

## Toshiba Scanning Step by Step

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### Toshiba Scan Paper/s & Send By Email - How to Steps:

1. Place a single paper face down on the glass. Put the top of the sheet face down, towards the top, left corner, where you see the white arrow. Multiple papers go into top tray, face up.
2. Log into the printer/copier. **User Information** details appears.
3. Press the **Scan** button on key pad.
4. Tap the **Email** button.
5. On the email screen tap **To**, then tap **Input**. Type in email address of the user/s, or select recipient/s. Notice **Shift** key for uppercase & options to CC or BCC. When finished tap **OK**.
6. Enter **Subject**, **File Name**, single or multiple pages. Tap the **File** button to rename the file. Clicking on backspace or clear will remove the default numbered File Name, using the typewriter keys you can give it a name. Choose **Multiple**, which is the default setting (which is to scan multiple pages to one file) or **Single** (which is a separate email for each page) & leave **File** format at **PDF** (most common). Tap **OK**.
7. Tap **Preview** (recommended) if you want to see it after it is scanned. Press the blue **Scan** button to start scanning. It is very, very quiet!
8. When you are finished scanning, tap **Job Finish**.
9. Press the **Access** key once or **Function Clear** button twice on key pad twice, or let it time out (45 seconds).  
**Tip:** To Scan in color, tap on **Scan Settings** and under the **Color Mode**, tap **Auto Color**. Remember this will make the file large in size. Also if you have a lot of pages to copy you might want to change the dpi to 100, under **Scan Settings**, then **Resolution**.

### Toshiba Scan Paper/s & Save to USB - How to Steps:

1. 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 tray, face up.
2. Log into the printer/copier.
3. Locate the slot on printer to connect your USB into, front or side of machine. After a few seconds, **Found USB Device** appears on the tap panel at the bottom.
4. **User Information** details appears.
5. Press **Scan** on key pad. Look for **Found USB Device** at bottom of tap screen.

6. Tap **USB** on panel.
7. A **Scan To USB** window appears. Tap the **File** button to rename the file. Tap backspace will remove pre filled in File Name, then using the typewriter keys, give it a name. Choose **Multiple**, which is the default setting (which is to scan multiple pages to one file) or **Single** (which is a separate email for each page) & leave **File** format at **PDF** (most common). Tap **OK**. Tap **Preview** (recommended) if you want to see it after it is scanned. Press the blue **Scan** button to start scanning. It is very, very quiet.
8. When you are finished scanning, tap **Job Finish**.
9. Press the **Access** key once or **Function Clear** button twice on key pad twice, or let it time out (45 seconds).  
**Tip:** To Scan in color, tap on **Scan Settings** and under the **Color Mode**, tap **Auto Color**. Remember this will make the file large in size. Also if you have a lot of pages to copy you might want to change the dpi to 100, under **Scan Settings**, then **Resolution**.

### **Toshiba Scan Paper/s & Save to Campus Network - How to Steps:**

1. 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.
2. Log into the printer/copier.
3. Press the **Scan** button on keypad, then tap the **File** button. Tap the **Remote 1** button, this will be the location on the network that scanned items will be scanned into.
4. Tap the **File Name** button to rename the file. Taping backspace will remove the pre filled in File Name, then use typewriter keys to give it a name. Choose **Multiple**, which is the default setting (which is to scan multiple pages to one file) or **Single** (which is a separate email for each page) & leave **File** format at **PDF** (most common). Tap **OK**.
5. Tap **Preview** (recommended) if you want to see it after it is scanned. Press the blue **Scan** button to start scanning. It is very, very quiet.
6. It will be scanned, saved as a file to a folder on the network. For example in the library Toshibas they scan to P, Departments, LIS, then into the folder called Scanned Documents.
7. Email [helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu) if you would like this set up in your departmental printer/copier. Include the printer type and printer id. (found on label in front of printer) Once the folder is set up then your liaison needs to visit your printer to set it up within the printer/copier.  
**Tip:** To Scan in color, tap on **Scan Settings** and under the **Color Mode**, tap **Auto Color**. Remember this will make the file large in size. Also if you have a lot of pages to copy you might want to change the dpi to 100, under **Scan Settings**, then **Resolution**.

## **Toshiba - Scan a Book - How to Steps:**

*(The preferred method is to copy a book, make sure it is correct then scan it to a file & save to network, jump drive or send as attachment via email.)*

1. **Small Books** - Place book, face down, far left side & top of glass. It will automatically adjust the increase in size.
2. **Medium Books** - Place book, face down, far left side & top of glass.
3. **Large Book** - Place the book, face down, to far left corner & left side of glass. It will automatically adjust the decrease to fit regular sized paper. This is for books that fit the entire copier window when opened.
4. Log into the printer/copier. Press **Scan** on keypad.
5. Tap to choose location to save or send this file: **Email** or **USB**. You can give the file a name by taping the **File** button. Tap **OK**.
6. If the machine wants it to print (medium or large books) on LD paper which will require the **ByPass** tray. You will get **Job Status** flashing. See details for **Job Status** under Frequently Asked Questions below. If you want it to scan to regular sized paper, you want **LT**. Tap under **Scan Settings**, tap **Auto**, then tap **LT**, and then tap **OK**.
7. Press **Scan** to start scan, pressing **Scan** for each page. Tap **Job Finish** when done.
8. Press the **Function Clear** key once to start another function or twice to log out.  
**Tip:** To Scan in color, tap on **Scan Settings** and under the **Color Mode**, tap **Auto Color**. Remember this will make the file large in size. Also if you have a lot of pages to copy you might want to change the dpi to 100, under **Scan Settings**, then **Resolution** as this would help with the size.