HOW TO SCAN FROM THE MEDIA CENTER PRINTER

FIRST, LOG IN AS YOU NORMALLY WOULD TO PRINT

NEXT, SELECT "SCAN" HERE
Next, select "Email" or "USB."

If you chose USB, insert your USB device here.
IF YOU CHOSE "EMAIL", ENTER YOUR EMAIL ADDRESS HERE.

BE SURE TO SELECT YOUR DESIRED FILE FORMAT, AND CHOOSE "MULTI" IF YOU PLAN ON SCANNING MULTIPLE PAGES.

NEXT, PRESS "SCAN SETTING"
GO TO YOUR DESIRED PAGE AND PLACE IT FACE DOWN ON THE SCANNER'S GLASS

GENTLY CLOSE THE LID, BUT DO NOT PRESS DOWN ON IT
Under "Scan Settings" select "Full Color" and "200dpi".

Next, select "Original Mode".

Select the style you need. The default is "Text". "Printed Image" is best for books and magazines, and "Photo" is best for photos.
Select "PREVIEW" to get an idea of what your scanned file will look like.

When you're ready, hit "SCAN".
Once it has finished scanning your first page, quickly find your next page to scan and place it on the glass. Press "Scan" again.

When you are done, press "Job Finish".

The scanner should tell you that it is sending your email, or that it is sending the data to your USB device. It will alert you here when your device is safe to eject.
CHECK YOUR EMAIL OR USB DEVICE AND MAKE SURE YOU HAVE RECEIVED THE PICTURES YOU NEED. YOU'RE DONE!