Converting contracts and relevant document files to TIFF

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Any documents that required an e-signature must be a .tif / .tiff file format.

a. TIFF – tagged image file format
b. The .tif and .tiff extensions are identical file formats.

Convert a document to TIFF

40 Second Instructional <u>Video:</u>

1. Open the document with desired program.
   a. E.G. Adobe Acrobat, Chrome Browser, etc.
2. Click **Print** icon.
3. Change Printer / Destination to **Laserfiche Snapshot**
   a. If accessing through a browser, you may need to right click 'See more…' to find Laserfiche Snapshot.
4. Print and wait for the file to be processed
5. Laserfiche Snapshot will be opened
   a. Complete the Repository Login (One time only)
      i. Select **A182.lansing.local**
      ii. Select **CityOfLansing**
      iii. Select **Windows authentication**
         1. If not at your work computer, use **This user account**
      iv. Click OK
   b. Export to **Directory**
      i. Click on '…' to open File Explorer
      ii. Select desired destination for .tif file folder to be saved at (E.G. Downloads)
      iii. Click OK
6. Locate the new folder in the selected destination
   a. Confirm the TIFF file in the folder contains all pages

Disclaimers:

- It is advised not to export the .tif from Laserfiche Snapshot directly to the Laserfiche Repository (default destination during **5.b**)
- If the final folder (**6**) contains multiple .tif files, it is imperative only the file with all contract pages is submitted.

How to Scan a document as a tiff format

Physical documents can be scanned and saved as TIFF files directly from the scanner/photocopy machine with the Send function. See image below.

Option 1:

    a. Select Org. / Data Sending Format
    b. Open Org. / Data tab
    c. Tap File Format
    d. Select TIFF
    e. Press Start

Option 2:

    a. Quick Setup
        a. Open Quick Setup tab
        b. Tap 'PDF Quality 1 – File Format'
        c. Select TIFF