

Scanning Documents(Fujitsu)

1. Insert the document into the scanner UPSIDE DOWN AND BACKWARDS
2. Hit the blue button on the scanner labeled scan.
3. Click save to folder on the computer screen.
4. Change the filename to desired name.
5. Make sure folder is the appropriate location.
6. Click save.
7. To email your scanned files YOU MUST USE OUTLOOK ACCESS ONLY LOCATED ON MYCAUNJ.ORG, do NOT use 2x.