

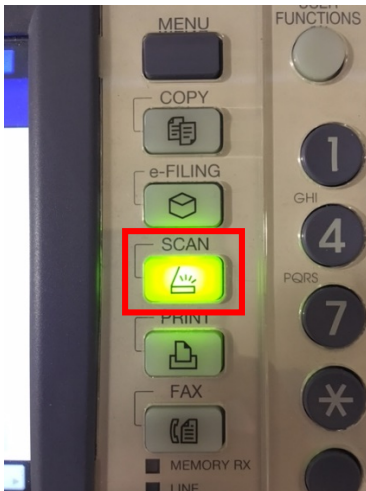
Scanning to an Email Message on a Toshiba

Purpose

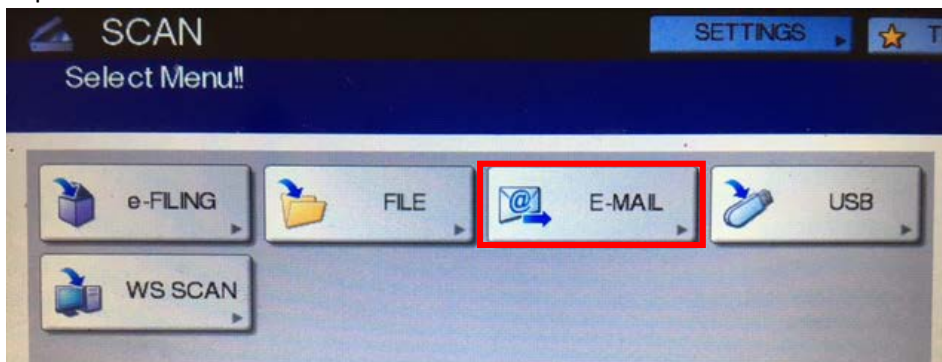
When scanning a document from a Toshiba, the output can go several places. It can be printed (as-in, making a copy), it can be saved to a USB drive plugged into the Toshiba, it can be emailed to one or more recipients, or it can be saved into the departmental shared folder on the admin server. Here's how:

Procedure to Scan to an Email Message:

1. Swipe your Dickinson ID card to log into the Toshiba.
2. Place single paper face down on the glass. Put the top of the sheet face down, towards the left corner, where you see the white arrow. Multiple sheets of papers go into top tray, face up.
3. Press the Scan button on keypad:



4. Tap the Email button:



5. Tap the "TO" button:

SCAN SETTINGS TEMPLATE

E-MAIL

TO CC BCC SUBJECT Send data from HIG000 BODY FILE NAME DOC120915

FILE FORMAT PDF

SECURITY ON OFF

MULTI/SINGLE MULTI SINGLE

RESET CANCEL OK

6. Choose the recipient from the address book listing of addresses and tap OK:

(Note: To send to a recipient who is not in the address book, tap the "INPUT @" button and manually type in the full email address of the recipient.)

SCAN SETTINGS TEMPLATE ?

ADDRESS BOOK ?

0000

INPUT @ CLEAR DESTINATION

SINGLE

GROUP

0001 Minda Tolentino	@	0005 Chuck Steel	@	1
0002 Bill Milberry	@	0006 Marianna Doherty	@	375
0003 Andrew Connell	@	0007 Mary Orr	@	
0004		0008 Greg Berrier	@	

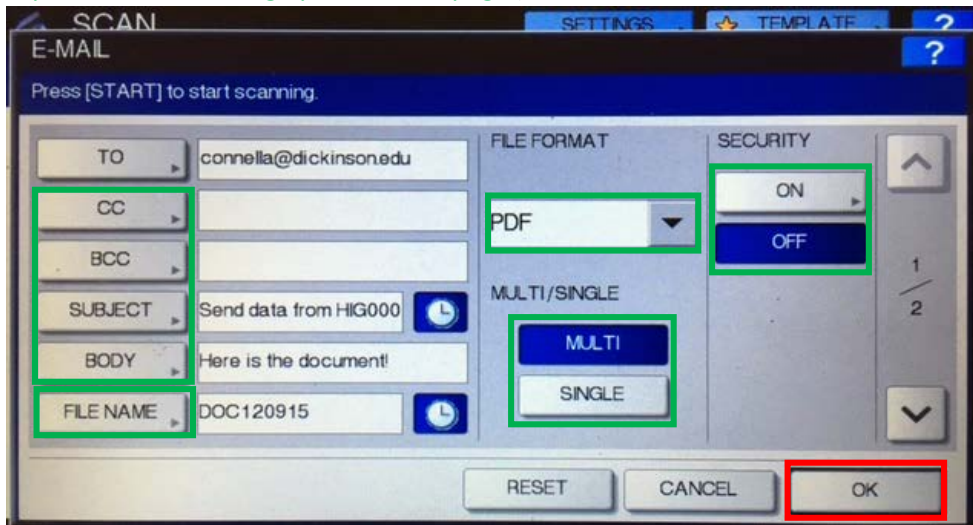
All Persons

ALL CLEAR KNOWN ID SEARCH

SEND CANCEL OK

7. Tap OK.

(Note: you may optionally, tap the “CC”, “BCC”, “SUBJECT” and/or “BODY” buttons to add in the desired information. If you would like, you may tap the “FILE NAME” button to change the default name of the resulting scanned file to a file name of your choice, you may tap the ‘File Format’ drop-down menu to select a different file type for the resulting scanned file (the default is PDF), you may select Multi/Single depending on if you have just one page to scan or more than one page to scan, and/or you may apply a password to open the resulting scanned file by tapping the “On” button under ‘Security’ and setting a password and optional encryption level. Also note that choosing “SINGLE”, but scanning multiple pages will result in a separate email message per scanned page.)



8. Press the blue Scan button to start scanning and emailing:

(Note: you may optionally, tap the “SCAN SETTING” button to change the default scanning settings such as, resolution, color vs. black-only scanning, source document type and orientation.)

