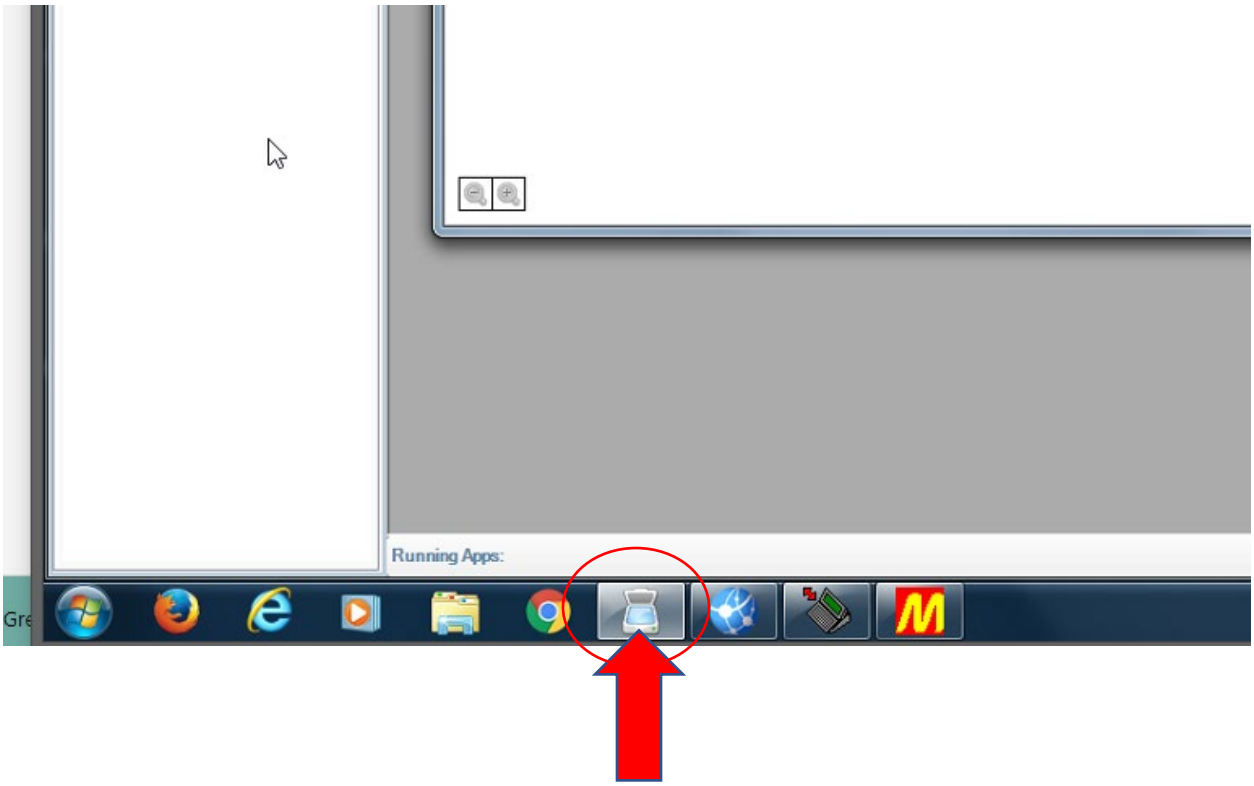
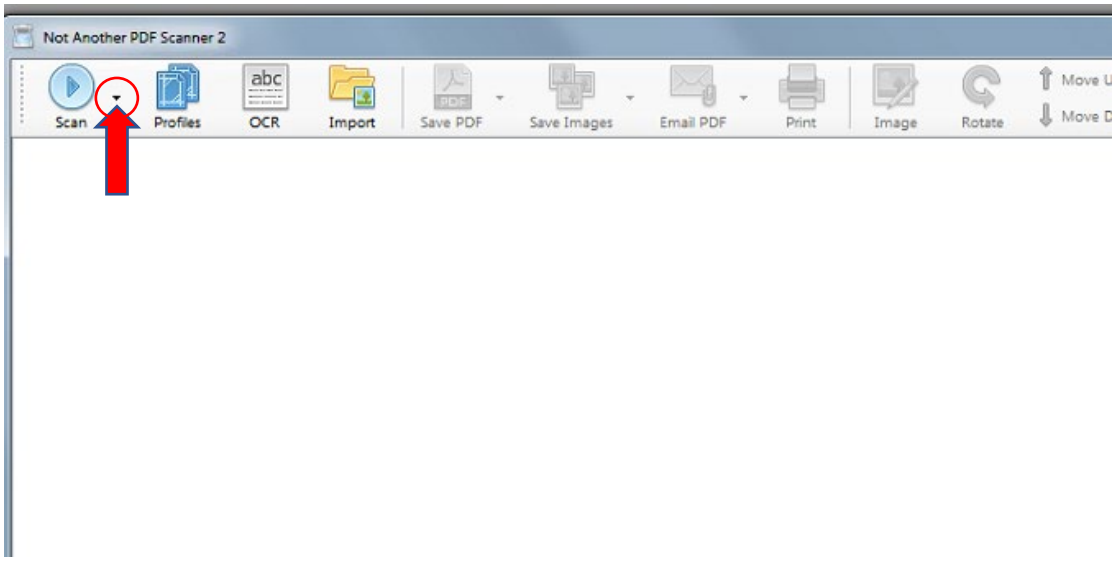
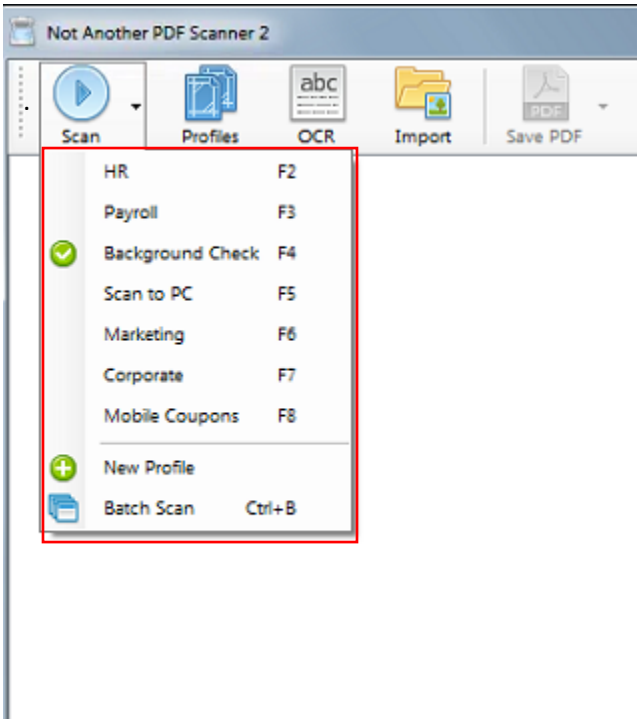
Store Scanning Instructions

- Click on the icon located on the taskbar (looks like a scanner)
- Place the document in the scanner. If you have a feeder on top you should you use that. If you do not have a feeder you can use the glass scanner.

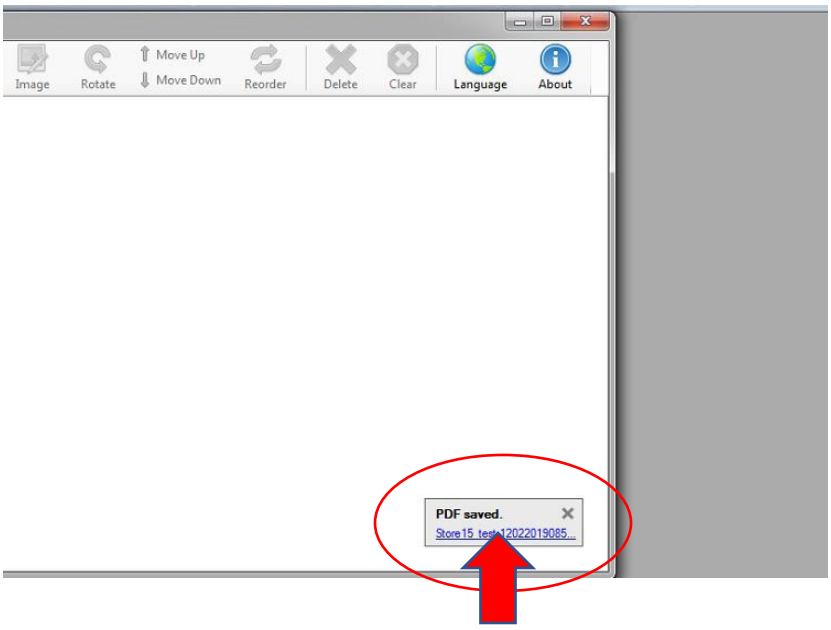


- Click on the small arrow icon to show scanning location options.

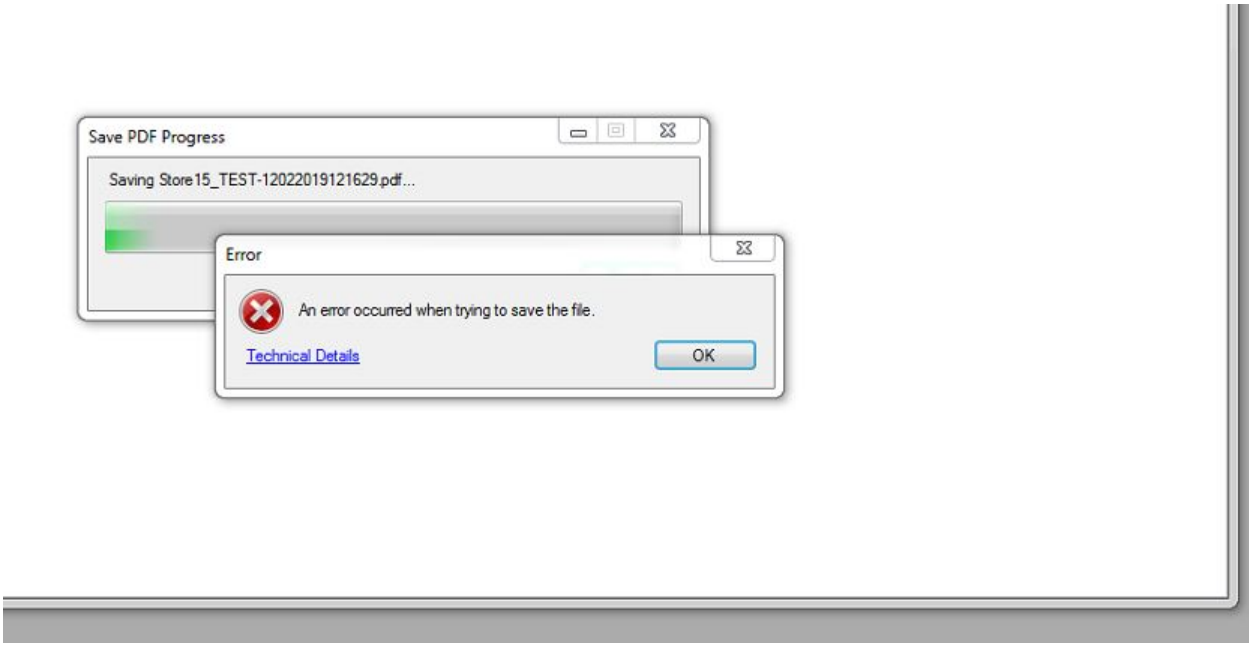




- Click on the appropriate location you need to send the document. *NOTE – IF you click on the scan Icon instead of the drop-down arrow next to it, it will send the document to the default location and possibly the wrong location.*
- If the scan was successful, a box will appear at the bottom right-hand corner of the window displaying: "PDF saved." NOTE: ***If an error pops up, please refer to the troubleshooting instructions at the end of this document.***



- If the scan was not successfully sent, a box with a red “x” will appear stating the error.



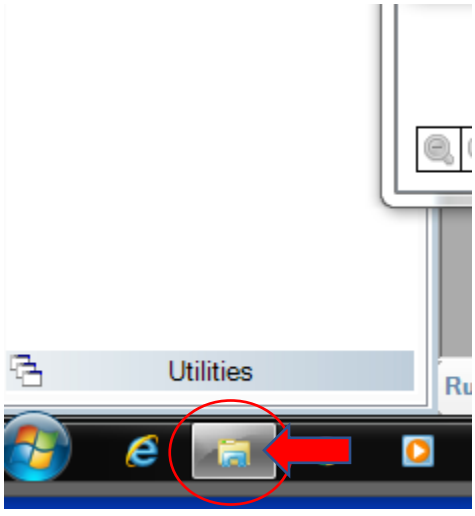
NOTE: ***If an error pops up, please refer to the troubleshooting instructions at the end of this document.***

- It will automatically send the document and a notification email to the appropriate recipient.

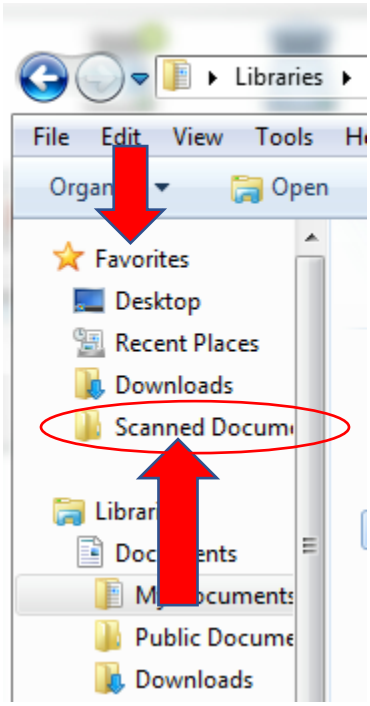
Scan to PC Instructions

Scan to PC allows you to scan to the store computer directly. Scans will automatically be saved to the computer. A favorites link has been setup in windows explorer.

- Click on the Windows Explorer icon on the taskbar.

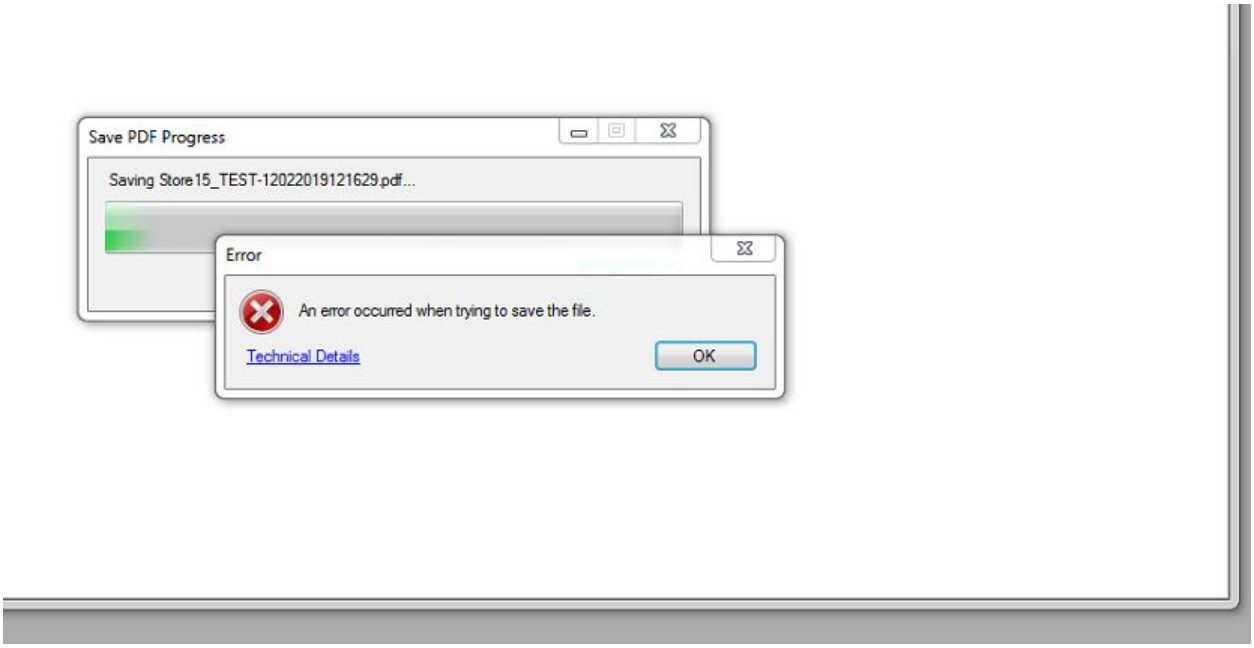


- Click on the “Scanned Documents” folder under the favorites location to the top left of the window to view your scanned document.

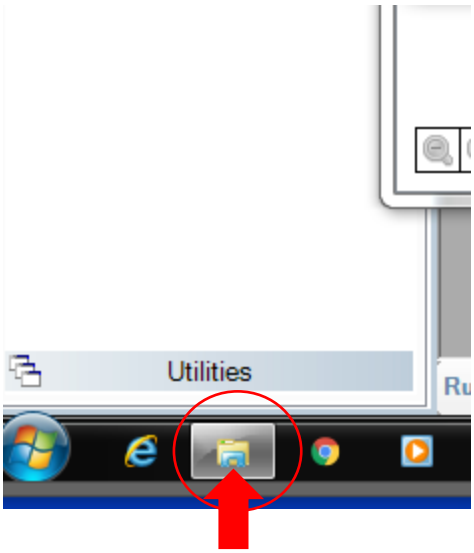


Troubleshooting Instructions

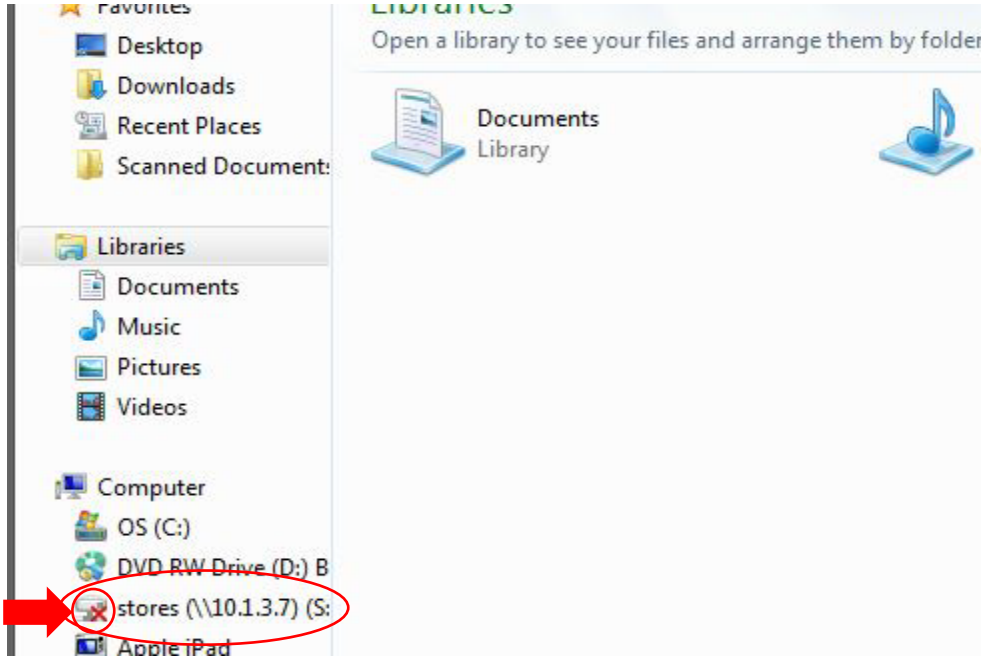
If you receive this error:



- Click on the Windows Explorer icon on the task bar.

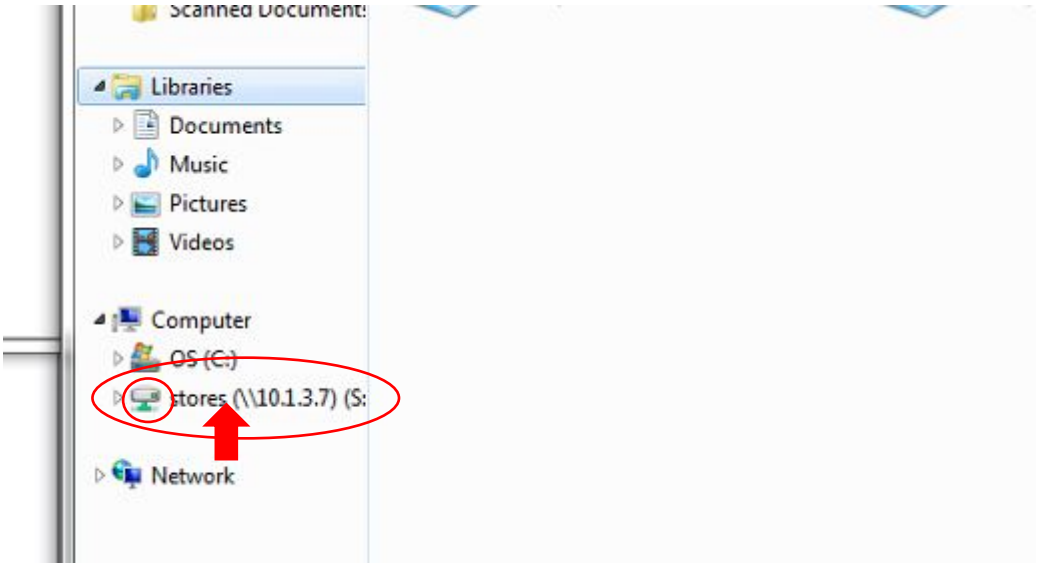


- Look for the “stores” mapped drive.



- If there is a red “x” through the drive icon, it means the drive has been disconnected.

- Click on the “Stores” drive to restore the connection. The drive should show green instead of red now.



You should now be able to scan.
If you still receive the error or receive any other error, please submit a ticket by emailing ithelp@mcclureoilcorp.com.