## Scan with MyPrint

Stephanie Obodda - 2024-08-20 - Comments (0) - MyPrint

These instructions only work on multifunction printer/scanner/copiers.

1. At the printer, swipe your Brown ID card.
2. Place your document on the scanner bed or in the multi-page document feed.
   Long document? We recommend scanning in batches of 50 pages or less - files are sent by email, and too large an email may have issues sending.
3. On the screen attached to the printer, tap the Scan icon.
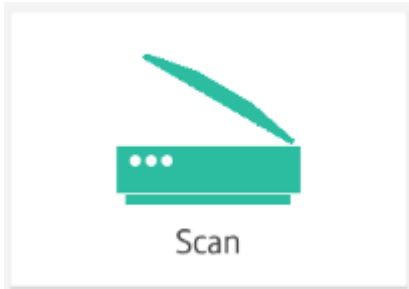
4. Tap **Scan to My Email** (to receive an email) or **Scan to Home Folder** (to scan to your home folder).
5. If desired, tap the **Filename** button to customize the file name, or **Settings** to change scan settings such as color mode, resolution, and file type (full list of settings included below).
6. Tap **Scan**. The document will scan.
7. After scanning, you will see buttons to **Scan More** pages or **Send** the document.
8. After tapping **Send**, the document will be sent to your Brown email address (if you chose the email option) or saved to your home folder (if you chose the folder option). The folder option will also generate a confirmation email so you know your files have been successfully scanned; however, since you didn't choose the email option, you won't receive a copy of the file by email.
9. When you are finished, tap the Log Out button on the top right.

Accessing Your Scanned Files

- **Email option:** The email is automatically sent to your official Brown email address. If you need to send a scan to someone else, you can simply forward the email to them. Emails will come from MyPrint@brown.edu.
- **Folder option:**
  - If you have a computer managed by Brown that has folder redirection set up,

you will see a Scans folder in your Documents folder. The files you scan will automatically appear here.

- If you do not have folder redirection set up, you can follow the instructions in this article to access your scanned files: [Connecting to your Network Home Folder](). After you connect, look for the Scans folder inside the Documents folder.

Scanning Settings

By default, the scanner uses these settings:

- Single Sided
- 8 ½ x 11
- Letter
- 300 DPI
- PDF

To customize these settings, touch "Settings" and you'll be able to choose:

- Single Sided / Double Sided
- Orientation
- Paper Size
- File Type
- DPI (resolution)
- Color / B/W

Advanced Scanning Options

Certain options are only available through the advanced scanning function, including OCR scanning. Here's how to get there.

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3. Tap the Device Functions button.
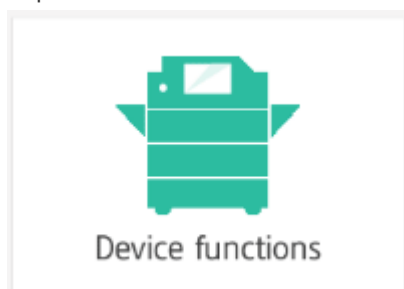
4. Tap the home button at the bottom of the screen (it's important to tap Device

Functions first - the home button is always visible but won't have the Classic Scanner ption if you tap it from another screen.)

5. Tap the Scanner icon. If you don't see it, swipe the blue screen left and/or right to see if it is on another page of icons.