

Number: FAX-INF-010

Date: November 2003

Model(s): FO-DC500 / DC600 / LN1 / NS2

Subject: Implementing Document Admin

As an application of the network scanner, this feature transfers transmitted and received fax documents, PC FAX transmissions, as well as most scan functions, to specified email addresses (as an attachment to the email) or to an ftp server (as a file). There are two transfer settings available:

1) Transfer to email

Transfers all documents to the specified receivers e-mail.

FAX, PC FAX ,
and scan
functions



Document Admin
Enabled



Email system



OFFICEMGR@sharp.com



2) Transfer to FTP

Transfers all documents to an FTP server.

FAX, PC FAX,
and scan
functions



Document Admin
Enabled



FTP Server



Implementing Document Admin

SHARP Equipment Requirements

The following equipment is necessary to provide the Document Admin solution:

- FO-DC500 or FO-DC600

The firmware must be at the version shown or later.

Model	ROM Version
FO-DC500	TA69F
FO-DC600	TA70E

- FO-LN1 and FO-NS2

SHARP Document Requirements

Have these documents available when implementing Document Admin:

1. FO-DC500 or FO-DC600 **Service Manual** (SharpNet)
2. FO-LN1 **Installation Guide** (included with the FO-LN1)
3. New FO-DC500 / DC600 **Operation Manual**, TINSE4302XHTD or later (www.sharp-usa.com)
4. **Technical Bulletin FAX-311** (SharpNet)
5. **Network Support Bulletin NS-FONS2-001** (SharpNet)

Network Requirements

- 10/100 Base Network Connection
- TCP-IP Protocol
- DHCP or Static IP Address
- DNS server
- POP3/SMTP Mail Server
- FTP server and software (if needed)

Installation

1. Set-up the FO-DC500 / DC600 as described on pages 15 ~ 36 of the new **Operation Manual** (TINSE4302XHTD).
 - ✓ Make sure you can send and receive faxes properly.
 - ✓ Make sure the correct ROM version is installed and the Special Features are enabled as described in **Technical Bulletin FAX-311**.
2. Install the FO-LN1 per the **Installation Guide** included with it.

3. Install the FO-NS2 Scan Option per **Network Support Bulletin NS-FONS2-001**.
4. Configure the machine settings as described on pages 74 ~ 83 of the new **Operation Manual** (TINSE4302XHTD).
5. Configure the Scan to E-mail setup as described on pages 84 ~ 86 of the new **Operation Manual** (TINSE4302XHTD).
✓ Make sure you can scan to email.
6. Create and configure Personal Books as described on pages 54 ~ 59 of the new **Operation Manual** (TINSE4302XHTD). *Be sure to enter 4 digit passcodes for each Personal Book.* On sending documents from FO-DC500/600, the Document Admin mode specifies the sender by using the personal book passcode. Therefore, with Document Admin mode enabled, the users must enter their personal book and passcode.
7. Configure Document Admin mode as shown below. Because this function should be controlled by an administrator, the registration of this function must be limited to administrators. Therefore, all of the settings for this function are not registered with "MENU" mode, but with a special operation.

Press the following keys in order:

MENU,* , COPY, #, 0, START

Select E-mail or FTP site and set accordingly:

Forward to e-mail	
1	Select "1:SET"
2	Select "1:E-mail"
3	Enter "Document Admin name"
4	Enter "Document Admin e-mail address"

Forward to FTP site	
1	Select "1:SET"
2	Select "2:FTP"
3	Enter "Document Admin name"
4	Enter "FTP Destination" (Hostname or IP address)
5	Enter "FTP User Name" (optional)
6	Enter "Password" (optional)
7	Enter "Directory" (optional)

Machine Operation for Document Admin function:

Sending		
1	Memory TX	Forward scanned image to the address of Document Admin.
2	Confidential TX	
3	Timer TX	
4	PC-FAX	
5	I-SEND	
6	Scan to e-mail	
7	Scan to FTP	
8	Scan to Desktop	
9	Manual TX	Inhibit
10	Document mode	
11	Quick-Online TX	Ignore the quick-online setting and store the scanned image into memory. Forward scanned image to the address of Document Admin.
12	Polled	Do not forward scanned image to Document Admin.
Receiving		
1	Auto RX	Forward scanned image to the address of Document Admin.
2	Manual RX	
3	Confidential RX	
4	Polling	
5	Serial Polling	

You must be able to transmit and receive faxes, scan to email, and scan to ftp (if required). Failure of one of these functions will prevent the successful operation of Document Admin.