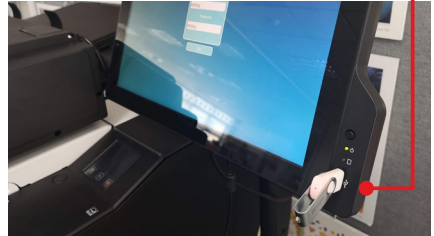# HOW TO SCAN

1 Place your original face up in the scanner.

2 Insert your USB to scan onto in the bottom right corner of the screen.

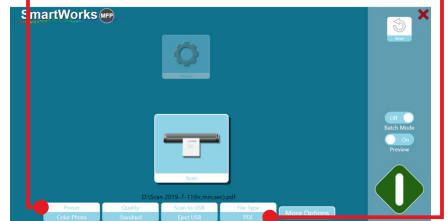**3** Log on to the device, by entering 'mmu' as the user-name and password as shown below.

4 Change your scan settings as required.

- Select your original type under Preset

- Select from PDF, TIFF, JPG or DWF under File Type.

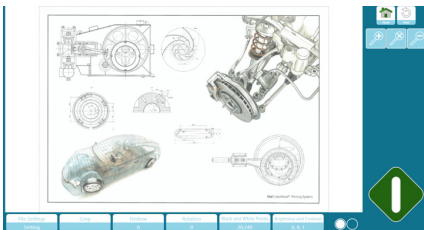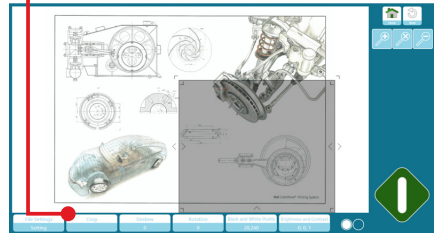Press the Green button for preview.

User Logon

User

mmu

Password

mmu

OK

Please turn over for further instructions.

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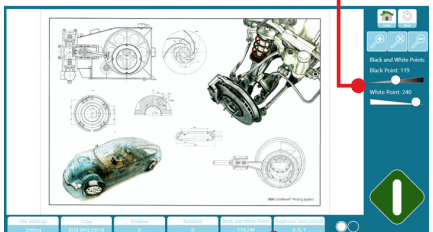
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HOW TO SCAN

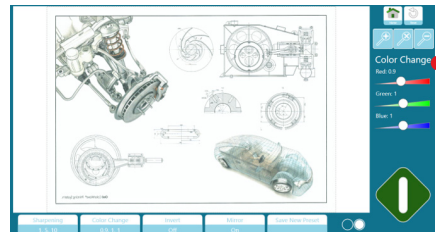**5** Here you can make adjustments to the scan before saving the file onto your USB stick.

6 Use the Crop option to select a specific section of the scan. Only the highlighted section will save.

7 Use the Black and White Points option to darken or lighten the image by moving the Black or White point sliders. You will see the effect on the preview screen.

8 Use the Brightness and Contrast option you can can add red, green and blue by moving the Colour Change sliders. You can also invert and mirror the image.

Press the green button to save your file.

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