

Frazier, Stephen

From: Wilfong, Louis
Sent: Tuesday, January 22, 2008 4:25 PM
To: CMA_Faculty; CMA_Staff
Subject: MasterScan Folder Policy

**CMA Help Desk Bulletin**

Effective Date:
1/22/2008

From:	IT Help Desk	Sent To:	Cal Maritime Faculty, and Staff
Subject:	New Policy	Tuesday, January 22, 2008 5:00 P.M.	
Contact:	Help Desk		

Topic: **New Master Scan Folder Policy**

Environment: **Savana\MasterScan**

Summary

Dear Faculty, and Staff

When you scan a document with on a Savin/Lanier printer, you must retrieve it from the MasterScan folder on Savana. Effective 1-22-08 at 5:00 p.m., a new automated procedure will rename the files scanned into the MasterScan folder to the time it was scanned. Then, one hour after the file was scanned it will automatically be deleted.

In addition, all files and folders in the MasterScan directory will be deleted between midnight and 12:01 a.m. Please note that anything you scan during this minute after midnight will be automatically deleted also.

This procedure is intended to help protect sensitive information that may be scanned in to this folder. However, we encourage you to delete your scanned file(s) from the MasterScan after you have copied or printed the file(s) instead of waiting for the deletion process to remove them.

To access the folder
 Go to your "Start menu"
 Select run
 Type in \\savana\MasterScan
 Click "Ok"

To Map the Folder
 Open "My Computer"
 Click on "Tools"
 Select "Map A Network Drive"
 Select a Drive Letter
 Type in \\savana\MasterScan
 Click on "Finish"

If you have any questions or concerns, please contact the Help Desk at x-1048.

Thank You,
 Help Desk