

Copying and Scanning

Scan to Printer, Email, USB



Photocopy

Send to Email

Scan to USB

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How to Photocopy & Scan

LOGIN to a printer with either your ID card or your student username and password.
Non-student users—use your PIN.

CHOOSE A FUNCTION ON THE TOUCH-SCREEN

- Touch **Copy** for Photocopying
- Touch **Scan and Send** to have the scanned document sent to your student email
- Touch **Scan and Store** to have the scanned document saved to your USB



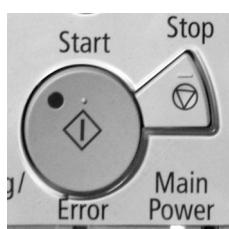
SETUP YOUR DOCUMENTS

Place your original on the scanning plate or use the document feeder to copy/scan multiple pages at once.

Make sure the corner of the document is aligned with the red arrow.

- Photocopying: move on to the next set of instructions
- Scanning to email: Tap **Send to Myself**
- Scanning to USB: plug your USB stick in (right-hand side of printer) & choose it in the list on the touchscreen. Choose a location on your USB to save your file, then press **Scan** to move to the options screen.

CHOOSE YOUR SETTINGS



Change any settings by using the options on the screen or by tapping the **Options** button.

When you are ready, press the green **Start button** on the printer keypad.

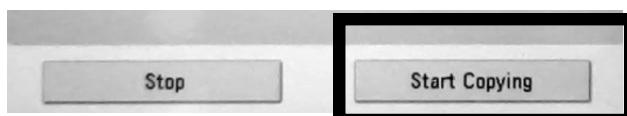
Note: If your page is not A4 then the printer will ask you to select a page size.

Choose **A4 > OK** and then press the **Start** button again.

POP-UP

- Photocopying: choose **Start Copying** for the printer to scan and print your documents
- Scanning to email/USB: Wait while the printer scans your document. Touch **Start Sending/Storing** to send to your email or save to your USB once you are finished.

*To add more pages to the same file, put your next document on the scanner, and press the **Start** button on the printer. Repeat until done and press **Start Sending/Storing**.*



LOGOUT! — Remember to **Logout** when you are finished!