

Submitting District Minutes Electronically

- If the copier is off, push the green button in the center on the copier
- The “FAX , COPY” menu should appear, then **press copy**
- Insert the USB external drive (flash drive provided by OCC) into the port on the copier, the menu “would you like to access the USB drive now?” menu will appear. **Press YES**
- On the top right hand side of the copier **press “Scan to USB Drive”**
- Insert minutes packet into the copier face side up (make sure that you have them in this order....agenda, minutes, financials, reports).
- **Press file name** at the top right of the copier menu then **press clear** next to the space bar
- Rename file “DistrictMonthYear” (i.e. adairjan11) **Press enter**
- Now **press** the green “**Scan It**” option in the bottom left of the copier menu
- After scanning remove the USB drive
- The document should be scanned as an Adobe PDF file
- Email the file as an attachment to: districtminutes@conservation.ok.gov

20 March 2012

Notes:

Make sure that the packet is complete before emailing.
Check page numbers, dates, etc. for consistency.

Only Adobe PDF files will be accepted. **Do not** send separate files for your minutes and financials.

Approval sheets should be emailed separately using the same instructions.
The file should be named "DistrictApprovalMonthYear"
(i.e. adairapprovaljan11)

Notice of Change of Meeting and No Quorum forms will also be scanned and emailed. For the notice of change of meeting be sure to email the stamped copy from the county clerks' office.

Kevin Varner will be managing this email address. If mistakes are found such as dates, page numbers etc., the file will be emailed back to you for corrections and resubmission.

If there are questions, please contact Kevin @ (405) 522- 0987
or email: Kevin.Varner@conservation.ok.gov