HOW TO SCAN

1. Touch the button in the middle of the screen that says "Touch Here To Begin." You may need to tap the screen twice to wake it up if the machine has not been used for some time. If an error message pops up that says "System Not Ready," press the power button on the scanner once to bring it out of sleep mode.
2. Select the method you would like to use. Email is often the simplest option for smaller documents. For large documents, the USB or Google Drive options are recommended. Be sure to follow the prompts specific to your chosen method.
3. Select the file type and whether you need black and white or color. The default is a black and white PDF. Touch the "Next" button at the bottom right of the screen to continue.
4. Place your document horizontally and face down on the left side of the document bed. The document feeder jams easily, so it is strongly recommended that you use the document bed to scan your documents.
5. Once your document is in place, close the document bed and touch the "SCAN" button. If you have multiple pages, you can place your next page on the document bed and touch "SCAN" at the top left of the screen. If you make a mistake, you can touch the "DELETE" button to remove one of your scans.
6. Once you've finished scanning, touch the "DELIVER" button at the bottom right of the screen and follow the prompts. You can use the keyboard on the table to type instead of the touchscreen.