


SCANNING FROM PHOTOCOPIER


Document scans only into a **PDF** file (black & white) or **TIF** (pictures in gray tones). No color scanning. Text documents do not scan into editable documents.

Retrieve scanned document from the shared department drive, open **My Computer**, then go to **\\dragon\DepartmentData\Scan**

SCAN TO A PDF FILE:

1. Position the direction of the document either in Portrait or in Landscape
2. Place document either in automatic feeder or directly on to the glass.
3. Push **SCANNER** (on the left)
4. Push (on the far right) File Name / Type
5. To give a file name push File Name
6. Push File Type. Push either Single Page PDF or Multi-Page PDF
7. Push **OK**
8. Push the **ICON** 
9. Push FolderScan NOTE: THIS BUTTON MAY HAVE DIFFERENT TEXT ON IT; DEPENDING ON HOW YOUR Desktop Support Person SETUP THE SCANNER.
10. Push **Start**. If multiple pages on glass, push **Start** after each page.
11. Push **#** to finish

INSTRUCTIONS TO DEFAULT TIF FILE, MULTI-PAGES:

1. Position the direction of the document either in Portrait or in Landscape.
 2. Place document either in automatic feeder or directly on to the glass.
 3. Push **SCANNER** (on the left)
 4. Push the **ICON** 
 5. Push FolderScan NOTE: THIS BUTTON MAY HAVE DIFFERENT TEXT ON IT; DEPENDING ON HOW YOUR Desktop Support Person SETUP THE SCANNER.
 6. Push **Start**. If multiple pages on glass, push **Start** after each page.
 7. Push **#** to finish
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