

To Scan a Document on the Workroom Copy Machines

Select the “Scanner” button on the left. The touch screen will change from copy mode to scanner mode.

From the touch screen menu, there are a series of buttons on the left you must go through to make sure you get the proper settings for your document:

Button 1: Scan Settings – indicate if your document is text, text-line art, or photo. Size of Document – select the corresponding size. When finished, select OK – upper right corner of touch screen.

Button 2: 1-sided or 2-sided document as well as orientation – portrait or landscape. When finished, select OK – upper right corner of touch screen.

Button 3: File Name/Type: Select whether you have a Single or Multi – Page document and how your file will be saved....tif, .jpeg or .pdf.

Single page – TIF/JPEG or Single page PDF

Multiple- pages – TIF/JPEG or Multiple pages PDF

Once you have made your selection – click on OK- upper right corner of touch screen.

There is an option at this screen to name your file – select file name. A keyboard comes up and you can enter a file name. Select OK when finished.

Note: You do not need to name your file, a numeric file name will automatically be given to your document and you can change the name from your computer once it has been saved.

Place original on glass or in tray on top for multiple pages.

On the touch screen, select button for location where the file is to be saved. There will be 1 selection for each copier.

Copier 1
(Workroom 1)

Copier 2
(Workroom 2)

Copier 3
(Workroom LD190)

Then select START. Click on the # Key to complete the scan.

The document will be scanned and saved on the (L: Staff Data Drive) in a folder called Scans.

Inside this folder is a separate folder for each copier that is set up for scanning. (Workroom 1, Workroom 2, Workroom LD190)

Select the folder that is labeled the same location you scanned to and your document should be waiting for you!



Important Folder Housekeeping:

After retrieving your file, please remove it from this folder by deleting or saving it to another location on your personal H drive or overflow drive to keep the Scans folder cleaned out. These folders will be emptied monthly.