Overview

Each copier in the department, regardless of output type (i.e., color or monochrome), functions as a color scanner. Any document scanned is sent as an email attachment with a maximum attachment size of 20MB. The copier will automatically split a job into a maximum of five files allowing a maximum one-scan pass of 100MB.

We are often asked the question, “how many pages can I scan at once”. It is impossible to answer that question as many factors determine that number, including: image type, resolution, output type, etc. Color scans at a high-resolution, output as TIFF, will produce the largest per page file size of any scan. Black and white text scans at a low-resolution, output as PDF, will produce the smallest per page file size.

The scan type and resolution is determined by the input document. Remember, the scan type and resolution picked upon initial scan is for the *entire* scan job. Therefore, if a document is composed of 49 monochrome text pages and one full color photo page, the document should be split into two separate scan jobs. One job configured for 200-300dpi black and white text and the other configured for 300 dpi full color photo.

Output file type should be determined by how you intend to use the data in electronic form. This may be as embedded images in a PowerPoint presentation or as a distributable article in PDF format. While conversion techniques are available on the computer if the initial selection is incorrect, it is always better quality and time-wise to analyze the need before submitting the job.

Scanning

1. Press the scanner button (Figure 1) to bring up the main scanning screen (Figure 2).
2. Select “Scan Settings” to bring up the Scan Settings Menu.
3. From the Scan Settings Menu select the type of scan you want to perform. Smallest file size in the upper left to largest file size in the lower right (Figure 3).

![Figure 3](image)

4. Press Resolution to select the resolution of the scan. This setting will greatly impact file size. Choose the lowest setting, which provides the quality you need (Figure 4).

![Figure 4](image)

5. Press OK to return to the main scanning screen (Figure 2).
6. Select Send File Type / Name to set the output type (Figure 5). TIFF files are good for embedding in documents such as Word or PowerPoint files or for image editing. PDFs are good for distribution purposes with little or no editing required.
7. If the document contains confidential data or if you want to ensure the security of the document, select Security Settings (Figure 6). This only applies to PDF files.
8. From the Encryption screen, turn document encryption on and press Enter to enter a password. **This password should not be any password that you use to login into computer systems.** It should be secure, but document specific.

9. Press OK to return to the main scanning screen (Figure 2).
10. Press Manual Entry and type the recipient’s email address. Verify that the addresses is correct, as the copier will not report back non-delivered documents due to file size or address issues. Press OK to return to the main scanning screen (Figure 2). For security issues we do not recommend programming the recipient’s email address as a destination.
11. Press the Green Start button on the copier to begin the scan process.