



How to scan at a TRANSFLO Express kiosk

You must have a cover sheet or trip sheet with a TRANSFLO Express barcode to scan at the Kiosk.
If you do not have a cover sheet or tip sheet see the cashier to scan at the full service station.

Remove all staples and paper clips!



1. Place documents in the scanner. There are two different types of scanners shown below.



Place documents upside down and face down for Kodak Scanner.



Place documents face up and facing towards you for Canon Scanner.



How to scan at a TRANSFLO Express kiosk

2. Press F1 to Scan Documents

TRANSFLO EXPRESS Scanning Enabled	
MAIN MENU	SYSTEM MESSAGES
F1 = Scan Documents F7 = Print Brochure F8 = Online Help F12 = Administration Menu	<ol style="list-style-type: none">1. Remember to Scan One Cover Sheet Per Trip.2. No staples.3. No paperclips.4. Place pages on scanner FACE UP, with the cover sheet on top.5. Press the F1 key twice to start scanning.6. Press the Page Down key to view all images.7. Press F1 to complete the transaction.8. If images are NOT legible press F5 and scan again. Press F1 to confirm and follow steps 1 through 4 to add new pages to your batch.9. Attach Receipt to your trip documents and keep for your records.10. If you have any problems, please see the cashier, who will gladly assist you.
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3. Press F1 to Start Scanning.

TRANSFLO EXPRESS Scanning Enabled	
SCAN DOCUMENTS	
Insert documents into scanner. Make sure they are facing the correct direction. F1 = Start Scanning F11 = Cancel and return to Main Menu	
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- Page-Down until all documents have been viewed. Verify that the page count is correct.

Scanning Enabled

TRANSFLOEXPRESS

REVIEW DOCUMENTS	
<p>Total Pages Scanned: 2</p> <p>If this page is Unreadable or is a double-feed then press F5 to rescan ALL pages, if not then press Page Down to continue.</p> <p>F5 = Rescan ALL pages Page Down = View next page</p> <p>Page Up = View previous page</p>	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;">Sample Trip Sheet</div> <p style="text-align: center; font-size: small;">TRANSFLO Express® TRUCK STOP SCANNING TRIP SHEET</p> <p>DRIVER NAME: _____</p> <p>UNIT NUMBER: _____</p> <p>FREIGHT BILL NUMBER: _____</p> <p>DATE: _____</p> <p>NUMBER OF PAGES (Include this page in your count): _____</p> <div style="text-align: center; margin-top: 10px;"> </div>
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- Press F1 to complete the transaction.

Scanning Enabled

TRANSFLOEXPRESS

REVIEW DOCUMENTS	
<p>Total Pages Scanned: 2</p> <p>Are ALL pages readable and WITHOUT double-feeds?</p> <p>F1 = Yes, complete the transaction F5 = No, rescan ALL pages</p> <p>F8 = Add more pages</p> <p>Page Up = View previous page Page Down = View next page</p>	<p>TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch TFX Test Batch</p>
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6. The receipt will print and appear on the screen. Press F1, Transaction Complete

TRANSFLO EXPRESS Scanning Enabled	
RECEIPT	TRANSFLO Express <small>www.transfloexpress.com</small>
F1 = Transaction Complete	Date: 12/10/2010 Time: 07:01:51 am (Pacific Standard Time) Confirmation Number: PK00-074K-9G6X-C54D Fleet: Pages scanned: 2 Please make sure the pages scanned is correct Before you give documents to the cashier for scanning; 1)remove staples, paperclips, etc. 2)put your trip sheet as the first document 3) turn your documents to the correct orientation 4) tape small receipts to a larger piece of paper.
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