MORGAN WHITE GROUP

TOSHIBA FINDME SCANNING

1. Scan your badge over the MCC Express Passport label located on the printer.

2. Tap **Scan**.

3. Select the location of where you want to scan: **Scan to Your Email** or **Scan to Your Q Drive**.

3. Change the Filename and Settings if needed and click **Start**.

4. Once complete you can:

    a. Click **Scan next page** to add more pages to your document.

    b. Click **Scan new document** to scan a new file.

    c. Click **Finish** once you are done.