

How to scan to email

1. Login to the photocopier, select **[Device functions]**, **[Use device functions]** and then **[Scanner]**.



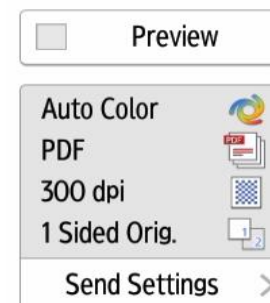
2. Select your name/account, which will be displayed in the yellow box. The default is your University email or the address associated with your Bodleian Reader card. Alternatively, click the green + **Add** box to add your address manually.



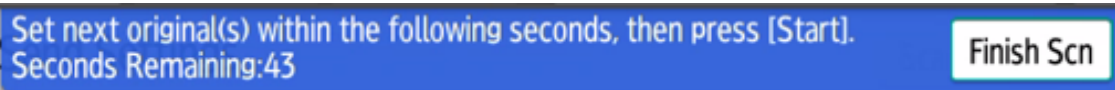
3. Place the item you wish to scan **face down** on the glass, in the **top left-hand corner**. (Note: If you wish to scan via the document feeder, place your document face up).

4. Select the **[Send Settings]** option (shown here on the right) to alter the colour **[Auto Color Select]**, specify the area to scan **[Scan Size]***, specify the quality of the scan **[Resolution]** or to assign a file name **[File Name]**.

*To scan books that are not standard sizes, you may need to specify the size of the scanning area via **[Scan Size]** in **[Send Settings]**. Select the most appropriate **[Regular Size]** or select **[Custom Size]**, and then adjust the size (mm) to the required dimensions, using the scale margins on the glass as a guide.



5. Select **[Preview]** if you wish to view a preview of the scan before sending. **Note:** the Preview option is not available if you have selected B&W as your scan colour choice.
6. Press the green **[Start]** button on the bottom right of the display screen to scan.



7. When you have scanned all the necessary pages, select **[Finish Scn]** to send. (If 60 seconds elapse between scans, the job will send automatically. **Important:** note the scan file size warning overleaf).
8. If 'Preview' has been selected, your scan will be displayed. If happy, select **[Send]**, if not, select **[Cancel]**.
9. Log out using the **[Logout]** button at the top right of the display screen.
10. Remove the item you have scanned from the glass or feeder.
11. Check your scan is successful before leaving the library.



File size warning when scanning to email

Do not scan too many pages before you select **[Finish Scn]** or you will be in danger of losing your work.

The University file size limit for email is 100MB. We recommend you scan no more than **50 pages** before submitting your job (based on scanning A4 or B4 size in B&W). Be aware that if you scan larger items, graphics, or in colour, this will create a larger file, so you should then scan less than 50 pages before sending.

Alternatively, you can **scan to a memory stick** (or other storage device), so you don't have to worry about the file size.

How to scan to a memory stick (or other storage device)

We advise scanning to a memory stick (or other storage device) when scanning a large document, as the delivery is not dependent on the network.

1. Login to the photocopier, select **[Device functions]**, **[Use device functions]** and then **[Print/Scan (Memory Storage Device)]**



2. Select **[Scan to Storage Device]**

3. Insert your memory stick or other storage device at the top left-hand side of the display panel. Select the **memory stick image** that shows on the display screen. If required, on the display screen select the folder you wish your scan to save to.

4. Place the item you wish to scan **face down** on the glass, in the **top left-hand corner**.
(Note: If you wish to scan via the document feeder, place your document face up).

5. Select the **[Scan Settings]** option (at the top of the display panel) to alter the colour, specify the area to scan **[Scan Size]***, specify the quality of the scan **[Resolution]** or to assign a file name **[File Name]**.

*To scan books that are not standard sizes, you may need to specify the size of the scanning area via **[Scan Size]** in **[Send Settings]**. Select the most appropriate **[Regular Size]** or select **[Custom Size]**, and then adjust the size in mm to the required dimensions using the scale margins on the glass as a guide.

6. Select **[Preview]** if you wish to view a preview of the scan before sending.
7. Press the green **[Start]** button on the bottom right of the display screen to start scanning, then select **[Scan Next Original]** from the display panel for each subsequent page you wish to scan.
8. When you have scanned all the necessary pages, select **[Finish Scn]** on the display panel to save your scan.
9. If 'Preview' has been selected, your scan will be displayed. If happy, select **[Save]**, if not, select **[Cancel]**.
10. Safely remove your memory stick by selecting the **memory stick icon (with a green tick on it)** on the bottom bar of the display screen, select **[OK]**, select **[Close]** and remove your memory stick.
11. Log out using the **[Logout]** button at the top right of the display screen.
12. Remove the item you have scanned from the glass or feeder.
13. Check your scan is successful before leaving the library.