

# Scanning

## with Xerox Machines

You do not need to swipe a copy card to make a scan. In order to create a pdf document, the original needs to be copied onto 8.5x11 paper, single sided. **You should scan only one complete document at a time.**

You can choose to scan to an email account or to the server. If you scan to the server you will need to retrieve your document from the server. **The option to scan to the server is only available to Knox faculty and staff.**

### To Scan to an Email Account

1. Place copies, in order, face up in the document feeder tray on the top of the copy machine.
2. Select “E-mail” from the copier display panel.
3. Touch the “To...” button.
4. Type in an email address. Press the ENTER button when finished.
5. If you wish to enter something other than the default text in the subject line of the email (changing this text also changes the name of the document, so it is highly recommended that you change the subject line to something different for each document that you scan):
  - a. Touch the “Edit subject...” button.
  - b. Type in some text identifying your document. (If you need numbers in your document name, touch the 123 button in the top right to view a number pad.)
  - c. Touch the SAVE button.
6. Press green “Start” button.
7. When finished scanning, touch the “Remove...” button to remove your email address from the list (this will protect your privacy).

Note: If you get a message saying the scanning failed, your email account might have reached its limit.

### To Scan to the Server

1. Place copies, in order, face up in the document feeder tray on the top of the copy machine.
2. Select “Network Scanning” from the copier display panel.

3. Give your document a name (be as specific as possible you can recognize the document on the server in order to retrieve it later):
  - a. Touch the tab on the display labeled “4”  
(It’s called “Options” but you can’t see the name of the tab until you touch it.)
  - b. Touch the button for “Document name”
  - c. Type in a name. (If you need numbers in your document name, touch the 123 button in the top right to view a number pad.)
  - d. Touch the SAVE button.
4. Press green “Start” button.
5. When the scanning is complete, collect your originals.

### **To Retrieve Scanned Documents from the Server**

The Xerox automatically places the scanned documents in the “Departments” folder on NAS in a folder called “**Library\_Scans.**” Knox faculty and staff have read-only access to the Library\_Scans folder.

Navigate to this folder and find your pdf document(s) and copy them to your preferred location, e.g., your own machine. [NOTE: Each pdf file will have an associated file with the extension .XST – these associated files can be ignored.]

**Be sure to copy your documents to another location ASAP** as this folder’s contents are deleted on a regular basis.