

Scanning Instructions

Scanning Documents Using eCopy Desktop

1. Begin by opening the eCopy *Desktop* application on your computer
2. Gather your documents and place them in the document feed tray on the top of the scanner/printer/copy machine.
3. On the scanner interface push the “Scan” tab in the top right corner.
4. Under the Scan tab, after the scanner activates push the “Online” button on the right side of the screen.
5. Return to your computer and, from the eCopy Desktop application click the “Scan” button on the top toolbar. The machine will begin feeding your documents through the scanner as they appear on your screen.
6. At the completion of the scanning process click **File > Save As** and save the scan data to your local computer.(at this point you are just removing it off your system memory not actually saving it for use)
7. From there you can export the document as a PDF file anywhere on your computer by clicking **File > Export**. Browse to the folder you wish to place the file in, name your file, and choose the correct Save as Type.