

Do you need to scan a few pages to email to someone or just so that you can have a digital copy? This simple walkthrough will show you how to use our computer to perform simple scans.

Getting started

When choosing a document to scan, make sure to find the cleanest copy of it you can if possible. Papers that are dirty or have blemishes on them will not produce as good scanned images. The scan is only as good as the original.

1. Open the lid of the scanner (to the left of the computer).
2. **For a single page (e.g. photo):** Place the document you'd like to scan face-down on the scanner glass near the top. Close the lid of the scanner.
For multiple pages (e.g. document): Place them face-up in the tray at the top of the scanner (if available).

To open the scanning software (called "Simple Scan"), double-click the scanner icon shown at right on the desktop. The Simple Scan window shown on the next page will pop up. Now you're able to scan!



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