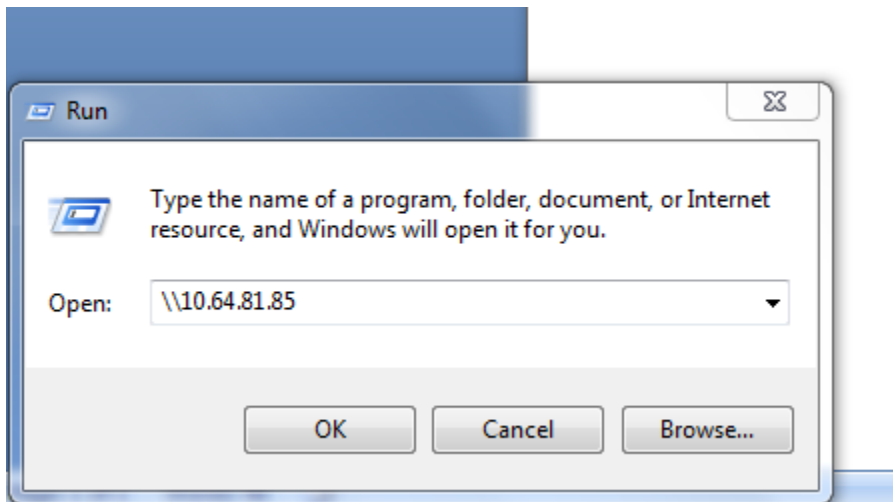
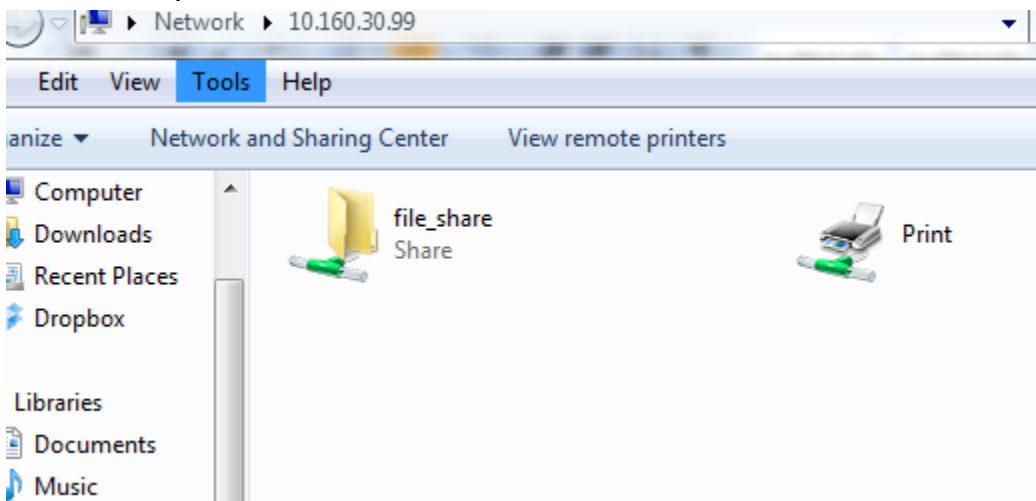


# Creating a scan shortcut to Toshiba hard drive

1. Click on the start or bottom left corner
2. Click run. If you do not see, type run in the search bar and click on. Or press the window and letter R key on your key board
3. Type in \\ ( the IP address of your Toshiba) See example below



- 4.
5. Click ok till you see the below screen



- 6.
7. Drag the file\_share to your desktop