

**TOSHIBA**

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

# **Operator's Manual for IP Fax Function**

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**e-STUDIO2010AC/2510AC**

**e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC**

**e-STUDIO2518A/3018A/3518A/4518A/5018A**

**e-STUDIO5516AC/6516AC/7516AC**

**e-STUDIO5518A/6518A/7518A/8518A**

**e-STUDIO330AC/400AC**



# Preface

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Thank you for purchasing our product.  
This manual describes how to use the IP Fax function.  
Read this manual before using the functions.

## ■ 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, may 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.



Pages describing items related to what you are currently doing. See these pages as required.

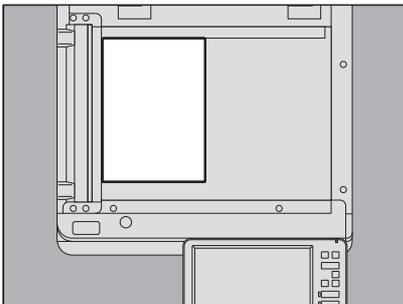
### □ Target audience for this manual

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

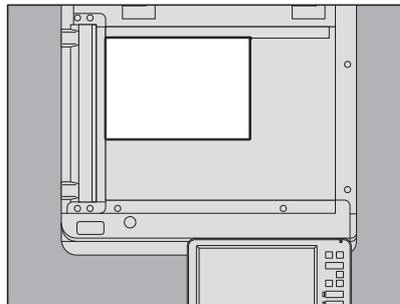
### □ Description of original/paper direction

Paper or originals of A4, B5 or LT size can be placed either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 size original on the original glass



Placed in a portrait direction: A4



Placed in a landscape direction: A4-R

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## ❑ Model and series names in this manual

In this manual, each model name is replaced with the series name as shown below.

Model name	Series name in this manual
e-STUDIO2010AC/2510AC	e-STUDIO5015AC Series
e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC	
e-STUDIO2018A/2518A/3018A/3518A/4518A/5018A	e-STUDIO5018A Series
e-STUDIO5516AC/6516AC/7516AC	e-STUDIO7516AC Series
e-STUDIO5518A/6518A/7518A/8518A	e-STUDIO8518A Series
e-STUDIO330AC/400AC	e-STUDIO400AC Series

## ❑ Optional equipment

For the available options, refer to the **Quick Start Guide**.

## ❑ Screens in this manual

In this manual, Windows10 is taken for explanation purposes to describe the screens and operation procedures in Windows.

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.

## ❑ 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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## IP Fax Function Overviews

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## About IP Fax

The IP Fax is a function for sending and receiving fax jobs on an IP network.

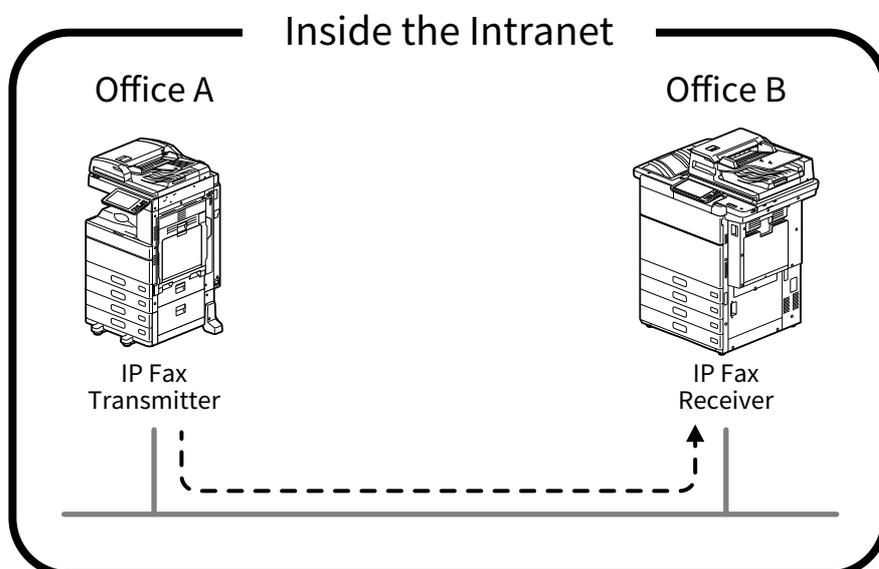
### Note

- An IP Fax Enabler is required in order to use the IP Fax function. If you are using e-STUDIO2010AC/2510AC or e-STUDIO2018A/2518A/3018A, Extended Memory (4GB) must be installed. For details, contact your service technician or service representative.
- Sending and receiving fax jobs by means of the IP Fax are guaranteed only for communication between our MFPs.
- When the IP Fax Enabler is installed, the available energy saving mode is Sleep mode.
- The fax function of AirPrint does not support the IP Fax.
- When security is required for sending/receiving fax jobs by the IP Fax, use an IPsec option.
- When a wireless LAN is used, a communication error may occur.
- Sending and receiving fax jobs by the IP Fax are not available under a network being connected by Wi-Fi Direct.

Within the IP Fax, the following sending and receiving operations are possible.

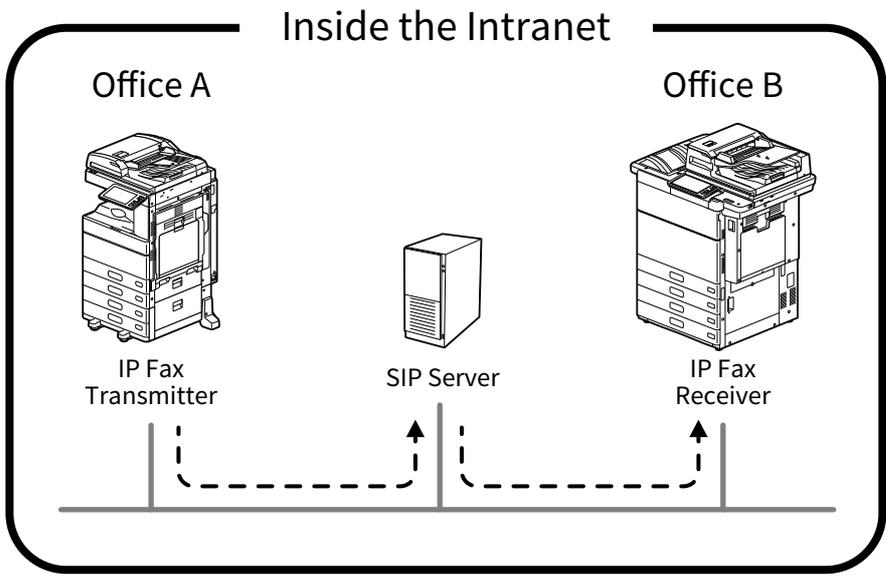
- **Sending/Receiving fax jobs between MFPs**

Sending and receiving in an intranet is performed between MFPs which support IP Fax. An IP address, host name or SIP URI is used for the destination. For details about SIP URI, see  P.30 "Address Book".



• **Sending/Receiving fax jobs via a SIP server**

Sending and receiving is performed in an intranet between MFPs which support IP Fax via a SIP server. An IP Fax number is used for the destination.

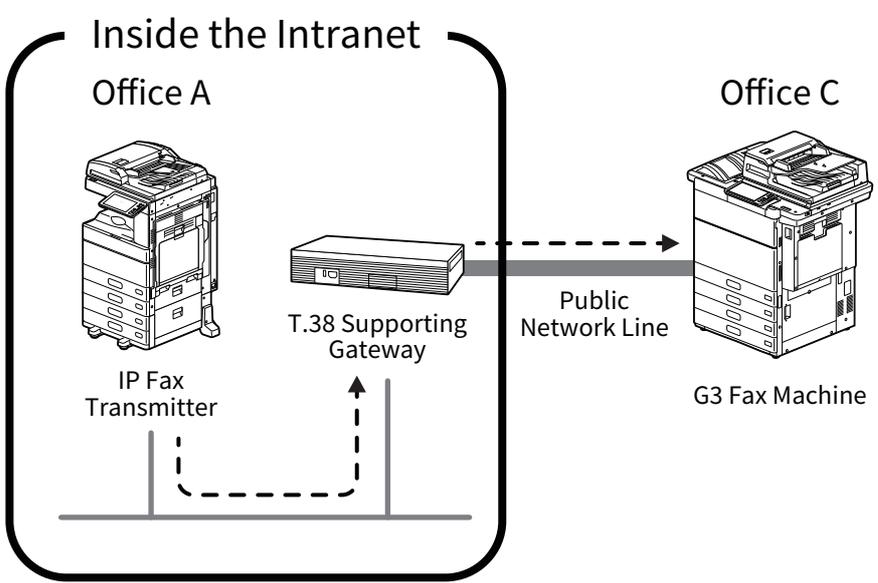


Tip

A SIP server manages and controls the IP telephone service using SIP (Session Initiation Protocol). We have performed an operation test using Cisco Unified Communication Manager Express 14.0.

• **Sending/Receiving fax jobs from a G3 Fax machine via a T.38 supporting gateway**

Sending/Receiving from a G3 Fax machine is performed from an IP Fax transmitter via a T.38 supporting gateway. A telephone number is used for the destination.



Tip

A T.38 supporting gateway is a device for relaying the IP network and the public telephone line. We have performed an operation test using Cisco C2911-CME-SRST/K9 + EM-HAD-6FXO.



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## Checking the license

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An IP Fax Enabler is required in order to use the IP Fax function. For details, contact your service technician or service representative.

You can check whether or not the IP Fax Enabler is installed in the equipment as below.

Press [User Functions -User-] and the [Admin] tab. Select [General] and then [License Management]. If the license of [IP Fax Enabler] or [IP Fax Enabler (license)] is registered, the IP Fax function is available.

 **MFP Management Guide** “SETTING ITEMS (Admin)” - “Managing the option licenses” - “Viewing product information”

## Installing the license

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If the IP Fax Enabler is not installed in the equipment, install it by referring to the following manual.

 **MFP Management Guide** “SETTING ITEMS (Admin)” - “Managing the option licenses” - “Installing an option” or “Activating the license”



## Setting the IP Fax Function

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## Setting the IP Fax Function from TopAccess

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Perform the necessary settings from TopAccess in order to use the IP Fax function.

 P.16 “Setting procedure”

 P.17 “General settings”

 P.18 “IP Fax Settings”

 P.30 “Address Book”

For how to operate TopAccess, refer to the **TopAccess Guide**.

### ■ Setting procedure

This explains about the settings to use the IP Fax function.

#### Tip

For necessary information, such as telephone numbers, related to the setting and registration of each device (SIP server, T.38 supporting gateway) used for receiving/sending an IP Fax, contact the administrator of each device.

#### Setting

	Operation	Description	Reference
1	IP Fax Send/IP Fax Receive functions confirmation	Check that [Enable] is set for the IP Fax Send and the IP Fax Receive functions.	 P.17 “Functions”
2	General settings	Specify the settings related to the IP Fax operation from the touch panel.	 P.18 “General Setting”
3	SIP settings	Set the necessary settings when a SIP server is used.	 P.22 “SIP Setting”
4	Gateway settings	Set the necessary settings when a T.38 supporting gateway is used.	 P.26 “Gateway Setting”
5	Address book settings	Set or edit the recipients of the address book.	 P.30 “Address Book”

## ■ General settings

You can select whether to enable or disable the IP Fax Send function and the IP Fax Receive function. Set the necessary settings from the [Administrator] tab displayed by logging into TopAccess by means of the administrator privilege (access policy mode).

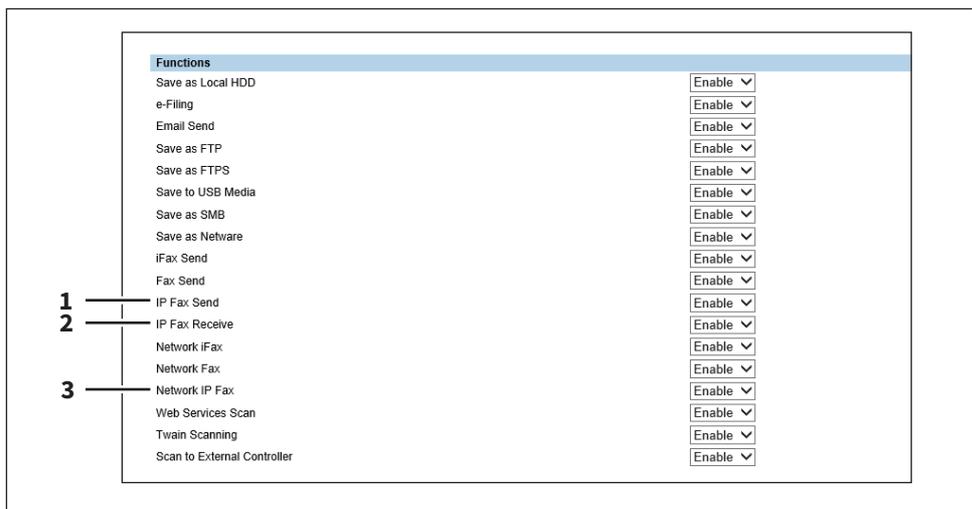
Click the [Administrator] tab and then [Setup] > [General Settings].

P.17 “Functions”

## □ Functions

**Tip**

For details on items other than for IP Faxing, refer to the **TopAccess Guide**.



	Item name	Description
1	IP Fax Send	Selects whether to enable or disable the IP Fax Send function.
2	IP Fax Receive	Selects whether to enable or disable the IP Fax Receive function.
3	Network IP Fax	Selects whether to enable or disable the network IP Fax function.

## ■ IP Fax Settings

You can set up the IP Fax settings.

📖 P.18 “General Setting”

📖 P.22 “SIP Setting”

### □ General Setting

On the General Setting menu, set the IP Fax operation setting performed from the touch panel.

Access TopAccess. Log into TopAccess in access policy mode as an administrator.

Click the [Administrator] tab and then [Setup] > [IP Fax].

	Item name	Description
1	Terminal ID	Enters the terminal ID name (company name) to identify this equipment. When [ON] is set for [TTI for IP Fax], this name will be printed at the leading edge of all documents transmitted.
2	IP Fax Number	Enters the IP Fax number of this equipment. This IP Fax number will be printed at the leading edge of all documents transmitted.
	<b>Note</b>	Depending on the settings of this equipment, the IP Fax number is sometimes not printed.

	Item name	Description
3	Resolution	<p>Selects the default resolution for sending IP Faxes.</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> — Select this to use the standard mode as the default resolution. This mode is suitable when you are frequently transmitting text documents with normal size characters.</li> <li>• <b>Fine</b> — Select this to use the fine mode as the default resolution. This mode is suitable when you are transmitting documents with small size characters or fine drawings.</li> <li>• <b>Ultra Fine</b> — Select this to use the ultra fine mode as the default resolution. This mode is suitable when you are transmitting documents with very small size characters or detailed drawings.</li> </ul>
4	Original Mode	<p>Selects the default image quality mode for sending IP Faxes.</p> <ul style="list-style-type: none"> <li>• <b>Text</b> — Select this to set the Text mode as the default image quality mode. This mode is suitable for sending text originals.</li> <li>• <b>Text/Photo</b> — Select this to set the Text/Photo mode as the default image quality mode. This mode is suitable for sending originals containing both text and photos.</li> <li>• <b>Photo</b> — Select this to set the Photo mode as the default image quality mode. This mode is suitable for sending photo originals.</li> </ul>
5	Exposure	<p>Selects the default exposure for sending IP Faxes. Select [Auto] to apply the ideal contrast automatically according to the original or select the contrast manually in 11 stages.</p>
6	TTI	<p>Selects whether to print a transmission header (TTI) on received IP Faxes to identify their senders.</p>
	<p><b>Note</b> The printed time is the transmission time of each page.</p>	
7	RTI	<p>Selects whether to print a reception header (RTI) on received IP Faxes to clearly identify their time, date, and page count.</p>
8	Discard	<p>Selects whether to discard the lower portion of the received image if it is larger than the recording paper.</p>
9	Reduction	<p>Selects whether to reduce the received image if it is larger than the effective printing area of the recording paper.</p>
10	Duplex Print	<p>Selects whether to print the received images on both sides of the recording paper. Available only when the Automatic Duplexing Unit is installed.</p>
11	Rotate Sort <sup>*1</sup>	<p>Selects whether to rotate the output direction in the tray for each reception.</p>
12	Recovery Transmit	<p>Selects whether to retransmit an original stored in a memory by operating on the touch panel after the initially specified number of redial attempts has been failed. When this is enabled, select the stored time length from 1 to 24 hours.</p>
13	Journal Auto Print	<p>Selects whether to print a transmission and reception journal automatically at every specified numbers of the communication. 40 or 120 can be set as the numbers of the communication. For details, refer to the <b>MFP Management Guide</b>.</p>

	Item name	Description
14	Memory Transmission Report	<p>Selects how to print a result report after a memory transmission.</p> <ul style="list-style-type: none"> <li>• <b>OFF</b> — Select this to not print a memory transmission report.</li> <li>• <b>Always</b> — Select this to print a memory transmission report with all page images for each memory transmission completed.</li> <li>• <b>ON ERROR</b> — Select this to print a memory transmission report with all page images only when the memory transmission is not successfully completed.</li> <li>• <b>Always (Print 1st Page Image)</b> — Select this to print a memory transmission report with the 1st page image for each memory transmission completed.</li> <li>• <b>ON ERROR (Print 1st Page Image)</b> — Select this to print a memory transmission report with the 1st page image only when the memory transmission is not successful.</li> </ul>
15	Multi Transmission Report	<p>Selects how to print a result report after a multi-address transmission.</p> <ul style="list-style-type: none"> <li>• <b>OFF</b> — Select this to not print a multi-address transmission report.</li> <li>• <b>Always</b> — Select this to print a multi-address transmission report with all page images for each multi-address transmission completed.</li> <li>• <b>ON ERROR</b> — Select this to print a multi-address transmission report with all page images only when the multi-address transmission is not successfully completed.</li> <li>• <b>Always</b> — Select this to print a multi-address transmission report with the 1st page image for each multi-address transmission completed.</li> <li>• <b>ON ERROR (Print 1st Page Image)</b> — Select this to print a multi-address transmission report with the 1st page image only when the multi-address transmission is not successful.</li> </ul>
16	RX End Tone	<p>Selects how to sound the RX end tone after the completion of reception.</p> <ul style="list-style-type: none"> <li>• <b>OFF</b> — The RX end tone does not sound.</li> <li>• <b>Print End</b> — The RX end tone sounds at the completion of printing.</li> <li>• <b>Receive End</b> — The RX end tone sounds at the completion of reception.</li> </ul>
17	TX End Tone	<p>Selects how to sound the TX end tone after the completion of transmission.</p> <ul style="list-style-type: none"> <li>• <b>OFF</b> — The TX end tone does not sound.</li> <li>• <b>Always</b> — The TX end tone sounds at the completion of transmission.</li> <li>• <b>ON ERROR</b> — The TX end tone sounds in the case of a transmission failure.</li> <li>• <b>Normal End</b> — The TX end tone sounds at the normal completion of transmission.</li> </ul>

	Item name	Description
18	Secure Receive	<p>You can set the Secure Receive function to store received IP Fax jobs in the equipment without printing them.</p> <p>With this function, you can prevent the leaking of confidential information in an IP Fax received when no people are present in your office, such as nighttime or holidays, or when an unspecified number of people visit your office.</p> <ul style="list-style-type: none"> <li>• <b>Enable</b> — Select this to enable the Secure Receive function.</li> <li>• <b>Disable</b> — Select this to disable the Secure Receive function.</li> <li>• <b>Weekly Schedule</b> — Select this to set whether the Secure Receive function is enabled or disabled for each day of the week.</li> </ul> <p>You can set the time to enable and disable the Secure Receive function (24-hour display).</p> <ul style="list-style-type: none"> <li>- For a day on which you want to enable the Secure Receive function all day, specify “00:00” for “Disable” and “00:00” for Enable.</li> <li>- For a day on which you want to disable the Secure Receive function all day, specify “00:00” for “Disable” and “24:00” for Enable.</li> </ul> <p>To print the IP Fax jobs the Secure Receive function received, you must set [Password] and [Retype Password]. For the password, you can enter up to 20 alphanumeric characters and symbols (! # ( ) * + , - . / : ; = ? @ \$ ^ _ ` {   } ~ \).</p>

\*1 This function is not available for some models.

## ☐ SIP Setting

Set the necessary settings when a SIP server is used.

- 📖 P.26 “Gateway Setting”
- 📖 P.27 “[Add Gateway] screen”
- 📖 P.28 “Report Setting”

### Tip

It may take a while until the connection can be confirmed when SIP settings are changed.

SIP Setting	
1	Enable SIP <input type="button" value="Enable"/>
2	Transport Protocol <input type="button" value="UDP"/>
3	Reception Port Number <input type="text" value="5060"/>
4	User Name <input type="text" value="anonymous"/>
SIP Server Setting	
5	Enable SIP Server <input type="button" value="Enable"/>
6	Accept Transmission without SIP Server <input type="button" value="Enable"/>
7	Address Mode <input type="button" value="Manual"/>
Registrar Server Setting	
8	Primary
	Connection Status
	Server IP Address <input type="text"/>
	Port Number <input type="text" value="5060"/>
	User Name <input type="text"/>
	Password <input type="text"/>
	Retype Password <input type="text"/>
9	Secondary
	Connection Status
	Server IP Address <input type="text"/>
	Port Number <input type="text" value="5060"/>
	User Name <input type="text"/>
	Password <input type="text"/>
	Retype Password <input type="text"/>
Proxy Server Setting	
10	Primary
	Server IP Address <input type="text"/>
	Port Number <input type="text" value="5060"/>
	User Name <input type="text"/>
	Password <input type="text"/>
	Retype Password <input type="text"/>
11	Secondary
	Server IP Address <input type="text"/>
	Port Number <input type="text" value="5060"/>
	User Name <input type="text"/>
	Password <input type="text"/>
	Retype Password <input type="text"/>
T.38 Setting	
12	T.38 Transport <input type="button" value="UDP"/>
13	T.38 Media Type <input type="button" value="Image"/>
14	T.38 Reception Port Number <input type="text" value="5006"/>
15	RTP Reception Port Number <input type="text" value="5004"/>
16	Incoming Reply Delay Time <input type="text" value="0"/>
17	Maximum Use Bandwidth (kbps) <input type="text" value="1000"/>

	Item name	Description
1	Enable SIP	Selects whether to enable or disable the SIP settings. [Disable] is set as the default.
2	Transport Protocol	Selects the transport protocol for sending a request from SIP. <ul style="list-style-type: none"> <li>• <b>UDP</b> — Select this to use UDP.</li> <li>• <b>TCP</b> — Select this to use TCP.</li> </ul>
3	Reception Port Number	Enters the port number which receives SIP packets. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.
4	User Name	Enters the SIP user name registered in the SIP server. You can enter up to 64 alphanumerical characters and symbols ( &()=+\$,;?/_-!~*').
5	Enable SIP Server	Selects whether to enable or disable the SIP server. [Disable] is set as the default.
	<p><b>Note</b></p> <ul style="list-style-type: none"> <li>• If there is no registration in [Server Address] of the registrar and the proxy server, [Enable] cannot be selected and saving will fail.</li> <li>• When [Enable] is selected for [Enable SIP Server], set [Disable] in [Enable VoIP Gateway] in Gateway Setting. When [Enable] is selected for [Enable VoIP Gateway], transmission not using a SIP server is also accepted.</li> </ul>	
6	Accept Transmission without SIP Server	Selects whether to enable or disable the direct transmission to an MFP supporting the IP Fax function without using a SIP server. This setting is applied when [Enable] is set for [Enable SIP Server]. [Disable] is set as the default.
7	Address Mode	Selects the address mode to receive an IP address manually or to obtain from a network automatically. <ul style="list-style-type: none"> <li>• <b>Manual</b> — Select this to set the SIP server address manually.</li> <li>• <b>Auto</b> — Select this to obtain the SIP server address notified from a DHCP server automatically.</li> <li>• <b>Auto(DHCPv6)</b> — Select this to obtain the SIP server address notified from a DHCPv6 server automatically.</li> </ul>
	<p><b>Note</b></p> <p><b>Auto(DHCPv6)</b> — This can be selected regardless of whether the stateless or stateful if the [Use DHCPv6 Server Option] check box is chosen in [IPv6] under [Basic Setting] of [Network].</p>	

	Item name	Description
8	Registrar Server Setting - Primary	<p>When the settings are specified for both [Primary] and [Secondary] in [Registrar Server Setting], those for [Primary] are used.</p> <p><b>Connection Status</b> — Displays the last connection status.</p> <ul style="list-style-type: none"> <li>• <b>(Blank)</b> — A server address is not specified.</li> <li>• <b>Registered</b> — The IP address or the host name of the SIP server has been registered.</li> <li>• <b>Available</b> — The IP address or the host name of the SIP server to be used can be registered; however, another server has been connected.</li> <li>• <b>Failed</b> — The registration of the IP address or the host name of the SIP server to be used has failed.</li> </ul> <p><b>Server IP Address *</b> — Enters the host name or the IP address of a primary registrar. You can enter up to 128 characters. This will not be displayed if [Auto] or [Auto(DHCPv6)] has been selected in Address Mode.</p> <p><b>Port Number</b> — Enters the port number for sending packets to a primary registrar. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.</p> <p><b>User Name</b> — Enters a user name to be authenticated in a primary registrar. You can enter up to 64 characters.</p> <p><b>Password</b> — Enters a password to be authenticated in a primary registrar. You can enter up to 64 characters.</p> <p><b>Retype Password</b> — Enters the same password again for a confirmation.</p>
9	Registrar Server Setting - Secondary	<p>When a primary registrar cannot be used, a secondary one will be utilized.</p> <p><b>Connection Status</b> — Displays the last connection status.</p> <ul style="list-style-type: none"> <li>• <b>(Blank)</b> — A server address is not specified.</li> <li>• <b>Registered</b> — The IP address or the host name of the SIP server has been registered.</li> <li>• <b>Available</b> — The IP address or the host name of the SIP server to be used can be registered; however, another server has been connected.</li> <li>• <b>Failed</b> — The registration of the IP address or the host name of the SIP server to be used has failed.</li> </ul> <p><b>Server IP Address *</b> — Enters the host name or the IP address of a secondary registrar. You can enter up to 128 characters. This will not be displayed if [Auto] or [Auto(DHCPv6)] has been selected in Address Mode.</p> <p><b>Port Number</b> — Enters the port number for sending packets to a secondary registrar. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.</p> <p><b>User Name</b> — Enters a user name to be authenticated in a secondary registrar. You can enter up to 64 characters.</p> <p><b>Password</b> — Enters a password to be authenticated in a secondary registrar. You can enter up to 64 characters.</p> <p><b>Retype Password</b> — Enters the same password again for a confirmation.</p>

	Item name	Description
10	Proxy Server Setting - Primary	<p>When the settings are specified for both [Primary] and [Secondary] in [Proxy Server Setting], those for [Primary] are used.</p> <p><b>Server IP Address *</b> — Enters the host name or the IP address of a primary proxy server. You can enter up to 128 characters. This will not be displayed if [Auto(DHCP)] or [Auto(DHCPv6)] has been selected in Address Mode.</p> <p><b>Port Number</b> — Enters the port number for sending packets to a primary registrar. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.</p> <p><b>User Name</b> — Enters a user name to be authenticated in a primary proxy server. You can enter up to 64 characters.</p> <p><b>Password</b> — Enters a password to be authenticated in a primary proxy server. You can enter up to 64 characters.</p> <p><b>Retype Password</b> — Enters the same password again for a confirmation.</p>
11	Proxy Server Setting - Secondary	<p>When a primary proxy server cannot be used, a secondary one will be utilized.</p> <p><b>Server IP Address *</b> — Enters the host name or the IP address of a secondary proxy server. You can enter up to 128 characters. This will not be displayed if [Auto] or [Auto(DHCPv6)] has been selected in Address Mode.</p> <p><b>Port Number</b> — Enters the port number for sending packets to a secondary proxy server. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.</p> <p><b>User Name</b> — Enters a user name to be authenticated in a secondary proxy server. You can enter up to 64 characters.</p> <p><b>Password</b> — Enters a password to be authenticated in a secondary proxy server. You can enter up to 64 characters.</p> <p><b>Retype Password</b> — Enters the same password again for a confirmation.</p>
12	T.38 Transport	<p>Sets the transport protocol to be used preferentially in the T.38 session. After the SIP session has been established, select the protocol for sending/receiving data.</p> <ul style="list-style-type: none"> <li>• <b>UDP</b> — Select this to use UDP.</li> <li>• <b>TCP</b> — Select this to use TCP.</li> </ul>
13	T.38 Media Type	<p>Sets the type of the media stream to be used in the T.38 session. After the SIP session has been established, select the type of the media stream for sending/receiving data.</p> <ul style="list-style-type: none"> <li>• <b>Image</b> — Select this to send or receive data in an image format.</li> <li>• <b>Application</b> — Select this to send or receive data in an application format.</li> </ul>
14	T.38 Reception Port Number	<p>Enters the port number for receiving the T.38 session. You can enter a value in the range from 1 to 65535. Generally the default value “5006” is used.</p>
15	RTP Reception Port Number	<p>Enters the port number for receiving RTP (Real-time Transport Protocol). You can enter a value in the range from 1 to 65535. Generally the default value “5004” is used.</p>
16	Incoming Reply Delay Time	<p>Enters the delay time until the reception operation has started after it has been detected.</p> <p>You can enter a value in the range from 0 to 32 sec. Generally the default value “0” is used.</p>
17	Maximum Use Bandwidth (kbps)	<p>Enters the maximum bandwidth for IP Fax communication. You can enter a value in the range from 64 to 65535. Generally the default value “1000” is used.</p>

\* If IPv6 is used for Server IP Address, put the value in brackets ([ ]). (Link Local Address is not available.)  
Example: [2001:0db8::1234:5678:90ab:cdef]

## Gateway Setting

Set the necessary settings when a T.38 supporting gateway is used.

### Tip

Up to 50 units of T.38 supporting gateway can be registered.

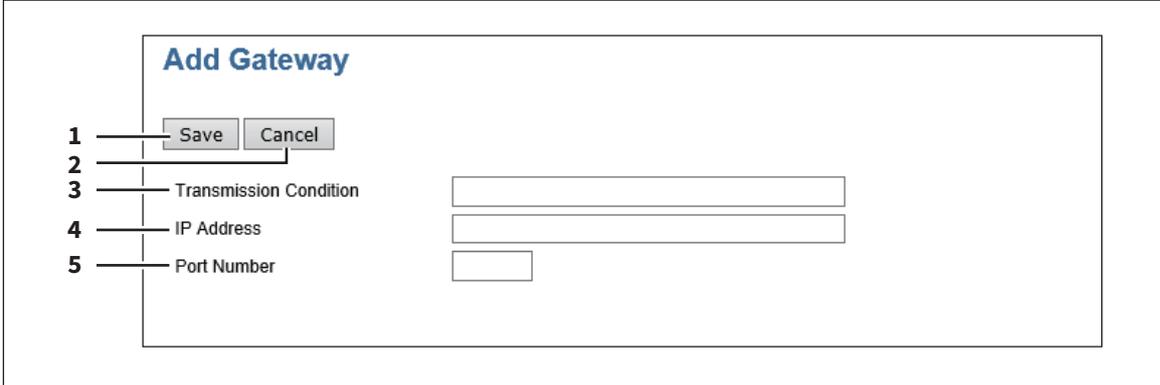
No.	Transmission Condition	IP Address	Port Number
1	03	10.151.136.32	5060
2	06	157.69.166.38	5060
3	066	157.68.165.13	5060
4	08	157.68.166.14	5060
5	10	157.68.166.15	5060

	Item name	Description
1	Enable VoIP Gateway	Selects whether enable or disable a T.38 supporting gateway. [Disable] is set as the default.
	<b>Note</b>	When [Enable] is selected for [Enable SIP Server], set [Disable] in [Enable VoIP Gateway] in Gateway Setting. When [Enable] is selected for [Enable VoIP Gateway], transmission not using a SIP server is also accepted.
2	SIP Transport	Selects the transport protocol for sending a request from SIP to a T.38 supporting gateway. <ul style="list-style-type: none"> <li>• <b>UDP</b> — Select this to use UDP.</li> <li>• <b>TCP</b> — Select this to use TCP.</li> </ul>
3	SIP Reception Port Number	Enters the port number which receives SIP packets for a T.38 supporting gateway. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.
4	Add	Select this to add a new T.38 supporting gateway. P.27 “[Add Gateway] screen”
5	Delete	Select this to delete the T.38 supporting gateway from the list.
6	Check box	Selects the check box for the T.38 supporting gateways to be deleted.
7	No.	The registration number of the T.38 supporting gateway is displayed.
8	Transmission Condition	The number registered in [Transmission Condition] in the [Add Gateway] screen is displayed. P.27 “[Add Gateway] screen”
9	IP Address	The host name or the IP address of the T.38 supporting gateway registered in [IP Address] in the [Add Gateway] screen is displayed. P.27 “[Add Gateway] screen”
10	Port Number	The number registered in [Port Number] in the [Add Gateway] screen is displayed. You can enter the port number in the range from 1 to 65535 for sending packets to the T.38 supporting gateway. Generally the default value “5060” is used.

	Item name	Description
11	T.38 Transport	Sets the transport protocol to be used preferentially in the T.38 session. After the SIP session has been established, select the protocol to be used for sending/receiving data. <ul style="list-style-type: none"> <li>• <b>UDP</b> — Select this to use UDP.</li> <li>• <b>TCP</b> — Select this to use TCP.</li> </ul>
12	T.38 Media Type	Sets the type of the media stream to be used in the T.38 session. After the SIP session has been established, select the type of the media stream to be used for sending/receiving data. <ul style="list-style-type: none"> <li>• <b>Image</b> — Select this to send or receive data in an image format.</li> <li>• <b>Application</b> — Select this to send or receive data in an application format.</li> </ul>
13	T.38 Reception Port Number	Enters the port number for receiving the T.38 session. You can enter a value in the range from 1 to 65535. Generally the default value “5006” is used.
14	RTP Reception Port Number	Enters the port number for receiving RTP (Real-time Transport Protocol). You can enter a value in the range from 1 to 65535. Generally the default value “5004” is used.

**[Add Gateway] screen**

You can register a new T.38 supporting gateway.



	Item name	Description
1	[Save] button	Select this to save the established T.38 supporting gateway.
2	[Cancel] button	Select this to cancel the registration of the T.38 supporting gateway.
3	Transmission Condition	The first few digits of the recipient’s fax number are displayed as the transmission condition. You can enter up to 12 characters using numbers, #, * and -. Only one unit of the T.38 supporting gateway can be registered without the digits being entered in this field.
4	IP Address *	Enters the host name or the IP address of the T.38 supporting gateway. You can enter up to 128 alphanumerical characters and symbols.
5	Port Number	Enters the port number for sending packets to the T.38 supporting gateway. You can enter a value in the range from 1 to 65535. Generally the default value “5060” is used.

\* If IPv6 is used for Server IP Address, put the value in brackets ([ ]). (Link Local Address is not available.)  
Example: [2001:0db8::1234:5678:90ab:cdef]

## Report Setting

You can set the result report of the IP Fax.

The screenshot shows the 'Report Setting' window with the following sections and callouts:

- 1**: Select Agent button, Print checkbox (checked), Save as file checkbox (checked), Email checkbox (checked).
- 2**: Use login user address (User Authentication) checkbox (unchecked), Use Email Address which was registered Local User radio button (selected), Use Email Address which was LDAP registered radio button (deselected).
- 3**: 1st Destination button and text input field.
- 3**: 2nd Destination button and text input field.
- 4**: Email Setting section with fields for Subject, From Address, From Name, Body, and File Name.
- 5**: Save as file Setting section with fields for Destination and File Name.
- 6**: Common Setting section with fields for File Format (PDF(Multi)) and Encryption (Disable).

	Item name	Description
1	Select Agent	You can make detailed settings by selecting one of the following items, and then clicking [Select Agent]. <b>Print</b> — Select this to print. There are no settings available in [Select Agent]. <b>Save as file</b> — Select this to save as a file. Click [Select Agent] to make settings for [Save as file Setting] and [Common Setting]. <b>Email</b> — Select this to send an E-mail. Click [Select Agent] to make address settings, and settings for [Email Setting] and [Common Setting].
	Tip	For details about [Email Setting], [Save as file Setting] and [Common Setting], refer to the <b>TopAccess Guide</b> .
2	Use login user address (User Authentication)	Sets whether or not to use the E-mail address for a login user as the destination for E-mail transmission during user authentication. You can set the following items when you select this check box. <b>Use Email Address which was registered Local User</b> — The E-mail address for a user set in MFP Local Authentication is used as the destination for E-mail transmission. <b>Use Email Address which was LDAP registered</b> — The E-mail address for a server registered in LDAP Client is used as the destination for E-mail transmission. Click [Server Assignment]. Up to 4 LDAP servers can be assigned.
	Tip	For details about [LDAP Client settings], refer to the <b>TopAccess Guide</b> .
3	[1st Destination]/[2nd Destination] button	This is enabled when you select [Email] from Report Settings, and then click the [Select Agent] button. Click to display the address list where you can set addresses.
	Tip	For details about the [1s Destination] and [2nd Destination] buttons, refer to the <b>TopAccess Guide</b> .

	<b>Item name</b>	<b>Description</b>
4	[Email Setting] button	<p>This is enabled when you select [Email] from Report Settings, and then click the [Select Agent] button.</p> <p>You can set the following items on the agent settings page.</p> <ul style="list-style-type: none"> <li>• Subject</li> <li>• From Address</li> <li>• From Name</li> <li>• Body</li> <li>• File Name</li> </ul>
	<p><b>Tip</b></p> <p>For details about [Email Setting], refer to the <b>TopAccess Guide</b>.</p>	
5	[Save as file Setting] button	<p>This is enabled when you select [Save as file] from Report Settings, and then click the [Select Agent] button.</p> <p>You can set the following items on the agent settings page.</p> <ul style="list-style-type: none"> <li>• Destination</li> <li>• File Name</li> </ul>
	<p><b>Tip</b></p> <p>For details about [Save as file Setting], refer to the <b>TopAccess Guide</b>.</p>	
6	[Common Setting] button	<p>This is enabled when you select [Email] or [Save as file] from Report Settings, and then click the [Select Agent] button.</p> <p>You can set the following items on the agent settings page.</p> <ul style="list-style-type: none"> <li>• File Format</li> <li>• Encryption</li> </ul>
	<p><b>Tip</b></p> <p>For details about [Email Setting], [Save as file], and [Common Setting], refer to the <b>TopAccess Guide</b>.</p>	

## ■ Address Book

You can manage a recipient list to be used in IP Fax transmission. Access TopAccess. Click the [Registration] tab > [Address Book].

📖 P.30 “[Address Book] screen”

📖 P.31 “[Create Destination information]/[Edit Destination information] screen”

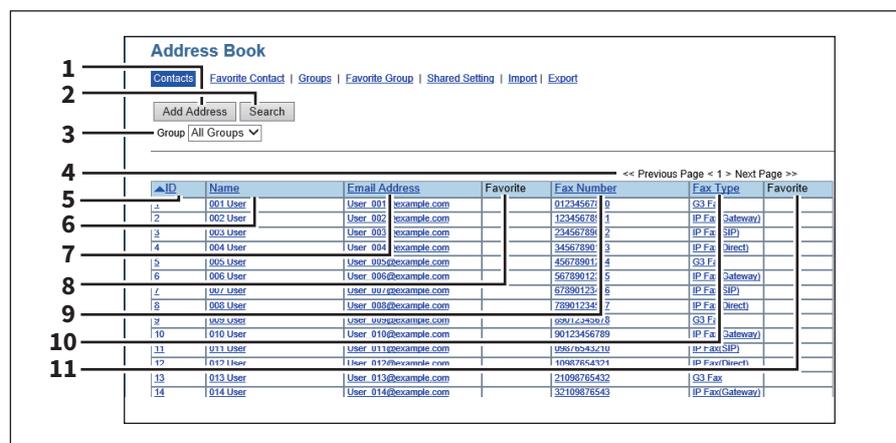
📖 P.33 “[Search Address List] screen”

📖 P.34 “[Create Group information]/[Edit Group information] screen”

### Tip

- For details about Address Book, refer to the **TopAccess Guide**.
- Address Book can be also managed using the touch panel.
  - 📖 P.49 “Address (User)”
  - 📖 P.51 “Managing groups in address book (User)”

## □ [Address Book] screen



	Item name	Description
1	[Add Address] button	Select this to add a new recipient to the address book. 📖 P.31 “[Create Destination information]/[Edit Destination information] screen”
2	[Search] button	Select this to search a recipient from the address book. For details about the [Search Contact] screen, refer to the <b>TopAccess Guide</b> .
3	Group	Select a group to display in the address list. <ul style="list-style-type: none"> <li>• <b>All Groups</b> — Displays all the groups.</li> <li>• <b>Local</b> — Displays the local address book.</li> <li>• <b>Shared</b> — Displays the shared address book.</li> </ul>
	Tip	This is only available when [Shared Setting] - [Shared Address Book] is set to [Enable (Primary)] or [Enable (Secondary)].
4	Select Page	Selects a page when there are 101 items or more.
5	ID	The registered ID of the recipient is displayed. 📖 P.31 “[Create Destination information]/[Edit Destination information] screen”
6	Name	The name registered to the recipient is displayed. 📖 P.31 “[Create Destination information]/[Edit Destination information] screen”
7	Email Address	The E-mail address registered to the recipient is displayed. 📖 P.31 “[Create Destination information]/[Edit Destination information] screen”
8	Favorite	A check mark is displayed when the E-mail address is set as Favorite.

	Item name	Description
9	Fax Number	The telephone number or the IP Fax number registered to the recipient is displayed. P.31 “[Create Destination information]/[Edit Destination information] screen”
10	Fax Type	The fax type registered to the recipient is displayed. P.31 “[Create Destination information]/[Edit Destination information] screen”
11	Favorite	A check mark is displayed when the fax number or the IP Fax number is set as Favorite.

**□ [Create Destination information]/[Edit Destination information] screen**

The screenshot shows the 'Create Destination information' screen with the following elements:

- 1**: Title bar 'Create Destination information'
- 2**: 'Add [iss Book \*]' button
- 3**: 'Save', 'Cancel', 'Reset', 'Delete' buttons
- 4**: 'Fax Setting' button
- 5**: Horizontal separator line
- 6**: 'Destination' dropdown menu (set to 'Local')
- 7**: '\*First Name' text input field
- 8**: '\*Last Name' text input field
- 9**: 'Index' text input field
- 10**: '\*\*Email Address' text input field with a 'Favorite' checkbox
- 11**: '\*\*Fax Number / IP Fax' text input field with a 'Favorite' checkbox
- 12**: 'Fax Type' dropdown menu (set to 'G3 Fax')
- 13**: '2nd Fax Number' text input field
- 14**: 'Company' text input field
- 15**: 'Department' text input field
- 16**: 'Keyword' text input field

	Item name	Description
1	[Save] button	Select this to save the entered information.
2	[Cancel] button	Select this to cancel the adding or editing a recipient.
3	[Reset] button	Select this to reset information entered in the given box.
4	[Delete] button	Select this to delete the displayed recipient.
5	[Fax Setting] button	Select this to register the recipient for fax/IP Fax transmission. For details about the setting for the [Fax Setting] screen, refer to the <b>TopAccess Guide</b> .
6	Destination	Selects Local Address Book or Shared Address Book as the registration target for recipient information.
	<p><b>Tip</b></p> <p>This is only available when [Shared Setting] - [Shared Address Book] is set to [Enable (Primary)] or [Enable (Secondary)].</p>	
7	First Name	Enters the first name of the recipient. You can enter up to 32 characters.
8	Last Name	Enters the last name of the recipient. You can enter up to 32 characters.
9	Index	Enters the characters to be used as the index. You can enter up to 64 characters.
10	Email Address	Enters the E-mail address of the recipient. You can enter up to 192 characters. Select the [Favorite] check box to specify the recipient as Favorite.
11	Fax Number / IPFax	Enters the telephone number or the IP Fax number (host name, IP address, IP Fax Number or SIP URI) of the recipient. You can enter up to 128 characters for the Fax Number and the IP Fax (Gateway, SIP). For the IP Fax (Direct), you can enter up to 199 characters. Select the [Favorite] check box to specify the recipient as Favorite.
	<p><b>Note</b></p> <p>The format for SIP URI should be any of the following.</p> <p>[User Name]@[Host Name]          [User Name]@[IP Address]          [User Name]@[Host Name]:[Port Number]          [User Name]@[IP Address]:[Port Number]</p> <p>If IPv6 is used for Server IP Address, put the value in brackets ([ ]). (Link Local Address is not available.)</p> <p>Example:          User1@192.168.1.1          User1@host.local          User1@[2001:0db8::1234:5678:90ab:cdef]          User1@192.168.1.1:5060          User1@host.local:5060          User1@[2001:0db8::1234:5678:90ab:cdef]:5060</p>	
12	Fax Type	<p>Selects the fax type of the recipient.</p> <ul style="list-style-type: none"> <li>• <b>G3 Fax</b> — Select this to send a fax job via a public network line.</li> <li>• <b>IPFax(Gateway)</b> — Select this to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.</li> <li>• <b>IPFax(SIP)</b> — Select this to send an IP Fax to an MFP supporting the IP Fax function via a SIP server.</li> <li>• <b>IPFax(Direct)</b> — Select this to directly send an IP Fax to an MFP supporting the IP Fax function without using a sever.</li> </ul>
13	2nd Fax Number	This cannot be used in the IP Fax function.
14	Company	Enters the company name of the recipient. You can enter up to 64 characters.

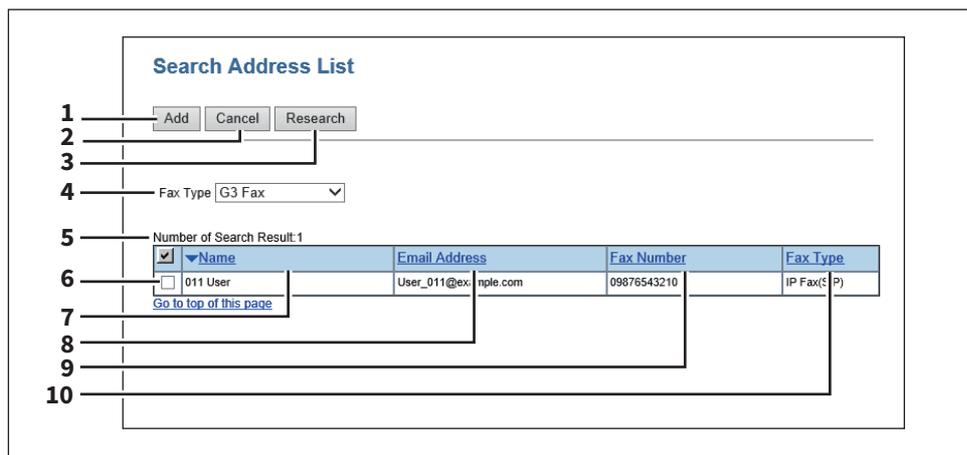
	Item name	Description
15	Department	Enters the department name of the recipient. You can enter up to 64 characters.
16	Keyword	Enters the comments on the recipient. You can enter up to 256 characters.

**Note**

[First Name] or [Last Name], and [Email Address] or [Fax Number/IPFax] are mandatory items.

**❑ [Search Address List] screen**

Select from the search address list and add to the address book.



	Item name	Description
1	[Add] button	Select this to add the recipient specified in the search address list into the address book.
2	[Cancel] button	Select this to cancel the search address list display.
3	[Research] button	Select this to return to the [Search Contact] screen. Change the search criteria and execute the search again.
4	Fax Type	<p>This item is displayed when the LDAP server is selected in [Directly Service Name] in the [Search Contact] screen. Selects the fax type of the recipient.</p> <ul style="list-style-type: none"> <li>• <b>G3 Fax</b> — Select this to send a fax by a public network line.</li> <li>• <b>IP Fax (Gateway)</b> — Select this to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.</li> <li>• <b>IP Fax (SIP)</b> — Select this to send an IP Fax to an MFP which supports the IP Fax function via an SIP server.</li> <li>• <b>IP Fax (Direct)</b> — Select this to send an IP Fax directly to an MFP which supports the IP Fax function, without going through a server.</li> </ul>
	Tip	For details about [LDAP Client settings], refer to the <b>TopAccess Guide</b> .
5	Number of Search Result	The number of found recipient is displayed.
6	Check box	Selects the check box of recipient to be registered to the address book.
7	Name	Search results are displayed.
8	Email Address	
9	Fax Number	
10	Fax Type	

## ❑ [Create Group information]/[Edit Group information] screen

You can create groups that contain multiple recipients.

This enables you to specify a group as the destination when sending an IP Fax to multiple recipients.

The screenshot shows the 'Create Group Information' screen. At the top, there are buttons for 'OK', 'Cancel', 'Reset', and 'Delete'. Below these are input fields for 'Group Name' and 'Destination' (with a dropdown menu set to 'Local'). A 'Favorite' checkbox is also present. The main part of the screen is a table with columns: ID, Email, Fax, Name, Email Address, Fax Number, and Fax Type. The table contains five rows of recipient data. Numbered callouts 1-14 point to the buttons, input fields, and table columns.

ID	Email	Fax	Name	Email Address	Fax Number	Fax Type
1	<input type="checkbox"/>	<input type="checkbox"/>	001 User	User_001@example.com	01234567890	G3 Fax
2	<input type="checkbox"/>	<input type="checkbox"/>	002 User	User_002@example.com	12345678901	IP Fax(Gateway)
3	<input type="checkbox"/>	<input type="checkbox"/>	003 User	User_003@example.com	23456789012	IP Fax(SIP)
4	<input type="checkbox"/>	<input type="checkbox"/>	004 User	User_004@example.com	34567890123	IP Fax(Direct)
5	<input type="checkbox"/>	<input type="checkbox"/>	005 User	User_005@example.com	45678901234	G3 Fax

	Item name	Description
1	[OK] button	Select this to register the selected recipients as a group.
2	[Cancel] button	Select this to cancel the group registration.
3	[Reset] button	Select this to reset the contents.
4	[Delete] button	Select this to delete the displayed group.
5	Group Name	Enters the group name. You can enter up to 20 characters.
6	Destination	Selects Local Address Book or Shared Address Book as the registration target for Group information.
	<div style="background-color: #e0e0e0; padding: 2px;">Tip</div> This is only available when [Shared Setting] - [Shared Address Book] is set to [Enable (Primary)] or [Enable (Secondary)].	
7	Favorite	Selects the [Favorite] check box to specify the group as Favorite.
8	ID	The registered ID of the recipient is displayed.
9	Email	Selects the check box to register E-mail address into the group when the recipient has E-mail information.
10	Fax	Selects the check box to register fax number into the group when the recipient has fax number information.
11	Name	The name registered to the recipient is displayed.
12	Email Address	The E-mail address registered to the recipient is displayed.
13	Fax Number	The telephone number or the IP Fax number registered to the recipient is displayed.
14	Fax Type	The fax type registered to the recipient is displayed.

## Using the IP Fax Function

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## Using the IP Fax Function from the Touch Panel

📖 P.36 “Sending/Receiving”

📖 P.47 “User Functions”

### ■ Sending/Receiving

This chapter describes the basic sending/receiving operations of IP Fax.

📖 P.36 “Sending an IP Fax”

📖 P.38 “Specifying the recipient”

📖 P.44 “Reception mode”

📖 P.46 “Checking communication status / Checking reserved transmissions”

📖 P.47 “Canceling the transmission”

#### Tip

For details on functions other than for IP Faxing, refer to the **Fax Guide**.

### □ Sending an IP Fax

This section describes the basic procedures to send an IP Fax. For details of in-depth operations, see the page under each procedure as required.

#### 1 Place the original(s).

Check the original size and scanning range, etc. Place the original(s) in the correct direction on the original glass or ADF.

For details about the operation, refer to the **Fax Guide**.

#### 2 Press [Fax] on the Home screen.

The fax screen is displayed. If you leave the screen unattended for the period of the auto clear setting time (45 sec. by default), the screen returns to the default one automatically.

#### 3 Set the original size, resolution and other necessary conditions.



For details about the transmission condition setting screen, refer to the **Fax Guide**.

#### 4 Specify the IP Fax recipient.



Icon	Fax Type
	G3 Fax
	IP Fax gateway
	IP Fax SIP
	IP Fax direct
	Email

There are multiple methods to specify the recipients. For details, see the following page.

P.38 “Specifying the recipient”

You can check the contents from the touch panel before sending an IP Fax. For details about the operation of [Preview], refer to the **Fax Guide**.

#### 5 Press [Send].

The IP Fax is sent or reserved.

**Tip**

- Alternatively, you can press the [START] button on the control panel to send a fax.
- [Direct Tx] on the [Fax Setting] screen accessing from [Option] > [Fax Setting] is not available for IP Fax. [Memory Tx] is selected if IP Fax recipients are registered in the address list.
- In the IP Fax transmission mode, the original is scanned into the memory. Once a connection has been made, this equipment automatically starts sending the scanned document. (Transmission conditions can be set in the transmission condition setting screen.)
- If the memory becomes full during scanning, that original will not be stored in the memory. When that happens, reduce the number of originals you are sending.
- You can check the status of the current sending. You can also cancel the transmission (deletes the job). Refer to “Checking reserved transmissions” or “Canceling reserved transmissions” in the **Fax Guide**.
- For details about [Redial function] and [Sending the next original], refer to the **Fax Guide**.

## ❑ Specifying the recipient

Specify the IP Fax recipient. There are various ways to specify the recipient, such as direct entry with the control panel and address book entry.

- 📖 P.38 “Entering directly with digital keys”
- 📖 P.39 “Specifying the recipient in the address book”
- 📖 P.40 “Searching from the address book or LDAP server”
- 📖 P.43 “Specifying the group in the address book”

### Tip

- To use the address book, you need to register recipients’ IP Fax numbers to the book in advance. For details about the operation, see the following pages.

- 📖 P.30 “Address Book”
- 📖 P.49 “Address (User)”
- 📖 P.51 “Managing groups in address book (User)”

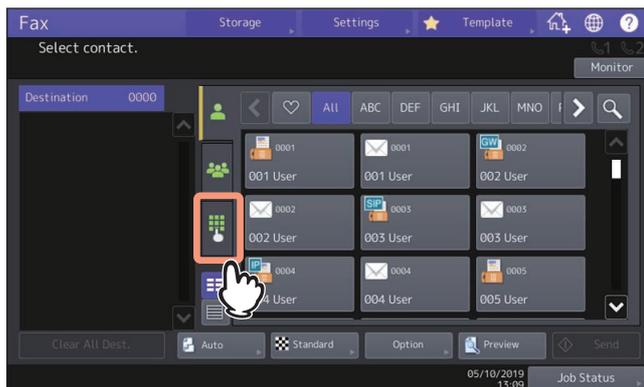
- **To send to multiple addresses**

In the memory transmission mode, you can send the same document to multiple recipients (up to 400 recipients) at once. When [Multi] is pressed after the fax number has been entered, it will be added to the recipient list displayed on the left-hand side of the screen. Repeat this operation until you specify all recipients. You can also specify up to a total of 400 recipients’ fax numbers by combining with other entry methods.

## Entering directly with digital keys

You can specify the recipient by entering its IP Fax number on the touch panel.

### 1 Press .



### 2 Selects the destination type.



**[Gateway]** — Select this to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.

**[SIP]** — Select this to send an IP Fax to an MFP supporting the IP Fax function via a SIP server.

### Tip

- IP Fax direct transmission is not possible.
- [G3] is a G3 Fax machine using a public network line. [Internet Fax] is used to send an Email by directly entering an internet fax destination (Email address).

### 3 Key in the recipient's IP Fax number and press [Send].



### Specifying the recipient in the address book

In the address book, you can specify the recipient.

#### 1 Press the desired recipient on the tab.



- To cancel the selected recipient, press it again.
- To confirm the selected recipient or delete an unnecessary recipient, press it in the recipient list displayed on the left-hand side of the screen.  
For details about how to confirm and delete recipients, refer to the **Fax Guide**.
- To refine your search only for items including specified characters, press .  
 P.40 “Searching from the address book or LDAP server”

#### Tip

When you set your favorite or index items in the address book in the registration, the corresponding recipients appear on the  (favorite) tab or index tab.

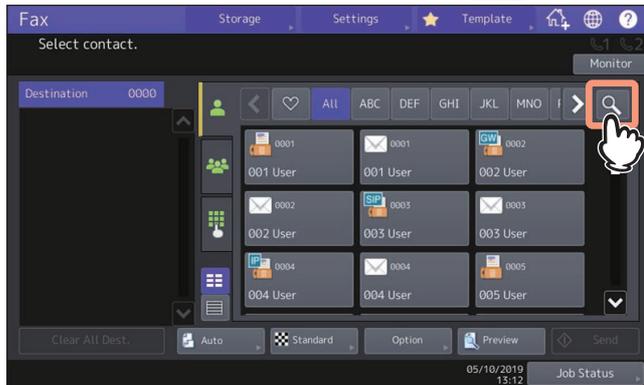
## Searching from the address book or LDAP server

You can search for the recipient's fax number from the address book or LDAP server.

### Tip

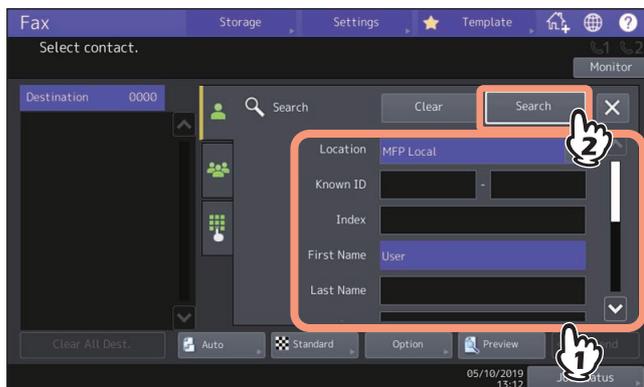
To search for the recipient's fax number from the LDAP (Lightweight Directory Access Protocol) server, the name of the LDAP server to be connected is required to be registered to the MFP in advance. For details on the LDAP server, ask your network administrator.

### 1 Select the or tab and press .



- To display the recipient search menu, press  while the address list is displayed. Perform this operation when the LDAP server needs to be searched.
- To display the group search menu, press  while the group list is displayed.

### 2 Enter the keyword in the category which you want to use for searching. Press [Search].



You can search for the desired recipient's fax number by specifying multiple keywords.

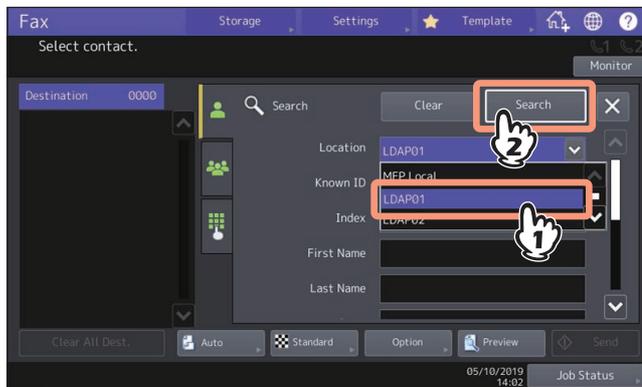
You can search for recipients even if you enter the partial strings. If you enter multiple search conditions, only the recipients which meet all the entered conditions are displayed as the search results.

- **Location**  
Selects a location where the address book to be searched is stored. By selecting "MFP Local", you can search the address book of this equipment and a shared address book.

- **Know ID**  
Use this when you want to search with the Known IDs registered in the address book. You can specify the range of the ID numbers.
- **Index**  
Use this when you want to search with the index registered in the address book.
- **First Name**  
Use this when you want to search with the first name registered in the address book.
- **Last Name**  
Use this when you want to search with the last name registered in the address book.
- **Corp.**  
Use this when you want to search with the corporate name registered in the address book.
- **Dept.**  
Use this when you want to search with the department name registered in the address book.
- **Keyword**  
Use this when you want to search with the characters written in the Keyword which are registered in the address book.
- **Fax No.**  
Use this when you want to search with the fax/IP Fax number registered in the address book.
- **E-mail**  
Use this when you want to search with the E-mail address registered in the address book.
- **Send Type**  
Use this when you want to search either fax/IP Fax number or E-mail address.

**Selecting the LDAP server**

To search for the recipient's number in the LDAP server, select the one you want to search in the pull-down menu of Location on the Search screen.



### 3 The search result is displayed. Select the desired recipient.



- To cancel the selected recipient, press it again.
- If you want to change the results of the search, press [Research]. You will be returned to the screen in step 2. Specify the search string again.
- You can switch the screen by selecting [Known ID Sort] or [Index Sort].

#### Note

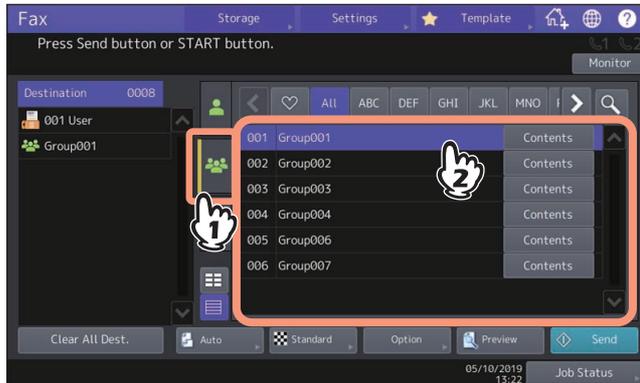
- When the recipient's number in the LDAP server is searched, the [Destination Type] screen is displayed. Select the destination type and press [OK].
  - [G3]** — Select this to send a G3 fax job via a public network line.
  - [Gateway]** — Select this to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.
  - [SIP]** — Select this to send an IP Fax to an MFP supporting the IP Fax function via a SIP server.
  - [Direct]** — Select this to directly send an IP Fax to an MFP supporting the IP Fax function.
- Under the following use condition, the [Destination Type] screen does not appear even if the recipient's number in the LDAP server is searched. All the jobs will be sent in a G3 format.
  - When "Direct Tx" is selected in Tx Type on the [Fax] screen from [User Functions] of the Home screen.  
P.47 "User Functions"
  - When "Direct Tx" is selected in Tx Type on the [Fax] screen which is displayed by pressing [Option] on the Fax screen.
  - When [Monitor] is being pressed.

### 4 Press [Send].

## Specifying the group in the address book

In the address book, you can specify the group to which you want to send a fax.

### 1 Press the tab to select the group to send a fax to.



- To cancel the selected group, press it again.
- To confirm either fax/IP Fax number or E-mail address registered in the group, press [Contents].
- To confirm the selected recipient or delete an unnecessary recipient, press it in the recipient list displayed on the left-hand side of the screen.  
For details about how to confirm and delete recipients, refer to the **Fax Guide**.
- To refine your search only for items including specified characters, press  .  
 P.40 "Searching from the address book or LDAP server"

## ❑ Reception mode

This section describes how to receive IP Fax. Refer to the appropriate section for your current reception mode. The reception mode can be set on the Admin menu. For details of the current setting, ask your administrator.

📖 P.44 “Auto reception”

📖 P.44 “Memory reception”

📖 P.44 “Displaying the preview of a received IP Fax”

### Tip

- For details about the originals and paper, refer to the **Fax Guide**.
- Fax reception settings can be changed from TopAccess.
  - 📖 P.18 “IP Fax Settings”

## Auto reception

IP Faxes are automatically received during an incoming call. Users do not have to do anything when receiving IP Fax.

## Memory reception

The received IP Fax data are stored in the memory, IP Faxes are automatically printed as soon as the equipment becomes ready. As the memory reception function is always enabled, you do not need to make any setting.

## Displaying the preview of a received IP Fax

You can confirm the contents on the touch panel before carrying out the printing of the IP Fax received by means of the [Secure Rx (IP Fax)] or [Hold (Fax)] option.

### 1 Press [Print] on the Home screen.

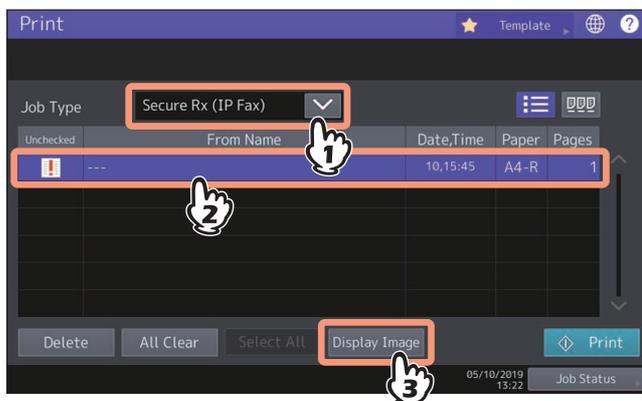
The print screen is displayed. If you leave the screen unattended for the auto clear setting time (45 sec. by default), the screen returns to the default one automatically.

### 2 Select [Secure Rx (IP Fax)] or [Hold (Fax)] for Job Type.

#### Tip

- When  is pressed, received IP Fax jobs are displayed in the list.
- To delete a received IP Fax from the list, select the received file subject to delete and press [Delete].
- When  is pressed, received IP Fax jobs are displayed in thumbnail images.
- To delete a received IP Fax from the thumbnail, select the thumbnail image subject to delete and press [Delete].
- The entry of the password is required at the first operation of any of [Delete], [Print], [Display Image] or the thumbnail images.

### 3 Press [Display Image].

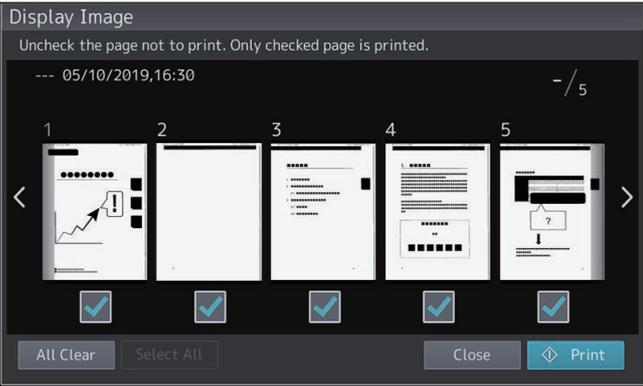


**4 Select [IP Fax] for [Line Select]. When [Secure Rx (IP Fax)] is selected, enter the password for printing secure received fax jobs.**

Tip

After [IP Fax] is selected, the password is entered and the [OK] is pressed,  mark in the unchecked field disappears. When the screen is shifted to another one and then is returned to this one, the entry of the password is required when preview or printing is carried out.

**5 When the preview is displayed, confirm the IP Fax image and the number of pages. To print a received IP Fax as it is, press [Print]. Printing starts.**



- When a page to confirm is selected, it is enlarged and the preview operation, such as the enlargement/reduction of the display or the rotation of the page, becomes possible.
- Press  on the page to be rotated. The page is rotated by 90 degrees by each one time is  pressed.
- Uncheck  of the pages which will not be printed.

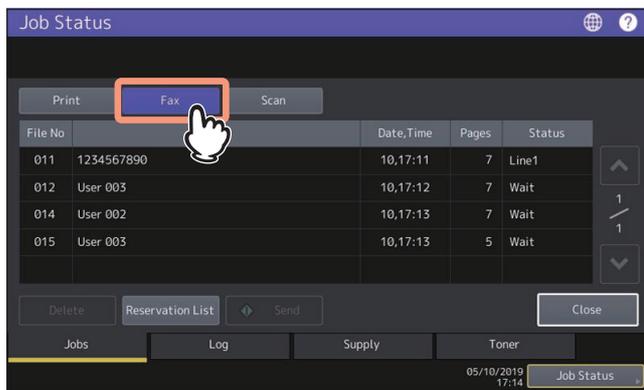
## ❑ Checking communication status / Checking reserved transmissions

You can check reserved IP Fax transmissions.

### 1 Press [Job Status].



### 2 Press [Fax].



- Reserved transmission jobs are listed up to 100 transmissions in the chronological order from top to bottom.
- To print the list of the reserved transmissions jobs, press [Reservation List].
- In the “Status” column, the status of each job is indicated as follows:
  - **IP**: Sending IP Fax.
  - **Delayed**: Reserved with the time to send specified.
  - **Wait**: Communication is in the standby queue.
  - **Invalid**: Under standby due to an invalid department code (Network IP Fax). Check the department code. Delete any unnecessary reserved transmissions in the standby queue. For details about each operation, refer to the **Fax Guide**.

### Checking communication log

For details about how to check the communication (send/receive) log, refer to the **Fax Guide**.

In the “Status” column in the list, the status is indicated as follows:

**OK:** Transmission or reception succeeded.

**4-digit error code:** Transmission or reception failed.

For details about the error codes, see the following page.

P.99 “Error Codes for IP Faxing”

### ❑ Canceling the transmission

For details about the operations to cancel the memory transmission during scanning, to stop a transmission during scanning and to cancel the reserved transmissions that are in the queue or in progress by displaying the list, refer to the **Fax Guide**.

## ■ User Functions

This section describes about the settings and registrations of IP Fax performed from the touch panel.

P.47 “Fax (User)”

P.49 “List (User)”

P.49 “Address (User)”

P.51 “Managing groups in address book (User)”

P.52 “Network (Admin)”

P.54 “FAX(Admin)”

### ❑ Fax (User)

You can change the initial settings (defaults) for the IP Fax functions on the [Fax] screen.

For details how to display the [Fax] screen, refer to the **MFP Management Guide**.

Item name	Description
Resolution	<p>Selects the resolution based on the fineness of the original. [Standard] is set as the default.</p> <ul style="list-style-type: none"> <li>• <b>Standard</b> — This option is suitable for an original with regular size text.</li> <li>• <b>Fine</b> — This option is suitable for an original with small size text and fine illustrations.</li> <li>• <b>U-Fine</b> — This option is suitable for an original with small size text and detailed illustrations.</li> </ul> <p> <b>Tip</b></p> <p>If the recipient’s fax machine is not capable of receiving originals at the same resolution, the resolution is automatically converted before being sent it to the recipient. The higher the resolution is, the longer it takes to send an original.</p>
Original Mode	<p>Selects the scanning mode based on the type of the original. [Text] is set as the default.</p> <ul style="list-style-type: none"> <li>• <b>Text</b> — This option is suitable for an original with text and line drawings.</li> <li>• <b>Text/Photo</b> — This option is suitable for an original with a mixture of text and photos.</li> <li>• <b>Photo</b> — This option is suitable for an original with photos.</li> </ul> <p> <b>Tip</b></p> <p>In the Text/Photo mode or Photo mode, transmission time may be longer than in the TEXT mode.</p>

Item name	Description
Tx Type	<p>Sets the fax transmission mode. [Memory Tx] is set as the default.</p> <ul style="list-style-type: none"> <li>• <b>Memory Tx</b> — Select this to the original after the scanned data are saved in the memory. Up to 100 transmissions of up to 1000 pages per 1 transmission can be reserved. For IP Fax transmission, select [Memory Tx]. Direct transmission is not possible in the IF Fax function.</li> <li>• <b>Direct Tx</b> — Select this to send the original directly as it is being scanned. Once a page has been scanned and sent, the next page is scanned and sent. Therefore, it takes longer to scan and send all pages. However, you can confirm on the fly that each page is sent to the recipient.</li> </ul>
Exposure	<p>Selects the desired exposure for the original. When setting the contrast manually, press  or  to set the desired contrast. When setting the contrast automatically in accordance with the original, press [Auto].</p>
Default destination type for LDAP search result	<p>Sets the initial display of the destination type which is displayed by pressing the search result of the LDAP server.</p>
Secure Receive Forced Setting	<p>You can enable or disable the Secure Receive function. This is available only when the Weekly Schedule function is set.</p> <ul style="list-style-type: none"> <li>• <b>ON</b> — This enables the Secure Receive function. ON -&gt; Enable</li> </ul> <p style="text-align: center;"><b>Tip</b></p> <p style="text-align: center;">It becomes disabled at the time set by Weekly Schedule.</p> <ul style="list-style-type: none"> <li>• <b>OFF</b> — This disables the Secure Receive function. OFF -&gt; Disable</li> </ul> <p style="text-align: center;"><b>Tip</b></p> <ul style="list-style-type: none"> <li>• It becomes enabled at the time set by Weekly Schedule.</li> <li>• An administrator password is required.</li> </ul>
RTI for IP Fax	<p>Switch the RTI recording On or Off. To enable this feature, the Terminal ID must be registered to this equipment in advance.</p>
TTI for IP Fax	<p>Switch the TTI recording On or Off. To enable this feature, the Terminal ID must be registered to this equipment in advance.</p>
Preview Setting	<p>Enabling the Preview function allows you to preview the scanned image before transmitting the IP Fax job.</p> <ul style="list-style-type: none"> <li>• <b>ON</b> — Press this button to enable the function.</li> <li>• <b>OFF</b> — Press this button to disable the function.</li> </ul>
Multidest. Confirmation	<p>Selects whether to display the confirmation screen when multiple destinations are specified.</p>
Default Address Book	<p>Selects the default tab displayed in the address book.</p>
Default View for Single	<p>Selects the default display format for the single tab of the address book.</p>
Default View for Group	<p>Select the default display format for the group tab of the address book.</p>
Default destination type for direct entry	<p>Sets the initial display of the destination type which is displayed by pressing the ten-key tab.</p>

## ❑ List (User)

You can print the lists below.

**Tip**

- For details how to display the [List] screen, refer to the **MFP Management Guide**.
- The list is printed on paper that is fed from the drawer in which LT-R or A4-R paper is set and exits to the receiving tray.

Item name	Description
Address Book	Press this button to print the Address Book Information that shows all registered recipients in the equipment. <ul style="list-style-type: none"> <li>• <b>ID Sort</b> — Press this button to print the Address Book Information sorted by ID number.</li> <li>• <b>Name Sort</b> — Press this button to print the Address Book Information sorted by last name.</li> </ul>
Group Numbers	Press this button to print the Group Number Information that shows all registered groups and members in the equipment.
Function	Press this button to print the FUNCTION LIST (User).
ITU Mailbox	Press this button to print a list of the current status of the mailboxes registered to this equipment.

When the Department Management feature is enabled, the screen to input the department code is displayed. Enter the department code and press [OK] to print each list. However, when the No Limit Black function is enabled, each list is printed without displaying the screen for inputting the department code.

For details about the No Limit Black function, refer to the **MFP Management Guide**.

## ❑ Address (User)

Recipients registered in the address book can be listed from the screen displayed when [Fax] on the Home screen is pressed, for example. When transmitting an IP Fax, you can easily specify the recipients by selecting from the address book list.

In the address book, you can register up to 3000 recipients.

**Tip**

For details how to display the [Address] screen, refer to the **MFP Management Guide**.

On the [Single] tab of the Address Book menu, you can perform the following operations to manage recipients.

- 📖 P.50 “Creating new recipient”
- 📖 P.50 “Editing or deleting recipients”
- 📖 P.50 “Searching for recipients”
- 📖 P.50 “Setting the display order of the searching results for recipients”

**Tip**

- You can import and export address book data in the TopAccess administrator mode. For details, refer to the **TopAccess Guide** “Chapter 8: [Administration] Tab Page”.
- The data of Address Book, ITU Mailbox and Template created in the equipment with the IP Fax function enabled cannot be imported to one which does not support the IP Fax function.

## Creating new recipient

You can create new recipients in the address book from the [User Functions] screen.

### 1 On the Address Book screen, press an undefined line, then press [Entry], and then register a new recipient.

Item name	Description
First Name	Press this button to enter the first name of the recipient. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Last Name	Press this button to enter the last name of the recipient. This name will appear in the address book list on the touch panel. You can enter up to 32 characters.
Index	Press this button to enter the index of the recipient. You can enter up to 64 characters.
Corp.	Press this button to enter the department name of the recipient. You can enter up to 64 characters.
Dept.	Press this button to enter the department name of the recipient. You can enter up to 64 characters.
Keyword	Press this button to enter a keyword for the recipient. This keyword can be used to search for this recipient. You can enter up to 256 characters.
Fax/IPFax	<b>Type</b> — Selects any of [G3], [Gateway], [SIP] or [Direct] as the destination type. <b>Destination</b> — Enters the Fax number or the IP Fax number of the recipient. You can enter up to 128 characters for the Fax Number and the IP Fax (Gateway, SIP). For the IP Fax (Direct), you can enter up to 199 characters. When [Favorite] is pressed, the registered address appears on the favorite tab of the address book.
2nd Fax	This cannot be used in the IP Fax function.
E-mail	Enter the E-mail address of the recipient. You can enter up to 192 characters. When [Favorite] is pressed, the registered address appears on the favorite tab of the address book.

#### Note

- [First Name] or [Last Name], and [Fax/IPFax] or [E-mail] are mandatory items.
- [Option] is available only when the destination is G3 fax.
- For details about the Option function, refer to the **Fax Guide**.

### 2 Press [OK] to register the recipient.

#### Editing or deleting recipients

To edit recipients, press the recipient on the Address Book screen, then press [Edit]. To delete recipients, press the recipient on the Address Book screen, then press [Delete].

#### Searching for recipients

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for recipients by entering the search items.

#### Setting the display order of the searching results for recipients

When you press [Setting] on the Address Book screen, you can set [Known ID Sort] or [Index Sort] as the display order of the results of the above searching for recipients.

## ❑ Managing groups in address book (User)

You can create groups that contain multiple recipients. This enables you to specify groups instead of each recipient separately when operating IP Fax transmission.

In the address book, you can register up to 200 groups. You can register up to 400 members in a group.

### Note

Both the fax number and the IP Fax number cannot be registered in one address together. Two destinations, the fax number or IP Fax number and the E-mail address, can be registered in one address.

On the Group tab of the Address Book menu, you can perform the following operations to manage recipients.

- 📖 P.51 “Creating new groups”
- 📖 P.51 “Editing or deleting groups”
- 📖 P.51 “Searching for groups”
- 📖 P.51 “Confirming the members of a group”

### Creating new groups

On the Address Book screen, select the Group tab, then press an undefined line, then press [Entry], and then create a group.

Enter the group name and index, and then select the recipients included in the group. You can also search for recipients by pressing the search icon.

### Editing or deleting groups

To edit groups, select the Group tab on the Address Book screen, then press the group, and then press [Edit]. You can add or delete recipients included in the group. To delete groups, press the group, and then press [Delete].

### Note

Deleting a group does not delete the recipients from the [Single] tab. However, deleting a recipient in the [Single] tab deletes the recipient from the group it is registered in.

### Tip

- To add/remove all the Fax Number/IP Fax Number and E-mail Address of a recipient to/from the group, press the recipient name.
- To add/remove only the fax number of a recipient to/from the group, select  in the recipient information.
- To add/remove only the E-mail address of a recipient to/from the group, select  in the recipient information.
- To add/remove only IP Fax (gateway) of a recipient to/from the group, select  in the recipient information.
- To add/remove only IP Fax (SIP) of a recipient to/from the group, select  in the recipient information.
- To add/remove only IP Fax (direct) of a recipient to/from the group, select  in the recipient information.

### Searching for groups

When you press the search icon on the Address Book screen, the search screen is displayed. You can search for groups by entering the search items.

### Confirming the members of a group

You can confirm the recipients registered in a group by pressing [Contents] of the group on the Address Book screen.

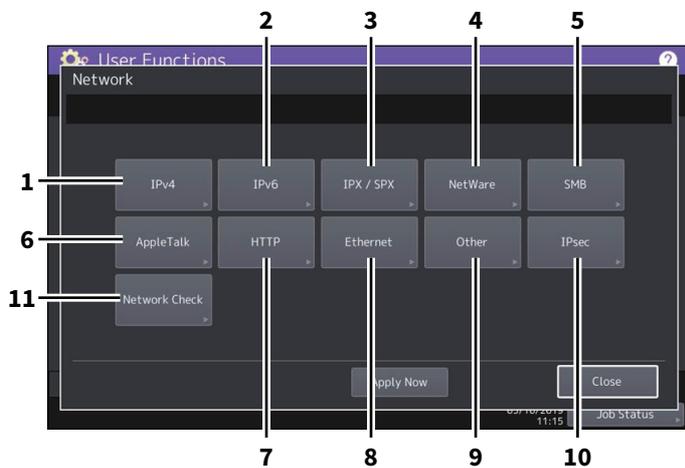
## ❑ Network (Admin)

Enter into the Admin menu in the User Functions screen and set various settings of the network on the Network screen.

For details on functions other than for IP Faxing, refer to the **MFP Management Guide**.

### Tip

For details how to display the [Network] screen, refer to the **MFP Management Guide**.



	Item name	Description
1	IPv4	For details on functions, refer to the <b>MFP Management Guide</b> .
2	IPv6	
3	IPX/SPX	
4	NetWare	
5	SMB	
6	AppleTalk	
7	HTTP	
8	Ethernet	
9	Other	
10	IPsec	
11	Network Check	P.53 "Checking the network"

### Note

- When performing network settings, you are required to press [Apply Now] after changing the settings to initialize the Network. Pressing [Apply Now] displays the message "Network Initializing" at the lower left of the screen in a few seconds. The time for this message to appear differs depending on the setting. This message disappears when the setting is complete.
- While "Network Initializing" is being displayed, the [Network], [Security], [Wireless Setting], [802.1X Settings], [Factory Default], [Clock] and [Cloning] buttons cannot be pressed. The operations with these buttons after the message disappears.

**Checking the network**

Two functions are available for checking the network status: ping and traceroute.

Item name	Description
Server	Select the server you want to check.
PING	Press this button to check the connection status between this equipment and the servers on the network.
TRACEROUTE	Press this button to view and check the network path to the desired server.

**Tip**

There are two ways to select the server you want to check.

**To select the desired server from the server list displayed on the touch panel:**

Checkable servers and supported protocols are as follows.

- Primary DNS server (IPv4/IPv6)
- Secondary DNS server (IPv4/IPv6)
- Primary WINS server (IPv4)
- Secondary WINS server (IPv4)
- SMTP server (IPv4/IPv6)
- POP3 server (IPv4/IPv6)
- Primary SNTTP server (IPv4/IPv6)
- Secondary SNTTP server (IPv4/IPv6)
- LDAP server 1
- LDAP server 2
- LDAP server 3
- LDAP server 4
- LDAP server 5
- Remote server 1
- Remote server 2
- Primary registrar SIP server
- Secondary registrar SIP server
- Primary proxy SIP server
- Secondary Proxy SIP server

**To designate the desired server manually:**

Enter the server name, IPv4 address, or IPv6 address manually.

**Note**

- When you have entered a WINS name for the network path of the remote server 1/2 in TopAccess “Save as file Setting”, you will not be able to perform network check on those servers by selecting them from the server list. In this case, designate the IP address of the remote server 1/2 manually to perform the network check.
- When the ping/traceroute command can reach a server, the IP address is displayed for the check result for the server. If the command cannot reach it for some reason, the host name is displayed instead of the IP address.

## ❑ FAX(Admin)

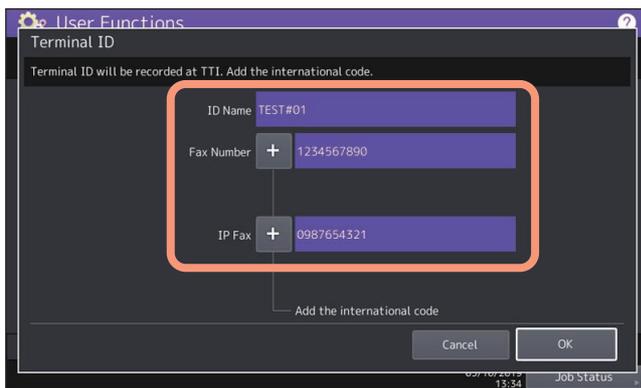
You can register the terminal ID of IP Fax and set the password for printing secure received IP Fax jobs. For details on functions other than for IP Faxing, refer to the **MFP Management Guide**.

### Tip

For details how to display the [Fax] screen, refer to the **MFP Management Guide** “Chapter 2: Accessing the Admin Menu”.

### Registering the terminal ID

This section describes how to register the terminal ID of this equipment. If the terminal ID is registered in advance, sender information can be printed on the leading edge on the transmitted original, and receiver information on the trailing edge on the received fax.

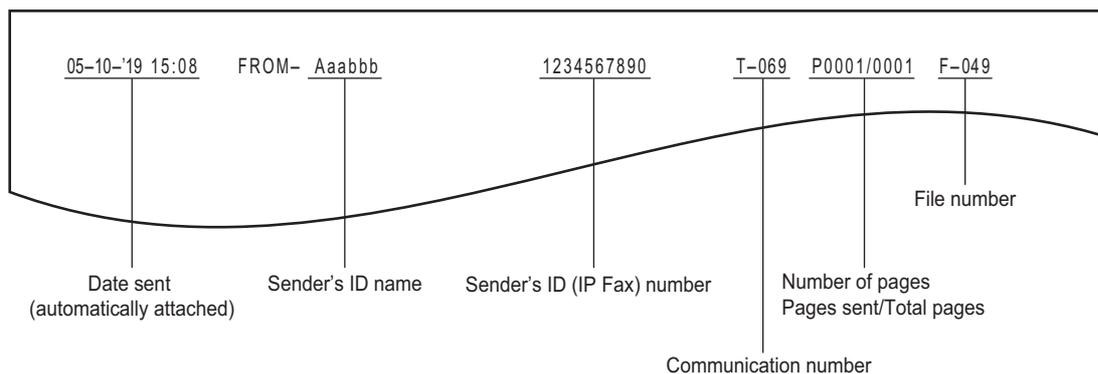


### Tip

- You can enter up to 20 characters in the ID Name, but whether they can all be displayed or not depends on their size.
- When you add an international code, press [+]. To enter a pause “ - ”, press [Pause].

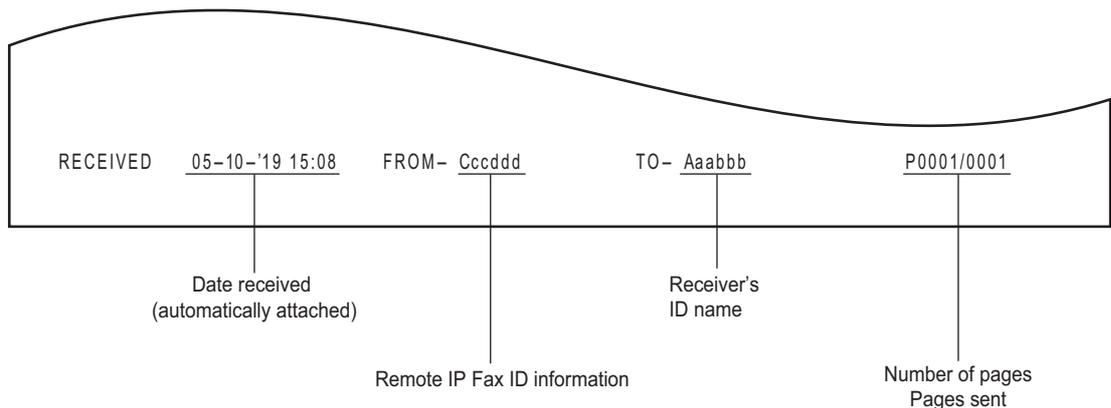
### Example of how sender information is printed on paper

Sender information is printed about 5 mm (0.2 inch) from the top edge of the transmitted copy of the original.



**Example of how receiver information is printed on originals you receive**

Receiver information is printed about 5 mm (0.2 inch) from the bottom edge of the received copy of the original.

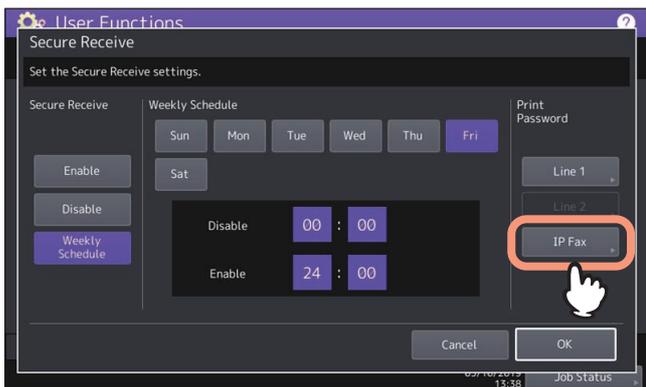


**Setting the password for printing the secure receive function**

The Secure Receive function allows you to store received IP Fax jobs in the equipment without printing them. For details about the Secure Receive function, refer to the **MFP Management Guide**.

You can set a password for printing a received Secure Receive IP Fax jobs.

**1 Select [IP Fax].**



**2 Enter the password in [New Password] and [Retype New Password], and then press [OK].**

- Up to 20 alphanumeric characters (including the following symbols) can be entered for the password. You can use alphanumerics and the following symbols.  
# \$ ( ) \* + , - . / : ; = ? @ \ ^ \_ ` { | } ~

**3 Press [OK].**

## Using the IP Fax Function from the N/W-Fax Driver

The required settings for receiving/sending by an IP Fax and the basic procedure for sending are as follows.

- 📖 P.56 “Sending IP Faxes”
- 📖 P.60 “Specifying Recipients of IP Faxes”
- 📖 P.68 “Removing recipients”
- 📖 P.69 “Setting up the [Send] tab”
- 📖 P.72 “Setting up the [Device Settings] tab”

There are three types of sending methods.

- **IP Fax Direct** — Sends an IP Fax directly to the MFP supporting the IP Fax function.
- **IP Fax Gateway** — Select this to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.
- **IP Fax SIP** — Sends an IP Fax to the MFP supporting the IP Fax function via a SIP server.

### Note

- The IP Fax function requires an IP Fax options. For details, contact your service technician or service representative.
- To send a fax by an IP Fax, enable [IP Fax Function] in the [Device Settings] tab.
  - 📖 P.72 “Setting up the [Device Settings] tab”
- IP Fax direct transmission is possible only when a recipient is selected from the address book of the AddressBook Viewer.
  - 📖 P.61 “Selecting recipients from the address book”

## ■ Sending IP Faxes

This section describes the basic procedures to send an IP Fax.

- 📖 P.58 “When password entry is required”
- 📖 P.59 “When LDAP authentication is enabled”

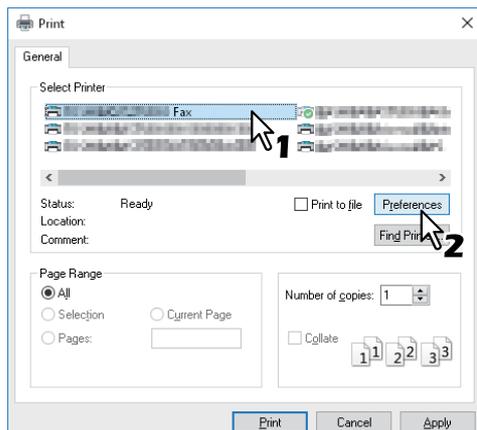
### 1 Start the application software and prepare the document to be sent.

### 2 Select [Print] from the [File] menu in the application software.

#### Tip

The procedure for displaying the [Print] dialog box may differ from the above depending on the application software.

### 3 Select [TOSHIBA e-STUDIO Fax] for the printer and click [Preferences].

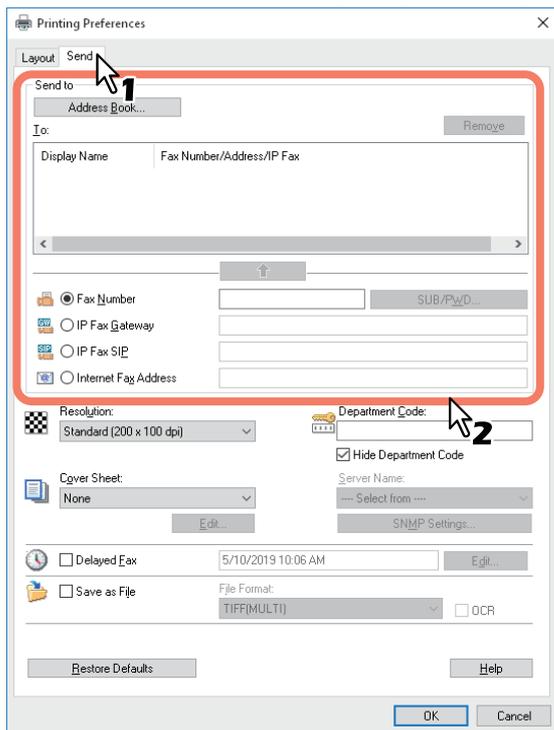


The dialog box of the N/W-Fax driver properties appears.

#### Tip

Note that the command name to open the driver properties may differ from [Preferences] depending on the application software.

**4 Click the [Send] tab and specify the recipients.**

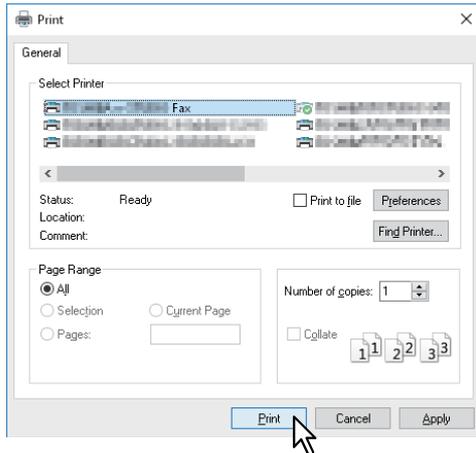


- To specify recipients, enter them with the keyboard or select them from the address book.  
 📖 P.60 “Specifying Recipients of IP Faxes”
- On the [Send] tab, you can set the resolution of a fax cover sheet, etc. as well as specifying the recipients.  
 📖 P.69 “Setting up the [Send] tab”

**5 Confirm the recipients and click [OK].**

The transmission settings are determined and the N/W-Fax driver properties dialog box is closed.

## 6 Click [Print] in the [Print] dialog box.



The IP Fax is sent.

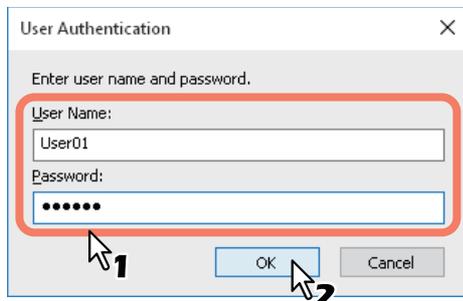
### Tip

- Note that the command name to print a document (send an IP Fax) may differ from [Print] depending on the application software.
- A waiting IP Fax job can be checked or deleted through the managing jobs function in TopAccess. A sent IP Fax job can also be checked through the displaying job logs function in TopAccess. For details about the operation, refer to the **TopAccess Guide**.

## ❑ When password entry is required

When the [Enter the user credentials manually] option is enabled on this equipment, you are prompted to enter your user name and password before sending an IP Fax.

When the dialog box appears, enter your user name and password, and then click [OK].

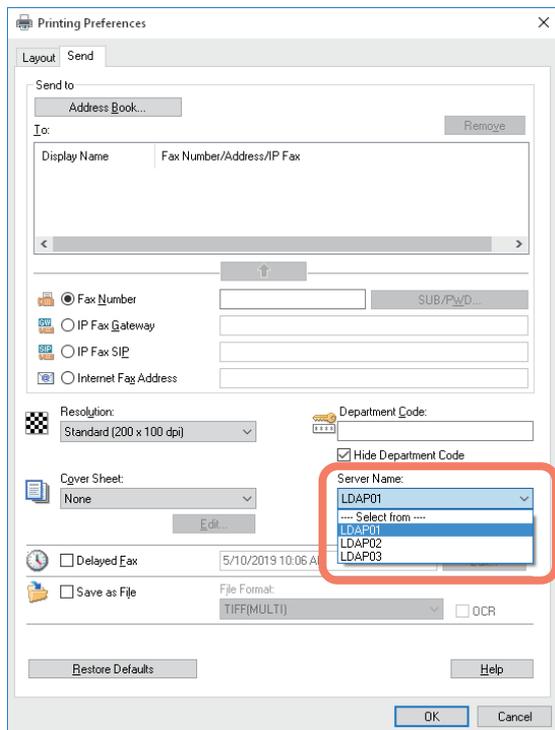


### Tip

- Up to 128 characters can be entered in the [User Name] box. Up to 64 characters in the [Password] box.
- The user name and password entered in the above boxes are not stored. Therefore, you must enter your user name and password every time you send an IP Fax.
- If you want to change the settings of this option, carry it out on the [Device Settings] tab.  
📖 P.72 "Setting up the [Device Settings] tab"

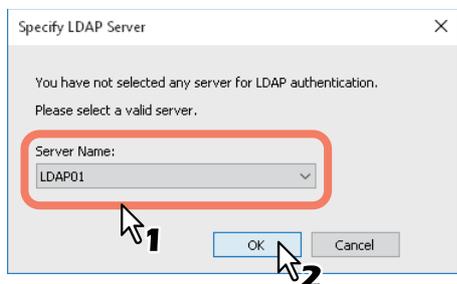
## ❑ When LDAP authentication is enabled

When LDAP authentication is enabled on this equipment, you must specify an LDAP server in the [Server Name] box on the [Send] tab before sending an IP Fax.



If you attempt to send an IP Fax without specifying an LDAP server, the [Specify LDAP Server] dialog box will appear to ask you to do so.

In this case, specify the desired LDAP server in the [Server Name] box and click [OK] to send the IP Fax.



### Tip

If you want to change the settings of an LDAP authentication, carry it out on the [Device Settings] tab. For details about the setting, refer to the **Fax Guide**.

## ■ Specifying Recipients of IP Faxes

Up to 400 recipients can be specified in a single operation.

Specify recipients by the following methods.

📖 P.60 “Entering recipients from the keyboard”

📖 P.61 “Selecting recipients from the address book”

📖 P.63 “Selecting recipients from the address book (Search option)”

### Note

If more than one recipient is specified in a single transmission, and a cover sheet is set in the N/W-Fax driver or a header page is set to be printed on the recipient’s device, all the recipient information may be printed. If you want to secure the recipient information, avoid sending an IP Fax to multiple recipients at the same time.

### Tip

To use the address book, you need to register recipients in the address book of the AddressBook Viewer in advance.

## □ Entering recipients from the keyboard

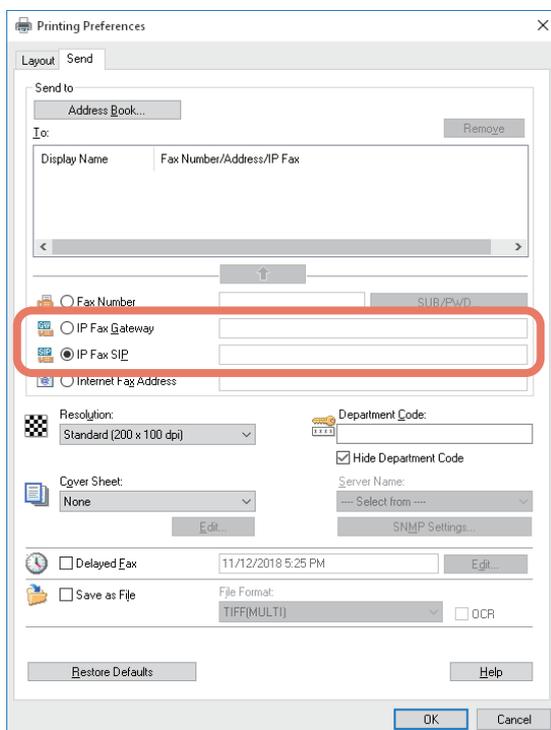
You can enter a recipient with the keyboard.

### Note

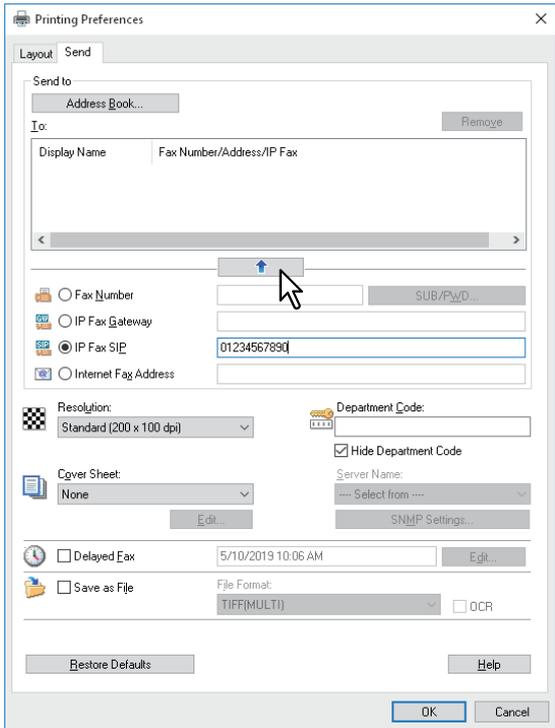
For IP Fax direct transmission, a recipient cannot be entered with the keyboard. Select the IP Fax number of a recipient from the address book.

### 1 Select the entry method of a recipient to enter its IP Fax number.

- To send an IP Fax to a G3 Fax machine via a T.38 supporting gateway, click [IP Fax Gateway] and enter the IP Fax number in the right-hand box.
- To send an IP Fax to an MFP via a SIP server, click [IP Fax SIP] and enter the SIP user name in the right-hand box.



2 Click .



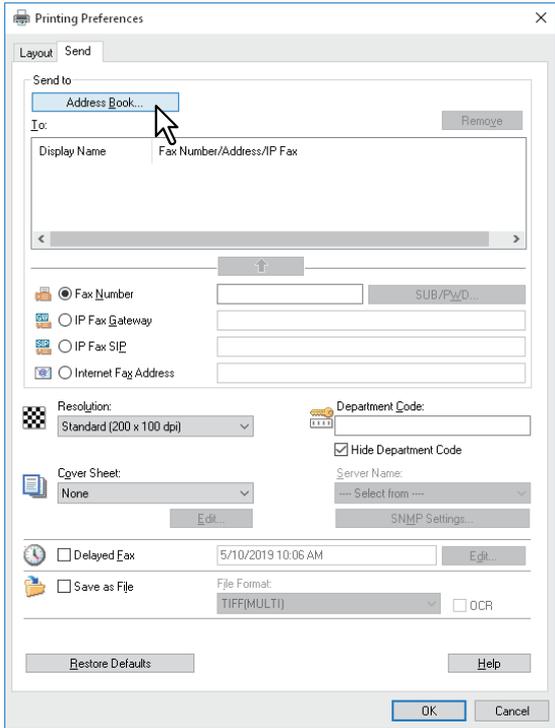
The recipients selected for “To” are listed.  
To send faxes to several recipients, repeat steps 1 and 2 to add the necessary IP Fax numbers to the list.

**Tip**  
When the fax transmission is completed, the recipients are automatically removed from the “To” list.

**❑ Selecting recipients from the address book**

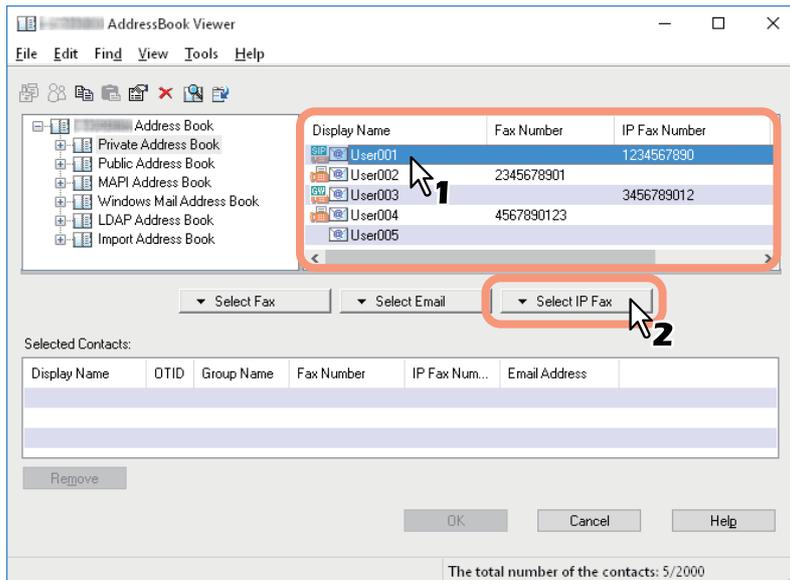
Select recipients from the address book in the AddressBook Viewer.  
Select this when performing IP Fax direct transmission.

1 Click [Address Book].



The AddressBook Viewer runs.

## 2 Select [Select-IP Fax] from the address book and add it to the list below.



To send faxes to several recipients, repeat the above steps to add the necessary IP Fax numbers to the lists. You can select a recipient by the following operations:

- **Selecting a recipient by dragging and dropping**  
Drag a recipient in the address book and drop it to [Selected Contacts] and then select [IP Fax Number] from [Select].
- **Selecting a recipient by double-clicking on it**  
Double-click on a recipient in the address book.  
To change the setting of the recipient to be selected upon double-clicking, select the [View] menu, [Default Configuration] and [Type Selection]. Then select [IP Fax Number] or [IP Fax and E-mail].
- **Selecting a recipient from a shortcut menu**  
Right-click on the recipient in the address book select [Select] from the shortcut menu and then [IP Fax Number].
- **Removing a recipient**  
Select the recipient to be removed in "Selected Contacts" and click [Remove].

## 3 Confirm the recipients and click [OK].

The AddressBook Viewer is closed and the recipients selected for "To" are listed.

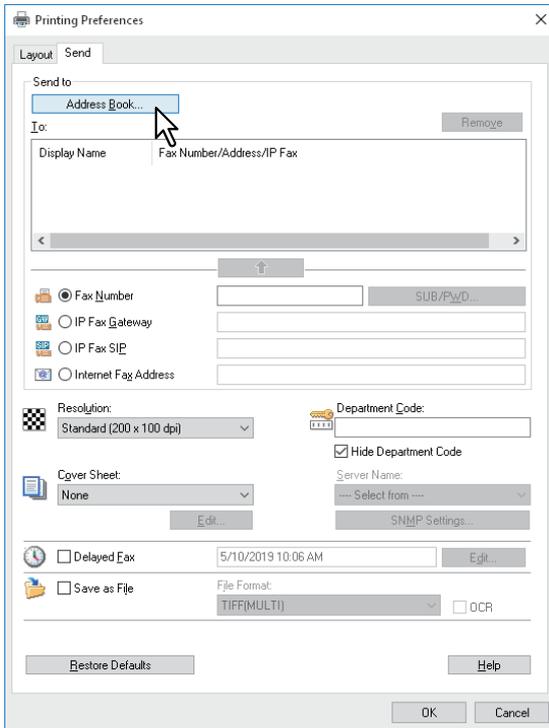
### Tip

When the IP Fax transmission is completed, the recipients are automatically removed from the "To" list.

## ❑ Selecting recipients from the address book (Search option)

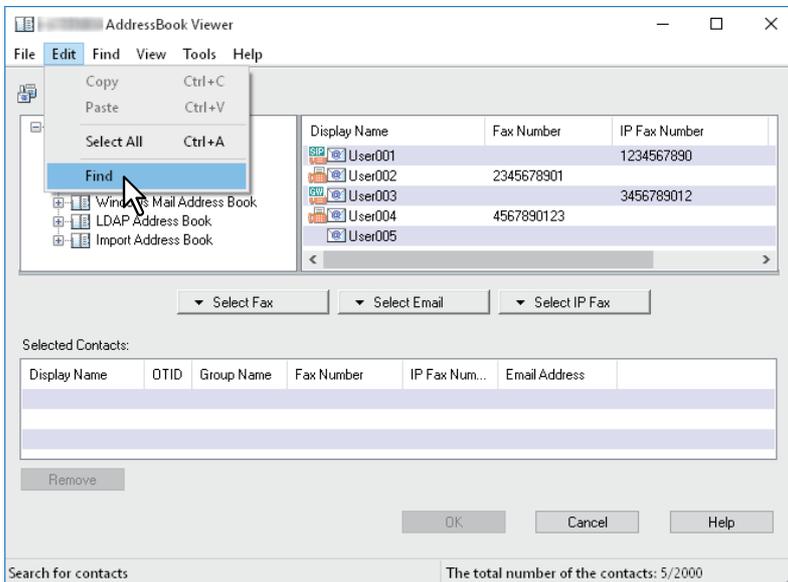
You can find and select a recipient from the address book in the AddressBook Viewer.

### 1 Click [Address Book].



The AddressBook Viewer runs.

### 2 Select [Find] from the [Edit] menu.



The [Find Contact] dialog box appears.

#### Tip

The [Find Contact] dialog box can be made to appear by selecting the [Find] menu.

### 3 Select an address book in [Data Source].

Find Contact

Data Source: Public Address Book

Person Detail Set

Display Name:

Fax Number:

Email:

IP Fax Number:

Search

Stop

Group Name	Display Name	Fax Number	IP Fax Number	Email Address

Selected Contacts:

Display Name	OTID	Group Name	Fax Number	IP Fax Number	Email Address

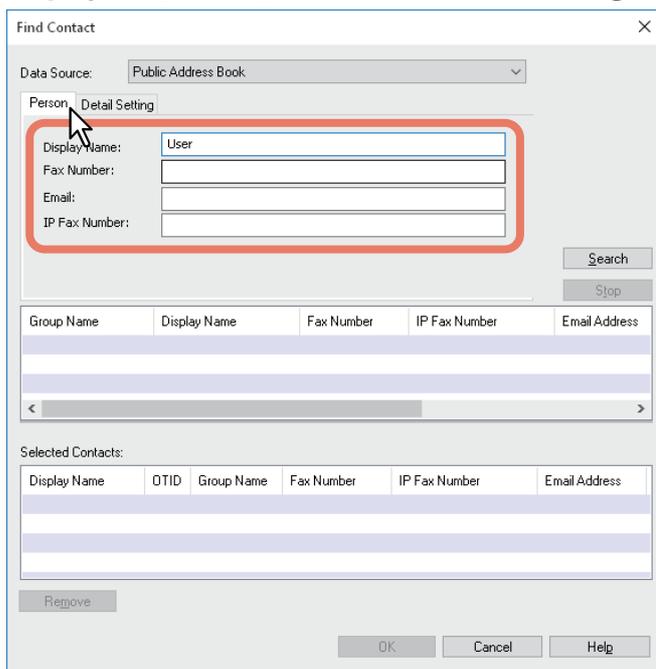
Remove

OK Cancel Help

#### Tip

The address book which has been set as the default display appears in the [Data Source] box. To change the setting of the default address book in the [Data Source] box, select [View] - [Default Configuration] - [Data Source] and then choose an address book.

#### 4 Display the [Person] tab and enter search strings in the following boxes.



- **Display Name** — Enters a search string of the display names.
- **Fax Number** — Enters the fax numbers.
- **Email** — Enters a search string of the Email address.
- **IP Fax Number** — Enters the IP Fax numbers.

If you perform searching in the above conditions, proceed to step 6. If you want to set more detailed search conditions, proceed to step 5 and set them in the [Detail Setting] tab. However, note that even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, you cannot perform searching in this combination in one time.

**Tip**

In the [Person] tab, you do not have to fill in all the boxes and the string does not need to completely correspond to the target of the search. Entering one or more characters in one or more boxes causes a search to be made for recipients which correspond to the particular conditions.

## 5 Display the [Detail Setting] tab, set the search conditions, and then click [Add].

Find Contact

Data Source: Public Address Book

Person Detail Setting

Define Condition:

Field Select: Display Name Condition of search string: Contains User

Condition list:

Add Remove Search Stop

Group Name	Display Name	Fax Number	IP Fax Number	Email Address
------------	--------------	------------	---------------	---------------

Selected Contacts:

Display Name	OTID	Group Name	Fax Number	IP Fax Number	Email Address
--------------	------	------------	------------	---------------	---------------

Remove OK Cancel Help

- **Field Select** — Selects an item to be searched.
- **Condition of search string** — Selects condition in the left-hand box, and then enters a search string in the right-hand box.

The search condition is displayed in the “Condition list”.

To set more than one search condition, repeat this operation as many times as needed.

To delete the search conditions, select one and click [Remove].

## 6 Click [Search].

Find Contact

Data Source: Public Address Book

Person Detail Setting

Define Condition:

Field Select: Display Name Condition of search string: Contains User

Condition list: Display Name Contains User Add Remove Search Stop

Group Name	Display Name	Fax Number	IP Fax Number	Email Address
------------	--------------	------------	---------------	---------------

Selected Contacts:

Display Name	OTID	Group Name	Fax Number	IP Fax Number	Email Address
--------------	------	------------	------------	---------------	---------------

Remove OK Cancel Help

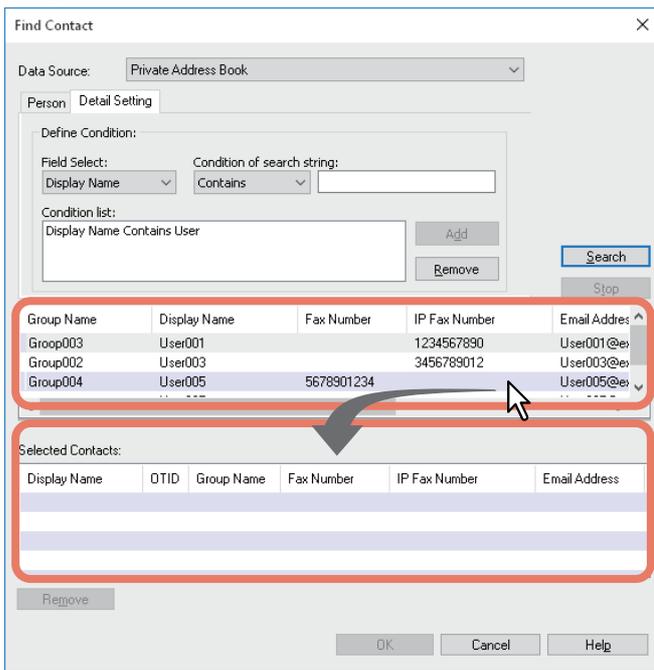
The search starts in the selected address book. When the search is complete, the recipients matching the search conditions are listed.

To stop searching, click [Stop].

### Note

Even if you enter the search conditions in both the [Person] and [Detail Setting] tabs, only the search conditions in the tab currently displayed is used. You cannot perform searching in the combined conditions on both tabs.

**7 Drag and drop the recipients to “Selected Contacts” from the list of the search results.**



**8 Select [IP Fax] from [Select].**

The recipients selected are listed in “Selected Contacts”.

To send faxes to several recipients, repeat steps 1 and 8 to add the necessary IP Fax numbers to the list. You can select a recipient by the following operations:

- **Selecting a recipient by double-clicking on it**  
Double-click on a recipient in the list of the search results.  
To change the setting of the recipient to be selected upon double-clicking, select the [View] menu, [Default Configuration] and [Type Selection]. Then select [IP Fax Number] or [IP Fax and E-mail].
- **Selecting a recipient from a shortcut menu**  
Right-click on the recipient in the list of the search results, select [Select] from the shortcut menu and then [IP Fax Number].
- **Removing a recipient**  
Select the recipient to be removed in “Selected Contacts” and click [Remove].

**9 Confirm the recipients and click [OK].**

The AddressBook Viewer is closed and the recipients selected for “To” are listed.

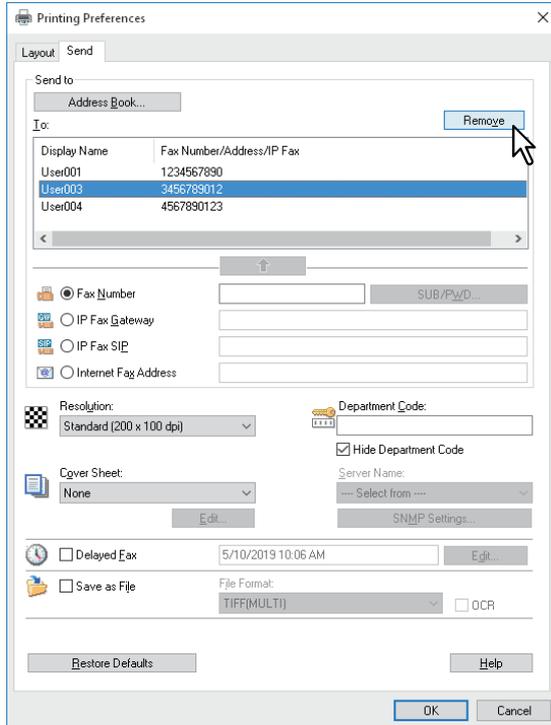
**Tip**

When the IP Fax transmission is completed, the recipients are automatically removed from the “To” list.

## ■ Removing recipients

You can remove a recipient from the “To” list in the N/W-Fax driver properties.

### 1 Select a recipient and click [Remove].



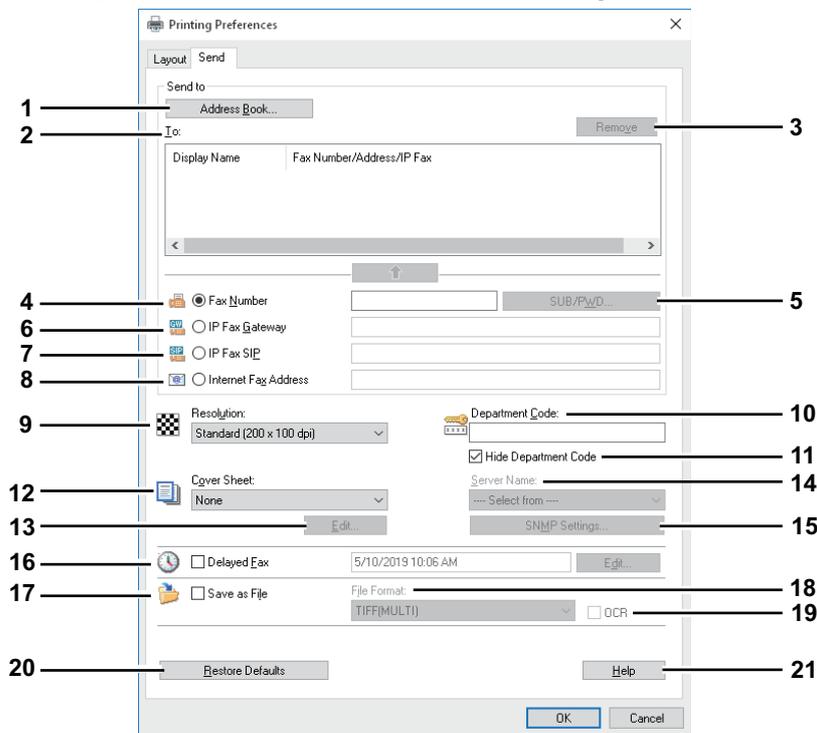
The selected recipient is removed.

## ■ Setting up the [Send] tab

In the [Send] tab, you can specify the recipients and how the IP Fax will be sent.

Setting the N/W-Fax driver options by displaying the printer properties from the [Print] dialog box within an application will establish the settings for the current N/W-Fax job. The N/W-Fax driver option settings specific to each N/W-Fax job set using this method will become disabled when the application is closed.

- 1 Click the [File] menu and select [Print] on an application.
- 2 Select [TOSHIBA e-STUDIO Fax] and click [Properties] or [Preferences].



1. **[Address Book]**  
Runs AddressBook Viewer to select the recipients from the address book.  
📖 P.61 “Selecting recipients from the address book”
2. **To**  
This displays the specified recipients list.  
For details about the setting, refer to the **Fax Guide**.  
The Display Name in [To] can be changed by double-clicking it.
3. **[Delete]**  
Deletes the selected recipients from the list.  
📖 P.68 “Removing recipients”
4. **Fax Number**  
Enters the recipient’s fax number directly.  
📖 P.60 “Entering recipients from the keyboard”
5. **[SUB/PWD]**  
Click this to display the [SUB/PWD] dialog box. You can add a sub address and a password to the entered fax number.  
📖 P.60 “Entering recipients from the keyboard”
6. **IP Fax gateway**  
Enters the recipient’s fax number directly to send an IP Fax to a G3 Fax machine via a T.38 supporting gateway.  
📖 P.60 “Entering recipients from the keyboard”

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## 7. IP Fax SIP

Enters the SIP user name directly to send an IP Fax to an MFP via an SIP server.

 P.60 “Entering recipients from the keyboard”

## 8. Internet Fax Address

Enters the recipient’s internet fax number directly.

 P.60 “Entering recipients from the keyboard”

## 9. Resolution

Selects the resolution for the fax.

- **Standard (200 x 100 dpi)** — Select this to send a document in Standard mode (200 x 100 dpi).
- **Fine (200 x 200 dpi)** — Select this to send a document in Fine mode (200 x 200 dpi).
- **Super Fine (200 x 400 dpi)** — Select this to send a document in Super Fine mode (200 x 400 dpi).
- **Ultra Fine (400 x 400 dpi)** — Select this to send a document in Ultra Fine mode (400 x 400 dpi).

## 10. Department Code

Enters a department code of 1 to 63 characters if required. When the department code is enabled on the MFP, you must enter it to send an IP Fax.

- If you do not enter a department code when it is enabled on the MFP and the [Invalid Department Code Print Job] is set to “Store to invalid job list” in TopAccess, the job will be stored in the Invalid job list without being transmitted. You can print or delete a stored job from the [Job Status] on the touch panel.
- If you do not enter the department code when the department code is enabled on the MFP and the [Invalid Department Code Print Job] is set to PRINT in TopAccess, the job will be sent.
- If you do not enter the department code when the department code is enabled on the MFP and the [Invalid Department Code Print Job] is set to DELETE in TopAccess, the job will be deleted automatically.

## 11. Hide Department Code

Select this check box to display a department code in the hidden symbols.

## 12. Cover Sheet

Selects the type of a cover sheet if you want to attach it to the first page of the document. The types of the cover sheet are [Standard Cover Page], [Business Cover Page], [Professional Cover Page] and [My Cover Page].

For details about the setting, refer to the **Fax Guide**.

## 13. [Edit]

Click this to edit the contents of the cover sheet specified in the Cover Sheet option.

The [Cover Sheet Settings] dialog box appears and you can enter information such as a subject or a message. Moreover, the type or size of the fonts can be changed.

For details about the setting, refer to the **Fax Guide**.

## 14. Server Name

Selects the desired LDAP server in the [Server Name] box if needed.

### Tip

The settings for the LDAP server can be made on the [Device Settings] tab.

 P.72 “Setting up the [Device Settings] tab”

## 15. [SNMP Settings]

Click this to check or change the SNMP settings.

For details about the setting, refer to the **Fax Guide**.

## 16. Delayed Fax

Selects this to send a document at a specified date and time. When this is selected, click [Edit] to display the [Scheduled Time] dialog box and specify date and time the job will be transmitted. The job sent to the MFP will be stored in the Fax queue until the specified date and time.

For details about the setting, refer to the **Fax Guide**.

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**17. Save as File**

Select this to save up to 10 GB of documents in the “file\_share” folder in the MFP as well as to send the document as a fax, Internet Fax or IP Fax. You can refer to the documents saved in the “file\_share” folder in the MFP from the Windows explorer.

For details about the setting, refer to the **Fax Guide**.

**Tip**

The cover sheet and the original will be stored in the “file\_share” folder when the Cover Sheet option is set.

**18. File Format**

Selects the file format of the document that will be saved. This option is available only when the [Save as File] check box is selected.

**19. OCR**

Select this check box to enable the OCR function. This option is available only when the [Save as File] check box is selected. The OCR option is necessary to use the OCR function.

**20. [Restore Defaults]**

Click this to restore the settings to make the equipment as it was at the time of factory shipment.

**21. [Help]**

Click this to browse Help for the N/W-Fax driver.

## ■ Setting up the [Device Settings] tab

On the [Device Settings] tab, you can change a setting for N/W-Fax driver update or display the software version of the driver.

Setting the N/W-Fax options by displaying the N/W-Fax driver properties from the Printers folder on the Windows [Start] menu will establish the initial settings of the options.

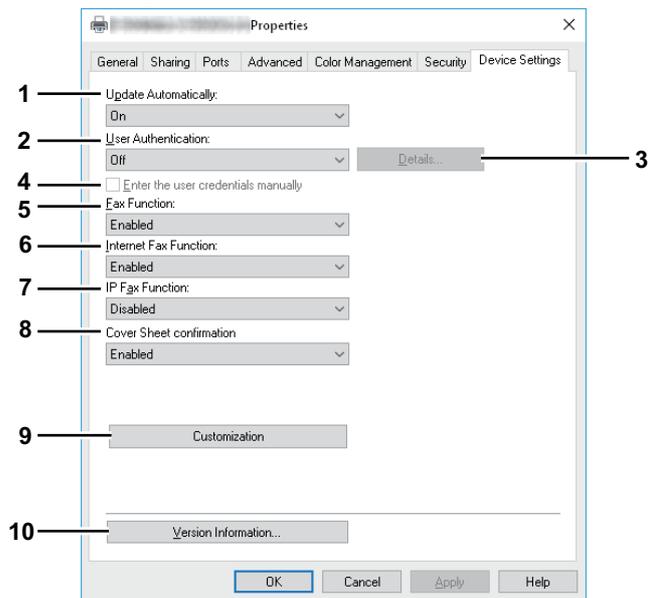
### Note

Ask the administrator for details on the settings configured for your MFP.

### 1 Right-click [Start], then click [Control Panel] > [View devices and printers].

- When using Windows 8.1 or Windows Server 2012, right-click in the lower left of the screen, and select [Control Panel] > [Devices and Printers].

### 2 Right-click [TOSHIBA e-STUDIO Fax], and then select [Printing preferences] or [Printer properties] from a shortcut menu.



#### 1. Update Automatically

Select whether or not the setting information of each item on the [Device Settings] tab of the N/WFax driver is to be obtained by automatically communicating with your MFP every time this tab is opened.

- **On** — Select this to obtain the setting information automatically.
- **Off** — Select this not to obtain the setting information automatically. Set each item manually.

### Note

This function is not available when your computer and MFP are connected with a USB cable.

#### 2. User Authentication

Selects the authentication method which is to be used. Set it to correspond to that of your MFP.

- **Off** — Select this not to perform user authentication.
- **MFP Local Authentication** — Select this to perform MFP Local Authentication.
- **Windows Domain Authentication** — Select this to perform Windows Domain Authentication.
- **LDAP Authentication** — Select this to perform LDAP Authentication.

### Tip

If the user authentication and project code are enabled in the MFP, you need to enter the project code when sending the IP Fax.

#### 3. Details

The [LDAP Server Settings] dialog box will appear. This option can be selected only when [LDAP Authentication] is selected in the [User Authentication] box.

For details about the setting, refer to the **Fax Guide**.

#### 4. Enter the user credentials manually

When this check box is selected, you are prompted to enter your user name and password every time you send an IP Fax. This option is available when any of MFP Local Authentication, Windows Domain Authentication, or LDAP Authentication is selected in the [User Authentication] box.

##### Tip

- To configure this option, select [Off] in the [Update Automatically] box.
- This option can be used together with any of the user authentication functions (MFP Local Authentication, Windows Domain Authentication, LDAP Authentication).

#### 5. Fax Function

Selects whether or not the fax function is enabled. Set it to correspond to that of your MFP.

- **Enabled** — Select this to enable the fax function.
- **Disabled** — Select this to disable the fax function.

#### 6. Internet Fax Function

Selects whether or not the Internet Fax function is enabled. Set it to correspond to that of your MFP.

- **Enabled** — Select this to enable the Internet Fax function.
- **Disabled** — Select this to disable the Internet Fax function.

#### 7. IP Fax Function

Selects whether or not the IP Fax function is enabled. Set it to correspond to that of your MFP.

- **Enabled** — Select this to enable the IP Fax function.
- **Disabled** — Select this to disable the IP Fax function.

#### 8. Cover Sheet Confirmation

Select whether or not to display a message indicating a precaution that a cover sheet is being selected when a job is sent.

- **Enabled** — Select this to display the message.
- **Disabled** — Select this not to display the message.

#### 9. Customization

The [Customization] dialog box is displayed.

For details about the setting, refer to the **Fax Guide**.

#### 10. Version Information

Click this to display the software version information of the N/W-Fax driver.

## Using the IP Fax Function from TopAccess

- 📖 P.74 “Log”
- 📖 P.77 “Template”
- 📖 P.79 “Inbound FAX routing”
- 📖 P.80 “Role Management”
- 📖 P.83 “Notification Setting”
- 📖 P.84 “IP Fax Received Forward (Admin)”

### ■ Log

You can check the job history on the [Log] tab of TopAccess.

- 📖 P.74 “[View Logs] Item list”

#### Tip

For details about “[Export Logs] Items list <access policy mode>”, “[Log Settings] Item list <access policy mode>” and “[Logs] How to Set and to Operate” refer to the **TopAccess Guide**.

### □ [View Logs] Item list

For details about “Print Log”, “Scan Log”, “Application Log” and “Message Log <access policy mode>” refer to the **TopAccess Guide**.

### Transmission Journal

The Transmission Journal page displays the following information for each transmission journal.

The screenshot shows the 'View Logs' interface with a table of transmission journals. The table has 14 columns, each labeled with a number from 1 to 14. Column 1 is 'No.', column 2 is 'File No.', column 3 is 'Duration', column 4 is 'TO(Name)', column 5 is 'TO(Fax No./Email)', column 6 is 'Dept', column 7 is 'Line', column 8 is 'Mode', column 9 is 'Pages', column 10 is 'Date Time', column 11 is 'Status', column 12 is 'User Name', and column 13 is 'Domain Name/LDAP Server'. A '1' is placed to the left of the 'No.' column header.

	Item name	Description
1	Select Page	Selects a page when there are 101 items or more.
2	No.	This displays the serial number of the journals.
3	File No.	This displays the file number to identify the received job.
4	Duration	This displays the time length taken for the transmissions. If it takes more than 1 hour, “59:59” is indicated.
5	TO (Name)	This displays the recipient name set for the transmission job.
6	TO (Fax No./Email)	This displays the fax number or E-mail address of the recipient for the transmission job.
7	Dept	This displays the department code if department management is enabled.
8	Line	This displays the line used.
9	Mode	This displays the transmission mode*.
10	Pages	This displays the number of pages of the transmission job.
11	Date Time	This displays the date and time the transmission job was performed.
12	Status	This displays the result of the transmission.
13	User Name	This displays the user account name of the owner of the transmission job.
14	Domain Name/LDAP Server	This displays the domain name or LDAP server of the user account who was the owner of the transmission job.

\* The transmission mode is displayed by a combination of a 2-digit letter code, a 3-digit numeric code, and up to a 4-digit supplemental code.  
Example: EC 603

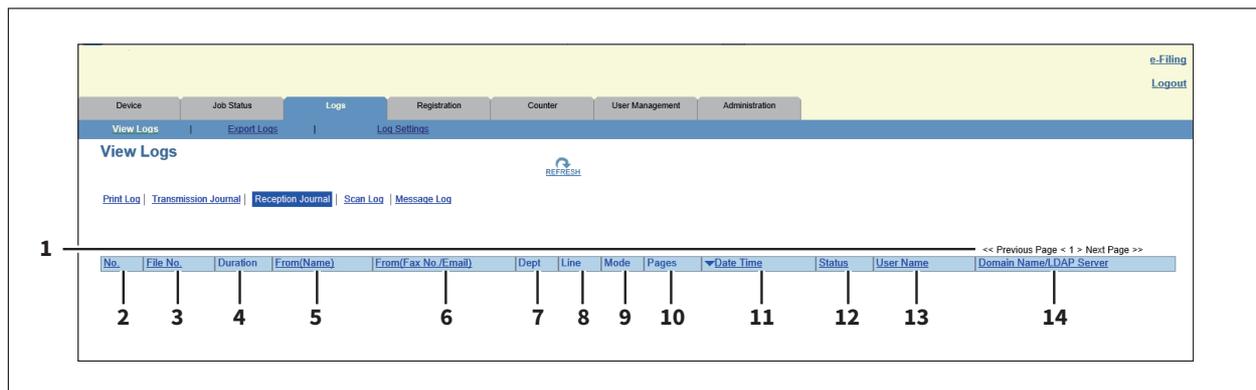
2-digit letter code Communication Mode	1st numeric code (bps)	2nd numeric code (Resolution)	3rd numeric code (Mode)	Up to 4 digit supplemental code
EC: ECM G3: G3 ML: E-mail IE: IP Fax (ECM) IG: IP Fax (G3)	0: 2400 1: 4800 2: 7200 3: 9600 4: 12000 5: 14400 6: V.34 7: T.38 (IP Fax)	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300dpi A: 400dpi B: 600dpi C: 100dpi D: 150dpi	0: MH 1: MR 2: MMR 3: JBIG	P: Polling SB: Mailbox SR/R: Relay mailbox SF/F: Forward mailbox ML: Internet Fax I: N/W-Fax O: Offramp Gateway

**Tip**

Click a table heading item to refresh the page and reorder the transmission journal list in the specified order.

**Reception Journal**

The Reception Journal page displays the following information for each reception journal.



	Item name	Description
1	Select Page	Selects a page when there are 101 items or more.
2	No.	This displays the serial number of the journals.
3	File No.	This displays the file number to identify the received job.
4	Duration	This displays the time taken for the receptions. If it takes more than 1 hour, "59:59" is indicated.
5	From (Name)	This displays the sender's name of the received job.
6	From (Fax No./Email)	This displays the fax number or E-mail address of the sender for the received job.
7	Dept	This displays the department code if department management is enabled.
8	Line	This displays the line used.
9	Mode	This displays the reception mode*.
10	Pages	This displays the number of pages of the received job.
11	Date Time	This displays the start date and time of the job reception.
12	Status	This displays the result of the reception.
13	User Name	This displays the user account name of the owner of the received job.
14	Domain Name/LDAP Server	This displays the domain name or LDAP server of the user account who was the owner of the received job.

\* The reception mode is displayed by a combination of a 2-digit letter code, a 3-digit numeric code, and up to a 4-digit supplemental code.  
Example: EC 603

<b>2-digit letter code Communication Mode</b>	<b>1st numeric code (bps)</b>	<b>2nd numeric code (Resolution)</b>	<b>3rd numeric code (Mode)</b>	<b>Up to 4 digit supplemental code</b>
EC: ECM G3: G3 ML: E-mail IE: IP Fax (ECM) IG: IP Fax (G3)	0: 2400 1: 4800 2: 7200 3: 9600 4: 12000 5: 14400 6: V.34 7: T.38 (IP Fax)	0: 8x3.85 1: 8x7.7 2: 8x15.4 4: 16x15.4 8: 300dpi A: 400dpi B: 600dpi C: 100dpi D: 150dpi	0: MH 1: MR 2: MMR 3: JBIG	P: Polling SB: Mailbox SR/R: Relay mailbox SF/F: Forward mailbox ML: Internet Fax I: N/W-Fax O: Onramp Gateway

**Tip**

Click a table heading item to refresh the page and reorder the reception journal list in the specified order.

## ■ Template

You can register a template on the [Template] menu in the [Registration] tab of TopAccess.

📖 P.77 “Destination Setting”

### Tip

For details about the following operations, refer to the **TopAccess Guide**.

- “Panel Setting”
- “InternetFax Setting”
- “Fax Setting”
- “Email Setting”
- “Save as file Setting”
- “Box Setting”
- “Store to USB Device Setting”
- “Scan Setting”
- “Extended Field settings”
- “Extended Field Properties”
- “Password Setting”

## □ Destination Setting

In the Recipient List page, you can specify the destinations to which the IP Fax will be sent.

When you are setting up the destinations for the Scan to Email agent, you can only specify the E-mail addresses for them.

When you are setting up the destinations for the Fax/InternetFax agent, you can specify fax numbers, E-mail addresses and IP Fax numbers for them.

### When Creating a Fax/Internet Fax agent:

### When Creating a Scan to Email agent:

### Tip

You can specify the destinations by entering their E-mail addresses, fax numbers or IP Fax numbers manually or by selecting them from destinations or destination groups from the address book. You can also specify the destinations by searching in the LDAP server.

For details about the following operations, refer to the **TopAccess Guide**.

- “Selecting the destination from the address book”
- “Selecting the group from the address book”
- “Searching for destinations in the LDAP server”
- “Removing the contacts from Recipients List”

## Entering the destinations manually

You can add a destination manually to the Recipient List.

### Note

You cannot enter destinations if [Restriction of Destination Selection Method]-[Prohibit Direct Entry] is enabled. For details about the operation of “Restriction of Destination Method”, refer to the **TopAccess Guide**.

### Tip

For details about the [Recipient List] screen and the [Contact Property] screen, refer to the **TopAccess Guide**.

 P.84 “IP Fax Received Forward (Admin)”

**1** Click **[Destination Setting] (when creating a Fax/Internet Fax agent) or [TO: Destination Setting] / [CC: Destination Setting] / [BCC: Destination Setting] (when creating an Email agent)** to open the **Recipient List** page.

**2** Click **[New]**.



<input checked="" type="checkbox"/>	Name	Destination
-------------------------------------	------	-------------

The Contact Property page is displayed.

**3** Enter the E-mail address or IP Fax number of the destination in the **[Destination]** box and select the destination's fax type in the **[Fax Type]** box.



**Contact Property**

OK Cancel Reset

\*Required

\*Destination User001@sample.com

**4** Click **[OK]**.

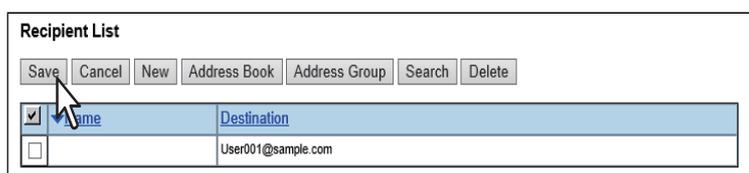
The destination is added to the Recipient List page.

**5** Repeat steps 2 to 4 to add all additional destinations that you require.

### Tip

You can remove the destinations you added to the Recipient List before saving the destination settings. For details, refer to the **TopAccess Guide**.

**6** Click **[Save]**.



<input checked="" type="checkbox"/>	Name	Destination
<input type="checkbox"/>		User001@sample.com

The recipients are added as destinations.

## ■ Inbound FAX routing

ITU-T communications function between fax devices with ITU-T support and enable fax transmission to and retrieval from mailboxes.

**Note**

The IP Fax function does not support [Inbound FAX routing]. However, you can specify the IP Fax destination to [Destination Setting] and [Relay End Terminal Report] when an agent is set by selecting [Forward] for [Internet/Fax(Relay)] in the [MailBox Setting] screen.

The type of mailboxes for ITU-T communications must be set in advance to either confidential, bulletin board, or forward. You can specify a password on any mailbox to secure confidentiality.

📖 P.79 “Relay End Terminal Report (Mailbox)”

For details about the following operations, refer to the **TopAccess Guide**.

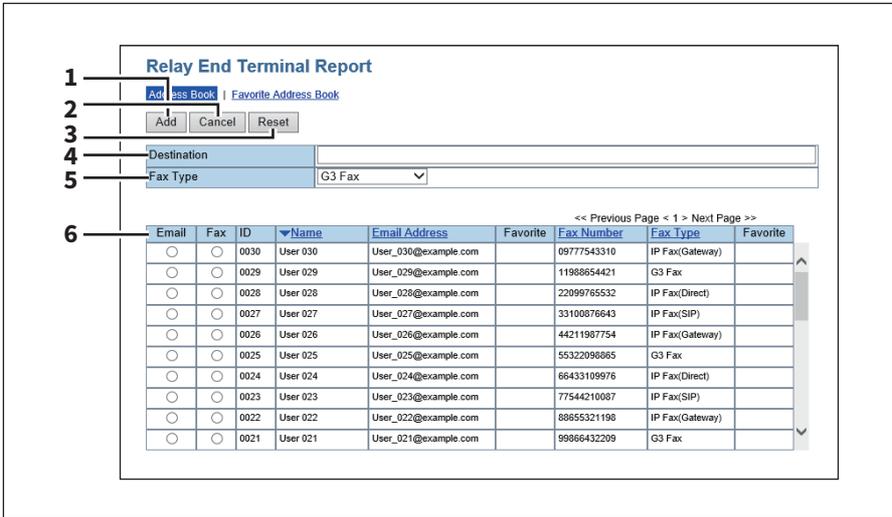
- “[Inbound FAX routing] screen”
- “[MailBoxes Properties] screen”
- “MailBox Setting (Mailbox)”
- “Destination Setting (Mailbox)”
- “InternetFax Setting (Mailbox)”
- “Save as file Setting (Mailbox)”
- “Email Setting (Mailbox)”
- “Box Setting (Mailbox)”

**Tip**

Mailboxes can be managed using the touch panel.  
For details, refer to the **Fax Guide**.

## □ Relay End Terminal Report (Mailbox)

On the Relay End Terminal Report page, you can specify a destination to which the transmission result list will be sent.



	Item name	Description
1	[Add] button	Adds settings to transmit the relay end terminal report.
2	[Cancel] button	Cancels the settings.
3	[Reset] button	Resets the settings.
4	Destination	Enters the Email address or the IP Fax number of the recipient.
5	Fax Type	Selects the fax type of the recipient.
6	Recipient list	This displays the registered recipients. Select the E-mail address or IP Fax number of the recipient.

**Note**

You cannot specify more than 1 recipient for the destination of the Relay End Terminal Report.

## ■ Role Management

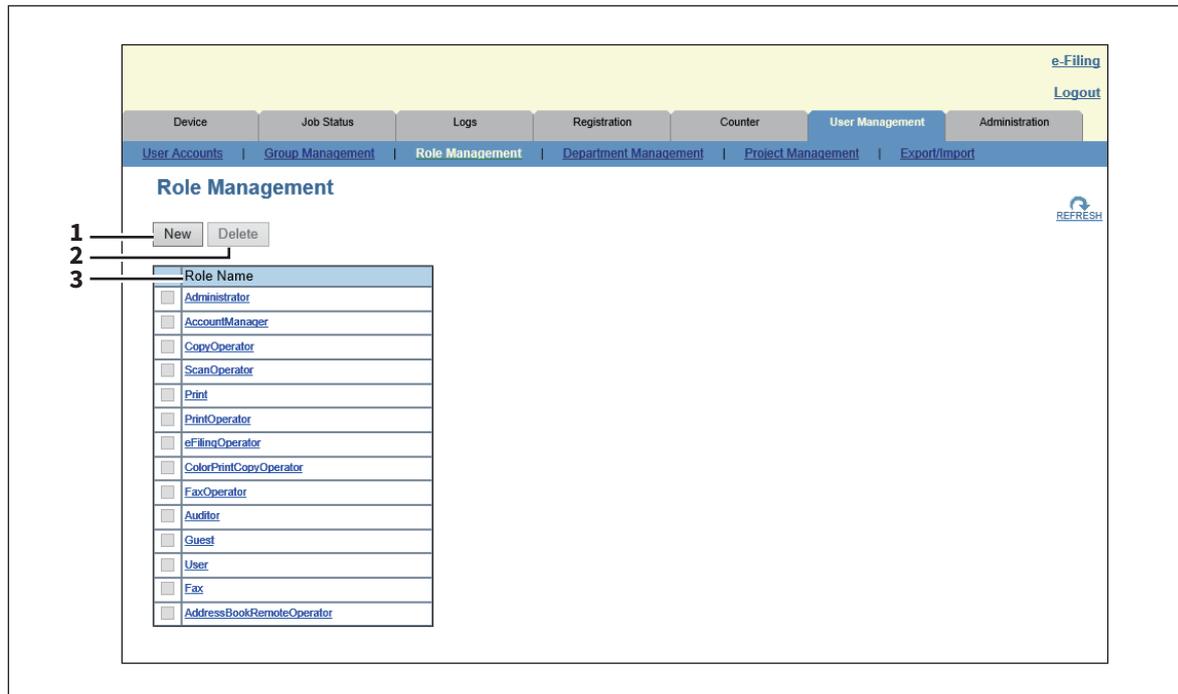
On the [Role Management] screen of TopAccess, you can manage and register roles if you are logged in with the access policy mode.

📖 P.81 “Default roles and privileges”

📖 P.82 “[Create New Role] screen”

**Tip**

For details about the access policy mode, refer to the **TopAccess Guide**.



	Item name	Description
1	[New] button	Press this to add a new role. 📖 P.82 “[Create New Role] screen”
2	[Delete] button	Press this to delete the role selected in the role list. You cannot delete the default roles.
3	Role Name	This displays the role name. For more information about default roles, see the following: 📖 P.81 “Default roles and privileges” You can check role information by clicking the role name. For details, refer to the <b>TopAccess Guide</b> .

## ❑ Default roles and privileges

The following table describes privileges granted to default roles related to the IP Fax functions.

For details of other privileges of default roles, refer to the **TopAccess Guide**.

The functions listed in “Privileges” and “Permitted operations (functions)” below are displayed in “6 Function list” on the [Create Role Information] screen.

📖 P.82 “[Create New Role] screen”

Default roles names	Privileges	Permitted operations (functions)
FaxOperator	Fax/iFax/IP Fax Function *	Internet Fax Transmission Fax Transmission IP Fax Transmission Fax Received Print IP Fax Received Print
User	Fax/iFax/IP Fax Function *	Internet Fax Transmission Fax Transmission IP Fax Transmission Store to Local File Share Store to Remote Server
Fax	Fax/iFax/IP Fax Function *	Internet Fax Transmission Fax Transmission IP Fax Transmission

\* Part of operations (functions) is permitted.

## ❑ [Create New Role] screen

You can register a new role.

### Tip

You can confirm and edit registered roles on the [Edit Role] screen.

However, you cannot edit the defaults roles.

For details about the [Role Edit] screen, refer to the **TopAccess Guide**.

**Create New Role**

Save Cancel

\*Required  
\*Role Name   
Base Role

**MFP Function**

- Copy Function
  - Copy Job
- Print Function
  - Print Job
  - USB Direct Print
  - Print Management
- EWB Function
  - EWB Access
- Scan Function
  - RemoteScan/WSScan(Pull)
- Fax/iFax Function
  - Internet Fax Transmission
  - Fax Transmission
  - IP Fax Transmission
  - Fax Received Print
- Output Setting
  - Color Print
- Local File Share
  - Store to Local Storage
  - Store to USB Device

**EWB Function**

Function	Status
EWB Access	Disable

**Scan Function**

Function	Status
Store to Local File Share	Disable
Store to Remote Server	Disable
Send Email	Disable
Store to e-Filing	Disable
RemoteScan/WSScan(Pull)	Disable

**Fax/iFax Function**

Function	Status
Internet Fax Transmission	Disable
Fax Transmission	Disable
IP Fax Transmission	Disable
Fax Received Print	Disable
Store to Local File Share	Disable
Store to Remote Server	Disable

**Output Setting**

Function	Status
Color Print	Disable

The following table describes the registration of roles related to the IP Fax functions.

For details other privileges of default roles, refer to the **TopAccess Guide**.

	Item name	Description
1	MFP Function	You can select the privileges to be assigned to the role.
	Fax/iFax Function	Select this to assign all fax, ifax and IP Fax functions.
	Internet Fax Transmission	Select this to assign the Internet Fax transmission function.
	Fax Transmission	Select this to assign the fax transmission function.
	IP Fax Transmission	Select this to assign the IP Fax transmission function.
	Fax Received Print	Select this to assign the fax, Internet Fax and IP Fax received print function.

## ■ Notification Setting

You can receive information on your equipment by E-mail.

Access TopAccess. Run the access policy mode and click the [Administration] tab > [Maintenance] > [Notification].

P.83 “Setting up System Message Notification Events”

P.84 “Setting up Job Notification Events”

For details about the access policy mode, refer to the **TopAccess Guide**.

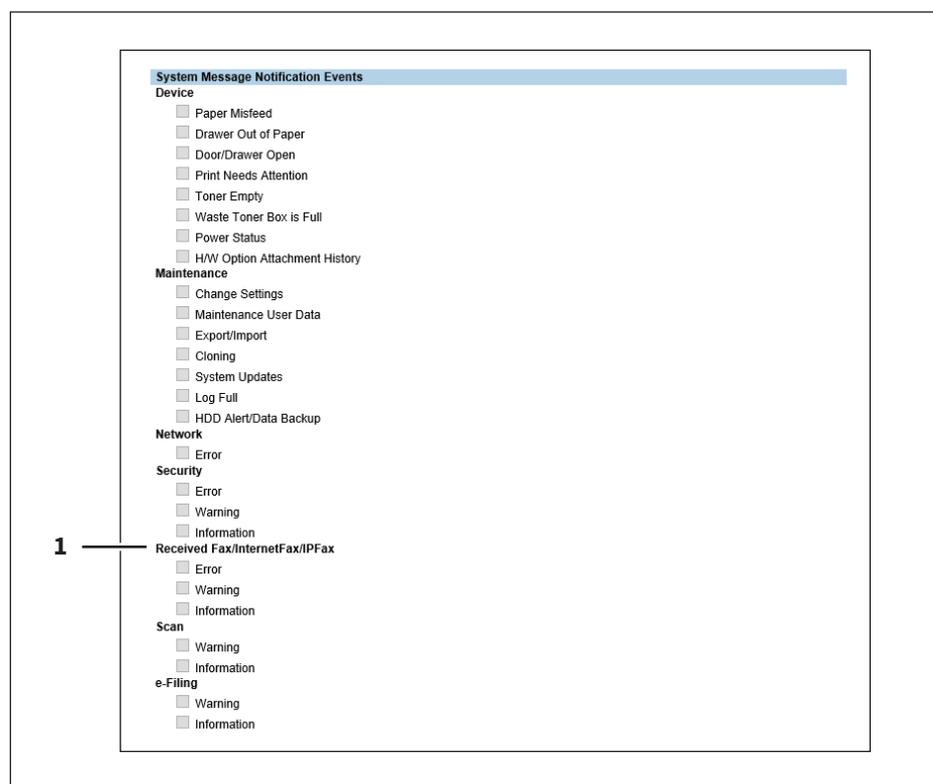
**Tip**

For details about “Setting up Email Setting”, “Setting up Application” and “Setting up License”, refer to the **TopAccess Guide**.

## □ Setting up System Message Notification Events

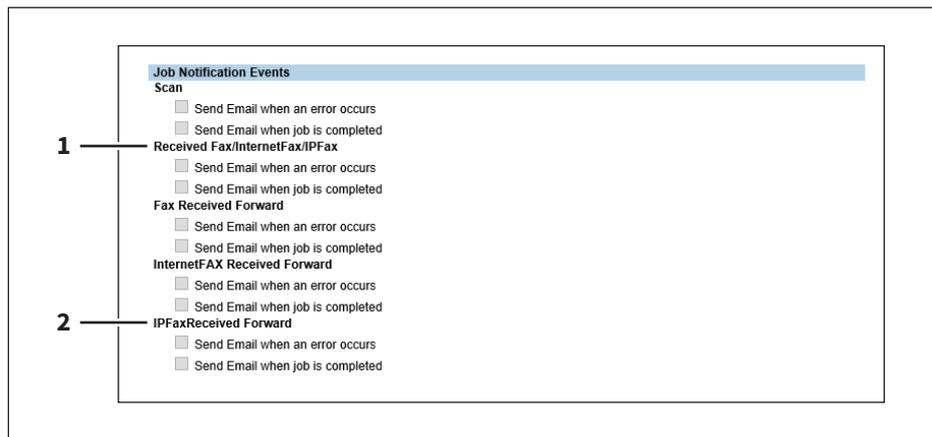
**Tip**

For details on items other than for IP Faxing, refer to the **TopAccess Guide**.



	Item name	Description
1	Received Fax/InternetFax/IPFax	<p><b>Error</b> — Select this to be notified of fax, Internet Fax or IP Fax reception errors.</p> <p><b>Warning</b> — Select this to be notified of fax, Internet Fax and IP Fax reception warnings.</p> <p><b>Information</b> — Select this to be notified of fax, Internet Fax or IP Fax reception information.</p>

## ❑ Setting up Job Notification Events



You can select jobs to be notified.

	Item name	Description
1	Received Fax/InternetFax/IPFax	Selects to send Email when an error occurs or when job is completed.
2	IPFax Received Forward	Selects to send Email when an error occurs or when job is completed.

## ■ IP Fax Received Forward (Admin)

You can forward received IP Faxes to a specified destination.

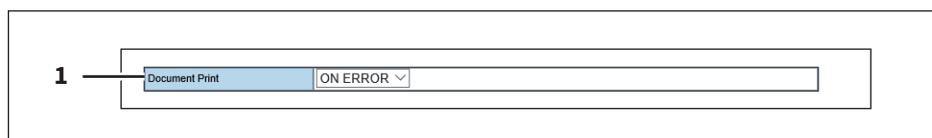
Access TopAccess. Run the access policy mode and click the [Administration] tab > [Registration] menu > [IPFax Received Forward] submenu.

For details, see the **TopAccess Guide**.

- 📖 P.84 “Setting up Document Print (IP Fax Received Forward)”
- 📖 P.85 “Setting up Destination Setting (IP Fax Received Forward)”
- 📖 P.86 “Setting up InternetFax Setting (IP Fax Received Forward)”
- 📖 P.87 “Setting up Save as file Setting (IP Fax Received Forward)”
- 📖 P.92 “Setting up Email Setting (IP Fax Received Forward)”
- 📖 P.96 “Setting up Box Setting (IP Fax Received Forward)”

## ❑ Setting up Document Print (IP Fax Received Forward)

You can configure printing of forwarded documents.



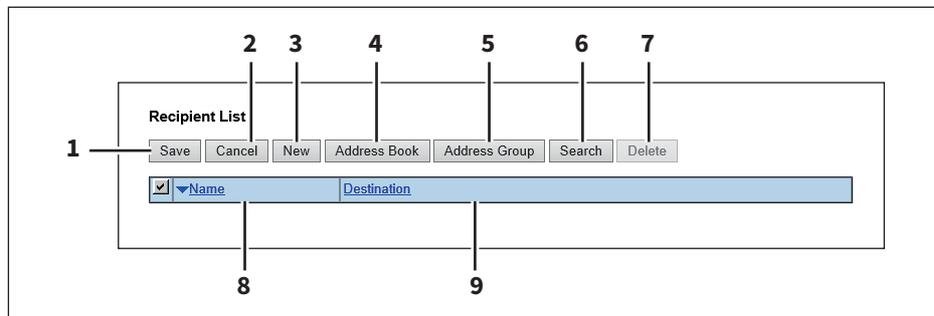
	Item name	Description
1	Document Print	<ul style="list-style-type: none"> <li>• <b>Always</b> — Select this to always print forwarded document.</li> <li>• <b>ON ERROR</b> — Select this to print the received document when an error occurred on all forwarding destinations. (For example, the document is not printed when the E-mail transmission only failed in a combined setting of Save as File and E-mail.)</li> </ul>

## ❑ Setting up Destination Setting (IP Fax Received Forward)

You can specify the destinations to which the received IP Faxes will be transmitted. You can only specify an E-mail address as the destination.

This function is available when [InternetFax] is selected as the forwarding agent.

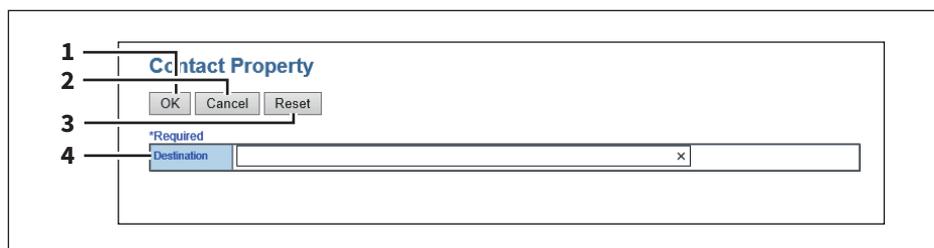
### Recipient List



	Item name	Description
1	[Save] button	Click this to save recipient settings.
2	[Cancel] button	Click this to cancel the settings.
3	[New] button	Click this to display a screen where you can register an E-mail address as the recipient. 📖 P.85 "[Contact Property] screen"
4	[Address Book] button	Click this to select a recipient from the address book.
5	[Address Group] button	Click this to select an address book group as a recipient.
6	[Search] button	Click this to search a recipient from the address book. For details, refer to the <b>TopAccess Guide</b> .
7	[Delete] button	Click this to delete the selected recipient.
8	Name	This displays the names registered in the address book.
9	Destination	This displays the E-mail addresses.

### [Contact Property] screen

You can specify an E-mail address as the recipient.



	Item name	Description
1	[OK] button	Click this to save the recipient.
2	[Cancel] button	Click this to cancel the settings.
3	[Reset] button	Click this to deletes the entered E-mail address.
4	Destination	Enters the Email address.

## ❑ Setting up InternetFax Setting (IP Fax Received Forward)

In the InternetFax Setting page, you can specify the content of the Internet Fax to be sent. You can specify the destination when you have selected [InternetFax] as the forwarding agent.

The screenshot shows the 'InternetFax Setting' form. At the top, there are 'Save' and 'Cancel' buttons. Below them is a '\*Required' label. The form contains several fields:
 

- 1** Subject: A text box with two radio button options. The first is selected and contains the text 'Scanned from (Device Name)((Template Name))(Date)(Time)'. The second is empty and contains '(Date)'.
- 2** \*From Address: An empty text box.
- 3** From Name: An empty text box.
- 4** Body: A large text area with a vertical scrollbar.
- 5** File Format: A dropdown menu currently showing 'TIFF-S'.
- 6** Fragment Page Size: A dropdown menu currently showing 'No Fragmentation'.

	Item name	Description
1	Subject	This sets the subject of the Internet Faxes. Select [Scanned from (Device Name) [(Template Name)] (Date) (Time)] to automatically apply the subject, or enter the desired subject in the box. If you manually enter the subject, the subject will be “(Subject) (Date)” by automatically adding the date.
2	From Address	Enter the E-mail address of the sender. When the recipient replies to a received document, the message will be sent to this E-mail address.
3	From Name	Enter the sender name of the Internet Fax.
4	Body	Enter the body message of the Internet Fax. You can enter up to 1000 characters (including spaces).
5	File Format	Select the file format of the scanned image. Only [TIFF-S] (TIFF-FX (Profile S)) format can be selected.
6	Fragment Page Size	Select the size of the message fragmentation.

## ❑ Setting up Save as file Setting (IP Fax Received Forward)

In the Save as file Setting page, you can specify how and where a received document will be stored. You can specify the destination when you have selected [InternetFax] as the forwarding agent.

The screenshot shows the 'Save as file Setting' configuration page. It is divided into several sections, with numbered callouts (1-6) pointing to specific elements:

- 1 File Format:** A dropdown menu set to 'PDF(Multi)'. Below it are fields for 'User Password', 'Master Password', and 'Encryption Level' (set to '128-bit AES').
- 2 Encryption:** A section containing checkboxes for 'Encryption', 'Printing', 'Change of Documents', 'Content Copying or Extraction', and 'Content Extraction for accessibility'. There are also 'User Password' and 'Master Password' fields with 'Retype Password' buttons.
- 3 Select following 2 items:** A section with a checked checkbox for 'Use local folder' and a text field for 'Storage Path' containing '\MFP12100250\FILE\_SHARE\'. There is also an unchecked checkbox for 'Remote 1'.
- 4 Remote 1:** A section for configuring a remote destination. It includes radio buttons for 'Use Administrator Setting' and 'Use User Setting'. Below are fields for 'Protocol' (SMB, FTP, FTPS, NetWare IPX/SPX, NetWare TCP/IP), 'Server Name', 'Port Number(Command)', 'Network Path', 'Login User Name', and 'Password' with a 'Retype Password' button. An 'Execute' button is also present.
- 5 Remote 2:** A section for configuring a second remote destination, with the same layout as Remote 1.
- 6 File Name:** A section for naming the saved file. It includes a 'Format' dropdown (set to '[FileName]-[Date]-[Page]'), a 'Comment' text field, a 'Date' dropdown (set to '[YYYY][MM][DD][HH][mm][SS]'), a 'Page' dropdown (set to '4digits'), and a 'Sub ID' dropdown (set to 'Auto'). There is also a checked checkbox for 'Add line information to File Name'.

	Item name	Description
1	File Format	<p>Select the file format to which the received document will be saved.</p> <ul style="list-style-type: none"> <li>• <b>TIFF (Multi)</b> — Select this to save scanned images as a Multi-page TIFF file.</li> <li>• <b>TIFF (Single)</b> — Select this to save scanned images separately as Single-page TIFF files.</li> <li>• <b>PDF (Multi)</b> — Select this to save scanned images as a Multi-page PDF file.</li> <li>• <b>PDF (Single)</b> — Select this to save scanned images separately as Single-page PDF files.</li> <li>• <b>XPS (Multi)</b> — Select this to save scanned images as a Multi-page XPS file.</li> <li>• <b>XPS (Single)</b> — Select this to save scanned images separately as Single-page XPS files.</li> </ul> <p>You can select whether to enable OCR by [Enable OCR].</p>
	<p>Tip</p> <ul style="list-style-type: none"> <li>• If the Forced Encryption setting is enabled, only PDF (Multi) and PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the <b>MFP Management Guide</b>.</li> <li>• Files saved in an XPS format can be used in Windows 8.1 or later versions with Net Framework 3.0 installed.</li> <li>• OCR processing is available only when the OCR Enabler is installed.</li> </ul>	
2	Encryption	<p>Set this to encrypt PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting.</p> <p><b>Encryption</b> Select this if you want to encrypt PDF files.</p> <p><b>User Password</b> Enter a password for opening encrypted PDF files.</p> <p><b>Master Password</b> Enter a password for changing the Encrypt PDF setting.</p> <p><b>Encryption Level</b> Select the desired encryption level.</p> <ul style="list-style-type: none"> <li>• <b>40-bit RC4</b> — Select this to set an encryption level to one compatible with Acrobat 3.0, PDF V1.1.</li> <li>• <b>128-bit RC4</b> — Select this to set an encryption level to one compatible with Acrobat 5.0, PDF V1.4.</li> <li>• <b>128-bit AES</b> — Select this to set an encryption level to one compatible with Acrobat 7.0, PDF V1.6.</li> </ul> <p><b>Authority</b> Select the desired types of authority for Encrypt PDF.</p> <ul style="list-style-type: none"> <li>• <b>Printing</b> — Select this to authorize users to print documents.</li> <li>• <b>Change of Documents</b> — Select this to authorize users to change documents.</li> <li>• <b>Content Copying or Extraction</b> — Select this to authorize users to copy and extract the contents of documents.</li> <li>• <b>Content Extraction for accessibility</b> — Select this to enable the accessibility feature.</li> </ul>

	Item name	Description
	<p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the <b>MFP Management Guide</b>.</li> <li>• The user password and the master password are not set at the factory shipment.</li> <li>• Passwords must be from 1 to 32 one-byte alphanumerical characters.</li> <li>• The user password must differ from the master password.</li> </ul> <p><b>Note</b></p> <p>These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box if they are not authorized to change the master password. The setting of the encryption will become available when either the user password or the master password is entered. For the details of the encryption setting, refer to the <b>MFP Management Guide</b>. Ask the administrator for resetting these passwords.</p>	
3	Destination — Use local folder	Select this to save a received document to the “FILE_SHARE” folder.
4	Destination — Remote 1	<p>Select this check box to save a received document to Remote 1. How you can set this item depends on how you have set Remote 1 up in the [Save as file] submenu under the [Setup] menu.</p> <p>If you have selected [Allow the following network folder to be used as a destination], you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item.</p> <p>If you have selected [Allow user to select network folder to be used as a destination], select [Use User Setting] and enter the following items to configure the destination to save files.</p> <p><b>Protocol</b></p> <p>Select the protocol to be used for uploading a received document to the network folder.</p> <ul style="list-style-type: none"> <li>• <b>SMB</b> — Select this to send a received document to the network folder using the SMB protocol.</li> <li>• <b>FTP</b> — Select this to send a received document to the FTP server.</li> <li>• <b>FTPS</b> — Select this to send a scanned file to the FTP server using FTP over SSL/TLS.</li> <li>• <b>NetWare IPX/SPX</b> — Select this to send a scanned file to the NetWare file server using the IPX/SPX protocol.</li> <li>• <b>NetWare TCP/IP</b> — Select this to send a scanned file to the NetWare file server using the TCP/IP protocol.</li> </ul> <p><b>Server Name</b></p> <p>When you select [FTP] as the protocol, enter the FTP server name or IP address to which a received document will be sent. For example, to send a received document to the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “192.168.1.1” in this box.</p> <p>When you select [NetWare IPX/SPX] as the protocol, enter the NetWare file server name or Tree/Context name (when NDS is available).</p> <p>When you select [NetWare TCP/IP] as the protocol, enter the IP address of the NetWare file server.</p> <p><b>Port Number(Command)</b></p> <p>Enter the port number to be used for controls if you select [FTP] as the protocol. Generally “-” is entered for the control port. When “-” is entered, the default port number, that is set for FTP Client by an administrator, will be used. If you do not know the default port number for FTP Client, ask your administrator and change this option if you want to use another port number.</p>

	Item name	Description
4	Destination — Remote 1	<p><b>Network Path</b>            When you select [SMB] as the protocol, enter the network path to the network folder. For example, to specify the “users/scanned” folder in the computer named “Client01”, enter “\\Client01\users\scanned”.</p> <p>When you select [FTP] as the protocol, enter the directory in the specified FTP server. For example, to specify the “ftp://192.168.1.1/user/scanned” FTP folder in the FTP server, enter “user/scanned”.</p> <p>When you select [NetWare IPX/SPX] or [NetWare TCP/IP] as the protocol, enter the folder path in the NetWare file server. For example, to specify the “sys\scan” folder in the NetWare file server, enter “\sys\scan”.</p> <p><b>Login User Name</b>            Enter the login user name to access an SMB server, an FTP server, or a NetWare server, if required. When you select [FTP] as the protocol, an anonymous login is assumed if you leave this box blank. You can enter up to 32 alphanumeric characters and symbols other than &lt;, &gt;, “ (double quotation), : (colon) and ; (semicolon). A user name with only a single space is not possible.</p> <p><b>Password</b>            Enter the password to access an SMB server, an FTP server, or a NetWare server, if required.</p> <p><b>Retype Password</b>            Enter the same password again for a confirmation.</p> <p><b>[Execute] button</b>            Tests the connection using the specified network settings to check if the communications can be established.</p>
5	Destination — Remote 2	<p>Select this check box to save a received document to Remote 2. How you can set this item depends on how the 2nd Folder has been set up in the [Save as file] submenu in the [Setup] menu. If Remote 2 does not allow you to specify a network folder, you can only select [Use Administrator Setting]. The protocol and the network path are displayed below this item. If the Remote 2 allows you to specify a network folder, you can specify the network folder settings. See the description of the Remote 1 option for each item.</p>

	Item name	Description
6	File Name	<p><b>Format</b> Select the format of the file name. Information such as file name, date and time or page number is added according to the selected format.</p> <ul style="list-style-type: none"> <li>• <b>[FileName]-[Date]-[Page]</b></li> <li>• <b>[FileName]-[Page]-[Date]</b></li> <li>• <b>[Date]-[FileName]-[Page]</b></li> <li>• <b>[Date]-[Page]-[Filename]</b></li> <li>• <b>[Page]-[FileName]-[Date]</b></li> <li>• <b>[Page]-[Date]-[FileName]</b></li> <li>• <b>[FileName]_[Date]-[Page]</b></li> </ul> <p><b>Comment</b> Enter the comment on the file.</p> <p><b>Date</b> Select how you add “date and time” of the file name selected in [Format].</p> <ul style="list-style-type: none"> <li>• <b>[YYYY][MM][DD][HH][mm][SS]</b> — Year (4 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YY][MM][DD][HH][mm][SS]</b> — Year (2 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD]</b> — Year (4 digits), month, and day are added.</li> <li>• <b>[YY][MM][DD]</b> — Year (2 digits), month, and day are added.</li> <li>• <b>[HH][mm][SS]</b> — Hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD][HH][mm][SS][mm0]</b> — Year (4 digits), month, day, hour, minute, second and random number (2 digits and “0”) are added.</li> <li>• <b>[None]</b> — Date is not added.</li> </ul> <p><b>Page</b> Select the number of digits of a page number applied to “Page” of the file name selected in [Format] from 3 to 6. [4digits] is set as the default.</p> <p><b>Sub ID</b> This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [Auto]. [Auto] is selected by default. If [Auto] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name.</p> <p><b>Add line information to File Name</b> Select this check box to add the incoming line information (IP Fax) to the file name. The “Add line information to File Name” check box is [ON] as the default.</p>

**Note**

Up to 999 files that are sent from the same sender can be stored in the same destination. If 999 files that are sent from the same sender have already been stored in the specified destination, this equipment will print the received document from the same sender instead of storing them as files.

## ❑ Setting up Email Setting (IP Fax Received Forward)

In the Email Setting page, you can specify the content of the E-mail document to be sent. You can specify the destination when you have selected [InternetFax] as the forwarding agent.

The screenshot shows the 'Email Setting' configuration page. It includes a 'Save' button and a 'Cancel' button. The page is divided into several sections, each with a numbered callout:

- 1** Subject: A dropdown menu with options: 'Scanned from (Device Name)((Template Name))(Date)(Time)' (selected) and '(Date)'.
- 2** \*From Address: A text input field.
- 3** From Name: A text input field.
- 4** Body: A large text area for entering the email body.
- 5** File Format: A dropdown menu set to 'PDF(Multi)'.
- 6** Encryption: A section with an 'Encryption' checkbox, 'User Password' and 'Retype Password' fields, 'Master Password' and 'Retype Password' fields, an 'Encryption Level' dropdown set to '128-bit AES', and an 'Authority' section with checkboxes for 'Printing', 'Change of Documents', 'Content Copying or Extraction', and 'Content Extraction for accessibility'.
- 7** File Name: A section with a 'Format' dropdown set to '[FileName]-[Date]-[Page]', a 'Comment' text field, a 'Date' dropdown set to '[YYYY][MM][DD][HH][mm][SS]', a 'Page' dropdown set to '4digits', a 'Sub ID' dropdown set to 'Auto', and a checked checkbox 'Add line information to File Name'.
- 8** Fragment Message Size: A dropdown menu set to 'No Fragmentation'.

	Item name	Description
1	Subject	This sets the subject of the E-mail documents. Select [Scanned from (Device Name) [(Template Name)](Date)(Time)] to automatically apply the subject, or enter the desired subject in the box. If you manually enter the subject, the subject will be "(Subject) (Date)" by automatically adding the date.
2	From Address	Enter the E-mail address of the sender. When the recipient replies, the message will be sent to this E-mail address.
3	From Name	Enter the sender name of the E-mail document.
4	Body	Enter the body message of the E-mail document. You can enter up to 1000 characters (including spaces).

	Item name	Description
5	File Format	<p>Select the file format to which the received document will be converted.</p> <ul style="list-style-type: none"> <li>• <b>TIFF (Multi)</b> — Select this to save scanned images as a Multi-page TIFF file.</li> <li>• <b>TIFF (Single)</b> — Select this to save scanned images separately as Single-page TIFF files.</li> <li>• <b>PDF (Multi)</b> — Select this to save scanned images as a Multi-page PDF file.</li> <li>• <b>PDF (Single)</b> — Select this to save scanned images separately as Single-page PDF files.</li> <li>• <b>XPS (Multi)</b> — Select this to save scanned images as a Multi-page XPS file.</li> <li>• <b>XPS (Single)</b> — Select this to save scanned images separately as Single-page XPS files.</li> </ul> <p><b>Comment</b> Enter the comment on the file.</p> <p><b>Date</b> Select how you add “date and time” of the file name selected in [Format].</p> <ul style="list-style-type: none"> <li>• <b>[YYYY][MM][DD][HH][mm][SS]</b> — Year (4 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YY][MM][DD][HH][mm][SS]</b> — Year (2 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD]</b> — Year (4 digits), month, and day are added.</li> <li>• <b>[YY][MM][DD]</b> — Year (2 digits), month, and day are added.</li> <li>• <b>[HH][mm][SS]</b> — Hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD][HH][mm][SS][mm0]</b> — Year (4 digits), month, day, hour, minute, second and random number (2 digits and “0”) are added.</li> <li>• <b>[None]</b> — Date is not added.</li> </ul> <p><b>Page</b> Select the number of digits of a page number applied to “Page” of the file name selected in [Format] from 3 to 6. [4digits] is set as the default.</p> <p><b>Sub ID</b> This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [Auto]. [Auto] is selected by default. If [Auto] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name.</p> <p>You can select whether to enable OCR by [Enable OCR].</p>
	<p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• If the Forced Encryption setting is enabled, only the PDF (Multi) and the PDF (Single) are selectable for a file format. For the Forced Encryption function, refer to the <b>MFP Management Guide</b>.</li> <li>• Files saved in an XPS format can be used in Windows 8.1 or later versions with Net Framework 3.0 installed.</li> <li>• OCR processing is available only when the OCR Enabler is installed.</li> </ul>	

	Item name	Description
6	Encryption	<p>Set this to encrypt PDF files if you have selected [PDF (Multi)] or [PDF (Single)] in the File Format setting.</p> <p><b>Encryption</b> Select this if you want to encrypt PDF files.</p> <p><b>User Password</b> Enter a password for opening encrypted PDF files.</p> <p><b>Master Password</b> Enter a password for changing the Encrypt PDF setting.</p> <p><b>Encryption Level</b> Select the desired encryption level.</p> <ul style="list-style-type: none"> <li>• <b>40-bit RC4</b> — Select this to set an encryption level to one compatible with Acrobat 3.0, PDF V1.1.</li> <li>• <b>128-bit RC4</b> — Select this to set an encryption level to one compatible with Acrobat 5.0, PDF V1.4.</li> <li>• <b>128-bit AES</b> — Select this to set an encryption level to one compatible with Acrobat 7.0, PDF V1.6.</li> </ul> <p><b>Authority</b> Select the desired types of authority for Encrypt PDF.</p> <ul style="list-style-type: none"> <li>• <b>Printing</b> — Select this to authorize users to print documents.</li> <li>• <b>Change of Documents</b> — Select this to authorize users to change documents.</li> <li>• <b>Content Copying or Extraction</b> — Select this to authorize users to copy and extract the contents of documents.</li> <li>• <b>Content Extraction for accessibility</b> — Select this to enable the accessibility feature.</li> </ul>
<p><b>Tip</b></p> <ul style="list-style-type: none"> <li>• If the Forced Encryption setting is enabled, you cannot clear the [Encryption] check box. For the Forced Encryption function, refer to the <b>MFP Management Guide</b>.</li> <li>• The user password and the master password are not set at the factory shipment.</li> <li>• Passwords must be from 1 to 32 one-byte alphanumerical characters.</li> <li>• The user password must differ from the master password.</li> </ul> <p><b>Note</b></p> <p>These passwords can be re-entered only by an authorized user. Users cannot change the settings of the [Encryption Level] box and the [Authority] box if they are not authorized to change the master password. The setting of the encryption will become available when either the user password or the master password is entered. For the details of the encryption setting, refer to the <b>MFP Management Guide</b>. Ask the administrator for resetting these passwords.</p>		

	Item name	Description
7	File Name	<p><b>Format</b> Select the format of the file name. Information such as file name, date and time or page number is added according to the selected format.</p> <ul style="list-style-type: none"> <li>• <b>[FileName]-[Date]-[Page]</b></li> <li>• <b>[FileName]-[Page]-[Date]</b></li> <li>• <b>[Date]-[FileName]-[Page]</b></li> <li>• <b>[Date]-[Page]-[Filename]</b></li> <li>• <b>[Page]-[FileName]-[Date]</b></li> <li>• <b>[Page]-[Date]-[FileName]</b></li> <li>• <b>[FileName]_[Date]-[Page]</b></li> </ul> <p><b>Comment</b> Enter the comment on the file.</p> <p><b>Date</b> Select how you add “date and time” of the file name selected in [Format].</p> <ul style="list-style-type: none"> <li>• <b>[YYYY][MM][DD][HH][mm][SS]</b> — Year (4 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YY][MM][DD][HH][mm][SS]</b> — Year (2 digits), month, day, hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD]</b> — Year (4 digits), month, and day are added.</li> <li>• <b>[YY][MM][DD]</b> — Year (2 digits), month, and day are added.</li> <li>• <b>[HH][mm][SS]</b> — Hour, minute and second are added.</li> <li>• <b>[YYYY][MM][DD][HH][mm][SS][mm0]</b> — Year (4 digits), month, day, hour, minute, second and random number (2 digits and “0”) are added.</li> <li>• <b>[None]</b> — Date is not added.</li> </ul> <p><b>Page</b> Select the number of digits of a page number applied to “Page” of the file name selected in [Format] from 3 to 6. [4digits] is set as the default.</p> <p><b>Sub ID</b> This equipment automatically adds a sub ID (identification number) to the name of a file that you are saving the same file name exists. You can select the number of digits of this sub ID from 4 to 6 or [Auto]. [Auto] is selected by default. If [Auto] is selected, a sub ID (4 to 6 digits, selected randomly) is added according to the status of the file name.</p> <p><b>Add line information to File Name</b> Select this check box to add the incoming line information (IP Fax) to the file name. The “Add line information to File Name” check box is [ON] as the default.</p>
8	Fragment Message Size	Select the size of the message fragmentation.

## ❑ Setting up Box Setting (IP Fax Received Forward)

In the Box Setting page, you can specify how a received document will be stored in the Box. You can specify the destination when you have selected [InternetFax] as the forwarding agent.

	Item name	Description
1	Destination	Specify the destination box number for e-Filing. <b>Box Number</b> Enter the Box number where a received document will be stored. <b>Password</b> Enter the password if the specified Box number requires a password. <b>Retype Password</b> Enter the same password again for a confirmation.
2	Folder Name	Enter the name of the folder where a received document will be stored.
3	Document Name	Display how the received document will be named. You cannot change the document name.

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## Transmission/Reception Trouble

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When IP Fax sending or receiving fails, perform the following checks.

- Check the error code by any of the following ways.
  - Press the [Logs] tab in TopAccess.
  - Press [Job Status] and then the [Log] tab.
  - Output the transmission journal.
  - Output the reception journal.
- Perform measures by checking “Corrective Action” in the error codes table (📖 P.99).
- If the problem cannot be solved, contact your service representative.

## Error Codes for IP Faxing

TopAccess has the page for the job list and the following error codes for IP Faxing are shown on the page in the [Logs] tab. These codes help you specify the cause of an error you might encounter. It is recommended that you take a memo of the displayed error code when you contact your service technician or service representative.

### Tip

The error codes are also shown on the [Log] screen of the touch panel. See the following table when you find an error code on the touch panel. If the error code displayed is not in the following table, refer to the **Software Troubleshooting Guide**. If the error code displayed is not listed in the **Software Troubleshooting Guide**, contact your service technician or service representative.

Error Code	Problem Description	Corrective Action
00C8	Communication error	Retry communications.
0101, 0103-0130, 0132-013D	SIP server registration failure	Check the setting of the network or a SIP server.
0102	Time-out error	Check the setting of the network or a SIP server.
0131	SIP server registration failure	Long time taking for server registration Wait for a while.
013E	IP Fax communication error	Retry sending.
0140	IP Fax start-up failure	Turn the power OFF and then back ON.
0141	Job interrupted due to setting change	Wait for a while and retry sending.
0142	IP Fax communication error	Check the destination.
0143, 0300-0380, 0494-0502, 0504-0606	IP Fax communication error	Check the setting of the network or the SIP server.
0144, 0400-0423, 0480-0493, 0503	IP Fax communication error	Wait for a while and retry sending.
0150	IP Fax communication error	Wait for a while and retry sending or receiving.
0433	IP Fax communication error	Reception has been rejected since the sender ID is anonymous.
4214	IP Fax function disabled	Enable the IP Fax function.
4246	IP Fax license not installed	Install the license of the IP Fax Enabler.
4314	There is no privilege to send an IP Fax job.	For details about the privilege to send an IP Fax job, contact your administrator.



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## Lists and Reports Functions for IP Faxing

### ■ FUNCTION LIST (Administrator)

The following table shows the IP Fax functions that are printed in the administrator's function list, and the "User" column indicates which functions are printed in a user's function list. This table also describes each function. For details on functions other than for IP Faxing, refer to the **MFP Management Guide**.

#### GENERAL

Function	Description	User
FUNCTIONS - IP FAX SEND	Shows whether IP Fax transmission is enabled or disabled.	NO
FUNCTIONS - IP FAX RECEIVE	Shows whether IP Fax reception is enabled or disabled.	NO
FUNCTIONS - NETWORK IP FAX	Shows whether the Network IP Fax function is enabled or disabled.	NO

#### FAX

Function	Description	User
TTI FOR IP FAX	Shows whether TTI for IP Fax is enabled or disabled.	YES
RTI FOR IP FAX	Shows whether RTI for IP Fax is enabled or disabled.	YES

#### IP FAX

Function	Description	User
IP FAX RECEIVED FORWARD - AGENT1	Shows the agent type if IP Fax Received Forward is registered.	NO
IP FAX RECEIVED FORWARD - AGENT2	Shows the agent type if IP Fax Received Forward is registered.	NO
SIP SETTING - ENABLE SIP	Shows whether the SIP function is enabled or disabled.	NO
SIP SETTING - TRANSPORT PROTOCOL	Shows the transport protocol used when sending a request by SIP.	NO
SIP SETTING - RECEPTION PORT NUMBER	Shows the port number which receives SIP packets.	NO
SIP SETTING - USER NAME	Shows the SIP user name registered in the SIP server.	NO
SIP SETTING - SIP SERVER SETTING	Shows the SIP server setting.	NO
SIP SETTING - REGISTRAR SERVER SETTING	Shows the registrar server setting.	NO
SIP SETTING - PROXY SERVER SETTING	Shows the proxy server setting.	NO
SIP SETTING - T.38 SETTING	Shows the T.38 session setting.	NO
GATEWAY SETTING - ENABLE VOIP GATEWAY	Shows whether the T.38 supporting gateway is enabled or disabled.	NO
GATEWAY SETTING - SIP TRANSPORT	Shows the transport protocol used when sending a request to the T.38 supporting gateway by SIP.	NO
GATEWAY SETTING - SIP RECEPTION PORT NUMBER	Shows the port number which receives SIP packets from the T.38 supporting gateway.	NO
GATEWAY SETTING - T.38 SETTING	Shows the T.38 session setting.	NO

## ■ IP Fax Functions Displayed on Lists and Reports

When an IP Fax Enabler is installed in this equipment, IP Fax numbers and destinations in the address book are displayed on lists and reports. In addition, when a destination of an IP Fax is used, the following marks are displayed on lists and reports. For details on IP Fax functions other than marks, refer to the **Fax Guide**.

Mark	Description
<b>S</b>	This appears when a SIP destination registered in the address book is used.
<b>G</b>	This appears when a gateway destination registered in the address book is used.
<b>D</b>	This appears when a direct transmission destination registered in the address book is used.
<b>S</b>	This appears when a SIP destination has been directly entered or a destination is specified by searching it from the LDAP server.
<b>G</b>	This appears when a gateway destination has been directly entered or a destination is specified by searching it from the LDAP server.
<b>D</b>	This appears when a destination is specified by searching it from the LDAP server.

## Specification for IP Fax function

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<b>Size of Original</b>	A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST, ST-R, COMP	
<b>Scanning maximum width</b>	297 mm (11.69")	
<b>Resolution</b>	<b>Scanning resolution</b>	Standard: 8 dots/mm x 3.85 lines/mm Fine: 8 dots/mm x 7.7 lines/mm U-Fine: 16 dots/mm x 15.4 lines/mm
	<b>Sending resolution</b>	Standard: 8 dots/mm x 3.85 lines/mm Fine: 8 dots/mm x 7.7 lines/mm Super Fine: 8 dots/mm x 15.4 lines/mm Ultra Fine: 16 dots/mm x 15.4 lines/mm
<b>Encoding Systems</b>	MMR/MR/MH	
<b>Communication Protocol</b>	SIP, ITU-T.38	
<b>Communication Line</b>	Ethernet (10base-T/100base-TX/1000base-T)	

Recommended paper is used for the values above. Specifications are subject to change without notice in the interest of product improvement.

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e-STUDIO5518A/6518A/7518A/8518A  
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**e-STUDIO2515AC/3015AC/3515AC/4515AC/5015AC**

**e-STUDIO2518A/3018A/3518A/4518A/5018A**

**e-STUDIO5516AC/6516AC/7516AC**

**e-STUDIO5518A/6518A/7518A/8518A**

**e-STUDIO330AC/400AC**

# Toshiba Tec Corporation

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

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