Log into ImageNow

- Verify scanner is on
- Click on 🌻 located on System Tray
  - Or: Click Start, All Programs, ImageNow 6
- Enter User Name and Password
  - Will use e-id and e-id password
  - Password will be updated in ImageNow whenever you change your e-id password
- Click Connect

Scanning Documents

*Note: This document covers the basics of scanning a document. Every department has its own procedures for scanning documents. The department will inform the user on what those procedures are.*

- From drop down list for Capture on the Tool Bar Button Options, select capture profile
  - Letter simplex (one side only)
  - Letter duplex (both sides)
- Feed documents into scanner
  - Do not load more than indicated on feeder tray
    - Can continue to load additional documents as the feeder tray is emptied
  - ‘The document feeder is empty. Do you wish to continue scanning?’ message
    - Load documents and click Yes to continue scanning
    - If scanning batch complete, click No and click Cancel
- Note batch number when scanning complete
- Click OK
- If no more batches to scan, move to the next step in the imaging process (i.e.; Q&A) or exit ImageNow
- Or repeat scanning process for new batches