SCANNING
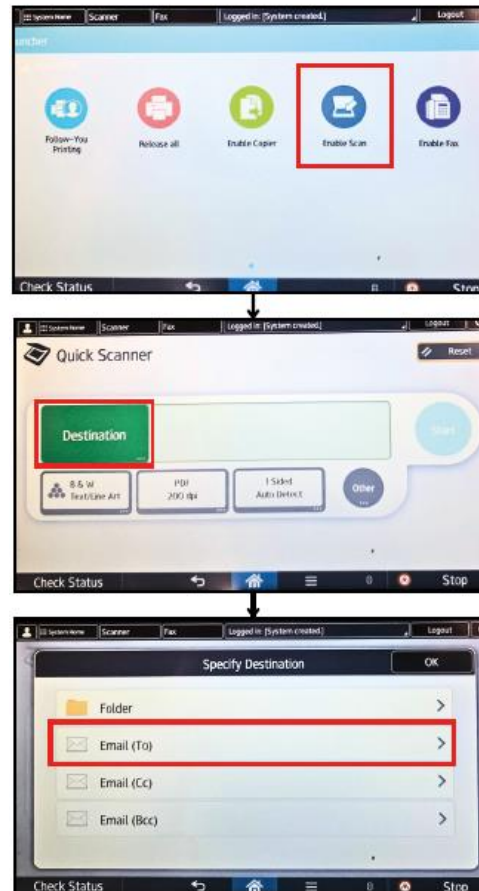
How to Scan to Email in the Library

Step 1. Log in to any library printer by touching the screen.
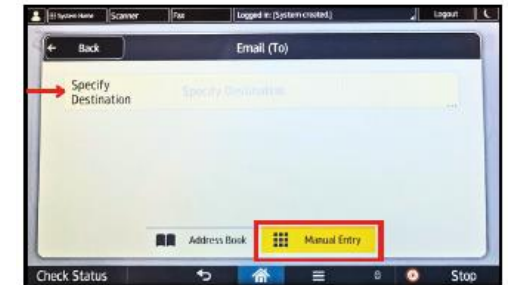
Enter your printing ID and password.

Step 2. Press "Enable Scan," then "Destination," then "Email (To)."

Step 3. Press "Manual Entry." In the "Specify Destination" field,

enter your email address. Press "Back," then "OK."

Step 4. If necessary, change the scan settings. You can find a guide to changing settings on the back of this pamphlet.

The default settings are black & white, multi-page PDF, 200 dpi, 1-sided, auto-detect size.

Step 5. If you are scanning 8.5" x 11" paper and the pages are **not** crumpled, folded, or stapled, place your document(s) face up in the feeder at the top of the printer.

Otherwise, open the top of the printer and place one page of the document you are scanning face down onto the top-left corner of the scanner glass. Line up your

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document with the appropriate size markers.

Step 6. If the printer top is open, close it. Press "START." When the scanner is finished, remove the document(s). If using the glass, repeat steps 5-6 for each subsequent page.
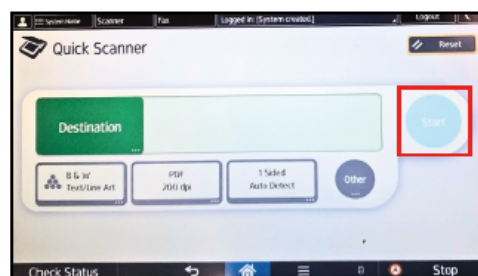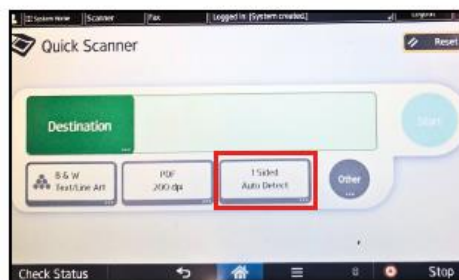

Step 7. When you are finished scanning, press the "Finish Scn" button.

Step 8. Open your email inbox and verify that you have received your scan.

Scanning in the library is completely free!

Size and File Type

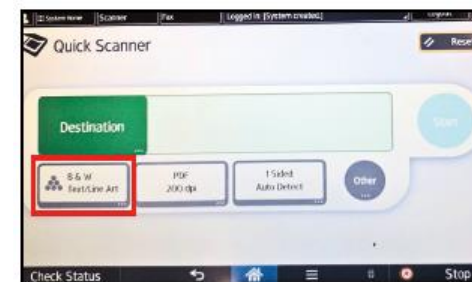On the Quick Scanner screen, press "1 Sided: Auto Detect."

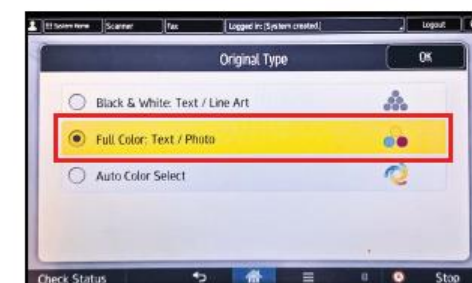Select "Scan Size," then select a size. Press "Back," then "OK."

To scan each page as its own individual file, hit "PDF" and select "Single-Page PDF."

Scanning in Colour

On the Quick Scanner screen, press "B & W: Text/Line Art."

Select "Full Colour: Text/Photo," then press "OK."

If you need assistance at any point, please see library staff.