

## Scanning the 'Pink' Paper Timesheets via Cannon Secure Print

1. Organize/batch/sort the paper timesheets as follows:
  - a. B2 Employees
  - b. Timesheets w/ OT
  - c. Timesheets which impact pay (without pays, shift differential, responsibility pay, nurse in charge etc.)
  - d. All other timesheets
2. Remove both perforated [hole-punched] edges on left and right of each timesheet
3. Adjust the top tray of the scanner to accommodate the 11 inch timesheet size
4. Load the timesheets facing up into the top tray
5. Scan your badge on the card reader
6. From the main menu select "Scan & Send" icon
7. Select "Send To Myself"
8. Press the Green button on the scanner to scan which will begin scanning timesheets
9. Email with PDF containing scanned timesheets will arrive in your personal inbox
10. Each timesheet will be represented by a single page on PDF. The number of timesheets placed on scanner should equal the number of pages on PDF received.
11. Open a new email in outlook
12. Attach the PDF containing the timesheets
13. Enter the subject line: "YOUR FACILITY NAME-YOUR DEPARTMENTNAME – YOUR PAY STATION"
14. Send the email to your [facility payroll inbox](#)

### Additional reference materials on using the scanner:

- Canon Secure Print - [How to Use the Scan to Myself Option \(Tip Sheet\)?](#)
- Canon Secure Print - [How to Use the Scan to Myself Option \(Video\)?](#)

