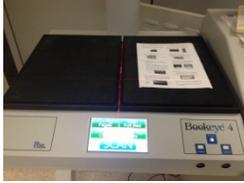


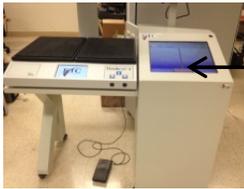
# MU Journalism Library KIC Scanner Instructions

## BASIC SCANNING

- Place the item you wish to scan **flat and face up** on the scanner bed.



- Use the touch screen located on the right side of the scanner bed.



Use this touch screen

- Touch *Scan*.
- Accept the Copyright Notice before your first scan.

## CUSTOMIZED SCANNING

- The scan Setup Options are located in the **bar above Scan**. Touch each option to change it.
- Touch *Scan*.
- Accept the Copyright Notice before your first scan.



## REVIEW SCANNED PAGES/IMAGES

- Thumbnails of scanned materials are stored in a row above the *Scan* button.
- Options to scroll through the thumbnails and delete them are located at the ends of that row.
- Select a thumbnail if you want it **displayed on the screen**.



Thumbnails

## OUTPUT TYPES

- The default scan format is **Quick PDF**.
- Use *More Output Options* to change the format of your scan to Searchable PDF, JPG, Rich Text or Audio.



More Options

## SAVING SCANNED PAGES/IMAGES

### Save to USB:

- Plug a USB drive into one of the available ports (see the image below).
- Touch *Save to USB*.



USB ports

### Email:

- Touch *Send via Email*. Enter the receiver's email address on the keyboard that appears on the touch screen.



Send PDF file(s) via Email or Insert USB Drive tab



Keyboard to enter email address will show up on the touchscreen

## NEXT STEPS

At this point, you may:

- Continue Scanning* : to scan more pages,
- Continue Outputting* : to change the scan format or to save it again,
- End Session* : to finish scanning or end session.