



Scanners at ASH Knowledge Base

09/28/23

Please find directions on how to use the scanners here at ASH. Should you have any questions, please let us know: ithelpdesk@ashmi.org

Printers: C600, B8155, C405

1. Press the **POWER** button to wake up the machine
2. Select the **HOME** button
3. Choose **SCAN TO**
4. Choose **ADD DESTINATION** (This may not always appear as it will jump down to next step)
5. Choose **EMAIL**
6. Enter your **ASMI EMAIL ADDRESS** and then press **ENTER**
7. **FILE TYPE** - Determine what type of file type you would like. It should be noted in this section you can add a password to the document to keep it confidential
 - a. Pdf
 - b. pdf(a)
 - c. Xps
 - d. Tiff
 - e. jpg
8. Next, make sure **PRESET** is set to **OFF**
9. **PREVIEW** (Optional) - If you want to see what the document(s) will look like before you send the image to your email enable this feature.
10. **OUTPUT COLOR** - You will have four options here. See below:
 - a. **Auto Detect** - Detects the color content in the original and will scan in full color if the original is a color document, or will scan in black only if the original is a black and white document.
 - b. **Color** - The original will be scanned in full color using all four colors; Cyan (C), Magenta (M), Yellow (Y), and Black (K).
 - c. **Black & White** - The original will be scanned in black and white, regardless of the color content in the original.
 - d. **Grayscale** - The original will be scanned in grayscale, regardless of the color content in the original

11. **2 SIDED SCANNER** - You will have three options here.
 - a. 1-Sided
 - b. 2-Sided
 - c. 2 Sides Rotate Side 2
12. **TEXT OR PHOTO** - You will have three options here
 - a. Text
 - b. Text and Photo
 - c. Photo
 - i. The **B8155** located by the West entrance and the curtained closet have additional features
 1. Map (Printer
 2. Newspaper / Magazine
 3. Other
13. **LIGHTEN DARKEN** - You will have the option to adjust how light or dark you want the scan. By default it should be set to normal
14. **ORIGINAL ORIENTATION** - You can scan the item in **PORTRAIT** or **LANDSCAPE**
15. **ORIGINAL SIZE** - Keep this at **AUTO DETECT**. If you need to adjust it, please take a look at custom presets
16. **RESOLUTION** - You will have the ability to go from **200 dpi** to **600 dpi**.
17. **REMOVE BLANK PAGES** - I would keep this toggled off unless you have a lot of blank pages
18. **SUBJECT:** I would change this so you can easily identify in your email
19. **SAVE AS A PRESET** - If you plan to complete a lot of scanning this feature will save your settings for future use . The scanner/ printer will walk you through the process and simply hit the save button to start the process.
20. **ADDITIONAL FEATURES** - The **B8155** located by the West entrance and the Curtained closet have additional features
 - a. Sharpness
 - b. Saturation
 - c. Contrast
 - d. Edge Erase
 - e. Resolution
 - f. Automatic Background Suppression
 - g. Reply to
 - h. Quality and File Size
21. Select **SCAN** to begin the scanning process
22. Make sure to press **RESET** when finished

Printer: 2nd Floor Primelink B9110

1. Turn the machine on by tap **POWER SAVER MODE**
2. Press **HOME**
3. TAP **EMAIL**
4. Choose **NEW RECIPIENT**
5. Enter **EMAIL ADDRESS**
6. Press **ADD**
7. Select **CLOSE**

SETTINGS:

8. **COLOR SCANNING**- You will have four options here. See below:
 - a. **Auto Detect** - Detects the color content in the original and will scan in full color if the original is a color document, or will scan in black only if the original is a black and white document.
 - b. **Color** - The original will be scanned in full color using all four colors; Cyan (C), Magenta (M), Yellow (Y), and Black (K).
 - c. **Black & White** - The original will be scanned in black and white, regardless of the color content in the original.
 - d. **Grayscale** - The original will be scanned in grayscale, regardless of the color content in the original
9. **2 SIDED SCANNING**- You will have three options here.
 - a. 1-Sided
 - b. 2-Sided
 - c. 2 Sides Rotate Side 2
10. **ORIGINAL TYPE** - You will have three options here
 - a. Text
 - b. Text and Photo
 - c. Photo
11. **SCAN PRESETS**
 - a. **Sharing and Printing** - This setting is best for sharing files to be viewed on-screen and for printing most standard business documents
 - b. **Archival Record** - This setting is best for standard business documents that will be stored electronically for record keeping purposes
 - c. **OCR** - This setting is best for document that will be processed by optical character recognition software
 - d. **High Quality Printing** - This setting is best for business document containing detailed graphics and photos
 - e. **Simple Scan** - This setting is best for faster processing but may result in excessively large file sizes
12. **SUBJECT** - Change the subject to something you can recognize in email.
13. Press **START**

