Scanning Process

1. Dismantle document
2. Turn copier/scanner on
3. Hit the “Send” button
4. Select the “Gavilan Server”
5. Select “Quick Setup”
6. If document is two-sided, select “2-side”
7. Set scan resolution to “300 X 300”
8. Color selection – If document is just black and white print – use “Monochrome”; black and white pictures – use “Grayscale”; or color document – use “Full Color”
9. Press “Start”
10. Record time and date of scanning

Notes:
1. Feed only about 50 pages at a time
2. If the pages are taken out of a bound document and the page edge is rough; turn the page upside-down and feed the straight edge into the scanner first.
3. Large folded pages or damaged pages may have to be feed in manually.
4. If the document doesn’t feed correctly, just rescan that portion of the document again.