HOW TO SCAN

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1. Place the document to be scanned on the glass or the ADF of the machine.
2. Select the ***Fax/Scan*** option on the control panel of the machine.
3. Select the ***Direct Input (or Address Book if you have configured a "one touch" scan destination)*** Tab.
4. Enter your email address in the direct input email address section or select your "one touch" account from the address book" section.

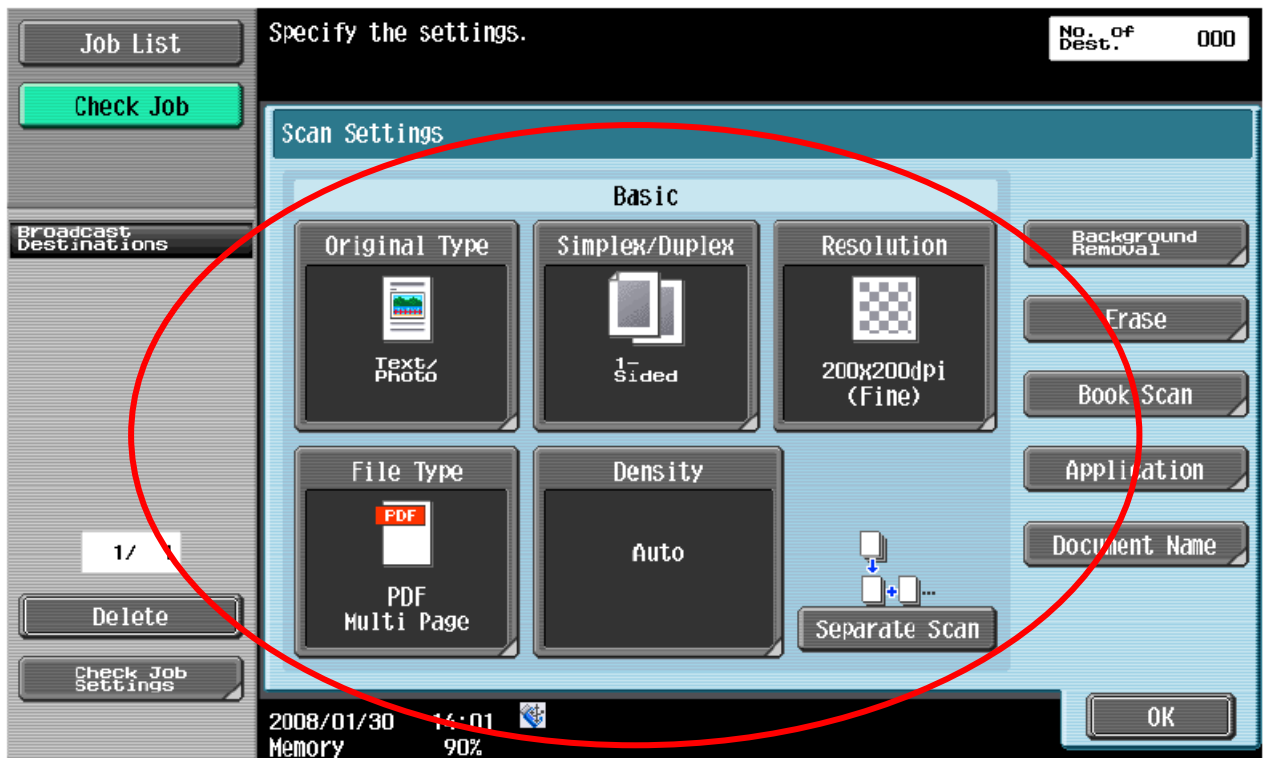*(The Control Panel screen will change from the Copy Panel to the Scan Panel).*
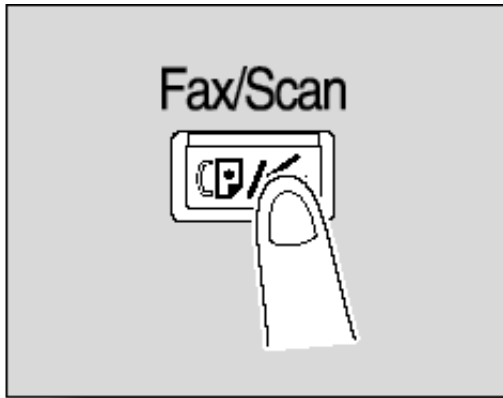
Scan Settings

Select *Scan Settings* on the bottom of the screen. These settings allow the users to determine output attributes of the scanned document.
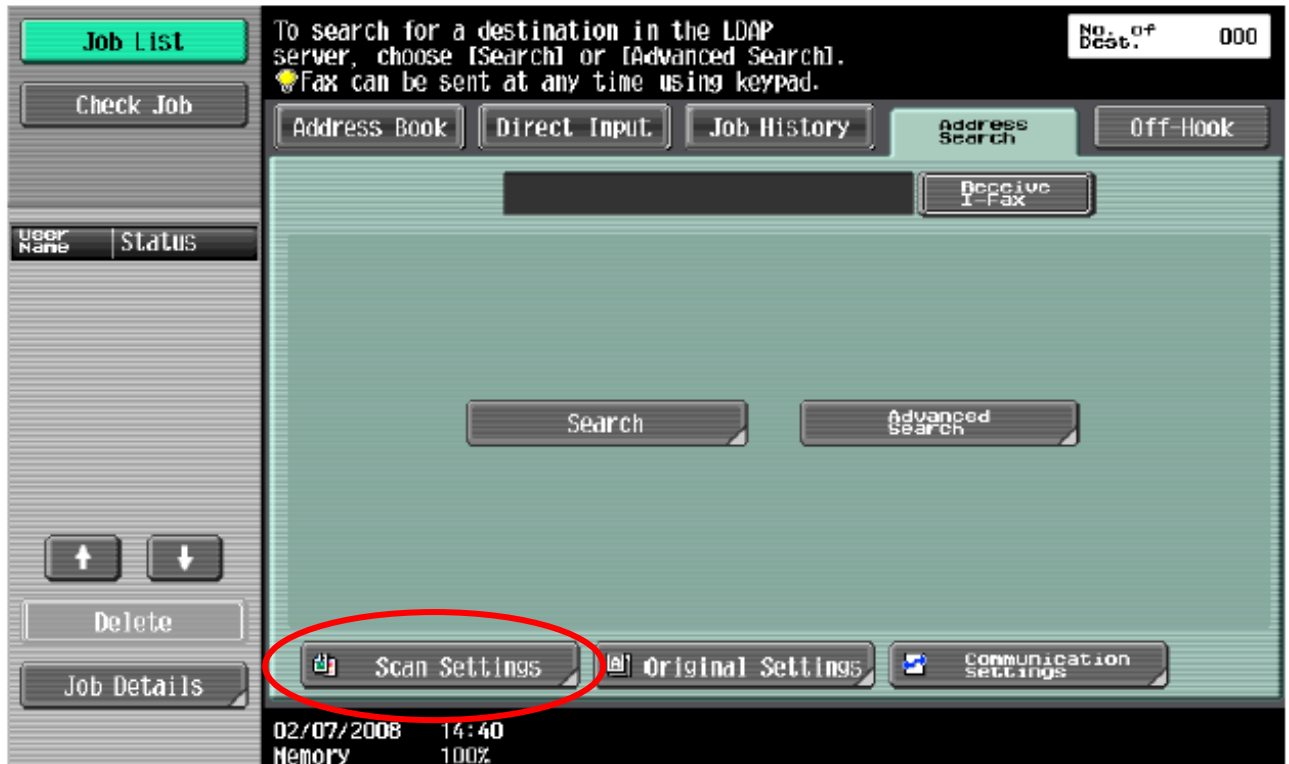

Scanning attributes that can be modified are:
- Original Type
- Simplex / Duplex
- Resolution
- File Type
- Density

Specify the settings.

No. of Dest.   000

Job List

Check Job

Broadcast Destinations

Scan Settings

Basic

Original Type	Simplex/Duplex	Resolution
Text/Photo	1-Sided	200x200dpi (Fine)

Background Removal

Erase

Book Scan

Application

Document Name

File Type	Density
PDF Multi Page	Auto

Separate Scan

1/

Delete

Check Job Settings

2008/01/30 14:01
Memory   90%

OK

7. Once you are ready to start scanning Press the Green Start Button on the device to start the scan process.

5
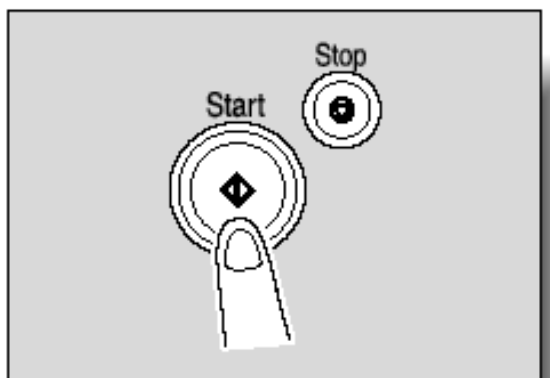
Scanning to USB

Saving a scanned document to external memory (USB Stick)
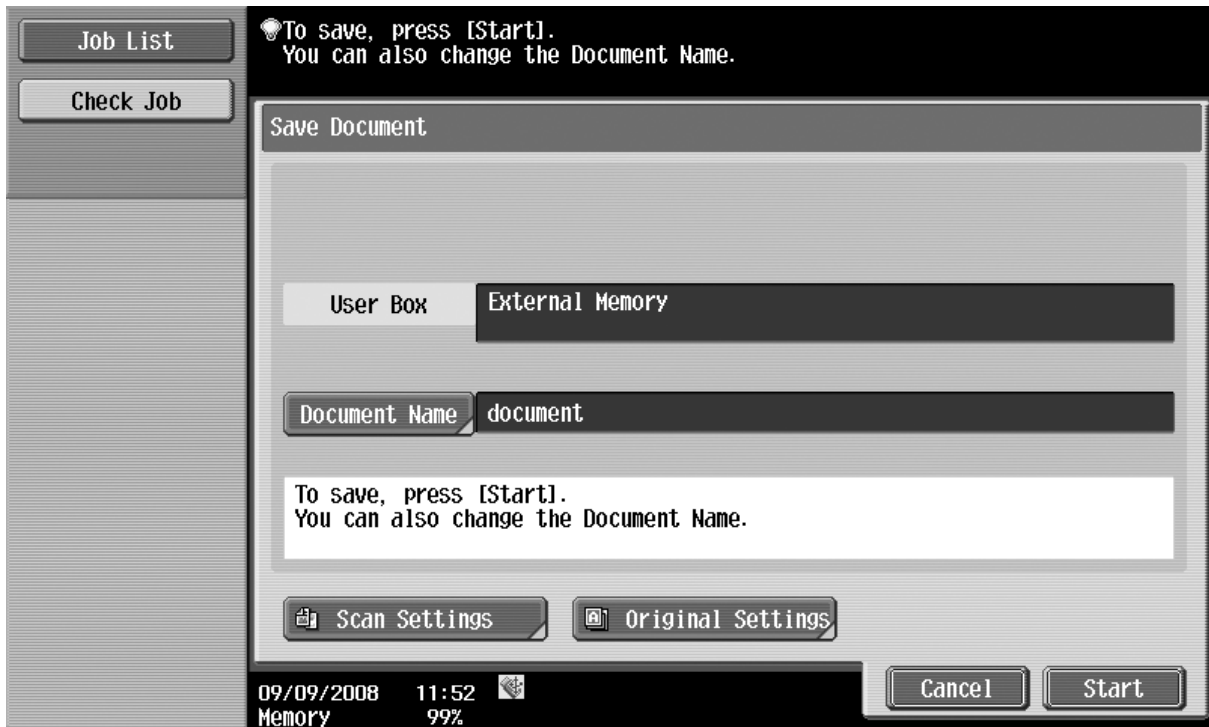
1 Connect external memory to this machine, and press [Save a document to external memory.].
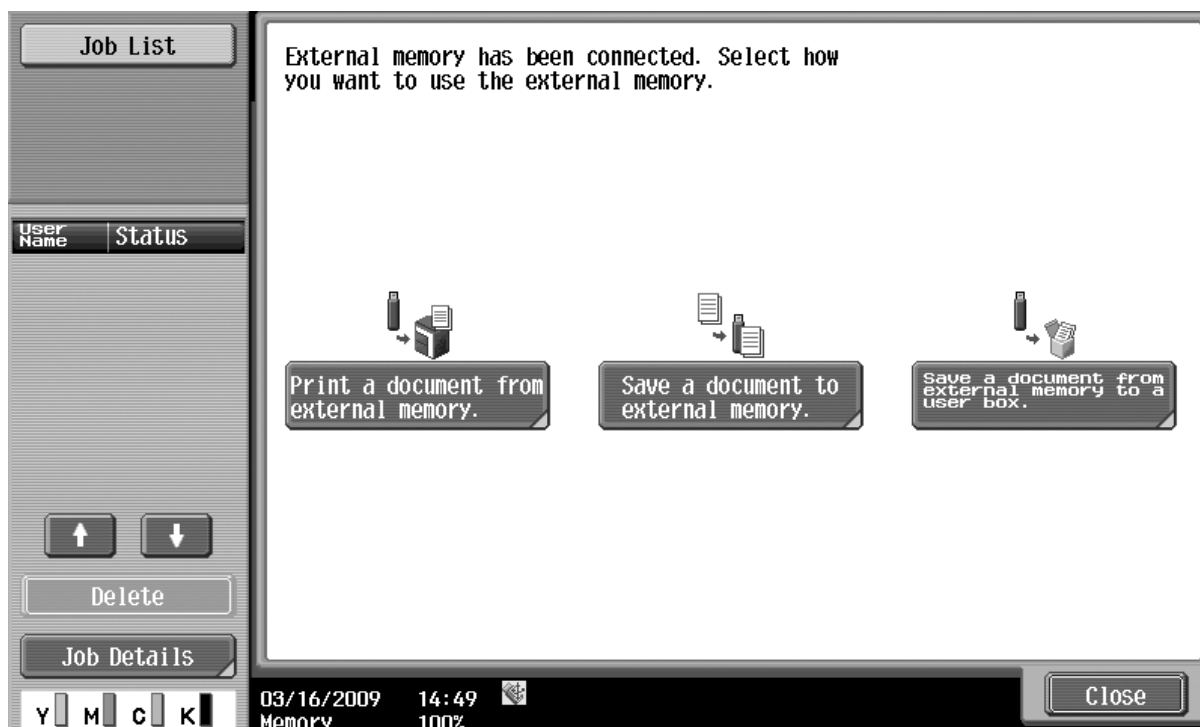
If an external memory is already connected, press [Save Document] on the screen for User Box function.*
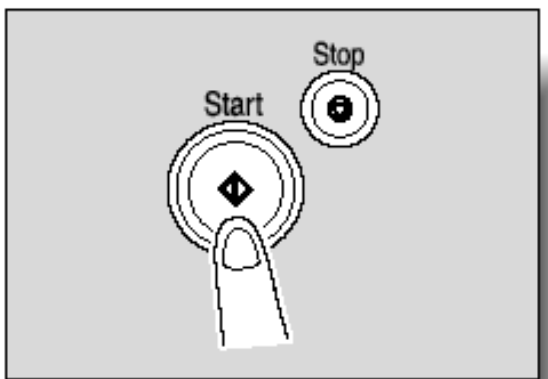
2   Check the document name.

-The document name can be changed when saving a document.

3 Once you are ready to start scanning Press the Green Start Button on the device to start the scan process.

Although the "Print from external memory" option is available without authenticating for scanning, when trying to print from external memory an "insufficient funds" error will be displayed. Unlock the PCounter Terminal in Print Mode before printing from external memory to avoid this error.