

## Step-by-Step Scanner

Note: Scanner works best when using a pencil eraser on touch screen.

Wake the scanner.

Insert document face-down and top-first into tray.

Tap destination folder (Notices or Scanned Documents).

Default settings are single-sided and B&W. Make changes, if necessary.

To scan color documents, tap Scan As option () and select **Color**.

To select two-sided scanning, tap Input Document option () and select **Two Sided**.

Tap the File Name icon ()



Tap **Advanced**. Menu will display these defaults:

Tap **File Name Prefix**. Type file name using DocName\_A-number\_ format. (Ex: NTA\_000-111-222\_)

Tap **Done**. Verify name displays correctly.

Tap **Done** to return to main screen.

Tap **Scan** .

Document will scan. Preview of scanned pages displays while scanning.