



How to Scan Documents at a MN Legal Kiosk

1) Load document(s) into the scanner

a. For single page documents, use the scanner glass



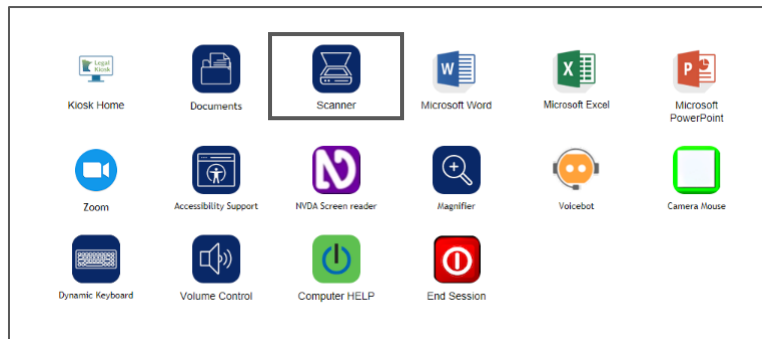
b. For multiple page or double-sided documents, use the automatic feeder



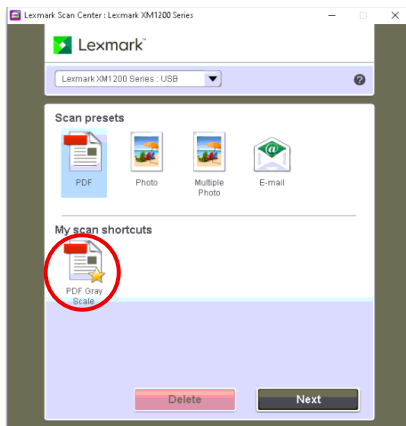
2) Launch Scanner Application on the Kiosk

a. Press **ALT+tab** on the keyboard to navigate to the desktop

b. Select Scanner icon



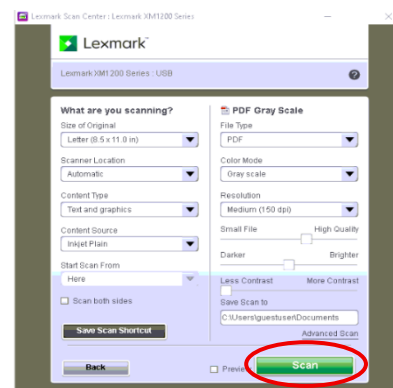
3) Select the PDF Gray Scale shortcut



4) Click the “Scan” button

a. You can adjust scan settings but you should not need to

b. *Do not change* the default destination for the scanned file



5) Scanned files will appear in the “Documents” folder in a folder titled with the current date

Note: all files will be permanently deleted when your session is ended. Remember to take your documents from the scanner once you’re finished!

For more detailed instructions: Click on the “How to Use this Kiosk” button in the footer of the kiosk homepage. Click on the “Visit Support Site” button. Select “How to Scan” from the menu on the left-hand side of the page.