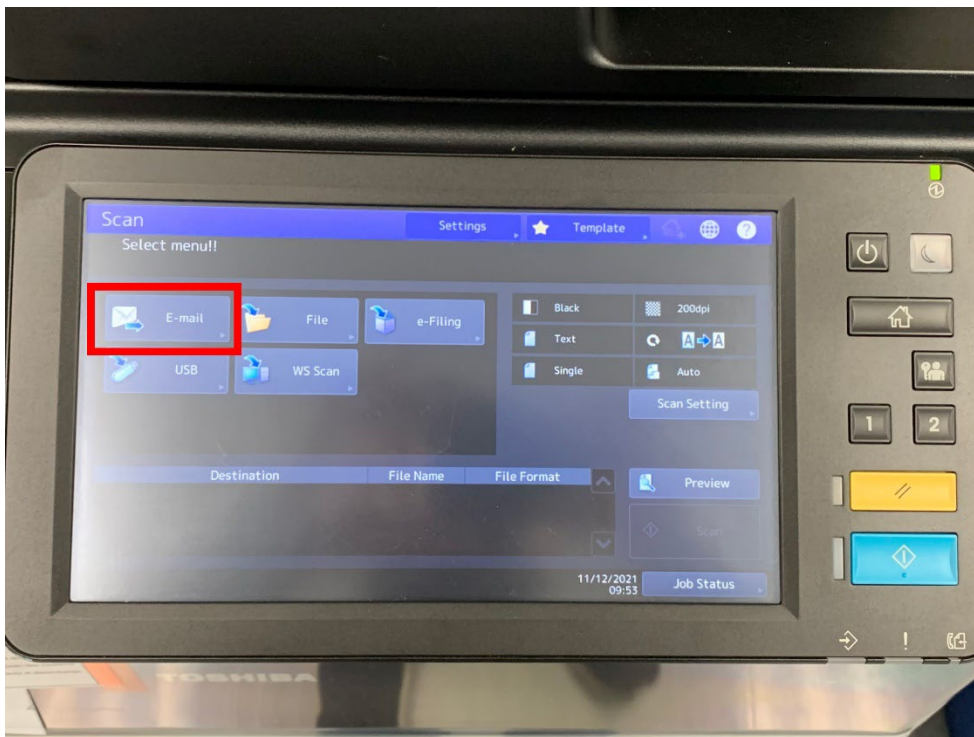
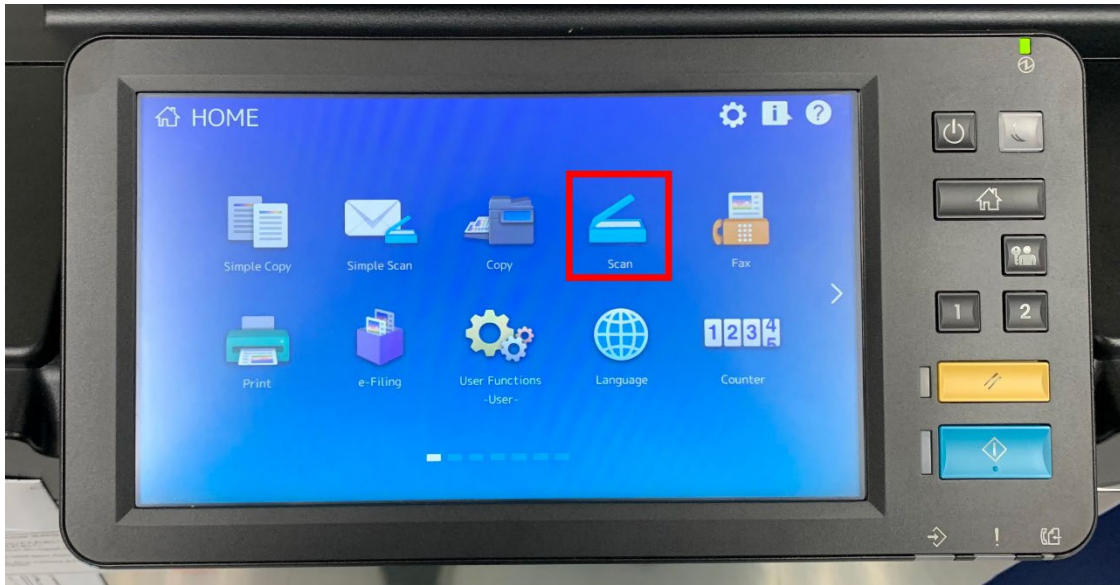


How to Scan to Email on Toshiba Copier

****You must be set up in the copier. If you need to be added to scan to this copier, please put in a FMX**

Start by placing your papers in the copier as you normally would (in the scanner tray or on the glass)

- Tap the physical home button on the right side of the screen to go to the home page (if not already there)



- Choose your name from the list then press Send (either the physical or on-screen button)



You will then receive an email with the scan documents in the form of a PDF. You can then click the drop-down arrow to save the attachment. From there you can store or share the document however necessary.

Send data from MFP13850188 11/12/2021 09:53



Toshiba-Admin <bridgeportsd.scan@gmail.com>
To: Elliott Dean



Reply Reply All Forward ...
Fri 11/12/2021 12:54 PM


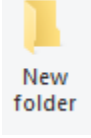
Open PDFs in Adobe Acrobat X

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Scanned from MFP13850188
Date:11/12/2021 09:53
Pages:1
Resolution:200x200 DPI

**Recommendation if you like all your scanned documents in one place



- On the left side click OneDrive  OneDrive - Bridgeport School District
- Click “New folder” at the top to add a folder 
- Name the folder however you’d like
- Right click the folder you just created and choose “Pin to Quick access”

You now have a folder that you can choose each time you save a scanned attachment. You can take this a step further and right click that pinned folder then choose Send to > Desktop (create shortcut) to create a shortcut on your Desktop.

