



Large Format Scanning

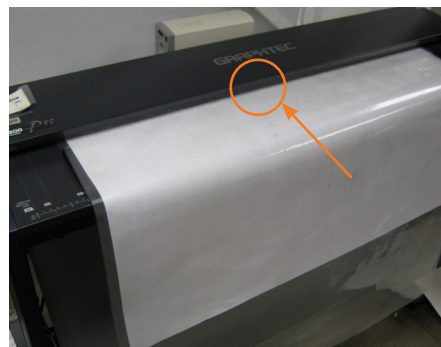
1. Turn on the scanner by pressing the “Power” switch in the back.



2. Prepare your document by placing it in the folded plastic covers provided next to the scanner. All loose media **MUST** be sprayed with **FIXATIVE** prior to scanning (i.e. charcoal, pastels, graphite... etc) Use spray booth in the woodshop to do this.



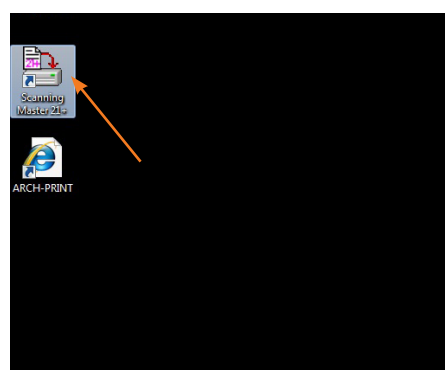
3. Feed prepared document faced **DOWN** into the scanner by aligning the center of the paper to the center of the scanner.



4. Press “**FORWARD**” if the scanner does not automatically move the paper into the scanner.



5. Log onto the computer to the right and open up **Scanning Master 21+** from the desktop.

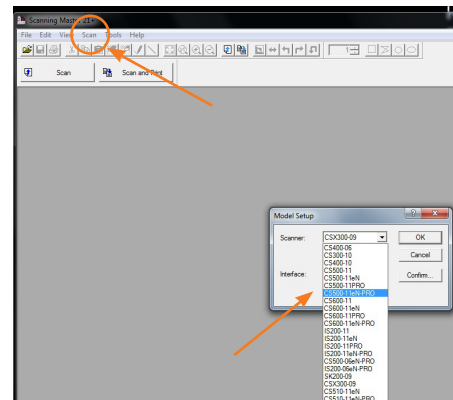




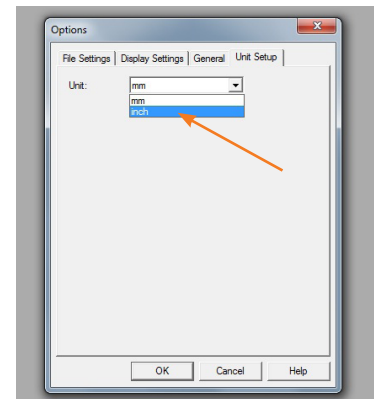
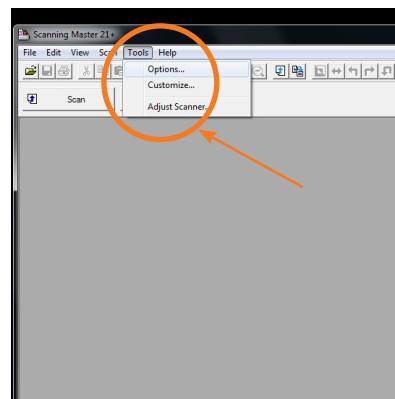
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6. Select “SCAN” then select “Model Set UP” from top menu bar to change scanner model to

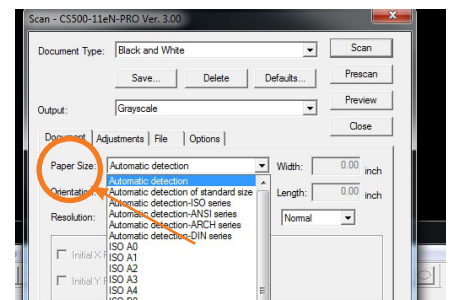
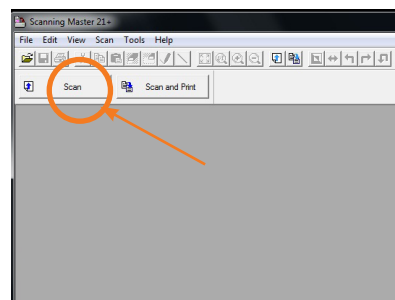
CS500-11EN-PRO



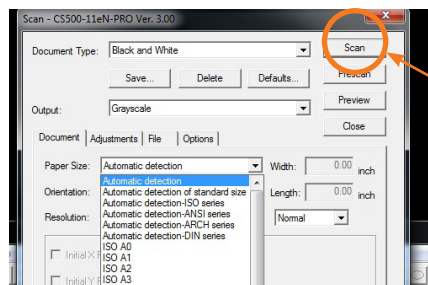
7. Select “TOOLS” then “OPTIONS” from top menu bar to change units from **mm to inch**.



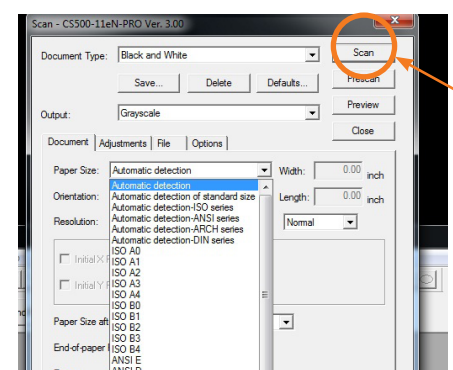
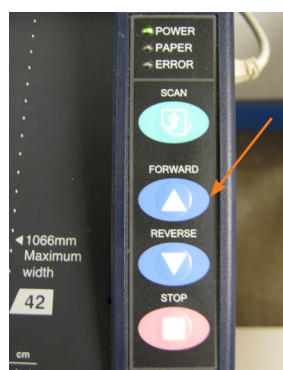
8. Click the “SCAN” button to open up the scan option menu. Change the “Paper Size” to **user defined** and input document dimensions. Do NOT use automatic detection.



9. Change the scanning setting accordingly (i.e. orientation, resolution, output, etc), then press “Scan” to start scanning.



10. If you get the warning “Scanner is not ready. Continue?”, press the “FORWARD” button on the scanner and then press “Yes” button on the screen to start scanning.



11. **Save** the scanned image. On the scanner, press the “FORWARD” or “REVERSE” button to release the paper.