Scanning on Xerox ColorQube 9203

Instructions
by
Charles Harvey
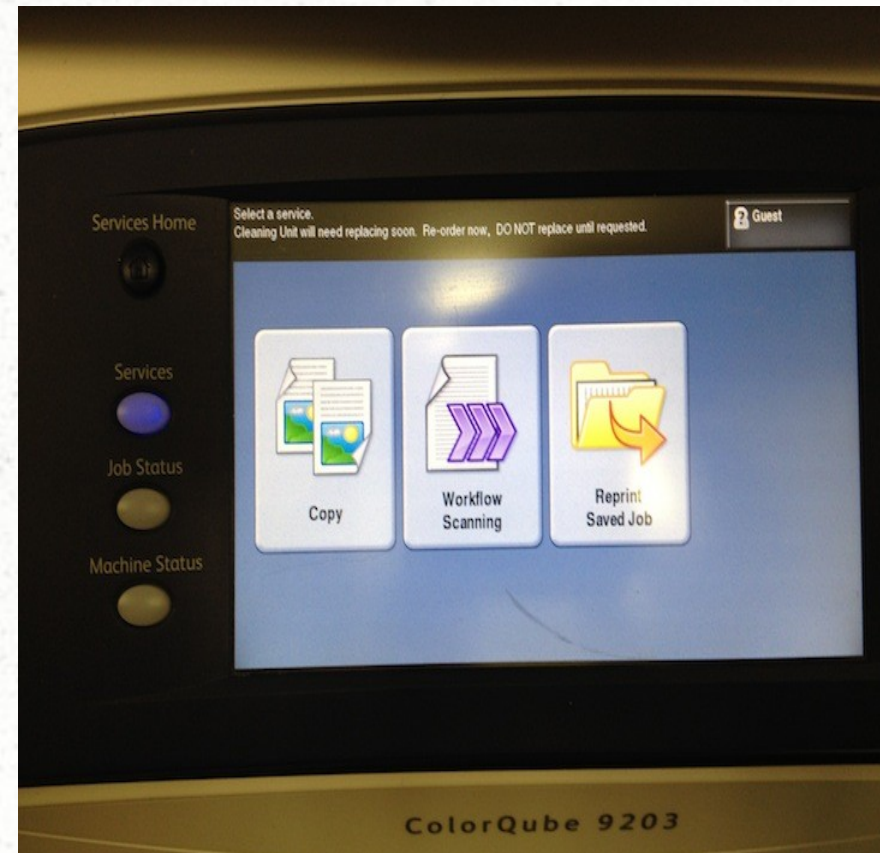
Presentation by
Ryan Bradford
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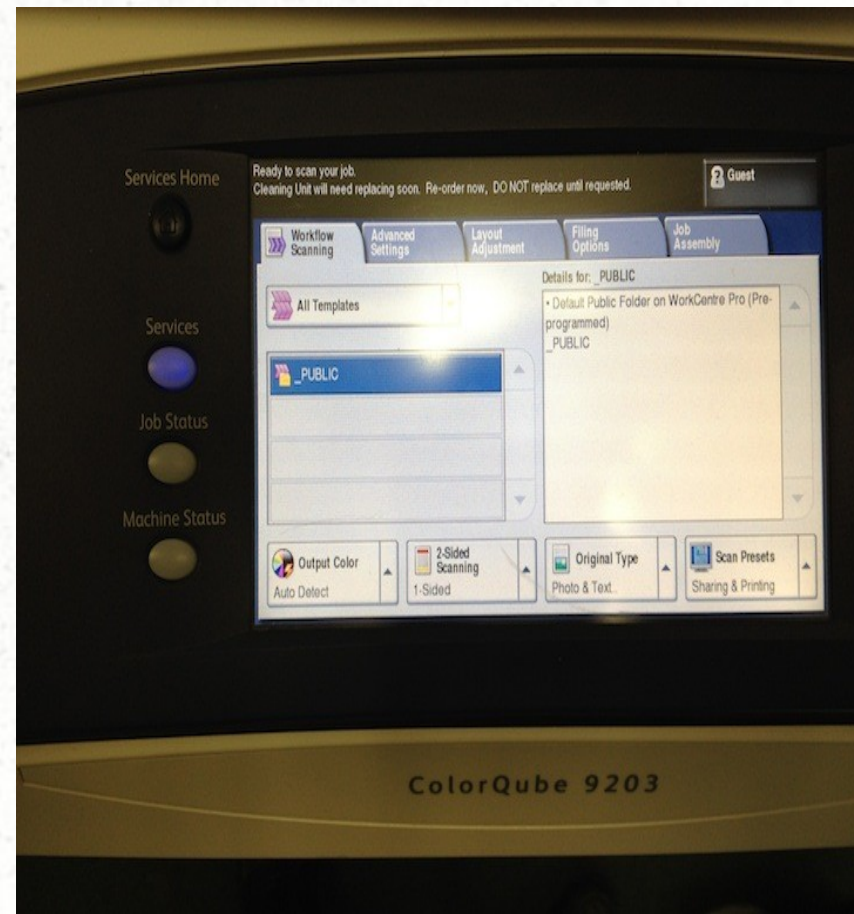
How to access the scan option

1.On the front of the copier, press the Services Home button

2.On the copier screen, select Workflow Scanning

Scanning a document

1. Scan your job as if you were to print it, using the buttons on the bottom of the screen.

2. When your job is set up, hit the green Start button to scan your job.

Scanning a document

When you are done, remember to collect your originals from the document feeder or glass platen.

Accessing a scanned document

1. Open a web browser and go to the web address Mr. Bradford gives you or you can go to the printer ip address and select Scan, then Display Mailboxes.

2. You should see a list of scanned documents
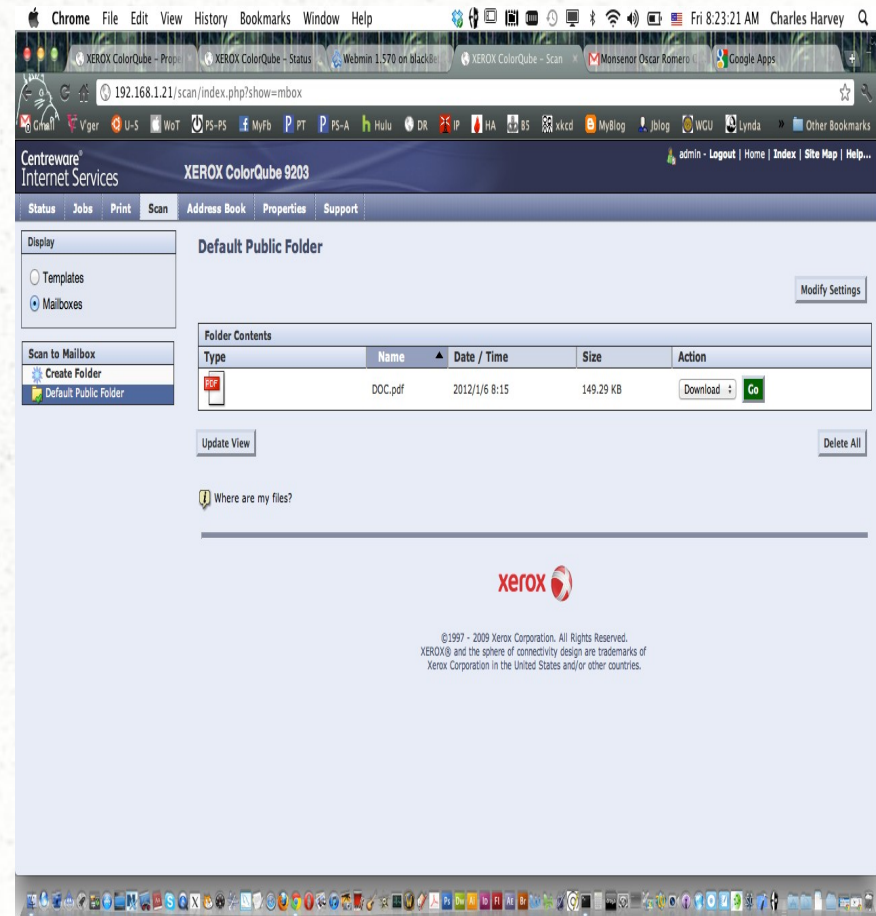
Downloading a scanned document

1. Select your document, change the menu to download, and hit the Go button. The file will be downloaded to where ever your browser is set to download files (usually Downloads).

2. Remember to delete your scans after you are done.
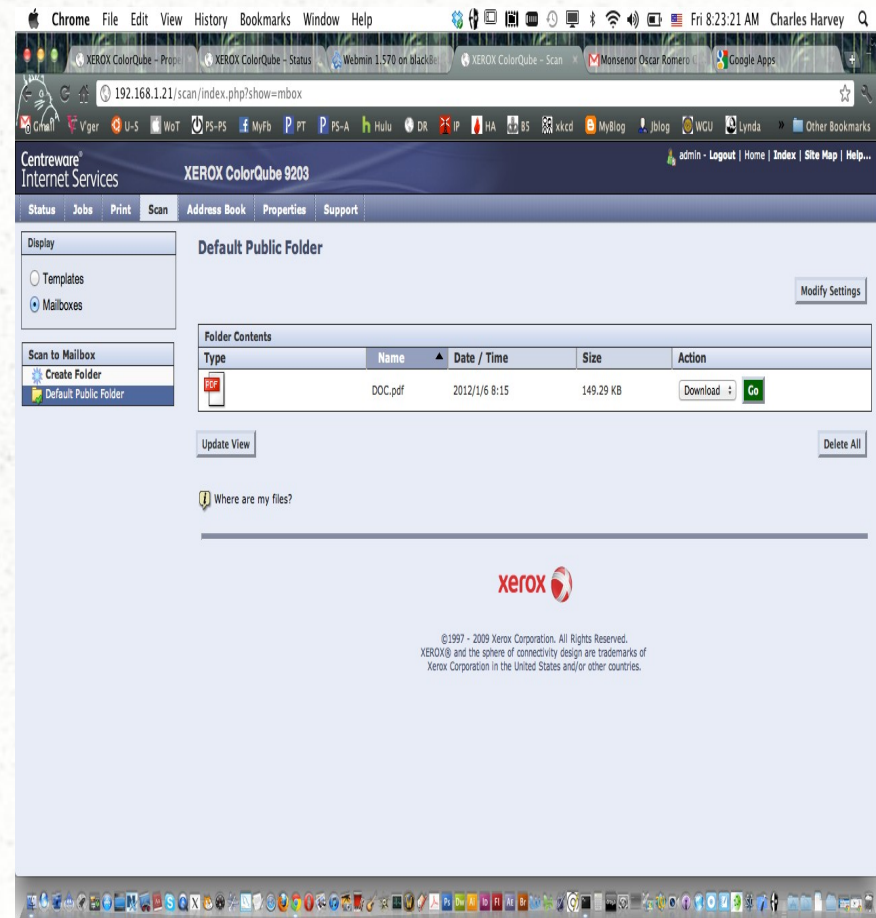
It is recommended that you download and delete your scans immediately, as there is no way to prevent anyone inside the network from downloading or deleting your scans.

Any Questions?