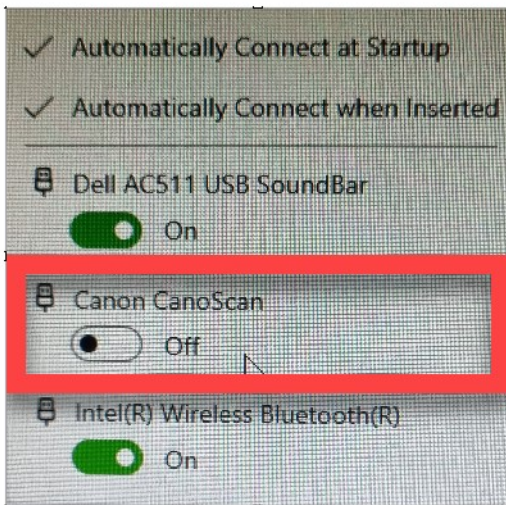


UPDATED SCANNING PROCESS

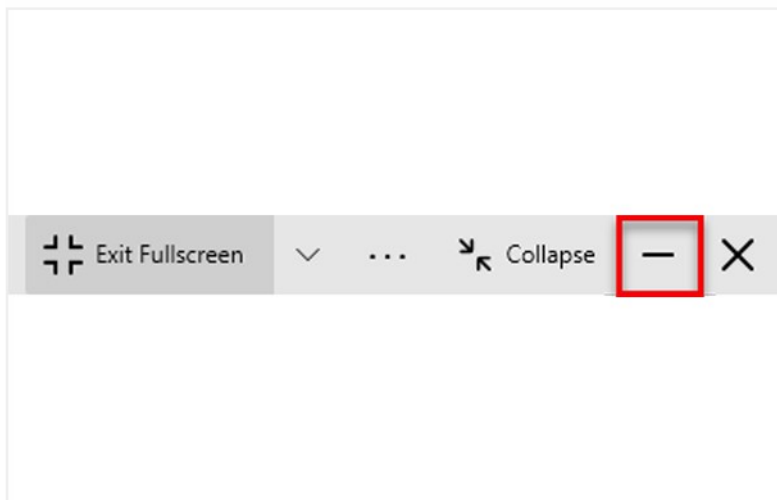
Scanning Cutting Plans & Measures



1

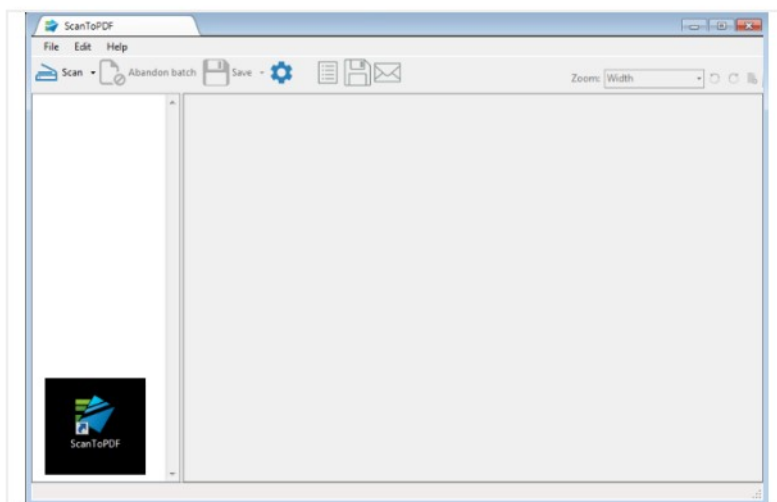
When you first connect to your remote PC in the morning, click on the 'USB Devices' button on the toolbar (top of screen) and turn the Canon Scanner OFF

Note: You only need to do this once at the start of each day.



2

ONLY when you need to scan documents, minimise the remote PC via the '-' button on the toolbar at the top of the screen.



3

Once the remote PC is minimised, open ScanToPDF and scan the documents. Save the documents to Allwork, Measures, Cutting plans etc (default will be the Cutting plans, but you can change this)

Once completed, maximise the remote PC and continue.