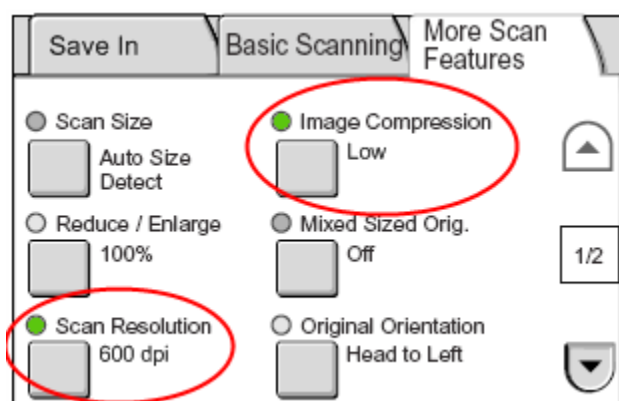


Did you know?

The scanner has a touch screen – press firmly on the icons on the screen to activate menus

To reduce the file size

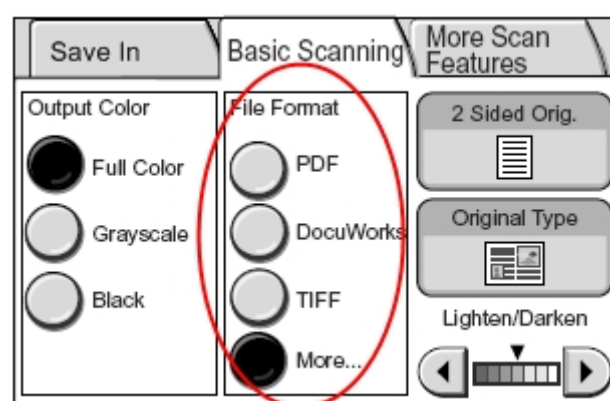
- Select the scan location
 - Scan to PC (folder shortcut on the APNK computers)
 - OR Scan to Media (USB pen drive)
- Touch the “**More Scan Features**” tab



- Touch Scan Resolution (default 600 dpi)
- Touch the 200 dpi (the smallest option)
- or 300 dpi or 400 dpi
- Touch Save
- Option
 - use “Image Compression” to reduce size further
- Touch the Save In tab
- Press the green START button to begin scanning

To change the file type from JPEG to PDF / TIFF / etc

- Select the scan location
 - Scan to PC (folder shortcut on the APNK computers)
 - OR Scan to Media (USB pen drive)
- Touch the “Basic Scanning” tab



- Touch the file type you prefer under “File Format” section
- Touch the Save In tab
- Press the green START button to begin scanning

Note – the scanner will change back to its default settings after 60 seconds of inactivity.

Why reduce the data size of your scans?

So it's faster and easier to send. Smaller files are faster to email, upload, download and receive in your inbox.

When wouldn't you wish to reduce the data size of your scans?

- when digitising or archiving projects such as Kete
- when you need high quality digital image for eg print work

More info at our website <http://www.aotearoapeoplesnetwork.info/faq>