

Scanning

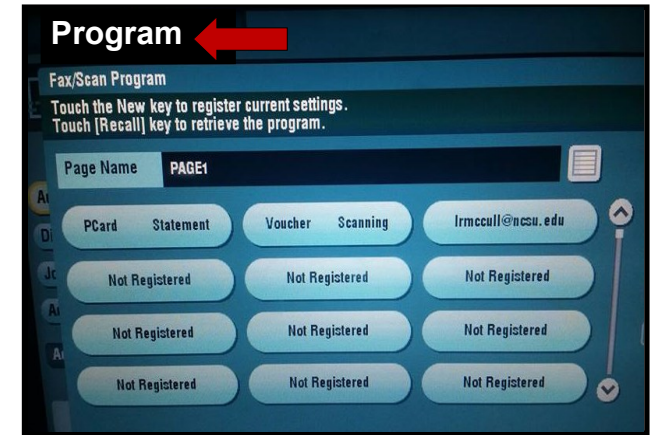
Voucher/Travel Scanning



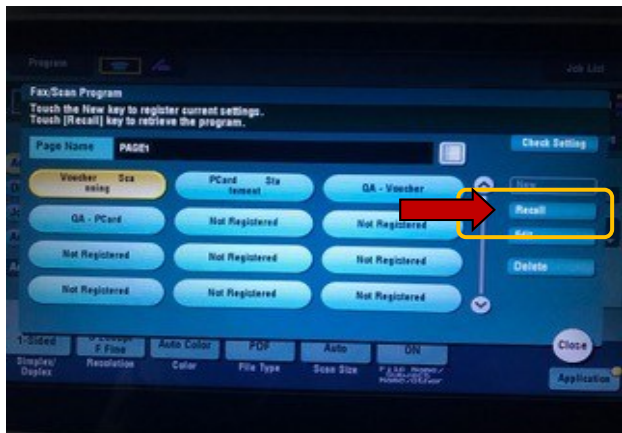
1. Press: **Menu Button**
(Display screen will appear)



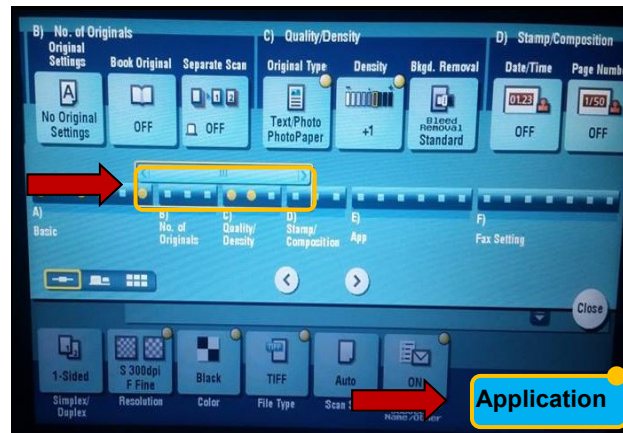
2. Select: **Scan/Fax**



3. Select: **Program**



4. Select: **Financials Button**
5. Select: **Recall**



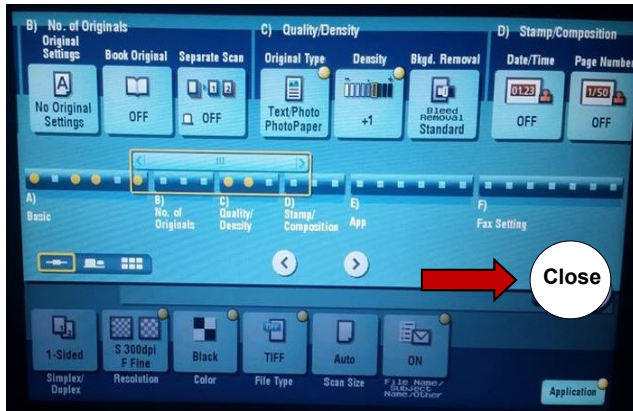
6. Select: **Application**
7. Slide to Display B



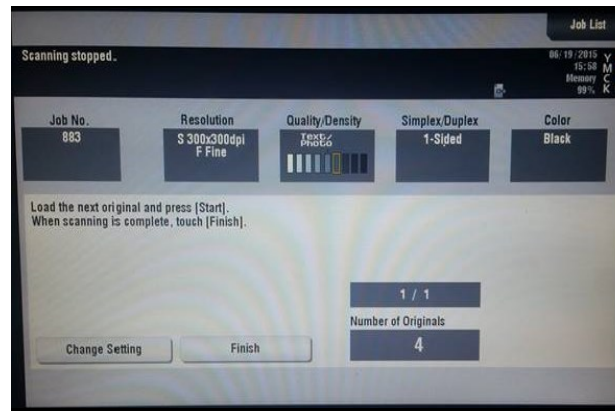
8. Press: **Separate Scan - "ON"**

Scanning

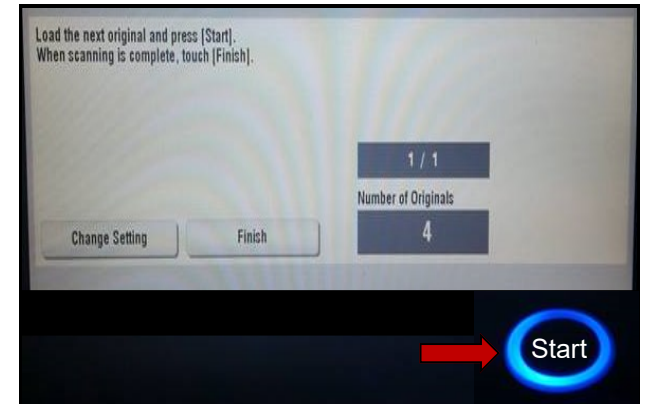
Voucher/Travel Scanning



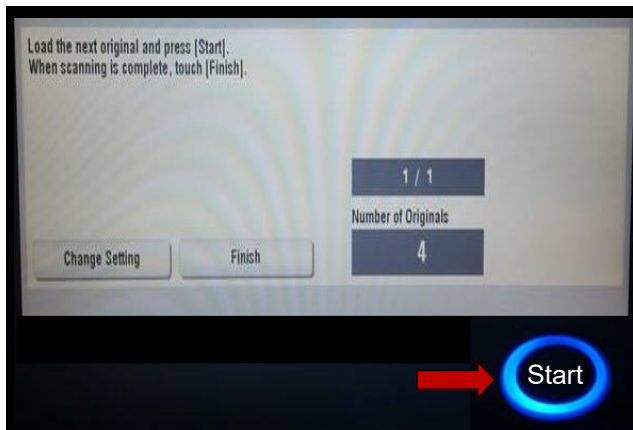
9. Select: **Close**



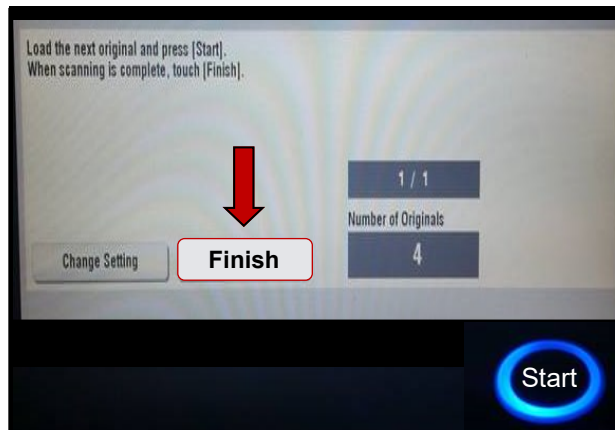
10. Load Documents



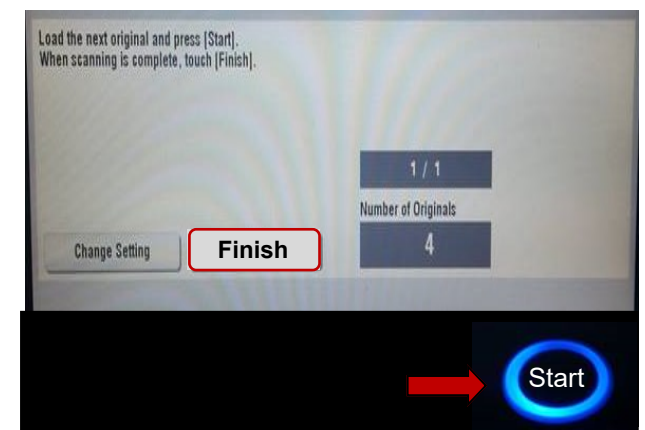
11. Select: **Start - Add Documents**



12. Add more Documents – **Start**



13. Press: **Finish**



14. Press: **Start**