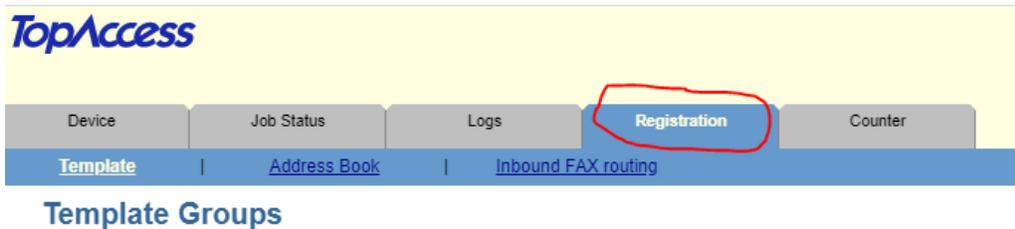


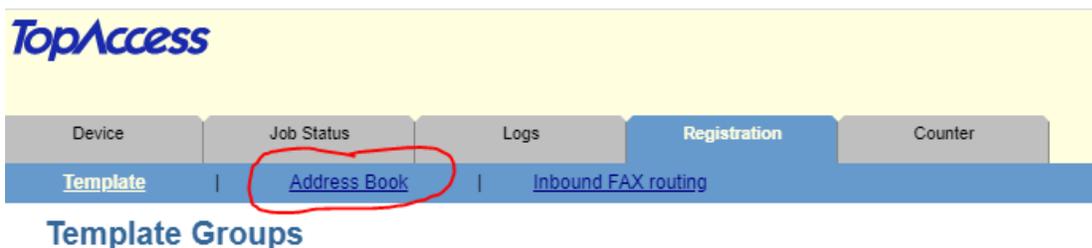
Title	Add email address to Toshiba copier address book	
Purpose	In order to use the scan to email function on the copier, the user's email address needs to be in the copier email address book. This procedure describes how to add an email address using a browser or while standing at the copier.	
Author	Creation or Modified Date	Company
Pam Merkle	12/1/2020	Starbridge

AT YOUR PC:

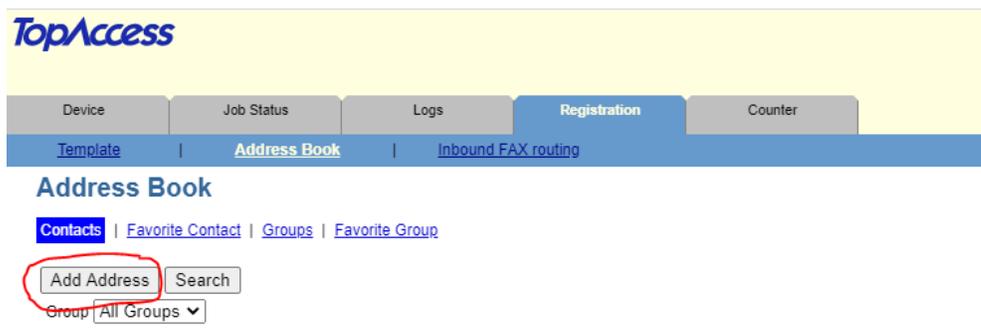
1. Open a web browser
2. Type in the IP Address
 - a. Main office first floor color copier: 172.30.10.17
 - b. Main office second floor copier: 172.30.10.18
3. Click on Registration at the top tabs



4. Click on Address Book



5. Manage from this screen
 - a. Use Add Address to add new username and email address



b. Click Save when done

TopAccess

Device | Job Status | Logs | **Registration** | Counter

[Template](#) | [Address Book](#) | [Inbound FAX routing](#)

Create Destination information

[Address Book](#) ▶

Save | Cancel | Reset | Delete

Fax Setting

*Either
**Either

*First Name	<input type="text"/>	
*Last Name	<input type="text"/>	
Index	<input type="text"/>	
**Email Address	<input type="text"/>	<input type="checkbox"/> Favorite
**Fax Number	<input type="text"/>	<input type="checkbox"/> Favorite
2nd Fax Number	<input type="text"/>	
Company	<input type="text"/>	
Department	<input type="text"/>	
Keyword	<input type="text"/>	

AT THE COPIER:

1. Click User Functions (gear symbol)
2. Click on Address
3. Click on an open space
4. Click Entry at the bottom
5. Fill in information