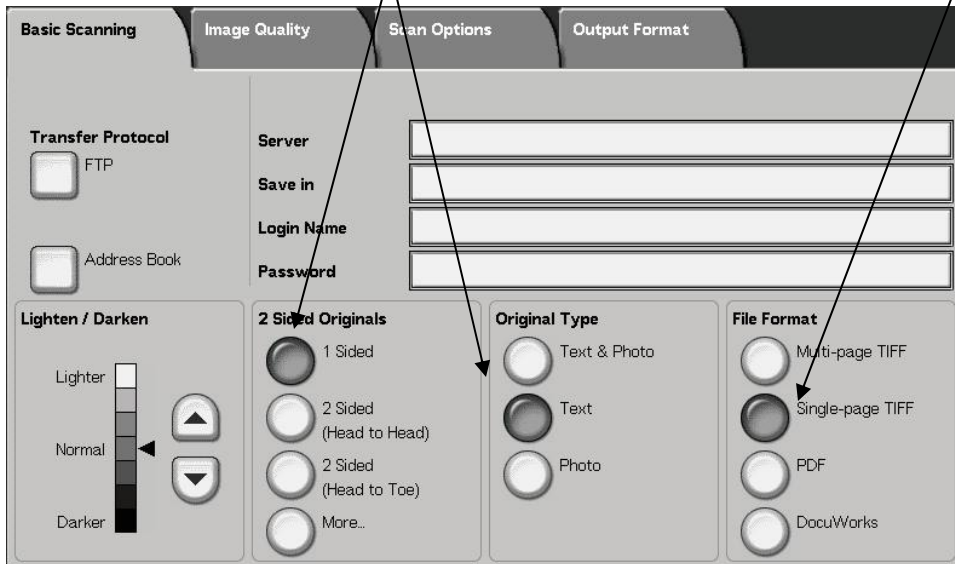


Instructions for scanning from the Library photocopier

You can now scan documents and send the scanned data as an e-mail attachment. Here's how:

1. Place your original(s) on the glass or in the intake tray. Press the **All Services** button at the bottom of the front panel of the photocopier.
2. Push the **E-mail** button on the upper right of the screen.
3. In the **Basic Scanning** tab under **Select Recipient**, press **Keyboard**. Type in your e-mail address and press **Save**.
4. Select the format: multi-page TIFF (default), single-page TIFF, or PDF.
5. Set other preferences as needed (1 or 2 sided, original type, etc.)



6. Press the green **Start** button (the same one you use when making regular copies). Scanning is now in progress.
7. Wait until the orange **Job in Memory** light goes out.
8. Press the **Log In/Out** button on the front panel of the photocopier.

To open your scanned files:

On your MacBook – use Preview to open.

On a PC – Use Windows Picture and Fax Viewer to open.