

# Photo Copier Scanning Procedure

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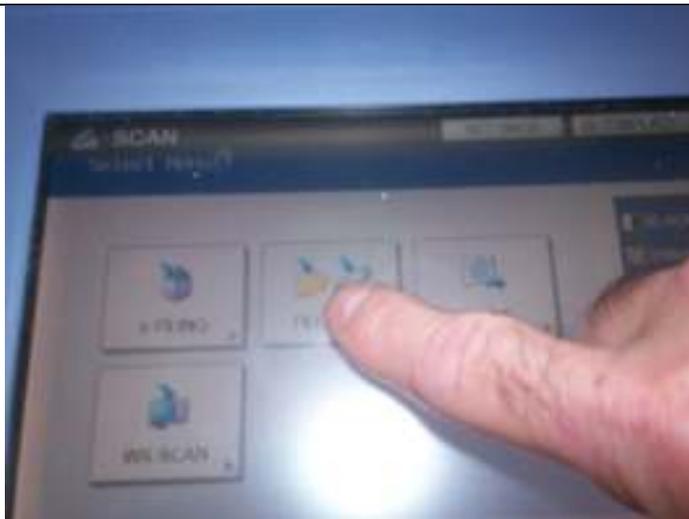
10/27/2010

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	 A photograph showing the side of a copier. A black arrow points to a small, dark port on the side panel, which is the flash drive port.
2) Insert FLASH drive	 A close-up photograph of a person's hand inserting a black USB flash drive into the port on the side of the copier.
3) Select SCAN	 A photograph of the copier's control panel. A hand is shown pressing the 'SCAN' button, which is located among other function buttons like 'COPY', 'FAX', and 'MAIL'.

4) Select FILE/USB



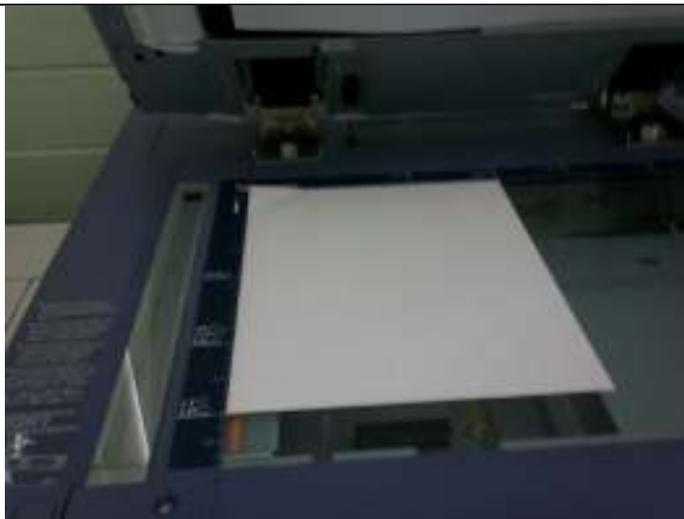
5) Select USB MEDIA



6) Select TIFF



7) Place Paper on glass or in feeder



8) Close Copier Lid



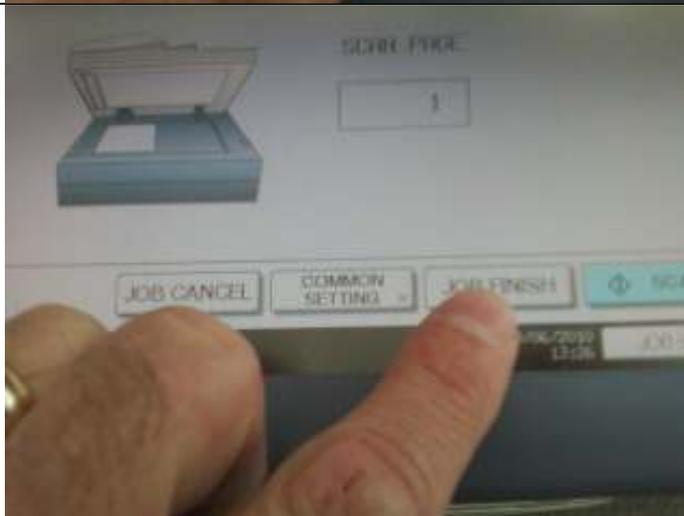
9) Select OK



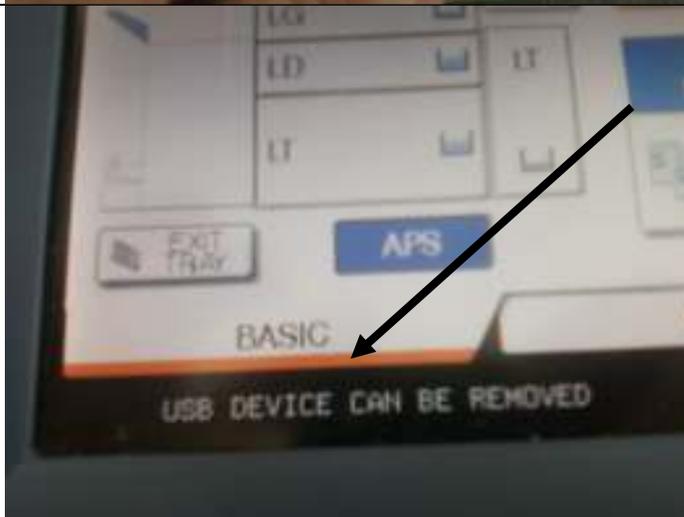
10) Select SCAN



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.

