

Scanning from the Copy Machine

At the copy machine:

1. Position document to be scanned.
2. Choose the **SCAN** button next to the copy button.
3. Select **SCAN to FILE**.
4. Write down the **MFP local number** in order to be able to retrieve the scanned documents.
5. Choose **PDF Multi or Single**.
6. **Enter/Scan**
7. **Job Finish**
8. Change back to COPY button from Scan button.

At your computer:

9. Go to **Start/RUN** and type in the share file identification you wrote down in step 4 above, Example - [\\MFP-05873276\FILE_SHARE\](#)
10. Progress through the folder(s) and **find your document**.
11. **Delete document from share folder** after copying to your individual location.
(Or you could cut it from the share folder and move it to your individual location.)

Note: The MFP number will be different for each copier located on each campus.