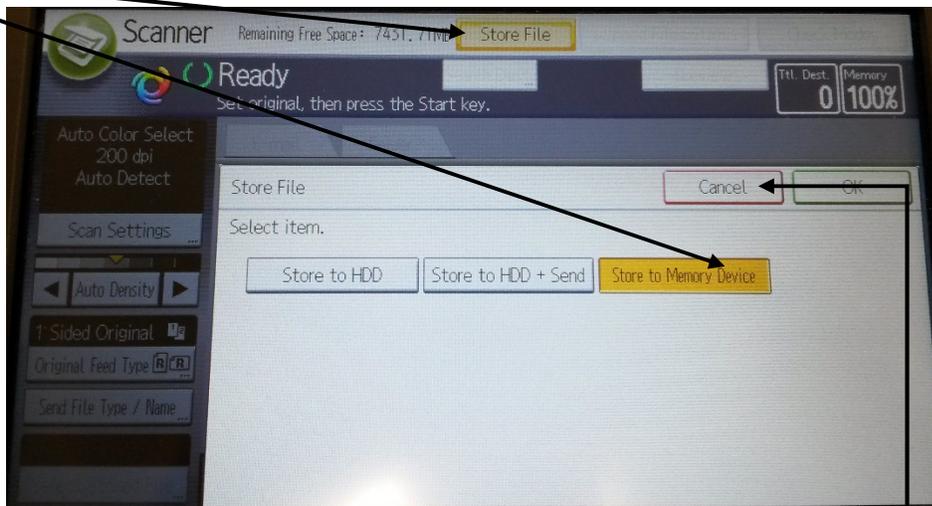


# How to Scan Documents

*You may scan to a USB Drive or our Scans Computer*

## To Save to a USB Drive

1. **You cannot email directly from the photocopier.**
2. Plug your USB Drive into the right-hand side of the photocopier control panel.
3. Tap the **Scanner button** on left-hand side of the copier screen.
4. Tap the **Store File button** at the top of the screen.
5. Tap Store to Memory Device.
6. Place your document in the document feeder or the glass plate.
7. *Optional:* You may change the file name or type now. (See next page)
8. Press the **Start Button** on the Copier. Your scan will commence.
9. **If scanning from the glass plate,** it will wait for you to scan the next page & you will have to **press the # button to finish** your scan.

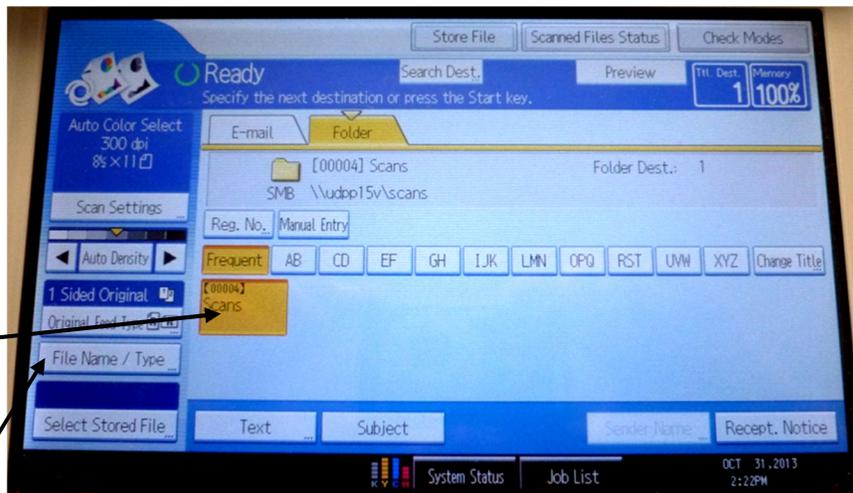


10. Once your document has gone through the top feeder or you have pressed the # sign, the machine will say *Writing: Do Not Remove the Memory Storage Device*. When it's finished, it will indicate you may remove the USB drive.
11. At the end, please **tap Cancel** to reset the scanner for the next person.

## To Save to our Scans Computer

Scan here then proceed to the scans computer to upload your document

1. **You cannot email directly from the photocopier.** Scan it here and proceed to the scans computer to upload/email your document.
2. Tap the **Scanner button** on the left-hand side of the copier screen.
3. Select the **Scans folder**.
4. Place your document in the document feeder or the glass plate.
5. *Optional:* You may change the file name or type now. (See next page)



6. Press the **Start Button** on the Copier. Your scan will commence.
7. If scanning from the glass plate, it will wait for you to scan the next page & you will have to **press the # button to finish** your scan.
8. Once it is finished, proceed to the scans computer.

### At the Scans Computer

- To get to your scan, click on the **“Scans-Shortcut” folder** on the desktop
- From this computer, you may save your scan to a USB drive, email it or upload it to a website from this computer.
  - If you did not name your scan, its name will appear as a string of numbers. The first 8 digits are today’s date in year-month-day format.
  - Scans are saved only until next reboot. Retrieve your scan the same day that you make it.

To email your scan:

1. Open a web browser, such as Internet Explorer or Firefox.
2. Click on the top address bar and enter the address of your email provider, i.e. gmail.com or yahoo.com.
3. Login to your email.
4. Create a new email and attach the file from the **“Scans-Shortcut” folder** on the Desktop.

When you are done, you may delete the scan from the Scans folder and empty the recycle bin. (Right click on Recycle Bin, then click Empty Recycle Bin.)

### To Change your Scanning File Type

1. To name your scan or choose a different file type, tap **“File Name / Type”** (optional)
2. You may choose to scan as a picture (Tiff/ JPEG) or a PDF.
3. To name your file, tap **File Name** and enter a name on the next page.
4. When done with options, tap **ok**.

