

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



## 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 your finished scan.

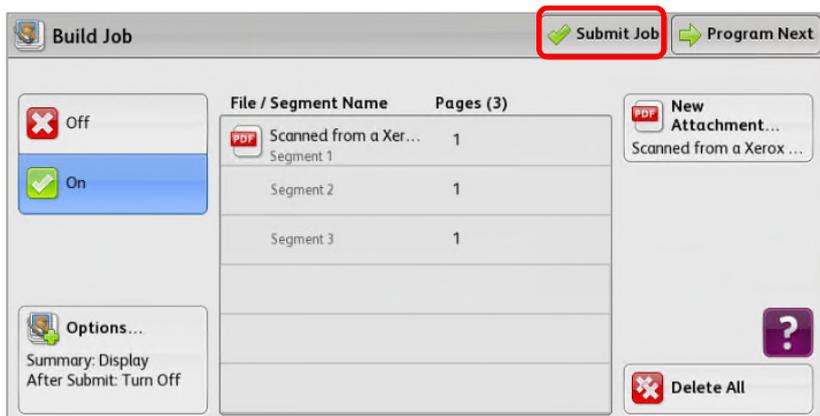
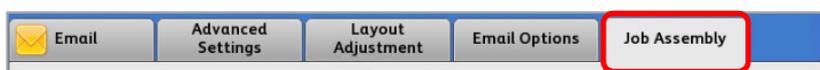
2. Select the **Job Assembly** tab.
3. Select **Build Job** and then **On**.

**Important:** See file size warning message to the bottom right.

4. Begin scanning by pressing the **large green button** to the right of the display screen. Repeat until your scanning is complete.
5. Select **Submit Job**.
6. Your scans will automatically be emailed to your University account, or for Bodleian Reader's card holders, to the email associated with your card.
 

**Note** if you would like to send your scan/s to an additional email address, see overleaf.
7. Begin scanning your next job (you can miss out steps 2 & 3) or **Log out** of the photocopier.

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



### File Size Warning

**Do not scan too many pages** before you select **Submit Job** or you will be in danger of losing your work. The University email file size limit is between **10 - 20MB**.

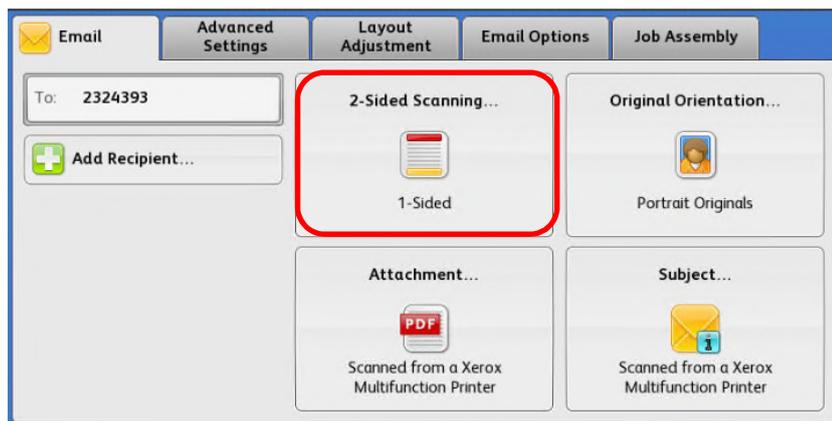
We recommend you scan no more than **50 pages** before submitting your job (*this is based on scanning A4 or B4 size in Black & White*). Be aware that if you scan larger items, graphics, or in colour, this will create a larger file, so you should then scan less than 50 pages before sending.

Alternatively, you can **scan to USB** and then you won't have to worry about the file size.



## 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**.  
**Important:** See file size warning message overleaf.
3. Begin scanning by pressing the **large green button** to the right of the display screen.
4. Your scans will automatically be emailed to your University account or, for Bodleian Reader's card holders, to the email associated with your card.
5. **Log out** of the photocopier.



## Advanced Settings

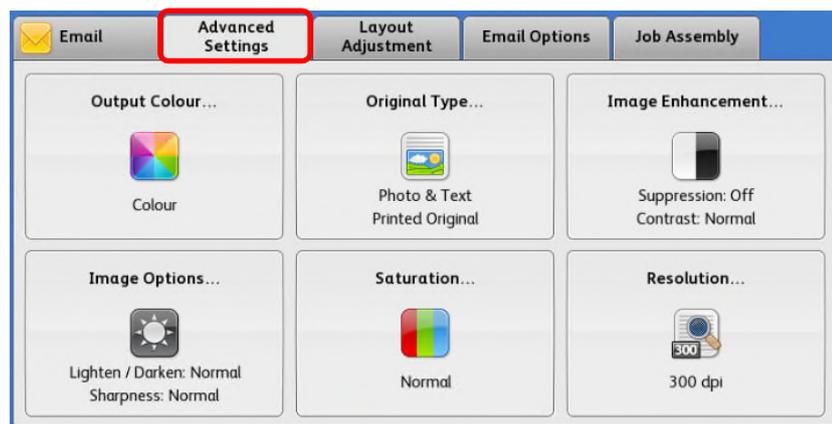
From the **Advanced Settings** tab you can:

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.



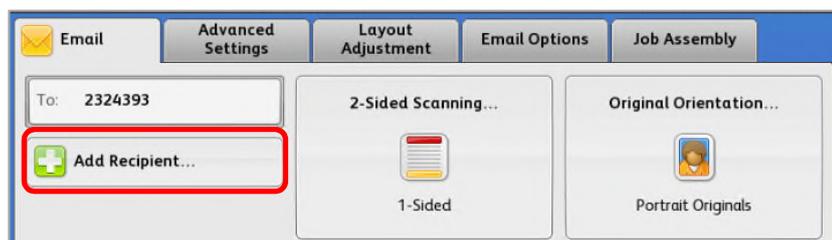
## Sending scans to an additional email

Select **+ Add Recipient**.

Select **Enter Recipient**.

**Enter** the additional email address you would like to send the scan/s to.

Select **Add**.



## Renaming your attachment or changing the file format

You can do this via the **Attachment** option on the scan to email home screen.

