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**: 

![Manual Entry Screen]

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):

![Email Address Entry]

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

![Scan Confirmation]

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