**Scanning Instructions**

1. Remove cover from scanner (put in top drawer on far right).
2. Turn scanner on – reach behind on the left side of the scanner, switch is just above the electrical cord. Lights will illuminate on the panel on the top right.
3. Turn computer on.
4. Turn monitor on.
5. Sign on to computer: .\ScannerAdmin .newuser2 (local scanning administrator account)
6. Click “Start” – icon in lower left of desktop screen.
7. Choose “Computer” to select saved location of your scanned documents – open C drive and click on “Clients” folder.
8. Click on New Folder and enter a folder name where your image will be saved.
9. Click on NextImage icon (red book icon) – second column on desktop or from Start menu.
10. Ensure Nextimage is connected to the scanner – see top of screen, it should indicate HD Ultra I 4250 S.
11. See right hand of screen to select options: Input size – auto. Resolution – 300 to 600 dpi. Resolution type – normal.
12. Select soft handling option – open drop down menu under “Options”. This will ensure fragile, brittle documents are scanned slowly and will allow you to guide the document in to the machine.
13. Select Image Type: color or gray scale for your scanned image – see choices on the drop down menu on the right side of NextImage screen
14. Leave Advanced Options as is or adjust as necessary.
15. Output File: Destination is Folder. Save As: navigate to your destination folder – see step 8 above and enter same file name.
16. Choose image type: (example tif,jp,pdf,etc) – see choices on the drop down menu on the right side of the Nextimage screen.
17. Scanner is ready for use when the light at the top of the panel on the right side is solid green. You can review the status of the scanner by clicking on the icon on the bottom bar of the monitor – a yellow and red rectangle with a curved line through it – WIDE system. This screen will tell you how many seconds until the scanner is warmed up and ready for use.
18. If your document is a standard sheet of paper, it may not feed into the scanner on its own – use a leader sheet in that case. There are 2 leaders on the desk in the right corner – attach the document under the masking tape and feed into the scanner. Documents to be scanned are fed FACE DOWN into the scanner. If your document is thicker you can increase the scanner opening by using the arrows, in the middle of the scanner panel, to raise or lower the top.
19. Place the document face down, onto the plate of the scanner – right edge against the right guide, leaving a small gap to allow you to guide the document if needed. If the item to be scanned is large, it can become scewed so the gap allows you some room to gently guide it to the left if it slides too far right.
20. Engage the scanner by moving the document under the cover – the scanner will grab the document and draw it in an inch or so.
21. To commence scanning, go the computer and use the mouse to click on the green diamond (lower right hand corner) on the Nextimage screen. The scanner will draw the document in another inch or so, then out, then it will scan the complete document.
22. The document will be at the back of the scanner – push the arrow on the lower end of the scanner panel, to eject the document completely.
23. Blue binder has the operating instructions and service provider information for the scanner – refer to this document for more in depth details, as needed.