SmartLFScan! large-format scanner FAQs

Q: How do I eject my document without scanning? It's gone in squint!
A: Press the eject button (1) to feed the document through without scanning. **Please do not attempt to pull the document out.**
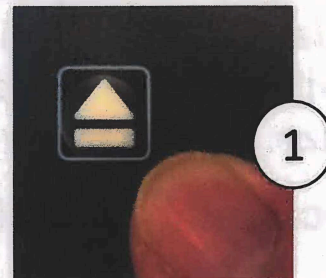
Q: I accidentally selected the option to scan to the internal memory (2) instead of to my USB drive. How can I transfer my scans to the drive?
A: First, make sure your USB drive is connected. Next, on the top level menu use the left or right arrows to select the cog icon (3), then select the spanner icon on the next menu (4). Choose the icon for transferring the contents of the internal memory to USB (5), and wait for your scans to be transferred. The number at top-left of the screen should change to 0, indicating there are no scans left in the internal memory.
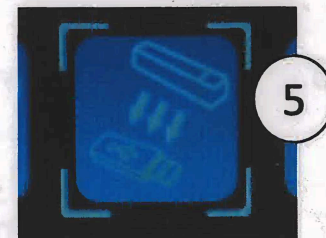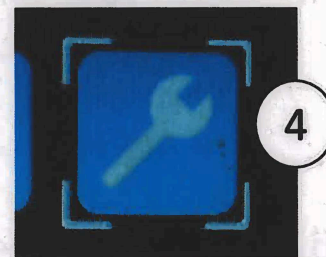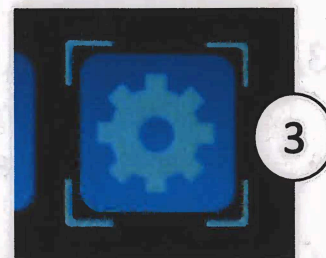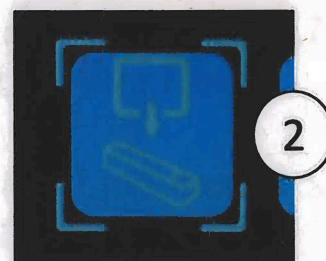
Q: How do I change scan options (e.g. colour/grayscale, change file format to TIFF, adjust brightness etc.)?
A: On the top level menu use the left or right arrows to select the cog icon (3), then select the options you wish to change. The icons at the bottom of the screen will change to reflect your new selections.

If you require further assistance with the scanner please ask at the IS Helpdesk.

Using the SmartLFScan! large-format scanner

Please do not scan originals in pastel, thick paint or with other loose material, dust or dirt on them as this can mark the scanner glass. You may also find that very fine paper (e.g. tracing paper) will not feed correctly. The scanner accepts single sheets up to A0 size. Please follow these instructions to scan to your USB drive.

Scanning to USB drive (preferred method for scanning):

1. Switch on the power using the black switch on the right-hand end of the scanner.

2. Connect USB drive. It must be FAT32 format, 4GB to 128 GB memory

3. The Scan to USB option should be automatically selected on the screen. If not, select it using the left and right arrow buttons

4. Insert your original in the front of the scanner, face upwards, as indicated by guidelines and centre arrow. The rollers should grip the sheet and adjust its position ready for scanning

5. Press the green Scan button

6. The original will pass through the scanner. Once complete, the screen will display a green tick.

7. Continue scanning a new original or remove your USB drive and switch off the scanner.
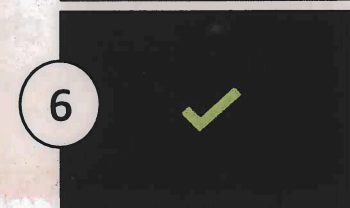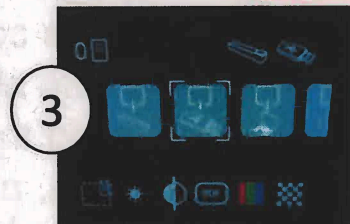
Please see FAQs overleaf for answers to some common queries...