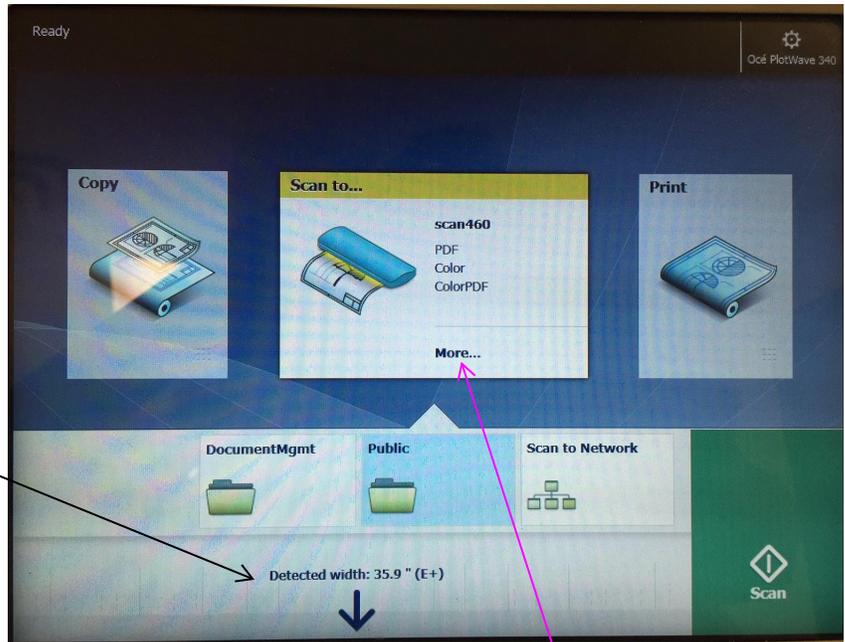
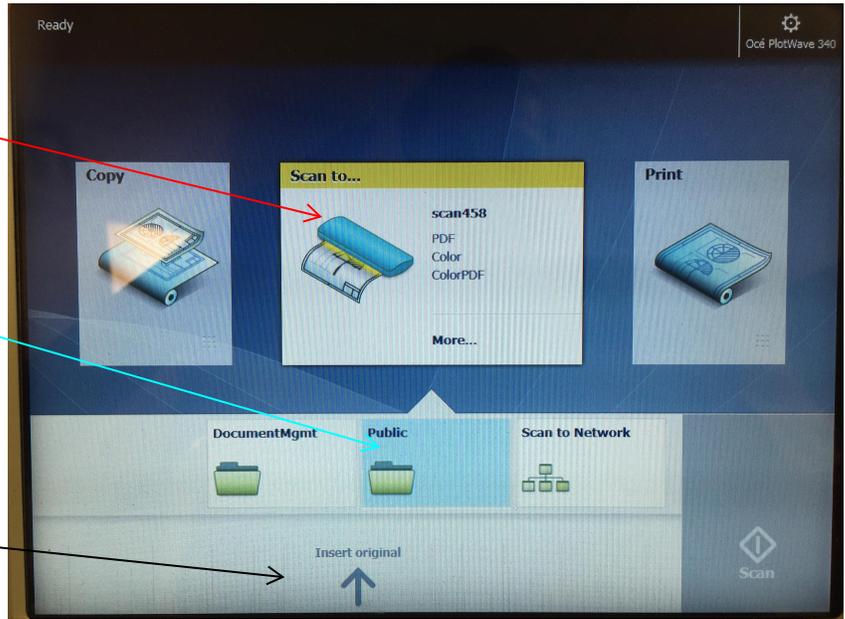


# Instructions for Single Page Scan

1. From the home screen select "Scan to..."

2. Then select the "Public" folder

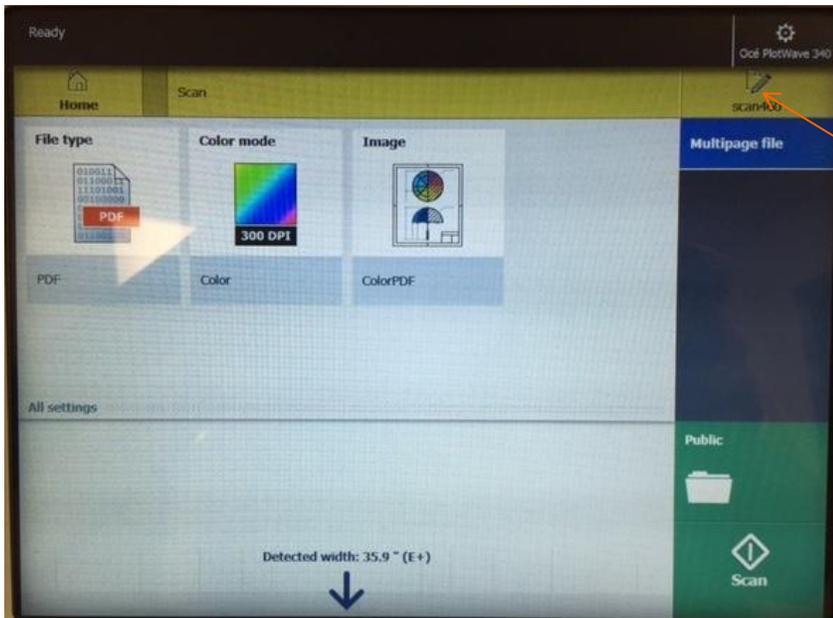
3. Insert the original document face-up



3a. Scanner will automatically "Detect Width"

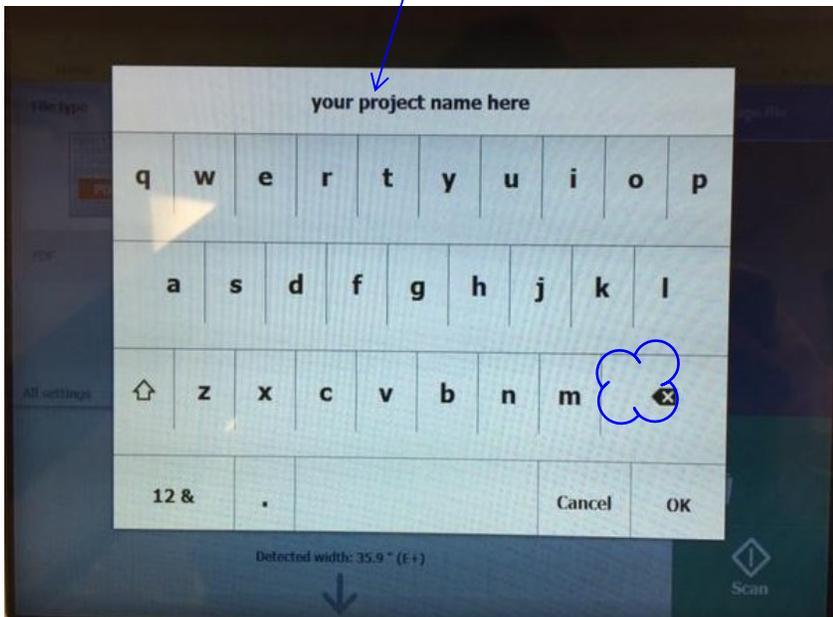
4. Select "More..." to name the file. If you do not wish to name the file at this time, you can skip to step 7b

# Instructions for Single Page Scan



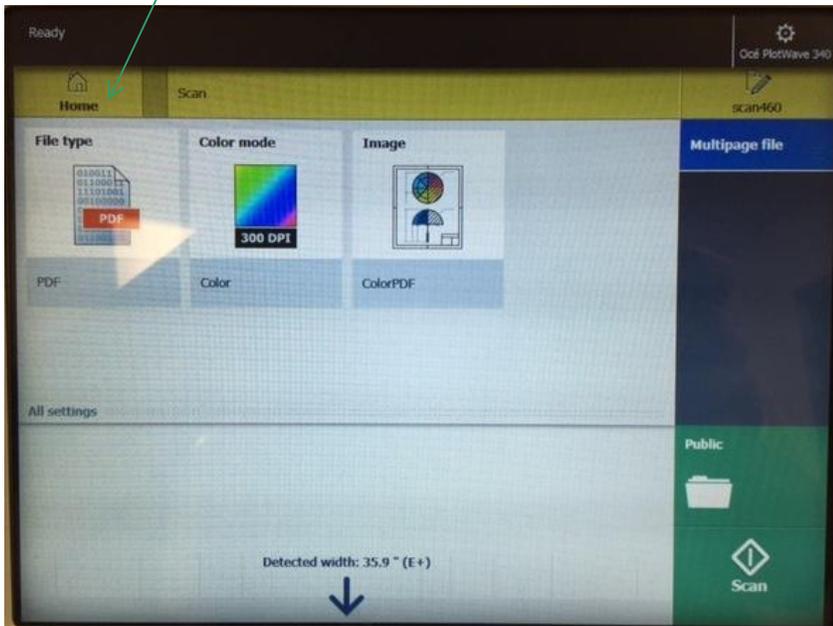
5. To name, select the default name provided by the scanner

6. The screen below will appear. Delete the default name, type the desired new name & select "OK" when complete

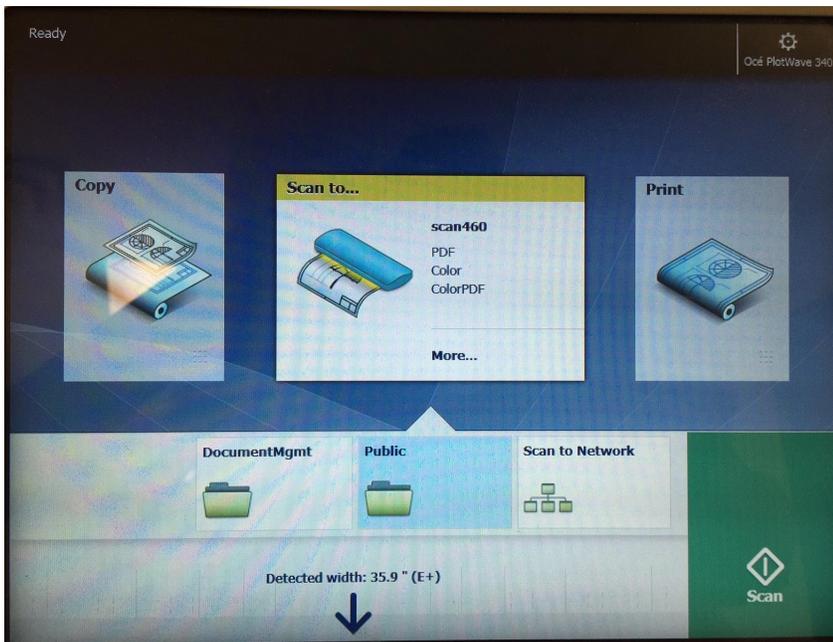


# Instructions for Single Page Scan

7a. Select "Home" to confirm delivery

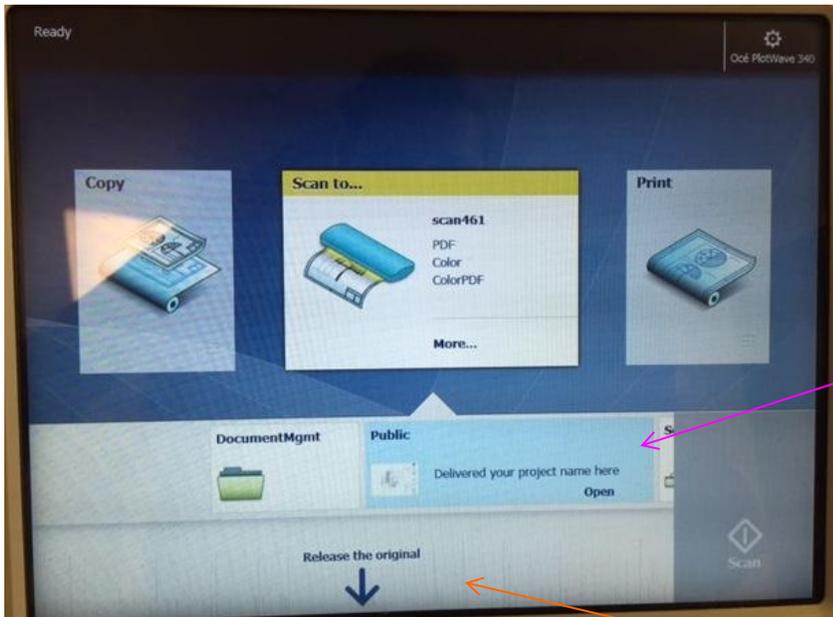


7. Once naming is complete select "Scan"



7b. Once width is detected select "Scan"

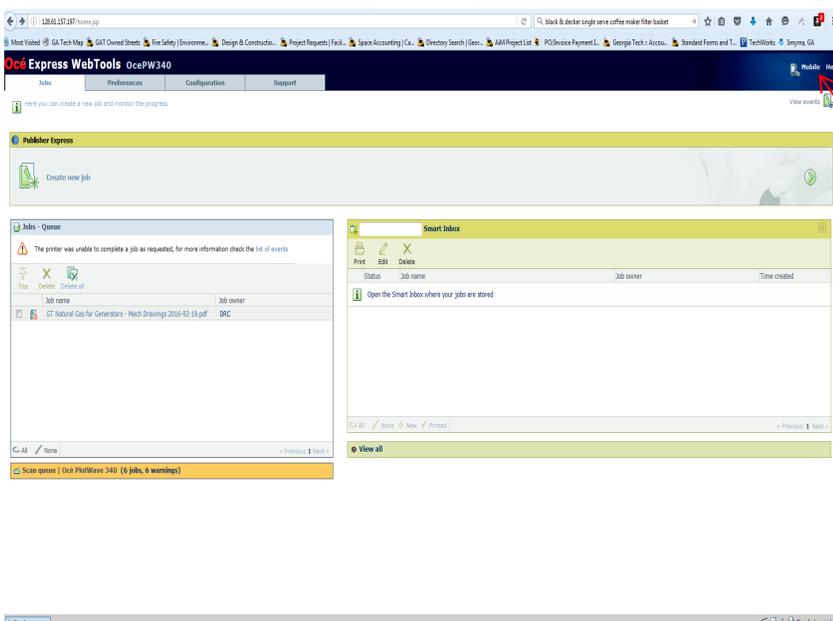
# Instructions for Single Page Scan



8. The Home screen will indicate if the document was delivered.

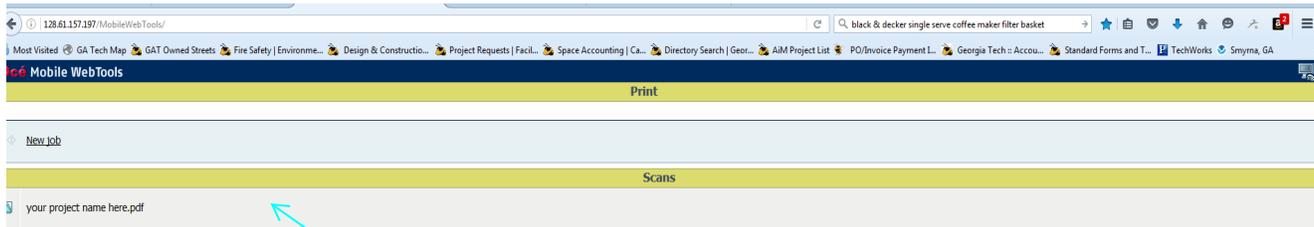
9. Select "Release the original" & the document will drop from the scanner

10. From your computer go to the following address:  
<http://128.61.157.197/home.jsp>  
to retrieve your document

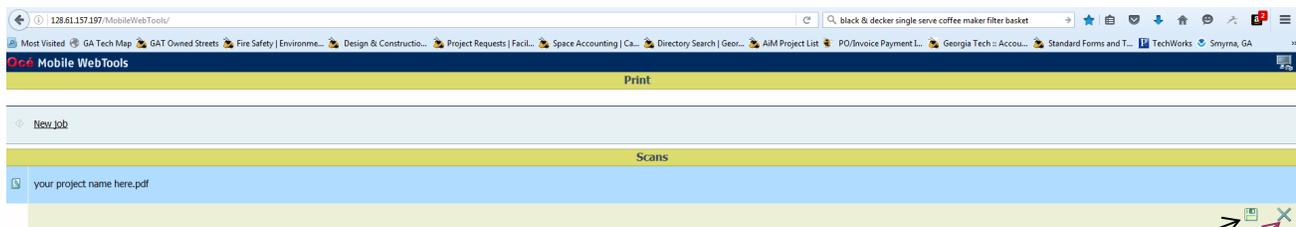


11. Select "Mobile"

# Instructions for Single Page Scan



12. Select Your Document



13. Select the "Disk Icon" & this will save your document to your internet downloads file. From there you can relocate the saved file to where ever you wish through your Windows Explorer

14. Once document is saved please select the "X" to delete the file from this page in order to keep it uncluttered