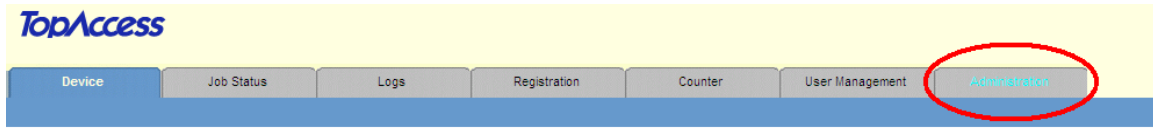
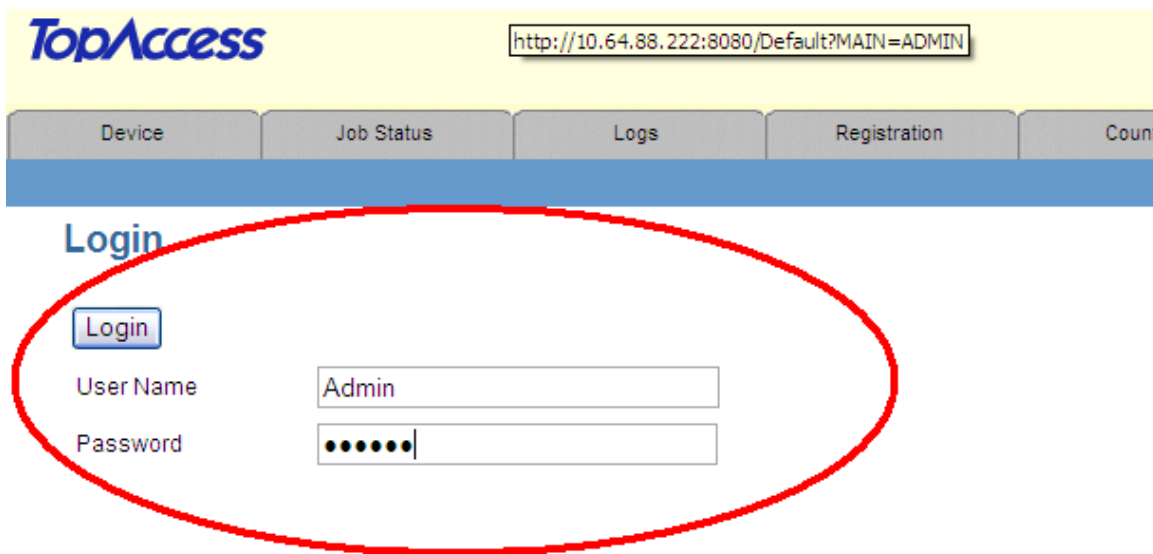


# How to Setup Templates

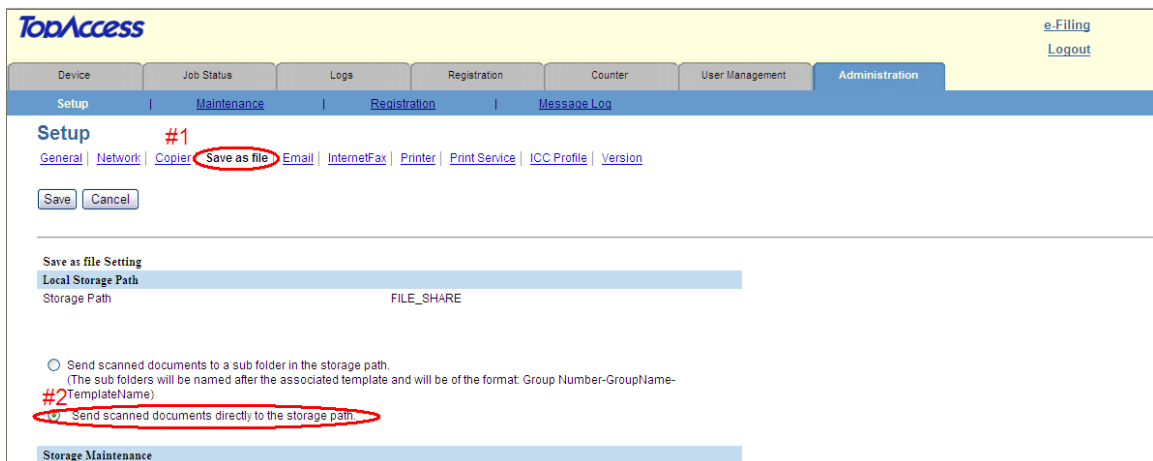
1. Log into TopAccess using the IP Address of the machine. Log in as Administration (Or the Login Tab at the top right corner of the page.)



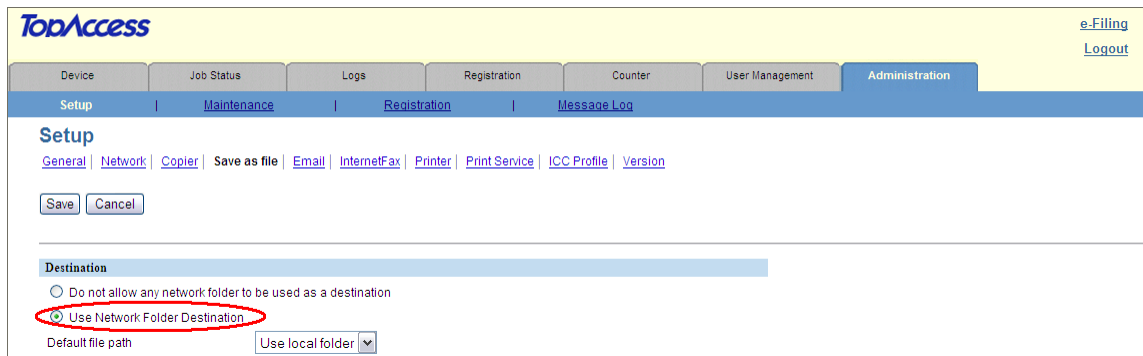
2. Enter the password 123456 and click Login. (If it asks for Username, type **admin**)



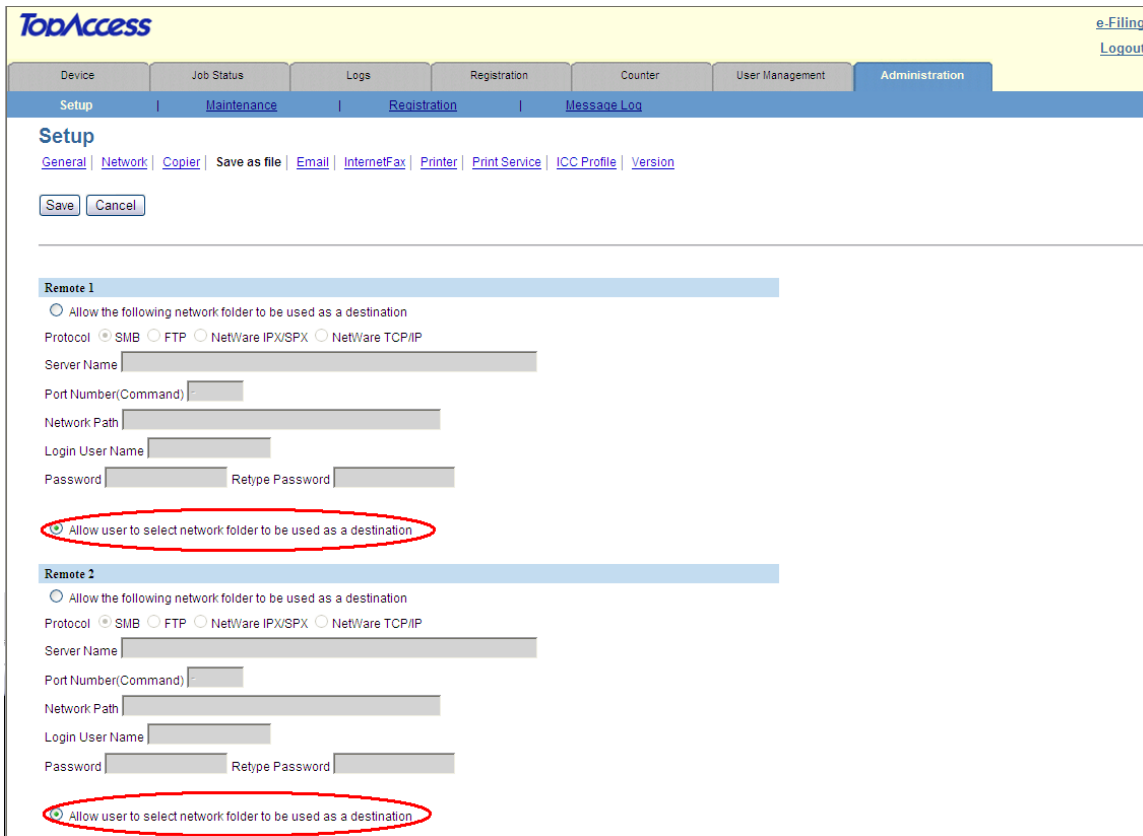
3. Click on Save as File. Then choose Send Scanned Documents Directly to the Storage Path



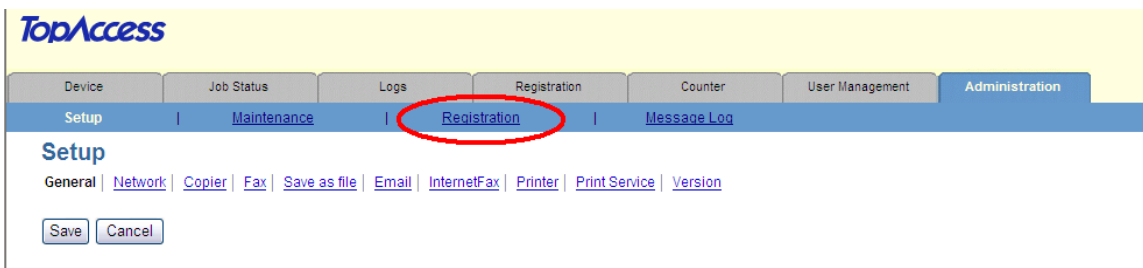
4. Scroll down a little more and you will see the following. Choose Use Network Folder Destination



5. Scroll down a little bit more. Be sure for REMOTE 1 and REMOTE 2, check the 2<sup>nd</sup> radio button for both. **Click on Save at the top.** This is a one time only setting.



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



## 7. Choose a Blank Template

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

Setup | Maintenance | Registration | Message Log

### Registration

Public Template | Fax Received Forward | InternetFAX Received Forward

Reset







No.	Name	User Name
Public	Public Template Groups	

Panel View | List View

Please click a template picture to edit.

Jump to  
[1-6](#) [7-12](#) [13-18](#) [19-24](#) [25-30](#) [31-36](#) [37-42](#) [43-48](#) [49-54](#) [55-60](#)

#### Templates 1-6

1		SCAN TO	2		SCAN TO
		FILE			ECOPY
3		Undefined	4		Undefined
		Undefined			Undefined
5		Undefined	6		Undefined
		Undefined			Undefined

## 8. 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  
 Fax / InternetFax  
 Scan

Email  
 Save as file  
 Store to e-Filing

## 9. Choose Panel Setting to change the Name of the Template.

Setup | Maintenance | Registration | Message Log

### Template Properties

Public Template


Save Cancel

Select Agent

Copy  
 Fax / InternetFax  
 Scan

Email  
 Save as file  
 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

10. (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 <input type="button" value="v"/>
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"/>

11. Go to Save as File settings button

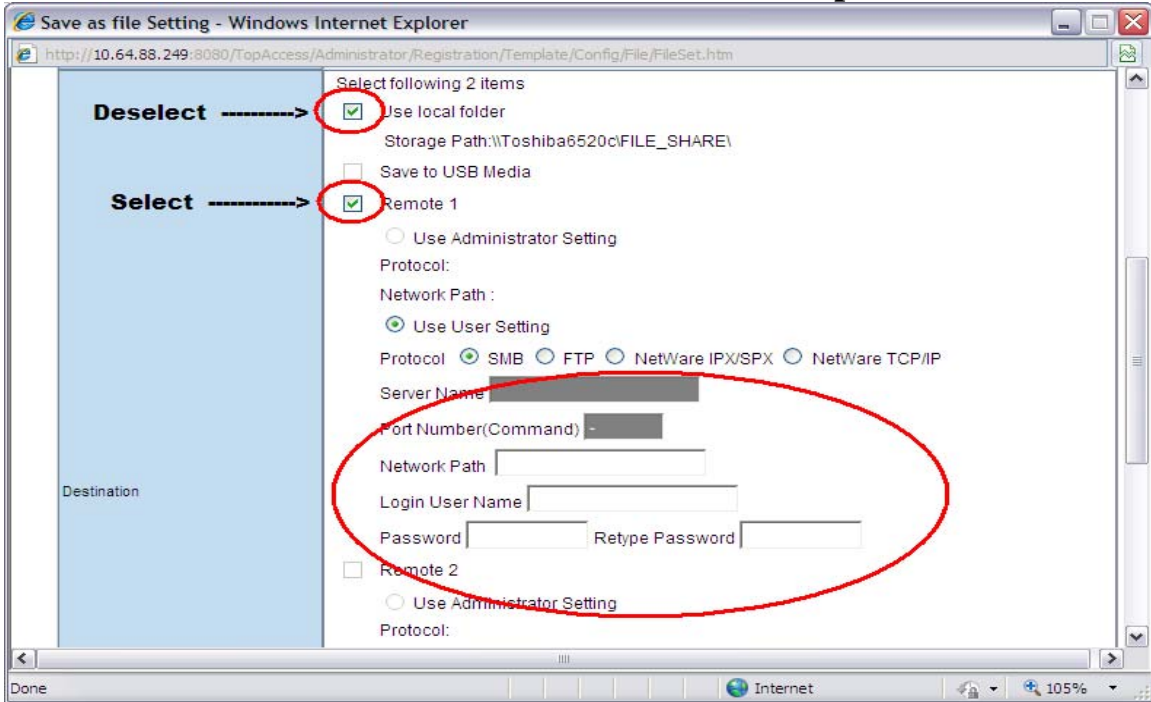
File Format	PDF(Multi)
Encryption	Disable
Destination	\\Toshiba6520c\FILE_SHARE\
File Name	DocMMDDYY(MMDDYY is a date)

12. Be sure to choose your FILE FORMAT at the top first.

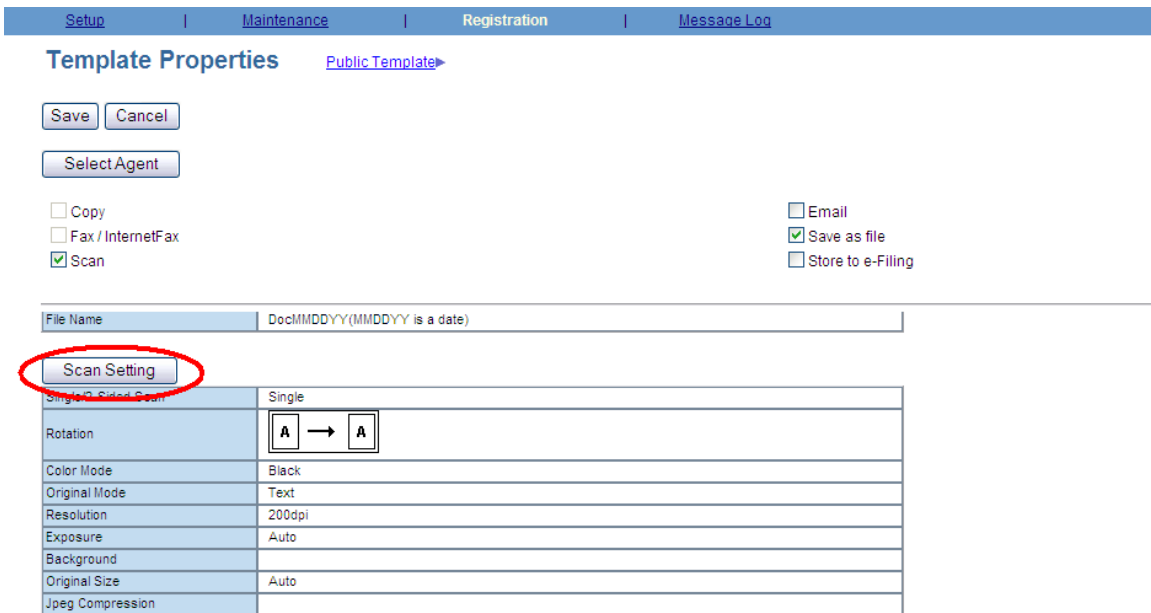
**Save as file Setting**

File Format	<input type="text" value="PDF(Multi)"/> <input type="button" value="v"/>
-------------	--

13. Next, deselect Use Local Folder and Select Remote 1. Then you can enter in the network folder destination information. **Click save at the top when finished.**

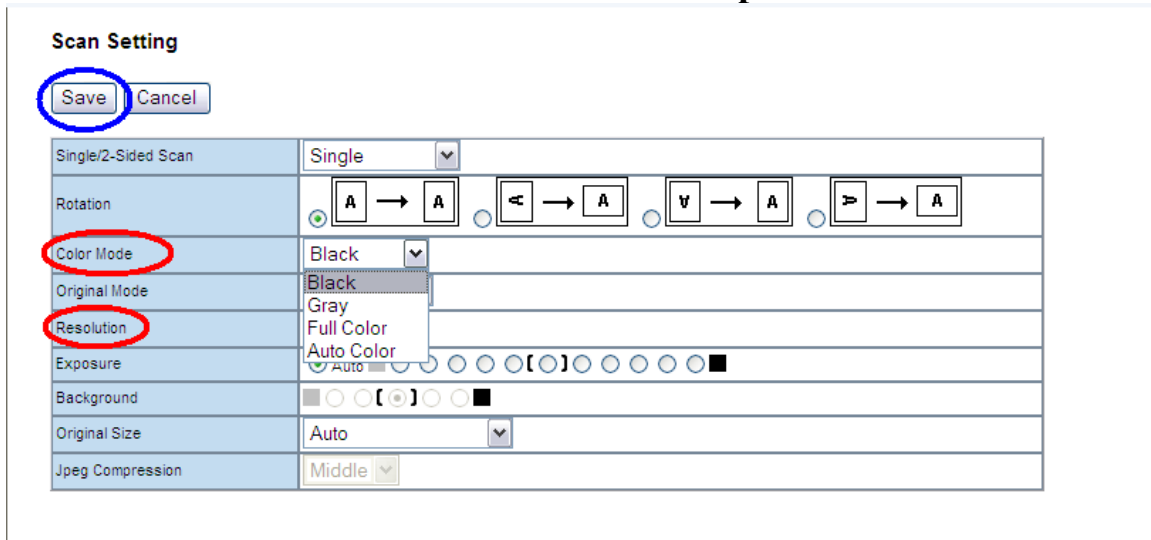


14. To change the Resolution, choose Scan settings



15. Choose your Color Mode and Resolution (if you would like) NOTE: Not all machines have color scanning.

**Click SAVE at the top**



The image shows a 'Scan Setting' dialog box with the following fields and options:

- Save/Cancel:** Buttons at the top left, with 'Save' circled in blue.
- Single/2-Sided Scan:** A dropdown menu set to 'Single'.
- Rotation:** Four radio button options with icons: 'A → A', '◀ → A', '∨ → A', and '⤵ → A'. The first option is selected.
- Color Mode:** A dropdown menu set to 'Black', with the label circled in red. A dropdown menu is open showing 'Black', 'Gray', 'Full Color', and 'Auto Color'.
- Resolution:** A dropdown menu with the label circled in red.
- Exposure:** A row of radio buttons, with 'AUTO' selected.
- Background:** A row of radio buttons, with the first one selected.
- Original Size:** A dropdown menu set to 'Auto'.
- Jpeg Compression:** A dropdown menu set to 'Middle'.

16. Once you have finished editing the Template, click **Save at the top**. This will take you back to the Template Setup page.