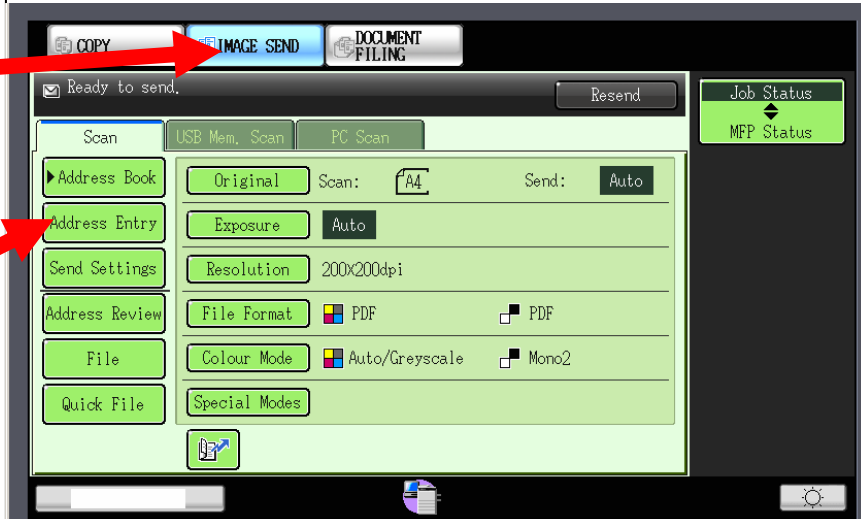


Scanning Instructions 1

Scan-to-email:

1. Select **Image Send**
2. Place original document face up on the feeder or face down on the glass
3. Select: *Address Entry*
4. Select: *To:*
5. Enter your email address at prompt. Press **OK**
6. Press the start button
7. Press *Read End* when job is completed



Scan-to-USB stick

1. Insert USB stick into port at the front of the machine
2. Select **Image Send**
3. Select *USB Mem. Scan*
4. Place original document face up on the feeder or face down on the glass
5. Press Start button
6. Press *Read End* when job is completed



Please see How To guides or ask library staff if you need guidance on how to change the size, resolution and file type.



Scanning Instructions 2

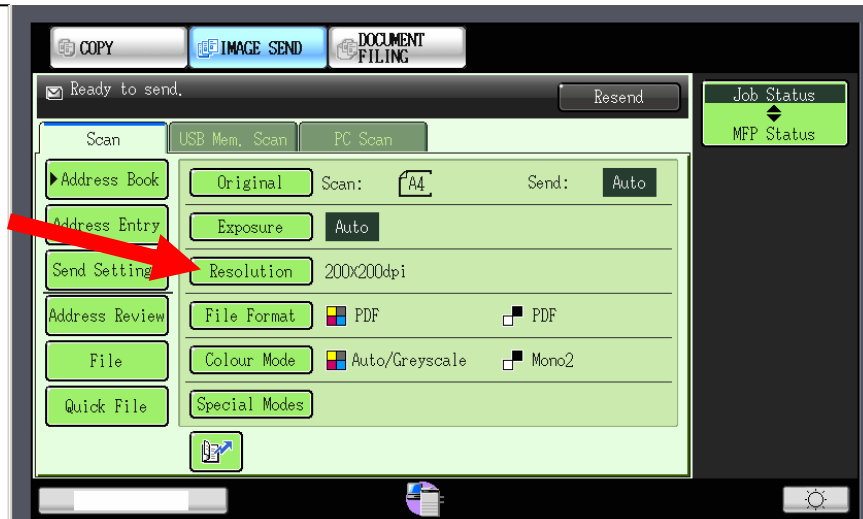
How do I select what area is scanned?

1. Place original on document feeder face up or face down on glass
2. Next to Original it should say Auto and it will detect the size.
3. If required, select original and then scan.
4. Select the size and layout you require.
5. If the book is bigger than A4 select B4 or A3.



How do I change the resolution?

6. Place original on document feeder face up or face down on glass
7. Select Job Detail settings
8. Select resolution appropriate to your requirement. A larger dpi will create a larger file. There is a 10mb limit on scan to email.



How do I change from a PDF file to a jpeg or tiff?

1. Place original document face up on feeder or glass
2. Select image Send button.
3. Select File Format.
4. Select either Tiff or PDF select colour first for JPEG option
5. Select OK

