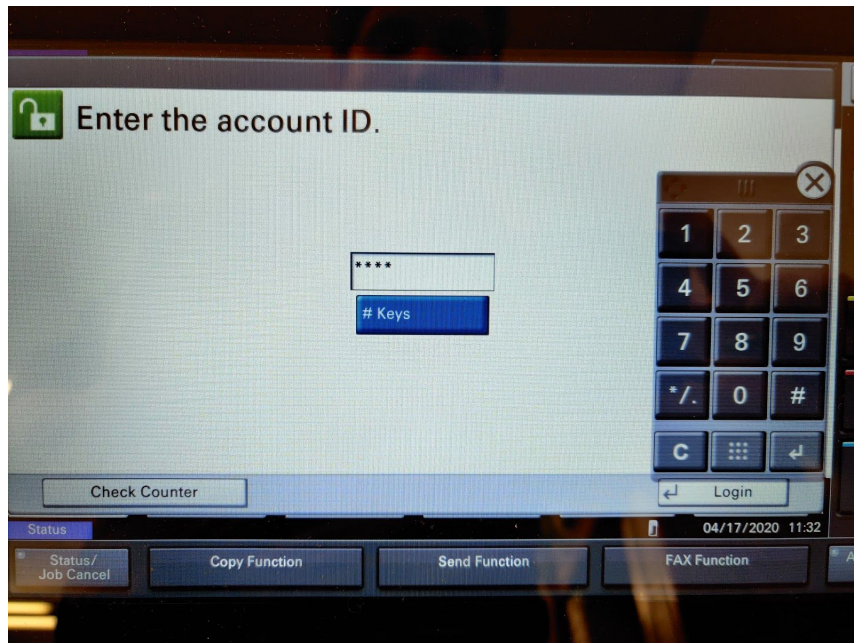


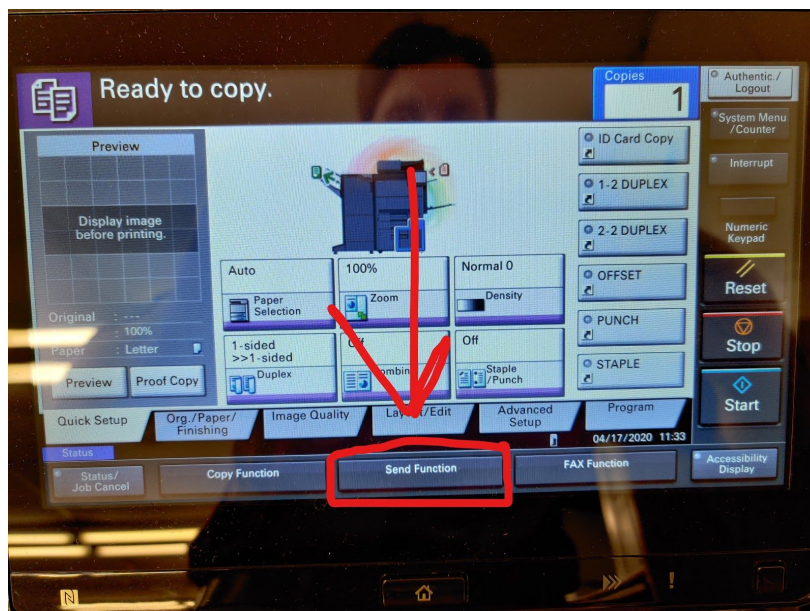
How to scan from HS, ES printers & send to fileshare Effective: April 1, 2020

Attention: Dermott School District staff/personnel

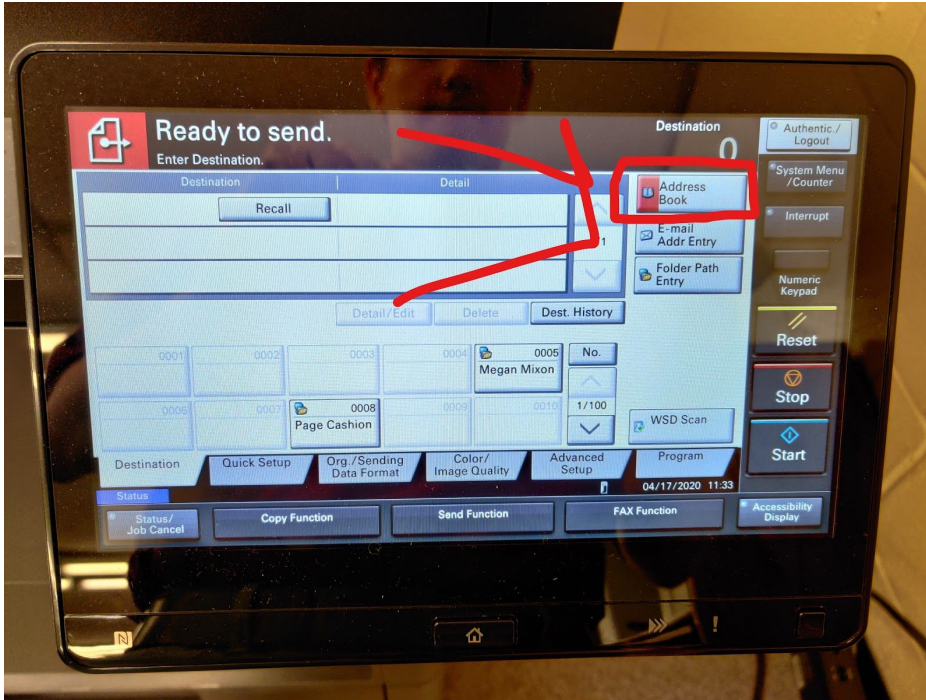
Please utilize this step by step guide for instructions on how to scan from the high school and elementary copiers and send them to your fileshare folder on your computer.



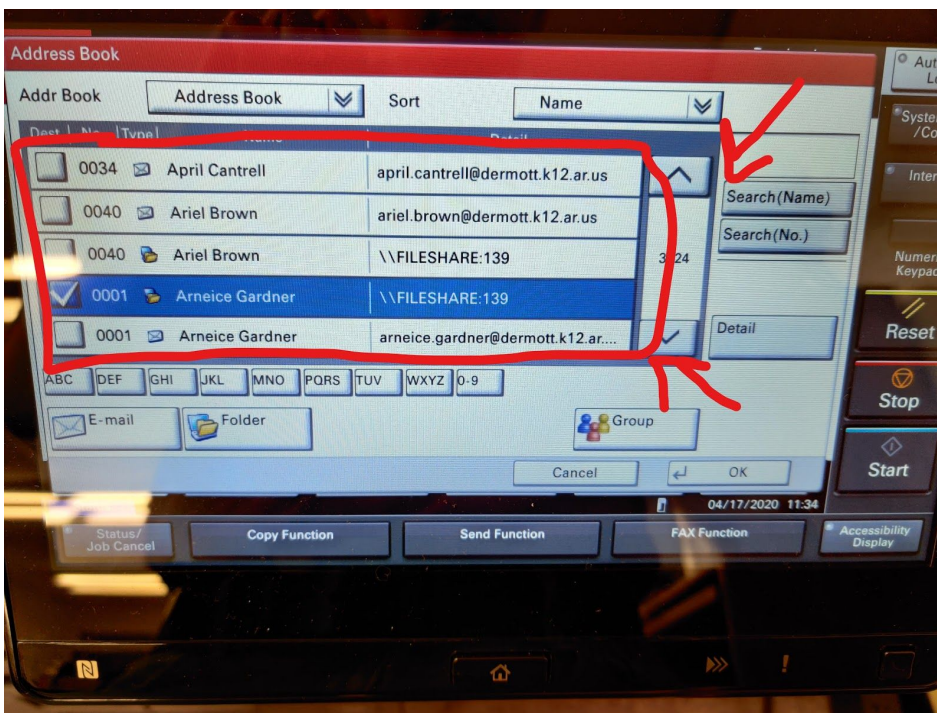
1. Enter your account ID number, and press 'Login'



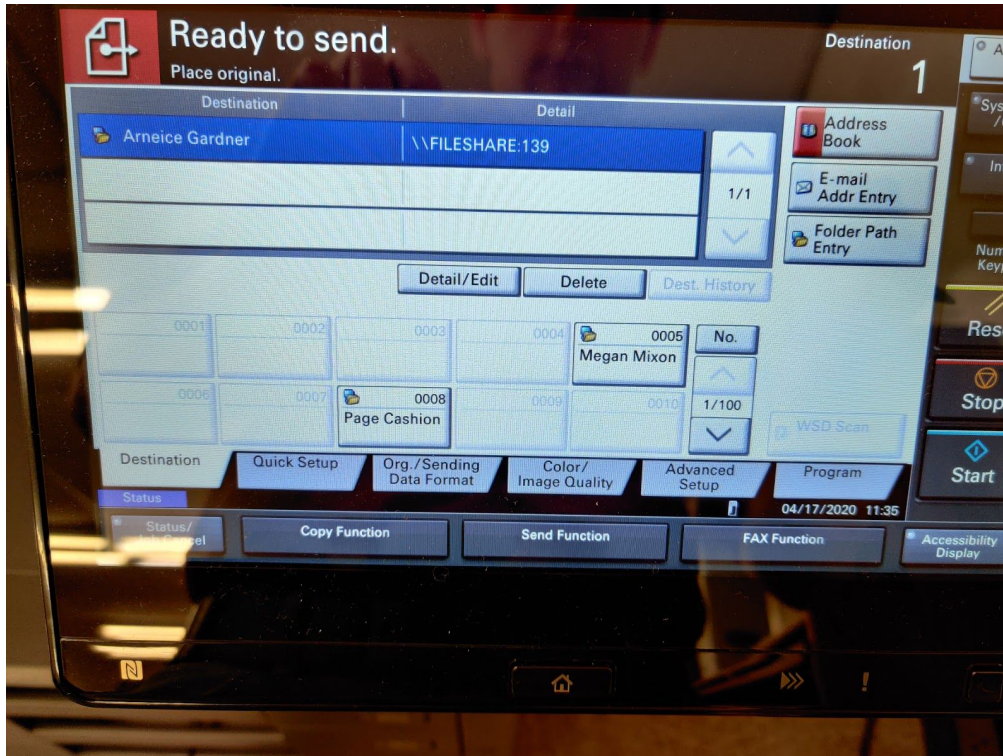
2. Press the 'Send Function'



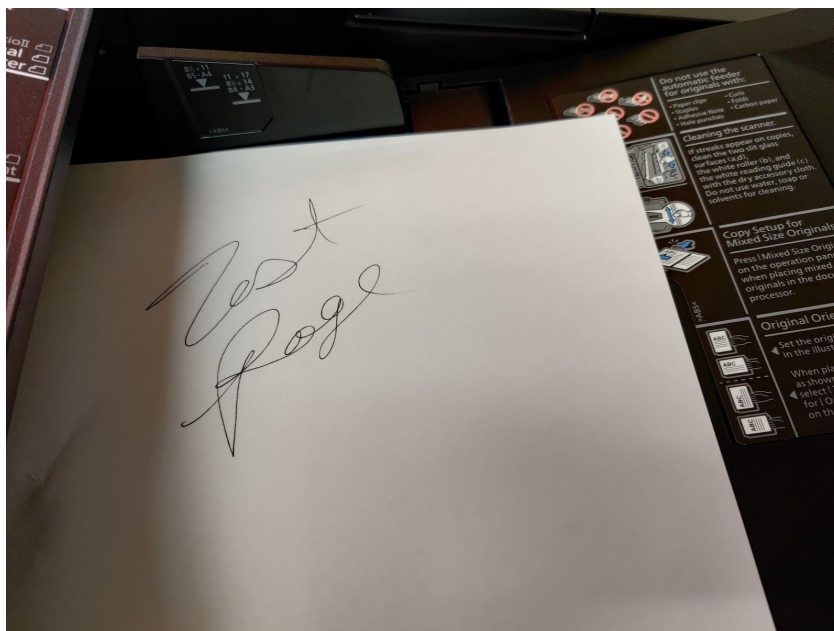
3. Press the 'Address Book' button



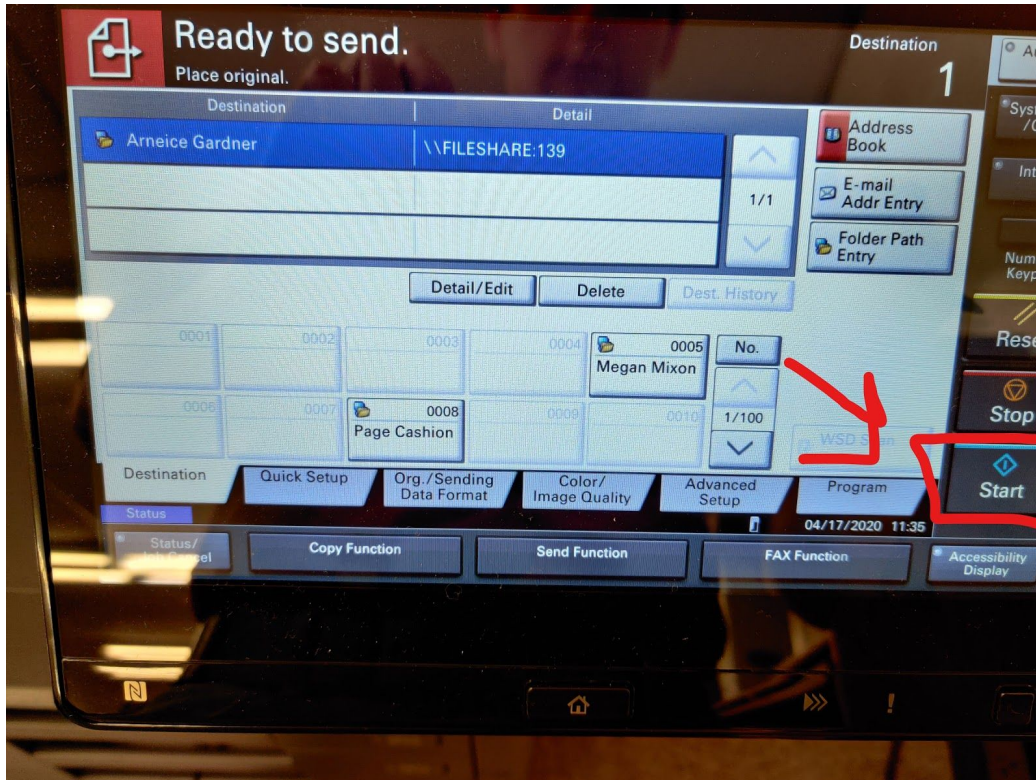
4. Use the up and down arrow keys until you find your name and the \\DPSDFILESHARE destination
(Your computer will most likely be your computer name and number(ex.DESRM100, DHSRM100))



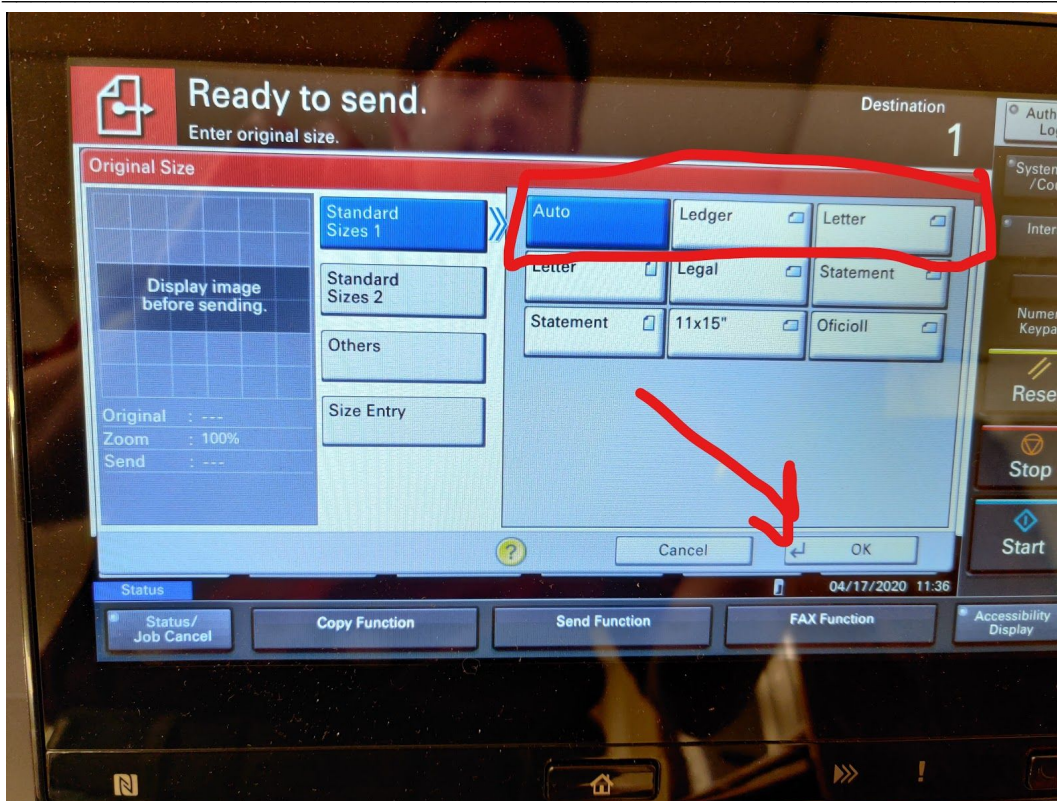
5. Once you have the appropriate destination, it will pop up, and read 'Ready to send' at the top.



6. Place copies in scanner tray or on the scanner bed



7. Press the 'Start' button



8. Select the original size (if needed), and push 'OK'

9. Check your fileshare folder on your desktop

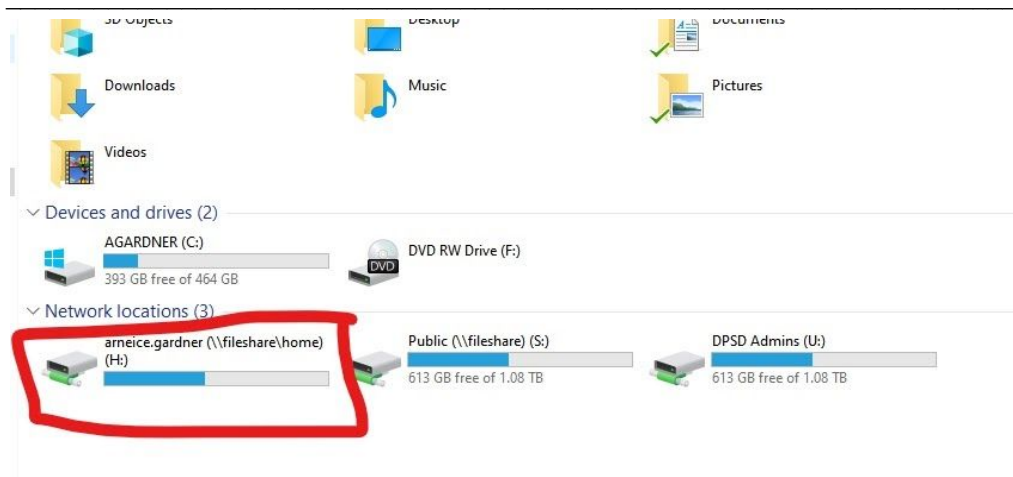
HOW TO CHECK FILESHARE FOLDER



10. Click your file manager button



11. Click your computer name



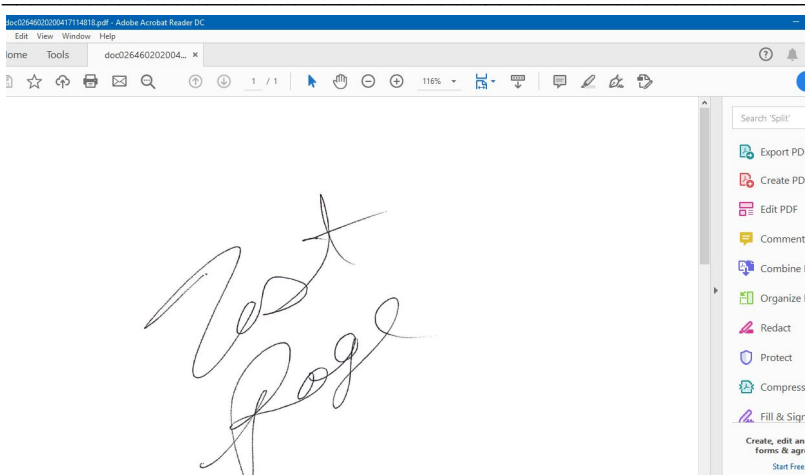
12. Click on your fileshare folder

Archived Lesson Plans	3/12/2018 10:36 AM	File folder
How to Videos	8/8/2018 3:30 PM	File folder
My Scans	4/17/2020 12:46 PM	File folder
pst files	3/12/2018 10:59 AM	File folder
Room_Inv	3/12/2018 11:16 AM	File folder
Shared Instruction Folder	3/12/2018 10:27 AM	File folder

13. Click the 'My_Scans' folder

doc02646020200417114818	4/17/2020 12:46 PM	Adobe Acrobat D...	152 KB
doc00071520200417113754	4/17/2020 12:34 PM	Adobe Acrobat D...	99 KB
doc00071420200417113722	4/17/2020 12:34 PM	Adobe Acrobat D...	99 KB
doc02637920200211095038	2/11/2020 9:49 AM	Adobe Acrobat D...	3,643 KB
doc02637820200211095005	2/11/2020 9:49 AM	Adobe Acrobat D...	2,784 KB
doc02637720200211094945	2/11/2020 9:48 AM	Adobe Acrobat D...	1,321 KB
doc02637620200211094816	2/11/2020 9:47 AM	Adobe Acrobat D...	9,651 KB
doc02637520200211094707	2/11/2020 9:46 AM	Adobe Acrobat D...	8,401 KB
doc02637420200211094515	2/11/2020 9:44 AM	Adobe Acrobat D...	4,215 KB
doc02627920200114120009	1/14/2020 11:59 AM	Adobe Acrobat D...	743 KB
doc02612220191112142436	11/12/2019 2:24 PM	Adobe Acrobat D...	2,363 KB
doc02612120191112142344	11/12/2019 2:23 PM	Adobe Acrobat D...	1,507 KB
doc02612020191112142230	11/12/2019 2:22 PM	Adobe Acrobat D...	1,955 KB
doc02586720190826102927	8/26/2019 11:29 AM	Adobe Acrobat D...	359 KB
doc02542420190514081247	5/14/2019 9:11 AM	Adobe Acrobat D...	179 KB
doc02527720190411084455	4/11/2019 9:44 AM	Adobe Acrobat D...	715 KB
doc02527720190411084455	4/11/2019 9:44 AM	Adobe Acrobat D...	715 KB

14. Click the document that shows up as most recently created/modified



15. Your file will now open, and allow you to do any required printing/modifications