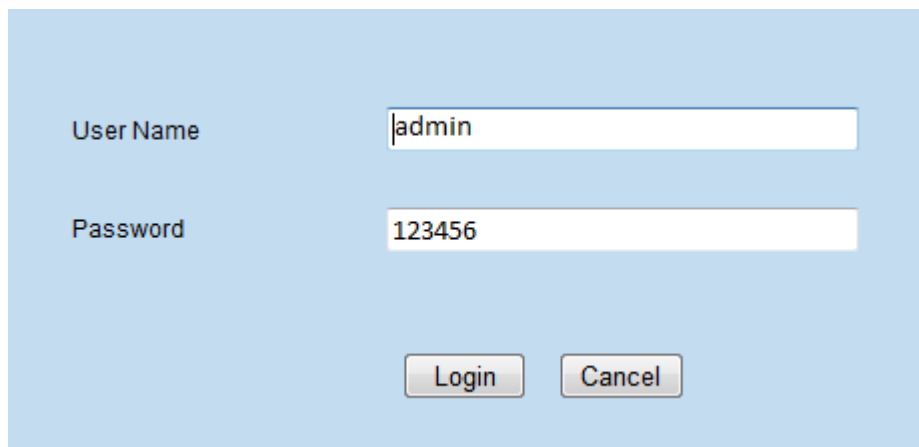


Setting Up Scan to File (Templates – Multiple Destinations)

Login to Top Access:

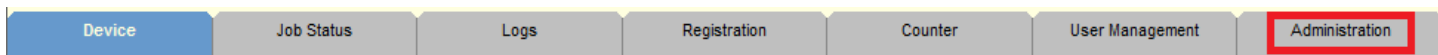


User Name: admin

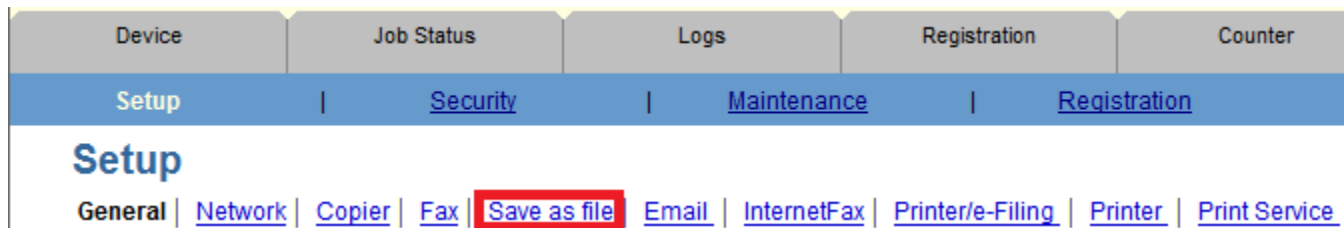
Password: 123456

Login Cancel

Click on **Administration**.



Click on **Save as File**.



Starting from the top, we will want the documents to go **directly to the storage path**.

Local Storage Path

Storage Path FILE_SHARE

- Send scanned documents to a sub folder in the storage path.
(The sub folders will be named after the associated template and will be of the format: Group Number-GroupName-TemplateName)
- Send scanned documents directly to the storage path.

Under **Destination**, select **User Network Folder Destination**.

Destination

Do not allow any network folder to be used as a destination

Use Network Folder Destination

Default file path

Scroll down to **Remote 1 & Remote 2 Settings**. Select the 2nd option for both Remote 1 & Remote 2; **Allow user to select network folder to be used as a destination**.

Remote 1 and Remote 2 Settings

Remote 1 Allow the following network folder to be used as a destination

Protocol SMB FTP FTPS NetWare IPX/SPX NetWare TCP/IP

Server Name

Port Number(Command)

Network Path

Login User Name

Password Retype Password

Allow user to select network folder to be used as a destination

Remote 2 Allow the following network folder to be used as a destination

Protocol SMB FTP FTPS NetWare IPX/SPX NetWare TCP/IP

Server Name

Port Number(Command)

Network Path

Login User Name

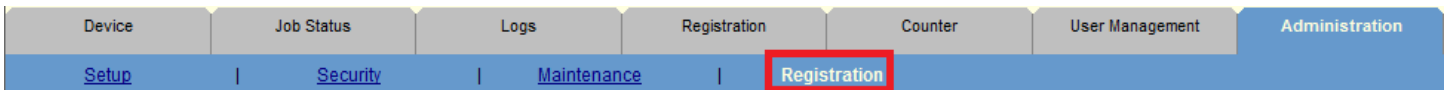
Password Retype Password

Allow user to select network folder to be used as a destination

Select **Save** at the top to save your changes.





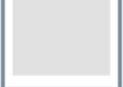
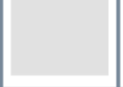
Note: The above is a one-time setting for the templates to have the ability to set individual destinations.

Click on the **Registration** link in the blue bar.



Click on an empty template.

Templates 1-6

1		Undefined	2		Undefined
		Undefined			
3		Undefined	4		Undefined
		Undefined			
5		Undefined	6		Undefined
		Undefined			

Click on the **Scan** option on the left. **Save as File** will be selected. Click on **Select Agent** at the top.

Save Cancel

Select Agent

Copy

Fax / InternetFax

Scan

Meta Scan

Email

Save as file

Store to e-Filing


Store to USB Media

Start by clicking on the **Panel Setting** button.

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

A pop-up box will come up. Enter the name you would like for this template, whether it's a person name or department name in **Caption 1**. The **Caption 2** is an overflow if everything cannot fit in Caption 1. Click **Save** at the top when done.

Panel Setting

Save Cancel	
Picture	
Caption1	First Name
Caption2	Second Name
User Name	
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 checked="" type="radio"/> Email address for notification is not specified. Email is not sent until I <input type="radio"/> <input type="text"/>

Next, click on **Save as File Settings** button.

Save as file Setting	
File Format	TIFF(Multi)
Encryption	Disable
Destination	\\MFP07394012\FILE_SHARE
File Name	DOCMDDYY(MMDDYY is a date)

Starting at the top, the first option is your **file format**. PDF (Multi) is the standard.

Save as file Setting

Save Cancel	
File Format	PDF(Multi) ▾

Deselect **Use Local Folder** and select **Remote 1**. You can now put in your network path & authentication. For Login User Name, we recommend using **domain\username** if you are using Server 2003 & above.

Select following 2 items

Use local folder
Storage Path : \MFP07394012\FILE_SHARE

Remote 1

Use Administrator Setting

Protocol :

Network Path :

Use User Setting

Protocol SMB FTP FTPS NetWare IPX/SPX NetWare TCP/IP

Server Name [REDACTED]

Port Number(Command) [REDACTED]

Network Path

Login User Name

Password Retype Password

Select **Save** at the top to save your changes.

Save as file Setting

The next is optional. Click on **Scan Setting**.

Preview	OFF
Single/2-Sided Scan	Single
Rotation	<input type="button" value="A"/> → <input type="button" value="A"/>
Color Mode	Black
Resolution	200dpi
Compression	

In the **Scan Settings**, you can change the resolution, the color mode if you want to default to Auto Color or B&W, as well as a default for double-sided scanning. Click **Save** at the top when you are finished.

Scan Setting

Preview	OFF ▾
Single/2-Sided Scan	Single ▾
Rotation	<input checked="" type="radio"/> [A → A] <input type="radio"/> [A → A] <input type="radio"/> [V → A] <input type="radio"/> [V → A]
Color Mode	Black ▾
Resolution	200dpi ▾
Compression	Middle ▾
Original Mode	Text ▾
Exposure	<input checked="" type="radio"/> Auto <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> [<input checked="" type="radio"/>] <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Original Size	Auto ▾
Background	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> [<input checked="" type="radio"/>] <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>
Contrast	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> [<input checked="" type="radio"/>] <input type="radio"/> <input type="radio"/> <input type="radio"/>
Sharpness	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> [<input checked="" type="radio"/>] <input type="radio"/> <input type="radio"/> <input type="radio"/>
Saturation	<input type="radio"/> <input type="radio"/> <input type="radio"/> [<input checked="" type="radio"/>] <input type="radio"/> <input type="radio"/>

Once you are finished, click **Save** at the top to save the template.

- Copy
- Fax / InternetFax
- Scan
- Meta Scan

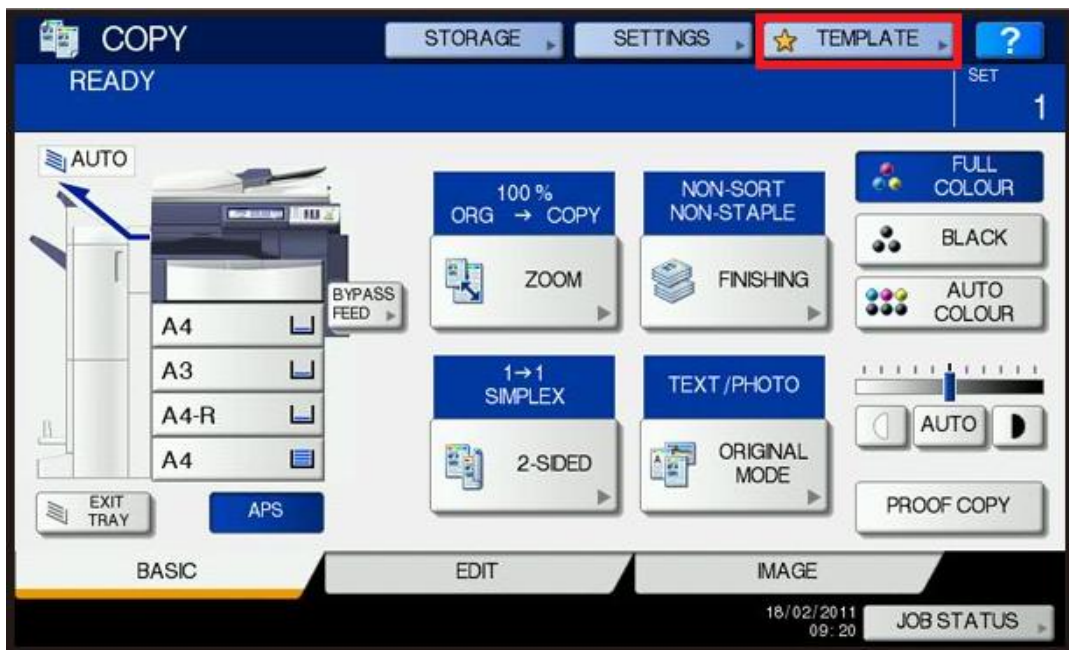
- Email
- Save as file
- Store to e-Filing
- Store to USB Media

Continue adding templates, as many as you desire. In this area, you can set up to 60 templates. If you require more, please contact Toshiba's Help Desk for further instruction.

You will have to walk up to the machine to test the settings. Click on the **Scan** button.



Select the **Template** button at the top of the screen



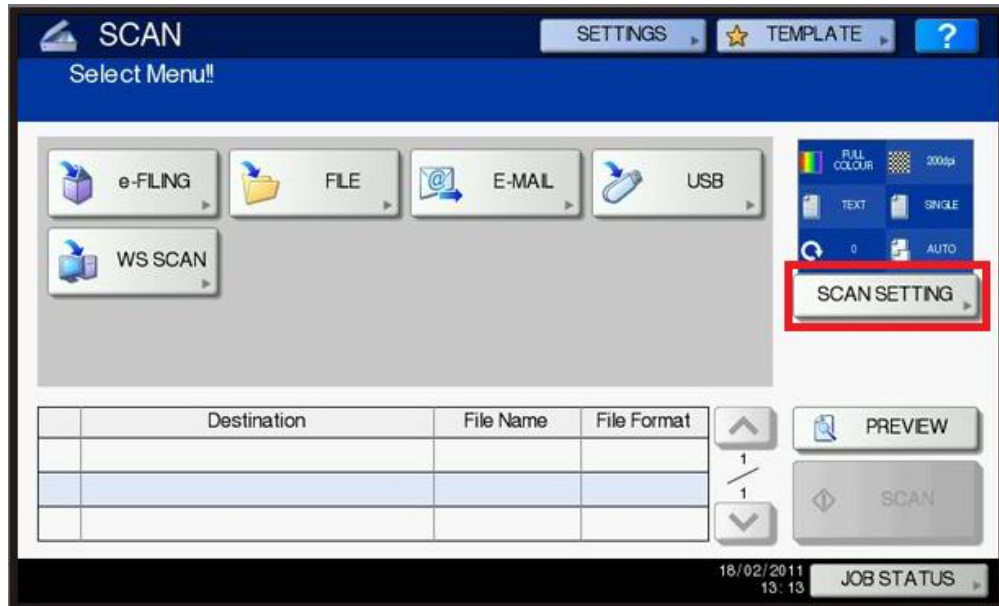
Select the **Public Template Group** button.



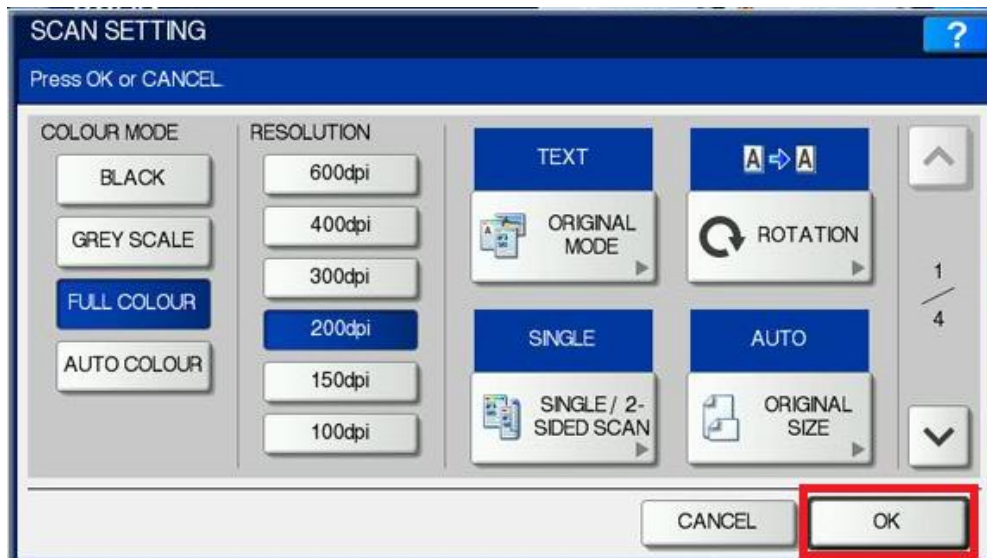
Select the desired template. **Note:** This example shows pre-defined templates. Your template will be named the way you set it up.



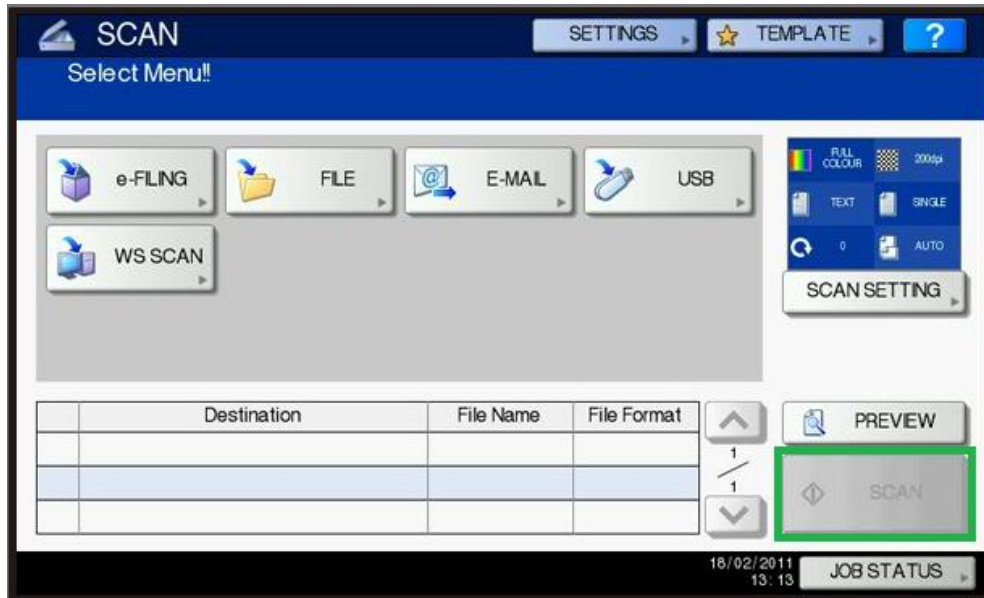
Before you scan, you have the option to choose your scan settings, like resolution, whether it's in color or not, double sided, etc. if you do not want to use the default settings. **OPTIONAL:** Press the **Scan Setting** button to the right.



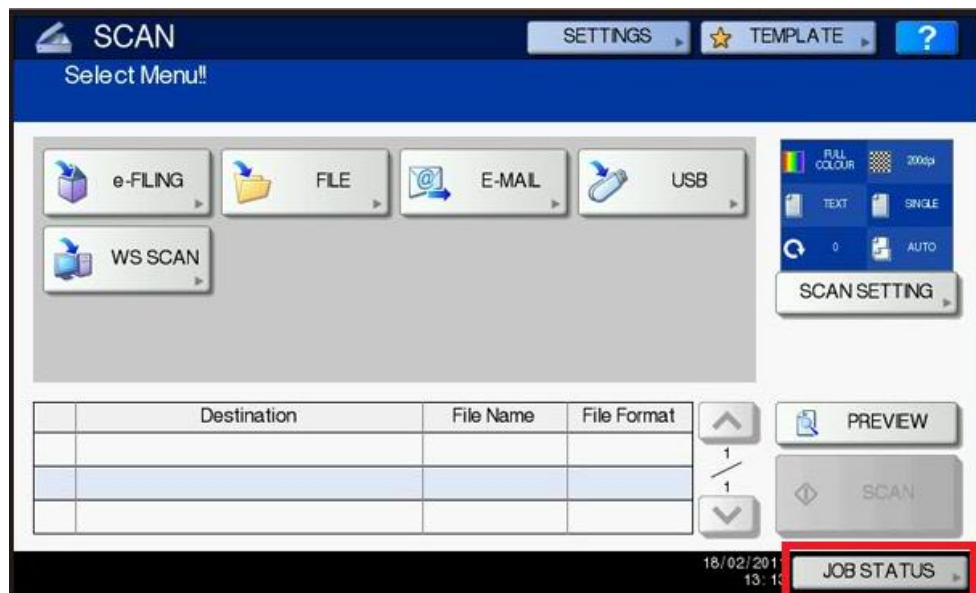
You will see the options below. Select the ones you would like and choose **OK** at the bottom when done.



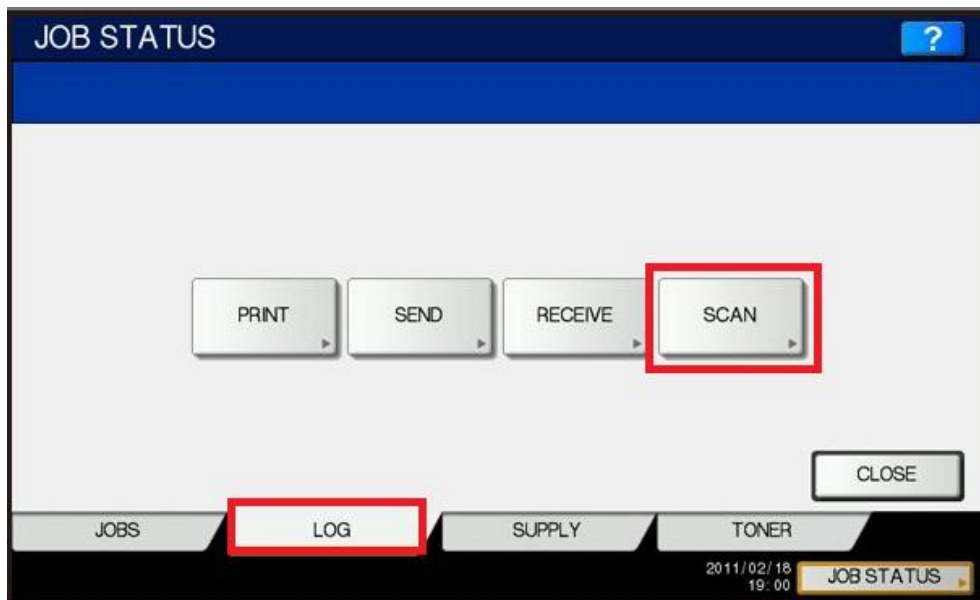
Now you can select **Scan** or the green **START** button on the control panel to start the scan. (**Note:** this simulation does not show the scan button highlighted and available due to its design. The scan button will be screen and noticeable to the user when at the display screen.)



To check if the scan was successful, click on the **Job Status** button at the bottom right of the display screen. (**Note:** The Job Status button is available in every screen, including Copy, Scan, Print, User Functions, etc.)



Click on the **Logs** tab at the bottom of the screen and **Scan** button to the right.



Underneath **Status**, it will let you know OK if it sent or if there was an issue, a code would be shown.

The screenshot shows a 'SCAN LOG' window with a blue header and a white body. It contains a table with the following data:

To / File Name	Agent	Date,Time	Pages	Status
DOC110218-004	Store to e-Filing	18,1859	4	OK
DOC110218-003	Store to e-Filing	18,1858	4	OK
DOC110218-002	Store to e-Filing	18,1857	1	OK
DOC110218-001	Store to e-Filing	18,1856	1	OK
DOC110218	Store to e-Filing	18,1855	5	OK

At the bottom of the window, there are 'ENTRY' and 'CLOSE' buttons. On the right side of the table, there are navigation arrows and a page indicator showing '1 / 3'.

For Scanning to File, the most common Status codes you will see are:

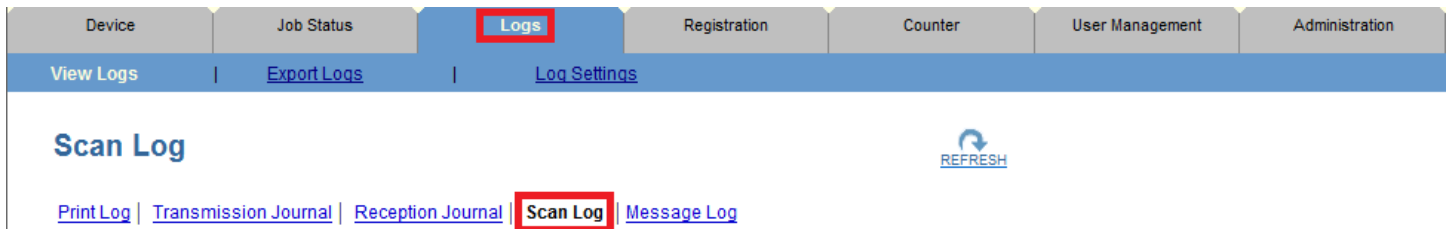
2D31 – Failed to Create File = Check to make sure the user has rights to read/write/modify within the folder.

2D62 – Check Destination Path = This usually occurs if the path is not correct or has to do with authentication. This error is common if you don't use the domain/user for authentication.

2D64 – Login Failure = Check the username/password for authentication

2DC0 – Job Cancelled

You can also look up in Top Access under **Logs** tab and **Scan Logs** for a full explanation of the error.



The screenshot shows a web application interface with a top navigation bar containing tabs for 'Device', 'Job Status', 'Logs', 'Registration', 'Counter', 'User Management', and 'Administration'. The 'Logs' tab is highlighted with a red box. Below the navigation bar is a blue bar with links for 'View Logs', 'Export Logs', and 'Log Settings'. The main content area features a 'Scan Log' section with a 'REFRESH' button (a circular arrow icon) and a row of links: 'Print Log', 'Transmission Journal', 'Reception Journal', 'Scan Log' (highlighted with a red box), and 'Message Log'.