



**TOSHIBA**

# MFD ADDRESS BOOK COLLABORATION

SHARING THE ADDRESS BOOK



**This document covers the following models**

e-BRIDGE Next Series III
Colour e-STUDIO 2020AC / 2525AC / 3025AC / 3525AC / 4525AC / 5525AC / 6525AC Mono e-STUDIO 2528A / 5525A / 6528A / 7529A / 9029A
e-BRIDGE Next Series II
Colour e-STUDIO 2010AC / 2515AC / 3015AC / 3515AC / 4515AC / 5015AC / 5516AC / 6516AC / 7516AC / 330AC / 400AC Mono e-STUDIO 2518A / 5518A / 7518A / 8518A
e-BRIDGE Next Series I
Colour e-STUDIO 2000AC / 2505AC / 3005AC / 3505AC / 4505AC / 5005AC / 5506AC / 6506AC / 7506AC Mono e-STUDIO 2508A / 3508A / 4508A 3508LP / 4508LP / 5508A / 7508A / 8508A

## Procedure

1. Open a Web Browser, and input printers IP address in the URL field. Click on login on the top right of the screen Login with User Name and Password



TopAccess

Login with your TopAccess User Name and Password.

User Name

Password

Login

2. Click on "Registration" → "Address Book" → "Shared Setting"



TopAccess

Device

Job Status

Logs

Registration

Address Book

Counter

User Management

Administration

My Account

Contacts

Favorite Contact

Groups

Favorite Group

Shared Setting

Import

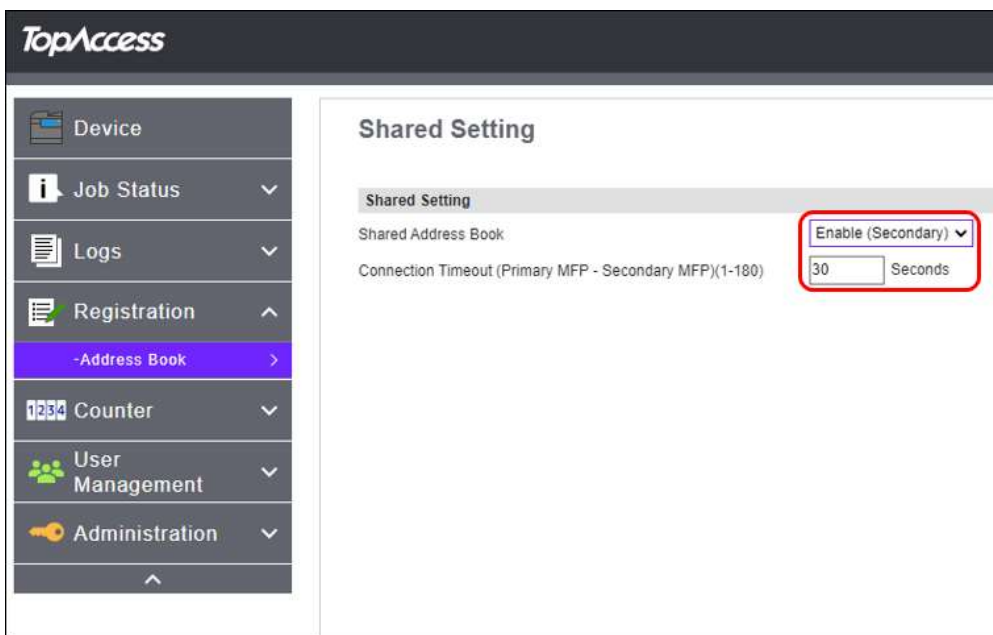
Export

Role Punch Unit	None
Fax	None
Optional Function kit	Printer/Scanner kit

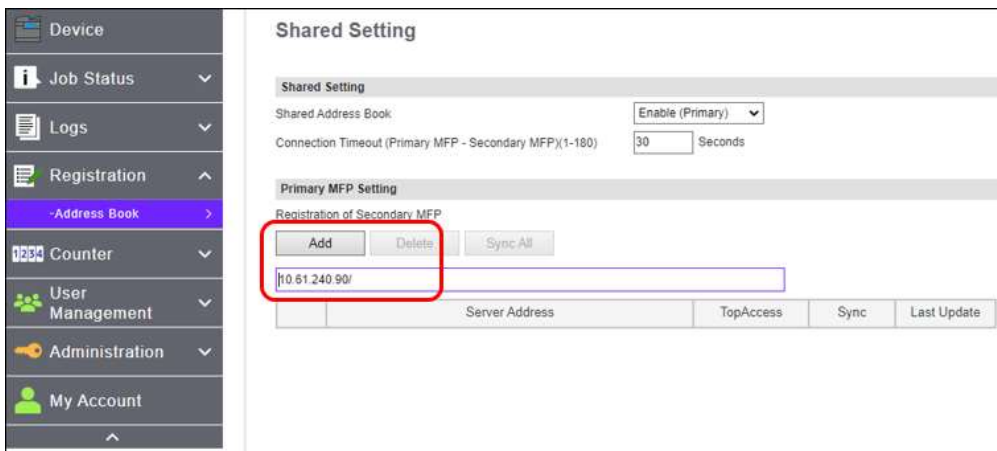
- On the Primary MFD under "Shared Address Book" select "Enable (Primary)" from the pull-down menu and "Save" This MFD is now the primary device and all secondary MFD's will synchronise their Address Book from this source



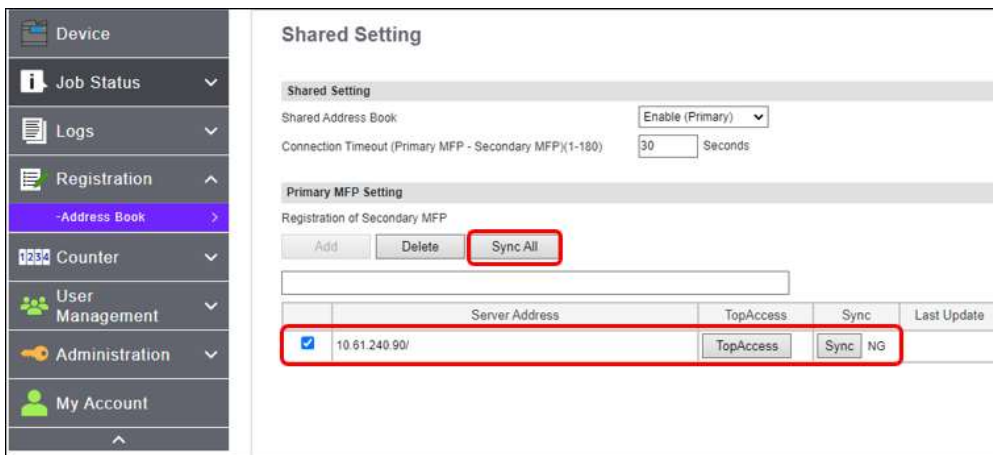
- On the Primary MFD under "Shared Address Book" select "Enable (Primary)" from the pull-down menu and "Save"
- In the same area as your Primary Shared on your 2<sup>nd</sup> MFD select "Enable (Secondary)" and then "Save"



- Under the "Primary MFP Setting" add the IP Address for the Secondary MFD



- Then click on "Sync All". This will put a tick next to Network address of the device you are syncing with



- The Address Books now should be identical on both machines. Ensure you have "All Groups" selected in the Group area.

Note: you can only add and delete email addresses from the primary address book

Primary Address Book



Secondary Address Book



MFD Control Panel

