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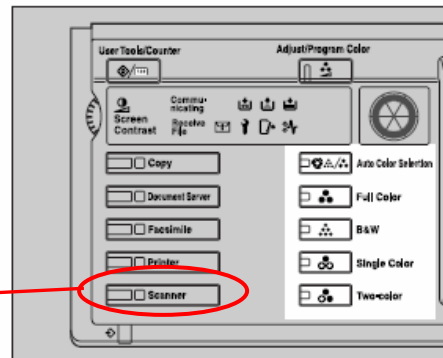
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Scanning to PDF on the LL Copier

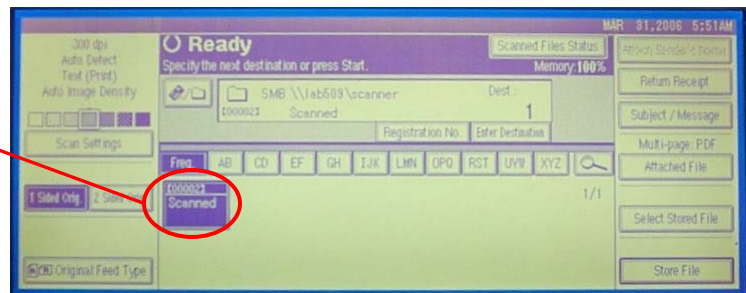
Stage 1 Scan Documents

Place your document on the document feeder (Face-up). Make sure that there are no staples, paperclips, etc holding the papers together.

As you face the copier, press the scanner button on the bottom left of the control panel.



The center panel display will change. Gently press the scanned icon.



Press the START button on the right side of the control panel.

Your originals will be pulled through the machine and come out under the document feeder.

The PDF file is sent to the computer on the counter near the printer.

Log into this computer as usual.



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Stage 2: Retrieve Document

On the desktop there is a shared folder. This is where the PDF documents are sent.



Double click on this folder to retrieve your file. If there are other documents in the folder, please do not disturb them.

Your file is stored in this folder with a number as its name, you can rename this file (right click on file & click rename) remember to keep the .pdf extension on it. This file can then be burned to CD or DVD, moved to a thumb drive, or saved in your **My Documents** folder.



This folder is a shared folder and thus all files in it are viewable by anyone using the computer. This folder will be emptied daily, in the morning, so do not leave your file(s) in there.

If you are not burning data, be sure to remove your thumb drive and log off the computer when finished.

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Burning a CD or DVD on the LL Copier Computer

Starting the process

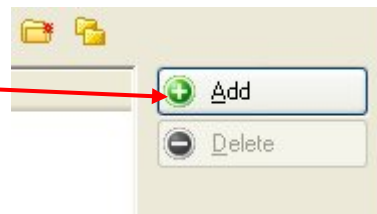
Click on the desktop icon for Nero.



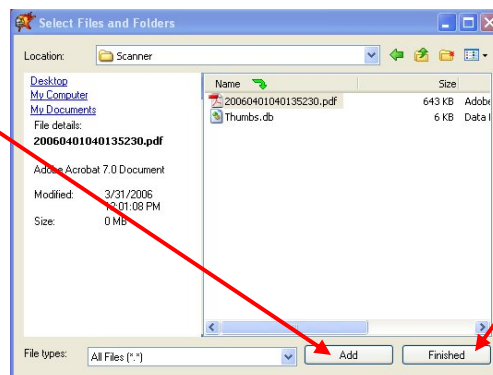
When the Nero program opens, hover your mouse pointer over the Data icon. Then click on either Make Data CD or Make Data DVD, depending on which you have in drive.



Click the Add button on the top right of the next screen



In the window that opens, navigate to the Scanner folder, select your file, then click Add.



When complete click on the finished button.

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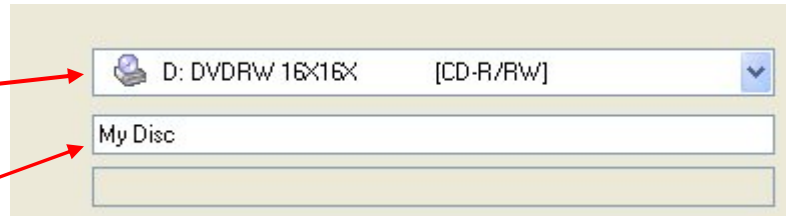
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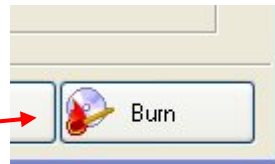
Completing process

Confirm that the burner is set to drive

D:
You should type the name you wish to give the CD where it says My Disk.



Make sure your CD/DVD is in the drive, then click on the Burn button at the bottom right of the screen.



When finished burning, remove your CD from drive.