

SCAN AND COPY at CARLSON LIBRARY -- LEVEL A

STUDENTS

NOTE: Students must have a value on their ID card to copy and scan. Add as little as \$1 using the Eagle Add Value machine located on Level A.

STUDENTS: SCANNING

- “Scanning” is free. However, an ID without Eagle Dollars will not activate scan mode.
- Swipe ID card (magnetic stripe away from the copier/printer).
- Two options appear: **Follow-Me-Printing** and **Scan-To-Me**
- Select **Scan-To-Me**.
- Copier/printer pre-fills Clarion Eagle Mail address and automatically sends scans to that address. You **cannot change** that address.
- Lift printer/copier lid and place material on glass (*align with left, rear corner*) or use the ADF (Automatic Document Feeder).
- Press **OK** to scan a document.
- Repeat for each page to be scanned.
- When scanning is complete, select **DONE**.
- When done, **log out**.

STUDENTS: COPYING

- Swipe ID card (magnetic stripe away from the copier/printer).
- Two options appear: **Follow-Me-Printing** and **Scan-To-Me**.
- Press **Copier** button located to the left of the screen.
- Lift printer/copier lid and place material on the glass (*align with left, rear corner*) or use the ADF (Automatic Document Feeder).
- Press **Start** button on the right panel.
- Material is printed and appropriate amount is deducted from the Eagle Dollars Balance.
- When done, **log out**.

Having trouble finding the Log Out button?

- Touch **Home** (left of screen)
- Touch **PCC** (on screen)
- Touch **Log Out** (On Screen)

COMMUNITY PATRONS

NOTE: Community patrons cannot copy and scan without employee intervention. Student employees (with value on their cards), staff, or faculty can swipe their cards and email the scanned documents to the community patron at no charge. The community patron can then read the document from their email or use cash to print to Level A from any computer in the library.

COMMUNITY PATRONS: SCANNING

- Swipe ID card (with magnetic stripe away from the copier/printer).
- **Choose Account & Log In**
- Two options appear: **Follow-Me-Printing** and **Scan-To-Me**.
- Select **Scan-To-Me**.
- In the lower left hand corner of the screen, select **Job Details**.
- Select the first line on the next screen labeled **CC:**
- When on-screen keyboard will appears, **enter** community patron’s email address.
- Touch **OK...Touch Next**.
- On the next screen, select **PDF format**.
- Select **Next**.
- Copier/printer identifies the cardholder’s clarion eagle mail account address and automatically sends scans to that - **and the CC:** - address
- Lift printer/copier lid and place material onto the glass (*align with left, rear corner*) or use the ADF (Automatic Document Feeder).
- Press **Scan**.
- Repeat the above step for each page to be scanned.
- When scanning is complete, select **DONE**.
- When done, **log out**.

COMMUNITY PATRONS: COPYING

- Because a University-issued ID card – with Eagle Dollars attached – is required for photocopying, **this function is unavailable to community patrons**.
- Use **COMMUNITY PATRONS: SCANNING** instructions, above.