

## **STACK SCANNING INSTRUCTIONS SPECIFIC TO TENURE AND PROMOTION:**

1. Log into your account on the computer.
2. Insert sheets into the scanner with the **sheets upside down and face down**. Please scan each section of your dossier separately.
3. Press the Scan/Stop button.
4. You will then be prompted on the computer to “Scanner Button Event: Select the Program to Launch for this Action.” Please select **Adobe Acrobat** (third option), then press OK.
5. Next please select the Scanner Device: **FUJITSU fi-6140 dj #2**, then choose **Custom**, and hit the scan button.
6. The scanner will automatically start to feed the documents and create a PDF file. Please rename and save this file by going to File > Save As > PDF, then choose your removable flash drive location. If you have not done so already please insert your flash drive and go to Computer, then select your flash drive location and rename the file to be **“Last Name, First Name - File Type.”** For example, “Snow, Kayla - Narrative.”
7. Please repeat these steps for each section of your dossier.

If you have any questions, please call x-6105.