

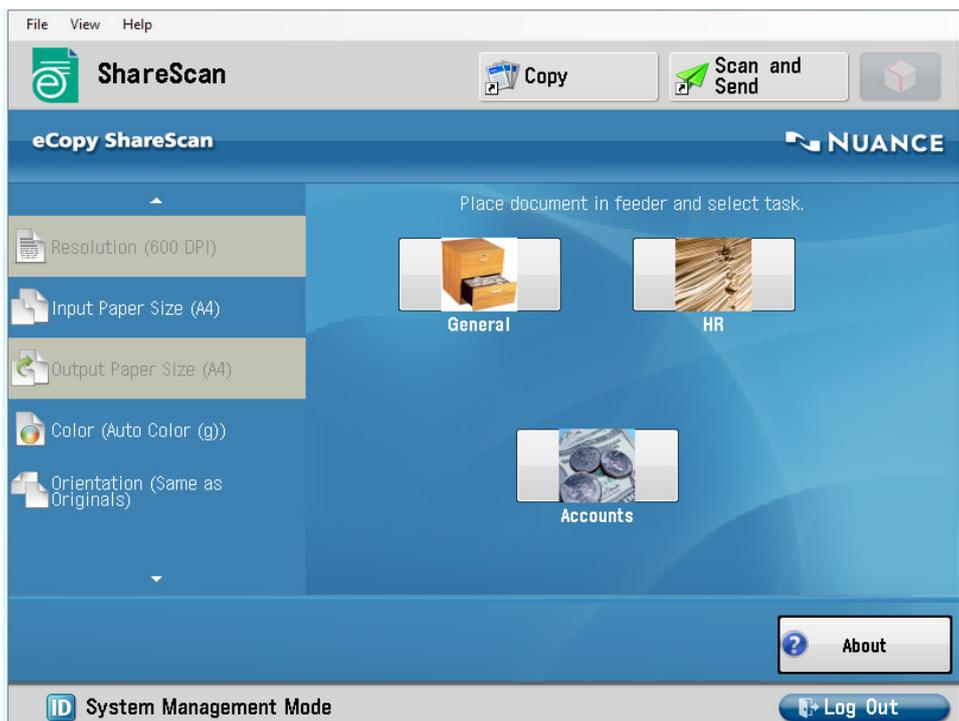
Step 1

Select the ShareScan Icon



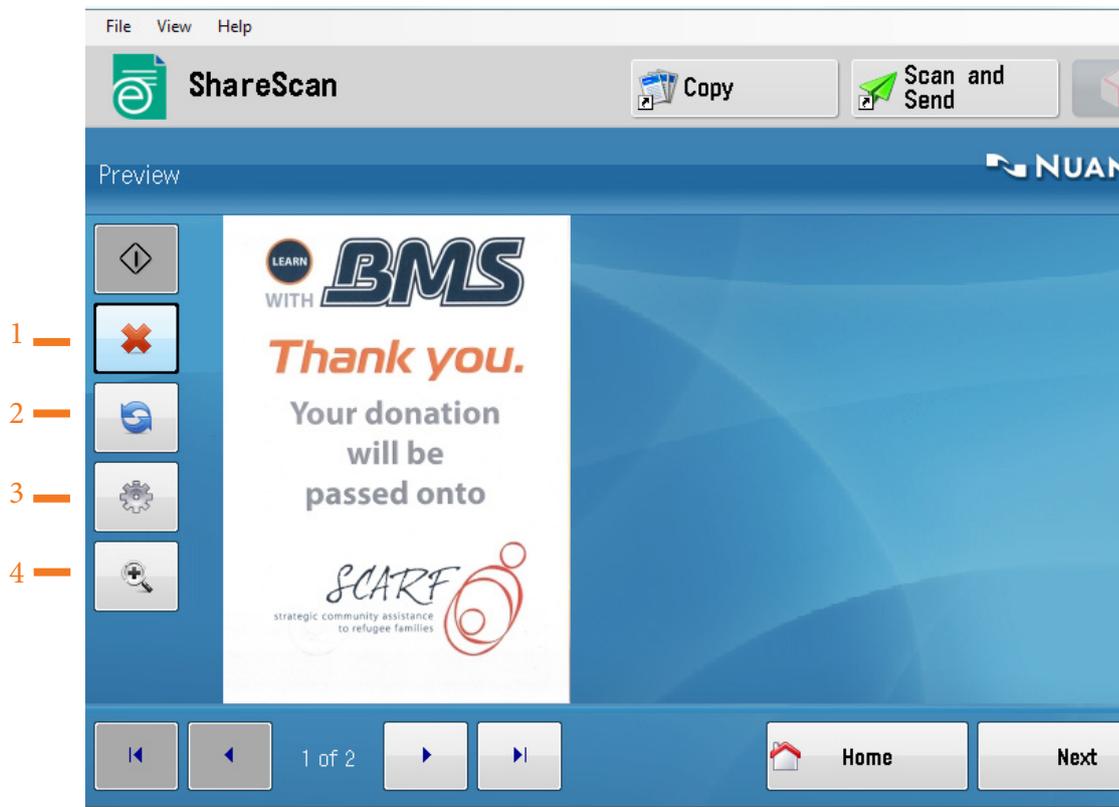
Step 2

Select the scan folder, then the green start button



Step 3

Select symbols on the left to make changes from the default settings

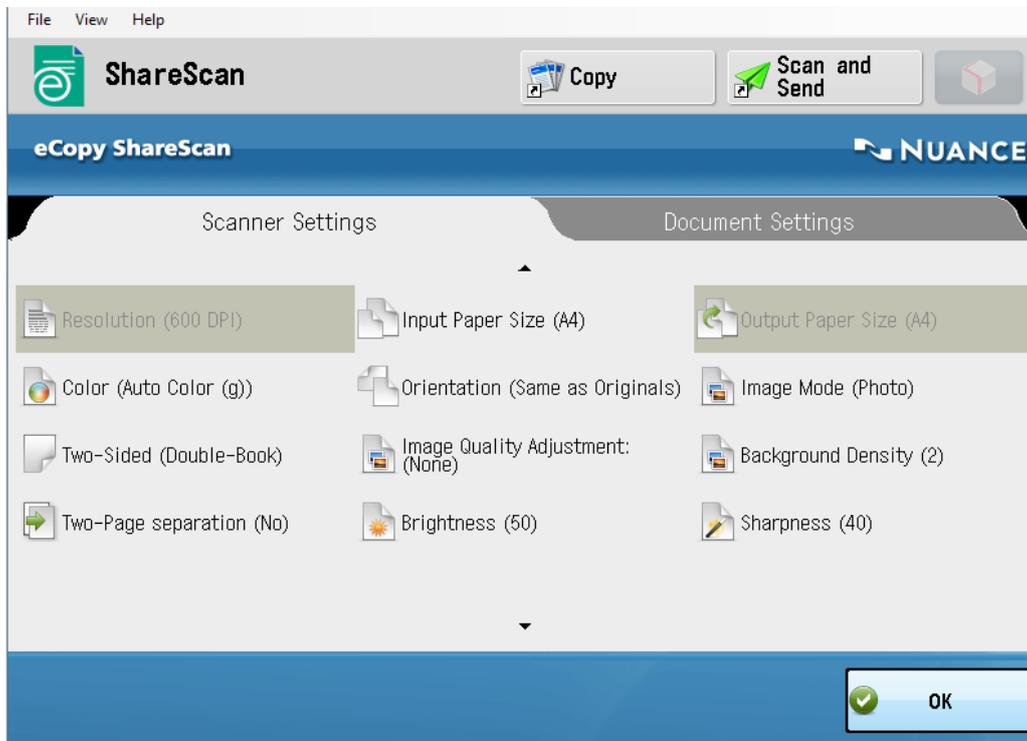


- 1 Delete page
- 2 Rotate page
- 3 Scanner & document settings
- 4 Enlarge document

Search through the pages. Blank pages will be included in preview window, but will be removed once sent

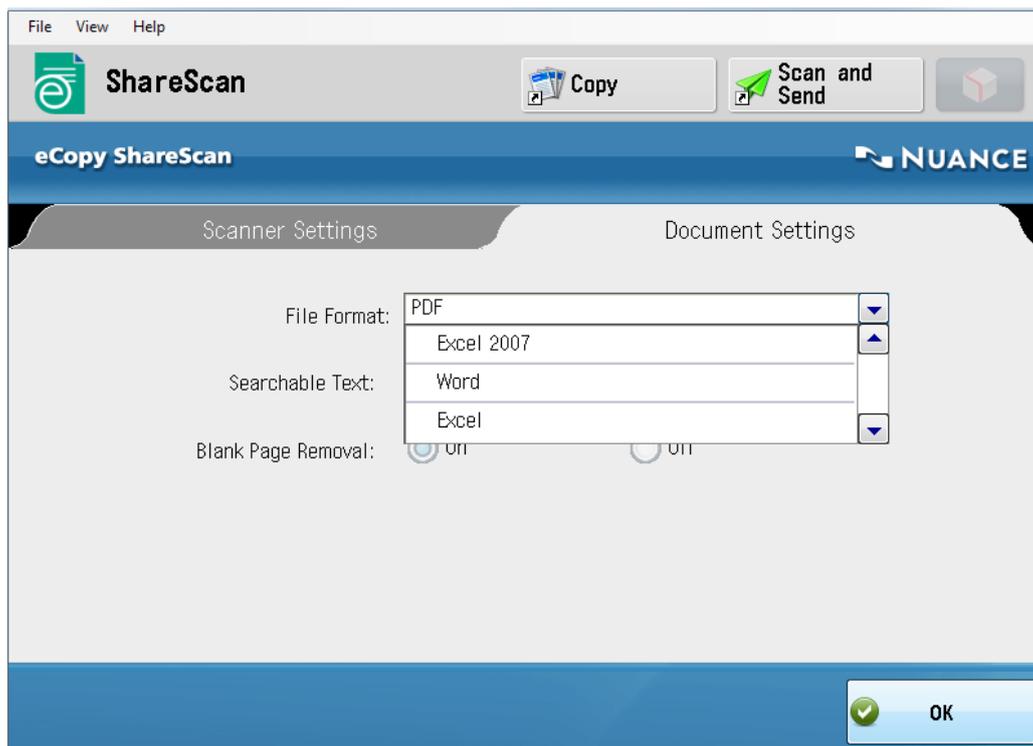
Step 4

Choose your preferred scan settings eg: Resolution, two sided printing, page separation & density



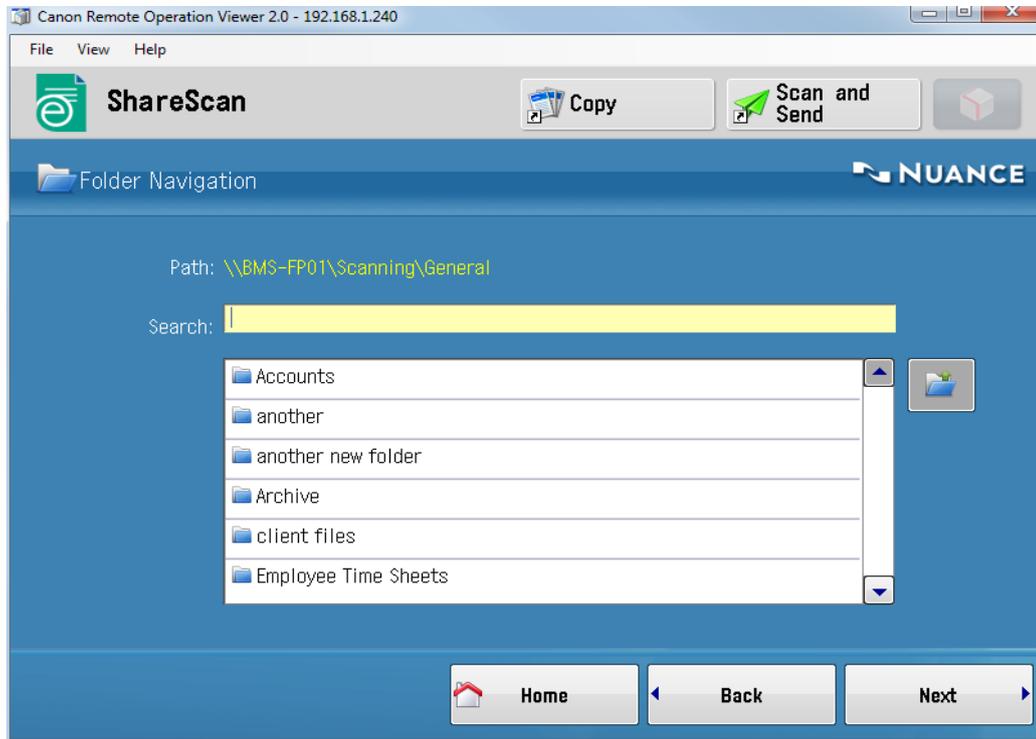
Step 5

Choose your desired file format eg: Searchable text, blank page removal, Tiff, JPEG, PDF, Word, Excel or XPS



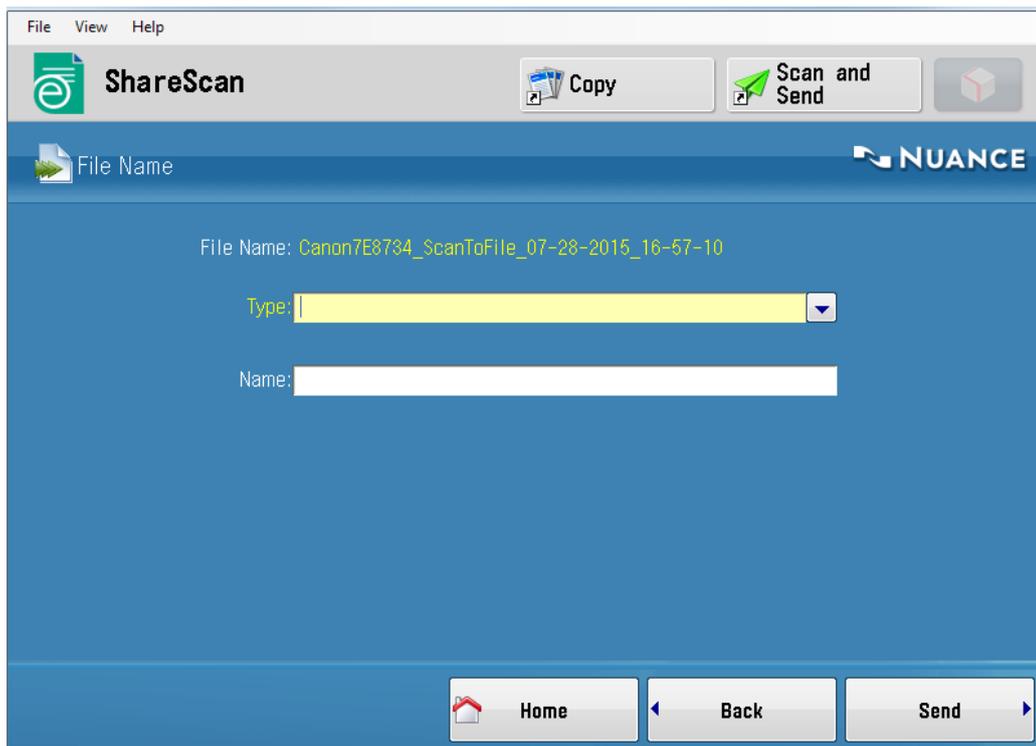
Step 6

Drill down and choose your file path



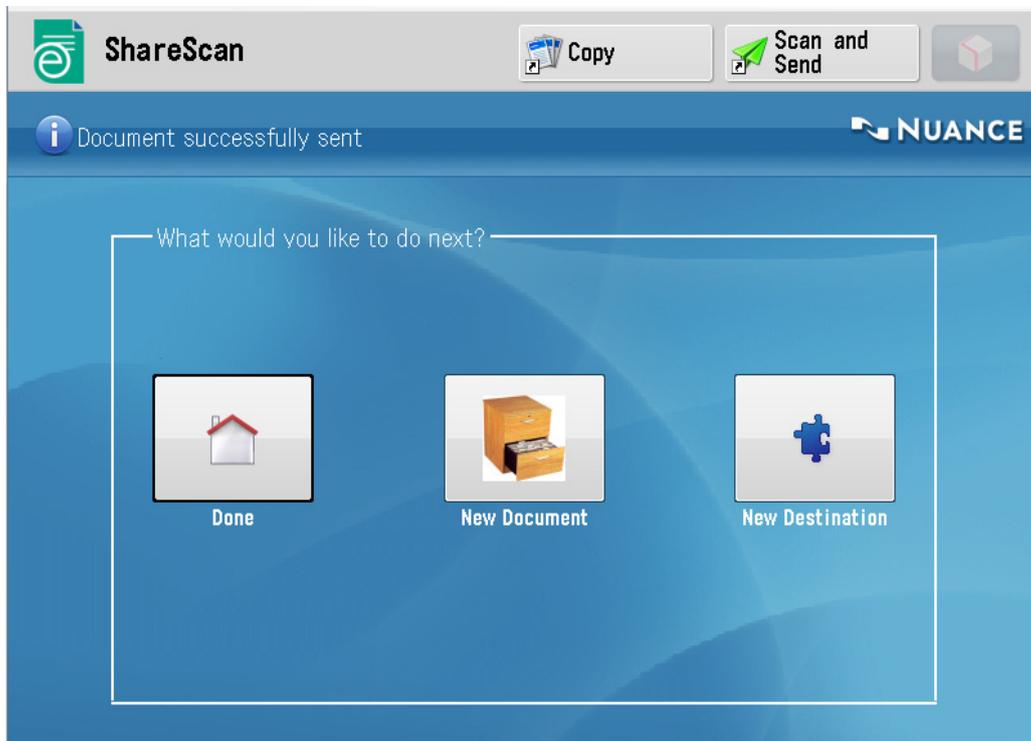
Step 7

Add a file name/ job number to your document if you wish.



Step 8

Complete by selecting done



Complete!

Please contact us if you have any further questions
(Don't forget to quote your BMS ID number,
found on the sticker on the front of your machine.)



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