



# **TOSHIBA**

Toshiba e-STUDIO202L Scanning Manual

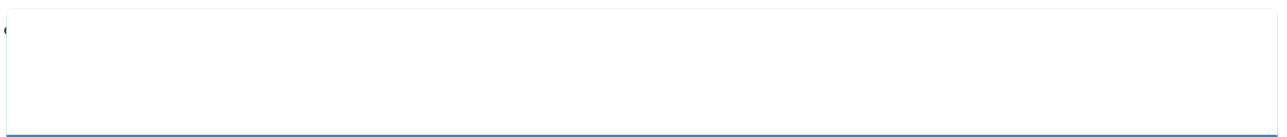


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See also: [Service Handbook](#) , [Service Manual](#)



**TOSHIBA** MULTIFUNCTIONAL DIGITAL SYSTEMS  
Leading Innovation >>>

# Scanning

**TOSHIBA**

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# Guide

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## Related Manuals for Toshiba e-STUDIO202L

[All in One Printer Toshiba e-studio200l Service Handbook](#)

(762 pages)

[All in One Printer Toshiba e-STUDIO230L Service Handbook](#)

(758 pages)

[All in One Printer Toshiba e-studio200l Service Manual](#)

Multifunctional digital systems (708 pages)

[Digital systems Toshiba E-STUDIO352 Printing Manual](#)

Multifunctional digital systems (356 pages)

[All in One Printer Toshiba e-STUDIO200L Service Manual](#)

Multifunctional digital systems (354 pages)

[All in One Printer Toshiba e-STUDIO202L Operator's Manual](#)

(350 pages)

[All in One Printer Toshiba e-studio352 Network Fax Manual](#)

(126 pages)

[Printer Accessories Toshiba E-STUDIO AS/400 User Manual](#)

Print solution (52 pages)

[All in One Printer Toshiba e-STUDIO202L Operator's Manual](#)

Multifunctional digital systems (20 pages)

[All in One Printer Toshiba e-STUDIO350 Service Handbook](#)

Multifunctional digital systems (764 pages)

[All in One Printer Toshiba e-STUDIO520 Service Manual](#)

Multifunctional digital systems (466 pages)

[All in One Printer Toshiba e-STUDIO 520 Printing Manual](#)

Multifunctional digital systems (420 pages)

[All in One Printer Toshiba e-STUDIO281c Service Manual](#)

(412 pages)

[All in One Printer Toshiba e-Studio 452 Operator's Manual](#)

Multifunctional digital systems basic function (362 pages)

[Printer Toshiba e-STUDIO 282 Sales Manual](#)

Toshiba printer sales guide (48 pages)

[All in One Printer Toshiba e-studio281c Colour Manual](#)

(8 pages)

## Summary of Contents for Toshiba e-STUDIO202L

[Page 1](#) MULTIFUNCTIONAL DIGITAL SYSTEMS Scanning Guide...

### [Page 3: Software License Agreement](#)

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## [Page 6: Preface](#)

The term "e-Filing" in this manual is an abbreviation of "electronic filing". Lineup of Our Manuals Thank you for purchasing the TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs.

[Page 7](#) Color Guide (only for the color model) This color Guide simply explains the functions such as "copy density adjustment", "color adjustment", "copy editing", "image editing" and "image processing" in color. This guide also includes the basic knowledge of color. Other guides are provided by the User Documentation CD-ROM in PDF files: TopAccess Guide This TopAccess Guide explains how to operate and set up the network...

## [Page 8: To Read Manuals In Pdf \(Portable Document Format\) Files](#)

e-Filing Guide This e-Filing Guide explains how to operate the e-Filing function using the TWAIN driver, File Downloader and e-Filing web utility. Network Fax Guide This Network Fax Guide explains how to use the network fax function that enable users to operate fax and internet fax sending from a client computer via network.

## [Page 9: Precautions In This Manual](#)

Describes handy information that is useful to know when operating the equipment. They provide important descriptions of the operation. Pages describing items related to what you are currently doing. See these pages as required. black and white model e-STUDIO202L/232/282 e-STUDIO203L/233/283 e-STUDIO352/452 e-STUDIO353/453 e-STUDIO520/600/720/850 e-STUDIO523/603/723/853...

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[Page 13](#) Chapter 9 Web Service SCAN Preparing "Web Service Scan" .....140 Planning and preparation .....140 Installing a Driver.....140 How to Perform Web Service Scan Operations.....141 INDEX .....143 TABLE OF CONTENTS...

[Page 15](#) Overview This section describes the overview of the scan functions. About Scan Features .....14 About Scan Mode.....14 How to Perform Scan Operations.....19 Confirming the Scan Job Status.....25 Confirming the Scan Log .....26...

## [Page 16: Chapter 1 Overview](#)

This equipment supports four scan modes, Scan to e-Filing, Scan to File, Scan to E-mail and WS Scan. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-



STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the scanning function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

## [Page 17: Scan To File Mode](#)

Scan to File Mode Scan to File mode allows users to save scanned images as PDF, XPS, TIFF, or JPEG files either the shared folder in the equipment, or network folder in another computer. Users can use saved files by copying them from the folder where users save the scanned images. In the shared folder in the equipment, up to 4 GB (10GB) of data can be stored.

## [Page 18: Scan To E-Mail Mode](#)

1 Overview Scan to E-mail Mode Scan to E-mail mode allows users to send scanned images to specified e-mail addresses. When users perform Scan to E-mail, the scanned image will be converted to a PDF, XPS, TIFF, or JPEG\* file and send them as an attached file of the E-mail message. It is applicable only for e-STUDIO520/600/720/850, e-STUDIO523/603/723/853 and e-STUDIO281c/351c/451c.

## [Page 19: About Expansion Memories \(Only For E-Studio281C/351C/451C\)](#)

About Expansion Memories (only for e-STUDIO281c/351c/451c) When the optional expansion main memory and page memory are installed, the following functions become available. Slim PDF file format for up to A3 size originals 600 dpi scan in gray scale, color, and auto color mode The following table describes the functions that become available when the optional main memory is installed.

## [Page 20: About Scan Speed \(Only For E-Studio281C/351C/451C\)](#)

1 Overview About Scan Speed (only for e-STUDIO281c/351c/451c) The scan speed varies depending on the color mode and resolution. The following table describes the scan speed for each condition. Color Mode Resolution Scan Speed Black 150 dpi 45 page/minute 200 dpi 300 dpi 50 page/minute 400 dpi...

## [Page 21: How To Perform Scan Operations](#)

How to Perform Scan Operations Users can scan originals not only by selecting one of the scan modes, but also by combining two scan modes at a single operation. The following procedures describe about the basic instructions on how to perform the scan operations.

[Page 22](#) 1 Overview Select a button of the desired scan mode. [SCAN TO E-FILING] — Press this to store the scanned images to e-Filing. When you store the scanned images to e-Filing, you can manage them using the e-Filing web utility. You can also retrieve them into your computer using TWAIN driver application or File Downloader.

[Page 23](#) Press the [SCAN!] button. If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning. When the original is set on the Automatic Document Feeder, this screen is not displayed.

[Page 24](#) 1 Overview Scanning Procedure for Dual Agents Place the original(s). For instruction about placing the originals, see Operator’s Manual for Basic Functions. Press the [SCAN] button on the control panel to enter the scan menu. The basic scan menu is displayed. Select a button of the desired scan mode.

[Page 25](#) Set the scanning conditions using the buttons on the touch panel and digital keys, and press the [ENTER] button to save the settings. The above screen shows the example of the SCAN TO E-FILING screen. The setting options vary depending on the scan mode that you selected. For instructions on how to set them, see the instructions for each scan mode.

[Page 26](#) 1 Overview Press the [SCAN!] button. If the “To continue, place document on glass. And press Scan!” message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning. When the original is set on the Automatic Document Feeder, this screen is not displayed.

## [Page 27: Confirming The Scan Job Status](#)

Confirming the Scan Job Status SCAN JOB displays the status of a job and enables the deletion of job. 4 jobs are listed on each screen. The jobs for 250 pages (1,000 jobs) can be displayed. Press the [Next] button to display the 5th job or later, and press the [Prev] button to display the previous page.

## [Page 28: Confirming The Scan Log](#)

1 Overview Confirming the Scan Log SCAN LOG allows you to list the jobs that have finished being scanned to confirm the results. To display the scan log screen, press the [JOB STATUS] button on the control panel and press the [LOG] button in the JOB STATUS screen.

[Page 29](#) Scan to e-Filing This section describes the instructions on how to perform Scan to e-Filing and how to use the stored data in e-Filing. How to Perform Scan to e-Filing .....28  
How to Use Scanned Data Stored in e-Filing .....37 Using Scanned Data in e-Filing from Touch Panel Display.....37 Using Scanned Data in e-Filing from e-Filing Web Utility .....37...

## [Page 30: Chapter 2 Scan To E-Filing](#)

Utility. See e-Filing Guide for details. Delete the documents in e-Filing when they are no longer needed. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the SCAN TO e-FILING function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

[Page 31](#) Scanning Procedure for Scan to e-Filing Place the original(s). For instruction about placing the originals, see Operator's Manual for Basic Functions. Press the [SCAN] button on the control panel to enter the scan menu. The location of the button may be different depending on the system you are using. The basic scan menu is displayed.

[Page 32](#) 2 Scan to e-Filing Select the box in which you want to store the data and press the [ENTER] button. Select either the "Public Box" button or desired user box button. If the user box that you want to store the data is not shown in the list, press the [Next] or [Prev] buttons to change the list on the screen.

[Page 33](#) When you want to store the original(s) in an existing folder, select the folder and press the [OPEN FOLDER] button to display the list in the folder, and then press the [ENTER] button. If you want to store the original(s) in the selected box, press the [ENTER] button.

[Page 34](#) 2 Scan to e-Filing Specify the following items as you require, and press the [Next] button. e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283: e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853: e-STUDIO281c/351c/451c: SINGLE/2-SIDED SCAN [SINGLE] — Press this when scanning only the front page of originals.

[Page 35](#) ROTATION [0 degree] — Press this not to rotate the scanned image. [90 degree right] — Press this to rotate the scanned image 90 degrees to the right. [180 degree] — Press this to rotate the scanned image 180 degree. [90 degree left] —...

[Page 36](#) 2 Scan to e-Filing Specify the following items as you require, and press the [Enter] button for e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283 and e-STUDIO281c/351c/451c and press the [Next] button for e-STUDIO520/600/720/850, e-STUDIO523/603/723/853. e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282 and e-STUDIO203L/233/283: e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853:...

[Page 37](#) BACKGROUND ADJUSTMENT (only for the color model) Press light or dark buttons to specify the background for scanning manually. This can be set only when other than the [BLACK] button is selected at the "COLOR MODE" option. When the [BLACK] button is selected at the "COLOR MODE" option, the setting will be changed to "EXPOSURE".

[Page 38](#) 2 Scan to e-Filing Press the [SCAN!] button. You can also set another scan agent, by pressing either the [SCAN TO FILE] button or [SCAN TO E-MAIL] button to set the scanning conditions. If the "To continue, place document on glass. And press Scan!" message is displayed, place another original on glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning.

## [Page 39: How To Use Scanned Data Stored In E-Filing](#)

How to Use Scanned Data Stored in e-Filing Scanned data that is stored in e-Filing can be listed from the touch panel or e-Filing web utility. Using Scanned Data in e-Filing from Touch Panel Display The scanned data that is stored in e-Filing can be printed or deleted from the touch panel. For instructions on how to print or delete scanned data in e-Filing from the touch panel, see Operator's Manual for Basic Functions or e-Filing Guide.

[Page 41](#) Scan to File This section describes the instructions on how to perform Scan to File and how to use the stored files. How to Perform Scan to File .....40 How to Use Scanned Data Stored as Files .....50 When Scanned Data Is Stored in MFP LOCAL.....50 When Scanned Data Is Stored in REMOTE 1 or 2 .....50...

## [Page 42: Chapter 3 Scan To File](#)

PC via network. Delete the files in the shared folder when they are no longer needed. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the SCAN TO FILE function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

[Page 43](#) Press the [FILE NAME] button if you want to rename the document name of the scanned data. The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. When you want to add the date and time in the file name, press the button.

[Page 44](#) 3 Scan to File If the screen to set up the remote destination is displayed by pressing the [REMOTE 1] or [REMOTE 2] button, specify the remote destination. You can specify the remote destination using FTP, SMB, NetWare IPX, or NetWare IP. When you want to store the data using FTP, select the [FTP] button and specify the following items as you require.

[Page 45](#) [NETWORK PATH] Press this to enter the network path to the folder where you want to store the data. [LOGIN USER NAME] Press this to enter the user name to access the network folder if required. [PASSWORD] Press this to enter the password to access the network folder if required. When you press each button, the letter entry screen is displayed.

[Page 46](#) 3 Scan to File Select the following items and press the [EDIT] button. FILE FORMAT [PDF] — Press this to attach the scanned data as PDF file. [TIFF] — Press this to attach the scanned data as a TIFF file. [XPS] —...

[Page 47](#) The user password is set "12345" at our factory. Ask the administrator for resetting master password. When you press each button, the letter entry screen is displayed. Enter a value using the keyboard and digital keys, and press the [ENTER] button to set the entry. The minimum and maximum numbers of the passwords allowed are 1 and 32, including one-byte digits, "#"...

[Page 48](#) For e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, you cannot select [600] if you have selected [GRAY SCALE] for [ORIGINAL MODE]. Specify the following items as you require, and press the [Enter] button for e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/ 282, e-STUDIO203L/233/283 and e-STUDIO 281c/351c/451c and press the [Next] button for e-STUDIO520/600/720/850, e-STUDIO523/603/723/853.

[Page 49](#) e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853: e-STUDIO281c/351c/451c: ORIGINAL SIZE Select the button corresponding to the original size, or select the [AUTO] button to automatically detect the original size. When placing different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button. EXPOSURE Press light or dark buttons to specify the exposure for scanning manually, or press the [AUTO] button to select auto mode for the exposure mode for scanning.

[Page 50](#) 3 Scan to File Specify the following items as you require, and press the [Enter] button (only for e-STUDIO520/600/720/850 and e-STUDIO523/603/ 723/853). BACKGROUND ADJUSTMENT Press light or dark buttons to specify the background for scanning manually. SHARPNESS Press light or dark buttons to specify the sharpness for scanning manually. Press the [ENTER] button.

[Page 51](#) If the "To continue, place document on glass. And press Scan!" message is displayed, place another original on glass and press [SCAN!] to scan another original, or press

the [JOB FINISH] button to finish scanning. When the original is set on the Automatic Document Feeder, this screen is not displayed.

## [Page 52: How To Use Scanned Data Stored As Files](#)

3 Scan to File How to Use Scanned Data Stored as Files You can access scanned data files stored in the shared folder of this equipment or the Network folder by using Windows Explorer of Windows computers or the Finder function of Macintosh computers whose versions are Macintosh OS X 10.3.x or later.

## [Page 53: Scan To E-Mail](#)

Scan to E-mail This section describes the instructions on how to perform Scan to E-mail. How to Perform Scan to E-mail .....52 Specifying Destinations .....60...

## [Page 54: How To Perform Scan To E-Mail](#)

To use SCAN TO E-MAIL, the configuration of the equipment needs to be set by the network administrator. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the SCAN TO E-MAIL function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

[Page 55](#) When the AUTHENTICATION screen is displayed, enter the user name and password by pressing the [USER NAME] and [PASSWORD] buttons, and press the [ENTER] button. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. This screen is displayed only when the User Authentication for Scan to E-mail is enabled.

[Page 56](#) 4 Scan to E-mail Press the [SUBJECT], [BODY], and [FILE NAME] buttons to enter each item. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. When you want to add the date and time in the file name, press the button.

[Page 57](#) SECURITY (Encrypt PDF) [ON]Press this to set Encrypt PDF. [OFF]Press this not to set Encrypt PDF. A screen for setting Encrypt PDF will appear when the [ON] button in the "SECURITY" field is pressed. Set the items below as required. When the setting is completed, press the [ENTER] button. Encrypt PDF [USER PASSWORD] —...

[Page 58](#) 4 Scan to E-mail Specify the following items as you require and click the [EDIT] button. FRAGMENT MESSAGE SIZE Select the size of the message fragmentation. If the size of attached file exceeds the selected size, this equipment divides the data into some small blocks. [FROM ADDRESS] Press this button to edit the From Address for E-mail.

[Page 59](#) For e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, you cannot select [600] if you have selected [GRAY SCALE] for [ORIGINAL MODE]. Specify the following items as you require, and press the [Enter] button for e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283 and e-STUDIO281c/351c/451c and press the [Next] button for e-STUDIO520/600/720/850, e-STUDIO523/603/723/853.

[Page 60](#) 4 Scan to E-mail e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853: e-STUDIO281c/351c/451c: ORIGINAL SIZE Select the button corresponding to the original size, or select the [AUTO] button to automatically detect the original size. When placing different size originals on the Automatic Document Feeder, select the [MIXED ORIGINAL SIZE] button.

[Page 61](#) Specify the following items as you require, and press the [Enter] button (only for e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853). BACKGROUND ADJUSTMENT Press light or dark buttons to specify the background for scanning manually. SHARPNESS Press light or dark buttons to specify the sharpness for scanning manually. Press the [ENTER] button.

## [Page 62: Specifying Destinations](#)

4 Scan to E-mail You can also set another scan agent, by pressing either the [SCAN TO E-FILING] button or [SCAN TO FILE] button to set the scanning conditions. P.28 "How to Perform Scan to e-Filing" P.40 "How to Perform Scan to File" If the "To continue, place document on glass.

[Page 63](#) Entering an E-mail address manually Press the [E-MAIL ADDRESS] button. The letter entry screen is displayed. Enter the E-mail address that you want to send using the keyboard

and digital keys, and press the [ENTER] button to set the entry. Press the [SETTINGS] button.

[Page 64](#) 4 Scan to E-mail Selecting from address book Press the contacts that you want to send. The selected contacts are displayed as reversed buttons. To cancel the selection, press the contact again, then the button will be a normal button. Press the [SETTINGS] button.

[Page 65](#) Enter the ID number of the contact that you want to search using the digital keys, and press the [ENTER] button. The ADDRESS BOOK screen that contains the contact of the specified ID is displayed. Press the contact that you want to send, and press the [SETTINGS] button.

[Page 66](#) 4 Scan to E-mail Press the buttons to enter the search strings that you want to specify, and then press the [SEARCH] button. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. It will search for the contacts that contain the search text in the specified items.

[Page 67](#) Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require. You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button. P.71 “Confirming or removing E-mail addresses from destination” Searching with search strings from LDAP server To search contacts in the LDAP server, the directory service must be registered using TopAccess by the network administrator.

[Page 68](#) 4 Scan to E-mail Select the directory service name that you want to search from, and press the [ENTER] button. The screen returns to the ADDRESS SEARCH screen. Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button.

[Page 69](#) Press the [SETTINGS] button. The screen returns to the SCAN TO E-MAIL screen. Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require. You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.

[Page 70](#) 4 Scan to E-mail You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button. Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require. You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.

[Page 71](#) Press the group buttons that you want to select as the destination, and press the [SETTINGS] button. The screen returns to the SCAN TO E-MAIL screen. You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.

[Page 72](#) 4 Scan to E-mail Press the [GROUP NAME] button to enter the group name that you want to search, and then press the [SEARCH] button. When pressing the [GROUP NAME] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

[Page 73](#) You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button. Before pressing the [SETTINGS] button, you can specify other E-mail addresses as you require. You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.

## [Page 75: Using Template](#)

Using Template This section describes the instructions on how to use scan templates. Scanning Using Template .....74 Registering Scan Template .....81...

## [Page 76: Scanning Using Template](#)

5 Using Template Scanning Using Template Users can also use a template to operate scanning on this equipment. It enables users to register templates for scanning operations. After registering a template, users can operate the desired scanning operation quickly without setting the scanning conditions.

[Page 77](#) When you press a [PUBLIC TEMPLATE GROUP] button or user template group button with no password set, the screen to select a template is displayed. If the screen to select a template is displayed, skip to Step 5. If a password has been set for the selected user template group, the password input screen is displayed.

[Page 78](#) 5 Using Template If a password is set for the selected template, the password entry screen is displayed. Enter the 5-digit password using the digital keys and press the [ENTER] button. If you select a template with the automatic start function enabled, the scanning operation is automatically started and completed.

[Page 79](#) If you want to cancel the storage of the scanned data, press the [JOB CANCEL] button. You can change the setting of the original type and scanning conditions, using the [EDIT] button before pressing the [SCAN!] button. Using Scan to E-mail template when User Authentication for Scan to E-mail is enabled When the User Authentication for Scan to E-mail is enabled, operate the following procedure to use the template that is registered the Scan to E-mail agent.

[Page 80](#) 5 Using Template Enter the user name and password by pressing the [USER NAME] and [PASSWORD] buttons, and press the [ENTER] button. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. Press the [TEMPLATE] button on the control panel to enter the template menu.

[Page 81](#) If you cannot find the desired user template group button in the screen, press the [Next] button to switch the screen to find the desired user template group button. If the password entry screen is displayed, enter the password for the selected user template group using digital keys, and press the [ENTER] button.

[Page 82](#) 5 Using Template If the "To continue, place document on glass. And press Scan!" message is displayed, place another original on the glass and press [SCAN!] to scan another original, or press the [JOB FINISH] button to finish scanning. When the original is set on the Automatic Document Feeder, this screen is not displayed.

### [Page 83: Registering Scan Template](#)

Registering Scan Template To recall a template, you need to first register the setting combination as a template. This procedure enables users to register templates for scanning operations. The template is registered either in the "PUBLIC TEMPLATE GROUP" or "USER GROUP" depending on your purpose.

[Page 84](#) 5 Using Template Press the buttons of the agent and set the scanning conditions. For instructions on how to set each scan agent, see the instructions for each scan mode. P.28 "How to Perform Scan to e-Filing" P.40 "How to Perform Scan to File" P.52 "How to Perform Scan to E-mail"...

[Page 85](#) Select the "PUBLIC TEMPLATE GROUP" button, and press the [ENTER] button. The ADMINISTRATOR PASSWORD screen is displayed. Press the [PASSWORD] button. The letter entry screen is displayed. Enter the administrator password using the keyboard and the digital keys, and press the [ENTER] button. The screen to select a template is displayed.

[Page 86](#) 5 Using Template Select the blank template button and press the [SAVE] button. You can also select the existing template button to overwrite the template settings. Specify the following items as you require and press the [SAVE] button. [NAME 1] Press this to enter the name that appears in the first line on the button.

[Page 87](#) Press the [FUNCTION CLEAR] button on the control panel to clear the settings in the scan menu. Registering a scan template in a user template group Press the [SCAN] button on the control panel to enter the scan menu. The basic scan menu is displayed. Press the buttons of the agent and set the scanning conditions.

[Page 88](#) 5 Using Template Press the [TEMPLATE] button on the control panel to enter the template menu. The screen to select a template group is displayed. Press the [REGISTRATION] button. Select the user template group name where you want to register a new template, and press the [ENTER] button.

[Page 89](#) If the password entry screen displayed, enter the password for the selected user template group using digital keys, and press the [ENTER] button. The screen to select a template is displayed. Select the blank template button and press the [SAVE] button. You can also select the existing template button to overwrite the template settings.

[Page 90](#) 5 Using Template [PASSWORD] Press this to enter the 5-digit password of the template. If the password is set, users must enter the password to apply the selected template. AUTOMATIC START Select whether the automatic start function is enabled or disabled. If the automatic start function is enabled, the operation will start automatically when user selects the template button.

## [Page 91: Copy & File](#)

Copy & File This section describes the instructions on how to perform Copy & File. How to Perform Copy & File .....90...

## [Page 92: How To Perform Copy & File](#)

You can also perform Copy & e-Filing. For more information, please refer to the Operator's Manual for Basic Functions. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the COPY & FILE function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

[Page 93](#) Press the [COPY & FILE] button. The SAVE AS FILE screen is displayed. Press the [FILE NAME] button if you want rename the document name of the scanned data. The letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

[Page 94](#) 6 Copy & File If the screen to set up the remote destination is displayed by pressing the [REMOTE 1] or [REMOTE 2] button, specify the remote destination. You can specify the remote destination using FTP, SMB, NetWare IPX, or NetWare IP. When you want to store the data using FTP, select the [FTP] button and specify the following items as you require.

[Page 95](#) When you want to store the data using SMB, select the [SMB] button and specify the following items as you require. Then press the [ENTER] button. [NETWORK PATH] Press this to enter the network path to the folder where you want to store the data. [LOGIN USER NAME] Press this to enter the user name to access the network folder if required.

[Page 96](#) 6 Copy & File [NETWORK PATH] Press this to enter the folder path to the folder where you want to store the data in the NetWare file server. For example, if you want to store the data into "sys\scan" folder in the NetWare file server, enter "\sys\scan"...

[Page 97](#) Press the [START] button. If the "NEXT ORIGINAL?" message is displayed, place another original on glass and press the [YES] button to copy another original, or press the [FINISHED] button to finish copying. When the original is set on the Automatic Document Feeder, this screen is not displayed.

[Page 99](#) Internet Fax This section describes about the Internet Fax functions. About Internet Fax .....98 Precaution for Internet Transmission .....98 Internet Fax Transmission Overview.....99 How to Perform Internet Fax.....100 Specifying Destinations .....103 Advanced Function ..... 114 Receiving Internet Fax.....116...

## [Page 100: Chapter 7 Internet Fax](#)

The administrator needs to configure the network settings for Internet Fax to function. See the Network Administration Guide. For e-STUDIO352/452, e-STUDIO353/453, e-STUDIO202L/232/282, e-STUDIO203L/233/283, e-STUDIO520/600/720/850 and e-STUDIO523/603/723/853, the Internet Fax function is available only when the Scanner Kit or Printer/Scanner Kit is installed.

## [Page 101: Internet Fax Transmission Overview](#)

Internet Fax Transmission Overview The following is an overview of the various transmissions that can be performed using the Internet Fax function. e-STUDIO352/452 is used in the figures below. They may be slightly different depending on your system. Internet Fax to Internet Fax The equipment can send a document to another Internet Fax equipment through the Internet or

Intranet.

## [Page 102: How To Perform Internet Fax](#)

7 Internet Fax How to Perform Internet Fax Using this function, scanned data can be sent to the specified E-mail address as an attached file as with the Scan to E-mail function. However, the Internet Fax function allows sending originals as TIFF-FX (Profile S) files, which are usable by any Internet Fax compatible devices To use Internet Fax, the configuration of the equipment needs to be set by the network administrator.

[Page 103](#) RESOLUTION Select the resolution before you scan the original to be sent. When sending to an Internet Fax destination only, [FINE] resolution will be applied even if you select [U-FINE]. MODE Set the image quality mode before you scan the original to be sent. [TEXT] —...

[Page 104](#) 7 Internet Fax [BODY] Press this to enter the body message of the Internet Fax to be sent. Body message can be 1000 characters long. When you press the [SUBJECT] or [BODY] button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry.

## [Page 105: Specifying Destinations](#)

If the "To continue, place document on glass. And press [START]" message is displayed, place another original on glass and press [START] button to scan another original, or press the [JOB FINISH] button to finish scanning. When the original is set on the Automatic Document Feeder, this screen is not displayed.

[Page 106](#) 7 Internet Fax Enter the E-mail address that you want to send using the keyboard and digital keys, and press the [ENTER] button to set the entry. The screen returns to the address menu. Press the [MULTI] button and then press the [E-MAIL ADDRESS] button if you want to specify another E-mail address manually.

[Page 107](#) Selecting from address book Press the [E-MAIL] button of the contacts that you want to send. The selected contacts are displayed as reversed buttons. To cancel the selection, press the contact again, then the button will be a normal button. You can specify other E-mail addresses as you require.

[Page 108](#) 7 Internet Fax Enter the ID number of the contact that you want to search using the digital keys, and press the [ENTER] button. The ADDRESS BOOK screen that contains the contact of the specified ID is displayed. Press the [E-MAIL] button of the contact that you want to send. You can specify other E-mail addresses as you require.

[Page 109](#) Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. It will search for the contacts that contain the search text in the specified items.

[Page 110](#) 7 Internet Fax Searching with search strings from LDAP server To search contacts in the LDAP server, the directory service must be registered using TopAccess by the network administrator. Press the [SEARCH ADDRESS] button. The ADDRESS SEARCH screen is displayed. Press the [DIR SERVICE] button.

[Page 111](#) Press the buttons to enter the search strings that you want to specify, and then enter the [SEARCH] button. When pressing each button, the letter entry screen is displayed. Enter the value using the keyboard and digital keys, and press the [ENTER] button to set the entry. It will search for the contacts that contain the search text in the specified items.

[Page 112](#) 7 Internet Fax Selecting from groups Press the [GROUP] button. The GROUP screen is displayed. Press the group buttons that you want to select as the destination. You can confirm the E-mail addresses that registered in the group by pressing the [CONTENTS] button.

[Page 113](#) Press the [KNOWN ID] button. The KNOWN ID screen is displayed. Enter the ID number of the group that you want to search using the digital keys, and press the [ENTER] button. The GROUP screen that contains the group of the specified ID is displayed. Press the group buttons that you want to select as the destination.



[Page 114](#) 7 Internet Fax Searching with group name Press the [GROUP] button. The GROUP screen is displayed. Press the [SEARCH GROUP] button. The KNOWN ID screen is displayed. Press the [GROUP NAME] button to enter the group name that you want to search, and then press the [SEARCH] button. When pressing the [GROUP NAME] button, the letter entry screen is displayed.

[Page 115](#) Press the group buttons that you want to select as the destination, and press the [ENTER] button. The screen returns to the GROUP screen. You can specify other E-mail addresses as you require. You can confirm or remove the E-mail addresses that you specified in the DESTINATION screen which can be displayed by pressing the [DESTINATION] button.

### [Page 116: Advanced Function](#)

7 Internet Fax You can confirm the destinations that are currently specified. To remove E-mail addresses, contacts, or groups that you selected for destination, select the name that you want to remove, and press the [DELETE] button. Advanced Function The following advanced function can be used. 2-sided original TX: 2-sided originals can be sent using the Automatic Document Feeder .

### [Page 117: Priority Transmission](#)

Select the original type either the [BOOK] or [TABLET] button, and then press the [ENTER] button. The screen returns to the advanced menu. Press the [ADDRESS] button to return to the address menu. Priority Transmission Priority TX allows you to execute a transmission prior to the other reserved transmissions. You can use 'Direct Entry' and 'Address Dialing' to specify the recipients.

### [Page 118: Receiving Internet Fax](#)

7 Internet Fax Receiving Internet Fax The equipment accesses the E-mail server at specified intervals to check whether any E-mail has been delivered. If an E-mail has been delivered, the equipment will automatically retrieve and print out the E-mail. When the [CHECK E-MAIL] button in the [USER] menu in the [USER FUNCTIONS] screen is pressed, the equipment manually accesses the E-mail server to check whether any E-mail has been delivered.

[Page 119](#) Press the [USER] button, and then press the [CHECK E-MAIL]. Checking whether any E-mail has been delivered starts. Checking completes. If the Internet Fax is received, "RECEIVING E-mail" appears on the screen upper right. Next, "NEW E-mail RECEIVED" appears for 2 seconds. Then, printing the Internet Fax starts.

[Page 121](#) Remote Scan This section describes about Remote Scan using the Remote Scan driver. Installing Remote Scan Driver .....120 Planning for Installation.....120 Installing the Remote Scan Driver.....121 Uninstalling Remote Scan Driver .....126 Repairing Remote Scan Driver .....127 Scanning Remotely Using Remote Scan Driver .....128 When You Are Running the First Time.....129 Remote Scan Driver Errors .....136 Remote Scan Driver Error Conditions.....136...

### [Page 122: Chapter 8 Remote Scan](#)

8 Remote Scan Installing Remote Scan Driver This section describes how to install the Remote Scan driver. Planning for Installation This equipment provides a Remote Scan driver that allows users to operate scanning remotely from a Windows computer and import the scanned images into a TWAIN-compliant application. Connecting over TCP/IP Network Remotely operate scanning Originals...

### [Page 123: Installing The Remote Scan Driver](#)

Installing the Remote Scan Driver You can install the Remote Scan driver from the Client Utilities CD-ROM or TopAccess. Installing from Client Utilities CD-ROM This section describes how to install the Remote Scan driver. Installing the Remote Scan driver using the installer This procedure describes an installation on Windows XP.

[Page 124](#) Fax Driver menus. For more information about these drivers, please see the Printing Guide and the Network Fax Guide. Select the software that you want to install and click [Next]. The following scan driver can be installed: TOSHIBA e-STUDIO Remote Scan driver Installing Remote Scan Driver...

[Page 125](#) There are also printing software and fax software in the list. For more information

about each software, please see the Printing Guide, the Network Fax Guide, and the e-Filing Guide. Confirm the list of the software to install and click [Install]. If you install AddressBook Viewer and/or File Downloader, you can change the folder where these programs are installed.

### [Page 126: Installing From Topaccess](#)

8 Remote Scan The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer. Click [Exit]. When a message appears asking whether to finish the installation, click [OK]. Installing from TopAccess If the system administrator has uploaded the software to this equipment, you can use TopAccess to install the software on your workstation.

[Page 127](#) Click the “Install Client1” link to download the installer file. Download the installer file on your desktop by following the prompts. Double-click the “InstallClient1.exe” file that you downloaded. The installer starts and the InstallShield Wizard dialog box appears. Follow the installation procedure using the Client Utilities CD-ROM described in following section.

### [Page 128: Uninstalling Remote Scan Driver](#)

8 Remote Scan Uninstalling Remote Scan Driver The following instructions describe how to uninstall Remote Scan Driver. Deleting Remote Scan Driver You can uninstall Remote Scan Driver in much the same way as uninstalling other utility software, such as e-Filing client utilities - from Control Panel > Add or Remove Programs, select the software you want to delete.

### [Page 129: Repairing Remote Scan Driver](#)

Repairing Remote Scan Driver When Remote Scan Driver will not work correctly, you can repair it. Do not perform preparing the client software on Windows XP that the Service Pack 2 is not installed. In that case, uninstall the client software and then install again to repair the client software.

### [Page 130: Scanning Remotely Using Remote Scan Driver](#)

8 Remote Scan Scanning Remotely Using Remote Scan Driver You can use Remote Scan driver to import the scanned images into your TWAIN-compliant application. This software allows you to perform scanning the originals set in the equipment remotely from a client computer and acquire the image into the TWAIN-compliant application. How to Scan The Remote Scan driver can be launched from the TWAIN-compliant application.

### [Page 131: When You Are Running The First Time](#)

Specify the options and click [Scan]. Scanning originals starts and images are imported into the application when scanning is completed. (The “Remote Connecting...” message is displayed while scanning the originals.) When You Are Running the First Time When you access the Remote Scan driver the first time, the TopAccessDocMon Local Discovery dialog box appears.

[Page 132](#) 8 Remote Scan When the process is completed, found devices are listed in the list. If the process continues for a long time, it is because too many network clients are on the network. In that case, you can configure the discovery using the [Advanced] button. P.131 “Configuring Discovery Settings”...

### [Page 133: Configuring Discovery Settings](#)

Enter each item to specify the network address of the device and click [OK]. IPV4 — Select this to search for devices set with an IPv4 address. IPV6 — Select this to search for devices set with an IPv6 address. IPX Address —...

### [Page 134: How To Use Remote Scan Driver](#)

8 Remote Scan 1) Devices Click the arrow button to display the poll-down list and check the model name that you want to search. 2) Network - Enable IPX/SPX Search This is disabled because the Remote Scan driver does not support the IPX/SPX connection. 3) Network - Enable TCP/IP Search Select this to search for devices connected to the TCP/IP network.

[Page 135](#) Help - Help — Click this menu to display Online Help. - About — Click this menu to display the version information. 2) Page Settings/Image Settings tab You can set the various scan settings in each tab. P.133 “Page Settings Tab” P.134 “Image Settings Tab”...

[Page 136](#) 8 Remote Scan 5) Original Mode Select the original mode for scanning. - Printed Image (only for the color model) — Select this when scanning originals as printed images. - Text — Select this when scanning the originals that contain texts. - Photo —...

### [Page 137: Adding A New Device Using Network Discovery](#)

Adding a New Device Using Network Discovery You can add a new connection to other equipment by searching the equipment in your network. This enables you to add several devices that you can connect using the Remote Scan driver. To add a new connection, click the [Devices] menu and select [Discovery]. The TopAccessDoc- Mon Local Discovery dialog box appears and discovers the devices in your network to add a new connection.

### [Page 138: Remote Scan Driver Errors](#)

8 Remote Scan Remote Scan Driver Errors This section describes the most common Remote Scan driver errors and provides steps to resolve the conditions. If the problem persists after you have followed all of the steps, make sure to note the name of the application you were using, what you were trying to do, and any error messages —...

### [Page 139: Cannot Acquire Document](#)

Cannot Acquire Document Problem Description: Cannot acquire a document using the Remote Scan driver. Corrective Action: If the equipment is not ready for the Remote Scan operation, it cannot acquire document using the Remote Scan driver. Please check the status of the equipment. When the equipment shows the following status, the Remote Scan operation cannot be performed.

[Page 141](#) Web Service SCAN This section describes how to utilize Web Service Scan.  
Preparing “Web Service Scan” .....140 Planning and preparation .....140  
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.....141...

### [Page 142: Chapter 9 Web Service Scan](#)

9 Web Service SCAN Preparing “Web Service Scan” Planning and preparation The Web Service Scan operations are performed on client computers via a network connected using the features in Windows Vista. Images scanned in this equipment can be stored in your client PC.

### [Page 143: How To Perform Web Service Scan Operations](#)

How to Perform Web Service Scan Operations Procedure for Scan Place the original(s). See the Operator’s Manual for Basic Functions for how to place originals. Press the [SCAN] button on the control panel to enter the scan menu. The basic scan menu is displayed. Press the [WS SCAN] button.

[Page 144](#) 9 Web Service SCAN Press the [SCAN!] button. The screen for external connection is displayed. The basic scan menu is displayed after the data have been stored. If you want to cancel the storage of the data being scanned, press the [CANCEL] but- ton.

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