## 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.)

-		REINCTIONS			2
	ADDRESS	BOOK			?
1	Select an A	ddress			
Γ					
1	8	0001 Minda Tolentino	@	0005 Chuck Steel	
	SINGLE	0002 Bill Milberry	@	0006 Marianna Doherty	@ 1
L	000	0003 Andrew Connell	@	0007 Mary Orr	@ 375
L	GROUP	0004		0008 Greg Berrier	@
I			120	KNOWN D SEARC	н,
I					
L					1
		DELETE			CLOSE
	Paper Em	pty.		15:03	JUBSIAIUS
			6	6 · · ·	

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

	E-MAIL	A States
AST NAME	CORP.	
FAX NO.	DEPT.	
2ND FAX	KEYWORD	

6.

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

connella@dickinson.edu_
Basic Back Space Back Space Clear Back Space Clear Back Space Clear Back Space Clear
CANCELOK

(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:

DRESS BOO	OK REGISTRATION		
BSTNAME	Androw	EMAL	Connolla@dickinson.adu
	Connell	CORP.	
FAX NO.		DEPT.	+
2ND FAX		KEYWORD	

## 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:

ADDRESS	REUNCTIONS			
Select an A	ddress			
		AL AL		1
8	0001 Minda Tolentino		0005 Chuck Steel	
SINGLE	0002 Bill Milberry	@	0006 Marianna Doherty	107
888	0003 Andrew Connell	`@`	0007 Mary Orr	
GROUP	0004		0008 Greg Berrier	
			KNOWN ID,	SE/
L				1000
	DEL	ETE	ENTRY EDIT	
Paper Emp	oty.		14	15:53

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

MUSER F ADDRESS BO	UNCTIONS					
Select an Add	ATTENTION					
SINGLE 0 GROUP		YES	ete OK?	NO	]	
		DELETE	ENTRY		EDIT	
Paper Empty	1.					11:49