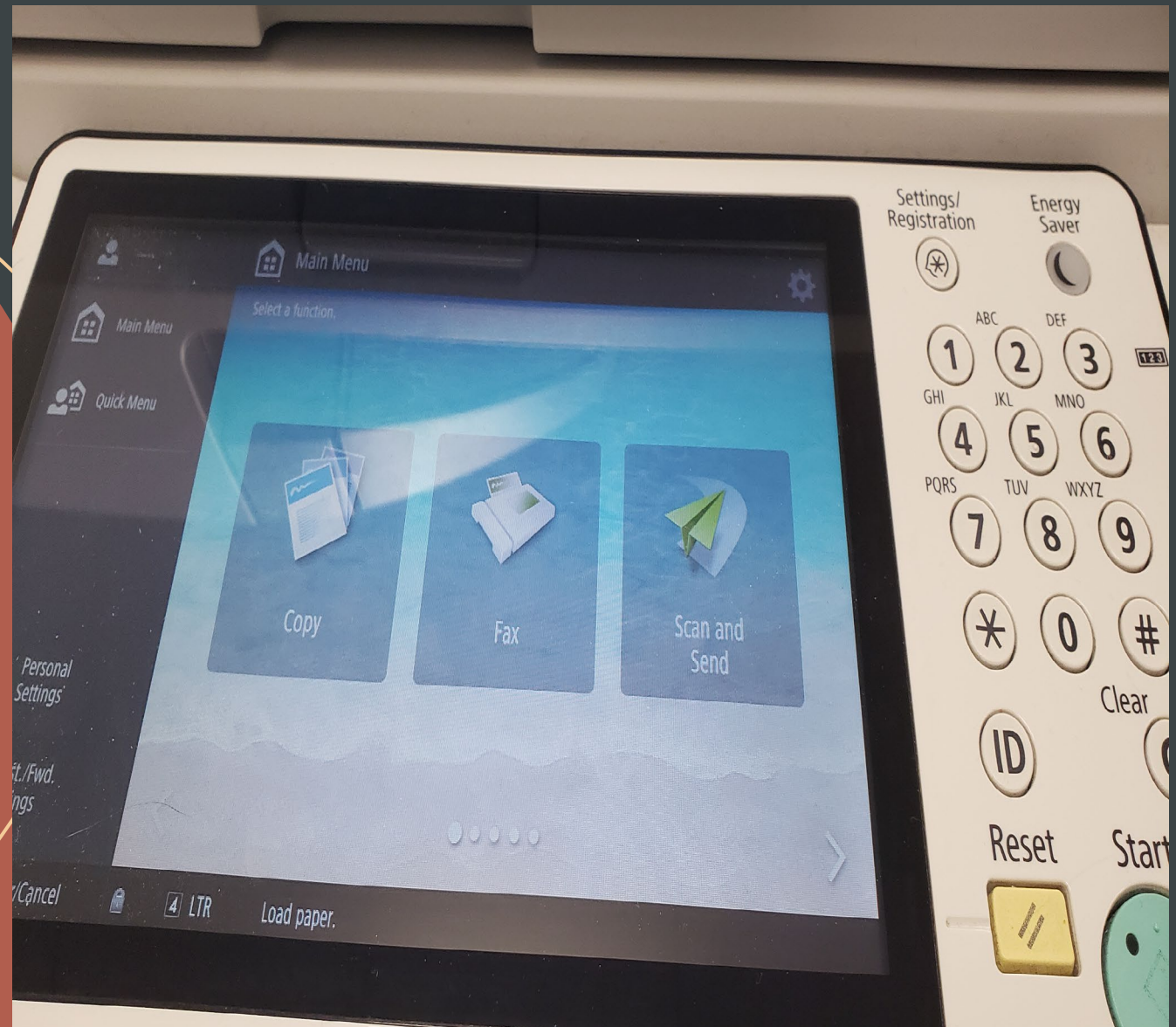


# Scanning in Documents

A MCS Presentation







Settings/  
Registration



ABC



GHI

JKL



PQRS

TUV



Res



Main Menu

Select a function.

Main Menu

Quick Menu

Copy

Fax

Scan and  
Send

Click "Scan and  
Send"

4 LTR

Load paper.





# Scan and Send



Specify the destinations.

04/27/2021  
10:43 AM



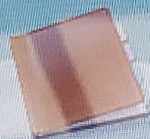
Main Menu



Quick Menu

Previous Settings

Favorite Settings



Address Book



One-Touch



New Destination



Mobile Portal

Auto (Color/Gray)

300x300 dpi

Auto Size

PDF (Compact)

Personal Settings

Print/Fwd. Settings

Specify Destinations

Details

Click "Address Book"

Cc  
Bcc

Different Settings for Originals

Options



Scan and Send

<Address Book (Local)>

Destinations

All

All Address Lists

| Type                                | Name             | Destination         |
|-------------------------------------|------------------|---------------------|
| <input type="checkbox"/>            | dds- springfield | 4137841355          |
| <input type="checkbox"/>            | giude wire       | 4137333237          |
| <input type="checkbox"/>            | Pathlight        | 4137314600          |
| <input checked="" type="checkbox"/> | Scan folder      | W10.0.0.251\company |
| <input type="checkbox"/>            | One Soure        | 4135252494          |
| <input type="checkbox"/>            |                  | 9787503639          |
| <input type="checkbox"/>            |                  | 8663907141          |

Scroll Down Until you see "Scan Folder" Click It.

All

ABC

DEF

GHI

JKL

MNO

PQR

STU

VWX

YZ

0-9



Cancel



All Address Lists

Destination

4137841355

4137333237

4137314600

\\10.0.0.251\company

4135252494

9787503639

8665907141

INO

PQR

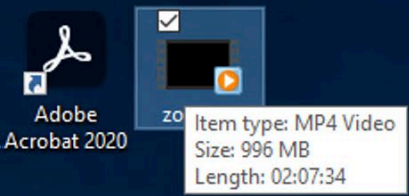
STU

VWX

YZ

0-9

The Scanner should then scan the Paper/Document and a copy will be in the Company Scan Folder



To find your Files you just scanned, Sign into the network and on your desktop click "Company Files"





Search Tools company

File Home Share View Search

Network > ALPHA > company >

| Name                                | Date modified        | Type          | Size |
|-------------------------------------|----------------------|---------------|------|
| Paul                                | 10/7/2019 9:51 AM    | File folder   |      |
| Receptionist                        | 6/25/2020 3:56 PM    | File folder   |      |
| Residential                         | 4/27/2021 11:48 AM   | File folder   |      |
| Residential Hiring Update           | 9/2/2020 9:34 AM     | File folder   |      |
| Residential Policies                | 3/23/2021 9:50 PM    | File folder   |      |
| Ruby                                | 12/4/2019 3:22 PM    | File folder   |      |
| Sandi Giroux                        | 4/12/2021 12:52 PM   | File folder   |      |
| scan                                | 4/27/2021 11:53 AM   | File folder   |      |
| SDR                                 | 3/16/2021 1:00 PM    | File folder   |      |
| Shared                              | 4/27/2021 11:53 AM   | File folder   |      |
| SHARE                               |                      | File folder   |      |
| Shea                                | 07/23/2019 1:42 PM   | File folder   |      |
| Situational Leadership Presentation | 8/20/2019 4:47 PM    | File folder   |      |
| sound                               | 6/25/2015 11:17 PM   | File folder   |      |
| Temp                                | 5/2/2018 1:28 PM     | File folder   |      |
| Translation Services                | 3/16/2021 1:00 PM    | File folder   |      |
| web resources trifolds              | 8/2/2019 3:02 PM     | File folder   |      |
| WEST ST INN TRACKING                | 10/17/2018 11:26 ... | File folder   |      |
| zzz2016                             | 2/14/2020 1:13 PM    | File folder   |      |
| !! RETURN FILES !!                  | 11/26/2017 3:02 PM   | Text Document | 1 KB |
| 304-29                              | 9/10/2019 2:05 PM    | Shortcut      | 2 KB |

211 items

Type: File folder  
Date modified: 4/27/2021 11:53 AM  
Size: 366 KB  
Files: 20210427104414, 20210427104512, 20210427104855, ...

Scroll through until you find the "Scan" folder



This is where you will find the Scan that you uploaded.

NOTE\* DON'T FORGET TO DELETE YOUR SCAN FROM THE SCAN FOLDER. THIS SCAN FOLDER IS COMPANY WIDE AND ANYONE CAN ACCESS IF LEFT ALONE.

