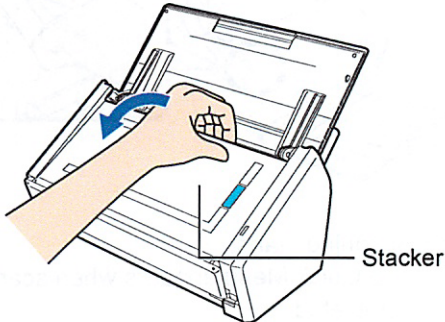


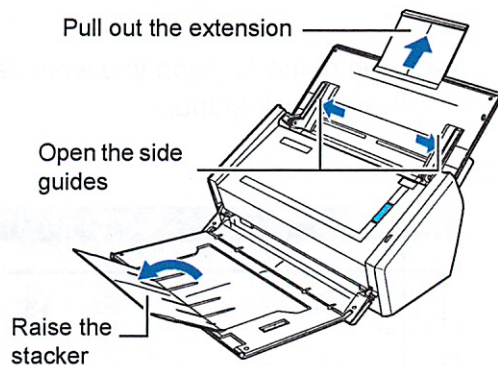
How to Use Fujitsu ScanSnap S1500 Document Scanner

1. Load the test documents into the ScanSnap.

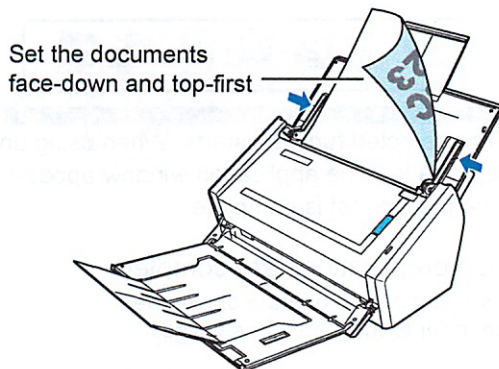
1. Pull the stacker on the ADF top section towards you.



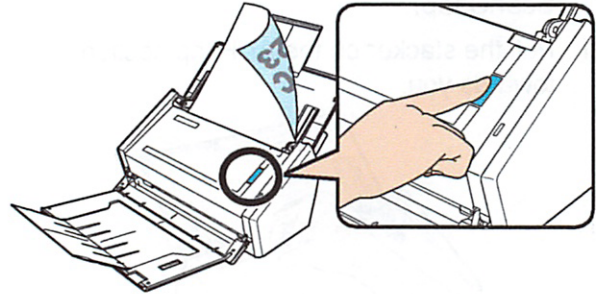
2. Prepare to load the document as follows.



3. Load the test documents on the ADF paper chute (cover), and adjust the side guides to the size of the documents.



2. Press the [Scan] button on the ScanSnap.

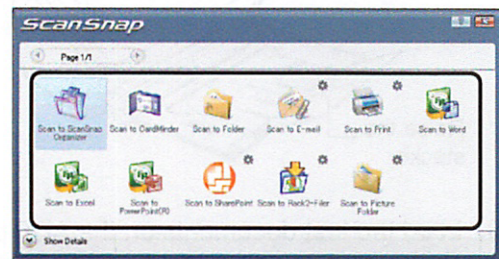


- ⇒ Scanning starts.
- ⇒ The Quick Menu appears when scanning is completed.

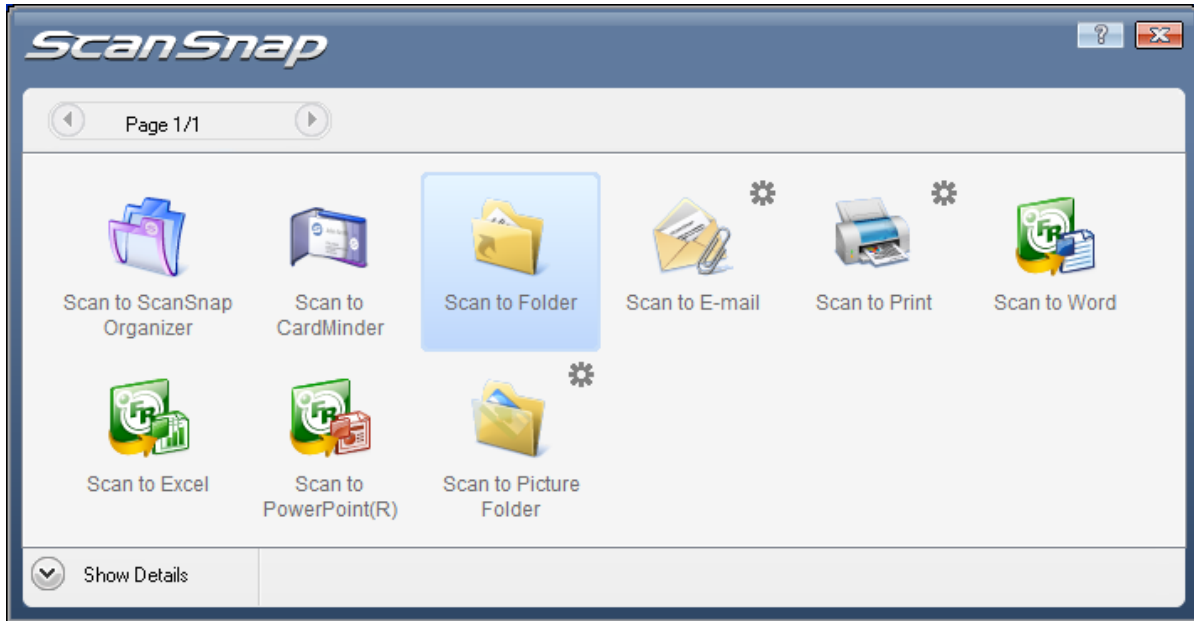


If scanning does not start, refer to "Troubleshooting" in the Operator's Guide.

3. Click an icon of the function you want perform from the Quick Menu.

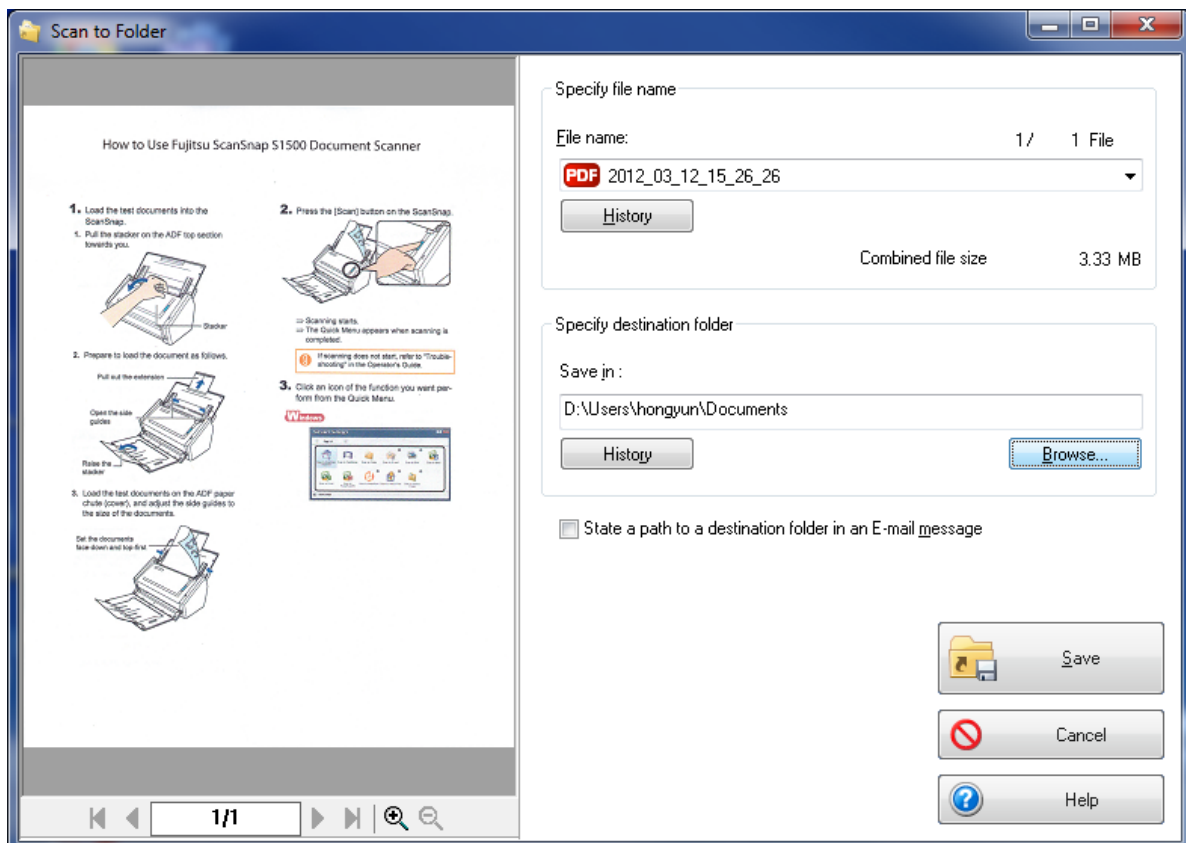


The quick menu appears when scanning is completed.

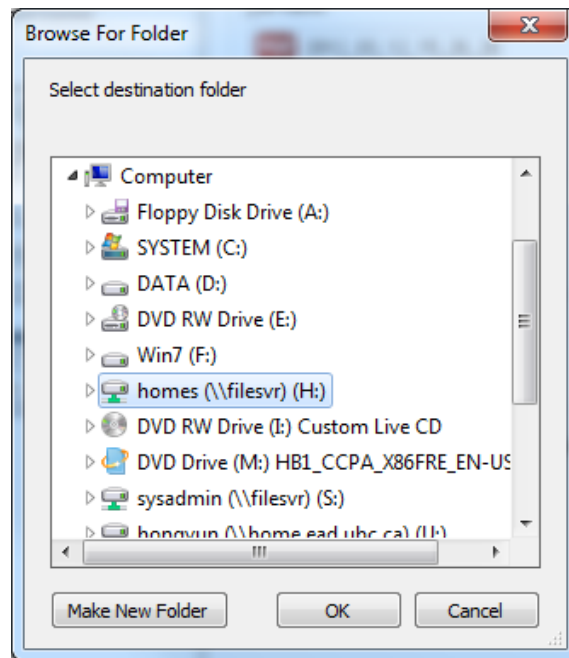


We recommend you to save all your scanned documents under your home directory on the server, so you can access them on your own computer later. Here is how:

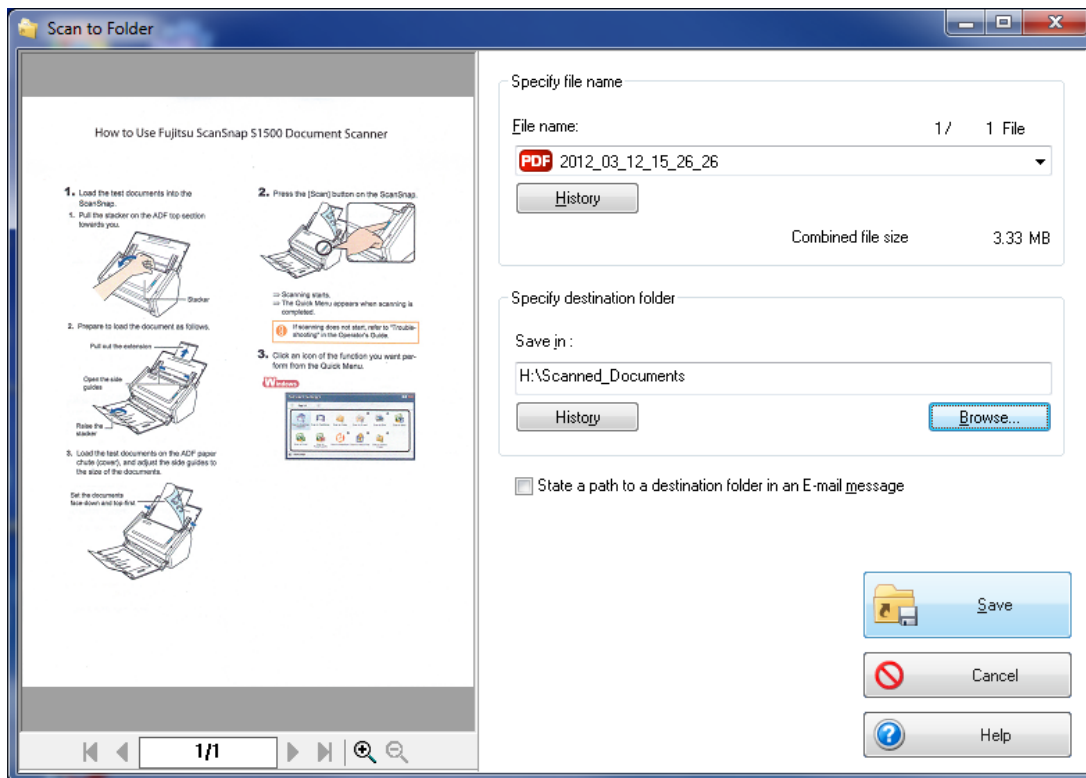
1. Choose Scan to Folder option, the following window comes out, and then click on Browse button:



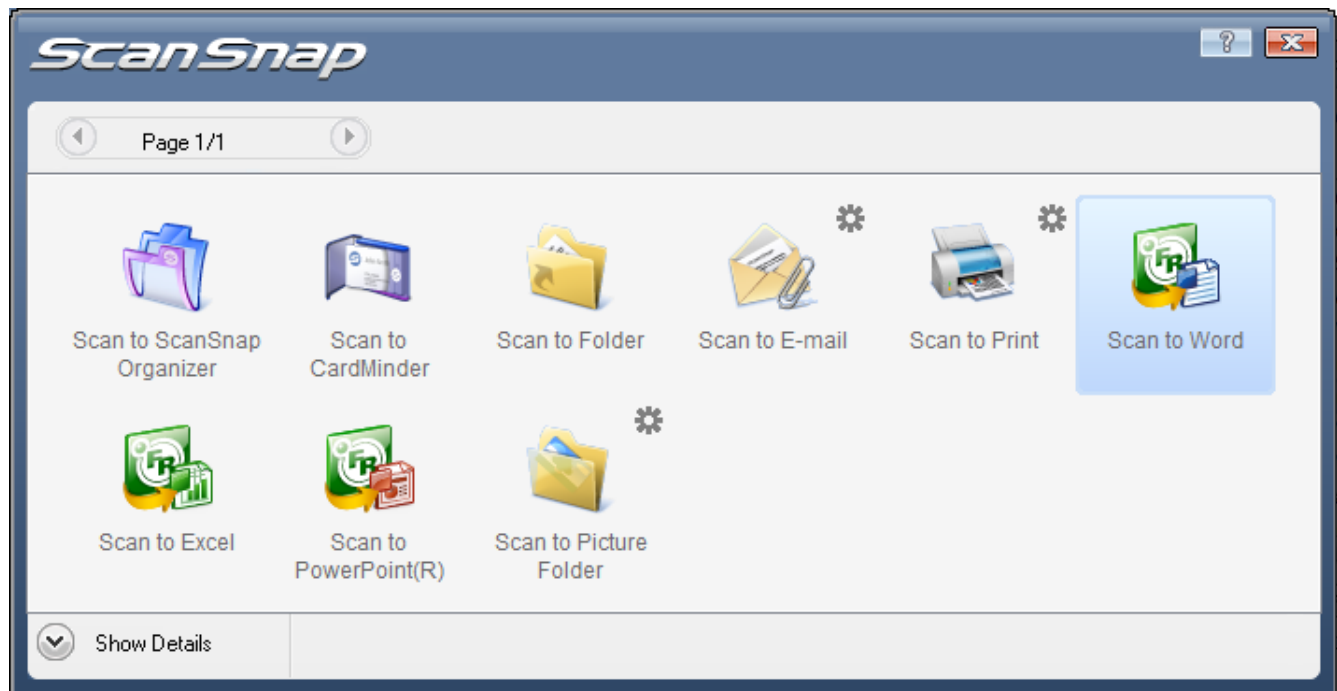
2. Choose homes (\\filesvr) (H:) drive, if you want, you can make a new folder under H drive and call it something like Scanned_Documents, and then click OK.



3. You can also change the file name of the scanned document, by default, it uses the date and time you scanned the document as its file name.
4. Click on Save button to finish the scan process.



The scanner can also scan a form into Word or Excel files. When the quick menu pops up, choose Scan to Word, Scan to Excel or Scan to PowerPoint as you prefer.



It then will open the corresponding program, and allow you to edit the scanned document.