

Scanning Books: Students and Faculty

The First Time You Copy or Scan on a copy machine:

1. Go to a copy machine in Room 121 or on the 2nd floor copy room.
2. On the copy machine, push "Username".
3. Type in your Gateway username (this is what you use to login to Gateway, and also the part before the @ in your St. Mary's email address; usually it is your first initial + last name + maybe a number).
4. Push "OK".
5. Type your Gateway password.
6. Push "OK".
7. Swipe your ID card, and you are done. (Do Not push "Login", or else you have to start over.)

Scanning on the Copy Machines (recommended for scanning a stack of pages):

There is no charge for scanning, but you still need to swipe your card. To scan, you will need: a thumb drive and your St. Mary's ID card.

1. Go to the copier in Room 121 of the law library or on the 2nd floor copy room. Scanning is not allowed from the copy machine under the stairs.
2. Swipe you St. Mary's ID card.
3. Insert memory stick.
4. Touch the "Fax/Scan" button.
5. Select the button to "save a document to external memory".
6. Hit the "scan settings" button.
7. Select "separate scan" button on right. This allows you to scan more than one page at a time.
8. Place page on scanner. You can also place a stack of paper in the feeder tray on top of the scanner.
9. Press "Start". This scans one page on the glass tray, or all pages in a stack.
 - a. For a book scanning on the glass tray, turn pages and press "Start" for each page to be scanned.
10. When you are done scanning, press the "Finish" button.
11. Then press the "Start" button to save the files.
12. Wait until it finishes saving. A message about writing files to memory will show on the copier; do not remove the thumb drive until it's gone.
13. Remove thumb drive.
14. Push the "Access" button to log out of your account.

Scanning on the Desktop Scanner (recommended for book scanning or scanning a few pages):

1. The desktop scanner is located on the corner of the circulation desk on the first floor.
2. Turn the scanner on. Follow the directions on the sheet of paper under the plexiglass by the computer keyboard.
3. After scanning, save your document to thumb drive or email it to yourself, and delete the files off the computer and log out of email.