



Scanning to a JPG on a MFP 4345s Copier/Scanner

The MFP copier/scanner is known for its capability to scan documents to pdf files. The MFP can also scan documents (containing text or images) to jpg files.

1. Place the image on MFP glass
2. Choose Folder from MFP menu
 - a. Choose what folder you want the jpg sent to
 - b. Give the file a name by clicking on the filename space. Type a name from the displayed "keyboard".
 - c. Choose OK
3. Choose the Letter icon
4. Choose Describe Original
 - a. Choose Page content
 - b. Photo
 - c. OK
 - d. OK
5. From the Setting screen choose OK
6. Choose Start to scan and send the file to the designated folder
7. Keep current settings if you have more images to scan. You'll be prompted to change the filename for each image. Choose Start to scan.