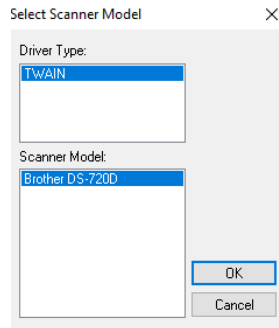
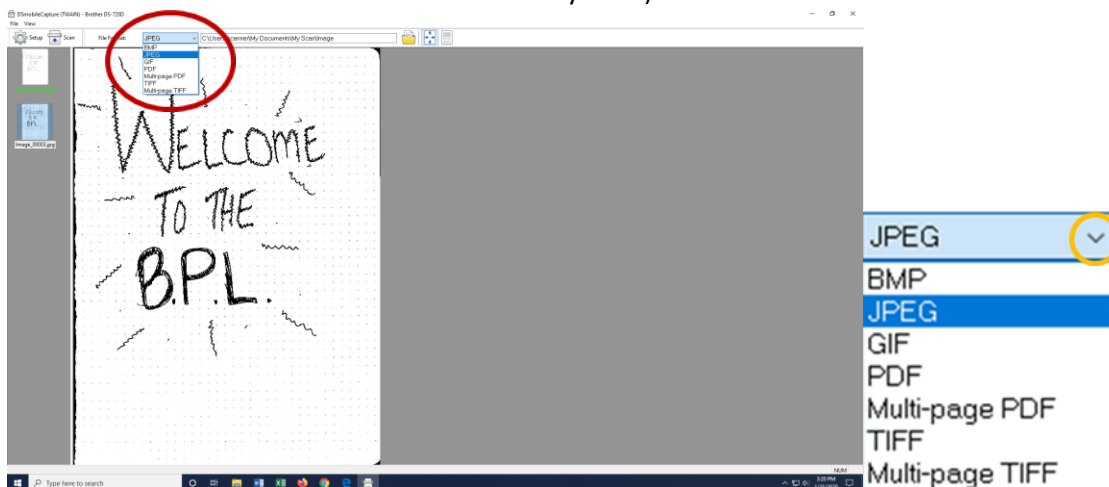


## Brother/DSmobile 720D Instructions

1. Plug Brother Scanner into white cord.
2. Press the Power Button on the white scanner
3. Open the Brother DSmobileCapture icon from the desktop
4. Select OK when the pop-up Select Scanner Model appears



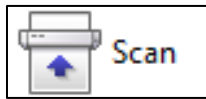
5. The grey scanning screen will now open.
6. In the top left corner, select Setup and choose the coloring option best for your document: color, grey, B&W. Then press OK after you have made your selection.
7. Select the drop down menu labeled File Format (the location on the big screen is circled in red, a zoomed version and where to click is circled in yellow).



8. For the File Format you have a few options:
  - a. JPEG: use to scan a photo/image
  - b. PDF: use to scan a single document/sheet
  - c. Multi-page PDF: use to scan multiple pages and save in one document
9. Now, select a location to save your file.
  - a. At this time, insert your personal USB drive
  - b. Select the File Folder icon
  - c. Find your USB drive in the resulting pop-up menu. Click on it, and then click OK
10. Now, it is time to scan!
11. Insert your document, face up, into the feeder slot of the scanner.

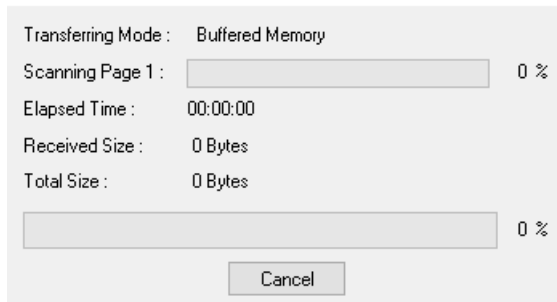


- a. Align your document with the left edge of the feeder slot.
  - b. Slide the document guide over until it is touching the right side of the document.
12. Now click scan on the top left of the computer screen.



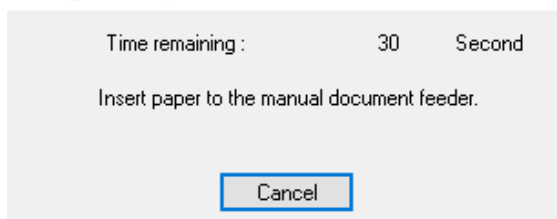
13. After you have clicked Scan, your document will move through the scanner and this 'Image 1' pop-up will appear. Don't hit anything, it will only be there for a few seconds as the scanner processes the document.

Image 1



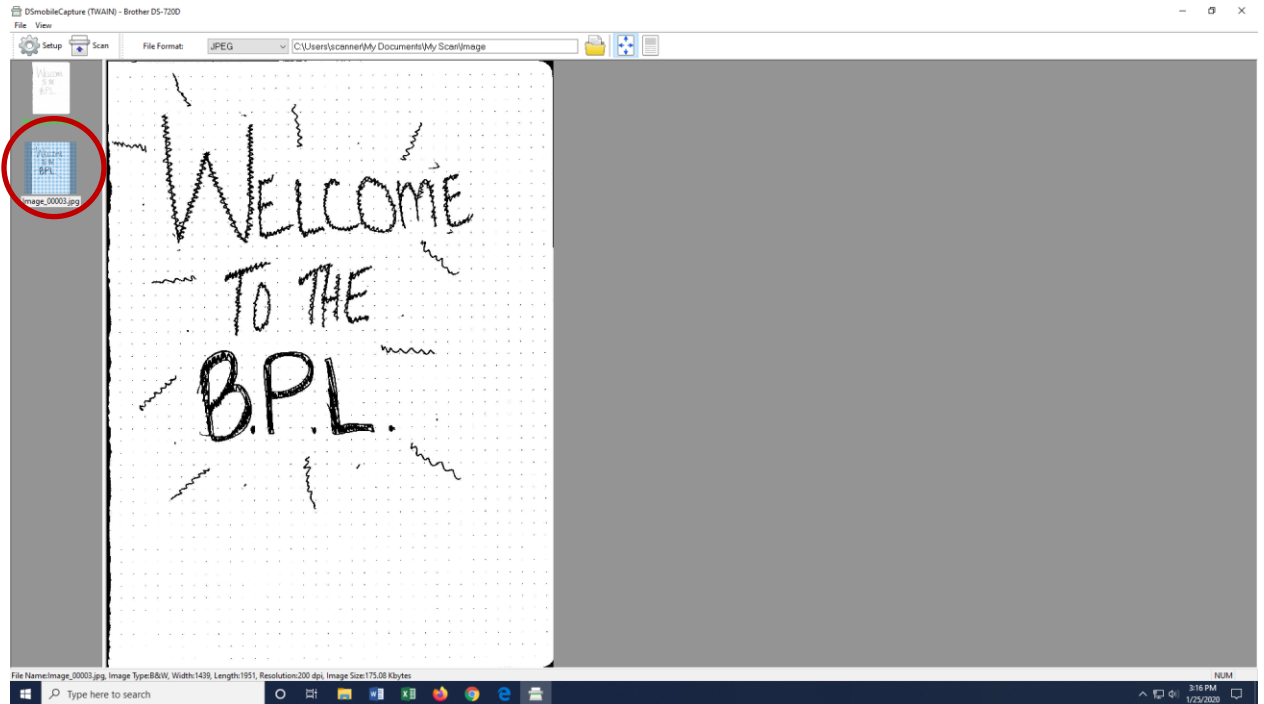
14. A new pop-up will then appear: 'Waiting for next job...'

Waiting for next job...



- a. JPEG:
  - i. If you are scanning a second image/photo you can do so now by repeating steps 10-12.
  - ii. When the 'Waiting for next job...' pop-up appears and you are done scanning, simply press Cancel.
- b. PDF:
  - i. If you are scanning a second image/photo you can do so now by repeating steps 10-12.
  - ii. When the 'Waiting for next job...' pop-up appears and you are done scanning, simply press Cancel.
- c. Multi-page PDF:
  - i. After your first page is scanned you can now insert and scan your next document.
  - ii. Repeat steps 10 and 12 to do this.
  - iii. Any pages you want saved together in one PDF file must be scanned in succession this way. Pressing 'Cancel' on the 'Waiting for next job...' pop-up and then scanning the next document will create a new PDF file instead of combining them
  - iv. Documents scanned for a single PDF will share an image name

1. Ex. Image\_00001(1).pdf and Image\_00001(2).pdf share a file name because they are in the same PDF, but the number in ( ) labels which page of the PDF the scanned document will be.
  - v. When the ‘Waiting for next job...’ pop-up appears and you are done scanning, simply press Cancel.
15. You can now find the scanned image on the left hand side of the screen.
- a. You can click the image file (circled in image below) of your document to pull it up on the big screen to see how it turned out.



16. To view the finished product:
- a. Open your USB drive— where you selected the scanned files to be saved.
  - b. Double click on the File to open