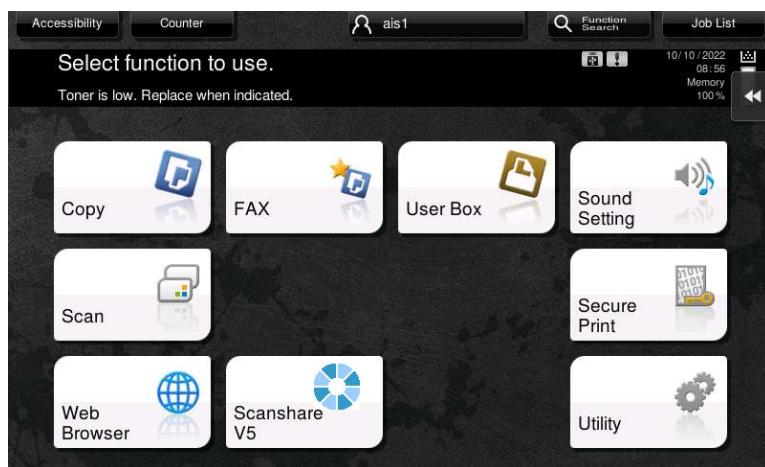


## Farmington Schools Scanshare through PaperCut on your MFP

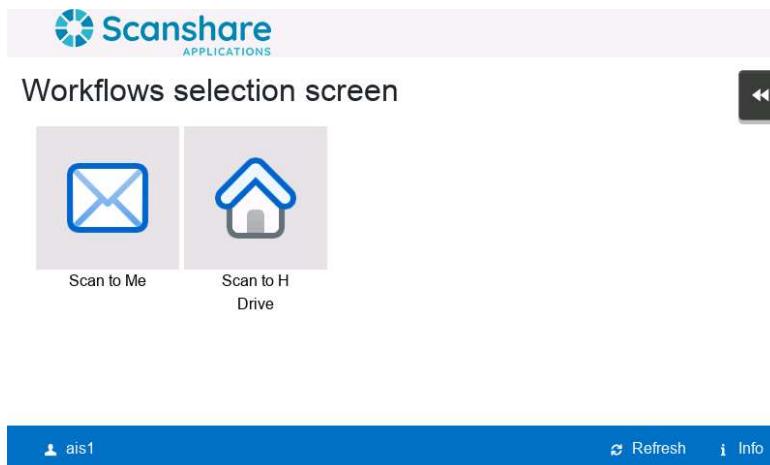
- Main PaperCut login Screen- Login with your credentials or your badge.



- 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\_AIS1\_2022-10-10-07-48-54

Scan to Home\*  
leCopyScans

Scan Scan Settings Refresh Info



### Scan to H Drive

Scan to Home\*  
leCopyScans

Filename\*  
scan\_AIS1\_2022-10-10-07-49-16

Scan 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

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

Scan Scan Settings Refresh Info