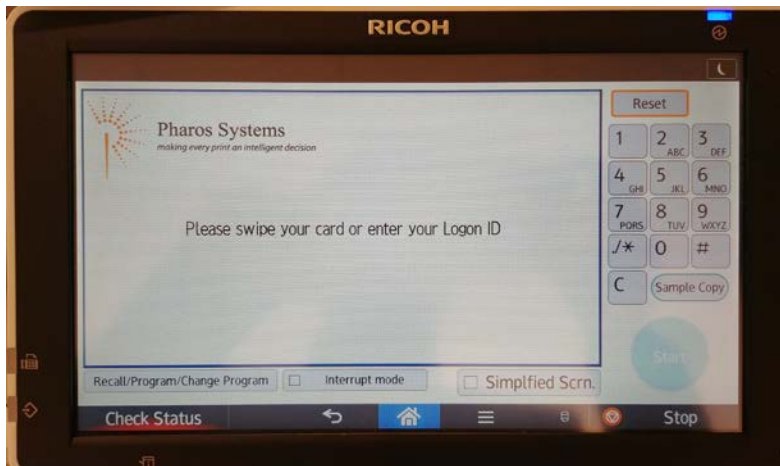


# Scanning Instructions

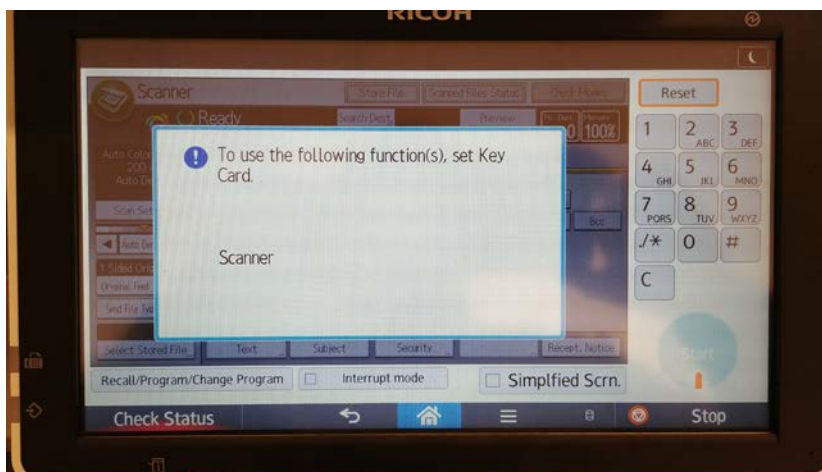
1. Walk up to either machine and you will see this screen first. If the screen is black, just tap the screen to wake up the machine to get to the screen below.



2. Hit the Blue **Home** button in the bottom center of the screen and this will bring you back to the main selection screen seen below.



3. Hit the far right button that says **Scanner (Classic)** and you will see the screen below. Tap your PennCard on the card reader and it will bring you to the scanning menu.



4. You will see the scanning menu screen and need to hit the **Manual Entry** button in the middle of the screen to input the email address you wish to scan to.



5. The screen below is where you input the receiving email address and then hit OK (top right). Then you will see the email address listed and you can load your documents into the copier. Either lay your documents to scan **FACE UP** in the document tray on top or lift the lid and place your document **FACE DOWN** on the glass. Once this is done, press the start button and your documents will be scanned. Your card **WILL NOT** be charged as scanning has no fee.

