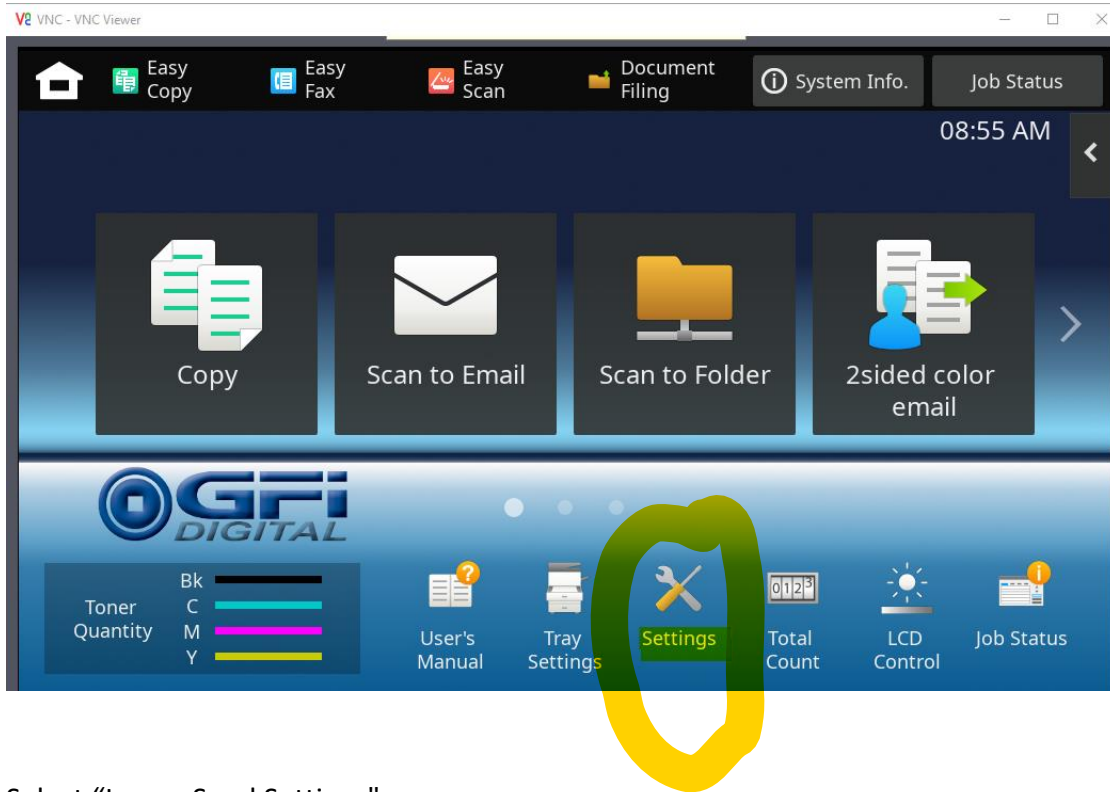
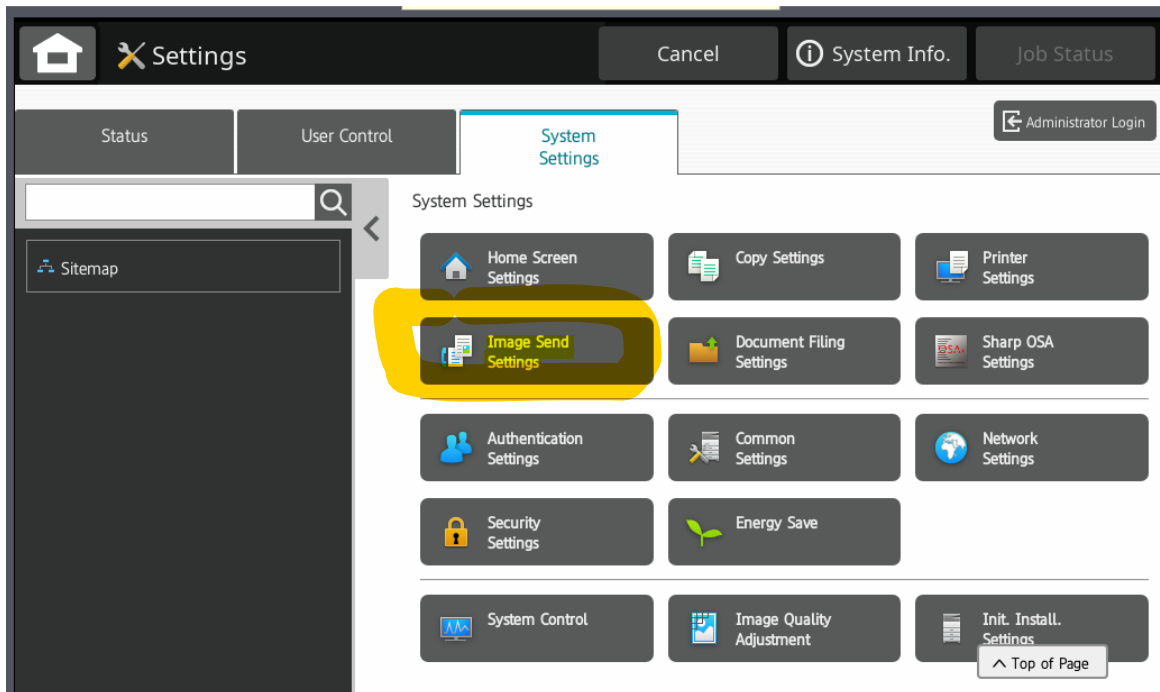


## Changing default scan settings

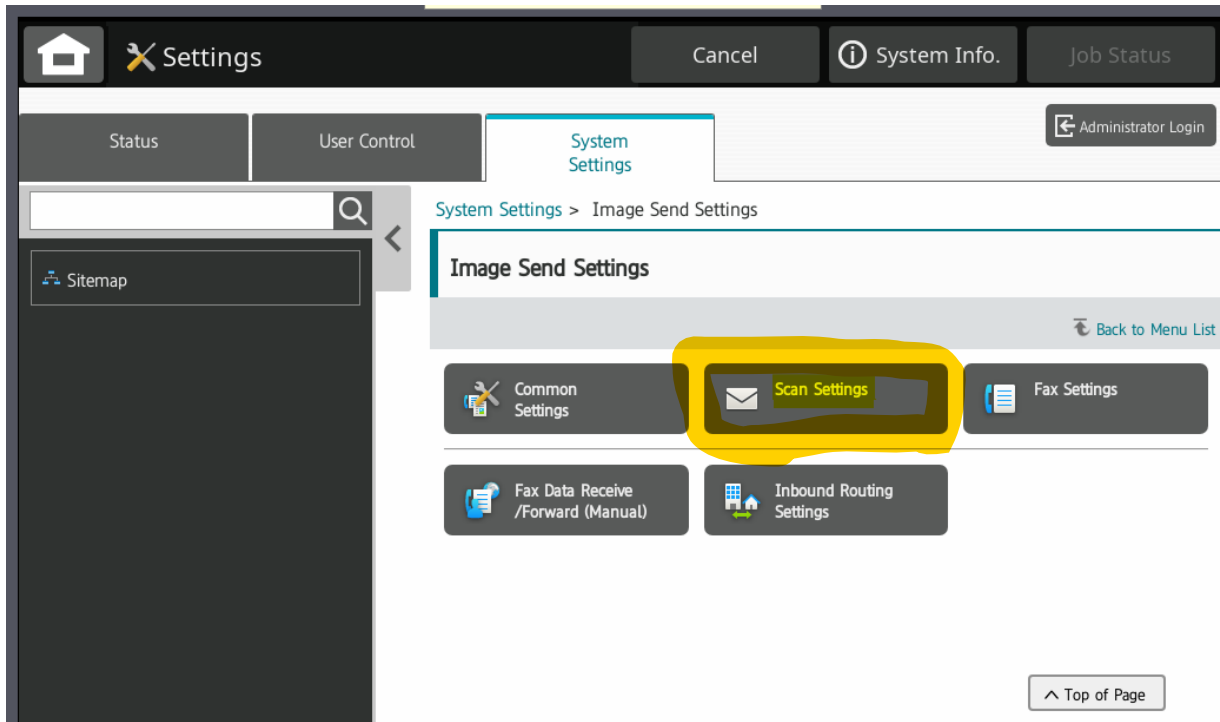
On the panel of the machine select "Settings"



Select "Image Send Settings"



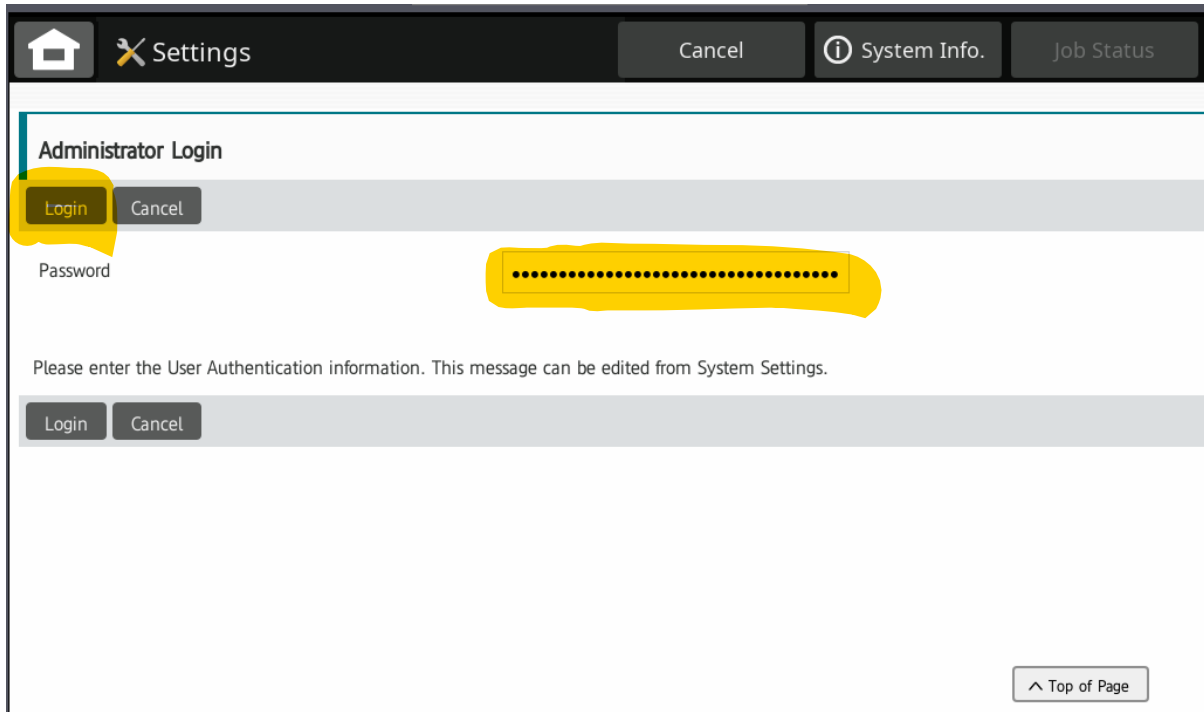
Select "Scan Settings"



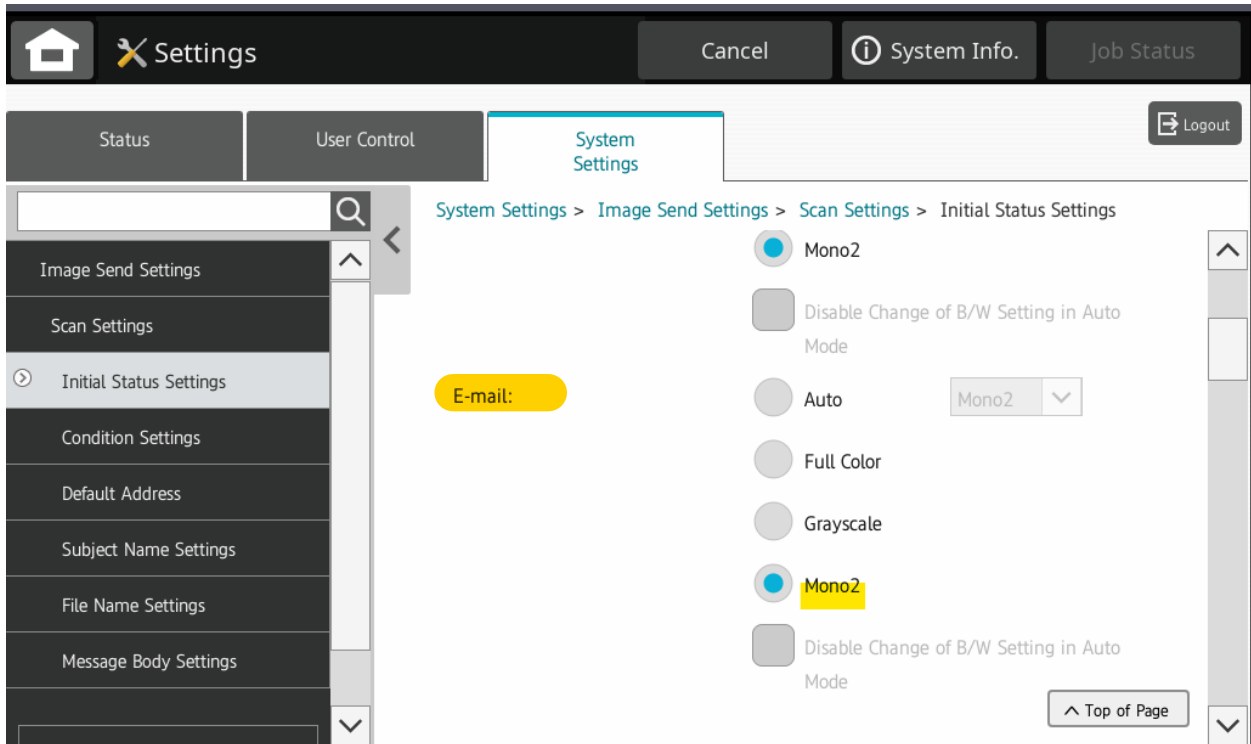
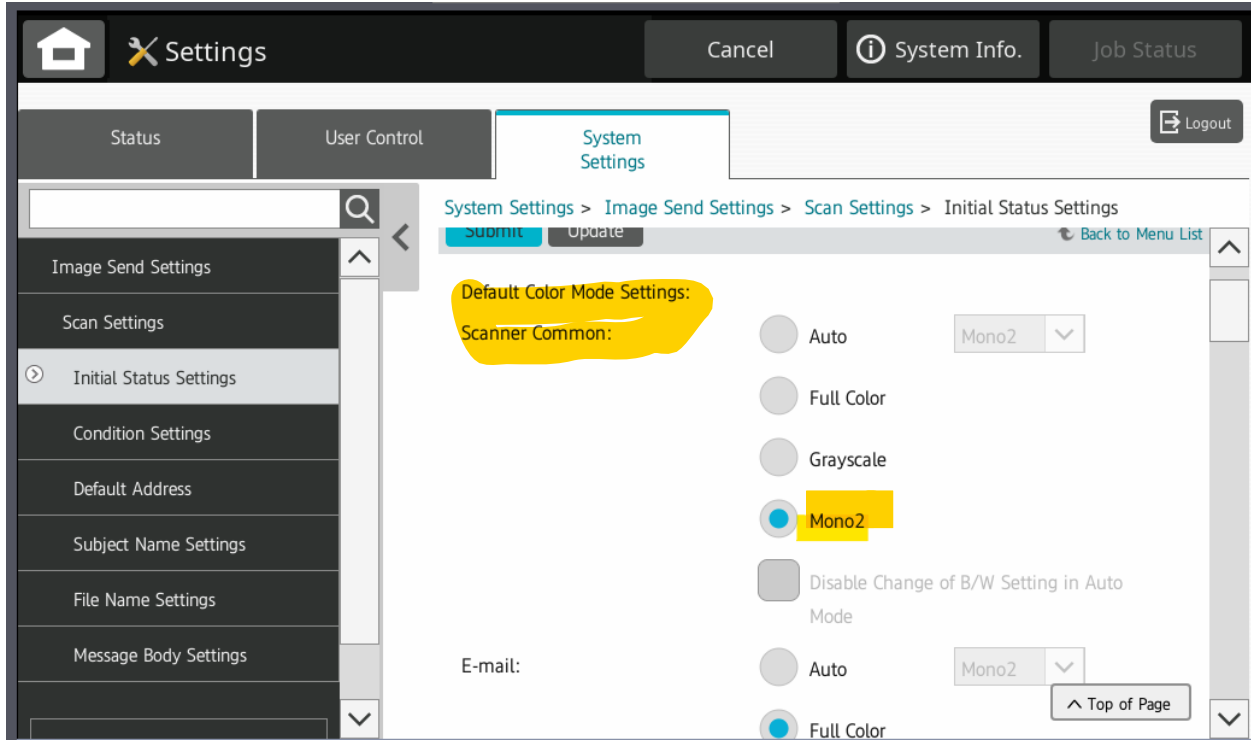
It will then prompt you to login, the password should be:

admin

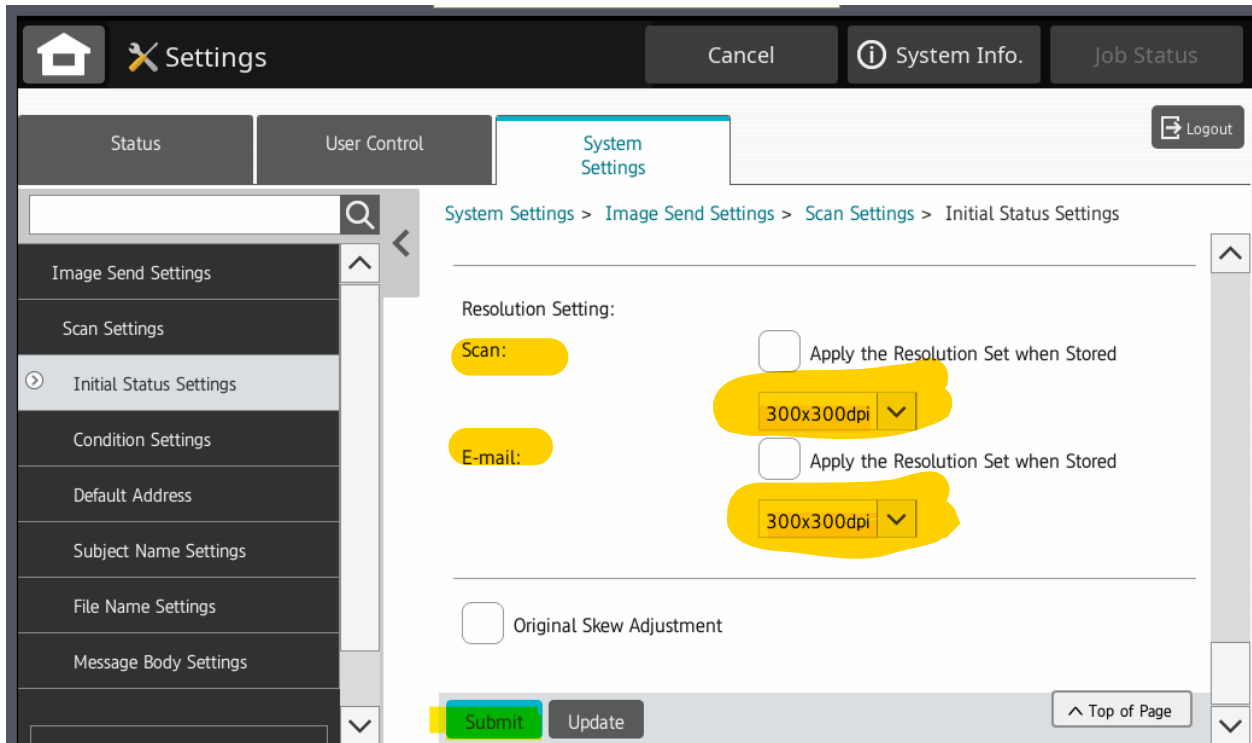
Then click to "Login"



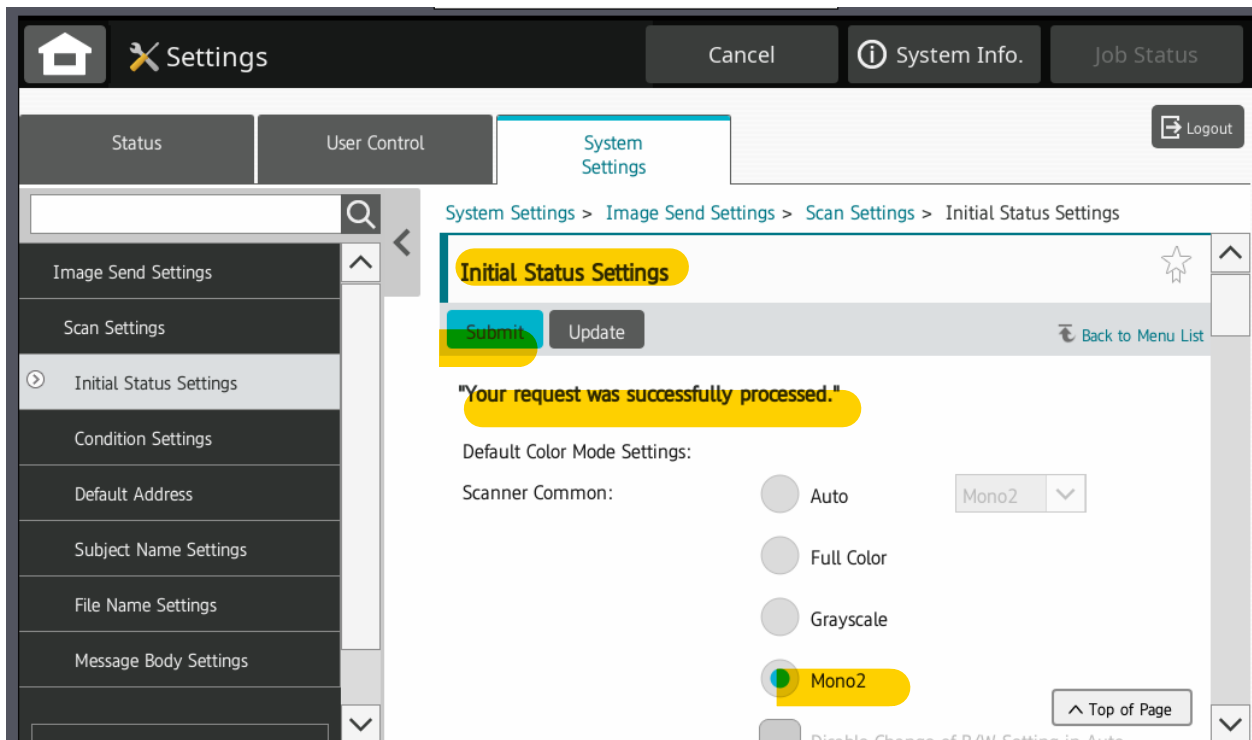
Set the "Default Color Mode Settings: *Scanner Common and Email*" to Mono2 (B&W)



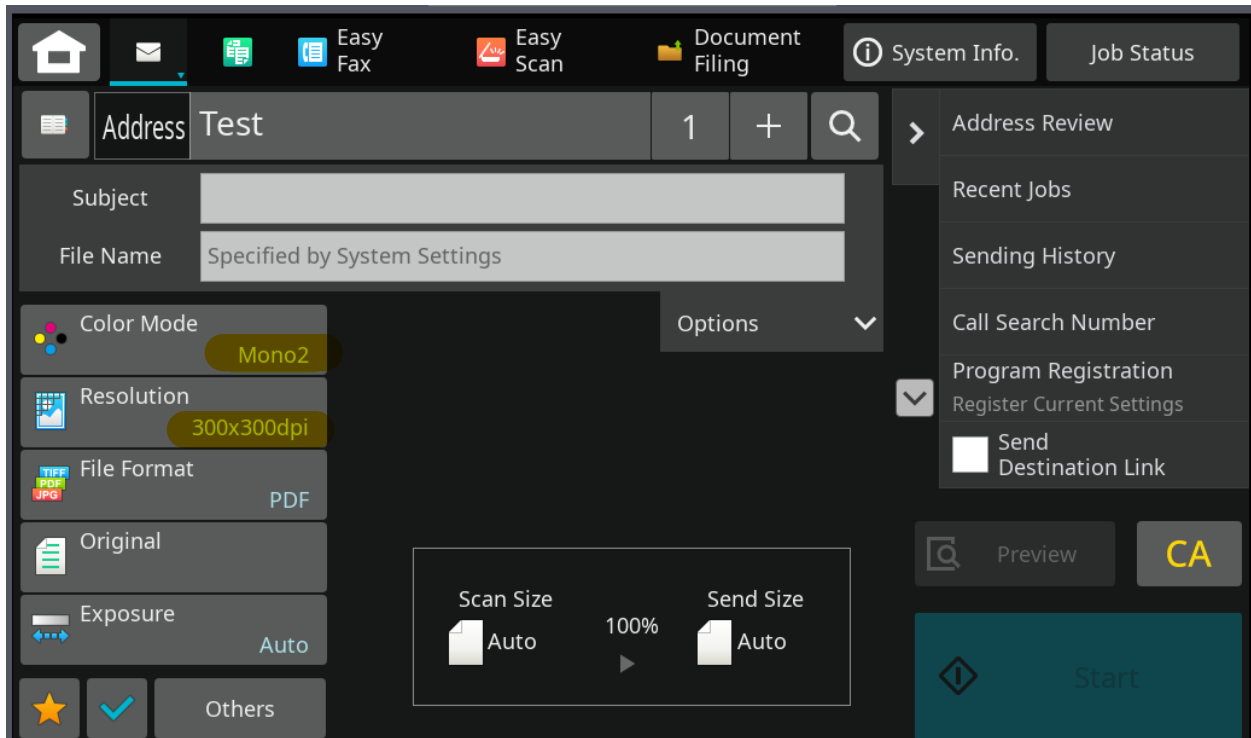
Scroll all the way to the bottom of these settings and you will find the DPI defaults. Change these to 300x300dpi. Then hit Submit at the bottom.



You will see this message at the top if your request was successfully processed. Click Logout.



The default scan settings will display.



You can modify the settings for a one-time scan without changing the default scan settings by selecting the default setting and picking an alternate setting. An example would be to scan in color as opposed to the default Mono2 (no color).