

1. Make Sure that your Scanner application is running (icon is next to the clock on your taskbar)
2. Choose the large SCANNER button on the far left of the copier
3. Choose the SCAN TO PC menu then press OK
4. Using the DOWN ARROW key scroll to Common Book and click OK
5. Select the user PC you would like to scan to (example. Peter C) click OK
6. Scroll; back up to 000 Select. Complete then Click OK
7. Scroll back up to END then click OK
8. Insert your document(s) into the Document Processor or open the Document Processor and place the original on the glass
9. Press the GREEN Start button and the document should be scanning through the feeder
10. Click OK
11. Press the COPIER button to exit the scanning menu
12. Go back to your PC and retrieve the document using the scanner application. The newly scanned file should be RED in colour.
13. The file is located in My Documents/My Scans (this can be altered to your preference)

You can save it to the directory of your choice by using the SAVE AS menu once it is opened.