

How To: Add an email address to your MFP's SCANNER...

- Type the IP address of your Department's Toshiba MFP device into the address bar of your browser. (If you are not sure what the IP is please contact the Help Desk.)
- Example: "10.xxx.xxx.xxx"
- This will bring up the internal webpage of the MFP, called "Top Access".
- Click on the Registration tab.
- Click on Address Book.
- Add first name, last name, respectively.
- Add the full email address username@worchester.edu.
- Leave fax info blank.
- Click "Save", located at the top left, when finished entering data.
- The corresponding entry will appear as a choice for scanning to Email on the display of the MFP.

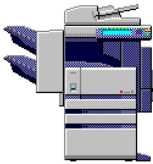
TopAccess - Windows Internet Explorer

http://10.11.14.10:8080/TopAccess/

TopAccess e-Filing

Device Job Status Logs Registration Counter Administration

Device



REFRESH

Device Information	
Status	ready
Name	IT-e350
Location	LRC
Copier Model	TOSHIBA e-STUDIO350
Hard Disk Space Available	8998 MB
Contact Information	Info Tech
Phone Number	1-800-247-4264
Message	
Alerts	•

Options	
Finisher	Hanging Finisher
Hole Punch Unit	None
Fax	Installed
Optional Function kit	Printer/Scanner kit

Paper				
Drawer	Size	Type	Capacity	Status
Upper Drawer	LT	Plain	550	Paper Available
Lower Drawer	LTR	Plain	550	Paper Available

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http://10.11.14.10:8080/Default?MAIN=REGIST&SUB=TEMP - Windows Internet Explorer

http://10.11.14.10:8080/Default?MAIN=REGIST&SUB=TEMP

File Edit View Favorites Tools Help

TopAccess e-Filing

Device Job Status Logs **Registration** Counter Administration

Template | Address Book | MailBoxes

Template Groups

Please select a group to edit below.

Public Template Groups

No.	Name	User Name
Public	Public Template Groups	

All Groups | [Defined Groups](#)

Jump to

[001](#) [011](#) [021](#) [031](#) [041](#) [051](#) [061](#) [071](#) [081](#) [091](#) [101](#) [111](#) [121](#) [131](#) [141](#) [151](#) [161](#) [171](#) [181](#) [191](#)

No.	Name	User Name
001	Undefined	Undefined
002	Undefined	Undefined
003	Undefined	Undefined
004	Undefined	Undefined
005	Undefined	Undefined
006	Undefined	Undefined
007	Undefined	Undefined
008	Undefined	Undefined
009	Undefined	Undefined
010	Undefined	Undefined

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http://10.11.14.10:8080/Default?MAIN=REGIST&SUB=ADDR - Windows Internet Explorer

http://10.11.14.10:8080/Default?MAIN=REGIST&SUB=ADDR

File Edit View Favorites Tools Help

TopAccess e-Filing

Device Job Status Logs **Registration** Counter Administration

Template | Address Book | MailBoxes

Contact Property [Address Book >](#)

Save Cancel Reset Delete

Fax Setting

*Either
**Either

*First Name	Any
*Last Name	User
**Email Address	Anyuser@worcester.edu
**Fax Number	
2nd Fax Number	
Company	
Department	
Keyword	

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Done Local intranet | Protected Mode: Off 100%