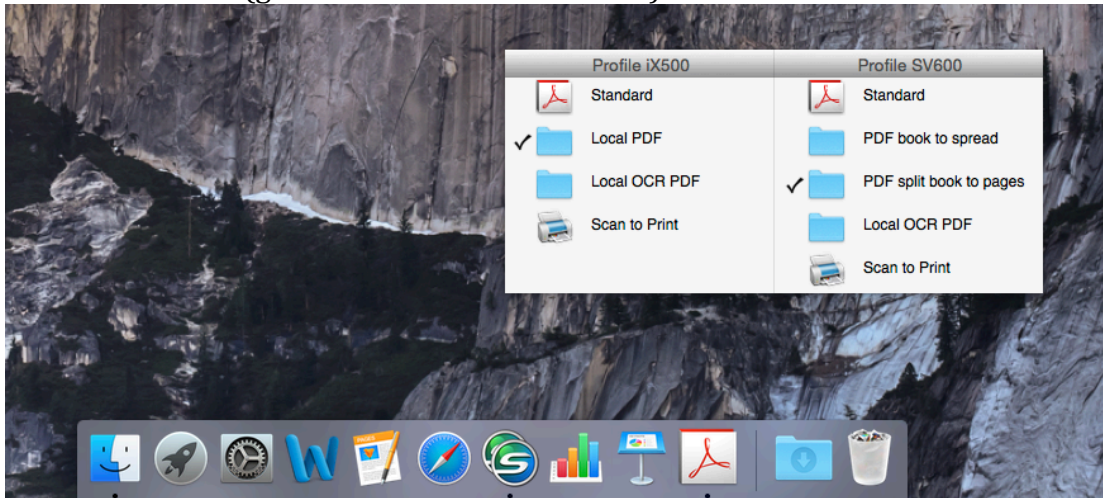


## Sheet-fed Scanner Fujitsu X500 (draft version 1.0)

- 1) Turn on the computer and login to the account *Scanner* using the password also used for the lecture room computers.
- 2) A single click on the Scanner icon in the dock lets you check if the desired pre-sets are selected. (green-blue S icon in the dock)



- 3) On the device itself, the scanner should display a constant blue light on the scan-button - if not press the button once. If the light keeps blinking, follow the troubleshooting steps below.
- 4) Put the sheets in the sheet-feeder with the first page facing you.
- 5) Make sure there is room in front of the scanner for the scanned sheets of paper.
- 6) Press the blue button to start scanning.
- 7) The resulting PDF-document will be placed in the folder Scanned Documents on the Desktop of the Scanner account.

### ***Pre-sets***

#### *Local PDF*

This setting scan front and back of pages. It will automatically rotate pages and omit blank pages.

#### *Local OCR PDF*

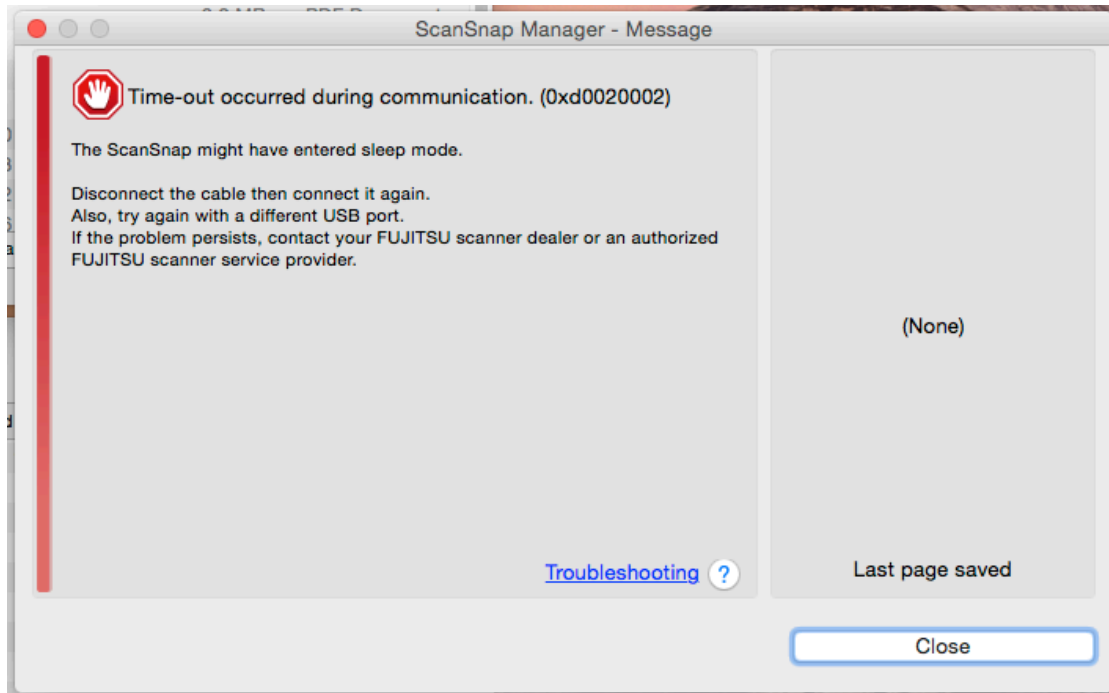
In addition to the above, this pre-set will also use the automatic page-recognition to separate spreads into single pages. It results in a PDF with one book page per PDF-page.

### ***Tips***

Not much, really - except for making sure the space in front of the scanner is really empty for the sheets coming out...

## Troubleshooting

At times you may find that the Scanner is continuously blinking and not returning to ready status. Or you may see the following alert:



Do exactly that except for telling us instead of contacting an authorized FUJITSU scanner service provide – even if we not really authorized ;-)