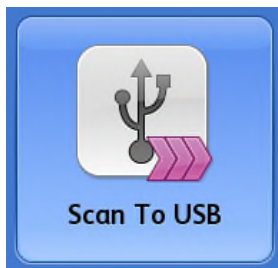


Login to the photocopier and from the display screen, select **Scan to USB**.

Insert your USB stick into the slot to the left of the display screen.



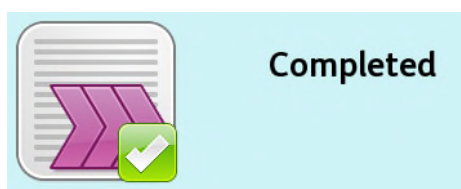
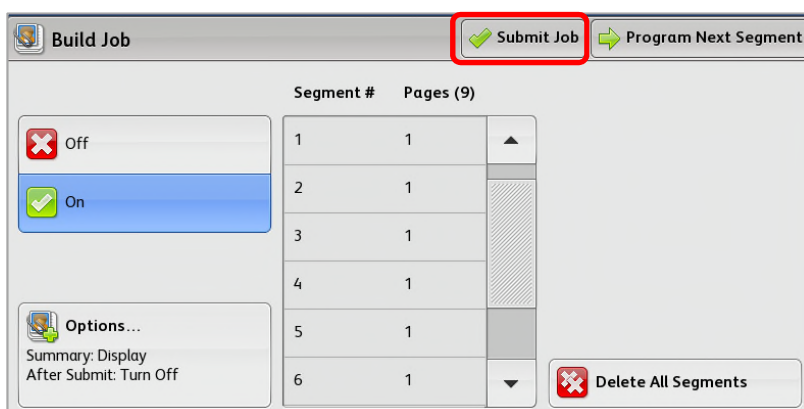
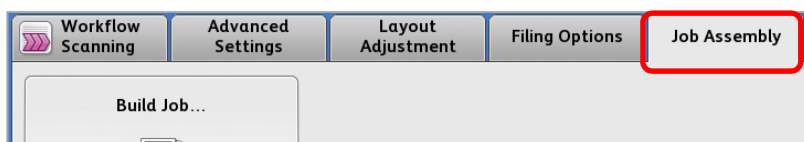
## Scanning via the glass pane on top of the photocopier

1. Lift the lid of the photocopier and place the item you wish to scan **face down** on the glass, in the **top left hand corner**.

**Note** for scanning books that are not A4 or A3 size, refer to the '**How to Copy & Scan non-standard book sizes**' guide (or ask staff for assistance). This will ensure that part of the text is not cut off from the finished scan.

If you wish to **name** your scan file or change the **file format** from PDF, see **overleaf**.

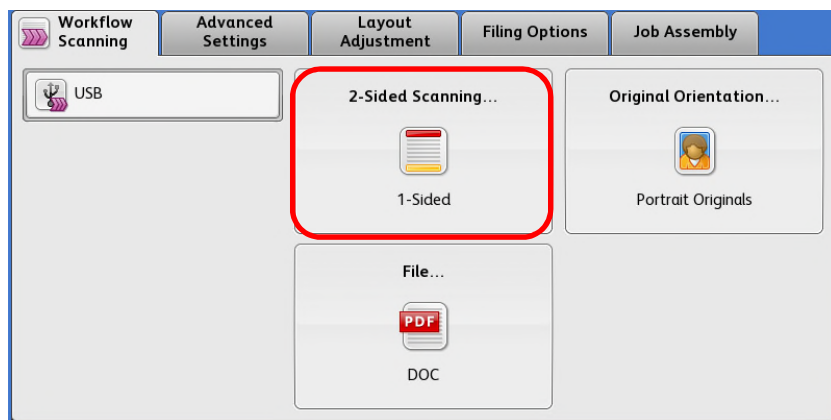
2. Select the **Job Assembly** tab.
3. Select **Build Job** and then **On**.
4. Begin scanning by pressing the **large green button** to the right of the display screen. Repeat until your scanning is complete.
5. To save your scans to your USB select **Submit Job**.
6. **Wait** until the file is saved and a **Completed** message displays.
7. Begin scanning your next job (you can miss out steps 2 & 3) or **Log out** of the photocopier
8. Remember to **remove your USB stick**.



**Check the scan is successful before you leave the library.**

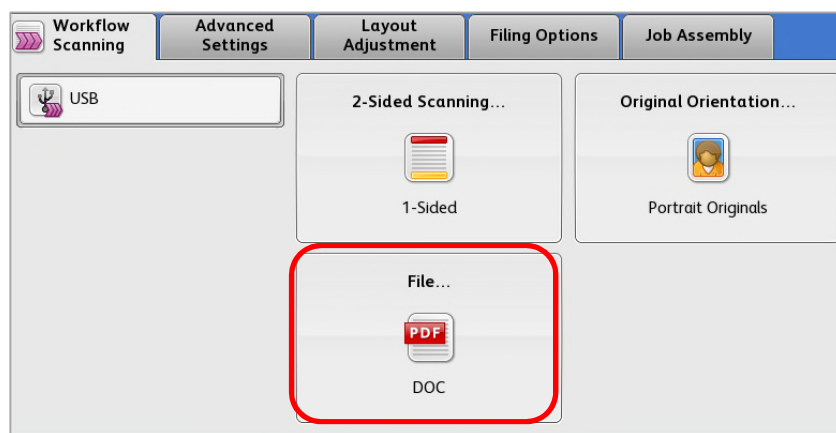
## Scanning via the document feeder

1. Place original document/s **face up** on the feeder on top of the photocopier.
2. If the document is double sided, select **2-Sided Scanning, 2-Sided** and then **OK**.  
  
If you wish to **name** your scan file or change the **file format** from PDF, see below.
3. Begin scanning by pressing the **large green button** to the right of the display screen.
4. The scanned document/s will automatically save to your USB.
5. **Wait** until the file is saved and a **Completed** message displays.
6. Begin scanning your next job (follow step 1 onwards) or **Log out** of the photocopier.
7. Remember to **remove your USB stick**.



## Renaming your scan file or changing the file format

1. Before you begin scanning, select **File ... PDF DOC**.
2. Enter a **file name** of your choice and change the **file format** from PDF if desired.
3. Select **OK**.



## Advanced Settings

From the **Advanced Settings** tab you can:

Change the output colour of your scan.

Lighten/darken your finished scan.

Alter the resolution of your scan.

Set the scan content type e.g. photo, map etc.

