

MULTIFUNCTIONAL DIGITAL SYSTEMS

Operator's Manual for Backup/Restore Utility




Preface

Thank you for purchasing Multifunctional Digital Color Systems. Read this manual before using your Multifunctional Digital Color Systems. Keep this manual within easy reach, and use it to configure an environment that makes best use of the this equipment's functions.



■ How to read this manual

□ Symbols in this manual

In this manual, some important items are marked with the symbols shown below. Be sure to read these items before using this equipment.

-  **WARNING** Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
-  **CAUTION** Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data.
-  **Note** Indicates information to which you should pay attention when operating the equipment.

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

-  **Tip** Describes handy information that is useful to know when operating the equipment.
-  Pages describing items related to what you are currently doing. See these pages as required.

□ Screens

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

□ Trademarks

- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
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OVERVIEW


This chapter provides an overview of the e-Filing Backup/Restore Utility.

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Features and Functions

The Client Utilities CD-ROM includes the e-Filing Backup/Restore Utility that allows you to backup or restore data in e-Filing for same series.

 P.15 "Backing up e-Filing data"

 P.21 "Restoring e-Filing data"

You can backup or restore the following e-Filing data by using this utility:

- Various setting parameters of e-Filing
- Image data in e-Filing boxes

Tip

The backup data of same series can also be used on HS5555/6565/7565.

Installing e-Filing Backup/Restore Utility

You can install the e-Filing Backup/Restore Utility from the Client Utilities CD-ROM.
For information on the installation of the utility, refer to the **Software Installation Guide**.

■ System requirements

The e-Filing Backup/Restore Utility requires the following environments:

- **Display Resolution**
1024 x 768 dots or more
- **Display Color**
High Color (16bit) or higher is recommended
- **CPU**
Pentium 133 MHz minimum (Pentium 266 MHz or faster is recommended.)
- **OS**
Windows 2000 Service Pack 4
Windows XP Service Pack 1/Service Pack 2/Service Pack 3
Windows Vista Service Pack 1
Windows Server 2003 Service Pack 1/Service Pack 2
Windows Server 2008 Service Pack 1
- **Required Software**
Microsoft Internet Explorer 5.5 Service Pack 2 or later (Internet Explorer 7.0 or later when IPv6 is used)
Microsoft Internet Explorer is enabled to access the e-Filing web utility on this equipment.
 - The proxy settings must be configured correctly to enable the access.
 - The browser must not be offline.

Note

To backup/restore e-Filing data by using the e-Filing Backup/Restore Utility, the FTP Server option that can be set in the Network settings of COMMAND CENTER must be enabled. For details, refer to the **COMMAND CENTER Guide**.

BASIC OPERATION

This chapter describes the basic operation of the e-Filing Backup/Restore Utility.

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Launching e-Filing Backup/Restore Utility	10
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Using e-Filing Backup/Restore Utility

The e-Filing Backup/Restore Utility allows you to create a backup file for e-Filing data from your same series MFP, and restore e-Filing data from a backup file into your same series MFP.

📖 P.15 “Backing up e-Filing data”

📖 P.21 “Restoring e-Filing data”

■ Launching e-Filing Backup/Restore Utility

After installing the e-Filing Backup/Restore Utility, the program icon will be added in the “HS Client” folder within the “Programs” folder in the Start menu.

Tip

For instructions on how to install the e-Filing Backup/Restore Utility, refer to the **Software Installation Guide**.

1 Click the [Start] menu, select [All Programs], and click [HS e-Filing Backup-Restore Utility] in the [HS Client] program folder.

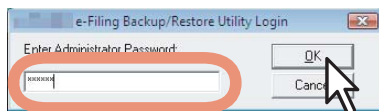
The e-Filing Backup/Restore Utility Login dialog box appears.

Note

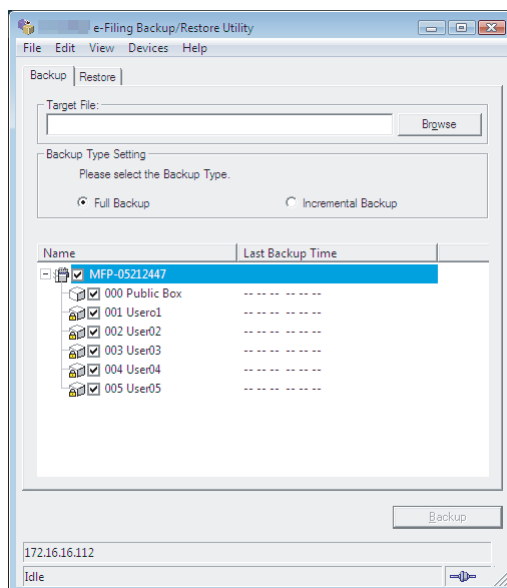
When you use the e-Filing Backup/Restore Utility and access your same series MFP for the first time, the Local Discovery dialog box appears. If this dialog box appears, establish the connection to your same series MFP.

📖 P.11 “When you launch the e-Filing Backup/Restore Utility for the first time”

2 Enter the administrator password and click [OK].



3 The e-Filing Backup/Restore Utility main window appears.



For more information about the above window, see the following page:

📖 P.14 “How to use the main window”

□ When you launch the e-Filing Backup/Restore Utility for the first time

When you use the e-Filing Backup/Restore Utility and access your same series MFP for the first time, the Local Discovery dialog box appears. In this case, you can either use the local discovery feature to automatically search the network for your same series MFP or enter the MFP's IP address manually.

📖 P.11 "Searching MFPs automatically"

📖 P.12 "Entering IP address manually"

Tip

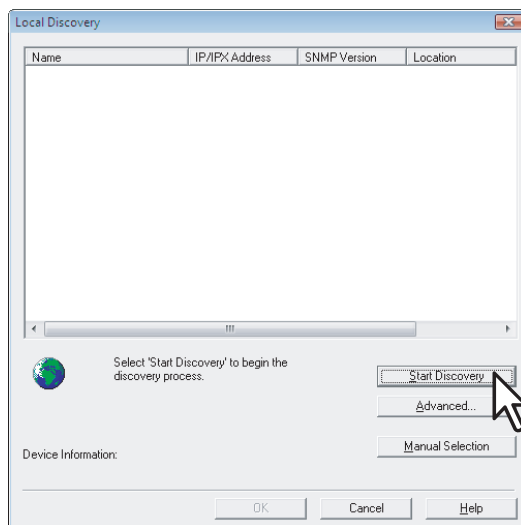
You can also change a target device to backup or restore e-Filing data. To do this, you must add an additional connection to the other same series MFPs by using the Local Discovery function.

📖 P.26 "Registering additional same series MFPs"

Searching MFPs automatically

The following steps provide an example on Windows Vista. The steps are the same on any other Windows OS.

1 In the Local Discovery dialog box, click [Start Discovery].



The local discovery feature locates same series MFPs on your network.

2 When the process has been completed, the found devices are listed in the window.

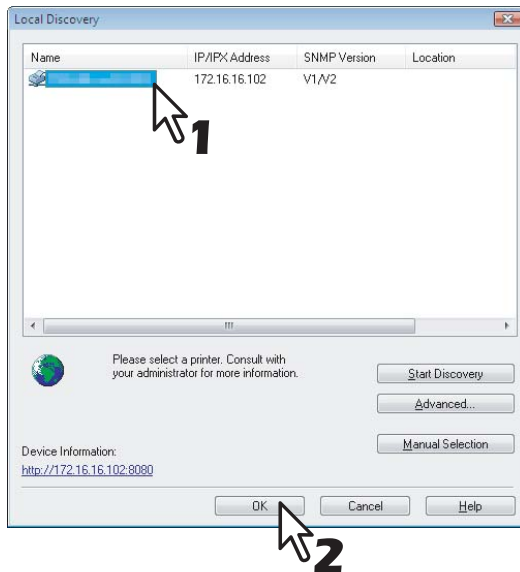
Tips

- You can quit the process by clicking [Stop Discovery].
- Devices in different segments may not be found. If you cannot find your same series MFP, find it manually from [Manual Selection].
📖 P.12 "Entering IP address manually"
- The search process may take a long time especially when many clients exist on the network. In this case, change the discovery settings from [Advanced].
📖 P.27 "Specifying search conditions"

Notes

- The local discovery feature cannot detect same series MFPs on an IPX/SPX network.
- The target same series MFPs may not be found due to the SNMP settings. In this case, verify and/or change the settings on the SNMP Settings dialog box. For help, see the following page:
📖 P.28 "Changing SNMP settings"

- 3** From the list of the found devices, select the name of your same series MFP and click [OK].



The e-Filing Backup/Restore Utility connects to the selected same series MFP and displays the e-Filing Backup/Restore Utility Login dialog box.

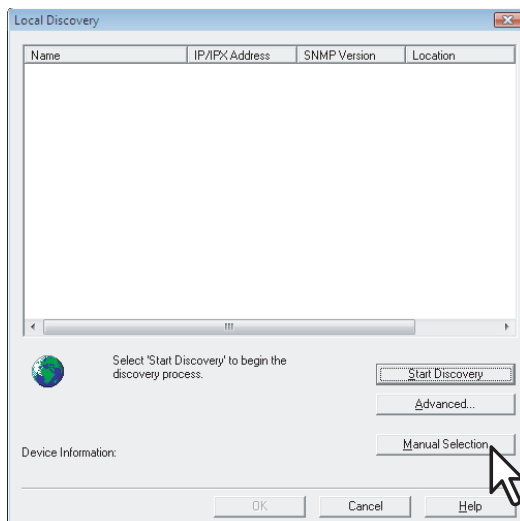
Tip

If your attempt to find the target same series MFP fails, try to find it by manually entering its IP address.
 P.12 "Entering IP address manually"

Entering IP address manually

The following steps provide an example on Windows Vista. The steps are the same on any other Windows OS.

- 1** In the Local Discovery dialog box, click [Manual Selection].



The Manual Selection dialog box appears.

2 Enter the following items and click [OK].

The screenshot shows a 'Manual Selection' dialog box with the following fields and options:

- IPv4: IP Address: 255 . 255 . 255 . 255
- IPv6: IP Address: [empty]
- IPX Address: [empty]
- Name: [empty]
- Location: [empty]
- Buttons: SNMP Settings, OK (highlighted), Cancel

IPv4 IP Address — Select this option to specify the device in the IPv4 address. If this option is selected, enter the IPv4 address of your same series MFP.

IPv6 IP Address — Select this option to specify the device in the IPv6 address. If this option is selected, enter the IPv6 address of your same series MFP.

IPX Address — This is disabled because the e-Filing Backup/Restore Utility does not support an IPX/SPX connection.

Name — Enter the name of your same series MFP.

Location — Enter the location of your same series MFP.

[SNMP Settings] — Click this button when you need to verify and/or change the SNMP settings.

P.28 “Changing SNMP settings”

Note

You must fill in the [Name] and [IP Address] boxes.

3 The device specified in Step 2 is added to the list. Select the name of the added same series MFP and click [OK].

The screenshot shows a 'Local Discovery' dialog box with a table of discovered devices:

Name	IP/IPX Address	SNMP Version	Location
[Device Icon]	172.16.16.102	V1/V2	

Below the table, there are buttons for 'Start Discovery', 'Advanced...', and 'Manual Selection'. At the bottom, there are buttons for 'OK' (highlighted), 'Cancel', and 'Help'. A message at the bottom left says: 'Please select a printer. Consult with your administrator for more information.'

The e-Filing Backup/Restore Utility connects to the selected same series MFP and displays the e-Filing Backup/Restore Utility Login dialog box.

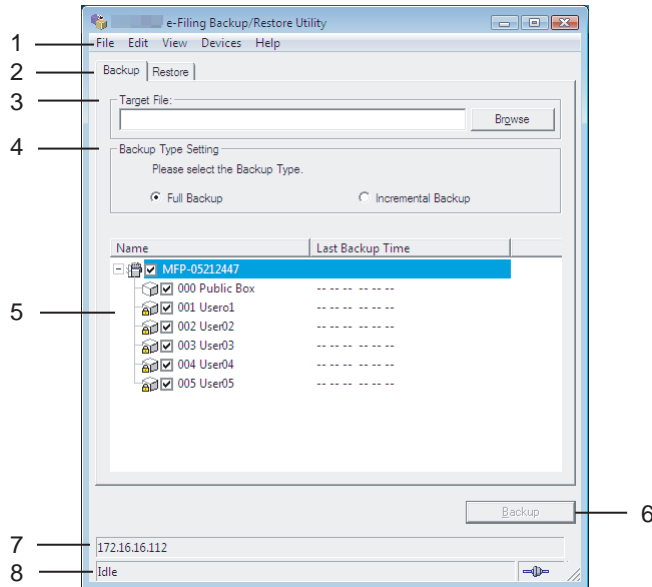
Note

The target same series MFPs may not be found due to the SNMP settings. In this case, verify and/or change the settings on the SNMP Settings dialog box. For help, see the following section:

P.28 “Changing SNMP settings”

□ How to use the main window

When you launch the e-Filing Backup/Restore Utility, the e-Filing Backup/Restore Utility main window appears. This window allows you to perform various functions.



1) Menu Bar

You can select various functions from the menu.

File menu:

- **Backup Data** — Click this menu to display the Backup tab. This is available only when displaying the [Restore] tab.
- **Restore Data** — Click this menu to display the Restore tab. This is available only when displaying the [Backup] tab.
- **Automatic Backup** — Click this menu to configure the automatic backup function. This is available only when displaying the [Backup] tab.
 ⓘ P.18 “Backing up e-Filing data automatically”
- **Exit** — Click this menu to close the e-Filing Backup/Restore Utility Main window.

Edit menu:

- **Select All** — Click this menu to select all check boxes of the e-Filing boxes displayed in the Contents window.
- **Clear All** — Click this menu to clear all check boxes of the e-Filing boxes displayed in the Contents window.

View menu:

- **Refresh** — Click this menu to update the information in the Contents window.

Devices menu:

- **Device Discovery** — Click this menu to add a new connection to the same series MFPs on the network for the e-Filing Backup/Restore Utility.
 ⓘ P.26 “Registering additional same series MFPs”
- **Select HS** — Click this menu to change the target device to backup or restore e-Filing data.
 ⓘ P.26 “Switching between connections”
- **Initialize e-Filing storage** — Click this menu to initialize the e-Filing boxes before restoring e-Filing data. This is available only when displaying the [Restore] tab.
 ⓘ P.23 “Initializing e-Filing storage”

Help menu:

- **Help** — Click this menu to display Online Help.
- **About** — Click this menu to display the version information.

2) Backup/Restore tabs

Click the [Backup] tab to operate backing up e-Filing data. Click the [Restore] tab to operate restoring e-Filing data.

3) Target File

When the [Backup] tab is displayed, enter the backup file name.
 When the [Restore] tab is displayed, enter the restore file name.

4) Backup Type Setting/Backup Property

When the [Backup] tab is displayed, the Backup Type Setting is displayed. In the Backup Type Setting, select how this backs up the data.

- **Full Backup**—Backup all the data in the selected boxes.
- **Incremental Backup**—Backup only the updated data since the last backup.

When the [Restore] tab is displayed, the Backup Property of the backup data that you specify is displayed in the [Target File] box.


5) Contents windows

When the [Backup] tab is displayed, this displays the boxes that the target device includes.

When the [Restore] tab is displayed, this displays the boxes that the selected restore file includes.

6) [Backup]/[Restore]

When the [Backup] tab is displayed, the [Backup] button will be displayed. Click this to backup e-Filing data from the same series MFP.

 P.16 "Backing up e-Filing data manually"

When the [Restore] tab is displayed, the [Restore] button will be displayed. Click this to restore e-Filing data into the same series MFP.

 P.21 "Restoring e-Filing data"

7) IP address


This displays the IP address of the same series MFP.


8) Status Bar

This displays the status, IP address, and communication status to the same series MFP.

■ Backing up e-Filing data

The e-Filing Backup/Restore Utility allows you to create a backup file for e-Filing data from your same series MFP. The following two ways are available to create a backup file:

 P.16 "Backing up e-Filing data manually"

 P.18 "Backing up e-Filing data automatically"

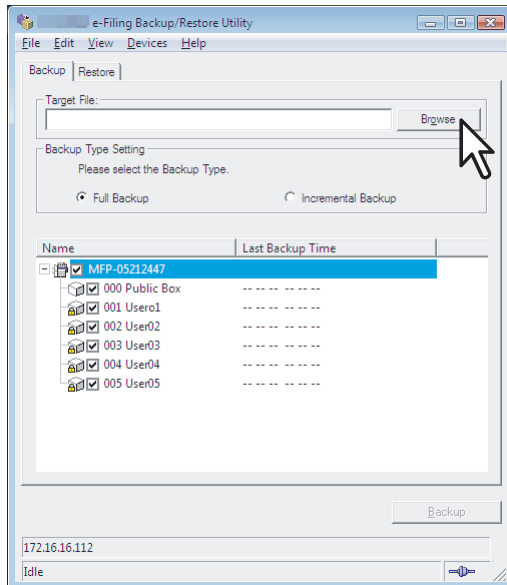
Notes

- Please make sure that the backup data does not exceed 4 GB.
- Backing up cannot be performed while any users are accessing e-Filing boxes by using the e-Filing web utility or touch panel display, or any jobs are currently being processed in the same series MFP. Please make sure no user is accessing e-Filing boxes before backing up e-Filing data, and no jobs are being processed in the same series MFP.
- While backing up the e-Filing data, any operations using the touch panel display will be disabled. The COMMAND CENTER and e-Filing web utility will also be disabled.
- While backing up the e-Filing data, any print jobs, N/W-Fax jobs, and received faxes are held in the same series MFP until backing up has been completed.
- Backing up the e-Filing data may take a few hours. Therefore, if the same series MFP receives many print jobs, N/W-Fax jobs, or received faxes while backing up the e-Filing data, a Job Full error may occur.

□ Backing up e-Filing data manually

Follow the steps below to backup e-Filing data manually from your same series MFP.

1 Click [Browse] in the [Backup] tab.

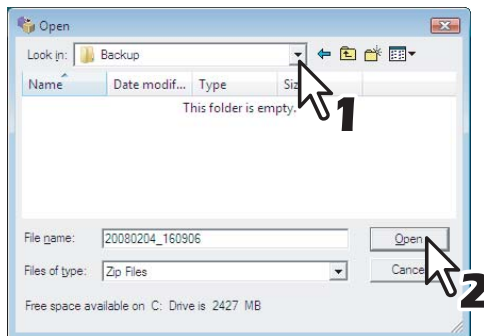


The Open dialog box appears.

Note

You can also enter the path to save a backup file directly in the [Target File] box. However, a backup file cannot be saved when you specify the path by using an IP address. When you want to specify a network folder, enter the network without using an IP address.

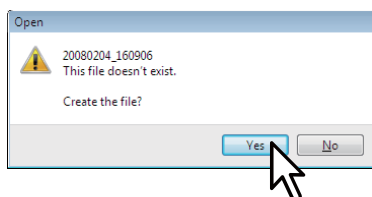
2 Locate the folder in which you want to save a backup file, change the file name as required, and click [Open].



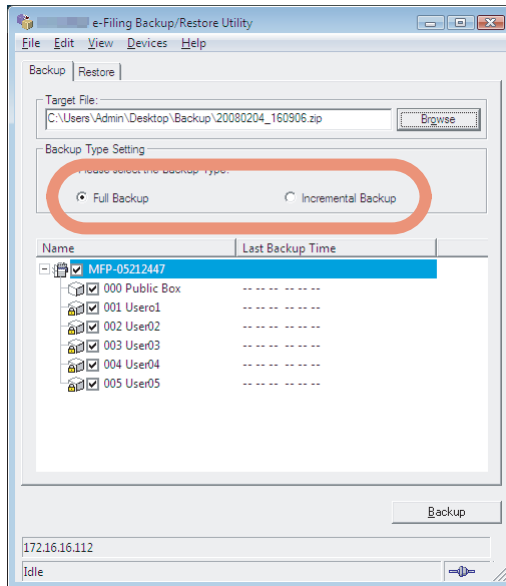
Tips

- The folder in which to save the file must be created beforehand.
- The backup file is saved as a ZIP file.

3 Click [Yes].



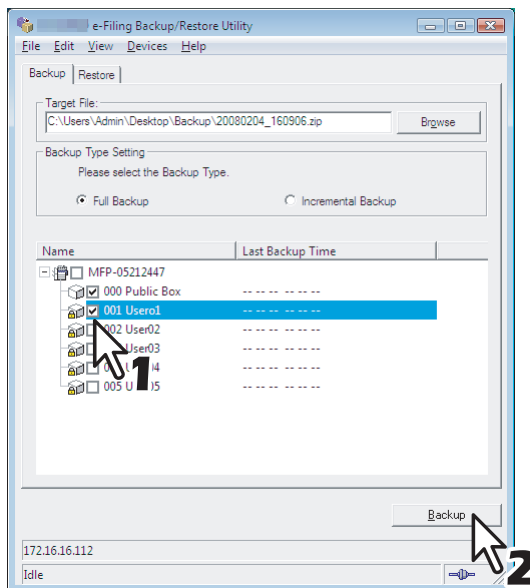
4 Select the backup type.



Full Backup — Backup all the data in the selected boxes.

Incremental Backup — Backup only the updated data since the last backup.

5 Select the check boxes for the e-Filing boxes that you want to backup, and click [Backup].

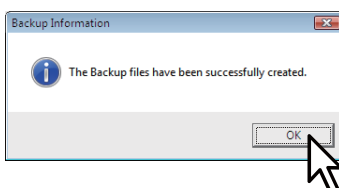


Backing up e-Filing data starts. When backing up e-Filing data has been completed, the Backup Information dialog box appears.

Note

Please make sure that sufficient hard disk space for saving a backup file is available in your computer. The size of a backup file may reach the same size as that of the e-Filing box disk space.

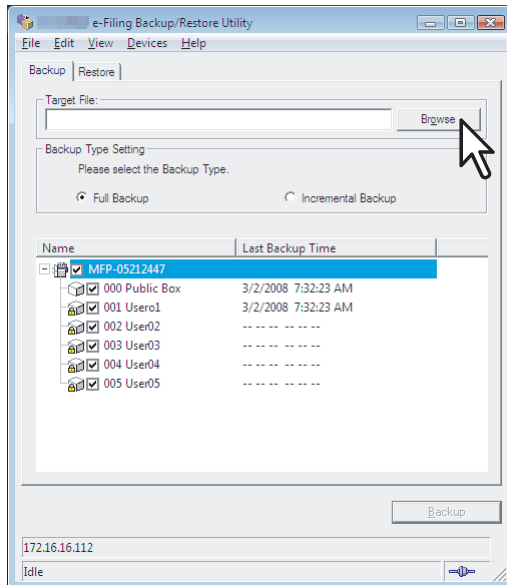
6 Click [OK].



□ Backing up e-Filing data automatically

You can configure the schedule to backup e-Filing data by using the Automatic Backup function.

1 Click [Browse] in the [Backup] tab.

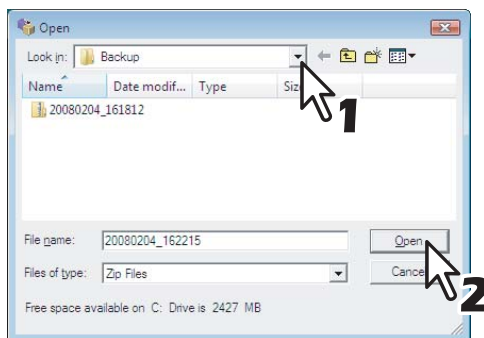


The Open dialog box appears.

Note

You can also enter the path to save a backup file directly in the [Target File] box. However, a backup file cannot be saved when you specify the path by using an IP address. When you want to specify a network folder, enter the network without using an IP address.

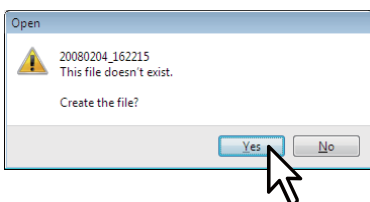
2 Locate the folder in which you want to save a backup file, change the file name as required, and click [Open].



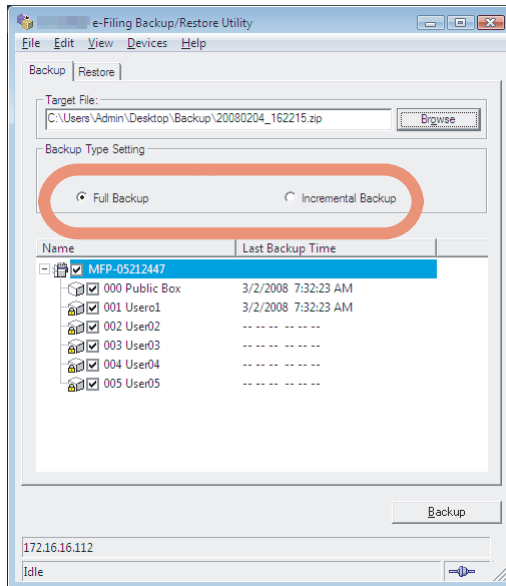
Tips

- The folder in which to save the file must be created beforehand.
- The backup file is saved as a ZIP file.

3 Click [Yes].



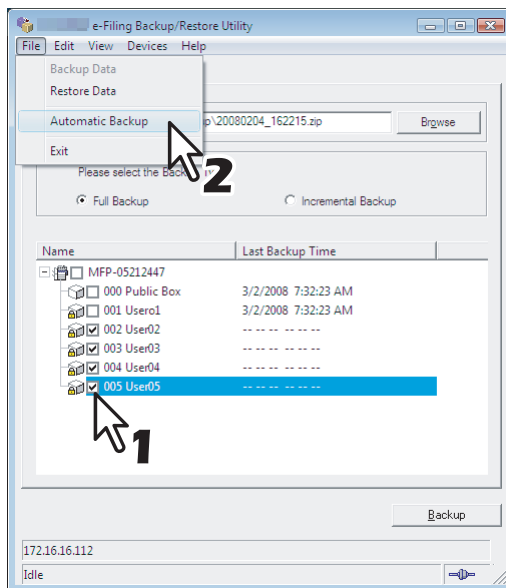
4 Select the backup type.



Full Backup—Backup all the data in the selected boxes.

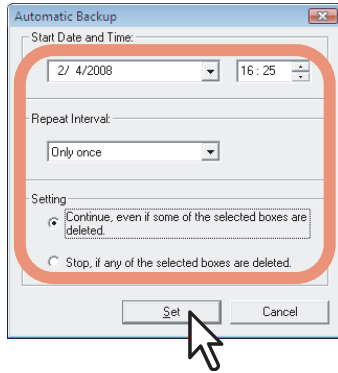
Incremental Backup—Backup only the updated data since the last backup.

5 Select the check boxes for the e-Filing boxes that you want to backup automatically, and select [Automatic Backup] from the [File] menu.



The Automatic Backup dialog box appears.

6 Specify the following items and click [Set].

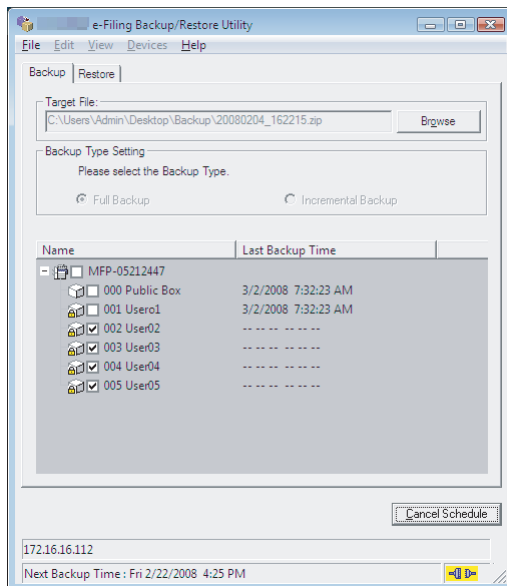


Start Date and Time — Specify the date and time to start backing up e-Filing data automatically. You cannot specify a date more than 6 months later.

Repeat Interval — Select the interval to apply the automatic backup from “Only once”, “Daily”, “Weekly”, or “Monthly”.

Setting — Select whether the automatic backup will be performed when any of the selected boxes have been deleted.

7 The automatic backup function is enabled and the operation in the main window is disabled.



Tip

When you want to cancel the automatic backup, click [Cancel Schedule], or select [Exit] in the [File] menu.

Restoring e-Filing data

e-Filing Backup/Restore Utility allows you to restore e-Filing data from a backup file into your same series MFP. Follow the steps below to restore e-Filing data to your same series MFP.

Notes

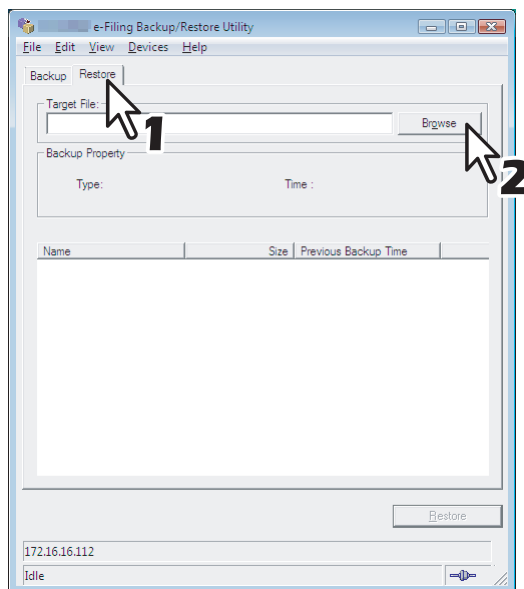
- Restoring cannot be performed while any users are accessing e-Filing boxes by using the e-Filing web utility or touch panel display, or any jobs are currently being processed in the same series MFP. Please make sure no user is accessing e-Filing boxes before restoring e-Filing data, and no jobs are being processed in the same series MFP.
- While restoring e-Filing data, any operations using the touch panel display will be disabled. The COMMAND CENTER and e-Filing web utility will also be disabled.
- While restoring the e-Filing data, any print jobs, N/W-Fax jobs, and received faxes are held in the same series MFP until restoring has been completed.
- Restoring the e-Filing data may take a few hours. Therefore, if the same series MFP receives many print jobs, N/W-Fax jobs, or received faxes while restoring the e-Filing data, a Job Full error may occur.

Tip

When you want to delete all e-Filing data in the same series MFP and restore e-Filing data from the backup file, initialize e-Filing storage before restoring the data.

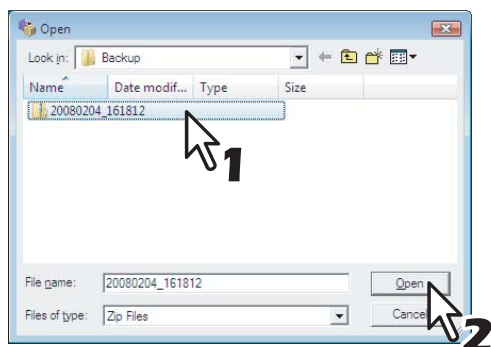
📖 P.23 "Initializing e-Filing storage"

1 Click the [Restore] tab and click [Browse].

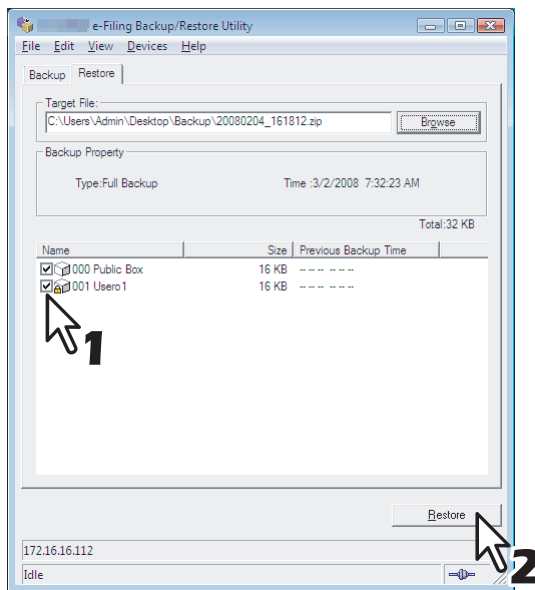


The Open dialog box appears.

2 Select a backup file that you want to restore, and click [Open].

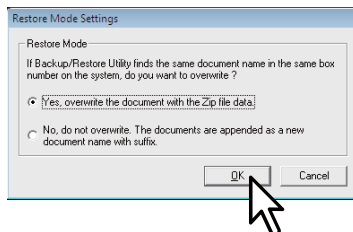


3 Select the check boxes of the e-Filing boxes that you want to restore and click [Restore].



The Restore Mode Settings dialog box appears.

4 Select whether to overwrite documents with the backup data, and click [OK].

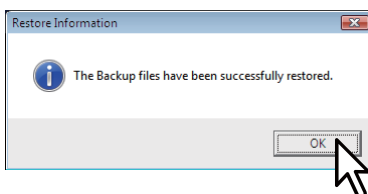


Restoring e-Filing data starts. When restoring e-Filing data has been completed, the Restore Information dialog box appears.

Note

When the same box number exists in the same series MFP, the box properties, such as the box name and password setting, cannot be restored from the backup file.

5 Click [OK].



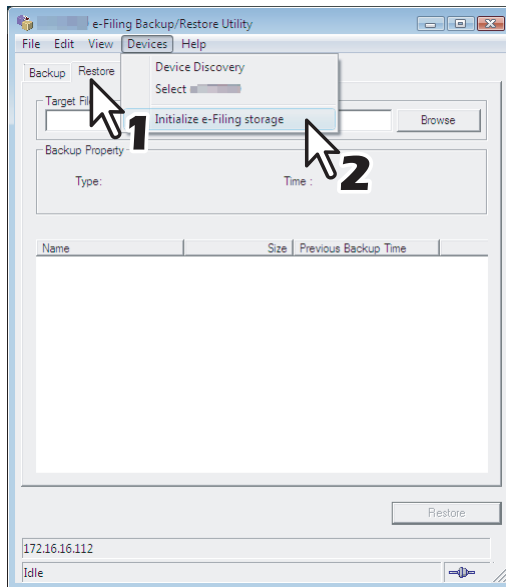
□ Initializing e-Filing storage

When you want to delete all e-Filing data in your same series MFP before restoring, perform the following operations:

Note

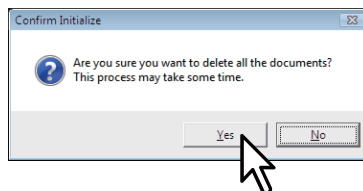
Initializing e-Filing storage cannot be performed while any users are accessing e-Filing boxes by using the e-Filing web utility or touch panel display, or any jobs are currently being processed in your same series MFP. Please make sure no user is accessing e-Filing boxes before initializing e-Filing data, and no jobs are being processed in your same series MFP.

1 Click the [Restore] tab and select [Initialize e-Filing storage] from the [Devices] menu.



The Confirm Initialize dialog box appears.

2 Click [Yes].



e-Filing storage starts initializing and all e-Filing data will be deleted.

USEFUL FUNCTIONS AND SETTINGS

This chapter describes useful functions and settings of the e-Filing Backup/Restore Utility.

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Selecting the Target Device from Multiple same series MFPs

■ Registering additional same series MFPs

If your network has multiple same series MFPs, you can search the network for additional connections. Registering additional MFPs on the e-Filing Backup/Restore Utility allows you to backup or restore e-Filing data on each MFP.

To add a new connection, click the [Devices] menu and select [Device Discovery]. The Local Discovery dialog box appears, where you can register an additional same series MFP on your network. For details, see the following page:

📖 P.11 “When you launch the e-Filing Backup/Restore Utility for the first time”

Tip

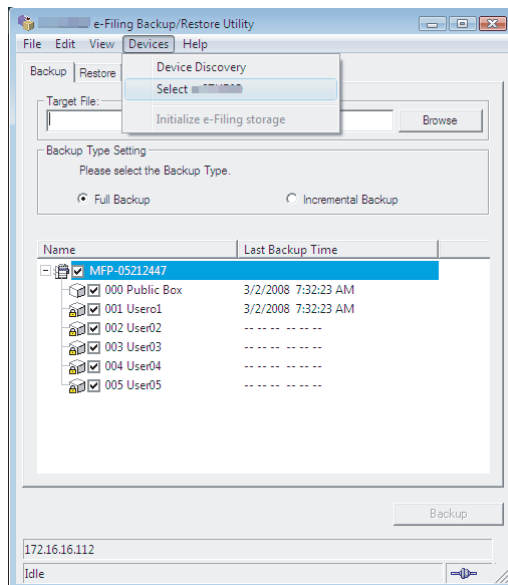
Adding new connections to the connection list allows you to change the target MFP by selecting [Select HS] from the [Devices] menu.

📖 P.26 “Switching between connections”

■ Switching between connections

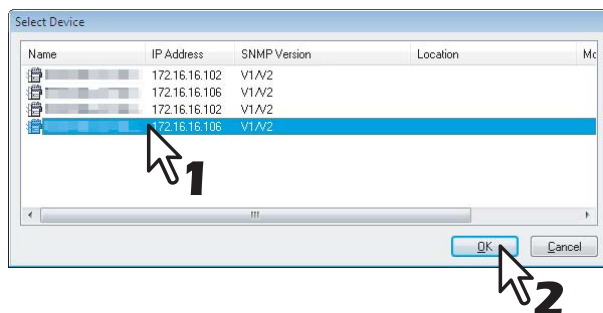
Once you have registered multiple same series MFPs, you can switch from one MFP to another and back up or restore e-Filing data by using the e-Filing Backup/Restore Utility.

1 Click the [Devices] menu and select [Select HS].



The Select Device dialog box appears.

2 Select the same series MFP that you want to connect to, and click [OK].



The target device is changed to the selected same series MFP.

Changing Network Discovery Settings

When you use the e-Filing Backup/Restore Utility and connect to your same series MFP for the first time, or when registering an additional same series MFP, you need to find the target MFP on the network.

📖 P.11 “When you launch the e-Filing Backup/Restore Utility for the first time”

📖 P.26 “Registering additional same series MFPs”

The search process may take a long time especially when a number of clients exist on the network. In this case, you can narrow down the search conditions on the Discovery Settings dialog box.

📖 P.27 “Specifying search conditions”

In addition, your attempt to find a same series MFP may fail due to the SNMP Network settings configured for the MFP. In this case, open the SNMP Settings dialog box and verify and/or change the settings.

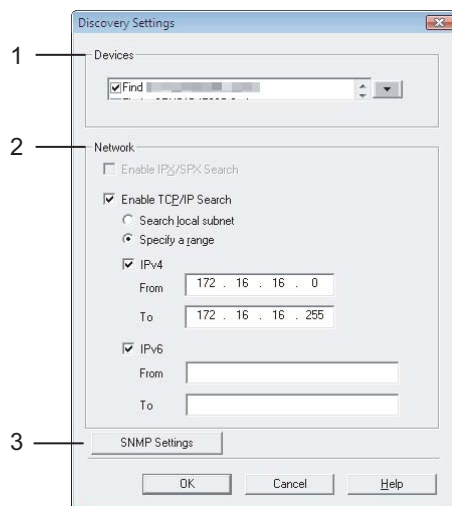
📖 P.28 “Changing SNMP settings”

Note

Ask the administrator for details on the SNMP Network settings configured for your same series MFP.

■ Specifying search conditions

If you want to specify the search conditions, click [Advanced] on the Local Discovery dialog box. On the Discovery Settings dialog box that appears, make the following settings as required:



1) Devices

Click the arrow button to display the drop-down list box and select the check box(es) for the same series MFPs to be searched for.

2) Network

“Enable IPX/SPX Search”

This is disabled because the Backup/Restore Utility does not support the IPX/SPX connection.

“Enable TCP/IP Search”

Select this option to search for same series MFPs on your TCP/IP network. This option is available only when the TCP/IP protocols are installed on your computer. When this option is selected, you need to specify the detailed search conditions for same series MFPs on the network.

- **Search local subnet** — Select this option to search for same series MFPs on the local subnet.
- **Specify a range** — Select this option to search for same series MFPs in a specific range of IPv4 or IPv6 addresses. When this option is selected, select IPv4 or IPv6 and enter specific IP addresses in the [From] and [To] boxes.

3) [SNMP Settings]

Click this button when you need to verify and/or change the SNMP settings.

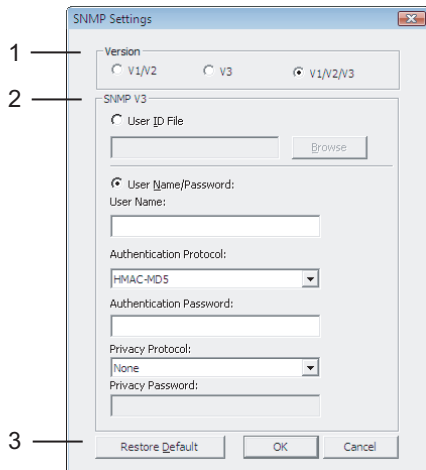
📖 P.28 “Changing SNMP settings”

■ Changing SNMP settings

If you cannot find the target same series MFPs on your network, the problem may be with SNMP settings. Verify the correct SNMP settings in the SNMP Settings dialog box and change the settings, if needed. The dialog box can be accessed by clicking [SNMP Settings] on the Discovery Settings (📖 P.27) or the Manual Selection dialog box (📖 P.12).

Note

Ask the administrator for details on the SNMP Network settings configured for your same series MFP.



1) Version

Be sure to have the correct SNMP version set for your same series MFP and select from the following options:

- **V1/V2**—Select this option to enable SNMPv1 and v2.
- **V3**—Select this option to enable SNMPv3.
- **V1/V2/V3 (for the Discovery Settings dialog box only)**—Select this option to enable SNMPv1, v2, and v3.

Note

To find your same series MFP under the SNMPv1/v2 environment, the SNMP read community name that is set for the target same series MFP must be “public.” For help, consult the administrator.

2) SNMP V3

If SNMPv3 is enabled, use the radio button to select the method for authenticating users.

User ID File—Select this option when you want to use a user ID file. Click [Browse] and specify the user ID file.

User Name/Password—Select this option when you want to use the user name and password. When this option has been selected, key in or select each of the following items:

- **User Name**
- **Authentication Protocol**
- **Authentication Password**
- **Privacy Protocol**
- **Privacy Password**

Notes

- If you choose to enable SNMPv3, consult your network administrator for preliminary advice on how to authenticate users.
- Each entry for User Name, Authentication Password, and Privacy Password can consist of up to 32 one-byte alphanumeric characters.

3) [Restore Default]

Click this button when you want to reset all the settings back to the factory defaults.

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