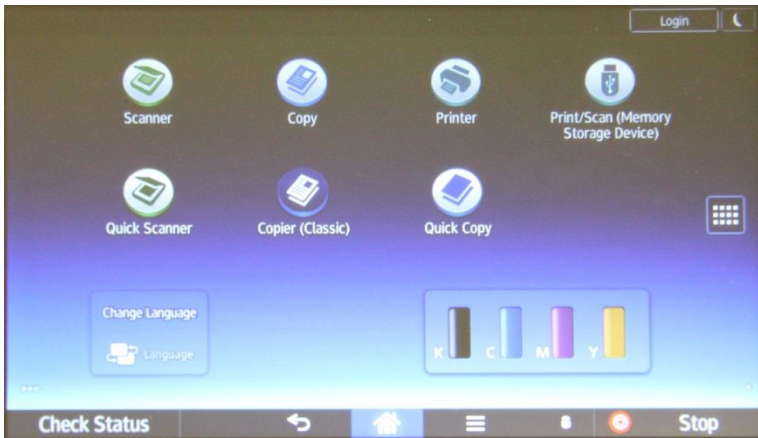


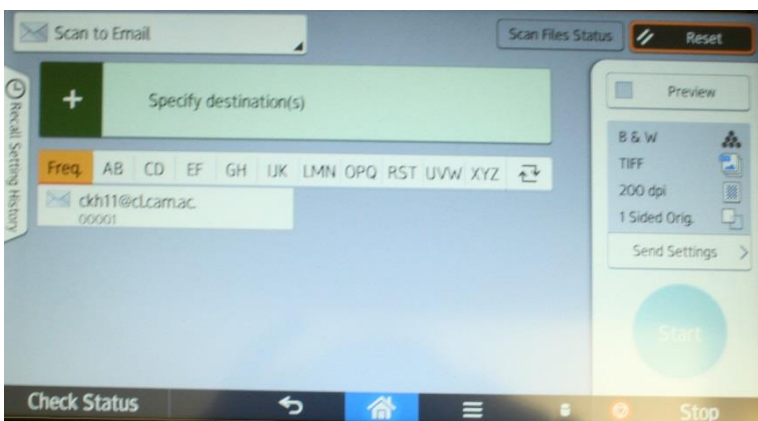
Quick guide to elm



Elm has a touch screen, you should start on a screen that looks like this. If you don't see this screen then swipe left or right until you do. This is the **Home** screen.

Scanning to email

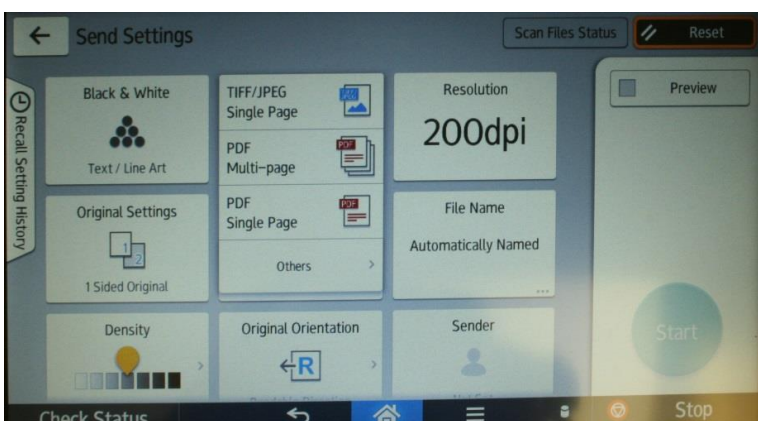
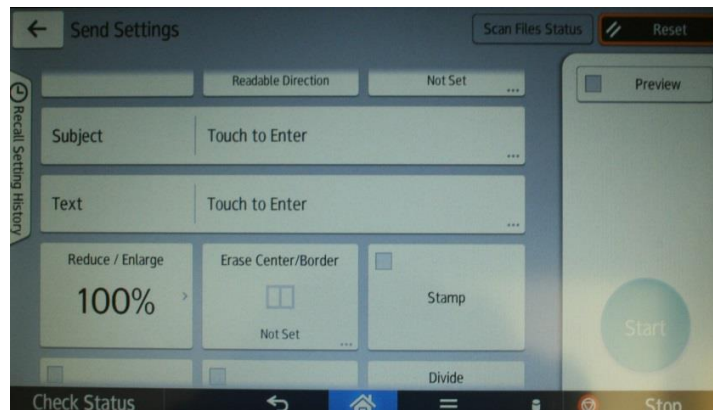
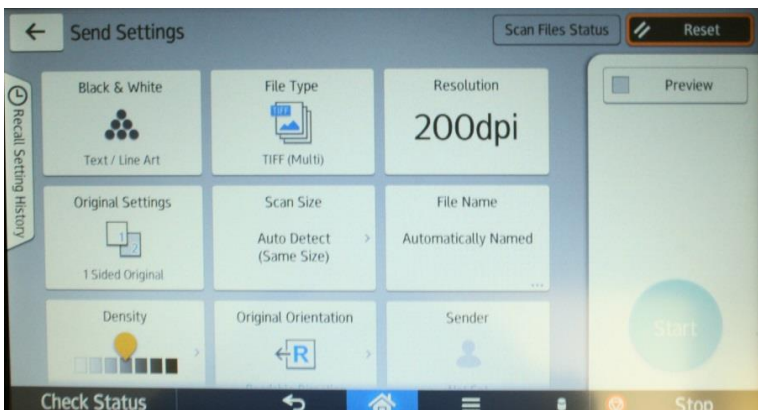
Touch **Scanner** and you will be presented with one of the following screens (depending on where the previous person left it) – the **Destination** screen, or the **Send Settings** screen.



To get to the **Send Settings** screen from the **Destination** screen touch **Send Settings** on the right side.

To get to the **Destination** screen from the **Send Settings** screen touch the left pointing arrow at the top left.

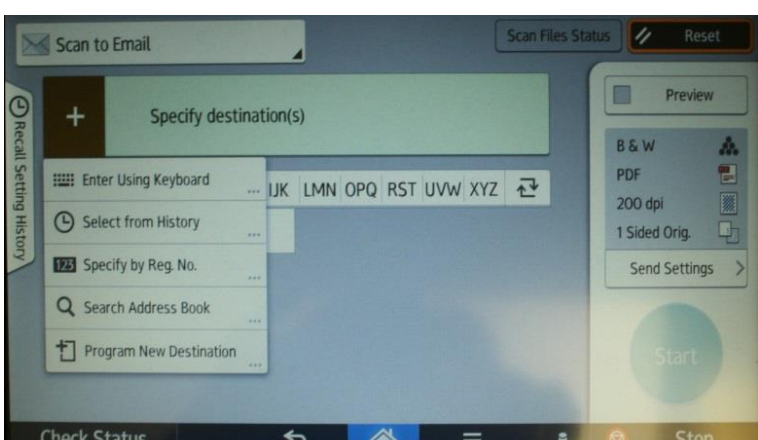
The **Send Settings** screen is where you can alter things like B&W versus colour, the file type (Tiff versus PDF), the Resolution, the File name etc. This screen is scrollable, scroll down for more options, as shown.



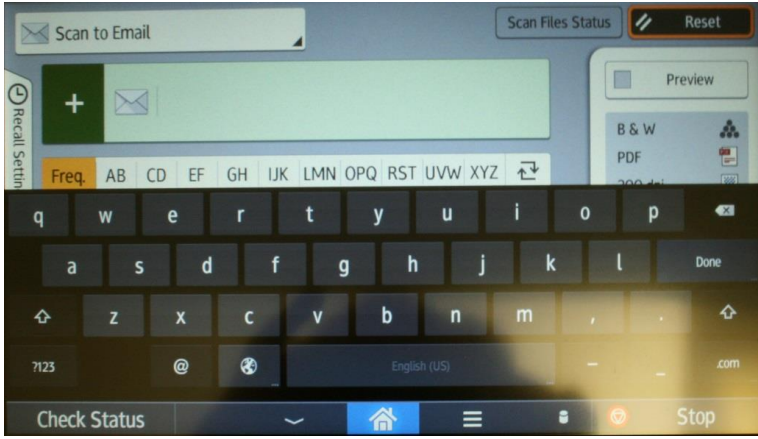
Suppose you want to change to a PDF scan, touch the **File Type** button and a list of options will pop up. You can then touch eg **PDF Single Page**.

When you are happy with the Send settings move back to the Destination Screen (left pointing arrow in top left).

If your required destination is already in the address book then select it from the bottom half of the screen. If it is not then you can either enter a one-off destination or you can insert it into the address book and then use it from there. Touch the **big + sign**.



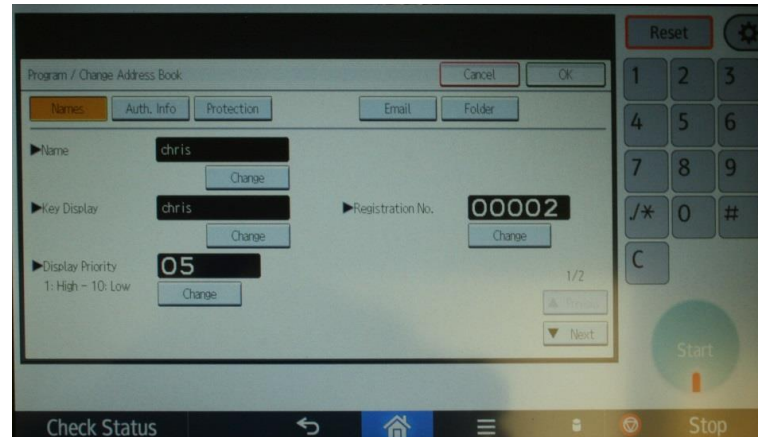
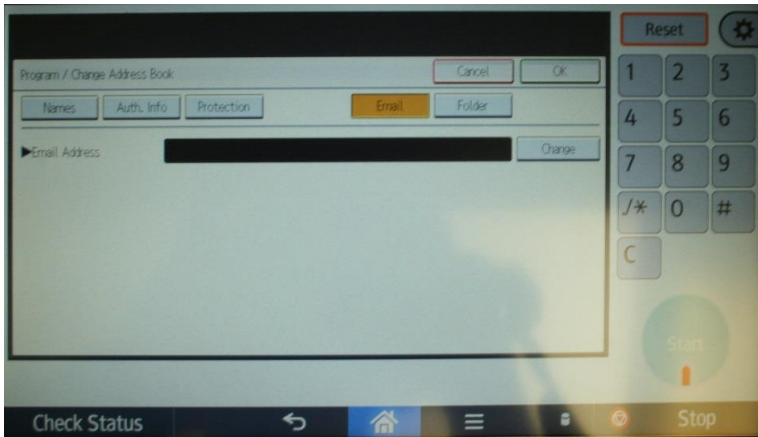
If you want to enter a one-off destination that you will not use again then select **Enter Using Keyboard**, a keyboard will appear that you can use to type in an



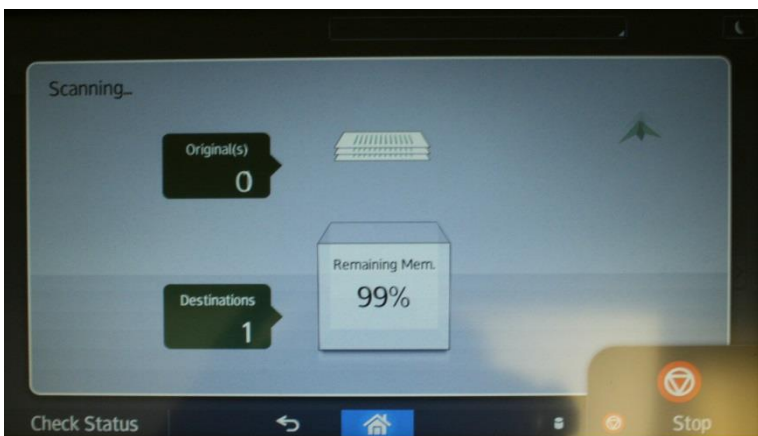
address. Once you have done that press the **Circular Start button** on the right and scanning will start.

Note that you can either place the documents you want to scan directly on the scanner glass by opening the lid, or you can scan multiple pages by placing them in the document feeder at the top.

To add an entry to the Address book for future use, select **Program New Destination** and the **Program/Change Address Book** screen will appear. Press **Change** and a keyboard will appear to allow you to type in the address you want to store. Then press the **Names** tab to get the Names screen. Press **Change** under the **Name** field and a keyboard will appear to allow you to enter a name to associate with that address (it will also automatically appear next to Key Display as shown, but they don't have to be the same).



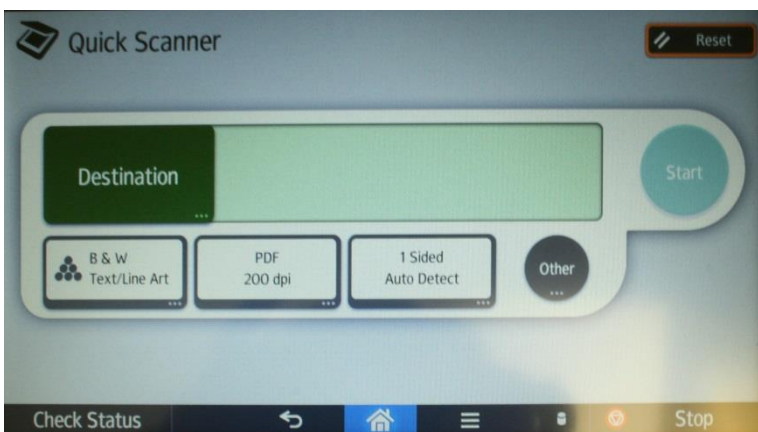
Press **OK** at the top and you should be taken back to the Destinations screen. The name you just entered will appear in the address book area at the bottom of the screen. Select it, and then press the **Circular Start button** on the right and scanning will start.



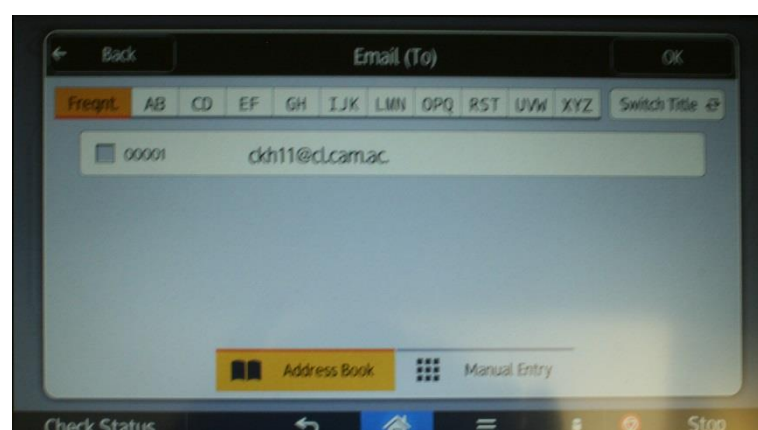
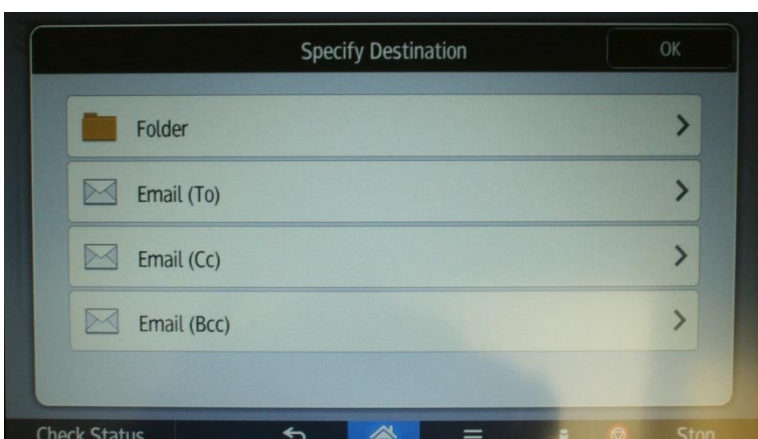
This screen will appear while scanning takes place.

Quick Scanning

As an alternative you can select Quick Scanning from the top level screen.

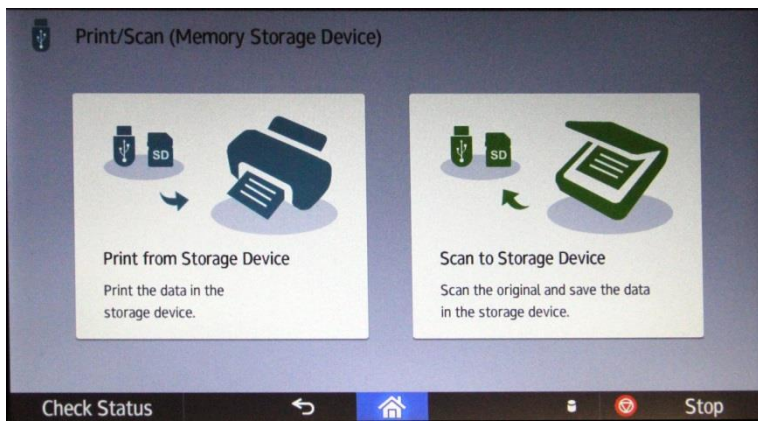


Most of the settings are preset, but you can change them. Select **Destination** and the **Select Destination** screen will appear. Select **Email (To)** and initially it will show the **Address Book** (note that this is in Orange at the bottom of the screen) from which you can select, or you can select **Manual Entry** to type in an address. This will take you back to the initial **Quick Scanner** screen, and pressing the green **Start** button will start the scan.

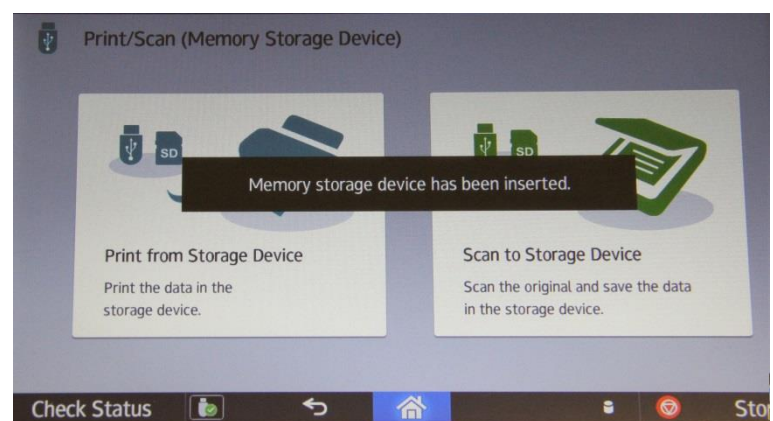


Scanning to memory stick

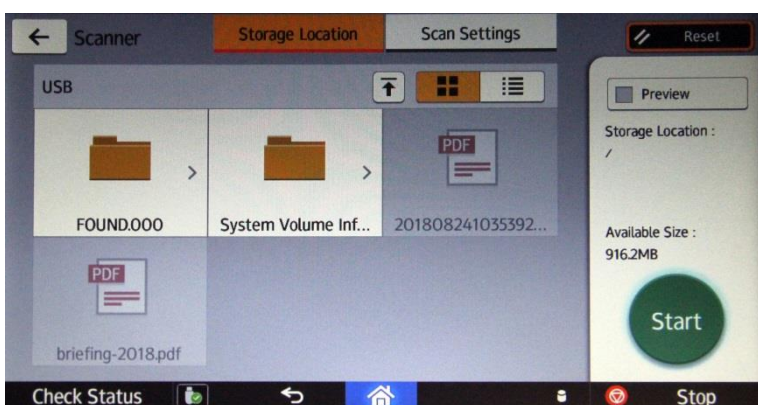
The initial **Home** screen features an icon called **Print/Scan (Memory Storage Device)**. If you select that you get a screen which offers a choice between Printing and Scanning from a storage device.



The place to insert the memory stick or other storage device is on the side of the screen as shown. When a stick is inserted an acknowledgment message will appear.



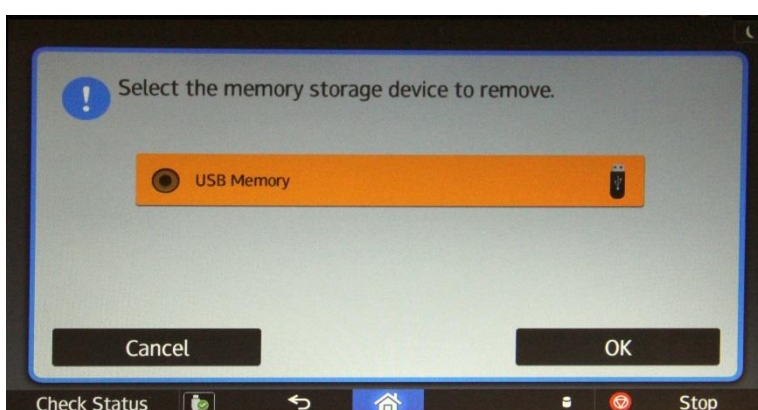
Selecting **Scan to Storage Device** takes you to this screen. Touch the **USB** icon to confirm.



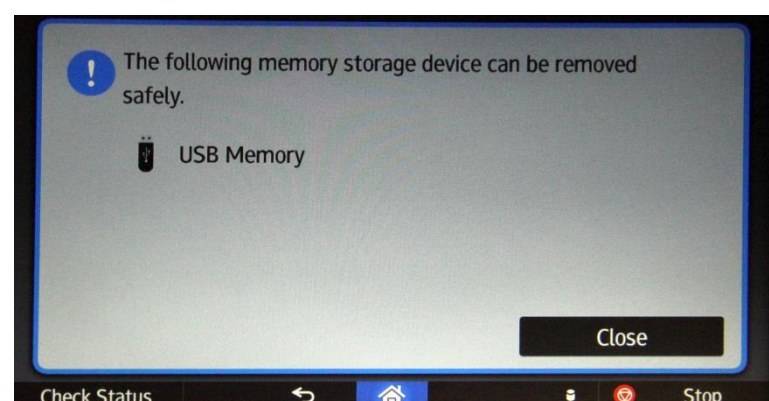
This takes you to a screen showing the contents of the memory stick. You will probably want to touch the **Scan Settings** icon at the top which takes you to the standard **Scan Settings** screen (as above under Scanning to Email) which will allow you to adjust the resolution, set the file type, name the file etc.

As with Scanning to Email above you can scan multiple pages from the top document feeder, or single pages from the scanner glass by opening the lid.

Press the circular green **Start** button to start.



Remember, to remove the storage device safely click on the USB icon on the bottom left (next to **Check Status**). This will ask you to select the device you want to remove, and



confirm when it is safe to remove it.