



**TRIM9**  
Content Manager

# *Tips & Tricks*

## High Speed Document Scanning

Did you know that UoN staff can use the Records Governance Services team's high speed document scanner?

This scanner and the Ezescan software allows you to scan 100 double sided pages per minute directly into TRIM. For details on booking the scanner, please contact [Records Governance Services](#). RGS staff will be available to train in how to use both the scanner and software.



## Link to Knowledge Guides

- For previous Tips & Tricks please [click here](#)
- To access TRIM Knowledge Guides [click here](#)