

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SCAN FROM **DELL 3115 MFP** TO NETWORK SHARED AREA FOR STAFF (**W DRIVE**)

### Purpose

This handout is to briefly instruct how to scan images from the **Dell 3115 MFP** to the Network Shared Area for Staff.

### **PLEASE NOTE:**


The scanned document files will be automatically deleted if they are **older than 14 days**. If you need to save the scanned document, copy it to your network folder (**U Drive**).

### How to Scan

Go to the Dell 3115 MFP Printer in the (ex. Business Office, Tech Office, HS Archives).

Lift the scan tray up and place the desired document face down.

From the Printer Menu on the Dell 3115 MPF do the following

- ↓ Scroll down to SCAN and press √
- ↓ Scroll down to SCAN NETWORK and press √
- Scroll right to COMPUTER and press √
- Press √
- Press √
- Press Green Start 

It will now process – wait until complete

### Printer Console - Help

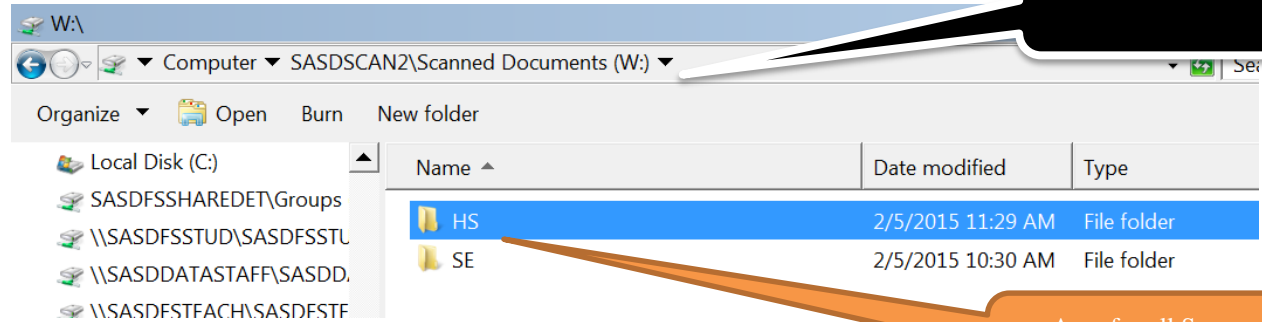
```
Scan:01 GroupWebS...
-Press X to Stop-
Processing...
Computer
```

The finished scan will be located in

The finished scan will be located in within the W Drive



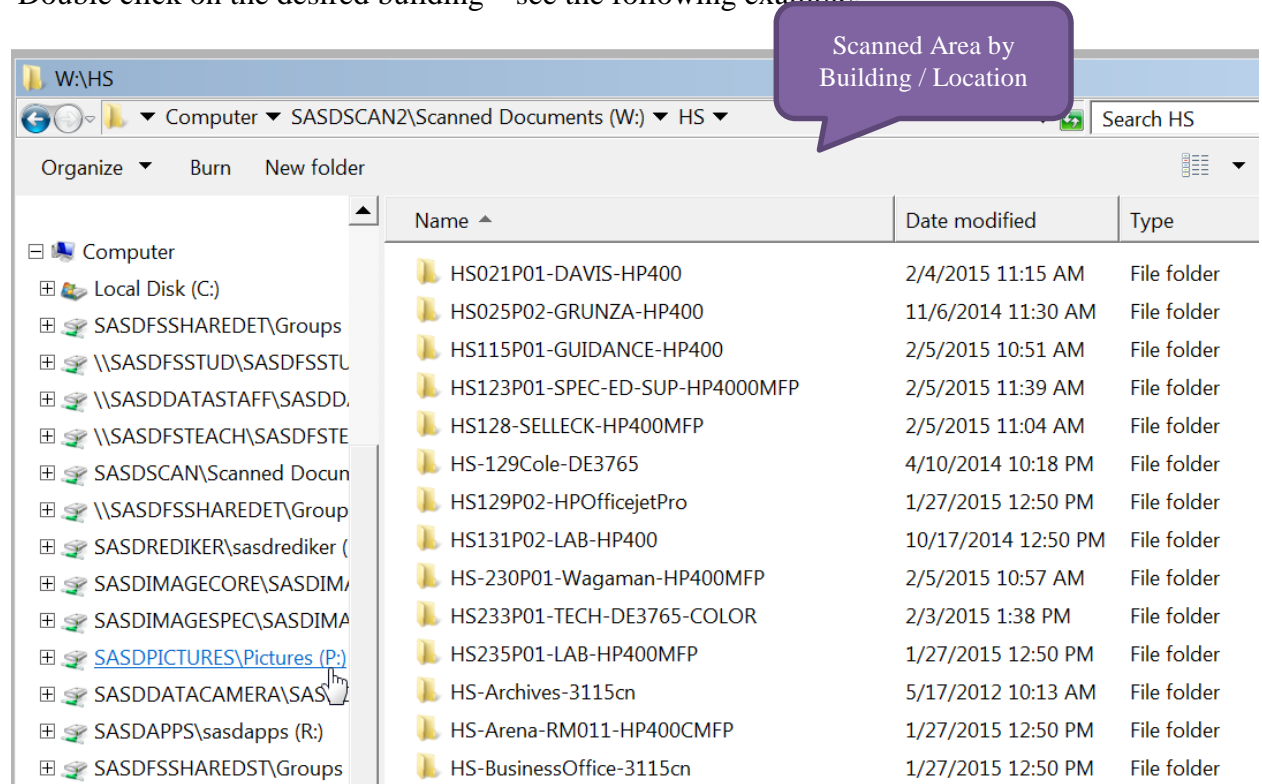
Double click My Computer  
Go to the W Drive



Then double click on the W: drive \\SASDSCAN\Scanned Documents

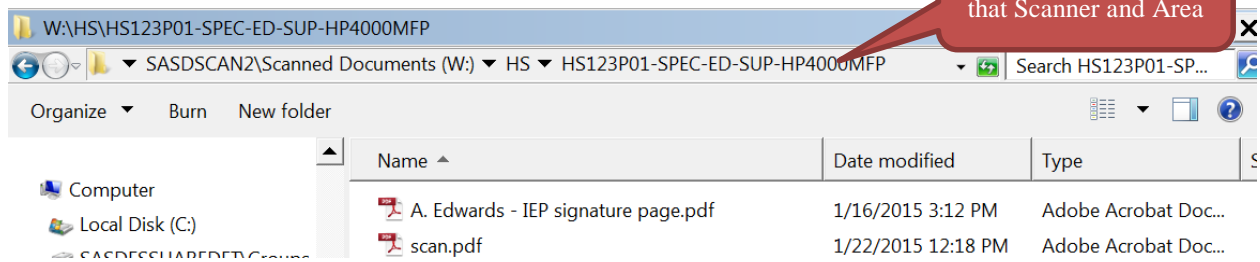
Area for all Scanned Documents broken up by building

Double click on the desired building – see the following example:



Now go to the desired building area (High School or Snyder)

In this example, I am going to the HS123P01-SPEC-ED-SUP-HP400MFP folder



Open it up and find your desired scanned document

You will have to open the PDF scanned image – please note that the documents are arranged by date – which is a good way to find your image. Once you find the one(s) that you want you can cut and paste from here to your network My Documents for permanent storage (if needed).

**IMPORTANT:**

These files will be automatically deleted every 14 days. If you need a long term copy, save it to your personal directory.