

# SCANNING

## USING THE THIRD FLOOR COLOR COPIER (CHURCH) OR THE BUILDING 3 COLOR COPIER (SCHOOL) AS A SCANNER

Three parts:

- 1) scan your document at the copier
- 2) install the scanning software on your computer
- 3) retrieve your document using the scanning software on your computer

### PART ONE: SCAN YOUR DOCUMENT

- Go to the CPP 500 machine on the third floor of the church.
- Log on using your department code.
- Above the display console are three buttons. Choose **SCAN** instead of Copy.
- Press the **HDD** button firmly (it can be hard to press – use the blunt end of a pen).
- Press the **PUBLIC** button.
- Press the **OK** button.

You are now ready to scan. There are other options on the display, but no changes are needed in most cases.

Place your document on the glass or in the paper feeder at the top. Press **START** to scan. Repeat the process for additional pages.

When finished, press the **COPY** button above the display. Then press the **ACCESS** Button to log off.

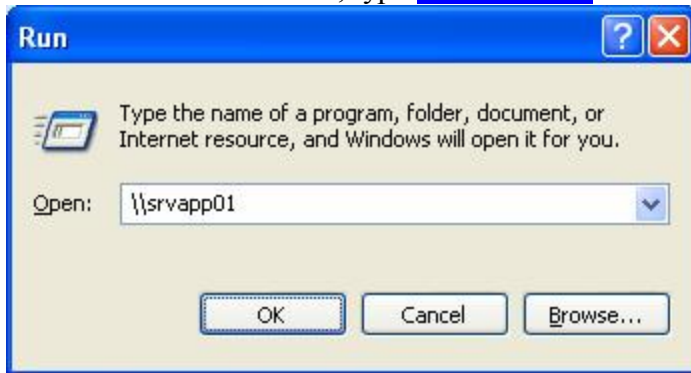
Your scan is not saved on the copy machine. You will need to return to your computer to retrieve it.

### PART TWO: INSTALL SOFTWARE ON YOUR COMPUTER (one time task)

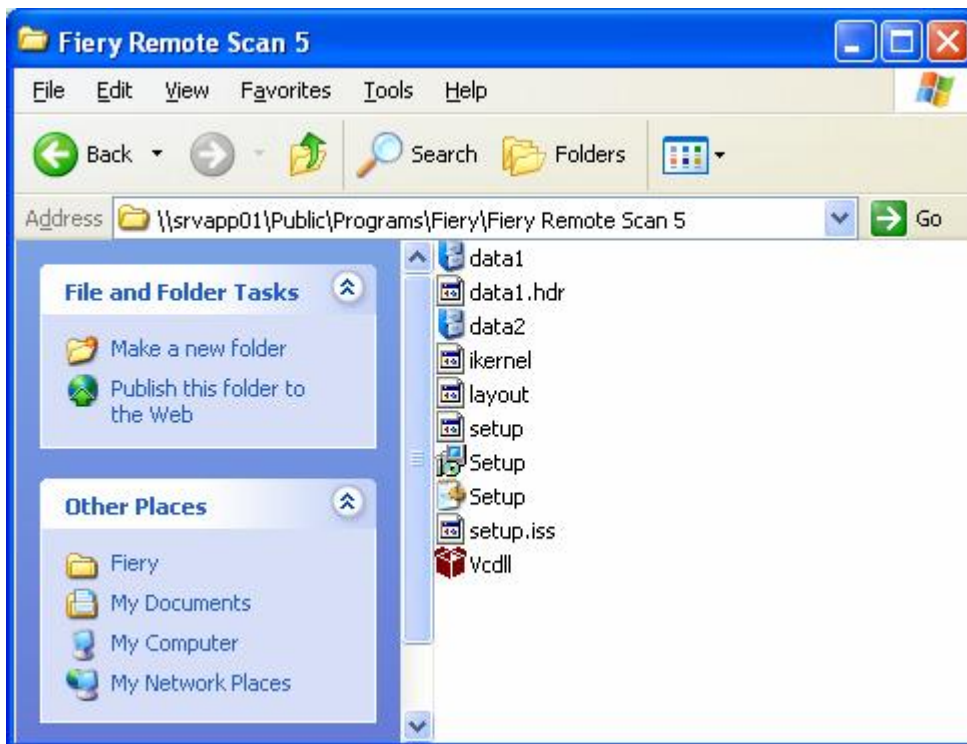
You will be installing the “Fiery Remote Scan 5” software that allows you to more easily retrieve scanned documents off of the copy machine.

- Click on **START** at the bottom left hand corner of your computer screen.
- Click on **RUN**.

- In the run window, type **\\SRVAPP01** and click on OK.



- In the window that comes up, find the **PUBLIC** share icon and double-click on it.
- Double-click on the Programs folder.
- Double-click on the Fiery folder.
- Double-click on the Fiery Remote Scan 5 folder.
- Find the “SETUP” file with the computer icon next to it. Double-click on it.



- The install Wizard will start.
- Press **NEXT** on the first window.
- Click on **ACCEPT** at the agreement window.

- On the “Select Components” window, click on **NEXT**.
- On the “Choose Destination Location” window, click on **NEXT**.
- On the “Select Program Folder” window, click on **NEXT**.
- On the “InstallShield Wizard Complete” window, choose whether or not to restart your computer, and then click on FINISH. You will need to restart before you can retrieve your scanned item.

### PART THREE: RETRIEVE YOUR DOCUMENT

Go to the “Fiery Remote Scan 5” program and launch it. It will be located under your **ALL PROGRAMS** list under the category of **FIERY**.

The following window will come up. Type in the following for server name:

10.10.9.8 (for church)

10.10.9.106 (for school)

Type in a device name as well (this does not have to be exact). The large arrow button should now be **GREEN**. Click on the green arrow. The printer should now appear on the “My Fiery List” section.

Configuration

Server Name (or IP address): 10.10.9.8

Use Nickname:

Device: 3rd Floor Color

My Fiery List

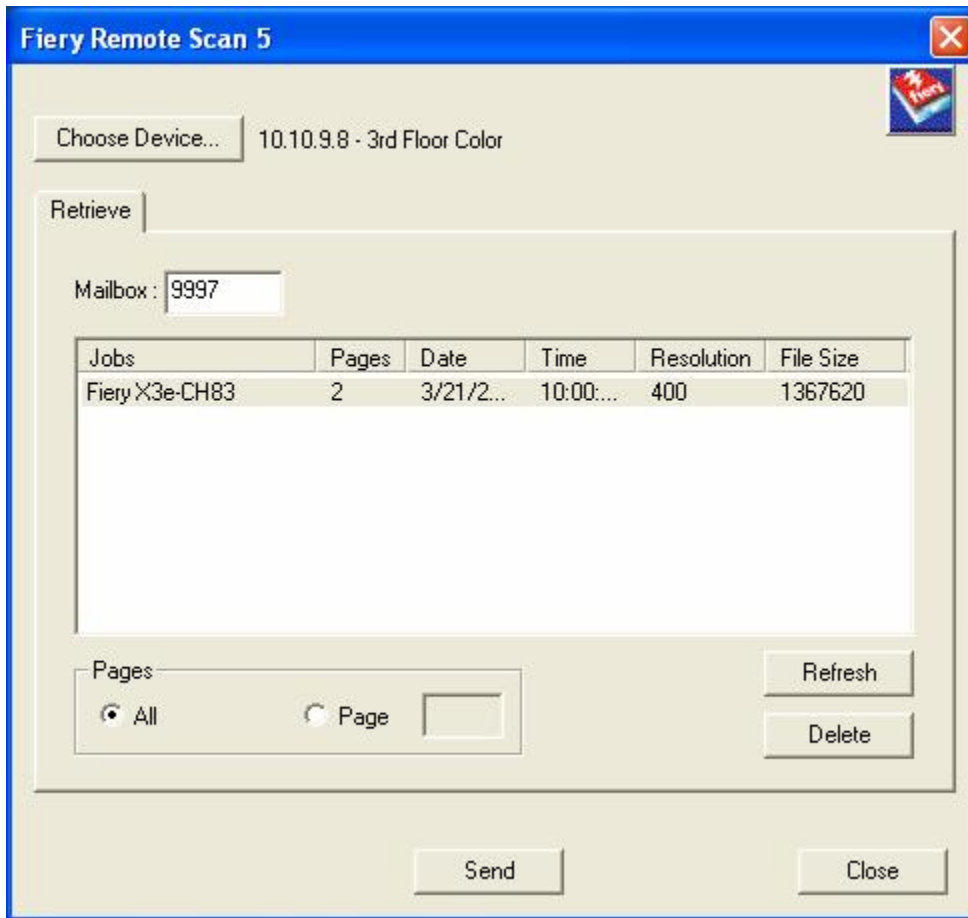
Name	Nickname	Device
10.10.9.8		3rd Floor Color

Copy    Modify    Remove

OK    Cancel

Click once on the name of the scanner to select it and click on OK.

Type in mailbox number **9997** in the next window. You will always use this mailbox number. Once you do so, a list of documents (or “jobs”) will appear in the main window.



Click on your job and then press the **SEND** button at the bottom.

On the next window, click on the “**SAVE AS**” button to choose a location to save your document. Also type in a file name. You can also choose a file format of PDF or JPG if you would like. PDF is the default.

Once you choose the location, the SAVE AS button will change to the file name of the document. Click on **SEND** to copy the file to your computer.

You will return to the main document screen. You may choose to delete your file at this time. If you do not delete it, it will be automatically deleted after 24 hours.

Click on “**CLOSE**” to finish.