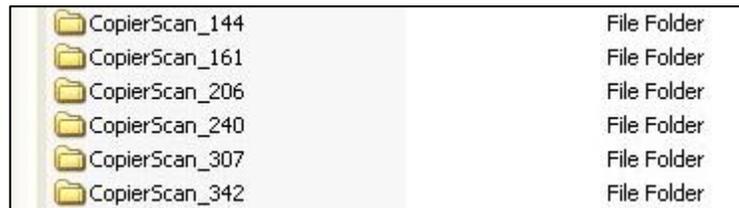


Scanning Documents Using the Copier

Introduction The KDOA copiers in the New England Building have the ability to scan documents. The scanned documents are saved as PDF files. Therefore, they cannot be edited.

Which copier to use All copiers within the Topeka Office have the capability to scan documents. You can scan at any copier on any floor, regardless of which floor your office is located on.

Scanned File Location When you scan a document(s) it will automatically be placed as a PDF file in the folder that corresponds to the copier number (room location) on the Agency Share All (I:) drive. The file name of the scanned document is a numeric name starting with the year, month and day along with some other numbers.



Note: When you scan a document, you should immediately copy the PDF file(s) created from your scan to either your H: drive or to another shared drive folder. Delete the PDF file from the I:CopierScan folder that it automatically scanned to. Make sure you are deleting only *your* file(s), as the CopierScan folder is shared by other users who scan from that copier.

How to Follow the steps below to scan a document using a copier.

Step	Action	Result
1.	At the copier, press the Scanner button on the left side of the copier's instrument panel.	Switches the copier to scanning mode.
2.	Enter your normal 3 digit copier code (same one you use to make copies)	A folder tab will display on the panel.
3.	Press the Numeric character tab that represents your Department/copier code. (example: if your department code is 150, press 1)	This action will pull up a listing of the Department codes that start with 1.
4.	Press to select the correct Department/copier code (highlights orange).	This action establishes the correct department code with the copier.
5.	Place the documents you are scanning into the sheet feeder or place it on the glass of the copier.	Note: If you place the document on the glass there will be one PDF file created per page. However, if you use the sheet feeder, all pages of the document will be contained in a single PDF file.

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How to

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Step	Action	Result
6.	You can choose from several Scan Settings. To select these Press the Scan Settings button on the left side of the screen.	The Scan settings window will open. It is not necessary to change these but it is an option.
7.	To scan a duplexed original, select the 1 Sided Original button and then select the 2 Sided Original button.	The Original Feed Type window will open to change orientation and duplex settings.
8.	Press the Start button	Document(s) will be scanned and placed into the appropriate CopierScan folder.
9.	When complete, press the Copy button.	Places the copier back into the copy mode.
10.	When you return to your office, copy the scanned documents from the CopierScan folder to the location (H:, K:, etc.) you want to store the file in permanently. <i>Delete the document from the CopierScan</i> folder to keep the scan folder uncluttered for future scans, and to save disk space	If the CopierScan folders are not cleared of old files in a timely manner, the old scanned files will be deleted periodically.
