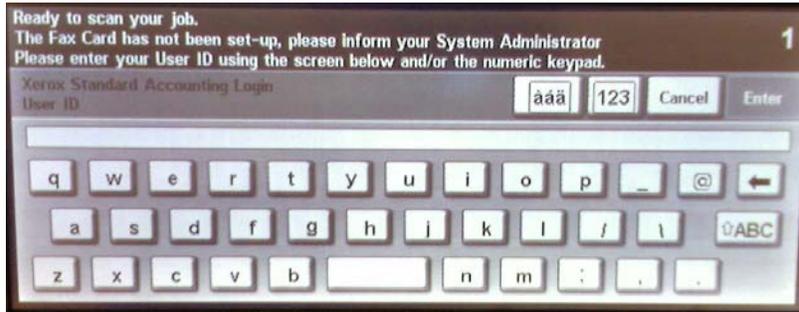
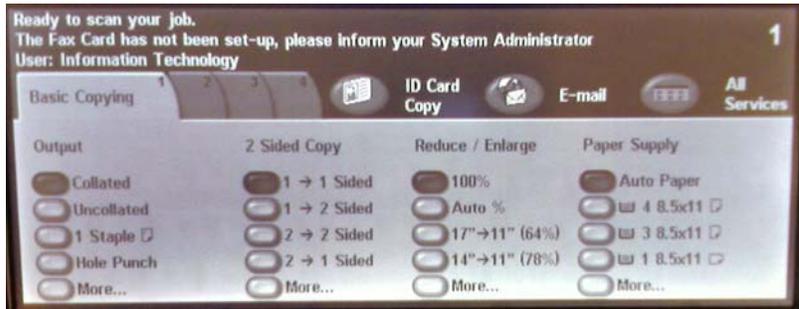


Using the Xerox Scanners

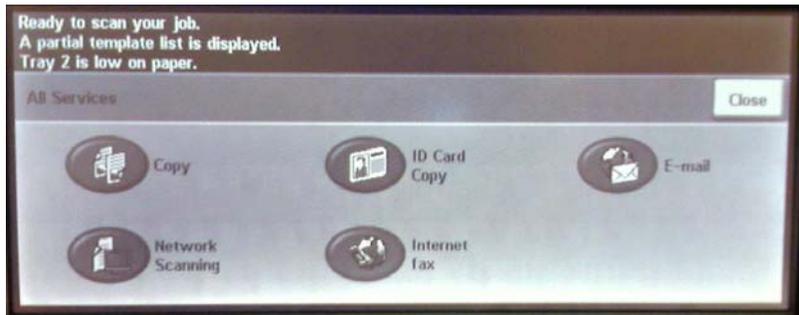
1. The standard Xerox screen looks like the picture to the right; enter your 4 number department pin to begin.



2. It defaults to copying mode, press the **all services** tab.



3. Click **network scanning**.



4. Select your name from the list.

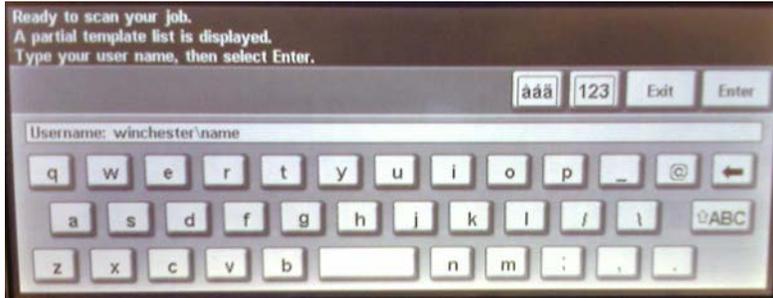


5. The tabs "*Basic Settings*" and "*Advanced Settings*" will give you options like scanning double sided paper and changing the resolution, file format etc...

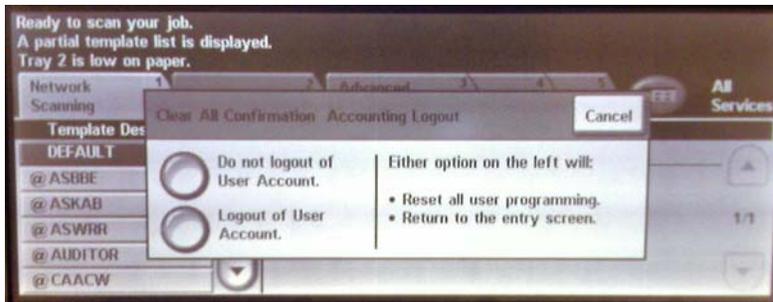
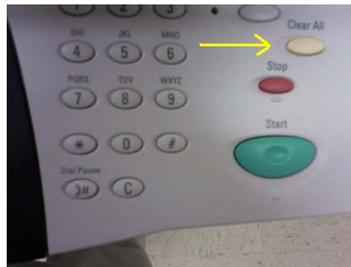
6. Click **start** when you are ready to scan.



7. You will be asked for your username and password. **This is the same username and password you use to log onto your computer with one twist.** You have to add **winchester** in front of your username. Press **enter** at the top right of the screen and then enter your password and press **enter**.



8. Your document is now being scanned.
9. Before you walk away press **clear all**. And press **Log out of User Account**. This clears your username and password and takes you back to the main screen. It will automatically do this after 5 minutes but it is just good courtesy to give the next user the normal screen they are used to.



The scanned files are located at:
\\lapi1\scans\your department folder_your personal folder
The format used is a single page searchable .TIFF file.