HOW TO COPY PART OF A BOOK WITH BOOK SCANNING

Step 1: Place book on top left of scanner. Once you have done this, tap your phone with your ONU ID. Afterwards, select copy on the main screen of the printer.

a.) Place Book in upper left corner b.) Scan Tiger Card & log in c.) Select "Copy" on main screen







Step 2: You will need to set the options to book scanning.



a.) Select "Layout Adjustment"

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💼 Сору	Image Quality	Layout Adjustment	Output Format	Job Assembly	
Original Orientation		Edge Erase		Original Size	
Upright Images		All Edges: 0.1"			
				Auto Detect	
Image Shift		Invert Image		Book Copying	
Off		B No Mirror Image Positive Image			
				Off	

b.) Select "Book Copying"



There are multiple selections you can make with how you want to copy your book, and if you want the binding to not show up in the copy. Once satisfied with the settings, press OK. Press the green Start button to start the copy.

Any Questions? Visit the Lower Level Service desk or call the Informatics office at 815-928-5778.