NOTE: To be able to scan a document from the Toshiba printer to your desktop/laptop, you must have an Outlook account on the UNSW Email Server. If you do not have an Outlook account, discuss with Sarah to organise her to receive your document and she can forward it to your email.

1. Set yourself up on the Toshiba Printer Address Book as a user. To do this go to the Toshiba printer and press the User Function - Select ‘Address’ on the LCD screen, then ‘Address Book’ and highlight a blank field by touching it and then press Entry.

2. Enter the details of your First Name, Last Name and Email address by touching the ‘First Name’ label etc. Note: Your email address must be written in the following form: sarahf@exchange.unsw.edu.au.

3. To Scan a document to your Outlook email:
   - Press the ‘Scan’ button
   - Then press the ‘Email’ button
   - Select your name on the screen by touching the field
   - Press ‘OK’
   - Press ‘OK’
   - Press ‘Scan’

4. The document will be emailed to your Outlook email address and appear in your Outlook ‘Inbox’.