

Scanning with the Library_Copier

1. Swipe your ID card. The first time you use the machine, you will have to log in using your NWC username (not email) and password. Click in the username or password field to bring up the keyboard.
2. Tap the Scan & Send button.
3. To send the document to yourself on your NWC email account, tap the Send to Myself button. If you want to scan the document and send elsewhere, tap the New Destination button, then enter the email to which you want to send.
4. Adjust your settings as needed, using the buttons on the screen:
 - Is your original one-sided or two-sided?
 - In what format do you want your final copy? It defaults to PDF, but you can also select JPEG or other formats. If you want your PDF to be searchable, be sure to tap the PDF button and select OCR rather than Compact.
 - In what resolution do you want your scan? It defaults to 300dpi (which is high resolution and should be adequate for most).
5. Press the green Start button on the copier.
6. When finished, tap Logout in the lower right corner of the screen.