

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SCAN FROM **DELL 3335 MFP** TO NETWORK SHARED AREA (**W DRIVE**)

### Purpose

How to scan documents using the **Dell 3335 MFP** to the Network Shared Area.

#### **PLEASE NOTE:**

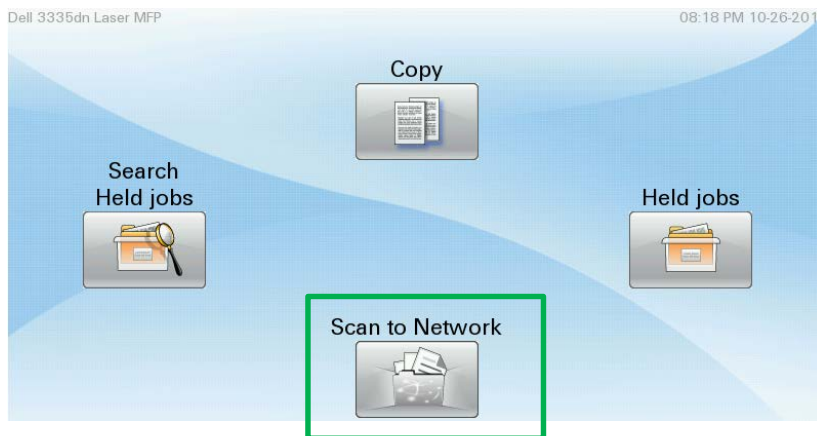
The scanned document files will be automatically deleted if they are **older than 14 days**. If you need to save the scanned document, copy it to your network folder (**U Drive**).

### How to Scan

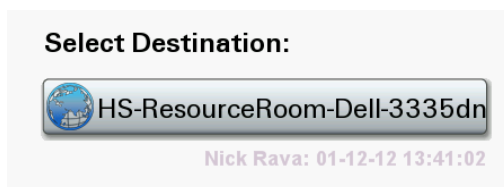
Go to a location of the Dell 3335 MFP Printer (ex. HS Resource Room, HS Library; SE PODs).

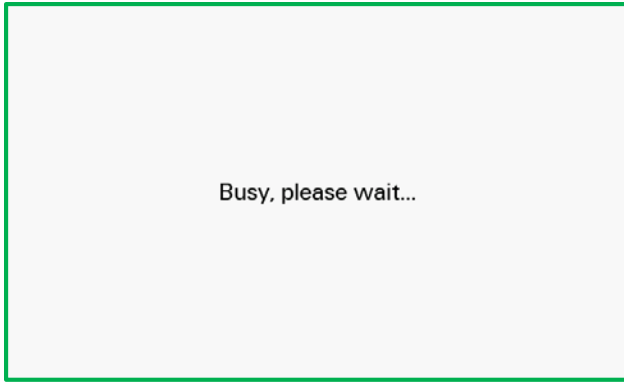
From the Printer Menu on the Dell 3335 MPF do the following:

Press Scan to Network

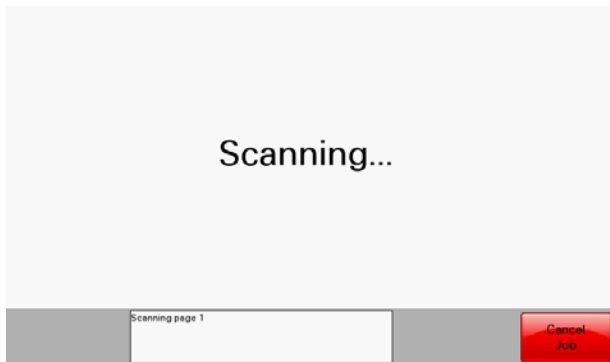
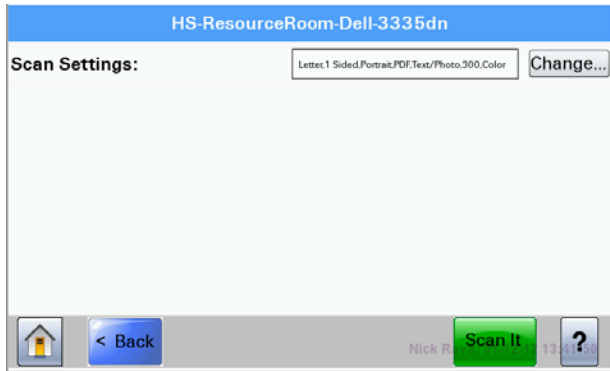


Select the available destination

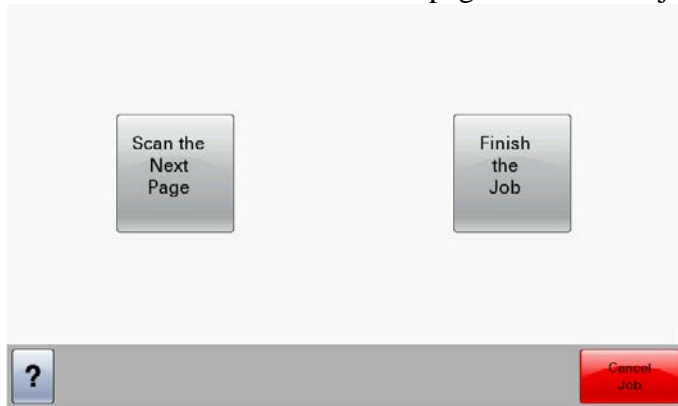




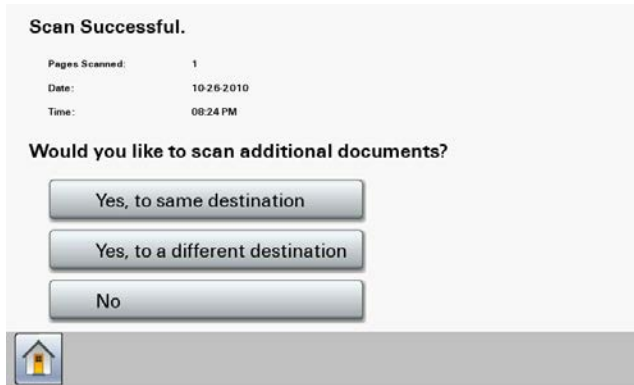
### Select Scan It



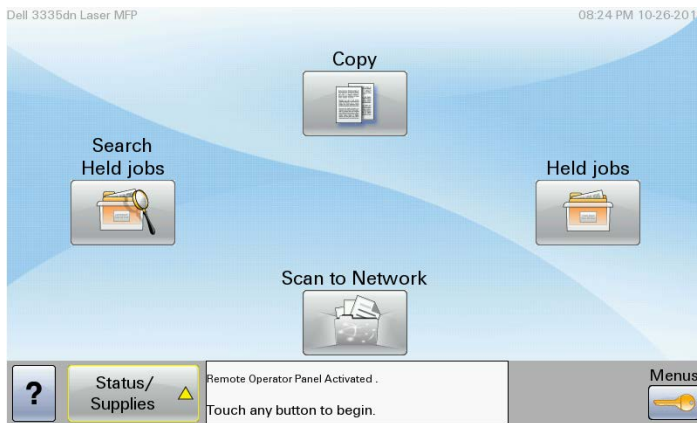
### Choose whether to scan the next page or finish the job



If finished scanning, select No



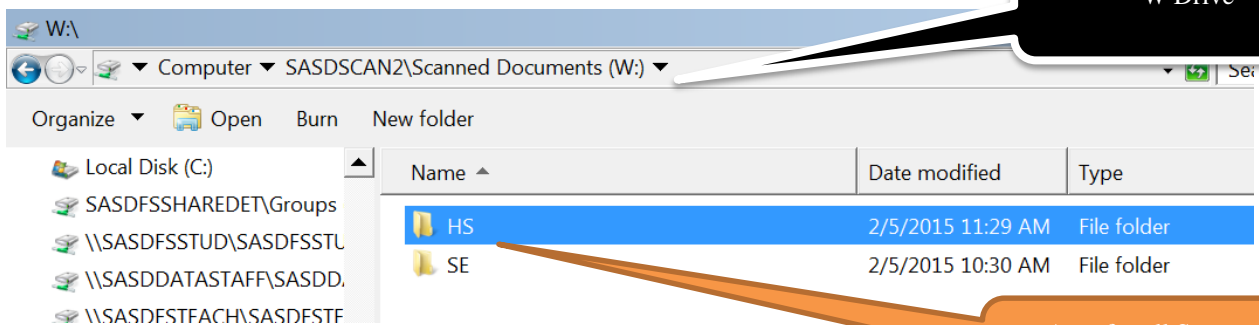
You will be returned to the main screen:



The finished scan will be located in within the W Drive



Double click My Computer  
Go to the W Drive

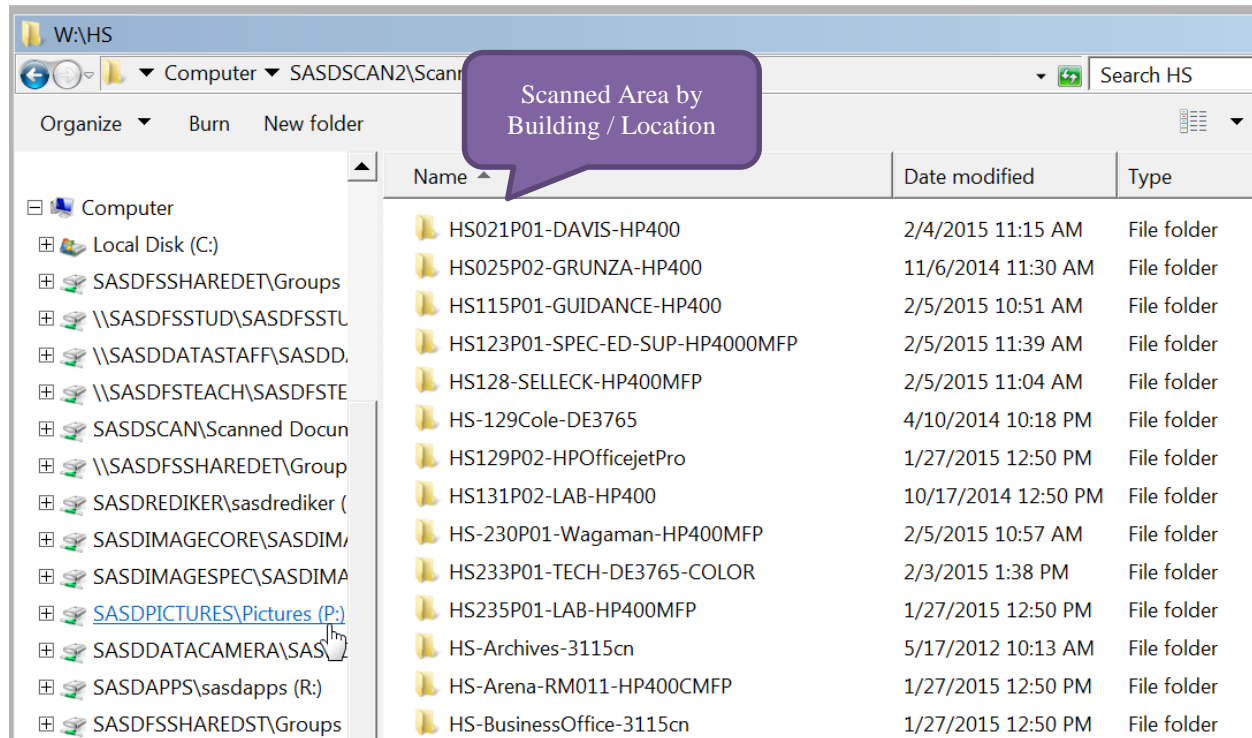


W Drive

Area for all Scanned Documents broken up by building

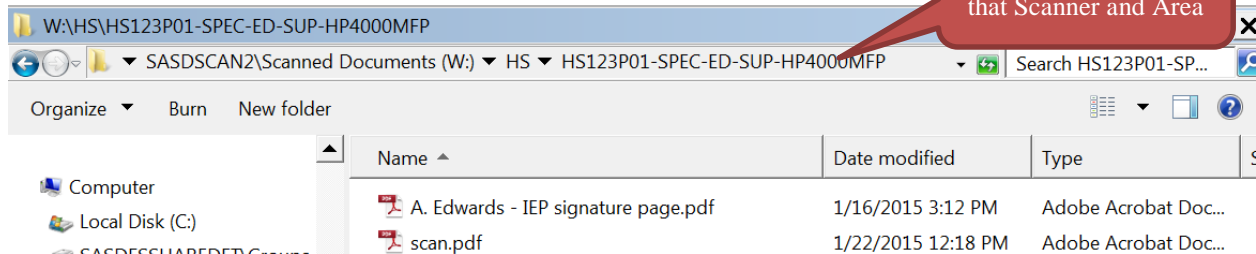
Then double click on the W: drive \\SASDSCAN\Scanned Documents

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



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.