

# **HOW TO GUIDE**



## How to Scan:

#### Login with your **ID** or **swipe your card**

Once you have authenticated, place your document to be scanned either on the glass or on the Automatic Document Feeder on the bizhub device



### Click on **Scan**



#### If you need to change the Scan Settings Click on **Change Settings** Change/Adjust your scan settings

<	lindricb	
Account: My Personal Account		Balance: R 0.00
To lindricb@kmsa.com		Color PDF
Subject		1-sided
Your scan (Scan to My Email)		A4 Portrait
scan_lindricb_2019-05-10-13-46-35		300 DPI
		Change settings

## How to Scan to a USB

Login with your **ID** or **swipe your card** 

#### Click on **Device Functions**





#### Select Save a document to external memory



Place your document to be scanned either on the glass or on the Automatic Document Feeder on the bizhub device



Change/Adjust your scan Settings

				2	lindricb			Job List
₽	Origina	l left on glass.					•	27/06/2019 🚵 17:32 Memory 100%
Pre	vious							Check Set
	Syste	m External M	lemory					
	Filena	me SKM_4	58e1906271732	0				
	_	_					_	
Ģ				3700				
1-S	ided	300dpi	Auto Color	Compact	Auto		D OFF	
Sim Dup	plex/ plex	Resolution	Color	File Type	Scan Size	,	Separate Sca	Application

Press **Start** (Blue button on the Device Panel)