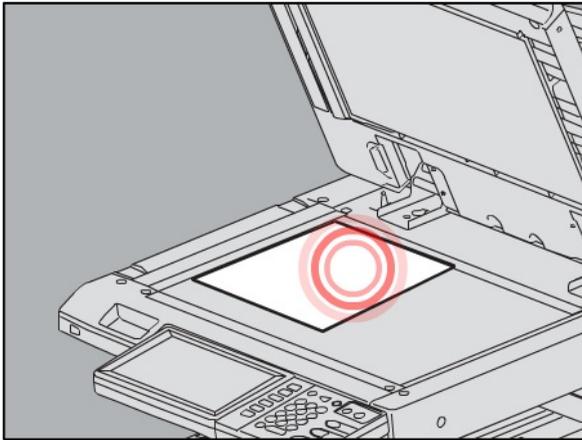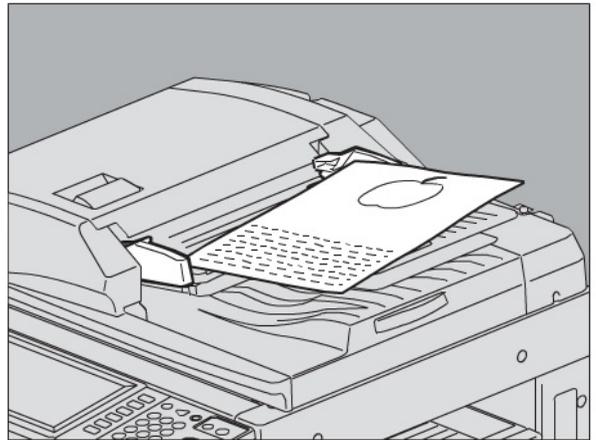# Scan to PDF

Step 1

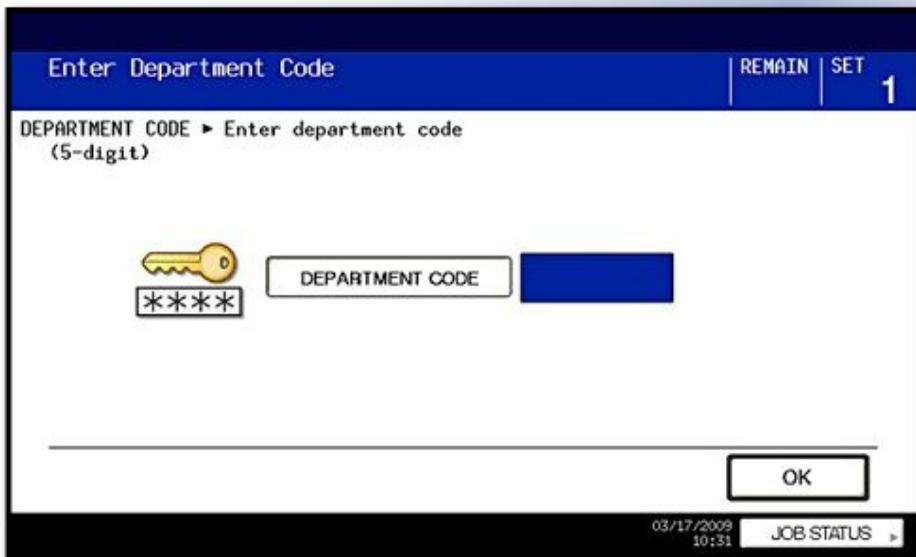Place your document(s) on either the "Document Glass" or the "Document Feeder".

Document Glass - Face Down
Scans a single document at a time. Can scan multiple pages, one at a time.

Document Feeder - Face Up
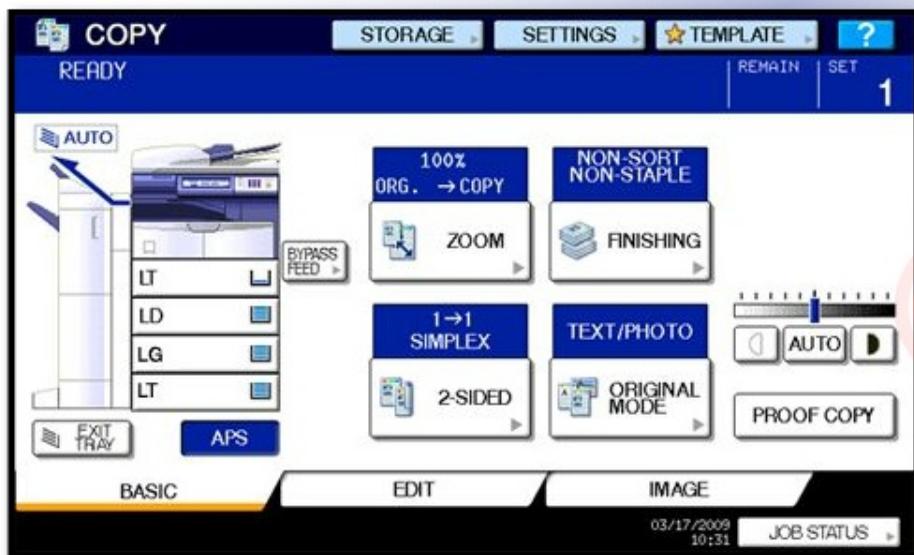Scans multiple pages at once.

Step 2

Enter your code to access the copier.

Enter Department Code | REMAIN | SET 1

DEPARTMENT CODE ► Enter department code (5-digit)

DEPARTMENT CODE

OK

03/17/2009 10:31   JOB STATUS ►

Step 3

Press the SCAN button on the panel.

Step 4

Insert your USB drive into the USB slot.
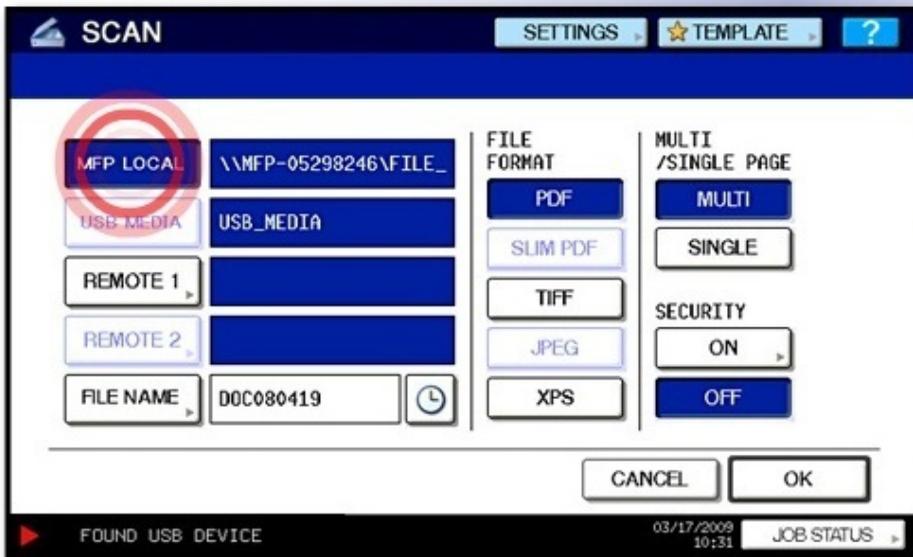
Step 5

Tap "FILE/USB" on the screen.
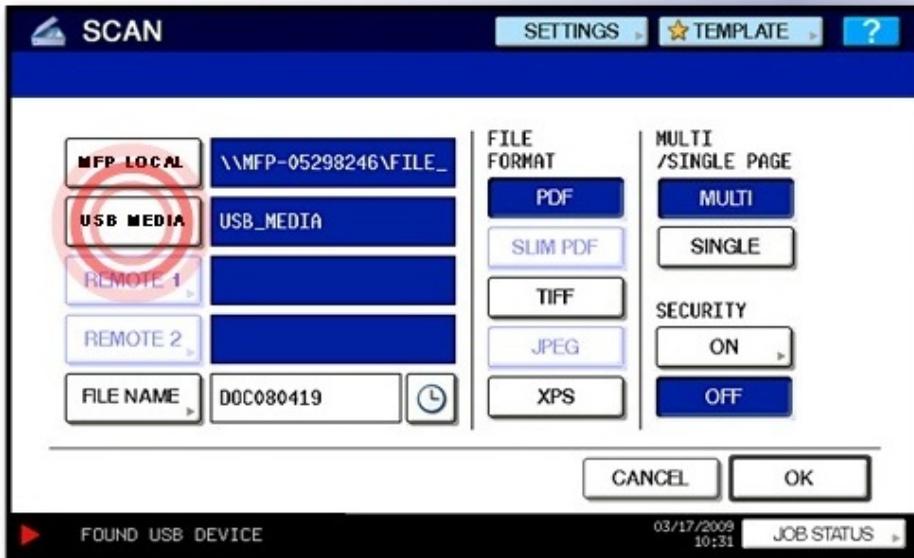

Step 6

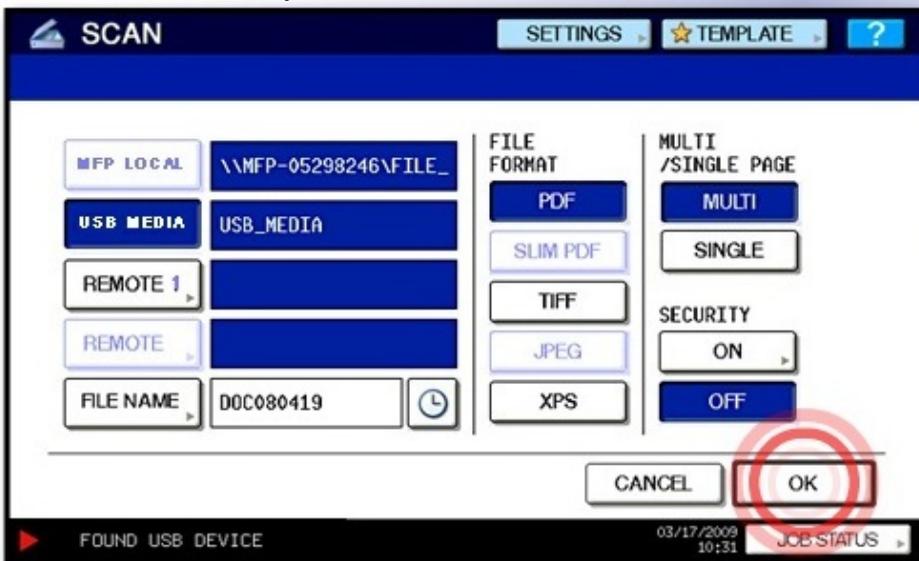Unselect "MFP LOCAL"!

THIS IS IMPORTANT.

Step 7

Select "USB MEDIA"!

THIS IS IMPORTANT.

On this screen you can choose what format you want to use. You can also choose to have a multi-page PDF (Multi) or individual page PDFs (Single).
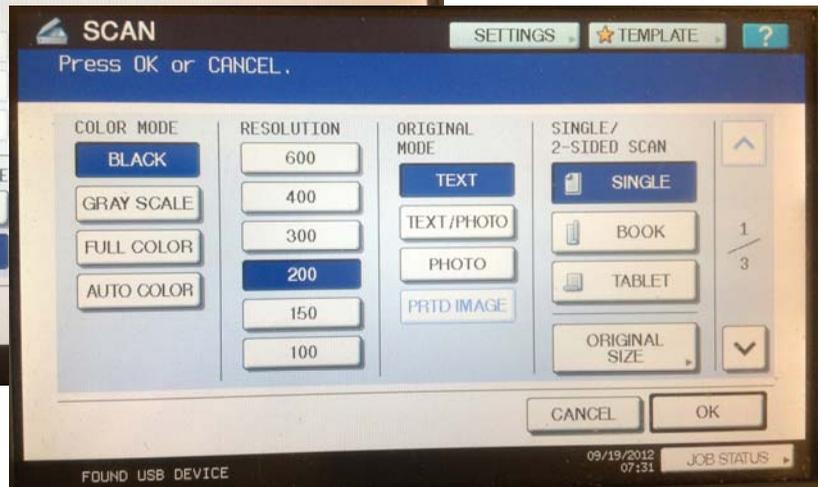
When finished tap OK.

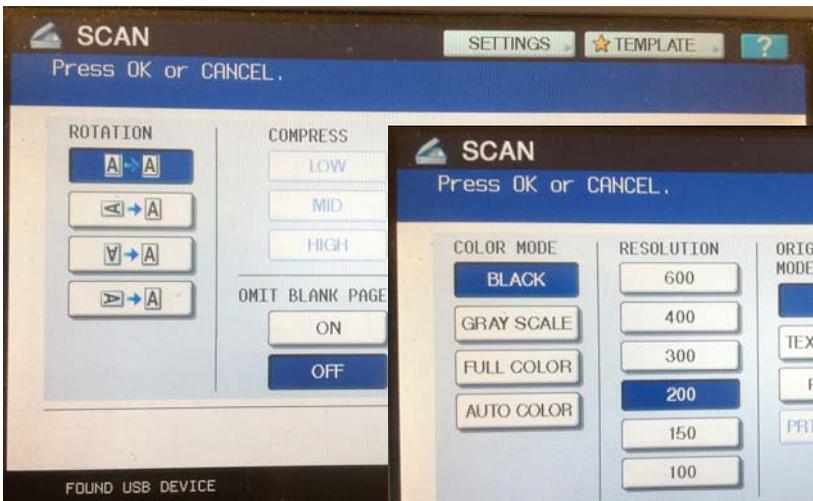# Step 8

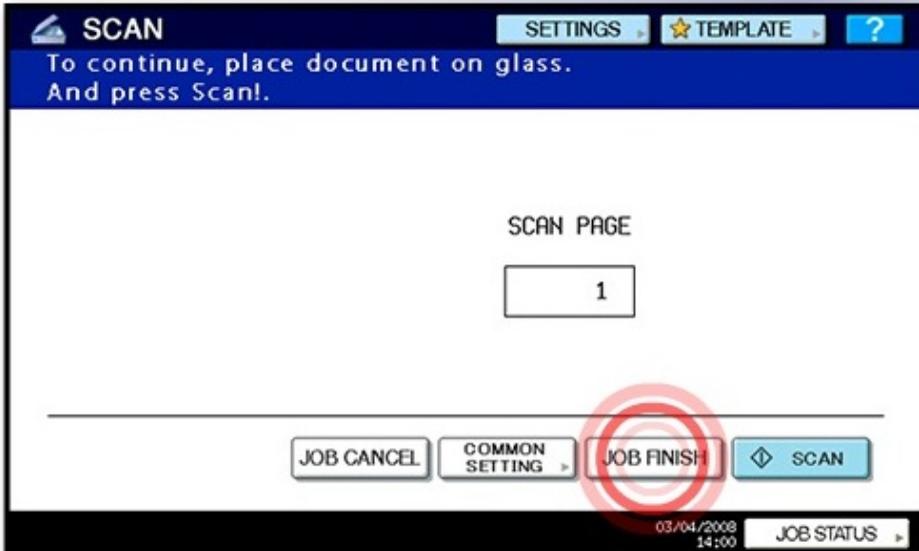Select COMMON SETTING to change how your document is scanned or SCAN to continue.

Under COMMON SETTING you can change other features such as COLOR MODE, RESOLUTION, and ROTATION. It is recommended you check these settings to get the optimal scan. Tap OK when finished.

Step 9

If you are using the Document Glass the job will pause after each scan and allow you to place the next document on the glass. Once place you can tap SCAN to scan the next page. When finished Tap JOB FINISH.

SCAN

To continue, place document on glass.
And press Scan!.

SCAN PAGE

1

| JOB CANCEL | COMMON SETTING | JOB FINISH | ◇ SCAN |

03/04/2008
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ALWAYS make sure you wait until you see
"USB DRIVE CAN BE REMOVED"

SCAN   SETTINGS   ☆ TEMPLATE   ?

Select Menu!!   A4

e-FILING   FILE/USB   E-MAIL

WS SCAN

◆ FULL COLOR
▓ 300dpi
▤ TEXT

COMMON SETTING

◇ SCAN

USB DEVICE CAN BE REMOVED   03/17/2009
10:31   JOB STATUS

Created by Chuck Henson for the Brandon Valley School District. If you have any questions please contact chuck.henson@k12.sd.us.