

Copy Machines:

- Hit COPY (button on the left side of the machine).
- Put in your 6 digit access code (which is the last 6 digits of your ID/employee number)
- Hit OK.
- Clear when finished: To do this, push the **yellow** CLEAR MODES and the **red** CLEAR/STOP buttons **at the same time**.

Scanning: All the printer/copiers have scanning capabilities for **the staff**. There is only one computer per high school where students will be able to scan documents (that will be down in the LMC...at the circulation desk, but it isn't ready for that yet).

If the printer/copier is in a **teacher only area** (no students would be using this machine), the machine does **NOT need a code** to scan documents.

If the printer is in a lab **where students have access**, staff (only...not students) are still able to scan from these machines, but **you will first have to use a code**.

To scan a document and e-mail it from the copier/printer to your e-mail account:

- Make sure the side bar is on SCAN
- Use your code if you need to
- Next to the FREQUENT bar, the alphabet is broken down. Find and select the section that has your last name.
- Find and select your name. If a screen cannot hold all the people's names that belong to that part of the alphabet, you can go to the next screen by using the black arrow to move to the next screen.
- Put the document on the glass
- Hit the green START button

If your document is more than one page, the machine gives you 60 seconds to take the first page off the glass and put your next page down. Hit START again. Do this as many times as you need to do scan all the pages in your document. When you are finished, hit #, and the document will be sent to your e-mail.