



## Memory Lab

# *Doxie Scanner Instructions*



### **Step 1:**

The Doxie Photo Scanner is a portable and reversible flatbed photo scanner. It can be used to scan photos within a photo album without removing them. To start scanning, turn on the scanner via the power switch on the top-right side.



### **Step 2:**

Open the Doxie scanner by lifting the white lid. If you would like to use the scanner as a regular flatbed scanner, you can place your photo upside down on the glass and close the lid (proceed to step 4). To scan photos in an album without removing the photos, gently remove the white lid from the scanner by pulling upwards.



### **Step 3:**

Turn the Doxie scanner upside down and place the scanner on the photo you would like to scan. Be sure to position the photo within the guidelines etched into the bottom glass of the scanner.

### **Step 4:**

When finished positioning the Doxie scanner, scan your photo by pressing the large green button.

After finishing scanning, please ask at the circulation desk for help with file transfer.