



Ministry
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PRP Scanning guide

Produced by Martin Ortt

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Please ensure you follow 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 flat bed 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.

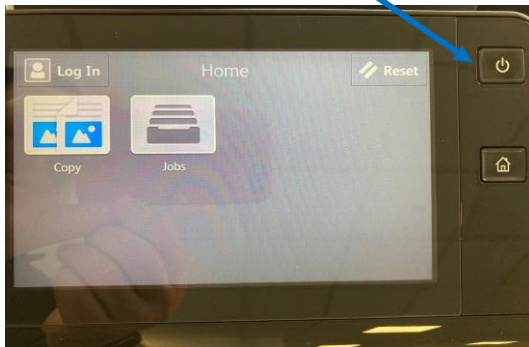
**If you incur any issues please contact
Technology.PRP@justice.gov.uk**



PRP Xerox Scanning

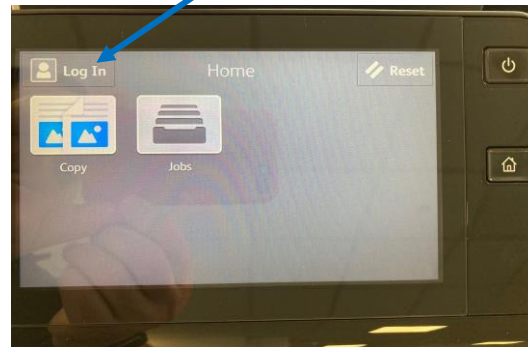
Step 1

If the display is blank press the Power Button



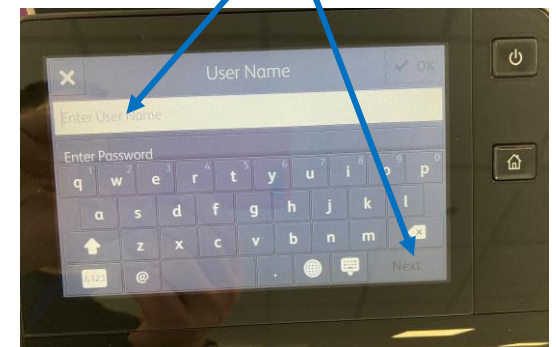
Step 2

Press **Log In** box



Step 3

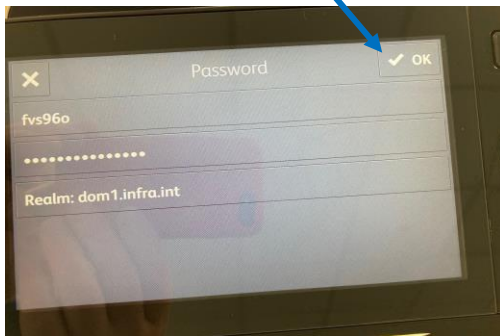
Enter your username press **Next** (after username you can also press the Enter Password box and it will move to that field) enter password then **Next**



PRP Xerox Scanning

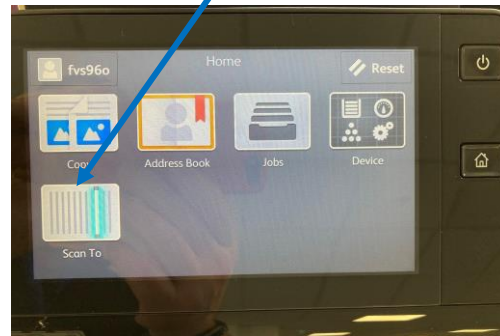
Step 4

Press the **OK** box



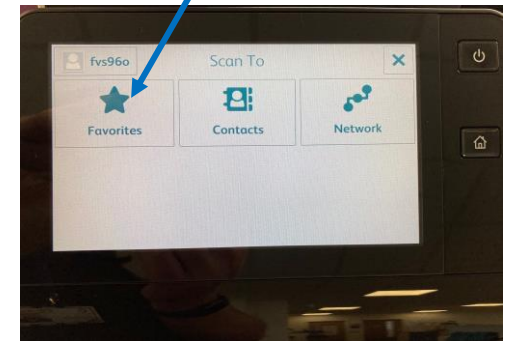
Step 5

Press the **Scan To** icon



Step 6

Press the **Favourites** box

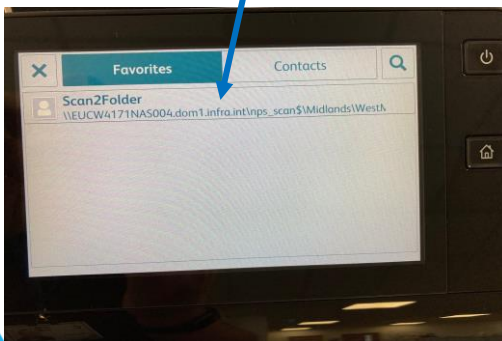


PRP Xerox Scanning

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 a Email address copy to scan go to Step 10

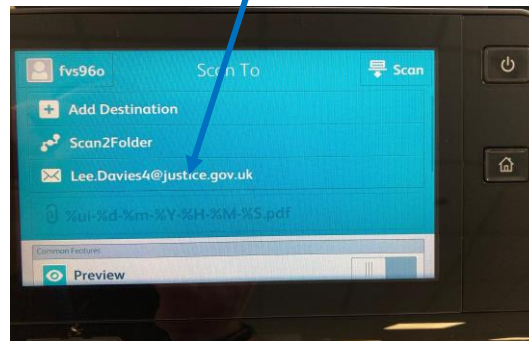
Step 7

Press the **Scan2Folder** box



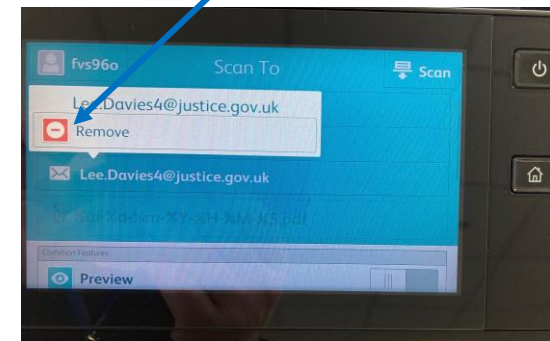
Step 8

You can opt out sending the scan toy your email address, press the box with your email address in



Step 9

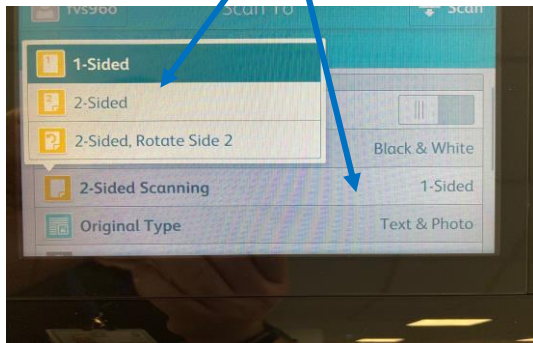
To stop it going to your Email press the **Remove** box



PRP Xerox Scanning

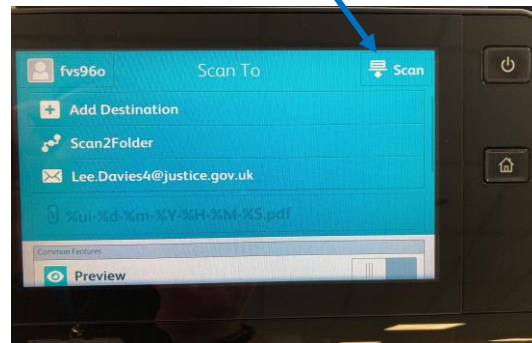
Step 10

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

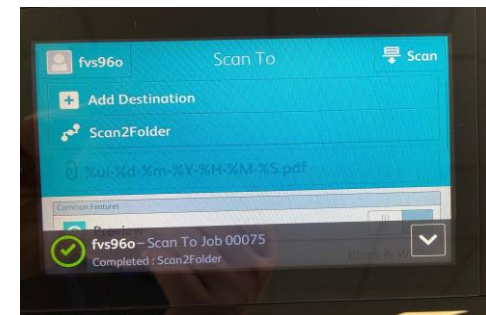
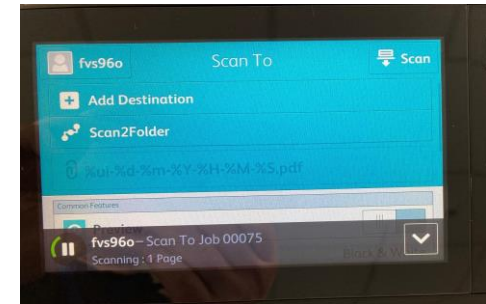


Step 11

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





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