

6f - Printing - Scan to Folder on Kyocera

How do I scan documents to a folder on my H: drive?

Swipe your University ID card on the Kyocera card reader, or login manually using the keypad

Select the **AutoStore** option

Place your documents on the Flatbed scanner or in the Automatic Document Feeder (ADF) - ensure you have removed any staples

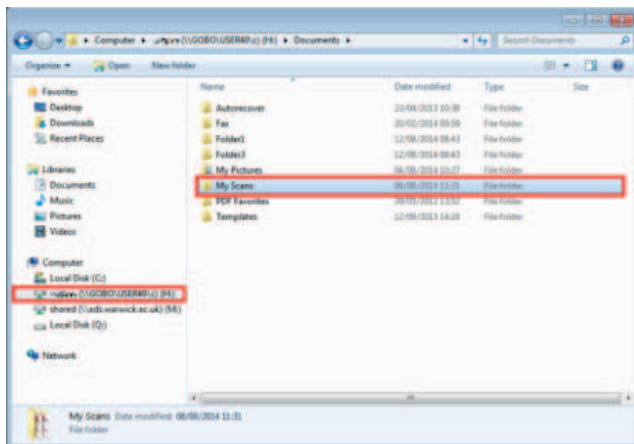
Press Scan to H: drive, choosing either the **(single-sided)** or **(double-sided)** option depending upon your requirements

Repeat the steps until you've scanned all your documents.

Log out by swiping your ID card against the card reader, or by pressing the Logout button on the control panel

Where will the document be in my H: drive?

The scanned documents can be located in the folder **'My Scans'**, located on your H:\ drive.



What file formats are available?

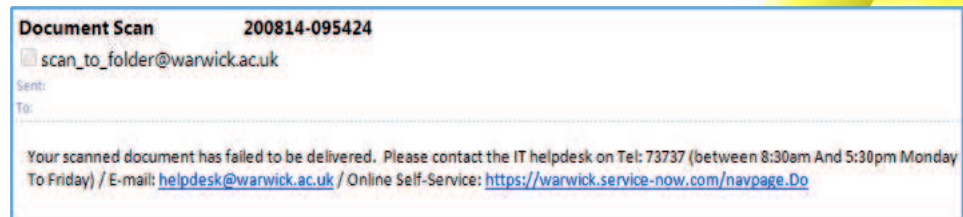
The only file format available initially will be **PDF**. However we will closely monitor this service and welcome any feedback regarding providing support for other file formats in the future.

My H: Drive is almost full, what happens to the scanned document?

If the size of the scanned document is too large to fit into your H: Drive, it will instead be sent to your Warwick email account, as an attachment.

In turn, if the document is too large to attach to an email, an automated message will be sent advising you that the document was too large, and therefore you are advised that you may need to reduce the amount of scanned pages in order to reduce the file size.

IT Services recommends scanning 4-5 pages at a time.



How much does Scan to Folder cost?

Scan to Folder is a **free at the point of use** feature available on a significant number of Kyocera printers in IT Services work areas.

Please see **Leaflet 6b** for student Kyocera printer locations across campus. If you see the **AutoStore** option then the machine has this facility installed.

IT Services Help Desk

✉ helpdesk@warwick.ac.uk

🌐 warwick.ac.uk/its

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