




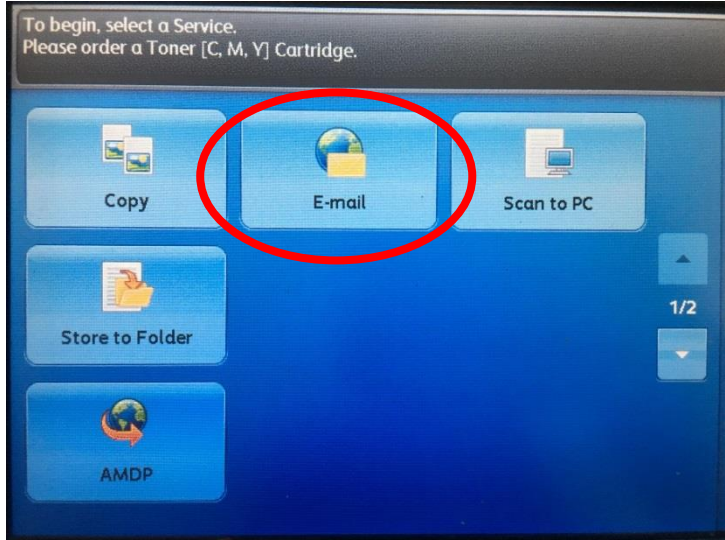
## ITSC User Guide

Title:	<b>Document Scanning Service</b>
Updated Date:	2018.03.01

### Introduction

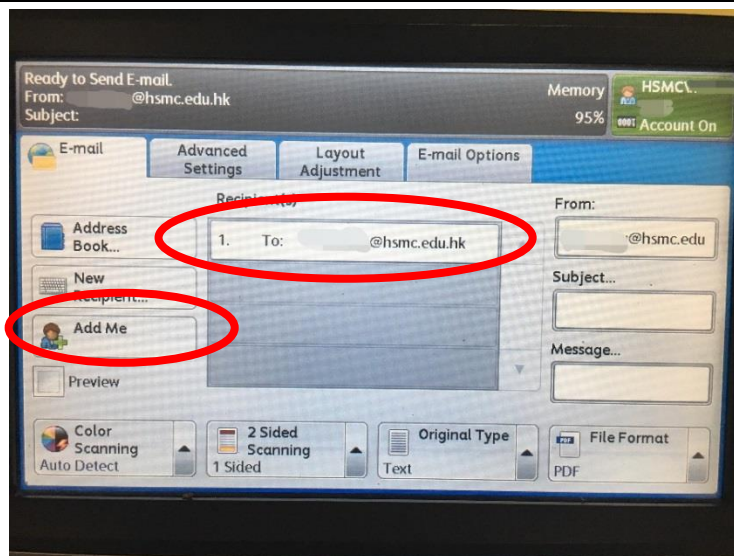
Users can scan physical documents via photocopiers into digital formats, which is more environmental friendly. Please refer to the following guide for detailed instructions.

### How to scan documents using a photocopier?

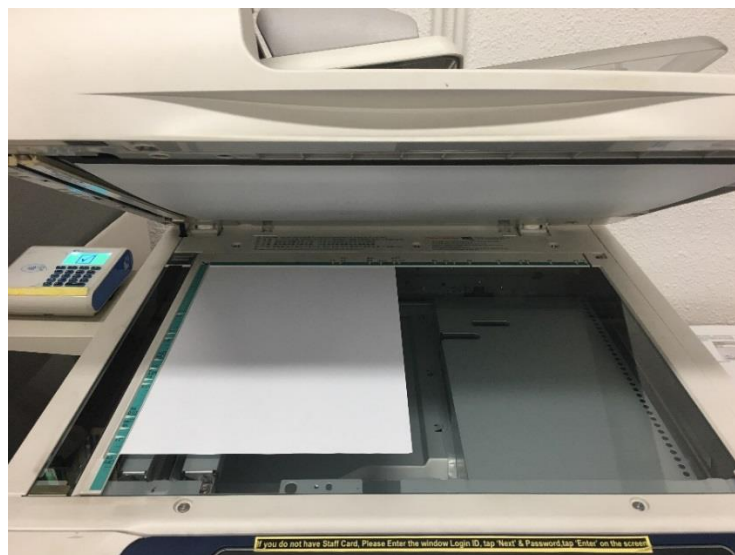
Steps	Details
1. Go to any of the campus photocopiers and login with your staff/student ID card.	 A photograph of a photocopier with a staff ID card inserted into the top. The ID card is white with a barcode and text in English and Chinese. The photocopier has a control panel with a blue LCD screen showing a scanner icon and a numeric keypad.
2. After login, select "E-mail" on the LCD panel.	 A photograph of the photocopier's LCD panel. The screen displays the text "To begin, select a Service. Please order a Toner [C, M, Y] Cartridge." Below this are several service options: "Copy", "E-mail", "Scan to PC", "Store to Folder", and "AMDP". The "E-mail" option is highlighted with a red circle. There are also navigation arrows and a "1/2" indicator on the right side of the screen.



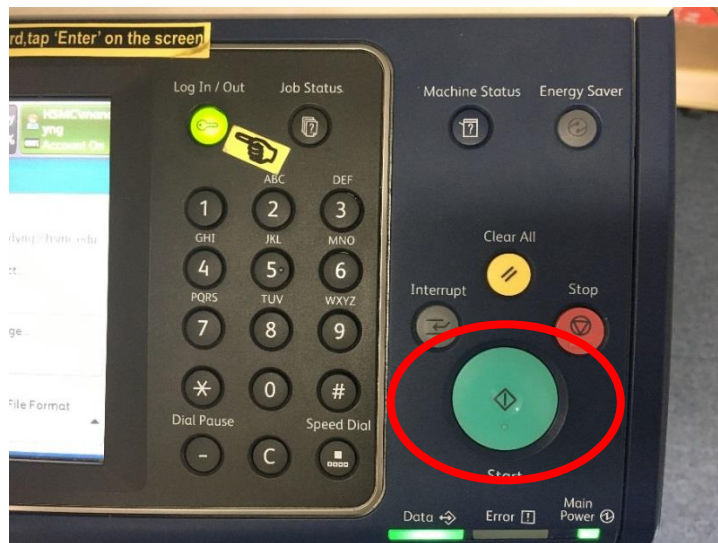
3. Press **“Add Me”** and confirm your email address appear on the Recipient field.



4. Place a document to be scanned on the photocopier.



5. Press **“Start”** to start the scanning process.

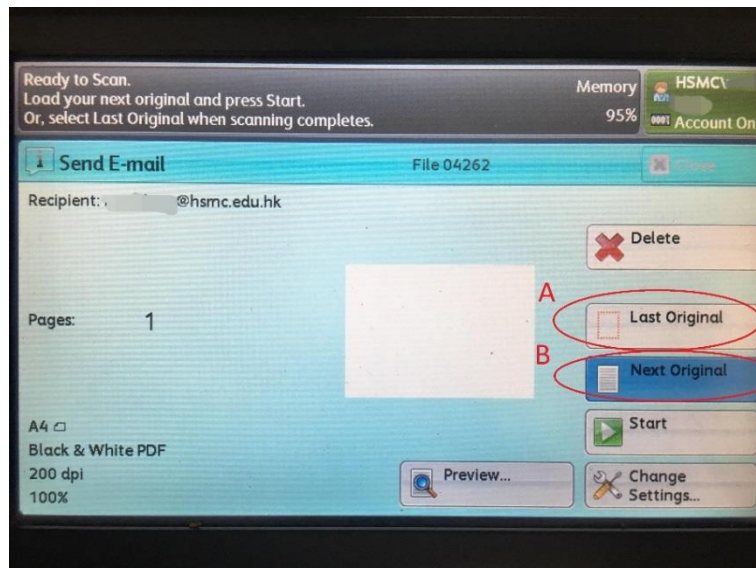




6. (A) To complete scanning, press “**Last original**”, the document will be sent to your email shortly.

OR

(B) To continue scanning, press “**Next original**” and repeat Step 4 and 5. Once finished, press “**Last original**”, the document will be sent to your email shortly.



7. Remember to press “**Log In/ Out**” to sign out your account before leaving.

