

## Scan Process Settings

Enter the IP address for the printer into your web browser.

This will take you to the Top Access web interface.

The screenshot shows the TopAccess web interface. At the top, there is a navigation bar with 'Device', 'Job Status', 'Logs', 'Registration', and 'Counter'. The 'Device' tab is selected. Below the navigation bar, there is a 'Device' section with a printer icon and a 'Device Information' table. To the left of the printer icon, there are 'Options' and 'Toner' sections. The 'Options' section has a table with 'Finisher', 'Hole Punch Unit', and 'Fax' all set to 'None'. The 'Toner' section has a table with 'Yellow(Y)', 'Magenta(M)', 'Cyan(C)', and 'Black(K)' with their respective levels: 87%, 68%, 73%, and 92%. The 'Device Information' table includes fields for Name, Location, Copier Model, Serial Number, MAC Address, Main Memory Size, Page Memory Size, Save as File & e-Filing Space Available, Fax Space Available, Contact Information, Phone Number, Message, and Alerts. Below this is a 'Paper' table with columns for Drawer, Size, Thickness, Attribute, Capacity, and Level. At the bottom of the page, there is a footer with 'Install Software', 'Top | Help', and '©2015 TOSHIBA TEC CORPORATION All Rights Reserved'.

From here you can login in the top right with admin/123456.

The scan processes will be in one of two locations which are.

Click 'Registration' on main navigation bar.

Here you will find some template pages.

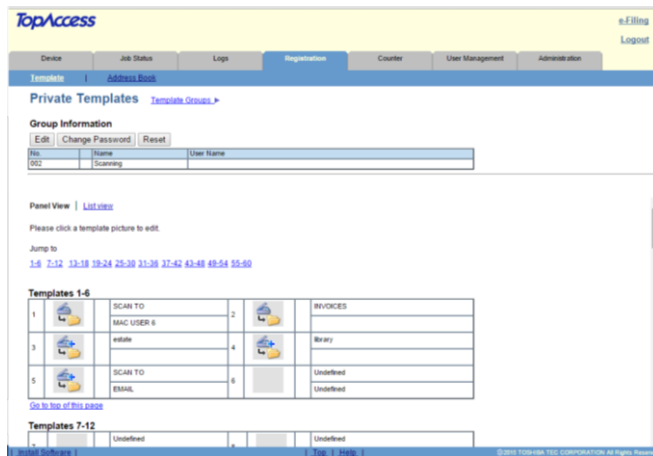
The screenshot shows the TopAccess web interface with the 'Registration' tab selected. Below the navigation bar, there is a 'Template' section with a link to 'Address Book'. The 'Template Groups' section is active, displaying a message: 'Please select a group to edit below.' Below this, there is a table for 'Public Template Groups' with columns 'No.', 'Name', and 'User Name'. The table contains one row: 'Public' with 'Public Template Groups' as the name. Below this, there is a section for 'All Groups | Defined Groups' with a 'Jump to' section containing a list of numbers from 001 to 191. Below the 'Jump to' section, there is a table for 'Defined Groups' with columns 'No.', 'Name', and 'User Name'. The table contains 10 rows: 001 (Useful Templates), 002 (Scanning), 003 (Callum), 004 (Hasty), 005 (Kai), 006 (Kavish), 007 (Simon), 008 (Cotventions), 009 (Customer Data), and 010 (Zac Meta Scan). Below this table, there is a link 'Go to top of this page'. At the bottom of the page, there is a footer with 'Install Software', 'Top | Help', and '©2015 TOSHIBA TEC CORPORATION All Rights Reserved'.

One named 'Useful Templates' is there by default, you can ignore this.

If there is a process called 'Scanning', or something similar, click on it.

Now you will see a bunch of scan processes. Select the one you would like to edit.

You can select a blank template to create a new scan process.



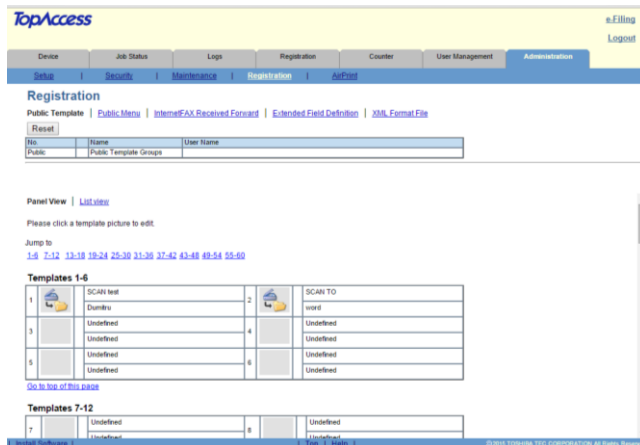
**IF YOU HAVE FOUND THE SCAN PROCESSES, [SKIP THE NEXT PART.](#)**

If the scan processes are not shown here they will be in a different location.

To find this click on the 'Administration' tab on the grey bar.

On the blue bar below the grey tabs click on 'Registration', it should be below the tab with the same name.

There should be some processes on this page.



Select a process to edit.



In the following fields:

- Network Path – Enter the path to the folder here
- Login User Name – Enter the name of the user account here
- Password / Retype Password – Enter the password for the user account here.

To save the changes scroll to the top of the page and select Save.

This takes you back to the Template Properties page, click Save.

The changes have now been made.

Test and then repeat for other processes.

**END OF GUIDE**