

# THE UNIVERSITY OF TEXAS AT AUSTIN SCHOOL OF ARCHITECTURE

## 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.



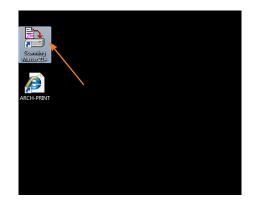
3. Feed prepared document faced DOWN into the scanner by alighning the center of the paper to the center of the scanner.



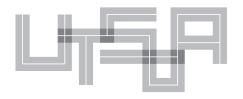
4. Press "FORWARD" if the scanner does not automatically move the paper into the scanner.



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



#### INFORMATION TECHNOLOGY



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

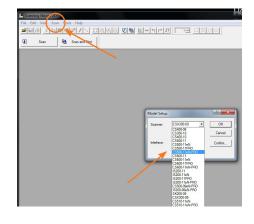
## **CS500-11EN-PR0**

Select "TOOLS" then "OPTIONS" 7 from top menu bar to change units from mm to inch.

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

Change the scanning setting 9. 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"

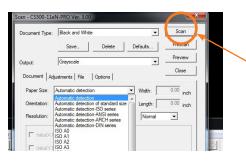


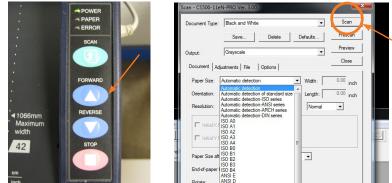


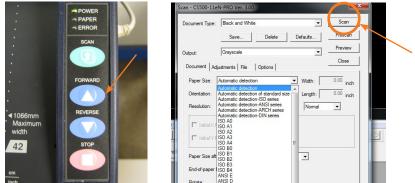




Document Type:	Black and White		Scan
	Save Delete	Defaults	Prescan
utput:	Grayscale	-	Preview
Paper Size:	Automatic detection	Width:	0.00 inch
	Automatic detection Automatic detection Automatic detection Automatic detection of standard size	Width:	0.00 inch
Resolution:	Automatic detection-ISO series Automatic detection-ANSI series Automatic detection-ARCH series Automatic detection-DIN series	Normal	•







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.

### INFORMATION TECHNOLOGY