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Storage

Overview of Storage Operations

This section explains the basic storage operations.

Saving the Data to a Folder

You can save the scanned data to a folder.

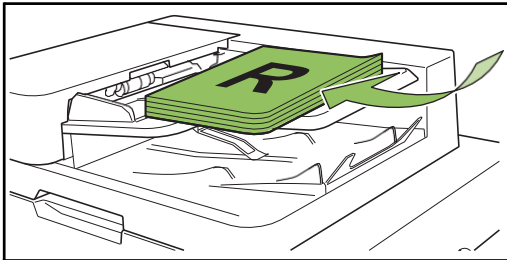
1 Load the original.

For more information on the types of originals that can be used, see "Originals" in the "Safety Information".

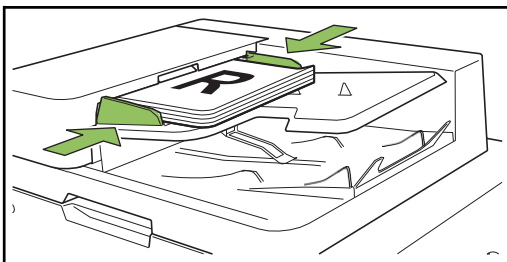
■ In the ADF

1 Load the original in the ADF.

Align the originals and place them face up.



2 Slide the original guides to match the width of the originals.

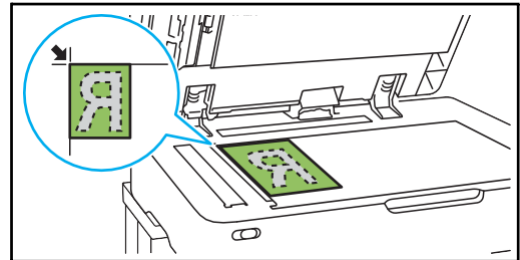


■ On the Platen Glass

1 Open the original cover.

2 Load the original.

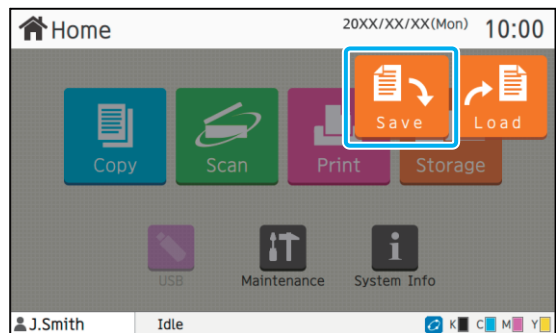
Load the original face down on the glass. Align the corner of the original with the upper-left corner of the glass.



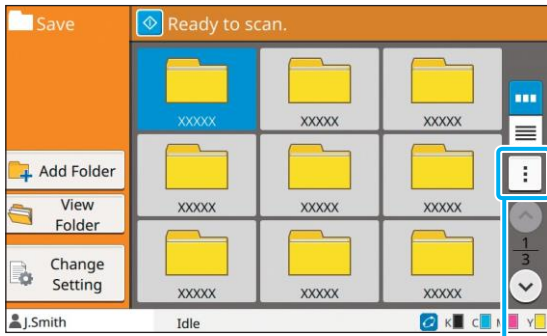
3 Close the original cover.

! • Open and close the original cover gently.

2 Select [Storage] - [Save] on the [Home] screen.



- **3 Select a folder to save the data to.**



Sub menu

The folder list shows personal folders. It also shows shared folders, access to which is managed by the administrator.

The following settings can be configured from the sub menu.

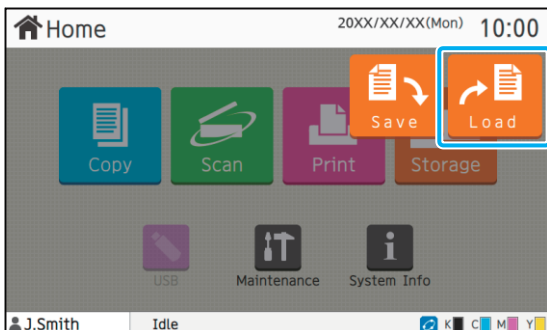
- Change Color
- Rename

- **4 Press the [Start] key.**

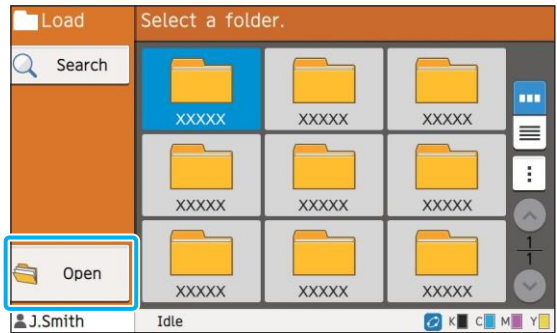
Printing a Document in a Folder

You can print a document that is saved in a folder.

- **1 Select [Storage] - [Load] on the [Home] screen.**



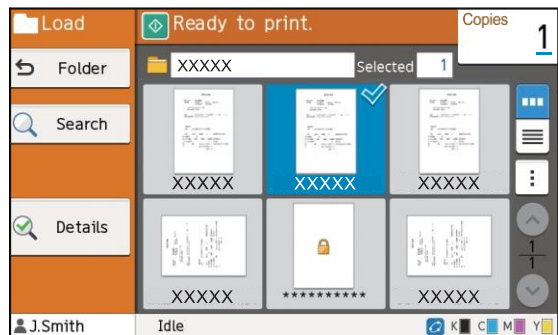
- **2 Select the folder that you want to use and touch [Open].**



The folder list shows personal folders. It also shows shared folders, access to which is managed by the administrator.

- **3 Select the document that you want to print.**

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The selected document has a check mark.

- **4 Enter the number of copies using the numeric keys.**

- **5 Press the [Start] key.**

! Documents saved in a folder are digitized along with their settings. When printing these documents, use the same paper type as that used when saving the data in the folder.