Digiverstas

Scanning with a multi-function device

With the multifunction device, you can print and scan copies and documents on paper, memory stick or directly to e-mail.

The multifunction device can print either A4 or A3 size printouts. The print size does not affect the price. Scanning is free of charge.

You can get more information from the staff.

Basic scanning view

Perustoiminnot - Basic Functions

Lisätoiminnot - More functions

Virransäästötila - Power Saving Mode

Käynnistys - Start

Keskeytys - Suspend / Suspension

Asetusten nollaus - Reset Settings
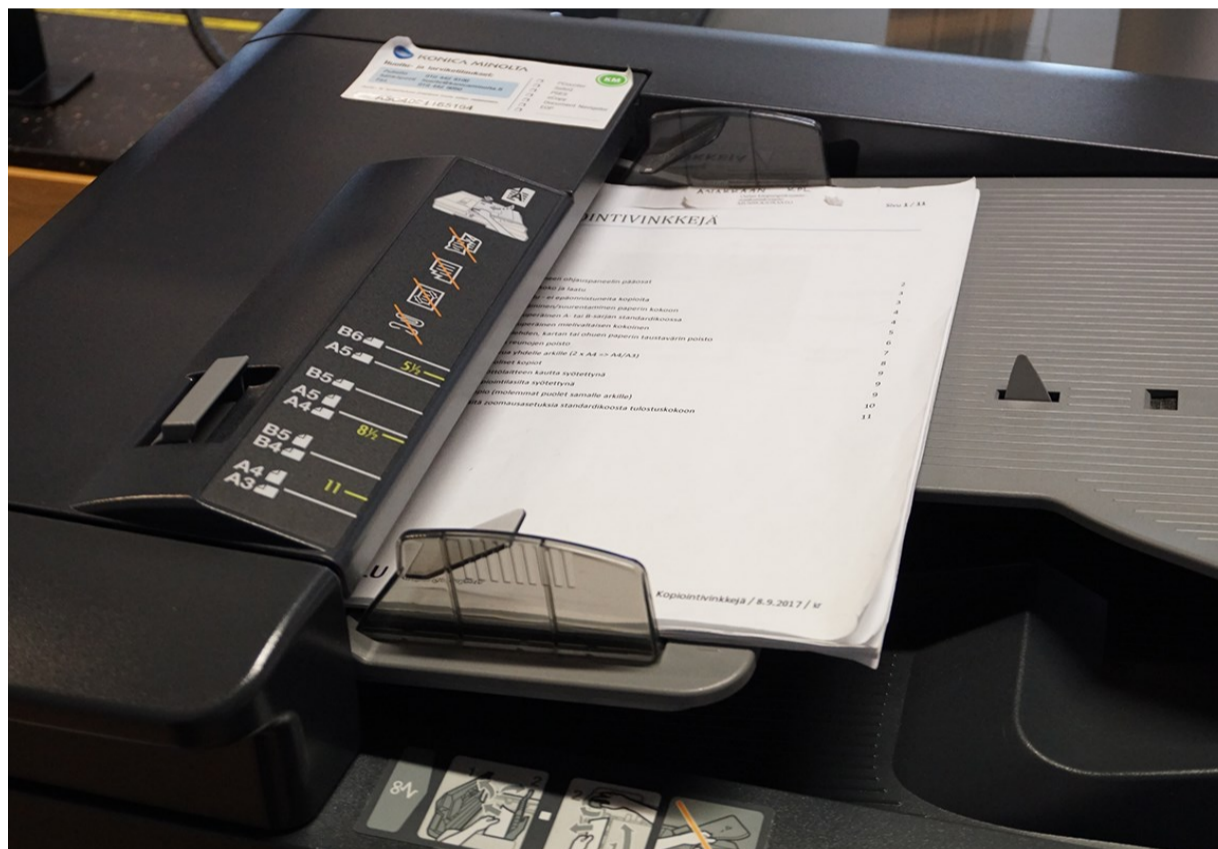
Esikatselu - Preview

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1 Scan to email

First select **Scan (Faksi/Skannaus)**

Through the input device:

The input device should be used when scanning several pages

containing, standard paper-sized documents. Place the papers to be scanned in the feeder so that the first page is at the top of the stack with the <u>text side up.</u>
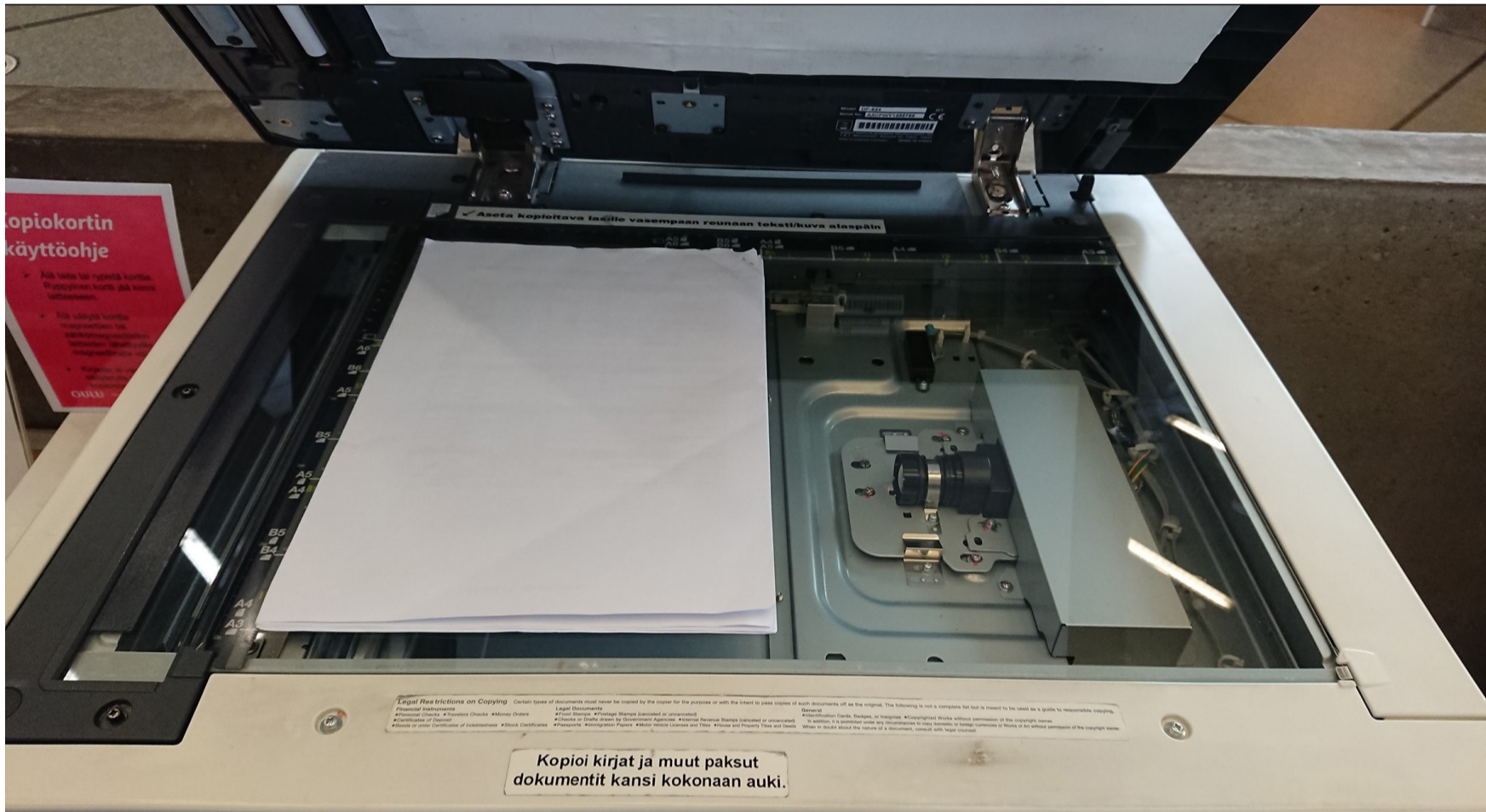

Notes:

Remove staples from the document before placing it in the document feeder.
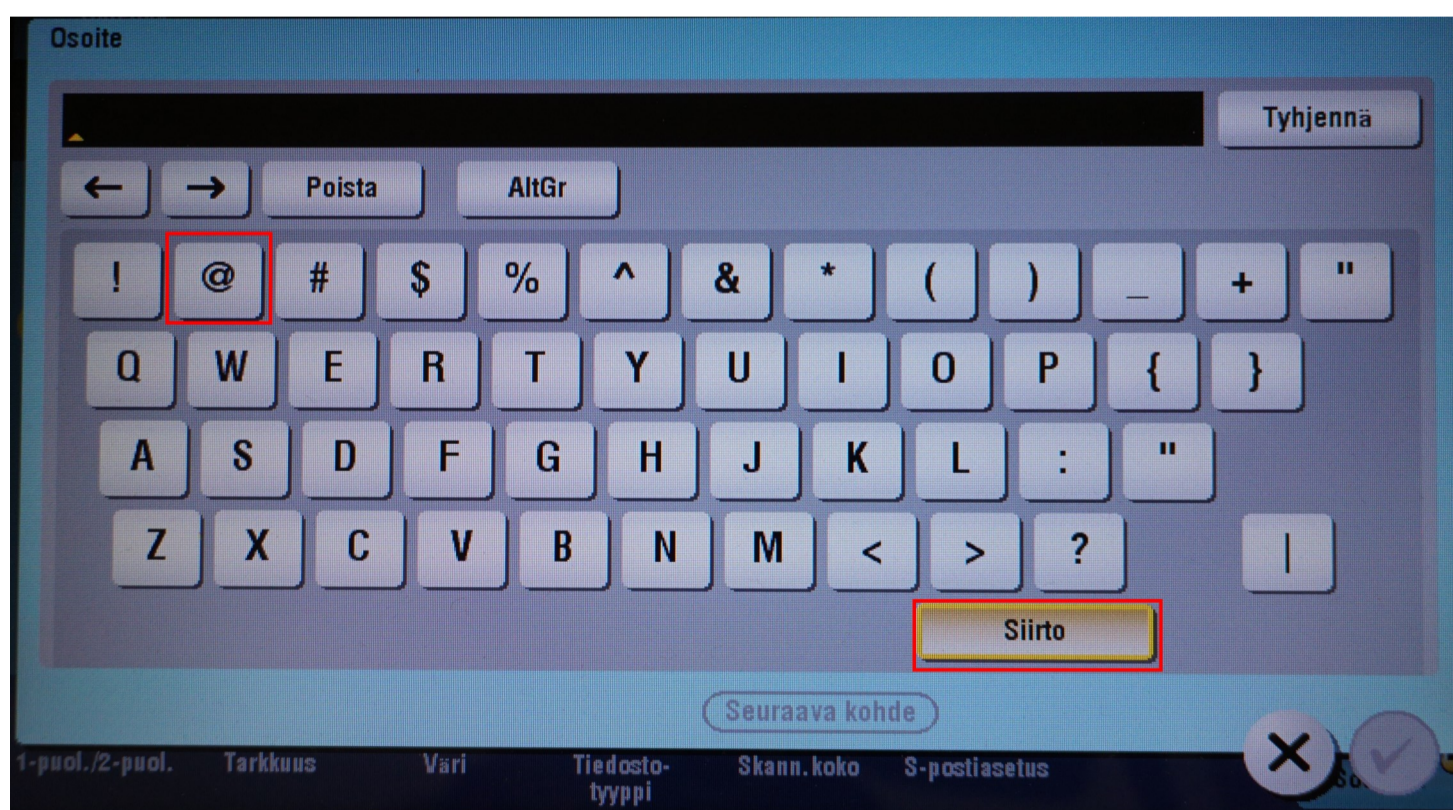
Do not put postcards, photos, small paper, transparencies, photo paper or thin paper (eg newspaper clippings) in the feeder. Place them on the exposure glass.

Through the exposure glass:

Place the paper on the exposure glass <u>with the side to be copied facing down.</u> Align the paper to the upper left edge of the glass, as shown in the picture.

1. Press the **Sähköposti** icon on the screen and enter your email address. You can select the **@ sign** by pressing **Siirto** and the **@ sign**, then press **Siirto** again. Finally, press the **right sign** at the bottom right.

2. Press the **blue start button** to start scanning. Finally, the device sends the scanned document to the email address you entered.

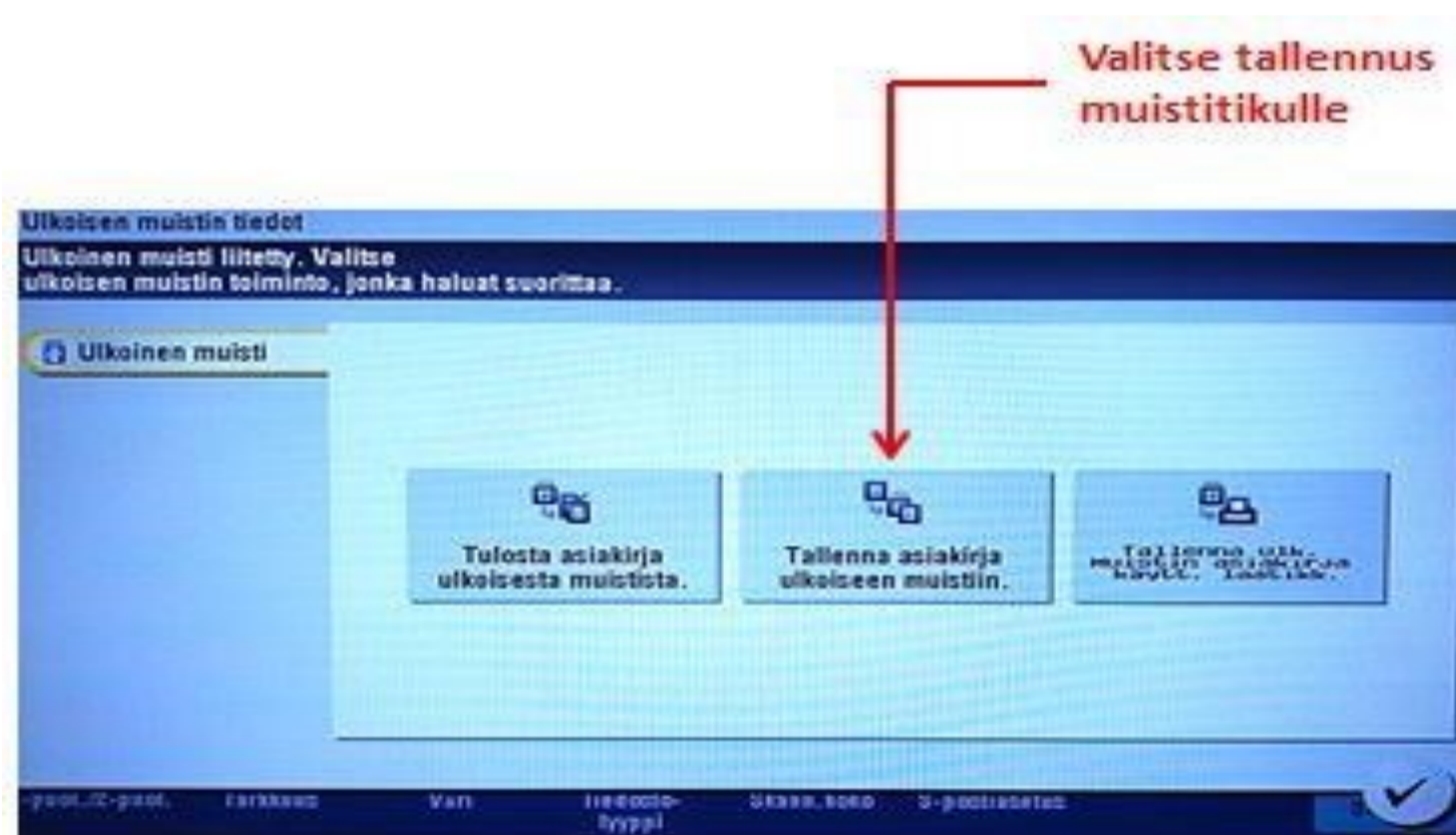You should still check that the e-mail was received.
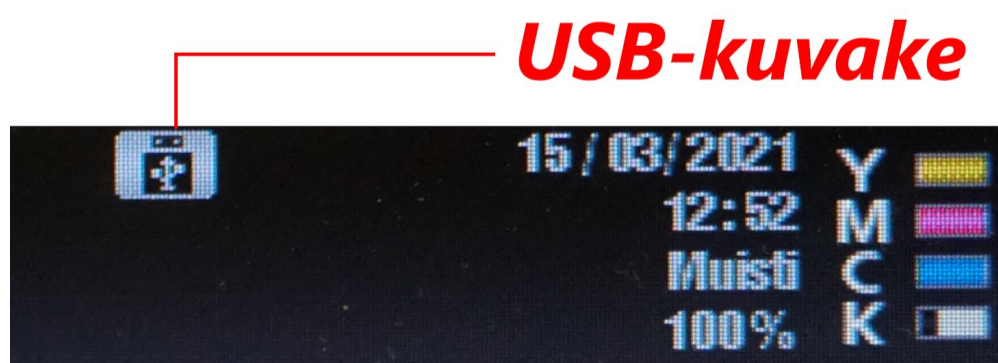
2 Scanning to memory stick

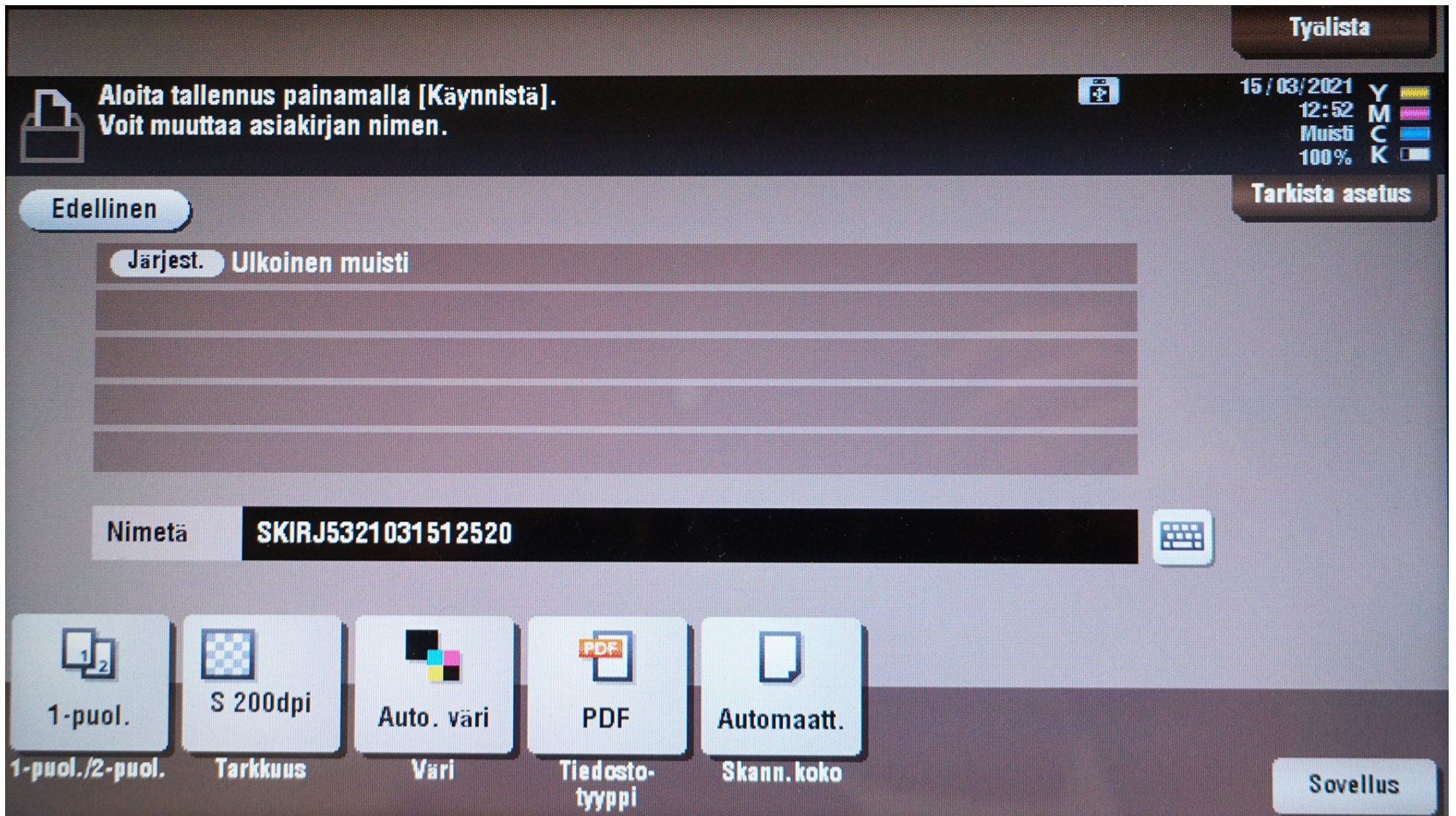1. Insert the memory stick into the USB port on the right side of the device.

2. From the function selection that pops up on the screen after a while, select **Tallenna asiakirja ulkoiseen muistiin**. **(Save the document to external memory)**

NOTE! If the menu disappears, it can be brought up by pressing the USB icon in the main view of the scan

The main view of the memory stick scan opens.

Next, see the instructions for the feeder or exposure glass:

Scanning to a memory stick via the input device:

The input device should be used when scanning standard paper-sized documents containing several pages.

Notes

Remove staples from the document before placing it in the document feeder.

Do not put postcards, photos, small paper, transparencies, photo paper or thin paper (eg newspaper clippings) in the feeder. Place them on the exposure glass.

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3. Select **Ulkoinen muisti (External storage),** and then select **Tallena (Save).** Now the scanned document is saved on the memory stick.