

# SCANNING ON THE KYOCERA PRINTER

- **Server PC must be on, scans will be stored there in your folder**
- **You will have access to your folder from your computer**
- **You need to MOVE the scans from your folder on the PC to your computer. Files older than 30 days may be deleted from the scan folders periodically on the server without notice.**

- 1. Press the Favorite/Application button**
- 2. Press Scan to PC (Address Book) at lower, left**
- 3. Press check box next to your name**
- 4. Color - usually leave as default**
- 5. Continuous Scan - usually leave as default**
- 6. Scan Resolution - usually leave as default**
- 7. File Format - you can choose from PDF, TIFF, JPEG or XPS**
- 8. File Name Entry (2 screens) - give file a name. This may be easier at your PC, but running through default settings on the printer will give you a unique name, or you can edit before scanning.**
- 9. START**

