

How to Scan to Email Using the Toshiba Print Center

One of the handy new functions available with the new Print Centers is the ability scan documents on the new Toshiba scanner and sent directly to email inbox(es). The document will be sent to the inbox(s) as a PDF. This is a great tool and it is completely free to use!

- Log into the Print Center:
 - a) Tap “Username” button on the LCD screen - aka your former “copier” code
 - b) Tap the “Password” button on the LCD
 - c) Tap OK
 - d) Tap OK
- Press the “Scan” button
- Insert document, print side up, in the top document feeder
- Select the “Email” button on the LCD screen
- Enter the address(es) to which you wish to send the document(s):
 - a) Tap the “input@” button on the LCD screen
 - b) Enter the applicable email address(es) - must be BRCC addresses only!
 - c) Tap OK
- Tap the “Start” button - big green “hard” button located in lower right panel corner
- Log out when finished:
 - a) Press the yellow Function/Clear (FC) button multiple times until the User Authentication (login) screen appears on the LCD screen