

NORTH SCHUYLKILL SCHOOL DISTRICT

Home of the Spartans



Reference Manual:
Network Scanning for Xerox

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This manual has been developed to:

- 1) Show you how to use the Xerox machine Network Scanning to scan your print documents to your computer
- 2) Locate your scanned PDF file(s)

For issues or questions on network scanning, please contact marka@northschuylkill.net

Reference Manual: Network Scanning for Xerox

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Reference Manual: Network Scanning for Xerox

Introduction

- The Network Scanning function on the Xerox machine allows you to scan hard copy documents to an electronic version (as a PDF) and automatically routes these files to your X: Drive.
- Please continue to **Part 1** and **Part 2** of this reference manual to learn how to use the Network Scanning function and locate the files after scanning.

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Reference Manual: Network Scanning for Xerox

Part 1: Network Scanning

- Step 1: Place your hard copy in the tray as usual for scanning.
- Step 2: Press the **Clear All** button on the machine if necessary to clear any current jobs and return to the default screen display (See **Figure 1** below).

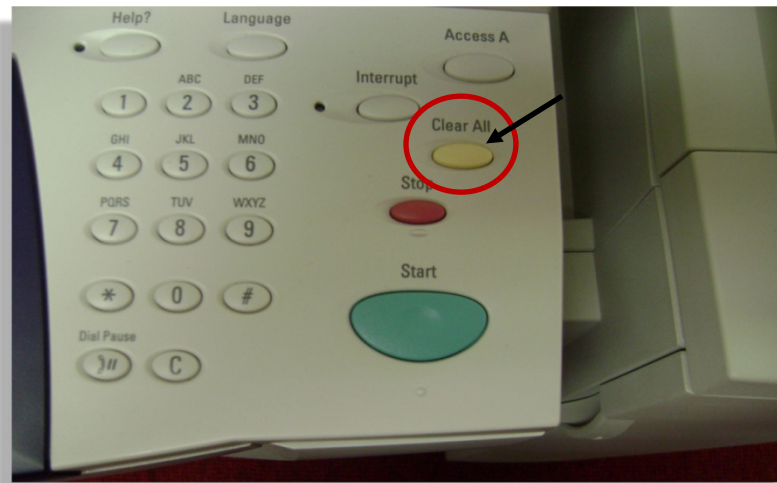


Figure 1

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- Step 3: Choose **Network Scanning** on the Xerox display screen (See **Figure 2** below).

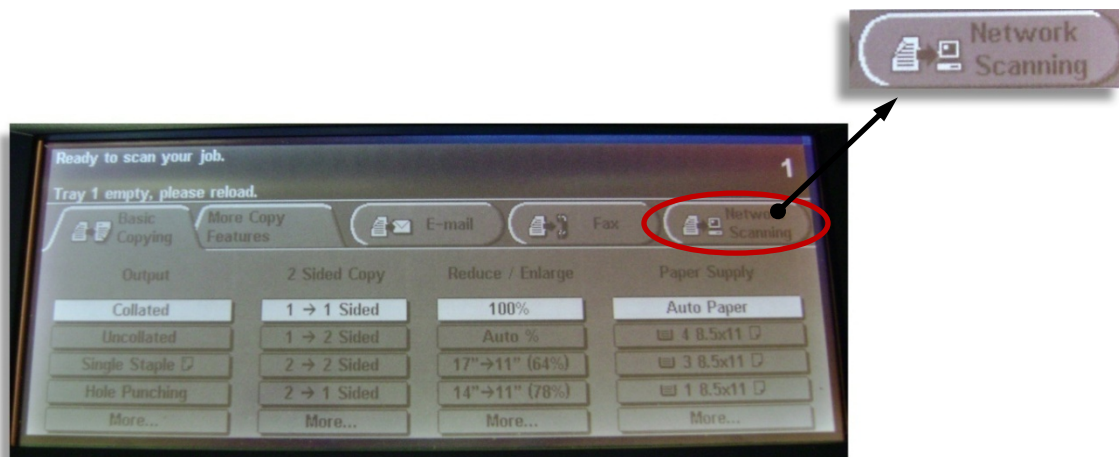


Figure 2

- **Step 4:** Choose **All Services** on the Xerox display screen (See **Figure 3** below).

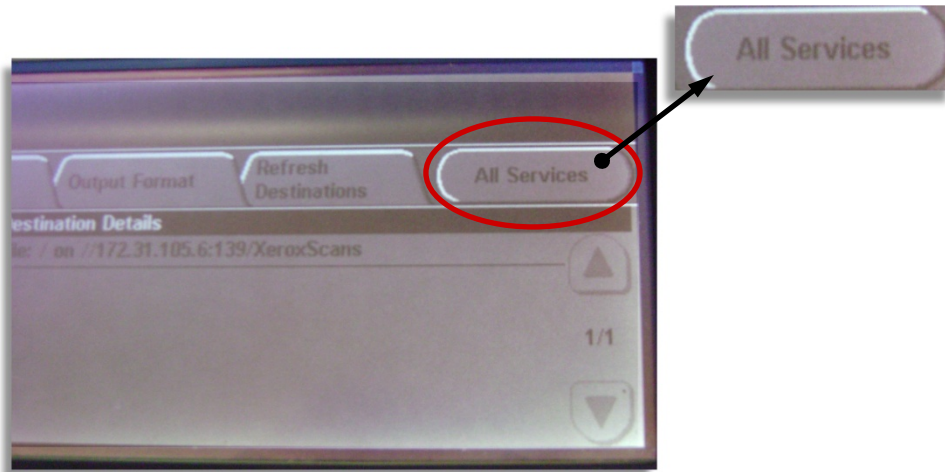


Figure 3

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- **Step 5:** Choose **Network Scanning** again on the Xerox display screen (See **Figure 4** below).

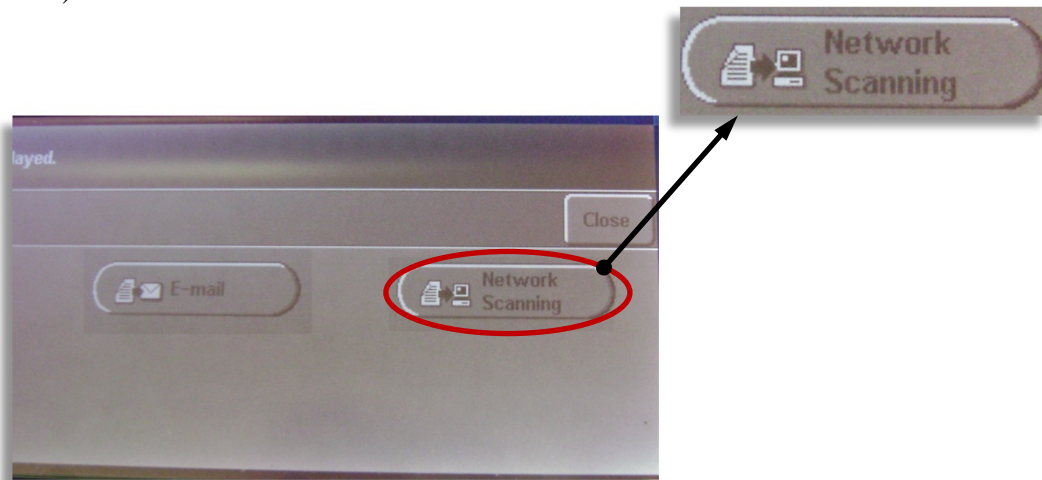


Figure 4

- Step 6: Choose *HSoOffice from the Template Destinations menu on the left (See **Figure 5** below).

**Or where you are scanning to*

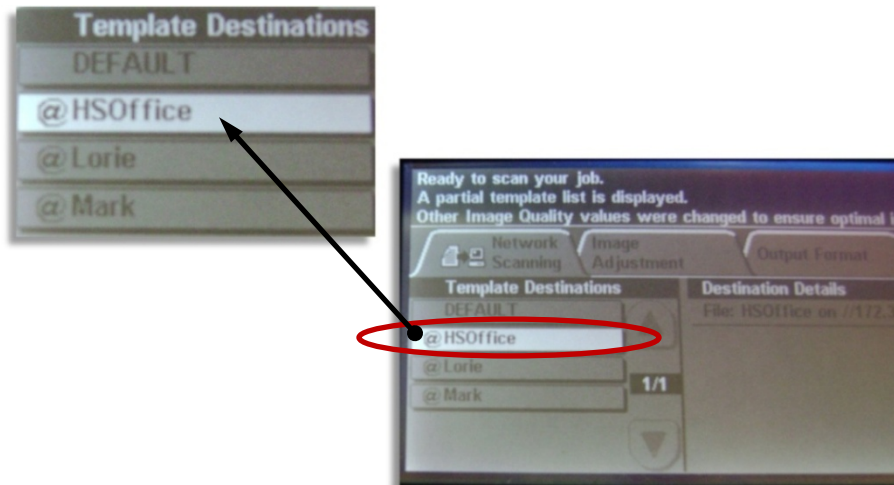


Figure 5

- Step 7: Press the **Start** button (See **Figure 6** below).



Figure 6

*Your scanned PDF version should now automatically be on your computer.
Continue to **Part 2** of the manual to locate your file(s).*

Part 2: Locate your scanned PDF file(s) on your computer

- Once you have completed scanning your hard copy using Network Scanning (see **Part 1** of this manual), you can locate the PDF file on the computer X: Drive.
- The file name will be what you selected on the **Template Destinations** on the Xerox display screen (see **Part 1** of this manual). In Part 1, we chose HSOoffice, therefore the PDF on your computer will be automatically named HSOoffice.
- You can right-click and choose Rename to change the name of the file.
- You can then save the file to your H: Drive.

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End