# Toshiba e-STUDIO5540C Manual

Multifunctional digital color systems /multifunctional digital systems e-filing guide

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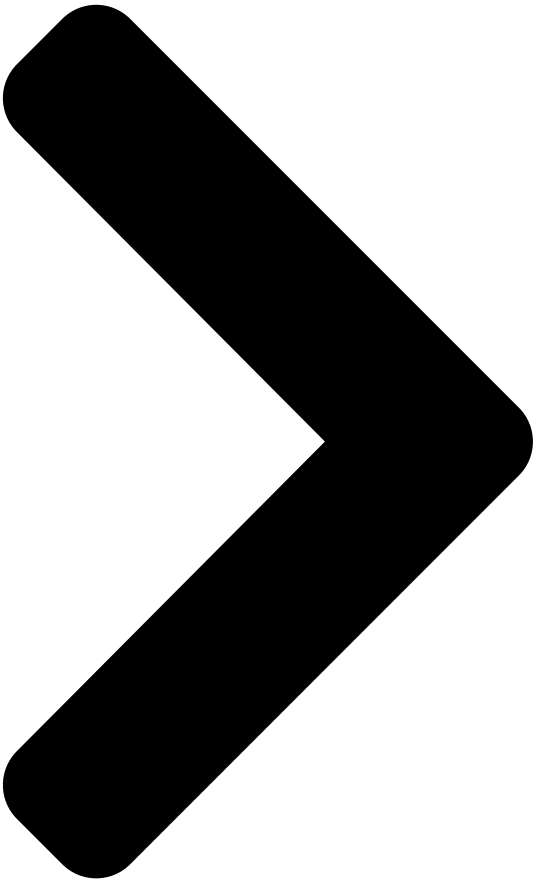

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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

# e-Filing Guide

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# Related Manuals for Toshiba e-STUDIO5540C

All in One Printer Toshiba e-STUDIO5540C Service Manual

Multifunctional digital color systems (1268 pages)

All in One Printer TOSHIBA e-STUDIO5540C Management Manual

Multifunctional digital color systems / multifunctional digital systems (282 pages)

Speakers Toshiba e-STUDIO5540C Software Installation Manual

Multifunctional digital systems (238 pages)

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Multifunctional digital systems e-studio6550c series, e-studio4540c series (222 pages)

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All in One Printer Toshiba e-STUDIO5540C Scanning Manual

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# Summary of Contents for Toshiba e-STUDIO5540C

Page 1 MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS e-Filing Guide...

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## Page 3: Preface

Preface Thank you for purchasing TOSHIBA Multifunctional Digital Systems. This manual explains how to use the e-Filing. 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.

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Page 7 e-Filing OVERVIEW This chapter describes overview of the e-Filing features and functions. e-Filing Features........................6 e-Filing Functions ........................8 Functions operated with this equipment .........................8 Functions operated with a client computer ......................9...

## Page 8: Chapter 1 E-Filing Overview

1 e-Filing OVERVIEW e-Filing Features The e-Filing is installed in a hard disk of this equipment. It allows you to store documents and to print/edit/manage the stored documents. This section describes the system of e-Filing for storing documents. This function is available only when a hard disk is installed in the equipment. Control Panel Client Computer Documents stored by the...

Page 9 1 e-Filing OVERVIEW 1.e-Filing OVERVIEW Documents Documents can be stored in a box or folder in the following methods. (Up to 400 documents can be stored in a box or folder. / Up to 200 pages can be contained in a document.) Copying documents and storing to e-Filing Scanning documents and storing to e-Filing Printing documents in a client computer and storing to e-Filing...

## Page 10: E-Filing Functions

1 e-Filing OVERVIEW e-Filing Functions Functions operated with this equipment Below is a list of e-Filing functions that you can operate with this equipment. For details of the operation, see the references described below. Printing documents The following functions allow you to print documents stored in the e-Filing. To print an entire document P.12 “Printing an entire document”...

## Page 11: Functions Operated With A Client Computer

1 e-Filing OVERVIEW 1.e-Filing OVERVIEW Functions operated with a client computer Below is a list of e-Filing functions that you can operate with a client computer (e-Filing web utility). For details of the operation, see the references described below. e-Filing web utility supports only Windows. Mac OS and other computers are not supported. Managing user boxes/folders The following functions allow you to manage user boxes and folders in the e-Filing.

Page 13 OPERATIONS WITH THIS EQUIPMENT This chapter describes e-Filing functions that you can operate using the control panel of this equipment. Printing Documents ....................... 12 Printing an entire document ..........................12 Test print ...............................15 Storing Documents ....................... 17 Copying and storing to e-Filing.........................17 Scanning to e-Filing.............................22 Deleting Documents......................

## Page 14: Printing Documents

2 OPERATIONS WITH THIS EQUIPMENT Printing Documents You can print documents stored in the e-Filing using the control panel of this equipment. P.12 “Printing an entire document” P.15

“Test print” Printing an entire document You can print an entire document. Press the [e-FILING] button on the control panel.

Page 15 2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT If the document is stored in a folder, select the folder and press [OPEN]. If the document is stored outside of the folder, this operation is not necessary. Select the document. To change the print settings, press [SETTINGS]. To perform printing without changing them, press [PRINT].

Page 16 2 OPERATIONS WITH THIS EQUIPMENT Change the print settings as necessary. You can operate the print settings as below. For step 3 to 8, when each button of the menu is pressed, the setting screen appears. Perform the appropriate operations. These operations of settings are the same as the one of copy modes.

## Page 17: Test Print

2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Test print You can print specified pages of the document for confirmation. Press the [e-FILING] button on the control panel. Select the box or folder that contains documents you want to print. The instructions of the operating procedure as to selecting a box/folder are omitted, because they are the same as those for one of printing an entire document.

Page 18 2 OPERATIONS WITH THIS EQUIPMENT Key in page numbers in [FIRST PAGE] and [LAST PAGE], then press [PRINT]. Select [FIRST PAGE] or [LAST PAGE], then specify the page numbers using the digital keys on the control panel. If you press the [CLEAR] button on the control panel, the value entered in the currently selected box can be deleted.

## Page 19: Storing Documents

2 OPERATIONS WITH THIS EQUIPMENT Storing Documents You can store documents in e-Filing using the control panel of this equipment. P.17 “Copying and storing to e-Filing” P.22 “Scanning to e-Filing” Store confidential documents in a user box protected by a password. Up to 400 documents of up to 200 pages each can be stored in a box or folder.

Page 20 2 OPERATIONS WITH THIS EQUIPMENT Press [STORE TO E-FILING]. Press [BOX/FOLDER]. Select the box in which you want to store the data. Press to switch the pages. You can also specify the box number (3-digit) the using digital keys. Storing Documents...

Page 21 2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Password entry When the password has been set to the selected user box, the password entry screen is displayed. In this case, press [PASSWORD], enter the password using the digital keys or the on-screen keyboard, and then press [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

Page 22 2 OPERATIONS WITH THIS EQUIPMENT Change the document name as necessary, then press [OK]. Renaming the documents When you press [DOCUMENT NAME], the on-screen keyboard is displayed. Key in the document name (up to 64 characters), then press [OK]. For details of the on-screen keyboard, refer to the Quick Start Guide. A character string composed of “DOC”, year, month and date is displayed by default.

Page 23 2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Press the [START] button on the control panel. Copying the next original Depending on how the original is set, the confirmation screen to copy next the original may be displayed. Repeat the procedure below as many times as necessary.

## Page 24: Scanning To E-Filing

2 OPERATIONS WITH THIS EQUIPMENT Scanning to e-Filing You can scan and store documents in e-Filing. When you import an original as an image into a client computer, it is recommended to store the document using Scan to e-Filing. To use this, the scanning function is required. Place the original(s).

Page 25 2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Select the box or folder in which you want to store the documents. Change the document name as necessary, then press [OK]. The instructions of the operating procedure as to selecting a box/folder and changing a document name are omitted, because they are the same as those for copying and storing to e-Filing.

## Page 26

2 OPERATIONS WITH THIS EQUIPMENT Scanning the next original When the original is set on the glass or [CONTINUE] is pressed during scanning on the RADF, the confirmation screen for the next original will be displayed. In either case, when you set the next original and press [SCAN], it will be scanned. Follow this procedure as many as times as necessary.

## Page 27: Deleting Documents

2 OPERATIONS WITH THIS EQUIPMENT Deleting Documents You can delete documents in e-Filing using the control panel of this equipment. e-Filing is not designed for saving documents permanently. Delete unnecessary documents immediately. If you delete a folder or box, all the documents in the folder or box are deleted as well. P.32 “Deleting user boxes/folders”...

## Page 28

2 OPERATIONS WITH THIS EQUIPMENT Select the document you want to delete and then press [DELETE]. Press to preview thumbnail images of the documents. Select the desired one and press [OPEN] to display its contents. Press to return to the list. When the confirmation screen appears, press [DELETE] to delete the selected document.

## Page 29: Managing User Boxes/Folders

2 OPERATIONS WITH THIS EQUIPMENT Managing User Boxes/Folders You can manage user boxes and folders in the e-Filing using the control panel of this equipment. P.27 “Creating user boxes” P.30 “Editing user boxes” P.32 “Deleting user boxes/folders” Folders can be created and edited using a client computer. P.46 “Creating user boxes and folders”...

## Page 30

2 OPERATIONS WITH THIS EQUIPMENT Press [BOX NAME] and enter the box name. Entering box name Press [BOX NAME]. The on-screen keyboard is displayed. Key in the box name (up to 32 characters), then press [OK]. You can use only available characters to this on-screen keyboard. For details of the on-screen keyboard, refer to the Quick Start Guide.

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2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Enter the password in the [PASSWORD] and [RETYPE PASSWORD] boxes, then press [OK]. Press [PASSWORD] and then [RETYPE PASSWORD]. Enter the password using the digital keys or the on- screen keyboard. You can also create a user box without setting a password. In this case, all users can access the user box as well as the public box.

## Page 32: Editing User Boxes

2 OPERATIONS WITH THIS EQUIPMENT Editing user boxes You can change the registered user box name and password. Press the [e-FILING] button on the control panel. Press the [BOX SETTING] tab, select the user box that you want to edit, and then press [EDIT].

## Page 33

2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT Change [BOX NAME] / [PASSWORD] / [RETYPE PASSWORD] as necessary, and then press [OK]. The instructions of the operating procedure of [BOX NAME] / [PASSWORD] / [RETYPE PASSWORD] settings are omitted, because they are the same as those for creating user boxes. P.27 “Creating user boxes”...

## Page 34: Deleting User Boxes/Folders

2 OPERATIONS WITH THIS EQUIPMENT Deleting user boxes/folders You can delete user boxes and folders. If you want to delete a folder or a box, all documents in the folder or the box are deleted as well. Press the [e-FILING] button on the control panel. Follow the procedure below to delete user boxes and folders.

## Page 35

2 OPERATIONS WITH THIS EQUIPMENT 2.OPERATIONS WITH THIS EQUIPMENT When the confirmation screen appears, press [DELETE] to delete the selected box/ folder. You can cancel the deletion of the selected box/folder by pressing [CANCEL]. Managing User Boxes/Folders...

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OVERVIEW OF e-Filing WEB UTILITY This chapter provides an overview of the e-Filing web utility features. Before Using the e-Filing Web Utility ................... 36 Getting Started With the e-Filing Web Utility ............... 38 Logging in as a user ............................38 Logging in as a system administrator ........................39 About the Main Tabs ......................

## Page 38: Before Using The E-Filing Web Utility

3 OVERVIEW OF e-Filing WEB UTILITY Before Using the e-Filing Web Utility Before using the e-Filing web utility, check the following items on your computer. P.36 “System requirements” System requirements The e-Filing web utility works with the following browsers for the Microsoft Windows operating system: Microsoft Internet Explorer 6.0 or later (Internet Explorer 7.0 or later when IPv6 is used) Firefox 3.5 or later The minimum display resolution required for these browsers is 800 x 600.

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3 OVERVIEW OF e-Filing WEB UTILITY 3.OVERVIEW OF e-Filing WEB UTILITY Exit from Internet Explorer and launch it again before accessing e-Filing. Exit from Internet Explorer after accessing the e-Filing web utility. To log off from the e-Filing web utility in the user mode, click the Log-out link and then exit from Internet Explorer.

## Page 40: Getting Started With The E-Filing Web Utility

URL. In that case, please enter your User Authentication user name and password to log in to the main page of the e-Filing Web Utility. If you enter an invalid authentication password several times to log into the TOSHIBA MFP, you may not be able to log in for a certain period since it will be regarded as an unauthorized access.

## Page 41: Logging In As A System Administrator

3 OVERVIEW OF e-Filing WEB UTILITY 3.OVERVIEW OF e-Filing WEB UTILITY Logging in as a system administrator To log in as a system administrator, follow the steps below after launching the e-Filing web utility. “System administrator” and “User with an administrator privilege” are defined as follows in this manual. System administrator: User with the administrator role User with an administrator privilege:...

## Page 42: About The Main Tabs

3 OVERVIEW OF e-Filing WEB UTILITY About the Main Tabs The user interface of the e-Filing web utility consists of three main tabs located in the upper-right corner of the web browser’s window: the [Documents] tab, [Preferences] tab, and [Administration] tab. These main tabs enable you to display and work with your documents, set up viewing preferences, and perform administrative functions.

## Page 43

3 OVERVIEW OF e-Filing WEB UTILITY 3.OVERVIEW OF e-Filing WEB UTILITY 1) Document Frame The Document frame is an Explorer-style user interface. Use the Folders and Document frame to locate the folders and documents with which you want to work. In the Document frame, the following icons are displayed according to the items: - Box Icons This icon indicates a closed box.

## Page 44: [Preferences] Tab

3 OVERVIEW OF e-Filing WEB UTILITY 4) Contents Frame The Contents frame displays the documents or pages with which you are working. There are also document control buttons located below the menu bar. You can use these buttons to change the document status between the View mode and Edit mode, and use the Contents frame to print and edit your documents.

## Page 45: [Administration] Tab

3 OVERVIEW OF e-Filing WEB UTILITY 3.OVERVIEW OF e-Filing WEB UTILITY [Administration] tab The [Administration] tab allows the system administrator to manage the data in e-Filing. The [Administration] tab is only visible if you are logged on as the system administrator. The [Administration] tab has the following subtab: P.43 “[Box Management] subtab”...

## Page 46: Log-In Link

3 OVERVIEW OF e-Filing WEB UTILITY Log-in link The Log-in link that is displayed next to the main tabs allows you to log in as a system administrator. P.44 “Administrator log-in page” You can perform the administrative function from the [Administration] tab that will be displayed after you log in as a system administrator.

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HOW TO MANAGE USER BOXES/FOLDERS This chapter provides instructions on how to manage user boxes and folders by using the e-Filing web utility. Managing User Boxes and Folders ..................46 Creating user boxes and folders ..........................46 Deleting user boxes and folders ..........................49 Renaming user boxes and folders........................52 Modifying and displaying user box and folder properties ..................56...

## Page 48: Managing User Boxes And Folders

4 HOW TO MANAGE USER BOXES/FOLDERS Managing User Boxes and Folders The e-Filing web utility provides two box types: the public box and user box. Each user can create his or her own user box, and also create one level of folder in each box. This section explains the following operations: P.46 “Creating user boxes and folders”...

Page 49 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS 4) Click [OK]. The created user box appears in the Document frame. Users can configure advanced properties for each box such as how long the box will retain documents, and Email notification features.

Page 50 4 HOW TO MANAGE USER BOXES/FOLDERS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

## Page 51: Deleting User Boxes And Folders

4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS Deleting user boxes and folders This operation allows you to delete user boxes and folders. P.49 “Deleting user boxes” P.50 “Deleting folders” When the box has been protected with a password, you must enter it to delete the box and folders. Users with an administrator privilege can delete all user boxes and folders by using their password.

## Page 52: Deleting Folders

4 HOW TO MANAGE USER BOXES/FOLDERS Click the [Edit] menu and select [Delete]. The confirmation message dialog box appears. Click [OK]. The selected box is deleted. Deleting folders This operation allows you to delete folders in the public box and user boxes. If a folder is deleted, all documents in the folder are also deleted.

Page 53 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. All folders and documents in the box are displayed in the Contents frame. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

## Page 54: Renaming User Boxes And Folders

4 HOW TO MANAGE USER BOXES/FOLDERS Renaming user boxes and folders This operation allows you to rename the user boxes and folders. P.52 “Renaming user boxes” P.54 “Renaming folders” When the box has been protected with a password, users must enter it to rename the box or folders. Users with an administrator privilege can rename all user boxes and folders by using their password.

Page 55 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS Click the [File] menu and select [Rename]. The Rename Box window appears. Make sure that no folder or document is selected in the Contents frame. If a folder or document is selected, it will be renamed instead of the selected box.

Page 56 4 HOW TO MANAGE USER BOXES/FOLDERS Renaming folders Do not turn off the power of the equipment when changing the folder name. All documents in the folder will be lost if the power is turned off while the system is saving a new name. Click the [Documents] tab.

Page 57 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS Select the check box of the folder that you want to rename and select [Rename] from the [File] menu. The Rename Folder window appears. Do not select several folders at the same time. You can only rename one folder at a time. You can also rename a folder by selecting the folder in the Document frame, clicking on the [File] menu and selecting [Rename].

## Page 58: Modifying And Displaying User Box And Folder Properties

4 HOW TO MANAGE USER BOXES/FOLDERS Modifying and displaying user box and folder properties This operation allows you to display and modify the properties of user boxes such as the box password and maintenance period to automatically delete documents, and Email notification settings. This operation also allows you to view and confirm the folder properties.

Page 59 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS Click the [File] menu and select [Properties]. The Box Properties window appears. In the Box Properties window, you can see the box properties. If you want to edit the box properties, click [Change Properties]. The Change Box Properties window is displayed.

Page 60 4 HOW TO MANAGE USER BOXES/FOLDERS Specify the following items as required and press [Save]. Change Box Password — Select this check box to edit the box password. When you select this check box, enter the password in the [Old Password], [New Password], and [Confirm New Password] boxes. Old Password —...

Page 61 4 HOW TO MANAGE USER BOXES/FOLDERS 4.HOW TO MANAGE USER BOXES/FOLDERS When the options “Send Email when an error occurs” and “Send Email when job is completed” are enabled, you are notified of whether or not the following e-Filing operations are successfully completed. Scan to e-Filing Copy to e-Filing Print to e-Filing...

Page 62 4 HOW TO MANAGE USER BOXES/FOLDERS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. All folders and documents in the box are displayed in the Contents frame. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

Page 63 MANAGING DOCUMENTS This chapter provides instructions on how to manage documents by using the e-Filing web utility. How To Manage Documents...................62 Displaying documents ............................62 Renaming documents...........................63 Deleting documents.............................65 Printing documents..............................66 Storing documents.............................72 Archiving documents ............................75 Sending Email ..............................80...

## Page 64: How To Manage Documents

5 MANAGING DOCUMENTS How To Manage Documents The e-Filing web utility allows you to manage the documents stored in the e-Filing system. This section explains the following operations: P.62 “Displaying documents” P.63 “Renaming documents” P.65 “Deleting documents” P.66 “Printing documents” P.72 “Storing documents”...

## Page 65: Renaming Documents

5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Using the list view This view displays boxes, folders, or file names with the properties and check boxes in a list format. You may find it more convenient than the thumbnail view for managing boxes and folders that contain a large number of files. Click the check boxes to select a single file or multiple files that you want to move, copy, delete or print.

Page 66 5 MANAGING DOCUMENTS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

## Page 67: Deleting Documents

5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Click [OK]. The document is renamed. Deleting documents This operation allows you to delete documents from the box or folder. Click the [Documents] tab. The [Documents] tab page is displayed. In the Document frame, select the box or folder containing the documents you want to delete.

## Page 68: Printing Documents

5 MANAGING DOCUMENTS Select the check boxes of the documents that you want to delete and select [Delete] from the [Edit] menu. The confirmation dialog box appears. Users can also delete a document by selecting it in the Document frame, clicking on the [Edit] menu and

selecting [Delete].

Page 69 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

Page 70 5 MANAGING DOCUMENTS Select the following print options as required and click [Print]. Duplex — Select whether you want the document printed on both sides of the paper. When you want to print the document on both sides, select the Book option to print vertically in the same direction to be bound along the vertical side of the paper so that the pages can be turned over right and left, or the Tablet option to print with a vertical reversal to be bound along the horizontal side of the paper so that the pages can be turned over up and down.

Page 71 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Saddle Stitch — The document is double-stapled and folded at the center. “Binding” is enabled only when the Saddle Stitch Finisher is installed. However, the center fold function is enabled only when it is installed in the following models. e-STUDIO6550C Series e-STUDIO4550C Series e-STUDIO456 Series (only when MJ-1106 is installed)

Page 72 5 MANAGING DOCUMENTS Clicking [Print] prints the document, and the print result window is displayed. Clicking [Cancel] closes the Print window without printing. Clicking [Reset] restores the default print properties settings. Click [Close] to return to the [Documents] tab page. When you want to cancel a job before printing is complete, access TopAccess, click the [Job Status] tab >...

Page 73 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Select the check box of the document that you want to print and select [Test Print] from the [File] menu. The Test Print window appears. You can also perform test printing by selecting a document in the Document frame and then selecting [Test Print] on the [File] menu.

## Page 74: Storing Documents

5 MANAGING DOCUMENTS Storing documents From an application that runs under the Windows operating system, you can send a document as a print job to e-Filing with the printer driver. You can store your documents in the public box or in a user box. P.72 “Saving a print job in the public box”...

Page 75 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Select [Public Box] to save the print job and click [OK]. If you print a job as well as saving it in the public box, select the [Print] check box. If you want to save a print job in a specified folder, enter its name in the [Box Folder] box. To save data in an existing folder, enter its folder name in the [Box Folder] box.

Page 76 5 MANAGING DOCUMENTS Select a user box to save the print job. 1) Select the desired user box number from the [Store to] box. 2) Enter the password for the user box in the [Password] box. 3) If you print a job as well as saving it in the user box, select the [Print] check box. 4) Click [OK].

## Page 77: Archiving Documents

P.75 “Downloading an archived document” P.78 “Uploading archived documents” The archive files are compatible with the same series of the TOSHIBA MFP, not with another series. For example, archived files downloaded from the e-STUDIO4540C can be uploaded in a TOSHIBA MFP in the e-STUDIO4540C Series, not in the e-STUDIO6550C Series, e-STUDIO456 Series, e-STUDIO856 Series and e-STUDIO2550C Series.

Page 78 5 MANAGING DOCUMENTS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

Page 79 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS The Archive Document window appears. During archiving, you can quit the process by clicking [Cancel]. When archiving the document has been completed, “Your document has been archived successfully” is displayed. Do not perform any operation while the e-Filing web utility is running busy. Click the file name link to download the archived file.

Page 80 5 MANAGING DOCUMENTS Click [Close]. Uploading archived documents If you have an archived file that has been downloaded from the equipment to your computer, you can upload it to e-Filing. When you upload the archived file, the file is automatically extracted and documents will be created in the box specified. If the same name document already exists in the box, the extracted document will be renamed by adding a 3-digit number to the original name.

Page 81 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Select [Upload Archived Document] from the [File] menu. The Upload Archived Document window appears. Click [Browse]. The [Choose File] dialog box appears. Select the archived file to be uploaded and click [Open]. This will return you to the Upload Archived Document window, and the folder path of the selected file will be displayed in the [Archived File] box.

## Page 82: Sending Email

5 MANAGING DOCUMENTS Click [OK] to start uploading the archived file. If you select an archived file unsupported in your model or a file other than an archived one, an error message appears. In that case, select the correct archived file and try again. The Upload Archive Document window shows the process of uploading.

Page 83 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Click the [Documents] tab. The [Documents] tab page is displayed. In the Document frame, select the box or folder containing the document that you want to send as an Email. If you select a box that is protected with a password, the Password Authentication window appears.

Page 84 5 MANAGING DOCUMENTS Specify the following items as required and click [Send]. [TO: Destination Setting] — Click this button to specify the destination. When you click this button, the Recipient List page appears. For instructions on how to specify the destination, see the following section: P.84 “Destination setting”...

Page 85 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Master Password — Enter a password for changing the encryption PDF setting. If the forced encryption setting is enabled, you cannot clear the [Encryption] check box. For the forced encryption function, refer to the MFP Management Guide. The user password and the master password are not set at the factory shipment.

## Page 86: Destination Setting

5 MANAGING DOCUMENTS Destination setting On the Recipient List page, you can specify up to 400 destinations to send e-Filing documents as Email. You can specify the recipients by entering the Email addresses manually, selecting the recipients from an address book, selecting the recipient groups from an address book, or searching the LDAP server for recipients.

Page 87 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Selecting recipients from an address book Follow the steps below to select recipients from an address book. Click [Destination Setting] to open the Recipient List page. Click [Address Book]. The Address Book page is displayed. Select the Email check boxes of the users you want to add and click [Add].

Page 88 5 MANAGING DOCUMENTS Selecting groups from an address book Follow the steps below to select groups from an address book. Click [Destination Setting] to open the Recipient List page. Click [Address Group]. The Address Group page is displayed. Select the group check boxes containing the desired recipients and click [Add]. All recipients in the selected groups are added to the Recipient List page.

Page 89 5 MANAGING DOCUMENTS 5.MANAGING DOCUMENTS Searching the LDAP server for recipients Follow the steps below to search the registered LDAP server for recipients. To search the LDAP server for recipients, an administrator must set up the directory service by using TopAccess in the administrator mode.

Page 90 5 MANAGING DOCUMENTS Select the Email check boxes of the users you want to add and click [Add]. The selected recipients are added to the Recipient List page. You can remove contacts once added to the recipient list before saving the destination settings. P.88 “Removing contacts from the recipient list”...

## Page 91

EDITING DOCUMENTS This chapter provides instructions on how to edit documents by using the e-Filing web utility. About the Document Control Buttons.................. 90 Editing With Pages in Your Documents ................91 Displaying document and page properties ......................91 Copying pages from one document to another ....................92 Copying pages from a document to a box or folder....................97 Deleting pages from a document........................101 Inserting a blank page into a document......................103...

## Page 92: About The Document Control Buttons

6 EDITING DOCUMENTS About the Document Control Buttons The e-Filing web utility allows you to make changes to your stored documents before you print them. Three document control buttons are provided in the e-Filing web utility: [Edit], [Save], and [Cancel]. These buttons are displayed at the top of the Contents frame when you select a document in the Document frame.

## Page 93: Editing With Pages In Your Documents

6 EDITING DOCUMENTS Editing With Pages in Your Documents The e-Filing web utility allows you to copy, move, delete and insert pages and change the order of pages in your document. P.91 “Displaying document and page properties” P.92 “Copying pages from one document to another” P.97 “Copying pages from a document to a box or folder”...

## Page 94: Copying Pages From One Document To Another

6 EDITING DOCUMENTS Paper Size Displays the paper size of the page. Size Displays the data size of the page. [OK] Click this button to close the window. Copying pages from one document to another You can copy or cut pages from a document and insert them into another one. Click the [Documents] tab.

## Page 95

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS In the Document frame, select the document whose pages you want to copy or cut. The pages of the document are displayed in the Contents frame. If you want to cut pages from the document, click [Edit] to enter the Edit mode. Clicking [Edit] changes the document status from the View mode to the Edit mode so that you can cut pages from the document.

## Page 96

6 EDITING DOCUMENTS Click [Save] to save the document. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the document name, the original document will be overwritten.

## Page 97

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

## Page 98

6 EDITING DOCUMENTS Click the [Edit] menu and select [Paste]. The copied pages are inserted between the specified pages. Click [Save]. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the name, the original document will be overwritten.

## Page 99: Copying Pages From A Document To A Box Or Folder

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Copying pages from a document to a box or folder You can copy or cut pages from a document and save them in a box or folder as a new document. Click the [Documents] tab. The [Documents] tab page is displayed.

## Page 100

6 EDITING DOCUMENTS In the Document frame, select the document whose pages you want to copy or cut. The pages of the document are displayed in the Contents frame. If you want to cut pages from the document, click [Edit] to enter the Edit mode. Clicking [Edit] changes the document status from the View mode to the Edit mode so that you can cut pages from the document.

## Page 101

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Click [Save] to save the document. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the name, the original document will be overwritten.

Page 102 6 EDITING DOCUMENTS If you select a box that is protected with a password, the Password Authentication window appears. Enter the password in the [Box Password] box and click [OK]. If you enter an invalid password several times to open the box, you may not log in for a certain period since it will be regarded as an unauthorized access.

## Page 103: Deleting Pages From A Document

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Deleting pages from a document You can delete pages from a document. Click the [Documents] tab. The [Documents] tab page is displayed. In the Document frame, select the box or folder containing the document whose pages you want to delete.

Page 104 6 EDITING DOCUMENTS Select the check boxes of the pages that you want to delete and select [Delete] from the [Edit] menu. The confirmation dialog box appears. Click [OK]. The selected pages are deleted. Click [Save] to save the document. The Save Document window appears.

## Page 105: Inserting A Blank Page Into A Document

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Inserting a blank page into a document You can insert a blank page into a document. You can select a different size for the blank pages. Click the [Documents] tab. The [Documents] tab page is displayed. In the Document frame, select the box or folder containing the document into which you want to insert a blank page.

Page 106 6 EDITING DOCUMENTS Click the space between the pages where you want to insert a blank page. The arrow indicators move to the space between the pages where you have clicked. Click the [Layout] menu and select [Insert Blank Page]. The Insert Blank Page window appears.

Page 107 6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Click [Save]. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the name, the original document will be overwritten.

## Page 108: Moving Pages Within A Document

6 EDITING DOCUMENTS Moving pages within a document You can move pages within a document to rearrange the page order. Click the [Documents] tab. The [Documents] tab page is displayed. In the Document frame, select the box or folder containing the document whose pages you want to rearrange.

Page 109 6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Select the check boxes of the pages that you want to move between other pages and select [Cut] from the [Edit] menu. The selected pages are copied to the clipboard and deleted from the document. Do not perform any operation while the e-Filing web utility is running busy.

Page 110 6 EDITING DOCUMENTS After you have completed rearranging the pages, click [Save]. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the name, the original document will be overwritten.

## Page 111: Moving And Merging Documents

6 EDITING DOCUMENTS Moving and Merging Documents You can move documents between boxes or folders. You can also combine several documents into one document. P.109 “Moving documents” P.111 “Merging documents” Moving documents You can move a document from one box or folder to another, to help you manage the documents. Click the [Documents] tab.

Page 112 6 EDITING DOCUMENTS Select the check boxes of the documents that you want to move and select [Cut] from the [Edit] menu. The selected documents are copied on the clipboard and deleted from the current box or folder. Do not perform any operation while the e-Filing web utility is running busy. In the Document frame, select the box or folder where you want to paste the documents.

## Page 113: Merging Documents

6 EDITING DOCUMENTS 6.EDITING DOCUMENTS Click the [Edit] menu and select [Paste]. The

documents are created in the selected box or folder. Merging documents You can copy an entire document and insert its pages into another document. The document that you want to insert is the source document, and the document that you want to merge it into is the destination document.

Page 114 6 EDITING DOCUMENTS Select the check boxes of the source documents and select [Copy] from the [Edit] menu. The selected documents are copied to the clipboard. Do not perform any operation while the e-Filing web utility is busy. In the Document frame, select the box or folder containing the destination document. If you select a box that is protected with a password, the Password Authentication window appears.

Page 115 6 EDITING DOCUMENTS 6.EDITING DOCUMENTS In the Document frame, select the destination document, and click [Edit]. The pages of the document are displayed in the Contents frame, and the document status is changed to the Edit mode from the View mode. If the document status indicates “In Use”, you cannot enter the Edit mode because another user is currently editing the document.

Page 116 6 EDITING DOCUMENTS Click [Save]. The Save Document window appears. Enter the document name in the [Document Name] box and click [Save]. If you rename the document, it will be saved as a new one. If you do not change the name, the original document will be overwritten.

## Page 117: System Administration

SYSTEM ADMINISTRATION This chapter describes system administration of the e-Filing features. Safeguarding Data....................... 116 Erasing boxes.............................116 Unlocking user boxes ...........................117...

## Page 118: Safeguarding Data

7 SYSTEM ADMINISTRATION Safeguarding Data An administrator should periodically monitor e-Filing to make sure it has enough hard disk space for everyday operations. This section describes the administrator’s function that allows you to delete boxes and the unlocking method of the user boxes which have been locked by incorrect password entries.

## Page 119: Unlocking User Boxes

7 SYSTEM ADMINISTRATION 7.SYSTEM ADMINISTRATION Unlocking user boxes When the Lockout Setting of e-Filing is set to “Enable” in the Password Policy, if an incorrect user box password is entered a specified number of times consecutively, the user box is locked so that it cannot be used for a certain time. The system administrator can unlock user boxes which have been locked by entering incorrect password.

## Page 121: Index

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