

# TOSHIBA

## Adding An Icon To The Home Page On The Toshiba Copier (EBN)

Open a browser and enter the IP Address of the copy system, this will open TopAccess  
Press: [Login]

The screenshot shows a web browser window with the address bar containing "10.160.30.50/MAIN=TOPACCESS". The page title is "TopAccess". The navigation menu includes "Device", "Job Status", "Logs", "Registration", and "Counter". The "Device" section is active, displaying a device icon and a table of device information. The "Alerts" section shows two messages: "Paper Empty in Drawer 1 - Please Add Paper." and "Paper Empty in Drawer 2 - Please Add Paper.". The "Paper" section shows a table of paper levels for two drawers.

Device Information	
Status	Alerts
Name	MFP11771264
Location	
Copier Model	TOSHIBA e-STUDIO4508A
Serial Number	CGF39802
MAC Address	00:80:91:b3:9d:80
Save as File & e-Filing Space Available	120827 MB
Fax Space Available	958 MB
Contact Information	
Phone Number	
Message	
Alerts	<ul style="list-style-type: none"><li>Paper Empty in Drawer 1 - Please Add Paper.</li><li>Paper Empty in Drawer 2 - Please Add Paper.</li></ul>

Paper					
Drawer	Size	Thickness	Attribute	Capacity	Level
Drawer 1	LT	Plain	None	550	□□□□
Drawer 2	LT	Thick3	None	200	□□□□

Enter: User Name: admin / Password: 123456

Login with your TopAccess User Name and Password.

The screenshot shows a login form with two input fields: "User Name" containing "admin" and "Password" containing "\*\*\*\*\*". Below the fields are two buttons: "Login" and "Cancel".

# TOSHIBA

Go To: [Administration]

**TopAccess**

Device | Job Status | Logs | Registration | Counter | User Management | **Administration**

**Device**

Device Information

Status	Alerts
Name	MFP11771264
Location	
Copier Model	TOSHIBA e-STUDIO4508A
Serial Number	CGIF39802
MAC Address	00:80:91:b3:9d:80
Save as File & e-Filing Space Available	120827 MB
Fax Space Available	958 MB
Contact Information	
Phone Number	
Message	

**Alerts**

- Paper Empty in Drawer 1 - Please Add Paper.
- Paper Empty in Drawer 2 - Please Add Paper.

Options

Finisher	None
Hole Punch Unit	None
Fax	Installed
Optional Function kit	Printer/Scanner kit

Press: [Registration]

**TopAccess**

Device | Job Status | Logs | Registration | Counter | User Management | Administration

**Setup**

General | Network | Copier | Fax | Save as file | Email | InternetFax | Printer/e-Filing | Printer | Print Service | Print Data Converter | EWB | ODCA | Version

**Registration**

Public Home | Public Theme Settings | Public Home Settings | Default Home | Default Home Settings | Image/Icon Management

Cancel | Delete | Reset

Jump to [1](#) [9](#) [17](#) [25](#) [33](#) [41](#) [49](#) [57](#)

In [Public Home], locate a blank area you wish to place an icon and press it

**Registration**

**Public Home** | Public Theme Settings | Public Home Settings | Default Home | Default Home Settings | Image/Icon Management

Cancel | Delete | Reset

Jump to [1](#) [9](#) [17](#) [25](#) [33](#) [41](#) [49](#) [57](#)

**Panel Button1 - 8**

<input type="checkbox"/>	1		Simple Copy	<input type="checkbox"/>	2		Simple Scan
<input type="checkbox"/>	3		Copy	<input type="checkbox"/>	4		Scan
<input type="checkbox"/>	5		Fax	<input type="checkbox"/>	6		Print
<input type="checkbox"/>	7		Undefined	<input type="checkbox"/>	8		User Functions
			Undefined				-User-

# TOSHIBA

Select from the Home Type List which icon you wish to use (Our example will be the Function List)

**Registration**

[Public Home](#) | [Public Theme Settings](#) | [Public Home Settings](#) | [Default Home](#) | [Default Home Settings](#) | [Image/Icon Management](#) | [Home Data List](#) | [Fax Received Forward](#)

Jump to [1](#) [9](#) [17](#) [25](#) [33](#) [41](#) [49](#) [57](#)

**Panel Button1 - 8**

<input type="checkbox"/>	1		Simple Copy	<input type="checkbox"/>	2		Simple Scan
<input type="checkbox"/>	3		Copy	<input type="checkbox"/>	4		Scan
<input type="checkbox"/>	5		Fax	<input type="checkbox"/>	6		Print
<input type="checkbox"/>	7		Undefined	<input type="checkbox"/>	8		User Function
			Undefined				-User-

**Panel Button9 - 16**

<input type="checkbox"/>	9		Scan To Computer	<input type="checkbox"/>	10		Copy Custom
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**Select Home Type**

Please select a home type.

- Register from Job History
- Register from URL List
- Register from Recommendation
- Register from Function List**
- Register from Application
- Register from Home

Scroll down to which icon you wish to use (Our example is the e-Filing icon)

**Registration**

[Public Home](#) | [Public Theme Settings](#) | [Public Home Settings](#) | [Default Home](#) | [Default Home Settings](#) | [Image/Icon Management](#) | [Home Data List](#) | [Fax Received Forward](#)

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**Panel Button1 - 8**

<input type="checkbox"/>	1		Simple Copy	<input type="checkbox"/>	2		Simple Scan
<input type="checkbox"/>	3		Copy	<input type="checkbox"/>	4		Scan
<input type="checkbox"/>	5		Fax	<input type="checkbox"/>	6		Print
<input type="checkbox"/>	7		Undefined	<input type="checkbox"/>	8		User Function
			Undefined				-User-

**Panel Button9 - 16**

<input type="checkbox"/>	9		Scan To Computer	<input type="checkbox"/>	10		Copy Custom
<input type="checkbox"/>	11		Copy	<input type="checkbox"/>	12		Counter
<input type="checkbox"/>	13		for	<input type="checkbox"/>	14		for

**Register from Function List**

2		Simple Scan
3		Copy
4		Scan
5		Fax
6		Print
<b>7</b>		<b>e-Filing</b>
		User Functions

# TOSHIBA

Rename this if you wish and Press: [Save]

Registration

[Public Home](#) | [Public Theme Settings](#) | [Public Home Settings](#) | [Default Home](#) | [Default Home Settings](#) | [Image/Icon Management](#) | [Home Data List](#)

Cancel Delete Reset

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Panel Button1 - 8

<input type="checkbox"/>	1		Simple Copy	<input type="checkbox"/>
<input type="checkbox"/>	3		Copy	<input type="checkbox"/>
<input type="checkbox"/>	5		Fax	<input type="checkbox"/>
<input type="checkbox"/>	7		Undefined	<input type="checkbox"/>
			Undefined	<input type="checkbox"/>

Panel Button9 - 16

<input type="checkbox"/>	9		Scan To Computer	<input type="checkbox"/>
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Edit Settings

Save Cancel

Choose icon from the Gallery

Name 1

Name 2

The icon will now appear and should show up on the Home screen

Registration

[Public Home](#) | [Public Theme Settings](#) | [Public Home Settings](#) | [Default Home](#) | [Default Home Settings](#) | [Image/Icon Management](#) | [Home Data List](#)

Cancel Delete Reset

Jump to [1](#) [9](#) [17](#) [25](#) [33](#) [41](#) [49](#) [57](#)

Panel Button1 - 8

<input type="checkbox"/>	1		Simple Copy	<input type="checkbox"/>	2		Simple Scan	<input type="checkbox"/>
<input type="checkbox"/>	3		Copy	<input type="checkbox"/>	4		Scan	<input type="checkbox"/>
<input type="checkbox"/>	5		Fax	<input type="checkbox"/>	6		Print	<input type="checkbox"/>
<input type="checkbox"/>	7		e-Filing	<input type="checkbox"/>	8		User Functions	<input type="checkbox"/>
							-User-	<input type="checkbox"/>