

# How to... Scan Using The Multi-Functional Devices

### Introduction

'Scanning' is the process of converting a paper document into a digital image. It is a good way of backing up paper-based documents or including images in presentations.

The University Of South Wales scanning facilities allow you to scan in your documents, and then email them to your University email address.

### Step 1/3 - Logging in to the Multi-functional device.

Locate a multi-functional device, an up to date list of MFD locations can be obtained from [USW Print & Design](http://uswprintanddesign.co.uk/services) (<http://uswprintanddesign.co.uk/services>)

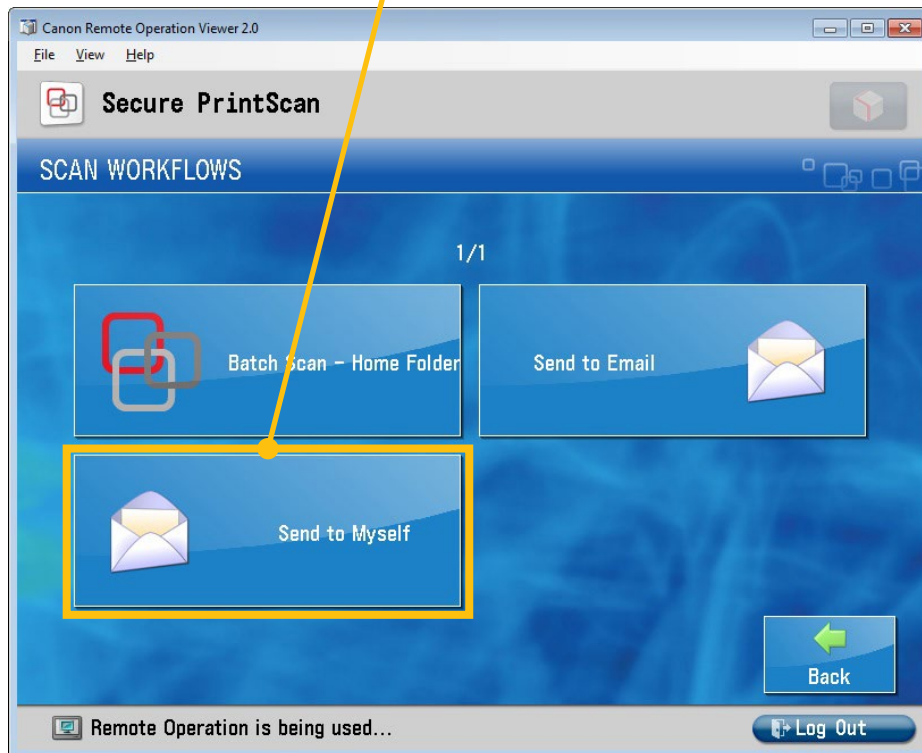
Place your Staff ID card on top of the ID card reader on the multi-functional device.



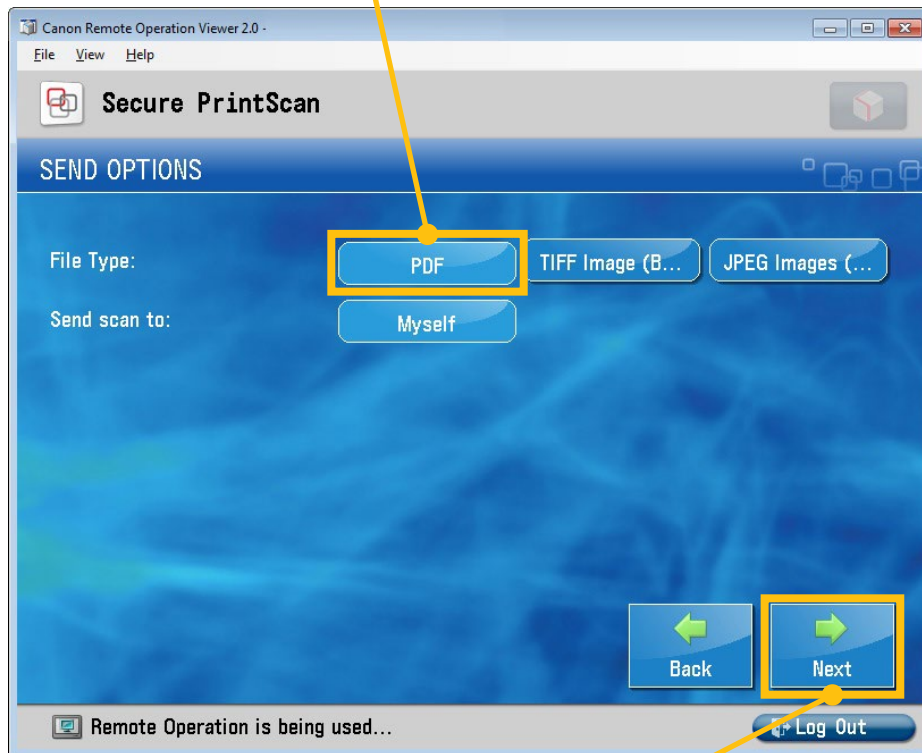
Upon logging in, click on 'Secure Print Scan' button on screen.

## Step 2/3 - Scanning your documents or images

Press the 'Send to Myself' button on screen.



You will now be prompted to select the file type which you would like to scan to, options available are PDF (recommended - default), Tiff, or JPEG.



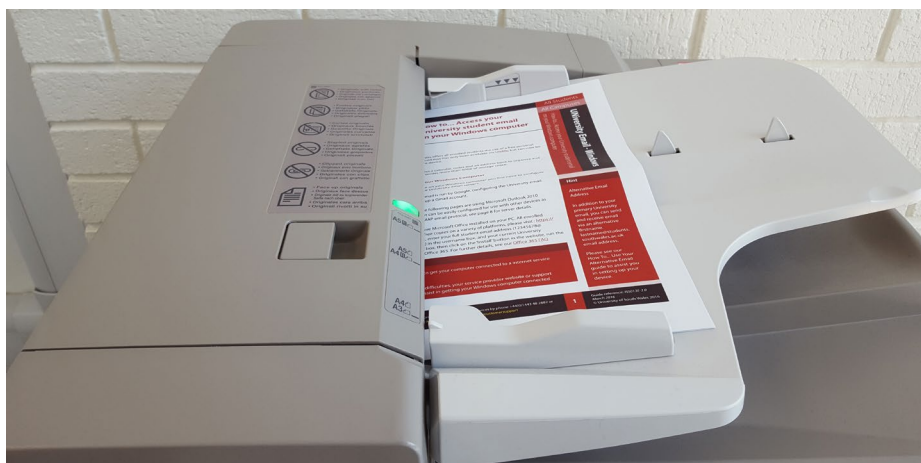
Select the file format most suitable, and select 'Next'

Now place the document you wish to scan on the scan bed or in the sheet feeder.



### Hint

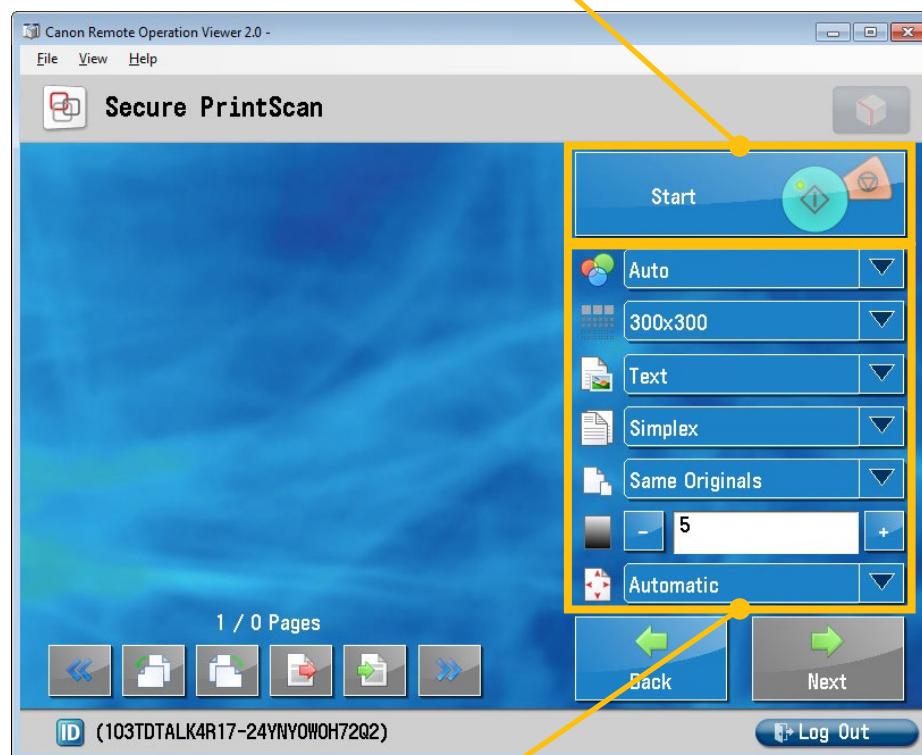
If you wish to use the scan bed please make sure the document is face down.



### Hint

If you wish to use the sheet feeder please make sure the document is face up.

In order to start scanning press the 'Start' button on screen, or press the green button on the printer.



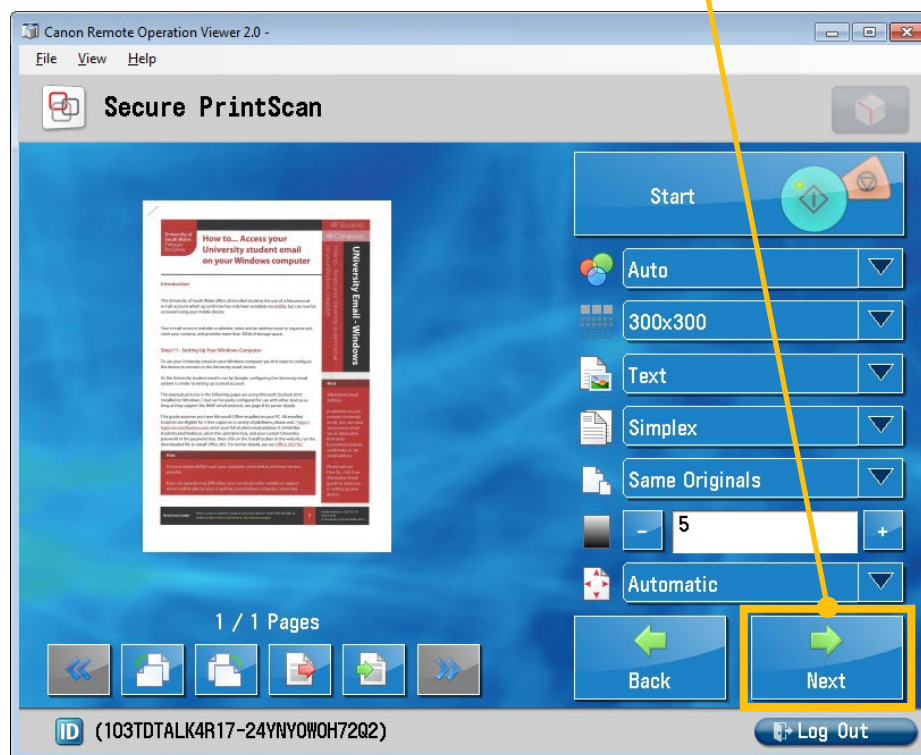
Scan settings can be ammended as required.

### Hint

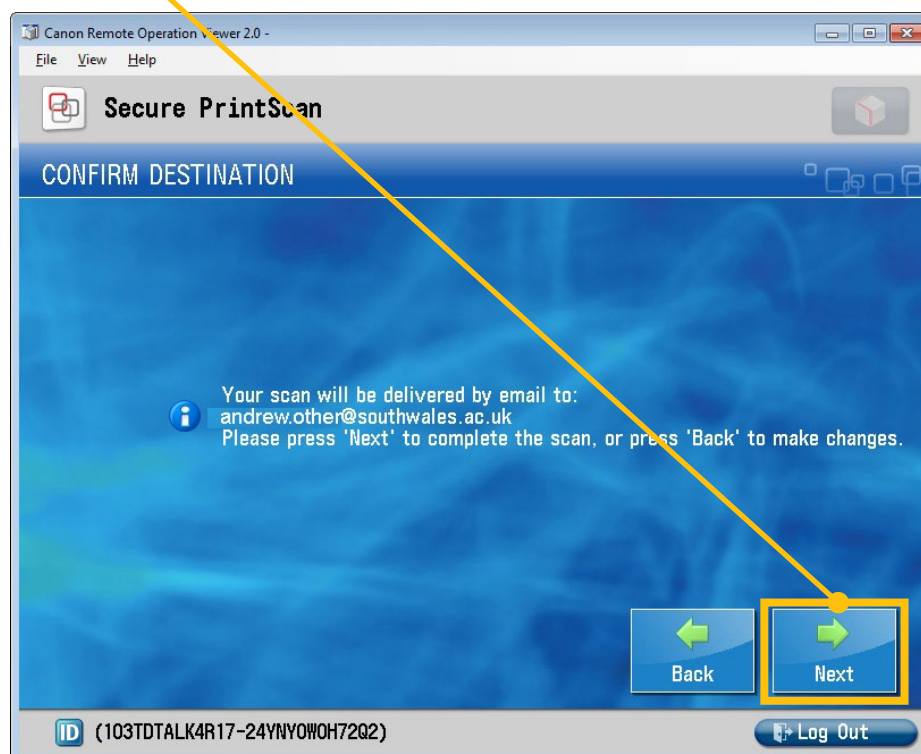
You can scan multiple documents in one job, simply insert additional documents on the scan bed/sheet feeder and press the 'Start' button.



Once you have completed your scanning, press the 'Next' button to initiate sending of the scans to your email address.



Press 'Next' to send the scans to your email address.



### Step 3/3 - Logging off the Multi-functional device

Click on the 'Logout' button.

