

Basic scan instructions

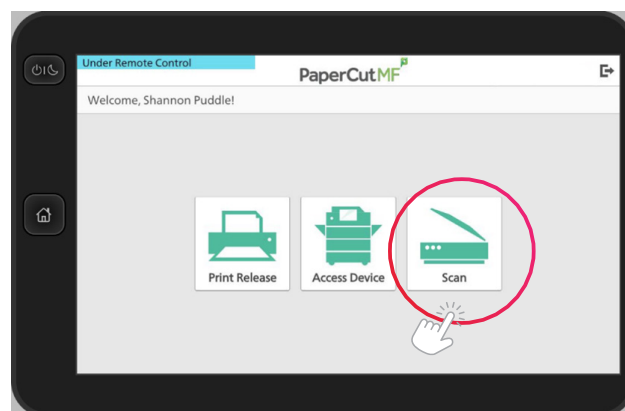


How to scan

1. Login to the printer

2. Select **[Scan]**.

Your scans will only be delivered to your
@tqstudent.edu.au or
@tafeqld.edu.au email address

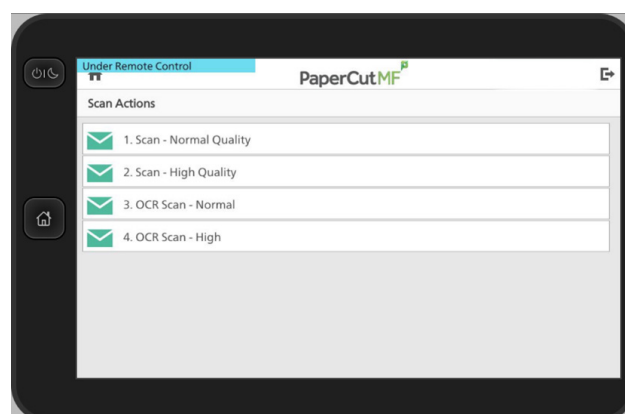


3. Select a scan type.

Option 1 is best for most normal jobs.

Option 2 produces a higher quality scan if the standard quality is not sufficient.

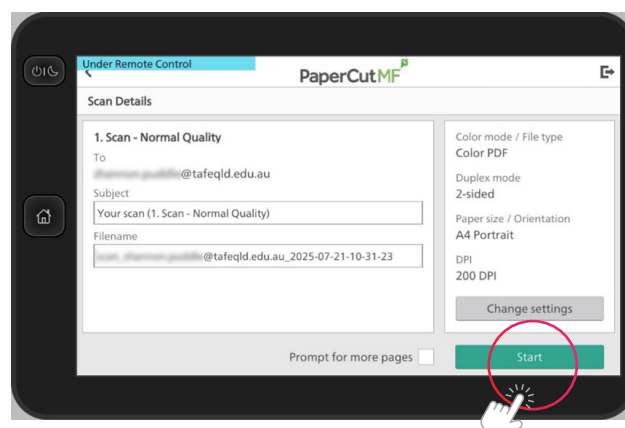
Options 3 and 4 allow your documents to be text searchable.



4. Use **[Change Settings]** to adjust any settings required before pressing **[Start]**.

Students: If you are scanning over 50 greyscale pages, change color mode to greyscale.

5. Finally, use the **[Logout]** button in the top right of screen to sign out of the printer ready for the next person.



If you need more support,
scan the QR code
or visit our website at
tafeqld.edu.au/technical-support

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