

SCAN BASICS

1. Place originals Face Down on glass or Face Up in document feeder.
2. Press Fax/Scan option via the Menu or the button on the machine.
3. Choose your desired destination
Me—which emails the scan as a PDF
OR
Folder—such as office, workroom, etc.
4. Choose your desired settings—Color, File Type, Duplex, etc.
5. Press Start button.

Copier will automatically scan document in color, if document is a color document.



****Scans are now located in the O Drive.
O Drive/Scans/Building/Folder**

You may select a different type of scan file by selecting one of the buttons at the bottom of the touch screen.

Simplex/Duplex—Chose this button to select either one or two sided documents. The machine assumes the document is one sided unless told otherwise.

Resolution—Chose this button to change the file size.

Color—Chose this button to change from B&W to Color or vice versa.

PDF—Chose this button if you would like to scan your file as a something other than a PDF. (JPEG, TIF for example)

Scan Size—Chose this button if you want to change the size of the scan area. The machine is smart enough to automatically detect the size of the document, so this rarely needs to be used.

File Name—This allows you to name the scan file. (It is located here, this screen shot shows a different menu option.)