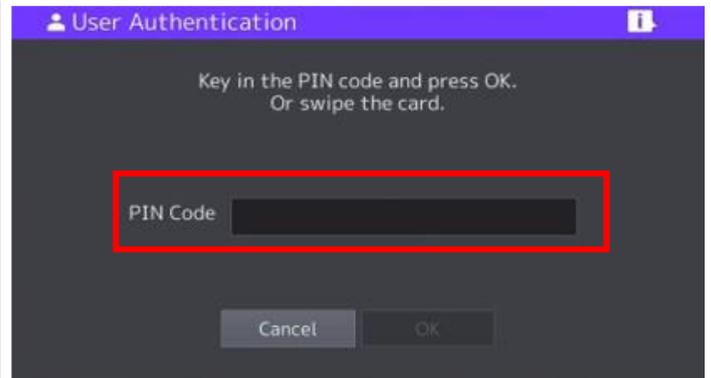
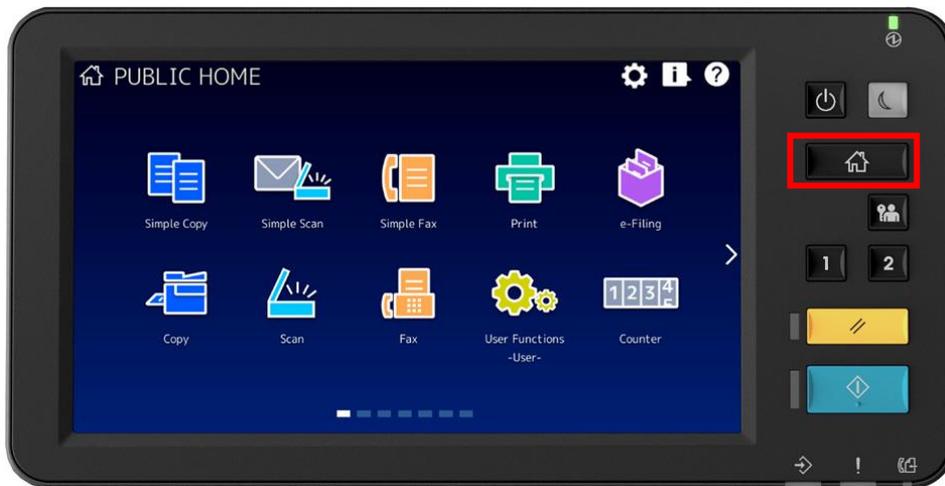


# How Scan with Toshiba e-Follow

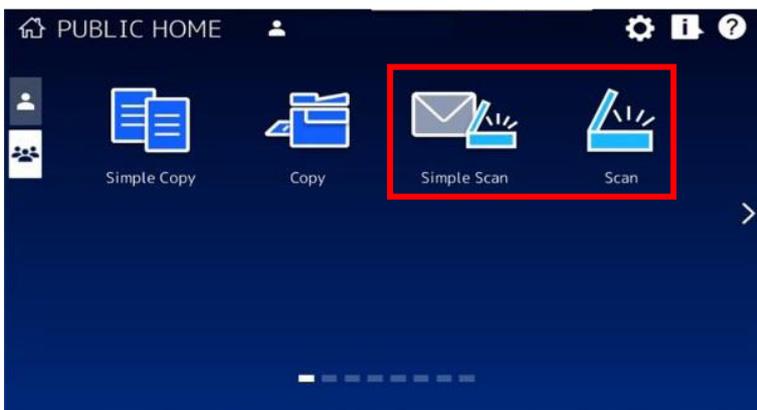
1. Swipe your ID card over the card reader sensor to log in. Alternatively, enter your unique pin or your full email and password.



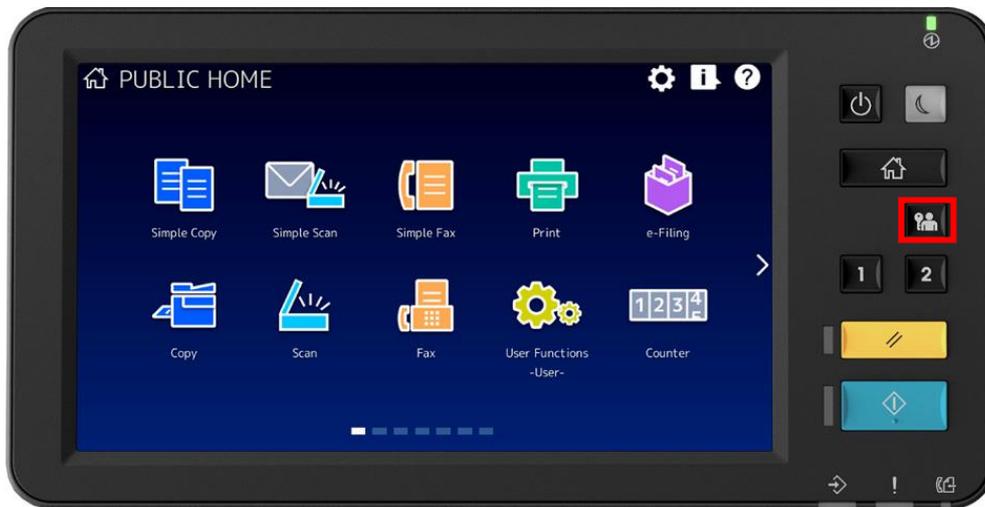
2. Once logged into the printer, press the [Home] button on the control panel.



3. Select [Simple Scan] or [Scan] on the screen.

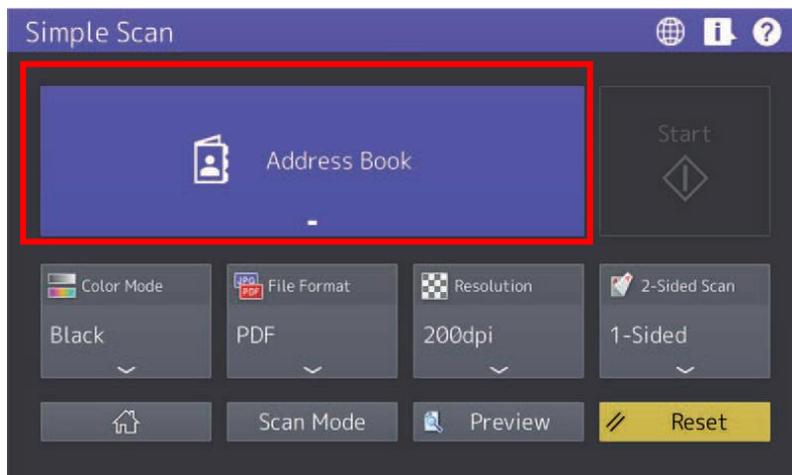


4. Follow the steps below for **Simple Scan** or **Scan**. Once you have finished scanning, please make sure you log out of the device by pressing the logout/access button on the control panel. This will reset the device for the next user.

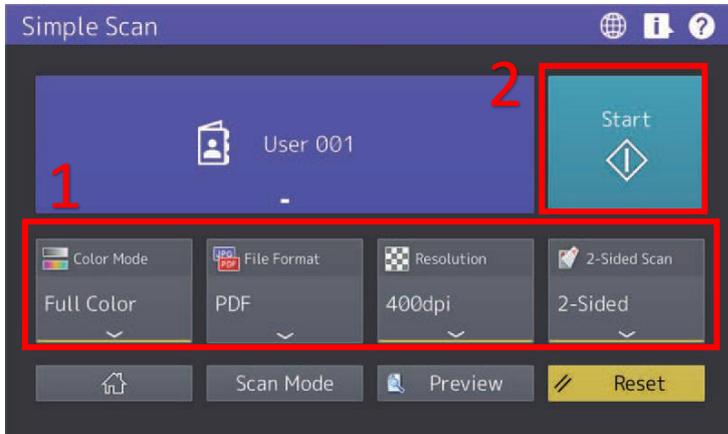


### Simple Scan

1. Place the originals on the device. Press [Address Book] and select/enter the recipient e-mail address.

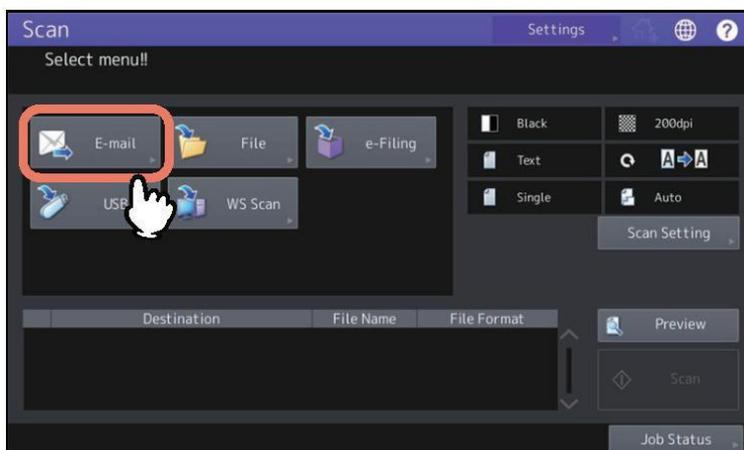


2. Specify the colour mode and/or other settings (1), then press **[Start]** (2).

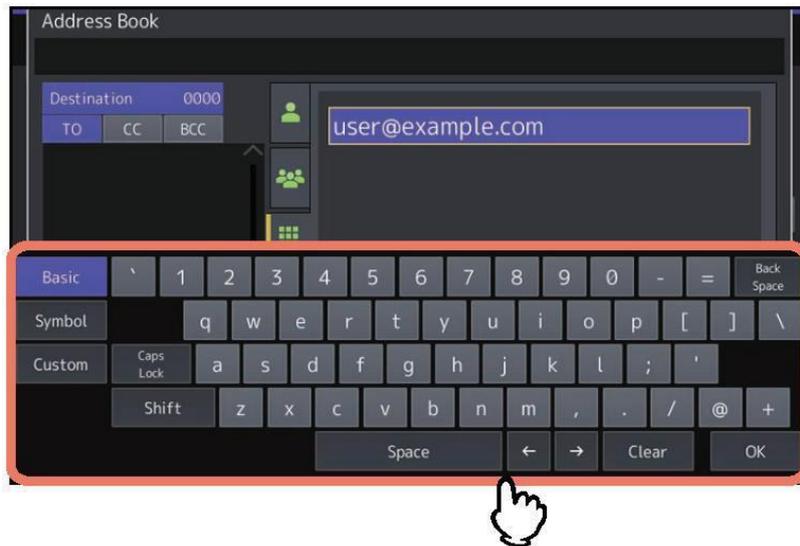


## Scan

1. Place the originals on the device. Press **[E-mail]** on the Scan menu.



2. Press the keypad icon to display the keyboard, then enter an e-mail address, then press [OK], then [OK] again.



For any further information or support, please log a ticket on the [ITS Helpdesk](#).