

# Priority for Scanner Users!

**Reserved for individuals using scanner.**



1. Log in to the computer using your Unity ID and Password.
2. Place the paper face down.
3. Click on the **PDF button** located on the scanner.
4. A window will pop up. Set the following:  
Scan Mode: color or b/w  
Image Quality: 300dpi  
Paper Size: Letter  
Save Scanned Image to: Desktop  
Then choose SCAN.
5. It will scan the page. If you are finished, choose finish. If you have more pages to add to your PDF document, choose Next.
6. Continue until finished. You should have a menu called “Scanned Image” It will let you preview your pages. Be sure to set  
Save as Type: PDF (Multiple Pages)  
Save Scanned Image to : Desktop  
Check Save Pictures to Subfolder with Current Date  
Click Forward.
7. Your files will show up in a folder on the Desktop.  
You can either email yourself the files or drag and drop then into your AFS folder.

**Remember to Logout of the machine!**

