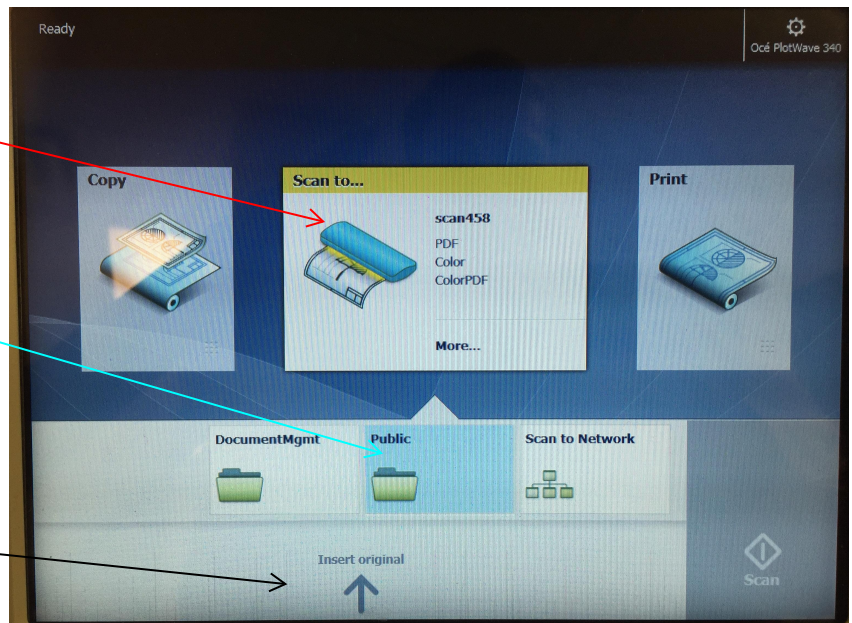


# Instructions for Multiple Pages Scan

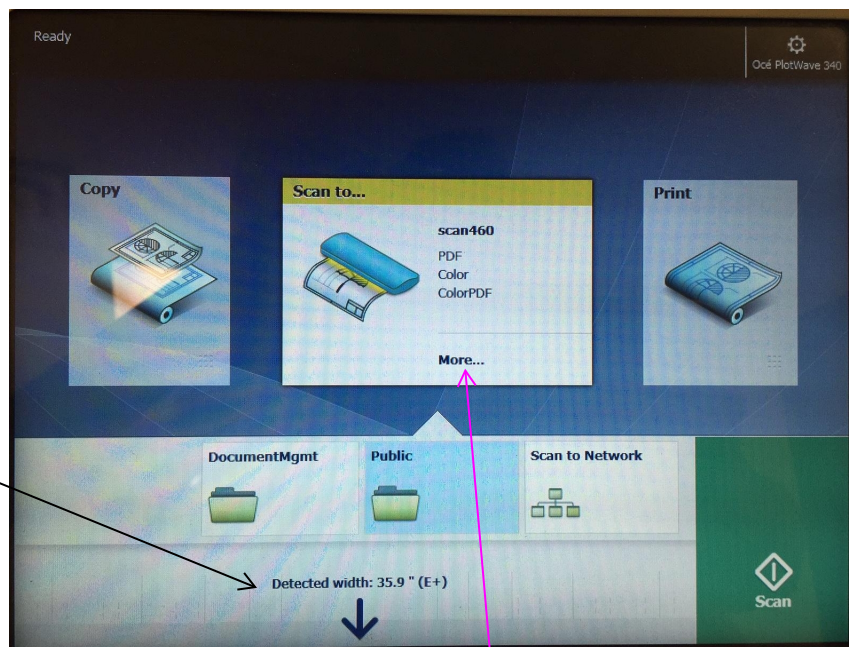
1. From the home screen select "Scan to..."

2. Then select the "Public" folder

3. Insert the original document face-up



3a. Scanner will automatically "Detect Width"

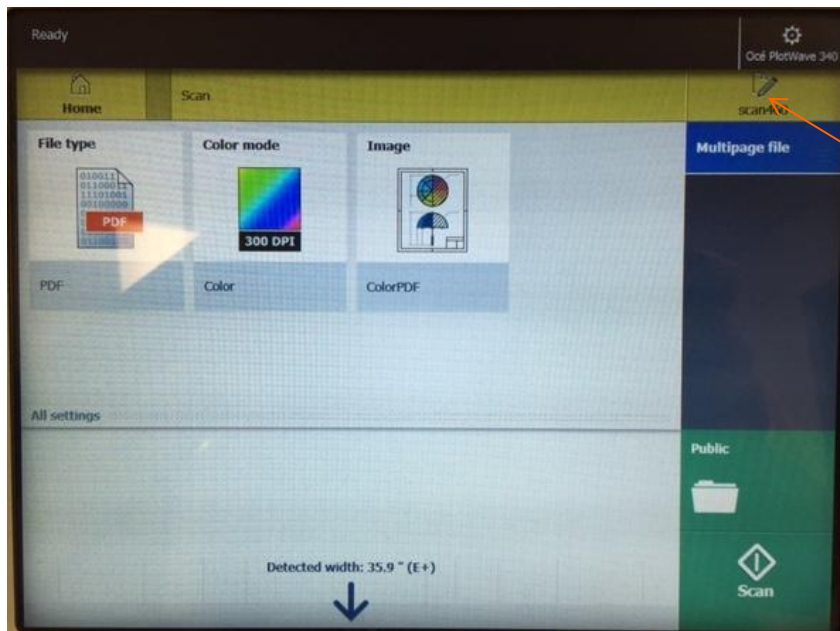


4. Select "More..." to name the file. If you do not wish to name the file at this time, you can skip to step 10b.

4a. Select "More..." if there are multiple pages in the document that you wish to keep together as one file then see step 7.

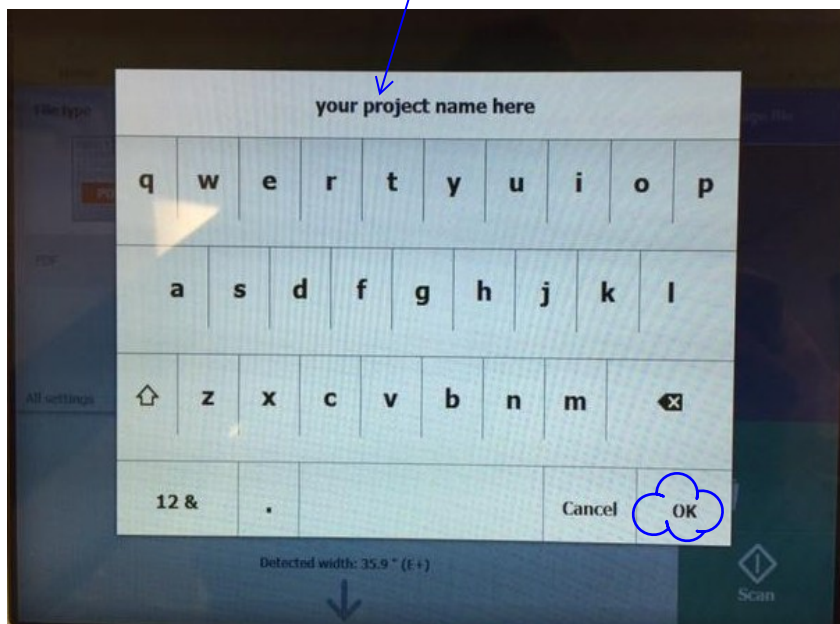
# Instructions for Multiple Pages Scan

## \*\* Naming the File \*\*



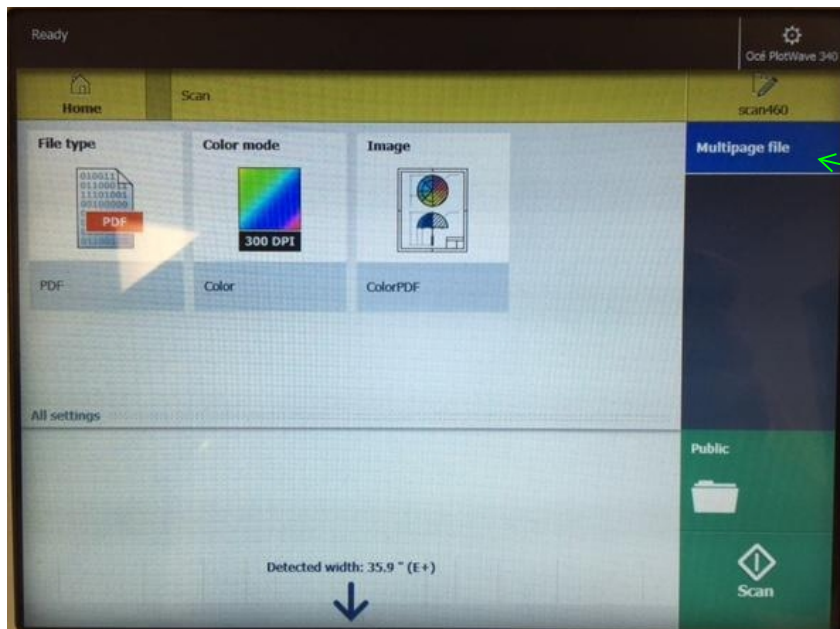
5. To name, select the default name provided by the scanner

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

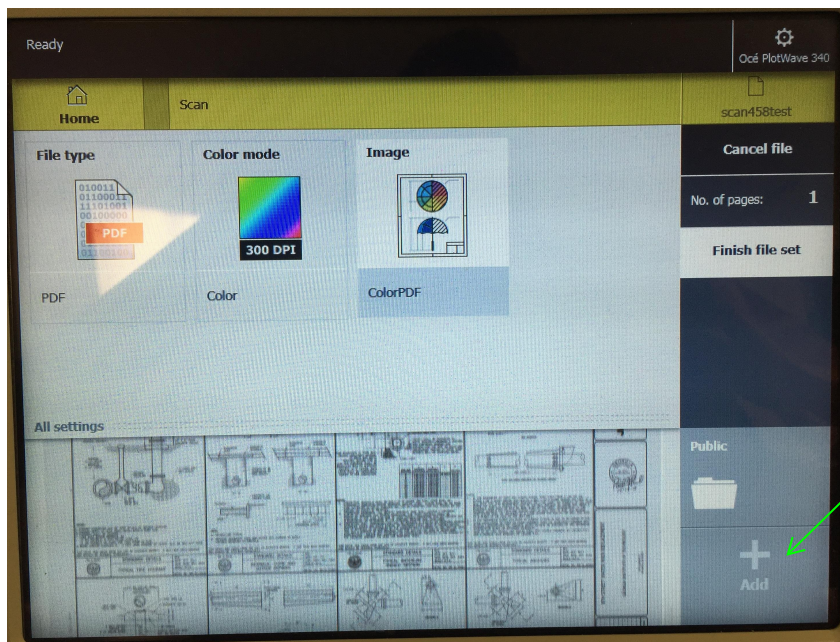


# Instructions for Multiple Pages Scan

## \*\* Adding Multiple Pages \*\*



7. Select "Multipage file" for additional pages in document

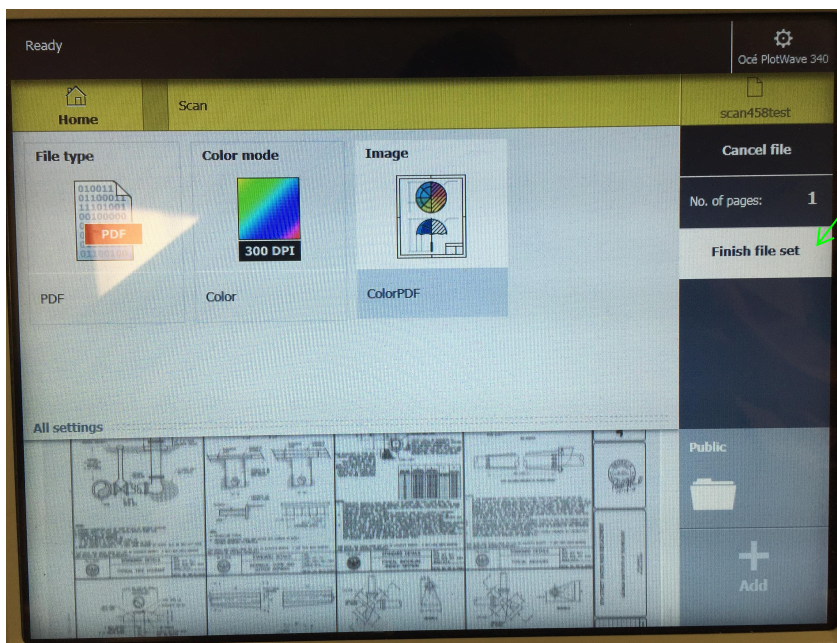


8. Select "Add" then insert document for each page in the document. Repeat for each page. There might be a limit of how many pages can be scanned at once, but at the printing of these instructions that number was unknown



# Instructions for Multiple Pages Scan

## \*\* Adding Multiple Pages \*\*

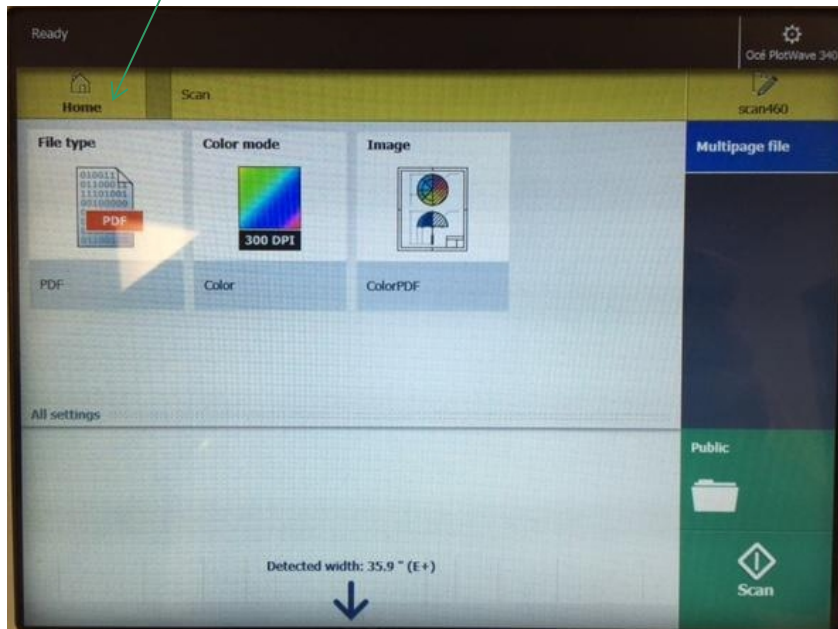


9. Select "Finish file set" when all pages of document have been scanned.

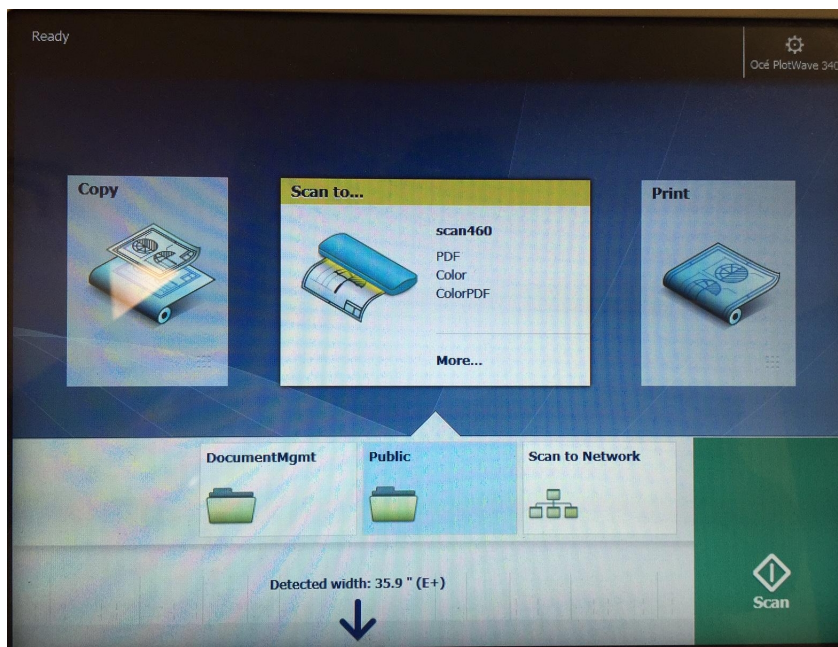


# Instructions for Multiple Pages Scan

10a. Select "Home" to confirm delivery

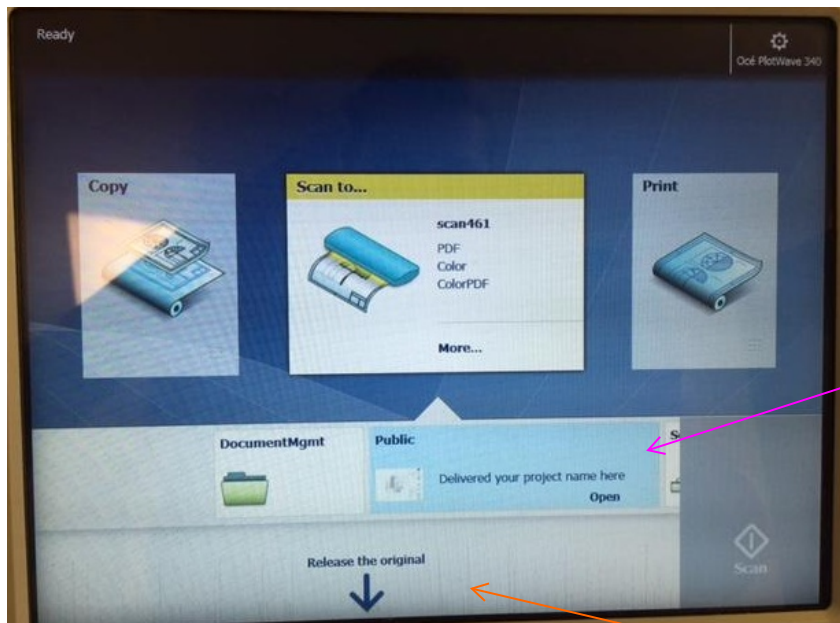


10. Once naming is complete select "Scan"



10b. Once width is detected select "Scan"

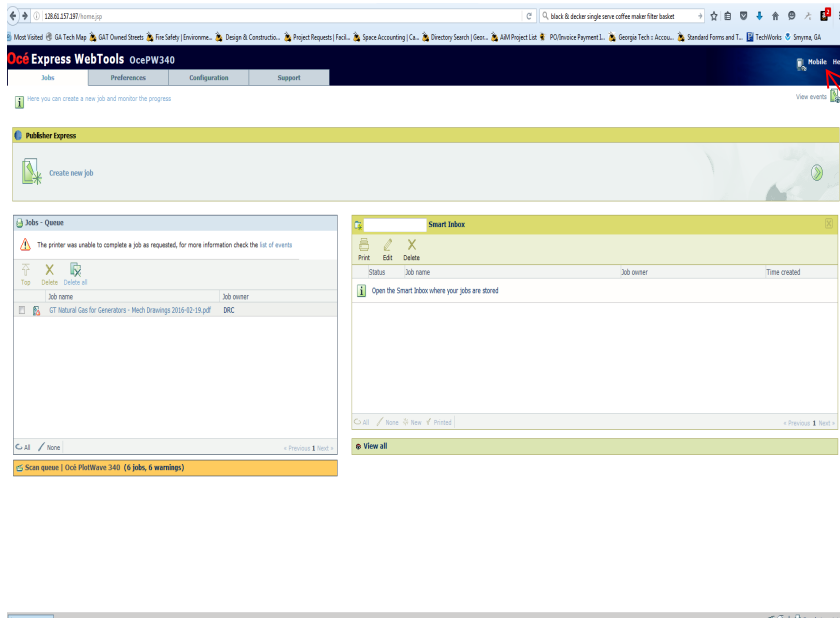
# Instructions for Multiple Pages Scan



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

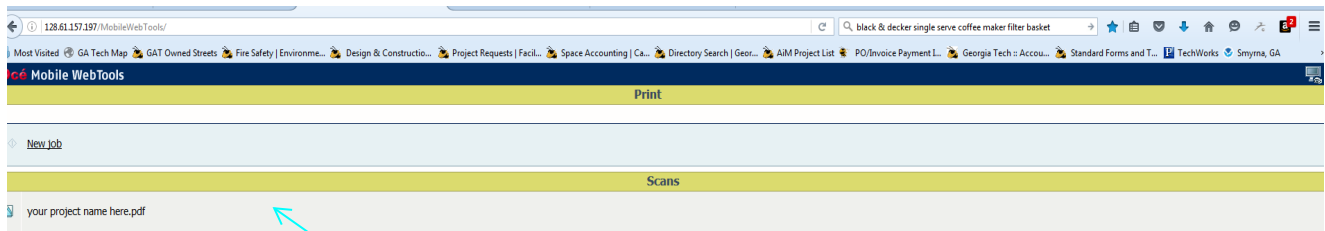
12. Select "Release the original" & the document will drop from the scanner

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

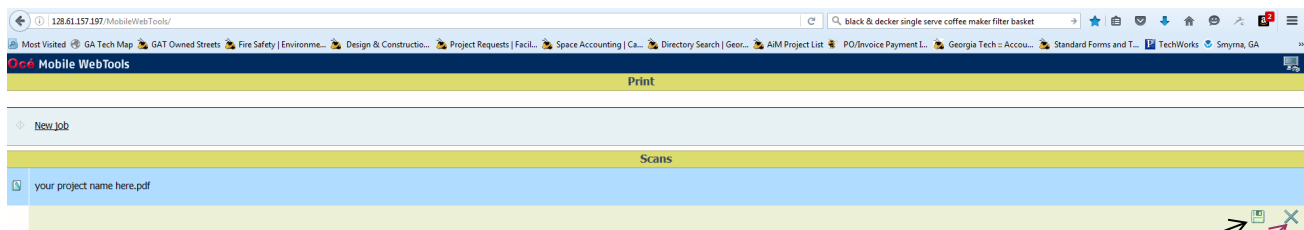


14. Select "Mobile"

# Instructions for Multiple Pages Scan



15. Select Your Document



16. 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 using Windows Explorer

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