

High Speed Scanner

The Office for Nursing Research has a high-speed scanner available for long-term scanning projects.

TO SCHEDULE USAGE

- Email requests to BurtonLL@u.washington.edu listing PI or Administrator name, project name, department, phone #, and anticipated usage.
- Sign up for “Scanner” on the calendar at the front desk, T643.

USERS PLEASE NOTE

- 1) There is a limit on usage of 4 hours per day unless arrangements are made in advance for special circumstances.
- 2) All Scanner Users are responsible for training their staff in the use of the machine. Preplanning is important – determine file names/destinations in advance. Test the scanner for settings that will work for your materials.

Need to Know

- Scanner creates FILE
- FILE is sent to K Drive
- USER log on to computer in T643D to access FILE
- USER resend FILE to USER destination
- USER delete FILE from K Drive

Basic Scan to File Steps

- Place Originals FACE UP in the FEEDER or FACE DOWN on the GLASS
- Select NETWORK SCANNING tab
- Select TEMPLATE required
- Press START

Optional Features

- Image Quality – use to enhance quality of output based on type of original (normal, text, halftone photo, photo)
- More Image Quality – use to further enhance the quality of your output
- Sides Scanned – use to scan two-sided originals
- Edge Erase – use to erase unwanted marks up to 2”
- Scan to Edge – use to scan to the edge of the page
- Original Input – use Custom to program the X and Y settings for odd size originals
- Resolution – defines the resolution at which the original will be scanned and the images stored (higher resolution results in larger files)

Output Format Tab

- Document Format – sets the format for scanned images to: Tiff, Multipage Tiff, or Image Only PDF (default is PDF)

Troubleshooting

- Best Test – if scanner stops scanning, do a “restart.” If this does not correct the problem, report it to the Front Desk in ONR.

The Xerox Pro 35 Workcenter is also a photocopier and printer.

- ONR staff who need to make a photocopy have “interruption” privileges.
- ONR staff frequently print from their computer so copy may come through while you are scanning. This will not affect your scanning.