

HOW TO USE SHARESCAN

Step 1 Select the ShareScan Icon



Step 2

Select the scan folder, then the green start button



Select symbols on the left to make changes from the default settings



- 1 Delete page
- 2 Rotate page
- 3 Scanner & document settings
- 4 Enlarge document

Search through the pages. Blank pages will be included in preview window, but will be removed once sent

Choose your preferred scan settings eg: Resolution, two sided printing, page separation & density



Step 5

Choose your desired file format eg: Searchable text, blank page removal, Tiff, JPEG, PDF, Word, Excel or XPS

File View Help		
ShareScan	🔊 Copy 🖋 Sc	an and nd
eCopy ShareScan		NUANCE
Scanner Settings	Document Set	tings
File Format:	PDF Excel 2007	
Searchable Text:	Word Excel	
Blank Page Removal:		
		📀 ок

Drill down and choose your file path

Canon Remote Operation Viewer 2.0 - 192.168.1.2	40	
File View Help		
ShareScan	🔊 Сору	Scan and Send
Folder Navigation		NUANCE
Path: \\BMS-FP01\Scan	ning\General	
Search:		
🖻 Accounts		
🚞 another		
🚞 another new fo	older	
🚞 Archive		
🚞 client files		
🚞 Employee Time	Sheets	
	A Home	Back Next →

Step 7

Add a file name/ job number to your document if you wish.

File View Help			
ShareScan	🔊 Сору	Scan ar Send	nd 🕥
🔊 File Name			NUANCE
File Name: Canon7E8734_	ScanToFile_07-28-2015_1	16-57-10	
Туре:		_	
Name:			
	Ноте	A Back	Sand
	nome	Back	Jenu

Complete by selecting done



Complete!

Please contact us if you have any further questions (Don't forget to quote your BMS ID number, found on the sticker on the front of your machine.)



Helping our customers better utilize technology & build value in their businesses.