

User Manual



Scanner service

Only valid for C1 building

Campus Nord UPC

What allows the scanner service?

Allows use the multifunction printers at the corridors for scan many pages and convert-it in a PDF document. Once scanned we can obtain across a net directory.

First of all ...

... make sure that you have an RMEECMINE domain user. If it is not like this create a [ticket](#) to systems or send an e-mail to cau@cimne.upc.edu.

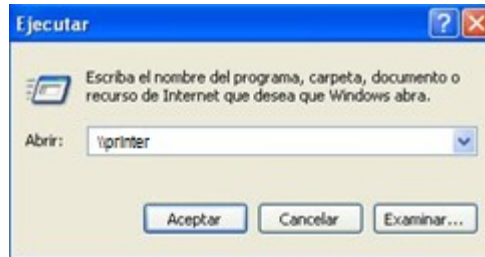
How to scan?

- 1) Introduce at the top tray the page that do you want to scan, face up.
- 2) Press the scan button (marked in the image below in red).
- 3) Select your user, department or room, use the alphabet keys for access quickly.
- 4) Press the button marked in green of the image below.
- 5) If all went well we have our document scanned.



Obtain the created document

1 XP/Vista/7) First of all, go to the start menu and click in "Execute" or push the Windows + R keys. Then write **\\printer** and click in "Accept".



1 Linux) First of all, click over the next link: <smb://printer/scan>. If it asks for user and password (because you don't have join your computer to the domain) you must input the RMEECIMNE user and password.

2) Afterwards you have to access to the directory with the name of the printer where you have used, multifuncio 1 or multifuncion 2, and in there go to your user, department or room directory.

3) Once copied the document delete it from the \\printer server. If there are any document in server it will be deleted after one week.