

## Hornsby Library - Scanning Instructions

### Save your file as PDF

1. Open the scanner lid and place your document **face down** on the glass. Please make sure you place your document according to the layout marked on the scanner.



2. Close the scanner lid.



3. Press **Auto Scan** button on the front of the scanner to scan your document as a **single-page PDF file**.



If you have **multiple pages that you would like to scan to one PDF file**, press the **PDF** button. Select '**Scan**' or press the **PDF** button after you place each additional page in the scanner.



4. If you pressed the **PDF** button, select '**Exit**' on the computer screen or press the **PDF Finish** button to save your file.



### Save your file as JPEG

1. To scan your document as an image (JPEG) file, place your document in the scanner and press the **Send** button. Your file will save automatically to the D: drive or your USB.



### Saving your file(s)

1. If you have inserted a USB your file(s) **should save** automatically to your USB
2. If not, your file(s) will save to the D: drive
3. You can also insert a USB after you have scanned your documents and move the file(s) to the USB
4. Please make sure you **delete your file(s) from the D: drive before you log off**

The **Copy** button is not enabled. Please do not use this button on the scanner.

