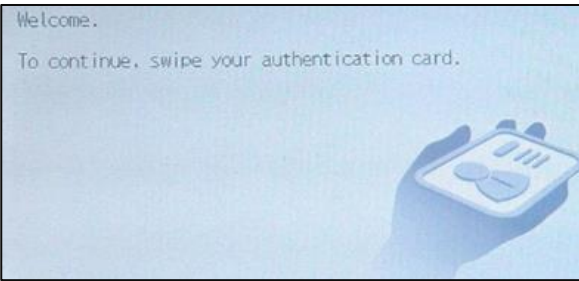


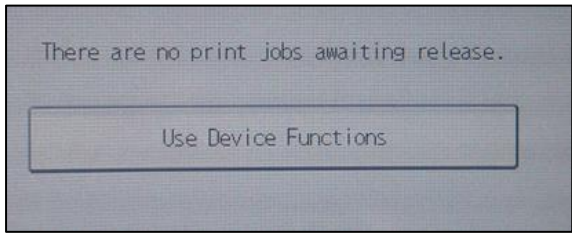
HOW TO USE THE SCAN FUNCTION OF THE PHOTOCOPIERS

1. Use your university card to authenticate at card-reader

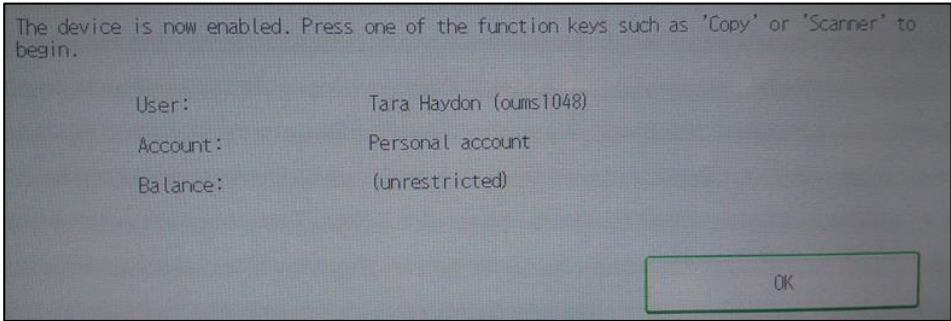


If your card is not detected then it needs replacing. If authentication says "failed" then contact IT staff

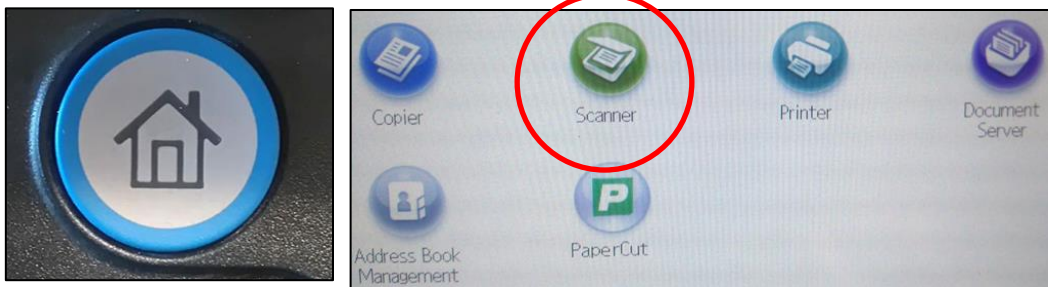
2. Select "use device functions"



3. Watch your email address being set as "Scan to me". Then select OK



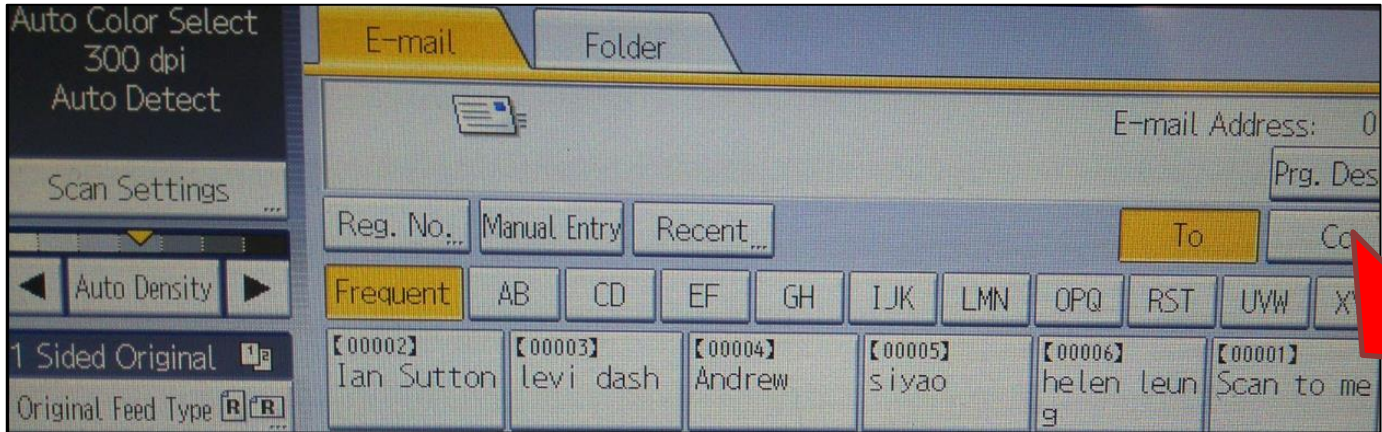
4. Press home button then select scanner function



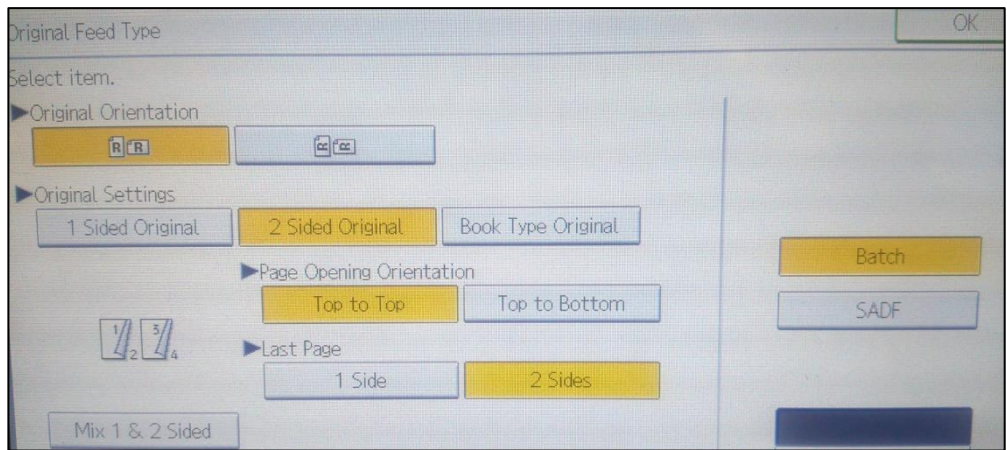
5. Remove staples then insert documents into auto feeder or lift lid to manually place documents on glass



6. Select "Scan to me" (no need to manually enter address)



7. Select original feed type, 2 sided, Batch and Mix 1&2 sided if you have a mix of 1 and 2 sided sheets and don't want blank pages to be copied.



8. Press go and your documents will be scanned. Press # key when finished (or wait 60 seconds) Your scanned document is emailed to you as a PDF.