



**TOSHIBA**

# PRINTER / MFD REMOTE SETUP

Windows Scanning Guide



# Windows Scanning Guide

This guide was created to assist remote users working from home, in the setup of their Printer or MFD

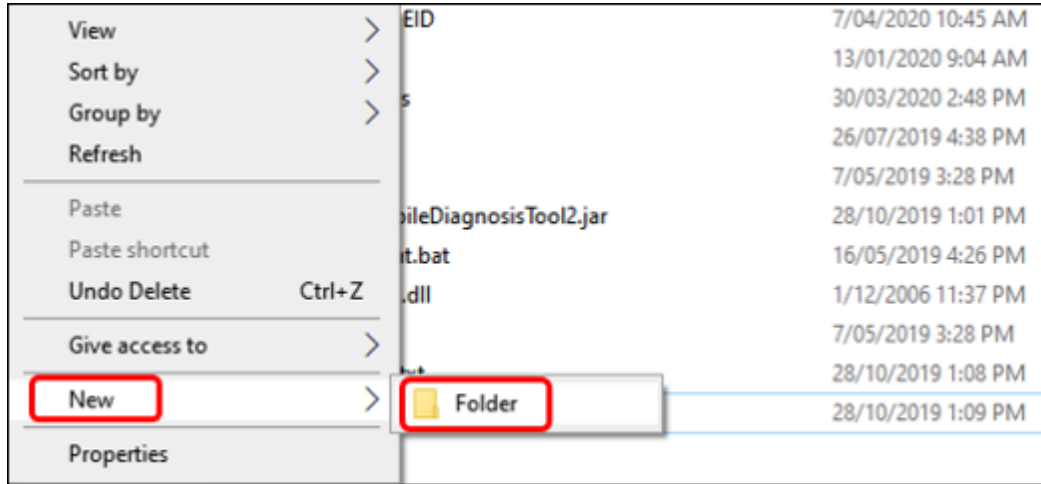
All guides were created using Windows 10.

**This document covers the following models**

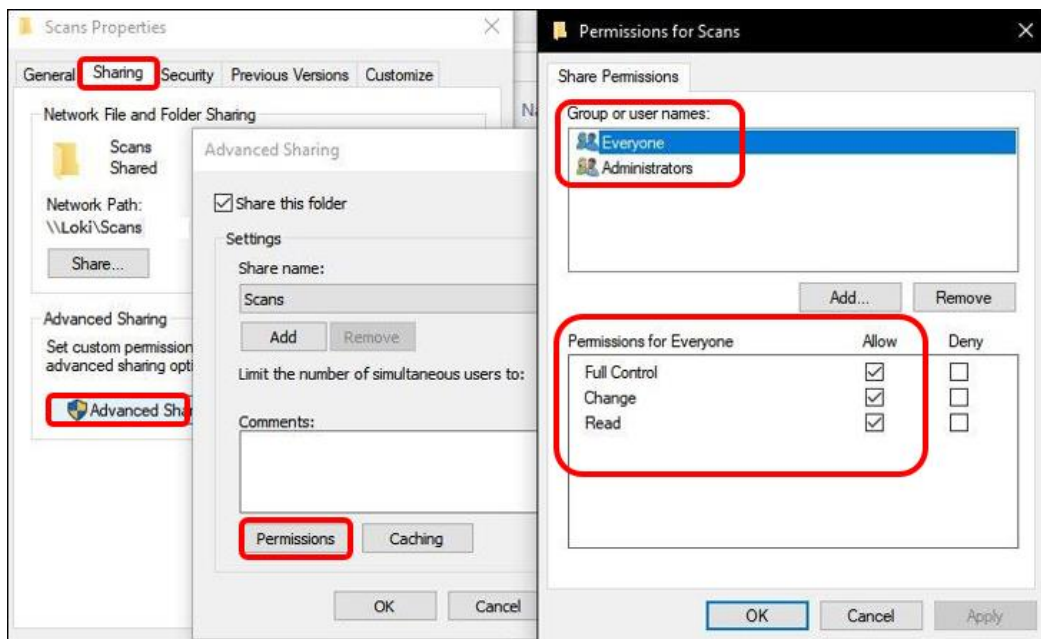
Desktop A4 Series 2
Colour
- e-STUDIO 338CS / 388CS / 388CP / 389CS
- e-STUDIO 479CS
Monochrome
- e-STUDIO 408P / 408S / 408P / 448S
- e-STUDIO 478S / 478P / 528P
Desktop A4 Series 1
Colour
- e-STUDIO 305CS / 385S / 305CP / 306CS
Monochrome
- e-STUDIO 385P / 470P / 520P / 525P / 425S
Other Series
Mono
- e-STUDIO 2309A / e-STUDIO 2822 AF

# Desktop A4 MFDs (All Series)

1. First you need to create a directory to scan to. To do this open Windows Explorer. Right click in the white section and create a **"New Folder"** called C:\>Scans.

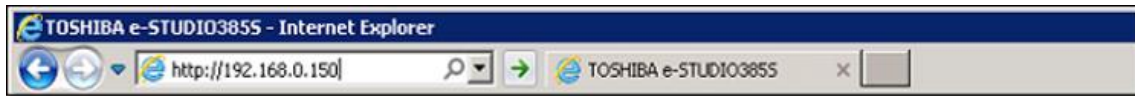


2. Then right click on your Scans folder, go to **"Properties"** and **"Advanced Sharing"**. This should have Shared Permissions for Admin and Everyone.

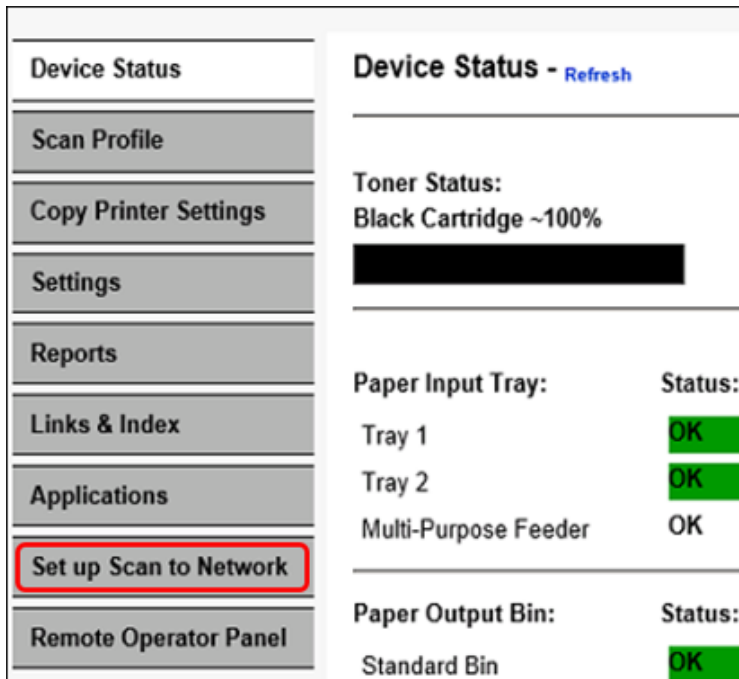


## Scanning to PC – Desktop A4 Series 1

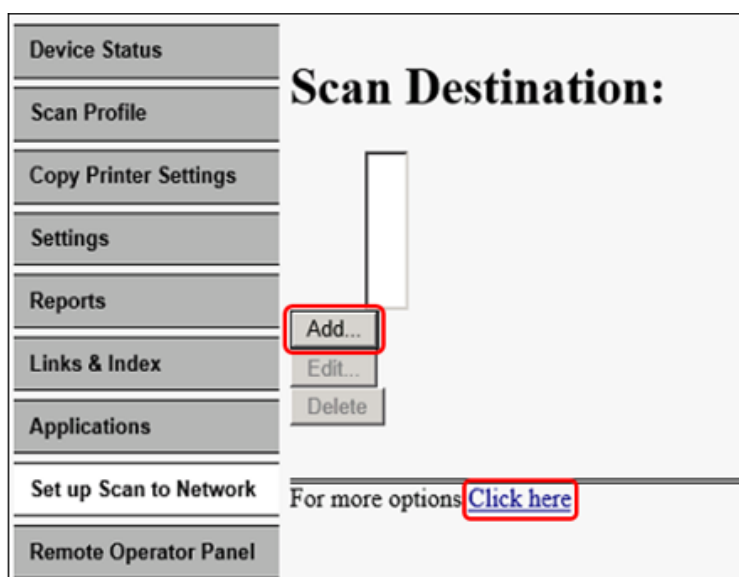
1. Go to Web browser interface for MFD



2. Next we need to go to “Set up Scan to Network”



3. Here you need to click on “Add”. If you want to setup custom buttons use “Click here”



4. Pressing click here will open up all options below. Including “Import” and “Export” functions

**Home Screen Button:**


Text:  
☒ Default (Scan to Network)  
☐ Custom

Icon:  
☒ Default  
☐ Custom  Browse... ?

Icon When Pressed:  
☒ Default  
☐ Custom  Browse... ?

Display Option:  
☒ Show button when there is at least one valid destination  
☐ Always show button

Scan to Network



Import... Export...  
Apply Reset

5. Next step is to setup the file “Share Path”, “Username” and “Password”

**Add Destination**

\*Name:  ?  
Eid Share

\*Share Path:  ?  
\\vokilscans

Authentication Options ?  
☐ No Authentication Required  
☐ Ask for username and password  
☒ Use the following username and password

Username:   
Password:  ?

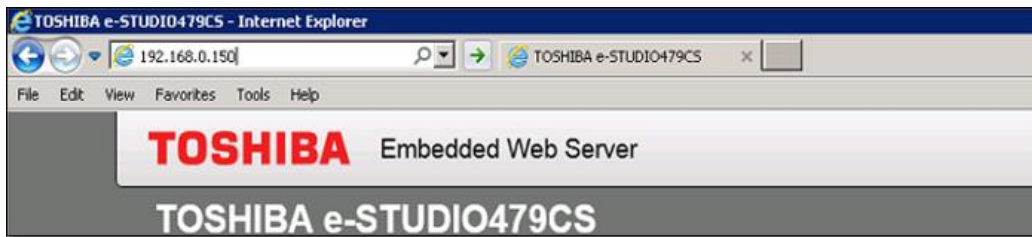
\*Save As:  ?  
Scan

\* Required fields OK Cancel

6. Scan something. Check your scans folder for your file.

## Scanning to PC – Desktop A4 Series 2

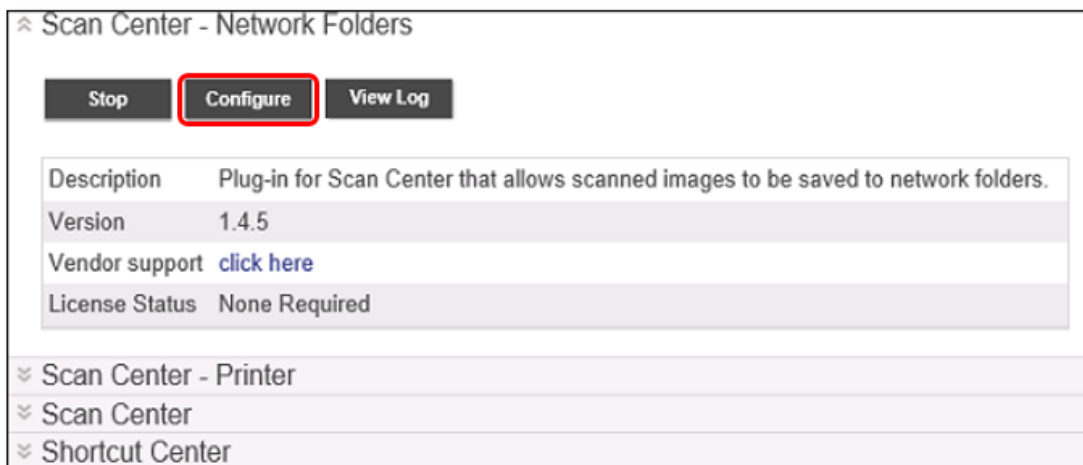
7. Go to Web browser interface for MFD via its network address (IP Address)



8. Then click on “Apps” on the left hand menu



9. Click on “Scan Centre” – Network folders then click on “Configure”



10. Configure the name of your **“Scan shortcut”**, **“Domain”**, **“Path”**, **“Authentication Options”** and **“User name”** and **“Password”**, then click on **“Test Connection”** to ensure settings are correct. Then click on **“Save”**

**Scan Center - Network Folders**

☒ Allow user to edit on printer control panel.

☒ Show network path

Display Name \*

Domain

Connection Type

Folder Address \*   Example: \\computer\share

☒ Allow user to edit authentication options on printer control panel.

Authentication Options  Use the credentials defined in the User Name and Password fields, without requiring users to enter them at the printer control panel.

User name

Password

☒ Success!

☒ Advanced Options

Complete a scan from the front panel. Check your scans folder for your file.