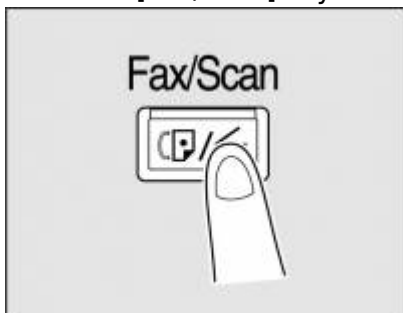


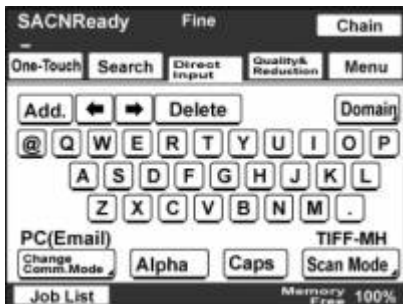
# Using the copy machines as scanner

You can use the copy machines located near the far end of the GOB B West wing (BW3copier & BW4copier) as scanning devices to scan your documents to PDF and mail the results to your personal mailbox. Follow the steps below to perform this operation.

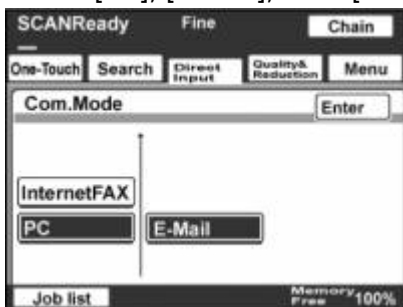
1. Position the document to be scanned
2. Press the [Fax/Scan] key



3. Touch [Direct input]. You can now proceed to 6 or
4. To select the communication mode, touch [Change Comm. Mode].



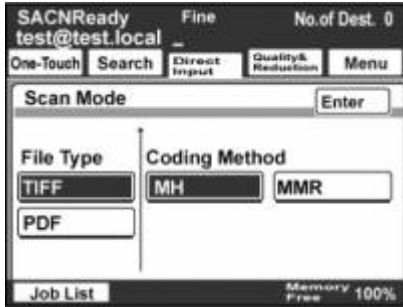
5. Touch [PC], [E-Mail], then [Enter]



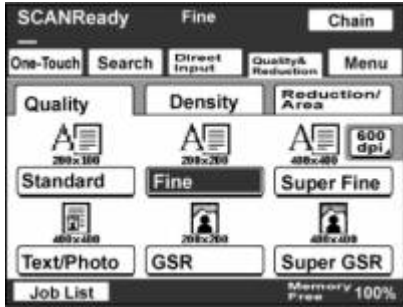
6. Type in the destination address
  - o To change an entered address, press the [C] (clear) key, and then enter a new address.
  - o If parts of frequently used addresses are registered, they can be quickly entered by touching [Domain].



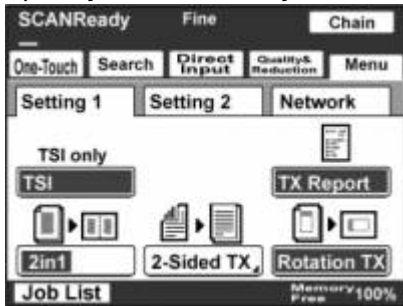
7. You can now proceed to 10 or, to select the file format and encoding method, touch [Scan Mode].



8. Specify the Quality & Reduction settings for the original document to be sent.



9. Specify the necessary Menu settings



10. Press the [Start] key.

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Permanent link: [https://helpdesk.strw.leidenuniv.nl/wiki/doku.php?id=copier\\_as\\_scanner](https://helpdesk.strw.leidenuniv.nl/wiki/doku.php?id=copier_as_scanner)

Last update: **2024/04/03 09:56**

