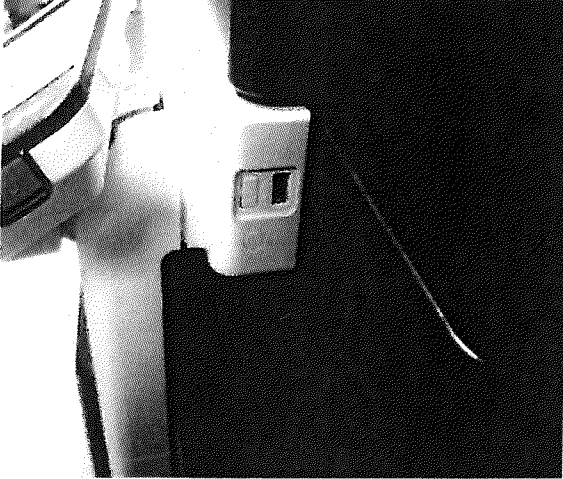


# How to Scan

1. Place your AIT Campus Card in the Card reader



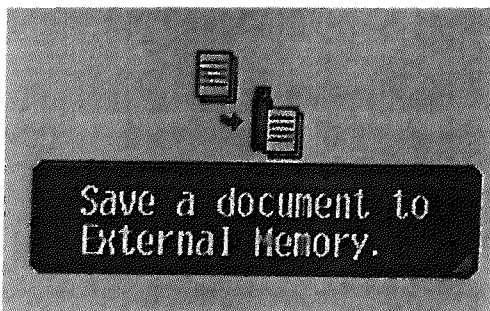
2. Locate the USB port behind the control panel of the copier



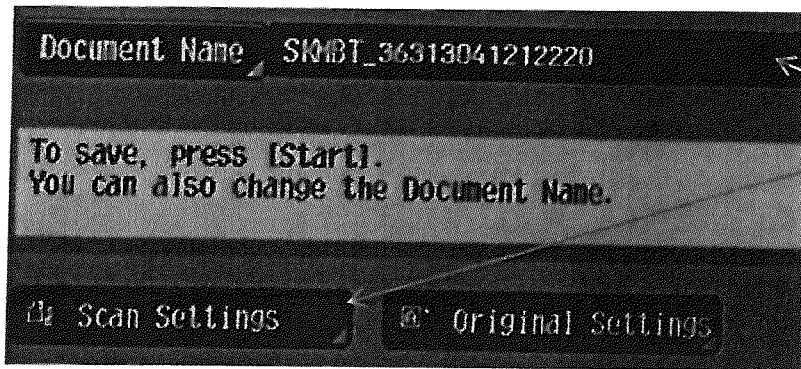
3. Place your USB memory stick in the USB port



4. At the next screen select save a document to external memory

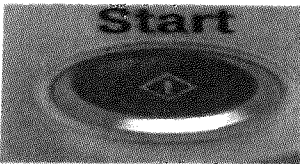


5. The next screen gives you the option to change the file name and settings



6. Once you have made the required changes, place the item you want to scan on either the flat screen of the printer (face down) or the document feeder (face up)

7. Press the Start Button

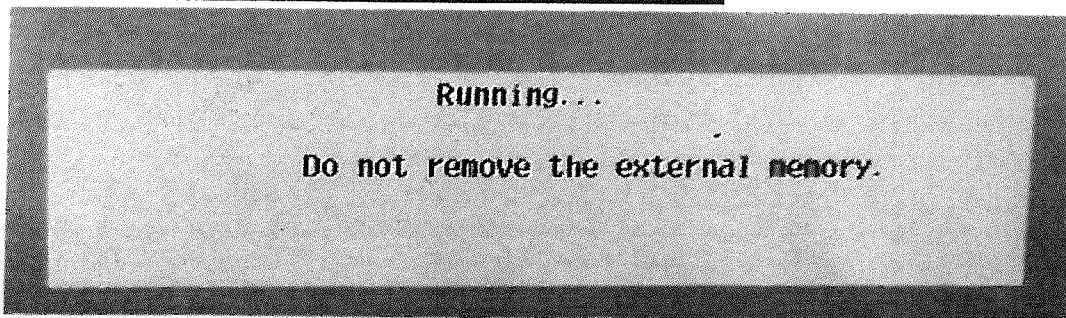


8. The copier starts scanning the item(s)

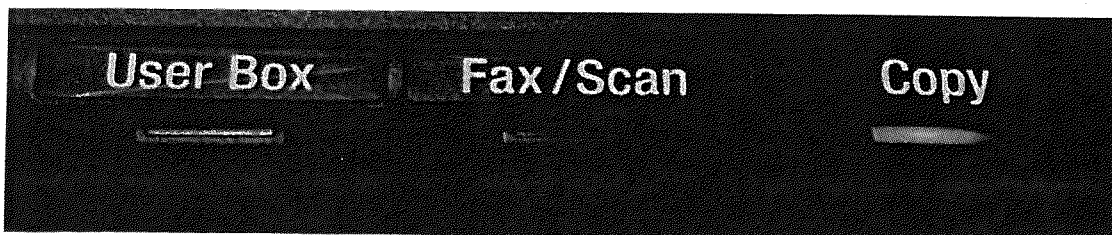
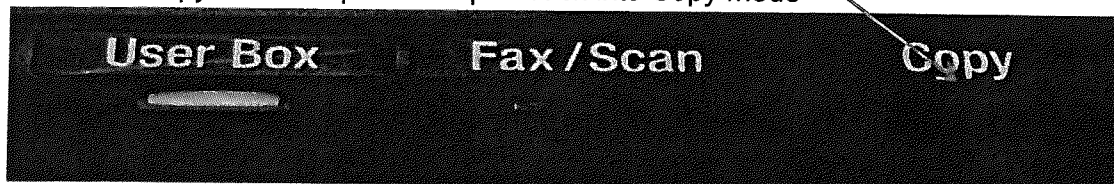
**Now scanning original(s).**


9. Next it saves the file to your USB memory stick

**Saving document. Please wait.**



10. Press the Copy button to put the copier back into Copy mode



11. Press the  key on the card reader.

12. Wait until you see the screen displays "PLEASE TAKE CARD" before removing your card.