



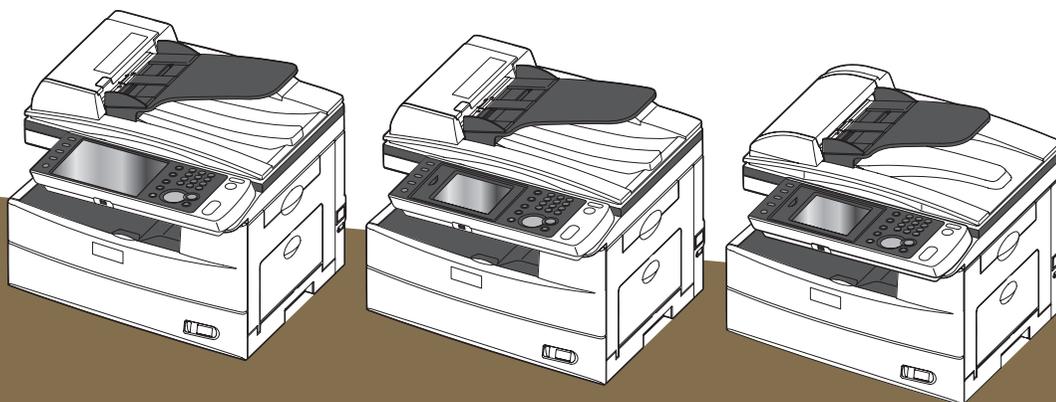
**MFX-2590**

**MFX-2570**

**MFX-2550**

**Plain-paper digital Fax/Copier/Printer/Scanner**

## **OfficeBridge Guide**



Please read this guide before operating this machine.  
After you finish reading this guide, keep it handy for easy reference.

Chapter 1 Overview of OfficeBridge

**1**

Chapter 2 Operating the Various Functions

**2**

Chapter 3 OfficeBridge Administrator Settings

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Chapter 4 Operating Utilities

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# How to Read This Manual

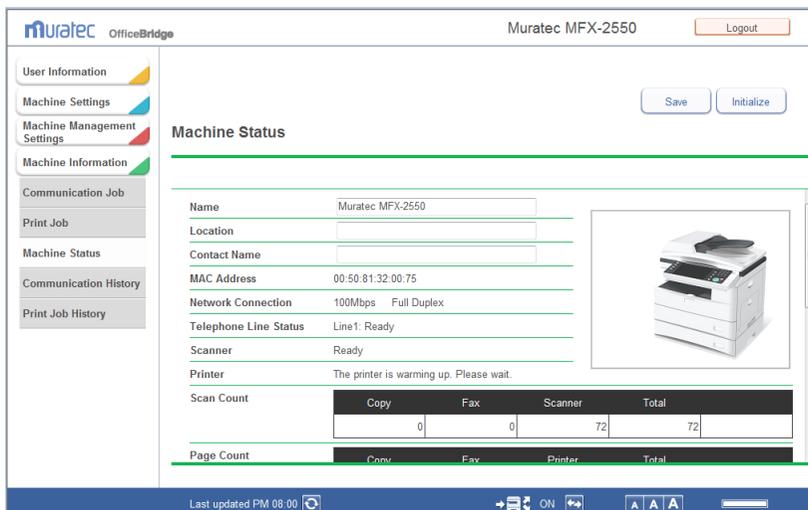
## Operational and Safety Information

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

Symbol	Meaning
 <b>Warning</b>	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 <b>Caution</b>	Notes a caution to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
 <b>IMPORTANT</b>	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
 <b>Note</b>	Describes reference information and additional notes for operation.

## About the screens

This manual uses the screens of the MFX-2550 standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.



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# Chapter 1

## Overview of OfficeBridge

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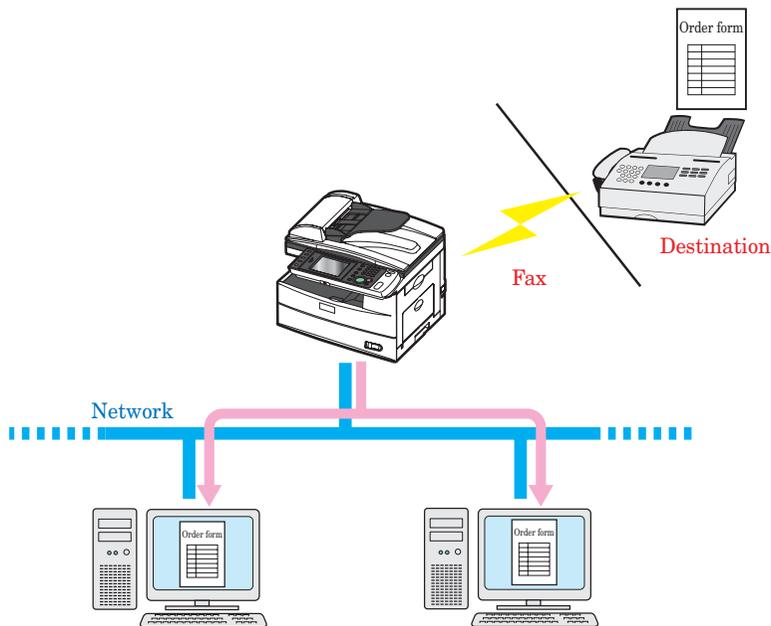
# Introduction to OfficeBridge

OfficeBridge is a management system that enables highly functional document management by connecting with computers on the network.

## Managing Faxes as “Digital Documents”

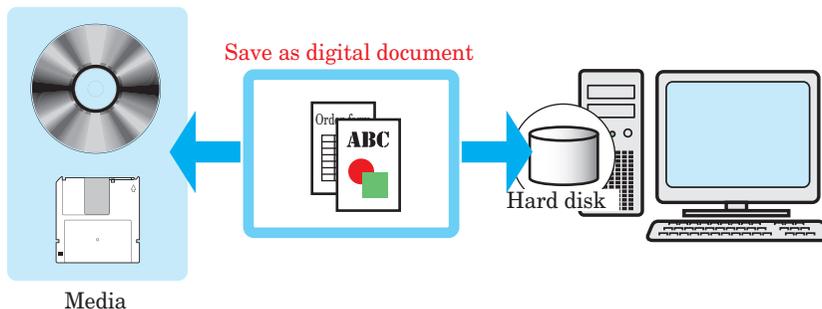
OfficeBridge can manage received faxes as “digital documents”, in a similar manner to e-mail.

Normally, the content of faxes is checked by printing them out to paper, but OfficeBridge enables the content of faxes to be checked as images on a computer.



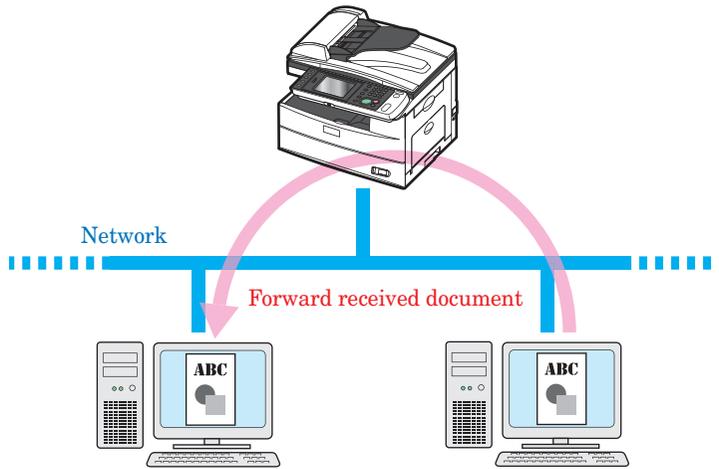
The content of faxes can also be saved as a PDF file.

This enables you to save storage space because the images can be saved to a hard disk or CD-R, etc. without using a binder as with traditional paper documents.



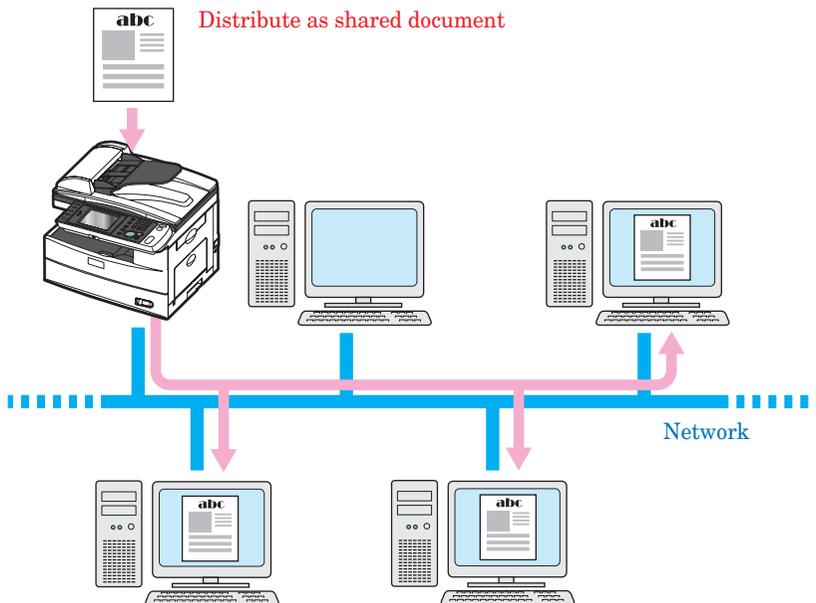
# Using Faxes on Computers

Received faxes can be re-used on a computer. For example, received order forms and invoices can be forwarded to other employees in the same company without printing them to paper (paperless reception).



# Sharing Information

Information can be shared by distributing scanned documents to specific members.



# Checking/Changing Machine Functions

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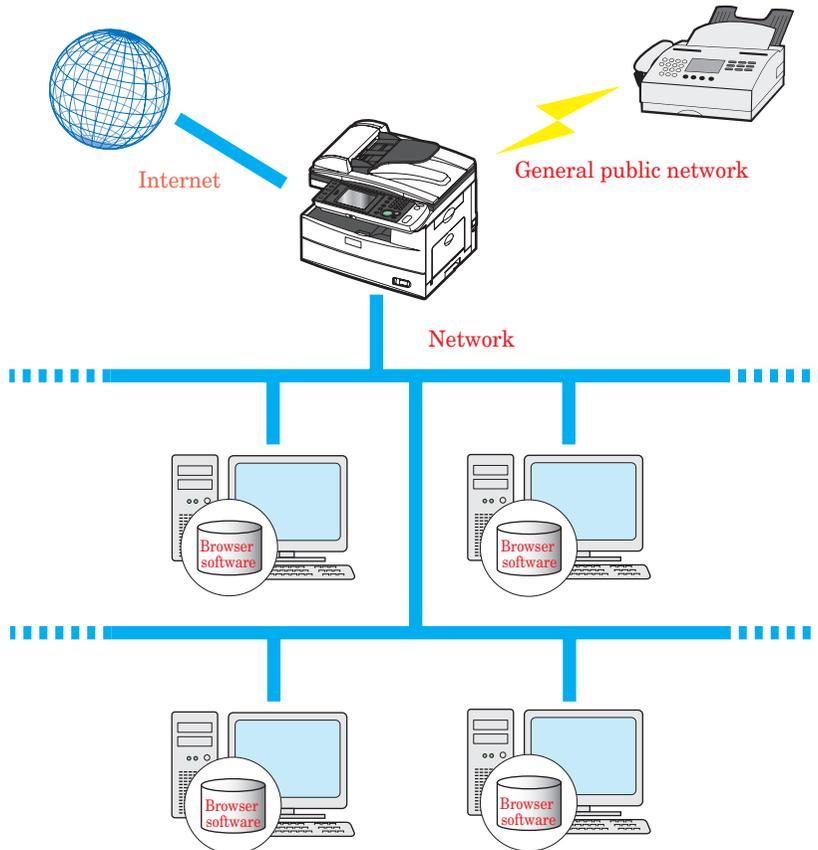
The functions of the machine can be registered and edited directly from a computer.

Machine Default Settings	
<b>Copy Settings</b>	You can set the copy default values such as "Doc. Type", "Contrast", and "Zoom".
<b>Scanner Settings</b>	You can set the scanner default values such as "Doc. Type", "Contrast", "Resolution", and "Scan Size".
<b>E-mail Settings</b>	You can set the e-mail default values such as "File Format", and "E-mail template".
<b>Fax Settings</b>	You can set the fax default values such as "Resolution", "Contrast", "Cover Page", and "Auto Print Journal".
<b>Printer Settings</b>	You can set the copy default values such as "Number of Copies", "Orientation", and "Paper Size".

# OfficeBridge Usage Environment

An environment such as the one indicated below is required to use OfficeBridge.

- 1) Connect the machine to a general public network
- 2) Connect to the internet to use e-mail, etc.
- 3) Connect the machine and the computer for each user to the network
- 4) Install browser software to the computer for each user

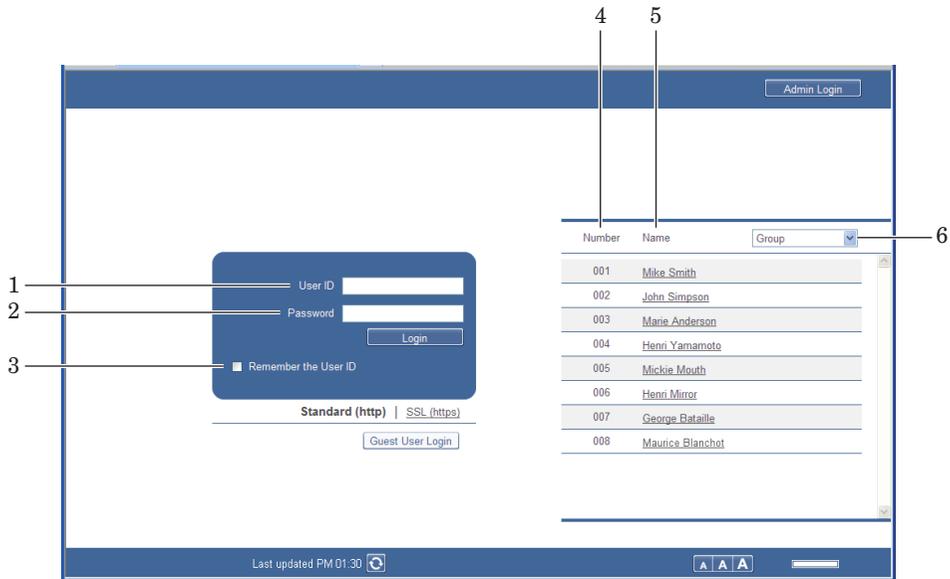


# Screens Used in OfficeBridge

This section describes the basic operation screens used for OfficeBridge.

## Login Screen

This screen is used for logging in to OfficeBridge. For details, refer to “[Logging In / Logging Out](#)”. (See page 2-2.)



### ■ User ID Entry Box

Manually enter the user ID and password.

Item	Description
1 User ID	Enter the ID for the user to log in as. If the user ID selection is displayed, you can automatically enter the user ID by selecting a name.
2 Password	Enter the password corresponding to the user ID.
3 Remember the User ID	Select this to remember the latest user ID that was entered.

## ■ User ID Selection

Select the user to log in as from the displayed list of users. If you select a user, the user ID is automatically entered in the User ID entry box.

Item	Description
4 Number	Displays the numbers provided when users were registered.
5 Name	Displays the registered user names. If a user name has not been set, the user ID is displayed.
6 Group	Displays the name of the group that the user belongs to. You can filter users by group name.

**Note**

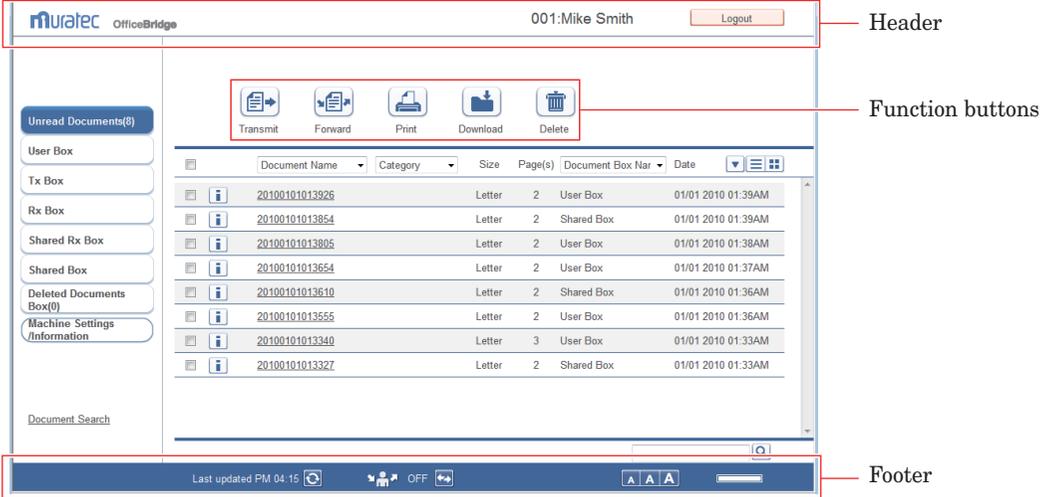
- You can specify to not display the user ID selection in the machine policy settings. For details on machine policy settings, refer to “[Setting the Machine Policy](#)”. (See [page 3-130](#).)
- If the authentication mode is set to the network mode, the user ID selection is not displayed. (See [page 3-130](#).)

## Machine Status Screen

When you enter OfficeBridge, you see the machine status. On this screen, you can set up various functions. See “[Administrator settings list](#)” to see the list. (See [page 3-3](#).)  
When you logged in as a user or guest, click [Document Boxes] to switch to the document list screen.

# Document List Screen

Login to OfficeBridge, and press [Document Boxes] to display this screen. This screen displays a list of documents by their type such as “Received (Rx)” and “Transmitted (Tx)”. Operations such as transmitting, forwarding, and printing documents are also performed on this screen.



## ■ Header Names and Functions

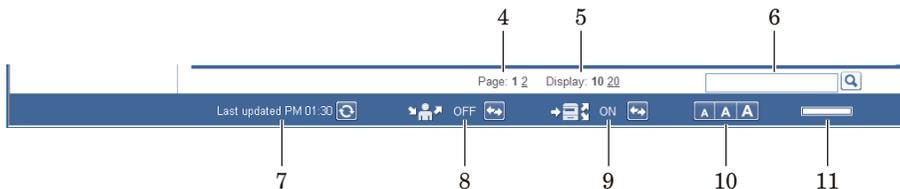


Item	Description
1 Login name display	The information displayed here differs according to the screen. Before login: Nothing is displayed. After performing a user login: The number and name of the user who is logged in are displayed. After performing an administrator login: The name of the device being used is displayed. After performing a guest login: “Guest” is displayed.
2 SSL display	This icon is displayed when performing SSL communication <sup>*1</sup> . Otherwise, nothing is displayed.

Item	Description
3 [Admin Login] or [Logout] button	<p>The button displayed here differs according to the screen.</p> <p>If you click [Admin Login], the administrator screen is displayed. (The login screen for the administrator screen may be displayed, depending on the security settings.)</p> <p>If you click [Logout], the logout process is performed, and the display returns to the login screen.</p> <p>Before login: [Admin Login] is displayed. After login: [Logout] is displayed.</p> <p><b>Note</b></p> <p>If you perform a logout on the administrator screen when there are no users, a guest login is performed automatically and the screen after a guest user login is performed is displayed.</p>

- \*1 SSL (Secure Socket Layer) is a communication method that encrypts the information that is transmitted and received.

## ■ Footer Names and Functions



Item	Description
4 Displayed page and page switch	<p>Displays the currently displayed page in bold.</p> <p>Click a page number to display the corresponding page.</p> <ul style="list-style-type: none"> <li>Click [&lt;] to move five pages backward, and click [&gt;] to move five pages forward.</li> <li>The number before [&lt;] indicates the first page. Click it to display the first page.</li> <li>The number before [&gt;] indicates the last page. Click it to display the last page.</li> </ul>
5 Display	Sets the number of items that can be displayed on a single page.
6 Search	Enter the text you want to search for from the document name, document category, or comments of the document box that is currently displayed.
7 Screen refresh time and  (manual refresh) button	<p>Displays the last time when the screen was updated (hour : minute).</p> <p>If you click the  (manual refresh) button, the screen is refreshed.</p>
8 Forwarding settings status	<p>Displays the current forwarding settings status.</p> <p>If the forwarding settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed.</p> <p>You can click the  (forwarding switch) button to enable/disable the forwarding settings.</p> <p><b>Note</b></p> <p>If the “User Box Forwarding Settings” is disabled in the user policy settings when the Stand-Alone or Single Sign On mode is set or when the network mode is set, the forwarding settings status is not displayed. (See page 3-123.)</p>

Item	Description
9 Auto distribution settings switch	<p>Displays the current auto distribution settings status. If the auto distribution settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed. You can click the  (auto distribution switch) button to enable/disable the auto distribution settings.</p> <p><b>Note</b></p> <p>If the “Auto Distribution” is disabled in the user policy settings, the auto distribution settings status is not displayed. (See page 3-123.)</p>
10 Change font size	<p>There are three font sizes; large, medium, and small. (The default font size is medium.)</p> <p>The font size setting is retained until it is changed, even after a logout is performed.</p>
11 Remaining disk space	<p>Displays a graph of the remaining space on the data disk of the machine. The graph is displayed in four levels. If you move the mouse cursor over the graph, you can display the current disk space as a number. If  is displayed, increase the remaining space by downloading documents to a computer or deleting documents.</p>

## ■ Function Buttons

Displays the functions you can use on the displayed document list screen.

### Note

The displayed function buttons depend on the type of document list screen.

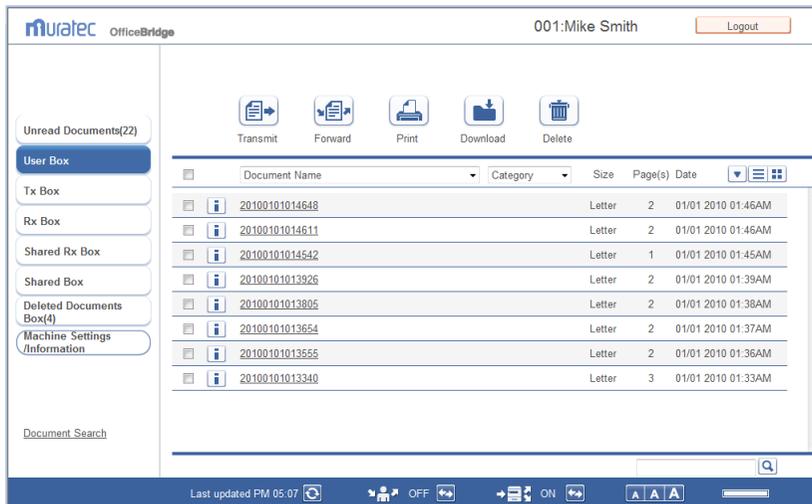
The types and functions of the buttons are indicated below.

Type	Description
Transmit 	Transmits the document selected in the document list. If you click this, the “Transmission” screen is displayed. (See page 2-9.)
Retransmit 	Retransmits the document selected in the “Tx Box” document list screen. (Only displayed on the “Tx Box” document list screen.) If you click this, the “Transmission” screen is displayed. (See page 2-14.)
Cancel 	Cancels the currently transmitting document selected in the “Tx Box” document list screen. (Only displayed on the “Tx Box” document list screen.) If you click this, transmission of the document is canceled. (See page 2-15.)
Forward 	Forwards the document selected in the document list to another user or group. If you click this, the “Forwarding” screen is displayed. (See page 2-21.)
Print 	Prints the document selected in the document list. (See page 2-26.)
Download 	Downloads the document selected in the document list to a computer. If you click this, the “Document Download” screen is displayed. (See page 2-34.) The “Document Download” screen is displayed if “File Format” in “Download Setting” in “Document Box Settings” is set to “Select when downloading.” (See page 3-107.)

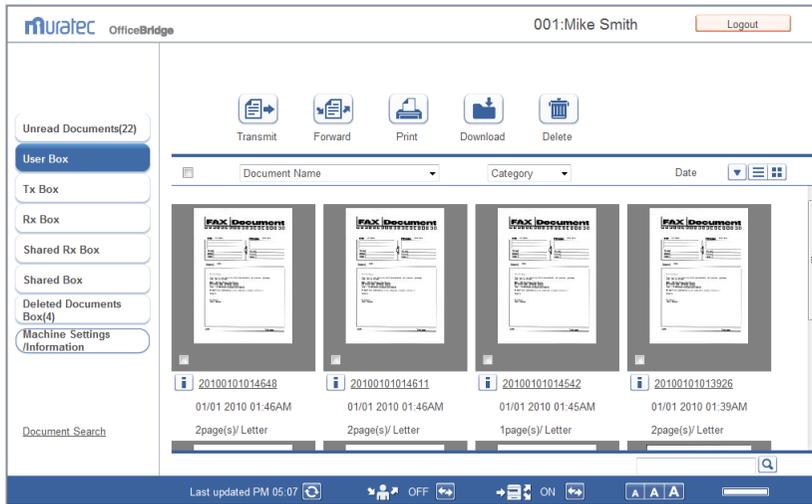
Type	Description	
Delete		Deletes the document selected in the document list. If you click this, a confirmation message is displayed. Deleted documents are moved to the “Deleted Documents Box” document list. (See page 2-38.) <b>Note</b> If you click this button after selecting a document in the “Deleted Documents Box” document list, the document is permanently deleted from OfficeBridge.
Restore		Returns a document selected in the “Deleted Documents Box” document list to its original document list. (See page 2-39.)
Search again		Displayed after executing a document search. Click this to display the search screen again. The search conditions you entered for the previous search are entered on the displayed search screen.

### Text Display and Thumbnail Display

Click  to display a document list in text format.



Click  to display a document list in thumbnail format.

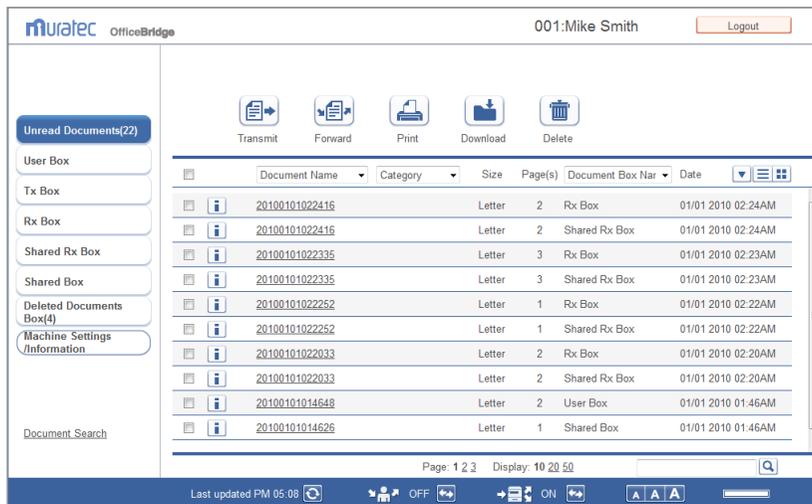


## ■ “Unread” and “Deleted Documents box” Document Lists

### Unread Documents

Displays a list of all unread documents, regardless of whether they were sent to a personal or shared destination.

Documents are removed from this document list as soon as they are read.



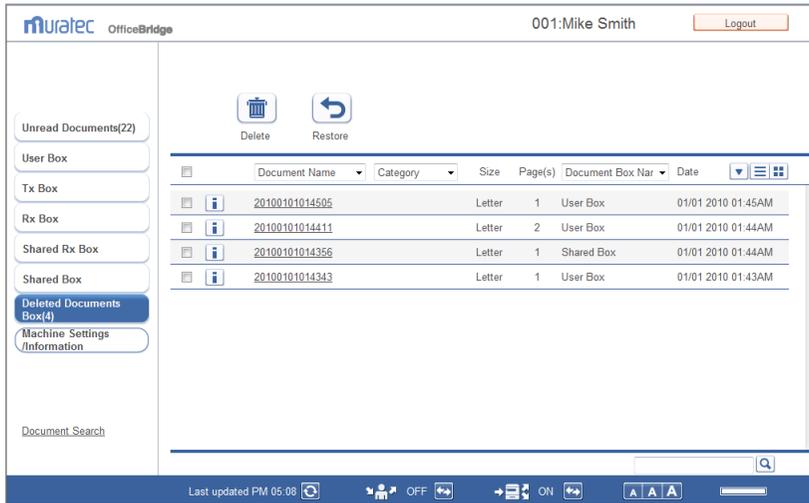
## Deleted Documents Box

Displays a list of all deleted documents, regardless of whether they are personal or shared.

This document list is shared with other registered users. The displayed documents are the same for all users.

### Note

- Documents in the “Deleted Documents Box” document list have not been permanently deleted. To delete a document permanently, select it and click .
- You can enable/disable the “Deleted Documents Box” document list in “Enable the deleted document box” in “Document Box Settings”. If you disable the document list, it is not displayed.



The items displayed are indicated below.

Item	Description
Checkbox	To select a document, select the corresponding checkbox.  <b>Note</b> <ul style="list-style-type: none"> <li>• To select all the documents on the displayed page, select the top checkbox.</li> <li>• Click the same checkbox to deselect the item.</li> </ul>
 icon	Displays the properties of the document. If you click this, the “Document Properties” screen is displayed.
Document Name	Displays the file name of the document.  <b>Note</b> <ul style="list-style-type: none"> <li>• Click the document name to check a preview image of the document.</li> <li>• By selecting a file name from the pull-down menu, you can filter the displayed documents by file name.</li> <li>• For scanned documents, the date and time that scanning was performed is set as the file name if you do not set a document name when scanning. (Example: A document scanned at 13:30:30 on January 15th, 2010 is named “20100115133030”.)</li> </ul>
Category	Displays the set document category.  <b>Note</b> <p>If you select a document category from the pull-down menu, you can filter the displayed documents by category.</p>
Size	Displays the paper size of the document.

Item	Description
Page(s)	Displays the total number of pages for the document.
Document Box Name	<p>Displays the name of the document box in which the document is stored or was stored before being deleted.</p> <p><b>Note</b></p> <p>By selecting a document box name from the pull-down menu, you can filter the displayed documents by document box name.</p>
Date	<p>Displays the date and time that the document was stored or deleted.</p> <p><b>Note</b></p> <p>When the documents are displayed in ascending order, click [▼] to switch to descending order. When the documents are displayed in descending order, click [▼] to switch to ascending order.</p>

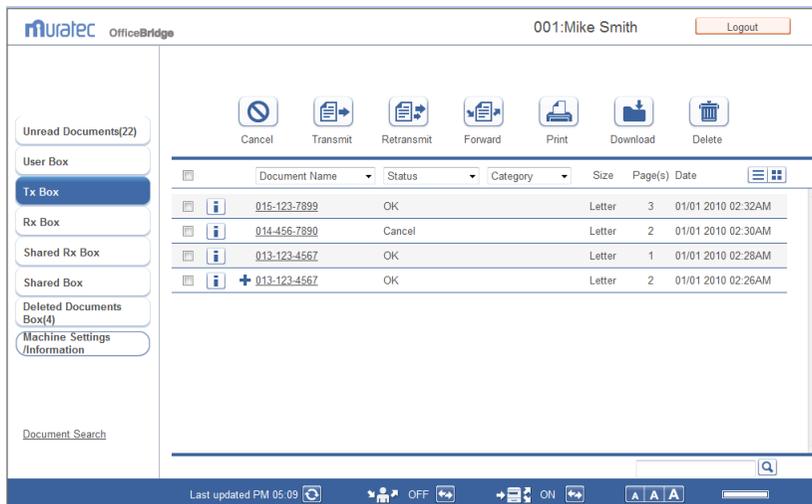
## ■ “Tx Box”, “Rx Box”, and “Shared Rx Box” Document List

### Tx Box

Displays a list of the sent documents.

This document list is specific to each registered user. The displayed documents vary according to the user.

Documents sent from the machine are listed here, if they were sent while the user logging in to the machine.



## Rx Box

Displays a list of the received documents.

This document list is specific to each registered user. The displayed documents vary according to the user.

### Note

Documents received by the machine are displayed in the “Rx Box” document list when you have specified distribution settings to store those documents into the “Rx Box” document list for each user. (See page 3-83.)

The screenshot shows the OfficeBridge web interface. At the top, the logo 'muratec OfficeBridge' is on the left, and the user '001:Mike Smith' with a 'Logout' button is on the right. Below the header, there are five action icons: Transmit, Forward, Print, Download, and Delete. The main area displays a table of documents in the 'Rx Box'.

	Document Name	Status	Category	Size	Page(s)	Date
<input type="checkbox"/>	20100101022416	OK		Letter	2	01/01 2010 02:24AM
<input type="checkbox"/>	20100101022335	OK		Letter	3	01/01 2010 02:23AM
<input type="checkbox"/>	20100101022252	OK		Letter	1	01/01 2010 02:22AM
<input type="checkbox"/>	20100101022033	OK		Letter	2	01/01 2010 02:20AM

On the left sidebar, there are several menu items: Unread Documents(22), User Box, Tx Box, Rx Box (highlighted), Shared Rx Box, Shared Box, Deleted Documents Box(4), Machine Settings Information, and Document Search. At the bottom, there is a status bar showing 'Last updated PM 05:10' and various system icons.

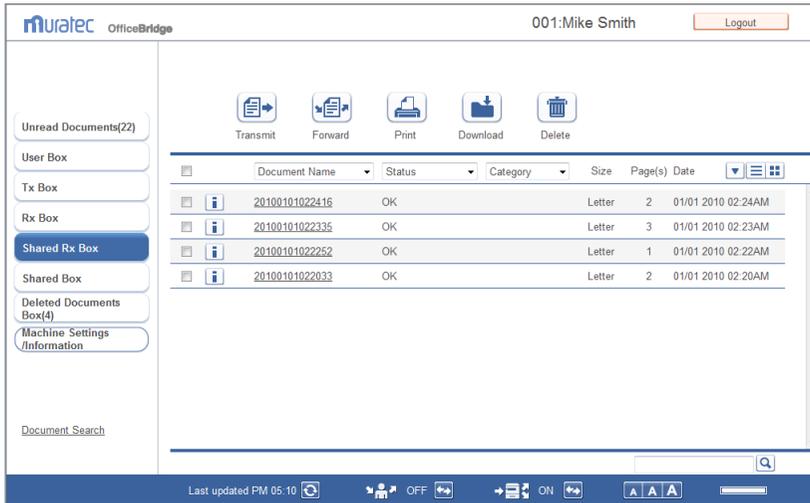
## Shared Rx Box

This screen displays a list of shared documents received by users.

This document list is shared with other registered users. The displayed documents are the same for all users.

### Note

- Documents received by the machine are only displayed in the “Shared Rx Box” document list when “Shared Rx box” is selected for “Send to Box” in “Auto Distribution” setting. (See page 3-83.)
- You can enable/disable the “Shared Rx Box” document list in “Enable the Shared Rx Box” in “Document Box Settings”. If you disable the document list, it is not displayed. (See page 3-107.)



The items displayed are indicated below.

Item	Description
Checkbox	To select a document, select the corresponding checkbox.  <b>Note</b> <ul style="list-style-type: none"> <li>• To select all the documents on the displayed page, select the top checkbox.</li> <li>• Click the same checkbox to deselect the item.</li> </ul>
 icon	Displays the properties of the document. If you click this, the “Document Properties” screen is displayed.
Document Name	For the Tx Box, the destination (name and fax number or e-mail address) of the document is displayed. For the Shared Rx Box and Rx Box, the sender (name or fax number) is displayed. If the sender has not registered the name or fax number in their machine, the reception date/time is displayed.  <b>Note</b> <ul style="list-style-type: none"> <li>• Click the document name to check a preview image of the document.</li> <li>• If you click [+], all the destinations specified for broadcast transmission are displayed.</li> <li>• By selecting a file name from the pull-down menu, you can filter the displayed documents by file name.</li> <li>• If you have broadcast to more than one destination, fax destinations are displayed first. If you click [+], all the specified destinations are displayed.</li> </ul>

Item	Description
Status	<p>■ For the Tx Box The transmission result is displayed.</p> <p>&lt;For normal transmission&gt;</p> <p>Reserved: The reserved transmission is accepted, and it is in a transmission queue. If it is delayed transmission, the document remains in standby until the specified time is reached.</p> <p>Sending: The transmission process is being executed.</p> <p>Redial: The document is waiting for redialing.</p> <p>OK: The transmission has been completed successfully.</p> <p>Error: An error has occurred during transmission.</p> <p>Canceling: The transmission is being canceled.</p> <p>Cancel: The transmission has been canceled.</p> <p>&lt;For reroute transmission&gt;</p> <p>Reserved rerouted Tx: The reserved reroute transmission is accepted, and it is in a transmission queue.</p> <p>Sending rerouted Tx: The reroute transmission is being executed.</p> <p>Rerouted Tx OK: The reroute transmission has been completed successfully.</p> <p>Rerouted Tx Error: An error has occurred during reroute transmission.</p> <p>Canceling rerouted Tx: The reroute transmission is being canceled.</p> <p>Cancel rerouted Tx: The reroute transmission has been canceled.</p> <p>If you select a result from the pull-down menu, you can filter the displayed documents by result.</p> <p><b>Note</b></p> <p>For reroute transmission, the address before rerouting is displayed, and the result of the reroute transmission is displayed as the communication result.</p> <p>■ For the Rx Box and Shared Rx Box The reception result is displayed.</p> <p>Receiving / Sending: The reception and transmission process is being executed.</p> <p>OK: The reception has been completed successfully.</p> <p>Error: An error has occurred during reception.</p> <p>Waiting to print: The reception is complete and the document is waiting to be printed.</p> <p>Printing received doc.: The reception is complete and the document is being printed.</p> <p>If you select a result from the pull-down menu, you can filter the displayed documents by result.</p>
Category	<p>Displays the set document category.</p> <p><b>Note</b></p> <p>If you select a document category from the pull-down menu, you can filter the displayed documents by category.</p>
Size	<p>Displays the paper size of the document.</p>
Page(s)	<p>Displays the total number of pages for the document.</p>

Item	Description
Date	<p>Displays the date and time when the document was sent/received. When the document is reserved, displays the date and time when the document was reserved.</p> <p><b>Note</b></p> <p>When the documents are displayed in ascending order, click [▼] to switch to descending order. When the documents are displayed in descending order, click [▼] to switch to ascending order.</p>

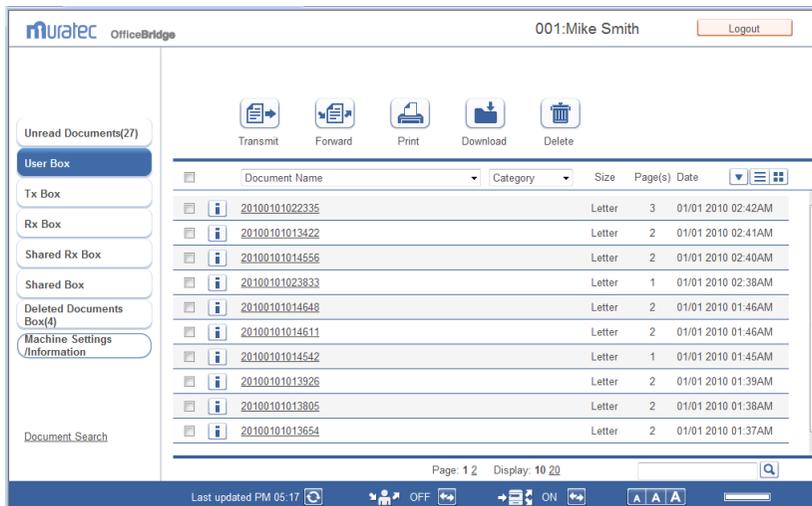
## ■ “User Box” and “Shared Box” Document Lists

### User Box

Displays a list of the documents scanned with the machine.

Documents are also stored in the user box when the user box is specified from the fax driver.

This document list is specific to each registered user. The displayed documents vary according to the user.

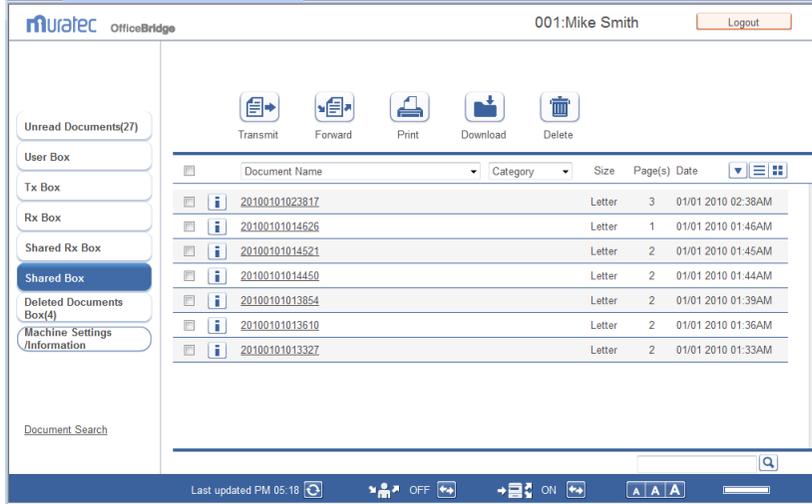


## Shared Box

A list of the documents stored as shared documents is displayed. This document list is shared with other registered users. The displayed documents are the same for all users.

### Note

You can enable/disable the “Shared Box” document list in “Enable the Shared Box” in “Document Box Settings”. If you disable the document list, it is not displayed. (See page 3-107.)



The items displayed are indicated below.

Item	Description
Checkbox	To select a document, select the corresponding checkbox.  <b>Note</b> <ul style="list-style-type: none"> <li>To select all the documents on the displayed page, select the top checkbox.</li> <li>Click the same checkbox to deselect the item.</li> </ul>
 icon	Displays the properties of the document. If you click this, the “Document Properties” screen is displayed.
Document Name	Displays the file name of the document.  <b>Note</b> <ul style="list-style-type: none"> <li>Click the document name to check a preview image of the document.</li> <li>By selecting a file name from the pull-down menu, you can filter the displayed documents by file name.</li> <li>If no file name has been specified at scanning, the scan date/time is specified as the file name. (Example: A document scanned at 13:30:30 on January 15th, 2010 is named “20100115133030”.)</li> </ul>
Category	Displays the set document category.  <b>Note</b> <p>If you select a document category from the pull-down menu, you can filter the displayed documents by category.</p>
Size	Displays the paper size of the document.
Page(s)	Displays the total number of pages for the document.

Item	Description
Date	<p data-bbox="456 156 1002 185">Displays the date and time when the document stored.</p> <p data-bbox="456 200 559 233"><b>Note</b></p> <p data-bbox="456 239 1214 322">When the documents are displayed in ascending order, click [▼] to switch to descending order. When the documents are displayed in descending order, click [▼] to switch to ascending order.</p>

# Chapter 2

## Operating the Various Functions

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# Logging In / Logging Out

A Web browser is used to operate OfficeBridge. For details on the supported Web browsers, refer to Chapter 6, “Specifications” in the User's Guide. In this chapter, the procedure for using Internet Explorer is used as an example.

## Note

Perform user registration before using OfficeBridge. For details on registering new users, refer to “[Registering Users](#)”. (See page 3-5.)

## Logging In

---

OfficeBridge has three types of users that can log in; “administrators”, “users”, and “guest”.

User	Description
Administrator	Can specify all the machine settings. If you set an administrator password, only the administrator can specify machine settings.
User	Personal settings can be specified for each user by creating user information such as a user ID and password. Scanned documents and transmitted/received documents, etc. are treated as personal documents. Can specify some of the machine settings.
Guest	This type of user logs in without entering a password. Scanned documents and transmitted/received documents, etc. are treated as shared documents. Can specify some of the machine settings.

### ■ Connecting to OfficeBridge

Start the Web browser and access OfficeBridge.

#### 1 Start the Web browser.

If there is a shortcut to OfficeBridge on the desktop, you can double click the shortcut to start the Web browser and access OfficeBridge.

#### 2 Enter the IP address of the machine in the “Address” bar of the Web browser, and press the [Enter] key.

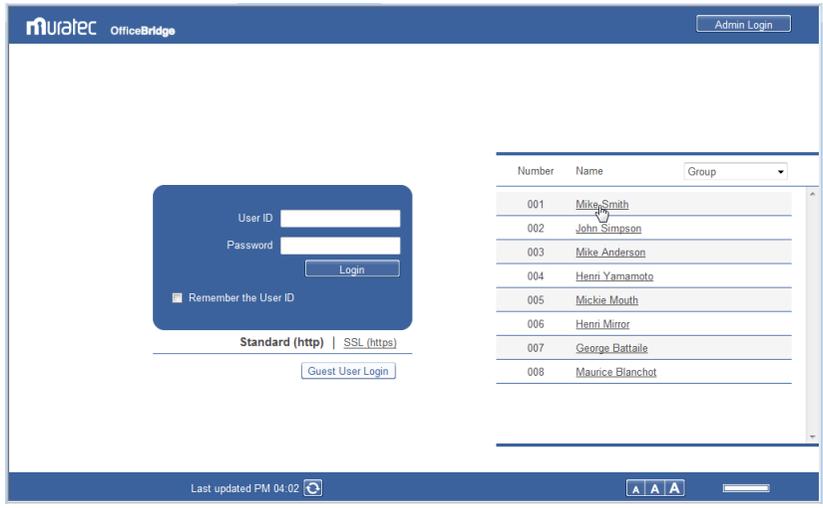
If no users are registered, you are logged in as a guest.

## ■ Logging In From the User List

Select the user to log in as from the list of users. If you select a user, the user ID is entered automatically.

1 Click the user name in the user list.

The user ID of the user name you click is automatically entered in “User ID”.



2 Enter the “Password”, and click [Login].



### Note

- If you set the machine policy to Single Sign On, new users can be registered from the login screen. For details, refer to “Setting the Machine Policy.” (See page 3-130.)
- For details on registering new users, refer to “Registering Users.” (See page 3-5.)
- If user registration is enabled in the guest user policy, a link to the user registration page (“If you do not have a User ID, click here.”) is displayed on the login screen. (See page 3-123.) Click this link to display the user registration screen.

## ■ Logging In By Entering a User ID

If you do not want people to find out the user IDs of other users, set the login screen to “User ID Input” and make the users manually enter their user ID and password. (See page 3-130.)

- 1 Enter the “User ID” and “Password”, and click [Login].



### Note

- If you do not know your own “User ID” and “Password”, contact the administrator.
- If you select “Remember the User ID”, the account ID you enter is stored on your computer. The next time you access OfficeBridge, the stored user ID is automatically entered.
- If the authentication method in the machine policy is set to “Network”, the user list is not displayed. (See page 3-130.)

## ■ Performing a Guest User Login

You can log in to OfficeBridge without entering a user ID and password. If you disable “Guest Account Setting” in the machine policy settings, you cannot log in with the guest account. For details, refer to “Setting the Machine Policy”. (See page 3-130.)

There are some restrictions on transmitting/receiving e-mail and specifying machine settings. The guest user restrictions can be changed in the machine policy. (See page 3-130.)

- 1 Click [Guest User Login].



## ■ Performing an SSL Login

OfficeBridge supports SSL (Secure Socket Layer) security for data communication. SSL communication encrypts the data communicated between the computers and OfficeBridge to prevent the theft and modification of data by outside parties. If you perform an SSL login, the [SSL] icon is displayed on the header.

### Note

If you perform an SSL login, the response time will be slower than a regular login because encryption and authentication are performed for the data.

### 1 Click “SSL (https)”.



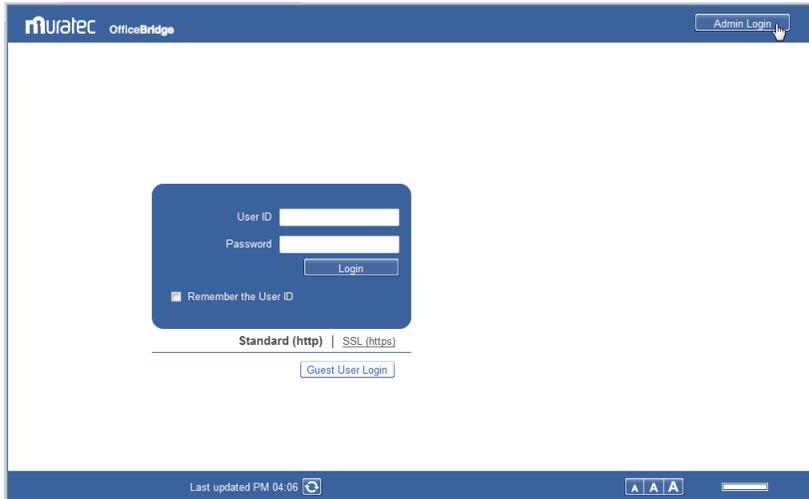
### 2 Perform the login procedure.

## ■ Performing an Administrator Screen Login

If “Administrator Password” is set in the machine policy setting, the administrator screen login screen is displayed. For details, refer to “Setting the Machine Policy.” (See page 3-130.)

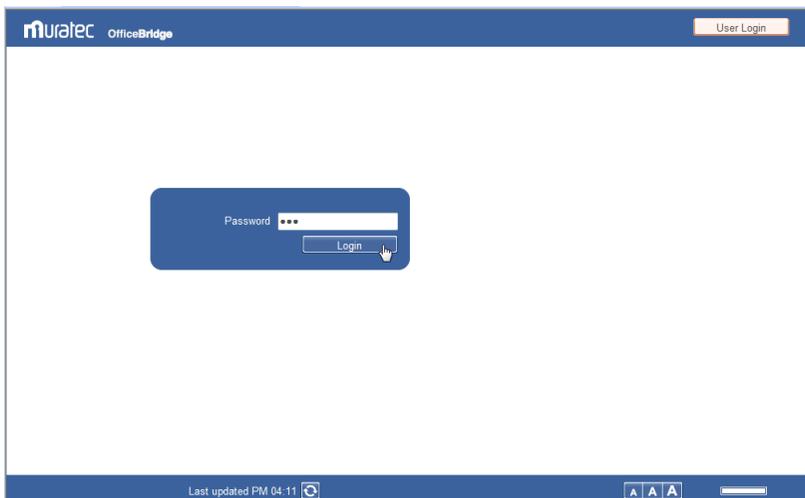
All the machine settings can be specified on the administrator screen.

### 1 Click [Admin Login].



If an administrator password is not set, this concludes the procedure.

### 2 Enter the administrator password, and click [Login].



#### Note

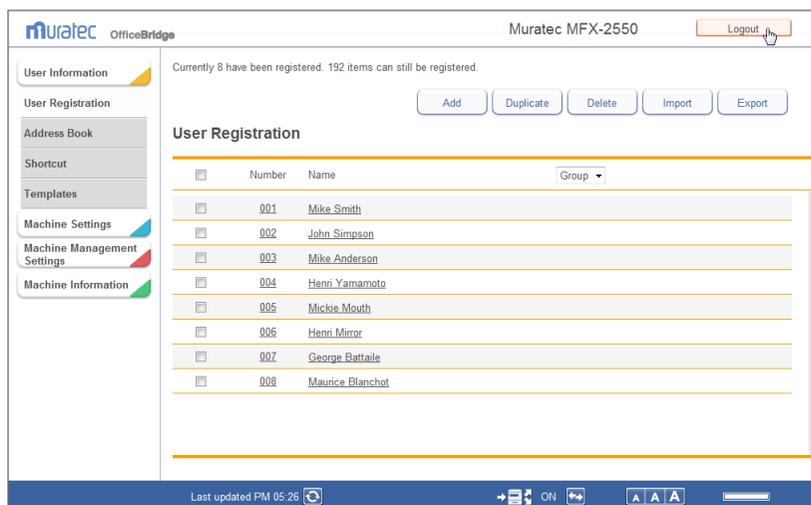
If no users are registered, press [Logout] after connecting to OfficeBridge to log in to the administrator screen.

# Logging Out

Perform the logout procedure when you want to close OfficeBridge or switch users. This is particularly important when multiple users are using the same computer, as other users will be able to see your files if you remain logged in. Make sure to perform the logout procedure for security purposes.

## 1 Click [Logout].

The display returns to the login screen.



### Note

If you do not access OfficeBridge for 30 minutes, you are automatically logged out.

# Transmitting Documents

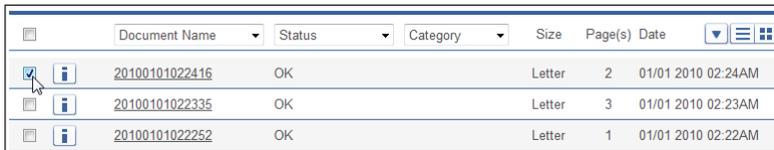
You can specify destinations and transmit documents scanned on the machine via fax. You can also transmit the document as an e-mail attachment by specifying the e-mail address of the destination.

## Transmitting Documents in a Document List

You can transmit the scanned documents and received documents on a document list screen to a destination via fax or e-mail. Select the document to transmit on the document list screen and specify the settings on the transmission settings screen.

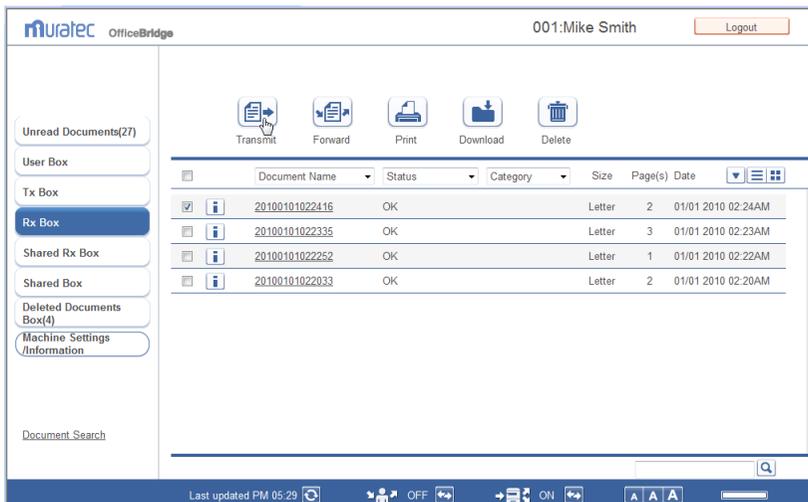
### ■ Performing Transmission

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to transmit on the document list screen.



<input type="checkbox"/>	Document Name	Status	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	20100101022416	OK		Letter	2	01/01 2010 02:24AM
<input type="checkbox"/>	20100101022335	OK		Letter	3	01/01 2010 02:23AM
<input type="checkbox"/>	20100101022252	OK		Letter	1	01/01 2010 02:22AM

- 4 Click  [Transmit].



The screenshot shows the OfficeBridge interface. At the top, it says 'muratec OfficeBridge' and '001:Mike Smith' with a 'Logout' button. Below this is a toolbar with icons for 'Transmit', 'Forward', 'Print', 'Download', and 'Delete'. The 'Transmit' icon is highlighted with a mouse cursor. Below the toolbar is a document list table with columns for Document Name, Status, Category, Size, Page(s), and Date. The first row is selected with a checkmark.

<input type="checkbox"/>	Document Name	Status	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	20100101022416	OK		Letter	2	01/01 2010 02:24AM
<input type="checkbox"/>	20100101022335	OK		Letter	3	01/01 2010 02:23AM
<input type="checkbox"/>	20100101022252	OK		Letter	1	01/01 2010 02:22AM
<input type="checkbox"/>	20100101022033	OK		Letter	2	01/01 2010 02:20AM

## 5 Specify the destination.

For details on specifying the destination, refer to “[Specifying Destinations](#)”. (See page 2-16.)

The screenshot shows the 'Transmission' window. At the top right are 'Send' and 'Cancel' buttons. Below the title bar, there is a 'Destination(s)' checkbox and a 'Delete' button. The main area is divided into sections: 'Select Destinations' with a 'Direct Entry' dropdown; 'Fax Destination' with a text field, a dropdown arrow, and a 'Fax' button; 'E-mail Destination' with a text field, a dropdown arrow, and buttons for 'To', 'Cc', and 'Bcc'; 'Cover Page' with a '+' icon and a 'Document' field containing a 'Select Doc.' button; 'Preview' with a '+' icon; and 'Advanced Settings' with a '+' icon.

## 6 Specify the various settings as necessary.

- You can add a cover page. (See page 2-10.)
- You can add or delete documents. (See page 2-12.)
- You can specify a transmission time and add body text for an e-mail. (See page 2-13.)

## 7 Check the specified settings, and click [Send].

- To check the document that will be transmitted, click the [+] to the left of the “Preview” field. The document that will be sent is displayed, including the cover page.
- If you click [Cancel], all the specified settings are canceled and the display returns to the document list.
- The document to transmit is displayed on the “Transmission” document list, with “Tx Box” or “Reserved” displayed in the “Status” field.
- Transmission is performed immediately if there are no other transmission jobs waiting. The document is reserved if there are other transmission jobs, and is then transmitted when the other documents have been transmitted.

## ■ Attaching a Cover Page

Cover pages uploaded to OfficeBridge can be attached to documents for transmission.

### 1 Open the transmission screen and specify the destinations.

See “[Performing Transmission](#)” step 1 to 5 how to operate. (See page 2-9.)

### 2 Click the [+] to the left of “Cover Page”.

This screenshot shows the 'Cover Page' section expanded. A mouse cursor is clicking the '+' icon to the left of the 'Cover Page' label. Below it, the 'Document' field is visible with a 'Select Doc.' button. The 'Company' field and 'Bcc' button are also visible above the 'Cover Page' section.

### 3 Select “ON” for “Select Cover Page”.

This screenshot shows the 'Cover Page' section with the 'Select Cover Page' option set to 'ON'. The 'ON' radio button is selected, and the 'OFF' radio button is unselected. Below the radio buttons is a dropdown menu showing 'Sample01'.

#### 4 Select the cover page to attach from the pull-down menu.

The screenshot shows the 'Transmission' window in OfficeBridge. On the left is a sidebar with navigation options like 'Unread Documents(4)', 'User Box', 'Tx Box', 'Rx Box', 'Shared Rx Box', 'Shared Box', 'Deleted Documents Box(1)', and 'Machine Settings/Information'. The main area is titled 'Transmission' and includes a 'Logout' button, 'Send' and 'Cancel' buttons, and a 'Destination(s)' checkbox. Below these are fields for 'Company', 'E-mail Destination', 'Name', and 'Company'. The 'Cover Page' section is expanded, showing 'Select Cover Page' with 'ON' selected and a pull-down menu showing 'Sample01'. Below the menu are 'Subject' and 'Text' input fields. At the bottom, there is a status bar with 'Last updated 18:47' and various icons.

#### 5 Enter the “Subject” and “Text”.

This close-up shows the 'Subject' and 'Text' input fields. The 'Subject' field contains the text 'Estimation'. The 'Text' field is empty and has a vertical scrollbar on the right side.

The “Subject” and “Text” entered here are automatically recorded on the selected cover page.

#### 6 Click [Update].

The cover page settings are updated.

This screenshot shows the 'Cover Page' section with the 'Update' button highlighted by a mouse cursor. The 'Subject' field still contains 'Estimation'. Below the 'Update' button is a 'Select Doc.' button. The 'Text' field is empty.

#### 7 Specify the other required settings, and click [Send].

Transmission is performed with the selected cover page attached to the start of the document.

#### Note

- You can create cover pages. (See page 4-23.)
- The cover pages you create must be uploaded to OfficeBridge. (See page 4-48.)

## ■ Adding and Deleting Documents

You can add or delete documents after selecting documents. Documents created in an application can be transmitted together if you add them after saving them to the shared box or a user box using the fax driver.

- 1 Open the transmission screen and specify the destinations.  
See “Performing Transmission” step 1 to 5 how to operate. (See page 2-9.)
- 2 Click [Select Doc].



- 3 Select the box from the “Document Box” pull-down menu.



- You can select the unread documents box, the user box, the reception box, the transmission box, the shared reception box, or the shared box. A list of the documents in the selected box is displayed.
- If you select a document category from the [Category] pull-down menu at the top, you can filter the displayed document list by category. You can also switch the number of items displayed and the displayed page.

- 4 Select the documents to add from the document list, and click [Add].



- To select all the displayed documents, select the top checkbox.
- Click the same checkbox to deselect the item.
- The added documents are displayed in the “Select All” list on the right of the document selection screen. You can delete documents by selecting the document name displayed in this list and clicking [Delete]. To select and delete all the displayed documents, select the top checkbox.
- The documents are transmitted in the order they are displayed in the “Select All” list. To change the order, select the document name to move, and click [Move upward] or [Move downward]. The selected document moves up or down one level each time you click the button.  
Click  to display the selected documents in the thumbnail format.

- 5 Click [Save].  
The display returns to the setting screen.
- 6 Specify the other required settings, and click [Send].

## ■ Specifying Advanced Communication Settings

You can specify a transmission time and add body text for an e-mail.

- 1 Open the transmission screen and specify the destinations.  
See “Performing Transmission” step 1 to 5 how to operate. (See page 2-9.)
- 2 Click the [+] to the left of “Advanced Settings”.

- 3 Specify the required settings.

Setting	Description
TTI Transmit	Set whether to print the TTI on the document and which of the three TTIs that can be registered to print.
Delayed Transmission	Set this to specify the time to transmit the document. Transmissions can be reserved up to one month in advance.
Transmission Report	If you set the transmission report, you can print the transmission results or send them to an e-mail address you enter.
F-Code Transmission	To perform F-Code communication, set a sub address and passcode. For details on F-Code communication, refer to Chapter 4, “F-Code Communications” in the Scanner and Fax Guide.
Mail Text Setting	When transmitting to an e-mail destination, you can enter the text and subject of the e-mail to send. If you do not enter a text and subject, they are entered automatically according to the settings in “Insert Subject / Text (I-Fax or E-mail)” in “Optional E-mail Settings”. (See page 3-67.)

Setting	Description
File Format	<p>When transmitting via e-mail, select the file format for the attached file.</p> <p><b>TIFF-S:</b> The simple mode TIFF format. Documents are all converted to A4 size, 200 dpi for transmission. When the destination machine cannot receive TIFF files, use this file format.</p> <p><b>TIFF:</b> The full mode TIFF format. Documents are transmitted with the document size and resolution set when scanning.</p> <p><b>PDF:</b> The PDF format. Documents can be sent in this format when the destination is a computer or a machine of the same model using the Internet Fax function.</p>
Document(s) after transmission	Set whether to save the document in the transmission box after transmission.

## Retransmitting Documents

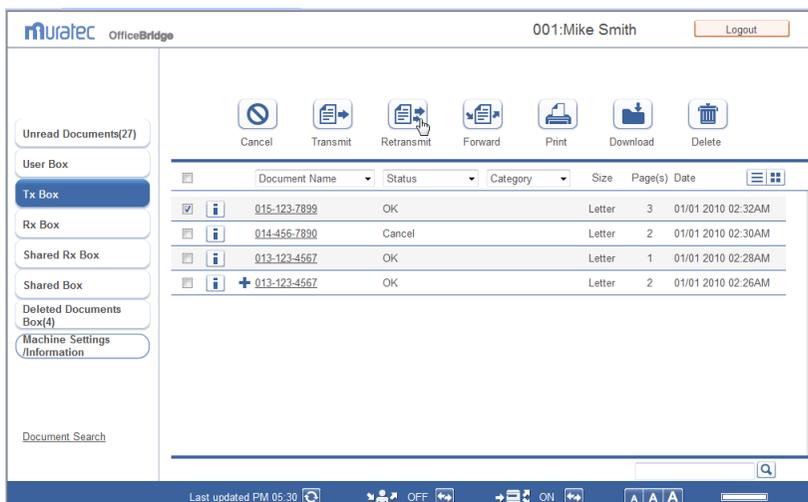
You can retransmit documents that have been transmitted before.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 In the “Tx Box” document list, select the checkbox of the document you want to retransmit.

<input type="checkbox"/>	Document Name	Status	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	015-123-7899	OK		Letter	3	01/01 2010 02:32AM
<input type="checkbox"/>	014-456-7890	Cancel		Letter	2	01/01 2010 02:30AM
<input type="checkbox"/>	013-123-4567	OK		Letter	1	01/01 2010 02:28AM

- 4 Click  [Retransmit].

The transmission settings screen is displayed with the same settings as last time specified.



You can change each setting on the transmission settings screen.

5 Check the specified settings, and click [Send].

- To check the document that will be transmitted, click the [+] to the left of the “Preview” field.
- If you click [Cancel], all the specified settings are canceled and the display returns to the document list.

Note

- The document to transmit is displayed on the “Tx Box” document list, with “Sending” (when transmission is being performed) or “Reserved” (when transmission is reserved) displayed in the “Status” field. If there are no other jobs in queue, the document is sent immediately; if there are other jobs in queue, the document will be sent when those jobs are complete. To send a document to a reroute destination when the reroute function is enabled, the system automatically resends the document by fax if a communication error occurs in e-mail transmission.
- The reroute transmission function is only enabled when you select a destination with “Reroute Setting” set to “ON” in the address book advanced settings. For details, refer to “Registering New Destinations”. (See page 3-17.)

# Canceling Transmission

You can cancel a document transmission job currently in progress, or in queue.

Note

Transmission can be canceled only when a document is currently being transmitted (indicated by “Sending”) or is reserved (indicated by “Reserved”).

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to cancel in the “Tx Box” document list.

<input type="checkbox"/>	Document Name	Status	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	014-987-5543	Sending		Letter	3	01/01 2010 03:03AM
<input type="checkbox"/>	015-123-7899	OK		Letter	3	01/01 2010 02:32AM
<input type="checkbox"/>	014-456-7890	Cancel		Letter	2	01/01 2010 02:30AM

4 Click [Cancel].

The screenshot shows the OfficeBridge interface. At the top, the user is logged in as '001:Mike Smith'. Below the navigation menu, there is a toolbar with icons for 'Cancel', 'Transmit', 'Retransmit', 'Forward', 'Print', 'Download', and 'Delete'. The 'Cancel' button is highlighted with a mouse cursor. Below the toolbar is a table with the same columns as the previous image, showing a list of documents in the 'Tx Box'.

<input type="checkbox"/>	Document Name	Status	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	014-987-5543	Sending		Letter	3	01/01 2010 03:03AM
<input type="checkbox"/>	015-123-7899	OK		Letter	3	01/01 2010 02:32AM
<input type="checkbox"/>	014-456-7890	Cancel		Letter	2	01/01 2010 02:30AM
<input type="checkbox"/>	013-123-4567	OK		Letter	1	01/01 2010 02:28AM
<input type="checkbox"/>	013-123-4567	OK		Letter	2	01/01 2010 02:26AM

## 5 Click [OK].

The document transmission is canceled. If normal transmission is canceled, "Cancel" is displayed for "Status" in the "Tx Box" document list. If reroute transmission is canceled, "Cancel rerouted Tx" is displayed.

# Specifying Destinations

---

The following four methods are available for specifying destinations. The methods can be used in conjunction with each other.

- Manually entering the destination
- Selecting from the address book
- Searching from an LDAP server
- Selecting a user or group in OfficeBridge

## ■ Manual Entry

### 1 Enter the destination fax number or e-mail address in the entry box on the transmission settings screen. (See page 2-10.)

Select Destinations		Direct Entry
Fax Destination	<input type="text"/>	<input type="button" value="Fax"/>
Name	<input type="text"/>	
Company	<input type="text"/>	
E-mail Destination	<input type="text"/>	<input type="button" value="To"/>
Name	<input type="text"/>	<input type="button" value="Cc"/>
Company	<input type="text"/>	<input type="button" value="Bcc"/>

- Enter either a fax or e-mail transmission destination. You cannot enter both at the same time.
- You can enter destinations by selecting the transmission history from the pull-down menu . The name and company name will automatically be entered if they are found in the destination history.
- Up to 40 digits can be entered for a fax number. Up to 50 characters can be entered for an e-mail address. Up to 30 destinations can be set.
- Dialing options can be inserted when entering a fax number. For details on dialing options, refer to Chapter 3, "Basic Faxing" in the Scanner and Fax Guide.

### 2 When you attach a cover page, enter the name and company name of the destination.

- Up to 30 characters can be entered for the name, and up to 50 characters can be entered for the company name.
- The name and company name you enter are inserted in the cover page. (See page 2-10.)

### 3 Click [Fax] if you entered a fax number, or [To], [Cc], or [Bcc] if you entered an e-mail address.

- The destinations you enter are displayed in the destination list on the right.
- To delete a destination, select the destination to delete from the destination list, and click [Delete]. If you select the checkbox to the left of "Destination(s)", you can select all the destinations you have entered.

## ■ Using the Address Book

You can use the address book with destinations registered in advance.

- 1 On the transmission settings screen (see page 2-10), select the address book you want to access from the “Select Destinations” pull-down menu.  
Select either [Personal Address Book] or [Shared Address Book]. If you performed a guest user login, the personal/shared switch is not displayed.
- 2 Select a destination from the address book, and click one of the following buttons to add it to the destination list.

Type	Meaning
Fax	Registers the destination as a fax destination.
To	Registers the destination as an e-mail destination.
Cc	Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.
Bcc	Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

- The selected items are added to the destination list on the right.
- The registered content is displayed to the right of the address book name. If only a fax number is registered, [Fax] is displayed. If only an e-mail address is registered, [Mail] is displayed. If both are registered, [Fax / Mail] is displayed.
- A destination cannot be registered as a fax destination unless it has a fax number registered. A destination cannot be registered as an e-mail destination unless it has an e-mail address registered.
- The personal address book and shared address book display can also be switched on the destination selection screen using the pull-down menu.
- You can switch the destination list display using the links above the destination list.

Type	Meaning
[ABC], [DEF], [GHI], [JKL], [MNO], [PQRS], [TUV], [WXYZ]	Filters according to the first letter of the destination name or company name.
[Others]	Displays the destinations in the order of the numbers registered in the address book.
[Group]	Displays only the groups registered in the address book.

- If you enter a string in the search entry field and click , items containing the corresponding string in the address book are searched for and displayed.



<input type="checkbox"/>	Name	Company	
<input type="checkbox"/>	mai		[ Fax / Mail ]
<input type="checkbox"/>	George Bataille	France Office	[ Fax ]
<input type="checkbox"/>	Federico Fellini	Napoli Office	[ Fax ]

- To select all the displayed destinations, select the top checkbox. To sort the destinations by name, click the  next to “Name”. To sort the destinations by company name, click the  next to “Company”.
- Click the same checkbox to deselect the item.

### 3 Click [Save].

The display returns to the transmission settings screen.

## ■ Selecting Users or Groups as Destinations

When transmitting documents to users or groups registered in OfficeBridge, you can easily specify destinations on the user selection screen.

- 1 On the transmission settings screen (see page 2-10), select “Select User” from the “Select Destinations” pull-down menu.

- 2 Select “User” or “Group” from the “User” pull-down menu.



<input type="checkbox"/>	Number	Name	Group	
<input type="checkbox"/>	001	Mike Smith		[Add]
<input type="checkbox"/>	002	John Simpson		
<input type="checkbox"/>	003	Marie Anderson		
<input type="checkbox"/>	004	Henri Yamamoto		

- 3 Select a user or group from the user selection list, and click [Add] to add it to the destination list.

- To delete a destination, select the destination to delete from the destination list, and click [Delete].
- To select all the displayed users or groups, select the top checkbox.
- Click the same checkbox to deselect the item.

- 4 Click [Save].

The display returns to the transmission settings screen.

## ■ Using LDAP (Lightweight Directory Access Protocol) Server

You can search for and select destinations from an LDAP (Lightweight Directory Access Protocol) server.

- 1 On the transmission settings screen (see page 2-10), select “LDAP Search” from the “Select Destinations” pull-down menu.  
The “LDAP Search” screen is displayed.
- 2 Select the server to search from the “LDAP Server” pull-down menu.
- 3 Select the search method (“Exact Match” or “Match any conditions”) in the “Search Method” field.
- 4 Set the search parameters (“Name”, “Fax Number”, “E-mail Address”, or “Company”) in the “Search Strings” field, and enter the search string in the entry box.

Search Method		<input type="radio"/> Exact Match
		<input checked="" type="radio"/> Match any conditions
Search Strings		
Name	Initial	ai
Fax Number	Any	0123-564-1234
E-mail Address	Any	ms1234@kmm.com
And		
Company	Any	Abc Co.,Ltd.

You cannot search for a company name by itself. When searching for a company name, also enter the name, fax number, or e-mail address.

The search parameters you can use are indicated below.

Search Parameter	Description
Any	Searches for items that include the specified string.
Initial	Searches for items that start with the specified string.
Final	Searches for items that end with the specified string.
Equal	Searches for items that exactly match the specified string.
Not used	The string entered in the entry box is ignored.

- 5 Click [Search].
  - If authentication is required for the LDAP server, the “LDAP Server Authentication” screen is displayed.
  - If authentication is not required, proceed to step 7.

**6** Enter the account and password, and click [Login].

Searching starts.

**7** Select the destinations in the search results, and click one of the following buttons to add them to the destination list.

The screenshot shows a web interface titled "Transmission > LDAP Search". At the top right are "Save" and "Back" buttons. Below the title is a table with columns "Name", "Company", and "Destination(s)". There is a "Delete" button to the right of the table header. The table contains three rows of data:

<input type="checkbox"/>	Name	Company	Destination(s)	
<input type="checkbox"/>	Federico Fellini	Abc Co.,Ltd.	[ Fax / Mail ]	[ Fax ]
<input type="checkbox"/>	George Bataille	Abc Co.,Ltd.	[ Fax / Mail ]	[ To ]
<input type="checkbox"/>	Maurice Branchot	Abc Co.,Ltd.	[ Fax / Mail ]	[ Cc ] [ Bcc ]

Up to 30 fax destinations and 30 e-mail destinations can be selected.

Button name	Description
Fax	Registers the destination as a fax destination.
To	Registers the destination as an e-mail destination.
Cc	Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.
Bcc	Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

- A destination cannot be registered as a fax destination unless it has a fax number registered in the LDAP data. A destination cannot be registered as an e-mail destination unless it has an e-mail address registered in the LDAP data.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

**8** Click [Save].

The display returns to the transmission settings screen.

# Forwarding Documents

You can forward received documents to other users or user groups. If you forward a document to the shared box, all the registered users can view that document.

## Forwarding Documents in a Document List

You can forward the documents in a document list to the shared box, other users or user groups.

### ■ Forwarding Documents in a Document List

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to forward on the document list screen.
- 4 Click [Forward].
- 5 Edit the document name, category, comments, and hold time as necessary. (See page 2-22.)
- 6 Select the forwarding destination.
  - To forward to the shared box, select “Shared Box”.
  - To forward to another user or user group, select “User Box”, and click [Select]. (See page 2-22.)
- 7 You can add or delete documents. (See page 2-12.)
- 8 Click [Forward].
  - When the selected document is forwarded, the display returns to the document list.
  - If you click [Cancel], all the specified settings are canceled and the display returns to the document list.

#### Note

If the “Shared Box” function is disabled in the document box settings, you cannot forward to the shared box. (See page 3-107.)

## ■ Setting the Document Name, Category, Comments, and Hold Time

Specify each setting as necessary.

Item	Description
Document Name	<ul style="list-style-type: none"> <li>The document name of the selected document is displayed in the entry box. To change the name, manually change the file name in the entry box. Up to 80 characters can be entered.</li> <li>The following characters cannot be used in a document name.            \ / : * ? " &lt; &gt;  </li> <li>The document name can be selected from a template (see page 3-49) or the history in the pull-down menu to the right of the “Document Name” field. The history of the latest 10 document names and up to 20 document names registered in the template settings is displayed.</li> </ul>
Category	<ul style="list-style-type: none"> <li>The document category of the selected document is displayed in the entry box. To change the name, manually change the document category in the entry box. Up to 20 characters can be entered.</li> <li>You can enter a document category by selecting the history in the pull-down menu to the right of the “Category” field. The latest 10 registered or viewable document categories are displayed in the history.</li> </ul>
Comment	You can add a comment. Up to 1024 characters can be entered. The recipient can check the comments in the document properties. (See page 2-31.)
Hold Time	The hold time indicates the storage period for the document stored in the reception box of the recipient. Select “No Limit” or “Document Hold Time”. If you selected “Document Hold Time”, enter the number of days to store the document in the entry box (between 0 and 99).

## ■ User and User Group Settings

- 1 Select “User Box” in the “Destination” field, and click [Select].
- 2 Select “User” or “Group” from the “User” pull-down menu.
- 3 Select a user or group from the destination list, and click [Add] to add it to the destination list.

- To delete a set destination, select the destination to delete, and click [Delete].
- To select all the displayed users or groups, select the top checkbox.
- Click the same checkbox to deselect the item.

- 4 Click [Save].

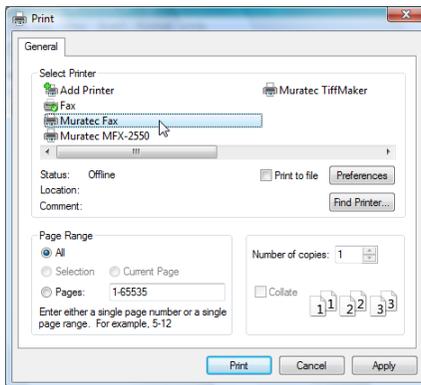
# Forwarding Documents Created in Application Software

You can import documents created in application software (such as Microsoft Word) and transmit them to the shared box where they can be viewed by all the registered users.

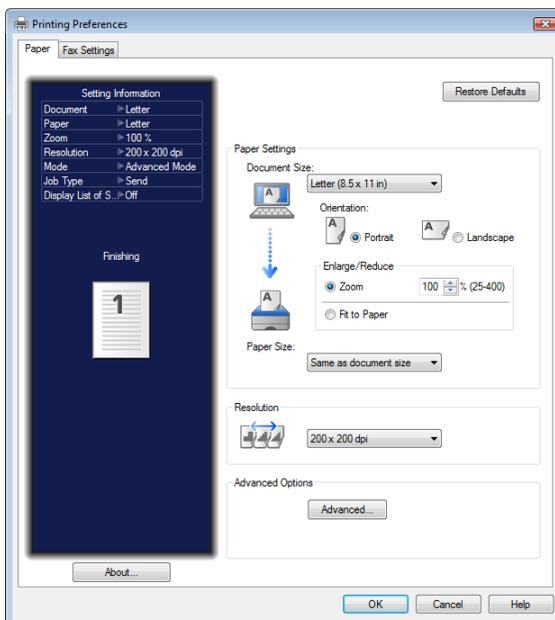
## Note

To perform this operation, you must install the Muratec Fax driver in your computer in advance. For details on installing the driver, refer to Chapter 2, “Installing to Windows” in the Printer Guide.

- 1 Start the application software and create the document to transmit.  
Microsoft Word is used here as an example.
- 2 Save the document, and select “Print” from the “File” menu.
- 3 Select [Muratec Fax] from the “Printer Name” pull-down menu in the displayed print dialog.

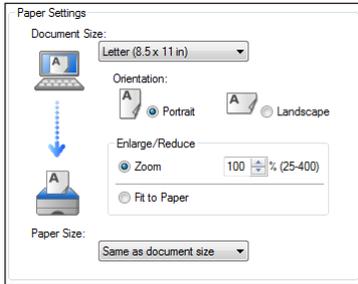


- 4 Click [Properties].  
The “Fax Printing Preferences” dialog box appears.



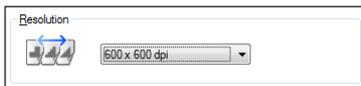
## 5 Specify the paper settings.

Here, “Letter (8.5 × 11in)” is selected for the size, and “Portrait” for the orientation.

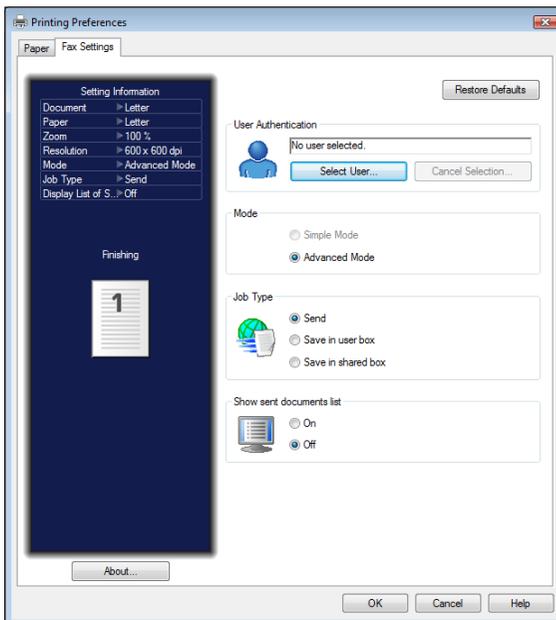


## 6 Set the resolution.

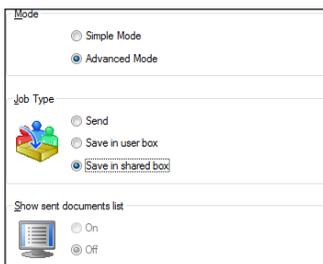
Select 200 × 200 dpi (Normal), 400 × 400 dpi (Fine) or 600 × 600 dpi (S-Fine) for the resolution.



## 7 Click the “Fax Settings” tab.



Select “Advanced Mode” in the “Mode” field, and “Save in shared box” in the “Job Type” field.

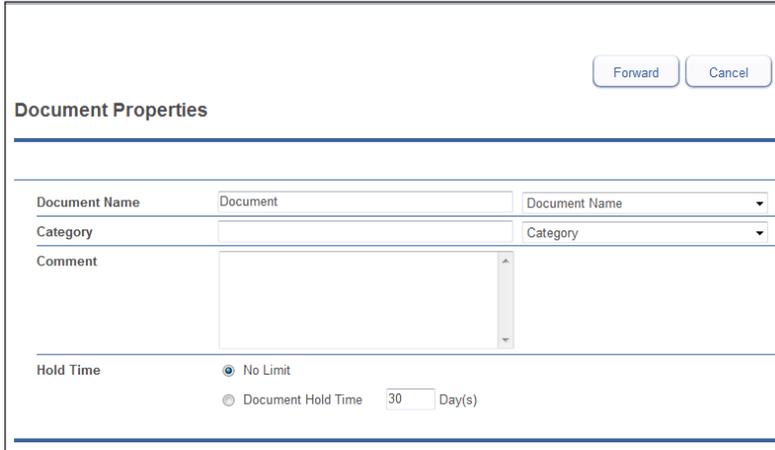


8 Click [OK].

9 Start printing.

When using Microsoft Office Word 2007, click [OK].

The “Document Properties” screen is displayed. If OfficeBridge user settings are specified in the Muratec Fax driver, OfficeBridge is automatically logged in to, and the forwarding settings screen is displayed. If user settings are not specified or if the login fails, the login screen is displayed.



The screenshot shows a dialog box titled "Document Properties" with "Forward" and "Cancel" buttons in the top right corner. The dialog is divided into several sections:

- Document Name:** A text input field containing "Document" and a dropdown menu labeled "Document Name".
- Category:** A text input field and a dropdown menu labeled "Category".
- Comment:** A large text area with a vertical scrollbar.
- Hold Time:** Two radio button options: "No Limit" (which is selected) and "Document Hold Time" (with a text input field containing "30" and "Day(s)").

Refer to “Setting the Document Name, Category, Comments, and Hold Time”. (See page 2-22.)

10 Specify the required settings on the document properties screen, and click [Forward].

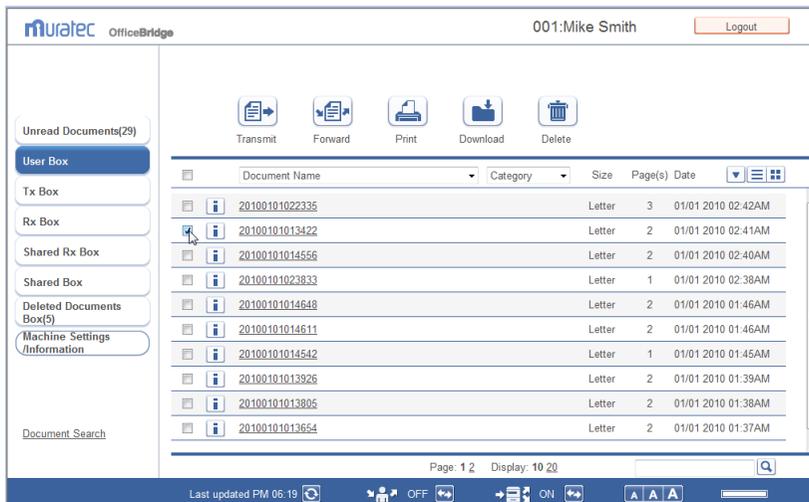
# Printing Documents

You can print scanned documents and received documents on the machine.

## Printing Documents in a Document List

You can print documents in the document list on the machine.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select a document to be printed from the document list screen to print it.  
In this example, a document inside the user box is selected.



- 4 Click [Print].  
The document is printed.

# Searching for Documents

You can search for documents saved on OfficeBridge. There are two methods for searching; simple search, which enables you to search by entering a search string only, and advanced search, which enables you to search by setting detailed conditions.

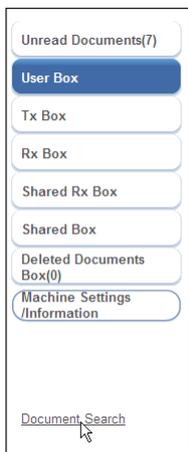
## Note

You can also search for documents included in a document box from the “Search” field in the footer area. (See page 1-9.)

## Simple Searching

You can enter a search string to search for documents that include that string in their document name, category, or comments.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Click [Document Search] on the document list screen.

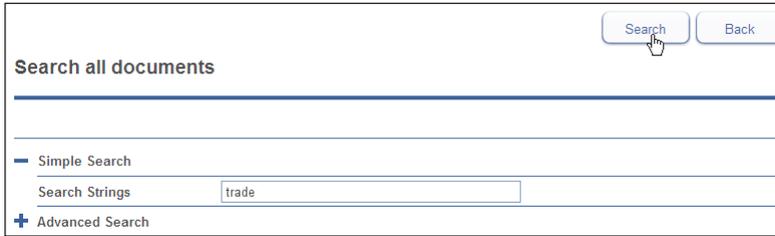


- 4 Enter the search string in the “Simple Search” field.



**5** Click [Search].

The list of search results is displayed.



- You can perform operations such as transmitting documents from the search results.
- Click [Search again] to perform the search again.

**Note**

The date and time displayed in the search results is the date and time that the document was created. For reserved documents, the date and time reserved for transmission are not displayed.

## Advanced Searching

You can search for documents by setting detailed search conditions, such as the document name, category, and sender.

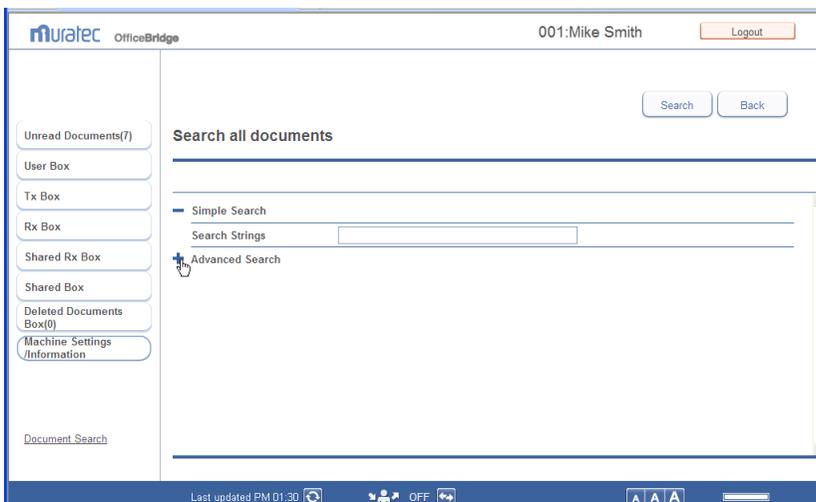
**1** Log in to OfficeBridge as a user or a guest. (See page 2-2.)

**2** Click [Document Boxes].

**3** Click [Document Search] on the document list screen.

The full text search screen displayed.

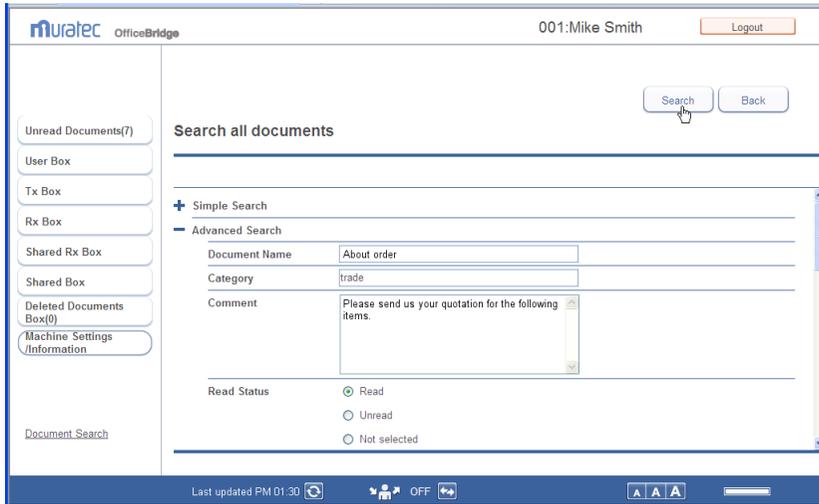
**4** Click the [+] to the left of the “Advanced Search” field.



## 5 Specify the required settings.

- Documents that include all the specified conditions are searched for.
- When searching according to the date and time the document was created, enter the date in the following order: year (4 digits), month (2 digits), and day (2 digits).

## 6 Click [Search].



The screenshot shows the Muratec OfficeBridge web application interface. At the top, the user is logged in as '001:Mike Smith' with a 'Logout' button. The main heading is 'Search all documents', with 'Search' and 'Back' buttons. Below this, there are two search options: 'Simple Search' and 'Advanced Search'. The 'Advanced Search' section is expanded and contains the following fields:

- Document Name:** About order
- Category:** trade
- Comment:** Please send us your quotation for the following items.
- Read Status:**  Read,  Unread,  Not selected

The interface also features a left sidebar with navigation options: Unread Documents(7), User Box, Tx Box, Rx Box, Shared Rx Box, Shared Box, Deleted Documents Box(0), and Machine Settings/Information. A 'Document Search' link is located at the bottom of the sidebar. The footer of the application shows 'Last updated PM 01:30' and system status icons.

- You can perform operations such as transmitting documents from the search results.
- Click [Search again] to perform the search again.

# Checking and Changing Document Information

You can confirm detailed information about documents in a document list. You can also change set information such as the file name or category.

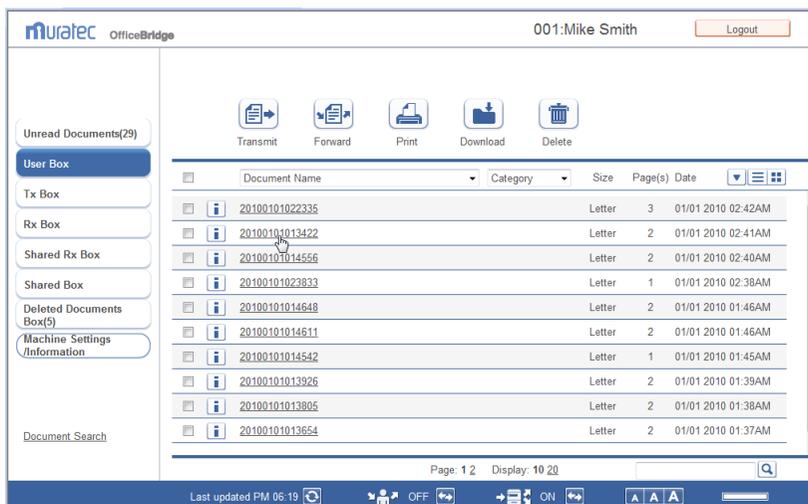
## Note

- If you set authorities for users, you can register distribution conditions from document information (see page 2-32) and register senders to the address book (see page 2-17).
- You can set the file format for images. (See page 3-108.)

## Viewing the Documents in a Document List

You can view the documents in a document list.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 On the document list screen, click the name of the document you want to view. An image viewer opens to display the contents of the document.



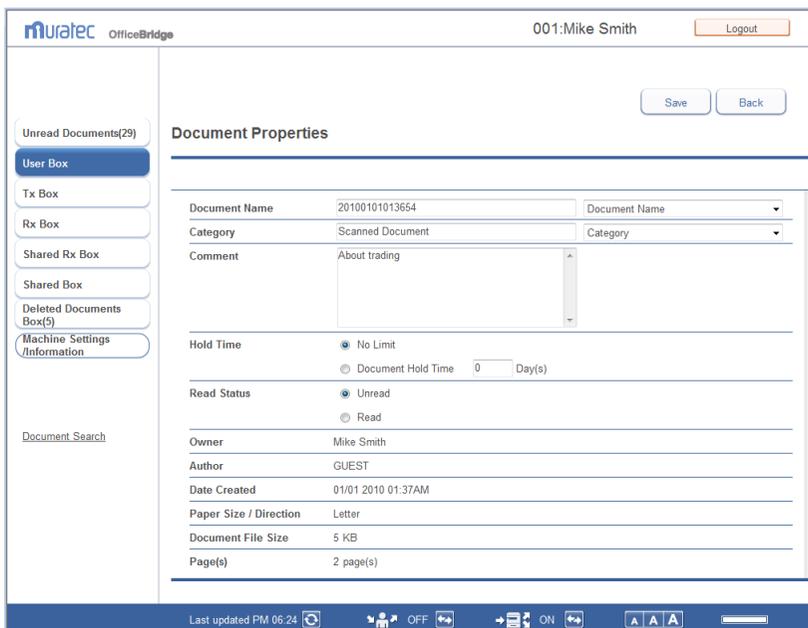
## Note

OfficeBridge does not include an image viewer function. The image viewer installed on your PC will open, allowing you to view the document.

# Checking and Changing Document Information

On the document properties screen, you can check or change the detailed information about the scanned documents and received documents in a document list. The following operation applies to all types of documents.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 On the document list screen, click the  for document whose detailed information you want to check or change.



OfficeBridge 001:Mike Smith Logout

Unread Documents(29)  
User Box  
Tx Box  
Rx Box  
Shared Rx Box  
Shared Box  
Deleted Documents Box(5)  
Machine Settings Information

Document Search

### Document Properties

Document Name: 20100101013654  
Category: Scanned Document  
Comment: About trading

Hold Time:  No Limit  
 Document Hold Time: 0 Day(s)

Read Status:  Unread  
 Read

Owner: Mike Smith  
Author: GUEST  
Date Created: 01/01 2010 01:37AM  
Paper Size / Direction: Letter  
Document File Size: 5 KB  
Page(s): 2 page(s)

Save Back

- 4 Edit the detailed information for the document, as necessary.

Document Name	20100101013654	Document Name
Category	Scanned Document	Category
Comment	About trading	
Hold Time	<input checked="" type="radio"/> No Limit <input type="radio"/> Document Hold Time: 0 Day(s)	
Read Status	<input checked="" type="radio"/> Unread <input type="radio"/> Read	

You can edit the following items in the detailed information for a document.

Item	Description
“Document Name”, “Category”, “Comment”	Enter the information in the entry box for each item.
“Hold Time”	Select “No Limit” or “Document Hold Time”. If you selected “Document Hold Time”, enter the number of days to store the document in the entry box.
“Read Status”	You can check whether the document has been displayed (read) or not (unread). You can also change the read status of the document to read or unread. [Confirmation] is displayed for documents in the shared reception box or shared box. Click [Confirmation] to display the read status for each user.

**5** Click [Save].

The detailed information for the document is updated.

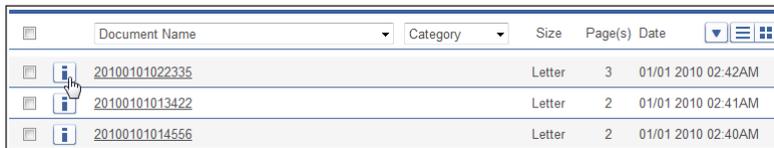
## Registering Sender Distribution Conditions

You can add document information to the distribution conditions.

**Note**

Distribution conditions may not be able to be registered, depending on the user authorities.

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 On the document list screen, click  for the document whose information you want to register in the distribution conditions.



<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Date	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	20100101022335		Letter	3	01/01 2010 02:42AM		
<input type="checkbox"/>	20100101013422		Letter	2	01/01 2010 02:41AM		
<input type="checkbox"/>	20100101014556		Letter	2	01/01 2010 02:40AM		

**4** Click [Add] in “Add to the auto distribution settings”.



Add to the auto distribution settings

The auto distribution detailed settings screen is displayed with the following sender information already entered.

Communication type	Condition
Fax	Fax number, F-Code number
E-mail	E-mail address, subject

**5** Set the distribution conditions on the “Fax Forwarding” screen.  
For details, refer to [“Setting Auto Distribution \(Individual Settings\)”](#). (See page 3-87.)

# Downloading Documents

You can download documents from the document list into the desired location on a computer. Since the data disk of the machine is limited, it is recommended that you periodically download documents from the document list, save them to your computer, and delete the documents from the document list.

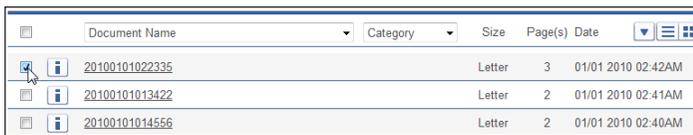
## Downloading Documents in a Document List

You can download documents on a document list screen to a location you specify.

### Note

If you select several documents to download, they are downloaded as a single compressed file (zip file). In this case, extract the downloaded files using extraction software.

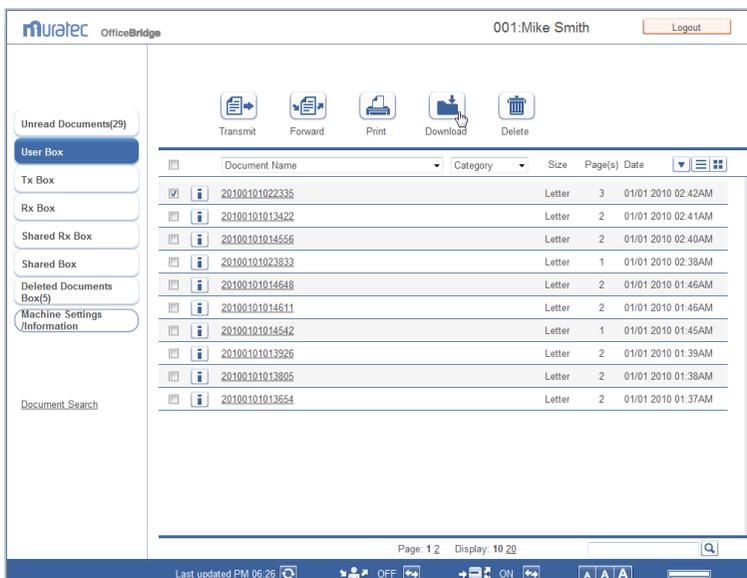
- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to download on the document list screen.  
In this example, a document inside the shared box is selected.



<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Date
<input checked="" type="checkbox"/>	20100101022335		Letter	3	01/01 2010 02:42AM
<input type="checkbox"/>	20100101013422		Letter	2	01/01 2010 02:41AM
<input type="checkbox"/>	20100101014556		Letter	2	01/01 2010 02:40AM

You can select multiple documents and download them at the same time.

- 4 Click [Download].



The screenshot shows the OfficeBridge web interface. At the top, the user is logged in as '001:Mike Smith' with a 'Logout' button. Below the header, there are icons for 'Transmit', 'Forward', 'Print', 'Download', and 'Delete'. The 'Download' icon is highlighted with a mouse cursor. Below these icons is a table of documents. The first document in the table is selected, indicated by a checked checkbox in the first column. The table has columns for 'Document Name', 'Category', 'Size', 'Page(s)', and 'Date'. The selected document is '20100101022335', which is a 'Letter' document of size 3 pages, dated '01/01 2010 02:42AM'. On the left side of the interface, there is a sidebar with 'Unread Documents(29)' and a 'User Box' section containing 'Tx Box', 'Rx Box', 'Shared Rx Box', 'Shared Box', 'Deleted Documents Box(5)', and 'Machine Settings /Information'. At the bottom of the interface, there is a status bar showing 'Page: 1 2', 'Display: 10 20', and a search icon.

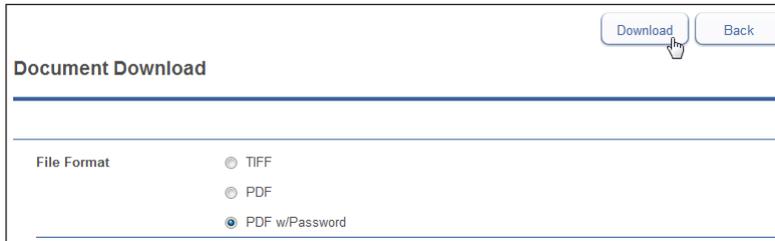
If something other than “Select when downloading.” is set in the download settings in “Common Settings” in “Document Box Settings” (see page 3-108), the document download screen is not displayed, and the dialog in step 7 is displayed instead.

## 5 Select the file format for the file to download.

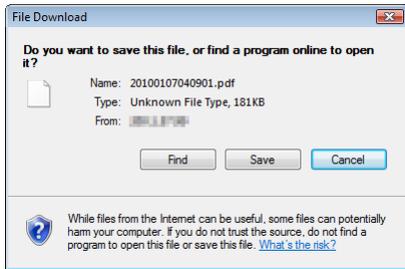
File Format	<input type="radio"/> TIFF <input type="radio"/> PDF <input checked="" type="radio"/> PDF w/Password
PDF Encryption Setting	
Document Access	<input type="text"/>
Password	<input type="text"/>
Change Permissions	<input type="text"/>
Password	<input type="text"/>
Permissions	
Printing	<input type="radio"/> ON <input checked="" type="radio"/> OFF
Editing	<input type="radio"/> ON <input checked="" type="radio"/> OFF
Copying	<input type="radio"/> ON <input checked="" type="radio"/> OFF
Encryption Level	<input checked="" type="radio"/> Low (40-bit RC4) / Acrobat 3.0 or later <input type="radio"/> High (128-bit RC4) / Acrobat 5.0 or later <input type="radio"/> High (128-bit AES) / Acrobat 7.0 or later

Item	Description
File Format	<p><b>TIFF:</b> The full mode TIFF format. The document is downloaded with the document size and resolution set when it was created.</p> <p><b>PDF:</b> The document is downloaded in the PDF format.</p> <p><b>PDF w/Password:</b> You can set a password and the various permissions for the PDF format. If you select the PDF with password format, “PDF Encryption Setting” is displayed.</p>
PDF Encryption Setting	Specify the PDF encryption settings.
Document Access Password	Enter the password required to open the encrypted PDF. Up to 28 characters can be entered.
Change Permissions Password	Enter the password required to change the permission settings of the encrypted PDF. Up to 28 characters can be entered.
Permissions	Set the printing, editing, and copying permissions. Set “ON” to enable the operation, or “OFF” to disable it.
Encryption Level	Set the security level for viewing the PDF. The PDF may not be able to be opened, depending on the version of Acrobat. For example, if you set the encryption level to “High (128-bit AES) / Acrobat 7.0 or later”, the PDF will not be able to be opened using Acrobat 6.0 or earlier.

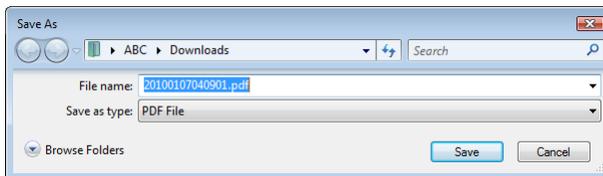
6 Click [Download].



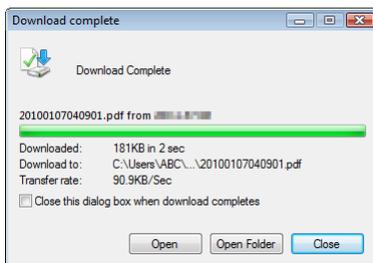
7 Click [Save].



8 Specify the folder to download to, enter a file name, and click [Save].



9 Click [Close] to close the “Download Complete” dialog box.



# Deleting Documents

You can delete unnecessary documents from a document list screen. Since the data disk of the machine is limited, it is recommended that you periodically delete unnecessary documents.

## Note

If the “Deleted Documents Box” function is disabled in the document box settings, documents you delete are immediately deleted without being moved to the deleted documents box. (See page 3-110.)

## Deleting Documents in a Document List

You can delete documents in a document list. When you delete a document in a box other than the “Deleted Documents Box”, the deleted document is moved to the “Deleted Documents Box”.

To delete a document permanently, it is necessary to delete it from the “Deleted Documents Box”. (See page 2-38.)

## Note

The administrator password may be required to delete documents in the “Shared Rx Box” or “Shared Box”, depending on the document box settings. For details on document box settings, refer to “Specifying Document Box Settings”. (See page 3-107.)

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to delete on the document list screen.

In this example, a document inside the “Rx Box” is selected.

<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Date	
<input checked="" type="checkbox"/>	<a href="#">20100101022335</a>		Letter	3	01/01 2010 02:42AM	
<input type="checkbox"/>	<a href="#">20100101013422</a>		Letter	2	01/01 2010 02:41AM	

You can also select multiple documents and delete them at the same time.

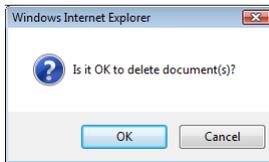
- 4 Click [Delete].

<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Date	
<input checked="" type="checkbox"/>	<a href="#">20100101022335</a>		Letter	3	01/01 2010 02:42AM	
<input type="checkbox"/>	<a href="#">20100101013422</a>		Letter	2	01/01 2010 02:41AM	

Transmit Forward Print Download Delete

**5** Click [OK].

The selected documents are deleted from the document list screen, and moved to the “Deleted Documents Box”.



If you select several documents to delete, it may take some time to delete the documents. In this case, wait for a while after performing the deletion procedure.

## Deleting Documents in the Deleted Documents Box

---

You can delete documents in the “Deleted Documents Box”. Documents deleted from the “Deleted Documents Box” are permanently deleted from the machine.

### ■ Deleting

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2 Click [Document Boxes].
- 3 Select the document to delete on the “Deleted Documents Box” screen.

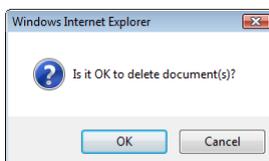
A screenshot of a web application interface showing a table of documents. The table has columns: Document Name, Category, Size, Page(s), Document Box Name, and Date. The first document is selected, indicated by a checked checkbox in the first column.

<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Document Box Name	Date
<input checked="" type="checkbox"/>	01456789012		Letter	3	Tx Box	01/01 2010 03:01AM
<input type="checkbox"/>	20100101014505		Letter	1	User Box	01/01 2010 01:45AM
<input type="checkbox"/>	20100101014411		Letter	2	User Box	01/01 2010 01:44AM
<input type="checkbox"/>	20100101014356		Letter	1	Shared Box	01/01 2010 01:44AM

You can select multiple documents and delete them at the same time.

**4** Click [Delete].

**5** Click [OK].



If you select several documents to delete, it may take some time to delete the documents.

## ■ Restoring Documents to their Original Box

You can restore documents in the Deleted Documents Box to their original document box.

- 1** Log in to OfficeBridge as a user or a guest. (See page 2-2.)
- 2** Click [Document Boxes].
- 3** Select the document to restore on the “Deleted Documents Box” screen.  
You can also select multiple documents and restore them at the same time.
- 4** Click [Restore].  
The selected documents are restored to their original box.

# Checking the Jobs or History

You can check a communication or print job in progress, and the fax and e-mail history.

## Checking / Canceling a Communication Job in Progress

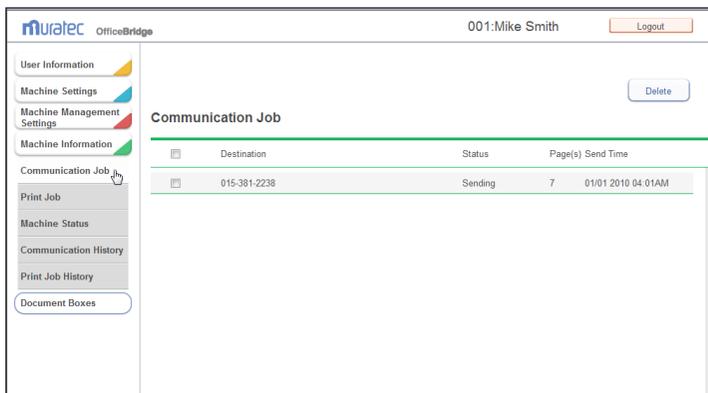
You can check the fax and e-mail transmission reservation status, and the progress of the communication job being executed. You can also cancel the communication job being executed.

### Note

- Up to 100 communication jobs can be displayed.
- Communication jobs can only be canceled when the user has the required privileges.

### ■ Checking Communication Jobs

- 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)  
This function is also available on Administrator screen.
- 2 Click [Machine Information], and then “Communication Job”.



You can click [+] to check the destinations specified for broadcast transmission.

You can check the following information on the communication job screen.

Destination	Displays the destination name of the communication job.
Status	Displays the communication status. For details on the displayed items, refer to “ <a href="#">Status</a> ” for the “Tx Box”, “Rx Box”, and “Shared Rx Box” document lists. (See <a href="#">page 1-17.</a> )
Page(s)	Displays the number of pages for the document to transmit. The cover page is included in the number of pages.
Send Time	If a transmission starting date/time has been specified, the specified date/time is displayed in the MM/DD YYYY HH:MM AM/PM format.

## ■ Canceling Communication Jobs

You can cancel communication jobs to delete them from the “Communication Job” screen.

- 1 Log in to OfficeBridge as a user or a guest. (See [page 2-2.](#))  
This function is also available on Administrator screen.
- 2 Click [Machine Information], and then “Communication Job”.
- 3 Select the job to cancel on the communication job screen.

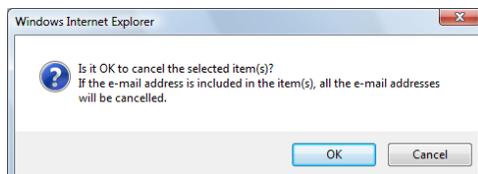
<input type="checkbox"/>	Destination	Status	Page(s)	Send Time
<input checked="" type="checkbox"/>	015-381-2238	Sending	7	01/01 2010 04:01AM

- You can select multiple jobs and delete them at the same time.
- To select all the displayed communication jobs, select the top checkbox.
- Click the same checkbox to deselect the item.
- When multiple destinations are set for a communication job, [+] is displayed next to the destination name.

- 4 Click [Delete].

- 5 Click [OK].

The selected jobs are canceled.



## ■ Canceling Communication Jobs by Destination

When multiple destinations are set for a communication job, you can delete communication jobs by destination.

### Note

You can cancel only fax destinations individually. All e-mail destinations will be canceled by canceling one e-mail destination.

#### 1 Click the [+] next to the destination name.

The list of destinations is displayed. Click the [-] next to the destination name to return to the previous display.

#### 2 Select the destination name for the communication job to cancel.

<input type="checkbox"/>	Destination	Status	Page(s)	Send Time
<input checked="" type="checkbox"/>	022-011-1111	Sending	5	01/01 2010 04:04AM

#### 3 Click [Cancel].

The “Is it OK to cancel the selected job(s)?” message is displayed.

#### 4 Click [OK].

The selected jobs are canceled.

## Checking / Canceling Print Jobs in Progress

---

You can check the progress of print jobs being printed or reserved for printing. You can also cancel the print job being executed.

### Note

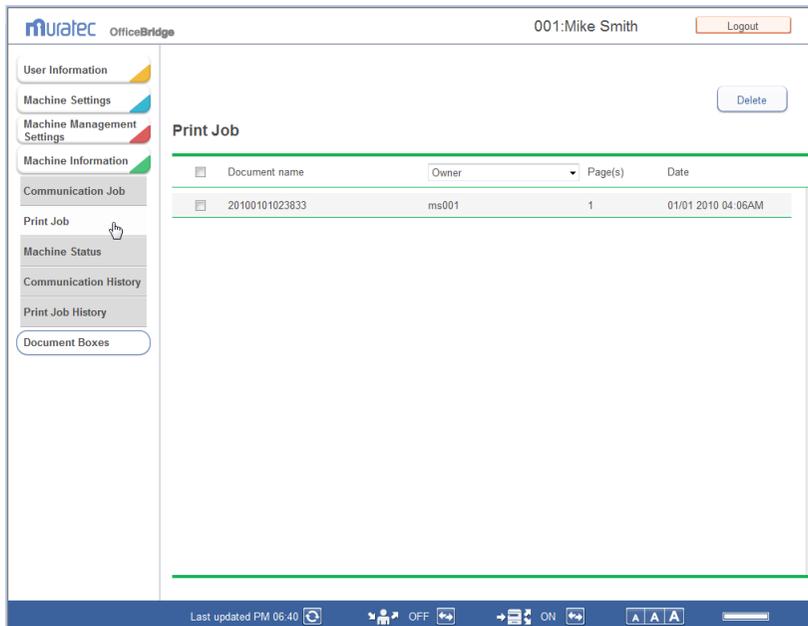
Print jobs can only be canceled when the user has the required privileges.

## ■ Checking a Print Job

#### 1 Log in to OfficeBridge as a user or a guest. (See page 2-2.)

This function is also available on Administrator screen.

## 2 Click [Machine Information], and then “Print Job”.



You can check the following information on the print job screen.

File Name	The file name of the document to print is displayed.
Owner	Displays the name of the user that executed the print job. With the pull-down menu, you can filter the displayed print jobs by user.
Page(s)	Displays the number of pages for the document to print. The number of pages is not displayed for security print documents.
Send Time	The date/time that the print job was received is displayed in the MM/DD YYYY HH:MM AM/PM format.

## ■ Canceling Print Jobs

You can cancel print jobs to delete them from the print job screen.

### 1 Select the job to cancel on the print job screen.

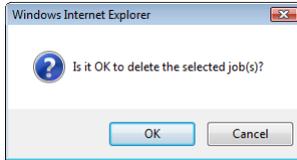


- You can select multiple jobs and delete them at the same time.
- To select all the displayed communication jobs, select the top checkbox.
- Click the same checkbox to deselect the item.

### 2 Click [Delete].

### 3 Click [OK].

The selected jobs are canceled.



## Checking the Communication History

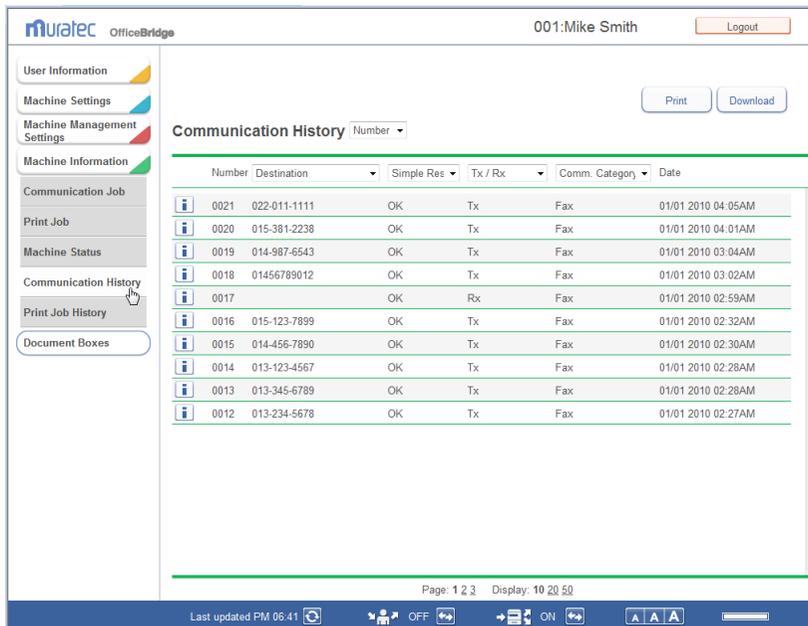
You can check the history of transmitted and received jobs. Up to 1000 communication histories can be displayed. You can also print or download the communication history.

### ■ Checking the Communication History

#### 1 Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

#### 2 Click [Machine Information], and then “Communication History”.



You can check the following information on the communication history screen.

Displayed Item	Description
Number	Displays a serial number for all communication jobs (fax transmission/reception, e-mail transmission/reception, shared folder transmission, FTP transmission).
Destination	Displays the destination. With the pull-down menu, you can filter the displayed communication history by destination.

Displayed Item	Description
Simple Result	Displays either “OK” or “Error” for the communication result. With the pull-down menu, you can filter the displayed communication history by communication result.
Tx / Rx	Displays whether the communication was a transmission or reception job. With the pull-down menu, you can filter the displayed communication history by transmission / reception type.
Comm. Category	Displays either “Fax”, “E-mail”, “Folder”, or “FTP” for the communication type. With the pull-down menu, you can filter the displayed communication history by communication type.
Date	Displays the date and time when the communication started.

**3** To confirm the details for the communication, click the  for the job.

Communication History > Details	
Command No.	0020
Tx / Rx	Tx
Destination	015-381-2238
Job Status	OK
Communication Category	Fax
Start Time	01/01 2010 04:01AM
Mode	Fine
Communication Time	00'44"
Page(s)	7
Sender	Mike Smith
Detail Result	# OK

- The items displayed on the details screen differ according to the communication type.
- For details on error codes, refer to Chapter 4, “Error Messages” in the Administrator's Guide.

**4** Press [Back] to return to the communication history screen.

## ■ Printing the Communication History

You can print the communication history. You can also filter the various items when printing the history.

### Note

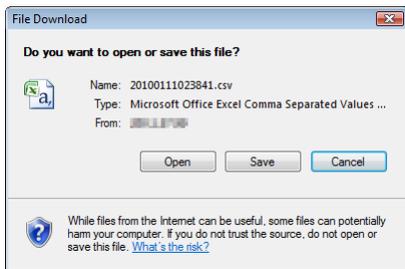
The journal list can also be printed from the device settings on the control panel of the machine. For details, refer to Chapter 6, “Managing the Communication History” in the Scanner and Fax Guide.

- 1 Click [Print] on the communication history screen.  
The communication history is printed.

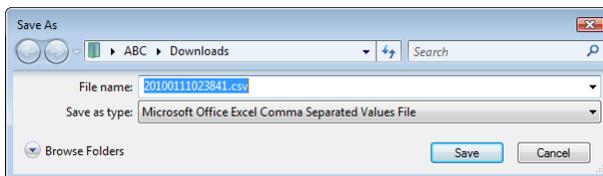
## ■ Downloading the Communication History

You can download the communication history in the CSV format.

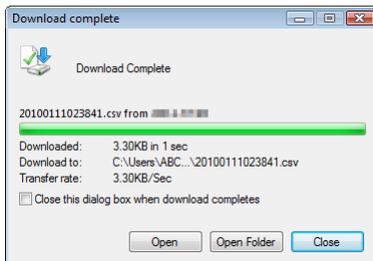
- 1 Click [Download] on the communication history screen.  
The message “Do you want to open or save this file?” is displayed.
- 2 Click [Save].



- 3 Specify the folder to download to, enter a file name, and click [Save].



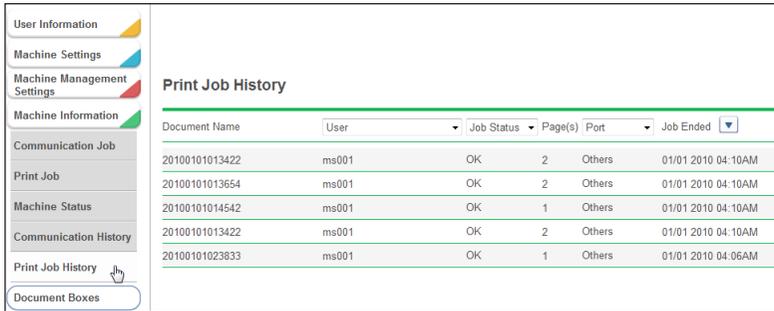
- 4 Click [Close] to close the “Download Complete” dialog box.



# Checking the Print Job History

You can check the document print job history. Up to 200 print job histories can be displayed.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [Machine Information], and then “Print Job History”.



You can check the following information on the print job history screen.

Displayed Item	Description
Document Name	Displays the name of the printed document.
User	Displays the name of the user that executed the print job. If this item cannot be retrieved, “-” is displayed. With the pull-down menu, you can filter the displayed print history by user.
Job Status	Displays either “OK” or “Error” for the print result. “CANCEL” is displayed if the print job was canceled. With the pull-down menu, you can filter the displayed print history by result.
Page(s)	Displays the number of pages generated by the printer driver.
Port	Displays the port used for printing. With the pull-down menu, you can filter the displayed print history by port. “LPR”, “RAW”, “IPP”, “USB”, or “Others” is displayed for the port type.
Job Ended	Displays the date and time when the print job was completed. You can switch the print history to ascending order or descending order using the [▼] icon.

# Forwarding Documents

When you want to check documents when you are away from the office, you can set “forwarding settings” to automatically forward received documents to a destination of your choice via fax or e-mail. You can also set to print all the documents received while you are away from the office.

## Forwarding Received Documents

You can forward documents received while you are away from the office to a specified fax number, e-mail address, folder, or user. You can also print the received documents.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)  
This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then “User Box Forwarding Settings”.
- 3 Register the various user box forwarding settings.

The screenshot shows the 'User Box Forwarding Settings' page. At the top right are 'Save' and 'Initialize' buttons. The main content area has a title 'User Box Forwarding Settings' followed by a horizontal line. Below this are several settings:

- Forwarding Setting:** Radio buttons for 'ON' and 'OFF'. 'OFF' is selected.
- Received Document:** Radio button for 'Print out', which is selected.
- Handling:** Radio button for 'Forward to the specified destination.' and a 'Select' button.
- Destination:** A checkbox labeled 'Destination' and a 'Delete' button.
- File Format:** A section with a '+' icon to expand it.
- Forwarding Period Setting:** A section with a '+' icon to expand it.

Setting	Description
Forwarding Setting	You can set whether to enable or disable the forwarding setting. Set “ON” to enable the function, or “OFF” to disable it. The ON/OFF status of the forwarding setting is linked to the “forwarding switch” in the footer area.
Received Document Handling	You can set the method for processing received data. To print documents received when you are away from the office, select “Print out”. To perform forwarding, select “Forward to the specified destination.”, click [Select], and specify the destination to forward to. (See page 2-49.) If you set a destination, it is displayed in the list on the right. To delete a destination, select it and click [Delete].
File Format	You can set the file format to use when forwarding documents. (See page 2-54.) Click the [+] to the left of “File Format” to display the settings.
Forwarding Period Setting	You can set the period for performing forwarding. (See page 2-54.) Click the [+] to the left of “Forwarding Period Setting” to display the settings.

#### 4 Click [Save].

The forwarding setting is saved. You can now select [ON] or [OFF] for the forwarding setting to forward or print received documents. (See page 1-9.)

## Specifying Forwarding Destinations

You can specify forwarding destinations using various methods. You can only register a single forwarding destination.

### ■ Opening the Destination Selection

- 1 Select “Forward to the specified destination.” for the received document handling. (See page 2-48.)
- 2 Click [Select].
- 3 Refer to pages 2-50 to 2-54 to enter the destination.

User Box Forwarding Settings > Select Destination

Destination(s)

**Fax / E-mail Destinations**

Address Book

Fax Destination

E-mail Destination

**Folder Destination**

Folder Shortcut

Folder Destination

User Name

Password

Users

[To]  abc@def.com

## ■ Specifying From the Address Book

- 1 Click [Shared] or [Personal] from “Address Book” in “Fax / E-mail Destinations”.

User Box Forwarding Settings > Select Destination(s) > Address Book

Address Book Shared Destination(s) Delete

ABC DEF GHI JKL MNO PQRS TUV WXYZ

Others All

<input type="checkbox"/>	Name	Company		
<input type="checkbox"/>	mai		[ Fax / Mail ]	<input type="button" value="Fax"/>
<input type="checkbox"/>	George Bataille	France Office	[ Fax ]	<input type="button" value="To"/>
<input type="checkbox"/>	Federico Fellini	Napoli Office	[ Fax ]	
<input type="checkbox"/>	Mary Smith	ABC Co.,Ltd.	[ Fax ]	
<input type="checkbox"/>	Jacky Ree	DEC Co.,Ltd.	[ Fax ]	

Click [Shared] to open the “Shared Address Book” or [Personal] to open the “Personal Address Book”.

- 2 Select a destination from the address book, and click [Fax] or [To].

- When you click [Fax], the destination is selected as fax destination. When you click [To], the destination is selected as e-mail destination.
- The registered content is displayed to the right of the address book name. If only a fax number is registered, [Fax] is displayed. If only an e-mail address is registered, [Mail] is displayed. If both are registered, [Fax / Mail] is displayed.
- A destination cannot be registered as a fax destination unless it has a fax number registered. A destination cannot be registered as an e-mail destination unless it has an e-mail address registered.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

- 3 Click [Save].

The display returns to the forwarding settings screen.

## ■ Manually Entering a Fax Destination or E-mail Destination

- 1 Enter the fax number or e-mail address of the destination in the “Fax / E-mail Destinations” entry box.

- Up to 40 digits can be entered for a fax number. Up to 50 characters can be entered for an e-mail address.
  - Dialing options can be inserted when entering a fax number. For details on dialing options, refer to Chapter 3, “Basic Faxing” in the Scanner and Fax Guide.
- 2 Click [Fax] if you entered a fax number, or [To] if you entered an e-mail address.
    - The forwarding destination is displayed in the address list.
    - To delete a destination, select the forwarding destination to delete from the destination list, and click [Delete].
  - 3 Click [Save].

The display returns to the forwarding settings screen.

## ■ Specifying Using a Folder Shortcut

- 1 Click [Shared] or [Personal] from “Folder Shortcut” in “Folder Destination”. Click [Shared] to open “Shared Folder Shortcut” or [Personal] to open “Personal Folder Shortcut”.
- 2 Select the folder shortcut, and click [Add].

- The forwarding destination is displayed in the address list.
  - To delete a destination, select the forwarding destination to delete from the destination list, and click [Delete].
- 3 Click [Save].
- The display returns to the forwarding settings screen.

## ■ Manually Entering a Folder Destination

- 1 Enter the folder path name of the forwarding destination in the “Folder Destination” entry box in “Folder Destination”.
  - Up to 128 characters can be entered. The following characters cannot be used in a path name; \* ? “ < > |.
  - Enter the path name in the “\\(computer name)\(folder name)” format.
- 2 If a user name and password are required to access the folder, enter them.

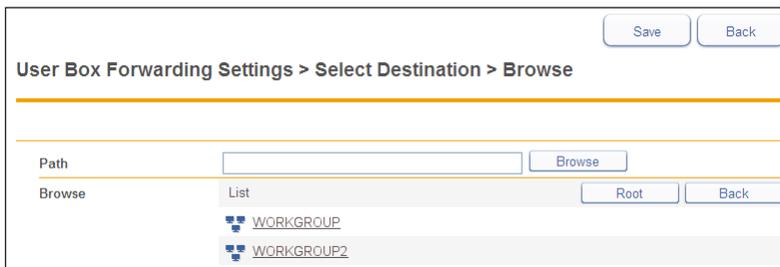


- 3 Click [Add].
  - The folder is displayed in the destination list.
  - To delete a destination, select the forwarding destination from the destination list, and click [Delete].
- 4 Click [Save].

The display returns to the forwarding settings screen.

## ■ Browsing for a Folder Destination

- 1 Click [Browse] in “Folder Destination” under “Folder Destination”.
  - A list of the network environment you are connected to is displayed.
  - If you enter the computer name in the folder path in advance, you can display a list of the shared folders in that computer.
- 2 Click a displayed computer name or folder name, and select the folder name to set as the forwarding destination.



- Click [Back] to return to the previous folder level.
- Click [Root] to return to the first (root) level.

### 3 Click [Save].

The folder path name is entered as the folder destination.

## ■ Specifying From the User List

### 1 Click [Select] in the “Users” field.

### 2 Select a user from the list of users, and click [Add] or [To].

The screenshot shows a web interface for selecting a user for forwarding. At the top right are 'Save' and 'Back' buttons. Below them is the breadcrumb 'User Box Forwarding Settings > Select Destination > Select User'. A horizontal line separates the header from the content. Below the line, there is a 'User' label, a 'Destination(s)' checkbox, and a 'Delete' button. The main area contains a table of users with checkboxes, a 'Group' dropdown menu, and 'Add' and 'To' buttons.

<input type="checkbox"/>	Number	Name	Group	
<input type="checkbox"/>	001	Mike Smith	[Mail]	[Add]
<input type="checkbox"/>	002	John Simpson	[Mail]	[To]
<input type="checkbox"/>	003	Marie Anderson	[Mail]	
<input type="checkbox"/>	004	Henri Yamamoto	[Mail]	
<input type="checkbox"/>	005	Mickie Mouth	[Mail]	
<input type="checkbox"/>	006	Henri Mirror	[Mail]	
<input type="checkbox"/>	007	George Bataille	[Mail]	
<input type="checkbox"/>	008	Maurice Blanchot	[Mail]	

- When you click [Add], the user box is selected as destination. When you click [To], the destination is selected as e-mail destination.
- If groups are registered, you can filter the displayed users by group using the [Group] pull-down menu.
- The registered content is displayed to the right of the user name.
- [Mail] is displayed when an e-mail address is registered. Destinations with nothing displayed are only specified as destinations to the user box.
- To delete a destination, select the forwarding destination from the destination list, and click [Delete].

### 3 Click [Save].

The display returns to the forwarding settings screen.

# Setting the Attachment File Format and Forwarding Period

You can specify the file format and forwarding period to use when forwarding documents.

**File Format**

E-mail  PDF  
 TIFF-S  
 TIFF

---

Folder  PDF  
 PDF w/Password  
 TIFF

**Forwarding Period Setting**

Period  Always  
 Year/Month/Date  
Start Date:  Year  Month  Date  
End Date:  Year  Month  Date

Specify the forwarding day and time  
 Mon  Tue  Wed  Thu  Fri  Sat  Sun  
Start Time:  AM  12  hr  0  min  
End Time:  AM  12  hr  0  min  
Repeat  ON (Every week)  OFF

Click the [+] to the left of “File Format” or “Period” to display the settings. The items displayed are indicated below.

Item	Description	Settings
E-mail / Folder	<p>Set the file format to save the document in when forwarding via e-mail. You can set the following file formats.</p> <p><b>TIFF:</b> The full mode TIFF format. The document is transmitted with the document size and resolution set when it was created.</p> <p><b>TIFF-S:</b> The simple mode TIFF format. Documents are all converted to A4 size and 200 dpi resolution for transmission.</p> <p><b>PDF:</b> Documents are transmitted in the PDF format.</p> <p><b>PDF w/Password:</b> Can only be set for the attachment file format for a folder. You can set a password and the various permissions for the PDF format. If you select the PDF with password format, “PDF Encryption Setting” is displayed.</p>	<p>E-mail:  <u>PDF</u>  TIFF-S  TIFF</p> <p>Folder:  <u>PDF</u>  PDF w/  Password  TIFF</p>

Item	Description	Settings
PDF Encryption Setting	These items are displayed when “PDF w/ Password” is selected as the attachment file format for the folder. Specify the PDF encryption settings.	
Document Access Password	Enter the password (user password) required to open the encrypted PDF. Up to 28 characters can be entered.	28 characters
Change Permissions Password	Enter the password (owner password) required to change the permission settings of the encrypted PDF. Up to 28 characters can be entered.	28 characters
Permissions	Set the printing, editing, and copying permissions. Set “ON” to enable the operation, or “OFF” to disable it.	Printing: <u>ON</u> OFF Editing: <u>ON</u> OFF Copying: <u>ON</u> OFF
Encryption Level	Set the security level for viewing the PDF. The PDF may not be able to be opened, depending on the version of Acrobat. For example, if you set the encryption level to “High (128-bit AES) / Acrobat 7.0 or later”, the PDF will not be able to be opened using Acrobat 6.0 or earlier.	Low (40-bit RC4) / Acrobat 3.0 or later <u>High (128-bit RC4) / Acrobat 6.0 or later</u> High (128-bit AES) / Acrobat 7.0 or later

Item	Description	Settings
Period	Specify the period for which forwarding is performed.	
Always	Always execute forwarding.	<u>Always</u> Year/Month/ Date Specify the forwarding day and time
Year/Month/ Date	Specify a date to start forwarding and a date to end forwarding to only execute forwarding during that period.	Year: 1992 to 2036 Month: 1 - 12 Day: 1 - 31
Specify the forwarding day and time	Execute forwarding on the specified day of the week during the start time and end time. You can specify multiple days of the week. You can also specify to execute forwarding for only the week the forwarding setting was enabled, or to execute forwarding every week.	Day of week: Mon to Sun <u>AM</u> , PM Hour: 1 - 12 Minute: 0 - 59

 **Note**

Underlined values are the default settings specified at the time of shipment.

# Chapter 3

## OfficeBridge Administrator Settings

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# Administrator settings list

On the Administrator screen, the following settings are available. Some settings may also be available for Users and Guests.

Items	Description	Default authority			page
		Admin	User	Guest	
<b>User Information</b>					
User Registration	Register, edit or delete users.	✓	✓		3-5
Address Book	Register, edit or delete destinations, destination groups.	✓	✓		3-15
Shortcut	Register, edit or delete folder shortcuts and FTP server shortcuts.	✓	✓		3-38
User Box Forwarding Settings	Register, edit or delete forwarding settings.	—	✓		2-48
Templates	Register, edit or delete file names, categories and e-mail templates.	✓	✓		3-49
<b>Machine Settings</b>					
TCP/IP Settings	Setup network environment.	✓			3-60
E-mail Settings	Setup e-mail transmission/reception environment.	✓			3-63
LDAP Server Settings	Setup Lightweight Directory Access Protocol (LDAP) servers.	✓			3-70
SNMP Settings	Setup SNMP settings.	✓			3-75
Internet Time Setting	Setup internet time server synchronization.	✓			3-77
Machine Setup	Setup machine setting such as e-mail gateway and automatic panel logout time, or default settings (user install).	✓			3-79
Machine Default Settings	Setup the machine default settings.	✓			3-82
<b>Machine Management Settings</b>					
Auto Distribution	Register, edit or delete distribution settings.	✓			3-83
Usage Management	Setup usage management, and check the usage status.	✓			3-98
User Policy	Setup user policies.	✓			3-123
Secure Settings	Setup network filter, SSL certificate, or machine policies.	✓			3-130
Archive Settings	Setup to sent communicated documents to a specified destination via fax, or store them in a specified folder.	✓			3-111
Backup Settings	Specify settings for backing up the document files stored in the machine to a shared folder on the network.	✓			3-117
Document Box Settings	Specify settings relating to the way the document boxes handle documents.	✓			3-107

Items	Description	Default authority			page
		Admin	User	Guest	
ScanTag Settings	Register, edit or delete setting to create image data and metadata (data indicating the attributes and processing method of the image file) in a single scan.	✓			<a href="#">3-141</a>

#### Machine Information

Communication Job	Check the fax and e-mail transmission reservation status, and the progress of the communication job being executed.	✓	✓	✓	<a href="#">2-40</a>
Print Job	Check the progress of print jobs being printed or reserved for printing.	✓	✓	✓	<a href="#">2-42</a>
Machine Status	Check the machine status. Only administrator can export / import machine settings.	✓	✓	✓	<a href="#">3-103</a>
Communication History	Check the history of transmitted and received jobs.	✓	✓		<a href="#">2-44</a>
Print Job History	Check the document print job history.	✓	✓		<a href="#">2-47</a>

Blank: has no authority by default

✓: has authority by default

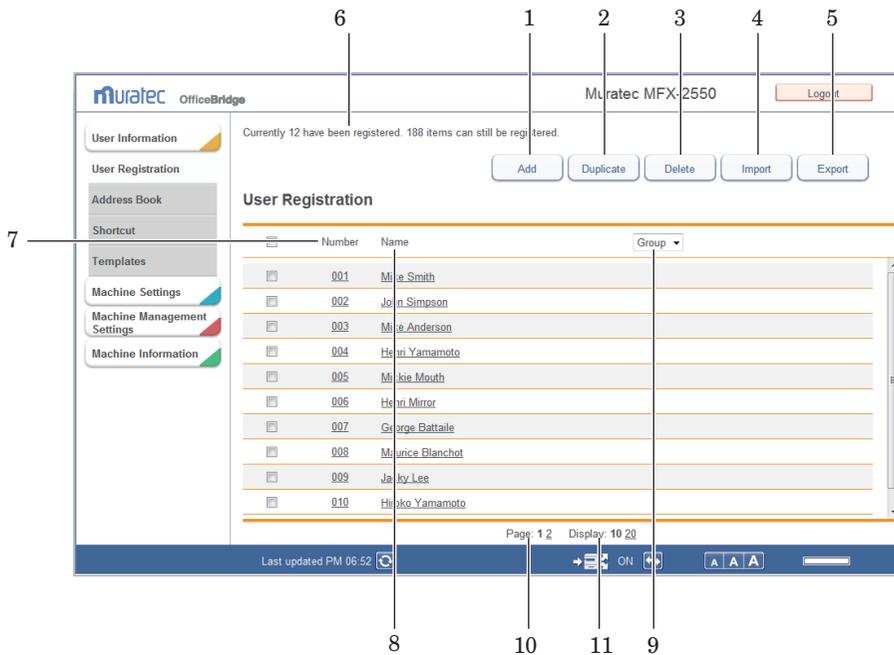
—: Unable to set

# Registering Users

To utilize the functions of OfficeBridge, it is necessary to first register users. There are two methods for registering users; registering them from the user information settings screen, and importing them from an external file in a format such as the vCard format.

## “User Registration” Screen

The “User Registration” screen displays a list of the registered users. On this screen you can register new user information and change existing user information.



### Button

Button name	Description
1 [Add]	Registers new user information.
2 [Duplicate]	Copies user information that is already registered. The user information can be edited and used as information for another user.
3 [Delete]	Deletes user information.
4 [Import]	Imports user information from an external file.
5 [Export]	Exports user information in the vCard file format.

## List Items

Item	Description
6 Number of users that can be registered	Displays the number of users that can be registered.
7 Number	The number assigned to the user.
8 Name	Displays the name registered.
9 Group	Displays the name of the group that the user belongs to. You can also filter the displayed users by group name.
10 Page	Enables you to switch pages when destination information does not fit on one page. (The number of pages differs according to how many items are displayed on each page.)
11 Number of displayed items switch	Switches the number of users displayed on one screen (between 10 and 20).

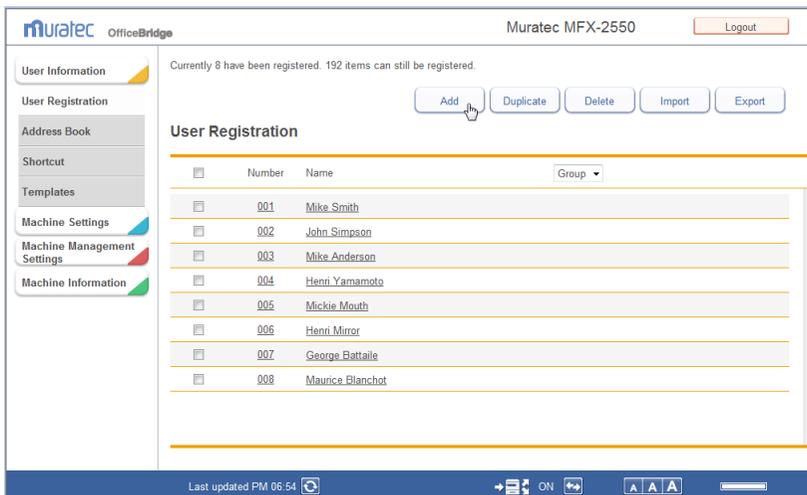
## Registering a User

You can register new user information in OfficeBridge.  
User registration is performed from the user information settings screen.

### Note

Up to 200 users can be registered.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information].
- 3 Click [Add].



## 4 Register the user information.

You can register the following items.

### Basic Settings

Setting	Description	Settings
Number	Enter the user number. You cannot enter an existing number.	001 - 200
Name	Enter the user name.	64 characters
User ID	Enter the ID used for identifying the user. You cannot enter an existing user ID. This item is required.	64 characters
Password	Enter the password used for logging in.	28 characters
E-mail Address	Enter the e-mail address of the user.	50 characters
User Group	Enter the name of the group that the user belongs to. If the group name is already registered, you can also select it from the pull-down menu on the right.	30 characters

### Advanced Settings

These settings are displayed when you click [+].

Setting	Description	Settings
Company	Enter the company name.	50 characters
Department	Enter the name of the department that the user belongs to.	100 characters
Fax Number	Enter the user's fax number.	40 characters (0 - 9, *, #, -)
Tel Number	Enter the user's telephone number.	40 characters (0 - 9, *, #, -)

Setting		Description	Settings
LDAP Server Authentication (If required)	Account ID	Enter the account for logging in to the LDAP server.	49 characters
	Password	Enter the password for logging in to the LDAP server.	29 characters
Feed	File Format	The file format of the RSS feed is displayed.	–
	Number of Item	Enter the maximum number of items of summary information to include in the RSS feed.	10 - 50: <u>15</u>
	Category	Select the summary information to include in the RSS feed.	Select from the following items. (Multiple items can be selected.) <ul style="list-style-type: none"> <li>• User Box</li> <li>• Tx Box</li> <li>• Rx Box</li> <li>• Shared Rx Box</li> <li>• Shared Box</li> <li>• Free Disk Space</li> <li>• Scan to Folder/FTP</li> <li>• PC Print</li> <li>• Print Received Document</li> <li>• Boot</li> </ul>
Policy	Select a user policy. (See page 3-123.)		–
Theme Setting	Select the color theme for the screen.		<u>Default Theme</u> High Contrast Low Contrast
Language Setting	Select the display language on the OfficeBridge for this user.		<u>English</u> French Spanish
Transmission Report Setting	Set the transmission report to print after transmission is complete.		<u>OFF</u> Print E-mail
	Issuing Location	Description	
	OFF	Do not print a transmission report.	
	Print	Print the transmission report.	
E-mail	Transmit the transmission report via e-mail. If you select this option, enter an e-mail address.		

**5** Click [Save].

The display returns to the “User Registration” list screen.

**Note**

Underlined values are the default settings specified at the time of shipment.

## ■ Changing User Information

You can change user information that has been registered.

- 1 On the “User Registration” list screen, click the number or name of the user you want to change.

The “Registration” screen is displayed.

User Registration			
<input type="checkbox"/>	Number	Name	Group
<input type="checkbox"/>	001	Mike Smith	
<input type="checkbox"/>	002	John Simpson	
<input type="checkbox"/>	003	Marie Anderson	

- 2 Change the user information.

- 3 Click [Save].

- The settings are changed, and the display returns to the “User Registration” list screen.
- Press [Back] to cancel changing the user information and return to the “User Registration” list screen.

### Note

If you try to change the e-mail address of a user that is currently being used for a communication job, the error “The e-mail address cannot be changed while a job is active.” is displayed. Change the e-mail address after the communication job finishes.

# Copying Existing User Information to Register a New User

---

You can copy user information that is already registered to register a new user.

The user information items that can be copied are indicated below.

- User Group
- Company
- Department
- Tel Number
- Fax Number

## Note

You cannot copy multiple users at the same time.

- 1** Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2** Click [User Information].  
The “User Registration” list screen is displayed.
- 3** Select the checkbox of the user you want to copy.

User Registration			
<input type="checkbox"/>	Number	Name	Group ▾
<input type="checkbox"/>	001	Mike Smith	
<input checked="" type="checkbox"/>	002	John Simpson	
<input type="checkbox"/>	003	Marie Anderson	

- 4** Click [Duplicate].  
The “Registration” screen is displayed.
- 5** Change the settings to those for the new user to register.
- 6** Click [Save].
  - The display returns to the “User Registration” list screen.
  - Press [Back] to cancel registering the user information and return to the “User Registration” list screen.

# Deleting User Information

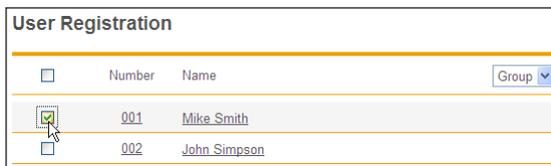
---

You can delete unnecessary user information from the “User Information” list screen.  
You can select multiple users to delete.

## Note

The user that is currently logged in can also be deleted.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information].  
The “User Registration” list screen is displayed.
- 3 Select the checkbox of the users you want to delete.



<input type="checkbox"/>	Number	Name	Group
<input checked="" type="checkbox"/>	001	Mike Smith	
<input type="checkbox"/>	002	John Simpson	

- To select all the displayed user information, select the top checkbox.
- Click the same checkbox to deselect the item.

- 4 Click [Delete].  
The “Is it OK to delete the selected user?” message is displayed.
- 5 Click [OK].  
The selected user information is printed.

# Importing User Information From an External File

You can import data from an external file in the vCard format and register it as user information.

The user information items that can be imported and their corresponding vCard item names are indicated below. The words enclosed in parentheses are the vCard item names.

- User ID (N, FN)
- Company (ORG)
- Department (ORG)
- Telephone Number (TEL;WORK;VOICE)
- Fax Number (TEL;WORK;FAX)
- E-Mail Address (EMAIL)

## Note

- Only vCard format files can be imported.
- If the “User ID” is already registered, it will be overwritten with the imported information.

### 1 Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

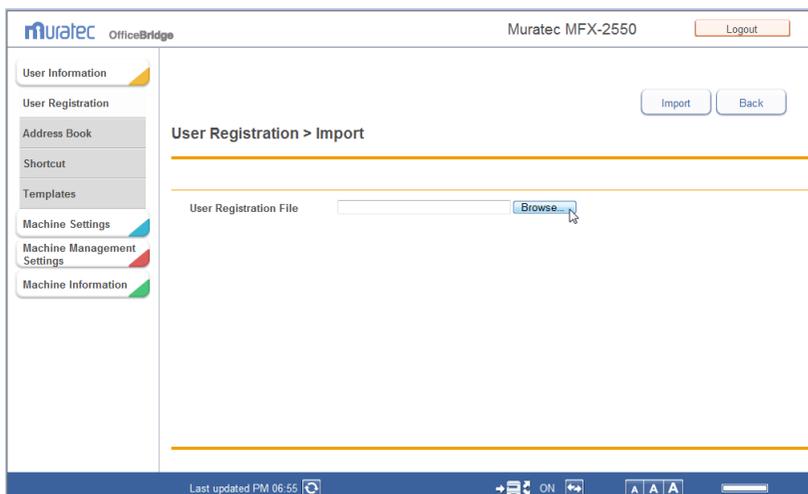
### 2 Click [User Information].

The “User Registration” list screen is displayed.

### 3 Click [Import].

The “Import” screen is displayed.

### 4 Click [Browse], and specify the location and name of the file to import.



**5** Click [Import].

A confirmation message is displayed.

**6** Click [OK].

- The import process starts.
- When the import process is complete, the display returns to the “User Registration” list screen.

 **Note**

When the display returns to the list screen, the number of successful records is displayed. If the import process failed, one of the following causes is displayed.

- Could not analyze the imported file.
- Failed to import. An invalid fax number(s) has been included.
- Failed to import. An invalid phone number(s) has been included.
- Failed to import. An invalid e-mail address(es) has been included.

# Exporting User Information to an External File

---

You can export the selected user information to an external file in the vCard format. You can select multiple users.

The user information items that can be exported and their corresponding vCard item names are indicated below. The words enclosed in parentheses are the vCard item names.

- Display Name (N)
- User ID (FN)
- Company (ORG)
- Department (ORG)
- Telephone Number (TEL;WORK;VOICE)
- Fax Number (TEL;WORK;FAX)
- E-Mail Address (EMAIL)

## Note

Only one file is created, even when you select multiple users to export.

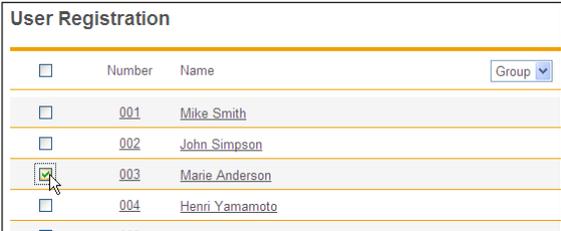
### 1 Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

### 2 Click [User Information].

The “User Information” list screen is displayed.

### 3 Select the checkbox of the users you want to export.



<input type="checkbox"/>	Number	Name	Group
<input type="checkbox"/>	001	Mike Smith	
<input type="checkbox"/>	002	John Simpson	
<input checked="" type="checkbox"/>	003	Marie Anderson	
<input type="checkbox"/>	004	Henri Yamamoto	

- To select all the displayed user information, select the top checkbox.
- Click the same checkbox to deselect the item.
- If you click [Export] without selecting users, all the users are exported.

### 4 Click [Export].

The “Do you want to open or save this file?” message is displayed.

### 5 Click [Save].

The “Save As” dialog box is displayed.

### 6 Specify the name and location to save the file, and click [Save].

The export process starts.

# Creating Address Books

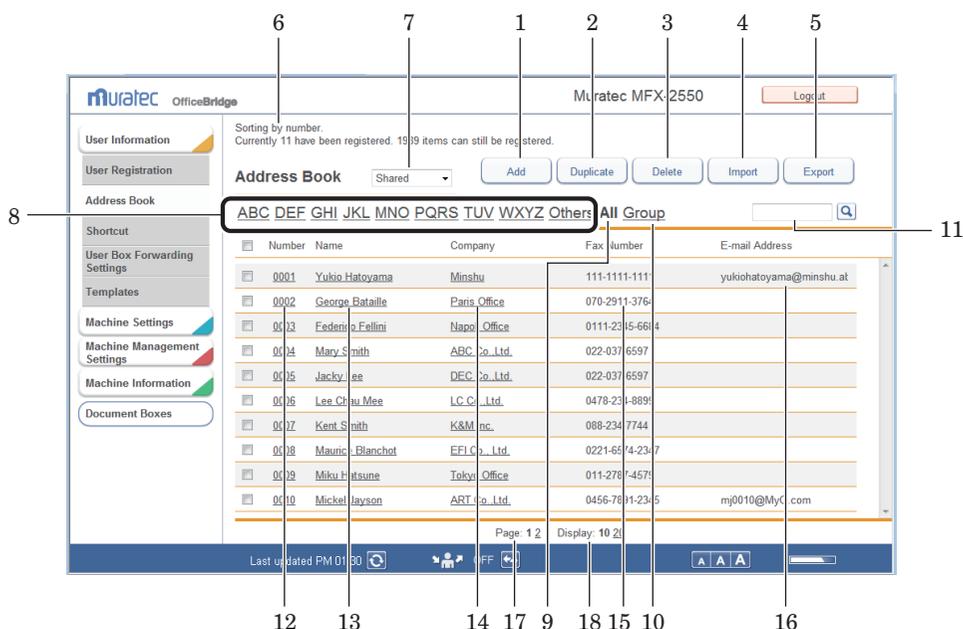
You can use OfficeBridge to register frequently used destination information (fax numbers and e-mail addresses, etc.) in the address book.

By registering destination in the address book, you can easily specify the fax or e-mail address destination settings when performing transmission.

There are two kinds of address books; the shared address book, which all users can use, and the personal address book, which can be created for each user. Multiple destinations can be grouped together.

## “Address Book” List Screen

The “Address Book” list screen displays a list of the registered destinations. On this screen you can register new destinations and change existing destinations.



### Button

Button name	Description
1 [Add]	Registers new destinations.
2 [Duplicate]	Copies destinations that is already registered. The destination can be edited and used as another destination.
3 [Delete]	Deletes destinations.
4 [Import]	Imports destinations from an external file.
5 [Export]	Exports destinations in the specified file format.

## List Items

Item	Description
6 Number of destinations that can be registered	Displays the number of destinations that can be registered.
7 Personal / Shared switch	Switches the displayed Address Book between personal and shared destinations. (Only displayed when the user is logged in as a user.)
8 Filter	Enables you to filter the displayed destination list according to a letter or symbol (Others). You can sort the destinations according to name or according to company name.
9 All	Enables you to display the destinations according to the assigned address book destination numbers.
10 Group	Displays a list of the registered groups. You can also register groups. (See page 3-31.)
11 Destination Search	Enables you to search for destination. You can search for the following items. <ul style="list-style-type: none"><li>• Company</li><li>• Name</li><li>• Fax Number</li><li>• E-Mail Address</li></ul> Searching is performed separately for personal and shared destinations. You can also search groups when groups are displayed. In this case, searching is performed for the group name.
12 Number	The number assigned to the destination.
13 Name	Displays the destination names. If you click [▼], the destinations are sorted by name.
14 Company	Displays the company names of the registered destination. If you click [▼], the destinations are sorted by company name.
15 Fax Number	Displays the fax numbers of the registered destination.
16 E-mail Address	Displays the e-mail addresses of the registered destination.
17 Page Switch	Enables you to switch pages when destination does not fit on one page. (The number of pages differs according to how many items are displayed on each page.)
18 Number of displayed items switch	Switches the number of destinations displayed on one screen (between 10, 20, and 50).

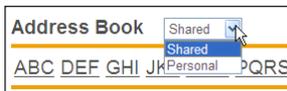
# Registering New Destinations

You can register new destinations in OfficeBridge.

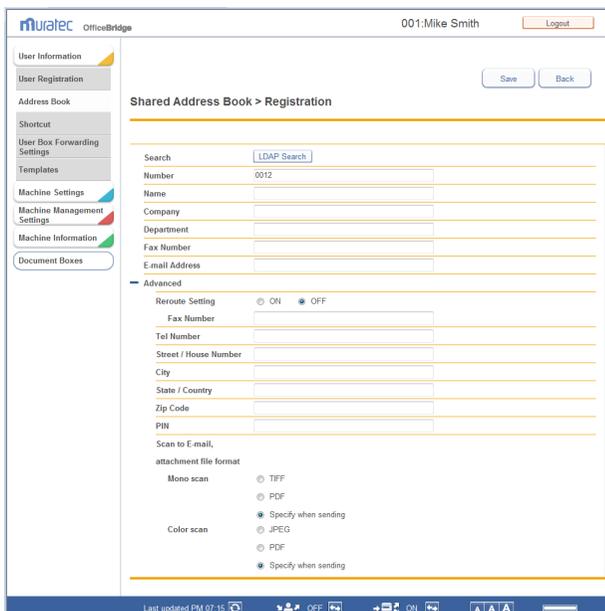
## Note

Up to 2000 destinations can be registered, including both personal and shared destinations.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3 You can select whether to register the destination as personal or shared information.



- 4 Click [Add].  
The “Registration” screen is displayed.
- 5 Set the destination.

A screenshot of the OfficeBridge web interface. The page title is 'Shared Address Book > Registration'. On the left is a navigation menu with items like 'User Information', 'User Registration', 'Address Book', 'Shortcut', 'User Box Forwarding Settings', 'Templates', 'Machine Settings', 'Machine Management Settings', 'Machine Information', and 'Document Boxes'. The main content area contains a search bar with 'LDAP Search' and a list of registration fields: 'Number' (0012), 'Name', 'Company', 'Department', 'Fax Number', and 'E-mail Address'. Below these is an 'Advanced' section with 'Reroute Setting' (ON/OFF), 'Fax Number', 'Tel Number', 'Street / House Number', 'City', 'State / Country', 'Zip Code', and 'PIN'. At the bottom, there are 'Scan to E-mail' and 'attachment file format' options, including 'Mono scan' (TIFF, PDF, Specify when sending) and 'Color scan' (JPEG, PDF, Specify when sending). The top right shows '001:Mike Smith' and a 'Logout' button. The bottom status bar shows 'Last updated PM 07:15' and system icons.

You can register the following items.

### Basic Settings

Setting	Description	Settings
Search	Searches an LDAP server to register destinations in the address book. Refer to “ <a href="#">Registering Destination Using an LDAP Server</a> ”. (See page 3-21.)	
Number	Enter the speed dial number. You cannot enter an existing number. However, the same number can be registered in both the shared address book and the personal address book.	1 - 9999
Name <sup>*1</sup>	Enter the name of the destination. You cannot enter an existing name. However, the same name can be registered in both the shared address book and the personal address book.	30 characters
Company <sup>*1</sup>	Enter the company name of the destination.	50 characters
Department	Enter the name of the department that the destination belongs to.	100 characters
Fax Number <sup>*2</sup>	Enter the fax number of the destination.	40 digits (0 - 9, *, #, -, / N, /P, /T), where “/(letter)” indicates a dialing option.
E-mail Address <sup>*2</sup>	Enter the e-mail address for the destination.	50 characters

\*1 Either the name or company name must be entered.

\*2 Either the fax number or e-mail address must be set.

### Advanced Settings

These settings are displayed when you click [+].

Setting	Description	Settings
Reroute Setting	Setting ON/OFF	Enables/disables the reroute setting <sup>*1</sup> . ON <u>OFF</u>
	Fax Number	Enter the destination (fax number) to use when the reroute function is enabled. 40 digits (0 - 9, *, #, -, / N, /P, /T), where “/(letter)” indicates a dialing option.
Tel Number	Enter the phone number of the destination.	40 digits (0 - 9, *, #, -)
Street / House Number	Enter the street and house number of the destination.	40 characters
City	Enter the city name of the destination.	40 characters
State / Country	Enter the state or country of the destination.	20 characters
Zip Code	Input the zip code for the destination.	20 digits
PIN	Enter the PIN.	8 digits, *, #
Scan to E-Mail, attachment file format (for Mono scan)	Select the transmission format to use when transmitting an e-mail for the Scan to E-Mail (B&W) function.	TIFF PDF <u>Specify when sending</u>
Scan to E-Mail, attachment file format (for Color scan)	Select the transmission format to use when transmitting an e-mail for the Scan to E-Mail (color) function.	JPEG PDF <u>Specify when sending</u>

\*1 The reroute function automatically sends the document via fax when a communication error occurs during e-mail transmission.

## 6 Click [Save].

- The display returns to the “Address Book” list screen.
- Press [Back] to cancel registering the destination and return to the “Address Book” list screen.

### Note

Underlined values are the default settings specified at the time of shipment.

## ■ Changing Destination

- 1 On the “Address Book” list screen, click the number or name (company name) of the destination you want to change.

<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input type="checkbox"/>	0001	mai		001-17-1234-5678	mai@mai.mai
<input type="checkbox"/>	0002	George Bataille	France Office	070-2911-3764	
<input type="checkbox"/>	0003	Federico Fellini	Napoli Office	0111-2345-6684	
<input type="checkbox"/>	0004	Mary Smith	ABC Co. Ltd.	022-037-6597	

- 2 Change the destination.

- 3 Click [Save].

- The settings are changed, and the display returns to the “Address Book” list screen.
- Press [Back] to cancel changing the destination and return to the “Address Book” list screen.

## Registering the Sender of a Received Document to the Address Book

You can register the sender of a received document in the address book.

- 1 On the document list screen, click  for the document whose sender information you want to register in the address book.

<input type="checkbox"/>	Document Name	Category	Size	Page(s)	Document Box Name	Date
<input type="checkbox"/>	20100101030012		Letter	2	Rx Box	01/01 2010 03:00AM
<input type="checkbox"/>	20100101030012		Letter	2	Shared Rx Box	01/01 2010 03:00AM
<input type="checkbox"/>	20100101022335		Letter	3	User Box	01/01 2010 02:42AM

- 2 Select the address book to add the information to (shared or personal), and click [Add] in “Add to the address book”.



Add to the address book  Personal  
 Shared  
Add

- 3 Register the information to the address book on the new destination settings screen.

For details, refer to “[Registering New Destinations](#)”. (See page 3-17.)

## Copying Existing Destination to Register a New Destination

You can copy destination that is already registered to register a new destination.

### Note

You cannot copy multiple destinations at the same time.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3 Select the checkbox of the destination you want to copy.



Address Book Shared Add Duplicate Delete Import Export

ABC DEF GHI JKL MNO PQRS TUV WXYZ Others All Group

<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input checked="" type="checkbox"/>	0004	Mary Smith	ABC Co., Ltd.	022-037-6597	

- 4 Click [Duplicate].  
The “Registration” screen is displayed with the copied settings entered for the destination.
- 5 Change the settings to those for the new destination to register.
- 6 Click [Save].
  - The display returns to the “Address Book” list screen.
  - Press [Back] to cancel registering the destination and return to the “Address Book” list screen.

# Registering Destination Using an LDAP Server

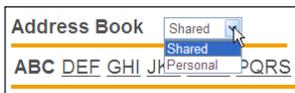
You can register destination using an LDAP (Lightweight Directory Access Protocol) server.

## Note

- The following destination is detected: “User Name”, “E-mail Address”, “Fax Number”, and “Company”.
- To search an LDAP server, it is necessary to register the LDAP server settings in “Machine Settings”. For details, refer to “[Setting the Directory Database Environment](#)”. (See page 3-70.)

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.

- 3 You can select whether to register the destination as personal or shared.

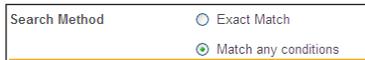


- 4 Click [Add].  
The “Registration” screen is displayed.

- 5 Click [LDAP Search].

- 6 Select the LDAP server to search from the pull-down menu.

## 7 Set the search method.



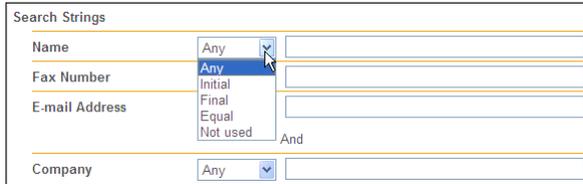
Search Method

Exact Match

Match any conditions

Select either “Exact Match” or “Match any conditions”.

## 8 Set the search parameters.



Search Strings

Name Any [ ]

Fax Number Any [ ]

E-mail Address Any [ ]

Company Any [ ]

- The following information is searched: “Name”, “Fax Number”, “E-mail Address”, and “Company”.
- “Company” cannot be specified as a search condition by itself. Specify it in combination with a name, fax number, or e-mail address.
- The search parameters you can use are indicated below.

Search Parameter	Description
Any	Searches for items that include the specified string.
Initial	Searches for items that start with the specified string.
Final	Searches for items that end with the specified string.
Equal	Searches for items that exactly match the specified string.
Not used	The string entered in the entry box is ignored.

## 9 Enter the string to search for in the entry box.



Search Strings

Name Any [ Mike Smith ]

Fax Number Any [ 012-345-6789 ]

E-mail Address Any [ msmith@example.com ]

Company Any [ ABC Co., Ltd. ]

## 10 Click [Search].

- If “LDAP Server Login” is set to “ON” in the LDAP settings, the “LDAP Server Authentication” screen is displayed. Proceed to step 11.
- If “LDAP Server Login” is set to “OFF” in the LDAP settings, the “LDAP Server Authentication” screen is not displayed. Proceed to step 12.

## 11 Enter the “Account ID” and “Password”, and click [Login].

Searching starts.

The search results are displayed when searching is complete.

3 items are matched. Search strings "Company:Abc Co.,Ltd." OK Back

...> Registration > LDAP Search > Search Result

	Name	Company	Fax Number	E-mail Address	Tel Number
<input type="radio"/>	Federico Fellini	Abc Co.,Ltd.	012-0011	ff0124@abc.c	012-0012
<input type="radio"/>	George Bataille	Abc Co.,Ltd.	012-1001	gb1234@abc.c	012-1002
<input type="radio"/>	Maurice Blanchot	Abc Co.,Ltd.	012-2001	mb1234@abc.c	012-2002

## 12 Select the destination to register from the search results.

...> Registration > LDAP Search > Search Result

	Name	Company	Fax Number
<input checked="" type="radio"/>	Federico Fellini	Abc Co.,Ltd.	012-0011
<input type="radio"/>	George Bataille	Abc Co.,Ltd.	012-1001
<input type="radio"/>	Maurice Blanchot	Abc Co.,Ltd.	012-2001

You can only select one destination.

## 13 Click [OK].

The “Registration” screen is displayed.

## 14 Refer to step 5 and later in “[Registering New Destinations](#)” to register the destination. (See page 3-17.)

# Deleting Destinations

---

You can delete unnecessary destinations from the “Address Book” list screen.  
You can select multiple destinations to delete.

## Note

If any of the following functions is set for the destination to delete, an error will occur. An error also occurs if the destination is being used for a job being transmitted or a job scheduled to be transmitted.

- Auto distribution
- Archive settings
- My Jobs
- Favorite address

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3 Select the checkbox of the destination you want to delete.



The screenshot shows the "Address Book" interface. At the top, there is a "Shared" dropdown menu and buttons for "Add", "Duplicate", "Delete", "Import", and "Export". Below this is a navigation bar with tabs for "ABC", "DEF", "GHI", "JKL", "MNO", "PQRS", "TUV", "WXYZ", "Others", "All", and "Group". A search box is located to the right of the "Group" tab. The main area contains a table with columns: "Number", "Name", "Company", "Fax Number", and "E-mail Address". The first row is selected, with a checked checkbox in the "Number" column. The second row has an unchecked checkbox.

<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input checked="" type="checkbox"/>	0004	Mary Smith	ABC Co., Ltd.	022-037-6597	
<input type="checkbox"/>	0010	Mickel Jayson	ART Co., Ltd.	0456-7891-2345	mj0010@MyO.com

- To select all the displayed destination, select the top checkbox.
  - Click the same checkbox to deselect the item.
- 4 Click [Delete].  
The message “Is it OK to delete a selected destination?” is displayed.
  - 5 Click [OK].  
The selected destination is deleted.

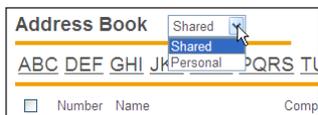
# Importing Destination From an External File

You can import data from an external file and register it as destinations.

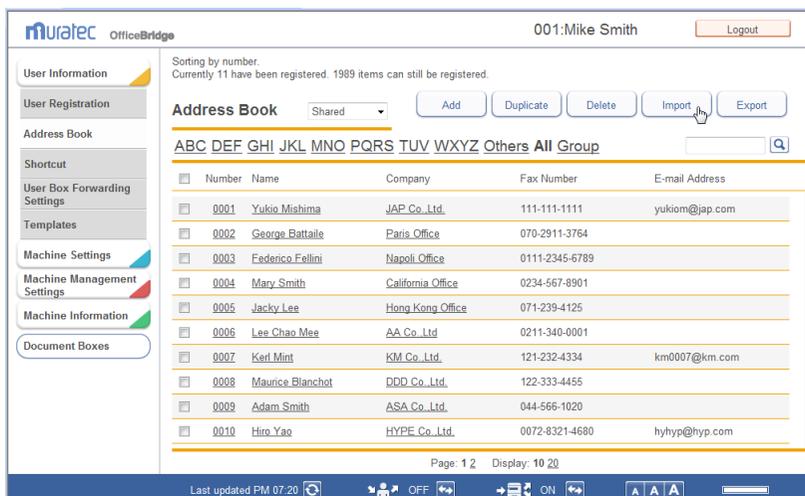
## Note

You can import files in the CSV or vCard format.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3 You can select whether to import the destination information as personal or shared information.



- 4 Click [Import].



## 5 Set the detailed information.

Setting	Description	Settings <sup>*2</sup>
Address Book File	Click [Browse], and specify the file to import.	–
File Format	Select the format of the file to import. Select “vCard” or “CSV”.	<u>vCard</u> CSV
Import from CSV File <sup>*1</sup>	Select the method to use when importing the data to the address book.  Overwrite: Deletes all the data in the selected personal address book or shared address book, and then imports the data. Data for the “Number” item is also imported.  Append: Adds the data to the address book. However, the data for the “Number” item is not imported, and a number is assigned automatically.	<u>Overwrite</u> Append
Tag Setting <sup>*1</sup>	Set whether to specify tag settings when importing the data. Select “ON” to specify tag settings, or “OFF” to not specify them. If you select “ON”, the address book items are manually associated with the items in the file. (See page 3-28.) If you select “OFF”, the item names for CSV files generated by older models and the export function of Outlook and Outlook Express are associated automatically.	<u>ON</u> OFF

\*1 This item is displayed when you select “CSV” for the file format.

\*2 Underlined values are the default settings specified at the time of shipment.

## 6 Click [Import].

The import process starts.

When the import process is complete, the display returns to the “Address Book” list screen.

OfficeBridge 001:Mike Smith Logout

User Information  
User Registration  
Address Book  
Shortcut  
User Box Forwarding Settings  
Templates  
Machine Settings  
Machine Management Settings  
Machine Information  
Document Boxes

Shared Address Book > Import

Import Back

Address Book File C:\Users\John\20100101045949.csv Browse

File Format  
 vCard  
 CSV

Import from CSV File  
 Overwrite  
 Append

Tag Setting  
 ON  OFF

Last updated PM 07:34 OFF ON

OfficeBridge 001:Mike Smith Logout

User Information  
User Registration  
Address Book  
Shortcut  
User Box Forwarding Settings  
Templates  
Machine Settings  
Machine Management Settings  
Machine Information  
Document Boxes

Sorting by number.  
Currently 11 have been registered. 1989 items can still be registered.

Address Book Shared Add Duplicate Delete Import Export

ABC DEF GHI JKL MNO PQRS TUV WXYZ Others All Group

Number	Name	Company	Fax Number	E-mail Address
0001	Yukio Mishima	JAP Co.,Ltd.	111-111-1111	yukiom@jap.com
0002	George Battaile	Paris Office	070-2911-3764	
0003	Federico Fellini	Napoli Office	0111-2345-6789	
0004	Mary Smith	California Office	0234-567-8901	
0005	Jacky Lee	Hong Kong Office	071-239-4125	
0006	Lee Chao Mae	AA Co.,Ltd.	0211-340-0001	
0007	Karl Mint	KM Co.,Ltd.	121-232-4334	km0007@km.com
0008	Maurice Blanchot	DDD Co.,Ltd.	122-333-4455	
0009	Adam Smith	ASA Co.,Ltd.	044-566-1020	
0010	Hiro Yao	HYPE Co.,Ltd.	0072-8321-4680	hyhyp@hyp.com

Page: 1 2 Display: 10 20

Last updated PM 07:29 OFF ON

## ■ When Tag Setting is Set to “ON”

1 The “Tag Setting” screen is displayed.

OfficeBridge 001:Mike Smith Logout

User Information  
User Registration  
Address Book  
Shortcut  
User Box Forwarding Settings  
Templates  
Machine Settings  
Machine Management Settings  
Machine Information  
Document Boxes

Shared Address Book > Import > Tag Setting

Import Back

Importing the 1st line.  ON  OFF

Number None  
Name None  
Company None  
Department None  
Fax Number None  
E-mail Address None  
Reroute Setting None

Last updated PM 07:31 OFF ON

2 Set the tags for each item.

Shared Address Book > Import > Tag Setting

Importing the 1st line.  ON  OFF

Number None  
Name None  
Company None  
Department None  
Fax Number None  
E-mail Address None  
Reroute Setting None  
Reroute Destination None

None  
No.  
Location  
CompanyName  
DialNumber  
FaxNumber  
MailAddress  
SectionName  
ZipCode  
Region  
Locality  
Street Address  
PIN  
Reroute Status  
Reroute Destination  
ScanToEmailTxFileFormMono  
ScanToEmailTxFileFormColor

### 3 Click [Import].

The import process starts.

When the import process is complete, the display returns to the “Address Book” list screen.

001:Mike Smith [Logout](#)

User Information  
User Registration  
Address Book  
Shortcut  
User Box Forwarding Settings  
Templates  
Machine Settings  
Machine Management Settings  
Machine Information  
Document Boxes

Import Back

### Shared Address Book > Import > Tag Setting

Importing the 1st line.  ON  OFF

Number No.

Name Location

Company CompanyName

Department None

Fax Number FaxNumber

E-mail Address MailAddress

Reroute Setting None

Last updated PM 07:34

001:Mike Smith [Logout](#)

User Information  
User Registration  
Address Book  
Shortcut  
User Box Forwarding Settings  
Templates  
Machine Settings  
Machine Management Settings  
Machine Information  
Document Boxes

Succeeded : 11 records.

Address Book [Shared](#) [Add](#) [Duplicate](#) [Delete](#) [Import](#) [Export](#)

ABC DEF GHI JKL MNO PQRS TUV WXYZ Others All Group

<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input type="checkbox"/>	0006	Lee Chao Mee	AA Co.,Ltd	0211-340-0001	
<input type="checkbox"/>	0002	Adam Smith	ASA Co.,Ltd.	044-566-1020	
<input type="checkbox"/>	0004	Mary Smith	California Office	0234-567-8901	

Last updated PM 07:36

# Exporting Destination to an External File

You can export the selected destination to an external file.  
You can select multiple destinations.

## Note

You can export files in the CSV or vCard format.

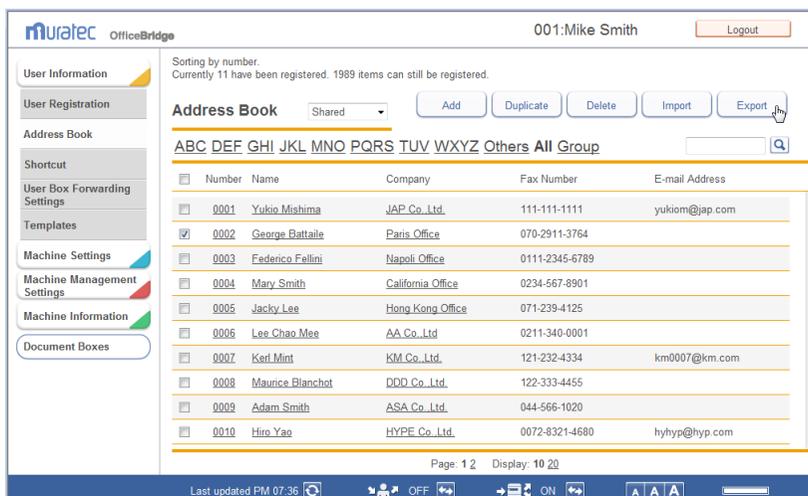
- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3 Select the checkbox of the destination you want to export.



<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input checked="" type="checkbox"/>	0005	Jacky Lee	DEC Co., Ltd.	022-037-6597	
<input type="checkbox"/>	0008	Maurice Blanchot	EFI Co., Ltd.	0221-6574-2347	

- To select all the displayed destination, select the top checkbox.
- Click the same checkbox to deselect the item.
- If you click [Export] without selecting destination, all the destinations are exported.

- 4 Click [Export].



OfficeBridge 001:Mike Smith Logout

Sorting by number.  
Currently 11 have been registered. 1989 items can still be registered.

Address Book Shared Add Duplicate Delete Import Export

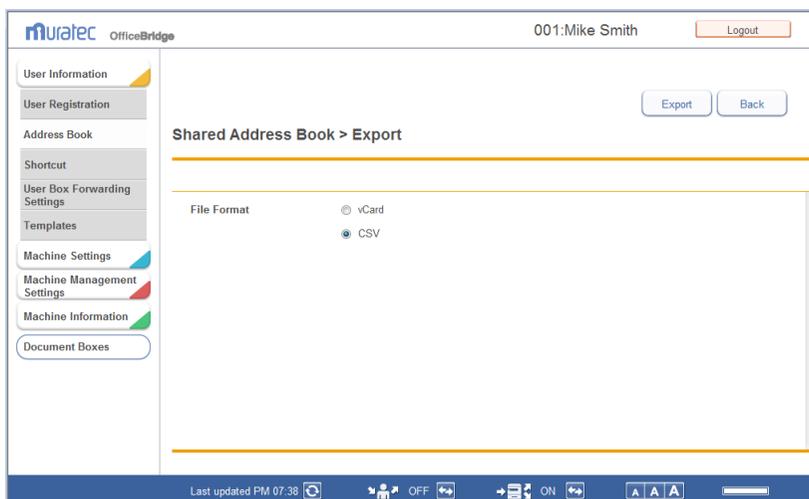
ABC DEF GHI JKL MNO PQRS TUV WXYZ Others All Group

<input type="checkbox"/>	Number	Name	Company	Fax Number	E-mail Address
<input type="checkbox"/>	0001	Yukio Mishima	JAP Co., Ltd.	111-111-1111	yukiom@jap.com
<input checked="" type="checkbox"/>	0002	George Battaile	Paris Office	070-2911-3764	
<input type="checkbox"/>	0003	Federico Fellini	Napoli Office	0111-2345-6789	
<input type="checkbox"/>	0004	Mary Smith	California Office	0234-567-8901	
<input type="checkbox"/>	0005	Jacky Lee	Hong Kong Office	071-239-4125	
<input type="checkbox"/>	0006	Lee Chao Mee	AA Co., Ltd.	0211-340-0001	
<input type="checkbox"/>	0007	Keri Mint	KM Co., Ltd.	121-232-4334	km0007@km.com
<input type="checkbox"/>	0008	Maurice Blanchot	DDD Co., Ltd.	122-333-4455	
<input type="checkbox"/>	0009	Adam Smith	ASA Co., Ltd.	044-566-1020	
<input type="checkbox"/>	0010	Hiro Yao	HYPE Co., Ltd.	0072-8321-4680	hyhyp@hyp.com

Page: 1 2 Display: 10 20

Last updated PM 07:36 OFF ON

## 5 Select the export format.



Select “vCard” or “CSV”.

## 6 Click [Export].

The “Do you want to open or download this file?” message is displayed.

## 7 Click [Save].

The “Save As” dialog box is displayed.

## 8 Specify the name and location to save the file, and click [Save].

The export process starts.

# Grouping Multiple Destinations

You can group and manage multiple destinations according to your needs. Since transmission settings can be specified for groups, it is not necessary to specify the settings for each destination separately.

## ■ Registering a New Group

You can create a group in the address book, and register destination in that group.

### Note

Up to 200 groups can be registered, including both personal and shared groups.

### 1 Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

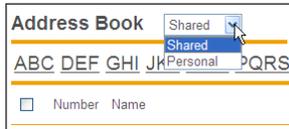
### 2 Click [User Information], and then [Address Book].

The “Address Book” list screen is displayed.

### 3 Click [Group].



### 4 You can select whether to register the group as a personal or shared group.



- When you register a personal group, you can group both personal and shared destinations.
- When you register a shared group, you can group only shared destinations.

### 5 Click [Add].

The “Registration” screen is displayed.

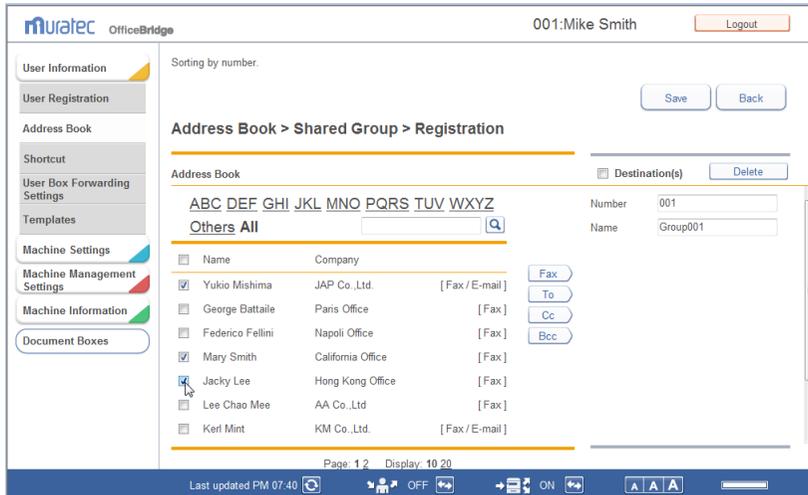
### 6 Set the group name.



Set the following items in the group edit area on the right side of the screen.

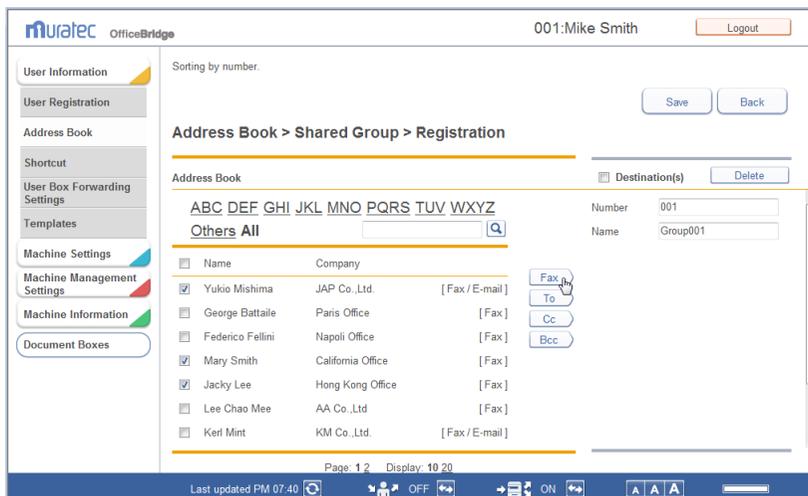
Setting	Description	Settings
Number	Enter the number of the group. You cannot enter an existing number. However, the same group number can be registered in both the shared address book and the personal address book.	1 - 200
Name	Enter the name of the group. You cannot enter an existing group name. However, the same group name can be registered in both the shared address book and the personal address book.	50 characters

## 7 Select the destinations to register.



- In the address book list on the left, select the checkbox of the destinations to register.
- To select all the displayed destination information, select the top checkbox.
- Click the same checkbox to deselect the item.

## 8 Click a transmission destination registration button.



The types and functions of the buttons are indicated below.

Type	Meaning
[Fax]	Registers the destination as a fax destination.
[To]	Registers the destination as an e-mail destination.
[Cc]	Registers the destination as a Cc e-mail destination. The original destination (To) is also notified of the Cc destinations.
[Bcc]	Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

**9** Click [Save].

- The display returns to the “Address Book” group list screen.
- Press [Back] to cancel registering the group information and return to the “Address Book” group list screen.

## ■ Changing a Group

**1** Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

**2** Click [User Information], and then [Address Book].

The “Address Book” list screen is displayed.

**3** Click [Group].

ABC	DEF	GHI	JKL	MNO	PQRS	TUV	WXYZ	Others	All	Group
<input type="checkbox"/>	Number	Name			Company					Fax Number
<input type="checkbox"/>	0001	mai								001-17-1234-5678

**4** Click the number or name of the group to change.

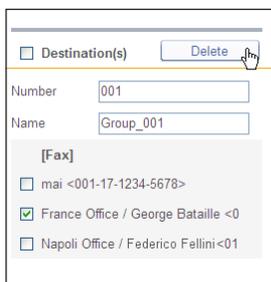
ABC	DEF	GHI	JKL	MNO	PQRS
<input type="checkbox"/>	Number	Name			
<input type="checkbox"/>	001	Group_001			
<input type="checkbox"/>	002	Group_002			

**5** To delete a destination, select the checkbox for the destination to delete in the group edit area on the right side of the screen.

Destination(s)		Delete
Number	<input type="text" value="001"/>	
Name	<input type="text" value="Group_001"/>	
<b>[Fax]</b>		
<input type="checkbox"/>	mai <001-17-1234-5678>	
<input checked="" type="checkbox"/>	France Office / George Bataille <0	
<input type="checkbox"/>	Napoli Office / Federico Fellini <01	

- To select all the displayed destinations, select the top checkbox.
- Click the same checkbox to deselect the item.

- 6** Click [Delete], and then [OK].  
The selected destinations are deleted.



- 7** To add a destination, select the destination to add in the address book list on the left, and click a transmission destination registration button.  
For details, refer to step 7 of “[Registering a New Group](#)”. (See page 3-33.)

- 8** Click [Save].
- The group is changed, and the display returns to the “Address Book” group list screen.
  - Press [Back] to cancel changing the group information and return to the “Address Book” group list screen.

## ■ Copying an Existing Group to Register a New Group (Duplicate)

You can copy group information that is already registered to register a new group.

### Note

You cannot copy multiple groups at the same time.

- 1** Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2** Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.
- 3** Click [Group].

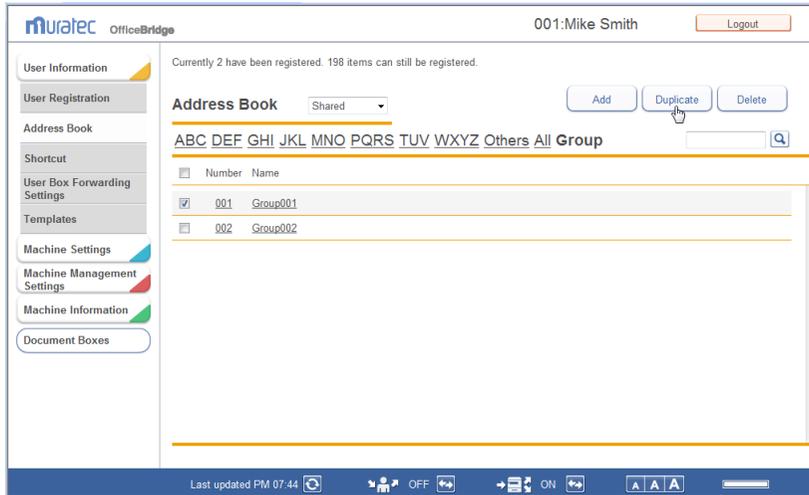
ABC	DEF	GHI	JKL	MNO	PQRS	TUV	WXYZ	Others	All	Group
<input type="checkbox"/>	Number	Name		Company		Fax Number				
<input type="checkbox"/>	0004	Mary Smith		ABC Co., Ltd.		022-037-6597				

4 Select the checkbox of the group information you want to copy.

ABC DEF GHI JKL MNO PQRS		
<input type="checkbox"/>	Number	Name
<input checked="" type="checkbox"/>	001	Group_001
<input type="checkbox"/>	002	Group_002

5 Click [Duplicate].

The “Edit Address Book Group” screen is displayed with the copied settings entered for the group information.



6 Change the settings to those for the new group to register.

7 Click [Save].

- The display returns to the “Address Book” group list screen.
- Press [Back] to cancel registering the group information and return to the “Address Book” group list screen.

## ■ Deleting a Group

You can delete unnecessary group information from the “Address Book” group list screen. You can select multiple groups to delete.

### Note

An error will occur if any of the following functions is set for the destination information you set to delete. An error also occurs if the destination information is being used for a job being transmitted or a job scheduled to be transmitted.

- Auto distribution
- Archive settings
- My Jobs
- Favorite address

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.

- 2 Click [User Information], and then [Address Book].  
The “Address Book” list screen is displayed.

- 3 Click [Group].  
The “Address Book” group list screen is displayed.

ABC	DEF	GHI	JKL	MNO	PQRS	TUV	WXYZ	Others	All	Group
<input type="checkbox"/>	Number	Name		Company						Fax Number
<input type="checkbox"/>	0001	mai								001-17-1234-5678

- 4 Select the checkbox of the groups you want to delete.

ABC	DEF	GHI	JKL	MN
<input type="checkbox"/>	Number	Name		
<input checked="" type="checkbox"/>	001	Group_001		
<input type="checkbox"/>	002	Group_002		

- To select all the displayed group information, select the top checkbox.
- Click the same checkbox to deselect the item.

- 5 Click [Delete].  
The message “Is it OK to delete a selected destination?” is displayed.

- 6 Click [OK].  
The selected group information is deleted.

# Registering Shortcuts

You can use OfficeBridge to register the destination folders and FTP servers specified when using the Scan to Folder function and Scan to FTP function of the machine in advance. The shortcuts registered here can be recalled when operating the machine.

## Setting Folder Shortcuts

---

### ■ Registering a New Folder Shortcut

You can register a new folder shortcut.

#### Note

- Up to 300 folder shortcuts can be registered.
- Folder shortcuts can also be registered from the control panel. For details, refer to Chapter 7, “Registering Destinations” in the Scanner and Fax Guide.

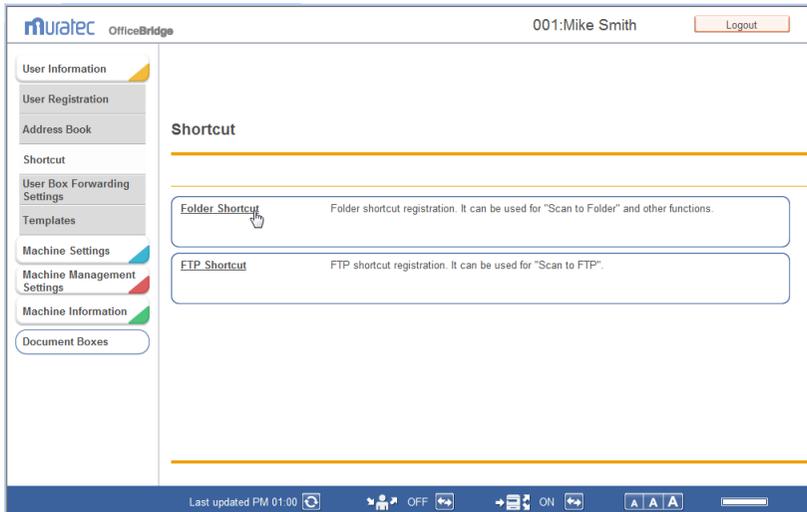
#### 1 Log in to OfficeBridge as a user. (See page 2-2.)

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

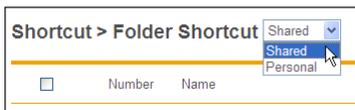
#### 2 Click [User Information], and then [Shortcut].



### 3 Click “Folder Shortcut”.

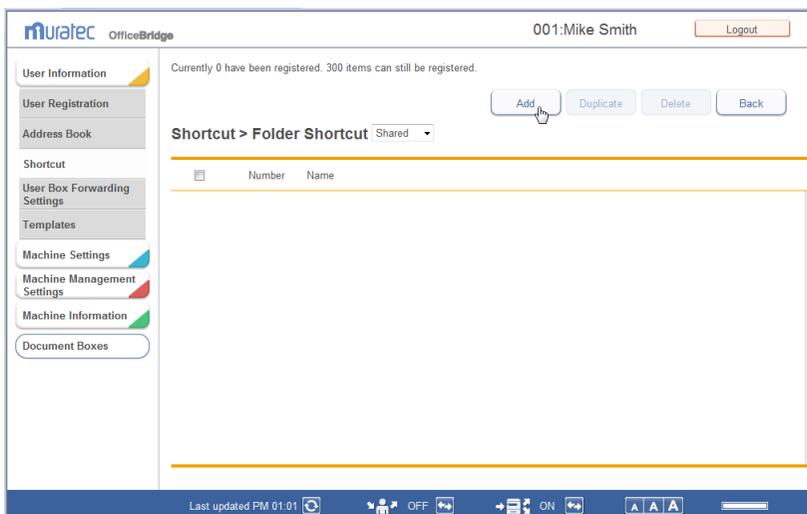


### 4 Select the type of shortcut (personal or shared) to register from the pull-down menu.



If you performed a guest login or administrator login, only “shared” shortcuts can be registered.

### 5 Click [Add].



## 6 Set the detailed information.

You can register the following items.

Setting	Description	Settings
Shortcut Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 300
Shortcut Name	Enter the shortcut name.	24 characters
Folder Path	Enter the path including the folder to be registered. Enter the path name in the “\\(workgroup computer name)/(folder name)” format. You can also browse for the folder path to enter. (See page 3-41.)	128 characters (The following characters cannot be used: !:*?"<> )
User Name	Enter the user name requested when logging in.	64 characters
Password	Set the password requested when logging in.	28 characters
Auto Login	Set whether to automatically perform a network login to the specified folder. If you set “ON”, the login screen is displayed when you use the folder shortcut from the control panel of the machine.	<u>ON</u> OFF

## 7 Click [Save].

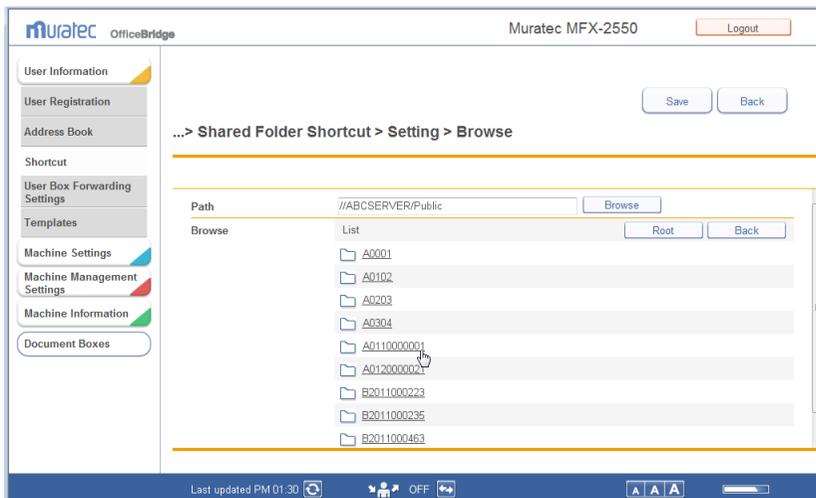
- The display returns to the “Folder Shortcut” settings list screen.
- Press [Back] to cancel registering the folder shortcut settings and return to the “Folder Shortcut” settings list screen.

### Note

Underlined values are the default settings specified at the time of shipment.

## ■ Browsing for a Folder Path to Enter

- 1 Click [Browse] in “Folder Path”.
  - A list of the network environment you are connected to is displayed.
  - If you enter the computer name in the folder path in advance, you can display a list of the shared folders in that computer.
- 2 Click a displayed computer name or folder name, and select the folder to register in the folder shortcut.



- Click [Back] to return to the previous folder level.
  - Click [Root] to return to the first (root) level.
- 3 Click [Save].

The folder path name is entered.

## ■ Changing Folder Shortcut Settings

You can change folder shortcut settings that have been registered.

- 1 On the “Folder Shortcut” settings list screen, click the number or name of the folder shortcut you want to change.



- 2 Change the settings of the folder shortcut.  
Refer to step 6 of “Registering a New Folder Shortcut”. (See page 3-40.)
- 3 Click [Save].
  - The settings are changed, and the display returns to the “Folder Shortcut” settings list screen.
  - Press [Back] to cancel changing the folder shortcut settings and return to the “Folder Shortcut” settings list screen.

## ■ Copying an Existing Folder Shortcut to Create a New Folder Shortcut

You can copy a folder shortcut that is already registered to register a new folder shortcut.

- 1 On the “Folder Shortcut” settings list screen, select the checkbox of the folder shortcut to copy.



- 2 Click [Duplicate].  
The “Setting” screen is displayed with the copied settings entered for the detailed information.
- 3 Change the settings to those for the new folder shortcut to register.  
Refer to step 6 of “Registering a New Folder Shortcut”. (See page 3-40.)
- 4 Click [Save].
  - The display returns to the “Folder Shortcut” settings list screen.
  - Press [Back] to cancel registering the folder shortcut settings and return to the “Folder Shortcut” settings list screen.

## ■ Deleting a Folder Shortcut

You can delete unnecessary folder shortcuts from the list.

- 1 On the “Folder Shortcut” settings list screen, select the checkbox of the folder shortcut to delete.



- 2 Click [Delete].  
The message “Is it OK to delete the selected item(s)?” is displayed.
- 3 Click [OK].  
The selected folder shortcuts are deleted.

### Note

A folder shortcut cannot be deleted when it is being used for another function.

# Setting FTP Shortcuts

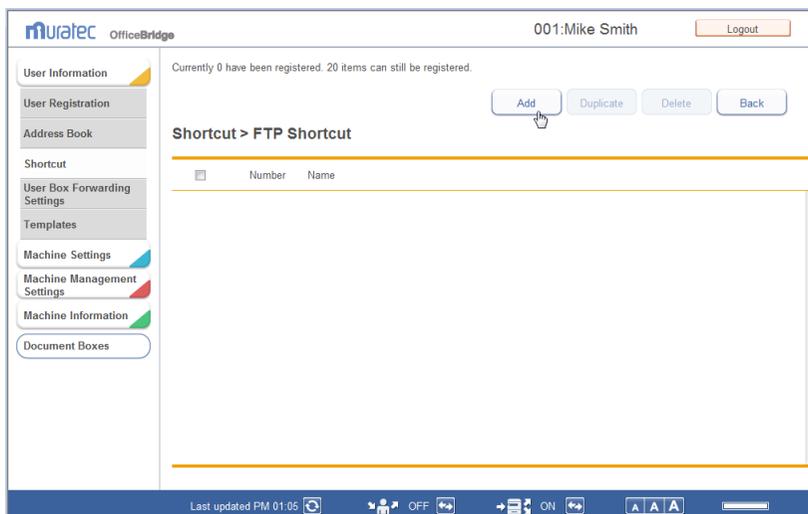
## ■ Registering a New FTP Shortcut

You can register a new FTP shortcut.

### Note

- Up to 20 FTP shortcuts can be registered.
- FTP shortcuts can also be registered from the control panel of the machine. For details, refer to Chapter 7, “Registering Destinations” in the Scanner and Fax Guide.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Shortcut].
- 3 Click “FTP Shortcut”.
- 4 Click [Add].



## 5 Set the detailed information.

You can register the following items.

Setting	Description	Settings
Shortcut Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 20
Shortcut Name	Enter the shortcut name.	24 characters
Host Name	Enter the address of the FTP server to create the shortcut for. Enter an IP address or domain name. This item is required.	128 characters
Folder Path	Enter the path including the folder to be registered. Enter it in the “/(folder name)” format. You can also browse the folder path to enter. (See page 3-46.)	126 characters
User Name	Enter the user name requested when logging in.	64 characters
Anonymous	If you select this, the user name anonymous is entered automatically. If you deselect this, “User Name” is cleared.	–
Password	Set the password requested when logging in.	28 characters
PASV Mode	Select whether to connect with the PASV mode. Select “ON” to connect with the PASV mode, or “OFF” to not.	ON OFF
Port Number	Enter the port number of the FTP server.	5 digits: <u>21</u>

## 6 Click [Save].

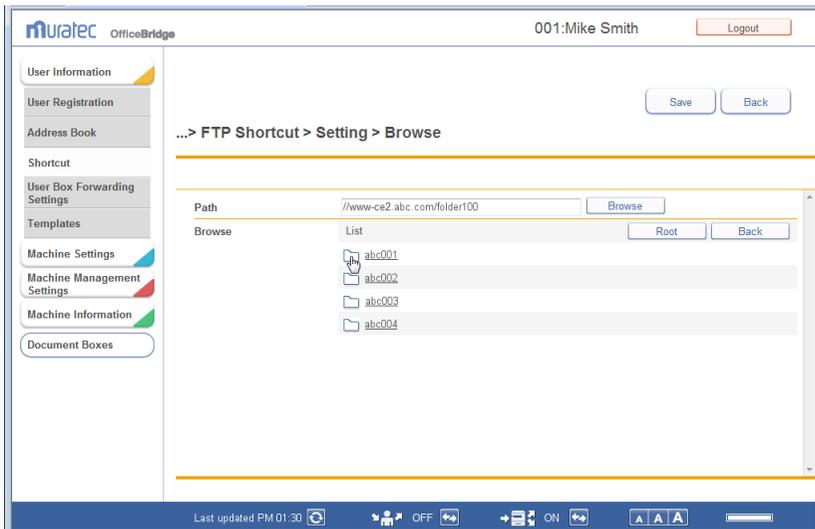
- The display returns to the “FTP Shortcut” settings list screen.
- Press [Back] to cancel registering the FTP shortcut settings and return to the “FTP Shortcut” settings list screen.

### Note

Underlined values are the default settings specified at the time of shipment.

## ■ Browsing for a Folder Path to Enter

- 1 Enter the host name in the “Host Name” field.
- 2 Click [Browse] in “Folder Path”.  
The folder of the FTP server is displayed.
- 3 Select the folder to register in the folder shortcut.



- Click [Back] to return to the previous folder level.
- Click [Root] to return to the first (root) level.

- 4 Click [Save].  
The folder path name is entered.

## ■ Changing FTP Shortcut Settings

You can change FTP shortcut settings that have been registered.

- 1 On the “FTP Shortcut” settings list screen, click the number or name of the FTP shortcut you want to change.

Shortcut > FTP Shortcut		
<input type="checkbox"/>	Number	Name
<input type="checkbox"/>	01	FTP01
<input type="checkbox"/>	02	FTP02

- 2 Change the FTP shortcut settings.  
Refer to step 5 of “[Registering a New FTP Shortcut](#)”. (See page 3-45.)

### 3 Click [Save].

- The settings are changed, and the display returns to the “FTP Shortcut” settings list screen.
- Press [Back] to cancel changing the FTP shortcut settings and return to the “FTP Shortcut” settings list screen.

## ■ Copying an Existing FTP Shortcut to Create a New FTP Shortcut

You can copy a FTP shortcut that is already registered to register a new FTP shortcut.

### 1 On the “FTP Shortcut” settings list screen, select the checkbox of the FTP shortcut to copy.

Shortcut > FTP Shortcut		
<input type="checkbox"/>	Number	Name
<input checked="" type="checkbox"/>	01	FTP01
<input type="checkbox"/>	02	FTP02

### 2 Click [Duplicate].

The “Setting” screen is displayed with the copied settings entered for the detailed information.

### 3 Change the settings to those for the new FTP shortcut to register.

Refer to step 5 of “Registering a New FTP Shortcut”. (See page 3-45.)

### 4 Click [Save].

- The display returns to the “FTP Shortcut” settings list screen.
- Press [Back] to cancel registering the FTP shortcut settings and return to the “FTP Shortcut” settings list screen.

## ■ Deleting an FTP Shortcut

You can delete unnecessary FTP shortcuts from the list.

### 1 On the “FTP Shortcut” settings list screen, select the checkbox of the FTP shortcut to delete.

Shortcut > FTP Shortcut		
<input type="checkbox"/>	Number	Name
<input type="checkbox"/>	01	FTP01
<input checked="" type="checkbox"/>	02	FTP02

### 2 Click [Delete].

The message “Is it OK to delete the selected item (s) ?” is displayed.

**3** Click [OK].

The selected FTP shortcuts are deleted.

# Setting Templates

OfficeBridge enables you to register templates to assist users when they enter information.

You can register three kinds of templates: document names, document categories, and e-mail templates.

## Setting Document Names

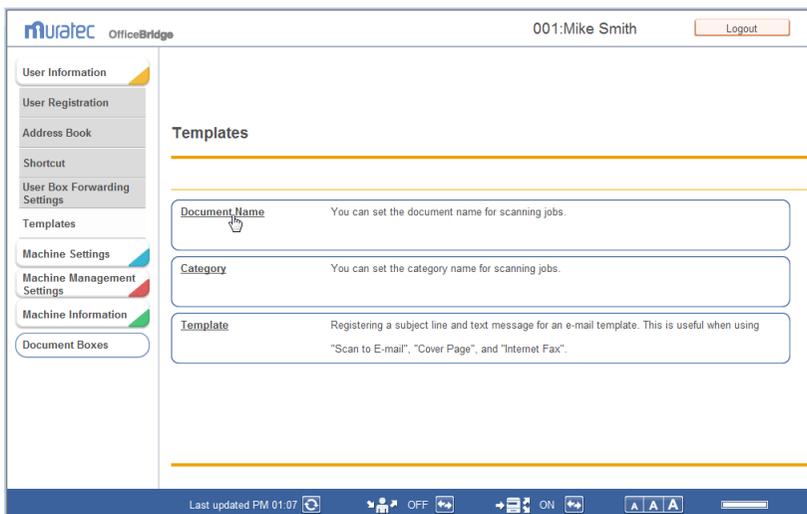
When adding a file name to save a scanned image, you can use file names (document names) registered in advance. Up to 20 file names can be registered.

### Note

Document names can also be set from the control panel of the machine. For details, refer to Chapter 7, “Registering Other Settings” in the Scanner and Fax Guide.

### ■ Registering a New Document Name

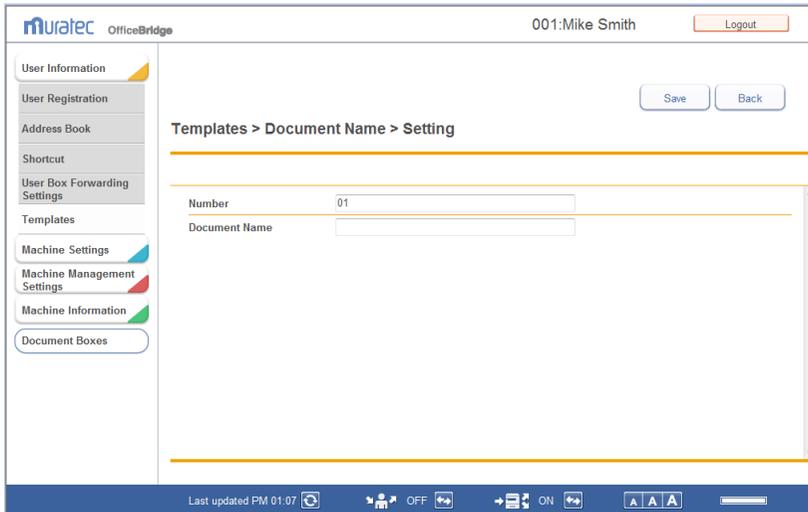
- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Templates].  
The “Templates” screen is displayed.
- 3 Click “Document Name”.



**4** Click [Add].

The “Document Name” settings screen is displayed.

**5** Set the detailed information.



You can register the following items.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 20
Document Name	Enter the document name for the template.	80 characters (\, /, ;, *, ?, ", [, <, >,  , ] cannot be used.)

**6** Click [Save].

- The display returns to the “Document Name” settings list screen.
- Press [Back] to cancel registering the document name settings and return to the “Document Name” settings list screen.

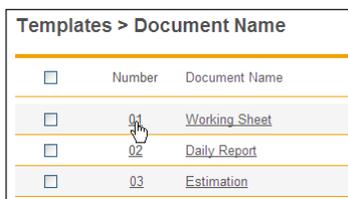
**Note**

When the number already exists, a message is displayed with three unused numbers.

## ■ Changing a Document Name

You can change a document name that has been registered.

- 1 On the “Document Name” settings list screen, click the number or name of the document name you want to change.



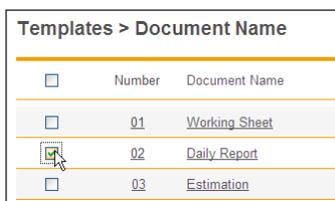
<input type="checkbox"/>	Number	Document Name
<input type="checkbox"/>	01	Working Sheet
<input type="checkbox"/>	02	Daily Report
<input type="checkbox"/>	03	Estimation

- 2 Change the number or name of the document.
- 3 Click [Save].
  - The settings are changed, and the display returns to the “Document Name” list screen.
  - Press [Back] to cancel changing the document name settings and return to the “Document Name” settings list screen.

## ■ Copying an Existing Document Name to Register a New Document Name

You can copy a document name that is already registered to register a new document name.

- 1 Display the “Document Name” settings list screen.
- 2 Select the checkbox of the document name you want to copy.



<input type="checkbox"/>	Number	Document Name
<input type="checkbox"/>	01	Working Sheet
<input checked="" type="checkbox"/>	02	Daily Report
<input type="checkbox"/>	03	Estimation

**3** Click [Duplicate].

The “Document Name” settings screen is displayed.

**4** Change the settings to those for the new document name to register.

**5** Click [Save].

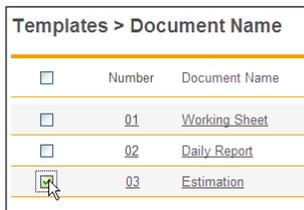
- The display returns to the “Document Name” settings list screen.
- Press [Back] to cancel registering the document name settings and return to the “Document Name” settings list screen.

## ■ Deleting a Document Name

You can delete unnecessary document names.

**1** Display the “Document Name” settings list screen.

**2** Select the checkbox of the document name you want to delete.



Templates > Document Name		
<input type="checkbox"/>	Number	Document Name
<input type="checkbox"/>	01	<a href="#">Working Sheet</a>
<input type="checkbox"/>	02	<a href="#">Daily Report</a>
<input checked="" type="checkbox"/>	03	<a href="#">Estimation</a>

- To select all the displayed document names, select the top checkbox.
- Click the same checkbox to deselect the item.

**3** Click [Delete].

The message “Is it OK to delete the selected item(s)?” is displayed.

**4** Click [OK].

The document name is deleted.

# Setting Document Categories

When setting document categories to a scanned image, you can use document categories registered in advance. You can register up to 20 document categories.

## ■ Registering a New Document Category

### Note

Document category can also be set from the control panel of the machine. For details, refer to Chapter 7, “Registering Other Settings” in the Scanner and Fax Guide.

- 1 Log in to OfficeBridge as a user. (See page 2-2.)
  - This function is also available on Administrator screen.
  - This function may also be available on Guest login screen, depending on user policy settings.
- 2 Click [User Information], and then [Templates].  
The “Templates” screen is displayed.
- 3 Click “Category”.  
The “Category” settings list screen is displayed.
- 4 Click [Add].  
The “Category” settings screen is displayed.
- 5 Set the detailed information.

The screenshot displays the OfficeBridge web interface. The top navigation bar includes the Mura-tec logo, the text 'OfficeBridge', the user identifier '001:Mike Smith', and a 'Logout' button. A left sidebar contains a menu with items: 'User Information', 'User Registration', 'Address Book', 'Shortcut', 'User Box Forwarding Settings', 'Templates', 'Machine Settings', 'Machine Management Settings', 'Machine Information', and 'Document Boxes'. The main content area is titled 'Templates > Category > Setting' and contains a form with two input fields: 'Number' (containing '01') and 'Category Name' (empty). 'Save' and 'Back' buttons are located above the form. The bottom of the page features a status bar with 'Last updated PM 01:08', 'OFF' and 'ON' indicators, and accessibility icons.

You can register the following items.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice. This item is required.	1 - 20
Category Name	Enter the document category name for the template.	20 characters

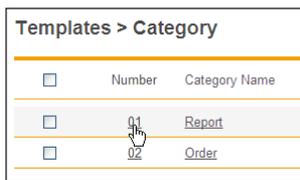
**6** Click [Save].

- The display returns to the “Category” settings list screen.
- Press [Back] to cancel registering the document category settings and return to the “Category” settings list screen.

## ■ Changing a Document Category

You can change a document category that has been registered.

**1** On the “Category” settings list screen, click the number or category name you want to change.



**2** Change the number or category name.

**3** Click [Save].

- The settings are changed, and the display returns to the “Category” settings list screen.
- Press [Back] to cancel changing the category settings and return to the “Category” settings list screen.

## ■ Copying an Existing Category to Register a New Category

You can copy a category that is already registered to register a new one.

- 1 Display the “Category” settings list screen.
- 2 Select the checkbox of the category name you want to copy.

Templates > Category		
<input type="checkbox"/>	Number	Category Name
<input type="checkbox"/>	01	Report
<input checked="" type="checkbox"/>	02	Order

- 3 Click [Duplicate].  
The “Category” settings screen is displayed.
- 4 Change the settings to those for the new category to register.
- 5 Click [Save].
  - The display returns to the “Category” settings list screen.
  - Press [Back] to cancel specifying the category settings and return to the “Category” settings list screen.

## ■ Deleting a Category

You can delete unnecessary categories.

- 1 Display the “Category” settings list screen.
- 2 Select the checkbox of the category name you want to delete.

Templates > Category		
<input type="checkbox"/>	Number	Category Name
<input type="checkbox"/>	01	Report
<input type="checkbox"/>	02	Order
<input checked="" type="checkbox"/>	03	Order Sheet

- To select all the category names, select the top checkbox.
- Click the same checkbox to deselect the item.

**3** Click [Delete].

The message “Is it OK to delete the selected item(s)?” is displayed.

**4** Click [OK].

The category is deleted.

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## Setting E-mail Templates

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When transmitting e-mail, you can use a document registered in advance as the subject and text of the e-mail. Up to 10 e-mail templates can be registered.

### ■ Registering a New E-mail Template

 **Note**

Document names can also be set from the control panel of the machine. For details, refer to Chapter 7, “Registering Other Settings” in the Scanner and Fax Guide.

**1** Log in to OfficeBridge as a user. ([See page 2-2.](#))

- This function is also available on Administrator screen.
- This function may also be available on Guest login screen, depending on user policy settings.

**2** Click [User Information], and then [Templates].

The “Templates” screen is displayed.

**3** Click “Template”.

The “Template” settings list screen is displayed.

**4** Click [Add].

The “Registration” screen is displayed.

## 5 Set the detailed information.

You can register the following items.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice.	1 - 10
Template Name	Enter the name of the e-mail template.	40 characters
Subject	Enter the subject of the e-mail template.	80 characters
Text	Enter the text of the e-mail template.	1024 characters

## 6 Click [Save].

- The display returns to the “Template” settings list screen.
- Press [Back] to cancel specifying the e-mail template settings and return to the “Template” settings list screen.

## ■ Changing an E-mail Template

You can change an e-mail template that has been registered.

- 1 On the “Template” settings list screen, click the number or template name you want to change.

	Number	Template Name
<input type="checkbox"/>	01	Template 01
<input type="checkbox"/>	02	Template 02

- 2 Change the number, name, or text of the e-mail template.

**3** Click [Save].

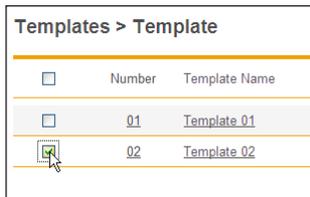
- The settings are changed, and the display returns to the “Template” settings list screen.
- Press [Back] to cancel changing the e-mail template settings and return to the “Template” settings list screen.

## ■ Copying an Existing E-mail Template to Register a New E-mail Template

You can copy an e-mail template that is already registered to register a new e-mail template.

**1** Display the “Template” settings list screen.

**2** Select the checkbox of the e-mail template you want to copy.



Templates > Template		
<input type="checkbox"/>	Number	Template Name
<input type="checkbox"/>	01	Template_01
<input checked="" type="checkbox"/>	02	Template_02

**3** Click [Duplicate].

The “Setting” screen is displayed.

**4** Change the settings to those for the new e-mail template name to register.

Refer to step 5 of “[Registering a New E-mail Template](#)”. (See page 3-57.)

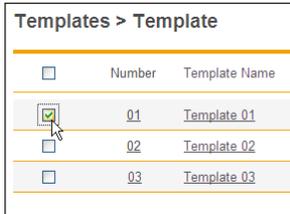
**5** Click [Save].

- The display returns to the “Template” settings list screen.
- Press [Back] to cancel specifying the e-mail template settings and return to the “Template” settings list screen.

## ■ Deleting an E-mail Template

You can delete unnecessary e-mail templates.

- 1 Display the “Template” settings list screen.
- 2 Select the checkbox of the e-mail template you want to delete.



<input type="checkbox"/>	Number	Template Name
<input checked="" type="checkbox"/>	01	Template 01
<input type="checkbox"/>	02	Template 02
<input type="checkbox"/>	03	Template 03

- To select all the displayed e-mail templates, select the top checkbox.
- Click the same checkbox to deselect the item.

- 3 Click [Delete].

The message “Is it OK to delete the selected item(s)?” is displayed.

- 4 Click [OK].

The e-mail template is deleted.

# Setting the Connection Environment

You can set the network environment required for OfficeBridge to operate correctly and the e-mail transmission/reception environment, etc.

## Setting the Network Environment

Set the network environment for connecting computers to OfficeBridge. The settings are divided into four groups: common settings, IPv4 settings, IPv6 settings, and port number settings.

### Note

The network environment can also be set from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator's Guide.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings].  
The “TCP/IP Settings” screen is displayed.
- 3 Set the detailed information.

The screenshot displays the 'TCP/IP Settings' configuration page in the OfficeBridge interface. The page is titled 'Muratec MFX-2550' and includes a 'Logout' button in the top right corner. On the left side, there is a sidebar with navigation options: User Information, Machine Settings (selected), TCP/IP Settings, E-mail Settings, LDAP Server Settings, SNMP Setting, Internet Time Setting, Machine Setup, Machine Default Settings, Machine Management Settings, and Machine Information. The main content area is titled 'TCP/IP Settings' and contains several sections of configuration fields:

- Host Name**: A text input field.
- Workgroup**: A text input field.
- DNS Server Addresses**: Fields for Preferred DNS server and Alternate DNS server.
- DNS Suffix**: A text input field.
- Obtain an IP address**: Radio buttons for ON and OFF (selected).
- IP Address**: A text input field.
- Subnet Mask**: A text input field.
- Default Gateway**: A text input field.
- WINS Server Address**: A text input field.
- IPv6 Setting**: Radio buttons for Obtain an IPv6 address (ON and OFF, with OFF selected).
- Link Local Address**: A text input field.
- Global IP Address**: A text input field.
- Subnet Prefix Length**: A text input field with the value '0'.
- Default Gateway**: A text input field.
- Port Number Setting**: Fields for HTTP Port Number (80), HTTPS Port Number (443), OfficeBridge Port (61000), and Number for searching.

At the bottom of the page, there is a status bar showing 'Last updated PM 01:10' and system icons for network, power, and volume.

You can register the following items.

#### Common Settings

Setting	Description	Settings
Host Name	Enter the host name of the machine. The default setting is the MAC address. If multiple machines are connected to the same network, make sure to set a different host name for each machine.	15 characters (The following characters cannot be used: !@#\$\$%^&()-_'}~\*+= :;'"?<>,)
Workgroup	Enter the workgroup name of the network the machine is connected to.	15 characters (The following characters cannot be used: !@# \$% ^&()-_'}~ ¥ * +=  :;'"?<>,) <u>WORKGROUP</u>
DNS Server Addresses	When using a DNS server, enter the primary DNS server address and the secondary DNS server address.	XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered.
DNS Suffix	To perform name resolution using only a host name, register the DNS suffix.	50 characters

#### IPv4 Setting

Setting	Description	Settings
Obtain an IP address automatically	Set whether to enable or disable the DHCP setting. Set "ON" to enable the DHCP setting, or "OFF" to disable it.	<u>ON</u> OFF
IP Address	Enter the IP address. If DHCP is enabled, the retrieved IP address is displayed, and you cannot edit it.	XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered.
Subnet Mask	Enter the subnet mask. If DHCP is enabled, the retrieved subnet mask is displayed, and you cannot edit it.	
Default Gateway	If you are using a gateway, enter the gateway address.	
WINS Server Address	If you are using a WINS server, enter the WINS server address.	

#### IPv6 Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Obtain an IPv6 address automatically	Set whether to enable or disable the DHCP setting. Set "ON" to enable the DHCP setting, or "OFF" to disable it.	<u>ON</u> OFF
Link Local Address	Displays the link local IP address. This address cannot be edited.	-

Setting	Description	Settings
Global IP Address	Enter the global IP address. If DHCP is enabled, the retrieved global IP address is displayed, and you cannot edit it.	XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX format (Where XXXX is a hexadecimal number.) 0:0:0:0:0:0:0:0, ::, 0:0:0:0:0:0:1, and 0::1 cannot be entered.
Subnet Prefix Length	Enter the subnet prefix length. If a global IP address is entered, you cannot enter 0 here.	0 - 128: <u>0</u>
Default Gateway	If you are using a gateway, enter the gateway address.	XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX format (Where XXXX is a hexadecimal number.) 0:0:0:0:0:0:0:0, ::, 0:0:0:0:0:0:1, and 0::1 cannot be entered.

#### Port Number Setting

These settings are displayed when you click [+].

Setting	Description	Settings
HTTP Port Number	Enter the port number of the HTTP server.	0 - 65535: <u>80</u>
HTTPS Port Number	Enter the port number of the HTTPS server.	0 - 65535: <u>443</u>
OfficeBridge Port Number for searching	Specify the UDP port number used for automatically searching OfficeBridge when installing a printer.	0 - 65535: <u>61000</u>
RAW port (Port 9100) Number	Specify the port number to use for the RAW port.	0 - 65535: <u>9100</u>

#### 4 Click [Save].

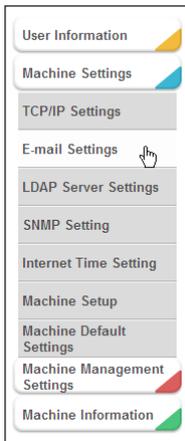
##### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.
- If you disable the DHCP setting, the IP address set when the DHCP setting was enabled becomes a static IP address. However, if the power is left OFF for an extended period, the setting may change. In this case, contact your administrator to set the static address.

# Setting the E-mail Transmission / Reception Environment

Set the environment for transmitting and receiving e-mail with OfficeBridge. The settings are divided into four groups: machine information, SMTP server settings, POP server settings, and SMTP reception settings.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [E-mail Settings].



- 3 Click “SMTP/POP Settings”.  
The “SMTP/POP Settings” screen is displayed.

## 4 Set the detailed information.

The screenshot shows the Muratec OfficeBridge web interface for a Muratec MFX-2550 device. The left sidebar contains navigation links: User Information, Machine Settings, TCP/IP Settings, E-mail Settings, LDAP Server Settings, SNMP Setting, Internet Time Setting, Machine Setup, Machine Default Settings, Machine Management Settings, and Machine Information. The main content area is titled 'E-mail Settings > SMTP/POP Settings' and includes buttons for 'Save', 'Initialize', and 'Back'. The settings are organized into three sections: Machine Information (Name, E-mail Address, Reply-To e-mail address), SMTP Server Setting (SMTP Server Address, SMTP Port Number, SSL, SMTPS Port Number, SMTP Send, Authentication, SMTP Authentication, User Name, SMTP Authentication, Password, POP before SMTP), and POP Server Setting (POP3 Server Address, POP3 Port Number, SSL, POP3S Port Number, POP Receive).

You can register the following items.

### Machine Information

Setting	Description	Settings
Name	Enter the name to display in the sender field (From) when transmitting e-mail. If e-mail is transmitted after performing a user log, the e-mail address registered in the user information is displayed.	40 characters
E-mail Address	Enter the e-mail address assigned to the machine.	50 characters (0 - 9, A - z, @, ., -, _)
“Reply-To” e-mail address	Enter the e-mail address used for the destination to reply to.	50 characters (0 - 9, A - z, @, ., -, _)

### SMTP Server Setting

Setting	Description	Settings
SMTP Server Address	Enter the IP address or domain name for the SMTP server to use when transmitting e-mail.	Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered. For a domain name, you can enter 50 characters (0 - 9, a - z, A - Z, -, ., _).
SMTP Port Number	Enter the SMTP port number.	0 - 65535:25

Setting	Description	Settings
SSL	Set "ON" to use SSL communication, or "OFF" to not use it.	ON <u>OFF</u>
SMTPS Port Number	Enter the SMTPS port number.	0 - 65535: <u>465</u>
SMTP Send Authentication	Set the SMTP authentication method when the SMTP server you are using requires authentication.	<u>Not used.</u> LOGIN PLAIN CRAM-MD5
SMTP Authentication User Name	Set the account to use when logging on to the SMTP server.	50 characters
SMTP Authentication Password	Set the password to use when logging on to the SMTP server.	50 characters
POP before SMTP	Set this to "ON" to receive e-mail before sending. For some providers, POP authentication is required before you send e-mail (before a send request to the SMTP server). In such a case, set this item.	ON <u>OFF</u>

## POP Server Setting

Setting	Description	Settings
POP3 Server Address	Enter the IP address or domain name for the POP server to use when transmitting e-mail.	Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered. For a domain name, you can enter 50 characters (0 - 9, a - z, A - Z, -, ,).
POP3 Port Number	Enter the POP port number	0 - 65535: <u>110</u>
SSL	Set "ON" to use SSL communication, or "OFF" to not use it.	ON <u>OFF</u>
POP3S Port Number	Enter the POP3S port number	0 - 65535: <u>995</u>
POP Receive Authentication	Set the POP authentication method when the POP server you are using requires authentication.	<u>Normal</u> APOP
POP3 User Name	Enter the account to use when logging on to the POP3 server.	50 characters
POP3 User Password	Enter the password to use when logging on to the POP3 server.	50 characters
Check for new mail	Set whether to check the server for new mail. To check for new mail, select the periodic interval to check for mail. You can specify the time interval between 0 (hours) 0 (minutes) 5 (seconds) and 99 (hours) 59 (minutes) 59 (seconds). <sup>*1</sup>	ON <u>OFF</u> Interval hr: 0 - 99 min: 0 - 59 sec: 0 - 59

\*1 If you set Check for new mail to "ON", you cannot set "0" for all the values.

## SMTP Reception

These settings are displayed when you click [+].

These settings are for the reception side for direct SMTP.

Setting	Description	Settings
Confirm that the following domain is identical to the receiving domain.	Set "ON" to check whether the transmission forwarding path is the same as your domain, or select "OFF" to not.	ON <u>OFF</u>
Domain for Receiving	Enter the domain name if you set "Confirm that the following domain is identical to the receiving domain." to "ON".	50 characters (0 to 9, A - z, @, ., -, _)
Port Number	Enter the SMTP reception port number.	0 - 65535: <u>25</u>
Allow reception from	Enter the IP address or domain name to allow reception for. Up to five can be registered.  <To add an IP address or domain name> Enter the IP address or domain name in the entry box, and click [Add]. <To delete an IP address or domain name> Select the IP address or domain name to delete in the "Approved Senders" list, then click [Delete].	Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered. For a domain name, you can enter 50 characters (0 - 9, a - z, A - Z, -, .).

### 5 Click [Save].

- The display returns to the "E-mail Settings" list screen.
- Press [Back] to cancel registering the "SMTP/POP Settings" and return to the "E-mail Settings" list screen.

#### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.
- Even if the SMTP server and the POP3 server are the same server, specify both.
- If you changed the "Port Number" in the SMTP reception settings, make sure to restart the machine.

# Setting the E-mail Operating Environment

Set the e-mail operating environment for handling e-mail with OfficeBridge.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [E-mail Settings].  
The “E-mail Settings” list screen is displayed.
- 3 Click “Optional E-mail Settings”.  
The “Optional E-mail Settings” dialog box is displayed.
- 4 Set the detailed information.

The screenshot shows the OfficeBridge web interface for configuring email settings. The page title is "E-mail Settings > Optional E-mail Settings". The left sidebar contains a navigation menu with items: User Information, Machine Settings (selected), TCP/IP Settings, E-mail Settings, LDAP Server Settings, SNMP Setting, Internet Time Setting, Machine Setup, Machine Default Settings, Machine Management Settings, and Machine Information. The main content area contains the following settings:

- Attachment File Format:  PDF,  TIFF-S (T.37 Simple Mode),  TIFF-F (Expand Mode)
- Image Encoding Method: MMR
- Insert Subject/Text/I-Fax or:  Do not insert text,  Insert text
- E-mail Language: English
- Sender's Information: Attached
- To/Cc/Bcc:  Show all recipients,  Don't show any recipients.
- When an e-mail that cannot be analyzed is received:  Return an error notice to the author,  Return it to the author,  Forward e-mail to the following e-mail address.
- Request Delivery Confirmation:
  - Delivery Status:  ON,  OFF
  - Notification (DSN):  ON,  OFF
  - Notification (MDN):  Never send a MDN,  Always send a MDN.
- Allow reply to: [Text Field] [Add] [Select All] [Delete]
- Response to Fax:  Reject the forwarding request,  Accept the forwarding request
- Forwarding Request:  Send to author,  Do not send

Buttons at the top right: Save, Initialize, Back. Bottom status bar: Last updated PM 01:16, ON, and font size controls.

You can register the following items.

Setting	Description	Settings
Attachment File Format	Set the file format for transmitted documents. When you send a document from the machine via e-mail, the document will be converted to the file format specified here.	PDF TIFF-S (T.37 Simple Mode) <sup>*1</sup> <u>TIFF-F</u> (Expand Mode)
Image Encoding Method	If you selected “TIFF-F (Expand Method)” for the file format, specify the image encoding method for documents to be sent.	MH MR <u>MMR</u> JBIG
Insert Subject/Text (I-Fax or E-mail)	Set whether to automatically insert the following subject and text when transmitting internet faxes and e-mail. If you manually set a subject and text, the subject and text you enter is inserted instead: Subject: E-mail Message Text: This is an E-mail message. Please open the attached file.  <b>Note</b> If you set a blank subject and text from the control panel of the machine, the subject and text you enter here is inserted if “Insert text” is enabled.	Do not insert text <u>Insert text</u>
Language	Set the language to use.	<u>English</u> French Spanish
Sender’s Information	Set whether to attach sender information, total page numbers and transmission date and time to the text.	<u>Attached</u> Not attached
To/Cc/Bcc <sup>*2</sup>	Specify whether to include e-mail destination information (To, Cc, Bcc) in e-mail headers.	<u>Show all recipients.</u> Don’t show any recipients.
When an e-mail that cannot be analyzed is received	In some cases, the attached file of a received e-mail message may not be correctly printed due to its file format. (For example, documents created with application software such as Microsoft Word) This sets whether to return such e-mail to the sender or to forward it to another e-mail address. To forward it to another e-mail address, select “Forward e-mail to the following e-mail address” and enter the address in the “Forward to:” field.	<u>Return an error notice to the author.</u> Return it to the author. Forward e-mail to the following e-mail address.
Request Delivery Confirmation <sup>*3</sup>	Specify whether to request delivery status notification (DSN) or message disposition notification (MDN) when sending e-mail. Select [ON] to request delivery confirmation, or [OFF] to not request it. The delivery confirmation that can be set is indicated below. • Delivery Status Notification (DSN) • Message Disposition Notification (MDN)	Delivery Status Notification (DSN) ON <u>OFF</u> Message Disposition Notification (MDN) ON <u>OFF</u>

Setting	Description	Settings
Response to MDN Request <sup>*4</sup>	Set whether to return a message disposition notification (MDN) when e-mail is received with an MDN request.	Never send a MDN. <u>Always send a MDN.</u>
Allow reply to:	If you select “Always send a MDN.”, you can specify to return an MDN only for messages received from the specified e-mail addresses or domain names. You can register up to five e-mail addresses or domain names to allow to reply to. If nothing is registered in the list, an MDN is sent for all e-mail addresses or domain names.  <To add an e-mail address or domain name> Enter the e-mail address or domain name in the entry box, and click [Add]. <To delete an IP address or domain name> Select the e-mail address or domain name to delete, then click [Delete]. To select all the registered e-mail address and domain name, click [Select All].	50 characters (0 - 9, A - z, @, ., -, _)
Response to Fax Forwarding Request <sup>*5</sup>	Specify whether or not to accept a fax forwarding request, if any, for a received e-mail message.	Reject the forwarding request. <u>Accept the forwarding request</u>
Forwarding Result:	If you select “Accept the forwarding request”, specify whether to notify the sender of the fax forwarding result.	<u>Send to author.</u> Do not send.
E-mail address or domain name that will accept forwarded transmissions	If you select “Send to author.”, you can specify to forward faxes only for forwarding requests received from the specified e-mail addresses or domain names. You can register up to five e-mail addresses or domain names to allow forwarding requests for. If nothing is registered in the list, an MDN is sent for all e-mail addresses or domain names.  <To add an e-mail address or domain name> Enter the e-mail address or domain name in the entry box, and click [Add]. <To delete an IP address or domain name> Select the e-mail address or domain name to delete, then click [Delete]. To select all the registered e-mail address and domain name, click [Select All].	50 characters (0 to 9, A - z, @, ., -, _)

\*1 Select “TIFF-S (T.37 Simple Mode)” when the document size is A4 or smaller and the resolution is 200 dpi or below. Select “TIFF-F (Expand Mode)” when the document size is larger than A4 or the resolution is above 200 dpi.

\*2 If e-mail is broadcast in large volumes to multiple addresses, some servers may not accept the e-mail transmissions. If this happens, select “Don't show any recipients.”. With this selected, the destination information is not written in the e-mail.

\*3 Depending on the mail server or the mail software on the receiving side, there may be no response to delivery confirmation or reading confirmation requests.

\*4 If you select “Always send a MDN.”, but do not add specific e-mail addresses or domains to allow the response for, an MDN is sent for all e-mail addresses.

\*5 If you select “Accept the forwarding request.”, but do not add specific e-mail addresses or domains to allow forwarding requests for, fax forwarding is performed for all e-mail addresses.

## 5 Click [Save].

- The display returns to the “E-mail Settings” list screen.
- Press [Back] to cancel specifying the optional e-mail settings and return to the “E-mail Settings” list screen.

### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.

## Setting the Directory Database Environment

Set the environment for searching an Lightweight Directory Access Protocol (LDAP) server on the machine or in OfficeBridge.

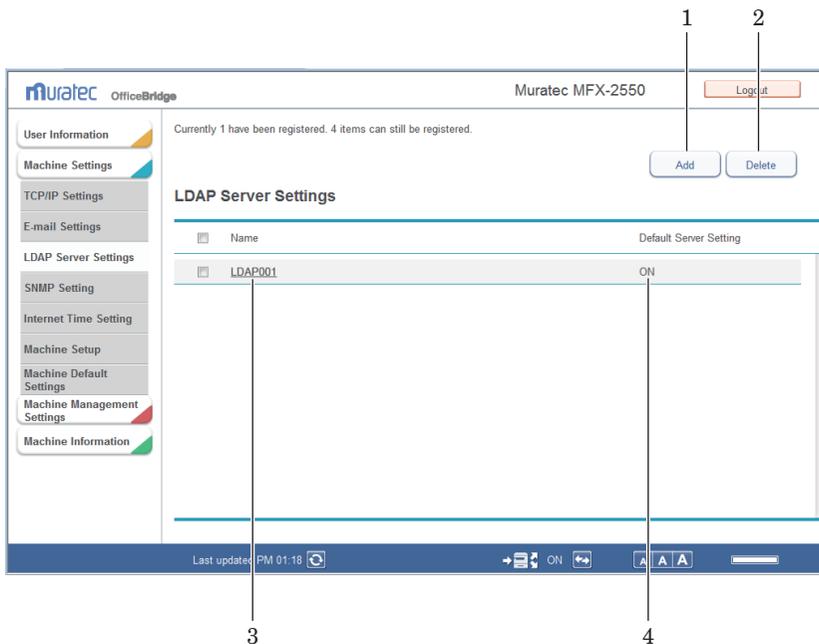
### Note

The settings of LDAP server can also be specified from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator's Guide.

### ■ “LDAP Server Settings” List Screen

The “LDAP Server Settings” list screen displays a list of the registered LDAP server settings.

On this screen you can register new LDAP server search settings and change existing settings.



### Button

Button name	Description
1 [Add]	Registers new LDAP server search settings.
2 [Delete]	Deletes LDAP server search settings.

## List Items

Item	Description
3 Name	Displays the name registered. If you do not register a name, the LDAP server address is displayed after it is registered.
4 Default Server Setting	You can change the default server used for LDAP searching. “ON” indicates that the server is enabled, and “OFF” indicates that the server is disabled. Click  to switch the default server setting. Only one server can be enabled.

## ■ Registering New LDAP Server Search Settings

You can register new LDAP server search settings in OfficeBridge.  
Register LDAP server search settings on the “LDAP Server Settings” screen.

### Note

Up to 5 server settings can be registered.

- 1** Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2** Click [Machine Settings], and then [LDAP Server Settings].  
The “LDAP Server Settings” list screen is displayed.
- 3** Click [Add].  
The “Registration” screen is displayed.

## 4 Set the detailed information.

You can register the following items.

Setting	Description	Settings
Name	Enter the name to set.	23 characters
LDAP Server Address	Enter the name or IP address (IPv4 only) of the LDAP server to set. This item is required.	For an LDAP server name, 99 characters Use the XXX.XXX.XXX.XXX format for an IP address. (Where XXX is a number between 0 and 255.)
Port Number	Enter the port number of the LDAP server to set.	0 - 65535: <u>389</u>
LDAP Server Login	Set whether a login is required to access the LDAP server. If you select "ON", set OfficeBridge User login, Account ID, and Password.	ON <u>OFF</u>
OfficeBridge User login	Set whether to log in using an account and password registered in the user information. For details, refer to "Registering Users". (See page 3-5.)	ON <u>OFF</u>
Account ID	If "LDSP Server Login" is set to "ON" and "User login" is set to "OFF", enter the account to use for logging in to the LDAP server.	49 characters
Password	If "LDSP Server Login" is set to "ON" and "User login" is set to "OFF", enter the password to use for logging in to the LDAP server.	29 characters

Setting	Description	Settings
Search Base	Enter the starting search position in the hierarchical structure of the LDAP server. Searching is performed included all sub directories under the starting search position. Click [Search Base] to search for the search base and automatically enter it in the entry box.	99 characters
Max. number of search results	Enter the maximum number of search results.	1 - 100: <u>50</u>
Time Limit	Enter the maximum time to use for the search process in seconds. Enter "0" to set no limit.	0 - 9999: <u>0</u>
Optional Setting	Specify the settings related to attributes used when searching the LDAP server.	–
Additional Attribute	Enter the attribute to add to the LDAP search.	49 characters
Additional String	Enter the attribute value to add to the LDAP search.	99 characters
Search Parameter	Set the search parameter with the attribute in "Additional String" set as the search item. The search parameters you can use are indicated below.  Any: Searches for items that include the specified string. Initial: Searches for items that start with the specified string. Final: Searches for items that end with the specified string. Equal: Searches for items that exactly match the specified string. Not used.: The string entered in the entry box is ignored.	Description
Default Server Setting	Select this to set the server as the default server to use for LDAP searches.	–

#### Attribute Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Name 1	Enter the filter for the name.	49 characters: <u>cn</u>
Name 2	Enter the filter for the name.	49 characters: <u>commonname</u>
E-mail Address 1	Enter the filter for the e-mail address.	49 characters: <u>mail</u>
E-mail Address 2	Enter the filter for the e-mail address.	49 characters
Fax Number 1	Enter the filter for the fax number.	49 characters: <u>facsimileTelephone Number</u>
Fax Number 2	Enter the filter for the fax number.	49 characters
Tel Number 1	Enter the filter for the telephone number.	49 characters: <u>telephoneNumber</u>
Tel Number 2	Enter the filter for the telephone number.	49 characters
Company Name 1	Enter the filter for the company name.	49 characters: <u>company</u>
Company Name 2	Enter the filter for the company name.	49 characters: <u>o</u>

**5** Click [Save].

- The display returns to the “LDAP Server Settings” list screen.
- Press [Back] to cancel specifying the LDAP server settings and return to the “LDAP Server Settings” list screen.

**Note**

Underlined values are the default settings specified at the time of shipment.

## ■ Changing LDAP Server Search Settings

You can change LDAP server search settings that have been registered.

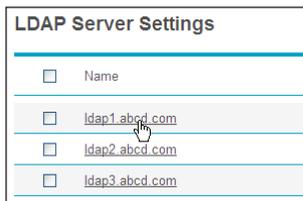
**1** Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

**2** Click [Machine Settings], and then [LDAP Server Settings].

The “LDAP Server Settings” list screen is displayed.

**3** Click the name of the settings to change.



<input type="checkbox"/>	Name
<input type="checkbox"/>	<u>ldap1.abcd.com</u>
<input type="checkbox"/>	<u>ldap2.abcd.com</u>
<input type="checkbox"/>	<u>ldap3.abcd.com</u>

**4** Change the detailed LDAP settings.

For details, refer to step 4 of “Registering New LDAP Server Search Settings”. (See page 3-72.)

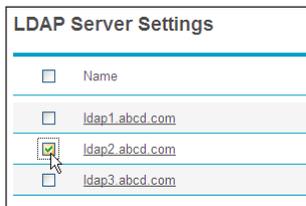
**5** Click [Save].

- The settings are changed, and the display returns to the “LDAP Server Settings” list screen.
- Press [Back] to cancel changing the LDAP server settings and return to the “LDAP Server Settings” list screen.

## ■ Deleting LDAP Server Search Settings

You can delete unnecessary LDAP server search settings from the list screen.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [LDAP Server Settings].  
The “LDAP Server Settings” list screen is displayed.
- 3 Select the checkbox of the LDAP server search settings you want to delete.



- To select all the displayed LDAP server search settings, select the item name field checkbox.
- Click the same checkbox to deselect the items.

- 4 Click [Delete].  
A message confirming that you want to delete the LDAP server search settings is displayed.
- 5 The message “Is it OK to delete the selected item(s)?” is displayed. Click [OK] to delete the settings.  
The selected LDAP server search settings are deleted.

## Setting Communication Device Monitoring / Control

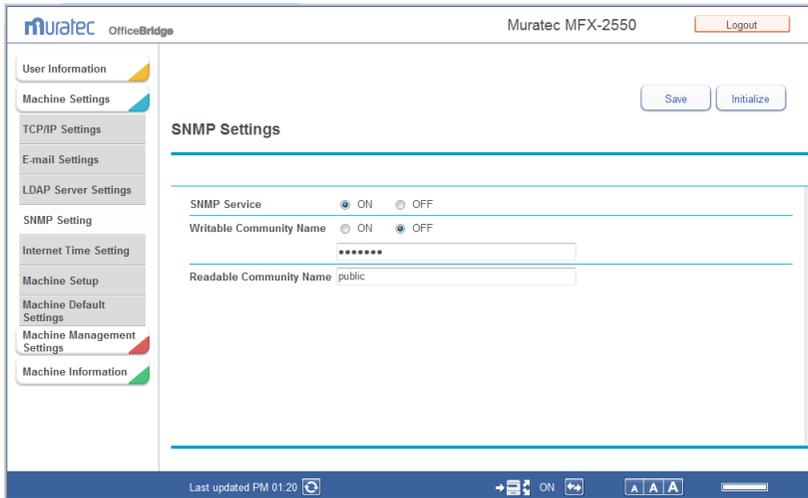
You can set the SNMP manager environment for monitoring via the network the status of devices connected to the network.

### Note

This function is not available for Windows 2000.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [SNMP Settings].  
The “SNMP Settings” screen is displayed.

### 3 Set the detailed information.



You can register the following items.

Setting	Description	Settings
SNMP Service	Set whether to enable or disable the SNMP setting. Set “ON” to enable the setting, or “OFF” to disable it.	<u>ON</u> OFF
Writable Community Name	Enter a community name that the dedicated read/write SNMP server will accept. This item is required. Set “ON” to enable the setting, or “OFF” to disable it.	ON <u>OFF</u> 20 characters: <u>private</u>
Readable Community Name	Enter a community name that the dedicated read SNMP server will accept. This item is required.	20 characters: <u>public</u>

### 4 Click [Save].

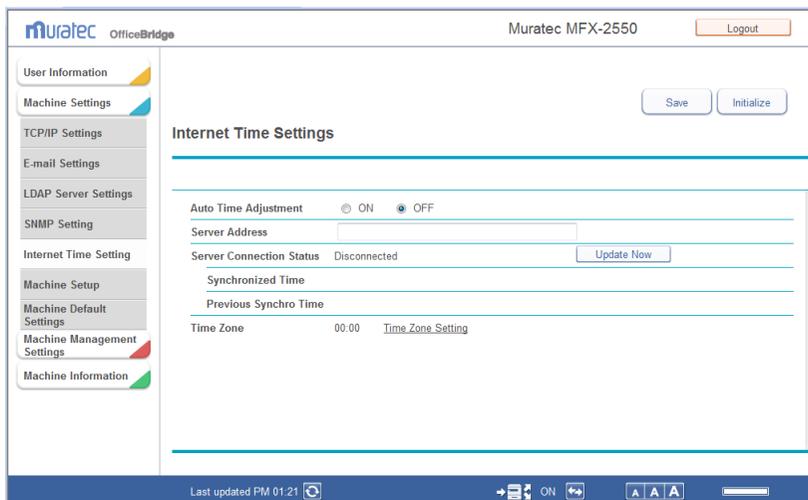
#### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.

# Setting an Internet Time

You can automatically synchronize the system clock with an internet time server.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [Internet Time Settings].  
The “Internet Time Settings” screen is displayed.
- 3 Set the detailed information.



You can register the following items.

Setting	Description	Settings
Auto Time Adjustment	Set whether to enable or disable the internet time setting. Set "ON" to enable the setting, or "OFF" to disable it.	ON <u>OFF</u>
Server Address	Enter the server name or server address of the time server.	For a server name, 40 characters. Use the XXX.XXX.XXX.XXX format for a server address. (Where XXX is a number between 0 and 255.)
Server Connection Status	Displays the current connection status of the internet time server ("Connecting", "Disconnected", "Processing", or an error). Click [Update Now] to synchronize with the time server.	-
Synchronized Time	Displays the time when the synchronization was performed.	-
Previous Synchro Time	Displays the time when the synchronization was performed last time.	-
Time Zone	Displays the time zone set in the machine. Click "Time Zone Setting" to display the setting screen.	-

#### 4 Click [Save].

##### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings..

# Specifying Device Settings

Settings required for using the machine, such as the automatic logout time and the e-mail gateway settings can be set from OfficeBridge. The same settings can be set from the control panel of the machine.

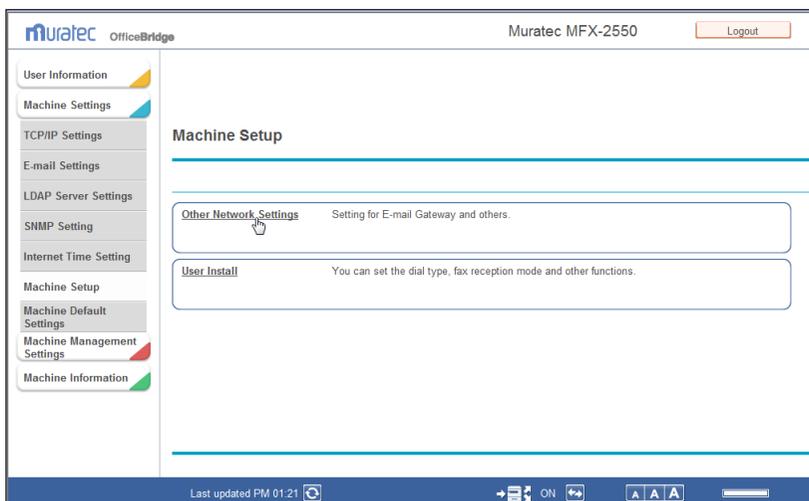
## Specifying Other Network Settings

You can set the automatic logout time on the control panel and the e-mail gateway settings, and delete the printer information for Scan to Printer.

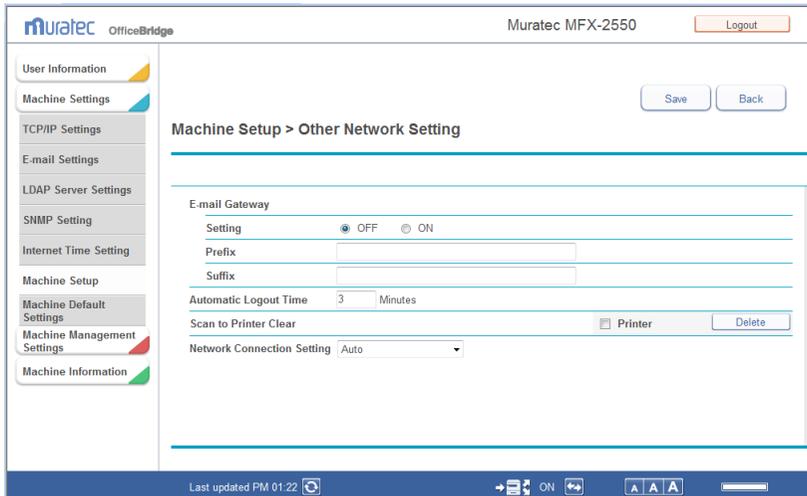
### Note

- The e-mail gateway function enables you to set a prefix and suffix in advance to reduce the operations required when transmitting faxes. When transmitting with a fax number set, the prefix and suffix are automatically merged with the number to transmit an e-mail.
- The network settings can also be specified from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator’s Guide.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [Machine Setup].  
The “Machine Setup” list screen is displayed.
- 3 Click “Other Network Settings”.  
The “Other Network Settings” screen is displayed.



## 4 Set the detailed information.



You can register the following items.

Setting	Description	Settings
E-mail Gateway <sup>*1</sup>	Specify the settings for the e-mail gateway function.	–
Setting	Set whether to enable or disable the e-mail gateway function. Set “ON” to enable the function, or “OFF” to disable it.	<u>OFF</u> ON
Prefix	Enter the prefix for the local part of the e-mail address.	32 characters
Suffix	Enter the suffix for the local part of the e-mail address.	48 characters
Automatic Logout Time	You can set the time it takes before the machine automatically logs out the user if no operations have been performed on the machine. This is the logout setting on the control panel.	1 - 10 Minutes: <u>3</u> Minutes
Scan to Printer Clear	You can delete the printer information registered in the Scan to Print Monitor. <ul style="list-style-type: none"> <li>• Select the checkbox for the printer information to delete, and click [Delete].</li> <li>• To select all the displayed printer information, select the “Printer” checkbox.</li> <li>• Click the same checkbox to deselect the item.</li> </ul>	–
Network Connection Setting	Switches the communication speed and communication method. Change this setting when errors occur during network communication.	<u>Auto</u> 100Mbps - Full Duplex 100Mbps - Half Duplex 10Mbps - Full Duplex 10Mbps - Half Duplex

\*1 Make sure the total number of characters for the prefix, fax number, and suffix is within 50 characters.

## 5 Click [Save].

The display returns to the “Machine Setup” list screen.

# Specifying User Install Mode Settings

You can specify the settings required for using the machine.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 [Click [Machine Settings], and then [Machine Setup].  
The “Machine Setup” list screen is displayed.
- 3 Click “User Install”.  
The “User Install” screen is displayed.
- 4 Set the detailed information.

The screenshot displays the OfficeBridge web interface for a Muratec MFX-2550 device. The page title is "Machine Setup > User Install". The left sidebar contains a navigation menu with the following items: User Information, Machine Settings (highlighted), TCP/IP Settings, E-mail Settings, LDAP Server Settings, SNMP Setting, Internet Time Setting, Machine Setup, Machine Default Settings, Machine Management Settings, and Machine Information. The main content area shows the following settings:

- Language: English
- Set Daylight Saving: OFF
- Broadcast: OFF
- Comm. Line(Line1): Tone
- Fax Reception Mode: Fax Ready
- Dial Tone Detect(Line1): OFF
- TTI Enter/Edit: TTI 1, TTI 2, TTI 3
- Default TTI(Line1): TTI 1
- TTI Number(Line1):
- Caller ID(Line1): OFF
- Time Zone: 0 : 00

Buttons for "Save" and "Back" are located at the top right of the main content area. The status bar at the bottom indicates "Last updated PM 01:22".

For details on the settings, refer to Chapter 3, “Initial Setup (User Install)” in the Scanner and Fax Guide.

- 5 Click [Save].  
The display returns to the “Machine Setup” list screen.

# Specifying Default Machine Settings

You can set the default values for each function, the ready screen, and the energy save mode.

The default values are those used when you press <Reset> to return to the ready screen. Changing the default values of often-used functions can shorten the time required to adjust settings.

## Settings

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You can set the default settings for the copy, scanner, e-mail, fax, and printer functions.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Settings], and then [Machine Default Settings].
- 3 Click the function you want to specify the default settings for.
- 4 Specify the default settings.
- 5 Click [Save].
  - The display returns to the “Machine Default Settings” list screen.
  - Press [Back] to cancel registering the default settings for the copy function and return to the “Machine Default Settings” list screen.

## Regarding Settings

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Refer to the other manuals for details on the settings for each function.

Function	Reference manual and chapter
Copy Settings	Chapter 3, “Device Settings” in the Copier Guide
Scanner Settings	Chapter 7, “Specifying Default Settings” in the Scanner and Fax Guide
E-mail Settings	Chapter 7, “Specifying Default Settings” in the Scanner and Fax Guide
Fax Settings	Chapter 7, “Specifying Default Settings” in the Scanner and Fax Guide
Printer Settings	Chapter 9, “Setting the Print Controller” and “Setting the Auto Deletion Time for Security Printing” in the Printer Guide.

# Automatically Distributing Received Documents

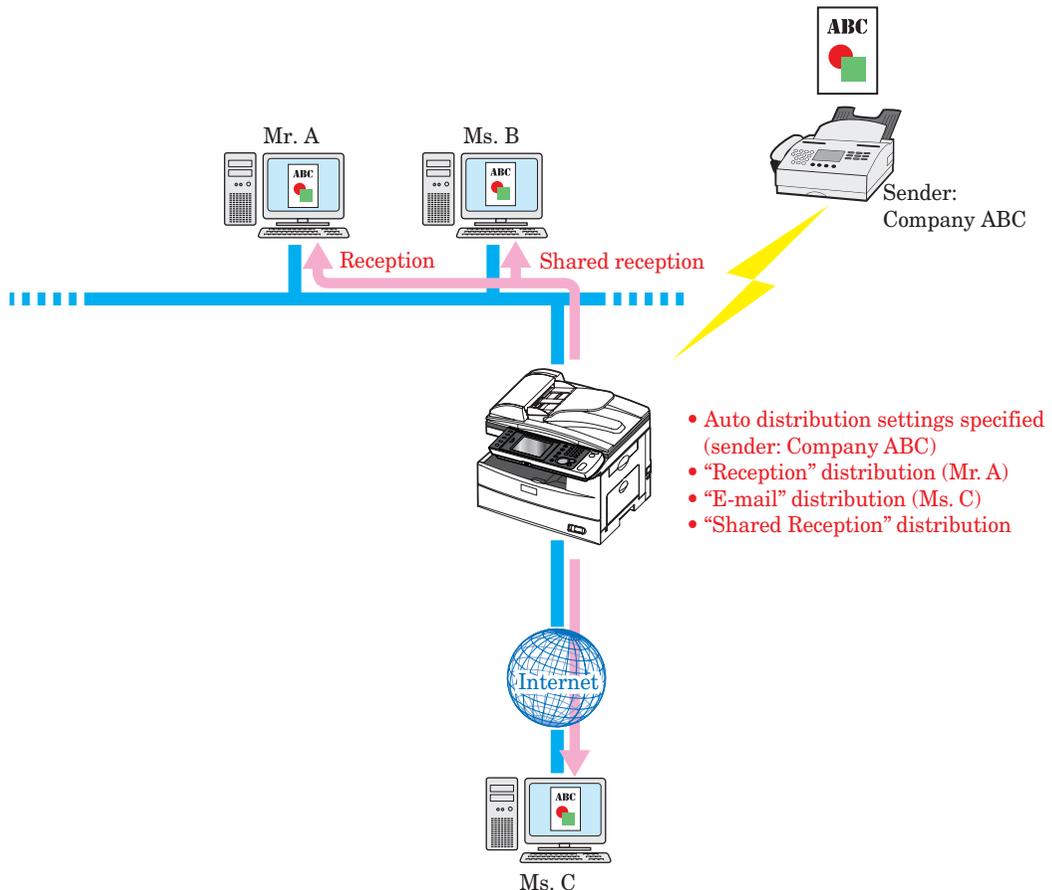
In OfficeBridge, you can specify conditions for automatically distributing received fax and internet fax documents to a specified location (user folders or the shared folder, etc.)

For example, you can set to automatically distribute documents in the following cases:

- Forwarding a fax document received from a supplier to multiple staff members.
- Forwarding a fax document transmitted to the headquarters from a supplier to branch offices by e-mail, while simultaneously printing it at the headquarters.

## Auto Distribution Function

The “auto distribution function” automatically distributes received faxes or internet faxes. You can specify auto distribution settings to distribute received faxes to a specified location.



To perform distribution, it is necessary to set “conditions” and a “destination”.

Destination	Conditions
User Box, Shared Rx Box, Deleted Documents Box, destinations registered in the address book, shared folders	Destination fax numbers, e-mail (addresses, subjects)

# Setting Auto Distribution (General Settings)

You can specify the general settings for auto distribution.

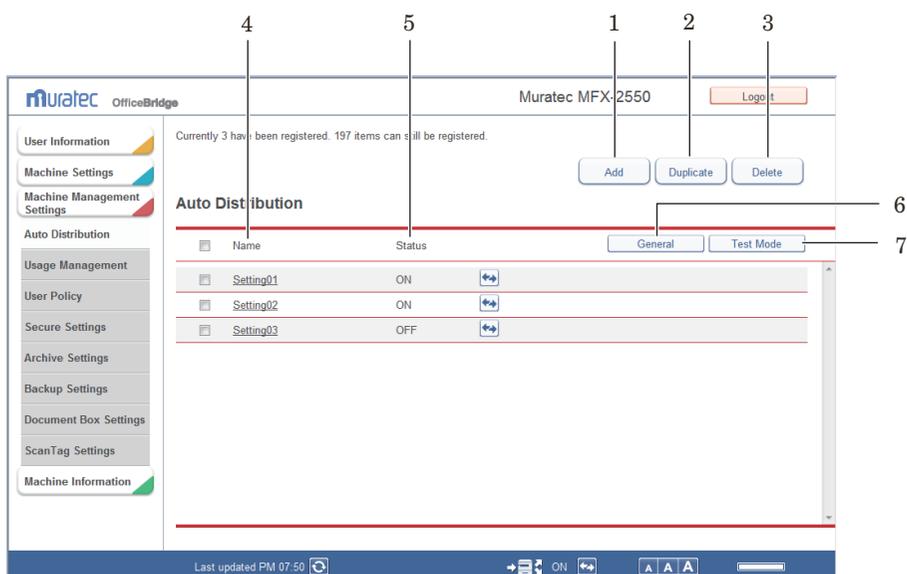
## Note

To distributing received fax and internet fax documents to a specified location, set also individual settings. (See page 3-87.)

### 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

### 2 Click [Machine Management Settings].

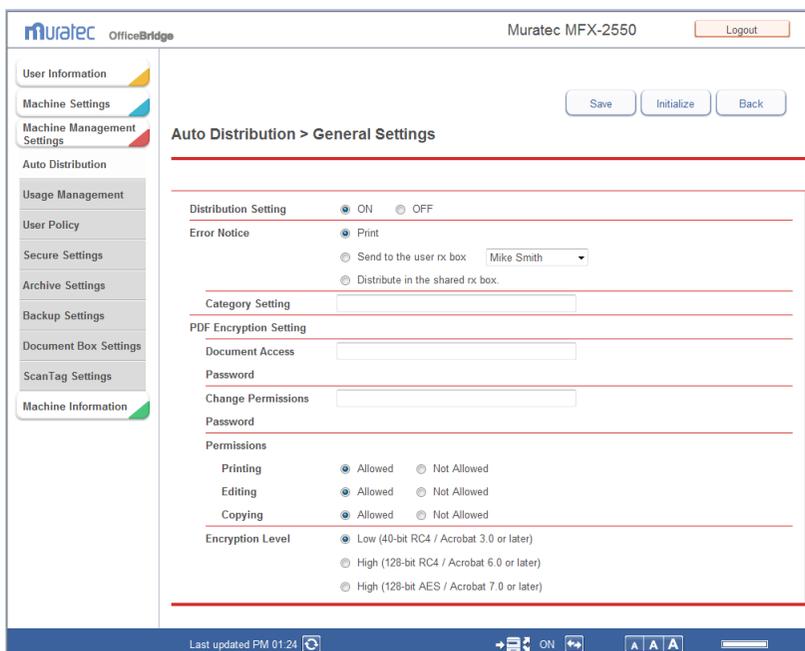


Setting	Description
1 Add	Registers new auto distribution settings (Individual). (See page 3-87.)
2 Duplicate	Copies the auto distribution settings. (See page 3-96.)
3 Delete	Deletes the auto distribution settings selected from the list. (See page 3-97.)
4 Name	Displays the registered auto distribution settings name. Click this to display the “Auto Distribution Settings” screen, and edit the registered auto distribution settings.
5 Status	Displays whether the auto distribution settings are enabled or disabled. If the auto distribution settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed. Click  to enable or disable a setting.
6 General	Enables and disables auto distribution, and sets the operation to perform when error occurs during the distribution process.
7 Test Mode	Specify a fax number or e-mail address to display a list of the corresponding auto distribution settings. This enables you to check if the auto distribution is set correctly.

### 3 Click [General].



### 4 Set the distribution information.



You can register the following items.

Setting	Description	Settings
Distribution Setting	Set whether to enable or disable the auto distribution setting. Set “ON” to enable the setting, or “OFF” to disable it. The ON/OFF status of the distribution setting is linked to the “auto distribution settings switch” in the footer area.	ON OFF
Error Notice	Select the procedure to perform when a distribution error occurs. Print: Prints the received document from the machine. Send to the user rx box: Distributes the received document to the specified user. Select a user from the pull-down menu. Distribute in the shared rx box.: Distributes the received document to the shared reception box.	Print Send to the user rx box Distribute in the shared rx box.
Category Setting	Enter the document category name to display in document lists.	20 characters
PDF Encryption Setting	Enter the password to use when encrypting a PDF. This setting is enabled when you have selected encrypted PDF for the file format. (See page 3-90.)	–

Setting	Description	Settings
Document Access Password	Enter the password (user password) required to open the encrypted PDF.	28 characters
Change Permissions Password	Enter the password (owner password) required to change the permission settings of the encrypted PDF.	28 characters
Permissions	Set the printing, editing, and copying permissions.	Printing: <u>Allowed</u> Not allowed Editing: <u>Allowed</u> Not allowed Copying: <u>Allowed</u> Not allowed
Encryption Level	Set the Acrobat version compatibility. Low 40-bit RC4: Compatible with Acrobat 3.0 or later (password only) High 128-bit RC4:Compatible with Acrobat 6.0, or later (password or digital ID) High 128-bit AES:Compatible with Acrobat 7.0 or later (password or digital ID)	<u>Low (40-bit RC4 / Acrobat 3.0 or later)</u> High (128-bit RC4 / Acrobat 6.0 or later) High (128-bit AES / Acrobat 7.0 or later)

## 5 Click [Save].

- The display returns to the “Auto Distribution” settings list screen.
- Press [Back] to cancel registering the distribution settings and return to the “Auto Distribution” settings list screen.

### Note

Underlined values are the default settings specified at the time of shipment.

# Setting Auto Distribution (Individual Settings)

You can specify the individual settings for automatic distribution. Up to 200 auto distribution settings destinations can be registered.

## Note

The auto distribution settings can also be specified from the control panel of the machine. For details, refer to Chapter 4, “Useful Reception Functions” in the Scanner and Fax Guide. However, you cannot change the settings from the control panel of the machine in the following cases.

- When all received faxes, specified fax numbers, or all faxes except those with an F-code set are specified for the forwarding conditions
- If fax destinations or all except print are set for the forwarding conditions
- If a year, month, and day are specified for the forwarding period

### 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

### 2 Click [Machine Management Settings].

### 3 Click [Add] on the “Auto Distribution” settings list screen.

The “Auto Distribution” settings screen is displayed.

### 4 Set the distribution information.

The screenshot displays the OfficeBridge web interface for a Muratec MFX-2550 machine. The page title is "Auto Distribution > Setting". The interface includes a sidebar with navigation options: User Information, Machine Settings, Machine Management Settings, Auto Distribution, Usage Management, User Policy, Secure Settings, Archive Settings, Backup Settings, Document Box Settings, ScanTag Settings, and Machine Information. The main content area shows the configuration for a specific auto distribution setting named "Setting01". The "Conditions" section includes a dropdown for "Fax Number", a radio button for "Equal", and a text input field containing "012145676". The "Destination" section includes a dropdown for "OfficeBridge Users" and a "Select" button. A "Destinations" list is visible, showing users: [User], Mike Smith, Mike Anderson, and Mickie Mouth. The "Send to Box" section has radio buttons for "Shared Rx Box", "Deleted Documents Box", and "OFF". The "Auto Print" section has radio buttons for "ON" and "OFF". The "Add a message for e-mail distribution" section has radio buttons for "ON" and "OFF". The page also features "Save" and "Back" buttons at the top right and a status bar at the bottom indicating "Last updated PM 01:26".



Setting	Description	Settings	
Destination <sup>*2</sup>	Destination	See “ <a href="#">Specifying Distribution Destinations</a> ” and destinations. (See page 3-90.)	–
	Destinations	Select “OfficeBridge Users”, “Address Book”, or “Folder” from the pull-down menu, and click [Select]. The selection screen for each destination is displayed. (See page 3-90.) Displays a list of the destinations set in “Destinations”.  <b>Note</b> <ul style="list-style-type: none"> <li>• To delete a destination from the destination list, select the checkbox for the destination, and click [Delete].</li> <li>• To select all the destinations displayed in the destination list, select the top checkbox.</li> <li>• Click the same checkbox to deselect the item.</li> </ul>	–
	Send to Box	Select “Shared Rx Box”, “Deleted Documents Box”, or “OFF”.	Shared Rx Box Deleted Documents Box <u>OFF</u>
	Auto Print	Prints the received fax or internet fax document from the machine. Select [ON] to print the document, or [OFF] to not print it.	ON <u>OFF</u>
Add a message for e-mail distribution	Adds a message explaining the distribution. Select [ON] to add a message, or [OFF] to not.	ON <u>OFF</u>	

\*1 Up to three distribution conditions can be combined, depending on the settings.

\*2 One destination must be set.

#### Advanced Settings

These settings are displayed when you click [+].

Setting	Description	Settings
Priority <sup>*1</sup>	Select “Low”, “Middle”, or “High” for the priority of the distribution settings.	Low <u>Middle</u> High
Setting	Set whether to enable or disable the individual auto distribution setting. Set “ON” to enable the setting, or “OFF” to disable it.	ON <u>OFF</u>
Attachment File Format <sup>*2</sup>	Specify the file format for distributed documents.	–
E-mail	You can set the following file formats for e-mail attachment files. PDF: Distributes the document as a PDF format attachment file. TIFF-S: Distributes the document as a TIFF-S format attachment file. TIFF: Distributes the document as a TIFF format attachment file.	<u>PDF</u> TIFF-S TIFF

Setting	Description	Settings
Folder	You can set the following file formats for saved files. PDF: Distributes the document as a PDF format saved file. PDF w/Password: Distributes the document as an encrypted PDF format saved file. TIFF: Distributes the document as a TIFF format saved file.	PDF PDF w/ Password TIFF
Distribution Schedule	Set the distribution schedule.	<u>Always</u> Year/Month/ Date Specify the forwarding day and time
Always	Always performs distribution.	–
Year/Month/Date	Specify a date to start forwarding and a date to end forwarding to only execute auto distribution during that period.	Year: 1992 - 2036 Month: 1 - 12 Date: 1 - 31
Specify the forwarding day and time	Executes auto distribution on the specified day of the week during the start time and end time. (You can specify multiple days of the week.) You can set to execute auto distribution for a single week or every week.	Day of week: Mon to Sun <u>AM</u> , PM hr: 1 - 12 min: 0 - 59

\*1 The distribution conditions with the highest priority are applied first. If the distribution conditions of the distribution settings match, distribution is not executed for the following distribution conditions. For example, if a distribution condition with “high” priority matches, distribution will not be performed for distribution conditions with “middle” or “low” priority.

\*2 This setting is enabled when the distribution destination is an e-mail address or the shared folder.

## 5 Click [Save].

- The display returns to the “Auto Distribution” settings list screen.
- Press [Back] to cancel registering the distribution settings and return to the “Auto Distribution” settings list screen.

### Note

- To enable distribution, set the “Distribution Setting” to ON in general setting. (See page 3-84.)
- Underlined values are the default settings specified at the time of shipment.

## Specifying Distribution Destinations

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### ■ Specifying “OfficeBridge Users”

The names of all the users registered in OfficeBridge are displayed in the user name list on the “Select User” screen.

Users can also be set as groups. If you select “Group” in the pull-down menu, the user name list changes to the group name list.

**1** Open the “Setting” screen.

See “Setting Auto Distribution (Individual Settings)” steps 1 to 4. (See page 3-87.)

**2** Select “OfficeBridge Users” from the pull-down menu and click [Select].

**3** Select the checkbox of the users or groups you want to distribute to.

<input type="checkbox"/>	Number Name	Group		
<input checked="" type="checkbox"/>	001	Mike Smith	[Mail]	Add
<input type="checkbox"/>	002	John Simpson	[Mail]	To
<input type="checkbox"/>	003	Marie Anderson	[Mail]	Cc
<input type="checkbox"/>	004	Henri Yamamoto	[Mail]	Bcc
<input type="checkbox"/>	005	Mickie Mouth	[Mail]	

- To select all the displayed users or groups, select the top checkbox.
- Click the same checkbox to deselect the item.

**4** Click a transmission destination registration button.

The selected users or groups are added to the destination list on the right.

- The types and functions of the buttons are indicated below.

Type	Meaning
Add	Registers the user as destination.
To	Registers the user as an e-mail destination.
Cc	Registers the user as a Bcc e-mail destination. The original destination (To) is also notified of the Cc destinations.
Bcc	Registers the user as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

- To delete a user name or group name from the destination list, select the checkbox for the user name or group name, and click [Delete].
- To select all the users or groups displayed in the destination list, select the top checkbox.

**5** Click [Save].

- The destinations are set, and the display returns to the “Auto Distribution” settings screen.
- Click [Back] to cancel setting the destinations.

**6** Click [Save].

The display returns to the “Auto Distribution” settings list screen.

## ■ Specifying “Address Book” Destination

### 1 Open the “Setting” screen.

See “Setting Auto Distribution (Individual Settings)” steps 1 to 4. (See page 3-87.)

### 2 Select “Address Book” from the pull-down menu and click [Select].

### 3 Select the destination category (letter or group).

A list of the corresponding destinations is displayed.

You can also search using a string. Enter the string to search for in the entry box, and click .

### 4 Select the checkbox of the destination you want to transmit to.

- To select all the displayed destinations, select the top checkbox.
- Click the same checkbox to deselect the item.

### 5 Click a transmission destination registration button.

The selected destinations are displayed in the destination list on the right.

- The types and functions of the buttons are indicated below.

Type	Meaning
Fax	Registers the destination as a fax destination.
To	Registers the destination as an e-mail destination.
Cc	Registers the destination as a Bcc e-mail destination. The original destination (To) is also notified of the Cc destinations.
Bcc	Registers the destination as a Bcc e-mail destination. The original destinations (To/Cc) are not notified of the Bcc destinations.

- To delete a destination from the destination list, select the destination to delete, and click [Delete].
- To select all the displayed destinations, select the top checkbox.

**6** Click [Save].

- The destinations are set, and the display returns to the “Auto Distribution” settings screen.
- Click [Back] to cancel setting the destinations.

**7** Click [Save].

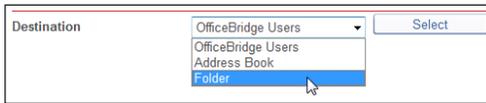
The display returns to the “Auto Distribution” settings list screen.

## ■ Specifying Folder Destination

**1** Open the “Setting” screen.

See “Setting Auto Distribution (Individual Settings)” steps 1 to 4. (See page 3-87.)

**2** Select “Folder” from the pull-down menu and click [Select].



**3** Select the checkbox of the shortcut you want to transmit to.



- To select all the displayed shortcuts, select the top checkbox.
- Click the same checkbox to deselect the item.

**4** Click [Add].

The selected shortcuts are added to the destination list on the right.



- To delete a shortcut from the destination list, select the shortcut to delete, and click [Delete].
- To select all the shortcuts displayed in the destination list, select the top checkbox.

**5** Click [Save].

- The destinations are set, and the display returns to the “Auto Distribution” settings screen.
- Click [Back] to cancel setting the destinations.

**6** Click [Save].

The display returns to the “Auto Distribution” settings list screen.

# Performing an Auto Distribution Test

You can check the distribution settings that match the distribution conditions in the auto distribution settings, and display them in a list.

Specify a fax number, F code (sub-address, password), e-mail address (From), or subject to use as the distribution condition.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

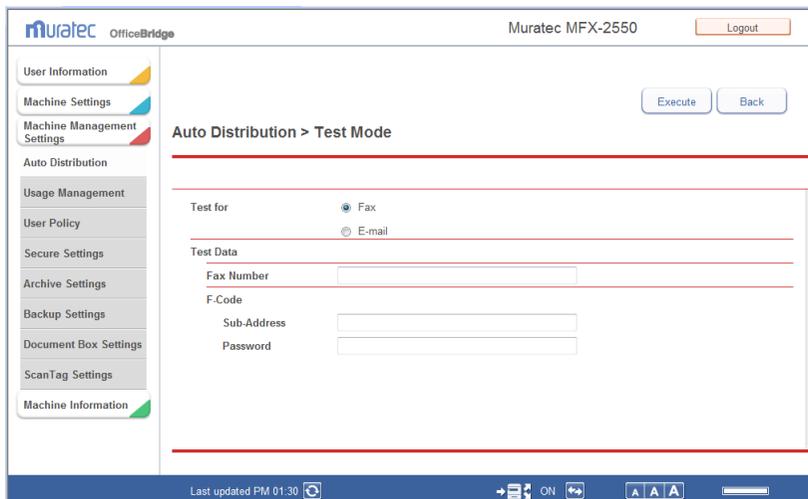
This function may also be available on Guest and User login screen, depending on user policy settings.

- 2 Click [Machine Management Settings].

- 3 Click [Test Mode] on the “Auto Distribution” settings list screen.



- 4 Set the test items.



You can register the following items.

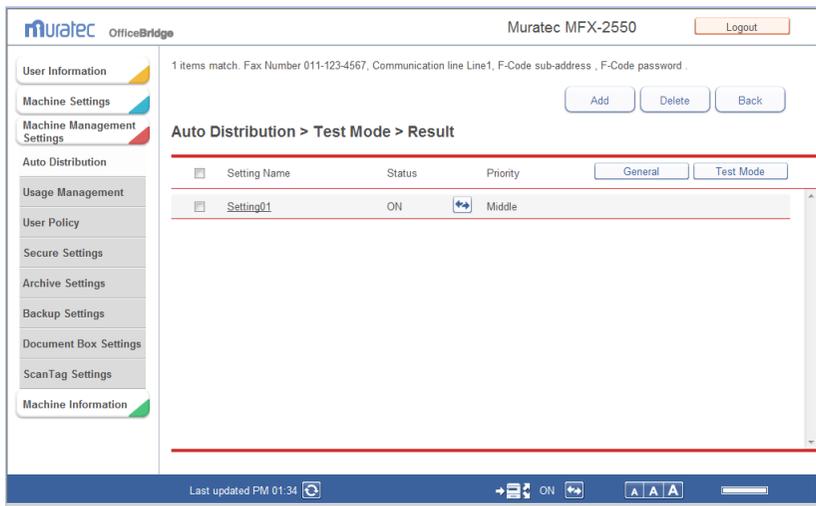
Setting	Description	Settings
Test for	Select the item to test (fax or e-mail).	Fax E-mail
Test Data	Enter the test data. The setting to specify depends on the selected test item.	-
Fax Number	Displayed when "Fax" is selected for the test item. Enter the fax number.	24 digits
F-Code	Displayed when "Fax" is selected for the test item. Sub-Address: Enter the sub-address of the F-Code. Password: Enter the password of the F-Code.	Sub-Address: 20 digits Password: 20 digits (* and # can also be used)
E-mail Address (From)	Displayed when "E-mail" is selected for the test item. Enter the e-mail address.	50 characters
Subject	Displayed when "E-mail" is selected for the test item. Enter the subject.	80 characters

**5** Click [Execute].

The auto distribution settings test starts.

When the test is complete, the "test result" screen is displayed.

The number of items that matched and the test data items are displayed in the message area.



# Copying Existing Auto Distribution Settings to Create New Settings

---

You can copy auto distribution settings that are already registered to register new auto distribution settings.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings].  
The “Auto Distribution” settings list is displayed.
- 3 Select the checkbox of the auto distribution settings you want to copy.



Auto Distribution			
<input type="checkbox"/>	Name	Status	
<input checked="" type="checkbox"/>	auto	ON	↔
<input type="checkbox"/>	auto2	ON	↔

- 4 Click [Duplicate].  
The auto distribution settings are copied, and the “Auto Distribution” settings screen is displayed. The copied distribution settings are entered for the distribution information.
- 5 On the “Auto Distribution” settings screen, change the settings to those for the new distribution settings to register.  
For details, refer to steps 4 of “[Setting Auto Distribution \(Individual Settings\)](#)”. (See page 3-87.)
- 6 Click [Save].
  - The display returns to the “Auto Distribution” settings list screen.
  - Press [Back] to cancel registering the distribution settings and return to the “Auto Distribution” settings list screen.

# Deleting Auto Distribution Settings

---

You can delete unnecessary auto distribution settings from the “Auto Distribution” settings list.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings].  
The “Auto Distribution” settings list is displayed.
- 3 Select the checkbox of the auto distribution settings you want to delete.



Auto Distribution		
<input type="checkbox"/>	Name	Status
<input checked="" type="checkbox"/>	auto	OFF 
<input type="checkbox"/>	auto2	ON 

- To select all the displayed auto distribution settings, select the top checkbox.
- Click the same checkbox to deselect the item.

- 4 Click [Delete].  
The message “Is it OK to delete the selected item(s)?” is displayed.
- 5 Click [OK].  
The selected auto distribution settings are deleted.

# Usage Management

In OfficeBridge, you can record the usage status (number of pages, cost, and communication time) of the copy, fax, scan, and print functions for each user or group.

## Checking the Usage Status

You can display and print the user access/cost history.

### Note

- You can only check the usage status for items with cost settings specified. (See page 3-101.)
- The usage status of each user can also be checked from the control panel of the machine. For details, refer to Chapter 2, “Managing User Access/Cost Accounting” in the Administrator's Guide.

### ■ Displaying the Access/Cost Accounting History

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Usage Management].  
The “Usage Management” list screen is displayed.
- 3 Click “Cost Accounting”.
- 4 Check the usage management history.

User	Fax	Copy	Scan	Print (Cost (pages))
Total	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Guest	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mike Smith	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
John Simpson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mike Anderson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Henri Yamamoto	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mickie Mouth	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Henri Mirror	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
George Bataille	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Maurice Blanchot	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

**Note**

- The total of all users is displayed on the first line.
- The following items are displayed.

Item	Description
Group	Displays the name of the group that the user belongs to.
User	Displays the user name.
Fax	Displays the cost and number of pages used for fax communication.
Copy	Displays the cost and number of pages used for copying.
Scan	Displays the cost and number of pages used for scanning.
Print	Displays the cost and number of pages used for printing.

- The guest group is used for guest.
- You can switch between “User” and “Group” from the pull-down menu to switch the display between user order and group order.
- When displaying in group order, the group total is displayed where the group changes. “User” is blank for the group total row.

## ■ Printing the Entire Usage Management History

You can print the currently displayed history.

- 1 Click [Print] on the “Cost Accounting” screen.

The screenshot shows the Muratec OfficeBridge web interface for a Muratec MFX-2550 machine. The page title is "Usage Management > Cost Accounting" and it is set to "User" order. The "Count start date" is 01/01/2010. A table lists usage data for various users, including a total row. The table has columns for User, Fax, Copy, Scan, and Print (Cost (pages)). A "Print" button is highlighted with a mouse cursor.

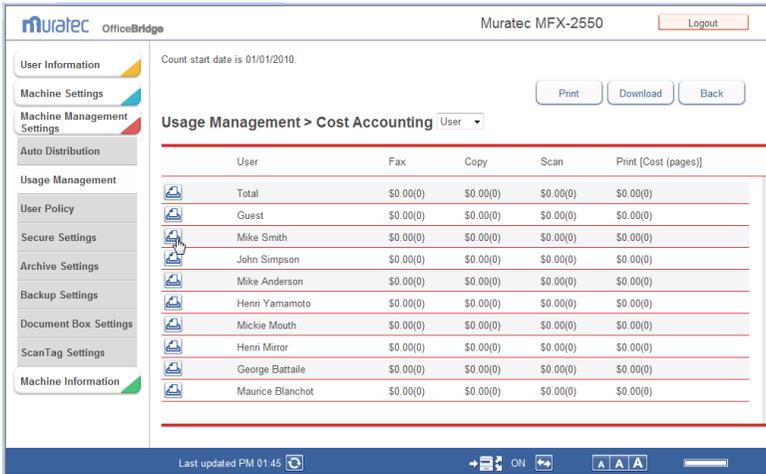
User	Fax	Copy	Scan	Print [Cost (pages)]
Total	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Guest	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mike Smith	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
John Simpson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mike Anderson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Henri Yamamoto	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Mickie Mouth	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Henri Mirror	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
George Battaile	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
Maurice Blanchot	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

## ■ Printing the Usage Management History for a User

You can print the history for the selected user.

- 1 Click  for the user to print the history for.

The message “Is it OK to print the selected user's usage summary?” is displayed.



Muratec OfficeBridge Muratec MF-X-2550 Logout

Count start date is 01/01/2010. [Print] [Download] [Back]

Usage Management > Cost Accounting User ▾

User	Fax	Copy	Scan	Print [Cost (pages)]
 Total	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Guest	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mike Smith	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 John Simpson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mike Anderson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Henri Yamamoto	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mickie Mouth	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Henri Mirror	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 George Battaile	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Maurice Blanchot	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

Last updated PM 01:45 [Refresh] [Home] [Back] [Forward] [Print] [Search]

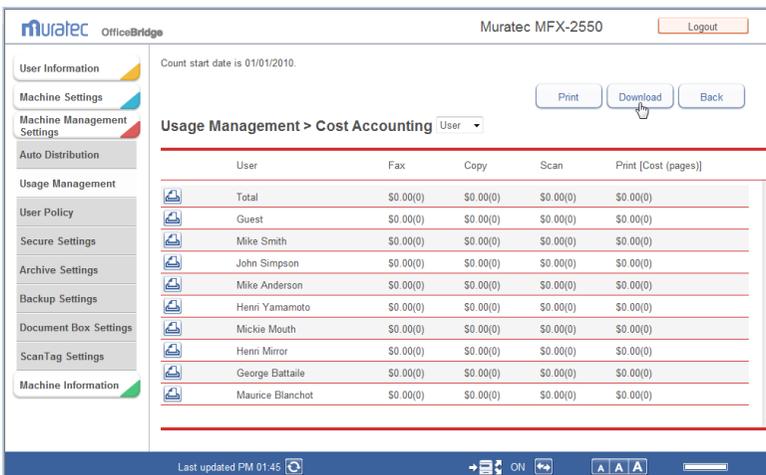
- 2 Click [OK].

The usage management history for the selected user starts printing.

## ■ Downloading the Entire Usage Management History

You can download the currently displayed history in the CSV format.

- 1 Click [Download] on the “Cost Accounting” screen.



Muratec OfficeBridge Muratec MF-X-2550 Logout

Count start date is 01/01/2010. [Print] [Download] [Back]

Usage Management > Cost Accounting User ▾

User	Fax	Copy	Scan	Print [Cost (pages)]
 Total	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Guest	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mike Smith	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 John Simpson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mike Anderson	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Henri Yamamoto	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Mickie Mouth	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Henri Mirror	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 George Battaile	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)
 Maurice Blanchot	\$0.00(0)	\$0.00(0)	\$0.00(0)	\$0.00(0)

Last updated PM 01:45 [Refresh] [Home] [Back] [Forward] [Print] [Search]

- 2 Click [Save].

- 3 Specify the folder to download to, enter a file name, and click [Save].

- 4 Click [Close] to close the “Download Complete” dialog box.

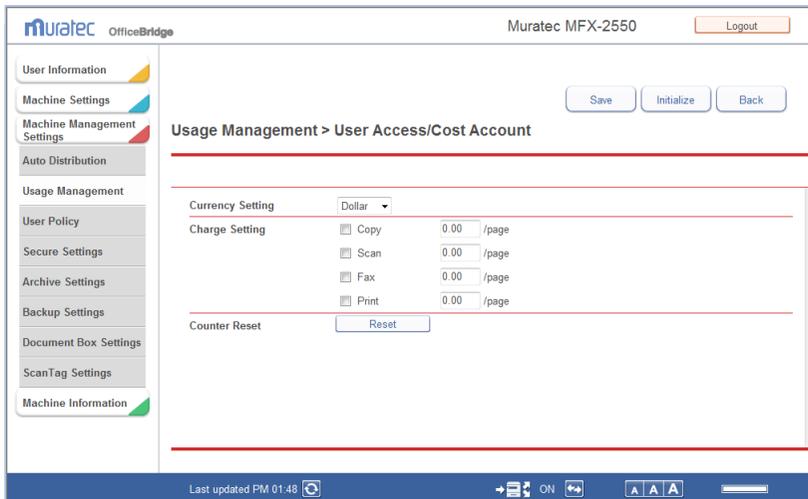
# Setting the Management History

You can set the currency unit and the page costs for each function (copy, fax, scan, and print) to use in the usage management history.

**Note**

The currency unit and cost settings can also be specified from the control panel of the machine. For details, refer to Chapter 2, “Managing User Access/Cost Accounting” in the Administrator’s Guide.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Usage Management].  
The “Usage Management” list screen is displayed.
- 3 Click “User Access/Cost Account”.  
The “User Access/Cost Account” screen is displayed.
- 4 Set the detailed information.



You can register the following informations.

Setting	Description	Settings
Currency Setting	Set the currency unit to use when display cost setting history.	Dollar Euro Pound Yen No Unit

Setting	Description	Settings
Charge Setting	Select the functions (copy, fax, scan, or print) to display in the history. Select the checkbox of the function you want to display. Enter the page costs in the entry boxes.	Copy: 0.00 Scan: 0.00 Fax: 0.00 Print: 0.00  6 digits (0.01 - 999.99)

**5** Click [Save].

Press [Back] to cancel registering the usage management settings and return to the “Usage Management” list screen.

**Note**

- Click [Initialize] to restore the default settings.
- Underlined values are the default settings specified at the time of shipment.

## Resetting the Counters

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You can reset the counters of the machine.

**Note**

- Take care when resetting the counters, because all the accounting data will be reset.
- The accounting data can also be reset from the control panel of the machine. For details, refer to Chapter 2, “Managing User Access/Cost Accounting” in the Administrator’s Guide.

**1** Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

**2** Click [Machine Management Settings], and then [Usage Management].

The “Usage Management” list screen is displayed.

**3** Click “User Access/Cost Account”.

The “User Access/Cost Account” screen is displayed.

**4** Click [Reset].

The message “Is it OK to reset the counter?” is displayed.



**5** Click [OK].

The counters are reset.

# Displaying and Copying Machine Settings

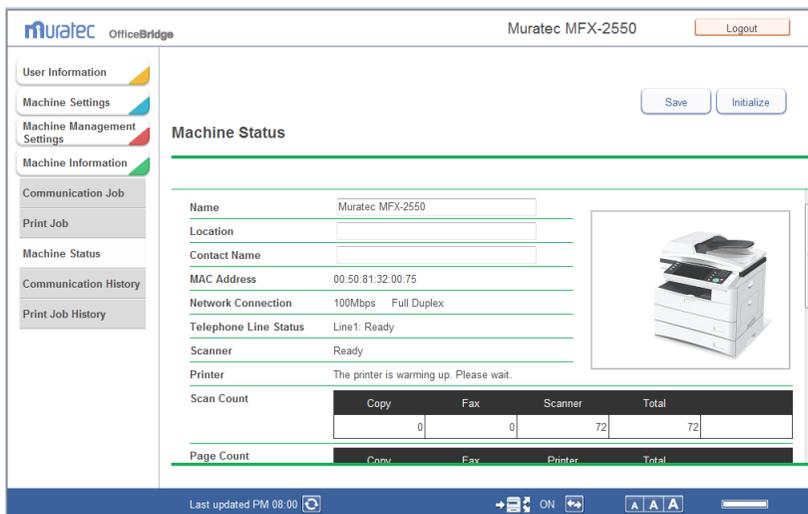
You can display the status of the machine.

You can also import the information (settings and address books, etc.) in a machine to another machine of the same model, which enables you to reduce the time it takes to specify the settings.

## Setting the Machine Status

You can display the current machine status, and set the name and installation location of the machine.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 You can register the following items.



You can register the following items.

Setting	Description	Settings
Name	Enter the name used to identify the machine.	40 characters: <u>MFX-2570</u> or <u>MFX-2550</u>
Location	Enter the location set for the device.	100 characters
Contact Name	Enter the contact name for the administrator of the device.	100 characters

The other machine status items that are displayed are indicated below.

Item	Description
MAC Address	Displays the MAC address set in the machine.
Network Connection	<p>Displays the current network speed and communication method. The following items are displayed.</p> <ul style="list-style-type: none"> <li>100Mbps - Full Duplex</li> <li>100Mbps - Half Duplex</li> <li>10Mbps - Full Duplex</li> <li>10Mbps - Half Duplex</li> </ul> <p>The values set in “Other Network Settings” in “Machine Setup” are displayed. (See page 3-79.)</p>
Telephone Line Status	<p>Displays the current telephone line status. The following items are displayed.</p> <ul style="list-style-type: none"> <li>Ready</li> <li>In Use</li> </ul>
Scanner	<p>Displays the current scanner status. The following items are displayed.</p> <ul style="list-style-type: none"> <li>Unknown</li> <li>Ready</li> <li>In Use</li> <li>Cover is open.</li> <li>Paper jams.</li> <li>Scanner Lamp Error</li> <li>Mirror Carriage Error</li> </ul>
Printer	<p>Displays the current printer status. The following items are displayed.</p> <ul style="list-style-type: none"> <li>Unknown</li> <li>Ready to Print</li> <li>In Use</li> <li>Cassette is open.</li> <li>Cover is open.</li> <li>The drum or toner cartridge is not installed correctly.</li> <li>Paper Empty</li> <li>The drum cartridge is almost empty.</li> <li>Replace the drum cartridge.</li> <li>The toner is almost empty.</li> <li>The toner is empty.</li> <li>Paper jams.</li> <li>The printer is warming up. Please wait.</li> <li>Remove the paper on the paper output tray.</li> <li>The printer is warming up. Please wait.</li> <li>Please call service.</li> <li>The fuser needs to be replaced.</li> <li>Paper size error.</li> </ul>
Scan Count	Displays the number of pages scanned for the copy, fax, and scan functions, and the total number of pages scanned.
Page Count	Displays the number of pages printed for the copy, fax, and print functions and list prints, and the total number of pages printed. (Fax and list pages are combined.)
Paper Cassette	Displays the current paper cassette status (paper size, orientation, paper remaining, paper type).
Machine Configuration	Displays information for the devices installed to the machine (such as optional devices).
ROM Version	Displays machine software version.

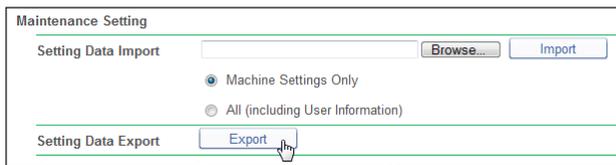
- 3 Click [Save].

## Exporting Machine Settings

---

You can export the current machine settings.  
The exported data can be imported to another machine.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Export] in “Maintenance Setting”.



The screenshot shows a web interface titled "Maintenance Setting". It has two main sections: "Setting Data Import" and "Setting Data Export". The "Setting Data Import" section contains a text input field, a "Browse..." button, and an "Import" button. Below this are two radio button options: "Machine Settings Only" (which is selected) and "All (including User Information)". The "Setting Data Export" section contains an "Export" button. A mouse cursor is pointing at the "Export" button.

- 3 Click [Save].
- 4 Specify the name and location to save the file, and click [Save].  
The default file name is “MFX-2550\_DC4\_Date and Time (YYYYMMDDhhmmss).mdx”.

### Note

- One of the following export results is displayed in the “Status” field:
- The export has been completed.
  - Failed to export.

# Importing Machine Settings

---

You can import the settings from another machine.

## Note

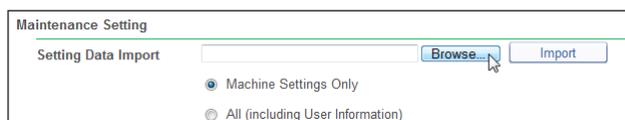
Take care when importing the machine settings, as all the information registered by users (including documents) will be erased.

### 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

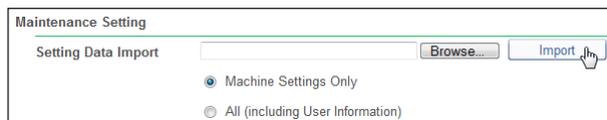
### 2 Click [Browse] in “Maintenance Setting”.

The “Select File” dialog box is displayed.



### 3 Select the file to import, and click [Open].

### 4 Click [Import].



- Take care when importing the machine settings, as all the information registered by users (including documents) will be erased.
- To import only the machine settings, select “Machine Settings Only”.
- To import all the machine settings including the user information, select “All (including User Information)”.
- Refer to the appendix in “Importing / Exporting Using USB Memory” in Chapter 2, “Mirroring the Machine Settings” in the Administrator’s Guide for the difference between the settings imported when you select “Machine Settings Only” and the settings imported when you select “All (including User Information)”.

### 5 The import process starts when you click [OK].

When the import process is completed, the machine is automatically restarted.

## Note

One of the following import results is displayed in the “Status” field:

- The import has been completed.
- Failed to import.
- Importing was canceled. The data was created by a different type of unit.
- Importing was canceled. The data was created by different data source.
- Importing was canceled because the data is invalid.
- Importing was canceled because the remote fax machine prevents direct copying.

# Specifying Document Box Settings

You can specify settings relating to the way the document boxes handle documents. The six settings are divided into seven groups: common settings, reception box settings, transmission box settings, shared reception box settings, shared box settings, and deleted documents box settings.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Document Box Settings].  
The “Document Box Settings” screen is displayed.
- 3 Set the detailed information.

The screenshot displays the 'Document Box Settings' interface. On the left is a sidebar with menu items: User Information, Machine Settings, Machine Management Settings, Auto Distribution, Usage Management, User Policy, Secure Settings, Archive Settings, Backup Settings, Document Box Settings (highlighted), ScanTag Settings, and Machine Information. The main area is titled 'Document Box Settings' and includes 'Save' and 'Initialize' buttons. It is divided into three sections: 'Common Settings', 'Tx Box', and 'Shared Box'. Each section contains 'Preview Setting', 'Download Setting', and 'Original document(s)' options. Radio buttons allow selecting 'Do not delete automatically' (selected) or 'Delete automatically' (or 'Delete automatically after downloading' for download settings). A 'Hold Time' field is set to '30 Days(1-99)'. The footer shows 'Last updated PM 01:51' and system navigation icons.

You can register the following items.

#### Common Settings

These settings are displayed when you click [+].

Setting	Description	Settings
Preview Setting		
File Format	Set the file format used when displaying documents in document lists.	TIFF <u>PDF</u>
Download Setting	Specify the settings for downloading documents from the machine.	-
File Format	Set the file format for downloading documents.	TIFF <u>PDF</u> PDF w/ Password Select when downloading
Original document(s)	Select whether to delete a file from the document list of the machine after it has been downloaded. For the "Shared Rx Box" or "Shared Box", the data is not deleted after it has been downloaded if the administrator privileges for deleting/editing are set to "Required".	<u>Do not delete automatically.</u> Delete automatically after downloading.
User Box and Shared Box Document Hold Time* <sup>1</sup>	Set whether to automatically delete documents from the "User Box" document list. Select "Do not delete automatically." to not automatically delete documents.	<u>Do not delete automatically.</u> Delete automatically. Hold Time (1 - 99): <u>30</u>

#### Tx Box

These settings are displayed when you click [+].

Setting	Description	Settings
Document Hold Time* <sup>1</sup>	Set whether or not to delete sent documents automatically from the "Tx Box" document list. Select "Do not delete automatically." to not automatically delete documents. To automatically delete documents, select "Delete automatically after downloading.", and set the hold time.	<u>Do not delete automatically.</u> Delete automatically. Hold Time (1 - 99): <u>30</u>
Original document(s)	Select "Delete automatically after transmission." to delete documents after transmission is complete. Select "Do not delete automatically." to not automatically delete documents.	<u>Do not delete automatically.</u> Delete automatically after transmission.

### Rx Box

These settings are displayed when you click [+].

Setting	Description	Settings
Document Hold Time* <sup>1</sup>	Set whether or not to delete received documents automatically from the “Rx Box” document list. Select “Do not delete automatically.” to not automatically delete documents. To automatically delete documents, select “Delete automatically after downloading.”, and set the hold time.	<u>Do not delete automatically.</u> Delete automatically. Hold Time (1 - 99): <u>30</u>

### Shared Rx Box

These settings are displayed when you click [+].

Setting	Description	Settings
Enable the Shared Rx Box	Set whether to enable or disable the shared reception box. If you select “OFF”, the “Shared Rx Box” is not displayed on the document box screen.	<u>ON</u> OFF
Document Hold Time* <sup>1</sup>	Set whether or not to delete shared received documents automatically from the “Shared Rx Box” document list. Select “Do not delete automatically.” to not automatically delete documents. To automatically delete documents, select “Delete automatically after downloading.”, and set the hold time.	<u>Do not delete automatically.</u> Delete automatically. Hold Time (1 - 99): <u>30</u>
Administration authority for deleting and editing	Set whether or not administrator authorization is required to delete shared received documents. To require authorization, select “Required.” In this case, the administrator password is required to delete documents.	<u>Not required.</u> Required.

### Shared Box

These settings are displayed when you click [+].

Setting	Description	Settings
Enable the Shared Box	Set whether to enable or disable the shared box. If you select “OFF”, the “Shared Box” is not displayed on the document box screen.	<u>ON</u> OFF
Administration authority for deleting and editing	Set whether or not administrator authorization is required to delete shared documents. To require authorization, select “Required.” In this case, the administrator password is required to delete documents.	<u>Not required.</u> Required.

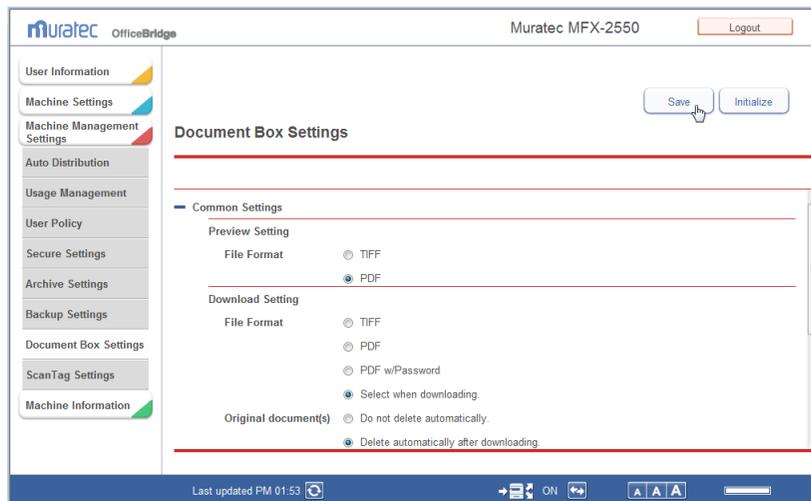
## Deleted Documents Box

These settings are displayed when you click [+].

Setting	Description	Settings
Enable the deleted document box	Set whether to enable or disable the deleted documents box. If you select “OFF”, the “Deleted Documents Box” is not displayed on the document box screen.	<u>ON</u> OFF
Document Hold Time* 1	Set whether or not to delete documents automatically from the “Deleted Documents Box” document list. Select “Do not delete automatically.” to not automatically delete documents. To automatically delete documents, select “Delete automatically after downloading.”, and set the hold time.	<u>Do not delete automatically.</u> Delete automatically. Hold Time (1 - 99): <u>30</u>
Administration authority for deleting and editing	Set whether or not administrator authorization is required to delete documents in the deleted documents box. To require authorization, select “Required.” In this case, the administrator password is required to delete documents.	<u>Not required.</u> Required.

\*1 The specified hold time does not include the date that scanning, reception, or forwarding was performed. For example, when the hold time is set to “1” day, the document is saved until the next day after the scanning, reception, or forwarding is performed, and will be deleted at the start of the day after next.

## 4 Click [Save].



### Note

- Click [Initialize] to restore the default settings.
- Underlined values are the default settings specified at the time of shipment.

# Saving Transmitted Data (Archive Settings)

When the machine transmits and receives documents via fax or e-mail, you can send those documents to a specified destination via fax, or store them in a specified folder.

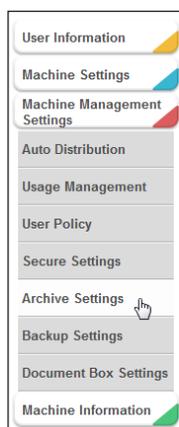
## Note

- Archive settings apply to all the documents that correspond to the specified data type. For example, when archive settings are enabled for “Transmitted Fax”, all transmitted fax documents are archived.
- The specified archiving is only performed when the transmission/reception is completed successfully. When the transmission or reception has not been performed correctly due to an error, the specified data archiving will not be performed.
- When archiving is performed, realtime transmission and manual transmission (transmission using the external phone handset or [Monitor]) cannot be used.
- When archiving is performed, polling communication and F-code communication are not archived.
- The archive settings can also be specified from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator's Guide.
- Transmitted e-mails cannot be archived to a fax destination.

## Specifying Archive Settings

You can save to a folder or transmit to another fax destination the following documents; transmitted faxes, transmitted internet faxes, transmitted e-mail, received faxes, and received internet faxes.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Archive Settings].



**3** Click the data type you want to specify archive settings for.



**4** Specify the archive settings.

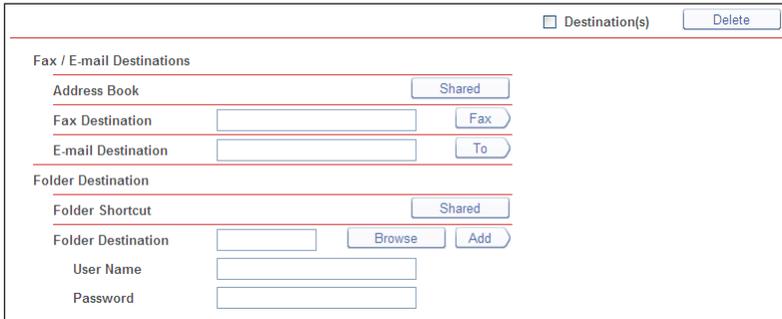
Setting	Description
Setting	Sets whether to enable or disable the archive settings. Set “ON” to enable the function, or “OFF” to disable it.
Destination	Set the archive destination for the data type. For details, refer to “ <a href="#">Specifying the Archive Destination</a> ”. (See page 3-113.) If you set an archive destination, it is displayed in the list on the right. To delete an archive destination, select it and click [Delete].
File Format	Select the file format for the saved files when a folder is specified for the archive destination. Select “PDF” or “TIFF”.

**5** Click [Save] twice.

The archive settings are saved. You can now select [ON] or [OFF] for the archive settings to archive the communication data with the set conditions.

# Specifying the Archive Destination

You can specify the archive destination using various methods. You can only register a single archive destination.



## ■ Specifying From the Address Book

- 1 Click [Select] for the archive destination.



- 2 Click [Shared] from “Address Book” in “Fax / E-mail Destinations”.
- 3 Select a destination from the address book, and click [Fax] to add the destination to the destination list as a fax destination or [To] to add it as an e-mail destination.



- The archive destination is displayed in the destination list.
  - The registered content is displayed to the right of the address book name. If only a fax number is registered, [Fax] is displayed. If only an e-mail address is registered, [Mail] is displayed. If both are registered, [Fax / Mail] is displayed.
  - If a fax number is not registered for the destination, the destination cannot be specified as a fax destination.
  - To delete a destination, select the destination you want to delete from the destination list, and click [Delete].
- 4 Click [Save] twice.  
The display returns to the archive settings screen.

## ■ Manually Entering a Destination

- 1 Click [Select] for the archive destination.



- 2 Enter the fax number or e-mail address of the destination in the “Fax / E-mail Destinations” entry box.

- Enter either a fax or e-mail transmission destination. You cannot enter both at the same time.
- Up to 40 digits can be entered for a fax number. Up to 50 characters can be entered for a e-mail address.
- Dialing options can be inserted when entering a fax number. For details on dialing options, refer to Chapter 3, “Basic Faxing” in the Scanner and Fax Guide.

- 3 Click [Fax] if you entered a fax number, or [To] if you entered an e-mail address.

- The archive destination is displayed in the address list.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

- 4 Click [Save] twice.

The display returns to the archive settings screen.

## ■ Specifying Using a Folder Shortcut

- 1 Click [Select] for the archive destination.



- 2 Click [Shared] from “Folder Shortcut” in “Folder Destination”.

The destination selection screen is displayed.



- 3 Select the folder shortcut, and click [Add].

- The archive destination is displayed in the address list.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

- 4 Click [Save] twice.

The display returns to the archive settings screen.

## ■ Manually Entering a Folder Destination

- 1 Click [Select] for the archive destination.



- 2 Enter the folder path name of the forwarding destination in the “Folder Destination” entry box in “Folder Destination”.
  - Up to 128 characters can be entered. The following characters cannot be used in a path name; \* ? “ < > | .
  - Enter the path name in the “\\(computer name)\(folder name)\” format.
- 3 If a user name and password are required to access the folder, enter them.



- 4 Click [Add].
  - The archive destination is displayed in the address list.
  - To delete a destination, select the destination you want to delete from the destination list, and click [Delete].
- 5 Click [Save] twice.  
The display returns to the archive settings screen.

## ■ Browsing for a Folder Destination

- 1 Click [Select] for the archive destination.



- 2 Click [Browse] in “Folder Destination”.
  - A list of the network environment you are connected to is displayed.
  - If you enter the computer name in the folder path in advance, you can display a list of the shared folders in that computer.

- 3 Click a displayed computer name or folder name, and select the folder name to set as the forwarding destination.

...> Transmitted Fax > Select Destination > Browse

Path  Browse

Browse List Root Back

Public

- Click [Back] to return to the previous folder level.
- Click [Root] to return to the first (root) level.

- 4 Click [Save].

The folder path name is entered as the folder destination.

- 5 Click [Add].

- The archive destination is displayed in the address list.
- To delete a destination, select the destination you want to delete from the destination list, and click [Delete].

- 6 Click [Save] twice.

The display returns to the archive settings screen.

# Backing Up Documents

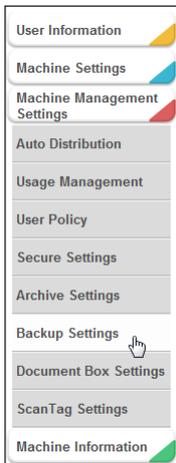
You can specify settings for backing up the document files stored in the machine to a shared folder on the network.

You can display the backed up documents on the screen, and check the backup status from the log.

## Specifying Backup Settings

---

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Backup Settings].



- 3 Click “Document Backup”.  
The “Document Backup” screen is displayed.

## 4 Set the detailed information.

You can register the following items.

Setting	Description	Settings
Schedule Setting	Set the schedule for executing the document backup. If you select “OFF”, the document backup is not executed.	Every Month Every Week Every Day Interval OFF Backup Now
Every Month	Executes the backup at the same date and time every month. Enter the day, hour, and minute in the entry boxes.	Date: 1 - 31 AM, PM hr: 1 - 12 min: 0 - 59
Every Week	Executes the backup at the same day and time every week. Select the day of the week to execute the backup, and enter the hour and minute in the entry boxes.	AM, PM hr: 1 - 12 min: 0 - 59
Every Day	Executes the backup at the same time every day. Enter the hour and minute in the entry boxes.	hr: 1 - 12, AM, PM min: 0 - 59
Interval	Executes the backup at the set interval.	hr: 1 - 23
Backup Now	Click this to execute the backup immediately, regardless of the schedule settings.	-
Backup Destination Setting	Set the shared folder on the network for storing the backed up documents.	-
Folder Path	Enter the path to the shared folder. You can click [Browse] to easily enter the folder path from the “Browse” screen.	128 characters
User Name	Enter the account for logging in to the shared folder.	64 characters
Password	Enter the password for logging in to the shared folder.	28 characters

Setting	Description	Settings
Document(s) after backup	Set the method for dealing with the document files in the machine after they have been backed up.	Do not delete. Delete all. Delete only read messages.

## 5 Click [Save].

Press [Back] to cancel registering the document backup settings and return to the “Backup Settings” screen.

### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.
- The time (start time and end time) and result of the last backup is displayed to the right of [Backup Now].

## Specifying the Backup Document Display

You can specify the settings for viewing backed up documents. Up to 10 backup document display settings can be registered. Backed up documents can be displayed from the pull-down menu on the left side of the document list screen. If you add another folder to display the backed up documents, the documents are also displayed in that folder.

### 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

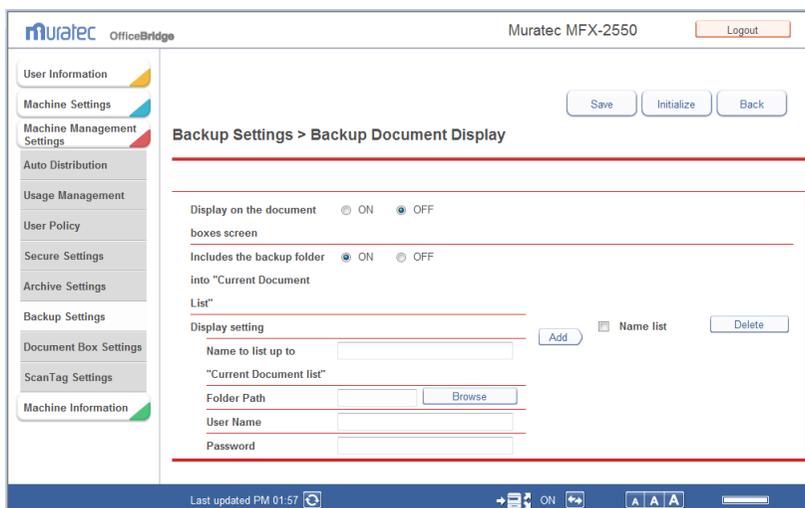
This function may also be available on Guest and User login screen, depending on user policy settings.

### 2 Click [Machine Management Settings], and then [Backup Settings].

### 3 Click “Backup Document Display”.

The “Backup Document Display” screen is displayed.

## 4 Set the detailed information.



You can register the following items.

Setting	Description	Settings
Display on the document boxes screen	Select whether to enable or disable the backup viewing settings. Set "ON" to enable the setting, or "OFF" to disable it.	ON <u>OFF</u>
Includes the backup folder into "Current Document List"	Select whether to enable or disable viewing of the shared folder on the network in which the backed up documents are stored. Select [ON] to enable viewing, or [OFF] to disable viewing.	<u>ON</u> OFF

### Display setting

Name to list up to "Current Document list"	Enter the name to add to the folder path of the shared folder.	40 characters
Folder Path	Enter the path to the shared folder. You can click [Browse] to easily enter the folder path from the "Browse" screen.	128 characters
User Name	Enter the account for logging in to the shared folder.	64 characters
Password	Enter the password for logging in to the shared folder.	28 characters

## 5 Click [Add].

- The settings are added to the list of document viewing folders. (The name you set in "Name to list up to "Current Document list" is displayed as the name.)
- Up to 10 document viewing folders can be registered.

## 6 Click [Save].

Press [Back] to cancel registering the backup viewing settings and return to the "Backup Settings" screen.

### Note

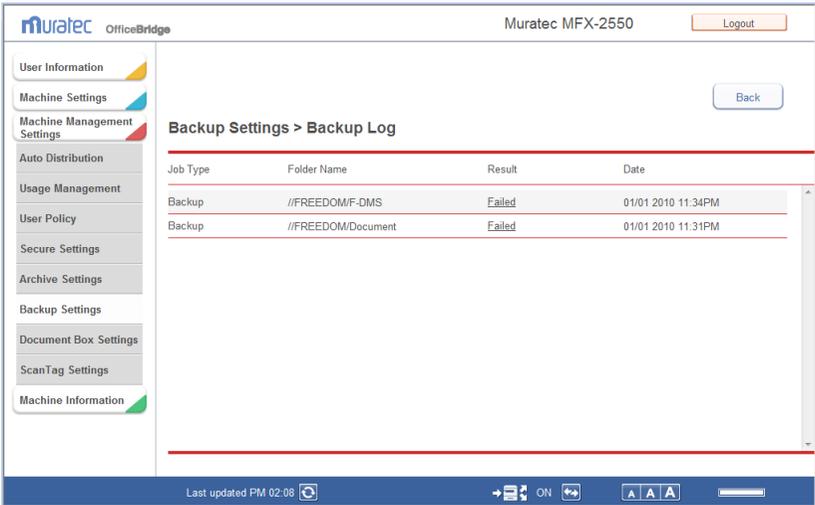
- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.

# Checking the Backup Log

You can display the backup log.

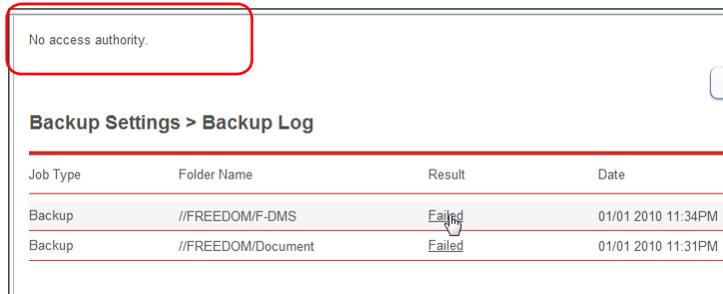
The backup log displays the content processed, the shared folder used, the result of the backup (success or failure), and the date that the backup was executed.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Backup Settings].
- 3 Click “Backup Log”.



**Note**

If “Failed” is displayed as the result of the backup, you can move the mouse cursor over “Failed” to display the reason the backup failed on the upper left of the “Backup Log” screen.



The reasons for the backup failing are indicated below.

- Failed to connect to the shared folder.
- No access authority.
- Failed to transfer the document.
- Partially failed to backup the document.
- Backup has been canceled.
- Failed to analyze the document management information.
- Failed to update the document management information.
- Unknown error occurred.

Check the backup settings and folder privileges.

# Setting Security

OfficeBridge enables you to set the user policies to specify function restrictions and setting restrictions for users, and the machine policy to specify setting restrictions for the machine.

## Setting User Policies

### ■ Regarding the User Policies

User policies define authority levels by restricting the functions and settings that users can use. Users must have a user policy.

The following authorities are set in OfficeBridge as default settings at the time of shipment. See “[Default Security Settings](#)” for details. (See [page 3-127](#).)

Authority Level	Users Applied	Description
High	User	Can use all functions of the machine. Can specify some machine settings (user registration, destination registration (shared only), etc.) Can view communication jobs and machine status information, etc.
Low	Guest	Can use all functions of the machine. Cannot specify machine settings. Can view communication jobs and machine status information, etc.

### ■ Registering a New User Policy

You can register new user policies. The registered user policies can also be used when performing user registration. (See [page 3-6](#).)

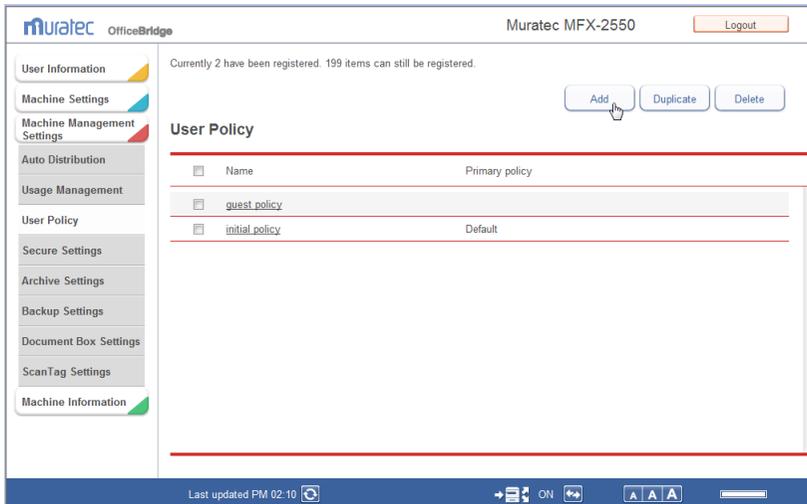
- 1 Click [Admin Login] in OfficeBridge, and log in. (See [page 2-7](#).)

This function may also be available on Guest and User login screen, depending on user policy settings.

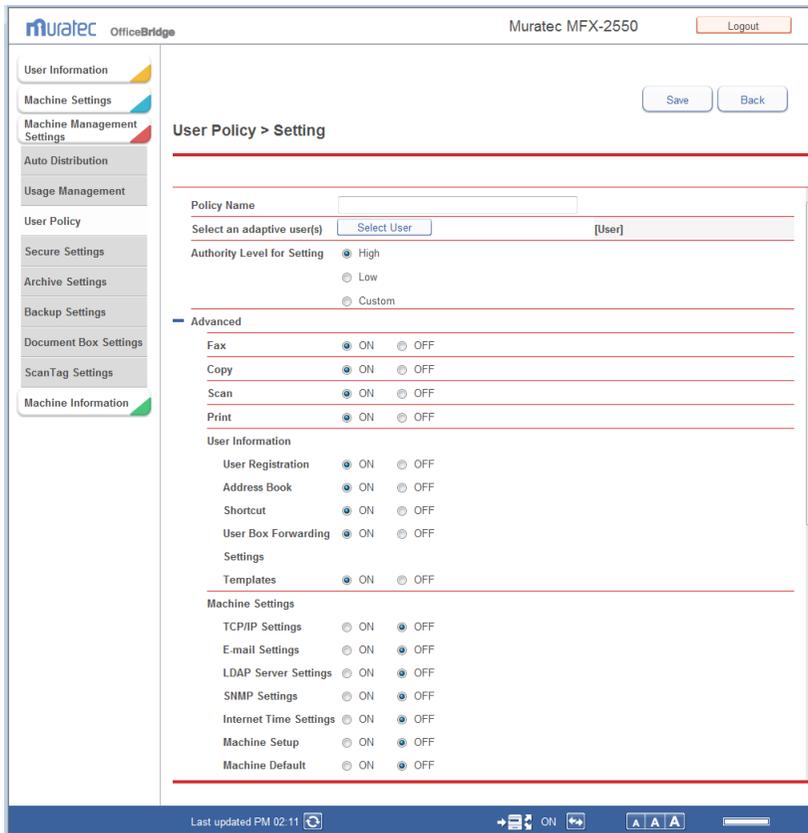
2 Click [Machine Management Settings], and then [User Policy].



3 Click [Add].



#### 4 Set the detailed information.



You can register the following items.

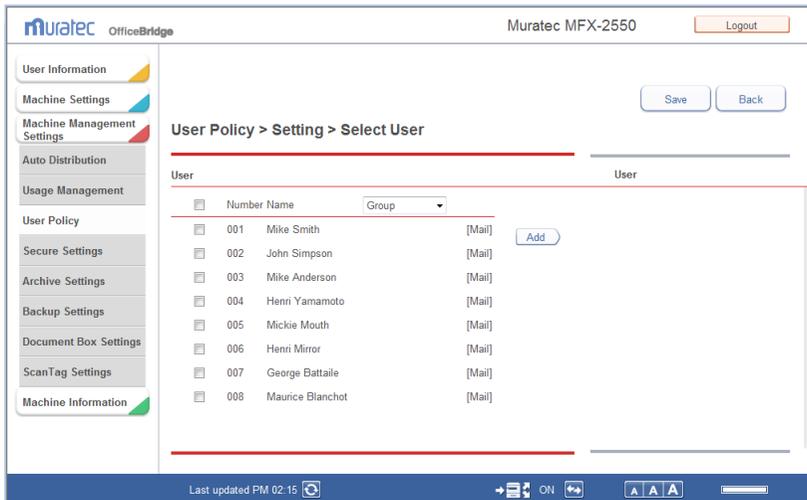
Setting	Description	Settings
Policy name	Enter a name for the user policy to set. This item is required.	30 characters
Select an adaptive user (s)	Select users to apply the policy to from the list.  For details, refer to “Selecting Users”. (See page 3-126.)	-
Authority Level for Setting	Select the authority level for the users.	High Low Custom
Advanced	This setting is displayed when you click [+]. Enables/disables the security setting. Set “ON” to enable the settings, or “OFF” to disable it.	See “Default Security Settings” to see the available settings. (See page 3-127.)

#### 5 Click [Save].

- The display returns to the “User Policy” list screen.
- Press [Back] to cancel registering the user policy settings and return to the “User Policy” list screen.

## ■ Selecting Users

- 1 Display the User Policy setting screen.  
See “Registering a New User Policy” step 1 to 4. (See page 3-123.)
- 2 Click [Select User] in “Select an adaptive user(s)”.  
The user selection screen is displayed.
- 3 Select the users to add from the user list, and click [Add].



If groups are registered, you can filter the displayed users by group using the [Group] pull-down menu.

- 4 Click [Save].  
The users to apply the policy to are set.
- 5 Click [Save].  
The display returns to the “User Policy” list screen.

## ■ Default Security Settings

The default in the authority levels are indicated below.

If you set “OFF”, the function cannot be operated from the control panel of the machine. The function is also not displayed in the menu of OfficeBridge.

Security Setting	“High” Authority Level	“Low” Authority Level	
Fax	ON	ON	
Copy	ON	ON	
Scan	ON	ON	
Print	ON	ON	
User Information	User Registration	ON	OFF
	Address Book	ON	OFF
	Shortcut	ON	OFF
	User Box Forwarding Settings	ON	OFF
	Templates	ON	OFF
Machine Settings	TCP/IP Settings	OFF	OFF
	E-mail Settings	OFF	OFF
	LDAP Server Settings	OFF	OFF
	SNMP Settings	OFF	OFF
	Internet Time Settings	OFF	OFF
	Machine Setup	OFF	OFF
	Machine Default Settings	OFF	OFF
Machine Management Settings	Auto Distribution	OFF	OFF
	Usage Management	OFF	OFF
	User Policy	OFF	OFF
	Secure Settings	OFF	OFF
	Archive Settings	OFF	OFF
	Backup Settings	OFF	OFF
	Document Box Settings	OFF	OFF
Machine Information	ScanTag Settings	OFF	OFF
	Communication Job	ON	ON
	Print Job	ON	ON
	Machine Status	ON	ON
	Communication History	ON	OFF
Print Job History	ON	OFF	

Mode protection can also be set from the control panel of the machine. For details, refer to Chapter 2, “Setting Mode Protection” in the Administrator's Guide.

## ■ Changing a User Policy

You can change a user policy that has been registered.

- 1 Click the name of the policy to change on the “User Policy” list screen. The “Registration” screen is displayed.



User Policy	
<input type="checkbox"/> Name	Primary policy
<input type="checkbox"/> <a href="#">guest_policy</a>	
<input type="checkbox"/> <a href="#">initial_policy</a>	Default

- 2 Change the detailed information.

For details, refer to step 4 of “[Registering a New User Policy](#)”. (See page 3-125.)

- 3 Click [Save].

- The settings are changed, and the display returns to the “User Policy” list screen.
- Press [Back] to cancel changing the user policy settings and return to the “User Policy” list screen.

## ■ Copying an Existing User Policy to Register a New User Policy

You can copy a user policy that is already registered to register a new user policy.

- 1 On the “User Policy” list screen, select the checkbox of the user policy you want to copy.



User Policy	
<input type="checkbox"/> Name	Primary policy
<input checked="" type="checkbox"/> <a href="#">guest_policy</a>	
<input type="checkbox"/> <a href="#">initial_policy</a>	Default

- 2 Click [Duplicate].

The “Registration” screen is displayed with the copied settings entered for the detailed information.

- 3 Change the settings to those for the new user policy to register.

For details, refer to step 4 of “[Registering a New User Policy](#)”. (See page 3-125.)

- 4 Click [Save].

- The display returns to the “User Policy” list screen.
- Press [Back] to cancel registering the user policy settings and return to the “User Policy” list screen.

## ■ Deleting a User Policy

You can delete unnecessary user policies from the “User Policy” list screen.

### Note

- You can delete multiple user policies at the same time.
- You cannot delete a user policy that is assigned to users.
- You cannot delete the “initial policy” or “guest policy”.

**1** Select the checkbox of the user policy you want to delete.

User Policy		
<input type="checkbox"/>	Name	Primary policy
<input type="checkbox"/>	guest_policy	
<input checked="" type="checkbox"/>	initial_policy	Default

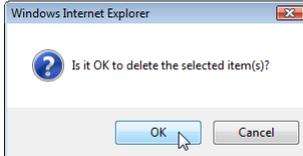
- To select all the displayed policies, select the top checkbox.
- Click the same checkbox to deselect the item.

**2** Click [Delete].

A message confirming that you want to delete the user policies is displayed.

**3** Click [OK].

The selected user policies are deleted.



# Setting the Machine Policy

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## ■ Regarding the Machine Policy

The machine policy restricts the machine itself. You can only set one machine policy.

## ■ Authentication Methods

There are three login machine policies provided in OfficeBridge, which depend on the login authentication method.

Authentication Method	Description
Stand-Alone	Performs user authentication using the user information in the machine. User information must be registered in OfficeBridge in advance.
Single Sign On	Performs user authentication using the user information in the machine after performing Active Directory authentication. If the corresponding user information is not registered in OfficeBridge, it will automatically be newly registered. If the corresponding user information is already registered, it will be overwritten with the information registered in Active Directory.
Network	Performs user authentication using the information in Active Directory.

If you select Stand-Alone or Single Sign On, you can also set the login status of the control panel when the machine is started.

Panel Login Mode Name	Description
Guest Login Mode	The machine starts in the guest login mode. The ready screen is displayed when the machine is started. To perform a user login, press [Login] to display the login screen.
Logout Mode	The machine starts with the user logged out. The login screen is displayed when the machine is started. Guest can move to other screens without logging in.

### Note

If you disable the guest account settings, the machine will always be in the “Logout Mode”. (See page 3-133.) A user login must be performed to move to other screens.

## ■ Setting the Machine Policy

### Note

- The authentication method can also be specified from the control panel of the machine. For details, refer to Chapter 2, “Setting User Authentication” in the Administrator's Guide.
- Do not set the machine policy from the control panel of the machine. Specifying of the machine policy settings may fail if you do so.

### 1 Click [Admin Login] in OfficeBridg, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

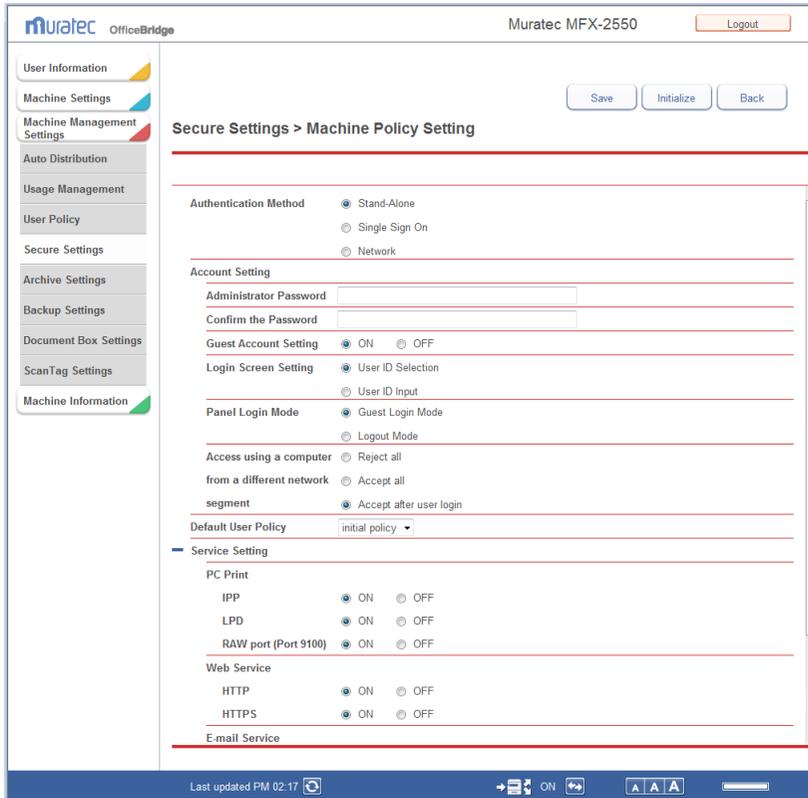
### 2 Click [Machine Management Settings], and then [Secure Settings].



### 3 Click “Machine Policy Setting”.

The “Machine Policy Setting” screen is displayed.

## 4 Set the detailed information.



You can register the following items.

Setting	Description	Settings
Authentication Method	Select the authentication method.	<u>Stand-Alone</u> Single Sign On Network
Domain Name	Enter the domain name of the Active Directory server. If the authentication method is set to “Single Sign On” or “Network”, this item is required. If you select “Stand-Alone”, this item is not displayed.	64 characters (0-9, a-z, A-Z, -, .)
Account Setting	Specify the account settings for the login user.	–
Administrator Password	Enter the “Administrator Password”.	28 characters
Confirm the Password	Enter the “Administrator Password” again.	28 characters
Guest Account Setting	Set whether to enable or disable the guest account. When this is set to “OFF”, a user login is required to operate the machine and OfficeBridge. “Accept after user login” in “Access using a computer from a different network segment” will also not be displayed, and cannot be selected. If you select “Network” as the authentication method, this item is not displayed.	<u>ON</u> OFF

Setting	Description	Settings
Login Screen Setting	Select the screen displayed when a user logs in.  User ID Selection: This screen is comprised of the user ID and password entry, and a list of user information. The account ID can be automatically entered by selecting it from the list. User ID Input: This screen is comprised of the user ID and password entry. If you select “Network” as the authentication method, this item is not displayed.	<a href="#">User ID Selection</a> User ID Input
Panel Login Mode	Select the panel login mode. You can select “Guest Login Mode” or “Logout Mode”. If you set “Guest Account Setting” to “OFF”, the machine will always be in the “Logout Mode”, and this item is not displayed.	<a href="#">Guest Login Mode</a> Logout Mode
Access using a computer from a different network segment	Select the operation to be performed when an access request from a computer in a different network segment is received. You can select “Reject all”, “Accept all”, or “Accept after user login”.	Reject all Accept all <a href="#">Accept after user login</a>
Default User Policy	Select a user policy registered in the user policy settings to use as the default policy.	–

#### Service Settings

These settings are displayed when you click [+].

Setting	Description	Settings
PC Print <sup>*1</sup>	Set to allow or prohibit the various PC printing services.	–
IPP	Set to allow or prohibit the IPP port. Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
LPD	Set to allow or prohibit the LPD port. Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
RAW port (Port 9100)	Set to allow or prohibit the 9100 port. Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
Web Service	Set to allow or prohibit the various Web services.	–
HTTP <sup>*1</sup>	Set to allow or prohibit the HTTP port. Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
HTTPS	Set to allow or prohibit the HTTPS port. Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
E-mail Service	Set to allow or prohibit the various e-mail services.	–
SMTP (Standard 25 Port)	Set to allow or prohibit the SMTP (standard 25 port). Select [ON] to allow the service, or [OFF] to prohibit it.	<a href="#">ON</a> <a href="#">OFF</a>
Connection Settings	Set to allow or prohibit the various device settings.	–
LAN (wired)	Set to allow or prohibit LAN connections.	<a href="#">ON</a> <a href="#">OFF</a>
USB	Set to allow or prohibit USB connections.	<a href="#">ON</a> <a href="#">OFF</a>

\*1 If you set HTTP to “OFF”, HTTPS and IPP are also automatically set to “OFF”. If you set IPP or HTTPS to “ON”, HTTP is also automatically set to “ON”.

**5** Click [Save].

- The message “Changing the “Machine Policy” will reboot the machine automatically.” is displayed.
- Press [Back] to cancel registering the machine policy settings and return to the “Machine Policy” list screen.

**6** Click [OK].

- The machine is restarted to reflect the machine policy settings.
- You will become unable to access OfficeBridge because the machine is restarted. Log in again after restarting the browser.

 **Note**

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.
- If you become unable to access OfficeBridge after setting access restrictions, perform “Delete Restriction Settings” from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator's Guide.

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## Setting Access Restrictions

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In OfficeBridge, you can set access restrictions based on the MAC addresses or IP addresses that send access requests from an external network. You can restrict 50 MAC addresses and 50 IP addresses.

 **Note**

Access cannot be restricted for requests from a network in another segment because MAC addresses are not retained.

**1** Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)

This function may also be available on Guest and User login screen, depending on user policy settings.

**2** Click [Machine Management Settings], and then [Secure Settings].

**3** Click “Network Filtering”.

The “Network Filtering” screen is displayed.

## 4 Set the detailed information.

You can register the following items.

Setting	Description	Settings
MAC Address Filtering	Set the MAC addresses to restrict.	–
Setting <sup>*1</sup>	Select the basic policy for the access restrictions. Select either “Reject all specified address(es) except for those listed below” or “Authorize all address(es) except for those listed below”. Select “Available setting” to enable the settings.	Reject all specified address(es) except for those listed below <u>Authorize all address(es) except for those listed below</u>
MAC Address List <sup>*2</sup>	Enter the addresses to set as exceptions to the basic policy selected in the settings. <ul style="list-style-type: none"> <li>• If you selected “Reject all specified address(es) except for those listed below”, enter the MAC addresses to allow.</li> <li>• If you selected “Authorize all address(es) except for those listed below”, enter the MAC addresses to reject.</li> </ul> Up to 50 can be registered. <p>Enter an address and click [Add] to add it to the list.</p> <ul style="list-style-type: none"> <li>• To delete an address entered in the list, select its checkbox, and click [Delete].</li> <li>• Click the same checkbox to deselect the item.</li> </ul>	XX:XX:XX:XX:XX:XX format (where XX is 0 to 9, A to F)

Setting	Description	Settings
IP Address Filtering	Set the IP addresses to restrict.	–
Setting <sup>*1</sup>	Select the basic policy for the access restrictions. Select either “Reject all specified address(es) except for those listed below” or “Authorize all address(es) except for those listed below”. Select “Available setting” to enable the settings.	Reject all specified address(es) except for those listed below <u>Authorize all address(es) except for those listed below</u>
IP Address List (IPv4) <sup>*2</sup>	Enter the IPv4 addresses (specified individually, with a mask, or with a range) to set as exceptions to the basic policy selected in the settings. <ul style="list-style-type: none"> <li>• If you selected “Reject all specified address(es) except for those listed below”, enter the IPv4 addresses to allow.</li> <li>• If you selected “Authorize all address(es) except for those listed below”, enter the IPv4 addresses to reject.</li> </ul> Enter an address and click [Add] to add it to the list. <ul style="list-style-type: none"> <li>• To delete an address entered in the list, select its checkbox, and click [Delete].</li> <li>• Click the same checkbox to deselect the items.</li> </ul>	XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.)
IP Address List (IPv6) <sup>*2</sup>	Enter the IPv6 addresses to set as exceptions to the basic policy. <ul style="list-style-type: none"> <li>• If you selected “Reject all specified address(es) except for those listed below”, enter the IPv6 addresses to allow.</li> <li>• If you selected “Authorize all address(es) except for those listed below”, enter the IPv6 addresses to reject.</li> </ul> Enter an address and click [Add] to add it to the list. <ul style="list-style-type: none"> <li>• To delete an address entered in the list, select its checkbox, and click [Delete].</li> <li>• Click the same checkbox to deselect the item.</li> </ul>	XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX:XXXX format (Where XXXX is a hexadecimal number.)

\*1 If at least one item is registered in the list, you cannot change the basic policy settings.

\*2 Depending on the basic policy settings, the address entry item name or the list title display changes to allow or reject. (For example, if you selected “Allow all specified address(es)”, the address entry item changes to “Rejected Address” and the list title changes to “Rejected Address list”.)

## 5 Click [Save].

- The access restrictions are set.
- Press [Back] to cancel specifying the access restrictions and return to the “Secure Settings” screen.

### Note

- Underlined values are the default settings specified at the time of shipment.
- Click [Initialize] to restore the default settings.
- If you become unable to access OfficeBridge after setting access restrictions, perform “Delete Restriction Settings” from the control panel of the machine. For details, refer to Chapter 2, “Specifying the Network Settings” in the Administrator’s Guide.

# Specifying SSL Certificate Settings

OfficeBridge supports the setting of the private certificate authority and server certificate required to perform SSL (Secure Socket Layer) communication.

## Note

The root certificate thumbprint can be printed from the control panel of the machine. For details, refer to Chapter 1, “Outputting Lists” in the Administrator's Guide.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [Secure Settings].  
The “Secure Settings” screen is displayed.
- 3 Click “SSL Certificate Settings”.  
The “SSL Certificate Settings” screen is displayed.
- 4 Set the detailed information.

The screenshot displays the 'Secure Settings > SSL Certificate Settings' interface. On the left is a navigation menu with categories like User Information, Machine Settings, Machine Management Settings, Auto Distribution, Usage Management, User Policy, Secure Settings, Archive Settings, Backup Settings, Document Box Settings, ScanTag Settings, and Machine Information. The main content area is titled 'Secure Settings > SSL Certificate Settings' and contains several sections:

- Root Certificate:** Includes an 'Export' button and a 'Fingerprint' button.
- Server Certificate Details:**
  - Select Certificate:** Private Certificate Authority
  - Authority:**
  - Holder:**
    - Common Name: 200.1.37.108
    - Organization: O
    - Organizational Unit:
    - Serial Number: FE.45.55.19.1E.6F.6A.CA.B8.77.D0.D6.39.0A.24.48.31.30.30.31.30.31.30.30.34.32.33.38.5A.00
  - Issuer:**
    - Common Name: 00:50:81:32:00:75
    - Organization: O
    - Organizational Unit:
  - Expiration Date:**
    - Issue Date: 20100101
    - Expiration Date: 20300101
- Root Certificate Setting:**
  - Setting:**
    - Common Name: 00:50:81:32:00:75
    - Country: [ ]
    - Expiration Date: 20300101
  - Root Certificate:** [ Import ]
  - File Name:** [ ] [ Browse... ]
  - Password:** [ ]

You can register the following items.

#### Root Certificate

Setting	Description	Settings
Export	<p>When using a private certificate authority, this exports the root certificate.</p> <ul style="list-style-type: none"> <li>• The root certificate is exported in the “PKCS#12” format<sup>*1</sup>.</li> <li>• It is necessary to set a password when exporting the certificate.</li> <li>• If you are not using SSL communication, you cannot export the certificate.</li> </ul>	Password for exporting: 16 characters
Fingerprint	Prints the fingerprint of the root certificate for the private certificate authority.	–

\*1 The “PKCS#12” format is for exchanging private keys and certificates. The private key is protected with a password.

#### Server Certificate Details

These settings are displayed when you click [+].

Displayed Item	Description
Select Certificate Authority	Displays the certificate authority (private certificate authority) that is currently being used.

#### Holder

Common Name	Displays the common name of the name the certificate is issued for.
Organization	Displays the organization of the name the certificate is issued for.
Organizational Unit	Displays the organizational unit of the name the certificate is issued for.
Serial Number	Displays the serial number of the certificate.

#### Issuer

Common Name	Displays the common name of the issuer of the certificate.
Organization	Displays the organization of the issuer of the certificate.
Organizational Unit	Displays the organizational unit of the issuer of the certificate.

#### Expiration Date

Issue Date	Displays the date that the certificate was issued.
Expiration Date	Displays the date that the certificate expires.

Root Certificate Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Setting		
Common Name	Enter the name of the certificate authority.  • The MAC address is used when the name is automatically generated.	64 characters
Country	Enter the country code of the certificate authority.	2 digits
Expiration Date	Enter the date that the root certificate expires.  • The generated date + 20 years is used when automatically generated.	YYYYMMDD (Where YYYY is a four digit year, MM is a two digit month, and DD is a two digit day)

Root Certificate

[Import]	Imports the root certificate.	-
File Name	Click [Browse] to set the path of the file name to the root certificate.	-
Password	Enter the password used when importing the root certificate.	16 characters

Root Certificate (Export)

[Export]	Exports the root certificate.	-
Password	Enter the password used when exporting the root certificate.	16 characters

Server Certificate Setting

These settings are displayed when you click [+].

Setting	Description	Settings
Setting		
Common Name	Enter the name of the certificate authority.	64 characters: The default value is the IP address of the machine.
Organization	Enter the organization name of the certificate authority.	64 characters
Organizational Unit	Enter the organizational unit of the certificate authority.	64 characters
Location	Enter the location of the certificate authority.	128 characters
State	Enter the state of the certificate authority.	128 characters
Country	Enter the country code of the certificate authority.	2 digits
Expiration Date	Enter the date that the server certificate expires.	YYYYMMDD (Where YYYY is a four digit year, MM is a two digit month, and DD is a two digit day)

Setting	Description	Settings
Server Certificate		
[Import]	Imports the server certificate.	-
File Name	Click [Browse] to set the path of the file name to the server certificate.	-
Password	Enter the password used when importing the server certificate.	16 characters
Server Certificate (Export)		
[Export]	Exports the server certificate.	-
Password	Enter the password used when exporting the server certificate.	16 characters

## 5 Click [Save].

- The SSL certificate settings are set.
- Press [Back] to cancel specifying the SSL certificate settings and return to the “Secure Settings” screen.

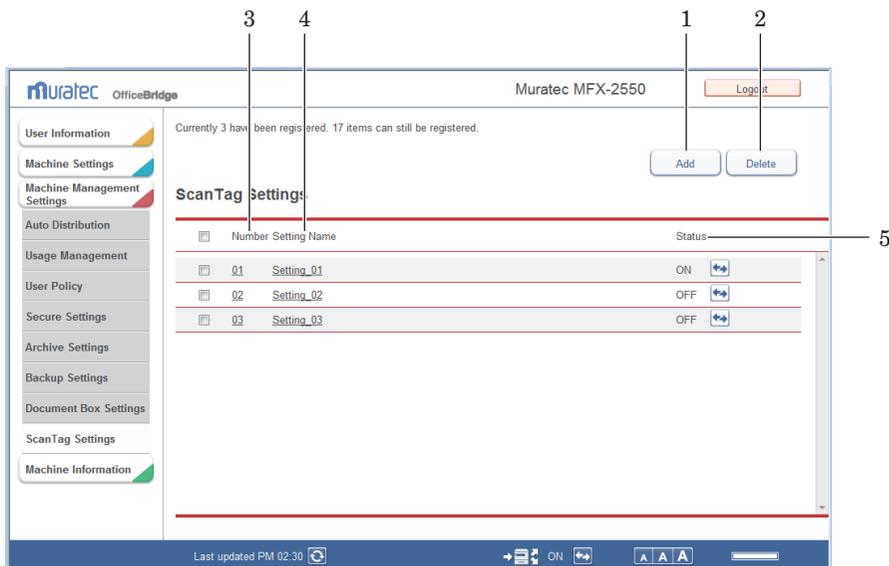
### Note

Click [Initialize] to restore the default settings.

# Setting ScanTag

The ScanTag feature allows you to create image data and metadata (data indicating the attributes and processing method of the image file) in a single scan. The image data and metadata will be sent automatically to a network computer.

## “ScanTag Settings” Screen

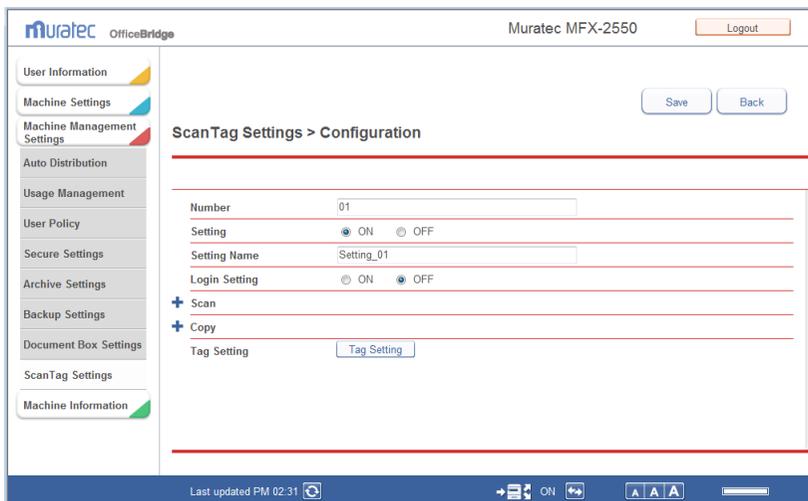


Setting	Description
1 [Add]	Registers new ScanTag settings.
2 [Delete]	Deletes the ScanTag settings selected from the list.
3 Number	The smallest free number is automatically entered. You can change it to a number of your choice. Click this to display the “ScanTag Settings” screen, and edit the registered ScanTag settings.
4 Setting Name	Displays the name of the registered ScanTag settings. Click this to display the “ScanTag Settings” screen, and edit the registered ScanTag settings.
5 Status	Displays whether the ScanTag settings are enabled or disabled. If the settings are enabled, “ON” is displayed; if they are disabled, “OFF” is displayed. Click  to enable or disable the settings.

# ScanTag Settings

You can register ScanTag settings. Up to 20 can be registered.

- 1 Click [Admin Login] in OfficeBridge, and log in. (See page 2-7.)  
This function may also be available on Guest and User login screen, depending on user policy settings.
- 2 Click [Machine Management Settings], and then [ScanTag Settings].  
The “ScanTag Settings” list screen is displayed.
- 3 Click [Add].
- 4 Specify the detailed ScanTag settings.



You can register the following items.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice.	01-20
Setting	Set to whether to enable or disable the ScanTag setting.	ON: Enable OFF: Disable
Setting Name	Enter the name of the ScanTag setting.	40 characters
Login Setting	If you perform a login when using ScanTag, information for the logged in user is included in the ScanTag output file. If you set “ON”, the login screen is displayed when using ScanTag.	ON OFF
Tag Setting	By clicking [Tag Setting] in the “ScanTag Configuration” screen, a new window opens to display the “Tag Setting Registration” screen.	-

## Scan

In order to create and transmit image data and a ScanTag file (metadata file) configure the following settings.

These settings are displayed when you click [+].

Setting	Description	Settings
Setting	Set "ON" to enable the ScanTag settings when scanning.	ON: Enable OFF: Disable
Distribution Setting	If the ScanTag destination is an FTP server, select "FTP". If the ScanTag destination is a network folder, select "Folder".	Folder FTP
Folder Path	Specify the ScanTag destination folder path. You can click [Browse] to easily enter the folder path from the "Browse" screen.	128 characters
User Name	Enter the account for logging in to the shared folder.	64 characters
Password	Enter the password for logging in to the shared folder.	28 characters
PASV Mode	(This item is displayed when you select "FTP" for distribution setting.) Select whether to connect with the PASV mode.	ON OFF
Port Number	(This item is displayed when you select "FTP" for distribution setting.) Enter the port number of the FTP server.	0 - 65535: 21
Color/Mono	Select scanner mode (Color or Monochrome).	Color Mono
File Format (Mono)	Select the file format to use when scanning in black and white.	TIFF PDF PDF w/ Password
File Format (Color)	Select the file format to use when scanning in color.	JPEG PDF PDF w/ Password
Resolution	Set the resolution to use when scanning.	100dpi 200dpi 300dpi 600dpi
Output File Format	Select either XML or CSV for ScanTag file format. Also, you can choose the System tag type (e.g. Type A).	XML: Type A-Type D CSV
Create System Tags <sup>*1</sup>	When this setting is ON, the machine will automatically create information (date/time stamp, file path etc.) and insert it into ScanTag metadata fields.	ON OFF
File Path <sup>*1</sup>	Enter the file path of the folder to save the image data.	—

\*1 These items are displayed according to the "Output File Format". For details of settings, contact your authorized Muratec dealer.

## Copy

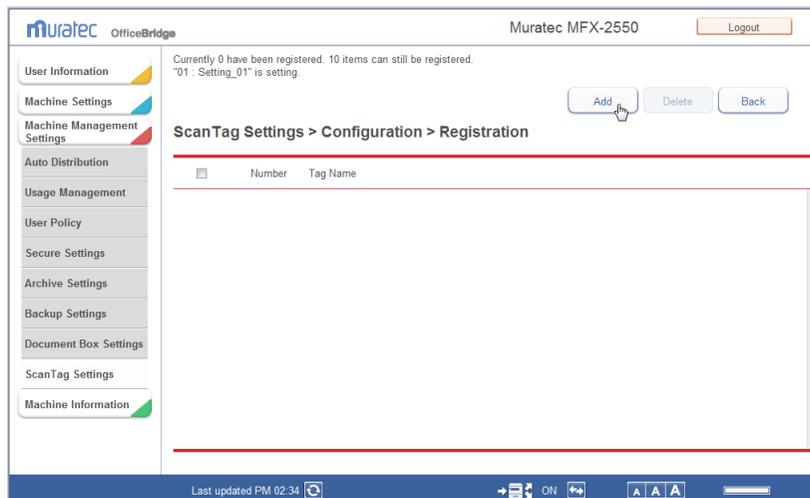
In order to create and transmit ScanTag file (metadata file) to a network computer when making copies, configure the following settings.

These settings are displayed when you click [+].

Setting	Description	Settings
Setting	Set "ON" to enable the ScanTag settings when copying.	ON: Enable OFF: Disable
Distribution Setting	If the ScanTag destination is an FTP server, select "FTP". If the ScanTag destination is a network folder, select "Folder".	Folder FTP
Folder Path	Specify the ScanTag destination folder path. You can click [Browse] to easily enter the folder path from the "Browse" screen.	128 characters
User Name	Enter the account for logging in to the shared folder.	64 characters
Password	Enter the password for logging in to the shared folder.	28 characters
PASV Mode	(This item is displayed when you select "FTP" for distribution setting.) Select whether to connect with the PASV mode.	ON OFF
Port Number	(This item is displayed when you select "FTP" for distribution setting.) Enter the port number of the FTP server.	0 - 65535: 21
Output File Format	Select either XML or CSV for ScanTag file format. Also, you can choose the System tag type (e.g. Type A).	XML: Type A CSV
Create System Tags	When this setting is ON, the machine will automatically create information (date/time stamp, file path etc.) and insert it into ScanTag metadata fields.	ON OFF

5 Click [Tag Setting].

6 Click [Add].



## 7 Set the detailed information.

The screenshot shows the Muratec OfficeBridge administration interface for a Muratec MFX-2550 machine. The page is titled '01 : Setting\_01 is setting'. The breadcrumb trail is '... > Configuration > Registration > Setting'. The main content area contains the following fields:

- Number:** 01
- Display Name:** (empty)
- Metadata Name:** (empty)
- Input Method:**
  - Direct Input: Any
  - Date Input: YYYYMMDD, None, 20091201
  - List Input

Buttons for 'Save' and 'Back' are visible at the top right. The sidebar on the left lists various settings categories, and the bottom status bar shows 'Last updated PM 02:35'.

You can register the following items.

Setting	Description	Settings
Number	The smallest free number is automatically entered. You can change it to a number of your choice.	01 - 10
Display Name	Register the name to be displayed on the machine's control panel.	40 characters
Metadata Name	Register the XML tag name of the currently selected user-defined tag.	40 characters.
Input Method	To allow the user to directly input the value, select the "Direct Input". If you want the user to enter the date as a ScanTag field, select "Date Input" and specify the date format. If the "List Input" is selected, the user can be allowed to select from a pre-registered list of values.	<u>Direct Input</u> Date Input List Input
Direct Input	Any If this is set, the user can enter numbers, alpha characters and/or symbols for the selected userdefined tag at the machine. Numeric If this is set, the user can only enter numbers for the selected user-defined tag at the machine. Alphabet If this is set, the user can enter alpha characters and symbols for the selected user-defined tag at the machine.	<u>Any</u> Numeric Alphabet

Setting	Description	Settings																						
Date Input	<p>Set the date format and separator symbol.</p> <p>Description of Format Symbols</p> <table border="1"> <thead> <tr> <th>Format</th> <th>Meaning</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>YYYY</td> <td>Year in 4 digits</td> <td>2010</td> </tr> <tr> <td>MM</td> <td>Month in 2 digits</td> <td>01</td> </tr> <tr> <td>DD</td> <td>Day in 2 digits</td> <td>05</td> </tr> </tbody> </table> <p>Separator Symbols and Examples</p> <table border="1"> <thead> <tr> <th>Symbol</th> <th>Example</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>20100105</td> </tr> <tr> <td>/</td> <td>2010/01/05</td> </tr> <tr> <td>.</td> <td>2010.01.05</td> </tr> <tr> <td>-</td> <td>2010-01-05</td> </tr> </tbody> </table>	Format	Meaning	Example	YYYY	Year in 4 digits	2010	MM	Month in 2 digits	01	DD	Day in 2 digits	05	Symbol	Example	None	20100105	/	2010/01/05	.	2010.01.05	-	2010-01-05	<p><u>YYYYMMDD</u>  <u>MMDDYYYY</u>  <u>DDMMYYYY</u></p> <p><u>None</u>  /   .   -</p>
Format	Meaning	Example																						
YYYY	Year in 4 digits	2010																						
MM	Month in 2 digits	01																						
DD	Day in 2 digits	05																						
Symbol	Example																							
None	20100105																							
/	2010/01/05																							
.	2010.01.05																							
-	2010-01-05																							
List Input	<p>Register the values from which the user can make a selection. If the checkbox of the “Enable to edit” is checked, user can edit the values on the machine's control panel.</p> <ul style="list-style-type: none"> <li>• Enter the value in the text field and then press [Add].</li> <li>• Click the checkbox next to the value you want to delete, then press [Delete].</li> </ul>	40 characters																						

**8** Click [Save].

**9** Repeat steps 6 to 8 to register all you desired tag settings.

**10** Click [Back] and return to the ScanTag Registration screen.

**11** Click [Save].

- The “ScanTag Settings” list screen is displayed.
- Press [Back] to cancel registering the distribution settings and return to the “ScanTag Settings” list screen.

**Note**

- Underlined values are the default settings specified at the time of shipment.
- To delete ScanTag settings from the list, select the checkbox for the ScanTag settings in the list, and click [Delete].

## ■ About the ScanTag file name

The ScanTag file name of the scan job is the same as the image data. The image data file name can be specified on the machine's control panel. For more information about the file name, see the “Entering file name” described in Chapter 2, “Advanced Scan Features” in the Scanner and Fax Guide.

For the copy job, the scanned date and time are used as the file name. This file name format cannot be changed.

	Image data and ScanTag file name for scan job	ScanTag file name for copy job
When a file name is specified.	E.g. “ScanTag(metadata).xml”	N/A
When a file name that already exists is specified.	The scan date and time will be added to the end of the file name to give it differentiation. (E.g. “ScanTag(metadata)-20080515141530.xml”)	N/A
When a file name is not specified.	The scanned date and time are used as the file name. E.g., if the document is scanned on January 15 2010 on 13:30 30 second, the file will be named “20100115133030.xml”.	The scanned date and time are used as the file name.



# Chapter 4

## Operating Utilities

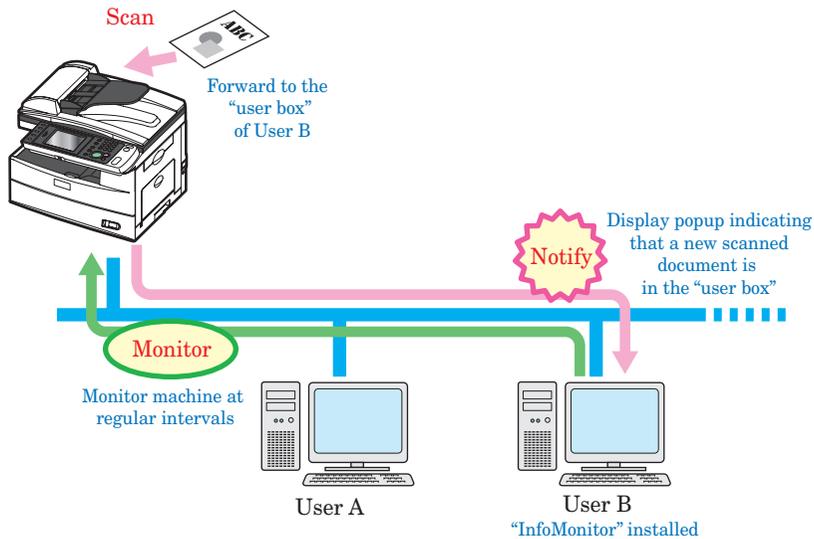
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# Managing Events (InfoMonitor)

## About InfoMonitor

InfoMonitor is a utility program for managing the history of events (scanning and transmission/reception of documents, etc.) that occur in the machine. Users can be notified of events even if there are not logged in to OfficeBridge.



### Note

- To use InfoMonitor, it is necessary to install a program in the computer of the user. For details on installing InfoMonitor, refer to Chapter 2, "Installing to Windows" in the Printer Guide.
- InfoMonitor automatically starts when the computer is started.

# Setting InfoMonitor

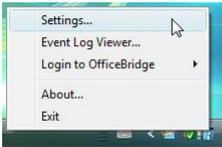
---

## ■ Opening “User Monitor Settings” Screen

- 1 Right-click the task tray icon .



- 2 Click [Settings].

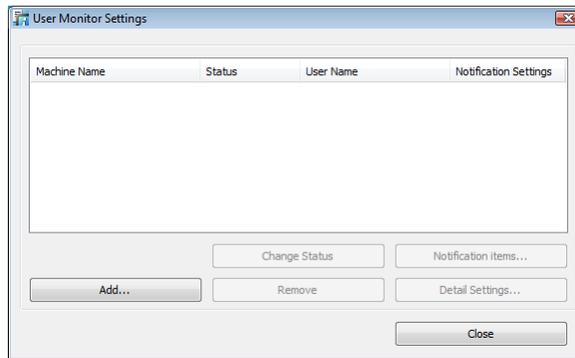


### Note

If there is a shortcut to InfoMonitor on the desktop, you can double-click it to display the “User Monitor Settings” screen.

## ■ “User Monitor Settings” Screen

On the “User Monitor Settings” screen, you can check the monitoring status of InfoMonitor, and specify the various settings.



Item	Description
User List	<p>Displays a list of the machines for monitoring. The following items are displayed.</p> <p>Machine Name: Displays the name of the machine for monitoring.</p> <p>Status: Displays the current monitoring status (“Monitoring”, “Not monitoring”, or “Connection error”). “Connection error” is displayed if the machine cannot be connected to.</p> <p>User Name: Displays the name of the user to notify of events.</p> <p>Notification Settings: Displays whether to notify the user when an event occurs. “Yes” is displayed when notification is set, and “No” is displayed when notification is not set.</p>
Change Status	Switches the monitoring status of the device. (See page 4-15.)
Notification items	Selects the events to notify the user of. (See page 4-14.)
Add	Registers/adds machines to monitor. (See page 4-5.)
Remove	Removes a registered machine from the list of monitored devices. (See page 4-16.)
Detail Settings	Specifies monitoring settings (Recordable Number, Monitoring Interval, and Event notification using popup messages). (See page 4-10.)

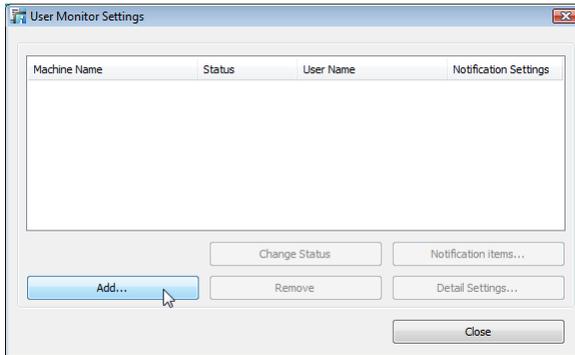
## ■ Registering (Adding) Machines to Monitor

You can register machines to monitor in InfoMonitor.

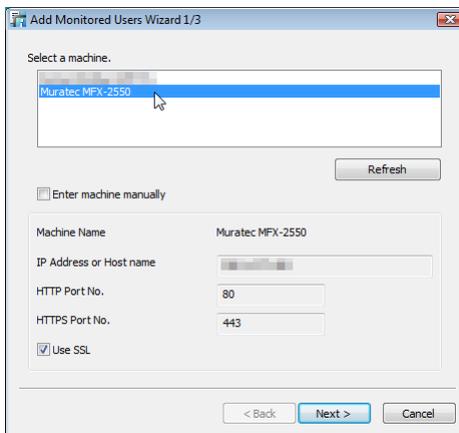
You can register up to three machines in the same network segment.

1 Open the “User Monitor Settings” screen. (See page 4-3.)

2 Click [Add].

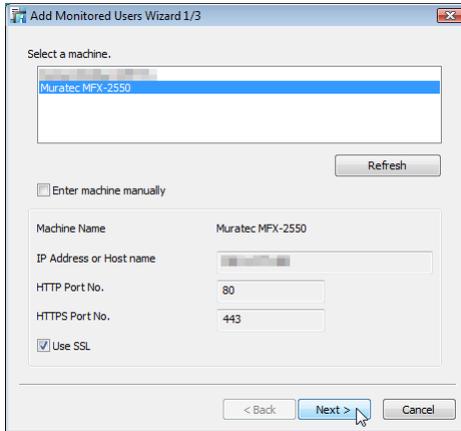


3 Select the name of the machine to monitor.



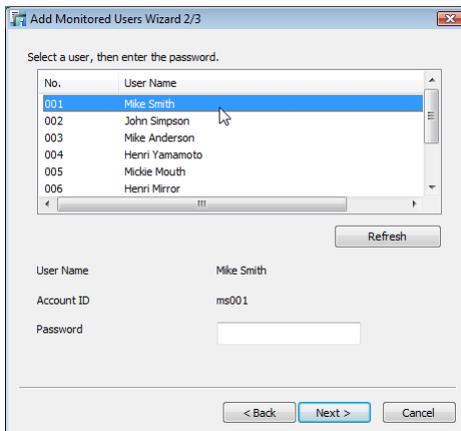
- The machines on the current network are displayed.
- Click [Refresh] to refresh the display to show the current connection status of the machines.
- If you select a machine name, “IP Address or Host name”, “HTTP Port No.”, and “HTTPS Port No.” are automatically set.
- If the machine to monitor is not found, register it manually. (See page 4-8.)

#### 4 Click [Next].



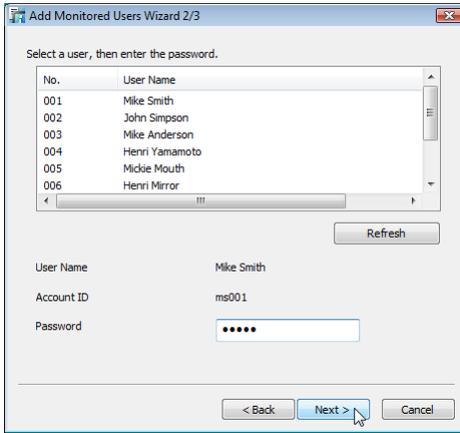
- If the connection is successful, the “Add Monitored Users Wizard 2/3” screen is displayed.
- If the connection fails, the user entry screen is displayed. Manually specify the user settings. The user entry screen may be displayed even if the connection is successful, depending on the logon mode. (See page 4-8.)

#### 5 Select the user name.

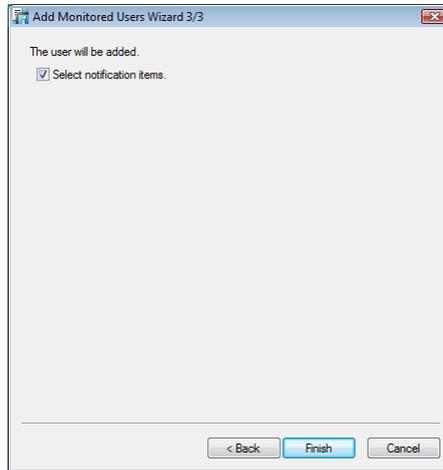


Click [Refresh] to refresh the list to display the names of the currently registered users.

**6** Enter the password, and click [Next].



**7** Click [Finish].



If you selected “Select notification items.” on the “Add Monitored Users Wizard 3/3” screen, the “Notification items” screen is displayed. Set the notification items. (See page 4-14.)

**Note**

If the password is incorrect, “Connection error” is displayed in “Status” on the “User Monitor Settings” screen.

Click [Detail Settings], and enter the password again.

## ■ Manually Registering (Adding) Machines to Monitor

You can also manually register machines to register.

- 1 Open the “User Monitor Settings” screen. (See page 4-3.)
- 2 Click [Add].
- 3 Select “Enter machine manually”.

The screenshot shows a window titled "Add Monitored Users Wizard 1/3". It contains a list box with "Machine NBY-2010" selected. Below the list box is a "Refresh" button. A checkbox labeled "Enter machine manually" is checked. Underneath, there are four input fields: "Machine Name", "IP Address or Host name", "HTTP Port No.", and "HTTPS Port No.". A "Use SSL" checkbox is also checked. At the bottom, there are buttons for "< Back", "Next >", and "Cancel".

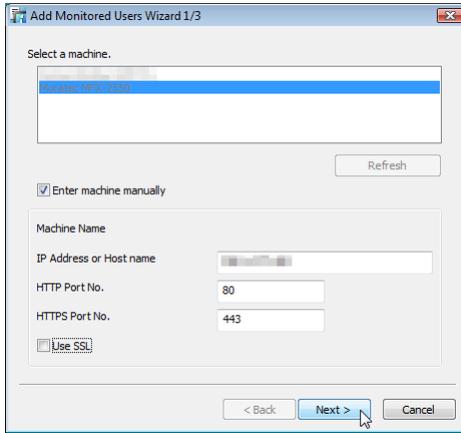
You can now set “IP Address or Host name”, “HTTP Port No.,” and “HTTPS Port No.”

- 4 Set the detailed information for the device.

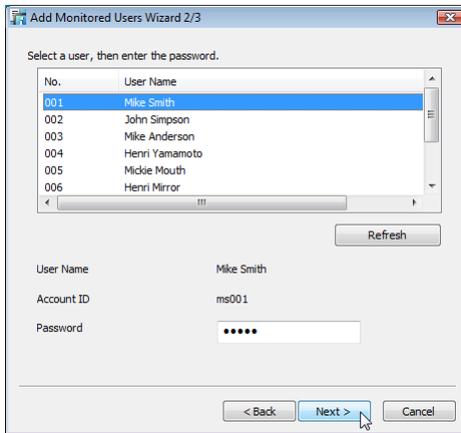
Item	Description	Settings
IP Address or Host Name	Enter the name or IP address of the machine to monitor.	Name: IP Address: XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx local host addresses cannot be used.
HTTP Port No.	Enter the port number of the HTTP server. <sup>*1</sup>	0 - 65535
HTTPS Port No.	Enter the port number of the HTTPS server. <sup>*1</sup>	0 - 65535
Use SSL	Select this to perform SSL communication with OfficeBridge.	—

\*1 Enter the same HTTP port number and HTTPS port number set in “Port Number Setting” in “TCP/IP Settings”. (See page 3-62.)

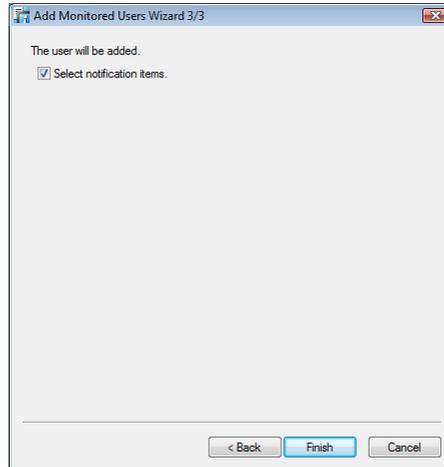
**5** Click [Next].



**6** Enter the password and user ID, and click [Next].



## 7 Click [Finish].



If you selected “Select notification items.” on the “Add Monitored Users Wizard 3/3” screen, the “Notification items” screen is displayed. Set the notification items. (See page 4-14.)

### Note

If the password is incorrect, “Connection error” is displayed in “Status” on the “User Monitor Settings” screen. Click [Detail Settings], and enter the password again.

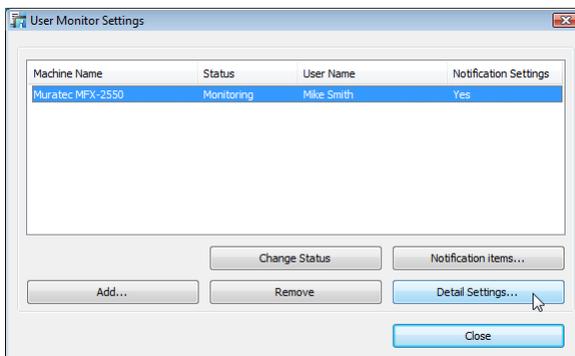
## ■ Specifying Monitoring Settings

You can set the maximum number of events to save in InfoMonitor, and set the interval for monitoring the event of the machine.

You can also set to notify a user when an event occurs using popup messages.

1 Open the “User Monitor Settings” screen. (See page 4-3.)

2 Select the entry to set, and click “Detail Settings”.



### 3 You can set the following items.

If you set to not perform event notification (if you deselect “Event notification using popup messages”), “No” is displayed in the “Notification Settings” field.

Item	Description	Settings
Recordable Number	Set the maximum number of events to save in InfoMonitor.	1 - 50: <u>25</u>
Monitoring Interval	Set the interval for monitoring the event status.	1 - 60 minutes: <u>5 minutes</u>
Event notification using popup messages	Select this to notify the user when an event occurs using popup messages.	–

Click [Cancel] to cancel the settings.

### 4 Click [OK].

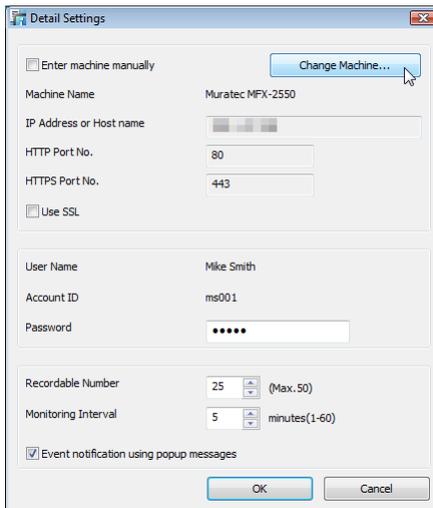
- The “User Monitor Settings” screen is closed.
- “Yes” is displayed in the “Notification Settings” field on the “User Monitor Settings” screen.

#### Note

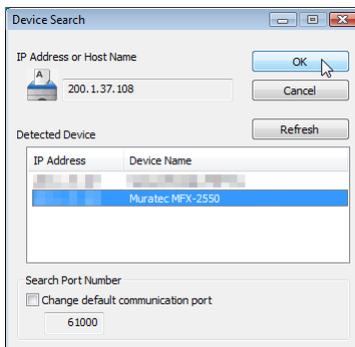
Underlined values are the default settings specified at the time of shipment.

## ■ Specifying Other Device Monitoring Settings

- 1 Open the “User Monitor Settings” screen. (See page 4-3.)
- 2 Select the entry to set, and click “Detail Settings”.  
The “Detail Settings” screen is displayed.
- 3 Click [Change Machine].



- 4 Select the name of the machine to set, and click [OK].



- Click [Refresh] to refresh the display to show the current connection status of the machines.
- To change the port number for printer searching, select “Change default communication port”, and enter a port number in the entry box.
- Click [Cancel] to cancel machine selection.

- 5 Perform steps 3 and 4 of “Specifying Monitoring Settings”. (See page 4-10.)

## ■ Manually Specifying Monitor Settings

You can also manually specify monitoring settings.

**1** Open the “User Monitor Settings” screen. (See page 4-3.)

**2** Select the entry to set, and click “Detail Settings”.

The “Detail Settings” screen is displayed.

**3** Select “Enter machine manually”.

You can now set “IP Address or Host name”, “HTTP Port No.”, and “HTTPS Port No.”

**4** Set the detailed information for the device.

Item	Description	Settings
IP Address or Host Name	Enter the name or IP address of the machine to monitor.	Name: IP Address: XXX.XXX.XXX.XXX format (Where XXX is a number between 0 and 255.) 0.0.0.0, 255.255.255.255, and 127.xxx.xxx.xxx cannot be entered.
HTTP Port No.	Enter the port number of the HTTP server.	0 - 65535
HTTPS Port No.	Enter the port number of the HTTPS server.	0 - 65535
Use SSL	Select this to perform SSL communication with OfficeBridge.	—

**5** You can set the following monitoring settings.

Item	Description	Settings
Recordable Number	Set the maximum number of events to save in InfoMonitor.	1 - 50: <u>25</u>
Monitoring Interval	Set the interval for monitoring the event status.	1 - 60 minutes: <u>5 minutes</u>
Event notification using popup messages	Select this to notify the user when an event occurs using popup messages.	—

**6** Click [OK].

- The “Detail Settings” screen is closed.
- “Yes” is displayed in the “Notification Settings” field on the “User Monitor Settings” screen.
- If you set to not perform event notification (if you deselect “Event notification using popup messages”), “No” is displayed in the “Notification Settings” field.

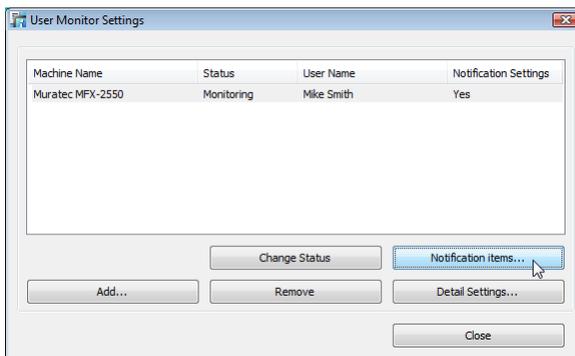
**Note**

- You cannot change the user name.
- Underlined values are the default settings specified at the time of shipment.

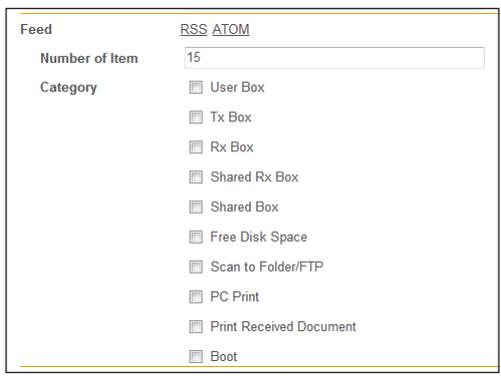
## ■ Selecting Notification Events

You can select the types of events to notify the user of using popup messages.

- 1** Open the “User Monitor Settings” screen. (See page 4-3.)
- 2** Select the user to select the notification events.
- 3** Click [Notification items].



**4** Select the events for notification, and click [Save].



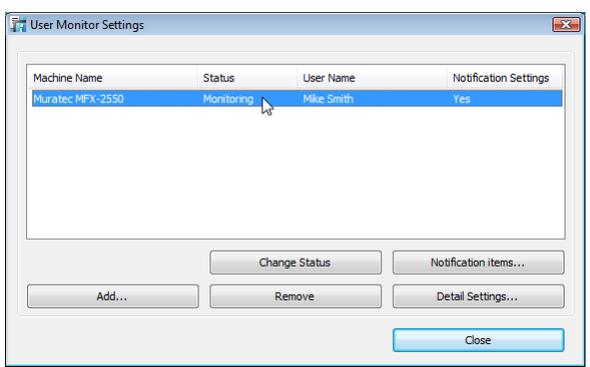
- The items are displayed under “Advanced Settings”. When they are not displayed, click [+]  
next to “Advance” to display them.
- You can select multiple events for notification.
- Click [Cancel] to cancel the settings.

**■ Switching the Monitoring Status**

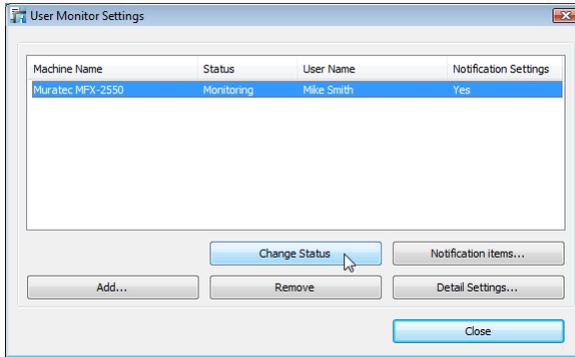
You can switch the monitoring status of InfoMonitor.  
The monitoring status is automatically set to “Monitoring” when you register a machine.

**1** Open the “User Monitor Settings” screen. (See page 4-3.)

**2** Select the user to switch the monitoring status.



### 3 Click [Change Status].



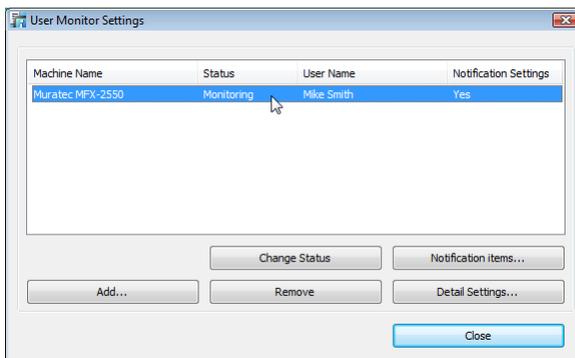
The “Status” field switches between “Monitoring” and “Not monitoring” each time you click [Change Status].

## ■ Deleting Users From the List

You can delete registered users from the list.

1 Open the “User Monitor Settings” screen. (See page 4-3.)

2 Select the user to delete.



3 Click [Remove].

The selected user is deleted.

# Using InfoMonitor

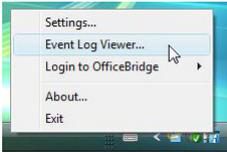
You can use InfoMonitor to view the event history and preview, print or download the document related to an event.

## ■ Viewing the Event History

- 1 Right-click the  icon in the task tray.



- 2 Click [Event Log Viewer].

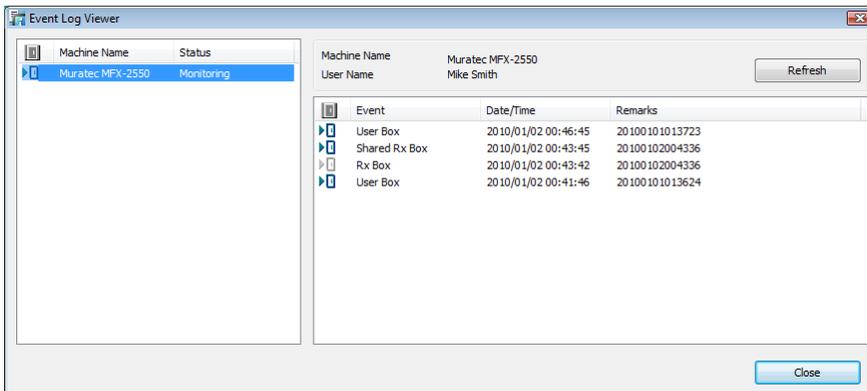


Click [Close] to close the “Event Log Viewer” screen.

## ■ Regarding the “Event Log Viewer” Screen

On the “Event Log Viewer” screen, you can check the events that have occurred. The event categories that can be viewed are indicated below:

- User Box
- Tx Box
- Rx Box
- Shared Rx Box
- Shared Box
- Free Disk Space
- Scan to Folder / FTP
- PC Print
- Print Received Document
- Boot



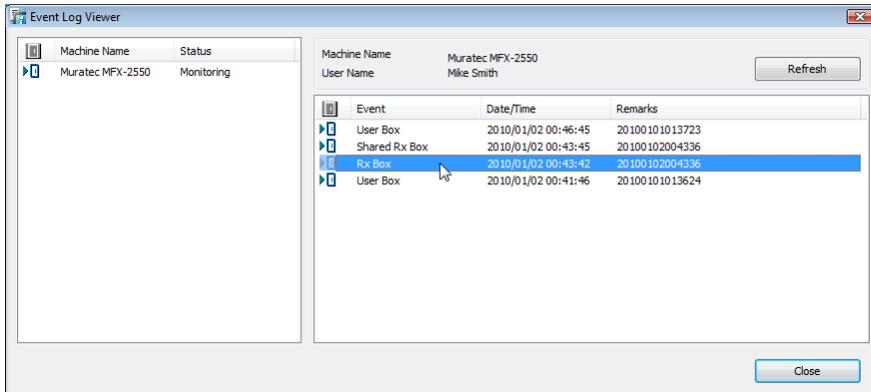
Item	Description
User List	<p>Displays a list of the users. If you switch the user, the event list display also switches. The following items are displayed.</p> <p>Machine Name: Displays the name of the machine for monitoring. Status: Displays the current monitoring status (“Monitoring” or “Not monitoring”). “Connection error” is displayed if the machine cannot be connected to.</p>
Machine Name	Displays the name of the machine to view events for.
User Name	Displays the name of the user to notify of events.
Event List	<p>Displays the history of notification events. The following items are displayed.</p> <p>Unread mark: This mark is displayed for events that have not been previewed. Event: Displays the event category. Date/Time: Displays the date and time that the event occurred. Remarks: The information displayed here depends on the event category. Refer to the following.</p> <p>The related information that is displayed is indicated below.</p> <p>Use Box: Document name Tx Box: The sender's name, fax number or e-mail address Rx Box: The sender's name or fax number. If the sender has not registered the name or fax number in their machine, the reception date/time is displayed. Shared Rx Box: The sender's name or fax number. If the sender has not registered the name or fax number in their machine, the reception date/time is displayed. Shared Box: Document name Free Disk Space “Disk space alarm” Scan to Folder / FTP Document name PC Print (when printing is successful) “Printing (file name) is completed” PC Print (when an error occurs) “An error occurred when printing (file name)” PC Print (when offline) “The machine became off line state when printing (file name)” Print Received Document “Printing the received document(s) are completed.” Boot “Machine is ready”</p>

 **Note**

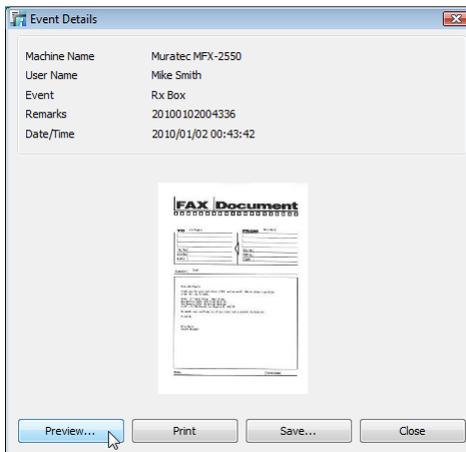
The events to display can be set on the “Notification items” screen. (See page 4-14.)

## ■ Previewing the Document Related to an Event

- 1 Open the “Event Log Viewer” Screen. (See page 4-17.)
- 2 Double-click the event you want to preview on the “Event Log Viewer” screen.



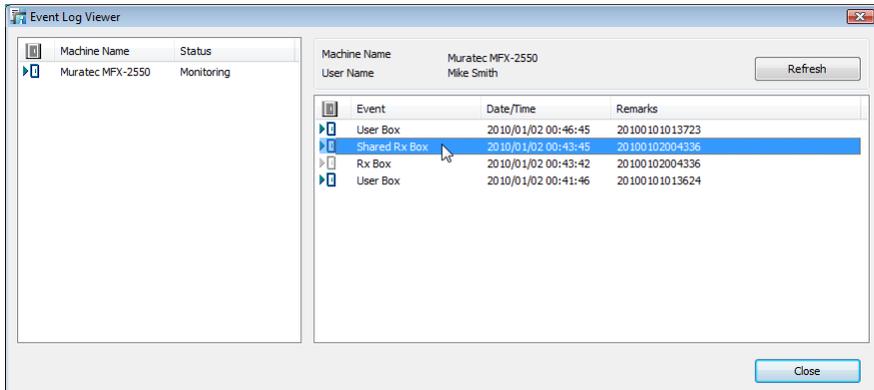
- 3 Click [Preview].



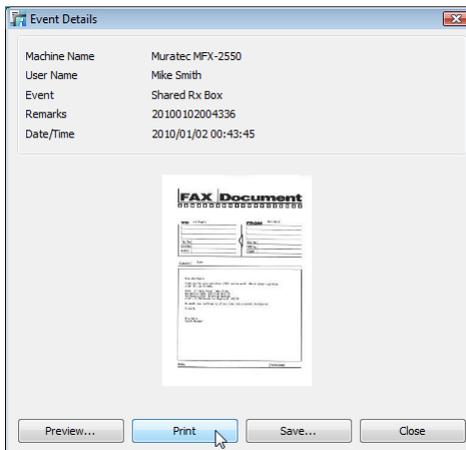
- The viewer that starts depends on the version of the operating system that is installed.
- Click [Close] to close the “Event Log Viewer” screen.

## ■ Printing the Document Related to an Event

- 1 Open the “Event Log Viewer” Screen. (See page 4-17.)
- 2 Double-click the event you want to print on the “Event Log Viewer” screen.



- 3 Click [Print].



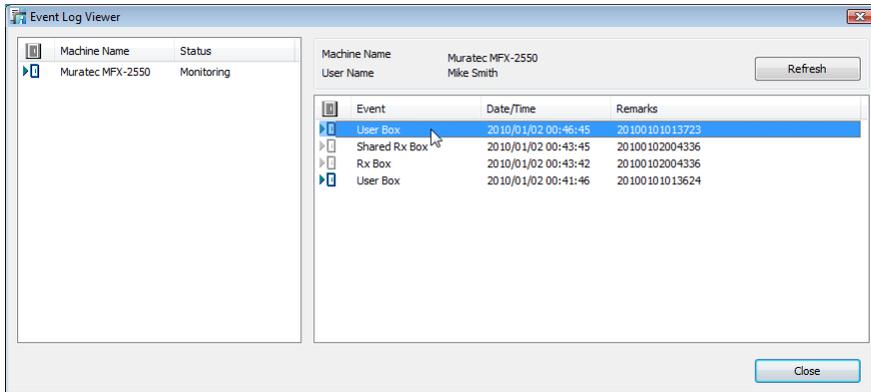
Click [Close] to close the “Event Log Viewer” screen.

## ■ Downloading the Document Related to an Event

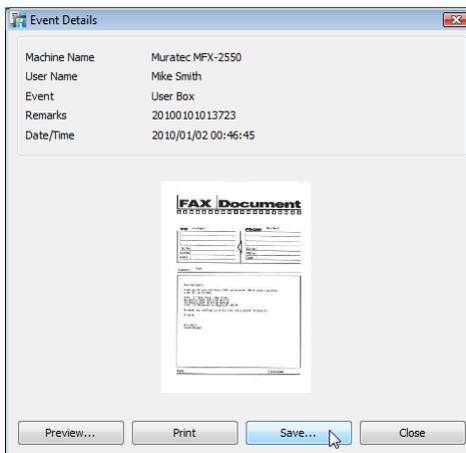
You can save (download) the document related to an event from OfficeBridge to a local destination.

The format to save the document in (TIFF, PDF, or PDF w/ password) is set in “Common Settings” in “Machine Management Settings” – “Document Box Settings” on the “Admin Login” screen. (See page 3-108.)

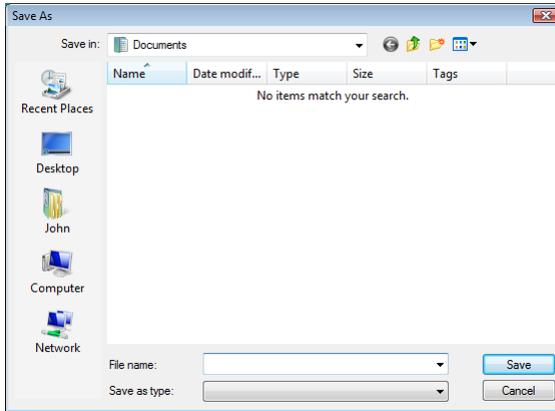
- 1 Open the “Event Log Viewer” Screen. (See page 4-17.)
- 2 Double-click the event you want to print.



- 3 Click [Save].



- 4 Specify the name and location to save the file, and click [Save].

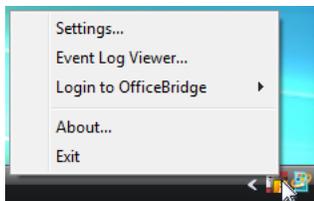


Click [Close] to close the “Event Log Viewer” screen.

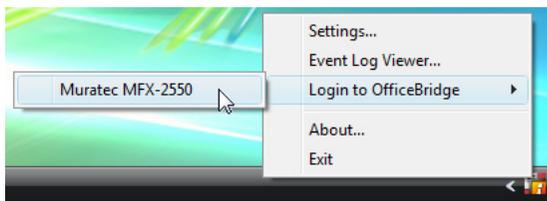
## ■ Logging In to the Monitored OfficeBridge

You can log in to the monitored OfficeBridge from InfoMonitor.

- 1 Right-click the task tray icon.



- 2 Click [Login to OfficeBridge], and click the name of the machine to log in to.

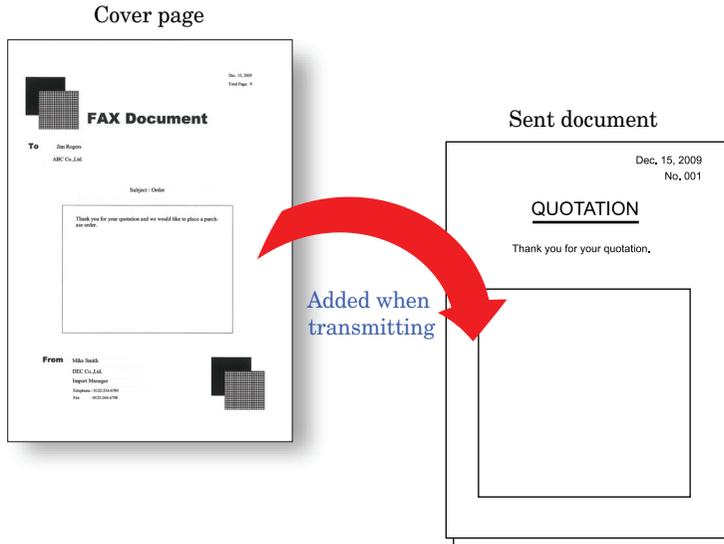


For details on logging in, refer to “Logging In”. (See page 2-2.)

# Creating Cover Pages (CoverPage Editor)

With CoverPage Editor, you can create cover pages to attach at the top of fax documents you transmit.

On the cover page, you can insert information registered in the address book (recipient name, company name and department name, etc.) and information set in the user information (sender name, company name, and department name, etc.), and also insert strings and pictures.



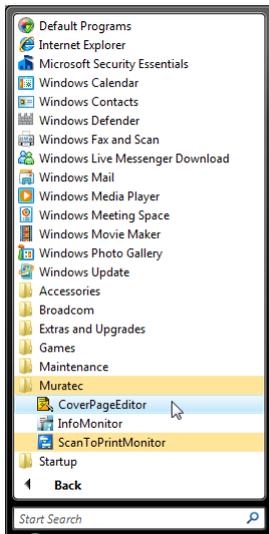
## Note

In CoverPage Editor, the strings and pictures, etc. to edit are called “objects”.

# Starting CoverPage Editor

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- 1 Click [Start], select “Muratec” from “Programs” (or “All programs”), and click “CoverPage Editor”.

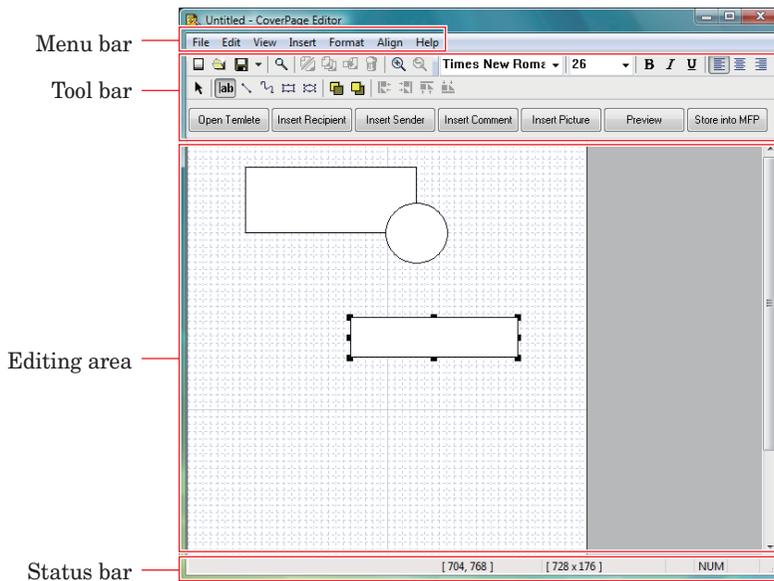


## Note

- A new document screen is displayed when CoverPage Editor is started.
- The size of the cover page is A4.

# CoverPage Editor Editing Screen

The part names and functions of the CoverPage Editor editing screen are described below.



## ■ Part Names and Functions

### Menu bar

Menu Name	Command Name	Description
File	New	Creates a new file.
	Open	Opens an existing file.
	Save	Overwrites the edited file.
	Save as	Saves to a new file. Alternatively, saves an existing file under a different name. The extension “.cpt” is added to the file.
	Upload	Uploads the created file to OfficeBridge. You can use the uploaded file as a cover page.
	Upload Settings	Selects the location of the OfficeBridge to upload to.
	Print	Prints the created file.
	Print Preview	Displays a print preview of the file you have created.
	Recent Files	Displays the names of the files used most recently.
	Exit	Closes CoverPage Editor.

Menu Name	Command Name	Description
Edit	Undo	Undoes the previous edit. You can also undo by pressing the <Ctrl> + <Z> keys.
	Cut	Cuts the selected object from the editing area. You can also cut an object by pressing the <Ctrl> + <X> keys.
	Copy	Copies the selected object in the editing area. You can also copy an object by pressing the <Ctrl> + <C> keys.
	Paste	Pastes the cut (copied) object into the editing area. You can also paste an object by pressing the <Ctrl> + <V> keys.
	Delete	Deletes the selected object from the editing area. You can also delete an object by pressing the <Delete> key.
	Select All	Selects all the objects in the editing area.
View	Grid	Switches the editing area grid display. A “grid” is used as a yardstick for positioning objects. The grid is not displayed when a completed cover page is sent.
	Toolbar	Switches the editing area toolbar display. The tool groups whose display you can switch are “Standard” (“File”, “Edit”, “View” tools), “Font” (“Format” tools), “Drawing” (“Insert” tools), and “Quick Access”.
	Status Bar	Switches the editing area status bar display.
	Zoom In <sup>*1</sup>	Enlarges the editing area display. You can also enlarge the editing area display by clicking the  icon on the tool bar.
	Zoom Out <sup>*1</sup>	Reduces the editing area display. You can also reduce the editing area display by clicking the  icon on the tool bar.
Insert <sup>*2</sup>	Recipient	Inserts into the editing area the receiver information registered in the address book (name, company, department, telephone number, and fax number or e-mail address). You can select the recipient information to insert.
	Sender	Inserts into the editing area the sender information registered in machine or user settings (name, company, department, telephone number, and fax number or e-mail address). You can select the sender information to insert.
	Comment	Inserts into the editing area the date sent, number of pages sent, and subject and message entered when transmitting. You can select the items to insert for the comment.
	Picture	This inserts into the editing area an illustration or photograph made with other application software. Pictures inserted into a cover page must be in the bitmap (bmp), TIFF, or JPEG format. If you insert a color image, it is automatically converted to grayscale.
	Text Object	This inserts a character string into the editing area. You can also insert a string by clicking the  icon on the tool bar.
	Draw Object	Inserts into the editing area a freehand drawing (freehand curve), line, rectangle, or ellipse. If you select “Move”, you can move the selected object by dragging it.

Menu Name	Command Name	Description
Format	Font	This specifies the font and size of character strings in a text box inserted into the editing area, and the attributes of the text box, etc. Specify the settings in the “Config Object” dialog box.
	Text Alignment	Justifies (right justifies, centers, or left justifies) the character string inserted in the editing area.
	Config Object	Specifies the attributes of character strings and figures, and the placement of objects, etc. Specify the settings in the “Config Object” dialog box. For details, refer to “ <a href="#">Specifying Object Settings</a> ”. (See page 4-39.)
Align	Bring Forward	Moves the selected object one layer forward if multiple objects are overlapped with each other in the editing area.
	Send Backward	Moves the selected object one layer backward if multiple objects are overlapped with each other in the editing area.
	Bring to Front	When multiple objects are overlaying each other in the editing area, this moves the selected object all the way to the front (the frontmost plane).
	Send to Back	When multiple objects are overlaying each other in the editing area, this moves the selected object all the way to the back (the backmost plane).
	Align Objects	Aligns the selected objects. Align Left: Aligns objects with the leftmost object as a reference. Align Right: Aligns objects with the rightmost object as a reference. Align Top: Aligns objects with the topmost object as a reference. Align Bottom: Aligns objects with the bottommost object as a reference.

## Toolbar

### “Standard” tools

Category	Tool Name		Description
File	New		Creates a new file.
	Open		Opens an existing file.
	Save		Saves an edited file. When you click the list button on the right, you can select from “Save” and “Save As”.
	Print Preview		Displays a print preview of the file you have created.
Edit	Cut		Cuts the selected object from the editing area.
	Copy		Copies the selected object in the editing area.
	Paste		Pastes the cut (copied) object into the editing area.
	Delete		Deletes the selected object from the editing area.
View <sup>*1</sup>	Zoom In		Enlarges the editing area display.
	Zoom Out		Reduces the editing area display.

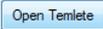
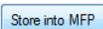
## “Font” tools

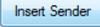
Category	Tool Name		Description
Format	Font		Selects a font for the character string inserted into the editing area.
	Font Size		Selects a size for the character string inserted into the editing area.
	Font Style		Sets the style (bold, italic, underline) for a character string inserted in the editing area.
	Text Alignment		Justifies (left justifies, centers, or right justifies) a character string inserted in the editing area.

## “Draw Object” tools

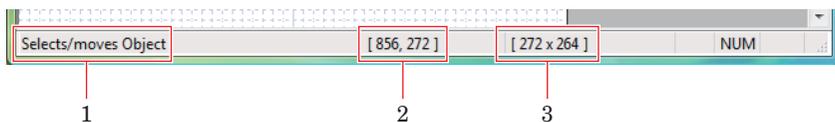
Category	Tool Name		Description
Object insertion	Select		Selects and moves an object in the editing area. Move the object while holding down the left mouse button.
	Inputs text		Inserts a character string into the editing area.
	Line		Draws a straight line in the editing area.
	Freehand		Draws a free curve in the editing area.
	Rectangle		Draws a rectangle in the editing area.
	Ellipse		Draws an ellipse in the editing area.
Align	Bring Forward		Moves the selected object one layer forward if multiple objects are overlapped with each other in the editing area.
	Send Backward		Moves the selected object one layer backward if multiple objects are overlapped with each other in the editing area.
	Align Left		Aligns the selected objects with the leftmost object as a reference.
	Align Right		Aligns the selected objects with the rightmost object as a reference.
	Align Top		Aligns the selected objects with the topmost object as a reference.
	Align Bottom		Aligns the selected objects with the bottommost object as a reference.

## “Quick Access” tools

Category	Tool Name	Description
File		Opens an existing file.
		Displays a print preview of the file you have created. This operation is the same as “Print Preview” in the “File” menu.
		Uploads the created file to OfficeBridge. This operation is the same as “Upload” in the “File” menu.

Category	Tool Name	Description
Insert <sup>*2</sup>		Inserts into the editing area the receiver information registered in the address book (name, company, department, telephone number, and fax number or e-mail address). This operation is the same as “Recipient” in the “Insert” menu.
		Inserts into the editing area the sender information registered in the machine or user settings (name, company, department, telephone number, and fax number or e-mail address). This operation is the same as “Sender” in the “Insert” menu.
		Inserts into the editing area the date sent, number of pages sent, and subject and message entered when transmitting. This operation is the same as “Comment” in the “Insert” menu.
		This inserts into the editing area an illustration or photograph made with other application software. This operation is the same as “Picture” in the “Insert” menu.

### Status Bar



Status Bar	Description
1	Displays the function of the selected command or tool.
2	Displays the coordinate position of the selected object.
3	Displays the size of the selected object.

- \*1 There are four enlargement/reduction ratios: 50%, 100%, 200%, and 400%. The 100% ratio is set when CoverPage Editor is started.
- \*2 The objects inserted with “Recipient”, “Sender” or “Comment” are inserted as “insertion objects”. (See page 4-35.)

## ■ Object Types

CoverPage Editor has the following types of objects.

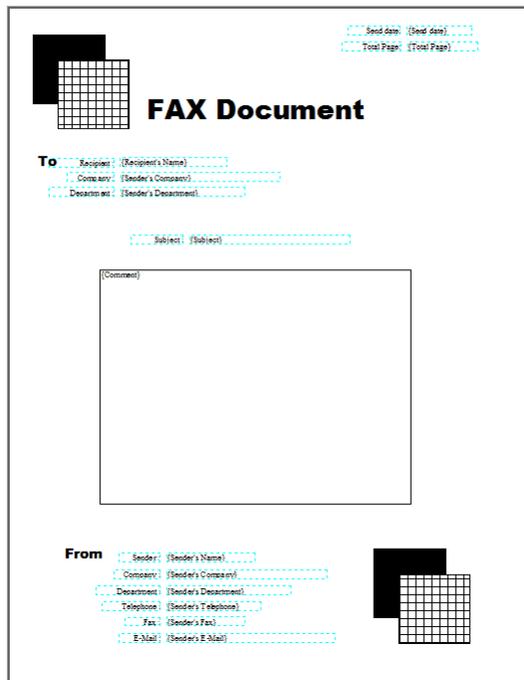
Type	Description
Insertion object	<p>Enables you to use the recipient information stored in the address book, the sender information inserted when transmitting the document, or the transmission date and number of pages transmitted, etc. created when transmitting the document, as objects.</p> <ul style="list-style-type: none"> <li>Object inserted with “Recipient” in the “Insert” menu or  inserts the receiver information registered in the address book (name, company, department, telephone number, fax number, e-mail address).</li> <li>Object inserted with “Sender” in the “Insert” menu or  inserts the sender information registered in the machine or user settings (name, company, department, telephone number, and fax number or e-mail address).</li> <li>Object inserted with “Comment” in the “Insert” menu or  comment information (transmission date, number of pages transmitted, subject, message) for transmission</li> </ul>
Text object	Object inserted with “Text Object” in the “Insert” menu or  in the “Draw Object” tools

Type	Description
Draw object	Object inserted with “Draw Object” in the “Insert” menu or  ,  ,  , or  in the “Draw Object” tools
Image object	Object inserted with “Picture” in the “Insert” menu or  .

## Cover Page Creation Procedure

This section describes an example of the procedure for creating a simple cover page (from creating a new file to saving it).

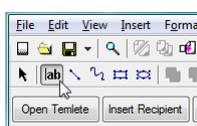
This cover page uses the “name”, “company name”, and “department name” of the destination registered in the address book, and the “name”, “company name”, “department name”, “telephone number”, and “fax number” of the sender.



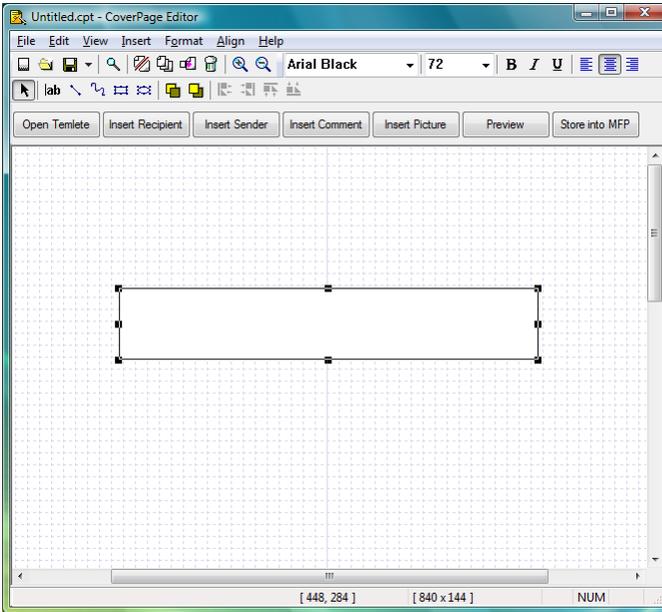
### ■ Creating a Phrase

You can insert into the editing area “text objects” to use as fixed phrases for titles and greetings, etc.

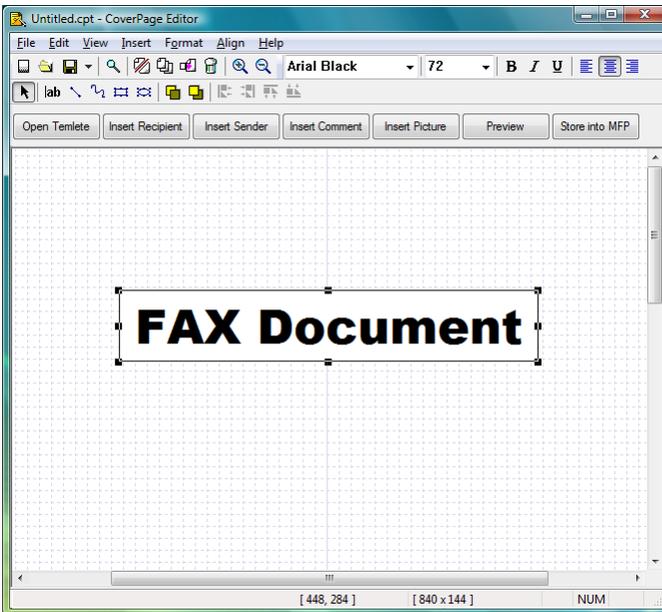
- 1 Click .



- 2 Drag the mouse pointer in the editing area to create a text box.



- 3 Enter the title for the cover page in the text box.



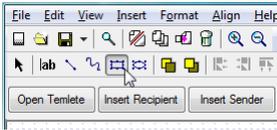
Adjust the font type and size using the “Format” tool.



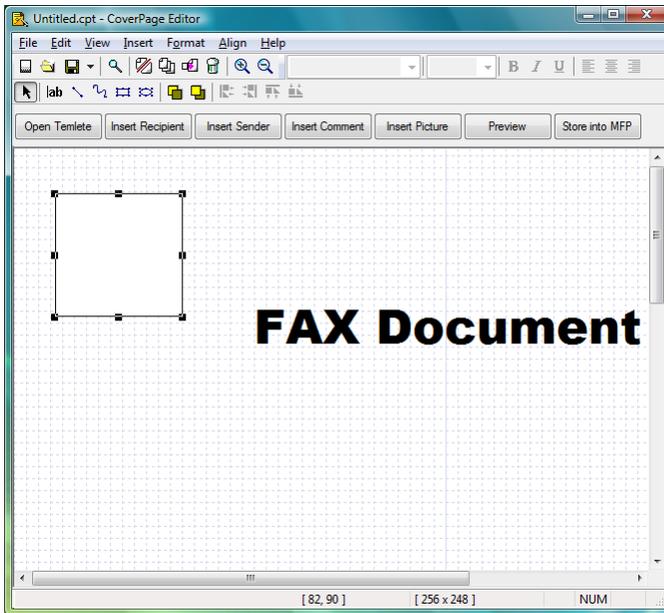
## ■ Creating a Figure

You can enter a figure into the editing area as a “draw object”.

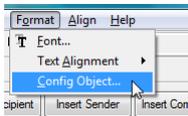
- 1 Click  (the “rectangle” tool).



- 2 Drag the mouse pointer in the editing area to create the figure.

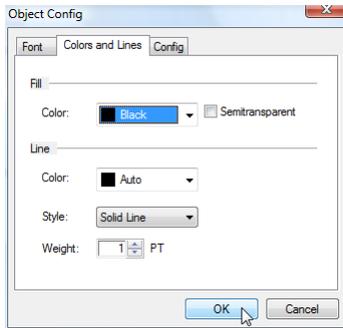


- 3 Click “Config Object” from the “Format” menu with the figure selected.



You can also select “Config Object” by right-clicking the selected figure.

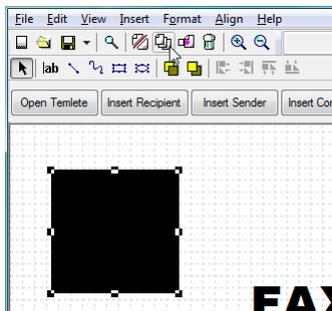
- 4 Specify the figure settings in the “Colors and Lines” tab, and click [OK].



In this example, “Black” is set for “Color” in “Fill”.

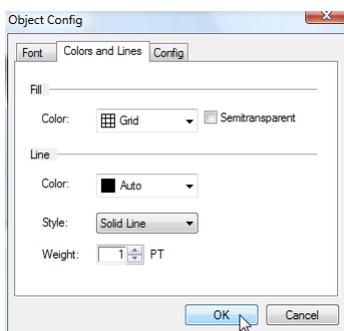
- 5 With the figure selected, click  (the “Copy” tool), and then  (the “Paste” tool).

A copy of the figure is created.



- 6 Adjust the position.

- 7 Specify the figure settings in the “Colors and Lines” tab, and click [OK].



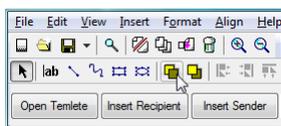
In this example, “Grid” is set for “Color” in “Fill”.

- 8 With both figures selected, click  (the “Copy” tool), and then  (the “Paste” tool).

A copy of the figures is created.

- 9 Move the copies of the figures to a location of your choice.

- 10 Select the bottom figure you moved, and then click  (the “Bring Forward” tool).

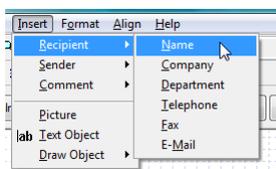


## ■ Inserting Registered (Recipient or Sender) Information

You can insert information registered in the address book into the editing area as “insertion objects”.

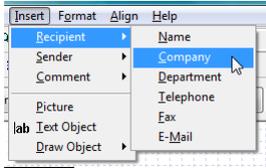
These insertion objects are linked to the address book, and the name and company name, etc. change according to the destination.

- 1 From the “Insert” menu, select “Recipient” – “Name”.

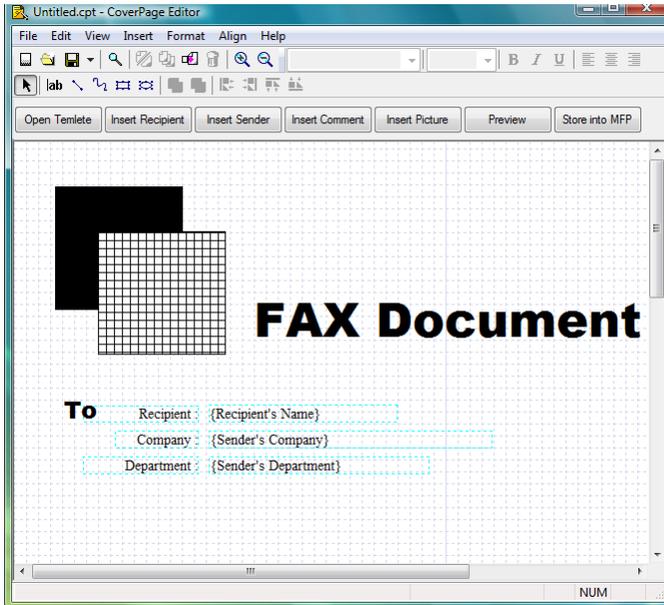


- 2 Position the object in a location of your choice.

- 3 You can also click “Company” or “Department” from the “Insert” menu, and position the object in a location of your choice.



- 4 Similarly, insert and position the registered information of the sender (sender name, company name, department name, and phone number, etc.)

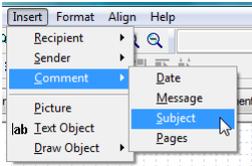


## ■ Inserting a Subject

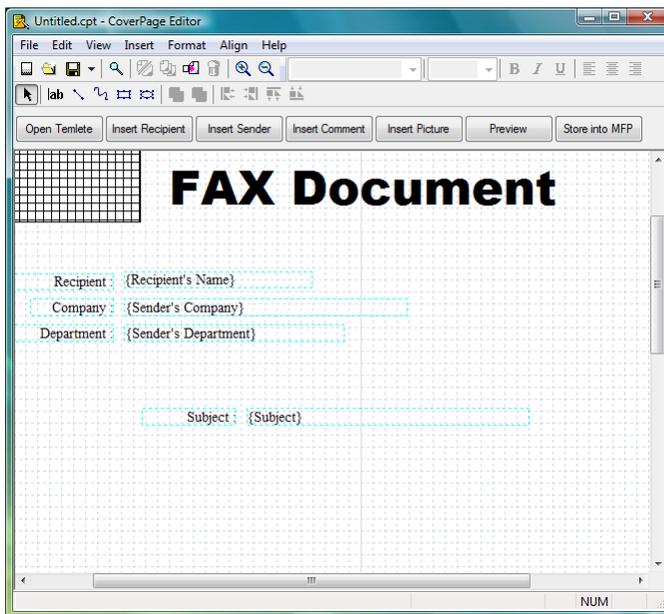
You can insert a “subject” into the editing area.

The “subject” you enter is set in the “Subject” entry box in “Cover Page” on the “Transmission” settings screen.

- 1 From the “Insert” menu, select “Comment” – “Subject”.



- 2 Position the object in a location of your choice.

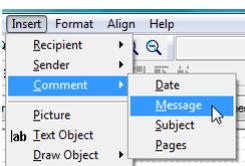


## ■ Inserting a Message

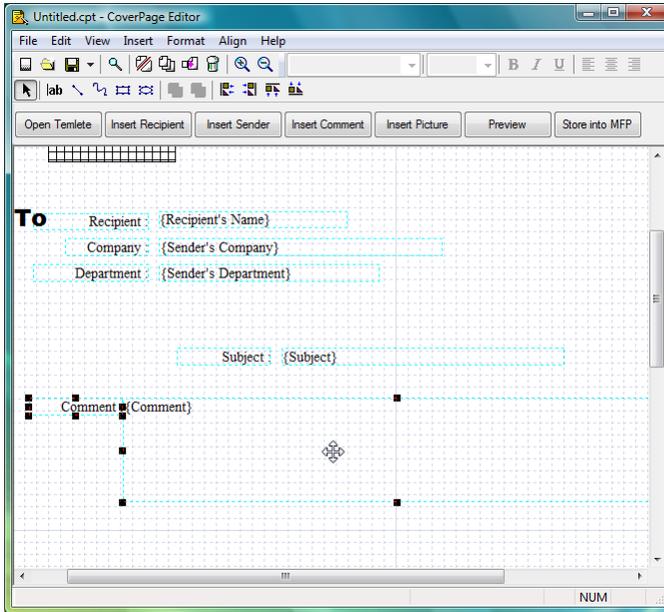
You can insert a “message” into the editing area.

The “message” you enter is set in the “Text” entry box in “Cover Page” on the “Transmission” settings screen.

- 1 From the “Insert” menu, select “Comment” – “Message”.



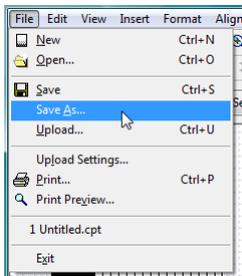
2 Position the object in a location of your choice.



## ■ Saving a Cover Page

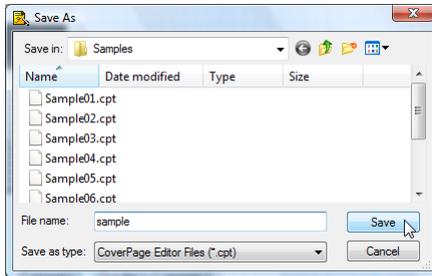
You can save the cover page you created.

1 Click “Save As” in the “File” menu.



## 2 Specify the name and location to save the file, and click [Save].

The cover page you created is saved.



The extension of the saved file is “.cpt”.

### Note

- The cover pages you create must be uploaded to OfficeBridge in order to use them. (See page 4-47.)
- You can attach an uploaded cover page to a document you transmit. (See page 2-10.)

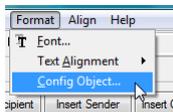
## Specifying Object Settings

You can edit an object inserted into the editing area by cutting or pasting it, for example.

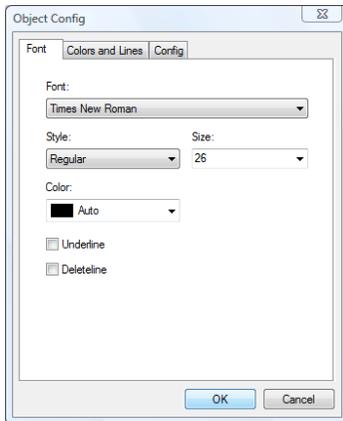
### ■ Opening “Config Object”

You can open the “Config Object” dialog box to specify the various object settings.

- 1 Click  (the “Select” tool), and select the object to change.
- 2 From the “Format” menu, select “Config Object”. You can also right-click the object and then click “Config Object”.



**3** Click the tabs and specify each setting.



The setting items displayed depend on the selected object.

**4** Click [OK].

The settings are changed.

## ■ List of Object Settings

### “Font” tab

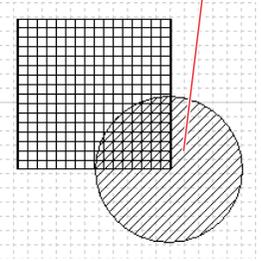
(When a text object is selected)

Setting	Description
Font	Set the font type for the selected text box. Select a font from the pull-down menu.
Style	Set the style of the font for the selected text box. Select a style from the pull-down menu.
Size	Set the size of the font for the selected text box. Select a size from the pull-down menu.
Color	Set the color of the font for the selected text box. Select a color from the pull-down menu.
Underline	Select this to underline the text string.
Deleteline	Select this to cross out the text string.

(When an insertion object is selected)

Setting	Description
V-Rate	Set the vertical ratio of the font for the selected text box. Select a ratio from the pull-down menu.
H-Rate	Set the horizontal ratio of the font for the selected text box. Select a ratio from the pull-down menu.

### “Colors and Lines” tab

Setting		Description
Fill	Color	Adjusts the fill color of the selected object. Click the list button to select a color.  <b>Note</b> Cannot be set when an insertion object is selected. (Fixed to white.)
	Semitransparent	Select this to make the selected object semitransparent.  <Example > <ul style="list-style-type: none"> <li>• “Bring to Front” position</li> <li>• “Semitransparent” selected</li> </ul> 
Line	Color	Adjusts the line color for the selected object. Select a color from the pull-down menu.
	Style	Set the line type for the selected object, (“No Line”, “Solid Line”, “Dot Line”, “Dash Line”, “DashDot Line”, or “DashDotDot Line”).
	Weight	Specifies the line width for the selected object. Click adjustment buttons [▼] and [▲] to adjust the line width.

### “Config” tab

Setting		Description
Text	Align	Adjusts the alignment of the selected text box character string: (“Right justified”, “Centered”, or “Left justified”). Select the alignment from the pull-down menu.  <b>Note</b> Cannot be set when a draw object is selected.
Order		When objects are overlaying each other, selected objects will be moved to a specified order position.  <b>Note</b> Cannot be set when an insertion object is selected. (An inserted object is always positioned at the front.)
	Bring to front	When selected, the selected object will be moved to the frontmost plane of the overlaid objects.
	Send to Back	When selected, the selected object will be moved to the backmost plane of the overlaid objects.
	Bring Forward X times	When selected, the selected object will be moved back the number of specified planes. Enter the number of planes in the entry box.
	Send Backward X times	When selected, the selected object will be moved forward the number of specified planes. Enter the number of planes in the entry box.

# Editing an Object

---

You can edit objects using the menu commands and tools.

## ■ Selecting, Moving, and Deleting Objects

Use  (the “Select” tool) to select and move objects.

- 1 Click  (the “Select” tool), and select the object.
- 2 To move the object, drag it while it is selected.
- 3 To delete the object, click  (the “Delete” tool). Or, select “Delete” from the “Edit” menu.

### Note

- To select multiple objects together, drag over all those objects with the left mouse button held down. To select any object, click the desired object while holding down the <Shift> key.
- You can select all objects by pressing the <Ctrl> + <A> keys.

## ■ Copying, Cutting, and Pasting Objects

- 1 Click  (the “Select” tool), and select the object.
- 2 Perform one of the following operations to copy or cut the object.
  - To copy the object, click  (the “Copy” tool). Or, select “Copy” from the “Edit” menu. You can also copy an object by pressing the <Ctrl> + <C> keys.
  - To cut the object, click  (the “Cut” tool). Or, select “Cut” from the “Edit” menu. You can also cut an object by pressing the <Ctrl> + <X> keys.
- 3 To paste the copied or cut object, click  (the “Paste” tool). Or, select “Paste” from the “Edit” menu. You can also paste an object by pressing the <Ctrl> + <V> keys.

## ■ Moving an Object to Forward or Back

When objects are overlaying each other, you can move the selected object forward or backward.

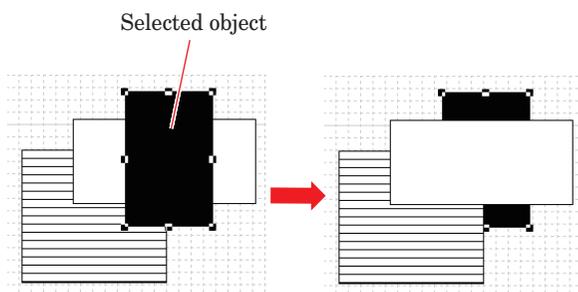
- 1 Click  (the “Select” tool), and select the object.
- 2 Perform one of the following operations to move the object forward or backward.
  - To move the object forward, click  (the “Bring Forward” tool). Or, select “Bring Forward” from the “Format” menu. You can also bring an object forward by pressing the <Ctrl> + <F> keys.
  - To move the object backward, click  (the “Send Backward” tool). Or, select “Send Backward” from the “Format” menu. You can also send an object backward by pressing the <Ctrl> + <B> keys.

## ■ Moving an Object to the Front or Back Plane

When objects are overlaying each other, you can move the selected object to the frontmost or backmost plane.

- 1 Click  (the “Select” tool), and select the object.
- 2 Perform one of the following operations to move the object to the frontmost or backmost plane.
  - Select “Bring to Front” from the “Format” menu to move the object to the frontmost plane.
  - Select “Send to Back” from the “Format” menu to move the object to the backmost plane.

<Example>



“Send to Back” performed

## ■ Aligning Objects

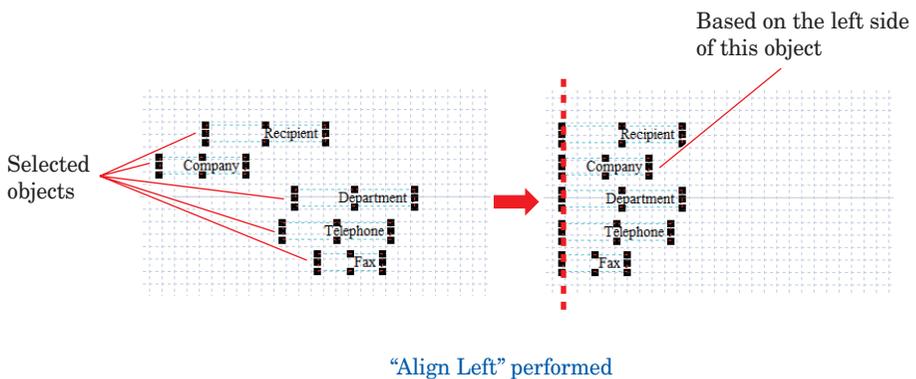
You can align multiple objects to the left, right, top, or bottom.

1 Click  (the “Select” tool), and select the object.

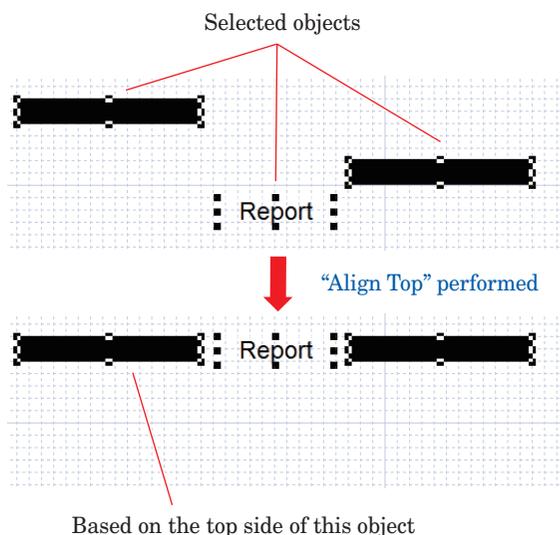
2 Perform one of the following operations.

- To align the objects left, click  (the “Align Left” tool). Or, select “Align Objects” - “Align Left” from the “Align” menu.  
The selected objects are aligned with the left edge of the leftmost object.
- To align the objects right, click  (the “Align Right” tool). Or, select “Align Objects” - “Align Right” from the “Align” menu.  
The selected objects are aligned with the left edge of the rightmost object.
- To align the objects on the top, click  (the “Align Top” tool). Or, select “Align Objects” - “Align Top” from the “Align” menu.  
The selected objects are aligned with the left edge of the topmost object.
- To align the objects on the bottom, click  (the “Align Bottom” tool). Or, select “Align Objects” - “Align Bottom” from the “Align” menu.  
The selected objects are aligned with the left edge of the bottommost object.

<Example>



<Example>



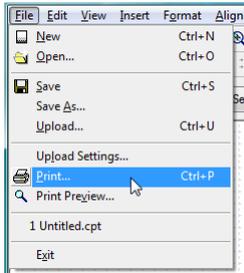
# Printing a Cover Page

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You can print a created cover page to check it.  
You can also preview the printed state on screen.

## ■ Printing a Cover Page

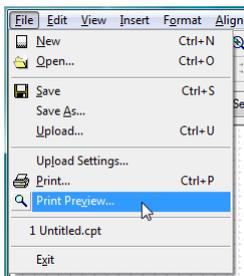
- 1 Select “Print” from the “File” menu.



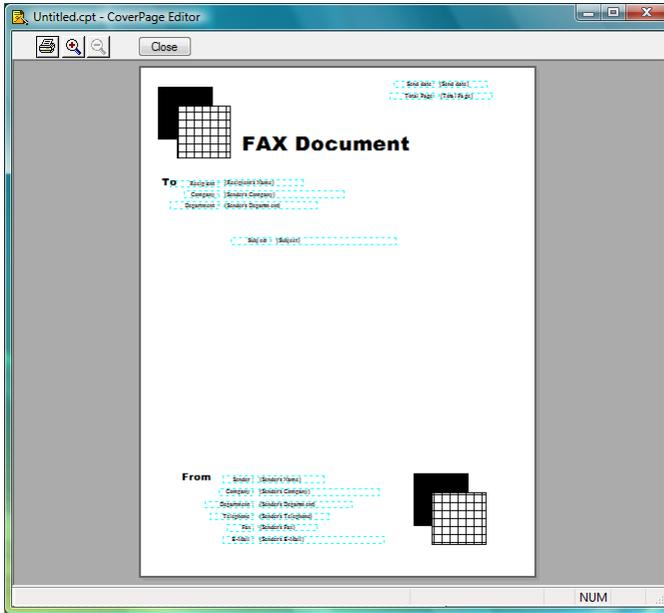
- 2 Specify the required settings in the “Print” dialog box, and click the [OK] button.  
Printing is executed.

## ■ Checking the Print Preview a Cover Page

- 1 Select “Print Preview” from the “File” menu.



Preview screen



Item	Description
Print 	The “Print” dialog box is displayed to print the cover page. <b>Note</b> If you execute printing, the preview screen is automatically closed.
Zoom In 	The preview is enlarged one level.
Zoom Out 	The preview is reduced one level.
Close 	Closes the preview screen.

**2** Click [Close] to close the preview screen.

**Note**

There are three enlargement/reduction ratios: “Small (100%)”, “Medium (150%)”, and “Large (200%)”.

When the preview screen is first displayed, the ratio is set to “Small (100%)”.

# Uploading Cover Pages to OfficeBridge

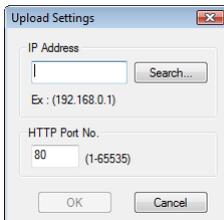
You can upload created cover pages to OfficeBridge.  
It is necessary to set the location of the OfficeBridge to upload to before uploading cover pages.  
Once a cover page is uploaded, you can attach it to a document for transmission.

## ■ Setting the OfficeBridge IP Address

- 1 Select “Upload Settings” from the “File” menu.  
The “Upload Settings” dialog box is displayed.



“Upload Settings” dialog box



Setting	Description
IP Address	Set the IP address of the OfficeBridge to upload to.
Search	Search for a OfficeBridge to upload to. If you perform a search, a list of the search results is displayed, and you can select a OfficeBridge.
HTTP Port No.	Enter the HTTP port number of OfficeBridge. The HTTP port number is usually “80”, but change it if the HTTP port number has been changed in the TCP/IP settings.
OK	When you click this, the current settings are saved.
Cancel	When you click this, the current settings are canceled.

**2** Click [OK].

The selected OfficeBridge is set as the location to upload the cover pages, and the “Upload Settings” dialog box closes.

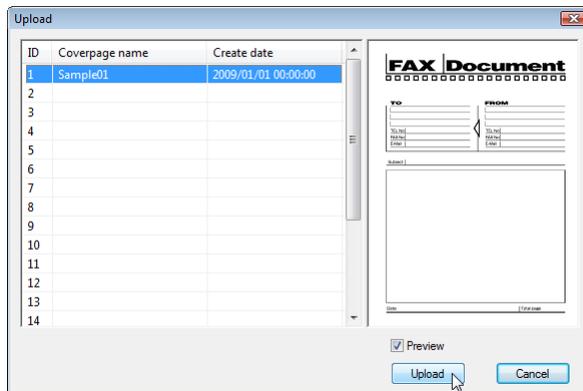
## ■ Uploading a Cover Page

**1** Click [Store into MFP] in the “Quick Access” tools. Or, select “Upload” from the “File” menu.

The “Upload” dialog box is displayed.

**2** Select the ID to upload, and click [Upload].

- You can upload up to 20 cover pages to OfficeBridge.
- If 20 cover pages have already been uploaded, select the ID for an unnecessary cover page and execute the upload (to overwrite it).
- To check a cover page that has already been uploaded, select the ID for the cover page to check, and select “Preview”.



**Note**

If the IP address of the OfficeBridge is incorrect, the message “Upload fail!” is displayed. Select “Upload Settings” and check the IP address settings.