Scanning documents using the PDF button

1. Place your document in the scanner and press the “PDF” button on the scanner

2. Click “settings”

3. In the settings window, choose your output image type (color, grayscale, black & white), then click “file save settings”

4. Select “other” as your save location

5. Name your document and click “ok”

6. In the main application window, click “scan” to start scanning your document, repeat this step for each page you want to scan

7. Click “finish” to save your document