

FLATBED SCANNER

1. Turn **ON** the scanner - press the ON/OFF button located on the right side of the scanner at the bottom.
2. Turn **ON** the computer - press the ON button located on the back of the monitor.
3. **Single Page scanning** – continue to step 4
Multiple Page scanning –
 - Check the “Continuous Scan” box on the right side of the *Button Configuration Window*.
 - Click **Apply**. DO NOT close window.
***Note there will be no scan preview for Multiple Page scanning)
4. File Format – Change in **Step 8** below.
5. Place item to be scanned on the glass in the bottom right hand corner.
6. Press the **SCAN** button on the scanner.
7. Wait for page to scan and appear on the screen. (Single page scanning only)
8. Click File – choose **EXPORT**
 - a) Change file name if necessary.
 - b) Change **FILE FORMAT (Tiff/JPEG/PDF)**
 - c) Change where to Save to - (Recommended: Desktop)
 - d) Click **SAVE**
9. Turn **OFF** the Scanner
10. **Shut Down** the Computer ****Files will be deleted from computer**

EMAILING SCANS

***Note – if file is too big to email –
Upload to cloud storage or save to flashdrive

1. Open your email
2. Create an email to yourself.
3. Drag the file icon(s) you want to send in to the body of the email.

SAVING SCANS TO A FLASH DRIVE

1. Insert flash drive in to the USB port on the back of monitor. A Flash drive icon will appear on the right side of the screen.
2. Drag files from the desktop to the flash drive icon.

PRINTING

Follow steps 1-7 above.

8. Click **File** – Choose **Print**
9. Turn **OFF** the Scanner
10. **Shut Down** the Computer ****Files will be deleted from computer**