

**MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS**

Template

e-STUDIO2020AC/2520AC

e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC

e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A

e-STUDIO6526AC/6527AC/7527AC

e-STUDIO6529A/7529A/9029A




Preface

Thank you for purchasing our product.
This manual describes how to use the template functions of this equipment.
Read this manual before using the equipment.

■ How to read this manual

□ Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

 WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
 CAUTION	Indicates a potentially hazardous situation which, if not avoided, could result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
	References describing items related to what you are currently doing. See these references as required.

□ Target audience for this manual

This is a manual that is aimed at general users and administrators.

□ Model and series names in this manual

In this manual, each model name is replaced with a series name as shown below:

Model name	Series name
e-STUDIO2020AC/2520AC	e-STUDIO6525AC Series
e-STUDIO2525AC/3025AC/3525AC/4525AC/5525AC/6525AC	
e-STUDIO2528A/3028A/3528A/4528A/5528A/6528A	e-STUDIO6528A Series
e-STUDIO6526AC/6527AC/7527AC	e-STUDIO7527AC Series
e-STUDIO6529A/7529A/9029A	e-STUDIO9029A Series

□ Optional equipment

For available options, see the reference below:

Information About Equipment - Information About Equipment - Options

□ Screens in this manual

The details on the screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version and the applications.

The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

❑ Abbreviations in this manual

In this manual, “Dual Scan Document Feeder” (DSDF) and “Reversing Automatic Document Feeder” (RADF) are collectively referred to as “Automatic Document Feeder” (ADF).

❑ Trademarks

For trademarks, refer to the **Safety Information**.

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REGISTERING JOB SETTINGS ONTO THE HOME SCREEN

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Registering Job Settings onto the Home Screen

You can register job settings of copying, scanning, or faxing as icons onto the shared home screen or user home screen and easily recall and employ them.

Note

- Registering onto the shared home screen is available when an administrator in [Home Setting] of TopAccess permits the change operation to a general user. For details, see the reference below:
TopAccess - [Administration] - [Setup] Item List - General settings - Home Setting
- When the users of the template need to be limited, register the setting in the user home screen.

■ Registering job settings from setting screen of each function

You can register job settings from settings screens of copying, scanning, or faxing.

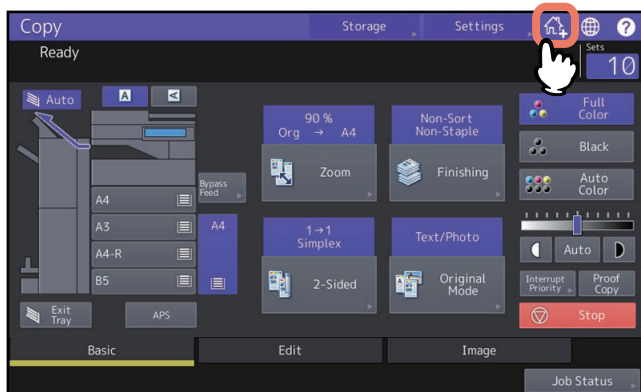
1 Set all the required functions.

Example: Editing function - image shift, reproduction ratio - 90%, number of copy sets -10

Note

The [Paper Size] and [Paper Type] functions for bypass copying cannot be set.


2 Press (Adding to Home screen button).

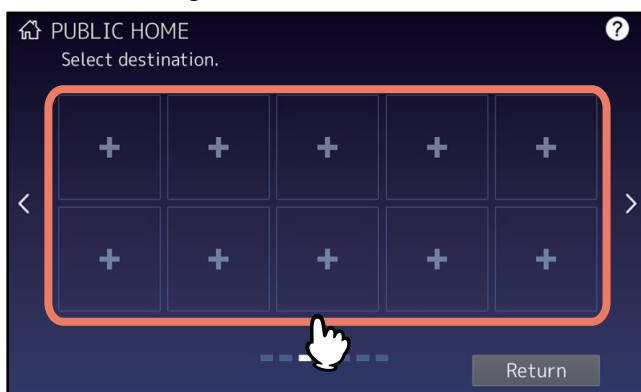


3 Select a place (unregistered button or folder) to register the icon onto the home screen.

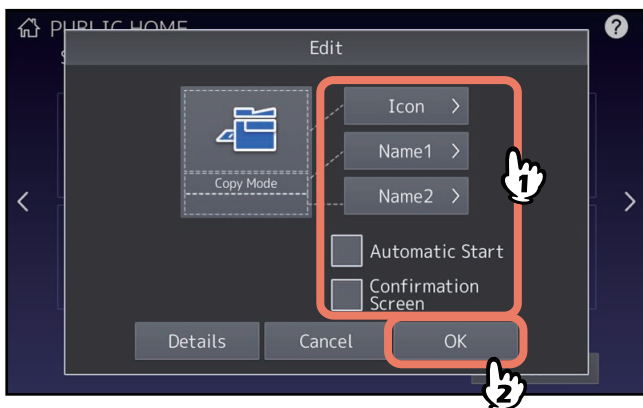
If there is no unregistered buttons on the home screen, switch the pages.

For the creation method of the folder, see the reference below:

 P.11 "Creating a Folder onto the Home Screen"



4 Set the type and name of icon and press [OK].

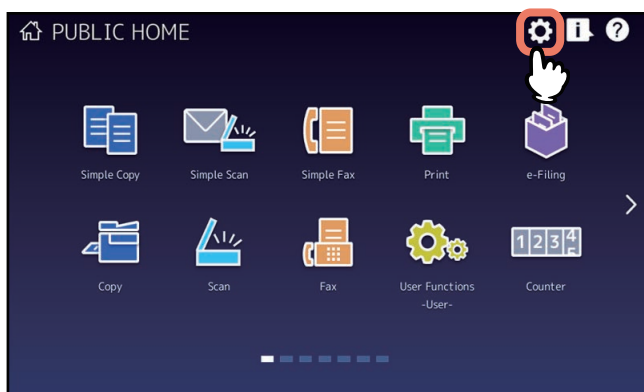


The icon is registered onto the home screen.

■ Registering job settings from job history

You can register a job which is in the job history as a button onto the home screen.

1 Press  (Home Setting button) on the home screen.




When the password input screen appears, enter the password for a user who has the privilege to edit the home screen.

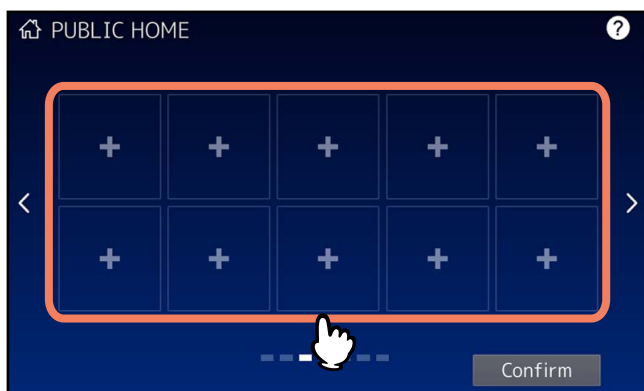
2 Press [Button Contents].

3 Select a place (unregistered button or folder) to register the icon onto the home screen.

If there is no unregistered buttons on the home screen, switch the pages.

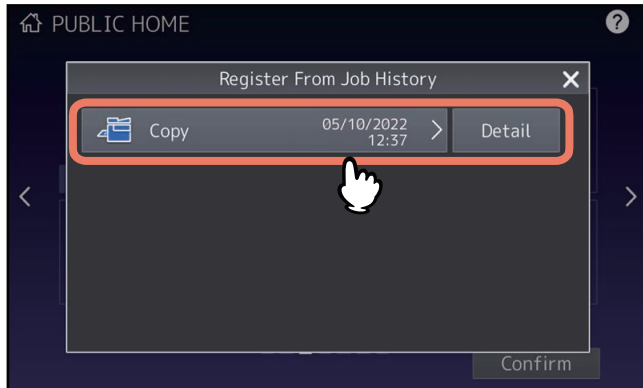
For the creation method of the folder, see the reference below:

 P.11 “Creating a Folder onto the Home Screen”

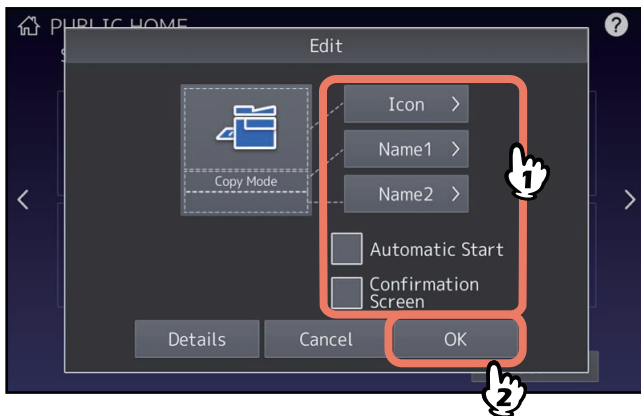


4 Press [Register From Job History].

5 Select a desired job.



6 Set the type and name of icon and press [OK].

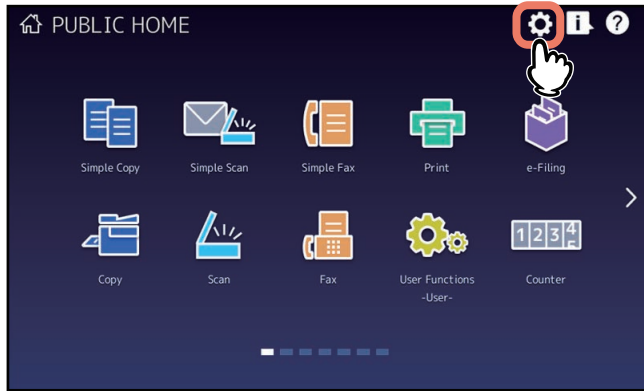


The icon is registered onto the home screen.

Creating a Folder onto the Home Screen

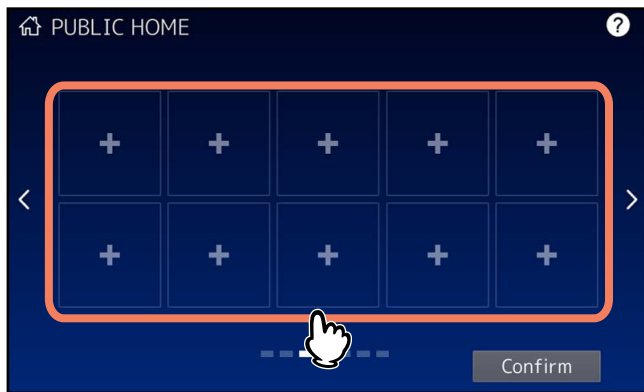
You can specify the registration location of the template by creating a folder on the home screen.

1 Press  (Home Setting button) on the home screen.



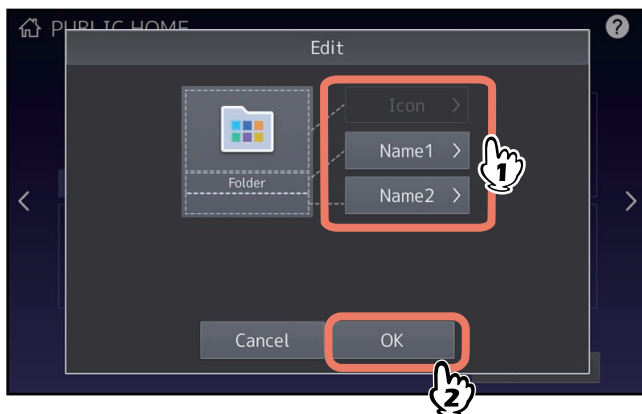
2 Press [Button Contents].

3 Select a place (unregistered button) to register the icon onto the home screen.



4 Press [Create Folder].

5 Enter the folder name and then tap [OK].



USING TEMPLATE BUTTONS

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Template Functions

You can create a template with several functions that are frequently used so that they can be employed whenever you want by recalling the template, thus eliminating the need to perform complicated settings every time. When template functions are registered in the shared home screen, they can be shared and used by two or more users. Template functions can also be set from client computers. For details, see the reference below:

TopAccess - [Administration] - [Registration] ([Administration]) Item List - Template settings

Note

Fax functions are available only when the FAX Unit is installed.

Recalling Templates

■ Using templates

When you recall a template, the functions set in the template will be available automatically. If the automatic start function is enabled, this equipment will automatically start the operation of each function when you press the button for the corresponding template.

Tip

- Access rights to the SMTP server are required to use a Scan to E-mail template when the SMTP authentication method is selected for Scan to E-mail. For the operation procedure for this situation, see the reference below:
[P.16 “Using templates for Scan to E-mail \(When SMTP is selected for the authentication method\)”](#)
- When a meta scan template is used, depending on the template setting, you need to enter optional information before you start scanning.

The meta scan function enables you to attach meta data (XML file) to the scanned images and e-mail them, or save them in the public folder on this equipment.

To use the meta scan function, the meta scan option is required. For more details about the meta scan function, see the reference below:

TopAccess - Functional Setups - Setting up Meta Scan Function

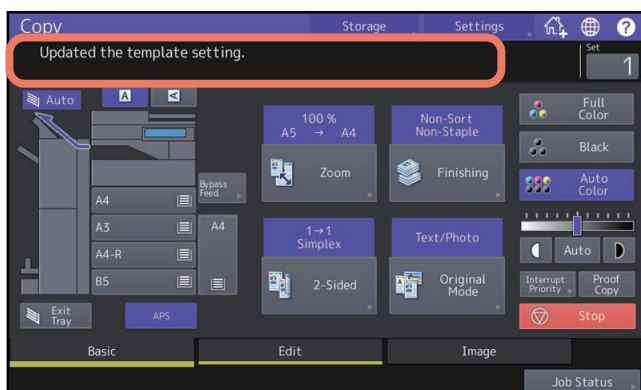
1 From the home screen or registered folder, press the button for the desired template.



- Templates with the automatic start function enabled can be identified with . If this icon is displayed, you can press it to immediately start the operation of the functions set in the template.
- If you select such a template, see the reference below:
[P.16 “Using a meta scan template”](#)

2 Confirm that a message appears indicating the template has been applied.

A copy/ scan/ fax preview screen appears with the selected template, and the template is applied. The message is displayed for approx. 3 seconds.



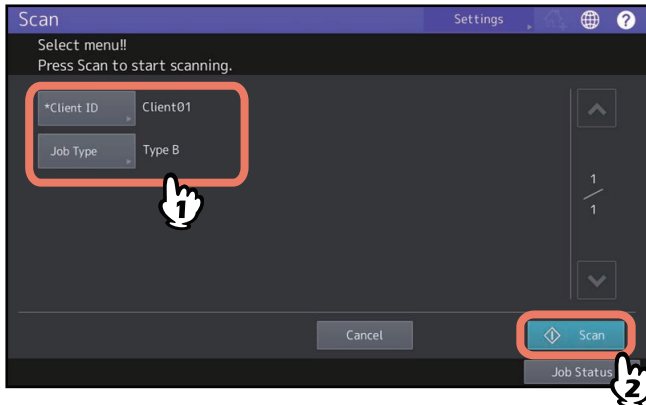
❑ Using a meta scan template

When you use a meta scan template, select a template, then enter required information and press [Scan].

Tip

- To use the meta scan function, the meta scan option is required.
- To create a new template for the meta scan function, the setting on TopAccess is required. For details, see the reference below:

TopAccess - Functional Setups - Setting up Meta Scan Function - Registering templates for Meta Scan

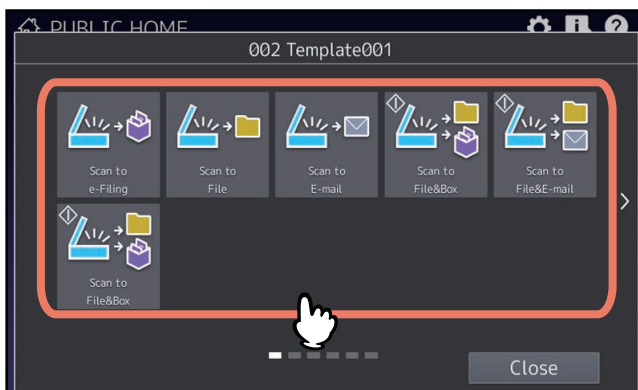



- Items shown in the figure above are samples. Ask the administrator for items you need to enter.
- Required items are marked with asterisks.
- Enter each item to set the entry as required.

■ Using templates for Scan to E-mail (When SMTP is selected for the authentication method)

The procedure for using templates for the Scan to E-mail function differs slightly when the “User Authentication for Scan to E-mail” setting on TopAccess is set to use SMTP to authenticate users. In this case, follow the steps below.

1 From the home screen or registered folder, select the desired “Scan to E-mail” template.



For templates with the  icon indicated, the automatic start function is enabled. Pressing the button for these templates immediately starts the operation set.

2 When the Authentication screen is displayed, enter the user name and the password to complete the user authentication.

- If you select a template for which the automatic start function is enabled (⏏ is shown on the button), the equipment automatically starts the scanning operation. (End of procedure)
- If you select a template for which the automatic start function is disabled, the Scan menu appears. In this case, proceed to step 3.

Tip

Ask the administrator for the user name and password.

3 Press [Scan].

Note

- When the equipment has scanned more than 1000 pages in a job, the “The number of originals exceeds the limit. Do you want to save stored originals?” message appears. If you want to save the scans, press [Yes].
- When the temporary workspace is full on the equipment’s internal storage device, a message appears and the job is canceled. The available workspace can be viewed on the [Device] on TopAccess.
- If the number of jobs waiting to store scans in the equipment’s internal storage device exceeds 20, a message appears to indicate that its memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [Job Status].

Tip

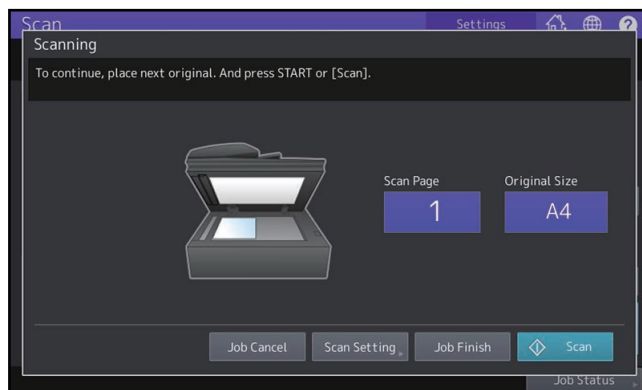
To preview your scans, press [Preview] and then select the scan function.

To learn how to preview your scans, see the reference below:

Scan - USEFUL FUNCTIONS - Previewing Scans

Scanning the next original

When the original is set on the glass or [Continue] is pressed during scanning on the ADF, the confirmation screen for the next original will be displayed. In either case, when you set the next original and press [Scan], it will be scanned. Follow this procedure as many times as necessary. When all of the scanning is finished, press [Job Finish].



- The above screen is not displayed under the following conditions:
 - You scan the original from the ADF without pressing [Continue] to scan additional originals.
 - A scan preview is displayed.
- To cancel the operation, press [Job Cancel].
- To change the scan settings, press [Scan Setting]. For details, see the reference below:

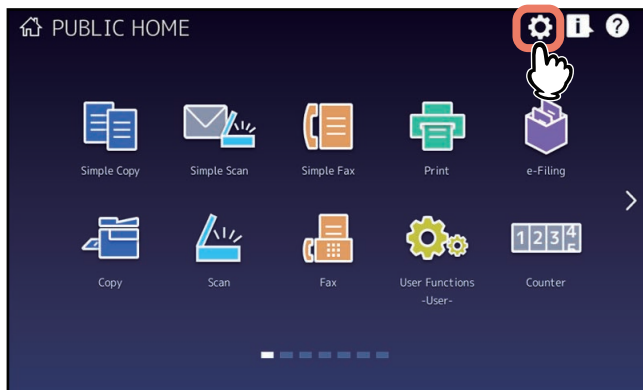
Scan - USEFUL FUNCTIONS - Changing Scan Settings

Changing Data

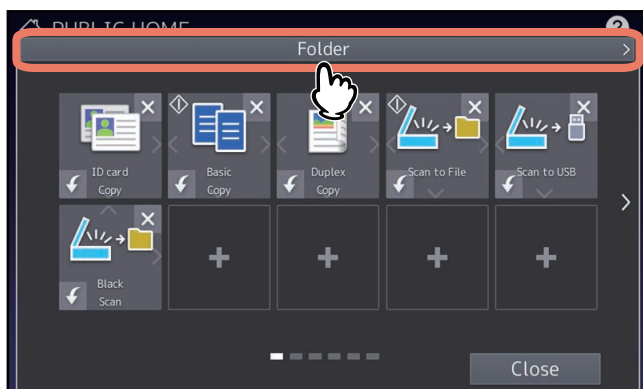
You can change the registered folder name, template name and setting of the automatic start function.

■ Changing the folder data

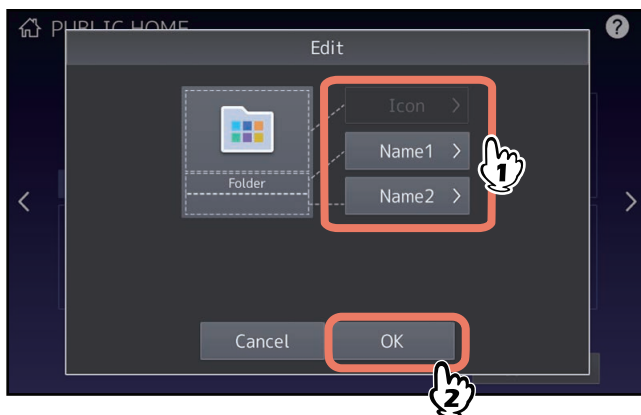
- 1 Press  (Home Setting button) on the home screen.



- 2 Press [Button Contents].
- 3 Press the folder to be edited on the home screen.
- 4 Press the folder name displayed on the upper side of the screen.

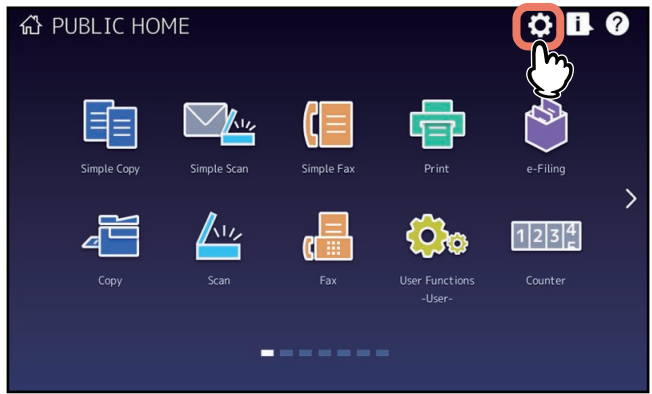


- 5 Change the folder name on the Edit menu.



■ Changing template data

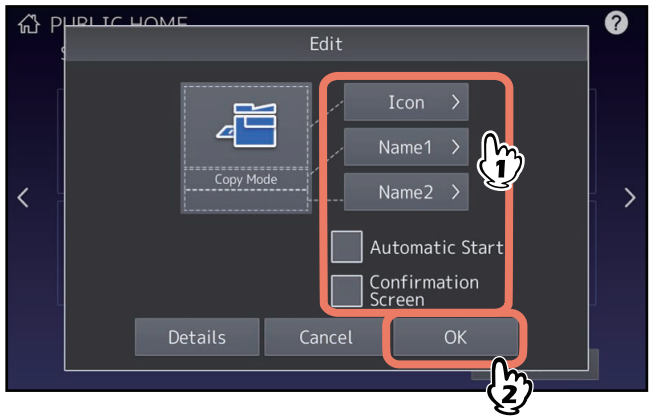
1 Press  (Home Setting button) on the home screen.



2 Press [Button Contents].

3 From the home screen or registered folder, press the button for the desired template.

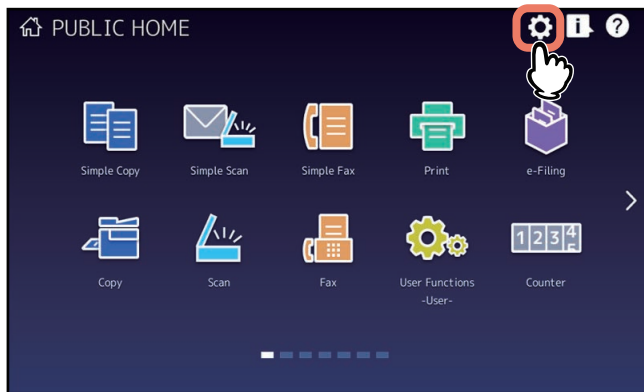
4 Change the registered settings on the Edit menu.



Deleting Folders or Templates

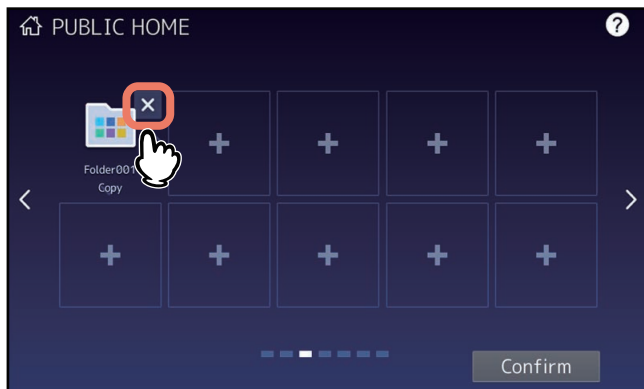
You can delete folders or templates no longer needed. If a folder is deleted, all the templates in it are also removed.

- 1 Press  (Home Setting button) on the home screen.



- 2 Press [Button Contents].

- 3 Press [X] at the upper right of the folder or template to be deleted.



- 4 Press [OK] on the confirmation screen.
The folder or template is deleted.

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FC-2020AC/2520AC
FC-2525AC/3025AC/3525AC/4525AC/5525AC/6525AC
DP-2528A/3028A/3528A/4528A/5528A/6528A
FC-6526AC/6527AC/7527AC
DP-6529A/7529A/9029A

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