

OPERATION INSTRUCTIONS **MODELS C-2, D, M, E825 and N**

Turn on lamp switch. Place flat media to be measured on the inclined glass surface with the bottom edge resting on the 2 inch/5 centimeter registration bar.

Suppress any curl with light fingertip pressure near top and bottom of the media. Note where the top edge intersects the illuminated dimensional grid line, this being the media's exact measurement where the green light is LAST observed.

View the gauge surface as nearly perpendicular as possible. Recommended viewing distance is from approximately 12 inches/30 centimeters.

Turn media 90E and repeat the above steps to measure the other dimension of the media. Variation in the cut from edge-to-edge can be measured by sliding the media along the registration bar and observing variation in readings.

To measure squareness, position the media onto the registration bar AND against the squareness block at the lower left of the gauge. Squareness of the media's lower left corner is then measured by observing where the media's left edge intersects with the squareness grid farthest from the 2 inch/5 centimeter bar. Repeat for each corner by turning media 90E each time.

Quick Skan Model D - Hole Punch Grid Instructions

There are seven hole punch grids on the Model D gauge. These hole punch grids are used to evaluate the accuracy of three hole, five hole, and seven hole punched paper. Position your sheet so the edge nearest the holes rests on the 2 inch/5 centimeter and the left edge is against the squareness block. From left to right, the distances from the right edge of the squareness block to the center of the hole punch grids are as follows: 1.25 inches, 3.375 (3-3/8) inches, 5.50 inches, 7.625 (7-5/8) inches, 9.00 inches, and 9.75 inches.

There are three horizontal lines associated with each hole punch grid. From bottom to top, the distances from the top of the 2 inch/5 centimeter bar to the horizontal lines are as follows: 0.25 inches, 0.375 inches, and 0.50 inches.

Example: The reading for the center of the middle hole punch grid would be 5.50 inches from the squareness block and 0.375 inches up from the 2 inch/5 centimeter bar.