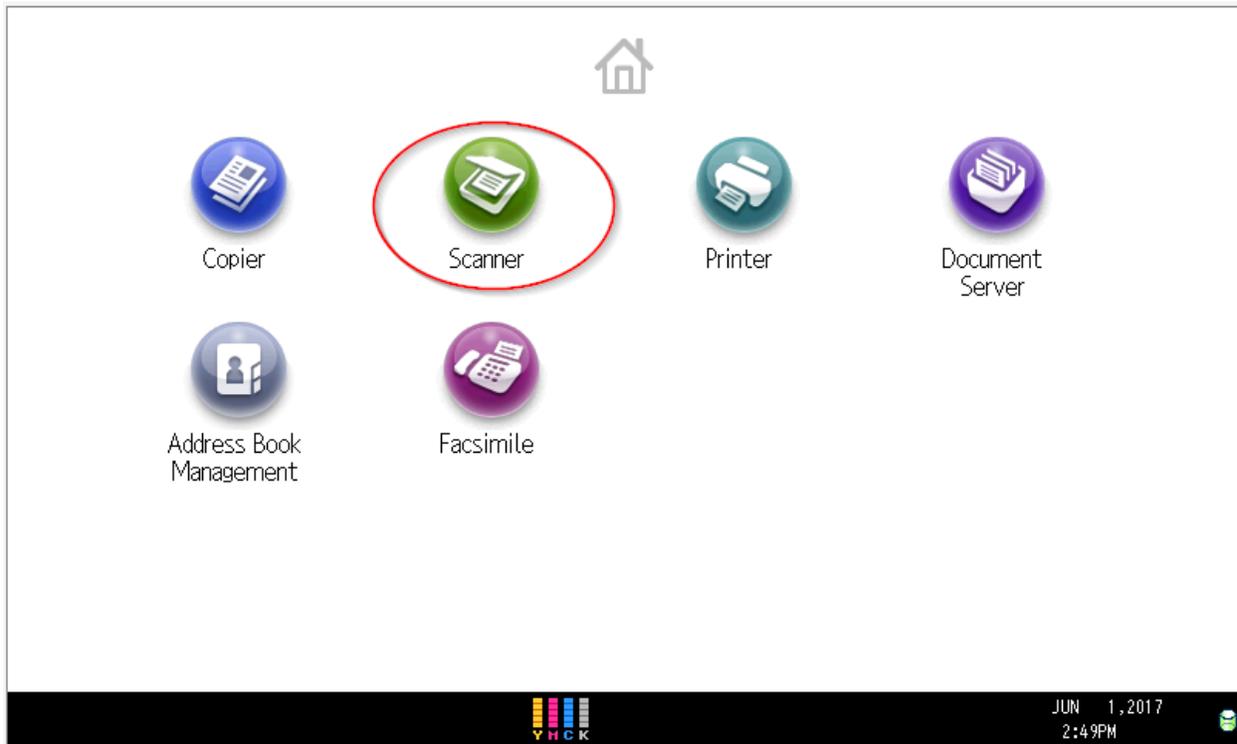


Scanning large documents to copier storage

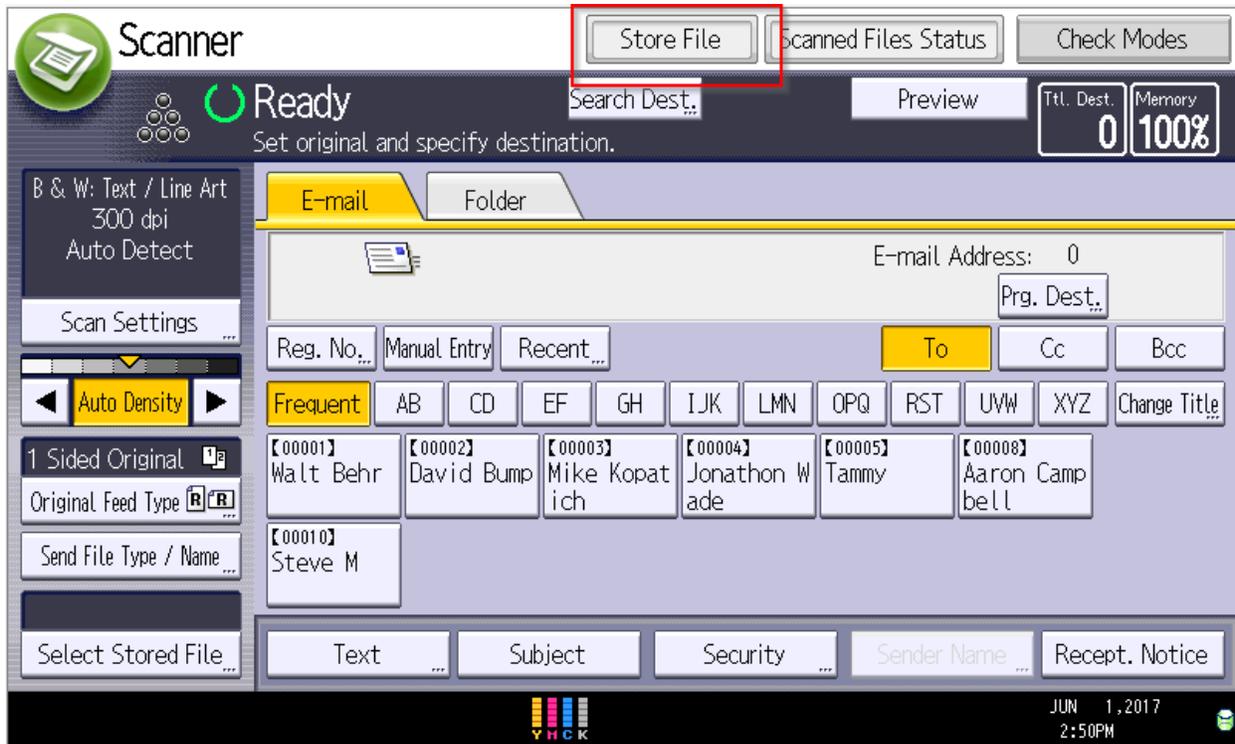
If you need to scan a very large document, the default scan to email function of the copiers does not work well. The PDF file attachment can easily exceed the maximum size allowed by the Microsoft 365 mail server (45MB from copiers or external senders), and even when it doesn't, can be very slow to arrive by mail. For documents of 25 pages or more, you can scan to the copier's built-in file storage, and retrieve them through a web browser.

Scanning Documents

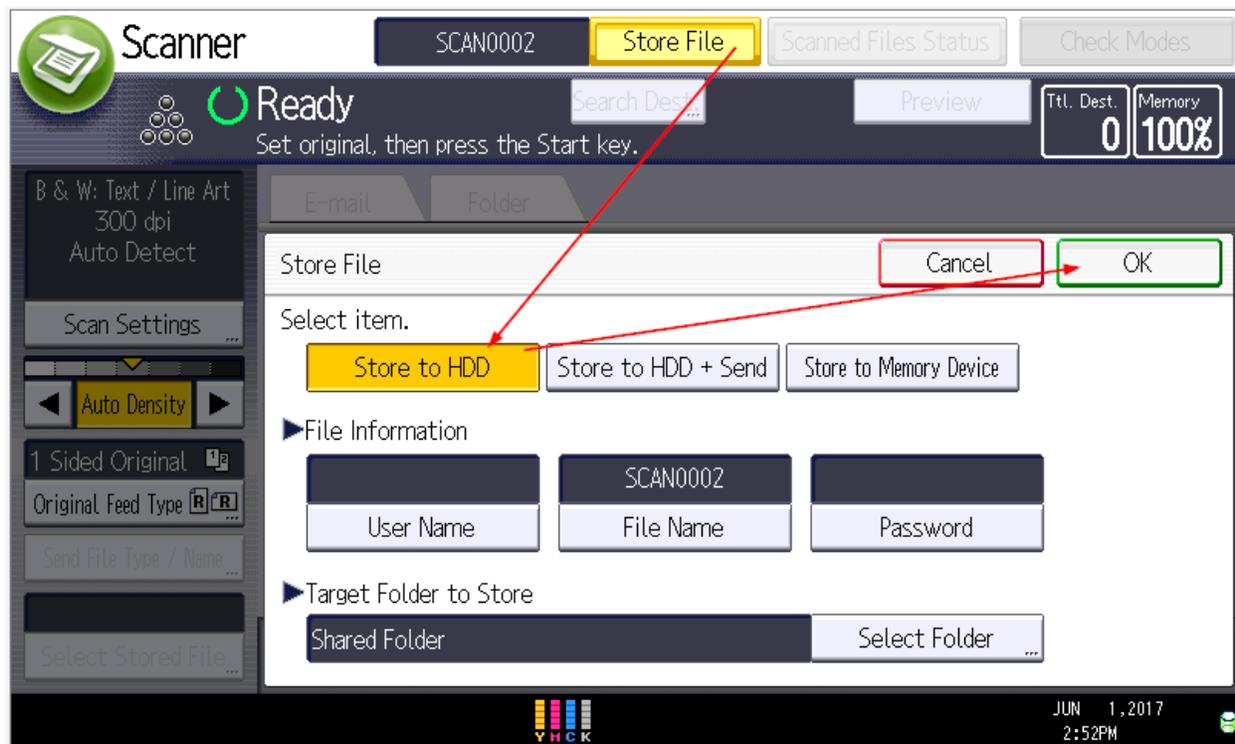
From the control panel, choose Scanner



Then choose Store File at the top of the screen:



Select Store to HDD in the center of the screen, then click OK:



Then press the Start key to scan your documents from the sheet feeder. You may have to scan in batches, as the sheet feeder has a physical size limit. Contact the Helpdesk if you need help merging the resulting PDF files into a single file.

Retrieving Documents

The Helpdesk can provide you with the web address of your copier. You can also find it under the Windows Start menu, in Printers and Devices. Select that copier, right-click and choose Properties. On the Ports tab, widen the first column, and scroll down to display the IP address of the copier. It will be something like 156.129.200.x.

Open any web browser, and type that IP address into the address bar, and press enter. Depending on your browser, you may get a certificate warning, and you will have to click “Advanced,” and then click “Proceed to...” After a brief delay, you will see the copier’s web interface. On the left side, click Print Job/Stored File, and then choose Document Server:



On the Document Server page, click the folder named “Shared Folder” which is the default scan destination:

Document Server

[Back](#)

 [New Folder](#)  [Edit Folder](#)  [Delete Folder](#)

Search by Folder Name: [Search](#)

  1/1   Page : [Go](#) Display Items : Total No. of Pro

Folder Number ▲	Folder Name ▼
---	 Shared Folder

There may be a delay before your file is displayed on the next page:

Shared Folder

[Back](#)

 [Print](#)  [Send](#)  [Delete](#)

View : Search for : : [Search](#)

  1/1   Page : [Go](#) Display Items :



Total Files : 2 Selected Files : 0 [Uncheck All](#)

<input type="checkbox"/> SCAN0004	<input type="checkbox"/> SCAN0003
Download PDF PDF/A TIFF	Download PDF PDF/A TIFF
	

Click the PDF link (not PDF/A) to download a normal PDF of your document directly from the copier. Then delete the file from the copier by selecting the checkbox in the upper left of the thumbnail, and clicking Delete near the top of the page. Repeat for any remaining scanned files.