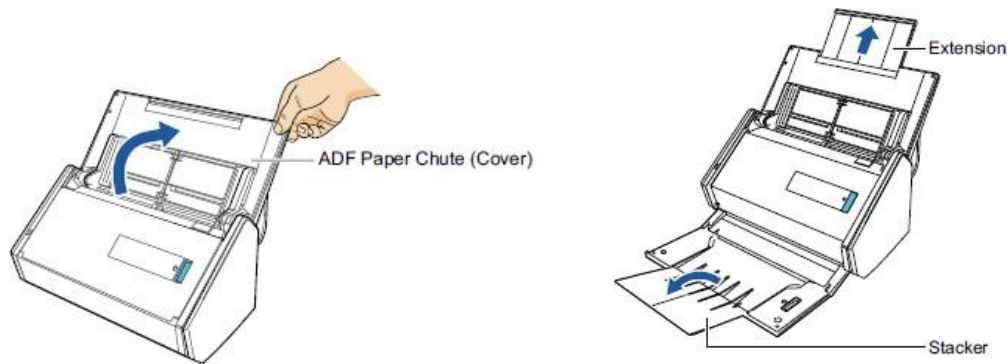


SCANNING INSTRUCTIONS

1. Open the cover and stacker of the scanner

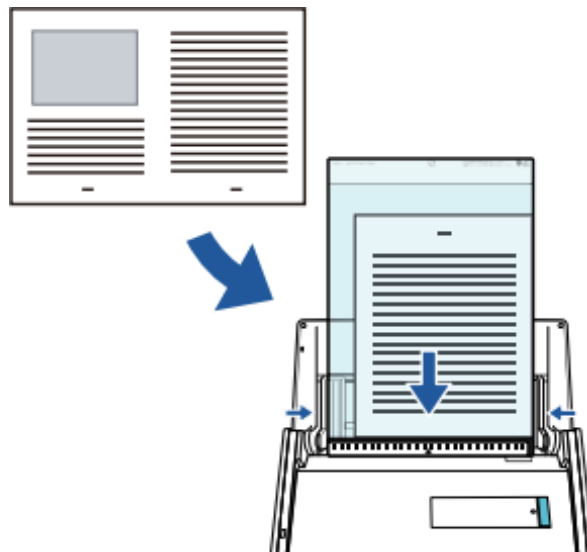


2. Load documents into the scanner (backwards and upside-down) and press the blue button to begin scanning

- The scanner will ignore blank pages
- If you loaded the documents incorrectly, you can later edit/rotate the documents



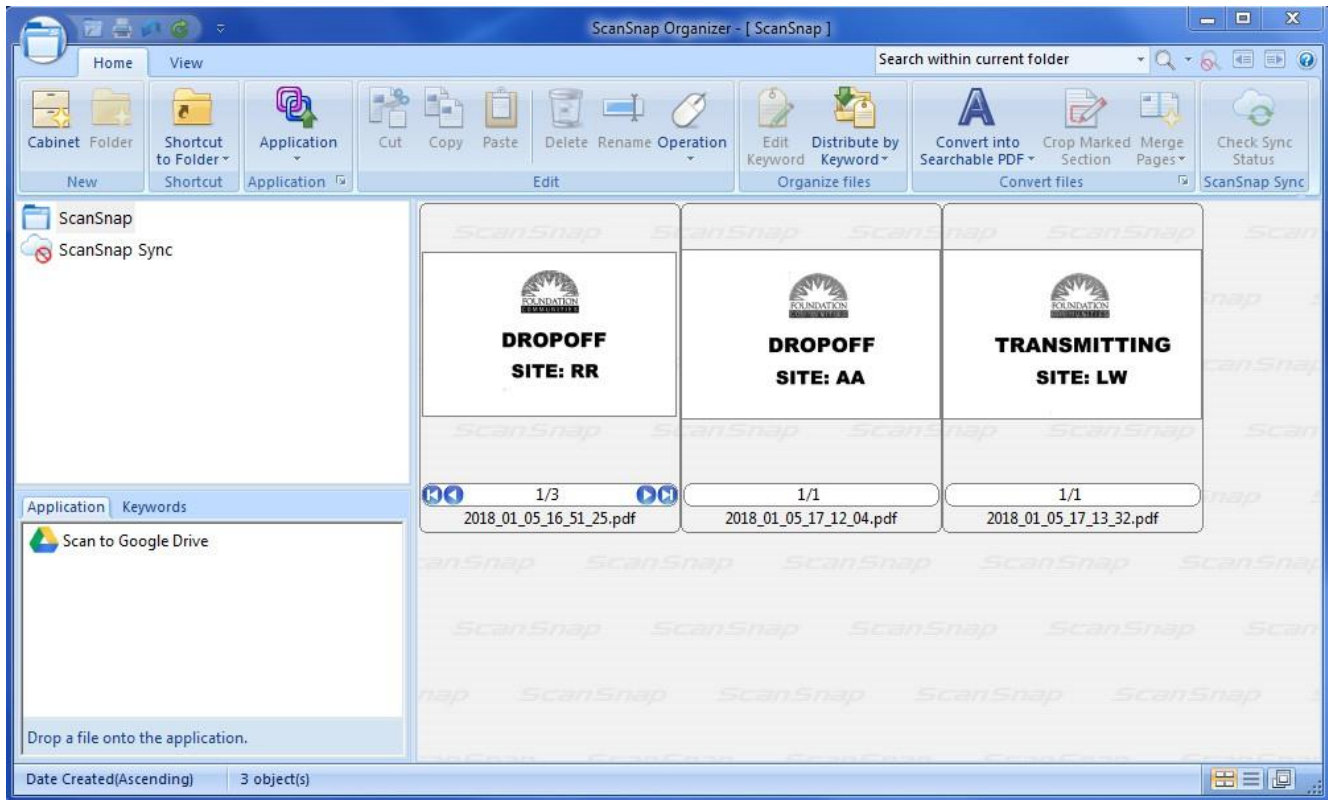
*If you are having trouble scanning documents, you may use the optional Carrier Sheet



3. After scanning is complete, the ScanSnap Organizer will automatically open

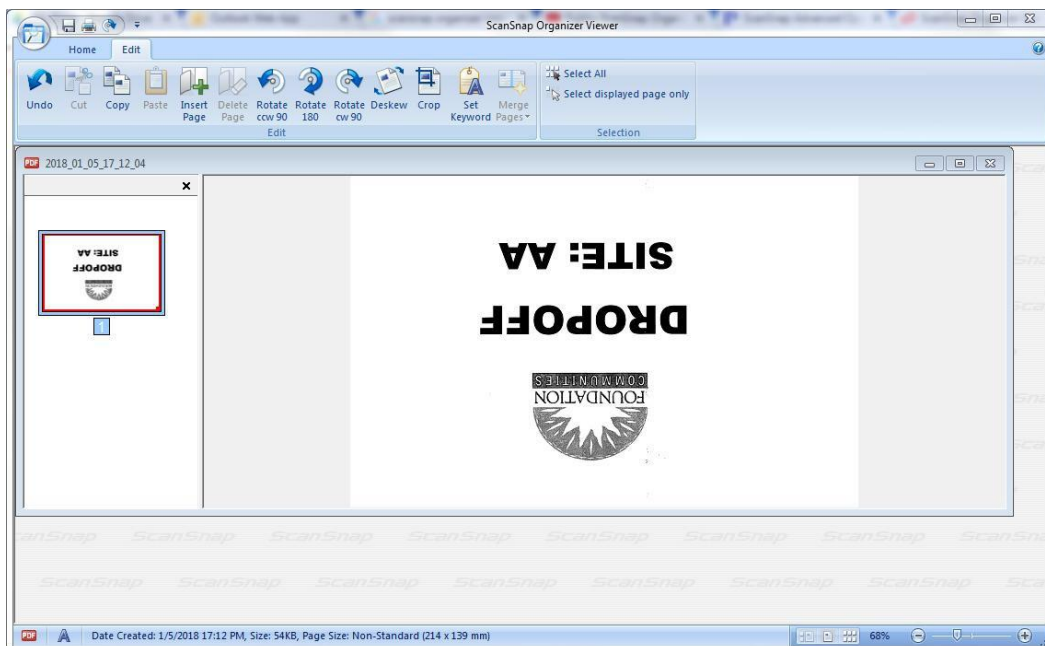
- The ScanSnap Organizer will allow you to add, delete, and edit pages to an already scanned document
- The ScanSnap Organizer may also be opened through your desktop at any time

Note: these screenshots are from a past tax season; we are no longer using cover sheets when scanning.



4. To edit pages to an already existing scanned document

- Open the document with the ScanSnap Organizer Viewer
- Click on the Edit tab on top of the Viewer
- Save changes and close the ScanSnap Organizer Viewer



5. To add pages to an already existing scanned document

- Open the document with the ScanSnap Organizer Viewer (left-click or double-click)
- Load the documents you wish to add
- Press the blue button to begin scanning
- You will receive a prompt asking the location you wish to add the pages
- Save and close the ScanSnap Organizer Viewer

