Scanning instructions – Quick access computers at MRLR

- Log in to the computer by entering your user ID and password;
- Open the lid of the scanner to your right and place your document (the end closer to you is "UP";
- Identify the second icon from the top, reading 'CanoScan LiDE 120 – Shortcut';
- You now have two options: either double-click on the icon and then click on 'Scan Photos or Document' in the middle-left side of the screen or simply right click on the initial icon and select 'Start Scan' (both ways should lead you to the desired screen);
- In the 'New Scan' screen you can select various options including file type (JPEG, TIFF, BMP) and resolution, while also adjusting the brightness and contrast;
- **Before moving on, look at the box at the bottom of the screen:** "Preview or scan images as separate files". If your document contains sections that stand out, like large numbers or images, the machine will scan your document multiple times in order to import those outstanding sections as separate files. In order to simply scan your document once, as a whole, **UNTICK** the box;
- Click "Scan";
- Once the scanning process has been concluded, check your 'Import Setting' to ensure that the file will be delivered to a desired destination. Alternatively, simply click on 'Import' and the folder containing the image of your scanned document will pop-up.
- Open the file to view the result. The images can be transferred electronically or printed directly from the Photo Viewer by clicking 'Print'. While the default print setting is 'Double Sided Black and White A4', the list also contains other options, such as 'Single Sided Black and White A4' and 'Colour A4 – CLUSTER Room'.
- Once the print job has been sent, one of the printers behind you should automatically start printing, unless a PIN was associated with the job (the colour printer is the black and grey one, to the left).