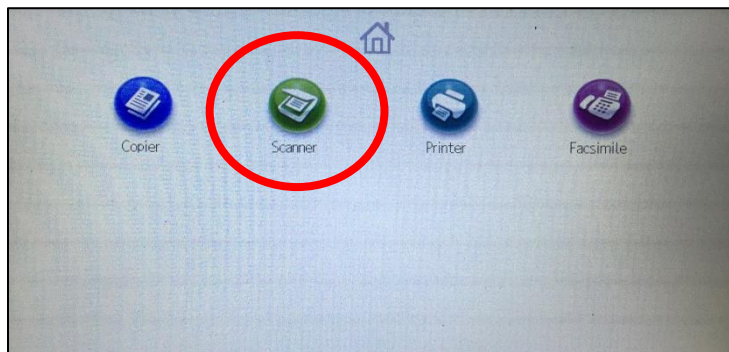
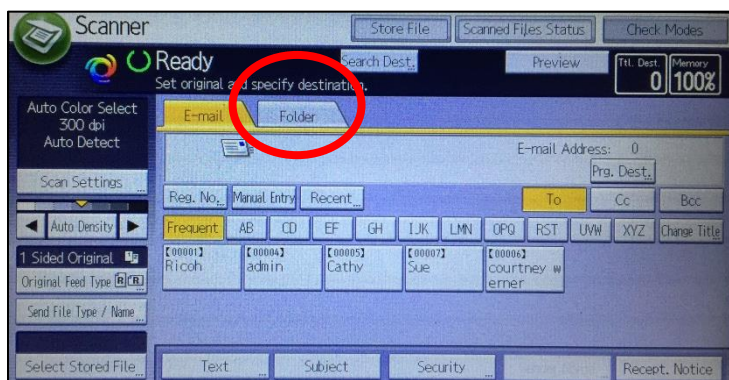


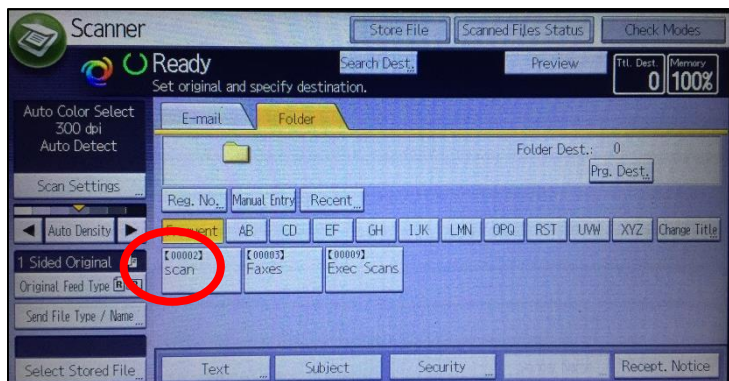
# SCANNING FILES FOR THE HOSPITAL



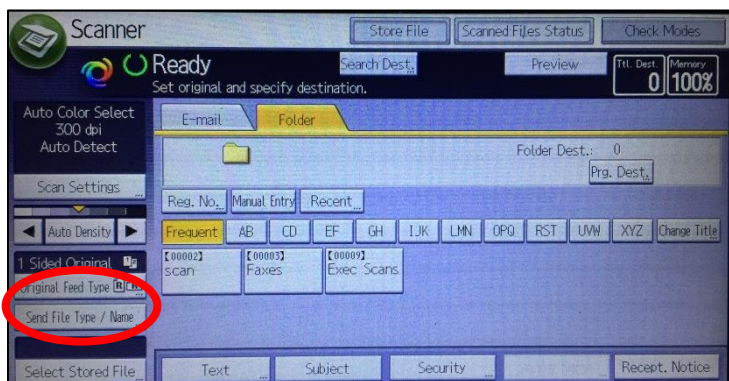
Choose Scanner from the Home screen



Choose "Folder" from the top of the screen



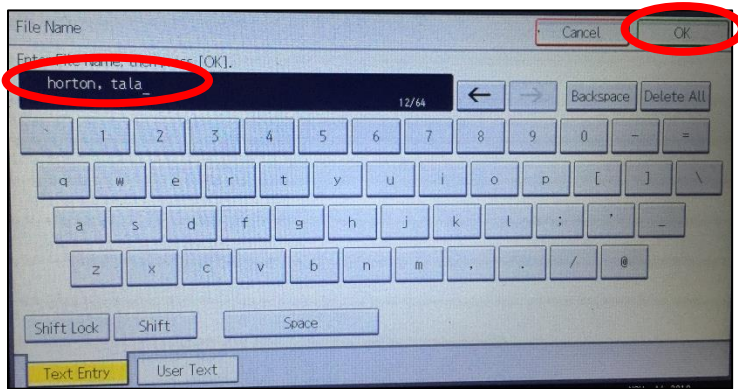
Choose "[00002] scan"



Choose "Send File Type/Name" from the left-hand side of the screen

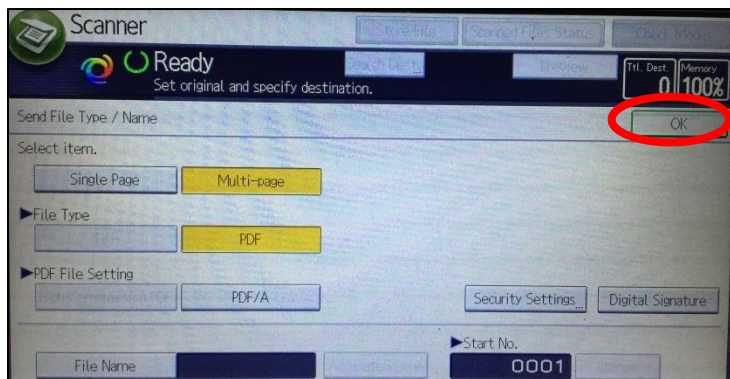


Choose “File Name” from the bottom of the screen



Enter the file name in the format “[Owner’s Last Name], [Pet’s Name]”

Choose “OK” on the top-right



Choose “OK” on the top right of the next screen, as well.



Press the start button!