

Scanning to the Physics file server

Physics IT Support

2006-06-21

Note: If you're reading this document in the photocopier room, an online version is available at <http://help.phys.unsw.edu.au/doc/scan> so you can refer to the Windows and Mac document retrieval steps when you return to your computer. If you prefer a hard copy, a PDF version is also available at <http://help.phys.unsw.edu.au/doc/scan.pdf>.

Abstract

The Xerox photocopier can be used as a document scanner by way of its "Secure Print" function. Scanned documents are placed on the Physics file server where they can be accessed from your Windows or OS X computer.

1 How to scan a document

- Press the **Log In/Log Out** button to login
- Place the document to be scanned on the copy glass or in the document feeder
- Press the **Scan to FTP/SMB** LCD button
- Press the **Address Book** LCD button
- Select the **1. newt SMB 129.94.162.94** LCD item
- Press the **Save** LCD button
- Press the green **Start** button to begin scanning
- When the jobs completes, remove your scanned document from the copier and press the **Log In/Log Out** button to logout

2 How to access the scanned document

2.1 Windows

- Open “Internet Explorer” (or “Windows Explorer”)
- In the **Address** field enter **\\NEWT \SCAN**
- Enter your Windows password for Newt. This will be the same password you use to login on Physics Domain PCs such as “GOLIATH” and it will typically your Windows computer password
- Your PDF file should appear in the Explorer window; move the file to your desktop

If there are many files left on the file server by other users, in the Explorer window choose **View > Details** and click the **Date Modified** column header to sort by date.

2.2 Macintosh

- In the “Finder” choose **Go > Connect to Server...**
- In the **Server Address** field enter **smb://newt/scan**
- Enter your Windows password for Newt. This will be the same password you use to login on Physics Domain PCs such as “GOLIATH” and it will typically your Windows computer password
- Your PDF file should appear in the Finder window; move the file to your desktop

If there are many files left on the file server by other users, press **Command + I** and click the **Date Modified** column header to sort by date.

3 A note on privacy

When you have scanned your files to `\\NEWT \SCAN`, it is a good idea to return to your computer immediately and move the files to your local hard disk as outlined in the “Windows” and “Macintosh” sections above. This is particularly important when the scanned material is confidential; the SCAN share is globally accessible to all “newt” users.

The file server SCAN share cannot be used as a long term file repository; it is automatically pruned at 0500 hours (5AM) each day.

4 Options

Here is a brief list of handy options, and where to find them in the menus. All options are accessible after you press the [Save LCD](#) button as outlined above in the “How to scan a document” section.

Colour, grayscale, black DPI Press the [Basic Scanning LCD](#) button. It’s under “Output Color”

PDF, TIFF, JPEG Press the [Basic Scanning LCD](#) button. It’s under “File Format”

DPI Press the [Scan Options LCD](#) button. It’s under “Scan Resolution” (the range is 200-600 DPI)