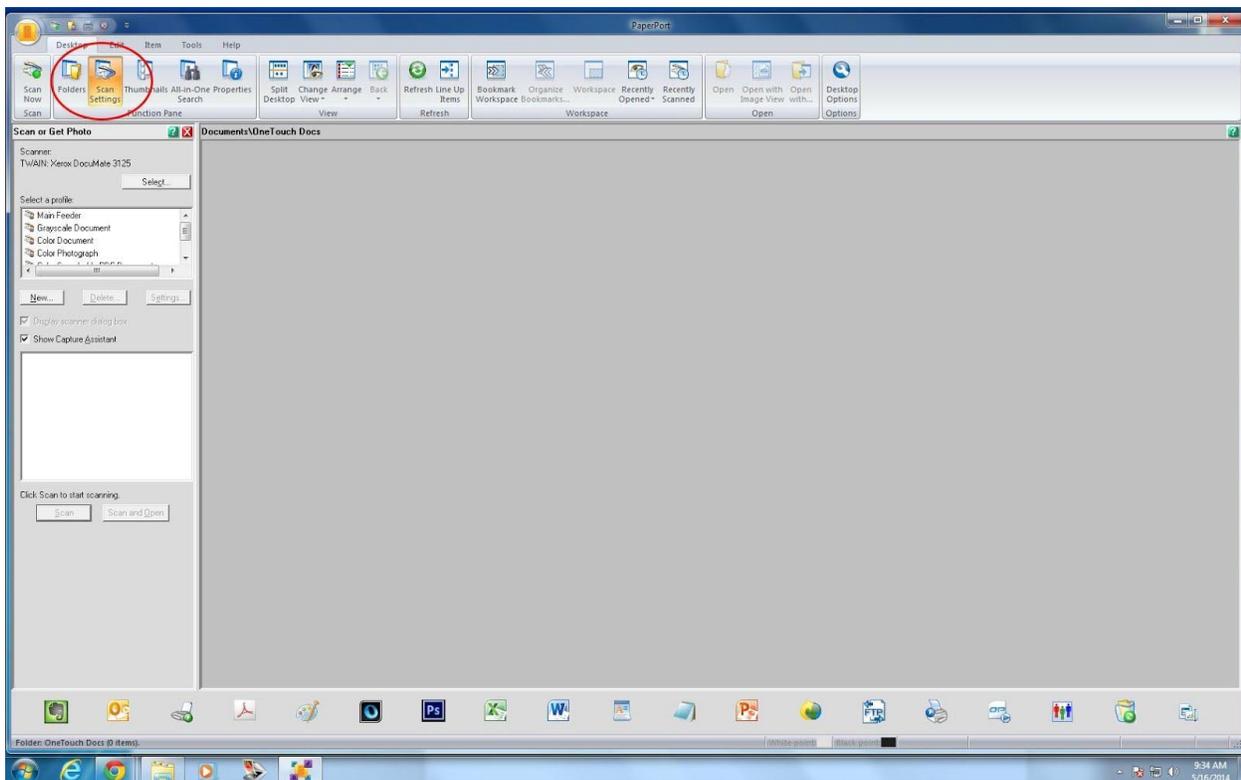


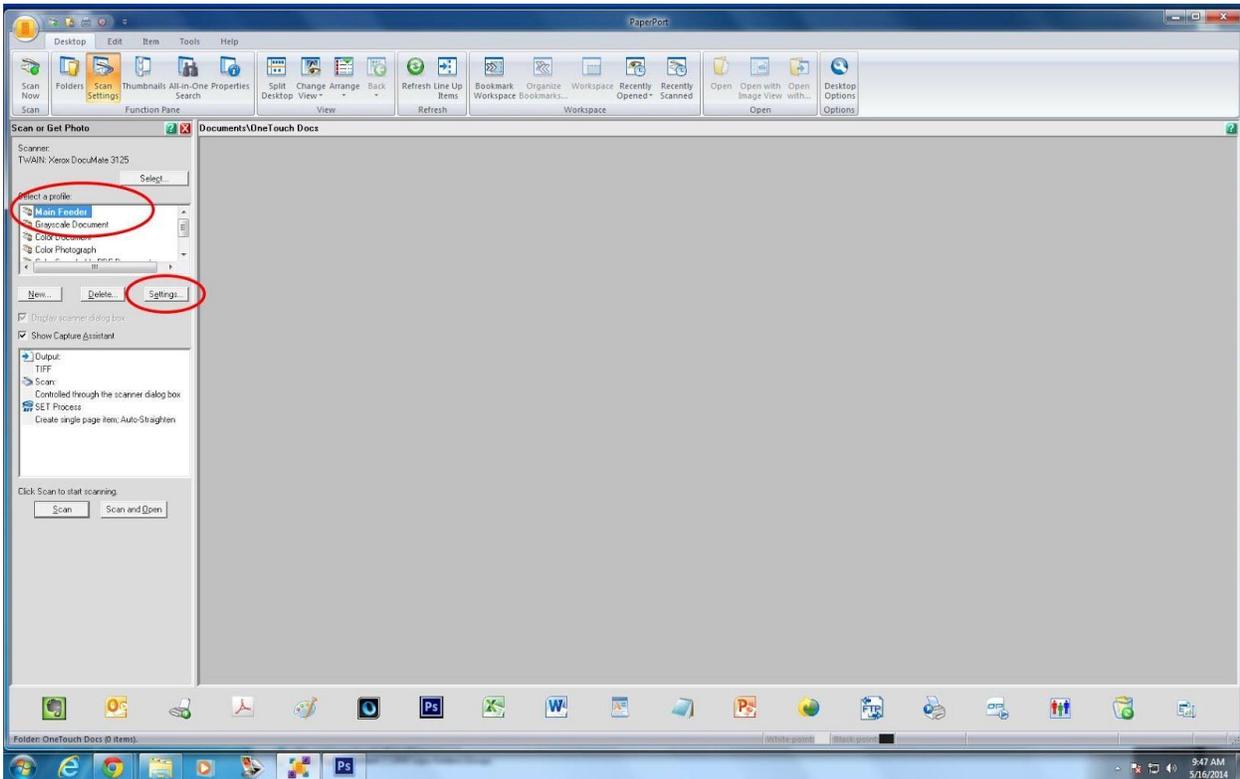
## Scanning with Xerox DocuMate 3125 Feeder



1. Open scanner and turn on *before* starting scanning software.

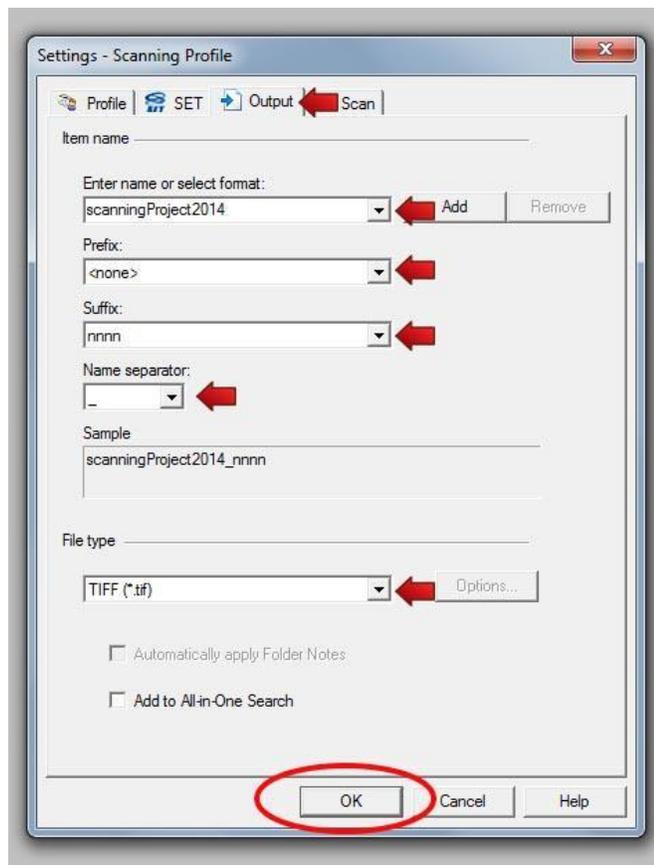


2. Open PaperPort scanning software. Choose "Scan Settings" tab.

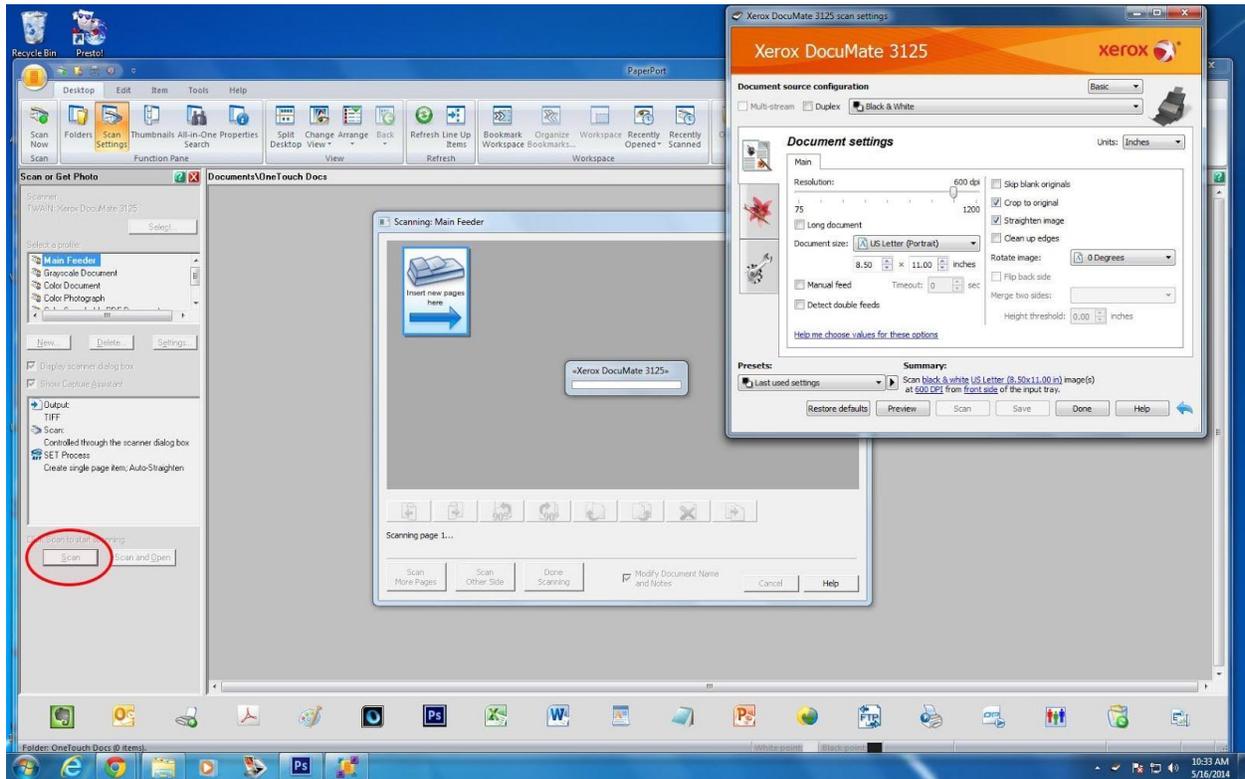


3. Select “Main Feeder” scanning profile and click on “Settings”.

4. Choose “Output” tab. Enter project “Name”, set “Prefix” to “none”, “Suffix” to “nnnn” (this sets the auto-numbering of images to a four digit number); “Name separator” to “\_”, and “File type” to “TIFF”. Click OK to close.



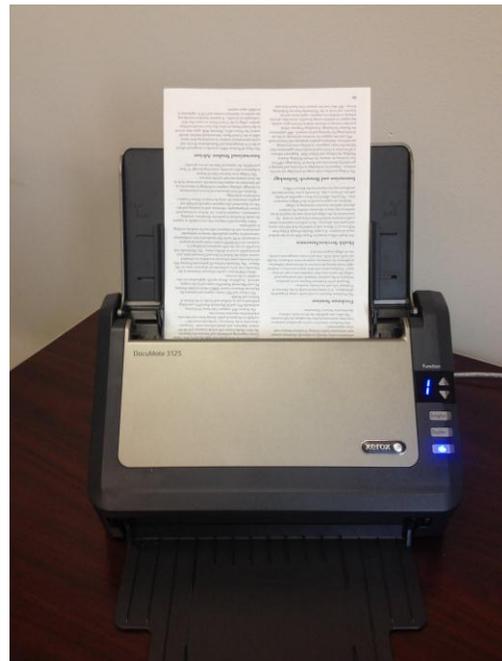
5. Click “Scan” button to open Xerox scan setting window.



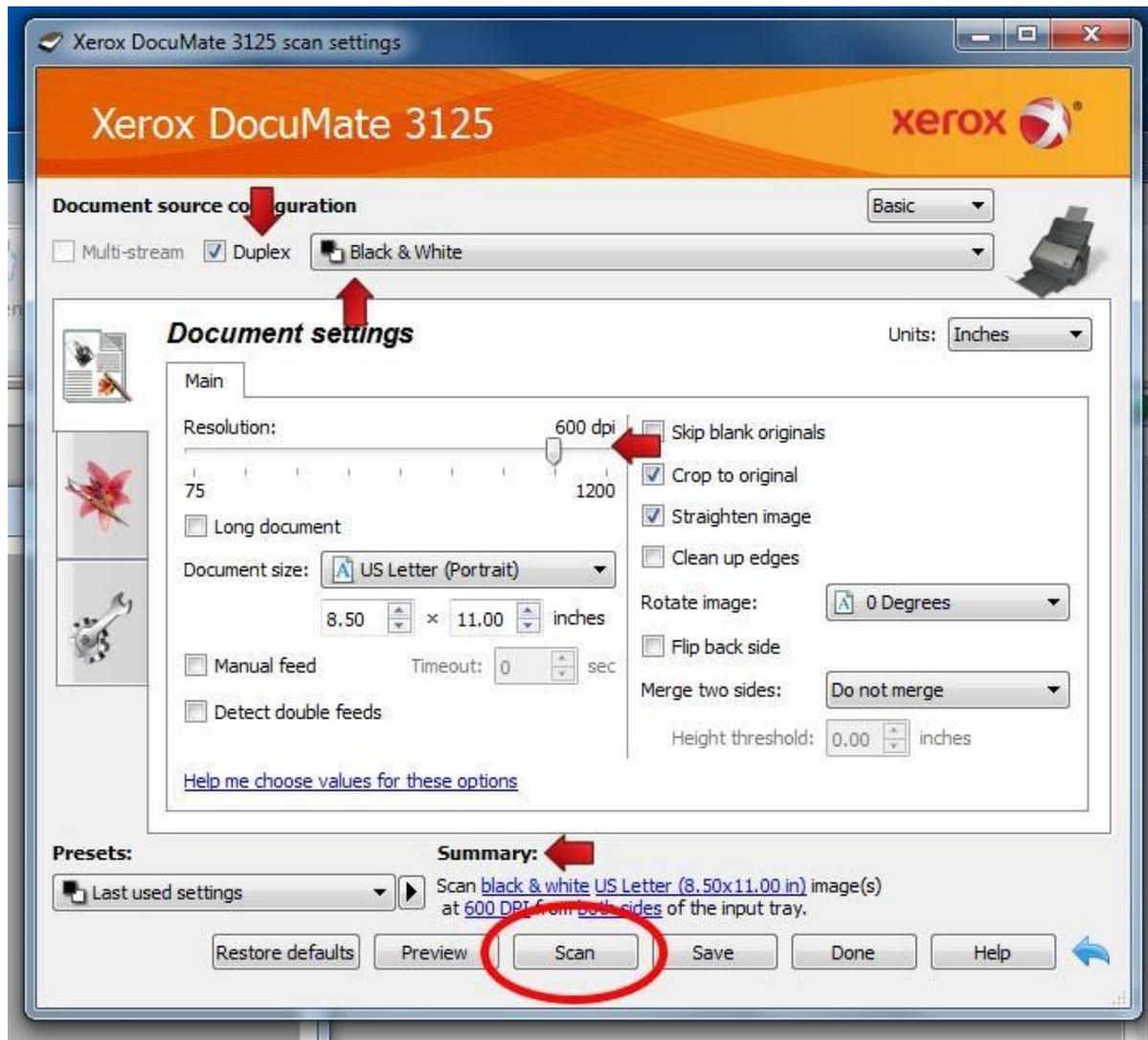
6. Place items to be scanned in feeder, adjusting paper-size guides. Documents must be placed upside-down with front page facing towards the rear.

**\*Important:** When using scanner to feed multiple pages, ensure that all pages have been fully separated and don't stick together at any edge. The feeder can easily feed two together which will jam the scanner. If the scanner is jams, anything that has been scanned into the queue (more on this in a moment) must be rescanned!

The feeder is rated for a 50 page capacity, but best results with no jamming have been with 25 or fewer pages at a time.

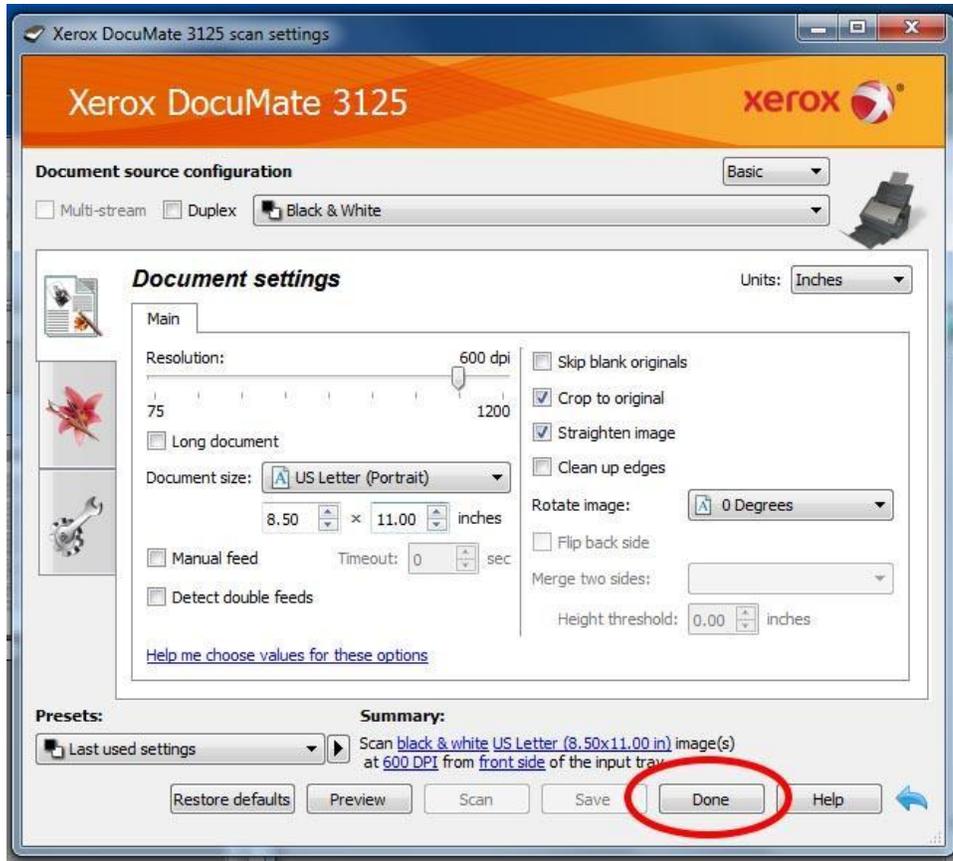


7. Set preferences in the Xerox scan setting window. Check “Duplex” if scanning double-sided documents (leave unchecked if single-sided); choose Black & White, Grayscale, or Color from drop down depending on source document; set “Resolution” to 600 dpi for all documents. Other options should default to those shown below. Double check your settings in the “Summary” field, and click “Scan”.

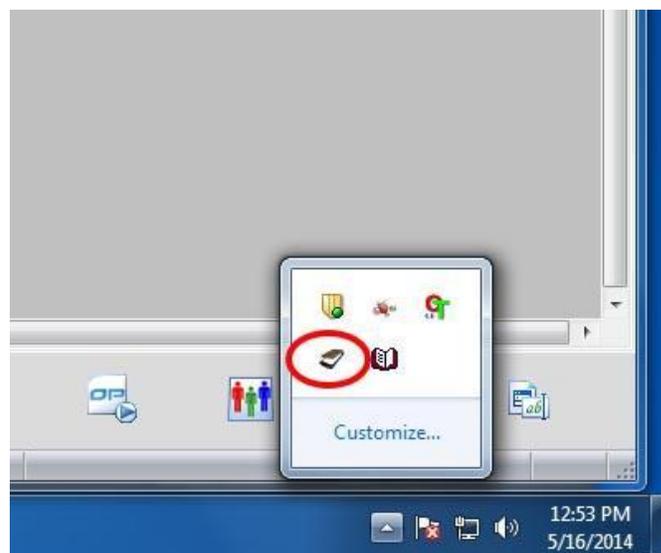


Note that as they are scanned, your files are sent to a holding queue and are not accessible until transferred to the OneTouch Docs folder in a later step. If scanning is interrupted during this process, the files are lost. For this reason, it is a good idea to scan in smaller sets of 25 or so pages at a time.

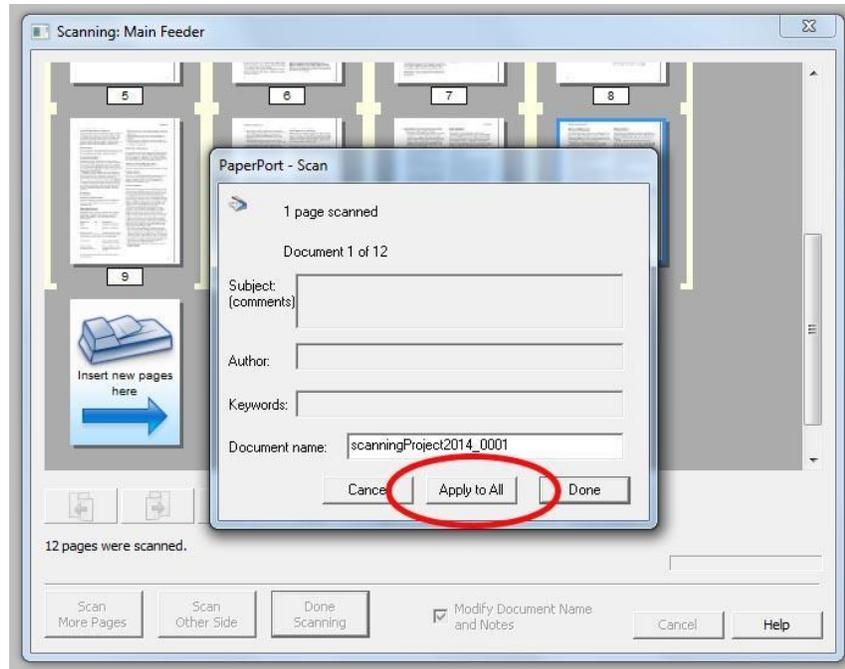
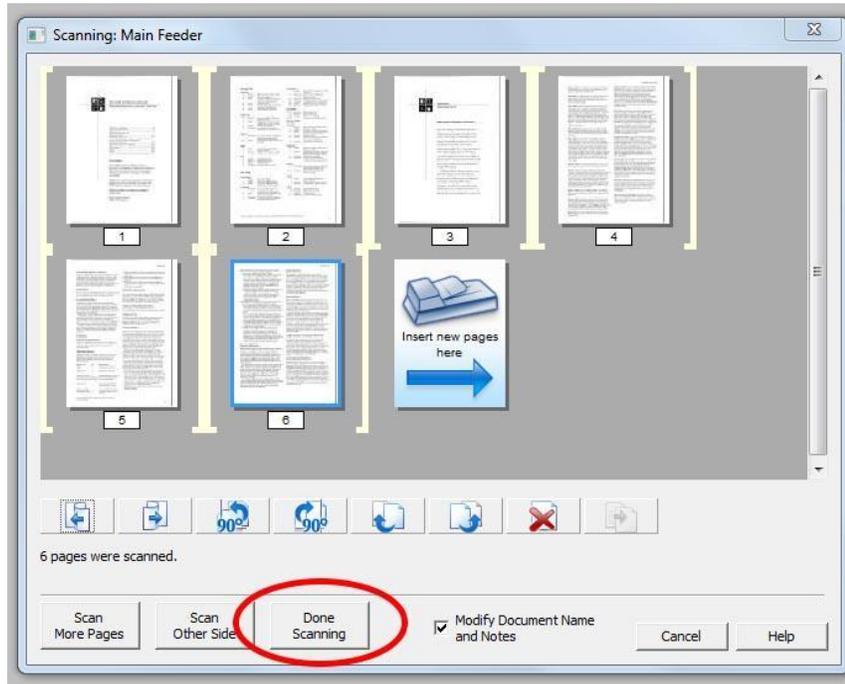
8. When scanning is complete click the “Done” button in the Xerox scan setting window.



This pop-up window can get 'lost' or hidden on the desktop, as there is no way to minimize the Paperport window until this has been closed. If this window does not appear when scanning is complete, it should be under the 'hidden icons' tab at the lower left of your screen.



9. Click the “Done Scanning” and “Apply to all” buttons on the next two successive pop-up screens.



10. The files have now been transferred from the temporary queue and can be found in your Libraries > Documents > OneTouch Docs folder. Create a new folder on your desktop with the same name as your project "Name" from step four and copy all files from the OneTouch Docs folder there. From this folder you can do any editing or presentation format work necessary before copying files to the "K" drive.