

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

SCAN FROM HP400 MFP TO NETWORK SHARED AREA (W DRIVE)

Purpose

This handout is to briefly instruct how to scan images from the HP400 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 HP400 MFP and lift the scan tray up and place the desired document face down.

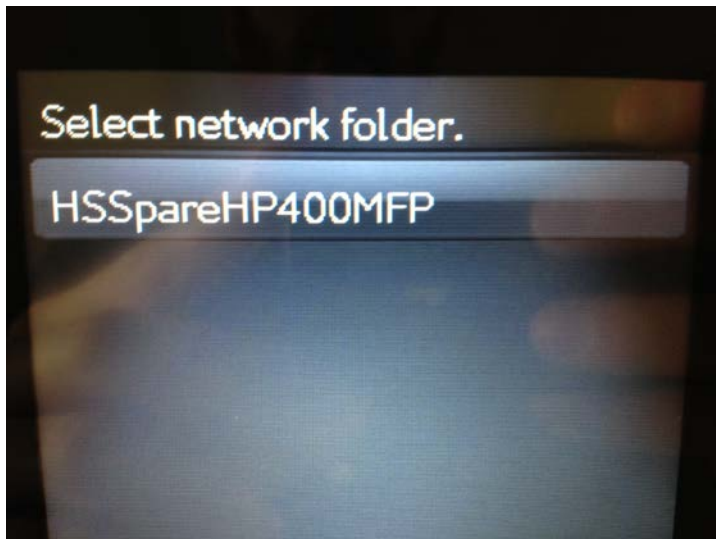
From the Main Menu select the scan option:



Next select the Scan to Network Folder option:



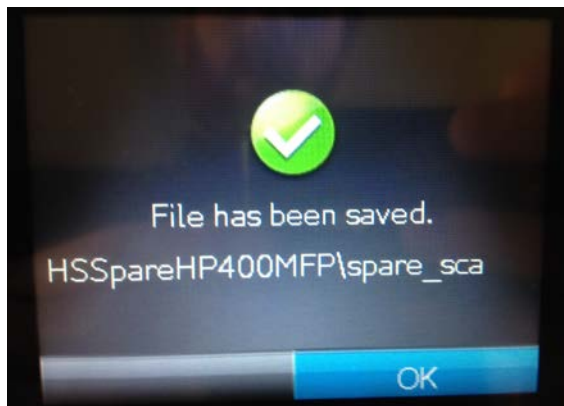
There should only be one folder to select, which will have the name of the printer.



Adjust and confirm the desired settings and select the scan button.

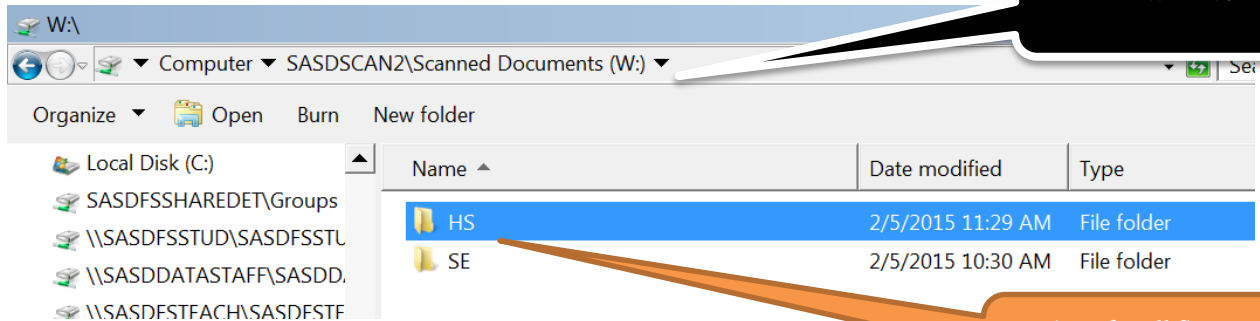
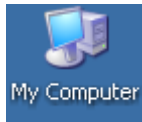


When the scan is complete this message will appear:



The finished scan will be located in within the W Drive

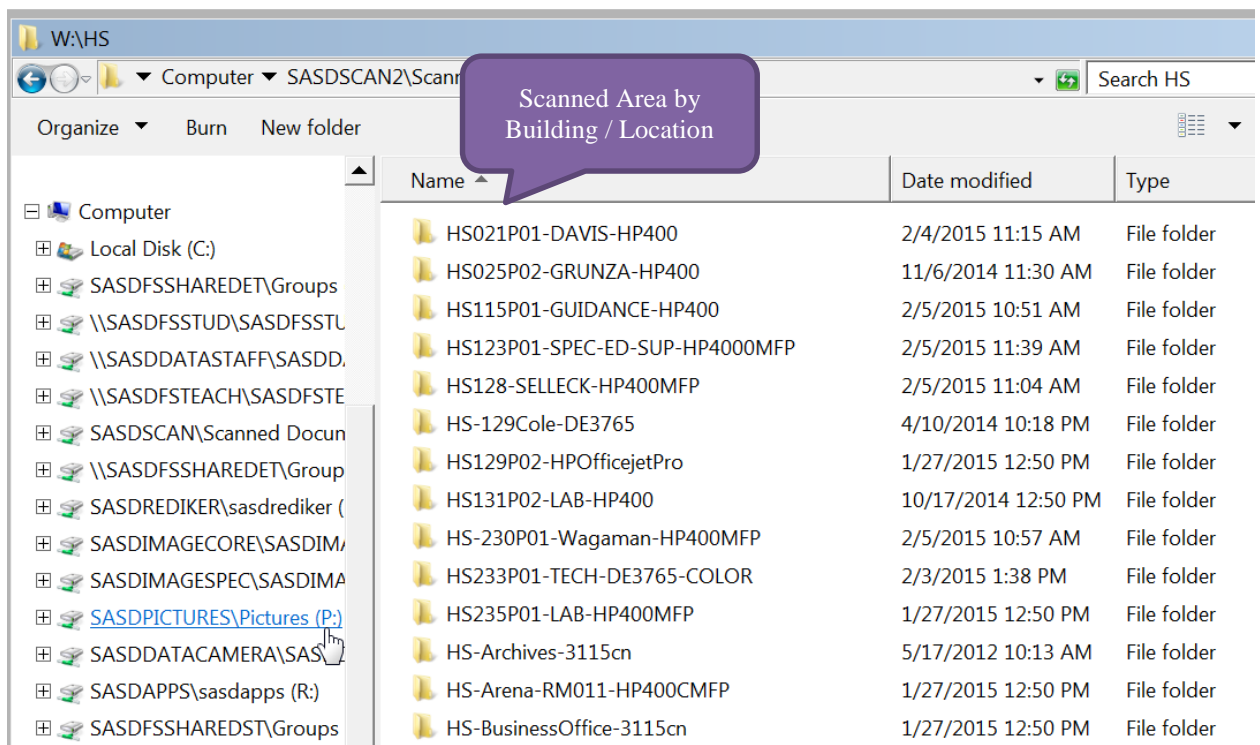
Double click My Computer
Go to the W Drive



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

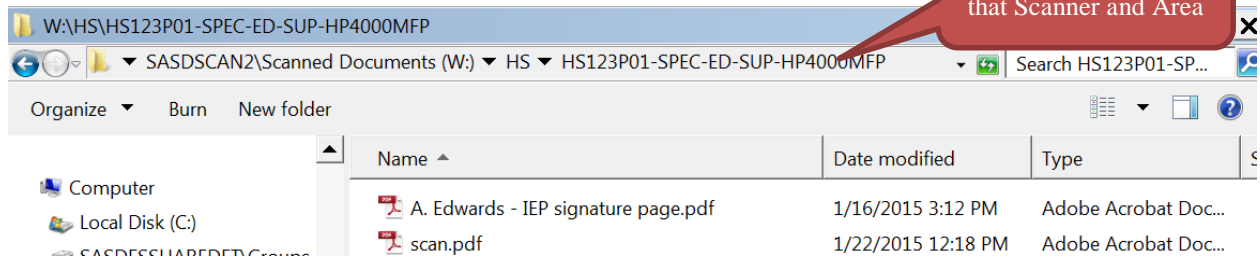
Area for all Scanned Documents broken up by building

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.