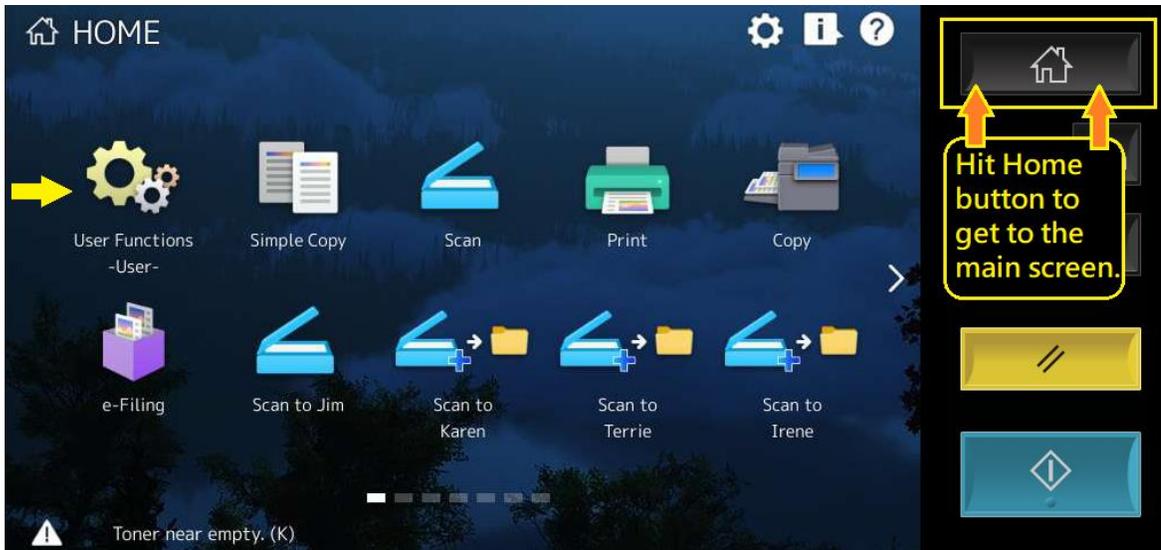


How to Update Your Address Book.

You will need the IP address for your Toshiba Copier. If you have this then skip to page 6. There are a couple ways to get the IP address. The best way is from the Toshiba copier itself using the touch panel.

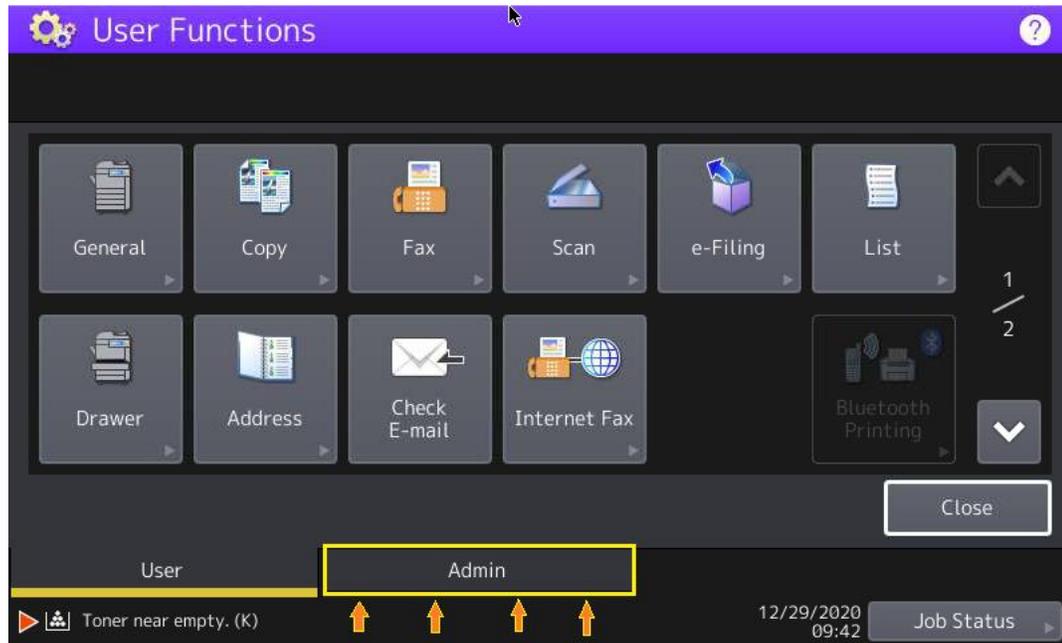
1. To begin you'll hit the **User Function** button. If you see the copy screen, simply hit the **Home** button first. Then you should see the User Functions button on the home screen.



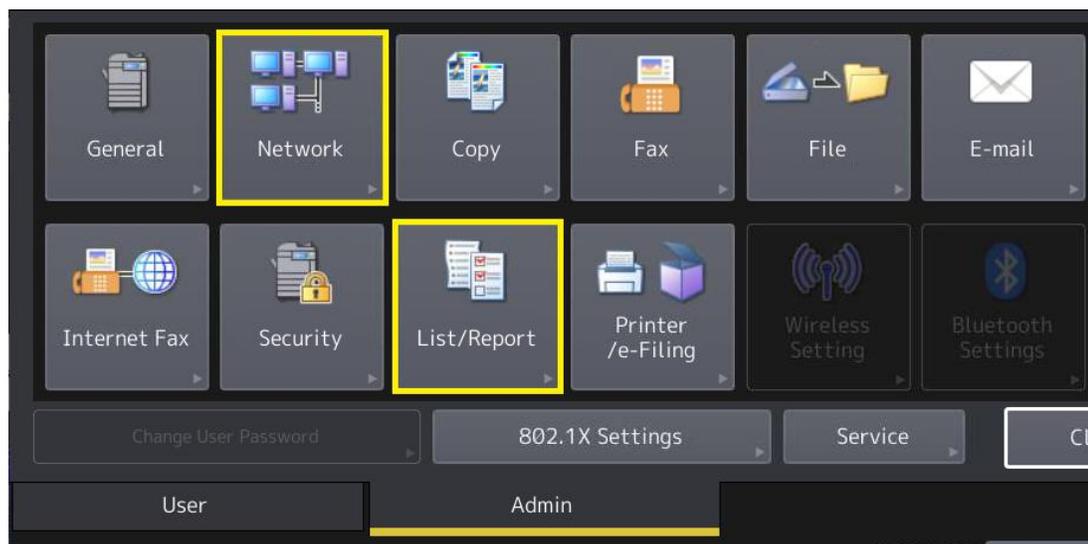
2. If you have an older copier, the **User Function** button will be a physical button.



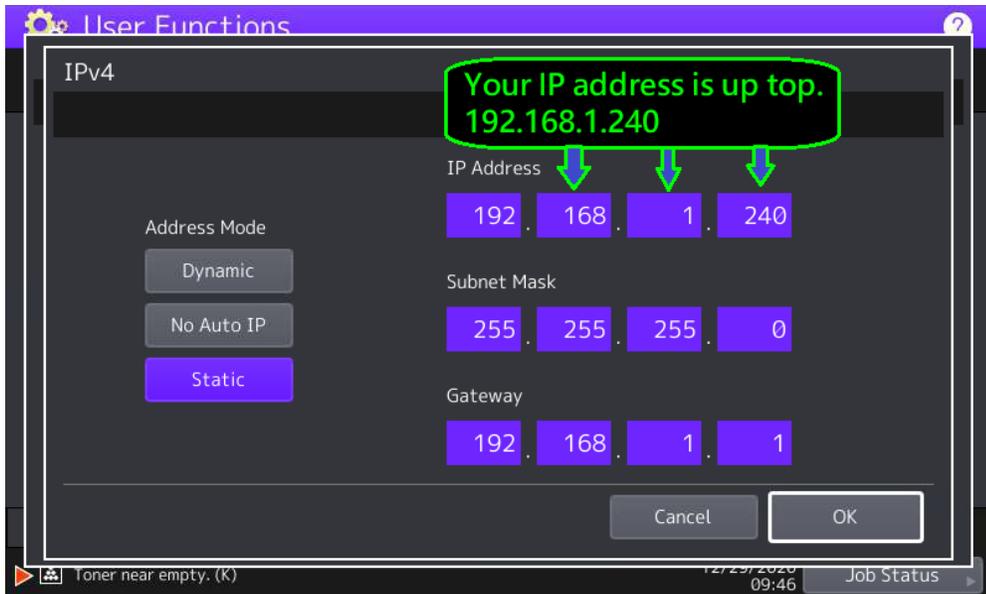
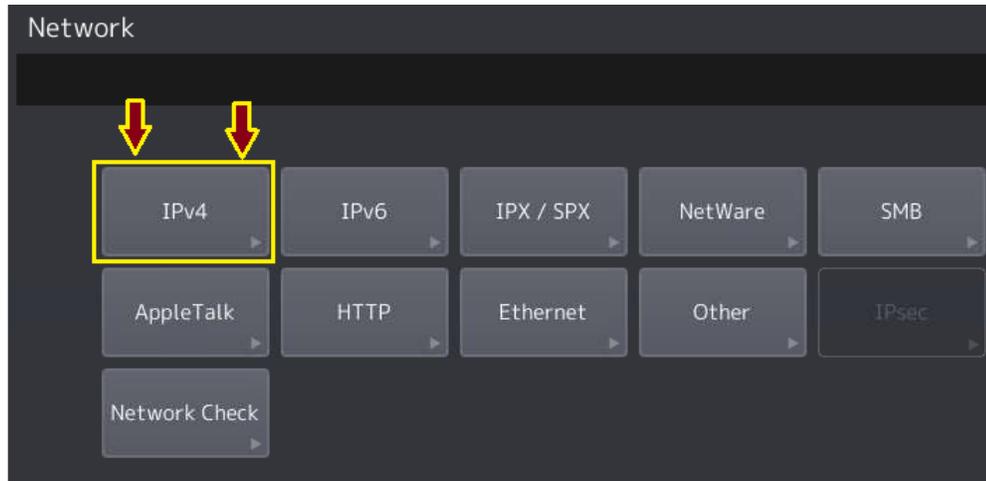
3. After hitting User Function you'll hit the Admin tab on the touch screen. You will need the password for this which you may get from Mid-Ohio Strategic Technologies or from your IT department, but for security purposes will be left out of this document.



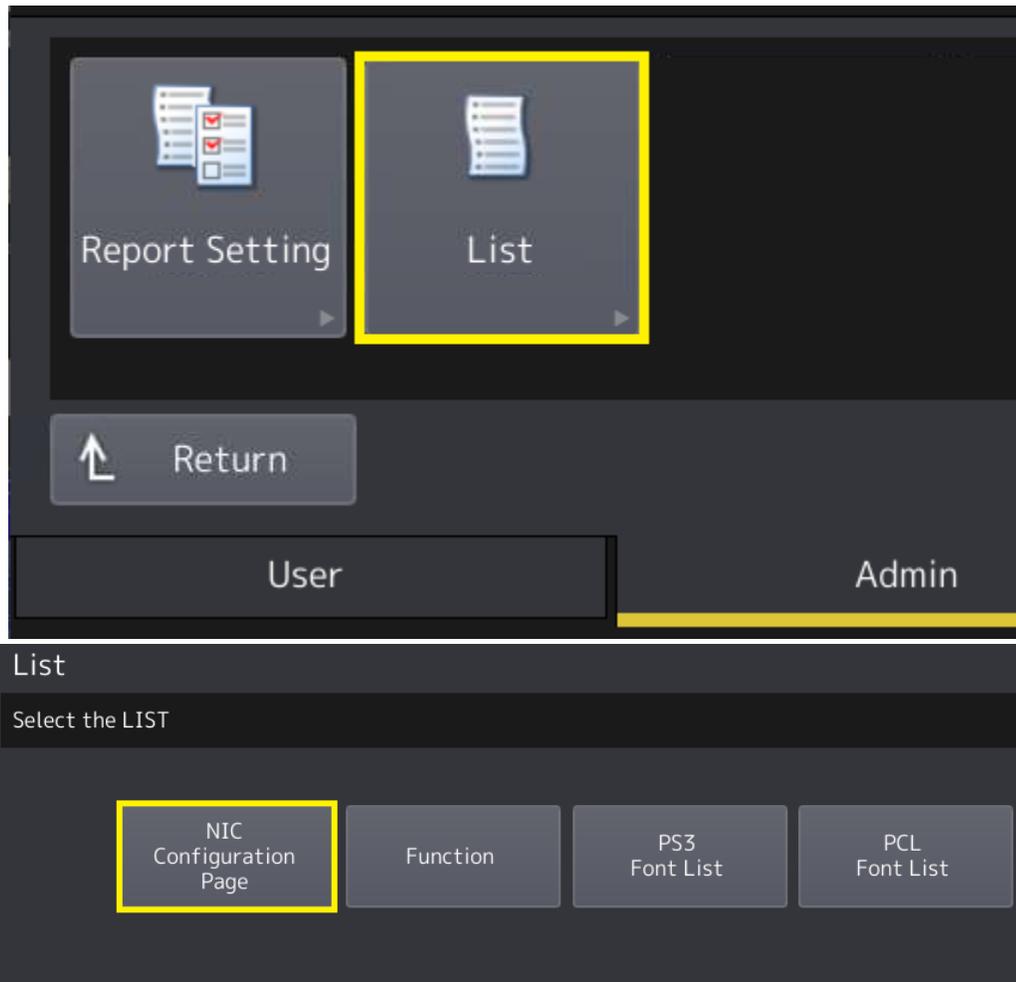
4. Once the password is put in, on the next screen there will be more options. You can hit **Network** or hit **List/Report**. Using **List/Report** you can print a Network Configuration Page (NIC) & from Network you can see the network settings rather than print them.



Hit **Network** → Then hit **IPv4** & you'll see your IP address.



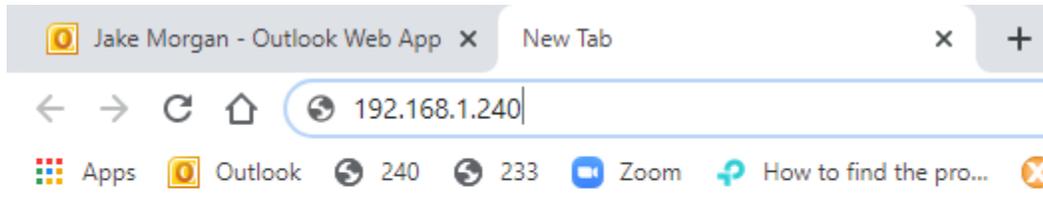
Your other option is to hit **List/Report** → Hit **List** → then hit **NIC Configuration Page**.



On the printed page you will see this. In the example below, your IP address has been highlighted in yellow. ↓↓↓

```
-----  
Interface           : Wired LAN           Version      : TC01SY0W1502  
Unit Serial No     : SNKH70013  
Network Address    : 00:80:91:b7:b0:08      Connector   : RJ45  
LAN Standard       : Ethernet  
Network Mode       : Auto  
  
Novell Network Information           disable  
  
TCP/IP Network Information for IPV4           enabled  
Address Mode           : Dynamic  
IP Address             : 192.168.1.102  
Subnet Mask            : 255.255.255.0  
Default Gateway        : 192.168.1.1  
Primary DNS Server     : 192.168.1.15  
DNS Name               : bizmachines.local  
Host Name              : MFP12038152  
Primary WINS Server    : 0.0.0.0  
NetBIOS Name          : MFP12038152
```

- Now that you have your IP address, make a note of it somewhere so you will have it if you need it in the future. You can access the Toshiba copier from a web browser (if you're on the same network) by typing the IP address into the URL field and then hitting enter. From there you can update the address book which all users have access to.
- Type the IP address in the URL field in your web browser.

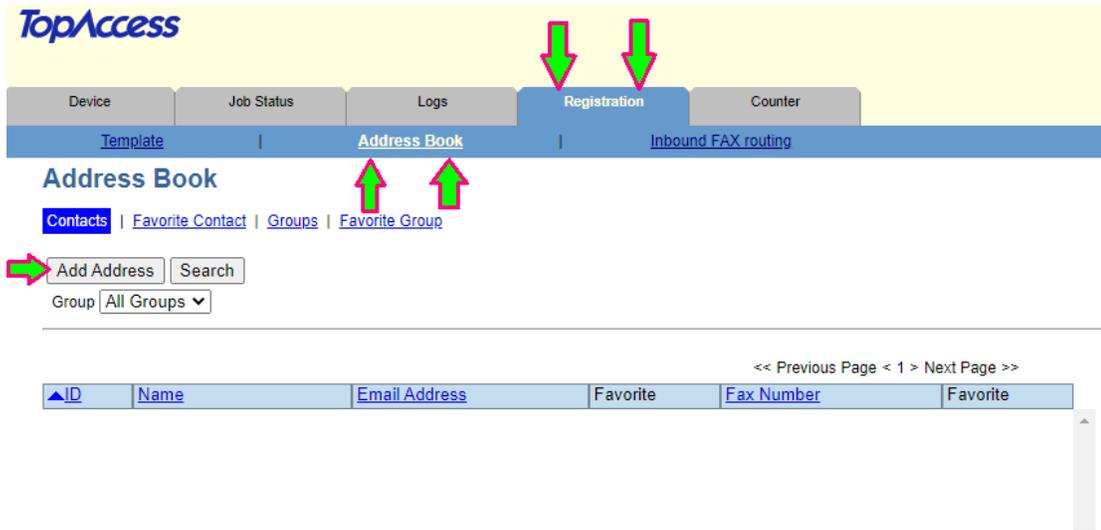


- Hit Enter & the Top Access page will come up.

A screenshot of the TopAccess web interface. The browser address bar shows '192.168.1.240/?MAIN=TOPACCESS'. The page has a yellow header with the 'TopAccess' logo and a blue navigation bar with tabs for 'Device', 'Job Status', 'Logs', 'Registration', and 'Counter'. The 'Device' tab is active, displaying a large image of a Toshiba copier on the left and a table of device information on the right. A 'REFRESH' button is visible in the top right corner of the device information section.

Device Information	
Status	Alerts
Name	MFP12038293
Location	
Copier Model	TOSHIBA e-STUDIO5506AC
Serial Number	SHHH90469
MAC Address	00:80:91:b7:b0:95
Main Memory Size	4096 MB
Page Memory Size	1166 MB
...	...

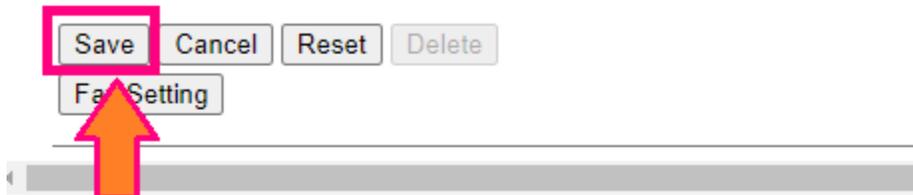
- Click on the **Registration tab** up top and then click **Address Book** below that. Then you can click **Add Address** to put in Name & Email or even a fax number if you want.



- Be sure to hit the save button after you create the new entry. You can add as many emails as you need here. When you go to the copier they will now be in the address book where you can use for Scan to Email function or fax if you put corresponding fax numbers in. It is recommended that if you're using Scan to Email to just email to yourself then forward to others because the email system used for Scan to Email is a one way email that cannot be replied to.

Create Destination information

[Address Book](#) ▶



*Either
**Either

*First Name	Jonathan
*Last Name	Walker
Index	
**Email Address	j.walker@walkerindustries.com
**Fax Number	
2nd Fax Number	
Company	
Department	
Keyword	

