

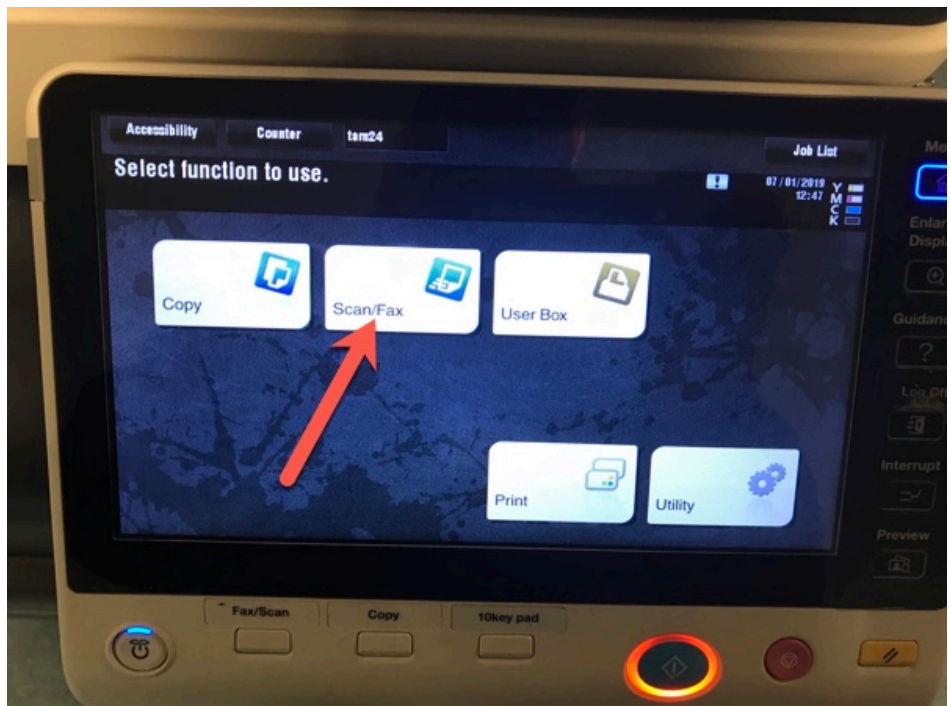


How to create a multi-page scan to PDF using Library Printer/Scanners

Although it's very easy to create multi-page pdfs using the Library Printer/Scanners using the document feeder on the top, there are a few settings that you have to use in order to scan a multi-page document using the flat-bed scanner on the MFP.

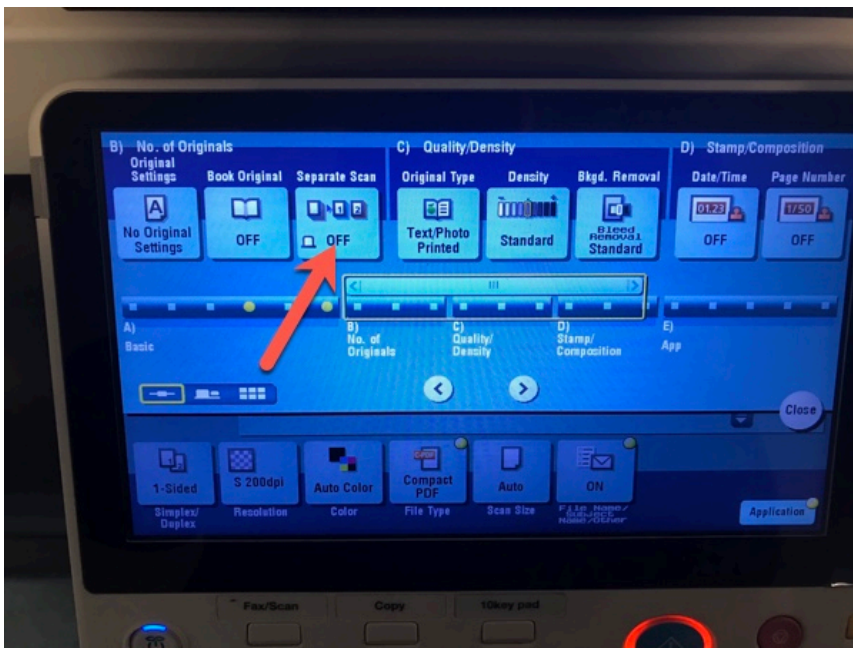
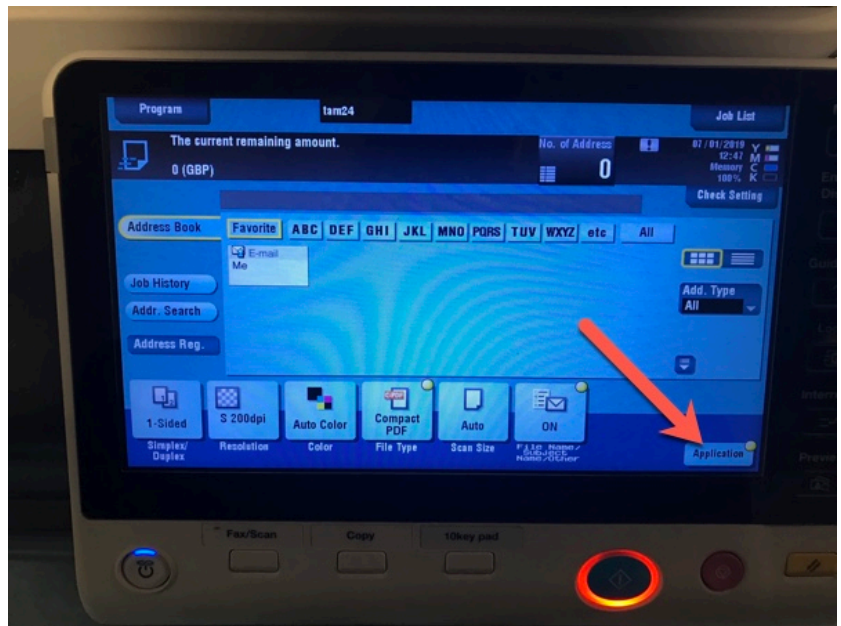
Log into the printer using your unicond by holding your unicond next to the reader.

Choose the Scan/Fax option.

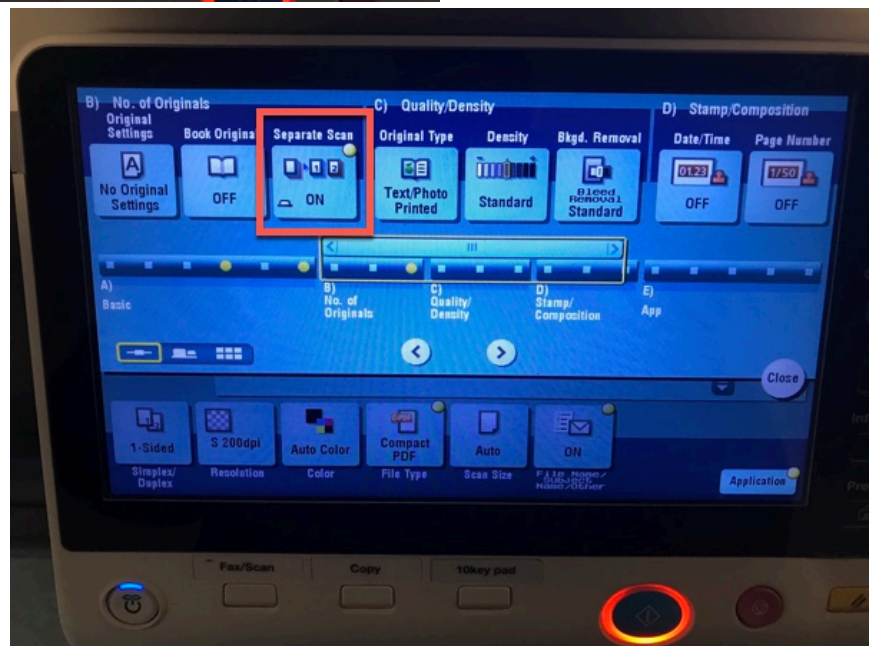


Next, choose the 'email' button. This will send the scanned PDF to your student email account once you're done scanning.

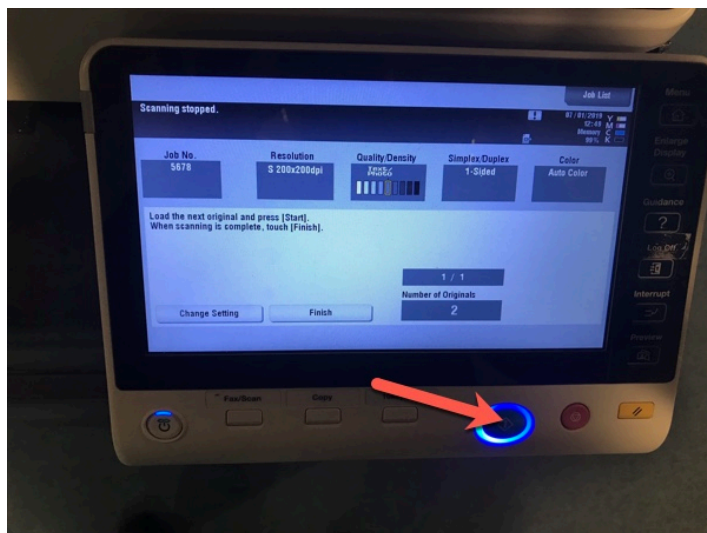
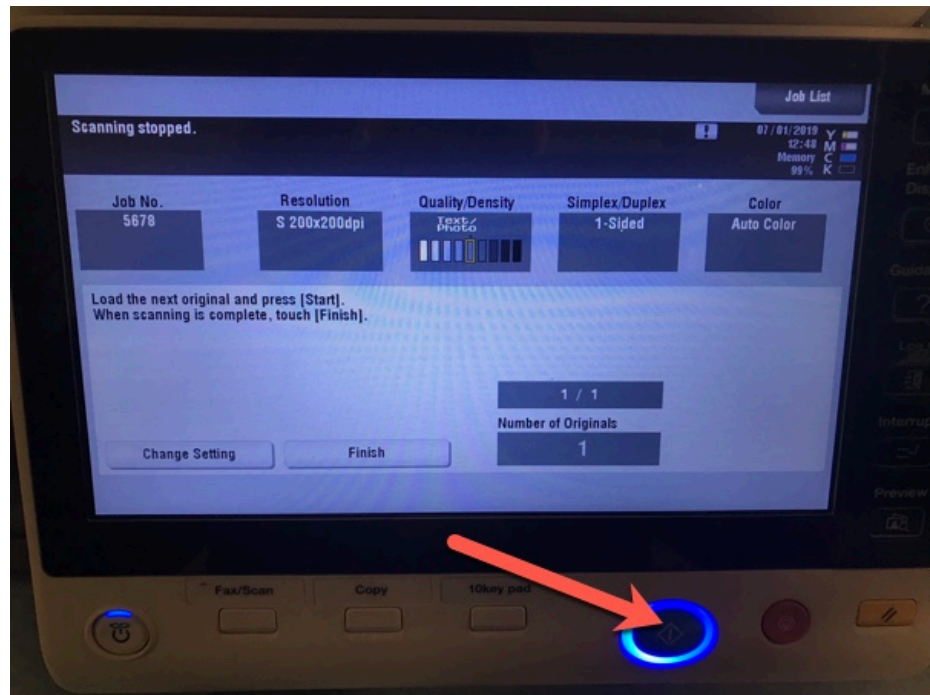
Next push the Application button.



Push the Separate Scan button so it changes from Off to on.



Put your first page onto the flat-bed scanning area. Then push the Blue-light start button.



Once it's scanned, it will keep track of the pages for you. Reposition your original document (turn the page) and press the start button again. Continue doing this until you have scanned your entire document.

Click the Finish button once you're done scanning. Then press the 'start' button one more time. This will email you the finished PDF to your student email account.

