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Instructions for using the Scanner option of the Photocopy machine

1. Make sure the copy machine is on.
2. Log on to the computer (Password is 'passme')
3. Press the 'Scan' button located on the keyboard of the copy machine (Note: password is not required)
4. Press the 'Address' button located on the bottom row on the copy machine keyboard. (Note: Address is written below the button in light green)
5. Press the [OK] on the top of the keyboard
6. Press the 'Right Direction' button. It is on the largest button on the keyboard (**Select 'NIAS'**)
7. Then press [*], the star button. This will select the target of the scanner to this computer.
8. Press [ok] on the copy machine keyboard to confirm your choice of target.
9. Then press 'Format' button, Select either JPEG/PDF, Select Single/Multi (Single option Scans one page into a file, Multi option allows Scanning of multiple pages in to a file)
10. Now the System is ready to scan an Image. Use like the copy machine.
11. To scan a sequence of images into a single file, press the 'Start'
12. When finished press [#], the hash button.

Notes

1. The copy machine is not as fast as you. If it does not do as instructed, please repeat the above steps and wait about 10-30 seconds between each step.
2. The scanned images will be saved to this fold (C:\\Sharpdesk Desktop)
3. The scanner has options to alter resolution, image format, colour and the size of the image scanned.
4. The default setting should be 150 dvi, PDF format. Colour and A4 size.
5. For further information on this, please contact someone who knows how to use the copy machine (to be decided on a case-by case basis)
6. If the screen of the copy machine at any time reads: '[Address]: Select the Destination, 'repeat steps 5-9.
7. The machine goes on 'Stand-by' mode if not used continuously.