



## Administrator Announcements User Guide

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# Using This Guide

Before using the machine, please read this manual thoroughly. Be sure to keep this manual for future reference.

## Conventions

- In this manual, hard disks and solid state drives are collectively referred to as "storage".
- The following icons are used in this guide, depending on the content described.



### Important

Indicates important information you have to know or be reminded before operations.



### Note

Indicates supplemental information useful for operation.



### Refer

Indicates references to other chapters and manuals.

- The following symbols are used in this guide.

" "

- A cross-reference included in this guide.
- Names of features, touch screen messages and input text.
- The guides to be referred.

[ ]

- Folders, files, applications, button or menu names displayed on the touch screen.
- Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names.

{ }

- This indicates the variable value depending on the operation or operating environment.  
For example: [ {Login User Name} ] is displayed.

< > button

- Hardware buttons on the control panel.

< > key

- Keys on the keyboard of the computer.

>

- Represents abbreviation of procedure for selecting items in order on the operation panel or computer, and referenced items.

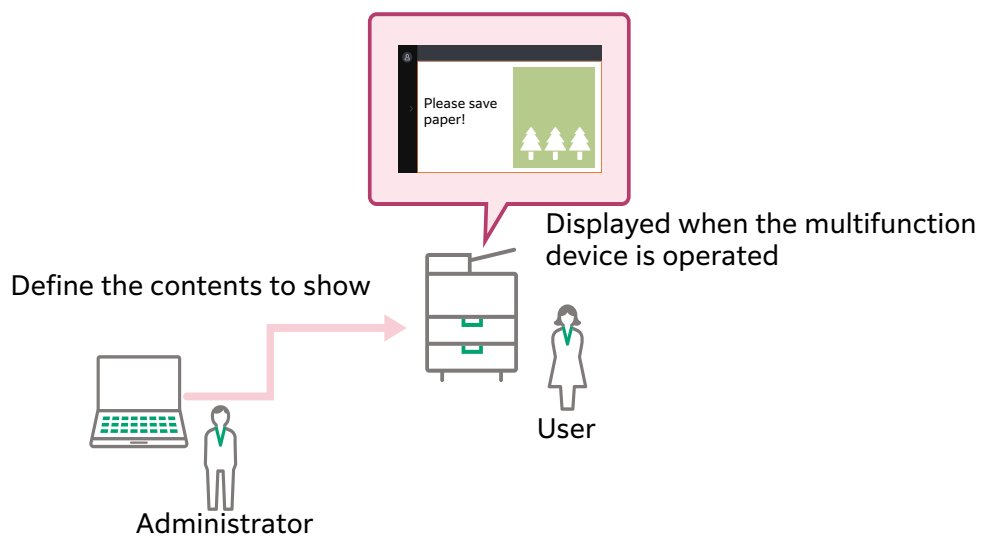
# 1 Overview of Administrator Announcements

Administrator Announcements function displays announcements set by the system administrator on the control panel of the multifunction device.

The system administrator sets announcements information using arbitrary text strings and images. Announcements are stored in each multifunction device.

The system administrator can store an html page on the server and specify its URL to display the same information on multiple multifunction devices.

When the user operates the multifunction device during the set period or on the set day of the week, the announcements are displayed.



 **Note**

- Tap an arbitrary location on the screen to clear the announcements.

## 2 System Requirements

### Multifunction Devices

Administrator Announcements is available on the multifunction devices that satisfy the following requirements.

If your multifunction device does not satisfy the requirements, purchase our optional components as needed.

- Storage
- System memory with 2 GB or more

You can confirm whether your multifunction device satisfies the requirements or not according to the following steps.

#### Steps

- 1** Select [Device Status] > [Details].
- 2** Press [Device Configuration].
- 3** Check that [Storage] is shown on the screen and the value for [System Memory Size] is 2,048 MB or larger.

# 3 Environmental Settings

This chapter describes the environment settings of your multifunction device to use Administrator Announcements.

## Multifunction Device Settings

The following settings are necessary. Refer to the guides provided with your multifunction device for detailed setting procedures.

Item	Settings
SOAP - Port Status	[Device] > [Network Settings] > [Port Settings] > [SOAP] <ul style="list-style-type: none"> <li>• SOAP - Port Status: Enabled</li> <li>• SOAP - Port Number: 80</li> </ul>
Protocol Settings	[Device] > [Network Settings] > [Protocol Settings] > [TCP/IP - Network Settings] <ul style="list-style-type: none"> <li>• The settings in order to use a multifunction device in the TCP/IP environment such as an IP address, subnet mask, and gateway address</li> </ul>
Internet Services (HTTP)	[Device] > [Network Settings] > [Port Settings] > [Internet Services (HTTP)] <ul style="list-style-type: none"> <li>• Internet Services - Port Status: Enabled</li> </ul>
Auto Clear	[Device] > [Common Service Settings] > [System Clock / Timers] <ul style="list-style-type: none"> <li>• Enabled</li> </ul>
Embedded Plug-ins	[Device] > [System Settings] > [Plug-in Settings] <ul style="list-style-type: none"> <li>• Embedded Plug-ins: Enabled</li> </ul>

## Internet Services Settings

Item	Settings
Enable Add-on Apps	[Apps] > [App Settings] <ul style="list-style-type: none"> <li>• Enable Add-on Apps: Enabled</li> </ul>
Embedded Plug-ins	[System] > [Plug-in Settings] <ul style="list-style-type: none"> <li>• Embedded Plug-ins: Enabled</li> </ul>

## Installation

Install Administrator Announcements.

For information on the installation, refer to the "Add-on Application Installation Guide".

### Note

- For information on the upgrade and uninstallation, also refer to the "Add-on Application Installation Guide".

## Web Browser Settings

Enable JavaScript in the web browser.

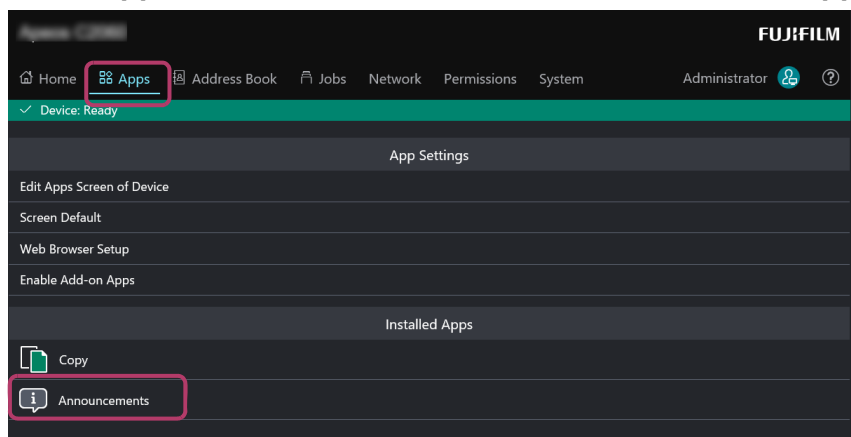
# 4 Setting Administrator Announcements

## Displaying the Setting Screen

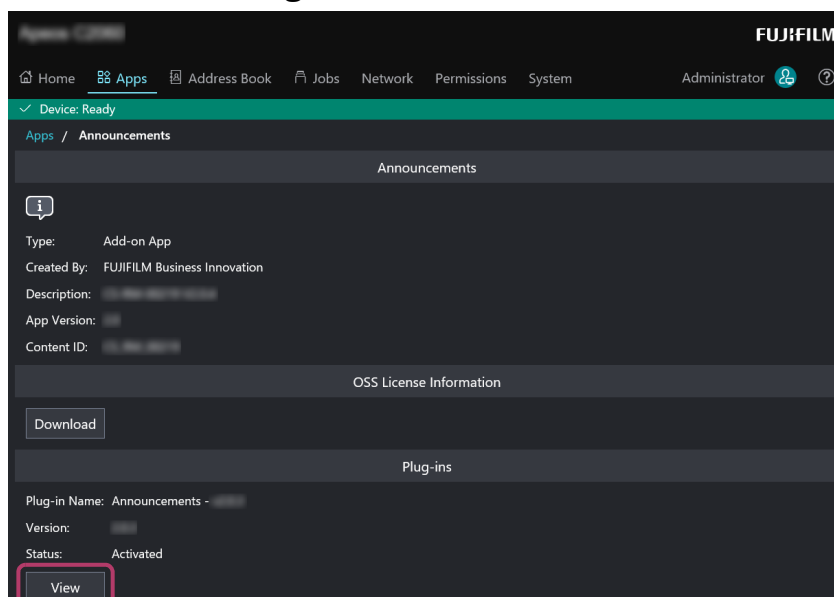
The following describes how to display the setting screen of Administrator Announcements.

### Steps

- 1 Start your computer, and then start a web browser.**
- 2 Enter the IP address of your multifunction device or internet address in the address bar of a web browser.**  
The Internet Services is started.
- 3 Enter the system administration mode.**
- 4 Click [Apps] and select [Announcements] in [Installed Apps].**



- 5 Click [View] in [Plug-ins].**





A screen will be displayed where you can check the display settings for the Administrator Announcements and the information to be notified.

## Setting Display Method

Set how to display announcements on the control panel of the multifunction device.

### Steps

#### 1 Display the setting screen of Announcements.



- "Displaying the Setting Screen"(P.8)

#### 2 Click [Display Settings] on the navigation bar, and select [Edit] for [Display Settings].

#### 3 Perform the following steps.

(1) Select [Display].

(2) Set each item, and then click [Apply New Settings].

Item	Description
Date & Time	Set the period to display the announcements.
Days of the Week	Set the day to display the announcements.
Close Announcement By	Set the timing to allow for clearing the announcements.
Auto Clear After Set Time	Select this option to clear the announcements automatically. <b>Note</b> <ul style="list-style-type: none"> <li>• Be sure to specify a period of time longer than that set by [Tap to Clear After Set Time].</li> </ul>

## Setting Announcements Information

Set the information to display on the control panel.

### Displaying Registered Screen

Register the announcements to display on the control panel. Up to five announcements can be registered but only one of them can be displayed at a time. Registered announcements are stored in the multifunction device.

Announcements can use text strings and images.

To use an image, prepare a still image file in advance. The maximum image size is 924 pixels in width and 520 pixels in height. The following file formats are supported.

File format	File name extension	Note
PNG	.png	-

File format	File name extension	Note
JPEG	.jpg .jpeg .jpe .jfif .jfi .jif	Some web browsers only support files with the .jpg extension.
BMP	.bmp	-
GIF	.gif	An animation cannot be used.

**Steps**

**1 Display the setting screen of Announcements.**



• "Displaying the Setting Screen"(P.8)

**2 Click [Display Settings] on the navigation bar, and select [Edit] for [Announcement to Be Displayed].**



**3 Select [Select from Presets].**

Options to select announcements are shown.

To register a new announcement or modify a stored announcement, proceed to Step 4.


To choose from registered announcements, proceed to Step 6.

**4 Click .**

If an announcement is already registered,  is displayed. Click  >[Edit] to edit the announcement.

Click [Delete] to delete the registered announcement and change the status to [(Not Set)].

**5 Set each item, and then click [OK].**

Item	Description
Text	Enter text strings to display in the announcements. Up to 400 characters can be entered. Line feed characters can be included. If omitted, no text is displayed in the announcement.  <b>Note</b> • On the control panel, text is automatically fed to the next line at the edge in addition to the line feed character positions. When the text is not automatically fed to the next line, manually enter a line feed character at the position you want it. Alternatively, enter a halfwidth space before and after the symbol to automatically feed the text to the next line.
Image	Click [Browse] to select an image. If omitted, no image is displayed in the announcement.
Text/Background Color	Select a combination of the text and background colors.

Item	Description
Text Size	Select the text size from the following. <ul style="list-style-type: none"> <li>• Large: 40 pixels</li> <li>• Medium: 30 pixels</li> <li>• Small: 20 pixels</li> </ul>
Text/Image Layout	When using both text and image, select how to place text and image (vertically or horizontally).
Preview	Display a preview of the announcements screen. The layout can be adjusted in the preview area. <ul style="list-style-type: none"> <li>• Changing area size Drag the boundary between text and image to change the size of the display area.</li> <li>• Changing layout Drag and drop text string and image to change the layout.</li> </ul>

## 6 Perform the following steps on the [Announcement to Be Displayed] screen.

(1) Select the announcements screen pattern.

(2) Click [Apply].



### Note

- Note that the preview screen is not exactly the same as that displayed on the control panel. For example, the font used may be different.

## Specifying Server URL

Specify an html file stored on the server by its URL. Note that the following restrictions are applied when specifying an html file.

- Only the http or https scheme is available.
- JavaScript cannot be run.
- Links are disabled.

### Steps

#### 1 Display the setting screen of Announcements.



- "Displaying the Setting Screen"(P.8)

#### 2 Click [Display Settings] on the navigation bar, and select [Edit] for [Announcement to Be Displayed].

#### 3 Select [Specify by URL].

#### 4 Perform the following steps.

(1) Enter the URL to display on the control panel.

Up to 450 characters can be entered.

(2) Click [Preview].

#### 5 As the preview screen appears, check that the html page of the specified URL is displayed and click [Apply].

If the page is not displayed correctly, check the entered URL and the html file.

## Resetting Announcements

Reset the settings of the announcements and delete all announcement patterns stored in the multifunction device.

### Steps

**1** Display the setting screen of Announcements.



Refer

- "Displaying the Setting Screen"(P.8)

**2** Click [Restoration / Activity Log] on the navigation bar and select [Restore].

## Retrieving Activity Log

Retrieve the activity log and save it as a file.



Note

- The activity log is used by our customer engineer to troubleshoot a failure or trouble once it happens. We may ask you to prepare the activity log upon your inquiry.

### Steps

**1** Display the setting screen of Announcements.



Refer

- "Displaying the Setting Screen"(P.8)

**2** Click [Restoration / Activity Log] on the navigation bar and select [Export].

**3** Save the activity log under an arbitrary file name.

# 5 Importing/Exporting Settings

## Exporting/Importing Overview

With "Settings cloning for Add-on Applications", you can save the settings information to a computer, and then you can duplicate the information to other devices.

Storing the setting to a computer is called "Export", and duplicating the stored setting to a device is called "Import".

## Settings Which Can Be Duplicated

The settings which can be duplicated by exporting/importing are the following.

- Administrator Announcements  
Display Settings, Registered Announcements



### Important

- When settings are exported from a multifunction device with no announcement information registered and duplicated to a multifunction device with announcement information registered, the announcement information is deleted from the duplication target device.

## 6 Notes and Restrictions

- This function cannot be used with the Add-on Application which launches before the Apps screen of the multifunction device appears.
- Even when the announcements are disabled or it is out of period to display the announcements, a message saying that the system is checking for the announcements is displayed after the multifunction device has been automatically reset, powered on, or recovered from the power saving mode. This message automatically disappears and the Apps screen of the multifunction device appears.
- The size of the area to display the announcements is fixed to 924 pixels in width and 520 pixels in height. If the panel is larger than this size, a black border is shown around the announcement. If the panel is smaller than this size, only the portion fitting in the panel is displayed.
- Note that the preview screen is not exactly the same as that displayed on the control panel. For example, the font used may be different.
- Even if the html page displayed in the announcement has a text entry field, text cannot be entered in this field.
- Only the http or https scheme can be specified. Also, links are disabled.
- Immediately after the multifunction device is turned on or restarted, announcements may not be displayed as the multifunction device may still be in preparation.