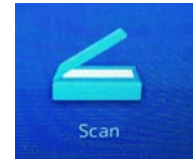


How to Scan a Document Using the Toshiba Copier

- Push the **HOME** button – it looks like a house.



- The display that comes up is a touch screen. Touch the **SCAN** option.



- Push the **USB** button and then put your flash drive in the USB port on the left side of the display screen.



- Select **PDF** or **TIFF** for file format and then hit **OK**.



- Put the document to be scanned face down on the glass (can use feeder tray if scanning a legal or letter sized page; if use feeder tray, put document face up) and hit the blue **SCAN** button. If there is another page to scan, remove the previously scanned document, put the new page to be scanned on the glass, and hit the blue **SCAN** button. When you have scanned all the pages you need, hit the **JOB FINISH** button.



Note: If you use the feeder tray, you just need to hit the blue **SCAN** button and do not need to hit the **JOB FINISH**.

The document will be saved in the file format you chose and cannot be edited.

- When you are done scanning your pages, remove your usb device. The document will be saved as “DOC” plus the date.