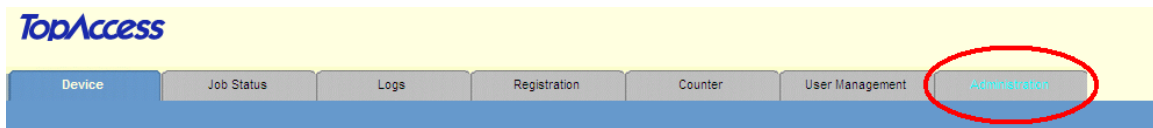


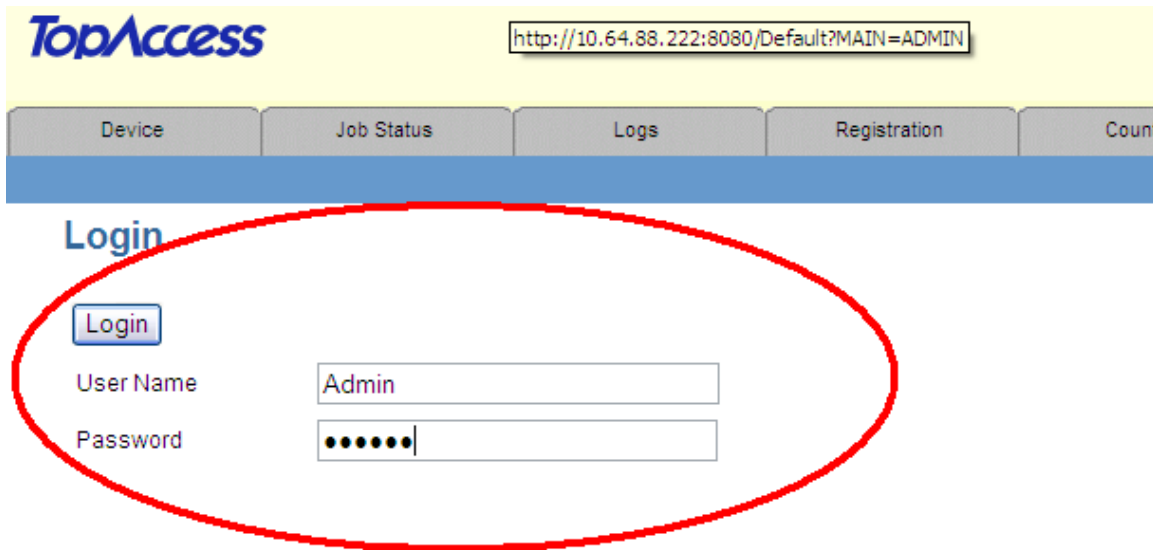
How To Add a Template to the Toshiba e-Studio Copier

1. Log into TopAccess using the IP Address of the machine.

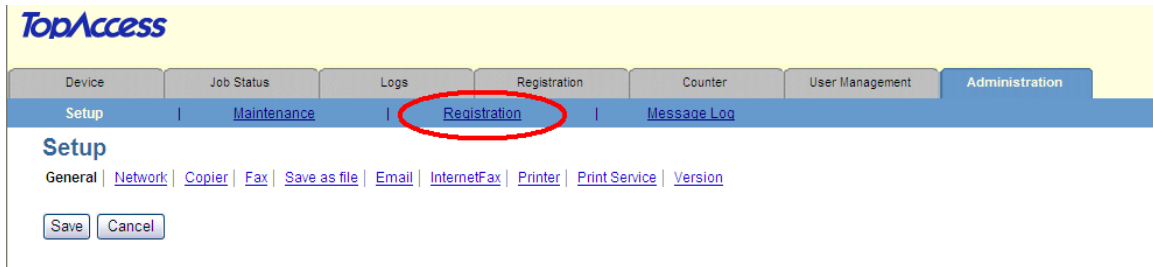
2. Log in as Administration



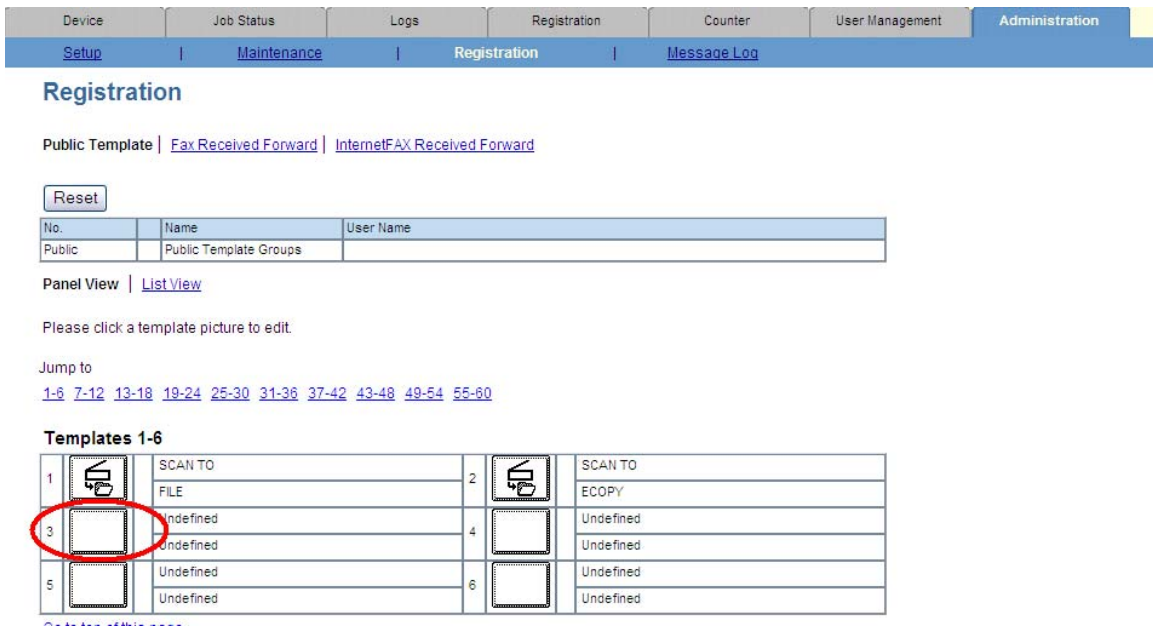
3. Enter the password 123456 and click Login



4. Go to the Registration Link in the Blue Bar under the tabs



5. Choose a Blank Template



6. Choose Scan. Save as File will be selected. To add click on Select Agent.

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

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template](#)

Save Cancel

Select Agent

Copy Email

Fax / InternetFax Save as file

Scan Store to e-Filing

7. Choose Panel Setting to change the Name of the Template.

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template](#)

Save Cancel


Select Agent

Copy Email

Fax / InternetFax Save as file

Scan Store to e-Filing

Panel Setting

Picture	
Caption1	SCAN TO
Caption2	FILE
User Name	
Automatic Start	Disable
Notification	


Save as file Setting

File Format	PDF(Multi)
Encryption	Disable
Registration	VTAM 4516 Admin Panel

8. (We usually use Caption 1 for the First Name & Last Initial. Caption 2 can be used if there is no more room left in Caption 1)

Make sure to click SAVE when finished

Panel Setting

Picture	
Caption1	<input type="text" value="SCAN TO"/>
Caption2	<input type="text" value="FILE"/>
User Name	<input type="text"/>
Automatic Start	Disable ▾
Notification	<input type="checkbox"/> Send email when an error occurs <input type="checkbox"/> Send email when job is completed Email to <input type="radio"/> Email address for notification is not specified. Email is not sent until email address is specified. <input type="radio"/> <input type="text"/>

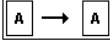
9. To change the Resolution, choose Scan settings

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template](#)

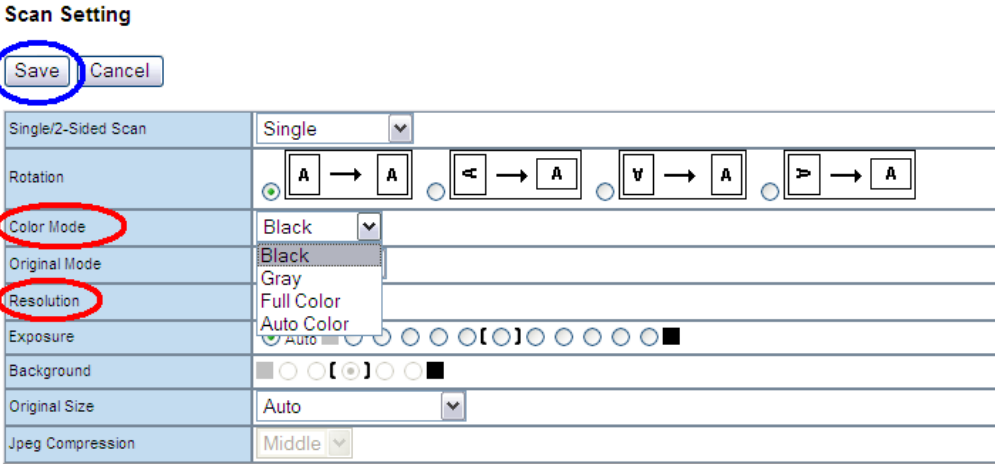
Copy Email
 Fax / InternetFax Save as file
 Scan Store to e-Filing

File Name

Single-Sided Scan	Single
Rotation	
Color Mode	Black
Original Mode	Text
Resolution	200dpi
Exposure	Auto
Background	
Original Size	Auto
Jpeg Compression	

10. If you have a color machine, you can also change the color mode for the scans as shown below

Make sure to click SAVE at the top

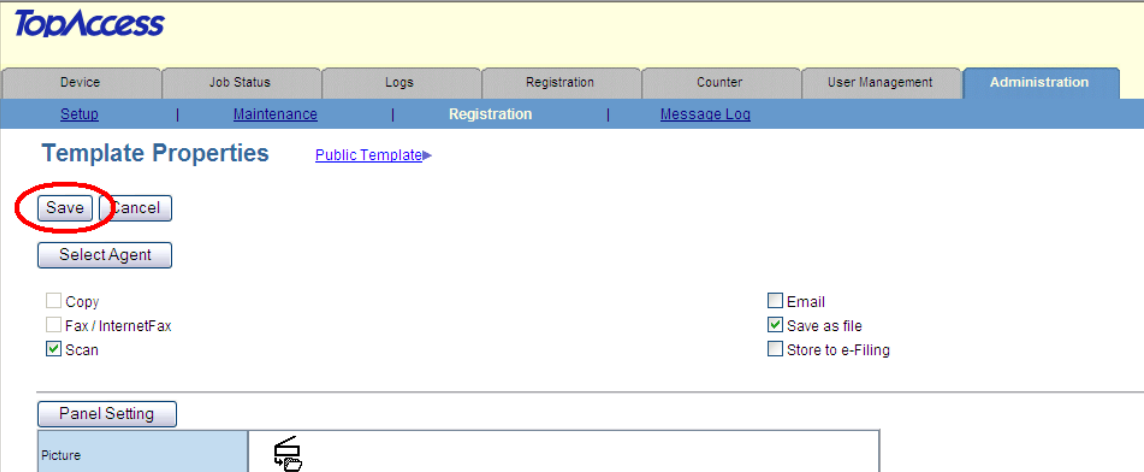


Scan Setting

Save Cancel

Single/2-Sided Scan	Single
Rotation	A → A
Color Mode	Black
Original Mode	Black
Resolution	Auto Color
Exposure	AUTO
Background	Auto
Original Size	Auto
Jpeg Compression	Middle

11. Once you have finished editing the Template, click Save at the top.



TopAccess

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

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template](#)

Save Cancel

Select Agent

Copy Email
 Fax / Internet Fax Save as file
 Scan Store to e-Filing

Panel Setting

Picture

12. You **MUST** Scan to the template in order for the folder to appear in the file_share folder.