

USING THE PUBLIC SCANNER



Scanning to Flash Drive:

1. This is the simplest way to create image or document
2. Insert your flash drive into the USB port.
3. Verify the digital display reads “Ready to Scan”.
4. Insert your documents “Print Side Up” into the document feeder.
5. Press the “Menu Button” to begin scanning your documents.
6. Choose File Format (PDF or JPEG)
7. When finished, the digital display will read “Completed”.

Sample Filenames:  IBR_Application_c.pdf
 imagesDRPENR9P.jpg

The file is automatically saved in a folder on the flash drive with the current date.)