

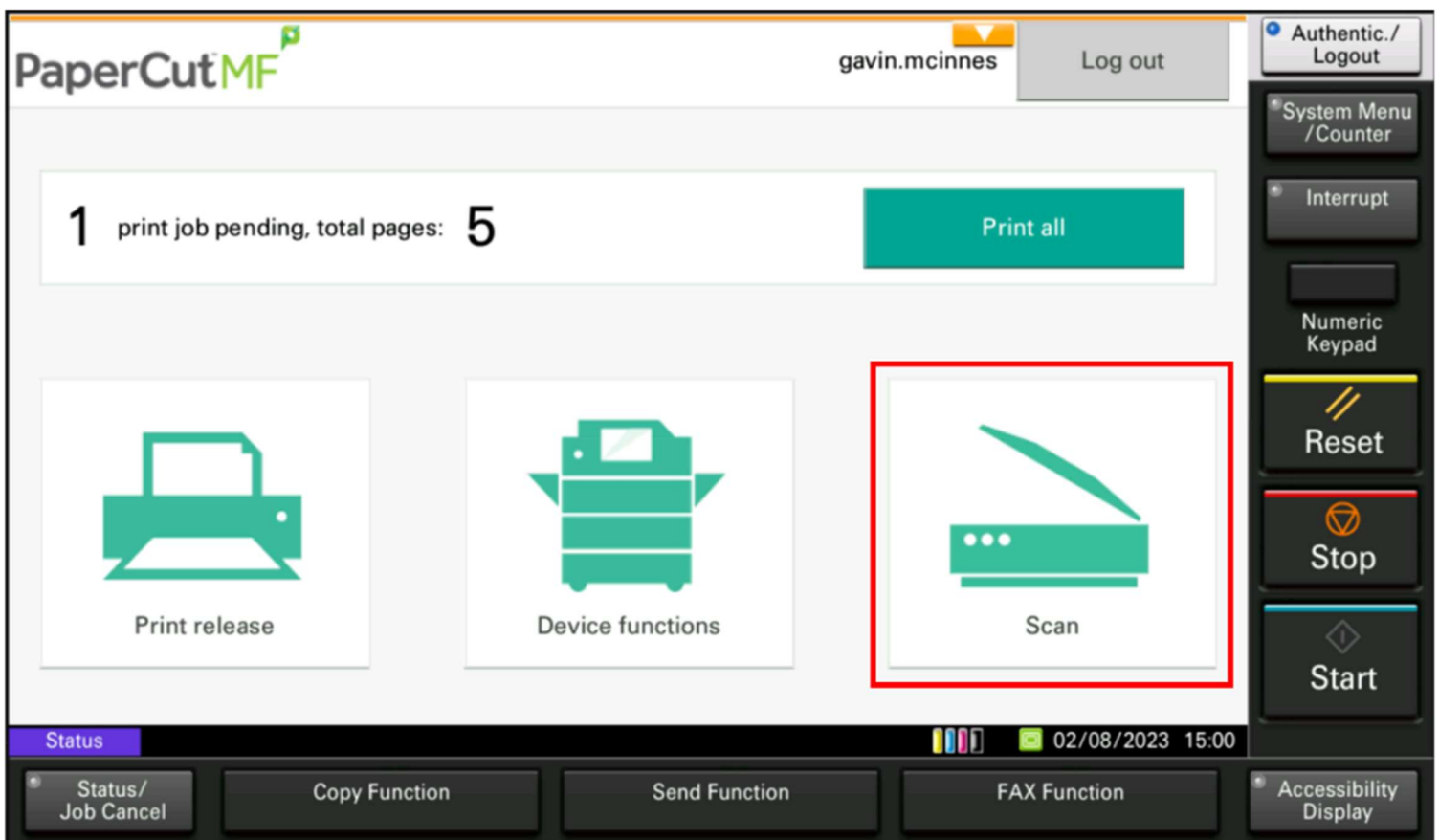
# PaperCut

## Scanning

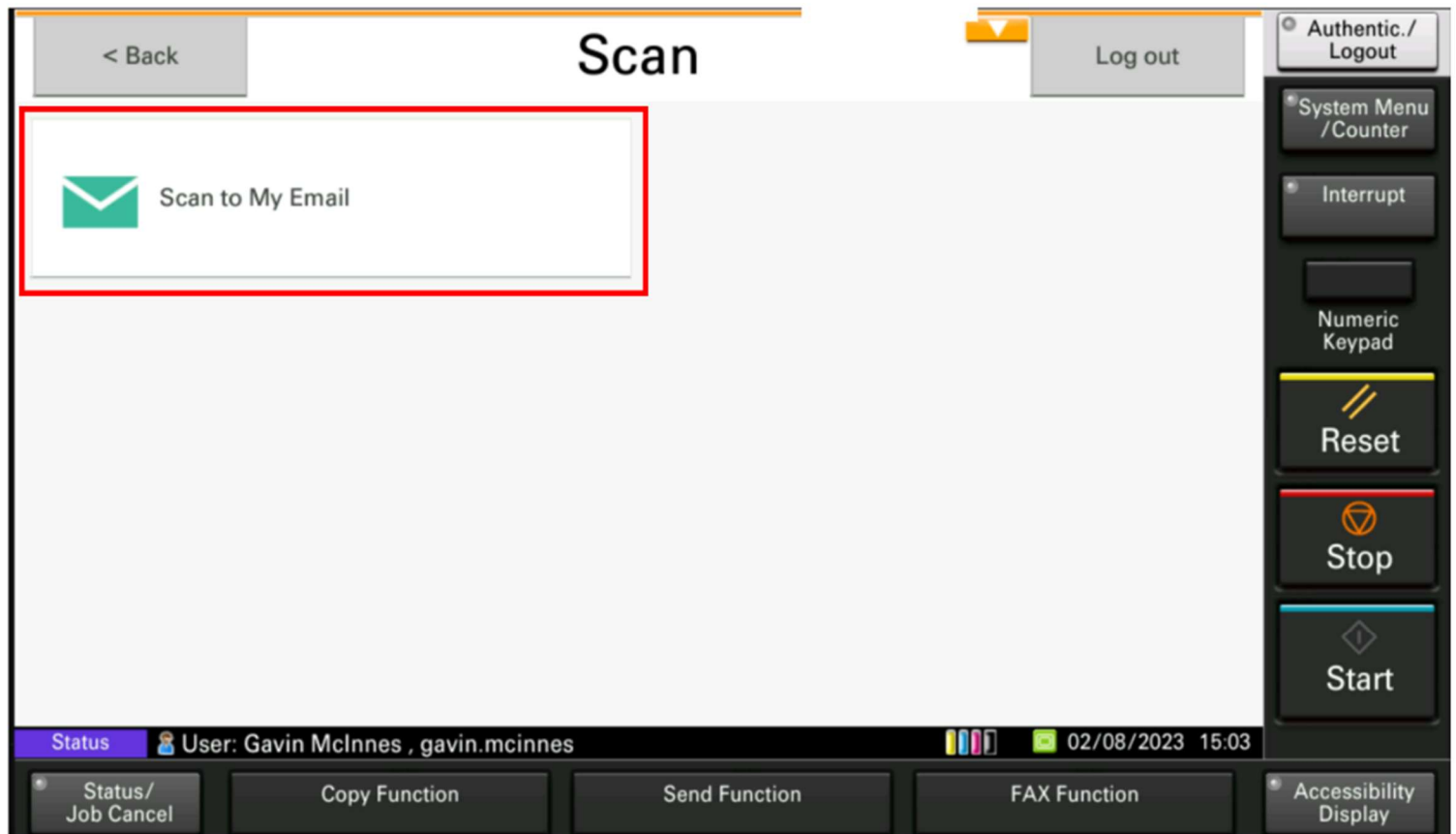


To access the scanning function, login to the device by your preferred method.

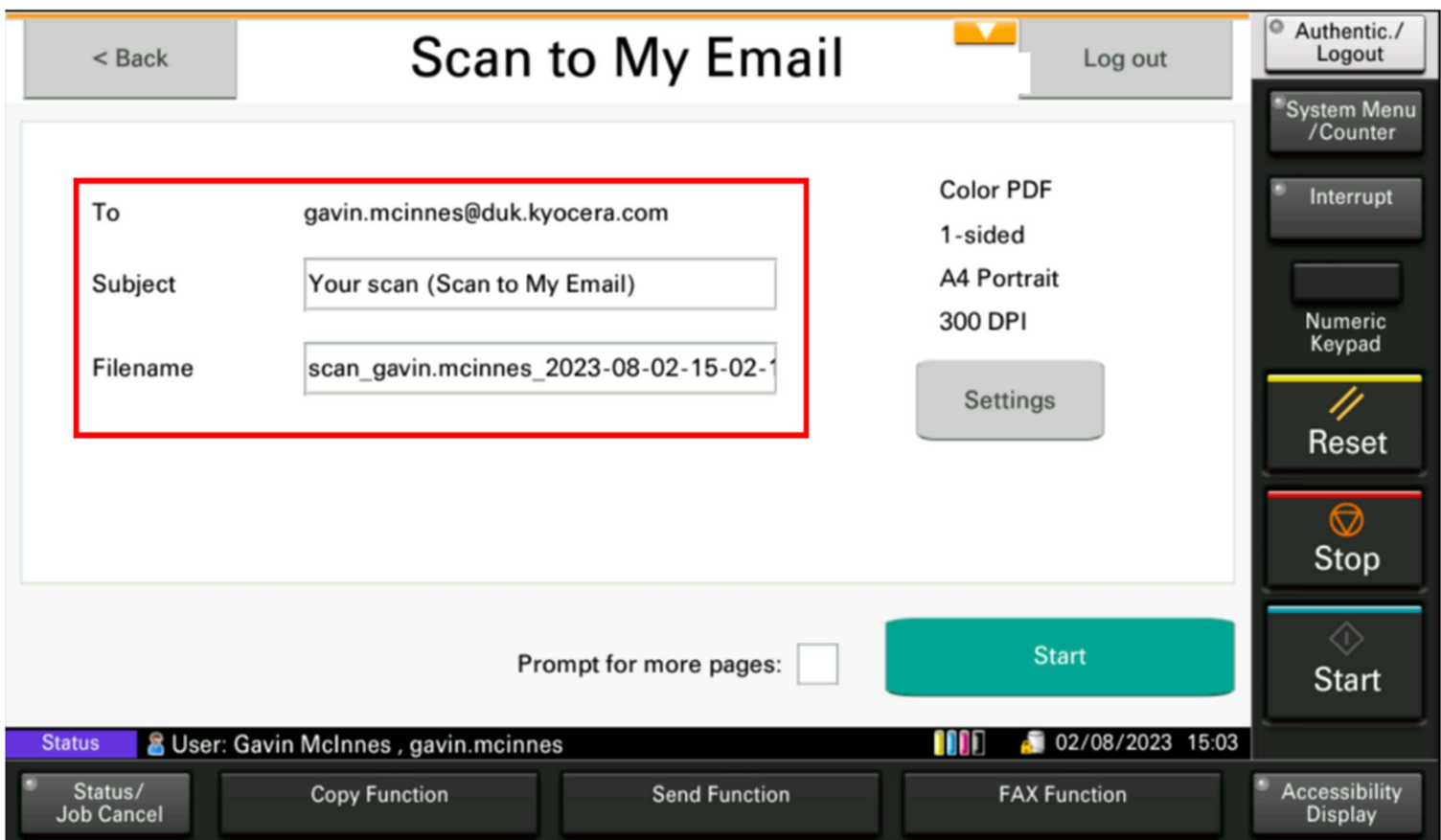
- I. From the functions screen, touch the 'Scanning' button.



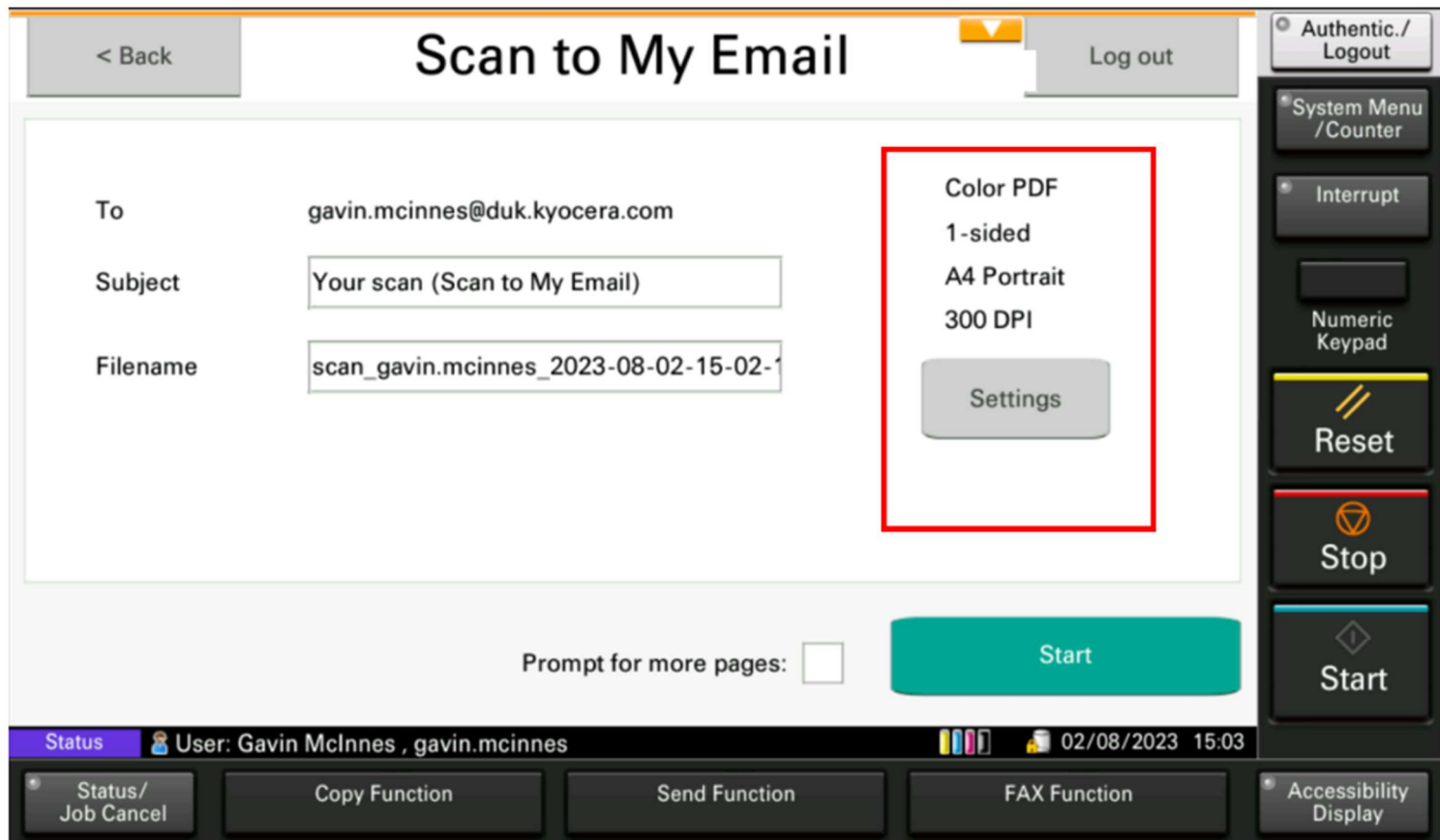
II. Your scanning destinations will now be displayed.



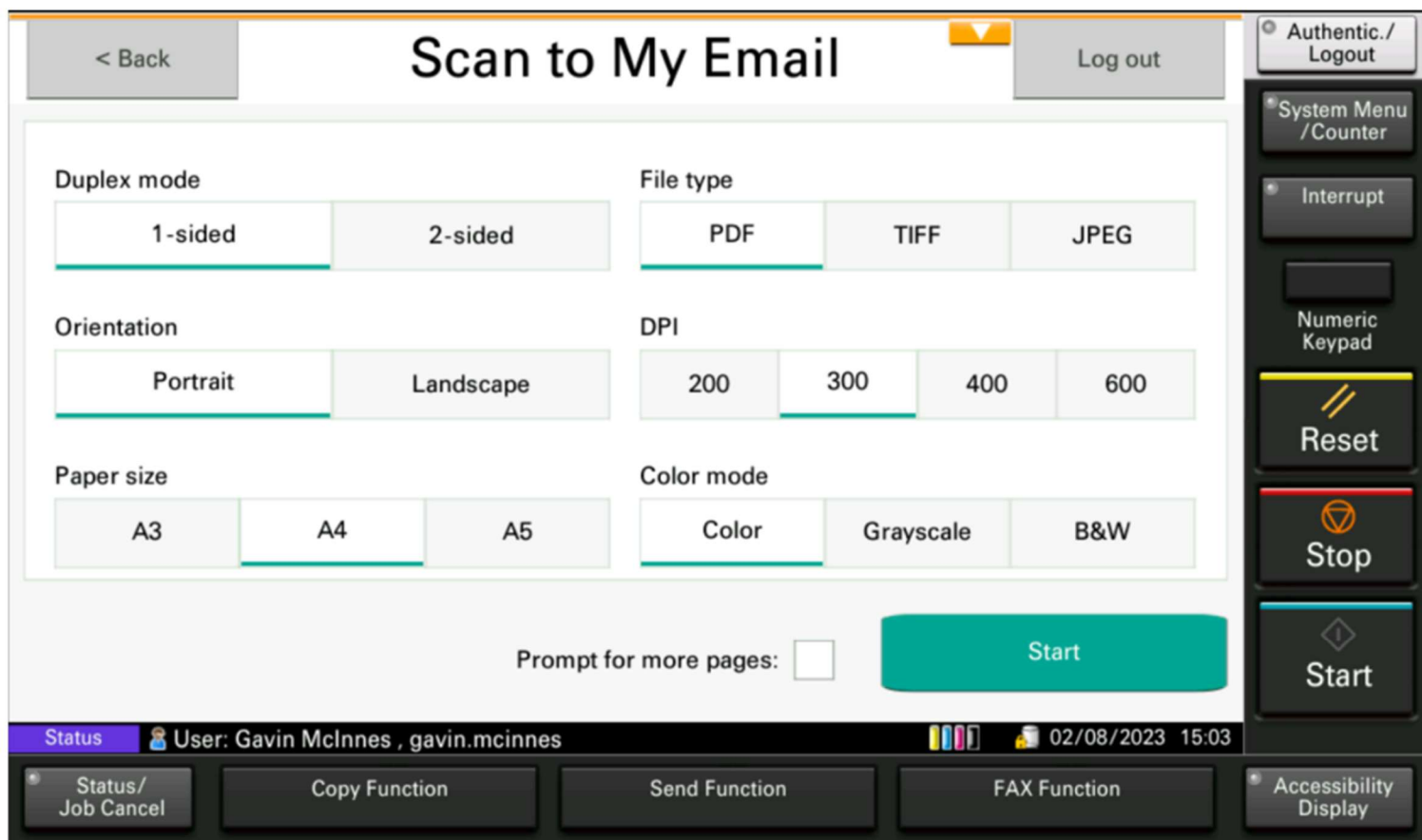
III. Your scanning information will now be displayed.



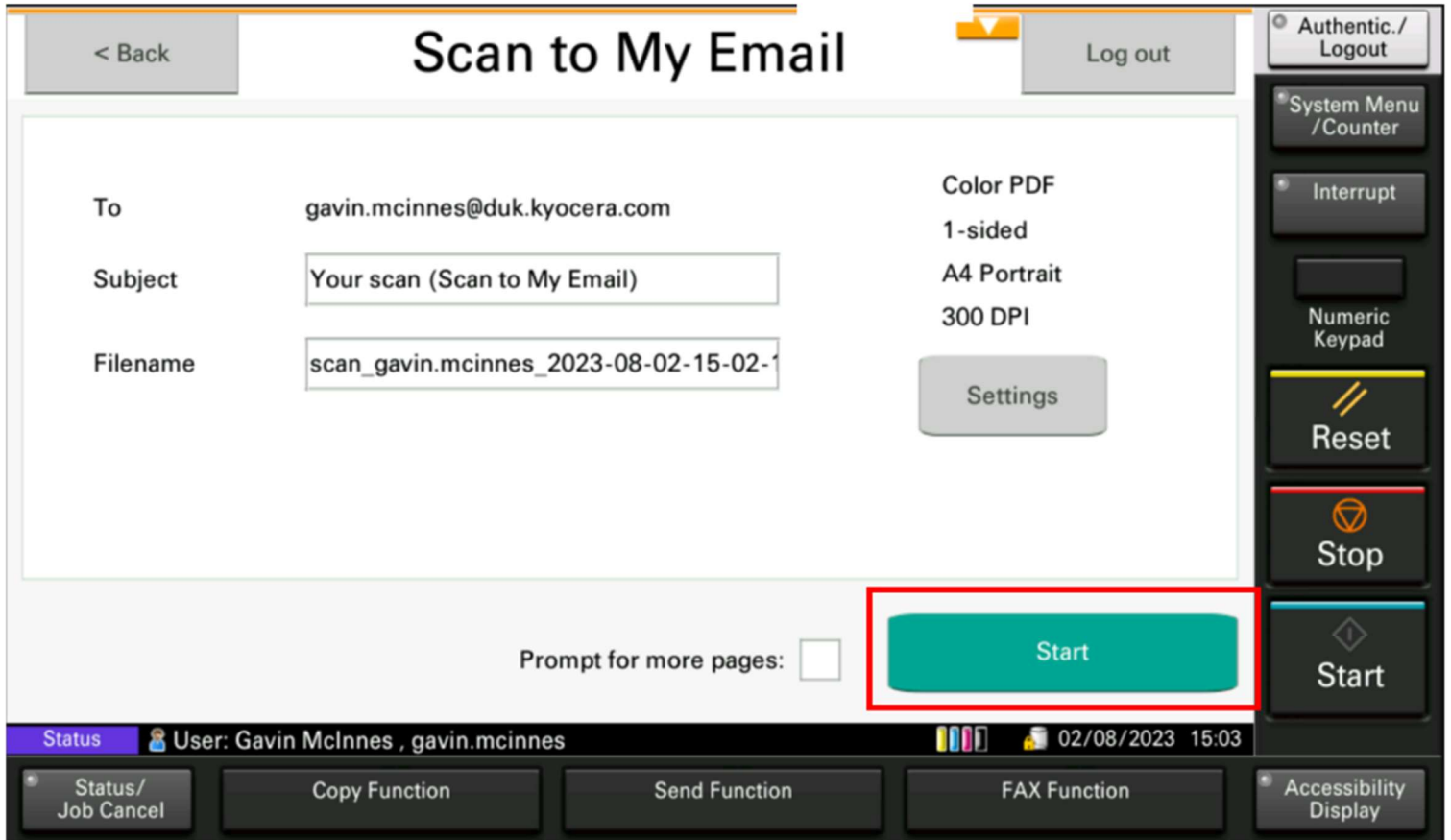
IV. To change any of the scanning parameters, touch 'Settings'.



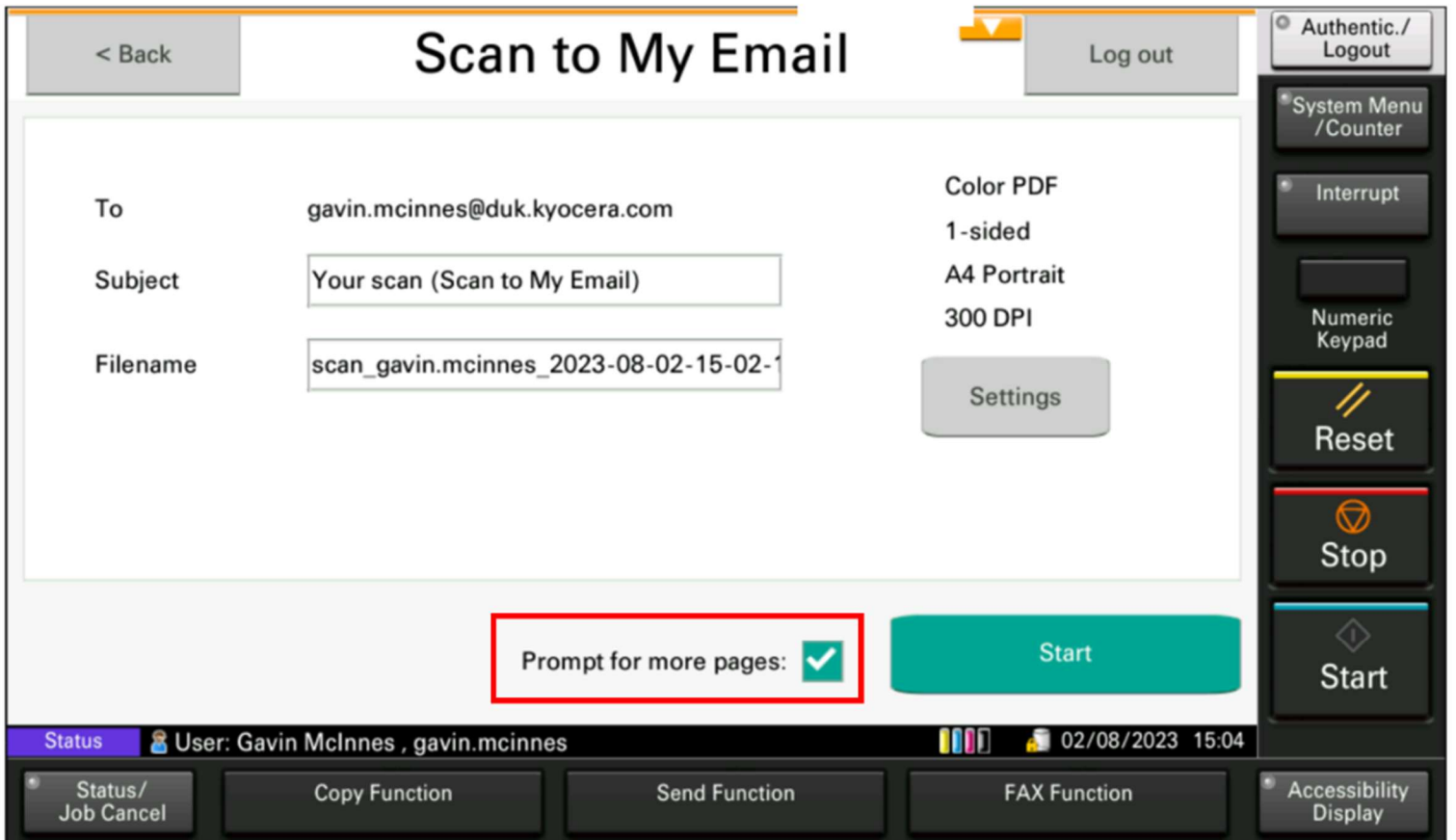
V. From here you can change colour, file format, double sided, resolution etc.



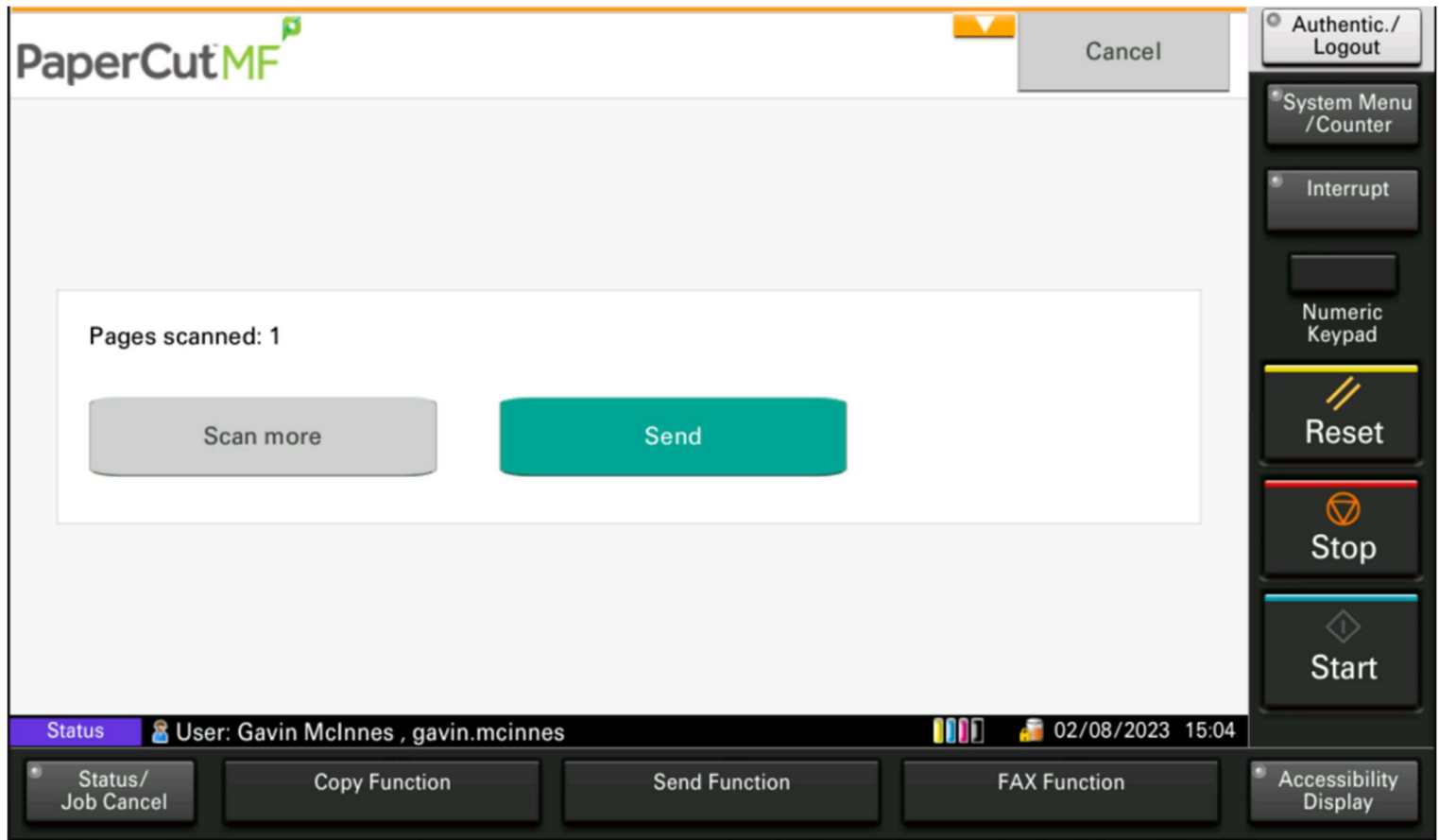
VI. Once all the settings are correct, load your originals in the document processor or place, face down, on the glass and touch 'Start'.



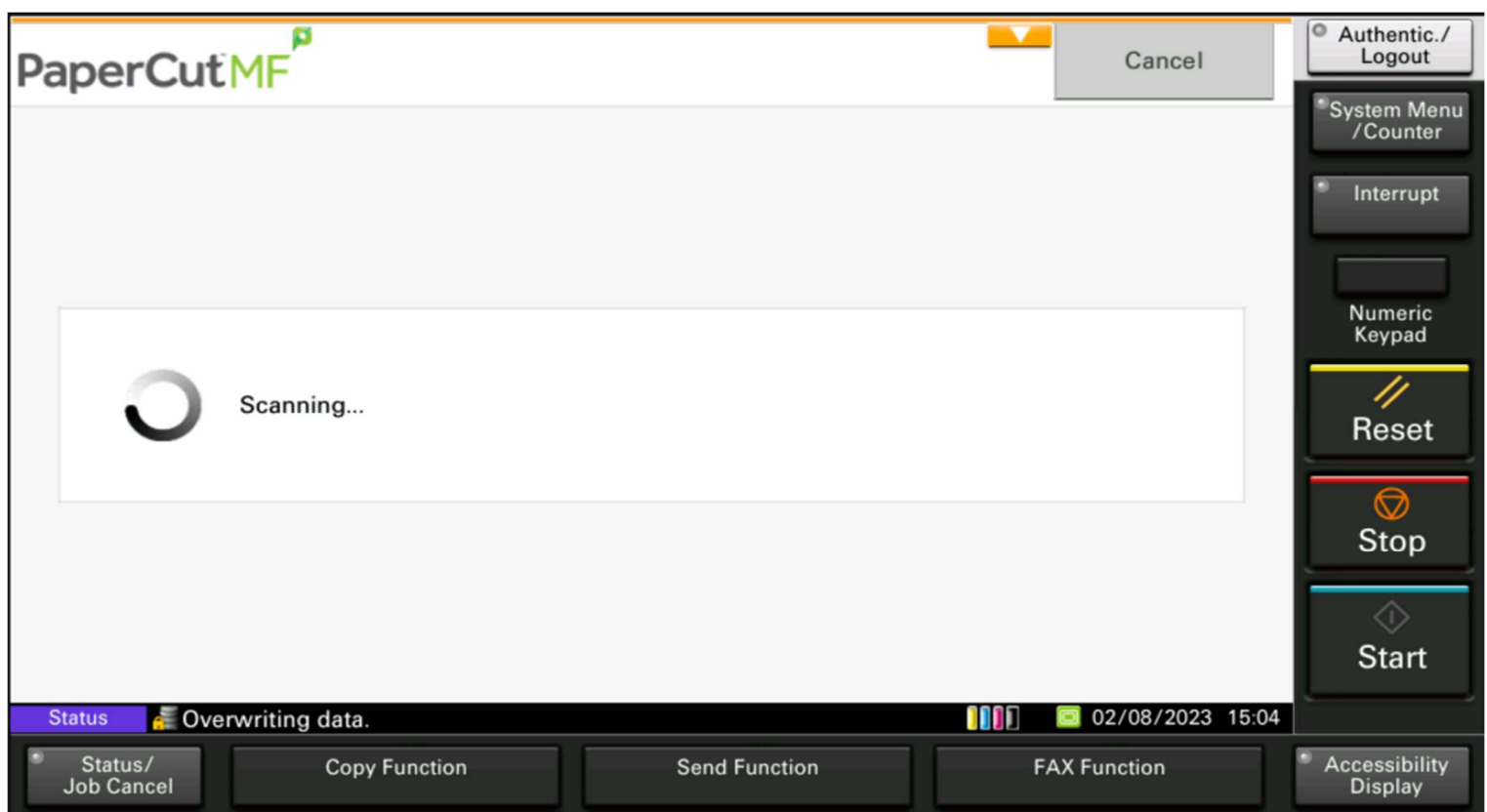
VII. If your original documents have too many sheets for the document processor or are stapled or bound, select 'Prompt for more pages'.

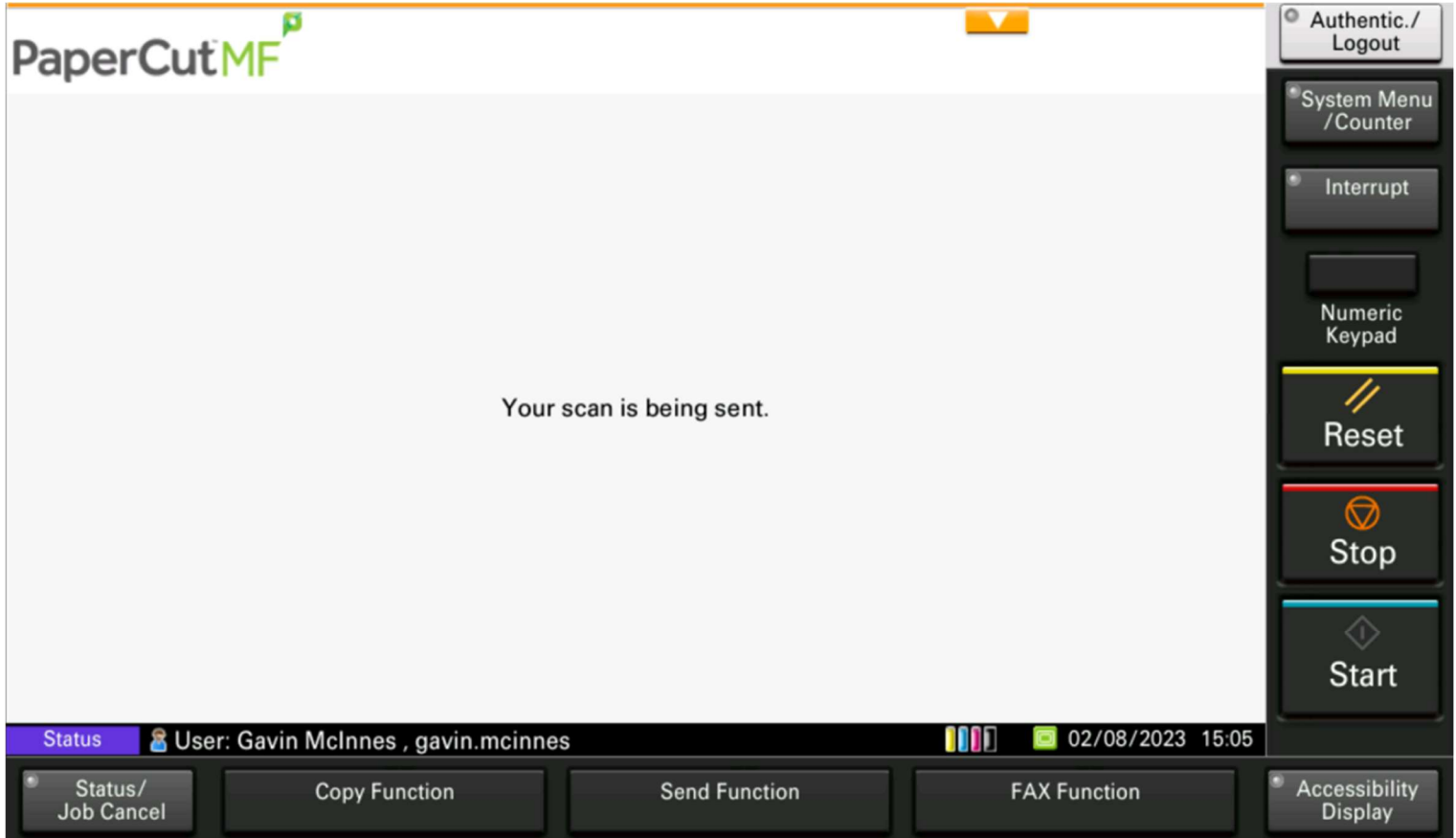


- VIII. If using the document processor, split the document into manageable bundles and load with page 1 face up. If original is bound or stapled, place page 1 face down on the glass and press 'Start'  
The first pages will be scanned, and you will be prompted 'Scan more'  
Once the final page has been scanned, touch 'Send'.



- IX. When scanning is in process, the following messages will be displayed.





X. Your scan job will have been sent and you can now log out.

KYOCERA Document Solutions UK  
Eldon Court, 75-77 London Road,  
Reading, RG1 5BS

Web: [www.kyoceradocumentsolutions.co.uk](http://www.kyoceradocumentsolutions.co.uk)