

Scanning

TLU now has the capability to scan documents into Adobe PDF or Tiff format from a number of the new networked Lanier copiers across campus to either a [TLU E-mail Address](#) or to a [Folder on the Server](#).

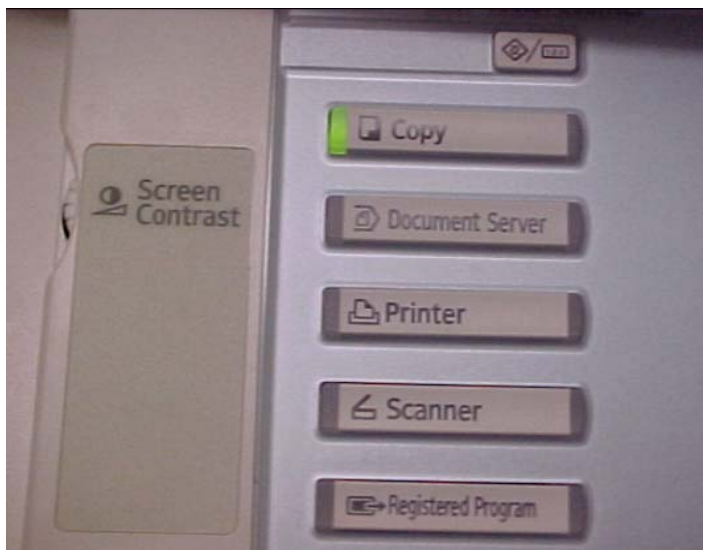
Copiers supporting scanning

ASC – Meadows Center
ASC – Student Programs
Beck - Enrollment Services
Beck - Development
Beck – First floor (Finance/Records)
Beck – Second floor
Emma Frye
Fine Arts
Jones
Langner
Moody
Tschoepe – Second floor

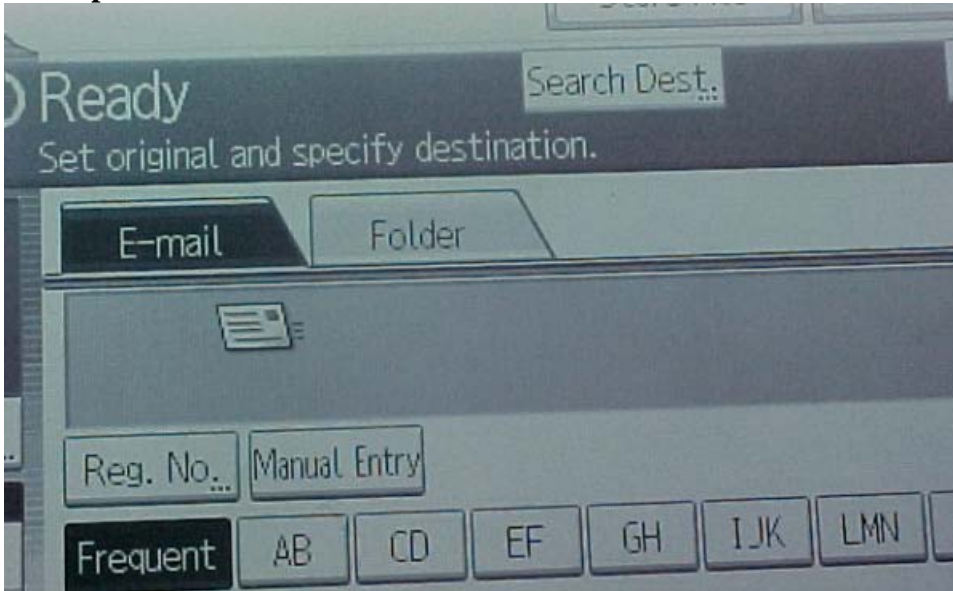
Scan to TLU e-mail address:

You can enter any valid TLU e-mail address on the scanner via the manual entry function but the recommended method is to use the hot keys in the address book and e-mail the scanned document to yourself. These will arrive as a PDF attachment from the scanner/copier itself. Once you receive them you can forward on to the final destination and have a chance to add comments and keep a copy for yourself if desired.

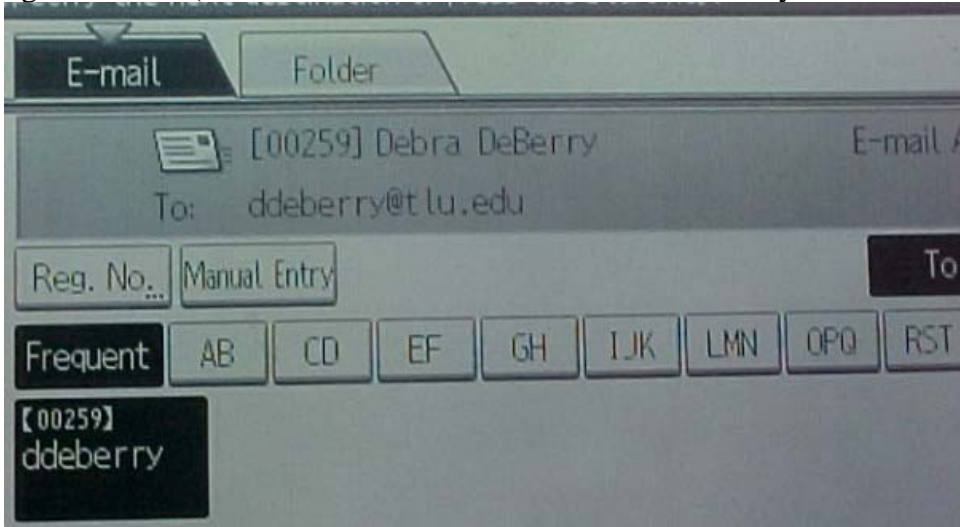
a) On the left side of the key pad is a list of buttons, choose the one that says **Scanner**



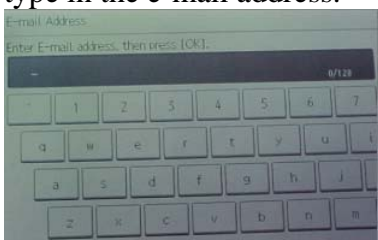
b) On the lighted screen pad there is a picture of an **envelope** and a **folder**. Choose the **envelope**



c) Find your TLU username in the address book (it is filed by last name) and press the lighted screen (this will set the destination e-mail address to your TLU mailbox).

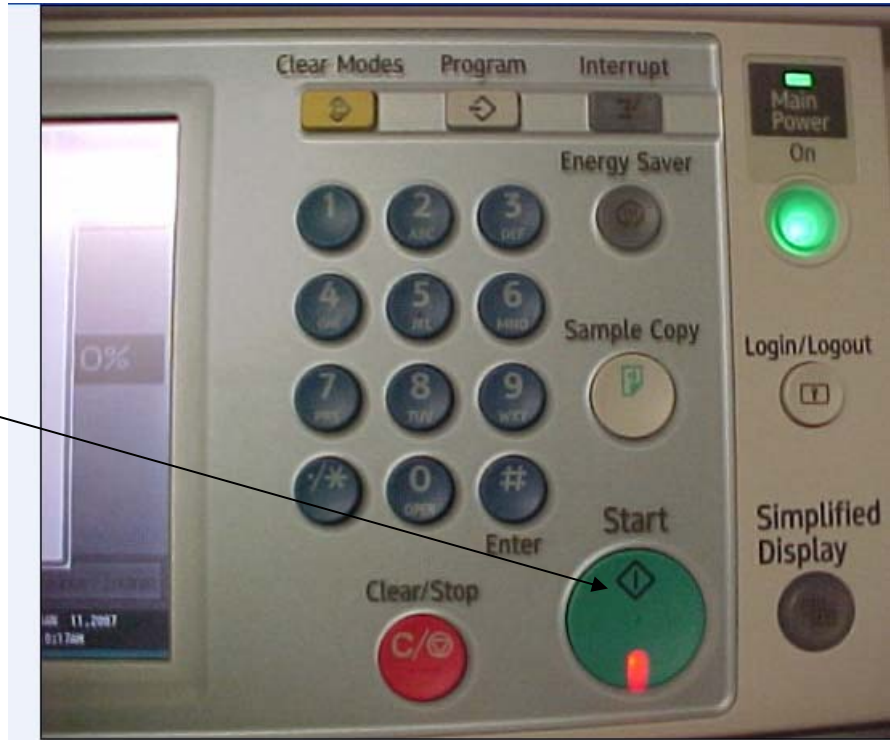


Note: Press manual entry on the lighted screen pad if you are not using the pre-programmed address book and need to type an e-mail address. A key pad will appear to type in the e-mail address.



d) Place document face up in document feeder or face down on the tray like you are making a copy & press the START button. That is all there is to it.

Press the Green Start Button



If it is two sided, on the left hand side of the lighted key pad there is an option of single sided or double sided, just choose

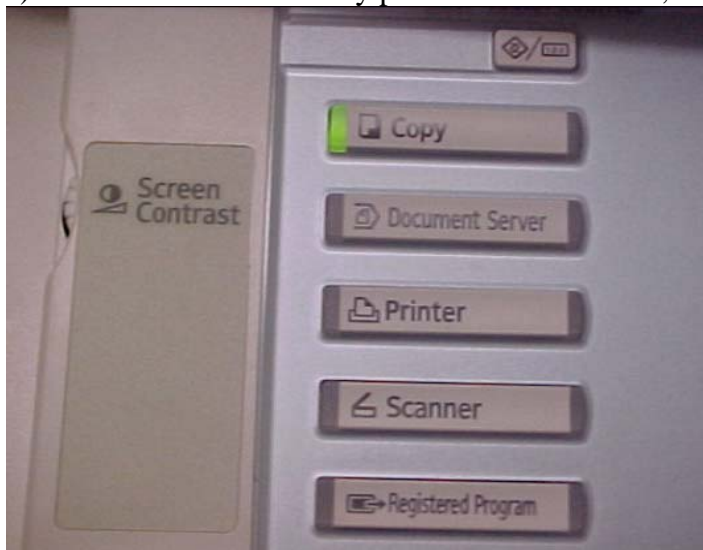


Scan to a Folder on Server:

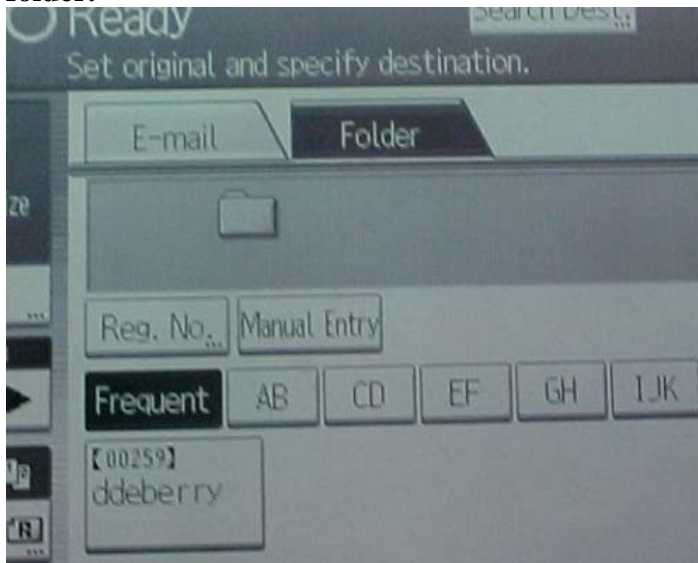
Another feature of the copier/scanner is the ability to scan “to Folder”. At TLU we have implemented this to scan to a folder named: **Scanner** on each departments network or I: drive by default. For example, if the person scanning is in the Library, the scan-to-folder options would put in the **I:/library/scanner** folder. The person can then pull those PDF files out at their convenience. The scan-to-folder is a good feature to use if you have several files to scan at one time and they are large in size (many pages).

Note: If there is a need to scan confidential information it is recommended that you use the scan-to-email feature rather than scan-to-folder.

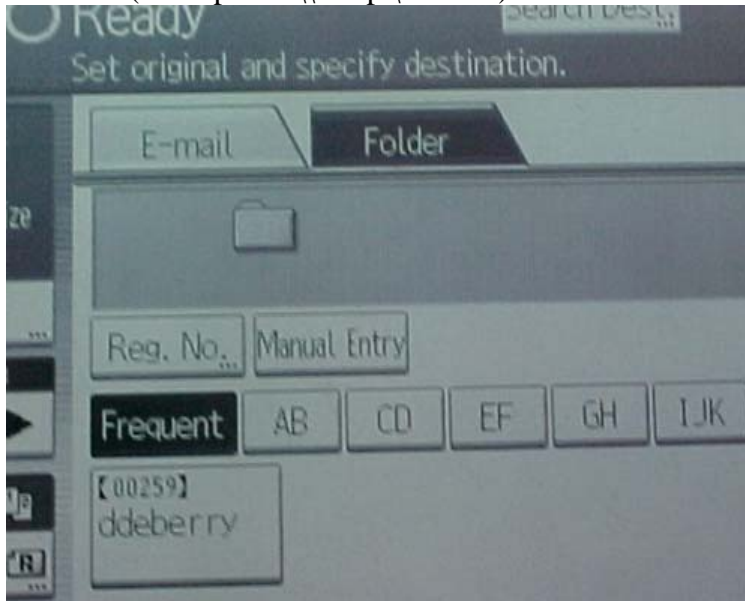
a) On the left side of the key pad is a list of buttons, choose the one that says **Scanner**



b) On the lighted screen pad there is a picture of an **envelope** and a **folder**. Choose the **folder**.



c) Find your TLU username in the address book (first initial, last name) and select it (this will set the destination for your scanning to your department network drive under folder **scanner**. (Example: I:\\isdept\scanner)



d) Place document face up in document feeder or face down on the tray like you are making a copy & press the START button. That is all there is to it.

Press the
Green Start
button



If the original is two sided, on the left hand side of the lighted key pad there is an option of single sided or double sided, just choose your option.

