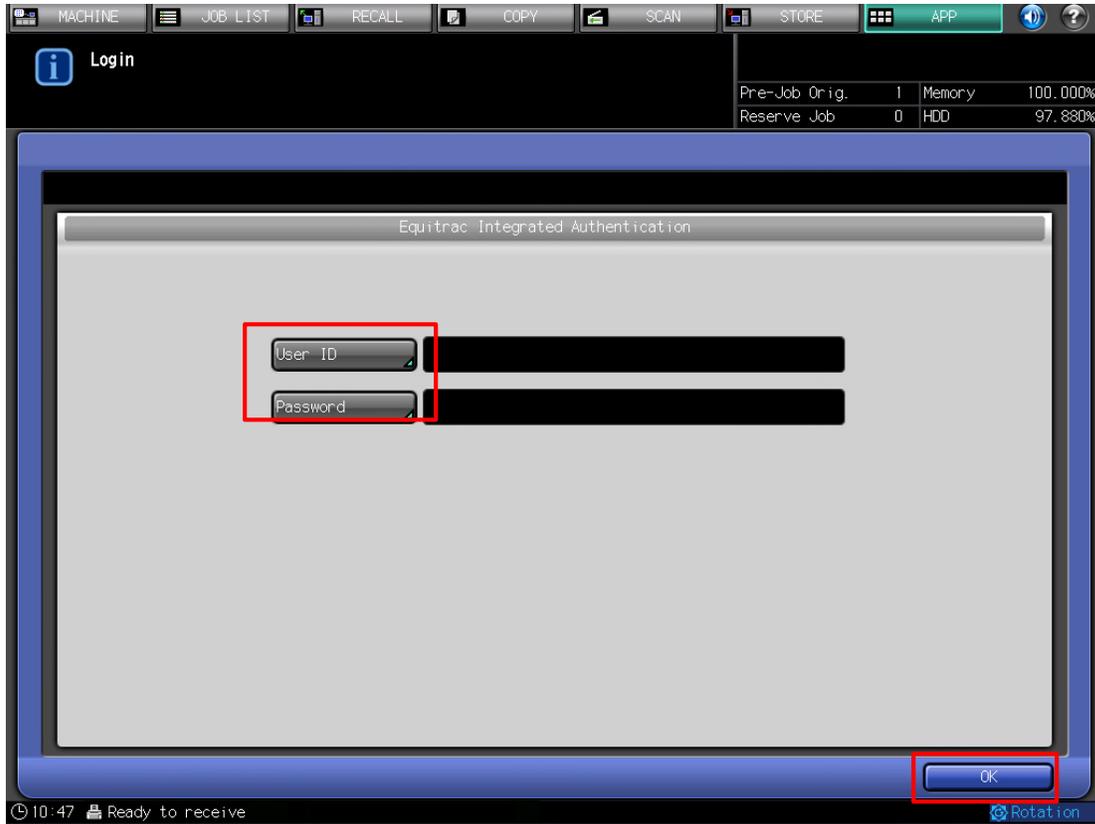


Using ecopy to scan, convert and place document in your computer folder



Use your badge to log into the copier

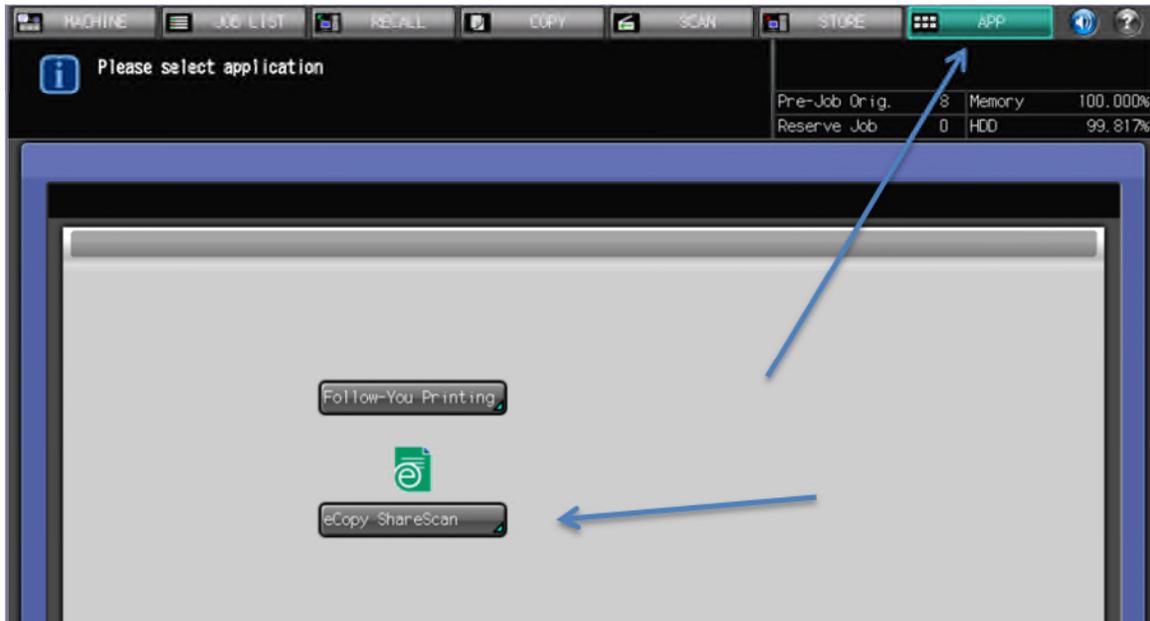
Or

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

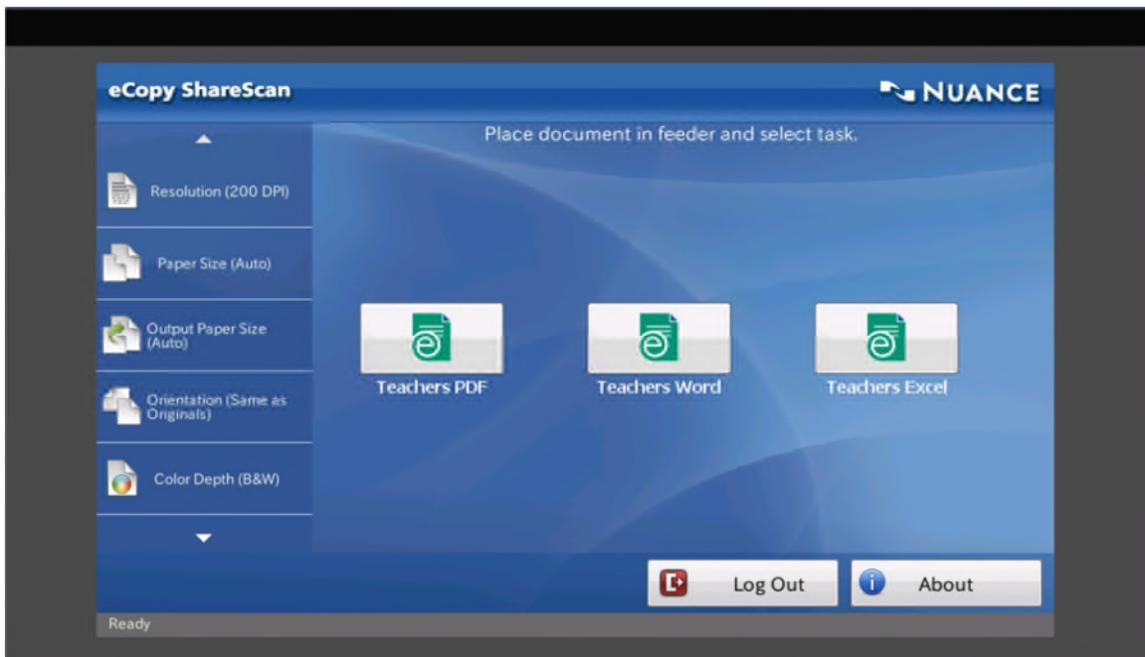
Touch "Password" type in your password.

Touch "OK"

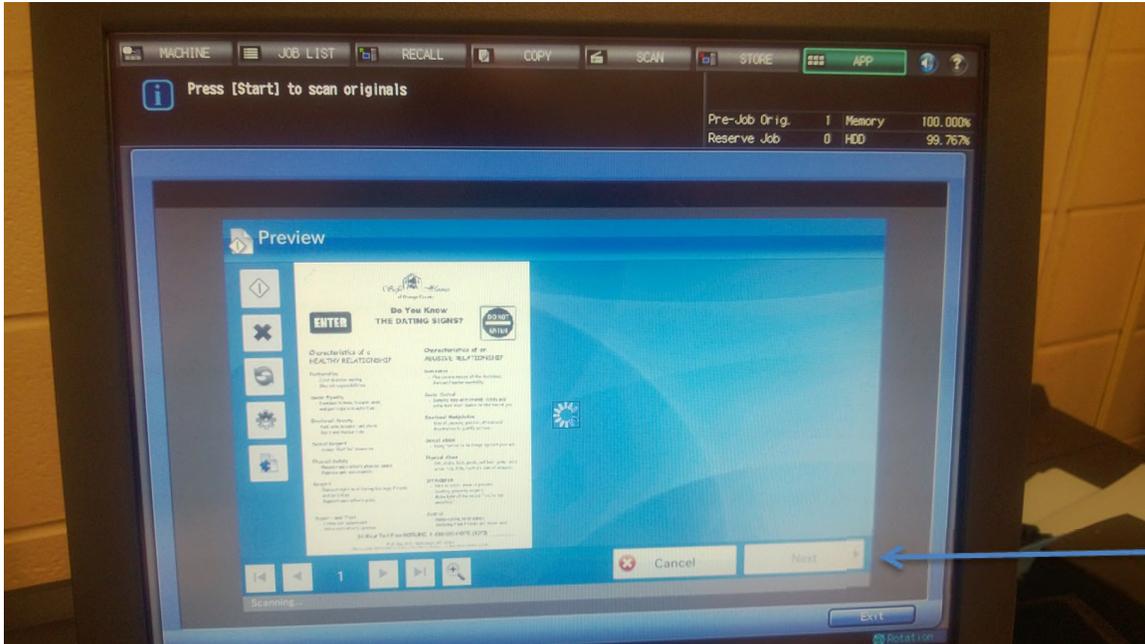
Touch the App button and then the eCopy button



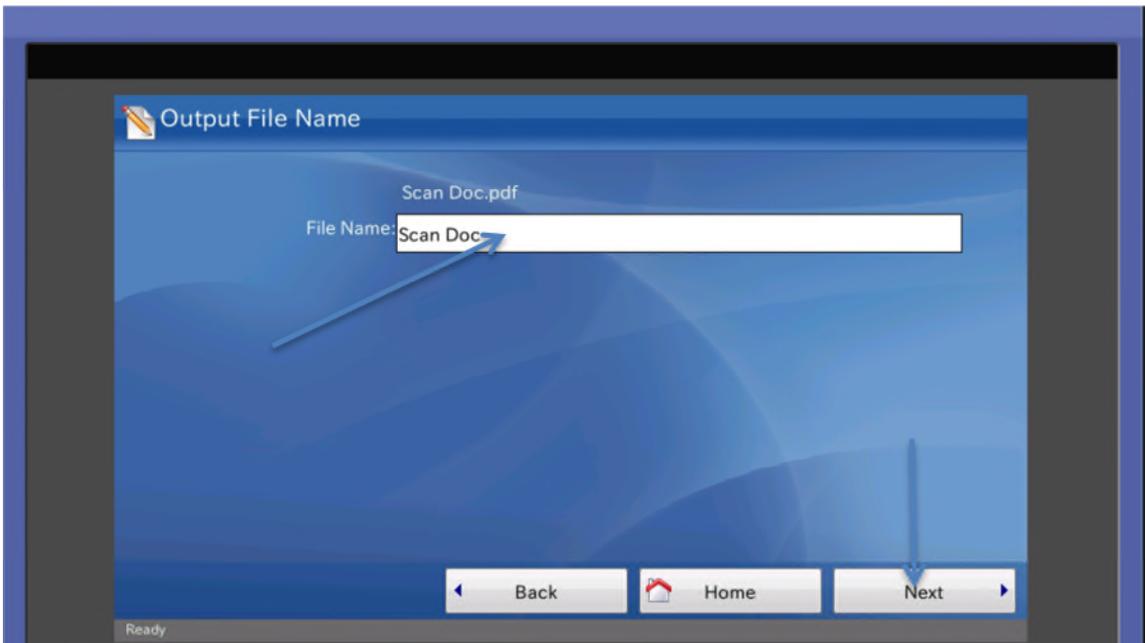
This will log you into ecopy. Place your documents into the document feeder or on the glass. Select the type of conversion you would like. Searchable PDF, Word or Excel



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



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

