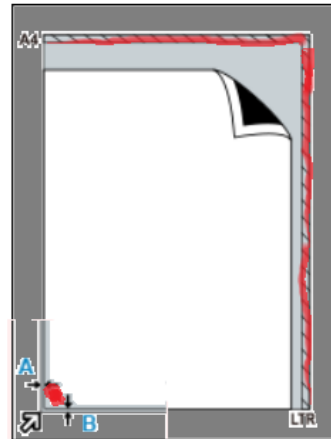
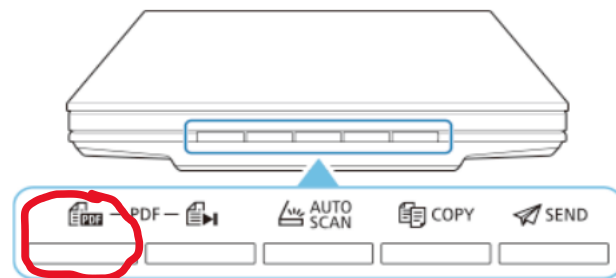


## Using the Scanner

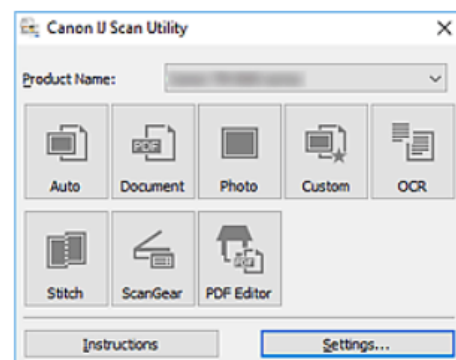
- (1) Place your item face down on the scanner bed, with the top of the document aligned with the arrow. Anything within a half inch of the edge of the scanner bed (pictured in red) will not be scanned, so place your items carefully.



- (2) Press the PDF Scan Start button on the scanner.



- a. If you need to save your item as an image, open the Scan IJ Utility (search "scan" in the Windows search bar) and choose your document type to be "Photo" then scan your item. It will save as a JPEG.



- (3) If you need to scan multiple pages, place the next page down and hit the PDF Scan Start button again. When you have scanned all of your pages, press the Scan Finish button. Your document will be saved to the computer by default.

