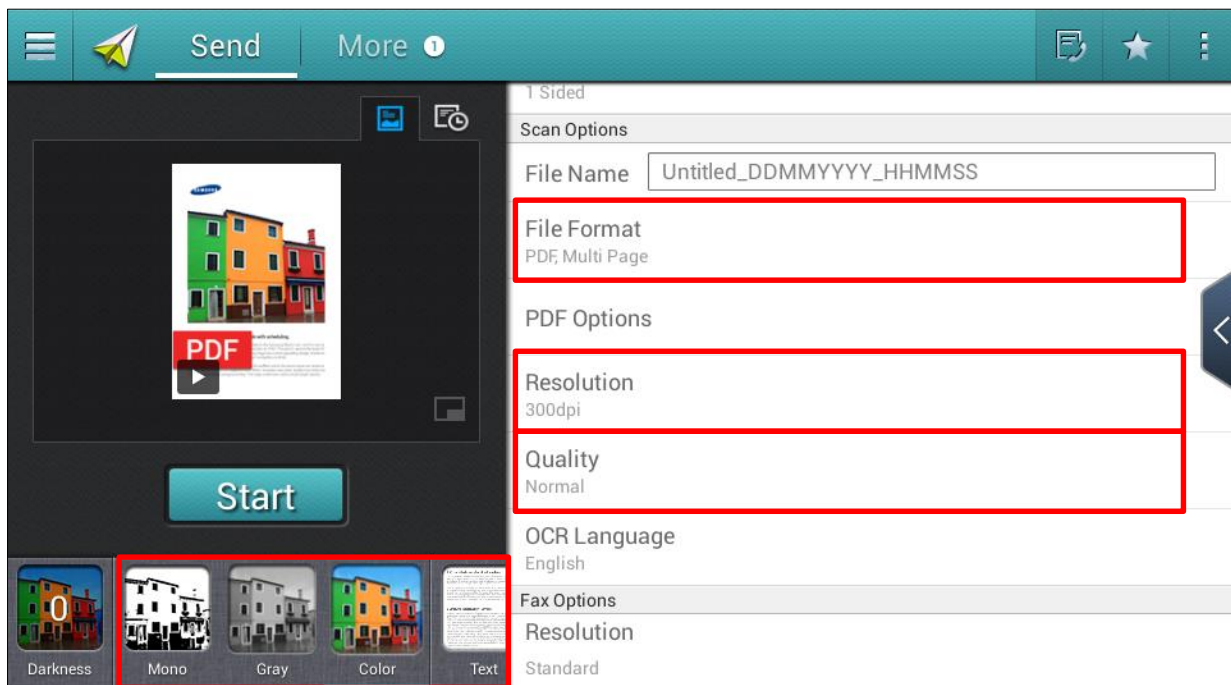


1. Login to any of the MMU-Print MFD devices and select the **Scan & Send** icon from the menu.



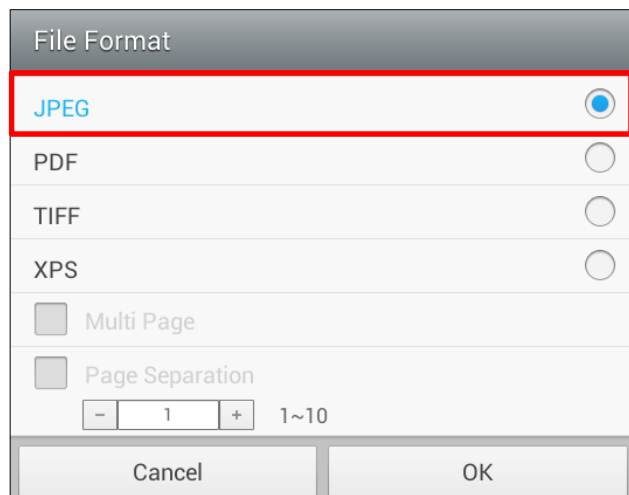
2. There are a number of options you can change to make sure you get the best image result and in a file format that is editing friendly.

- File Format (PDF, JPEG, etc)
- Resolution (dpi)
- Quality
- Optimise for text or photo



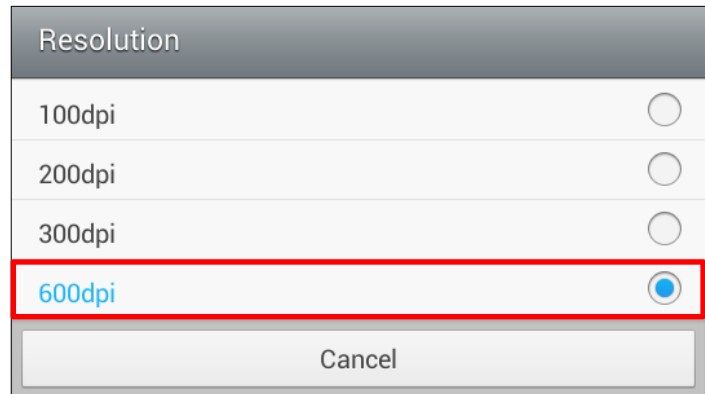
3. File Format

Select 'JPEG' to save the image as a standard image file type, which is compatible with editing software such as Adobe Photoshop (you can also save as TIFF if desired).



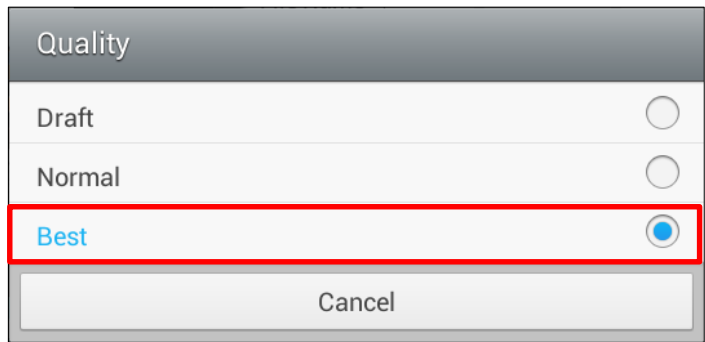
4. Resolution

Choose from several resolution options (dpi). The higher the dpi value the higher quality image will be produced.



5. Quality

Choose from three different quality options, the highest quality will deliver the best results but will be a larger file size.



6. Optimise for text or photo

Dependant on the item that is being scanned in, select the appropriate option to optimise the scan.



7. Ready to scan

When you have completed setting the desired options, press the 'Start' button to begin the scan. Your results will be sent to your MMU email address.

