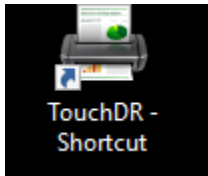


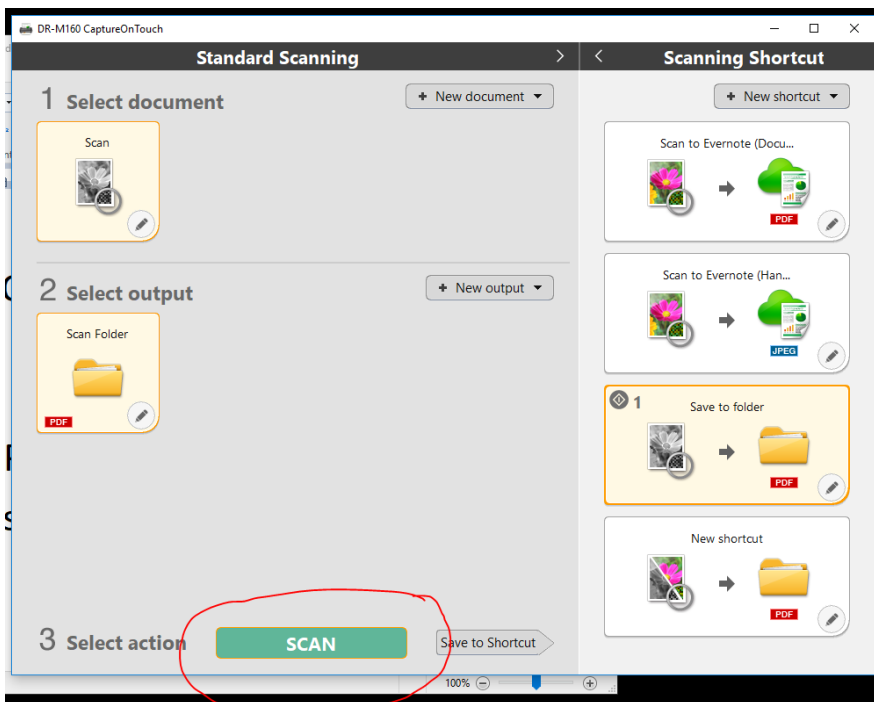
HOW TO USE THE SCANNER



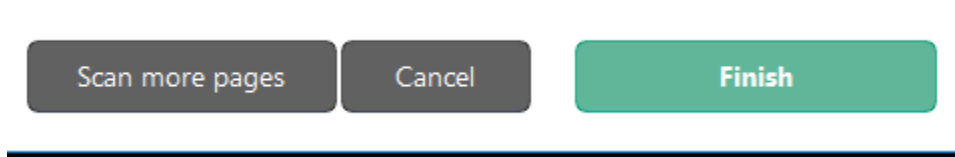
- **DOUBLE CLICK THE ICON**

- Place document(s) in scanner
(facedown-upside down)

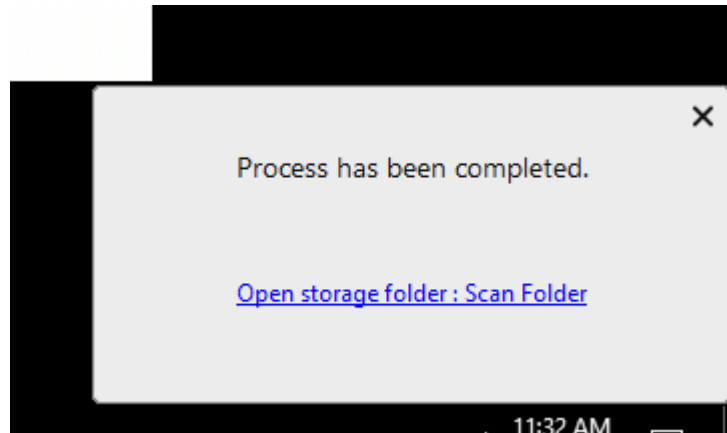
- Press Scan



- You will either add more pages if needed or Finish



- There will be a pop up window letting you know



it is completed

- If you scanned more than one document it is helpful to rename each document after scanning.
- Go to SCANS folder and RIGHT-CLICK select RENAME and type the document name
- Now you are ready to sign in to E-File