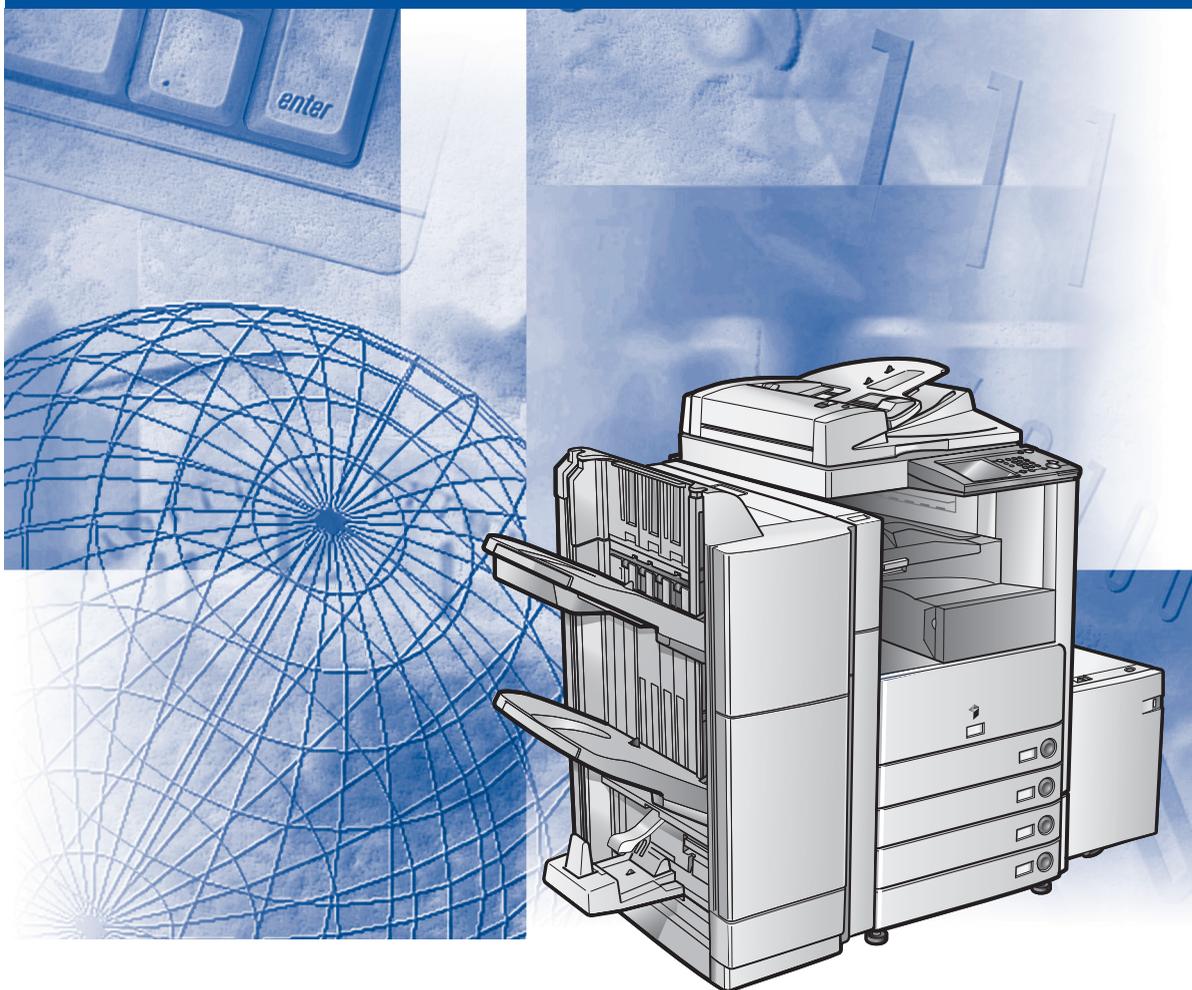


Canon

imageRUNNER

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Remote UI Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER
3045/3035/3030/3025
Remote UI Guide



Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

- **Quick Reference for Basic Operations**

Easy Operation Guide



- **Learn How to Use Your Machine**

The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

Tutorial CD



- **Basic Operations**
- **Troubleshooting**

Reference Guide



- **Copying and Mail Box Instructions**

**Copying and Mail Box
Guide**



- **Sending and Fax Instructions**

**Sending and Facsimile
Guide**



- **Setting Up the Network Connection and
Installing the CD-ROM Software**

Network Quick Start Guide



- **Remote User Interface Instructions**

**Remote UI Guide
(This Document)**



- **Network Connectivity and Setup Instructions**

Network Guide



- **Network ScanGear Installation and
Instructions**

**Network ScanGear
User's Guide**



- **PS/PCL/UFR II Printer Instructions**

**PS/PCL/UFR II Printer
Guide**



- **PCL Printer Driver Installation and
Instructions**

PCL Driver Guide



- **PS Printer Driver Installation and
Instructions**

PS Driver Guide



- **UFR II Printer Driver Installation and Instructions**
- **Mac OS X PS Driver Installation and Instruction**
- **Mac OS X UFR II Driver Installation and Instructions**
- **Fax Driver Installation and Instructions**
- **Installing MEAP Applications and Using the Login Service**

UFR II Driver Guide



Mac PS Driver Guide



Mac UFR II Driver Guide



Fax Driver Guide



MEAP SMS Administrator Guide



-
- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (<http://www.adobe.com>).
 - The machine illustration on the cover may differ slightly from your machine.



How This Manual Is Organized

Chapter 1 Using the Remote UI

Chapter 2 Checking and Managing Functions

Chapter 3 Customizing Settings

Chapter 4 Appendix

Includes the glossary and index.

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Preface

Thank you for purchasing the Canon imageRUNNER 3045/3035/3030/3025. Please read this manual thoroughly before operating the product to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

-  **CAUTION** Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.
-  **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the product correctly, and avoid damage to the product.
-  **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys and Buttons Used in This Manual

The following symbols and key/button names are a few examples of how keys and buttons to be pressed are expressed in this manual:

- Touch Panel Display Keys: [Key Name]
Examples: [System Settings]
[Done]
- Control Panel Keys: Key Icon (Key Name)
Examples: Ⓜ (Additional Functions)
⓪ - ⑨ (Numeric Keys)
- Buttons on Computer Operation Screens: [Button Name]
Examples: [Job Status]
[OK]

Displays Used in This Manual

Screen shots used in this manual are those taken when the following optional equipment is attached to the imageRUNNER 3025: the Super G3 FAX Board, PS Printer Kit, Finisher-S1, Additional Finisher Tray-B1, Copy Tray-J1, and Cassette Feeding Unit-Y3.

Functions that are unavailable due to a particular combination of accessories and optional equipment are not displayed on the web browser. Therefore, screen shots of computer operation screens used in this manual may differ from the ones you actually see, depending on the model or options that come with your machine.

The keys or buttons that you need to click during the procedure are marked with a , as shown in the example below. If multiple keys or buttons can be clicked, they are all enclosed within a . Select the appropriate key or button according to your needs.

- 1 Click [Job Status] → Click [Status] or [Log] from the menu that appears under [Print Job].



Click one of these keys for operation.

Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows® XP Home Edition operating system:	Windows XP
Microsoft® Windows® XP Professional Edition operating system:	Windows XP
Microsoft® Windows® operating system:	Windows
Apple Macintosh:	Mac

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1

CHAPTER

Using the Remote UI

This chapter describes the features and benefits of the Remote UI, and how to start it.

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Overview of the Remote UI

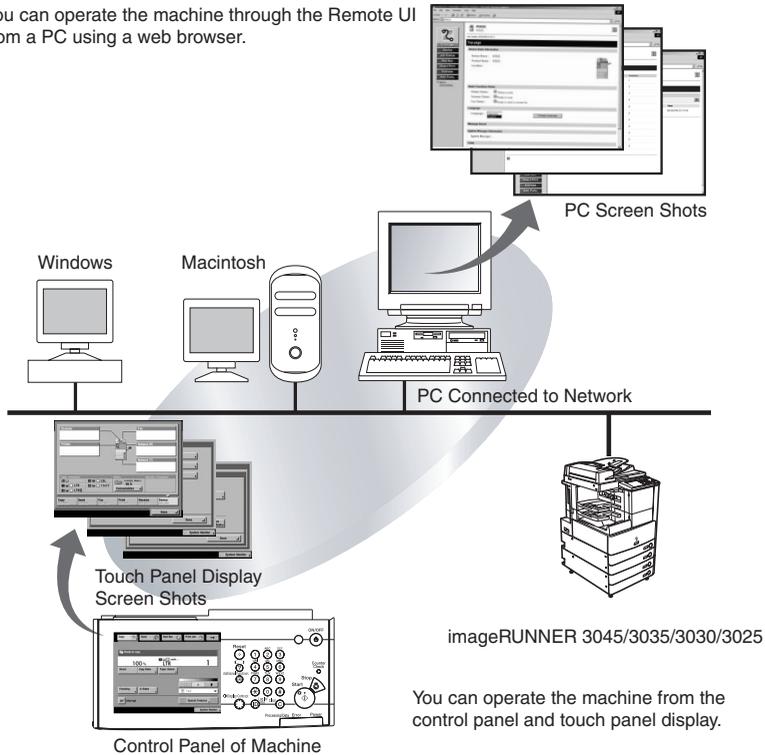
1

Using the Remote UI

The Remote UI (User Interface) is preinstalled software in the machine that enables you to access the machine's functions by using a web browser. For example, the Remote UI enables you to access the machine to check job status, execute jobs, and specify various settings. To be able to use the Remote UI, all you need is a web browser and a network connection between your computer and the machine.

In order to use the Remote UI, you must first enter an IP (Internet Protocol) address for the machine from the control panel and set up the necessary network connection. Once this is achieved, start your web browser and enter the machine's IP address. The Remote UI screen appears on your computer screen and is ready for use.

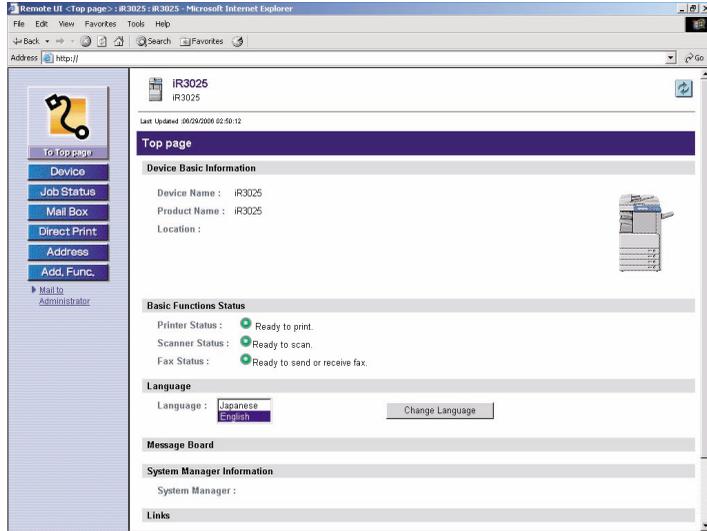
You can operate the machine through the Remote UI from a PC using a web browser.



■ Checking the Status of the Machine from a Networked Computer

The Remote UI enables you to access the machine via a network, enabling you to display the current status and settings for the machine, and the status of all information and job processing. You can manage the machine from a computer connected to the network without having to perform operations on the machine itself.

When you enter the machine's IP address into your web browser, the Remote UI's top page or main screen is displayed on your computer screen, as shown below:



The left column of the Remote UI's top page contains the function buttons, which allow you to navigate the functions of the Remote UI.



Takes you to the Remote UI top page.
Displays information such as the product name, printer status, scanner status, and fax status.

Device

Displays the machine's current status, settings information, and the optional equipment that is attached to the machine.

Job Status

Displays the current status of jobs, and permits changes to jobs being processed by the machine.

Mail Box

Enables you to print, duplicate, delete, or send documents stored in inboxes.

Direct Print

Enables you to print PDF (Portable Document Format), PS (PostScript), and image files that are stored in your computer or on the network without opening the files. The Direct Print function is available for PDF and PS files only if the optional PS Printer Kit is activated.

Address

Enables you to manage the machine's Address Book, including the storing and editing of addresses.

Add. Func.

Enables you to specify or change various system settings on the machine.



This updates or refreshes the currently displayed screen with the latest information. Information is not updated automatically. When you click this button, the latest information from the machine is acquired.

NOTE

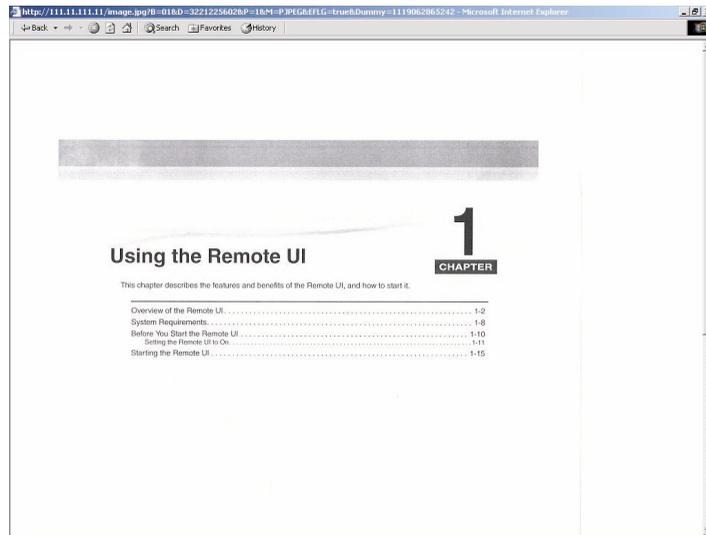
- You can change the language displayed on the screen by selecting the desired language and clicking [Change Language], regardless of the language used on the touch panel display of the machine.
- If you change the language, characters of the displayed language can be entered. However, if the displayed language is different from the language used on the touch panel display of the machine, the language may not be displayed correctly.
- If Language Switch is set to 'On' from the touch panel of the machine, some characters are restricted and cannot be entered.

■ Setting and Controlling the Machine from a Computer

The Remote UI enables you to pause and resume jobs, view and print jobs stored in inboxes, and change various settings from a computer without using the machine's control panel.

■ Viewing documents stored in inboxes on your computer screen

You can view documents in the machine's inboxes in the TIFF format by clicking [Mail Box].

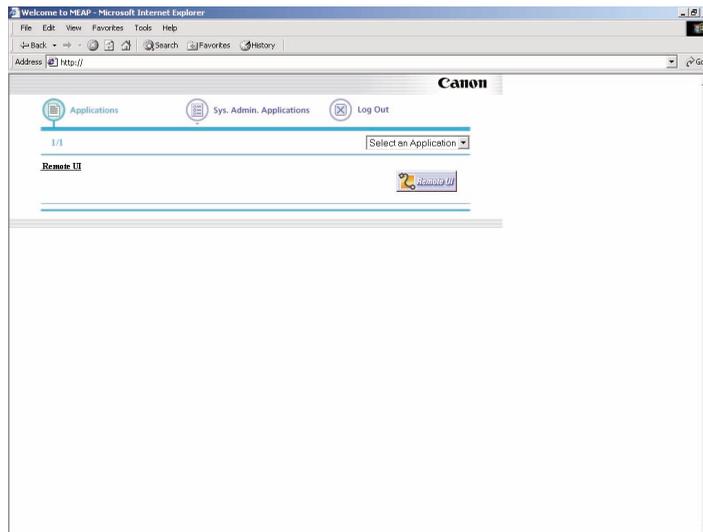
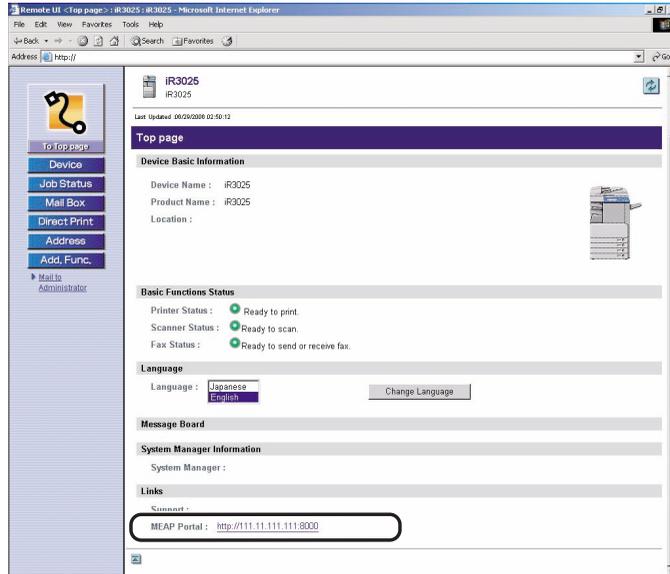


NOTE

- To view images in the TIFF format, you need an application that supports the TIFF format (e.g., Imaging for Windows).
- To view images on a Macintosh, you need an application that supports the TIFF formats. If you use QuickTime, version 6.0.1 or later is required.

■ Link to MEAP Portal

A list of the MEAP (Multifunctional Embedded Application Platform) applications can be displayed by clicking [<http://<the IP address of the device:8000>>] for Link to MEAP Portal on the top page of the Remote UI.



 **NOTE**

- You can set a MEAP application for administrator/system manager only, if you enter the authentication login screen as an Administrator. (See the *MEAP SMS Administrator Guide*.)
- If Department ID Management is set to 'Off' and a System Manager is not specified, depending on the login services you are using, all users may be considered as Administrators without authentication. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)
- [Link to MEAP Portal] appears only if a MEAP application called "PortalService" is installed on the machine. PortalService can be installed using the MEAP Administration Software CD-ROM.

System Requirements

1

The system requirements for the Remote UI are as follows:

■ Windows

- OS (Operating System)
 - Microsoft Windows 98
 - Microsoft Windows 2000 Professional
 - Microsoft Windows Me
 - Microsoft Windows XP
- Web Browser
 - Microsoft Internet Explorer 5.01 SP2, or later
 - Netscape Communicator 4.6, or later

■ Macintosh

- OS (Operating System)
 - Mac OS 8.6, or later
- Web Browser
 - Microsoft Internet Explorer 5.0, or later



IMPORTANT

- Available browsers may be limited depending on the login services for the MEAP function you are using. For instructions on how to use the login services, see the *MEAP SMS Administrator Guide*.
- If you are using Netscape 6.2, click [Edit] → select [Preferences] → click [Advanced] menu under Category → click [Cache] → set [Compare the page in the cache to the page on the network] to [Once per session] or [Never]. If you do not make this setting, you may have problems accessing the machine using other web browsers.



NOTE

Apart from those mentioned above, no other software, such as a web server, is necessary. (There already is a web server inside the machine.)

Before You Start the Remote UI

Before you start the Remote UI, perform the following:

■ Specify the Network Settings

Specify the settings under Network Settings in System Settings (from the Additional Functions screen) and find out the machine's IP address. If you do not know the machine's IP address, consult your network administrator. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

■ MEAP Settings

Set Use HTTP in MEAP Settings in System Settings (from the Additional Functions screen) to 'On'. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.) If you are using a default authentication, you do not need to set Use HTTP to 'On'.

■ Enable the Remote UI

Set Remote UI in System Settings (from the Additional Functions screen) to 'On'. It is also recommended that Device Information Settings in System Settings is configured.

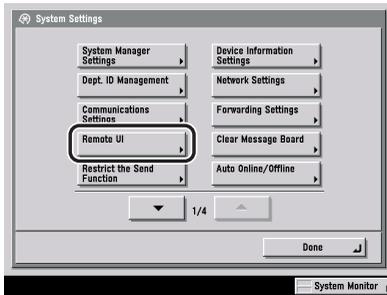
IMPORTANT

- Connection via a proxy server is not possible. If your system environment has a proxy server, perform the following setting. (Settings vary according to the system environment, consult your network administrator.)
 - Enter the IP address of the machine into Exceptions in the web browser proxy server settings.
- You must set your web browser to enable all cookies and use JavaScript. Otherwise, you will not be able to change the machine's settings using the Remote UI.
- If the control panel of the machine is being used for a particular operation, you cannot perform the same operation using the Remote UI.
- If multiple Remote UIs are running simultaneously, the latest setting that was made is enabled. It is recommended that only one Remote UI be running at a time.
- To enter characters from a web browser, use the characters that you can enter from the touch panel display of the machine. If you use the other characters, they may not be displayed/recognized properly on the machine.

Enabling the Remote UI

You must use the machine's control panel to enable the Remote UI.

- 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Remote UI].



If the System Manager ID and System Password have already been set, enter the System Manager ID and System Password using **Ⓜ** - **Ⓜ** (numeric keys) → press **Ⓜ** (Log In/Out).



NOTE

If the desired setting is not displayed, press **▼** or **▲** to scroll to the desired setting.

- 2 Select [On] → select whether to use SSL.

Select [Off] to disable the Remote UI.

<Use SSL>:

[On]: Allows secured transmission using SSL.

[Off]: Prohibits secured transmission using SSL.



NOTE

Any changes made to <Use SSL> are also applied to <Use SSL> in <Use HTTP> in MEAP Settings in System Settings (from the Additional Functions screen).

- 3 Press [Done] repeatedly until the Basic Features screen appears.

4 Turn OFF the main power of the machine, wait 10 seconds, and then turn ON the main power.



IMPORTANT

The [Remote UI] setting is made effective only after turning the machine's main power OFF, and then ON.



NOTE

For information on how to turn ON and OFF the main power of the machine, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

Starting the Remote UI

To start the Remote UI, follow the procedure described below.



For details of selection and setting of a login service, consult your system administrator.

1 Start your web browser.

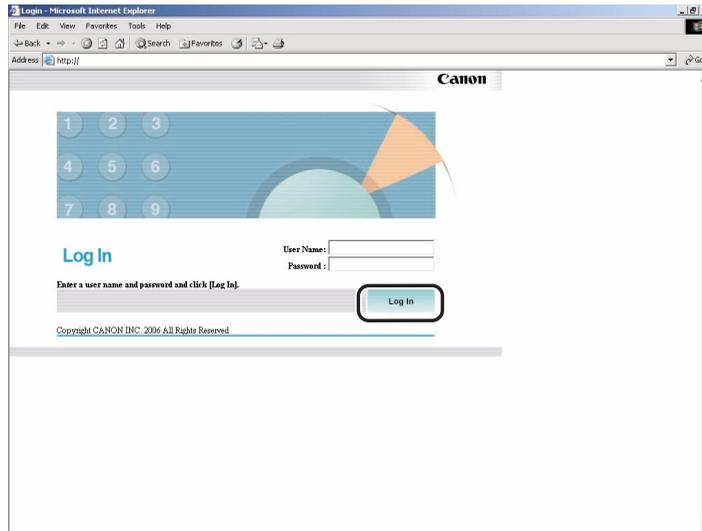
2 Enter the appropriate URL into [Address] or [Location].

http://<the IP address of the device>/

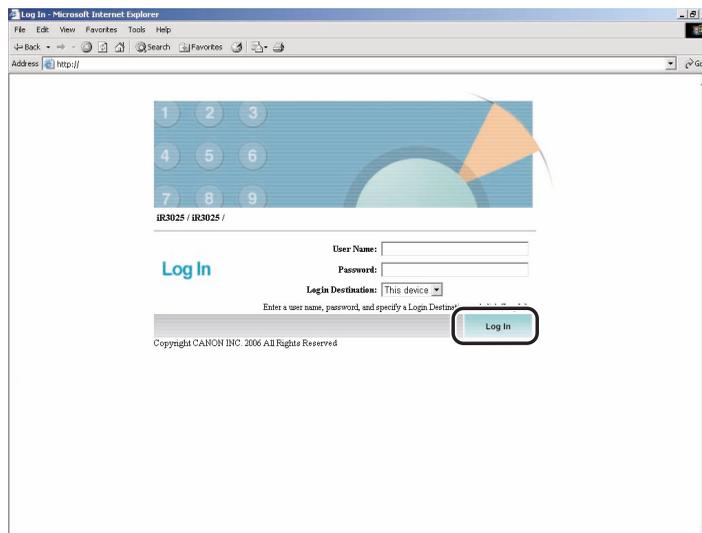


- If a login service is not set, it is unnecessary to proceed to step 3. However, if System Manager Settings is set, log in using the contents set for the settings, or click [Cancel] without logging in.
- If you do not know the appropriate URL, consult your system administrator.

3 Enter the required data → click [Log In].

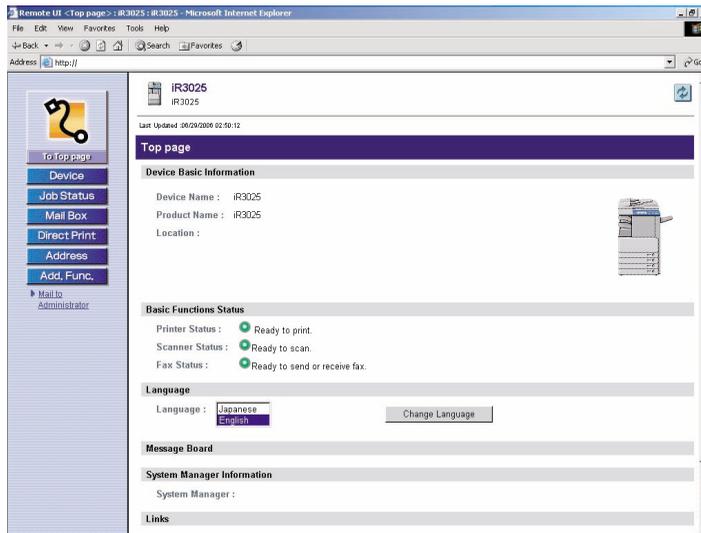


SDL is set as a login service.



SSO is set as a login service.

The Remote UI screen is displayed.



IMPORTANT

If there is more than a 30 minute difference between the current time set in the computer register by the Active Directory and the time set in the computer that you use for login, an error occurs when you log in using SSO. To be able to log in using SSO, it is necessary to match the current time on both the computers.

NOTE

- If Default Authentication is set, and an ID and password for the system manager in the System Manager Settings (from the Additional Functions screen of the machine) have been set, a dialog box requesting a user name and password appears. Enter the system manager ID and password, and click [OK] to start the Remote UI.
- You must use the user login name (pre-Windows 2000) registered in Active Directory in order to then enter a user name for SSO authentication.
- You can use only alphanumeric characters, . (period), - (hyphen), or _ (underscore) for a user name for SSO authentication. You can log in only if you use valid characters.
- You can select up to four trusted domain names in addition to the domain name the machine belongs to for the DNS Domain Name.
- Even if you install multiple login services, they cannot be used simultaneously. Only the login screen for the set login service is displayed.

Checking and Managing Functions

2

CHAPTER

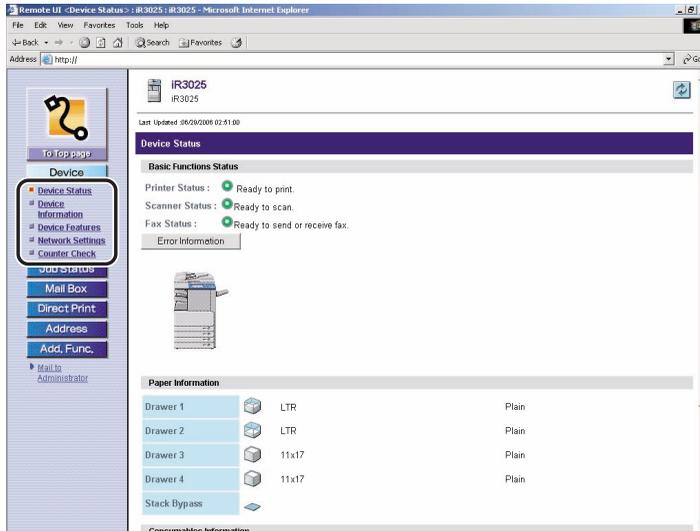
This chapter describes the various functions for checking and managing the Remote UI.

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Device Status and Information Display

You can use the Remote UI (User Interface) to check the machine's current status, such as the amount of paper remaining in the various paper sources, and to check for any errors. You can also obtain information on the machine's system manager, the location where the machine is installed, and the machine's protocol settings.

- 1 Click [Device] → select the item you want to display from the menu that appears under [Device].



Details of each item are shown below.

[Device Status]: Displays the remaining amount of paper in the various paper sources, the remaining amount of consumables, and any error messages. To check the details of the error, click [Error information].

[Device Information]: Displays information related to the machine, such as the system manager's information and the location where the machine is installed.

[Device Features]: Displays the optional equipment (such as the finisher) that is attached to the machine and the functions that are available with the current system configuration.

[Network Settings]: Displays the machine's protocol settings.

[Counter Check]: Displays the total number of pages that have been output for printing, copying, and received job printing.

Job Management

The Remote UI provides you with job management capabilities, which enable you to check job status, pause/resume jobs, and prioritize print jobs.

The types of jobs that can be managed are:

- Print jobs
- Copy jobs
- Send jobs
- Receive jobs
- Sending Fax jobs
- Receive Fax jobs



IMPORTANT

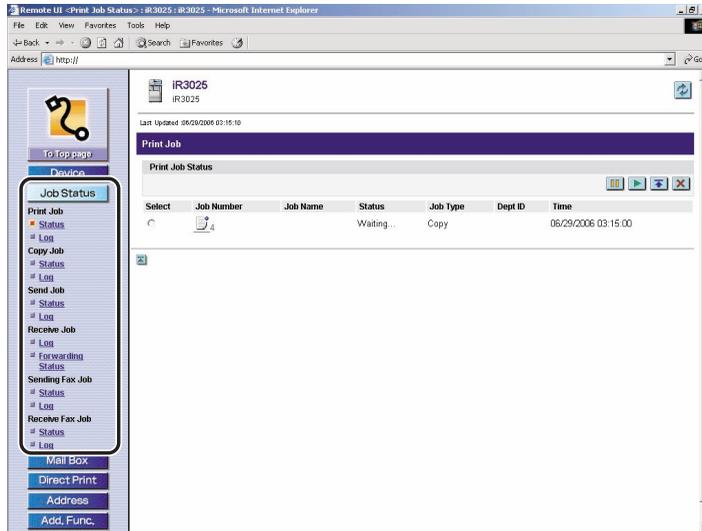
- Send jobs and receive jobs can be managed only if the Universal Send Kit is activated.
- Fax jobs can be managed only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- If the Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off,' [Receive Job] and [Log] are not displayed.



NOTE

- The job management operations available using the Remote UI are the same as those that you can access from [System Monitor] on the control panel of the machine. For more information on operations from the touch panel display, see Chapter 5, "Checking Job and Device Status," in the *Reference Guide*, and Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.
- For more information on job management, see Chapter 5, "Checking Job and Device Status," in the *Reference Guide*.
- For more information on send jobs, receive jobs, and fax jobs, see Chapter 8, "Checking/Changing the Send/Receive Status," in the *Sending and Facsimile Guide*.

- 1 Click [Job Status] → click [Status] or [Log] from the menu that appears under [Print Job].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

● To perform operations on a job:

- Click [Status].
- Click  (Select) to the left of the job that you want to perform operations on → click one of the following buttons:

Details of each item are shown below.

-  Stops the output of print jobs that are sent from computers (printer driver). (This button cannot be used to stop the output of other types of jobs, such as copy jobs or print jobs of documents stored in inboxes.)
-  Resumes the output of print jobs that are sent from computers (printer driver). (This button cannot be used to resume the output of other types of jobs, such as copy jobs or print jobs of documents stored in inboxes.)
-  Moves the selected job up to the top of the print queue so that it is printed immediately after the current job is complete.
-  Deletes the selected job (cancels processing). The job cannot be retrieved once it is deleted.

 NOTE

A triangular mark appears when you click  (Select), and the job is selected.

● To display the details of a job:

- Click [Status].
- Click its job number that you want to display the details of.

● To display the job log

- Click [Log].
- Select the type of job whose log you want to display from the Print Job Log drop-down list → click [Display].

Details of each item are shown below.

[Copy]: Displays the copy job log.

[Printer]: Displays the print job log.

[Local Print]: Displays the local print job log, including jobs from inboxes.

[Remote Copy]: Displays the remote copy job log.

[RX Print]: Displays the receive print job log.

[Report Print]: Displays the report print job log.

[Network]: Displays the network print job log.

 NOTE

- The types of log that appear under the Print Job Log drop-down list vary depending on the optional equipment attached.
- For more information on each type of job, see the *Reference Guide*.
- To return to the main Job status screen, click () (Back).

● To save the job log:

- Click [Log].
- Click [Save in CSV Format].
- Click [OK].
- Specify the location for the file to be saved → enter the file name → click [Save].

If the file name is not entered, one of the following names is used as the file name:

- Copy: pcopy.csv
- Printer: pprint.csv
- Local Print: plocal.csv
- Remote Copy: premote.csv
- Receive Print: prx.csv
- Report Print: preport.csv
- Network: network.csv

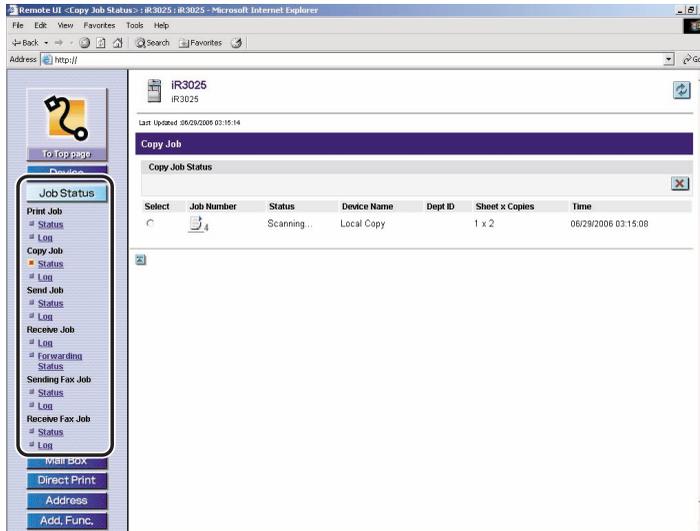
The type and order of items saved in the file are identical to the ones displayed on each job log.

**NOTE**

- The latest 100 jobs are displayed in the job log. (The jobs other than the latest 100 jobs are not saved in the log.)
- The dialog box that is displayed when you save the job log in CSV format may vary depending on the manufacturer and version of the browser.

Managing Copy, Send, and Fax Jobs

- 1 Click [Job Status] → select the job type and click [Status] or [Log] from the menu that appears under [Job Status].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

● To cancel a job:

- Click [Status].
- Click (Select) next to the job that you want to cancel → click (Delete).

NOTE

A triangular mark appears when you click (Select), and the job is selected.

● To display the details of the job:

- Click [Status].
- Click the job number.

● To display the job log:

- Click [Log].

● To save the job log:

- Click [Log].
- Click [Save in CSV Format].
- Click [OK].
- Specify the location for the file to be saved → enter the file name → click [Save].

If the file name is not entered, one of the following names is used as the file name:

- Copy Job Log: copy.csv
- Send Job Log: tx.csv
- Sending Fax Job Log: ftx.csv
- Receive Fax Job Log: frx.csv

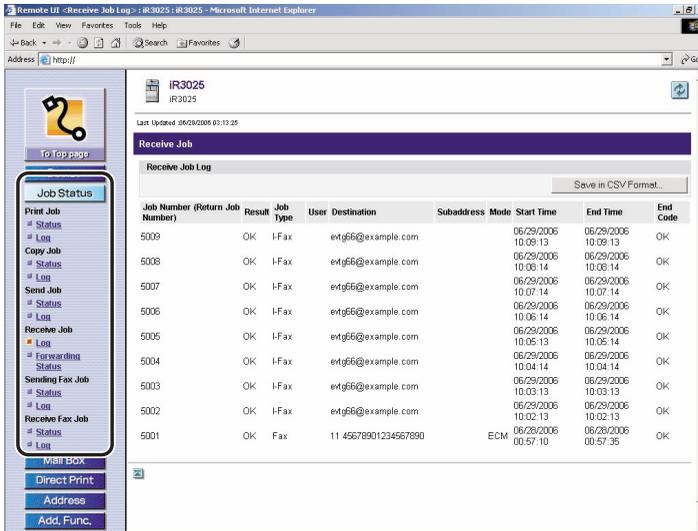
The type and order of items saved in the file are identical to the ones displayed on each job log.

**NOTE**

- The latest 100 jobs are displayed in the job log. (The jobs other than the latest 100 jobs are not saved in the log.)
- The latest 100 send and receive jobs are displayed in the send/receive job log. The latest 100 send fax and receive fax jobs are displayed in the send fax/receive fax job log.
- The dialog box that is displayed when you save the job log in CSV format may vary depending on the manufacturer and version of the browser.

Managing Receive Jobs

- 1 Click [Job Status] → click [Log] or [Forwarding Status] from the menu that appears under [Receive Job].



● To save the job log:

- Click [Log].
- Click [Save in CSV Format].
- Click [OK].
- Specify the location for the file to be saved → enter the file name → click [Save].

If the file name is not entered, the file is saved as 'rx.csv'.

The type and order of items saved in the file are identical to the ones displayed on the receive job log.

NOTE

- The latest 100 jobs are displayed in the job log. (The jobs other than the latest 100 jobs are not saved in the log.)
- The latest 100 send and receive jobs are displayed in the send/receive job log.
- The dialog box that is displayed when you save the job log in CSV format may vary depending on the manufacturer and version of the browser.

● To display the forwarding status:

- Click [Forwarding Status].

 **NOTE**

You can check the details of forwarded jobs from the forwarding status screen. For more information, see Chapter 6, "Receiving Documents," in the *Sending and Facsimile Guide*.

● **To display the details of a forwarded job:**

- Click [Forwarding Status].
- Click its job number that you want to display the details of.

Managing Inboxes

The Remote UI enables you to perform operations on documents stored in inboxes as well as specify settings for the inboxes. The types of inboxes that can be managed are as follows.



NOTE

The inbox management operations available using the Remote UI are the same as those available from the control panel of the machine. For instructions on using the control panel to manage inboxes, see Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.

■ User Inboxes

Scanned documents are stored here. Up to 100 User Inboxes can be used. You can print, send, duplicate, or delete documents stored in User Inboxes. You can also assign names to the inboxes, protect them with passwords, and specify how long documents are stored in them before they are automatically deleted.



IMPORTANT

Documents stored in User Inboxes can be sent only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

■ Memory RX Inbox

Documents received in memory through the Fax/I-fax function are stored here. You can print, send, or delete documents stored in the Memory RX Inbox. You can also set whether Fax/I-fax documents are received in memory, and whether to protect the Memory RX Inbox with a password.



IMPORTANT

The Memory RX Inbox is available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.



NOTE

- To receive Fax/I-fax documents in memory, press  (Additional Functions) → [System Settings] → [Communications Settings] → [Memory RX Inbox Settings] → set [Use Fax Memory Lock] or [Use I-Fax Memory Lock] to 'On' from the machine's control panel. The same settings are available by clicking [Add. Func.] → [Custom Settings] → [Memory RX Inbox Settings] from the Remote UI.
- For more information on the Fax/I-fax memory mode, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

■ Confidential Fax Inboxes

Documents received through the Fax/I-fax function that meet the specified forwarding conditions are stored here. Up to 50 Confidential Fax Inboxes can be created. You can print or delete documents stored in Confidential Fax Inboxes. You can also assign names to the inboxes and protect them with passwords.

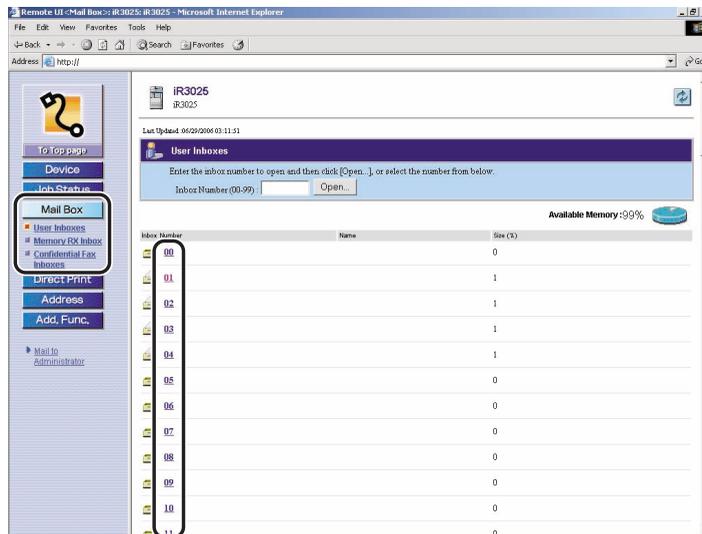
IMPORTANT

Confidential Fax Inboxes are available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

User Inboxes

2

- 1 Click [Mail Box] → select [User Inboxes] from the menu that appears under [Mail Box] → click the number of the desired inbox.



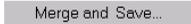
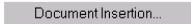
If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

If the desired inbox is set with a password, enter the password → click [OK].

You can also select the desired inbox by entering its number next to [Inbox Number (00-99)] → click [Open].

2 If you want to select and perform an operation on a document, select the check box next to the document under [Select] → click one of the buttons on the User Inboxes toolbar.

Details of each item are shown below.

	The machine prints out the selected document.
	Sends the selected document to a specified destination. The destination must already be stored in the Address Book.
	Duplicates the selected document to another User Inbox.
	Deletes the selected document. Once a document is deleted, it cannot be retrieved.
	You can combine a number of documents stored in user inboxes and save them as one document.
	You can insert a document stored in a user inbox into another document at any location, and create a new document.
	You can print a list of the documents in a user inbox.

● To print the document:

- Click [Print].
- If necessary, change the print settings → click [Start Print].

For more information on changing the print settings, see p. 2-14.

By selecting a document and clicking the buttons under Document Order, you can change the order in which the documents are printed.

-  Move to top
-  Move up one level
-  Move down one level
-  Move to bottom

If you want the document to be automatically deleted after it is printed, select the [Erase Document After Printing] check box.

● To change the print settings:

- Click [Change Print Settings] in the Print Settings pane.
- Change the necessary print settings.

Use the scroll bar to view/edit additional settings.

If you want to discard any changes you made and return to the previous screen to print with the original settings, click [Original Settings].

- After changing the settings, click [Start Print].

If you try to specify settings that cannot be set together, an error dialog box appears and you will not be able to print. When this happens, start the procedure from the beginning.

 **NOTE**

- [Store Print Settings] enables you to store the settings changed by clicking [Change Print Settings], when one document is selected.
- For more information on specifying the print settings, see Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.
- The settings that appear on the Print Settings screen vary depending on the optional equipment attached to the machine.

● **To send the document:**

- Click [Send].
- Specify the address, user, and send settings → click [Start Send].

By selecting a document and clicking the buttons under Document Order, you can change the order in which the documents are sent.

-  Move to top
-  Move up one level
-  Move down one level
-  Move to bottom

If you want the document to be automatically deleted after it is sent, select the [Delete After Sending] check box.

Click [Address Book] under Address Settings to display a list of destinations from which you can select the desired destination.

You can delete an address from the list by selecting it and clicking [Delete].

 **IMPORTANT**

The Send function is available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

 **NOTE**

For more information on send settings, see Chapter 2, "Basic Sending Methods," in the *Sending and Facsimile Guide*.

● **To duplicate the document to another inbox:**

- Click [Duplicate].
- Click the Name drop-down list under Target Inbox → select the inbox where you want to duplicate the document → click [Start].

● **To delete a document:**

- Click [Delete].

● To merge and save documents:

- Click [Merge and Save].
- Enter the necessary settings → click [Start].

By selecting a document and clicking the buttons below, you can change the order in which the documents are merged.

-  Move to top
-  Move up one level
-  Move down one level
-  Move to bottom

● To insert a document into another document:

- Click [Document Insertion].
- Specify the document you want to insert → click [Next].
- Enter the necessary settings → click [Start Insert].

If you want to return to the previous document insertion screen, click [Back].

● To print a list of the documents:

- Click [List Print].
- Click [OK].

3 To display the details of the document, click the document name.

You can also click  (Type) to display the document details.

4 If you want to display the image file of the document, click (Size).

For information on each icon, see Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.

Details of each item are shown below.

Change Document Name...

You can change the name of the document by clicking this button.

Page Erase

You can erase any page in a document by placing a check mark next to the page you want to erase and clicking [Page Erase].

Erase Pages Consecutively...

You can erase the number of consecutive pages at one time by clicking this button and specifying the pages you want to erase.

1-100
1-100
101-200
201-266

If the number of pages exceeds 100, you can select a range of pages displayed from the drop-down list.

NOTE

- The images that are stored in inboxes can be displayed.
-  (Size) does not appear for documents whose images cannot be displayed.
- If the size of the image is larger than 1 MB, the message <The data size of the selected image is 1 MB or more. It may take time to display it. Are you sure you want to display it?> is displayed. To display the image file, click [OK]. To cancel displaying the image file, click [Cancel].

5 If you want to specify the inbox name, protect the inbox with a password, or set the storing period, click [Settings].

6 Set each item as necessary → click [OK].

NOTE

For more information on the User Inboxes settings, see Chapter 8, "Customizing Settings," in the *Copying and Mail Box Guide*.

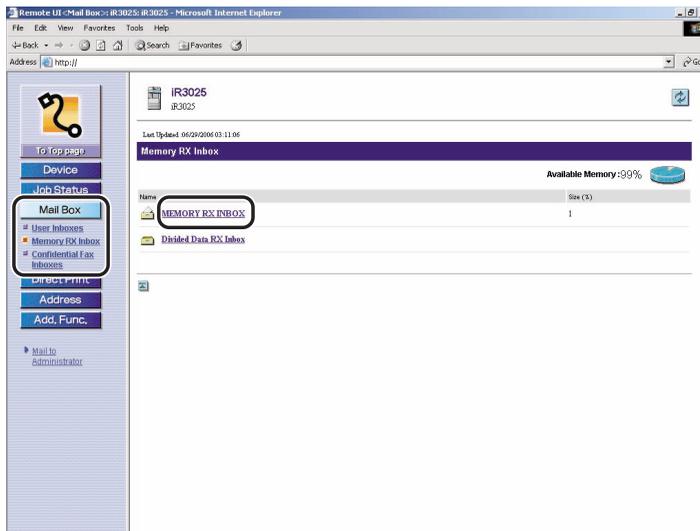
Memory RX Inbox

IMPORTANT

The Memory RX Inbox function is available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

Memory RX Inbox

- 1 Click [Mail Box] → select [Memory RX Inbox] from the menu that appears under [Mail Box] → click [MEMORY RX INBOX].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

If the Memory RX Inbox is set with a password, enter the password → click [OK].

2 If you want to select and perform an operation on a document, select the check box next to the document under [Select] → click one of the buttons on the Memory RX Inbox toolbar.

Details of each item are shown below.

	The machine prints out the selected document. A document is automatically deleted once it is printed.
	Sends the selected document to a specified destination.
	Deletes the selected document. Once a document is deleted, it cannot be retrieved.
	Click this button to specify settings for receiving documents in memory.

● To print the document:

- Click [Print] → [Start Print].

● To send the document:

- Click [Send].
- Specify the address, user, and send settings → click [Start Send].

By selecting a document and clicking the buttons under Document Order, you can change the order in which the documents are sent.

-  Move to top
-  Move up one level
-  Move down one level
-  Move to bottom

If you want the document to be automatically deleted after it is sent, select the [Delete After Sending] check box.

Click [Address Book] under Address Settings to display a list of destinations from which you can select the desired destination.

You can delete an address from the list by selecting it and clicking [Delete].

NOTE

For more information on send settings, see Chapter 2, "Basic Sending Methods," in the *Sending and Facsimile Guide*.

● To delete the document:

- Click [Delete].

● To specify Memory Lock Settings:

- ❑ Click [Memory Lock Settings] → specify the settings as necessary → click [OK].

For more information on the Memory Lock Settings, see Chapter 6, "Sending and Receiving Documents Using the Inboxes," in the *Copying and Mail Box Guide*.

3 To display the details of the document, click the document name.

You can also click  (Type) to display the document details.

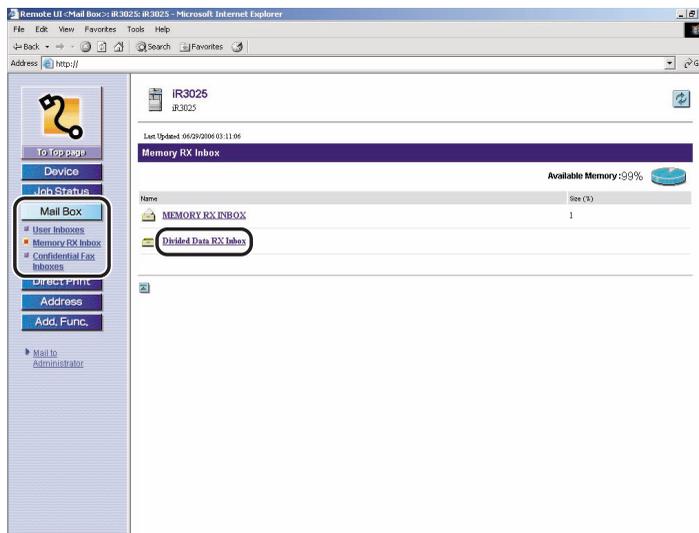
4 If you want to protect the inbox with a password, click [Settings].

Select [Set Inbox Password] → set the password → click [OK].

 **NOTE**

- You cannot change the name of the Memory RX Inbox. Only the password can be specified or changed.
- For more information on the Memory RX Inbox settings, see Chapter 6, "Sending and Receiving Documents Using the Inboxes," in the *Copying and Mail Box Guide*.

- 1 Click [Mail Box] → select [Memory RX Inbox] from the menu that appears under [Mail Box] → click [Divided Data RX Inbox].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

If the Divided Data RX Inbox is set with a password, enter the password → click [OK].

- 2 If you want to select and perform an operation on a document, select the check box next to the document under [Select] → click one of the buttons on the Divided Data Inbox toolbar.

Details of each item are shown below.

Deletes the selected document. Once a document is deleted, it cannot be retrieved.

- **To delete the document:**

- Click [Delete].

To print a document before deleting it, select [Print When Erased] before clicking [Delete].

3 To display the details of the document, click the document name.

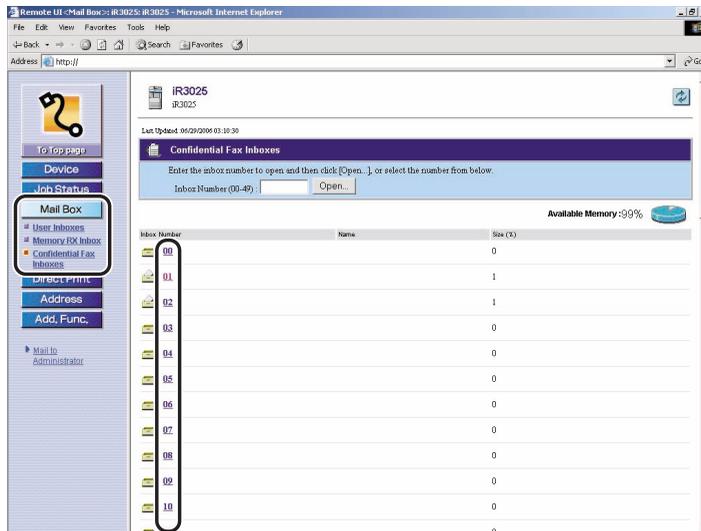
You can also click [📄] (Type) to display the document details.

Confidential Fax Inboxes

IMPORTANT

Confidential Fax Inboxes are available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

1 Click [Mail Box] → select [Confidential Fax Inboxes] from the menu that appears under [Mail Box] → click the number of the desired inbox.



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

If the desired inbox is set with a password, enter the password → click [OK].

You can also select the desired inbox by entering its number next to [Inbox Number (00-49)] → click [Open].

2 If you want to select and perform an operation on a document, select the check box next to the document under [Select] → click one of the buttons on the Confidential Fax Inboxes toolbar.

Details of each item are shown below.

 The machine prints out the selected document.

 Deletes the selected document. Once a document is deleted, it cannot be retrieved.

● To print the document:

Click [Print] → [Start Print].

If you want the document to be automatically deleted after it is printed, select the [Erase Document After Printing] check box.

● To delete the document:

Click [Delete].

3 To display the details of the document, click the document name.

You can also click  (Type) to display the document details.

4 To change the settings of a Confidential Fax Inbox, click [Settings].

5 Set each item as necessary → click [OK].

To change the name of a Confidential Fax Inbox, enter the new name in [Name]. The maximum number of characters that you can enter for a Confidential Fax Inbox name is 24.

If you want to protect a Confidential Fax Inbox with a password, select [Set Inbox Password] → enter a password. You can use the Confidential Fax Inbox function without setting a password. You cannot store a password with only zeros as the number, such as <0> or <00>.

If you want to send a link to a Confidential Fax Inbox via e-mail, select [Set URL Send] → click [Address Book] → select the destination address.



NOTE

For more information on the Confidential Fax settings, see Chapter 6, "Sending and Receiving Documents Using the Inboxes," in the *Copying and Mail Box Guide*.

Printing PDF, PS, or Image Files Directly (Direct Print)

You can print PDF, PS, or image files directly from the Remote UI, without having to open the files.



IMPORTANT

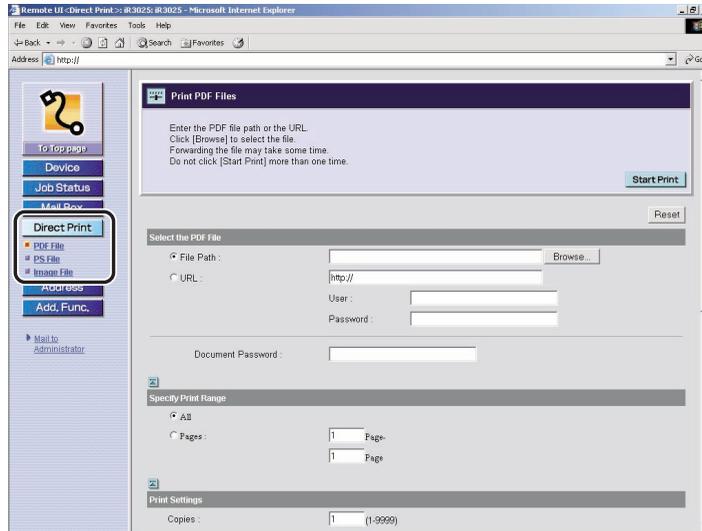
- The Direct Print function is available for PDF and PS files only if the optional PS Printer Kit is activated.
- The image files that you can print directly are TIFF and JPEG files.
- Direct printing may take a while to start after clicking [Start Print]. Do not click [Start Print] more than once.



NOTE

- Even in cases where you cannot print a file using the Direct Print function, or if the print output is out of alignment, you may still be able to open the file in an application and print it using the printer driver.
- For more information on print settings, see the *PS/PCL/UFR II Printer Guide*.

- 1 Click [Direct Print] → select [PDF File] from the menu that appears under [Direct Print].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

- 2 Specify the location of the PDF file that you want to print.

To specify the location using the pathname, click [File Path] → enter the pathname in the entry box.

To specify the location using the URL, click [URL] → enter the URL in the entry box → enter a user name and password in the [User] and [Password] entry boxes, if necessary.

You cannot specify multiple PDF files at the same time.

If a password is set for the specified PDF file, enter the password.

NOTE

- If you specify to print a PDF file by entering its URL, the next print job cannot be processed until the download of the PDF file is complete or until the browser has disconnected from the web server.
- Only the HTTP protocol is supported for the printing of a PDF file by entering its URL.

3 Specify the settings for Specify Print Range.

If you want to specify the pages to print by the page number, click [Pages] → enter the page numbers. Only the setting for the item whose radio button is selected will be effective.

4 Specify the settings under Print Settings according to your preference.

Scroll down if desired settings are not displayed.

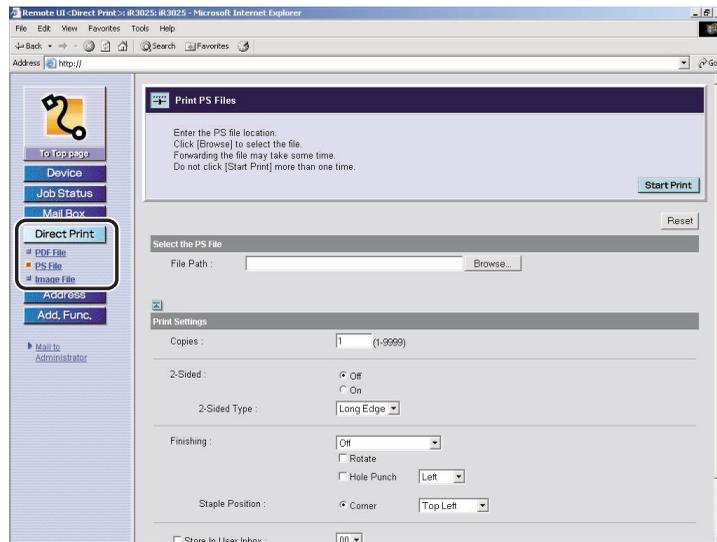
To restore the settings to their original values, click [Reset].

5 Click [Start Print].

To check the files that have been sent to the machine to be printed, click [to Job List] on the message box that appears after you click [Start Print].

Printing PS Files Directly

1 Click [Direct Print] → select [PS File] from the menu that appears under [Direct Print].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

2 Specify the location of the PS file that you want to print.

You cannot specify multiple PS files at the same time.

3 Specify the Print Settings according to your preference → click [Start Print].

To restore the settings to their original values, click [Reset].

To store the file in a user inbox, select [Store in User Inbox] → select the inbox you want to store the file in from the drop-down list.

To check the files that have been sent to the machine to be printed, click [to Job List] on the message box that appears after you click [Start Print].

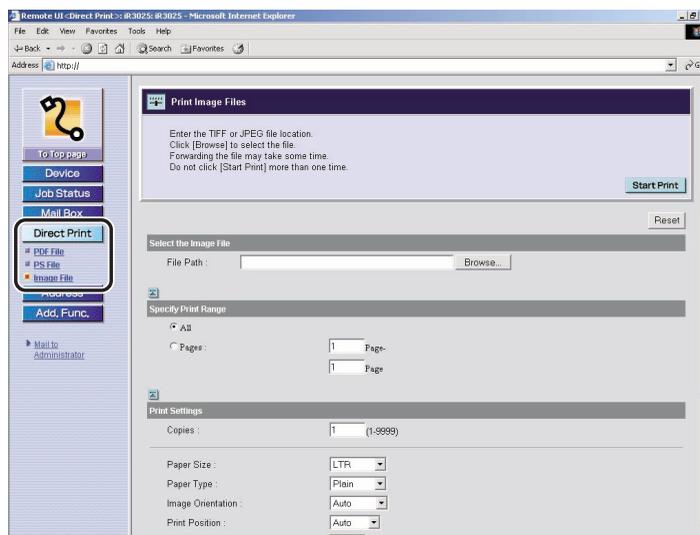


NOTE

- Available print functions may vary according to the model of your machine.
- For more information on the various functions, see the *PS/PCL/UFR II Printer Guide*.

Printing Image Files Directly

1 Click [Direct Print] → select [Image File] from the menu that appears under [Direct Print].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

2 Specify the location of the image file that you want to print.

You cannot specify multiple image files at the same time.

3 Specify the print range and print settings → click [Start Print].

If you want to specify the pages to print by the page number, click [Pages] → enter the page numbers. Only the setting for the item whose radio button is selected will be effective.

To restore the settings to their original values, click [Reset].

To check the files that have been sent to the machine to be printed, click [to Job List] on the message box that appears after you click [Start Print].

Managing the Address Book

The Remote UI enables you to manage the Address Book by performing such operations as storing new addresses, editing addresses, and changing the name of the subaddress books. The types of addresses that can be managed are as follows.

■ Group Address

You can store multiple addresses under a single group address.

■ E-mail Address

You can store e-mail addresses.

■ Fax Address

You can store fax numbers.

■ I-Fax Address

You can store I-fax addresses.

■ File Server Address

You can store the information needed to save scanned documents in the file server, such as the protocol, host name, and pathname of the destination folder.

IMPORTANT

- Group addresses can be managed only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- E-mail addresses, I-fax addresses, and file server addresses can be managed only if the Universal Send Kit is activated.
- Fax addresses can be managed only if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

NOTE

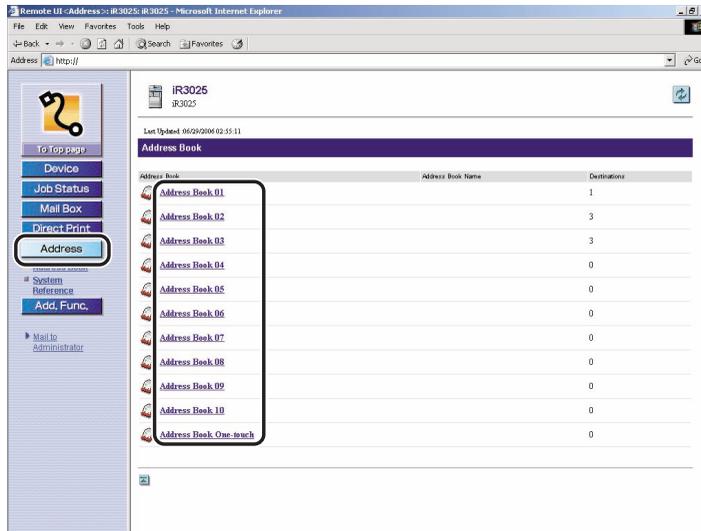
The Address Book management operations available using the Remote UI are the same as those available from the control panel of the machine by pressing  (Additional Functions) → [Address Book Settings]. For instructions on using the control panel to manage the Address Book, see Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.

■ System Reference Address Book

You can register devices to specify for remote copying.

Operating the Address Book

- 1 Click a subaddress book from the Address Book screen that appears after clicking [Address].



If Department ID Management is set, a dialog box prompting you to enter the Department ID and password appears. Enter the Department ID and password → click [OK].

You can also click [Address Book] (Address Book) next to the subaddress book's name.

If the selected subaddress book is protected by a password, a dialog box prompting you to enter the password appears. Enter the password → click [OK].

NOTE

- If Access Number Management is set to 'On', only those addresses that are not set with an access number are displayed. To also display addresses set with an access number, enter the access number in [Access Number] → click [Refresh]. To only display addresses that are not set with an access number, click [None]. [Access Number] appears only if Access Number Management is set to 'On'.
- For instructions on setting Access Number Management, see Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.
- To only display a certain address type, click the Type drop-down list and select the desired address type. You can also limit the number of addresses that are displayed by selecting the letter that the address begins with from the Initial drop-down list. If you select [All], all addresses stored under the selected subaddress book are displayed.
- If you select [Address Book One-touch], click the List Number drop-down list → select the desired one-touch button number.

2 If you want to perform an operation on an address or store a new address, click one of the buttons on the toolbar.

Details of each item are shown below.

- | | |
|--|--|
|  (Register New Group) | Enables you to store group addresses in the Address Book. (This button does not appear if [Address Book One-touch] is selected.) |
|  (Register New Address) | Enables you to store addresses in the Address Book, except for group addresses. (This button does not appear if [Address Book One-touch] is selected.) |
|  (Move Address) | Enables you to move addresses from one subaddress book to another. (This button does not appear if [Address Book One-touch] is selected.) |
|  (Delete Address) | Enables you to delete addresses from the Address Book. Once an address is deleted, it cannot be retrieved. |

● To store a group address:

- Click  (Register New Group).
- Enter a name for the group in [Group Name] → click [Address Book] under Members List.
- Click [Select] next to each address you want to add to the group address → click [OK].
- Verify the settings → click [OK].

To delete an address from the Members List, select the address → click [Delete].

If you want to store documents sent to this group in a User Inbox, select [Store In User Inbox] → select the inbox from the drop-down list.

If you include a User Inbox in the destination (group) to which you are sending your document, the document is stored in the selected User Inbox for later use. Documents stored in a User Inbox can be printed and sent to other destinations.

● To store an address:

- Click  (Register New Address).
- Specify the type of address from the Type drop-down list → enter the necessary information depending on the type of address you have selected → click [OK].

If the destination is an e-mail address or I-fax, you can select [Receive Divided Data] to ensure that the size of data sent to the destination does not exceed the limit by dividing it into several files.

● To move an address:

- Click  (Select) next to the address name → click  (Move to Another Address Books).
- From the Address Book drop-down list, select the Address Book where you want to move the address → click [OK].

● To delete an address:

- Click  (Select) next to the address name → click  (Delete the Selected Address) → click [OK] on the dialog box that appears to ask for your confirmation to delete the selected address.

3 Edit the address and the name of the subaddress book.**● To edit the details of the address:**

- Click the name of the address.
You can also display the details of the address by clicking the icon to the left of the address name.
If [Address Book One-touch] is selected, you can also click the one-touch button number of the address to display its details.
- Click [Edit].
You can edit the name of a group address by clicking [Edit] on the Group Property screen. In addition, you can also edit the individual addresses stored under the group address by clicking [Edit] under [Members List].
- Make the necessary changes → click [OK].
Dividing data
For an e-mail or I-fax destination, select [Receive Divided Data] to ensure that the size of data sent to the destination does not exceed the limit by dividing it into several files.
Changing a password
For a fax of file server destination, you can only change the password if you have selected the [Change Password] check box.

 **NOTE**

- You can set or change the password only if a fax or file server address is selected.
- For more information on the various settings for the different types of addresses, see Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.
- For information on dividing and sending large documents, see the *Sending and Facsimile Guide*.

● To change the name of the subaddress book:

- Click [Register Address Book Name].
- Enter the new name for the address book → click [OK].
The name for [Address Book One-touch] cannot be changed.

● To store a new address in an unregistered one-touch button:

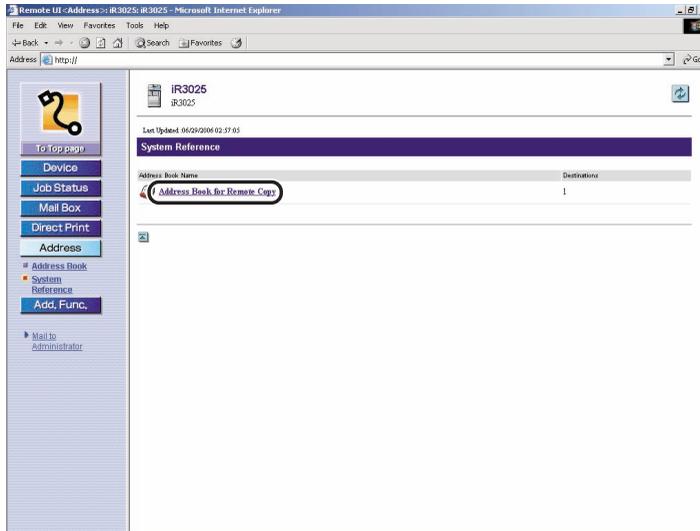
- Click [Unregistered] of the desired one-touch button on the Address Book One-touch screen.
You can also display the Register New Address screen by clicking the number to the left of [Unregistered].
If you want to store one-touch buttons 013-200, click the List Number drop-down list.
- Select the type of address that you want to store → enter the necessary information → click [OK].

**NOTE**

For more information on the various settings for the different types of addresses, see Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.

Operating the System Reference Address Book

- 1 Click [Address] → select [System Ref.] from the menu that appears under [Address] → click [Address Book for Remote Copy].



- 2 If you want to perform an operation on an address or store a new address, click one of the buttons on the toolbar.

Details of each item are shown below.

-  You can register remote copy printers.
-  You can move a printer up the order of priority. Click  (Selection button) at the front of the printer name, then click this button.
-  You can delete a printer from the address book. Click  (Selection button) at the front of the printer name, then click this button.



NOTE

If you click , you can display the top page of the Remote UI of a remote copy printer.

● To edit a remote copy printer address:

- Click on the IP address of the remote copy printer that you want to edit.
- Re-enter the IP address → click [OK].

3

CHAPTER

Customizing Settings

This chapter describes the various functions for customizing settings of the Remote UI. The system manager for the machine is the only user authorized to make these settings if Department ID Management has been enabled.

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Customizing System Settings

Customizing System Information

The Remote UI enables you to specify the machine's system settings.

3

Customizing Settings



IMPORTANT

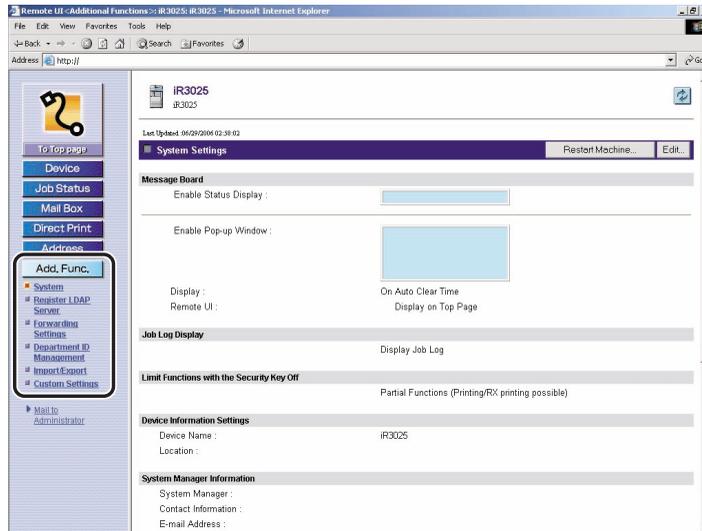
- If you are performing user authentication using the SDL or SSO login service, you cannot change the Additional Functions settings of the machine if you are logged in as a general user.
- If you are logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password.)



NOTE

- Some of the system settings available using the Remote UI are the same as those that you can access from the control panel of the machine by pressing  (Additional Functions) → [System Settings] → [System Manager Settings]. For instructions on using the control panel to specify system settings, see Chapter 6, "System Manager Settings," in the *Reference Guide*, and Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.
- The maximum number of digits you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
 - Example: If <321> is entered, <0000321> is stored.

1 Click [Add. Func.] → select [System] from the menu that appears under [Add. Func.].



NOTE

If the System Manager ID and password have been set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Click [Edit].

3 Enter the necessary information → click [OK].

1. Specify the Message Board settings.

Status Display: The message you enter here is displayed at the bottom of the touch panel display. Enter a message (23 characters maximum).

Pop-up Window: The message you enter here is displayed on the touch panel display. Enter a message (23 characters maximum for each line). You can enter up to four lines.

Display: This setting determines the way the pop-up window is displayed.

- If you select [All Times], the message can only be cleared from the machine's touch panel display if you press  (Additional Functions) → [System Settings] → [Clear Message Board], or reset the setting using Remote UI to [On Auto Clear Time].
- If you select [On Auto Clear Time], the message is cleared from the touch panel display if you press [Done]. However, the message is redisplayed after the Auto Clear mode initiates.

Remote UI: If you specify this setting, the contents of the pop-up window will be displayed on the main screen of the Remote UI as well.

2. Specify the functions that are restricted when the Security key is in the OFF position.

- If you select [All Functions], all functions are restricted.
- If you select [Partial Functions], only the Copy, Mail Box, Report Printing (Manual), Send, Remote UI, and Network Scanning Functions are restricted.

3. Specify the Device Information Settings.

Device Name: Enter a name for the machine (32 characters maximum).

Location: Enter the location where the machine is installed (32 characters maximum).

4. Specify the System Manager Information.

System Manager: Enter the name of the System Manager (32 characters maximum).

Contact Information: Enter the contact information of the System Manager (32 characters maximum).

E-mail Address: Enter the e-mail address of the System Manager (64 characters maximum).

Administrator Comment (E-mail): Enter a comment for the System Manager (32 characters maximum).

5. Specify the contact person information.

Contact Person: Enter the name of the contact person (32 characters maximum).

Phone: Enter the phone number of the contact person.

Comment (E-mail): Enter a comment for the contact person (64 characters maximum).

6. Specify the support information.

URL: Specify the URL for support. This information is displayed on the main screen of the Remote UI.

7. Specify the MEAP Settings.

Use HTTP: Select [Use HTTP] to access the machine from a Web browser and use MEAP functions.
After you change the MEAP Settings, restart the machine to enable the changed settings.

8. Specify the Remote UI Settings.

Use SSL: Set when using SSL encrypted communication. The SSL settings of the MEAP function are also changed.
After you change the SSL settings, restart the machine to enable the changed settings.

 **NOTE**

The items displayed on this screen may vary according to the configuration of the machine.

● **To protect the Address Book with a password, enable Access Number Management, and Restrict New Addresses:**

Click [Restrict Access to Destinations].

Specify the necessary fields → click [OK].

Details of each item are shown below.

Set Address Book Password:

Set a password for the Address Book. If this check box is selected, a dialog box prompting you to enter the password is displayed whenever you try to display or manage the Address Book.

Address Book Password: Specify a password for the Address Book (seven digits maximum). You cannot store a password with only zeros as the number, such as <0000000>.

Confirm: Enter the password again. If the number you enter here is different from the number entered for [Address Book Password], an error dialog box appears.

Enable Access Number Management:

Selecting this check box specifies Access Number Management for the Address Book. Once Access Number Management is specified, you must enter the correct access number for the address to display it. This feature offers protection for every address that is set with an access number.

Restrict New Addresses: Restricts users from adding new destinations (fax, e-mail, I-fax, or file) to send to. The four types of new destinations can be restricted independently. When specifying a destination, users must select a destination stored in the Address Book, or a User Inbox.

Allow Fax Driver TX: Allows users to send documents via the fax driver.

Confirm Entered Fax Numbers:

Select to display a confirmation screen after fax numbers are entered.

Allow PDF Send with Expired Certificates:

Select whether to allow the sending of PDF documents created with an expired certificate.

Always Add Device Signature to Send PDF:

Select whether to always add a device signature to sent PDF documents. This item is available only if the optional Universal Send PDF Security Feature Set is activated.

Restrict Sending to Domains:

Select to restrict sending to only domains you allow. To add an allowed domain, enter the domain name, and click [Add]. To edit an allowed domain, select the domain from the drop-down list, enter the new domain name, and click [Replacement]. To delete an allowed domain, select the domain from the drop-down list and click [Delete].

To allow sending to the subdomains of a domain, select [Permit Send to Subdomains], and select the domain from the Permitted Domains drop-down list.

NOTE

- For more information on Access Number Management, see Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.
- For more information on restricting sending to domains, confirming entered fax numbers, allowing the sending of PDF documents with expired certificates, and always adding a device signature to PDF documents, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

● To set the System Manager ID and password:

- Click [Register ID and Password].
- Specify the necessary fields → click [OK].

Details of each item are shown below.

Use ID and Password: Set the System Manager ID and password. If this check box is selected, a dialog box prompting you to enter the ID and password is displayed whenever you try to use Additional Functions.

System Manager ID: Set the System Manager ID (seven digits maximum).

System Password: Set the System Manager password (seven digits maximum).

Confirm: Enter the password again. If the number you enter here is different from the number entered for [System Password], an error dialog box appears.

Restarting the Machine

The System Manager Settings enable you to restart the machine from the Remote UI.

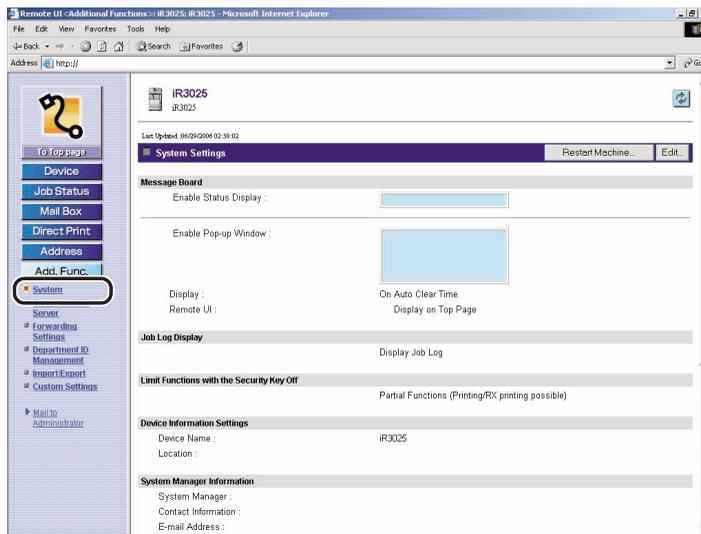
CAUTION

When the machine is restarted, all the jobs currently underway are canceled. Make sure that all processing is complete before restarting the machine.

IMPORTANT

- If the System Manager Settings are not set, the machine cannot be restarted from the Remote UI.
- After you change the network settings, restart the machine to enable the changed settings.

- 1 Click [Add.Func.] → enter the user name and password.
- 2 Select [System] from the menu that appears under [Add.Func.].



- 3 Click [Restart Machine].

- 4 Click [Perform Restart].

5 Click [OK].



CAUTION

When the machine is restarted, all the jobs currently underway are canceled.

Make sure that all processing is complete before restarting the machine.



NOTE

It takes approximately 30 seconds to restart the machine.

Specifying LDAP Server Settings

The Remote UI enables you to store and edit the LDAP (Lightweight Directory Access Protocol) server settings. If the LDAP server information is stored, the machine can access the LDAP server on the network to search and obtain addresses when you are storing or specifying addresses.

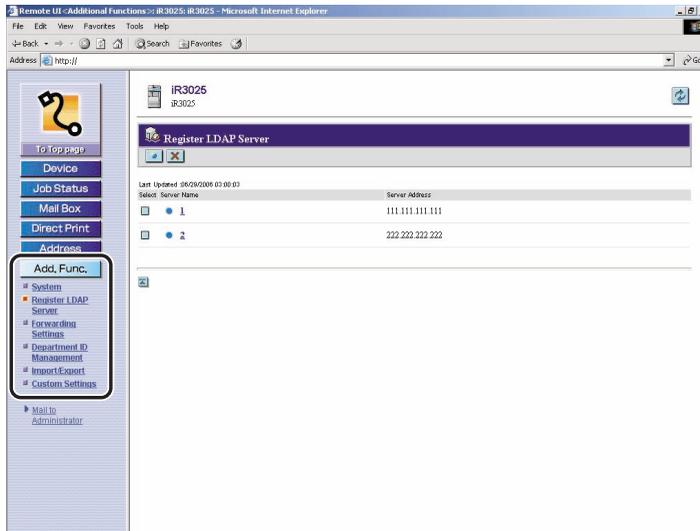
IMPORTANT

The LDAP server function is available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

NOTE

The LDAP server settings available using the Remote UI are the same as those that you can access from the control panel of the machine by pressing  (Additional Functions) → [System Settings] → [Register LDAP Server]. For instructions on using the control panel to specify LDAP settings, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

1 Click [Add. Func.] → select [Register LDAP Server] from the menu that appears under [Add. Func.].



 **NOTE**

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Specify the LDAP server settings.

● To register an LDAP server:

Click  (Register) on the Register LDAP Server screen.

Specify the necessary fields → click [OK].

Details of each item are shown below.

Server Name: Enter the name of the LDAP server.

Server Address: Enter the address of the LDAP server.

Location to Start Search:

Enter the location (the directory in the LDAP server) from which to start searching.

Use SSL: Set whether to use SSL or not. If this check box is selected, SSL will be used. (SSL is the acronym of "Secure Socket Layer." An HTTP protocol with the security function added, it was devised to safely perform the exchange of information on the Internet.)

Port Number: Enter the port number that the LDAP server uses. The default port number that is displayed varies depending on whether the [Use SSL] check box is selected or not. If necessary, change the default port number setting.

Max Number of Addresses to Search:

Enter the maximum number of addresses to search on the LDAP server.

Search Timeout: Enter the maximum search time for addresses on the LDAP server before the session times out.

Login Information: Set the login information. Click the Login Information drop-down list → select the type of login information → specify the necessary fields. Some fields may be disabled, depending on the type of login information selected.

 **NOTE**

For more information on these settings, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

● To edit LDAP server settings:

- Click the LDAP server name.
- Specify the necessary fields → click [OK].

You can also display the Edit LDAP Server screen by clicking [] to the left of the server name.

● To delete an LDAP server:

- On the Register LDAP Server screen, click [] (Select) for the LDAP server that you want to delete → click [] (Delete) → click [OK] on the dialog box that appears to ask for your confirmation to delete the selected LDAP server.

**IMPORTANT**

Once an LDAP server's settings are deleted, they cannot be retrieved.

Specifying Forwarding Settings

The Remote UI enables you to specify the forwarding conditions for forwarding received documents.

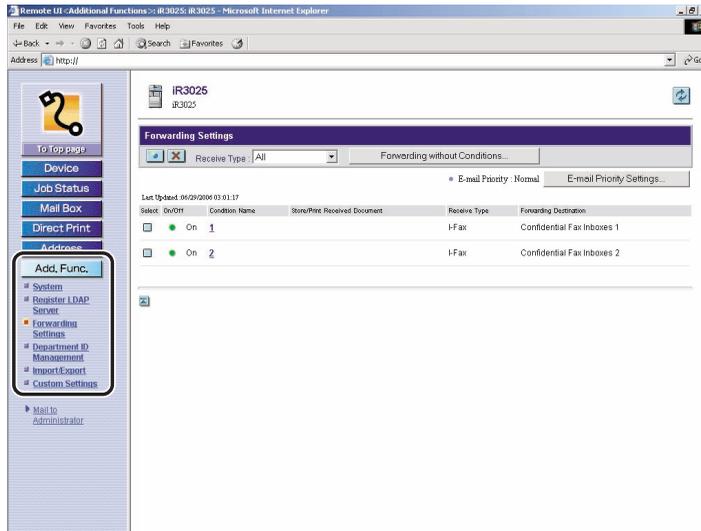
IMPORTANT

Forwarding settings are available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

NOTE

The forwarding settings available using the Remote UI are the same as those that you can access from the control panel of the machine by pressing **(*)** (Additional Functions) → [System Settings] → [Forwarding Settings]. For instructions on using the control panel to specify forwarding settings and more information on forwarding settings, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

1 Click [Add. Func.] → select [Forwarding Settings] from the menu that appears under [Add. Func.].



Status	On/Off	Condition Name	Store/Print Received Document	Receive Type	Forwarding Destination
<input checked="" type="checkbox"/>	On	1	Store/Print Received Document	I-Fax	Confidential Fax Inboxes 1
<input checked="" type="checkbox"/>	On	2	Store/Print Received Document	I-Fax	Confidential Fax Inboxes 2

NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Click the Receive Type drop-down list → select the receiving mode.

If you select [All], all the forwarding settings stored in the machine are displayed.



NOTE

The types of receiving modes that can be selected vary depending on the optional equipment attached to the machine.

● To add a new forwarding condition:

Click  (Add New Conditions) on the Forwarding Settings screen.

Specify the necessary fields → click [OK].

Details of each item are shown below.

Receive Type: Select Fax or I-Fax for the receiving mode.

Condition Name: Enter a name for the forwarding condition. If you select the [Enable This Forwarding Condition] check box, this forwarding condition will be enabled.

Forwarding Conditions: The settings here enable you to specify the forwarding conditions that the received documents must meet in order to be forwarded.

Forwarding Destination: To specify an address from the Address Book, click [Select from Address Book] → click [Address Book] → select the desired address from the displayed list → click [OK].

If you want to forward documents to a Confidential Fax Inbox, click [Select from Confidential Fax Box] → click the Confidential Fax Inbox drop-down list → select the desired Confidential Fax Inbox to forward documents to.

Forwarding Setting: Specify the necessary settings for forwarding documents, such as the document name and file format.

Select the file format of the forwarded document from the list. If you select [Divide into Pages], the document is divided into separate pages before being sent. If you select [PDF], you can further select the PDF format from PDF Options.

If you select the [Specify Forwarding Time] check box, you can specify the time when forwarding is enabled. To enable forwarding every day, select [Everyday] → set the start and end time. If you want to enable forwarding on certain days only, click [Period Specification] → specify the day, start time, and end time to enable forwarding.

If you want a confirmation notice to be sent whenever forwarding completes successfully, select the [Forwarding Done Notice] check box → click [Address Book] → select the destination for the confirmation notice.

If you want a notice to be sent only when there has been an error, select the [Notice Only for Errors] check box.

If you want to print the documents to be forwarded or store them in memory, select the [Store/Print Received Document] check box.

**NOTE**

For more information on forwarding conditions, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

● To forward all received documents without specific conditions:

- Click [Forwarding without Conditions] on the Forwarding Settings screen.
- Specify the necessary fields → click [OK].

Details of each item are shown below.

Receive Type: Select the receiving mode.

Enable This Forwarding Condition:

If you select this check box, the forwarding condition registered here is enabled.

Forwarding Destination: To specify an address from the Address Book, click [Select from Address Book] → click [Address Book] → select the desired address from the displayed list.

If you want to forward documents to a Confidential Fax Inbox, click [Select from Confidential Fax Box] → click the Confidential Fax Inbox drop-down list → select the desired Confidential Fax Inbox to forward documents to.

If you want to send a link via e-mail to the Confidential Fax Inbox that the documents are stored, select the [Enable URL Send] check box.

Forwarding Setting: Specify the necessary settings for forwarding documents, such as the document name and file format.

If you want a confirmation notice to be sent whenever forwarding completes successfully, select the [Forwarding Done Notice] check box → click [Address Book] → select the destination for the confirmation notice → click [OK].

If you want a notice to be sent only when there has been an error, select the [Notice Only for Errors] check box.

If you want to print the documents to be forwarded or store them in memory, select the [Store/Print Received Document] check box.

● To edit a forwarding condition:

- Click the name of the forwarding condition that you want to edit.
- Edit the necessary fields → click [OK].

● To set the e-mail priority:

- Click [E-mail Priority Settings] on the Forwarding Settings screen.
- Click the E-mail Priority drop-down list → select the desired priority → click [OK].

E-mail Priority:

- High: Use this priority setting for important e-mail.
- Normal: Use this priority setting for ordinary e-mail.
- Low: Use this priority setting for e-mail with a low priority.

● To delete a forwarding condition:

- On the Forwarding Settings screen, click (Select) for the forwarding condition that you want to delete → click (Delete the Selected Conditions).

A triangular mark appears when you click (Select), and the forwarding condition is selected.

Click [OK], when the confirmation dialog box appears.

**IMPORTANT**

Once a forwarding setting is deleted, it cannot be retrieved.

Managing Department IDs

You can manage Department IDs with the Remote UI.

Follow the procedure below to specify Department ID Management settings from the Remote UI.



IMPORTANT

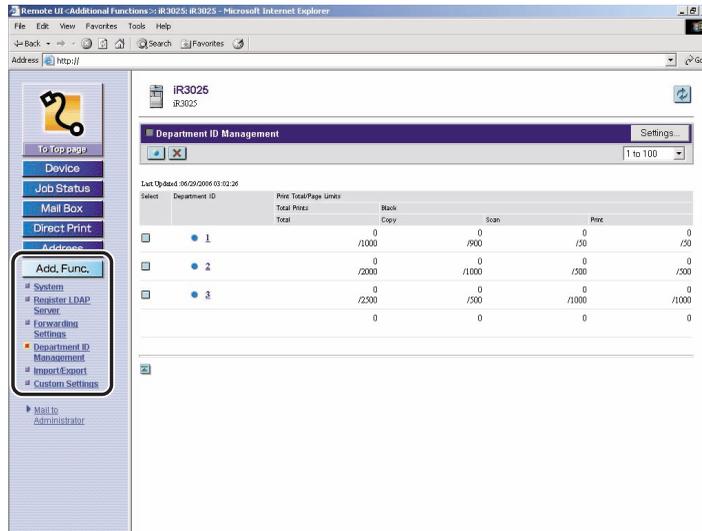
Department ID Management is automatically set if the optional Card Reader-C1 is attached to the machine.



NOTE

- The Department ID Management settings available using the Remote UI are the same as those that you can access from the control panel of the machine by pressing **Ⓢ** (Additional Functions) → [System Settings] → [Dept. ID Management]. For more information on Department ID Management, see Chapter 6, "System Manager Settings," in the *Reference Guide*.
- If the optional Card Reader-C1 is attached, the screens that appear are different from those shown in the procedure below.

1 Click [Add. Func.] → select [Department ID Management] from the menu that appears under [Add. Func.].



The list of Department IDs registered in the machine is displayed in groups of one hundred. If you want to display another group, click [▼] (Dept. ID Group) drop-down list → select a group from the drop-down list.

IMPORTANT

If the optional Card Reader-C1 is attached, [▶] (Register New Department) and [✖] (Delete the Selected Department) do not appear.

NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 To specify Department ID Management settings, click [Settings] → specify the desired settings on the Department ID Management Settings screen → click [OK].

Details of each item are shown below.

Enable Department ID Management:

If this check box is selected, Department ID Management is enabled. When Department ID Management is enabled, the user must enter the Department ID to be able to use functions, such as the Copy and Send functions. (This enables you to keep track of the total number of prints by department and set impression limits.) In addition, when Department ID Management is enabled, the user must enter the Department ID and password to be able to execute jobs and perform operations on inboxes. If the optional Card Reader-C1 is attached, this check box does not appear.

Limit Functions: This setting enables you to select the function for which you want to set Department ID Management. If this check box is selected, Department ID Management is set for all functions. If this check box is not selected, Department ID Management is set for the Print function only.

Allow Black Print Jobs with Unknown IDs:

Select this check box to enable printing for computers that use printer drivers that do not support Department ID Management. If this check box is not selected, only computers with printer drivers that support Department ID Management can print.

Allow Remote Scan Jobs with Unknown IDs:

Select this check box to enable remote scanning for computers that use printer drivers that do not support Department ID Management. If this check box is not selected, only computers with printer drivers that support Department ID Management can perform remote scanning.

Clear All Counts: Click this button to reset the counter to zero for all departments.

3 To register a new department, click (Register New Department) → specify the necessary fields on the Register New Department screen → click [OK].

Details of each item are shown below.

Department ID: Enter a number (seven digits maximum).

Password: Enter a number (seven digits maximum).

Confirm: Enter the password again. If the number you enter here is different from the number entered for [Password], an error dialog box appears.

Page Limits: Enter the maximum number of prints the department is allowed to make.



IMPORTANT

If the optional Card Reader-C1 is attached, you cannot register a new department.



NOTE

[Total Prints] is the sum of [Copy] and [Print].

4 To delete a department, click (Select) for the department that you want to delete → click (Delete the Selected Department).

A triangular mark appears when you click  (Select), and the department is selected.



IMPORTANT

If the optional Card Reader-C1 is attached, you cannot delete a department.

5 Click [OK] when the confirmation dialog box appears.

6 To change the password and page limit setting, click the desired Department ID → change the necessary fields on the Edit Department screen → click [OK].

You can also display the Edit Department screen by clicking  to the left of the Department ID.



NOTE

To clear the print total for the department, click [Clear Count] → click [OK] on the dialog box that appears to ask for your confirmation to clear the total.

Import/Export Function

The Remote UI enables you to save the Address Book and other settings information, such as forwarding settings, as a file that can be loaded into the machine when needed. This function is useful when you want to use the same settings on another machine, and for backing up. The Import/Export function is intended for data exchange, and is available only through the Remote UI.

CAUTION

The Import/Export operation may take more than six minutes to complete. Do not turn the machine's main power OFF until the operation is complete. Otherwise, the machine may malfunction.

IMPORTANT

- The import/export of the Address Book, Forwarding Settings, and Communications Settings (from the Additional Functions screen) is available only if the Universal Send Kit is activated, or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- During an Export operation, the screen display does not change until the operation is complete. Do not click [Start Export] while the hourglass or pointer indicates that the operation is still being processed.
- The machine's control panel cannot be used while files are being imported/exported.

NOTE

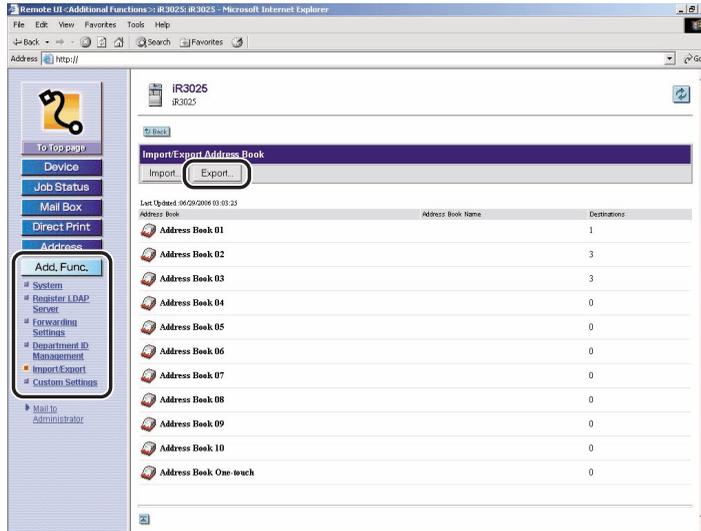
If you select [Additional Functions] under [Import/Export], you can backup and restore the following control panel settings:

- Common Settings
- Timer Settings (You cannot import/export the Time Fine Adjustment setting.)
- Adjustment/Cleaning
- Report Settings
- System Settings (You cannot import/export the Date & Time Settings, print totals under Department ID Management, Forwarding Settings, the Memory RX Inbox Settings, and SNMP v.3 User and Context Settings in SNMP Settings in Network Settings.)
- Copy Settings
- Communications Settings

Saving the Address Book

You can store the Address Book as a file in your computer.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Address Book] → click [Export].



If a password is set for the Address Book, a dialog box prompting you to enter the password appears. Enter the Address Book password → click [OK].

NOTE

If the System Manager's ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Select the subaddress book to export and the file format → click [Start Export].

Details of each item are shown below.

Address Book: Select the subaddress book to be saved as a file from the drop-down list.

File Format: Select the format in which to save the file.

- **Custom Format:** Select this if the file is to be imported into another machine that is similar to this one.
- **LDAP Format:** Select this if the file is to be used by another application (e.g., Microsoft Internet Explorer, Netscape Navigator, Microsoft Outlook, Eudora, etc.). Import this file as LDAP data from within these applications.

If you want to encrypt the passwords of the exported addresses, select [Encrypt Confidential Information of Address Book] → enter a password in the [Password] entry box → enter the same password in the [Confirm] entry box to confirm the password.



NOTE

- If you select [LDAP Format], only e-mail addresses and fax numbers can be saved. To save all the information stored in the subaddress book, select [Custom Format].
- The name of the subaddress book is not exported.
- If you import encrypted address data into a machine which does not have a decryption function, fax and file server addresses set with a password may not be imported, or may not be imported correctly.
- If you want to import the exported address book into an address book of the fax driver, select [Custom Format]. If you select [LDAP Format], you cannot import into an address book of the fax driver.

3 Follow the instructions on the screen to specify the location where you want to save the file.

Loading an Address Book

You can load address books into the machine from saved files.



IMPORTANT

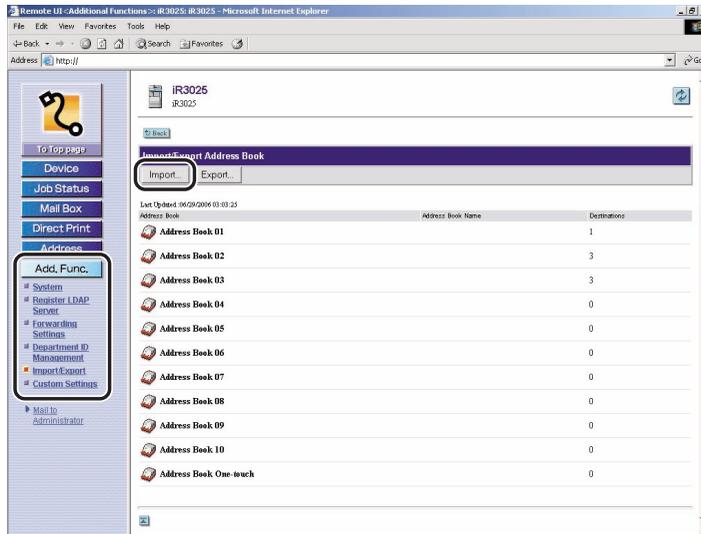
- If you import the Address Book (Erase and Overwrite), Forwarding Settings, or Additional Functions settings, the information stored in Favorites Buttons and Recall memory are erased.
- If you select [Erase and Overwrite] as the [Import Method], the machine's control panel settings return to their default settings or standard mode.
- You cannot import a file while the machine is scanning.



NOTE

- You can register up to 1,800 addresses in the Address Book. (200 of these are addresses assigned to the one-touch buttons.) Each address is treated as a separate item. When importing additional addresses, make sure that you do not exceed an overall total of 1,800 addresses.
- When importing an LDAP format file, entries with e-mail addresses or fax numbers are imported into the machine.
- The information in the address book's one-touch buttons cannot be imported in LDAP format.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Address Book] → click [Import].



If a password is set for the Address Book, a dialog box prompting you to enter the password appears. Enter the Address Book password → click [OK].

 **NOTE**

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Click [Browse] → select the file to import → specify the necessary fields → click [Start Import].

Details of each item are shown below.

Address Book: Select the subaddress book to be imported.

Import Method: Select the import method.

- Append: The addresses in the file are added to the machine's Address Book. No changes are made to the pre-existing addresses in the Address Book.
 - Erase and Overwrite: All addresses stored in the machine are deleted, and the contents of the file are loaded into the machine.
- File Path: Specify the location of the file to load.
- File Format: Select the format of the file that is to be loaded.
- Custom Format: Select this if the file to be imported was saved and exported by another machine that is similar to this one.
 - LDAP Format: Select this if the file is to be imported from another application.

If you want to import an encrypted address book file, select [Decode Confidential Information of Address Book] → enter the correct password in the [Password] entry box.



IMPORTANT

- If you select [Append] as the [Import Method], addresses in the file that have the same name as those already stored on the machine will be treated as new registrations with the same name. However, if [Address Book One-touch] is selected as the [Address Book], you cannot select [Append] as the [Import Method].
- If you select [Overwrite] as the [Import Method] when [Address Book One-touch] is selected as the [Address Book], the addresses stored in the machine are not deleted all at once. Instead, they are overwritten one at a time.
- If you select [Erase and Overwrite] as the [Import Method], the addresses in the file are registered after all the addresses stored in the machine are deleted.



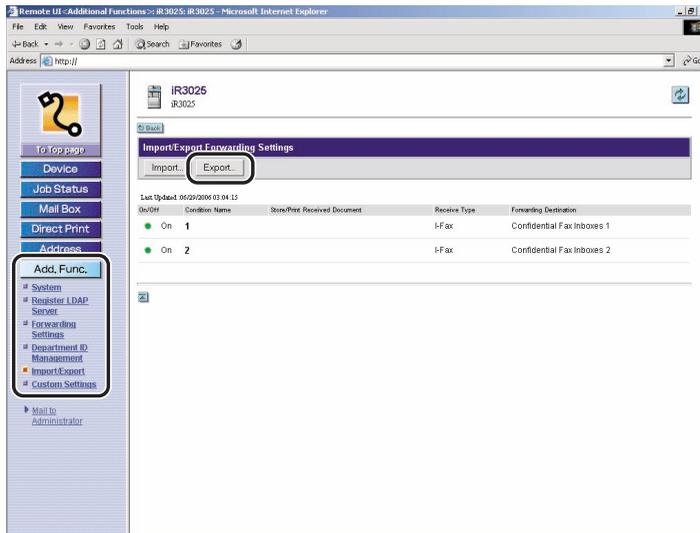
NOTE

- If you select [LDAP Format], only e-mail addresses and fax numbers can be imported. The contents of one-touch buttons are not imported when [LDAP Format] is selected. To save all the information stored in the file, select [Custom Format].
- The name of the address book is not imported.

Saving Forwarding Settings in Files (Export)

You can store forwarding settings as a file in your computer.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Forwarding Settings] → click [Export].



NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

- 2 Click [Start Export].

The contents of the Address Book are exported.

If you want to encrypt the passwords of the exported addresses, select [Encrypt Confidential Information of Address Book] → enter a password in the [Password] entry box → enter the same password in the [Confirm] entry box to confirm the password.

NOTE

If you import encrypted address data into a machine which does not have a decryption function, fax and file server addresses set with a password may not be imported, or may not be imported correctly.

- 3 Follow the instructions on the screen to specify the location where you want to save the file.

Loading a Forwarding Settings File (Overwrite/Import)

You can load forwarding settings into the machine from saved files.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Forwarding Settings] → click [Import].

Condition Name	Receive/Received Document	Receive Type	Forwarding Destination
On 1		I-Fax	Confidential Fax Inboxes 1
On 2		I-Fax	Confidential Fax Inboxes 2

NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Select the format type from the File Format drop-down list → click [Browse] → select the file to import → click [Start Import].

Details of each item are shown below.

File Format: Select the format in which to save the file.

- FIA Format: Select this when importing information registered for Forwarding Settings, the Address Book, or Favorites Buttons.
- FIL Format: Select this when importing information registered for Forwarding Settings or the Address Book.

File Path: Specify the path of the file to import. You can only select files whose file extension is '.fia' or '.fil'.

If you want to import encrypted addresses, select [Decode Confidential Information of Address Book] → enter the correct password in the [Password] entry box.

IMPORTANT

- When forwarding settings are imported, the Address Book is also automatically erased and overwritten.
- The machine must be restarted to enable the imported forwarding settings. After importing, turn OFF the main power of the machine, wait 10 seconds, and turn the main power back ON.
- After importing forwarding settings, the Remote UI cannot be used to perform other operations until the machine is restarted. Turn OFF the main power of the machine, wait 10 seconds, and turn the main power back ON.

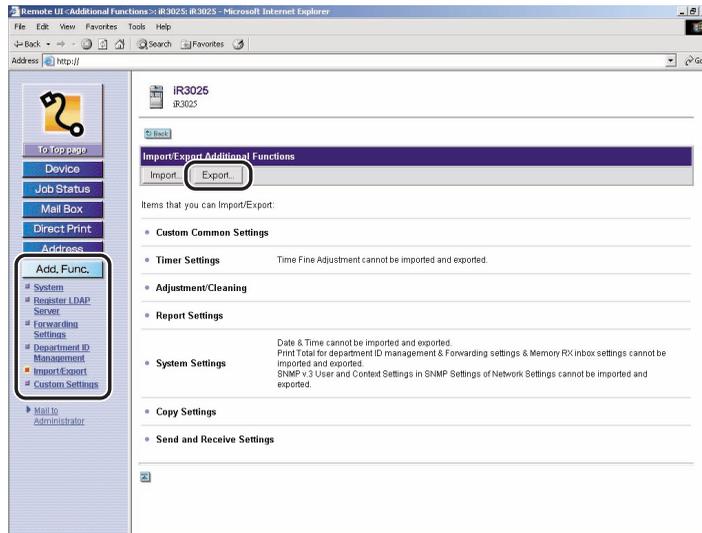
NOTE

- Do not import any files while the machine is executing other jobs.
- For information on how to turn ON and OFF the main power of the machine, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

Saving Additional Functions Settings in Files (Export)

You can store Additional Functions settings as a file in your computer.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Additional Functions] → click [Export].



NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

- 2 Click [Start Export].

IMPORTANT

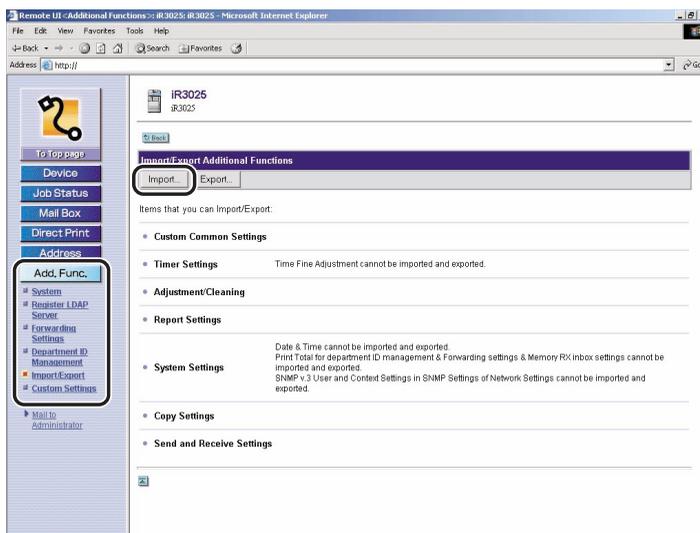
If the System Manager ID is not set when the Additional Functions settings file is exported, the print totals under Department ID Management are cleared when the file is imported. However, if the System Manager ID is set, the print totals in the machine are overwritten by the print totals saved in the file.

- 3 Follow the instructions on the screen to specify the location where you want to save the file.

Loading Additional Functions Settings Files (Overwrite/Import)

You can load Additional Functions settings into the machine from saved files.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Additional Functions] → click [Import].



NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

2 Click [Browse] → select the file to import → click [Start Import].



IMPORTANT

- When Additional Functions settings are imported, the System Manager ID, Department IDs, Address Book password, and Network settings are automatically overwritten.
- If the System Manager ID is not set when the Additional Functions settings file is exported, the print totals under Department ID Management are cleared when the file is imported. However, if the System Manager ID is set, the print totals in the machine are overwritten by the print totals saved in the file.
- The machine must be restarted to enable the imported Additional Functions settings. After importing, turn OFF the main power of the machine, wait 10 seconds, and turn the main power back ON.
- After importing Additional Functions settings, the Remote UI cannot be used to perform other operations until the machine is restarted. Turn OFF the main power of the machine, wait 10 seconds, and turn the main power back ON.
- SNMP v. 3 User and Context Settings in SNMP Settings in Network Settings cannot be imported/exported.



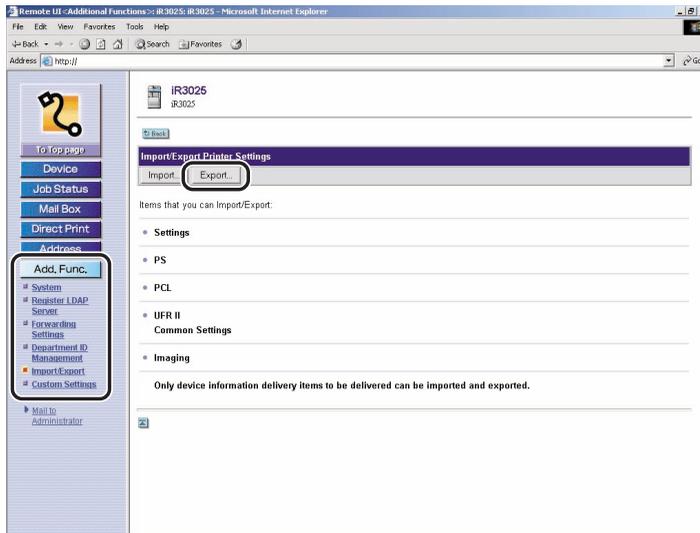
NOTE

- Do not import any files while the machine is executing other jobs.
- For information on how to turn ON and OFF the main power of the machine, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

Saving the Printer Settings

You can store the Printer Settings as a file in your computer.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Printer Settings] → click [Export].



NOTE

If the System Manager's ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

- 2 Click [Start Export].
- 3 Follow the instructions on the screen to specify the location where you want to save the file.

Loading Printer Settings

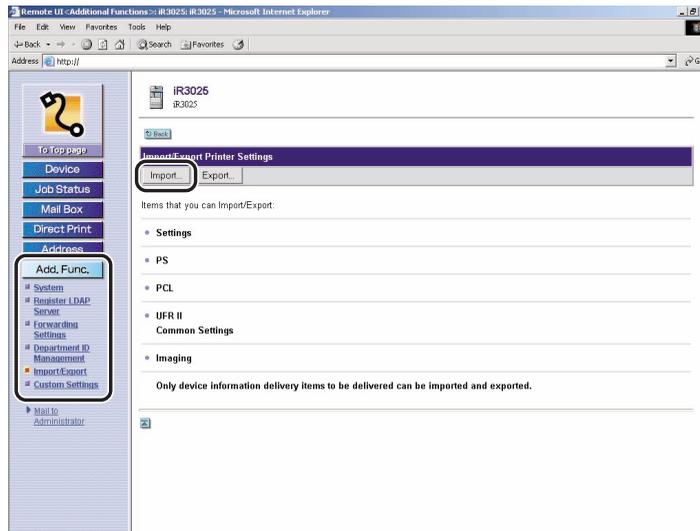
You can load printer settings into the machine from saved files.



IMPORTANT

You cannot import a file while the machine is scanning.

- 1 Click [Add. Func.] → select [Import/Export] from the menu that appears under [Add. Func.] → click [Printer Settings] → click [Import].



NOTE

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

- 2 Click [Browse] → select the file to import → click [Start Import].

Device Custom Settings

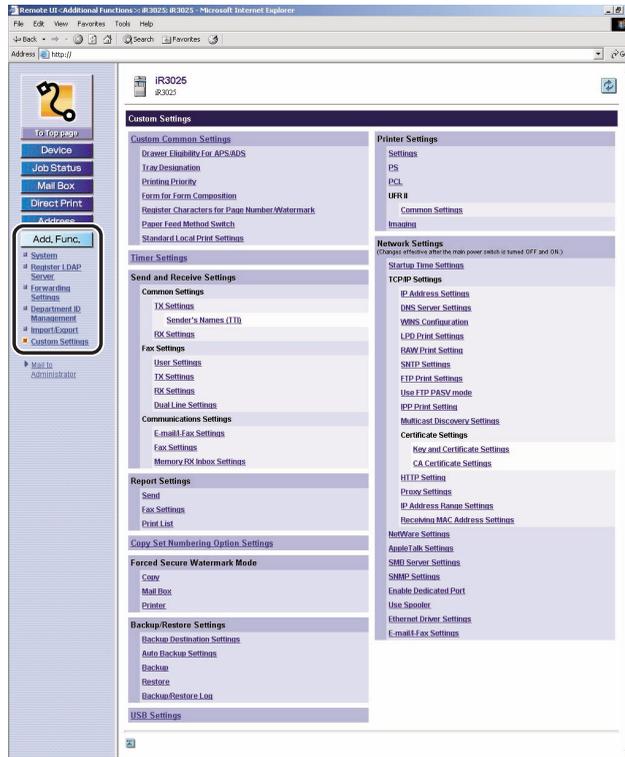
The machine's custom settings can be edited with the Remote UI.

Follow the procedure below to customize the machine's settings from the Remote UI.

NOTE

- The custom settings that are available using the Remote UI are part of the settings available from the control panel of the machine. For instructions on using the control panel to specify the machine's custom settings, see Chapter 6, "System Manager Settings," in the *Reference Guide*.
- For more information on the machine's custom settings, see the other manuals relating to the function that needs to be set.
- Of the settings available by pressing  (Additional Functions) on the machine's control panel, the following settings are accessed from other menus within the Remote UI.
 - Mail Box Settings: Specify settings by clicking [Mail Box]. (See "Managing Inboxes," on p. 2-12.)
 - Address Book Settings: Specify settings by clicking [Address] → [Address Book]. (See "Managing the Address Book," on p. 2-29.)
 - System Settings:
 - System Manager Settings: Specify settings by clicking [Add. Func.] → [System]. (See "Customizing System Settings," on p. 3-2.)
 - Register LDAP Server: Specify settings by clicking [Add. Func.] → [Store LDAP Server]. (See "Specifying LDAP Server Settings," on p. 3-10.)
 - Forwarding Settings: Specify settings by clicking [Add. Func.] → [Forwarding Settings]. (See "Specifying Forwarding Settings," on p. 3-13.)
 - Dept. ID Management: Specify settings by clicking [Add. Func.] → [Department ID Management]. (See "Managing Department IDs," on p. 3-18.)

- 1 Click [Add. Func.] → select [Custom Settings] from the menu that appears under [Add. Func.].



3

Customizing Settings

 **NOTE**

If the System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears. Enter the System Manager ID and password → click [OK].

- 2 Click the type of custom setting that you want to specify.

- 3 Specify all the necessary fields → click [OK].

 **IMPORTANT**

If you are changing the network settings, the machine must be restarted to enable the settings. Turn OFF the main power of the machine, wait 10 seconds, and turn the main power back ON. You can restart the machine from the Remote UI. (See "Restarting the Machine," on p. 3-8.)



NOTE

- For more information on each setting, see other manuals relating to the function that needs to be set.
- For information on how to turn ON and OFF the main power of the machine, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

Backing Up Inbox Documents

You can back up inbox documents stored in the machine to a file server connected to the network. Inbox documents backed up in this way can be restored from the file server at a later date.

The following data can be backed up and restored:

- Inbox Settings (inbox names, passwords, and auto erase times)
- Inbox document image data



WARNING

It may take more than seven hours to complete an inbox document backup/restore operation. Do not turn the main power switch of the machine OFF until the operation is complete, as this may cause the machine to malfunction.



IMPORTANT

- In order to back up/restore inbox documents, it is necessary to have an SMB server connected to the network.
- If you back up/restore inbox documents without restarting the machine after changing the language displayed on the touch panel display by pressing  (Additional Functions) → [Common Settings] from the control panel of the machine, the inbox documents may not be backed up/restored properly.
- The inbox documents backed up using this function can be restored only to the imageRUNNER 3045/3035/3030/3025.



NOTE

- For more information about the Mail Box function, see Chapter 2, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.
- For more information on SMB servers, see the *Network Guide*.
- It is recommended that you regularly back up important data.

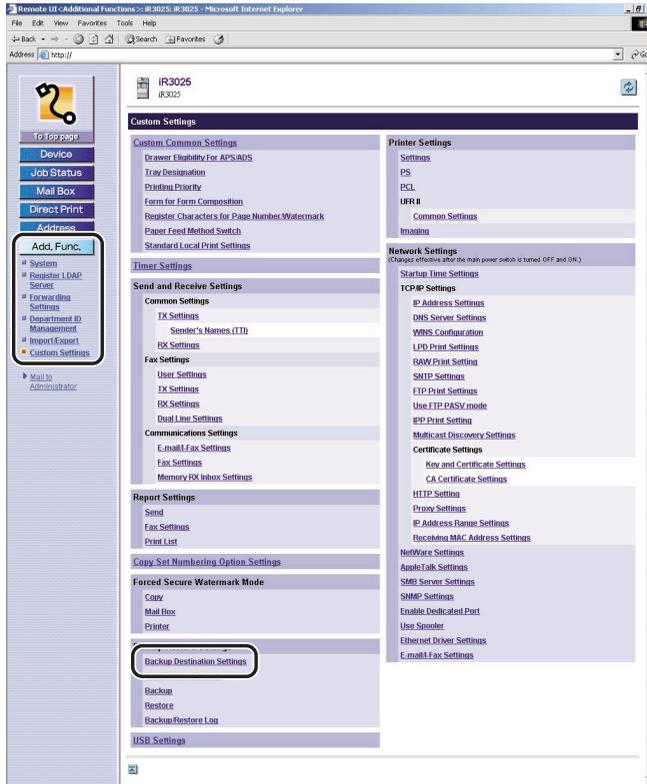
Setting the Backup Destination for Inbox Documents

You can specify the address, user name, password, and file path of the SMB server used to backup inbox documents.

- 1 Click [Add.Func.] → select [Custom Settings] from the menu that appears under [Add.Func.] → click [Backup Destination Settings].

3

Customizing Settings



2 Specify the necessary fields → click [OK].

Details of each item are shown below.

Host IP Address:	The unique name used to identify the file server on the network. Enter the IP address of the SMB server to back up the inbox documents. Enter the IP address of the SMB server to back up the inbox documents to in the following format: \\Server Name\Name of Shared Folder.
User Name:	Enter the user name for the SMB server used to back up the inbox documents.
Password:	Enter the password for the SMB server used to back up the inbox documents.
File Path:	Specify where to store the backup data on the SMB server.
Encrypt Backup Data:	Select and enter a password to encrypt the backup data.



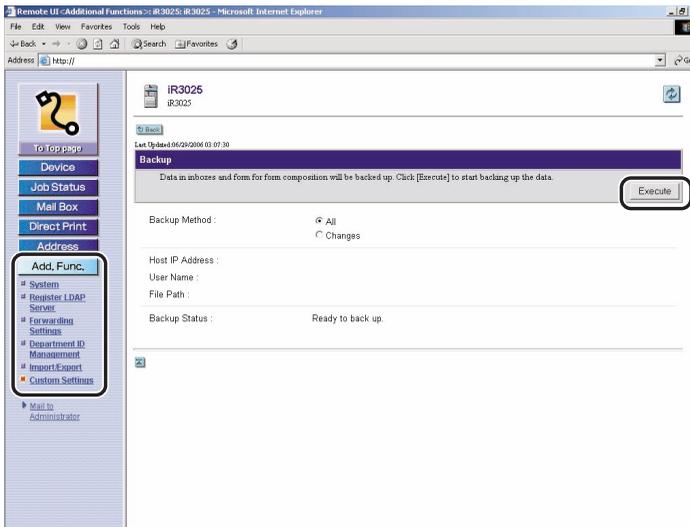
NOTE

- If you do not enter the correct host IP address, user name, password, and file path, the backup will not be performed.
- You can enter up to 128 characters for the host IP address.
- You can enter up to 128 characters for the user name.
- You can enter 7 to 48 characters for the password.
- You can enter up to 255 characters for the file path.
- Make sure that the user limit of the folder is set to allow two or more users. If the user limit is set to allow only one user, the data will not be able to be restored correctly.
- If you select to encrypt the backup data, the backup process may take longer.

Performing the Inbox Document Backup

Before upgrading the firmware of the machine, you can back up the inbox documents stored in the machine to the destination specified in "Setting the Backup Destination for Inbox Documents," on p. 3-40.

- 1 Click [Add.Func.] → select [Custom Settings] from the menu that appears under [Add.Func.] → click [Backup] → click [Execute].



You can confirm the status of the backup process in [Backup Status].

Select 'All' or 'Changes' for the backup method. 'All' backs up all of the inbox documents. 'Changes' backs up only the inbox documents updated or added since the last backup.

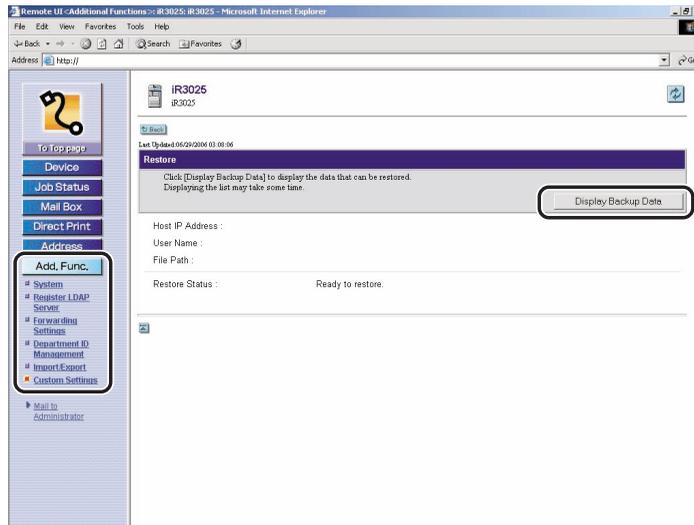
NOTE

If you want to schedule a backup, click [Add. Func.] → [Custom Settings] → [Auto Backup Settings], select either 'All' or 'Changes' and 'Everyday' or 'Select Days', and enter the time to perform the backup.

Restoring Backed Up Data

You can restore inbox document data which has been backed up on a server to the machine.

- 1 Click [Add.Func.] → select [Custom Settings] from the menu that appears under [Add.Func.] → click [Restore] → click [Display Backup Data].



- 2 Select the backup data to restore from the list → click [Execute].

The inbox documents will be restored after you restart the machine (the main power of the machine is turned OFF, and then ON again).



NOTE

- If you want to display the backup/restore log, click [Add. Func.] → [Custom Settings] → [Backup/Restore Log].
- If you want to restore encrypted backup data, enter the same password used when backing up the data.
- Depending on the settings of the machine, the backup data may not be completely restored, or some documents may be automatically printed.

Installing a Certificate File

It is necessary to install a key pair from a computer in order to use encrypted SSL communication for IPP printing, E-mail and I-faxes, the Remote UI, and delivering device information.

Apart from the X.509 (DER) format server certificate preinstalled in the machine, you can also install a CA certificate file from your computer to use for encrypted SSL communication.

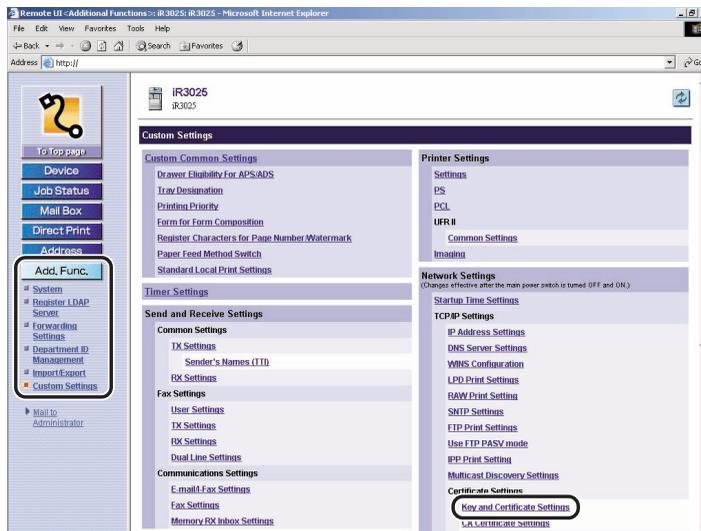
You can install a key pair and server certificate file created on a computer, a CA certificate, or a user signature certificate using the Remote UI.

Installing a Key Pair and Server Certificate

IMPORTANT

For more information on registering a key pair and server certificate file, see the *Network Guide*.

- 1 Click [Add. Func.] → select [Custom Settings] from the menu that appears under [Add. Func.] → click [Key and Certificate Settings].





NOTE

If a System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears → enter the System Manager ID and password → click [OK].

2 Click [Register Key and Certificate].

3 Click [Install].

4 Enter the path for the key pair and certificate file to install → click [Start Installation].

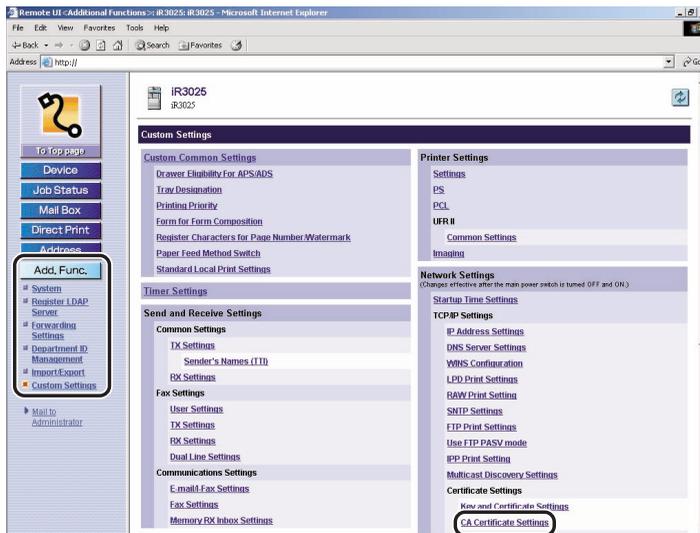
The maximum number of characters that you can enter for the file name is eight, excluding the file path and file extension '.p12'. Specify the name of the file to install so that it will not exceed eight characters.

Installing a CA Certificate

IMPORTANT

For more information on registering a CA certificate file, see the *Network Guide*.

- 1 Click [Add. Func.] → select [Custom Settings] from the menu that appears under [Add. Func.] → click [CA Certificate Settings].



NOTE

If a System Manager ID and password are set, a dialog box prompting you to enter the System Manager ID and password appears → enter the System Manager ID and password → click [OK].

- 2 Click [Register CA Certificate].

- 3 Click [Install].

4 Enter the path for the key pair and CA certificate file to install → click [Start Installation].

The maximum number of characters that you can enter for the file name is eight, excluding the file path and file extension '.cer'. Specify the name of the file to install so that it will not exceed eight characters.

Installing/Checking/Erasing a User Signature Certificate and Key Pair

This function installs/checks/erases a user certificate and key pair contained in a digital signature file.



IMPORTANT

This function is available only if the optional Digital User Signature PDF Kit is activated and you log in to the machine using the SDL or SSO login service.

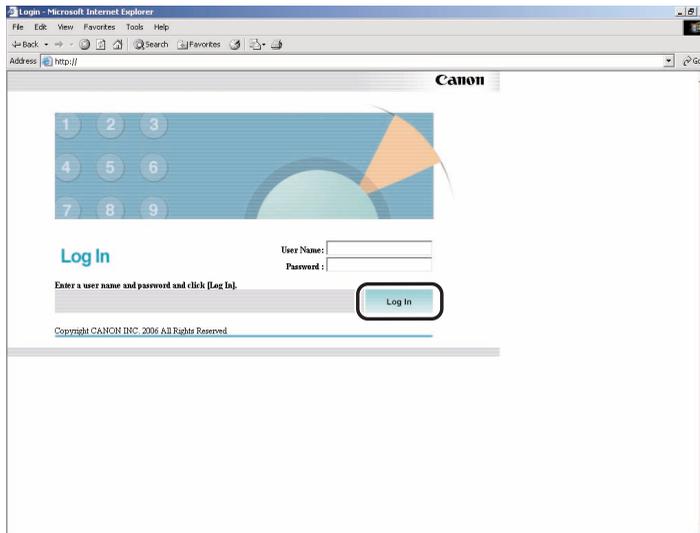


NOTE

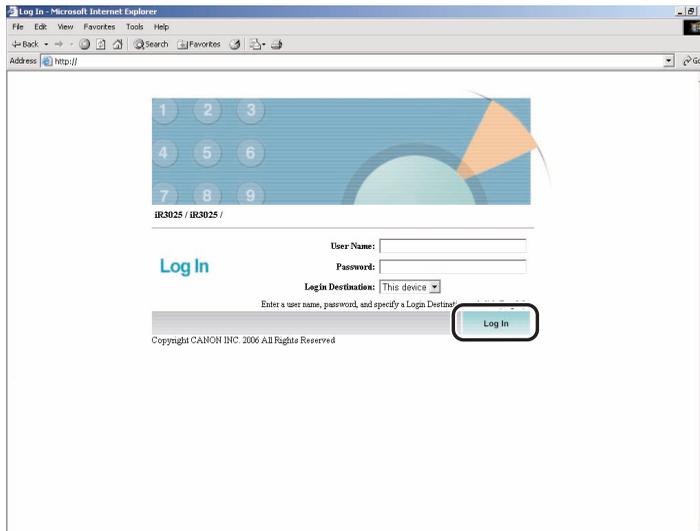
- You can use a digital signature file with the following properties:
 - File format: PKCS#12
 - File extension: '.pfx' or '.p12'
- You can use a user certificate with the following properties:
 - Format: X.509 version 3
 - Key length: 1024 bits/2048 bits
 - Encryption algorithm: RSA

1 Enter the required data → click [Log In].

3



SDL is set as a login service.



SSO is set as a login service.



IMPORTANT

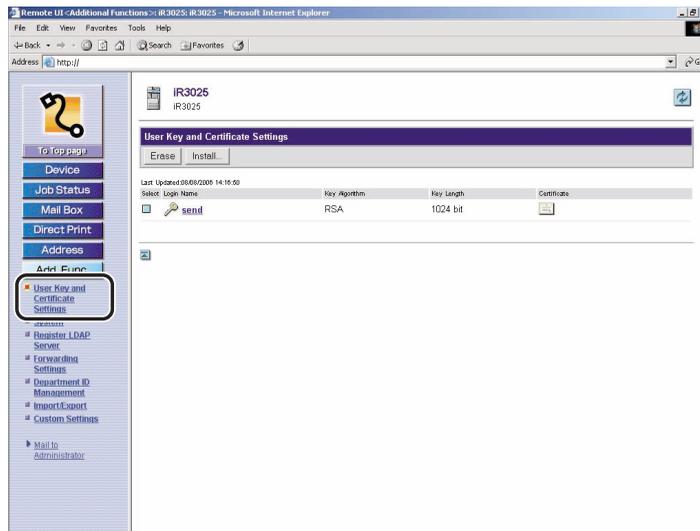
If there is more than a 30 minute difference between the current time set in the computer register by the Active Directory and the time set in the computer that you use for login, an error occurs when you log in using SSO. To be able to log in using SSO, it is necessary to match the current time on both the computers.



NOTE

- If Default Authentication is set, and an ID and password for the system manager in the System Manager Settings (from the Additional Functions screen of the machine) have been set, a dialog box requesting a user name and password appears. Enter the system manager ID and password, and click [OK] to start the Remote UI.
- You must use the user login name (pre-Windows 2000) registered in Active Directory in order to then enter a user name for SSO authentication.
- You can use only alphanumeric characters, . (period), - (hyphen), or _ (underscore) for a user name for SSO authentication. You can log in only if you use valid characters.
- You can select up to four trusted domain names in addition to the domain name the machine belongs to for the DNS Domain Name.
- Even if you install multiple login services, they cannot be used simultaneously. Only the login screen for the set login service is displayed.

2 Click [Add. Func.] → click [User Key and Certificate Settings].

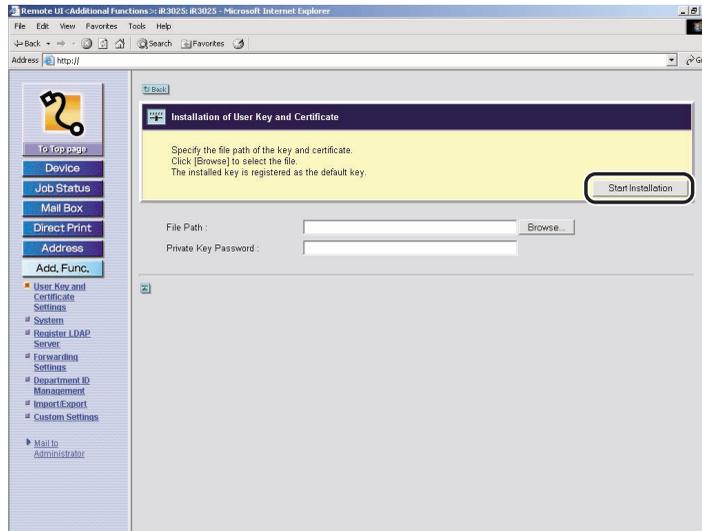


If a user with administrator privileges has logged in, all of the registered user keys and certificates are displayed.

If a general user has logged in, only their user key and certificate are displayed.

● To install a user key and certificate

- Click [Install].
- Enter the path for the key pair and certificate file to install and the password of the private key → click [Start Installation].



The maximum number of characters that you can enter for the file name is twenty, excluding the file path and file extension '.p12' or '.pfx'. Specify the name of the file to install so that it will not exceed twenty characters.

👤 IMPORTANT

Up to 100 user certificates can be installed, with a maximum of one user certificate per user. An error is displayed if you attempt to install more than 100 certificates, or more than one user certificate for a user.

● To check/erase a user key

- To check a user key
 - Click the user you want to check.
- To erase a user key
 - Select the user key you want to erase → click [Erase].

4

CHAPTER



Appendix

This section contains the glossary and index.

Glossary	4-2
Index	4-11

Glossary

A

Authentication

A system process which validates a user's login information. The user's name and password must be registered in the system beforehand, and if the system detects a match, access is granted, depending on the user's access rights and permissions.

B

BOOTP

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to enter these items manually.

C

CA Certificate

A digital certificate issued by a third party CA (Certificate Authority), to be used for identification purposes in digital business transactions.

Confidential Fax Inbox

A type of inbox for storing received fax/I-fax documents. If received fax/I-fax documents match the forwarding conditions, they are forwarded to the Confidential Fax Inbox corresponding to the forwarding conditions, without being printed. The documents can then be printed whenever necessary. If a password is set for a Confidential Fax Inbox, it is necessary to enter a password to print the documents.

Cookie

A file left on a user's computer when the user visits a Web site. A cookie allows the Web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain Web sites and to customize the features offered by such sites.

D

Device Information Delivery

Registering device information in your machine enables you to set the machine to deliver the same device information to other imageRUNNER machine models that are connected to the same network. This enables you to easily manage multiple machines at the same time.

Device signature certificate

The device signature certificate, when used with a private key inside the machine, enables you to add a digital signature to a scanned document. This enables the recipient to verify which machine scanned the document.

DHCP

Dynamic Host Configuration Protocol. A protocol which automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically using DHCP.

Digital signature

A code that can be attached to an electronically transmitted message, which uniquely identifies the sender.

E

Ethernet

An industry standard LAN (Local Area Network) system for connecting multiple computers. Data is sent from one computer to another by dividing it into packets, and the packets reach their destinations smoothly without any collision with other packets.

F

Fine

A resolution mode for sending originals at twice the detail of the Standard resolution mode.

FQDN

Fully Qualified Domain Name. A full domain name, consisting of its local host name and its domain name. An FQDN is sufficient to ascertain a specific Internet address for any host on the Internet. This (name resolution) process uses DNS (Domain Name System).

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

H

HTTP

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hyper Text Mark-up Language) documents across the Internet.

I

I-fax

I-fax (Internet Fax) enables you to send and receive a scanned original converted to TIFF (Tagged Image File Format) or PDF (Portable Document Format) image data as an e-mail attachment to/from any I-fax compatible facsimile or personal computer with Internet e-mail functionality.

Internet Protocol (IP)

The underlying set of networking rules that describe how data is transmitted across the Internet. Internet Protocol enables data from one computer to be split into packets, and sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (Internet Protocol) to specify a computer or device on the Internet. The IP address is usually written as four numbers delimited by periods. For example, 128.121.4.5

IPP

Internet Printing Protocol. A protocol used between a client and a print server for carrying out remote printing over the Internet.

J

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

K

Key pair

In SSL security, the key pair consists of a public key and a private key. A public key is known to "everyone," and a private or secret key, is known only to the recipient of the message.

L

LAN

Local Area Network. A network system formed by linking a server, workstations, devices, and computers, which are all located in the same building or some other relatively limited area.

LDAP

Lightweight Directory Access Protocol. A network protocol that enables you to locate organizations, individuals, and other resources, such as files and printers on a network, whether on the public Internet or on a corporate intranet.

Log on

Entering a user name and password as a means of user authentication to start a computer session or gain access to a service.

M

MEAP

Multifunctional Embedded Application Platform. A system enabling the installation of the Java platform and Java applications on your machine. Utilization of MEAP also enables you to install and uninstall MEAP applications.

Memory RX Inbox

The Memory RX (Receive) Inbox is an inbox for storing received I-fax documents. Received documents are stored in the Memory RX Inbox without being printed. You can print or send the stored documents later, or whenever necessary.

MIB

Management Information Base. A database of objects that can be monitored by a network management system.

N

NetSpot Device Installer

A Canon utility that automatically detects and installs printer drivers on local networks.

P

PCL

Printer Control Language. A protocol originally designed by Hewlett-Packard, enabling PCs to communicate with printers. PCL has become a standard for laser and ink jet printers, and is now supported by most printer manufactures.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PDF (Compact)

One of the file formats available in this machine. The text and image portions of an original are processed separately to achieve a high level of compression without compromising the quality of the text. The resulting file or data size is smaller than that achieved by conventional PDF, and is therefore recommended for jobs that are to be sent over the network.

PDF (OCR)

A file format that performs OCR (Optical Character Recognition) processing on a scanned document. This process extracts any recognizable text data, and adds it as a transparent layer to create a PDF with searchable text. You can search the text using Adobe Reader/Acrobat Reader/Acrobat, or your operating system's search function.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, IPP, TCP/IP, and LDAP.

Proxy server

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, upon receiving a URL, tries to supply the requested file from its cache. If the proxy server cannot locate the file in its cache, it obtains the file from the remote server, and saves a copy in its cache so that the next request can be obtained locally.

PS (PostScript)

Post Script. A representative page descriptive language developed by Adobe, which provides flexible font capability and high-quality graphics, especially for high-resolution printing.

R

RARP

Reverse Address Resolution Protocol. A protocol which associates a network adapter address (MAC address) with an IP (Internet Protocol) address.

Remote UI

Remote User Interface. The Remote UI is software that enables you to perform operations, which are usually performed on the machine's control panel, using a Web browser (such as Netscape Navigator/Communicator or Microsoft Internet Explorer) over a network.

Resolution

The density of dots attained by a device, such as a scanner or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 x 600 dpi).

RX

Abbreviation for "Reception/Receiving."

S

Server certificate

The machine has a preinstalled server certificate and key pair, which enables it to generate a new key pair and self-signed server certificate. This is used for encrypted SSL communications, such as IPP printing, e-mail, I-fax, Remote UI, and delivering device information.

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMB server

Server Message Block server. A server running the SMB protocol.

SNMP v. 1

Used for read only access when used in conjunction with SNMPv3 for setting MIB Access Permission levels. Can be set to [Read/Write] if security is not necessary.

SNMP v. 3

Management functions of SNMPv3 enable different permission levels for security, if used in conjunction with SNMPv1.

Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Devices access data at different rates. The buffer provides a holding area where the data is held until the device for which it is meant is ready to access it.

SSL

Secure Sockets Layer. A protocol that ensures security and privacy when transmitting private documents over the Internet.

SSL Encryption

SSL uses two keys to encrypt data: a public key, which is known to "everyone," and a private or secret key, which is known only to the recipient of the message.

Standard

Use this setting to send normal, typewritten, or printed documents containing only text and no drawings, photographs, or illustrations. See Fine, Super Fine, and Ultra Fine.

Startup time

If the machine is connected to a switching hub, it may not be able to connect to a network when it is powering ON. This occurs because the spanning tree process, performed between switching hubs, prevents them from communicating with each other immediately after the machine connects to the network. A delay in the startup time is necessary for the machine to connect to the network properly.

Subaddress Books

The main Address Book is subdivided into 10 smaller address books, which are considered subaddress books.

Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 255.255.255. would be part of the same subnet.

Subnet Mask

The method used to determine to which subgroup, or subnet, an IP address belongs. On TCP/IP networks, all devices whose IP addresses have the same prefix belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

Super Fine

A resolution mode for sending originals at four times the detail of the Standard resolution mode. If the receiving machine does not support this mode, the document is automatically sent in the Fine mode.

T**TCP/IP**

Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet or wide area networks.

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

TX

Abbreviation for "Transmission/Sending."

U**UFR II**

Ultra Fast Rendering II. A printing algorithm for realizing high-speed rendering. UFR II enables processing tasks to be executed and divided appropriately between the host PC and the printer to greatly reduce overall printing time.

Ultra Fine

A resolution mode for sending originals at 16 dots/mm x 15.4 lines/mm (eight times the standard resolution). If the receiving machine does not support this mode, the original is automatically sent in the Super Fine or Fine mode.

URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a Web page on the Internet. The URL for a Web page would look something like this: "http://www.w3.org/default.htm". Here, "http:" indicates that a Web page is being accessed, "www.w3.org" is the address of the server containing the Web page, and "default.html" is the file name under which the Web page is stored on the server.

User signature

Adds a digital signature to a private document, based on the registered user information when logging on using a login service. This prevents unauthorized access and alterations to the signed document.

X

X.509 (DER)

X.509 is a standard for digital key certificates defined by the ITU (International Telecommunications Union). DER (Distinguished Encoding Rules) is a binary encoding format for digital key data.

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