

# Scanning

## Faculty Printer (Sharp BP-70C31)

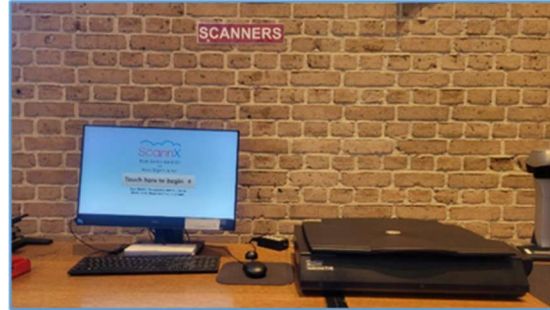
- Place your documents into the document feeder face up (if they have no staples) or inside the flatbed scanner facedown, lined up towards the arrow on the corner.
- Touch the screen and type “60077” as the user authentication number. Press “OK”.
- Choose a destination: “Copy”, “Scan”, “Scan to USB” or “Document Filing”.
  - Copy [for printing]:
    - Choose number of pages/copies.
    - Choose 1-sided or 2-sided.
    - Choose “Black & White (B/W)” or “Color” to start printing.
  - Scan [for emailing]:
    - Select name of the recipient from the address book. If the recipient is not in the address book, select “Okay” and touch to input the address and type the email address.
    - Give a “Subject”.
    - Give it a “File Name”.
    - Open the Options [drop-down menu]: Edit “Body Text” and check the box if you want “reply” to Cc.
    - Touch “Original” to select “2-sided Booklet” or to edit the image orientation [landscape or portrait].
    - Press “Start”.
      - If you have more sheets to scan, select “Change setting”.
      - Place the next document in the feeder or flatbed.
      - Press [Start] to scan the next page.
      - Repeat steps until finished.
    - If finished, select "Read-End".
  - Scan to USB [for saving]:
    - Insert your USB drive into the port below the screen or the port to the left of the printer.
    - Choose “Scan to External Memory Drive” and check the “Detail” box.
    - Give your file a name and choose a folder location to store it at.
    - Edit scan settings and press “Start”.
    - Remove your USB.
  - Document Filing [for printing from your USB]:
    - Insert your USB drive into the port below the screen or the port to the left of the printer.
    - “Select File from USB Memory to Print” on the right panel.
    - “Choose Print Settings” and start printing.
    - Remove your USB.
- Press the “Log Out” button on the top of the screen. Remove your documents.



# Scanning

## Flatbed Book Scanner (Scannx)

- Place documents face-down on the scanner and line up to the arrow on the corner. Turn on the power button on the scanner.
- Select the “Touch Here to Begin” button on the screen.
- Select a Destination.
  - Email: The scanner can only email scans to UST email addresses.
  - USB: Insert the thumb drive into the USB port.
  - Mobile Device: You’ll scan a QR code on the screen to access the file on your phone.
  - Google Drive: You’ll not be able to proceed due to insufficient authentication scopes.
  - Print: The computer and the scanner are not connected to any printer.
- Choose your scan settings.
  - Scan in: Color, Grayscale or Black & White.
  - Choose Quality: Standard, High Quality or Photo.
  - Choose File Format: MTIFF, TIFF, JPEG, PNG, PDF, Searchable PDF or Word.
  - Select “Next”.
- Press “Scan” button.
- Edit, delete or scan more.
- When finished scanning, press “next”.
- Enter email address, subject and message. Or title document and save to a folder in USB.
- Choose “I’m Done” if finished or choose “Scan More” if you have more documents that need scanned.



## Overhead Scanner (Fujitsu ScanSnap)

- Place the document on the black mat facing up.
- Press the power button twice to scan the document.
- Choose “Continue Scanning” or “Finish Scanning”.
- “Select the Document Type to save as”:
  - For flat documents, choose “crop and save flat document image as-is”.
  - For books or curved/uneven documents, choose "correct and save double-page spread document images”.
- Choose “Check/Correct” or “Save this image”.
- Save the file to the “Downloads” folder on the computer.
- Email the file to yourself or save to a USB drive.
- Delete the file from the computer and the ScanSnap app. Sign out of any personal accounts or remove the USB drive.

