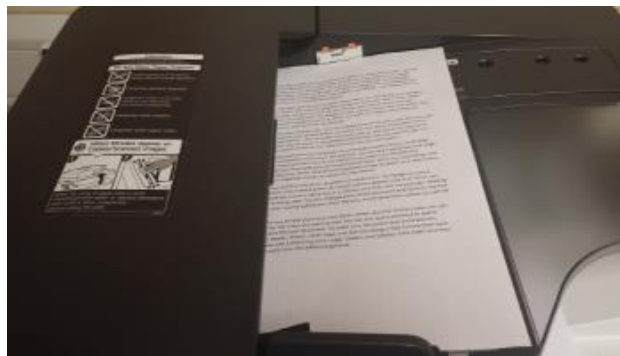


Scanning on the Colour Photocopier/Printer located in the Library Lobby

SPC provides a Scan to Email service on the Colour Photocopier in the Library Lobby Area. To use this, please follow the instructions below:

- 1) Tap your card on the release station.
- 2) For A4 scanning, use the sheet feeder on top, putting your documents face up as shown below:

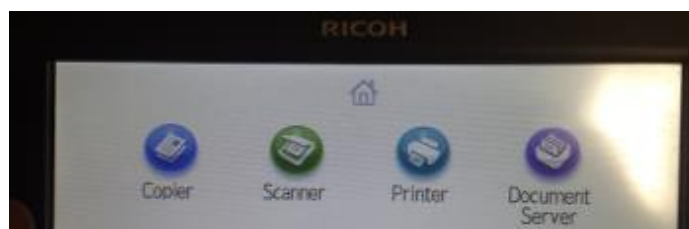


Alternatively, open the lid and use as a normal flat-bed scanner.

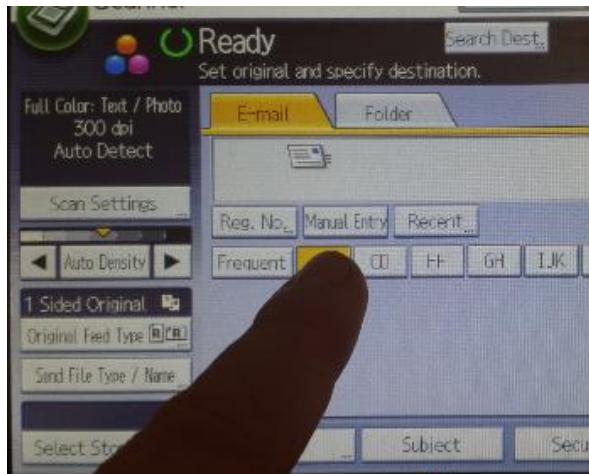
- 3) Press the **Home** button the top left of the panel:



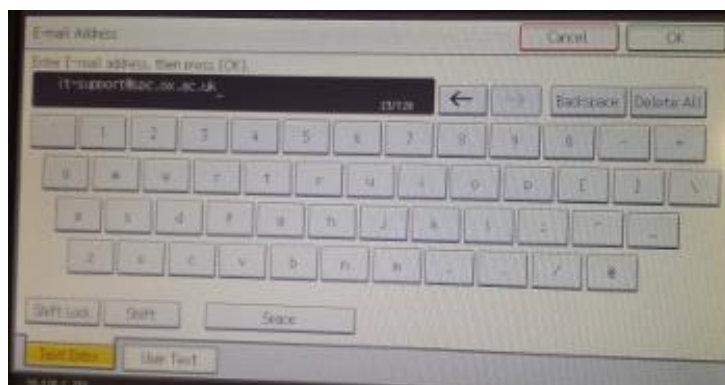
- 4) Press **Scanner**



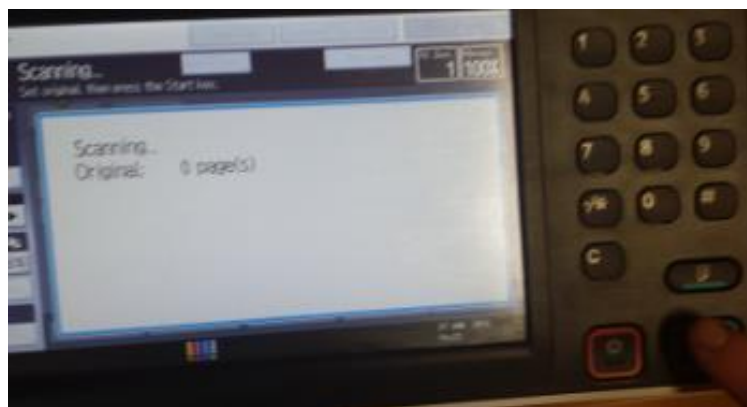
5) Press **Manual Entry**:



6) Use the on-screen keyboard to type in the email address for where you want the scanned image to be sent and then press **OK** (top right hand corner of the touchscreen display):



7) Press the **GREEN** button on the bottom right corner to scan.



Upon completion of scanning press the **#** key to send your scan via email.