

Please ensure you follow this guide step-by-step

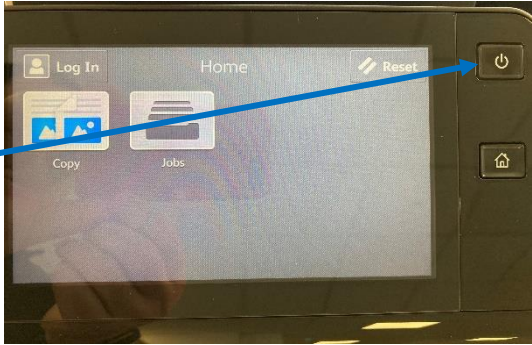
Tips before you start

- Have your Dom1 username and password (what you log into your laptop with)
- By default, a copy of the scan goes to the NPS Scan folder, and the region and office you scan from, this can do be changed
- By default, a copy of the scan goes to your Email as well as the NPS Scan folder, you can opt out of this in Step 8
- This guide is for using the Auto paper feeder tray on the top of the scanner, if you use the flatbed scanner on the device, it will ask you every time you have scanned a document do you want to scan another or save the job, so you have multiple pages options as well, the logging into the device is the same process.

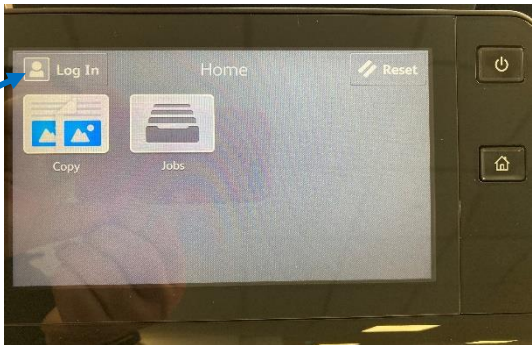
If you incur any issues please contact
Technology.PRP@justice.gov.uk

PRP Xerox Scanning

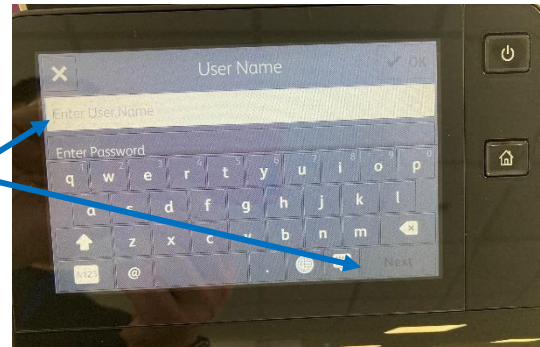
Step 1 - If the display is blank **press** the Power Button



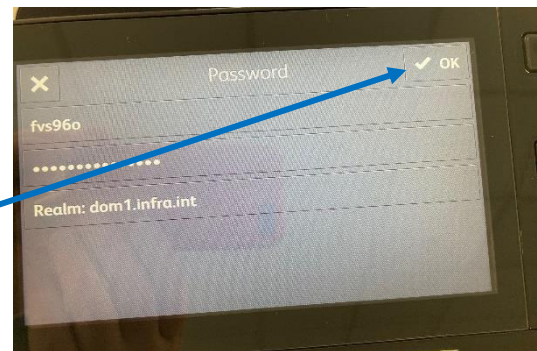
Step 2 - **Press** Log In box



Step 3 - **Enter** your username, **press** Next (after username you can also press the Enter Password box and it will move to that field) enter password then **Next**



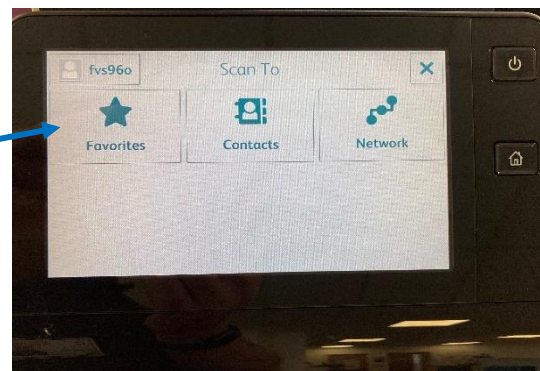
Step 4 - **Press** the OK box



Step 5 - **Press** the 'Scan To' icon

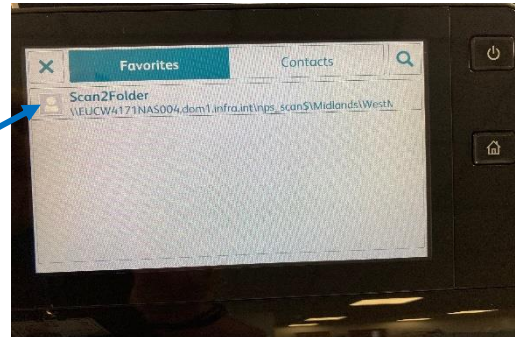


Step 6 - **Press** the 'Favourites' box



If the document you want to scan is just 1 page and you are happy, a copy going to your Email address go to Step 11 and press the Scan box. For more than 1 page and happy with an Email address copy to scan, go to Step 10

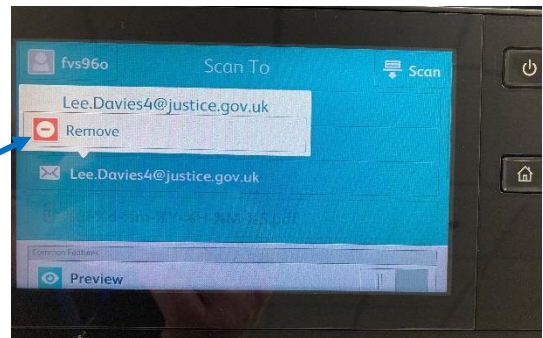
Step 7 - Press the Scan2Folder box



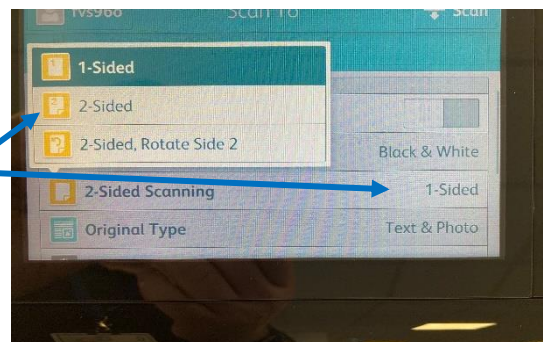
Step 8 - You can opt out sending the scan to your email address, **press** the box with your email address in



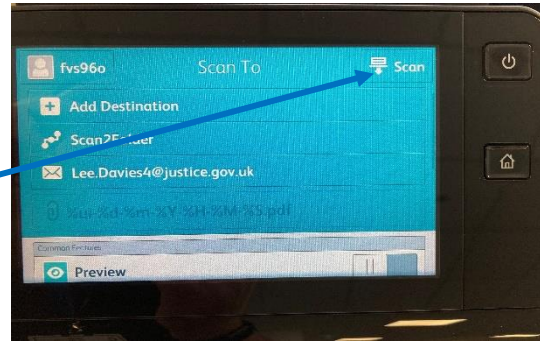
Step 9 - To stop it going to your Email **press** the Remove box



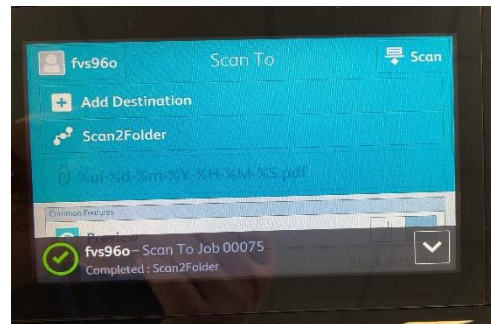
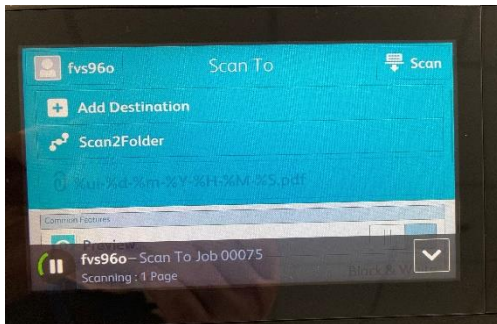
Step 10 - If scanning more than 1 page scroll down on the screen to the **2-Sided Scanning** box, then choose your option



Step 11 - Once happy with the options **press** the Scan box



The 2 pictures below are what you will see when the pages or pages scan successfully



Ministry of Justice
102 Petty France
London SW1H 9AJ
Gov.uk/government/organisations/ministry-of-justice