Quick Guide: Scanning using MFDs

About scanning using Multi Function Devices (MFDs)

Scanning is free! There are MFDs in or near all PC classrooms/clusters, in public areas, and on each floor of the library.

Scan and email files to yourself using:

- The **Feed Tray** on top of the MFD – best for sheets of paper
- The **Flatbed** under the lid of the MFD – best for books, passports, etc.

You can:

- Email scans as single or multiple attachments
- Scan to PDF, image file, PowerPoint and more
- Scan black & white, greyscale or colour
- Scan resolutions from 200dpi up to 600dpi

> ⚠️ Please remove staples from originals.
> Max file size is 20Mb so large documents should be scanned in batches.

Scan sheets of paper

The **feed tray** on top of the MFD is best for scanning sheets of paper.

1. Hold ID card up to MFD to login
2. Place original(s) in the feed tray (**face up**, first sheet on top)
3. On touch screen, tap **Scan/Fax** then tap **Email Me**
4. Set any options you require (see below)
5. Press the blue **Start** button
6. Press **Log Out**

By default, steps 1-5 above will scan 1-sided sheets of paper with the following settings:

- A single attachment (x pages)
- Attachment type: PDF
- Color mode: Auto Color
- Resolution (dpi): 200

You can change these default settings at step 4, via the *Scan/Fax* screen.

What if your original is…

- **2-sided?**
  Tap **Simplex/Duplex,2-sided**

- **black and white?**
  Tap *Color*, select *Black* or *Gray Scale*

- **a photograph?**
  Tap **File Type**, then **TIFF** or **JPEG**, then press **OK**
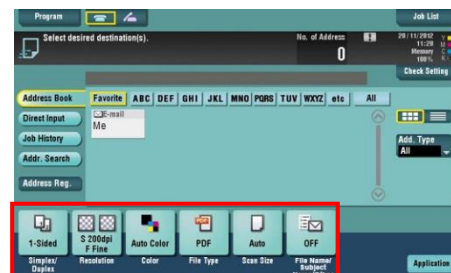
- **an unrecognised size?**
  Tap *Scan Size*, select a size option then press *Close*
  Note: Increasing the scan resolution will also increase the file size

Scan a book, passport etc.

Use the **flatbed**, under the MFD lid, for scanning books and other irregular shaped originals.

Scan a single page or item using the flatbed

If you only have a single page or item to scan, you can follow the instructions for **scanning sheets of paper** (described on page 1). Simply place your original on the flatbed instead of the feed tray at step 2.

Scan multiple pages or items using the flatbed

If you have multiple pages or items to scan using the flatbed, follow the instructions below to group your scanned pages into a single email attachment.

1. Hold your ID card up to MFD to login

2. Lift lid and place first original **face down** on the flatbed

3. Tap **Scan/Fax**

4. Tap **Email Me**

5. Tap **Application** (bottom right of the Scan screen)

6. In the **No. of Originals** section, tap **Separate Scan** so it is **ON**

7. Tap **Close** to return to the **Scan/Fax** screen

8. Press the **blue Start** button to scan first original

9. Remove original and place the next one

10. Press the blue **Start** button

11. Repeat steps 9 and 10 until all originals are scanned, then tap **Finish**

12. Press the blue **Start** button to send the scan and complete the process.

13. Press **Log Out**.

> ⚠️ If the Start button is not glowing blue, you have not selected all the required options.
>
> Check that you have selected a destination for your scan.

What if you want to email your scan to someone else?

If you have followed the steps in this guide, you will receive an email with a file attachment. This is your scan output.

You can forward this email and attachment to other recipients as needed. This allows you to open and check the attachment before sending it to anyone else.

Change the name of the file attachment and email subject

When you scan a document, the MFD sends your output as an email with a file attachment.

By default the MFD creates a **name** for the attachment, and creates a **subject line** for the email.

You can change both of these settings on the **Scan/Fax** screen to make them more meaningful.

1. On the **Scan/Fax** screen, tap **File Name/Subject Name/Other**
2. Tap **File Name** field and type a new name
3. Tap the **Subject** field and type a new email subject
4. Tap the **down** arrow to view the **Body** field
5. Tap the **Body** field to type a short message
6. Tap **OK** to save your changes

Scroll to see the Body field if you want to type a short message (step 5).
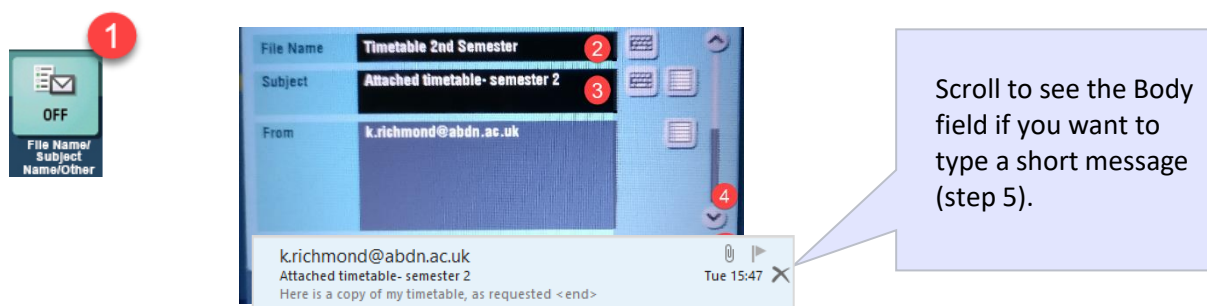
> Always remember to press the **blue Start button** to start the scanning process and send the email.

Further information and help

You'll find further guides on printing, copying and scanning – including Print charges and paying for printing – on our Toolkit Printing resource.

If you encounter any problems, please contact the IT Service Desk: myit.abdn.ac.uk.

Undergraduate and Taught Postgraduate students with problems using their ID cards should contact the Infohub at infohub@abdn.ac.uk.