

# Scan Guide

## Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- Use the ADF for multiple-page or two-sided documents.
- Use the scanner glass for single-page documents, book pages, small items, photo paper, or thin media (such as magazine clippings).

## Scanning to an FTP server

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **FTP**, and then enter the needed information.
- 3 If necessary, configure other FTP settings.
- 4 Send the FTP job.

## Scanning to a flash drive

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 Insert the flash drive into the USB port.
- 3 Select the destination folder, and then touch **Scan to USB**.
- 4 If necessary, adjust the scan settings.
- 5 Send the scan job.

## Sending scanned documents to a computer

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, touch **Scan To > Scan To Computer**.
- 3 Select the scan profile created for a scan job.

For more information about creating a scan profile, see “Creating a scan profile” topic in the Information Center at <http://infoserve.lexmark.com/ids/>.