

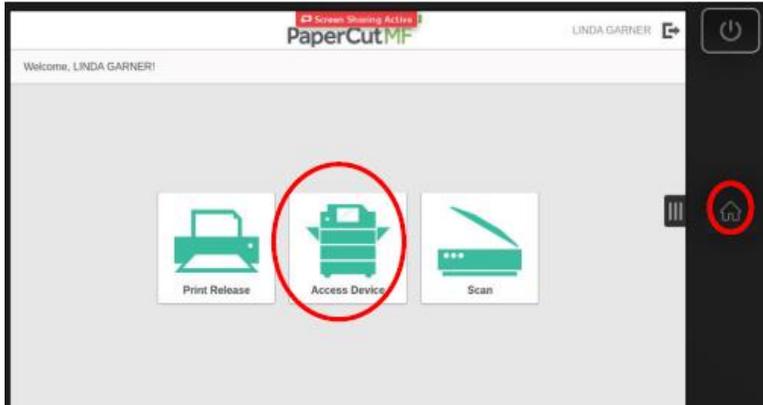
Converting a Document to PDF (searchable), Word or Excel using CapturePoint

What is CapturePoint?

It is an app on the Xerox copier which converts the document you scan to a searchable PDF (ADA compliant), Word or Excel document. This app performs the same function as Toshiba ReRite did.

How do I access CapturePoint?

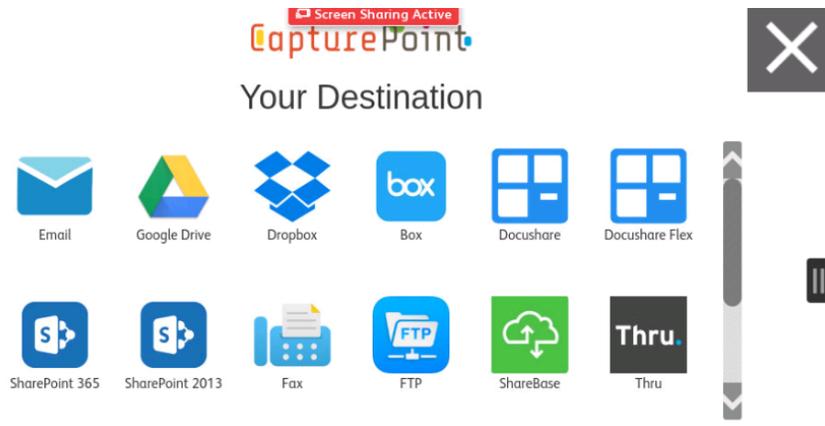
1. Swipe your FOB to access the copier
2. Click Access Device or the home key on the right to access the Xerox control panel.



3. Click the CapturePoint Icon



4. Choose email or Google Drive as your destination



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5. Choose the options you desire and click the gray arrow to the right.
6. Save File As allows you to choose PDF (searchable), Word or Excel.



7. Enter your email or Google credentials depending on the destination you chose
8. The document will scan and then upload to be converted.

Please Note:

It may take a while to receive your converted document depending on the complexity of the document you are scanning or the number of users accessing the cloud at that time.

Since CapturePoint is an outside service, you will need to enter your email or your Google Drive Credentials depending on the output destination you choose.

If scanning to Google Drive, your document will be put in a folder called CapturePoint on your Google Drive. You can then move it to another folder in your Google Drive if you prefer.

Video on how to scan to email using CapturePoint:

https://www.youtube.com/watch?v=exsLXD3k_w4

Video on how to scan to Google Drive using CapturePoint:

https://www.youtube.com/watch?v=Q-ojLj_TweU&t=20s