

Microtek ScanMaker 5950

THREE OPTIONS FOR SCANNING:

- ONE TOUCH CONTROLS
- STANDARD CONTROL PANEL
- ADVANCED CONTROL PANEL

Scanning basics:

Place original on glass

- Face down
- Top toward you

Place originals in document feeder – up to 50 pages *** **DO NOT AUTO FEED PHOTOS** ***

- Face up
- Top toward rear wall

One Touch Controls: located on front of scanner

			
cancel a scan – setup options	perform scan	copy a color photograph	scan text for editing

NOTE: previous user's settings are retained. Your **MUST** use setup button to customize your scan.

Select the **C/S** button to set options for scanning 

Choose **Scan** or **OCR** tab

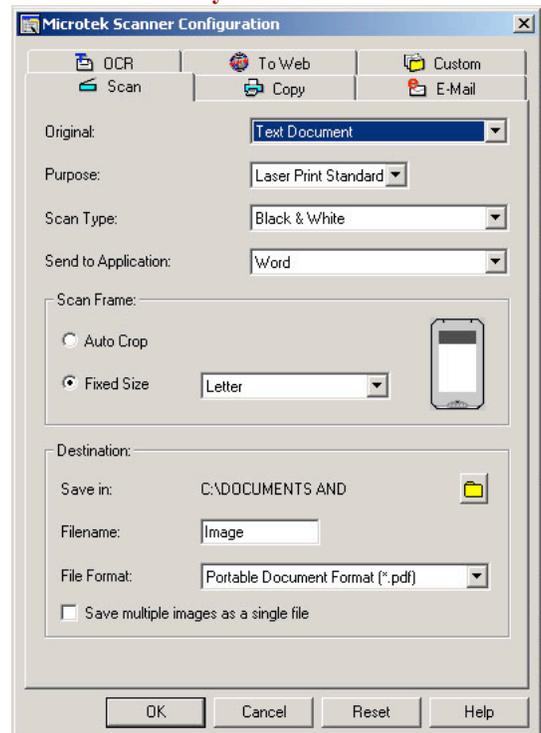
Make selections desired

Click OK

Press the  or  button to initiate scan

NOTE: scanned files are saved to a “my images” folder unless you specify a different location. There is an alias on the desktop to navigate to that folder.

If scanning more than one document / image and want all scans retained in one file, check the box at the bottom: Save multiple images as a single file.



Automatic Document Feeder: **DO NOT** place photos in ADF.

Place originals in feeder, face up, top toward rear wall

Select the **C/S** button to set options for scanning 

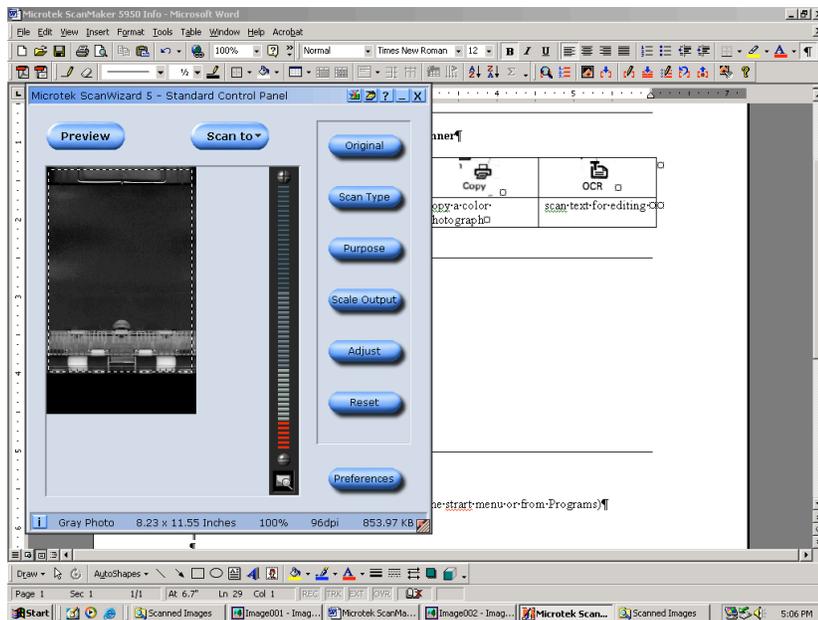
Make desired selections

Press the  or  button to initiate scan

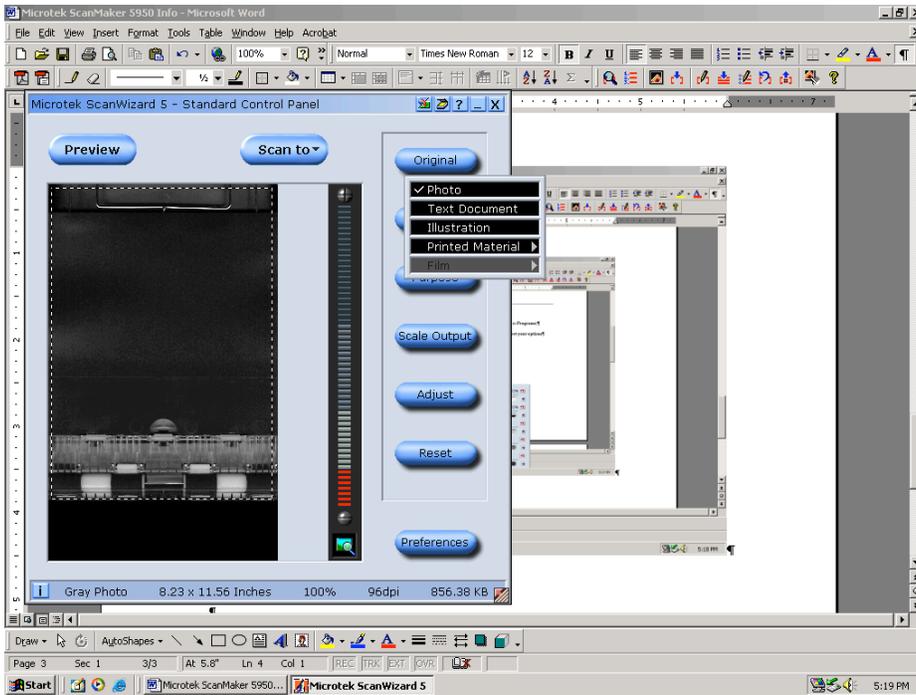
Standard Control Panel: **Use ScanWizard 5**

Open the ScanWizard 5 application (from the Start menu or from Programs)

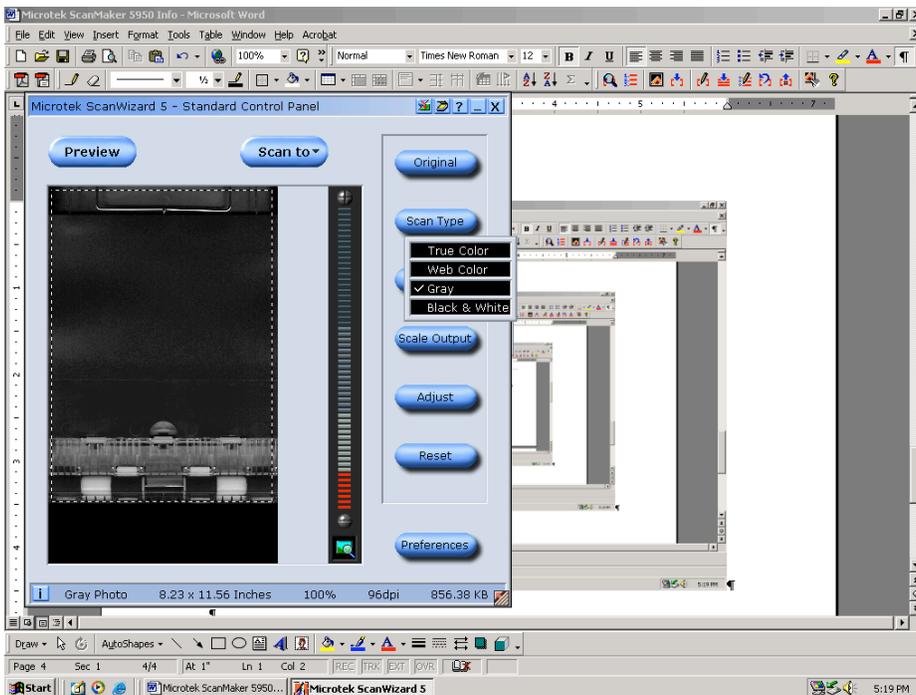
Use the tool buttons on the right side of the dialogue box to select options



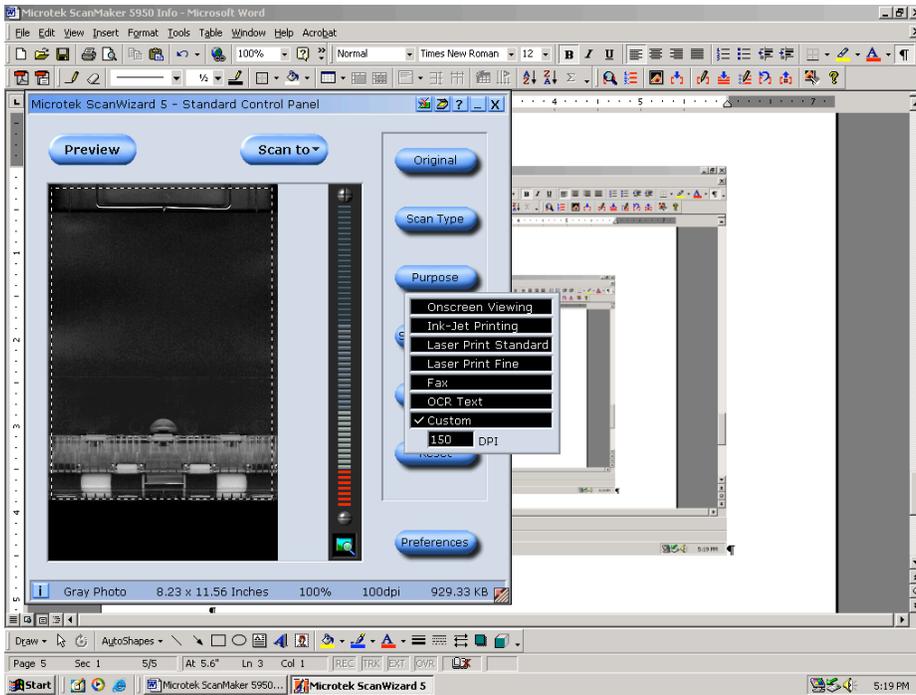
Original: Select the type of original you will be scanning



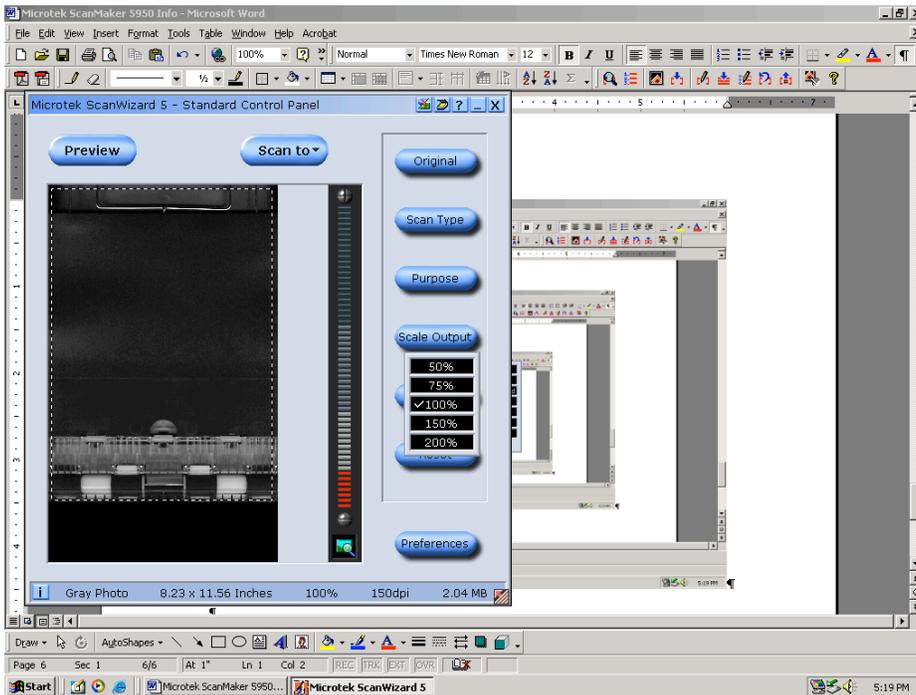
Scan Type: Select the type of scan – true color, web color, grey, black & white



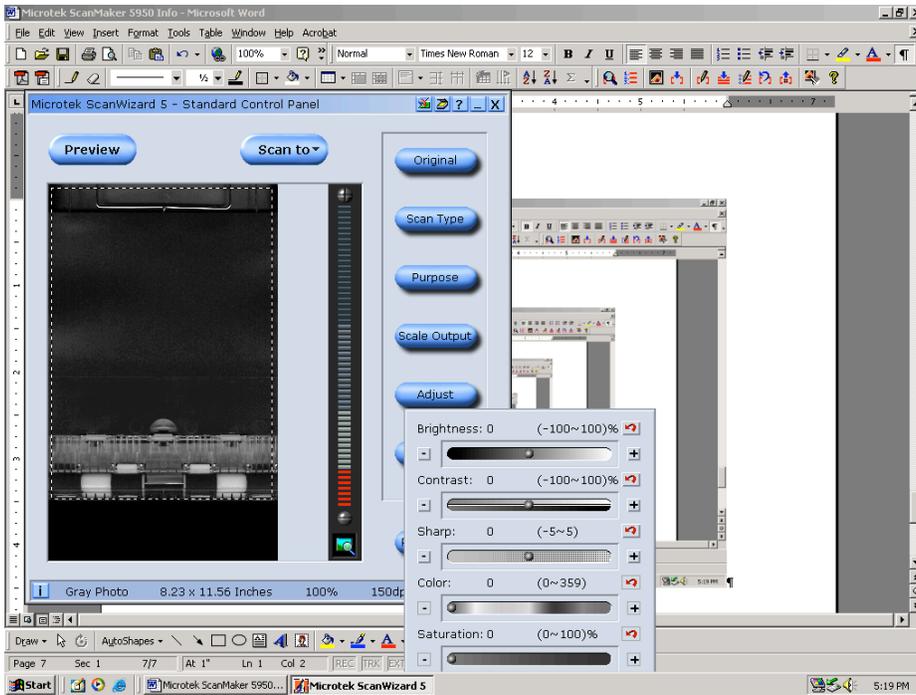
Purpose: Select how image will be utilized for resolution purposes



Scale Output: Select size desired

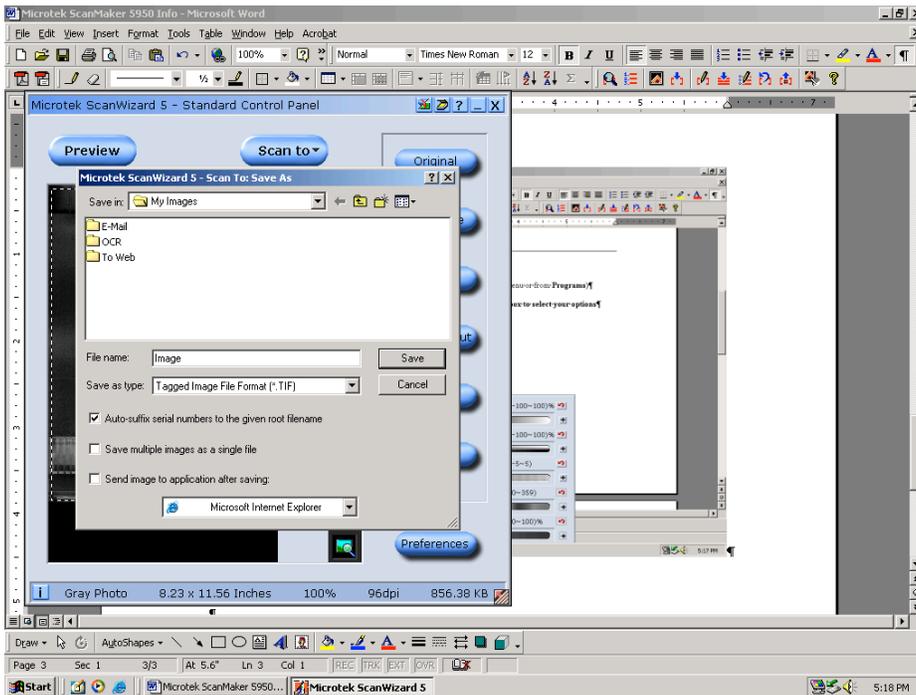


Adjust: adjust brightness, contrast, sharpness, etc.



Scan to: locate folder where you want to store your images.

NOTE: scanned files are saved to a "my images" folder unless you specify a different location. There is an alias on the desktop to navigate to that folder.

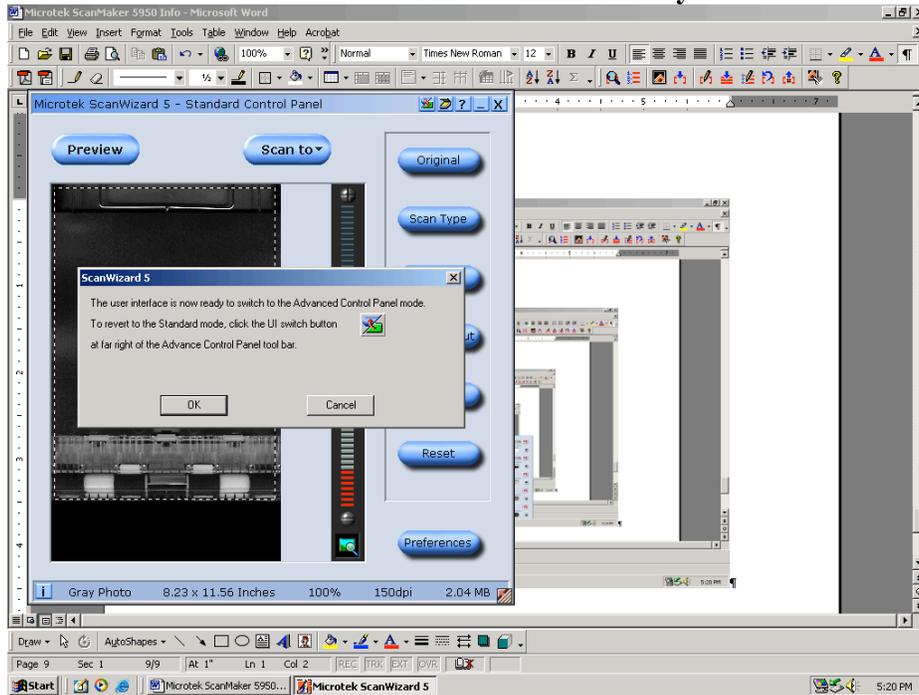


Click Save and scanning will begin

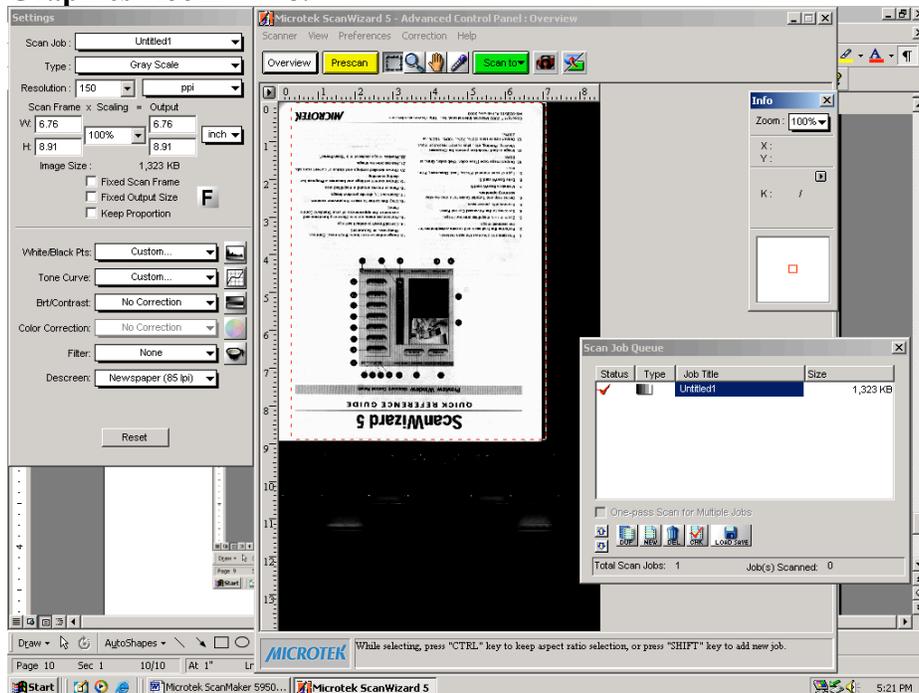
Advanced Control Panel: Use ScanWizard 5

Select the Advanced Control button: top right of dialogue box – button farthest left (the blue box with red arrow and green bottom corner)

You will receive a notice that ScanWizard is ready to switch – select OK



You will then have the more advanced features available to you – much like the scanners in the Graphics Room in B8.



Scanning a text document for editing using OCR (optical character reader) software:

Place original on glass or stack pages in automatic document feeder

Choose **OCR** tab

Make selections desired

Click OK

Press the  button to initiate scan

Open the “My Images” shortcut on the desktop to retrieve your files from the OCR folder

Open ScanWizard 5 software

Select **ORIGINAL** button

Choose *Text Document*

Select **PURPOSE** button

Choose *OCR*

Click and HOLD the **SCAN TO** button

Select *OCR*

Provide *File Name / Location*

Select *type of output* file, i.e., *rtf*

If scanning more than one document / image and want all scans retained in one file, check the box at the bottom: Save multiple images as a single file.

Select **Save**

Scanning will begin
