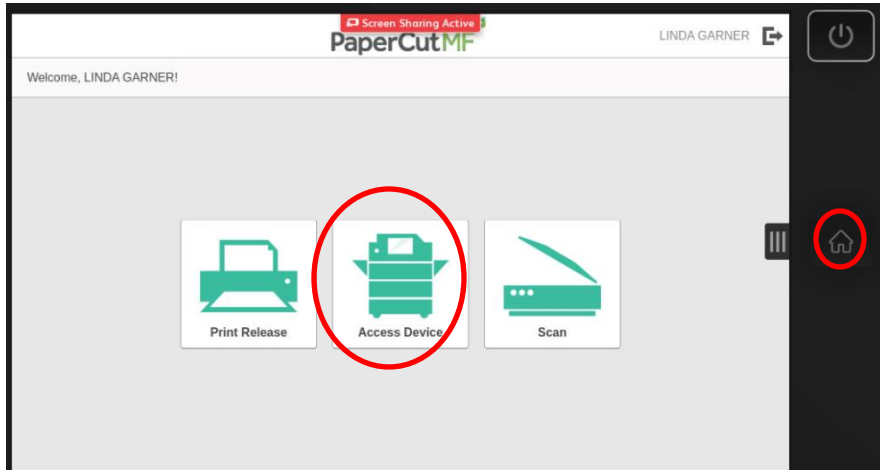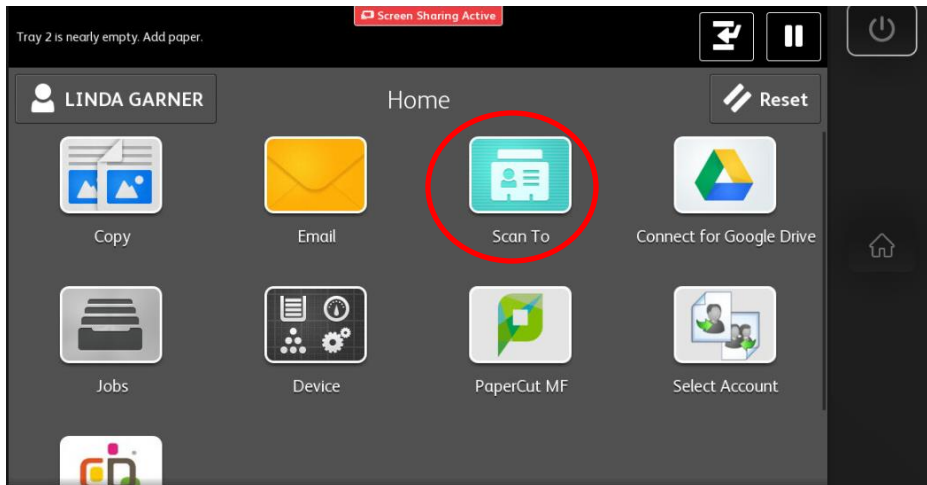# OnBase Scanning from Xerox Copiers

Fob into the copier

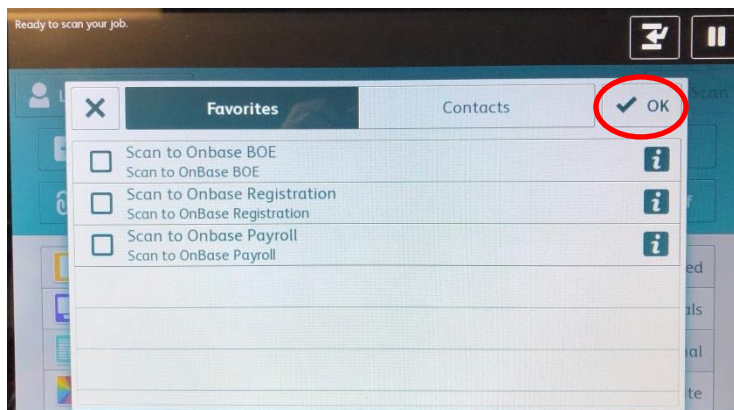Click Access Device or the home button on the right

Click the Scan To icon

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

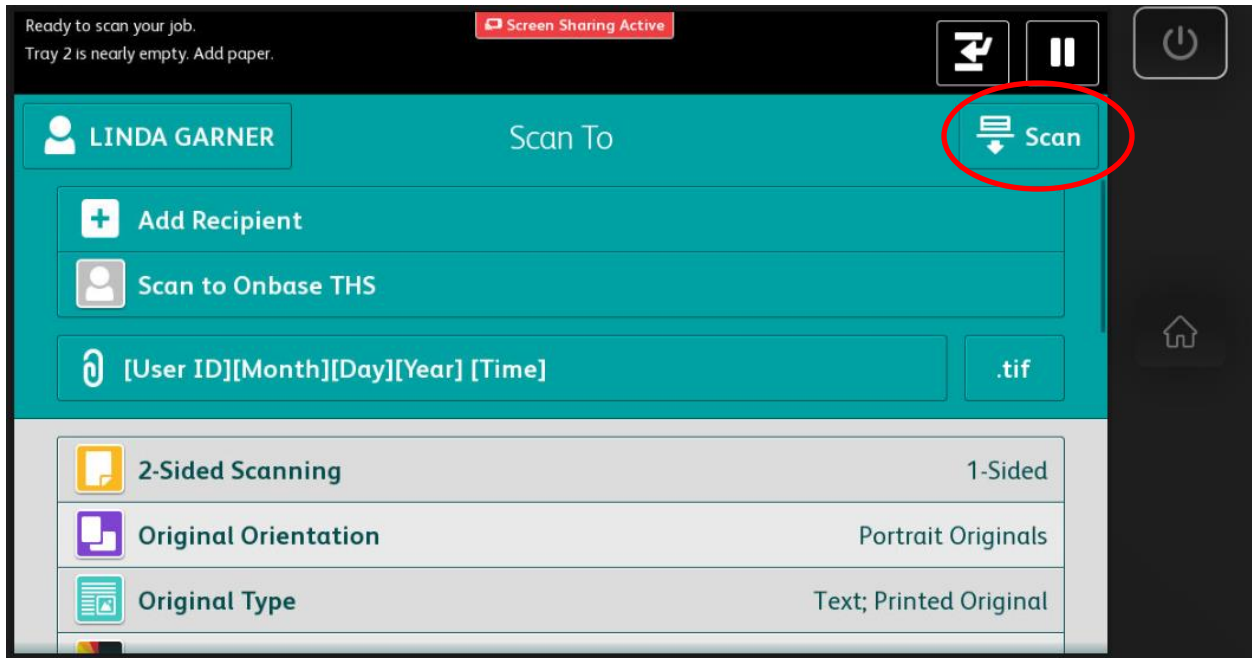Click on the folder you wish to scan to

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

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.