

## Scanning -- Xerox MFD Basic Scanning

(modified February, 11, 2016)

This guide covers basic scanning -- attaching and sending to an email or scanning to a USB Flash Drive.  
For further instructions please consult the online manuals.

- [Xerox WorkCentre 5945 \(follow this link\)](#)
- [Xerox WorkCentre 7225 \(follow this link\)](#)

### How to Scan and send to an email.

If the Xerox MFD is in Energy Saving Mode (asleep) -- please touch the **“Power”** button.

- Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.
  - or...
- Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
- Press **“Services Home”** button.

Using the Xerox MFD’s touch screen do the following....

- Touch **“Email”** button
- Touch **“Enter Recipient”**
- Touch **“Enter Email address”** text box.
- Type in the email address that you wish to send the scan to.
  - note: this can be any valid email address --- not just RISD email addresses.
- Touch **“Add”**
- Press the green **“Start”** button (left of touch screen) to begin scanning.

Note: The recipient will receive an email from the XEROX MFD. (See example below).



### How to Scan to a USB Flash Drive.

If the Xerox MFD is in Energy Saving Mode (asleep) -- please touch the **“Power”** button.

- Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.
  - or...
- Lift up the document feeder. Place the document face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
- Press **“Services Home”** button.
- Insert your USB Flash Drive into the USB port located to the left of the touch screen. □
  - Note: It may take a few seconds for the USB Drive Detected screen to open. □
- Select the **“Scan to USB”** button. □
- Select any options required. □
- Press the green **“Start”** button (left of touch screen) to begin scanning. □
- Remove the USB Flash Drive from the USB port when you have finished. □

## How to Scan a multi-page document using the flatbed scanner.

(Used when scanning a book or other original which can not be placed into the document feeder.)

\*Must be scanned to USB Flash Drive.

If the Xerox MFD is in Energy Saving Mode (asleep) -- please touch the **“Power”** button.

- Lift up the document feeder. Place page 1 of the document to be scanned face down onto the document glass and register it to the arrow at the top left corner. Close the document feeder.
  
- Press **“Services Home”** button.
- Insert your USB Flash Drive into the USB port located to the left of the touch screen.
  - Note: It may take a few seconds for the USB Drive Detected screen to open. □
- Select the **“Scan to USB”** button. □
- Select any options required.
- If desired: Name the file to be created.
- Select the **“Workflow Scanning”** button. □
- Select **“Job Assembly”** tab on top right.
  - Toggle **“Build Job”** to **“on”**.
  - Press **“Start”** to scan the first page.
  - Select **“Program Next Segment”** tab on top right.
  - Place page 2 of the document to be scanned face down onto the document glass and register it to the arrow at the top left corner.
  - Close the document feeder.
  - Press **“Start”** to scan the second page.
- Continue this process until all desired pages are scanned.
- When finished with your last scanned page select **“Submit Job.”**
- Remove the USB Flash Drive from the USB port when you have finished. □

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Please contact IT Service Desk if you have questions.

[servicedesk@risd.edu](mailto:servicedesk@risd.edu)

401-454-6106

end of instructions.