SCANNER USE

To Download the Air Copy Application

1. Make sure your mobile electronic device has an Internet connection. Go to your provider’s Apple App Store, Google Play Store, Microsoft Windows Store, or similar store.

2. Search for the free application, “Air Copy.” Follow the on-screen instructions to download and install the application to your device.

3. After Air Copy has been downloaded, its icon will appear on your device’s home screen.

4. Stand or sit within 60 feet of the scanner. Go to your device’s “Settings” application to search for and select the network: “Direct-xxxxxx-AirCopy”

5. Input the eight-digit passcode: 12345678

6. Go to your device’s “Privacy settings” and “Allow” Air Copy.

To Scan

1. Insert into the feeder the document written side up.

2. Go to the Air Copy icon on your device’s home screen.

3. Press “Scan.” (If you wish to adjust the scanning resolution, before you press “Scan,” go to Settings option in the Air Copy application and choose between 300 dpi (standard) and 600 dpi (fine).) It will take several seconds for the scanned document to focus on your device.

4. Send the scanned document to all other parties of record by e-mail or regular mail.