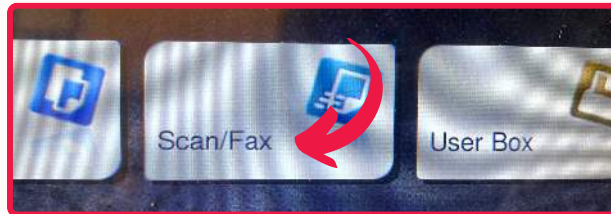


USING OCR FEATURE WHILE SCANNING ON PHOTOCOPIER



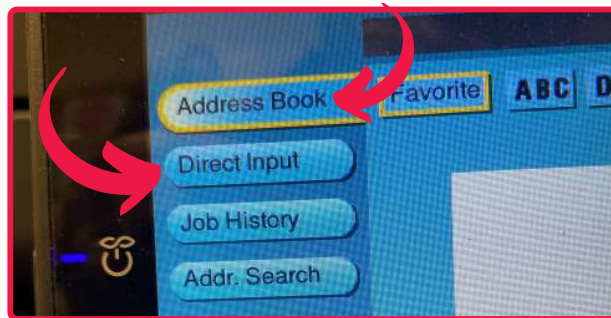
STEP ONE

- Insert the paper on the top feed tray of the photocopier.
- Select the “Scan” option from the home screen.



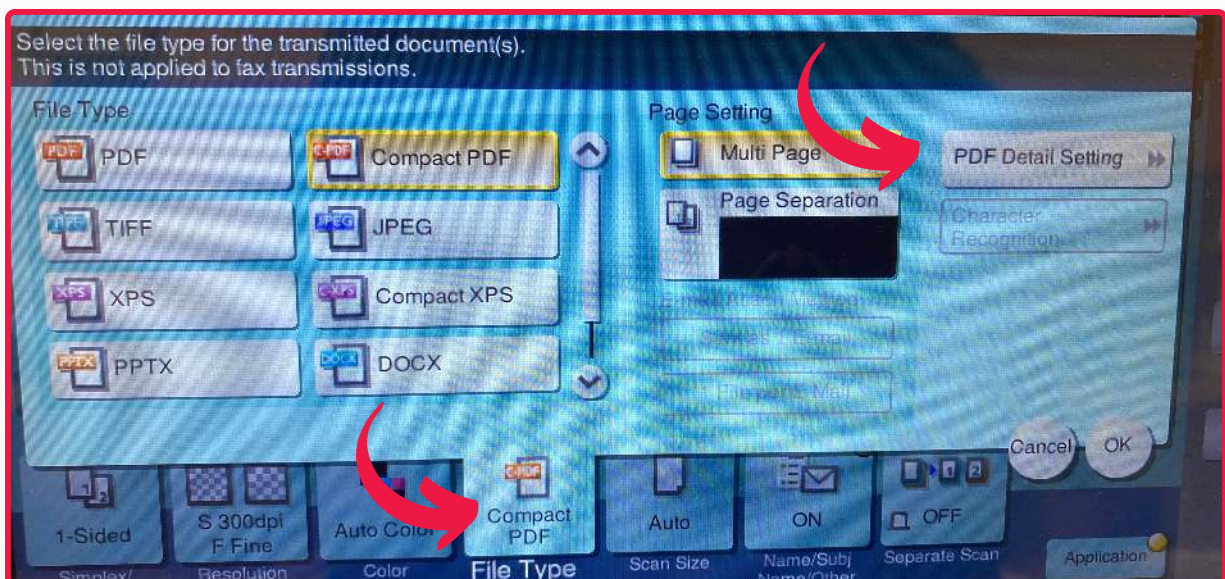
STEP TWO:

- Tap “Address Book” and locate your name within the letter headings.
- If you do not find your name here, tap “Direct Input > Email > Use the onscreen keyboard to enter in your email address. NOTE: *You could enter in a student’s email address to send directly.*



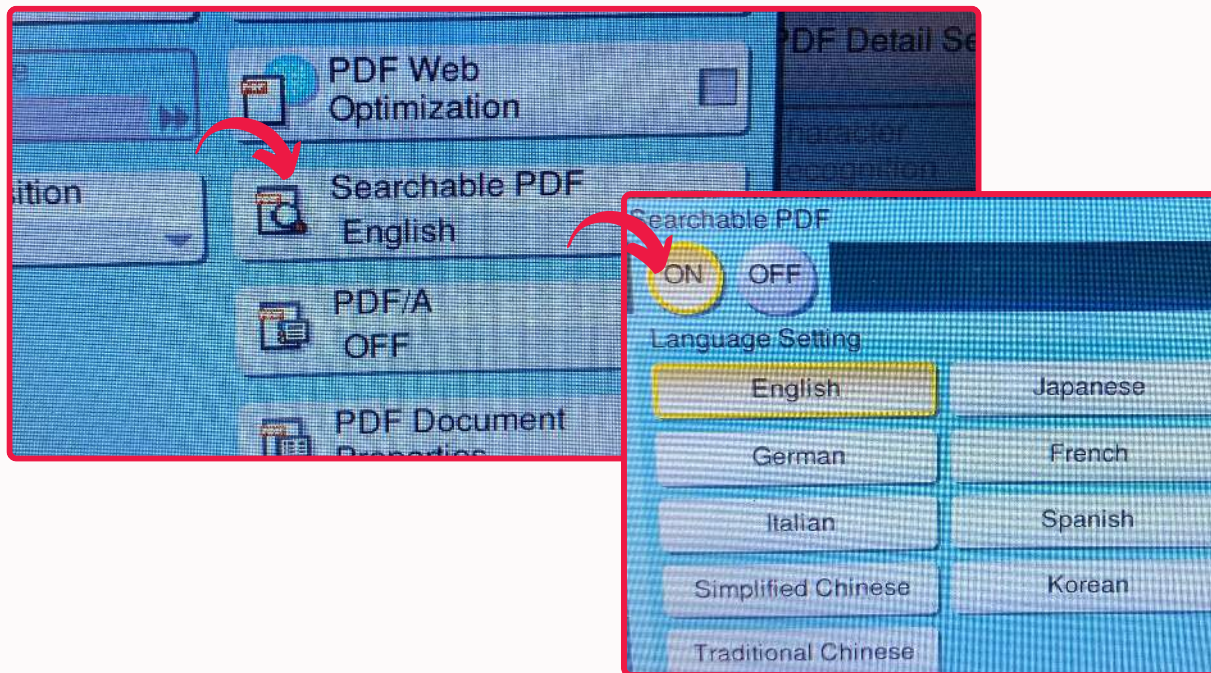
STEP THREE:

- Tap on the “Compact PDF” option on the bottom of the screen.
- Tap “PDF Detail Setting”.



STEP FOUR

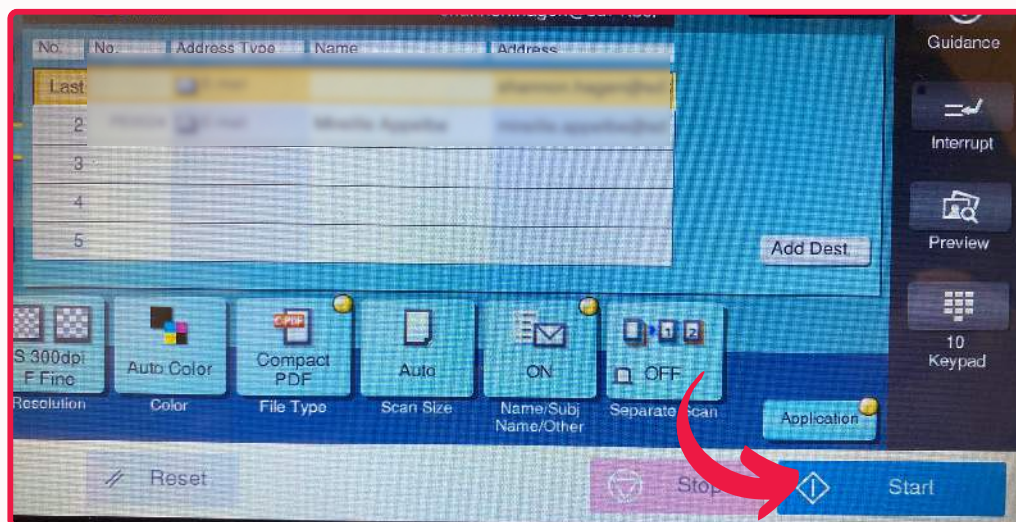
- Tap “Searchable PDF” > Tap “On” > Choose your language > OK



STEP FIVE:

- Keep tapping “OK” until you are back at the main screen.
- Tap the “Start” button.

The papers will be fed through the top feeder and scanned. This will be delivered to your email.



These are ACCESSIBLE documents that can be utilized in OrbitNote, Claro PDF, SnapType, Edge.

WATCH THE VIDEO:

<https://bit.ly/ocrphotocopy>

