

Scan To Network

You can scan printed documents to:

- attach to e-mail
- scan previously-created classroom papers to display on your projector or Activboard
- create computer-folders containing forms or work that students turn in

Here's how:

- 1) Insert the papers to be scanned into the top feed tray, or on the glass
- 2) Press the Feature or Services button on the copier/printer, and select Network Scanning or Workflow Scanning
- 3) Press Start

It doesn't make much noise - if you have sheets in the input feeder it will pull them in; otherwise it's hard to tell it's doing anything.

Your scans will be in a folder called R:\XeroxFax, and will have names like Scan001.pdf, etc.

- **Copy them from R:\XeroxFax into your h-drive, and delete the original from R:\XeroxFax.**
- **Don't leave your scans in R:\XeroxFax, it's a temporary area & gets cleaned out periodically.**
- **The Office printer will scan in color – the others all scan in black & white.**