Scanning
Voucher/Travel Scanning

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

2. Select: **Scan/Fax**

3. Select: **Program**

4. Select: **Financials Button**

5. Press: **Recall**

6. Press: **Start**

Scanning less than 50 pages.
BH 224
BH 364 & BH C364
BH 554 & BH C554