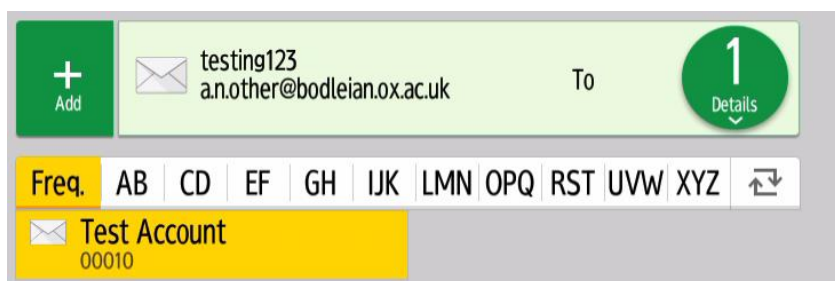


How to scan to email

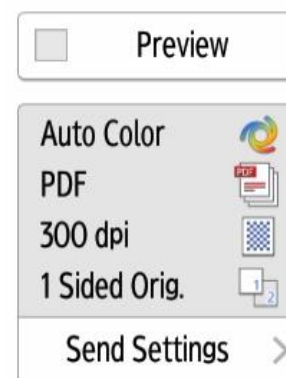
1. Login to the photocopier, select **[Device functions]**, then the **[Use device functions]** button and then **[Scanner]**.



2. Click on your account displayed to automatically insert your email address. Alternatively, click the green **add** box to manually add an address.



3. Place the item you wish to scan **face down** on the glass, in the **top left-hand corner**.
(Note: If you wish to scan via the document feeder, place your document face up).
4. Select the **[Send Settings]** option (shown here on the right) to alter colour **[Auto Color Select]**, specify area to scan **[Scan Size]**, specify quality of scan **[Resolution]** or to assign a file name **[File Name]**.
5. Press the green **[Start]** button on the bottom right of the display screen to scan each page.
6. Select **[Preview]** to view a preview of the scan and size before sending.
7. When you have scanned all the necessary pages, select **[Finish Scn]** to send.
(Note: If 60 seconds elapse between scans, the job will send automatically. Also, note scan file size warning overleaf).



Set next original(s) within the following seconds, then press [Start].
Seconds Remaining:43

Finish Scn

8. To scan books that are not standard sizes you may need to specify the size of the scanning area. In **[Scan Size]** select the most appropriate **[Regular Size]** or select **[Custom Size]**, and then adjust the size in mm to the required dimensions using the scale margins on the glass as a guide.
9. Log out using the **[Logout]** button at the top right of the display screen.
10. Check your scan is successful before leaving the library.



File Size Warning

Do not scan too many pages before you select [**Finish Scn**] or you will be in danger of losing your work.

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.

How to scan to USB

We advise scanning to USB when scanning a large document, as the delivery is not dependent on the network.

1. Login to the photocopier, select [**Device functions**], then the [**Use device functions**] button and then [**Print/Scan (Memory Storage Device)**]



2. Select [**Scan to Storage Device**]
3. Insert your USB or other storage device at the top left-hand side of the display panel.
4. Place the item you wish to scan **face down** on the glass, in the **top left-hand corner**.
(Note: If you wish to scan via the document feeder, place your document face up).
5. Select the [**Scan Settings**] option (at the top of the display panel) to alter colour, specify area to scan [**Scan Size**], specify quality of scan [**Resolution**] or to assign a file name [**File Name**].
6. Press the green [**Start**] button on the bottom right of the display screen to scan each page.
7. Select [**Preview**] to view a preview of the scan and size before sending.
8. When you have scanned all the necessary pages, select [**Finish Scn**] to send.
9. To scan books that are not standard sizes you may need to specify the size of the scanning area.
In [**Scan Size**] select the most appropriate [**Regular Size**] or select [**Custom Size**], and then adjust the size in mm to the required dimensions using the scale margins on the glass as a guide.
10. Log out using the [**Logout**] button at the top right of the display screen.
11. Check your scan is successful before leaving the library.