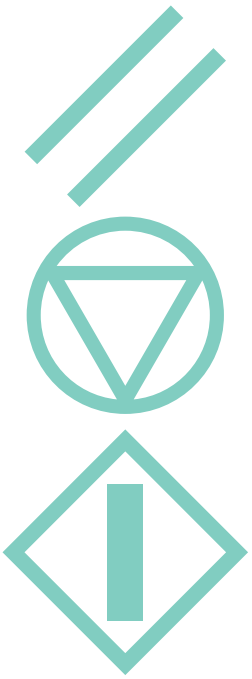
TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

User Functions Guide

e-STUDIO352/452



TRADEMARKS AND COPYRIGHT

Trademarks

- The official name of Windows 98 is Microsoft Windows 98 Operating System.
- The official name of Windows Me is Microsoft Windows Me Operating System.
- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- Microsoft, Windows, Windows NT, and the brand names and product names of other Microsoft products are trademarks of Microsoft Corporation in the US and other countries.
- Apple, AppleTalk, Macintosh, Mac, TrueType, and LaserWriter are trademarks of Apple Computer, Inc. in the US and other countries.
- Postscript is a trademark of Adobe Systems Incorporated.
- Netscape is a trademark of Netscape Communications Corporation.
- IBM, AT and AIX are trademarks of International Business Machines Corporation.
- NOVELL, NetWare, and NDS are trademarks of Novell, Inc.
- Other company names and product names in this manual are the trademarks of their respective companies.

Copyright

© 2005 TOSHIBA TEC CORPORATION All rights reserved
Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC. No patent liability is assumed, however, with respect to the use of the information contained herein.

TABLE OF CONTENTS

TABLE OF CONTENTS 1

PREFACE 3

1. MANAGING ADDRESS BOOK (ADDRESS MENU) 7
1. MANAGING ADDRESS BOOK 8
- About Managing Contacts in Address Book 8
- Registering Contacts 9
- Editing Contacts 12
- Deleting Contacts 14
- Searching Contacts 16

2. MANAGING GROUPS 20
- About Managing Groups in Address Book 20
- Creating New Group 21
- Editing Groups 24
- Deleting Groups 30
- Searching Groups 32
- Confirming the Members of the Groups 36

2. MANAGING COUNTERS (COUNTER MENU) 37
1. TOTAL COUNTER 38
- Displaying Print Counter 38
- Displaying Scan Counter 39

2. PRINT OUT TOTAL COUNTER 40
3. DEPARTMENT COUNTER 41
- Displaying Print Counter for Department Code 41
- Displaying Scan Counter for Department Code 43
- Displaying Fax Communication Counter for Department Code 45

4. MANAGING DEPARTMENT CODE 47
- Logging On As Administrator 47
- Printing Department Codes List 49
- Enabling Department Code 50
- Resetting All Department Counters 51
- Deleting All Department Codes 52
- Registering a New Department Code 53
- Editing the Department Code 56
- Deleting the Department Code 60
- Resetting the Counter of Each Department 62
- Setting Output Limitations for All Departments 64

3. SETTING ITEMS (USER) 65
1. SETTING GENERAL FUNCTIONS 66
- Setting the Auto Clear Mode 66
- Changing the Display Language 67
- Setting the Reversed Display Mode 68

2. SETTING COPY FUNCTIONS 70
3. SETTING FAX FUNCTIONS 71
4. SETTING SCAN FUNCTIONS 73
5. PRINTING LISTS 75
- Printing the Address Book List 75
- Printing the Group Numbers List 77
- Printing the Function List (User) 78

6. CHECKING E-MAIL 79
7. SETTING DRAWER 80
8. TURN OFF THE POWER (SHUT DOWN) 81
9. SETTING BIP PRINTING 83

4. SETTING ITEMS (ADMIN) 85
1. ENTERING TO ADMIN MENU 87
2. SETTING GENERAL FUNCTIONS 89
- Setting the Device Information 89
- Setting the Notification 91
- Changing the Administrator Password 93
- Setting the Date and Time 95
- Setting the Weekly Timer 97
- Setting the Auto Power Save Mode 100
- Setting the Sleep/Auto Shut Off Mode 102
- Setting the Drawer Setup Pop-Up and Paper Jam Recovery Pop-Up 104

3. SETTING NETWORK FUNCTIONS 106
- Setting the TCP/IP Protocol (IPv4) 106
- Setting the IPv6 Protocol 111
- Setting the IPX/SPX Protocol 115
- Setting the NetWare Settings 117
- Setting the SMB Protocol 119
- Setting the AppleTalk Protocol 122
- Setting the HTTP Network Service 124
- Setting the Ethernet Speed 126
- Setting the LDAP and SNMP Network Service 128
- Setting the User Certificate 130
- Ping/Traceroute 133

4. SETTING COPY FUNCTIONS 136
5. SETTING FAX FUNCTIONS 138
- Setting the Terminal ID 138
- Setting the Fax Initial Setup 141
- Setting the Line-2 Mode 143
- Setting the RX Printing 146
- Setting the Recovery Transmission 150

6. SETTING FILE FUNCTIONS 152
7. SETTING E-MAIL FUNCTIONS 153
- Setting the Scan to E-mail Message Properties 153
- Setting the Scan to E-mail Fragmentation 154

8. SETTING INTERNET FAX FUNCTIONS 155
- Setting the Internet Fax Message Properties 155
- Setting the Internet Fax Fragmentation 156
- Setting the Internet Fax Body String Transmission 157

9. SETTING SECURE PDF FUNCTIONS 158
10. SETTING LIST/REPORT 160
- Setting the Transmission / Reception Journal 160
- Setting the Communication Report 162
- Setting the Reception List 165

11. PRINTING LISTS 167
12. SETTING PRINTER/E-FILING FUNCTIONS 168
13. WIRELESS SETTINGS AND Bluetooth SETTINGS 169

5. APPENDIX 171
1. LIST PRINT FORMAT 172
- Total Counter List 172
- Department Code List 173
- Address Book List 174
- Group Numbers List 175
- Function List (User) 176
- NIC Configuration Page 177
- Function List (Administrator) 178
- PS3 Font List 195
- PCL Font List 196

INDEX 197

Thank you for purchasing the Toshiba Multifunctional Digital System e-STUDIO352/452. This Operator's Manual describes the following:

- How to set up the Multifunctional Digital System.
- How to operate the functions in the [USER FUNCTIONS] button.

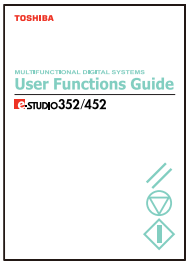
Before using the Multifunctional Digital System, thoroughly read and understand this Operator's Manual. To ensure that clean copies are made at all times and to keep your Multifunctional Digital System in optimum working order, this Operator's Manual should be readily available for future reference.

Lineup of Our Manuals

Thank you for purchasing the TOSHIBA multifunctional digital systems e-STUDIO352/452.
We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.

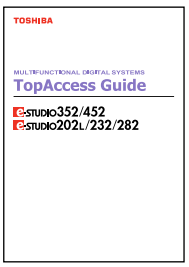
Quick Start Guide
This Quick Start Guide describes the initial setup method of this equipment and accessories of this product such as operator's manuals and CD-ROMs.

Operator's Manual Basic Functions
This Operator's Manual Basic Functions describes how to use the basic functions of this equipment mainly focusing on the copying function. Also this manual contains safety precautions for users to be observed. Be sure to read it first carefully.

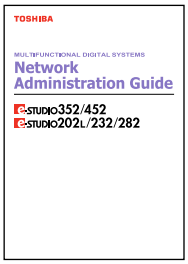


User Functions Guide
This User Functions Guide describes the functions and settings under the [USER FUNCTIONS] button on the control panel of this equipment.

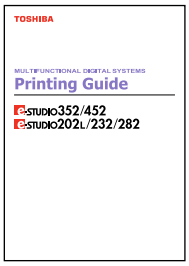
Other guides are provided by the User Documentation CD-ROM in PDF files:



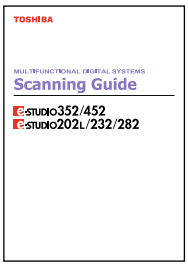
TopAccess Guide
This TopAccess Guide explains how to operate and set up the network functions such as the network scanning function and job management, using the TopAccess (Web-based utility) from client computers.



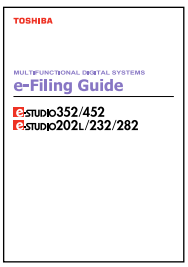
Network Administration Guide
This Network Administration Guide explains the guidelines for setting up network servers to provide various network services, and troubleshooting for network administrators.



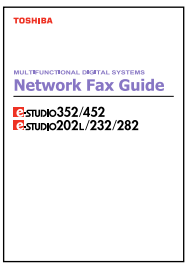
Printing Guide
This Printing Guide explains how to install the client software for printing from Microsoft Windows, Apple Mac OS, and UNIX computers, and print to the equipment.



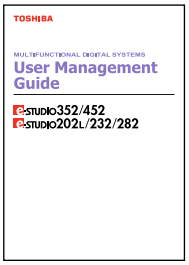
Scanning Guide
This Scanning Guide explains how to operate the scanning function of this equipment.



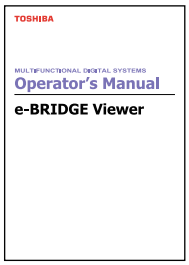
e-Filing Guide
This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility.



Network Fax Guide
This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.



User Management Guide
This User Management Guide describes how to manage this equipment using the functions of “Department Management”, “User Management Setting” and “User Authentication for Scan to E-mail”.



e-BRIDGE Viewer
The e-BRIDGE Viewer provides the functions to view and find the documents in e-Filing boxes on the TOSHIBA e-STUDIO MULTIFUNCTIONAL DIGITAL SYSTEMS from a client computer via TCP/IP network, and also it can view and find the files in your computer.

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator’s manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

Caution Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

Note Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

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.

1. MANAGING ADDRESS BOOK (ADDRESS MENU)

1. MANAGING ADDRESS BOOK....8
- About Managing Contacts in Address Book....8
- Registering Contacts....9
- Editing Contacts....12
- Deleting Contacts....14
- Searching Contacts....16

2. MANAGING GROUPS....20
- About Managing Groups in Address Book....20
- Creating New Group....21
- Editing Groups....24
- Deleting Groups....30
- Searching Groups....32

1. MANAGING ADDRESS BOOK

About Managing Contacts in Address Book

The Address Book contents are entered using the [ADDRESS] button. The Address Book contents are used for Facsimile and Scan to E-mail.
In Address Book, you can register up to 1000 contacts that can contain a fax number, an E-mail address, or both in each contact. Also you can specify the option settings for the fax transmission in each contact, such as Transmission type, ECM, Quality transmission, Line select, and subaddress settings.

Note

- You can register the E-mail addresses in the Address Book, however, you can use them to specify the destinations for Scan to E-mail or Internet Fax only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
- You can register the fax numbers in the Address Book, however, you can use them to specify the destinations for fax transmission only when the optional Fax unit is installed.

In the Address Book button menu, you can perform following operations to manage contacts.

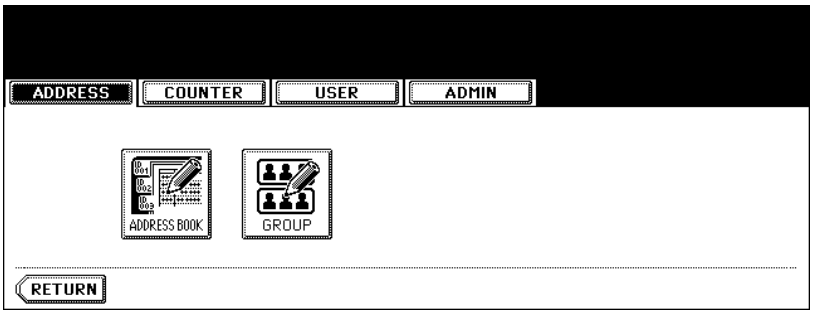
- P.9 “Registering Contacts”
- P.12 “Editing Contacts”
- P.14 “Deleting Contacts”
- P.16 “Searching Contacts”

Registering Contacts

The following procedure describes how to register new contact in the Address Book.

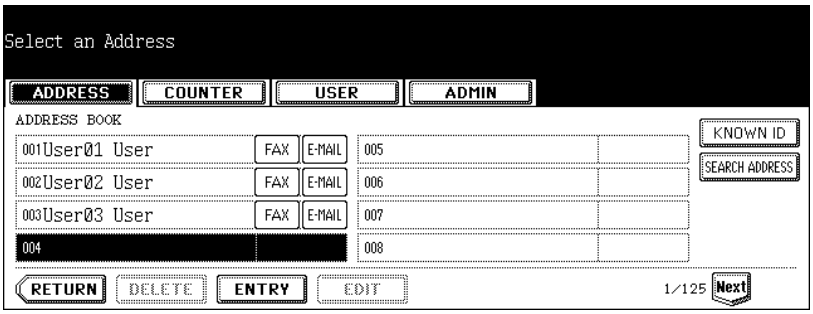
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

3 Press undefined button that you want to register new contact and press the [ENTRY] button.

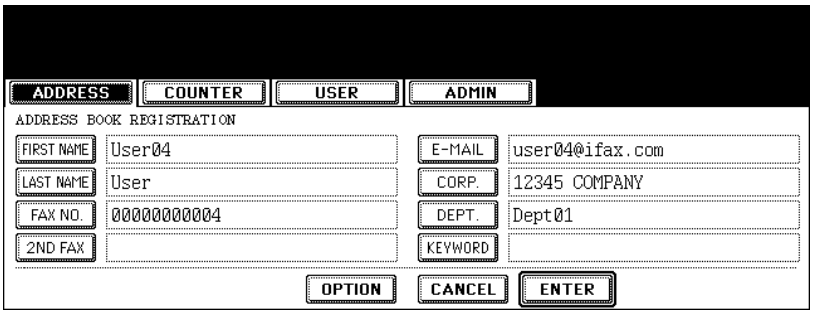


- The ADDRESS BOOK REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined contact, press the [Next] button to display the next screen.

4 Press each button on the touch panel to enter following contact information.



- **[FIRST NAME]** — Enter the first name of the contact. This name will appear in the address book list on the touch panel.
- **[LAST NAME]** — Enter the last name of the contact. This name will appear in the address book list on the touch panel.
- **[FAX NO.]** — Enter the fax number of the contact.
- **[2ND FAX]** — Enter the second fax number of the contact.
- **[E-MAIL]** — Enter the E-mail address of the contact.
- **[CORP.]** — Enter the company name of the contact.
- **[DEPT.]** — Enter the department name of the contact.
- **[KEYWORD]** — Enter the keyword of the contact. This keyword can be used to search for this contact.

Note

- You must at least enter either the [FIRST NAME] or [LAST NAME] button, and either the [FAX NO.] or [E-MAIL] button to register the contact.
- If you enter "-" in the [FAX NO.] and [2ND FAX], three seconds pause is added for dialing the fax number.

Tip

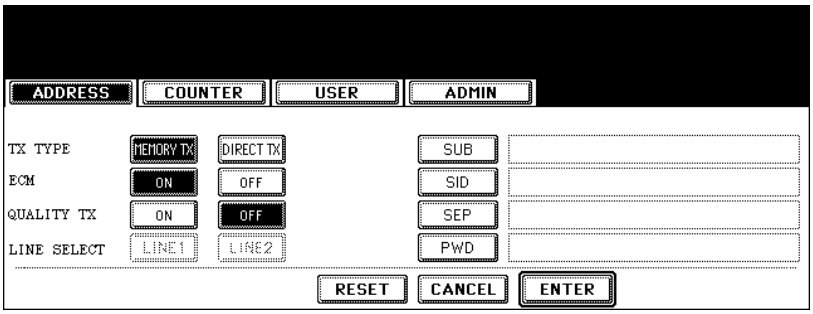
When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys and press the [ENTER] button to set the entry.

5 Press the [OPTION] button to specify the default settings for a fax transmission.

Note

This is available only when the optional fax unit is installed.

6 Specify following items as you required.



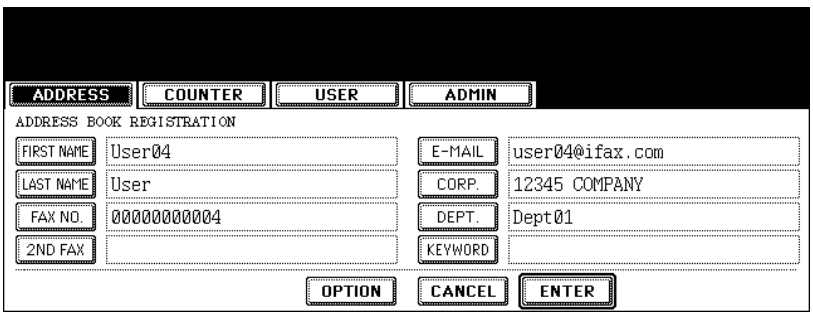
- **TX TYPE** — This sets the type of the fax transmission mode. Press the [MEMORY TX] button to select the memory transmission mode or the [DIRECT TX] button to select the direct transmission mode.
- **ECM** — Select whether enabling or disabling the ECM (Error Correction Mode) to automatically resend any portion of the document affected by phone line noise or distortion. Press the [ON] button to enable the ECM, or the [OFF] button to disable the ECM.
- **QUALITY TX** — Select whether a document is sent in the Quality TX mode. This feature allows to send a document at a slower speed than a normal so that the transmission will be less affected by line condition. Press the [ON] button to enable the Quality TX, or [OFF] button to disable the Quality TX.
- **LINE SELECT** — Select the line to be used for the fax transmission. Press the [LINE1] button to use the Line 1, or [LINE2] button to use Line 2. The [LINE2] button can be selected only when the optional 2nd line board is installed.
- **[SUB]** — Enter the mailbox number if you want to send originals to the mailbox in the remote fax.
- **[SID]** — Enter the password to input a document into the mailbox in the remote facsimile.
- **[SEP]** — Enter the mailbox number if you want to retrieve a document from the mailbox in the remote fax.
- **[PWD]** — Enter the password to retrieve a document from the mailbox in the remote facsimile.

Tip

When you press the [SUB], [SID], [SEP], and [PWD] buttons, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

7 Press the [ENTER] button to save option settings.

8 Press the [ENTER] button to register the contact.

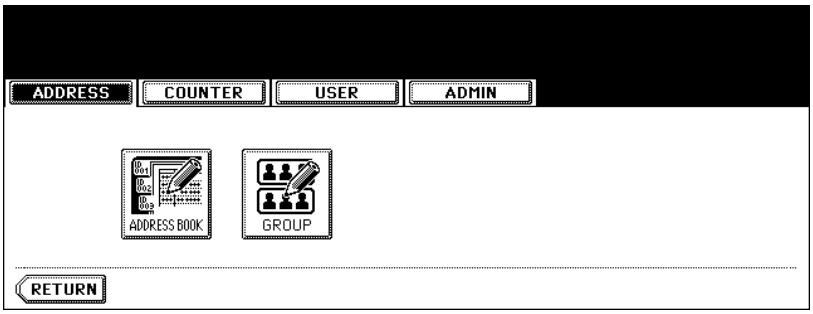


Editing Contacts

The following procedure describes how to edit existing contacts in the Address Book.

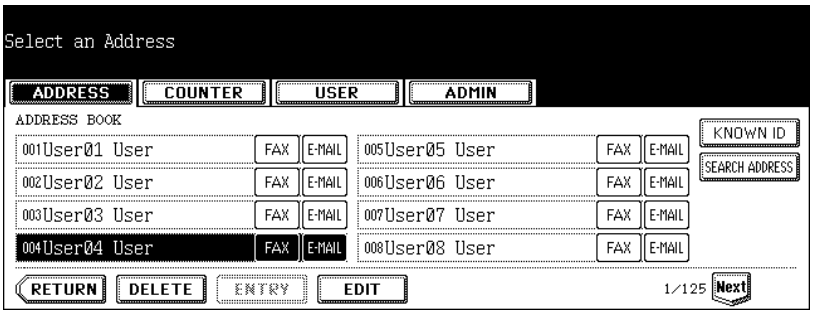
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

3 Press the contact that you want to edit and press the [EDIT] button.

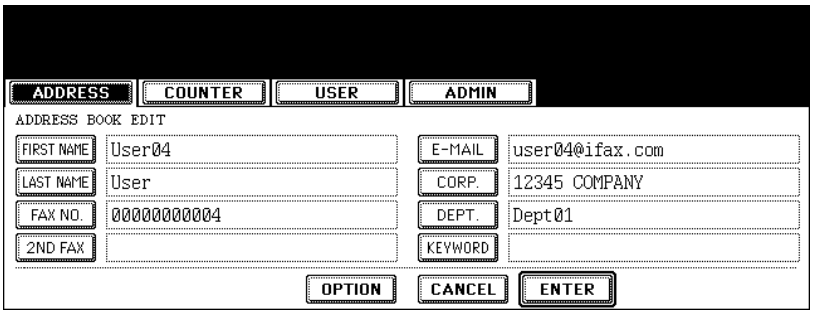


- The ADDRESS BOOK EDIT screen is displayed.

Tips

- If the touch panel does not display the contact that you want to edit, press the [Next] button to display the next screen.
- You can quickly search for the contact that you want to edit. To search for the contact, see the “Searching Contacts”. P.16

4 Press each button on the touch panel to edit the contact information.



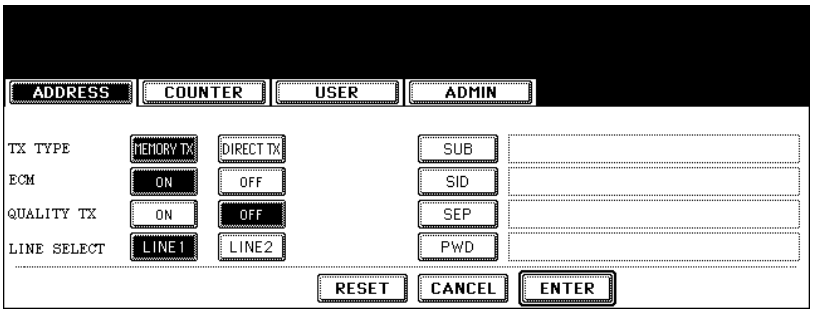
- For the description of each item, see the Step 4 in the procedure of “Registering Contacts” in the previous section.

5 Press the [OPTION] button to specify the default settings for a fax transmission.

Note

This is available only when the optional fax unit is installed.

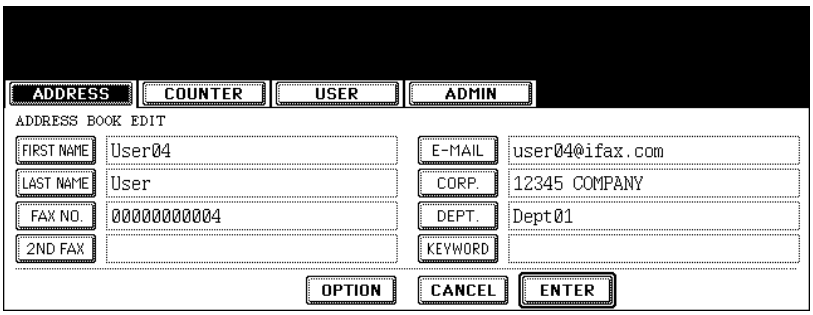
6 Specify the items as you required.



- For the description of each item, see the Step 6 in the procedure of “Registering Contacts” in the previous section.

7 Press the [ENTER] button to save option settings.

8 Press the [ENTER] button to save the contact.



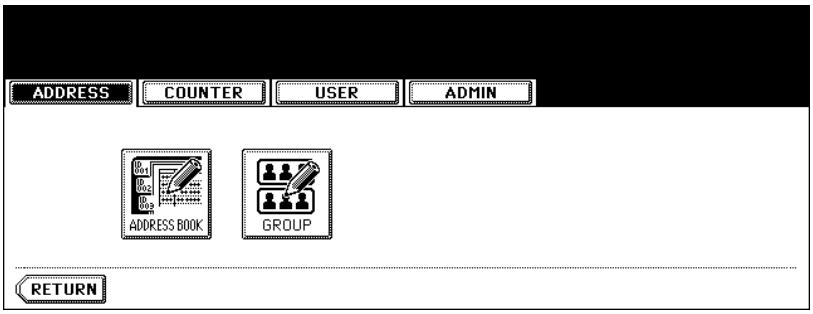
- The contact is edited.

Deleting Contacts

The following procedure describes how to delete existing contact in the Address Book.

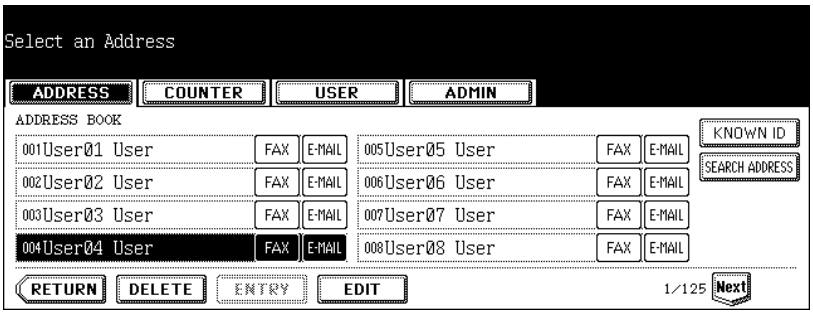
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

3 Press the contact that you want to delete and press the [DELETE] button.

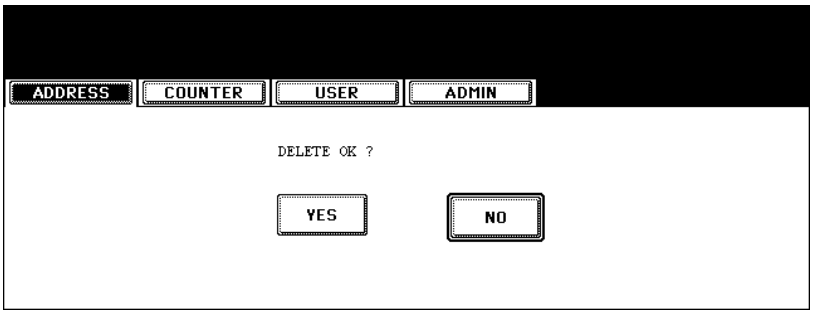


- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the contact that you want to delete, press the [Next] button to display the next screen.

4 Press the [YES] button to delete the contact, or the [NO] button to cancel deleting.



- When you press the [YES] button, the selected contact is deleted.

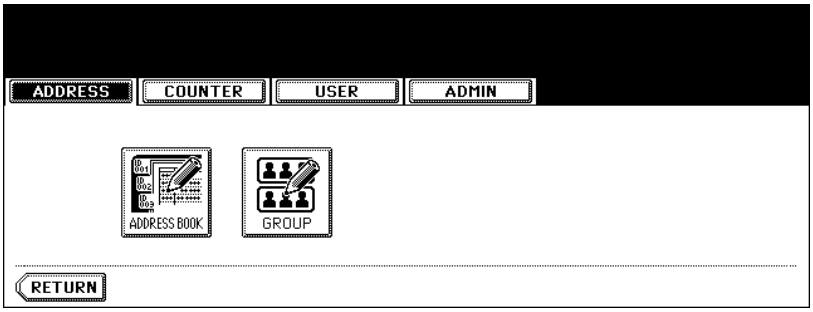
Searching Contacts

The following procedure describes how to search for contacts in the Address Book. This function is useful to find the contact that you want to edit.
You can search for the contacts by entering an ID number or the search strings.

Searching a Contact by ID Number

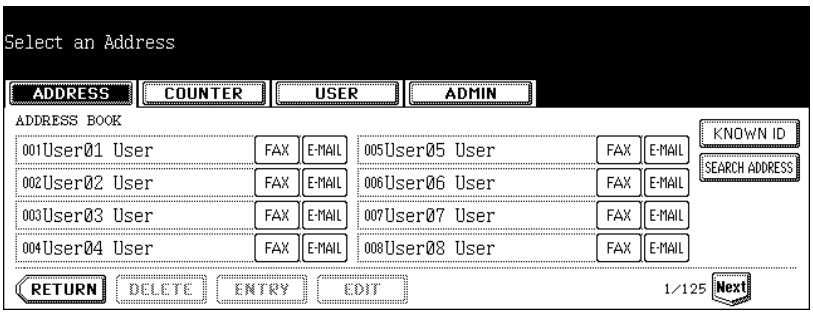
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



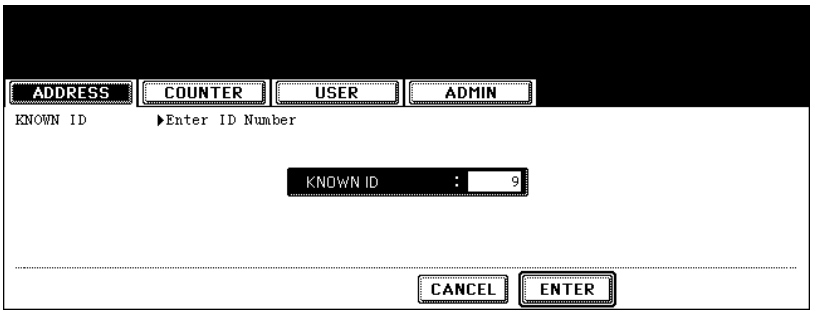
- The ADDRESS BOOK screen is displayed.

3 Press the [KNOWN ID] button.

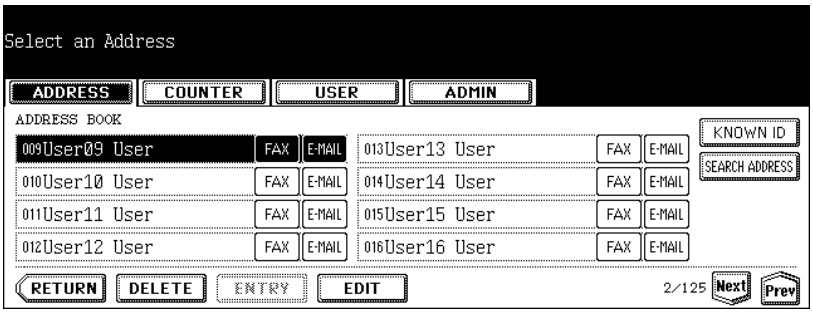


- The KNOWN ID screen is displayed.

4 Enter the ID Number using the digital keys and press the [ENTER] button.



5 The touch panel displays the screen that contains the searched contact. Press the contact and press the [EDIT] button to edit the contact information, or press the [DELETE] button to delete the contact.

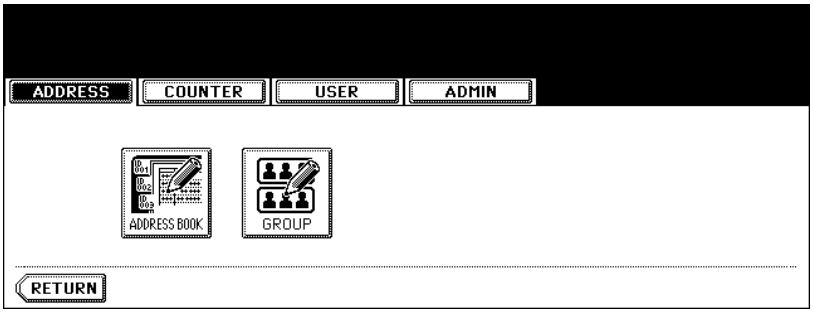


- See “Editing Contacts” for the instruction to edit the contact. P.12

Searching Contacts by Entering Search String

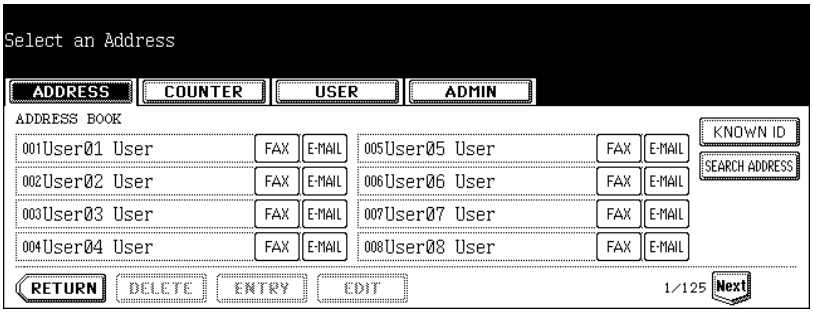
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [ADDRESS BOOK] button on the touch panel.



- The ADDRESS BOOK screen is displayed.

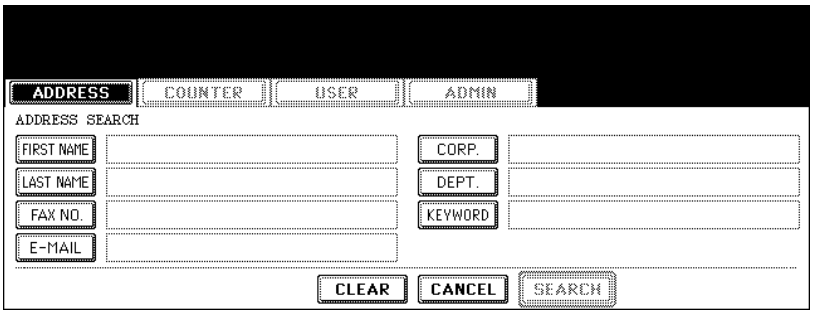
3 Press the [SEARCH ADDRESS] button.



- The SEARCH ADDRESS screen is displayed.

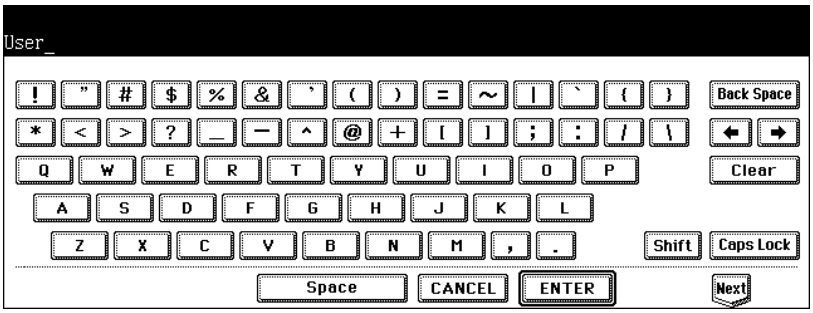
1

4 Press the button that is used for searching to specify the search string.



- When you press each button, the input screen is displayed.

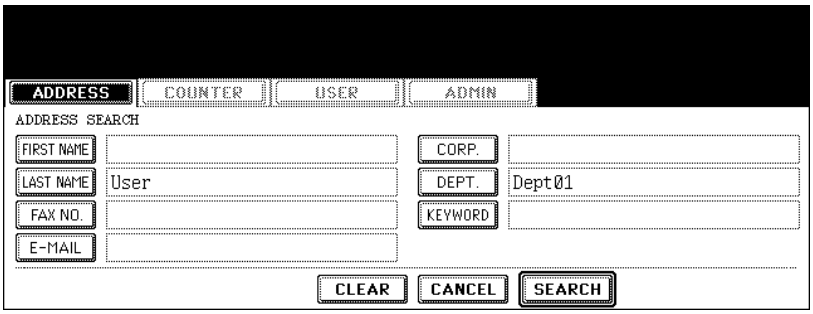
5 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.



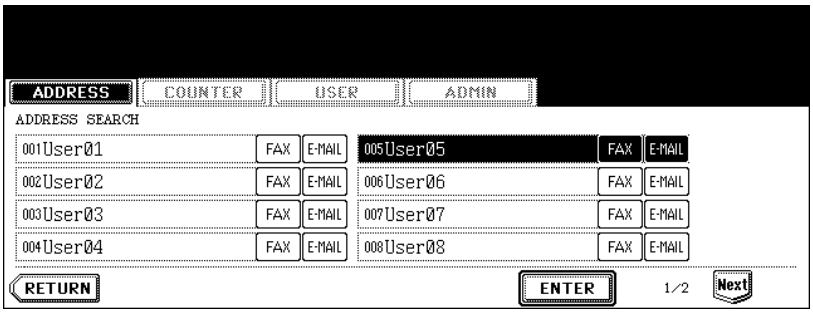
Tip

It will search for the contacts that contain the search text in the specified items.

6 Specify the search string in the items that you require and press the [SEARCH] button.



7 The touch panel displays the screen that contains the searched contacts. Press the contact and press the [ENTER] button to edit the contact information.



- See “Editing Contacts” for the instruction to edit the contact. P.12

2. MANAGING GROUPS

About Managing Groups in Address Book

You can create groups that contain the multiple members of contacts. This enables you to specify the groups instead of specifying each recipient separately when operating Scan to E-mail, or fax or Internet Fax transmission. You can also delete groups.
In Address Book, you can register up to 200 groups and each group can contain up to 400 members.

Note

- One fax number or one E-mail address is counted as one destination. If you select the contact that contains both fax number and E-mail address, it results in two destinations in the group.
- You can register the E-mail addresses in the Groups, however, you can use them to specify the destinations for Scan to E-mail or Internet Fax only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.
- You can register the fax numbers in the Groups, however, you can use them to specify the destinations for fax transmission only when the optional Fax unit is installed.

In the Group button menu, you can perform following operations to manage groups.

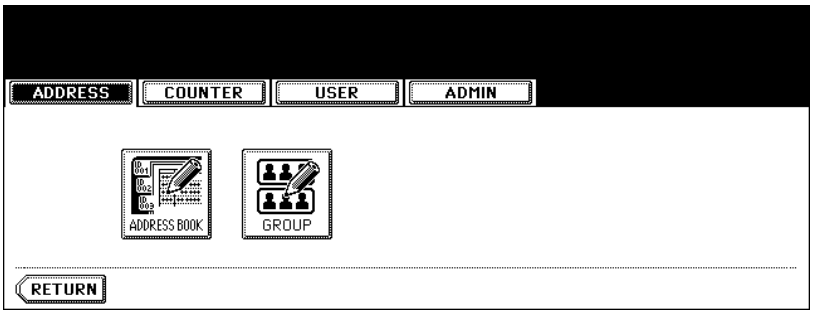
- P.21 “Creating New Group”
- P.24 “Editing Groups”
- P.30 “Deleting Groups”
- P.32 “Searching Groups”

Creating New Group

The following procedure describes how to create a new group in the Address Book.

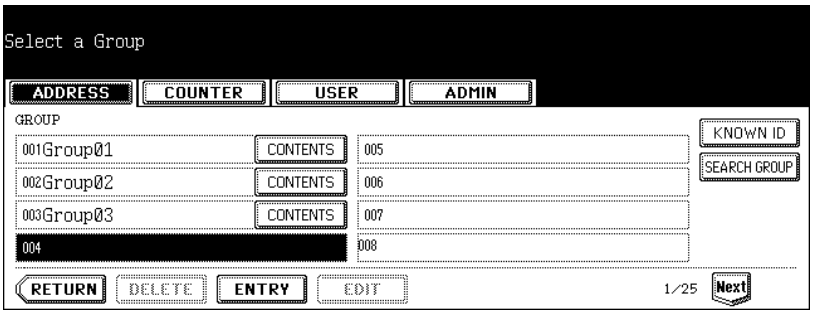
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

3 Press undefined button that you want to create a new group and press the [ENTRY] button.

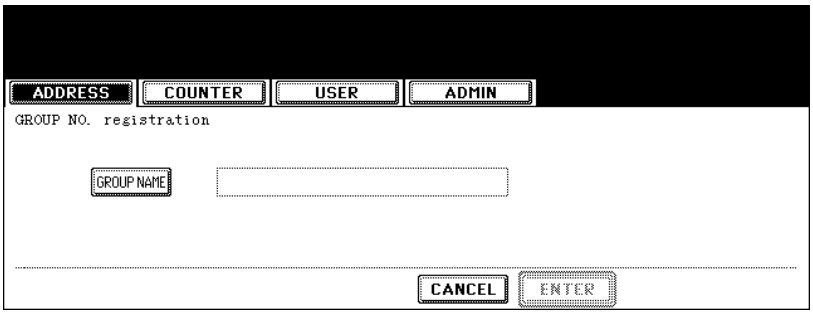


- The GROUP NO. REGISTRATION screen is displayed.

Tip

If the touch panel does not display an undefined group, press the [Next] button to display the next screen.

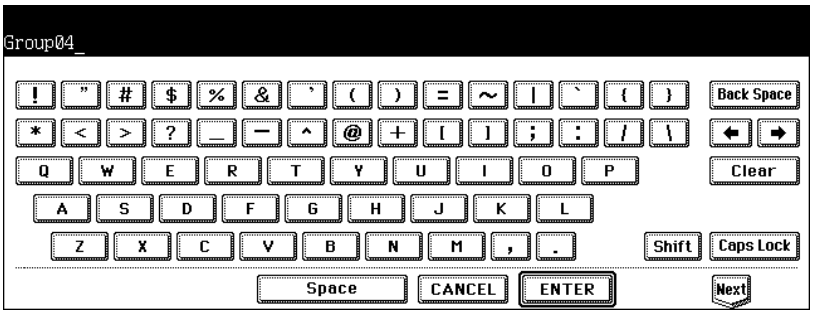
4 Press the [GROUP NAME] button.



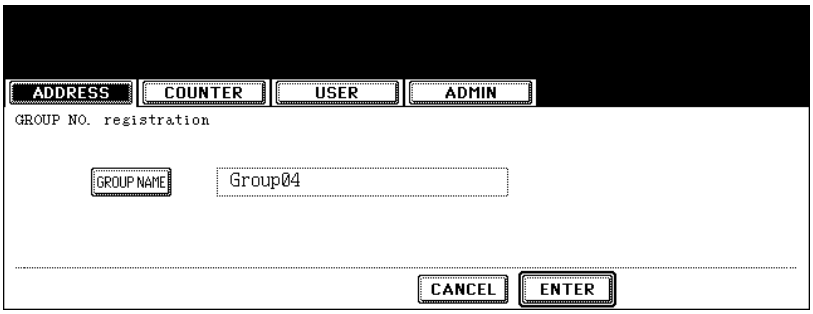
- The input screen is displayed.

1

5 Enter the group name using the keyboard and digital keys, and press the [ENTER] button.

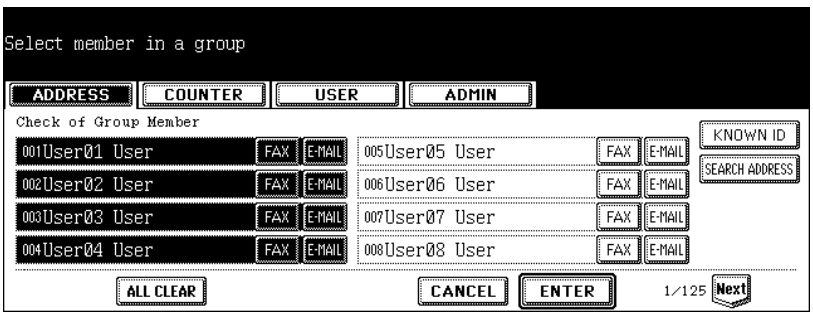


6 Press the [ENTER] button.



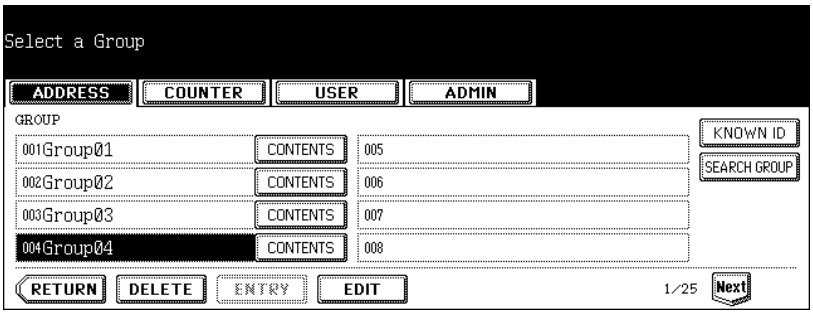
- The CHECK OF GROUP MEMBER screen is displayed.

7 Select the contacts that you want to add to the group, and then press the [ENTER] button.



- To add or remove the contacts by selecting each contacts manually, see “Adding or Removing Contacts”. P.26
- To add the contacts by searching them with the ID number, see “Adding Contacts by Searching with ID Number”. P.27
- To add the contacts by searching them with search string, see “Adding Contacts by Searching with Search String”. P.28

8 New Group is created and appears on the touch panel.



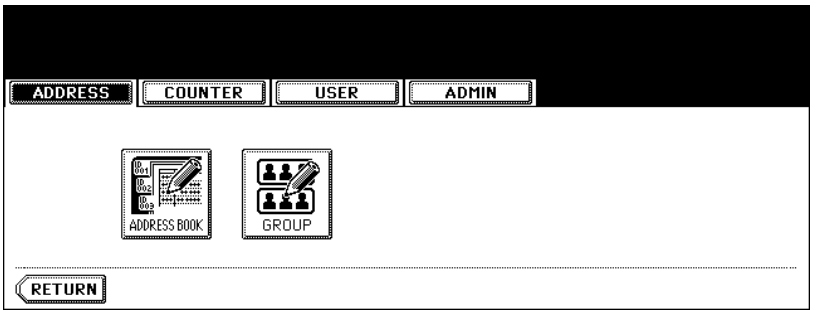
Editing Groups

The following procedure describes how to edit the name of groups, add or remove the members in groups.

Editing Group Name

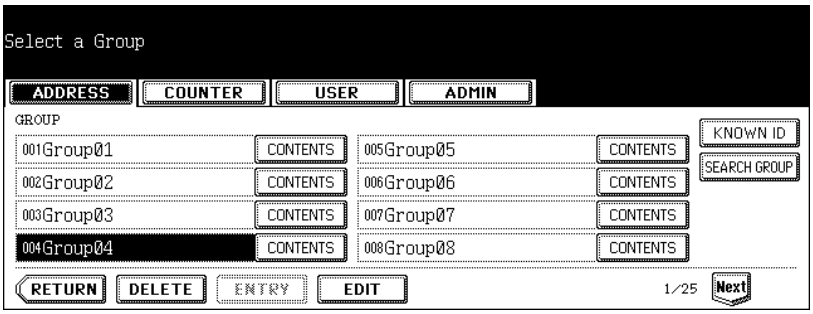
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

3 Press the group that you want to edit and press the [EDIT] button.

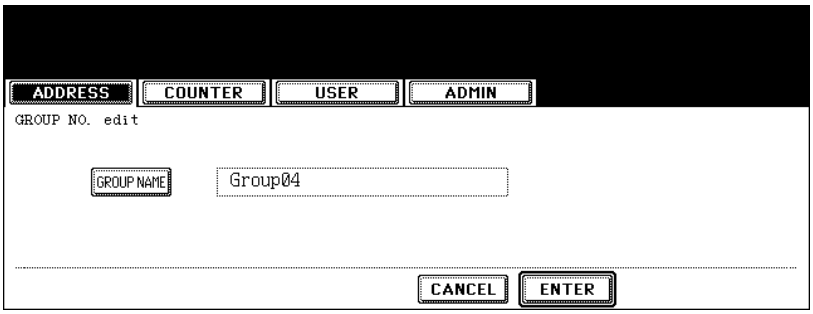


- The GROUP NO. EDIT screen is displayed.

Tip

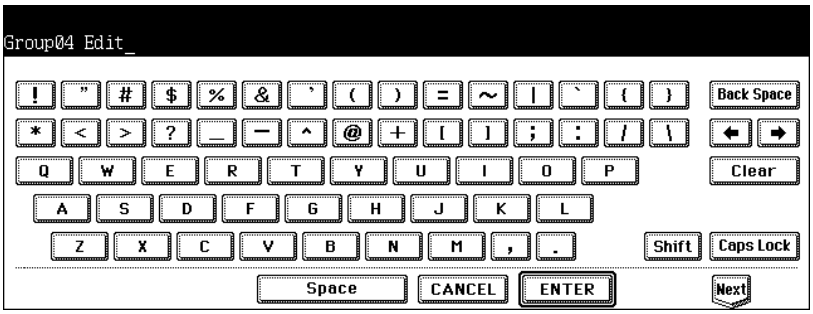
If the touch panel does not display the group that you want to edit, press the [Next] button to display the next screen.

4 Press the [GROUP NAME] button to edit the group name.

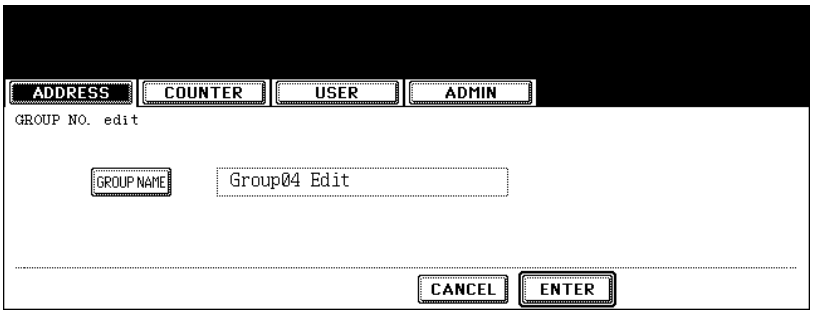


- The input screen is displayed.

5 Enter the group name using the keyboard and digital keys, and press the [ENTER] button.

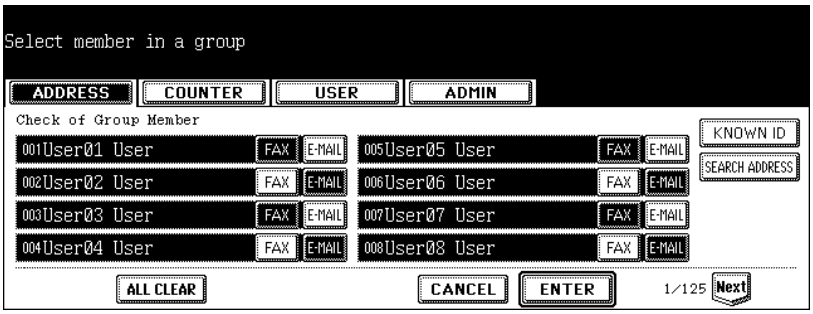


6 Press the [ENTER] button.



- The CHECK OF GROUP MEMBER screen is displayed.

7 In the screen, the contacts that have been registered in the group are highlighted.

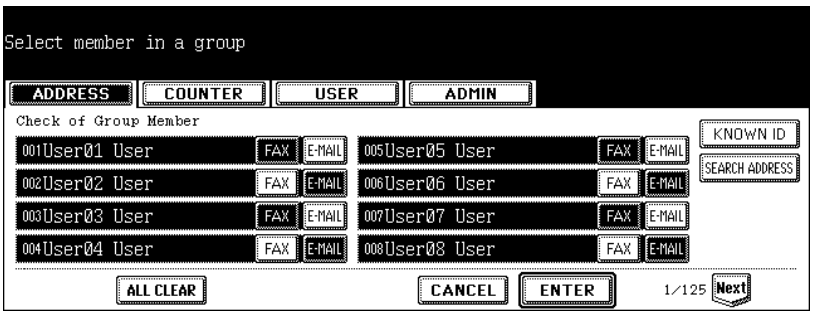


- To add or remove the contacts by selecting each contacts manually, see “Adding or Removing Contacts”. P.26
- To add the contacts by searching them with the ID number, see “Adding Contacts by Searching with ID Number”. P.27
- To add the contacts by searching them with search string, see “Adding Contacts by Searching with Search String”. P.28

8 To finish editing the group, press the [ENTER] key to save the settings.

Adding or Removing Contacts

1 Press the contacts that are not highlighted to add to the group, or press the highlighted contacts to remove from the group.



- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tips

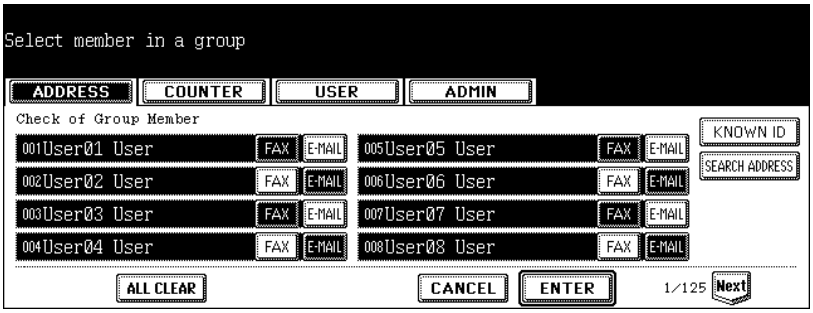
- Press the [Prev] button or [Next] button to display the contacts in the different page.
- You can also clear the all highlighted contacts by pressing the [ALL CLEAR] button.

2 Press the [ENTER] button to save the group.

- The group is modified.

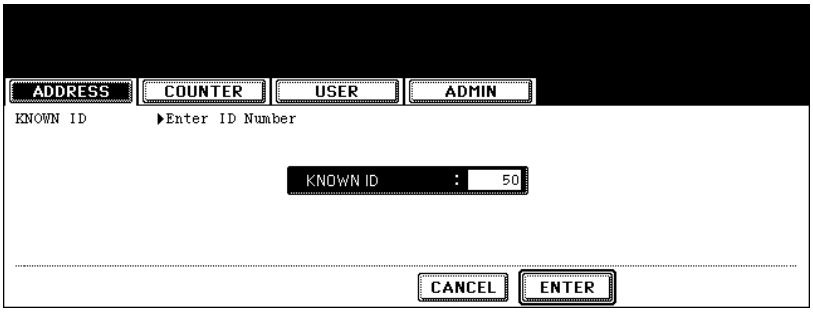
Adding Contacts by Searching with ID Number

1 Press the [KNOWN ID] button.

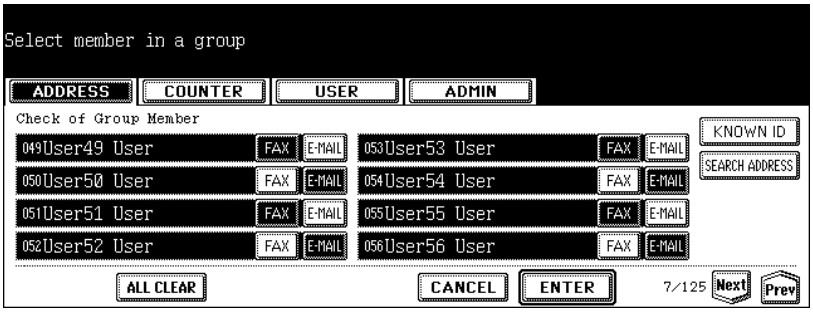


- The KNOWN ID screen is displayed.

2 Enter the ID Number using the digital keys and press the [ENTER] button.



3 The touch panel displays the screen that contains the searched contact. Press the contact to be added to the group.



- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tips

- Press the [Prev] button or [Next] button to display the contacts in the different page.
- You can also clear the all highlighted contacts by pressing the [ALL CLEAR] button.

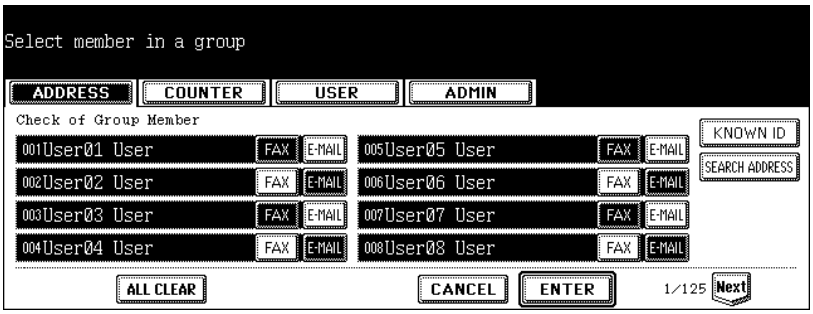
1

4 Press the [ENTER] button to add to the group.

- The contacts in the group are modified.

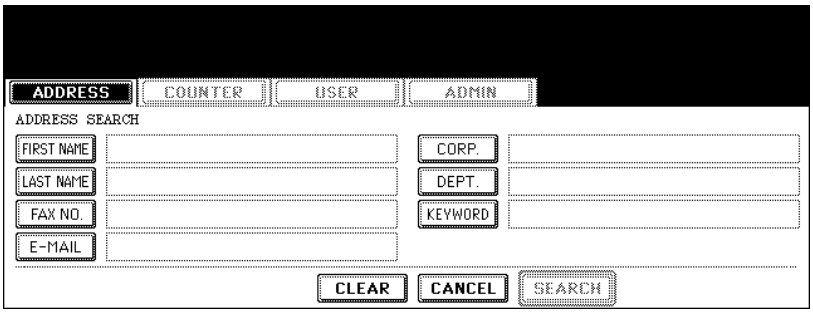
Adding Contacts by Searching with Search String

1 Press the [SEARCH ADDRESS] button.



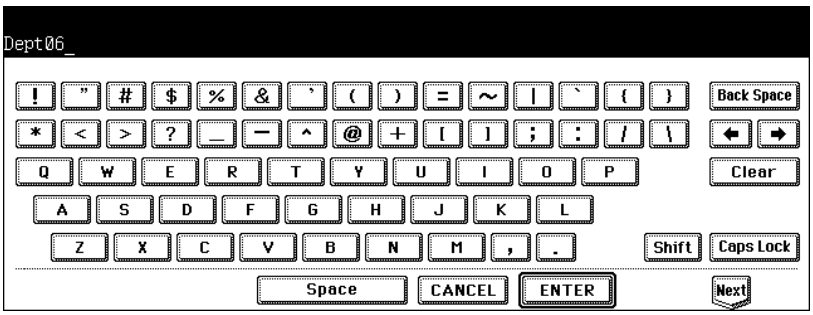
- The SEARCH ADDRESS screen is displayed.

2 Press the button that is used for searching to specify the search string.



- When you press each button, the input screen is displayed.

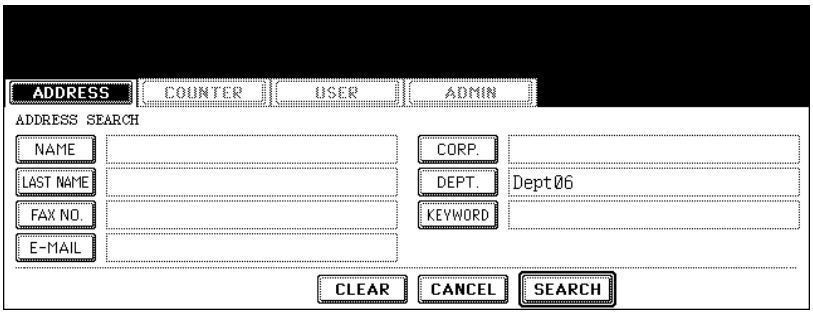
3 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.



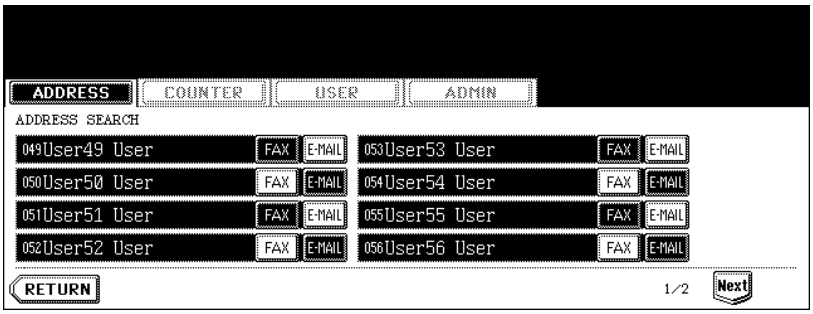
Tip

It will search for the contacts that contain the search string in the specified items.

4 Specify the search string in the items that you require and press the [SEARCH] button.



5 The touch panel displays the screen that contains the searched contacts. Press the contacts that you want to add to the group.



- To add both the fax number and E-mail address of a contact to the group, press over the contact name.
- To add only the fax number of a contact to the group, press the [FAX] button of the contact.
- To add only the E-mail address of a contact to the group, press the [E-MAIL] button of the contact.

Tip

Press the [Prev] button or [Next] button to display the contacts in the different page.

6 Press the [ENTER] button to save the group.

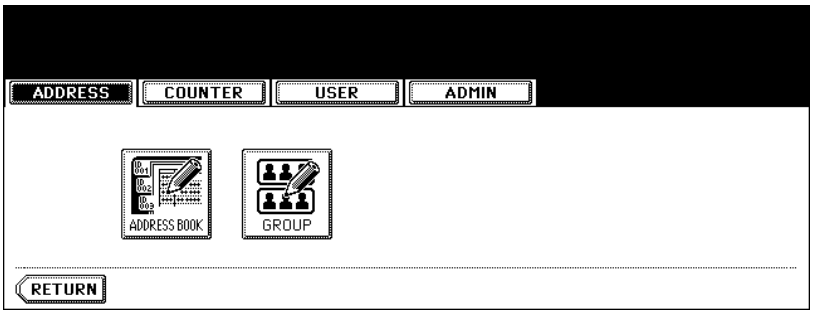
- The contacts in the group are modified.

Deleting Groups

The following procedure describes how to delete a group in the Address Book.

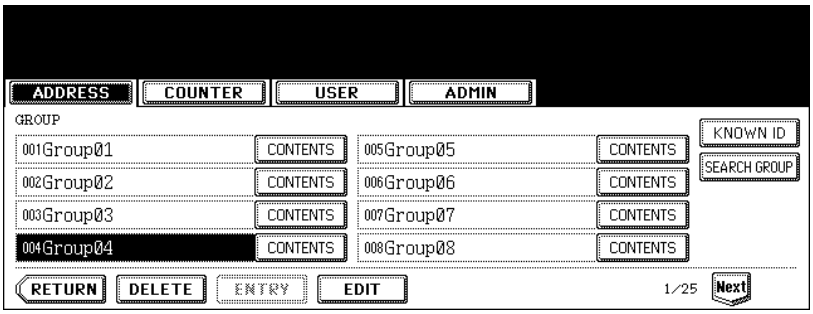
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



- The GROUP screen is displayed.

3 Press the group that you want to delete and press the [DELETE] button.

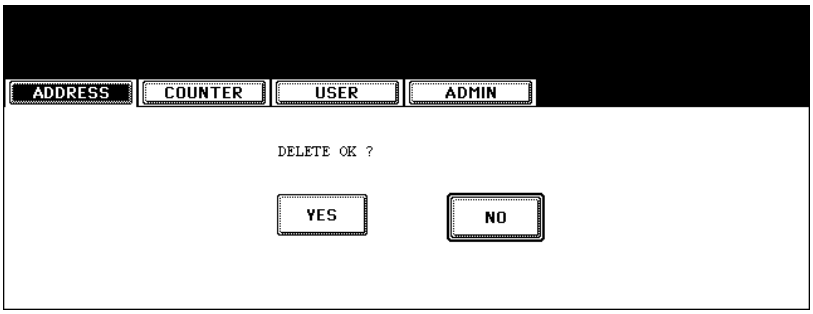


- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the group that you want to delete, press the [Next] button to display the next screen.

4 Press the [YES] button to delete the contact, or [NO] button to cancel deleting.



- When you press the [YES] button, the selected group is deleted.

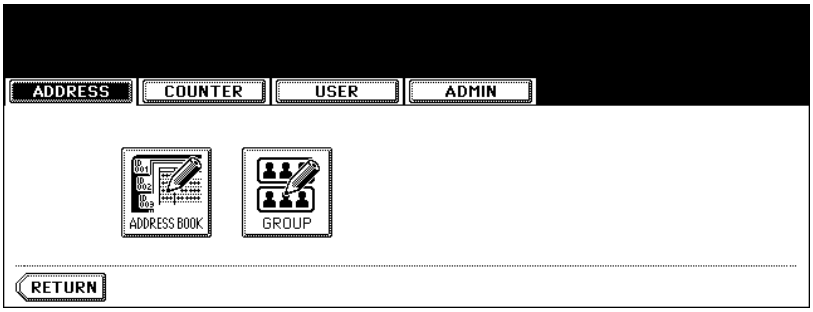
Searching Groups

The following procedure describes how to search for groups in the Address Book. This function is useful to find the contact that you want to edit.
You can search for the groups by entering the ID number or the search string.

Searching a Group by ID Number

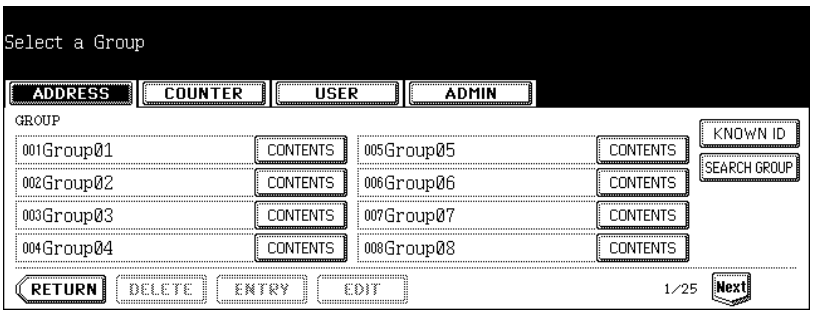
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.



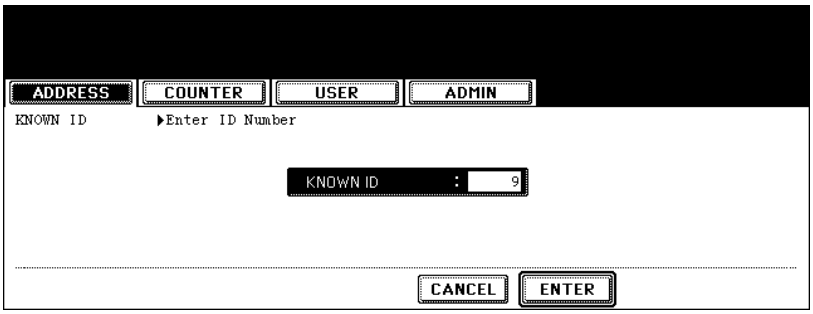
- The GROUP screen is displayed.

3 Press the [KNOWN ID] button.

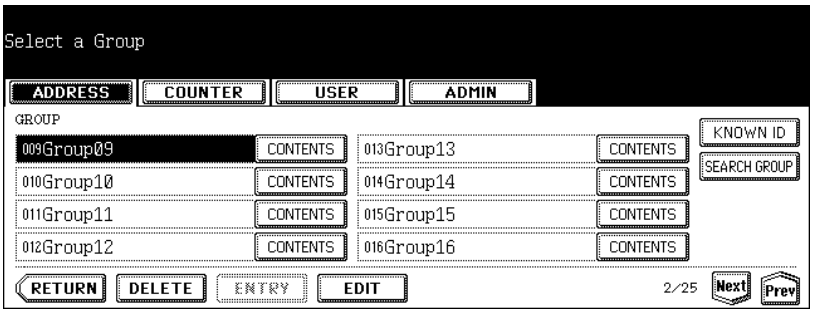


- The KNOWN ID screen is displayed.

4 Enter the ID Number using the digital keys and press the [ENTER] button.



5 **The touch panel displays the screen that contains the searched group. Press the group and press the [EDIT] button to edit the group information.**

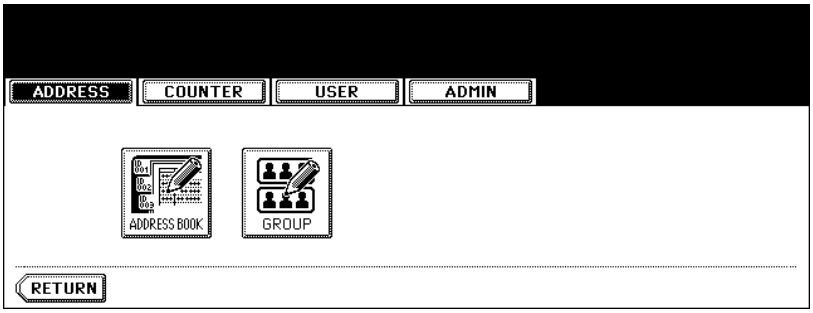


- See “Editing Groups” for the instruction to edit the group. P.24

Searching Groups by Group Name

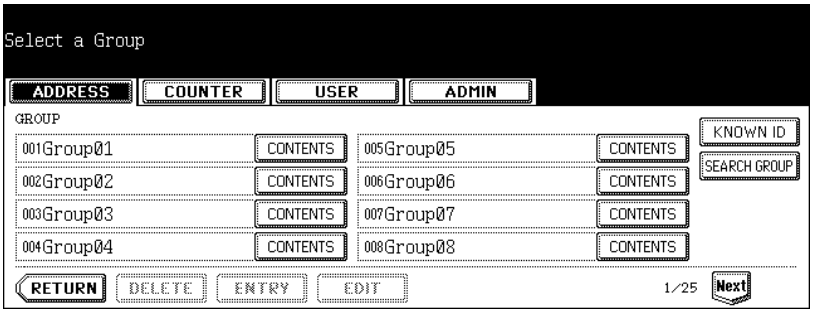
1 **Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.**

2 **Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.**



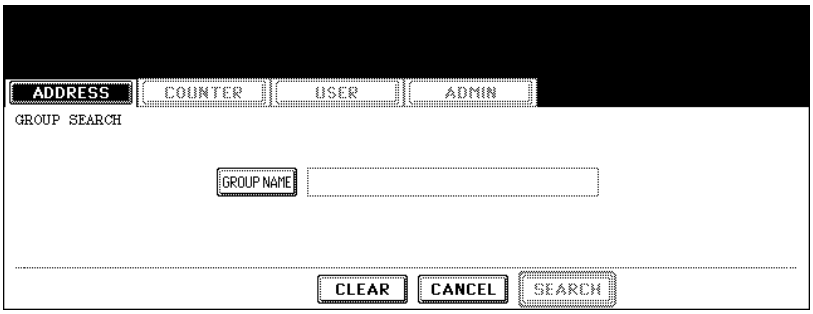
- The GROUP screen is displayed.

3 **Press the [SEARCH GROUP] button.**



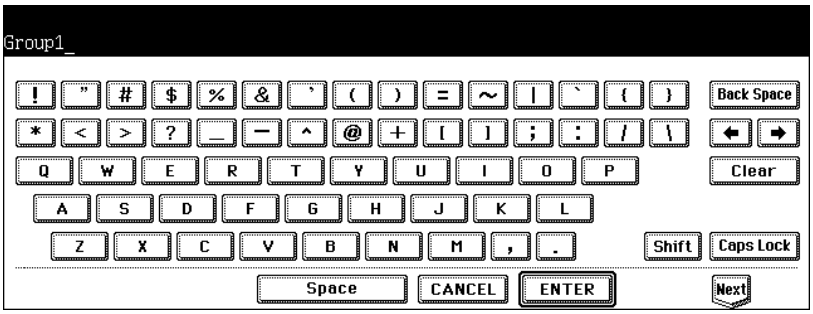
- The SEARCH GROUP screen is displayed.

4 Press the [GROUP NAME] button to specify the search string.



- The input screen is displayed.

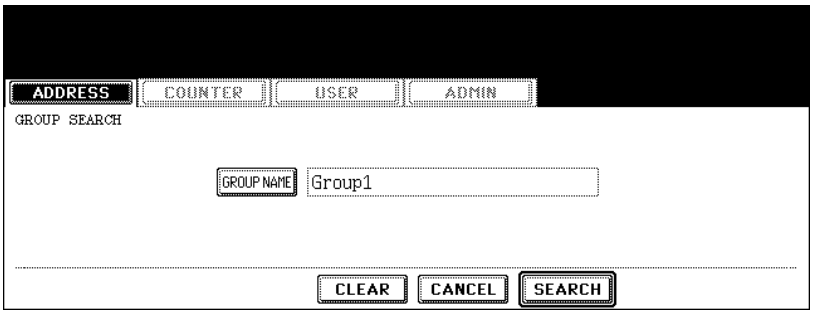
5 Enter the search string using the keyboard and digital keys, and press the [ENTER] button.



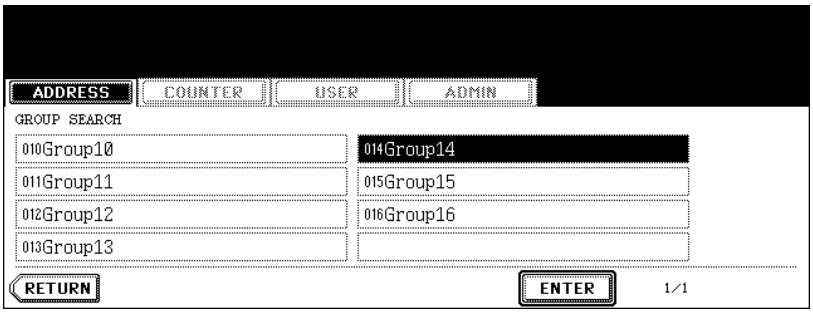
Tip

It will search for the groups that contain the search string in the group name field.

6 Press the [SEARCH] button.



7 The touch panel displays the screen that contains the searched groups. Press the group and press the [ENTER] button to edit the group information.



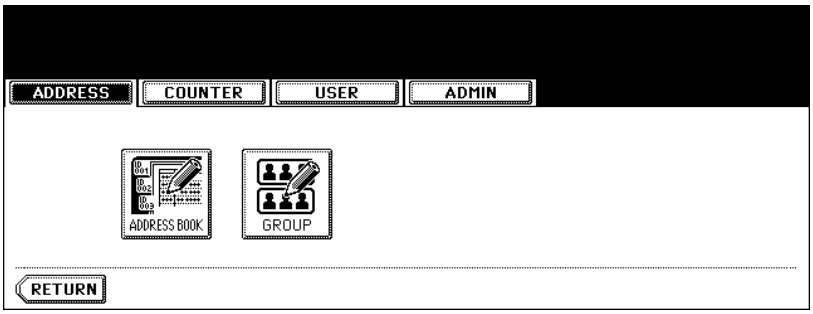
- See “Editing Groups” for the instruction to edit the contact. P.24

Confirming the Members of the Groups

The following procedure describes how to confirm the contacts that are added in the group.

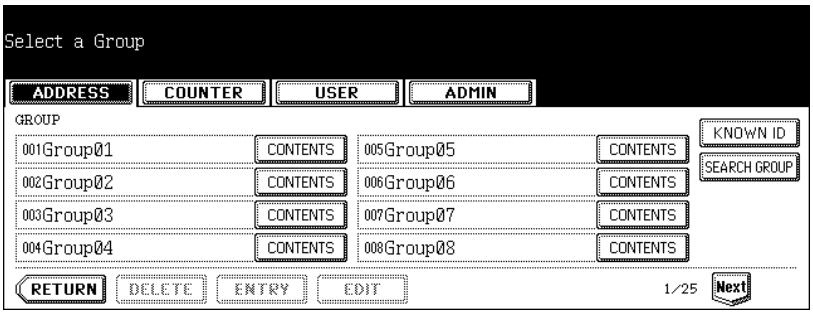
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADDRESS] button, and then press the [GROUP] button on the touch panel.

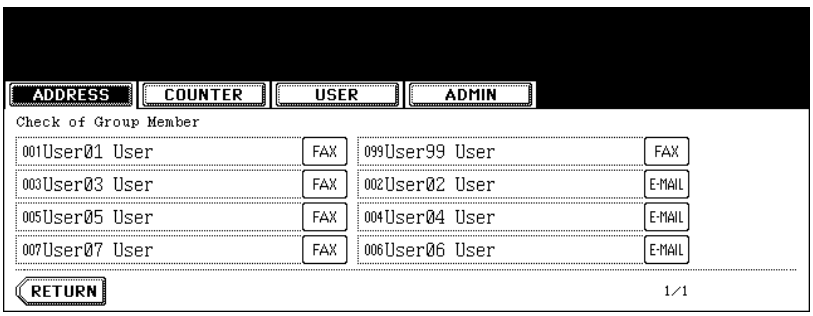


- The GROUP screen is displayed.

3 Press the [CONTENTS] button of the group that you want to confirm the members.



4 The contacts added to the group are displayed.



2. MANAGING COUNTERS (COUNTER MENU)

1. TOTAL COUNTER 38
- Displaying Print Counter 38
- Displaying Scan Counter 39

2. PRINT OUT TOTAL COUNTER 40

3. DEPARTMENT COUNTER 41
- Displaying Print Counter for Department Code 41
- Displaying Scan Counter for Department Code 43
- Displaying Fax Communication Counter for Department Code 45

4. MANAGING DEPARTMENT CODE 47
- Logging On As Administrator 47
- Printing Department Codes List 49
- Enabling Department Code 50
- Resetting All Department Counters 51
- Deleting All Department Codes 52
- Registering a New Department Code 53
- Editing the Department Code 56
- Deleting the Department Code 60
- Resetting the Counter of Each Department 62
- Setting Output Limitations for All Departments 64

1. TOTAL COUNTER

Displaying Print Counter

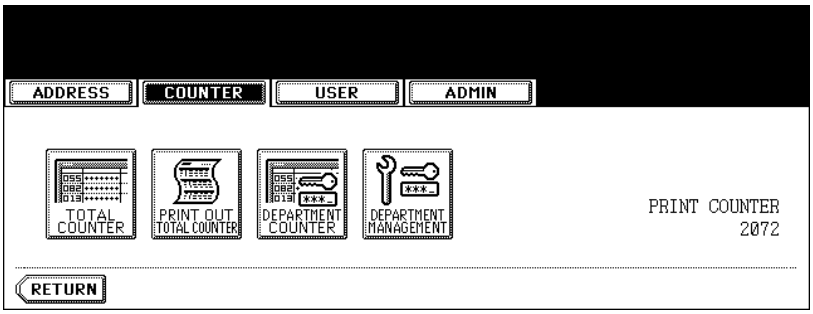
This feature allows you to display the Print Counter.

The print counter contains following counters:

- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by fax receptions.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations and E-mail receptions (Internet Fax receptions).
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

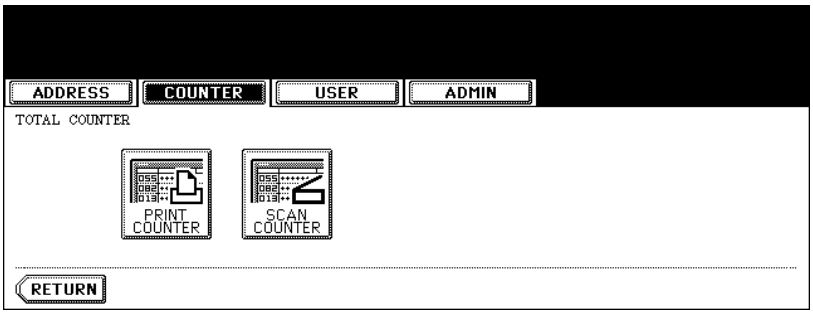
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [TOTAL COUNTER] button on the touch panel.

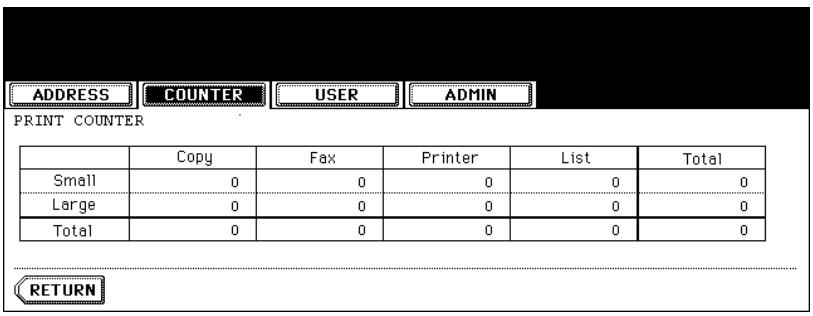


- The TOTAL COUNTER menu is displayed.

3 Press the [PRINT COUNTER] button.



4 The Print Counter is displayed.



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

Displaying Scan Counter

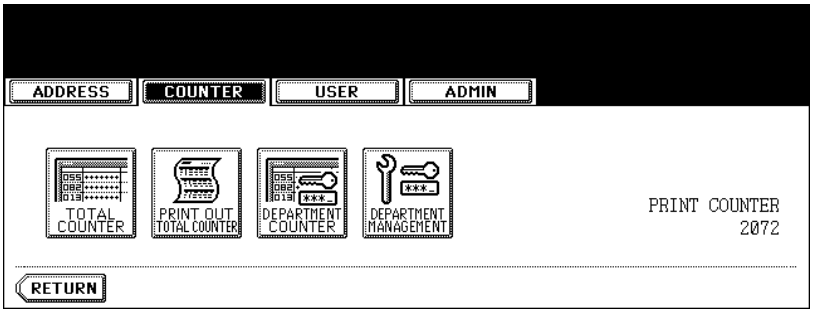
This feature allows you to display the Scan Counter.

The scan counter contains following counters:

- **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
- **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network Counter** — indicates the number of originals that have been scanned by scan operations.

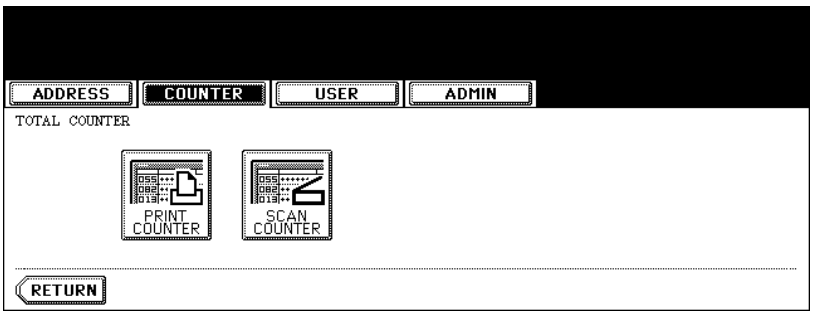
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [TOTAL COUNTER] button on the touch panel.

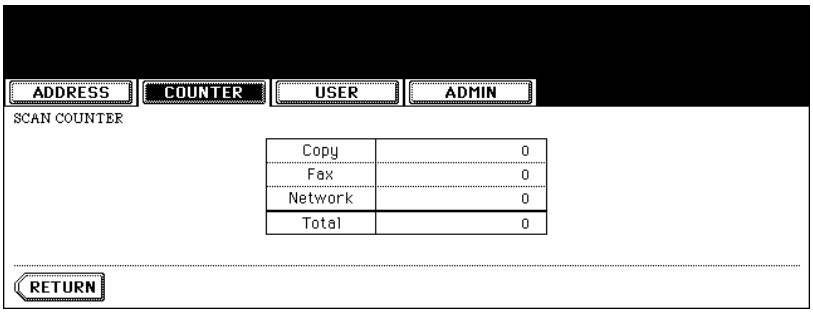


- The TOTAL COUNTER menu is displayed.

3 Press the [SCAN COUNTER] button.



4 The Scan Counter is displayed.

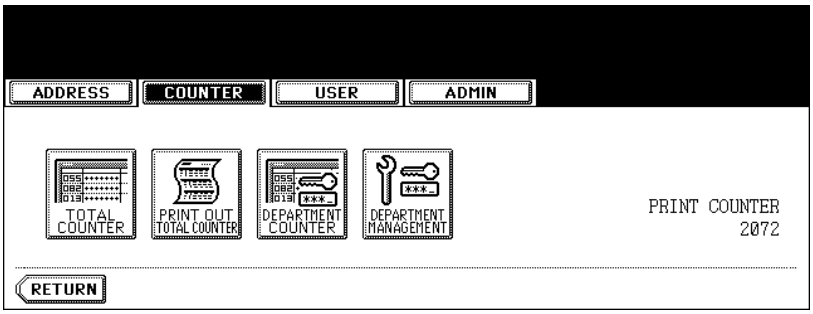


2. PRINT OUT TOTAL COUNTER

This feature allows you to print the total counter list.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [PRINT OUT TOTAL COUNTER] button on the touch panel.



- The total counter list is printed.

Tip

For an output example of the total counter list, see “Total Counter List”. P.172

Displaying Print Counter for Department Code

This feature allows you to display the number of the print counter for each department code.

Note

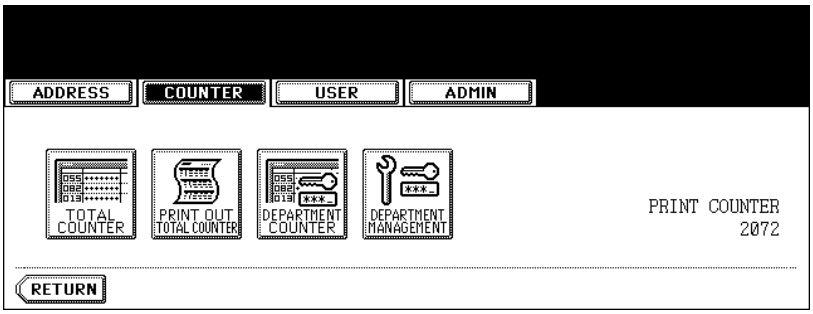
The department counter is available only when this equipment has been managed with the department code. P.47 “4.MANAGING DEPARTMENT CODE”

The print counter contains following counters:

- **Copy Counter** — indicates the number of sheets that have been printed by copy operations.
- **Fax Counter** — indicates the number of sheets that have been printed by polling operations.
- **Printer Counter** — indicates the number of sheets that have been printed by print operations.
- **List Counter** — indicates the number of sheets that have been printed by system page print operations.

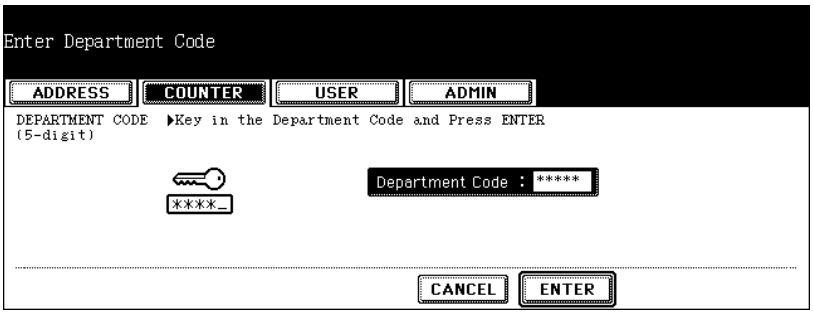
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

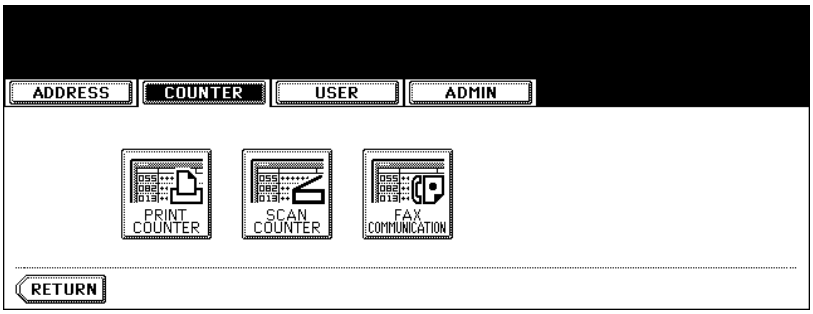


- The DEPARTMENT CODE screen is displayed.

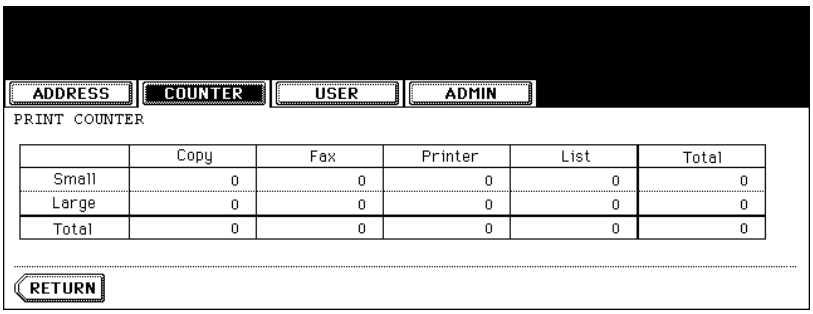
3 Enter the department number using the digital keys, and then press the [ENTER] button.



4 Press the [PRINT COUNTER] button.



5 The Print Counter for the specified department code is displayed.



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

Displaying Scan Counter for Department Code

This feature allows you to display the number of the scan counter for each department code.

Note

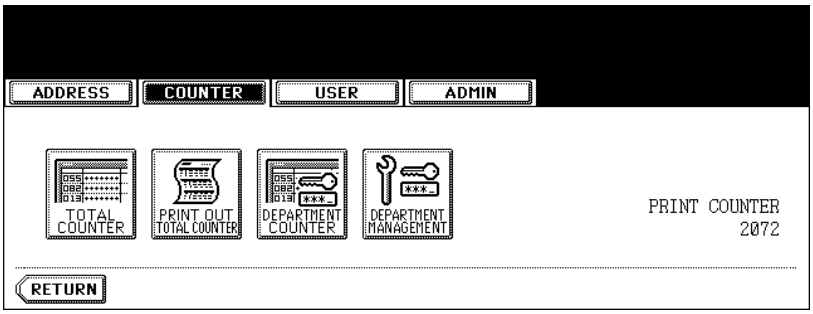
The department counter is available only when this equipment has been managed with the department code. 🕮 P.47 “4.MANAGING DEPARTMENT CODE”

The scan counter contains following counters:

- **Copy Counter** — indicates the number of originals that have been scanned by copy operations.
- **Fax Counter** — indicates the number of originals that have been scanned by fax and Internet Fax transmissions.
- **Network Counter** — indicates the number of originals that have been scanned by scan operations.

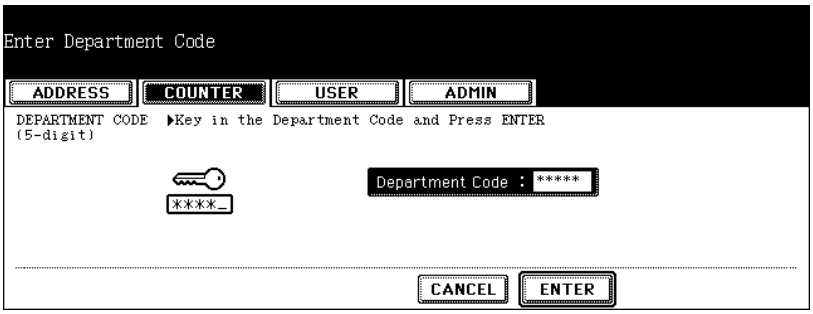
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

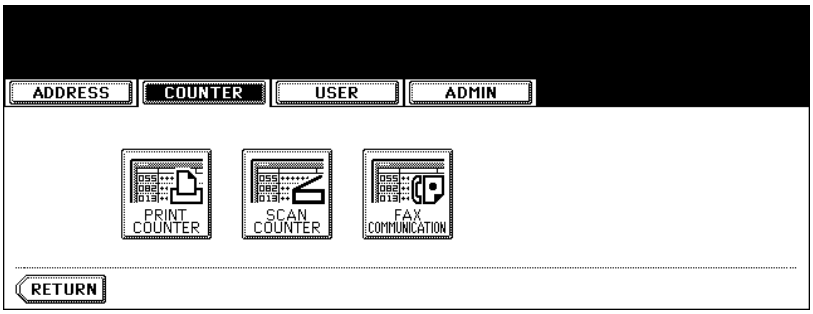


- The DEPARTMENT CODE screen is displayed.

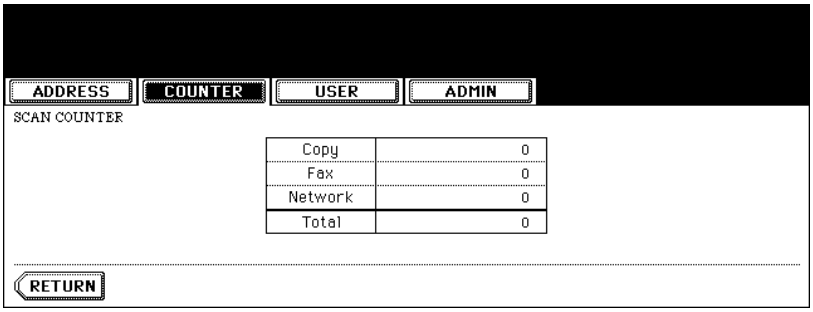
3 Enter the department number using the digital keys, and then press the [ENTER] button.



4 **Press the [SCAN COUNTER] button.**



5 **The Scan Counter for the specified department code is displayed.**



Displaying Fax Communication Counter for Department Code

This feature allows you to display the number of the Fax and Internet Fax Transmission and Reception counter for each department code.

Note

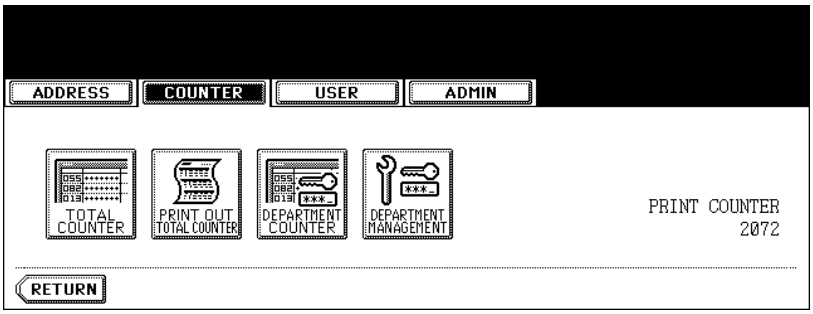
The department counter is available only when this equipment has been managed with the department code. P.47 “4.MANAGING DEPARTMENT CODE”

The fax communication counter contains following counters:

- **Transmit** — indicates the number of pages that are sent by Fax transmissions.
- **Reception** — indicates the number of pages that are received by polling operations.

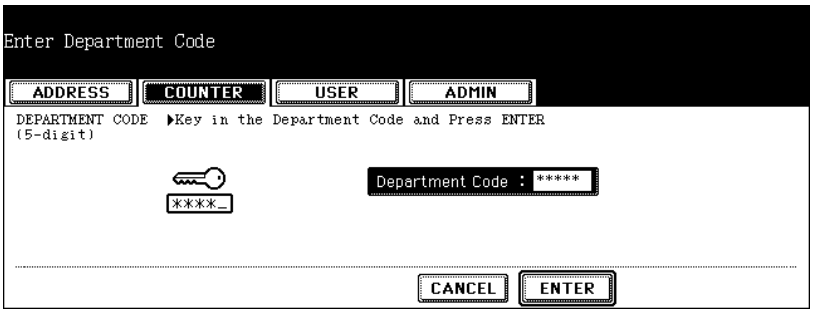
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [DEPARTMENT COUNTER] button on the touch panel.

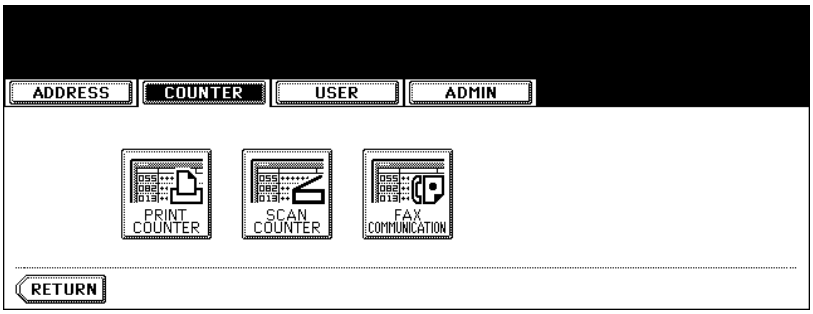


- The DEPARTMENT CODE screen is displayed.

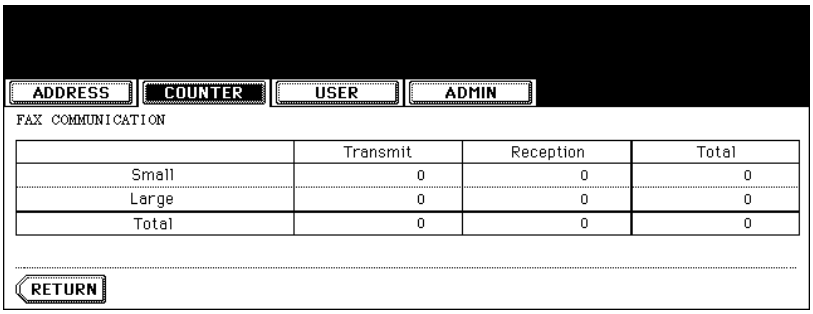
3 Enter the department number using the digital keys, and then press the [ENTER] button.



4 **Press the [FAX COMMUNICATION] button.**



5 **The Fax Communication Counter for the specified department code is displayed.**



	Transmit	Reception	Total
Small	0	0	0
Large	0	0	0
Total	0	0	0

4. MANAGING DEPARTMENT CODE

Logging On As Administrator

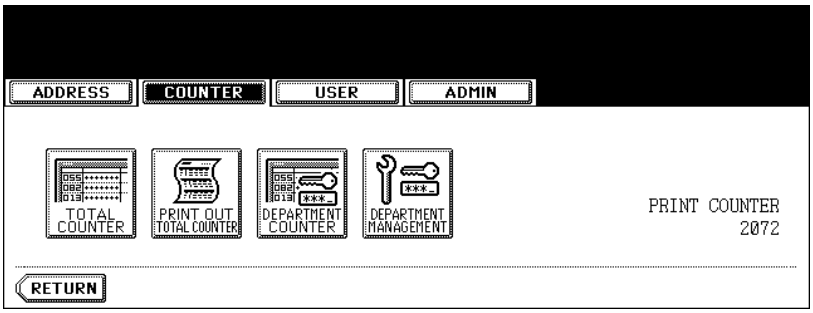
You can audit the copy quantity of copy, print, scan, and facsimile pages performed by setting a department code. Up to 1000 department codes can be registered.
To manage the department code, you must know the administrator password for this equipment. Therefore, it is recommended to be performed by an authorized administrator in your place.

Note

If the User Management Setting is enabled and you login with the user name that has the Account Manager privilege, you do not have to enter the administrator password to display the DEPARTMENT MANAGEMENT menu.

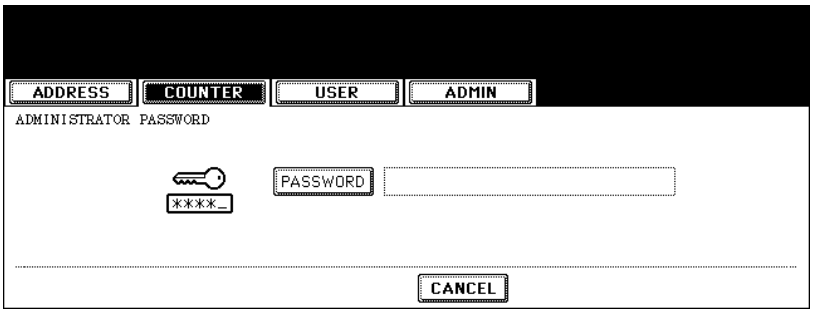
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [COUNTER] button, and then press the [DEPARTMENT MANAGEMENT] button on the touch panel.



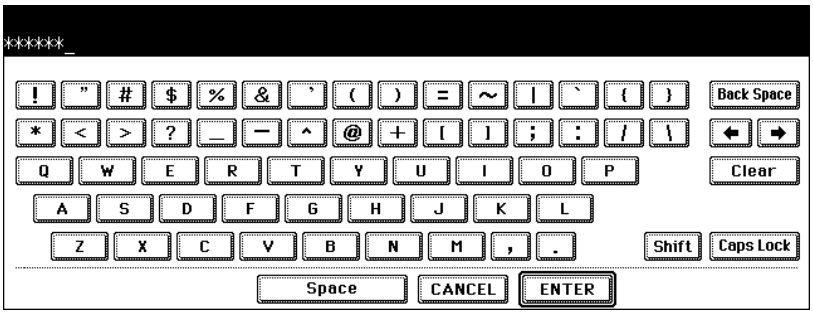
- The ADMINISTRATOR PASSWORD screen is displayed.

3 Press the [PASSWORD] button.



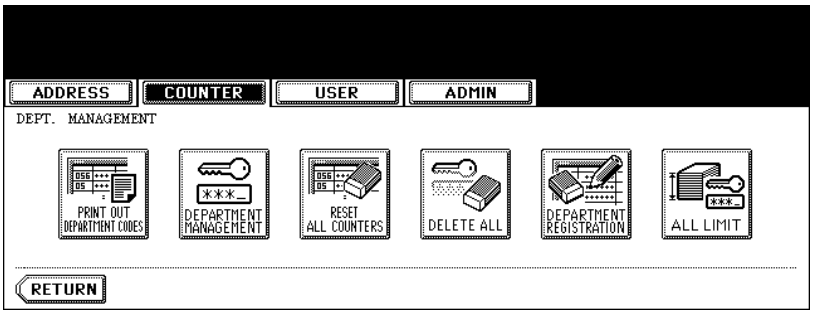
- The input screen is displayed.

4 Enter the administrator password and press the [ENTER] button.



- The DEPT. MANAGEMENT menu is displayed.

5 Continue the operation that you want.

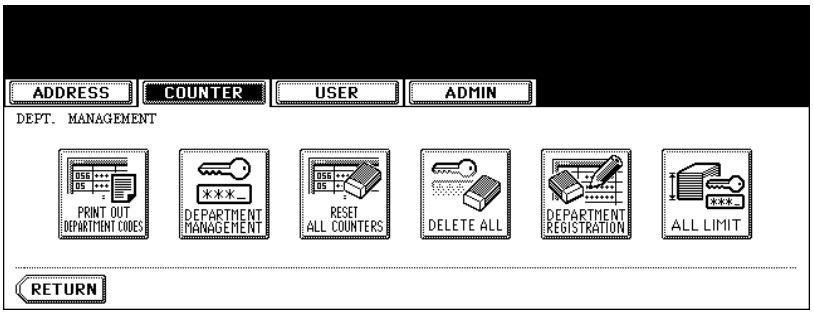


- P.49 “Printing Department Codes List”
- P.50 “Enabling Department Code”
- P.51 “Resetting All Department Counters”
- P.52 “Deleting All Department Codes”
- P.53 “Registering a New Department Code”
- P.56 “Editing the Department Code”
- P.60 “Deleting the Department Code”
- P.62 “Resetting the Counter of Each Department”
- P.64 “Setting Output Limitations for All Departments”

Printing Department Codes List

You can print out the department codes list and counters for each department code.

1 In the DEPT. MANAGEMENT menu, press the [PRINT OUT DEPARTMENT CODES] button.



- Printing begins.

Tips

- For the procedure to display the screen above, see “Logging On As Administrator”. P.47
- For an output example of the department code list, see “Department Code List”. P.173

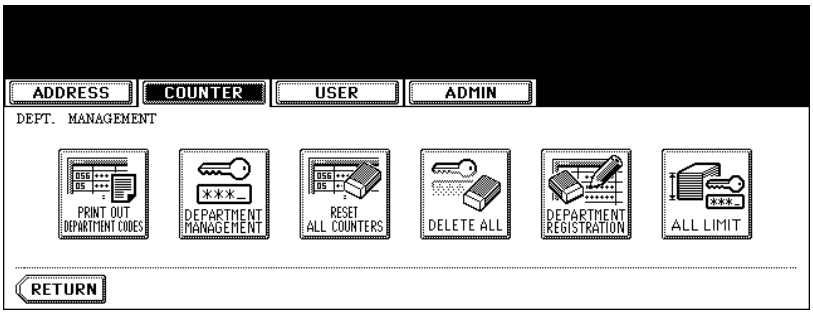
Enabling Department Code

In the initial setting, the department code feature is disabled. If you want to manage the counter separately by the department codes, you must enable the department code. When the department management is enabled, the department code input screen will be displayed before entering the copy, scan, fax, and e-Filing operation screen to manage the operations for each department code. Also the print jobs that are sent from computers can be managed for each department code.

Note

- The [DEPARTMENT MANAGEMENT] button will be available after registering a department code. Before enabling the department code, register the required department code.
  P.53 “Registering a New Department Code”
- Using TopAccess, you can also configure the Department Code Enforcement setting that sets whether the invalid jobs, which a department code is not specified or invalid department code is specified, will be printed or stored in the invalid job list when the department management is enabled. For instructions on how to set the Department Code Enforcement, see ***TopAccess Guide***.

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT MANAGEMENT] button.

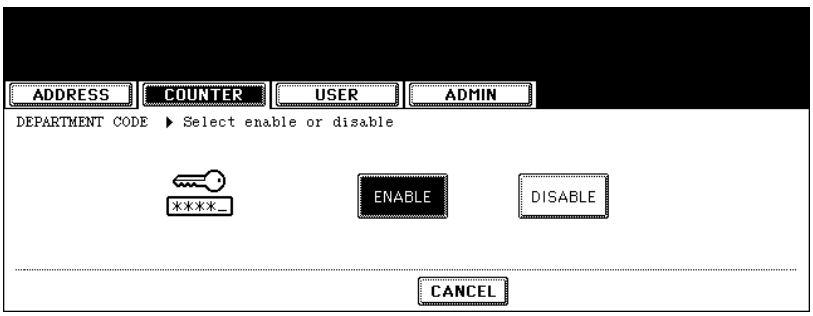


- The DEPARTMENT MANAGEMENT screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

2 Press the [ENABLE] button to enable the department code, or [DISABLE] button to disable the department code.



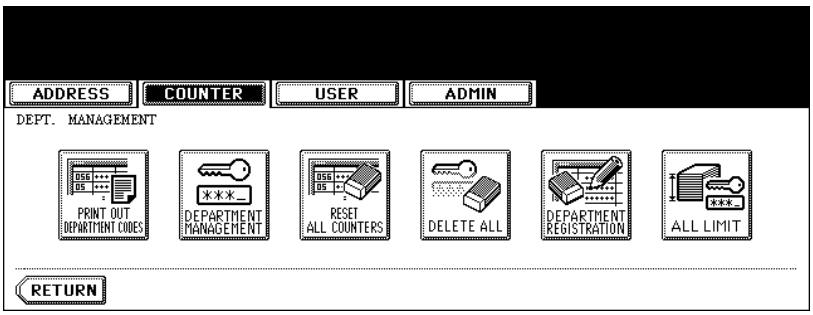
Resetting All Department Counters

This function clears all department counters to “0”.

Note

- This function is available only when the department code is enabled.
- This function clears only the department counters. You cannot clear the total counter.

1 In the DEPT. MANAGEMENT menu, press the [RESET ALL COUNTERS] button.

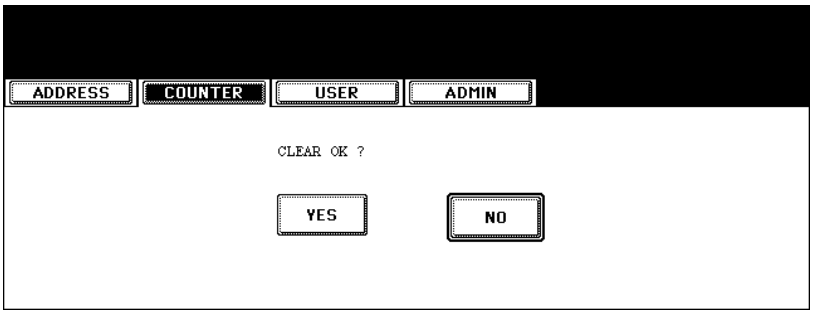


- The clear confirmation screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

2 Press the [YES] button to clear all department counters, or [NO] button to cancel clearing.



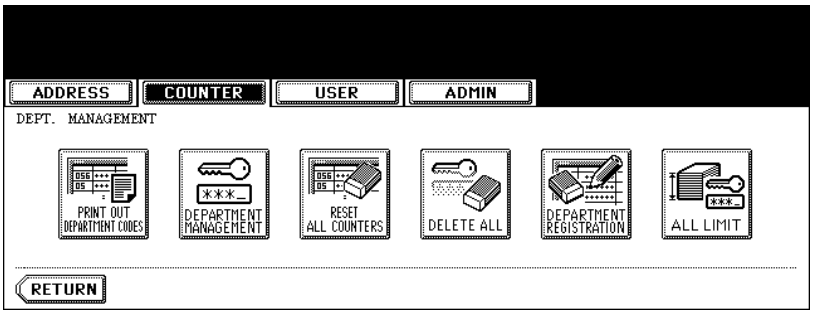
Deleting All Department Codes

This function deletes all department codes that have been registered.

Note

The [DELETE ALL] button will be available after registering a department code.
📖 P.53 “Registering a New Department Code”

1 In the DEPT. MANAGEMENT menu, press the [DELETE ALL] button.

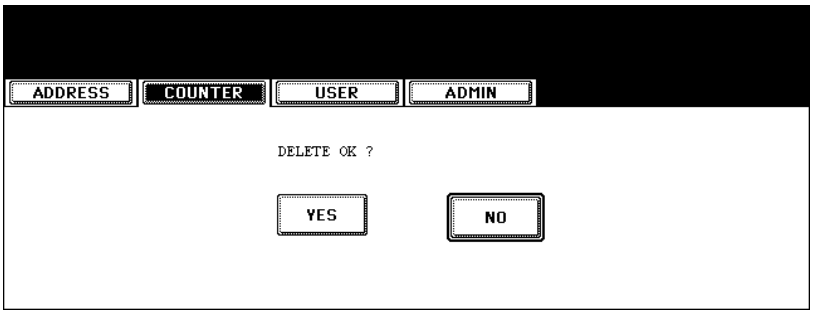


- The delete confirmation screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. 📖 P.47

2 Press the [YES] button to delete all department codes, or [NO] button to cancel deleting.



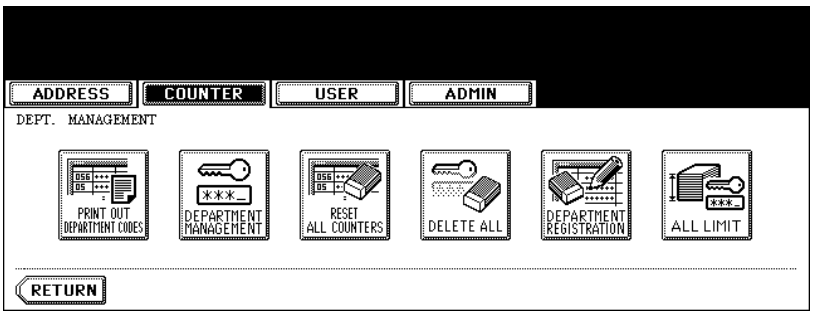
Registering a New Department Code

The function allows you to register new department code.

Note

After registering the department code(s), you must enable the Department Code function.
📖 P.50 “Enabling Department Code”

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

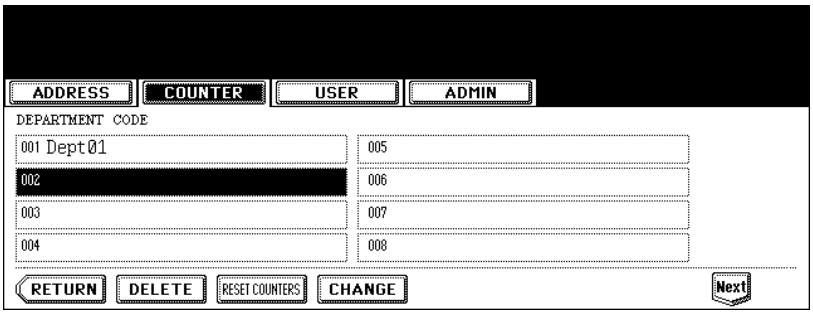


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. 📖 P.47

2 Press the undefined department code and press the [CHANGE] button.

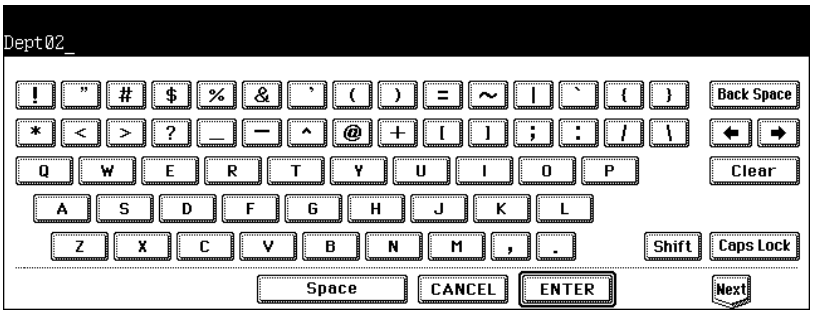


- The input screen is displayed.

Tip

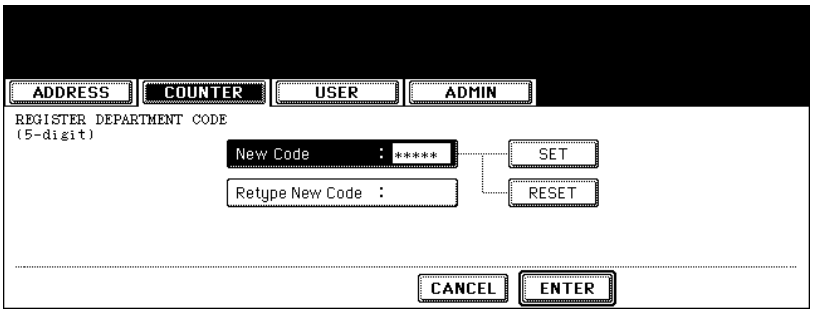
If the touch panel does not display an undefined department code, press the [Next] button to display the next screen.

3 Enter the department name using the keyboard and digital keys, and press the [ENTER] button.



- The REGISTRATION DEPARTMENT CODE screen is displayed.

4 Enter the 5-digit code in the “New Code” field using the digital keys, and then press the [SET] button to set the entry.

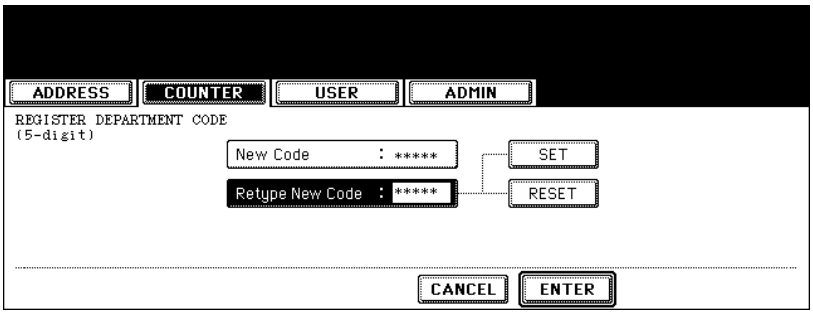


- If you enter the code, asterisks (*) appear in the “New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “Retype New Code” field is highlighted.

Note

The department code must be the 5-digit code except “00000”.

5 Enter the 5-digit code again in the “Retype New Code” field using the digital keys, and then press the [SET] button to set the entry.



- If you enter the code, asterisks (*) appear in the “Retype New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.

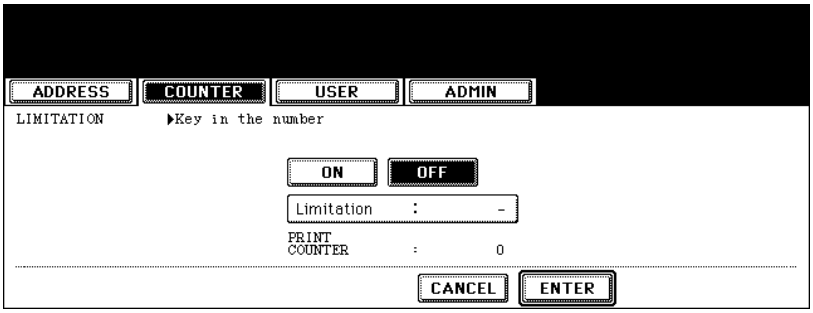
Tip

If you want to return to the “New Code” field to retype it, press the [RESET] button.

6 Press the [ENTER] button at the bottom of the touch panel.

- The LIMITATION screen is displayed.

7 Set the limitation of this department code as required.



- Press the [ON] button to enable the output limitation for this department code. When you select the [ON] button, press the “Limitation” field and enter the maximum number of the outputs for this department code using the digital keys. You can enter up to “99999999”. If you do not set the output limitation for outputs, press the [OFF] button.

Note

- If you enter “0” for the limitation, it will disable printing any copies or prints using this department code.
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

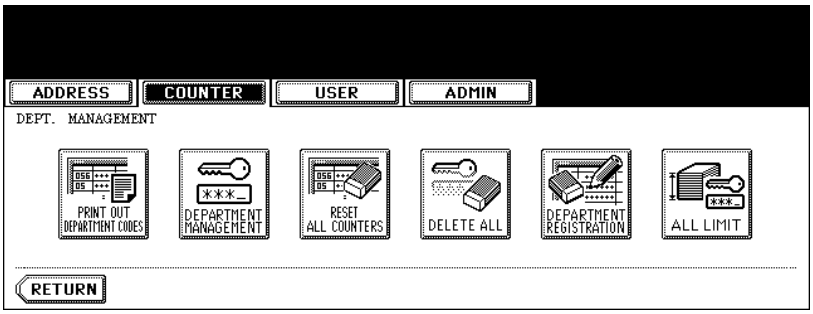
8 Press the [ENTER] button.

- New department code is registered.

Editing the Department Code

The function allows you to edit the existing department code.

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

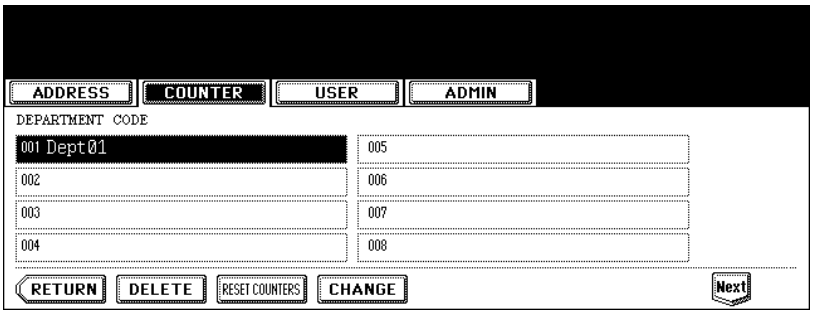


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

2 Press the department button that you want to edit and press the [CHANGE] button.

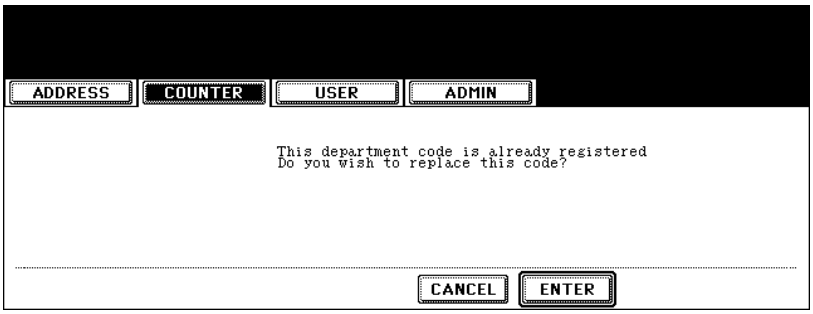


- The message “This department code is already registered. Do you wish to replace this code?” is displayed.

Tip

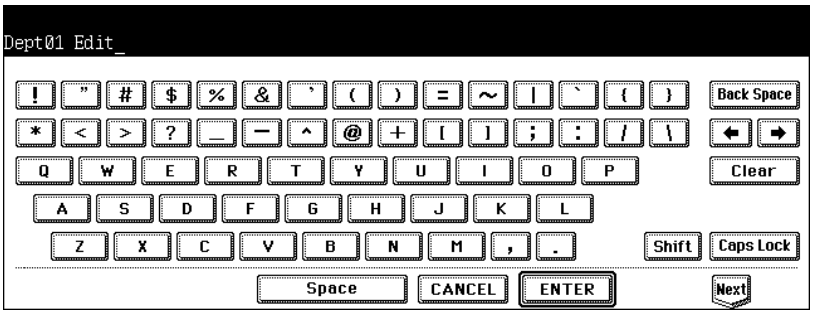
If the touch panel does not display the department code that you want to edit, press the [Next] button to display the next screen.

3 Press the [ENTER] button.



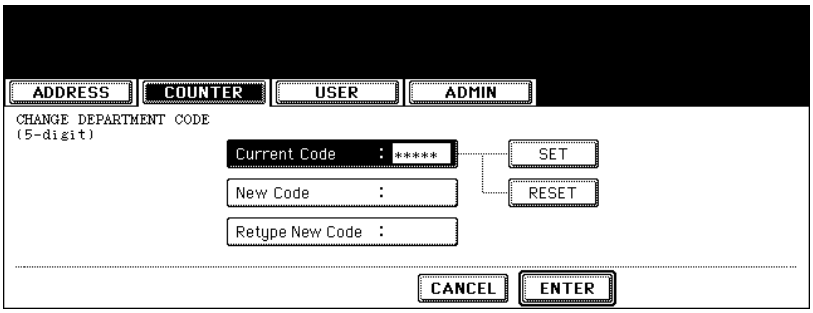
- The input screen is displayed.

4 Enter the department name using the keyboard and digital keys, and press the [ENTER] button.



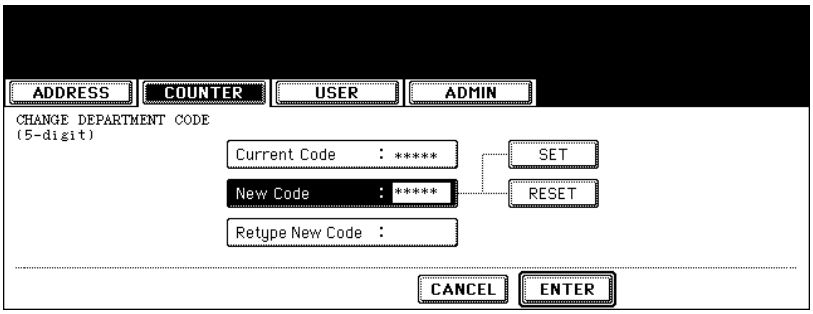
- The CHANGE DEPARTMENT CODE screen is displayed.

5 Enter current department code in the “Current Code” field using the digital keys, and then press the [SET] button to set the entry.



- If you enter the code, asterisks (*) appear in the “Current Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “New Code” field is highlighted.

6 Enter new 5-digit code in the “New Code” field using the digital keys, and then press the [SET] button to set the entry.



- If you enter the code, asterisks (*) appear in the “New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “Retype New Code” field is highlighted.

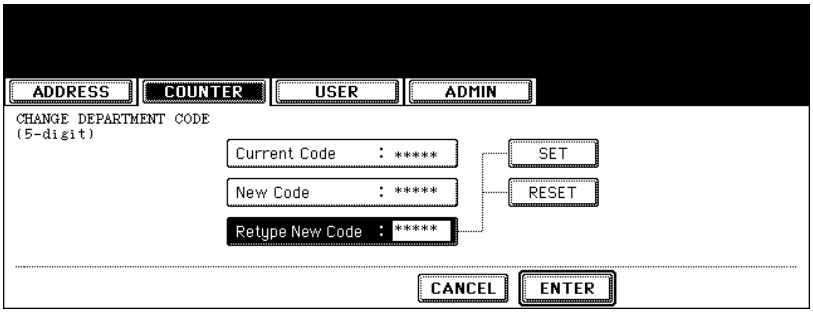
Note

The department code must be the 5-digit code except “00000”.

Tip

If you want to return to the “Current Code” field to retype it, press the [RESET] button.

7 Enter new 5-digit code again in the “Retype New Code” field using the digital keys, and then press the [SET] button to set the entry.



- If you enter the code, asterisks (*) appear in the “Retype New Code” field.
- If you want to clear the code to retype it, press the [CLEAR] button on the Control Panel.

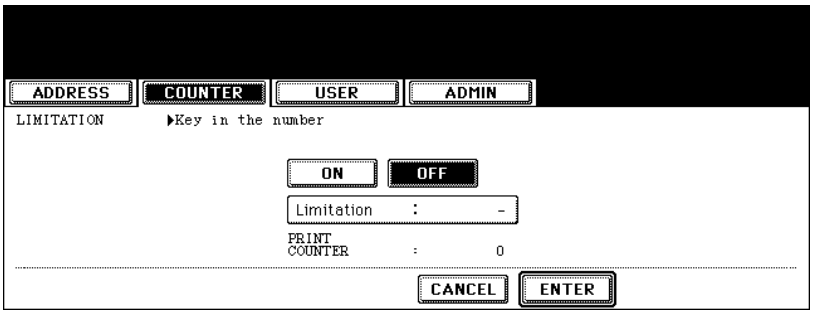
Tip

If you want to return to the “Current Code” field or “New Code” field to retype them, press the [RESET] button.

8 Press the [ENTER] button at the bottom of the touch panel.

- The LIMITATION screen is displayed.

9 Set the limitation of this department code as required.



- Press the [ON] button to enable the output limitation for this department code. When you select the [ON] button, press the “Limitation” field and enter the maximum number of the outputs for this department code using the digital keys. You can enter up to “99999999”. If you do not set the output limitation for outputs, press the [OFF] button.

Note

- If you enter “0” for the limitation, it will disable printing any copies or prints using this department code.
- When the number of outputs exceeds the limitation during the job is being printed, few copies that exceeds the limitation are printed and counted because the equipment cannot stop the job immediately.

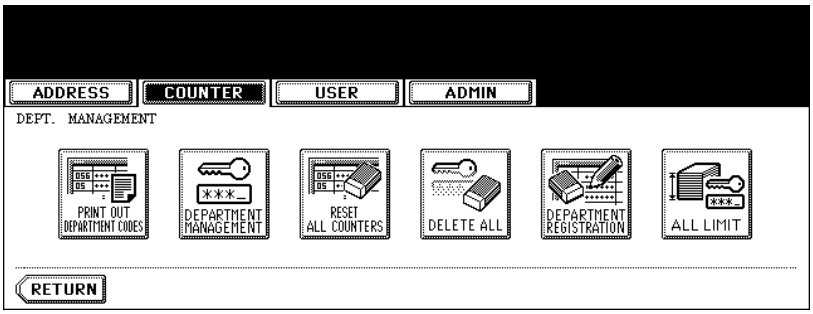
10 Press the [ENTER] button.

- The department code is edited.

Deleting the Department Code

The function allows you to delete the existing department code.

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

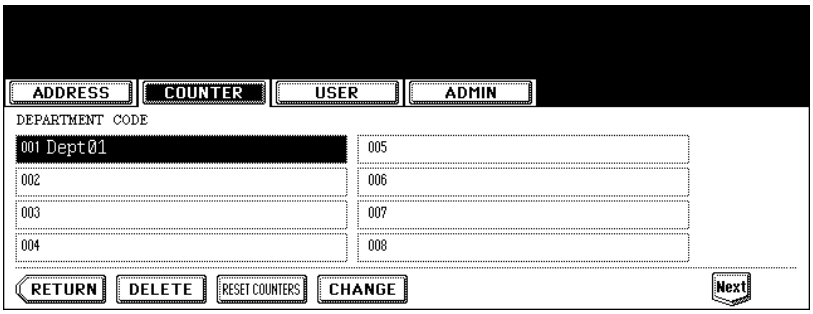


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

2 Press the department button that you want to delete and press the [DELETE] button.

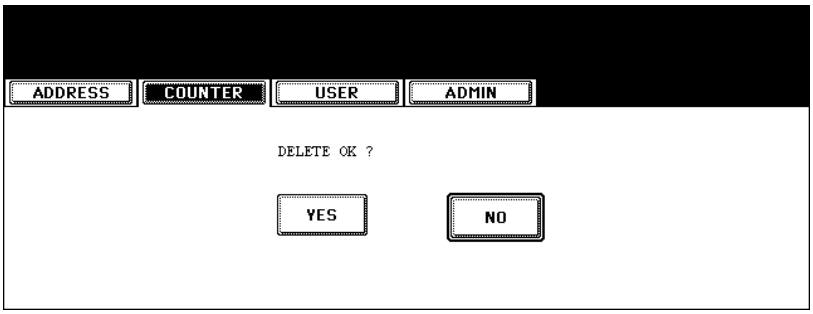


- The delete confirmation screen is displayed.

Tip

If the touch panel does not display the department code that you want to delete, press the [Next] button to display the next screen.

3 Press the [YES] button to delete the department code, or [NO] button to cancel deleting.

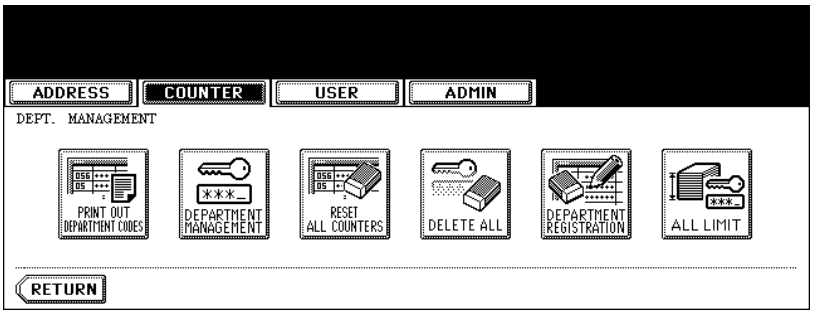


- When you press the [YES] button, the department code is deleted.

Resetting the Counter of Each Department

The function allows you to reset the counter of specific department code only.

1 In the DEPT. MANAGEMENT menu, press the [DEPARTMENT REGISTRATION] button.

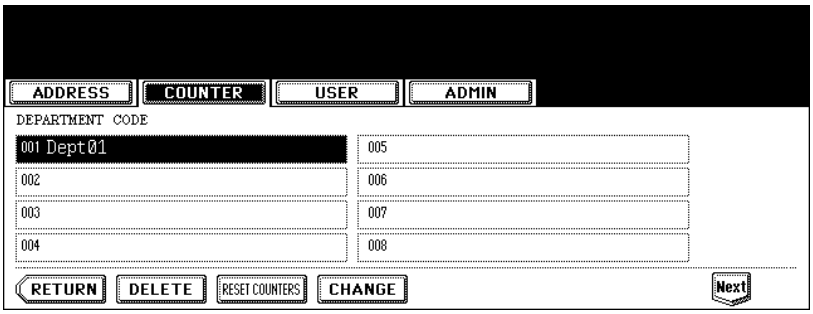


- The DEPARTMENT CODE screen is displayed.

Tip

For the procedure to display the screen above, see “Logging On As Administrator”. P.47

2 Press the department button that you want to reset the counter and press the [RESET COUNTERS] button.

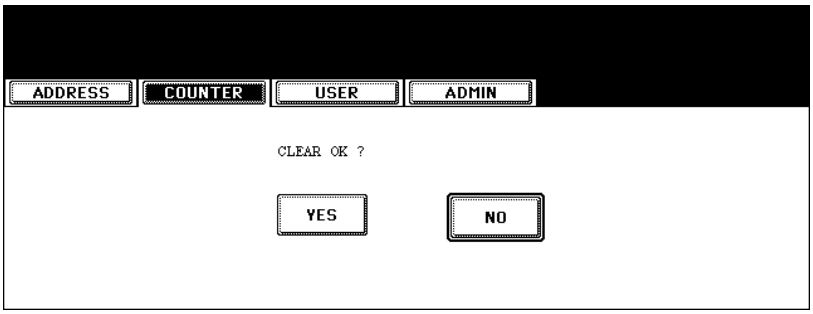


- The clear confirmation screen is displayed.

Tip

If the touch panel does not display the department code that you want to clear the counter, press the [Next] button to display the next screen.

3 Press the [YES] button to clear the counter of the department code, or [NO] button to cancel clearing the counter.



- When you press the [YES] button, the counter of the department code is cleared.

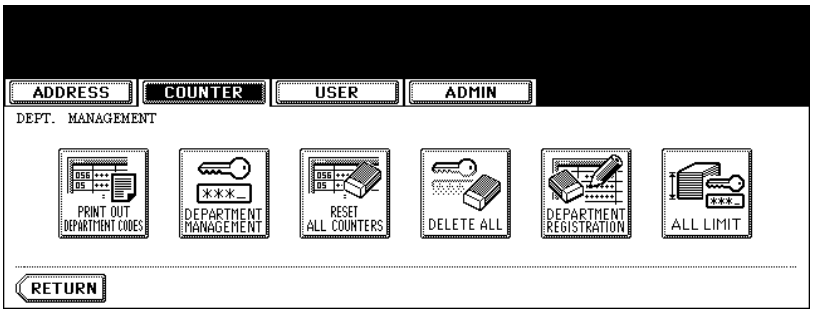
Setting Output Limitations for All Departments

This function allows you to set the output limitation for all departments by a single operation.
When you select [ON], the output will be disabled for all departments.
When you select [OFF], the infinite outputs will be allowed for all departments.

Tip

When you select [ON], the limitation setting for each department code will be set to [ON] and the "Limitation" field will be set to "0". If you want to change the limitation setting for each department code, change the limitation setting by editing a department code.
P.56 "Editing the Department Code"

1 In the DEPT. MANAGEMENT menu, press the [ALL LIMIT] button.

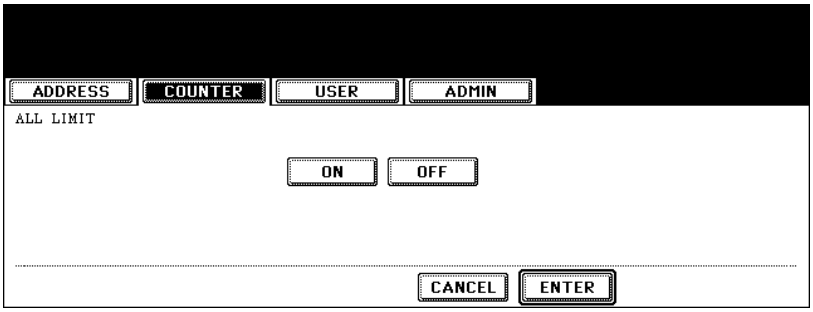


- The ALL LIMIT screen is displayed.

Tip

For the procedure to display the screen above, see "Logging On As Administrator". P.47

2 Press the [ON] button to disable the copies/prints for all departments, or [OFF] button to permit infinite copies/prints for all departments.



3 Press the [ENTER] button.

- The output limitation settings are saved. This operation can take a period time to complete. Please wait until the "Wait" message is not longer displayed.

3. SETTING ITEMS (USER)

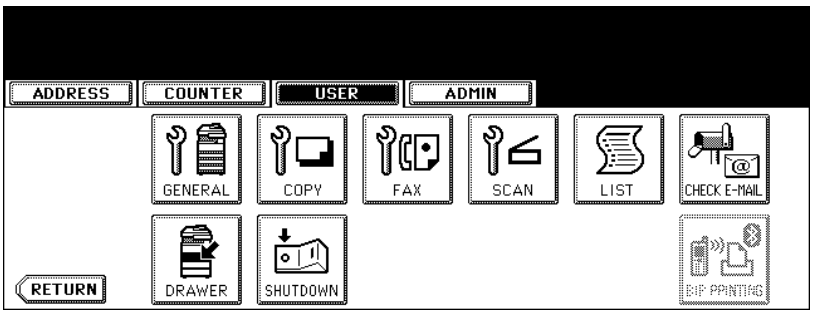
1. SETTING GENERAL FUNCTIONS 66
   • Setting the Auto Clear Mode 66
   • Changing the Display Language 67
   • Setting the Reversed Display Mode 68
2. SETTING COPY FUNCTIONS 70
3. SETTING FAX FUNCTIONS 71
4. SETTING SCAN FUNCTIONS 73
5. PRINTING LISTS 75
   • Printing the Address Book List 75
   • Printing the Group Numbers List 77
   • Printing the Function List (User) 78
6. CHECKING E-MAIL 79
7. SETTING DRAWER 80
8. TURN OFF THE POWER (SHUT DOWN) 81
9. SETTING BIP PRINTING 83

Setting the Auto Clear Mode

This function sets how long the machine waits before clearing the previous functions set on the control panel.

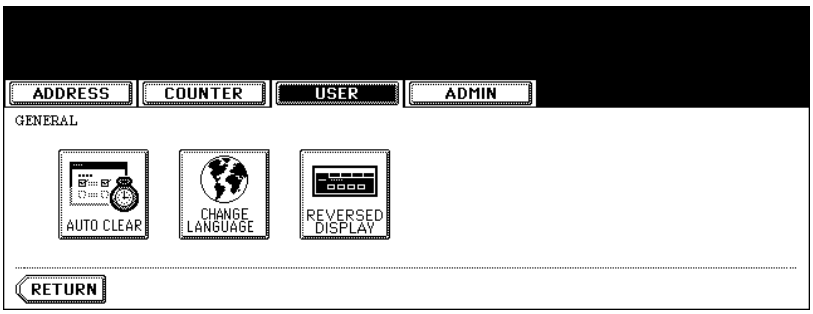
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.



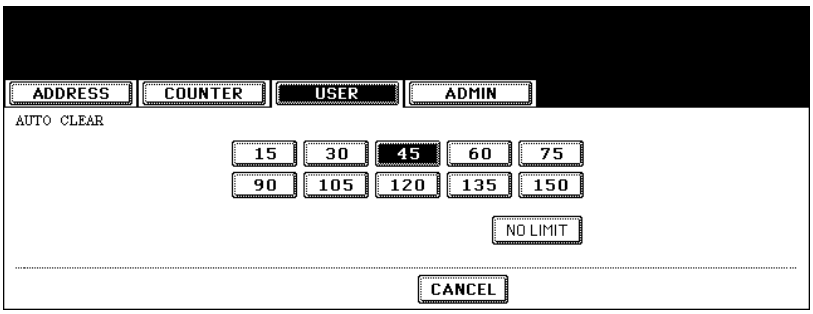
- The GENERAL menu is displayed.

3 Press the [AUTO CLEAR] button.



- The AUTO CLEAR screen is displayed.

4 Press the button that indicates the desired time in seconds.



- The Auto Clear mode has been set to selected time.

Tips

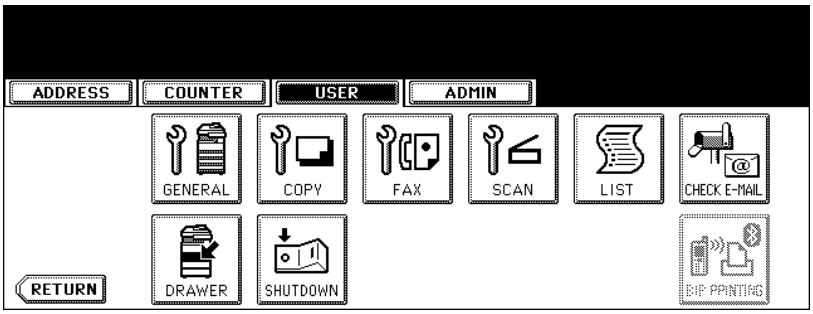
- If you want to disable the Auto Clear mode, press the [NO LIMIT] button.
- Even if the [NO LIMIT] button is selected, the screen will be cleared after 45 seconds in case that users operate in the USER FUNCTION, JOB STATUS, or TEMPLATE screen.

Changing the Display Language

The language used on the touch panel can be changed to a different one.

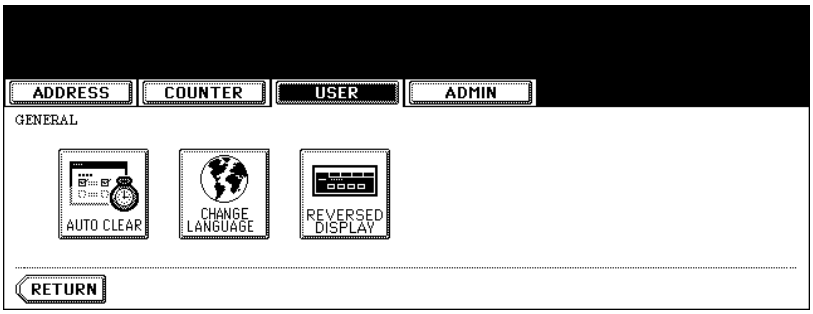
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.



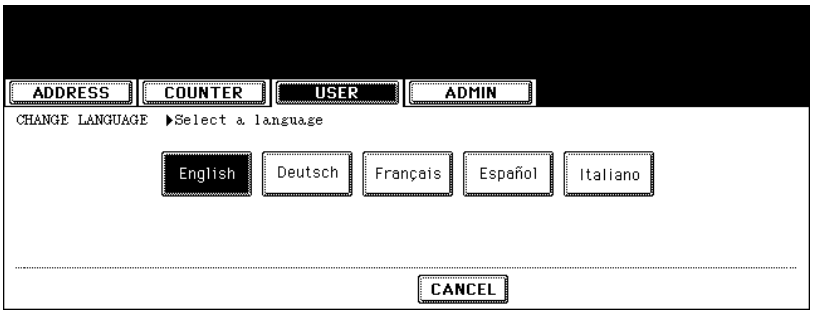
- The GENERAL menu is displayed.

3 Press the [CHANGE LANGUAGE] button.



- The CHANGE LANGUAGE screen is displayed.

4 Press the desired language button.



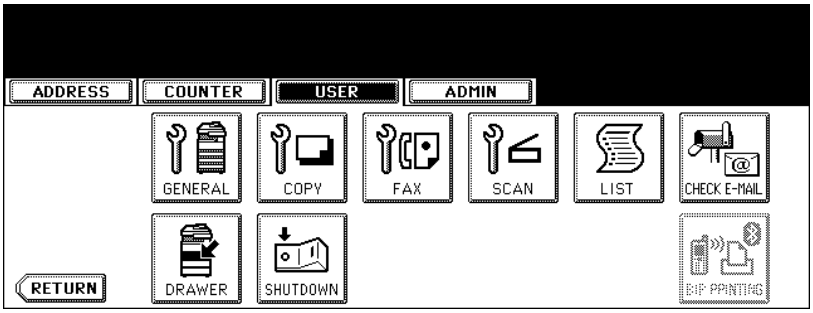
- The touch panel is displayed in the selected language.

Setting the Reversed Display Mode

You can change the touch panel to be displayed in the Reversed Display mode (which the white portion will be black and the black portion will be white).
Changing to the Reversed Display mode helps you to display the touch panel more clearly where it is too bright to see the touch panel.

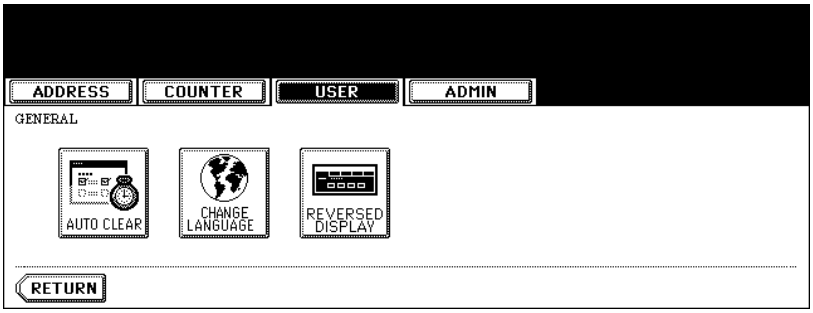
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [GENERAL] button on the touch panel.



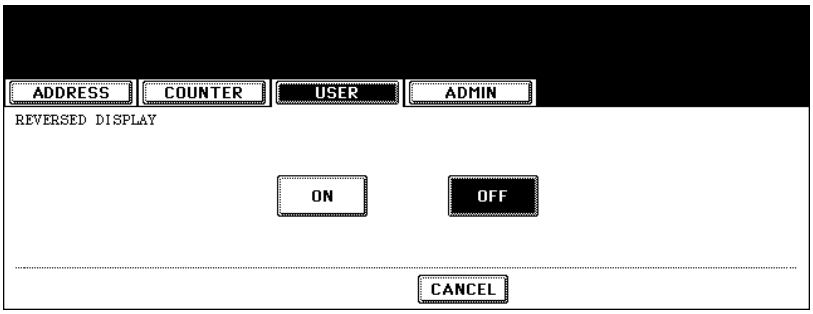
- The GENERAL menu is displayed.

3 Press the [REVERSED DISPLAY] button.

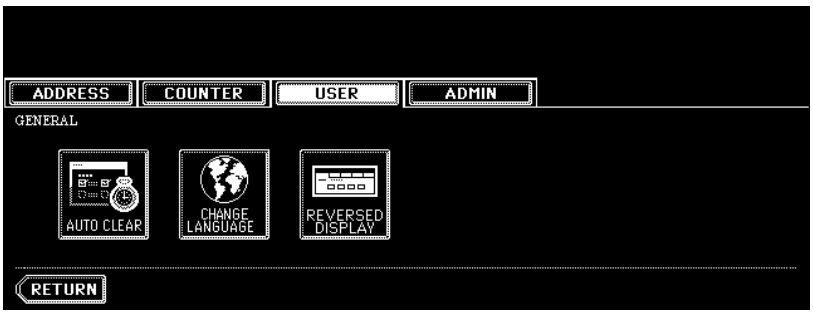


- The REVERSED DISPLAY screen is displayed.

4 Press the [ON] button to enable the Reversed Display, or [OFF] button to disable the Reversed Display.



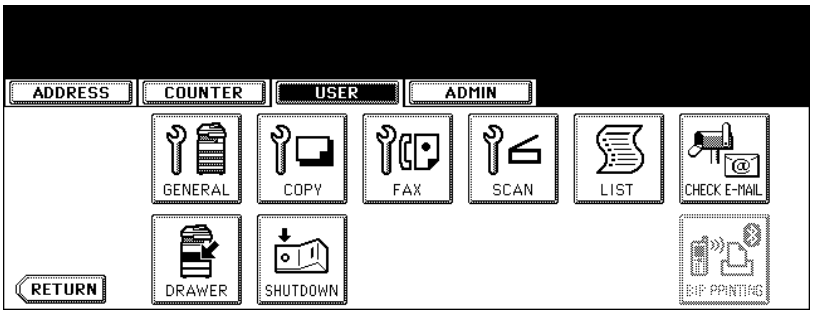
- When you select the [ON] button, the touch panel is displayed in the Reversed Display mode.



You can change the initial setting (default setting) of copy job.

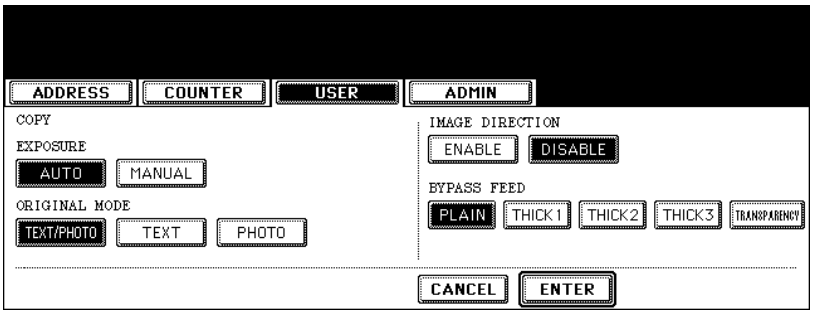
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [COPY] button on the touch panel.



- The COPY screen is displayed.

3 Specify the following items as you require.



- In the “EXPOSURE MODE” option, press the desired mode button.
- In the “ORIGINAL MODE” option, press the desired mode button.
- In the “IMAGE DIRECTION” option, press the desired mode button. For more descriptions for the IMAGE DIRECTION option, please refer to the ***Operator’s Manual For Basic Function***.
- In the “BYPASS FEED” option, press the desired media type button.

Tip

For more information about the paper type, please see the *Operator’s Manual For Basic Functions*.

4 Press the [ENTER] button.

- To enable the default settings you have changed, press the [FUNCTION CLEAR] button after pressing the [ENTER] button. Or wait until the automatic function clear works. For details of this function, see 🕮 P.66 “Setting the Auto Clear Mode”.

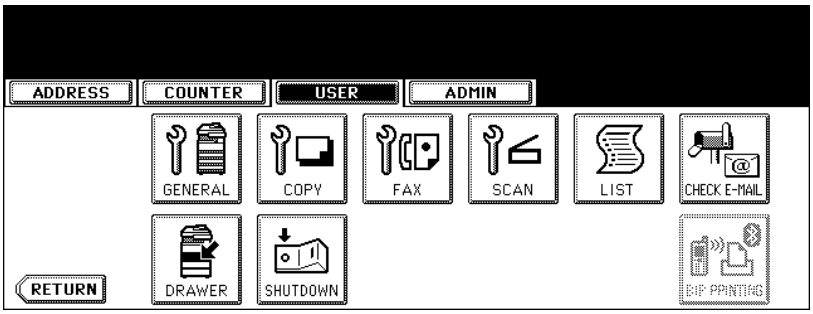
You can change the initial setting (default setting) of fax and Internet Fax features.

Note

The [FAX] button in the [USER] menu will be available only when the Scanner Kit or Printer/Scanner Kit is installed, or when the optional Fax unit is installed.

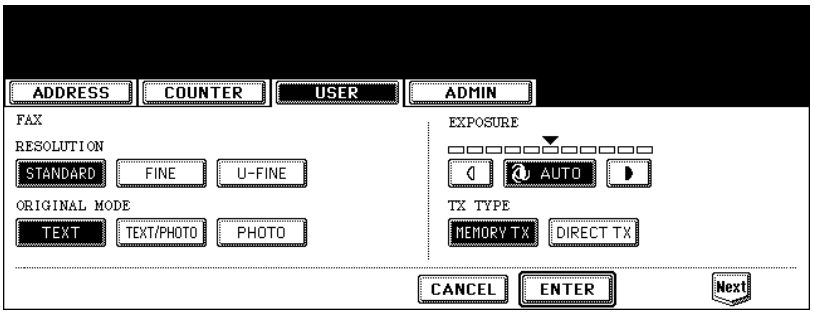
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [FAX] button on the touch panel.



- The FAX screen is displayed.

3 Specify the following items as you require.



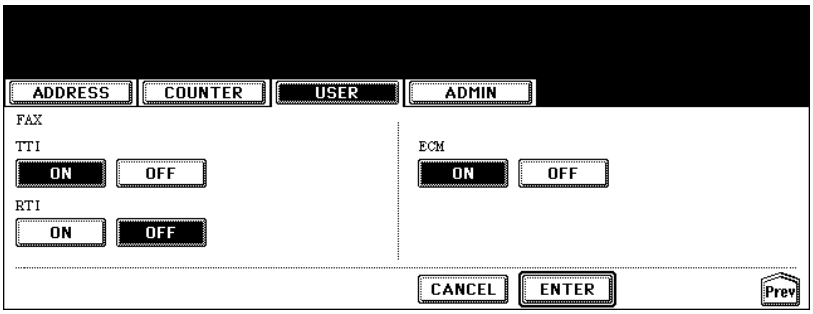
- In the “RESOLUTION” option, press the desired mode button.
- In the “ORIGINAL MODE” option, press the desired mode button.
- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure manually, or press the [AUTO] button to select auto mode for the default exposure mode.
- In the “TX TYPE” option, press the desired mode button.
  [MEMORY TX] — Press this to set the Memory TX mode as default transmission mode that will send after scanning and saving all originals in the memory. This mode enables multi-address transmission.
  [DIRECT TX] — Press this to set the Direct TX mode as default transmission mode that will send originals page by page after every original has been scanned. This mode disables multi-address transmission.

Note

The “TX TYPE” option is available only when the optional Fax unit is installed.

4 Press the [Next] button to display the next screen.

5 Specify the following items as you require.



- In the “TTI” option, specify whether the TTI is enabled or disabled as default setting.
  [ON] — Press this to print a transmission header (TTI) on received faxes to clearly identify the sender name of received faxes.
  [OFF] — Press this not to print a transmission header (TTI) on received faxes.
- In the “RTI” option, specify whether the RTI is enabled or disabled as default setting.
  [ON] — Press this to print a reception header (RTI) on received faxes to clearly identify the time, date, and page count of received faxes.
  [OFF] — Press this not to print a reception header (RTI) on received faxes.
- In the “ECM” option, specify whether the ECM is enabled or disabled as default setting.
  [ON] — Press this to enable the ECM (Error Correction Mode) to automatically re-send any portion of the document affected by phone line noise or distortion.
  [OFF] — Press this to disable the ECM.

Note

- The “TTI”, “RTI”, and “ECM” options are available only when the optional Fax unit is installed.
- The “TTI” option is not displayed depending on the region.

6 Press the [ENTER] button.

- The default settings for each mode are changed as you specified.

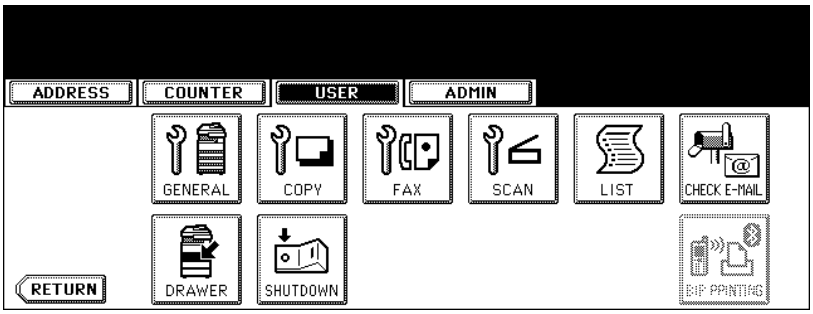
You can change the initial setting (default setting) of scan job.

Note

The [SCAN] button in the [USER] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

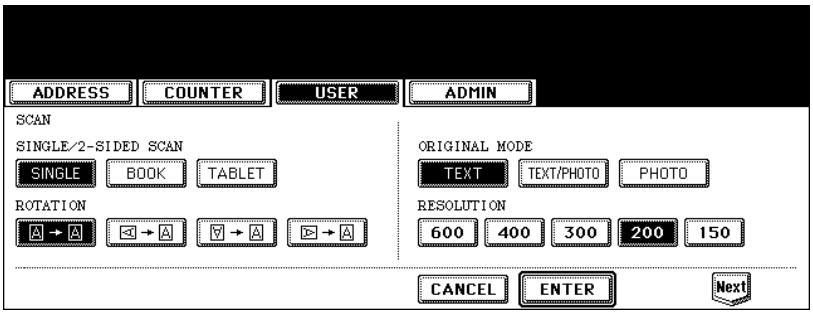
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [SCAN] button on the touch panel.



- The SCAN screen is displayed.

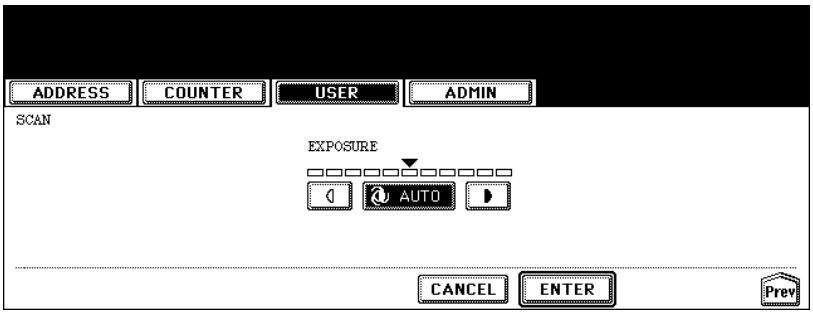
3 Specify the following items as you require.



- In the “SINGLE/2-SIDE SCAN” option, press the desired mode button.
  [SINGLE] — Press this to set single page scan as default scan mode.
  [BOOK] — Press this to set book scan mode as default scan mode. This enables to scan both side of originals in the same direction.
  [TABLET] — Press this to set tablet scan mode as default scan mode. This enables to scan front page in the general direction, and scan back page rotated 180 degree.
- In the “ROTATION” option, press the desired mode button.
- In the “ORIGINAL MODE” option, press the desired mode button applied for scans.
- In the “RESOLUTION” option, press the desired mode button applied for scans.

4 Press the [Next] button to display the next screen.

5 Specify the following items as you require.



- In the “EXPOSURE” option, press light or dark buttons to specify the default exposure for scans manually, or press the [AUTO] button to select auto mode for the default exposure mode for scans.

6 Press the [ENTER] button.

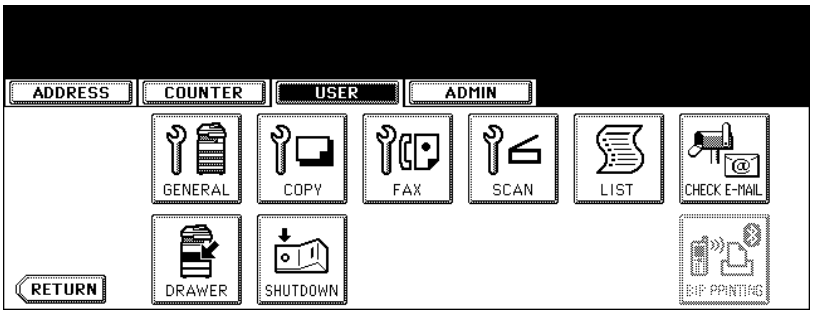
- The default settings for each mode are changed as you specified.

Printing the Address Book List

You can print the address book list that shows all registered contacts and groups in this equipment.

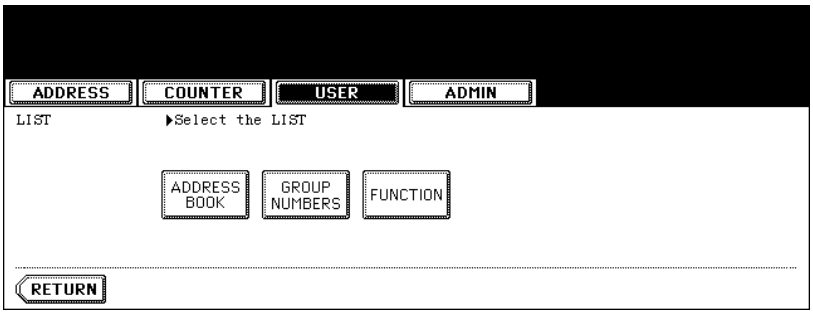
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [LIST] button on the touch panel.



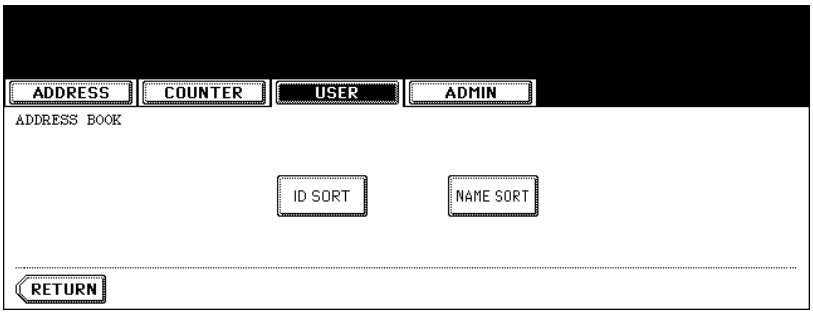
- The LIST menu is displayed.

3 Press the [ADDRESS BOOK] button.



- The ADDRESS BOOK menu is displayed.

4 Press the [ID SORT] button to print it as sorted by the ID number, or [NAME SORT] button to print it as sorted by the last name.



- When the department management is disabled, the address book list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the address book list.

Tips

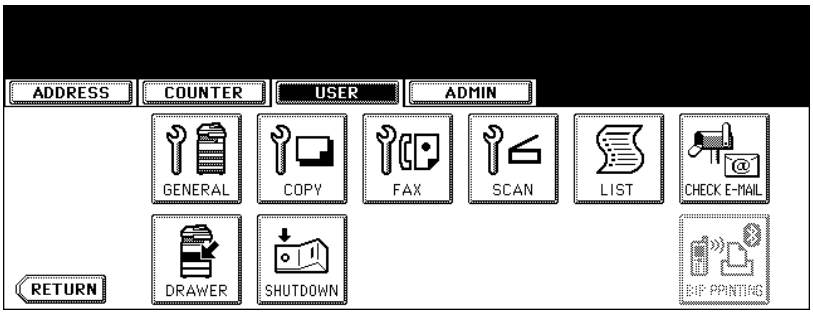
- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the address book list, see “Address Book List”. P.174

Printing the Group Numbers List

You can print the group numbers list that shows all registered groups and members in this equipment.

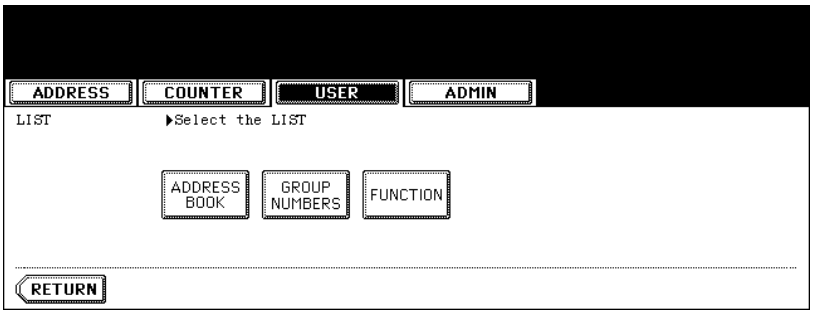
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [LIST] button on the touch panel.



- The LIST menu is displayed.

3 Press the [GROUP NUMBERS] button.



- When the department management is disabled, the group numbers list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the group numbers list.

Tips

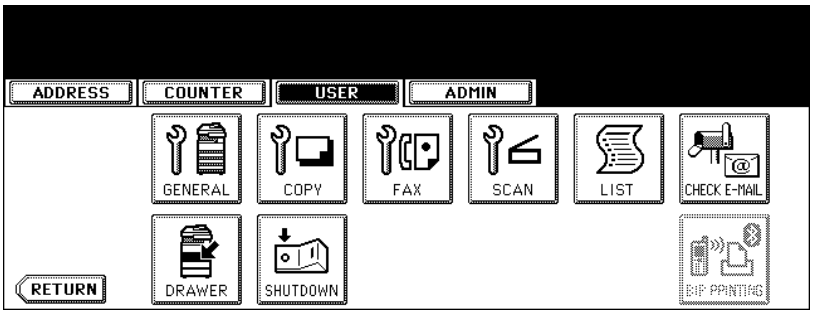
- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the group numbers list, see “Group Numbers List”. P.175

Printing the Function List (User)

You can print the function list that shows the function flow under the [USER] button of the User Functions.

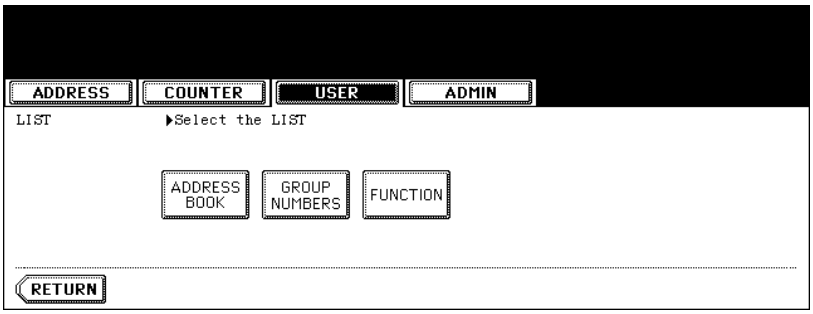
1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [LIST] button on the touch panel.



- The LIST menu is displayed.

3 Press the [FUNCTION] button.



- When the department management is disabled, the function list is printed.
- When the department management is enabled, the screen to input the department code is displayed. Enter the department code using the digital keys and press the [ENTER] button to print the function list.

Tips

- The list is printed on the paper that is fed from the drawer LT-R or A4-R paper is set and exit to the inner tray.
- For an output example of the function list, see “Function List (User)”. P.176

6. CHECKING E-MAIL

This function allows you to check for new E-mails (Internet Faxes) on the POP3 server.

Note

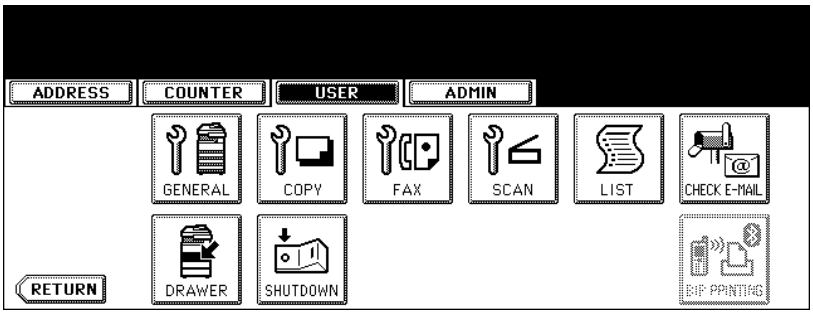
The [CHECK E-MAIL] button in the [USER] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

Tip

This equipment also automatically checks for new E-mails on the POP3 server.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [CHECK E-MAIL] button on the touch panel.



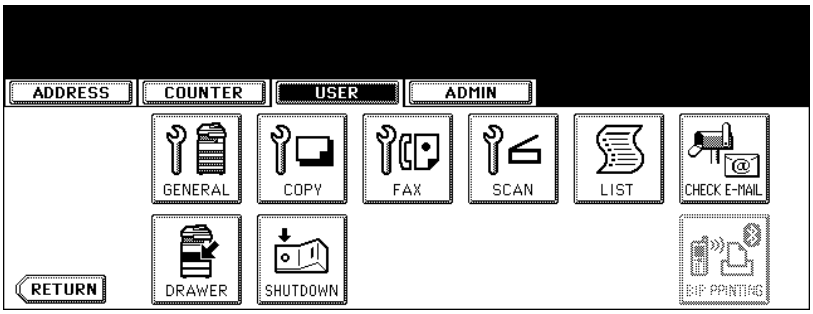
- This equipment starts communicating to the POP3 server.
- If new E-mail to this machine is on the POP3 server, it will be automatically printed after retrieving the E-mail data from the POP3 server.
- If new E-mail of the Offramp Gateway document is on the POP3 server, this equipment starts dialing the specified fax number to transmit the received E-mail to remote facsimile.

7. SETTING DRAWER

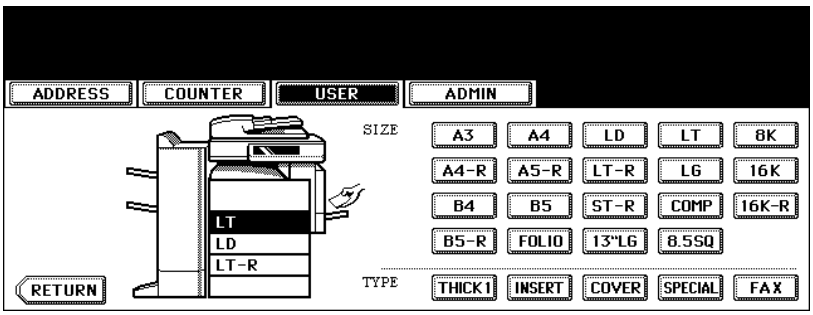
This function allows you to set the paper size and paper type of each drawer.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [DRAWER] button on the touch panel.



3 Press the drawer portion in the illustration to highlight the drawer where you want to change the paper size and paper type, then press the desired paper size button and paper type button.



- The paper size in the selected drawer changes to the selected paper size.

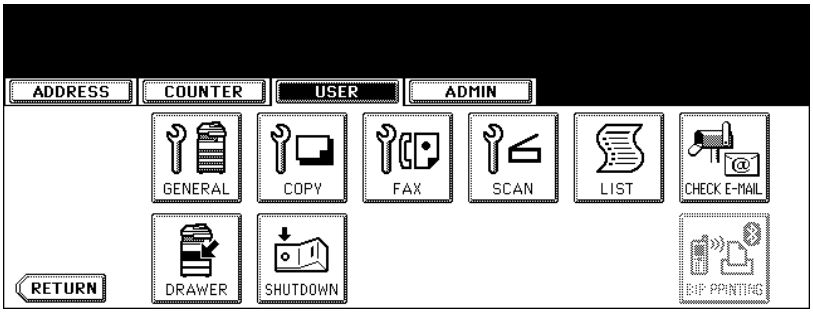
8. TURN OFF THE POWER (SHUT DOWN)

When turning off the power of the equipment, perform the following shutdown procedure.
DO NOT turn off the power by switching off the power switch of the equipment as it can cause the failure of the hard disk.
Before turning off the power, be sure that the following 3 conditions are satisfied.

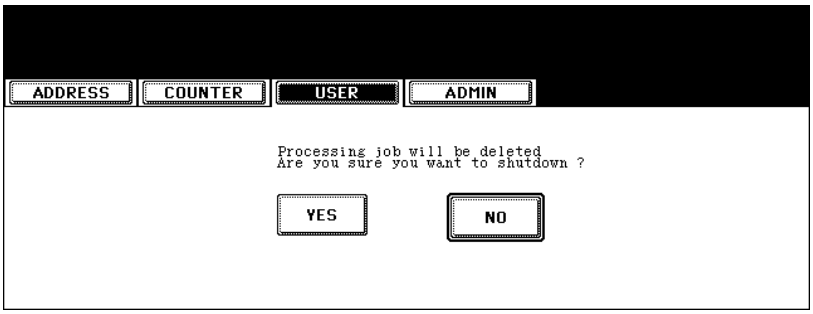
- No jobs are left in the printing job list.
- The ERROR lamp is not blinking.
- No PCs access the equipment via network.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [USER] button, and then press the [SHUTDOWN] button on the touch panel.

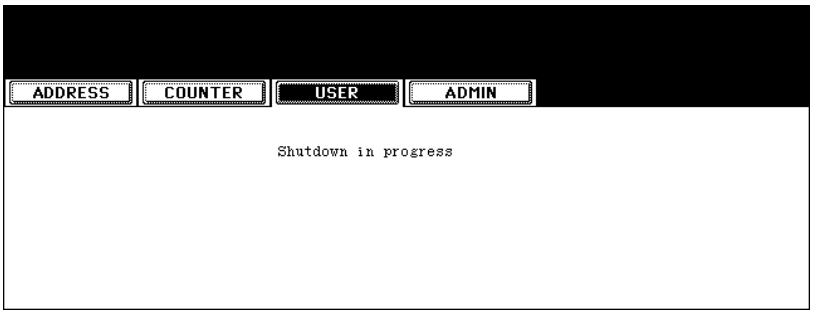


3 "Processing job will be deleted. Are you sure you want to shutdown?" appears on the screen. Press the [YES] button.



- To cancel the shutdown operation, press the [NO] button.

4 “Shutdown in progress” appears on the screen, and then the equipment is shut down.



- The power switch automatically returns to the OFF position.

9. SETTING BIP PRINTING

The [BIP PRINTING] button will be available only when the optional Bluetooth Module is installed. For the instructions on how to set the BIP printing, please refer to the ***GN-2010 Operator's Manual for Bluetooth***.

4. SETTING ITEMS (ADMIN)

1. ENTERING TO ADMIN MENU 87
2. SETTING GENERAL FUNCTIONS 89
   - Setting the Device Information 89
   - Setting the Notification 91
   - Changing the Administrator Password 93
   - Setting the Date and Time 95
   - Setting the Weekly Timer 97
   - Setting the Auto Power Save Mode 100
   - Setting the Sleep/Auto Shut Off Mode 102
   - Setting the Drawer Setup Pop-Up and Paper Jam Recovery Pop-Up 104
3. SETTING NETWORK FUNCTIONS 106
   - Setting the TCP/IP Protocol (IPv4) 106
   - Setting the IPv6 Protocol 111
   - Setting the IPX/SPX Protocol 115
   - Setting the NetWare Settings 117
   - Setting the SMB Protocol 119
   - Setting the AppleTalk Protocol 122
   - Setting the HTTP Network Service 124
   - Setting the Ethernet Speed 126
   - Setting the LDAP and SNMP Network Service 128
   - Setting the User Certificate 130
   - Ping/Traceroute 133
4. SETTING COPY FUNCTIONS 136
5. SETTING FAX FUNCTIONS 138
   - Setting the Terminal ID 138
   - Setting the Fax Initial Setup 141
   - Setting the Line-2 Mode 143
   - Setting the RX Printing 146
   - Setting the Recovery Transmission 150
6. SETTING FILE FUNCTIONS 152
7. SETTING E-MAIL FUNCTIONS 153
   - Setting the Scan to E-mail Message Properties 153
   - Setting the Scan to E-mail Fragmentation 154
8. SETTING INTERNET FAX FUNCTIONS 155
   - Setting the Internet Fax Message Properties 155
   - Setting the Internet Fax Fragmentation 156
   - Setting the Internet Fax Body String Transmission 157
9. SETTING SECURE PDF FUNCTIONS 158

10.SETTING LIST/REPORT 160
- Setting the Transmission / Reception Journal 160
- Setting the Communication Report 162
- Setting the Reception List 165

11. PRINTING LISTS 167

12.SETTING PRINTER/E-FILING FUNCTIONS 168

13.WIRELESS SETTINGS AND Bluetooth SETTINGS 169

1. ENTERING TO ADMIN MENU

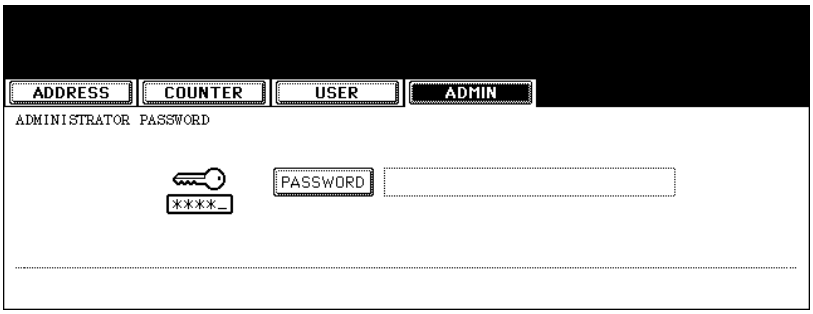
When the administrator password has been set, you must enter the administrator password to enter the [ADMIN] menu in the User Functions screen.

1 Press the [USER FUNCTIONS] button on the control panel to enter the User Functions menu.

2 Press the [ADMIN] button.

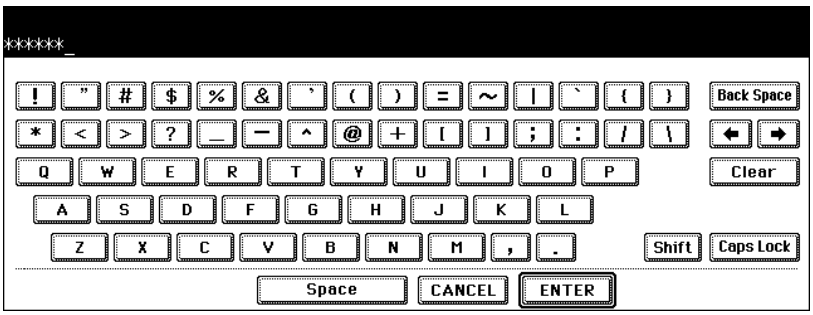
- The ADMINISTRATOR PASSWORD screen is displayed.

3 Press the [PASSWORD] button.



- The input screen is displayed.

4 Enter the administrator password and press the [ENTER] button.



- The ADMIN menu is displayed.

Tip

If the administrator password has not been changed before, enter the default administrator password “123456”.

Note

If you enter the incorrect password continuously, the equipment cannot be operated for a constant time.

5 The ADMIN menu is displayed. Continue the administrative operation that you require.

- 🕮 P.89 “2.SETTING GENERAL FUNCTIONS”
- 🕮 P.106 “3.SETTING NETWORK FUNCTIONS”
- 🕮 P.136 “4.SETTING COPY FUNCTIONS”
- 🕮 P.138 “5.SETTING FAX FUNCTIONS”
- 🕮 P.152 “6.SETTING FILE FUNCTIONS”
- 🕮 P.153 “7.SETTING E-MAIL FUNCTIONS”
- 🕮 P.155 “8.SETTING INTERNET FAX FUNCTIONS”
- 🕮 P.158 “9.SETTING SECURE PDF FUNCTIONS”
- 🕮 P.160 “10.SETTING LIST/REPORT”
- 🕮 P.167 “11.PRINTING LISTS”
- 🕮 P.168 “12.SETTING PRINTER/E-FILING FUNCTIONS”

Note

- There is also the [WIRELESS SETTINGS] button in the ADMIN menu. This button will be available only when the optional Wireless LAN is installed. For the instructions on how to operate the WIRELESS SETTINGS, please refer to the ***GN-1041 Operator’s Manual for Wireless LAN***.
- There is also the [Bluetooth SETTINGS] button in the ADMIN menu. This button will be available only when the optional Bluetooth is installed. For the instructions on how to operate the Bluetooth SETTINGS, please refer to the ***GN-2010 Operator’s Manual for Bluetooth***.

Setting the Device Information

You can set the device information of this equipment. These items appear in the Device page of TopAccess, that is the web-based device management utility.

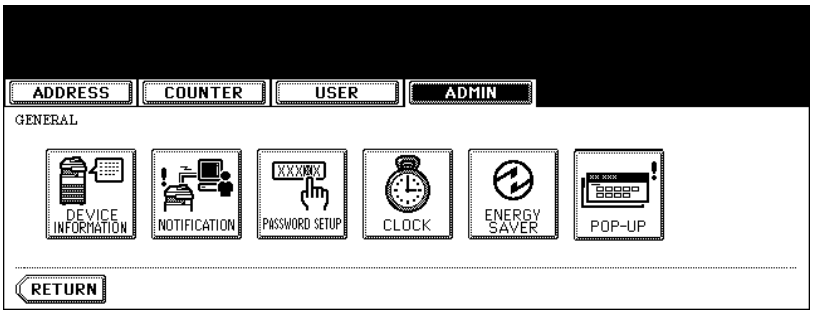
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

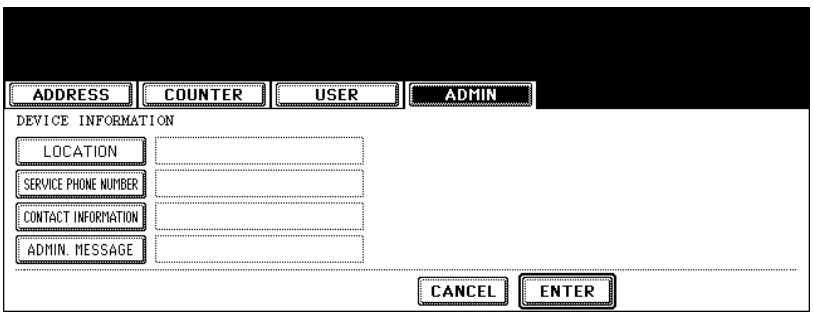
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [DEVICE INFORMATION] button.



- The DEVICE INFORMATION screen is displayed.

3 Press each button on the touch panel to enter following items.



- **[LOCATION]** — Press this button to enter the location where this device is located.
- **[SERVICE PHONE NUMBER]** — Press this button to enter the service call number.
- **[CONTACT INFORMATION]** — Press this button to enter the name of the service technician.
- **[ADMIN. MESSAGE]** — Press this button to enter the administration message for users.

Tip

When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. To enter the [SERVICE PHONE NUMBER], enter the number using only the digital keys.

4 Press the [ENTER] button.

Setting the Notification

You can set the notification mail to send a notification message when specified events occur on this equipment such as toner empty, paper empty, serviceman call, and so on.
You can specify up to 3 E-mail addresses for the destination of the notification message.

Note

- You can specify the events that you want to be notified using the TopAccess web utility. For instructions on how to specify the events for the notification, please refer to ***TopAccess Guide***.
- To enable this function, there must be a SMTP server in your network. In addition, the settings to enable the Internet Fax transmission on this equipment must be configured correctly.

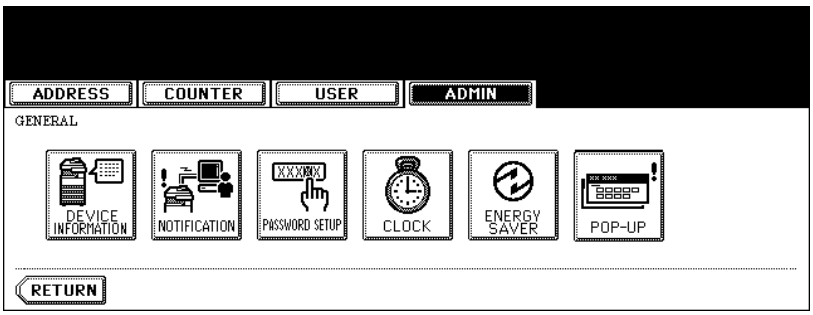
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

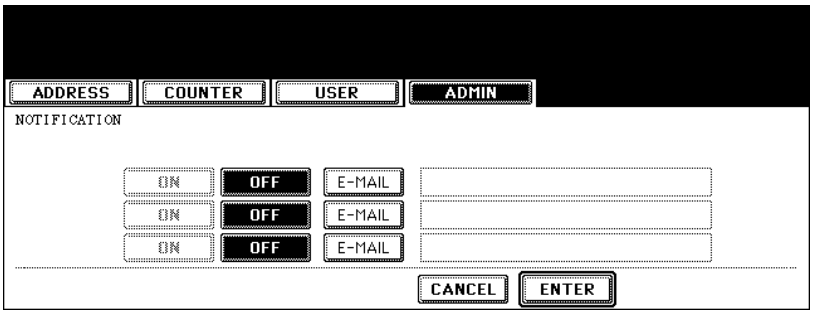
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [NOTIFICATION] button.



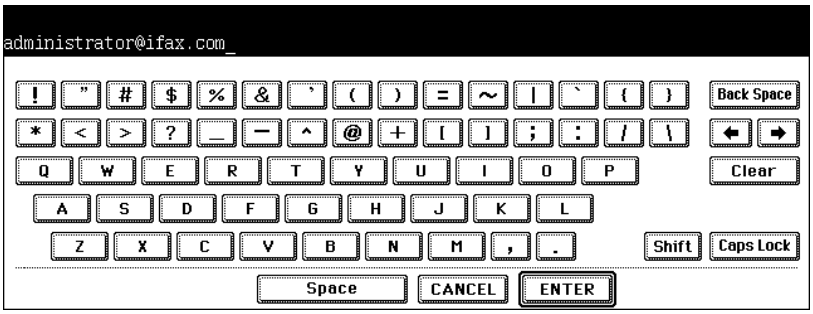
- The NOTIFICATION screen is displayed.

3 Press the [E-MAIL] buttons.



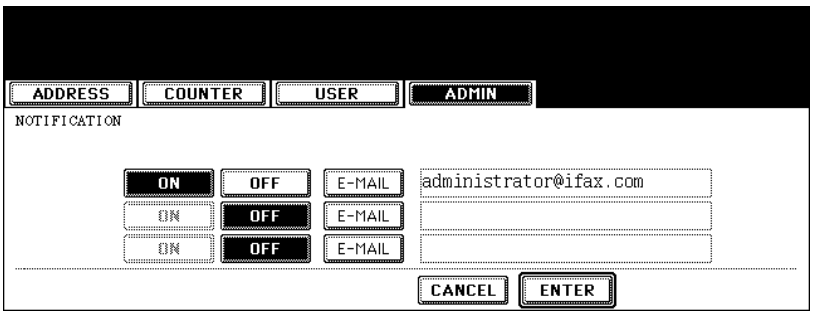
- The input screen is displayed.

4 Enter the E-mail address using the keyboard and digital keys, and press the [ENTER] key to set the entry.



- You can specify up to three E-mail addresses to which the notification message will be sent, as required. When you enable the notification, you must enter at least one E-mail address.

5 After entering the E-mail addresses that you require, press the [ON] button of the E-mail address that you want to enable the notification.



- To disable the notification for an E-mail address, press the [OFF] button.

Note

You can select only the [ON] button of which an E-mail address is entered.

6 Press the [ENTER] button.

Changing the Administrator Password

You can change the administrator password. The administrator password must be alphanumeric characters of 6 or more and 10 or less.

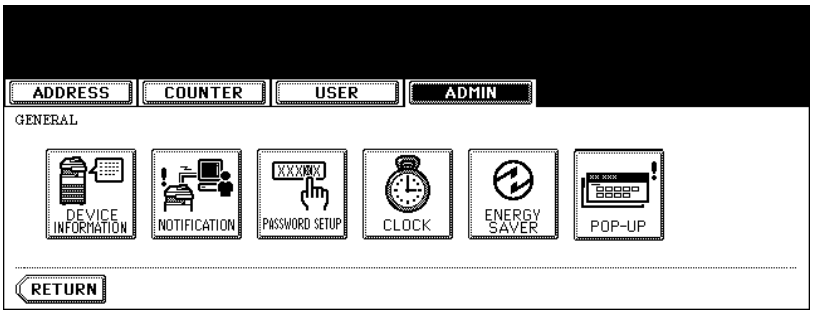
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

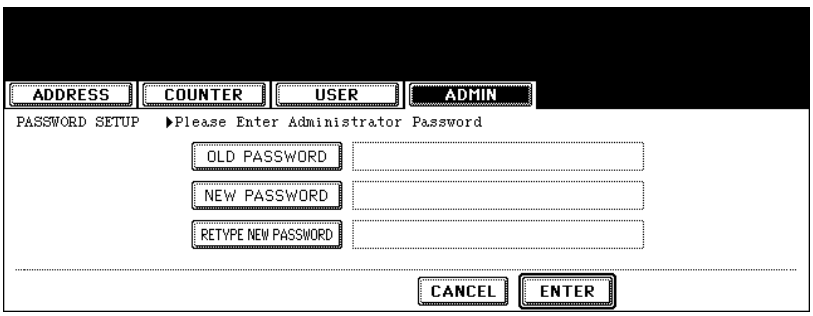
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [PASSWORD SETUP] button.



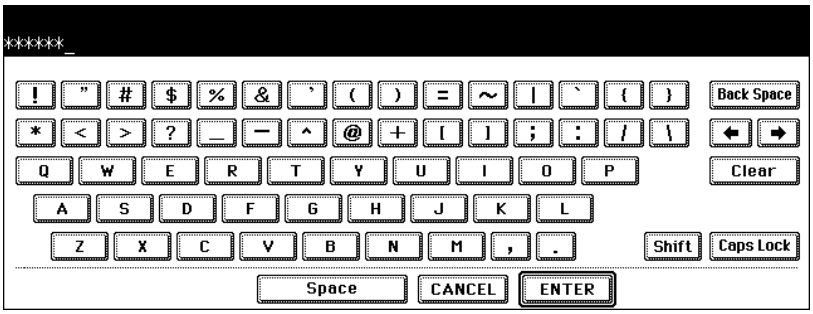
- The PASSWORD SETUP screen is displayed.

3 Press the [OLD PASSWORD] button.



- The input screen is displayed.

4 Enter the current administrator password and press the [ENTER] button.

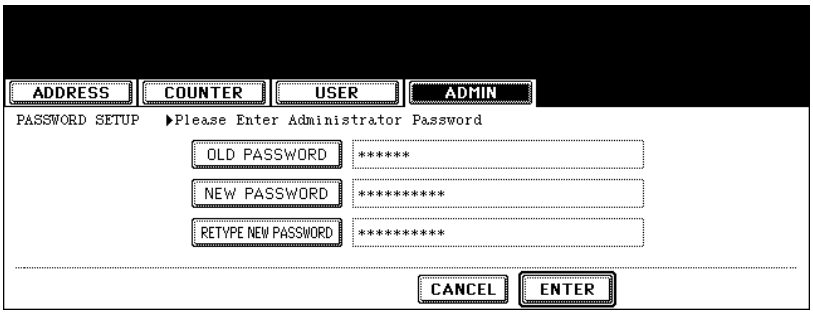


- The input password appears as asterisks (*).

Tip

If the administrator password will be changed at the first time, enter “123456” in the “Old Password” field.

5 Same as “OLD PASSWORD”, press the [NEW PASSWORD] and [RETYPE NEW PASSWORD] buttons and enter the new password.



- You can enter alphanumeric characters of 6 or more and 10 or less for the administrator’s password. You cannot enter any symbol characters.

Tip

You cannot leave these fields blank to set no administrator password. You must set the administrator password.

6 Press the [ENTER] button at the bottom of the touch panel.

Setting the Date and Time

The clock built in to this equipment can be set by entering the date and time using the digital keys. Also, you can easily change the clock to and from the daylight saving system at the touch of a button.

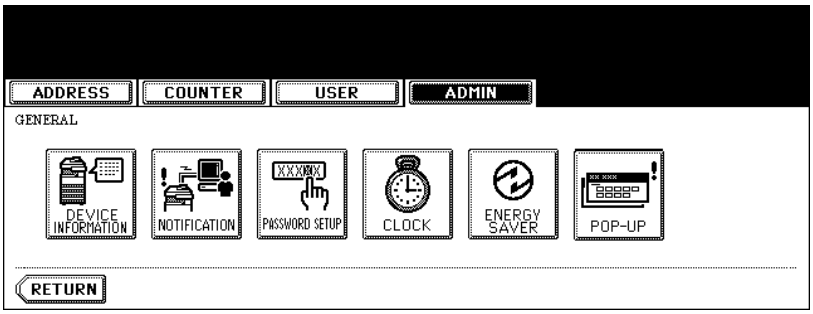
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

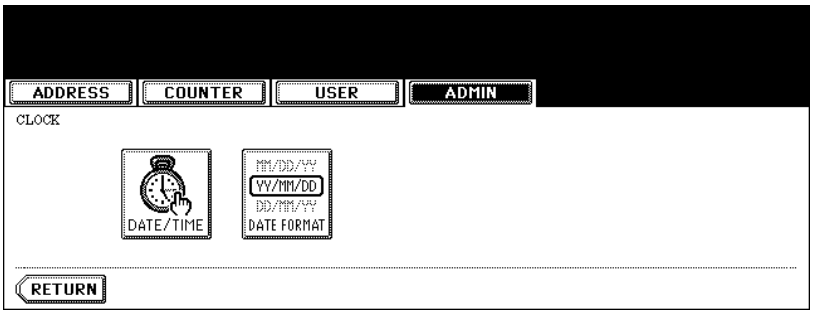
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [CLOCK] button.



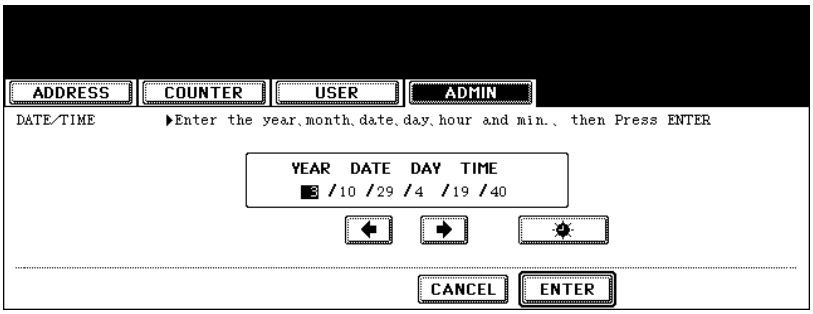
- The CLOCK menu is displayed.

3 Press the [DATE/TIME] button.



- If you want to change the date format only, skip to step 10.
- When you press the [DATE/TIME] button, the DATE/TIME screen is displayed.

4 Highlight the section that you want to edit using the arrow buttons, and enter the number using the digital keys.



- The “DAY” section describes the day of week with a number. The numbers corresponding to the days of week as following:
  1: Sun, 2: Mon, 3:Tue, 4: Wed, 5: Thu, 6:Fri, 7: Sat

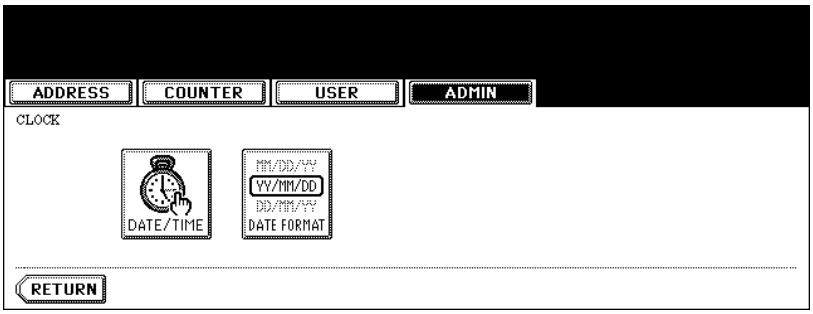
5 To enable the daylight saving system, press the button.

- The daylight saving button is highlighted.

6 Press the [ENTER] button.

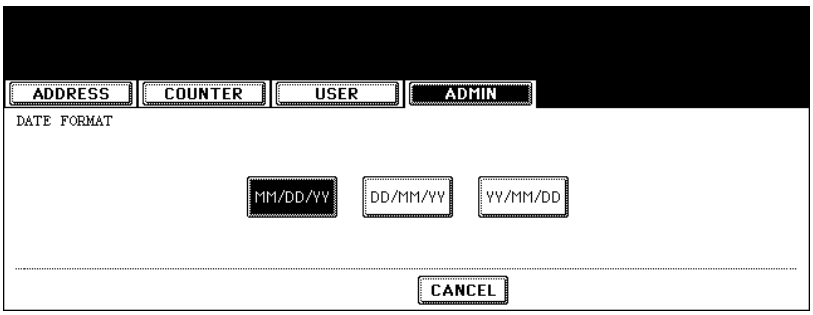
- Returns you to the CLOCK menu.

7 Press the [DATE FORMAT] button.



- The DATE FORMAT screen is displayed.

8 Press the desired date format button.



Setting the Weekly Timer

Using the built-in weekly timer, you can have this equipment automatically turned ON and OFF at specified times. For instance, you can set the timer for the starting time and closing time of your office so that the copier will automatically turn itself ON and OFF at those specified times.

Tip

You can turn on the power simply pressing the [START] button on the control panel when the device is OFF-mode by the weekly timer. If you leave the device for a while after the latest operation, it will automatically return to OFF-mode again by the weekly timer.

Note

When the power switch is turned off, the weekly timer does not work.

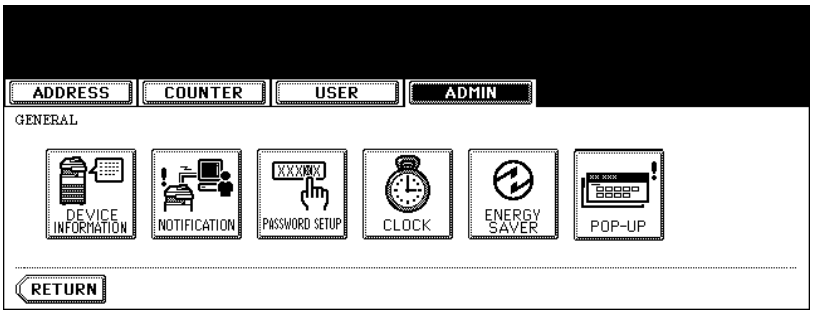
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

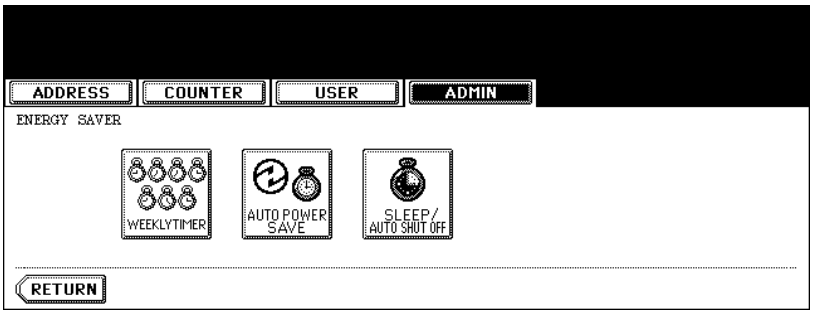
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [ENERGY SAVER] button.



- The ENERGY SAVER menu is displayed.

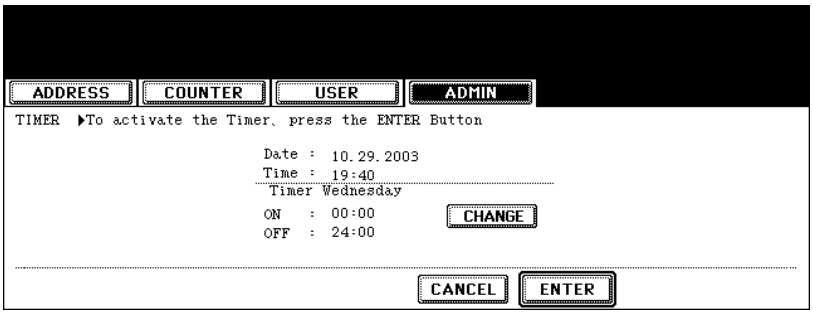
3 Press the [WEEKLY TIMER] button.



- The TIMER screen is displayed.

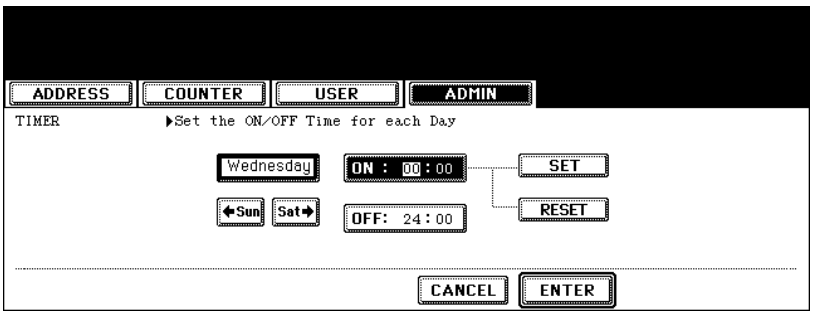
4

4 Check the settings on the display, and if corrections are necessary, press the [CHANGE] button.



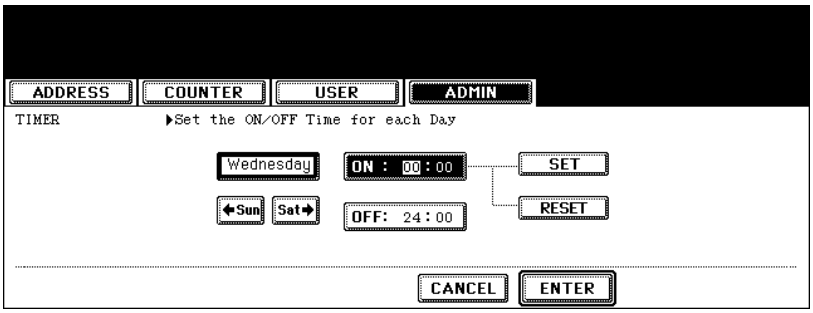
- If no correction is needed, press the [ENTER] button and complete the operation.

5 Press the [<-Sun] or [Sat->] buttons to switch the days of the week. Then in the “ON” field, enter the time that the device will automatically turn on the power using the digital keys and press the [SET] button to set the entry.



- If you want to clear entered time to retype it, press the [CLEAR] button on the Control Panel.
- After pressing the [SET] button, the “OFF” field will be highlighted.

6 In the “OFF” field, enter the time that the device will automatically turn off the power using the digital keys and press the [SET] button to set the entry.



- If you want to clear entered time to retype it, press the [CLEAR] button on the Control Panel.

Tips

- If you want to return to the “OFF” field to retype it, press the [RESET] button.
- If you want this equipment not to be turned ON, enter the same time in both “ON” and “OFF” field.
- If you want to disable the Weekly Timer, enter “00:00” for the ON time and “24:00” for the OFF time.

7 Press the [ENTER] button at the bottom of the touch panel.

Setting the Auto Power Save Mode

This function allows this equipment automatically to go into the energy saving mode (unnecessary electricity is cut off at standby) if it is left inactive for a certain period of time.

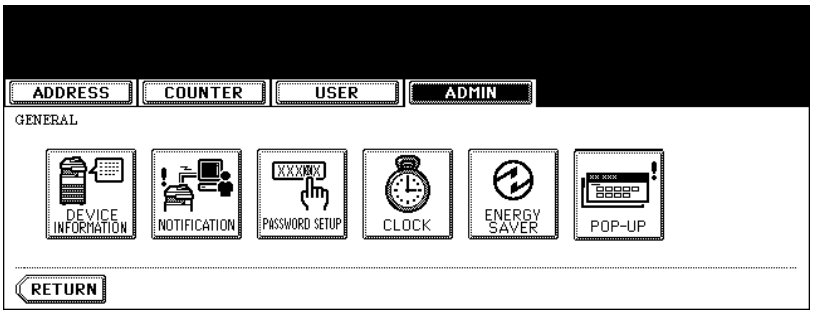
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

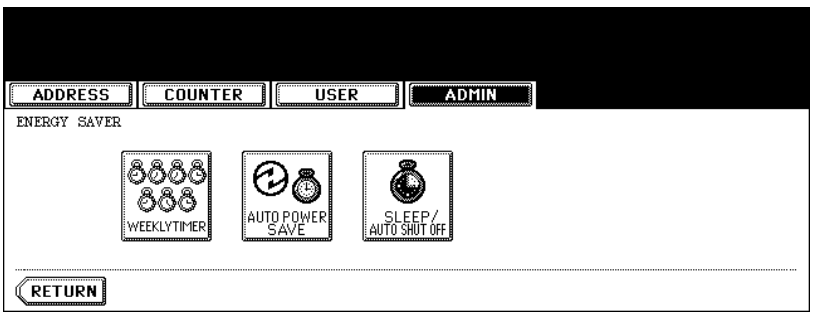
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [ENERGY SAVER] button.



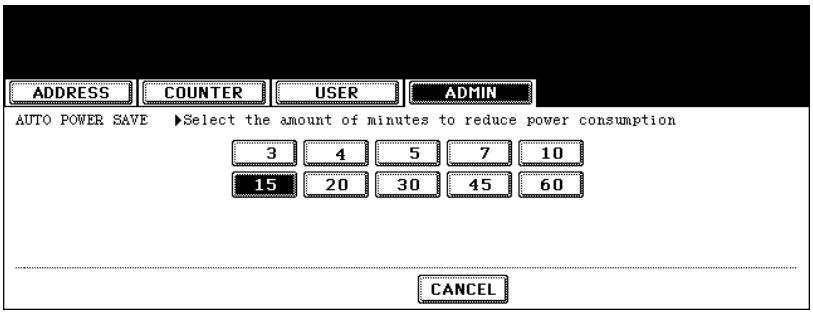
- The ENERGY SAVER menu is displayed.

3 Press the [AUTO POWER SAVE] button.



- The AUTO POWER SAVE screen is displayed.

4 Press the desired period of time (in minutes) that this equipment waits before the Automatic Power Save mode is activated.



- The Auto Power Save mode setting is completed.

Setting the Sleep/Auto Shut Off Mode

This function allows this equipment goes into the Sleep/Auto Shut Off Mode that stands by with the minimum power consumption.

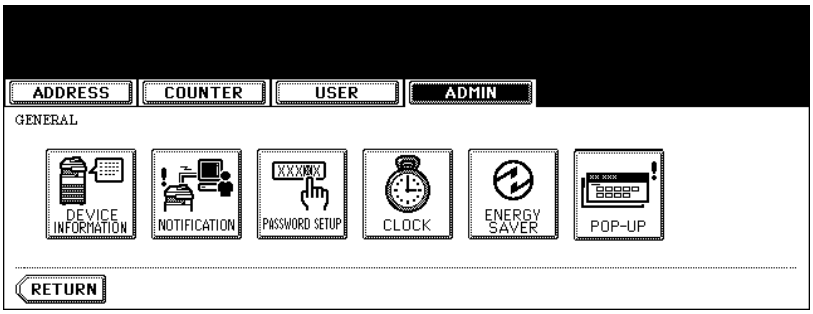
1 Press the [GENERAL] button in the ADMIN menu.

- The GENERAL menu is displayed.

Tip

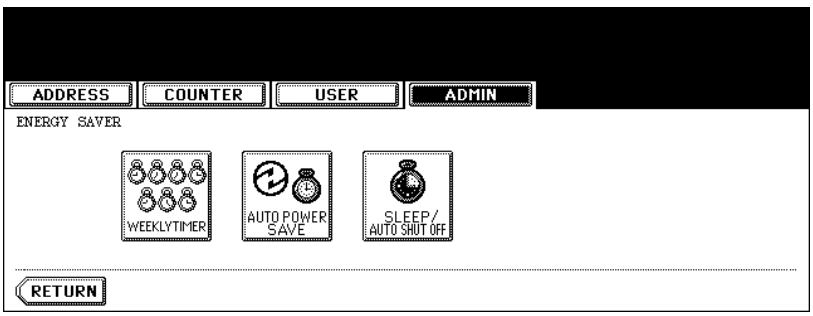
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [ENERGY SAVER] button.



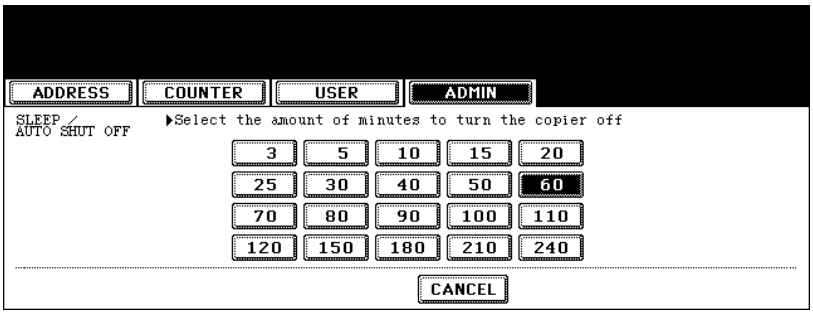
- The ENERGY SAVER menu is displayed.

3 Press the [SLEEP / AUTO SHUT OFF] button.



- The SLEEP / AUTO SHUT OFF screen is displayed.

4 Press the desired period of time (in minutes) that this equipment waits before the Sleep/Auto Shut Off Mode is activated.



- The Sleep/Auto Shut Off Mode setting is completed.

Setting the Drawer Setup Pop-Up and Paper Jam Recovery Pop-Up

You can set whether or not displaying the message to ask users to change the paper size setting every time you open the drawer.
You can also set whether or not displaying the message to ask users to continue the copying or printing after recovering the paper jam.

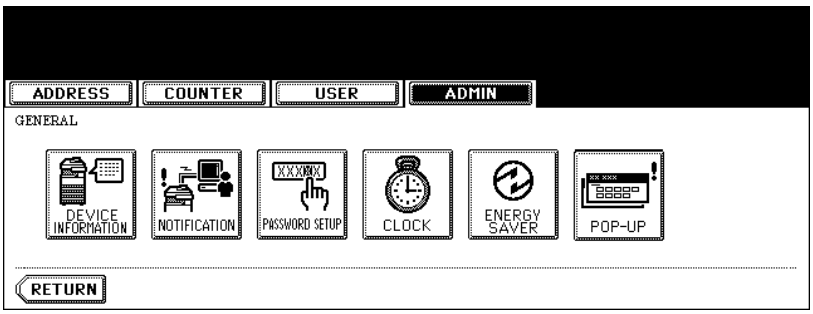
1 Press the [GENERAL] button.

- The GENERAL menu is displayed.

Tip

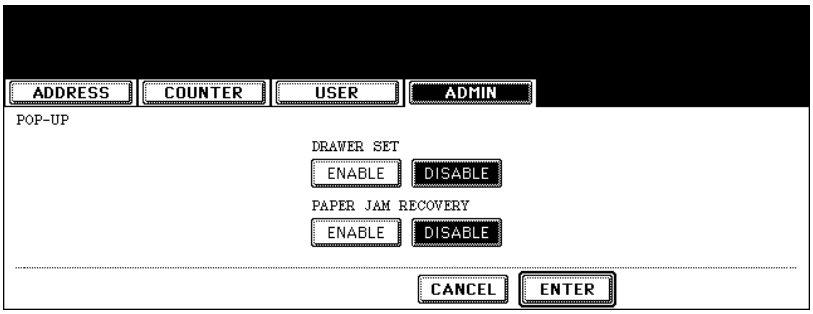
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [POP-UP] button.



- The POP-UP screen is displayed.

3 Press the [ENABLE] or [DISABLE] for each option and press the [ENTER] button.



- **DRAWER SET** — When this is enabled, this equipment displays the message to ask users to change the paper size setting every time you open the drawer.
- **PAPER JAM RECOVERY** — When this is enabled, this equipment displays the message to ask users to continue copying or printing when the paper jam is recovered. When this is disabled, copying or printing will be continued automatically when the paper jam is recovered.

Setting the TCP/IP Protocol (IPv4)

You can set the TCP/IP protocol that is commonly used for most of network system. It is recommended to configure the TCP/IP protocol because TopAccess, the device management web-based utility, and e-Filing web-based utility, that allows you to manage files in the e-Filing, will be available with the TCP/IP protocol. Also other network features of this equipment use the TCP/IP protocol.

In the TCP/IP menu, you can select the addressing mode, assign the IP address, subnet mask, and default gateway (if manually assigned).

How the TCP/IP protocol is configured is depending on the network configuration of your network.

- **When you assign the TCP/IP using the Auto-IP addressing or DHCP server:**
  If you do not know how the TCP/IP settings should be assigned, you can select Dynamic addressing mode. When the Dynamic addressing mode is selected, this equipment will obtain the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address from the DHCP server if the network supports the DHCP. If the network does not support the DHCP, this equipment will assign the appropriate IP address using the Auto-IP addressing. However, the Auto-IP addressing may not work properly when the router is placed in the network.
  P.106 “Setting the TCP/IP for Auto-IP and DHCP Server”

- **When you assign the TCP/IP using the DHCP server only:**
  If your local area network has been configured with the DHCP server and you do not want to enable the Auto-IP addressing, you can select No Auto-IP addressing mode. When the No Auto-IP addressing mode is selected, the IP address, subnet mask, default gateway, primary WINS server address, secondary WINS server address, POP3 server address, and SMTP server address will be automatically obtained from the DHCP server, and the Auto-IP addressing will be disabled. To enable the DHCP addressing only, please configure the TCP/IP settings as described in following procedure.
  P.108 “Setting the TCP/IP for DHCP Server Only”

- **When you connect to local area network where the static IP addresses are used:**
  If your local area network has been configured with the static IP address, you must assign the specific IP address, subnet mask, and default gateway as required.
  P.109 “Setting the TCP/IP for Static IP Address”

Setting the TCP/IP for Auto-IP and DHCP Server

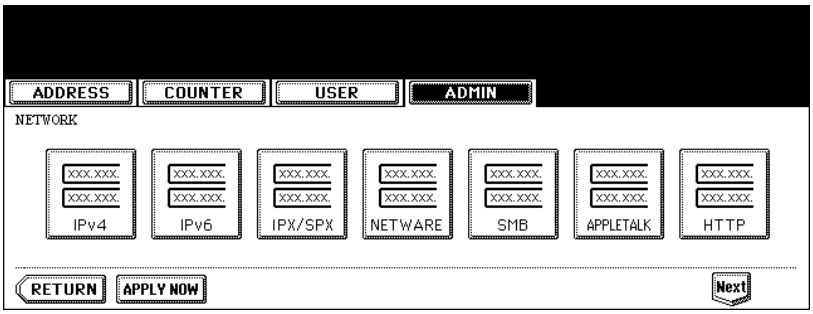
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

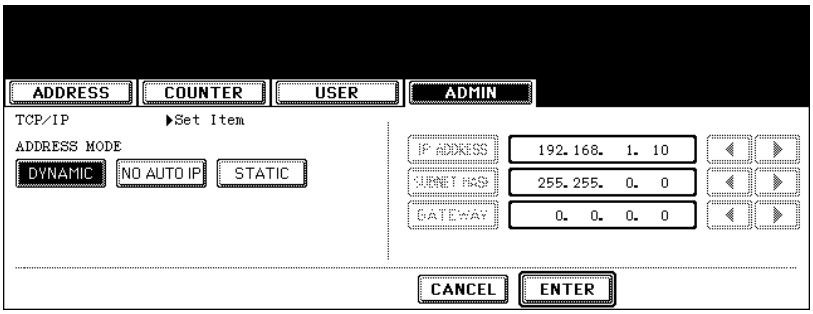
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [IPv4] button.



- The TCP/IP screen is displayed.

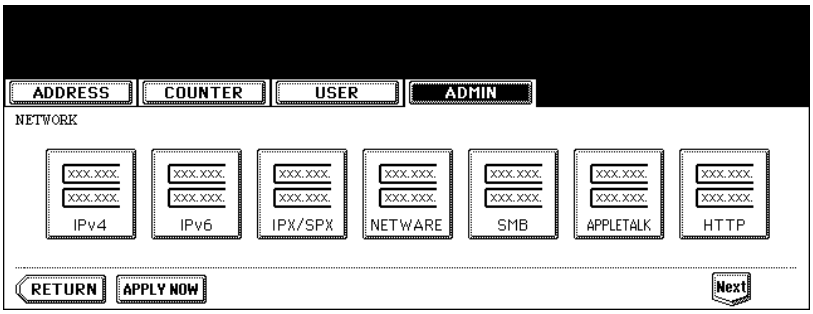
3 Press the [DYNAMIC] button in the “ADDRESS MODE” option.



4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the TCP/IP for DHCP Server Only

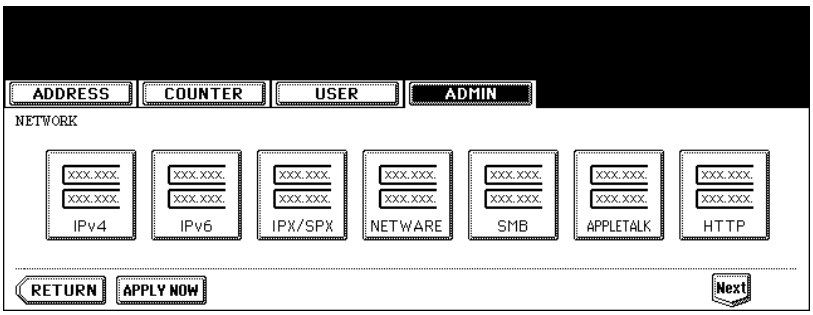
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

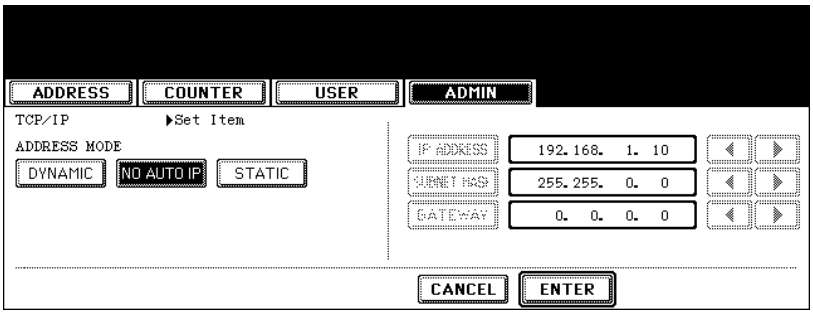
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [IPv4] button.



- The TCP/IP screen is displayed.

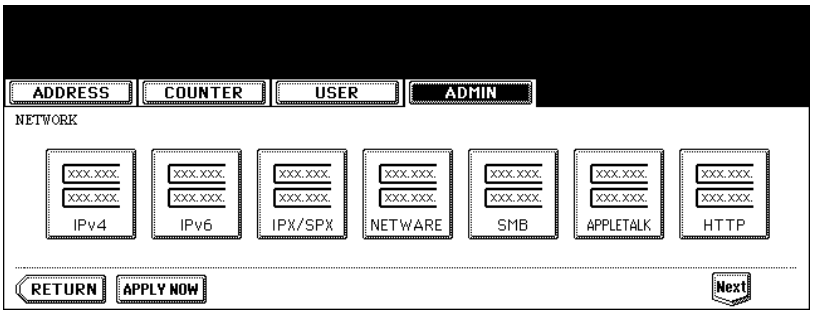
3 Press the [NO AUTO IP] button in the “ADDRESS MODE” option.



4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

4

Setting the TCP/IP for Static IP Address

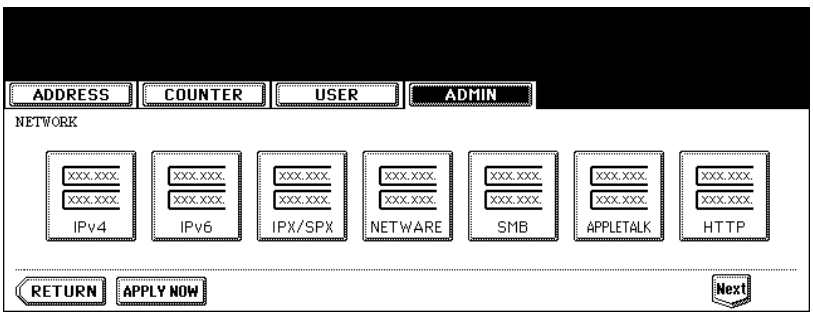
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

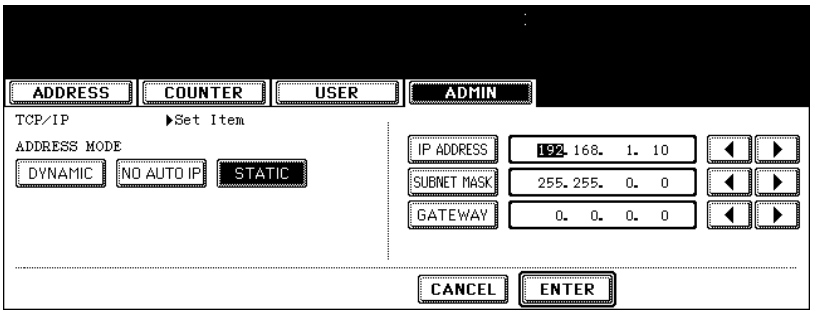
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [IPv4] button.

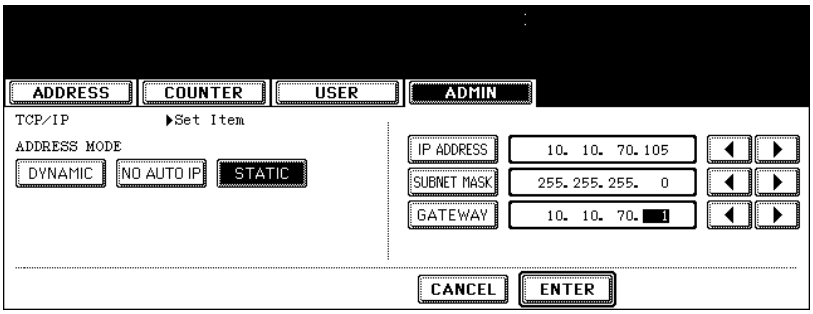


- The TCP/IP screen is displayed.

3 **Press the [STATIC] button in the “ADDRESS MODE” option.**



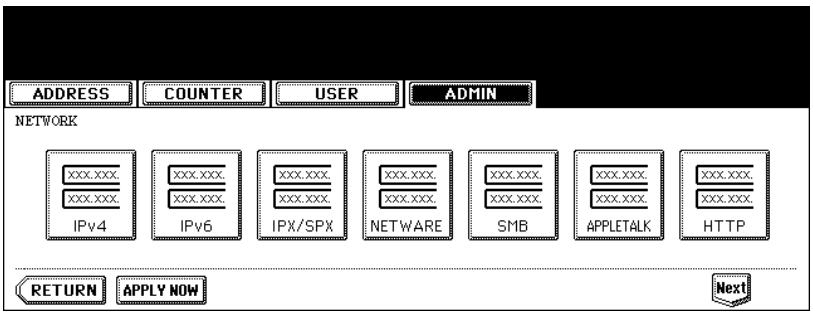
4 **Press the [IP ADDRESS] button and enter the IP address of this device using the digital keys. Enter also the subnet mask and default gateway as required.**



5 **Press the [ENTER] button.**

- Returns you to the NETWORK menu.

6 **Continue to another network setting if required, then press the [APPLY NOW] button.**



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the IPv6 Protocol

You can set the IPv6 protocol on this equipment.

This IPv6 menu allows you to enable or disable the IPv6 protocol used on this equipment. In this menu, you can also set the IPv6 configuration such as the IPv6 address by selecting the address mode.

How the IPv6 address is obtained is depending on the address mode you select.

- **When you select the manual mode:**
  You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment.

- **When you select the auto mode:**
  This equipment can obtain multiple IPv6 addresses from the DHCPv6 server and routers automatically. In this mode, up to 9 IPv6 addresses can be registered on this equipment.

Tip

Up to 7 IPv6 addresses can be obtained from routers. One IPv6 address can be obtained from the DHCPv6 server. One link local address is also generated automatically.

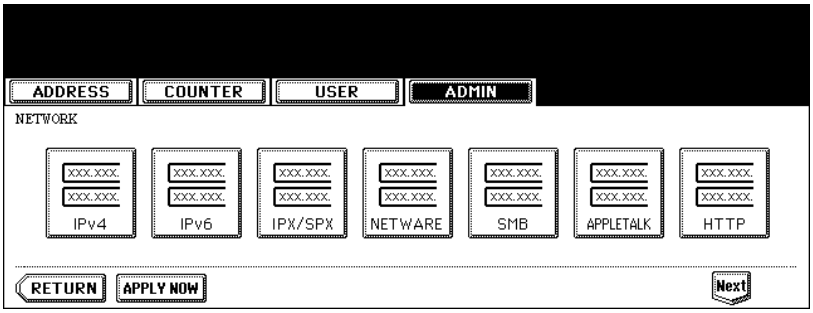
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

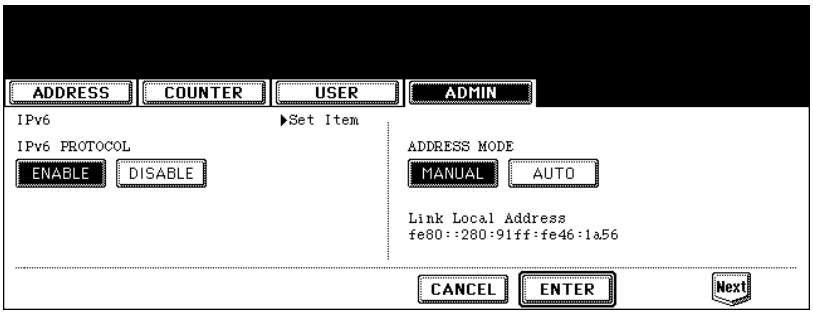
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [IPv6] button.



- The IPv6 screen is displayed.

3 Specify the following items as required.



- **IPv6 PROTOCOL**—Press the [ENABLE] button to enable the IPv6 protocol, or [DISABLE] button to disable the IPV6 protocol.
- **ADDRESS MODE**—Select the IPv6 address mode option.
- **Link Local Address**—The unique address used for the IPv6 is displayed.

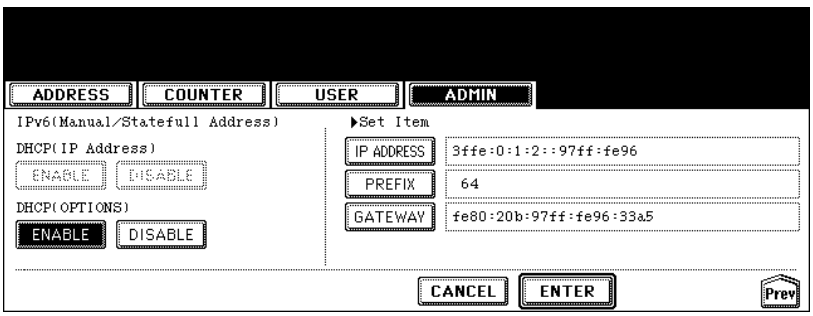
Tip

Link Local Address cannot be connected to another routed IPv6 network.

4 Press the [Next] button.

- IPv6 (Manual/Statefull Address) screen is displayed.
- When selecting “MANUAL” mode in step 3, proceed to step 5.
- When selecting “AUTO” mode in step 3, proceed to step 7.

5 Specify the following items as required.



- **DHCP (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. Press the [ENABLE] button to use the information, or [DISABLE] button to not use it.
- **[IP ADDRESS]**—Assign the IPv6 address for this equipment.
- **[PREFIX]**—Assign the prefix for the IPv6 address.
- **[GATEWAY]**—Assign the default gateway.

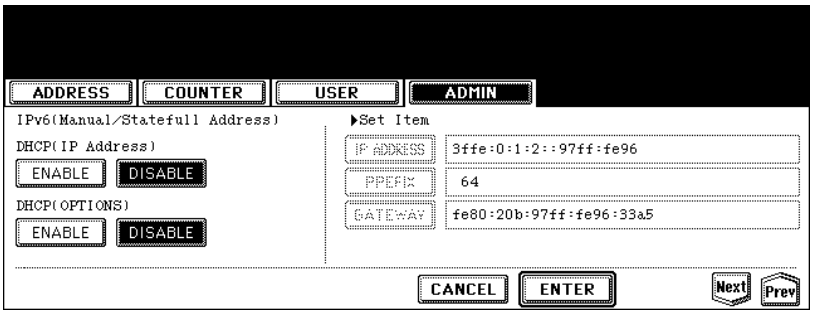
Tip

In “MANUAL” mode, you cannot select “DHCP (IP Address)” option.

6 Press the [ENTER] button.

- Returns you to the NETWORK menu.
- Proceed to step 12.

7 Specify the following items as required.



- **DHCP (IP Address)**—Select whether or not the IPv6 address which is issued from the DHCPv6 server is used for this equipment. Press the [ENABLE] button to use the address, or [DISABLE] button to not use it.
- **DHCP (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. Press the [ENABLE] button to use the information, or [DISABLE] button to not use it.

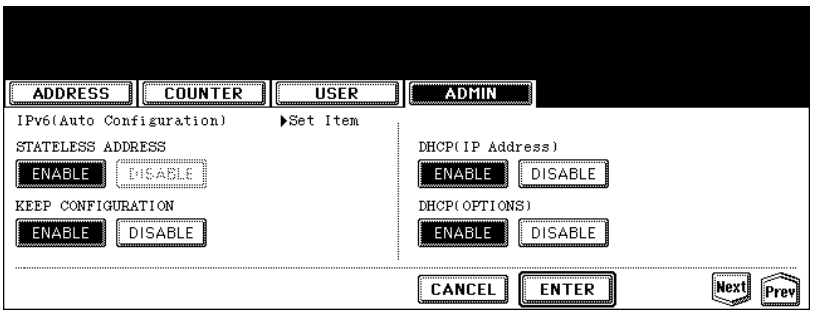
Tip

In “AUTO” mode, you cannot assign “IP ADDRESS”, “PREFIX” and “GATEWAY” manually.

8 Press the [Next] button.

- IPv6 (Auto Configuration) screen is displayed.

9 Specify the following items as required.



- **STATELESS ADDRESS**—Press the [ENABLE] button to use the IPv6 addresses issued from routers, or [DISABLE] button to not use them.
- **KEEP CONFIGURATION**—Select the method on how to handle IPv6 address data when new IPv6 address is provided from the same router providing the current IPv6 address to this equipment. Press the [ENABLE] button to retain the current IPv6 address data and add new IPv6 address to this equipment. Press the [DISABLE] button to overwrite the current IPv6 address data with new IPv6 address.
- **DHCP (IP Address)**—Press the [ENABLE] button to use the IPv6 address issued from the DHCPv6 server in the stateless network environment, or [DISABLE] button to not use it.
- **DHCP (OPTIONS)**—Press the [ENABLE] button to use the optional information (IPv6 address for the DNS server, etc.) issued from the DHCPv6 server in the stateless network environment, or [DISABLE] button to not use it.

Tip

Either “DHCP (IP Address)” on the IPv6 (Manual/Statefull Address) screen or “STATELESS ADDRESS” on the IPv6 (Auto Configuration) screen must be in “ENABLE” mode.

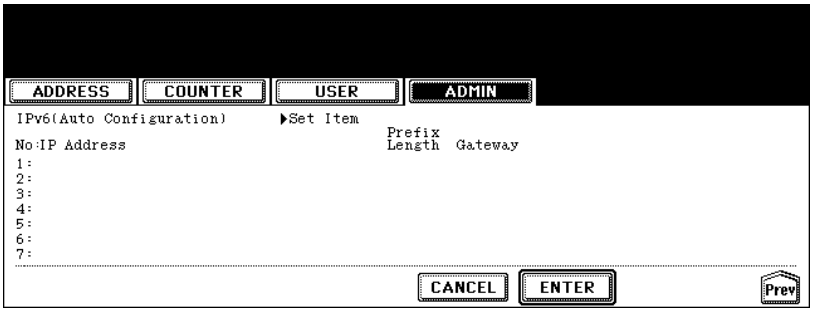
10 Press the [Next] button.

- IPv6 addresses obtained from routers are displayed.

Tip

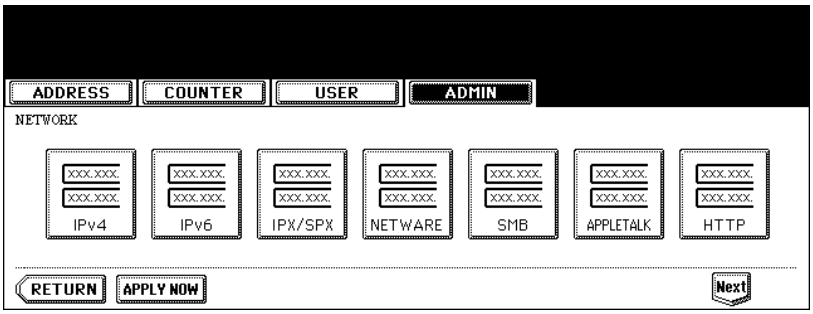
Up to 7 IPv6 addresses can be retained.

11 Press the [ENTER] button.



- Returns you to the NETWORK menu.

12 Continue to another network setting if required, then press the [APPLY NOW] button.



- The “NETWORK INITIALIZING” message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the IPX/SPX Protocol

You can set the IPX/SPX protocol on this equipment. The IPX/SPX protocol is usually used to communicate with the NetWare file server through the network.

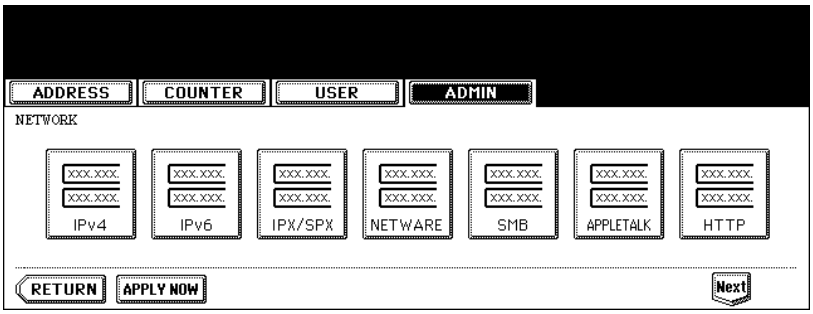
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

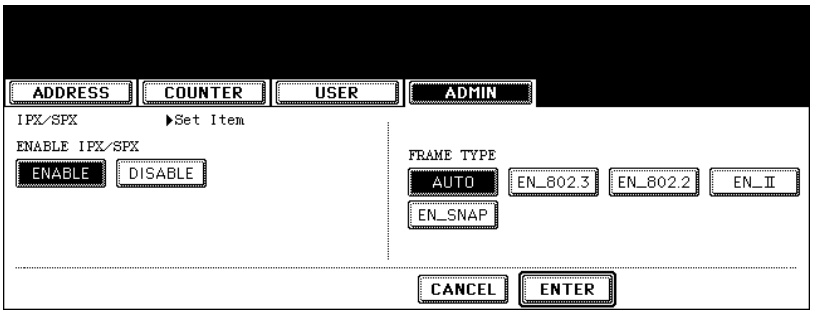
To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [IPX/SPX] button.



- The IPX/SPX screen is displayed.

3 Specify the following items as required.

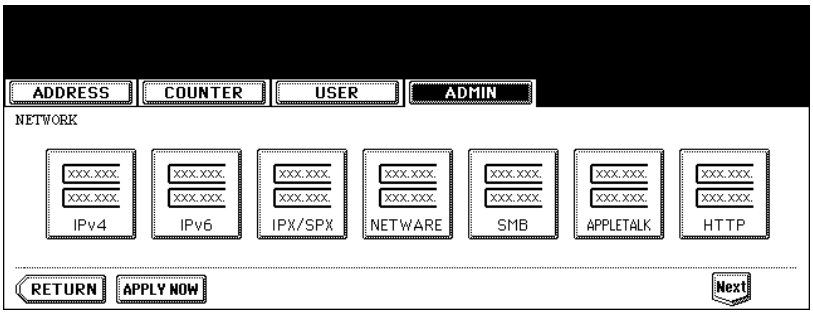


- **ENABLE IPX/SPX** — Press the [ENABLE] button to enable the IPX/SPX protocol, or [DISABLE] button to disable the IPX/SPX protocol.
- **FRAME TYPE** — Press the [AUTO] button to automatically detect the appropriate frame type, or press other specific frame type button. If you do not know the frame type that must be used, select the [AUTO] button.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the NetWare Settings

You can set the NetWare network mode and the NetWare configuration to be connected.
This must be set when you use the NetWare file server for Novell printing.

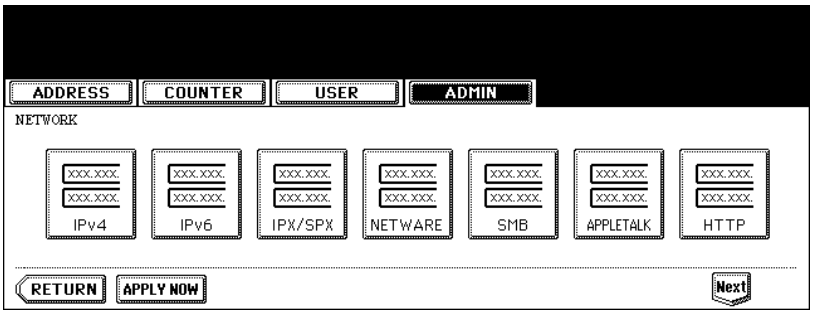
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

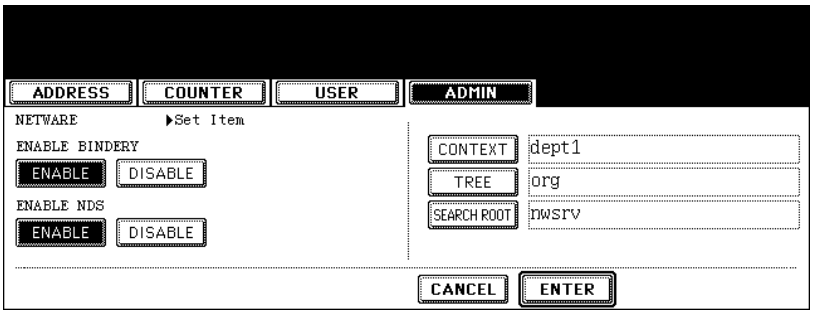
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [NETWARE] button.



- The NETWARE screen is displayed.

3 Specify following items as required.



- **ENABLE BINDERY** — Press the [ENABLE] button to enable communicating with the NetWare file server in bindery mode, or [DISABLE] button to disable the bindery mode.
- **ENABLE NDS** — Press the [ENABLE] button to enable communicating with the NetWare file server in NDS mode, or [DISABLE] button to disable the NDS mode.
- **[CONTEXT]** — Press this to enter the NDS context that the NetWare print server for this equipment is located. This must be entered when you connect the NetWare file server in NDS mode.
- **[TREE]** — Press this to enter the NDS tree. This must be entered when you connect the NetWare file server in NDS mode.
- **[SEARCH ROOT]** — Press this to enter the NetWare file server name. It is recommended to enter this when you connect the NetWare file server in bindery mode.

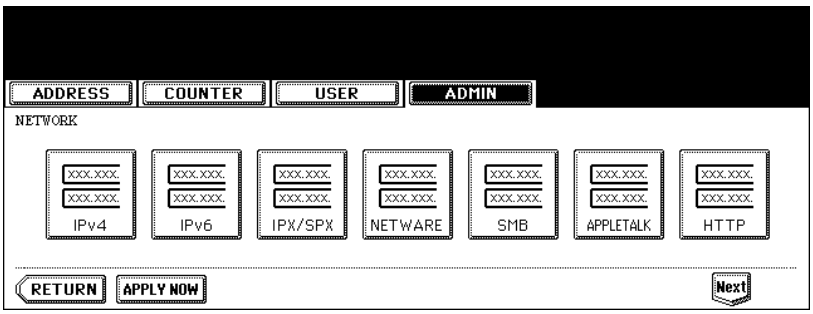
Tips

- When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.
- You can enable both the bindery and NDS mode at the same time.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the SMB Protocol

When you want to enable this equipment visible in the Windows network, you must enable the SMB protocol and enter the NetBIOS name and workgroup to specify the device name of this equipment and workgroup where this equipment will be visible.
Also if your network uses the WINS server to allow the SMB communication across the segments, you must specify the WINS server address, so that this equipment will be visible from the different segment.

This must be enabled for SMB printing, Save as file to the network folder using SMB, and sharing the "FILE_SHARE" folder (that is the local folder of this equipment) in the network.

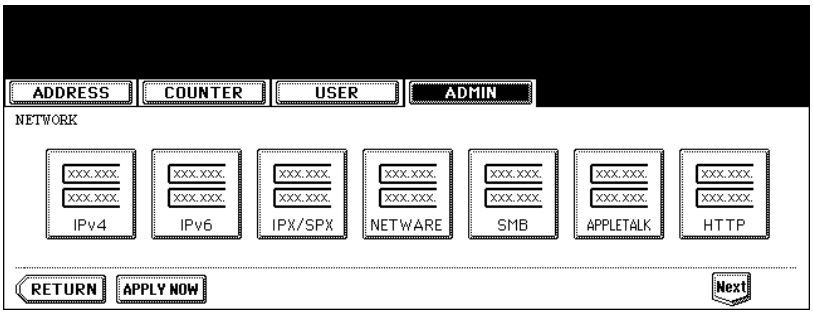
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

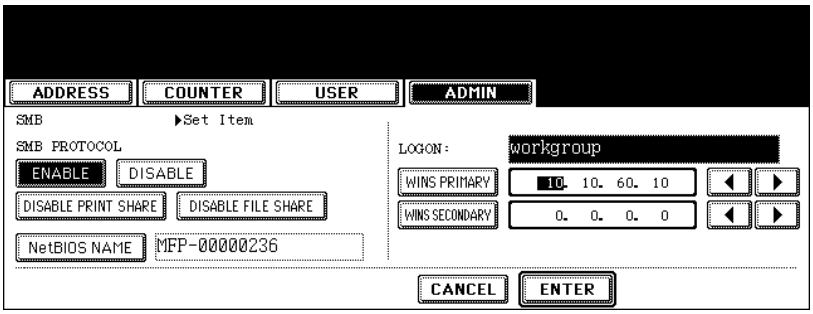
To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [SMB] button.



- The SMB screen is displayed.

3 Specify following items as required and press the [ENTER] button.



- **SMB PROTOCOL** — Select whether the SMB protocol is enabled or disabled.
  When you want to enable the SMB protocol to enable the Save as file to network folder using SMB and sharing the "FILE_SHARE" folder of this equipment, but not to enable the SMB printing, press the [DISABLE PRINT SHARE] button.
  When you want to enable the SMB protocol to enable the SMB printing, but not to enable the Save as file to network folder using SMB and sharing the "FILE_SHARE" folder of this equipment, press the [DISABLE FILE SHARE] button.
- **[NetBIOS NAME]** — Press this button to enter the Windows computer name of this device if this device is connected to the Windows network. This must be specified when you want to enable SMB printing.
- **LOGON** — This displays the Windows network logon environment. "workgroup" will be displayed if this equipment logon the workgroup network and "domain" will be displayed if this equipment logon the domain network. This can be specified only from TopAccess. For instructions on how to set the workgroup or domain, please see "Setting up the SMB Session" in "Chapter 7 TopAccess Administrator Mode" of ***TopAccess Guide***.
- **[WINS PRIMARY]** — Press this button and enter the IP address of the primary WINS server using the digital keys if required.
- **[WINS SECONDARY]** — Press this button and enter the IP address of the secondary WINS server using the digital keys if required.

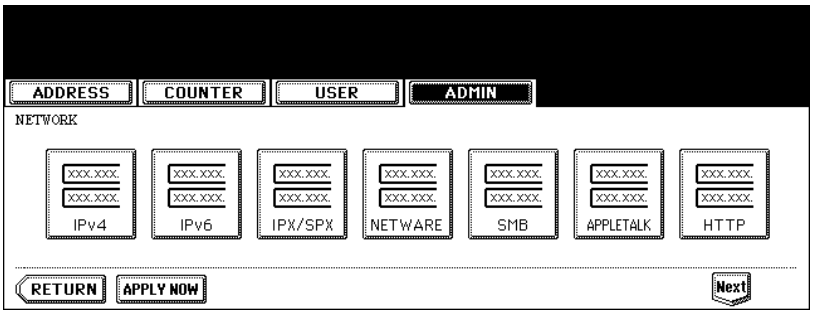
Tip

When you press the [NetBIOS NAME] button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

- If this equipment is configured to logon the domain in the SMB Session of TopAccess administrator mode but "workgroup" is displayed, loggin on the domain network is failed. In that case, confirm that the Windows Server and the SMB Session settings are correctly set.
- When you set "Domain" for the Logon setting in the SMB Session of TopAccess administrator mode, this equipment will logon to the domain network after turnning ON the power of equipment or changing the network settings and pressing the [APPLY NOW] button.
- You can enter only alphanumeric characters and "-" (hyphenation) for NetBIOS name. If you use any other characters, a warning message will be displayed.
- Do not enter an IP address that starts with "0" (i.e. "0.10.10.10"), "127" (i.e. "127.10.10.10"), and "224" (i.e. "224.10.10.10"). If you enter such an address, the equipment cannot communicate with the WINS server.
- If you enter "0.0.0.0" for [WINS PRIMARY] and [WINS SECONDARY], this equipment will not use the WINS server.
- When [DYNAMIC] or [NO AUTO IP] is selected for the Address Mode in the TCP/IP setting, this equipment can obtain the IP address for [WINS PRIMARY] and [WINS SECONDARY] from the DHCP server. However, if you enter the IP address for them manually here, this equipment will use the entered IP address instead of the IP address that is obtained from the DHCP server.

4 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the AppleTalk Protocol

The AppleTalk protocol must be enabled and properly configured to enable AppleTalk printing with the Macintosh computer.

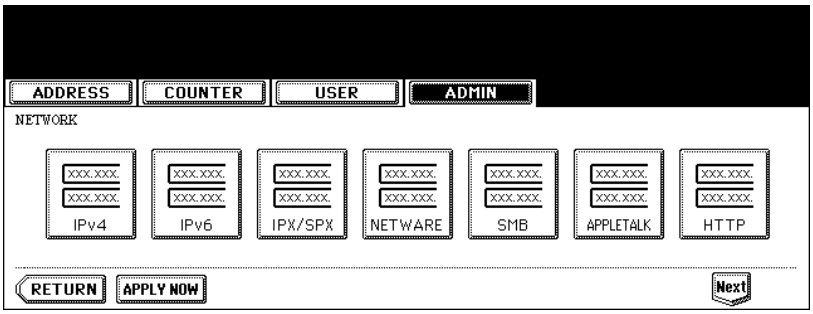
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

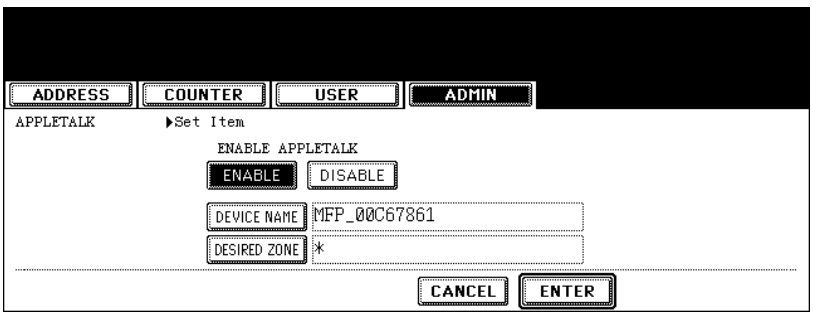
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [APPLETALK] button.



- The APPLETALK screen is displayed.

3 Specify following items as required.



- **ENABLE APPLETALK** — Press the [ENABLE] button to enable the AppleTalk, or [DISABLE] button to disable the AppleTalk.
- **[DEVICE NAME]** — Press this to enter the AppleTalk name of this equipment.
- **[DESIRED ZONE]** — Press this to enter the AppleTalk zone name this equipment joins. If your AppleTalk network has not been configured with a zone, you do not have to enter the zone name.

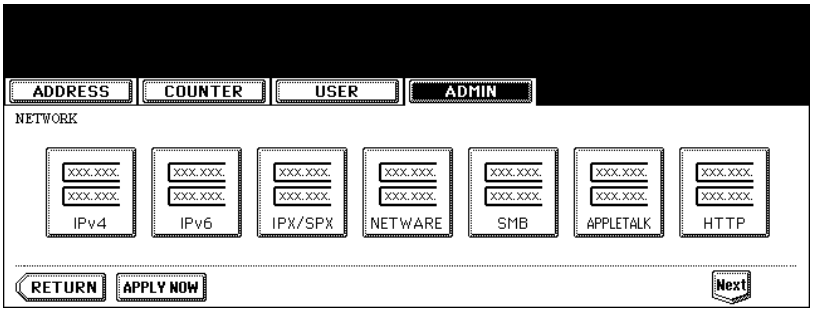
Tip

When you press the [APPLETALK NAME] and [DESIRED ZONE] buttons, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the HTTP Network Service

This function allows you to enable or disable the HTTP network server service that provides the web-based utility on this equipment, such as TopAccess and e-Filing web utility. The HTTP network server service also must be enabled for IPP printing.

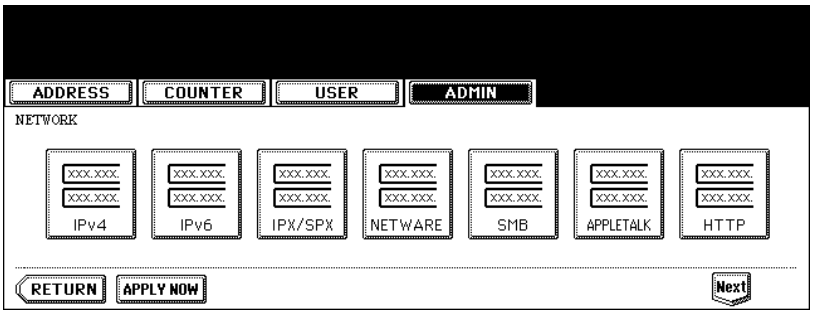
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

Tip

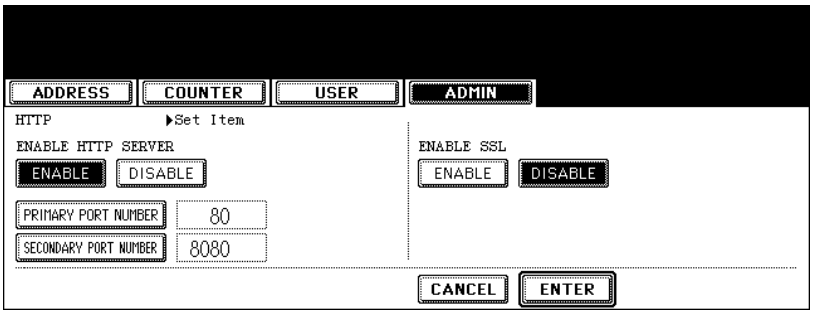
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [HTTP] button.



- The HTTP screen is displayed.

3 Specify following items as required.



- **ENABLE HTTP SERVER** — Press the [ENABLE] button to enable the HTTP network server service, or [DISABLE] button to disable the HTTP network server service. This must be enabled for TopAccess, e-Filing web utility, and IPP printing.
- **[PRIMARY PORT NUMBER]** — Press this to enter the primary port number to be used for the HTTP access from the other client. It is recommended to use the default port number "80" if you are not sure changing this port number.
- **[SECONDARY PORT NUMBER]** — Press this to enter the secondary port number to be used to access the TopAccess and e-Filing web utility. It is recommended to use the default port number "8080" if you are not sure changing this port number.
- **ENABLE SSL** — Press the [ENABLE] button to enable the SSL for accessing the administration pages in TopAccess and e-Filing web utility, or [DISABLE] button to disable the SSL for accessing the administration pages in TopAccess and e-Filing web utility. 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.

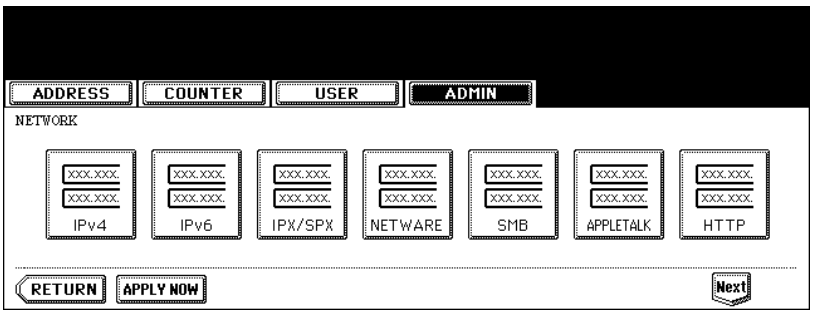
Note

To enable SSL, you must create a self-signed certificate in the equipment or import the server certificate using TopAccess. If the self-signed certificate is not created or the server certificate is not imported, the SSL cannot be enabled.

4 Press the [ENTER] button.

- Returns you to the NETWORK menu.

5 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the Ethernet Speed

This function allows you to specify the ethernet speed.

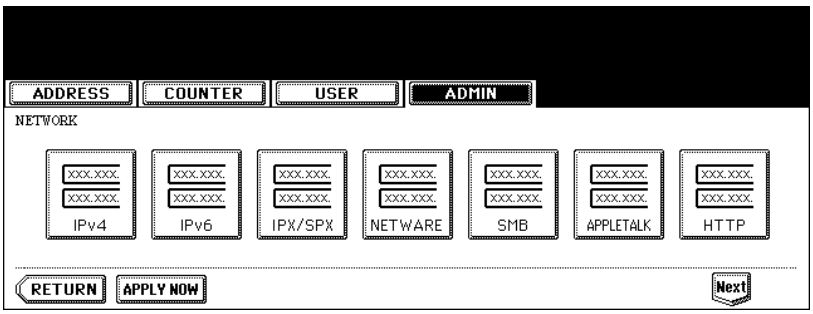
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

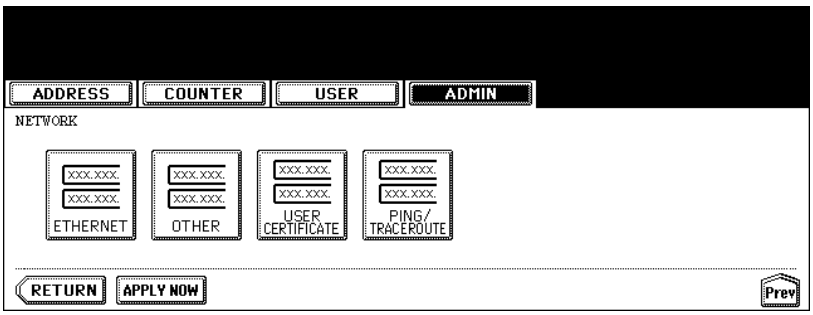
Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [Next] button.

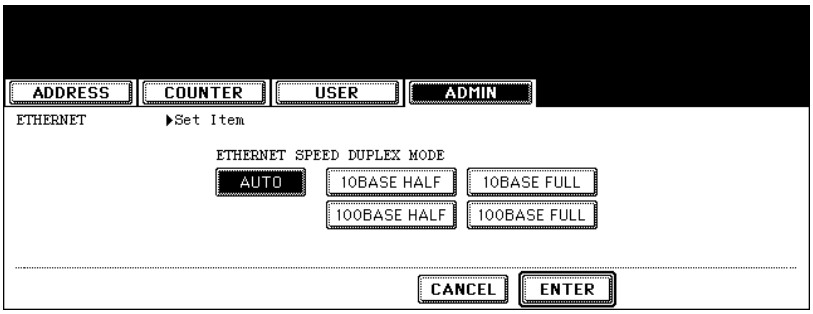


3 Press the [ETHERNET] button.



- The ETHERNET screen is displayed.

4 Press the [AUTO] button to automatically detect the appropriate ethernet speed, or press other specific ethernet speed button.



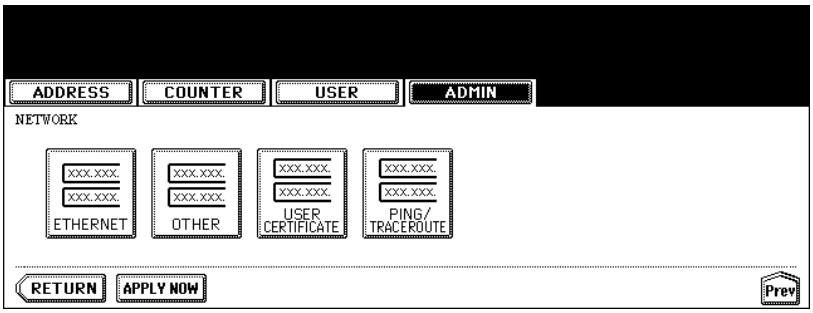
Tips

- When you select a specific ethernet speed, you must select the same ethernet speed as set in the connected network. If you do not know the ethernet speed that must be used, select the [AUTO] button.
- If the network is not stable, power OFF the equipment then ON.

5 Press the [ENTER] button.

- Returns you to the NETWORK menu.

6 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the LDAP and SNMP Network Service

This function allows this equipment to access the LDAP directory service. This equipment can search for the contacts in the LDAP server to specify the recipients of the Internet Fax, fax transmission, and Scan to E-mail job.

Tips

- If the LDAP network service is enabled, you can register the LDAP directory service, and then this equipment can search for the contacts in the LDAP server. To add the LDAP directory service, you must operate using TopAccess. For more information about registering the directory service, please see the ***TopAccess Guide***.
- When the LDAP network service is disabled, it is not possible to obtain the user's e-mail address as "From Address" from the LDAP server during the User Authentication for Scan to Email.

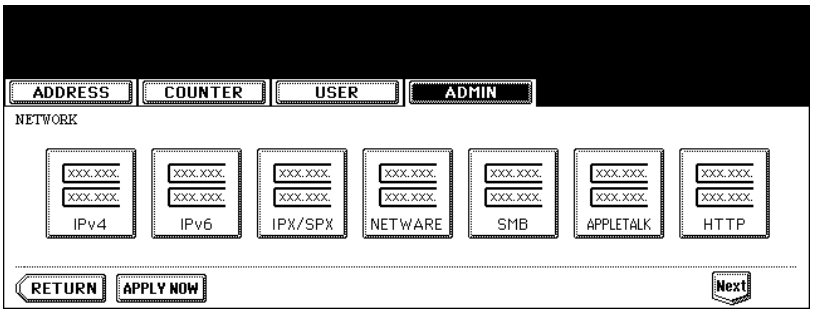
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

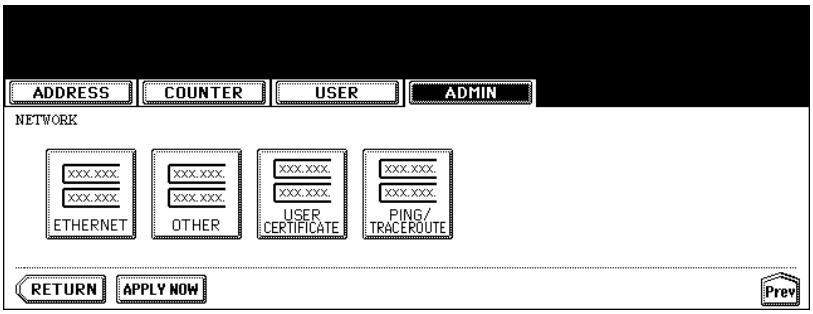
Tip

To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [Next] button.

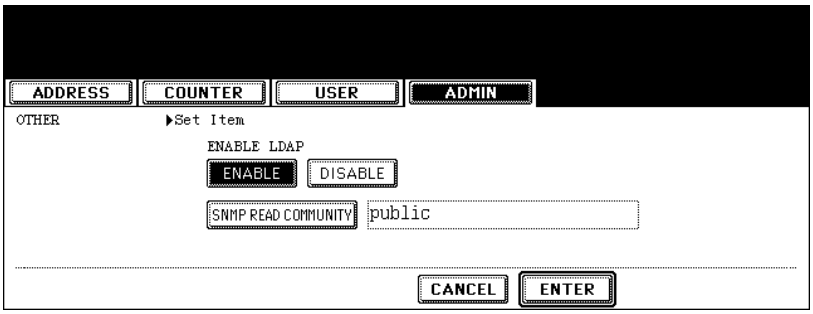


3 Press the [OTHER] button.



- The OTHER screen is displayed.

4 Press the [ENABLE] button to enable the LDAP network service, or [DISABLE] button to disable it.

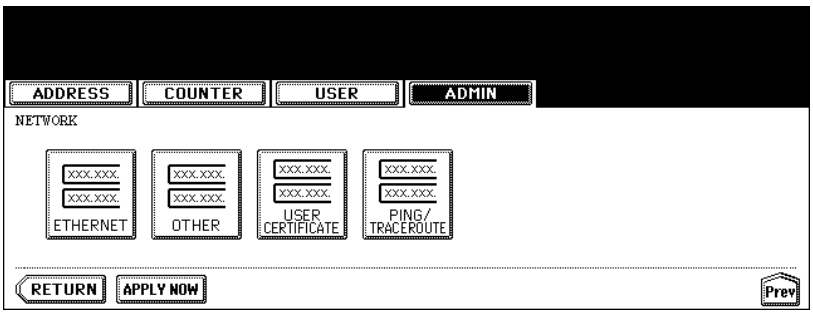


- Optionally you can enter the trap community name for the SNMP Traps by pressing the [SNMP READ COMMUNITY] button.
  When you press this button, the QWERTY Type Keyboard screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

5 Press the [ENTER] button.

- Returns you to the NETWORK menu.

6 Continue to another network setting if required, then press the [APPLY NOW] button.



- The "NETWORK INITIALIZING" message is displayed and this equipment starts initializing the network interface card to apply the changes.

Setting the User Certificate

When you import the server certificate using TopAccess to enable SSL for the HTTP Network Service, FTP Server, and IPP Print Service, you must enter the password for the server certificate using this function.

Tip

This function must be performed after importing the server certificate using TopAccess. For more information about importing the server certificate, please see the ***TopAccess Guide***.

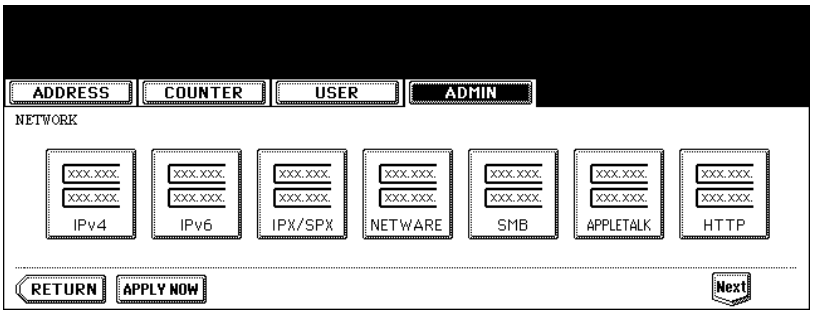
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

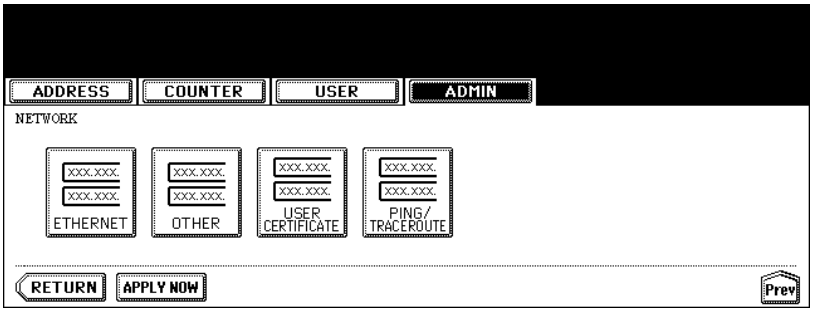
Tip

To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [Next] button.

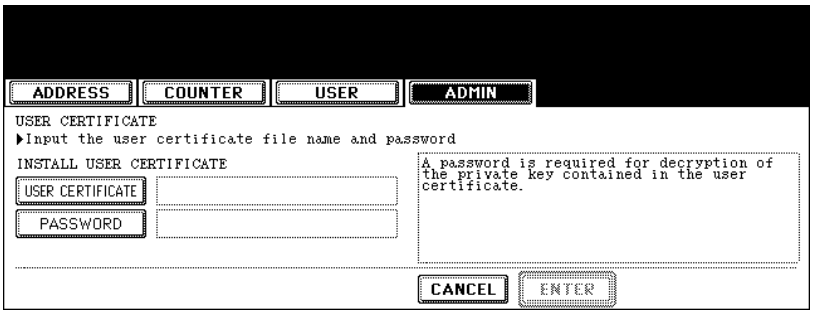


3 Press the [USER CERTIFICATE] button.



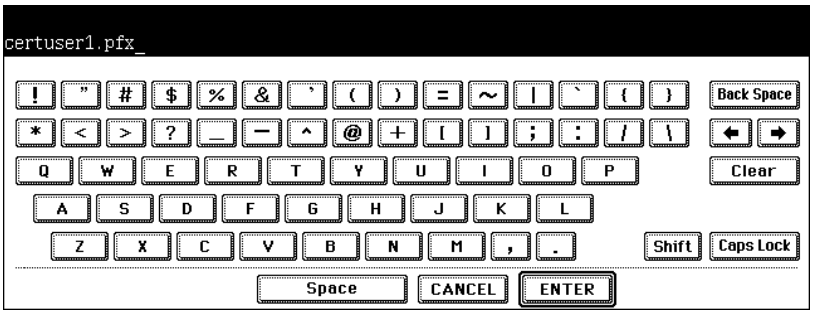
- The USER CERTIFICATE screen is displayed.

4 Press the [USER CERTIFICATE] button.

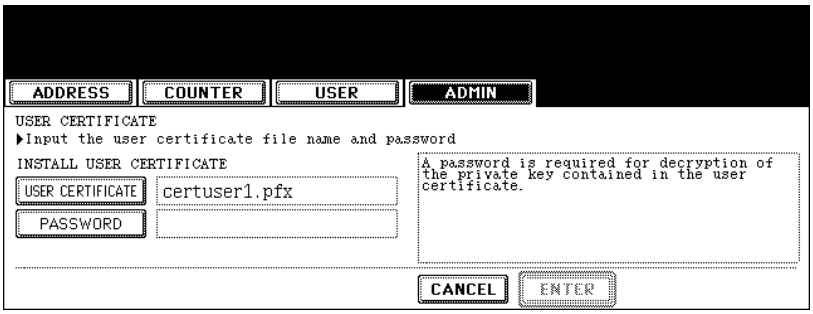


- The input screen is displayed.

5 Enter the server certificate file name using the keyboard and digital keys, and press the [ENTER] key to set the entry.

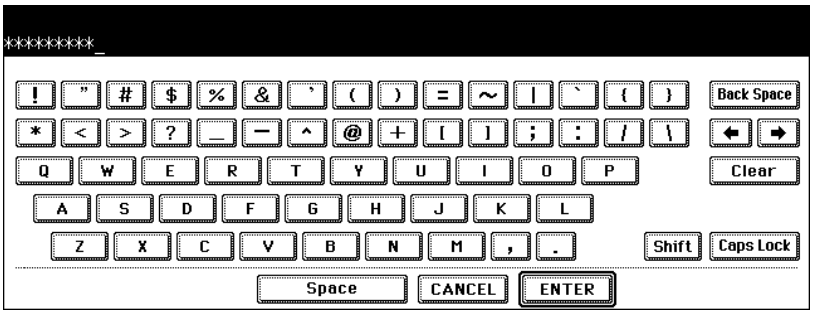


6 Press the [PASSWORD] button.



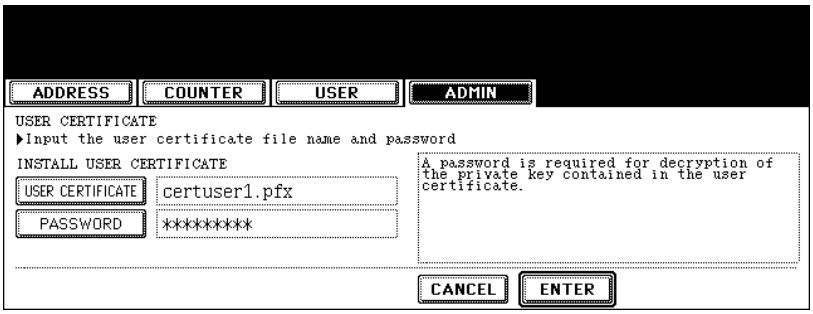
- The input screen is displayed.

7 Enter the password for the server certificate using the keyboard and digital keys, and press the [ENTER] key to set the entry.



- The input password appears as asterisks (*).

8 Press the [ENTER] button.



- Returns you to the ADMIN menu and the "NETWORK INITIALIZING" message is displayed. This equipment starts initializing the network interface card to apply the changes.

Ping/Traceroute

You can use the ping function to check the connection status between this equipment and the servers on network. You can also use the traceroute function to view and check the network path of the desired server.

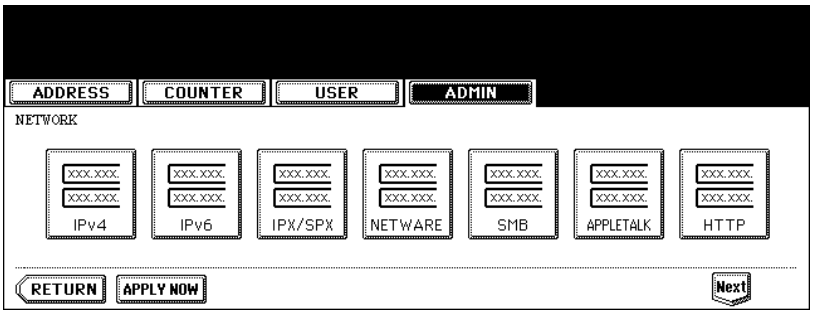
1 Press the [NETWORK] button in the ADMIN menu.

- The NETWORK menu is displayed.

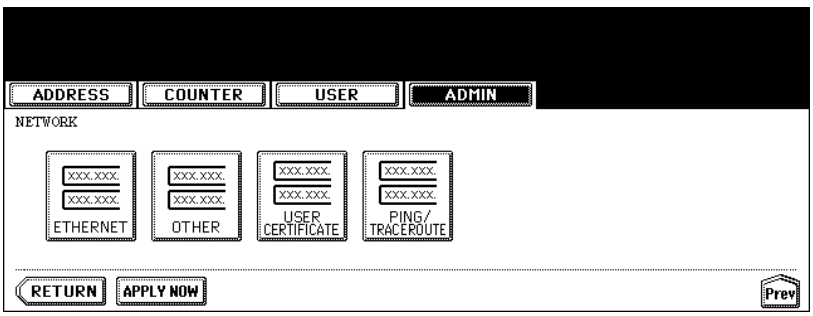
Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [Next] button.

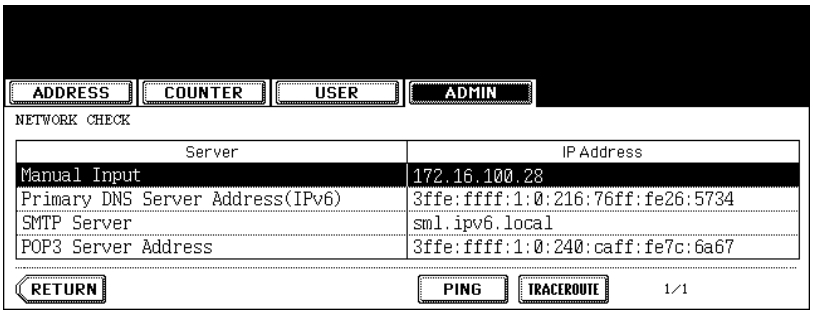


3 Press the [PING/TRACEROUTE] button.



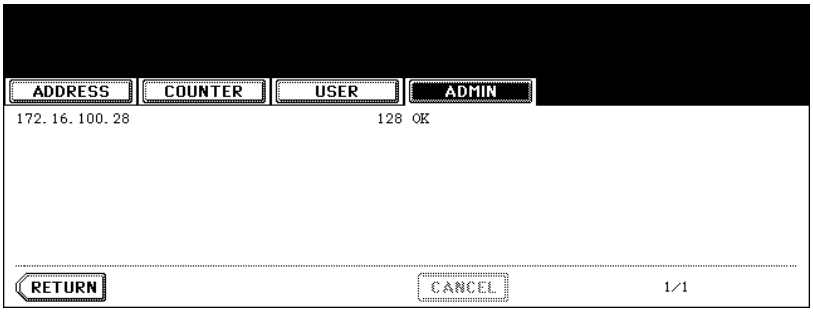
- The NETWORK CHECK screen is displayed.

4 Select the server you want to check and press the [PING] or [TRACEROUTE] button.

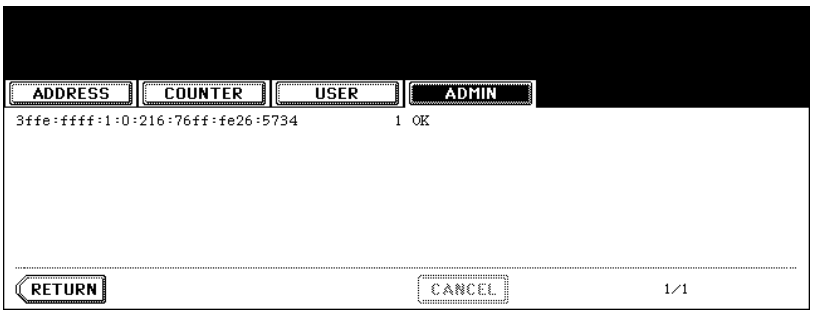


- Check result is displayed.

  When the ping function is performed, the check result “IP address 128 (TTL: Time to live) fixed OK/NG” is displayed.



  When the traceroute function is performed, the check result “IP address 1 to 128 (TTL: Time to live) OK/NG” is displayed.



Note

When the ping/traceroute command can reach a server, IP address is displayed for the check result for the server. If the command cannot reach it for some reason, host name is displayed instead of IP address.

Tip

There are 2 ways to select the server you want to check.

To select the desired server from the server list displayed on the touch panel:

Checkable servers and supported protocols are as follows.

- Primary DNS server (IPv4/IPv6)
- Secondary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTP server (IPv4/IPv6)
- Secondary SNTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2

To designate desired server manually:

Enter the server name or IPv4 address, IPv6 address manually.

When you press the Manual Input column, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

5 Press the [RETURN] button.

- Returns you to the NETWORK menu.

You can change the system behaviors for the copy operation, such as maximum number of copies, auto 2-sided mode, and the sort mode priority.

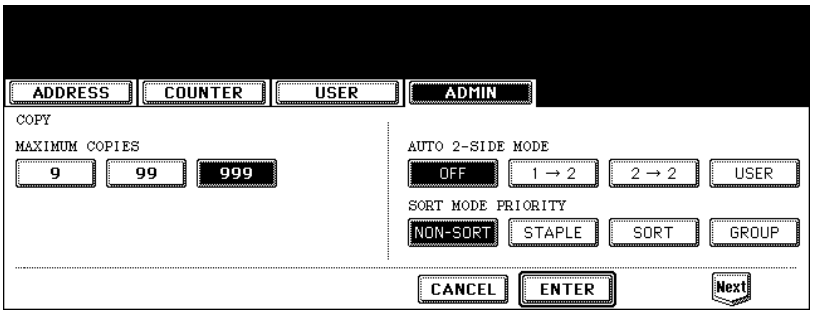
1 Press the [COPY] button in the ADMIN menu.

- The COPY screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

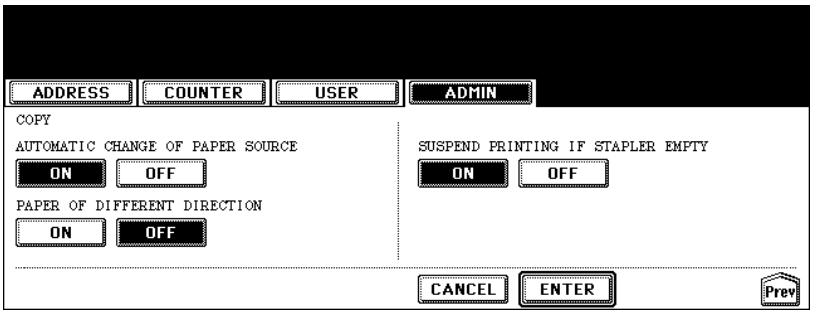
2 Specify following items as required.



- **MAXIMUM COPIES** — Press the number button that indicates the maximum number of copies to be allowed.
- **AUTO 2-SIDE MODE** — Press the button of the 2-Sided mode that initially applies to copy settings when originals are set in the Automatic Document Feeder. When the [OFF] button is selected, the initial setting of the 2-Sided mode will be [1 -> 1 SIMPLEX] when originals are set in the Automatic Document Feeder.
  When the [1->2] button is selected, the initial setting of the 2-Sided mode will be [1 -> 2 DUPLEX] when originals are set in the Automatic Document Feeder.
  When the [2->2] button is selected, the initial setting of the 2-Sided mode will be [2 -> 2 DUPLEX] when originals are set in the Automatic Document Feeder.
  When the [USER] button is selected, the screen to select the 2-Sided mode will be displayed when originals are set in the Automatic Document Feeder.
- **SORT MODE PRIORITY** — Press the sort mode that applies prior for copy jobs. If the [STAPLE] button is selected, the output is stapled on the upper left corner as the default. To select the [STAPLE] button, the optional finisher must be installed.

3 Press the [Next] button to display the next screen.

4 Specify following items as required.



- **AUTOMATIC CHANGE OF PAPER SOURCE** — When this is set to [ON], this equipment will print on the different size of paper when the specified paper size is not set. When this is set to [OFF], this equipment will display a message to set the correct paper.
- **PAPER OF DIFFERENT DIRECTION** — When this is set to [ON], this equipment will rotate the image and print on the different direction of paper if the correct direction of paper is not set. When this is set to [OFF], this equipment will display a message to set the correct paper.
- **SUSPEND PRINTING IF STAPLER EMPTY** — When this is set to [ON], this equipment quit the job with stapling when the stapler empty occurs. When this is set to [OFF], this equipment will continue the job without stapling.

5 Press the [ENTER] button.

- Returns you to the ADMIN menu.

Setting the Terminal ID

Note

The Terminal ID settings are available only when the optional Fax unit is installed.

Once programmed, Terminal ID information will be printed on the leading edge of transmitted or received documents if the TTI and RIT are enabled.

Tips

- ID information is sent and printed about 5 mm from the top edge of the original.
- In compliance with FCC regulations, your company's name, facsimile telephone number and date & time are added at the top of all transmitted documents. This feature enables remote parties to easily identify your documents and the time of transmission.

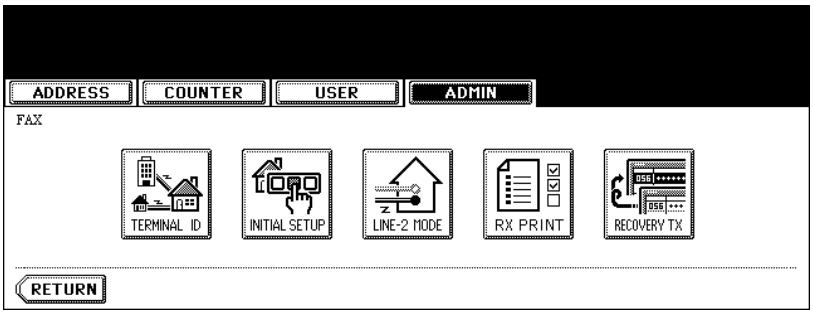
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

Tip

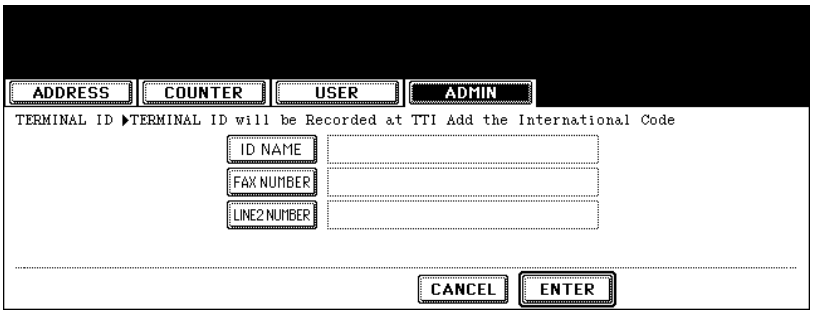
To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [TERMINAL ID] button.

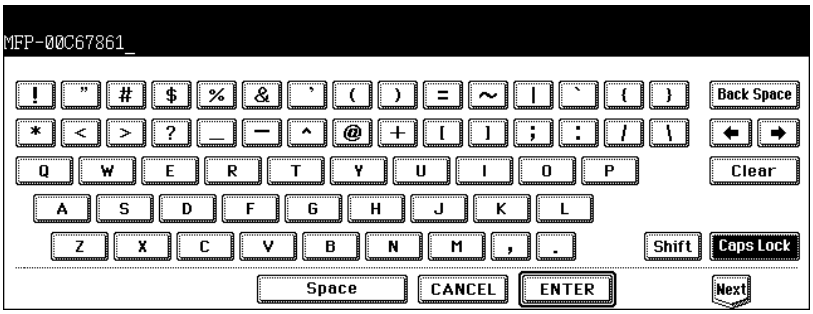


- The TERMINAL ID screen is displayed.

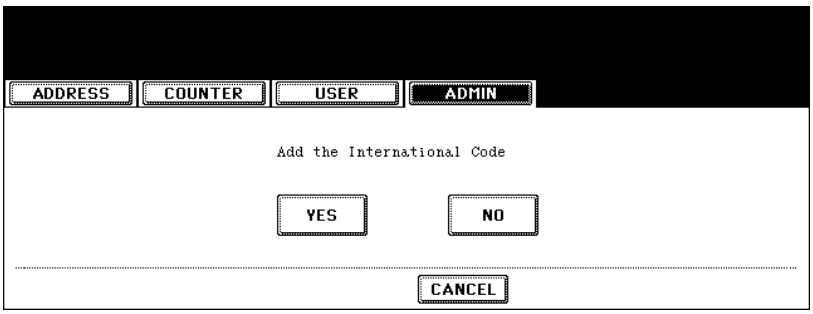
3 Specify following items as required.



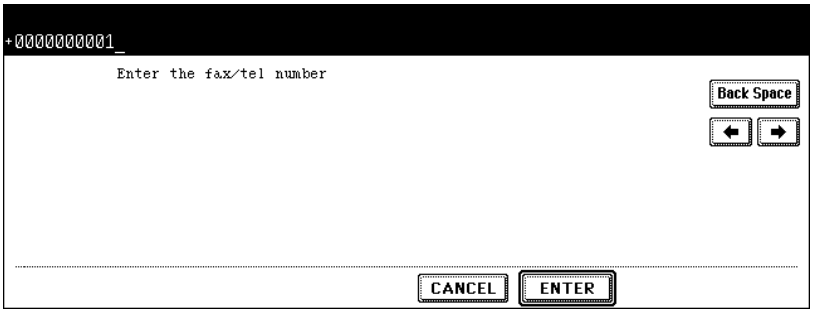
- **[ID NAME]** — Press this to enter the terminal ID of this equipment.
- **[FAX NUMBER]** — Press this to enter the fax number of this equipment.
- **[LINE2 NUMBER]** — Press this to enter the 2 line fax number of this equipment if the Line2 board is installed. This is not displayed when the Line2 board is not installed.
- When you press the [ID NAME] button, the input screen is displayed. Enter the name using the keyboard and digital keys, and press the [ENTER] button to set the entry.



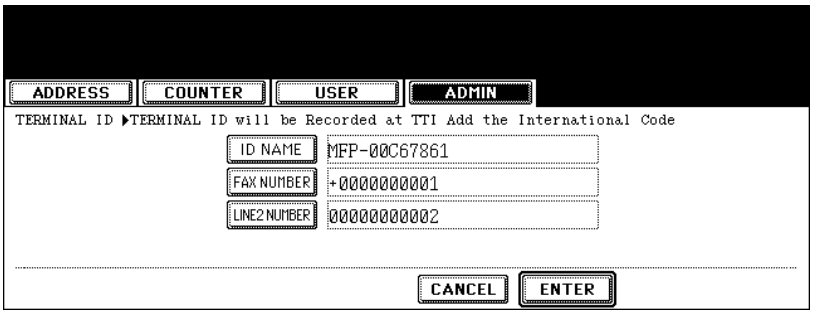
- When you press the [FAX NUMBER] or [LINE2 NUMBER] button, the message to ask you whether adding the international code is displayed. Press the [YES] button if you want to add the international code, or the [NO] button if you do not want to add the international code.
  When you press the [YES] button, the input screen that "+" is entered is displayed.
  When you press the [NO] button, the input screen without any entry is displayed.



Enter the phone number using the digital keys, and press the [ENTER] button to set the entry.



4 Press the [ENTER] button.



- Returns you to the FAX menu.

Setting the Fax Initial Setup

Note

The [INITIAL SETUP] button in the [ADMIN] menu will be available only when the optional Fax unit is installed.

Set the initial settings for the fax functions such as the volume settings and reception mode.

- Reception mode: AUTO, MANUAL
- Monitor tone volume: Adjustable 0-7 steps (0: tone OFF)
  The “monitor tone” is the line monitor tone which is heard when the [MONITOR/PAUSE] button is pressed.
- Completion tone volume: Adjustable 0-7 stages (0: tone OFF)
  The “completion tone” is the ringer tone which is heard when original printing has been completed. It can be heard when all originals have been printed out.
- Dial type (Line 1 /Line 2): DP, MF (not available for the European version)
  There are two types of telephone lines: Dial pulse lines (DP) and multi frequency lines (MF). Change the telephone line setting to match the type of the line you are using, for example, when you first install the system or when you change the connected telephone line.

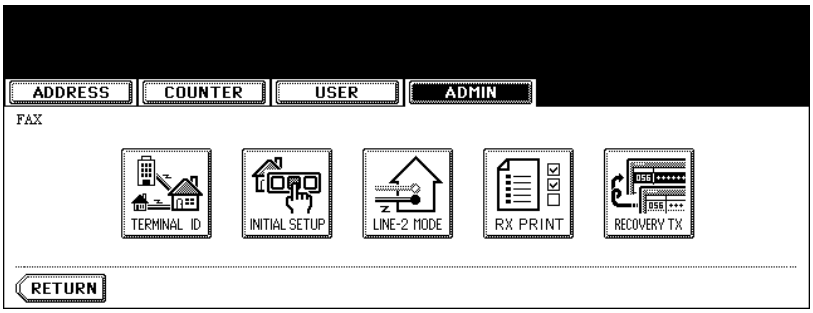
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

Tip

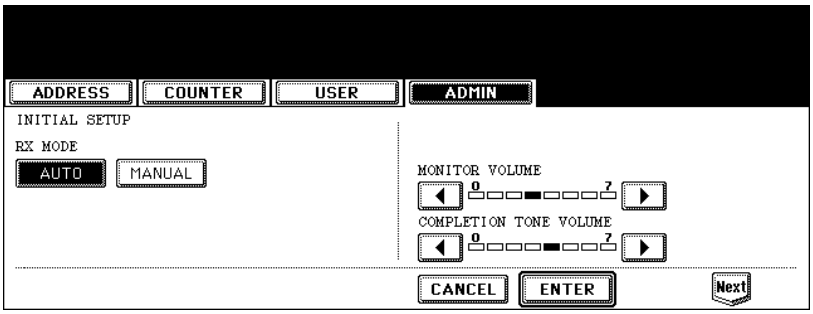
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [INITIAL SETUP] button.



- The INITIAL SETUP screen is displayed.

3 Specify following items as required.



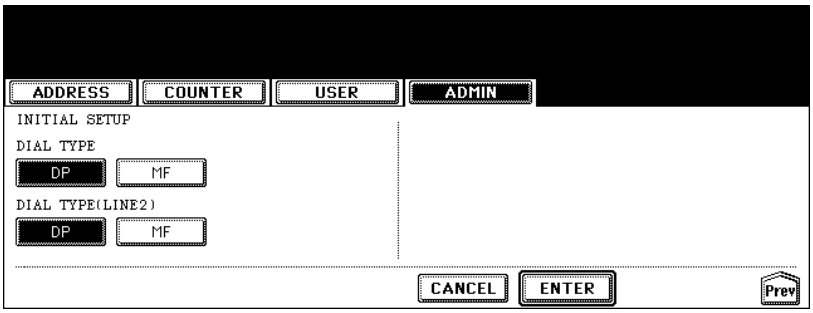
- **RX MODE** — Press the [AUTO] button to receive faxes automatically, or [MANUAL] button to receive faxes manually. When you select the manual mode, you can receive the faxes by pressing the [START] button when it rings.
- **MONITOR VOLUME** — Press the arrow buttons to change the monitor volume.
- **COMPLETION TONE VOLUME** — Press the arrow buttons to change the complete volume.

Note

When the User Management Setting is enabled, only the [AUTO] button can be selected for the RX MODE option.

4 Press the [Next] button to display the next screen.

5 Specify following items as required.



- **DIAL TYPE** — Press the [MF] button to select the Multi-frequency mode, or [DP] button to select the Dial Pulse mode for the line 1.
- **DIAL TYPE (LINE2)** — Press the [MF] button to select the Multi-frequency mode, or [DP] button to select the Dial Pulse mode for the line 2. This is available only when the optional 2nd line board is installed.

Note

The “DIAL TYPE” and “DIAL TYPE (LINE2)” is not available for the European version.

6 Press the [ENTER] button.

- Returns you to the FAX menu.

Setting the Line-2 Mode

Note

The LIne-2 Mode settings are available only when the optional Fax unit and optional Line-2 board are installed.

Installing the 2nd line board (option) allows transmission during reception, reception during transmission, and simultaneous two communications of transmission/reception.
When the 2nd line is used, the following function setting and registration are required.

- Entering terminal ID P.138
- Dial type setting P.141
- Line-2 setting (following instruction)
- The 1st line takes precedence in the initial setting (not including the case that LINE 2 is selected in the LINE SELECT when you register remote fax numbers into the address). If you want the 2nd line to have priority in the initial setting, ask your service technician.

When the optional 2nd line board is installed, its operation can be selected from the following:

- Transmission/Reception
  Both transmission and reception are available all the time.
- Reception only (24 hours)
  The 2nd line is always standing by for reception.
- Reception only (timer)
  Only reception is available during the specified period of time.

* Even during reception only, the specified line performs transmission if any line has been specified by the options or address menu.

Entering Line-2 Mode Setting

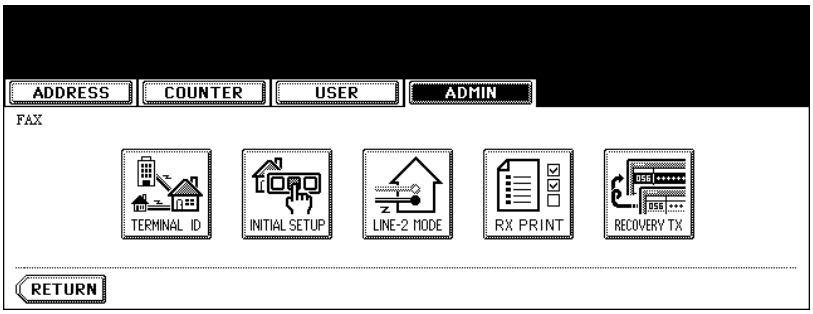
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [LINE-2 MODE] button.



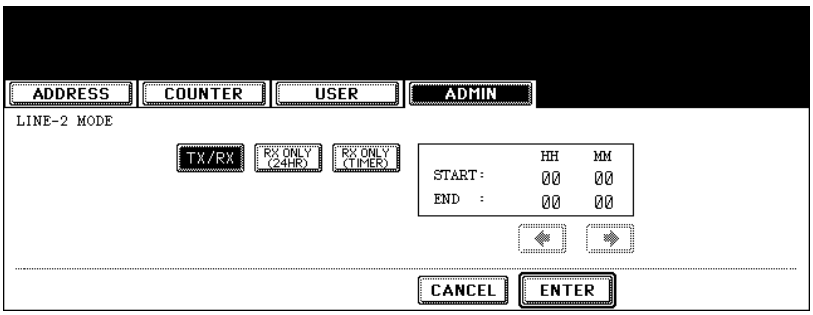
- The LINE-2 MODE screen is displayed.

3 Continue the procedure depending on how you set the Line-2 mode.

- P.144 “Transmission and Reception (TX /RX)”
- P.144 “Reception Only (24HR)”
- P.145 “Reception Only (TIMER)”

Transmission and Reception (TX /RX)

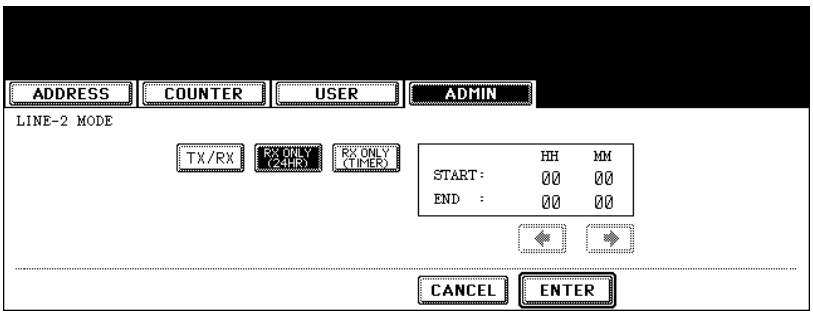
1 Press the [TX/RX] button.



2 Press the [ENTER] button.

Reception Only (24HR)

1 Press the [RX ONLY (24HR)] button.

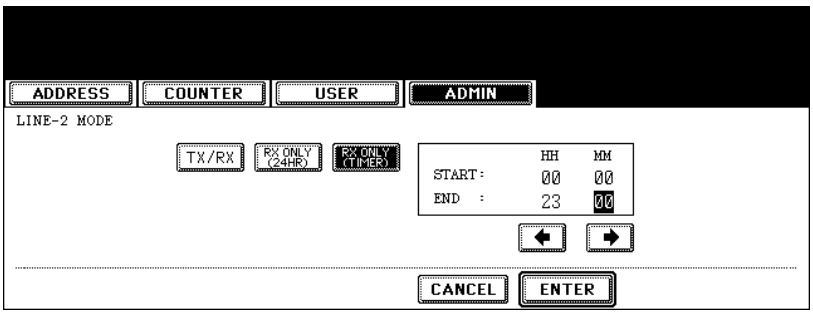


- Making the 2nd line standby for the reception all the time.

2 Press the [ENTER] button.

Reception Only (TIMER)

1 Press the [RX ONLY (TIMER)] button.



- Using the 2nd line for reception only during the specified period.
- Enter the START time and END time using the digital keys.
- Pressing the arrow buttons moves the cursor.
- Time is displayed in the 24-hour system.

2 Press the [ENTER] button.

Setting the RX Printing

Setting Discard and Reduction Printing

Set print settings for received fax and Internet Fax originals that are to be printed.
Two print settings are available: discard printing and reduction printing.

Discard Printing: ON, OFF

- ON (default setting):
  When originals are up to 10mm larger than the printing area; the part of the originals that exceeds the paper printing area is discarded.
- OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.
  * For detail of DISCARD setting, contact your service technician.

RX Reduction Printing: ON, OFF

- ON (default setting):
  If the received original is longer than the recording paper, it will be vertically reduced to 90% to fit on the recording paper.
- OFF: The received original is printed on two sheets of paper if its length exceeds the paper printing area.

* Only drawers can be set for received FAX printing. Please see the *Operator's Manual for Basic Functions*. Be sure to use LD, LG, LT, LT-R, A3, A4, A4-R or B4.

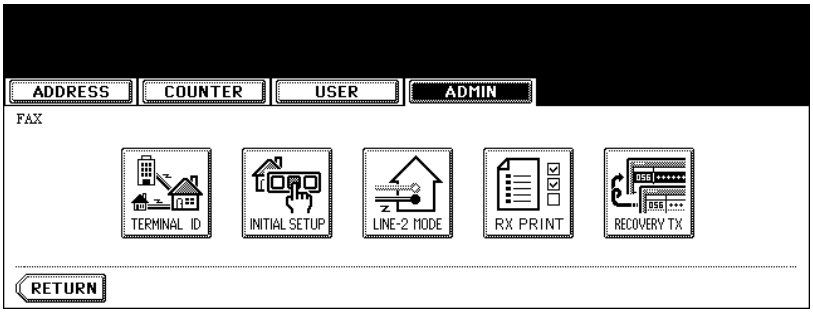
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

Tip

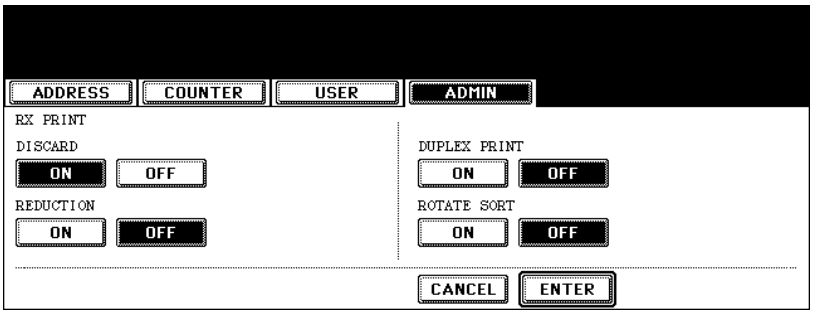
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [RX PRINT] button.



- The RX PRINT screen is displayed.

3 Press the [ON] (or [OFF]) button of the “DISCARD” and/or “REDUCTION”.



4 Press the [ENTER] button.

- The registered items can be confirmed in the function list. P.167

Setting Duplex Printing

Note

The “Duplex Print” function is available only when the optional Fax unit is installed.

This printer setting determines whether or not to print received originals on both sides of sheet.

* Duplex printing is available only if the received originals are the same size.

* When the system runs out of paper during duplex printing, the rest of the documents is printed on both sides of another size of paper.

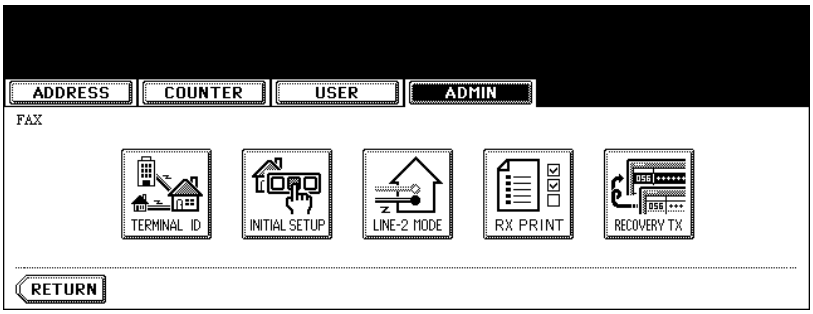
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

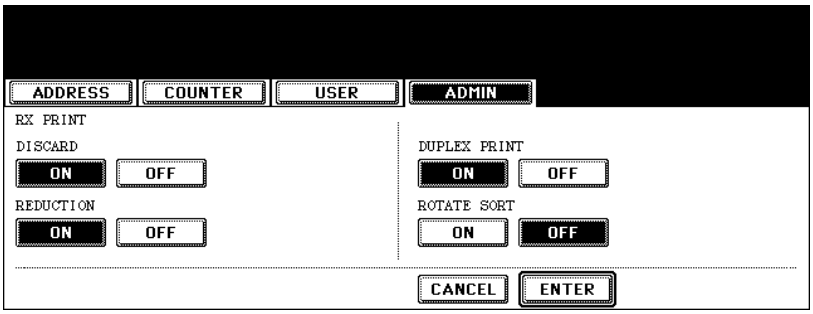
Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [RX PRINT] button.



3 Press the [ON] button of the “DUPLEX PRINT”, and then press the [ENTER] button.

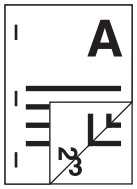


- The registered items can be confirmed in the function list. P.167

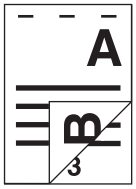
Tip

Duplex printing direction differs depending on the received original size.
- Received LD, LG, LT, A3, A4, or B4-sized originals are printed so that they can be bound alone the long edge of direction.
- Received ST, A5 or B5-sized originals are printed so that they can be bound alone the short edge of direction.

(1)



(2)



Setting the Rotate Sort

Note

The “Rotate Sort” function is available only when the optional Fax unit is installed.

The printer setting determines whether or not to output each separate job of received originals in the different orientation.

* Rotate Sort printing is available only for LT/A4-sized paper. Set the LT and LT-R, or A4 and A4-R drawers.
* When the system runs out of paper during Rotate Sort printing, the rest of the documents is printed on the remaining paper.

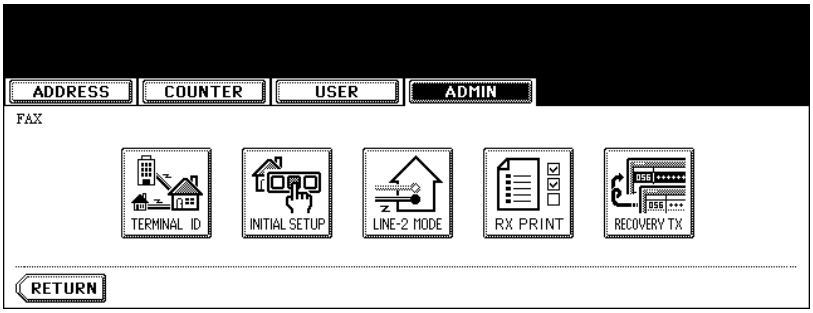
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

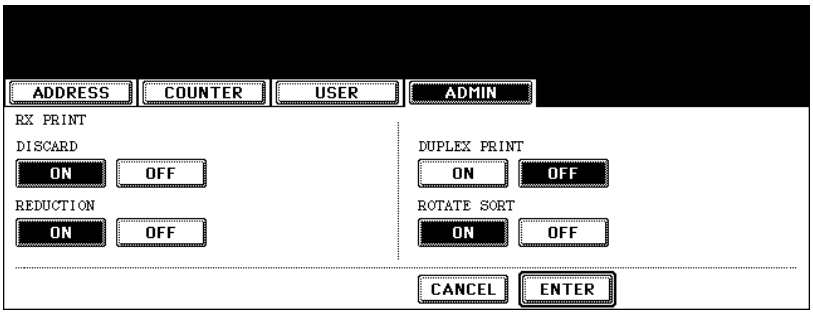
Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [RX PRINT] button.



3 Press the [ON] button of the “ROTATE SORT”, and then press the [ENTER] button.



- The registered items can be confirmed in the function list. P.167

Setting the Recovery Transmission

Note

The Recovery transmission is available only when the optional Fax unit is installed.

This function allows you to specify how long a document will be remained in the memory after failing the redial attempts.

Note

You can retransmit the document held in the memory. For instructions on how to send the recovery transmission, see the *Operator's Manual For Facsimile Function*.

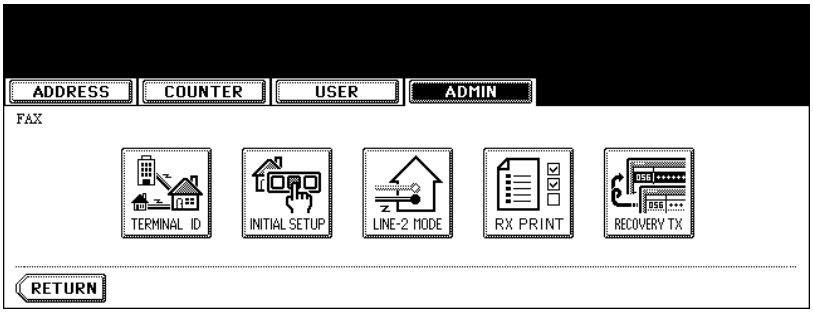
1 Press the [FAX] button in the ADMIN menu.

- The FAX menu is displayed.

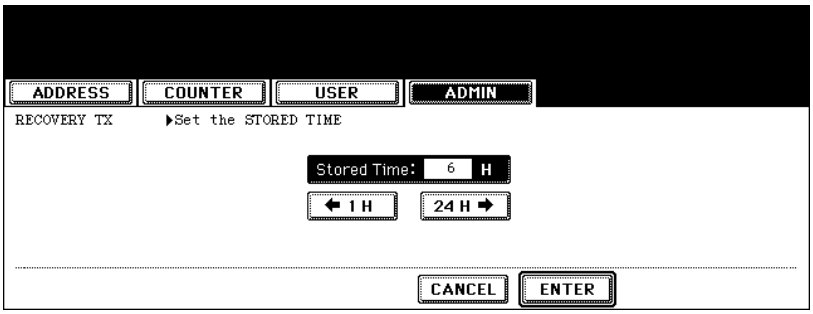
Tip

To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Press the [RECOVERY TX] button.



3 Change the document-stored time with the [< 1H] or [24H >] button, and press the [ENTER] button.



- The document-holding time can be changed by the 1 hour.

Note

When the Recovery transmission is enabled, the [RECOVERY TX] button will be grayed icon. You can disable the Recovery transmission by pressing the [RECOVERY TX] button again, and the button turns to the normal icon.

This function allows you to automatically delete the files stored by the Scan to File operations. This function is used to periodically delete stored files in the local storage to maintain the available hard disk space.

Note

The [FILE] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

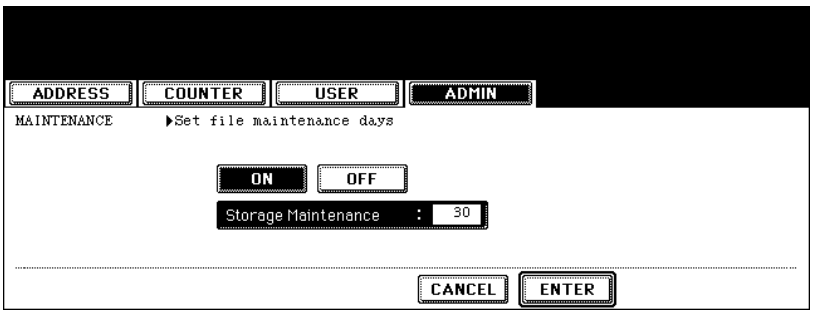
1 Press the [FILE] button in the ADMIN menu.

- The MAINTENANCE menu is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [ON] button to enable the storage maintenance, or [OFF] button to disable the storage maintenance.



- When you press the [ON] button, the “Storage Maintenance” field will be highlighted. Continue to next step to enter the number of days.
- When you press the [OFF] button, skip to step 4.

3 Enter the number of days the system preserve the files before deleting them automatically using the digital keys.

- You can enter 1 to 99 days. To correct the value, press the [CLEAR] button to delete the input value and enter the number of days.

4 Press the [ENTER] button.

Setting the Scan to E-mail Message Properties

You can configure the message properties of E-mail documents that will be sent by Scan to E-mail operation.

Note

The [E-MAIL] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

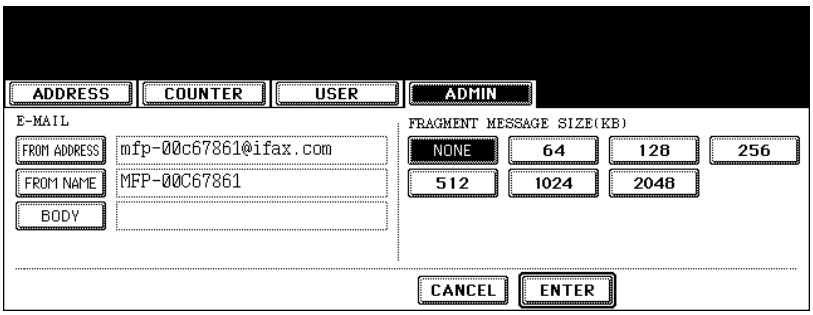
1 Press the [E-MAIL] button.

- The E-MAIL screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press each button to enter the E-mail properties.



- **[FROM ADDRESS]** — Press this to enter the E-mail address of this equipment.
- **[FROM NAME]** — Press this to enter the identification name of this equipment.
- **[BODY]** — Press this to enter the body message.

Note

You must enter the [FROM ADDRESS] button to enable Scan to E-mail.

Tip

When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

3 Press the [ENTER] button.

Setting the Scan to E-mail Fragmentation

This function allows you to send the Scan to E-mail job split by the fragment size you specified. This can reduce the transmission errors caused by the network traffic problems.

Note

The [E-MAIL] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

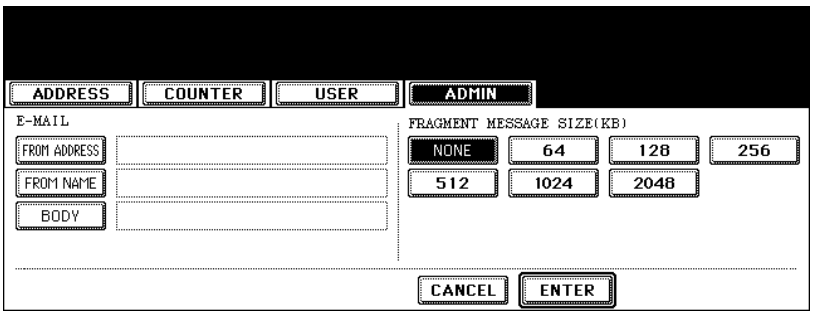
1 Press the [E-MAIL] button in the ADMIN menu.

- The E-MAIL screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press desired fragment size button and press the [ENTER] button.



- Press the [NONE] button to disable the fragmentation.

Setting the Internet Fax Message Properties

You can configure the message properties of Internet Faxes that will be sent by Internet Fax transmission.

Note

The [INTERNET FAX] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

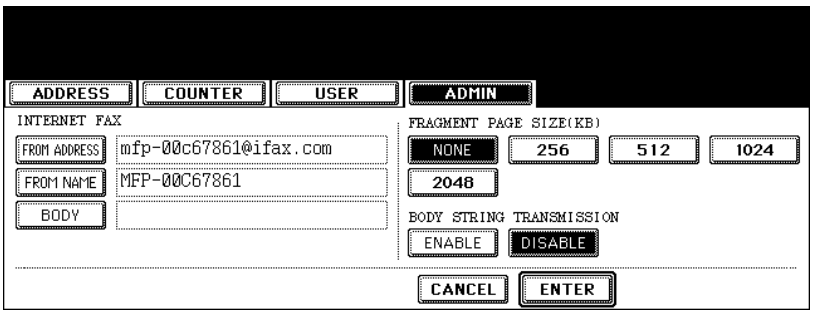
1 Press the [INTERNET FAX] button in the ADMIN menu.

- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press each button to enter the Internet Fax properties.



- **[FROM ADDRESS]** — Press this to enter the E-mail address of this equipment.
- **[FROM NAME]** — Press this to enter the identification name of this equipment.
- **[BODY]** — Press this to enter the body message.

Note

You must enter the [FROM ADDRESS] button to enable Internet Fax.

Tip

When you press each button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

3 Press the [ENTER] button.

Setting the Internet Fax Fragmentation

This function allows you to send the Internet Faxes split by the fragment size you specified. This can reduce the transmission errors caused by the network traffic problems.

Note

The [INTERNET FAX] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

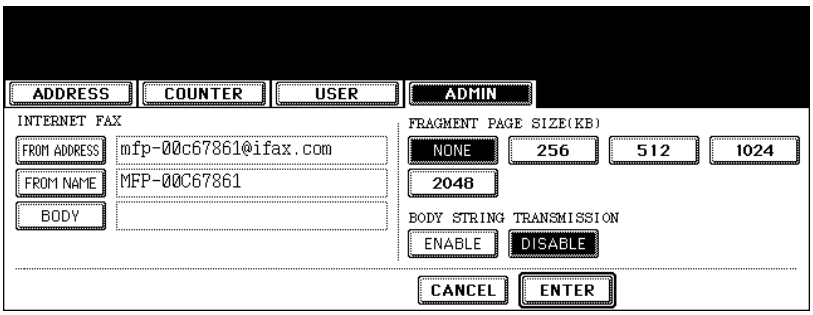
1 Press the [INTERNET FAX] button in the ADMIN menu.

- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press desired fragment size button and press the [ENTER] button.



- Press the [NONE] button to disable the fragmentation.

Setting the Internet Fax Body String Transmission

This function allows you to set whether the body string will be transmitted or not.

Note

The [INTERNET FAX] button in the [ADMIN] menu will be available only when the Scanner Kit is installed, or when the Printer/Scanner Kit is installed.

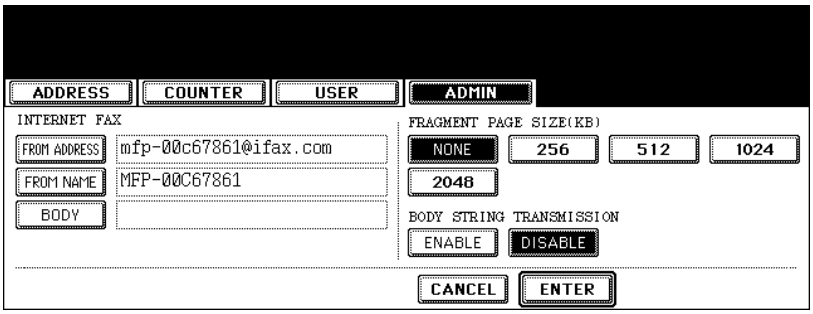
1 Press the [INTERNET FAX] button in the ADMIN menu.

- The INTERNET FAX screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [ENABLE] button to enable the body string transmission, or [DISABLE] button to disable the body string transmission.



3 Press the [ENTER] button.

You can configure the default values for the encryption setting which are applied when data scanned on this equipment is generated as a secure PDF file.

Tip

This setting is applied to the operations for “Scan to File” and “Scan to E-mail”.

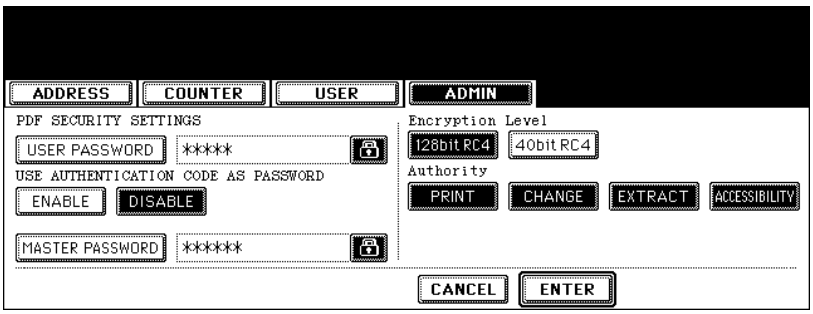
1 Press the [Secure PDF] button in the ADMIN menu.

- The PDF SECURITY SETTINGS screen is displayed.

Tip

To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Specify the following items as required.



- **[USER PASSWORD]**—Enter a password required to open a secure PDF file. “12345” is set as the default user password.
- **USE AUTHENTICATION CODE AS PASSWORD**—Press the [ENABLE] button to use a user authentication code for “USER PASSWORD” or [DISABLE] button to use a password entered in “USER PASSWORD” field.
- **[MASTER PASSWORD]**—Enter a password required to change the security setting of a secure PDF file. “123456” is set as the default master password.
- **Encryption Level**—Select the encryption level for a secure PDF file.
  128bit RC4—The encryption level compatible for Acrobat5.0, PDF V1.4 is set.
  40bit RC4—The encryption level compatible for Acrobat3.0, PDF V1.1 is set.
- **Authority**—Select the authority for a secure PDF file.
  PRINT—Printing is allowed.
  CHANGE—Changing the Document is allowed.
  EXTRACT—Content Copying or Extraction is allowed.
  ACCESSIBILITY—Content Extraction for Accessibility is allowed.

Tip

When you press the [USER PASSWORD] or [MASTER PASSWORD] button, the input screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

Note

- Different passwords must be set to “USER PASSWORD” and “MASTER PASSWORD”.
- You can enter alphanumeric characters of 1 or more and 32 or less for “USER PASSWORD” and “MASTER PASSWORD”. The input password appears as asterisks (*).
- When the lock icon next to “USER PASSWORD” display field is highlighted, a user cannot change the password.
- When the lock icon next to ”MASTER PASSWORD” display field is highlighted, a user cannot change the encryption level and authority.

3 Press the [ENTER] button.

Setting the Transmission / Reception Journal

There are two types of journals available on this equipment. Journals can be printed either automatically or manually.
This function allows you to set the auto-print for the journals, and the number of transactions appears in the journal list.

Note

The Transmission/Reception Journal settings will be available only when the Printer Kit and Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.

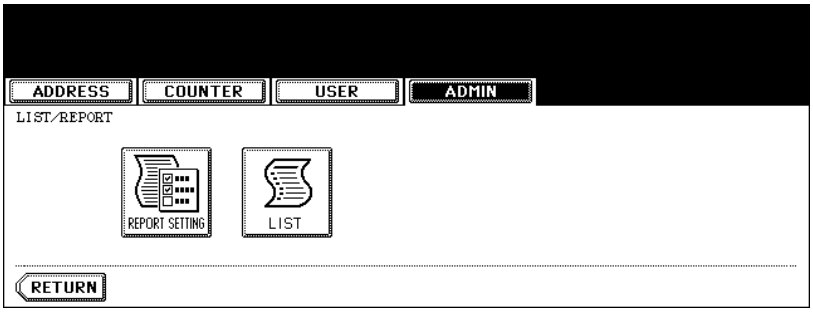
1 Press the [LIST/REPORT] button in the ADMIN menu.

- The LIST/REPORT screen is displayed.

Tip

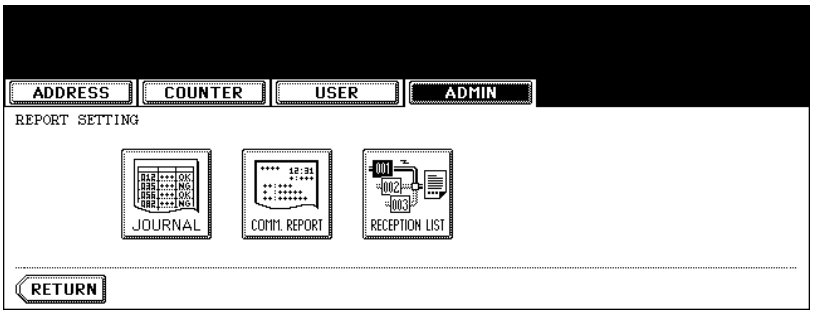
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [REPORT SETTING] button.



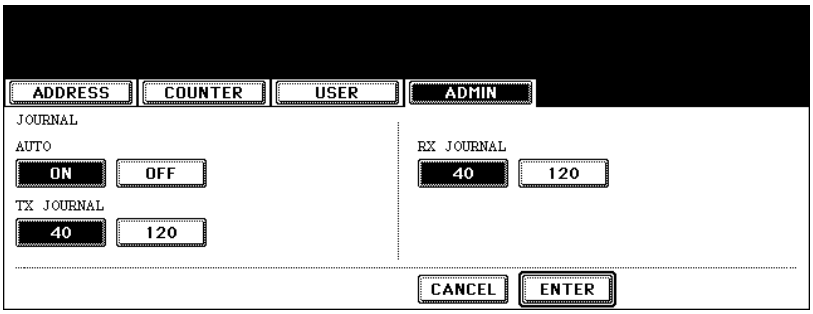
- The REPORT SETTING menu is displayed.

3 Press the [JOURNAL] button.



- The JOURNAL screen is displayed.

4 Specify the following items as required.



- **AUTO** — Press the [ON] button to enable printing the transmission and reception journals automatically. When you enable this, the transmission and reception journals will be printed when specified numbers of transmissions are completed.
- **TX JOURNAL** — Press the number button to specify the number of transmissions will be printed on a transmission journal.
- **RX JOURNAL** — Press the number button to specify the number of receptions will be printed on a reception journal.

5 Press the [ENTER] button.

Setting the Communication Report

Communication Report allows you to print a report after every transmission. Reports can be printed automatically only.
This function allows you to select the condition to print the communication report for each transmission type separately.

Note

The Communication Report setting will be available only when the Printer Kit and Scanner Kit is installed, when the Printer/Scanner Kit is installed, or when the optional Fax unit is installed.

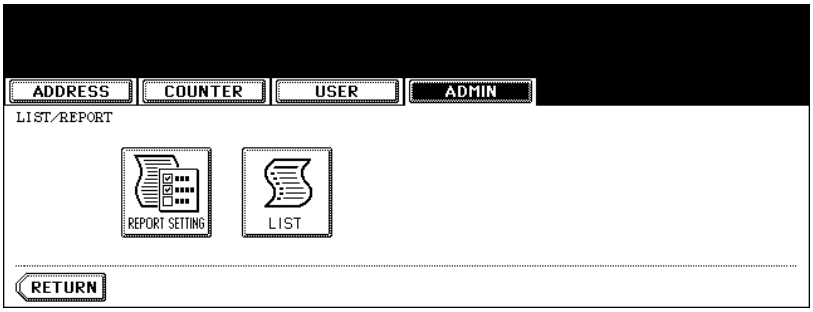
1 Press the [LIST/REPORT] button in the ADMIN menu.

- The LIST/REPORT screen is displayed.

Tip

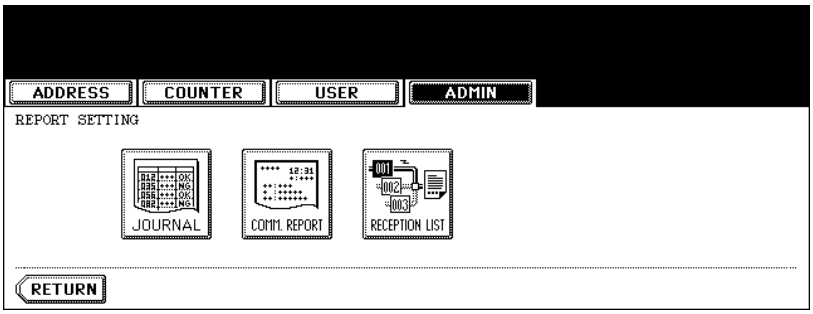
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [REPORT SETTING] button.



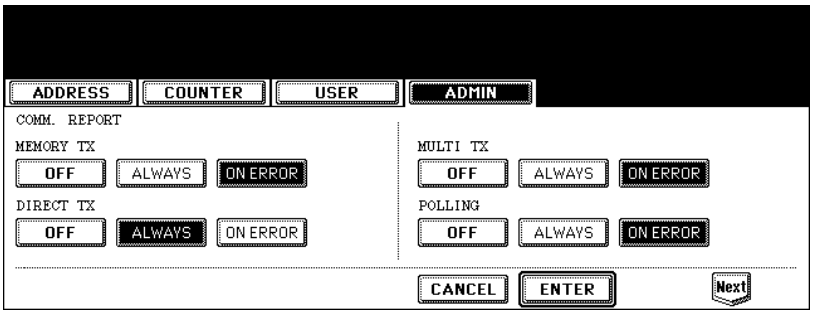
- The REPORT SETTING screen is displayed.

3 Press the [COMM. REPORT] button.



- The COMM. REPORT screen is displayed.

4 Specify the condition for each transmission type.

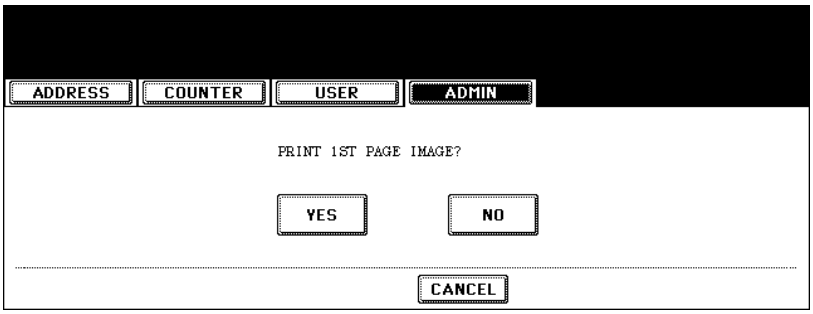


- **[OFF]** — Press this to disable printing the communication report.
- **[ALWAYS]** — Press this to print the communication report every transmission.
- **[ON ERROR]** — Press this to print the communication report only when an error occurs.

Note

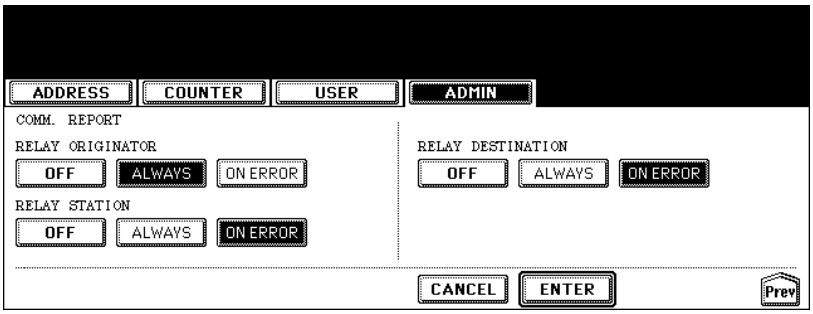
"DIRECT TX" and "POLLING" are available only when the optional Fax unit is installed.

5 When you press the [ALWAYS] or [ON ERROR] button for "MEMORY TX" or "MULTI TX", the "PRINT 1st PAGE IMAGE?" message is displayed. Press the [YES] button to print the communication report with the first page image, or press the [NO] button to print the communication report without the page image.



- Returns you to the COMM. REPORT screen.

6 Press the [Next] button to display the next screen and specify the condition for each transmission type.

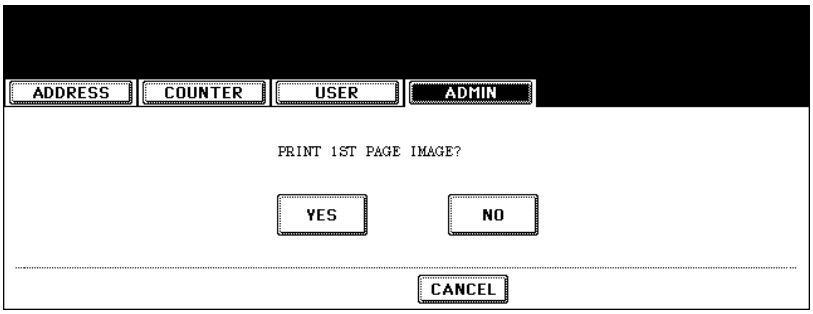


4

Note

"RELAY ORIGINATOR", "RELAY STATION", and "RELAY DESTINATION" are available only when the optional Fax unit is installed.

7 When you press the [ALWAYS] or [ON ERROR] button for each transmission type, the "PRINT 1st PAGE IMAGE?" message is displayed. Press the [YES] button to print the communication report with the first page image, or press the [NO] button to print the communication report without the page image.



- Returns you to the COMM. REPORT screen.

8 Press the [ENTER] button.

Setting the Reception List

The Reception List allows you to print a reception list after receiving a document to a mailbox on this equipment.
This function allows you to enable or disable printing a reception list for the following mailbox transmissions:
Relay Station — Receiving a relay transmission from an originator as a relay hub.
Local — Reserving a document to a mailbox within this equipment locally.
Remote — Reserving a document to a mailbox within this equipment remotely from another facsimile.

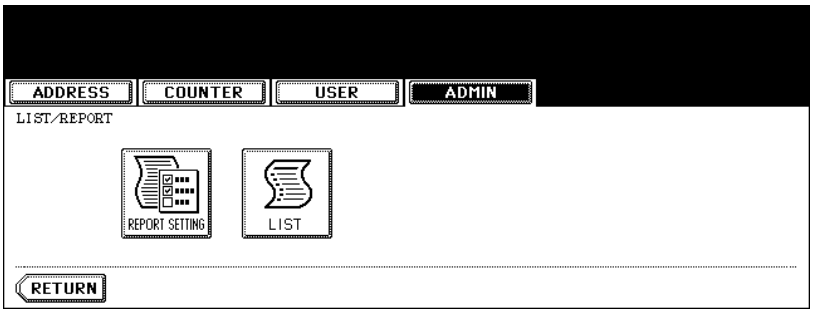
1 Press the [LIST/REPORT] button in the ADMIN menu.

- The LIST/REPORT screen is displayed.

Tip

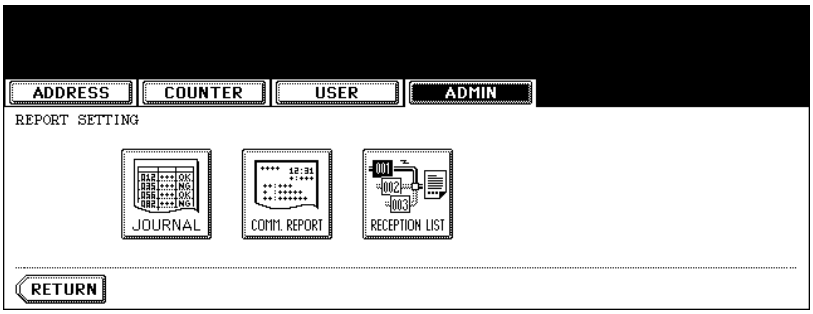
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [REPORT SETTING] button.



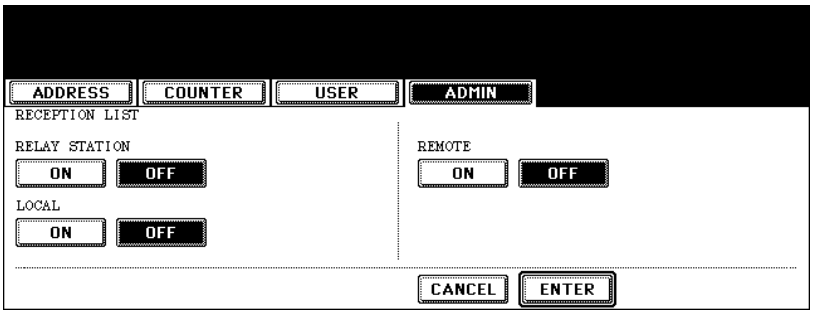
- The REPORT SETTING screen is displayed.

3 Press the [RECEPTION LIST] button.



- The RECEPTION LIST screen is displayed.

4 Specify whether the reception list will be printed for each transmission.



- **RELAY STATION** — Select the [ON] button to print the reception list when receiving a relay transmission from an originator.
- **LOCAL** — Select the [ON] button to print the reception list when reserving a document to a mailbox within the machine locally.
- **REMOTE** — Select the [ON] button to print the reception list when receiving a document to a mailbox within the machine remotely from another facsimile.

5 Press the [ENTER] button.

This function allow you to print the NIC configuration page, function list, PS3 font list, and PCL font list.
* For the examples of each list format are described in Appendix. P.171

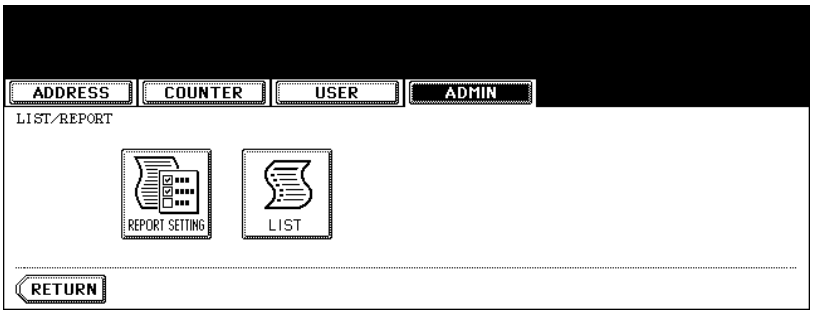
1 Press the [LIST/REPORT] button in the ADMIN menu.

- The LIST screen is displayed.

Tip

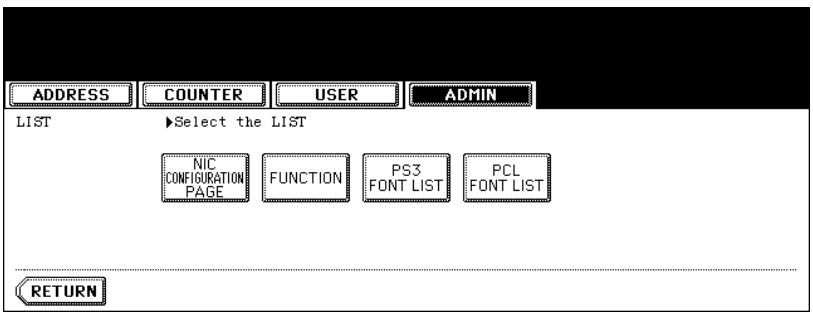
To display the ADMIN menu, see “1.ENTERING TO ADMIN MENU”. P.87

2 Press the [LIST] button.



- The LIST screen is displayed.

3 Press the button that you want to print.



- Selected list is printed.

You can configure the printer and e-Filing functions that will apply to the print jobs or e-Filing jobs.

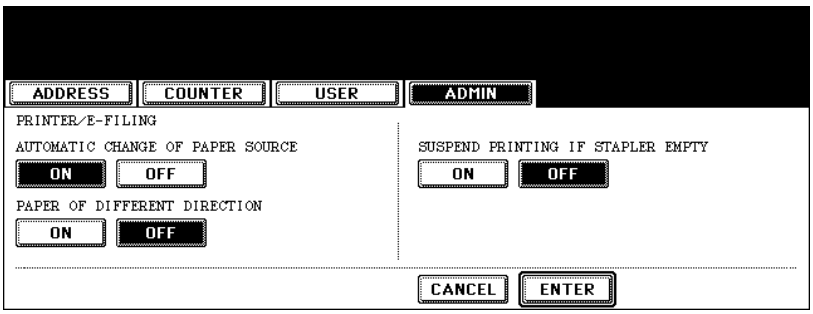
1 Press the [PRINTER/E-FILING] button in the ADMIN menu.

- The PRINTER/E-FILING screen is displayed.

Tip

To display the ADMIN menu, see "1.ENTERING TO ADMIN MENU". P.87

2 Specify the following items as you require.



- **AUTOMATIC CHANGE OF PAPER SOURCE** — When the [ON] button is selected, this equipment will feed the same size of paper from the different drawer if the specified drawer becomes empty.
- **PAPER OF DIFFERENT DIRECTION** — When the [ON] button is selected, this equipment will feed the same size of paper that is set in a different direction if the specified drawer becomes empty.
- **SUSPEND PRINTING IF STAPLER EMPTY** — Select the [ON] button to enable suspending printing if stapler empty occurs. When this is enabled, this equipment quit printing that stapling is specified if stapler empty occurs. When this is disabled, this equipment will print a document without stapling even if stapler empty occurs.

3 Press the [ENTER] button.

13. WIRELESS SETTINGS AND Bluetooth SETTINGS

- There is also the [WIRELESS SETTINGS] button in the ADMIN menu. This button will be available only when the optional Wireless LAN Module is installed. For the instructions on how to operate the WIRELESS SETTINGS, please refer to the ***GN-1041 Operator's Manual for Wireless LAN***.
- There is also the [Bluetooth SETTINGS] button in the ADMIN menu. This button will be available only when the optional Bluetooth Module is installed. For the instructions on how to operate the Bluetooth SETTINGS, please refer to the ***GN-2010 Operator's Manual for Bluetooth***.

5. APPENDIX

1. LIST PRINT FORMAT 172
- Total Counter List 172
- Department Code List 173
- Address Book List 174
- Function List (User) 176
- NIC Configuration Page 177
- Function List (Administrator) 178
- PS3 Font List 195
- PCL Font List 196

Total Counter List

An output example of the Total Counter List

TOTAL COUNTER LIST

TIME : 10-09-'05 20:47
S/N : 0987654321

PRINT COUNTER

	COPY	FAX	PRINTER	LIST	TOTAL
SMALL	99999	99999	99999	99999	399996
LARGE	99999	99999	99999	99999	399996
TOTAL	199998	199998	199998	199998	799992

SCAN COUNTER

COPY	99999
FAX	99999
NETWORK	99999
TOTAL	299997

Department Code List

An output example of the Department Code List

DEPARTMENT CODE LIST

TIME : 10-09-'05 20:47

DEPT NO.	DEPARTMENT
D 1	00001

PRINT COUNTER

	COPY	FAX	PRINT	LIST	TOTAL	LIMIT
SMALL	99999	99999	99999	99999	399996	
LARGE	99999	99999	99999	99999	399996	
	199998	199998	199998	199998	799992	-

FAX COMMUNICATION

	TRANSMIT	RECEPTION
SMALL	99999	99999
LARGE	99999	99999
	199998	199998

SCAN COUNTER

	COPY	FAX	NETWORK
SMALL	99999	99999	99999
LARGE	99999	99999	99999
	199998	199998	199998

DEPT NO.	DEPARTMENT
D 2	00002

PRINT COUNTER

	COPY	FAX	PRINT	LIST	TOTAL	LIMIT
SMALL	99999	99999	99999	99999	399996	
LARGE	99999	99999	99999	99999	399996	
	199998	199998	199998	199998	799992	-

FAX COMMUNICATION

	TRANSMIT	RECEPTION
SMALL	99999	99999
LARGE	99999	99999
	199998	199998

SCAN COUNTER

	COPY	FAX	NETWORK
SMALL	99999	99999	0
LARGE	99999		

Address Book List

An output example of the Address Book List

ADDRESS BOOK INFORMATION

TIME : 10-09-'05 20:47
FAX NO.1 : 99999999999
FAX NO.2 : 99999999990
NAME : MFP_00000236

NO.	NAME	FAX NUMBER/E-MAIL ADDRESS	QUALITY TX	TX TYPE	LINE	ECM	ATT
001	USER01	00000000001	OFF	MEMORY		OFF	0
		user01@ifax.com					
002	USER01	00000000002	OFF	MEMORY		OFF	0
		user02@ifax.com					
003	USER01	00000000003	OFF	MEMORY		OFF	0
		user03@ifax.com					
004	USER01	00000000004	OFF	MEMORY		OFF	0
		user04@ifax.com					
005	USER01	00000000005	OFF	MEMORY		OFF	0
		user05@ifax.com					
006	USER01	00000000006	OFF	MEMORY		OFF	0
		user06@ifax.com					
007	USER01	00000000007	OFF	MEMORY		OFF	0
		user07@ifax.com					
008	USER01	00000000008	OFF	MEMORY		OFF	0
		user08@ifax.com					
009	USER01	00000000009	OFF	MEMORY		OFF	0
		user09@ifax.com					
010	USER01	00000000010	OFF	MEMORY		OFF	0
		user10@ifax.com					
011	USER01	00000000011	OFF				
		user11@ifax.com					
	USER01						

Group Numbers List

An output example of the Group Numbers List

GROUP NUMBER INFORMATION

TIME : 10-09-'05 20:47
FAX NO.1 : 99999999999
FAX NO.2 : 99999999990
NAME : MFP_00000236

NO.	NAME	ADDRESS BOOK
001	GROUP01	✉001 001 ✉002 ✉003 ✉004 ✉005 005 ✉006 006 ✉007 007 ✉008 008 ✉009 009 ✉010 010 ✉011 ✉012 ✉013 ✉014 014 ✉015 015 ✉016 016 ✉017 017 ✉018 018 ✉019 019 ✉020 020
002	GROUP02	005 007 009 ✉015 ✉060 ✉065
003	GROUP03	✉005 005 ✉006 ✉006 ✉007 ✉009

Function List (User)

An output example of the Function List (User)

```
          FUNCTION LIST
                      S/N          : 0987654321          TIME         : 10-09-'05 20:47
                      F/W Ver.     : T410SY0U010         FAX NO.1     : 99999999999
                      M-ROM Ver.   : 410M-003            FAX NO.2     : 99999999990
                      S-ROM Ver.   : 410S-00             NAME         : MFP_00000183

GENERAL
        TOTAL COUNTER                          :  9999
        DRAWER
                DRAWER 1                       :  LT
                DRAWER 2                       :  A3
                DRAWER 3                       :  A4-R
                DRAWER 4                       :  B5
        AUTO CLEAR                             :  45
COPY
        EXPOSURE                               :  AUTO
        ORIGINAL MODE                          :  TEXT/PHOTO
        IMAGE DIRECTION                        :  DISABLE
        BYPASS FEED                            :  PLAIN
        2IN1/4IN1                              :  WRITE LATERALLY
        MAGAZINE SORT                          :  OPEN FROM LEFT
        BOOK -> 2                              :  OPEN FROM LEFT
SCAN
        ROTATION                               :  0
        SINGLE/2-SIDE SCAN                     :  SINGLE
        RESOLUTION                             :  200dpi
        ORIGINAL MODE                          :  TEXT
        EXPOSURE                               :  AUTO
        BACKGROUND ADJUSTMENT                  :  0
FAX
        FAX ROM VERSION                        :  F562-A05
        RESOLUTION                             :  STANDARD
        ORIGINAL MODE                          :  TEXT
        EXPOSURE                               :  AUTO
        TX TYPE                                :  MEMORY TX
        RTI                                    :  OFF
        ECM                                    :  ON
```

Tip

For further information about the items printed on the function list, please refer to the “Function List (Administrator)”. (📖 P.178)

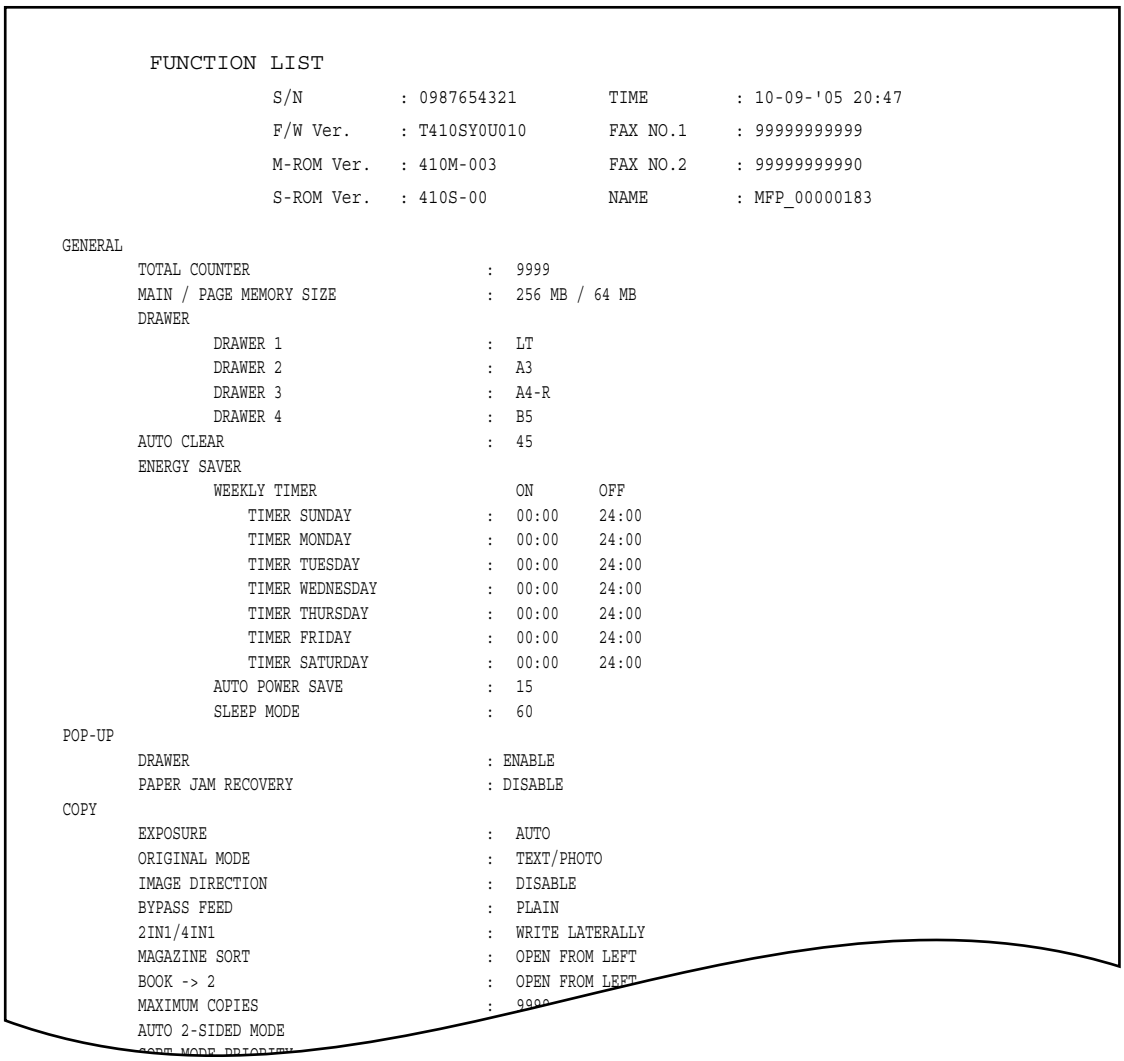
NIC Configuration Page

An output example of the NIC Configuration Page

```
================================================================================

Unit Serial No    : 04998820                Version : T000SY00000

Network Address   : 00:40:af:7e:28:55

Network Topology  : Ethernet                Connector: RJ45

Network Mode      : Auto

Novell Network Information                  enabled
    Print Server Name          : MFP_04998820
    Password Defined           :
    Search Root not defined
    Directory Services Tree    : ORG
    Directory Services Context : dept1.org
    Scan Rate                  : 5
    Frame Type                 : Auto Sense

TCP/IP Network Information for IPv4         enabled
     Address Mode         : Static IP
     IP Address           : 10.10.70.120
     Subnet Mask          : 255.255.255.0
     Default Gateway      : 10.10.70.1
     Primary DNS Server   : 0.0.0.0
     DNS Name             :
     Host Name            : MFP-04998820
     Primary WINS Server : 0.0.0.0
     NetBios Name         : MFP-04998820

IPP Network Information                     enabled
     IPP without SSL     : http://10.10.70.120:631/Print
     IPP with SSL        : https://10.10.70.120:443/Print

AppleTalk Network Information               enabled
     AppleTalk Printer Name: MFP_00C67861
     AppleTalk Zone        : *
     AppleTalk Type        : LaserWriter
     AppleTalk Frame Type  : 802.2 SNAP On 802.3

================================================================================

 Novell Connection Information
     File Server Name: NWSRV
     Queue Name: MFP_QUEUE

   leTalk Connection Inf
```

Function List (Administrator)

An output example of the Function List (Administrator)



```
          FUNCTION LIST
                      S/N          : 0987654321          TIME         : 10-09-'05 20:47
                      F/W Ver.     : T410SY0U010         FAX NO.1     : 99999999999
                      M-ROM Ver.   : 410M-003            FAX NO.2     : 99999999990
                      S-ROM Ver.   : 410S-00             NAME         : MFP_00000183

GENERAL
        TOTAL COUNTER                          :  9999
        MAIN / PAGE MEMORY SIZE                :  256 MB / 64 MB
        DRAWER
                DRAWER 1                       :  LT
                DRAWER 2                       :  A3
                DRAWER 3                       :  A4-R
                DRAWER 4                       :  B5
        AUTO CLEAR                             :  45
        ENERGY SAVER
                WEEKLY TIMER                      ON       OFF
                    TIMER SUNDAY               :  00:00    24:00
                    TIMER MONDAY               :  00:00    24:00
                    TIMER TUESDAY              :  00:00    24:00
                    TIMER WEDNESDAY            :  00:00    24:00
                    TIMER THURSDAY             :  00:00    24:00
                    TIMER FRIDAY               :  00:00    24:00
                    TIMER SATURDAY             :  00:00    24:00
                AUTO POWER SAVE                :  15
                SLEEP MODE                     :  60
POP-UP
        DRAWER                                 : ENABLE
        PAPER JAM RECOVERY                     : DISABLE
COPY
        EXPOSURE                               :  AUTO
        ORIGINAL MODE                          :  TEXT/PHOTO
        IMAGE DIRECTION                        :  DISABLE
        BYPASS FEED                            :  PLAIN
        2IN1/4IN1                              :  WRITE LATERALLY
        MAGAZINE SORT                          :  OPEN FROM LEFT
        BOOK -> 2                              :  OPEN FROM LEFT
        MAXIMUM COPIES                         :  9999
        AUTO 2-SIDED MODE
        SORT MODE PRIORITY
```

The Function List for an administrator shows the setting list for all functions. The following table shows all functions that are printed for an administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes about each function.

GENERAL

Function	Description	User
TOTAL COUNTER	Shows the total counter.	YES
MAIN / PAGE MEMORY SIZE	Shows the main memory size and page memory size.	NO
DRAWER - DRAWER 1	Shows the paper size of the drawer 1.	YES
DRAWER - DRAWER 2	Shows the paper size of the drawer 2.	YES

GENERAL

Function	Description	User
DRAWER - DRAWER 3*1	Shows the paper size of the drawer 3.	YES
DRAWER - DRAWER 4*2	Shows the paper size of the drawer 4.	YES
DRAWER - LARGE CAPACITY FEEDER*3	Shows the paper size of the large capacity feeder	YES
AUTO CLEAR	Shows the time (in second) that the Touch Panel Display clears the previous settings that had been set and turns to the initial screen.	YES
ENERGY SAVER - WEEKLY TIMER	Shows the time to enter the energy saver mode (ON time), and the time to exit the energy saver mode (OFF time) for each day (Sunday to Saturday).	NO
ENERGY SAVER - AUTO POWER SAVE	Shows the time to enter the power save mode (in minutes).	NO
ENERGY SAVER - SLEEP MODE	Shows the time to enter the sleep mode (in minutes).	NO

*1. "DRAWER 3" is printed only when the Drawer 3 & 4 is installed.
*2. "DRAWER 4" is printed only when the Drawer 3 & 4 is installed.
*3. "LARGE CAPACITY FEEDER" is printed only when the LCF is installed.

POP-UP

Function	Description	User
DRAWER	Shows whether the Drawer Set Pop-up is enabled or disabled.	NO
PAPER JAM RECOVERY	Shows whether the Paper Jam Recovery Pop-up is enabled or disabled.	NO

COPY

Function	Description	User
EXPOSURE	Shows the default exposure setting for copy.	YES
ORIGINAL MODE	Shows the default original mode for copy.	YES
IMAGE DIRECTION	Shows whether the image direction is enabled or disabled.	YES
BYPASS FEED	Shows the default paper type of the bypass feed.	YES
2IN1/4IN1	Shows the default 2in1/4in1 mode.	YES
MAGAZINE SORT	Shows the default magazine sort mode.	YES

COPY

Function	Description	User
BOOK -> 2	Shows the default duplex book copy mode.	YES
MAXIMUM COPIES	Shows the maximum copies that are allowed to be set.	NO
AUTO 2-SIDE MODE	Shows the default auto 2-sided mode.	NO
SORT MODE PRIORITY	Shows the default sort mode.	NO
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO

SCAN

Function	Description	User
ROTATION	Shows the default rotation mode.	YES
SINGLE/2-SIDED SCAN	Shows the default 2-sided scan mode.	YES
RESOLUTION	Shows the resolution for scans.	YES
ORIGINAL MODE	Shows the default original mode for scans.	YES
JPEG COMPRESS	Shows the default JPEG compression setting.	YES
EXPOSURE	Shows the default exposure setting for scans.	YES

FAX

Function	Description	User
FAX ROM VERSION	Shows the ROM version of the Fax unit.	YES
RESOLUTION	Shows the default resolution setting for a fax/Internet Fax transmission.	YES
ORIGINAL MODE	Shows the default original mode for a fax/Internet Fax transmission.	YES
EXPOSURE	Shows the default exposure setting for a fax/Internet Fax transmission.	YES
TX TYPE*1	Shows the default transmission type.	YES

FAX

Function	Description	User
RTI	Shows whether the RTI is enabled or disabled.	YES
ECM*1	Shows whether the ECM is enabled or disabled.	YES
INITIAL SETUP - MONITOR VOLUME*1	Shows the monitor volume setting.	NO
INITIAL SETUP - COMPLETION TONE VOLUME*1	Shows the complete volume setting.	NO
INITIAL SETUP - RX MODE*1	Shows the default RX mode.	NO
INITIAL SETUP - DIAL TYPE*1	Shows the dial type of the line 1.	NO
INITIAL SETUP - DIAL TYPE (LINE2)*2	Shows the dial type of the line2.	NO
LINE-2 MODE*2	Shows the line2 mode.	NO
LINE-2 MODE - START*2	Shows the start time to use the Line2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to the LINE-2 MODE.	NO
LINE-2 MODE - END*2	Shows the end time to finish using the Line2 for receptions only. This applies only when “RX ONLY (TIMER)” is set to the LINE-2 MODE.	NO
RX PRINT - DISCARD	Shows whether the discard function is enabled or disabled.	NO
RX PRINT - REDUCTION	Shows whether the reduction is enabled or disabled.	NO
RX PRINT - DUPLEX PRINT*1	Shows whether the duplex print is enabled or disabled.	NO
RX PRINT - ROTATE SORT*1	Shows whether the rotate sort is enabled or disabled.	NO
RECOVERY TX - STORED TIME*1	Shows how many hours that a recovery transmission job is to be stored.	NO
FAX RECEIVED FORWARD - AGENT1*1	Shows the agent type if the Fax Received Forward is registered.	NO
FAX RECEIVED FORWARD - AGENT2*1	Shows the agent type if the Fax Received Forward is registered.	NO

*1. These are printed only when the optional Fax unit is installed.
*2. These are printed only when the optional Fax unit and optional Line2 board are installed.

FILE

Function	Description	User
MAINTENANCE	Shows whether the storage maintenance is enabled or disabled.	NO
STORAGE MAINTENANCE	Shows how many days the data in the local folder is remained. This applies only when the maintenance function is enabled.	NO

E-MAIL

Function	Description	User
FRAGMENT MESSAGE SIZE (KB)	Shows the fragment message size that applies to an E-mail transmission.	NO
FROM ADDRESS	Shows the sender's E-mail address that applies to an E-mail transmission.	NO
FROM NAME	Shows the sender's name that applies to an E-mail transmission.	NO
NUMBER OF RETRY	Shows the number of retry that applies to an E-mail transmission.	NO
RETRY INTERVAL	Shows the retry interval that applies to an E-mail transmission.	NO

INTERNET FAX

Function	Description	User
FRAGMENT PAGE SIZE (KB)	Shows the fragment message size that applies to an Internet Fax transmission.	NO
BODY STRING TRANSMISSION	Shows whether the body string transmission is enabled or disabled.	NO
FROM ADDRESS	Shows the sender's E-mail address that applies to an Internet Fax transmission.	NO
FROM NAME	Shows the sender's name that applies to an Internet Fax transmission.	NO
INTERNET FAX RECEIVED FORWARD - AGENT1	Shows the agent type if the Internet Fax Received Forward is registered.	NO
INTERNET FAX RECEIVED FORWARD - AGENT2	Shows the agent type if the Internet Fax Received Forward is registered.	NO
NUMBER OF RETRY	Shows the number of retry that applies to an Internet Fax transmission.	NO
RETRY INTERVAL	Shows the retry interval that applies to an Internet Fax transmission.	NO

REPORT SETTING

Function	Description	User
JOURNAL - AUTO	Shows whether the auto journal print is enabled or disabled.	NO
JOURNAL - TX JOURNAL	Shows how many transmissions will be printed on a transmission journal.	NO
JOURNAL - RX JOURNAL	Shows how many receptions will be printed on a reception journal.	NO
COMM. REPORT - MEMORY TX	Shows the condition to print a memory transmission report.	NO
COMM. REPORT - DIRECT TX	Shows the condition to print a direct transmission report.	NO
COMM. REPORT - MULTI TX	Shows the condition to print a multi transmission report.	NO
COMM. REPORT - POLLING*1	Shows the condition to print a polling report.	NO
COMM. REPORT - RELAY ORIGINATOR*1	Shows the condition to print a relay originator report.	NO
COMM. REPORT - RELAY STATION	Shows the condition to print a relay station report.	NO
COMM. REPORT - RELAY DESTINATION	Shows the condition to print a relay destination report.	NO
RECEPTION LIST - LOCAL	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment.	NO
RECEPTION LIST - REMOTE	Shows whether a reception list will be printed or not after reserving a document to a mailbox within the equipment remotely from another facsimile.	NO
RECEPTION LIST - RELAY STATION	Shows whether a reception list will be printed or not after receiving a relay transmission from an originator as a relay hub.	NO

*1. These are printed only when the optional Fax unit is installed.

PRINTER/E-FILING

Function	Description	User
AUTOMATIC CHANGE OF PAPER SOURCE	Shows whether the Automatic Change of Paper Source function is enabled or disabled.	NO
PAPER OF DIFFERENT DIRECTION	Shows whether the Paper of Different Direction function is enabled or disabled.	NO

PRINTER/E-FILING

Function	Description	User
SUSPEND PRINTING IF STAPLER EMPTY	Shows whether this equipment suspends printing when stapler empty occurs.	NO

WIRELESS SETTINGS

Function	Description	User
WIRELESS LAN	Shows whether the Wireless LAN function is enabled or disabled.	NO

Note

WIRELESS SETTINGS are printed only when the optional Wireless LAN Module is installed.

BLUETOOTH SETTINGS

Function	Description	User
BLUETOOTH	Shows whether the Bluetooth function is enabled or disabled.	NO
BLUETOOTH NAME	Shows the Bluetooth name of this equipment.	NO
DEVICE ADDRESS	Shows the device address of this equipment.	NO
ALLOW DISCOVERY	Shows whether the Allow Discovery function is enabled or disabled.	NO
SECURITY	Shows whether the security function is enabled or disabled.	NO
REQUIRED PIN	Shows the PIN number.	NO
DATA ENCRYPTION	Shows whether the data encryption is enabled or disabled.	NO

Note

BLUETOOTH SETTINGS are printed only when the optional Bluetooth Module is installed.

NETWORK SETTING - GENERAL PRODUCT

Function	Description	User
GENERAL - ETHER SPEED DUPLEX MODE	Shows the Ethernet speed setting.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
ADDRESS MODE	Shows the TCP/IP address mode.	NO

NETWORK SETTING - NETWORK - TCP/IP

Function	Description	User
IP ADDRESS	Shows the IP address of this equipment.	NO
SUBNET MASK	Shows the subnet mask of this equipment.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
ADDRESS MODE	Shows the IPv6 address mode.	NO
LINK LOCAL ADDRESS	Shows the link local address of this equipment.	NO
IP ADDRESS	Shows the IPv6 address of this equipment.	NO
PREFIX LENGTH	Shows the prefix length of IPv6 address.	NO
DEFAULT GATEWAY	Shows the default gateway address of this equipment.	NO
USE DHCPv6 SERVER FOR OPTIONS	Shows whether the optional information is obtained from the DHCPv6 server.	NO
USE STATELESS ADDRESS	Shows whether the stateless address is enabled or disabled.	NO
KEEP CONFIGURATION FOR STATELESS	Shows whether the stateless address configuration is kept.	NO
USE STATFULL FOR IP ADDRESS (M FLAGS)	Shows whether the statefull usage (IP address acquisition M flags) is enabled or disabled.	NO
USE STATFULL FOR OPTIONS (O FLAGS)	Shows whether the statefull usage (optional information acquisition O flags) is enabled or disabled.	NO
IP ADDRESS1	IP adrress, prefix length and default gateway which are issued from routers.	NO
PREFIX LENGTH1		NO
DEFAULT GATEWAY1		NO
IP ADDRESS2		NO
PREFIX LENGTH2		NO
DEFAULT GATEWAY2		NO
IP ADDRESS3		NO
PREFIX LENGTH3		NO

NETWORK SETTING - NETWORK - IPv6

Function	Description	User
DEFAULT GATEWAY3	IP adrress, prefix length and default gateway which are issued from routers.	NO
IP ADDRESS4		NO
PREFIX LENGTH4		NO
DEFAULT GATEWAY4		NO
IP ADDRESS5		NO
PREFIX LENGTH5		NO
DEFAULT GATEWAY5		NO
IP ADDRESS6		NO
PREFIX LENGTH6		NO
DEFAULT GATEWAY6		NO
IP ADDRESS7		NO
PREFIX LENGTH7		NO
DEFAULT GATEWAY7		NO
USE STATFULL FOR IP ADDRESS	Shows whether the statefull usage (IP address acquisition) is enabled or disabled.	NO
USE STATFULL FOR OPTIONS	Shows whether the statefull usage (optional information acquisition) is enabled or disabled.	NO

NETWORK SETTING - NETWORK - IPX/SPX

Function	Description	User
ENABLE IPX/SPX	Shows whether the IPX/SPX protocol is enabled or disabled.	NO
FRAME TYPE	Shows the frame type to be selected.	NO

NETWORK SETTING - NETWORK - APPLETALK

Function	Description	User
ENABLE APPLE TALK	Shows whether the AppleTalk protocol is enabled or disabled.	NO
DEVICE NAME	Shows the AppleTalk device name.	NO
DESIRED ZONE	Shows the AppleTalk zone.	NO

NETWORK SETTING - SESSION - LDAP SESSION

Function	Description	User
ENABLE LDAP	Shows whether the LDAP is enabled or disabled.	NO
ENABLE SSL	Shows whether the LDAP SSL is enabled or disabled.	NO

NETWORK SETTING - SESSION - DNS SESSION

Function	Description	User
ENABLE DNS	Shows whether the DNS is enabled or disabled.	NO
PRIMARY DNS SERVER ADDRESS	Shows the primary DNS server address if it has been set.	NO
SECONDARY DNS SERVER ADDRESS	Shows the secondary DNS server address if it has been set.	NO

NETWORK SETTING - SESSION - DDNS SESSION

Function	Description	User
ENABLE DDNS	Shows whether the DDNS is enabled or disabled.	NO
HOST NAME	Shows the host name of this equipment.	NO
DOMAIN NAME	Shows the domain name of this equipment.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
SMB SERVER PROTOCOL	Shows whether the SMB protocol is enabled or disabled.	NO
ENABLE IPv6	Shows whether the IPv6 protocol is enabled or disabled.	NO
NETBIOS NAME	Shows the NetBIOS name of this equipment.	NO
LOGON	Shows the logon setting.	NO
WORKGROUP	Shows the workgroup of this equipment.	NO
DOMAIN	Shows the domain name of this equipment.	NO
PRIMARY DOMAIN CONTROLLER	Shows the primary domain controller address if it has been set.	NO
BACKUP DOMAIN CONTROLLER	Shows the backup domain controller address if it has been set.	NO

NETWORK SETTING - SESSION - SMB SESSION

Function	Description	User
LOGON USER NAME	Shows the logon user name of this equipment for the domain if it has been set.	NO
PRIMARY WINS SERVER	Shows the primary WINS server address if it has been set.	NO
SECONDARY WINS SERVER	Shows the secondary WINS server address if it has been set.	NO
SMB SIGNING OF SMB SERVER	Shows the setting of the SMB Signing of SMB Server.	NO
SMB SIGNING OF SMB CLIENT	Shows the setting of the SMB Signing of SMB Client.	NO

NETWORK SETTING - SESSION - NETWARE SESSION

Function	Description	User
ENABLE BINDERY	Shows whether the bindery mode is enabled or disabled.	NO
ENABLE NDS	Shows whether the NDS mode is enabled or disabled.	NO
CONTEXT	Shows the NDS context.	NO
TREE	Shows the NDS tree.	NO
SEARCH ROOT	Shows the NDS Search Root.	NO

NETWORK SETTING - SESSION - BONJOUR SESSION

Function	Description	User
ENABLE BONJOUR	Shows whether the Bonjour is enabled or disabled.	NO
LINK-LOCAL HOST NAME	Shows the link-local host name of this equipment for Bonjour.	NO
SERVICE NAME	Shows the service name of this equipment for Bonjour.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
ENABLE HTTP SERVER	Shows whether the HTTP network service is enabled or disabled.	NO
PRIMARY PORT NUMBER	Shows the primary port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - HTTP NETWORK SERVICE

Function	Description	User
SECONDARY PORT NUMBER	Shows the secondary port number for the HTTP network service.	NO
ENABLE SSL	Shows whether the SSL for the HTTP network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number for the HTTP network service.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP CLIENT NETWORK SERVICE

Function	Description	User
ENABLE SMTP CLIENT	Shows whether the SMTP client is enabled or disabled.	NO
AUTHENTICATION	Shows whether SMTP authentication is enabled or disabled.	NO
POP BEFORE SMTP	Shows whether POP Before SMTP is enabled or disabled.	NO
SMTP SERVER ADDRESS	Shows the IP address of SMTP server that has been assigned.	NO
LOGIN NAME	Shows the login name used for SMTP authentication.	NO
PORT NUMBER	Shows the port number to be used for sending an E-mail or Internet Fax to the SMTP server.	NO
ENABLE SSL	Shows whether the SSL for the SMTP client is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE SMTP SERVER	Shows whether the SMTP server is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for receiving the Internet Fax using the SMTP protocol.	NO
ENABLE OFFRAMP GATEWAY	Shows whether the offramp gateway is enabled or disabled.	NO
ENABLE OFFRAMP SECURITY	Shows whether the offramp security is enabled or disabled.	NO
ENABLE OFFRAMP PRINT	Shows whether the offramp print is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - SMTP SERVER NETWORK SERVICE

Function	Description	User
E-MAIL ADDRESS	Shows the E-mail address of this equipment if the SMTP server is enabled and it has been set.	NO

NETWORK SETTING - NETWORK SERVICE - POP3 NETWORK SERVICE

Function	Description	User
ENABLE POP3 CLIENT	Shows whether the POP3 client is enabled or disabled.	NO
POP3 SERVER ADDRESS	Shows the IP address of the POP3 server if it has been assigned.	NO
AUTHENTICATION	Shows whether POP3 authentication is enabled or disabled.	NO
TYPE POP3 LOGIN	Shows the POP3 login type.	NO
ACCOUNT NAME	Shows the POP3 account name if it has been set.	NO
SCAN RATE	Shows the scan rate to check the POP3 server for new message (in minutes).	NO
PORT NUMBER	Shows the port number to be used for accessing the POP3 server.	NO
ENABLE SSL	Shows whether the SSL for the POP3 network service is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the POP3 server.	NO

NETWORK SETTING - NETWORK SERVICE - FTP CLIENT NETWORK SERVICE

Function	Description	User
DEFAULT PORT NUMBER	Shows the default port number to be used for saving a document to the network folder using the FTP.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
ENABLE FTP SERVER	Shows whether the FTP server service is enabled or disabled.	NO
DEFAULT PORT NUMBER	Shows the default port number to be used for receiving data using FTP.	NO
ENABLE SSL	Shows whether the SSL for the FTP server network service is enabled or disabled.	NO

NETWORK SETTING - NETWORK SERVICE - FTP SERVER NETWORK SERVICE

Function	Description	User
SSL PORT NUMBER	Shows the SSL port number to be used for accessing the equipment using FTP.	NO

NETWORK SETTING - NETWORK SERVICE - SNMP NETWORK SERVICE

Function	Description	User
ENABLE SNMP	Shows whether the SNMP is enabled or disabled.	NO
READ COMMUNITY	Shows the read community name.	NO
ENABLE AUTHENTICATION TRAP	Shows whether the authentication trap is enabled or disabled.	NO
ENABLE ALERTS TRAP	Shows whether the alerts trap is enabled or disabled.	NO
IP TRAP ADDRESS1	Shows the IP address that have been set for IP trap address 1.	NO
IP TRAP COMMUNITY	Shows the IP Trap community name.	NO
IPX TRAP ADDRESS	Shows the IPX trap address.	NO

NETWORK SETTING - NETWORK SERVICE - SNTP NETWORK SERVICE

Function	Description	User
ENABLE SNTP	Shows whether the SNTP is enabled or disabled.	NO
PRIMARY SNTP ADDRESS	Shows the primary SNTP server address if it has been set.	NO
SECONDARY SNTP ADDRESS	Shows the secondary SNTP server address if it has been set.	NO
PORT NUMBER	Shows the port number to be used for accessing the SNTP server.	NO
SCAN RATE	Shows the scan rate to check the SNTP server for adjusting the time setting.	NO

NETWORK SETTING - NETWORK SERVICE - DPWS SERVICE

Function	Description	User
FRIENDLY NAME	Shows the display name of this equipment.	NO
PRINT ENABLE	Shows whether the DPWS print is enabled or disabled.	NO
PRINTER NAME	Shows the printer name of this equipment.	NO

NETWORK SETTING - NETWORK SERVICE - DPWS SERVICE

Function	Description	User
PRINTER INFORMATION	Shows the printer information of this equipment.	NO
SCAN ENABLE	Shows whether the DPWS scan is enabled or disabled.	NO
SCANNER NAME	Shows the scanner name of this equipment.	NO
SCANNER INFORMATION	Shows the scanner information of this equipment.	NO
SECURITY	Shows whether the DPWS security is enabled or disabled.	NO

NETWORK SETTING - PRINT SERVICE SETTING - RAW TCP PRINT

Function	Description	User
ENABLE RAW TCP	Shows whether Raw TCP printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for Raw TCP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - LPD PRINT

Function	Description	User
ENABLE LPD	Shows whether LPR printing is enabled or disabled.	NO
PORT NUMBER	Shows the port number to be used for LPR printing.	NO
BANNERS	Shows whether the banner will be printed for each LPR print job.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
ENABLE IPP	Shows whether IPP printing is enabled or disabled.	NO
ENABLE PORT80	Shows whether the Port80 is used for IPP printing.	NO
PORT NUMBER	Shows the port number to be used for IPP printing.	NO
URL	Shows the URL for IPP printing.	NO
ADMINISTRATOR'S NAME	Shows the administrator's user name to be allowed to perform the [Cancel All Documents] function.	NO

NETWORK SETTING - PRINT SERVICE SETTING - IPP PRINT

Function	Description	User
AUTHENTICATION	Shows whether the authentication for IPP printing is enabled or disabled.	NO
USER NAME	Shows the user name for authentication.	NO
ENABLE SSL	Shows whether the SSL for IPP printing is enabled or disabled.	NO
SSL PORT NUMBER	Shows the SSL port number to be used for IPP printing.	NO
SSL URL	Shows the SSL URL for IPP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - FTP PRINT

Function	Description	User
ENABLE FTP PRINT	Shows whether FTP printing is enabled or disabled.	NO
PRINT USER NAME	Shows the user name for FTP printing.	NO
PRINT PASSWORD	Shows the password for FTP printing.	NO
PORT NUMBER	Shows the port number to be used for FTP printing.	NO

NETWORK SETTING - PRINT SERVICE SETTING - NETWARE PRINT

Function	Description	User
LOGIN NAME	Shows the login name for NetWare file server.	NO
PASSWORD	Shows the password for NetWare file server.	NO
PRINT QUEUE SCAN RATE	Shows how often the equipment scans the queue on NetWare file server (in second).	NO

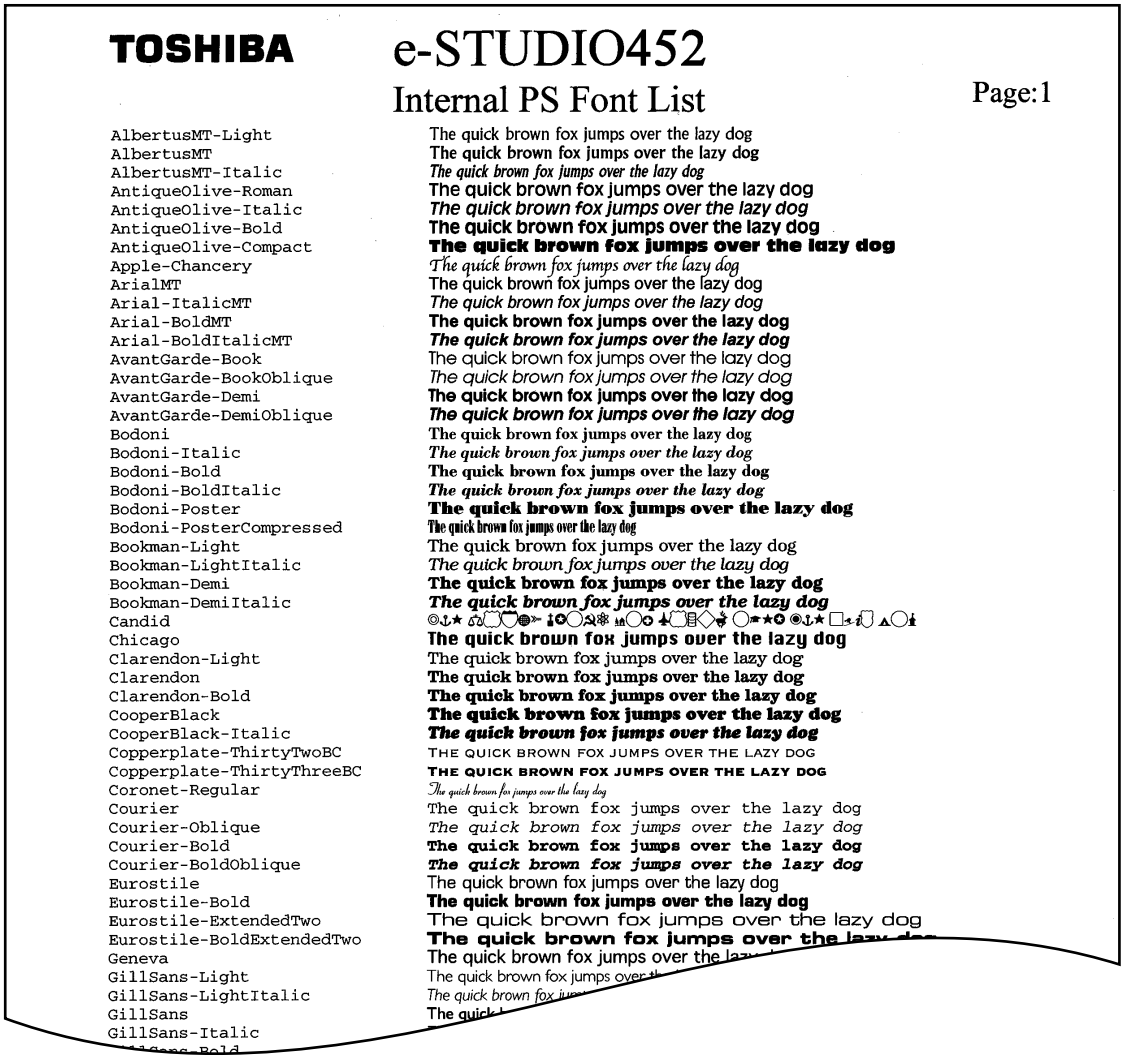
NETWORK SETTINGS - PRINT AND NOTIFICATION SERVICE - E-MAIL PRINT

Function	Description	User
ENABLE PRINT HEADER	Shows whether the header will be printed or not for E-mail printing.	NO
ENABLE PRINT MESSAGE BODY	Shows whether the message body will be printed or not for E-mail printing.	NO
MAXIMUM E-MAIL BODY PRINT	Shows the maximum number of pages to print the body strings of the received Email print job.	NO
ENABLE PRINT E-MAIL ERROR	Shows whether an E-mail error report will be printed or not.	NO

NETWORK SETTINGS - PRINT AND NOTIFICATION SERVICE - E-MAIL PRINT

Function	Description	User
ENABLE E-MAIL ERROR FORWARD	Shows whether an E-mail error message will be sent or not.	NO
E-MAIL ERROR TRANSFER ADDRESS	Shows the E-mail address where an E-mail error message will be sent, if it has been set.	NO
ENABLE PARTIAL E-MAIL	Shows whether the equipment allows printing an E-mail job that partially received.	NO
PARTIAL WAIT TIME	Shows how long the equipment will wait for receiving data of a partial E-mail job before printing (in second).	NO
MDN REPLY	Shows whether MDN Reply is enabled or disabled.	NO

An output example of the PS3 Font List



TOSHIBA e-STUDIO452

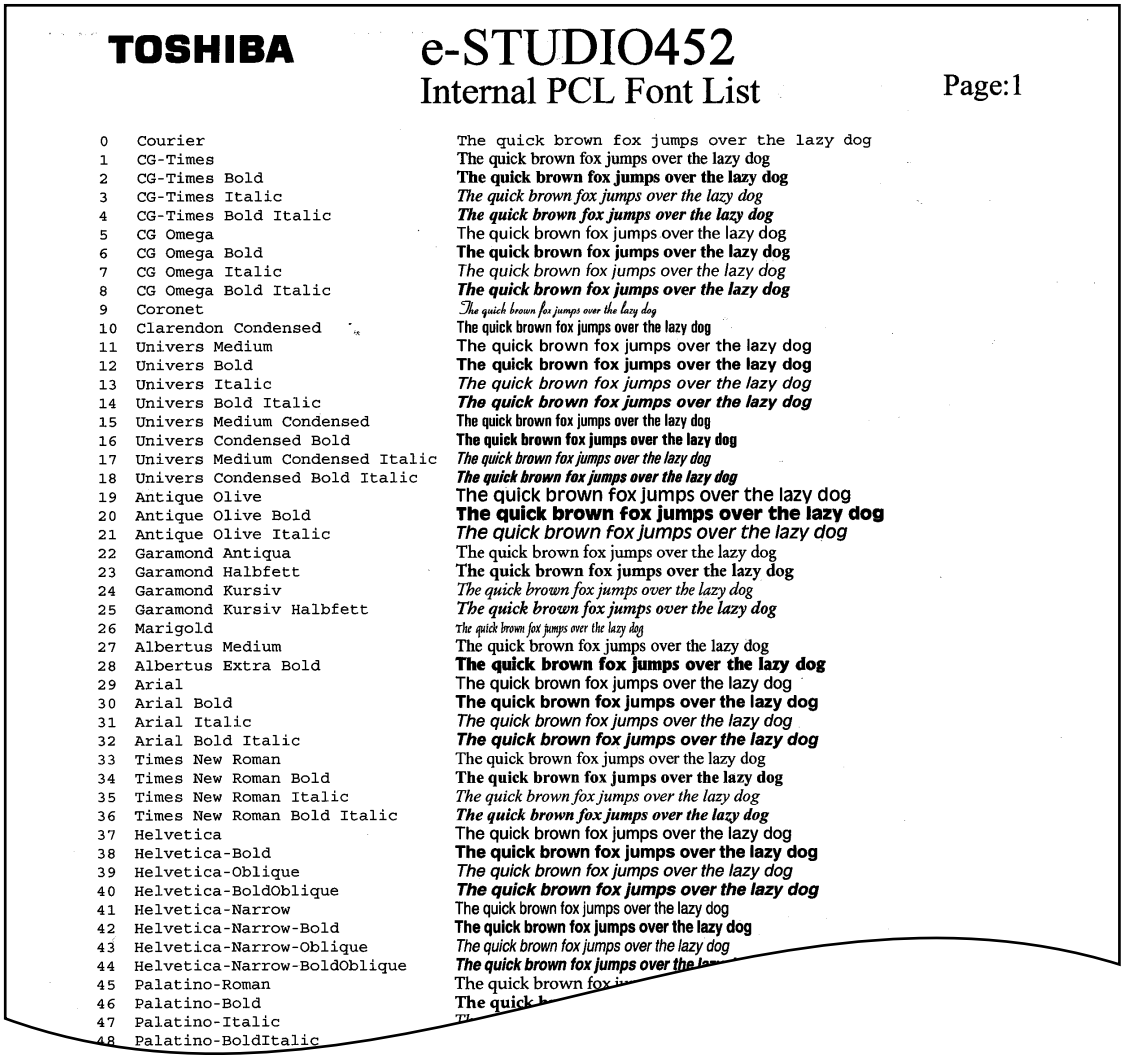
Internal PS Font List

Page:1

AlbertusMT-Light	The quick brown fox jumps over the lazy dog
AlbertusMT	The quick brown fox jumps over the lazy dog
AlbertusMT-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Roman	The quick brown fox jumps over the lazy dog
AntiqueOlive-Italic	*The quick brown fox jumps over the lazy dog*
AntiqueOlive-Bold	**The quick brown fox jumps over the lazy dog**
AntiqueOlive-Compact	**The quick brown fox jumps over the lazy dog**
Apple-Chancery	*The quick brown fox jumps over the lazy dog*
ArialMT	The quick brown fox jumps over the lazy dog
Arial-ItalicMT	*The quick brown fox jumps over the lazy dog*
Arial-BoldMT	**The quick brown fox jumps over the lazy dog**
Arial-BoldItalicMT	***The quick brown fox jumps over the lazy dog***
AvantGarde-Book	The quick brown fox jumps over the lazy dog
AvantGarde-BookOblique	*The quick brown fox jumps over the lazy dog*
AvantGarde-Demi	**The quick brown fox jumps over the lazy dog**
AvantGarde-DemiOblique	***The quick brown fox jumps over the lazy dog***
Bodoni	The quick brown fox jumps over the lazy dog
Bodoni-Italic	*The quick brown fox jumps over the lazy dog*
Bodoni-Bold	**The quick brown fox jumps over the lazy dog**
Bodoni-BoldItalic	***The quick brown fox jumps over the lazy dog***
Bodoni-Poster	**The quick brown fox jumps over the lazy dog**
Bodoni-PosterCompressed	The quick brown fox jumps over the lazy dog
Bookman-Light	The quick brown fox jumps over the lazy dog
Bookman-LightItalic	*The quick brown fox jumps over the lazy dog*
Bookman-Demi	**The quick brown fox jumps over the lazy dog**
Bookman-DemiItalic	***The quick brown fox jumps over the lazy dog***
Candid	
Chicago	**The quick brown fox jumps over the lazy dog**
Clarendon-Light	The quick brown fox jumps over the lazy dog
Clarendon	**The quick brown fox jumps over the lazy dog**
Clarendon-Bold	**The quick brown fox jumps over the lazy dog**
CooperBlack	**The quick brown fox jumps over the lazy dog**
CooperBlack-Italic	***The quick brown fox jumps over the lazy dog***
Copperplate-ThirtyTwoBC	THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG
Copperplate-ThirtyThreeBC	**THE QUICK BROWN FOX JUMPS OVER THE LAZY DOG**
Coronet-Regular	*The quick brown fox jumps over the lazy dog*
Courier	The quick brown fox jumps over the lazy dog
Courier-Oblique	*The quick brown fox jumps over the lazy dog*
Courier-Bold	**The quick brown fox jumps over the lazy dog**
Courier-BoldOblique	***The quick brown fox jumps over the lazy dog***
Eurostile	The quick brown fox jumps over the lazy dog
Eurostile-Bold	**The quick brown fox jumps over the lazy dog**
Eurostile-ExtendedTwo	The quick brown fox jumps over the lazy dog
Eurostile-BoldExtendedTwo	**The quick brown fox jumps over the lazy dog**
Geneva	The quick brown fox jumps over the lazy dog
GillSans-Light	The quick brown fox jumps over th
GillSans-LightItalic	*The quick brown fox jum*
GillSans	The quick
GillSans-Italic	

PCL Font List

An output example of the PCL Font List



TOSHIBA

e-STUDIO452

Internal PCL Font List

Page:1

0	Courier	The quick brown fox jumps over the lazy dog
1	CG-Times	The quick brown fox jumps over the lazy dog
2	CG-Times Bold	**The quick brown fox jumps over the lazy dog**
3	CG-Times Italic	*The quick brown fox jumps over the lazy dog*
4	CG-Times Bold Italic	***The quick brown fox jumps over the lazy dog***
5	CG Omega	The quick brown fox jumps over the lazy dog
6	CG Omega Bold	**The quick brown fox jumps over the lazy dog**
7	CG Omega Italic	*The quick brown fox jumps over the lazy dog*
8	CG Omega Bold Italic	***The quick brown fox jumps over the lazy dog***
9	Coronet	*The quick brown fox jumps over the lazy dog*
10	Clarendon Condensed	The quick brown fox jumps over the lazy dog
11	Univers Medium	The quick brown fox jumps over the lazy dog
12	Univers Bold	**The quick brown fox jumps over the lazy dog**
13	Univers Italic	*The quick brown fox jumps over the lazy dog*
14	Univers Bold Italic	***The quick brown fox jumps over the lazy dog***
15	Univers Medium Condensed	The quick brown fox jumps over the lazy dog
16	Univers Condensed Bold	**The quick brown fox jumps over the lazy dog**
17	Univers Medium Condensed Italic	*The quick brown fox jumps over the lazy dog*
18	Univers Condensed Bold Italic	***The quick brown fox jumps over the lazy dog***
19	Antique Olive	The quick brown fox jumps over the lazy dog
20	Antique Olive Bold	**The quick brown fox jumps over the lazy dog**
21	Antique Olive Italic	*The quick brown fox jumps over the lazy dog*
22	Garamond Antiqua	The quick brown fox jumps over the lazy dog
23	Garamond Halbfett	**The quick brown fox jumps over the lazy dog**
24	Garamond Kursiv	*The quick brown fox jumps over the lazy dog*
25	Garamond Kursiv Halbfett	***The quick brown fox jumps over the lazy dog***
26	Marigold	*The quick brown fox jumps over the lazy dog*
27	Albertus Medium	The quick brown fox jumps over the lazy dog
28	Albertus Extra Bold	**The quick brown fox jumps over the lazy dog**
29	Arial	The quick brown fox jumps over the lazy dog
30	Arial Bold	**The quick brown fox jumps over the lazy dog**
31	Arial Italic	*The quick brown fox jumps over the lazy dog*
32	Arial Bold Italic	***The quick brown fox jumps over the lazy dog***
33	Times New Roman	The quick brown fox jumps over the lazy dog
34	Times New Roman Bold	**The quick brown fox jumps over the lazy dog**
35	Times New Roman Italic	*The quick brown fox jumps over the lazy dog*
36	Times New Roman Bold Italic	***The quick brown fox jumps over the lazy dog***
37	Helvetica	The quick brown fox jumps over the lazy dog
38	Helvetica-Bold	**The quick brown fox jumps over the lazy dog**
39	Helvetica-Oblique	*The quick brown fox jumps over the lazy dog*
40	Helvetica-BoldOblique	***The quick brown fox jumps over the lazy dog***
41	Helvetica-Narrow	The quick brown fox jumps over the lazy dog
42	Helvetica-Narrow-Bold	**The quick brown fox jumps over the lazy dog**
43	Helvetica-Narrow-Oblique	*The quick brown fox jumps over the lazy dog*
44	Helvetica-Narrow-BoldOblique	***The quick brown fox jumps over the la***
45	Palatino-Roman	The quick brown fox ju
46	Palatino-Bold	**The quick b**
47	Palatino-Italic	*Th*
48	Palatino-BoldItalic	

Numerics
2ND TEL 10

A
ADDRESS BOOK 75
ADDRESS BOOK EDIT 12
Address Book List 75, 174
ADDRESS BOOK REGISTRATION 9
ADDRESS MENU 7
ADDRESS MODE 107, 108, 110, 112
ADMIN 87
  COPY 136
  E-MAIL 153
  FAX 138
  FILE 152
  GENERAL 89
  INTERNET FAX 155
  LIST/REPORT 160
  NETWORK 106
  SECURE PDF 158
ADMIN. MESSAGE 89
Administrator Password 93
ALL LIMIT 64
APPLETALK 122
AppleTalk Protocol 122
Authority
  ACCESSIBILITY 158
  CHANGE 158
  EXTRACT 158
  PRINT 158
AUTO 2-SIDE MODE 136
AUTO CLEAR 66
Auto Clear Mode 66
AUTO POWER SAVE 100
Auto Power Save Mode 100
Auto-IP 106
AUTOMATIC CHANGE OF PAPER SOURCE 137, 168

B
BODY 153, 155
Body String Transmission 157
BYPASS FEED 70

C
CHANGE LANGUAGE 67
CHECK OF GROUP MEMBER 22, 25
CHECKING E-MAIL 79
CLOCK 95
COMM. REPORT 163
Communication Report 162
COMPLETION TONE VOLUME 142
CONTACT INFORMATION 89
Contacts
  Deleting 14
  Editing 12
  Registering 9
  Searching 16
CONTEXT 118
CORP. 10
COUNTER MENU 37

D
Date and Time 95
DATE FORMAT 96
DATE/TIME 95
Daylight Saving System 96
DELETE ALL 52
DEMO PAGE PRINT 167
Department Code
  Deleting 52, 60
  Editing 56
  Enabling 50
  Printing 49
  Registering 53
  Resetting All Counters 51
  Resetting Counter 62
Department Code List 173
DEPARTMENT COUNTER 41
DEPARTMENT MANAGEMENT 47, 50
DEPARTMENT REGISTRATION 53, 56, 60
DEPT. 10
DESIRED ZONE 122
DEVICE INFORMATION 89
DEVICE NAME 122
DHCP (IP Address) 113
DHCP (OPTIONS) 112, 113
DHCP Server 106
DIAL TYPE 142
DIAL TYPE (LINE2) 142
DIRECT TX 163
DISABLE FILE SHARE 120
DISABLE PRINT SHARE 120
DISCARD 147
Discard Printing 146
Display Language 67
DRAWER 80
DRAWER SET 105
DUPLEX PRINT 148
Duplex Printing 147
DYNAMIC 107

E
ECM 11, 72
E-MAIL 10
ENABLE APPLETALK 122
ENABLE BINDERY 118
ENABLE HTTP SERVER 125

ENABLE IPX/SPX 115
ENABLE NDS 118
ENABLE SSL 125
Encryption Level
128bit RC4 158
40bit RC4 158
ENERGY SAVER 97, 100, 102
ETHERNET 126
EXPOSURE 71, 74
EXPOSURE MODE 70

F
FAX COMMUNICATION 46
Fax Initial Setup 141
FAX NO. 10
FAX NUMBER 139
FIRST NAME 10
FRAGMENT MESSAGE SIZE 154
FRAGMENT PAGE SIZE 156
Fragmentation 154, 156
FRAME TYPE 115
FROM ADDRESS 153, 155
FROM NAME 153, 155
FUNCTION 78, 167
Function List (Administrator) 178
Function List (User) 78, 176

G
GATEWAY 110, 112
Group
Creating 21
Deleting 30
Editing 24
Searching 32
GROUP NAME 21, 25, 34
GROUP NO. EDIT 24
GROUP NO. REGISTRATION 21
GROUP NUMBERS 77
Group Numbers List 77, 175

H
HTTP 124
HTTP Network Service 124

I
ID NAME 139
ID SORT 75
IMAGE DIRECTION 70
INITIAL SETUP 141
IP ADDRESS 110, 112
IPv4 .....107, 108, 109
IPv6 111
IPv6 Protocol 111, 112
IPX/SPX 115
IPX/SPX Protocol 115

J
JOURNAL 161

K
KEEP CONFIGURATION 113
KEYWORD 10
KNOWN ID 16, 27, 32

L
LAST NAME 10
LDAP Network Service 128
LDAP PROTOCOL 129
LINE SELECT 11
LINE-2 MODE 144
Line-2 Mode 143
LINE2 NUMBER 139
Link Local Address 112
LIST 167
LOCAL 166
LOCATION 89
LOGON 120

M
MASTER PASSWORD 158
MAXIMUM COPIES 136
MEMORY TX 163
Message Properties 153, 155
MONITOR VOLUME 142
MULTI TX 163

N
NAME SORT 75
NetBIOS NAME 120
NETWARE 117
NetWare Settings 117
NIC CONFIGURATION PAGE 167
NIC Configuration Page 177
NO AUTO IP 108
NOTIFICATION 91

O
ORIGINAL MODE 70, 71, 73
OTHER 129
Output Limitations 64

P
PAPER JAM RECOVERY 105
PAPER OF DIFFERENT DIRECTION ... 137, 168
PASSWORD SETUP 93
PCL FONT LIST 167
PCL Font List 196
PING/TRACEROUTE 133
POLLING 163
POP-UP 104
PREFACE 3
PREFIX 112
PRIMARY PORT NUMBER 125
PRINT COUNTER 38, 42

PRINT OUT DEPARTMENT CODES 49
PRINT OUT TOTAL COUNTER 40
PRINTER/E-FILING 168
PS3 FONT LIST 167
PS3 Font List 195
PWD 11

Q
QUALITY TX 11

R
Reception Journal 160
RECEPTION LIST 165
Reception List 165
Recovery Transmission 150
RECOVERY TX 150
REDUCTION 147
Reduction Printing 146
RELAY DESTINATION 164
RELAY ORIGINATOR 164
RELAY STATION 164, 166
REMOTE 166
REPORT SETTING 160, 162, 165
RESET ALL COUNTERS 51
RESET COUNTERS 62
RESOLUTION 71, 73
REVERSED DISPLAY 68
Reversed Display Mode 68
ROTATE SORT 149
Rotate Sort 148
ROTATION 73
RTI 72
RX JOURNAL 161
RX MODE 142
RX ONLY (24HR) 144
RX ONLY (TIMER) 145
RX PRINT 146, 148, 149
RX Printing 146

S
SCAN COUNTER 39, 44
Scan to E-mail 153
SEARCH ADDRESS 17, 28
SEARCH GROUP 33
SEARCH ROOT 118
SECONDARY PORT NUMBER 125
SEP 11
SERVICE PHONE NUMBER 89
SID 11
SINGLE/2-SIDE SCAN 73
SLEEP / AUTO SHUT OFF 102
SMB 119
SMB PROTOCOL 120
SNMP READ COMMUNITY 129
SORT MODE PRIORITY 136
STATELESS ADDRESS 113
STATIC 110
Static IP Address 109
Storage Maintenance 152
SUB 11
SUBNET MASK 110
SUSPEND PRINTING IF STAPLER EMPTY 137, 168

T
TCP/IP Protocol (IPv4) 106
TERMINAL ID 138
Terminal ID 138
TOTAL COUNTER 38
Total Counter List 172
Transmission Journal 160
TREE 118
TTI 72
TX JOURNAL 161
TX TYPE 11, 71
TX/RX 144

U
USE AUTHENTICATION CODE AS PASSWORD 158
USER
- COPY 70
- FAX 71
- GENERAL 66
- LIST 75
- SCAN 73

USER CERTIFICATE 130
USER PASSWORD 158

W
WEEKLY TIMER 98
WINS PRIMARY 120
WINS SECONDARY 120

Printed in China
DP-3540/4540
OME050101D0

MULTIFUNCTIONAL DIGITAL SYSTEMS
User Functions Guide

e-STUDIO352/452

TOSHIBA TEC CORPORATION
2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

6LE82513000
R05092092803-TTEC
Ver04 2007-03

© 2005 TOSHIBA TEC CORPORATION All rights reserved