SCANNING ON THE PHOTOCOPIERS

GENERAL INFORMATION

The photocopiers on the main and second floors support scanning. The copier on the ground floor does not. The photocopiers scan multiple formats including **Slim PDF** which is suitable for scanning multiple pages into a single file.

DEFAULT SETTINGS

Color Mode: gray scale
Resolution: 150 dpi
Original Mode: text
Single/2-Sided Scan: single
Original Size: paper size

ADJUSTING DEFAULT SETTINGS

Select **Common Settings** on the right side of the touch screen after you have followed steps 1 through 6 in the instructions below.
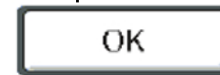
Refer to the back of this guide for more information.

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1 Insert USB stick into the port on the **RIGHT** side of the photocopier.
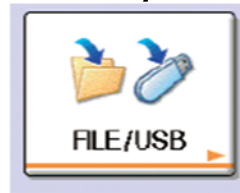
4 Select **SCAN**.

SCAN

7 Press **OK** to leave the menu. Adjust **COMMON SETTINGS** as required.
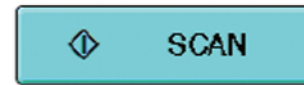
OK

10 Eject and retrieve your TCard by pressing the **RED EJECT BUTTON** on the card reader.

2 Insert TCard into the reader labelled **SCAN ONLY**.

5 Select **FILE/USB**.

FILE/USB

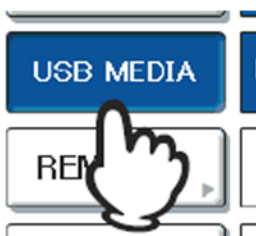**8** Press **SCAN** to begin. A prompt will appear when it's ready for the next scan.

◇ SCAN

11 Wait until the screen shows that it is ok to remove the USB device or **the files might be lost**.

3 Press **FUNCTION CLEAR**.

FUNCTION CLEAR
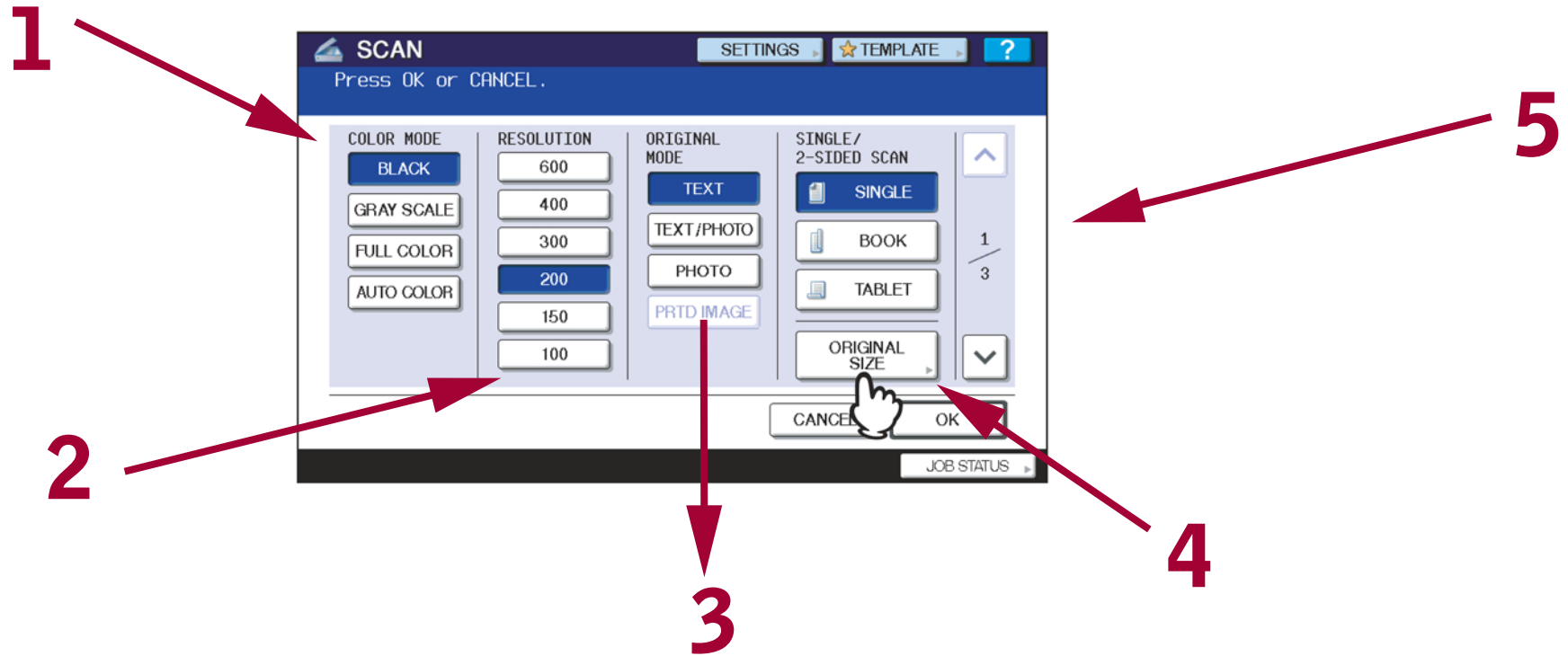○ FC //

6 Select **USB MEDIA**.

USB MEDIA
REM

9 When you are done with scanning, select **JOB FINISH**.

JOB FINISH

12 Remove the USB key and **don't forget your original!**

COMMON SETTINGS

1 Color Mode:
Toggles colour settings. (Auto color not available).

2 Resolution:
Refers to scanning quality of the original. Recommended setting: 300 dpi (dots per inch). The higher the dpi, the higher the resolution and file size of the final scan.

3 Original Mode:
Refers to the format of the original document. For example, select TEXT if you are scanning a book.

4 Original Size:
Relates to the size of the item you are scanning. Note that if you have already set a size for the output image, you might want to adjust this setting.

5 Compression:
Reduces the file size of the scanned file, but it also reduces its quality. You should normally use **SLIM PDF** as the file type instead of adjusting this setting.