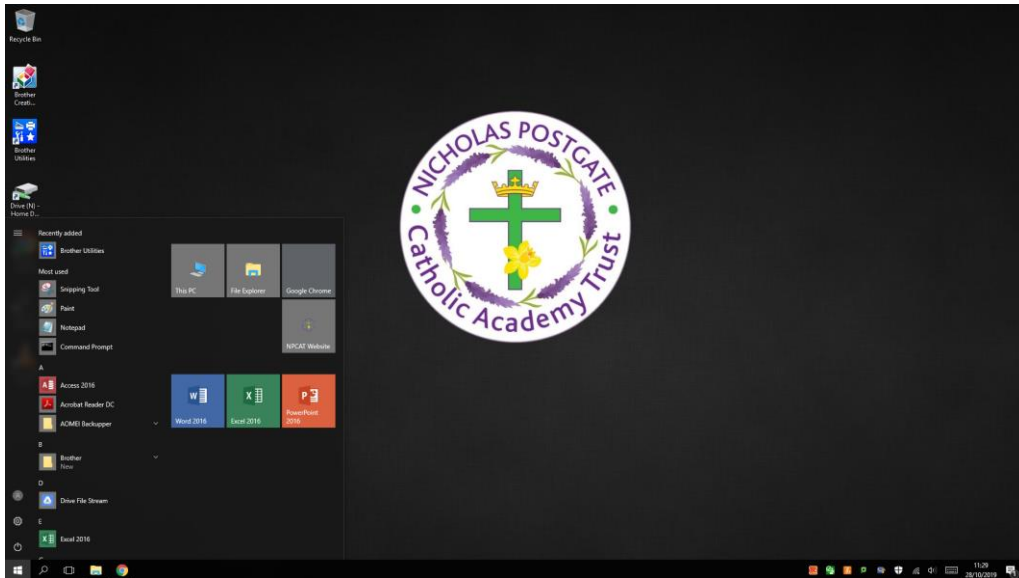


How to Scan Documents

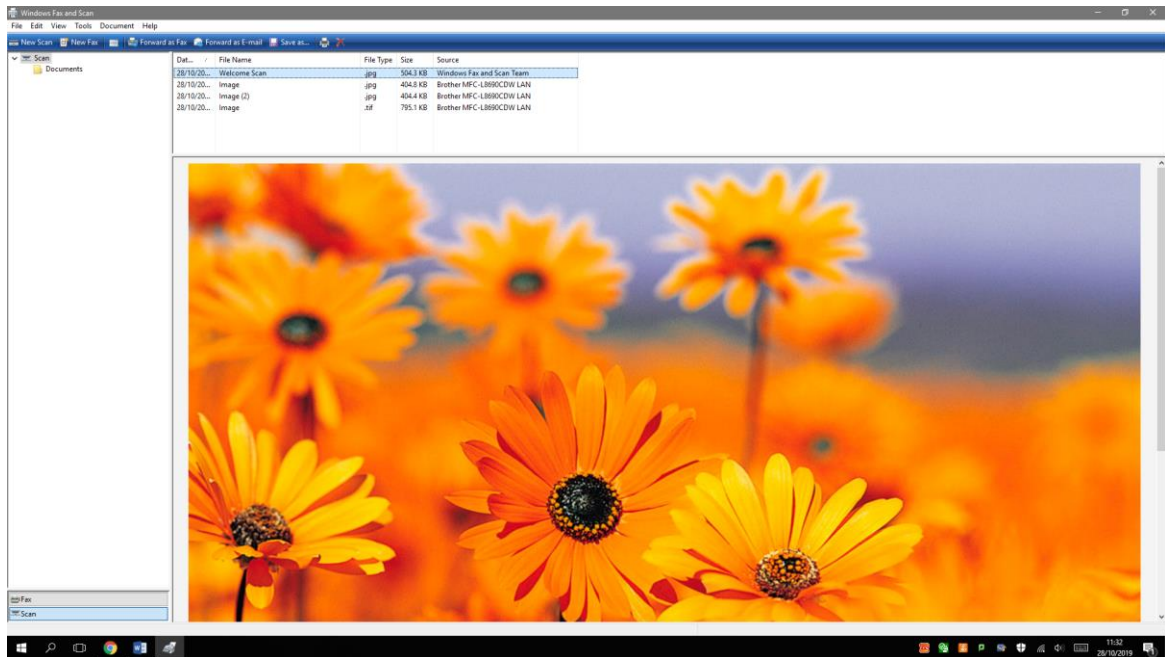
1. From the machine you are on, press the windows start key in the bottom left corner of the screen.



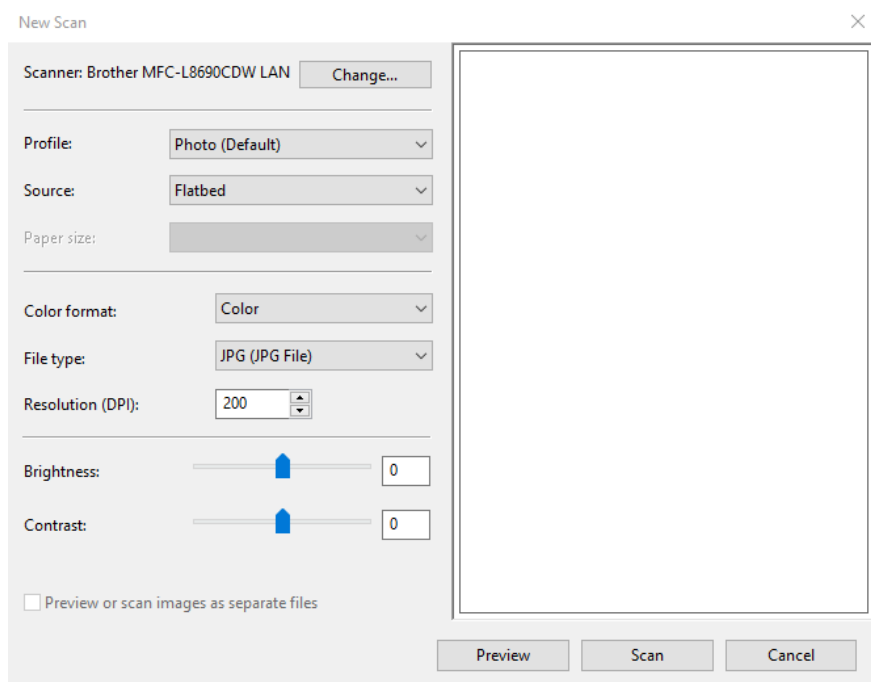
2. Type: Windows Fax and Scan and click on the program to open it.



3. .Once in Windows Fax and Scan press the “Scan” button in the top left corner of the program to begin scanning your image/document



4. The box pictured below will then pop up and give you options for your scan, if you wish to feed the scan in through the top of the printer then change the source to “Feeder” if you wish to scan in through the flatbed of the scanner then change the source to “Flatbed” once the settings have all been set properly press “Scan” (if any error messages appear, please ensure the scanner is turned on and then try scanning again, however if there are no error messages then please proceed to the next step.)



5. The Document you have scanned will now be available in your “Scanned Documents” folder in My Documents.

