

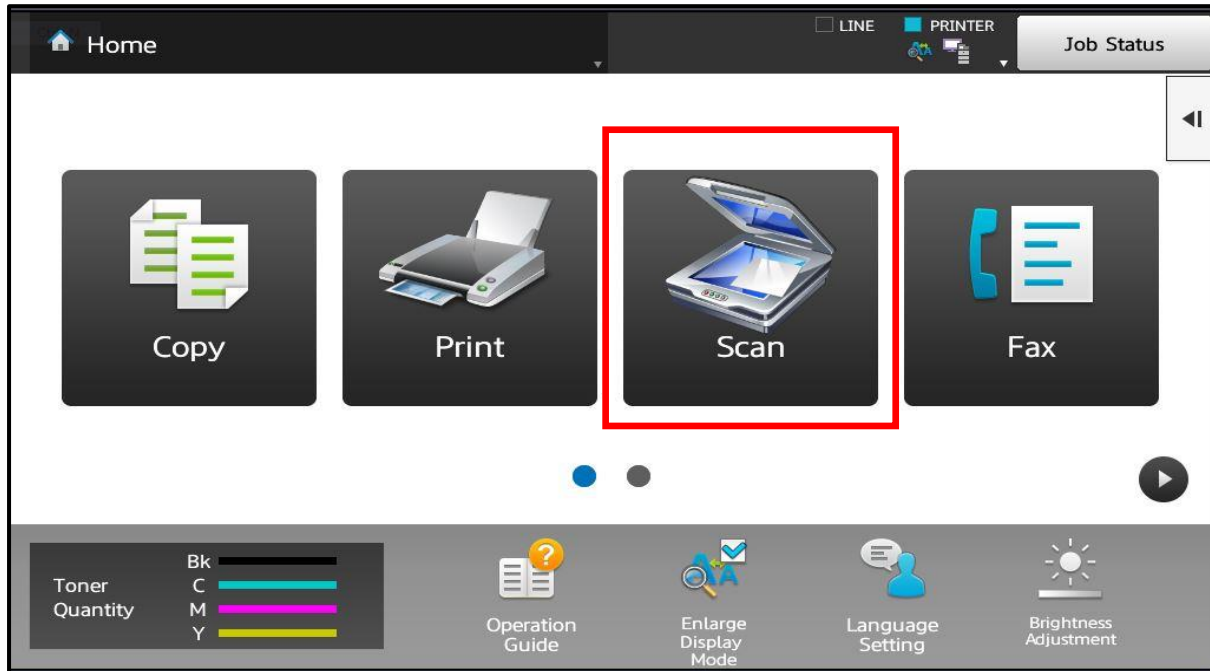
# Sharp Scanning Guide

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## Scanning Using Drive Image

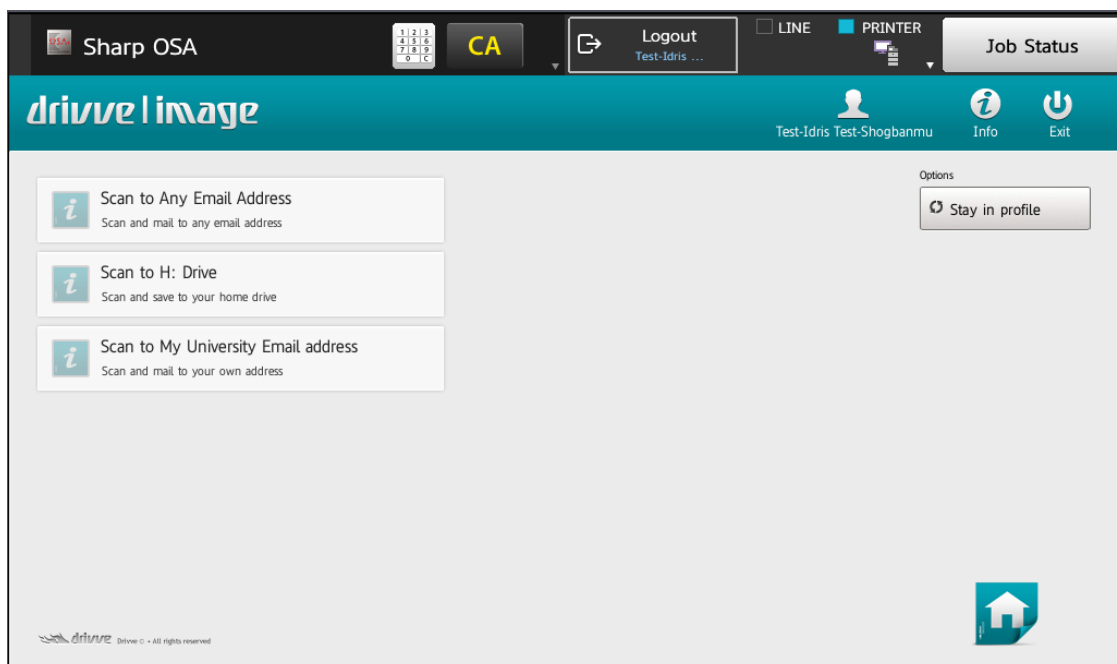
Scan-to-Home Folders and Scan-to-Email functionality will be provided by Drive Image. Once authentication has been successful, the user will be able to access Drive Image by pressing the scan icon from page 1 of the device home screen menu:



How to Access Scan Functionality Provided by Drive Image

## Drive Image Profiles

Once the user has opened Drive Image they will be presented with the following choices:

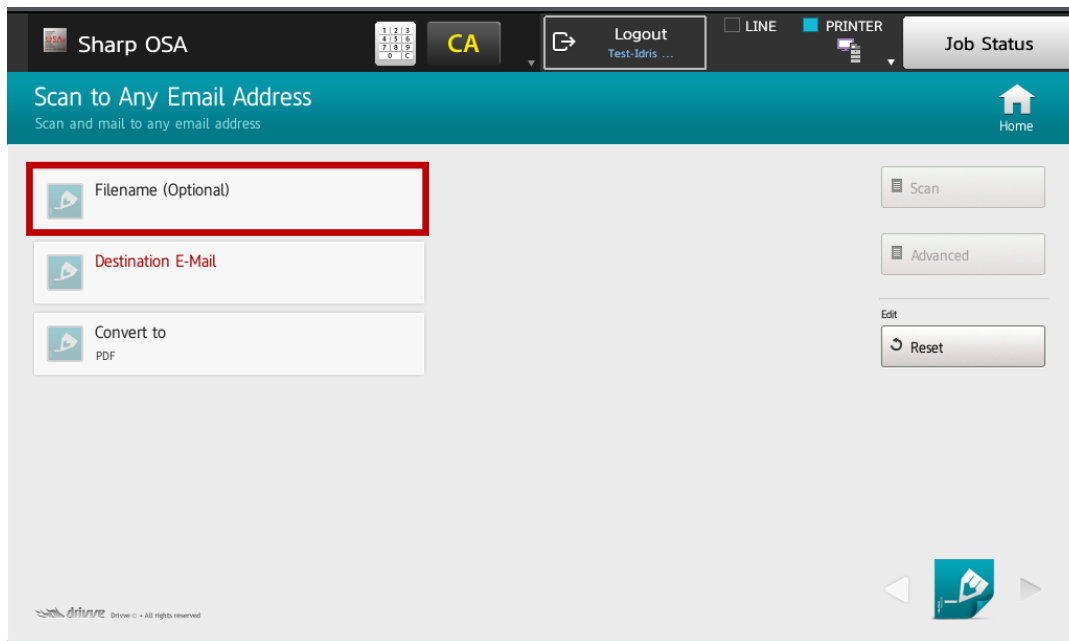


Scan Functionality Provided by Drive Image

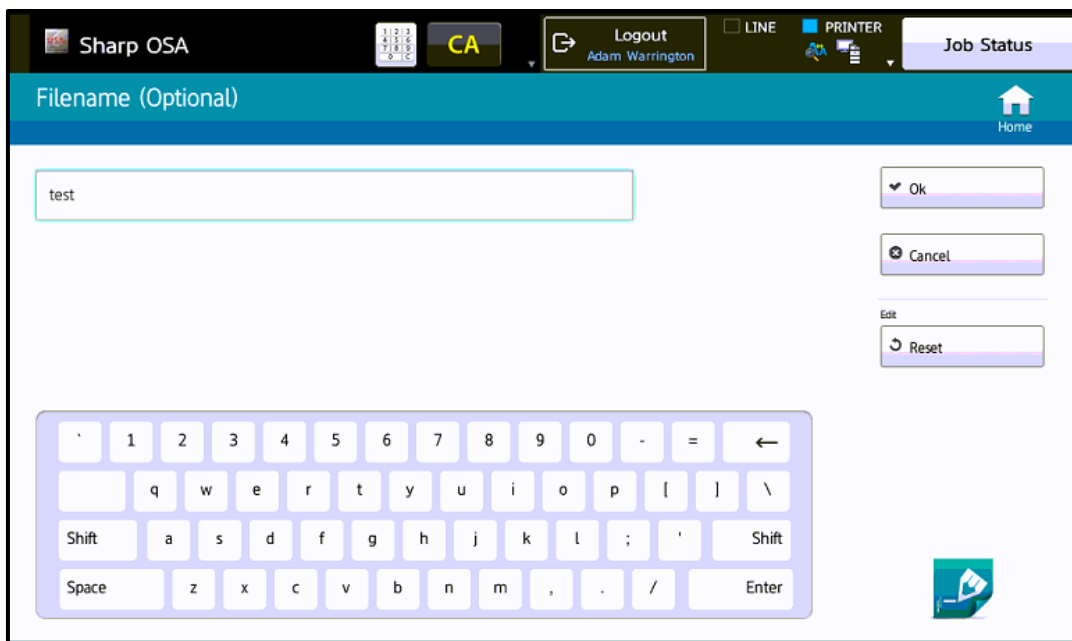
The profiles created within Drive Image are as follows:

## Scan to Any Email Address

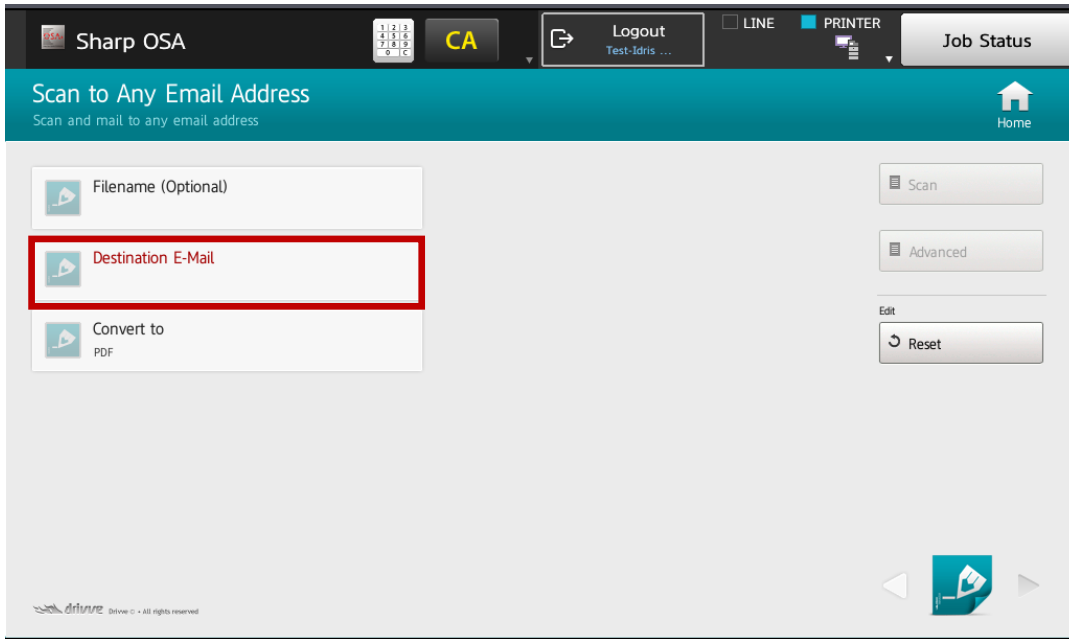
This allows the logged in user to name a file, and scan it to an email address which has been input by the user.



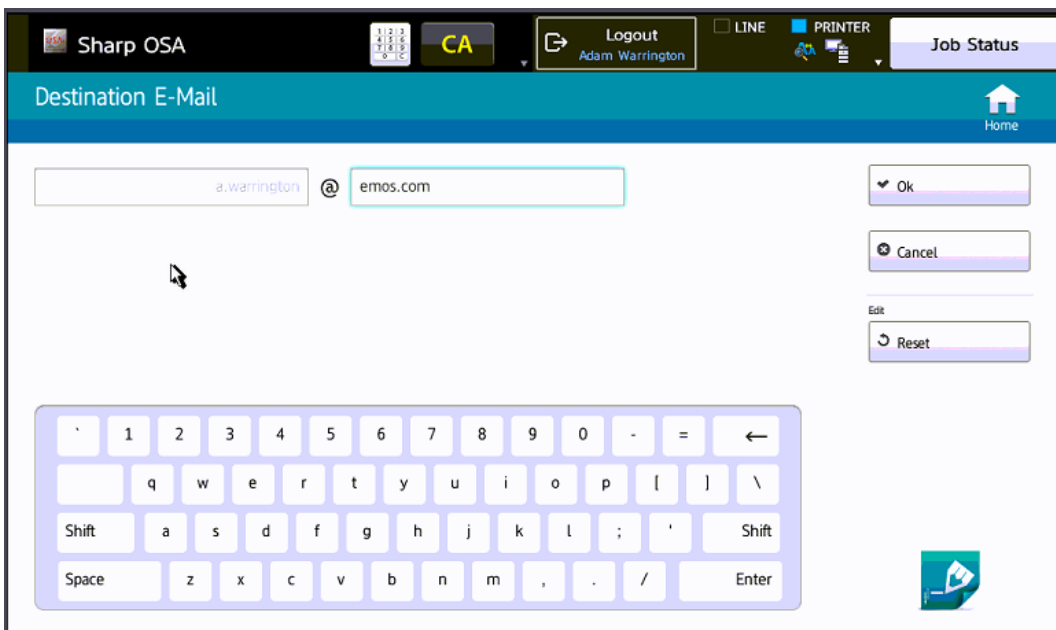
Scan to Any Email Address Options – Input a Filename



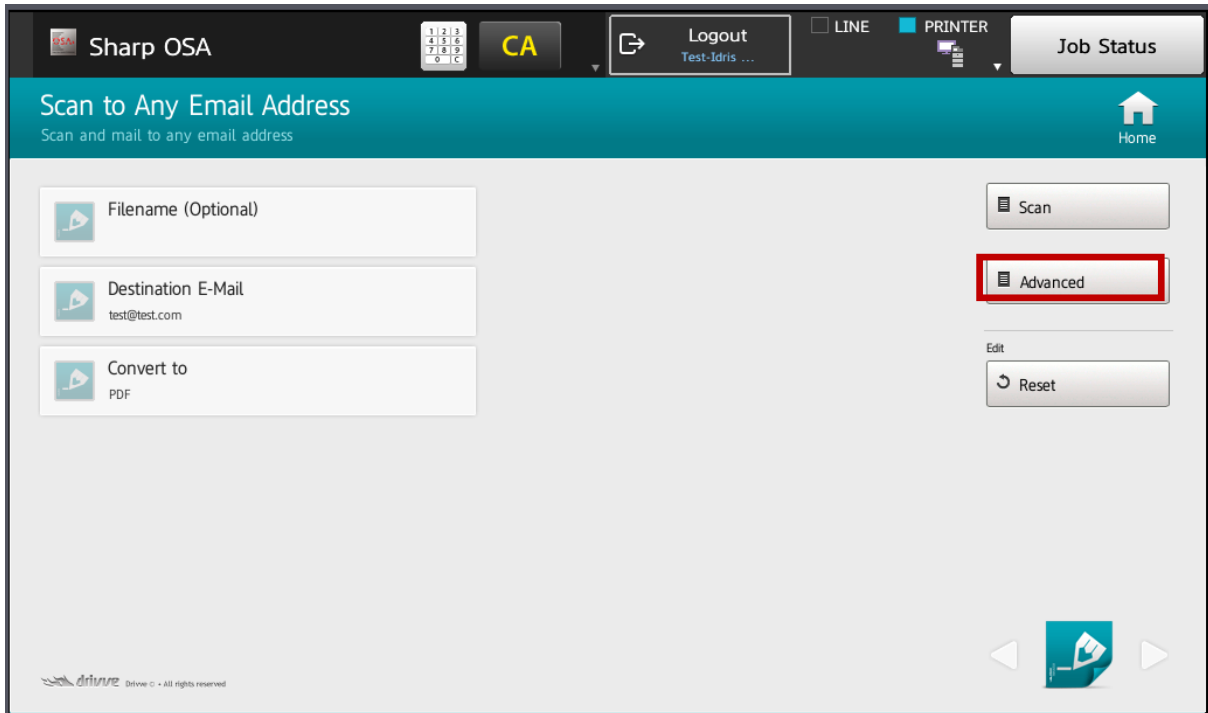
Scan To Any Email Address Options - Keyboard for Naming a File



Scan to Any Email Address Options – Input a Destination Email Address

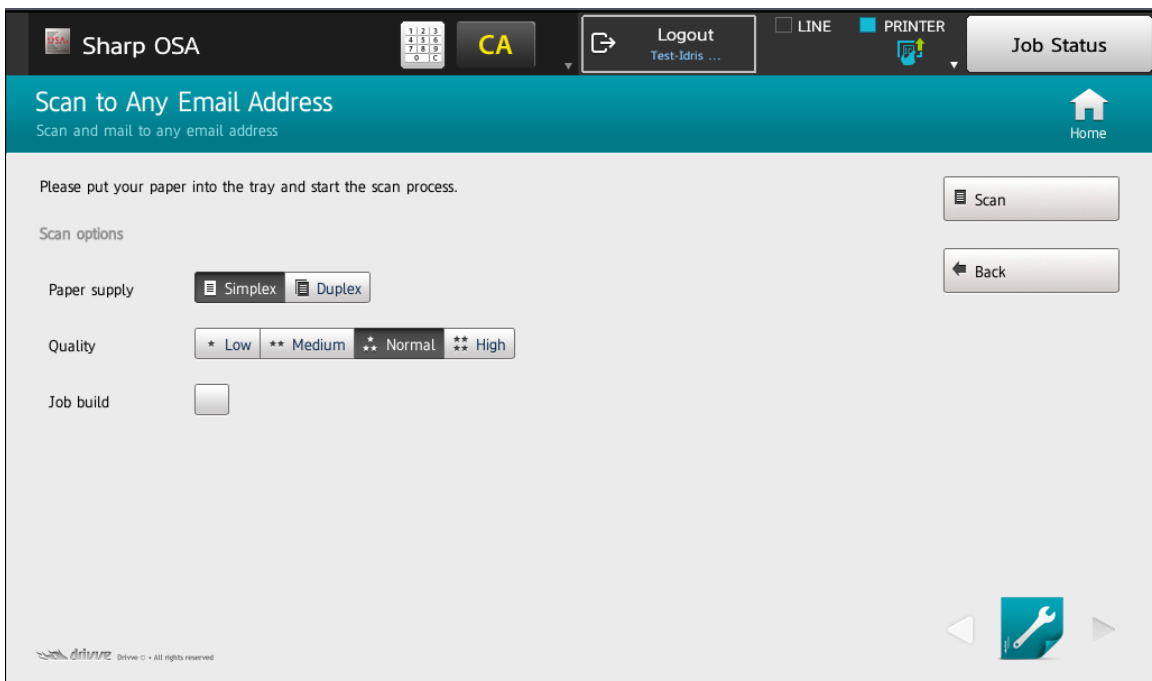


Scan to Any Email Address Options – Address Keyboard Option



### Scan to Any Email Address Options – Completed Fields

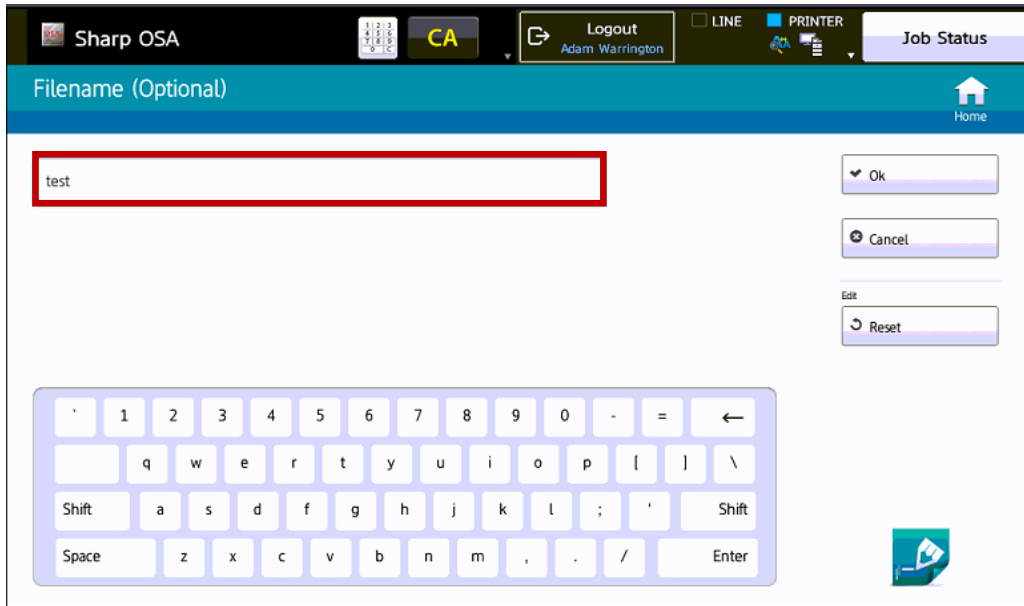
The user has the ability to adjust a number of the scan settings by pressing the “Advanced” key – highlighted in red in the image above. The features which can be changed are shown in the image below:



### Scan to Any Email Address Options – Scan Settings

## Scan to H: Drive

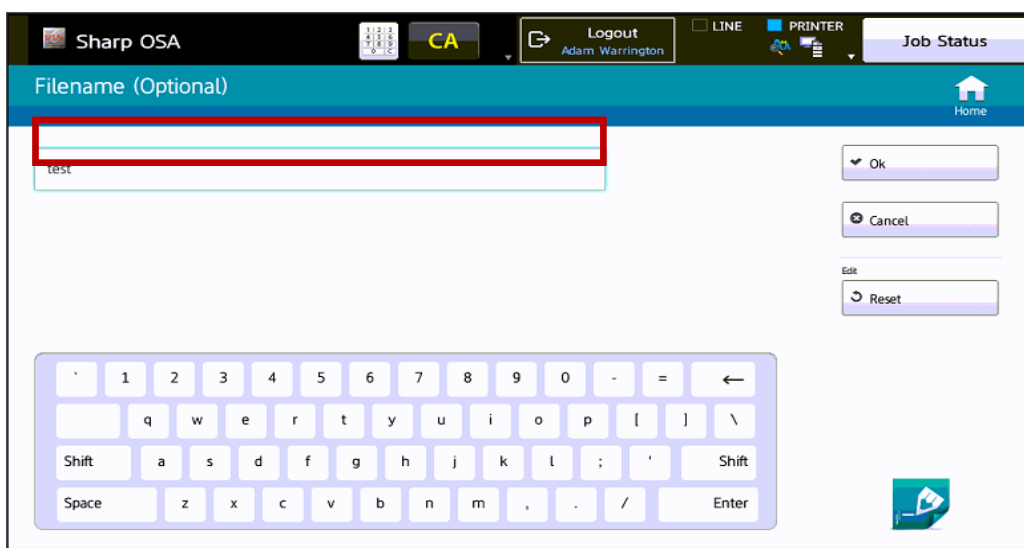
This allows the logged in user to scan documents back to their own home drive location. The path to the logged in user's home drive will be pre-populated automatically. The only input required from the user is to name the file.



Scan to Home Drive Options - Keyboard for Naming a File

## Scan to My University Email Address

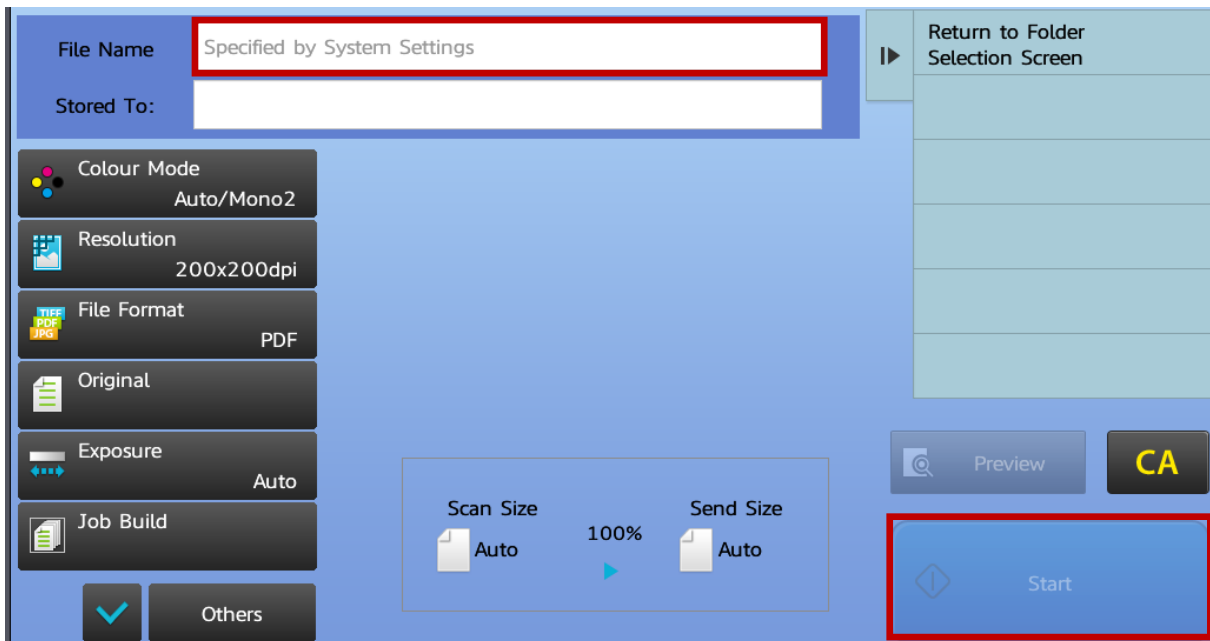
This allows the logged in user to scan a document back to their own email address. The path to the logged in user's email address will already be pre-populated automatically. The only input required from the user is to name the file.



Scan to My University Email Address Options - Keyboard for Naming a File

## USB Scan

If the user wants to scan a document to the USB drive, they are prompted to name the file before starting the scan process.



### Naming a File Before Scanning

Once the document has been inserted into the document feeder and the file has been named, the Start key becomes active and the user can begin the scan process.