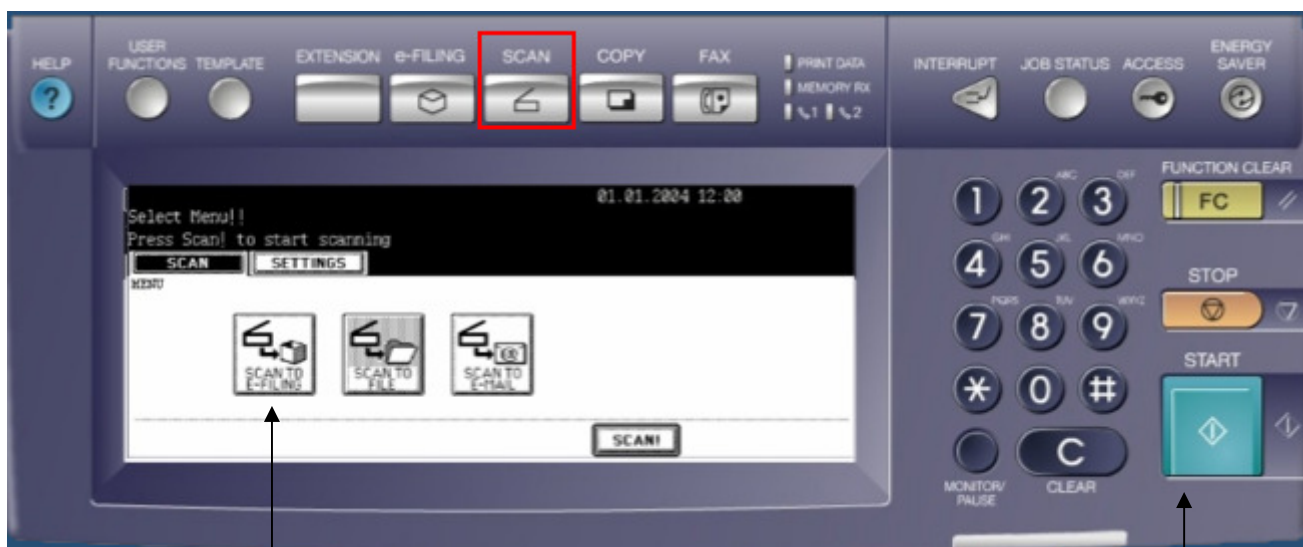


Send fax through a multifunction device (MFD)– Toshiba

**Scan to E-Mail** function on your <sup>1</sup>multifunctional device is required to scan and send a fax document which is available in only hard copy format.

This quick reference card outlines the generic procedure to scan and send a document via email on a Toshiba multifunction device. It is not specific to any particular product model. Location of the options on the LCD screen may be different for different product models.

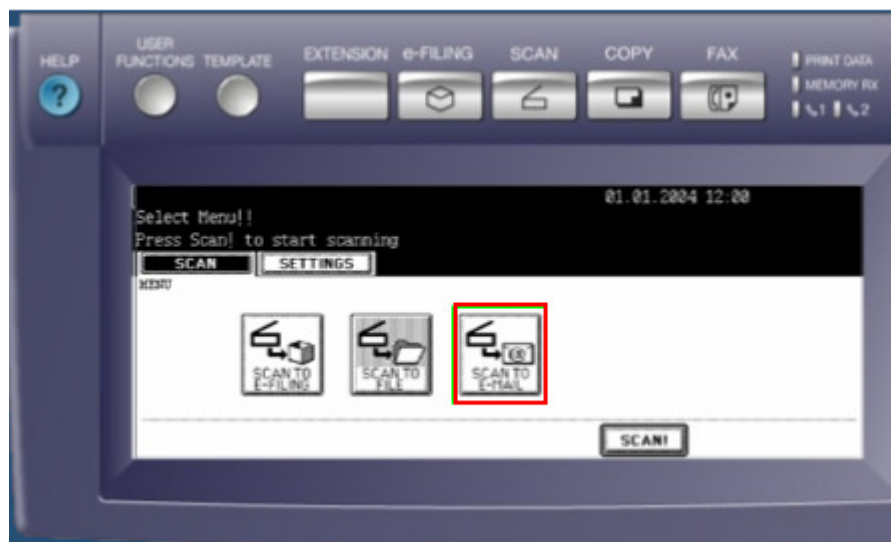
1. Place your document into the document feeder. Press the **SCAN** button on the Console.



LCD Screen

Console

2. Press the **SCAN TO E-MAIL** button located on the LCD Screen.



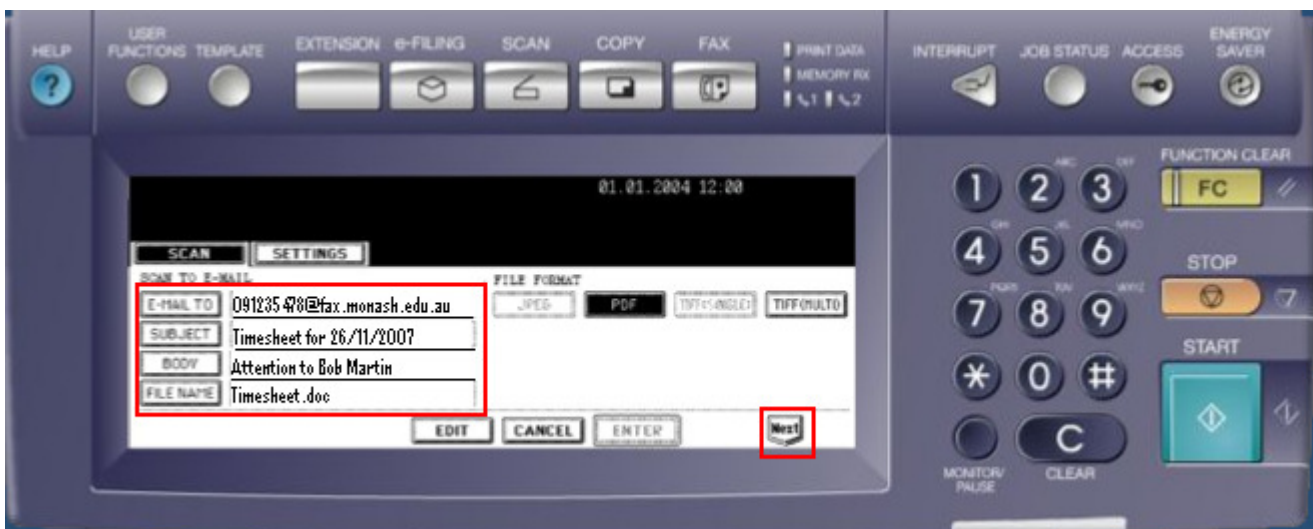
<sup>1</sup> A multifunctional device is a machine that has photocopy, scan to mail, and print capabilities.

3. The **ADDRESS BOOK** appears on the next screen. Press the **E-MAIL ADDRESS** button to enter a new fax number.



4. Press the **E-MAIL TO** button to enter the fax number of the intended recipient. To add more than one fax address, press the **E-MAIL TO** button again.

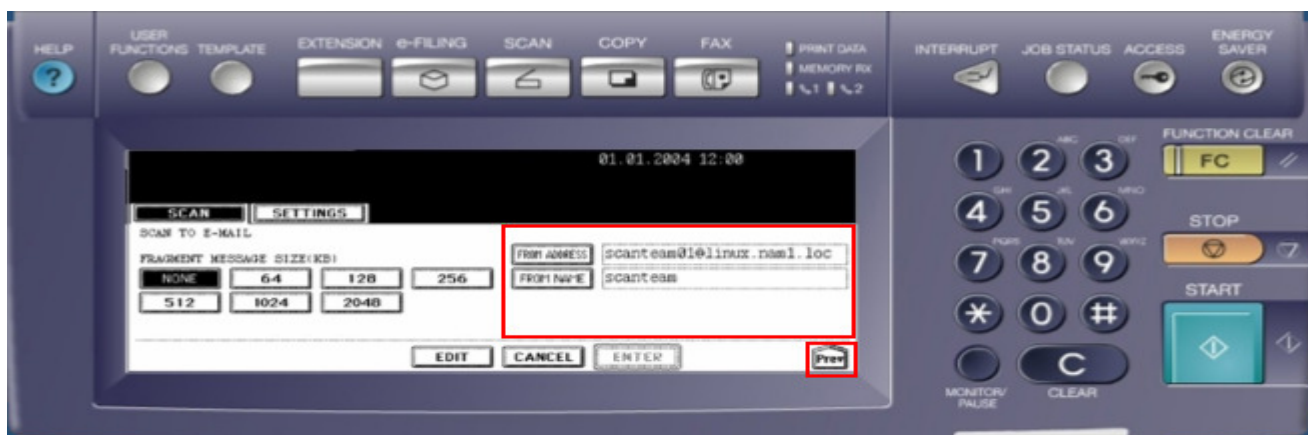
**Tip:** You may also type in your email address to have a copy of the fax sent to yourself.



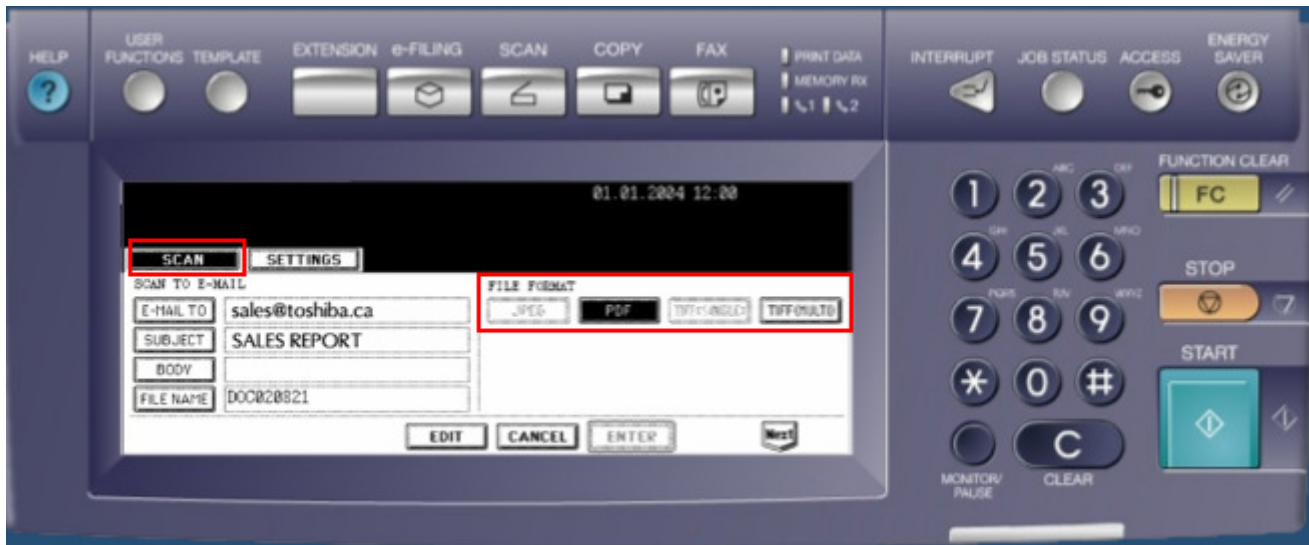
**Note:** In PC Faxing, a fax is sent as a mail message. Fax numbers are entered in an email address format. For Example: 098124578@fax.monash.edu.au.

Fax Destination	Format for entering the fax number
General format to send fax	(recipient's fax number)@fax.monash.edu.au
If you would like to address fax to a specific person	"Name/Company"<recipient's fax number@fax.monash.edu.au> For example: "Bob Martin/IT Solutions"<098023365@fax.monash.edu.au> "Betty Yen/Monash University"<54125@fax.monash.edu.au>
Internal to Monash University	(extension number)@fax.monash.edu.au For example: 51233@fax.monash.edu.au
External to Monash University	0(fax number)@fax.monash.edu.au For example: 091234568@fax.monash.edu.au
Outside Victoria	0(areacode)(fax number)@fax.monash.edu.au For example: 00291234568@fax.monash.edu.au
Outside Australia	0(0011)(countrycode)(areacode)(faxnumber)@fax.monash.edu.au For example: 0001161491234598@fax.monash.edu.au

5. (Optional) Press the **SUBJECT** button to add subject to the fax message.
6. (Optional) Press the **BODY** button to add a message to the recipient(s).
7. (Optional) Press the **FILE NAME** button if you know the file name of the document. If this area is left blank then the device attaches a filename based on the time and date on the device.
8. (Optional) Press the **Next** button
9. (Optional) Press the **FROM ADDRESS** button to change the email address of the person sending the fax. If no information is entered then the default email address that is stored in the device is taken.
10. (Optional) Press the **FROM NAME** button to change the name of the person sending the fax. If no information is entered then the default name stored in the device is taken.
11. Press the **PREV** button to return to the main scan to email screen.

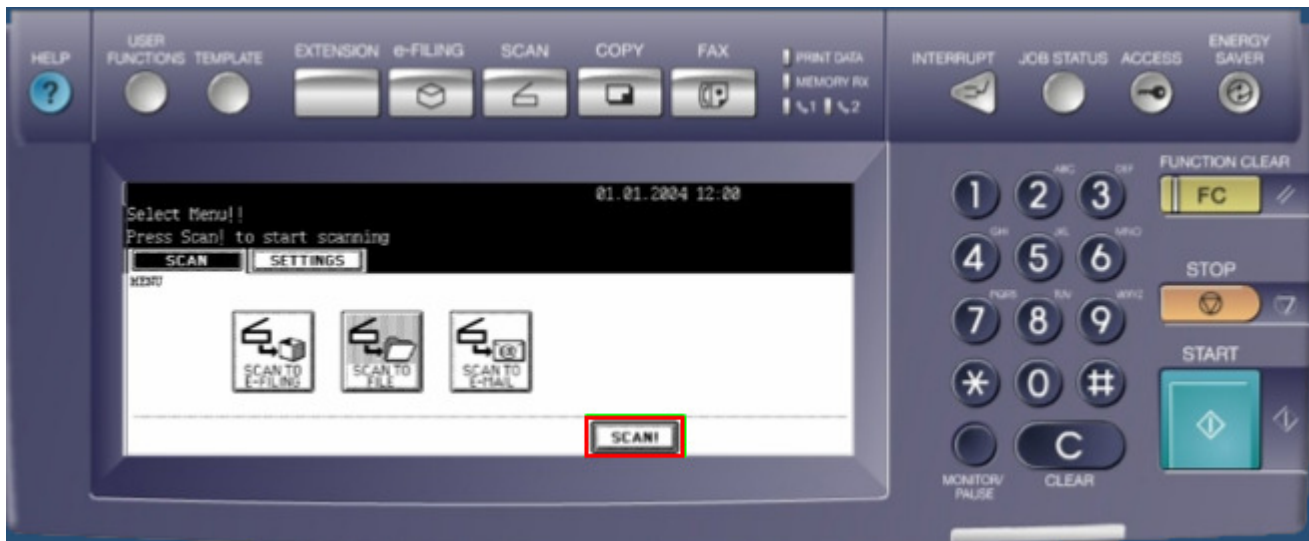


12. Select the **FILE FORMAT** for sending the document and press the **SCAN** button.



**Note:** It is recommended that you select **PDF** for documents and **JPEG** for images as the preferred file format.

13. Press the **SCAN** button to scan the documents.



14. Once all the documents are scanned, press the **Enter** button to send the fax.

**Note:** Failure delivery message will be sent to the email account attached to the device. Please contact your Fax Representative if you need further clarification.