

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SCAN FROM DELL 37655 MFP TO NETWORK SHARED AREA (W DRIVE)

### Purpose

This handout is to briefly instruct how to scan images from the Dell 3765 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 33765 MFP Printer in the (ex. Tech Office, HS Room 129)

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

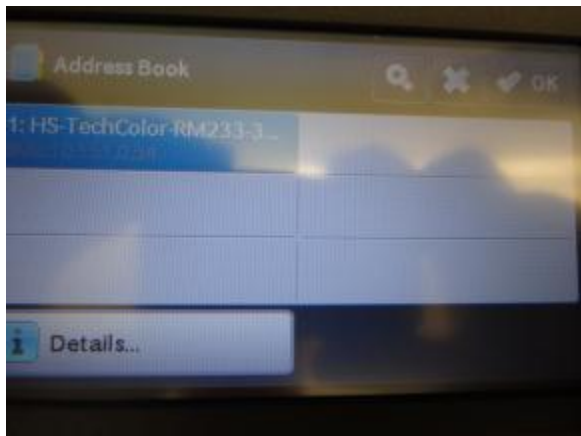
From the Printer Main Menu on the Dell 3765 MPF do the following:



Press the Scan Menu



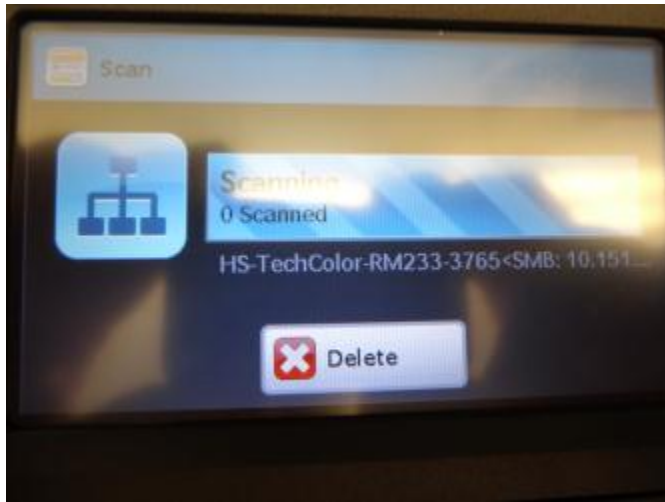
Press the Network button



Select the Scan area (ex. HS-TechColor-RM2333) and click on the OK button



This will turn on the Green Start button – just click on the Green Start button



Wait until scan is complete



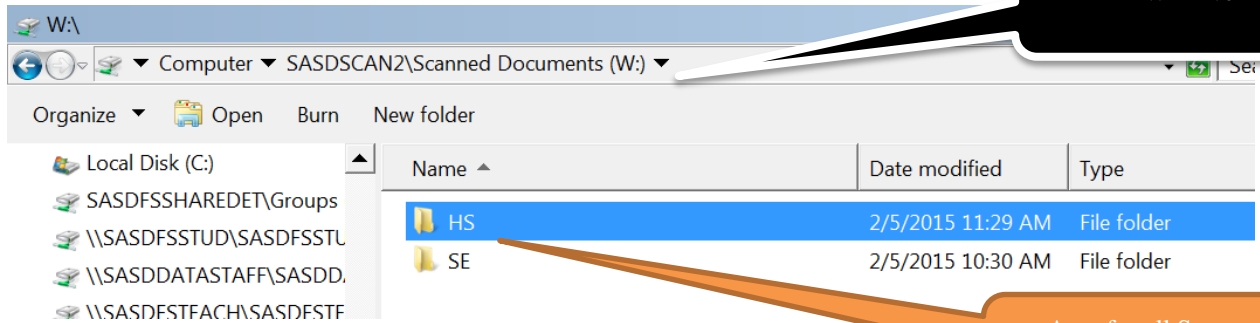
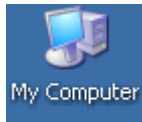
Click on Upload Now



It will then show Complete

The finished scan will be located in within the W Drive

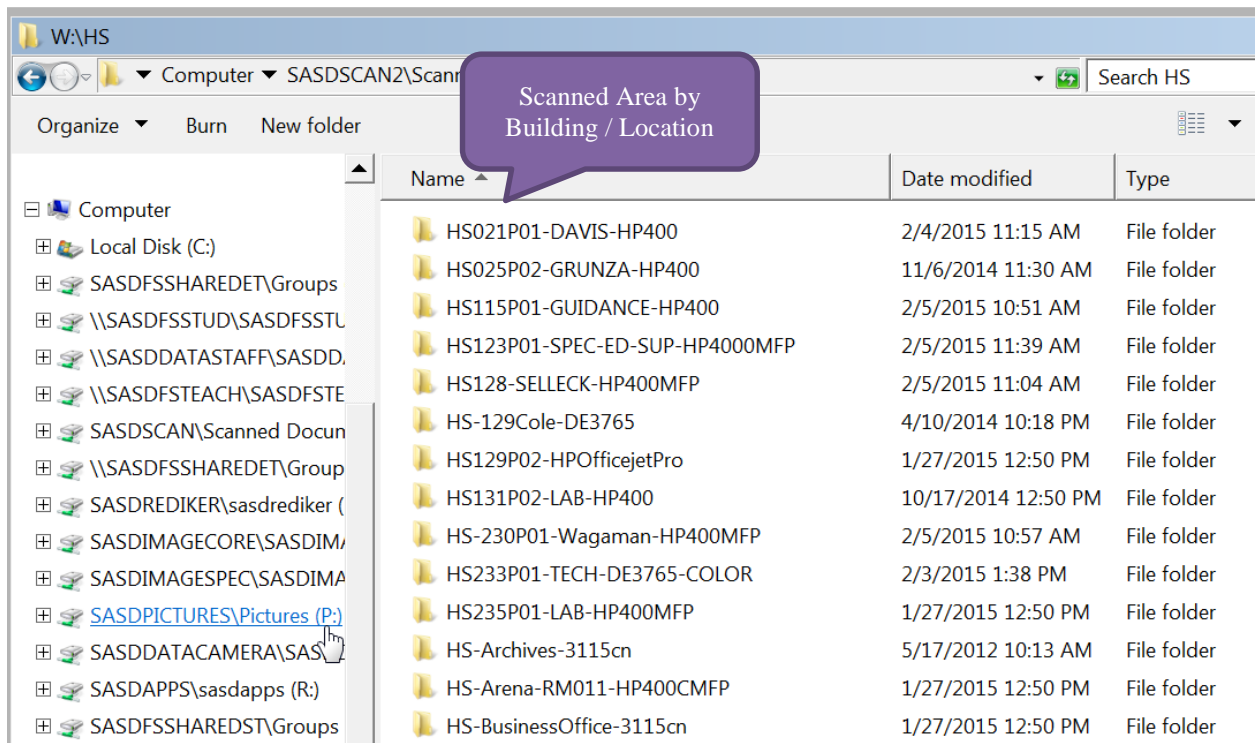
Double click My Computer  
Go to the W Drive



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

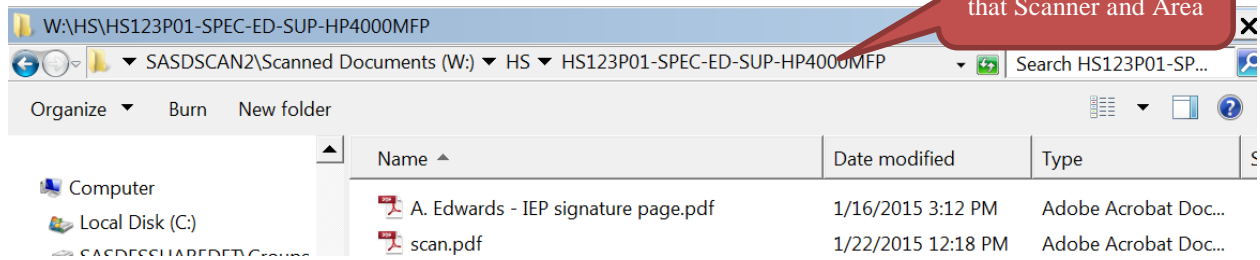
Area for all Scanned Documents broken up by building

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.