# 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

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## 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.
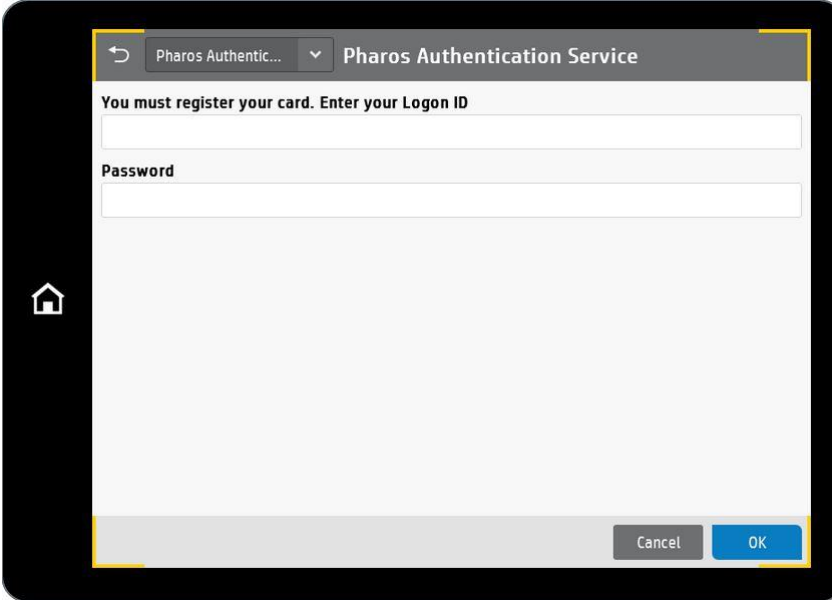
- Select "Scan to Email".
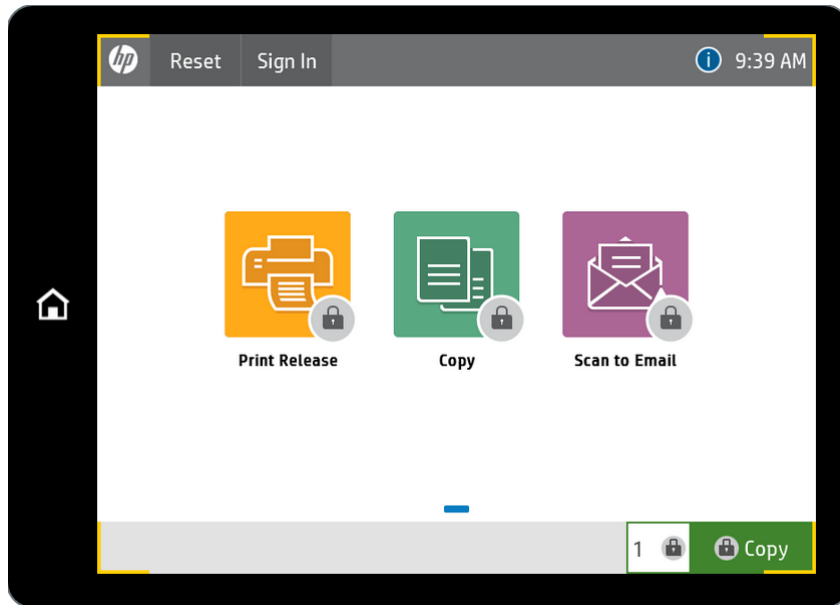


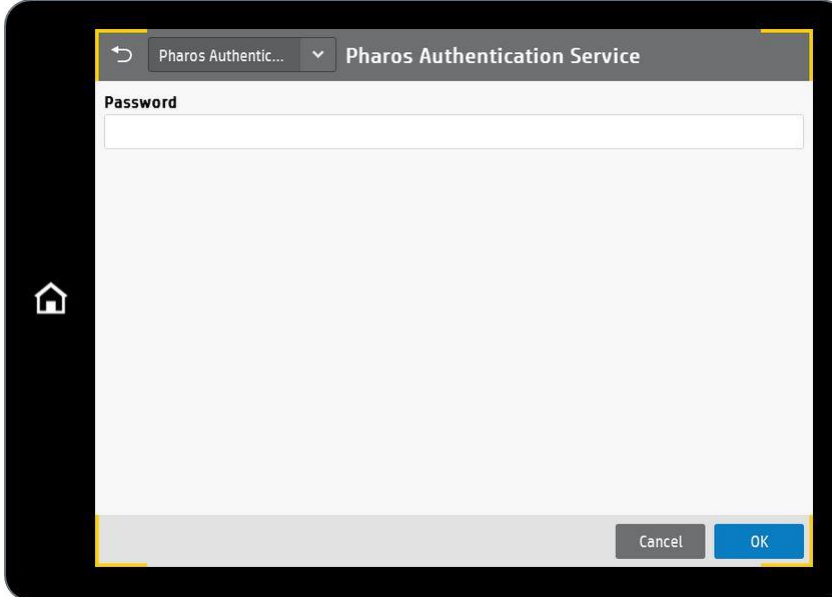- Swipe your AUC ID card or enter your AUC email username.
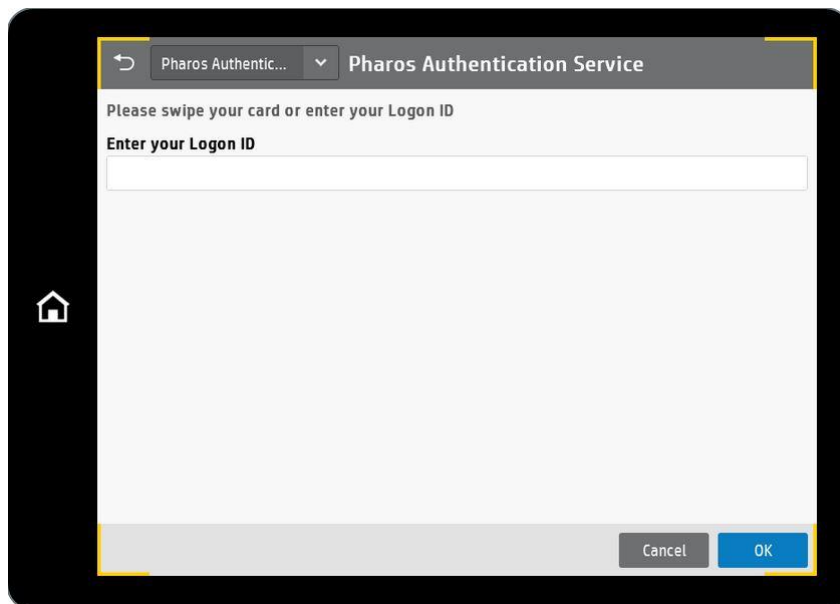
o   If using the card for the first time, you will need to register the card:
  -   Enter your AUC email username and password.



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

**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.
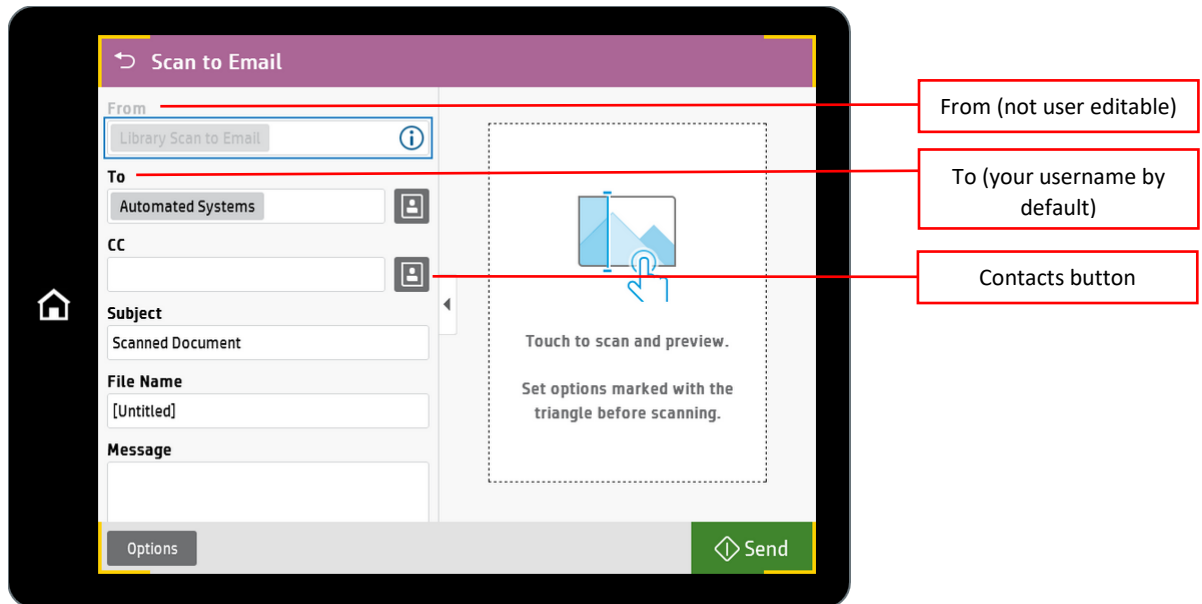


- Your username is the default "To" field, you can specify other recipients:
    - manually:
        - Enter the address in the "To" or "CC" fields.
        - To send to multiple addresses, separate the addresses with a semicolon, or touch the "Enter" button on the touchscreen keyboard after typing each 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").
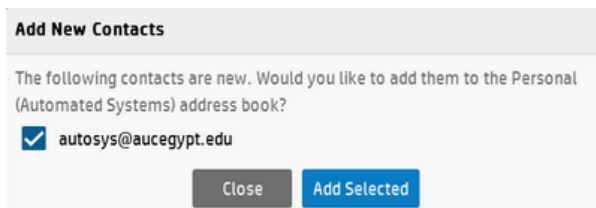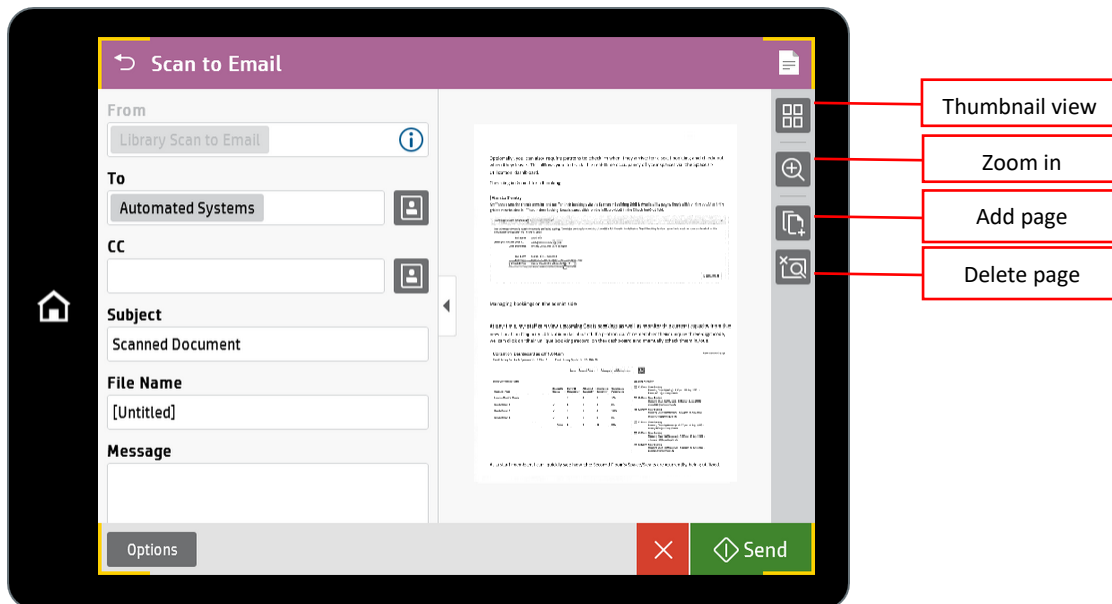
**Scan Simple Jobs:**

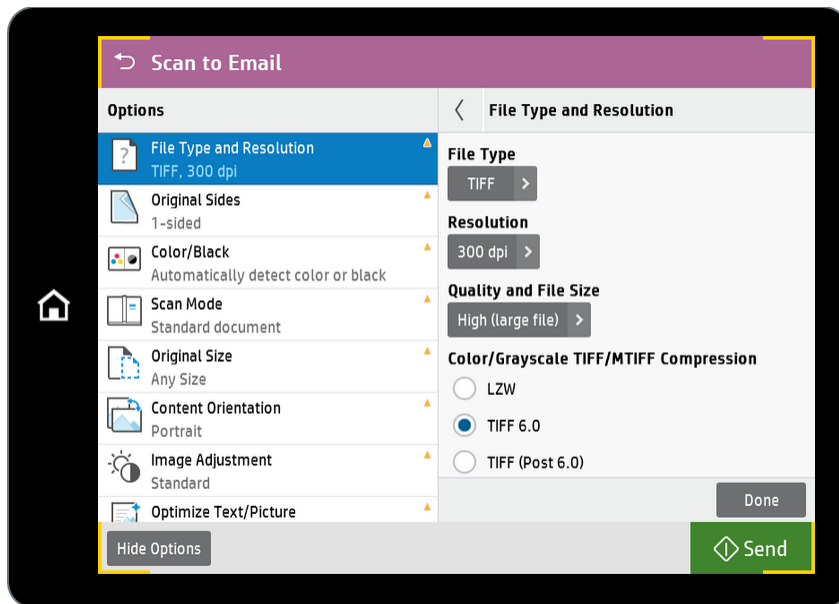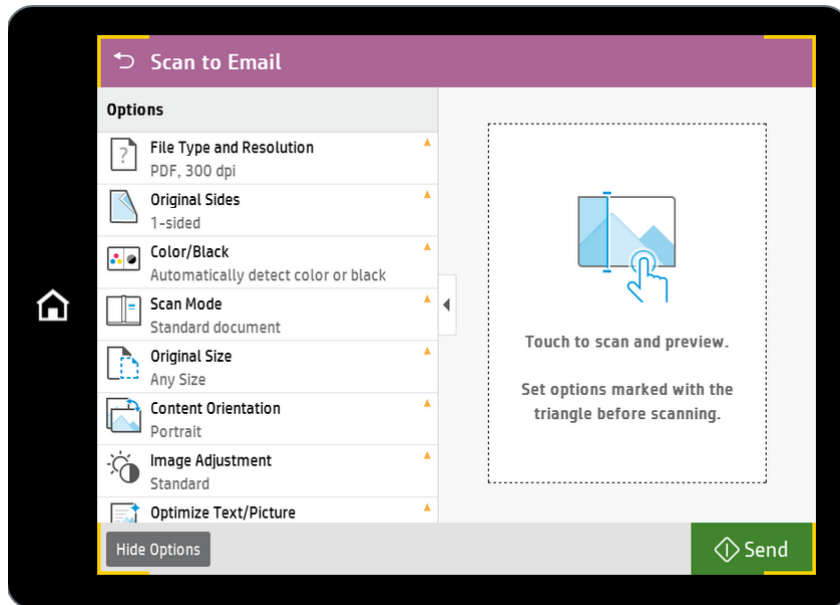- Touch the right pane of the screen to preview the document (optional).



- Touch "Send".



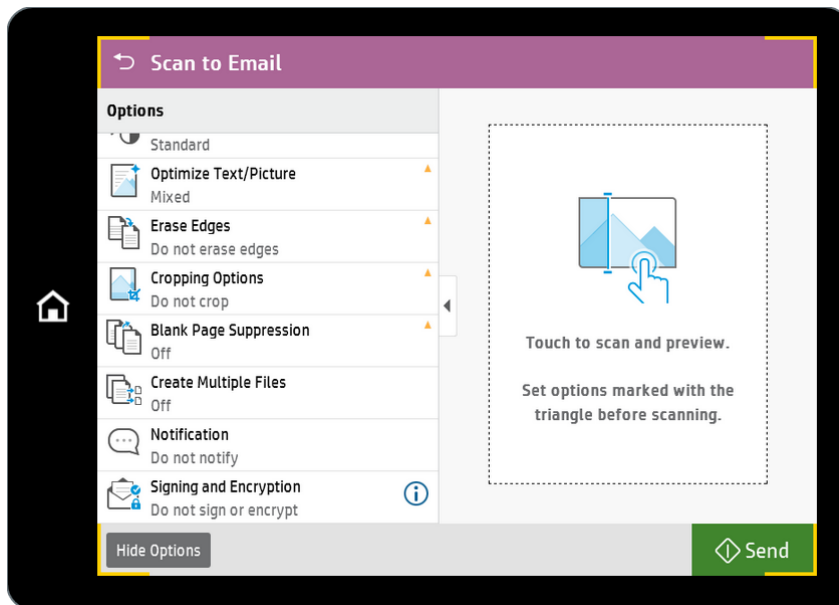| | |
|---|---|
| Thumbnail view | |
| Zoom in | |
| Add page | |
| Delete page | |
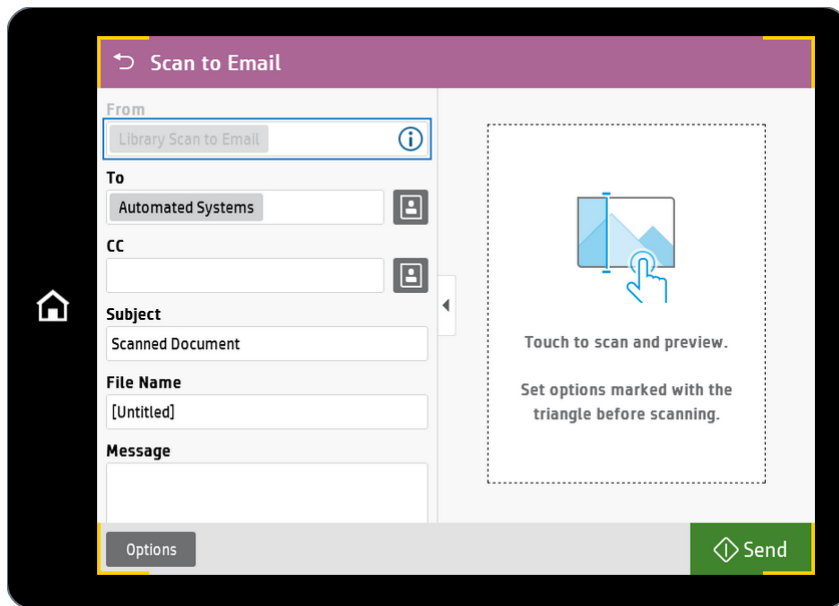
**Scan Advanced Jobs:**

- 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.
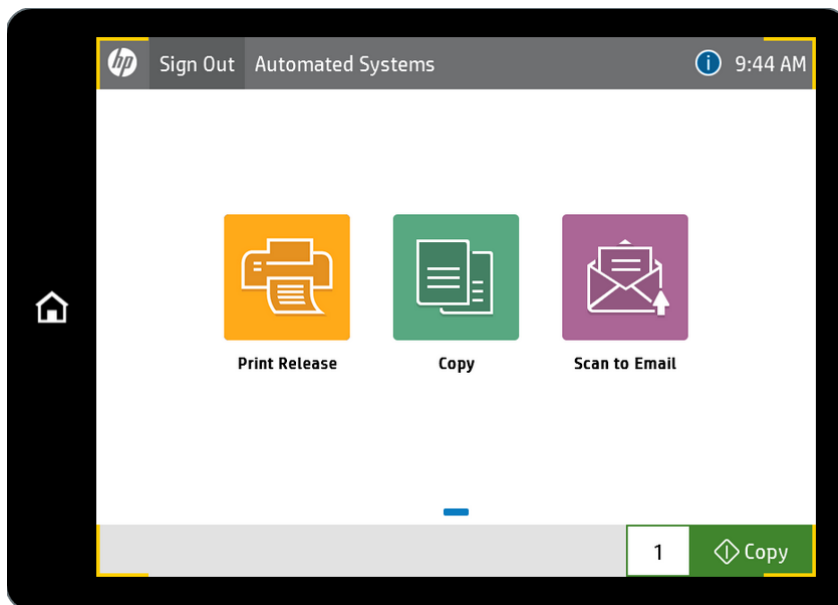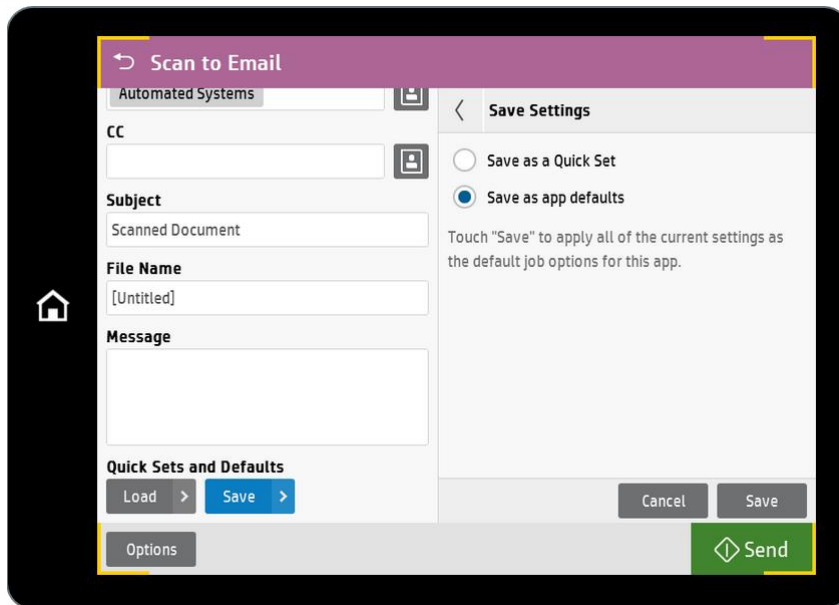
**Additional Load and Save Settings:**

- Save the current settings for future scan jobs.



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

- Alternatively, select "Save as app defaults" then touch "Save".



- Load scan settings from a saved Quick Set.