Toshiba GL-1010 Network Fax Manual

Network fax operator’s guide

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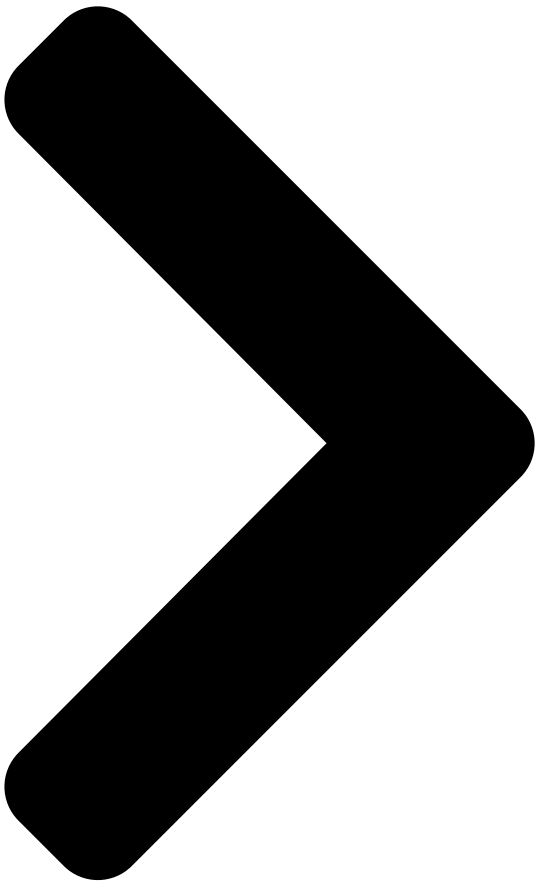

GL-1010 Network Fax Operator's Guide

Version 1.3.4

Your guide to using the Network Fax option with your
e-STUDIO GL-1010 Electronic Document Processing System

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Related Manuals for Toshiba GL-1010

All in One Printer Toshiba GL-1010 Administrator's Manual

Toshiba gl-1010 office mfp (427 pages)

All in One Printer Toshiba e-STUDIO GL-1010 Operator's Manual

Network scan feature (126 pages)

All in One Printer Toshiba GL-10x0 Scan Operator's Manual

Electronic document processing systems scan functions (95 pages)

All in One Printer Toshiba GL-1010 Network Fax Operators Manual

(88 pages)

Printer Toshiba e-STUDIO GL-1010 Quick Start Manual

Getting started with the controller (34 pages)

Fax Machine Toshiba GD-1210 Service Manual

Toshiba facsimile service manual (94 pages)

Fax Machine Toshiba GD-1150 Service Manual

(90 pages)

Fax Machine Toshiba GD-1200 Operator's Manual

Multifunctional digital systems facsimile function (186 pages)

Fax Machine Toshiba GD-1210 Operator's Manual

Multifunctional digital systems facsimile function (190 pages)

Fax Machine Toshiba GD-1300 Operator's Manual

Multifunctional digital systems fax unit (104 pages)

Fax Machine Toshiba GD-1300 Service Manual

(78 pages)

Fax Machine Toshiba GD-1220 Operator's Manual

Multifunctional digital systems facsimile function (262 pages)

Fax Machine Toshiba GD-1220 Service Handbook

(126 pages)

Fax Machine Toshiba GD 1080 Service Handbook

(53 pages)

Fax Machine Toshiba GD-1370 Service Manual

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Page 15: Preface

The GL-1010 Network Fax Operator’s Guide provides detailed instructions for installing, setting up and using Toshiba’s optional Network Fax Feature for the e-STUDIO GL-1010 system. With this option installed, you can perform the following functions: This preface introduces fax functionality and defines the scope and audience of this guide.

Page 16: Introduction

Who Should Read This Guide? This guide, the GL-1010 Network Fax Operator’s Guide, is intended for people using the GL-Fax and Address Book optional features. It provides detailed instructions on configuring and using the GL-fax software and Address Book Editor.

Page 17: Using This Guide

GL-1010 Network Fax Operator’s Guide Styles and Conventions This guide employs several typographic styles to visually convey information. The following table illustrates the styles used and defines the conditions in which they are used.

Page 18: Manual Organization

Manual Organization Chapter 1, summarizes the features and functionary of Overview the Toshiba’s optional Network Fax Feature for the e-STUDIO GL-1010 system Chapter 2, summarizes procedures for installing Installation software required to enable the fax printing and online address books on the digital copier to selecting recipients and setting fax properties.

Page 19 LCD touch screen. An example of local operation is changing the IP address of the GL-1010 from the TCP/IP Setting LCD touch screen. Network Printing Printing from a Windows, Macintosh, or Unix...

Page 20: Supplemental References

SUPPLEMENTAL REFERENCES Quick Start Guide The purpose of this guide is to introduce users to the GL-1010 product, summarize installation and operational procedures, and describe

system requirements and specifications. A printed copy of this manual ships with the GL-1010. GL-1010 Administrator’s Guide You can find the .pdf version of this guide on the e-STUDIO GL-...

Page 21: Application-Specific Online Help

Application-Specific Online Help All of the e-STUDIO GL-1010 Electronic Document Processing System software and drivers come with application-specific online help. The print and fax drivers support “What’s This” context-sensitive help, which you can access by right-clicking on any of the fields on the user interface.

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GL-1010 Network Fax Operator’s Guide...

Page 23: Overview

AN INTEGRATED SOLUTION The digital copier with the Toshiba’s optional Network Fax Feature for the e-STUDIO GL-1010 system and Address Book simplifies and facilitates your office facsimile needs with a fax option that enables you to fax digital documents directly from your desktop.

Page 24: Features And Functions

Address Book Viewer With the GL-Fax Address Book Viewer you can effortlessly add or modify fax recipient names and fax numbers to the Toshiba Address Book. This utility allows you to manage recipients of the GL's fax, select and view fax recipients from the Address Book, as well as recipient fax numbers and other contact information.

Page 25: Installation

This chapter includes procedures for installing software required to enable the fax printing and online address books for the digital copier. It is recommended that you read these instructions in their entirety before beginning the installation process. GL-1010 Network Fax Operator’s Guide...

Page 26: Installing The Software

Guide. Overview Before you can begin utilizing the Toshiba’s optional Network Fax Feature for the e-STUDIO GL-1010 systemyou must install the software using the e-STUDIO GL-1010 Fax Client CD-ROM provided. You will use the InstallShield client software setup process.This section describes several Prior to installing the GL-Fax and to user’s workstations.

Page 27: E-Studio Gl-1010 Fax Client Cd-Rom Installshield Window

STUDIO GL-Fax & Address Book. Select the Toshiba e-STUDIO28-45 GL-Fax, Toshiba e-STUDIO28-45 GL-Address Book and e-STUDIO GL TWAIN Driver options. e-STUDIO GL-1010 Fax Client CD-ROM InstallShield window Enter the network path to the printer or the queue name as \\<device name>\dssc.

Page 28

Select a program group to which the GL-1010 tools icons will be added, or accept the default folder, TOSHIBA e- STUDIO GL Client. When the setup program finishes copying the necessary files to your computer, you are prompted to view the ReadMe file.

Page 29: Add Printer Installation

GL-1010 Network Fax Operator’s Guide Add Printer Installation The following procedure varies slightly for Windows 95/98, Windows Me, Windows NT, Windows 2000 and Windows XP. The screen shots illustrate the Windows 98 options, but differences from Windows 95, Windows Me, Windows NT, Windows 2000 and Windows XP options are noted.

Page 30

If the controller software has been recently updated, it is recommended that you replace the driver. Otherwise, keep the existing driver. Locate the GL-1010 printer in the network: In Windows 95/98/Me/2000/XP: Specify the Network Path or queue name of the GL-1010 example: \\ <device name>...

Page 31

The new fax driver now appears in the Windows Printers folder. GL-1010 Network Fax Operator’s Guide...

Page 32: Install Drivers From Topaccess

Uninstalling Client Software If open, close the GL-Fax Driver, GL Fax Address Book or GL TWAIN Driver applications. Insert the e-STUDIO GL-1010 Fax Client CD-ROM into the CD-ROM drive. If Auto-Run is enabled, the InstallShield Setup Wizard starts automatically. Otherwise, choose link at the bottom of the screen.

Page 33: Uninstall Wizard

Start Menu and then locate the Setup.exe file on the CD. Click to launch the setup program. Uninstall Wizard Select to uninstall all previously installed GL-1010 Remove components from the client workstation Follow the setup wizard as files are removed from your system. Click to exit the setup program.

Page 34 GL-1010 Network Fax Operator's Guide...

Page 35: Setup

SETUP This chapter important information regarding document and faxing attributes as well as screen level and instructions for completing fax properties. GL-1010 Network Fax Operator's Guide...

Page 36: What Are Fax Properties

"To" list. The names listed in the send "To" list define whom the fax, will be sent to. The GL-1010 Fax driver include many user-configurable properties, which are intuitively organized on property pages.

Page 37: Setting Fax Properties

The Send page is divided into two panes. The left pane contains the Groups. The right pane displays the members of the selected group or if the Toshiba e-STUDIO28-45 GL Address Book is selected, all of the members of the entire address book. Selecting a group in the left pane will display all the members of the selected group in the right pane.

Page 38: Fax Driver Properties-Send Tab

Fax Driver Properties—Send Tab Maximum 5-digit department code to identify sending department Orientation of the original document. If, Send Fax Later is selected, the Edit button enables a user to set the scheduled date and time. GL-1010 Network Fax Operator's Guide...

Page 39: Paper Size Conversions

Larger then A3 Ledger Larger then Ledger GL-1010 Network Fax Operator's Guide Paper Size Conversions Document Size A4, B4, A3, LT, LG Computer, LD and Folio are acceptable original sizes. The size of the originals that can be sent is determined by annotation with the destination fax. Once the fax communication is negotiated, the size of the original is converted on the FAX board.

Page 40: Cover Sheet Properties

The Cover Sheet property page users to send a cover sheet with a fax transmission. The cover sheet is merged with the all recipient's in the "To" list in the Send page to create a final fax GL-1010 Network Fax Operator's Guide...

Page 41: Fax Driver Properties-Cover Sheet Tab

GL-1010 Network Fax Operator's Guide cover sheet. Users can select what to include on the cover sheet such as sender or recipient information. For further information, refer to CHAPTER 4 Faxing from Windows Applications.

Page 42: Sender Properties

The Sender Information page allows users the ability to enter the sender's personal information to be displayed on outbound faxes. For further information, refer to CHAPTER 4 Faxing from Windows Applications. Fax Driver Properties—Send Tab GL-1010 Network Fax Operator's Guide...

Page 43: Setting Up Mailboxes For Incoming Fax Routing

SETTING UP MAILBOXES FOR INCOMING FAX ROUTING GL-1010 Network Fax Operator’s Guide In TopAccess, you can set up mailboxes for incoming fax routing. TopAccess allows you to specify a mailbox number, owner, comment, notification options an email address. To set up a...

Page 44 The Mail Box Settings page appears. Enter the Box Number (required). If desired, enter the Owner and Comment, select notification options and enter an email address. Click Next The Agent Settings Page appears. GL-1010 Network Fax Operator’s Guide...

Page 45 GL-1010 Network Fax Operator’s Guide Select Send to TWAIN, Send to File, Send to Email, Send to iFax or Send to TopAccessComposer from the drop-down list. Send to TWAIN Nothing to configure Send to File File Format - Select the file format from SinglePage...

Page 46 Body - Enter the message you wish sent or No Message File Format - The format used is TIFF-S Maximum Message Size - The message size is pre-con- figured by the administrator and cannot be modified GL-1010 Network Fax Operator’s Guide...

Page 47 GL-1010 Network Fax Operator’s Guide Fragment Message - Select the desired fragmentation Send to TopAccessComposer Destination - Select a folder type from Public, Private or Department. Enter a Login User Name and password if required depending on the folder type you chose. Con-...

Page 48 This password is for the protection of the GL-1010 mailbox, but does not apply to a fax job's sender-specified password. This means that even if the sender-specified password of a fax job does not match the GL-1010 mailbox password, the GL-1010 Network Fax Operator’s Guide...

Page 49 These system mailboxes cannot be deleted but their properties, except the mailbox number, can be edited. Using these special mailboxes, users can process any fax jobs routed to the GL-1010 without having to create any other mailboxes. GL-1010 Network Fax Operator’s Guide...

Page 50 GL-1010 Network Fax Operator’s Guide...

Page 51: Faxing

FAXING This chapter includes step-by-step procedures for printing to the fax driver selecting recipients, optionally including cover sheets and sending a fax from with in an application. GL-1010 Network Fax Operator’s Guide...

Page 52: Overview

Print Preview option, you can use it to view your fax before it is sent. Faxing from Windows Applications For most Windows applications, you can print an open document to the network-connected TOSHIBA e- STUDIO28/35/45 copier by choosing menu. Select the digital copier that has the fax option installed from the list of printers.

Page 53: Print Dialog (Microsoft Word)

“Setup” or “Options” button instead. Consult your user documentation if you are unsure. GL-1010 Network Fax Operator’s Guide Print Dialog (Microsoft Word) Set the desired fax properties from the GL-Fax Driver dialog tabs. Fax Driver Properties—Send tab...

Page 54: Selecting Recipients

− To access the Copier Address Book, the TCP/IP network protocol must be installed and enabled on both the controller and the workstation. − Other than the Toshiba Address Book, all the other address books are opened in Read-Only mode and cannot be edited.. Fax Driver Properties—Send page Select the fax recipients from the Contact List (right pane).

Page 55: Adding New Recipient

CHAPTER 4 Adding New Recipient GL-1010 Network Fax Operator’s Guide − Selecting a group in the Address Book list (left pane), with- out selecting an individual member in the Contact list (right pane), will add the selected group to the recipient “To” list.

Page 56: Removing Recipients

From the Send page, select the recipient for which you wish to remove from the recipient “To” List. Click the button. Remove The person will be removed from the fax transmission. to add the contact to the GL-1010 Network Fax Operator’s Guide...

Page 57: Setting Fax Resolution, Page Size And Orientation

GL-1010 Network Fax Operator’s Guide Setting Fax Resolution, Page Size and Orientation You can set the various fax properties when you prepare a fax to be sent.

Page 58: Fax Driver Properties-Coversheets Page

Type the reference number in the adjacent field. check box to include Entering Sender check box to , or Department Name Fax Number check box to include GL-1010 Network Fax Operator’s Guide...

Page 59: Entering Sender Information

Scheduling Faxes It is very important that before any faxes are scheduled, the administrator sets the date and time of the GL-1010 to synchronize the controller and copier dates and times. This can be done using the TopAccess web utility.

Page 60: Fax Driver Properties-Send Page Indicating Send Now

Next, enter the time to commence the fax transmission. You can use the up and down arrows to assist with setting the time with the proper format. When you have finished, click Edit to save your settings. GL-1010 Network Fax Operator’s Guide...

Page 61: Send Fax

Using GL DocMon Users can use the GL DocMon application’s Fax tab to display the fax jobs that are currently on the GL-1010 controller. This page allows the users to view and delete fax jobs. For further information on GL DocMon installation and configuration, refer to the GL-1010 Operator’s Guide (Basic).

Page 62: Deleting Fax Jobs Using Gl Docmon

In the list box, click the job to be deleted. You can only delete jobs that you originally submitted. Click Document in the menu bar. From the drop-down menu, select Cancel. Contents and menu to access online Help. Help GL-1010 Network Fax Operator’s Guide...

Page 63: Retrieving Routed Fax Documents (Twain)

Select the GL TWAIN Driver in the Select Source window. Click Retrieval The following describes how to use the GL TWAIN Driver to import routed fax data. Refer to the TOSHIBA e-STUDIO TWAIN Driver online help for further information. Start the application. Select Scan New from the File menu.

Page 64: Twain Folder Setting Dialog

N O T E Refer to the TWAIN Driver online help for further information. Select the Domain and GL-1010 Device. Domain − Name of a workgroup or a domain name that the controller belongs to. (At shipment, the default is set to: WORK- GROUP).

Page 65: Twain Select Folder

“*” -The folder status is unknown. The document is protected. GL-1010 Network Fax Operator’s Guide Select the document you want to retrieve from the document list. If the document data status is displayed as “*” it is protected.

Page 66: Retrieving Routed Fax Documents (File)

"_". If the controller fails to transfer the fax document by Email or to store it in the Network file server, the document will be button to close the GL Close Open GL-1010 Network Fax Operator’s Guide...

Page 67: Retrieving Routed Fax Documents (Topaccesscomposer)

TIFF-S (A4 or Letter width, 200x200 or 200x100 DPI). Using TopAccess Users can use the TopAccess application’s Fax page to display the fax jobs that are currently on the GL-1010

controller. This page allows the users to view and delete fax jobs. Start your web browser.

Page 68: Deleting Fax Jobs Using Topaccess

− Delayed − All Deleting Fax Jobs Using TopAccess Start your web browser. Enter the TopAccess URL (the GL-1010 IP address) and then press Enter. Select the Fax Jobs page. Select the desired fax print queue to view. − Current −...

Page 69: Topaccess - Fax Page

GL-1010 Network Fax Operator's Guide You will be prompted to confirm your deletion. Click TopAccess - Fax Page The fax will be deleted from the fax queue.

Page 70 GL-1010 Network Fax Operator's Guide...

Page 71: Gl Fax Address Book

You can manage detailed information about the people you communicate with by using the GL-Fax Address Book. The application enables you to maintain contact information. You can use the information stored in the Toshiba e-STUDIO28-45 GL Address Book to specify fax recipients and compose fax cover pages.

Page 72: Overview

→ GL Client TOSHIBA GL Address Book Access Using Print Properties From the Print window, you can limitedly create and edit contacts in the Toshiba Address Book. For further information, refer to on page 55. Adding New Recipient → Programs TOSHIBA e-STUDIO GL-1010 Network Fax Operator's Guide...

Page 73: Navigating The Address Book

The GL Address Book Editor main window consists of two panes. GL-Fax Address Book The left-hand pane contains a tree structure for the Toshiba Address Book. You can expand or collapse to view/hide Groups and Contact address book entries. GL-1010 Network Fax Operator's Guide...

Page 74: Managing Your Private Address Book

Users can create contact and group entries to the address book that can be accessed from your desktop. Adding Contact Entries From the GL Fax Address Book, select the Toshiba e-STUDIO28-45 GL Address Book. (Left pane). Click on the tool bar or select New Contact from the menu.

Page 75: New Contact Properties

GL-1010 Network Fax Operator's Guide The New contact properties window displays. New Contact Properties Select a Prefix as: − [Blank] − Dr. − Mr. − Mrs. − Miss − Ms Enter the First Name and Last Name fields. Select a Suffix as: −...

Page 76: Copying Contacts From An Address Book

Copying Contacts from an Address Book You can copy members from other address books to the Fax Address Book. From the GL Fax Address Book, select the Toshiba e- STUDIO28-45 GL Address Book. (Left pane). Click on the tool bar or select New Contact from the menu.

Page 77: Modifying Contact Properties

Address Book Viewer window or by selecting the contact, and then choosing the Properties menu item. From the GL Fax Address Book, select the Toshiba e- STUDIO28-45 GL Address Book. (Left pane) Click...

Page 78: Creating Groups

Click to add members that are not currently listed in the address book to the group Creating Groups From the GL Fax Address Book, select the Toshiba e- STUDIO28-45 GL Address Book. (Left pane) Click on the tool bar or select New Group from the menu.

Page 79: Select Group Members Dialog

The Select Group Members dialog contains two panes. The left pane displays all the contacts and associated information that are currently available in the Toshiba e-STUDIO28-45 GL

Address Book. The New Member, or right pane, displays all of the contacts you select to be added to the group.

Page 80: Select Members Dialog

To remove members you have added to the New Member pane in error, select the contact and then click the button. To add a contact that is not listed in the Toshiba e- STUDIO28-45 GL Address Book, click the button. For further information, refer to on page 74.

Page 81: Removing A Member From A Group

GL-1010 Network Fax Operator's Guide When you have finished adding members to the group, click and then click once more to save the new settings. To return to the Address Book Editor without adding members to the group, click Cancel...

Page 82: Removing A Specific Contact Or Group From The Toshiba E-Studio28

Click Copy on the toolbar or select Navigate to the Address Book or to a particular group to paste the contact. Click Paste on the toolbar or select Delete → Edit Copy → Edit Paste GL-1010 Network Fax Operator's Guide...

Page 83: Finding An Entry In The Address Book

GL-1010 Network Fax Operator's Guide The contact is added to the Address Book or Group you have selected. You can now edit the contacts properties as desired by clicking Properties in the toolbar or selecting → from the menu. File...

Page 84: Sorting Address Book Entries

View Sort By Name or Fax Number in Ascending or Descending order as desired. Alternatively, click on a row header at the top of the button. button. New Search GL-1010 Network Fax Operator's Guide...

Page 85: Importing Or Exporting Address Book Database Entries

Public Address Books usually reside on a network server and contain information many network users may need to access. The Private Address Book resides on a user's workstation. Importing Entries Select the Toshiba e-STUDIO28-45 GL Address Book from the Address Book View Window. → Click from the menu.

Page 86: Exporting Entries

The fax number is empty. The fax number is invalid. Fax number are restricted to the following set of characters: 0-9, +, -, [space], *, #. Exporting Entries Select the Toshiba e-STUDIO28-45 GL Address Book from the Address Book View Window. → Click from the menu.

Page 87: Glossary Of Terms

Booklet mode was previously known as magazine sort. The GL-1010 supports two kinds of Booklet mode: left to right read mode and right to left read mode.

Page 88 The list of all print and copy jobs currently queued to the selected GL- 1010 device can be viewed using either the TopAccess and GL DocMon application. Device Device refers to the GL-1010 connected to a network digital copier. Often, the term device is used to refer to the entire controller/copier system. DHCP Dynamic Host Configuration Protocol.

Page 89 Gateway address The IP Address of the router that the GL-1010 uses to access devices on other subnets. GL-1010 The Toshiba controller used to connect digital copiers to a network. Also referred to as the device or printer.

Page 90 Message Log The Message Log contains a historic record of errors and warnings that occurred on the GL-1010 or the copier. The information for each message includes the date, subsystem, and message severity. The Message Log can be filtered to limit the number of messages listed to specific criteria.

Page 91 Email, printing, and storage. Network Printing Printing from a Windows, Macintosh, or Unix client workstation to the GL-1010, with the output produced on the connected Toshiba

digital copier. Network File System. A Unix networking protocol that allows files and printers to be shared across the network.

Page 92 See also, Document-Sticky. Printing mode Printing mode defines the way the print job is processed by the GL-1010: as a Normal job, a Private Print job, Proof Print job, or Scheduled Print job.

Page 93 Devices with the same protocol stack can communicate with each other. Raw Print Job A print job that is sent to the GL-1010 device by means other than the GL-1010 printer driver. For example, using DOS commands to print directly to the local port without using a printer driver. Raw print jobs also result when users print to a GL-1010 using a different driver version or type.

Page 94 Watermarks are text images (formatted words or phrases) that print in the background of a document. Watermarks can be printed as transparent text, on only the first or on all pages of the document, in solid or in outline form. Definition of Common Terms Definition GL-1010 Network Fax Operator's Guide...

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