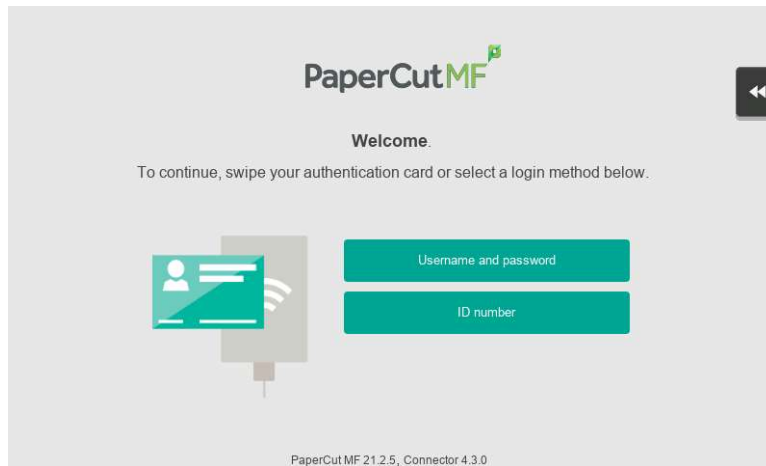
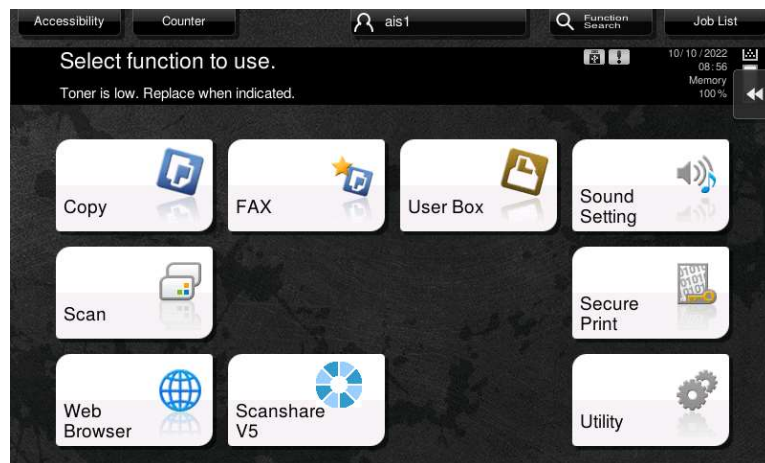


# Farmington Schools Scanshare through PaperCut on your MFP

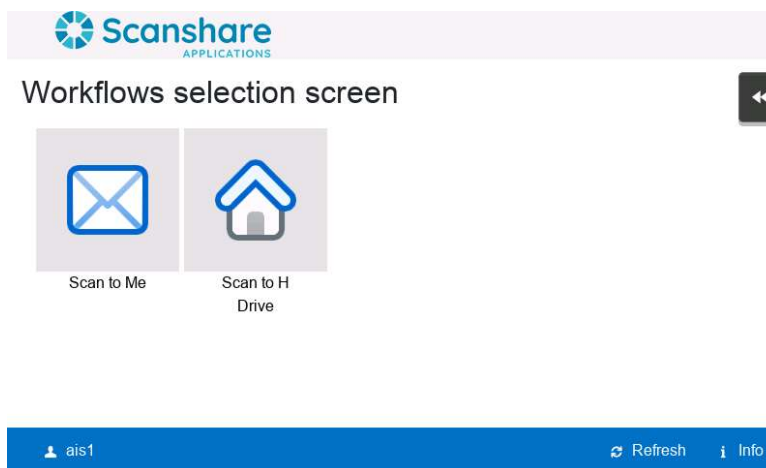
- Main PaperCut login Screen- Login with your credentials or your badge.



- Once logged in this will be the first screen you see, select Scanshare icon on the screen.



- Select your scanning destination- Email or your H:Drive



- You have the options to name your file before you send it to your email or to your H:Drive.

### Scan to Me

Filename\*

Scan to Home\*

ais1
Scan
Settings
Refresh
Info

### Scan to H Drive

Scan to Home\*

Filename\*

ais1
Scan
Settings
Refresh
Info

- Scanning settings, you can change them before you send it.

## Settings

Resolution:

100	200	300	400	600
-----	-----	-----	-----	-----

Color:

Auto	Black / White	Grayscale	Color
------	---------------	-----------	-------

Sides:

Default	One side	Duplex
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Size:

Auto	Mixed	A3	A4 SEF	A4 LEF
A5 SEF	A5 LEF	A6	Legal	Letter SEF
Letter LEF	Statement SEF	Statement LEF		

ais1
Scan
Settings
Refresh
Info