



1

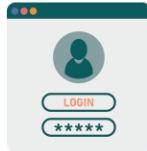
## 1 PREPARE

- Remove paper clips, post its, etc.
- Cut off staples
- Smooth out sheets
- Make small stacks (~ 50 sheets)
- Fan pages in stacks



▶ Video

2



## 2 TURN ON STATION

- Turn on and open scanner
- Turn on computer and screen
- Sign in as **scanuser**
- Run scanning programm
- Click on „Scannen“ and „Starten“



▶ Video

3



## 3 CHECK SETTINGS

- Schwarzweiss, 200 dpi, Duplex, Vorabscannen
- Brightness: 125, Contrast: 4



▶ Video

4



## 4 SCAN TRIAL STACK

- Scan first stack by clicking „Scannen“
- Click „Stapel freigeben“
- Check number of processed pages
- Check filing degrees on EvaExam



▶ Video

4b

## 4b ADJUST SETTINGS

- If filing degrees <25%
- Brightness: 60, Contrast: 3
- Rescan stack



▶ Video

5



## 5 FINISH

- If filing degrees >25%
- Scan remaining stacks
- Check number of processed pages
- Turn off computer, screen & scanner



▶ Video