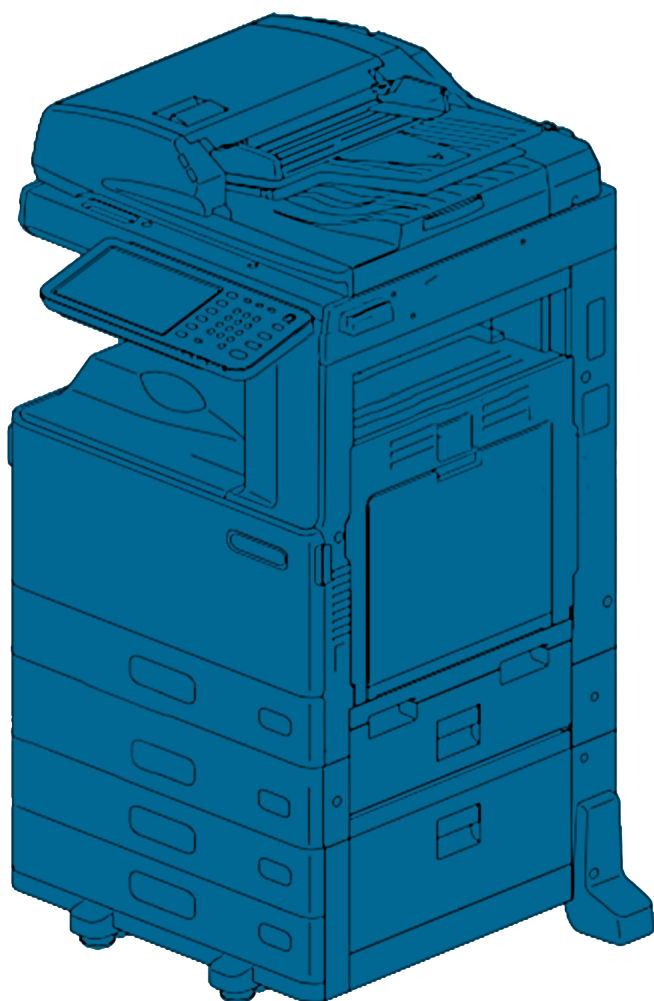


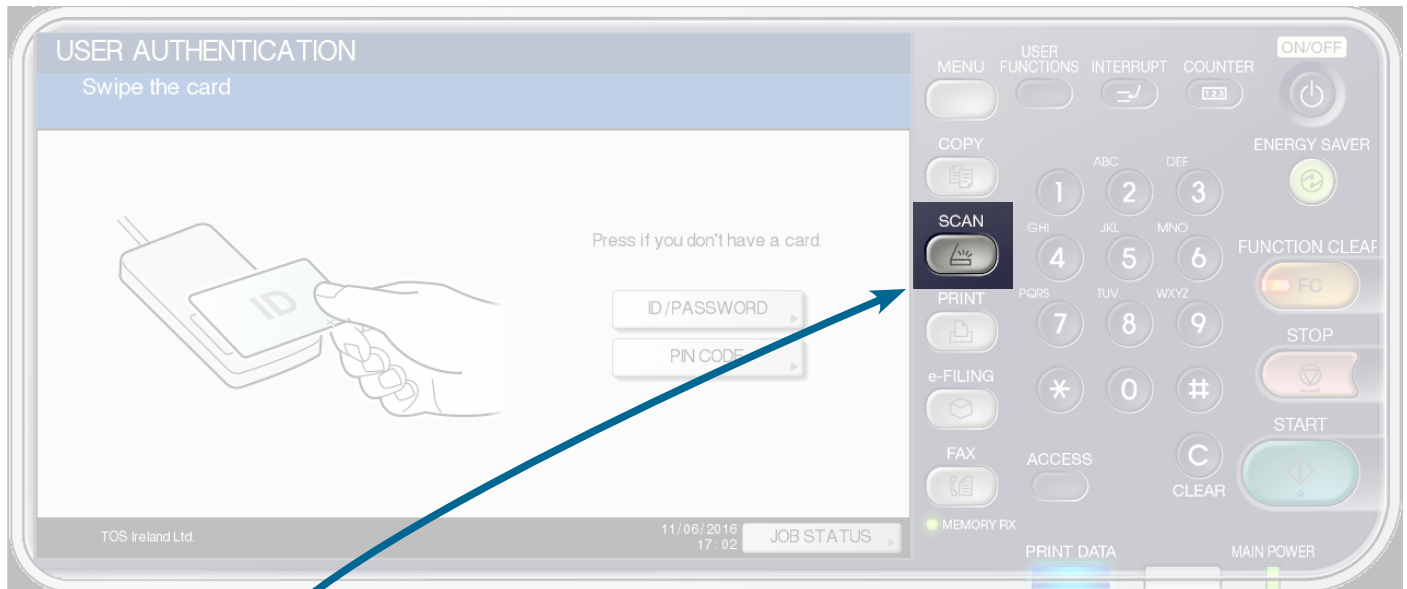
# **NCAID** **DUBLIN** *On Campus Print*

**Scan to USB**

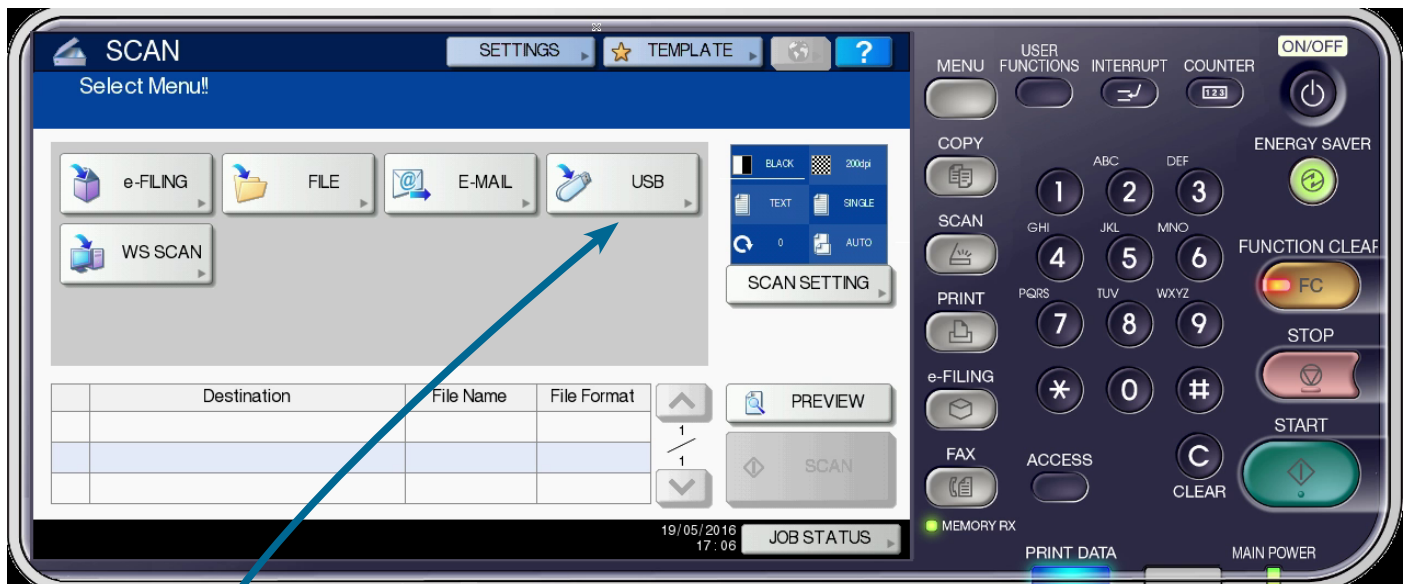


# Scanning to USB

Log into the MFP by swiping your card or entering your UserID and Password.  
( See 'Logging into MFP' document for details)



Push the 'SCAN' button

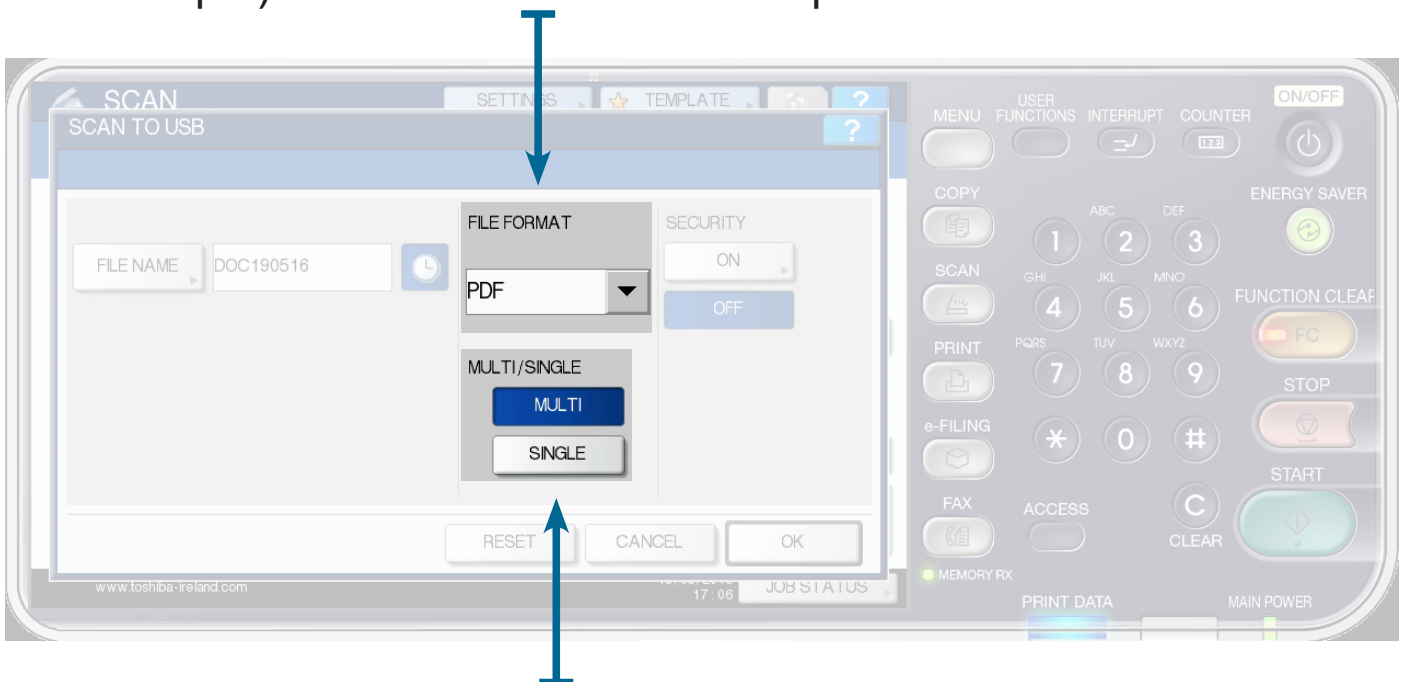


Tap the 'USB' button

# Scanning to USB

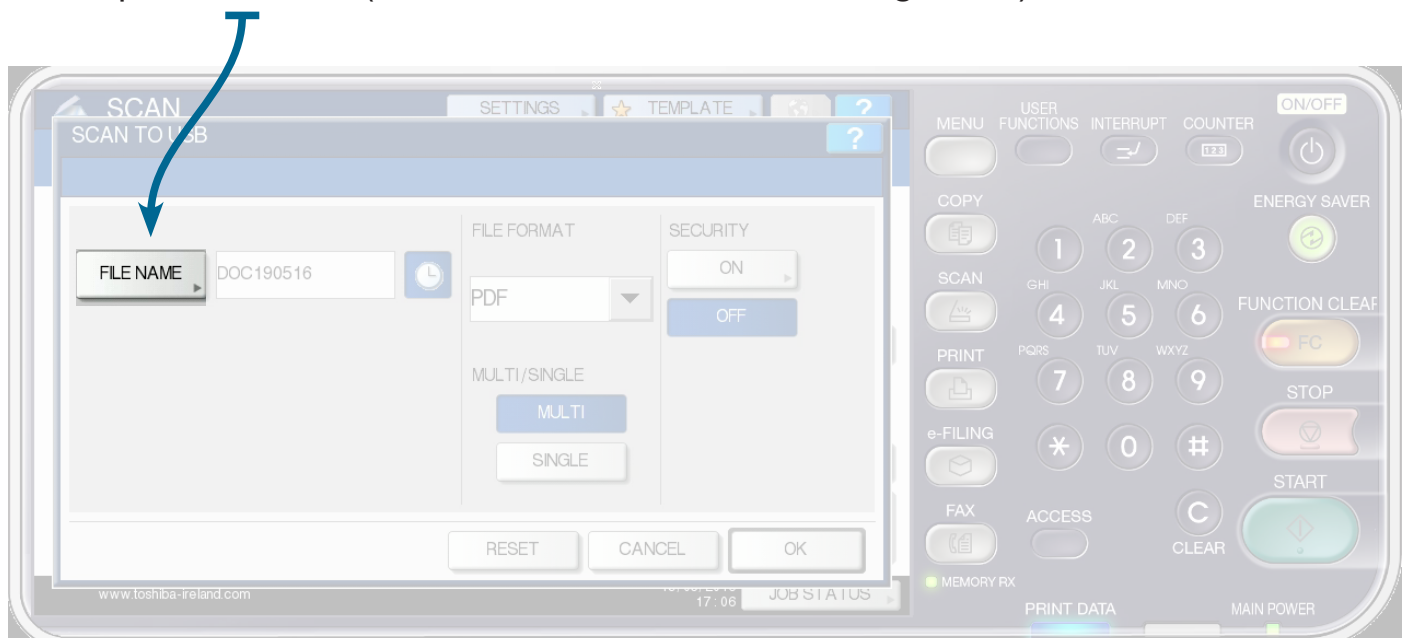
You will now see the file options panel.

You can tap the downward arrow under 'File Format' to choose what type of file you want to scan to. PDF is generally a good option. If you want to open the image for editing (in Photoshop for example) TIFF would be a better option.



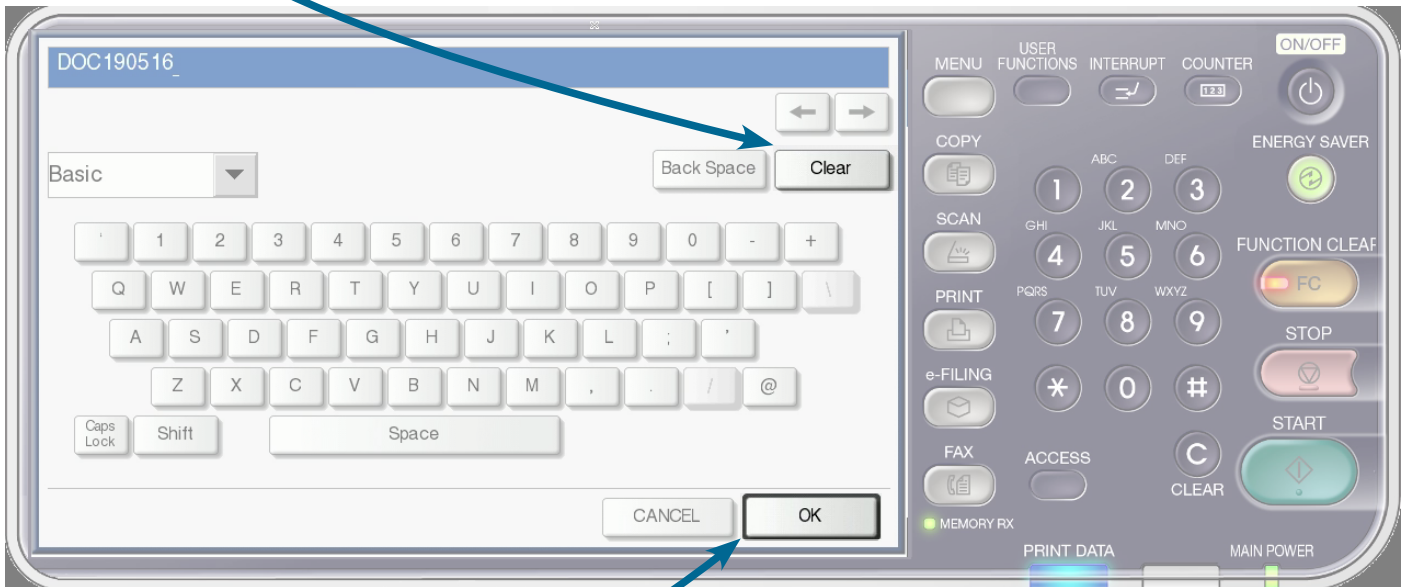
Under 'Multi/single' tap 'Multi' if you want to scan more than one sheet to a single 'PDF'.

Next Tap 'FILENAME' (the button, not the box to the right of it)

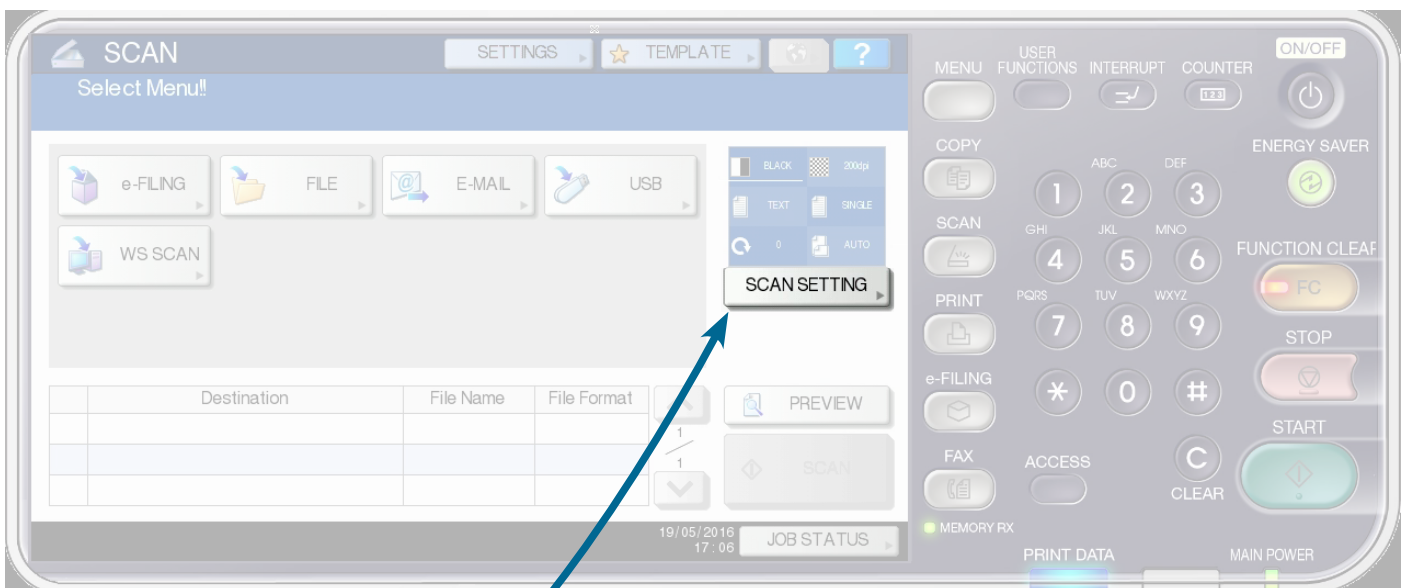


# Scanning to USB

Tap the 'Clear' button and use the onscreen keyboard to enter your own filename.



When finished tap 'OK'

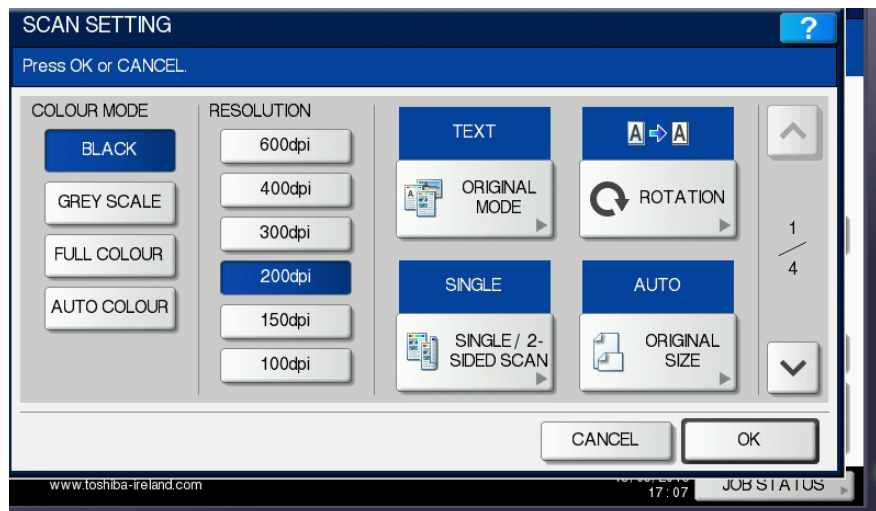


Tap 'SCAN SETTING'

# Scanning to USB

The important settings here are 'COLOUR MODE', 'RESOLUTION' and 'SINGLE/ 2-SIDED SCAN'.

For 'COLOUR MODE' if you just have text leave it as 'Black'. If you have images and text choose 'AUTO COLOUR' or 'FULL COLOUR'. If you have



images and text but do not mind them being in black and white you can choose 'GREYSCALE'.

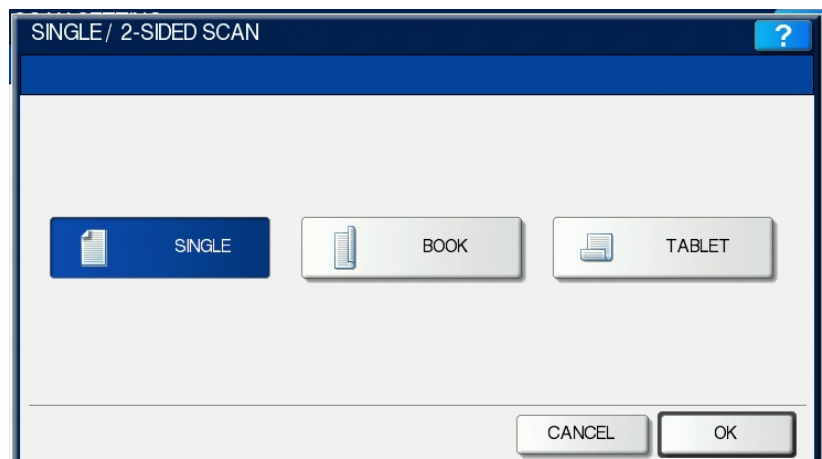
Resolution controls how high the quality of the scan is. 200dpi is fine for pure text. 300dpi is good for printing images the same size as the original. you can increase up to 600dpi if you want to enlarge the image. At 600dpi you can take an A4 and print it at A3.

'SINGLE/ 2-SIDED SCAN' only matters if you are using the automatic document feed.

SINGLE scans only one side of the page

BOOK scans both sides

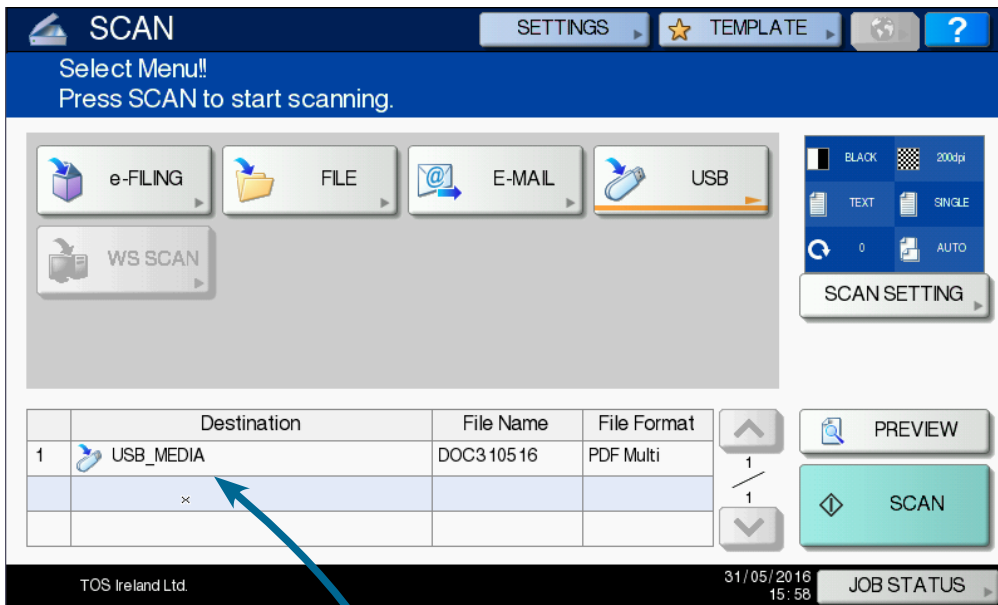
TABLET scans one side then the other rotated 180 degrees.





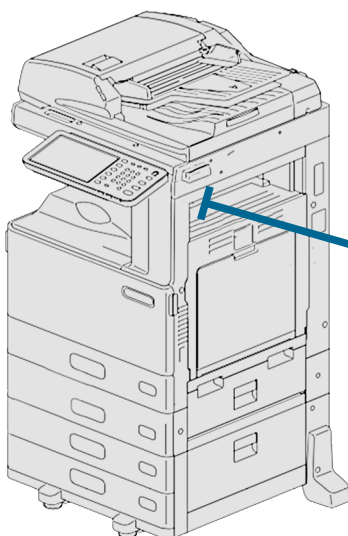
# Scanning to USB

Tap 'OK' to return to the 'SCAN' menu.

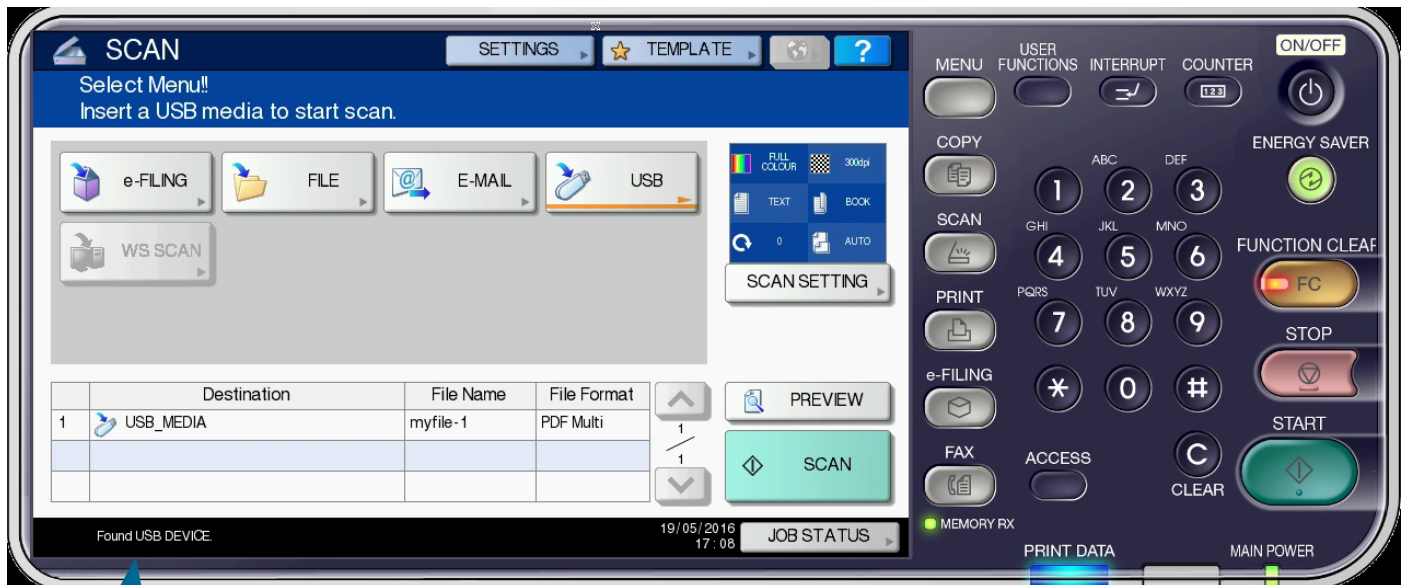


You will now see 'USB\_MEDIA' under 'Destination'.

You can now plug in your USB stick. The USB port is on the right side of the MFP just below the card reader.



# Scanning to USB



You should see the 'Found USB DEVICE' message.

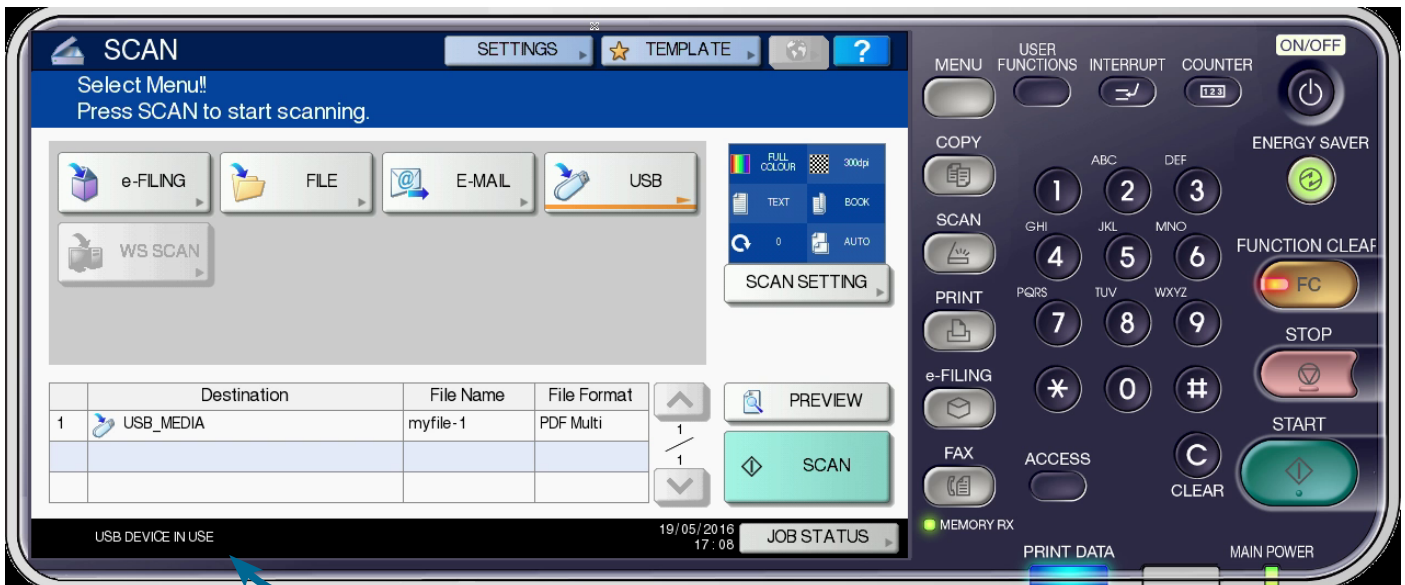
You can use either the automatic document feed or the scanner when scanning to usb. There is a minor difference in workflow from this point on depending on which you are using.

## USING AUTOMATIC DOCUMENT FEED



If you are using the automatic document feed place the sheets in just as you would for copying and press the green 'SCAN' button. The scanner will load each page and scan it.

# Scanning to USB

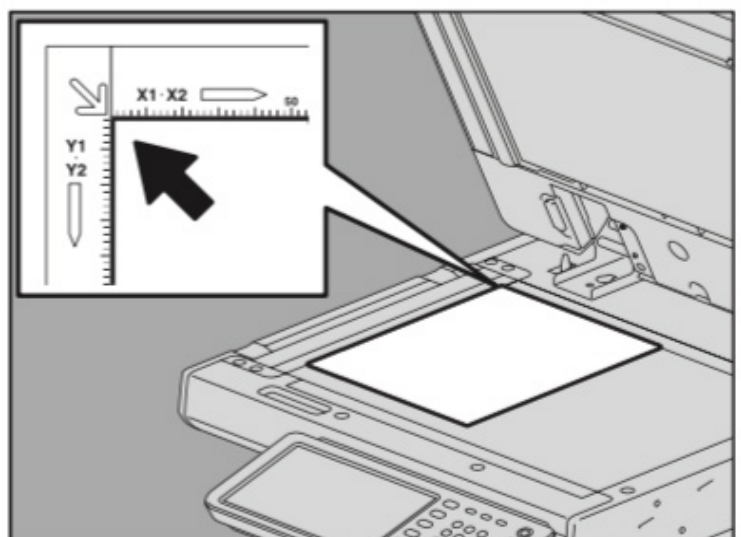


You will see the 'USD DEVICE IN USE' message. Do not remove your USB while this message is displayed as you might damage it. Wait for the message to change to 'USB device can be removed'. Your PDF is now saved to your USB. You can remove your USB and Log out. Please remember to take your originals.

## USING THE SCANNER

If the automatic document feed is empty when you tap the SCAN button the MFP will presume you want to use the scanner.

Place your first sheet onto the scanner with the first page facing down and its top left corner against the rear left corner of the scanner glass. Close the scanner.

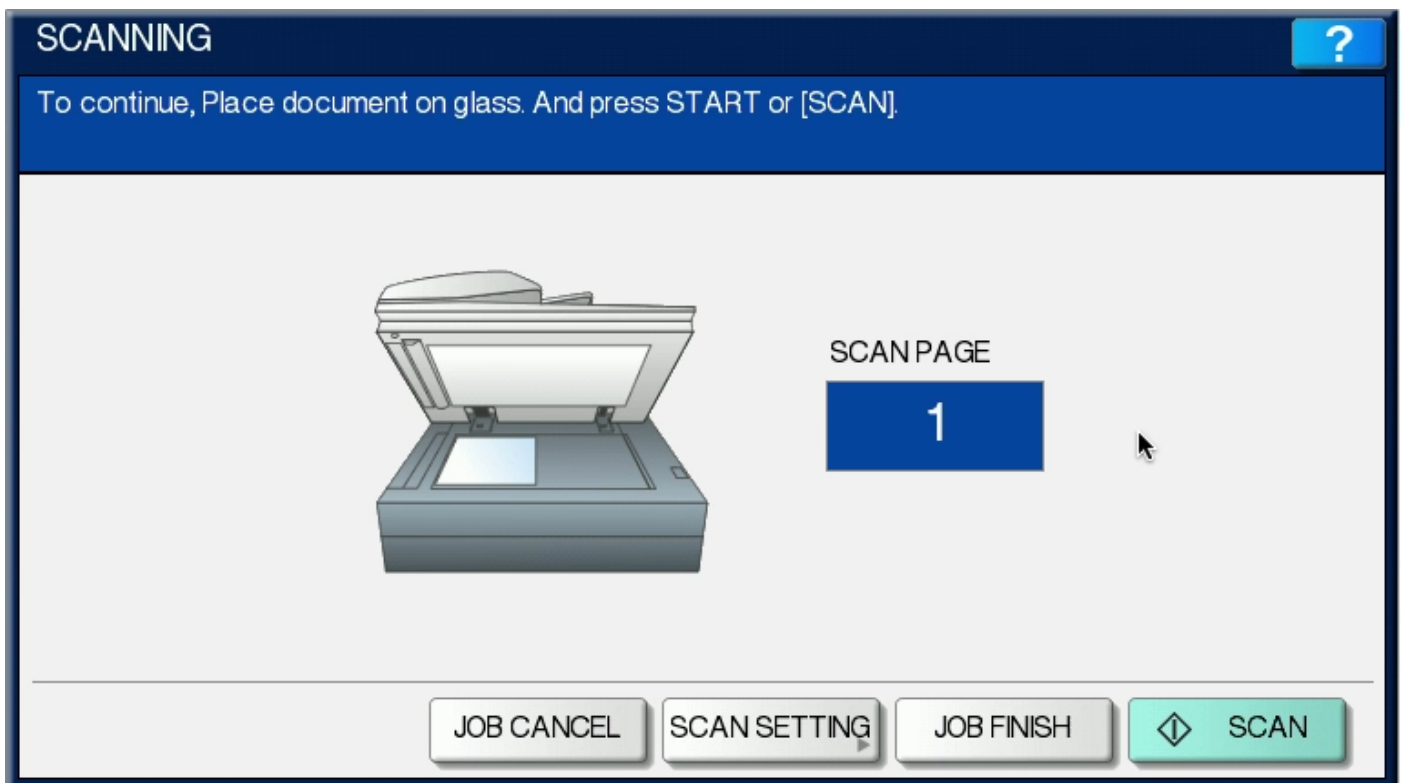




# Scanning to USB

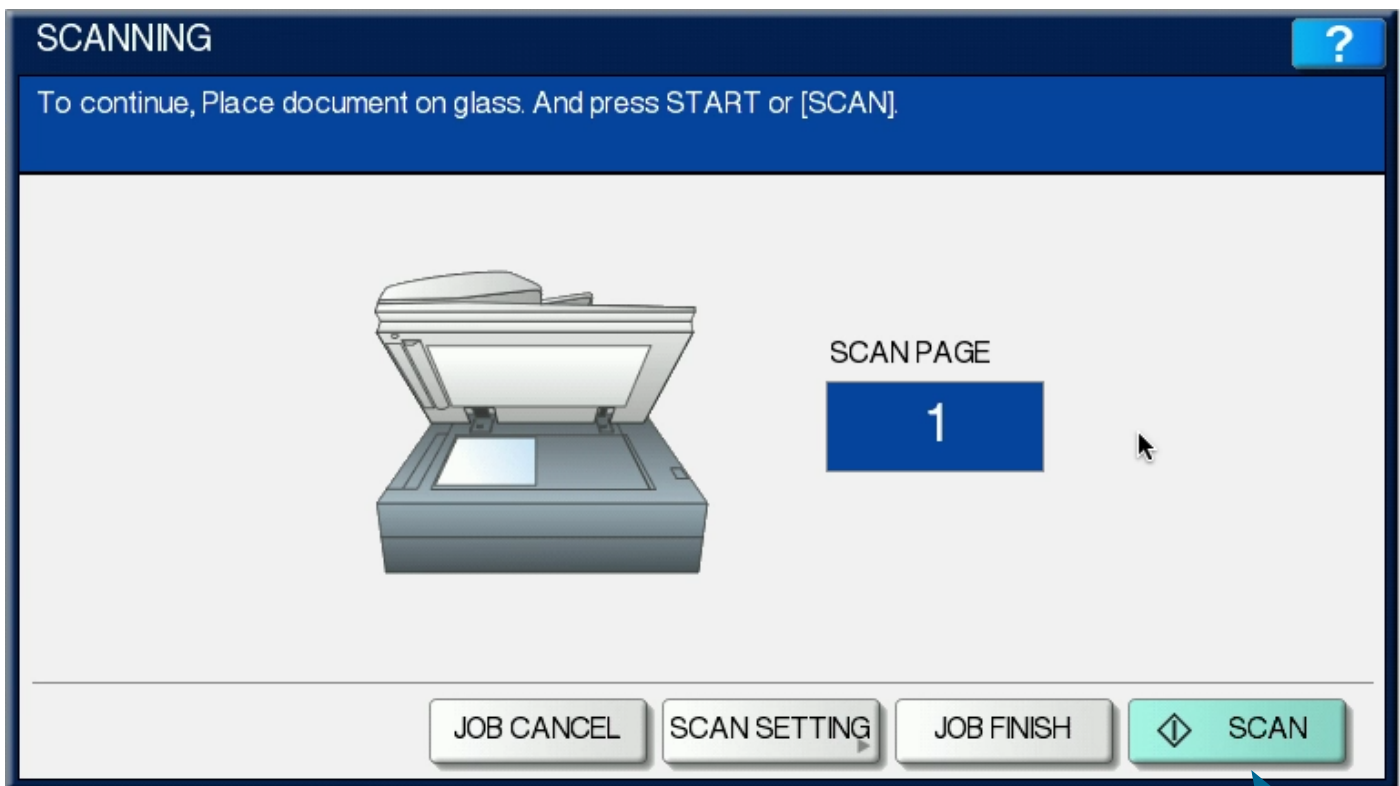


Tap the 'SCAN' button.



The 'SCANNING' window will open and the scanner will scan the first page

## Scanning to USB



If you are doing 2-sided scanning open the scanner and turn your sheet over. If you are doing 1 sided scanning place the next page in the scanner. Tap the 'SCAN' button.

Repeat this process until you have scanned all your pages. When finished tap the 'JOB FINISH' button.

You will see the 'USD DEVICE IN USE' message at the bottom of the screen followed by the 'USB device can be removed'. Your PDF is now saved to your USB. You can remove your USB and log out. Please remember to take your originals.