TOSHIBA

PLAIN PAPER FACSIMILE

Operating Instructions
(For Advanced Operations)

e-STUDIO191F

How to Read This Manual

The following notations are used throughout this manual.

ATTENTION

Indicates items that need to be registered in advance.

Function

Keys with a pointing finger indicate keys you need to press.

Ex: Press the Function Key.

Indicates pressing keys sequentially.

Ex: Press 7, 2, the Set Key in sequence.

```
ADD STATION
ENTER EMAIL ADDRESS
```

Indicates messages shown on the LCD display.

NOTE

Indicates additional information on operations or features.

✳ (Tone)

Indicates keys on the Control Panel.

The shape is different from the actual keys on the machine.

The functions of some of the keys are marked in parentheses.

For details about the keys on the Control Panel, refer to Control Panel in the Operating Instructions (For Basic Operations) of provided booklet.

Sample

Programming Auto Dialer

Your machine has 2 types of Auto Dialers. The default dialer can be selected by changing the setting of Fax Parameter No.1 9 (QWERTY KEYBOARD).
When the setting is set to:
"1:One-Touch": You can manually select the desired One-Touch Key, ABBR. Dialing and the Program Key.
"2:Quick Name Search": You can select the station by searching the Station Name, and the Program Name.

ATTENTION
• The required Six (6) Basic Internet Parameters must be set when setting Email Address. (See page 132)
• Up to 580 stations, plus additional 420 with the optional SD Memory Card installed. (See page 186)

Programming Address Book

1 Function   FUNCTION (1-9)

2 7 2 Set   ADDRESS BOOK (1-3)

3 1 Set   ADD STATION
                   ENTER TEL. NO.

4 To change the input mode (between enter Email Address and Telephone Number), press Email.

5 Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set.
   Ex: 335 or admin@toshiba

   ENTER NAME
   ☎335

   ENTER NAME
   ✉admin@toshiba

6 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set.

   ADD STATION
   ENTER TEL. NO.

   ADD STATION
   ENTER EMAIL ADDRESS

NOTE

1. Use Monitor to enter a space between the numbers to make it easier to read.
2. Use ◄ or ► to move the cursor beyond the incorrect character, press Clear then re-enter the new character.
3. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing, press * Tone (represented by a"/"). The dialing method will be changed from Pulse to Tone after dialing the digit "/".
4. When using Address Book Dialing, you cannot use ABBR. Number Dialing.

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Using the Functions

The following functions can be started by first pressing [Function] and then entering the Function Number or by pressing [▲] or [▼] scroll key repeatedly until the desired function appears on the LCD display.
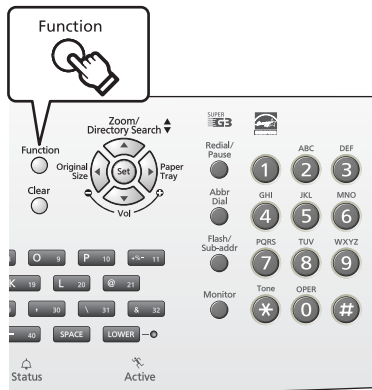
① Deferred Communication

1 =	Deferred Transmission	(See page 33)
2 =	Deferred Polling	(See page 34)
3 =	Advanced Communication	

② Advanced Communication

4 =	Sub-Address Transmission	(See page 40)
5 =	LAN Relay Transmission	(See Note 1)
	(For Internet Fax / Email function only)	

③ Polling

1 =	Polling	(See page 39)
2 =	Polled	(See page 38)

⑥ Print Out

1 =	Journal (Print / View)	(See page 174)
2 =	Address Book List	
	(One-Touch / ABBR. List)	(See page 179)
3 =	Program List	(See page 181)
4 =	Fax Parameter List	
	(& User Parameter List)	(See page 183)
6 =	Individual Transmission Journal	
7 =	Directory Sheet (See Note 2)	(See page 141)

NOTE

1. If Fax Parameter No.140 (LAN RLY XMT REQ) is not preset to "2:Valid", the display will not show the function.
2. Available when Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

⑦ Set Mode

1 = User Parameters (See page 134)

- Date & Time
- Logo
- Character ID
- ID Number (Fax Telephone Number)

2 = Address Book

(One-Touch / ABBR. Numbers) (See page 137)

3 = Program Keys (See page 146)

4 = Fax Parameters (See page 152)

8 = Maintenance • Toner Order Form (See page 184)
- Toner Replacement
- LCD Brightness (See Note 1)

⑧ Select Mode (See Note 2)

1 = Communication Journal = OFF / ON / INC (See page 177)

2* = Delivery Notice = OFF / ON (See page 79)

3 = Cover Sheet = OFF / ON (See page 48)

4 = Password-Transmission = OFF / ON (See Note 3) (See page 43)

5 = RCV to Memory = OFF / ON / PRINT (See page 51)

6* = File Type and Name = TIFF / PDF (See page 129)

9 = Memory Transmission =OFF / ON (See page 12)

(*:2 and 6 for Internet Fax / Email function only)

⑨ Edit File Mode

1 = File List (Print / View) (See page 59)

2 = Change Time / Station (See page 61)

3 = Delete File (See page 62)

4 = Print File (See page 63)

5 = Add Document (See page 64)

6 = Retry Incomplete File (See page 65)

NOTE

1. *To adjust the character brightness of the LCD display, press* Function ⑦ ⑧ Set , ⑥ Set *, and then press* ◄ *or*
   ► *until the desired brightness is achieved.*

2. *The Select Mode (* Function ⑧ *) settings can be temporarily changed for the current communication. Upon its completion, however, these parameters are returned to their preset default values (Home position). You can change the default setting Home position of these settings in the Fax Parameters mode. (See page 152)*

3. *This feature can be used when a password is set in Fax Parameter No.43 (PASSWORD-XMT).*

Basic Transmission Settings

General Description

You can temporarily change the Transmission Settings either before or after you place the document on the ADF.

The Transmission Settings are as follows,
- Contrast
- Resolution
- Verification Stamp

After your document(s) have been sent, your machine will automatically return to the preset settings.

Contrast

Adjusting the contrast of scanned image data by pressing cursor keys

←   Lighter   Normal   →

```
       CONTRAST
   -  [ ▮▮▮  ]  +
```

Resolution

Adjust the resolution to send documents by pressing resolution key.

STANDARD	for standard originals
FINE	for detailed originals
S-FINE	for finer detailed originals
600 dpi	for 600 dpi detailed originals
HALFTONE (FINE)	for photo originals with Fine Resolution
HALFTONE (S-FINE)	for photo originals with S-Fine Resolution
HALFTONE (600 dpi)	for photo originals with 600 dpi Resolution

---

NOTE

1. *To change the preset contrast position, change the setting of Fax Parameter No.1 (CONTRAST (HOME)). (See page 153)*
2. *To change the preset resolution position, change the setting of Fax Parameter No.2 (RESOLUTION (HOME)). (See page 153)*
3. *When transmitting documents at S-Fine or 600 dpi Resolution, there is a possibility that printing quality may deteriorate at the receiving station due to its reception capability. If this occurs, resend by Direct Transmission or transmit documents at Fine Resolution.*

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Verification Stamp

The Verification Stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small $\otimes$ mark.

Verification Stamp

ON :The light is lit.

OFF :The light is off.

Dual G3 Communication Port with Optional G3 Communication Port Kit

The optional G3 Communication Port maximizes the benefit of your machine's high-speed Super G3 communication by providing you with a dual line communication capability. It is like having two faxes in one. Each line can be used independently by taking advantage of simultaneous transmission/reception or one line can be utilized exclusively for transmission and the other for reception. Either way, the waiting time to perform Multi-Transmissions will be reduced in half.

You must set the Dialing Method (Tone or Pulse) for each port when you use first.

By default the machine selects the available telephone line for transmission automatically. To change the Home position of the Telephone Line Selection to either Line-1 or Line-2, change Fax Parameter No. 88 (LINE SELECTION) accordingly. (See page 156)

Sending Documents

When you transmit a document by Memory Transmission, the document is stored in memory before it is transmitted. When you transmit a document by Direct Transmission, the document is transmitted immediately without being stored in memory. Memory Transmission is the default setting.

Memory Transmission

There are two ways to transmit a document by Memory Transmission:
• Ordinary Memory Transmission
• Quick Memory Transmission
When you use the Quick Memory Transmission, a file number is assigned for each communication. The document is transmitted immediately after the first page is stored in memory.

Ordinary Memory Transmission
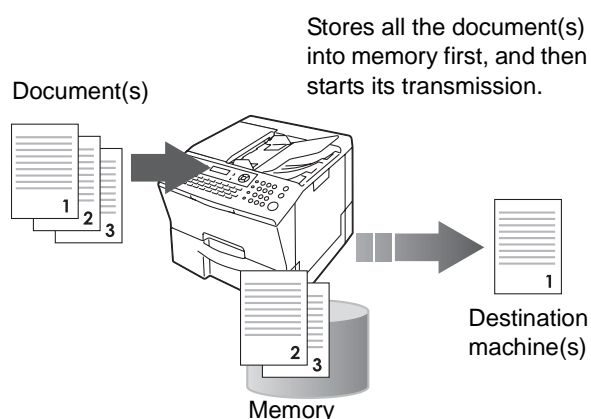
Quick Memory Transmission
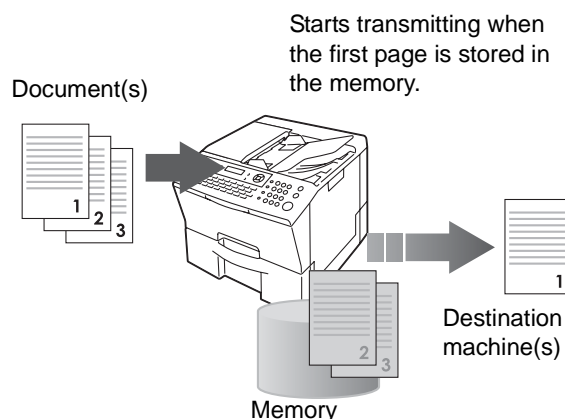
- If memory overflows while document(s) are being scanned for transmission to a single destination, the machine will operate in the following manner:
  - If the Quick Memory Transmission feature is set to "2:Valid" in Fax Parameter No.82 (QUICK MEMORY XMT).
    The document is transmitted up to the portion that was stored in memory.
  - If the Quick Memory Transmission feature is set to "1:Invalid" in Fax Parameter No.82 (QUICK MEMORY XMT).
    The document is transmitted up to the portion that was stored in memory, and switches to Direct transmission and transmits the remaining document(s) in the ADF during the same phone call.
- If the memory overflows while document(s) are being scanned for transmission to multiple destinations, a message appears asking whether to transmit the successfully stored documents in memory or to cancel the transmission. Select "Yes" to start transmitting or "No" to cancel. If no action is taken within 10 seconds, the machine will start transmitting the stored documents.
- The transmission of a document terminates if memory overflows when the first page is transmitted.
- The standard setting of Memory Transmission is "2:On" and it can be changed with Fax Parameter No.5 (MEMORY (HOME)). (See page 153)
- Ordinary Memory Transmission is available when Fax Parameter No.82 (QUICK MEMORY XMT) is set to "1:Invalid". (See page 156)
- Fax Parameter No.82 (QUICK MEMORY XMT) can be configured to start transmitting a document when the first page is stored. This mode is called "Quick Memory Transmission". The standard setting of Quick Memory transmission is "2:Valid". (See page 156)
- Your machine is preset to transmit all documents from memory.

Sending Documents

1 Set document(s) face up.

```
ENTER STATION(S)
THEN PRESS START 00%
```

2 Enter the Telephone Number by any combination of the following methods:

- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16) (See Note 1)
- ABBR. Dialing / Email Addressing (See page 17) (See Note 1)
- Manual Number Dialing (See page 18)
- Directory Search Dialing / Email Addressing (See page 18)
- Redialing the Last Dialed Numbers (See page 19)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

3 If you wish to add other station(s),press Set .

```
 1 STN(S) ARE SET
ADD MORE OR START
```

4 Start

The document is stored into memory with a file number.
Then starts dialing the Telephone Number immediately after storing the first page.
The remaining page(s) continue to store into memory.

```
* STORE *     NO. 002
     PAGES=001  05%
```

```
* DIALING *    NO. 002
TOSHIBA
```

NOTE

1. *When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)*
2. *If your machine sounds an alarm (pi-pi-pi) in Step 2 above, this indicates that the Dialer is Full. (More than 50 transmission job reservations have been already reserved)*

To Stop the Transmission

1   To stop transmission when the Wait to Dial message displays on the right:

```
WAIT TO DIAL   No.002
<01↑>TOSHIBA
```

2   Stop

```
COMMUNICATION STOP ?
1:YES 2:NO
```

3   1

```
PRINT COMM.  JOURNAL?
1:YES 2:NO
```

4   1 or 2
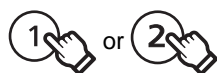
Quick Name Search Dialing / Email Addressing

Quick Name Search Dialing allows you to search and display the Telephone Number or the Email Address of stations programmed in the Address Book (up to 580 stations) using the QWERTY Keyboard.

ATTENTION

- Stations need to be registered in the Address Book in advance. (See page 137)

1   Set document(s) face up.

```
ENTER STATION(S)
THEN PRESS START 00%
```

2   Enter the first letter of the name you wish to search repeatedly until it is shown on the LCD display.

Ex: TOSHIBA

[T]

(Telephone Number)

```
TOSHI
☎4567
```

↓

```
TOSHIBA
☎7890
```

(Email Address)

```
TOSHI
✉abc@toshiba.com
```

↓

```
TOSHIBA
✉bcd@toshiba.com
```

3   Press [Start] to store documents into memory.

```
* STORE *      NO.001
        PAGES=001   01%
```

```
* DIALING *    NO.002
5551234
```

NOTE

1. *You can search for another name starting with the same character by scrolling with the Cursor Keys (▲ / ▼).*

One-Touch Dialing / Email Addressing

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

One-Touch Dialing allows you to display the Telephone Number or the Email Address of stations programmed as One-Touch Dialing Number using the One-Touch Key (QWERTY Keyboard).
You can program 2 stations for every One-Touch Key (QWERTY Keyboard) (a total of 80 stations) by switching from the Upper Side to the Lower Side.

ATTENTION

• Stations need to be registered in the Address Book in advance. (See page 139)

1 To change the One-Touch button to the Lower side <↓>, press
| Lower |.

2 Press the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

(Telephone Number)

```
<13↑>TOSHI
☏1234
```

Lower Indicator is OFF.
or

```
<13↓>TOSHI BA
☏7890
```

Lower Indicator turns ON.

(Email Address)

```
<13↑>TOSHI
✉abc@toshiba.com
```

Lower Indicator is OFF.
or

```
<13↓>TOSHI BA
✉bcd@toshiba.com
```

Lower Indicator turns ON.

ABBR. Dialing / Email Addressing

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

ABBR. Dialing allows you to display the Telephone Number or the Email Address of stations programmed as ABBR. Dialing Number (up to 500 stations) using the Number Pad.

ATTENTION

• Stations need to be registered in the Address Book in advance. (See page 140)

1   Abbr
         Dial

2   Enter the ABBR. Number using the Number Pad. (001-500)   (Telephone Number)
         Ex: 022

> [022]TOSHIBA
> ☎5553456

(Email Address)

> [022]TOSHIBA
> ✉abc@toshiba.com

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Manual Number Dialing (Up to 50 Stations)

Manual Number Dialing allows you to enter the Telephone Number.

1   Enter the Telephone Number using the Number Pad (up to 36 digits).
Ex: 5551234

```
TEL. NO.
☎5551234▮
```

Directory Search Dialing / Email Addressing

Directory Search Dialing / Email Addressing allows you to search and display the Telephone Number or the Email Address of stations programmed in the Address Book using the QWERTY Keyboard.

ATTENTION
• Stations need to be registered in the Address Book in advance. (See page 137)

1   To switch to Directory Search Dialing, press ▲ or ▼.

```
ENTER LETTER(S)
▮
```

2   Enter the first letter(s) of the name you wish to search.
Ex: TOSHIBA

(Telephone Number)
```
TOSHIBA 1
☎1234
```

(Email Address)
```
TOSHIBA 1
✉abc@toshiba.com
```

3   Press ▲ or ▼.

```
TOSHIBA 1
☎1234
```
↓ ▼   ▲ ↑
```
TOSHIBA 2
☎336
```
↓ ▼   ▲ ↑
```
PORT
☎456
```

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Redialing the Last Dialed Number

Last dialed numbers (up to 5 numbers) will be recorded and can be used for redialing.

1   Redial/
Pause

```
TEL. NO.
☏45678          ∨ ∧
```

2   Press ▲ or ▼.

```
TEL. NO.
☏45678          ∨ ∧
```

↓ ▼   ▲ ↑

```
TEL. NO.
☏336            ∨ ∧
```

↓ ▼   ▲ ↑

```
TEL. NO.
☏111222         ∨ ∧
```

Direct Transmission Reservation (Priority Transmission Reservation)

If you are in a rush to send an urgent document, however there are many files in the memory, use Direct Transmission Reservation to send. The urgent document(s) will be sent immediately after the current communication is finished.
If your machine's memory is full, use Direct Transmission.
You cannot send document(s) to multiple stations in this case.

1   Set document(s) face up.

```
ENTER STATION(S)
THEN PRESS START 00%
```

2   Function

```
FUNCTION       (1-9)
ENTER NO. OR ∨ ∧
```

3   8 9 Set

```
MEMORY XMT=ON
1:OFF 2:ON
```

4   1 Set

```
ENTER STATION
THEN PRESS START 00%
```

Continued on the next page...

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5 Enter the Telephone Number by any combination of the following methods:

```
TOSHIBA
☎5551234
```

- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16) (See Note1)
- ABBR. Dialing / Email Addressing (See page 17) (See Note1)
- Manual Number Dialing (See page 18)
- Directory Search Dialing / Email Addressing (See page 18)
- Redialing the Last Dialed Numbers (See page 19)

Ex: T (TOSHIBA:Quick Name Search Dialing)

6 Start
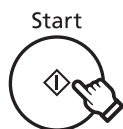
You can reserve to send the urgent document(s) to a single station only.

Canceling the Direct Transmission Reservation

1

```
DIRECT XMT RESERVED
TOSHIBA
```

2 Stop

```
CANCEL XMT RESERVE ?
1: YES  2: NO
```

3 1

4 After the transmission stops, remove the document(s) from the ADF.

Duplex Sending

NOTE

1. When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

2-Sided documents can be sent in page orders

<Originals>   <Received>

1/2

3/4

1

2

3   4

1 Set document(s) face up.

2 To select Duplex, press ⌐Duplex⌐.

BINDING: LONG EDGE
PRESS < >, THEN SET

3 Press ◄ or ►, then press ⌐Set⌐.

Long Edge

Short Edge

ENTER STATION(S)
THEN PRESS START OO%

4 Enter the Telephone Number. (See pages 15-19)
Ex: T (TOSHIBA:Quick Name Search Dialing)

TOSHIBA
☎335

5 Start

INSERT SECOND SIDE
ORIENTATION AS IS

6   Place the Back side of the document(s) of Step 1 in the order and direction of ejection.

```
PRESS  START  TO
CONTINUE
```


Step 1

Page No.

Back Side

Long Edge Originals   Short Edge Originals

Even Number Pages
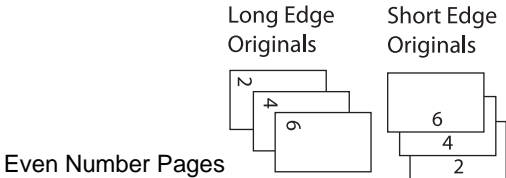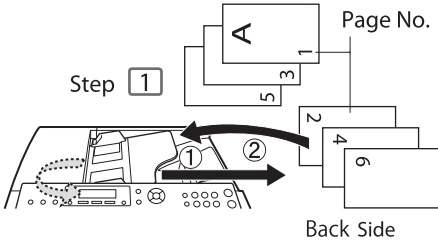
7   Set documents on ADF.

Start

NOTE

1. *If the page count for the Back side does not match the page count for the Front side (i.e. page double-fed) of the 2-Sided originals, a "SIDE 1&2 PAGE COUNTS DO NOT MATCH!" and "RESCAN ORIGINALS START WITH 1ST SIDE" will be displayed and all scanned data will be cancelled. If this occurs, restart from Step 1.*

On-Hook Dialing

Press Monitor to obtain a dial tone. This feature is called "On-Hook Dialing".
To monitor the status of a remote station, follow the steps below.

ATTENTION

• This function is available when Fax Parameter No.137 (RE-ENTER D. DIAL) is set to "1:Invalid". (See page 159)

1   Set document(s) face up.

2   Monitor

You will hear the dial tone through the monitor speaker.

```
*  MONITOR  *
█
```

3   Enter the Telephone Number using the Number Pad (up to 36 digits).
Ex: 5551234

Your machine starts to dial the Telephone Number.

```
*  DIALING  *
5551234█
```

4   When you hear a beep, press Start .

Off-Hook Dialing (Voice Mode Transmission)

If you wish to send documents after talking with the other party first, use Voice Mode Transmission.
Your machine requires the optional Handset Kit or an external telephone.

1   Set document(s) face up.

2   Lift the handset

3   Enter the Telephone Number using the Number Pad (up to 36 digits).
Ex: 5551234
Your machine starts to dial the Telephone Number.
When you hear the voice of the other party, tell the other party to
receive a document.

```
*  DIALING  *
5551234▮
```

4   When you hear a beep, press Start .

5   Hang up the handset.

NOTE

1. Off-Hook Dialing is not available with the second telephone line (Line-2).

Job Build

The Job Build setting enables you to scan sets of documents that exceed the maximum capacity of the ADF. Special documents (thin paper, etc.) can be fed from the ADF one by one for Memory transmission. This function is available when Fax Parameter No.133 (JOB BUILD) is set to "2:On". (See page 158)

ATTENTION

- This function is available when Fax Parameter No.5 (MEMORY (HOME)) is set to "2:On". (See page 153)
- Fax Parameter No.82 (QUICK MEMORY XMT) is not available for this function.
- Up to 255 pages can be stored. When the number of pages exceeds 255, the memory overfull message will be displayed. Select "Yes" to start transmitting, or "No" to cancel.
  If no action is taken within 5 seconds, the machine will start transmitting the stored documents.

Documents:100 sheets<first scan>

Documents:Remaining 50 sheets<second scan>

First and second scanned data is combined into one job

150 sheets are sent at one time (up to 255 sheets)
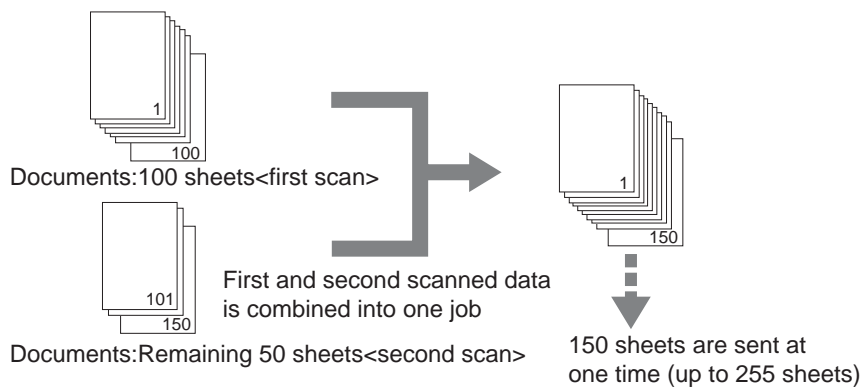
1   Set document(s) face up.

Ex: 100 sheets

2   Enter the Telephone Number. (See Pages 15-19)
Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎335
```
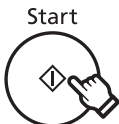
3   Start

- If you place the documents within 5 seconds after the first scan, the next scan will start without displaying any notice.

```
ANOTHER ORIGINAL?
1:YES 2:NO
```

NOTE

1. *Job Build features are not available if the Duplex sending is selected.*
2. *If you do not place the next documents within 5 minutes in Step 3, your machine will send the documents already scanned automatically.*
3. *Up to 100 pages can be scanned at one time. A maximum of 255 pages can be stored for each job. 255 pages can be stored only when memory overflow does not occur while storing documents into memory.*

4 Set document(s) face up.

Ex: You can place the remaining 50 sheets on the ADF.

5 If it has taken you more than 5 seconds to set the document after Step 3, press ①.

```
PRESS START TO
CONTINUE
```

6 If you have not set the document when you pressed ① in Step 5 and 5 seconds has already passed, set the document, then press ⌊ Start ⌋.
If you place the documents within 5 seconds after the second scan, the next scan will start without displaying any notice.

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Preventing Accidental Transmission to Wrong Destinations

The machine has the following functions to prevent you from sending the document(s) to the wrong destinations. You can restrict dialing the Telephone Number manually, and restrict sending the documents to multiple destinations. You can also re-enter the Telephone Number and confirm the destination before starting transmission.

Restricting Direct Dialing

This function enables you to restrict all manual input of the destination.

ATTENTION

* This function is available when Fax Parameter No.136 (RESTRICT D. DIAL) is set to "2:Valid". (See page 158) You cannot dial the Telephone Number manually even if you are using an external telephone. Also, you cannot use Redial / Pause key.
* When "Waiting to Redial" is shown on the LCD display, you can start to redial after pushing the Redial / Pause key.

Restricting Multiple Destinations

Your machine has a function which enables you to send the same documents to multiple destinations using Manual Number Dialing and Auto Dialers. When you send documents to a single destination only, change the setting of Fax Parameter No.117 (MULTI STATION) to "1:Invalid". (See page 157)
This function prevents you from sending the documents to multiple destinations by mistake.

NOTE

1. When Fax Parameter No.117 (MULTI STATION) is set to "1:Invalid", you cannot send the documents to multiple destinations, Group Dialing is not available and Program Dial of multiple destinations is available.

Re-entering Dialing

This function enables you to re-enter the Telephone Number when specifying the destination for Manual Number Dialing. Transmission takes place only when the second telephone number corresponds with the first one. Follow the procedure below.

ATTENTION

- This function is available when the setting of Fax Parameter No.137 (RE-ENTER D. DIAL) is set to "2:Valid". (See page 159)

1 Set document(s) face up.

2 Enter the Telephone Number using the Number Pad.
Ex: 336

```
TEL. NO.
☎336▮
```

3 Start
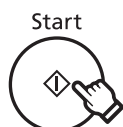
```
RE-ENTER TEL. NO.
☎▮
```

4 Enter the Telephone Number using the Number Pad again.
Ex: 336

```
RE-ENTER TEL. NO.
☎336▮
```

5 Start

Transmission takes place only when the entered destinations matches.
- When the numbers do not correspond, operate again from entering the first telephone number.

NOTE

1. When using an external telephone, the screen that appears when re-entering the Telephone Number does not appear.
2. When Fax Parameter No.136 (RESTRICT D. DIAL) is set to "2:Valid", the screen that appears when re-entering the Telephone Number does not appear.

Confirming Destination

This function enables you to confirm the destination before starting transmission. Follow the procedure below.

ATTENTION

- This function is available when Fax Parameter No.125 (CONFIRM STATIONS) is set to "2:Valid". (See page 157)

1 Set document(s) face up.

2 Enter the Telephone Number. (See pages 15-19)
Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☏335
```

3 Start

```
CONFIRM STN WITH < >
THEN PRESS START
```

4 Press ◄ or ► to select confirm stations.

```
TOSHIBA
☏335
```

5 If you wish to add or delete stations, press ⌷ Set ⌷.

```
 1 STN(S) ARE SET
ADD MORE OR START
```

6 Start

The document is stored into memory with a file number, then the Telephone Number is dialed in sequence.

NOTE

1. If you added or deleted the station(s) during confirming the station, you need to confirm the station again.

Receiving Documents

Automatic Reception

The machine receives documents automatically. The machine answers all incoming calls (including voice calls).

ATTENTION
- This mode is recommended when the telephone line is used only for fax.
  Set Fax Parameter No.17 (RECEIVE MODE) to "2:Auto". (See page 154)
- When an incoming call is received, the machine starts receiving the document automatically.

Transmit

Documents are received automatically.

Receive
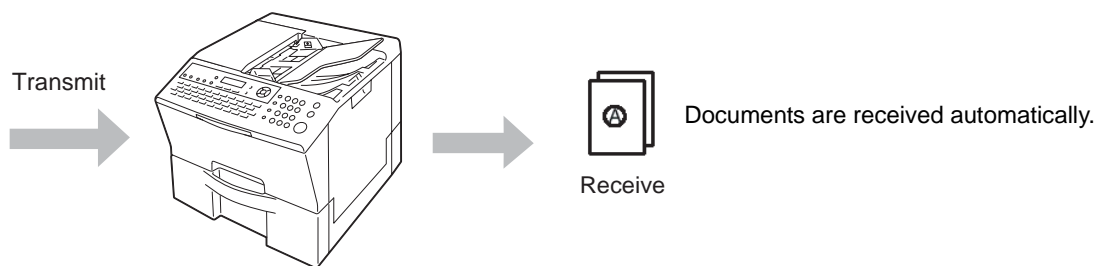
Manual Reception

When your telephone rings, lift the handset of the optional Handset Kit or an external telephone. If you hear a beep from the telephone, it means someone wants to initiate a fax call.

Or, if the caller answers and says he/she wants to initiate a fax call, press $\boxed{\text{Start}}$ and then hang up the handset.

Transmit
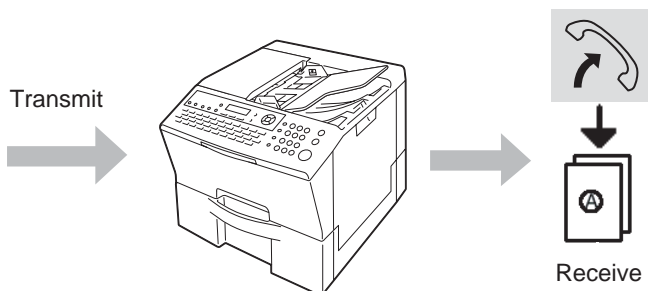
Receive

To receive documents manually, change Fax Parameter No.17 (RECEIVE MODE) to "1:Manual" (See page 154).

1 Rings

```
*  RINGING  *
    MANUAL  RCV
```

2 Lift the handset

3   Remove the document(s) from the ADF.

4   Start
     ⬦

5   Hang up the handset.
     The machine starts receiving the document(s).

ON LINE * RCV *

Substitute Memory Reception

If recording paper runs out, jams, or if the toner runs out during reception, the machine automatically starts receiving documents in its image data memory. Stored documents will be printed automatically after the recording paper or the toner has been replenished or the jam has been cleared. (See Notes 1 and 2)

1   When the machine completes the memory reception and there is no recording paper or toner, this error message appears on the display.

MESSAGE IN MEMORY
                03%
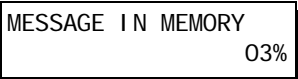
2   Replenish the recording paper, toner or clear the jam.
     The document(s) stored in memory will be automatically printed.

Print Collation Mode

The printing mechanism of the machine is Reverse Order Stacking construction. The machine has Print Collation Mode that stacks received documents in correct order. When the Print Collation Mode is set to "2:Valid", all received documents are stored in memory first, then printed out in Correct Order Stacking.
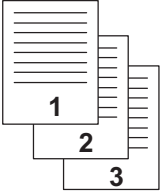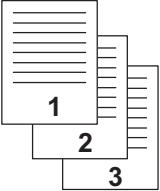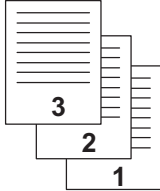
ATTENTION
• The requirements for the Print Collation Mode to be active are:
  1) Fax Parameter No.65 (PRINT COLLATION) set to "2:Valid".
  2) Enough memory remaining.

NOTE

1. *If memory overflows, the machine will stop receiving and will release the communication line.*
   The document(s) stored in memory up to that moment will be printed out.
2. *If you wish to turn off the substitute reception function, set Fax Parameter No.22 (SUBSTITUTE RCV) to "1:Invalid". (See page 154)*

Original Document Order	Copy Output Order	
	Correct Order Stacking (Collation Mode)	Reverse Order Stacking (Non-Collation Mode)
1 2 3	1 2 3	3 2 1

Print Reduction Setting

Transmitted Document   Received Document

Oversized Document   Reduced to fit the loaded paper size

Automatic Reduction

Based on the document length, your machine will automatically calculate the suitable reduction ratio (70% to 100%). Set Fax Parameter No.24 (PRINT REDUCTION) to "2:Auto". (See page 154)

Fixed Reduction

Pre-determine the reduction ratio from 70% to 100% in 1% increments.
- a) Set Fax Parameter No.24 (PRINT REDUCTION) to "1:Fixed". (See page 154)
- b) Set Fax Parameter No.25 (REDUCTION RATIO). (See page 154)

Ex: A4 to A4 96%

A4 to Letter 90%

Letter to Letter 96%

If the received document is extremely long (over 39% longer than the recording paper), the document is divided into separate pages. When printing on separate pages, the bottom 0.4 in (10 mm) of the 1st page's data will overlap.

Overlap print. 10 mm
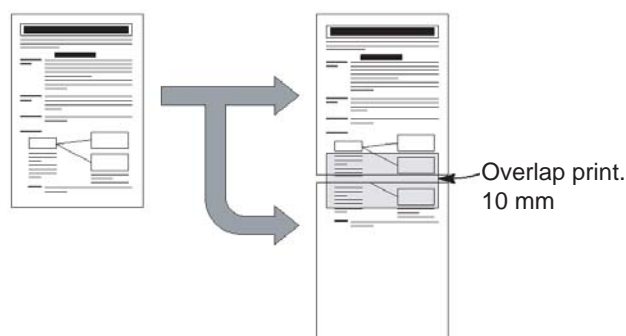
Timer Controlled Communications

The time must be pre-programmed in advance to send document(s) to a single or multiple destinations at a deferred time within the next 24 hours.(See Note 2)
The document is scanned and stored in memory as a reserved document until the pre-programmed time comes. The transmission starts at the pre-programmed time.

11:00   21:00

Programmed to transmit at 21:00   Transmitted
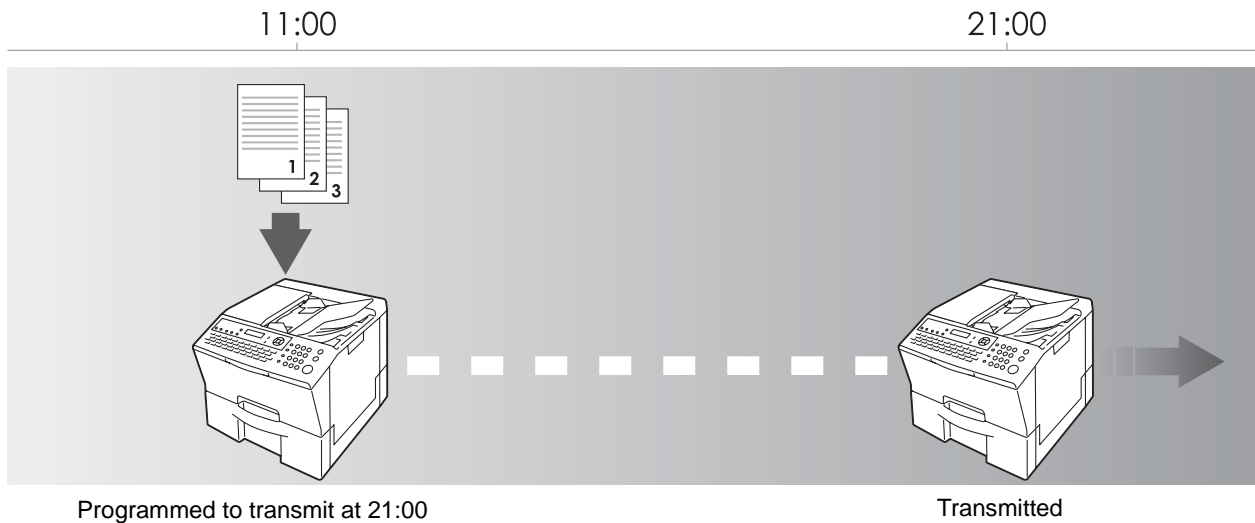
Deferred Transmission

1   Set document(s) face up.

2   Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

3   1 1 Set

```
DEFERRED XMT
START TIME      ▌ :
```

4   Enter the Start Time using the Number Pad (up to 4 digits), then press `Set`.

```
ENTER STATION(S)
THEN PRESS START
```

NOTE

1. *If you enter a wrong number, press* `Clear` *then reenter the correct number.*
2. *To change or cancel the Deferred Communication settings, refer to Changing the Start Time or the Station of a File. (See page 61)*
3. *The Program Keys for Deferred Transmission are useful if you frequently need to send documents to the same destination at a specified time. Refer to To Set a Program Key for Deferred Transmission. (See page 147)*

5 Enter the station by any combination of the following methods:
  • Quick Name Search Dialing (See page 15)
  • One-Touch Dialing (See page 16)
  • ABBR. Dialing (See page 17)
  • Manual Number Dialing (See page 18)
  • Directory Search Dialing (See page 18)
Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

6   Start

Deferred Polling

Receiver — Pre-programmed Communication Time 18:00 — Sender
Request to Poll
Document(s)
Memory

1   Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2   1 2 Set

```
DEFERRED POLLING
START TIME    ▌ :
```

3 Enter the Start Time using the Number Pad (up to 4 digits), then press Set.

```
DEFERRED POLLING
    PASSWORD=▊▊▊▊
```

NOTE

1. If Polling is requested with a deferred time, it will start polling at the pre-programmed time.
2. Up to 50 built-in timers can be set for deferred communication.
3. Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll important documents.
4. If a password is not set in the polled station, you may poll the other station even though your machine has a password.
5. For instructions on how to use polling without a pre-programmed time, refer to Polling. (See page 37)

4 Enter the Polling Password using the Number Pad (up to 4 digits), then press ⌐Set⌐.
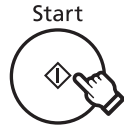
```
ENTER STATION(S)
THEN PRESS START
```

5 Enter the station by any combination of the following methods:
- Quick Name Search Dialing (See page 15)
- One-Touch Dialing (See page 16)
- ABBR. Dialing (See page 17)
- Manual Number Dialing (See page 18)
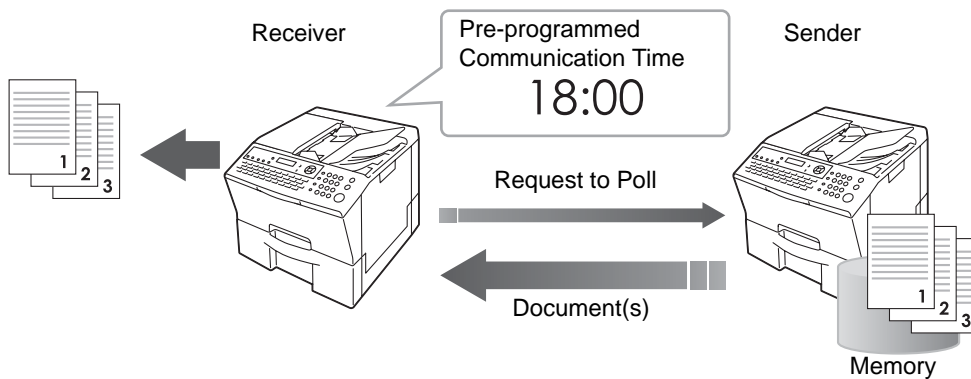- Directory Search Dialing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎551234
```

6 Start
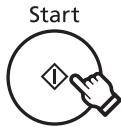
(NOTE)

1. If you enter a wrong number, press ⌐Clear⌐ then re-enter the correct number.

Batch Transmission

To reduce transmission time and cost, this feature allows your machine to accumulate different documents for the same destination(s) to be transmitted in a single phone call.

Real-Time Batch Transmission

During Memory Transmission, this machine searches its memory for reserved files (up to 5 files) to transmit to the same destination, automatically batching and transmitting them in a single phone call.
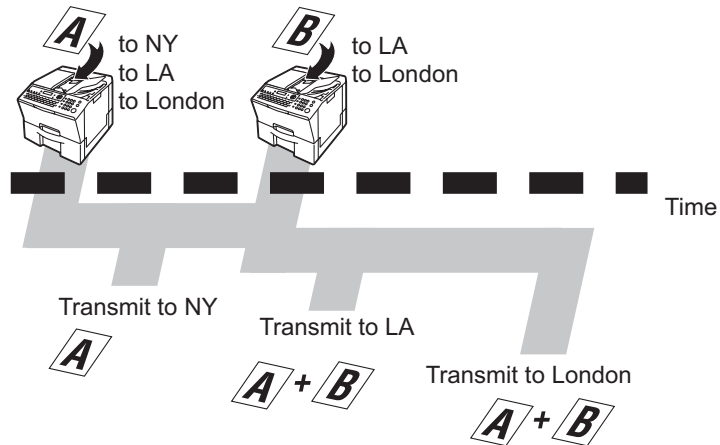
Polling

Polling is a process of calling the other station(s) for document retrieval. The other station must know in advance that you will call, and must prepare document(s) by storing them in memory. To ensure security, establish a Polling Password that is shared by the other station in advance.
The receiving station initiates the call, therefore, it pays for the communication charges.

Setting the Polling Password

If the polling password does not match with the polled station, your polling request will be rejected automatically.

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=█
```

3 Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
        NO. =█
```

4 2 6 Set

```
26 POLLING PASSWORD
            ▮▮▮▮
```

5 Enter the Polling Password using the Number Pad (up to 4 digits), then press Set .

Preparing to be Polled

To allow other stations to poll your machine, you must prepare your machine by storing the document(s) into memory.
Make sure to set the Polling Password before storing the document into memory.
After being polled, the documents stored in the memory will be erased automatically.

ATTENTION

• If a password is not set in the polled station, you may poll the other station even though your machine has a password.

• To retain the documents in memory so that they can be polled repeatedly change Fax Parameter No.27 (POLLED FILE SAVE) to "2:Valid". (See page 154)

1   Set document(s) face up.

2   Function

```
FUNCTION        (1-9)
ENTER NO.  OR v ^
```

3

```
POLLED
      PASSWORD=████
```

4   Enter the Polling Password using the Number Pad (up to 4 digits), then press ☐ Set ☐.
Your machine starts to scan the document.

NOTE

1. You can still send or receive documents even when the machine is set to be polled.
2. Only 1 polled file can be stored in memory. If you need to add document(s) into the same polled file. (See page 64)
3. To delete a polled file. (See page 62)
4. If you have set the Polling Password in Fax Parameter No.26 (POLLING PASSWORD), the password will appear on the display. (See page 154)
You can change the password temporarily by overwriting it with a new one.

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Poll Documents from Another Station

The following procedure lets you poll document(s) from one or multiple stations. Be sure to set the Polling Password before polling.

1 Function

```
FUNCTION       (1-9)
ENTER NO. OR ∨ ∧
```

2 3 1

```
POLLING
    PASSWORD=▐▐▐▐
```

3 Enter the Polling Password using the Number Pad (up to 4 digits), then press Set .

```
ENTER STATION(S)
THEN PRESS START
```

4 Enter the station by any combination of the following methods:
- Quick Name Search Dialing (See page 15)
- One-Touch Dialing (See page 16)
- ABBR. Dialing (See page 17)
- Manual Number Dialing (See page 18)
- Directory Search Dialing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

5 Set

```
 1 STN(S) ARE SET
ADD MORE OR START
```

6 Start

Sub-Address Communication

The Sub-addressing function allows further routing, forwarding, or relaying of document(s) to the desired destinations when used in combination with the Internet Fax.

What is Sub-Addressing?

Sub-addressing is a T.30 communications protocol recommended by ITU-T.
- A center machine supporting the Memory feature is required on a fax network to implement sub-addressed communications. For more details, contact your local authorized TOSHIBA dealer.
- In a sub-addressed communication, the sub-addressing information must be checked between the sender and the receiver beforehand (sub-address is limited up to 20 digits).
- Sub-addressing allows documents received by the center machine to be forwarded to computers on the network, Internet fax, or other fax stations. Refer to Inbound Routing. (See page 99)

When Fax Parameter No.152 (SUB-ADDR ROUTING) is set to "2:Valid". (See page 160)

Example of a Network Using Sub-Addressing

Sender 1	
Telephone number	2013331234
Sub-Address	2222

Sender 2	
Telephone number	2013331234
Sub-Address	0001

Center Machine
Tel:
2013331234

Tel:
0001

No.A

0002

No.B

0003

No.C

Address Book		
	Telephone number	**Sub-Address**
G3 FAX No.A	0001	2222
G3 FAX No.B	0002	2222
G3 FAX No.C	0003	0001
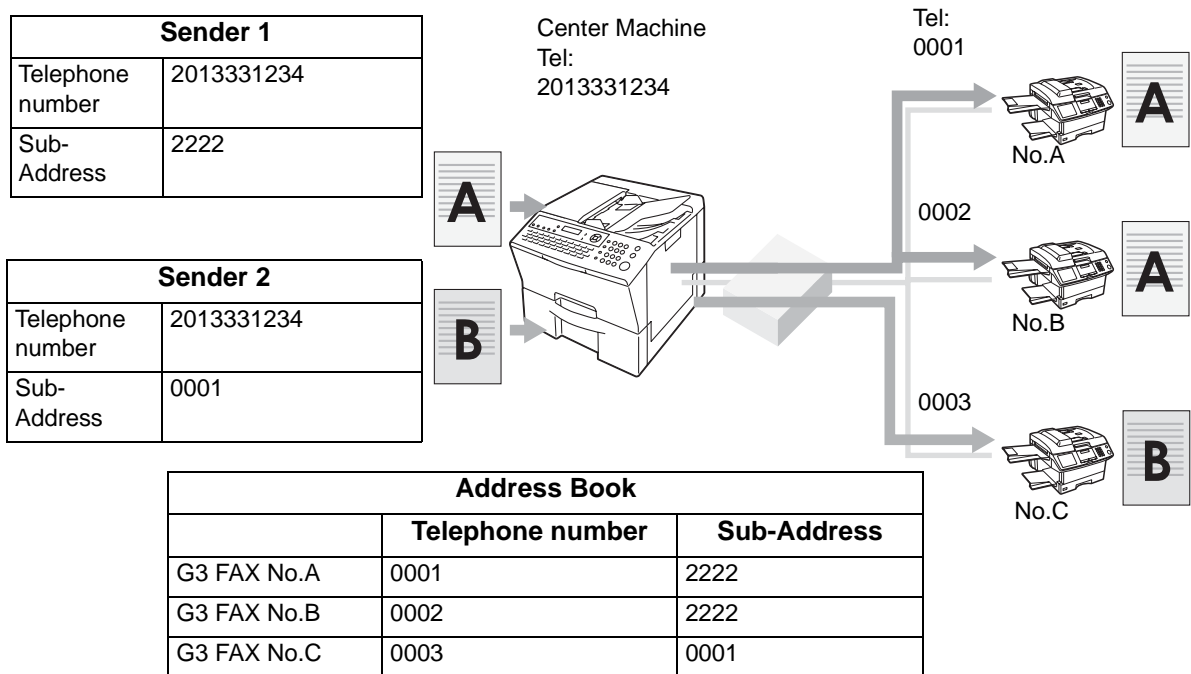
NOTE

1. ITU-T:International Telecommunication Union-Telecommunication Standardization Sector
   T.30:Telecommunications standard

Sending Fax with Sub-Address

1 Set document(s) face up.

2 Enter the Telephone Number using the Number Pad (up to 20 digits), then press [Sub-addr].
Ex: 5551234

```
TEL.  NO.
☏5551234s█
```

3 Enter the Sub-Address using the Number Pad.(up to 20 digits).
(Up to 36 digits including the Telephone Number, "s" and the Sub-address)
Ex: 2762

```
TEL.  NO.
☏5551234s2762█
```

4 Start

Sends the document(s) with the Sub-Addressing information.

Setting the Sub-Address into the Address Book

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 2 Set

```
ADDRESS BOOK    (1-3)
ENTER NO.  OR ∨ ∧
```

3 1 Set

```
ADD STATION
ENTER TEL.  NO.
```

4 Enter the Telephone Number using the Number Pad (up to 20 digits), then press [Sub-addr].
Ex: 5551234

```
ADD STATION
☏5551234s█
```

5 Enter the Sub-Address using the Number Pad (up to 20 digits).
(Up to 36 digits including the Telephone Number, "s" and the Sub-address)

Ex: 2762

```
ADD STATION
☏5551234s2762█
```

6 Set

```
ENTER NAME
☏5551234s2762█
```

Continued on the next page...

Advanced Facsimile Feature

7 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press ⌐Set¬.

```
ADD STATION
ENTER TEL. NO
```

8 To return to standby, press ⌐Stop¬.

Password Communications

General Description

Password Communications, including Password Transmission and Password Reception prevents your machine from sending a fax to a wrong station or receiving a fax from an unauthorized station. You can set Password Transmission and Password Reception independently, or together.

To use Password Transmission, you must set a 4-digit Transmission Password in advance. The password must be shared with other compatible TOSHIBA machine(s). If the transmission password in your machine does not match the Transmission Password in other compatible TOSHIBA machine(s), the transmission will fail. You can select Password Transmission by setting Function 8-4 (PASSWORD-XMT) to "2:On" when you send a document. (See page 46)

Once you set password reception and set Fax Parameter No. 43 (PASSWORD-XMT) to "2:On", it stays until you change the setting to "1:Off".

To use Password Reception, you must set a 4-digit Reception Password in advance. The password must be shared with other compatible TOSHIBA machine(s). If the Transmission Password in your machine does not match the Transmission Password in other compatible TOSHIBA machine(s), the transmission will fail.
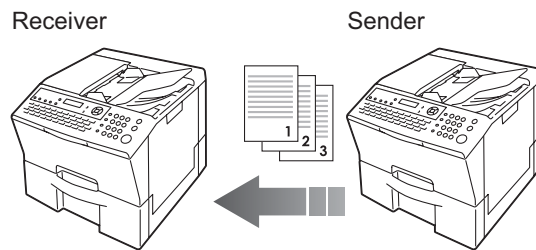
Ex : Password Transmission

Sender   Receiver
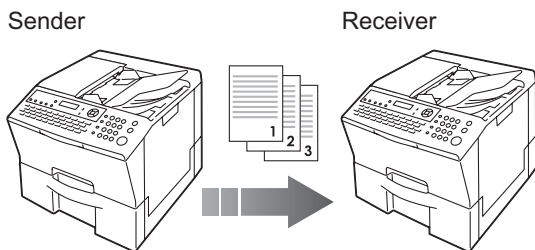
Transmission Password: Transmission Password:
1234   1234

Ex : Password Reception

Receiver   Sender

Reception Password: Reception Password:
1234   1234

ATTENTION
- This function is available when the remote station is a TOSHIBA Business Model. The compatible TOSHIBA machines are listed below. For details on machines not listed here, contact your local authorized TOSHIBA dealer.

UF-270M	UF-280M	UF-300	UF-312	UF-322	UF-550	UF-560
UF-585	UF-590	UF-595	UF-750	UF-755	UF-766	UF-770
UF-780	UF-788	UF-790	UF-880	UF-885	UF-890	UF-895
UF-990	UF-1100	UF-M500				
UF-5100	UF-5200	UF-5300	UF-6000	UF-6100	UF-6200	UF-6300
UF-9000						
DP-180	DP-190	DP-1810F	DP-1820E	DP-1820P	DP-2330	
DP-3020	DP-3030	DP-3520	DP-3530	DP-4520	DP-4530	
DP-6020	DP-6030	DP-8020P	DP-8020E	DP-8035	DP-8045	DP-8060
DP-C213	DP-C262	DP-C263	DP-C264	DP-C265	DP-C305	DP-C322
DP-C323	DP-C354	DP-C405				
DX-600	DX-800					

Setting Password Transmission

1 Function
⊙

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
      NO. =▮
```

4 4 3 Set

```
43 PASSWORD-XMT
              ▮▮▮▮
```

5 Enter the Transmission Password using the Number Pad (up to 4 digits), then press Set .
Ex: 1234

```
43 PASSWORD-XMT
 1: OFF        1234
```

6 Press ① or ②, then press Set .

(NOTE)

1. You can change the setting temporarily by using FUNCTION 8-4 (PASSWORD-XMT) for each transmission. (See page 46).

2. To change the password, press Clear in Step 5. Then re-enter a new one.

44

Setting Password Reception

1 Function
```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set
```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set.
```
FAX PARAMETER(1-187)
       NO. =▮
```

4 4 4 Set
```
44 PASSWORD-RCV
              ▮▮▮▮
```

5 Enter the Reception Password using the Number Pad (up to 4 digits), then press Set.
Ex: 1234
```
44 PASSWORD-RCV
 1: OFF        1234
```

6 Press ① or ②, then press Set.

NOTE

1. Once you have set the parameter, you cannot select "1:Off" or "2:On", for each reception. It is always "1:Off" or "2:On" until you change the setting.

2. To change the password, press Clear in Step 5. Then re-enter a new one.

Using Password Transmission

To use Password Transmission, you can select PASSWORD-XMT "1:Off" or "2:On" for each Transmission by following the procedure below.

1 Set document(s) face up.

2 Function

```
FUNCTION        (1-9)
ENTER NO.  OR  ∨ ∧
```

3 8 4 Set

```
PASSWD-XMT=OFF
1:OFF 2:ON
```

4 Press ① or ②, then press Set .

```
ENTER STATION(S)
THEN PRESS START 00%
```

5 Enter the station by any combination of the following methods:
- Quick Name Search Dialing (See page 15)
- One-Touch Dialing (See page 16)
- ABBR. Dialing (See page 17)
- Manual Number Dialing (See page 18)
- Directory Search Dialing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

6 Start

If your machine's Transmission Password coincides with the other station's Transmission Password, your machine starts sending the document.
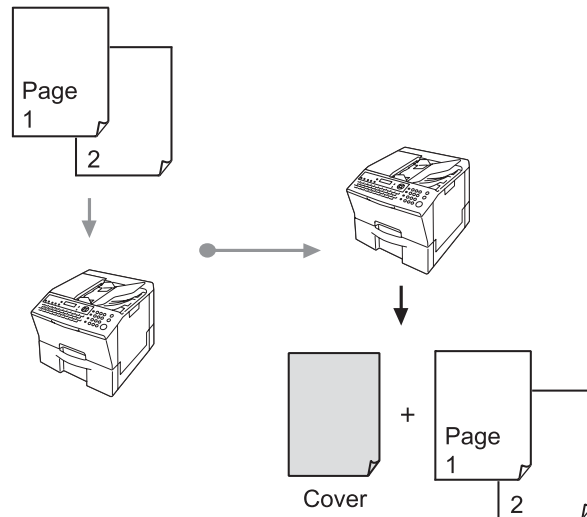When the transmission is completed, PASSWORD-XMT returns to standard setting ("1:Off" or "2:On").

Using Password Reception

There is no additional operation required once you set the parameter by the following procedure. (See page 45)
The parameter, "1:Off" or "2:On", cannot be selected for each reception. It is always "1:Off" or "2:On" until you change the setting.

Fax Cover Sheet

■**Sample Fax Cover Sheet**

```
***** FACSIMILE COVER SHEET *****
              (1)
        MMM-dd-yyyy 15:00

              (2)
        Message To:

        ┌─────────────────────┐
        │    SALES DEPT.      │
        └─────────────────────┘

              (3)
        Message From:

        ┌─────────────────────┐
        │    TOSHIBA          │
        │    201 555 1212     │
        └─────────────────────┘

              (4)
               02
            Page(s)
    Following This Cover Page
```

 Explanation of Contents
1. Starting time of communication.
2. Recorded Station Name in the Address Book.
3. Your LOGO (up to 25 characters) and ID Number (up to 20 digits).
4. The number of pages that will follow. This information is not shown when transmitting by Direct Transmission Mode.

Using the Fax Cover Sheet

To attach a Fax Cover Sheet to a transmission, following the procedure below.

ATTENTION

- To change the preset Fax Cover Sheet setting, change the setting of Fax Parameter No.56 (COVER SHEET) to "2:On". (See page 156)

1 Set document(s) face up.

2 Function

```
FUNCTION        (1-9)
ENTER NO.  OR  ∨ ∧
```

3 8 3 Set

```
COVER SHEET=OFF
1: OFF  2: ON
```

4 Press ① or ②, then press | Set |.

```
ENTER STATION(S)
THEN PRESS START 00%
```

5 Enter the station by any combination of the following methods:
- Quick Name Search Dialing (See page 15)
- One-Touch Dialing (See page 16)
- ABBR. Dialing (See page 17)
- Manual Number Dialing (See page 18)
- Directory Search Dialing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```
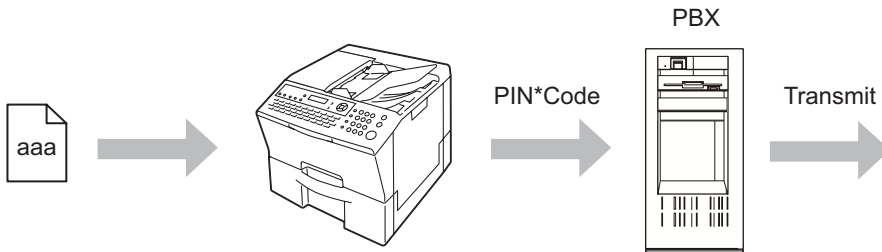
6 Start

NOTE

1. The Fax Cover Sheet is not counted in the number of pages column of the Journal.

PIN Code Access

General Description

If your PBX requires a PIN (Personal Identification Number) Code to get an outside line, your machine can be set to prompt the user to enter a PIN Code before any dialing.

PBX

aaa

PIN*Code   Transmit

*PIN(Personal Identification Number)

Selecting the Access Method (Prefix or Suffix)

1 Function

```
FUNCTION      (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
        NO. =▮
```

(See note)

4 3 9 Set

```
39 PIN CODE ACCESS
 1: NONE
```

5 Press ② or ③, then press Set .

Dialing with a PIN Code

1 Set document(s) face up.

2 Enter the station by any combination of the following methods:
- Quick Name Search Dialing (See page 15)
- One-Touch Dialing (See page 16)
- ABBR. Dialing (See page 17)
- Manual Number Dialing (See page 18)
- Directory Search Dialing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

3 Start

```
ENTER PIN CODE
█
```

4 Enter the Pin Code using the Number Pad (up to 36 digits), then press Start.
Starts dialing the PIN Code.

(NOTE)

1. This feature is not available when dialing a number by using Off-Hook or On-Hook Direct Dialing mode.
2. This feature is not available when dialing from a connected external telephone.
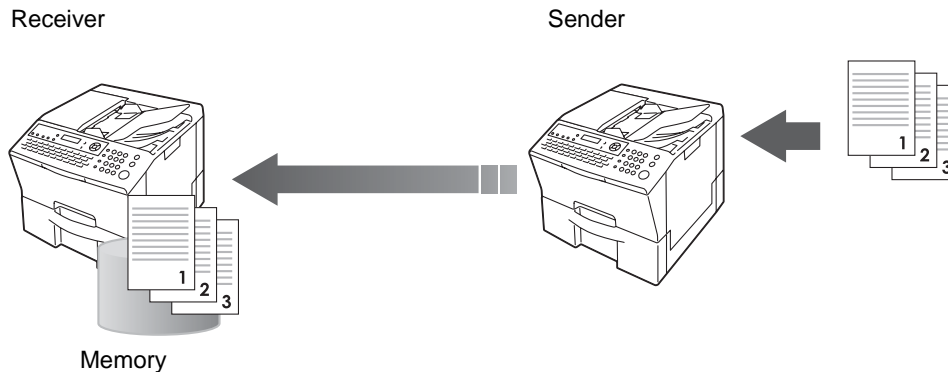
Receive to Memory

What is Memory Reception?

Memory Reception allows all incoming documents to be stored in memory, instead of printing them onto the output tray.
- If the Memory Reception feature has been set in Function Parameters, the message "Receive to Memory" appears on the LCD Display.
- Documents received in memory are printed when the pre-programmed password is entered. The received documents are deleted from memory when the printing completes.

This section explains how to program Memory Reception, and print documents received in memory.

Receiver   Sender

Memory

The standard setting of "Receive to Memory" is set to "Off".
You can set the password in Fax Parameter No.37 (RCV TO MEMORY).
- When memory becomes full, Memory Reception is aborted and communication is canceled. Pages already received in memory can be printed.

Once memory is full, incoming documents can no longer be received into memory.
If "Receive to Memory" has been set to "On", the Receive to Memory Password cannot be changed in Function Parameters. To change the password, follow the steps below.
1. Set "Receive to Memory" to "Off" in "Select Mode".
2. Change the password of Fax Parameter No.37 (RCV TO MEMORY).
3. Set "Receive to Memory" to "On" in "Select Mode".

Setting Receive to Memory Password

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▊
```

3 Enter the Key Operator ID using the Number Pad, then press `Set`.

```
FAX PARAMETER(1-187)
        NO. =▊
```

4 3 7 Set

```
37 RCV TO MEMORY
▊
```

5 Enter the Receive to Memory Password using the Number Pad (8 digits), then press `Set`.

Setting the Receive to Memory

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 8 5 Set

```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3 2 Set

NOTE

1. To change the password, press `Clear` in Step 5. Then re-enter a new one and press `Set`.
2. Once the RCV TO MEMORY feature is set to "2:On", the password cannot be changed (Fax Parameter No.37 (RCV TO MEMORY) will not be selectable on the LCD display). If you wish to change the password, set the Select Mode (Function 8-5 (RCV TO MEMORY)) to OFF. Then change the password.

Printing Documents

```
MESSAGE IN MEMORY
< RCV TO MEMORY >
```

After receiving a document with the Receive To Memory feature, the following message will appear on the display.

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 8 5 Set

```
RCV TO MEMORY=OFF
1:OFF 2:ON 3:PRINT
```

3 3 Set

```
RCV TO MEMORY=PRINT
1:OFF 2:ON 3:PRINT
```

4 Enter the Receive to Memory Password using the Number Pad (8 digits).

```
INPUT PASSWORD
ENTER ID=▮
```

5 Set

Machine will start to print the documents.

NOTE

1. When the memory overflows, the machine will stop receiving and release the line. The machine will not answer the next incoming call until there is space available in memory.
2. We recommend that optional SD Memory Card is installed when this function is used. (See page 189)
3. If the password has not been set, your machine will not prompt you to enter the password. The document(s) will be printed immediately after pressing Set *in Step 5.*

Department Code

General Description

This operation requires the user to input a preset Department Code (8-digit maximum) before transmission. The Department Name of the selected Department Code is printed on the Header of each page sent, COMM. Journal and Individual Transmission Journal.

When the Department Code is set, the Transaction Journal will be sorted by the Department Code number (1 - 50) when it is printed.

Requires the input of a preset Department Code(8-digit). → Department Code is printed. → aaa Reception
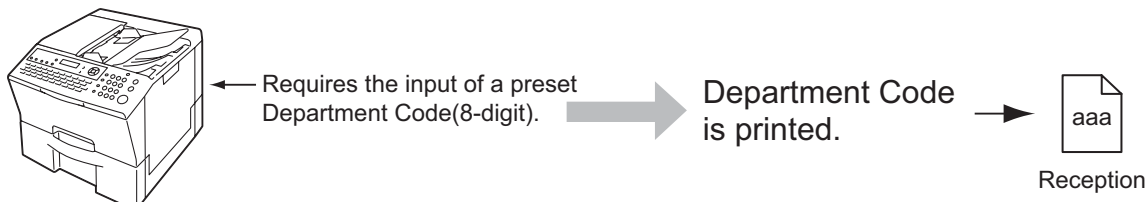
Setting the Department Code

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=█
```

3 Enter the Key Operator ID using the Number Pad, then press Set.

```
FAX PARAMETER(1-187)
       NO=█
```

4 7 7 Set

```
77 DEPARTMENT CODE
 1:INVALID
```

5 2 Set ("2:Valid")

```
DEPT. CODE  (1-50)
ENTER NO. OR ∨ ∧
```

6 Set the desired Department Code by using ▲ or ▼ or the Number Pad, then press Set.
Ex: 12

```
INPUT DEPT. NAME
12  █
```

Caution: When using the ▲ or ▼ to select the Department Code, and then press Set the next Department Code (Ex:13) appears on the display.

NOTE

1. The Department Code List can be printed out with the Fax Parameter List. To enable the printing of the Department Code List, change the setting of Fax Parameter No.77 (DEPARTMENT CODE) to "2:Valid" in advance. (See page 156)

7 Enter the Department Name using the QWERTY Keyboard (up to 25 characters), then press ⌐Set⌐.

```
INPUT DEPT. CODE
12  ▊
```

8 Enter the Department Code using the Number Pad (up to 8 digits), then press ⌐Set⌐.

```
INPUT DEPT. NAME
13  ▊
```

9 To record another Department Code, repeat Steps 6 to 8.
To return to standby, press ⌐Stop⌐.

Changing or Erasing the Department Code

1 Function

```
FUNCTION     (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▊
```

3 Enter the Key Operator ID using the Number Pad, then press ⌐Set⌐.

```
FAX PARAMETER(1-187)
         NO. =▊
```

4 7 7 Set

```
77 DEPARTMENT CODE
 1: INVALID
```

5 2 Set ("2:Valid")

```
DEPT. CODE  (1-50)
ENTER NO. OR ∨ ∧
```

6 Set the desired Department Code by using ▲ or ▼ or the Number Pad, then press ⌐Set⌐.
Ex: 12

```
INPUT DEPT. NAME
12   TOSHIBA8
```

7 Clear

```
INPUT DEPT. CODE
12  ▊
```

8 Enter the Department Code using the Number Pad (up to 8 digits), then press ⌐Set⌐.

```
INPUT DEPT. NAME
13  ▊
```

9 To change or delete another Department Code, repeat Steps 6 to 8.
To return to standby, press ⌐Stop⌐.

Setting Document with Department Code

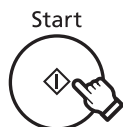**1**   Set document(s) face up.

2   Enter the station by any combination of the following methods:
  • Quick Name Search Dialing (See page 15)
  • One-Touch Dialing (See page 16)
  • ABBR. Dialing (See page 17)
  • Manual Number Dialing (See page 18)
  • Directory Search Dialing (See page 18)
Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☏5551234
```

3   Start

```
INPUT DEPT. CODE
■
```

4   Enter the Department Code using the Number Pad (up to 8 digits),
then press ⌊ Start ⌋.
The document is sent with the header of the selected Department
Name. The selected Department Name is printed on the COMM.
Journal and Individual Transmission Journal.

Printing a Department Code Journal

Sample Department Code Journal / Originated Calls

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 6 1 Set

```
JOURNAL
1: PRINT 2: VIEW
```

3 **Printing a Transaction Journal**

1

```
* PRINTING *
JOURNAL
```

Viewing a Transaction Journal

2

```
JOURNAL VIEW
1: XMT ONLY 2: ALL
```

Ex: To view all Journal

2

Note: You can view the transactions in the journal by pressing ▲ or ▼.

```
USE THE ∨ ∧ KEYS TO
SCROLL EACH RECORD
```

4 To return to standby, press Stop.

■**Sample Department Code Journal / Originated Calls**

```
*************** - DEPT CODE JOURNAL - *************** DATE MMM-dd-yyyy ***** TIME 15:00 *** P.01
         ORIGINATED CALLS
         MMM-dd TO MMM-dd (1)
         (2)                       (3)
         TOTAL PAGES = 000038   TOTAL TIME = 00:23:56


(4) (5)
01: Sales
 --------------------------------
NO.   COMM.   PAGES    FILE   DURATION   X/R   IDENTIFICATION      DATE      TIME      DIAGNOSTIC
001   OK    005               00:05:13   XMT   ☎ 5551234          MMM-dd   15:10      C0044903C0000
021   OK    021/021   019     00:10:15   FWD   FAX FORWARD        MMM-dd   18:10      C0044903C0000
       (6)                      (7)
       TOTAL PAGES = 000026   TOTAL TIME = 00:15:28
02: Service
 --------------------------------
NO.   COMM.   PAGES    FILE   DURATION   X/R   IDENTIFICATION      DATE      TIME      DIAGNOSTIC
019   OK    001/001   017     00:00:13   XMT   ☎5551234           MMM-dd   10:10      C0044903C0000
030   OK    011/011   045     00:08:15   XMT   SERVICE DEPT.      MMM-dd   13:10      C0044903C0000
        TOTAL PAGES = 000012   TOTAL TIME = 00:08:28
                                                -TOSHIBA              -
 ***** e-STUDIO191F ***************** -HEAD OFFICE- ********* - 201 555 1212 - ********
```

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■ Sample Department Code Journal / Received Calls

```
*************** -DEPT CODE JOURNAL- *************** DATE MMM-dd-yyyy ***** TIME 15:00 *** P.02

         RECEIVED CALLS
         MMM-dd TO MMM-dd (1)
          (2)                    (3)
         TOTAL PAGES = 000011   TOTAL TIME = 00:13:41

 NO.  COMM. PAGES    FILE  DURATION  X/R    IDENTIFICATION     DATE    TIME      DIAGNOSTIC

 055   OK   005             00:05:13  RCV   4445678            MMM-dd  12:10   C0044903C0000
 056   OK   005/005  020   00:08:15  PLD   111 222 333        MMM-dd  19:15   C0044903C0000


 070   OK   001       017  00:00:13  RCV   44567345           MMM-dd  10:10   C0044903C0000

                                                      -TOSHIBA                -
***** e-STUDIO191F ***************** -HEAD OFFICE  - ********* -     201 555 1212 - ********
```

Explanation of Contents

(1)   Period date of this journal.

(2)   Number of total pages transmitted / received for this machine

(3)   Total transmitted / received time for this machine.

(4)   Department Code.

(5)   Department Name.

(6)   Total number of pages transmitted / received for this department.

(7)   Total transmitted / received time for this department.

Edit File Mode

General Description

Your machine has document image memory which enables you to reserve Memory Transmission, Memory Deferred Transmission, Memory Polling and so on.
After reserving the communication job as "FILES" in memory, you may need to change the settings of the communication(s) while it is still in memory.
This section describes how to use the File Editing features.

Printing a File List

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 9 1 Set

```
FILE LIST
1:PRINT 2:VIEW
```

3 1

■ **Sample File List**
when Fax Parameter No.119 QWERTY KEYBOARD is set to "2:Quick Name Search" (See page 157)

```
************* -FILE LIST- ***************** DATE MMM-dd-yyyy ***** TIME 15:00********
(1)    (2)             (3)            (4)         (5)      (6)
FILE   COMM.TYPE       CREATED TIME   START TIME  PAGES    DESTINEATION(S)
 No.
001    DEFERRED XMT    MMM-dd 13:20   20:30                [SALES          ]
002    MEM. DEF. XMT   MMM-dd  13:20  22:30       003      [AMERICA        ][ASIA          ]


                                                          -TOSHIBA          -
***** e-STUDIO191F ************ -HEAD OFFICE    - ***** -     201 555 1212- ********
```

Explanation of Contents

(1)	File number	If the file is now being executed, a "*" is indicated on the left of the file number.
(2)	Communication type	
(3)	Created date / time	Date / time when these files are created.
(4)	Start time	If the file is a Timer Controlled Communication, the start time is printed in this column. If the file is an incomplete file, "INCOMP" is printed in this column.
(5)	Number of stored page(s)	
(6)	Destination	Station Name / ABBR. Number / One-Touch Number / Manual Dialing Number / Email Address

---

NOTE

1. If you have not reserved any communication job, the machine will not print the File List.
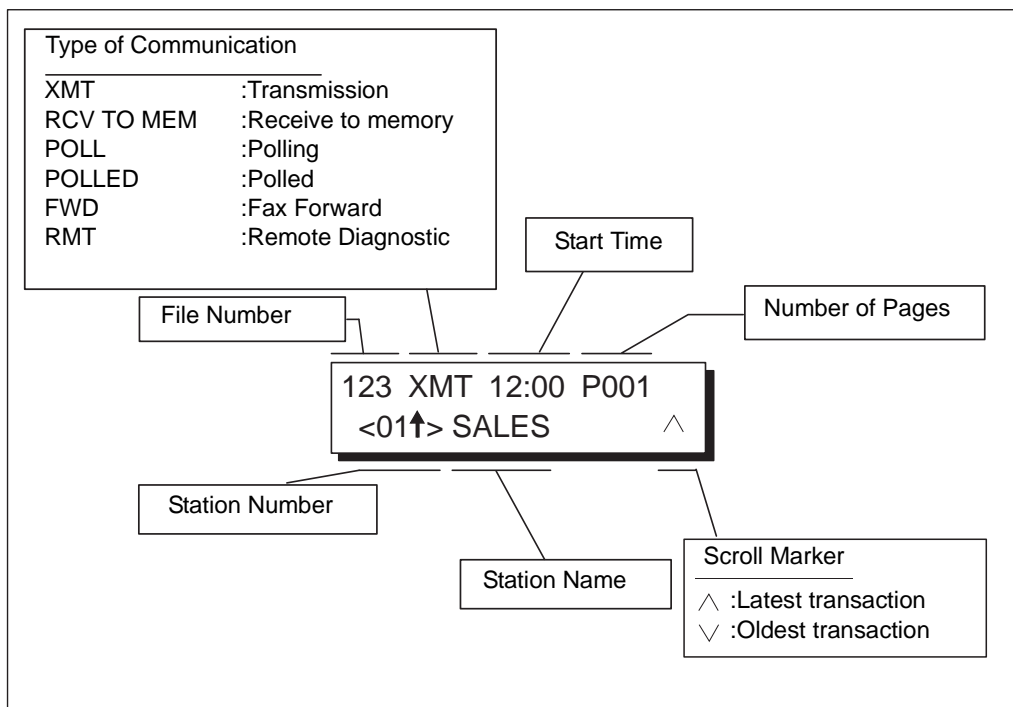
Viewing the Contents of a File List

1 Function

FUNCTION   (1-9)
ENTER NO. OR ∨ ∧

2 9 1 Set

FILE LIST
1:PRINT 2:VIEW

3 2

USE THE ∨ ∧ KEYS TO
SCROLL EACH FILE

4 Press ▲ or ▼ repeatedly until the display shows a file you want to edit.

■**Sample Display**

Type of Communication

XMT	:Transmission
RCV TO MEM	:Receive to memory
POLL	:Polling
POLLED	:Polled
FWD	:Fax Forward
RMT	:Remote Diagnostic

Start Time

File Number

Number of Pages

```
123 XMT 12:00 P001
<01↑> SALES        ∧
```

Station Number

Station Name

Scroll Marker

∧ :Latest transaction
∨ :Oldest transaction

Changing the Start Time or the Station of a File

Use the following procedure to change the start time and / or stations in a communication file.

1 Function

```
FUNCTION       (1-9)
ENTER NO. OR ∨ ∧
```

2 9 2 Set

```
ENTER FILE NO.OR ∨ ∧
       FILE NO. =_■■
```

3 Set the desired File Number by using ▲ or ▼ or the Number Pad, then press Set .

```
DEFERRED XMT
START TIME     22:30
```

4 If the file is not a Deferred Communication,

press 1

To change the file type to deferred communication.

```
SET DEFERRED COMM.?
1:YES 2:NO
```

5 Clear

```
DEFERRED XMT
START TIME     ■ :
```

6 Enter the starting time using the Number Pad (up to 4 digits), then press Set .

```
TEL. NO.
☎5551234
```

7 If you edit the file saved as an incomplete file, after pressing Start , your machine will prompt you whether to execute the file immediately.

1

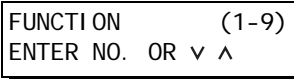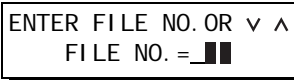To execute the file immediately.

```
RETRY INCOMP FILE?
1:YES 2:NO
```
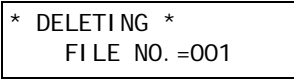
8 To change the station, press ▲ or ▼ , then press Set .

```
 1 STN(S) ARE SET
ADD MORE OR START
```

9 Start

61

Deleting a File

Use the following procedure to delete the file from memory.

1
Function

```
FUNCTION      (1-9)
ENTER NO.  OR ∨ ∧
```

2   9   3   Set

```
ENTER FILE NO.OR ∨ ∧
      FILE NO. =▮▮
```

3   Set the desired File Number by using ▲ or ▼ or the Number Pad, then press Set .

```
DELETE FILE   NO. 001?
1: YES 2: NO
```

4   1

```
* DELETING *
    FILE NO. =001
```

5   Enter the next file number you want to delete.
To return to standby, press Stop .

NOTE

1. Your machine cannot delete the file while it is being sent.

2. To delete all files, enter ✳ ✳ ✳ as the file number. Press Set and then press ① .
It may take several minutes to delete all files.

Printing Out a File

Use the following procedure to print the contents of the communication file.

1 Function

```
FUNCTION      (1-9)
ENTER NO.  OR ∨ ∧
```

2 9 4 Set

```
ENTER FILE NO. OR ∨ ∧
     FILE NO. =_▮▮
```

3 Set the desired File Number by using ▲ or ▼ or the Number Pad, then press Start .

NOTE

1. Your machine cannot print files while it is being sent.

Adding Documents into a File

Use the following procedure to add documents into the file.

1   Set document(s) face up.

2   Function

```
FUNCTION        (1-9)
ENTER NO.  OR  ∨ ∧
```

3   9 5 Set

```
ENTER FILE NO. OR ∨ ∧
      FILE NO. =▪▪
```

4   Set the desired File Number by using ▲ or ▼ or the Number Pad, then press Start.
Your machine will start storing the document(s) into the file.

NOTE

1. Your machine cannot add document(s) while it is being sent or waiting to be redialed.

Retry an Incomplete File

If Memory Transmission has been unsuccessful due to a busy line or no answer, the document you stored is automatically erased from memory after the last redial.
If you need to retain the document even if the communication failed, set Fax Parameter No.31 (INC. FILE SAVE) to "2:Valid" in advance. (See page 155)
Use the following procedure to retry the incomplete file.

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR v ∧
```

2 9 6 Set

```
ENTER FILE NO. OR v ∧
        FILE NO. =_▮▮
```

3 Set the desired File Number by using ▲ or ▼ or the Number Pad, then press Start .
Your machine will retry the file and start dialing immediately.

Advanced Facsimile Feature

NOTE
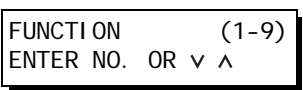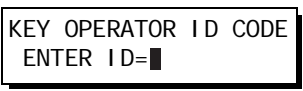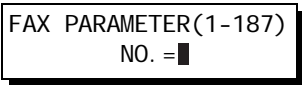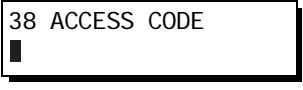
1. If you set Fax Parameter No.31 (INC. FILE SAVE) to "2:Valid", incomplete files will remain in memory. To avoid memory overflow, please check the memory content frequently. (See page 13)

Access Code

General Description

The Access Code prevents an unauthorized user from operating the machine. Once an Access Code (8 digits) is registered, no one can operate the machine without entering the correct access code.
Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Access Code does not affect the use of the machine in any other way.

Setting the Access Code

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
          NO. =▮
```

4 3 8 Set

```
38 ACCESS CODE
▮
```

5 Enter the Access Code using the Number Pad (8 digits), then press Set .
Erase the Access Code, press Clear .

Operating Fax with the Access Code

Enter the Access Code using the Number Pad, then press Set .

```
MMM-dd-yyyy 15:00
ENTER ACCESS CODE
```

Dial Prefix

General Description

Your machine has the following functions to utilize your existing database for Fax Phone Numbers.
• LDAP database search for Fax Phone Numbers (Directory Search)
• Import an existing Fax Phone Number list in CSV file format (Network Address Book Editor software)

Since the Phone Numbers in such database are usually 10-digit numbers that are not the same as the numbers to be actually dialed through your PBX.

The Fax Phone Number in the database → 212 555 1234

The Fax Phone Number to be dialed via PBX, if you are outside 212 calling area → 9+ ⌴Pause⌴ +1+212 555 1234

Dial prefix function allows you to program a Dial Prefix including PBX Dial-out Prefix (e.g. "9") and Long Distance Call Code (=1) and pre-programmed Dial Prefix will be automatically dialed only when the fax Phone Number is a 10-digit number so that you can utilize the existing database without modifying them. To enable this function, Fax Parameter No.122 (DIAL PREFIX) must be set. (See page 157)

LDAP Server

```
212 111 1234
     :
312 222 4321
213 333 9876
     :
```

If the number to dial is NOT a 10 - digit number
    EX: 9-222 9876 (8 digits)
          9-1 312 333 4567 (12digits)

Dials without the "Dial Prefix" number
          9-222 9876
          9-1 312 333 4567

"Dial Prefix" = 9-1
("-" represents a pause)

If the number to dial is 10 - digit number
(See Note 1)
    EX: 212 111 1234

Dials with "Dial Prefix" number appended
          9-1 + 212 111 1234
              (Automatically appends)

Quick Name Search Dialing
One-Touch / ABBR. Dialing
Manual Number Dialing

Sends the document(s)

NOTE

1. Only numbers (0 to 9) will be counted for 10 digits. Any other characters or symbols (such as "-" will be ignored.)

Setting the Dial Prefix

Restrict All Operations

1

Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2

7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=
```

3

Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
        NO. =
```

4

1 2 2 Set

5

Enter the Dial Prefix Number using the Number Pad (up to 4 digits),

then press Set .

To return to standby, press Stop .

NOTE

1. *This function is not available when using Monitor Dialing or Off-hook dialing either with the optional Handset or an external telephone set.*

Basic Copy

General Description on Using the ADF When Copying

Originals that cannot be used
- Post Cards, Drawing Papers, Transparencies, Labelling Papers, Heavyweight Papers, Thin Art Papers, Film, Thermal Papers

Inappropriate Originals
- Paper with a smooth surface such as glossy and coated papers
- Originals with a lead edge that is ripped, creased, folded, punched, or glued.
- Mixed width Originals
- Post-it Notes
- Pressure sensitive or carbon-backed papers
- Paper with excessive curl
- Stapled originals
- Freshly printed copies from a laser printer
- Originals with fresh White-Out (Liquid paper correction fluid)

Upper Limit Indicator (A)

Upper Limit Guide (B)

ADF Tray

Original Guides
Adjust to the original's width.
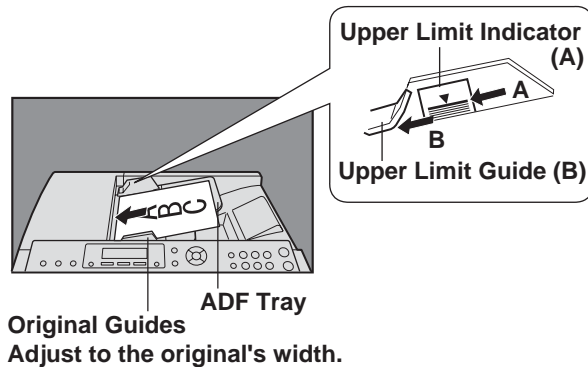
Copying the Same Size Originals

Copy size will be automatically selected.
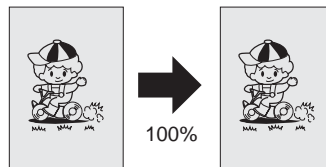
100%

1 Set document(s) face up.

2 Copy

3 Press ◀ to select the original size.

> **LTR** ▭ **: Letter-R**
> ▼
> **INV** ▯ **: Invoice**
> ▼
> **INV** ▭ **: Invoice-R**
> ▼
> **LGL** ▭ **: Legal-R**

```
LTR▭→LTR▭ [LTR▭1]
ZOOM: 100% COPIES: 001
```

4 To select the scanning contrast, press Contrast.
Press ◀ or ▶ to select the contrast level.

```
CONTRAST
- [ ▮▮▮ ] +
```

5 Enter the Number of Copies using the Number Pad (1-999), then press $\boxed{\text{Start}}$ or $\boxed{\text{Copy}}$.

6 To return to standby, press $\boxed{\text{Stop}}$. (2 times)

Multi-Size Feeding

Use this function when copying mixed size originals (Legal & Letter) through the ADF. The original's size will be automatically detected and copied in full size.
The default original size is "LETTER". If you use the Multi-Size Feeding function, change the default original size to "MIX" in the Copier Settings for Key Operator, Parameter No.13 (ORIGINAL SIZE). (See page 164)

Sort Mode

Sort Mode
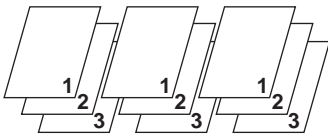
- **Sort**
  Multiple sets of copies will be made and sorted in the original's page order. Sort is the default setting.
- **Non-Sort**
  Multiple copies of each original will be made non sorted.

NOTE
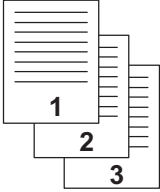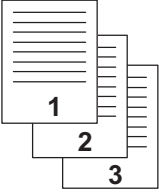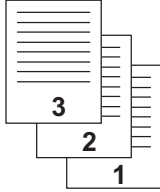
1. *To change the preset Sort Mode setting, change the setting of Copier Parameter No.10 (SORT PRIORITY ADF) to "1:NON-SORT". (See page 163)*
2. *When using OHP, empty out the Output Tray every time a page has been printed. Leaving multiple pages of OHP on the Output Tray may cause the OHP to curl excessively or stick together.*
3. *If output sheets are curled, or not properly aligned, remove the paper from the paper tray, turn it over, and replace it in the paper tray.*

Copy Output Order Mode

The documents always come out face up. When you are copying multiple pages, the stacking order of the output pages is determined by the setting you selected in the Output Order Mode: Correct Order Stacking - "2:Ascending" (1,2,3....) or Reverse Order Stacking - "1:Descending" (3,2,1....).
When the Output Order Mode is set to "2:Ascending", the documents are stored in memory, and then printed in the Correct Order Stacking. To print in "Ascending" order requires the Output Order Mode be set to "2:Ascending" in Copier Parameter No. 17 (OUTPUT ORDER DEF.), and enough memory.
When the Output Order Mode is set to "1:Descending", the documents always come out in descending order one page at a time.

Original Document Order	Copy Output Order	
	Correct Order Stacking (Collation Mode)	Reverse Order Stacking (Non-Collation Mode)
1 2 3	1 2 3	3 2 1

Copier Parameter No.17:

"2:ASCENDING"

(Initial Setting)

Copier Parameter No.17:

"1:DESCENDING"

NOTE

1. *When Copy Parameter NO.17 (OUTPUT ORDER DEF.) is set to "2:Ascending", it takes more time to finish copying because all documents will be stored in memory. When you are copying multiple pages, the machine will start printing after all the documents are stored in memory regardless of the setting.*
2. *If the memory overflows while documents are being scanned for copying, separate the documents into smaller stacks and copy them. To make one set of copies, separate the documents into smaller stacks or set the Output Order Mode to "1:Descending". (See page 163)*

Copying with Variable or Preset Zoom Ratios

Variable Zoom Ratios

Zoom ratios range from 71%~141% in 1% increments.

71%   141%
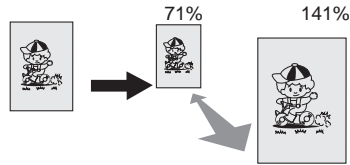
Preset Ratios (Ex:Enlargement)
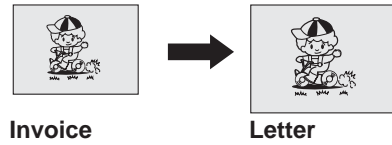
Invoice   **Letter**

1 Set document(s) face up.

2 Copy

3 Press ◀ to select the original size.

> **LTR** ⊏ **: Letter-R**
> ▼
> **INV** ▯ **: Invoice**
> ▼
> **INV** ⊏ **: Invoice-R**
> ▼
> **LGL** ⊏ **: Legal-R**

```
LTR⊏⇒LTR⊐ [LTR⊐1]
ZOOM: 100% COPI ES: 001
```

4 Press ▲ or ▼.
.
Enlarge up to 141% of the original.
Reduce to 71% of the original.

5 To select scanning contrast, press Contrast.
Press ◀ or ▶ to select the contrast level.

```
        CONTRAST
    - [ ███   ] +
```

6 Enter the Number of Copies using the Number Pad (1-999), then press Start or Copy.

7 To return to standby, press Stop. (2 times)

Creative Feature

2→1 Copy (2-sided → 1-sided Copy)

1-Sided Copy

1 Set document(s) face up.

Long Edge Originals
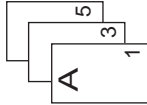
Short Edge Originals
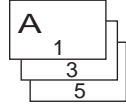
2 Copy

3 Press ◀ to select the original size.

```
LTR ⟷ LTR  [LTR 1]
ZOOM: 100%  COPIES: 001
```

> **LTR** ⬜ : Letter-R
>
> **INV** ⬜ : Invoice
>
> **INV** ⬜ : Invoice-R
>
> **LGL** ⬜ : Legal-R
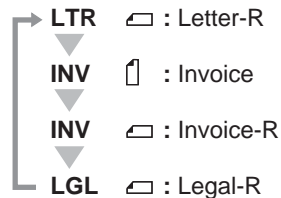
4 To select "2→1copy", press [Duplex], then press [Set].

```
BINDING:  LONG  EDGE
PRESS < >,  THEN  SET
```

5 Press ◀ or ▶, then press [Set].

```
LTR ⟷ LTR  [LTR 1]
ZOOM: 100%  COPIES: 001
```
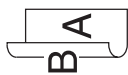
Long Edge

Short Edge

6 To select the scanning contrast, press [Contrast].
Press ◀ or ▶ to select the contrast level.

```
CONTRAST
- [ ■■■   ] +
```

Copy Feature

7 Enter the Number of Copies using the Number Pad (1-999), then press ⎡Start⎤ or ⎡Copy⎤.

```
INSERT SECOND SIDE
ORIENTATION AS IS
```

8 Place the Back side of the original(s) of Step 1 in the order and direction of ejection.

```
PRESS START TO
CONTINUE
```
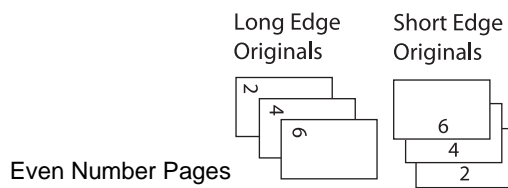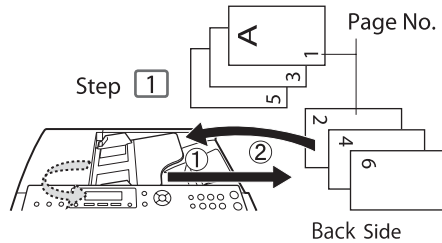

9


```
COPY IN PROGRESS
        PAGE=xxx
```

10 After the Back side of the original(s) have been scanned, the machine will start printing.
If the scanning has failed, restart from Step 1. (See Note 1)

11 To return to standby, press ⎡Stop⎤. (2 times)

(**NOTE**)

1. If the page count for the Back side does not match the page count for the Front side (i.e. page double-fed) of the 2-Sided originals, a "SIDE 1&2 PAGE COUNTS DO NOT MATCH!" and "RESCAN ORIGINALS START WITH 1ST SIDE" will be displayed and all scanned data will be cancelled. If this occurs, restart from Step 1.

Pre-Installation Information/Features

What is Internet Fax?

It is a feature whereby scanned documents are transmitted to Internet Fax or to computers as Email.
Internet Fax communicates via an Intranet or the Internet without using the telephone line.
This machine can be connected to 10Base-T/100Base-TX Ethernet LAN (local area network).

Using the Internet Fax Feature

To use the Internet Fax feature, a network cable must be connected to the machine, and the network environment must be properly configured in Function Parameters.

**Internet Fax/
Email Features**

What Internet Fax Can Do

This section introduces the functions of the Internet Fax feature.

The Internet Fax feature not only sends and receives Email but also forwards fax documents via a telephone line and broadcasts them via a relay station.

Sending Email

A scanned document can be transmitted to an Internet Fax or a remote computer as an Email file attachment. Attached files must be in either of the following formats:
• **Internet Fax**:TIFF format (TIFF-F)
• **Computer**:TIFF (TIFF-F) format or PDF format.
For more details on sending Email, refer to Sending Documents. (See page 85)
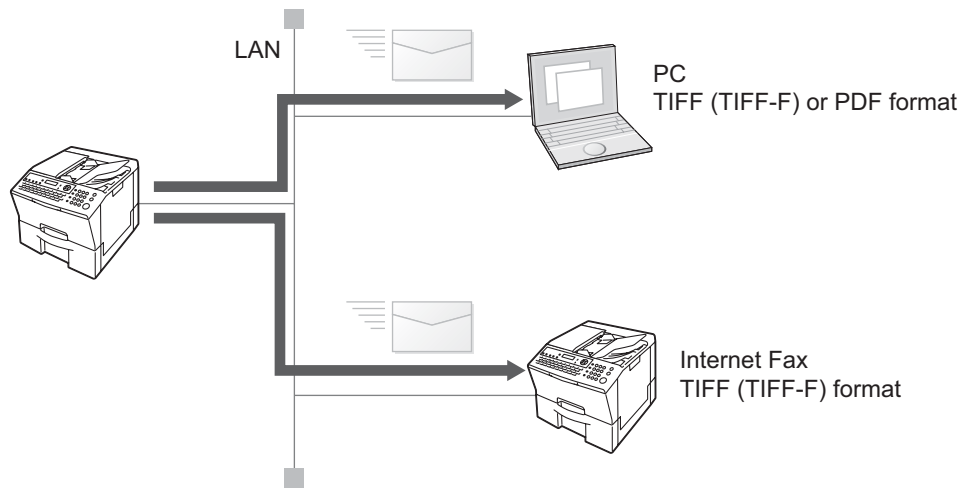
Receiving Email

When this machine receives Email from an Internet Fax or a computer, it starts printing the Email automatically. If Email has an attached file in a format that is not supported by the machine, an error message is printed to alert you that the machine cannot print the Email.
For instructions on how to receive Email, refer to Receiving Documents. (See page 92)
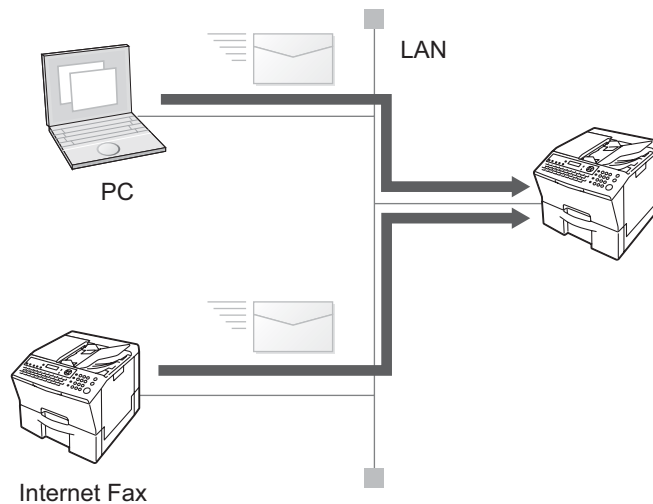
Inbound Routing

A document received from a G3 fax station via a telephone line can be forwarded to a remote computer on a network, an Internet Fax, or a G3 fax machine. The forwarding destination can be specified using the sub-address or numeric ID of the fax station.

For more details about routing, refer to Inbound Routing. (See page 99)

LAN

Internet Fax

Internet Fax

E-mail

PC

Telephone line

G3 Fax

Forwards to G3 Fax

G3 Fax

**Internet Fax/
Email Features**

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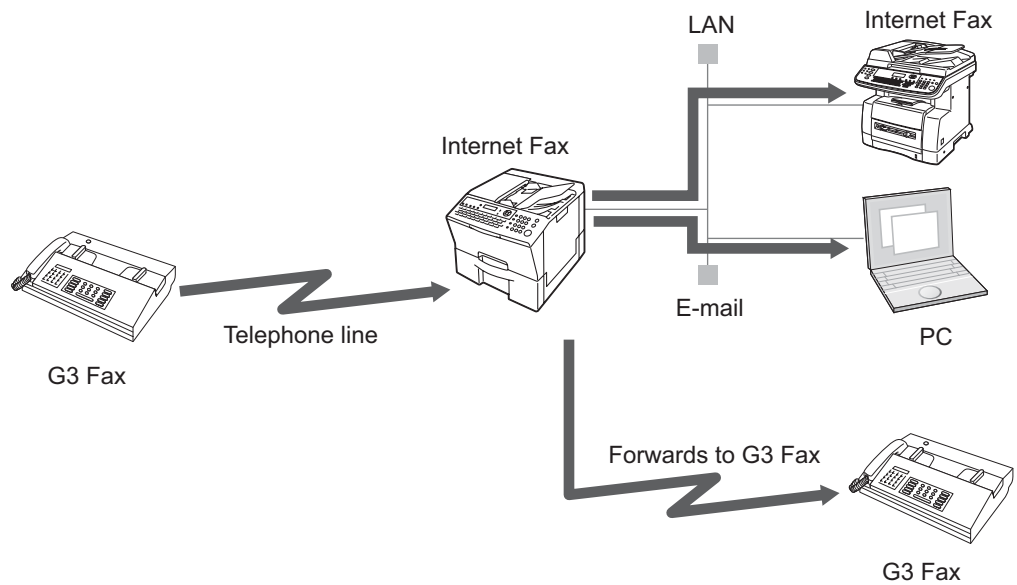
Internet Relay Transmission

The Internet Relay Transmission feature can save you time and transmission costs if you need to send the same documents to multiple G3 fax machines. This is especially true if the transmission is long distance.

You can send documents to any G3 fax machine by using the Internet via the LAN from your machine to another relay station. You can also send Email with attached TIFF-F file(s) to any G3 fax machine from your PC using your current Email application through a relay station.

Ex: Internet Relay Transmission
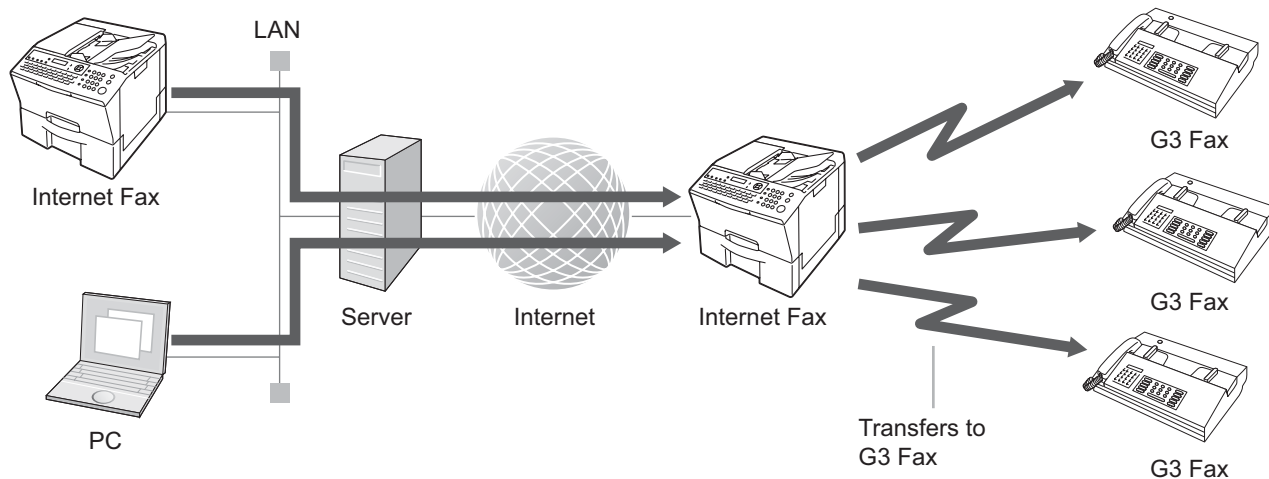
ATTENTION

• When requesting Internet Relay Transmission from a computer, it is necessary to transmit the file in the TIFF-F format.
• An application software is available from the download site. Refer to Convenient Application Software. (See page 96)

For more details on the Internet Relay Transmission feature, refer to Relayed Transmission. (See page 104)

Message Delivery Notice (MDN)

If the sender (Internet Fax) desires a processing confirmation, it must request a Message Delivery Notice when sending the message to a device supporting the notification function.

Several Email applications such as Eudora® and Outlook® Express are able to respond to the delivery confirmation notification sent from the Internet Fax, as well as sending a request for notification to the Internet Fax by Email applications that support the Message Delivery Notice (MDN) function.

■ **If the Receiving Station is an Internet Fax Station**
A Message Delivery Notice (MDN) with capability notice is returned to the sender.

■ **If the Receiving Station is a Computer**
A Message Delivery Notice (MDN) is transmitted to the sender.

Internet Fax Transmission
Message Delivery Notice (MDN) Response Capability Notice
MDN Request
Internet Fax
MDN Response Capability Notice
Internet Fax
MDN Request
Email Transmission
MDN Response
PC
Eudora, Outlook Express, etc.
PC
Eudora, Outlook Express, etc.

MDN Request from the Originator

MDN Response with Capability Notice from the Recipient

MDN Response from the Recipient

• This feature can be used when the receiving station supports the Message Delivery Notice (MDN) feature.

**Internet Fax/
Email Features**

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Direct Internet Fax Transmission (Using Direct SMTP)

Email is normally distributed by an SMTP mail server using the Simple Mail Transfer Protocol (SMTP).

In common cases, only Internet Email and Web service are permitted into the corporate intranet, and corporate network administrators are extremely unwilling to open the firewall for other incoming services, since each opened path represents additional potential security threats.

The Direct Internet Fax feature enables documents to be directly exchanged between Internet Fax stations without the intervention of the SMTP mail server. This will reduce the workload of the SMTP mail server.

To use the Direct Internet Fax feature, set Fax Parameter No.172 (DIRECT IFAX XMT) to "2:Valid".

For more details on network configuration, contact your network administrator.
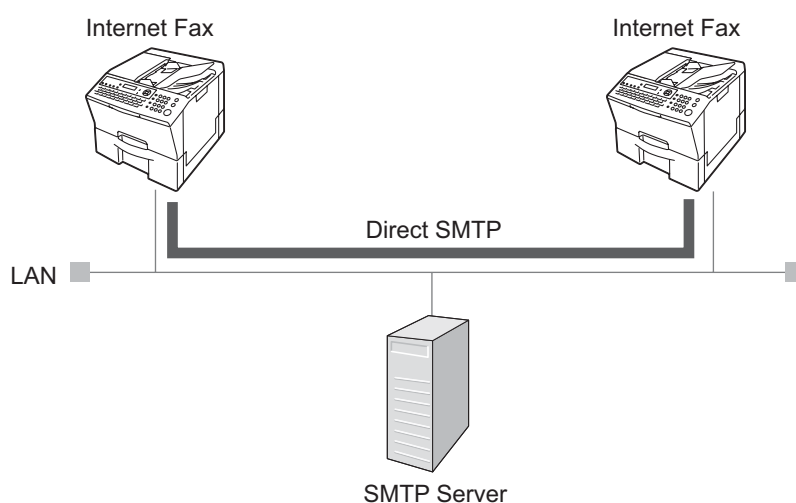
SMTP Authentication

The Internet's emergence as a worldwide digital infrastructure has dramatically encouraged a market for communications-oriented appliances. However, the no object security technique has gained widespread and dominant use over the Internet due to several reasons.

1. Internet mail is a multi-hop store and forward architecture, and use of channel-based security is generally difficult.
2. No single technique is recommended by the Internet Fax standard.

To improve and make the system robust, Authentication through encryption based techniques are provided as a typical solution. The techniques may be associated with the transmission channel, such as by using Simple Authentication and Security Layer (SASL).

Some Internet Service Providers (ISPs) take advantage of Internet mail service by providing an Authentication feature.

Your machine provides the following three Authentication options.
1. SMTP Service Extension for Authentication (SMTP AUTH) -- while sending
2. Lightweight challenge-response mechanism POP (APOP) -- while receiving
3. POP before SMTP -- performs POP procedure prior to every SMTP transaction

Lightweight Directory Access Protocol (LDAP)

For convenience, your machine has a LDAP client feature to enable the search for recipient's email addresses from the LDAP Server, which assists the entering of long email addresses.

The Lightweight Directory Access Protocol (LDAP) is a protocol for accessing online directory services. A LDAP client connects to a LDAP Server and asks a question. The server responds with an answer.

Your machine indicates the search result from the LDAP Server on the LCD display. This enables you to easily choose the recipients you wish to send to and saves your time from entering long and intricate email addresses.

**Internet Fax/
Email Features**

Tips for Using Internet Fax

Your machine uses the same communication protocols as Email: the Simple Mail Transfer Protocol (SMTP).

The differences between the Internet Fax and the standard G3 fax communication using the Public Switched Telephone Network (PSTN) are as follows.

■ **Differences Between the Internet Fax and Fax Stations on the Telephone Line**
Fax stations which use telephone lines to send faxes incur charges from telephone companies.

Internet Fax, on the other hand, breaks down image data into packets, and transmits them from a LAN to the Internet or the Intranet without using a telephone line, thus the telephone bills on long-distance calls can be saved.

■ **When Email Transmission Fails**
- Your machine does not directly connect to the final destination, but rather connects to a mail server via the LAN. Therefore, if a document cannot be correctly transmitted due to an error, the error mail may be returned from the mail server to your machine.

- Error mail may take a long time to return (20 to 30 minutes normally) depending on the location of the remote stations, the degree of line congestion on the Internet, or the network configuration and so on.

- Depending on the mail server, it is possible that erroneous mail is not returned at all. Therefore, when transmitting important or time-sensitive documents, it is recommended that you follow up with a telephone call to confirm reception.

- Documents may not be transmitted to a remote station correctly if the remote station's mailer does not support MIME. Error mail may be returned depending on the type of the remote mail server.

- Documents consisting of multiple pages or large amounts of image data may not be transmitted.

- If Fax Parameter No.172 (DIRECT IFAX XMT) has been set to "2:Valid", documents are directly transmitted to Email Addresses pre-programmed in the Address Book.

- This machine supports the Message Delivery Notice (MDN) feature. Program this feature when you want to make sure whether the Email you sent has reached the receiving station successfully. For more details, refer to Message Delivery Notice (MDN). (See page 79)

■ **Telephone Calls Cannot be Made via the LAN**
- Your machine can only make a telephone call using a regular telephone line (if an external telephone is connected to your machine).

- Fax communication cannot be performed using Voice Over IP network communication.

■ **Dual Port Communication**
Your machine has Dual Port Capability allowing simultaneous G3 fax communication over a telephone line (PSTN) and LAN Communication.

■ **Transmission Resolution**
In view of PC transmission, the standard setting of the Fax Parameter No.2 (RESOLUTION (HOME)) is set to "1:Standard". If required, this setting can be changed to "2:Fine". (See page 153)

■ **Receive Internet Email Messages**
- Your machine can receive text Email from a PC, and print ANSI characters. It will print an "▌" symbol if an unrecognized character is received.

- Fonts and character sizes in received Email are fixed and cannot be changed.

- Text Email will be printed at about 72 lines per page. It is recommended that you use A4 / Letter size recording paper.

• Documents cannot be transmitted correctly if the destination mail server does not support MIME. Erroneous mail may not be returned depending on the mail server.

■ **Sending a Document to a PC via the LAN**
When transmitting a document to an Email Address, the following instructions are sent as text message in addition to the TIFF-F image file.

Image data in the TIFF-F format has been attached to the Email.

• If the document(s) are sent in the PDF format, the following message is shown instead.
"Image data in PDF format has been attached to this Email."

■ **Relay Transmission**
To prevent unauthorized stations from getting access to your relay station for Internet Relay Transmission, you must set up your network security. Enter the relay station name, which is concealed from the final destination, and a manager's Email Address for notification of all Internet Relay Transmission.

**Internet Fax/
Email Features**

Preparing to Use Internet Fax

To use the Internet Fax feature, your machine needs to be set up properly on your network. Please contact your network administrator for actual network setup.

Copy the Important Information form at the end of the Operating Instructions (For Basic Operations), and ask your network administrator to complete the information on the form.

Program Network Parameters

The following Network Parameters need to be programmed on your machine by referring to Setting the Internet Parameters (See page 134), and Important Information received from your network administrator.

■**Network Parameters**
- TCP/IP Address of your machine
- TCP/IP Subnet Mask of your machine
- TCP/IP Address of the Default Gateway
- Host Name
- TCP/IP Address of the DNS Server (if not available)
- Email Address of your machine
- Name or IP Address of the Default SMTP Mail Server
- SMTP Authentication Name (when the authentication with the SMTP server is required)
- SMTP Authentication Password (when the authentication with the SMTP server is required)

To program the items above, refer to Setting the Internet Parameters. (See page 134)

- By default the machine requires the IP Address of the DNS server and prompts you to enter the SMTP server name.
- The format of the Email Address can be the same as your regular Email Address. If your Email Address is popuser001@toshiba.com, your machine's Email Address can be Internet_Fax@toshiba.com.

■**Sending Email (Your machine→Other Internet Fax Machine or PC)**
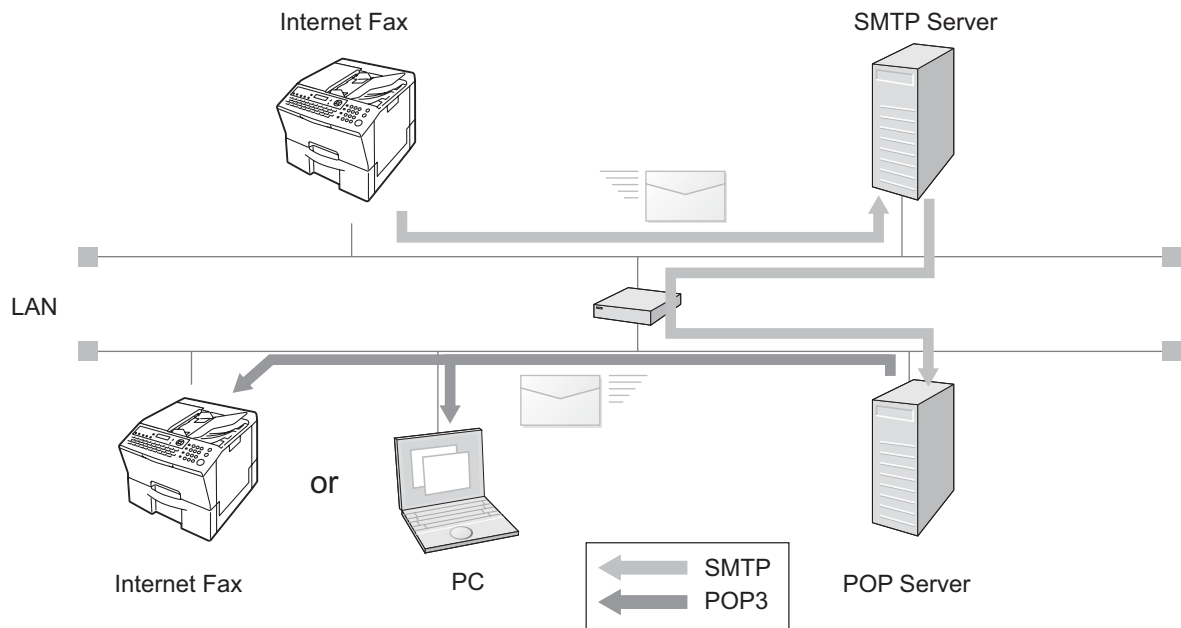
Sending Documents

Manual Email Addressing

1 Set document(s) face up.

2 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

3

```
FILE TYPE=PDF
1: TIFF  2: PDF
```

4 Press ① or ②, then press Set.
Internet Fax: select "1:TIFF".
PC: select "1:TIFF" or "2:PDF".

```
FILE NAME=IMAGE
1: IMAGE  2: CUSTOM
```

5 Press ① or ②, then press Set.

Ex: ②

```
SCAN FILE NAME
ENTER NAME
```

6 When ② (Custom) is selected, enter the File Name using the
QWERTY Keyboard (up to 40 characters), then press Set.

```
ENTER STATION(S)
THEN PRESS START 00%
```

7 To change the Manual mode, press Email.

```
▮
ENTER EMAIL ADDRESS
```

8 Enter the Email Address, then press Set.

```
⊠abc@toshiba.com
```

• **Entering Full Email Address**
Use the QWERTY Keyboard (up to 60 characters).
Ex: abc@toshiba.com

```
1 STN(S) ARE SET
ADD MORE OR START
```

• **Using Default Domain**
Enter the first part of Email Address using the QWERTY Keyboard
(up to 60 characters).

```
1 STN(S) ARE SET
ADD MORE OR START
```

Ex: abc (i.e. will add "@toshiba.com" to the Email
Address)
The machine will complete the Email Address with the Default
Domain preprogrammed in the Internet Parameters. (See page 134)

Internet Fax/ Email Features

• **Using Selectable Domain**
Enter the first part of the Email Address using the QWERTY

Keyboard (up to 60 characters), then press ▲ or ▼ to select the desired Domain Name you to wish to enter.
Ex: abc@ (i.e. will add "toshiba.com" to the Email Address)

```
 1 STN(S) ARE SET
ADD MORE OR START
```

9 To send the same document(s) to multiple stations, repeat Steps 7 and 8.

10 Start
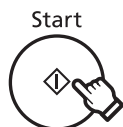
NOTE

1. To erase an incorrect character, press `Clear` then re-enter the correct character.
2. If your machine sounds an alarm (pi-pi-pi) when pressing the Keyboard Button or any Auto Dialer Entries that contain an Email Address, one or more of the required Six (6) Basic Internet Parameters may have been omitted in the Internet Parameter(s). (See page 134)
3. The machine will accept a combination of Email Addresses and PSTN Dialing Numbers.
4. If the transmission cannot be completed for any reason, the Email may return undelivered; otherwise no reply will be printed.
5. For the machine to perform the Email Address completion, Fax Parameter No.160 (DEFAULT DOMAIN) must be set to "2:Valid" and the Default Domain must be preprogrammed in the Internet Parameters No.28 (DEFAULT DOMAIN). (See page 136)
6. The Quick Memory Transmission feature is disabled if multiple stations are set.

Auto Dialer Email Addressing

When sending documents via the LAN, the Directory Search Function allows you to enter a full Email Address by searching for the Station Name or Email Address entered in the Auto Dialer and the LDAP (Lightweight Directory Access Protocol) Server.

1 Set document(s) face up.

2 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

3 8 6 Set

```
FILE TYPE=PDF
1: TIFF 2: PDF
```

4 Press ① or ②, then press [Set].
Internet Fax: select "1:TIFF".
PC: select "1:TIFF" or "2:PDF".

When ② (Custom) is selected, enter the File Name using the

QWERTY Keyboard (up to 40 characters), then press [Set].

```
FILE NAME=IMAGE
1: IMAGE 2: CUSTOM
```

5 Enter the station by any combination of the following methods:
   • Quick Name Search Dialing / Email Addressing
     (See page 15)
   • One-Touch Dialing / Email Addressing (See page 16)
   • ABBR. Dialing / Email Addressing (See page 17)
   • Directory Search Dialing / Email Addressing (See page 18)
Ex: T (TOSHIBA:Quick Name Email Addressing)

```
TOSHIBA
⊠abc@toshiba.com
```

6 Set

```
 1 STN(S) ARE SET
ADD MORE OR START
```

7 To send the same document(s) to multiple stations, repeat Steps 5 and 6.

8 Start

Entering the Email Header

Email Address
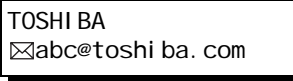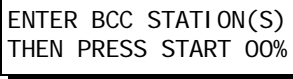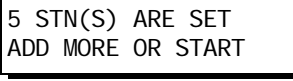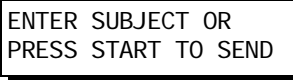
You can enter the Email Address for CC (Carbon Copy) and BCC (Blind Carbon Copy). If you would like to enter CC and / or BCC, change Fax Parameter No.168 (CC/BCC STATION) to "2:Valid". (See page 161)

Subject

Your machine will automatically add the default Subject information that was entered during the User Parameter setup, in the Subject Line of all outgoing Emails.
If you would like the machine to prompt you for the Subject before each Email transmission, change the Fax Parameter No.159 (SUBJ. LINE ENTRY) to "2:Valid". (See page 160)

To Enter CC Station / To Confirm the Destinations

1 Set document(s) face up.

2 Email
```
█
ENTER EMAIL ADDRESS
```

3 Enter the Email Address by any combination of the following methods:
- Manual Email Addressing (See page 85) Steps 7 and 8
- Auto Dialer Email Addressing (See page 87) Steps 5 and 6

Ex: T (TOSHIBA:Quick Name Search Dialing)
```
TOSHIBA
⊠abc@toshiba.com
```

4 Set
```
ENTER CC STATION(S)
THEN PRESS START 00%
```

5 Repeat Steps 3 and 4.
```
ENTER BCC STATION(S)
THEN PRESS START 00%
```

6 To add more Stations, repeat Steps 3 and 4.
```
5 STN(S) ARE SET
ADD MORE OR START
```

7 Start
```
ENTER SUBJECT OR
PRESS START TO SEND
```

8 Enter the Subject using the QWERTY Keyboard (up to 40 characters), then press Set .

Duplex Sending

2-Sided documents can be sent in page orders
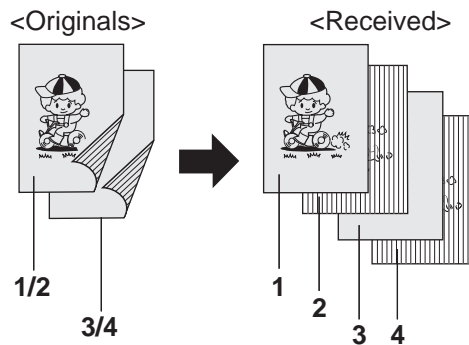

```
<Originals>          <Received>
```

1/2
3/4

1
2
3 4

1   Set document(s) face up.

2   Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

3   8 6 Set

```
FILE TYPE=PDF
1: TIFF 2: PDF
```

4   Press ① or ②, then press Set .
Internet Fax: select "1:TIFF".
PC:select "1:TIFF" or "2:PDF" .

```
FILE NAME=IMAGE
1: IMAGE 2: CUSTOM
```

5   Press ① or ②, then press Set .

Ex: 2 Set

```
SCAN FILE NAME
ENTER NAME
```

6   When ② (Custom) is selected, enter the File Name using the
QWERTY Keyboard (up to 40 characters), then press Set .

```
ENTER STATION(S)
THEN PRESS START 00%
```

7   To select Duplex, press Duplex .

```
BINDING: LONG EDGE
PRESS < >, THEN SET
```

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8 Press ◄ or ►, then press Set .

| ENTER STATION(S) |
| THEN PRESS START 00% |

 Long Edge

 Short Edge

9 Enter the Email Address by any combination of the following methods:
- Manual Email Addressing (See page 85) Steps 7 and 8
- Auto Dialer Email Addressing (See page 87) Steps 5 and 6

Ex: T (TOSHIBA:Quick Name Search Dialing)

| TOSHIBA |
| ⊠abc@toshiba.com |

10 Start
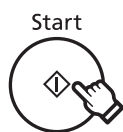
| INSERT SECOND SIDE |
| ORIENTATION AS IS |

11 Place the Back side of the document(s) of Step 1 in the order and direction of ejection.
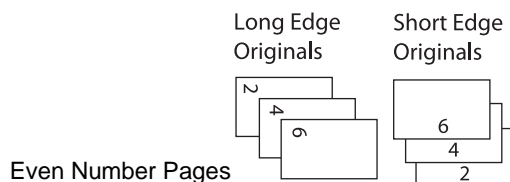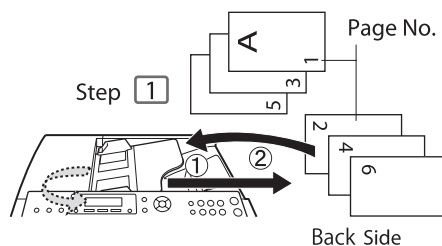
Even Number Pages

12 Start

NOTE

1. *If the page count for the Back side does not match the page count for the Front side (i.e. page double-fed) of the 2-Sided documents, a "SIDE 1&2 PAGE COUNTS DO NOT MATCH!" and "RESCAN ORIGINALS START WITH 1ST SIDE" will be displayed and all scanned data will be cancelled. If this occurs, restart from Step 1.*

Returned Email

When using the Internet Communication mode, a failure report will be printed automatically for each transaction if the Email is returned undelivered by the mail server. The printout will consist of the undelivered message contents supplied by the mail server and a portion of the first page.

Failure Report Sample (User unknown)

```
Received: from localhost (localhost) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with
internal id OAA24381; Sun, MMM-dd-yyyy 14:52:57 +0900
Date: Sun, MMM-dd-yyyy 14:52:57 +0900
From: Mail Delivery Subsystem <MAILER-DAEMON@ifeifl.rdmg.mgcs.mei.co.jp>
Subject: Returned mail: User unknown
Message-Id: <200011120552.OAA243B1@ifeifl.rdmg.mgcs.mei.co.jp>
To: <fax@nwpc31.rdmg.mgcs.mei.co.jp>

The original message was received at Sun, MMM-dd-yyyy 14:52:54 +0900
from nwpc31.rdmg.mgcs.mei.co.jp [172.21.22.51]

    ----- The following addresses had delivery problems -----
<error@nwr39.rdmg.mgcs.mei.co.jp>  (unrecoverable error)

    ----- Transcript of session follows -----
.... while talking to nwr39.rdmg.mgcs.mei.co.jp.:
>>> RCPT To:<error@nwr39.rdmg.mgcs.mei.co.jp>
<<< 550 <error@nwr39.rdmg.mgcs.mei.co.jp>... User unknown
550 <error@nwr39.rdmg.mgcs.mei.co.jp>... User unknown

    ----- Original message follows -----
Return-Path: fax@nwpc31.rdmg.mgcs.mei.co.jp
Received: from nwpc31.rdmg.mgcs.mei.co.jp (Internet FAX) (nwpc31.rdmg.mgcs.mei.co.jp [172.21
.22.51]) by ifeifl.rdmg.mgcs.mei.co.jp (8.6.12/3.4W3) with SMTP id OAA24380 for <error@nwr39
.rdmg.mgcs.mei.co.jp>; Sun, MMM-dd-yyyy 14:52:54 +0900
Message-ID: <200011120552.OAA24380@ifeifl.rdmg.mgcs.mei.co.jp>
Mime-Version: 1.0
Content-Type: image/tiff
Content-Transfer-Encoding: base64
Content-Disposition: attachment; filename="image.tif"
Content-Description: image.tif
X-Mailer: Internet FAX, MGCS
Date: Sun, MMM-dd-yyyy 14:49:00 +0900
From: "DP-2000" <fax@nwpc31.rdmg.mgcs.mei.co.jp>
Subject: IMAGE from Internet FAX
To: error@nwr39.rdmg.mgcs.mei.cp.jp
```

```
                                    5
MMM-dd-yyyyy 14:49            e-STUDIO191                              P.01/01
```

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC   MMM-dd-yyyy

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road
Reading,
Berks.

Dear Pete,

        Permit me to introduce you to the facility of facsimile
transmission.

        In facsimile a photocell is caused to perform a raster scan over
the subject copy. The variations of print density on the document cause

Receiving Documents

If the machine connects to a network as a POP client, it can receive Email either automatically or manually. The Email reception method from a POP server varies depending on the POP settings programmed in Fax Parameters.

Configuring to Receive Email

Program the following Fax Parameters to receive Email:

Item Name	Setting
No.146 (POP TIMER)	Set the time interval for checking Email on POP server. Set an interval between 0 and 60 minutes. An interval setting of 0 minutes would not retrieve Email automatically.
No.147 (AUTO POP RCV)	Set whether to send queries to the POP server periodically. If there is Email, it is retrieved and printed. If this parameter is set to "1:Invalid", only the number of the incoming Email messages on the POP server appears on the display.
No.148 (DEL POP RCV MAIL)	Set whether to delete Email from the server after it has been retrieved.
No.149 (DEL POP ERR MAIL)	Set whether to delete Email from the server when the attached file is in a format that cannot be printed.

- For instructions on how to configure the POP server, refer to Setting the Internet Parameters. (See page 134)
- With POP manual reception pre-programmed on a Program Key, POP Email can be retrieved by a User Name other than the one pre-programmed as local station information.

Receiving Email Automatically

When Fax Parameter No.147 (AUTO POP RCV) is set to "2:Valid" and Fax Parameter No.146 (POP TIMER) is set between 1 and 60 minutes, queries are transmitted to the POP server periodically to check for new Email.

If there is an Email on the POP server when a query is transmitted, it is retrieved and printed automatically.

Unattended Email Reception from the POP Server

When Fax Parameter No.147 (AUTO POP RCV) is set to "2:Valid" and Fax Parameter No.146 (POP TIMER) is set between 1 and 60 minutes, queries are transmitted to the POP server periodically to check for new Email.

All Email on the POP server is retrieved and printed unattended.

```
1 NEW MAIL(S)
```

When Fax Parameter No.147 (AUTO POP RCV) is set to "1:Invalid", the machine will query the POP server for new Email at the interval specified by Fax Parameter No.146 (POP TIMER). If new Email has arrived at POP Server, the machine will not retrieve it, but will display the number of Email on the POP server and will sound a beep (Piii-Piii-Piii-Piii).

```
MAR-12-2002 17:15
<NEW MAIL(S)>
```

When Fax Parameter No.146 (POP TIMER) is set to "0", the machine will not query the POP server and the mail is not retrieved automatically. With this setting, Email must be retrieved manually from the POP server.

Receiving an Email on a Computer

This section explains how to receive Email transmitted from the machine to a computer, and also explains Email forwarded from the machine to a computer.

Receiving Email on Your Computer

A sample screen shot of a mailer that has received Email from an Internet Fax is shown below.
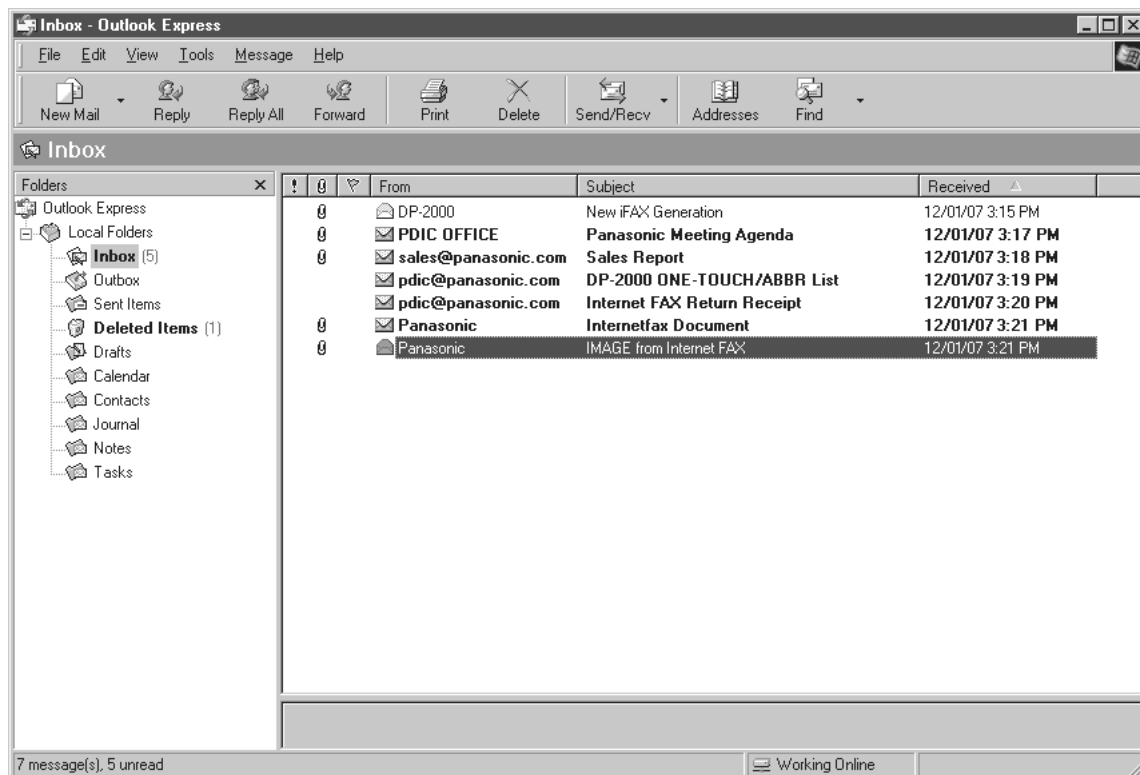
For your reference, the above is from Outlook Express Inbox running under Microsoft$^®$ Windows$^®$.
If you are using a different Email application software, please refer to your application's user manual.

NOTE

1. *For more details on how to view Email on your computer, refer to the user manual for your mailer or viewer.*
2. *In the screen shot above, Email transmitted from the Internet Fax has the subject "IMAGE from Internet Fax". The subject can be modified if required.*

Opening Email

When you open Email received from the Internet Fax, the screen as shown below is displayed.
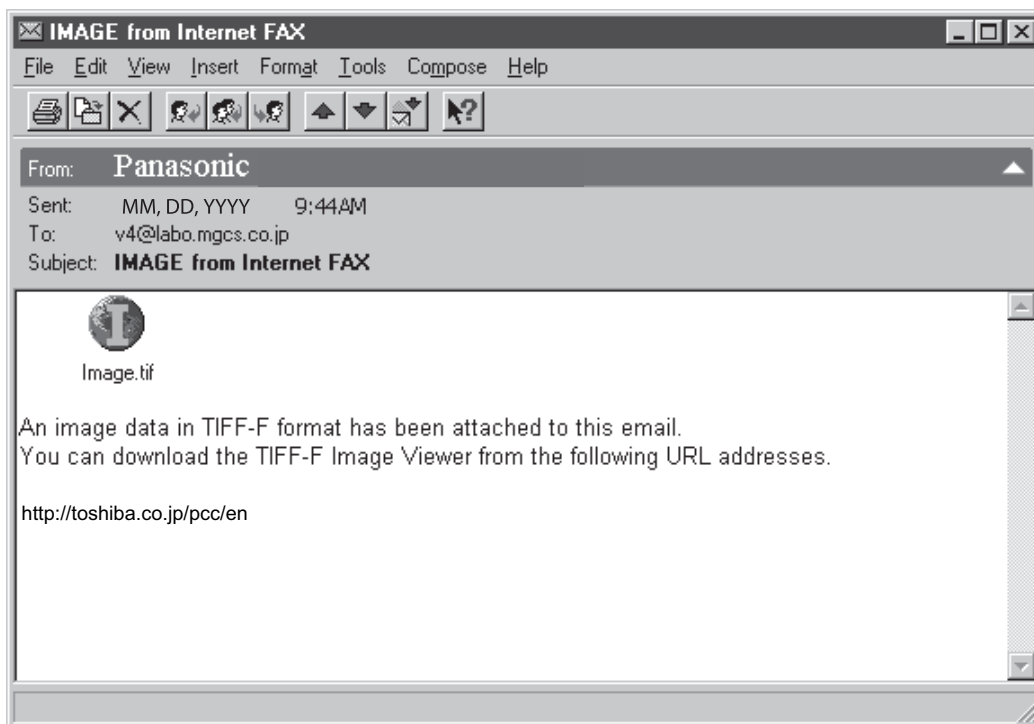
- For your reference, the above is from Windows Messaging running under Microsoft Windows.

- To run the viewer, please refer to your application's user manual. The attached file is composed of TIFF-F (Tagged Image File Format with Modified Hoffman coded image). TIFF viewers have different capabilities, and some may not support some Internet Fax formats.

- License agreement of TOSHIBA's Quick Image Navigator application
  You must carefully read the license agreement before installing the Quick Image Navigator application on your PC. If you do not agree to all the terms of this agreement, do not use the software and destroy all of the copies thereof.
  You must assume full responsibility for selection of the software, its operation / non-operation and, results obtained therefrom.

- If you receive Email (Internet Fax) with a PDF file attached, the following text message is shown in the Email body.

  "An Image data in PDF format has been attached to this email."

**Internet Fax/
Email Features**

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Convenient Application Software

■ **TIFF Converter**

The TIFF converter is an application that converts files created in another application to the Internet Fax-ready TIFF format.

Files created by MS-Word or Excel® (*.doc and *.xls) cannot be transmitted by Internet Fax as Email attachments in their original form.

To transmit files created by MS-Word or Excel from a computer to Internet Fax, it is necessary to have them converted to the Internet Fax-ready TIFF format using the TIFF converter.

Normally, select 200 dpi as a resolution for the conversion. When you are sending a detailed graphic documents to a TOSHIBA Internet Fax, you can specify 600 dpi resolution for better clarity.

■ **TIFF Converter Mail Linking Program**

A TIFF Converter Mail Linking Program is an add-in program for the TIFF converter that links the Email client for MAPI to the TIFF converter for the Internet Fax.

Before sending a printed image as Email from the application to the Internet Fax, you have to convert the file into the format that the Internet Fax is allowed to receive, and print as an Email using the TIFF file creation function. You also have to send that file to the Internet Fax as an attached document.

TIFF Converter Mail Linking Program allows you to automatically create TIFF files by pressing one button from the TIFF converter for the Internet Fax.

Sender Selection

Setting the Sender Selection

This operation allows you to select one of the 25 preset User Names and Email Addresses before a transmission. The selected User Name is printed on the Header of each page you sent on the Comm. Journal. This function is available for Fax and Internet Fax. This function is available when using Fax. When sending Email, the selected user name and/or Email address appears in the "From:" field of the Email message.
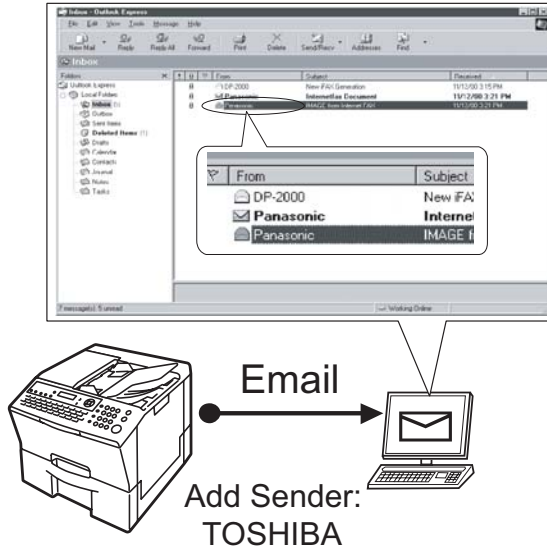
Email

Add Sender:
TOSHIBA

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
  ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set.

```
FAX PARAMETER(1-187)
         NO. =▮
```

4 1 4 5 Set

```
145 SENDER SELECTION
  1: INVALID
```

5 2 Set ("2:Valid")

```
SENDER SELECTION
ENTER NO. OR ∨ ∧
```

6 Set the desired Function Parameter using ▲ or ▼ or the Number Pad (01-24).
Ex: 12

```
ENTER USER NAME
12▮
```

7 Enter the User Name using the QWERTY Keyboard (up to 25 characters), then press Set.

```
ENTER EMAIL ADDRESS
12 ▮
```

Continued on the next page...

8 Enter the Email Address using the QWERTY Keyboard (up to 60 characters), then press ⌐Set⌐.

```
ENTER USER NAME
13 ▐
```

9 To record another User Name, repeat Steps 7 and 8.
To return to standby, press ⌐Stop⌐.

Sending Documents with Sender Selection

1 Set document(s) face up.

2 Email

```
▐
ENTER EMAIL ADDRESS
```

3 Enter the Email Address using the QWERTY Keyboard (up to 60 characters), then press ⌐Set⌐.

```
 1 STN(S) ARE SET
ADD MORE OR START
```

4 Start

```
SELECT SENDER(OO-24)
ENTER NO.   OR ∨ ∧
```

5 Enter the User Name using ▲ or ▼ or the Number Pad.
Ex: 12

```
12 TOSHIBA SALES
abc@toshiba.com
```

Inbound Routing

What is Inbound Routing?

Using the Inbound Routing feature, your machine can route documents received from a G3 fax machine to Email Address(es) or Internet Fax machine(s) connected to the LAN as Email, as well as to other G3 fax machine(s) over the telephone line.

- For more details on the types of fax machines that work with routing, contact your local authorized TOSHIBA dealer.
- If no sub-address is specified, your machine tries to match the originating fax machine's numeric ID (TSI) with the TSI routing within its auto dialer, and will route the documents to the corresponding stations' Email Address(s) and/or Telephone Number(s).
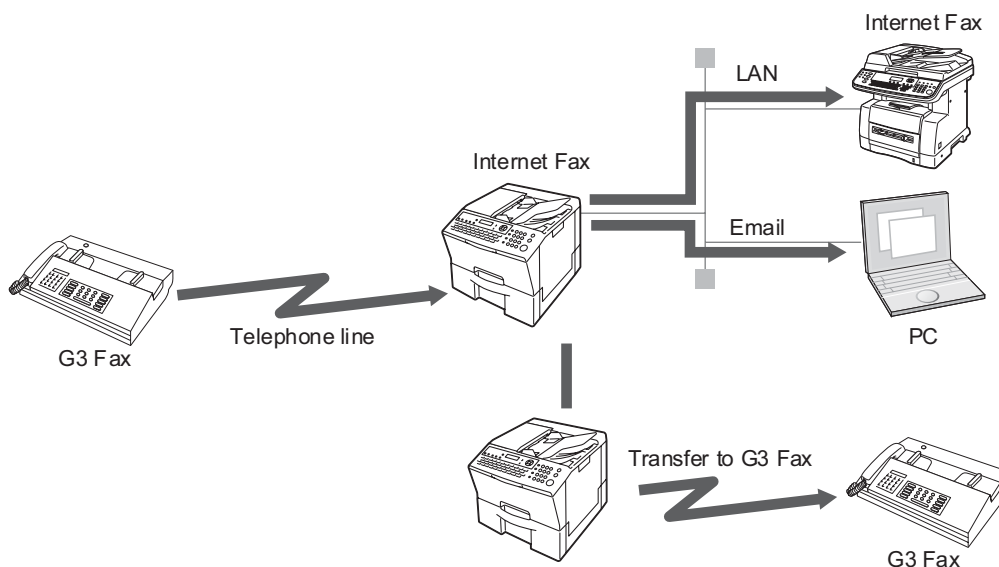
Routing Setup Flow

Before the Inbound Routing feature can be used, the Function Parameters and Address Book programming is required.

Configure your machine for Internet Fax (See page 75)

↓

Set required parameters to "Valid" in Fax Parameters

To use sub-addressing...........................Set Fax Parameter No.152 (SUB-ADDR ROUTING) to "Valid".

To use a numeric ID...............................Set Fax Parameter No.153 (TSI ROUTING) to "Valid".

Refer to Setting for Inbound Routing. (See page 100)

↓

Program the transferring station in the Address Book

Program Internet Fax or a remote computer as a transferring destination.

(Program the Email Address of the transferring destination in the Address Book.)

Program a G3 fax station as a transferring destination.

(Program the fax number of the transferring destination in the Address Book.)

Refer to Quick Name Search Email Addressing for Inbound Routing. (See page 101)

Setting for Inbound Routing

To use the Inbound Routing feature, program the following parameters to meet the type of routing in Fax Parameters. (See page 160)
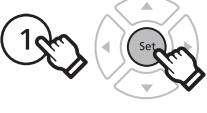
Routing type	Explanation	Function Parameters
Routing by sub-addressing	Set this parameter to perform an ITU-T sub-address query within its auto dialer, and to route the received document(s) to corresponding stations Email Address(es) or telephone number(s).	Set No.152 (SUB-ADDR ROUTING) to "Valid".
Routing by the numeric ID of a sending fax station	Set this parameter to perform a numeric ID (TSI frame information) query within its auto dialer, and to route the received document(s) to the corresponding stations Email Address(es) or Telephone Number(s)	Set No.153 (TSI ROUTING) to "Valid".
To set the From field	Use this parameter to select the type of Email header to be included in the "From" field of each routed faxes. • **Originator (Origi)** The originating fax machine's TSI will appear in the "From" field of the routed Email. • **Relay Station (Rly Stn)** The routing station's Email Address will appear in the "From" field of the routed Email.	Set No.154 (ROUTE HEADER FMT)
To program printout of received documents	Select whether to print all documents received on this machine ("Always"), or print them only if inbound routing fails ("Inc. Only").	Set No.155 (PRINT ROUTED DOC)

Quick Name Search Email Addressing for Inbound Routing

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 2 Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

3 1 Set

```
ADD STATION
ENTER TEL NO.
```

4 ☒ Email

```
ADD STATION
ENTER EMAIL ADDRESS
```

5 Enter the Email Address using the QWERTY Keyboard (60 characters), then press Set .
Ex: abc@toshiba.com

```
ENTER NAME
☒abc@toshiba.com
```

6 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
ROUTING:  SUB-ADDRESS
                    ▮
```

7 Enter the Sub-address, using the Number Pad (up to 20 digits), then press Set .

```
ROUTING:  TSI
                    ▮
```

8 Enter the Numeric ID (TSI) using the Number Pad (up to 20 digits), then press Set .

```
ADD STATION
ENTER TEL. NO.
```

9 To return to standby, press Stop .

Advanced Internet Fax Feature

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Fax Forward

This feature allows all incoming faxes or Emails to be forwarded to the station registered in the Address Book or One-Touch/Abbreviated Email Addressing. Once the faxes or Email is received in memory, the machine will forward the received document(s) to the Fax Telephone Number or the Email Address registered in the Address Book or One-Touch/Abbreviated Email Addressing.
This function is convenient when you would like to receive faxes or Emails in another place (i.e. your home) at night or during the holidays.
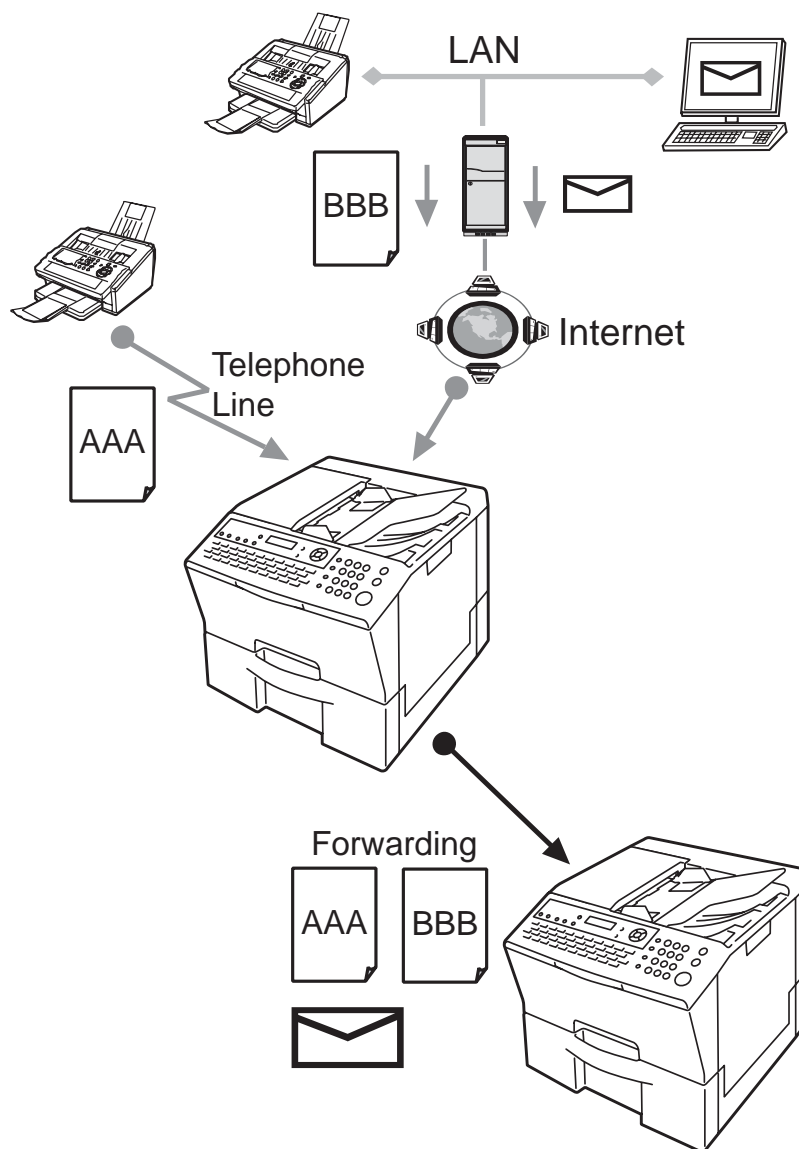
NOTE

1. *When the Fax Forward feature is set, the assigned address will be restricted from editing. Change this function to "1:In-valid" when editing the address.*
2. *If the communication to transfer to a received document(s) fails or Email fails, the received Fax or Email will be printed and then is erased from memory. If Fax Parameter No.156 (PRINT FORWARD DOC) is set to "2:Always", the received fax or Email will print even when transmission is successful.*

Setting Fax Forward

ATTENTION

- Register the destination Telephone Number or Email Address into the Address Book or One-Touch / ABBR. Email Addressing. (See page 137)

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
ENTER ID=▮
```

Enter the Key Operator ID using the Number Pad, then press Set .

```
FAX PARAMETER(1-187)
        NO. =▮
```

3 5 4 Set

```
54 FAX FORWARD
 1:INVALID
```

4 2 Set ("2:Valid")

```
54 FAX FORWARD
ENTER STATION
```

5 Enter the station by any combination of the following methods:
- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Email Addressing)

```
TOSHIBA
⊠abc@toshiba.com
```

6 Set

7 To return to standby, press Stop .

Advanced Internet Fax Feature

NOTE

1. It is not possible to receive a document if the memory of your machine overflows or if about 95% of memory is used.

Relayed Transmission

What is Relay Feature?

From your PC or machine, you can send documents to the End Receiving Station(s) via the Internet Relay Station.

After the relay station completes its transmission to the End Receiving Station, your PC or machine receives a COMM. Journal from the relay station. This COMM. Journal confirms whether the Internet or Intranet Relayed Transmission was successful.
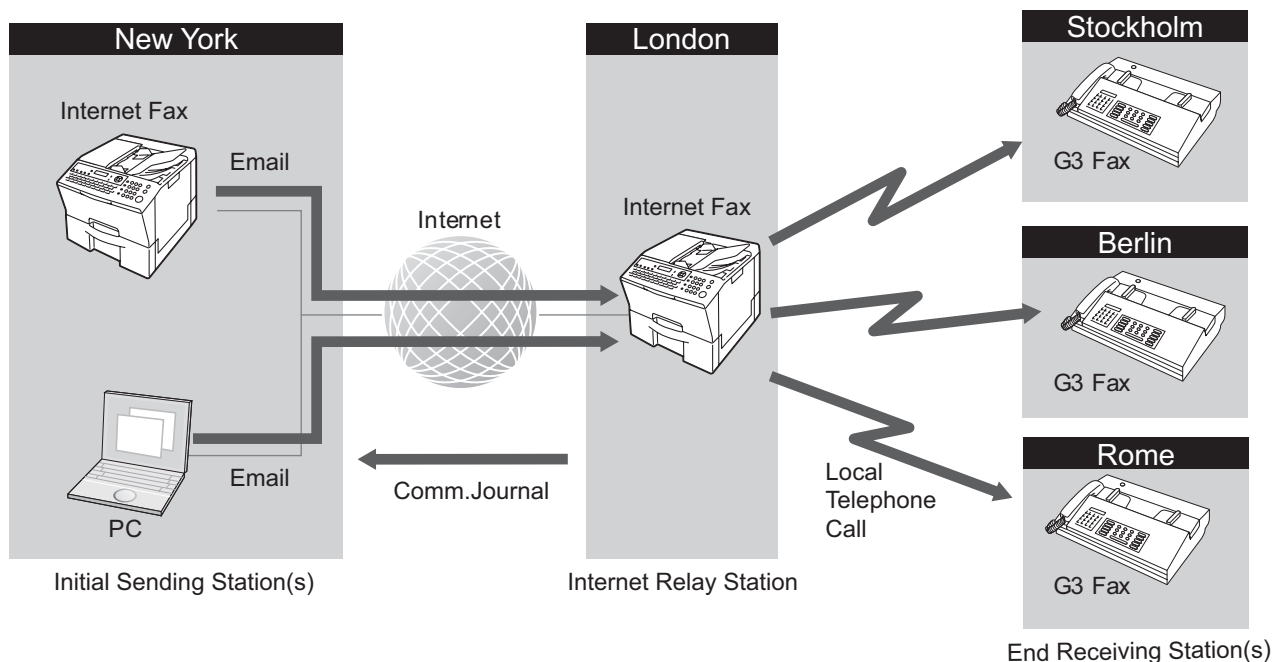
Initial Sending Station(s)

Send Email to a relay station (Internet Fax supporting the Relay feature) using the Internet Fax feature to request a Relayed Transmission.

NOTE

1. *The LAN Relayed Transmission request can be made easier by having the relay station pre-programmed in the Address Book.*
2. *TIFF image files can be attached to Email when it is transmitted from a computer.*
3. *For more details on the Relayed Transmission Report (Communication Journal) and the Fax Relay log, refer to Printouts and Reports. (See page 117)*

Internet Relay Station

Sends Email received from the Initial Sending Station to an End Receiving Station (a fax station connected to the Telephone Line: **Ex:**Stockholm/Berlin/Rome) as a fax document.
If multiple End Receiving Stations are specified, the Email is broadcasted to them.

Each time a Relay Station completes a transmission, it transmits a Relayed Transmission Report (Communication Journal) to the Initial Sending Station to designate its Relayed Transmission request, and Emails a Fax Relay log to the administrator's computer at the relay station.

End Receiving Station(s)

On receiving a fax document from the Relay Station, the Email header and Email body will be printed on the first page, and the file attachment (TIFF) on the next, and subsequent pages.

Intranet Relaying Network
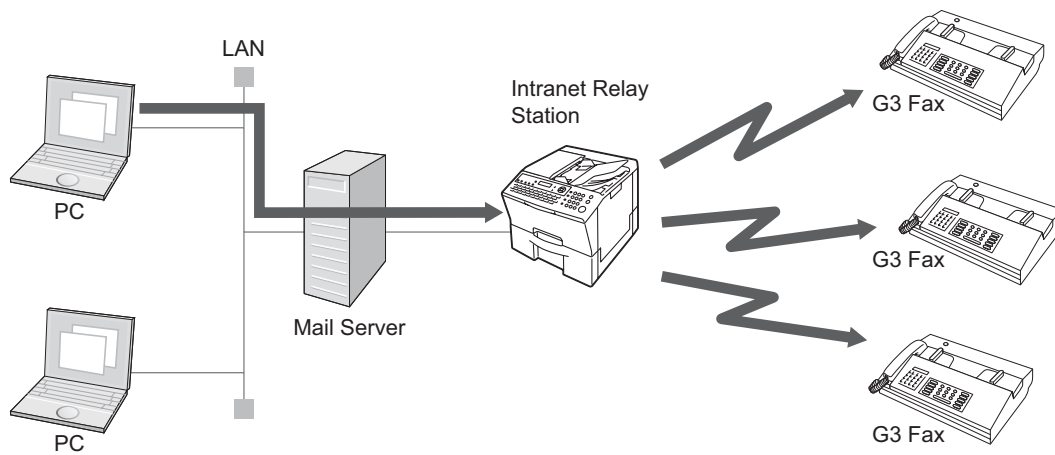
Computer (PC)

Sends Email to the Intranet Relay Station via the mail server.
For operating instructions on how to request Relayed Transmission from your computer, refer to Sending Documents from a PC to a G3 Fax Machine.

Mail Server

Forwards Email to the Intranet Relay Station.

Advanced Internet Fax Feature

Setting Up a Relayed Transmission Network

This section explains how to set up a relayed broadcasting network.

■ What is the Hardware Configuration?
A relay network needs the following kinds of equipment:

- Internet Fax or computer (Initial Sending Station)

- Internet Fax supporting the Relayed Transmission feature (Relay Station)

- G3 fax station connected to the telephone line (End Receiving Station)

■ What is the Communication Charge?
- Email is transmitted from the Initial Sending Station to the Relay Station via Internet, saving both the time and charges on long-distance calls.

- A telephone charge accrues on the Fax transmission from the relay station to the End Receiving Station.

■ How Can I Confirm the Completion of a Transmission?
- When the relay station completes a transmission to the receiving station, it transmits a Relayed Transmission Report (Communication Journal) to the Initial Sending Station to report the completion of a Fax transmission.

- The relay station also Emails a Fax Relay log to the administrator's computer at the relay station.

■ How to Program?
- Program required network parameters in your machine. (See page 84)

- To use the Relayed Transmission feature, program the required function parameters in Function Parameters for Relay Stations (See page 110) and Settings for Initial Sending Station (See page 111).
  A sample network is shown on the next page.

- Add Relay Station and End Receiving Station to Address Book by referring Sample Entries in the Address Book (See page 108) and Programming the End Receiving Station into your Auto Dialer (See page 112).
  To set up Relayed Transmission network properly, consult your local authorized TOSHIBA dealer.

Example of a Relayed Transmission Network

An example of a Relayed Transmission network using Relay Stations at two locations is shown below.
- This network has an Initial Sending Station (New York) connected to Relay Stations (London and Singapore).

- Documents are transmitted from the Relay Stations (London and Singapore) to End Receiving Stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney, Berlin and Wellington) via the telephone lines.

- This network uses Relay Stations at two locations.

- A single Relayed Transmission request made from the Initial Sending Station (New York) allows a document to be transmitted to the End Receiving Stations (Stockholm, Rome, Tokyo, Hong Kong, Sydney, Berlin and Wellington) via the Relay Stations (London and Singapore)

New York
Email Address: ifax@newyork.toshiba.com
Host Name: newyork
Relay XMT Password: usa-rly

London
Email Address: ifax@london.toshiba.co.uk
Host Name: london
Relay XMT Password: uk-rly

London

New York

Stockholm
Tel. No.: 46 8 111 1234

Berlin
Tel. No.: 46 611 111 1234

Rome
Tel. No.: 39 6 111 1234

Singapore

Tokyo
Tel. No.: 81 33 111 1234

Hong Kong
Tel. No.: 852 23123456

Sydney
Tel. No.: 61 2 111 1234

Wellington
Tel. No.: 64 4 111 1234

Singapore
Email Address: ifax@singapore.toshiba.co.sg
Host Name: singapore
Relay XMT Password: sg-rly

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Sample Entries in Address Book

Table 1:Initial Sending Station (New York)

- Telephone Number   :   212 111 1234
- Email Address (SMTP)   :   ifax@newyork.toshiba.com
- Host Name   :   newyork
- Relay XMT Password   :   usa-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.toshiba.co.uk	————————
Stockholm	46 8 111 1234	"**London Relay**"
Singapore	ifax@singapore.toshiba.co.sg	————————
Tokyo	81 33 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.toshiba.co.uk	————————
Singapore Relay	sg-rly@singapore.toshiba.co.sg	————————
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"

Table 2:Relay Station (London)

- Telephone Number   :   71 111 1234
- Email Address (SMTP)   :   ifax@london.toshiba.co.uk
- Host name   :   london
- Relay XMT password   :   uk-rly

Station Name	Email Address/Telephone Number	Relay Station Address
New York	ifax@newyork.toshiba.com	————————
Stockholm	46 8 111 1234	"**London Relay**"
Singapore	ifax@singapore.toshiba.co.sg	————————
Tokyo	81 33 111 1234	"**Singapore Relay**"
Singapore Relay	sg-rly@singapore.toshiba.co.sg	————————
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.toshiba.co.uk	————————

Table 3:Relay Station (Singapore)

- Telephone number   :   65 111 1234
- Email Address (SMTP)   :   ifax@singapore.toshiba.co.sg
- Host name   :   singapore
- Relay XMT password   :   sg-rly

Station Name	Email Address/Telephone Number	Relay Station Address
London	ifax@london.toshiba.co.uk	———————
Stockholm	46 8 111 1234	"**London Relay**"
New York	ifax@newyork.toshiba.com	———————
Tokyo	81 33 111 1234	"**Singapore Relay**"
London Relay	uk-rly@london.toshiba.co.uk	———————
Rome	39 6 111 1234	"**London Relay**"
Hong Kong	852 23123456	"**Singapore Relay**"
Sydney	61 2 111 1234	"**Singapore Relay**"
Singapore Relay	sg-rly@singapore.toshiba.co.sg	———————

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Function Parameter for Relay Station

Program the following parameters to use this machine as a relay station in Function Parameters

Item	Required Function Parameters	Explanation
1	Fax Parameter No.142 (RELAY XMT)	Selecting whether the machine will accept and perform G3 Relayed Transmission. **• Invalid** Machine will not accept a Relay XMT request. **• Valid** Machine will accept a Relay XMT request.
2	Fax Parameter No.143 (RELAY XMT REPORT)	Selecting how the COMM. Journal for Relayed Transmission is sent to the originator. **• Off** Does not send. **• Always** The COMM. Journal is always sent after a Relay communication is completed or has failed. **• Inc. Only** The COMM. Journal is sent if the Relay communication to the destination has failed.
3	User Parameter (RELAY XMT PASSWORD)	Enter a Relay XMT Password (up to 10 characters) to be used for the protection against unauthorized (outside) stations from accessing your machine to relay messages to a G3 fax machine via PSTN. This password should be given out to authorized people only. **Note:** User Parameter (RELAY XMT PASSWORD) to enable this machine to work as a relay station. As the relay password is transmitted in the Email header, it should be differentiated from the Email Address used by Email or Internet Fax. A relay password pre-programmed in this way would be easy to identify when Internet Fax is received
4	User Parameter (RELAY DOMAIN (01)~ (10))	Register up to 10 Domain Names (up to 30 characters) that your machine will accept Relayed Transmission. Requests to relay a message to another G3 fax machine via PSTN. **Ex:** Registered Domain Names: • toshiba.co.jp • abc.iFax.com • toshiba.com **Note:** To increase network security and prevent third party access to the relay station, enter a relay-permitted domain name and an administrator Email Address for every relay station. **Note:** If the whole domain name is left blank, Internet Fax will receive Relayed transmission requests from all the domain names.
5	User Parameter (MANAGER'S EMAIL ADDR)	Register the department manager's Email Address for supervision, and cost control purposes. Once registered, the machine will send Email notification to the Email Address for each Relayed XMT Request received from a remote station. The following information is sent. **• From** The Email Address of the originating station. **• To** The Telephone Number of the destination G3 fax machine.

Settings for Initial Sending Station

To use the machine as an Initial Sending Station, program the following Function Parameters.

Item	Required Function Parameters	Explanation
1	Fax Parameters No.140 (LAN RLY XMT REQ)	Select "Valid" to use this machine as an Initial Sending Station. • **Invalid** Select to disable Relayed Transmission. • **Valid** Select to enable Relayed Transmission.

Programming the End Receiving Station into Your Auto Dialer

If Fax Parameter No.140 (LAN RELAY XMT REQ) is set to "2:Valid", you can enter the Relay Address by using the following procedure.

To Set an Address Book or One-Touch / ABBR. Dialing for Relayed Transmission Request

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 2 Set

```
ADDRESS BOOK    (1-3)
ENTER NO.  OR ∨ ∧
```

3 1 Set

```
ADD STATION
ENTER TEL. NO.
```

4 Enter the telephone number using the Number Pad (up to 36 digits), then press Set .
Ex: 3961111234

```
ENTER NAME
☎3961111234
```

5 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
RELAY ADDRESS
ENTER STATION
```

6 Enter the station by any combination of the following methods:
  • Quick Name Search Dialing / Email Addressing (See page 15)
  • One-Touch Dialing / Email Addressing (See page 16)
  • ABBR. Dialing / Email Addressing (See page 17)
  • Directory Search Dialing / Email Addressing (See page 18)
Ex: London Relay
It must contain the Relay XMT Password of the Relay Station.

```
LONDON RELAY
✉uk-rly@london.pa
```

7 Set

8 To return to standby, press Stop .

Sending Documents via an Internet Relay

To a Location that has a Programmed Relay Station

Once you have set all the necessary parameters in your machine, you can send a document to one or multiple G3 fax machines automatically through the Internet Relay Station by using the following procedure. The Internet Relay Station must have all the required parameters setup.

1 Set document(s) face up.

2 Enter the station by any combination of the following methods:
- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: STOCKHOLM

STOCKHOLM
☎4681111234

3 The document(s) is (are) stored in memory and your machine starts sending the document(s) to the Relay Email Address of the Relay Station with the Telephone Number for the End Receiving Station.

Ex: End Receiving Station : 4681111234
(Telephone number)
(see Note 1)
Relay Station :uk-rly@london.toshiba.co.uk

After the Relay Station completes its transmission to the End Receiving Station(s), your machine receives a COMM. Journal from the Relay Station.
This Journal confirms whether the Internet Relayed Transmission is successful.

Advanced Internet Fax Feature

NOTE

1. The "#" character is not available for the Email Address of the relay station.

2. If the Relay Station requires a special access number to get an outside line, enter that access number first, then press

Pause *to enter a pause (represented by a "-") before entering the full number.*

To a Location that does not have a Pre-programmed Relay Station

1   Set document(s) face up.

2   Function ② ⑤ Set

LAN RELAY XMT
ENTER RELAY STATION

3   Assign a Relay Station by either one of the following methods:
- Quick Name Search Dialing / Email Addressing
  (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: LONDON

LAN RELAY XMT
ENTER STATION(S)

4   Enter only the End Receiving Station(s) that is registered telephone number, using any combination of the following methods:
- Quick Name Search Dialing / Email Addressing
  (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)
- Manual Number Dialing (See page 18)

Ex: STOCKHOLM

STOCKHOLM
☎4681111234

5   The document(s) is (are) stored into memory, and your machine starts sending the document(s) to the Relay Email Address of the Relay Station with the Telephone Number for the End Receiving Station.

Ex: End Receiving Station : 4681111234
(Telephone number)
(see Note 1)
Relay Station   :uk-rly@london.toshiba.co.uk

After the Relay Station completes its transmission to the End Receiving Station(s), your machine receives a COMM. Journal from the Relay Station.
This journal confirms whether the Internet Relayed Transmission is successful.

NOTE

1. The "#" character is not available for the Email Address of the relay station.

2. If the Relay Station requires a special access number to get an outside line, enter that access number first, then press

Pause *to enter a pause (represented by a "-") before entering the full number.*

Sending Documents from a PC to a G3 Fax Machine

Using your Email application, you can send any document(s) from your PC as a TIFF-F attachment to one or multiple G3 fax machines automatically through the Internet Relay Station.
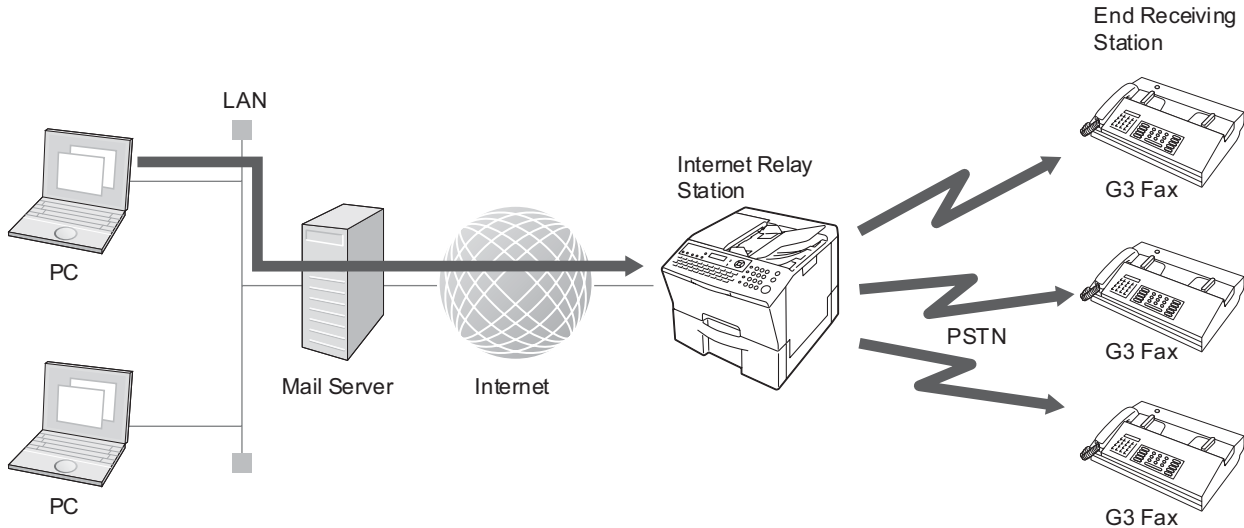
The Internet Relay Station (your machine) must be properly setup with all the required parameters.
To send a Relayed Transmission from your PC using your Email application, follow the example below.

Ex: In the "To:" box of your Email application, type the following:

sg-rly#81331111234@singapore.toshiba.co.sg

or

sg-rly#*001@singapore.toshiba.co.sg

- Relay XMT Password: sg-rly

- # + End Receiving Station (with Phone Number):   #81331111234 (See Note 1)

- #*+ End Receiving Station (with Abbreviated Dialing Number):   #*001 - #*500 (See Note 1)

- #*+ End Receiving Station (with One-Touch Number):   #*2001 - #*2080 (See Note 1)

- @ + Relay Station's Host Name + Domain Name: @singapore.toshiba.co.sg

Advanced Internet Fax Feature

NOTE

1. The "#" and " (TONE)" symbol must be entered after the Relay XMT Password as it indicates to your machine that a phone number for the End Receiving Station will follow.*
2. If the Relay Station requires a special access number to get an outside line, enter that access number first, then enter a hyphen (represented by a "-") before entering the full number.

Relayed Transmission

Your PC sends the text document(s) to the Relay Email Address of the Relay Station with the telephone number of the End Receiving Station

After the Relay Station completes its transmission to the End Receiving Station(s), your PC receives a COMM. Journal from the Relay Station. This Journal confirms whether the Internet Relayed Transmission is successful.

Auto Dialer Number and Program Key Number can be confirmed by the Auto Dialer data that is retrieving via Email.

NOTE

1. A TIFF Converter software is used on your PC to convert document(s) into a "TIFF" file format, which allows the Internet Fax to receive the document as an attachment to an Email. When you are sending a detailed graphic document(s) to a TOSHIBA Internet Fax, you can specify 600 dpi resolution for better clarity.

Internet Fax Mailer software is an add-in program for the TIFF Converter that links the Email client for MAPI to the TIFF converter for the Internet Fax.

Before sending an image as Email from the application to the Internet Fax, you have to convert the file into the format that the Internet Fax is allowed to receive and print as an Email using the TIFF file creation function. You also have to send that file to the Internet Fax as an attached document.

Internet Fax Mailer, allows you to create TIFF files automatically by pressing one button form the TIFF Converter for the Internet Fax.

Printouts and Reports

When you use Relayed Transmission, the Relay Station will send the following two reports to help you check and keep track of your fax.

1. Relay XMT Report (COMM. JOURNAL)
When the relay station finishes transmitting to the End Receiving Station, it will send a Comm. Journal to you when Fax Parameter No.143 (RELAY XMT REPORT) is set to "2:Always" or "3:Inc. Only", this tells you whether the transmission was successful or not.

4. Transmission Journal
When the Relay Station receives instructions for a Relayed Transmission, a notification is Emailed to the manager registered. Refer to Setting Up a Relayed Transmission Network. (See page 106)

■**Sample Relay XMT Report (COMM. JOURNAL)**

```
*************** – COMM. JOURNAL – ***************** DATE MMM-dd-yyyy **** TIME 15:00 ********

(1)                                              (2)                    (3)
MODE = RELAYED TRANSMISSION              START=MMM-dd 14:50      END=MMM-dd 15:00

   FILE NO.= 050 (4)

(5)      (6)     (7)            (8)                                    (9)        (10)
STN      COMM.   ONE-TOUCH/     STATION NAME/EMAIL ADDRESS/TELEPHONE NO.  PAGES     DURATION
NO.              ABBR NO.
001      R-OK                   ☎ 4681111234                           001/001   00:01:30
                                                              - TOSHIBA -
***** e-STUDIO191 ***************** – HEAD OFFICE       – ****** – 201 555 1212 – *******
```

Explanation of Contents

(1)	Indication of Communication Mode	
(2)	Start Time of Communication	
(3)	End Time of Communication	
(4)	File Number	001 to 999
(5)	Station Number	
(6)	Communication Result	"R-OK" indicates that the Relayed XMT Request was successful. "3-digits Info Code" indicates that the communication has failed.
(7)	One-Touch / ABBR. Number	
(8)	Recorded Name in the Address Book, Direct Dialing Number, or Email Address	
(9)	Number of Pages Transmitted	3-digits number represents the number of pages successfully transmitted
(10)	Duration of Communication	

NOTE

1. If you transmit through more than one Relay Station, you will receive a separate Result Report.

Sample Relayed Transmission Notification Email to a Manager
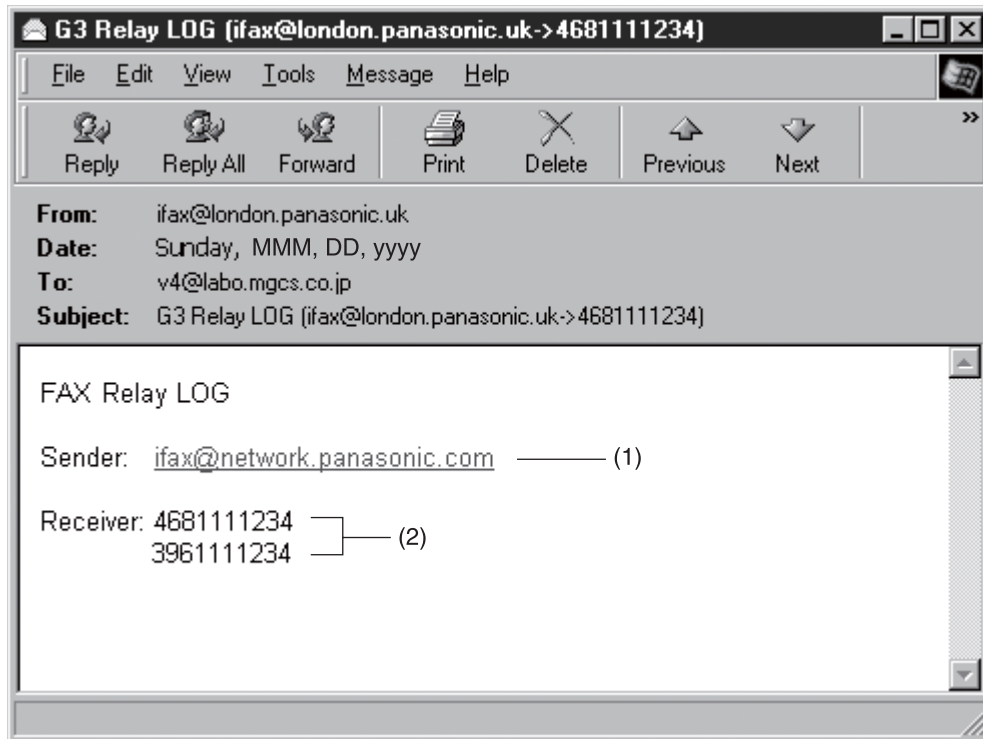
Explanation of Contents

(1)   Email address of the sender's Internet Fax (your machine) or PC

(2)   End Receiving Station's G3 fax telephone number(s)

Email Report

Receiving Transmission Result Notification by Email

This function allows transmission result notification to be sent to the Email Address specified when transmission has been reserved.
This function allows you to verify whether the transmission was successful from a remote location.
Image data that has been transmitted will be attached to the transmission result notification.

Email → Result Notification

ATTENTION

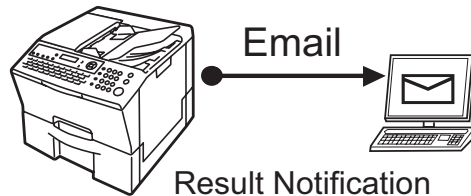• Email Addresses that you wish to send the transmission result notification to need to be registered in the Address Book in advance. (See page 137)

1 When the light of the Email Report Key is off, press Email Report.
(See Note 1)

2 Set document(s) face up.

```
ENTER STATION(S)
THEN PRESS START 00%
```

3 Enter the Telephone Number by any combination of the following methods:
  • Quick Name Search Dialing / Email Addressing
    (See page 15)
  • One-Touch Dialing / Email Addressing (See page 16)
    (See Note 1)
  • ABBR. Dialing / Email Addressing (See page 17)
    (See Note 1)
  • Manual Number Dialing (See page 18)
  • Directory Search Dialing / Email Addressing (See page 18)
  • Redialing the Last Dialed Numbers (See page 19)

  Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

4 If you wish to add other station(s),press Set.

```
 1 STN(S) ARE SET
ADD MORE OR START
```

5 Start

```
EMAIL REPORT
ENTER DESTINATION
```

NOTE

1. *For the light of the Email Report Key to be always lit, set Fax Parameter No.184 (EMAIL REPORT) to "2: On". (See page 162)*

6 Enter the Station Name (case-sensitive and perfect matching) that you wish to send the transmission result notification, and then press ⌴Set⌴ .
Ex: AAA

```
✉→AAA
abc@toshiba.com
```

7 Start
⬦
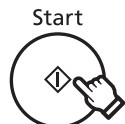
The document is stored into memory with a file number.
Then starts dialing the Telephone Number immediately after storing the first page.
The remaining page(s) continue to store into memory.

```
* STORE *      NO.002
      PAGES=001   05%
```

```
* DIALING *    NO.002
TOSHIBA
```

Document Scanning

Document Scanning to PC

When the TOSHIBA Document Management System is installed and configured on your PC, document(s) can be scanned from your machine to the PC.

• Document Scanning directly from your machine to your PC using Windows "My Network Places" or "Network Neighborhood".

LAN

ATTENTION
• USB Port is used for printing only, and is not available for local scanning.

1 Set document(s) face up.

2 Scan/file

```
SELECT DESTINATION
LTR
```

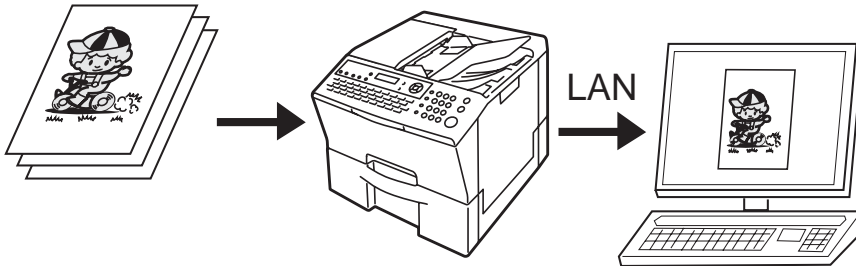**3** Use ◄ to select the original size.

LTR	▭	: Letter-R
INV	▯	: Invoice
INV	▭	: Invoice-R
LGL	▭	: Legal-R
MIX	▭	: Letter and Legal-R

4 Select the desired Scanning setting.

To select Scanning Resolution, press Resolution.
150dpi / 300dpi / 600dpi /
HALFTONE (300dpi) / HALFTONE (600dpi)

```
RESOLUTION
300dpi
```

Select the scanning contrast, press Contrast.
Use ◄ or ► to select the contrast level.

```
CONTRAST
- [ ▮▮▮    ] +
```

Network
Scanner Feature

Continued on the next page...

5 Select the destination.
Enter the station by any combination of the following methods:
  • Quick Name Search Dialing / Email Addressing
    (See page 15)
  • One-Touch Dialing / Email Addressing (See page 16)
  • ABBR. Dialing / Email Addressing (See page 17)
  • Directory Search Dialing / Email Addressing (See page 18)
Ex: T (TOSHIBA:Quick Name Search Dialing)

> TOSHIBA
> 10. 74. 232. 15

6 Start

The document(s) is stored into memory with a file number.
Then starts sending the document(s).

NOTE

1. Auto Dialer (Address Book or One-Touch / ABBR.) is only available when stations are registered. (See page 137)
2. If the PC's IP Address is not shown on the LCD of your machine, register the PC's IP Address using your machine's Control Panel. (See page 131)
3. You can search for another name starting with the same character by scrolling with the Cursor Keys.

Adding Your PC's IP Address

If the Scanner Configuration is not set with the TOSHIBA Port Controller of TOSHIBA Document Management System software (refer to TOSHIBA Document Management System CD), input your PC's IP Addresses using the machine's Keypad.

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

1 Scan/file   Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2 1   Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```

3 1   Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

4 1   Set

```
IP ADDRESS
■
```

5 Enter the IP Address using the Number Pad, then press ⎡Set⎤.
(Press ✳ or ⎡ . 39⎤ for the period ".")

```
STATION NAME
■
```

6 Enter the Station Name using the QWERTY Keyboard (up to 40 characters), then press ⎡Set⎤.

```
DESTINATION : PC
1:PC 2:FTP
```

7 1   Set   (See Note 2)

```
PORT NUMBER
6509
```

8 Enter the Port Number using the Number Pad, then press ⎡Set⎤.

9 To add another number, repeat Steps 4 to 8.
To return to standby, press ⎡Stop⎤. (2 times)

NOTE

1. Use ⎡◄⎤ or ⎡►⎤ to move the cursor beyond the incorrect character, press ⎡Clear⎤ then re-enter the new character.
2. When selecting "2:FTP", consult with your network administrator.

Network Scanner Feature

Adding Your PC's IP Address

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1   Scan/file   Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2   1   Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```

3   1   Set

```
1: ONE-TOUCH
2: ABBR NO.
```

4

• **One-Touch Dialing / Email Addressing** (See page 16)

Press ①, then select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
IP ADDRESS     <13↑>
▮
```

• **ABBR. Dialing / Email Addressing** (See page 17)

Press ②, then select the ABBR. Number using the Number Pad. (01-20)
Ex: 01

```
IP ADDRESS     [01]
▮
```

5   Enter the IP Address using the Number Pad, then press ⌊ Set ⌋.

(Press ✳ or ⌊ . 39 ⌋ for the period ".")

```
STATION NAME   <13↑>
▮
```

6   Enter the Station Name using the QWERTY Keyboard (up to 40 characters), then press ⌊ Set ⌋.

```
DESTINATION : PC
1: PC 2: FTP
```

7   1   Set   (See Note 2)

```
PORT NUMBER
6509
```

8   Enter the Port Number using the Number Pad, then press ⌊ Set ⌋.

9   To add another number, repeat Steps 4 to 8.
To return to standby, press ⌊ Stop ⌋. (2 times)

(NOTE)

1. Use ◀ or ▶ to move the cursor beyond the incorrect character, press ⌊Clear⌋ then re-enter the new character.
2. When selecting "2:FTP", consult with your network administrator.

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Editing/Deleting Your PC's IP Address

If you have to change or erase any of the Address Book stations, follow the steps below.

Editing Your PC's IP Address

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

1 Scan/file Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2 1   Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```

3 1   Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

4 2   Set

```
MODIFY STATION
ENTER LETTER(S)
```
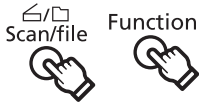
5 Enter the first letter(s) of the name you wish to search, then press ▲ or ▼ to select the desired station to modify, then press Set .

```
IP ADDRESS
10. 74. 232. 155
```

6 Clear

```
IP ADDRESS
█
```

7 Enter the IP Address using the Number Pad, then press Set . (Press ✳ or · 39 for the period ".")

```
STATION NAME
TOSHIBA
```

8 Clear

```
STATION NAME
█
```

9 Enter the Station Name using the QWERTY Keyboard (up to 40 characters), then press Set .

```
DESTINATION : PC
1: PC 2: FTP
```

10 1   Set

```
PORT NUMBER
6509
```

11 Clear

```
PORT NUMBER
0
```

Network Scanner Feature

12 Enter the Port Number using the Number Pad, then press ⎡ Set ⎤.

13 To return to standby, press ⎡ Stop ⎤. (2 times)

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1 Scan/file Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2 1 Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```

3 1 Set

```
1: ONE-TOUCH
2: ABBR NO.
```

4
• **One-Touch Dialing / Email Addressing** (See page 16)

Press ① , then select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
IP ADDRESS    <13↑>
10. 74. 232. 155
```

• **ABBR. Dialing / Email Addressing** (See page 17)

Press ② , then select the ABBR. Number using the Number Pad. (01-20)
Ex: 01

```
IP ADDRESS    [01]
10. 74. 232. 155
```

5 Clear

```
IP ADDRESS    [01]
▮
```

6 Enter the IP Address using the Number Pad, then press ⎡ Set ⎤.

(Press ✳ or ⎡ . 39 ⎤ for the period ".")

```
STATION NAME  [01]
TOSHIBA
```

7 Clear

```
STATION NAME  [01]
▮
```

8 Enter the Station Name using the QWERTY Keyboard (up to 40 characters), then press ⎡ Set ⎤.

```
DESTINATION : PC
1: PC  2: FTP
```

9 ① Set

```
PORT NUMBER
6509
```

10 Clear

```
PORT NUMBER
0
```

11 Enter the Port Number using the Number Pad, then press [Set].

12 To return to standby, press [Stop]. (2 times)

Deleting Your PC's IP Address

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

1 Scan/file Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2 ① Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```

3 ① Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

4 ③ Set

```
DELETE STATION
ENTER LETTER(S)
```

5 Enter the first letter(s) of the name you wish to search, then press [▲] or [▼] to select the desired station to delete, then press [Set].

```
TOSHIBA
10. 74. 232. 155
```

```
TOSHIBA
DELETE?  1: YES 2: NO
```

6 Press ① to delete.

Network Scanner Feature

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7 To return to standby, press $\boxed{\text{Stop}}$. (2 times)

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1 Scan/file Function

```
FUNCTION        (1-2)
ENTER NO. OR ∨ ∧
```

2 1 Set

```
SET MODE        (1-2)
ENTER NO. OR ∨ ∧
```
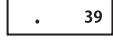
3 1 Set

```
1: ONE-TOUCH
2: ABBR NO.
```

4 • **One-Touch Dialing / Email Addressing** (See page 16)

Press ①, then select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
IP ADDRESS    <13↑>
10. 74. 232. 155
```

• **ABBR. Dialing / Email Addressing** (See page 17)

Press ②, then select the ABBR. Number using the Number Pad. (01-20)
Ex: 01

```
IP ADDRESS    [01]
10. 74. 232. 155
```

5 Clear Set

6 To return to standby, press $\boxed{\text{Stop}}$. (2 times)

Function
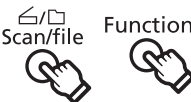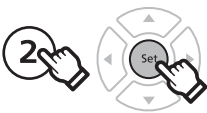
Scan File Select Mode

You can temporarily add the file name or select the compression format when scanning document(s). The parameters are returned to the preset position when the scanning is finished. To change the default settings, set the Scan Parameter No.2 (COMPRESSION MODE) and No.5 (FILE TYPE / NAME). (See page 165)

File Type/Name Selection

1 Scan/file Function

```
FUNCTION        (1-2)
ENTER NO.  OR ∨ ∧
```

2 2 Set

```
SELECT MODE     (1-2)
ENTER NO.  OR ∨ ∧
```

3 1 Set

```
FILE TYPE=PDF
1: TIFF  2: PDF
```

4 Press ① or ②, then press Set .

```
FILE NAME=DATE&TIME
1: DATE&TIME  2: CUSTOM
```

5 Press ① or ②, then press Set .

```
SCAN FILE NAME
ENTER NAME
```

6 When ② (Custom) is selected, enter the Custom Name using the QWERTY Keyboard (up to 40 characters), then press Set .
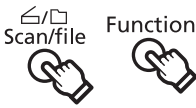
7 To return to standby, press Stop .

Compression Mode Selection

1

Scan/file   Function

```
FUNCTION        (1-2)
ENTER NO.  OR  v ∧
```

2

2   Set

```
SELECT MODE     (1-2)
ENTER NO.  OR  v ∧
```

3

2   Set

```
COMPRESSION : MMR
 3:MMR   4:JBIG
```

4

Press ① or ② or ③ or ④ , then press ☐ Set .

5

To return to standby, press ☐ Stop .

Direct Connection with Crossover Cable

ATTENTION

• Do not use Standard LAN Cable.

1 Turn off your computer and unplug the power cord of the machine from the wall outlet.

2 Connect a Crossover LAN Cable between your machine and the PC.
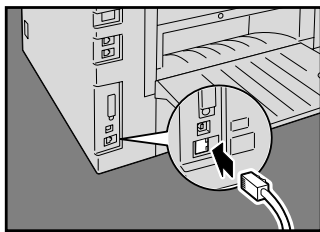
(Left Side of the Machine)
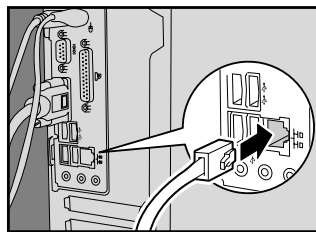
3 Turn on your computer and plug the power cord of the machine into the wall outlet.

4 Input the Network Address (machine and your PC).
 • IP and Subnet Mask
 • Subnet Mask
Input the Network Address to your machine.

Network Scanner Feature

For Windows 2000

1 Right click "My Network Places" and select "Properties".
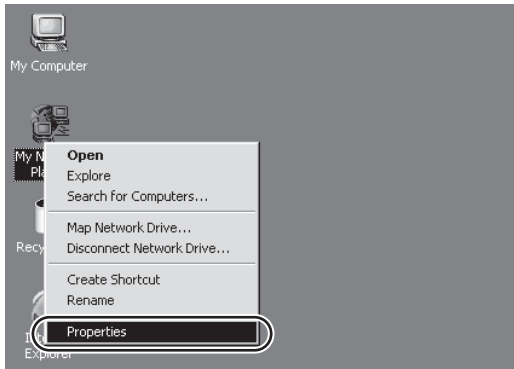
2 Right click "Local Area Connection" and select "Properties".
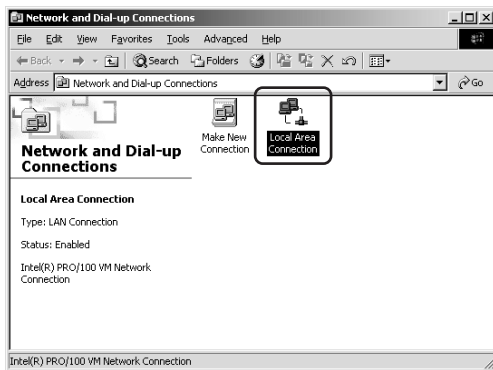
3 Select "Internet Protocol (TCP/ IP)", and then click "Properties".
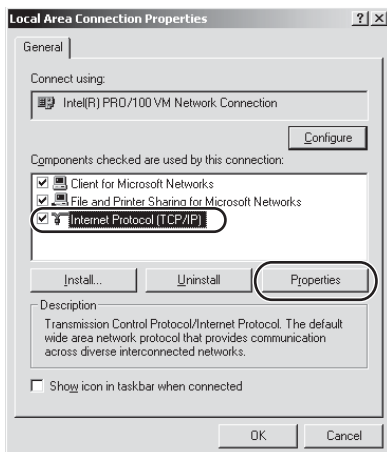
4 Select "Use the following IP address", input "IP address" and "Subnet mask", then click "OK".
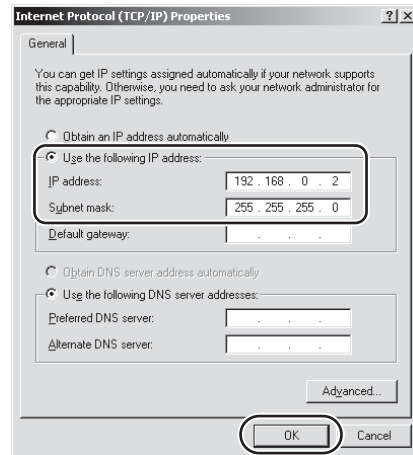
5 Click "OK".
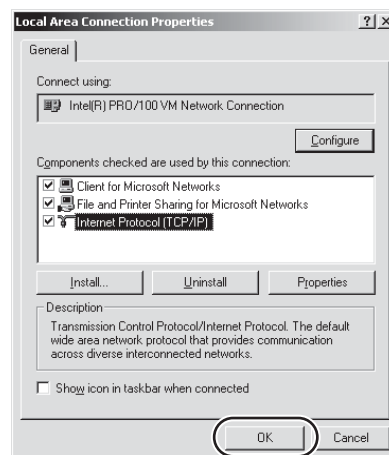
NOTE

1. For more detailed information, refer to Windows OS operating instructions manual.

For Windows XP

1 Open the Control Panel.
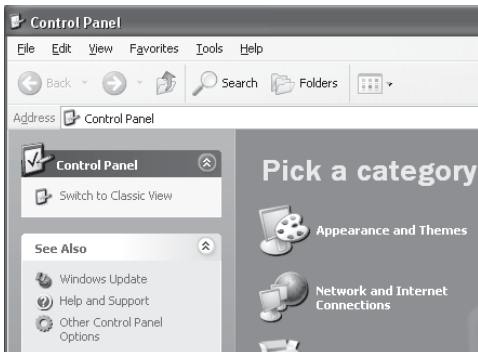
2 Select "Network Connections".
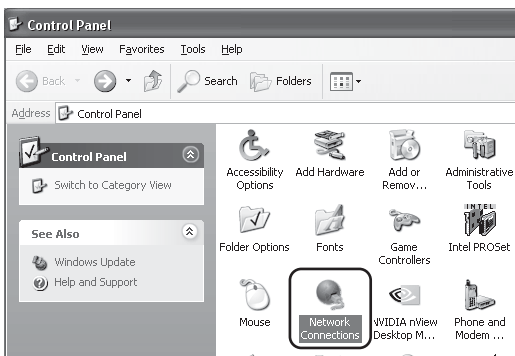
● Select "Switch to Classic View", if using the Category View Mode.

3 Right click "Local Area Connection Enabled ...." and select "Properties".
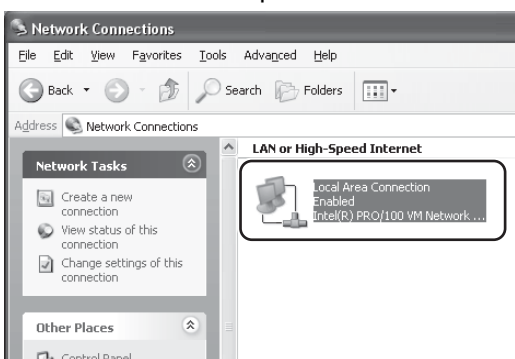
4 Select "Internet Protocol (TCP/ IP)", and then click "Properties".
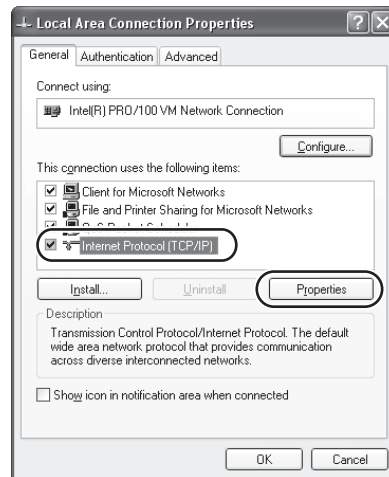
5 Select "Use the following IP address", input "IP address" and "Subnet mask", then click "OK".
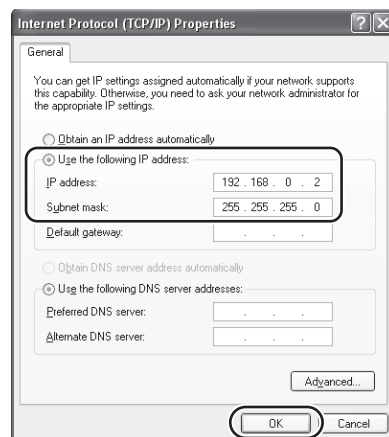
6 Click "CLOSE".

NOTE

1. For more detailed information, refer to Windows OS operating instructions manual.

Setting the Internet Parameters

Basic Parameters for Internet Fax/Email Features

The following five (5) Basic Parameters must be pre-programmed into the machine.
- TCP/IP Address of your machine
- TCP/IP Subnet Mask of your machine
- TCP/IP Address of the DNS Server
- Email Address of your machine
- Name or IP Address of the Default SMTP Mail Server

ATTENTION
- If it is required the setting other than DHCP Server Network settings, Fax Parameter No.169 (DHCP CLIENT) should be set to "1:Invalid" first, then set up Parameters No.6 to 8. (See page 135)
- If you change the settings of the TCP/IP Address, Email Address, or other parameters of your machine, the machine will reboot automatically.

1 Function

```
FUNCTION       (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 1 Set

```
KEY OPERATOR ID CODE
 ENTER ID=█
```

3 Enter the Key Operator ID using the Number Pad, then press ⎡Set⎤. (See Note 2)

```
DATE & TIME
   10-10-2008 11: 11
```

4 Set the desired Basic Parameter to use ▲ or ▼.

```
IP ADDRESS
█
```

5 Enter the parameters using the Number Pad or QWERTY Keyboard, then press ⎡Set⎤.
Ex: 123.178.240.3

(Press ✳ or ⎡· 39⎤ for the period ".")

```
IP ADDRESS
123. 178. 240. 3█
```

6 You can now set the parameters listed below by repeating the procedures from Step 4.

NOTE

1. Use ◀ or ▶ to move the cursor beyond the incorrect character, press ⎡Clear⎤ then re-enter the new character.
2. The default ID is "00000000". To change the ID, setting the User Parameter (KEY OPERATOR ID CODE).

	Parameter	Comments
1	DATE & TIME	Current Date and Time.
2	LOGO	Your Fax Logo (up to 25 characters & digits).
3	CHARACTER ID	Your Fax Character (up to 16 characters & digits).
4	ID NO.	Your Fax Telephone Number (up to 20 digits).
5	TIME ZONE	The Time Zone is required as part of the Email header information when sending Internet faxes.
6*	IP ADDRESS (DHCP)	Displays the address which was reserved by the DHCP Server.
7*	SUBNET MASK (DHCP)	Displays the address which was reserved by the DHCP Server.
8*	DEF. GATEWAY IP ADDR (DHCP)	Displays the address which was reserved by the DHCP Server.
9*	PRI. DNS SERVER IP	The IP Address of the DNS Server. Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
10*	SEC. DNS SERVER IP	The IP Address of the 2nd DNS Server. Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
11	EMAIL ADDRESS	The Email Address assigned to your machine for sending and receiving. (up to 60 characters)
12	MAC ADDRESS	Displays the MAC Address.
13*	SMTP SERVER NAME	The name of the SMTP Mail Server (up to 60 characters). Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
14*	SMTP SERVER IP ADDR	The IP Address of the SMTP Mail Server. Available when Fax Parameter No.161 (DNS SERVER) is "1:Invalid".
15*	SMTP AUTH NAME	The name of the SMTP Authentication (up to 40 characters). Available when Fax Parameter No.170 (SMTP AUTHENTI.) is "2:Valid".
16*	SMTP AUTH PASSWORD	The password of the SMTP Authentication (up to 30 characters). Available when Fax Parameter No.170 (SMTP AUTHENTI.) is "2:Valid".
17*	POP SERVER NAME	The name of the POP Mail Server (up to 60 characters). Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
18*	POP SERVER IP ADDR	The IP Address of the POP Mail Server. Available when Fax Parameter No.161 (DNS SERVER) is "1:Invalid".
19*	POP USER NAME	The name of the POP User assigned to your machine (up to 40 characters).
20*	POP PASSWORD	The password of the POP assigned to your machine (up to 30 characters).
21*	LDAP SERVER NAME	The name of the LDAP Server (up to 60 characters). Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid". (Available for some countries only.)
22*	LDAP SERVER IP ADDR	The IP Address of the LDAP Server. Available when Fax Parameter No.161 (DNS SERVER) is "1:Invalid". (Available for some countries only.)
23*	LDAP LOGIN NAME	The name of the LDAP Login assigned to your machine (up to 60 characters). (Available for some countries only.)
24*	LDAP PASSWORD	The password of the LDAP assigned to your machine (up to 30 characters). (Available for some countries only.)
25*	LDAP SEARCH BASE	ID for starting the search in the directory on the LDAP Server (up to 60 characters). (Available for some countries only).
26	HOST NAME	The name of the DNS Server (up to 60 characters).
27	DEFAULT SUBJECT	The default information to be added to the Subject Line for all outgoing Email (up to 40 characters).

* Contact your Network Administrator for this information.

NOTE

1. *The following User Parameters have been numbered for purposes of convenience only. The User Parameter numbers will not be shown on the LCD display.*

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	Parameter	Comments
28	DEFAULT DOMAIN	When the outgoing Email address is incomplete by SMTP standards, the Frequently Sent Domain specified here will be automatically added to the Email Address. This feature is also useful as a shortcut when manually entering Email Addresses to a frequently used domain (up to 50 characters).
29-38	SELECTABLE DOMAIN (01) ~ (10)	Enter up to 10 Domain Names that can be selected using the ▲ ▼ during Manual Email Addressing (up to 30 characters).
39	REMOTE PASSWORD	This is a security password that allows Remote Programming of the Internet Parameters and Auto Dialer or the retrieval of the Journal via an Email (up to 10 characters).
40	RELAY XMT PASSWORD	The password that provides network security for your Relay Station used exclusively for G3 relay purposes (up to 10 characters).
41	MANAGER'S EMAIL ADDR	Department Manager's Email Address for notification of all Internet relayed transmissions for supervision and cost control purposes (up to 60 characters).
42-51	RELAY DOMAIN (01) ~ (10)	Enter up to 10 Domain Names that have been authorized to access your machine for Relayed Transmission Request (up to 30 characters). Relay Domain, a.k.a. Domain Name in your machine.
52	COMMUNITY NAME (1)	Selects whether to change the Community Name(1) SNMP (up to 32 characters). Enables read only.
53	COMMUNITY NAME (2)	Selects whether to change the Community Name(2) SNMP (up to 32 characters). Enables read/write.
54	DEVICE NAME	Inputs the Device Name when required (up to 32 characters). (For Status Monitor / EtherTalk Machine Name)
55	DEVICE LOCATION	Inputs the device name when required (up to 32 characters). (For Status Monitor)
56-65	AUTH DOMAIN (01) ~ (10)	Input Domain Names for authentication.
66	IPv6 LINK-LOCAL ADDR	Displays the Link-Local Address.
67	IPv6 ADDRESS	The IP Address of your machine. Inputs the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value. Press ✳ to enter a colon (represented by a ":"). Available when Fax Parameter No.187 (IPv6 AUTO CONFIG) is "1:Invalid".
68	IPv6 DEFAULT ROUTER	The IP Address of the Default Router. Inputs the address in the format "xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx", where "xxxx" is a hexadecimal value. Press ✳ to enter a colon (represented by a ":"). Available when Fax Parameter No.187 (IPv6 AUTO CONFIG) is "1:Invalid".
69	IPv6 PRI. DNS SERVER	The IP Address of the DNS Server for IPv6 environment. Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
70	IPv6 SEC. DNS SERVER	The IP Address of the 2nd DNS Server for IPv6 environment. Available when Fax Parameter No.161 (DNS SERVER) is "2:Valid".
71	KEY OPERATOR ID CODE	Inputs the Key Operator ID CODE. ENTER ID =XXXXXXXX

NOTE

1. *Please set No.6 (IP ADDRESS) and No.7 (SUBNET MASK) to use Network features.*
2. *Register up to 10 Domain Names that are authorized to use your machine for Relayed XMT Requests. (If the Domain Name fields are left blank, anyone can access your machine for Relayed XMT)*
3. *The User Parameter numbers will not be shown on the LCD display.*

Programming Auto Dialer

Your machine has 2 types of Auto Dialers. The default dialer can be selected by changing the setting of Fax Parameter No.119 (QWERTY KEYBOARD).
When the setting is set to:
"1:One-Touch": You can manually select the desired One-Touch Key, ABBR. Dialing and the Program Key.
"2:Quick Name Search": You can select the station by searching the Station Name, and the Program Name.

ATTENTION
- The required six (6) Basic Internet Parameters must be set when setting Email Address. (See page 134)
- Up to 580 stations, plus additional 420 with the optional SD Memory Card installed. (See page 189)

Programming Address Book

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 2 Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

3 1 Set

```
ADD STATION
ENTER TEL. NO.
```

4 To change the input mode (between enter Email Address and Telephone Number), press Email .

5 Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set .
Ex: 335 or admin@toshiba

```
ENTER NAME
☎335
```

```
ENTER NAME
✉admin@toshiba
```

6 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
ADD STATION
ENTER TEL. NO.
```

```
ADD STATION
ENTER EMAIL ADDRESS
```

NOTE
1. Use Monitor to enter a space between the numbers to make it easier to read.
2. Use ◀ or ▶ to move the cursor beyond the incorrect character, press Clear then re-enter the new character.
3. If you are using Pulse dialing and you wish to change to Tone dialing in the middle of dialing,
   press ✳ (Tone) (represented by a "/"). The dialing method will be changed from Pulse to Tone after dialing the digit "/".
4. When using Address Book Dialing, you cannot use ABBR. Number Dialing.

7   To program another station, repeat Steps 4 to 6.
To return to standby, press Stop .

Programming One-Touch Dialing Numbers

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1   Function

```
FUNCTION      (1-9)
ENTER NO.  OR ∨ ∧
```

2   7   2   Set

```
1: ONE-TOUCH
2: ABBR NO.
```

3   1

```
ONE-TOUCH<  >
PRESS ONE-TOUCH
```

4   To change the One-Touch button (between Upper side <↑> and Lower side <↓>), press Lower.

5   Select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
<13↑>
ENTER TEL. NO.
```
Lower Indicator is OFF.
or
```
<13↓>
ENTER TEL. NO.
```
Lower Indicator turns ON.

6   To change the input mode (between enter Email Address and Telephone Number), press Email.

7   Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set.
Ex: 335 or admin@toshiba

```
<13↑>ENTER NAME
☎335
```

```
<13↑>ENTER NAME
✉admin@toshiba
```

8   Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set.

```
ONE-TOUCH<  >
PRESS ONE-TOUCH
```

9   To record another number, repeat Steps 4 to 8.
To return to standby, press Stop.

Setting Your Machine

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Programming ABBR. Dialing Numbers

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 2 set

```
1: ONE-TOUCH
2: ABBR NO.
```

3 2

```
ABBR [▌  ]
ENTER ABBR NO.
```

4 Enter the ABBR. Number using the Number Pad. (001-500)
Ex: 022

```
[022]
ENTER TEL. NO.
```

5 To change the input mode (between enter Email Address and Telephone Number), press Email.

6 Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set.
Ex: 335 or admin@toshiba

```
[022]ENTER NAME
☎335
```

```
[022]ENTER NAME
✉admin@toshiba
```

7 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set.

```
ABBR [▌  ]
ENTER ABBR NO.
```

8 To record another number, repeat Steps 4 to 7.
To return to standby, press Stop.

Printing the Directory Sheet

After programming the One-Touch Dialing Numbers, you can print the Directory Sheet which includes each station's name. This sheet is available when the Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 6 7 Set

```
* PRINTING *
DIRECTORY SHEET
```

Directory Sheet Sample

```
************ -DIRECTORY SHEET- ******** DATE MMM-dd-yyyy ***** TIME 15:00 ******

      ☏ AMERICA     ☏ AMERICA
      ✉ AFRICA      ✉ AFRICA
      ✉ ASIA        ✉ ASIA
```
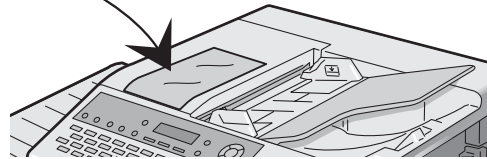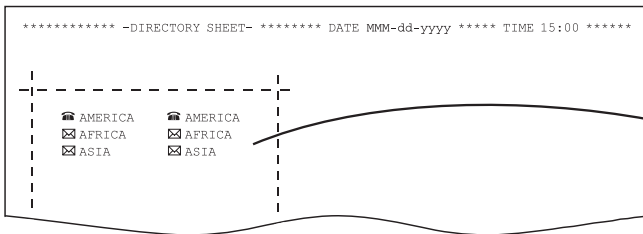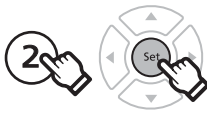
Cut the Directory Sheet along the dashed lines and insert into the Directory Sheet Holder.

If you wish to purchase the Directory Sheet Holder, please contact your authorized TOSHIBA dealer.
Part Number: PJQTC0235Z

Setting Your Machine

NOTE

1. It may be necessary to trim the edges a bit further for the sheet to fit into the holder better.

Changing the Address Book

1   Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2   7 2 Set

```
ADDRESS BOOK    (1-3)
ENTER NO. OR ∨ ∧
```

3   2 Set

```
MODIFY STATION
ENTER LETTER(S)
```

4   Enter the first letter(s) of the name you wish to search, then press ▲ or ▼ to select the desired station to modify, then press Set .

```
TOSHIBA
☎335
```

5   Clear

```
TOSHIBA
ENTER TEL. NO.
```

```
TOSHIBA
ENTER EMAIL ADDRESS
```

6   To change the input mode (between enter Email Address and Telephone Number), press Email .

7   Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set .
Ex: 220 or user@toshiba

```
TOSHIBA
☎220
```

```
TOSHIBA
✉user@toshiba
```

8   Clear

```
ENTER NAME
☎220
```

```
ENTER NAME
✉user@toshiba
```

NOTE

1. *If you need to dial a prefix to get an outside line, enter it first and then press Pause .*
   A hyphen "-" is displayed for pause or utilize "Dial Prefix" function to automatically add the prefix (see page 67).

9   Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press ⎣ Set ⎦.

```
MODIFY STATION
ENTER LETTER(S)
```

10   To return to standby, press ⎣ Stop ⎦.

Deleting Station from Address Book

1   Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2   7   2   Set

```
ADDRESS BOOK   (1-3)
ENTER NO. OR ∨ ∧
```

3   3   Set

```
DELETE STATION
ENTER LETTER(S)
```

4   Enter the first letter(s) of the name you wish to search, then press ▲ or ▼ to select the desired station to delete, then press ⎣ Set ⎦.

```
TOSHIBA
☎220
```

```
TOSHIBA
DELETE? 1: YES 2: NO
```

5   Press ① to delete.

6   To return to standby, press ⎣ Stop ⎦.

Changing or Deleting the Setting of the One-Touch/ABBR. Dialing Numbers

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 2 Set

```
1:ONE-TOUCH
2:ABBR NO.
```

3 2

```
ABBR [█  ]
ENTER ABBR NO.
```

4 Enter the ABBR. Number using the Number Pad. (001-500)
Ex: 022

```
[022] TOSHIBA
☎335
```

5 Clear

```
[022]TOSHIBA
ENTER TEL. NO.
```

```
[022]TOSHIBA
ENTER EMAIL ADDRESS
```

6 To change the input mode (between enter Email Address and Telephone Number), press Email.

7 Enter the Telephone Number using the Number Pad (up to 36 digits) or the Email Address using the QWERTY Keyboard (up to 60 characters), then press Set.
Ex: 220 or user@toshiba

```
[022]TOSHIBA
☎220
```

```
[022]TOSHIBA
⊠user@toshiba
```

(NOTE)

1. *If you have to change any of the One-Touch / ABBR. Number, enter a new number, Email Address or Station Name after pressing Clear in each step.*
2. *If the Auto Dialer has been used for a communication reservation, the settings cannot be changed or deleted until the communication has finished.*
   To change or delete the settings, cancel the communication first by using the Edit File Mode. (See page 59)

8 Clear


```
[022]ENTER NAME
☎220
```

```
[022]ENTER NAME
✉user@toshiba
```

9 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
ABBR [█   ]
ENTER ABBR NO.
```

10 To return to standby, press Stop .

Programming Program Keys

General Description
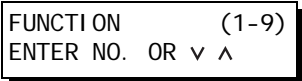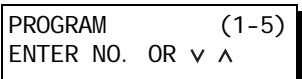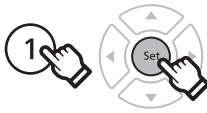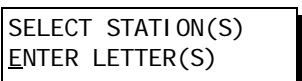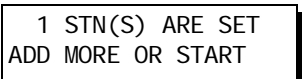
What is Program Key?

There are three ways to use the Program Key:
- Using for Program Dialing
  You can set communication sequences or destinations which you often use.
- Using for Group Dialing
  Multiple destinations can be selected from the Address Book, and pre-programmed on a single Program Key for Group Dialing.
- Using as Email Reception Key
  This function allows others to share your machine to retrieve their Emails from the POP server by pre-programming their POP User names and POP Passwords into the Program Keys. They will be able to retrieve their Emails by simply pressing the corresponding Program Key.

Setting for Group Dialing

The Program Keys are useful if you frequently need to send or poll the same group of stations.

1 Function

```
FUNCTION          (1-9)
ENTER NO. OR ∨ ∧
```

2 7 3 Set

```
PROGRAM           (1-5)
ENTER NO. OR ∨ ∧
```

3 1 Set

```
GROUP           NAME
ENTER NAME
```

4 Enter the Group Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
SELECT STATION(S)
ENTER LETTER(S)
```

5 Enter the first letter(s) of the name you wish to search, then press ▲ or ▼ to select the desired station to set, then press Set .

```
 1 STN(S) ARE SET
ADD MORE OR START
```

6 Start

You can now set other Program Keys by repeating the procedures from Step 4.

To return to standby, press Stop .

To Set a Program Key for Deferred Transmission

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 3 Set

```
PROGRAM         (1-5)
ENTER NO.  OR ∨ ∧
```

3 2 Set

```
PROGRAM         NAME
ENTER NAME
```
Fax Parameter No.119=2

```
PROGRAM DIAL[   ]
PRESS ONE-TOUCH
```
Fax Parameter No.119=1

4 When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch" (See page 157), select the One-Touch Number using the QWERTY Keyboard.
Ex: S(13)

```
PROGRAM<13↑>     NAME
ENTER NAME
```

5 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set.

```
PROGRAM
PRESS FUNCTION KEY
```
Fax Parameter No.119=2

```
PROGRAM<13↑>
PRESS FUNCTION KEY
```
Fax Parameter No.119=1

6 Function 1 1 Set

```
DEFERRED XMT
START TIME      ▌ :
```

7 Enter the Starting Time using the Number Pad (up to 4 digits), then press Set.
Ex: 2300 (11:00 p.m.)

```
ENTER STATION(S)
THEN PRESS START
```

8 Enter the station by any combination of the following methods:
- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☏5551234
```

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Start
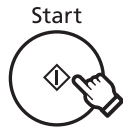
You can now set other Program Keys by repeating the procedures from Step 4.

To return to standby, press Stop .

To Set a Program Key for Deferred Polling

1

Function
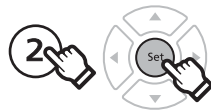
```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 7 3 Set

```
PROGRAM         (1-5)
ENTER NO. OR ∨ ∧
```

3 2 Set

```
PROGRAM         NAME
ENTER NAME
```
Fax Parameter No.119=2

```
PROGRAM DIAL[   ]
PRESS ONE-TOUCH
```
Fax Parameter No.119=1

4 When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch" (See page 157), select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
PROGRAM<13↑>    NAME
ENTER NAME
```

5 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press Set .

```
PROGRAM<13↑>
PRESS FUNCTION KEY
```

6 Function 1 2 Set

```
DEFERRED POLLING
START TIME     █ :
```

7 Enter the Starting Time using the Number Pad (up to 4 digits), then press Set .
Ex: 2200 (10:00 p.m.)

```
DEFERRED POLLING
   PASSWORD=████
```

8 Enter the Polling Password using the Number Pad (up to 4 digits), then press Set .
Ex: 1111
The polling password appears if it has been previously set.

```
ENTER STATION(S)
THEN PRESS START
```

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9 Enter the station by any combination of the following methods:
- Quick Name Search Dialing / Email Addressing (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

10 Start

You can now set other Program Keys by repeating the procedures from Step 4.

To return to standby, press ⌷Stop⌷.

To Set a Program Key for Normal Polling

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 7 3 Set

```
PROGRAM       (1-5)
ENTER NO. OR ∨ ∧
```

3 2 Set

```
PROGRAM        NAME
ENTER NAME
```
Fax Parameter No.119=2

```
PROGRAM DIAL[    ]
PRESS ONE-TOUCH
```
Fax Parameter No.119=1

4 When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch" (See page 157), select the One-Touch Number using the QWERTY Keyboard.
Ex: S (13)

```
PROGRAM<13↑>    NAME
ENTER NAME
```

5 Enter the Station Name using the QWERTY Keyboard (up to 15 characters), then press ⌷Set⌷.

```
PROGRAM<13↑>
PRESS FUNCTION KEY
```

6 Function 3

```
POLLING
      PASSWORD=▊▊▊▊
```

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7 Enter the Polling Password using the Number Pad (up to 4 digits), then press ⎡ Set ⎤.
Ex: 1111
The Polling Password appears if it has been previously set.

```
ENTER STATION(S)
THEN PRESS START
```

8 Enter the station by any combination of the following methods:
- Quick Name Search Dialing / Email Addressing
  (See page 15)
- One-Touch Dialing / Email Addressing (See page 16)
- ABBR. Dialing / Email Addressing (See page 17)
- Directory Search Dialing / Email Addressing (See page 18)

Ex: T (TOSHIBA:Quick Name Search Dialing)

```
TOSHIBA
☎5551234
```

9 Start

You can now set other Program Keys by repeating the procedures from Step 4.

To return to standby, press ⎡ Stop ⎤.

Changing or Erasing the Program Key Setting

To change the settings in a Program Key, follow the procedures on setting the Program Key on page 146.
- Start time or station(s) for deferred transmission
- Station(s) for normal polling
- Start time or station(s) for deferred polling
- Station(s) for Group Dialing
- Telephone Number and Station Name for One-Touch Key

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

1   Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2

```
PROGRAM         (1-5)
ENTER NO. OR ∨ ∧
```

3

```
PROGRAM[   ]
PRESS ONE-TOUCH
```

4   Select the One-Touch Number using the QWERTY Keyboard.
Ex: Q (01)

```
PROGRAM[01↑]
DELETE? 1: YES 2: NO
```

5

```
*  DELETING  *
PROGRAM[01↑]
```

6   You can now erase other Program Keys by repeating the procedures from Step 4.

To return to standby, press [Stop].
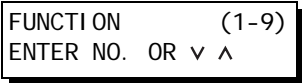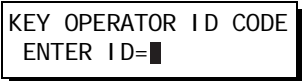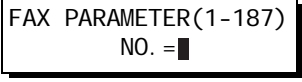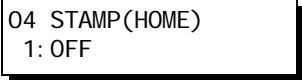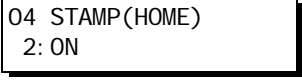
NOTE

1. *The Group Dialing and Program Key cannot be changed or erased until the communication has finished.*
   To change or erase the settings, cancel the communication first by using the Edit File Mode. (See page 59)
2. *To print a Program List. (See page 181)*

3. *Press* [Function] ⑦ ③ [Set] ④ [Set] *to modify a Program Key.*

Customizing Your Machine

Fax Parameters

Your machine has a variety of adjustable Fax Parameters. These parameters, listed in the Parameter Table, are preset for you and do not need to be changed. If you want to make a change, read the table carefully. Some parameters, such as the Resolution and Contrast Parameters, can be temporarily changed by simple key operation just before a transmission is made. When the transmission ends, however, these parameters return to their preset values (home position). Other parameters can only be changed by the procedure described below.

1   Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2   7   4   Set

```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3   Enter the Key Operator ID using the Number Pad, then press ⌊Set⌋. (See Note 4)

```
FAX PARAMETER(1-187)
        NO. =▮
```

4   Enter the Fax Parameter number from the Parameter table using the Number Pad, then press ⌊Set⌋.
Ex: 004 (See Note 1)

```
04 STAMP(HOME)
 1: OFF
```

5   Change setting to using the Number Pad.

Ex: 2 for "ON"

```
04 STAMP(HOME)
 2: ON
```

6   To set another parameter, press ⌊Clear⌋ to return to Step 4.
To return to standby, press ⌊Stop⌋.

NOTE

1. To scroll the Fax Parameters in Step 4, press ▲ or ▼.
2. To print out a Fax Parameter List. (See page 183)
3. Fax Parameter setting mode is accessible only when the machine is in the Ready Mode.
4. The default ID is "00000000". To change the ID, set User Parameter (KEY OPERATOR ID CODE).

No.	Parameter				
001	CONTRAST (HOME)	1	Lightest	Setting the home position for the CONTRAST.	
		2	Lighter		
		*3	Normal		
		4	Darker		
		5	Darkest		
002	RESOLUTION (HOME)	*1	Standard	Setting the home position for the RESOLUTION.	
		2	Fine		
		3	S-Fine		
		4	600dpi		
		5	Halftone (Fine)		
		6	Halftone (S-Fine)		
		7	Halftone (600dpi)		
004	STAMP (HOME)	*1	Off	Setting the home position for the STAMP. To select the stamp function when the document is stored in memory, see Fax Parameter No.28 (STAMP AT MEM. XMT).	
		2	On		
005	MEMORY (HOME)	1	Off	Setting the home position for the MEMORY.	
		*2	On		
006	DIALING METHOD	1	Pulse	Selecting the dialing method.	
		*2	Tone		
007	HEADER PRINT	*1	Inside	Selecting the printing position of the header. **■Inside:** Inside TX copy area. **■Outside:** Outside TX copy area. **■No print:** Header is not printed.	
		2	Outside		
		3	No print		
008	HEADER FORMAT	*1	Logo, ID No.	Selecting the header format.	
		2	From To		
009	RCV'D TIME PRINT	*1	Invalid	Selecting whether the machine prints the received date & time, remote ID, percentage of reduction and page number on the bottom of each received document.	
		2	Valid		
010	KEY/BUZZER VOLUME	1	Off	Selecting the key touch beep sound.	
		*2	Soft		
		3	Loud		

___NOTE___

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.
2. When Fax Parameter No.36 (RING PATTERN) is set to "2:Valid", the machine will support an optional telephone service "Distinctive Ring Service" provided by your local telephone company. It allows up to 4 different telephone numbers to be assigned on a single telephone line with a distinctive ring for each telephone number. By selecting the appropriate ring pattern associated with the telephone number assigned for your fax machine. It can differentiate and answer the incoming call on the fax number. All other calls on the other telephone numbers will not be answered. This optional service from your local phone company is also called Custom Ringing, Distinctive Ringing, Ident-a-call, Ident-a-ring, Personalized Ringing, RingMaster, RingMate, Selective Ringing, Smart Ring or something similar. Check with your local telephone company on the availability of this service in your area.

No.	Parameter			
011	RCV JOURNAL	*1	Off	Setting whether the machine (automatically) prints out on individual transaction journal on each reception.
		2	On	
012	COMM. JOURNAL	1	Off	Selecting the home position of printout mode for COMM. Journal Off / Always / Inc. only.
		2	Always	
		*3	Inc. Only	■**Off:** Does not print ■**Always:** Always prints ■**Inc. Only:** Prints only when communication has failed.
013	AUTO JRNL PRINT	1	Invalid	Selecting whether the machine prints the journal automatically after every 200 transactions.
		*2	Valid	
014	FILE ACCEPT REP.	*1	Invalid	Selecting whether the machine prints the file acceptance journal. If you set this parameter to "2:Valid", a journal will be printed out after a new job is stored in the memory.
		2	Valid	
017	RECEIVE MODE	1	Manual	Setting the reception mode to automatic or manual.
		*2	Auto	
022	SUBSTITUTE RCV	1	Invalid	Selecting whether the machine receives to memory when the recording paper runs out, toner runs out or the recording paper is jammed.
		*2	Valid	
023	REC. PAPER SIZE		(----)	Selecting the Paper Tray and paper size. (See page 169)
024	PRINT REDUCTION	1	Fixed	Selecting print reduction mode.
		*2	Auto	■**Fixed:** Reduce received document according to setting of Parameter No.25. ■**Auto:** Reduce received document according to the length of received documents.
025	REDUCTION RATIO	70	70%	Selecting the fixed print reduction ratio from 70% to 100%. This parameter functions only when the fixed print reduction is selected on Fax Parameter No.24 (PRINT REDUCTION).
		----	----	
		*100	100%	
026	POLLING PASSWORD		(----)	Setting 4 digits password for secured polling.
027	POLLED FILE SAVE	*1	Invalid	Selecting whether the machine retains the polled document in memory even after the document is polled once.
		2	Valid	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

No.	Parameter			
028	STAMP AT MEM. XMT	1	Invalid	Selecting whether the machine stamps the original documents when storing the documents into memory. (depending on the Stamp setting on the Control Panel. If the setting is "1:Invalid", the machine will not stamp even if the Stamp LED light is ON)
		*2	Valid	
031	INC. FILE SAVE	*1	Invalid	Selecting whether the machine retains the document in memory if the document is not successfully transmitted.
		2	Valid	
034	ENERGY SAVER MODE	1	Invalid	Select Energy Saver mode and time. 1:Invalid / 2:Power Saver / 3:Sleep / 4:Shutdown Mode timer:1-240 min.
		2	Power Saver	
		*3	Sleep	
		4	Shutdown	
035	DAYLIGHT TIME	1	Off	Selects whether to enable the daylight time feature.
		*2	Mar 2nd	
		3	Apr 1st	
036	RING PATTERN(DRD) (See page 153) Note 2	*1	Invalid	All ring patterns.
		2	Valid	Select a ring pattern for automatic answering. 1: A Standard ring pattern. 2: B Double ring pattern. 3: C Triple ring pattern (Short-Short-Long). 4: D All other triple ring patterns, except the type C described above.
037	RCV TO MEMORY		(-----)	Enter 8 digits password used to print out the received document in memory by using Function 8-5 (RCV TO MEMORY). When Function 8-5 is set to ON, this parameter will not be shown on the LCD display. If you wish to change the password, Function 8-5 is set to OFF first.
038	ACCESS CODE		(-----)	Enter 8 digits Access Code to secure the machine from unauthorized use. (See page 66)
039	PIN CODE ACCESS	*1	None	Selecting the access method (Prefix or Suffix) to dial a number with PIN Code.
		2	Suffix	
		3	Prefix	
043	PASSWORD-XMT	*1	Off	Setting a 4-digit XMT-Password and selecting whether the machine performs and checks the XMT-Password of the receiving station when transmitting. (See page 44)
		2	On	
044	PASSWORD-RCV	*1	Off	Setting a 4-digit RCV-Password and selecting whether the machine performs and checks the RCV-Password of the transmitting station when receiving. (See page 45)
		2	On	
046	SELECT RCV	*1	Invalid	Selecting whether the machine performs selective reception.
		2	Valid	

Setting Your Machine

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

No.	Parameter			
053	SUB-ADDRESS PSWD		(-----)	Setting a password (up to 20 digits) for secured sub-address communication.
054	FAX FORWARD	*1	Invalid	Selecting whether the machine performs Fax Forwarding to the specified destination.
		2	Valid	
056	COVER SHEET	*1	Off	Setting the home position of the Cover Sheet parameter in the Select Mode. (See page 48)
		2	On	
058	LANGUAGE	*1	A-ENGLISH	Selects the default message language for the display.
		2	C-FRENCH	
		3	SPANISH	
065	PRINT COLLATION	1	Invalid	Selecting whether the machine prints out documents in sequence. (See page 31)
		*2	Valid	
077	DEPARTMENT CODE	*1	Invalid	Selecting whether the machine performs the Department Code operation.
		2	Valid	
082	QUICK MEMORY XMT	1	Invalid	Selecting whether the machine performs Quick Memory XMT. ■**Invalid:** Stores all documents into memory first before dialing the telephone number. ■**Valid:** Starts dialing the telephone number immediately after storing the first page. This feature is not available when the Fax Parameter No.133 (JOB BUILD) is set to "2:On".
		*2	Valid	
088	LINE SELECTION	*1	Auto	Selecting the transmitting telephone line when the optional G3 Communication Port Kit is installed. ■**Auto:** Selects the available telephone line for transmission automatically. ■**Line-1:** Selects Line-1 as the only transmitting telephone line. ■**Line-2:** Selects Line-2 as the only transmitting telephone line. **Note:** Regardless of the setting selection above, the unit will answer and receive on both telephone lines.
		2	Line-1	
		3	Line-2	
097	SPECIAL TRAY No.1	*1	None	Select a Special Tray that will not be used for printing received faxes (Tray 1 or 2). One Tray must always be available for receiving faxes. This setting is available when the optional 2nd Paper Feed Module is installed.
		2	Tray 1	
		3	Tray2	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

No.	Parameter			
099	MEMORY SIZE	-	-	Displays the amount of Memory size.
117	MULTI STATION	1	Invalid	Selecting whether the machine allows sending the document to multiple destinations. If the setting is "1:Invalid", the document can be sent to a single destination only.
		*2	Valid	
118	FAX FUNC. DETECT	1	Invalid	Setting the number of digits required to determine the entered number is a Fax Telephone Number. Upon detecting the specified number of digits, the machine will automatically switch to the Fax Mode when it is in the Copier Mode.
		2	4-Digits	
		3	5-Digits	
		*4	6-Digits	
		5	7-Digits	
		6	8-Digits	
119	QWERTY KEYBOARD	1	One-Touch	Selecting whether the QWERTY Keyboard functions as a One-Touch Dialing Keys or as Quick Name Search Keys of the station name. ■**One-Touch:** Each key (1~40) is assigned with an Email Address or a Telephone Number for quick dialing. ■**Quick Name Search:** Entering the first letter of the station. Search name for quick name search of the programmed station and quick dialing.
		*2	Quick Name Search	
121	AUTO RESET TIME	1	Off	Selecting whether the control panel reset time.
		2	30 sec.	
		*3	1 min.	
		4	2 min.	
		5	3 min.	
		6	4 min.	
122	DIAL PREFIX		(----)	Setting the Dial Prefix number (Max. 4 digits). When the machine detects 10 digits telephone number (excluding any characters; such as "-") being dialed, it will automatically append the preset Dial Prefix number. When the telephone number is less or more than 10 digits in length, the Dial Prefix number is not appended.
125	CONFIRM STATIONS	*1	Invalid	Selecting whether to confirms the destination. ■**Invalid:** The document can be sent without confirmation. ■**Valid:** The document cannot be sent unless the destination is confirmed.
		2	Valid	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

Continued on the next page...

No.	Parameter			
126	USER AUTH Copy Fax Printer Scanner	*1	Invalid	Selecting whether use the User Authentication function for Copy, Fax, Printer, and Scanner.
		2	Valid	
132	VIA FAX SERVER	*1	Invalid	Selecting whether use the FAX Server.
		2	Valid	
133	JOB BUILD	*1	Off	Selecting whether the machine performs Job Build when the total number of documents exceed the maximum capacity of the ADF, or when scanning the documents manually one at a time. (See page 25) The Fax Parameter No.82 (QUICK MEMORY XMT) is not available when the Job Build is set to "2:On".
		2	On	
135	01 JUNK FAX FILTER	*1	Invalid	Selecting whether the machine performs Junk Fax Filter function. If the setting is set to "Valid", the machine disallows faxes from the senders whose numeric ID is registered as a junk fax number.
		2	Valid	
	02 RCV WITHOUT ID	1	Invalid	Selecting whether the machine allows fax reception from senders without numeric ID being registered. This feature is available when "01 Junk Fax Filter" is set to "2:Valid".
		*2	Valid	
	03 RECEIVED ID PRINT	1	Invalid	Selecting whether the machine prints the sender's numeric ID and received time at the bottom of the received faxes. If the sender's numeric ID is not registered, only the received time is printed. This feature is available when "01 Junk Fax Filter" is set to "2:Valid".
		*2	Valid	
	04 ID NO. REGIST.		(----)	Registering a junk fax number. Up to 30 junk fax numbers can be registered. Up to 20 digits (including numbers, blank space, and + symbol) can be registered for a fax number.
136	RESTRICT D. DIAL	*1	Invalid	Selecting whether the machine allows a manual input of the destination and the use of the Redial button. If the setting is "2:Valid", manual input of the destination and the Redial button are not available. The Fax Parameter No.137 (RE-ENTER D. DIAL) is not available when the Restrict Direct Dial is set to "2:Valid".
		2	Valid	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

No.	Parameter				
137	RE-ENTER D. DIAL	*1	Invalid		Selecting whether the machine requires you to enter the destination twice.
		2	Valid		If the setting is "2:Valid", the machine requires you to enter the destination twice, and transmission takes place only when the entered destinations are matched. If the setting is "2:Valid", the Monitor button cannot be used. This feature is not available when the Fax Parameter No.136 (RESTRICT D. DIAL) is set to "2:Valid".
140	LAN RLY XMT REQ	*1	Invalid		Selecting whether the machine performs LAN Relay XMT Request.
		2	Valid		
142	RELAY XMT	1	Invalid		Selecting whether the machine accepts and performs G3 Relayed Transmission. (Relay Station Functions)
		*2	Valid		
143	RELAY XMT REPORT	1	Off		Setting how the COMM. Journal for Relayed Transmission is sent to the originator.
		*2	Always		■**Off:** Don't send. ■**Always:** Always send. ■**Inc. Only:** Send only if communication has failed.
		3	Inc. Only		
144	EMAIL CHAR. SET	1	Japanese		Selecting the Character Set when receiving or sending Email text.
		*2	English		
145	SENDER SELECTION	*1	Invalid		Selecting a pre-programmed sender's name and Email Address before each transmission.
		2	Valid		
146	POP TIMER	----	0 to 60 min.		Setting the time interval for the machine to check for Emails on the POP Server. (0 = Does not check the POP Server for Email.)
		*3			
147	AUTO POP RCV	1	Invalid		Selecting whether the machine automatically downloads an Email from the POP Server.
		*2	Valid		
148	DEL POP RCV MAIL	1	Invalid		Selecting whether the Email will be deleted automatically after retrieval from the POP Server.
		*2	Valid		
149	DEL POP ERR MAIL	*1	Invalid		Selecting whether to delete the Email that includes an incompatible file attachment from the POP Server.
		2	Valid		
150	IFAX RET RECEIPT	1	Invalid		Selecting whether to send a return receipt when receiving from another TOSHIBA Internet Fax.
		*2	Valid		

Setting Your Machine

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

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No.	Parameter			
151	EMAIL HEADER FMT	1	All	Selecting the header information to print when an Email is received. (Normally used for Troubleshooting. It shows the path of the Email transmission before arriving at your machine.)
		*2	Subject / From / To	
		3	Off	
152	SUB-ADDR ROUTING	*1	Invalid	Selecting whether to automatically route a received Email using ITU-T sub-address.
		2	Valid	
153	TSI ROUTING	*1	Invalid	Selecting whether to route a received fax to an Email Address preprogrammed in Phone Book using the originating fax's Numeric ID (TSI frame information).
		2	Valid	
154	ROUTE HEADER FMT	*1	Originator	Selecting the type of Email header to be included in the "From" field of each routed faxes. ■**Originator:** The originating fax machine's TSI will appear in the "From" field of the routed Email. ■**Relay Station:** The routing station's Email address will appear in the "From" field of the routed Email.
		2	Relay Station	
155	PRINT ROUTED DOC	*1	Inc. Only	Selecting whether a received fax to be routed is always printed or only when the routing operation fails.
		2	Always	
156	PRT FORWARD DOC	*1	Inc. Only	Selecting whether a memory received fax or Email to be forwarded is always printed or only when forwarding is incomplete.
		2	Always	
157	TRANSACTION JRNL	*1	Invalid	Selecting whether the machine sends a transaction journal to the pre-programmed Email address.
		2	Valid	
158	PC REMOTE UPDATE	*1	Invalid	Selecting whether the machine will accept commands from an Email application to: (a) Program the Internet Parameters (b) Program the Auto Dialer (c) Allow retrieval of the Journal
		2	Valid	
159	SUBJ. LINE ENTRY	*1	Invalid	Selecting whether the "Subject" line can be programmed during each transmission.
		2	Valid	
160	DEFAULT DOMAIN	1	Invalid	Selecting whether the machine accepts to insert the Default Domain when entering Manual Number Dialing.
		*2	Valid	
161	DNS SERVER	1	Invalid	Selecting whether to use the DNS Server for the Internet communication.
		*2	Valid	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.

No.	Parameter				
163	ROUTING HEADER	*1	Invalid		Selecting whether to add the Header Print information of the Routing Station on the top edge of each routed pages.
		2	Valid		
164	IFAX XMT HEADER (Email only)	*1	Included		Selecting whether to include the header when sending a document to an addressee in the same Domain as specified in the Default Domain parameter. (This is useful when using the machine to scan documents back to your PC)
		2	Not included		**Note:** When sending to a Domain other than as specified in the Default Domain parameter, the header will be included regardless of the selection.
168	CC/BCC STATION	*1	Invalid		Selecting whether to allow the CC/BCC Email address(es) to be entered.
		2	Valid		
169	DHCP CLIENT	1	Invalid		Select whether the machine would automatically acquire the Network Parameters from the DHCP Server. (Such as IP Address, Subnet Mask, Default Gateway IP Address, etc.)
		*2	Valid		**Note:** If you change the setting of this parameter, the machine will reboot automatically.
170	SMTP AUTHENTI. (See Note 2)	*1	Invalid		If you transmit to the SMTP server, the user name and password are used for authentication. Selecting "2:Valid" allows you to set up the user name and password.
		2	Valid		
171	POP BEFORE SMTP (See Note 2)	*1	Invalid		If you transmit to the SMTP server, POP User Name and POP Password are used for authentication.
		2	Valid		
172	DIRECT IFAX XMT	*1	Invalid		Selecting whether to be prompted during Phone Book registration if the station you are programming is to receive Internet Fax directly without going through a Mail Server.
		2	Valid		
173	DELIVERY NOTICE (HOME)	*1	Off		Setting the home position of whether to request a Message Disposition Notification (MDN) for a delivery processing confirmation indicating that the message (Email) was read, when sending an Email/Internet Fax. This setting will be the default value for the Select Mode (Function 8-2 (DELIVERY NOTICE)).
		2	On		

(NOTE)

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.
2. "2:Valid" can be selected when the SMTP server or the POP server support these capabilities.

Setting Your Machine

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No.	Parameter			
174	APOP AUTHENTI. (See Note 2)	*1	Invalid	This parameter allows you to encrypt the protocol for the POP password security when connecting with the POP server.
		2	Valid	
177	XMT FILE TYPE	1	TIFF	Selecting whether the document(s) are converted to TIFF-F or PDF format when Scanning-to-Email, or TIFF-F format when sending to an Internet Fax. The default is "2:PDF" as PDF has become the industry standard for exchanging documents from computer to computer (Scan-to-Email). However, neither PDF format can be used tor Internet Faxing (Internet Fax to Internet Fax) as current Internet Fax specifications do not support these file formats, and TIFF-F format must be used when sending to an Internet Fax machine. This setting can be temporarily changed when sending an Internet Fax with the Select Mode (Fuction 8-6 (FILE TYPE/ NAME)).
		*2	PDF	
184	EMAIL REPORT	*1	Off	Selecting whether to send the transmission result notification by Email. If "NOT FOUND" is displayed on the LCD when specifying a station, check below. (1) The registered station name and the character strings entered when specifying a station are totally the same, including symbols and space. (2) The station registered as transmission result notification is an Email address. G3 FAX station cannot be used. **Note:** The transmission result notification cannot be sent to stations registered to use the Direct Internet Fax feature.
		2	On	
186	IPv6	*1	Invalid	Selecting whether to use the IPv6 environment.
		2	Valid	
187	IPv6 AUTO CONFIG	1	Invalid	Selecting whether to automatically configure the IPv6-address setting.
		*2	Valid	

NOTE

1. The setting numbers marked with an asterisk (*) indicate the factory default setting.
2. "2:Valid" can be selected when the SMTP server or the POP server support these capabilities.

Copier Parameters

Setting the Copier Parameters

1 Copy   Function

COPIER PARAM. (09-19)
ENTER NO.▌ OR ∨ ∧

2 Setting the desired Function Parameter to use ▲ or ▼ or the Number Pad.
Ex: 09

09 AUTO EXPOSURE
 2: VALID

3 Select the setting and press ⌐Set⌐.

4 To return to standby, press ⌐Stop⌐. (2 times)

■**Copier Settings**

No.	Modes	Function	Initial Setting
09	AUTO EXPOSURE	Set the auto exposure setting. 1:INVALID / 2:VALID	2:VALID
10	SORT PRIORITY ADF	Select the sort priority when using the ADF. 1:NON-SORT / 2:SORT	2:SORT
13	2–>1 BINDING DEF.	Select the binding location for 2→1 Copy. 1:LONG EDGE / 2:SHORT EDGE	1:LONG EDGE
17	OUTPUT ORDER DEF.	Select the output order default. 1:DESCENDING / 2:ASCENDING / 3:SELECT	2:ASCENDING
19	KEY OPERATOR MODE	Input the Key Operator ID.	

The Following Parameter Settings Require the Input of the Key Operator ID:

When selecting the Key Operator Mode. (See page 136)

1 Copy   Function

COPIER PARAM. (09-19)
ENTER NO.▌ OR ∨ ∧

2 1 9

19 KEY OPERATOR MODE
 ENTER ID=▌

NOTE

1. Please refer to the appropriate operating instructions manual for function settings on options.
2. Function setting is accessible only when the machine is in Ready Mode.

3 Enter the Key Operator ID using the Number Pad, then press [Set].

```
KEY OPR.MODE (00-13)
ENTER NO. ▮  OR  ∨ ∧
```

4 Setting the desired Function Parameter to use [▲] or [▼] or the Number Pad.
Ex: 01

```
01 HALFTONE(HOME)
 1: OFF
```

5 Select the setting and press [Set].

6 To return to standby, press [Stop]. (2 times)

■**Copier Settings (For Key Operator)**

No.	Modes	Function	Initial Setting
00	COPY SETTING LIST	Prints the copier settings list. PRESS SET TO PRINT	
01	HALFTONE (HOME)	Selects the default Halftone setting. 1:OFF / 2:ON	1:OFF
02	CONTRAST	Selects the contrast setting for the Text mode. 1-5	3
04	HALFTONE CONTRAST	Selects the contrast setting for the Photo mode. 1-5	3
05	MAX. COPY SETTING	Determines the maximum number of copies/sets allowed to be copied. 1-999	999
08	MEM. FULL ACTION	Selects the action to take during memory full condition. 1:PRINT / 2:CANCEL	1:PRINT
09	TONER SAVE	Selects the toner save in Text mode. 1:OFF / 2:ON	1:OFF
11	TONER SAVE (HT)	Selects the toner save in Halftone mode. 1:OFF / 2:ON	1:OFF
13	ORIGINAL SIZE	Selects the default original size setting. LTR-R / INV / INV-R / LGL-R / MIX (LTR:Letter, INV:Invoice, LGL:Legal, MIX:Letter and Legal, R:▭) Press [Set] and [▲] or [▼] to select the original size.	LTR-R

Scan Parameters

Setting the Scan Parameters

1 Scan/file Function

FUNCTION   (1-2)
ENTER NO. OR ∨ ∧

2 1 Set

SET MODE   (1-2)
ENTER NO. OR ∨ ∧

3 2 Set

SCAN PARAM.   (0-9)
ENTER NO. ▋ OR ∨ ∧

4 Setting the desired Function Parameter to use ▲ or ▼ or the Number Pad.
Ex: 2

02 COMPRESSION MODE
 3: MMR

5 Select the setting and press Set .

6 To return to standby, press Stop . (2 times)

■**Scanner Settings**

No.	Modes	Function	Initial Setting
00	SCANNER SETTINGS	Prints the scanner settings. PRESS SET TO PRINT	
02	COMPRESSION MODE	Sets the default compression mode setting. 1:MH / 2:MR / 3:MMR / 4:JBIG	3:MMR
03	RESOLUTION	Sets the default resolution setting. 1:150dpi / 2:300dpi / 3:600dpi / 4:HALFTONE (300dpi) / 5:HALFTONE (600dpi)	2:300dpi
05	FILE TYPE/NAME	Selects the default transmission file format. 1:TIFF / 2:PDF	2:PDF
07	ORIGINAL SIZE	Selects the default original size setting. LTR-R / INV / INV-R / LGL-R / MIX (LTR:Letter, INV:Invoice, LGL:Legal, MIX:Letter and Legal, R:▭) Press Set and ▲ or ▼ to select the original size.	LTR-R
09	KEY OPERATOR MODE	Input the Key Operator ID.	

Setting Your
Machine

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Customizing Your Machine

The Following Parameter Settings Require the Input of the Key Operator ID:
When selecting the Key Operator Mode. (See page 136)

1 Scan/file Function

```
FUNCTION       (1-2)
ENTER NO. OR ∨ ∧
```

2 1 Set

```
SET MODE       (1-2)
ENTER NO. OR ∨ ∧
```

3 2 Set

```
SCAN PARAM.    (0-9)
ENTER NO. █ OR ∨ ∧
```

4 9

```
09 KEY OPERATOR MODE
  ENTER ID=█
```

5 Enter the Key Operator ID using the Number Pad, then press ⌷Set⌷.

```
KEY OPR. MODE  (1-1)
ENTER NO. █ OR ∨ ∧
```

6 1

```
01 ABBR GROUP ID
  0 (0-99)
```

7 Select the setting and press ⌷Set⌷.
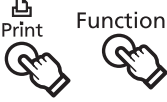
8 To return to standby, press ⌷Stop⌷. (2 times)

■Scanner Settings (For Key Operator)

No.	Modes	Function	Initial Setting
01	ABBR GROUP ID	Selects the ABBR. Group ID settings. 0-99	0

Printer Parameters

Setting the Printer Parameters

1
Print   Function

FUNCTION   (3-4)
ENTER NO. OR ∨ ∧

2 4   Set

PRINT PARAM. (04-19)
ENTER NO. ▌ OR ∨ ∧

3 Setting the desired Function Parameter to use ▲ or ▼ or the Number Pad.
Ex: 04

04 PRINT DATA
PRESS SET TO PRINT

4 Select the setting and press Set .

5 To return to standby, press Stop . (2times)

■ **Printer Settings**

No.	Modes	Function	Initial Setting
04	PRINT DATA	Determines the provision of the print data. PRESS SET TO PRINT	
14	MUTUAL A4 / LETTER	Selects whether the mutual size A4/LETTER is enabled. 1:OFF / 2:ON	1:OFF
19	KEY OPERATOR MODE	Input the Key Operator ID.	

The Following Parameter Settings Require the Input of the Key Operator ID:
When Selecting the Key Operator Mode. (See page 136)

1
Print   Function

FUNCTION   (3-4)
ENTER NO. OR ∨ ∧

2 4   Set

PRINT PARAM. (04-19)
ENTER NO. ▌ OR ∨ ∧

3 1   9

19 KEY OPERATOR MODE
ENTER ID=▌

4 Enter the Key Operator ID using the Number Pad, then press Set .

KEY OPR. MODE (00-01)
ENTER NO. ▌ OR ∨ ∧

Setting Your Machine

5 Setting the desired Function Parameter to use ▲ or ▼ or the Number Pad.
Ex: 00

```
00 PRINTER SETTINGS
PRESS SET TO PRINT
```

6 Select the setting and press Set .

7 To return to standby, press Stop .
To return to standby after setting the Printer Settings for Key Operator, Parameter No.01 (COMPLETION TIME),

press Stop .(2 times)

■ **Printer Settings (For Key Operator)**
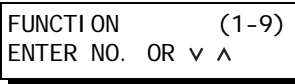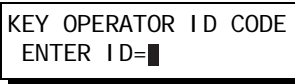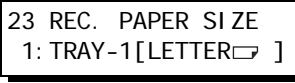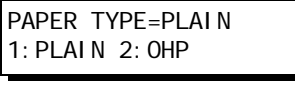
No.	Modes	Function	Initial Setting
00	PRINTER SETTINGS	Prints the printer settings. PRESS SET TO PRINT	
01	COMPLETION TIME	Sets the job completion time setting.	180SEC

Changing the Default Setting

Changing the Paper Size

The Paper Trays are designed to accommodate Letter, A4 and Legal Size paper.

Changing the Paper Size (Paper Tray)

1 Function

```
FUNCTION        (1-9)
ENTER NO.  OR ∨ ∧
```

2 7 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▊
```

3 Enter the Key Operator ID using the Number Pad, then press Set.

```
FAX PARAMETER(1-187)
         NO. =▊
```

4 2 3 Set

```
23 REC. PAPER SIZE
 1: TRAY-1[LETTER⊐ ]
```

5 Set

```
TRAY-1
LETTER⊐        ∨ ∧
```

6 Use ▲ or ▼ to select the paper size,

LETTER ⊐
▼
A4 ⊐
▼
LEGAL ⊐
▼

then press Set.

```
PAPER TYPE=PLAIN
1: PLAIN 2: OHP
```

7 LETTER / A4 size only / Tray-1

To select paper type (1:PLAIN / 2:OHP), then press Set.
When the optional 2nd Paper Feed Module (TRAY-2) is installed,

press Set once and repeat Steps 6 and 7.

8 To return to standby, press Stop.

NOTE

1. *When using OHP, empty out the Output Tray every time a page has been printed. Leaving multiple pages of OHP on the Output Tray may cause the OHP to curl excessively or stick together.*

Changing the Paper Guide from Letter to A4

1 Push down the bottom plate of the tray until it stops.
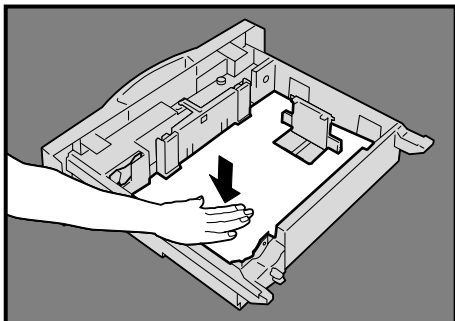
2 Press the lower two tabs of the Paper Guide inward and pull out the Paper Guide. Align the Paper Guide with the A4-size paper holes and snap the Paper Guide into place as illustrated below.
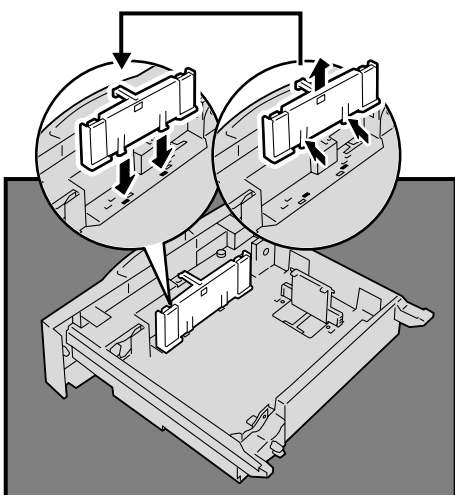
3 Press the two outside tabs of the Paper Guide inward to pull out the Paper Guide. Slide the Paper Guide to the A4-size paper hole and snap the Paper Guide into place.
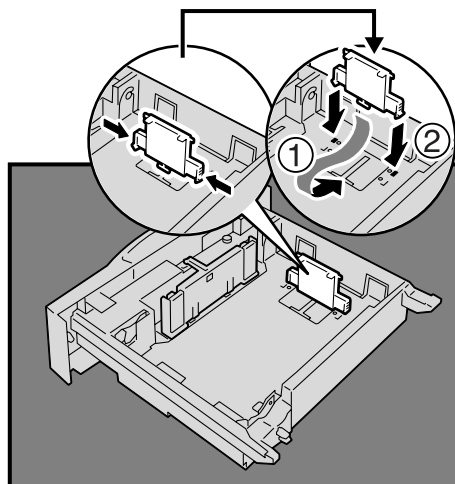
4 Change the position of the metal clip at the corner of the tray as illustrated below.

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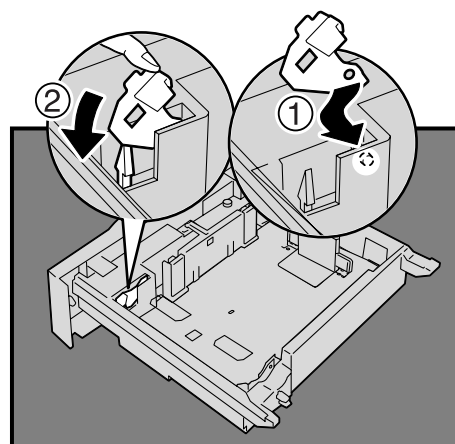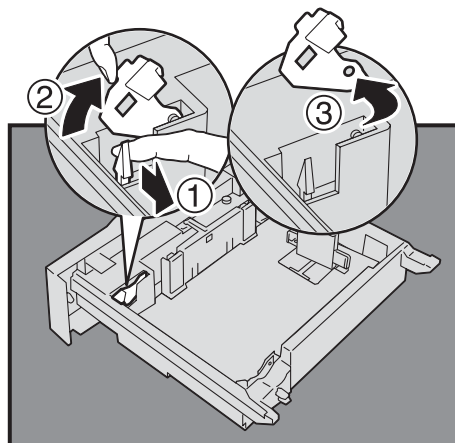
Changing the Paper Guide from Letter to Legal

1 Push down the bottom plate of the tray until it stops.
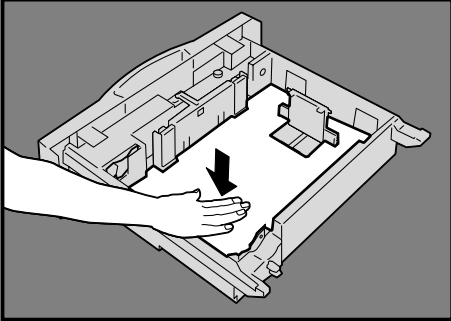
2 Press the two outside tabs of the Paper Guide inward to pull out the Paper Guide. Slide the Paper Guide to the Legal size paper hole and snap the Paper Guide into place.
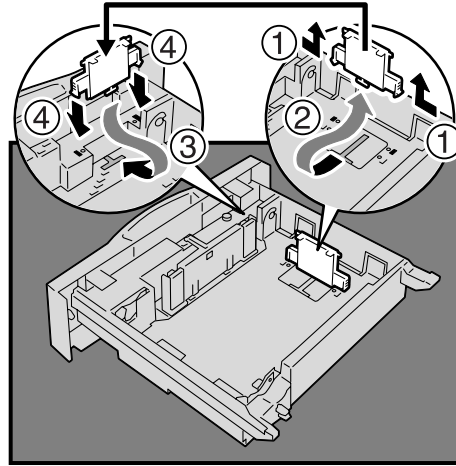
Changing the Original Size

Changing the Default Original Size (For Copier)

1 Copy Function

```
COPIER PARAM. (09-19)
ENTER NO. ▐  OR ∨ ∧
```

2 1 9

```
19 KEY OPERATOR MODE
  ENTER ID=▐
```

3 Enter the Key Operator ID using the Number Pad, then press Set .
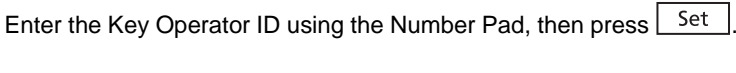
```
KEY OPR. MODE (00-13)
ENTER NO. ▐  OR ∨ ∧
```

4 1 3 Set

```
ORIGINAL SIZE
LTR▭          ∨ ∧
```

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5 Use ▲ or ▼ to select the original size.,

              LTR   ▢ : Letter-R

              INV   ▢ : Invoice

              INV   ▢ : Invoice-R

              LGL   ▢ : Legal-R

              MIX   ▢ : Letter and Legal-R

6 To return to standby, press ⌷Stop⌷. (2 times)

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Energy Saver (Power Saver Mode, Sleep/Shutdown Mode)

These modes save power while the machine is not in use.
You can select desired Saver Mode and timer in Fax Parameter No.34 (ENERGY SAVER MODE). (See page 155)

Power Saver Mode

To enter the Power Saver Mode

Press on the control panel.

or   Automatically enters the Power Saver Mode after 10 minutes (default setting) from the last operation.

Flashes:
Power Saver Mode

To exit the Power Saver Mode

Press or press any key.

Sleep/Shutdown Mode

• Sleep Mode

Automatically enters the Sleep Mode after 1 minute from the last operation.

• Shutdown Mode

Automatically enters the Shutdown Mode after 1 minute from the last operation.

Note:

To adjust the default Mode timer (See page 155)

Lights:
Sleep / Shutdown

To exit the Sleep / Shutdown Mode.

Press or press any key.

Modes	Power Consumption	Warm Up Time
Normal Operation	Approx. 80 W	–
Power Saver	Approx. 9.5 W	Approx. 21 sec.
Sleep	Approx. 4.5 W	Approx. 21 sec.
Shutdown	Approx. 1 W	Approx. 21 sec.

Setting Your Machine

Printing Journals and Lists

Transaction Journal

The "Journal" is a record of the last 200 transactions (a transaction is recorded each time you send or receive a document). It is printed automatically after every 200 transactions (see Note 1) or you can print or view it manually by using the following procedure.

1 Function

2 6 1 Set

```
JOURNAL
1:PRINT 2:VIEW
```

3 **Printing a Transaction Journal**
1

```
* PRINTING *
JOURNAL
```

Viewing a Transaction Journal
2

```
JOURNAL VIEW
1:XMT ONLY 2:ALL
```

Ex: To view all Journal
2

```
USE THE v ^ KEYS TO
SCROLL EACH RECORD
```

Note: You can view the transactions in the journal by pressing
▲ or ▼.

4 To return to standby after viewing a Transaction Journal,
press Stop.

NOTE

1. *If you wish to disable the automatic printing of the Transaction Journal, change the setting of Fax Parameter No.13 (AUTO JRNL PRINT) to "1:Invalid". (See page 154)*
2. *Email transmission sent to multiple locations is recorded as a single transaction on the Journal.*

■**Sample Transaction Journal**

```
                                                   (1)                        (2)
    ****************** -JOURNAL- ************************* DATE MMM-dd-yyyy ***** TIME 15:00 ***** P.01

    (3)    (4)    (5)      (6)     (7)      (8)    (9)                (10)     (11)     (12)
    NO.   COMM.  PAGES     FILE   DURATION  X/R    IDENTIFICATION     DATE     TIME      DIAGNOSTIC

    001    OK    001/001   149    00:00:52  XMT    ☎215               MMM-dd   20:04    C8444B0577000000
    002    --    001/001   151    00:00:02  XMT    TEST               MMM-dd   20:07     01 STN(S) LAN
    003    --    003/003   153    00:00:20  XMT    fax@nwfax1         MMM-dd   20:09     01 STN(S) LAN
    004    OK    003       154    00:00:21  RCV    fax@nwfax1.rdmg.mgcs  MMM-dd 20:10            LAN
    005    OK    001       155    00:00:19  RCV    215                MMM-dd   20:11    C0542B0577000000
    006    634   000/003   156    00:00:00  XMT    ◆☎216              MMM-dd   20:14    0000000000000000
    007    408   *003               00:02:14  XMT    ◆☎217              MMM-dd   21:17    0040440A30080000



    050    OK    001/001   160    00:00:16  XMT    TEL XMT            MMM-dd   20:19    C8444B0577000000
                                            <<   CONTINUE  >>
                                                         (13)
                                               -TOSHIBA                                  -
    ***** e-STUDIO191F ***************** -HEAD OFFICE   - ***** -      201 555 1212- *********
                                       (15)                            (14)
```

Date & Time

```
01/12 10:00    OK P01
XMT ☎ 5551234      ∧
```

Communication Result

OK	: Communication was successful.
M-OK	: Memory reception was successful.
BUSY	: Line busy
STOP	: STOP was pressed.
P-OK	: Reserved transmission was successful under memory full condition.
R-OK	: Relayed XMT was successful
B-OK	: Batch Transmission
--	: LAN transmission
3 digits Info Code	:Communication has failed

(See Note 1)

Number of pages successfully transmitted or received.

Type of Communication

XMT	: Transmission
RCV	: Reception
POL	: Polling
PLD	: Polled
FWD	: Fax Forward
RMT	: Remote Diagnostic

Received ID, recorded name, dialed telephone number, or Email address

Scroll Marker

∧ :Latest transaction
∨ :Oldest transaction
■ :Only 1 transaction

Setting Your Machine

NOTE

1. For more details, refer to Problem Solving in the Operating Instructions (For Basic Operations) of provided booklet.

Printing Journals and Lists

(1)	Printout Date	:	MMM-dd-yyyy, represents the month-day-year.
(2)	Printout Time		
(3)	Journal Number		

(4)   Communication Result   : "OK" indicates that the communication was successful.
"M-OK" indicates that the memory reception was successful.
"BUSY" indicates that the communication has failed because of busy line.

"STOP" indicates that $\boxed{\text{Stop}}$ was pressed during communication.
"P-OK" indicates that memory overflow or document misfeeding occurred while storing the documents into memory for transmission, but the successfully stored document(s) was sent.
"R-OK" indicates that the Relayed XMT was successful.
"B-OK" indicates that the Batch Transmission was successful.
"- -" indicates LAN transmission.
"JUNK" indicates that an incoming document was rejected by the Junk Fax Filter function.
"3 digits Info Code" (See Note 1) indicates that the communication has failed.

(5)   Number of Pages Transmitted or Received   : The 3 digits number is the number of pages successfully transmitted or received.
When the documents are stored into memory, two 3 digits numbers will appear.
The first 3 digits number represents the number of pages successfully transmitted. The second 3 digits number represents the total number of pages that were attempted to be transmitted.
Asterisk "*" indicates that the quality of some received copies may be poor.

(6)   File Number   : 001 to 999 (If the document is stored into memory, a file number is assigned for each communication.)

(7)   Duration of Communication

(8)   Type of Communication   : "XMT" means Transmission
"RCV" means Reception
"POL" means Polling
"PLD" means Polled
"FWD" means Fax Forward
"RMT" means Remote Diagnostic

(9)   Remote Station Identification   : Name: Recorded name in One-Touch or ABBR. Numbers or remote station's Character ID. ☎number: Dialed Telephone Number.

Number: Remote station's ID number. ◆indicates that the Second Telephone Line (Line-2) was used for the communication.
Email address

(10)	Communication Date		
(11)	Communication Start Time		
(12)	Diagnostic	:	For service personnel only
(13)	Own LOGO	:	Up to 25 characters
(14)	Own ID Number	:	Up to 20 digits
(15)	Own Character ID	:	Up to 16 characters

NOTE

1. For more details, refer to the Problem Solving in the Operating Instructions (For Basic Operations) of provided booklet.

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Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify whether the transmission or polling was successful. You may select the printout condition (Off/Always/Incomplete Only) in Fax Parameter No.12 (COMM.JOURNAL).

■**Sample COMM. JOURNAL**

```
************** – COMM. JOURNAL – ***************** DATE MMM-dd-yyyy **** TIME 15:00 **** p.01
 (1)                                           (2)                      (3)
MODE = MEMORY TRANSMISSION                  START=MMM-dd 14:50      END=MMM-dd 15:00

   FILE NO.= 050 (4)

 (5)      (6)     (7)              (8)                                      (9)        (10)
STN      COMM.  ONE-TOUCH/     STATION NAME/EMAIL ADDRESS/TELEPHONE NO.   PAGES      DURATION
NO.             ABBR NO.
001      OK     <01↑>           SERVICE DEPT.                             001/001    00:01:30
002      OK     <02↑>           SALES DEPT.                               001/001    00:01:25
003      407    <03↑>           ACCOUNTING DEPT.                          000/001    00:01:45
004      BUSY    ☎              021 111 1234                              000/001    00:00:00

                                                           - TOSHIBA -
***** e-STUDIO191F ***************** – HEAD OFFICE        – ****** – 201 555 1212 – *******
```

THE SLEREXE COMPANY LIMITED

SAPORS LANE · BOOLE · DORSET · BH 25 8 ER

TELEPHONE BOOLE (945 13) 51617 · TELEX 123456

Our Ref. 350/PJC/EAC   18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd

variations of print density on cause the photocell to generate an analogous electrical video signal. This signal is used to modulate a carrier, which is transmitted to a remote destination over a radio or cable communications link.

At the remote terminal, demodulation reconstructs the video signal, which is used to modulate the density of print produced by a printing device. This device is scanning in a raster scan synchronised with that at the transmitting terminal. As a result, a facsimile copy of the subject document is produced.

Probably you have uses for this facility in your organisation.

Yours sincerely,

Phil.

P.J. CROSS
Group Leader – Facsimile Research

Explanation of Contents

(1)	Indication of Communication Mode	
(2)	Start Time of Communication	
(3)	End Time of Communication	
(4)	File Number	001 to 999 (When the communication is stored into memory, a file number is assigned for each communication.)
(5)	Station Number	Sequential number of the Stations.
(6)	Communication Result	"OK" indicates that the communication was successful. "M-OK" indicates that memory reception was successful. "BUSY" indicates that the communication has failed because of busy line. "STOP" indicates that $\boxed{\text{Stop}}$ was pressed during communication. "P-OK" indicates that memory overflow occurred while storing the documents into memory for transmission but successfully stored document(s) was sent. "R-OK" indicates that the Relayed XMT was successful. "B-OK" indicates that the Batch Transmission was successful. "- -" indicates LAN transmission. "3 digits Info Code" (See Note 1) indicates that the communication has failed. In this case, the machine will print the attached report with first page of your document as shown on the previous page.
(7)	One-Touch / ABBR. Number or ☎ Symbol	☎ mark indicates dialed by direct number dialing.
(8)	Recorded Name in the Address Book, Direct Dialing Number, or Email Address	
(9)	Number of Pages Transmitted or Received	The 3 digits number is the number of pages successfully transmitted or received. When the documents are stored into memory, two 3 digits numbers will appear. The first 3 digits number represents the number of pages successfully transmitted. The second 3 digits number represents the total number of pages that were attempted to be transmitted.
(10)	Duration of Communication	

One-Touch/ABBR. and Directory Search List

To print an Address Book List or One-Touch / ABBR. Number and Directory Search List of the Telephone Numbers you have stored.

1 Function

2 6 2 Set

Fax Parameter No.119:
2:Quick Name Search

Fax Parameter No.119:
1:One-Touch

Press 1 to print One-Touch / ABBR. Number List.

Press 2 to print Directory Search List.

```
* PRINTING *
ADDRESS BOOK LIST
```

```
1: ONE-TOUCH/ABBR NO.
2: DIR. SEARCH
```

```
* PRINTING *
ONE-TOUCH/ABBR LIST
```

```
* PRINTING *
DIR. SEARCH LIST
```

■ **Sample Address Book List**

```
*************** -ADDRESS BOOK LIST- ******************* DATE MMM-dd-yyyy ***** TIME 11:11 ********
 (1)    (2)         (3)
     STATION NAME   EMAIL ADDRESS / TELEPHONE NO.                    (7)
                    ROUTING SUB-ADDR (5)    ROUTING TSI (6)      RELAY ADDR (ABBR NO.)

 [B]  Bob Jones     jonesb@abcdefg.com
                    123456              201 555 1212

 [J]  John Smith    ☎201 555 3456
                    4452                +1 201 123 4567         [009]

      Jane Smith    ☎201 555 1212
                    1212                212 555 1234            [010]

 [T]  Toshibafax1   toshibafax1@rdmg.mgcs.mei.co.jp
                    4827                +81 03 5251 1234

      Toshibafax2   toshibafax2@rdnn.mgcs.mei.co.jp
                    1773                +81 0467 5251 1234

         NO. OF STATIONS = 005 (4)

                                             -TOSHIBA           -
 ***** e-STUDIO191F *************************-HEAD OFFICE - ***** - 201 555 1212- *********
```

(1)	One-Touch Number or ABBR. Number	<nn>= One-Touch number, [nnn] = ABBR. number
(2)	Station Name Recorded in the Machine	: Up to 15 characters
(3)	Telephone Number Recorded in the Machine	: Up to 36 digits (Telephone Number)
	Email Address Recorded in the Machine	: Up to 60 characters (Email Address)
	☎ Number	: Telephone Number programmed into One-Touch / ABBR. Number
(4)	Number of Recorded One-Touch and ABBR. Numbers	
(5)	Routing Sub-address	: Up to 20 digits
(6)	Routing TSI	: Up to 20 digits
(7)	Relay Address	: 3 digits
(8)	The first letter of the Station Name recorded in your machine	

■Sample ABBR. Number List

```
*************** -ABBR NO. LIST- ****************** DATE MMM-dd-yyyy ***** TIME 11:11 ********
(1)      (2)               (3)
ABBR    STATION NAME      EMAIL ADDRESS / TELEPHONE NO.                        (7)
NO.                       ROUTING SUB-ADDR (5)   ROUTING TSI (6)        RELAY ADDR (ABBR NO.)

[001]   John Smith        ☎201 555 3456
                          4452                   +1 201 123 4567            [009]

[002]   Jane Smith        ☎201 555 1212
                          1212                   212 555 1234               [010]

[003]   Bob Jones         jonesb@abcdefg.com
                          123456                 201 555 1212

[004]   Toshibafax1       toshibafax1@rdmg.mgcs.mei.co.jp
                          4827                   +81 03 5251 1234

[005]   Toshibafax2       toshibafax2@rdnn.mgcs.mei.co.jp
                          1773                   +81 0467 5251 1234

        NO. OF STATION = 005(4)

                                          -TOSHIBA            -
***** e-STUDIO191F *************************-HEAD OFFICE - ***** - 201 555 1212- *********
```

■**Sample One-Touch List**

```
*************** -ONE-TOUCH LIST- ****************** DATE MMM-dd-yyyy ***** TIME 11:11 **********
(1)         (2)                    (3)
ONE-        STATION NAME           EMAIL ADDRESS / TELEPHONE NO.                     (7)
TOUCH                              ROUTING SUB-ADDR (5)  ROUTING TSI (6)       RELAY ADDR (ABBR NO.)

<01↑>       John Smith             ☎201 555 3456
                                   4452                  +1 201 123 4567            [001]
<02↑>       Jane Smith             ☎201 555 1212
                                   1212                  212 555 1234               [002]
<03↑>       Bob Jones              jonesb@abcdefg.com
                                   123456                201 555 1212
<04↑>       Toshibafax1            toshibafax1@rdmg.mgcs.mei.co.jp
                                   4827                  +81 03 5251 1234
<05↑>       Toshibafax2            toshibafax2@rdnn.mgcs.mei.co.jp
                                   1773                  +81 0467 5251 1234


        NO. OF STATION = 05 (4)
  ↑ = UPPER (01-40)   ↓ = LOWER (01-40)               -TOSHIBA          -
***** e-STUDIO191F *************************-HEAD OFFICE - ***** - 201 555 1212- *********
```

Program List

To print a Program List of the Dialing Patterns that you have previously entered into the Program Keys and One-Touch Dialer.

1 Function

```
FUNCTION        (1-9)
ENTER NO. OR ∨ ∧
```

2 6 3 Set

```
* PRINTING *
PROGRAM LIST
```

■**Sample Program List**
When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "2:Quick Name Search". (See page 157)

```
*************** -PROGRAM LIST- ****************** DATE MMM-dd-yyyy ***** TIME 15:00 **********

(1)         (2)                (3)        (4)       (5)
            PROGRAM NAME        TYPE       TIMER     DESTINATION(S)
[P]         PROG.A              POLL       ----      [SALES1         ][SALES2        ]
            PROG.B              GROUP      ----      [TOSHIBA1       ][TOSHIBA2      ]

[T]         TIMER POLL          POLL       19:00     [TIMER POLL     ]
            TIMER XMT           XMT        12:00     [TIMER XMT      ]

                                                    -TOSHIBA               -

***** e-STUDIO191F ************** -HEAD OFFICE   - ***** -      201 555 1212- *********
```

Printing Journals and Lists

■ Sample Program List

When Fax Parameter No.119 (QWERTY KEYBOARD) is set to "1:One-Touch". (See page 157)

```
*************** -PROGRAM LIST- ****************** DATE MMM-dd-yyyy ***** TIME 15:00 **********

 (1)           (2)                 (3)         (4)        (5)
  PROGRAM      PROGRAM NAME        TYPE        TIMER      ABBR NOS.

    <03↑>      TIMER XMT           XMT         12:00      [001]
    <03↓>      TIMER POLL          POLL        19:00      [002]
    <05↑>      PROG. A             POLL        -----      [001] [002]
    <05↓>      PROG. B             ABBR/GRP    -----      [001] [002] [003]

 ↑ = UPPER (01-40)   ↓ = LOWER (01-40)                   -TOSHIBA              -

 ***** e-STUDIO191F *************** -HEAD OFFICE    - ***** -       201 555 1212- *********
```

Explanation of Contents

(1)	The First Letter of the Station Name Recorded in Your Machine or the Program Key	
(2)	Program Name	Up to 15 characters
(3)	Type of Communication	"XMT" indicates transmission. "POLL" indicates polling. "ABBR / GRP" indicates that the Program Key is programmed as a Group or One-Touch key. "POP" indicates that the Program Key is programmed as a POP access key.
(4)	Timer	Indicates the starting time. "----" indicates that the Program Key contains "non-deferred" program.
(5)	Destination(s) Numbers Recorded in the Program	One-Touch / ABBR. Numbers Telephone Number or Email Address

Fax Parameter List

To print a Parameter List.

1 Function

```
FUNCTION      (1-9)
ENTER NO. OR ∨ ∧
```

2 6 4 Set

```
KEY OPERATOR ID CODE
 ENTER ID=▮
```

3 Enter the Key Operator ID using the Number Pad, then press Set .

```
* PRINTING *
FAX PARAMETER LIST
```

■ **Sample Fax Parameter List**

```
*************** -FAX PARAMETER LIST- *************** DATE MMM-dd-yyyy ***** TIME 15:00 ***** P.01

(1)             (2)                       (3)                                    (4)        (5)
PARAMETER       DESCRIPTION               SELECTION                              CURRENT    STANDARD
 NUMBER                                                                          SETTING    SETTING

(6)001          CONTRAST   (HOME)         (1:Lightest - 3:Normal -  5:Darkest)   3          3
  *002          RESOLUTION (HOME)         (1:Standard  2:Fine       3:S-Fine     3          2




                                                        -TOSHIBA            -

 ***** e-STUDIO191F *************** -HEAD OFFICE    - ***** -        201 555 1212- *********
```

Explanation of Contents

(1) Parameter Number

(2) Description : "(HOME)" means home position setting.

(3) Selection

(4) Current setting : "----" indicates code or password is not set.

(5) Standard setting : Factory preset standard setting.

(6) Changed setting : "*" indicates that the factory preset setting has been changed.

Setting Your Machine

Troubleshooting/Maintenance

■ **If You Have Any of These Problems**

| Mode	Symptom	Possible Cause / Action	Page
During Transmission or Making Copies	Document doesn't feed/multiple feed	Check that your document is free of staples and paper clips, and that it is not greasy or torn. Check that your document is the right type to send through an ADF. Check that the document is loaded properly. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
	Does not stamp (For Facsimile)	Check Fax Parameter No.4 (STAMP (HOME)) and No.28 (STAMP AT MEM. XMT) settings.	152
	Stamp too light (For Facsimile)	Replace stamp or refill ink.	186
Transmission Copy Quality or Copies Quality	Vertical lines on the transmitted/copied document	Check the copy quality. If the copy quality is OK, your machine has no problem. Report to the receiving party that they have a problem. If the copy quality is no good, clean the Document Scanning Area.	--
During Reception or Making Copies	No recording paper	Replenish the recording paper. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
	Recording paper misfed	Remove the misfed paper. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
	Recording paper doesn't advance into machine	Make sure that there is paper in the Paper Tray. Follow the instructions for loading paper. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
	Recording paper doesn't eject after printing	Check to see if the recording paper is jammed inside of the machine. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
	Document auto reduction doesn't work	Check Print Reduction settings.	32
	Out of toner	Replace the Toner Cartridge. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
Communication	No dial tone	Check the connection of the telephone line. Check the telephone line.	--
	No auto answer	Check the connection of the telephone line. Check Fax Parameter No.17 (RECEIVE MODE). If Fax Parameter No.13 (AUTO JRNL PRINT) is set to "2:Valid" (default setting) and the machine is printing the received document(s) from memory, which also happens to be the 200th transaction, the machine will not automatically answer until the Transaction Journal has been printed.	154
	Cannot transmit or receive	Information code will be shown on the display. Refer to the information code table to find out the trouble and solution. (Refer to the Operating Instructions (For Basic Operations) of provided booklet.)	--
No Machine Operation	No machine operation	To reset the machine, first unplug the power cord of the machine from the wall outlet. Wait for a few seconds and plug the power cord of the machine in the wall outlet again.	--

■**Machine Care**

When lines or voids as shown in the example on the right appear on Copied/Scanned images, the Document Scanning Area may be dirty.

Feed Roller **Pickup Roller** **ADF Cover**

Separation Roller **Pad**
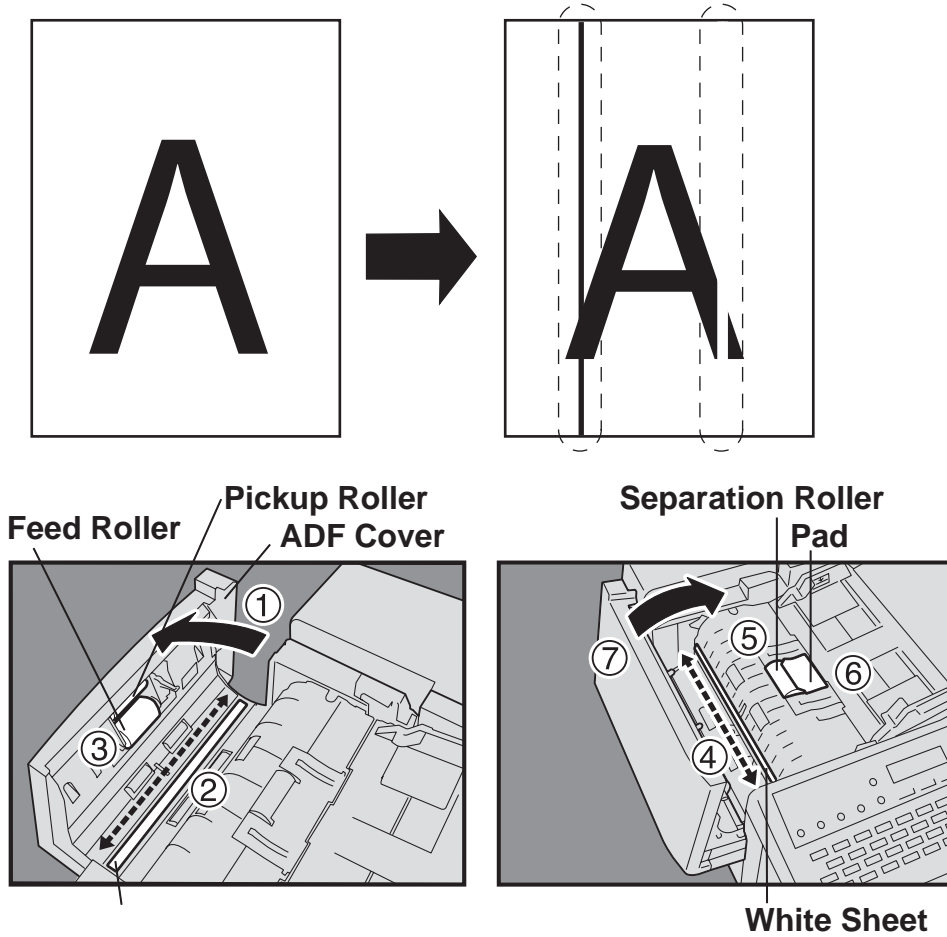
White Sheet

① Open the ADF Cover.

② Wipe marks off on the Contact Image Sensor with a dry soft cloth.

③ Clean the Pick Up/Feed Rollers with a well-wrung damp cloth (with water).

④ Wipe marks off on the White Sheet with a dry soft cloth.

⑤ Clean the Separation Roller with a well-wrung damp cloth (with water).

⑥ Clean the Pad with a soft dry cloth.

⑦ Close the ADF Cover.

Verification Stamp

The Verification Stamp contains ink. When the stamp mark appears faded or hard to see, the stamp should be replaced or refilled with ink.

■**To Remove the Stamp**
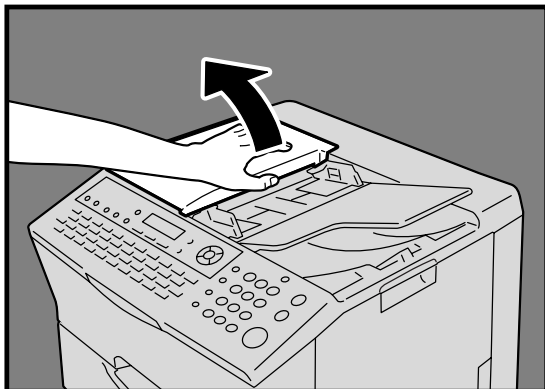
1 Open the ADF Cover.
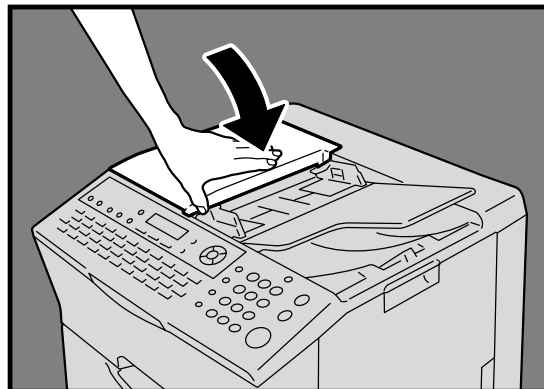
2 Replace the stamp with a new one or refill the stamp with a few drops of the specified ink into the back of the stamp. (See Note 1)
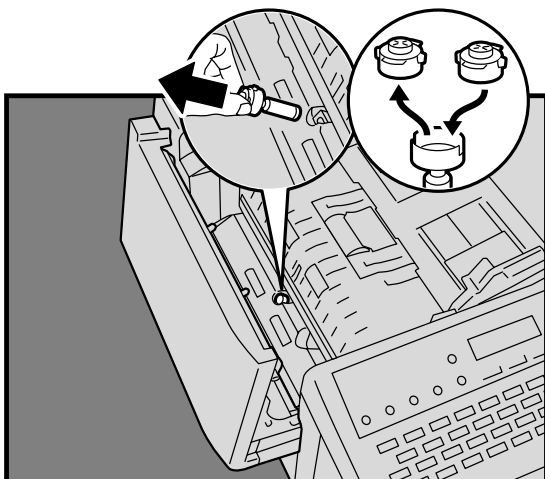
Verification Stamp Order No.: DZHT000027

3 Close the ADF Cover.

⚠ **CAUTION**

Keep verification stamp and small parts out of reach of children to prevent choking or poisoning. If a verification stamp is swallowed accidentally, get medical treatment immediately.

(NOTE)

1. Please contact your local authorized TOSHIBA dealer to purchase a new stamp.

Specifications

Type:	Desktop
Acceptable Originals	Sheets (Invoice - Legal size)
Copying Method	Laser Electrophotography
Scanning Method	Contact Image Sensor
Fusing Method	Heat Roller
Imaging Method	1 Component Non Magnetic Dry Toner Contact Developing
Resolution	Max. 600 dpi
Operation Panel	LCD Display
Copy Size	Legal - Letter via Paper Tray
Void Area	Max. 0.2" (5 mm)
Warm Up Time	Approx. 21 seconds (68°F/20°C)
First Copy Time	Approx. 27 seconds (Letter, from 1st Tray)
Multi-Copy Speed (Letter size)	19 cpm
Enlargement Ratios	101% to 141% in 1% increments
Reduction Ratios	99% to 71% in 1% increments
Paper Feed	Paper Trays (550 sheets (20lb) Standard + 550 sheets (20lb) Option) •Transparency film should be loaded into the standard paper tray (Tray-1; up to 20 sheets).
Paper Weight	16 - 24 lb (60 - 90 g/m^2)
Quantity Selector	Max. 999 sheets (Output Tray capacity is 300 sheets)
Electrical Consumption	AC 120V, 60Hz, 8A
Power Consumption	Transmission : Approx. 20 W
	Reception : Approx. 830 W
	Maximum : 1000 W
Dimensions (W x D x H)	17.3" x 17.7" x 14.2" (440 x 450 x 360 mm)
Mass (Weight)	50.7 lb (23 kg)
Operating Environment	Temperature: 50 - 86°F (10 - 30°C)
	[Humidity should be 70% or less at 86°F (30°C)]
	Relative Humidity: 30 - 80%
	[Temperature should be 80°F (27°C) or less at 80% RH]

*When used only with TOSHIBA's recommended Letter size paper.

■For G3 Facsimile

Compatibility	ITU-T Group 3
Coding Scheme	JBIG, MH, MR, MMR (Conforms to ITU-T Recommendations)
Modem Type	ITU-T V.34, V.17, V.29, V.27ter and V.21
Modem Speed	33600 - 2400 bps
Document Size	Invoice/A5 - Letter/A4,Legal
	Max. : 8.5" x 39.4" (216 x 1000 mm)
	(with operator's assistance)
	Min. : 5.5" x 4.7"
Effective Scanning Width	8.3 inches (212 mm)

Specifications

Scanner Resolution	Horizontal	: 203 pels/inch (8 pels/mm)	: Standard and Fine Resolution
		: 406 pels/inch (16 pels/mm)	: Super Fine Resolution
		: 600 dpi	: 600 dpi Resolution
	Vertical	: 98 lines/inch (3.85 lines/mm)	: Standard Resolution
		: 196 lines/inch (7.7 lines/mm)	: Fine Resolution
		: 391 lines/inch (15.4 lines/mm)	: Super Fine Resolution
		: 600 dpi	: 600 dpi Resolution
One-Touch / ABBR. Dialing Memory Capacity	500 Stations (ABBR. Number) + 80 Stations (One-Touch or Program key)+ 50 Stations (Direct Dialing) (plus additional 420 stations with the optional SD Memory Card installed) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name.		
Image Memory Capacity	Base Memory 720 pages		
	(Based on ITU-T Image No.1 using Standard Resolution) (See page 195)		
FCC Registration Number	US:ACJFA20BDP-1910F		
Ringer Equivalence	2.0B		

■ For Email / Internet Fax

Standard Compliance	10BASE-T Ethernet (IEEE 802.3), 100BASE-TX Fast Ethernet (IEEE802.3u)
Connector Interfaces	10/100 BASE-TX port: RJ-45
Compatibility	IETF RFC 3965, ITU-T T.37
Communication Protocol	TCP/IP, SMTP, POP3, MIME
File Format	TIFF [IETF RFC 3949 Profile S, F, J] PDF (Transmission only)
Email Receiving Width	Maximum : Letter/A4 size

■ Network Scanner

Scanning Type:	Contact Image Sensor
Resolution (dpi):	Standard :150 dpi
	Fine :300 dpi
	Super-Fine :600 dpi
Max Scanning Area (ADF):	8.5" x 14" (216 x 356 mm)
Duplex Scan:	No
Compression Format:	MH, MR, MMR, JBIG
File Format:	Multi page TIFF, PDF
Send to Station (PC):	Yes (Single Address only)
Send to Station (FTP):	Yes (Single Address only)
Send to Station (Printer):	Not Available
Pop up Notification:	Yes
Protocol:	LPR, TCP/IP, FTP
Applicable OS:	Windows® 2000 /Windows® XP / Windows Vista® / Windows® 7 Windows Server® 2003/Windows Server® 2008

■ **ADF**

Tray Capacity	Letter, Invoice : 100 sheets (20 lb / 75 g/ m^2)
Paper Size	Invoice/Letter/Legal
Paper Weight	14 - 28 lb (50 - 105 g/ m^2)
Electrical Requirements	Supplied from the machine

■ **2nd Paper Feed Module (KD-1030) (Option)**

Paper Size	Letter/Legal
Paper Weight	16 - 24 lb (60 - 90 g/ m^2)
Electrical Requirements	Supplied from the machine
Dimensions (W x D x H)	17.3" x 17.7" x 4.9" (440 x 450 x 124 mm)
Mass (Weight)	14.3 lb (6.5 kg)

■ **Options and Supplies**

Part Name	Part No.	Remarks
2nd Paper Feed Module	KD-1030	For Additional Paper Feeding (Tray-2)
G3 Communication Port Kit	GD-1310	For Additional telephone line.
Handset Kit	GJ-1170	Telephone Handset Kit
Toner Cartridge	PS-ZT1910	All in one cartridge <Approx. 10,000 pages (A4 size, 3% coverage)> (See note)
SD Memory Card		• Only Genuine 32MB to 2GB SD Memory Card (with a SD trademark) can be used.
		• High speed data transfer type is recommended.
		• The SD Memory Card will be formatted to the proprietary format used in this machine. Please note that ALL the files will be lost after formatting.
		Please contact your local authorized TOSHIBA dealer for more details about purchase and installation of the SD Memory Card.
		TOSHIBA part numbers for the SD Memory Cards are as follows:
		RP-SD*032B*** - RP-SD*02*** (32MB - 2GB)
		***- letters vary depending on the product destination.

NOTE

1. *The installation of the SD Memory Card may slow the speed of the machine to scan documents.*
2. *The yield of a Toner Cartridge varies depending on the coverage, temperature, humidity, media, etc. Therefore, theaverage yield cannot be guaranteed.*

Glossary

10BASE-T/100BASE-TX	An Ethernet standard for cable. The 10/100 refers to its 10/100 Mbps bandwidth, the base to single channel baseband, and the T to the Twisted pair. The cable uses two pairs of unshielded twisted wires.
Access Code	A 8-digit programmable access code that prevents unauthorized operation of your machine.
Address Book	The ability to store full phone numbers or Email addresses into the dialer and then utilizing a single keystroke to speed dial that number / Email address in the future.
Address Book Dialing	The ability to dial an entire telephone number / Email address by pressing one key.
ADF (Automatic Document Feeder)	The mechanism that delivers a stack of document pages to the scanner one page at a time.
Auto Print Reduction	The method of automatically reducing a received document so that it can be printed onto a standard size paper of plain paper. For example, your machine will reduce an incoming legal size page to 75% of its original size so it could fit on a letter size page.
Automatic Reception	The mode that allows you to receive fax documents automatically.
Batch Transmission	The ability to accumulate different document files for the same destination(s) to be transmitted in a single phone call.
BPS (Bits Per Second)	The amount of data that is transmitted over the phone line. Your machine can start at each Max. Modem speed and automatically steps down to suitable speed depending on the phone line condition and the receiving machines capabilities. (Max. Modem Speed is 33600 BPS)
Character ID	A programmed proprietary code name that allows up to 16 alphanumeric characters identifying your machine.
Character Keys	The keys that are used to enter letters and symbols for various programming functions.
Client	Clients are computers that run software programs used to contact and obtain data from Server software program on another computer, often across a great distance.
Coding Scheme	The data compression method used by facsimile machines. Your machine utilizes Modified Huffman (MH), Modified Read (MR), Modified Modified Read (MMR) and Joint Bi-level Image experts Group (JBIG) coding schemes.
Comm. Journal	Refers to either the Communication Journal (Comm. Journal), or Printouts and Reports.
Contrast	Signifies the scanning sensitivity in terms of lightness and darkness of your original document(s).
Cover Sheet	A Fax Cover Sheet can be attached to your transmit document(s) that shows the recipient's name, originator's name and number of pages attached.
DDD (Direct Distance Dialing)	A telephone service that allows unassisted dialing, no operator assistance is required.
Default Gateway IP Address	This is your Gateway's Address, it is used by other Networks to determine which route to take when communicating with your machine.
Deferred Polling	The ability to retrieve documents from other stations at a later time.
Deferred Transmission	The ability to send documents to other stations at a later time.
Delivery Notice	Delivery Notice is a Message Disposition Notification (MDN) request initiated by the sending Internet Fax to the receiving Internet Fax. The receiving Internet Fax replies with a delivery processing confirmation after the message (Email) was read.
Department Code	This operation require the user to input a preset 8-digit Department Code before transmission. The Department Name of selected Department Code is printed on the Header of each page sent, Cover Sheet, Comm. Journal and Individual Transmission Journal.
Direct Dialing	The method of dialing where you enter the entire telephone number or Email address through the QWERTY keyboard and the Number Pad.
Direct SMTP	Allows Internet Fax machines to communicate directly with each other within the Firewall (Intranet) without going through the Mail Server, thus alleviating the burden on the Mail Server.
Directory Search Dialing	Allows you to dial a full telephone number or Email address by searching the station's name entered in the Address Book.

Directory Sheet	The list that contains the station names that are programmed into your machine.
DNS (Domain Name System)	The purpose of the DNS is to store records containing domain information, such as Fully Qualified Domain Names (FQDN) and translate them to TCP/IP addresses.
Domain Name	A unique name that identifies an Internet site. Domain Names always have 2 or more parts, separated by dots. The part on the left is the most specific, and the part on the right is the most general.
DTMF (Dual Tone Multi-Frequency)	Dialing method that sends a different set of frequencies for each digit of the telephone keypad. Commonly refers to touch tone dialing.
Duplex Scan	The ability to scan both sides of 2-sided original(s) for transmission.
ECM (Error Correction Mode)	The ability to correct transmission errors as detected during the transmitting phone call.
Email Address	The address for sending and receiving data by Email. It consists of User name, Sub-domain name and Domain name.
End Receiving Station	In a relay network, the final station designated to receive the document.
Energy-Saver Mode	Saves energy by consuming less power than when in standby mode by turning off the fuser unit after the specified time.
Ethernet	A very common method of networking computers and equipment in a LAN. Ethernet can handle up to 100 Mbps and can be used with almost any kind of computer.
Fax Forward	The ability to forward all incoming faxes to the specified station registered in the Address Book.
Fax Parameter List	The list that contains the home FAX parameters settings that you have programmed into your machine.
FAX/TEL Auto Switching	The ability to share a single telephone line for both fax and voice usage.
File	A task that has been stored into the memory of your machine. Examples are deferred transactions.
Fixed Print Reduction	The method that allows you to determine one reduction rate, such as 75%, for all incoming documents.
Function	The control panel key that will be utilized to begin an operation or configuration of a feature.
G3 Mode (Group 3)	Refers to the standards and transmission capabilities of the current generation of facsimile machines.
Group Dialing	The ability to program many telephone numbers and/or Email addresses into a single station so that many locations can be dialed in sequence utilizing a single keystroke.
Handshaking	The exchange of a group of control signals that communicate between the transmitter and receiver. These signals determine the condition at which communication can occur.
Header	A row of information that is transmitted by the sending machine and printed on the top of each page by the receiving machine. This identifies the transmitting machine and information about the transmission, such as date and time.
Home Page	The page that your Browser displays when it starts up or the main web page for a business, organization, etc.
Host	Any computer on a network that is a repository for services available to other computers on the network. A Host must have a unique Host Name within a domain. The host is the first (left most) section of the Fully Qualified Domain Name (FQDN). The remainder of the FQDN is the domain and often tells you something about where your machine is located (i.e., at TOSHIBA). Example: Your machine's Email address is: Fax@fax01.toshiba.com In the example above "fax01" is the host and "toshiba.com" is the domain.
ID	A programmable address of up to 20 digits identifying your machine.
Image Memory Capacity	This signifies the amount of memory available in your machine to store pages of documents. Unit of measurement is based on the ITU-T Image No.1.
Index Keys	A series of alphabetized keys for easy access to the stations programmed in the Address Book.

Glossary

Individual Transmission Journal	A report that is printed by the transmitter stating information regarding the last document transaction.
Information Code	A code that is internally generated by your machine stating a specific operational error or machine failure.
Initial Sending Station	In a relay network, the station that is originating the document transmission.
Internet	The vast group of inter-connected networks that all use the TCP/IP protocols. The Internet connects independent networks into a vast global internet.
Intranet	A private network inside a company or organization that uses the same kinds of software that you would find on the public Internet, but that is only for internal use.
IP Address	A unique number used to identify equipment or host computers on the Internet.
ISP (Internet Service Provider)	An institution that provides access to the Internet in some form, usually for charge.
ITU-T	International Telecommunication Union - Telecommunication, Standardization Sector formerly known as C.C.I.T.T.
ITU-T Image No. 1	An industry standard document that allows comparisons of the transmission speeds and capabilities of facsimile machines.
Journal	A report that is printed by your machine listing the last 200 transactions.
Key Name	An alternate to the station name that can be programmed for each Address Book dialing key. (By default it displays the first 15 characters of the station Name)
Keypad	A group of numeric keys located on your control panel.
LAN (Local Area Network)	A computer network system and printer limited to an immediate area, such as an Office, Factory, and University used to integrate and exchange data.
LCD	Liquid Crystal Display. The display area of your machine.
LDAP	Lightweight Directory Access Protocol (LDAP) is a directory service protocol that runs over TCP/IP.
LOGO	Your programmed company name or identification up to 25 alphanumeric characters.
MAC Address	Its the hardware address, often referred to as MAC (Media Access Control) address that is assigned to the equipment. MAC address is hard-coded and is not configurable. The MAC address consists of 6 hexadecimal numbers separated by colons. Example: 00:00:c0:34:f1:50
Mail Gateway IP Address	The Address of the Mail Server. The Internet Fax communicates with your existing Mail Server for all communication traffic.
Mailing List	A system that allows people to send an Email to one address, whereupon their message is conveyed to multiple subscribers on the Mailing List.
Manual Reception	A mode that requires operator intervention to receive an incoming document.
MAPI	Acronym for Message Application Programming Interface. A standard Windows interface for messaging that enables different mail programs and other mail-aware applications like word processors and spreadsheets to exchange messages and attachments with each other.
MDN	This Message Disposition Notification (MDN) is requested by the sender for a delivery processing confirmation indicating that the message (Email) was read.
Memory Transmission	The documents are stored in memory before actual connection to the phone line for transmission.
MIME (Multipurpose Internet Mail Extension)	A standard used for attaching non-text (image) files to Internet Email messages.
Modem	A device that converts signals from your machine into signals that can be transmitted over telephone lines.
Multi-station Transmission	The ability to broadcast the same set of documents to a programmed number of locations.
Multiple Logo	The user can select one of 25 preset LOGOs before a transmission.

Network	Any time you connect 2 or more computers together so that they can share resources, you have a computer network.
Network Address	An individual 4-digit addressing number assigned to an Auto Dialer station that identifies a particular station in a relay network.
Network Password	A 4-digit password assigned to a network address to prevent unauthorized stations from accessing a relay station.
Off-Hook Dialing	The direct dialing of a telephone number with the handset out of the cradle or "off the hook".
On-Hook Dialing	The direct dialing of a telephone number with the handset in the cradle or "on the hook".
One Touch	The ability to store full Email addresses into the dialer and then utilizing a single keystroke to speed dial that Telephone Number and Email address in the future.
One Touch Dialing	The ability to dial a Telephone Number and an entire Email address by pressing one key.
Overlap Printing	Documents too long to be reduced are automatically printed on two pages with approximately 0.5" (13 mm) overlap.
PDF	Adobe® Portable Document Format (PDF) is a universal file format that preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it.
Photo	A scanning technique to distinguish levels of gray from black and white. Your machine can detect up to 256 levels of gray in photo mode.
Polling	The ability to retrieve a document from another facsimile machine.
Polling Password	A 4-digit programmed code that enables the security of a document being polled.
POP (Post Office Protocol)	POP refers to the way Email software such as Eudora or your machine gets Email from a Mail Server. You must always have a POP account that you tell your Email software to use to retrieve your mail.
Print Collation	The ability to stack received documents in the correct order.
Print Reduction Modes	A mode used to determine how an incoming document will be reduced to print onto the paper loaded in your machine.
Program Keys	Keys that are defined for storing a sequence of stations to be dialed or polled.
Protocol	A protocol is the special set of rules for communicating that the end points in a telecommunication connection use when they send signals back and forth. Both end points must recognize and observe the protocol.
PSTN	Public Switched Telephone Network. Network of interconnected switching equipment and transmission facilities.
Qwerty Keyboard	A keyboard on the Control Panel that is used to enter letters and symbols for various programming functions.
Receiving Password	A 4-digit password is required to be entered before a document is received.
Relay Address	Relay Address that identifies your machine is programmed in a relay network.
Relay Network	A group of facsimile machines that communicate via a relay station.
Relay Station	A certain type of facsimile machine that can store and forward documents to an end receiving station and/or a relay station in another relay network.
Relay Transmission Report	A report that contains information regarding the last relayed transmission.
Relayed Transmission	Sending a document to a relay station, which in turn, sends the document to the end receiving station.
Resolution	Relates to the number of dots scanned or printed per certain square. The quality of the image increases as the number of dots per certain square increases.
Router (Gateway)	A special purpose computer (or software package) that handles the connection between 2 or more networks. Gateways act like traffic cops, they spend their time looking at the destination addresses of the packets passing through them and deciding which route to send them on.

Glossary

Selective Reception	A function that can be set so that your machine will receive from only those machines programmed into your dialer.
Server	A computer, or a software package, that provides a specific kind of service to client software running on other computers. A single server machine could have several different server software packages running on it, thus providing many different servers to clients on the network.
Sleep Mode	The lowest power state that the machine enters after the specified time without actually turning Off.
SMTP (Simple Mail Transfer Protocol)	This is the main communication protocol used to send and receive Email on the Internet.
Station Name	Alphanumeric ID which can be programmed for each phone number / Email address in the Auto Dialer.
Stored Documents	Documents that have been scanned and now are stored in your machine's memory.
Sub-address	ITU-T recommendation for further routing, forwarding or relaying of incoming faxes.
Sub-address Password	ITU-T recommendation for additional security that corresponds to the Sub-address.
Subnet Mask	A mask bit used to manage sub-segments of the network which is defined with network IDs.
Substitute Memory Reception	Your machine's ability to store an incoming document into its memory, when it runs out of recording paper or toner.
TCP/IP (Transmission Control Protocol/Internet Protocol)	TCP/IP is a suite of protocols used to connect to the Internet and wide-area networks.
TIFF-F (Tagged Image File Format)	An image file format for attachments of graphic data for smooth transmission between different units. The coding method of this format supports the same coding as Modified Huffman (MH) and multiple-page image data.
TOSHIBA Super Smoothing	An electronic image enhancement (TOSHIBA Super Smoothing) that will create a particular pattern for the improvement of copy quality.
Transmission Password	A 4-digit password is required to be entered before a document is transmitted.
Transmission Reservation	The ability to preset a telephone number so that you may reserve a transmission while your machine is performing another function.
User Parameter	Programmed parameters that provide information to other stations. Examples are logo, character ID, date and time.
Verification Stamp	A user selectable transmission verification stamp can be placed on scanned documents that are successfully transmitted or stored in memory.
View Mode - File List	Allows you to view the brief contents of the memory files through the LCD display without having to print the Memory File List.
View Mode - Journal	Allows you to view the brief contents of the journal through the LCD display without having to print the journal.

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ITU-T Image No.1

All specifications are based on the ITU-T Image No.1 (The sample shown below is not to scale).

THE SLEREXE COMPANY LIMITED

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Our Ref. 350/PJC/EAC   18th January, 1972.

Dr. P.N. Cundall,
Mining Surveys Ltd.,
Holroyd Road,
Reading,
Berks.

Dear Pete,

    Permit me to introduce you to the facility of facsimile
transmission.

    In facsimile a photocell is caused to perform a raster scan over
the subject copy. The variations of print density on the document
cause the photocell to generate an analogous electrical video signal.
This signal is used to modulate a carrier, which is transmitted to a
remote destination over a radio or cable communications link.

    At the remote terminal, demodulation reconstructs the video
signal, which is used to modulate the density of print produced by a
printing device. This device is scanning in a raster scan synchronised
with that at the transmitting terminal. As a result, a facsimile
copy of the subject document is produced.

    Probably you have uses for this facility in your organisation.

                    Yours sincerely,

                    Phil.

                    P.J. CROSS
                    Group Leader - Facsimile Research

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Operating Instructions (For Advanced Operations)

e-STUDIO191F

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