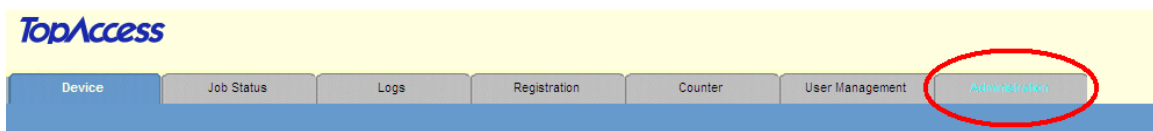


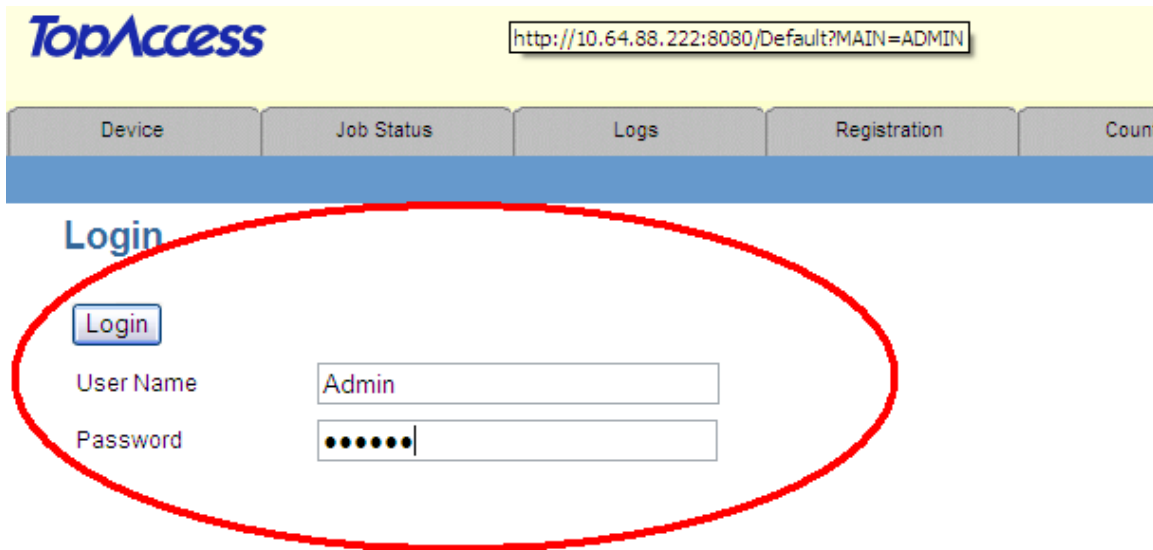
How To Edit a Template to the Toshiba e-Studio Copier

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

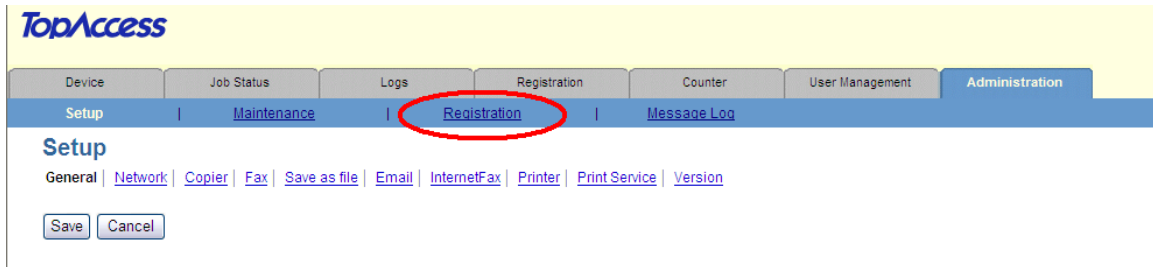
2. Log in as Administration



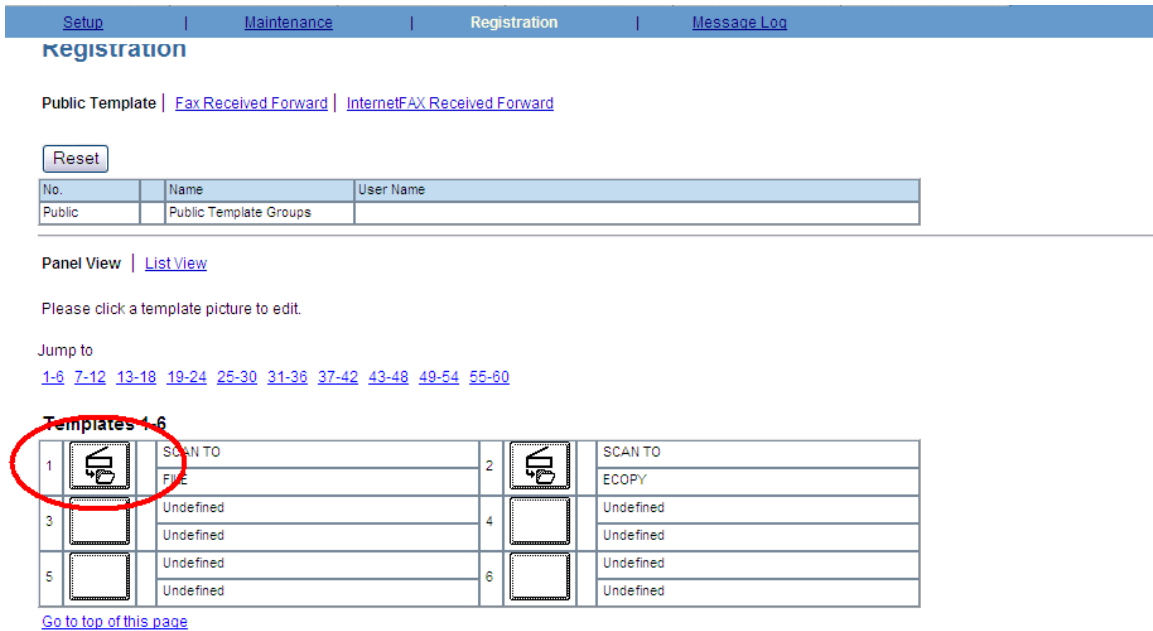
3. Enter the password 123456 and click Login



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



5. Choose a Template to Edit



6. Choose the Edit button at the top

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template ▶](#)


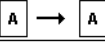
Group Information

| No. | Name | User Name |
|--------|------------------------|-----------|
| Public | Public Template Groups | |

Template Information

Edit | Reset Template

| No. | Name | User Name |
|-----|--------------|-----------|
| 1 | SCAN TO_FILE | |

| | |
|-----------------|--|
| Panel |  SCAN TO FILE |
| Notification | |
| Automatic Start | Disable |
| Agent | Save as file |
| Scanner | 200dpi, Single, Auto, Text, Auto, Black  |

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 |
| Resolution | WTAM 4516 45x300 DPI SHADE |

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"/> |

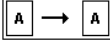
9. To change the Resolution, choose Scan settings

Setup | Maintenance | Registration | Message Log

Template Properties [Public Template](#)

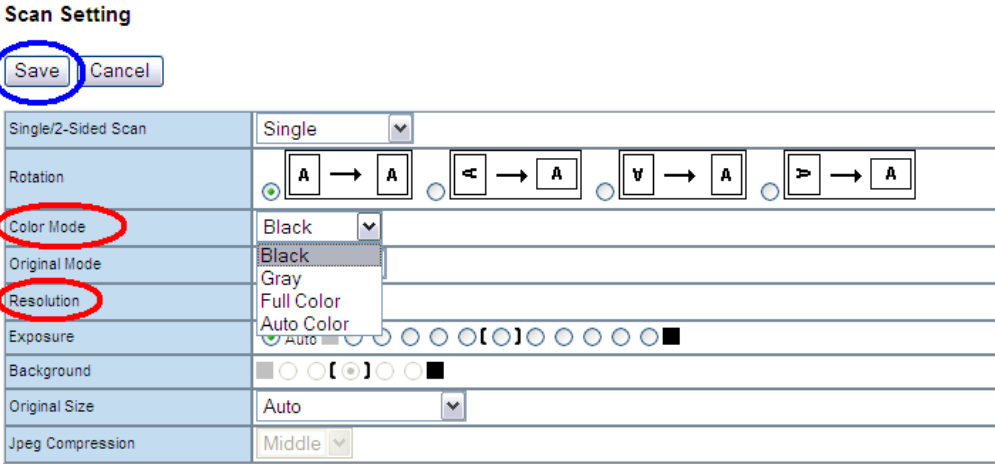
Copy Email
 Fax / InternetFax Save as file
 Scan Store to e-Filing

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

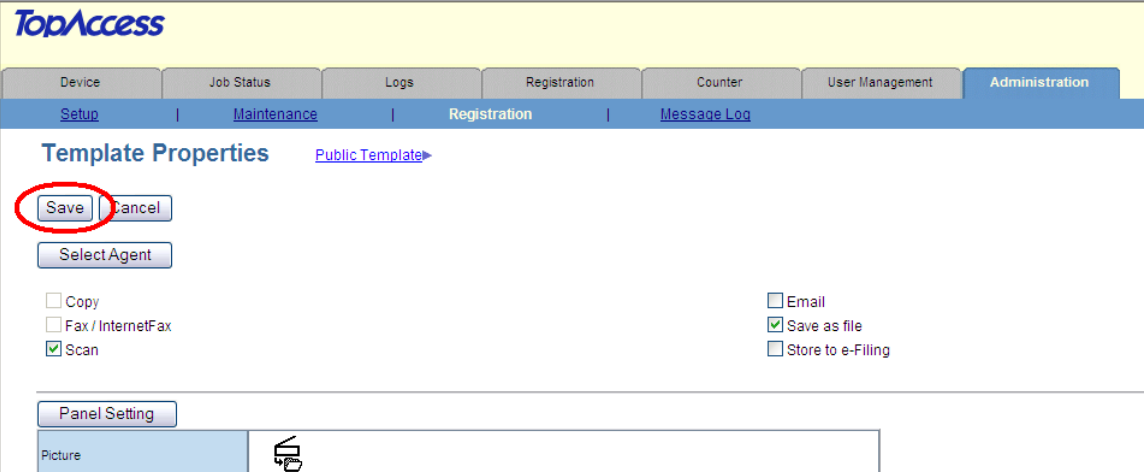


Scan Setting

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.