

## DigiDoc

This feature will allow you to scan a document and then convert it to a Word document. It is not necessary for you to log into the machine to use the scan feature.

### ON PRINTER/COPIER

- ☞ Press the **Scanner** button on the left side of the **Control Panel**.
- ☞ Press the **Folder** tab.
- ☞ Press the **Scan-to-Doc** icon. This icon appears toward the bottom of the **Control Panel**.
- ☞ Press the **Start** button on the right side of the **Control Panel**.

### ON COMPUTER

- ☞ Click the **Start** button.
- ☞ Select **Computer** from the **Start Menu**.
- ☞ Select the **DeptOfficeFiles** folder.
- ☞ You should then see the **DigiDocFlow Scan** folder.
- ☞ Double-click the **DigiDocFlow Scan** folder.
- ☞ Search for the folder with your **Copier** name, such as **DH300-MFP** or **Registrar-MFP**.
- ☞ Double-click the **Copier** folder.
- ☞ Double-click the **Output** folder.
  - ★ This is the folder where the document will be stored.
  - ★ You should see a **Word** document named with the current date.
  - ★ This should be the document that you scanned and converted.

### CONVERT SAVED PDF FILE

- ☞ Copy the **PDF file** from the area where you have stored the document; such as the **Documents** or your **Network** folder.
- ☞ Access and then double-click the **DigiDocFlow Scan** folder.
- ☞ Search for the folder with your **Copier** name, such as **DH300-MFP** or **Registrar-MFP**.
- ☞ Double-click the **Copier** folder.
- ☞ Double-click the **Input** folder.
- ☞ Paste the document into this folder.
- ☞ In a few seconds the document will be moved to the **Output** folder and converted to a **Word** document.

### IMPORTANT

- ☞ This is not a storage area for documents.
- ☞ Documents in the **Output** folder will automatically be deleted on a regular basis.
- ☞ All converted documents must be moved to a storage folder, such as the **Documents** or **Network** folder, on your computer to be saved.