

Scanning Documents

1. Documents should be scanned using 'CapturePerfect'. Programs should have a shortcut on the desktop to this program(if you do not have a shortcut, please put in an IT Ticket). The scanner can only be used by the computer it is attached to! The scanner should be directly next to computer it is attached to and should have a USB wire running from the back of the scanner into the back of the PC.
2. Run Capture Perfect
3. Insert the document that is desired to be scanned into the scanner UPSIDE DOWN and BACKWARDS.
4. Once your document is loaded, click on the 'scan' drop down menu located at the top of capture perfect. Then click 'Scan batch to file'.
5. Save the file under 'My Documents', it should be defaulted. If it is not automatically set to 'My Documents', click "Libraries" located on the left then 'Documents'.
6. Name your file, then click 'Save'
7. Your file will then be scanned. Once you are done scanning click 'Stop Scanning'
8. The file will automatically be saved to 'My Documents'
9. To email your scanned files YOU MUST USE OUTLOOK ACCESS ONLY LOCATED ON MYCAUNJ.ORG, do NOT use 2x.