

# Samsung Multifunction Laser Printers - How to scan using Easy Document Creator

Make sure to download and install the **Easy Printer Manager** and **Easy Document Creator** before scanning from a printer.

To download **Easy Printer Manager** or **Easy Document Creator** scan software, go to [Software and Drivers](#), and then type your printer model in the search text box. The scan softwares are located under the Software tab.

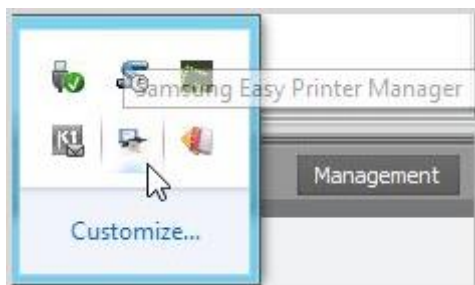
## Use the scan features in Easy Document Creator

To scan using the Easy Document Creator, follow these steps:

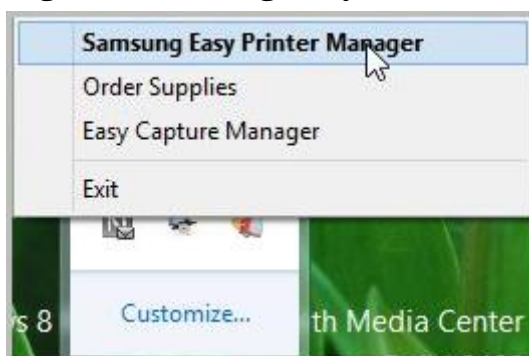
1. Make sure that the latest print and scan drivers are installed.  
To view the latest scan driver version, go to [Software and Drivers](#).
2. On your Windows task bar, right-click the **Easy Printer Manager** icon (🖨️), and then select **Easy Printer Manager**.

If you cannot see the icon on your desktop, open the hidden icons.

**Figure : Samsung Easy Printer Manager**



**Figure : Samsung Easy Printer Manager selection**



3. Select a printer from the left panel in **Easy Printer Manager**, and then select the scan option in the **Quick Links** section.

### NOTE:

If the **Easy Document Creator** screen does not open, go to [Software and Drivers](#) to download the latest software version.

**Figure : Quick links**



4. Click the scan icon to modify the settings when scanning images.

**NOTE:**

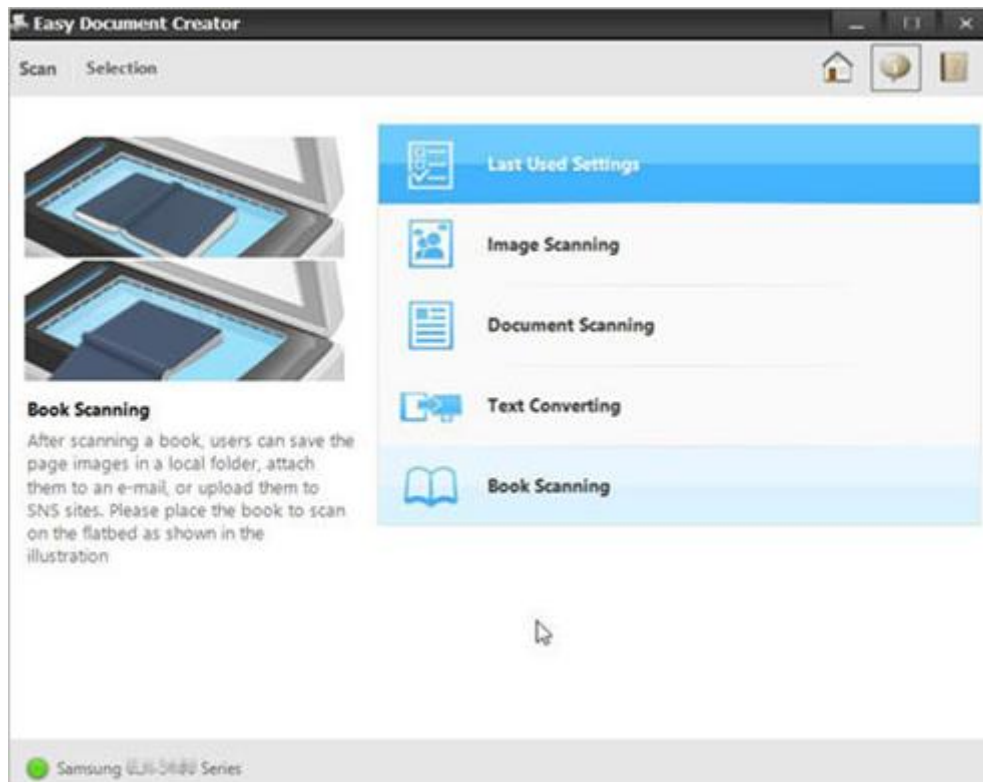
If a scanner name does not display at the bottom left on **Easy Document Creator**, click **Search** to find any connected scanner.

**Figure : Easy Document Creator**



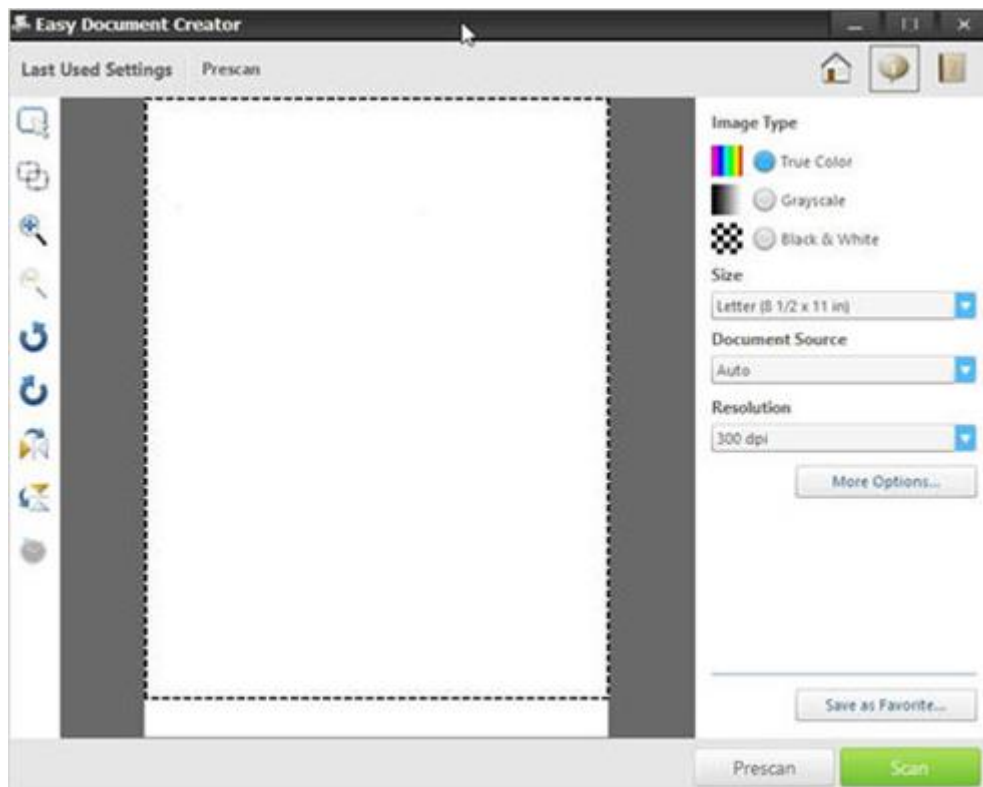
5. Depending on the type of paper for scanning, select an option.

**Figure : Scan types**



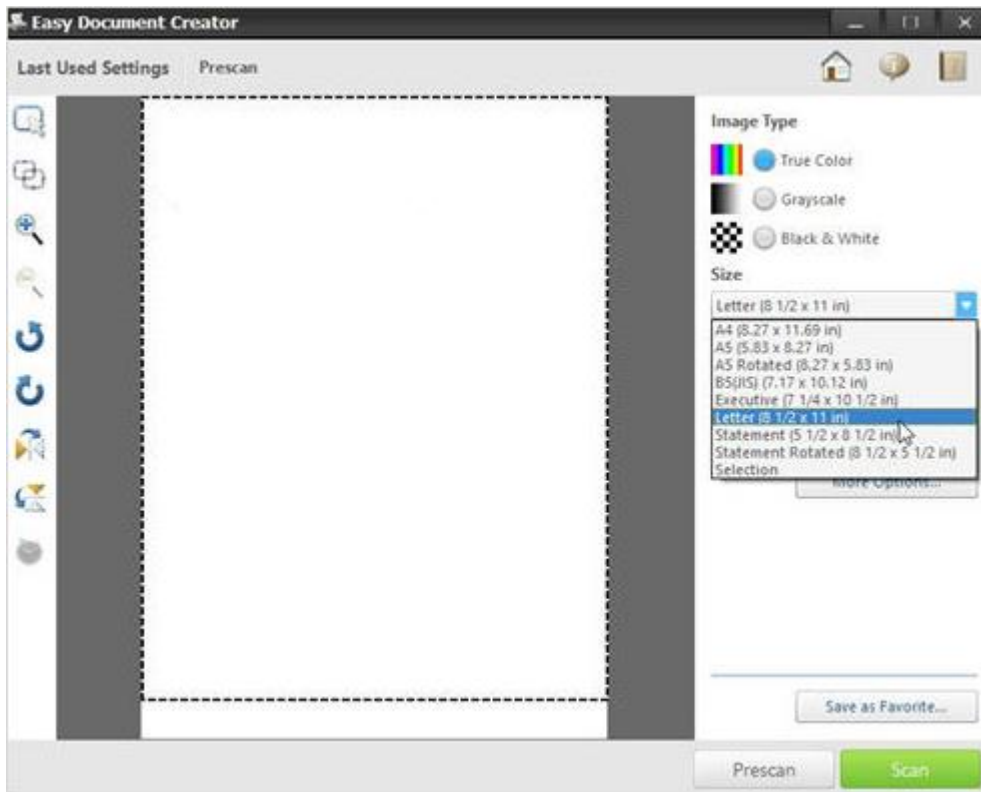
After selecting an option, a pre-scanned image displays with setting options.

**Figure : Pre-scanned image**



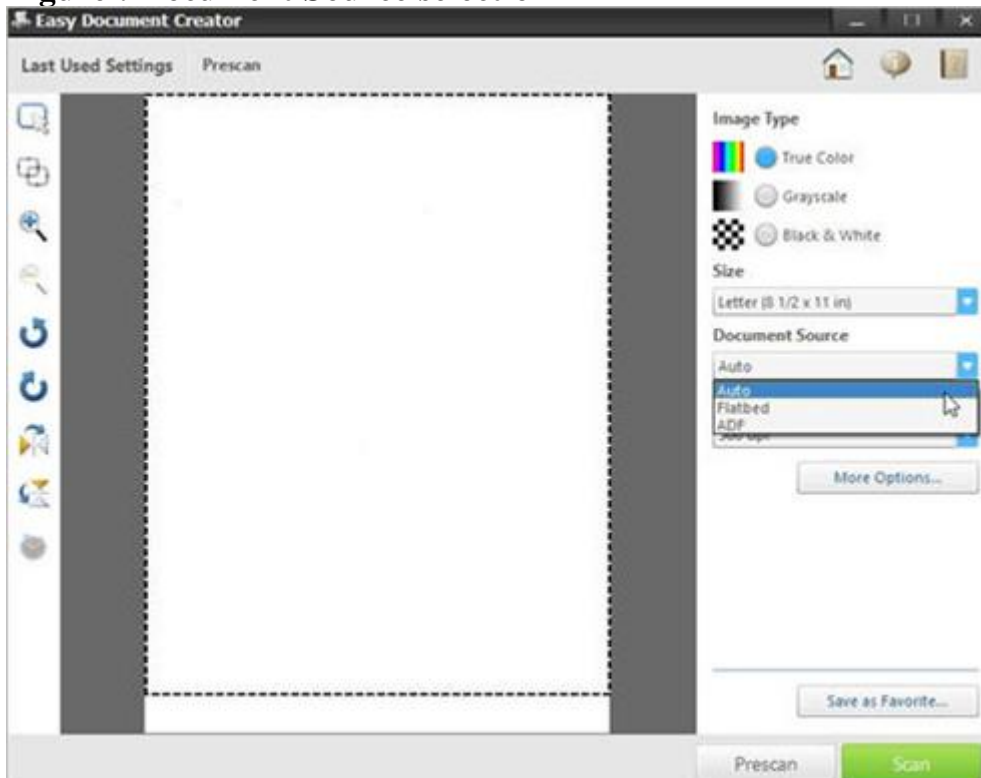
6. Select a paper size option from the **Size** drop-down list.

**Figure : Size selection**



7. Select a document source option from the **Document Source** drop-down list.
- Auto
  - Flatbed
  - ADF

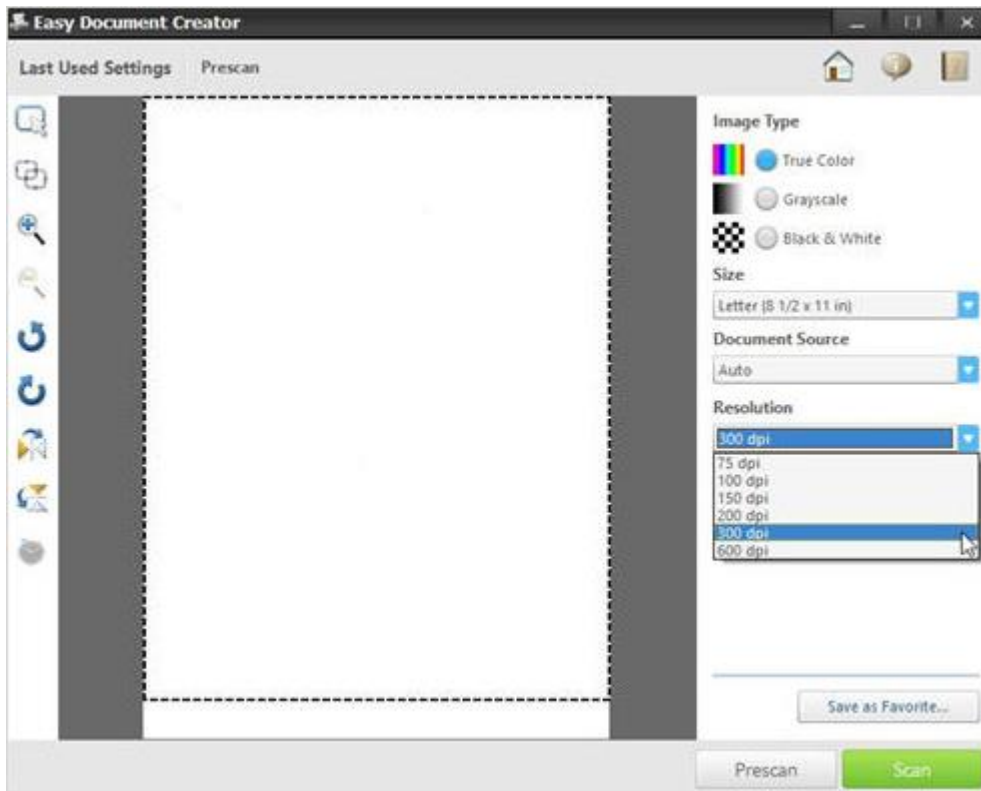
**Figure : Document Source selection**



8. Select a resolution option from the **Resolution** drop-down list.

The default option is 300 dpi.

**Figure : Resolution selection**



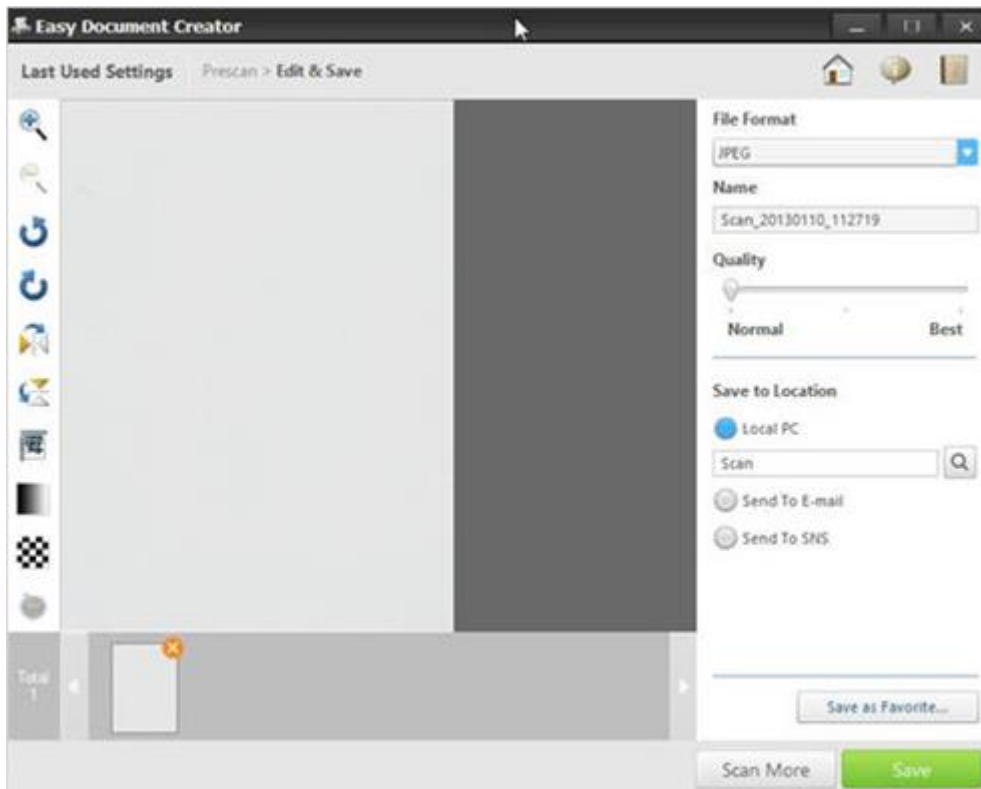
9. Click **More Options** to adjust the scan image, and then click **Scan**.

**Figure : More Options**



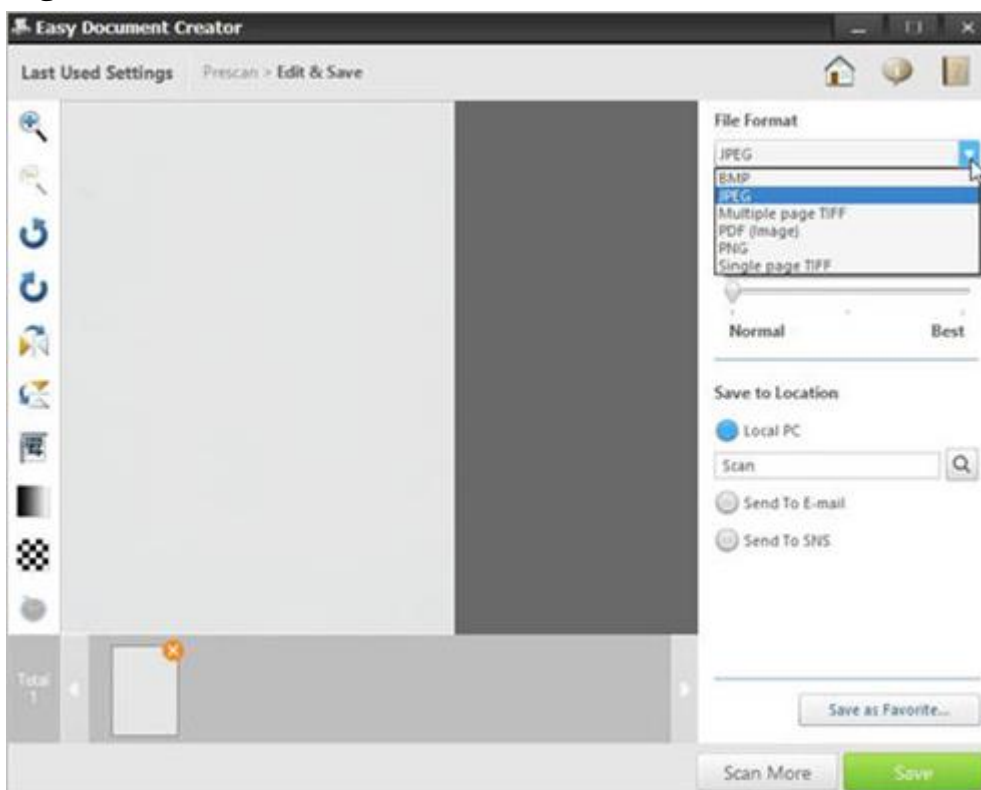
After scanning an image, modify the file settings to save a file.

**Figure : File setting options**



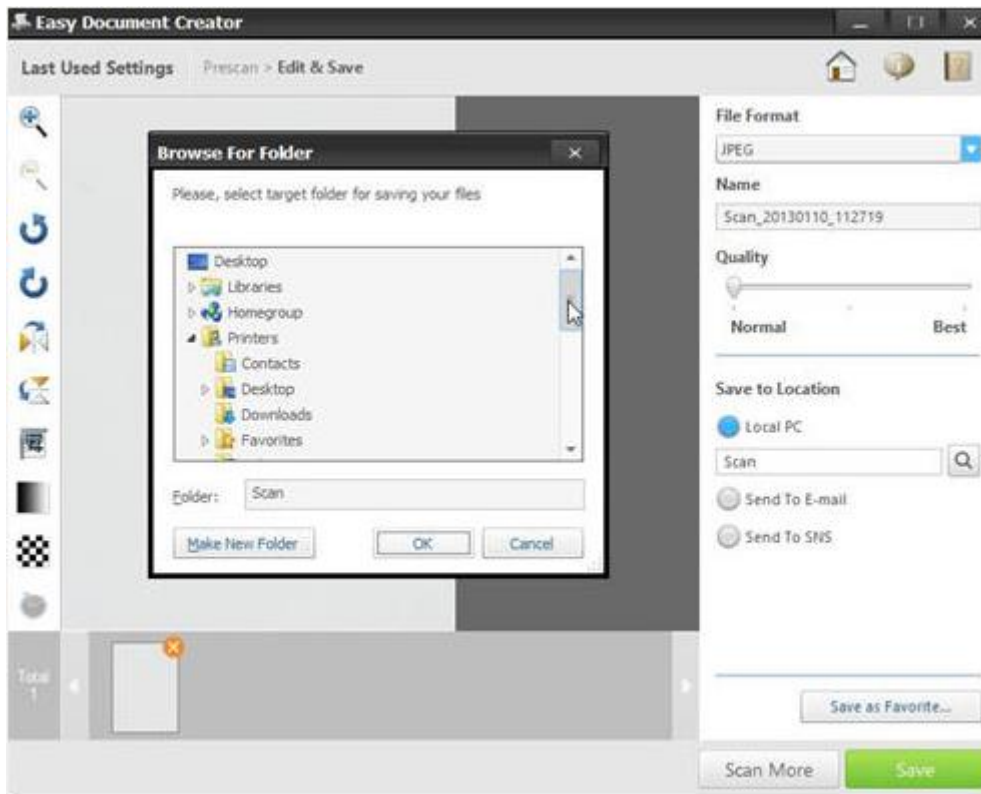
10. Select a file format from the **File Format** drop-down list, and then type a file name in the text box.

**Figure : File Format**



11. In **Save to Location**, click the magnifying glass to select a folder to save the file.

**Figure : Save to Location**



12. After modifying the options, click **Save**.

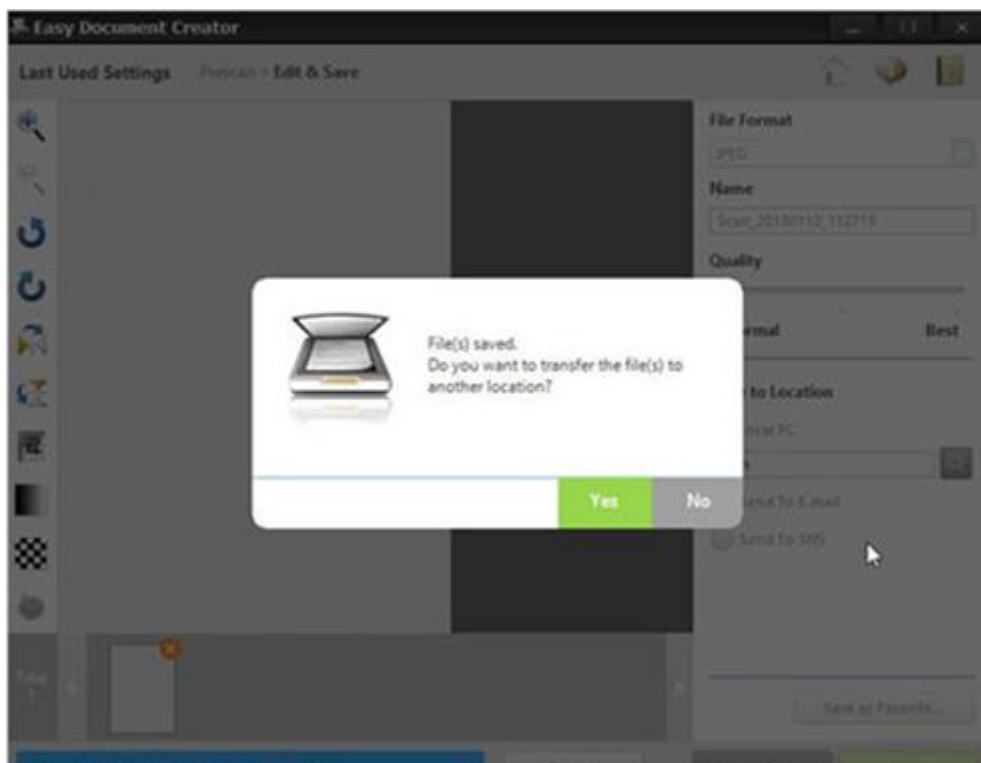
When a window displays, click on one of the following options:

**No**: To save a file once.

OR

**Yes**: To save a file to another location.

**Figure : Options to save file to a location**



The **Easy Document Creator** screen displays after selecting the **No** option. Click the exit button (X) located on the top-right screen to exit **Easy Document Creator**.

**Figure : Exit Easy Document Creator**

