

Color Scanner Instructions

- Place item to be scanned on copier (can use sheet feeder or place on glass)
- On the left panel, press the **“Scanner”** button
- On the touch screen select:
 - **“Attach Sender’s Name”**
 - **“DBL COLOR”**
 - **“OK”**
 - **“Manual Input”**
 - **[Type in complete address]**
 - **“OK”**
- On the right panel, press the **“Start”** button
- Change the original for all pages needed and...
- On the right panel, press the **“#”** button to send
- On the right panel, press **“Clear Modes”** button to erase the e-mail address from the screen.

NOTE: If the screen times out, DON'T PANIC simply press the “Scanner” button on the left panel and continue.

The default scan is a black & white 200 DPI “tiff” file.

Change to color, increase resolution, etc.:

Choose **“Scan Settings”** (on the left of the touch screen panel):
Scan type: Black & White, Color, Text, Photo, etc.

Scan size: Original size

Resolution: 200, 300, 400, 500, or 600 DPI

Image Density: how dark or light to make the image

Change the file type or name:

Choose **“Attached File”** (on the right of the touch screen panel):

File Name: to type in a new file name

File Type: to choose single or multiple pages and tiff/jpeg or PDF