

Checking Out and Using the Scanners

How do I check out and use the scanners?

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Where are the Scanners Located?



An often asked question at the YETC is "Do you have any scanners?" The answer to that question is YES. There are two options students can choose from when they want to use a scanner. They can use the ones in the multi-media lab, or they can check out one of the smaller scanners that are located in the cage in the cabinet above the employee cubbies.

If a student wants to check out a scanner, ask them for their USU card. Retrieve a scanner from the cage (make sure you also grab one of the scanner cords) and place the patron's USU card on the filing cabinet. We use their card as collateral just to make sure they return it.

Using the Scanner



Ask the student if they know how to use the scanner. If they do, just give them the scanner. If they don't, teach them how to use it. Follow the steps below in order to use the scanner.

- 1) Pick a computer
- 2) Plug the scanner into the computer through the USB port (I usually place the scanner on top of the tower next to the monitor. It's a very accessible place)
- 3) Place the first item to be scanned in the scanner (note that you should line the paper up with the upper right corner. There is an arrow there to help you out.)
- 4) Close the lid and press the **PDF** button on the scanner
- 5) The scanning toolbar will appear on the computer screen, and after the scanner has warmed up, it will start scanning.
- 6) When it is finished, a little box will pop up giving you two options: **Finish**, and **Next**. Click on **Finish** if there is nothing else the patron would like to scan. If the patron has other things they would like to scan, place the next item in the scanner and click on **Next**. The scanner will immediately scan the next item. Continue with this process until all documents have been scanned and then click **Finish** when you are done.
- 7) After you click **Finish**, a PDF document will appear on the screen containing the items that were just scanned.