



Scanning to a JPG on a MFP M4345s 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 **Network Folder** from MFP menu--this brings you to "Quick Access Folder"
 - a. Choose which 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 "More Options" down arrow.
4. Choose "Document File Type"
 - a. Choose JPG
 - b. Choose OK --you're now back at "Send to Network Folder" screen
 - c. You may not need to pick any of the options—it depends on how you want your JPG to appear. Page down through the three pages to see all options.
5. Press the icon to the left of "Send to Network Folder". Scanning should start.
6. 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.