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**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>

**Subject:** Computer Tip of the Week -- The Best Way to Scan Paper is "Scan Home"

## The Best Way to Scan Paper = "Scan Home"

Brought to you by  
**Byron Chancellor**  
- Manager of HelpDesk/IT for  
DOPM  
(in MT-403)



### SITUATION/QUESTION:

If I didn't use "**Email**" scanning on the Kyocera machines, what else could I use for scanning documents?

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### SOLUTION/ANSWER:

Use "**Scan Home**".

When you use that approach, scans appear in a folder in your H drive called Scans. In other words, they appear in the **H:\Scans** folder. The scanned documents bypass email systems that may have a file attachment restriction.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>