Tip – How to Scan a document

1. Turn on your scanner and place your document into the scanning tray or glass.
2. Make sure your scanner connects to the internet.
3. Enter the <u>destination</u> location on the scanner. Please note: the <u>destination</u> location could be your email address or a specific folder that has been set up and is able to be accessed via your computer.
4. Press Scan on your scanner.
5. Check your <u>destination</u> location to confirm the scanned document arrives.
6. You can change the name of the document after saving it onto your computer by **Right Click** on the document and then click **Rename**.

Note: The above general scan steps may not apply exactly to your situation. If you encounter difficulties, please contact your scanner's manufacturer company for support or refer to the user manual.