Scanning Directions
1. Press the "Send" button
2. Click on the address book and find your name.
Optional - If you are using the tray to scan something 2 sided press "2-Sided Original" then "Book Type"
3. Press "send settings" and click in the name box and type the name of the file.
4. If you are copying on the glass put the first page down and press the **GREEN COPY BUTTON**.
5. After copying page 1 change the Document Size to "LTR" . Sometimes it will ask the size every time.
6. MAKE SURE to press the **GREEN COPY BUTTON** for each new page.
7. Press done when you have finished scanning everything for this document.
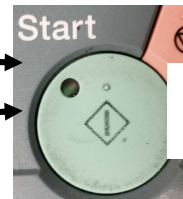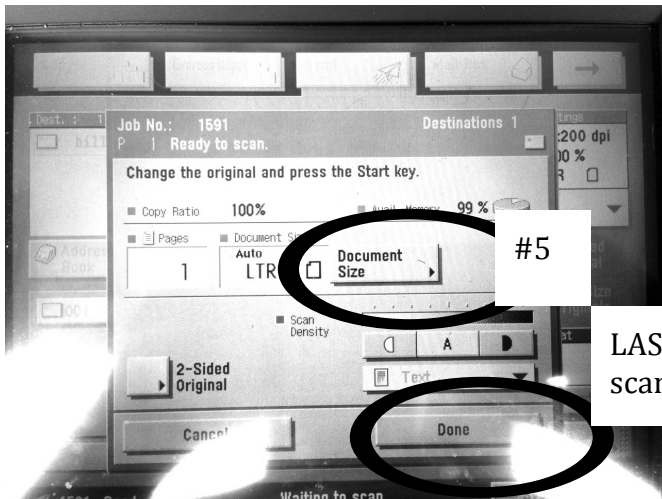
LAST STEP – Don't press "Done" until you have scanned every page.
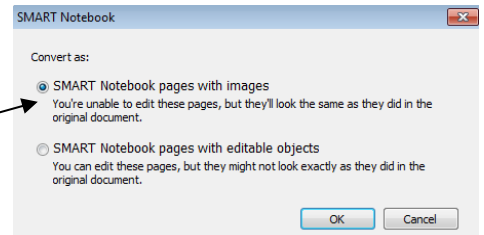
To create a Smart Notbook file, open your scanned pdf and go to File – Print.
Choose the "Smart Notebook Document Writer." At the next menu chose "Smart Notebook pages with images.
Make sure to use "Save As" in your new notbook file to save it to where you want it.