**Preparation:**

 What cannot be scanned:

1. Polaroid pictures (they are too thick),
2. Negatives, or
3. Slides.

Prior to bringing photos to be scanned:

1. Clean photos with a soft cloth (microfiber cloth, if available) and remove any sticky substances like that used to keep pictures in album,
2. Sort by event, date, or any other way you like, and
3. Sort by size.
* Bring flash drive, CD, or DVD on which photos will be copied. All can be purchased at the Club. 16 GB USB’s are $5, CD’s and DVD’s for $.50 each.
* Verify that the disk or drive has the capacity and unused space available.

**At the Lab and ready to scan:**

**On the Scanner**: Located at Workstation L14

1. Push the power button. Should turn solid blue. Note: Scanner turns off automatically after 30 minutes of inactivity,
2. Pull up the feed tray located on the top of the scanner,
3. Pull out the catch tray located at the bottom front of the scanner,
4. Slide the tabs on the feeder tray out far enough to place your photos between them,
5. Place up to 30 of your photos on the feeder tray, landscape style, face down, and the top of the pictures facing down towards the base of the scanner, and
6. Center your photos and adjust the tabs to fit against the sides of the photos.

**On the Computer**:

1. Double click FastFoto (FF) Icon located on the desktop,
2. Single click ‘Start Scanning’ button,
3. (Optional) Enter user information (year, month, subject),
4. Single click ‘Start Scanning’ button, (initiates scanning)
5. Choice:
	1. ‘Done’\*, or
	2. ‘Scan Next’: Load additional photos to be scanned into feeder tray. These images will be saved to the same FastFoto file folder on the desk top.

\*Note: If a separate file folder is desired (i.e. for new identification of a date or event); Click ‘Done’, then click ‘Start Scanning’ and again enter user information, then click ‘Start Scanning’. Repeat as necessary.

1. Once completed; close FastFoto (FF) application window,
2. Double click FastFoto file folder icon on desk top,
3. Identify appropriate folder(s) containing your photos. Left click to highlight,
4. If not already done, insert receiving media; flash drive into USB port on left side or disc into disc drive on right side of computer.
5. Right click, hold, and drag your FastFoto folder to the destination media drive and folder. Release. Left click on ‘Move to’ Menu selection to complete transfer and remove folder from the file folder on desk top.
6. After the last folder of your photos are transferred; close FastPhoto file folder.

**Upon completion**:

* 1. Safely eject flash drive by going to the right side of the task bar and selecting your drive. Left click to highlight and remove. Remove your flash drive or DVD.
	2. Remove all your photos and return trays on scanner to closed position,
	3. Push power button until light goes out,
	4. Replace scanner cover, and
	5. Reserve future time with FastFoto on designated clipboard.