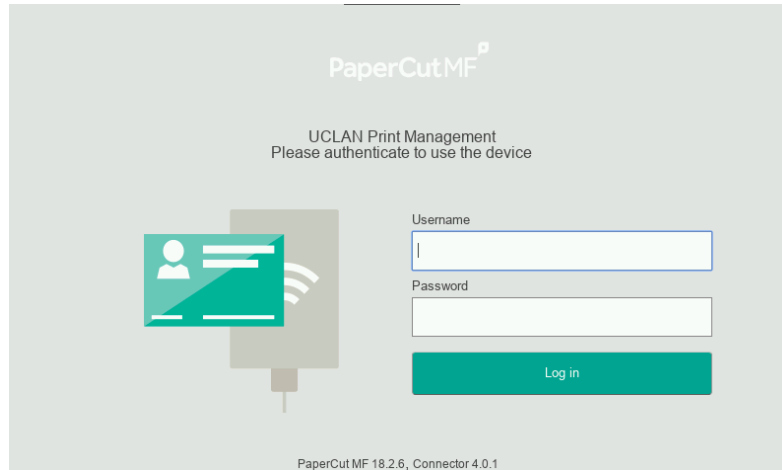




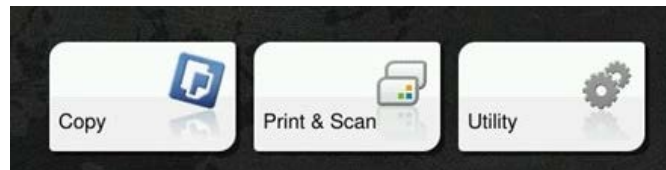
How to Scan

1. Swipe your UCLan card* at the device or enter your UCLan Username and Password.

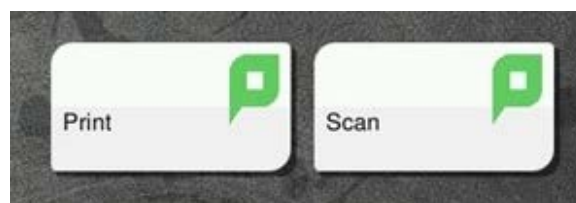
*If this is your first time using your card you will be prompted to link your UCLan card by entering your **UCLan username** and **Password**.



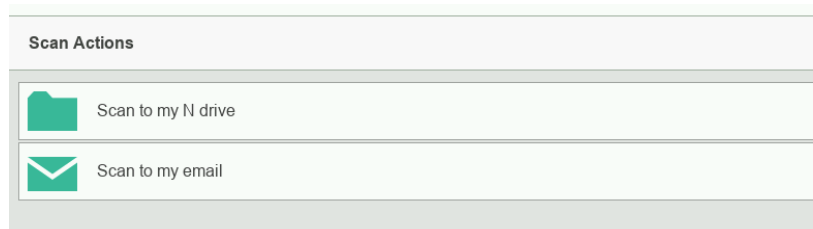
2. Select **Print & Scan**



3. Select **Scan**



4. Select **Scan to your N drive** or **Scan to my email** (your UCLan address)





How to Scan

5. If you selected **Scan to your N drive**, change the file name, only if required, and select **Start**.

The screenshot shows a mobile application interface for scanning. At the top, there is a back arrow and the user ID 'dwatson2'. Below this is a section titled 'Scan Details'. On the left, there are fields for 'Path' (displayed as '\\ha-034\pers-K10004E12A\Scans') and 'Filename' (with a text input field containing 'scan'). On the right, there are settings for 'Color PDF', '2-sided', 'A4 Portrait', and '300 DPI', along with a 'Change settings' button. At the bottom, there is a 'Prompt for more pages' checkbox which is checked, and a large green 'Start' button.

6. If you selected **Scan to my email**, you have the option to add a subject and change the file name, once all is ok select **Start**.

The screenshot shows a mobile application interface for scanning. At the top, there is a back arrow and the user ID 'dwatson2'. Below this is a section titled 'Scan Details'. On the left, there are fields for 'To' (displayed as 'Username@uclan.ac.uk'), 'Subject' (with a text input field containing 'Your scan (Scan to my email)'), and 'Filename' (with a text input field containing 'scan'). On the right, there are settings for 'Color PDF', '2-sided', 'A4 Portrait', and '300 DPI', along with a 'Change settings' button. At the bottom, there is a 'Prompt for more pages' checkbox which is checked, and a large green 'Start' button.

7. Your document will now be scanned, select **Finish** once you scanned in all required documents and then press the **Start** button (physical green button on the printer).
8. You will then be asked if you wish to add more pages or just select **Send** to complete your scan.