Scanner

A public photocopier/printer/scanner is located on each floor in the alcove. Each machine offers photocopying, printing from a public computer, and scanning to email or a USB device.

Instructions

Scanning to Email

- Touch the **guest** button  
  o Top right of screen
- Type in your username  
  o Touch **next**
- Type in your password  
  o Touch **done**
- Select **email**
- Type in the receiver’s email  
  o Select **add me** to send document to yourself
- Load document  
  o Into feeder  
  o Place on glass
- Press **start** button
- Remove document after **complete**
- Select **Log out**  
  o Top right of screen

Scanning to a Flash drive

- Insert flash drive into **USB port**
- Select **options**  
  o Bottom of screen
- Load document  
  o Into feeder  
  o Place on glass
- Press the **start** button
- Remove documents after **complete**
- Remove the flash drive from the USB port

Troubleshooting

- Use help phone to contact Library Service desk  
  o Located on wall outside print alcove
- Go to the Library Service Desk