

# How to scan to a Chromebook!

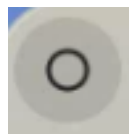
PCL is switching the equipment teams use from a desktop computer, to a Chromebook laptop. With this change comes new processes that you should know! Scanning items is a very common task that you will need to know how to do. Here is a cheat sheet on how to scan from your Chromebook!

## How to Scan from your printer to your Chromebook!

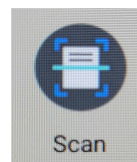
First you will need to locate your scanner. Each scanner has two options that you can use to scan things to your Chromebook. The first option is the Document Feeder Tray located on the top of the scanner, and it is helpful if you are wanting to scan multiple items at once. To use the Document Feeder Tray, just place all the items into the top of the scanner shown in the image below.




Once you have all the items that you want scanned in the Document Feeder Tray, you will then want to go to your Chromebook and make sure you are on a PCL WiFi network and login with your PCL email address. Once you are logged in, you will then need to find the **Launcher** icon, located at the bottom left of your screen. Click on the Launcher icon and find the **Scan** app there.



**Launcher**





**Scan**

A new window will open with some settings that you can change. The first drop down menu option is which **Scanner** you want to use. Select the correct scanner and move to the next drop down menu, **Source**. Here you will decide which tray you will be scanning from. In this case, we will be selecting **Document Feeder**. The **Scan to** drop down menu is only used if you have a file that you want to upload the scan to directly. **File type** is the last drop down menu option. Here you have the choice of switching what type of file it is and selecting whichever one is needed. Once all the correct settings have been selected, you will press the  button.


**Scan**

Scanner	HP LaserJet MFP M13... ▼
Source	Document Feeder (One... ▼
Scan to	My files ▼
File type	PDF ▼
<hr/>	
More settings	▼



This will initiate the scanner and place the scanned file directly into your **File explorer**. Open the **Launcher** once again to find the **File Explorer**.  From here you can upload it to Therap for the rest of the team to see.

### **Scanning from the Flatbed!**

The process is the same as for the Document Feeder Tray except you will be placing it on the glass top. You can lift the upper portion of the scanner to reveal the **Flatbed**. Here you can only place one document at a time, and it is only able to scan the side that is facing down. Select the **Flatbed** option in the **Source** drop down menu, then press the  button.

Source	Flatbed ▼
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