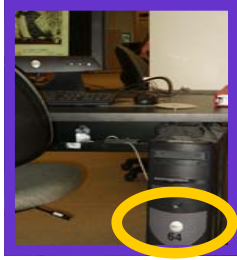


## Preparing Your Scan

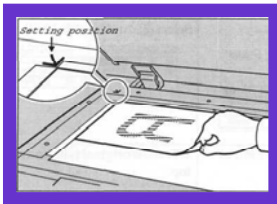
- 1 Choose a computer to receive your scan and note the number on the cover .



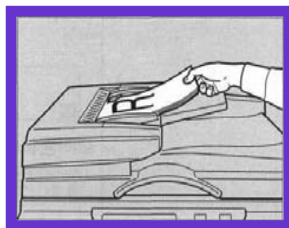
- 2 Go to the Ricoh Scanner at the operator's desk.



- 3 Lift the cover of the scanner and place originals **facing down** so that the top edge touches the top-left of the glass.

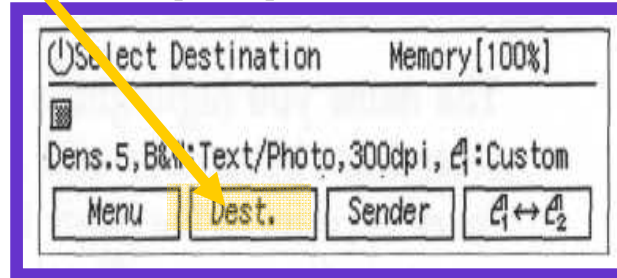


- 4 For several pages, place originals in the feeder **facing up**.



## Sending Your Scan

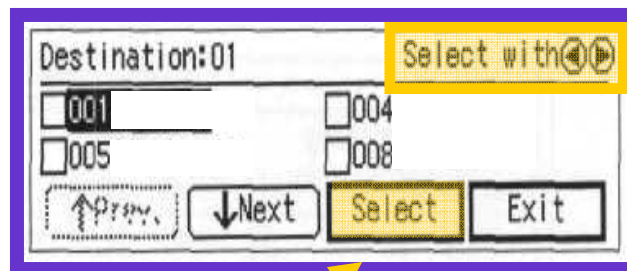
- 5 Specify the destination for delivery .  
Press [Dest.]



The ID number for each computer will appear.

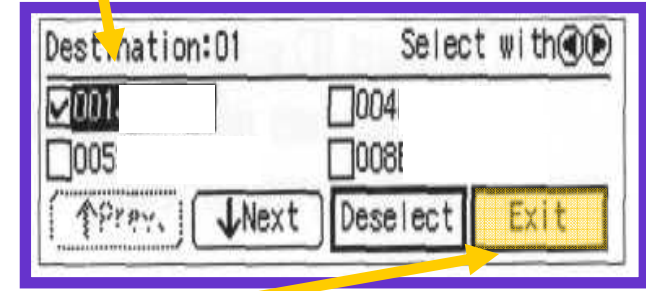
- 6 Highlight the number of the destination computer .

Press [↑Prev.] or [↓Next] until the destination you want appears, then press ▶ or ◀ to highlight the destination.



- 7 Press [Select].

- 8 A ✓ appears in the box next to the destination. If you press [De-select], the selection is cancelled.

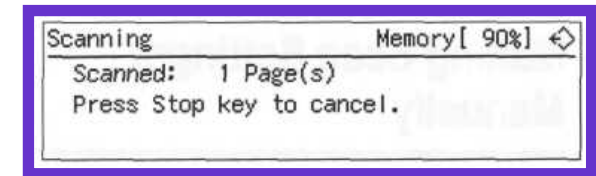


- 9 Once the destination is specified, Press [Exit].

- 10 Press [Start]



The scan starts.



To stop scanning, press [Clear/ Stop]

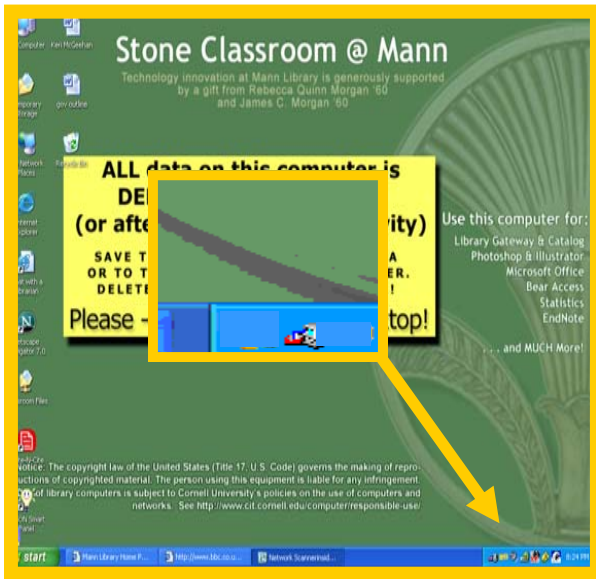


To scan another page, place the original on the glass and press the [Start] key. When the scan is completed, press [End Job].

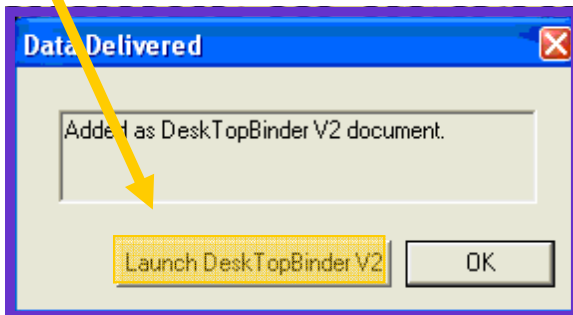
## Receiving Your Scan

11 Return to the computer to which the scan was sent.

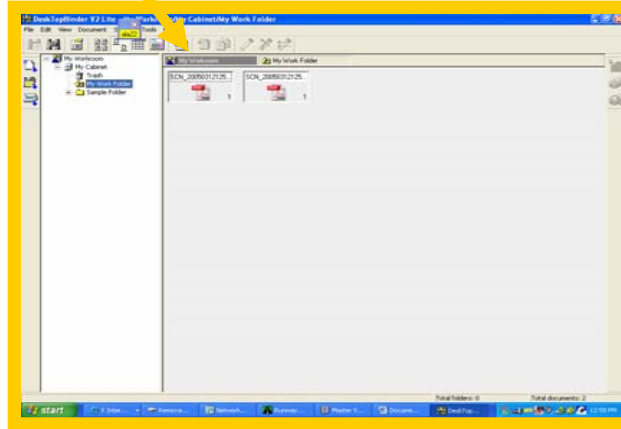
12 Double click the icon on the bottom right desktop screen.



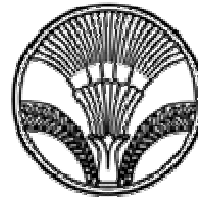
13 Click Launch Desk TopBinder V2



14 The following screen will appear with the PDF file of the document scanned



15 Click on the PDF file of your document and your file is ready for use!

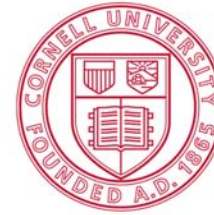


Mann Library Computing Center  
Cornell University  
Ithaca, NY 14853

Celebrating our 20th anniversary  
<http://www.mannlib.cornell.edu/computing/stone>

Created 03/05  
By Avril Armstrong  
Nutritional Sciences '07

## Ricoh Scanner



Mann Library  
Computing

Scanning color and black/white documents to any Stone computer



# Stone Classroom @ Mann

Technology innovation at Mann Library is generously supported  
by a gift from Rebecca Quinn Morgan '60  
and James C. Morgan '60

- My Computer
- Keri McGeehan
- Temporary Storage
- gov outline
- My Network Places
- Recycle Bin
- Internet Explorer
- Chat with a Librarian
- Netscape Navigator 7.0
- Classroom Files
- Write-N-Cite
- EPSON Smart Panel

DeskTopBinder V2 Lite - My Workroom/My Cabinet/My Work Folder

File Edit View Document Section Tools Help

My Workroom

- My Cabinet
- Trash
- My Work Folder
- Sample Folder

My Workroom My Work Folder

SCN\_20050222203...

PDF 1

Total folders: 0 Total documents: 1

Computer for:  
Library & Catalog  
& Illustrator  
Microsoft Office  
Bear Access  
Statistics  
EndNote  
MUCH More!