

Quick Guide: Scanning

About scanning

Scanning is free! You can check the [University website for your nearest device.](#)

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 device 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 Device Functions - **Scan** then tap **To Email**
4. Set any options you require (see below)
5. Enter the recipients email address
6. Press the **Send** button
7. 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
- Colour mode: Auto Colour
- Resolution (dpi): 200

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

What if your original is...

- **2-sided?**
Tap **2 sided** at the bottom right of the screen
- **black and white?**
Tap **Colour Mode** and select **Colour** or **Black and White**
- **a photograph?**
Tap **Scan Settings**, then **File Format** to choose between **JPEG** and **TIFF**

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- **an unrecognised size?**

Tap **Scan Settings** and then **Scan area**

Note: Increasing the scan resolution will also increase the file size

Scan a book, passport etc.

Use the **flatbed**, under the device 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 device to login
2. Lift lid and place first original **face down** on the flatbed
3. Device Functions
4. On touch screen, tap **Device Functions**
5. Enter the **email address** of the recipient
6. Tap **Send** at the bottom right of the screen
7. Once complete, **remove original** and place the next one
8. Tap **Start Scanning**
9. Repeat steps 7 and 8 until all originals are scanned
10. Tap **Last Original** to send the scan and complete the process.
11. Press **Log Out** at the top right

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.

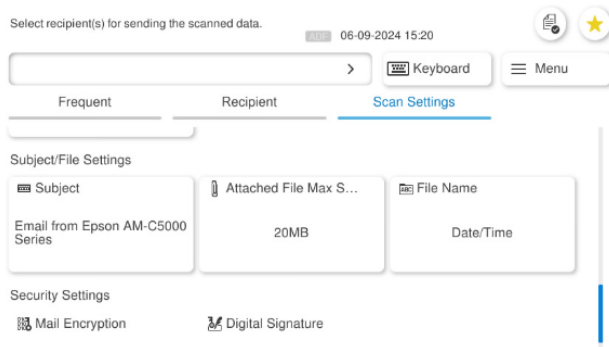
Change the name of the file attachment and email subject

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

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

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

1. On the **Scan** screen, tap **Scan Settings**
2. Scroll down for **Subject** and **File Name**



3. Tap the **Subject** field and type a new email subject
4. Tap the **File Name** field to change the name of the file



Always remember to press the **Send 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.