

High Speed Scanner Instructions to Help You Get the Most Out of Your Time

1. The high speed scanner should only be used for sturdy photographs. It will scan 700 + photos in an hour if the following guidelines are followed. It will scan photos or papers up to 8 ½ inches wide. If you bring someone with you to help, you will be able to scan even more photos in an hour.
2. Scanner cannot be used by anyone under 16 without an accompanying adult/parent.
3. It will save time to sort your photos by size before coming. Sorting by landscape or portrait orientation, will save time rotating the photos later.
4. Photos that are warped or have bent edges need to be fed through the machines **one at a time**. (Still super-fast.) Some finishes on photos will also require them to be fed through one at a time.
5. The high-speed scanner should **NOT** be used for more fragile photographs, more valuable items, very small photographs, or “**polaroid**” type photos. These should be done on one of the flatbed scanners that are available.
6. **You will need to allow part of your scheduled time for the download of the photos. You will need to bring storage media for this.** Downloading to a thumb drive will take about 15 minutes of your scheduled time. Realize that an hour’s worth of scanning is going to be a very large file and will not fit on some thumb drives. Downloads to external hard drives will take about half that time—7 minutes.
7. **Double check to make sure your photographs downloaded correctly to your storage media before leaving the FHC.**
8. **Please keep your appointment time and finish on time if someone is scheduled right after you.**
9. Phone appointments may be made by calling the Mapleton Family History center during operating hours at: 801-489-2999. (M-10AM-1PM; T,W,T 10AM-4PM & 7-9PM; Sun 5-8 PM)

My Appointment Day & Time:

To prolong the life of the scanner, we ask that everyone be aware of and follow these posted rules.

Warning for your protection from other patrons if something happens to the scanner AND to protect your valuable photos, please strictly observe the following rules when using the high speed scanner:

- No Food or Drink in the center
- Nothing raised off the paper: No Paper Clips, No Staples, No Glitter, No Fabric, No Buttons, No Plastic, No Doo Dads etc.
- No Polaroid type photos
- No Metal or Glass photos
- No older, irreplaceable paper photos
- No paper photos with edges that are “shredding”
- No Cabinet Cards or Cardboard mounted photos
- No layered scrapbook pages
- No Live Animals
- No Patron usage of the scanner without a staff member checking them in.
- You must be 16 or older to use the scanner.
- Please do not write on a photo just before sending it through the scanner.
- **Please treat the scanner as if you had paid for it with your own money!**

