

# SCANNING INSTRUCTIONS FOR CAMPUS SCANNERS

*Scanners are located in 105 Barnard, 140 C Atkins, 230 Fretwell, & Uptown*

## 105 Barnard

- ▶ Log in to the computer using your Novell Account.
- ▶ Place the first page of your notes on the scanner.
- ▶ Press and hold the PDF button on the front of the scanner.
- ▶ Put the next page of notes on the scanner and click next on the computer.
- ▶ When you have scanned all of your notes, click finish on the computer.
- ▶ A PDF of your notes will be saved in “My Pictures” folder under “My Documents”.
- ▶ The notes are now ready to be uploaded: <http://www.ds.uncc.edu/notetaker/>

The scanned notes will be automatically titled. If you name the file it is suggested that you save it as the course title. Contact a lab manager if assistance is needed.

## 140 C ATKINS

**There are several scanners at this location**

- ▶ Follow the directions provided at the scanning workstation to produce a PDF of your notes.
- ▶ After scanned and saved, the notes are ready to be uploaded: <http://www.ds.uncc.edu/notetaker/>

Ask the staff at the **Presentation Support Desk** for assistance, if needed.

## UPTOWN

- ▶ **Log in** to computer using your Novell account.
- ▶ Make sure the **scanner is on**.  
(If the scanner is not on, you can turn it on by pressing power button)
- ▶ **Place your notes** on the scanner with the written side down.
- ▶ **Press scan button** on scanner (1<sup>st</sup> button).
- ▶ Put the next page of notes on scanner and **click ‘Yes’ to scan another page or click ‘No’ when you have finished scanning notes**.
- ▶ **Type the name of the file** in the dialogue box and click **save**.
- ▶ Your notes will be saved to the desktop by default and are ready to be uploaded:  
[www.ds.uncc.edu/notetaker](http://www.ds.uncc.edu/notetaker/)

## 230 FRETWELL (SEE SEPARATE PDF)