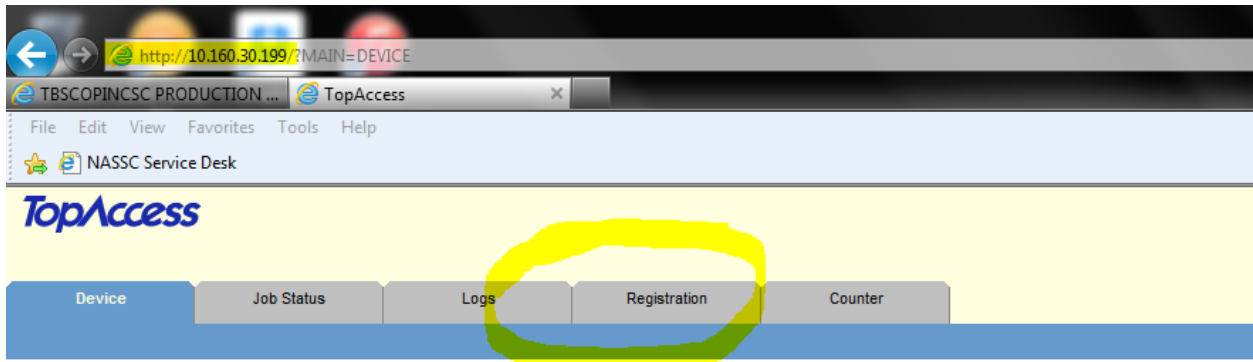


How to add, delete or edit addresses on the Toshiba system

1. First you will need the IP address of the system. You can obtain this by going to the copier and following the below directions.
If you do not know the IP address.
2. Go to the copier.
3. Press:
4. User function- Admin- Password- 123456- enter Network-Then Ip4
5. Please right down the IP address to the right
6. Enter the IP address in your browser. See below.



The screenshot shows a web browser window with the URL <http://10.160.30.199/MAIN=DEVICE>. The browser tabs include 'TBSCOPINCSC PRODUCTION ...' and 'TopAccess'. The browser menu bar shows 'File Edit View Favorites Tools Help'. Below the browser window, the 'TopAccess' logo is visible. A navigation bar contains several tabs: 'Device', 'Job Status', 'Logs', 'Registration', and 'Counter'. The 'Registration' tab is highlighted with a yellow circle. Below the navigation bar, the 'Device' section is active, showing a small image of a copier and a 'Device Information' table. A 'REFRESH' button is located in the top right corner of the device section.

Device Information	
Status	Ready
Name	MFP07867121
Location	
Copier Model	TOSHIBA e-STUDIO2050C
Serial Number	C7BD69044
MAC Address	00:80:91:78:0A:F1
Main Memory Size	2048 MB

7. Click on Registration and then on Address book. (See below)

Address Book

Contacts | [Groups](#)

Group ▼

▼ID	Name	Email Address	Fax Number
7	Hadiyyah Shahid	hadiyyah.shahid@tbs.toshiba.com	
6	Betty Zeman	betty.zeman@tbs.toshiba.com	
5	Mark Clark	mark.clark@tbs.toshiba.com	
4	Barry Plemmons	barry.plemmons@tbs.toshiba.com	
3	Robert Petko	robert.petko@tbs.toshiba.com	
2	Trevor Nickolai	Trevor.Nickolai@tbs.toshiba.com	
1	skip	skip.richardson@tbs.toshiba.com	

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8. To add click on add address. To delete or edit click on the name.