

## Starting the SmarThru Software

1. Click **Start**. Select **All Programs**, then **Printers**.
2. Select the **SmarThru4** folder then select the **SmarThru4** tool to open the SmarThru main screen.

## Printing a Document

Once your document is ready to be printed, follow these steps from your Pason workstation:

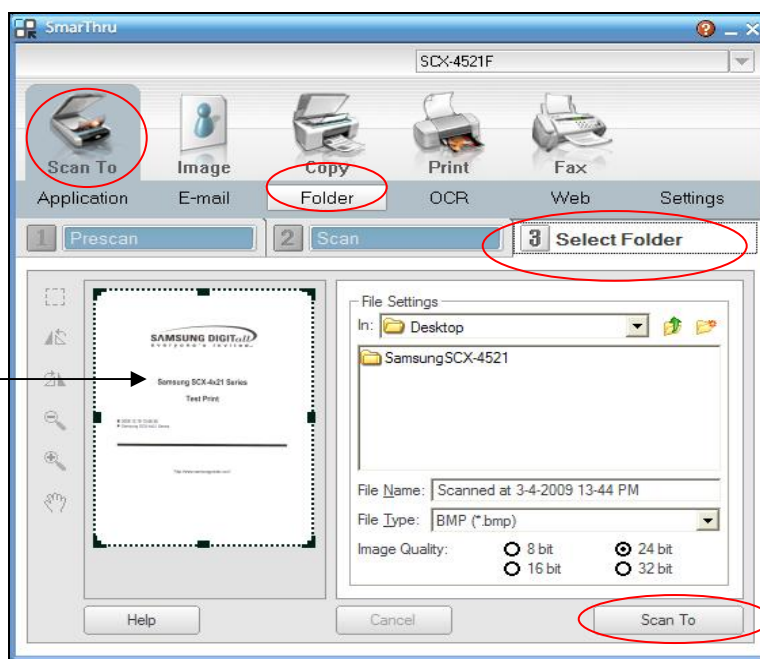
1. Click **File**, then select **Print**. Ensure the **Samsung SXC-4521F Printer** is selected in the **Print** dialog box.
2. Select **OK** to begin printing.

## Scanning a Document to a Location on Your Computer

1. From your desktop, double-click the **My Documents** icon. Create a folder by clicking **File, New, Folder**. Name the folder "Scans From Samsung". Close **My Documents** by clicking **File, then Close**.
2. From the SmarThru main screen, select **Scan To**. Select **Folder** then select the **Scan** tab. Configure the settings to your preferences. If you require multiple pages to be scanned, check the **Scan Multiple** box.

**Note:** Place documents with multiple pages face up, with the top of the document closest to the tray feed.

3. Select **Scan**. When the document has completed scanning, a window opens asking if you would like to scan another image. If you have more than one image to scan, select **Yes**. Otherwise, select **No** to continue.
4. Select **Continue** to move into the **Select Folder** tab. Select the folder you created to save the image. Specify the File Name, the File Type, and the Image Quality. To save the image, select **Scan To**.



As your document is scanned, the page will appear here.

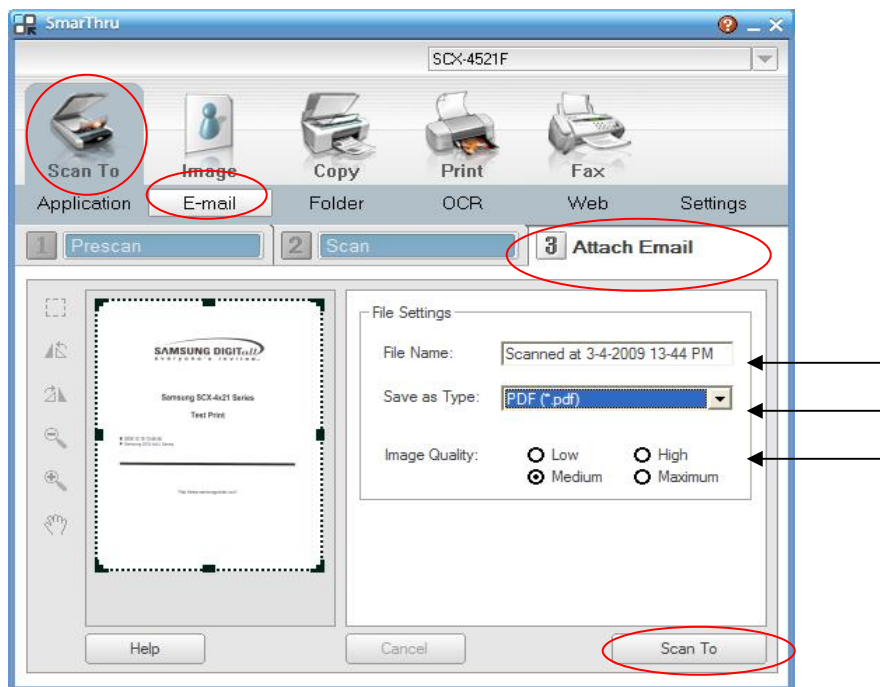
## Scanning a Document Directly to Email

To scan a document directly to email to attach it as a PDF file, follow these steps:

1. From the SmarThru main screen, select **Scan To**.
2. Select **E-mail**, then select the **Scan** tab. Configure the settings to your preferences. If you need to scan multiple pages, check the **Scan Multiple** box.

**Note:** Place documents with multiple pages face up, with the top of the document closest to the tray feed.

3. Select **Scan**. When the document has completed scanning, a window opens asking if you would like to scan another image. If you have more than one image to scan, select **Yes**. Otherwise, select **No** to continue.
4. Select **Continue** to move into the **Attach Email** tab. Specify the File Name. Select **PDF** in the **Save as Type** field. Specify the Image Quality.
5. Select **Scan To**. Microsoft Outlook opens with the document PDF attached to a new message.



## Making a Photocopy

1. Place the document face down on the flatbed glass.

**Note:** Place documents with legal sized paper or multiple pages face up in the manual feeder.

2. From the SmarThru main screen, select **Copy**, then **Standard**. Specify the **Copy Settings**.
3. Select **Copy**.