

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.

Warning—Potential Damage: Do not touch the printer or the flash drive in the area shown while actively printing, reading, or writing from the memory device. Loss of data or a malfunction can occur.



Sending scanned documents to a computer

- 1** Load an original document into the ADF tray or on the scanner glass.
- 2** From the home screen, touch **Scan Profiles > Scan To Computer**.
- 3** Select the scan profile where you want to save the document.