

## Scanning Instructions

- Make sure the power button on the scanner is turned ON. (You will notice a blue light around the power button.)
- Open the lid of the scanner and place the document to be scanned onto the scanning bed with the document on the top right corner.
- Press the “AUTOSCAN” button. You’ll then be prompted to select either ArcSoft PhotoStudio 6, to create a JPG file that you can retouch using Adobe Photoshop, or MP Navigator EX, which will create a PDF.  
**Please note: if the scanner is not responding, try turning it off and on again.**
- When the scanner has finished, if you’ve chosen Navigator, your PDF file will appear in the MP Navigator folder. At this point, you may wish to drag your file to the desktop to make it easier to find. ArcSoft PhotoStudio 6 will create a JPEG file within the “pictures” library. You may then save your file to a USB drive or attach it to an email.
- If you will be attaching your file to an email, you will need to log into your email provider’s website.
- If you print from this laptop, your document will go to the Xerox printer (photocopier).
- For more advanced scanning options, please use the scanner manual located on the desktop of the laptop.
- When you are finished, don’t forget to delete your files or restart the laptop, which will reset all files and history on this computer.
- Questions? Ask the librarian at the reference desk.