TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

TopAccess Guide

e·STUDIO2822AM/2822AF
e·STUDIO2323AM/2823AM
e·STUDIO2329A/2829A

Preface

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

■ How to read this manual

❑ Symbols in this manual

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

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

❑ Options

For the available options, refer to "Configuration of options" in the **User's Guide** for your equipment.
Fax-related description is only applicable to e-STUDIO2329A/2829A with the optional fax function and e-STUDIO2822AF.

❑ Screens

- The screens and the operation procedures in this manual are those of the e-STUDIO2329A/2829A.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ About the defaults shown in this manual

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

❑ Trademarks

For trademarks, refer to the **Safety Information**.

CONTENTS

1

Overview

This chapter provides an overview of the TopAccess functions.

TopAccess Overview

TopAccess is a management utility that allows you to check device information of this equipment and job status, and to carry out device setting and maintenance through a web browser.

End users can:
- Display general device information, including status, drawer/accessory configuration, and paper supply information.
- Display and manage the status of print jobs, fax transmission jobs, and scan jobs submitted by the user.
- Add or modify contacts and groups to be used in Email and fax transmission.
- Display counter logs.

TopAccess Conditions

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

■ Supported browsers

Windows

- Internet Explorer 9 (Windows Server 2008 SP2)
- Internet Explorer 10 (Windows Server 2012)
- Internet Explorer 11 (Windows 7 SP1 / Windows 8.1 / Windows 10 / Windows Server 2008 R2 SP1 / Windows Server 2012 R2 / Windows Server 2016)
- Microsoft Edge 40 or later
- Firefox 61 or later
- Google Chrome 67 or later

Macintosh

- Safari 11 or later

UNIX

- Firefox 61 or later

Note

- Because TopAccess uses cookies to store information on the user's system, these must be enabled in the browser.
- If TopAccess does not display the correct information in any page, delete the cookies and try again.
- In Internet Explorer 11 of Windows Server 2012 R2 / Windows Server 2016, the settings of the network sometimes cannot be changed on TopAccess. In such a case, turn off the [Turn on Pop-up Blocker] check box or register the IP address of the equipment in [Allowed sites].

Accessing TopAccess

You can access TopAccess by entering its URL in the address box of the web browser.
📖 P.10 "Accessing TopAccess by entering URL"

■ Accessing TopAccess by entering URL

1 **Launch a web browser and enter the following URL in the address box.**
http://<IP Address> or http://<Device Name>

http://10.10.70.120/

For example
When the IP address of your device is "10.10.70.120" (when IPv4 used):
http://10.10.70.120
When the IP address of your device is "3ffe:1:1:10:280:91ff:fe4c:4f54" (when IPv6 used):
3ffe-1-1-10-280-91ff-fe4c-4f54.ipv6-literal.net
or
http://[3ffe:1:1:10:280:91ff:fe4c:4f54]

2 **The TopAccess website appears.**

TopAccess Screen Descriptions
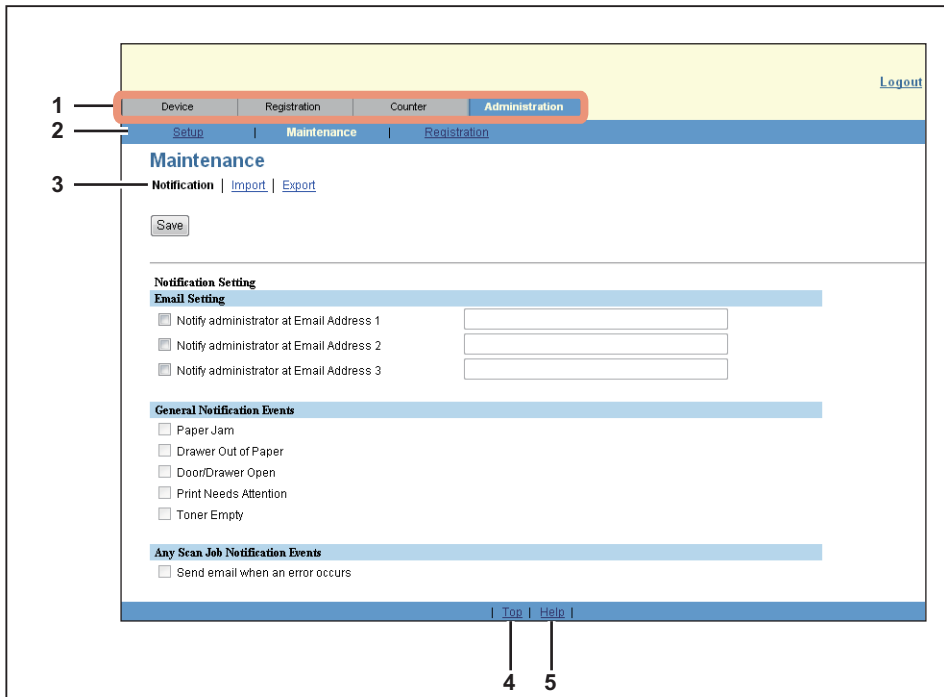
	Item name	Description
1	Function tab	Features are grouped under each tab. This provides access to the main pages of TopAccess for each function.
2	Menu bar	This provides access to each menu page under the selected function tab.
3	Submenu bar	This provides access to each submenu page under the selected menu and function tab.
4	Top link	Click this to display the top of the page currently displayed.
5	Help link	Click this to display Help.

> **Note**
>
> You need to register the help file to this equipment if you want to use Help.
> 📖 P.62 "Import settings"

2

[Device] Tab Page

This chapter provides information on [Device] tab page.

[Device] Item List

TopAccess opens the [Device] tab which includes a device image indicating the device status.
This tab shows the following information about the device:

	Item name	Description
1	Device Information	• **Status** — Displays the device status. • **Name** — Displays the name of this equipment. • **Location** — Displays the equipment's location. • **Copier Model** — Displays the model name of this equipment. • **Serial Number** — Displays the serial number of this equipment. • **Contact Information** — Displays the contact name of the person responsible for managing this device. • **Phone Number** — Displays the phone number of the person responsible for managing this device. • **Message** — Displays administrative messages. • **Alerts** — Displays alert messages.
2	Options	• **Fax Kit** — Displays whether the FAX Unit is installed. • **Automatic Duplexing Unit** — Displays whether the Automatic Duplexing Unit is installed.
3	Paper	• **Drawer** — Displays a list of the installed drawers. • **Size** — Displays the paper size set for each drawer. • **Type** — Displays the paper type set for each drawer. • **Capacity** — Displays the maximum paper capacity that can be set for each drawer. • **Status** — Displays the remaining amount of paper for each drawer.
	Note	The paper size for each drawer cannot be set from TopAccess. Set it from the LCD screen of the equipment. For instructions on how to set the paper size for each drawer, refer to the **User's Guide**.
4	Toner	• **Black** — Displays the amount of toner remaining in the toner cartridge.

3

[Registration] Tab Page

This chapter contains instructions on how to register contacts to be used in Email and fax transmission and how to configure department management.

Log in

You must log in to display or update contents in the [Registration] Tab.

	Item name	Description
1	[Login] button	Click this after entering the password. If the password is matched, the content of the [Registration] tab page will be displayed.
2	User Name	Select [Admin] or [Operator] in the [User Name] field.
3	Password	When selecting [Admin] for User Name, input administrator password. Enter "123456" to log in for the first time. The input password is hidden with symbols. When selecting [Operator] for User Name, ask your administrator about an operator password and enter it. The input password is hidden with symbols.

Note

- When [Operator] is selected for User Name, the department management items cannot be registered.
- If you fail to enter the correct password and "Please enter valid Password" is displayed, contact your administrator.
- Only one user can log in at a time. It is also not possible for an admin and an operator to log in together.
- After login, you will be automatically logged out when the time specified in the [Session Timer] elapses. For more information about [Session Timer], see the following section:
  P.35 "Setting up WEB General Setting"

Tip

You can log out by clicking the [Logout] link at the top right of each page. If you close TopAccess by clicking [X] (Close) on the browser window instead of clicking [Logout], "PLEASE WAIT ADMINISTERED BY PC" will continue to appear on the control panel of the equipment and neither operation nor login will be possible. In this case, turn the equipment power OFF and back ON, or wait until the time set for [Session Timer] passes (default: 10 minutes). For more information about [Session Timer], see the following section:
P.35 "Setting up WEB General Setting"

[Email] Item list

 P.17 "[Email] screen"
 P.18 "[Single Property] screen"
 P.19 "[Group Properties] screen"

Note

This setting is not available for e-STUDIO2323AM/2823AM.

■ [Email] screen

You can manage a contact list to be used in Email.

Tip

- Click [Single] or [Groups] to switch the display between the list of addresses and the list of groups where contacts are assigned.
- Email can be also managed using the control panel. Refer to the **User's Guide**.

❑ Single
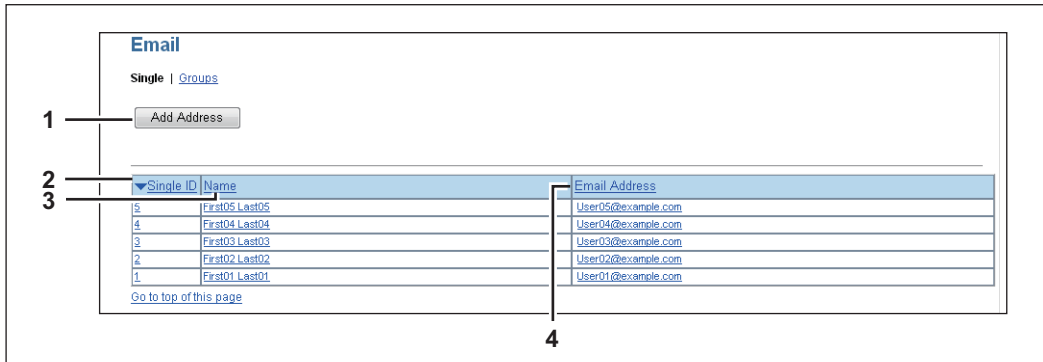
	Item name	Description
1	[Add Address] button	Allows you to add a new contact in the address book. Click this to open [Single Property] screen. P.18 "[Single Property] screen"
2	Single ID	Displays the registered ID of the contact. Click ID to open [Single Property] screen to edit the ID. P.18 "[Single Property] screen"
3	Name	Displays the name registered to the contact. Click name to open [Single Property] screen to edit the name. P.18 "[Single Property] screen"
4	Email Address	Displays the Email address registered to the contact. Click Email address to open [Single Property] screen to edit the Email address. P.18 "[Single Property] screen"

Tip

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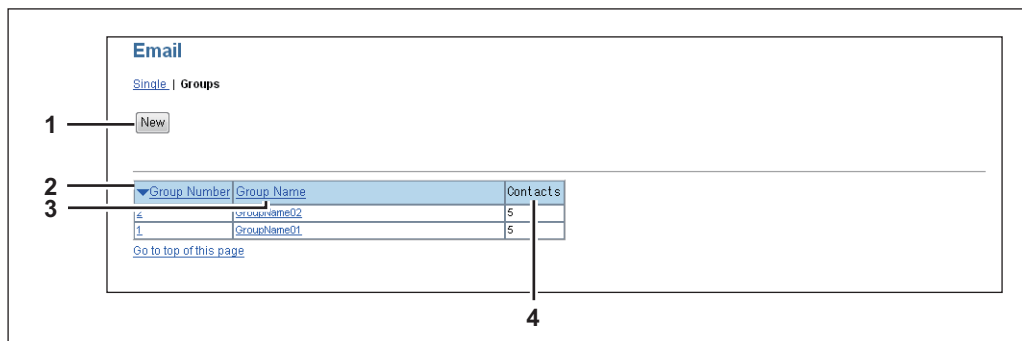
❑ Groups

	Item name	Description
1	[New] button	Allows you to add a new group. Click this to open [Group Properties] screen. 📖 P.19 "[Group Properties] screen"
2	Group Number	Displays the registration number of the group. Click number to open [Group Properties] screen to edit the number. 📖 P.19 "[Group Properties] screen"
3	Group Name	Displays the registered name of the group. Click name to open [Group Properties] screen to edit the name. 📖 P.19 "[Group Properties] screen"
4	Contacts	Displays how many contacts are registered in the group.

Tip

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

■ [Single Property] screen

	Item name	Description
1	[Save] button	Saves the entered information.
2	[Cancel] button	Cancels adding or editing a contact.
3	[Reset] button	Erases information entered in the given box.
4	[Delete] button	Deletes the displayed contact.
5	Single ID	Single ID is assigned automatically. Edit the value in the range from 1 to 200.
6	Name	Enter the name of the contact. You can enter up to 20 alphanumerical characters, symbols (+ - . @ / _), and spaces.
7	Email Address	Enter the Email address of the contact. You can enter up to 64 alphanumerical characters, symbols (+ - . @ / _), and spaces.

■ [Group Properties] screen

You can create groups that contain multiple recipients.
This enables you to specify a group as the destination when sending an Email to multiple recipients.

	Item name	Description
1	[Save] button	Registers the selected contacts as a group.
2	[Cancel] button	Cancels the group registration.
3	[Reset] button	Resets the contents.
4	[Delete] button	Deletes the displayed group.
5	Group Number	Group number is assigned automatically. Edit the value in the range from 1 to 20.
6	Group Name	Enter the group name. You can enter up to 20 alphanumerical characters, symbols (+ - . @ / _), and spaces.
7	Select	Select the check box to register Email address into the group. You can select up to 50 Email addresses.
8	Single ID	Displays the single ID.
9	Name	Displays the registered name.
10	Email Address	Displays the Email address registered to the contact.

[Phone Book] Item list

📖 P.20 "[Phone Book] screen"
📖 P.23 "[Speed Dial Property] screen"
📖 P.24 "[One Touch Property] screen"
📖 P.25 "[Group Properties] screen"

Note

This setting is not available for e-STUDIO2822AM/2323AM/2823AM.

■ [Phone Book] screen

You can manage a contact list to be used in fax transmissions.

Tip

- Click [Speed Dial], [One Touch], or [Groups] to switch the display between the list of speed dial number, the list of one touch number, and the list of groups where contacts are assigned.
- Phone Book can be also managed using the control panel. Refer to the **User's Guide**.

❑ Speed Dial
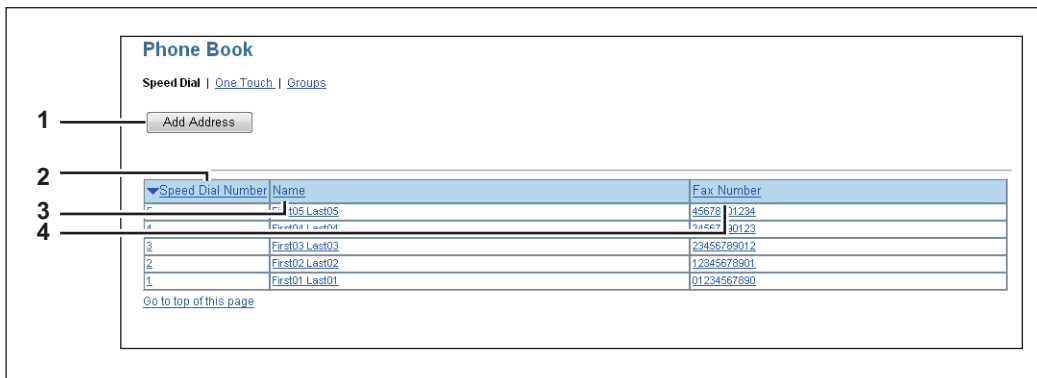
	Item name	Description
1	[Add Address] button	Allows you to add a new contact in the address book. Click this to open [Speed Dial Property] screen. 📖 P.23 "[Speed Dial Property] screen"
2	Speed Dial Number	Displays the registered speed dial number of the contact. Click number to open [Speed Dial Property] screen to edit the number. 📖 P.23 "[Speed Dial Property] screen"
3	Name	Displays the name registered to the contact. Click name to open [Speed Dial Property] screen to edit the name. 📖 P.23 "[Speed Dial Property] screen"
4	Fax Number	Displays the fax number registered to the contact. Click fax number to open [Speed Dial Property] screen to edit the fax number. 📖 P.23 "[Speed Dial Property] screen"

Tip

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

❑ One Touch
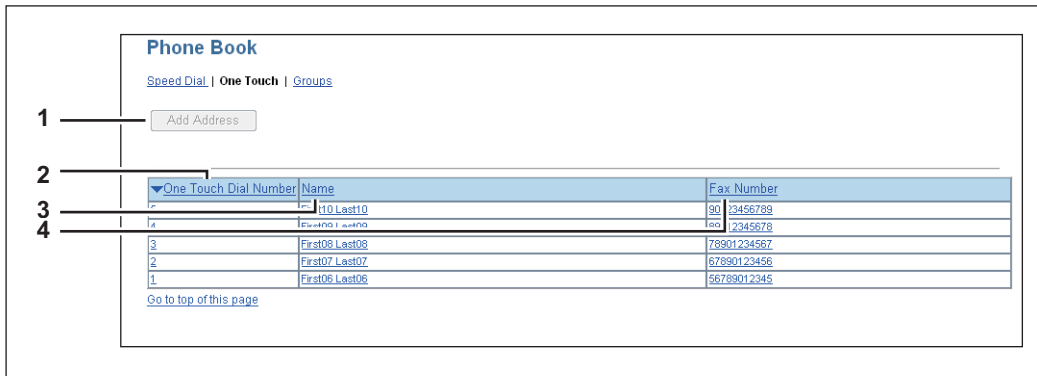
	Item name	Description
1	[Add Address] button	Allows you to add a new contact in the address book. Click this to open [One Touch Property] screen. 📖 P.24 "[One Touch Property] screen"
2	One Touch Dial Number	Displays the registered one touch dial number of the contact. Click number to open [One Touch Property] screen to edit the number. 📖 P.24 "[One Touch Property] screen"
3	Name	Displays the name registered to the contact. Click name to open [One Touch Property] screen to edit the name. 📖 P.24 "[One Touch Property] screen"
4	Fax Number	Displays the fax number registered to the contact. Click fax number to open [One Touch Property] screen to edit the fax number. 📖 P.24 "[One Touch Property] screen"

Tip

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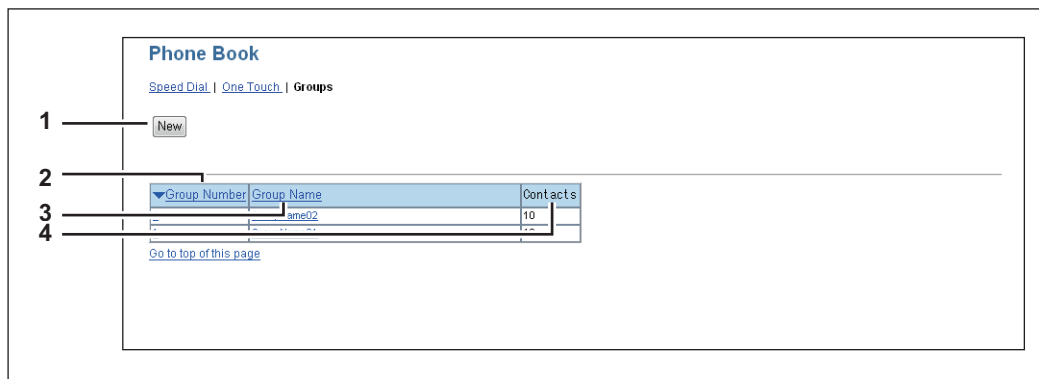
❑ Groups

	Item name	Description
1	[New] button	Allows you to add a new group. Click this to open [Group Properties] screen. 📖 P.25 "[Group Properties] screen"
2	Group Number	Displays the registered number of the group. Click number to open [Group Number] screen to edit the number. 📖 P.25 "[Group Properties] screen"
3	Group Name	Displays the registered name of the group. Click name to open [Group Number] screen to edit the name. 📖 P.25 "[Group Properties] screen"
4	Contacts	Displays how many contacts are registered in the group.

Tip

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

■ [Speed Dial Property] screen

	Item name	Description
1	[Save] button	Saves the entered information.
2	[Cancel] button	Cancels adding or editing a contact.
3	[Reset] button	Erases information entered in the given box.
4	[Delete] button	Deletes the displayed contact.
5	Speed Number	Speed number is assigned automatically. Edit the value in the range from 1 to 200.
6	Name	Enter the name of the contact. You can enter up to 20 alphanumerical characters, symbols (+ - . @ / _), and spaces.
7	Fax Number	Enter the fax number of the contact. You can enter up to 50 digits using numbers and symbols (* # P). P cannot be used as the first digit.

Note

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

■ [One Touch Property] screen

	Item name	Description
1	[Save] button	Saves the entered information.
2	[Cancel] button	Cancels adding or editing a contact.
3	[Reset] button	Erases information entered in the given box.
4	[Delete] button	Deletes the displayed contact.
5	One Touch Number	One touch number is assigned automatically. Edit the value in the range from 1 to 5.
6	Name	Enter the name of the contact. You can enter up to 20 alphanumerical characters, symbols (+ - . @ / _), and spaces.
7	Fax Number	Enter the fax number of the contact. You can enter up to 50 digits using numbers and symbols (* # P). P cannot be used as the first digit.

Note

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

■ [Group Properties] screen

You can create groups that contain multiple recipients.
This enables you to specify a group as the destination when sending fax to multiple recipients.

	Item name	Description
1	[Save] button	Registers the selected contacts as a group.
2	[Cancel] button	Cancels the group registration.
3	[Reset] button	Resets the contents.
4	[Delete] button	Deletes the displayed group.
5	Group Number	Group number is assigned automatically. Edit the value in the range from 1 to 20.
6	Group Name	Enter the group name. You can enter up to 20 alphanumerical characters, symbols (+ - . @ / _), and spaces.
7	Select	Select the check box to register fax number into the group. You can select up to 50 fax numbers.
8	Type	Displays the dial type, Speed Dial or One Touch.
9	Number	Displays the registered number.
10	Name	Displays the registered name.
11	Fax Number	Displays the fax number registered to the contact.

[Department Management] Item list

📖 P.26 "[Department Management] Item list"

■ [Department Management] screen

You can configure department management.
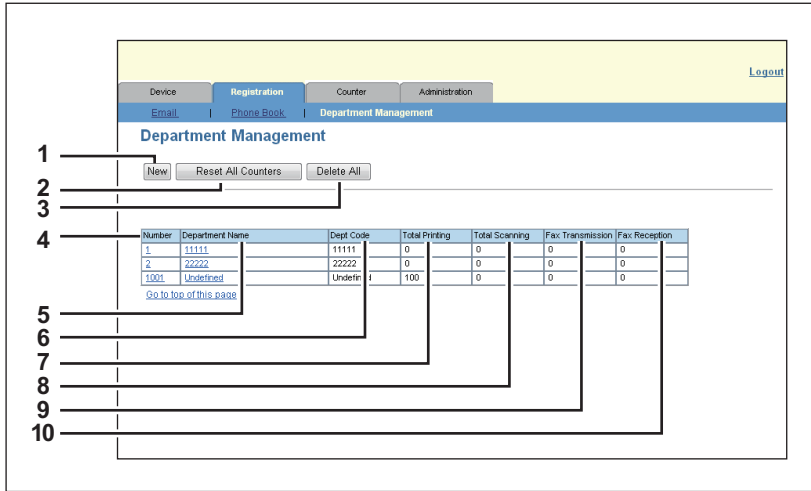
	Item name	Description
1	[New] button	Allows you to add a new department. 📖 P.27 "[Department Information] screen"
2	[Reset All Counters] button	Resets counters for all departments.
3	[Delete All] button	Deletes all the registered departments.
4	Number	Displays the registration number of the department.
5	Department Name	Displays the department name. Click the department name to display department information. 📖 P.28 "[Department Information] (Edit) screen"
6	Dept Code	Displays the department code.
7	Total Printing	Displays the total output count value of the department.
8	Total Scanning	Displays the total scanned count value of the department.
9	Fax Transmission	Displays the total fax transmission count value of the department.
10	Fax Reception	Displays the total fax reception count value of the department.

❏ [Department Information] screen

You can register a new department.

	Item name	Description
1	[Save] button	Saves the entered department information.
2	[Cancel] button	Cancels the registration of department information.
3	Department Number	Displays the registration number of the department.
4	Department Name	Enter the department name. You can enter up to 20 alphanumerical characters.
5	Department Code	Enter a 5-digit number.
	Note You cannot use a department code that is already registered.	

❑ [Department Information] (Edit) screen

You can view or edit department management information.

	Item name	Description
1	[Save]	Saves the entered department information.
2	[Cancel] button	Cancels the registration of department information.
3	[Reset Counters] button	Resets the counter.
4	[Delete] button	Deletes the displayed department.
5	Department Number	Displays the registration number of the department.
6	Department Name	Enter if changing the department name. You can enter up to 20 alphanumerical characters.
7	Department Code	Enter the 5-digit department code if changing.
8	Print Counter	Displays the total output count value.
9	Scan Counter	Displays the total scanned count value by scan operations.
10	Fax Communication Counter	Displays the fax communication record.

4

[Counter] Tab Page

This chapter provides information on [Counter] tab page.

[Total Count] Item list

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

You can check the number of pages printed, copied, and scanned.

	Counter type	Description
1	Print Counter	Displays the total output count value by copy, fax, print, and system page print operations.
2	Scan Counter	Displays the total scanned count value for copy, fax, and network.
3	Scan Counter(small paper)	Displays details of the total count value of scanned documents according to the paper size specified on your device.
4	Scan Counter(large paper)	

5

[Administration] Tab Page

This chapter describes administrative functions which allow you to configure devices and network, and maintenance functions.

Log in

You must login to view and operate on items in [Administration] Tab.

	Item name	Description
1	[Login] button	Click this after entering the password. If the password is matched, the content of [Administration] tab page will be displayed.
2	User Name	User Name is fixed as "Admin".
3	Password	Input administrator password. The input password is hidden with symbols. Enter "123456" to log in for the first time.

Note

- If you fail to enter the correct password and are displayed "Please enter valid Password" message, contact your administrator.
- You cannot login when the equipment is operating. Retry to login when the equipment is not operating.
- Only one user can login as an admin at a time.
- After login, you will be automatically logged out when the time specified in the [Session Timer] elapses. For more information about [Session Timer], see the following section:
  📖 P.35 "Setting up WEB General Setting"

Tip

You can log out by clicking the [Logout] link at the top right of each page. If you close TopAccess by clicking [X] (Close) on the browser window instead of clicking [Logout], "PLEASE WAIT ADMINISTERED BY PC" will continue to appear on the control panel of the equipment and neither operation nor login will be possible. In this case, turn the equipment power OFF and back ON, or wait until the time set for [Session Timer] passes (default: 10 minutes). For more information about [Session Timer], see the following section:
📖 P.35 "Setting up WEB General Setting"

[Setup] Item List

    📖 P.33 "General Setting"
    📖 P.36 "Network settings"
    📖 P.51 "Copier Setting"
    📖 P.52 "Fax Setting"
    📖 P.54 "Save as File settings"
    📖 P.55 "Email Setting"
    📖 P.56 "Printer Setting"
    📖 P.58 "Print Service Setting"
    📖 P.59 "Version Information"

Tip

Click [General], [Network], [Copier], [Fax], [Save as File], [Email], [Printer], [Print Service], or [Version] to switch the display between each setting.
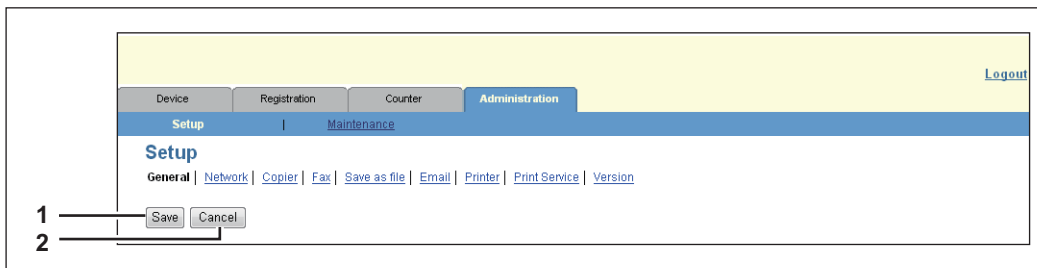
	Item name	Description
1	[Save] button	Saves all contents.
2	[Cancel] button	The Confirmation dialog box appears. Select [Yes] to go back to previous contents.

■ General Setting

You can configure general settings such as Device Information, Energy Save, Date and Time, and Web General Setting.
    📖 P.33 "Setting up Device Information"
    📖 P.34 "Setting up Energy Save"
    📖 P.35 "Setting up Date & Time"
    📖 P.35 "Setting up WEB General Setting"
    📖 P.35 "Department Setting"

❑ Setting up Device Information

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

	Item name	Description
1	Name	Enter the device name of this equipment. You can enter up to 15 alphanumerical characters, hyphen (-), and colon (:).
2	Copier Model	Displays the model name of this equipment.
3	Location	Enter the installed location of this equipment. You can enter up to 64 characters. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
4	Contact Information	Enter the name of the person who is responsible for this equipment. You can enter up to 64 characters. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
5	Service Phone Number	Enter the telephone number of the person who is responsible for servicing this equipment. You can enter up to 32 digits using numbers and symbols (* - #). This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
6	Administrative Message	Enter the message to the users about this equipment. You can enter up to 40 characters. This is displayed in the [Device] tab page that appears first when accessing the TopAccess website for users.
7	Administrator's Password	If you want to change the administrator's password used to log in functions from the TopAccess, enter a new password between 6 to 10 alphanumerical characters.
8	Confirm Password	Enter a new password that you entered in the [Administrator's Password] field.
9	Operator's Password	If you want to set or change the operator's password used to log into functions, enter a new password of between 6 to 10 alphanumeric characters.
10	Confirm Password	Enter a new password that you entered in the [Operator's Password] field.

Note

An operator's password must be set.

❑ Setting up Energy Save

You can set Energy Save mode for your equipment.
For information on types of Energy Save mode and how to enter the mode, see the *User's Guide*.
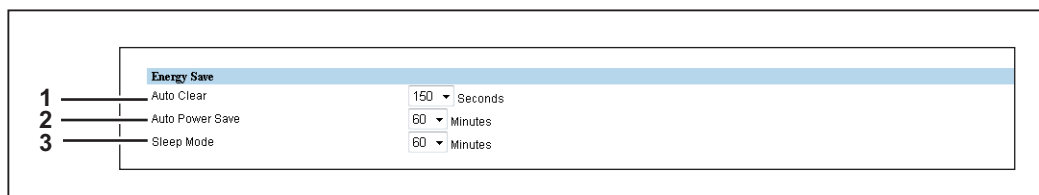
	Item name	Description
1	Auto Clear	Select how long your equipment can remain inactive before the LCD screen automatically returns to the default display.
2	Auto Power Save	Select how long your equipment can remain inactive before entering Automatic Energy Save mode.
3	Sleep Mode	Select how long your equipment can remain inactive before being automatically turned off.

Note

The equipment may not enter this mode at the set timing depending on its operational status.

❑ **Setting up Date & Time**

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

	Item name	Description
1	Date & Time	To adjust the date, select year and month in the first and second field, and enter date in the third field. To adjust the time, enter hour in the fourth field, and enter minute in the fifth field.
2	Timezone	Select the time zone where the equipment is located.

❑ **Setting up WEB General Setting**

You can set the display language and the session timer for TopAccess.

	Item name	Description
1	Select Language	Select the display language.
2	Session Timer	Enter how long you want this equipment to preserve the session data of TopAccess. Specify within the range from 5 to 30.

❑ **Department Setting**

When department management is enabled, the department code entry screen is displayed on the computer monitor or on the control panel whenever copying, scanning, or faxing and you will be able to manage the usage of your equipment by departments.

	Item name	Description
1	Department Code	Allows you to enable or disable department management. This is disabled as the default.
2	Invalid Department Code Print Job	Specify whether or not to print jobs with no or invalid department codes when Department Code is enabled. • **Delete** — Deletes print jobs with invalid department codes. • **Print** — Prints jobs with invalid department codes.
	Note	
	You need to set the master code to enable department management. Register the master code from the control panel on this equipment if you have not done so.	

◼ Network settings

You can configure the network settings such as TCP/IP, Filtering, IPv6, DNS Session, SMB Session, HTTP Network Service, SMTP Client, POP3 Network Service, FTP Client, SNMP Network Service, and LLTD Session.

📖 P.36 "Setting up TCP/IP"
📖 P.39 "Setting up Filtering"
📖 P.41 "Setting up IPv6"
📖 P.42 "Setting up DNS Session"
📖 P.43 "Setting up SMB Session"
📖 P.44 "Setting up HTTP Network Service"

📖 P.44 "Setting up SMTP Client"
📖 P.46 "Setting up POP3 Network Service"
📖 P.46 "Setting up FTP Client"
📖 P.47 "Setting up SNMP Network Service"
📖 P.48 "Setting up LLTD Session"
📖 P.49 "Setting up Wake Up Setting"
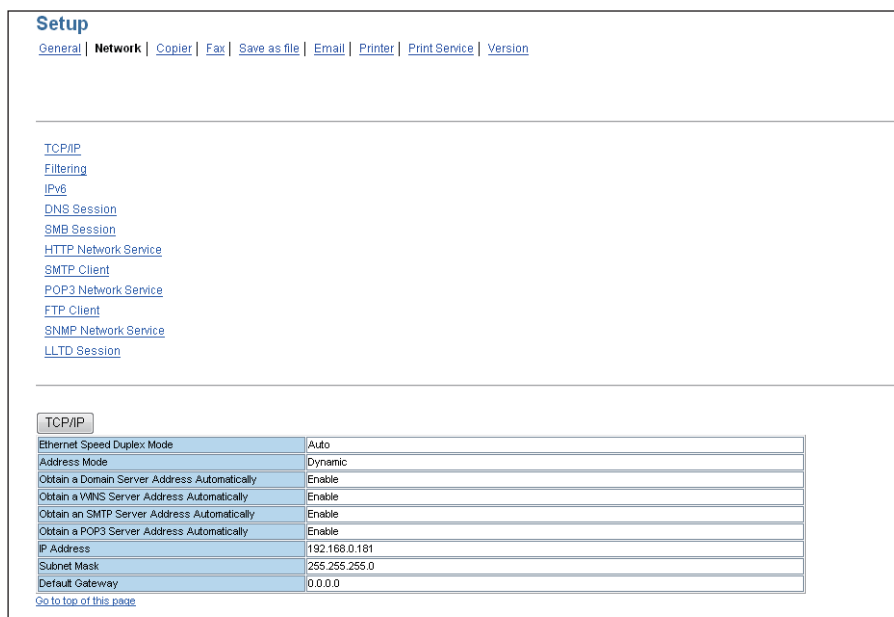
In the Network submenu page, click link or scroll the page to find the setting table, and click the button of the setting to set the network settings.

In each sub window for network settings, click [Save], and click [OK] in the confirmation dialog box to save the settings and close the sub window. Click [Cancel] to restore the current settings without saving the changes.

Note

Changes of settings of TCP/IP, Filtering, and IPv6 will automatically restart the equipment.

❑ Setting up TCP/IP

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

	Item name	Description
1	Ethernet Speed Duplex Mode	Select the ethernet speed.
	Note • When you select a specific ethernet speed, you must select the same one as set in the connected network. If you do not know the ethernet speed that must be used, select [Auto]. • If the network is not stable, power OFF the equipment then ON.	
2	Address Mode	Select how to set the IP address. • **Static IP** — Select this to assign the static IP address manually. When this is selected, enter the static IP address in the [IP Address] box. • **Dynamic** — Select this to assign the IP address using the DHCP with Auto-IP addressing enabled. The IP address, subnet mask, and default gateway can be automatically acquired from the DHCP server if the network supports DHCP. However, if the network does not support DHCP, use the AutoIP function to assign an IP address. • **No AutoIP** — Select this to assign the IP address using the DHCP with Auto-IP addressing disabled. The IP address, subnet mask, and default gateway can be automatically acquired from the DHCP server if the network supports DHCP. If the communication with the DHCP cannot be established, the previous IP address is used.
3	Obtain a Domain Server Address Automatically	Select [Enable] when you want to obtain a domain server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Enable] is set as the default.
	Note When the DHCP server does not have a primary and secondary DNS server addresses, the data are left blank in the primary and secondary DNS server addresses, even if you set the correct primary and secondary DNS server addresses manually in the DNS Session. In that case, select [Disable] here and set the correct primary and secondary DNS server address in the DNS Session. 📖 P.42 "Setting up DNS Session"	
4	Obtain a WINS Server Address Automatically	Select [Enable] when you want to obtain a primary or secondary WINS server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Enable] is set as the default.
	Note When the DHCP server does not have a primary and secondary WINS server addresses, the data are left blank in the primary and secondary WINS server addresses, even if you set the correct primary and secondary WINS server addresses manually in the SMB Session. In that case, select [Disable] here and set the correct primary and secondary WINS server address in the SMB Session. 📖 P.43 "Setting up SMB Session"	
5	Obtain an SMTP Server Address Automatically[*1]	Select [Enable] when you want to obtain an SMTP server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Disable] is set as the default.
	Note When the DHCP server does not have an SMTP server address, the data are left blank in the SMTP server address even if you set the correct SMTP server address manually in the SMTP Client. In that case, select [Disable] here and set the correct SMTP server address in the SMTP Client. 📖 P.44 "Setting up SMTP Client"	

	Item name	Description
6	Obtain a POP3 Server Address Automatically[*1]	Select [Enable] when you want to obtain a POP3 server address automatically using the DHCP server. This setting will apply only when [No AutoIP] or [Dynamic] is selected in the Address Mode option. [Disable] is set as the default.
	Note When the DHCP server does not have a POP3 server address, the data are left blank in the POP3 server address even if you set the correct POP3 server address manually in the POP3 Network Service. In that case, select [Disable] here and set the correct POP3 server address in the POP3 Network Service. 📖 P.46 "Setting up POP3 Network Service"	
7	IP Address	Enter the static IP address for your equipment when [Static IP] is selected in the [Address Mode] box. Specify within the range from 0 0 0 0 to 255 255 255 255. However, you cannot set 0.0.0.0 and 255.255.255.255.
8	Subnet Mask	Enter the subnet mask if required when [Static IP] is selected in the [Address Mode] box. Specify within the range from 0 0 0 0 to 255 255 255 255. However, you cannot set 0.0.0.0 and 255.255.255.255.
9	Default Gateway	Enter the gateway address if required when [Static IP] is selected in the [Address Mode] box. Specify within the range from 0 0 0 0 to 255 255 255 255. However, you cannot set 0.0.0.0 and 255.255.255.255.

*1   This item is not available for e-STUDIO2323AM/2823AM.

❏ Setting up Filtering

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

Note

MAC address filtering is given priority over IP address filtering.

	Item name	Description
1	Enable Filtering	Select [Enable] for IP address filtering. When [Enable] is selected, access from devices on a network to which the IP address (specified in [IP Filtering]) is set is restricted under conditions set in [IP Filtering Rule]. [Disable] is set as the default.
2	IP Filtering Rule	Select IP address filtering rules. • **<u>Permit</u>** — Select this to permit access from devices on a network to which the IP address (specified in [IP Filtering]) is set. • **Deny** — Select this to deny access from devices to which the specified IP address is set.
3	IP Filtering	Enter the starting IP address and the ending IP address of a target client computer for IP filtering. Up to 10 pairs of addresses can be specified.
4	Enable Filtering(IPv6)	Select [Enable] for IPv6 Filtering. When [Enable] is selected, access from devices on a network to which the IPv6 address (specified in [IP Filtering]) is set is restricted under conditions set in [IP Filtering Rule (IPv6)]. [Disable] is set as the default.
5	IP Filtering Rule(IPv6)	Select IPv6 address filtering rules. • **<u>Permit</u>** — Select this to permit access from devices on a network to which the IPv6 address (specified in [IP Filtering]) is set. • **Deny** — Select this to deny access from devices to which the specified IPv6 address is set.
6	IP Filtering	Enter the starting IPv6 address and the ending IPv6 address of a target client computer for IPv6 filtering. Up to 10 pairs of addresses can be specified.
7	Enable MAC Address Filtering	Select [Enable] for MAC address filtering. When [Enable] is selected, access from devices on a network to which the MAC address (specified in [MAC Address Filtering]) is set is restricted under conditions set in [MAC Address Filtering Rule]. [Disable] is set as the default.
8	MAC Address Filtering Rule	Select MAC address filtering rules. • **<u>Permit</u>** — Select this to permit access from devices on a network to which the MAC address (specified in [MAC Address Filtering]) is set. • **Deny** — Select this to deny access from devices to which the specified MAC address is set.
9	MAC Address Filtering	Enter the MAC address of a target client computer for MAC address filtering. Up to 10 addresses can be specified.

❏ Setting up IPv6

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

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

Item name		Description
3	Manual	You assign the IPv6 address, prefix and default gateway manually. In this mode, you can assign one IPv6 address to this equipment. **IP Address** — Assign the IPv6 address for this equipment. Specify within the range from 0:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. You cannot specify the following characters. For Link-local addresses: "FE80" at the beginning. For multicast addresses: "FF" at the beginning. (For example, "FF00".) For loopback addresses: "::1" at the end. For IPv4-compatible/IPv4-mapped addresses: "::ffff:x.x.x.x" at the end (x.x.x.x is an IPv4 Address). **Prefix Length** — Assign the prefix length for the IPv6 address. Specify within the range from 0 to 128. "0" is set as the default. **Gateway** — Assign the default gateway address. Specify within the range from 0:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. You cannot specify the following characters. For Site-local addresses: "FEC0" at the beginning. For multicast addresses: "FF" at the beginning. (For example, "FF00".) For loopback addresses: "::1" at the end. For global addresses: "2" or "3" at the beginning. (For example, "2001", "2002", "3FFE".) For IPv4-compatible/IPv4-mapped addresses: "::ffff:x.x.x.x" at the end (x.x.x.x is an IPv4 Address). **Use DHCPv6 Server for Options** — Select this check box to use the optional information (IPv6 address for the DNS server, etc.) which is issued from the DHCPv6 server.
	Tip • When [Manual] is selected, a stateful address cannot be set. • If the selected IPv6 address is already assigned, DAD (Duplicate Address Detection) detects it and notifies you on the LCD screen of this equipment.	
4	Use Stateless Address	Use the IPv6 addresses (Stateless addresses) issued from routers. • **IP Address** — Stateless Addresses obtained from routers are displayed. Up to 7 IPv6 addresses can be retained.
5	Use Stateful Address	Use the Stateful address issued from DHCPv6 server. • **IP Address** — A stateful address, Prefix Length and Gateway obtained from DHCPv6 Server are displayed.

❑ Setting up DNS Session

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

	Item name	Description
1	Enable DNS	Select whether the DNS server is enabled or not. [Enable] is set as the default.
2	Enable DNS(IPv6)	Select whether the DNS server is enabled or not in IPv6. [Disable] is set as the default.
3	Primary DNS Server Address	Specify the IP address of the primary DNS server when the DNS service is enabled. Specify within the range from 0 0 0 0 to 255 255 255 255.
4	Secondary DNS Server Address	Specify the IP address of the secondary DNS server when the DNS service is enabled, as you require. Specify within the range from 0 0 0 0 to 255 255 255 255.
5	Primary DNS Server Address (IPv6)	Specify the IPv6 address of the primary DNS server when the DNS service is enabled in IPv6. Specify within the range from 1:1:1:1:1:1:1:1 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. You cannot specify the following characters. For multicast addresses: "FF" at the beginning. (For example, "FF00".) For loopback addresses: "::1" at the end. For IPv4-compatible/IPv4-mapped addresses: "::ffff:x.x.x.x" at the end (x.x.x.x is an IPv4 Address).
6	Secondary DNS Server Address (IPv6)	Specify the IPv6 address of the secondary DNS server when the DNS service is enabled in IPv6, as required. Specify within the range from 1:1:1:1:1:1:1:1 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff. You cannot specify the following characters. For multicast addresses: "FF" at the beginning. (For example, "FF00".) For loopback addresses: "::1" at the end. For IPv4-compatible/IPv4-mapped addresses: "::ffff:x.x.x.x" at the end (x.x.x.x is an IPv4 Address).
7	Host Name	Specify the host name.
8	Domain Name	Specify the domain name.

❑ **Setting up SMB Session**

In SMB Session, you can specify the SMB network properties to enable this equipment to access a Microsoft Windows Network. When you enable the SMB, users can also browse the network folders. You can also specify the WINS server address if you are using the WINS server for resolution to save files on different subnets.
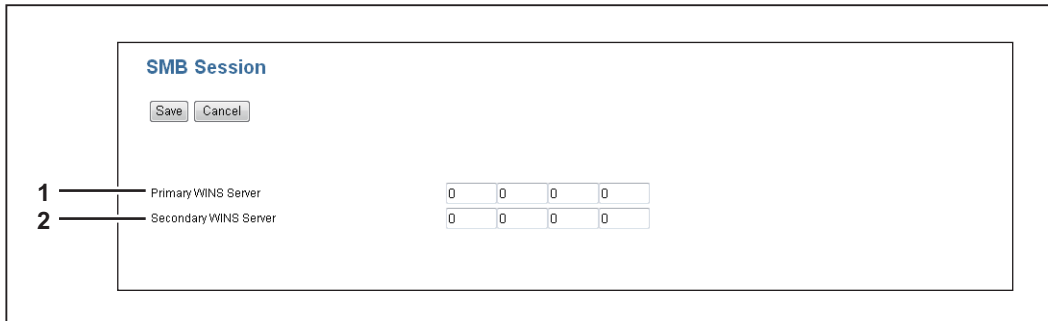
	Item name	Description
1	Primary WINS Server	Specify the IP address of the primary WINS server when the WINS server is used to provide the NetBIOS name in your local area network. Specify within the range from 000:000:000:000 to 255:255:255:255. This option would be more useful to access this equipment using the NetBIOS Name from a different subnet.

	Item name	Description
2	Secondary WINS Server	Specify the IP address of the secondary WINS server as you require when the WINS server is used to provide NetBIOS name in your local area network. Specify within the range from 000:000:000:000 to 255:255:255:255. If the Primary WINS Server is unavailable, the Secondary WINS Server will be used.
	Note If "0.0.0.0" is entered for the Primary WINS Server and Secondary WINS Server, this equipment will not use the WINS server.	

❑ Setting up HTTP Network Service

In HTTP Network Service, you can enable or disable Web-based services such as TopAccess.

	Item name	Description
1	Enable HTTP Server	Select whether the Web-based services such as TopAccess is enabled or disabled. [Enable] is set as the default.
2	Primary Port Number	Enter the port number for the NIC HTTP server. You can enter a value in the range from 1 to 65535. Generally the default value "80" is used.
	Note If the input value is less than 1, the value is changed to 1. If the input value is more than 65535, the value is changed to 65535.	

❑ Setting up SMTP Client

In SMTP Client, you can enable or disable SMTP transmission for sending Emails.

Note

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	Enable SMTP Client	When this is enabled, this equipment sends an Email to the specified SMTP server for transmission over the Internet. [Enable] is set as the default.
2	Enable SSL	Select whether the SSL (Secure Sockets Layer) is enabled or disabled for accessing an SMTP server. • **Disable** — Select this to disable the SSL. • **Accept all certificates** — Select this to enable the SSL to accept all certificates at authentication.
	Note Not all operating systems support SSL for all protocols.	
3	SSL/TLS	Select the protocol for the SSL when the [Enable SSL] option is enabled. • **Over SSL** — Select this to send a message in SSL (Secure Socket Layer). • **STARTTLS** — Select this to send a message in TLS (Transport Layer Security) using STARTTLS that is the extension command for SMTP transmission.
	Note When you select [SMTP over SSL], set the port number to "465".	
4	SMTP Server Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the SMTP server when [Enable SMTP Client] is enabled. You can enter up to 128 alphanumerical characters, symbols, and spaces.
	Note If you use FQDN to specify the SMTP server, you must configure the DNS server and enable the DNS in the DNS Session.	
5	POP Before SMTP	Select whether the POP Before SMTP authentication is enabled or disabled. [Disable] is set as the default.
6	Authentication	Select the type of authentication to access the SMTP server. • **Disable** — Select this to access the SMTP server using no authentication. • **Auto** — Select this to access the SMTP server using the appropriate authentication that this equipment detects.
7	Login Name	Enter the log-in name to access the SMTP server if the SMTP authentication is enabled. You can enter up to 64 alphanumerical characters, symbols, and spaces.
8	Password	Enter the password to access the SMTP server if the SMTP authentication is enabled. You can enter up to 64 alphanumerical characters, symbols, and spaces. The password input is displayed in asterisk symbols.
9	Port Number	Enter the port number for accessing the SMTP server when [Enable SMTP Client] is enabled. The port number depends on the port setting in the SMTP server. You can enter a value in the range from 1 to 65535. Generally the default value "25" is used.
	Note If the input value is less than 1, the value is changed to 1. If the input value is more than 65535, the value is changed to 65535.	
10	SMTP Client Connection Timeout (1-180)	Specify the time limit for the connection of an SMTP server between 1 to 180 seconds. The default value is 30 seconds.

❑ Setting up POP3 Network Service

In POP3 Network Service, you can specify the POP3 server to receive Emails.

Note

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	POP3 Server Address	Enter the IP address or FQDN (Fully Qualified Domain Name) of the POP3 server. You can enter up to 128 alphanumerical characters, symbols, and spaces.
	Note If you use FQDN to specify the POP3 server, you must configure the DNS server and enable the DNS in the DNS Session.	
2	Account Name	Enter the account name for this equipment to access the POP3 server. You can enter up to 96 alphanumerical characters and symbols.
3	Password	Enter the password for this equipment to access the POP3 server. You can enter up to 32 alphanumerical characters and symbols. The password input is displayed in asterisk symbols.
4	Port Number	Enter the port number to access the POP3 server. The SSL port number depends on the port setting in the POP3 server. You can enter a value in the range from 1 to 65535. Generally the default value "110" is used.

❑ Setting up FTP Client

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

Note

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	Default Port Number	Enter the port number to access the FTP site. The port number depends on the port setting in the FTP site. You can enter a value in the range from 1 to 65535. Generally the default value "21" is used.

❏ Setting up SNMP Network Service

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

	Item name	Description
1	Enable SNMP	Select whether SNMP monitoring with MIB is enabled or disabled. [Enable] is set as the default.
2	Enable IPv6 SNMP	Select whether IPv6 SNMP monitoring with MIB is enabled or disabled. [Enable] is set as the default.
3	Read Community	Enter the SNMP read community name for the SNMP access. You can enter up to 31 alphanumerical characters and symbols. "public" is set as the default.
	Note	
	• It is recommended to change the default Read Community name for security reasons. • If changing the Read Community name, match the setting with the applications in use. Otherwise, applications that use MIB will become unavailable. • When you leave the [Read Write Community] option blank, the SNMP communication between the SNMP Browser of the Client computer and this equipment will be disabled.	
4	Read Write Community	Enter the SNMP Read Write community name for the SNMP access. You can enter up to 31 alphanumerical characters and symbols. "private" is set as the default.
	Note	
	• It is recommended to change the default Read Write Community name for security reasons. • If changing the Read Community name, match the setting with the applications in use. Otherwise, applications that use MIB will become unavailable.	

	Item name	Description
5	Enable Authentication Trap	Select whether to send SNMP Traps when this equipment is accessed using SNMP from a different read community. [Enable] is set as the default.
6	Enable Alerts Trap	Select whether to send SNMP Traps when an alert condition occurs. [Enable] is set as the default.
7	IP Trap Address 1 to 10	Enter the IP address where the SNMP Traps will be sent. You can specify up to 10 addresses. Specify within the range from 0 0 0 0 to 255 255 255 255.
8	IPv6 Trap Address 1 to 10	Enter the IPv6 address where the SNMP Traps will be sent. You can specify up to 10 addresses. Specify within the range from 0:0:0:0:0:0:0:0 to ffff:ffff:ffff:ffff:ffff:ffff:ffff:ffff.
9	IP Trap Community	Enter the trap community name for the IP Traps. You can enter up to 31 alphanumerical characters, symbols, and spaces. "public" is set as the default.

❑ **Setting up LLTD Session**

Enable this setting for confirming the device connection status or accessing the TopAccess. This setting also allows you to discover the desired device over the local network and view device information such as location, IP address, MAC address or profile on the Network Map under the Windows 7/Windows 8/Windows Server 2008/Windows Server 2012 environment.

	Item name	Description
1	Enable LLTD	Select whether the LLTD setting is enabled or disabled. • **Enable** — Enables the LLTD. • **Disable** — Disables the LLTD.
2	Device Name	Enter a device name to be displayed on the Network Map. You can enter up to 16 alphanumerical characters, symbols, and spaces.

❑ Setting up Wake Up Setting

This section describes how to set network access during the Sleep mode.
Use this setting for cases such as when you want to recover this equipment from the Sleep mode by searching it over a network.

- [ARP], [SNMP for IPv4] and [Web Service for IPv4] are specified as a default. (Applicable model: e-STUDIO2323AM/2823AM)
- [ARP], [SNMP for IPv4], [LLTD] and [Web Service for IPv4] are specified as a default. (Applicable model: e-STUDIO2822AM/2822AF/2329A/2829A)
- The settings specified in [Wake Up Setting] take effect when performing "broadcasting", where data are sent to an unspecified number of MFPs, and "multicasting", where data are sent to multiple specified MFPs. They do not take effect when performing "unicast", where data are sent to a specified address.
- This setting can be enabled only when [Enable] is selected for the Sleep mode setting. If not selected, the Wake Up setting is disabled because this equipment does not enter the Sleep mode.
  📖 P.34 "Setting up Energy Save"

	Item name	Description

1	Protocol	Select the protocols to be used for recovering this equipment from the Sleep mode. The selectable number of protocols differs depending on the models.
		• **ARP**
		  Select this to enable address resolution when this equipment is used under IPv4 environment.
		• **SNMP for IPv4**
		  Select this to search this equipment over the network with SNMP protocol when Client Utilities is used under IPv4 environment.
		• **SNMP for IPv6**
		  Select this to search this equipment over the network with SNMP protocol when Client Utilities is used under IPv6 environment.
		• **Neighbor Discovery(Link Local Address)**
		  Select this to enable address resolution when this equipment is used under IPv6 environment.
		• **LLTD**
		  Select this to search this equipment over the network with Nmap display when Network Mapper is used.
		• **Web Services for IPv4**
		  Select this to search this equipment over the network with WS-Discovery under IPv4 environment.
		• **Web Services for IPv6**
		  Select this to search this equipment over the network with WS-Discovery under IPv6 environment.

Note

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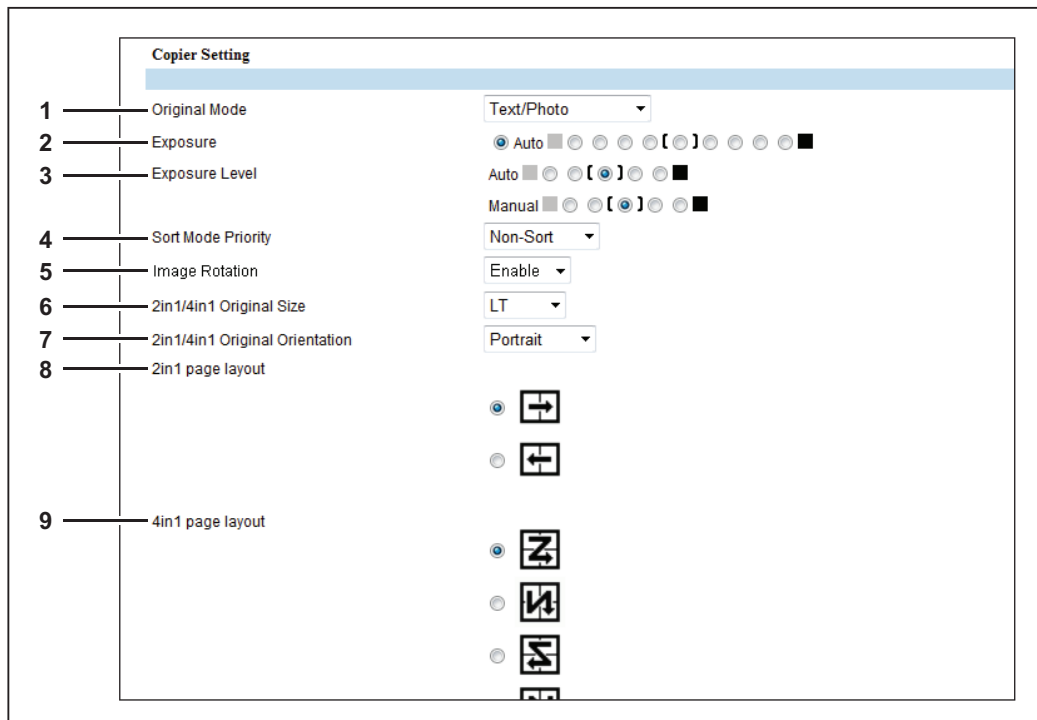
Tip

For communications using the following protocols, or for "unicast" communications that specify addresses, even if wake up settings are not applied, the device can return from the Sleep mode.
- IPP
- FTP
- HTTP
- SMTP
- SNMP
- RAW9100
- LPD
- WebService

■ Copier Setting

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

	Item name	Description
1	Original Mode	Select the default original mode. • **Text/Photo** — Originals with text and photographs mixed. • **Text** — Originals with text (or text and line art) only. • **Photo** — Originals with photographs. • **Background Erase** — Dark background is placed.
2	Exposure	Select the default exposure for copying. Select Auto to automatically apply the exposure by detecting the density of originals, or select the exposure between -4 to +4.
3	Exposure Level	Select the center value used as reference for adjusting the Exposure setting.
4	Sort Mode Priority	Select the default sort mode for copying. • **Non-Sort** — Copies exit without sorting. • **Sort** — Copies exit in the same page order as the originals one set after another. • **Rotate Sort**[*1] — Copies exit in the same page order as the originals one set after another and every other copy set is rotated by 90 degrees.
5	Image Rotation[*2]	Select the image rotation setting. [Enable] is set as the default.
6	2in1/4in1 Original Size	Select the initial value of 2in1/4in1 original size.
7	2in1/4in1 Original Orientation	Select the default value of 2in1/4in1 original orientation.
8	2in1 page layout	Select the default value of 2in1 page layout.
9	4in1 page layout	Select the default value of 4in1 page layout.

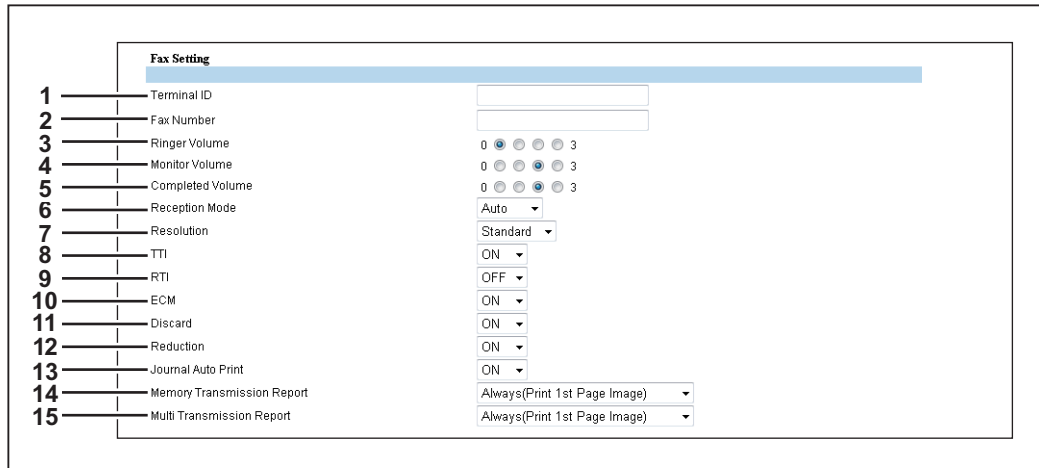*1 This item is only available for e-STUDIO2329A/2829A when the Paper Feed Unit is installed in the equipment.
*2 This items is not available for e-STUDIO2323AM/2823AM/2329A/2829A.

■ Fax Setting

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

Note

This setting is not available for e-STUDIO2822AM/2323AM/2823AM.

	Item name	Description
1	Terminal ID	Enter the terminal ID name (company name) to identify this equipment. You can enter up to 20 alphanumerical characters, symbols, and spaces. The name will be printed at the leading edge of all documents transmitted.
2	Fax Number	Enter the fax number of this equipment. You can enter up to 20 digits using numbers, symbols (+ -), and spaces. This fax number will be printed at the leading edge of all documents transmitted from Line 1.
3	Ringer Volume	Select the ringer volume.
4	Monitor Volume	Select the volume of the line monitor during transmission.
5	Completed Volume	Select the volume of the tone when the reception is completed.
6	Reception Mode	Select how this equipment activates when a fax is received. • **Auto** — Select this to automatically receive fax and disconnect any voice call. • **Manual** — Select this to manually receive incoming originals after pressing the [Start] button on the control panel.
7	Resolution	Select the default resolution for sending faxes. • <u>**Standard**</u> — Select this to use the standard mode as the default resolution. This mode is suitable when you are frequently transmitting text documents with normal size characters. • **Fine** — Select this to use the fine mode as the default resolution. This mode is suitable when you are transmitting documents with small size characters or fine drawings. • **Ultra Fine** — Select this to use the ultra fine mode as the default resolution. This mode is suitable when you are transmitting documents with very small size characters or detailed drawings.
8	TTI	Select whether to print a transmission header (TTI) on received faxes to identify the sender of received faxes.
9	RTI	Select whether to print a reception header (RTI) on received faxes to identify the time, date, and page count of received faxes.

	Item name	Description
10	ECM	Select whether to enable or disable the ECM (Error Correction Mode) to automatically re-send any portion of the document affected by phone line noise or distortion.
11	Discard	Select whether to discard the lower portion of the received fax image if it is larger than the recording paper.
12	Reduction	Select whether to reduce the received fax image if it is larger than the effective printing area of the recording paper.
13	Journal Auto Print	Select whether to automatically print a transmission and reception journal after every transmission completed.
14	Memory Transmission Report	Select how to print a result report after a memory transmission. • **OFF** — Select this to not print a memory transmission report. • **Always** — Select this to print a memory transmission report with all page images for each memory transmission completed. • **ON ERROR** — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed. • **Always(Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image for each memory transmission completed. • **ON ERROR(Print 1st Page Image)** — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.
15	Multi Transmission Report	Select how to print a result report after a multi-address transmission. • **OFF** — Select this to not print a multi-address transmission report. • **Always** — Select this to print a multi-address transmission report with all page images for each multi-address transmission completed. • **ON ERROR** — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed. • **Always(Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission completed. • **ON ERROR(Print 1st Page Image)** — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.

■Save as File settings

You can configure the Save as file settings.

❑ Setting up Remote 1 and Remote 2

You can specify how users can select the network folders for Save as file destination. You can specify two network folders; Remote 1 and Remote 2. The setting items are the same for both Remote 1 and Remote 2.

Note

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

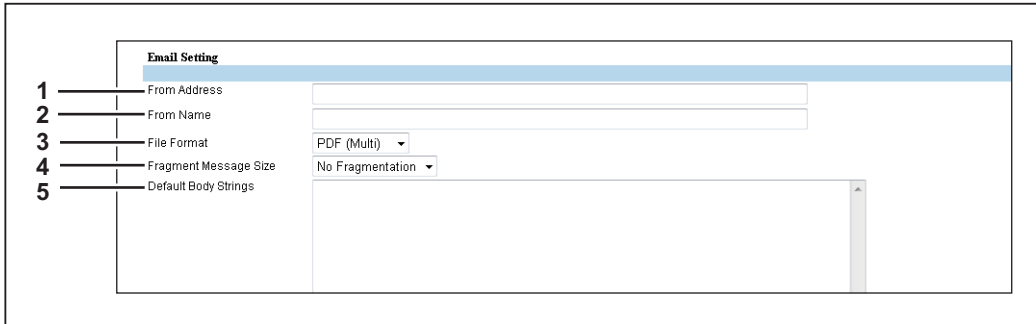|	Item name	Description
1	[Remote 1]/[Remote 2]	Select the remote network folder you want to use.
2	Protocol*1	Select the protocol to be used for uploading a file to the network folder. • **SMB** — Select this to send a file to the network folder using the SMB protocol. • **FTP** — Select this to send a file to the FTP server.
3	Server Name*1	When you select [FTP] as the protocol, enter the FTP server name or IP address where a scanned file will be sent. For example, to send a scanned file to the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "192.168.1.1" in this box. You can enter up to 64 alphanumerical characters and symbols (- . / _ : %).
4	Port Number(Command)*1	Enter the port number to be used for controls if you select [FTP] as the protocol. Generally "-" is entered for the control port. When "-" is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number. You can enter a value in the range from 1 to 65535 using numbers and hyphens (-). "-" is set as the default.
5	Network Path	When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\\Client01\users\scanned". When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the "ftp://192.168.1.1/user/scanned" FTP folder in the FTP server, enter "user/scanned". You can enter up to 128 alphanumerical characters, symbols (excluding " *; < > ? [\ ] |), and spaces.
6	Login User Name	Enter the log-in user name to access an SMB server, an FTP server, or a NetWare file server, if required. When you select [FTP] as the protocol, an anonymous log-in is assumed if you leave this box blank. You can enter up to 32 alphanumerical characters and symbols (excluding " , : ; < > [\ ]).
7	Password	Enter the password to access an SMB server or an FTP server if required. You can enter up to 32 alphanumerical characters and symbols.
8	Retype Password	Enter the same password again for a confirmation.

■ Email Setting

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

> **Note**
> • This item is not available for e-STUDIO2323AM/2823AM.
> • Some settings may not be reflected on the LCD screen immediately after saving them. The settings will be updated by pressing the [FUNCTION CLEAR] button on the control panel or after an Auto Clear time period.

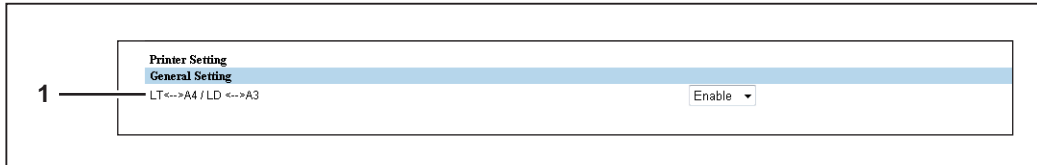|	Item name	Description
1	From Address	Enter the Email address of this equipment. You can enter up to 192 alphanumeric characters, symbols, and spaces. **Note** The [From Address] must be entered to enable Email transmission.
2	From Name	Enter the name of this equipment. You can enter up to 64 characters.
3	File Format	Select the file format of files to be sent. • **PDF (Multi)** — Select this to save scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save scanned images separately as Single-page PDF files. • **TIFF (Multi)** — Select this to save scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save scanned images separately as Single-page TIFF files.
4	Fragment Message Size	Select the size of the message fragmentation.
5	Default Body Strings	Enter the body text that will be automatically entered in the [Body] box when users operate Scan to Email from the LCD screen. This sets only the default body text, so that it can be changed on each operation by users. You can enter up to 1,000 characters.

■ Printer Setting

This item is not available for e-STUDIO2323AM/2823AM.

❑ Setting up General Setting

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

	Item name	Description
1	LT<-->A4 / LD <-->A3	Select whether to print a document intended for one paper size can be printed on paper of a different size. For example, you can print a document set up for Letter size on A4 paper. When disabled, this equipment will prompt users for the correct paper size. [Enable] is set as the default.

❑ Setting up WSD

In WSD, you can set the Web Services Print setting.
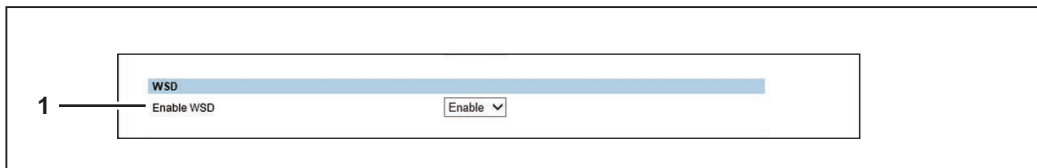
	Item name	Description
1	Enable WSD	Select whether the Web Services Print is enabled or disabled. • **Enable** — Select this to enable the Web Services Print. • **Disable** — Select this to disable the Web Services Print.

Note

- This item is not available for e-STUDIO2323AM/2823AM.
- Select [Enable] in this setting when printing and scanning is performed from e-BRIDGE Print and Capture.

❑ Setting up Default Raw Job Setting

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

	Item name	Description
1	Raw Jobs - Duplex Printing	Select whether a raw job will be printed on both sides of the paper.
2	Raw Jobs - Default Paper Size	Select the default paper size that applies to a raw job.
3	Raw Jobs - Default Paper Type	Select the default paper type that applies to a raw job.
4	Raw Jobs - Default Orientation	Select the default orientation that applies to a raw job.
5	PCL Form Line	Enter the point size of line spacing. (12.00 makes 6 lines/inch)
6	PCL Font Pitch	Enter the font pitch when the selected font number represents a fixed pitch scalable font. The font pitch indicates the number of ANK characters per inch. 10 pitch prints 10 ANK characters within an inch.
7	PCL Font Point Size	Enter the font size when the selected font number represents a proportionally spaced scalable font. The Font Size option allows you to determine the point size (height) of the default font.
8	PCL Font Number	Enter the font number of the internal PCL font to be used as the default font for printing. You can check the font numbers and internal PCL fonts in the Internal PCL Font List. Refer to the **Printing Guide** for the font number and internal PCL fonts.
9	PCL Line Termination	Select the type of the line termination.
10	Symbol set	Select the symbol set that applies to a raw job.
11	Paper Source	Select the paper source that applies to a raw job.

■ Print Service Setting

You can configure such print services as Raw TCP Print, LPD Print, IPP Print.

Note

Changing Print Service Setting will automatically restart the equipment.
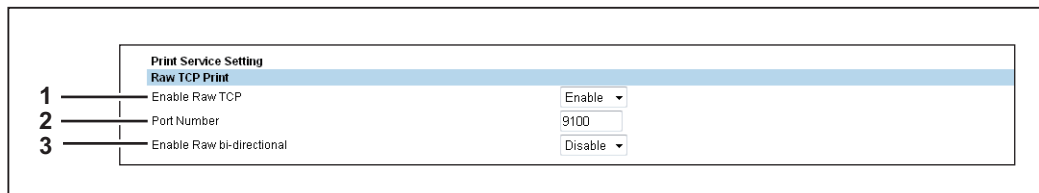
   📖 P.58 "Setting up Raw TCP Print"
   📖 P.58 "Setting up LPD Print"
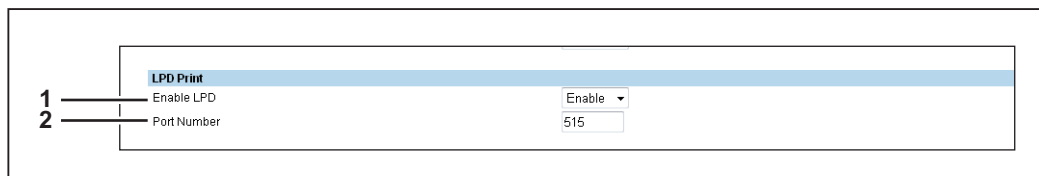   📖 P.59 "Setting up IPP Print"

❑ Setting up Raw TCP Print

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

	Item name	Description
1	Enable Raw TCP	Enable or disable Raw TCP print service. [Enable] is set as the default.
2	Port Number	If enabling the Raw TCP, enter the Raw TCP port number for the Raw TCP print. You can enter a value in the range from 1024 to 32767. Generally the default value "9100" is used.
3	Enable Raw bi-directional	Enable or disable Raw bi-directional communication. [Disable] is set as the default.

❑ Setting up LPD Print

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

	Item name	Description
1	Enable LPD	Enable or disable LPD print service. [Enable] is set as the default.
2	Port Number	Enter the port number for LPD printing. You can enter a value in the range from 1 to 65535. Generally the default value "515" is used.

❏ Setting up IPP Print

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

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	Enable IPP	Enable or disable the IPP print service. [Enable] is set as the default.
2	Port Number	If enabling the IPP, enter the IPP port number. You can enter a value in the range from 1 to 65535. Generally the default value "631" is used. A sample URL is as follows. https://<IP address>:631/ipp.cgi
3	URL	Display the URL for IPP printing. You cannot change the URL for IPP printing. This URL should be set as the print port when users set up the printer driver for IPP printing.

■ Version Information

Displays version information of your equipment.

	Item name	Description
1	Printer Manufacture	Displays "TOSHIBA", the manufacturer name of your equipment.
2	Copier Firmware Version	Displays the firmware version information of your equipment.
3	Copier Main ROM Version	Displays the main ROM version information of your equipment.

[Maintenance] Item List

   📖 P.60 "Notification settings"
   📖 P.62 "Import settings"
   📖 P.64 "Export settings"

◼ Notification settings

You can enable the Email notification function and specify which events to be notified of.
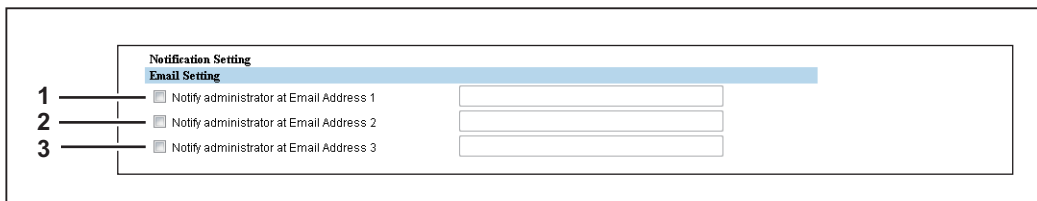
Note

This item is not available for e-STUDIO2323AM/2823AM.

   📖 P.60 "Setting up Email Setting"
   📖 P.61 "Setting up General Notification Events"
   📖 P.61 "Setting up Any Scan Job Notification Events"
   📖 P.61 "Setting up Fax Received Forward Notification Events"
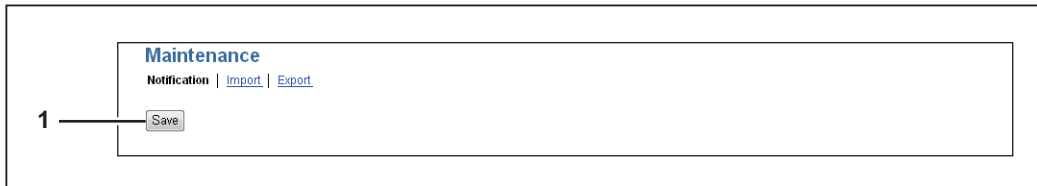
	Item name	Description
1	[Save] button	Saves settings for notification.

❑ Setting up Email Setting

	Item name	Description
1	Notify administrator at Email Address 1	Register Email addresses for administrators who receive the notification. You can enter up to 192 alphanumeric characters, symbols, and spaces. The notification is sent to the selected administrators by Email.
2	Notify administrator at Email Address 2	
3	Notify administrator at Email Address 3	

❑ Setting up General Notification Events
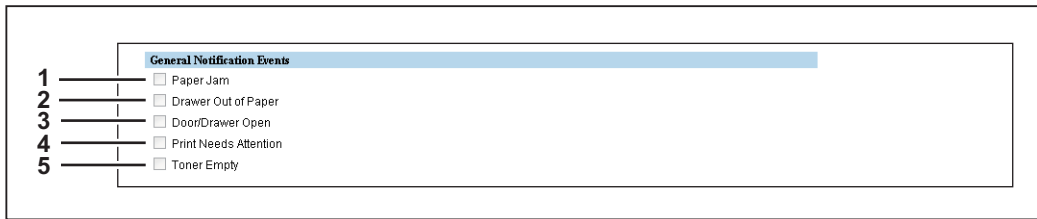
You can select the events to be notified of.

	Item name	Description
1	Paper Jam	Select this to be notified of paper jams.
2	Drawer Out of Paper	Select this to be notified when you are out of paper.
3	Door/Drawer Open *1	Select this to be notified when a cover or drawer is open.
4	Print Needs Attention	Select this to be notified when "Call for Service" occurs.
5	Toner Empty	Select this to be notified when a toner is empty.

*1 This item changes to [Door Open] for e-STUDIO2822AM/2822AF.

❑ Setting up Any Scan Job Notification Events
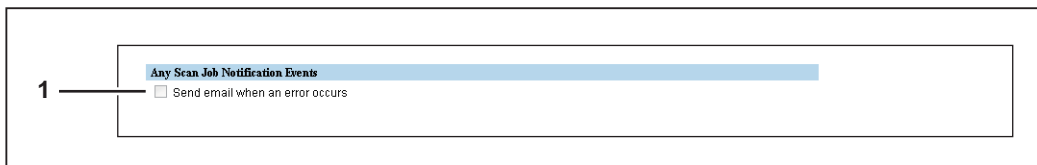
You can select jobs to be notified.

	Item name	Description
1	Send email when an error occurs	Select this to be notified of any scan job errors.

❑ Setting up Fax Received Forward Notification Events
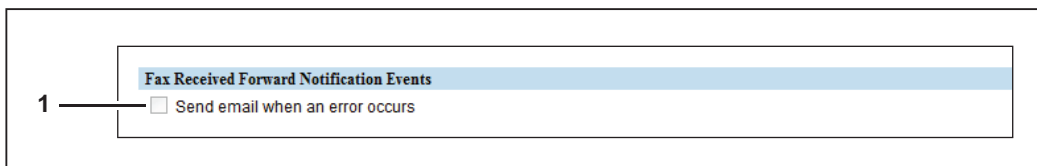
You can select jobs to be notified.

	Item name	Description
1	Send email when an error occurs	Select this to send an email when an error of received fax forwarding occurs.

■ Import settings

You can import files such as address book data and templates that have been exported from another equipment.
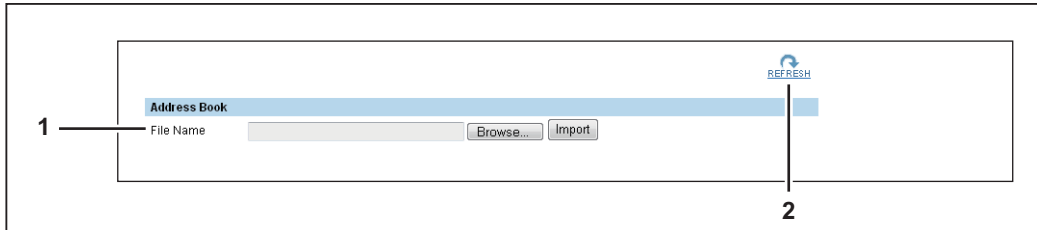
Note

Before importing data, check that there are no jobs being processed. You cannot import data if there are jobs being processed. If import is taking too long, try importing data after your equipment has entered sleep mode.

❑ Importing Address Book

Note

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	File Name	**[Browse] button** — Click this to select the address book file. **[Import] button** — After selecting the address book file, click this to import the selected file.
	Tip You cannot import the file when the file format is not csv, data in the file is incorrect, or the data in the file exceeds the maximum record. 📖 P.62 "CSV file format"	
2	[REFRESH] button	Click this to refresh the information on the page.

CSV file format

You can edit the exported CSV file directly and use the import function to update the registered data.
The file has fixed columns, which includes Dial, Type, Name, and Address/Group Member.

	Column Name	Details
1	Dial	There are three kinds of Dial. "Dial" columns should not be edited or deleted. Keep the original data in the exported file. **GRPXX** — GRP is a fixed string. "XX" is in the range from 01 to 20. **OTDXX** — OTD is a fixed string. "XX" is in the range from 01 to 05. **SPDXX** — SPD is a fixed string. "XX" is in the range from 001 to 200.
2	Type	There are three types. **NA** — This is a fixed string. The dial is not registered. **Fax** — This is a fixed string. The dial is used for fax and found in [Registration] - [Phone Book]. **Email** — This is a fixed string. The dial is used for Email and found in [Registration] - [Email].
3	Name	Input the name of the dial. You can enter up to 20 characters.

|	Column Name	Details
4	Address/Group Member	**In case of OTD** — You can enter up to 50 digits using numbers and symbols (* # P). P cannot be used as the first digit. **In case of SPD** — For fax, you can enter up to 50 digits using numbers and symbols (* # P). P cannot be used as the first digit. For Email, you can enter Email address using up to 64 alphanumerical characters, symbols (+ - . @ / _), and spaces. **In case of GRP** — Input dial number. For fax, XXX-OT or XXX-SP is acceptable. XXX is in the range from 001 to 005 for XXX-OT and from 001 to 200 for XXX-SP. For Email, XXX-SP0 is acceptable. XXX is in the range from 001 to 200.

❑ **Department Code**

	Item name	Description
1	Import Method	Select the import method. **Overwrite** — Select this to replace the existing data with the imported information. **Addition** — Select this to append the imported information to the existing data. **Addition and Clear Counter** — Select this to append the imported information to the existing data and clear counters for all departments.
2	File Name	**[Browse] button** — Select the department code file. **[Import] button** — Imports the selected department code file.

❑ **Template**

	Item name	Description
1	File Name	**[Browse] button** — Select the template file. **[Import] button** — Imports the selected template file.

❏ Help
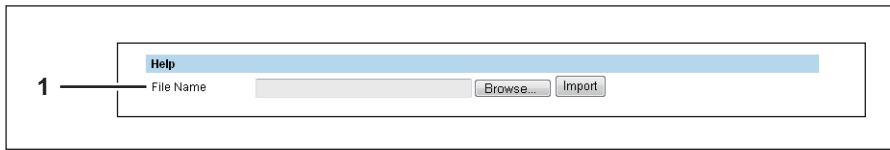
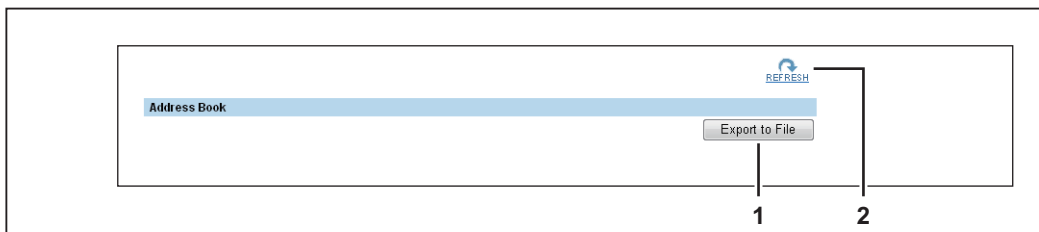|	Item name	Description
1	File Name	**[Browse] button** — Select the help file. You can use TopAccess Guide PDF files in the Client Utilities/User Documentation DVD for Help. **[Import] button** — Imports the selected help file.
	Note You can import only one PDF file.	

■ Export settings

You can export files such as address book data and templates.

❏ Exporting Address Book
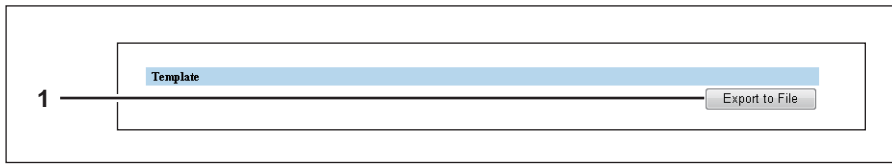
Note

This item is not available for e-STUDIO2323AM/2823AM.

	Item name	Description
1	[Export to File] button	Click this to create a file to be exported. The operations after clicking the button differ depending on your web browser. The default name of the file is "ADDR_YYMMDD" and the format is CSV file.
2	[REFRESH] button	Click this to refresh the information on the page.

❏ Department Information
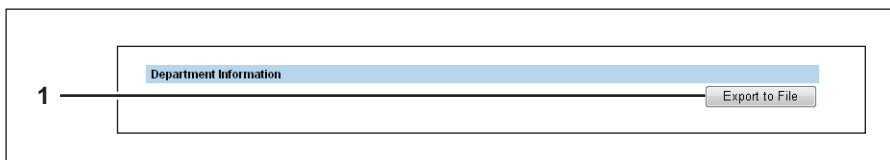
	Item name	Description
1	[Export to File] button	Click this to create the department information export file. The operations after clicking the button differ depending on your web browser. The default name of the file is "DEPT_SMALL_LARGE_COUNT_YYMMDD" and the format is CSV file.

❑ Template

	Item name	Description
1	[Export to File] button	Click this to create the template export file. The operations after clicking the button differ depending on your web browser. The default name of the file is "TEMPLATE_YYMMDD" and the format is CSV file.

[Registration] Item List
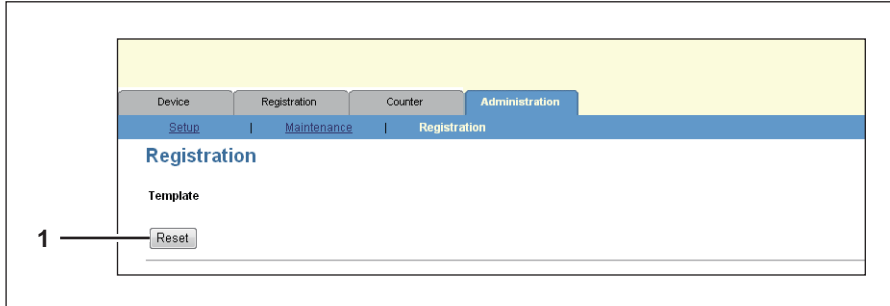
    📖 P.66 "Template"
    📖 P.75 "Fax Received Forward"

■ Template

You can register three templates for copying and three templates for scanning.
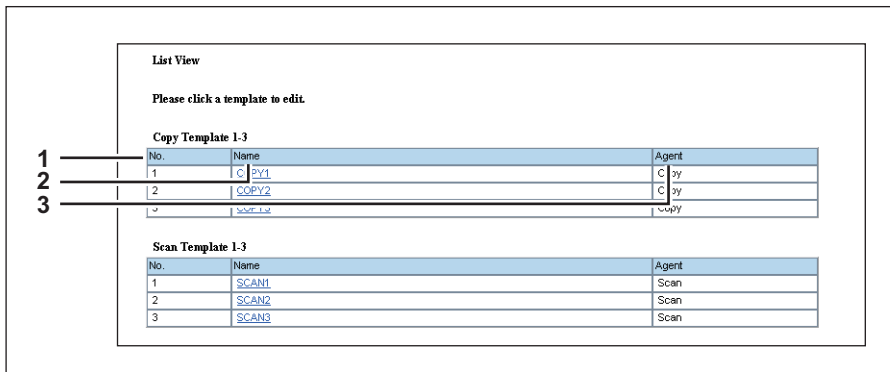
Note

The setting items of Scan to Email are not displayed for e-STUDIO2323AM/2823AM.

	Item name	Description
1	[Reset] button	Resets all the templates.

❑ [List View] screen

You can display the list of templates.

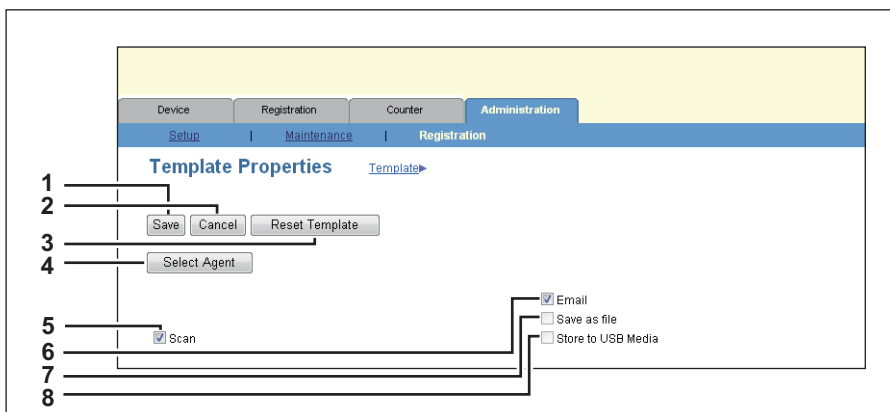|	Item name	Description
1	No.	Displays the template number.
2	Name	Displays the template name. Click the name to register or edit the template. 📖 P.67 "[Template Properties] screen (copy)" 📖 P.67 "[Template Properties] screen (scan)"
3	Agent	Displays the agent of the template.

❑ [Template Properties] screen (copy)

You can register and edit templates for copying.

	Item name	Description
1	[Save] button	Saves the contents of the template.
2	[Cancel] button	Cancels the operation.
3	[Reset Template] button	This button is displayed when the template is already registered. Click the button to reset the registered templates.

❑ [Template Properties] screen (scan)

You can register and edit templates for scanning.

	Item name	Description
1	[Save] button	Saves the contents of the template.
2	[Cancel] button	Cancels the operation.
3	[Reset Template] button	This button is displayed when the template is already registered. Click the button to reset the registered templates.
4	[Select Agent] button	Allows you to set the selected agent. You can set the template details when creating a new agent. P.68 "Template Advance Settings"
5	Scan	You can create a template for scan. You need to select the [Email] agent, [Save as file] agent, or [Store to USB Media] agent.
6	Email	You can transmit the template as an Email attachment.
7	Save as file	You can save the template in the shared folder.
8	Store to USB Media	You can save the template in USB media.

❑ Template Advance Settings

You can specify details to register to the template.
📖 P.68 "[Panel Setting] screen"
📖 P.68 "[Destination Setting] screen"
📖 P.69 "[Recipient List] screen"
📖 P.69 "[Contact Property] screen"
📖 P.70 "[Email Single] screen"
📖 P.70 "[Email Group] screen"
📖 P.71 "[Email Setting] screen"
📖 P.72 "[Save as file Setting] screen"
📖 P.73 "[Store to USB Media Setting] screen"
📖 P.73 "[Scan Setting] screen"

[Panel Setting] screen

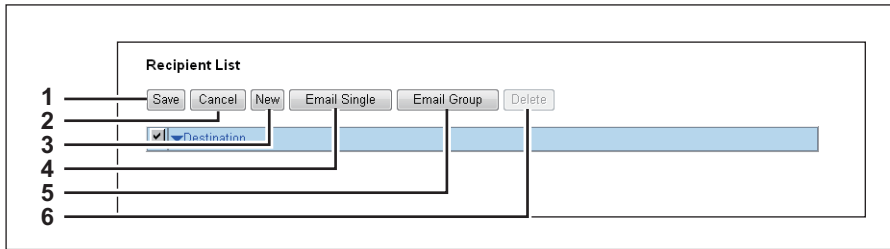|	Item name	Description
1	[Save] button	Saves the panel settings.
2	[Cancel] button	Cancels the operation.
3	Name	Enter text that is displayed on the control panel on this equipment. You can enter up to 18 alphanumerical characters.
4	Agent	Displays the agent registered to the template. Displays [Email], [Save as file], or [Store to USB Media] if the template for scan is registered.

[Destination Setting] screen

You can specify the recipients of the Email.

	Item name	Description
1	To: Destination Setting	Specify the recipients. 📖 P.69 "[Recipient List] screen"
2	Cc: Destination Setting	Specify the CC recipients. 📖 P.69 "[Recipient List] screen"

[Recipient List] screen

You can resister the recipients of up to 220.

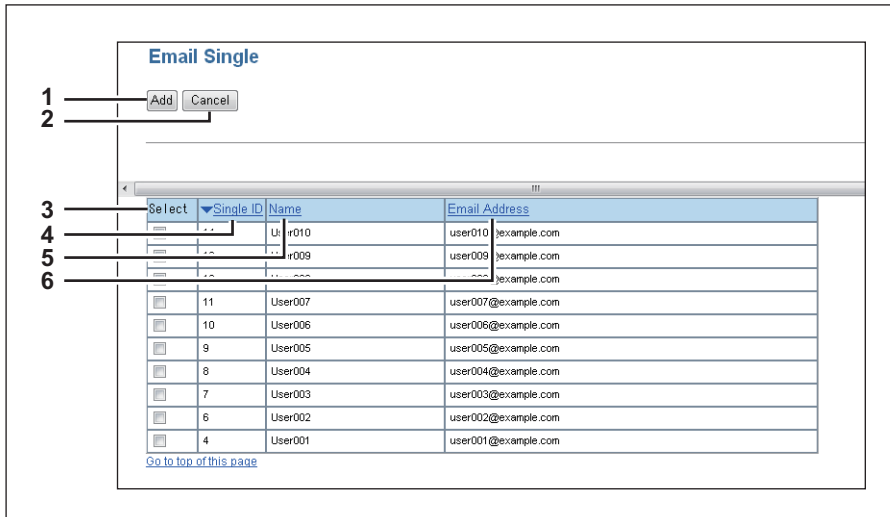|	Item name	Description
1	[Save] button	Saves the contents of the recipient list.
2	[Cancel] button	Cancels the operation.
3	[New] button	Allows you to enter an Email address. 📖 P.69 "[Contact Property] screen"
4	[Email Single] button	Uses the Email address (individual) in the address book as the recipient. 📖 P.70 "[Email Single] screen"
5	[Email Group] button	Uses the Email address (group) in the address book as the recipient. 📖 P.70 "[Email Group] screen"
6	[Delete] button	Allows you to remove the recipient whose checkbox has been selected.

Note

Update the recipient settings for templates when you have updated the address book.

[Contact Property] screen
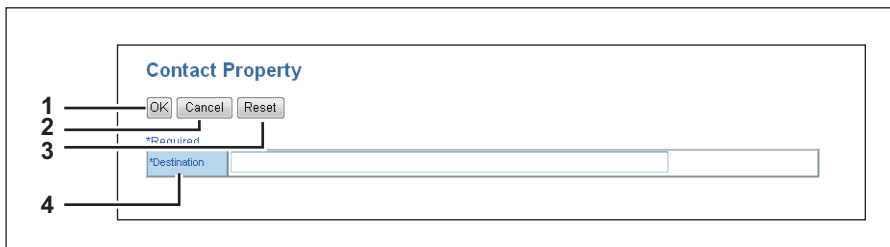
	Item name	Description
1	[OK] button	Adds the entered recipient to the recipient list.
2	[Cancel] button	Cancels the operation.
3	[Reset] button	Erases the information entered in the [Destination] box.
4	Destination	Enter an Email address. You can enter up to 64 alphanumerical characters.

[Email Single] screen

	Item name	Description
1	[Add] button	Registers the selected Email address (individual) as the recipient.
2	[Cancel] button	Cancels the operation.
3	Select	Select this checkbox to add an Email address.
4	Single ID	Displays the ID of the individual.
5	Name	Displays the name.
6	Email Address	Displays the registered Email address.

[Email Group] screen
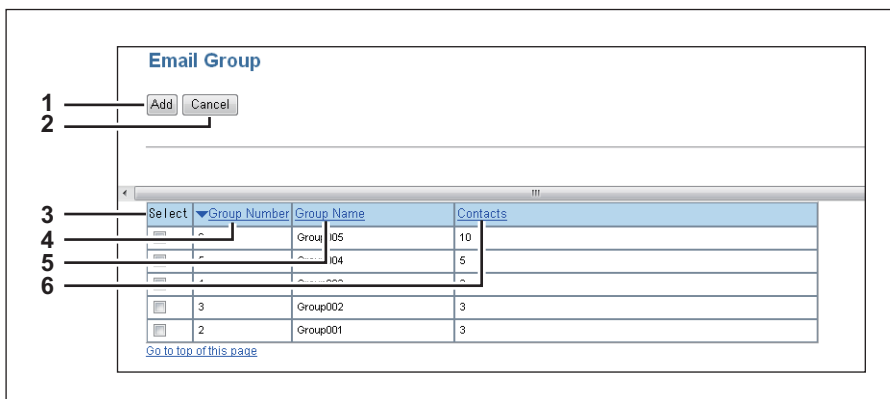
	Item name	Description
1	[Add] button	Registers the Email address (group) as the recipient.
2	[Cancel] button	Cancels the operation.
3	Select	Select this checkbox to add an Email address (group).
4	Group Number	Displays the group number.
5	Group Name	Displays the group name.
6	Contacts	Displays how many addresses are registered to each group.

[Email Setting] screen

You can specify the property of the Email.

	Item name	Description
1	[Save] button	Saves the Email settings.
2	[Cancel] button	Cancels the operation.
3	Subject	This sets the subject of the Email. **Scanned from Device Name YYYY/MM/DD hh:mm** — Sets the subject as the machine name, scanned date and time. **Send data from (Device Name)[(Template Name)]** — Sets the subject as the machine name and transmission data (template name). **<Entry box>** — Allows you to enter text as the subject. You can enter up to 64 alphanumerical characters.
4	From Address	Specify the sender's Email address. When the recipient replies to the message sent by this equipment using a template, the reply will be sent to this Email address. **Use From Address Setting set by Administrator** — Uses the address specified in [Administration] - [Setup] - [Email Setting]. **<Entry box>** — Allows you to enter the sender's Email address. You can enter up to 192 alphanumerical characters, symbols, and spaces.
5	From Name	Enter the sender's name. **Use From Name Setting set by Administrator** — Uses the name specified in [Administration] - [Setup] - [Email Setting]. **<Entry box>** — Allows you to enter the sender's name. You can enter up to 64 alphanumerical characters.
6	Body	Enter the default Email body. You can enter up to 1000 alphanumerical characters.
7	File Format	Select the file format for the scanned images. • **PDF (Multi)** — Select this to save the scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save the scanned images as Single-page PDF files. • **TIFF (Multi)** — Select this to save the scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save the scanned images as a Single-page TIFF files.

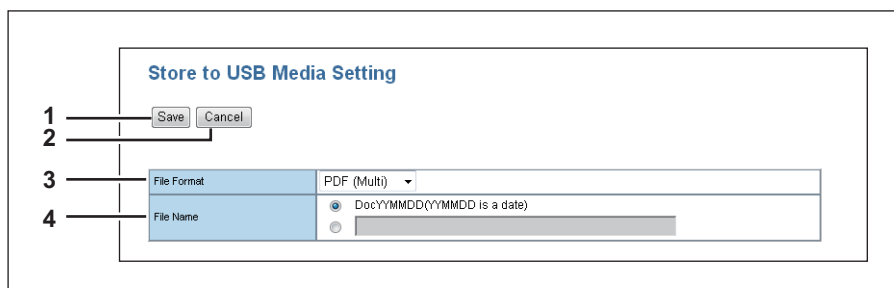|	Item name	Description
8	File Name	Specify the default file name. You can either select the default setting [DocYYMMDD] or enter the file name in the box.
9	Fragment Message Size	Select the size of the message fragmentation.

[Save as file Setting] screen

You can specify the destination and how to save the scanned files.

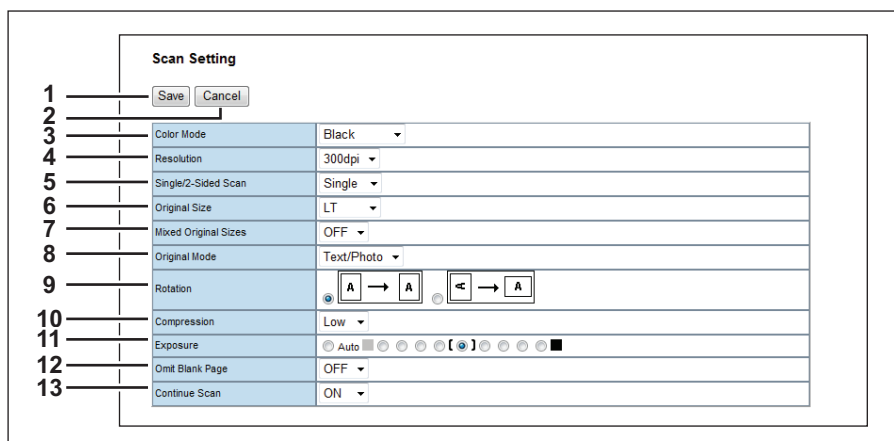|	Item name	Description
1	[Save] button	Saves the Save as file settings in the shared folder.
2	[Cancel] button	Cancels the operation.
3	File Format	Select the file format for the scanned image. • **PDF (Multi)** —Select this to save the scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save the scanned images as Single-page PDF files. • **TIFF (Multi)** — Select this to save the scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save the scanned images as Single-page TIFF files.
4	Destination	Select this checkbox to save the scanned file in a network folder. Select the network folder from [Remote 1] and [Remote 2]. Settings you specified in [Administration] - [Setup] - [Save as File settings] are applied.
5	File Name	Specify the default file name. You can either select the default setting [DocYYMMDD] or enter the file name in the box.

[Store to USB Media Setting] screen

You can specify how you want to save in USB media.

	Item name	Description
1	[Save] button	Saves the store to USB media settings.
2	[Cancel] button	Cancels the operation.
3	File Format	Select the file format for the scanned image. • **PDF (Multi)** —Select this to save the scanned images as a Multi-page PDF file. • **PDF (Single)** — Select this to save the scanned images as Single-page PDF files. • **TIFF (Multi)** — Select this to save the scanned images as a Multi-page TIFF file. • **TIFF (Single)** — Select this to save the scanned images as Single-page TIFF files.
4	File Name	Specify the default file name. You can either select the default setting [DocYYMMDD] or enter the file name in the box.

[Scan Setting] screen

You can specify how you want to scan the document when you have selected the scan agent.

	Item name	Description
1	[Save] button	Saves the scan settings.
2	[Cancel] button	Cancels the operation.
3	Color Mode	Select color mode for scanning. • **Black** —Select this to scan in the black mode. • **Gray Scale** — Select this to scan in the gray scale mode. • **Full Color** — Select this to scan in the full color mode.

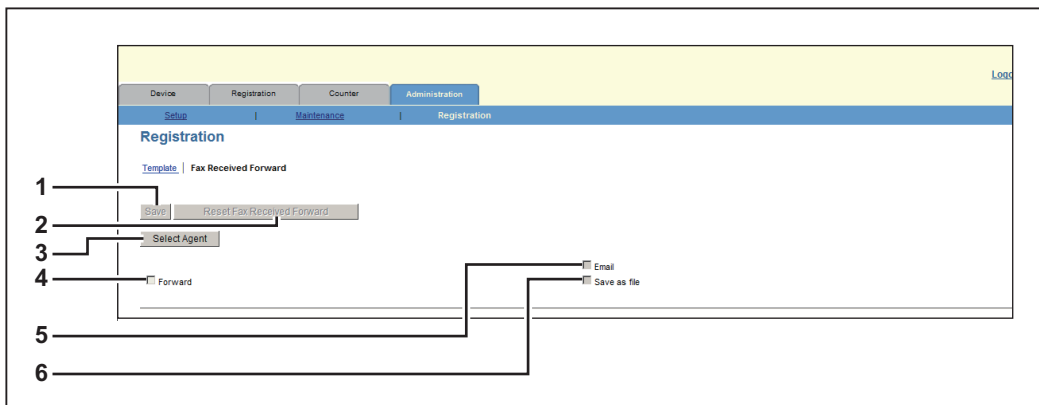|	Item name	Description
4	Resolution	Select the resolution for scanning.
	Note Only [A5-R] and [ST-R] are available for Original Size if you have selected [Full Color] for Color Mode and [600dpi] for Resolution.	
5	Single/2-Sided Scan[*1]	Select whether to scan one side or both sides. You can specify this item only when the Automatic Duplexing Unit is installed. • **Single** —Select this to scan one side of the document. • **Duplex** — Select this to scan both sides of the document.
6	Original Size	Select the document size.
	Note Only [A5-R] and [ST-R] are available for Original Size if you have selected [Full Color] for Color Mode and [600dpi] for Resolution.	
7	Mixed Original Sizes[*1]	Select whether the document contains pages in different sizes. You can specify this item only when you have selected [Auto Sizes] for Original Size.
8	Original Mode	Select the document type of the originals. • **Text/Photo** —Select this to set the Text/Photo mode. • **Text** — Select this to set the Text mode. • **Photo** — Select this to set the Photo mode.
	Note You cannot specify this item if you have selected [Gray Scale] for Color Mode.	
9	Rotation	Select how the scanned images will be rotated.
10	Compression	Select the compression rate for the scanned data.
11	Exposure	Select the color density of the scanned image. Select [Auto] to automatically apply the best contrast for the document. You can also manually adjust the contrast in nine levels. The overall image becomes darker as you move the setting value towards the right.
	Note You cannot specify this item if you have selected [Gray Scale] for Color Mode.	
12	Omit Blank Page	Select whether to automatically discard blank pages in the scanned image if it is contained in the originals. • **OFF** —Includes blank pages. • **ON** — Discards blank pages.
	Note You cannot specify this item if you have selected [Full Color] or [Gray Scale] for Color Mode.	
13	Continue Scan	Sets whether to automatically finishes the scanning or not when all the originals set on the RADF is scanned. • **OFF** —The scanning finishes when all the originals set on the RADF are scanned. • **ON** — Select this to continue the scanning when all the originals set on the RADF are scanned.

*1   This item is available only for the equipment in which the Reversing Automatic Document Feeder is installed.

■ Fax Received Forward

You can set the Fax Received Forward function.

> **Note**
>
> • This function is available only for the models with the fax unit installed as standard or option.
> • A fax job encoded in JBIG cannot be received with the Fax Received Forward function. A fax job encoded in JBIG is received in another encoding system. Therefore, its receiving speed is slower than that of a normal fax job using JBIG.

	Item Name	Description
1	[Save] button	Saves the Fax Received Forward setting.
2	[Reset Fax Received Forward] button	Deletes all the Fax Received Forward settings.
3	[Select Agent] button	Displays the menu for the detailed settings when you select the [Forward] check box, check [Email] or [Save as file] as an agent and then press this button.
4	[Forward]	Forwards a received fax job. Check this first and then select [Email] or [Save as file] as an agent.
5	[Email]	This is one of the agents. When this is selected, the received fax image data are sent to the preset Email address as an attachment of an Email.
6	[Save as file]	This is one of the agents. When this is selected, the received fax image data are saved in the preset network folder.

❑ [Email] screen

You can set the necessary settings when [Email] is selected as an agent.

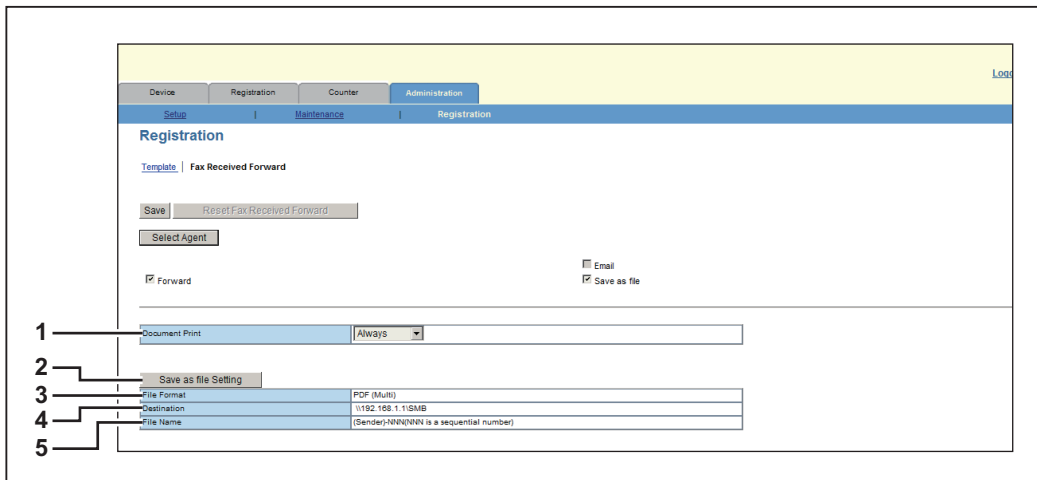|	Item Name	Description
1	Document Print	• **<u>Always</u>** – Select this always to print a received fax job to be forwarded. • **ON ERROR** – Select this to print the received fax job only when the forwarding has failed.
2	[To: Destination Setting] button	Sets a destination.
3	To: Destination	Displays the Email address to which a received fax job is forwarded.
4	[Cc: Destination Setting] button	Sets the destination to which a received fax job is forwarded as a carbon copy.
5	Cc: Destination	Displays the Email address to which a received fax job is forwarded.
6	[Email Setting] button	Displays the menu for Email settings. 📖 P.71 "[Email Setting] screen"
7	Subject	Displays the subject of an Email in up to 60 characters.
8	From Address	Displays the Email address of a sender in up to 60 characters.
9	From Name	Displays the sender of an Email in up to 60 characters.
10	Body	Displays the body of an Email in up to 60 characters.
11	File Format	Displays the file format of a fax job.
12	File Name	Displays the file name.
13	Fragment Message Size	Displays the fragment size of the message.

❏ [Email Setting] screen

You can set the properties of a fax job to be forwarded.
This is required only when [Email] is selected as an agent.

	Item Name	Description
1	Subject	Sets the subject of an Email. Select [Received by (Device Name) DD/MM/YY Time] set by default or enter the desired subject in a box. The date of the transmission is automatically added to the end of the subject when the desired subject is entered.
2	From Address	Sets the Email address of a sender.
3	From Name	Sets the sender name.
4	Body	Sets the body of an Email. Up to 1000 characters including spaces can be entered.
5	File Format	Sets the file format of a fax job. • **PDF (Multi)** – Select this to save a received fax job as a Multi-page PDF file. • **PDF (Single)** – Select this to save a received fax job as a Single-page PDF file. • **TIFF (Multi)** – Select this to save a received fax job as a Multi-page TIFF file. • **TIFF (Single)** – Select this to save a received fax job as a Single-page TIFF file.
6	File Name	This is fixed. Consecutive numbers are assigned in "NNN".
7	Fragment Message Size	Sets the fragment size of the message.

❑ [Save as file] screen

You can set the necessary settings when [Save as file] is selected as an agent.

	Item Name	Description
1	Document Print	• **Always** – Select this always to print a received fax job to be forwarded. • **ON ERROR** – Select this to print the received fax job only when the forwarding has failed.
2	[Save as file Setting] button	Displays the menu for setting Save as file. 📖 P.72 "[Save as file Setting] screen"
3	File Format	Displays the file format of a fax job.
4	Destination	Displays the destination of a fax job in up to 60 characters.
5	File Name	Displays the file name.

❑ [Save as file Setting] screen

You can set the properties of the fax job to be saved.

	Item Name	Description
1	File Format	Sets the file format of a fax job • **<u>PDF (Multi)</u>** – Select this to save a received fax job as a Multi-page PDF file. • **PDF (Single)** – Select this to save a received fax job as a Single-page PDF file. • **TIFF (Multi)** – Select this to save a received fax job as a Multi-page TIFF file. • **TIFF (Single)** – Select this to save a received fax job as a Single-page TIFF file.
2	Destination	Sets the destination of a received fax job. • **<u>Use Remote 1 Setting</u>** – Select this to save a fax job in a folder that has been set as "Remote 1" in the following setting: [Administration] tab page > [Setup] > [Save as file] • **Use Remote 2 Setting** – Select this to save a fax job in a folder that has been set as "Remote 2" in the following setting: [Administration] tab page > [Setup] > [Save as file] • **Use User Setting** – Select this to save a fax job in a desired network folder.
3	Protocol	Sets a protocol to be used when a fax job is forwarded to a network folder. • **<u>SMB</u>** – Select this to forward a fax job to a network folder using an SMB protocol. • **FTP** – Select this to forward a fax job to an FTP server.
4	Server Name	When you select [FTP] as the protocol, enter the FTP server name or IP address to which a fax job is to be sent. To send it to ftp://192.168.1.1/user/fax FTP folder in the FTP server, for example, enter "192.168.1.1" in this box. Up to 64 one-byte alphanumeric characters and symbols (hyphens, periods, slashes, underscores, colons and percentages) can be entered.
5	Port Number (Command)	When you select [FTP] as the protocol, enter a port number for command execution. Normally, it should be left as a hyphen (default). In this case, the default port number set in [FTP Client] in the [Network] submenu of the [Setup] menu on the TopAccess [Administration] tab page is used. Enter the desired port number only when you do not use the default one. The default port number is a hyphen. You can change this to any value from 1 to 65535 using digits and hyphens.
6	Network Path	When you select [SMB] as the protocol, enter a network path to the network folder. To specify the "users\fax" folder in a client computer named "Client01", for example, enter \\Client01\users\fax. When you select [FTP] as the protocol, enter a directory for the specified FTP server. To save it in ftp://192.168.1.1/user/fax FTP folder in the FTP server, for example, enter "user/fax" in this box. Up to 128 one-byte alphanumeric characters and symbols (including one-byte spaces but excluding double quotations, asterisks, semi-colons, angle brackets, question marks, square brackets, backslashes and vertical dashes) can be entered.
7	Login User Name	Sets a login user name to access an SMB server or an FTP server as required. When you select [FTP] as the protocol and leave this box blank, the login is recognized as anonymous. Up to 32 one-byte alphanumeric characters and symbols (excluding double quotations, commas, colons, semi-colons, angle brackets, square brackets and backslashes) can be entered.
8	Password	Sets a password to access an SMB server or an FTP server as required. Up to 32 one-byte alphanumeric characters and symbols can be entered.
9	Retype password	This entered password is confirmed by your retyping it.

	Item Name	Description
10	File Name	This is fixed. Consecutive numbers are assigned in "NNN".

INDEX

V

MULTIFUNCTIONAL DIGITAL SYSTEMS

TopAccess Guide

e·STUDIO**2822**AM/**2822**AF
e·STUDIO**2323**AM/**2823**AM
e·STUDIO**2329**A/**2829**A

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