



SCANNING INSTRUCTIONS

GETTING STARTED

- Place the item to be scanned on the glass
- Press the 'Menu' button on the right-hand side of the screen, followed by 'Scan/Fax'

The scanner automatically detects any colour in the item you are scanning. To avoid being overcharged, we recommended that you change the colour setting from 'Auto Color' to 'Grey Scale' or 'Full Color' as required.



Each page is scanned as a separate document by default. To scan more than one page at a time, tap the 'Application' button at the bottom right-hand side of the screen, change the 'Separate Scan' setting to 'ON' and press 'Close'.



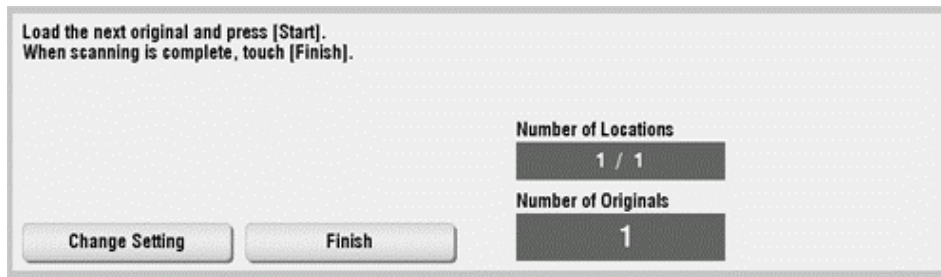
SCANNING TO EMAIL

- Select the destination you wish to email the scan to. To send an email to the address you supplied when your account was set up, choose 'E-mail: Me'



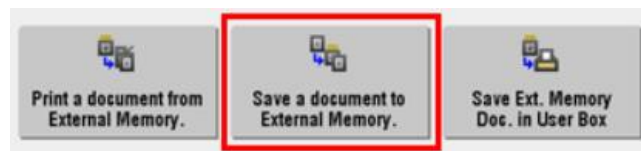
- Press the 'Start' button

- Place the next page to be copied on the glass, then press the 'Start' button again
- Repeat this step until all the pages have been scanned
- Tap 'Finish' and press the 'Start' button to send the scan



SCANNING TO USB MEMORY STICK

- Insert your memory stick into the USB port on the right-hand side of the machine
- Select 'Save a document to External Memory'



- Adjust the scan settings as required (see under 'Getting Started' above)



- Press the 'Start' button
- When you have finished scanning, remove the USB from the port