**FSRA**
Financial Services Regulatory
Authority of Ontario

# Scan large documents with Send to Scan Directory Function

VERSION: 1.0

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Document Owner – IT Service Desk

# Scanning a Large Document

## Purpose:

This document provides instructions on how to scan a large document to a network location (as a PDF) using the Ricoh printers. Scanning to email has a 10 MB file limitation. Rather than splitting the document, you can scan it to a network location. You will receive an email with a link to the network location where you can retrieve the scanned document. These instructions assume you have already added the **RicohColour on PRD-PRT01** printer to your list of printers and you have registered your access card.
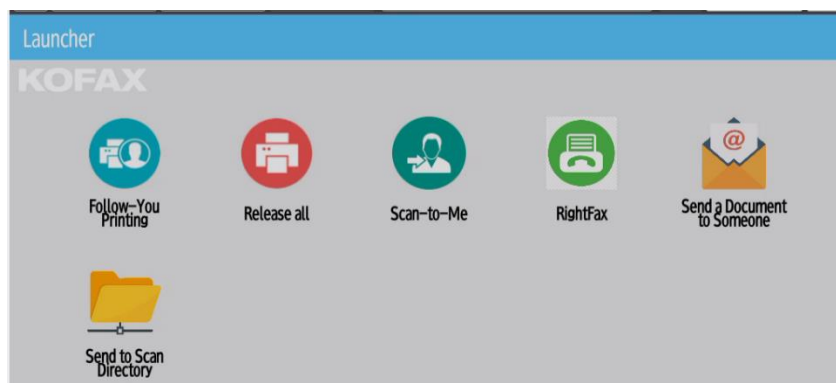
- How to register your access card
- How to add the RicohColour printer
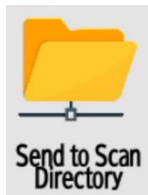
## Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a "beep" which indicates the card was read.



2. You will then see Kofax Launcher on the screen.

3. Tap the **Send to Scan Directory** applet.



4. Load the documents into the document feeder.

5. At the next screen, enter the name of the file and your FSRA network password. Your password is required because the scanner will create a folder and the document on your behalf in the scan directory.  Only you will have access to the created folder and document.



6. Tap **Scan** to begin scanning.

7. After the documents have been scanned, they will be sent to a network location. You will receive an email from noreply_scanner@fsrao.ca with a link to the network location.  Click the link in the email to open the network folder.

    **NOTE:** The files in this folder will be **periodically deleted**.  Please move your document to the appropriate location. Do **not** use this folder for editing or saving documents.