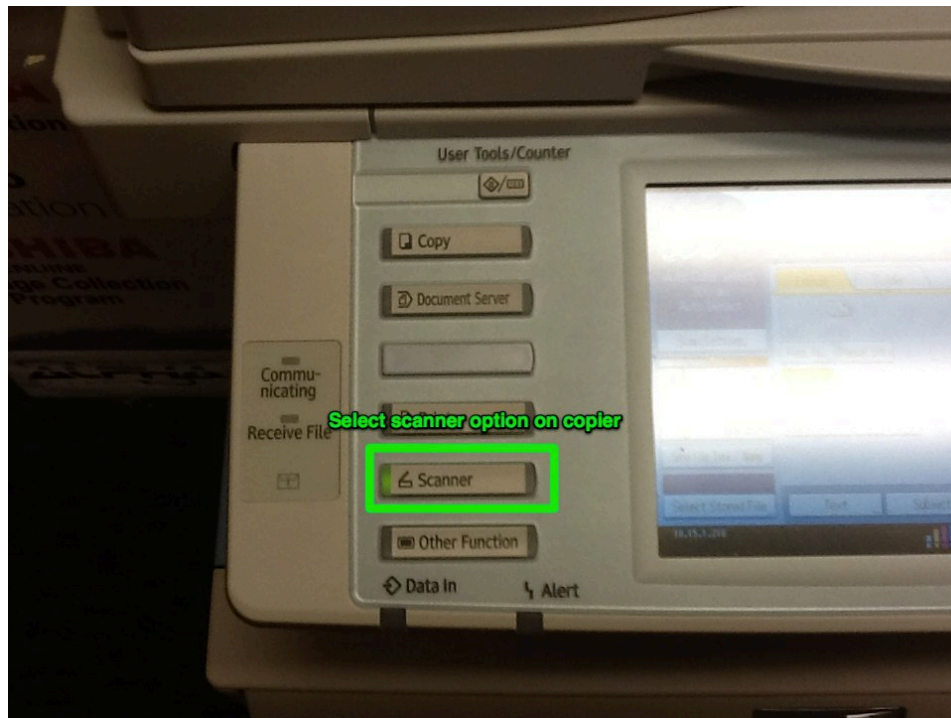


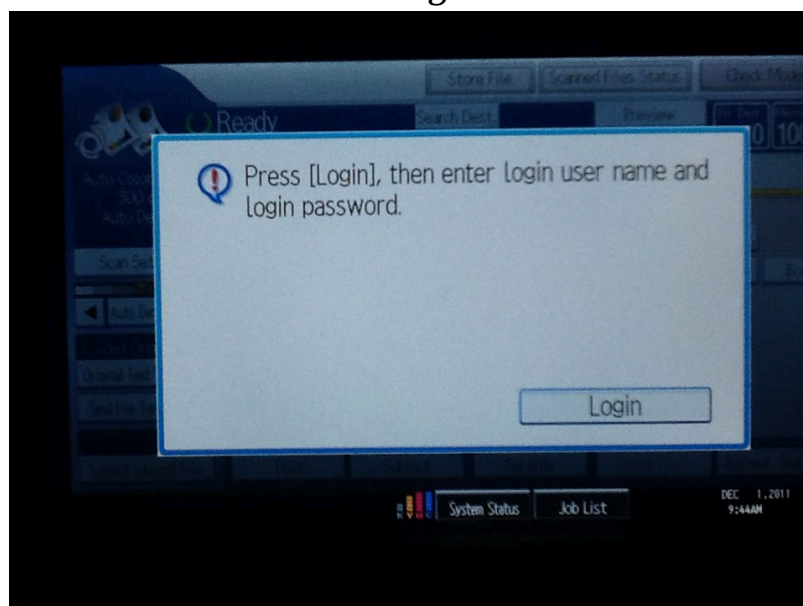
SCANNING DOCUMENTS FROM THE COPIER

These instructions explain how to create a pdf document from the copier. The document you scan will be emailed to you.

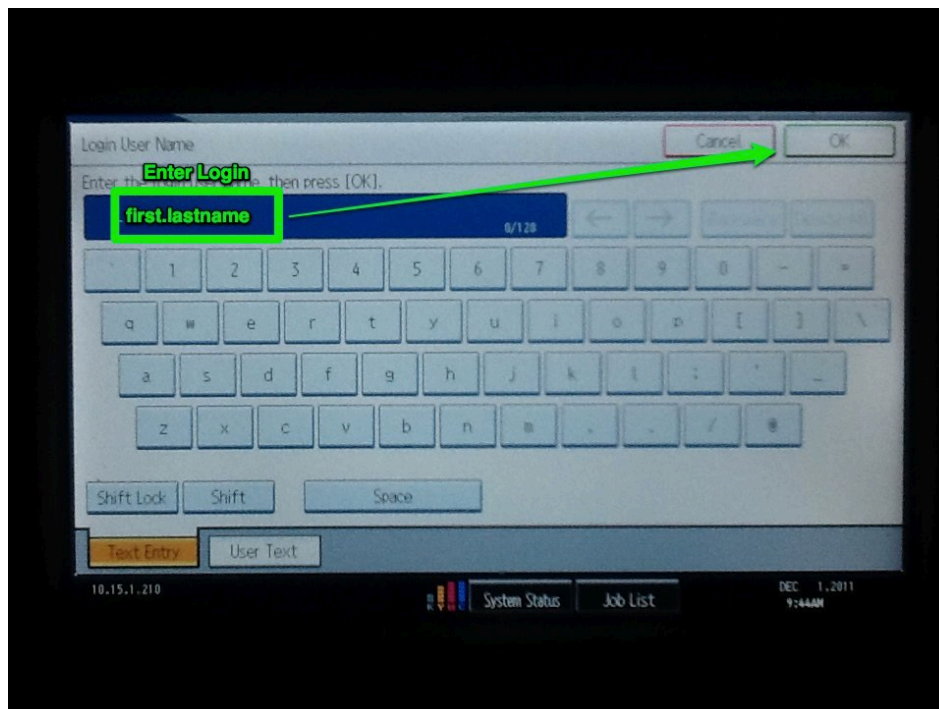
1. First select the scan button on the copier (to the left of the touch screen)



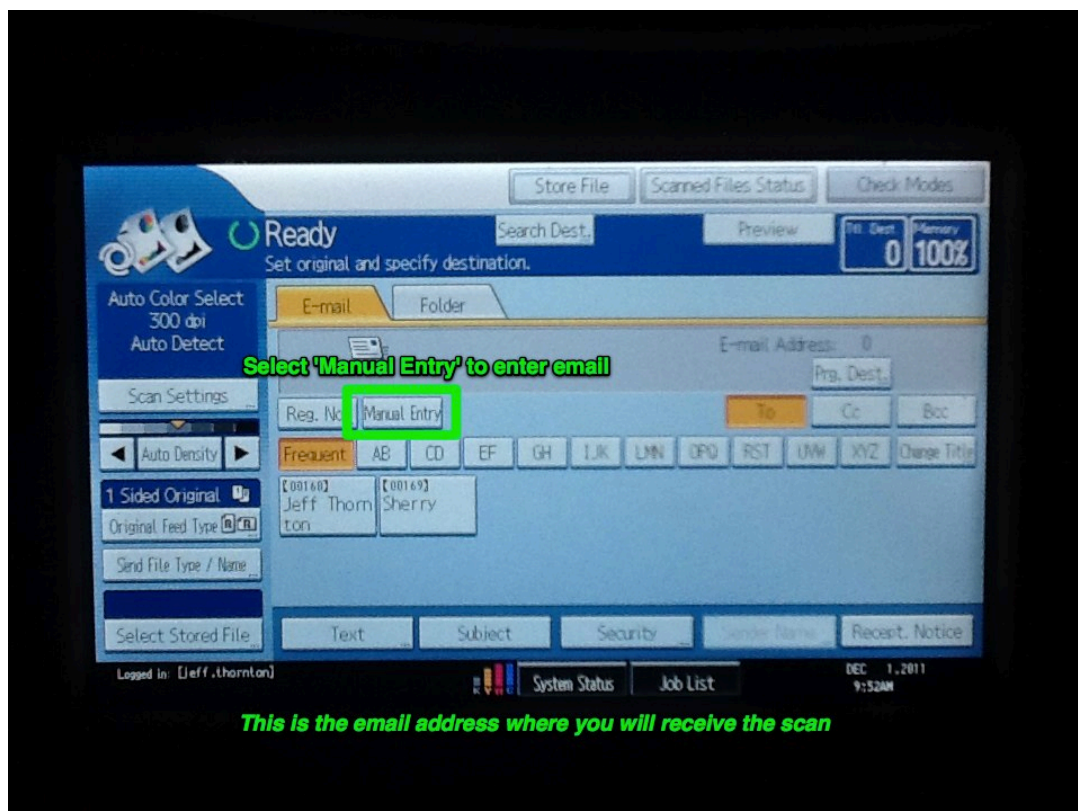
- ## 2. Press the Login button



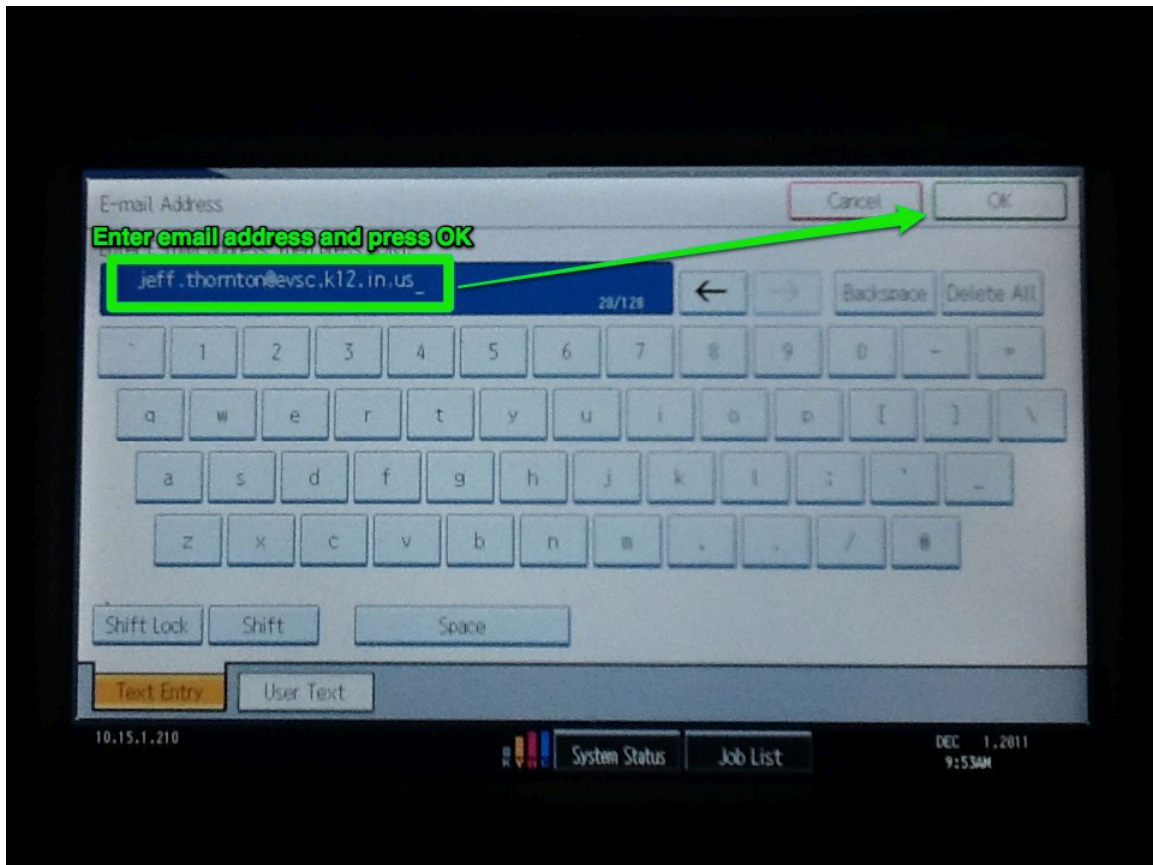
3. Enter your login info by entering first.lastname and press OK



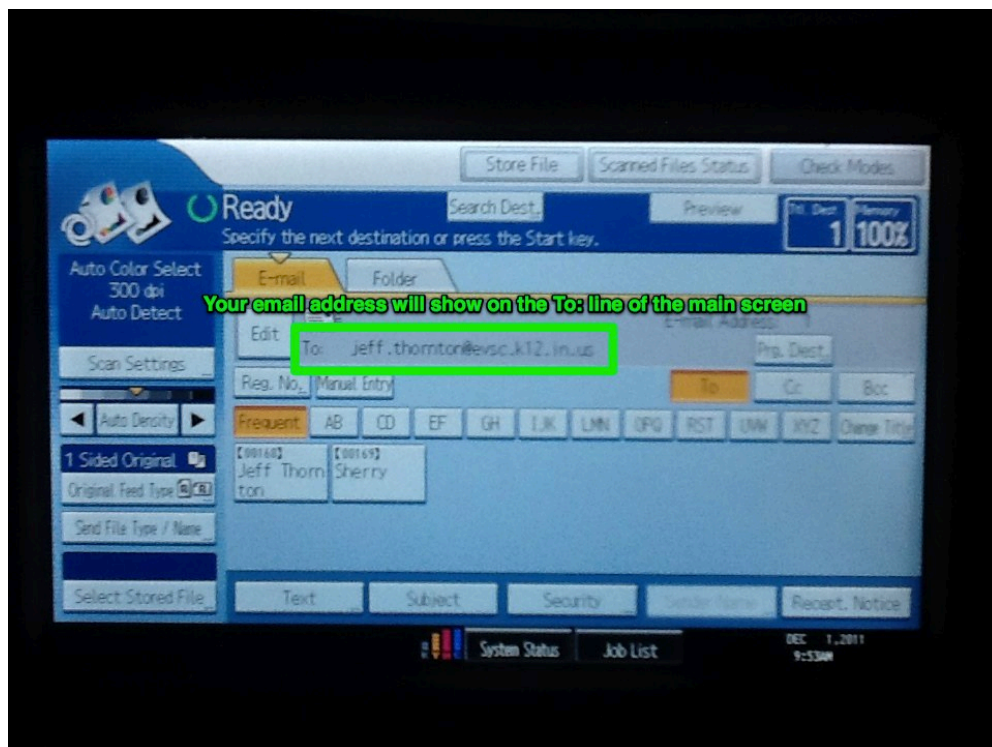
4. This screen is the scan options screen. Select Manual Entry to enter the email address where you would like to receive the document.



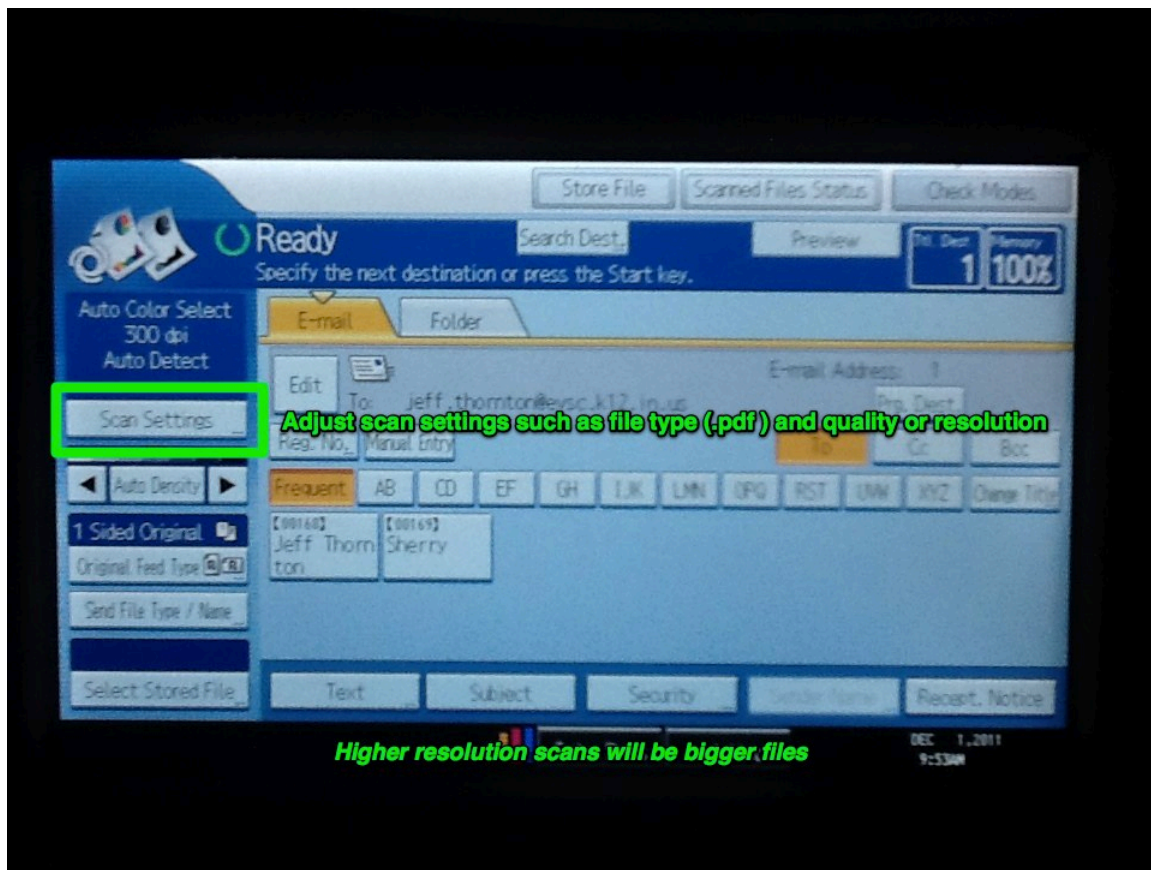
5. Enter the email address where you would like the scan to go and press OK.



6. You will the see the email address entered on the scan options screen.



7. *Optional Settings: By pressing the Scan Settings button you can chose several options like file type, scan resolution, black and white, color, etc. A higher scan resolution will give you a higher quality picture but will create a larger file size. (The auto settings should be fine for most jobs)*



8. *Place your items to scan on the glass or in the document feeder on top and press Start. Your document will arrive in your email inbox shortly!*

Note: You can also adjust settings like 2 sided and single sided and the copier will create a scan from the document feeder on top. If you have pages in a book, make a regular copy of the page(s) first and then use the photocopies to scan.

