DIRECTIONS FOR SCANNING A DOCUMENT TO "SCAN TO FOLDER"

In an effort to be more green, Public Works has initiated a scanning program that will permit the public to scan documents and email them to an address of their designation. At this time, we are not retaining or permanently storing these publically scanned documents for future use or access.
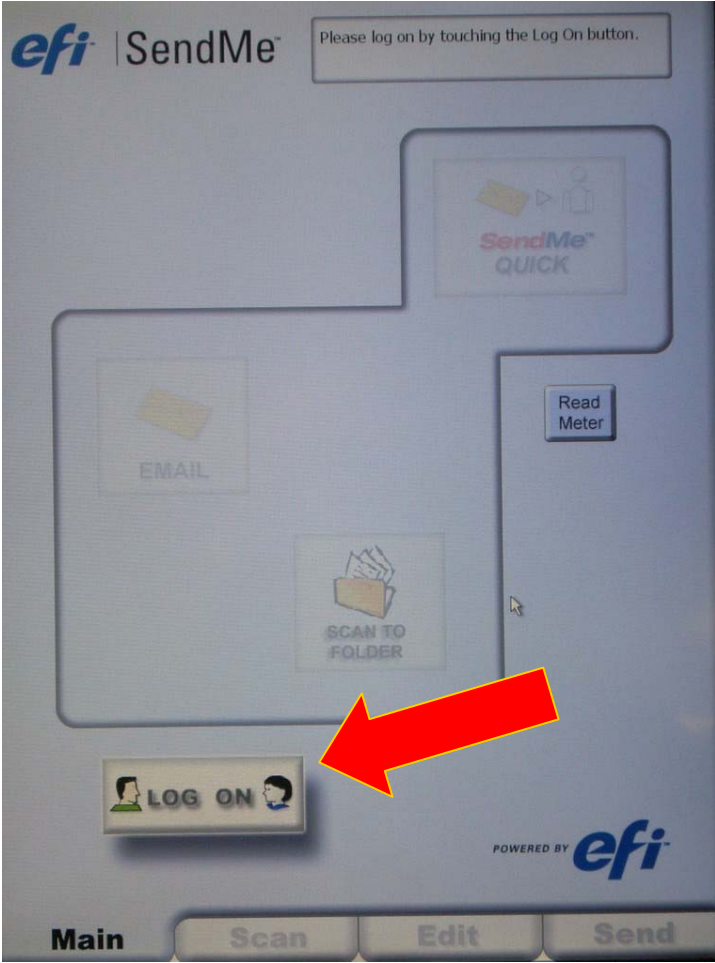
In the meantime, please use this step-by-step document to assist you in creating scanned documents. If you have any questions, contact the person who first assisted you. And thank you for helping us be a bit more earth conscious.

Below is the default screen for the application used to scan documents.

Touch the screen anywhere to start.
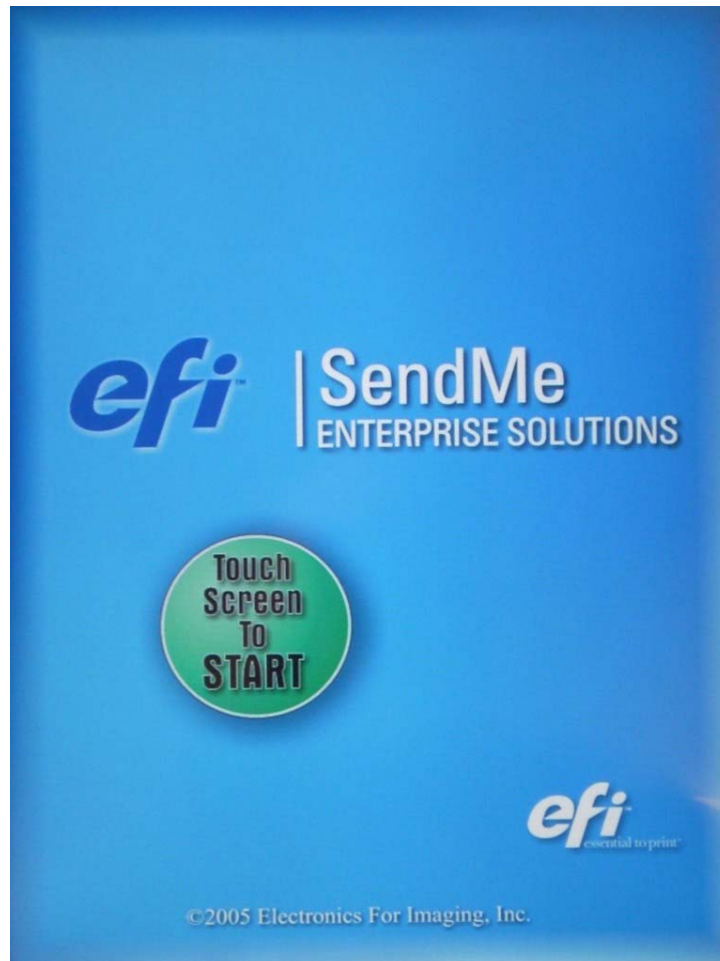
Touch the "**LOG ON**" button.

The following screen will appear. You may use the touchpad on the screen or the keyboard below the screen to enter your user name and user password.
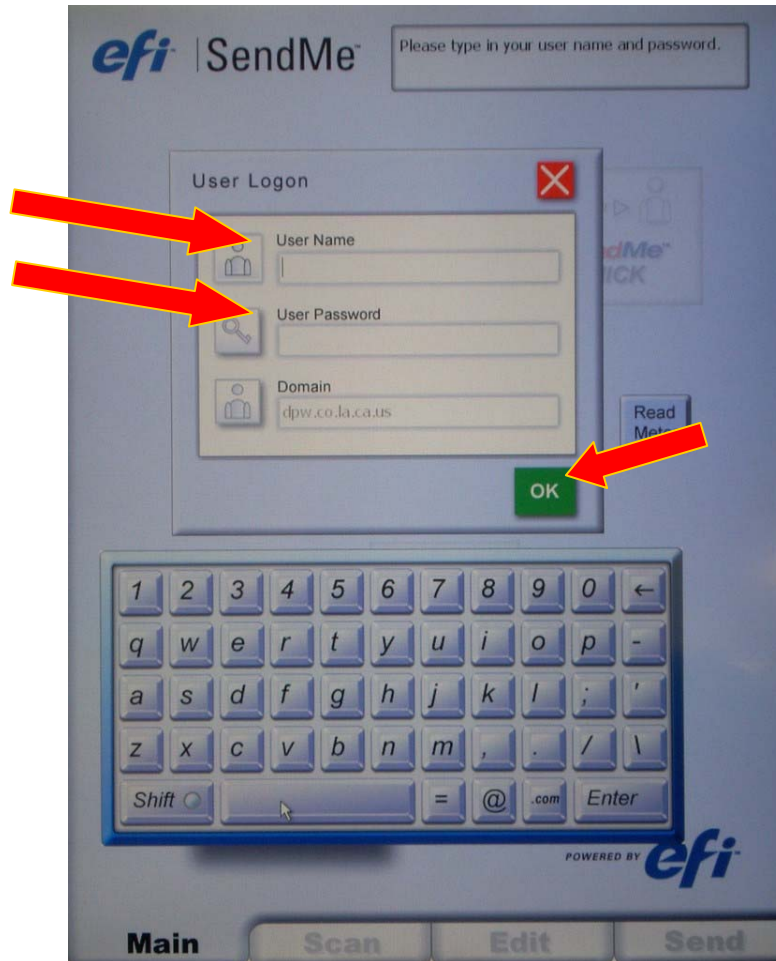
Guests,
Please use the following:
**User Name: train**
User Password: 123456

Then touch the "OK" button on the screen or "return" on the keyboard.

NOTE: If at any time the cursor or what you are typing is in the incorrect location, just delete what you have typed and <u>touch</u> the screen at the location you need and begin typing again.

Also, all of the functions are accessible by touching the screen. You do not have to use the keyboard, mouse, or stylus unless you are more comfortable using those devices.

You will see the following screen. Make your selection by touching the screen.
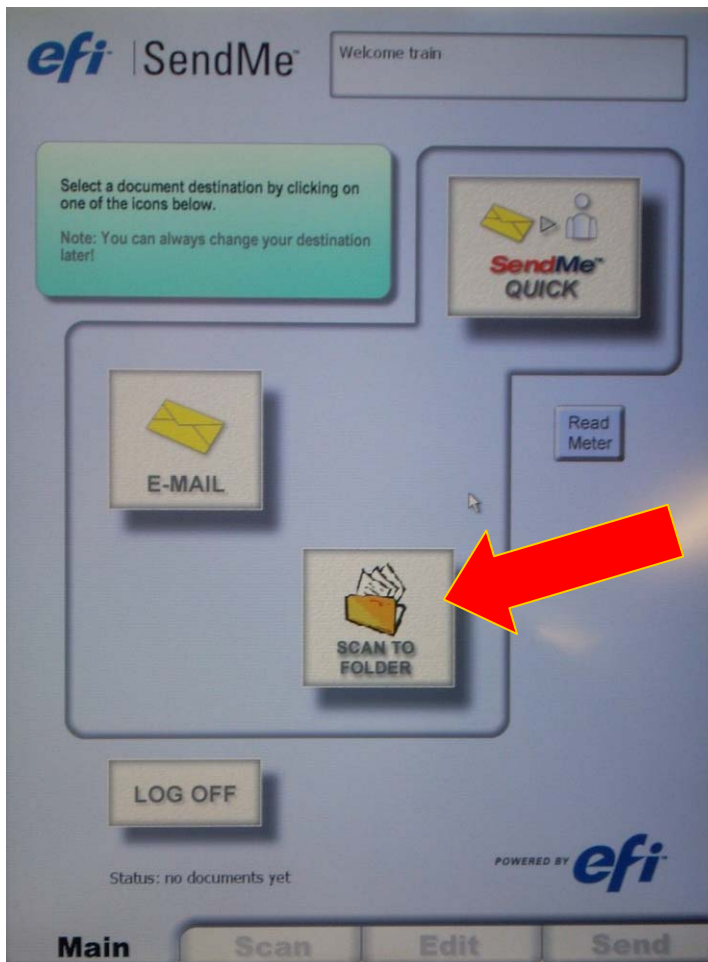
 "SendMe QUICK" is a function to scan a document <u>from</u> your default email account <u>to</u> your default email account.
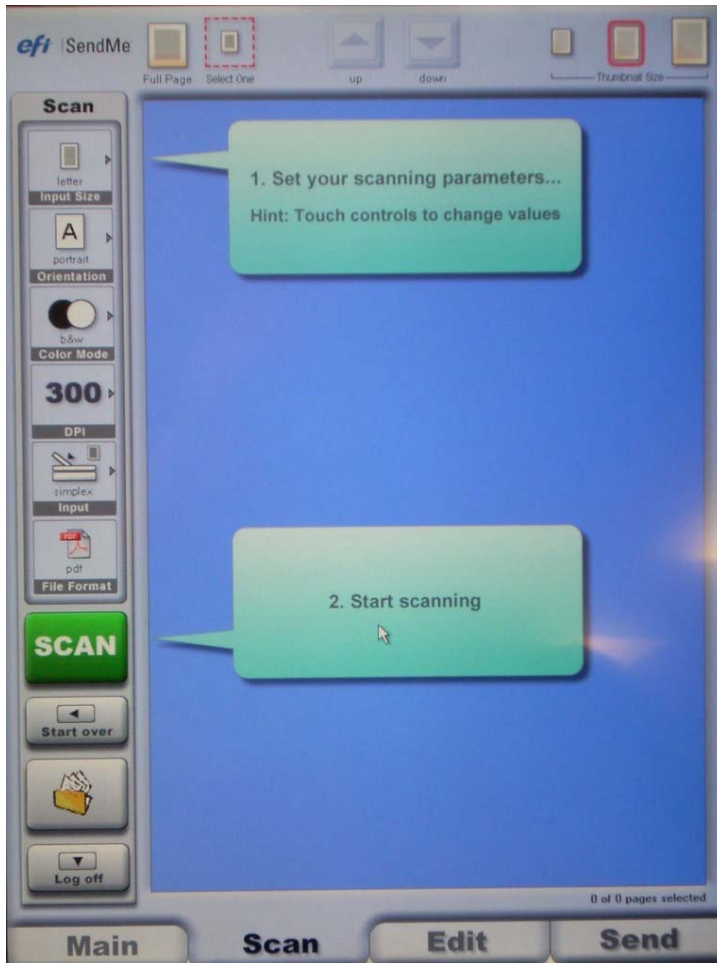
 "E-MAIL" allows you to scan a document and send it from your default email account to a list of email accounts you will select later.

 "SCAN TO FOLDER" allows the user to scan documents to a hard drive accessible via any DPW intranet connection.

<mark>**GUESTS: Select the "SCAN TO FOLDER" option only. The other two options are inaccessible to you.**</mark>

**The following screen will appear.**

Here the user has several methods to modify the upcoming scanning job to the user's specifications.

If you do not see this screen or someone has left an unfinished job in the profile, select "START OVER" or shown above.

DEFAULT SETTINGS ARE BEST FOR MOST DOCUMENTS.

If you need to fine tune your scan:

First choose where the scanning job will come from. Touch the "INPUT" tab and choose the location of the document to be scanned. Note: the simplex is the term used for the input tray on top of the scanner. (Remember, documents in top tray must be facing up. Please remove all staples, tape, and paperclips before scanning.)
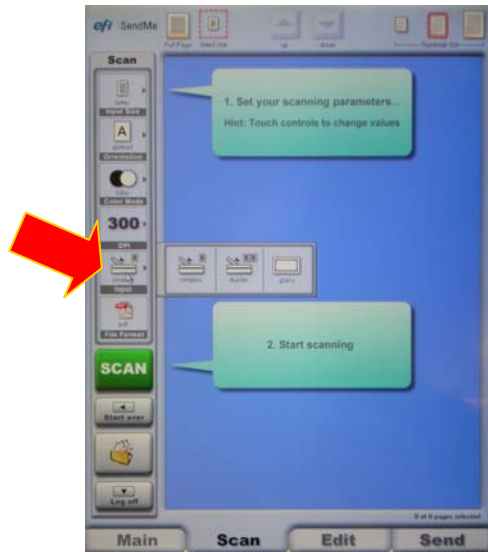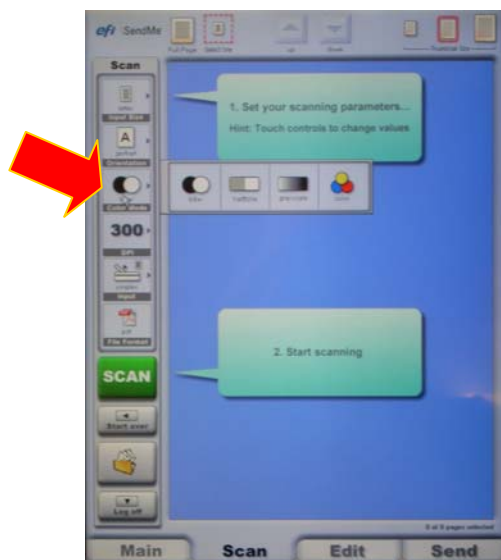

NOTE:
Simplex = tray on top of scanner (a.k.a. ADF)
Duplex = tray on top of scanner for double-sided documents
**Glass = the glass surface when lid lifted**

Next, choose the "COLOR MODE" tab.

- **If you are scanning text, "b&w" is best.**
- **If you are scanning a document with images, "grayscale" is best.**
- **If you are scanning an image and want color, it goes without saying "color" is best.**

Next select the "DPI". This determines how fine/grainy the detail capture is in your scan. Typically the highest scan quality needed is 300 dpi. Anything larger makes your files very large!!!
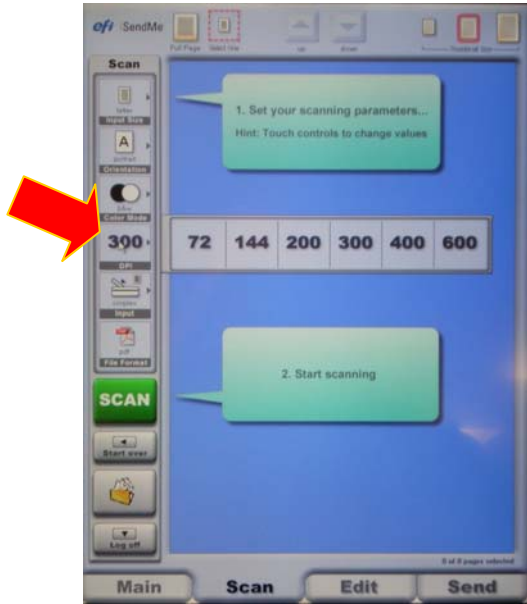
Don't forget to select your "INPUT SIZE" if you are trying to scan a document other than the default letter (8.5"x11") size. The same goes for "ORIENTATION".
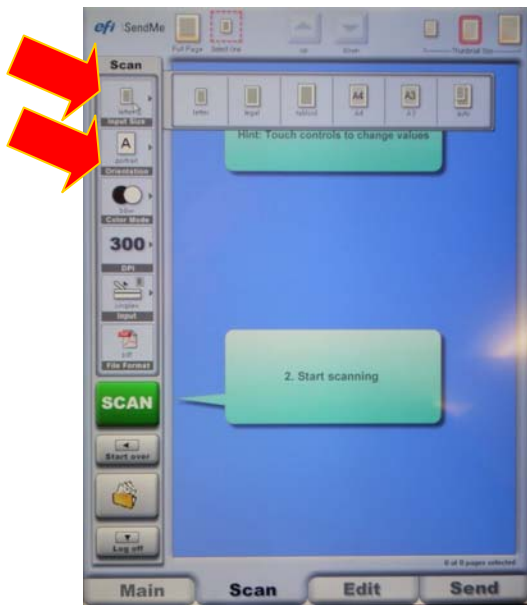
NOTE:
Letter = 8.5" x 11"
Legal = 8.5" x 14"
Tabloid = 11" x 17" (largest format)
A4 = 8.26" x 11.7" (210mm × 297mm)
A3 = 11.7" x 16.5" (297mm × 420mm)
Auto = all of the above, but sometimes doesn't work right ☹

The last major choice you have is to set the format of the scan. Select the "FILE FORMAT" tab.

For 99% of scanning jobs the PDF format is more than adequate. You should leave the "Document Format" at its default Multi-page PDF format. Typically you can leave the "Document Quality" blank, but if you wish to select this I suggest using the "Medium" quality.
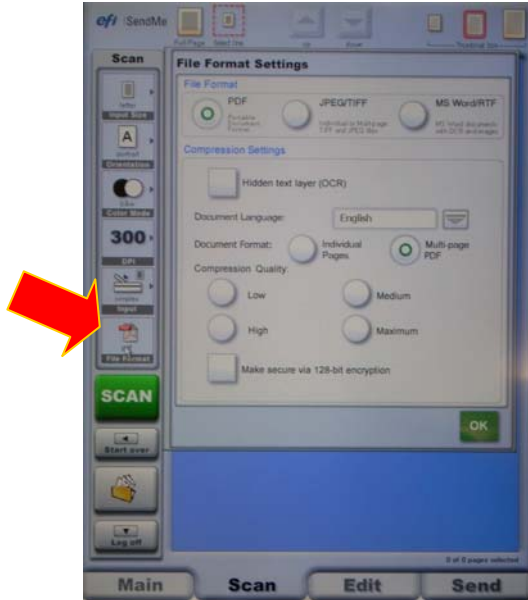
Now you are finished and ready to scan. Press "SCAN".
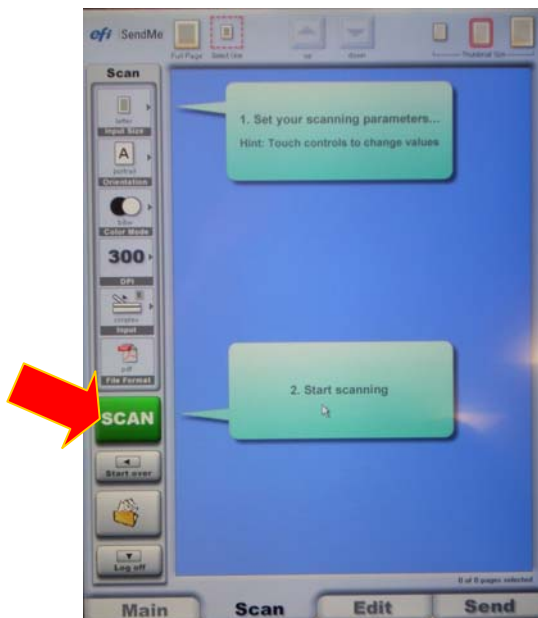
NOTE:
If you get an error message that states, "TWAIN DRIVER ver. 3
33696:
Set the original in the ADF."

This means that the scanner is looking for a document in the "simplex" or tray on top of the scanner. Change "INPUT" to "glass" or place your document in the tray on top. Press "SCAN" again.

You should now see the results of your scanning job. <mark>If you do not see it, please contact the courteous person who first assisted you.</mark>

You can do some minor editing of these scanned documents. To do so, touch the "**EDIT**" tab shown below.
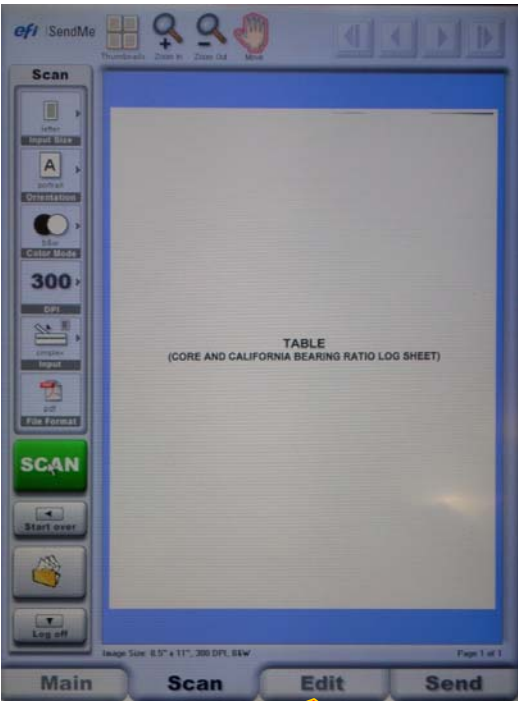
In the edit portion,

The following "==Clean Up==" features are only accessible in the <u>thumbnail view</u>: BORDER REMOVAL, DESKEW, DESPECKLE, INVERT, TURN, and BRIGHTNESS (note: brightness is inaccessible for b&w documents).

You may change between views by touching the "Thumbnails" or "Full Page" buttons (note: it's like an on/off switch).

To edit a page you must first select it (touch it) and you will see it surrounded with a thin red frame.
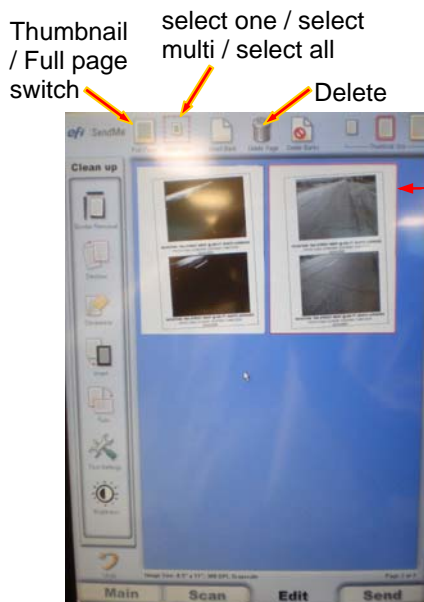
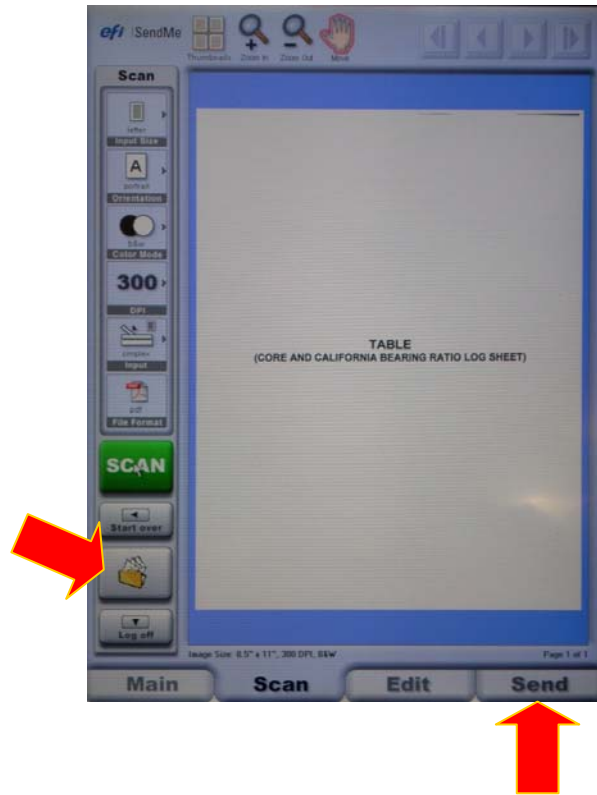==**Example of DESKEW (A VERY HELPFUL FEATURE!!!!!!!):**==
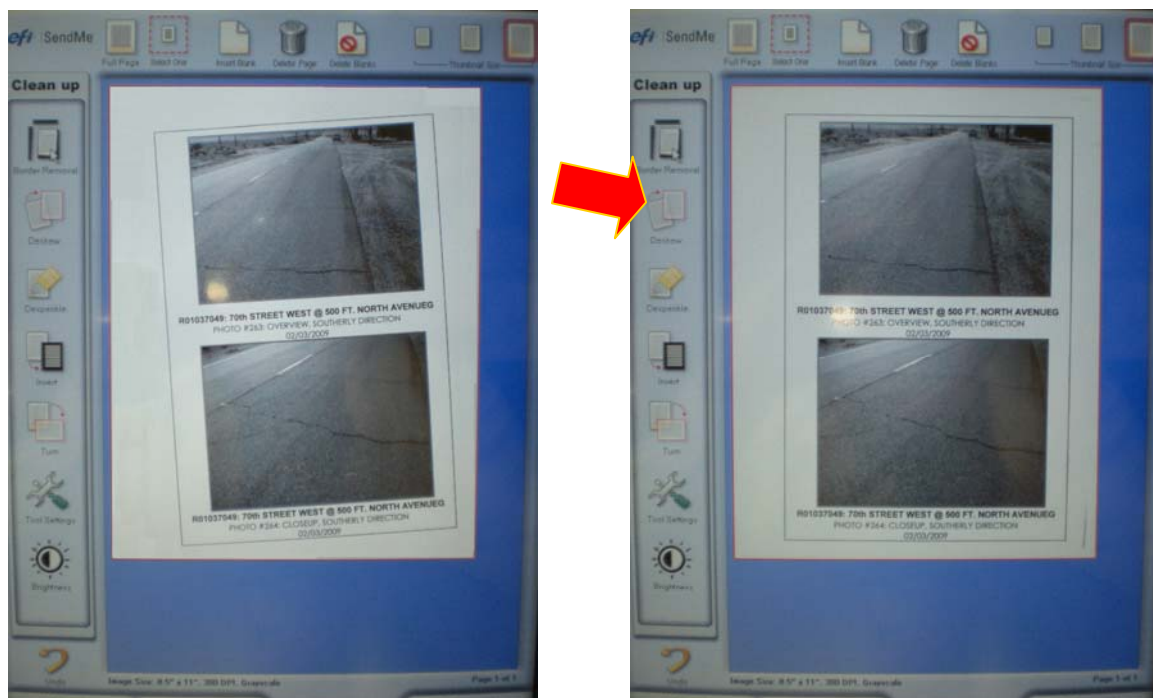
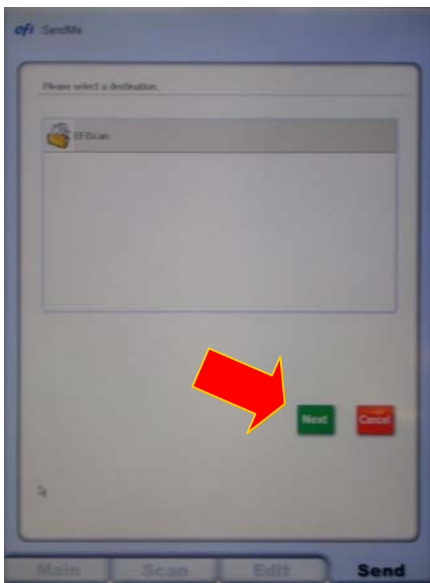**Once you are all done with scanning and editing:**

Select either "SEND" or " ".

GUESTS may use either option, however you will only get access to the Scan-to-Folder option and you will not be able to email directly from here.
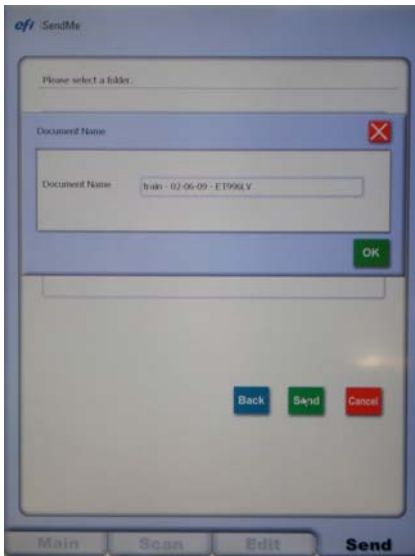
The next screen you will see is as follows. Click "NEXT."
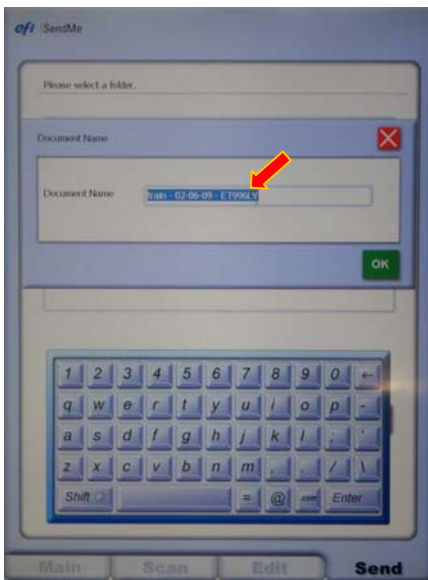
Now on this screen click "SEND."

You will then see the following. This will show the default name for the file you have just created.


Please change this file name by touching on the screen and typing in a new unique name that makes sense to all.

Examples: BSmith 2-9-09 Fugro Rpt or JKelly 1-15-09 Training Denial

Now touch the "OK" button.

That's it! You're done and now you can either start over on a new scanning session by choosing "START OVER" or you can "LOGOFF" and give someone else a chance at the copier/scanner/printer.
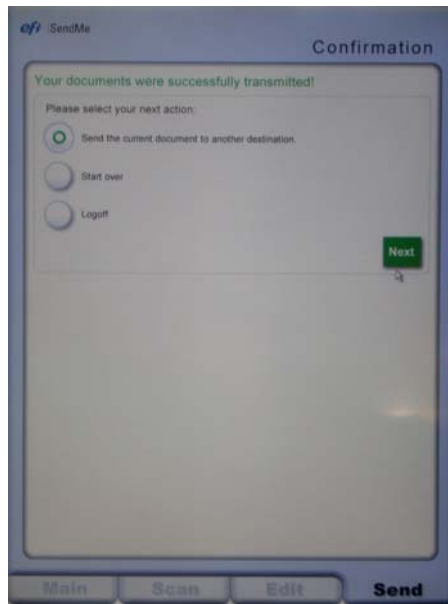
GUESTS

Talk to the courteous person who first assisted you and they can access the Scan-To-Folder files and email them to an address of your choosing.

Please remember large files may not make into receiving inboxes due to size restrictions on the receiving email. Please try to maintain small file sizes whenever possible.