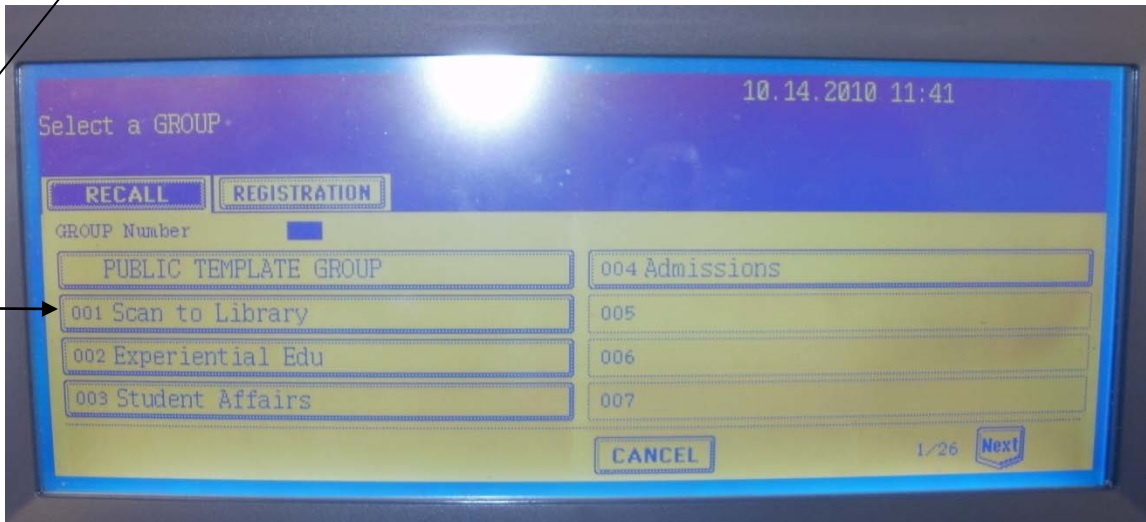


Scanning instructions:

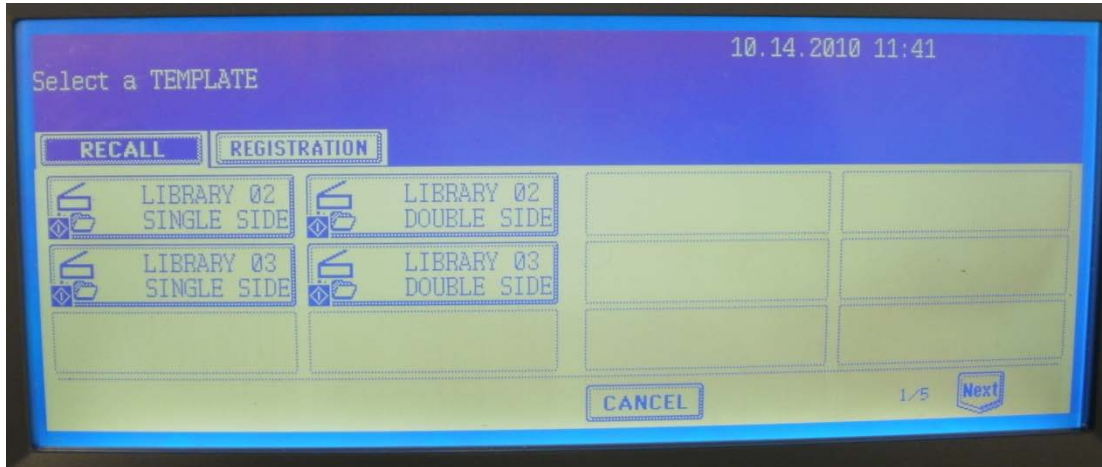
1. Place pages to be scanned in the paper feeder on top of the machine face up (just as for copying). You need to do this step first as the scanning will be automatic. If you are scanning from a book, place the book on the glass. The machine CAN scan 2-sided copies.
2. Enter your copier code. There is no charge for scanning, but the machine needs a code to proceed. (It will still work even if your code is out of copies)
3. Press the **TEMPLATE** button. (See picture)



4. Select **SCAN TO LIBRARY**



5. You will see four buttons. Library 02 and Library 03 refers to which computer the scan will be sent to. I have labeled two computers in the Library (on the long table at the back) with their number. The scanner will accept single or double sided copies. Simply press the button for the appropriate computer (02 or 03) and number of sides.



6. Machine should automatically begin to scan. Go to computer you selected and look for a folder on the desktop named **Shortcut to copier_scans** (it will probably be in the upper right hand corner of the screen. Your pdf file should be in there.

NOTE: The computers will be wiped of all pdf files every night at closing. If you do not retrieve your file by the time the Library closes, you will lose the file.