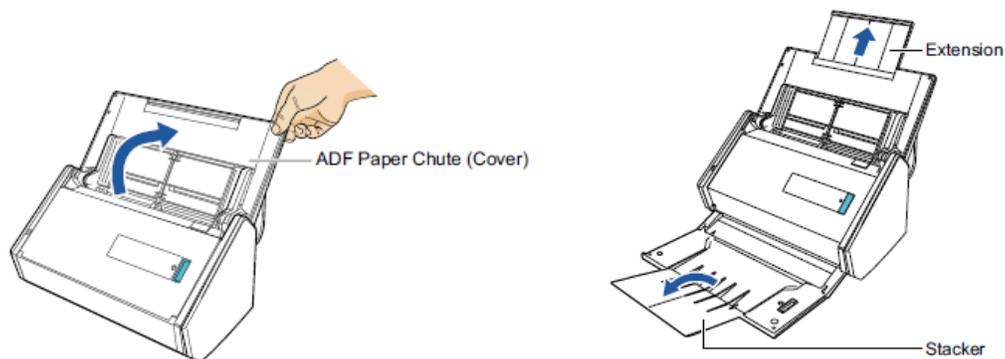


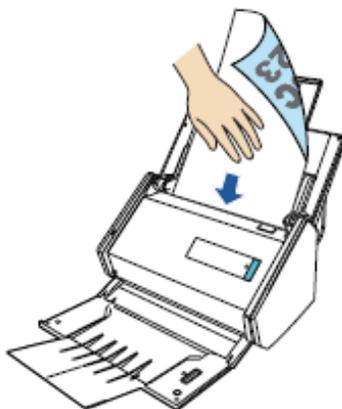
# SCANNING INSTRUCTIONS

1. Open the cover and stacker of the scanner

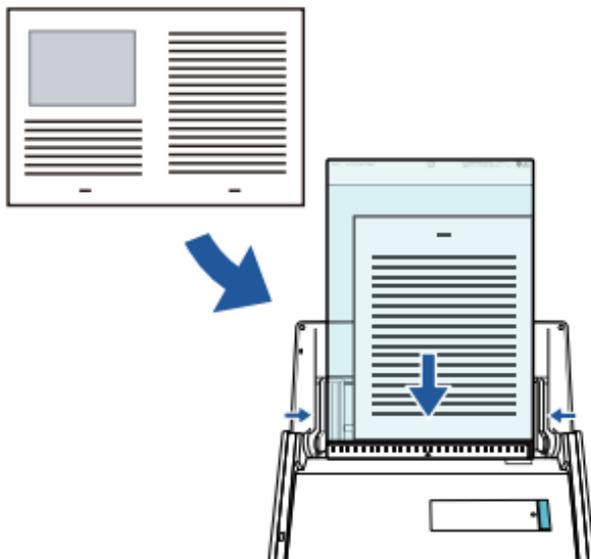


2. Load documents into the scanner (backwards and upside-down) and press the blue button to begin scanning

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

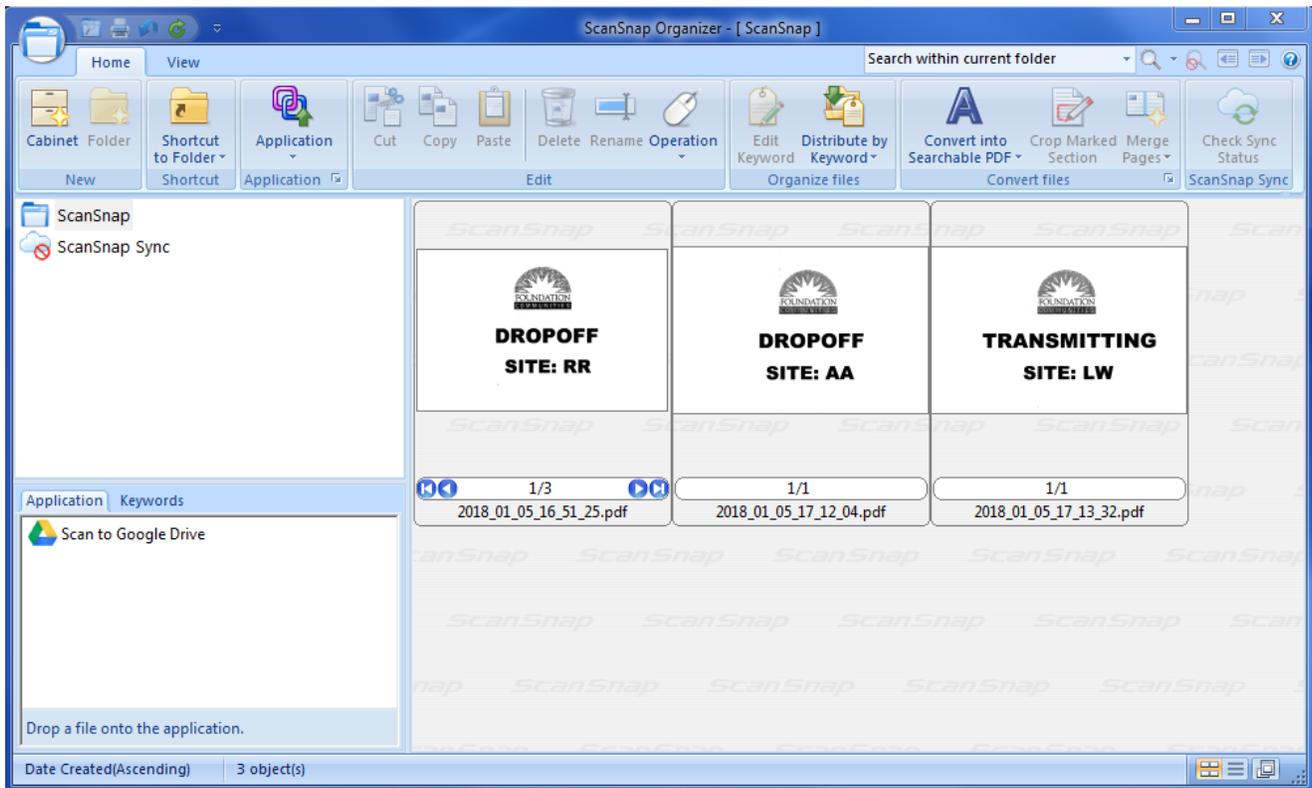


\*If you are having trouble scanning documents, you may use the optional Carrier Sheet



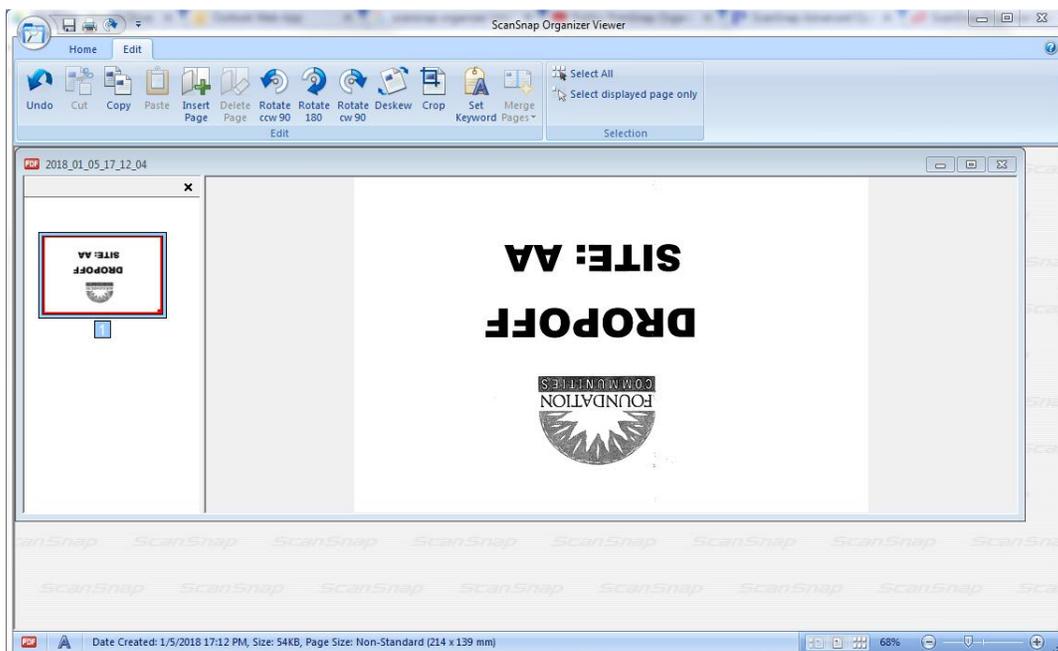
3. After scanning is complete, the ScanSnap Organizer will automatically open

- 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



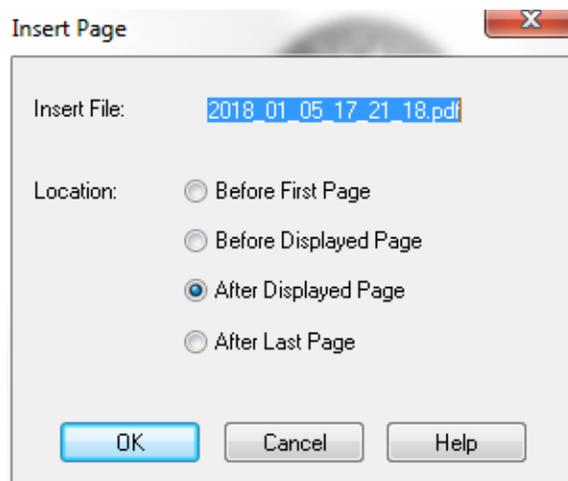
4. To edit pages to an already existing scanned document

- 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



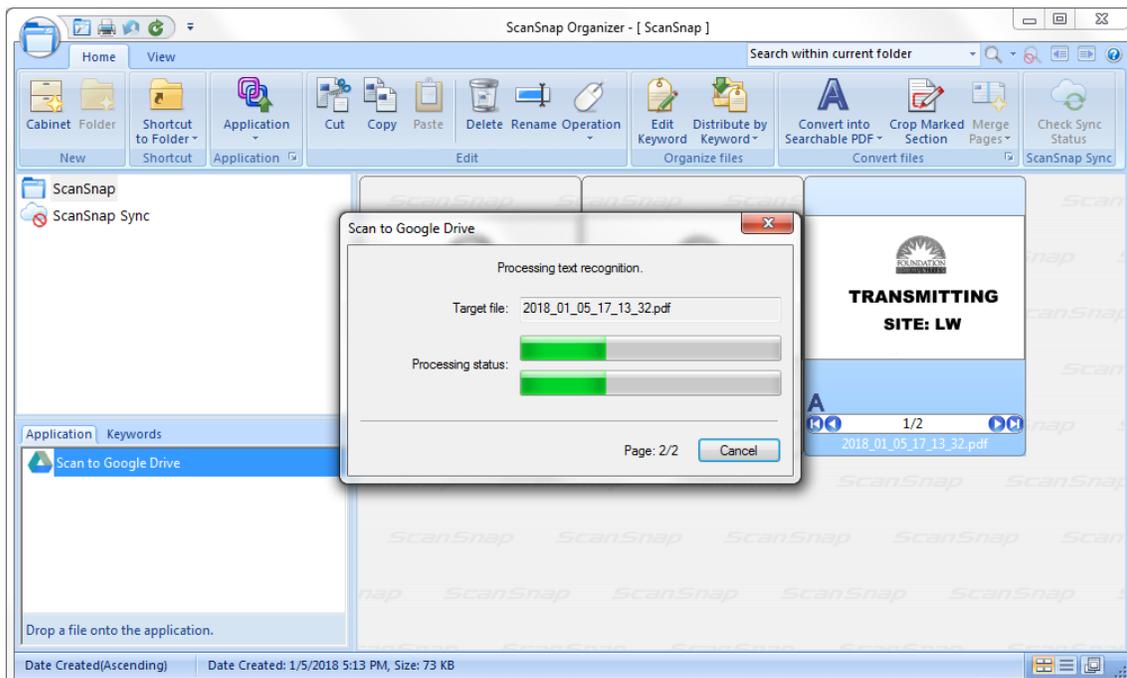
5. To add pages to an already existing scanned document

- 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



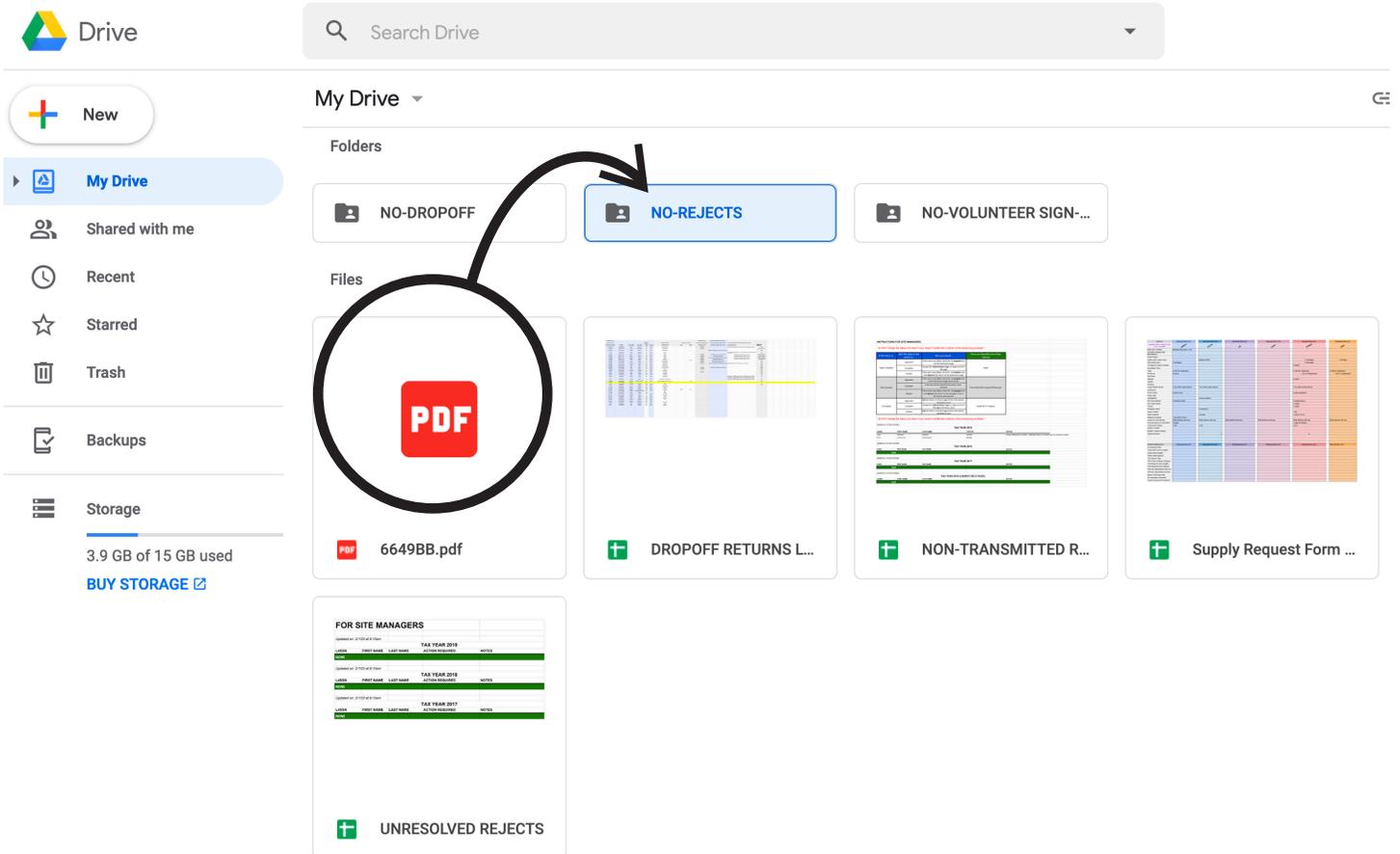
6. Send documents to the Google Drive

- Open the ScanSnap Organizer
- Select the documents you wish to send
  - i. Option 1: Operation → Select All
  - ii. Dragging the cursor over the files)
- Under the Application tab, select Scan to Google Drive
- A window will show you the processing status. Once the documents are sent, the window will automatically close



## 7. Move the document to the correct location within Google Drive.

Using the internet browser, open Google Drive and drag the scan from the outermost part of the drive into the folder where it belongs. Scanned Drop Off Documents go into the DROPOFF folder, scanned Reject Documents go into the REJECTS folder, etc. Example shown below:



The screenshot displays the Google Drive interface. On the left sidebar, the 'My Drive' folder is selected. The main area shows a list of folders and files. A red 'PDF' icon representing a file named '6649BB.pdf' is circled in black. A black arrow points from this file to the 'NO-REJECTS' folder. Other folders visible include 'NO-DROPOFF', 'NO-VOLUNTEER SIGN...', 'DROPOFF RETURNS L...', 'NON-TRANSMITTED R...', 'Supply Request Form ...', and 'UNRESOLVED REJECTS'. The 'Files' section shows several document thumbnails, including spreadsheets and forms.