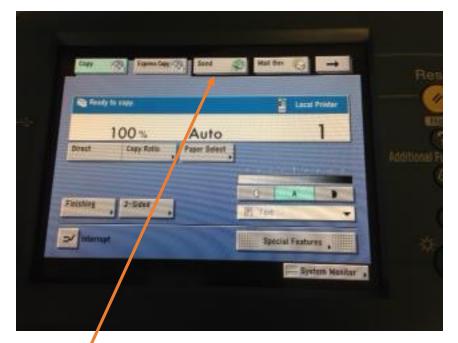
Scanner Instructions:

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



Click SEND

1			
	State (1) Controller(2) Sind (2) Hald Box (1) Specify the depteration.	300x300 dpi 13 %1 100 % Auto CCr/984r +	
	TEAM STAR	La stand Granni GD, Britista For For	100 U
	Forertas One taath New Address of Rog ()	File Format	i i i i i i i i i i i i i i i i i i i

Click Address Book

a angle a Disse a Diss	Advant lines Advant lines Advant lines	T/T T/T Reputer	Addienal Paralle
Cascal	Narramental	bit	, -*C

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

Easy () Control South () Had	In Constanting	Re
Specify the depleration.	Ada	1
Catherine , Recall	. 2. J-Sand Grigmal Ult, Diff. Sans Griginals	
Start bo .	Hor -	
Forestiss Over-tauch New Address	Settings +	

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

The Paramet Select the Ne factual Type	Resot
The Andre Select 967	
The 1505 Ant Select	(?) Additional Eurociana
The Auto Select The T	Ø
Pages	۲
System Meeter .	-*C)
Selferment and an and a self-	CONTRACTOR OF STREET,

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 yourinitials 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