

# Quick Guide to scanning using MFDs

## About campus scanning

Scan and email files to yourself or others 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.

**Options include:**

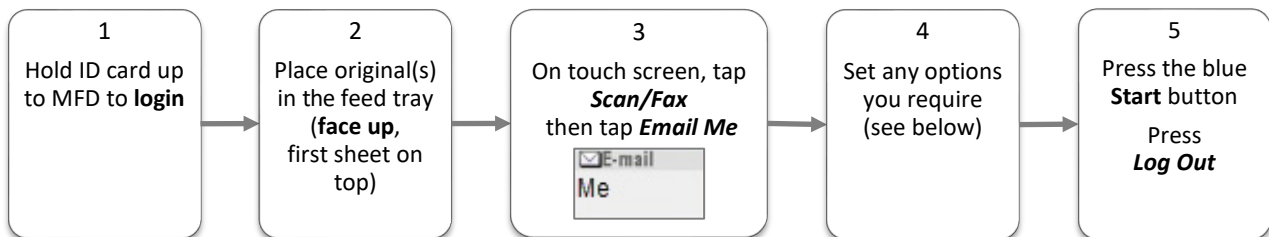
- Email scans as single or multiple attachments
- Scan to PDF, image file, PowerPoint and more
- Scan black & white, greyscale or colour
- Scan resolutions from 200dpi up to 600dpi

**Note:** Please remove staples from your originals.

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

## Scan sheets of paper

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

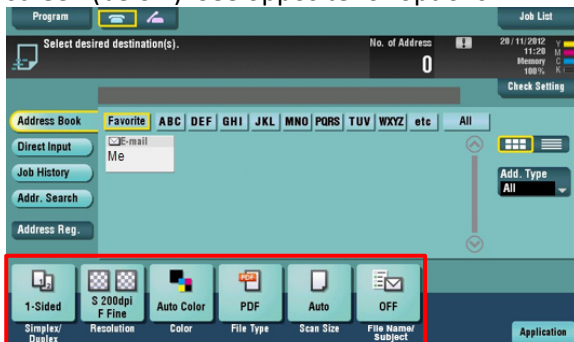


By default, steps 1-5 above will scan 1-sided sheets of paper with the following settings:

- 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 (below). See opposite for options:



**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.





### Troubleshooting

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- either your own email address (step 4 above), or someone else's (see page 3).

## 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.

If you would prefer to email the scan directly from the MFD to someone else, at step 4 above:

- Press **Direct Input** on the **Scan/Fax** screen
- Press **E-mail** and enter the recipient's email address
- Continue on to step 5 (page 2)

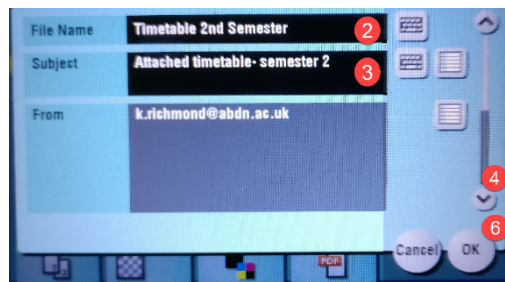
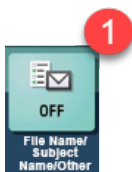
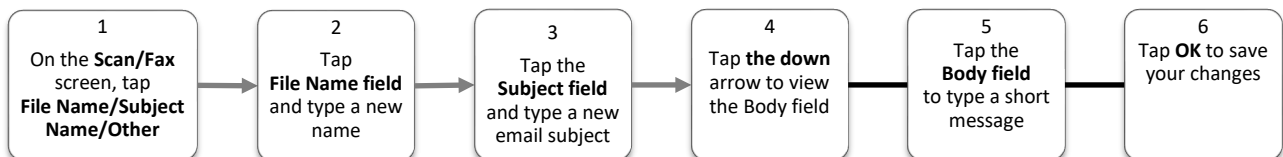


## Change the name of the file attachment and email subject

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.

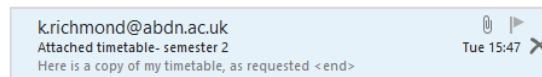
You can change both of these settings on the **Scan/Fax** screen to make them more meaningful.



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.



## MFD help

If you encounter any problems, please contact the Service Desk at [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) or [myit.abdn.ac.uk](http://myit.abdn.ac.uk).

Undergraduate and Taught Postgraduate students who have problems using their ID cards should contact Registry in the Infohub.