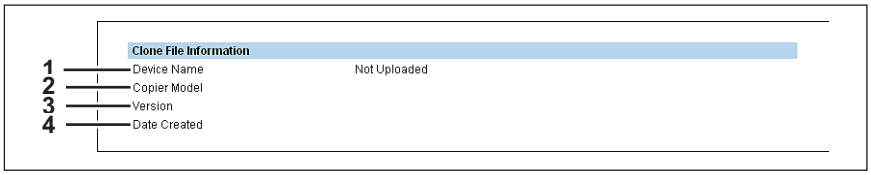
	Item name	Description
1	[Install] button	Installs the selected clone file. When you click this button, a dialog box is displayed to prompt you to enter the password you specified when creating the clone file.

❑ Setting up File Upload



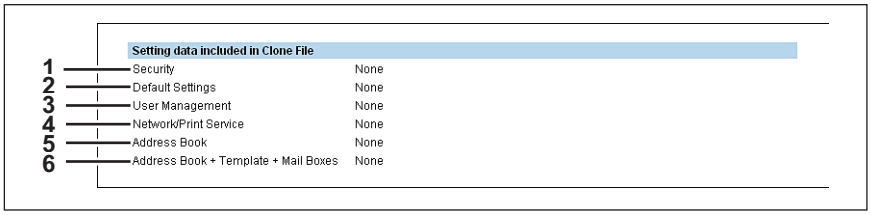
	Item name	Description
1	[Browse] button	Select a clone file.
2	[Upload] button	Displays information on the selected clone file and what is included in the clone file.

❑ Setting up Clone File Information



	Item name	Description
1	Device Name	Displays the device name of the created clone file.
2	Copier Model	Displays the copier model of the created clone file.
3	Version	Displays the system ROM version of the created clone file.
4	Date Created	Displays the created date of the clone file.

❑ Setting up Setting data included in Clone File



	Item name	Description
1	Security	Displays if security level, secure erase, self test, encryption, and authentication settings are included.
2	Default Settings	Displays if the general, copy, scan, fax, ifax, E-mail, save as file, printer, notification, log settings, and EWB settings are included.
3	User Management	Displays if the user, group, role, quota, department code, and my menu with template/address book are included.
4	Network/Print Service	Displays if network settings, print service, wireless LAN, Bluetooth, and directory service settings are included.
5	Address Book	Displays if the address book is included.
6	Address Book + Template + Mail Boxes	Displays if the address book, template, and MailBox are included.

■ Import settings

You can import address book data and department code information exported from another equipment.

Tip

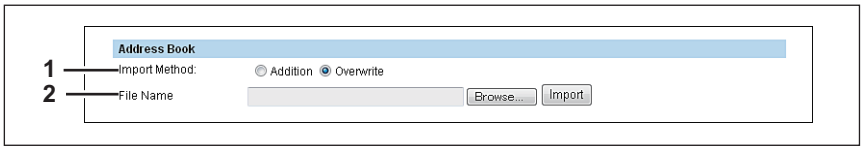
The [Import] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.317 “[Maintenance] Item List”

🕮 P.323 “Setting up Address Book”
🕮 P.323 “Setting up MailBoxes”
🕮 P.323 “Setting up Template”
🕮 P.324 “Setting up Combined (Template + Address Book + MailBoxes)”

Note

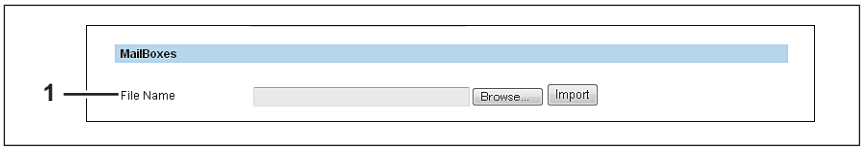
Before importing data, check that there are no jobs being processed, and there are no private jobs, scheduled jobs, or test print jobs. You cannot import data if there are these jobs. If import is taking too long, try importing data after your equipment has entered sleep mode.

❑ Setting up Address Book



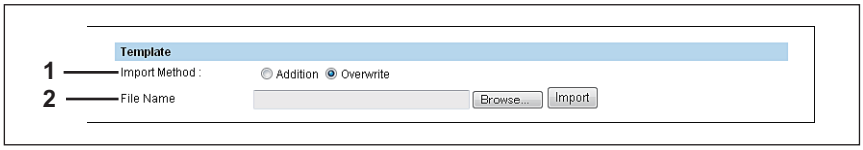
	Item name	Description
1	Import Method	Specify the import method of the address book. **Addition** — Select this to append the imported information to the existing data. **Overwrite** — Select this to replace the existing data with the imported information.
2	File Name	Select the address book file to be imported. **[Browse] button** — Allows you to select the address book file. **[Import] button** — Imports the selected address book file.

❑ Setting up MailBoxes



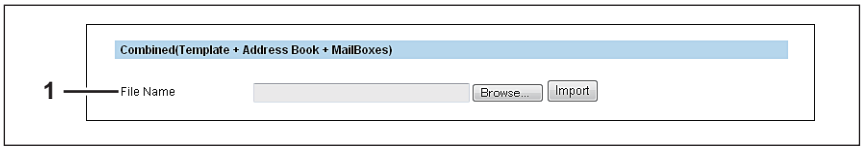
	Item name	Description
1	File Name	Select the mailbox file to be imported. **[Browse] button** — Allows you to select the mailbox file. **[Import] button** — Imports the selected mailbox file.

❑ Setting up Template



	Item name	Description
1	Import Method	Specify the import method of the template. **Addition** — Select this to append the imported information to the existing data. **Overwrite** — Select this to replace the existing data with the imported information.
2	File Name	Select the template file to be imported. **[Browse] button** — Allows you to select the template file. **[Import] button** — Imports the selected template file.

❑ Setting up Combined (Template + Address Book + MailBoxes)



	Item name	Description
1	File Name	Select the combined (template + address book + mailboxes) file to be imported. **[Browse] button** — Allows you to select the combined file. **[Import] button** — Imports the selected combined file.

■ Export settings

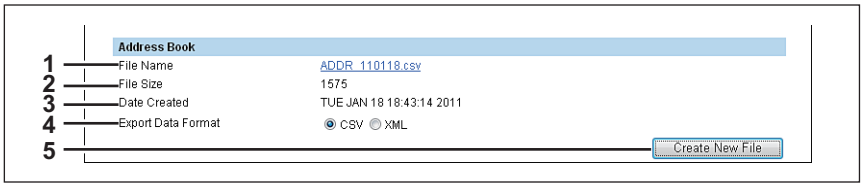
You can export the address book, mailboxes, templates and so on.

Tip

The [Export] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.317 “[Maintenance] Item List”

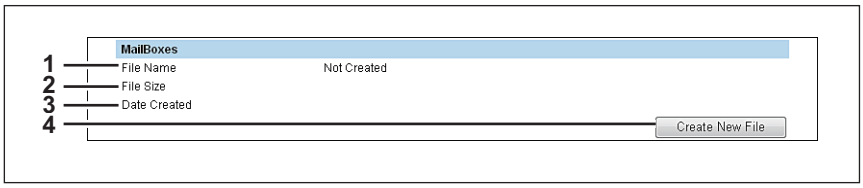
🕮 P.324 “Setting up Address Book”
🕮 P.325 “Setting up MailBoxes”
🕮 P.325 “Setting up Template”
🕮 P.325 “Setting up Combined (Template + Address Book + MailBoxes)”

❑ Setting up Address Book



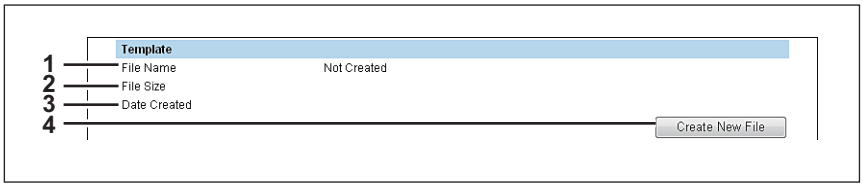
	Item name	Description
1	File Name	Displays the file name of the created export files. Click a file name to download.
2	File Size	Displays the file size of the created export files.
3	Date Created	Displays the created date of the export files.
4	Export Data Format	Select the file format of the export file. **CSV** — Select this to create the file in the CSV format. **XML** — Select this to create the file in the XML format.
5	[Create New File] button	Creates the export file.

❑ Setting up MailBoxes



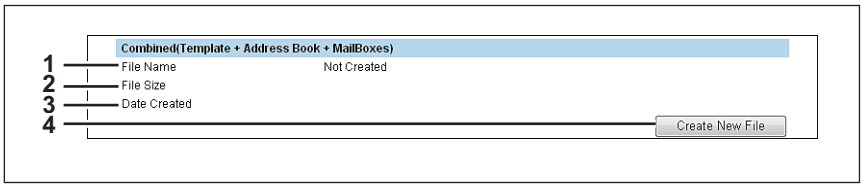
	Item name	Description
1	File Name	Displays the file name of the created export files. Click a file name to download.
2	File Size	Displays the file size of the created export files.
3	Date Created	Displays the created date of the export files.
4	[Create New File] button	Creates the export file.

❑ Setting up Template



	Item name	Description
1	File Name	Displays the file name of the created export files. Click a file name to download.
2	File Size	Displays the file size of the created export files.
3	Date Created	Displays the created date of the export files.
4	[Create New File] button	Creates the export file.

❑ Setting up Combined (Template + Address Book + MailBoxes)



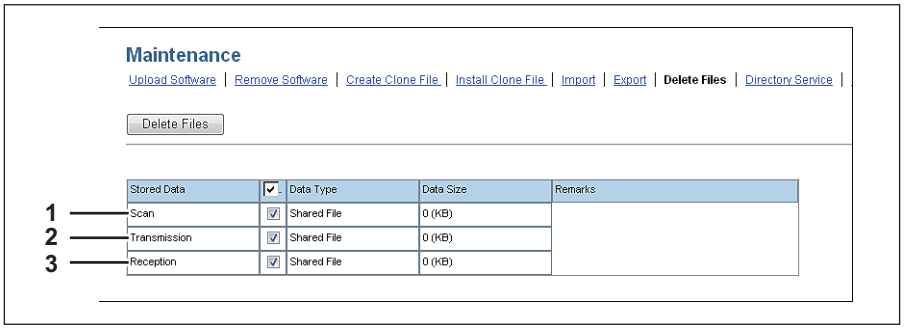
	Item name	Description
1	File Name	Displays the file name of the created export files. Click a file name to download.
2	File Size	Displays the file size of the created export files.
3	Date Created	Displays the created date of the export files.
4	[Create New File] button	Creates the export file.

■ Delete Files settings

You can delete information such as scanned data, transmission data, and reception data that are stored in the local folder using the Save as file function. It is recommended to delete the stored data periodically to maintain the hard disk.

Tip

The [Delete Files] submenu can be accessed from the [Maintenance] menu on the [Administration] tab. See the following pages for how to access it and information on the [Maintenance] menu:
P.24 “Access Policy Mode”
P.317 “[Maintenance] Item List”



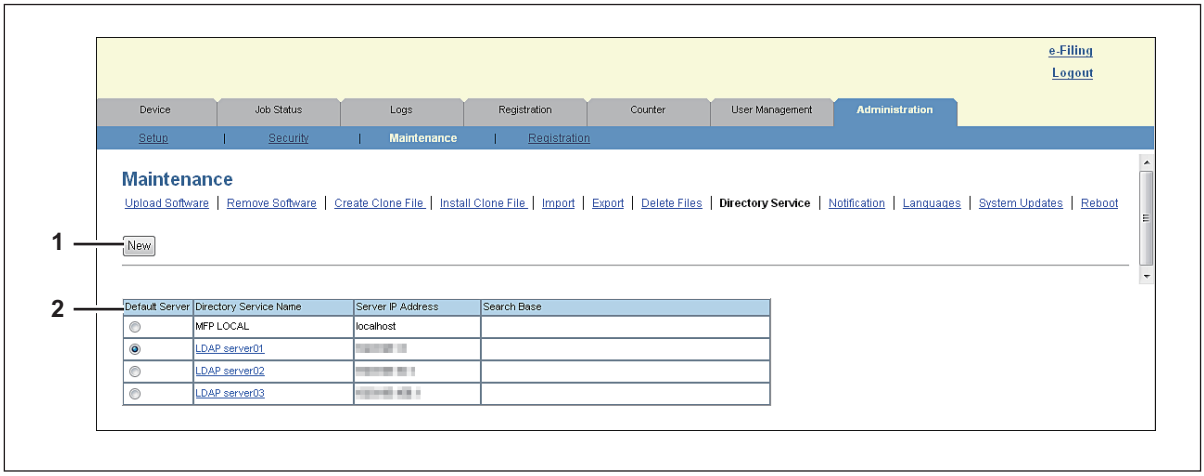
	Item name	Description
1	Scan	Deletes all scan data stored in the shared folder.
2	Transmission	Deletes all fax/ifax transmission data stored in the shared folder.
3	Reception	Deletes all fax/ifax reception data and mailbox/fax/ifax forwarding data in the shared folder.

■ Directory Service settings

You can register the directory service properties of the LDAP (Lightweight Directory Access Protocol) server. When a new directory service is added, the users can search destinations using the LDAP server.

Tip

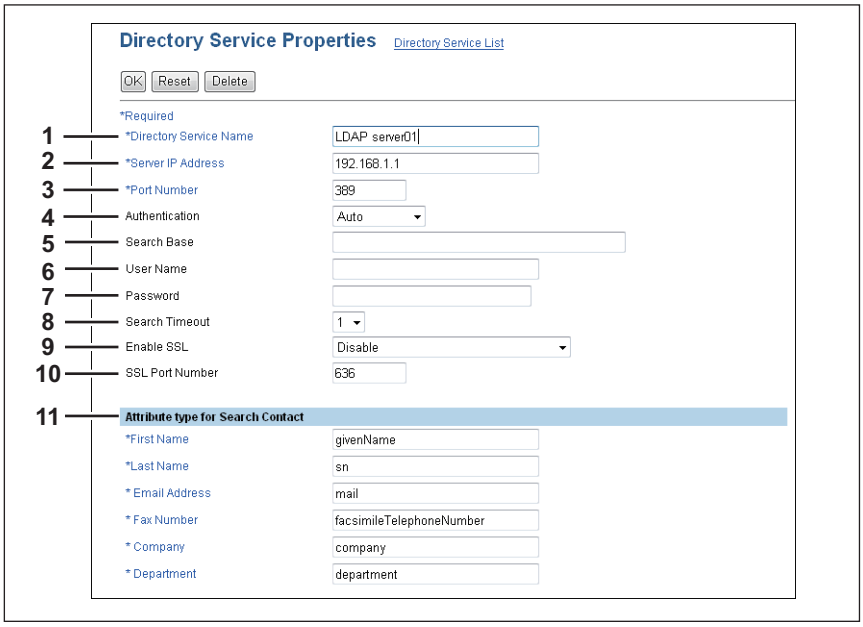
The [Directory Service] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”



	Item name	Description
1	[New] button	Registers the LDAP server that provides a directory service. 📖 P.328 “[Directory Service Properties] screen”
2	Directory Service List	Displays a list of registered LDAP servers. You can edit the registered details by clicking a directory service name. 📖 P.328 “[Directory Service Properties] screen”

❑ [Directory Service Properties] screen

You can display this screen by clicking a directory service name in the directly service list or the [New] button.



	Item name	Description
1	Directory Service Name	Enter the directory service name to identify the directory service. You can enter up to 64 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).
2	Server IP Address	Enter the IP address or FQDN of the LDAP server. You can enter up to 128 alphanumerical characters and symbols.
3	Port Number	Enter the port number to access the LDAP server. You can enter a value in the range from 1 to 65535. Generally the default value “389” is used to access the LDAP server without SSL. When the SSL is required, generally the “636” port is used to access the LDAP server.
4	Authentication	Select the SASL authentication protocol. If you do not know the authentication type, select [Auto]. • **Auto** — Select this to access the LDAP server using the appropriate authentication that this equipment detects. • **Kerberos** — Select this to access the LDAP server using the Kerberos authentication. • **Digest-MD5** — Select this to access the LDAP server using the Digest-MD5 authentication. • **CRAM-MD5** — Select this to access the LDAP server using the CRAM-MD5 authentication. • **Login** — Select this to access the LDAP server using the login authentication. • **Plain** — Select this to access the LDAP server using the plain authentication. • **Simple Bind** — Select this to access the LDAP server using the Simple Bind authentication.
5	Search Base	Enter the search base. When you configure the Active Directory in Windows server, make sure to enter this option. You can enter up to 256 alphanumerical characters and symbols other than ; (semicolon), #, and \ (backslash).
6	User Name	Enter the log-in user name if a user name is required to access the directory service. You can enter up to 256 alphanumerical characters and symbols.

	Item name	Description
7	Password	Enter the password if required to access the directory service. You can enter up to 32 alphanumerical characters and symbols.
8	Search Timeout	Select the timeout period for quitting communication when no response is received from the LDAP server. Specify within the range from 1 to 5. “1” is set as the default.
9	Enable SSL	Select whether the SSL (Secure Sockets Layer) is enabled or disabled for communicating the LDAP directory service. • **Disable** — Select this to disable the SSL for communicating the LDAP directory service. • **Verify with imported CA certification(s)** — Select this to enable the SSL using the imported CA certificate. • **Accept all certificates without CA** — Select this to enable the SSL without using imported CA certificate.
	Notes • When [Verify with imported CA certification(s)] is selected, you must import the CA certificate in this equipment. 📖 P.305 “[Security] How to Set and How to Operate” • If at least one of the registered LDAP directory services requires the SSL, you must enable the [Enable SSL] option. When the [Enable SSL] option is enabled, this equipment will connect the registered LDAP directory services using SSL first. Then if the connection fails using SSL, this will connect to the registered LDAP directory service without using SSL. Therefore, even if you enable the [Enable SSL] option, this equipment can also connect to an LDAP directory service that does not require the SSL. • Not all operating systems support SSL for all protocols.	
10	SSL Port Number	Enter the port number to access the LDAP server using SSL. You can enter a value in the range from 1 to 65535. Generally the default value “636” is used.
11	Attribute type for Search Contact	Enter the attribute type to be used for searching contacts using the external LDAP server. You can enter up to 32 alphanumerical characters and symbols other than =, ; (semicolon), #, and \ (backslash).

■ Notification settings

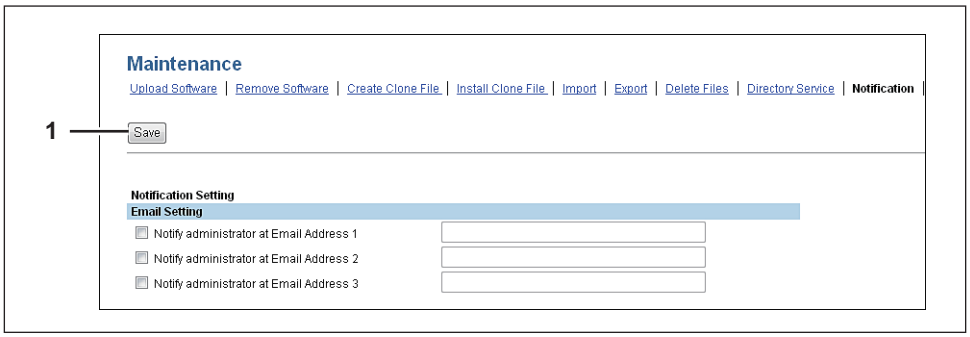
You can receive information on your equipment by E-mail.

Tip

The [Notification] submenu can be accessed from the [Maintenance] menu on the [Administration] tab. See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”

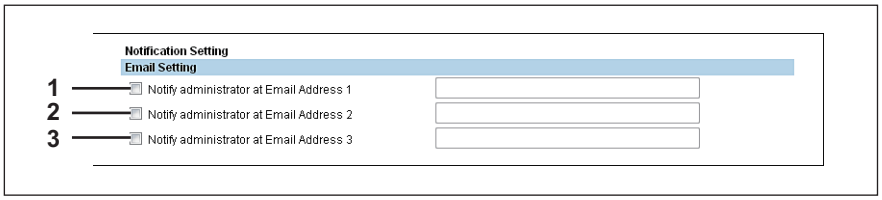
📖 P.330 “Setting up Email Setting”
📖 P.331 “Setting up System Message Notification Events”

P.332 “Setting up Job Notification Events”



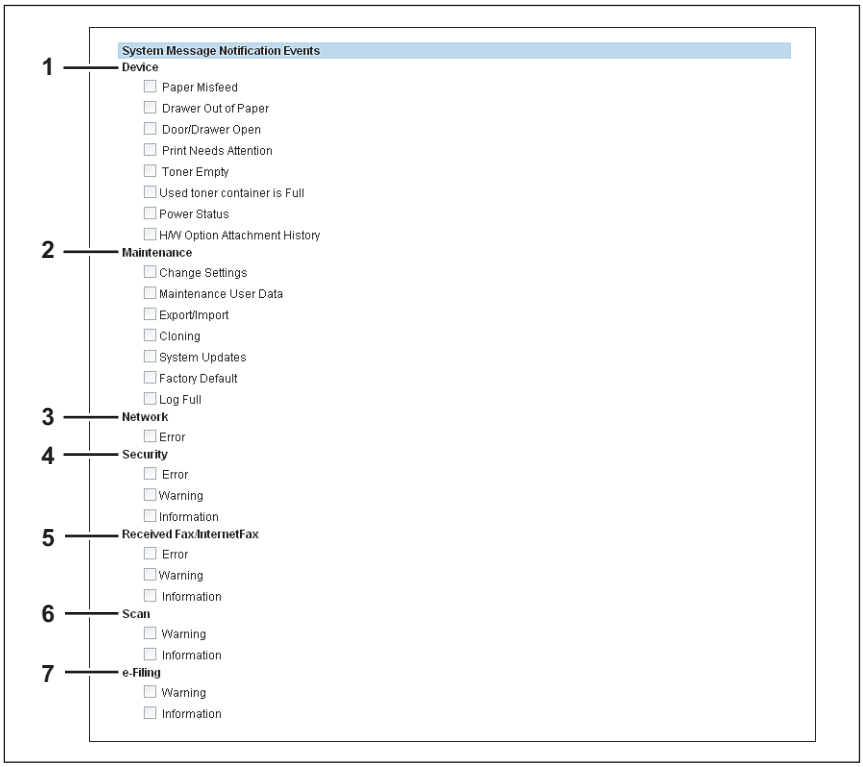
	Item name	Description
1	[Save] button	Stores settings for transmitting the report to the registered E-mail address.

❑ Setting up Email Setting



	Item name	Description
1	Notify administrator at Email Address 1	Register E-mail addresses for administrators who receive the notification. The notification is sent to the selected administrators by E-mail.
2	Notify administrator at Email Address 2	
3	Notify administrator at Email Address 3	

❑ Setting up System Message Notification Events

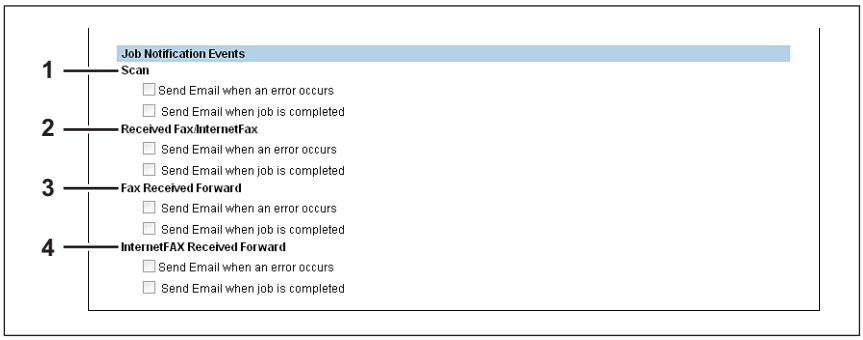


You can select the events to be notified of.

	Item name	Description
1	Device	**Paper Misfeed** — Select this to be notified of paper misfeeds. **Drawer Out of Paper** — Select this to be notified when you are out of paper. **Door/Drawer Open** — Select this to be notified when a cover or drawer is open. **Print Needs Attention** — Select this to be notified when a job is printed. **Toner Empty** — Select this to be notified when a toner is empty. **Used toner container is Full** — Select this to be notified when the waste toner box is full. **Power Status** — Select this to be notified when the power source status changes such as a power cut. **H/W Option Attachment History** — Select this to be notified when a hardware option is installed.
2	Maintenance	**Change Settings** — Select this to be notified of setting changes. **Maintenance User Data** — Select this to be notified when user information is edited. **Export/Import** — Select this to be notified of an export or import. **Cloning** — Select this to be notified when a clone is made. **System Updates** — Select this to be notified of system updates. **Factory Default** — Select this to be notified when the equipment is restored with the factory default. **Log Full** — Select this to be notified when the log has reached the maximum size.
3	Network	**Error** — Select this to be notified of network errors.
4	Security	**Error** — Select this to be notified of security errors. **Warning** — Select this to be notified of security warnings. **Information** — Select this to be notified of security information.

	Item name	Description
5	Received Fax/InternetFax	**Error** — Select this to be notified of fax/Internet Fax reception errors. **Warning** — Select this to be notified of the periodical deletion of received faxes and Internet Faxes is successfully completed. **Information** — Select this to be notified of the deletion of received faxes and Internet Faxes by the [Delete Files] function under the [Maintenance] menu is successfully completed.
6	Scan	**Warning** — Select this to be notified of the periodical deletion of scanned files is successfully completed. **Information** — Select this to be notified of the deletion of scanned files by the [Delete Files] function under the [Maintenance] menu is successfully completed.
7	e-Filing	**Warning** — Select this to be notified when the available space in the e-Filing box is low or the preservation period of documents in the e-Filing box is expiring soon. **Information** — Select this to be notified when the e-Filing box is initialized.
	Tip Use the e-Filing box web utility and specify in the property screen for each box if you want to notify whether e-Filing box operations are successfully completed. For information on how to set, see the ***e-Filing Guide.***	

❑ Setting up Job Notification Events



You can select jobs to be notified.

	Item name	Description
1	Scan	**Send E-mail when an error occurs** **Send E-mail when job is completed**
2	Received Fax/InternetFax	**Send E-mail when an error occurs** **Send E-mail when job is completed**
3	Fax Received Forward	**Send E-mail when an error occurs** **Send E-mail when job is completed**
4	InternetFAX Received Forward	**Send E-mail when an error occurs** **Send E-mail when job is completed**

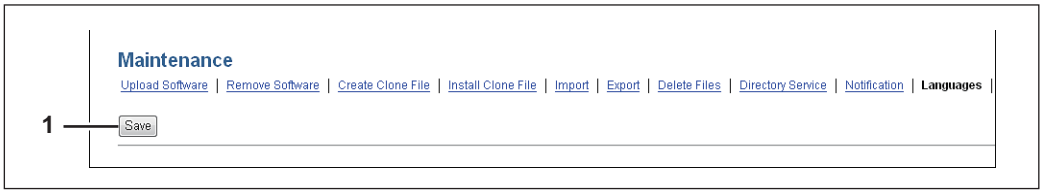
■ Languages settings

You can specify the language for the touch panel of your equipment.

Tip

The [Languages] submenu can be accessed from the [Maintenance] menu on the [Administration] tab. See the following pages for how to access it and information on the [Maintenance] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.317 “[Maintenance] Item List”

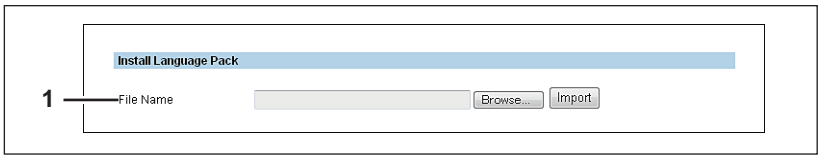
🕮 P.333 “Setting up Install Language Pack”
🕮 P.334 “Setting up Current Language Pack List”
🕮 P.334 “Setting up Default Setting for PanelUI”



	Item name	Description
1	[Save] button	Saves the registered language.

❑ Setting up Install Language Pack

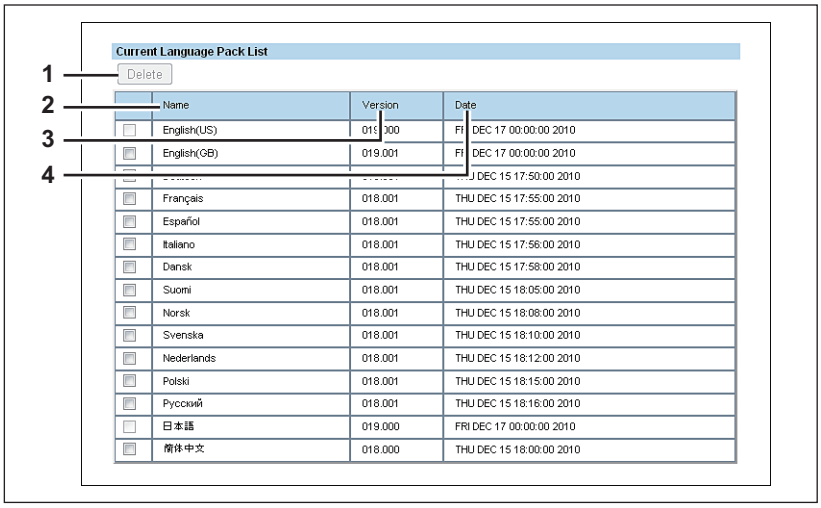
When the hard disk is not installed, install the language pack after deleting an unnecessary one from those already installed. 🕮 P.334 “Setting up Current Language Pack List”



	Item name	Description
1	File Name	Select the language pack file to be installed. **[Browse] button** — Allows you to select the language pack file. **[Import] button** — Imports the selected language pack file.

❑ Setting up Current Language Pack List

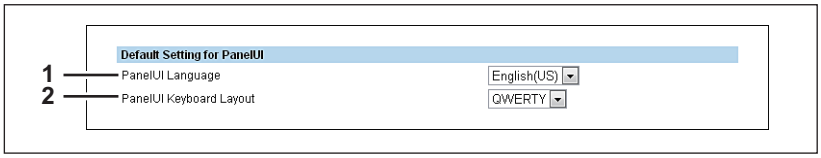
Displays a list of installed language packs. You can delete unnecessary language packs.



	Item name	Description
1	[Delete] button	Select unnecessary language packs and click the [Delete] button to delete them.
	Tip You cannot delete [English(US)] or the language selected in [PanelUI Language].	
2	Name	Displays the name of the language pack.
3	Version	Displays the version of the language pack.
4	Date	Displays the installed date of the language pack.

❑ Setting up Default Setting for PanelUI

Select the display language for the touch panel.



	Item name	Description
1	PanelUI Language	Select the display language for the touch panel.
2	PanelUI Keyboard Layout	Select the panel keyboard layout displayed on the touch panel.

■ System Updates settings

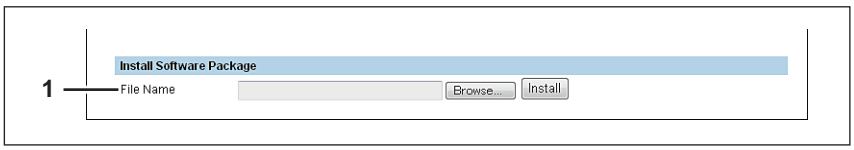
You can update the system on your equipment. Available only when the hard disk is installed.

Tip

The [System Updates] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”

📖 P.335 “Setting up Install Software Package”
📖 P.335 “Setting up Current Software List”

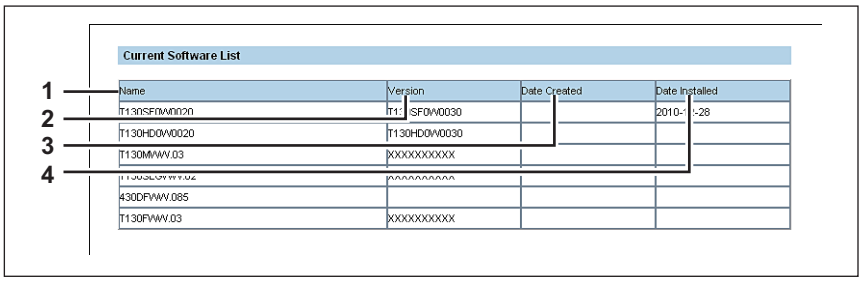
❑ Setting up Install Software Package



	Item name	Description
1	File Name	Select the software pack file to be installed. **[Browse] button** — Allows you to select the software pack file. **[Install] button** — Installs the selected software pack file.

❑ Setting up Current Software List

Displays a list of installed System Firmware.



	Item name	Description
1	Name	Displays the name of the System Firmware.
2	Version	Displays the version of the System Firmware.
3	Date Created	Displays the Created date of the System Firmware.
4	Date Installed	Displays the installed date of the System Firmware.

■ Reboot settings

You can reboot your equipment.

Tip

The [Reboot] submenu can be accessed from the [Maintenance] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Maintenance] menu:
📖 P.24 “Access Policy Mode”
📖 P.317 “[Maintenance] Item List”

[Maintenance] How to Set and How to Operate

This section details procedures for maintaining this equipment. It covers backing up and restoring files, deleting files stored in this equipment, and updating the software on TopAccess.

🕮 P.336 “About the maintenance functions”
🕮 P.337 “Uploading the client software”
🕮 P.339 “Removing the client software”
🕮 P.340 “Deleting the data from local folder”
🕮 P.341 “Managing directory service”
🕮 P.343 “Setting up notification”
🕮 P.345 “Importing and exporting”
🕮 P.350 “Rebooting the equipment”

■ About the maintenance functions

You can carry out the following maintenance tasks in the [Maintenance] menu of the TopAccess access policy mode.

- Uploading the client software
  An administrator can upload client software that allows users to download to their computers from TopAccess. This maintenance feature is used to upload new versions of software in TopAccess.
  🕮 P.337 “Uploading the client software”
- Removing the client software
  An administrator can remove client software that restricts users from downloading software from TopAccess. This maintenance feature is used to disable specific software in TopAccess.
  🕮 P.339 “Removing the client software”
- Backing up data in the hard disk
  An administrator can create backup files of the address book, mailboxes, and templates in the hard disk. This maintenance feature is used to create backup files before updating the system software or hard disk replacement, etc.
  🕮 P.324 “Export settings”
- Restoring data from backup files
  An administrator can restore the address book, mailboxes, and templates data from the backup files. This maintenance feature is used to restore the data after updating the system software or hard disk replacement, etc.
  🕮 P.322 “Import settings”
- Deleting files stored in the hard disk
  An administrator can delete scanned data, transmission data, and reception data in the hard disk. This maintenance feature must be operated periodically to maintain hard disk space for future operation.
  🕮 P.340 “Deleting the data from local folder”
- Registering directory service
  An administrator can register the directory service properties of the LDAP (Lightweight Directory Access Protocol) server.
  🕮 P.341 “Managing directory service”
- Setting up notification
  An administrator can enable the E-mail notification function. The administrator can also specify which events to be notified of.
  🕮 P.343 “Setting up notification”
- Importing or exporting address book data
  An administrator can import address book data in a CSV file or XML file created by different applications. An administrator can also export address book data in a CSV file or XML file for other applications.
  🕮 P.345 “Importing and exporting”
- Rebooting the equipment
  An administrator can reboot the equipment.
  🕮 P.350 “Rebooting the equipment”

■ Uploading the client software

An administrator can upload client software embedded in this equipment. Users can download the software on their computers using the TopAccess [Install Software] link. Available only when the hard disk is installed.

- Installer (Setup files) for Client Utilities CD-ROM or Client Utilities/User Documentation DVD
- Macintosh PPD Files
- UNIX Filters

Note

Uploading new software overwrites the old version of software that had been uploaded.

Tip

The files for uploading are provided for each client software.

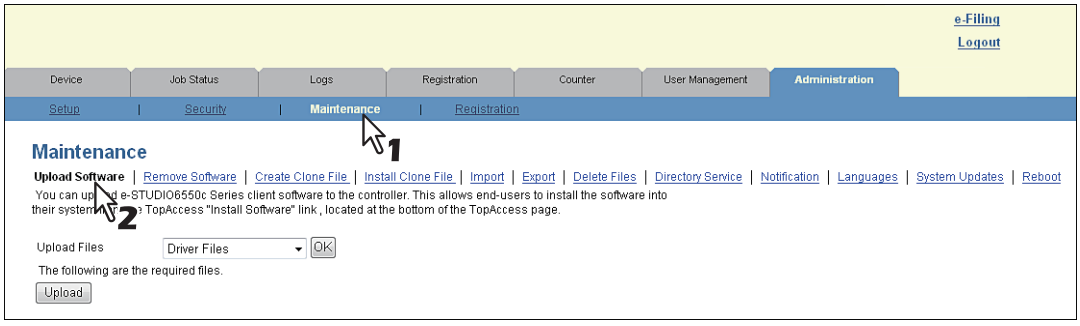
- **Driver Files**
  - Contact your dealer for information about obtaining driver files with the installer.
  - You can create a driver file for uploading by compressing folders under "Client\Drivers" in the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD in zip format.
  📖 P.338 “Preparing a driver file for uploading”
- **Macintosh PPD Files** — These files are stored in the "MacPPD\OSX\10_2-10_3" and "MacPPD\OSX\10_4-" folders in the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD. The PPD file for duplex printing is stored in the "2-sided_default" folder, whereas the PPD file for simplex printing is stored in the "normal" folder.
- **Unix Filters** — These filters are stored in the folder for each workstation in the "Admin\BW_Unix_Linux" folder (for black printing) or "Admin\Color_Unix_Linux" folder (for color printing) included in the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD. The CUPS filter for duplex printing is stored in the "2-sided_default" folder whereas the one for simplex printing is in the "normal" folder.

Uploading new versions of client software in TopAccess

1 Start TopAccess access policy mode.
📖 P.24 “Access Policy Mode”

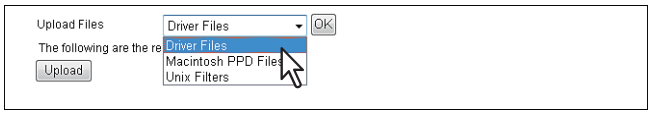
2 Click the [Administration] tab.

3 Click the [Maintenance] menu and the [Upload Software] submenu.



The Upload Software submenu page is displayed.

4 Select the software that you are going to upload in the [Upload Files] box.

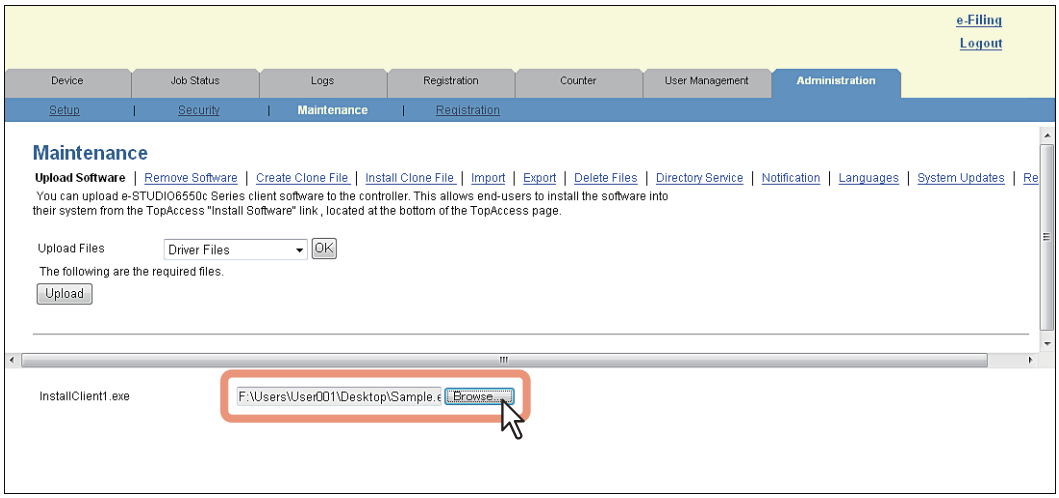


Driver Files	Uploads the client software installer files. See the following for how to create a driver file for uploading. 📖 P.338 “Preparing a driver file for uploading”

Macintosh PPD Files	Upload PD files for Mac OS X 10.2.4 - 10.3.x and Mac OS X 10.4 and later. In addition, select this to upload the plug-in files used for Mac OS X 10.4 or later.
Unix Filters	Uploads tar files for unit workstations.

5 **Click [OK].**
The bottom section in the page will be changed for selected software.

6 **In each box displayed, click [Browse] to locate the setup files to be uploaded.**



Note

At the left of each box, the file name will be displayed. Be sure to specify the same file for each box.

7 **Click [Upload].**
Specified files are uploaded in this equipment.

Preparing a driver file for uploading

1 **Insert the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD into the PC's CD-ROM or DVD-ROM drive.**

2 **Open the folder where driver files and plug-in files are stored.**
They are stored in the "Client\Drivers" folder.

3 **Compress the folder in zip format to create the driver file for uploading.**

Folder name	Name of the ZIP file to be created	Remarks
UNI	univ.zip	Universal printer driver
PS	ps3.zip	PS3 printer driver (PostScript)
XPS	xps.zip	XPS printer driver

Tips

- See the following for how to upload a driver file.
P.337 “Uploading new versions of client software in TopAccess”
- Match the name of the ZIP file to be created with the file name displayed on the TopAccess screen. The file name is case sensitive. If the file name is different, you will not be able to upload it.

■ Removing the client software

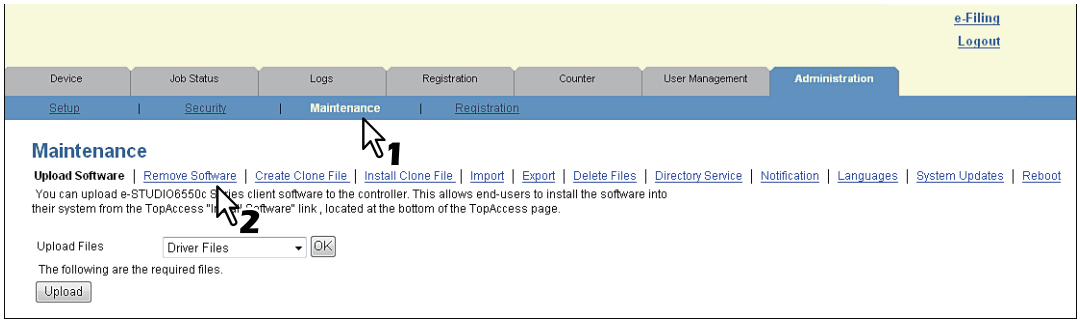
You can remove client software from TopAccess so that it can no longer be installed from TopAccess. Available only when the hard disk is installed.

Removing the software from TopAccess

1 **Start TopAccess access policy mode.**
P.24 “Access Policy Mode”

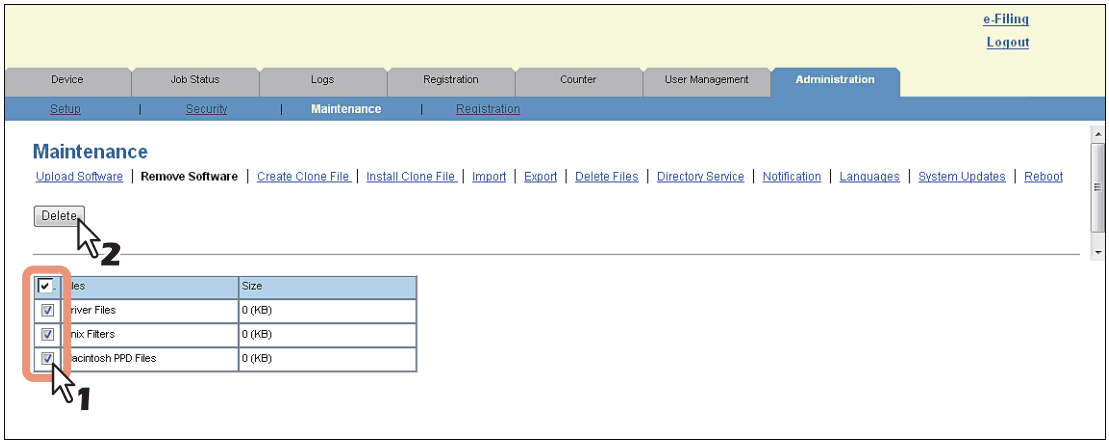
2 **Click the [Administration] tab.**

3 **Click the [Maintenance] menu and [Remove Software] submenu.**



The Remove Software submenu page is displayed.

4 **Select the check box of the software which you are going to remove and click [Delete].**



The selected software is deleted from this equipment.

■ Deleting the data from local folder

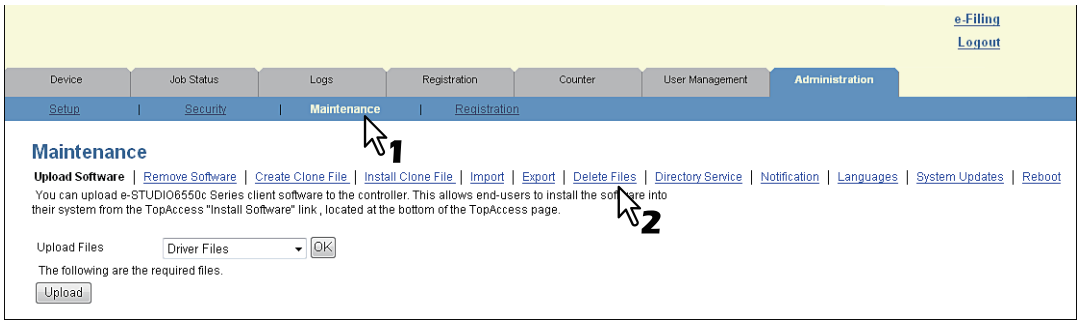
An administrator can delete information such as scanned data, transmission data, and reception data that are stored in the local folder using the Save as file function. It is recommended to delete the stored data periodically to maintain the hard disk.

Deleting data

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

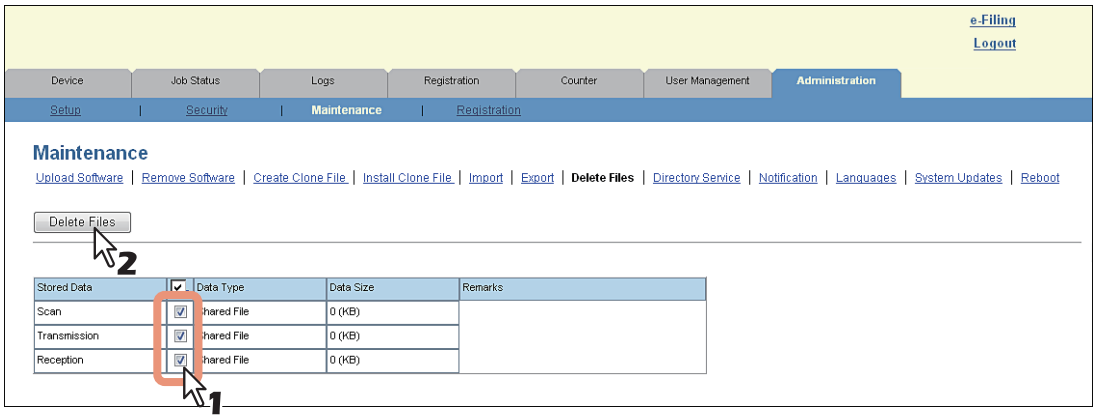
2 **Click the [Administration] tab.**

3 **Click the [Maintenance] menu and [Delete Files] submenu.**



The Delete Files submenu page is displayed.

4 **Select the check box of data that you want to delete and click [Delete Files].**



You can set the following in this page.
📖 P.326 “Delete Files settings”
The data are deleted.

■ Managing directory service

An administrator can register the directory service properties of the LDAP (Lightweight Directory Access Protocol) server using TopAccess. When a new directory service is added, the users can search destinations using the LDAP server.

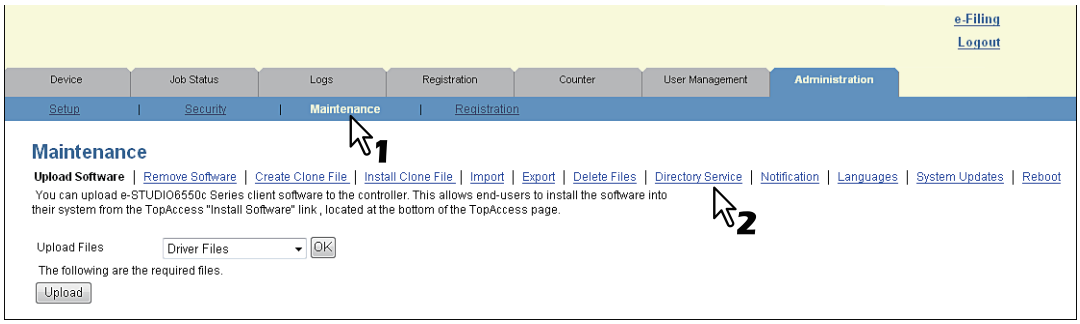
Setting up the directory service

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

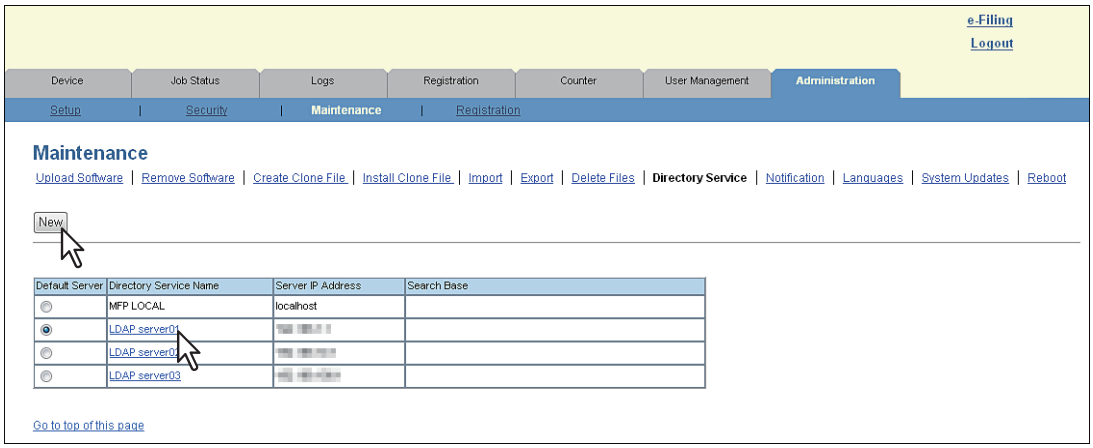
2 Click the [Administration] tab.

3 Click the [Maintenance] menu and [Directory Service] submenu.



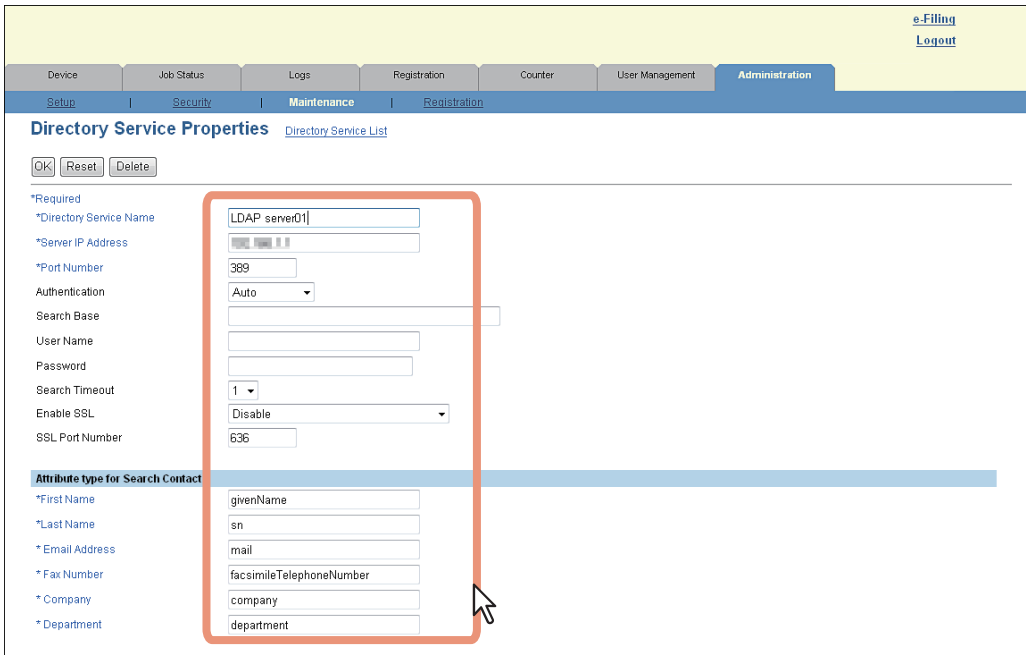
The Directory Service submenu page is displayed.

4 Click [New] to add a new directory service, or click a directory service name to edit an existing directory service.



The Directory Service Properties page is displayed.

5 Enter the following items as required.



You can set the following in this page.
P.328 “[Directory Service Properties] screen”

Notes

- If you use FQDN to specify the LDAP server, you must configure the DNS server and enable the DNS in the DNS Session.
- Specify a user who is a member of the Domain Admin or Account Operator group in the Windows Server when you are enabling user management settings and performing role based access to the Windows Server.

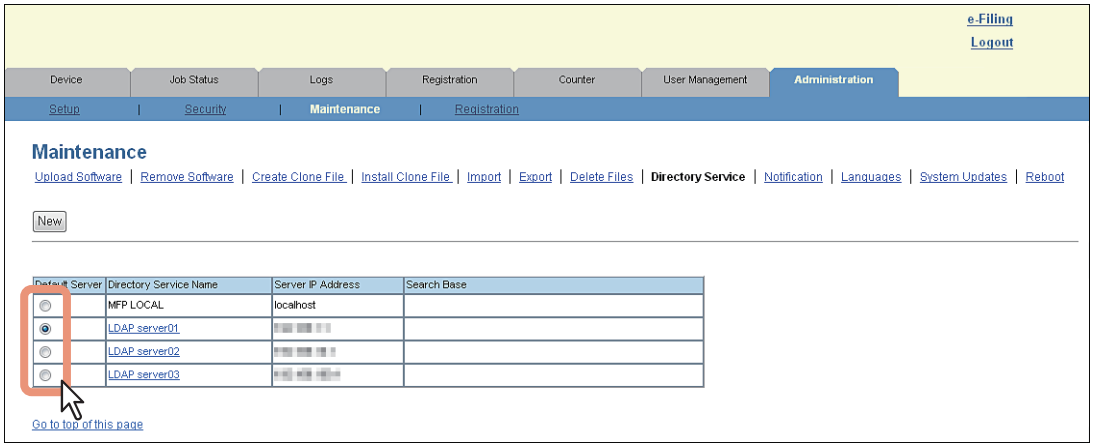
Tips

- You can clear the entered values by clicking [Reset].
- You can delete the Directory Service by clicking [Delete] when you edit the Directory Service.

6 Click [OK].

The entered Service Directory is added to the Directory Service List.

7 Select a radio button of the directory service that you want to set as default server.



Tip

The default server will be used for an LDAP search from the control panel. If you select this equipment as the default server, no default server will be set.

■ Setting up notification

An administrator can configure notification to receive E-mail (mobile terminal can also be used) notifications when an error occurred or a job is complete.

Note

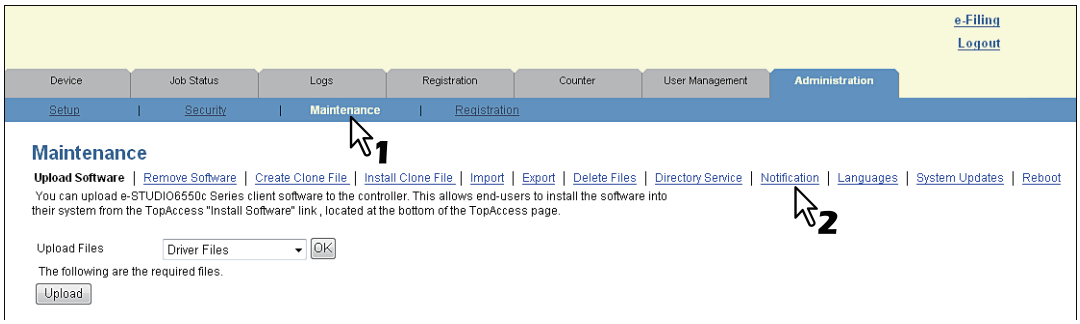
To enable the E-mail notification, the E-mail settings in the [Setup] menu page must be configured correctly.
📖 P.262 “Setting up E-mail settings”

Setting up the notifications of system errors and events

1 Start TopAccess access policy mode.
📖 P.24 “Access Policy Mode”

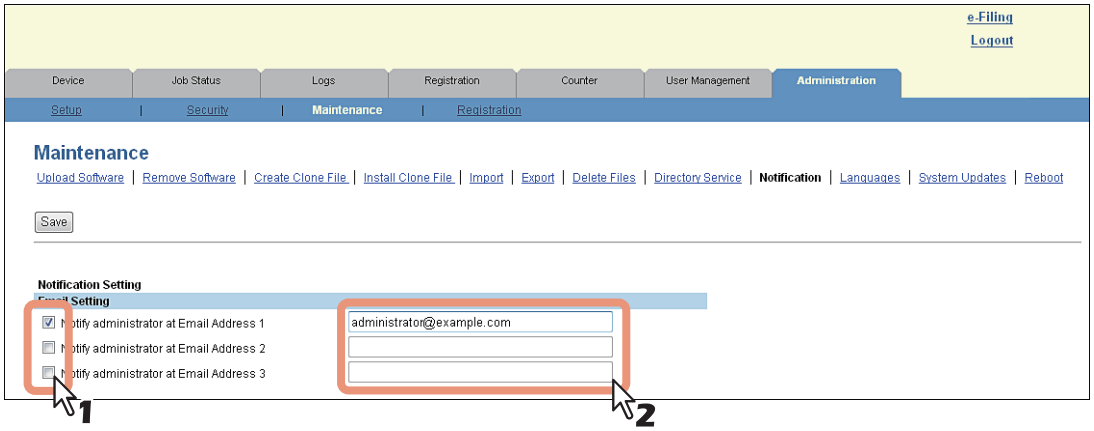
2 Click the [Administration] tab.

3 Click the [Maintenance] menu and [Notification] submenu.

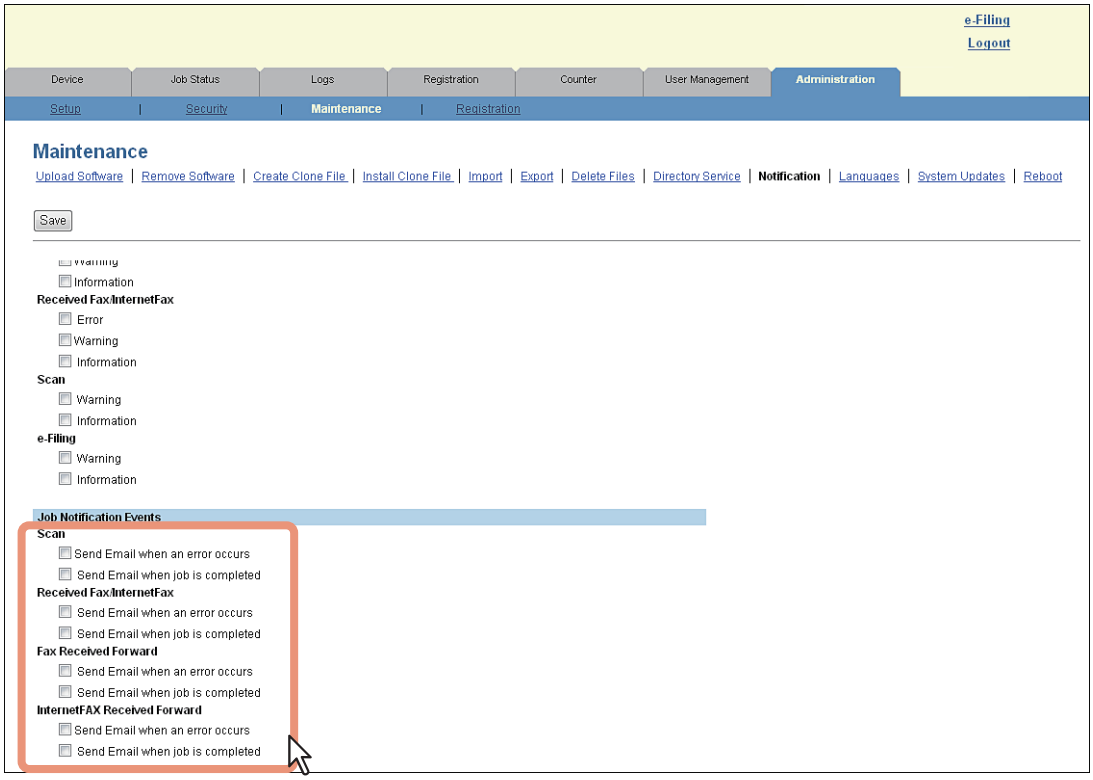


The Notification submenu page is displayed.

4 In Email Setting, select the check box [Notify administrator at Email Address 1 to 3] to enable the notifications, and enter the administrator’s E-mail address where the notifications are to be sent.



5 Select the check boxes of events you want to be notified in [System Message Notification Events] or [Job Notification Events].



See the following for details of each event:

📖 P.331 “Setting up System Message Notification Events”
📖 P.332 “Setting up Job Notification Events”

6 Click [Save].

■ Importing and exporting

You can import and export Address Book, MailBoxes, Template, and Combined (Template + Address Book + MailBoxes).
This section describes how to import and export Address Book. You can follow the same procedure to import and export MailBoxes, Template, and Combined (Template + Address Book + MailBoxes) except where you specify the file format of the export data.
📖 P.345 “Importing the address book data”
📖 P.347 “Exporting the address book data”

❑ Importing the address book data

You can import address information exported from an address book on another equipment or a different address book program in the CSV or XML format.
The importing method of address book data is either adding imported data to the address book already registered in this equipment or deleting all the address book data already registered and replacing them with the imported data.
It is recommended that you export an address book in the CSV or XML format and edit it when creating address book data.

Note

You cannot import an address book when it exceeds the number of characters specified on each item. Invalid characters are replaced with "!".
- Last Name: 64 characters
- First Name: 64 characters
- Email Address: 192 alphanumerical characters
- Phone Number: 128 numbers
- Tel Number 2: 128 numbers
- Company: 128 characters
- Department: 128 characters

Tip

The group data are not included in the imported address book data.

Importing address book data in the CSV/XML format

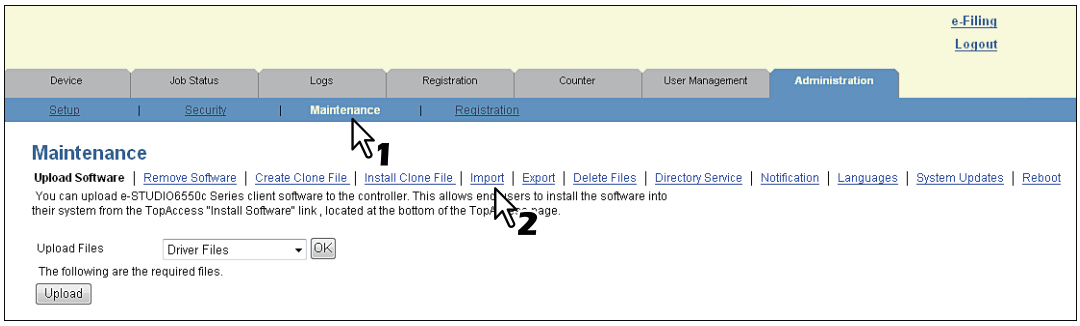
Note

Before importing the address book data, confirm that there is no waiting print job, scan job, or fax job. The address book data cannot be imported if there are any jobs that have not been processed. If importing the address book data takes a long time, restore the data after the equipment turns into the Sleep/Auto Shut Off mode.

1 Start TopAccess access policy mode.
📖 P.24 “Access Policy Mode”

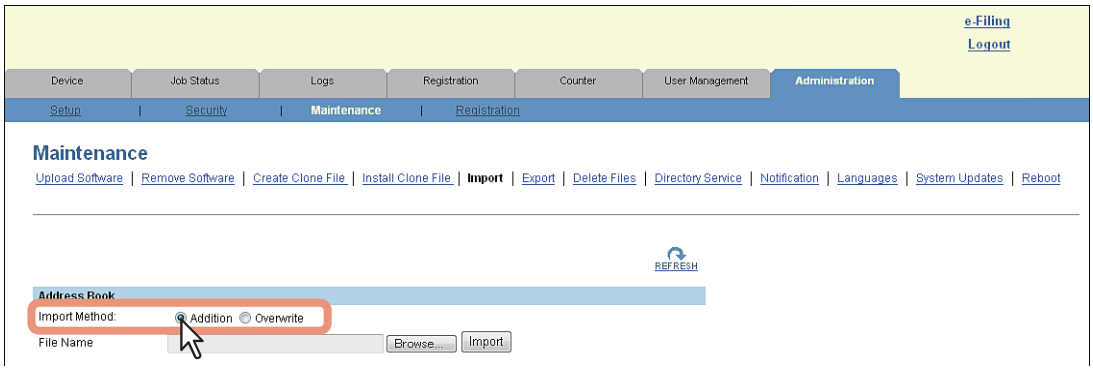
2 Click the [Administration] tab.

3 Click the [Maintenance] menu and [Import] submenu.



The Import submenu page is displayed.

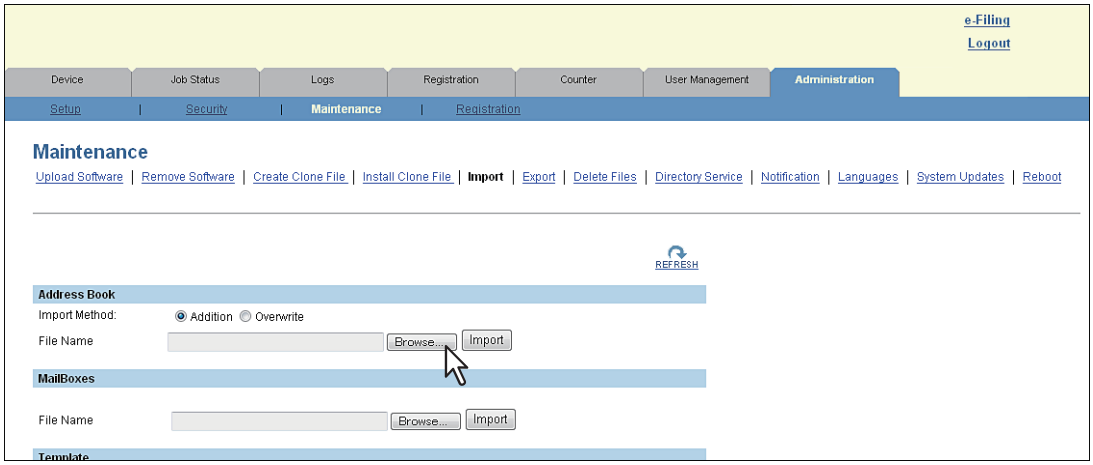
4 Select the import method in the Address Book area.



Addition — Select this to add the imported address book data into the address book already registered in this equipment.
Overwrite — Select this to delete all the address book data registered in this equipment and replace them with the imported address book data.

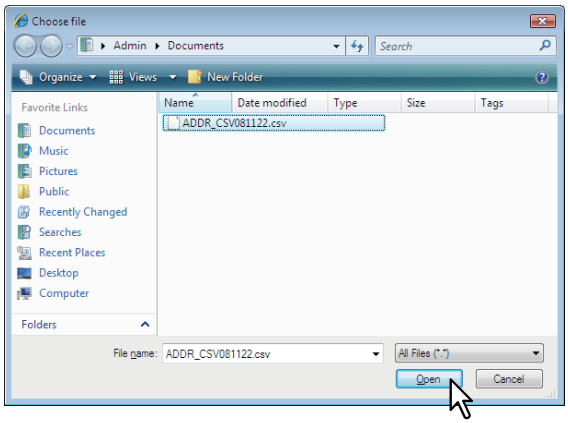
The Import Method page is closed.

5 Click [Browse] in the Address Book area.

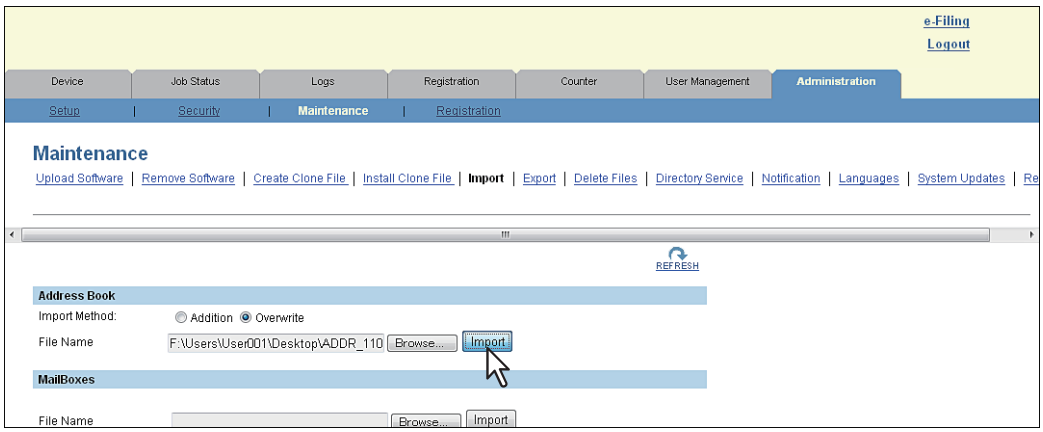


The Choose file dialog box appears.

6 **Select the CSV/XML file that contains address book data and click [Open].**



7 **Click [Import].**



The data are imported to the address book.

❑ Exporting the address book data

You can export address information for use in another TopAccess address book or another address book program.

Tip

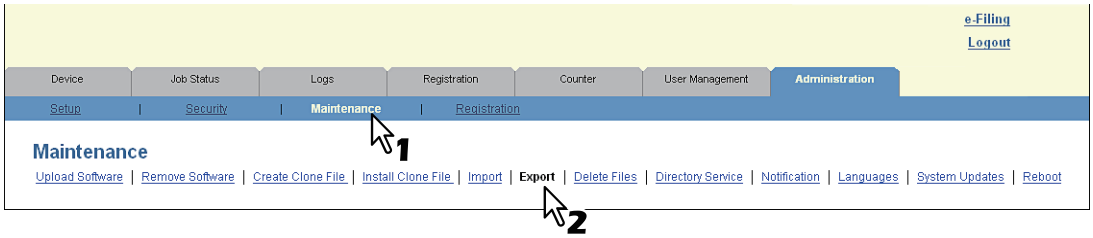
The group data are not included in the exported address book data.

Exporting address book data in the CSV/XML format

1 **Start TopAccess access policy mode.**
📖 P.24 “Access Policy Mode”

2 **Click the [Administration] tab.**

3 **Click the [Maintenance] menu and [Export] submenu.**



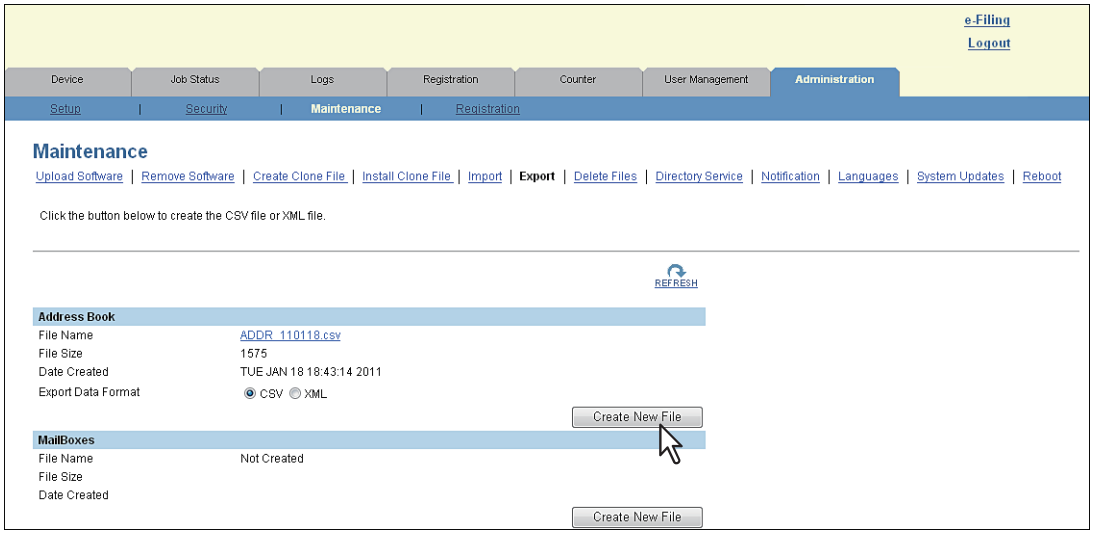
The Export submenu page is displayed.

4 **Select the file format of the address book.**

CSV — Select this to create the file in the CSV format

XML — Select this to create the file in the XML format.

5 **Click [Create New File] in the Address Book area.**

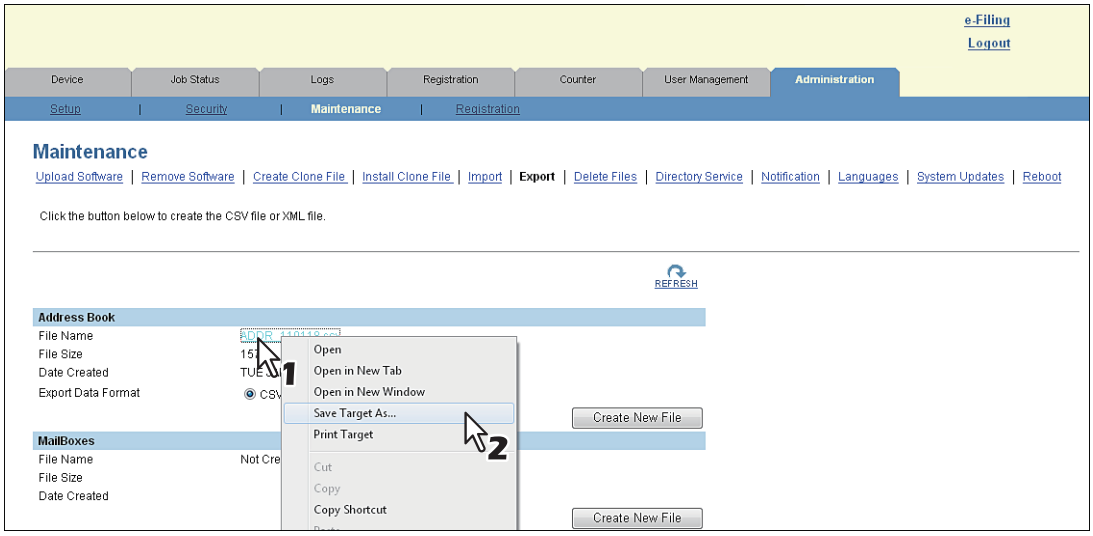


The exported file information is displayed.

Tip

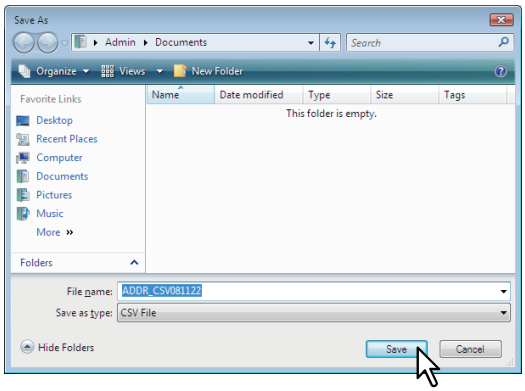
If you previously exported address book data, the exported file link and information are displayed in the Address Book area. You can click the link to save the previously exported file.

6 **Right-click the [File Name] link and select [Save Target As].**



The [Save As] dialog box appears.

7 **Select the file location and select [All Files] in the [Save as type] box.**



8 **Click [Save].**

The CSV/XML file that contains the address book data is saved in the selected location.

■ Rebooting the equipment

An administrator can reboot the equipment. If rebooting is performed, warming-up may take longer than normally.

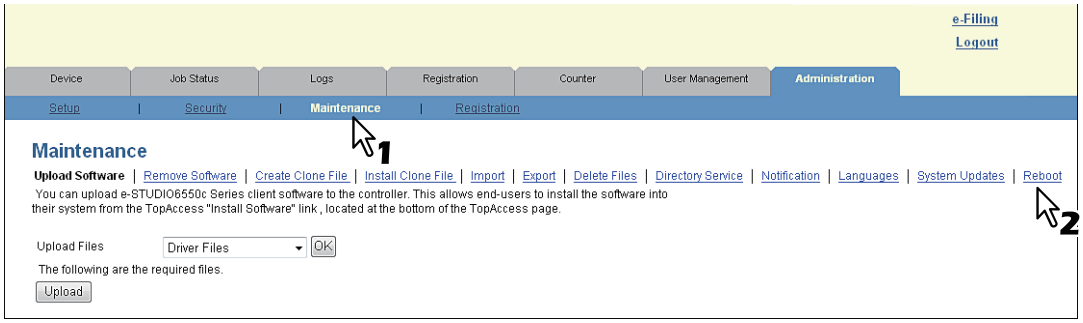
Rebooting the equipment

1 Start TopAccess access policy mode.

📖 P.24 “Access Policy Mode”

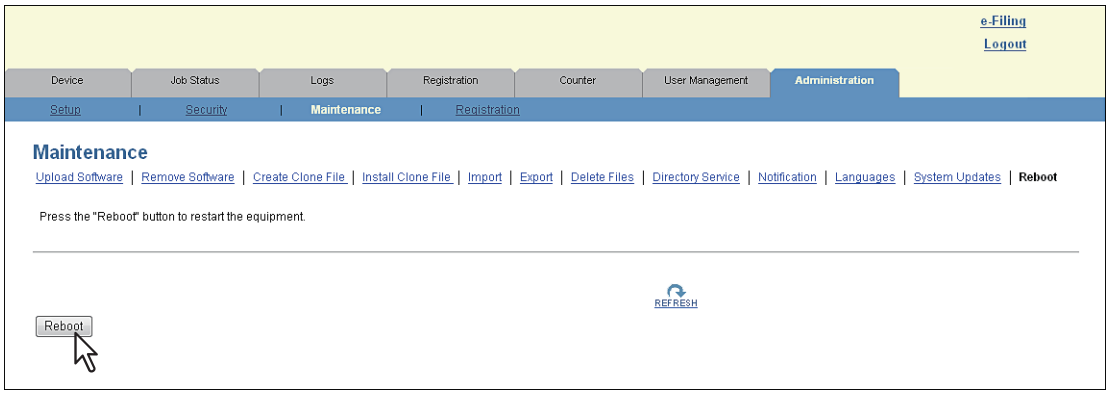
2 Click the [Administration] tab.

3 Click the [Maintenance] menu and [Reboot] submenu.



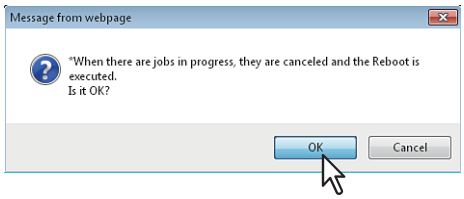
The Reboot submenu page is displayed.

4 Click [Reboot] to reboot the equipment.



The confirmation dialog box appears.

5 Click [OK].



The equipment is restarted.

Note

While the equipment is being restarted, the network will not be available. TopAccess will display “Please restart after waiting a few minutes.”. The touch panel will display “NETWORK INITIALIZING”. When this “NETWORK INITIALIZING” message disappears, TopAccess will once again be available.

[Registration] ([Administration] tab) Item List

Tip

Users who are granted administrator privileges in access policy mode can access the [Registration] menu from the [Administration] tab.
See the following pages for how to access it:
P.24 “Access Policy Mode”

P.351 “Public Template settings”
P.353 “Public Menu”
P.356 “Fax Received Forward and InternetFAX Received Forward settings”
P.367 “Extended Field Definition”
P.372 “XML Format File”

■ Public Template settings

You can edit panel settings and destination settings from the [Public Template] submenu page under the [Registration] menu.
Instructions on how to set up for public templates are the same for setting for private templates.

Tip

The [Public Template] submenu can be accessed from the [Registration] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Registration] menu:
P.24 “Access Policy Mode”
P.351 “[Registration] ([Administration] tab) Item List”

P.351 “Setting up Panel Setting (Public template)”
P.351 “Setting up Destination Setting (Public template)”
P.352 “Setting up InternetFax Setting (Public template)”
P.352 “Setting up Fax Setting (Public template)”
P.352 “Setting up Email Setting (Public template)”
P.352 “Setting up Save as file Setting (Public template)”
P.352 “Setting up Box Setting (Public template)”
P.352 “Setting up Store to USB Device Setting (Public template)”
P.352 “Setting up Scan Setting (Public template)”
P.352 “Setting up Extended Field Settings”

❑ Setting up Panel Setting (Public template)

You can specify how the template icons are displayed on the touch panel in the panel setting page. You can also configure the template notification function.
P.62 “Panel Setting (Private template)”

❑ Setting up Destination Setting (Public template)

In the Recipient List page, you can specify the destinations to which the fax, Internet Fax, or Scan to Email document will be sent.
When you are setting destinations for an E-mail agent, you can only specify the E-mail addresses for the destinations.
When you are setting destinations for a Fax/Internet Fax agent, you can specify both fax numbers and E-mail addresses for the destinations.

Note

The Fax Unit must be installed in this equipment to specify the fax numbers for the destinations.

You can specify the destinations by entering their E-mail addresses or fax numbers manually, selecting destinations from the address book, selecting destination groups from the address book, or searching for destinations in the LDAP server.
P.63 “Destination Setting (Private template)”

❑ Setting up InternetFax Setting (Public template)

In the InternetFax Setting page, you can specify the content of the Internet Fax to be sent.
🕮 P.69 “InternetFax Setting (Private template)”

❑ Setting up Fax Setting (Public template)

In the Fax Setting page, you can specify how the fax will be sent.
🕮 P.70 “Fax Setting (Private template)”

❑ Setting up Email Setting (Public template)

In the Email Setting page, you can specify the content of the Scan to Email document to be sent.
🕮 P.72 “Email Setting (Private template)”

❑ Setting up Save as file Setting (Public template)

In the Save as file Setting page, you can specify how and where a scanned file will be stored.
🕮 P.75 “Save as file Setting (Private template)”

❑ Setting up Box Setting (Public template)

In the Box Setting page, you can specify how scanned images will be stored in the Box.
🕮 P.80 “Box Setting (Private template)”

❑ Setting up Store to USB Device Setting (Public template)

On the Store to USB Device Setting page, you can set the method for saving templates in USB media.
🕮 P.80 “Store to USB Device Setting (Private template)”

❑ Setting up Scan Setting (Public template)

In the Scan Setting page, you can specify how originals are scanned for the Save as file, Email, and Store to e-Filing agent.
🕮 P.83 “Scan Setting (Private template)”

❑ Setting up Extended Field Settings

🕮 P.86 “Extended Field settings”

■ Public Menu

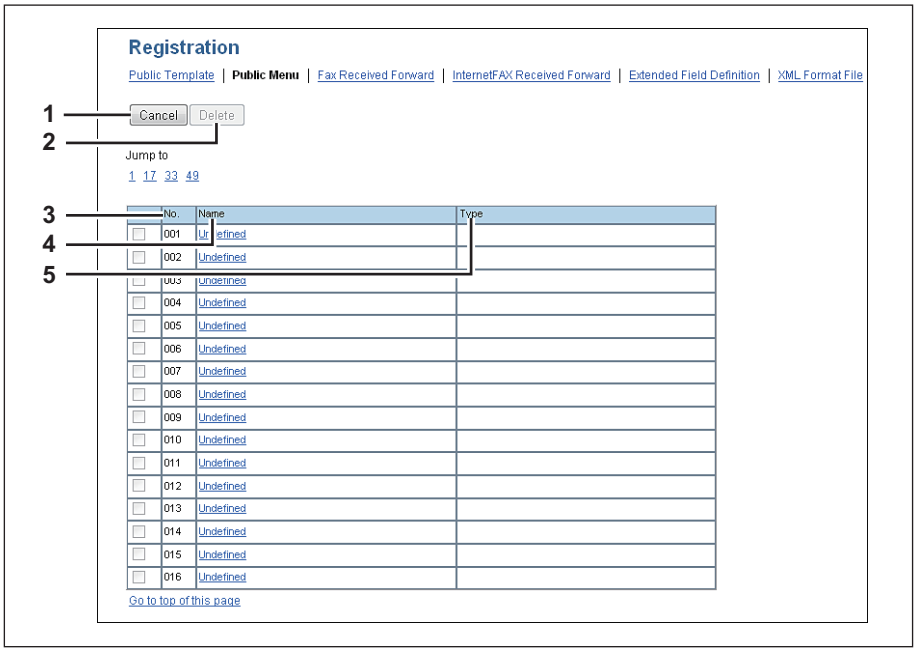
In the public menu, you can set the menu screen that is displayed when you press the [Menu] button.
You can register frequently used templates and template groups, and External Interface Enabler shortcuts.

Tip

The [Public Menu] submenu can be accessed from the [Registration] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Registration] menu:

📖 P.24 “Access Policy Mode”
📖 P.351 “[Registration] ([Administration] tab) Item List”

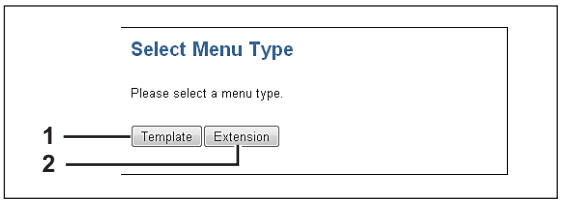
📖 P.354 “[Select Menu Type] screen”
📖 P.354 “[Select Template Group] screen”
📖 P.355 “[Select Template] screen”
📖 P.355 “[Select URL] screen”



	Item name	Description
1	[Cancel] button	Cancels the operation.
2	[Delete] button	Deletes the selected public menu.
3	No.	The public menu number is displayed.
	Tip In the public menu, you can register 64 types.	
4	Name	The templates registered in the public menu or the registered names of the External Interface Enabler are displayed. Click a registered name to check and edit a registered public menu. 📖 P.354 “[Select Template Group] screen” 📖 P.355 “[Select URL] screen” Click [Undefined] to register a new public menu. 📖 P.354 “[Select Menu Type] screen”
5	Type	The public menu type is displayed.

❑ [Select Menu Type] screen

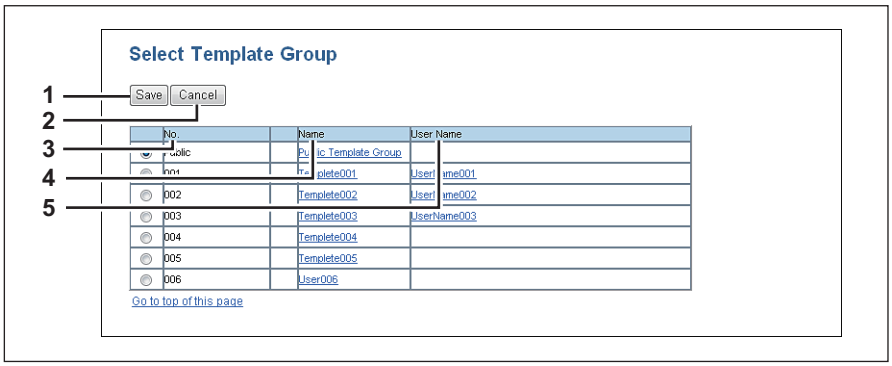
Select a menu type to add to the public menu.



	Item name	Description
1	[Template] button	Adds a template to the public menu. 📖 P.354 “[Select Template Group] screen”
2	[Extension] button	Adds an External Interface Enabler URL to the public menu. 📖 P.355 “[Select URL] screen”

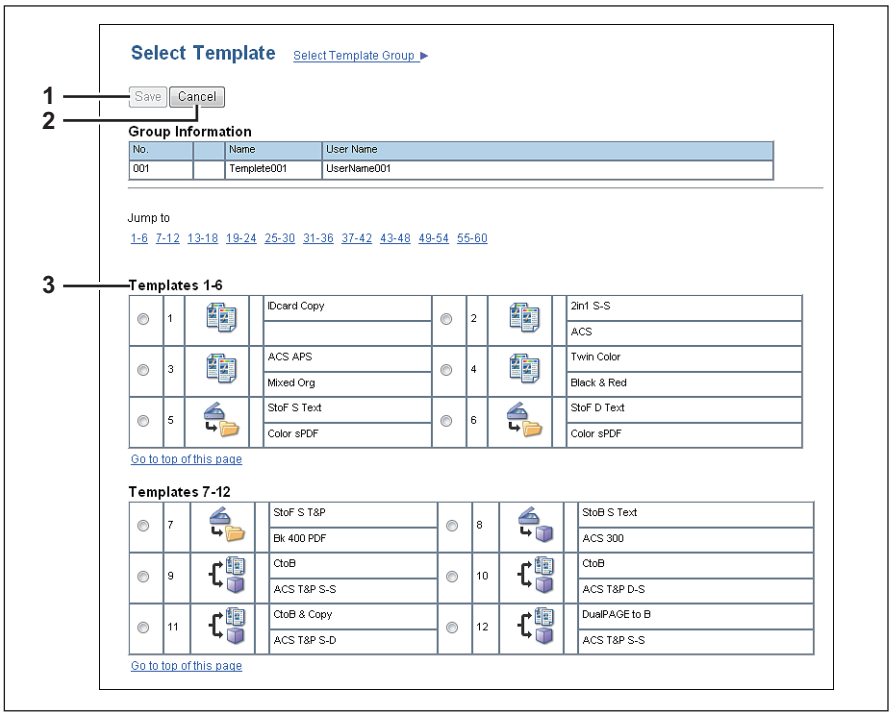
❑ [Select Template Group] screen

Displays a list of templates that can be selected in the public menu.



	Item name	Description
1	[Save] button	Registers the selected template group.
2	[Cancel] button	Cancels registration of the template group.
3	No.	The numbers of the template groups that can be selected are displayed.
4	Name	The names of the template groups are displayed. Click a name to display the Select Template screen. If templates can be selected, a list of templates that can be selected is displayed. 📖 P.355 “[Select Template] screen”
5	User Name	The user names of the template groups are displayed.

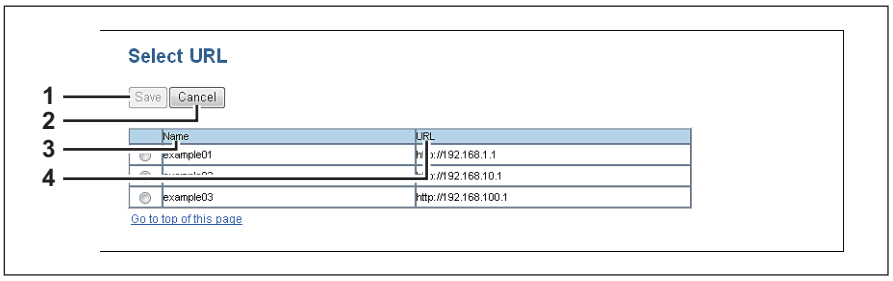
❑ [Select Template] screen



	Item name	Description
1	[Save] button	Registers the selected template.
2	[Cancel] button	Cancels registration of the template.
3	Template list	A list of the templates that can be selected is displayed. Select a template to use.

❑ [Select URL] screen

Select a URL registered in [URL List for Menu Screen and Hard Button].
📖 P.246 “Setting up URL List for Menu Screen and Hard Button”



	Item name	Description
1	[Save] button	Registers the selected URL.
2	[Cancel] button	Cancels registration of the URL.
3	Name	The registered URL name is displayed.
4	URL	The registered URL is displayed.

■ Fax Received Forward and InternetFAX Received Forward settings

Tip

The [Fax Received Forward]/[InternetFAX Received Forward] submenu can be accessed from the [Registration] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Registration] menu:
📖 P.24 “Access Policy Mode”
📖 P.351 “[Registration] ([Administration] tab) Item List”

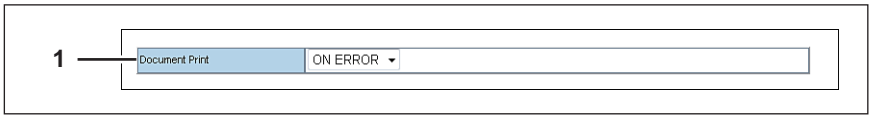
Notes

- [Fax Received Forward] is available only when the Fax Unit is installed on this equipment.
- Two lines become available in [Fax Received Forward] by installing the 2nd Line for FAX Unit in the FAX Unit. It is possible to set the reception setting in each line.

📖 P.356 “Setting up Document Print (Fax/InternetFax Received Forward)”
📖 P.357 “Setting up Destination Setting (Fax/Internet Fax Received Forward)”
📖 P.358 “Setting up InternetFax Setting (Fax/Internet Fax Received Forward)”
📖 P.359 “Setting up Save as file Setting (Fax/InternetFAX Received Forward)”
📖 P.364 “Setting up Email Setting (Fax/InternetFAX Received Forward)”
📖 P.366 “Setting up Box Setting (Fax/InternetFAX Received Forward)”

❑ Setting up Document Print (Fax/InternetFax Received Forward)

You can configure printing of forwarded documents.

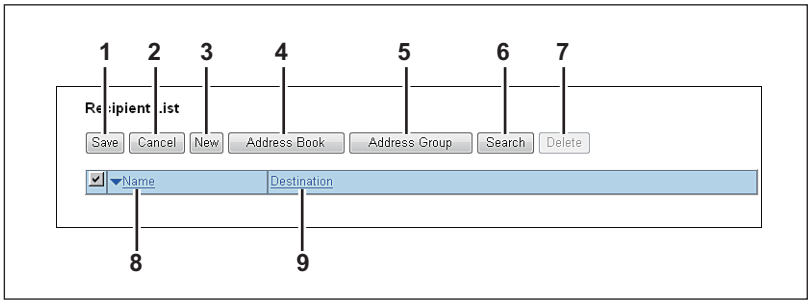


	Item name	Description
1	Document Print	• **Always** — Select this to always print forwarded document. • **ON ERROR** — Select this to print the received document when an error occurred on all forwarding destinations. (For example, the document is not printed when the E-mail transmission only failed in a combined setting of Save as File and E-mail.)

❑ Setting up Destination Setting (Fax/Internet Fax Received Forward)

You can specify the destinations to which the received faxes or Internet Faxes are forwarded. You can only specify E-mail addresses as the destination.
You can specify the destination when you have selected [InternetFax] as the forwarding agent.

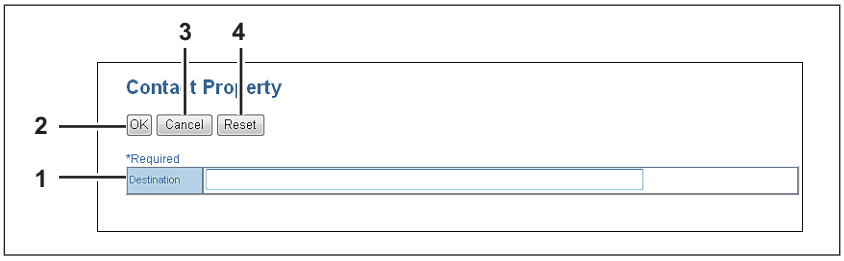
Recipient List



	Item name	Description
1	[Save] button	Saves recipient settings.
2	[Cancel] button	Cancels the settings.
3	[New] button	Displays a screen where you can register an E-mail address as the recipient. 📖 P.88 “[Contact Property] screen”
4	[Address Book] button	Allows you to select a recipient from the address book.
5	[Address Group] button	Allows you to select an address book group as a destination.
6	[Search] button	Allows you to search a recipient from the address book. 📖 P.90 “[Search Contact] screen”
7	[Delete] button	Deletes the selected recipient.
8	Name	Displays the names registered to the address book.
9	Destination	Displays the E-mail addresses.

[Contact Property] screen

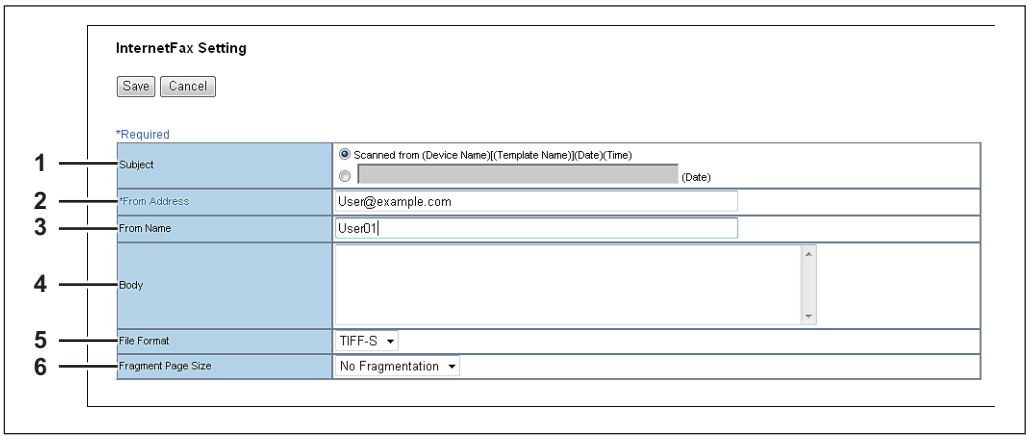
You can specify an E-mail address as the recipient.



	Item name	Description
1	Destination	Enter the E-mail address.
2	[OK] button	Saves the recipient.
3	[Cancel] button	Cancels the settings.
4	[Reset] button	Deletes the entered E-mail address.

❑ Setting up InternetFax Setting (Fax/Internet Fax Received Forward)

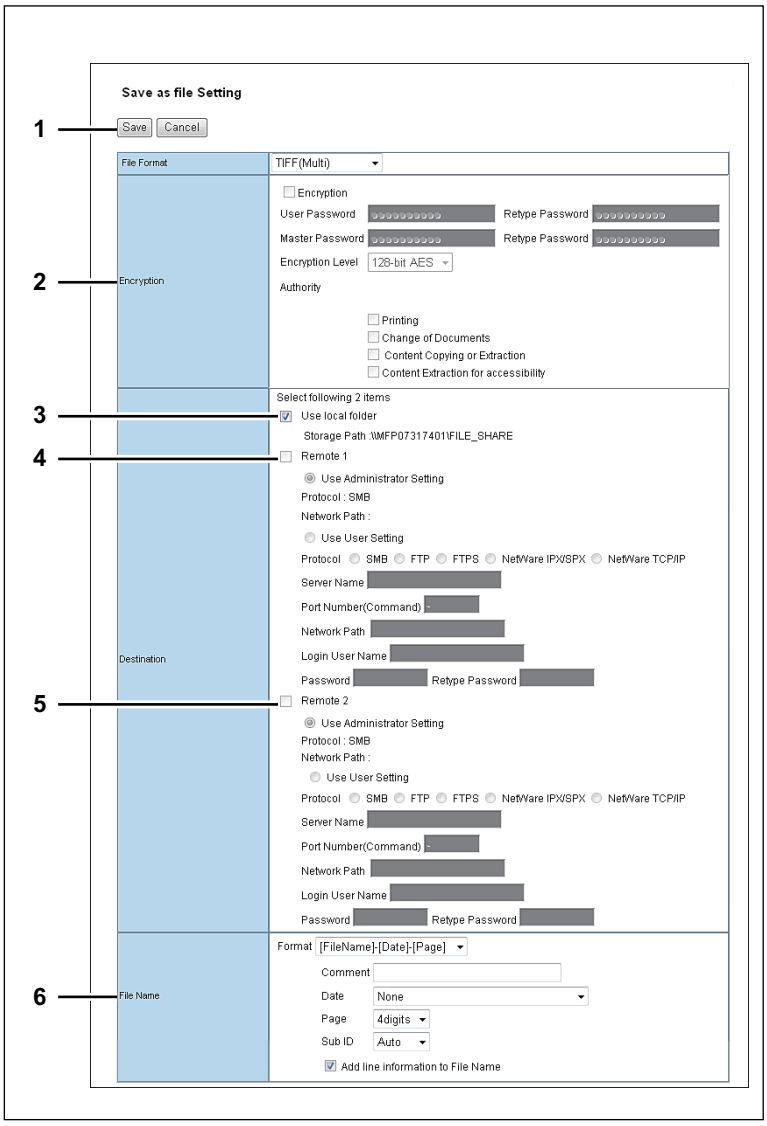
In the InternetFax Setting page, you can specify the content of the Internet Fax to be sent.
You can specify the destination when you have selected [InternetFax] as the forwarding agent.



	Item name	Description
1	Subject	This sets the subject of the Internet Faxes. Select [Scanned from (Device Name) [(Template Name)] (Date) (Time)] to automatically apply the subject, or enter the desired subject in the box. If you manually enter the subject, the subject will be "(Subject) (Date)" by automatically adding the date.
2	From Address	Enter the E-mail address of the sender. When the recipient replies to a received document, the message will be sent to this E-mail address.
3	From Name	Enter the sender name of the Internet Fax.
4	Body	Enter the body message of the Internet Fax. You can enter up to 1000 characters (including spaces).
5	File Format	Select the file format of the scanned image. Only [TIFF-S] (TIFF-FX (Profile S)) format can be selected.
6	Fragment Page Size	Select the size of the message fragmentation.

❑ Setting up Save as file Setting (Fax/InternetFAX Received Forward)

In the Save as file Setting page, you can specify how and where a received document will be stored. You can specify the destination when you have selected [InternetFax] as the forwarding agent.



	Item name	Description
1	File Format	Select the file format to which the received document will be saved. • **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files. • **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed.
	Tips • If the Forced Encryption setting is enabled, only PDF (Multi) and PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • Files saved in an XPS format can be used in Windows Vista/Windows Server 2003 SP2 or later versions with Net Framework 3.0 installed.	

	Item name	Description
2	Encryption	Set this to encrypt PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting. **Encryption** Select this if you want to encrypt PDF files. **User Password** Enter a password for opening encrypted PDF files. **Master Password** Enter a password for changing the Encrypt PDF setting. **Encryption Level** Select the desired encryption level. • **40-bit RC4** — Select this to set an encryption level to one compatible with Acrobat 3.0, PDF V1.1. • **128-bit RC4** — Select this to set an encryption level to one compatible with Acrobat 5.0, PDF V1.4. • **128-bit AES** — Select this to set an encryption level to one compatible with Acrobat 7.0, PDF V1.6. **Authority** Select the desired types of authority for Encrypt PDF. • **Printing** — Select this to authorize users to print documents. • **Change of Documents** — Select this to authorize users to change documents. • **Content Copying or Extraction** — Select this to authorize users to copy and extract the contents of documents. • **Content Extraction for accessibility** — Select this to enable the accessibility feature.
	Tips • If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • The user password and the master password are not set at the factory shipment. • Passwords must be from 1 to 32 one-byte alphanumerical characters. • The user password must differ from the master password. Note These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box if they are not authorized to change the master password. For the details of the encryption setting, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. Ask the administrator for resetting these passwords.	
3	Destination — Use local folder	Select this to save a received document to the "FILE_SHARE" folder. Available only when the hard disk is installed.

	Item name	Description
4	Destination — Remote 1	Select this check box to save a received document to Remote 1. How you can set this item depends on how you have set Remote 1 up in the [Save as file] submenu under the [Setup] menu. If you have selected [Allow the following network folder to be used as a destination], you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item. If you have selected [Allow user to select network folder to be used as a destination], select [Use User Setting] and enter the following items to configure the destination to save files. **Protocol** Select the protocol to be used for uploading a received document to the network folder. • **SMB** — Select this to send a received document to the network folder using the SMB protocol. • **FTP** — Select this to send a received document to the FTP server. • **FTPS** — Select this to send a scanned file to the FTP server using FTP over SSL. • **NetWare IPX/SPX** — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol. • **NetWare TCP/IP** — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol. **Server Name** When you select [FTP] as the protocol, enter the FTP server name or IP address to which a received document will be sent. For example, to send a received document to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this box. When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available). When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server. **Port Number(Command)** Enter the port number to be used for controls if you select [FTP] as the protocol. Generally “-” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number. **Network Path** When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the “users/scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned”. When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”. When you select [NetWare IPX/SPX] or [NetWare TCP/IP] as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”. **Login User Name** Enter the login user name to access an SMB server, an FTP server, or a NetWare server, if required. When you select [FTP] as the protocol, an anonymous login is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols other than <, >, " (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible.

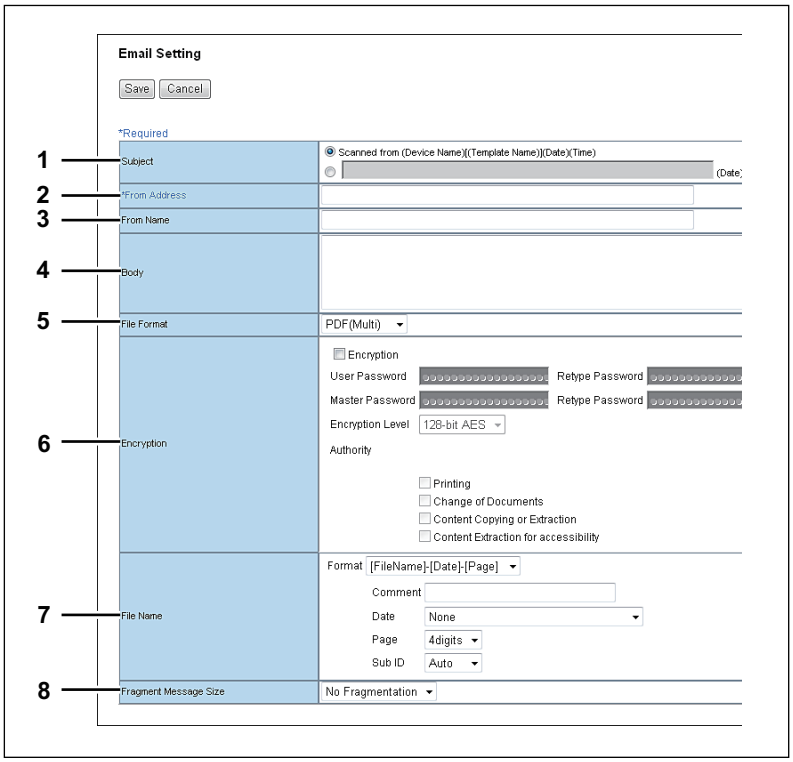
	Item name	Description
4	Destination — Remote 1	**Password** Enter the password to access an SMB server, an FTP server, or a NetWare server, if required. **Retype Password** Enter the same password again for a confirmation.
	Tip When the hard disk is not installed, you can only specify one destination.	
5	Destination — Remote 2	Select this check box to save a received document to Remote 2. How you can set this item depends on how the 2nd Folder has been set up in the [Save as file] submenu in the [Setup] menu. If Remote 2 does not allow you to specify a network folder, you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item. If the Remote 2 allows you to specify a network folder, you can specify the network folder settings. See the description of the Remote 1 option for each item.
	Tip When the hard disk is not installed, you can only specify one destination.	
6	File Name	**Format** Select the format of the file name. Information such as file name, date and time or page number is added according to the selected format. • **[FileName]-[Date]-[Page]** • **[FileName]-[Page]-[Date]** • **[Date]-[FileName]-[Page]** • **[Date]-[Page]-[Filename]** • **[Page]-[FileName]-[Date]** • **[Page]-[Date]-[FileName]** • **[FileName]_[Date]-[Page]** **Comment** Enter the comment on the file. **Date** Select how you add "date and time" of the file name selected in [Format]. • **[YYYY][MM][DD][HH][mm][SS]** — Year (4 digits), month, day, hour, minute and second are added. • **[YY][MM][DD][HH][mm][SS]** — Year (2 digits), month, day, hour, minute and second are added. • **[YYYY][MM][DD]** — Year (4 digits), month, and day are added. • **[YY][MM][DD]** — Year (2 digits), month, and day are added. • **[HH][mm][SS]** — Hour, minute and second are added. • **[YYYY][MM][DD][HH][mm][SS][mm0]** — Year (4 digits), month, day, hour, minute, second and random number (2 digits and "0") are added. • **[None]** — Date is not added. **Page** Select the number of digits of a page number applied to "Page" of the file name selected in [Format] from 3 to 6. [4digits] is set as the default. **Sub ID** This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [AUTO]. [AUTO] is selected by default. If [AUTO] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name. **Add line information to File Name** Select this check box to add the incoming line information (Line 1, Line 2, and Internet Fax) to the file name. The “Add line information to File Name” check box is [ON] as the default.

Note

Up to 999 files that are sent from the same sender can be stored in the same destination. If 999 files that are sent from the same sender have already been stored in the specified destination, this equipment will print the received document from the same sender instead of storing them as files.

❑ Setting up Email Setting (Fax/InternetFAX Received Forward)

In the Email Setting page, you can specify the content of the E-mail document to be sent.
You can specify the destination when you have selected [InternetFax] as the forwarding agent.



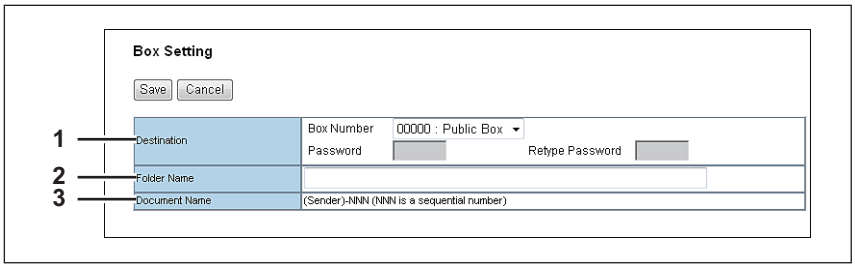
	Item name	Description
1	Subject	This sets the subject of the E-mail documents. Select [Scanned from (Device Name) [(Template Name)](Date)(Time)] to automatically apply the subject, or enter the desired subject in the box. If you manually enter the subject, the subject will be "(Subject) (Date)" by automatically adding the date.
2	From Address	Enter the E-mail address of the sender. When the recipient replies, the message will be sent to this E-mail address.
3	From Name	Enter the sender name of the E-mail document.
4	Body	Enter the body message of the E-mail document. You can enter up to 1000 characters (including spaces).

	Item name	Description
5	File Format	Select the file format to which the received document will be converted. • **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files. • **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files. • **XPS (Multi)** — Select this to save scanned images as a Multi-page XPS file. Available only when the hard disk is installed. • **XPS (Single)** — Select this to save scanned images separately as Single-page XPS files. Available only when the hard disk is installed.
	Tips • If the Forced Encryption setting is enabled, only the PDF (Multi) and the PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • Files saved in an XPS format can be used in Windows Vista/Windows Server 2003 SP2 or later versions with Net Framework 3.0 installed.	
6	Encryption	Set this to encrypt PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting. **Encryption** Select this if you want to encrypt PDF files. **User Password** Enter a password for opening encrypted PDF files. **Master Password** Enter a password for changing the Encrypt PDF setting. **Encryption Level** Select the desired encryption level. • **40-bit RC4** — Select this to set an encryption level to one compatible with Acrobat 3.0, PDF V1.1. • **128-bit RC4** — Select this to set an encryption level to one compatible with Acrobat 5.0, PDF V1.4. • **128-bit AES** — Select this to set an encryption level to one compatible with Acrobat 7.0, PDF V1.6. **Authority** Select the desired types of authority for Encrypt PDF. • **Printing** — Select this to authorize users to print documents. • **Change of Documents** — Select this to authorize users to change documents. • **Content Copying or Extraction** — Select this to authorize users to copy and extract the contents of documents. • **Content Extraction for accessibility** — Select this to enable the accessibility feature.
	Tips • If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. • The user password and the master password are not set at the factory shipment. • Passwords must be from 1 to 32 one-byte alphanumerical characters. • The user password must differ from the master password. Note These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box if they are not authorized to change the master password. For the details of the encryption setting, refer to the ***MFP Management Guide / User's Manual Advanced Guide***. Ask the administrator for resetting these passwords.	

	Item name	Description
7	File Name	**Format** Select the format of the file name. Information such as file name, date and time or page number is added according to the selected format. • **[FileName]-[Date]-[Page]** • **[FileName]-[Page]-[Date]** • **[Date]-[FileName]-[Page]** • **[Date]-[Page]-[Filename]** • **[Page]-[FileName]-[Date]** • **[Page]-[Date]-[FileName]** • **[FileName]_[Date]-[Page]** **Comment** Enter the comment on the file. **Date** Select how you add "date and time" of the file name selected in [Format]. • **[YYYY][MM][DD][HH][mm][SS]** — Year (4 digits), month, day, hour, minute and second are added. • **[YY][MM][DD][HH][mm][SS]** — Year (2 digits), month, day, hour, minute and second are added. • **[YYYY][MM][DD]** — Year (4 digits), month, and day are added. • **[YY][MM][DD]** — Year (2 digits), month, and day are added. • **[HH][mm][SS]** — Hour, minute and second are added. • **[YYYY][MM][DD][HH][mm][SS][mm0]** — Year (4 digits), month, day, hour, minute, second and random number (2 digits and "0") are added. • **[None]** — Date is not added. **Page** Select the number of digits of a page number applied to "Page" of the file name selected in [Format] from 3 to 6. [4digits] is set as the default. **Sub ID** This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [AUTO]. [AUTO] is selected by default. If [AUTO] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name.
8	Fragment Message Size	Select the size of the message fragmentation.

❑ Setting up Box Setting (Fax/InternetFAX Received Forward)

In the Box Setting page, you can specify how a received document will be stored in the Box.
You can specify the destination when you have selected [InternetFax] as the forwarding agent.



	Item name	Description
1	Destination	Specify the destination box number for e-Filing. **Box Number** Enter the Box number where a received document will be stored. **Password** Enter the password if the specified Box number requires a password. **Retype Password** Enter the same password again for a confirmation.
2	Folder Name	Enter the name of the folder where a received document will be stored.

	Item name	Description
3	Document Name	Display how the received document will be named. You cannot change the document name.

■ Extended Field Definition

You can set meta data which is attached to images scanned with the Meta Scan function.
You can register up to 100 extended field definitions.

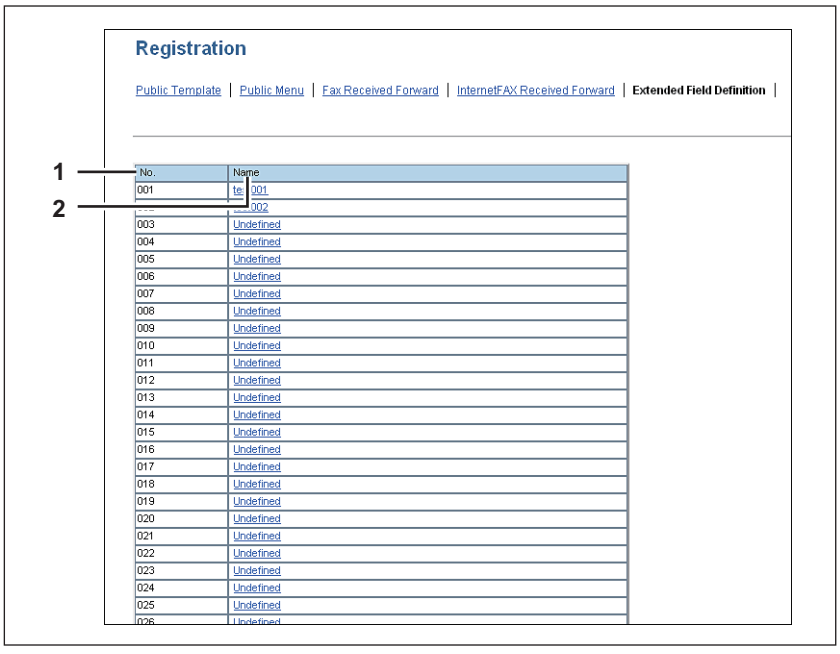
Tip

The [Extended Field Definition] submenu can be accessed from the [Registration] menu on the [Administration] tab.
See the following pages for how to access it and information on the [Registration] menu:
📖 P.24 “Access Policy Mode”
📖 P.351 “[Registration] ([Administration] tab) Item List”

Note

The Meta Scan Enabler is required to use the Meta Scan function. For the details, contact your distributor or service technician.

📖 P.368 “[Extended Fields] screen”
📖 P.368 “Setting up Definition Information”
📖 P.368 “Setting up Extended Field settings”
📖 P.369 “[Extended Fields Properties] screen”
📖 P.371 “[Definition Properties] screen”

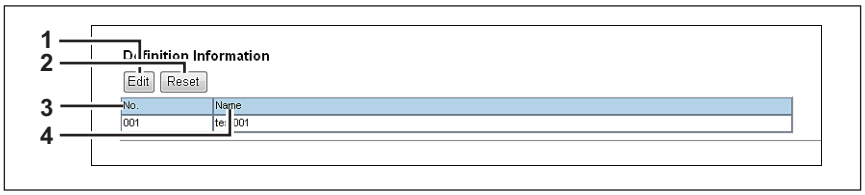


	Item name	Description
1	No.	Displays the extended field definition number.
2	Name	Displays the extended field definition name. Click a registered name to check and edit the existing extended field definition. 📖 P.368 “[Extended Fields] screen” Click [Undefined] to register a new extended field definition. 📖 P.371 “[Definition Properties] screen”

❑ [Extended Fields] screen

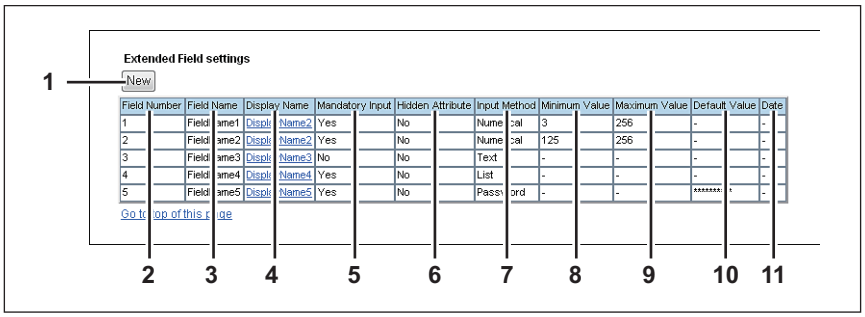
You can set the information entered from the control panel when using meta scan.
🕮 P.403 “Registering Extended Field Definition”

❑ Setting up Definition Information



	Item name	Description
1	[Edit] button	Allows you to edit the extended field definition. 🕮 P.371 “[Definition Properties] screen”
2	[Reset] button	Allows you to delete the extended field definition.
3	No.	Displays the extended field definition number.
4	Name	Displays the extended field definition name.

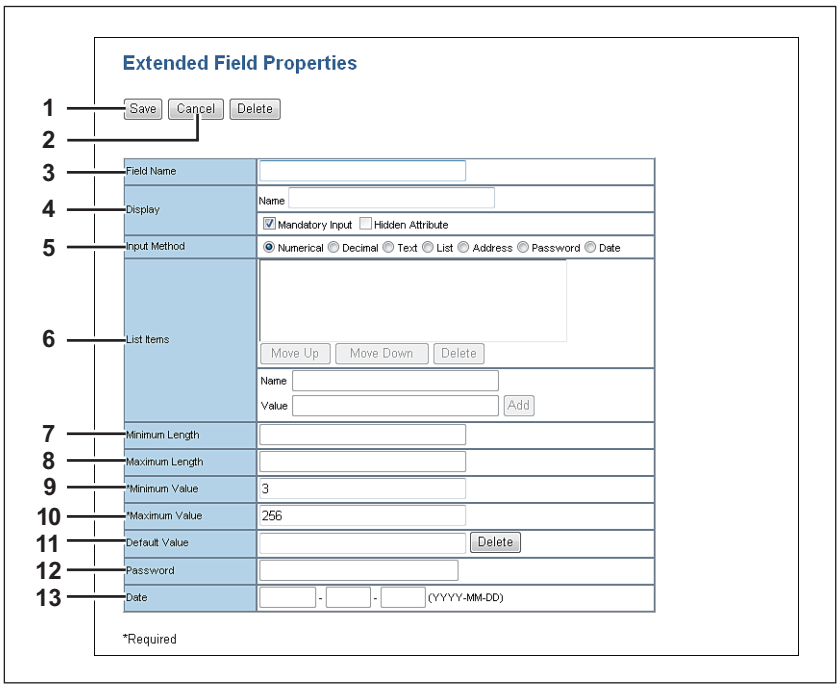
❑ Setting up Extended Field settings



	Item name	Description
1	[New] button	Allows you to add a extended field property. 🕮 P.369 “[Extended Fields Properties] screen”
2	Field Number	Displays the extended field property number.
3	Field Name	Displays the extended field property name.
4	Display Name	Displays the caption of the extended field property for the display on the control panel.
5	Mandatory Input	Displays whether the extended field property is a mandatory entry or not.
6	Hidden Attribute	Displays whether the extended field property is a hidden item on the control panel.
7	Input Method	Displays the type of the extended field property.
8	Minimum Value	Displays the minimum value for the extended field property.
9	Maximum Value	Displays the maximum value for the extended field property.
10	Default Value	Displays the default value for the extended field property.
11	Date	Displays the default date for the extended field property.

❑ [Extended Fields Properties] screen

You can register up to 25 extended field properties.
🕮 P.406 “Registering templates for Meta Scan”



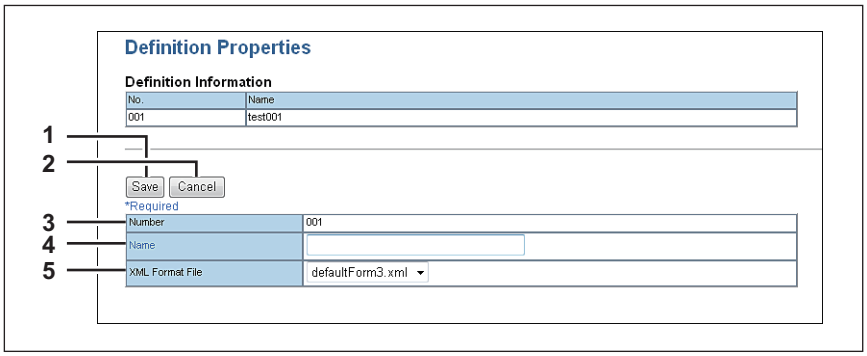
	Item name	Description
1	[Save] button	Creates an extended field property with the entered data.
2	[Cancel] button	Cancels the settings.
3	Field Name	Specify the extended field name.
4	Display	Specify how to display the extended field on the control panel. **Name** Enter the caption of the extended field name for the display on the control panel. You can enter up to 256 characters. Enter the Box number where a received document will be stored. **Mandatory Input** Select this check box if the extended field is a mandatory entry item. **Hidden Attribute** Select this check box if the extended field is a hidden item on the control panel.
5	Input Method *	Select the type of an extended field. • **Numerical** — Select this to create an extended field as an integer value. • **Decimal** — Select this to create an extended field as a decimal value. • **Text** — Select this to create an extended field as a character string. • **List** — Select this to create an extended field as a list selection. • **Address** — Select this to create an extended field as an address. • **Password** — Select this to create an extended field as a password. • **Date** — Select this to create an extended field as a date.

	Item name	Description
6	List Items	Specify list items to be selected for the extended field. The registered list items are listed in the List items. When you register a list item, enter [Name] and [Value], and then click [Add]. If you select an item and click [Move Up], the selected item moves up in the list. Click [Move Down] to move it down. Select an item and click [Delete] to delete an unnecessary item from the list. **Name** Enter the name of the item. **Value** Enter a value or text to be applied for the selected item.
	Notes • You cannot exceed the total number of characters displayable in the List Items (127). • You cannot use a semicolon in [Name] or [Value].	
7	Minimum Length	Specify the minimum number of characters that can be entered in the extended field if the field is a character string.
8	Maximum Length	Specify the maximum number of characters that can be entered in the extended field if the field is a character string.
9	Minimum Value	Specify the minimum numerical value that can be entered in the extended field if the field is a numerical value.
10	Maximum Value	Specify the maximum numerical value that can be entered in the extended field if the field is a numerical value.
11	Default Value	Specify the default value for the extended field.
12	Password	Specify the default password for the extended field if the field is a password.
13	Date	Specify the default date for the extended field if the field is a date.

* The following shows the types and settable items of an extended field for each [Input Method]. (*) is displayed for mandatory setting items.

Input method (Extended field type)	Mandatory setting items	Optional setting items
Numerical value	[Maximum Value], [Minimum Value] Settable value: -999,999,999,999 to 999,999,999,999	[Default Value]
Decimal value	[Maximum Value], [Minimum Value] Settable value: -999,999,999,999.999999 to 999,999,999,999.999999 Contact your service technician if you want to input a value with more than two decimal places.	[Default Value]
Text	[Maximum Length], [Minimum Length] Settable value: 0 to 256	[Default Value]
List	[List Items] You can register up to 30 [List Items]. You can set from 1 to 126 characters in [Name]. You can set from 1 to 126 characters in [Value]. However, the total number of characters set in [Name] and [Value] must be from 2 to 127.	[Default Value] Select from the registered selection items.
Address	None	[Default Value]
Password	None Settable value: 0 to 256	[Default Value]
Date	None	[Default Value]

❑ [Definition Properties] screen



	Item name	Description
1	[Save] button	Creates an extended field definition with the entered data.
2	[Cancel] button	Cancels adding new.
3	Number	Displays the extended field definition number.
4	Name	Specify the extended field definition name.
5	XML Format File	Select the XML format file for meta data. 📖 P.372 “XML Format File”

■ XML Format File

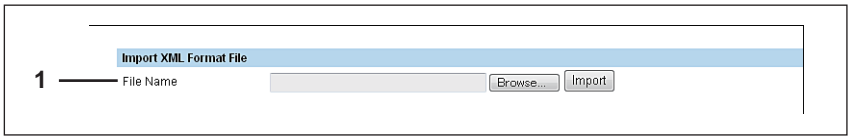
Meta data, which is attached to images scanned with the Meta Scan function, is defined in an "XML format file".
You can register “XML format files”, which are customized to be processed by a workflow server or some other means.

Tip

The [XML Format File] submenu can be accessed from the [Registration] menu on the [Administration] tab. See the following pages for how to access it and information on the [Registration] menu:
🕮 P.24 “Access Policy Mode”
🕮 P.351 “[Registration] ([Administration] tab) Item List”

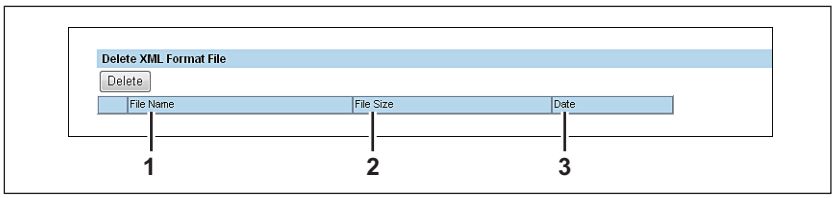
🕮 P.372 “Setting up Import XML Format File”
🕮 P.372 “Setting up Delete XML Format File”

❑ Setting up Import XML Format File



	Item name	Description
1	File Name	Select the XML format file to be imported. **[Browse] button** — Allows you to select the XML format file. **[Import] button** — Imports the selected the XML format file.

❑ Setting up Delete XML Format File



	Item name	Description
1	File Name	Select the XML format file to be deleted.
2	File Size	Displays the file size of the XML format file.
3	Date	Displays the imported date of the XML format file.

[Registration] ([Administration] tab) How to Set and How to Operate

You can register public templates, and relay transmissions of received faxes/Internet Faxes in the [Registration] menu in the TopAccess access policy mode.

- Public Template
  An administrator can create public templates to register to the public template group. This template group can be accessed by all users in the network.
  📖 P.373 “Registering public templates”
- Fax Received Forward, Internet Fax Received Forward
  An administrator can register an agent which forwards all received faxes/Internet Faxes to a specified destination. This enables the administrator to check all faxes received by this equipment.
  📖 P.380 “Registering Fax and Internet Fax received forward”

  Note

  The Fax Received Forward can be registered only when the Fax Unit is installed.

- Extended Field Definition
  📖 P.367 “Extended Field Definition”
- XML format file
  📖 P.398 “Editing XML format file”
  📖 P.402 “Registering XML format file”

■ Registering public templates

An administrator can create and maintain public templates and manage the public template group. Users can display and use public templates but cannot modify them.
The public group can contain up to 60 public templates. Or, up to 12 templates when the hard disk is not installed. Typically, these are general-purpose templates available to all users.
An administrator can perform the following public template management operations in TopAccess access policy mode.
📖 P.373 “Creating or editing public templates”
📖 P.377 “Resetting public templates”

❑ Creating or editing public templates

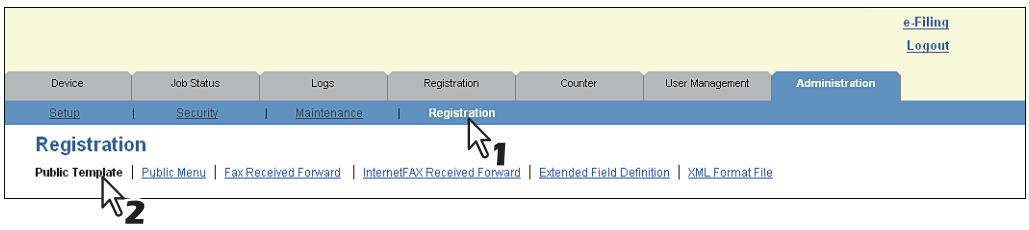
Use the Templates page to create or modify templates.

Creating or editing public templates

1 Start TopAccess access policy mode.
📖 P.24 “Access Policy Mode”

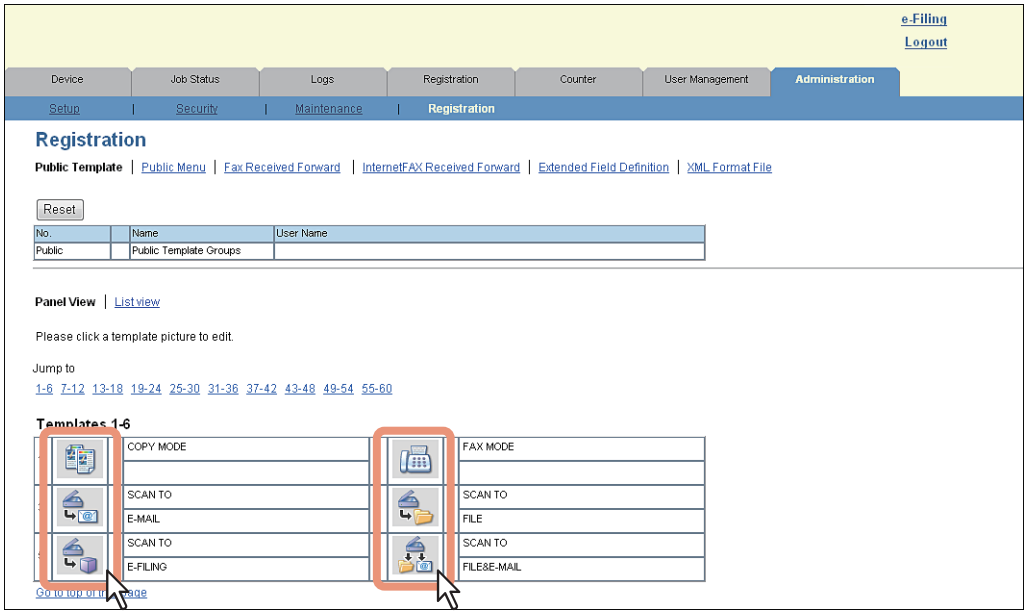
2 Click the [Administration] tab.

3 Click the [Registration] menu and [Public Template] submenu.



The Public Template submenu page is displayed.

4 Display in the Panel View. Click an undefined blank icon to create a new template, or click a defined icon with an image to edit an existing template.

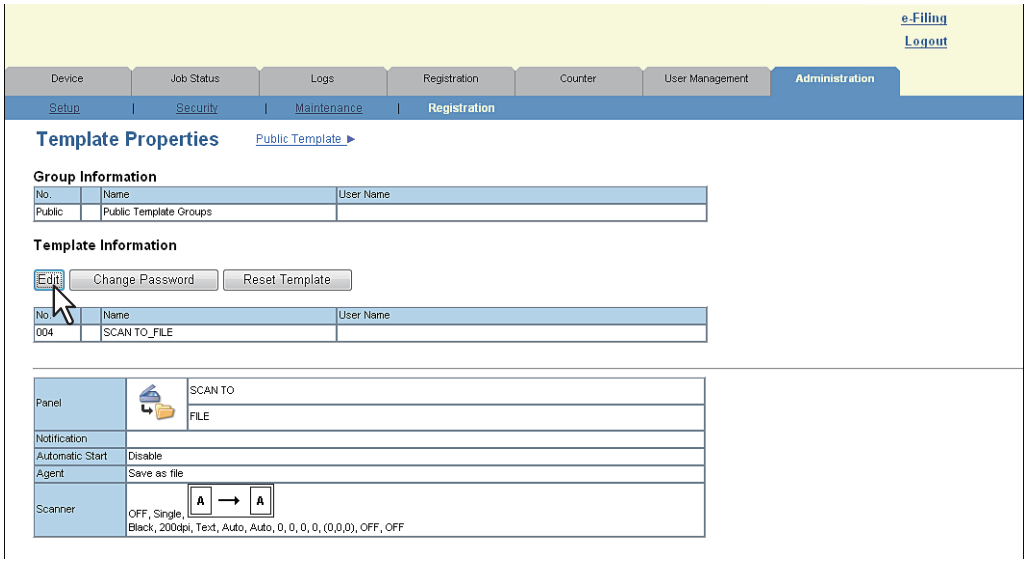


- If the templates list is displayed in the List view, click the [Undefined] template name to register a new template. Click the defined template name to edit an existing template.
- If you click an icon that has not been defined, the Template Properties page to select agents is displayed. Skip to step 6.
- If you click a defined icon, the Template Properties page is displayed. Go to the next step.

Tips

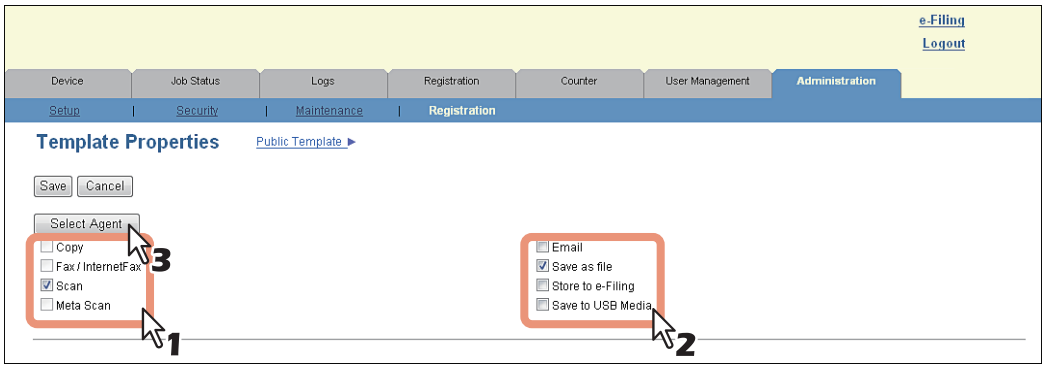
- You can change the template list view by clicking on either [Panel View] or [List View].
- If you know which public template you want to define or edit, click the number of the public template in the [Jump to] links.

5 When you select a defined template icon, the Template Properties will be displayed. Click [Edit].



The Template Properties page to select agents is displayed.

6 Select agents to be combined, and click [Select Agent].



You can select one of the following templates:

Copy	Creates a copy agent. This agent can copy documents. Usually, this is selected to print copies as well as sending originals to other destinations. This agent can also be combined with the Save as file agent or Store to e-Filing agent.
Fax / InternetFax	You can create a template for fax or Internet Fax transmission. This agent can be combined with the Save as file agent.
Scan	Create a scan template by combining the E-mail, Save as file, Store to e-Filing, or Save to USB Media agents. When you select this, select the agent from [Email], [Save as file], [Store to e-Filing], or [Save to USB Media]. You can specify up to two agents for a scan template. When the hard disk is not installed, you can only select either [Email] or [Save to USB Media].
Meta Scan	You can create a template for the meta scan option. You can only select only one among [Email], [Save as file], and [Save to USB Media], except for [Email] and [Save as file], which can be selected simultaneously. When the hard disk is not installed, you can only select either [Email] or [Save to USB Media]. Refer to the document provided by the vendor of the application which supports the meta scan option for details.

7 Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting]	Specify the icon settings of the template. 🕮 P.351 “Setting up Panel Setting (Public template)”
[Destination Setting]	Specify the destination. This can be set only when creating a Fax/ Internet Fax agent or Email agent. 🕮 P.351 “Setting up Destination Setting (Public template)”
[InternetFax Setting]	Specify how the Internet Fax is transmitted. This can be set only when creating a Fax/Internet Fax agent. 🕮 P.352 “Setting up InternetFax Setting (Public template)”
[Fax Setting]	Specify how the documents are faxed. This can be set only when creating a Fax/Internet Fax agent. 🕮 P.352 “Setting up Fax Setting (Public template)”
[Email Setting]	Specify how the documents are transmitted as E-mail messages. This can be set only when registering the Email agent. 🕮 P.352 “Setting up Email Setting (Public template)”
[Save as file Setting]	Specify how documents are saved in a local hard disk, USB media, or a network folder. This can be set only when registering the Received to File agent. 🕮 P.352 “Setting up Save as file Setting (Public template)”
[Box Setting]	Specify how the documents are saved in e-Filing. This can be set only when registering the Store to e-Filing agent. 🕮 P.352 “Setting up Box Setting (Public template)”
[Store to USB Setting]	Specify how the document is saved in USB media.
[Scan Setting]	Specify how the documents are scanned. This can be set only when creating a Save as file agent, Email agent, or Store to e-Filing agent. 🕮 P.352 “Setting up Scan Setting (Public template)”
[Extended Field settings]	Specify extended field definition information and extended field settings. 🕮 P.352 “Setting up Extended Field Settings”
[Password Setting]	Specify the password to the template if it is newly created.

8 After configuring the desired template properties, click [Save].
The template properties are registered.

❑ Resetting public templates

You can reset a public template that you have registered.
You can reset a public template that you selected, or you can reset all public templates that are registered in the public template groups.
🕮 P.377 “Resetting a public template”
🕮 P.379 “Resetting all public templates”

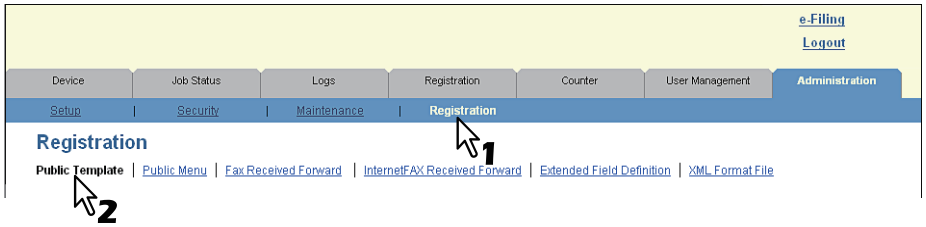
Resetting a public template

To reset an unnecessary public template, perform the following procedure.

1 **Start TopAccess access policy mode.**
🕮 P.24 “Access Policy Mode”

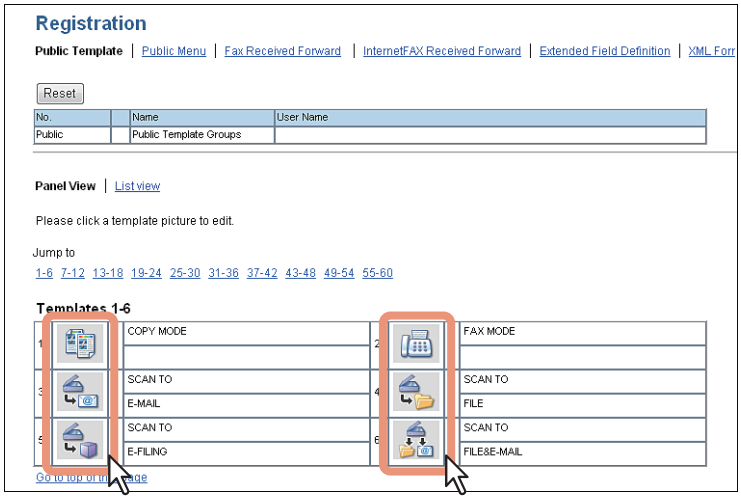
2 **Click the [Administration] tab.**

3 **Click the [Registration] menu and [Public Template] submenu.**



The Public Template submenu page is displayed.

4 **From the templates list, click the template icon that you want to reset.**

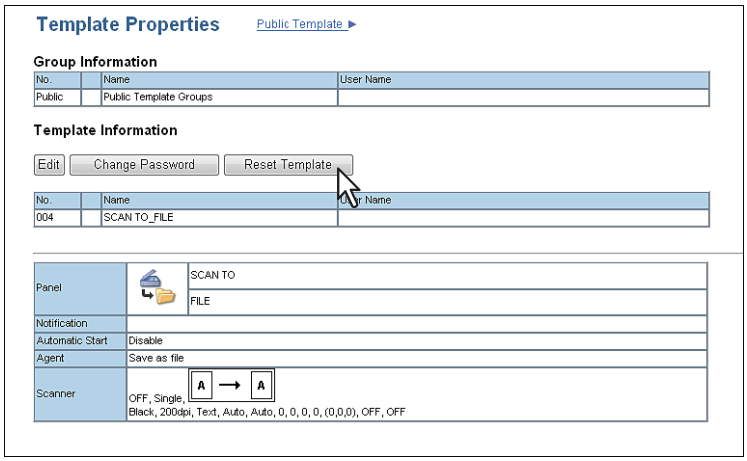


- If the templates list is displayed in the List view, click the template name that you want to reset.
- The Template Properties page is displayed.

Tips

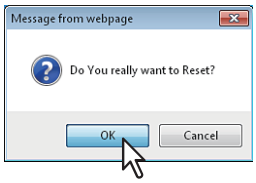
- You can change the template list view by clicking on either [Panel View] or [List View].
- If you know which public template you want to define or edit, click the number of the public template in the [Jump to] links.

5 Click [Reset Template].



The confirmation dialog box appears.

6 Click [OK].



The template setting is reset and the template will be returned to an undefined one.

Resetting all public templates

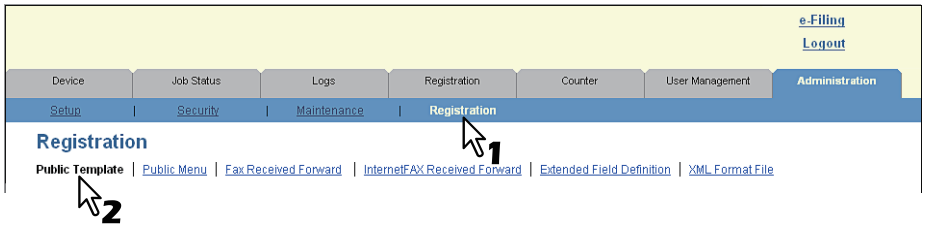
To reset all public templates, perform the following procedure.

1 Start TopAccess access policy mode.

P.24 “Access Policy Mode”

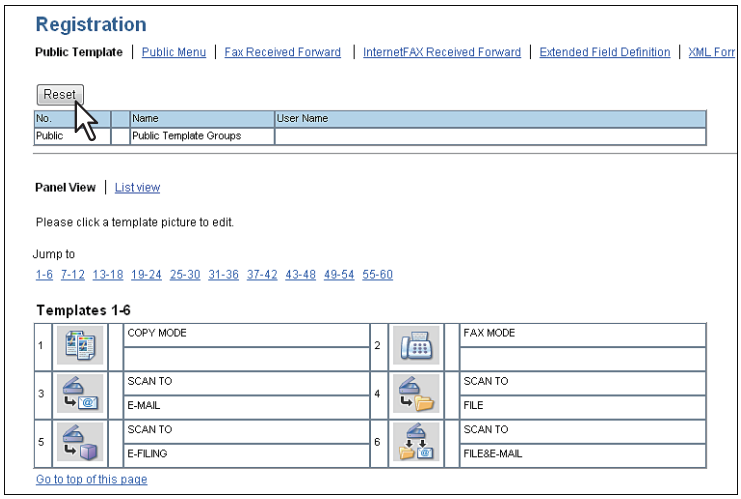
2 Click the [Administration] tab.

3 Click the [Registration] menu and [Public Template] submenu.



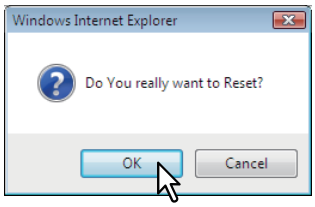
The Public Template submenu page is displayed.

4 Click [Reset].



The confirmation dialog box appears.

5 Click [OK].



All public templates are reset.

■ Registering Fax and Internet Fax received forward

You can forward received faxes and Internet Faxes to a specified address using fax received forward and Internet Fax received forward functions. You can check all faxes and Internet Faxes received by this equipment using these functions.
🕮 P.380 “Registering the Fax or Internet Fax received forward”
🕮 P.382 “Setting up Destination Setting (Fax/Internet Fax Received Forward)”

Notes

- You can also forward using the F-code communications function on this equipment when communicating with a fax which supports the F-code communications function. You need to create a mailbox in advance. Also, you can use the TSI (sender information) forwarding function by making the counterpart fax number as a box number and forwarding documents in the box (mailbox) to a specified saving location.
  🕮 P.111 “Managing mailboxes”
- The Fax Received Forward can be registered only when the Fax Unit is installed.
- When the 2nd line board is installed, the received faxes are forwarded to the specified destinations according to the Fax Received Forward setting regardless of whether the faxes are received through line 1 or line 2.

The received fax and Internet Faxes can be transmitted to the following destinations:
- Other Internet Fax devices
- Local folder in this equipment or network folders
- E-mail addresses
- Box in this equipment

❑ Registering the Fax or Internet Fax received forward

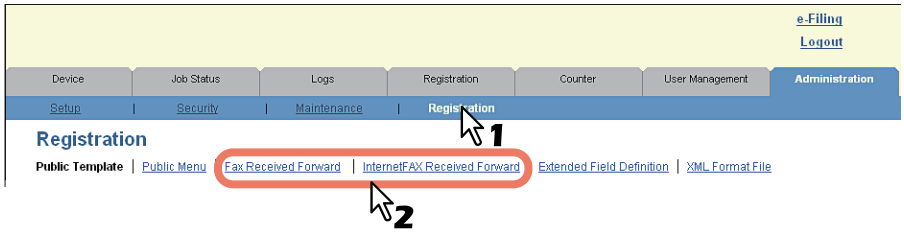
Tip

The procedures to register the Fax Received Forward and Internet Fax Received Forward are almost the same. This section describes how to register in both cases.

1 Start TopAccess access policy mode.
🕮 P.24 “Access Policy Mode”

2 Click the [Administration] tab.

3 Click the [Registration] menu. Click the [Fax Received Forward] submenu to register the Fax Received forward, or click the [InternetFAX Received Forward] submenu to register the Internet Fax Received forward.



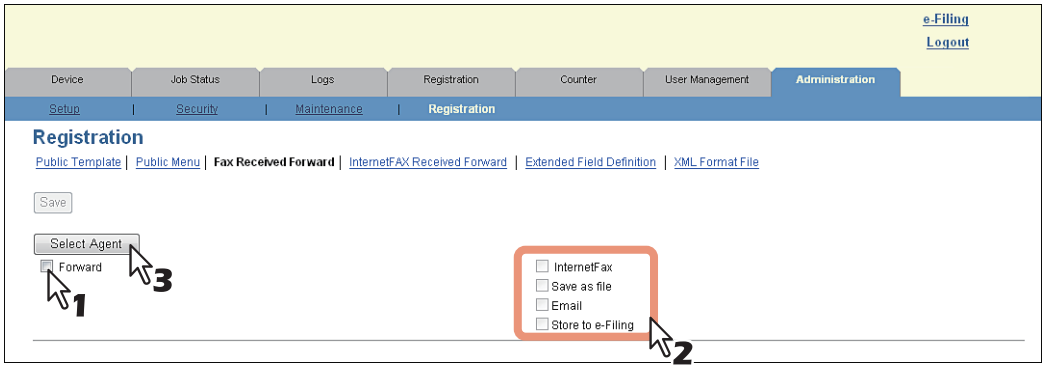
- When you click the [Fax Received Forward] submenu, the Fax Received Forward submenu page is displayed.
- When you click the [InternetFax Received Forward] submenu, the Internet Fax Received Forward submenu page is displayed.

4 Select the [Forward] check box, select the desired agents, and click [Select Agent].

You can only select one agent when the hard disk is not installed.

Tip

To disable the Fax Received Forward or Internet Fax Received Forward, clear the [Forward] check box and click [Select Agent], and then click [Save].

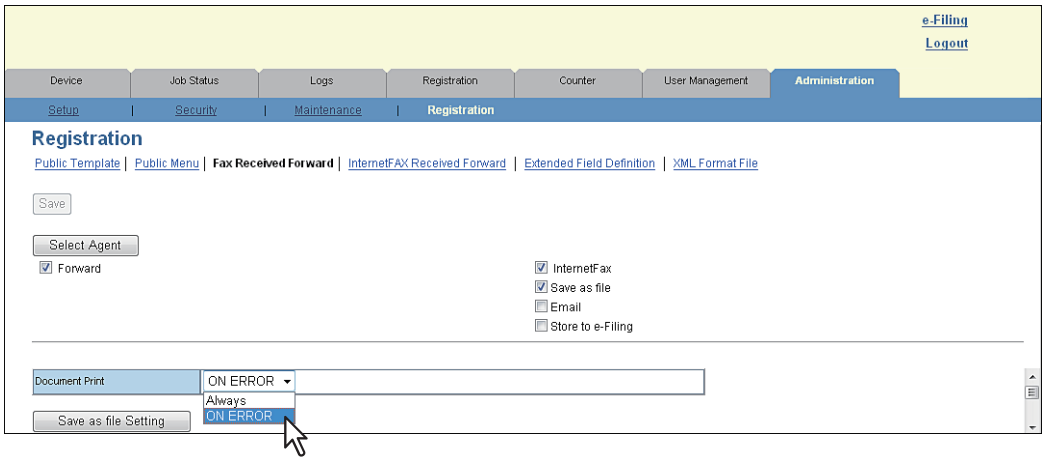


InternetFax	Forwards received faxes or received Internet Faxes to another Internet Fax device. This agent can be combined with the Save as file agent or Store to e-Filing agent.
Save as file	Forwards received faxes or received Internet Faxes to a shared folder on the equipment or a network folder. This agent can be combined with another agent.
Email	Forwards received faxes to an E-mail address. This agent can be combined with the Save as file agent or Store to e-Filing one.
Store to e-Filing	Forwards received faxes to e-Filing on the equipment. This agent can be combined with another one.

Note

The image quality of the file that is stored by Save as file, E-mail, and Store to e-Filing is different from the output of the received fax when it is printed.

5 Select whether or not to print the forwarded documents in the [Document Print] box.



Always	Select this always to print forwarded documents.
ON ERROR	Select this to print the received document when an error has occurred on all forwarding destinations. (For example, the document is not printed when E-mail transmission only failed in a combined setting of save as file and E-mail.)

6 Click each button displayed in the page to specify or edit the associated properties.

[Destination Setting] **[TO: Destination Setting]** **[CC: Destination Setting]** **[BCC: Destination Setting]**	Specify the destination. This can be set only when registering the Internet Fax, or Email agent. 📖 P.382 “Setting up Destination Setting (Fax/Internet Fax Received Forward)”
[InternetFax Setting]	Specify how the Internet Fax is transmitted. This can be set only when registering the Internet Fax agent. 📖 P.358 “Setting up InternetFax Setting (Fax/Internet Fax Received Forward)”
[Email Setting]	Specify how the documents are transmitted as E-mail messages. This can be set only when registering the Email agent. 📖 P.364 “Setting up Email Setting (Fax/InternetFAX Received Forward)”
[Save as file Setting]	Specify how the documents are saved in a shared folder on this equipment or a network folder. This can be set only when registering the Received to File agent. 📖 P.359 “Setting up Save as file Setting (Fax/InternetFAX Received Forward)”
[Box Setting]	Specify how the documents are saved in e-Filing. This can be set only when registering the Store to e-Filing agent. 📖 P.366 “Setting up Box Setting (Fax/InternetFAX Received Forward)”

7 After configuring the desired properties, click [Save].
The Fax or Internet Fax Received Forward properties are registered.

❑ Setting up Destination Setting (Fax/Internet Fax Received Forward)

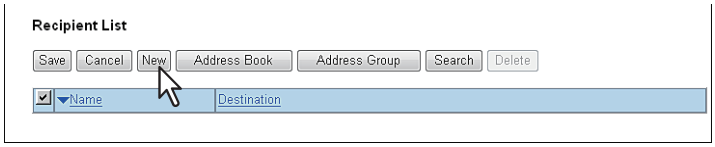
In the Recipient List page, you can specify the destinations to which the received faxes or Internet Faxes will be transmitted. You can only specify an E-mail address as the destination.
You can specify the destinations by entering E-mail addresses manually, selecting destinations from the address book, selecting destination groups from the address book, or searching for destinations in the LDAP server.
📖 P.382 “Entering the destinations manually”
📖 P.383 “Selecting the destinations from the address book”
📖 P.384 “Selecting the groups from the address book”
📖 P.385 “Searching for destinations in the LDAP server”
📖 P.386 “Removing the destinations from the Recipient List”

Entering the destinations manually

Using this method, you can add a destination manually to the Recipient List.

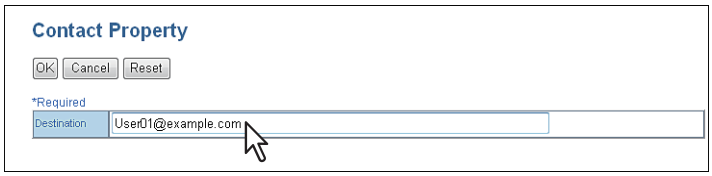
1 Click [Destination Setting] to open the Recipient List page.

2 Click [New].



The Contact Property page is displayed.

3 Enter the E-mail address of the destination, in the [Destination] box.



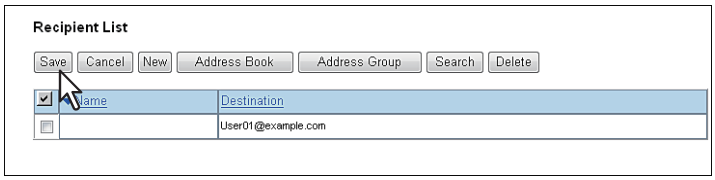
4 **Click [OK].**
Entered destination is added to the Recipient List page.

5 **Repeat step 2 to 4 to add all destinations you require.**

Tip

You can remove destinations that you have added to the Recipient List before saving the destination settings.
📖 P.386 “Removing the destinations from the Recipient List”

6 **Click [Save].**



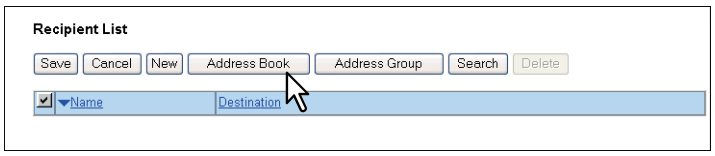
The contacts are added as destinations.

Selecting the destinations from the address book

By this method, you can select destinations from the address book.

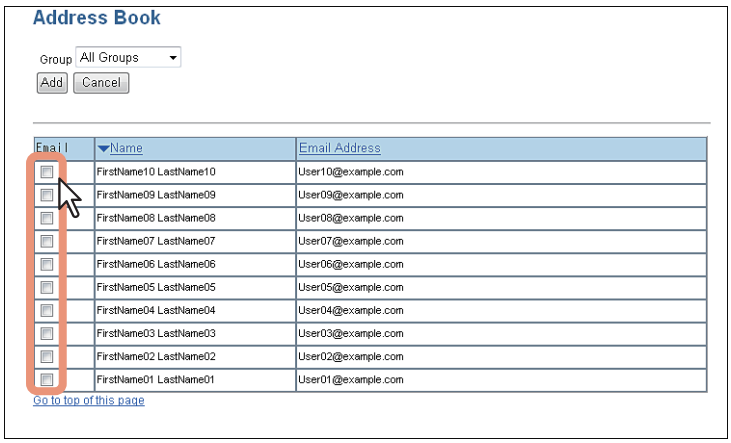
1 **Click [Destination Setting] to open the Recipient List page.**

2 **Click [Address Book].**



The Address Book page is displayed.

3 **Select the [Email] check boxes of users you want to add as the destinations.**



Tip

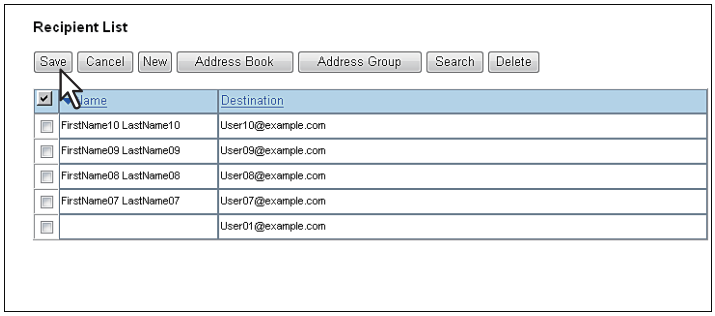
If you want to sort the Recipient List by a specific group, select the desired group name in the [Group] box.

4 **Click [Add].**
The selected destinations are added to the Recipient List page.

Tip

You can remove destinations that you have added to the Recipient List before saving the destination settings.
P.386 “Removing the destinations from the Recipient List”

5 **Click [Save].**



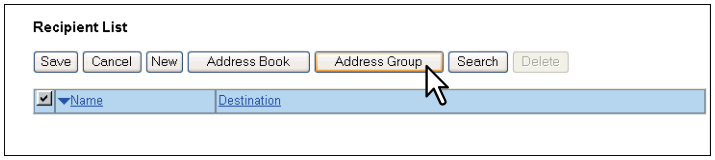
The contacts are added as destinations.

Selecting the groups from the address book

By this method, you can select groups from the address book.

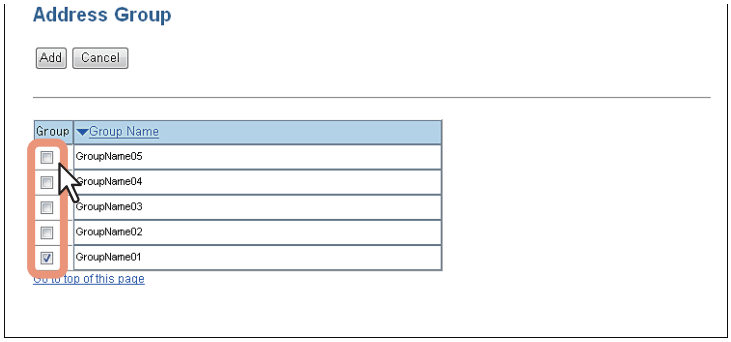
1 **Click [Destination Setting] to open the Recipient List page.**

2 **Click [Address Group].**



The Address Group page is displayed.

3 **Select the [Group] check boxes that contain the desired destinations.**

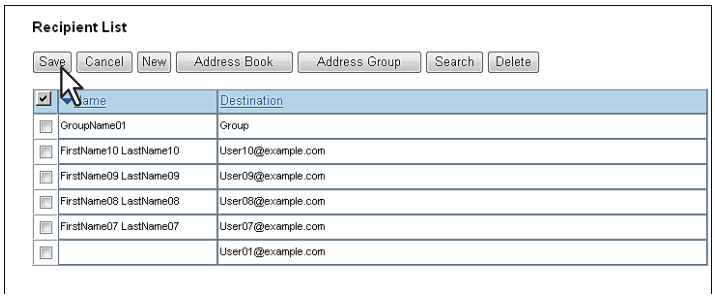


4 **Click [Add].**
All destinations in the selected groups are added to the Recipient List page.

Tip

You can remove destinations that you have added to the Recipient List before saving the destination settings.
P.386 “Removing the destinations from the Recipient List”

5 **Click [Save].**



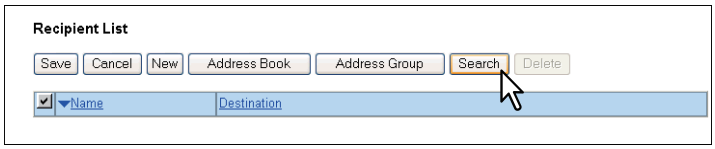
The contacts are added as destinations.

Searching for destinations in the LDAP server

You can search for destinations in the registered LDAP server. You can also search for destinations in the address book on this equipment.

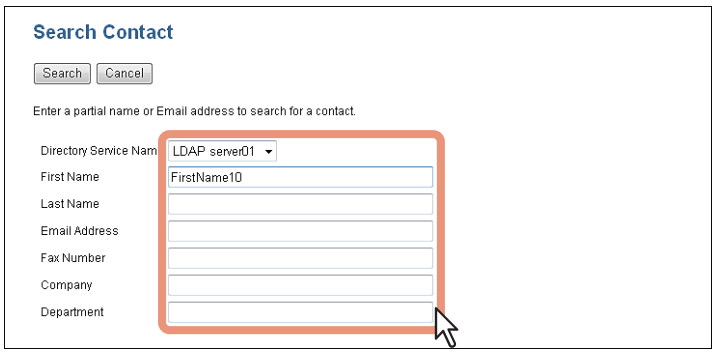
1 **Click [Destination Setting] to open the Recipient List page.**

2 **Click [Search].**



The Search Contact page is displayed.

3 **Select the directory service name that you want to search for in the [Directory Service Name] box, and enter the search terms in the boxes that you want to search.**



Note

Enter a search string in [Email Address] or [Fax Number] to search a destination using an LDAP server. A search will not be carried out correctly if you enter a search string in other columns.

Tips

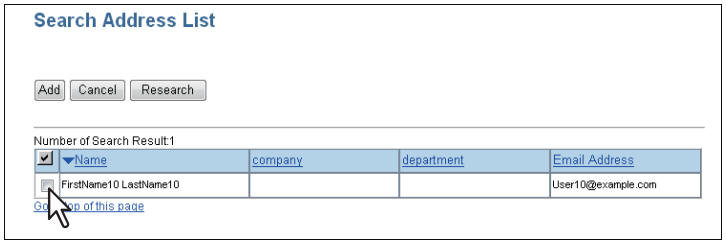
- If you select the model name of this equipment at the [Directory Service Name] box, you can search for destinations in the address book of this equipment.
- TopAccess will search for destinations which match the entries.
- Leaving the box blank allows wild-card searching. (However, you must specify at least one.)

4 **Click [Search].**

A search for the destination using the LDAP server starts. When the search is complete, the Search Address List page will display the results.

5 **Select the [Email] check boxes of users you want to add.**

Click [Research] to return to step 3 so that you can change the search criteria and execute the search again.



Note

The value of [company] and [department] will depend on the settings determined by the administrator.

6 **Click [Add].**

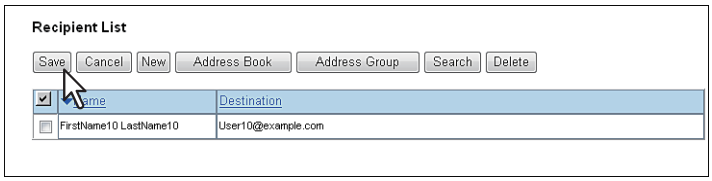
The selected destinations are added to the Recipient List page.

Tip

You can remove destinations that you have added to the Recipient List before saving the destination settings.

P.386 “Removing the destinations from the Recipient List”

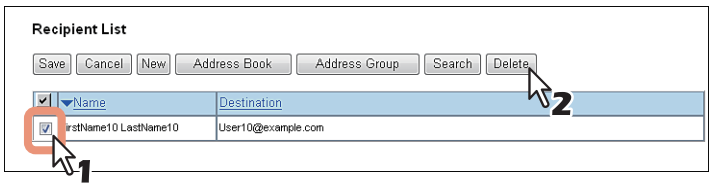
7 **Click [Save].**



The contacts are added as destinations.

Removing the destinations from the Recipient List

1 **Select the check boxes of the destinations that you want to remove from the Recipient List, and click [Delete].**



The selected destinations are removed from the Recipient List.

2 **Click [Save].**

9

[My Account] Tab Page

Using TopAccess, end users can display their own account information

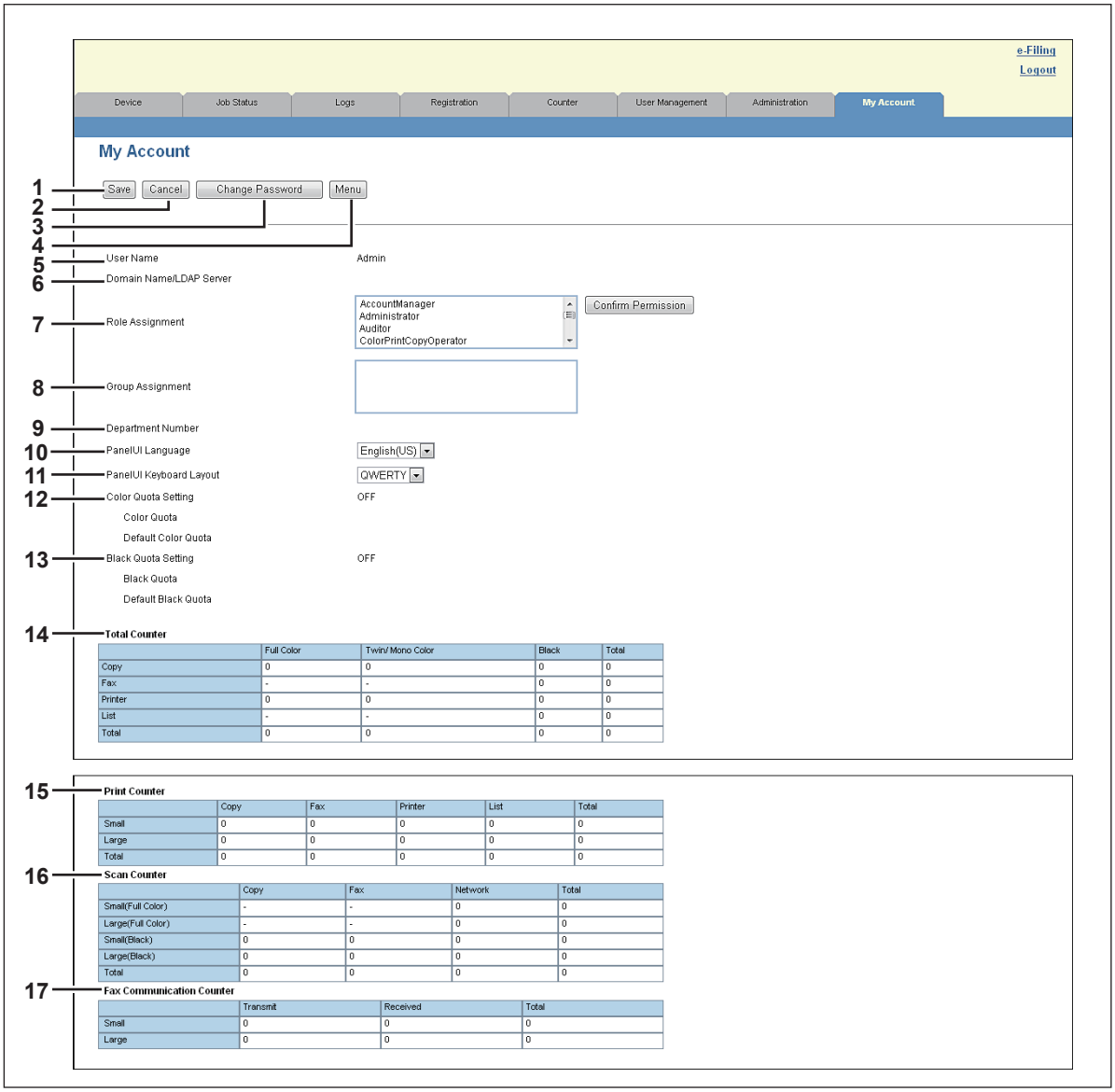
[My Account] Tab Page Overview 388
[My Account] Item list 388

[My Account] Tab Page Overview

The [My Account] tab is displayed if [User Authentication] is enabled in the [Administration] tab under [Security] - [Authentication] - [User Authentication Setting].
It displays the account information of the user who is accessing TopAccess. Also, you can change the display language and keyboard layout on the control panel.
📖 P.388 “[My Account] Item list”

■ [My Account] Item list

📖 P.390 “[Change Password] screen”
📖 P.391 “[Menu Setting] screen”
📖 P.391 “[Select Menu Type] screen”
📖 P.392 “[Select Template Group] screen”
📖 P.392 “[Select Template] screen”
📖 P.393 “[Select URL] screen”
📖 P.393 “[Confirm Permission] screen”



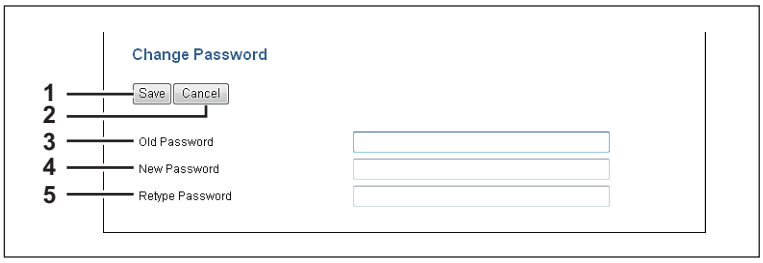
	Item name	Description
1	[Save] button	Saves the content of the account.
2	[Cancel] button	Cancels the operation.
3	[Change Password] button	Changes the password of the user who is accessing TopAccess. 📖 P.390 “[Change Password] screen”

	Item name	Description
4	[Menu] button	Click the [Menu] button on the control panel and perform the settings on the menu screen. In the [My Account] tab, set the menu screen of the user who is accessing TopAccess. P.391 “[Menu Setting] screen”
5	User Name	Displays the name of the user who is accessing TopAccess.
6	Domain Name/LDAP Server	Displays the domain name or LDAP server of the user who is accessing TopAccess.
7	Role Assignment	Displays the role assigned to the user who is accessing TopAccess. Click the [Confirm Permission] button to display the [Confirm Permission] screen and check the detailed role information. P.393 “[Confirm Permission] screen”
8	Group Assignment	Displays the group assigned to the user who is accessing TopAccess.
9	Department Number	Displays the department number registered by the user who is accessing TopAccess.
10	PanelUI Language	Select the display language for the control panel.
11	PanelUI Keyboard Layout	Select the keyboard layout on the control panel.
12	Color Quota Setting	Displays the color output restriction settings of the user who is accessing TopAccess.
	Color Quota	If the Color Quota Setting is ON, the remaining number that can be output in color is displayed.
	Default Color Quota	If the Color Quota Setting is ON, the assigned default value is displayed.
13	Black Quota Setting	Displays the monochrome output restriction settings of the user who is accessing TopAccess.
	Black Quota	If the Black Quota Setting is ON, the remaining number that can be output in monochrome is displayed.
	Default Black Quota	If the Black Quota Setting is ON, the assigned default value is displayed.
14	Total Counter *1	Displays the total counter of the user who is accessing TopAccess.
15	Print Counter *2	Displays the number of pages printed by print operations and E-mail reception (Internet Fax reception).
16	Scan Counter *2	Displays the number of pages scanned by scan operations. Values for the small size and large size are displayed according to the paper size specified on your equipment.
17	Fax Communication Counter *2	Displays the communication record.

*1 Available only for models that support color printing.
*2 Available only for monochrome models.

❑ [Change Password] screen

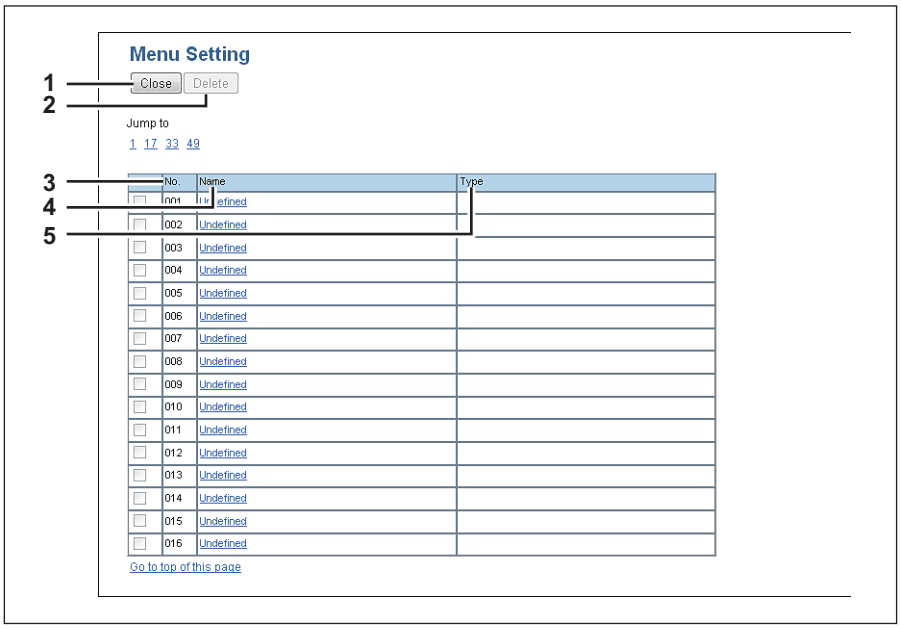
Changes the password of the user who is accessing TopAccess.



	Item name	Description
1	[Save] button	Saves the password changes.
2	[Cancel] button	Cancels the operation.
3	Old Password	Enter the current password.
4	New Password	Enter the new password.
5	Retype Password	Enter the same password again for a confirmation.

❑ [Menu Setting] screen

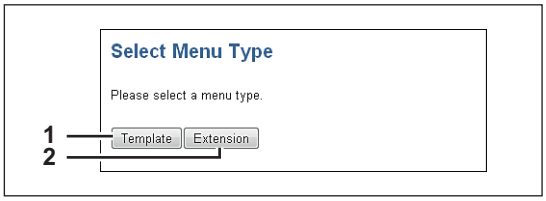
You can set the menu screen of the user who is accessing TopAccess.
The menu screen is displayed by pressing the [Menu] button on the control panel. You can register frequently used templates and template groups, and External Interface Enabler shortcuts.



	Item name	Description
1	[Close] button	Closes the [Menu Setting] screen.
2	[Delete] button	Deletes the selected menu settings.
3	No.	The numbers of the menu setting are displayed.
	Tip In the menu settings, you can register 64 types.	
4	Name	The templates registered in the menu settings or the registered names of the External Interface Enabler are displayed. Click a registered name to check and edit a registered menu setting. 🕮 P.392 “[Select Template Group] screen” 🕮 P.393 “[Select URL] screen” Click [Undefined] to register a new menu setting. 🕮 P.391 “[Select Menu Type] screen”
5	Type	The menu setting type is displayed.

❑ [Select Menu Type] screen

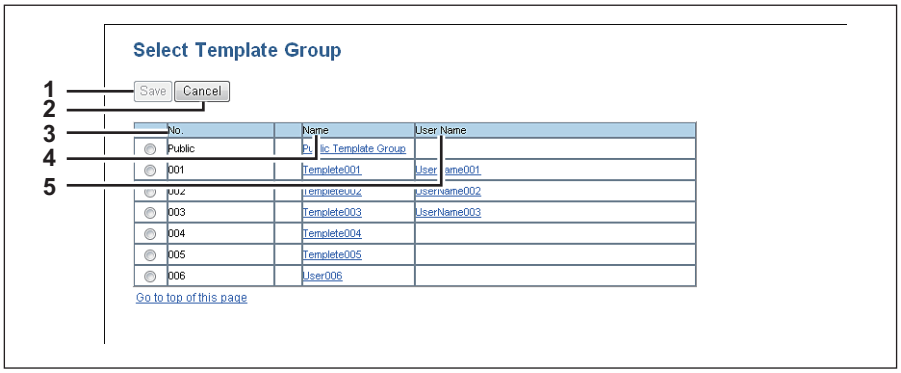
Select a menu type to add to the menu screen.



	Item name	Description
1	[Template] button	Adds a template to the menu. 🕮 P.392 “[Select Template Group] screen”
2	[Extension] button	Adds an External Interface Enabler URL to the menu. 🕮 P.393 “[Select URL] screen”

❑ [Select Template Group] screen

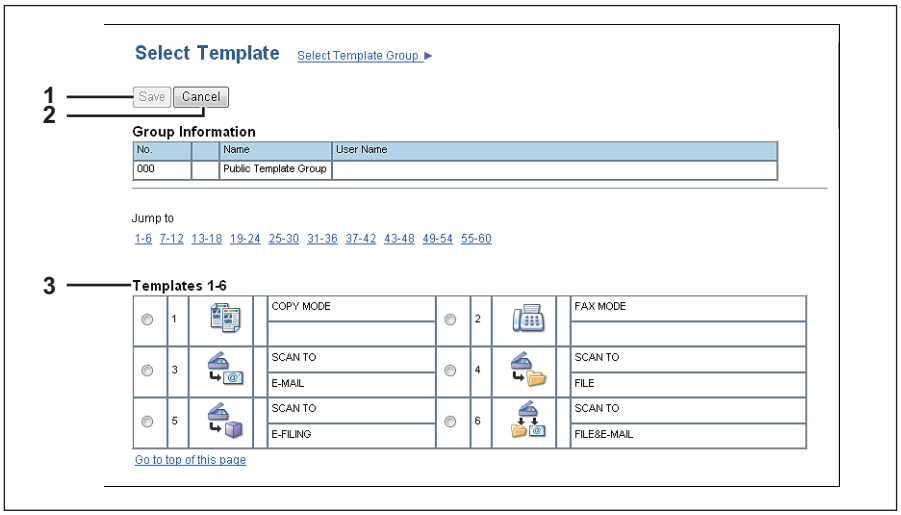
Displays a list of Template Group that can be selected on the [Menu Setting] screen.



	Item name	Description
1	[Save] button	Registers the selected template group.
2	[Cancel] button	Cancels registration of the template group.
3	No.	The numbers of the template group that can be selected are displayed.
4	Name	The names of the template groups are displayed. Click a name to display the [Select Template] screen. If templates can be selected, a list of templates that can be selected is displayed. 📖 P.392 “[Select Template] screen”
5	User Name	The user names of the template groups are displayed.

❑ [Select Template] screen

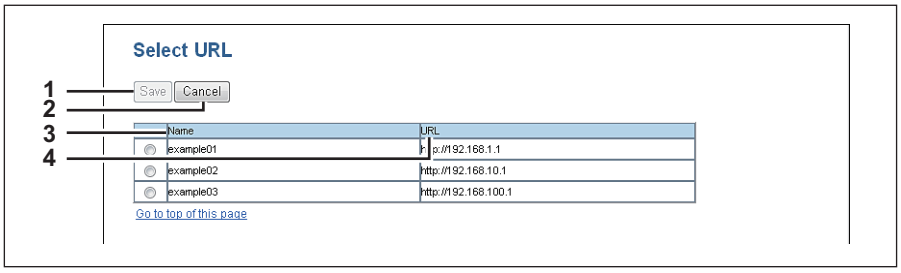
You can select which template to use by clicking the template group name in the [Select Template Group] screen.



	Item name	Description
1	[Save] button	Registers the selected template.
2	[Cancel] button	Cancels registration of the template.
3	Template list	A list of the templates that can be selected is displayed. Select a template to use.

❑ [Select URL] screen

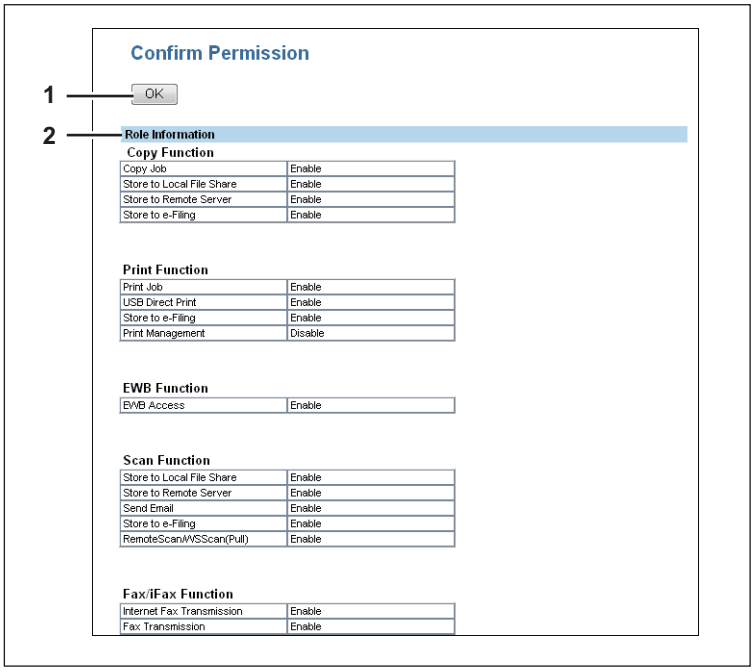
Select a URL registered in [URL List for Menu Screen].
📖 P.246 “Setting up URL List for Menu Screen and Hard Button”



	Item name	Description
1	[Save] button	Registers the selected URL.
2	[Cancel] button	Cancels registration of the URL.
3	Name	The registered URL name is displayed.
4	URL	The registered URL is displayed.

❑ [Confirm Permission] screen

You can display granted permissions of the user who is accessing TopAccess.



	Item name	Description
1	[OK] button	Closes the [Confirm Permission] screen.
2	Role Information	The role information assigned to the user who is accessing TopAccess is displayed.

10

Functional Setups

This section contains the following contents.

Setting up Meta Scan Function 396
Procedure for using Meta Scan 396
Checking Meta Scan Enabler 397
Editing XML format file 398
Registering XML format file 402
Registering Extended Field Definition 403
Registering templates for Meta Scan 406
Meta Scan 410
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Using the Attribute of the External Authentication as a Role of the MFP 411
Exporting the role information setting file 411
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Enabling the role base access setting 412

Setting up Meta Scan Function

The Meta Scan is a function to attach information (meta data) generated within the device to scanned images. The attached meta data can be processed by workflow servers or other means to supplement the scanned image.
To use Meta Scan, select [E-MAIL], [Save as file] and [Save to USB Media] agents of Meta Scan for templates and register them.

Meta data is managed by an XML file which defines the scheme to store the information.
This section describes the data structure using the XML file <defaultForm3.xml> registered as the default as an example.
The default XML file consists of two data areas; the “basic data area” and “extended data area”.
The “basic data area” records device information, scan parameters, and user information, while the “extended data area” records information entered by the user on the control panel (maximum 25 items) when running Meta Scan.
The user can create fields in “extended data area” to store information entered from the control panel under [Extended Field Definition] - [Extended Field Properties].

When using applications that interact with Meta Scan, follow the instructions of the application vendor to set the XML format file and the extended field.

P.396 “Procedure for using Meta Scan”
P.397 “Checking Meta Scan Enabler”
P.398 “Editing XML format file”
P.402 “Registering XML format file”
P.403 “Registering Extended Field Definition”
P.406 “Registering templates for Meta Scan”
P.410 “Meta Scan”
P.410 “Checking logs of Meta Scan”

■ Procedure for using Meta Scan

Setup

	Operation	Description	Reference
1	Checking the Meta Scan option	Check whether the Meta Scan option can be used with your equipment.	P.397 “Checking Meta Scan Enabler”
2	Editing the XML format file	If necessary, edit the XML format file for meta data.	P.398 “Editing XML format file”
3	Registering an XML format file	Register an XML format file for meta data.	P.402 “Registering XML format file”
4	Registering an extended field definition	If necessary, register an extended field definition.	P.403 “Registering Extended Field Definition”
5	Registering a template for Meta Scan	Register a template for Meta Scan.	P.406 “Registering templates for Meta Scan”

Operation

	Operation	Description	Reference
1	Meta Scan	Perform a meta scan using a template for Meta Scan.	***Scanning Guide / User’s Manual Advanced Guide*** "Using Scan Templates"
2	Checking Meta Scan logs	Check the scan log to confirm if meta data has been correctly created.	P.410 “Checking logs of Meta Scan” ***Scanning Guide / User’s Manual Basic Guide*** "Viewing the Scan Job Status and Log"

■ Checking Meta Scan Enabler

The Meta Scan Enabler is required to use the Meta Scan function. For the details, contact your distributor or service technician.

You can check whether the Meta Scan option is set on your equipment as follows.
Meta Scan function is available if [Meta scan enabler] is registered under [ADMIN] - [GENERAL] - [LICENSE MANAGEMENT].

Note

This function is available only for some models.

■ Editing XML format file

Edit XML format files in accordance with the applications that interact with Meta Scan. You can define variables in the XML format file and the variables are replaced with the corresponding information (meta scan) during the Meta Scan operation.

Tip

Enter variables in XML format files using the ${variable name} format.

❑ Variables of XML format files

Variables that can be defined in XML format files are shown below.

Tip

You can use variables for the subject of E-mail, the file name of Meta Scan image files, and the file name of meta data.

Variable (${variable name})	Data to be stored	Value
${MANUFACT}	Manufacturer name	TOSHIBA
${MODEL}	Model name	string
${FWVER}	Firmware version	string
${SERIAL}	Serial number for machine	string
${LOCATION}	Location set from TopAccess	string
${CONTACT}	Contact information set from TopAccess	string
${CONTACTTEL}	Contact telephone number set from TopAccess	string
${IP}	IP address	string
${IPV6}	IPV6 address	string
${NETBIOSNAME}	NetBIOS name	string
${FQDN}	Fully Qualified Domain Name	string
${RESOLUTION}	Scan resolution	HHHxVVVdpi
${FILEFORMAT}	File format	MultipleTIFF singleTIFF MultiplePDF singlePDF MultipleSLIMPDF singleSLIMPDF MultipleXPS singleXPS JPEG MultiplePDF/A singlePDF/A
${COLORMODE}	Color mode	BLACK GRAY SCALE FULLCOLOR AUTOCOLOR
${NUMFILE}	Number of image files	string
${PAGES}	Number of pages	string
${PATH} *1 *2	Save path of the image file	string
${FILE} *2	Image file name	string
${MYEMAIL}	Sender email address	string
${DATE}	Scanned date	YYYY-MM-DD
${YEAR}	Scanned year	YYYY

Variable (${variable name})	Data to be stored	Value
${MONTH}	Scanned month	MM
${DAY}	Scanned day	DD
${TIME}	Scanned time	HH:MM:DD.mmmTZD *3
${USER}	Login user name	string
${DOMAIN}	Login user‘s domain name	string
${DEPTCODE}	Login department code	string
${DEPTNAME}	Login department name	string
${TEMPGROUPNO}	Template group number	string
${TEMPGROUPNAME}	Template group name	string
${TEMPGROUPUSER}	Template group user	string
${TEMPNO}	Template number	string
${TEMPNAME}	Template name	string
${TEMPUSER}	Template user	string
${FIELDNAMEn} *4	Extended field name	string
${FIELDNAMEn} *4	Extended field name	string

*1 It cannot be used for the subject of E-mail.
*2 It cannot be used for the file name of image files or the file name of meta data.
*3 TZD is Time zone.
*4 A field number (from 1 to 25) comes at "n". For details, refer to the next chapter.

❑ Default XML file format

Contents of the default XML format file <defaultForm3.xml> registered in this equipment are shown below. XML format files must be in the UTF-8 XML format. During the Meta Scan operation, the equipment stores information corresponding to the variable in each field of the XML format file and attaches it as meta data in the XML format.

```
<?xml version="1.0" encoding="UTF-8"?>
<!-- metadata version 3.1 -->
<mfp_metadata>
    <metadata_version>
        <major>3</major>
        <minor>1</minor>
    </metadata_version>
    <device_info>
        <ip_address>${IP}</ip_address>
        <ipv6_address>${IPV6}</ipv6_address>
        <fqdn>${FQDN}</fqdn>
        <netbios_name>${NETBIOSNAME}</netbios_name>
        <location>${LOCATION}</location>
        <contact>${CONTACT}</contact>
        <contact_tel>${CONTACTTEL}</contact_tel>
        <FW_version>${FWVER}</FW_version>
        <manufacture>${MANUFACT}</manufacture>
        <model>${MODEL}</model>
        <serial>${SERIAL}</serial>
        <!-- deprecated tag start -->
        <host_name>${NETBIOSNAME}</host_name>
        <tempt_file_ver>1.0</tempt_file_ver>
        <!-- deprecated tag end -->
    </device_info>
    <scan_info>
        <template >
            <template_group_no>${TEMPGROUPNO}</template_group_no>
            <template_group_name>${TEMPGROUPNAME}</template_group_name>
            <template_group_user>${TEMPGROUPUSER}</template_group_user>
            <template_no>${TEMPNO}</template_no>
            <template_name>${TEMPNAME}</template_name>
            <template_user>${TEMPUSER}</template_user>
        </template >
        <scanned_date>${YEAR}-${MONTH}-${DAY}</scanned_date>
        <scanned_time>${DATE}T${TIME}</scanned_time>
        <color_mode>${COLORMODE}</color_mode>
        <resolution>${RESOLUTION}</resolution>
        <file_format>${FILEFORMAT}</file_format>
        <no_of_files>${NUMFILE}</no_of_files>
        <no_of_pages>${PAGES}</no_of_pages>
        <file_path>${PATH}</file_path>
        <file_name>${FILE}</file_name>
        <sender_email>${MYEMAIL}</sender_email>
        <!-- deprecated tag start -->
        <workflow>${TEMPGROUPNAME} ${TEMPNAME}</workflow>
        <!-- deprecated tag end -->
    </scan_info>
    <user_info>
        <user_id>${USER}</user_id>
        <user_domain>${DOMAIN}</user_domain>
        <dept_code>${DEPTCODE}</dept_code>
        <dept_name>${DEPTNAME}</dept_name>
        <!-- deprecated tag start -->
        <user_email>${MYEMAIL}</user_email>
```

```
        <!-- deprecated tag end -->
    </user_info>
    <user_input>
        <field1 name="${FIELDNAME1}">${VALUE1}</field1>
        <field2 name="${FIELDNAME2}">${VALUE2}</field2>
        <field3 name="${FIELDNAME3}">${VALUE3}</field3>
        <field4 name="${FIELDNAME4}">${VALUE4}</field4>
        <field5 name="${FIELDNAME5}">${VALUE5}</field5>
        <field6 name="${FIELDNAME6}">${VALUE6}</field6>
        <field7 name="${FIELDNAME7}">${VALUE7}</field7>
        <field8 name="${FIELDNAME8}">${VALUE8}</field8>
        <field9 name="${FIELDNAME9}">${VALUE9}</field9>
        <field10 name="${FIELDNAME10}">${VALUE10}</field10>
        <field11 name="${FIELDNAME11}">${VALUE11}</field11>
        <field12 name="${FIELDNAME12}">${VALUE12}</field12>
        <field13 name="${FIELDNAME13}">${VALUE13}</field13>
        <field14 name="${FIELDNAME14}">${VALUE14}</field14>
        <field15 name="${FIELDNAME15}">${VALUE15}</field15>
        <field16 name="${FIELDNAME16}">${VALUE16}</field16>
        <field17 name="${FIELDNAME17}">${VALUE17}</field17>
        <field18 name="${FIELDNAME18}">${VALUE18}</field18>
        <field19 name="${FIELDNAME19}">${VALUE19}</field19>
        <field20 name="${FIELDNAME20}">${VALUE20}</field20>
        <field21 name="${FIELDNAME21}">${VALUE21}</field21>
        <field22 name="${FIELDNAME22}">${VALUE22}</field22>
        <field23 name="${FIELDNAME23}">${VALUE23}</field23>
        <field24 name="${FIELDNAME24}">${VALUE24}</field24>
        <field25 name="${FIELDNAME25}">${VALUE25}</field25>
    </user_input>
</mfp_metadata>
```


❑ Setting for saving meta data

You can specify the location to save meta data and the file name by adding the following elements to the XML file.

Specifying the location to save meta data

Protocol	Format
SMB	<metadata_file_path>file://server name/path/</metadata_file_path>
FTP	<metadata_file_path>ftp://server name/path/</metadata_file_path>
FTPS	<metadata_file_path>ftps://server name/path/</metadata_file_path>
NetWare (Binary mode)	<metadata_file_path>server name/path/</metadata_file_path>
NetWare (NDS mode)	<metadata_file_path>Tree/Context/file_share/</metadata_file_path>

Example:

Protocol: SMB
External server: 192.168.1.1
Save folder: metadata
Format: <metadata_file_path>file://192.168.1.1/metadata/</metadata_file_path>

Note

Ensure that the protocol is the same as the protocol for saving the Meta Scan image file.
You can check the protocol for saving the Meta Scan image file in [Destination] of Save as file Setting, which is set for the template.

Specifying a meta data file name

<metadata_file_name>file name.xml</metadata_file_name>

Example:

File name: Sample_MetaData.xml
Format: <metadata_file_name>Sample_MetaData.xml </metadata_file_name>

Tip

You can use an XML format file variable for the file name of the meta data.
Example using the date variables (${DATE}):
<metadata_file_name>Sample_MetaData_${DATE}.xml </metadata_file_name>
For more information on variables, see the following:
P.398 “Variables of XML format files”

■ Registering XML format file

This section describes how to register a XML format file.
When using applications that interact with Meta Scan, follow the instructions of the application vendor to set the XML format file and the extended field.

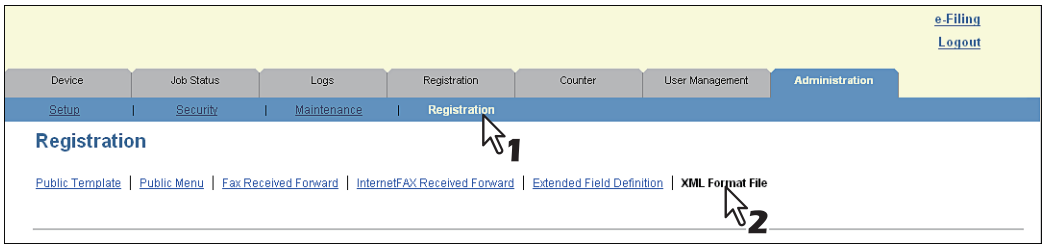
Tip

You can register up to 99 XML format files.

1 Start TopAccess access policy mode.
P.24 “Access Policy Mode”

2 Click the [Administration] tab.

3 Click the [Registration] menu and [XML Format File] submenu.



4 Click the [Browse] button under Import XML Format File.
Select the XML format file you want to register from the displayed dialog box.

5 Click the [Import] button to register.

The XML format file is registered.

Tip

Select an XML format file and click the [Delete] button to delete the registered XML format file.

■ Registering Extended Field Definition

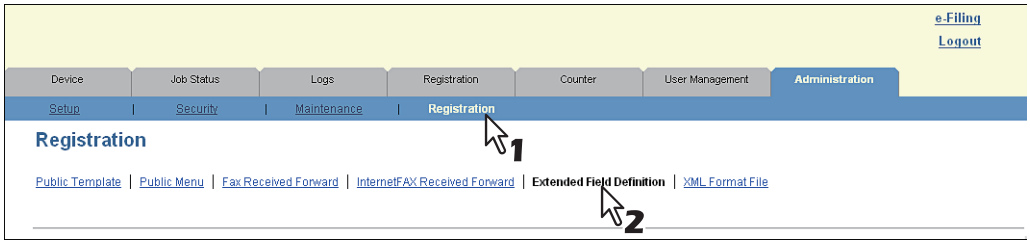
You can register up to 100 "extended field definitions", select an "XML format file" for each of them, and set "extended field properties" as necessary.
When using applications that interact with Meta Scan, follow the instructions of the application vendor to set the XML format file and the extended field.

1 Start TopAccess access policy mode.

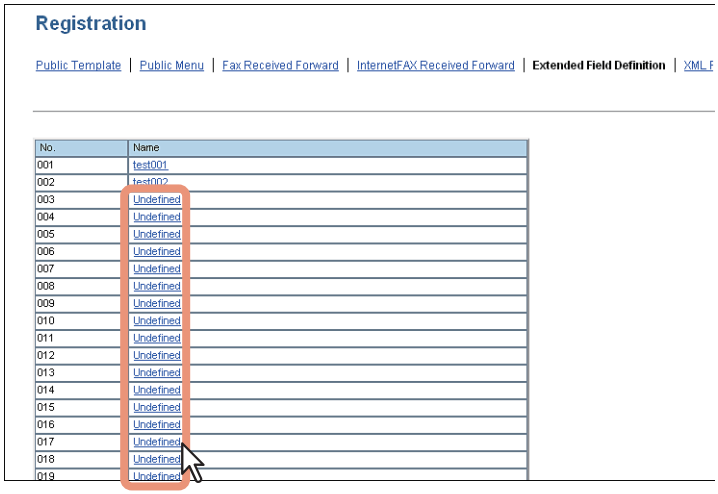
P.24 “Access Policy Mode”

2 Click the [Administration] tab.

3 Click the [Registration] menu and [Extended Field Definition] submenu.



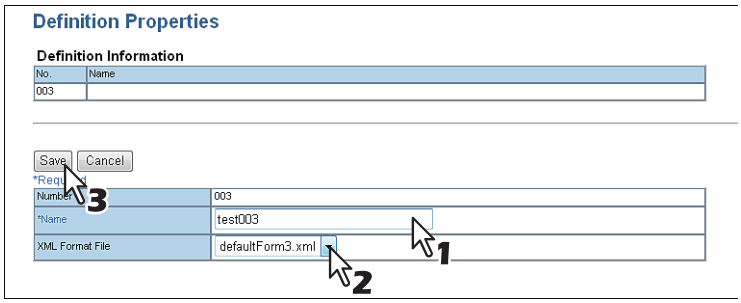
4 Click [Undefined] to register an extended field definition.



Click a registered extended field name to display the edit screen for the extended field.
Skip to step 6.

5 Enter the field name, select an XML format file, and click the [Save] button.

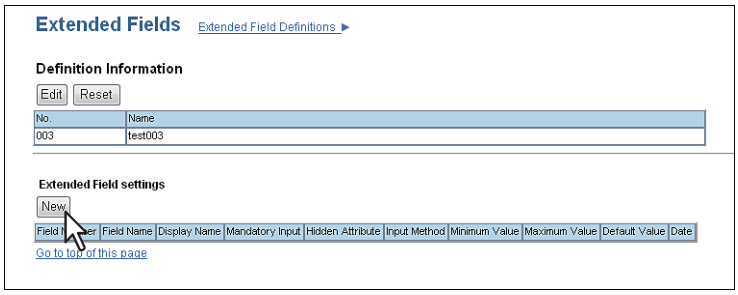
Select a registered XML format file when you want to use a customized XML format file. Select "defaultForm3.xml" if you do not have any customized XML format file.



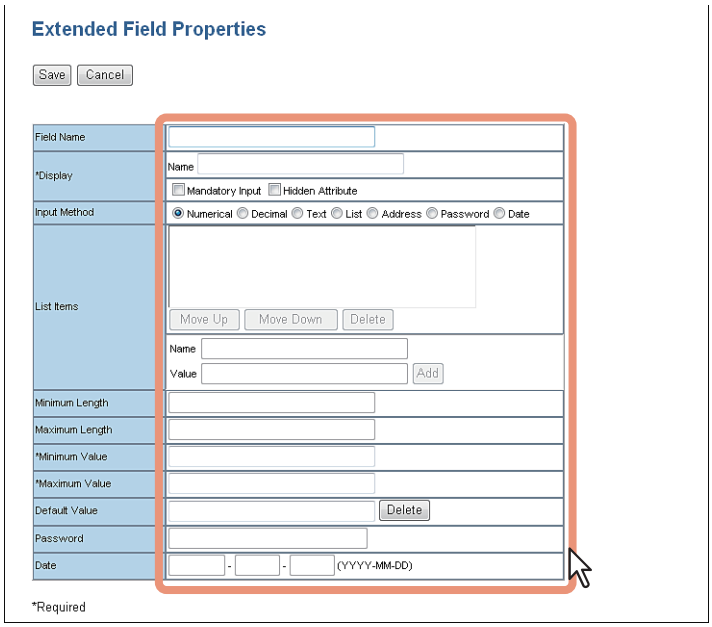
10

6 Click the [New] button under Extended Field settings when setting extended field properties.

Click [Extended Field Definitions] in the upper part of the screen if you are not setting extended field properties.



7 Set the extended field properties.



Field Name	Specify the extended field name.
Display	Specify how to display the extended field on the control panel. **Name** Enter the caption of the extended field name for the display on the control panel. You can enter up to 20 characters. Enter the Box number where a received document will be stored. **Mandatory Input** Select this check box if the extended field is a mandatory entry item. **Hidden Attribute** Select this check box if the extended field is a hidden item on the control panel.
Input Method *	Select the type of an extended field. • **Numerical** — Select this to create an extended field as an integer value. • **Decimal** — Select this to create an extended field as a decimal value. • **Text** — Select this to create an extended field as a character string. • **List** — Select this to create an extended field as a list selection. • **Address** — Select this to create an extended field as an address. • **Password** — Select this to create an extended field as a password. • **Date** — Select this to create an extended field as a date.

List Items	Specify list items to be selected for the extended field. The registered list items are listed in the List Items. When you register a list item, enter [Name] and [Value], and then click [Add]. If you select an item and click [Move Up], the selected item moves up in the list. Click [Move Down] to move it down. Select an item and click [Delete] to delete an unnecessary item from the list. **Name** Enter the name of the item. **Value** Enter a value or text to be applied for the selected item.
Notes • You cannot exceed the total number of characters displayable in the List Items (127). • You cannot use a semicolon in [Name] or [Value].	
Minimum Length	Specify the minimum number of characters that can be entered in the extended field if the field is a character string.
Maximum Length	Specify the maximum number of characters that can be entered in the extended field if the field is a character string.
Minimum Value	Specify the minimum numerical value that can be entered in the extended field if the field is a numerical value.
Maximum Value	Specify the maximum numerical value that can be entered in the extended field if the field is a numerical value.
Default Value	Specify the default value for the extended field.
Password	Specify the default password for the extended field if the field is a password.
Date	Specify the default date for the extended field if the field is a date.

* The following shows the types and settable items of an extended field for each [Input Method]. (*) is displayed for mandatory setting items.

Input method (Extended field type)	Mandatory setting items	Optional setting items
Numerical value	[Maximum Value], [Minimum Value] Settable value: -999,999,999,999 to 999,999,999,999	[Default Value]
Decimal value	[Maximum Value], [Minimum Value] Settable value: -999,999,999,999.999999 to 999,999,999,999.999999 Contact your service technician if you want to input a value with more than two decimal places.	[Default Value]
Text	[Maximum Length], [Minimum Length] Settable value: 0 to 256	[Default Value]
List	[List Items] You can register up to 30 [List Items]. You can set from 1 to 126 characters in [Name]. You can set from 1 to 126 characters in [Value]. However, the total number of characters set in [Name] and [Value] must be from 2 to 127.	[Default Value] Select from the registered selection items
Address	None	[Default Value]
Password	None Settable value: 0 to 256	[Default Value]
Date	None	[Default Value]

8 Click the [Save] button to register the extended field properties.
You can register up to 25 extended field properties.

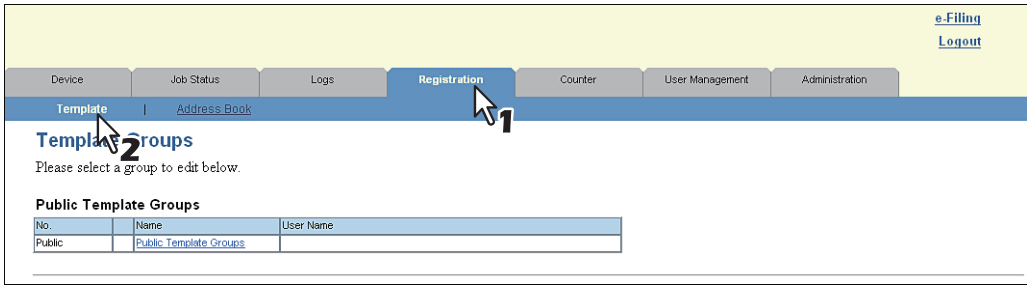
The extended field properties are registered.

■ Registering templates for Meta Scan

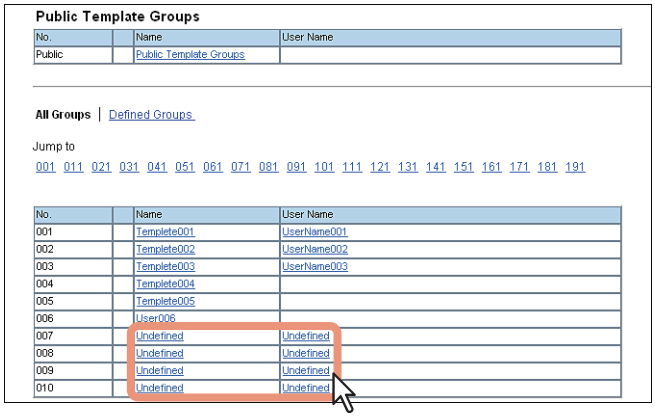
You must register a template for Meta Scan before using the Meta Scan function.
A template can be a “public template” which is registered by an administrator, or a “private template” which is registered by a user or an administrator.
Both templates can be used to register a Meta Scan template.

The following procedure shows how to register a “private template”.

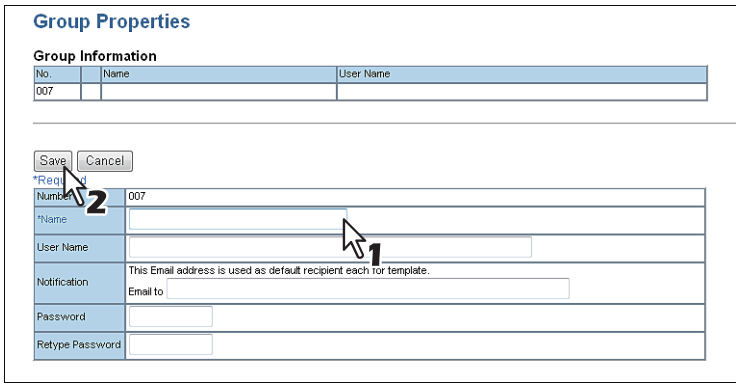
1 Click the [Registration] tab and the [Template] menu.



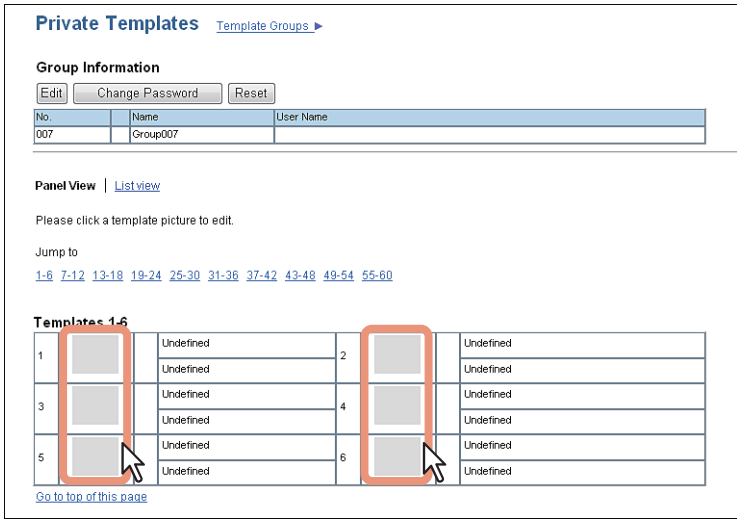
2 Click an [Undefined] group link.



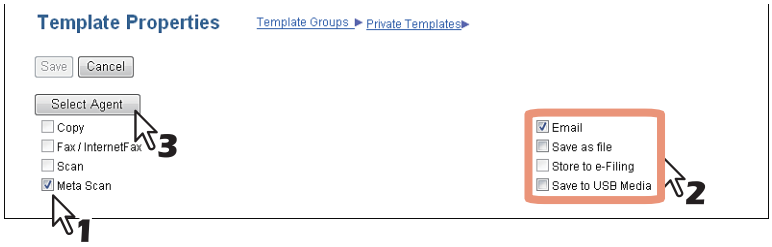
3 Enter the group name and click the [Save] button.



4 Click an [Undefined] icon from the template list.



5 Select the check box for the [Meta Scan] under Template Properties, and then select the agent and click [Select Agent].



Note

To select [Meta Scan], the Meta Scan Enabler must be set up for use.
If it is not set up, you cannot select [Meta Scan].

For [Meta Scan], [Email], [Save as file], and [Save to USB Media] are to be selected individually, except for [Email] and [Save as file], which can be selected simultaneously. When the hard disk is not installed, you can only select either [Email] or [Save to USB Media].

Email	You can transmit the document as an Email attachment. Tips • When [Meta Scan] is selected, you can use a variable as the subject • Addresses specified in [From Address] are included in the meta data. • When [Meta Scan] is selected, if you select [Add the date and time to a file name] in [File Name], it is also applied to the meta data file name. 📖 P.72 “Email Setting (Private template)”

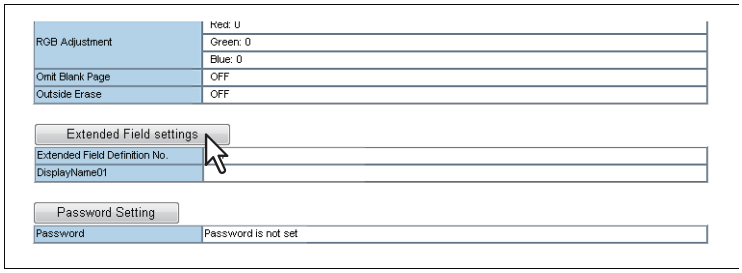
Save as file	You can save the document in a shared folder. Notes • When [Meta Scan] is selected, you can only specify one destination. • Protocols and network paths specified in the destination are included in the meta data. Example: Protocol: SMB Network Path: \\192.168.1.1\ImageFolder <file_path>file: //192.168.1.1/ImageFolder/</file_path> • When [Meta Scan] is selected, if you select [Add the date and time to a file name] in [File Name], it is also applied to the meta data file name. 📖 P.75 “Save as file Setting (Private template)”
Store to e-Filing	You can store the document in the e-Filing.
Save to USB Media	You can save the document in USB media.

6 Set the agent.

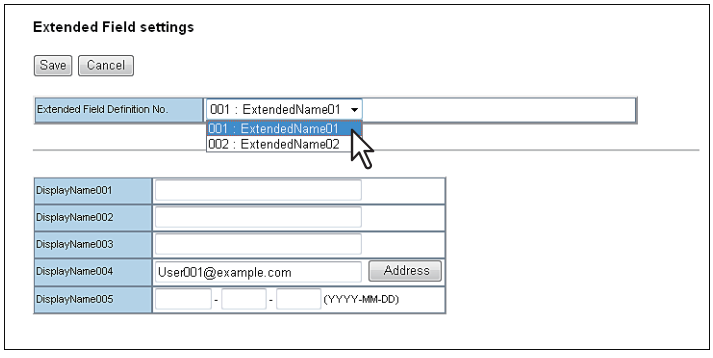
Setting operations are the same as for normal templates.
📖 P.98 “Registering and editing private template groups”

The following describes how to set “Extended Field settings”.

7 Click the [Extended Field settings] button to set extended fields.

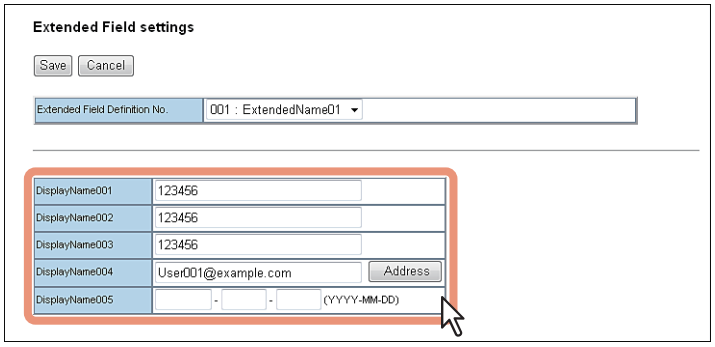


8 Select a registered extended field definition using [Extended Field Definition No.].



9 **Enter the default value for the [Extended Field Properties].**

This is displayed if [Extended Field Properties] are set for the selected extended field definition.
Values set in this screen are used as the default values for [Extended Field Properties] displayed on the control panel when using Meta Scan.
Items with an asterisk (*) at the beginning of the [Extended Field Properties] name are mandatory entry fields.



10 **Click the [Save] button to register the template.**

The template for Meta Scan is registered.

■ Meta Scan

You can run Meta Scan using a Meta Scan template.
For the operational procedure, refer to the ***Scanning Guide / User's Manual Advanced Guide***.

Tip

If [Extended Field Definition] set in [Extended Field Settings] in the Meta Scan template is deleted, the default XML format file <defaultForm3.xml> is used.

■ Checking logs of Meta Scan

You can check the scan log to confirm if meta data has been correctly created.

Check the following items in the scan log.

Check Item	Description
Mode	Displays "MSxxxx" (xxxx is in the code format) to indicate Meta Scan.
Status	Meta data is correctly created if no errors are displayed.

See the following for details of the scan log:
📖 P.44 "Scan Log"

Using the Attribute of the External Authentication as a Role of the MFP

When the external authentication (Windows domain authentication and LDAP authentication) is enabled, associating the role defined in this equipment with the attribute of the external authentication server is required in order to log in the equipment from an external authentication server as an administrator. The role can be associated with the equipment by importing the role information setting file in this equipment. The role information setting file is a file in which the attributes of the external authentication server and corresponding MFP are defined in XML. You can edit the role information setting file exported from the equipment and import it back to the equipment.

■ Exporting the role information setting file

See the following page for how to export the role information setting file.
📖 P.148 “Export”

■ Defining the role information setting file

The role information setting file is written in XML format. The role of this equipment can be assigned to the attribute set in the external server by defining the role information setting file in accordance with the external authentication server setting. The three examples of the major definition method for this file are explained here. Alphanumeric characters can be used for the content of each element. An asterisk (*) can be used as a wildcard for the <attributeValue> element.

Tip

The role of the user that does not correspond to the <RoleSet> element is defined in the <AnyOtherUser> element. This element can only be used once.

❑ When setting one role to one attribute

Attribute name set in the external authentication server	Department
Attribute value set in the external authentication server	ITDept
Role name to be set	Administrator

```
<RoleSetting>
    <RoleSet>
        <Condition>
            <AttributeName>department</AttributeName>
            <AttributeValue>ITDept</AttributeValue>
        </Condition>
        <Role>Administrator</Role>
    </RoleSet>
    <AnyOtherUser>User</AnyOtherUser>
</RoleSetting>
```

❑ When setting multiple roles to one attribute

Attribute name set in the external authentication server	Department
Attribute value set in the external authentication server	ITDept
Role name to be set [1]	Administrator
Role name to be set [2]	PrintOperator

```
<RoleSetting>
    <RoleSet>
        <Condition>
            <AttributeName>department</AttributeName>
```

```
            <AttributeValue>ITDept</AttributeValue>
        </Condition>
        <Role>Administrator</Role>
    </RoleSet>
    <RoleSet>
        <Condition>
            <AttributeName>department</AttributeName>
            <AttributeValue>ITDept</AttributeValue>
        </Condition>
        <Role>PrintOperator</Role>
    </RoleSet>
    <AnyOtherUser>User</AnyOtherUser>
</RoleSetting>
```

❑ When setting one role to multiple attributes

Attribute name set in the external authentication server [1]	Department
Attribute value set in the external authentication server [1]	Sales
Attribute name set in the external authentication server [2]	Title
Attribute value set in the external authentication server [2]	SeniorManager
Role name to be set	Print

```
<RoleSetting>
    <RoleSet>
        <Condition>
            <AttributeName>department</AttributeName>
            <AttributeValue>Sales</AttributeValue>
        </Condition>
        <Condition>
            <AttributeName>title</AttributeName>
            <AttributeValue>SeniorManager</AttributeValue>
        </Condition>
        <Role>Print</Role>
    </RoleSet>
    <AnyOtherUser>User</AnyOtherUser>
</RoleSetting>
```

■ Importing the role information setting file

See the following page for how to import the role information setting file.
🕮 P.151 “Import”

Tip

To change the setting, import the role information setting file again.

■ Enabling the role base access setting

In order to use the imported role information setting file, enabling the role base access setting is required. See the following page for the procedure.
🕮 P.287 “Setting up User Authentication Setting”

11

APPENDIX

This section contains the following contents.

Installing Certificates for a Client PC 414

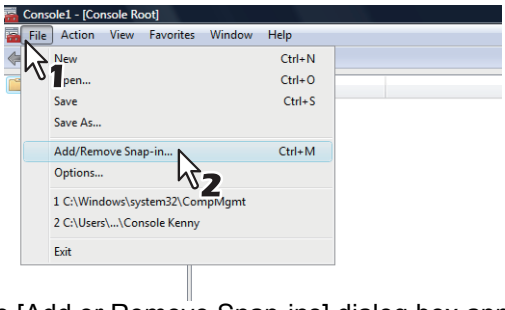
Installing Certificates for a Client PC

Configuring the Microsoft Management Console

The following describes a configuration on Windows Vista. The procedure is the same when other versions of Windows are used.

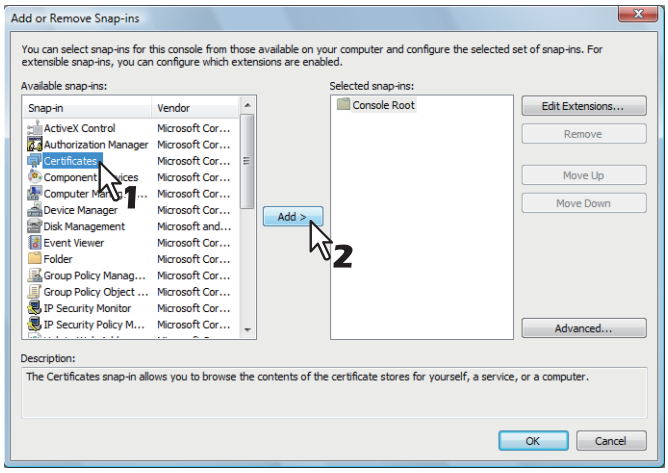
1 Open the command prompt, type “mmc” and press the Enter key.

2 From the [File] or [Console] menu of the window that appears, select [Add/Remove Snap-in].



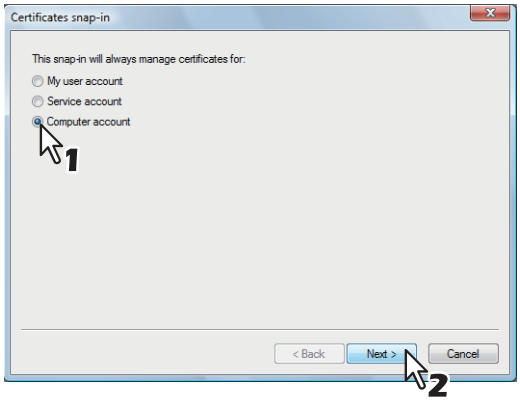
The [Add or Remove Snap-ins] dialog box appears.

3 From the list of [Available snap-ins:], select [Certificates] and click [Add].



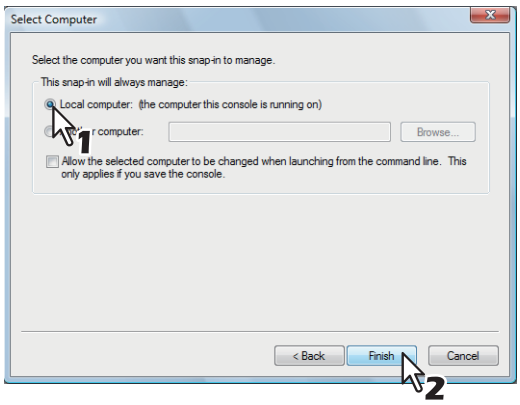
The [Certificates snap-in] dialog box appears.

4 Select [Computer account] and click [Next].



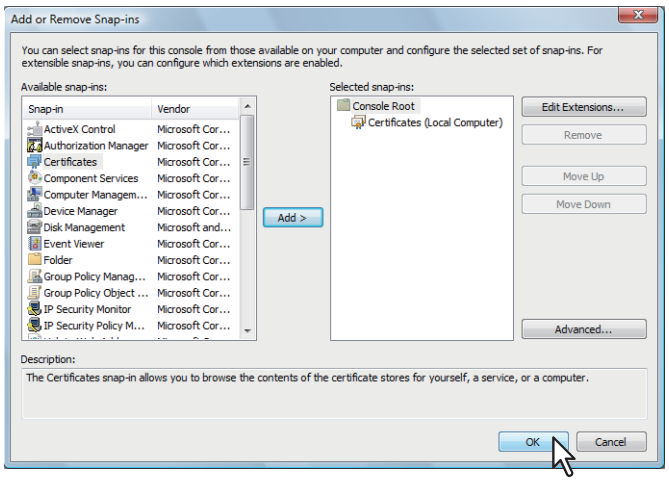
The [Select Computer] dialog box appears.

5 Select [Local computer: (the computer this console is running on)] and click [Finish].

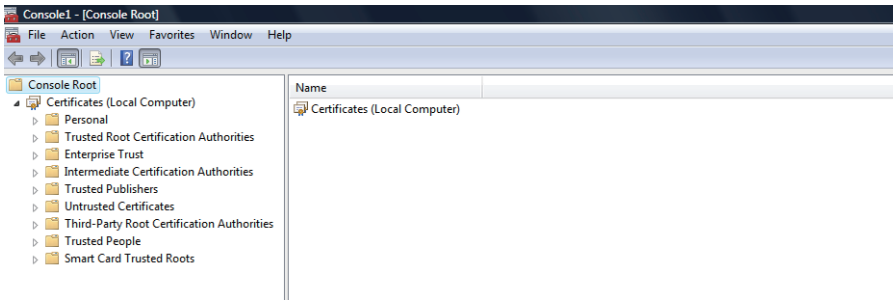


The [Select Computer] dialog box is closed.

6 Make sure that "Certificates (Local Computer)" is added under the [Console Root] folder; click [OK].



7 Save the setting.



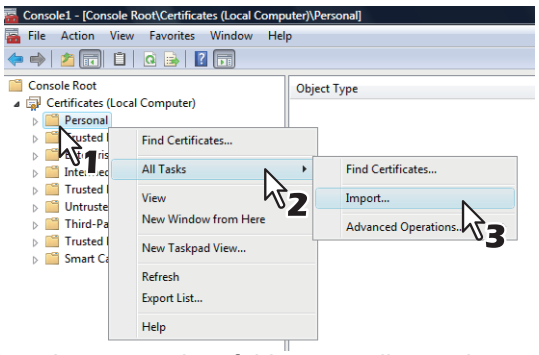
Importing certificates to a client PC

The following describes an import on Windows Vista. The procedure is the same when other versions of Windows are used.

Notes

- For Windows Vista, you must log in to Windows as a user who has the “Administrators” privilege.
- Before importing certificates, make sure that User Account Control (UAC) is turned off. From Control Panel > User Accounts > Turn User Account Control On or Off, clear the check box for the [Use User Account Control (UAC) to help protect your computer] option and click [OK].

1 On the MMC, select and right-click on the appropriate folder to store the certificate and select [All Tasks] > [Import]



Select the appropriate folder according to the type of your certificate:

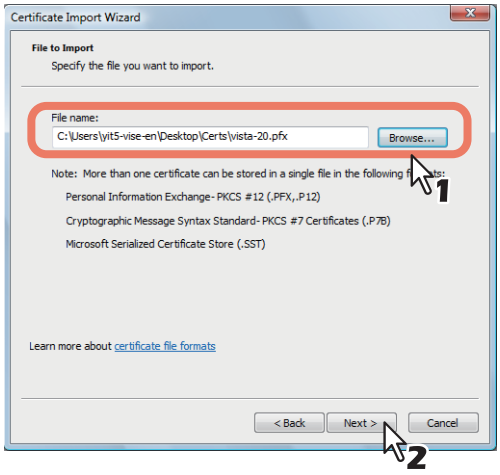
- **Self-signed certificate (.crt):** Console Root > Certificates (Local Computer) > Trusted Root Certification Authorities
- **Client certificate (.pfx):** Console Root > Certificates (Local Computer) > Personal
- **CA certificate (.cert):** Console Root > Certificates (Local Computer)> Trusted Root Certification Authorities

The [Certificate Import Wizard] appears.

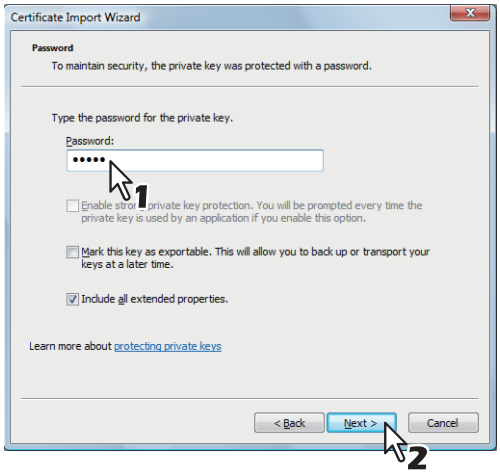
2 On the Certificate Import Wizard, click [Next].

For importing a client certificate, proceed to the next step. Otherwise, skip to step 5.

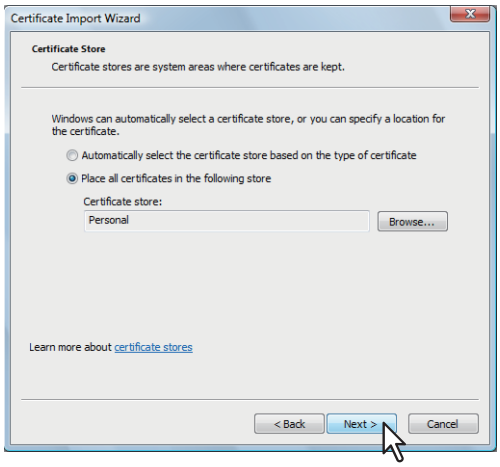
3 **From [Browse], select the certificate to install, and click [Next].**



4 **Enter the password for the private key and click [Next].**



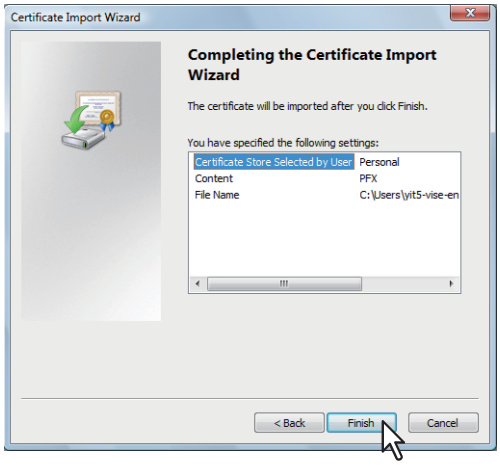
5 **Click [Next].**



Note

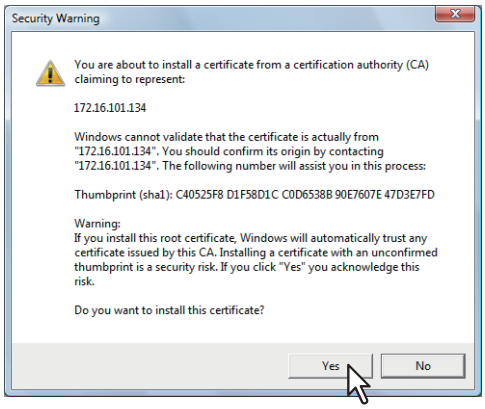
Do not change the certificate store using [Browse].

6 Click [Finish].

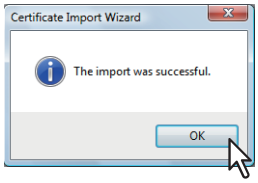


Tip

If the following security warning message appears, click [Yes].

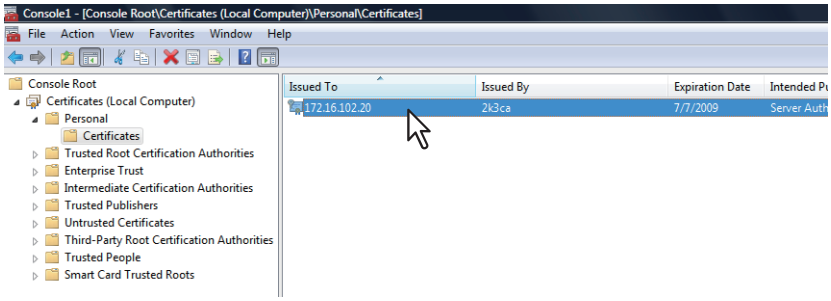


7 Click [OK] to complete the import.



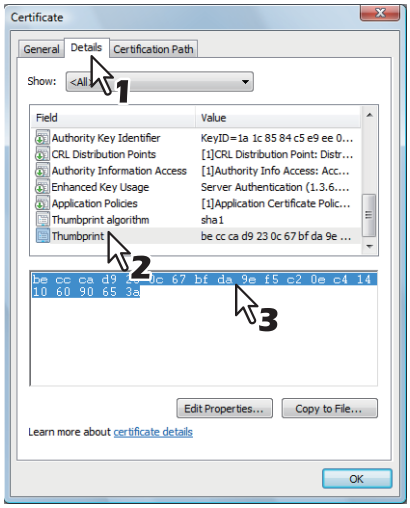
If you are importing a client certificate (.pfx) to a Windows Vista PC, proceed to the next step.
Otherwise, the installation is complete.
If you need to install another certificate, repeat the steps from the beginning.

8 Double-click the imported client certificate.



The [Certificate] window appears.

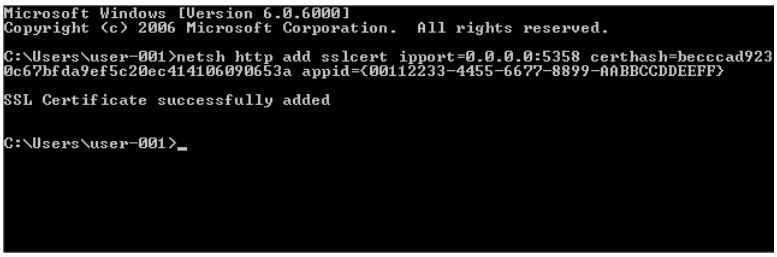
9 **Click the [Details] tab and select [Thumbprint] to check the 40-digit thumbprint.**



10 **Open the command prompt and execute the “netsh” command as shown below.**

Tip

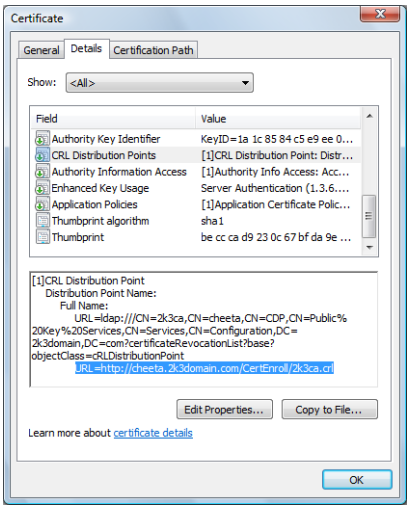
If you log in to Windows Vista as a user without the administrator privilege, open the command prompt by right-clicking the icon and selecting [Run as administrator.] This way, you can temporarily have the administrator privilege to execute the command.



- Using the thumbprint obtained in Step 9, type the following command:
  netsh http add sslcert ipport=0.0.0.0:5358 certhash=(your 40-digit thumbprint) appid={00112233-4455-6677-8899-AABBCCDDEEFF}
- When inputting the thumbprint, exclude the spaces.

Note

When your client certificate is created with Certificate Revocation List (CRL), you need to check if the CA server is accessible by FQDN (see the following figure).



If no FQDN connection is established, ask your administrator to perform either of the following options:

- In the “hosts” file accessible from the following folder path, add the IP address and the host name:
  C:\WINNT\system32\drivers\etc
- Configure the DNS server to handle the name-to-address resolution.

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FC-2050C/2550C
FC-2555C/3055C/3555C/4555C/5055C
FC-287CS/347CS/407CS
FC-287CSL/347CSL
DP-4710S/5210S
DP-4710SL
FC-5560C/6560C/6570C
DP-2572/3072/3572/4572/5072
DP-5570/6570/7570/8570
DP-3031
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TopAccess Guide

TOSHIBA TEC CORPORATION

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

QUALITY SERVICE

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