Scanner Instructions

Note: The tray is NOT working now!!! Place the document face down in the scanner.

- 1) Click Unity's Dash Icon located in the upper left.
- 2) Type "scan" in the search field.



- 3) Double Click Simple Scan from Unity's Dash
- 4) Place Document inside flatbed scanner face down.
- 5)Click Scan



7)When done scanning, Click **Save**



Scan

8)Click "Select File Type" in the save dialog and continue to select the appropriate file type of your document.

Save As			
Name:	Scanned Document.pdf		
Save in folder:	 isadmin Desktop 	Crea	ite Folder
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Places	Name	▼ 512	
Q Search			
C Recently Us	ed		
🙍 cisadmin			
📼 Desktop			
File System			
52 GB Filesy	stem		
System Reserved			
		mag	ernes +
▼ Select File Ty	pe		
PDF (multi-pag	e document)		
JPEG (compres	(sed)		
PNG (lossless)			
,,			
		Cancel	Save

9)Proceed to give you file an appropriate name and select **Save.**

Questions? <u>admin@cs.siu.edu</u> or visit Faner 2135/2137