Scanning and photocopying

There are many ways you can scan documents.

Using a printer on campus

- Scanning to email using a printer
  
  When you scan on a campus printer, the scanned image will be sent to your university email address as an attachment.

To login to printer

1. Go to the printer you want to use.
2. On the printer, place your University card against the card reader zone.
3. Wait while you are logged in – the Account Confirmation screen shows. To continue, press OK.
To scan a document

1. Load the original document into the printer – you can use the top tray for multiple pages, or the glass for a single page or multiple pages of a book.

2. On the touch screen, press Scan/Email.

3. To email the scanned document to yourself, in the E-mail Address Book, select Me.
4. To email the document, press the blue Start button.

5. To log out when you have finished, press the Log Out.

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**Photocopying using a printer**

**To login to printer**

1. Go to the printer you want to print your documents from.
2. On the printer, place your University card against the card reader zone.
3. Wait until you are logged in – the **Account Confirmation** screen shows. To continue, press **OK**.

![Account Confirmation screen](image)

**To copy a document**

1. Load the original document into the printer – you can use the top tray for multiple pages, or the glass for a single page.

![Loading document](image)

2. On the touch screen, press **Copy**:

![Touch screen with Copy option](image)
3. The copy options screen displays.

![Copy Options Screen](image)

4. If you are happy with the default setting, press the blue Start button below the touch screen to begin copying the document.

![Start Button](image)

5. To finish your print session, press Log Out next to the touch screen.

**Copy options**

**Original Type Settings**

1. Choose the Original type option on the touch screen display.

![Original Type Options](image)

2. Choose the optimum format of the original document from: Text/Photo Printed; Text/Photo PhotoPaper; Photo Printed; Photo PhotoPaper; Dot Matrix Original; Map; or Copied Paper.

3. Press Close when you have chosen your option.
Zoom Options

1. Choose the Zoom option on the touch screen display.

2. Enlarge or reduce the size of the original image.

3. Select and enter a zoom ratio by tapping + and – buttons.

4. Click OK to accept the changes.

Duplex/Combine Options

1. Choose the Duplex/Combine option on the touch screen display.

2. Select how you want the original document to be copied: 1 sided to 1 sided; 1 sided to 2 sided; 2 sided to 1 sided; or 2 sided to 2 sided.

3. Click OK to accept the changes.
Combine Options

1. Select the number of original pages to be copied onto a single page.
2. Choose from: 2 pages into 1 page; 4 pages into 1 page; or 8 pages into 1 page.
3. Select the combined page layout to be either Horizontal or Vertical.
4. Click OK to accept the changes.

Using Microsoft Office Lens

Capture pages and upload to OneDrive

1. Open the Office Lens app.
2. Select what type of material you are scanning - Photo, Document, Whiteboard, or Business Card.
3. Point the camera on your device to what you are scanning. Make sure the red frame lines up with the item you want to capture.
4. Tap the **white circle** to capture the first page.

5. Click **Add New** in the bottom left corner of the preview screen. **Do not click Done.**

6. Repeat steps 4 and 5 for all pages.

7. Once you have added all of your pages, instead of clicking Add New, click **Done.**
8. Under **Save to**, select the format you wish to save your document in e.g. PDF.

9. Your PDF will now be saved in your **OneDrive**.

**Capture a page and insert into a Word document**

1. Open the Office Lens app.
2. Select what type of material you are scanning - Photo, Document, Whiteboard, or Business Card.
3. Point the camera on your device to what you are scanning. Make sure the red frame lines up with the item you want to capture.
4. Tap the **white circle** to capture the page.

5. Under **Save to**, select the format you wish to save your document in e.g. **Word**.

6. Your Word document will now be saved in your **OneDrive**.

**Using Microsoft OneDrive**

To scan an object using the OneDrive mobile app
1. In the OneDrive app click **Scan** (camera icon).

2. Point the camera on your device to what you are scanning – document, whiteboard, business card or photo.

3. Tap the **white circle** to scan.

4. Once you have scanned the material, you have the option to crop or add a filter to the photo. You can also draw on or add text to the scanned image. Make edits as required then tap **Done**.

5. Choose location to save the file to in your OneDrive or Teams folders – the file is saved in PDF format.