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/Setup	Scan	Сору	OCR
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 $rac{1}{2}$ or $rac{1}{2}$ 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.

Microtek Scanner Configuration							
🖻 OCR 🗲 Scan	🌍 To Web 🛛 🏠 Custom						
Original:	Text Document	•					
Purpose:	Laser Print Standard 💌						
Scan Type:	Black & White	•					
Send to Application:	Word	•					
Scan Frame:							
C Auto Crop							
Fixed Size	Letter						
Destination:							
Save in:	C:\DOCUMENTS AND						
Filename:	Image						
File Format:	Portable Document Format (*.pdf)]					
Save multiple images as a single file							
OK	Cancel Reset He	lp					

Automatic Document Feeder: DO NOT place photos in ADF.

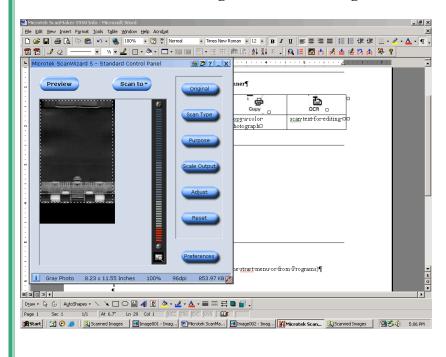
Place originals in feeder, face up, top toward rear wall

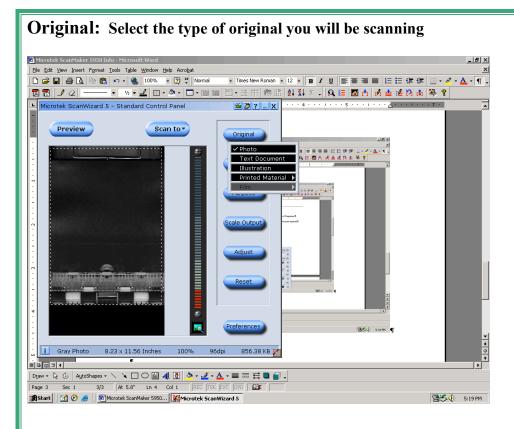
Select the C/S button to set options for scanning Make desired selections

Press the rightarrow or button to initiate scan

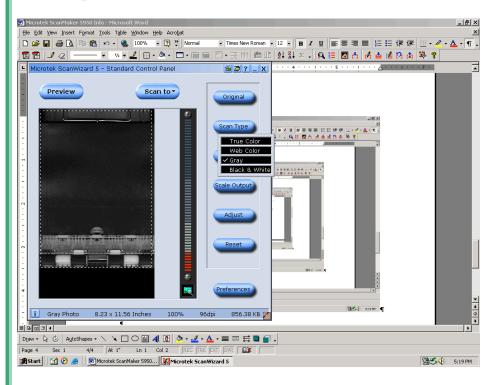
Standard Control Panel: Use ScanWizard 5

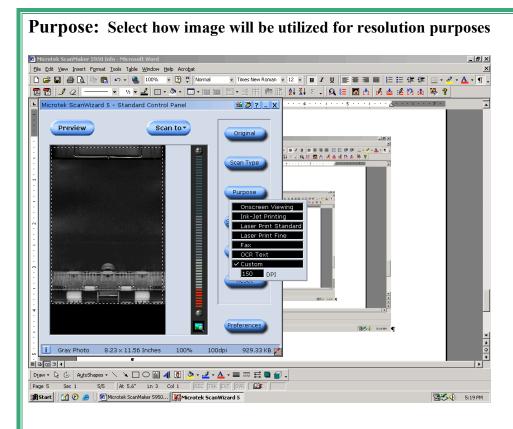
Open the ScanWizard 5 application (from the **Start** menu or from **Programs**) Use the tool buttons on the right side of the dialogue box to select options



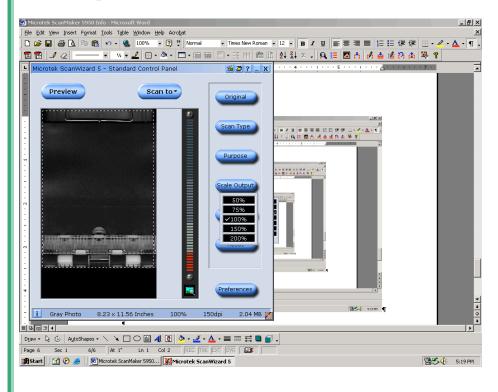


Scan Type: Select the type of scan - true color, web color, grey, black & white





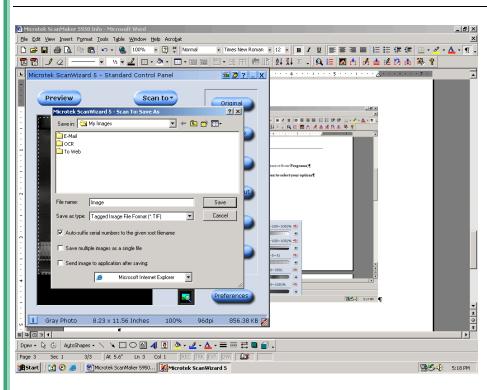
Scale Output: Select size desired



Adjust: adjust brightness, contrast, sharpness, etc.										
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Microtek ScanWizard 5 - Standard Control Panel	🎽 🥭 ? 💶 X		• 5 • • • • •	8	• 7 •	<u> </u>				
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	Brightness: 0	(-100~100)%	<u>•</u>							
	Contrast: 0	(-100~100)%	<u>∽</u> +							
	Sharp: 0	(-5~5)	2							
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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.

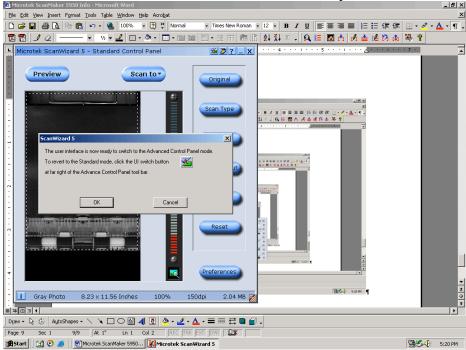


Click Save and scanning will begin

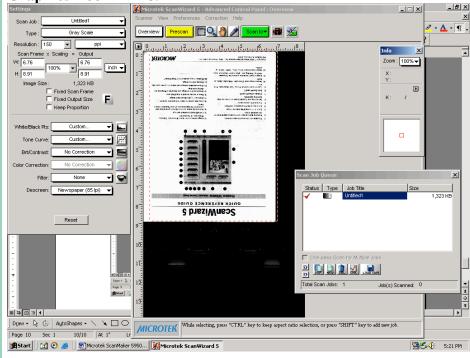
Advanced Control Panel: Use ScanWizard 5

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 **b** 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