

To Scan and Rename a Document

Flash drives can be purchased at the Information Desk for \$7.

Insert flash drive or memory card device into Device Access Slot.

Press the "Scanner" button.

Place the document you wish to scan on the glass plate.

Select "Scan Settings"

on left to change the resolution, the size of paper or the color.

Select the tabs you want to change, and then Select OK.

Select "Original Feed Type"

if you want to have double sided copies.
2 sided, top to top is one setting.

You can change the setting from one sided to two sided here as well as the page orientation.

OK.

Select "Send File Type/Name"

to rename your file or to save the file to a tiff, jpg or pdf.
OK.

Select your format: either tiff/jpg or pdf.
Select single/multi if you have double sided.
OK.

Select "File Name"

Type in the file name you want for your document.
OK.

Select "Store File" – OK

Select "Store to Memory Device" – OK

Press "Start to Scan".

If you have more than one page to scan you must do it when you get the message that you have seconds left.

When done scanning, "Press #"

Wait till scanning is done before removing device.

Select "Exit".

Remove device.

To Print a Document from a Flash Drive

Insert device into Device Access Slot.

Press the "Printer" button.

Select **"Print from Memory Storage Device"**.

Select the file you wish to print.

Select "Print Settings" to

Change to color or black and white.

Select "Detailed Settings" to

Select double sided.
Select paper size.
OK.

Put money in machine.

Select "Start Printing".

Select "Remove Memory Device".

Select "Remove".

Select "Exit".

Then remove the flash drive.

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