NGAD DUBLIN On Campus Print

Scan to Email



Log into the MFP by swiping your card or entering your UserID and Password. (See 'Logging into MFP' document for details)

| | MENU | | | | |
|--------------------------------------|-------|-----|--------|------|----------|
| Swipe your card. | | | | | |
| or Enter your login and password. | | | | | |
| | SCAN | GHI | JKL MN | | |
| User : | PRINT | | | 9 | |
| Password : | | | | | |
| Login | | | 0 | # | |
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| | | | | | IN POWER |
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Push the 'SCAN' button

| SCAN Select Menu!! | SETTINGS , CATEMPLATE , CO ? MENU FUNCTIONS INTERRUPT COUNTER CONTRACT ON CONTRACT. |
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| Destination | File Name File Format PREVIEW e-FILING * 0 # 1 T T T T T T |
| | FAX ACCESS C CLEAR |
| | 19/05/2016 JOB STATUS MEMORY RX 17:06 JOB STATUS PRINT DATA MAIN POWER |
| | |

Tap the 'E-MAIL' button



You will now see the file options panel.

You can tap the downward arrow under 'File Format' to choose what type of file you want to scan to. PDF is generally a good option. If you want to open the image for editing (in Photoshop for example) TIFF would be a better option.



Under 'Multi/single' tap 'Multi' if you want to scan more than one sheet to a single 'PDF'.

Next Tap 'FILENAME' (the button, not the box to the right of it)

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| E-MAIL | SETTINGS 🛄 🔥 | TEMPLATE | ? | | | |
|---------------------------------|--------------|----------|------------|-----------|---------|----------------------|
| Press [START] to cart scanning. | | | | | | |
| TO fergusonm@staff.ncad.ie | File Format | SECURITY | | | | |
| ∞ , | PDF · | ON | | | | MNO 6 FUNCTION CL |
| BCC | MULTI/SINGLE | | | | | WXYZ |
| SUBLICT NCAD: Scan Document | MULTI | | 2 | | (7) (8) | 9 STOP |
| FILE NAME DOC120916 | SINGLE | | | | * 0 | # START |
| | RESET | | ок | | | |
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| www.toshiba-ireland.com | | 09:37 | JOB STATUS | | | |



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| Basic | Back Space Clear | | ABC DEF | 3 📀 |
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| Q W E R T Y U | | PRINT | Pars TUV WXYZ | 9 OTOD |
| A S D F G H J | KL; | | | SIOP |
| ZXCVBN | M , . / @ | e-FILING | * 0 | # START |
| Caps Lock Shift Space | | | ACCECC | C C |
| | CANCEL | | | |
| | | · | PRINT DATA | MAIN POWER |

Tap the 'Clear' button and use the onscreen keyboard to enter your own filename.

When finished tap 'OK'

By default the email will be sent to your email address. You can send the file to as many addresses as you wish but it will be faster to send it to your own account and then forward that email to the other addresses.

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You can add more recipients tap the 'TO' button.

| TO tergroom@statf.ncadie | FILE FORMAT | SECURITY | 1000 | | |
|-----------------------------|--------------|----------|------------------|-----|--------------|
| | | ON | | | |
| BCC | | OFF | | | 6 FUNCTION C |
| SUBJECT NCAD: Scan Document | MULTI/SINGLE | | 2 | 7 8 | 9 STOP |
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| www.toshiba-ireland.com | RESET | CANCEL | OK JOB STATUS | | |



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| Press [STAR ⁷] to start sca | anning. | | | COPY | | ENERGY SA |
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| GROUP 0004 | | 0008 | × . | e-FILING X |) () (#) | |
| All Persons | - | | | | | START |
| | \$ | SEND CANCEL | . ОК | FAX ACCES | SS C | \bigcirc |

Tap the 'INPUT @' button to open the add another email address.

Use the onscreen keyboard to enter the email address and tap 'OK'.

You can repeat this process as many times as you need to add multiple email addresses.

To check which addresses the file will be sent to tap the 'DESTINATION' button.

| ADDRESS E | | | | | | |
|--------------|-----------------------|--------------------|-------------|------------|-----------|-------------------------|
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| A | All Persons 🗸 | ALL CLEAR KNOWN ID | SEARCH N | \bigcirc | | START |
| | | | | FAX | ACCESS | C) |
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Here you will see the list of addresses you entered. You can select an address by tapping on them.

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|------------------|-----------------|-----------|----------|-------------|------------|
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| fergusonm@staff. | ncad.ie | | | 4 5 | 6 FUNCTION |
| myemail1@staff.n | ncadie @ | 1 | PRINT | Pars TUV WX | |
| myemailaddress2 | @staff.ncad.ie | 1 | P | (7) (8) | 9 STO |
| myemailaddress3 | @staff.ncadie @ | | e-FILING | * 0 | # START |
| DELETE | | CLOSE | FAX | ACCESS | |

You can remove the selected addresses by tapping the 'DELETE' button.

When finished tap the 'CLOSE' button to return to the 'ADDRESS BOOK', Then tap 'OK' to return to the main scanning screen.

You will see the addresses you entered listed at the bottom.

| Clic | k on the 'SCAN SE | TINGS | DUTTON | | | | |
|------|---|---|---------------------------------------|----------------------------|-----------------|-----------------------------|---|
| | SCAN Select Menu! Press SCAN to start scanning. | SETT | NGS , 😭 | TEMPLATE , 3 ? | | | |
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| 1 2 | Destination | File Name DOC 1209 16 DOC 1209 16 | File Format PDF Multi PDF Multi | | e-FILING FAX | | # START CLEAR |
| U | TOS IrelandLtd | | | 12/09/2016 JOB STATUS | | PRINT DATA | MAIN FOMER |



There are two options for scanning your document. You can use the 'automatic document feed' at the top of the MFP or the scanner.

USING AUTOMATIC DOCUMENT FEED



If you are using the automatic document feed place the sheets in just as you would for copying and press the green 'SCAN' button. The scanner will load each page and scan it.

| SCAN SCANNING To continue, Place document on | SETTINGS 🔪 😭 TEMPLATE 🔪 😚 🧟 2 2 glass. And press START or [SCAN]. | MENU FUNCTIONS INTERRUPT COUNTER |
|--|---|---|
| | SCAN PAGE | SCAN GHI JKL MNO FUNCTION CLEAP |
| | 1 | PRINT PARS TUV WXV2 PRINT 7 8 9 STOP P-FILING * 0 # |
| www.toshiba-ireland.com | JOB CANCEL SCAN SETTING JOB FINISH SCAN | FAX ACCESS CLEAR |

You will see the screen above. This shows the progress of your scan. When the scanner has finished it will send the files as an email attachment. You will see the word 'SENDING' in the black bar at the bottom of the screen.



When the email has been sent the message 'Email transmission is completed' will appear.

| Select Menu! Email transmiss | ion is completed. | | TEMPLATE | MENU FUNCTIONS INT | |
|---------------------------------|-------------------|-------|----------|--------------------|---------------------------------|
| e-FLING | FLE , | E-MAL | | | 2 3 L MNO 5 6 FUNCTION CL |
| | | | | e-FILING 🗶 | 0) (#) |

You can then log out of the MFP.

USING THE SCANNER

If the automatic document feed is empty when you tap the SCAN button the MFP will presume you want to use the scanner.

Place your first sheet onto the scanner with the first page facing down and its top left corner against the rear left corner of the scanner glass. Close the scanner.





| | elect Menu‼ ess SCAN to start scanning | J. | | | | |
|---|---|--------------------------|--------------------------|---------|-----|--------------|
| | | × | J VSE | B ELARK | | ENERGY SAV |
| | | | | | | (⊉ (|
| | Destination | File Name | File Format | | * 0 | (#) |
| 1 | Destination | File Name DOC 1209 16 | File Format PDF Multi | | * 0 | START |
| | | | | | | |

Tap the 'SCAN' button.

| SCANNING | ? |
|--|----|
| To continue, Place document on glass. And press START or [SCAN]. | |
| SCAN PAGE 1 | |
| JOB CANCEL SCAN SETTING JOB FINISH 🔷 SCA | IN |

The 'SCANNING' window will open and the scanner will scan the first page



| SCANNING |
|--|
| To continue, Place document on glass. And press START or [SCAN]. |
| SCAN PAGE 1 |
| JOB CANCEL SCAN SETTING JOB FINISH SCAN |
| f you are doing 2-sided scanning open the scanner and turn your sheet over. If |

If you are doing 2-sided scanning open the scanner and turn your sheet over. If you are doing 1 sided scanning place the next page in the scanner. Tap the 'SCAN' button.

Repeat this process until you have scanned all your pages. When finished tap the 'JOB FINISH' button.

You will see the sending message in the black bar at the bottom of the screen followed by the 'Email transmission is completed' confirmation message. You can then log out of the MFP.