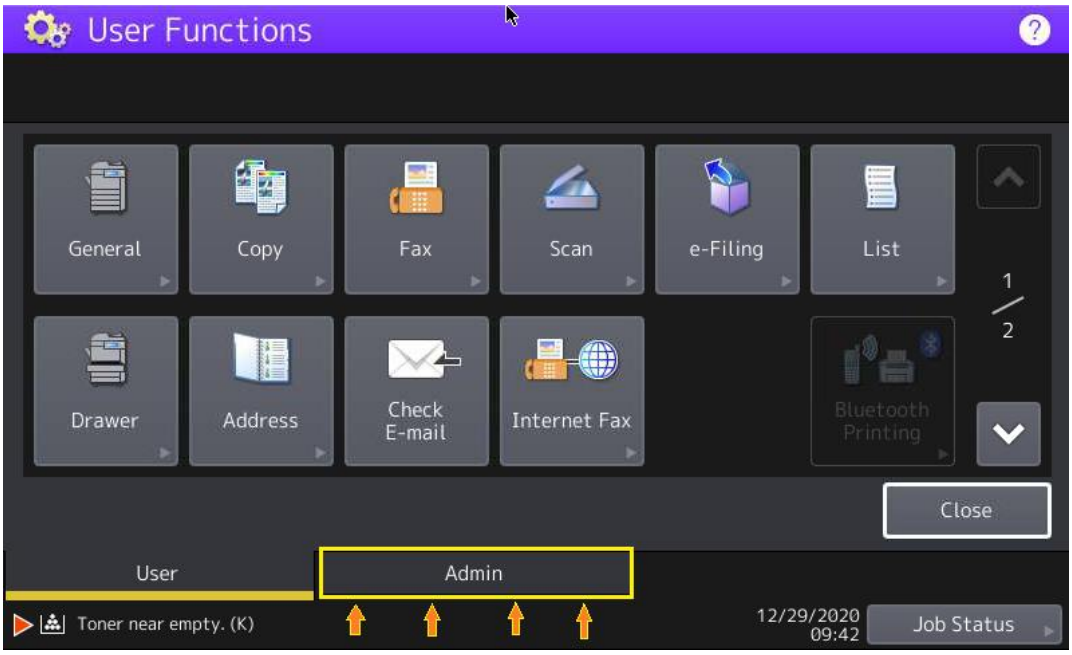
How to Update Your Address Book.

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.

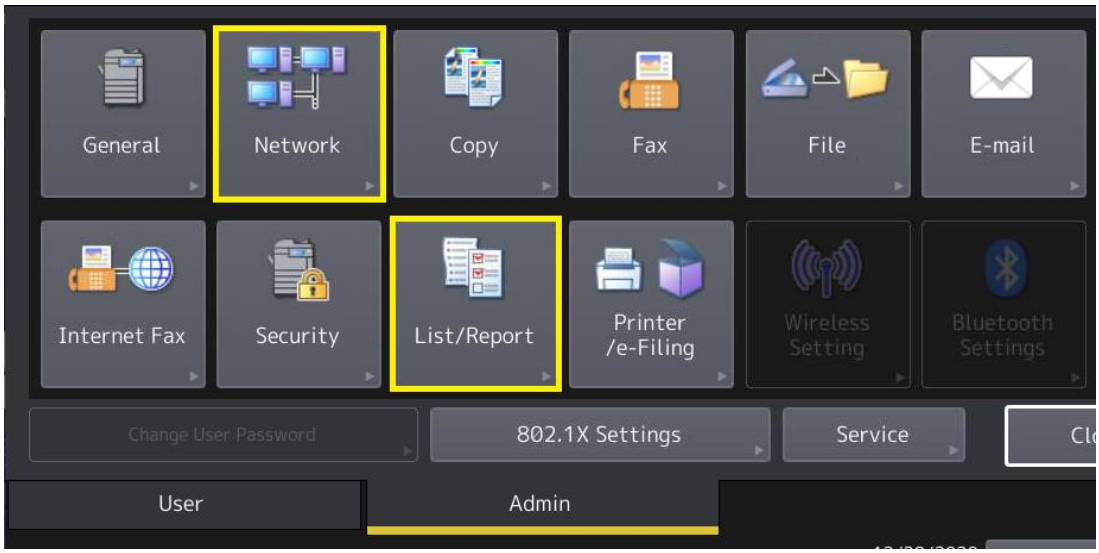
1. To begin you'll hit the **User Function** button. If you see the copy screen, simply hit the **Home button** first. Then you should see the User Functions button on the home screen.

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

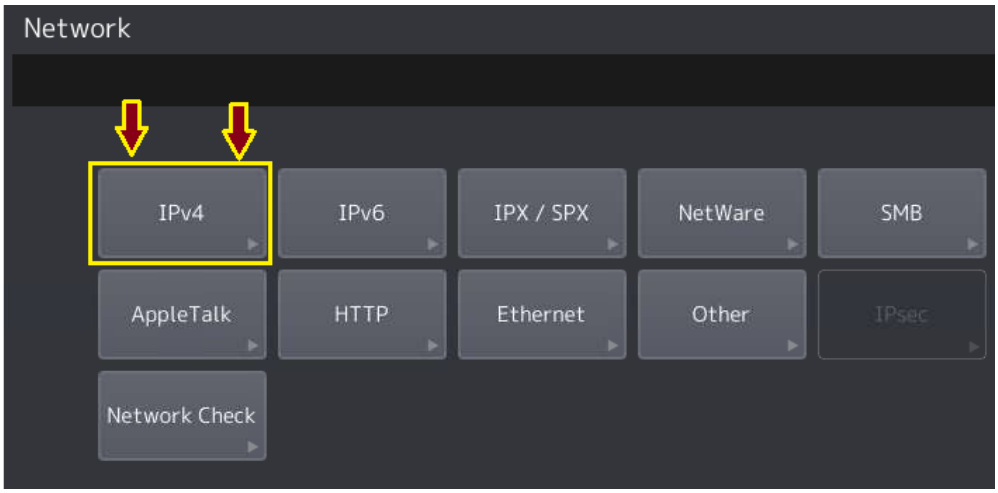
3. After hitting User Function you'll hit the Admin tab on the touch screen. You will need the password for this which you may get from Mid-Ohio Strategic Technologies or from your IT department, but for security purposes will be left out of this document.

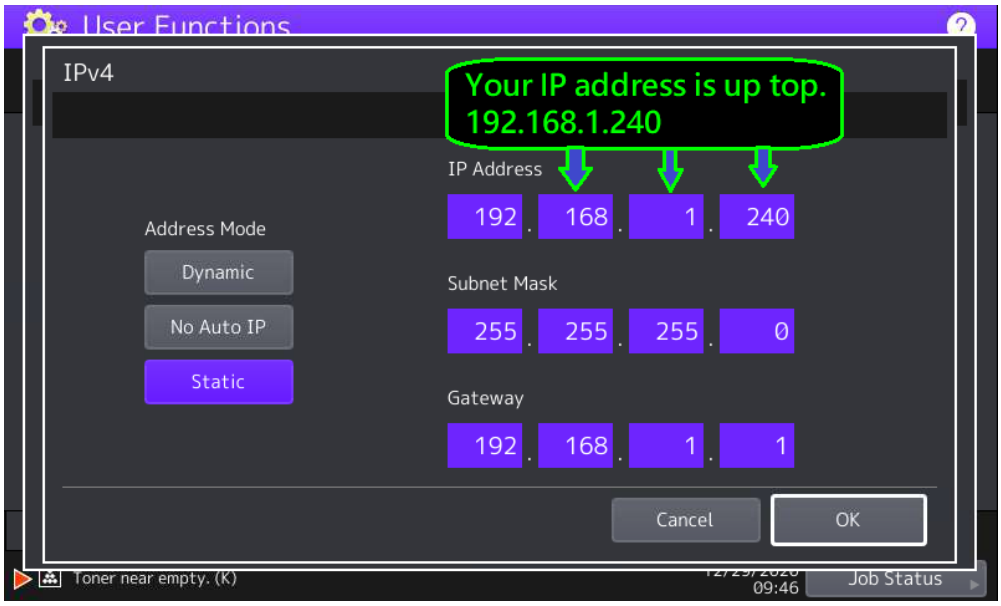


4. Once the password is put in, on the next screen there will be more options. You can hit **Network** or hit **List/Report**. Using **List/Report** you can print a Network Configuration Page (NIC) & from Network you can see the network settings rather than print them.

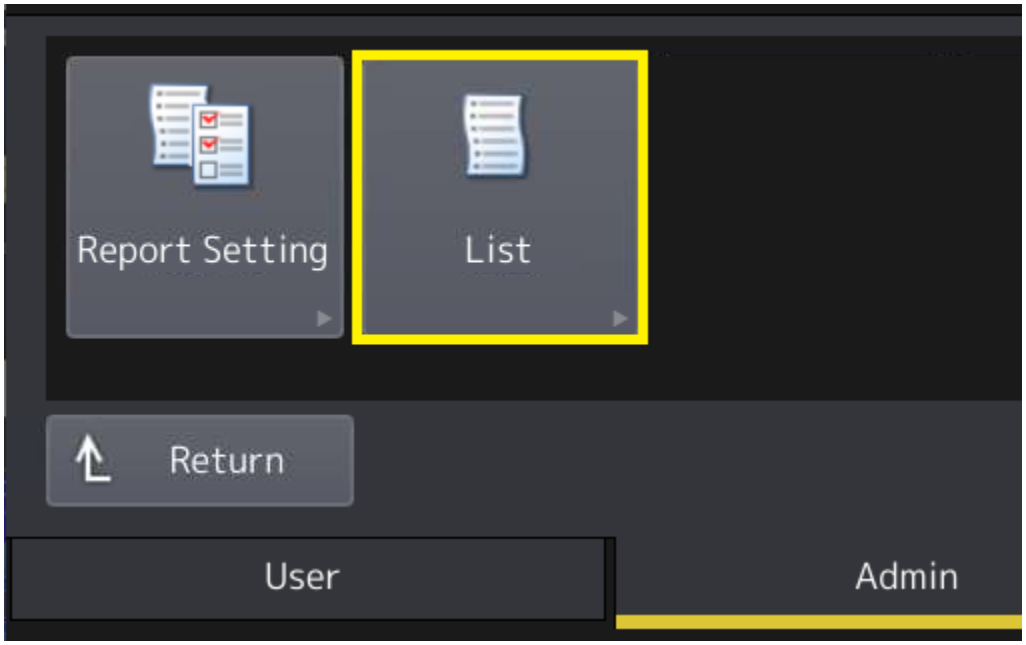


Hit **Network** → Then hit **IPv4** & you'll see your IP address.





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

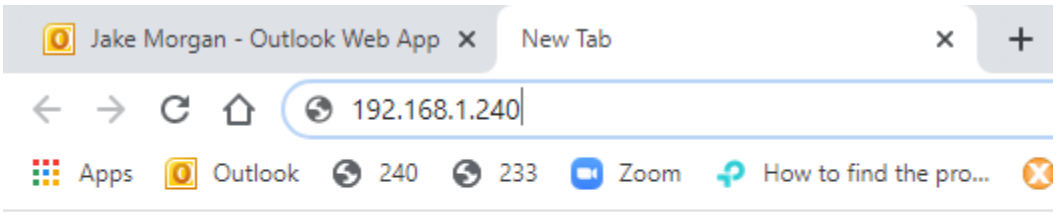


On the printed page you will see this. In the example below, your IP address has been highlighted in yellow. ↓↓↓

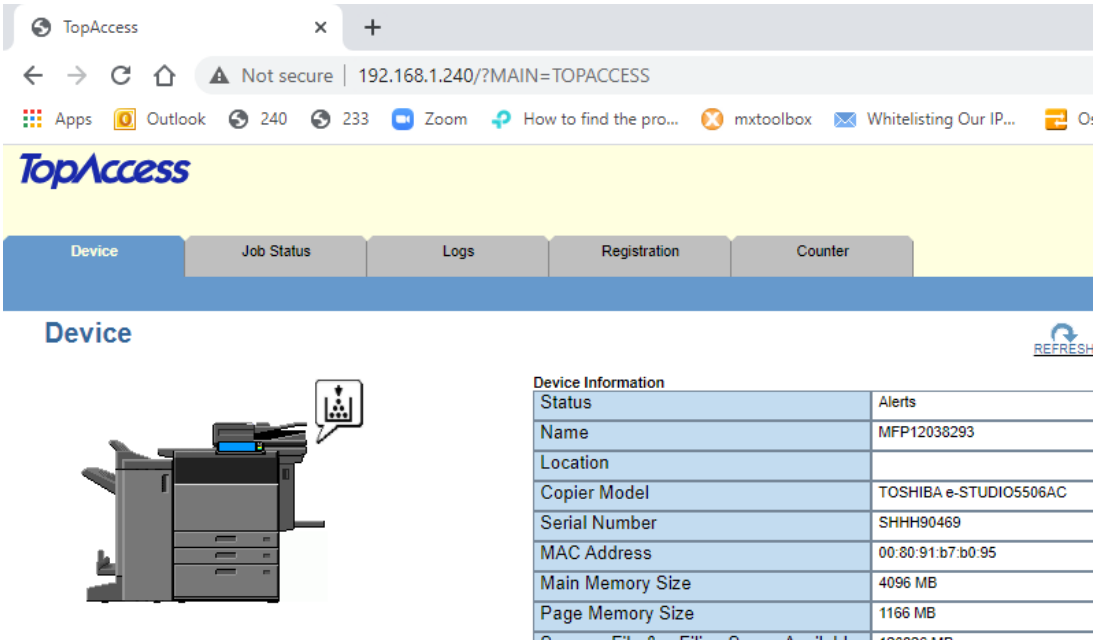
Interface	:	Wired LAN	Version	:	TC01SY0W1502
Unit Serial No	:	SNKH70013			
Network Address	:	00:80:91:b7:b0:08	Connector	:	RJ45
LAN Standard	:	Ethernet			
Network Mode	:	Auto			
Novell Network Information			disable		
TCP/IP Network Information for IPV4			enabled		
Address Mode	:	Dynamic			
IP Address	:	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			

5. 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.

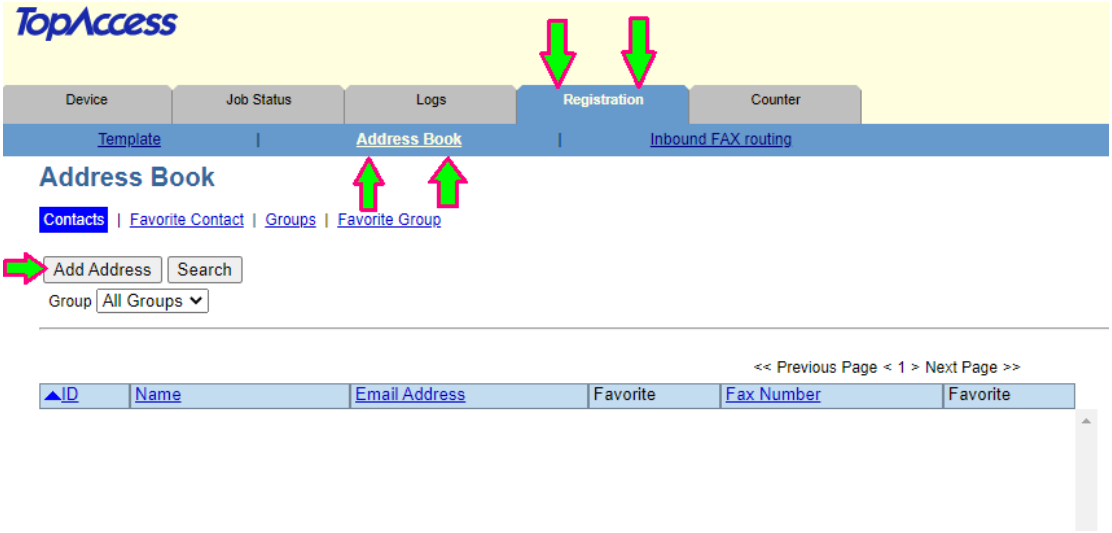
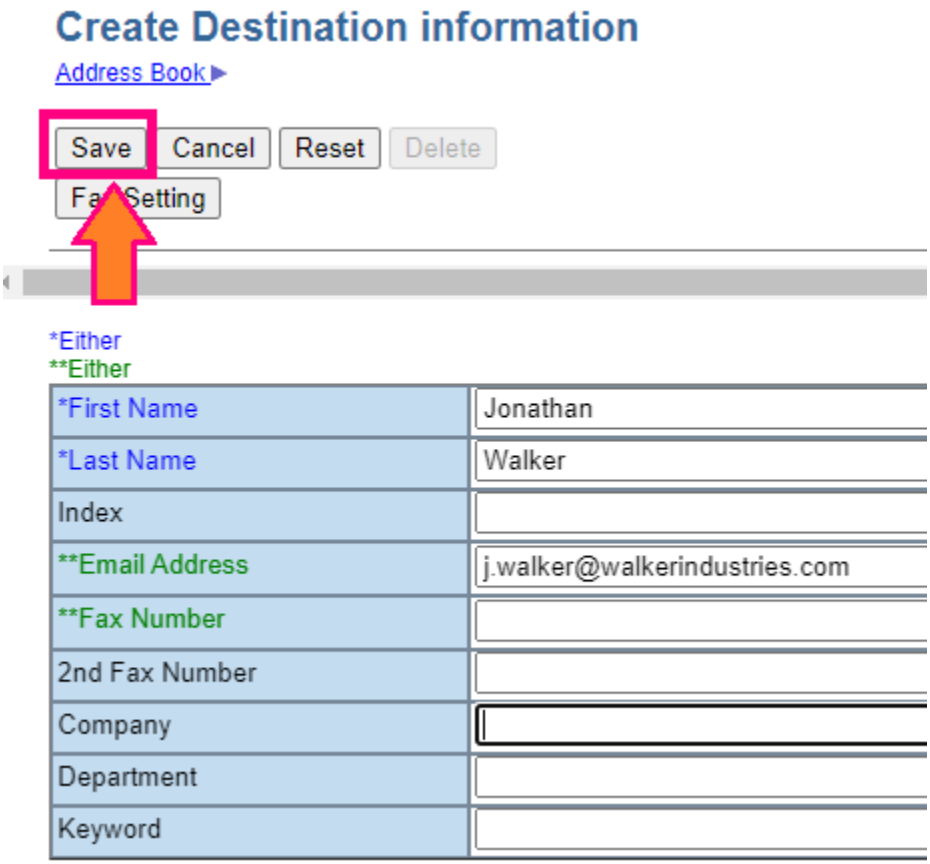
6. Type the IP address in the URL field in your web browser.



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



8. 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.



9. 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.