

Batch Scanner

1. Turn on PC and log in
2. **Start** → **All Programs** → **Adobe Applications** → **Adobe Acrobat 7.0 Professional**
3. Click **File** → **Create PDF** → **From Scanner**
4. In dialog box called **Create PDF from Scanner**:
 - under "Scanner" choose **Panasonic KV-S202xC S204xC**
 - under "Scan" choose **front sides** or **both sides** depending on your documents
 - make sure box next to "Recognize Text Using OCR" is **UNchecked**
5. Place pages front-side-up in top tray of scanner, making sure to **lift the roller guide** at the back of the tray and sliding sheets underneath, to prevent jams
6. Click **Scan** in dialog box
7. A new box will open. From here you can change the resolution, paper size, brightness, or modify other advanced settings.
8. Click **Scan** in new (Panasonic) dialog box.
9. When pages have been scanned, click **Done** in "Next Page" box.
 - If you would like to add more pages, click **Next**.
10. The scanned pages appear as a preview; check images for appearance and legibility
11. Click **File** → **Save As**
12. In dialog box:
 - click **My Computer**
 - choose either your portable drive OR (to save to PC) **Persistent Storage** (the B drive, highlighted in blue) OR your network space (the R drive, with your username).
 - name the file and click **Save**
13. If you click on the **Pages** tab (on the left of the scanned image), you will see images of your scanned pages. You may delete pages, rotate, or change the order of pages here by right-clicking on the image of a page.
14. Click small **x** in upper-right corner to close that file and continue scanning OR click large **X** to close the program altogether.
15. Log out and turn off the PC