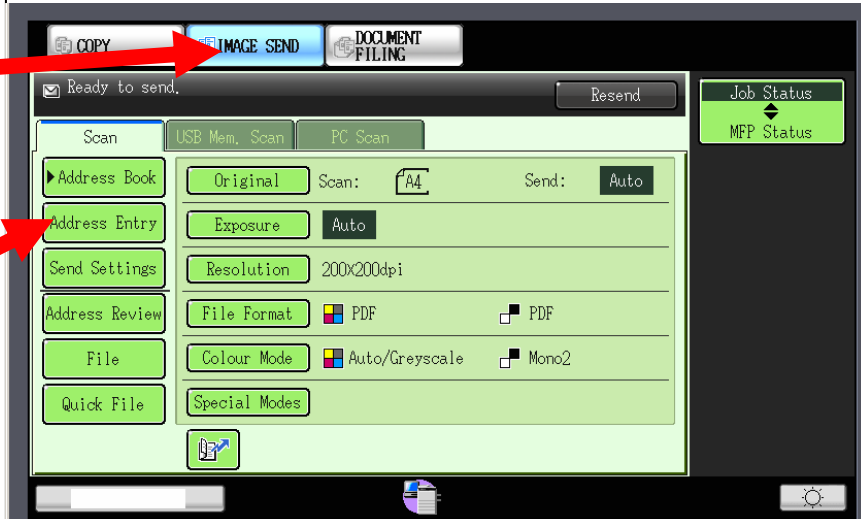




Scanning Instructions

Scan-to-email:

1. Select **Image Send**
2. Place original document face up on the feeder or face down on the glass
3. Select: *Address Entry*
4. Select: *To:*
5. Enter your email address at prompt. Press **OK**
6. Press the start button
7. Press *Read End* when job is completed



Scan-to-USB stick

1. Insert USB stick into port at the front of the machine
2. Select **Image Send**
3. Select *USB Mem. Scan*
4. Place original document face up on the feeder or face down on the glass
5. Press Start button
6. Press *Read End* when job is completed



Please see How To guides or ask library staff if you need guidance on how to change the size, resolution and file type.