

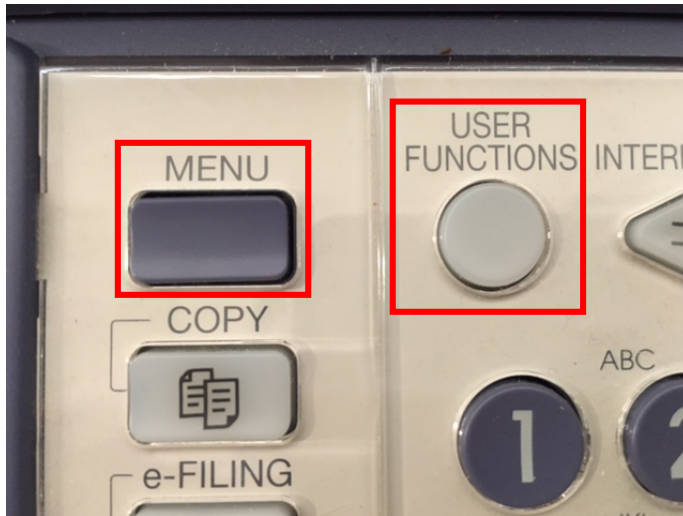
Adding/Removing Email Addresses to/from a Toshiba Address Book

Purpose

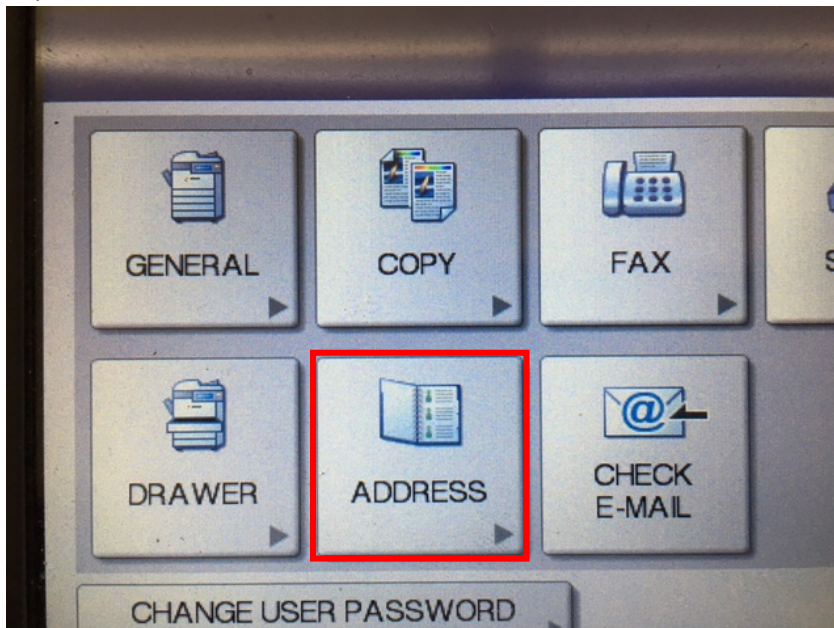
When scanning a document to be emailed as an attachment, it is convenient to have various email addresses stored in the Toshiba's internal address book. Here's how to manually add (or remove) and address from the list.

Procedure

1. Swipe your Dickinson ID card to log into the Toshiba.
2. Once authenticated and viewing the PaperCut screen, press the "Menu" button followed by the "User Functions" button.

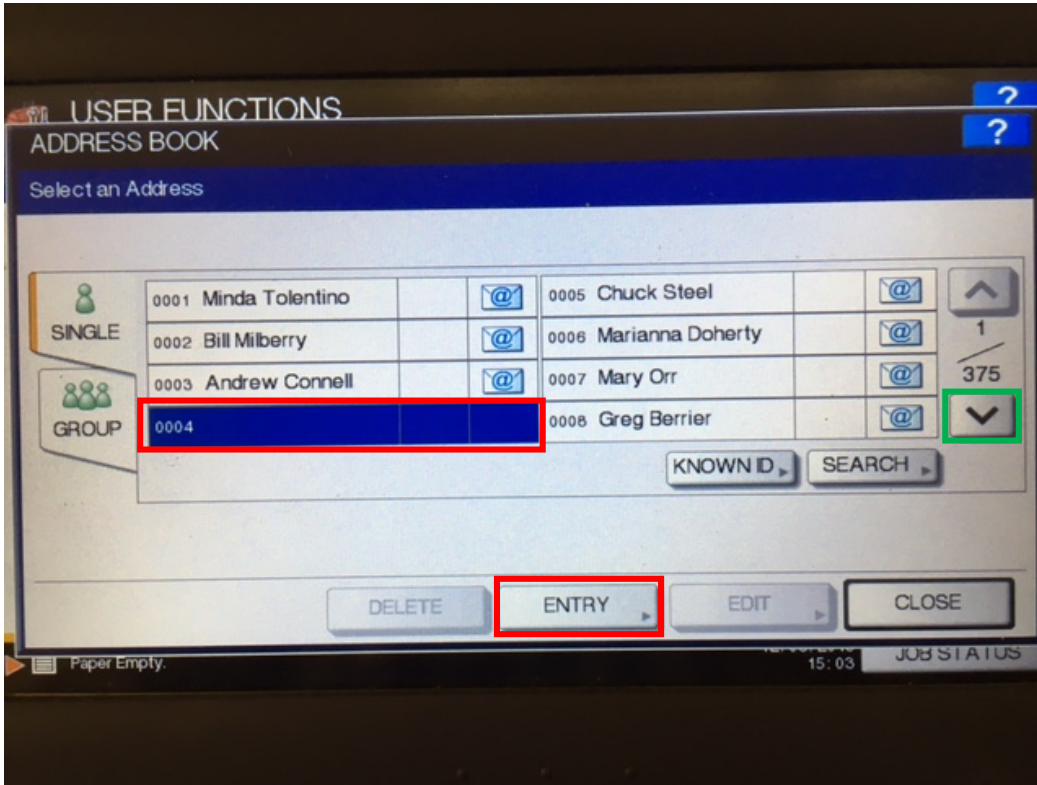


3. Tap the "ADDRESS" button:

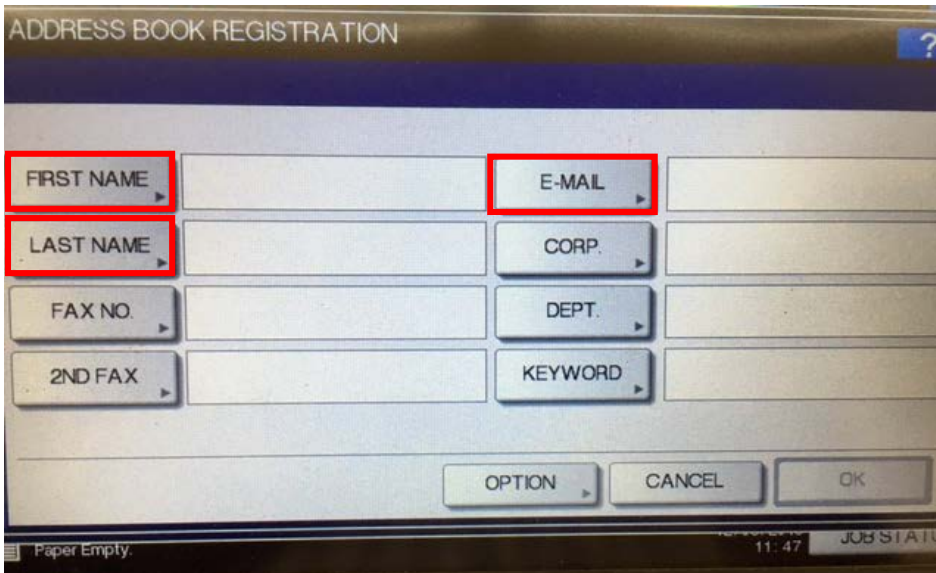


4. Locate an empty position on the addresses list, tap it to highlight the blank position (where you will be adding the new email recipient) and then tap the “Entry” button:

(Note: The Toshiba shows 8 recipient positions by default, but this is just the first page (of 375). If none of these positions are free, tap the down arrow to the right of the list to advance to the next page.)



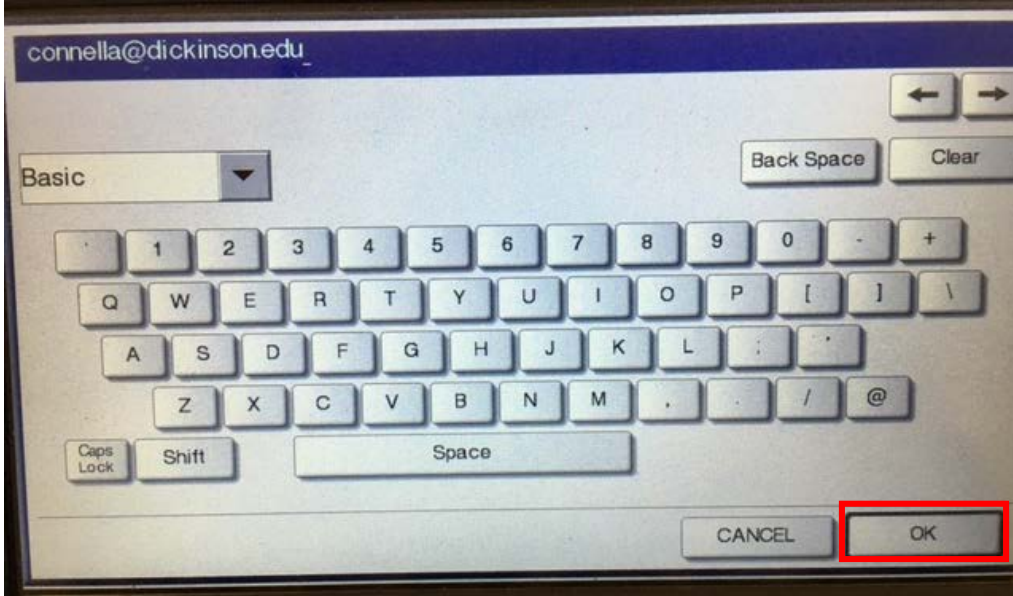
5. Tap the “First Name”, “Last Name”, “E-mail” (and any other fields you wish to input) buttons to add information to those fields:



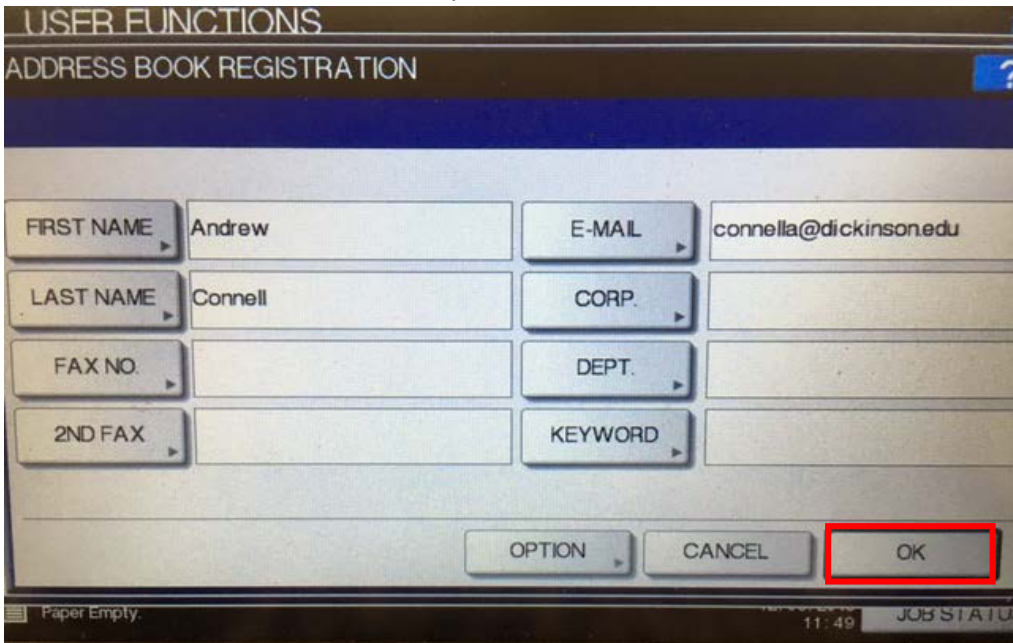
- 6.

7. For each field, use the on-screen keyboard to enter the appropriate data. Tap OK when finished:

(Note: the E-mail field, must contain a full email address.)

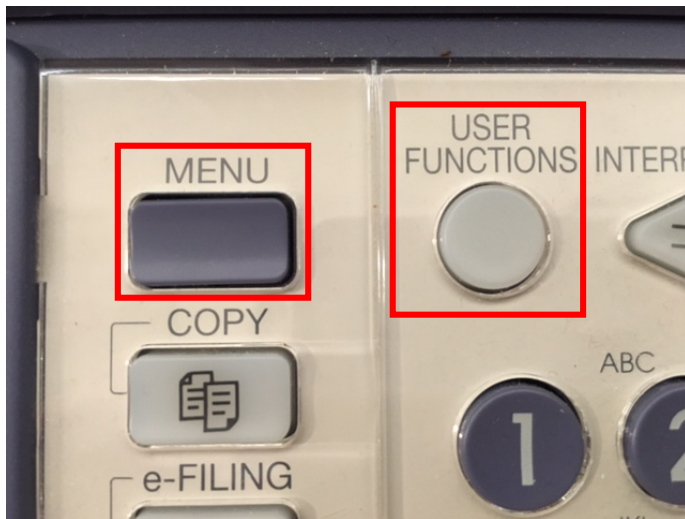


8. Once all desired fields are entered, tap OK and the new address will be added to the address book:

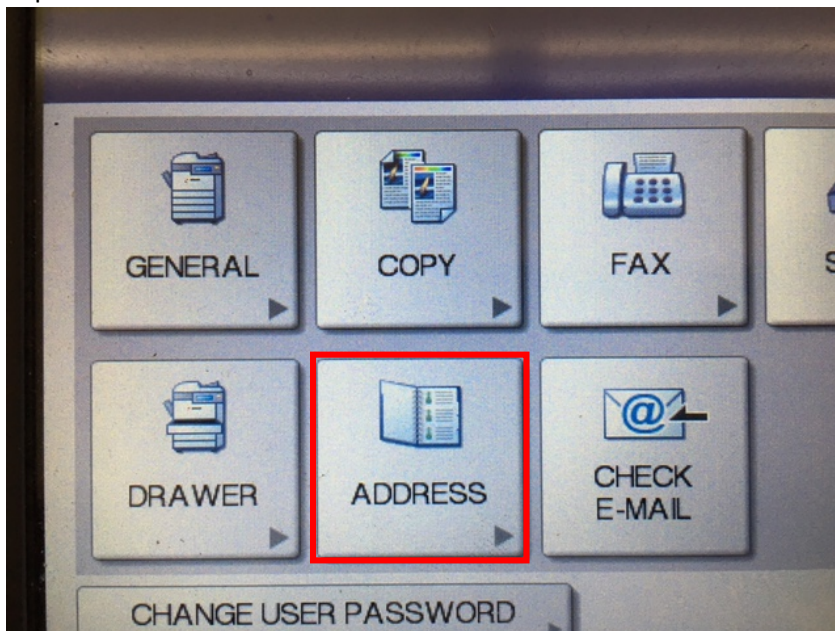


To Delete an Existing Address from the Address Book

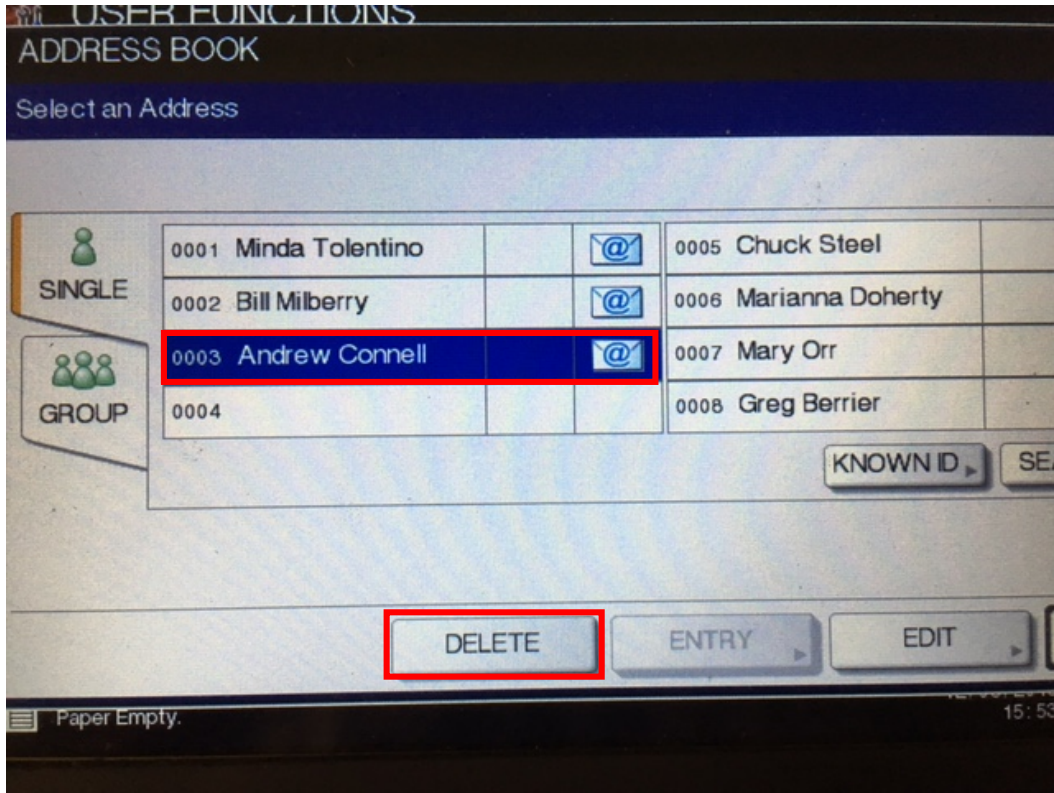
1. Swipe your Dickinson ID card to log into the Toshiba.
2. Once authenticated and viewing the PaperCut screen, press the “Menu” button followed by the “User Functions” button.



3. Tap the “ADDRESS” button:



4. Locate the person on the addresses list you wish to remove, tap it to highlight the person and then tap the "Delete" button:



5. Tap "Yes" to confirm the deletion. The position where this person was will now be free to add someone else.

