

Put in the ip address of your copier in the browser bar

TopAccess - Windows Internet Explorer provided by Toshiba Business Solutions - East

http://10.64.80.170:8080/TopAccess/default.htm

TopAccess e.Filing

Device Job Status Logs Registration Counter User Management Administration

Device

REFRESH

**Device Information**

Status	Ready
Name	TOSHIBA
Location	Asheville
Copier Model	TOSHIBA e-STUDIO202L
Serial Number	COL618075
Save as File Space Available	3997 MB
Store to e-Filing Space Available	4994 MB
Fax Transmission Space Available	501 MB
Fax Reception Space Available	125 MB
Work Space Available	99 %
Contact Information	Brian Hare
Phone Number	
Message	
Alerts	•

**Options**

Finisher	None
Hole Punch Unit	None
Fax	Installed
Optional Function kit	Printer/Scanner kit
Auto Duplex Unit	Installed

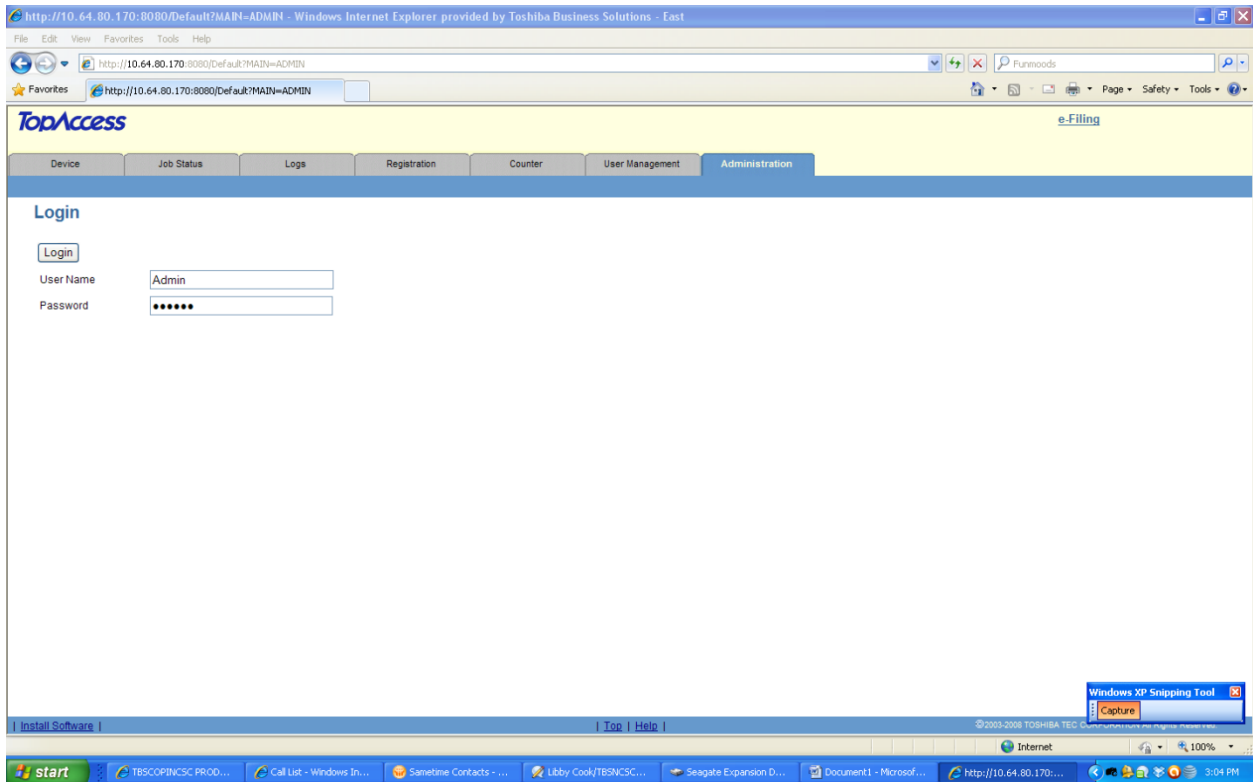
**Paper**

Drawer	Size	Type	Capacity	Status
Drawer 1	LT	Plain	550	Paper Available
Drawer 2	LG	Plain	550	Paper Available

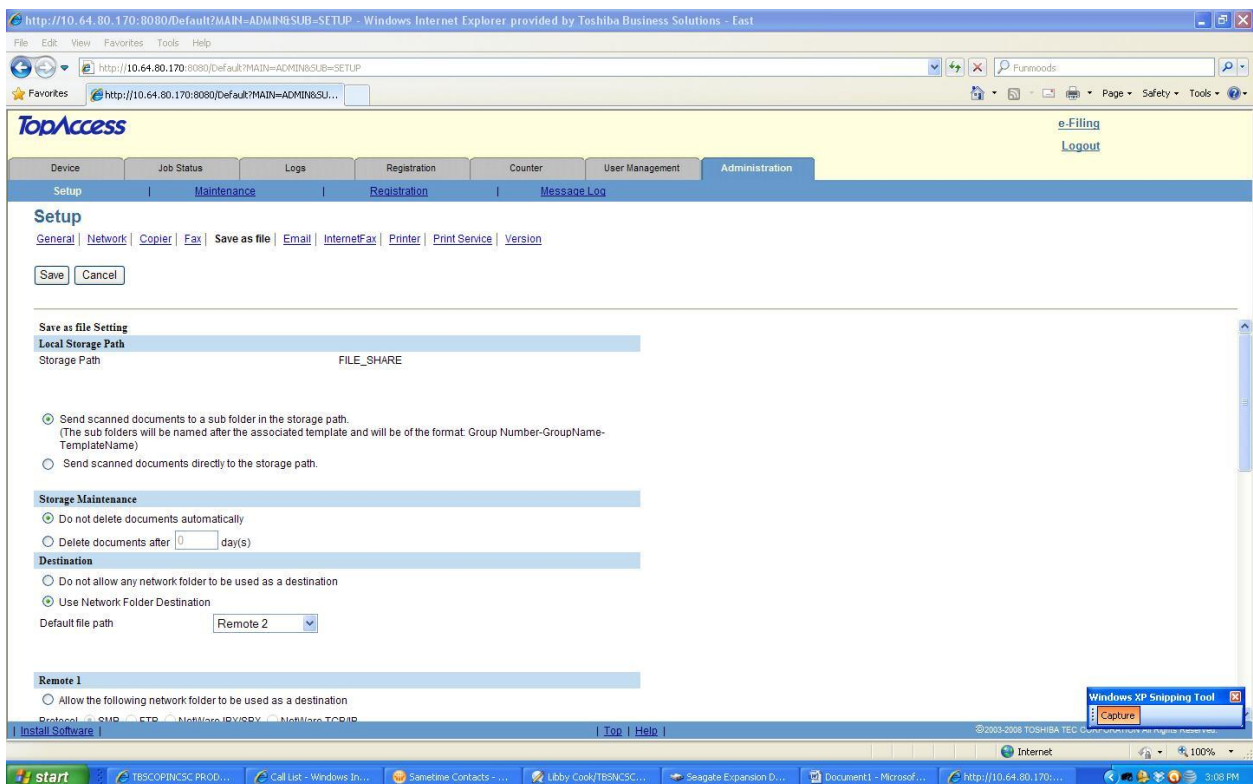
Install Software | Top | Help | ©2003-2008 TOSHIBA TEC CORPORATION All Rights Reserved.

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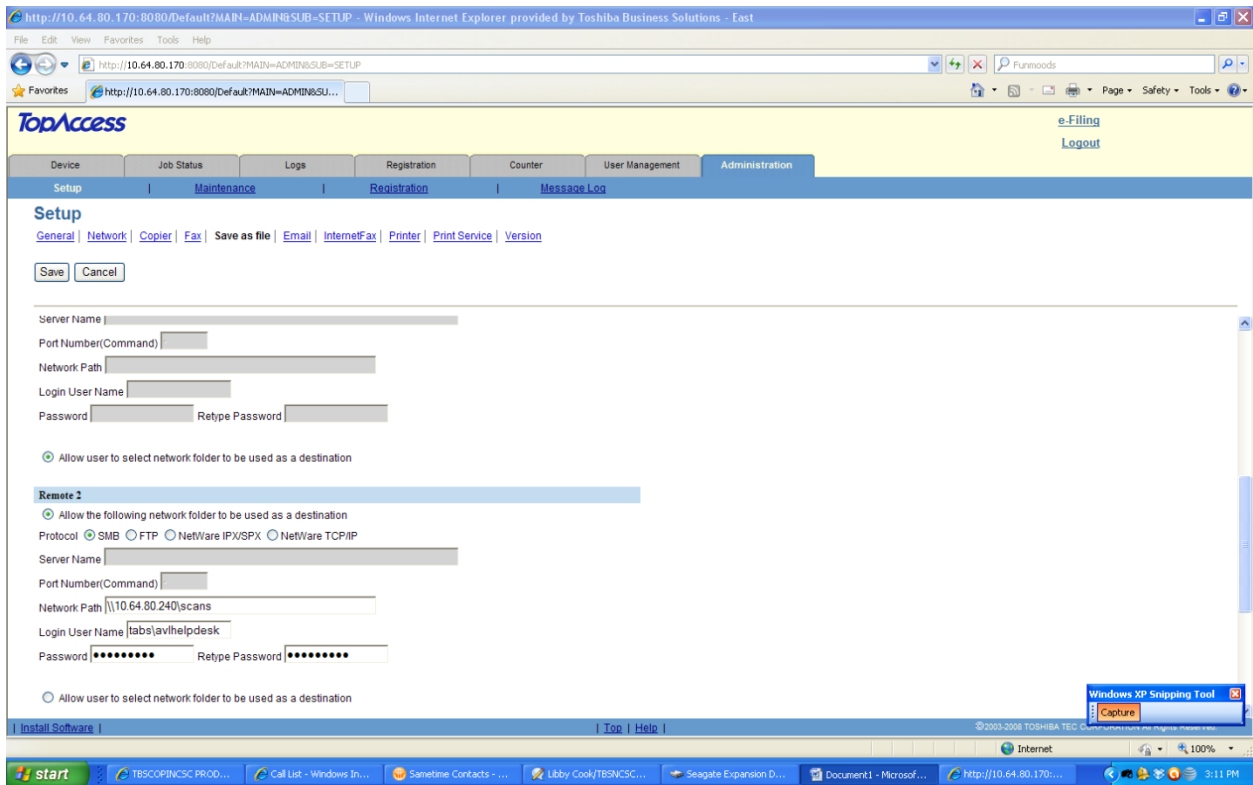
Then click on the Administrator tab the login is admin and password 123456



Then you want to select save as file then select Destination in the drop down select remote 1 or remote 2



Then select allow the following network folder to be used as a destination such as remote 1 and or remote 2 then input you network path information such as network path and the admin login name and password for that computer or server you are scanning to



Once you have all the information put in then click on the save tab

http://10.64.80.170:8080/Default?MAIN=ADMIN&SUB=SETUP - Windows Internet Explorer provided by Toshiba Business Solutions - Fast

File Edit View Favorites Tools Help

http://10.64.80.170:8080/Default?MAIN=ADMIN&SUB=SETUP

Funmoods

http://10.64.80.170:8080/Default?MAIN=ADMIN&SU...

TopAccess e-Filing Logout

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

Save Cancel

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**Save as file Setting**

**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-Gr  
TemplateName)

Send scanned documents directly to the storage path.

Message from webpage

Are you sure?

OK Cancel

**Storage Maintenance**

Do not delete documents automatically

Delete documents after 0 day(s)

**Destination**

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

Use Network Folder Destination

Default file path Remote 2

**Remote 1**

Allow the following network folder to be used as a destination

Protocol SMB FTP NetWare IP/SPX NetWare TCP/IP

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Done Internet 100%

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