

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SCAN FROM DELL 3335 MFP TO NETWORK SHARED AREA

Purpose

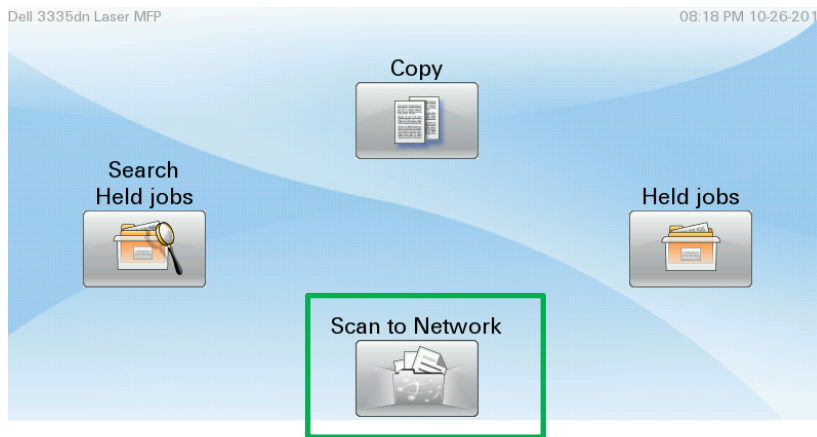
How to scan images from the Dell 3335 MFP to the Network Shared Area.

How to Scan

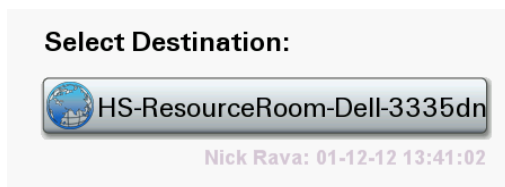
Go to a location of the Dell 3335 MFP Printer (ex. HS Resource Room, HS Library; SE PODs).

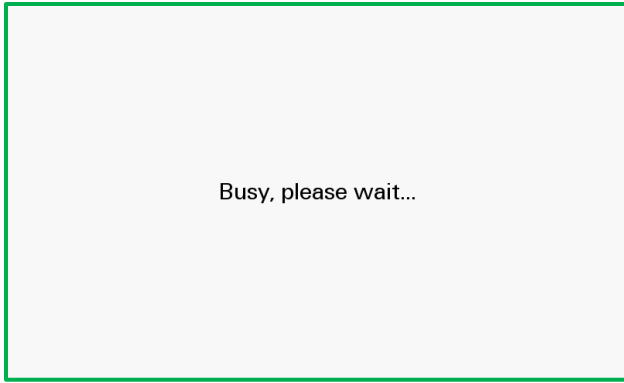
From the Printer Menu on the Dell 3335 MPF do the following:

Press Scan to Network

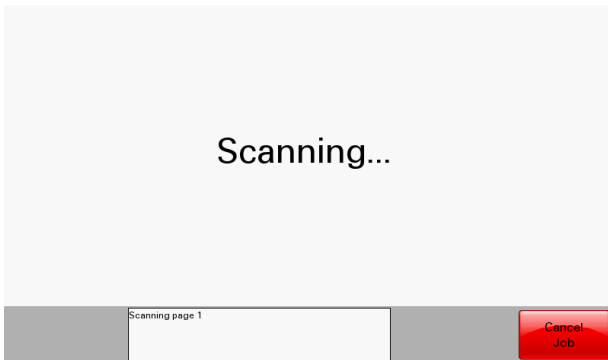
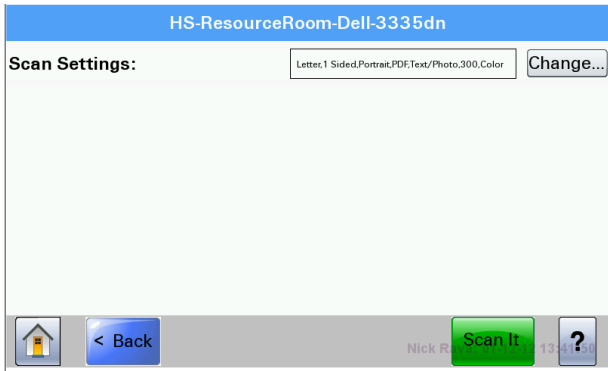


Select the available destination

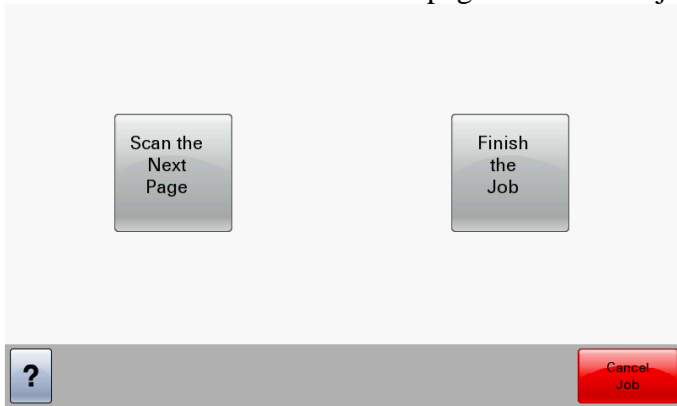




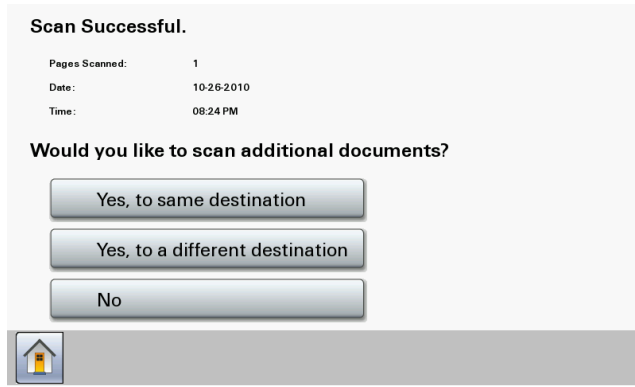
Select Scan It



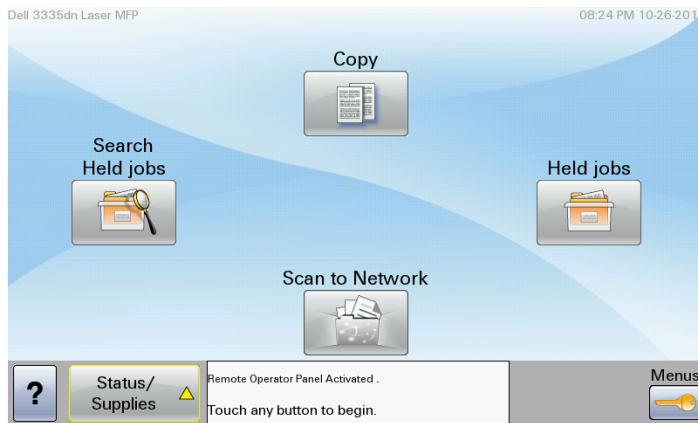
Choose whether to scan the next page or finish the job



If finished scanning, select No



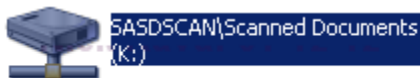
You will be returned to the main screen:



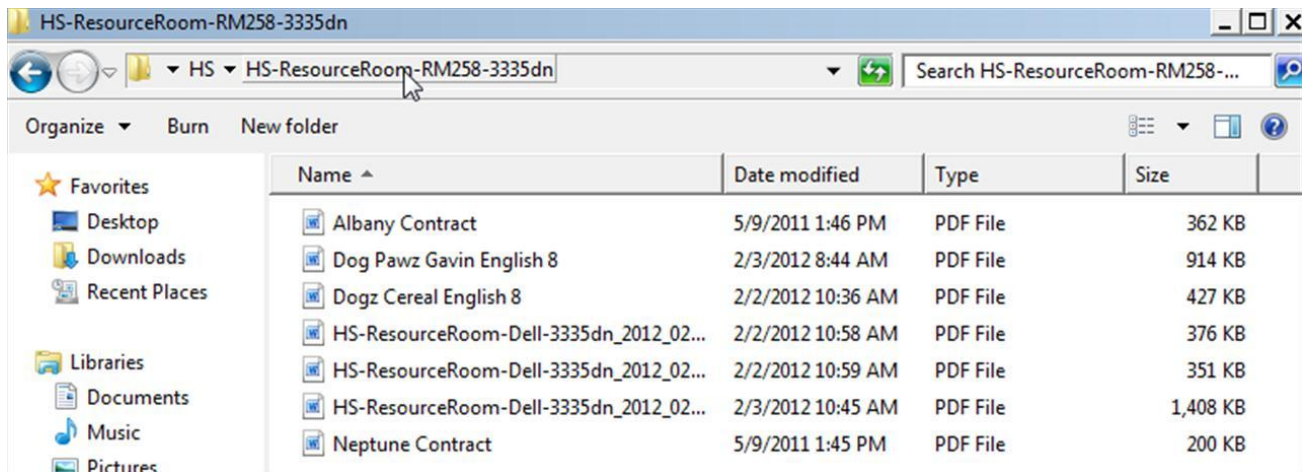
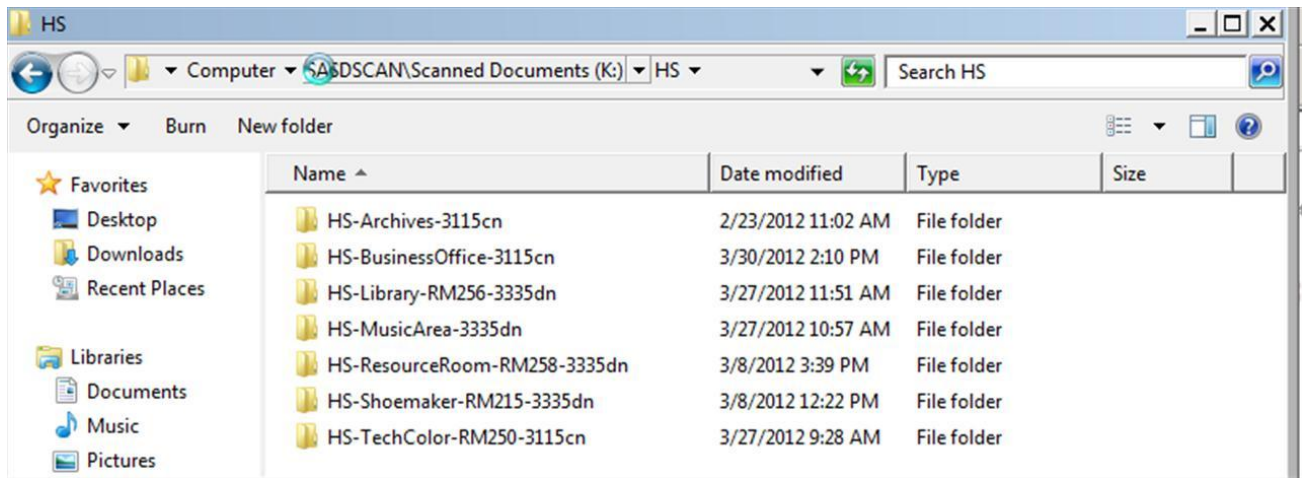
On your computer go to



Then double click the K: Drive



Double click the location of the printer



Double click the file to see the scanned document

Please note that you can delete these scanned documents