

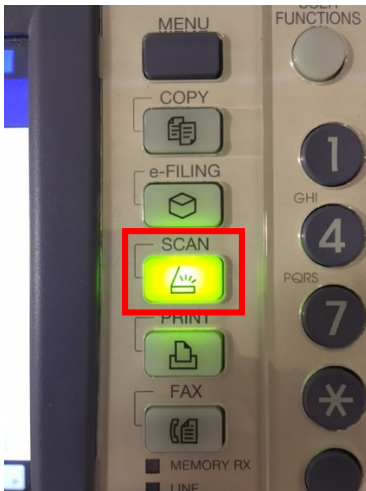
Scanning to a USB Drive on a Toshiba

Purpose

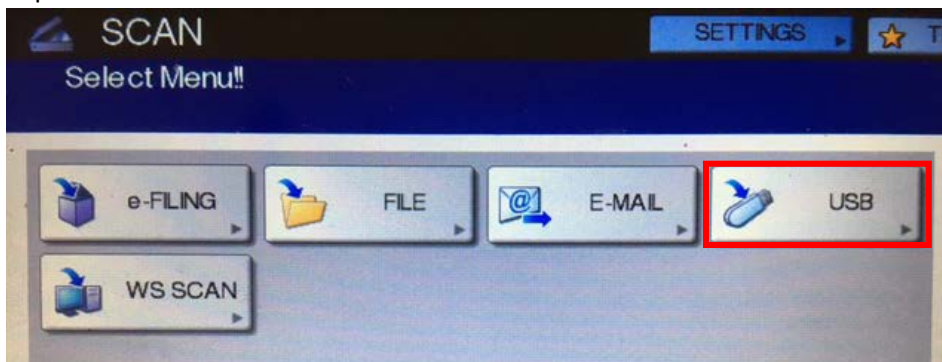
When scanning a document from a Toshiba, the output can go several place. It can be printed (as-in, making a copy), it can be saved to a USB drive plugged into the Toshiba, it can be emailed to one or more recipients, or it can be saved into the departmental shared folder on the admin server. Here's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

Procedure to Saving to a USB Drive:

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 File button:



5. Insert your USB drive into the USB port on the Toshiba:



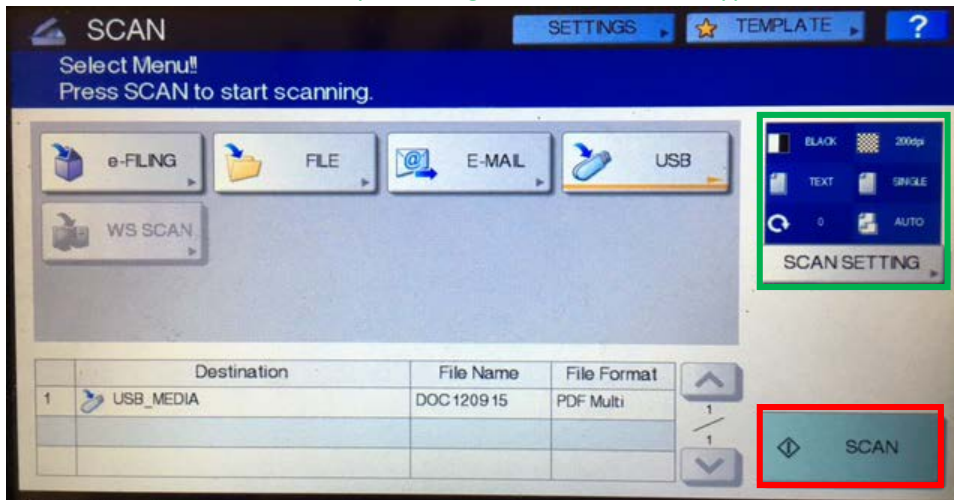
6. Tap OK.

(Note: you may optionally, 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.)



7. Press the blue Scan button to start scanning:

(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.)



8. The document(s) will be scanned and saved on your USB Drive. Once the file has been saved to the drive, the Toshiba will let you know when it is safe to remove your USB drive from the port via a text status message in the lower-left of the screen.