Scanning
Voucher/Travel Scanning

1. Press: **Menu Button**
   (Display screen will appear)

2. Select: **Scan/Fax**

3. Select: **Program**

4. Select: **Financials Button**

5. Select: **Recall**

6. Select: **Application**

7. Slide to Display B

8. Press: **Separate Scan - “ON”**

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Scanning more than 50 pages.
BH 224
BH 364 & BH C364
BH 554 & BH C554
Scanning
Voucher/Travel Scanning

9. Select: Close

10. Load Documents

11. Select: Start - Add Documents

12. Add more Documents – Start

13. Press: Finish

14. Press: Start