

Scanning from the Contex large-format scanner

The Contex scanner can scan most flat paper documents, including charcoal, pastel and pencil drawings.

Charcoal drawings must be sprayed with fixative before scanning!

Nothing abrasive or wet should ever be put through the scanner. For questions about specific materials, please contact an AOC staff member.

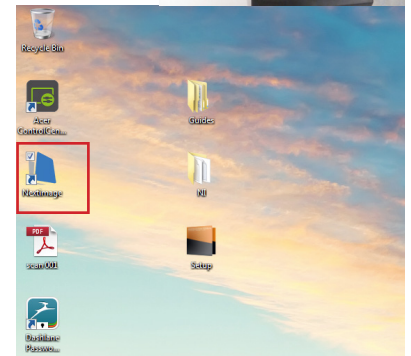
There is no charge to use the scanner.

First check in on the scanner with an AOC staff member in the back-room. You will need your SAIC ID to do this.

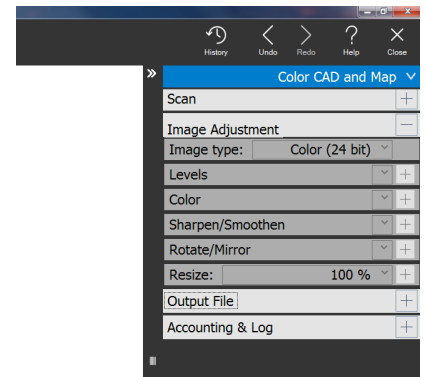
- To get started first make sure the scanner is awake by pushing the power button. The button will be green when the scanner is awake.



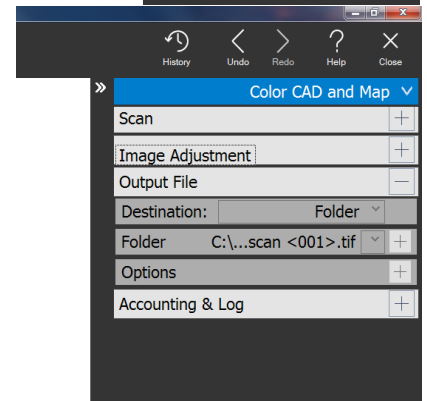
- Now that the scanner is awake, on the PC, open up 'Next Image' on the desktop.



- Once in 'Next Image' use the options on the right to set your image preferences.
- Keep in mind any changes you make in these menus will stick, so if you want to return to previous settings you will need to manually return the options to their previous setting.

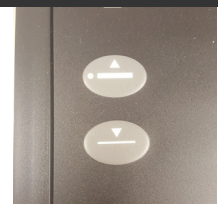


- When you are ready to scan go to the 'Output File' tab.
- Here you can set where the file will be saved of your scan.
- It is recommended to never save directly to a flash drive or other portable storage devices. Instead save the file to a local drive on the computer and transfer to your portable drive once scanning is complete.



- When you are ready to scan, place your media on the right edge of the scanner, parallel to the control panel.
- Try to make sure that your media is as straight as possible as it is fed into the scanning area of the device.

- If you have thicker media use the arrows on the right panel to raise and lower the optics to fit your media.



- If you notice any streaks or problems please report them to the lab monitor. Do not attempt to clean the scanner yourself.