**HOW TO SCAN A**

 **BOOK CHAPTER, IMAGE, OR NON-STANDARD DOCUMENT**

 **ON THE DEPARTMENT’S PHOTOCOPIER**

 **AND TURN IT INTO A PDF FILE SENT TO YOUR EMAIL ADDRESS**

***NOTE: The system is not able to email to you pdf files of large numbers of pages, apparently because of file size limitations, so plan to break big jobs into segments. A safe range seems to be 10-15 page scans per pdf, with image-heavy pages at the lower end of the limit. If you are scanning from a book, depending on its dimension, 1 page scan might include 2 book pages.***

1. You log on normally as if you were making a photocopy by scanning in your card, and then press OK on the touch screen (your card is *NOT* charged for scans).

2. Once logged in, then press the middle dark button “Fax/Scan” just below the touch screen.

3. Press the key on the touch screen corresponding to the first letter of your last name.

4. Find your email address among those listed and press it.

5. Then press “Scan Settings” at the bottom of the touch screen.

6. From the “Scan Settings” screen, you have options like “Simplex/Duplex” where you can select two-sided original if you need to, or “Color,” where you can select black and white or color, or “Resolution,” etc. If you wish to customize any of those features, touch them to open their menus, then press “OK” when you are done customizing the settings.

7. Also from the “Scan Settings” screen you can set the scan to match the size of your book or document. On the top right side of the touch screen you will see “Scan Size: Auto” (auto is the default). Touch “Scan Size” and you will have the option of pressing any of the standard sizes and print directions available. Or for a better and more accurate scan, press “Custom Size.”

8. What will come up is a screen prompting you to type in on the keypad the exact size of your book or copy in millimeters. Don’t panic. Lift the lid of the photocopier to access the glass scanning bed; there is a ruler along the top and left side of the glass. Look at the millimeter ruler and then type in the number you want. For example: for the X (top ) side, just type the number you need, such as 300 (adding an extra 0 to get the decimal point to move). Then press the “Y” to do the side dimension and type in that number corresponding to the millimeter ruler on the side of the glass. Then hit OK.

9. This brings you back to settings, and the numbers you typed in should appear in the upper right corner of the screen. If this is correct, then hit OK again.

10. Now, and ***VERY* important, if you are scanning more than one page, press “Separate Scan” on the bottom right of the touch screen.** If you don’t, it will send the first page scan you do to your email address as a separate pdf file. By pressing “Separate Scan,” you are telling the machine to combine all the scans you make into one pdf file until you are done.

11. Place your material on the glass and then hit the large START button on the control panel like you would for a photocopy. Repeat until you have finished scanning everything you want in the pdf file.

12. When you are done, press the “Finish” key at the bottom of the touch screen, then press the large START button on the control panel to send your pdf to your designated email address. The system will not confirm that it has sent the file; it simply returns to the email address selection screen.

13. To log off, press the ACCESS button, then “Log Off” on the touch screen.

**HOW TO SCAN A STANDARD DOCUMENT
 ON THE DEPARTMENT’S PHOTOCOPIER**

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1. You log on normally as if you were making a photocopy by scanning in your card, and then press OK on the touch screen (your card is *NOT* charged for scans).

2. Once logged in, then press the middle dark button “Fax/Scan” just below the touch screen.

3. Press the key on the touch screen corresponding to the first letter of your last name.

4. Find your email address among those listed and press it.

5. Then press “Scan Settings” at the bottom of the touch screen.

6. From the “Scan Settings” screen, you have options like “Simplex/Duplex” where you can select two-sided original if you need to, or “Color,” where you can select black and white or color, or “Resolution,” etc. If you wish to customize any of those features, touch them to open their menus, then press “OK” when you are done customizing the settings.

7. Now, and ***VERY* important, if you are scanning more than one page, press “Separate Scan” on the bottom right of the touch screen.** If you don’t, it will send the first page scan you do to your email address as a separate pdf file. By pressing “Separate Scan,” you are telling the machine to combine all the scans you make into one pdf file until you are done.

8. Place your material in the automatic document feeder on top of the machine or lift the lid and place the first page on the glass, then hit the large START button on the control panel like you would for a photocopy. Repeat until you have finished scanning everything you want in the pdf file.

9. When you are done, press the “Finish” key at the bottom of the touch screen, then press the large START button on the control panel to send your pdf to your designated email address. The system will not confirm that it has sent the file; it simply returns to the email address selection screen.

10. To log off, press the ACCESS button, then “Log Off” on the touch screen.