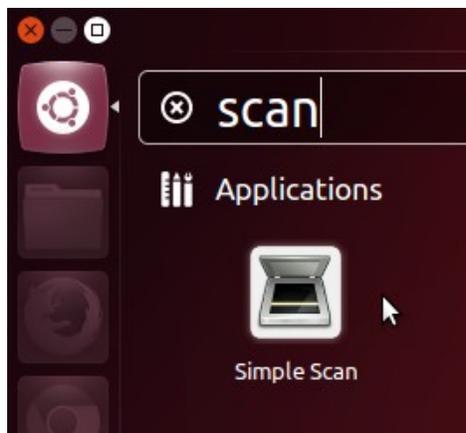


# Scanner Instructions

**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.

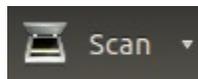
2) Type "**scan**" in the search field.



3) Double Click **Simple Scan** from Unity's Dash

4) Place Document inside flatbed scanner face down.

5) Click **Scan**

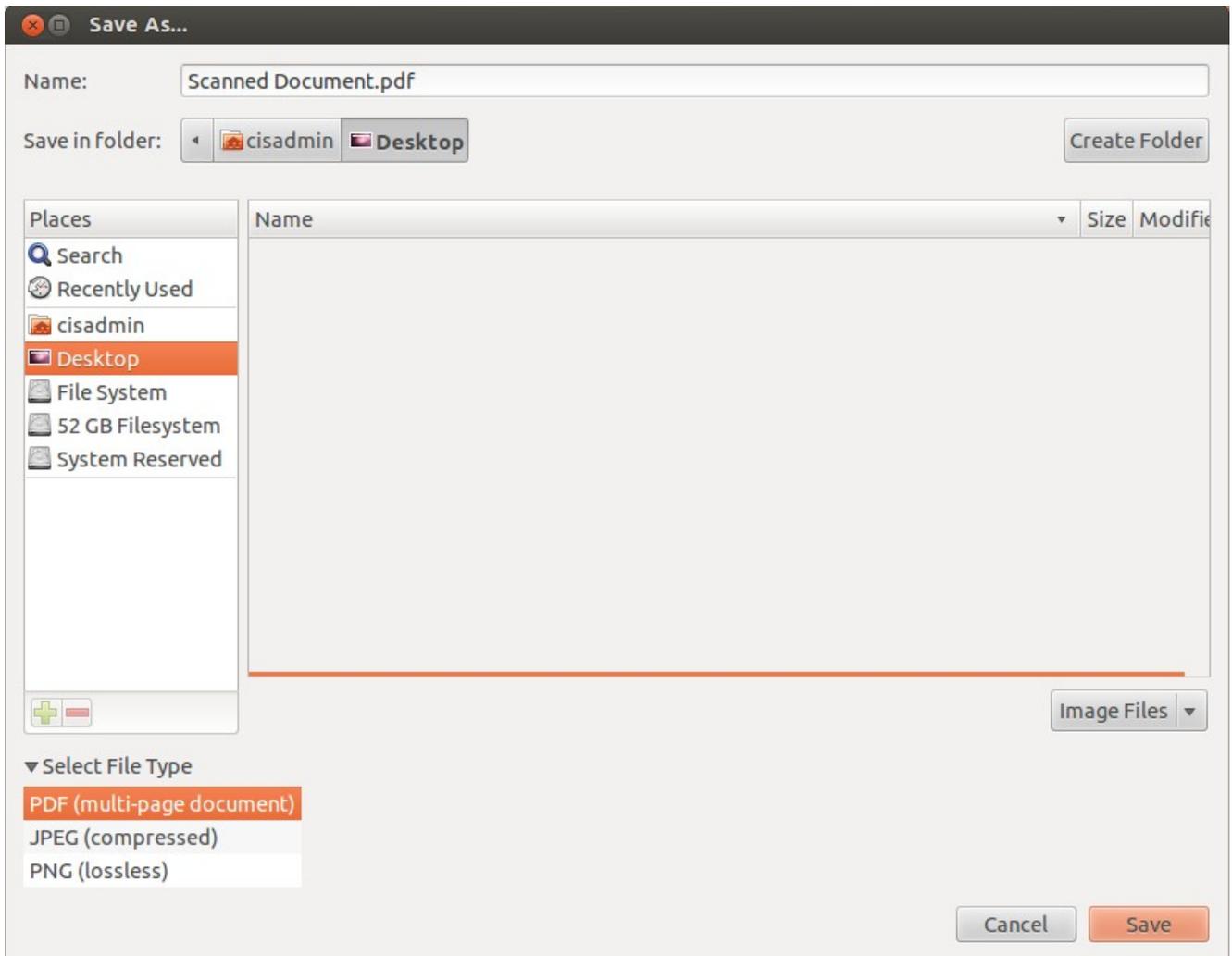


6) Please note: If you would like multiple pages, you will need to click scan for each page inserted.

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



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



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

Questions? [admin@cs.siu.edu](mailto:admin@cs.siu.edu) or visit Faner 2135/2137