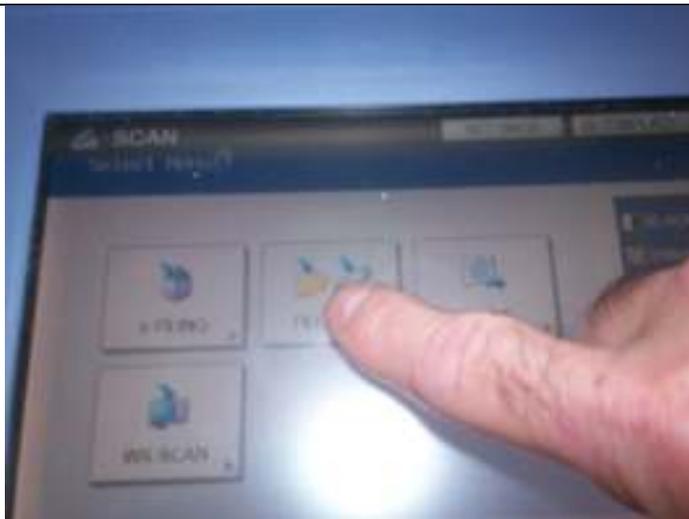# Photo Copier Scanning Procedure

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10/27/2010
Revision 1

This procedure shows how to convert hardcopy originals into pictures files which can be inserted into Smart Notebook and used with STM's smartboards.

Description	Illustration
1) Locate FLASH drive port on side of copier	
2) Insert FLASH drive	
3) Select SCAN	

4) Select FILE/USB	
5) Select USB MEDIA	
6) Select TIFF	

7) Place Paper on glass or in feeder	
8) Close Copier Lid	
9) Select OK	
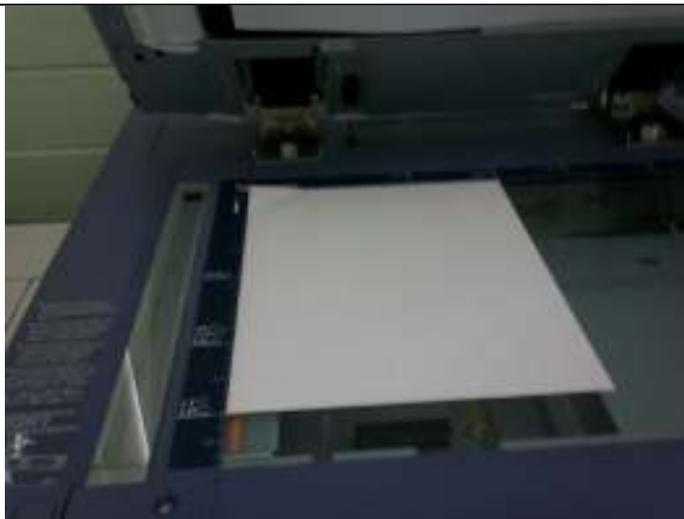
10) Select SCAN	
11) When done, Select JOB FINISH	
12) Check Message on display	
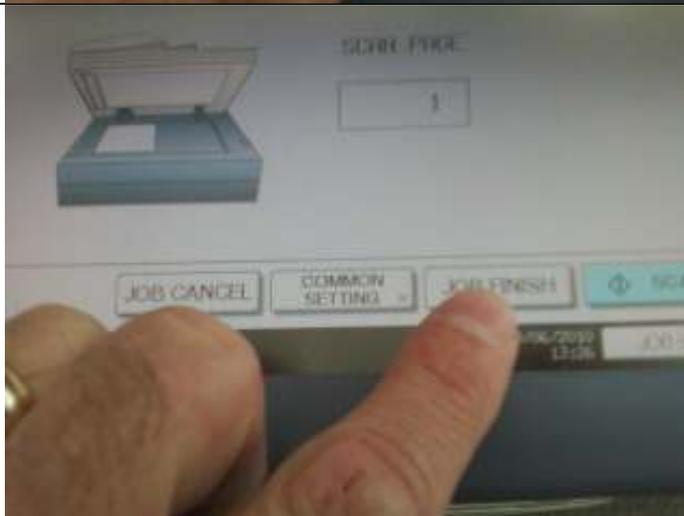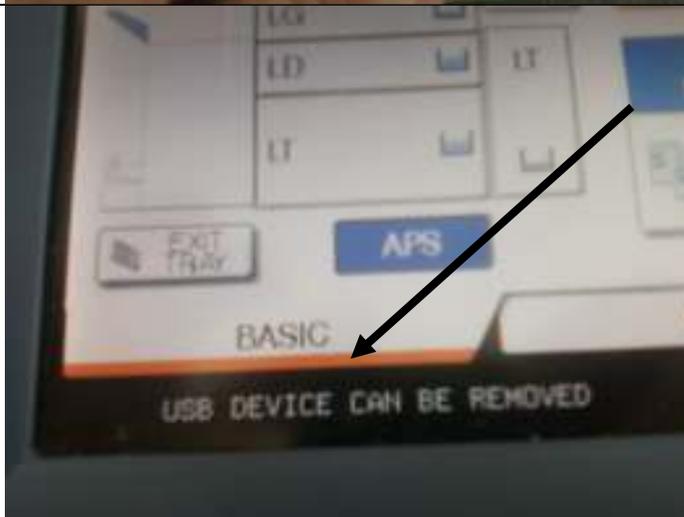
13) Remove FLASH drive	
14) Remove originals from copier glass	
15) The files will be located in the "Scan" folder on the FLASH drive.	