

SCANNING

USING THE SECOND FLOOR COPIER AS A SCANNER

Note: This copier creates black and white scans only.

STEPS AT THE COPIER:

- Take your document and go to the copy machine on the second floor of the church building (Canon Imagerunner 2870).
- Type in your Department ID and push the ID button.
- At this point, you may want to pick up the plastic pen to the left of the display screen to use for pushing the buttons in the directions that follow.
- Push the **“SEND”** button at the top of the main menu screen. (The idea here is that we are going to “send” the scanned document to the V drive for pickup).
- The next step is to specify a destination. Press the **“ADDRESS BOOK”** button on the left side of the screen.
- One of the entries in the address book is called **“V DRIVE”**. Press that line once to select it and then press the OK button at the bottom. You will automatically return to the main “SEND” screen.
- (For advanced users) To adjust the resolution of the scan, go to the “SCAN SETTINGS” box in the upper right hand corner. Use the down arrow to change the resolution from 300 dpi to a higher or lower resolution. 300 dpi works well for most situations.
- Place your original document in the upper tray or on the glass at this time and press the **START** button as you would if you were copying.
- The original will now be scanned. Pick up your original, press the ID button to log off, and return to your computer.

STEPS AT YOUR COMPUTER:

- Back at your computer, find the **“MY COMPUTER”** icon on your desktop. Double-click on it.
- Double-click on the **“V Drive”**, otherwise listed as “EVERYONE ON SRVDCT01 (V:)”
- Double-click on the **“SCANS”** folder.

- Your document is one of the PDF files in the scans folder. It will usually be the last one because the items are named and sorted by date. For example, a document created on March 19 is called *20070319134703.pdf*. The last six digits of the name reflect the time it was printed.
- Copy and paste the pdf file that is yours from the SCANS folder to your computer. You can then rename the file to whatever you want it to be.
- Once you are done copying and pasting, be sure to go back and delete the file from the SCANS folder – especially if it is sensitive information. The file will be deleted if it is left for more than 30 days.