Toshiba e-STUDIO5540C Scanning Manual

Multifunctional digital color systems / multifunctional digital systems

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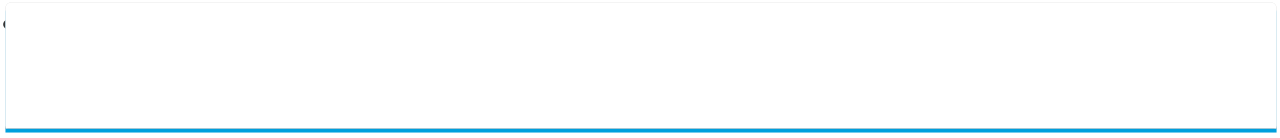

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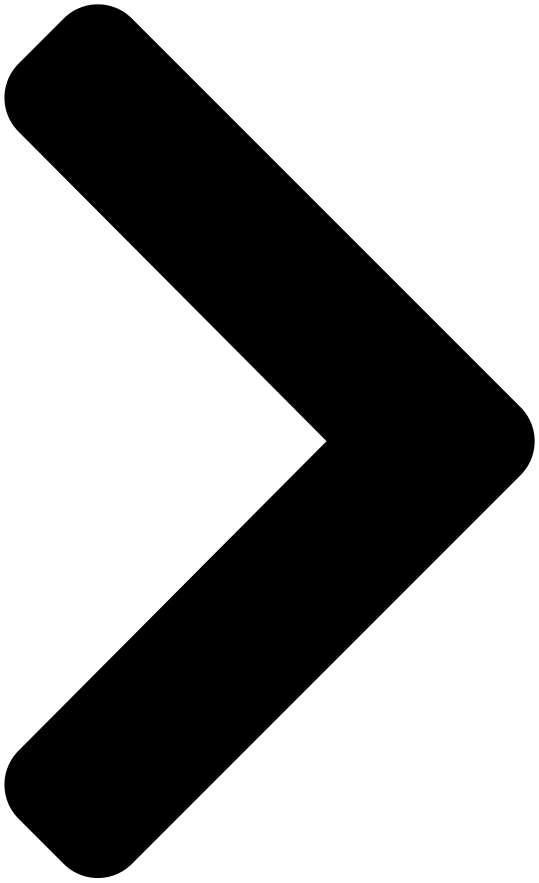

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MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Scanning Guide

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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)

Printer Toshiba e-STUDIO400P Printing Manual

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

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All in One Printer Toshiba e-STUDIO5540C Manual

Multifunctional digital color systems /multifunctional digital systems e-filing guide (124 pages)

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All in One Printer Toshiba e-studio2050c Troubleshooting Manual

Multifunctional digital color systems (134 pages)

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All in One Printer Toshiba e-STUDIO2050C High Security Mode Management Manual

Multifunctional digital color systems / multifunctional digital systems (24 pages)

Summary of Contents for Toshiba e-STUDIO5540C

Page 1 MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS Scanning Guide...

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Page 3: How To Read This Manual

Preface Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual provides instructions on how to use the equipment for scanning and Internet faxing. Read this manual before using your Multifunctional Digital Systems or Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes the best use of the e-STUDIO's...

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Page 5: Table Of Contents

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Page 6 OTHER SCANNING METHODS Scanning Images Using the TOSHIBA e-STUDIO Remote Scan Driver .....104 Scanning Images Using the TOSHIBA e-STUDIO WIA Driver ..... 105 Loading Images Using the TOSHIBA Office Scan Add-In in Microsoft Office 2013 ..106 Chapter 6 INTERNET FAX Precautions for Internet Fax Transmissions .....

Page 7 OVERVIEW This chapter provides an overview of the scan and Internet Fax features. Scan Features..... 6 Scan functions.....6 Scan speed .....11 Templates .....13 Internet Fax Features .....14...

Page 8: Overview

1 OVERVIEW Scan Features With the equipment, originals placed in the Reversing Automatic Document Feeder or on the original glass can easily be scanned as image data. The image data can then be stored in the e-Filing boxes and/or the shared folder of the equipment and/or sent to e-mail addresses.

Page 9 1 OVERVIEW 1.OVERVIEW □ Scan to e-Filing Scan to e-Filing allows you to store your scans as e-Filing documents in the equipment. The stored e-Filing documents can be managed by creating boxes and folders. With the e-Filing Web utility, you can print the e-Filing documents or merge them to create a new document.

Page 10: Scan To File

1 OVERVIEW □ Scan to File Scan to File allows you to store scans as PDF, XPS, TIFF or JPEG files in the shared folder in the equipment or in a network folder. From these folders, you can copy the saved data and use it on your computer. If you choose to store your scans in the network folder, the type of operating system, such as Windows or Macintosh, does not matter;...

Page 11 1 OVERVIEW 1.OVERVIEW □ Scan to E-mail Scan to E-mail allows you to send your scans to specified e-mail addresses. The scanned image is converted to a PDF, XPS, TIFF, or JPEG file and sent as an e-mail attachment. These functions below are available only when the hard disk is installed in the equipment. Saving scans as XPS files Previewing scans Scanning With Dual Functions (Dual Agents)

Page 12 1 OVERVIEW □ Web Service (WS) Scan Web Service (WS) Scan uses the functions of Windows Vista / Windows 7 / Windows 8 / Windows Server 2008 / Windows Server 2012 to scan images from a client computer through the network. The images scanned on the equipment can be loaded to your client computer and viewed via an application supporting the Windows Imaging Acquisition (WIA) Scan Driver.

Page 13: Scan Speed

1 OVERVIEW 1.OVERVIEW □ Scan speed The scan speed depends on the selected color mode and resolution settings. The approximate scan speed (for printing A4/LT) under each condition is listed in the table below. Scan Speed Color Mode Resolution 6570C Series 507 Series 4540C Series 857 Series...

Page 14 1 OVERVIEW Scan Speed Color Mode Resolution 456 Series 856 Series e-STUDIO306LP Black 100 dpi 150 dpi 57 pages/minute 80 pages/minute 200 dpi 300 dpi 400 dpi 52 pages/minute 71 pages/minute 600 dpi 45 pages/minute 66 pages/minute Gray Scale 100 dpi 150 dpi 57 pages/minute 77 pages/minute...

Page 15: Templates

1 OVERVIEW 1.OVERVIEW Templates Once you register a template, you can easily perform scan operations by recalling pre-set scan settings. With Meta Scan Enabler GS-1010 (optional), you can attach meta data (XML files) to your scans and e-mail them and/or store them in the equipment's shared folder.

Page 16: Internet Fax Features

1 OVERVIEW Internet Fax Features Internet Fax allows a copy of a scanned document to be sent as an e-mail with an attached TIFF-FX (Profile S) file. Since an Internet line is used instead of a phone line, the communication costs can be dramatically reduced.

Page 17 1 OVERVIEW 1.OVERVIEW Internet Fax Machine to/from Client Computers The equipment can send a copy of a document as an e-mail to client computers via Internet or Intranet. The client computers can send an e-mail to the equipment as well. Internet Intranet Client computer...

Page 19 BASIC OPERATION This chapter describes the basic scanning operations. Viewing Touch Panel for Scan Menu .....18 Default Settings .....20 Scan to e-Filing.....21 Scan to File .....22 Scan to E-mail..... 31 Scan to USB.....38 Web Service (WS) Scan .....43 Using Saved Scan Data .....

Page 20: Viewing Touch Panel For Scan Menu

2 BASIC OPERATION Viewing Touch Panel for Scan Menu When you press the [SCAN] button on the control panel, the SCAN menu is displayed on the touch panel. If the equipment is managed by the Department Management or User Management features, you need to enter a department code or the user information, such as the user name and password.

Page 21 2 BASIC OPERATION 2.BASIC OPERATION 6) [JOB STATUS] Press this button when you want to monitor your copy, fax, scan, and/or print jobs or view the job logs. P.47 "Viewing the scan job status" P.48 "Viewing the scan job log" 7) [SCAN] Press this button to perform scanning.

Page 22: Default Settings

2 BASIC OPERATION Default Settings A default refers to a setting selected automatically when you turn on the equipment, when the equipment wakes up from Sleep Mode, or when the [FUNCTION CLEAR] button is pressed on the control panel. To scan your document, the default settings can be used as they are whereas pressing [SCAN SETTING] during the scan operation allows you to select the preferred settings for each scan job.

Page 23: Scan To E-Filing

2 BASIC OPERATION Scan to e-Filing With this function, you can scan originals and store the scans in e-Filing boxes. You can scan 200 pages per job. When saving your scans, you can specify a public box or one of the user boxes. The public box is a pre- defined box and is used to store documents that any users of the equipment may need to work with.

Page 24: Scan To File

2 BASIC OPERATION Scan to File The Scan to File function sends and stores scans to a shared folder in the equipment's hard disk or a specified network folder. The data stored in the shared folder can be accessed directly from the computer via a network.

Page 25 2 BASIC OPERATION 2.BASIC OPERATION Press [FILE]. To store the scan in the equipment's shared folder, proceed to step 4. To store the scan in a network folder, proceed to step 5. Storing data in a network folder requires the administrator to set the equipment configuration. For details, refer to the TopAccess Guide.

Page 26 2 BASIC OPERATION If saving data in a network folder is enabled by the

administrator, you can select 2 file destinations from [MFP LOCAL], [REMOTE 1] and [REMOTE 2]. If you select [MFP LOCAL], you can specify a network folder (REMOTE 1 or 2) as a remote destination. To set a network folder as a remote destination, proceed to step 5.

Page 27 2 BASIC OPERATION 2.BASIC OPERATION Select the desired file destination from the list. 1) Select the file destination. 2) Press [OK]. If FTP, NetWare IPX, NetWare IP or FTPS is selected for the file destination, proceed to Step 9. ...

Page 28 2 BASIC OPERATION [SERVER NAME] (FTP, NetWare IPX, NetWare IP, and FTPS only) When you select [FTP]: Enter the IP address of the FTP server. For example, to transfer the scanned data to “ftp:// 10.10.70.101/user01/scan/,” enter “10.10.70.101” in this box. When you select [NetWare IPX]: Enter the name of the NetWare file server or the Tree/Context (when NDS is available).

Page 29 2 BASIC OPERATION 2.BASIC OPERATION Define the settings for the new file as required. 1) Press [FILE NAME] and change the file name. 2) Select an option for each of the FILE FORMAT, MULTI/SINGLE PAGE and/or SECURITY settings. 3) Finally, press [OK]. To clear the settings, press [RESET].

Page 30 2 BASIC OPERATION XPS files are supported only by the following models and operating systems: Models: - e-STUDIO6570C Series - e-STUDIO6550C Series - e-STUDIO4540C Series - e-STUDIO507 Series - e-STUDIO456 Series - e-STUDIO857 Series - e-STUDIO856 Series - e-STUDIO2550C Series (only when the hard disk is installed) - e-STUDIO5055C Series - e-STUDIO307LP - e-STUDIO306LP...

Page 31 2 BASIC OPERATION 2.BASIC OPERATION To scan 2-sided documents or change settings such as Color Mode and Resolution, press [SCAN SETTING]. P.50 “Changing Scan Settings” For the models below, press [PREVIEW] and then [SCAN] to preview your scans. - e-STUDIO6570C Series - e-STUDIO6550C Series - e-STUDIO4540C Series...

Page 32 2 BASIC OPERATION When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limits. Will you save stored originals?” message appears. If you want to save the scans, press [YES]. If no hard disk is installed in the equipment, scanned originals cannot be saved in the equipment, however scanning can be performed until its memory is full.

Page 33: Scan To E-Mail

2 BASIC OPERATION Scan to E-mail With this scan function, you can send your scans to a specified e-mail address as an attached file. The Scan to E-mail function requires the network administrator to set the equipment configuration. These functions below are available only when the hard disk is installed in the equipment. - Saving scans as XPS files - Previewing scans - Scanning With Dual Functions (Dual Agents)

Page 34 2 BASIC OPERATION On the AUTHENTICATION screen, complete the user authentication. 1) Press [USER NAME] and enter the user name. 2) Press [PASSWORD] and enter the password. 3) Finally, press [OK]. Pressing each button displays an on-screen keyboard. Enter each item using the keyboard and digital keys, and then press [OK] to set the entry.

Page 35 2 BASIC OPERATION 2.BASIC OPERATION Specify the e-mail address(es) that you want to send to. 1) Press [INPUT @]. 2) Enter an e-mail address using the keyboard and digital keys, and then press [OK] to set the entry. 3) Finally, press [OK]. You can specify e-mail addresses in various ways.

Page 36 2 BASIC OPERATION If necessary, make the following settings for the attached file. 1) Press [FILE NAME] and change the file name. 2) Select an option for each of the FILE FORMAT, MULTI/SINGLE PAGE and/or SECURITY settings. 3) Finally, press ...

Page 37 2 BASIC OPERATION 2.BASIC OPERATION XPS files are supported only by the following models and operating systems: Models: - e-STUDIO6570C Series - e-STUDIO6550C Series - e-STUDIO4540C Series - e-STUDIO507 Series - e-STUDIO456 Series - e-STUDIO857 Series - e-STUDIO856 Series - e-STUDIO2550C Series (only when the hard disk is installed) - e-STUDIO5055C Series - e-STUDIO307LP...

Page 38 2 BASIC OPERATION [FROM ADDRESS] Press this button to edit the sender’s e-mail

address. You cannot edit the box if the administrator sets the sender’s e-mail address so that it cannot be edited. [FROM NAME] Press this button to edit the sender’s name. ...

Page 39 2 BASIC OPERATION 2.BASIC OPERATION If the screen below appears, place another original on the original glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [FUNCTION CLEAR] button. ...

Page 40: Scan To Usb

2 BASIC OPERATION Scan to USB The Scan to USB function stores scans to a USB storage device. To store data in a USB storage device, the Save to USB Media setting must be enabled by the administrator. For details, refer to the TopAccess Guide. ...

Page 41 2 BASIC OPERATION 2.BASIC OPERATION When “Found USB DEVICE.” message appears on the touch panel, press [USB]. When you store scans in a USB storage device, never attempt to remove the device from the equipment until data transmission is completed. Removing the USB storage device during data transmission may corrupt the device.

Page 42 2 BASIC OPERATION [FILE NAME] Pressing this button displays an on-screen keyboard. Change the file name using the keyboard and digital keys, and then press [OK] to set the entry. A maximum of 128 letters can be used for the file name.

Page 43 2 BASIC OPERATION 2.BASIC OPERATION Press [SCAN] to scan data. To scan 2-sided documents or set Color Mode or Resolution, etc., press [SCAN SETTING]. P.50 “Changing Scan Settings” For the models below, press [PREVIEW] and then [SCAN] to preview your scans. - e-STUDIO6570C Series - e-STUDIO6550C Series - e-STUDIO4540C Series...

Page 44 2 BASIC OPERATION If the screen below appears, place another original on the original glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [FUNCTION CLEAR] button. The above screen is not displayed under the following conditions: You scan the original from the Reversing Automatic Document Feeder without pressing [CONTINUE] to scan additional originals.

Page 45: Web Service (Ws) Scan

 This function below is available only when the hard disk is installed in the equipment. - Saving scans as XPS files The Client Utilities CD-ROM or the Client Utilities/User Documentation DVD includes the TOSHIBA e-STUDIO WIA Driver for users of Windows Vista / Windows 7 / Windows 8 / Windows Server 2008 / Windows Server 2012.

Page 46 2 BASIC OPERATION Press [WS SCAN]. Select the client that fits your needs, and then press [SCAN]. If the desired client name is not shown on the screen, use to switch between pages. The following screen is displayed. To cancel the operation, press [CANCEL]. If the above screen does not appear, make sure that the selected client is running.

Page 47: Using Saved Scan Data

2 BASIC OPERATION Using Saved Scan Data Using scan data saved as e-Filing documents You can display a list of the scan data stored in e-Filing and use it in various ways from the touch panel or with the e-Filing web utility. For instructions on how to use the data stored in e-Filing, refer to the e-Filing Guide. This function is available only when the hard disk is installed in the equipment.

Page 48 2 BASIC OPERATION “000-PUBLIC_TEMPLATE_GROUP-[Template Name]” — This sub-folder contains files created using a scan template in the Public Template group. “[Group No.]-[Group Name]-[Template Name]” — This sub-folder contains files created using a scan template in the User Template group. The sub-folders are automatically deleted when the folder becomes empty.

Page 49: Viewing The Scan Job Status And Log

2 BASIC OPERATION Viewing the Scan Job Status and Log The status and log of scan jobs can be viewed on the touch panel. If the equipment is managed by the User Management feature, you need to enter the user information, such as the user name and password.

Page 50: Viewing The Scan Job Log

2 BASIC OPERATION Viewing the scan job log A record of scan jobs can be displayed on the [LOG] tab of the JOB STATUS screen. To display the record on the touch panel, press [JOB STATUS] > [LOG] > [SCAN]. On the [LOG] tab, you can view each job's destination/file name, agent (scan function), date and time, number of pages, and status (job result).

Page 51: Useful Functions

USEFUL FUNCTIONS This chapter describes how to scan documents using various advanced settings. Changing Scan Settings .....50 Specifying color mode .....50 Specifying resolution .....51 Selecting original mode .....51 Scanning 2-sided originals .....54 Specifying original size .....55 Changing orientation .....53 Changing compression ratio.....56 Removing blank pages .....56 Erasing black frames around images .....57...

Page 52: Changing Scan Settings

3 USEFUL FUNCTIONS Changing Scan Settings "Scan settings" are settings applied commonly to the "Scan to e-Filing", "Scan to File", "Scan to E-mail" and "Scan to USB" functions. The options frequently used in scanning are generally registered as the default scan settings (...

Page 53: Specifying Resolution

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Specifying resolution Select a resolution from the following options: [600] — Select this option to scan originals at 600 dpi. [400] — Select this option to scan originals at 400 dpi. [300] — Select this option to scan originals at 300 dpi. [200] —...

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3 USEFUL FUNCTIONS e-STUDIO6570C Series, e-STUDIO6550C Series, e-STUDIO4540C Series [TEXT] — Select this option to scan text originals. [TEXT/PHOTO] — Select this option to scan originals containing text and photos. This option is available only when [BLACK] is selected for the color mode setting. [PHOTO] —...

Page 55: Changing Orientation

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS e-STUDIO306LP [TEXT] — Select this option to scan text originals. [TEXT/PHOTO] — Select this option to scan originals containing text and photos. [PHOTO] — Select this option to scan originals containing photos printed on photographic paper. [BLUE ORIGINAL] —...

Page 56: Scanning 2-Sided Originals

3 USEFUL FUNCTIONS On the ROTATION setting of e-STUDIO456 Series, e-STUDIO856 Series, e-STUDIO307LP and e-STUDIO306LP, the scanned image is automatically rotated 90 degrees to the right and no other selections are available, if the following setting items are selected: Color mode: [GRAY SCALE], [FULL COLOR] or [AUTO COLOR] ...

Page 57: Specifying Original Size

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Specifying original size To specify the original size, press [ORIGINAL SIZE]. Pressing the button displays the buttons for selectable original sizes along with the following buttons: [AUTO] — Select this option to have the equipment automatically detect the size of your originals. [MIXED ORIGINAL SIZES] —...

Page 58: Changing Compression Ratio

3 USEFUL FUNCTIONS Changing compression ratio You can select the compression ratio for the scanned image data. In general, the higher the compression ratio, the lower the image quality. Select from the following options: [LOW] — Select this option to apply a low compression ratio and enhance the image quality. [MID] —...

Page 59: Erasing Black Frames Around Images

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS The equipment may not detect blank pages correctly in the following cases: The original consists of half-tone pages. Pages contain small text/images, such as a page number printed on a blank page. Erasing black frames around images You may want to scan originals with the original cover left open especially when they

are as small as a drivers license or as thick a book as a dictionary.

Page 60 3 USEFUL FUNCTIONS Regardless of the settings, this feature is disabled under the following conditions: - The Document Cover is closed at the time of scanning. - The originals are scanned from the Reversing Automatic Document Feeder*. Set the appropriate exposure manually. Enabling Outside Erase cancels the automatic exposure adjustment feature.

Page 61: Adjusting Exposure

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Adjusting exposure to select the preferable exposure setting from 11 levels. If [AUTO] is selected, the automatic exposure adjustment feature is enabled, automatically setting the exposure best suited to your originals. Adjusting contrast to select the preferable contrast setting from 9 levels.

Page 62: Adjusting Sharpness

3 USEFUL FUNCTIONS Adjusting sharpness The sharpness setting determines whether your scans look clear or blurry. Use to select the preferable setting from 9 levels. Adjusting color balance The color balance of your scans can be adjusted with the saturation and RGB adjustment settings. The page shown in the above figure is available only when [FULL COLOR] or [AUTO COLOR] is selected for the color mode setting.

Page 63: Reducing Adf Scan Noise

3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Reducing ADF scan noise You can set the noise reduction level for scanning originals with the Reversing Automatic Document Feeder. Use this function if scan noise is conspicuous due to fine dust at scanning. [NONE] —...

Page 64: Previewing Scans

3 USEFUL FUNCTIONS Previewing Scans With the preview feature, you can view your scans on the touch panel before saving or e-mailing them. Follow the procedure below. Previewing is available only when any of the following models is used: - e-STUDIO6570C Series - e-STUDIO6550C Series - e-STUDIO4540C Series...

Page 65 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Carefully check the displayed preview of your scans. To save or e-mail your scans, press [OK]. If you want to scan another original, place it on the original glass or in the Reversing Automatic Document Feeder , and then press [START] button.

Page 66: Specifying E-Mail Addresses

3 USEFUL FUNCTIONS Specifying E-mail Addresses To specify e-mail addresses for the Scan to E-mail function or Internet faxing, you have the following options: Up to 400 addresses can be specified. P.64 “Entering an e-mail Addresses” P.66 “Selecting from the address book” ...

Page 67 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS If you want to specify multiple e-mail addresses for Internet faxing, press [MULTI] and repeat steps 1 and 2. If you press [INPUT @] without pressing [MULTI], you can edit the e-mail address you have just entered.

Page 68 3 USEFUL FUNCTIONS Selecting from the address book On the [SINGLE] tab, press for the desired contacts. For Scan to E-mail, proceed to step 2. For Internet faxing, the e-mail address is specified. Continue the Internet faxing operation. ...

Page 69 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Refining your search Click the pull-up menu, and then select letters that you want to display. 1) Click the pull-up menu. 2) Select letters that you want to display. Addresses with the selected letter(s) first are displayed. Press for the desired contacts.

Page 70 3 USEFUL FUNCTIONS Using the digital keys, enter the ID number for the desired contact and then press [OK]. The page containing the contact of the specified ID number is displayed. Press for the desired contacts. For Scan to E-mail, press [OK] at the end. ...

Page 71 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Searching the address book with search strings Press [SEARCH]. The SEARCH screen appears. Press the corresponding button(s) for the desired search category and enter the search string. Finally, press [SEARCH]. Pressing each button displays an on-screen keyboard. Enter a search string using the keyboard and digital

keys, and then press [OK] to set the entry.

Page 72 3 USEFUL FUNCTIONS Press for the desired contacts and then press [OK]. For the equipment other than the e-STUDIO2550C Series and e-STUDIO5055C Series For the e-STUDIO2550C Series and e-STUDIO5055C Series For Scan to E-mail, proceed to step 4. For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Page 73 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Searching the LDAP server with search strings To search an LDAP server for e-mail addresses, the network administrator must register the directory service on TopAccess. Press [SEARCH]. The ADDRESS SEARCH screen appears. Select the directory service name that you want to search in the LOCATION. 1) Click the pull-down menu.

Page 74 3 USEFUL FUNCTIONS Press for the desired contacts and then press [OK]. For the equipment other than the e-STUDIO2550C Series and e-STUDIO5055C Series For the e-STUDIO2550C Series and e-STUDIO5055C Series For Scan to E-mail, proceed to step 5. For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Page 75 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Press [OK]. If you want to view or delete the specified e-mail addresses, press [DESTINATION]. P.78 “Viewing/Deleting specified e-mail addresses” Selecting groups Press [GROUP] to display the [GROUP] tab. Select the desired group(s). For Scan to E-mail, press [OK] at the end. ...

Page 76 3 USEFUL FUNCTIONS Refining groups search Click the pull-up menu, and then select the letters that you want to display. 1) Click the pull-up menu. 2) Select the letters that you want to display. Addresses with the selected letter(s) first are displayed. Select the desired group.

Page 77 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Press [KNOWN ID]. Using the digital keys, enter the ID number for the desired group, and then press [OK]. The page containing the group of the specified ID number is displayed. Select the desired group. For Scan to E-mail, press [OK] at the end. ...

Page 78 3 USEFUL FUNCTIONS Searching for groups by name Press [GROUP] to display the [GROUP] tab. Press [SEARCH]. The GROUP SEARCH screen appears. Press [GROUP NAME] and key in a search string for the desired group name. Finally, press [SEARCH]. Pressing [GROUP NAME] displays an on-screen keyboard. Enter a search string using the keyboard and digital keys, and then press [OK] to set the entry.

Page 79 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Press the corresponding button(s) for the desired group(s), and then press [OK]. For Scan to E-mail, proceed to step 5. For Internet faxing, the e-mail addresses are specified. To specify additional e-mail addresses, repeat the above steps.

Page 80 3 USEFUL FUNCTIONS Viewing/Deleting specified e-mail addresses You can view the specified e-mail addresses, contacts, and groups, and delete them from the list. Press [DESTINATION]. Currently selected e-mail addresses, contacts, and groups are listed on the screen. To delete an e-mail address, contact, and/or group from the list, select a listing you want to delete, and then press [DELETE].

Page 81: Scanning With Dual Functions (Dual Agents)

3 USEFUL FUNCTIONS Scanning With Dual Functions (Dual Agents) When performing a scan operation, you can select 2 of the scan functions at one time. This function is available only when the hard disk is installed in the equipment. ...

Page 82 3 USEFUL FUNCTIONS On the SCAN menu, select the second scan function that you want to use, and repeat step 4. On the SCAN menu, press [SCAN]. You can set 2 scan functions at one time. Selecting 3 scan functions at one time is not allowed. ...

Page 83 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS If the screen below appears, place another original on the original glass and press [SCAN] or the [START] button to continue

scanning. To finish the job, press [JOB FINISH], followed by the [FUNCTION CLEAR] button. ...

Page 84: Encrypting Pdf Files

3 USEFUL FUNCTIONS Encrypting PDF Files With “Scan to File”, “Scan to E-mail” or “Scan to USB”, you can encrypt PDF files when you select [PDF] for the file format by following the procedure below. Encrypting PDF files On the SCAN menu, press [FILE], [E-MAIL] or [USB] for the desired scan function. For help, see the following sections: ...

Page 85 3 USEFUL FUNCTIONS 3.USEFUL FUNCTIONS Key in or select the following items, and then press [OK]. [USER PASSWORD] Press this button to set a password for the encrypted PDF file(s). The password is asked for when you open the file. ...

Page 86 3 USEFUL FUNCTIONS Make the other settings as required, and press [SCAN] to scan your documents. For help, see the following sections: P.22 “Scanning to files” P.31 “Scanning to e-mail” P.38 “Scanning to USB” P.50 “Changing Scan Settings” Encrypting PDF Files...

Page 87: Using Templates

USING TEMPLATES This chapter describes how to scan documents using templates. Registering Scan Templates .....86 Using Scan Templates .....92...

Page 88: Registering Scan Templates

4 USING TEMPLATES Registering Scan Templates Once you register a template, you can easily perform scan operations by recalling a set of preferred scan settings. Depending on the purpose, templates can be registered either to the public template group or a private template group.

Page 89 4 USING TEMPLATES 4.USING TEMPLATES Select a scan function and make the settings as required. For help, see the following sections: P.22 “Scan to File” P.31 “Scan to E-mail” P.38 “Scan to USB” For instructions on how to make the settings for Scan to e-Filing, refer to the e-Filing Guide. ...

Page 90 4 USING TEMPLATES Select [PUBLIC TEMPLATE GROUP] or one of the private template group buttons, and then press [OPEN]. If you select [PUBLIC TEMPLATE GROUP], the ADMINISTRATOR PASSWORD screen appears. In this case, proceed to step 6. If you select a private template group for which a password has been set, the password input screen appears.

Page 91 4 USING TEMPLATES 4.USING TEMPLATES Press [PASSWORD]. Using the keyboard and digital keys, enter the password for the selected private template group, and then press [OK]. Press [OK]. The template buttons are displayed for the selected group. Registering Scan Templates...

Page 92 4 USING TEMPLATES Select an empty template button, and then press [SAVE]. If you press the button for an existing template, you can overwrite the template. Make the settings for the following items as required, and then press [SAVE]. [NAME 1] Press this button to enter the name displayed on the 1st line of the template button.

Page 93 4 USING TEMPLATES 4.USING TEMPLATES On the control panel, press the [FUNCTION CLEAR] button to return to the SCAN menu. Registering Scan Templates...

Page 94: Using Scan Templates

4 USING TEMPLATES Using Scan Templates Once you register a template, your scanning operation becomes much easier. Before using a template for scanning, you need to register the template. For instructions on how to register a template, see the following section: ...

Page 95 4 USING TEMPLATES 4.USING TEMPLATES On the [RECALL] tab, select a group containing the template that you want to use. If you select a private template group for which a password has been set, the password input screen appears. In this case, proceed to step 5. ...

Page 96 4 USING TEMPLATES Press [OK]. The template buttons are displayed for the selected group. Select the template that you want to use. If you select a password-free template for

which the automatic start function is enabled (is shown on the button), the equipment automatically starts the scanning operation.

Page 97 4 USING TEMPLATES 4.USING TEMPLATES On the password input screen, enter the template password using the keyboard and digital keys, and then press [OK]. Press [OK]. If you select a template for which the automatic start function is enabled (is shown on the button), the equipment automatically starts the scanning operation.

Page 98 4 USING TEMPLATES Press [SCAN]. For the models below, press [PREVIEW] in this step and then select the scan function in order to preview your scans at the end of the operation. e-STUDIO6570C Series e-STUDIO6550C Series e-STUDIO4540C Series e-STUDIO2550C Series (only when the hard disk is installed) e-STUDIO5055C Series e-STUDIO507 Series e-STUDIO857 Series...

Page 99 4 USING TEMPLATES 4.USING TEMPLATES When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [YES].

Page 100 4 USING TEMPLATES On the [RECALL] tab, select a group containing the template that you want to use. If you select a private template group for which a password has been set, the password input screen appears. In this case, proceed to step 5. ...

Page 101 4 USING TEMPLATES 4.USING TEMPLATES Press [OK]. The template buttons are displayed for the selected group. Select a “SCAN TO E-MAIL” template that you want to use. If you select a template for which a password is set, you need to enter the password. In this case, proceed to step 9.

Page 102 4 USING TEMPLATES On the password input screen, enter the template password using the keyboard and digital keys, and then press [OK]. Press [OK]. When the AUTHENTICATION screen is displayed, enter the user name and the password to complete the user authentication. 1) Press [USER NAME] and enter the user name.

Page 103 4 USING TEMPLATES 4.USING TEMPLATES Press [SCAN]. For the models below, press [PREVIEW] in this step and then select the scan function in order to preview your scans at the end of the operation. e-STUDIO6570C Series e-STUDIO6550C Series e-STUDIO4540C Series e-STUDIO2550C Series (only when the hard disk is installed) e-STUDIO5055C Series e-STUDIO507 Series...

Page 104 4 USING TEMPLATES When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limits. Will you save stored originals?” message appears. If you want to save the scans, press [YES]. ...

Page 105: Other Scanning Methods

This chapter provides a brief introduction to the scan drivers included with the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD. Scanning Images Using the TOSHIBA e-STUDIO Remote Scan Driver .....104 Scanning Images Using the TOSHIBA e-STUDIO WIA Driver ..... 105 Loading Images Using the TOSHIBA Office Scan Add-In in Microsoft Office 2013..106...

Page 106: Scanning Images Using The Toshiba E-Studio Remote Scan Driver

One of the scan drivers included with the Client Utilities CD-ROM or the Client Utilities/User Documentation DVD is the TOSHIBA e-STUDIO Remote Scan driver. With this driver, you can perform scanning operations remotely from your Windows computer over the TCP/IP network. Your scans can be loaded to your Windows computer running a TWAIN-compliant application.

Page 107: Scanning Images Using The Toshiba E-Studio Wia Driver

Scanning Images Using the TOSHIBA e-STUDIO WIA Driver The Client Utilities CD-ROM or the Client Utilities/User Documentation DVD includes the TOSHIBA e-STUDIO WIA Driver for users of Windows Vista / Windows 7 / Windows 8 / Windows Server 2003 / Windows Server 2008 / Windows Server 2012.

Page 108: Loading Images Using The Toshiba Office Scan Add-In In Microsoft Office 2013

5 OTHER SCANNING METHODS Loading Images Using the TOSHIBA Office Scan Add-In in Microsoft Office 2013 When all or any of the Remote Scan driver, TWAIN driver or WIA driver is installed in your computer in which Microsoft Office 2013 is installed, TOSHIBA Office Scan Add-In is installed automatically.

Page 109 INTERNET FAX This chapter describes the Internet Fax feature. Precautions for Internet Fax Transmissions .....108 Viewing Touch Panel for Fax Menu .....109 Sending Internet Faxes.....111 Sending Internet faxes .....111 Saving sent data as a file (Internet fax and file) .....114 Setting advanced functions .....120 Receiving Internet Faxes .....

Page 110: Precautions For Internet Fax Transmissions

6 INTERNET FAX Precautions for Internet Fax Transmissions Internet Fax works just like e-mail and may cause the same kinds of troubles as e-mail unless you understand how it works. Before you start using the Internet Fax feature, carefully read and familiarize yourself with the following precautions: ...

Page 111: Viewing Touch Panel For Fax Menu

6 INTERNET FAX Viewing Touch Panel for Fax Menu When you press the [FAX] button on the control panel, the FAX menu is displayed on the touch panel. If the equipment is managed by the Department Management or User Management features, you need to enter a department code or the user information, such as the user name and password.

Page 112 6 INTERNET FAX 8. [JOB STATUS] Press this button when you want to monitor your copy, fax, scan, and/or print jobs or view the job logs. P.125 “Viewing the Internet fax job status” P.126 “Viewing the send log for Internet fax jobs” ...

Page 113: Sending Internet Faxes

6 INTERNET FAX Sending Internet Faxes Just like the Scan to E-mail function, Internet Fax sends scanned data to specified e-mail addresses as an attached file. The difference is the format of the file; it is TIFF-FX (Profile S), which can be received and printed on Internet Fax devices.

Page 114 6 INTERNET FAX Specify the following items as required, and then press RESOLUTION Select the resolution for scanning the original. When sending an Internet Fax, [FINE] is always applied even if you select [U-FINE]. TX TYPE When sending an Internet Fax, you can only select [MEMORY TX]. This button can be selected only when the FAX Unit (optional) is installed on the equipment.

Page 115 6 INTERNET FAX 6.INTERNET FAX Specify the following items as required, and then press [OK]. [SUBJECT] Press this button to enter the subject of the Internet Fax to be sent. [BODY] Press this button to enter the body message of the Internet Fax to be sent. ...

Page 116: Saving Sent Data As A File (Internet Fax And File)

6 INTERNET FAX You can save the sent data as a file. P.114 “Saving sent data as a file (Internet fax and file)” You can also set advanced functions, such as 2-sided Scan and Priority Reserve. P.120 “Setting advanced functions” ...

Page 117 6 INTERNET FAX 6.INTERNET FAX Saving sent data as a file (Internet Fax and File) Refer to “Sending Internet Fax”(P.111) and follow steps 1 to 5. Press [STORAGE]. If you want to store the data in the equipment’s shared folder, select [MFP LOCAL] and make sure that the button is highlighted.

Page 118 6 INTERNET FAX To store the data in a network folder, press [REMOTE 1] or [REMOTE 2]. If the selected remote destination (REMOTE 1 or 2) is configured by the administrator so that you can specify a desired network folder, the screen for setting up the remote destination is displayed. Proceed to step 5.

Page 119 6 INTERNET FAX 6.INTERNET FAX [NETWORK PATH] When you select [FTP]: Enter the path to a folder in the FTP server where you want to store the data. For example, to transfer the data to “ftp://10.10.70.101/user01/internetfax/,” enter “user01\internetfax” in this box.

When you select [SMB]: Enter the network path to the folder where you want to store the data.

Page 120 6 INTERNET FAX Define the settings for the new file(s) as required. 1) Press [FILE NAME] and change the file name. 2) Select an option for the FILE FORMAT and/or MULTI/SINGLE PAGE settings. 3) Finally, press [OK]. [FILE NAME] Pressing the button displays an on-screen keyboard.

Page 121 6 INTERNET FAX 6.INTERNET FAX Refer to “Sending Internet Fax”(P.111) and follow steps 6 and 7 to send your documents. When the transmission is complete, the equipment saves the sent data. If the transmission results in failure even after several retries, the equipment saves the data in the selected folder(s). The number of retries to be made can be specified by the administrator on TopAccess.

Page 122: Setting Advanced Functions

6 INTERNET FAX Setting advanced functions Pressing [ADVANCED] during the Internet faxing operation displays the [ADVANCED] tab. On this tab, the following advanced functions are available: 2-SIDED SCAN — Use this function when you want to send 2-sided originals from the Reversing Automatic Document Feeder ...

Page 123 6 INTERNET FAX 6.INTERNET FAX Press [2-SIDED SCAN]. The 2-SIDED SCAN screen appears. Select either [BOOK] or [TABLET] for the original type, and then press [OK]. Press [ADDRESS] to return to the [ADDRESS] tab. Continue the Internet faxing operation. P.111 “Sending Internet faxes” Sending Internet Faxes...

Page 124 6 INTERNET FAX Setting Priority Reserve Use the Priority Reserve function when you want to send originals ahead of the jobs currently waiting in the queue. The default of this function is restored when each transmission is complete; you must enable the setting every time you want to use this function.

Page 125 6 INTERNET FAX 6.INTERNET FAX Press [ADDRESS] to return to the [ADDRESS] tab. Continue the Internet faxing operation. P.111 “Sending Internet faxes” Sending Internet Faxes...

Page 126: Receiving Internet Faxes

6 INTERNET FAX Receiving Internet Faxes Available file formats The equipment can print out TIFF-FX images, TIFF images scanned in black and white, and text data (email messages in the plain text format). In addition, the resolution of the TIFF-FX images must be either 8 x 3.85 or 8 x 7.7 or 8 x 15.4 (dot/mm) while that of scanned TIFF images must be 200 x 100, 200 x 200, 200 x 400, 400 x 400, or 600 x 600 (dpi).

Page 127: Viewing The Internet Fax Job Status And Log

6 INTERNET FAX Viewing the Internet Fax Job Status and Log You can view the status of the Internet Fax transmissions from the touch panel. After Internet Faxes are sent or received, the record of the jobs can also be viewed and printed. On the SEND/RECEIVE LOG screen, you can save contact information, such as phone numbers and e-mail addresses, to the address book.

Page 128: Viewing The Send Log For Internet Fax Jobs

6 INTERNET FAX Viewing the send log for Internet fax jobs The transmission record of Internet Fax jobs can be displayed on the SEND LOG screen. To display the record on the touch panel, press [JOB STATUS] > [LOG] > [SEND]. On the SEND LOG screen, you can view each job’s file number (chronological order of jobs), recipient’s e-mail address or fax number, date and time, number of pages, and status (job result).

Page 129: Viewing The Receive Log For Internet Fax Jobs

6 INTERNET FAX 6.INTERNET FAX Viewing the receive log for Internet fax jobs The record of received Internet Faxes can be displayed on the RECEIVE LOG screen. To display the record on the touch panel, press [JOB STATUS] > [LOG] > [RECEIVE]. On the RECEIVE LOG screen, you can view each job’s file number (chronological order of jobs), sender’s e-mail address or fax number, date and time, number of pages, and status (job result).

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