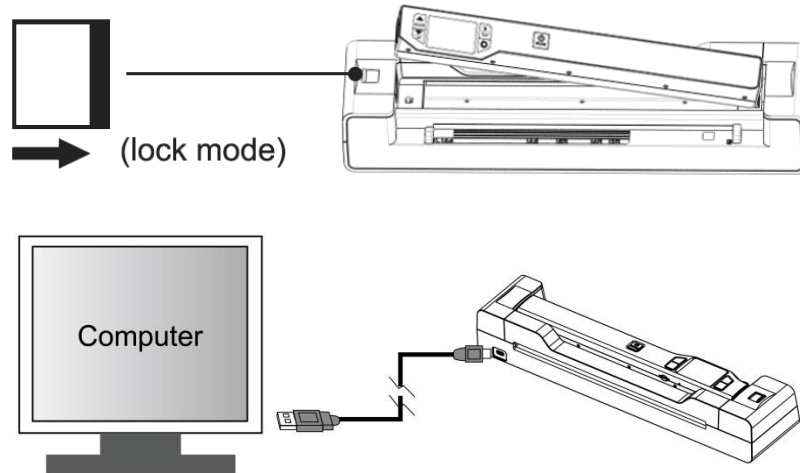# View files from Windows 10 Computer

Below are step-by-step instructions on how to view your scans after scanning your documents.
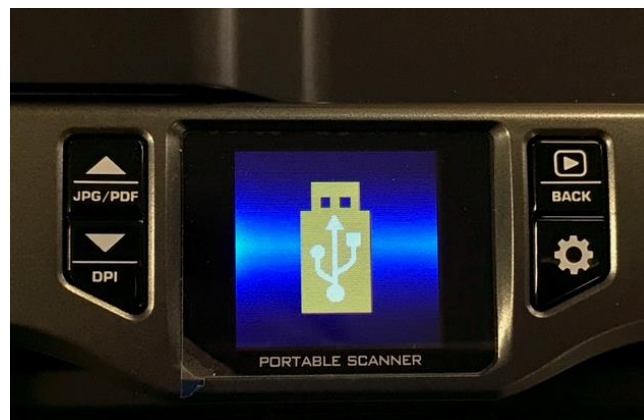
Scanner with Docking Station → Windows 10 Computer

1) Lock your scanner to the Docking Station and then connect the Docking Station to your computer. Power on your scanner.
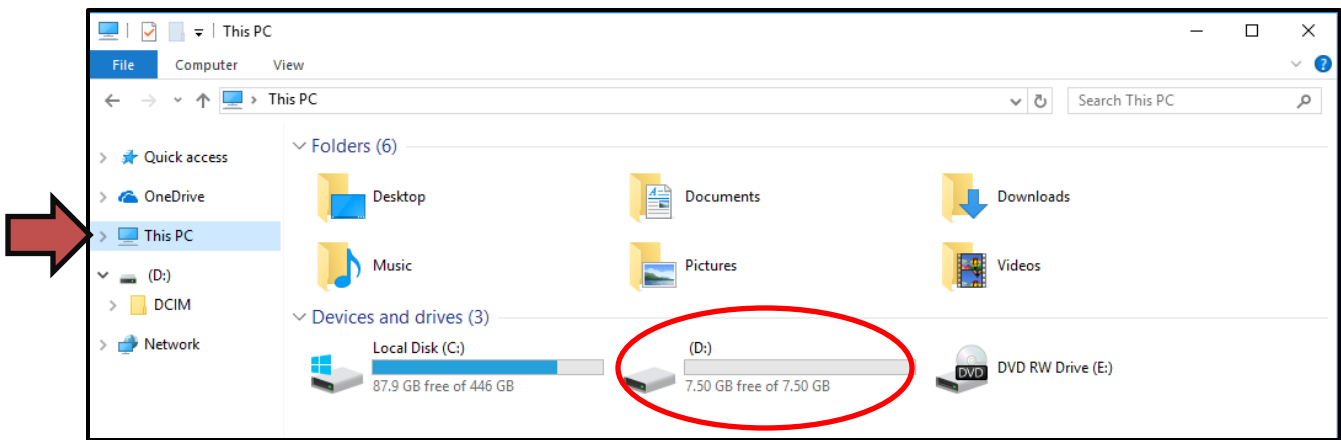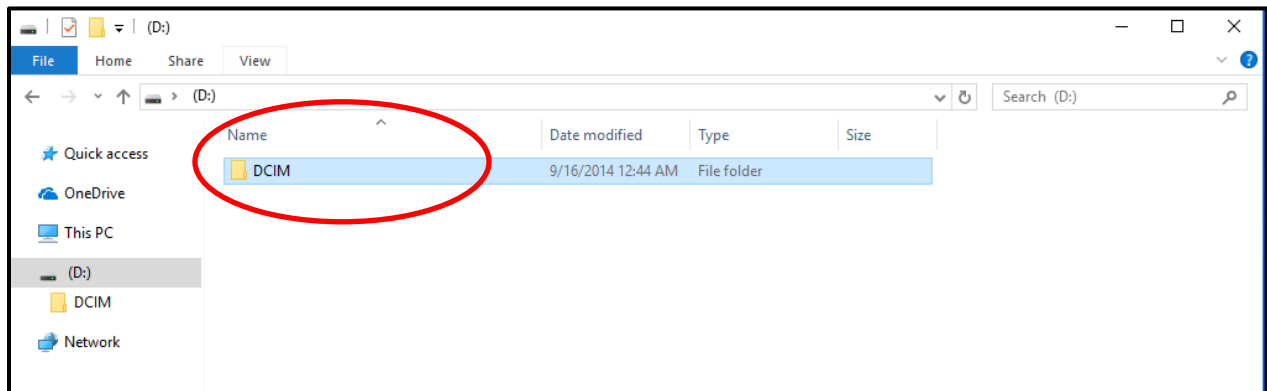

2) Press the **SCAN** button once to switch into USB mode to enable the connection with your computer. To verify your scanner is in USB mode, the following symbol will be displayed on your scanner's screen:
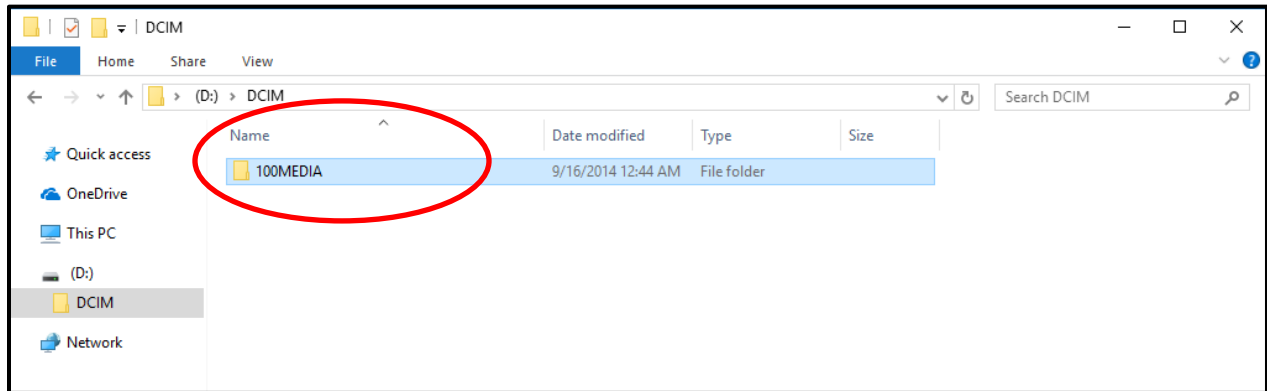

3) On your computer, Click Start (Windows) and open **File Explorer/Windows Explorer**
   a. Another way to access File Explorer is to right click **Start Menu → File Explorer**
   b. Or use keyboard shortcut **Windows +E** to access File Explorer

4) From "**This PC**" view you can find your scanner's Drive listed under "**Devices and Drives**." In this case, the scanner's Drive is **(D:).** Open the drive. Drive name may vary.
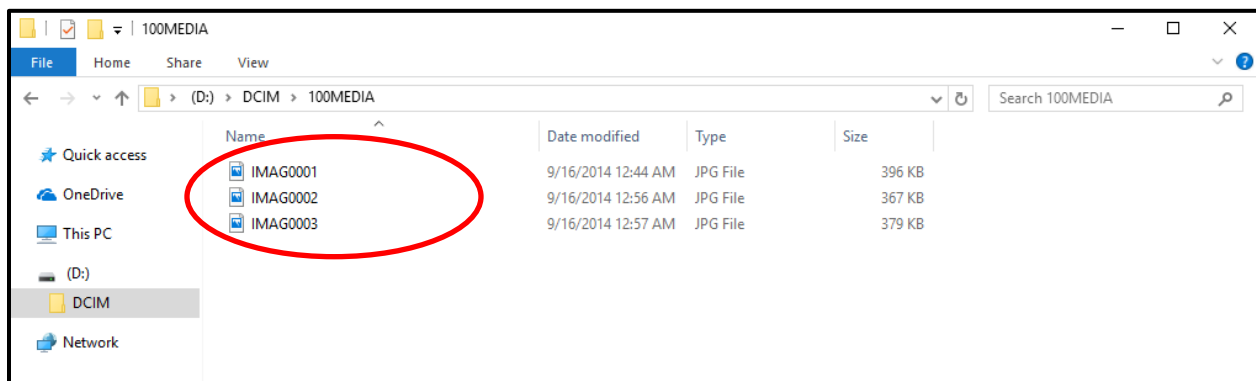
5) Enter into **DCIM** folder

6) Enter into **100MEDIA** folder

7) All files scanned can be found inside the folder. Click into different files to see your scans

SCAN

8) To scan additional documents, press the [button] button again to disable USB mode.