

# Instructions for the Main Office Scanner

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**Following these instructions will allow you to scan multiple pages of your lab notebook into one color PDF document in a few minutes.**

- 1) Press physical button “Fax/Scan”.
- 2) Press screen button “Scan Settings”.
- 3) Press screen button “Separate scan” (button turns green when selected, required for combining multiple scans into one PDF)
- 4) Press screen button “OK”.
- 5) Press screen button “Direct Input”.
- 6) Press screen button “Email”.
- 7) Type in your email address using the touchpad keyboard.
- 8) Press screen button “OK”.
- 9) Put the document in place.
- 10) Press physical button “Start” each time you are ready to scan a new page.
- 11) Press screen button “Finish”.
- 12) Press physical button “Start” to send the PDF file to your email.