Using ecopy to scan, convert and place document in your computer folder

🐂 MACHINE 📃 JOB LIST 🔚 RI	ECALL	COPY	🗲 SCA	N 📑	STORE		APP	()
Login								
				Pre	-Job Orig.	1	Memory	100.000%
				Res	erve Job	U	HUU	97.880%
	Equitrac I	integrated /	Authenticati	on	_	_	_	
					_			
User ID								
Password								
		_		_	_	_		
							(OK	
🕒 10:47 📇 Ready to receive							Ø.	Rotation

Use your badge to log into the copier

0r

Touch "User ID", type in your network id (what you use to log in to your computer) Touch "Password" type in your password. Touch "OK"

Touch the App button and then the eCopy button

🔛 HADHINE 🔳 JUG LIST	S REAL		CÚPY		SCAN		STURE		APP	0 🕐
Please select applicat	on					Pre	-Job Orig.	1	Memory	100.000%
-						Res	erve Job	/ 0	HDD	99, 817%
							/	/		
	_	_	-	-	_	-	1	-	_	-0
							/			
	Follow-You Pr	inting				1				
	ð									
	eCopy ShareSc	an 🖌	+	-	-					

This will log you into ecopy. Place your documents into the document feeder or on the glass. Select the type of conversion you would like. Searchable PDF, Word or Excel

^	Place	document in feeder and s	elect task.
Resolution (200 DPI)			
Paper Size (Auto)			
Output Paper Size (Auto)	ð	ē	ð
Orientation (Same as Originals)	Teachers PDF	Teachers Word	Teachers Excel
Color Depth (B&W)			
-			



Your document is scanned and you will have a preview – click next

To name the document touch the name and the keyboard will pop up – then select next

File Name Scan Doc Back Home Next		Scan Doc.pdf		
Back Home Next	File Name:	Scan Doc]
▲ Back Home Next ▶	/			
- Back Come Next	-			
- Back Come Next •				
- Back 🔭 Home Next 🕨				
🔸 Back 🏠 Home Next 🕨				



Select done and log out – your scan will be in your computer folder