Scanning and photocopying

There are many ways you can scan documents.

Using a printer on campus

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.

Related pages

- Capturing documents with Microsoft OneDrive
- Inserting a signature into a document
- Microsoft Lens help
- Printing

Troubleshooting

Report a scanning or photocopying issue
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.

   ![Scanning multiple pages of a book](image)

   **Scanning multiple pages of a book**
   
   Place your item on the glass. Follow steps 2 and 3 below. On the Ready to Scan screen you can select **Two sided** then **PDF**, then select page setting to **multi page**. Press the **Start button** for each page you wish to scan. When you have scanned all the pages you need to, press **Finish** on the screen.

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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**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**.
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.

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

3. The **copy options** screen displays.

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

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.

![Zoom Ratio](image)

4. Click **OK** to accept the changes.

**Duplex/Combine Options**

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

![Duplex/Combine Options](image)

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

1. Open the Microsoft 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**.
1. Open the Microsoft 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

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.