

## How to use the A4 Scanner

### Steps:

1. Run (**ScanWizard DI**) found on the desktop.



2.
  - To scan one paper at a time select the scan source as **Flatbed**.
  - For more than one paper you can use the feeder at the top of the scanner, and then select the scan source as **ADF (Simplex)**.



3. Place the desired paper(s) to be scanned according to the desired source method, i.e. ADF (Simplex) in the feeder and Flatbed in the scanner.
4. To preview and adjust the scanning output press the preview button and when you are satisfied with the output press the “scan to” button and choose where to save your scan. You can't preview your scan directly if you are using the feeder



Choose the file format here

Check this to scan multiple sheets to a single file

