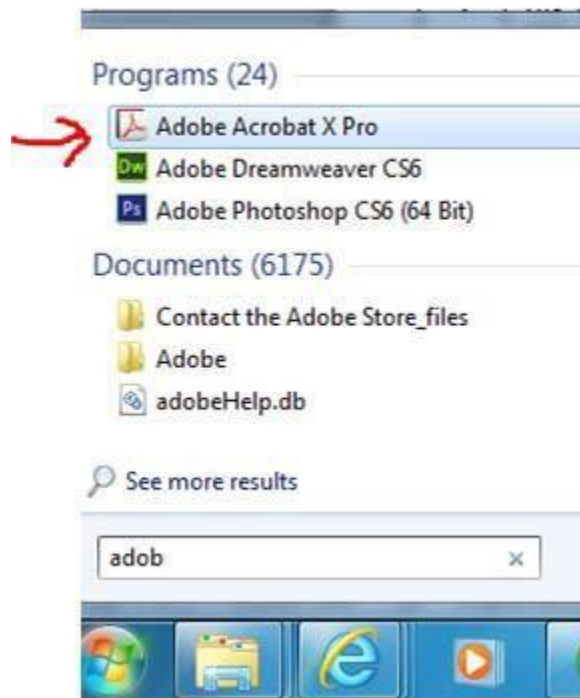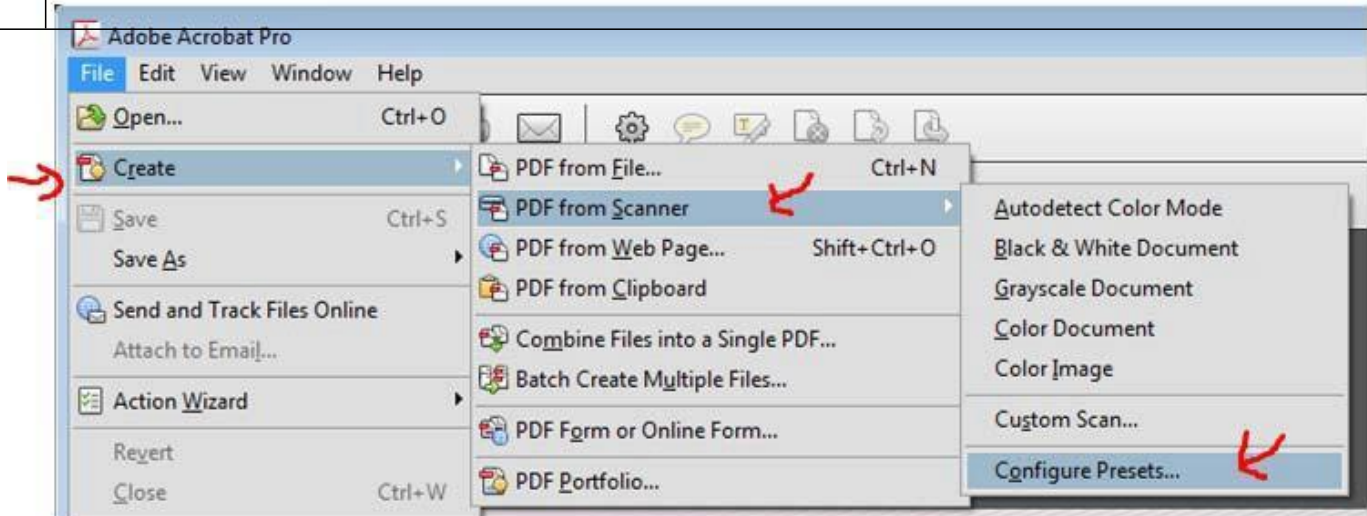# How do I Scan at the Express Print Stations?

Step	Procedure
1	The best program to use for scanning at the Express Printer Stations is Adobe Acrobat. To get started, log in to one of the Express Stations and open Adobe Acrobat. If you **type** "**acrobat**" in the **Start Menu > Search programs and files**, **Adobe Acrobat X Pro** should come up. **Select it to open it**.

Step	Procedure
2	Once Adobe Acrobat opens, go to **File > Create > PDF from Scanner > Configure Presets…** to configure the Express Printer scanner on Acrobat.

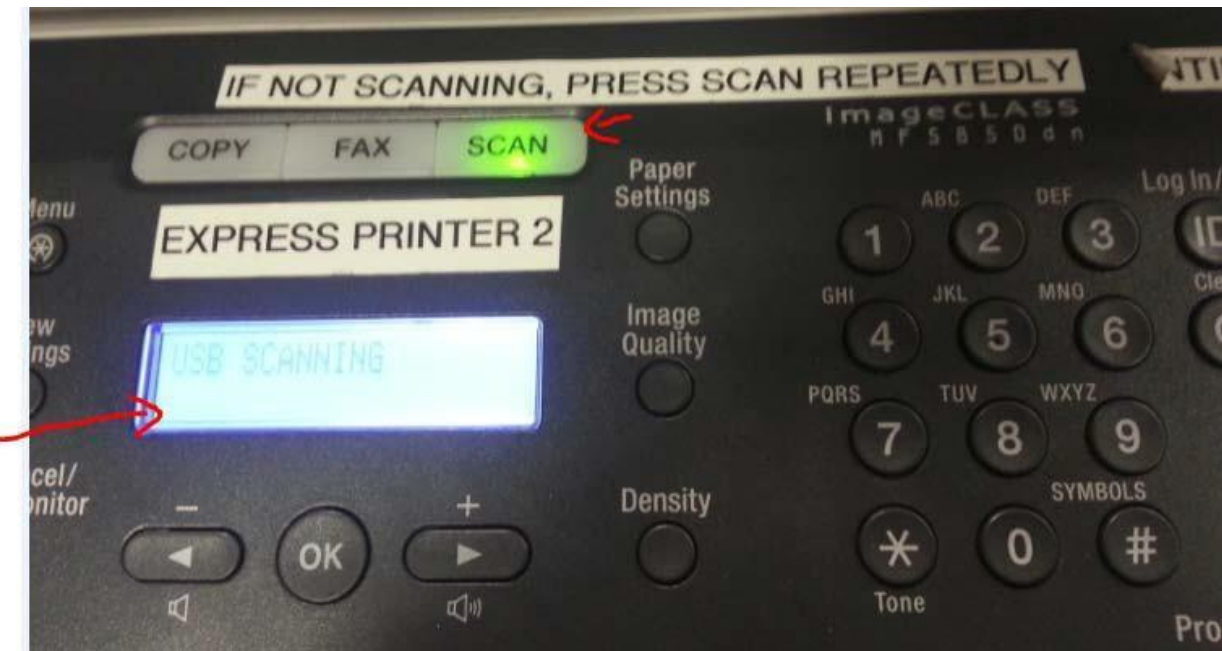| Step	Procedure
3	Once on Configure Presets, choose the following options: • **Scanner:** Canon MF5900 for Express Printer 1 Canon MF5800 Series for Express Printer 2 • **Presets: Choose Black & White**, or another option depending on what you are scanning. If it's a color document for example, you may want to choose "Color Document" instead. • **Sides**: Choose either "**Both Sides**" to scan double sided, or "**Front Sides**" to scan one sided. • **Color Mode**: **Choose "Black and White"** if you are configuring the Black & White Document preset. The other options are Greyscale, color, or autodetect. • **Resolution:** The default resolution is **300 DPI (Dots per Inch)**. You can choose a higher resolution, but please note that the higher the resolution the longer it will take to scan the document. Also, documents printed on laser printers print no higher than 600 DPI. • **Paper Size**: **Letter is the default**, choose another size if you are scanning a different size document. • Be sure to **check the box** "**Prompt for Scanning more pages**" so that you are asked at the end if you want to add more pages to a document. You can leave the other default settings as they are. **Click** "Save" when done, and then **Close**.

Express Printer 1 Sample Settings

Express Printer 2 Sample Settings

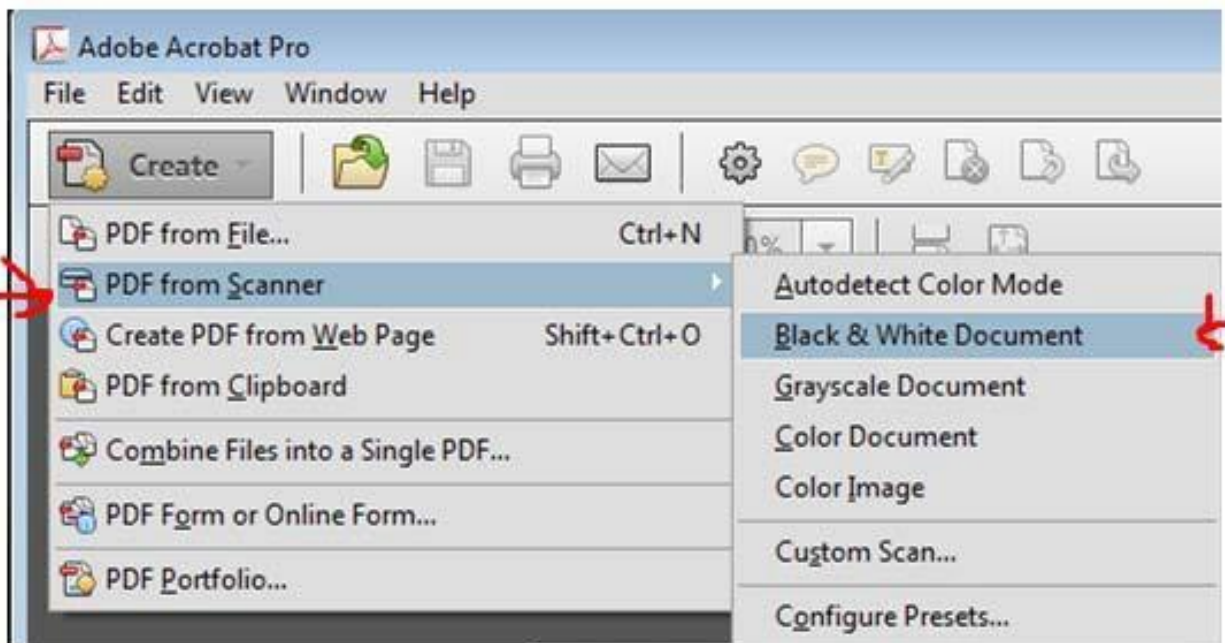| Step	Procedure
4	Next you will need to set up the printer If the **Energy Saving Mode button** is **green** on the printer, **press it** to wake up the printer. 1. Next, **Press** the **Scan** button to activate Scan mode 2. **Use the arrows** to navigate to "**Remote Scanner**" 3. **Press** "**OK**" to **select** "**Remote Scanner**". *Please note that for Express Printer 2 you will need to **press the "Scan" button until** you see "**USB Scanning**" on the screen. This may also need to be done once you send the job from Acrobat.*

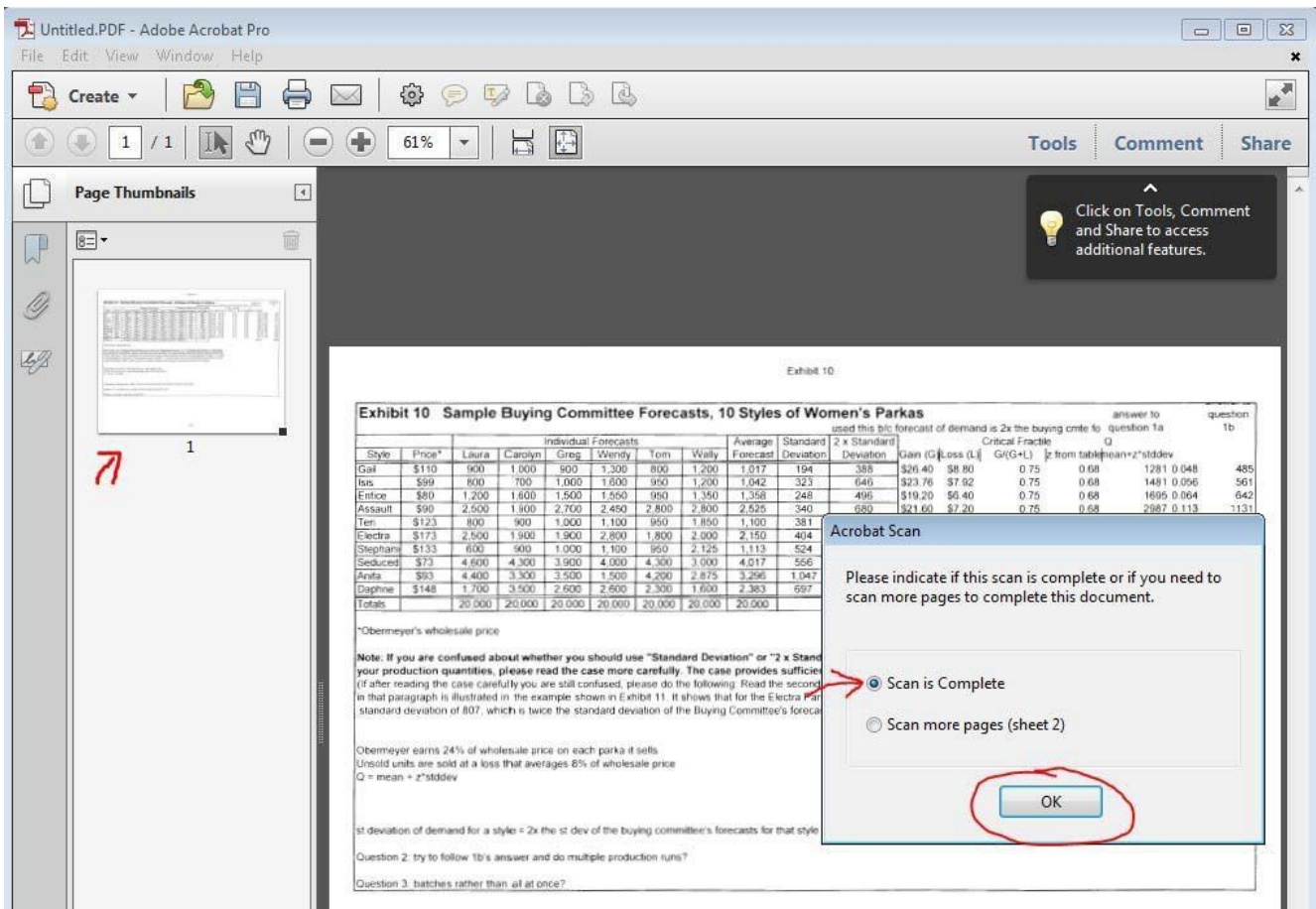**Express Printer 1**

Express Printer 2

Step	Procedure
5	**Express Printer 1** should now be set to "**Remote Scanner… Waiting (Online)"** **Express Printer 2** should say "**USB Scanning**"

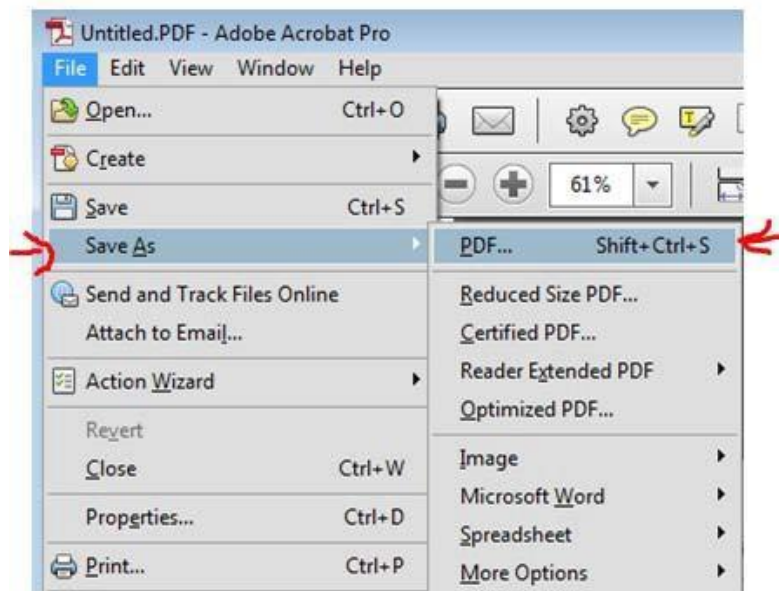| Step	Procedure
6	You are now ready to scan. **Place the document** you want to scan on the **printer feeder** with the writing **facing up**. On Acrobat, **click** the "**Create" button**, and choose **PDF from scanner** > **Black & White Document** (if that is the preset you set up on Step 3, or choose the preset you set up) **As soon as you choose "Black & White Document" the document will start scanning**.

Step	Procedure
7	As the document scans **the page (s) will appear on the left hand side** under "**Page Thumbnails**" with a preview on the right side. **Once the last page is scanned** you will **see a prompt to choose** whether the **job is complete** or to **scan more pages**. **If you are done**, **click "OK"**.

Step	Procedure
8	To save your document, go to **File > Save As > PDF**

Step	Procedure
9	Navigate to the piace where you want to save your document
	Give your document a name and click "Save"
	That's. you are done!

1

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Save As

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Name   **Date modified**   Type

No items match your search.

Recent Places

Desktop

Libraries

Computer

Network   **2**

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Save as type: Adobe PDF Rles .pdf)   Save

Cancel