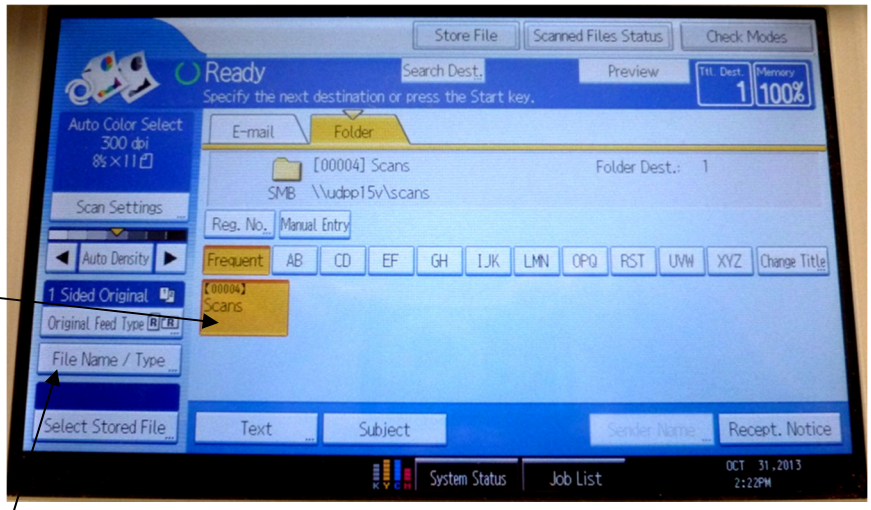
How to Scan Documents

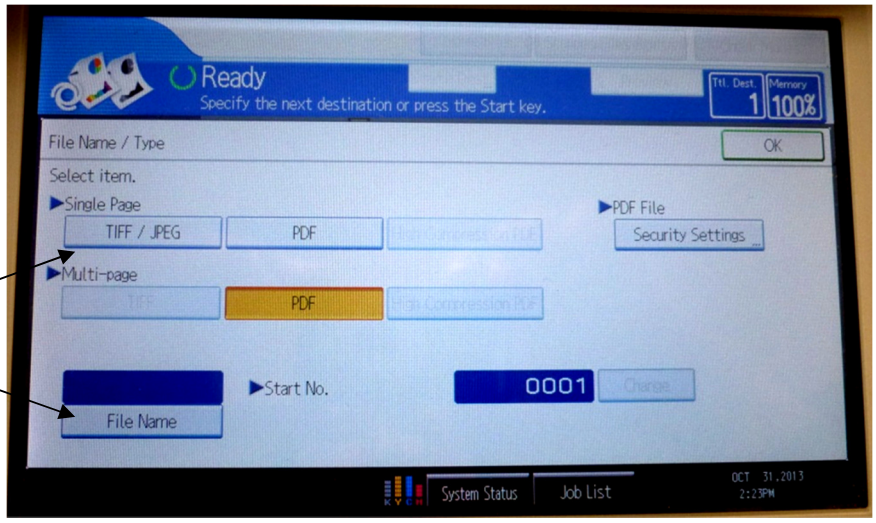
At the Photocopier

Scan here then proceed to the scans computer to upload your document



1. **You cannot email directly from the photocopier**. Scan it here and proceed to the scans computer to upload/email your document.
2. Press the Scanner button on the left hand side.
3. Select the Scans folder.
4. Place your document in the document feeder or the glass plate.
5. *Optional*: You may change the file name or type now. (See below)
6. Press the Start Button on the Copier. Your scan will commence.
7. If scanning from the glass plate, it will wait for you to scan the next page & you will have to press the # sign to finish your scan.
8. Once it is finished, proceed to the scans computer.

Optional



1. To name your scan or choose a different file type, tap "File Name / Type" (optional)
2. You may choose to scan as a picture (Tiff/ JPEG) or a PDF.
3. To name your file, tap File Name and enter a name on the next page.
4. When done with options, tap ok.

At the Scans Computer

- To get to your scan, click on the "Scans-Shortcut" folder on the desktop
- From this computer, you may save your scan to a USB drive, email it or upload it to a website from this computer.
    - Please note: If you did not name your scan specifically, its name will appear as a string of numbers.
    - Please note: Scans are saved only until next reboot. Retrieve your scan the same day that you make it.
- *Optional:* When you are done, you may delete the scan from the Scans folder and empty the recycle bin.

To Attach a Scan to an Email

Open Internet Explorer. Click on the top address bar and enter the address of your email provider, i.e. gmail.com or yahoo.com. Login to your email. Create a new email and attach the file from the "Scans-Shortcut" folder on the Desktop.

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