

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Operator's Manual

STUDIO 4520c Series with GA-1211



Preface

Thank you for purchasing TOSHIBA Multifunctional Digital Color Systems. This manual provides information about system restrictions and the GA-1211 specific functions applied when the GA-1211 controller is connected to the e-STUDIO4520C Series. Read this manual before using your Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes the best use of the e-STUDIO's functions.

Regarding operations and functions other than those described in this manual, refer to the e-STUDIO's manuals.

■ How to read this manual

☐ Symbols in this manual

In this manual, some important items are marked 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 assets.

A CAUTION

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.

Note

Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also marks information that may be useful for the operation of this equipment with the following signs:

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.

□ Screens

- All the screenshots in this manual are examples from Windows Vista. The details may differ from actual displays depending on the use-environment of the equipment, such as the installed status of options.
- Screens of when paper in the A/B format is used are given in this manual. If you use paper in the LT format, the display or the order of buttons may differ from that of your equipment.

□ Trademarks

- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
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CONTENTS

	Preface	1
Chapter 1	RESTRICTIONS	
Chapter 1	Operations from the Control Panel COPY SCAN PRINT FAX USER FUNCTIONS JOB STATUS TopAccess USER Mode Launching TopAccess TopAccess top page Registering from TopAccess TopAccess ADMIN Mode Setting up from TopAccess Maintaining from TopAccess	6789101113
	Registering from TopAccess	
	Software Included in the Client Utilities CD-ROM	17
Chapter 2	GA-1211 SPECIFIC FUNCTIONS Operations from the Control Panel Turning power off (Shutdown)	20
	SCAN	
	USER FUNCTIONS TopAccess USER Mode Launching TopAccess from the WebTools home page Registering or editing GA-1211 specific private templates TopAccess ADMIN Mode	35 35 35
	Registering or editing GA-1211 specific public templates	
Chapter 3	TROUBLESHOOTING	
	Scanning Problems The scanned data cannot be saved in the network folder or the folder in the FTP ser Error Codes	ver 46 47
	Error codes on print jobs	47
INDEX		49

1

RESTRICTIONS

This chapter describes system restrictions when the GA-1211 controller is connected to the e-STUDIO4520C series.

Operations from the Control Panel	
COPY	
SCAN	
PRINT	
FAX	
USER FUNCTIONS	8
JOB STATUS	<u>C</u>
TopAccess USER Mode	10
Launching TopAccess	
TopAccess top page	
Registering from TopAccess	11
TopAccess ADMIN Mode	13
Setting up from TopAccess	
Maintaining from TopAccess	
Registering from TopAccess	16
Software Included in the Client Utilities CD-ROM	17

Operations from the Control Panel

The e-STUDIO4520C series machine with the GA-1211 controller attached has several restrictions in the following operations:

□ P.6 "COPY"□ P.6 "SCAN"

P.7 "PRINT"

P.7 "FAX"
P.8 "USER FUNCTIONS"

P.9 "JOB STATUS"

Tip

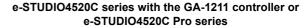
Buttons and items enclosed in red lines on the following screenshots in this section disappear or become dim when the GA-1211 controller is connected to the equipment.

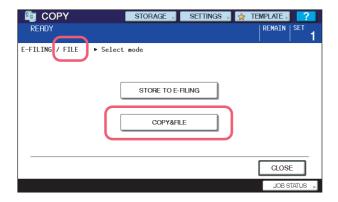
■ COPY

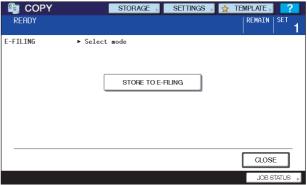
The following related to the [COPY] button cannot be used when the GA-1211 controller is connected to the equipment:

• The COPY&FILE function for copying originals and storing the data in the shared folder or a specified network folder at the same time

e-STUDIO4520C series







Tip

To learn more about STORE TO E-FILING, refer to the e-Filing Guide.

■ SCAN

The following related to the [SCAN] button cannot be used when the GA-1211 controller is connected to the equipment:

- The Scan to File function for sending and storing scans to a shared folder in the equipment's hard disk or a specified network folder
- The Web Service (WS) Scan function for scanning images from a client computer through the network by using the functions of Windows Vista

Note

The SCAN menu displayed by pressing the [SCAN] button contains the GA-1211 specific functions. For details, see the following section:

P.21 "SCAN"

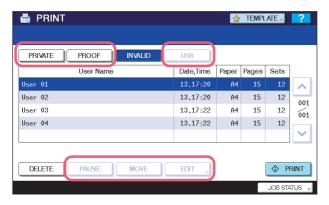
PRINT

The following related to the [PRINT] button cannot be used when the GA-1211 controller is connected to the equipment:

- . The Private Print function for printing a document from a computer on the network only when a set password is keyed in to the equipment's control panel
- The Proof Print function for printing only a single copy as a sample and suspending the rest of the job when you print multiple copies from a computer on the network
- The USB Direct Print function for printing files saved in a USB storage device that is connected to the USB port on the equipment
- The [PAUSE]/[RESUME]] buttons for pausing/resuming jobs in the list
- The [MOVE] button for changing the order of the jobs by moving them within the list
- · The [EDIT] button for changing the number of copies to print

e-STUDIO4520C series

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series





Tip

For details on the PRINT screen, refer to the Printing Guide.

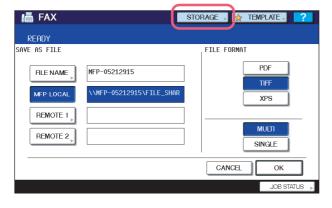
■ FAX

The following related to the [FAX] button cannot be used when the GA-1211 controller is connected to the equipment:

The FAX&FILE function for sending originals and storing the data in the shared folder or a specified network folder at the same time

e-STUDIO4520C series

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series





Tip

For details on the FAX screen, refer to the GD-1250/GD-1270 Operator's Manual for FAX Unit.

■ USER FUNCTIONS

The e-STUDIO4520C series machine with the GA-1211 controller attached has several restrictions in the following operation menus:

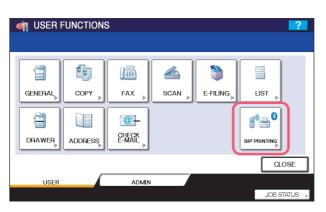
- P.8 "USER menu in USER FUNCTIONS"
- P.8 "ADMIN menu in USER FUNCTIONS"

☐ USER menu in USER FUNCTIONS

The following related to the USER menu cannot be used when the GA-1211 controller is connected to the equipment:

 The BLUETOOTH PRINTING setting that allows you to print an image from any devices, such as mobile phones or digital cameras, which the Bluetooth module is equipped and standard BIP/OPP/FTP printing is supported

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

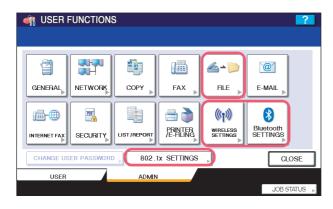
For details on the USER menu in the USER FUNCTIONS screen, refer to the MFP Management Guide.

☐ ADMIN menu in USER FUNCTIONS

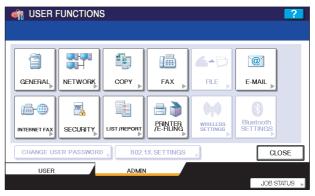
The following related to the ADMIN menu cannot be used when the GA-1211 controller is connected to the equipment:

- The FILE setting that allows you to automatically delete files stored by the Scan to File operation
- The WIRELESS SETTINGS menu that allows you to set up the equipment for wireless networks
- · The BLUETOOTH SETTINGS menu that allows you to configure the Bluetooth setting options
- The 802.1X SETTINGS menu that allows you to make settings for IEEE 802.1X authentication that will apply to wired networks

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the ADMIN menu in the USER FUNCTIONS screen, refer to the MFP Management Guide.

NETWORK menu in ADMIN menu

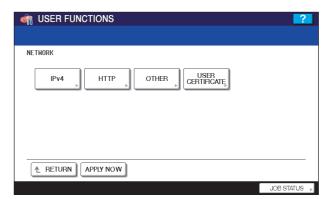
The following provided for the NETWORK menu are unavailable.

- [IPv6] [IPX/SPX] [NETWARE] [SMB]
- [APPLETALK] [ETHERNET]
- [IPsec]
 [NETWORK CHECK]

e-STUDIO4520C series

M USER FUNCTIONS NETWORK IPv4 IPv6 IPX / SPX NETWARE SMB ETHERNET APPLETALK HTTF OTHER IPsec NETWORK CHECK USER CERTIFICATE **↑** RETURN APPLY NOW OK

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Note

The setting operations for [IPv4] and [HTTP] differ depending on the equipment with or without the GA-1211 controller. For instructions on how to make settings for [IPv4] and [HTTP] on the equipment with the GA-1211 controller, see the following section:

P.31 "USER FUNCTIONS"

Tip

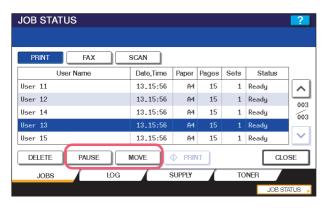
To learn more about OTHER and USER CERTIFICATE, refer to the *MFP Management Guide*.

■ JOB STATUS

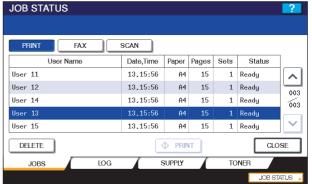
The following related to the PRINT JOB STATUS screen cannot be used when the GA-1211 controller is connected to the equipment:

- The [PAUSE]/[RESUME]] buttons for pausing/resuming jobs in the list
- The [MOVE] button for changing the order of the jobs by moving them within the list

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the PRINT JOB STATUS screen, refer to the *Printing Guide*.

TopAccess USER Mode

The e-STUDIO4520C series machine with the GA-1211 controller attached has several restrictions in the following TopAccess USER mode operations:

- P.10 "Launching TopAccess"
- ☐ P.10 "TopAccess top page"
- P.11 "Registering from TopAccess"

■ Launching TopAccess

The following methods for launching TopAccess cannot be used when the GA-1211 controller is connected to the equipment:

- · Launching TopAccess by using the TopAccessDocMon link
- Launching TopAccess from Network Map (Windows Vista)



The operation for launching TopAccess differs depending on the equipment with or without the GA-1211 controller. For instructions on how to launch TopAccess on the equipment with the GA-1211 controller, see the following section:

□ P.35 "Launching TopAccess from the WebTools home page"

■ TopAccess top page

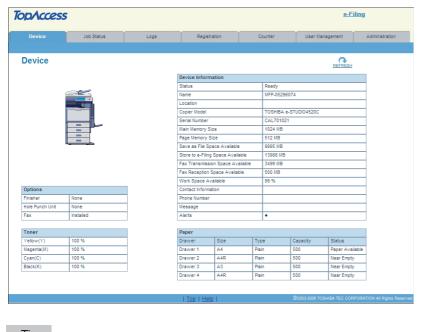
The following link for downloading the client software cannot be used when the GA-1211 controller is connected to the equipment:

• The [Install Software] link

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the TopAccess top page, refer to the TopAccess Guide.

■ Registering from TopAccess

□ Registering private templates

The following combinations of private template agents cannot be used when the GA-1211 controller is connected to the equipment:

· The Copy agent cannot be combined with the Save as file agent.

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



• The Fax / InternetFax agent cannot be combined with any other agents.

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



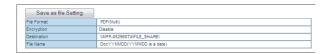
Note

When the GA-1211 controller is connected to the equipment, the GA-1211 specific agents ([SMB/FTP/OTHER] check box) appear in the above page. From this page, you can create the GA-1211 specific private templates. For instructions on how to create them, see the following section:

P.35 "Registering or editing GA-1211 specific private templates"

Furthermore, the data destination of the Save as file agent is fixed to "Save to USB Media".

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



☐ Setting up mailboxes

Creating a Forward mailbox combined with the Save as file agent is unavailable when the GA-1211 controller is connected to the equipment.

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the mailbox setting, refer to the *TopAccess Guide*.

TopAccess ADMIN Mode

The e-STUDIO4520C series machine with the GA-1211 controller attached has several restrictions in the following TopAccess ADMIN mode operations:

- P.13 "Setting up from TopAccess"
- □ P.16 "Maintaining from TopAccess"
- P.16 "Registering from TopAccess"

■ Setting up from TopAccess

□ Setup page

The following menus are unavailable when the GA-1211 controller is connected to the equipment:

- · Save as file
- Printer
- ICC Profile

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the Setup page, refer to the TopAccess Guide.

□ Setting up Network settings

The following provided for the Network submenu are unavailable when the GA-1211 controller is connected to the equipment:

- TCP/IP
- IPX/SPX
- DDNS Session
- SNTP Service
- LLTD Session
- Filtering
- AppleTalk
- SMB Session
- FTP Client
- IP Security
- IPv6
- Bonjour
- · NetWare Session
- · Web Services Setting

e-STUDIO4520C series

TopAccess e-Filing Logout Setup General Network | Copier | Fax | Save as file | Email | InternetFax | Printer | Print Service | ICC Profile | Version Save Filtering IPV6 IPX/SPX Apple Talk DDNS Session SMB Session SMTP Client SMTP Server ecurity Service

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Setting up SNMP Network Service

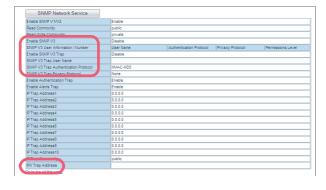
The following provided for the SNMP Network Service are unavailable when the GA-1211 controller is connected to the equipment.

- Enable SNMP V3
- SNMP V3 User Information/ Number
- Enable SNMP V3 Trap

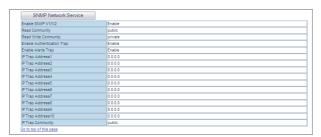
- SNMP V3 Trap User Name
- SNMP V3 Trap Authentication Protocol
- SNMP V3 Trap Privacy Protocol

· IPX Trap Address

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



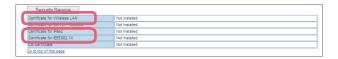
Setting up Security Service

The following related to Security Service cannot be used when the GA-1211 controller is connected to the equipment:

- · Certificate for Wireless LAN
- · Certificate for IP SEC
- · Certificate for IEEE802.1X

e-STUDIO4520C series

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series





Tip

For details on the Network settings screen, refer to the *TopAccess Guide*.

☐ Setting up Print Service settings

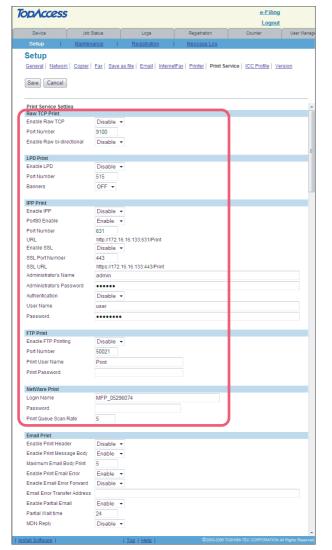
The following related to Print Service cannot be used when the GA-1211 controller is connected to the equipment:

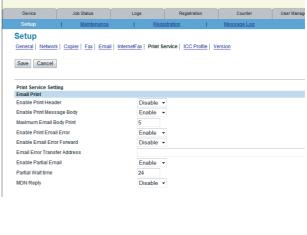
TopAccess

- · Raw TCP Print
- LPD Print
- IPP Print
- FTP Print
- · NetWare Print

e-STUDIO4520C series

e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series





Tip

To learn more about Email Print, refer to the TopAccess Guide.

■ Maintaining from TopAccess

The following menus are unavailable when the GA-1211 controller is connected to the equipment:

- · Upload Software
- · Remove Software

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the Maintenance screen, refer to the *TopAccess Guide*.

■ Registering from TopAccess

☐ Registering public templates

The restrictions applied for making public templates are the same as those for private templates. For details, see the following section:

P.11 "Registering private templates"

☐ Registering Fax and Internet Fax received forward

Creating a Forward mailbox combined with the Save as file agent is unavailable when the GA-1211 controller is connected to the equipment.

e-STUDIO4520C series



e-STUDIO4520C series with the GA-1211 controller or e-STUDIO4520C Pro series



Tip

For details on the mailbox setting, refer to the *TopAccess Guide*.

Software Included in the Client Utilities CD-ROM

Several drivers and utilities are included in the Client Utilities CD-ROM, however, you can use only the following of them when the GA-1211 controller is connected to the equipment:

- · Remote Scan driver
- · WIA driver
- · TWAIN driver
- · File Downloader
- · e-Filing Backup/Restore Utility

Tips

- For instructions on how to install the software shown above, refer to the Software Installation Guide.
- For details on the Remote Scan driver, refer to the *Operator's Manual for Remote Scan Driver*.
- For details on the WIA driver, refer to the Scanning Guide.
- For details on the TWAIN driver and File Downloader, refer to the *Operator's Manual for TWAIN Driver/File Downloader*.
- For details on the e-Filing Backup/Restore Utility, refer to the Operator's Manual for Backup/Restore Utility.

GA-1211 SPECIFIC FUNCTIONS

This chapter describes the GA-1211 specific functions which are available when the GA-1211 controller is connected to e-STUDIO4520C series.

Operations from the Control Panel	
Turning power off (Shutdown)	
MENU	
SCAN	2 ⁻
USER FUNCTIONS	3′
TopAccess USER Mode	35
Launching TopAccess from the WebTools home page	
Registering or editing GA-1211 specific private templates	
TopAccess ADMIN Mode	43
Registering or editing GA-1211 specific public templates	
Notice on the department management/user authentication	

Operations from the Control Panel

The e-STUDIO4520C series machine with the GA-1211 controller has several specific functions in the following operation menus:

P.20 "Turning power off (Shutdown)"

☐ P.20 "MENU"

P.21 "SCAN"

P.31 "USER FUNCTIONS"

■ Turning power off (Shutdown)

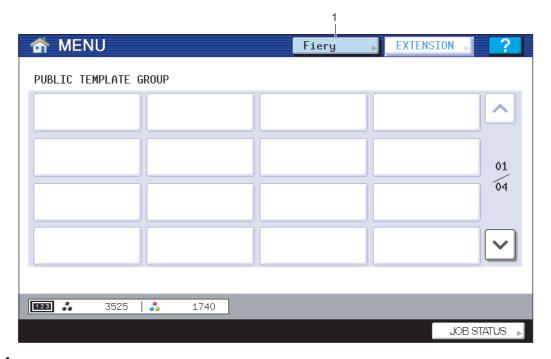
The GA-1211 controller automatically shuts down in 1 - 2 minutes after the equipment has been shut down.

Tip

For instructions on how to shut down the equipment, refer to the Quick Start Guide.

■ MENU

When you press the [MENU] button on the control panel, the MENU screen is displayed on the touch panel. The following button is added in this screen:

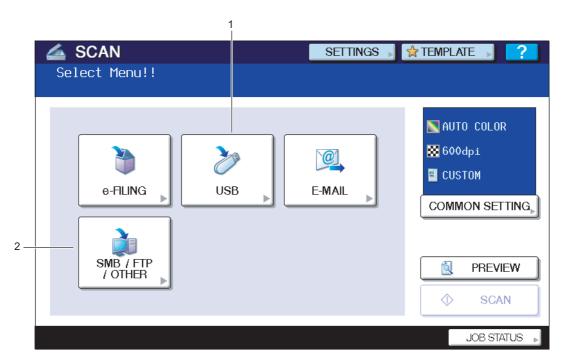


1. [Fiery]

When you press [Fiery], the FIERY SETTING screen is displayed on the touch panel. In this screen, you can view the job list and job logs. You can also make settings for the GA-1211 controller in this screen. For details, refer to the *Configuration and Setup*.

■ SCAN

When you press the [SCAN] button on the control panel, the SCAN screen is displayed on the touch panel. The following two buttons are different from those of e-STUDIO4520C series:



1. [USB]

This button is used to save scanned images as PDF, XPS, TIFF, or JPEG files in a USB storage device. To learn more about Scan to USB, see the following section:

P.21 "Scan to USB"

2. [SMB/FTP/OTHER]

This button allows you to use the GA-1211 specific scan functions.

To learn more about them, see the following section:

P.25 "Scan to SMB/FTP/OTHER"

Tip

For instructions on how to perform Scan to e-Filing and Scan to E-mail, refer to the Scanning Guide.

☐ Scan to USB

The Scan to USB function sends and stores scans to a USB storage device.

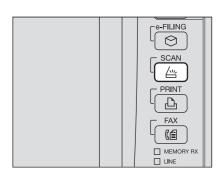
Notes

- To store data in a USB storage device, the Save to USB Media setting must be enabled by the administrator. For details, refer to the TopAccess Guide.
- The USB storage device must meet the following requirements:
 - FAT16 or FAT32 format
 - Single-partition (USB media with multiple partitions are not supported.)
 - Memory capacity: 2 GB at maximum

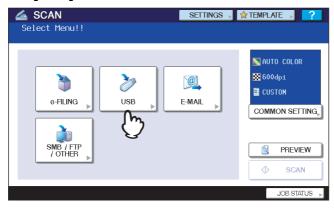
However, some of the devices may not be used in this equipment, even though these requirements have been met.

Scanning to USB

- Place the original(s). For help, refer to the Copying Guide.
- On the control panel, press the [SCAN] button to enter the SCAN menu.



Press [USB].



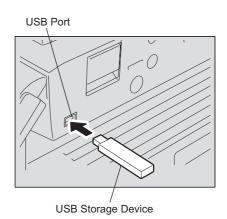
Tip

If you want to preview your scans later, press [PREVIEW] here and then select the scan function. For instructions on how to preview your scans, refer to the Scanning Guide.

To store the scan in the USB storage device, connect the device to the equipment and wait a few seconds.

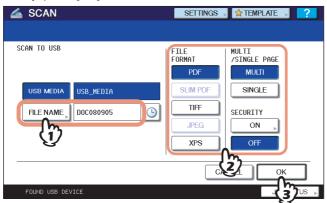


Connect the USB storage device to the USB port. To find out the location of the USB port on the equipment, refer to the Quick Start Guide.



5 If the "FOUND USB DEVICE" message appears on the touch panel, define the settings for the new file as required.

- 1) Press [FILE NAME] and change the file name.
- 2) Select an option for each of the FILE FORMAT, MULTI/SINGLE PAGE and/or SECURITY settings.
- 3) Finally, press [OK].



Note

When you store scans in the USB storage device, do not disconnect the device from the equipment until data transmission is complete. Removing the USB storage device during data transmission may corrupt the device.

Tip

Storing scans to a USB storage device may take a long time depending on the number of pages.

• [FILE NAME]

Pressing the button displays an on-screen keyboard. Change the file name using the keyboard and digital keys, and then press [OK] to set the entry. The file name can consist of a maximum of 45 characters.

Tip

Pressing adds a meaningful number, such as date and time, to the file name. The number is assigned according to the format selected for the Date Format setting, which is available for the administrator on TopAccess. For details, refer to the *TopAccess Guide*.

FILE FORMAT

[PDF]—Press this button to store your scan as a PDF file.

[SLIM PDF]—Press this button to store your scan as a slim PDF file. This option is suitable when minimizing the file size is more important than the image quality. This option is available only when [FULL COLOR] or [GRAY SCALE] is selected for the color mode setting.

[TIFF]—Press this button to store your scan as a TIFF file.

[JPEG]—Press this button to store your scan as a JPEG file. This option is available only when [FULL COLOR] or [GRAY SCALE] is selected for the color mode setting.

[XPS]—Press this button to store your scan as an XPS file.

Tips

- XPS files are supported by Windows Vista; they can also be used on a computer running Windows XP SP2 or Windows Server 2003 SP1 or later versions with .NET Framework 3.0 installed.
- If the forced encryption setting is enabled, PDF is the only available file format. To learn more about the forced encryption setting, refer to the *MFP Management Guide*.

• MULTI/SINGLE PAGE

[MULTI]—Press this button to store your scan as a multiple page file. When you scan several pages, the equipment stores all the pages as a single file.

[SINGLE]—Press this button to store your scan as a single file for each page. When you scan several pages, the equipment stores each page as a separate file.

• SECURITY

When PDF is selected for the file format, you can decide whether or not to encrypt the PDF file. To encrypt the PDF file, press [ON]. For further instructions on how to encrypt PDF files, refer to the **Scanning Guide**.

6 Press [SCAN].



Tips

- To scan 2-sided documents or change settings such as Color Mode and Resolution, press [COMMON SETTING]. For details, refer to the Scanning Guide.
- You can preview your scans by pressing [PREVIEW], followed by [SCAN]. For details, refer to the Scanning Guide.
- You can set another scan function by pressing [e-FILING]. (Dual Agents)
 For details, refer to the Scanning Guide.
- 7 If the screen below appears, place another original on the original glass and press [SCAN] or the [START] button to continue scanning. To finish the job, press [JOB FINISH], followed by the [FUNCTION CLEAR] button.



- The above screen is not displayed under the following conditions:
 - You scan the original from the Reversing Automatic Document Feeder* without pressing [CONTINUE] to scan additional originals.
 - A scan preview is displayed.
- · To cancel the operation, press [JOB CANCEL].
- To change the common settings, press [COMMON SETTING]. For details, refer to the Scanning Guide.
- * The Reversing Automatic Document Feeder is optional for the e-STUDIO4520C Series.

Notes

- When the equipment has scanned more than 1000 pages in a job, the "The number of originals exceeds the limits. Will you save stored originals?" message appears. If you want to save the scans, press [YES].
- When the temporary workspace is full on the equipment's hard disk, the "Not enough Work Space to store originals. Will you save original(s)?" message appears. If you want to save the scans, press [YES]. The available workspace can be viewed on the TopAccess [Device] tab.
- If the number of jobs waiting to store scans in the equipment's hard disk exceeds 20, a message appears to indicate that the equipment's memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [JOB STATUS].
 - For instructions on how to view the scan job status, refer to the **Scanning Guide**.

☐ Scan to SMB/FTP/OTHER

This GA-1211 specific scan menu allows you to send and store scans to the following destinations:

- SCAN TO SMB to a specified network folder
- SCAN TO FTP to a specified FTP server
- SCAN TO HOLD QUEUE to the hold queue of the GA-1211 controller

Tip

Scan jobs are held until users operate copying or moving them to the print queue with the job management tools. For details on the job management tools, refer to the *Utilities*.

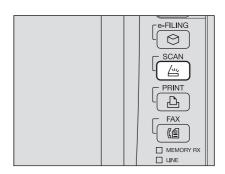
• SCAN TO MAILBOX — to a mailbox in the GA-1211 controller

Tip

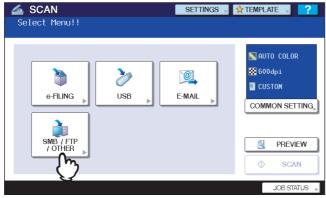
For instructions on how to create mailboxes in the GA-1211 controller or to handle scanned data in mailboxes, refer to the Utilities.

Scanning to SMB, FTP, Hold queue, or Mailbox

- Place the original(s). For help, refer to the Copying Guide.
- On the control panel, press the [SCAN] button to enter the SCAN menu.

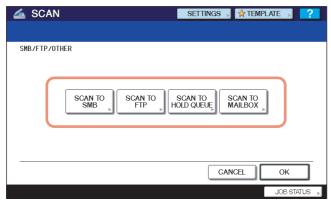


Press [SMB/FTP/OTHER].



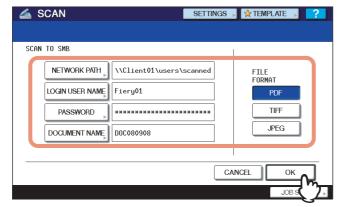
The SMB/FTP/OTHER menu is displayed.

▲ Continue the operation as required.



- To store the scan in a network folder, proceed to Step 5.
- To store the scan in an FTP server, proceed to Step 6.
- To store the scan in the hold queue in the GA-1211 controller, proceed to Step 7.
- To store the scan in a mailbox in the GA-1211 controller, proceed to Step 8.

Specify the following items as required and press [OK].



When you specify the setting items, proceed to Step 9.

[NETWORK PATH] — Press this button to enter the network path to the folder where you want to store the scanned data. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\Client01\users\scanned\".

[LOGIN USER NAME] — Press this button to enter the user name to access the network folder if required. **[PASSWORD]** — Press this button to enter the password for accessing the network folder if required. **[DOCUMENT NAME]** — Press this button to change the document name. The document name can consist of a maximum of 31 characters.

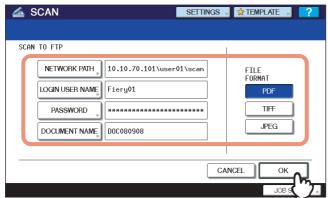
Tip

When you press each button, the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.

FILE FORMAT

- [PDF] Press this button to store your scan as a PDF file.
- [TIFF] Press this button to store your scan as a TIFF file.
- [JPEG] Press this button to store your scan as a JPEG file. This option is available only when [FULL COLOR] or [GRAY SCALE] is selected for the color mode setting.

6 Specify the following items as required and press [OK].



When you specify the setting items, proceed to Step 9.

[NETWORK PATH] — Press this button to enter the path to a folder in the FTP server where you want to store the scanned data. For example, to transfer the scanned data to "ftp://10.10.70.101/user01/scan/", enter "10.10.70.101\user01\scan" in this box.

[LOGIN USER NAME] — Press this button to enter the login user name for the FTP server if required. **[PASSWORD]** — Press this button to enter the login password for the FTP server if required.

[DOCUMENT NAME] — Press this button to change the document name. The document name can consist of a maximum of 31 characters.

Tip

When you press each button, the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.

FILE FORMAT

- [PDF] Press this button to store your scan as a PDF file.
- [TIFF] Press this button to store your scan as a TIFF file.
- [JPEG] Press this button to store your scan as a JPEG file. This option is available only when [FULL COLOR] or [GRAY SCALE] is selected for the color mode setting.

7 Specify the following item as required and press [OK].



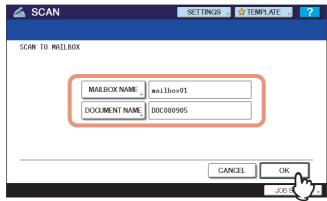
When you specify the setting item, proceed to Step 9.

[DOCUMENT NAME] — Press this button to change the document name. The document name can consist of a maximum of 31 characters.

Tip

When you press the [DOCUMENT NAME] button, the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.

8 Specify the following items as required and press [OK].



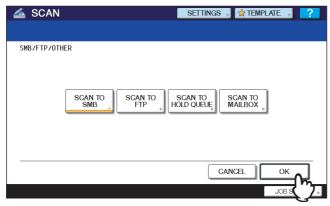
When you specify the setting items, proceed to Step 9.

[MAILBOX NAME] — Press this button to enter the mailbox name where you want to store the scanned data. **[DOCUMENT NAME]** — Press this button to change the document name. The document name can consist of a maximum of 31 characters.

Tip

When you press each button, the on-screen keyboard is displayed. Enter a value using the keyboard and digital keys, and press [OK] to set the entry.

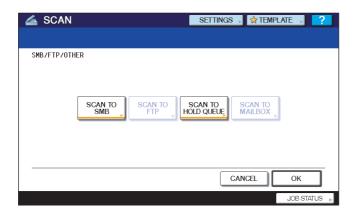
Q When the SMB/FTP/OTHER menu reappears, press [OK].



Tip

When performing a scan operation, you can select 2 scan functions at one time. If you want to perform a scan operation with 2 scan functions selected, select the second scan function that you want to use on the above screen, and make the settings required for the selected scan function.

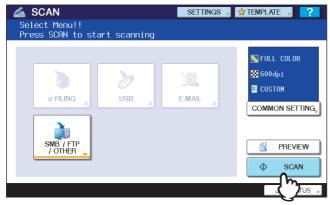
For example, if SCAN TO SMB and SCAN TO HOLD QUEUE have been selected, the following screen appears.



Note

The GA-1211 specific scan functions cannot be selected with any other scan functions of [e-FILING], [USB] and [E-MAIL].

10 Press [SCAN].



Tips

- To scan 2-sided documents or change settings such as Color Mode and Resolution, press [COMMON SETTING]. For details, refer to the Scanning Guide.
- The [AUTO COLOR] option is unavailable for the GA-1211 specific scan functions. Even if the [AUTO COLOR] option have been selected for the color mode setting, a scan operation is performed with the [FULL COLOR] option selected.
- You can preview your scans by pressing [PREVIEW], followed by [SCAN]. For details, refer to the **Scanning Guide**.

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



- The above screen is not displayed under the following conditions:
 - You scan the original from the Reversing Automatic Document Feeder* without pressing [CONTINUE] to scan additional originals.
 - A scan preview is displayed.
- · To cancel the operation, press [JOB CANCEL].
- To change the common settings, press [COMMON SETTING]. For details, refer to the Scanning Guide.
- * The Reversing Automatic Document Feeder is optional for the e-STUDIO4520C Series.

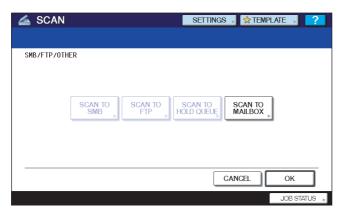
Notes

- When the equipment has scanned more than 1000 pages in a job, the "The number of originals exceeds the limits. Will you save stored originals?" message appears. If you want to save the scans, press [YES].
- When the temporary workspace is full on the equipment's hard disk, the "Not enough Work Space to store originals. Will you save original(s)?" message appears. If you want to save the scans, press [YES]. The available workspace can be viewed on the TopAccess [Device] tab.
- If the number of jobs waiting to store scans in the equipment's hard disk exceeds 20, a message appears to indicate that the equipment's memory is full. In this case, wait a while until memory becomes available again or delete unnecessary jobs from [JOB STATUS].
 - For instructions on how to view the scan job status, refer to the **Scanning Guide**.

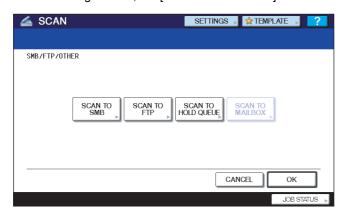
Regarding restrictions on Scan to SMB/FTP/OTHER

Scan to SMB/FTP/OTHER is restricted depending on the Role Based Access Control setting as follows:

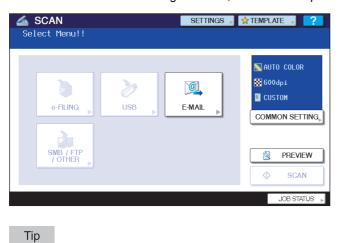
When "File Share" is OFF, the [SCAN TO SMB], [SCAN TO FTP] and [SCAN TO HOLD QUEUE] buttons are
unavailable.



• When "e-Filing" is OFF, the [SCAN TO MAILBOX] button is unavailable.



• When "File Share" and "e-Filing" are OFF, the GA-1211 specific scan menu is unavailable.



To learn more about the Role Based Access Control, refer to the TopAccess Guide.

■ USER FUNCTIONS

Follow the steps below for the setting operations of [IPv4] and [HTTP] provided in the NETWORK menu.

☐ Setting the TCP/IP protocol (IPv4)

The TCP/IP settings are automatically set when the GA-1211 controller is installed. If the TCP/IP settings are changed, the equipment cannot communicate with the GA-1211 controller. Therefore, you can confirm the TCP/IP settings but you must not change the TCP/IP settings.

1 Press [NETWORK] in the ADMIN menu.

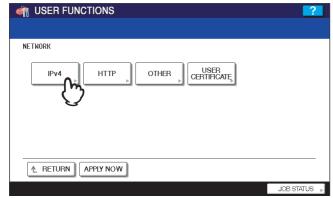


The NETWORK menu is displayed.

Tip

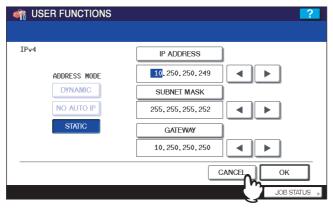
To display the ADMIN menu, refer to the *MFP Management Guide*.

9 Press [IPv4].



The IPv4 screen is displayed.

? Confirm the settings and press the [CANCEL] button to return to the NETWORK menu.



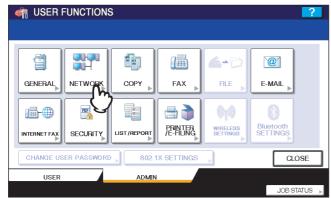
Note

Do not change the TCP/IP settings. If the settings are changed, the equipment will be disable to communicate with the GA-1211 controller.

☐ Setting the HTTP network service

This function allows you to enable or disable the HTTP network server service that provides the web-based utility on the equipment, such as TopAccess and the e-Filing web utility.

1 Press [NETWORK] in the ADMIN menu.

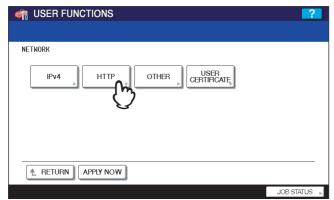


The NETWORK menu is displayed.

Tip

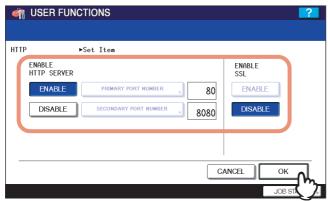
To display the ADMIN menu, refer to the *MFP Management Guide*.

Press [HTTP].



The HTTP screen is displayed.

3 Specify the following items as required and press [OK].



ENABLE HTTP SERVER — Press [ENABLE] to enable the HTTP network server service, or [DISABLE] to disable the HTTP network server service. This option must be enabled for using the following functions:

- TopAccess
- · The e-Filing web utility
- · GA-1211 specific print functions
- GA-1211 specific scan functions

[PRIMARY PORT NUMBER] — The default primary port number "80" is always used. This port number cannot be changed.

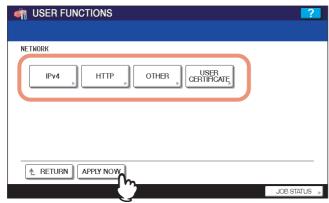
[SECONDARY PORT NUMBER] — The default secondary port number "8080" is always used. This port number cannot be changed.

ENABLE SSL — Press [ENABLE] to enable SSL for accessing TopAccess and the e-Filing web utility, or [DISABLE] to disable SSL for accessing TopAccess and the e-Filing web utility. When this option is enabled, the data transferred between the equipment and client computers will be encrypted using a private key when operating TopAccess and the e-Filing web utility.

Notes

- To enable SSL, you must create a self-signed certificate in the equipment or import a server certificate using TopAccess. If the self-signed certificate is not created or the server certificate is not imported, SSL cannot be enabled. For details on SSL, refer to the *TopAccess Guide*.
- To use the GA-1211 specific scan functions (the Fiery Remote Scan utility and [SMB/FTP/OTHER]), SSL must be disabled.

4 Continue to another network setting if required, then press [APPLY NOW].



The "NETWORK INITIALIZING" message is displayed and the equipment starts initializing the network interface card to apply the changes.

TopAccess USER Mode

The e-STUDIO4520C series machine with the GA-1211 controller has several specific functions in the following operation menus:

- P.35 "Launching TopAccess from the WebTools home page"
- P.35 "Registering or editing GA-1211 specific private templates"

■ Launching TopAccess from the WebTools home page

To launch TopAccess, click the TopAccess link on the WebTools home page.

Tip

For instructions on how to access the WebTools home page, refer to the *Utilities*.

■ Registering or editing GA-1211 specific private templates

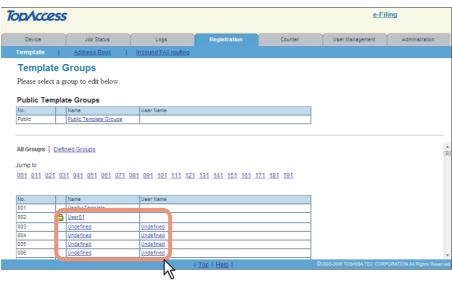
From the TopAccess user mode, you can create the GA-1211 specific private templates. Follow the steps below to create or edit them.

Tip

For information for making private template groups or making private templates with other agents (Copy, Fax/Internet Fax or Scan) selected, refer to the *TopAccess Guide*.

Registering or editing a private template

- 1 Click the [Registration] tab and the [Template] menu.
 The Template Groups page is displayed.
- Click the group name link where you want to register or edit the private template.

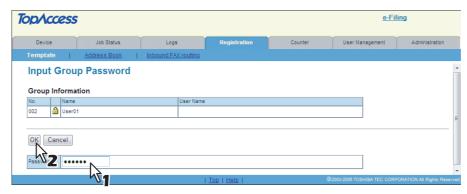


- If you select the private template group that is not protected by a password, the Private Templates page is displayed. Proceed to Step 4.
- If you select the private template group that is protected by a password, the Input Group Password page is displayed. Proceed to the next step.

Tips

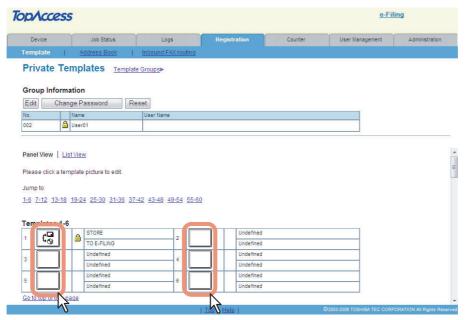
- You can display only defined private template groups by clicking on the [Defined Groups] link. The page displays all 200 private template groups in default page view.
- If you know which private template group you want to define or edit, click the number of the private template group in the [Jump to] links.

3 When the Input Group Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template group and click [OK].



The Private Templates page is displayed.

From the templates list, click the [Undefined] icon to register a new template, or click defined icon to edit the template.

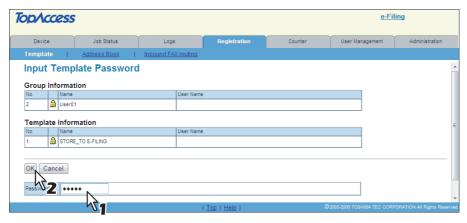


- If the templates list is displayed in the List view, click the [Undefined] template name to register new template, or click the defined template name to edit the template.
- If you select the private template that has not been defined, the Template Properties page to select agents is displayed. Proceed to Step 7.
- If you select the defined private template that is not protected by a password, the Template Properties page is displayed. Proceed to Step 6.
- If you select the defined private template that is protected by a password, the Input Template Password page is displayed. Proceed to the next step.

Tips

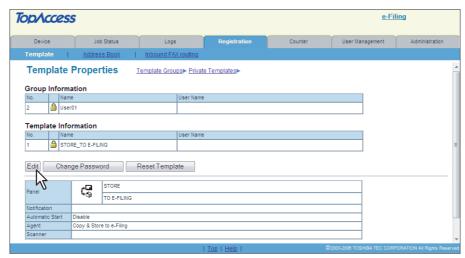
- You can change the template list view by clicking on either [Panel View] or [List View].
- If you know which private template you want to define or edit, click the number of the private template in the [Jump to] links.

When the Input Template Password page is displayed, enter the 5-digit password (or administrator's password) for the selected private template and click [OK].



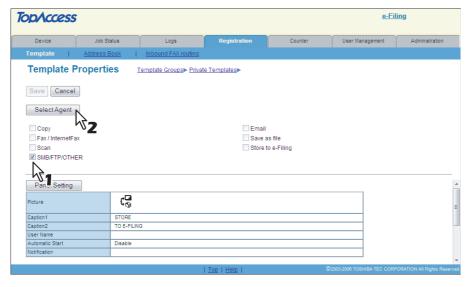
The Template Properties page is displayed.

Click [Edit] to define or edit the template properties.



The Template Properties page to select agents is displayed.

7 Select the [SMB/FTP/OTHER] check box and click [Select Agent].



Note

When you select the [SMB/FTP/OTHER] check box, agents of [Email], [Save as file] and [Store to e-Filing] are unavailable.

8 Click each button displayed in the page to specify or edit the associated template properties.

[Panel Setting] — Click this button to specify the icon settings for the template.

P.39 "Panel Setting (Private template)"



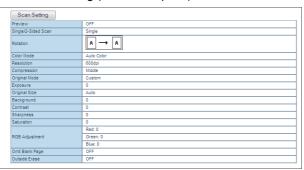
[SMB/FTP/OTHER Setting] — Click this button to specify where the scanned document will be sent.

P.39 "SMB/FTP/OTHER Setting (Private template)"



[Scan Setting] — Click this button to specify how the document will be scanned for the SMB/FTP/OTHER agent.

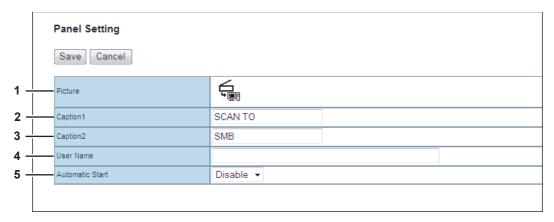
P.41 "Scan Setting (Private template)"



- **9** After configuring the desired template properties, click [Save]. The template properties are registered.
- The template has been registered or edited. You can click the Template Groups link at the upper side of the page to return to the Template Groups page.

☐ Panel Setting (Private template)

In the Panel Setting page, specify how the icon for the template is displayed in the touch panel.



1) Picture

This indicates the icon that will be displayed in the touch panel. The icon is automatically designated according to the agent that you select.

2) Caption1

Enter the text that will be displayed next to the icon in the touch panel. You can enter up to 11 alphanumeric characters.

3) Caption2

Enter the text that will be displayed next to the icon in the touch panel. You can enter up to 11 alphanumeric characters.

4) User Name

Enter the owner name of the template. You can enter up to 30 alphanumeric characters.

5) Automatic Start

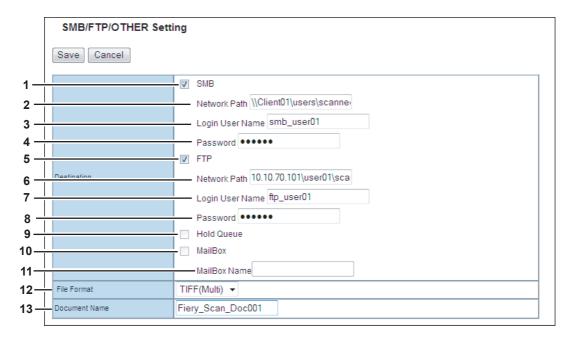
Select whether the automatic start function is enabled or disabled. When this is enabled, the operation will be automatically started when you press the template button from the TEMPLATE menu on the touch panel without pressing the [START] button or [SCAN].

☐ SMB/FTP/OTHER Setting (Private template)

In the SMB/FTP/OTHER Setting page, you can specify where the scanned document will be sent.

Tip

When creating the GA-1211 specific scan template, you can select 2 data destinations at one time.



1) SMB

Select this check box to store the scan in a network folder.

2) Network Path

Enter the network path to the folder where you want to store the scanned data. For example, to specify the "users\scanned" folder in the computer named "Client01", enter "\\Client01\users\scanned\" in this box.

Enter the user name to access the network folder if required.

4) Password

Enter the password for accessing the network folder if required.

5) FTP

Select this check box to store the scan in an FTP server.

6) Network Path

Enter the path to a folder in the FTP server where you want to store the scanned data. For example, to transfer the scanned data to "ftp://10.10.70.101/user01/scan/", enter "10.10.70.101\user01\scan" in this box.

7) Login User Name

Enter the login user name for the FTP server if required.

8) Password

Enter the login password for the FTP server if required.

9) Hold Queue

Select this check box to store the scan in the hold queue in the GA-1211 controller.

10) MailBox

Select this check box to store the scan in a mailbox in the GA-1211 controller.

11) MailBox Name

Enter the mailbox name where you want to store the scanned data.

12) File Format (SMB/FTP)

Select the file format for scanned file will be stored.

- **PDF**: Select this option to store your scan as a PDF file.
- **TIFF**: Select this option to store your scan as a TIFF file.
- **JPEG**: Select this option to store your scan as a JPEG file.

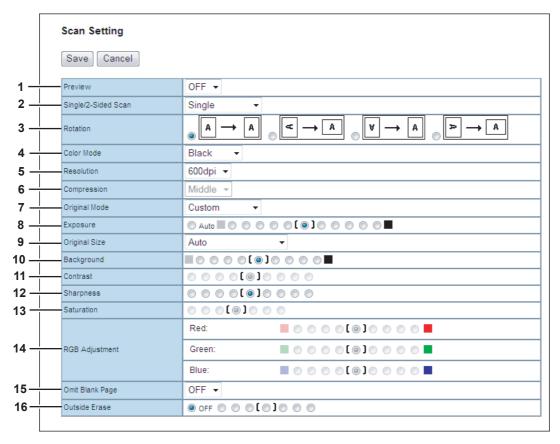
This option is available when the [SMB] or [FTP] check box is selected.

13) Document Name

Enter the document name. The document name can consist of a maximum of 31 characters.

☐ Scan Setting (Private template)

In the Scan Setting page, you can specify how originals are scanned for the SMB/FTP/OTHER agent.



1) Preview

Select whether to display the scanned image on the control panel after the scanning an original.

- OFF Select this option not to display the scanned image.
- **ON** Select this option to display the scanned image.

2) Single/2-Sided Scan

Select whether to scan one side or both sides an original.

- Single Select this option to scan one side of an original.
- Duplex Book Select this option to scan both sides of originals when the pages are printed vertically in the same direction and bound along the vertical side of the paper.
- **Duplex Tablet** Select this option to scan both sides of originals with a vertical reversal to be bound along the horizontal side of the paper.

3) Rotation

Select how the scanned images will be rotated.

4) Color Mode

Select the color mode for scanning.

- Black Select this option to scan in black mode.
- Gray Select this option to scan in gray scale mode.
- Full Color Select this option to scan in full color mode.

Note

When [Black] is selected, JPEG is not allowed for the file format.

5) Resolution

Select the resolution for scanning.

6) Compression

Select the compression for scanning.

Note

This cannot be set when [Black] is selected at the [Color Mode] box.

7) Original Mode

Select the document type of the originals.

- Text Select this option to set the Text mode as the default original mode.
- **Text/Photo** Select this option to set the Text/Photo mode as the default original mode. This can be selected only when [Black] is selected in the [Color Mode] box.
- **Photo** Select this option to set the Photo mode as the default original mode.
- Printed Image Select this option to set the Printed Image mode as the default original mode. This can be selected only when [Full Color] is selected in the [Color Mode] box.



This cannot be set when [Gray] is selected in the [Color Mode] box.

8) Exposure

Select the exposure for scanning.

Select [Auto] to automatically apply the ideal contrast according to the original, or adjust the contrast manually in 11 stages. The farther to the right that you set the value, the darker the density of the scanned image will become.

Note

[Auto] is not available when [Gray] or [Full Color] is selected at the [Color Mode] box. In that case, set the exposure manually.

9) Original Size

Select the original size.

Select [Auto] to automatically detect the original paper size, [Mixed Original Sizes] to allow scanning mixed original sizes, or a desired paper size.

10) Background

Select the density level of the background of the scanned image. Density can be adjusted in 9 levels. The farther to the right that you set the value, the darker the density of the background will become.

11) Contrast

Select the contrast level of the scanned image. Contrast can be adjusted in 9 levels. The farther to the right that you set the value, the higher the contrast level will become.

Note

This is not available when [Black] or [Gray] is selected at the [Color Mode] box.

12) Sharpness

Select the sharpness level of the scanned image. Sharpness can be adjusted in 9 levels. The farther to the right that you set the value, the sharper the scanned image will become.

13) Saturation

Select the saturation level of the scanned image. Saturation can be adjusted in 7 levels. The farther to the right you set the value, the more vivid the scanned image will become.

Note

This is not available when [Black] or [Gray] is selected at the [Color Mode] box.

14) RGB Adjustment

Select the RGB density level of the scanned image. RGB density can be adjusted in 9 levels for each color. The farther to the right you set the value, the darker the density of the selected color will become.

Note

This is not available when [Black] or [Gray] is selected at the [Color Mode] box.

15) Omit Blank Page

Select whether to automatically omit a blank page in the scanned image if it is included in originals.

- OFF The blank page is not omitted.
- **ON** The blank page is omitted.

16) Outside Erase

Select whether to erase a shade that appears outside of the scanned image when an original is placed on the original glass while the Original Cover (optional) is left open. The erased shade will be whitened.

If you want to erase it, you can select the criteria in 7 levels for judging if it is an area to be erased. The farther to the right you select, the larger the area that will be erased. [OFF] is selected by default.

TopAccess ADMIN Mode

■ Registering or editing GA-1211 specific public templates

The GA-1211 specific functions applied for making public templates are the same as those for private templates. For details, see the following section:

☐ P.35 "Registering or editing GA-1211 specific private templates"

■ Notice on the department management/user authentication

If you change the following options from [Enable] to [Disable] or vice versa, it is necessary to reboot the equipment by using the [Reboot] menu of TopAccess (or by using the [POWER] button on the control panel):

- · The department management option
- · The user authentication option

Tips

- For instructions on how to reboot the equipment from TopAccess, refer to the *TopAccess Guide*.
- For details on the department management option and user authentication option, refer to the TopAccess Guide.

TROUBLESHOOTING

This chapter describes how to troubleshoot the problems that could occur while you are using the equipment with the GA-1211 controller attached.

Scanning Problems	46
The scanned data cannot be saved in the network folder or the folder in the FTP server	
Error Codes	47
Error codes on print jobs	47

Scanning Problems

This section describes troubleshooting for using scan data.

■ The scanned data cannot be saved in the network folder or the folder in the FTP server

Problem Description

I have scanned a document from the [SCAN] button on the control panel by using SCAN TO SMB or SCAN TO FTP in the SMB/FTP/OTHER menu, but the data is not saved in the specified folder.

Corrective Action

Check the following points:

- The network path to the folder where you want to store the scanned data is correctly specified.
- The path to the folder in the FTP server where you want to store the scanned data is correctly specified.
- · The FTP server is operating properly.
- The option to enable sending scan jobs over SMB is enabled. For instructions on how to enable this option, refer to the Configuration and Setup.
- The option to enable sending scan jobs to an FTP server is enabled. For instructions on how to enable this option, refer to the Configuration and Setup.

Tip

To find information about troubleshooting other than the above, refer to the *Troubleshooting Guide*.

Error Codes

TopAccess has the pages for the job lists; print, transmission, reception, and scan jobs. The following error codes are shown on these pages in the [Logs] tab (successful jobs have no codes). These codes help you specify the cause of an error you might encounter.

Tip

The error codes are also shown on the [LOG] window of the touch panel. See the following lists when you find an error code on the touch panel.

■ Error codes on print jobs

Error Code	Problem Description	Corrective Action
4501	Job was canceled because the unacceptable paper size was specified.	Select the appropriate paper size and perform printing again.
4502	Job was canceled because the unacceptable paper type was specified.	Select the appropriate paper type and perform printing again.

Tip

To find information about error codes other than the above, refer to the *Troubleshooting Guide*.

INDEX

A		Outside Erase	42
Automatic Start	39	P	
В		Panel Setting	
_	40	Private template	38 39
Background	42	[PASSWORD]	
С		Password	
	00	Picture	
Caption1		Preview	
Caption2		[PRIMARY PORT NUMBER]	
Color Mode		[FRIMART FORT NUMBER]	
Compression		R	
Contrast	42		4.4
_		Resolution	41
D		Restricted Functions	_
[DOCUMENT NAME]	26, 27, 28	COPY menu	
Document Name		FAX menu	
		JOB STATUS screen	9
E		PRINT menu	7
ENABLE HTTP SERVER	33	SCAN menu	6
ENABLE SSL		Software	17
Error Codes		TopAccess administrator mode	13
Exposure		TopAccess user mode	
Exposure	42	USER FUNCTIONS menu	
F		RGB Adjustment	
	00	Rotation	
[Fiery]		Notation	т і
File format		S	
File Format (SMB/FTP)	40		40
File formats	23	Saturation	42
[FILE NAME]	23	Scan Setting	00.44
FTP	40	Private template	
FTP server	25	Scan to SMB/FTP/OTHER	
Functions necessary to reboot the equipment	43	Scan to USB	
, , , , , , , , , , , , , , , , , , , ,		Scanning problem	
G		[SECONDARY PORT NUMBER]	
GA-1211 specific private template	35	Security	23
GA-1211 specific public template		Sharpness	42
O/C 1211 opcomo publio templato		Shutdown	20
Н		Single/2-Sided Scan	41
Hold queue	25 40	SMB	40
[HTTP]		[SMB/FTP/OTHER]	
[NITE]		SMB/FTP/OTHER Settings	
I		Private template	
	00	Specific Functions	
[IPv4]	32	MENU button	20
L		SCAN menu	
_		TopAccess administrator mode	
[LOGIN USER NAME]	•		
Login User Name	40	TopAccess user mode	
		USER FUNCTIONS menu	31
M		Т	
Mailbox	25, 40	•	
[MAILBOX NAME]	28	Templates	
MailBox Name	40	Registering	35
Multi/Single	23		
· ·		U	
N		[USB]	
NETWORK		USB storage device	21, 22
HTTP network service	32	User Name	39
TCP/IP protocol (IPv4)			
Network folder			
[NETWORK PATH]			
<u>-</u>	•		
Network Path	40		
0			
	40		
Omit Blank Page			
Original Mode			
Original Size	42		

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS <u>Operator's Manual</u>

STUDIO 4520c Series with GA-1211

