

# Kindergarten IT Program



## Tip – How to Scan a document

1. Turn on your scanner and place your document into the scanning tray or glass.
2. Make sure your scanner connects to internet.
3. Enter the destination location on the scanner.
4. Press Scan on your scanner.
5. Check your destination to confirm the scanned document arrives.
6. You can change the name of the document after saving it onto your computer by **Right Click** on the document and then click **Rename**.

Note: The above general scan steps may not apply exactly to your situation. If you encounter difficulties, please contact your scanner's manufacturer company for support or refer to the user manual.