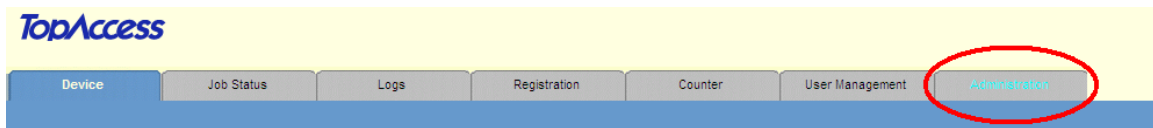


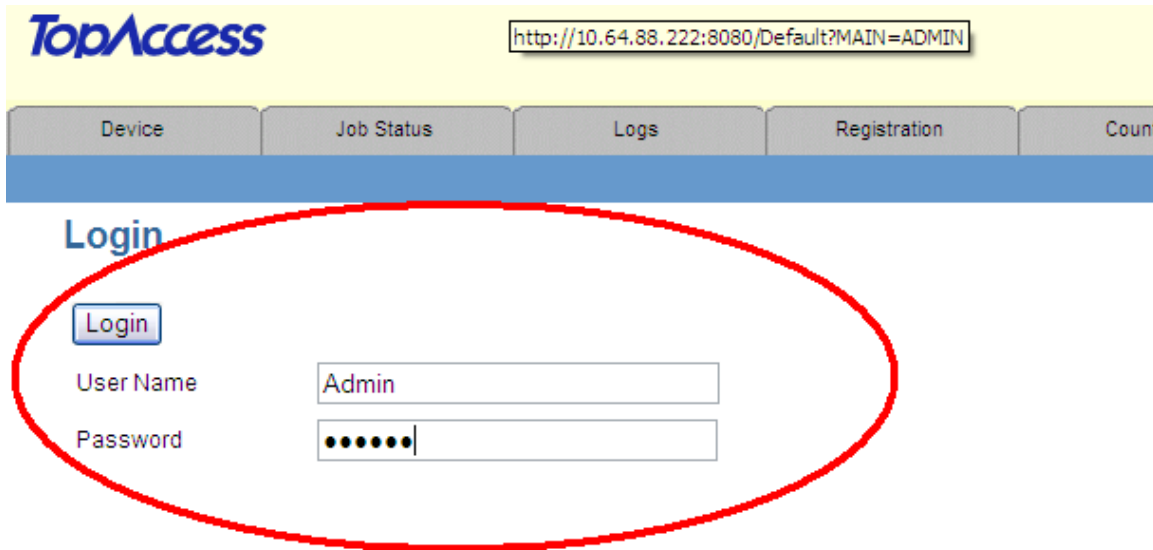
How To Add a Template to the Toshiba e-Studio Copier

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

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Below this is a sub-navigation bar with tabs for Setup, Maintenance, Registration, and Message Log. The main content area is titled 'Setup' and includes a red '#1' next to the 'Save as file' link in the navigation menu. Below the navigation menu are 'Save' and 'Cancel' buttons. The 'Save as file Setting' section is highlighted in blue and contains a 'Local Storage Path' section with 'Storage Path' set to 'FILE_SHARE'. Below this, there are two radio button options: '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)' and 'Send scanned documents directly to the storage path.' The second option is selected and circled in red, with a red '#2' next to it. At the bottom of this section is a 'Storage Maintenance' section.

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

The screenshot shows the TopAccess web interface, similar to the previous one. The navigation bar and sub-navigation bar are the same. The main content area is titled 'Setup' and includes a red '#1' next to the 'Save as file' link. Below the navigation menu are 'Save' and 'Cancel' buttons. The 'Destination' section is highlighted in blue and contains two radio button options: 'Do not allow any network folder to be used as a destination' and 'Use Network Folder Destination'. The second option is selected and circled in red. Below the radio buttons, there is a 'Default file path' label and a dropdown menu currently set to 'Use local folder'.

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

TopAccess [e-Filing](#)
[Logout](#)

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

Setup | Maintenance | **Registration** | Message Log

Setup

[General](#) | [Network](#) | [Copier](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printer](#) | [Print Service](#) | [ICC Profile](#) | [Version](#)

Remote 1

Allow the following network folder to be used as a destination

Protocol SMB FTP 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 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

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

TopAccess

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

Setup | Maintenance | **Registration** | Message Log

Setup

[General](#) | [Network](#) | [Copier](#) | [Fax](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printer](#) | [Print Service](#) | [Version](#)

8. 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 | [ListView](#)

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

9. 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

10. 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
Destination	WTAM 451A ADDRESS FILE

11. (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

Save Cancel

Picture	
Caption1	SCAN TO
Caption2	FILE
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 email address is specified. <input type="radio"/> <input type="text"/>

12. Go to Save as File settings button

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

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

Save as file Setting

Save Cancel

File Format PDF(Multi) ▼

14. 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.

Save as file Setting - Windows Internet Explorer

http://10.64.88.249:8080/TopAccess/Administrator/Registration/Template/Config/File/FileSet.htm

Select following 2 items

Deselect → Use local folder
Storage Path: \\Toshiba6520c\FILE_SHARE\

Save to USB Media

Select → Remote 1

Use Administrator Setting

Protocol:

Network Path:

Use User Setting

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

Server Name: [Redacted]

Port Number(Command): [Redacted]

Network Path: [Redacted]

Login User Name: [Redacted]

Password: [Redacted] Retype Password: [Redacted]

Remote 2

Use Administrator Setting

Protocol:

Destination

Done Internet 105%

15. To change the Resolution, choose Scan settings

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

File Name: DocMMDDYY(MMDDYY is a date)

Scan Setting

Single/2-Sided Scan	Single
Rotation	
Color Mode	Black
Original Mode	Text
Resolution	200dpi
Exposure	Auto
Background	
Original Size	Auto
Jpeg Compression	

16. Choose your Color Mode and Resolution (if you would like) NOTE: Not all machines have color scanning. **Click SAVE at the top**

Scan Setting

Save Cancel

Single/2-Sided Scan	Single
Rotation	
Color Mode	Black
Original Mode	Black
Resolution	200dpi
Exposure	Auto
Background	
Original Size	Auto
Jpeg Compression	Middle

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