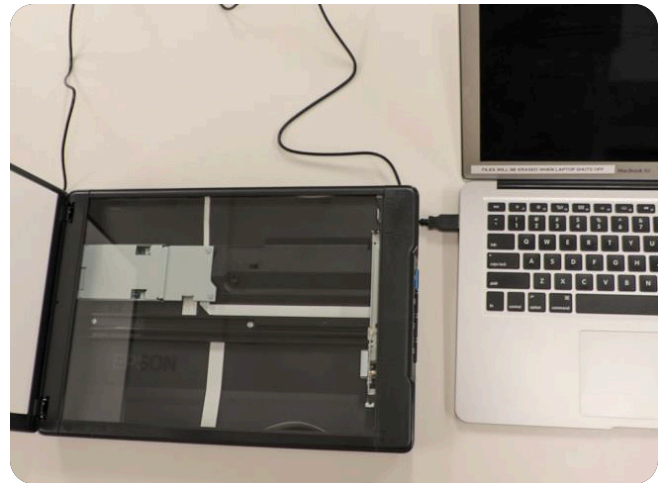


Print to Digital Conversion

GLEN ELLYN
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PREPARE

1. Prepare the laptop
 - a. Open the laptop and press the Power button on the top right.
 - b. Click the image labeled "Scanning".
2. Prepare the scanner
 - a. Open the lid of the scanner (initially, this will turn the device on) and place the item to be scanned on the glass and close the lid.



SCAN

3. Scan
 - a. When the blue light stops flashing, press the blue button next to the blue light to scan the item.
 - b. To scan more items into the same file, repeat steps 2 and 3.
 - c. Click Next, choose options, and click Save.

SHUT DOWN

4. Shut down
 - a. Hold down the Power button on the top right of the laptop and click Shut Down to turn the power off. All scanned files will be deleted from the laptop and the scanner will be turned off.

Questions? Contact Technology Services at 630-423-6664.