## **PR Scanning Instructions**

- 1) Complete PR creation process, note the PR number.
- 2) In browser (Google Chrome preferred), navigate to MyCUSD https://mycusd.capousd.org
- 3) Select "PR Scan" from list of links

All Links	
CUSD Public Site	Internet Filter Request
<u>spCapoNet</u>	Ironport Spam Firewall
<u>CapoNet - Resources for CUSD Employees</u>	Laptop Repair Dropoff Form
Administrative Regulations	myCUSD Administrator
Aeries Customs	Online E.R.
Barracuda Archiver	Outlook Web Access
<u>Change Password</u>	PR Scan Barcode
1	Res.

4) In textbox, enter the PR number exactly. When entered correctly, a barcode should appear.





5) Print the page using the browsers print function – 3 pages will print



- 6) Prepare documentation. Note that the scanning process is set to scan single-page only.
- 7) Sort paperwork to scan page 1 & 2 of barcodes, documentation, page 3 of barcodes.
- 8) Follow instructions on next pages to scan into Dynafile

## PR Scanning on Canon

- 1) Position documentation with barcodes in feeder
- 2) From the Main Menu, select the Quick Menu button



3) Push the PR Scan button

