

using the
scanners to
make copies



First, type in your e-mail address

Lift the top of the scanner. Place your book face-down, fitting the corner against the upper right



To scan more than one page, choose the “options” button – then choose it again until you reach the final option, which is to select “page build.” Now you can scan multiple pages. To start, press the green button [< >]



Turn pages and continue scanning until you’re done; then press finish. Check your e-mail for the .pdf.
NOTE: e-mail accounts have size limits. if you are doing ten or more pages, break it into smaller batches