



Self-Service Scanning at the AUC Library

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Self-Service Scanning:

- Scan Send Options
- Scan Simple Jobs
- Scan Advanced Jobs
- Additional Load and Save Settings

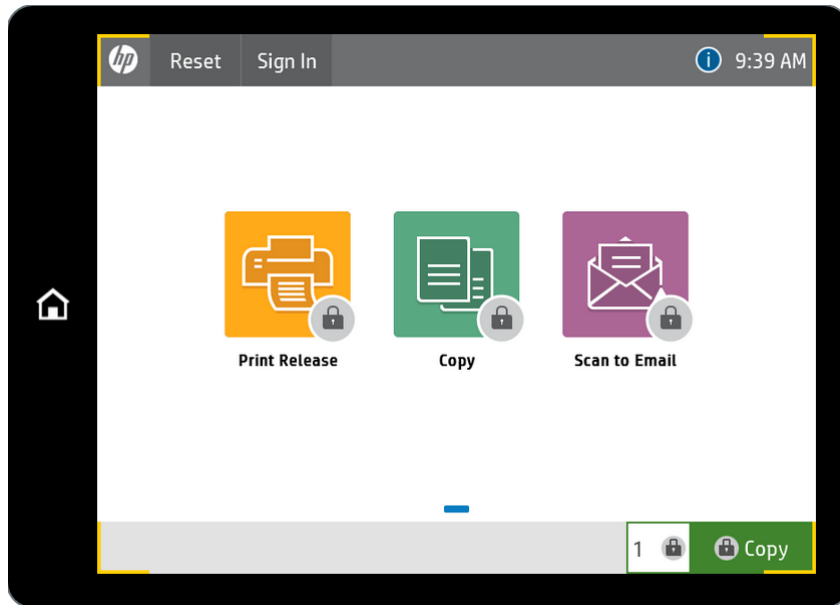
For any enquires please contact autosys@aucegypt.edu

Self-Service Scanning:

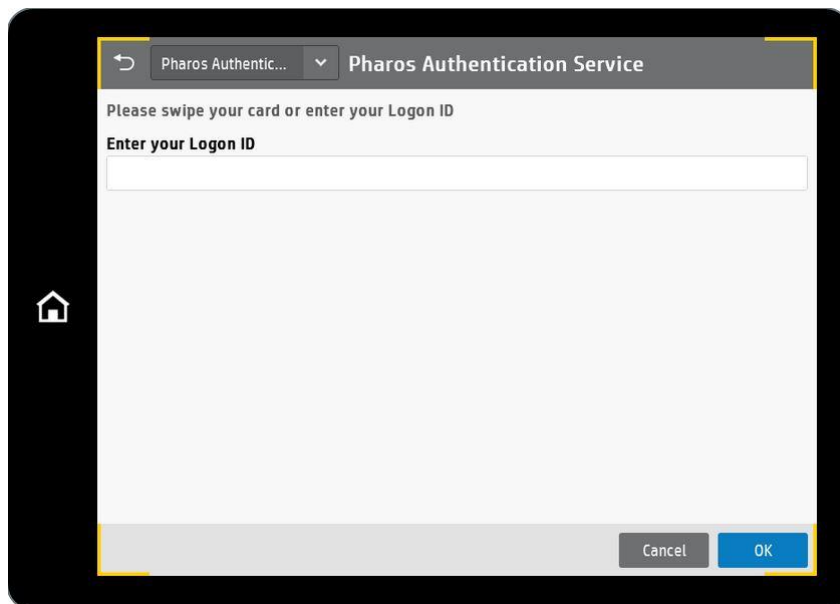
Although scanning is free of charge, you must have credit in your account to be able to scan. Add credit to your account at the Library One Stop Services Desk using AUC Pay. Please charge your AUC Pay account before coming to the Library.

Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

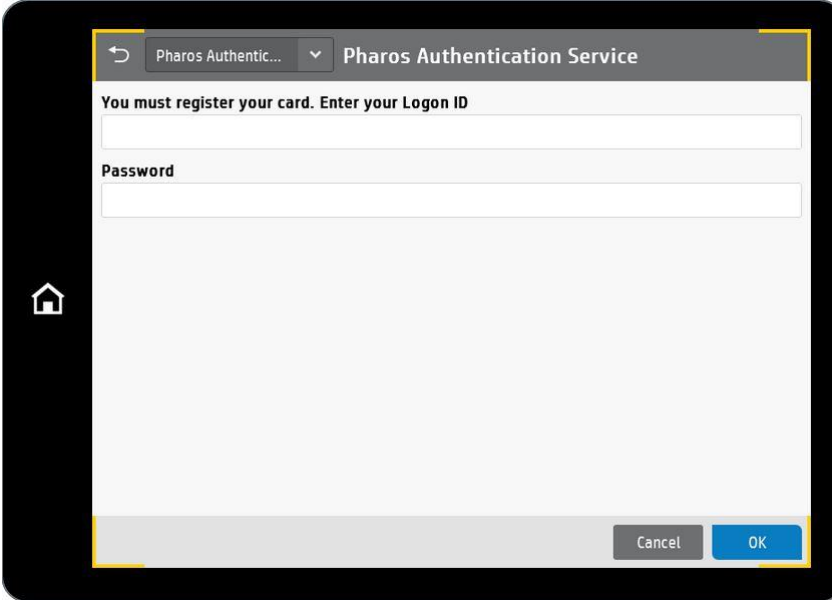
- Select “Scan to Email”.



- Swipe your AUC ID card or enter your AUC email username.

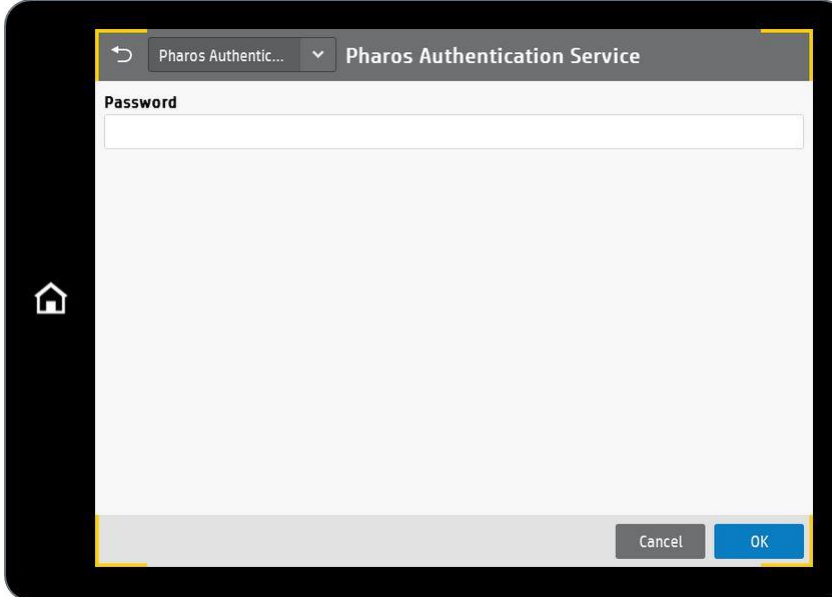


- If using the card for the first time, you will need to register the card:
 - Enter your AUC email username and password.



The screenshot shows a tablet displaying the 'Pharos Authentication Service' interface. At the top, there is a header bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the header, the text 'You must register your card. Enter your Logon ID' is displayed. There are two input fields: the first is for the 'Logon ID' and the second is for the 'Password'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the tablet frame.

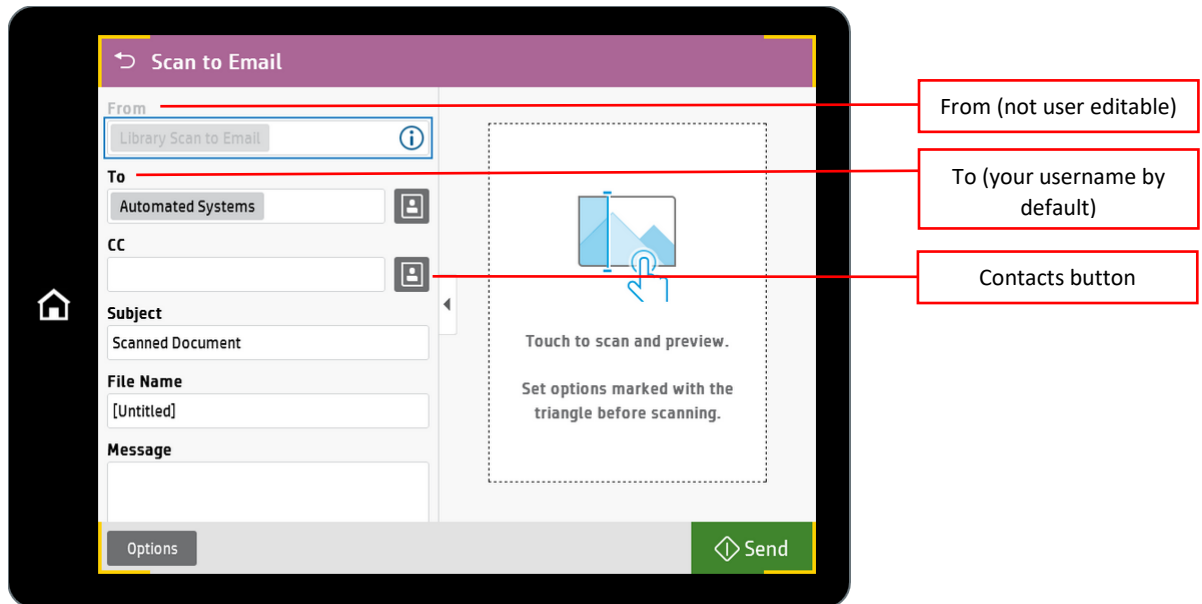
- If using your AUC email username in the first login screen:
 - Enter your password



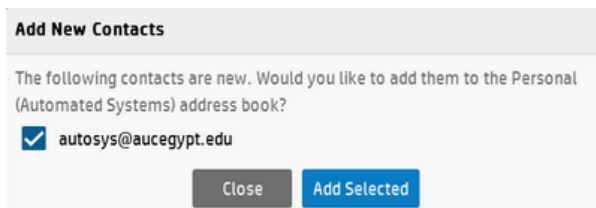
The screenshot shows a tablet displaying the 'Pharos Authentication Service' interface. At the top, there is a header bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the header, the text 'Password' is displayed above a single input field. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the tablet frame.

Scan Send Options:

- Library Scan to Email is the default “From” field (this field is not user editable). Check your inbox for emails from **LibScantoEmail@aucegypt.edu** and make sure it is not in your spam folder.

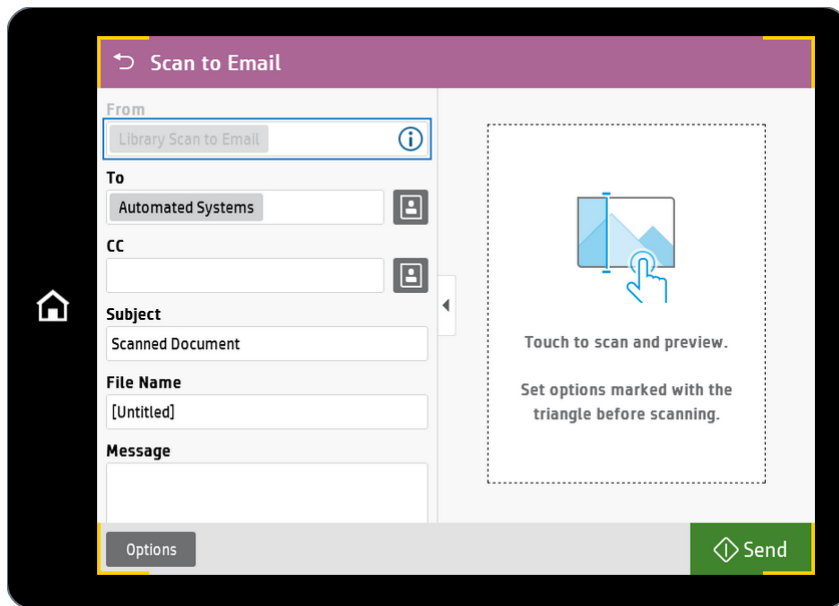


- Your username is the default “To” field, you can specify other recipients:
 - manually:
 - Enter the address in the “To” or “CC” fields.
 - To send to multiple addresses, separate the addresses with a semicolon, or touch the “Enter” button on the touchscreen keyboard after typing each address.
 - from the Contacts list:
 - Touch the Contacts button that is next to the “To” or “CC” fields to open the Contacts screen.
 - From the drop-down list, select the appropriate contact list.
 - Select a name from the list of contacts to add the name to the recipients list. Repeat this step for each recipient, and then touch the “Done” button.
- Optionally, change the “Subject” and “File Name” fields.
- Optionally, type a message for your recipients.
- Optionally, select and add new contacts in your contact list (after you touch “Send”).

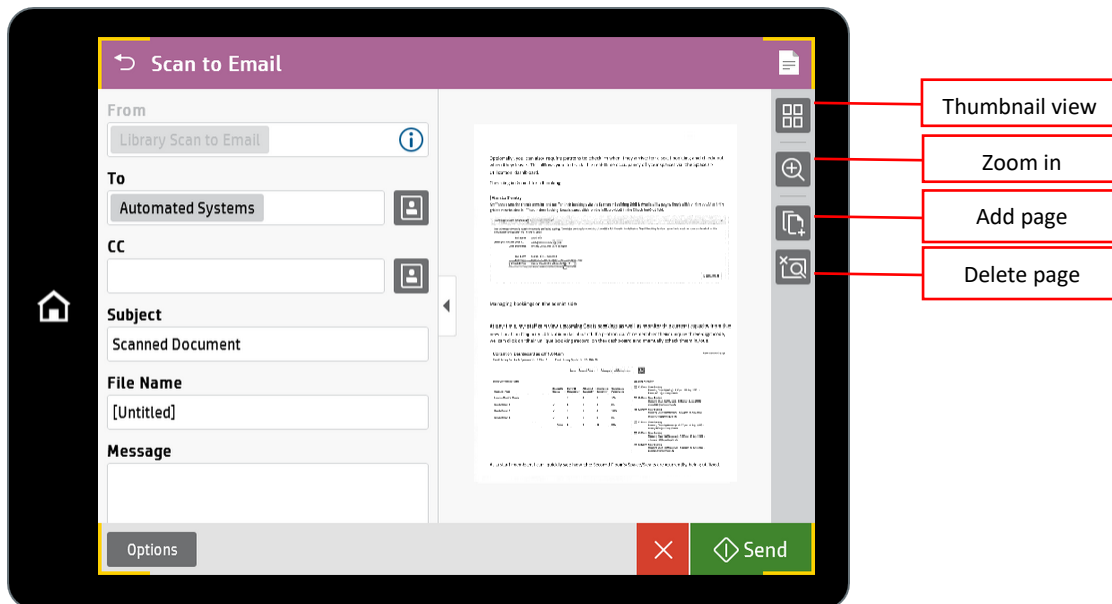


Scan Simple Jobs:

- Touch the right pane of the screen to preview the document (optional).

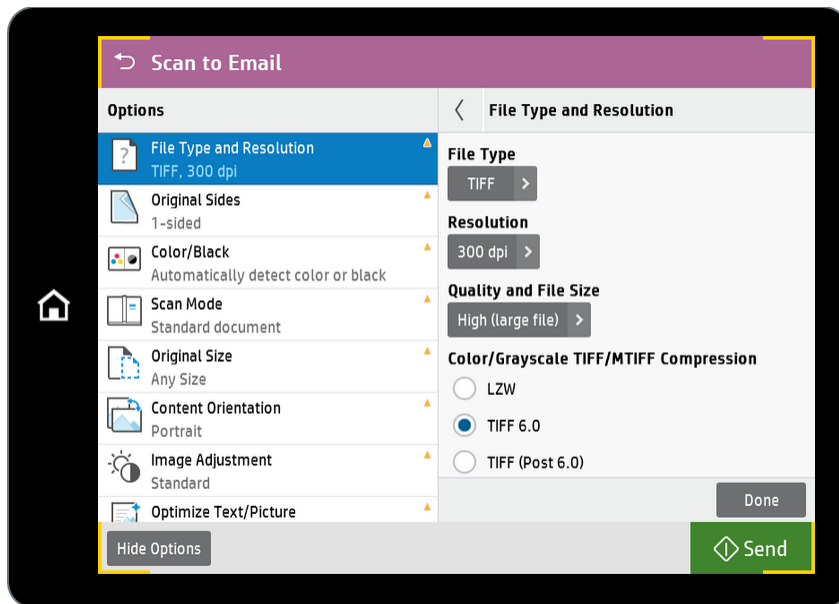
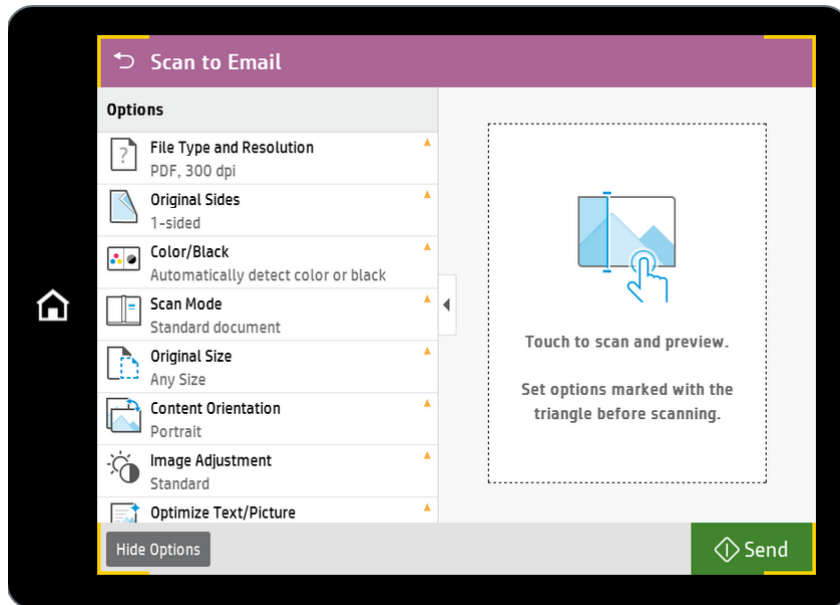


- Touch "Send".

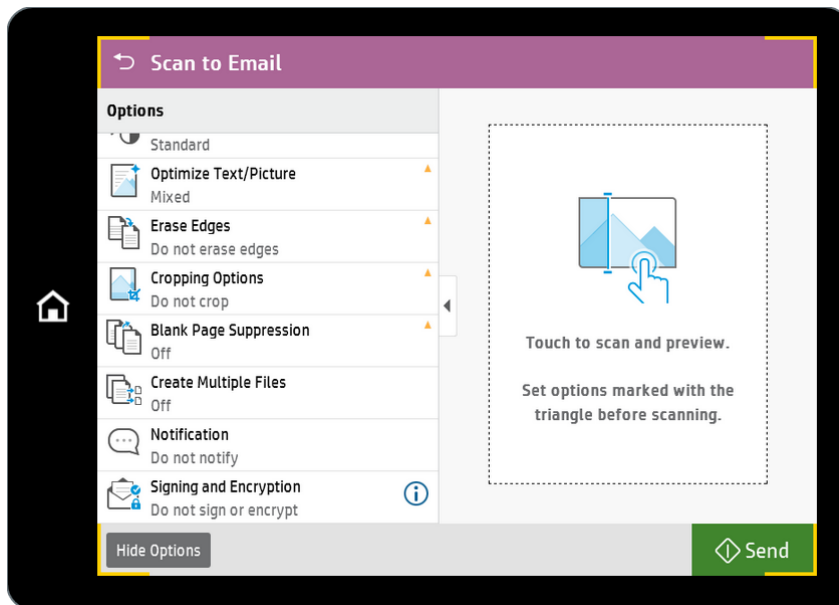


Scan Advanced Jobs:

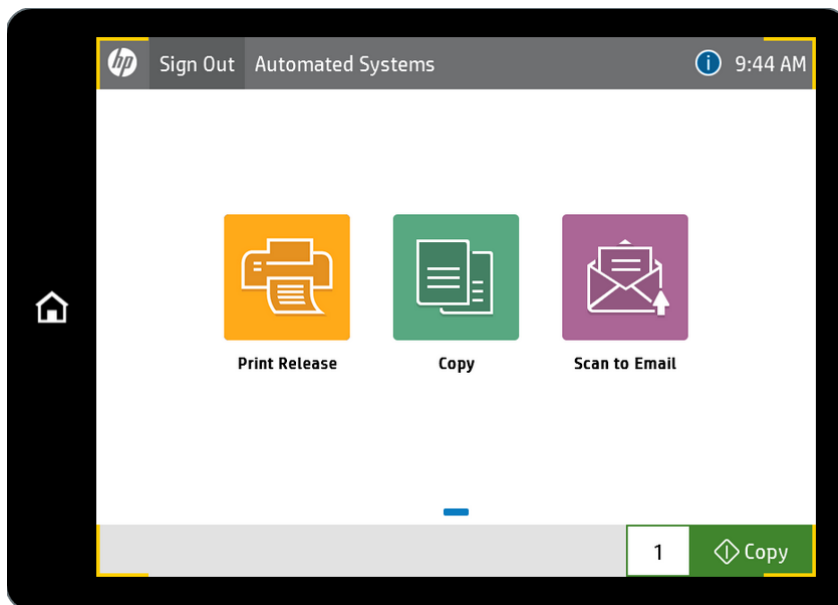
- Select “Options” to configure advanced options.
- Set options marked with a yellow triangle before using the preview feature.



- Scroll down to see more options.



- Touch the right pane of the screen to preview the document (optional).
- Touch “Send”.
- Press the Home button and then select “Sign out” after you finish scanning.



Additional Load and Save Settings:

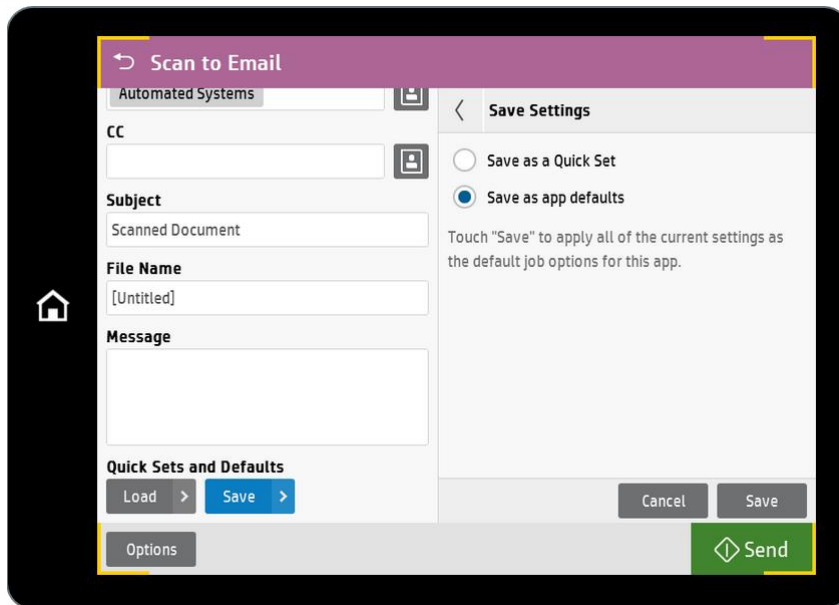
- Save the current settings for future scan jobs.

The screenshot shows the 'Scan to Email' app interface. On the left, there are fields for 'CC', 'Subject' (containing 'Scanned Document'), 'File Name' (containing '[Untitled]'), and 'Message'. Below these is a 'Quick Sets and Defaults' section with 'Load' and 'Save' buttons. On the right, the 'Save Settings' dialog is open. It has two radio buttons: 'Save as a Quick Set' (selected) and 'Save as app defaults'. Below these are fields for 'Quick Set Name' (with a 'Required' label) and 'Quick Set Description'. There is also a checkbox for 'Start instantly when selected from the Home Screen'. At the bottom of the dialog are 'Cancel' and 'Save' buttons. A green 'Send' button is visible at the bottom right of the app screen.

- Select “Save as a Quick set”, type a name for the quick set (required) and a description (optional), then touch “Save”.

This screenshot shows the same 'Save Settings' dialog as the previous one, but with a keyboard overlay. The 'Quick Set Name' field now contains the text 'Tiff Format'. The keyboard is visible at the bottom of the screen, showing letters, numbers, and navigation keys. The 'Save' button in the dialog is highlighted in blue.

- Alternatively, select “Save as app defaults” then touch “Save”.



- Load scan settings from a saved Quick Set.

