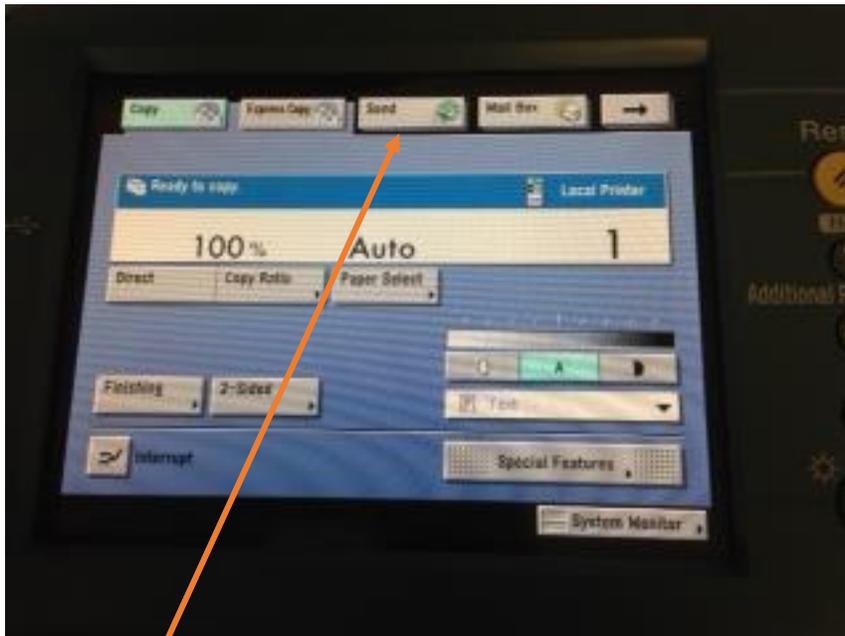
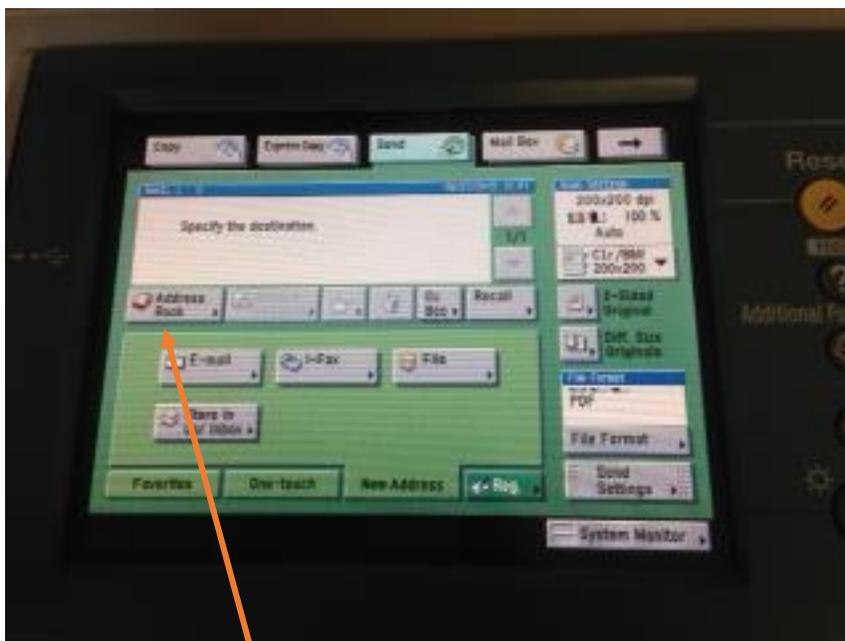


Scanner Instructions:

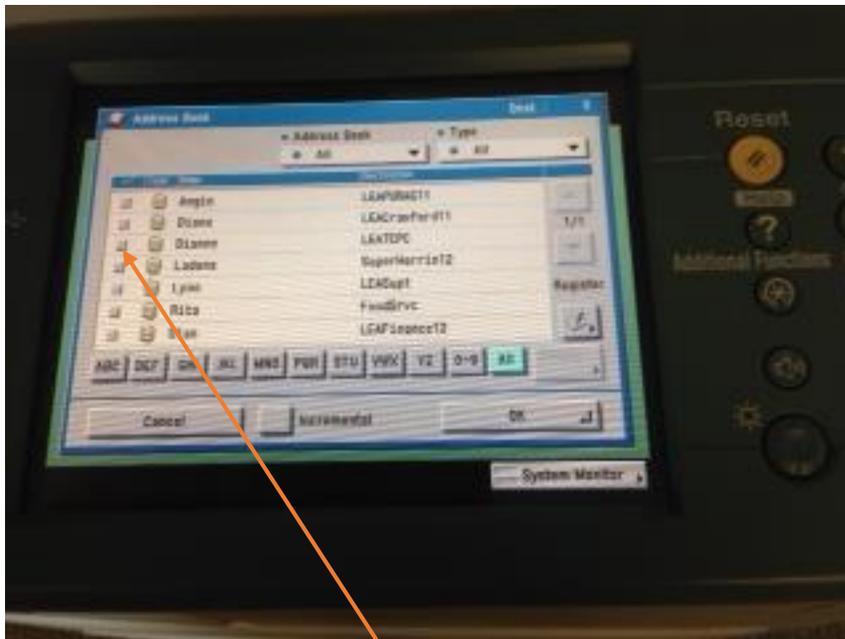
Go to your copier. Sign in with your username and password (if you have one)



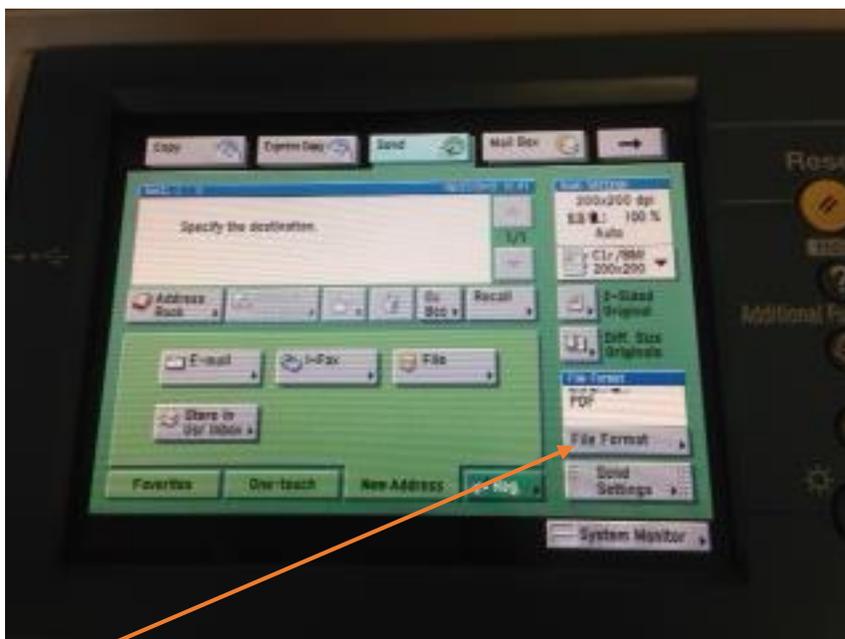
Click SEND



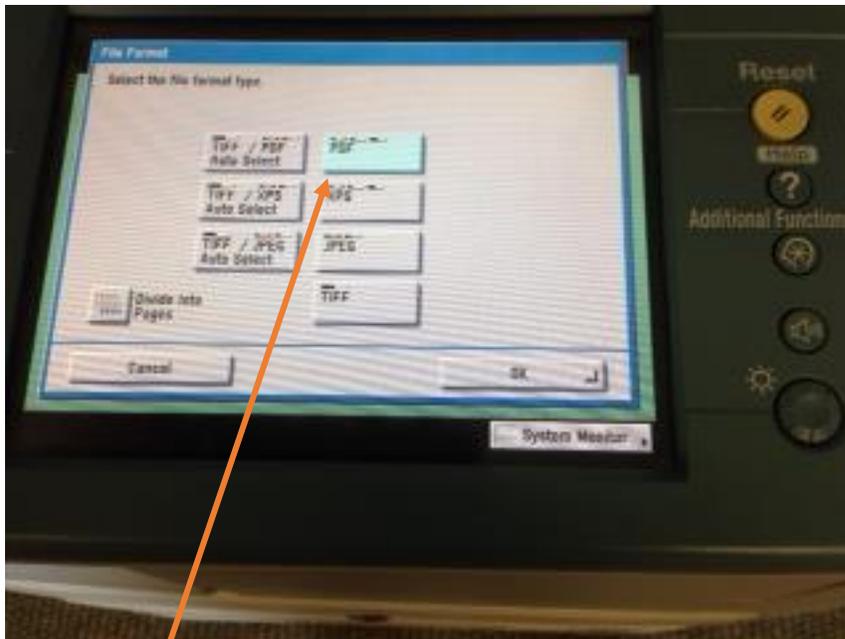
Click Address Book



This is the one from the Board office but you would see a menu similar to this one with your name on it. Click the check box by your name. Press OK



Click the File Format button so that you can make sure that it scans as a PDF.



Choose PDF

Press OK

Make sure your documents are in the document feed tray on the top (with no staples) and press Start

After they finish scanning go back to your computer

Go to My Computer

Click C:

Go to your initials Scan and your folder will have the latest scan in it. If your folder is sorted by date, your scan will be on the top. You can right click on it and rename your file.

You can then add files to Easy IEP by clicking Browse and going to C: and then browsing to your scan folder.

Please holler at me if this doesn't work. Dianne