# Scanning Guide

Scanning facilities are available in the library and the centrally-managed PC suites. Some can scan, copy and print up to A3 sized documents. Some can scan, copy and print up to A4 sized documents.

You can scan either by laying your item face-up on the glass or face-up in the feeder tray at the top of the machine.
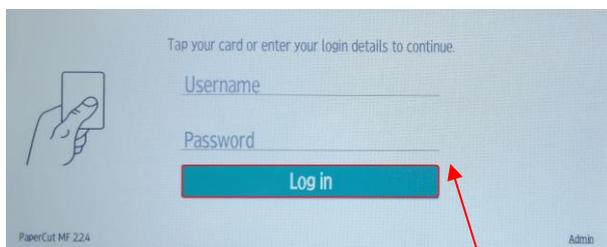
1. Scan your card to log in or enter your details manually, then select Login.
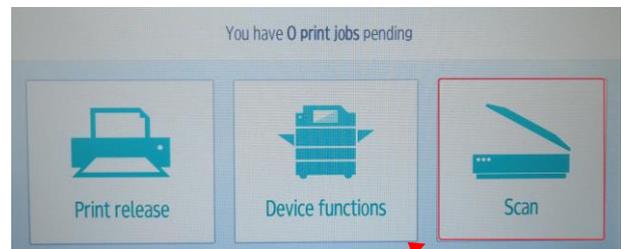
2. Select Scan.
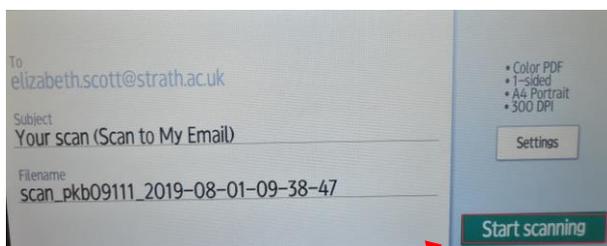
3. Select Start scanning. The default is a black-and-white scan in .pdf format.

4. Select Send.

YOUR
INFORMATION
SERVICES
**YOUR
RESOURCES…**
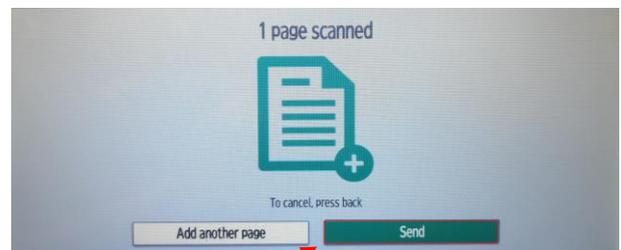
Changing settings

If you want to scan in colour, 2-sided, in a different size, file type, DPI, or orientation, you can change this in Settings.
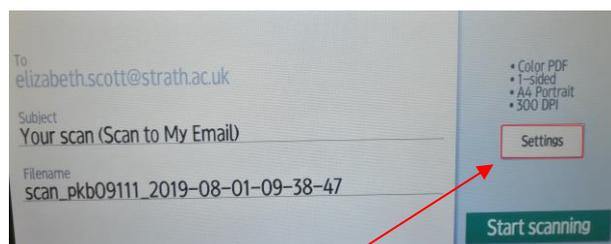
1. Select Settings.
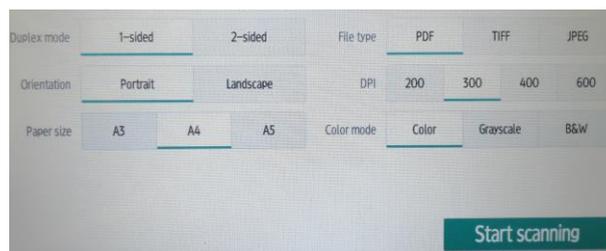
2. Make any changes you want.

Was this information helpful?

YOUR
INFORMATION
SERVICES
**YOUR
RESOURCES…**