## **OnBase Scanning from Xerox Copiers**

Fob into the copier

Click Access Device or the home button on the right

PaperCutMF	LINDA GARNER	G+	$\bigcirc$
Welcome, LINDA GARNER!			
Print Release			Ĝ

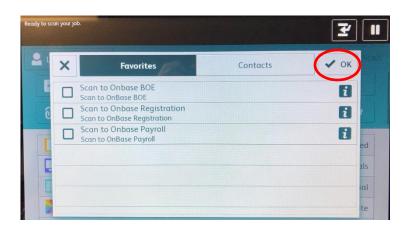
Click the Scan To icon

Tray 2 is nearly empty. Add paper.	G Scree	n Sharing Active		(U)
💄 LINDA GARNER	Н	ome	🥢 Reset	
Сору	Email	Scan To	Connect for Google Drive	$\hat{\omega}$
	∎ © <b>∷ °</b>	p		
Jobs	Device	PaperCut MF	Select Account	
<b>c</b> h				

A list of the OnBase folder(s) for your building will appear

Click on the folder you wish to scan to

Click OK



The name next to the paperclip is the file name and defaults to Userid, Month, Day, Year and Time (ex: lgarner01092019 16\_31\_00)

You are able to change the file name by clicking on the box with the paperclip

After selecting the scanning options you desire

Click Scan

Ready to scan your job. Tray 2 is nearly empty. Add paper.	Screen Sharing Active	۲) T	
LINDA GARNER	Scan To	🖶 Sca	
+ Add Recipient			
Scan to Onbase THS			
႐ [User ID][Month][Day][Year]	[Time]	.tif	
2-Sided Scanning		1-Sided	
Original Orientation		Portrait Originals	
Original Type		Text; Printed Original	

Please note:

**Remove Blank Pages:** selecting this option will tell the copier to not include blank pages it scans in the file it creates.

**Build Job:** selecting this option will allow the user to feed and scan more than the maximum amount of sheets the feeder allows (B8000 Series – 200 sheets, C8035 – 130 sheets). Once the maximum number of sheets is scanned you will be prompted to insert the next set of sheets.

Ready to scan your job. Tray 2 is nearly empty. Add paper.	Screen Sharing Active	
💄 LINDA GARNER	Scan To	📮 Scan
O Contrast		Contrast: Normal
Edge Erase		All Edges: 0.1"
Original Size		Preset Scan Area; 🛛 8.5 x 11"
Remove Blank Pages		
If File Already Exists		Append a Number to Name
<b>Quality / File Size</b>	Med	lium Compression; Medium Size
Build Job		