Instructions for the Main Office Scanner

Following these instructions will allow you to scan multiple pages of your lab notebook into one color PDF document in a few minutes.

1) Press physical button “Fax/Scan”.
2) Press screen button “Application” in the lower right.
4) Press screen button “Close”.
5) Now you need to set the destination for your scan. Press screen button “Direct Input”.
6) Press screen button “Email”.
7) Type in your email address using the touchpad keyboard.
8) Press screen button “OK”.
9) Put the document in place.
10) Press physical button “Start” each time you are ready to scan a new page.
11) Press screen button “Finish”.
12) Press physical button “Start” to send the PDF file to your email.