

Scanning from Copy Machine

- On the left side of the copy machine press the SCANNER button
- Choose your name in the window
- Place the document either in the top feeder or on the glass like you would normally place for copying (multiple documents are best in the feeder)
- Hit the Green START button
- The machine will scan the document and say SENT
- To check and make sure the file was sent successfully – you can press SCANNED FILES STATUS on the top right of the window screen
- Go back to computer and check your email. You will receive it from the Copier....The file will be attached as a PDF (Adobe) file and probably have a funky name with lots of numbers and letters
- You can open the file from here, save it by right-clicking on the document and choosing SAVE TARGET AS...then place it somewhere that you can find, read it by opening it up – double clicking on the name, and display it on your ActivBoard by opening it and turning on your projector. ***You will want to be***

sure to save the file somewhere convenient to find if you plan to import it into ActivInspire (Documents, Flash Drive, etc.)