

# How to Scan

## Simple Scanning

**Step 1** - Put **USB stick** in the slot on the left of machine

**Step 2** - Place original document on screen and close the cover

**Step 3** - Press **Scan**  (white button on left)

**Step 4** - Press **Store File**

**Step 5** - Press **Store to Memory Device**

**Step 6** - Press **OK**

**Step 7** - Press **green button**  to scan

**Step 8** - Press **# (blue button)** to stop and transfer to USB

Wait for display '**Writing complete**'. Press **Exit**.

## Advanced Scanning

**Step 1** - Put **USB stick** in the slot on the left of machine

**Step 2** - Place original document on screen and close the cover

**Step 3** - Press **Scan**  (white button on left)

**Step 4** - Press **Scan settings** for colour, resolutions and other features. Press **OK**

**Step 5** - Press **Send File Type/Name**

for file format. e.g. JPEG, PDF.

**Step 6** - Press **Store File**

**Step 7** - Press **Store to Memory Device**

**Step 8** - Press **OK**

**Step 9** - Press **green button**  to scan

**Step 10** - Press **# (blue button)** to stop and transfer to USB

Wait for display '**Writing complete**'. Press **Exit**.

