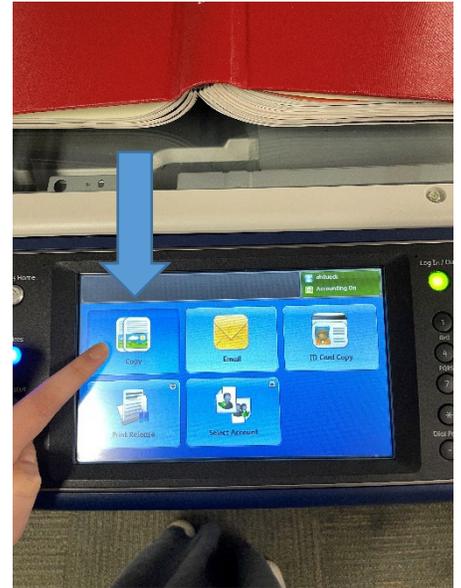
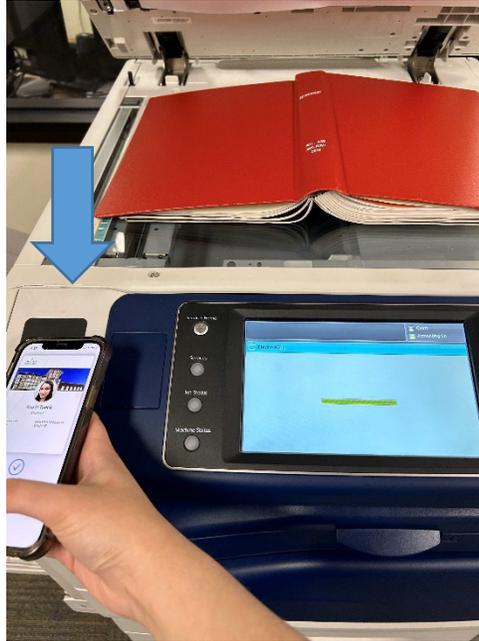


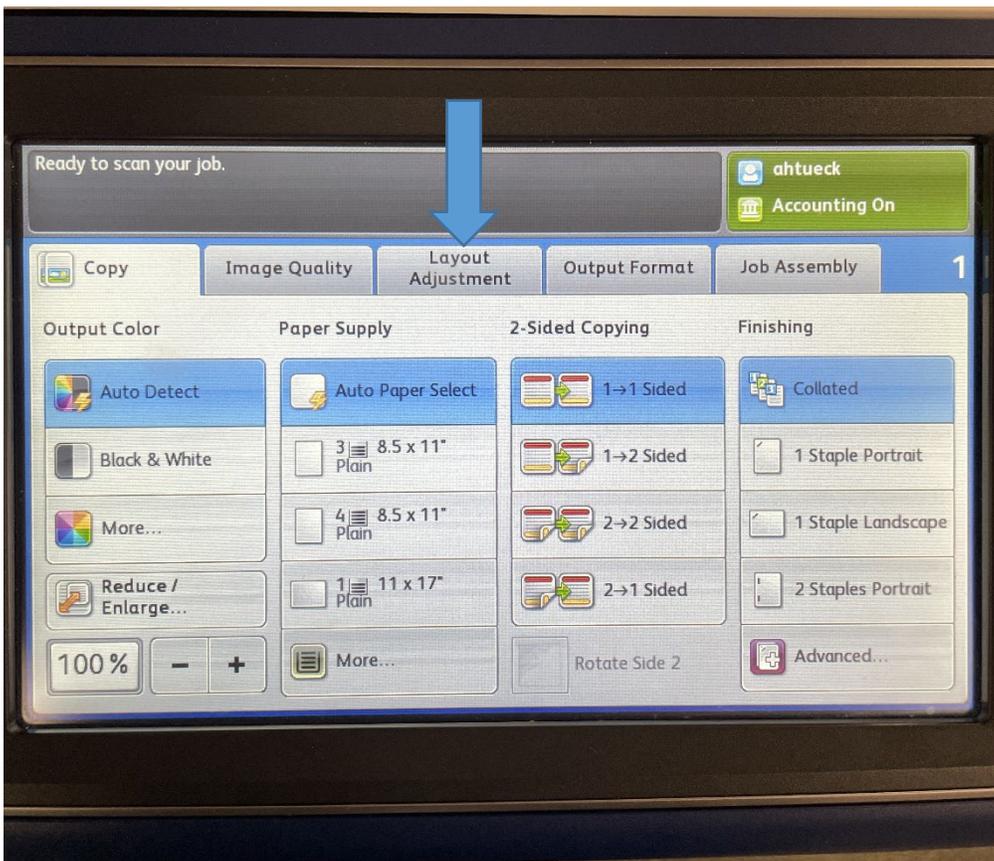
## HOW TO COPY PART OF A BOOK WITH BOOK SCANNING

**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.

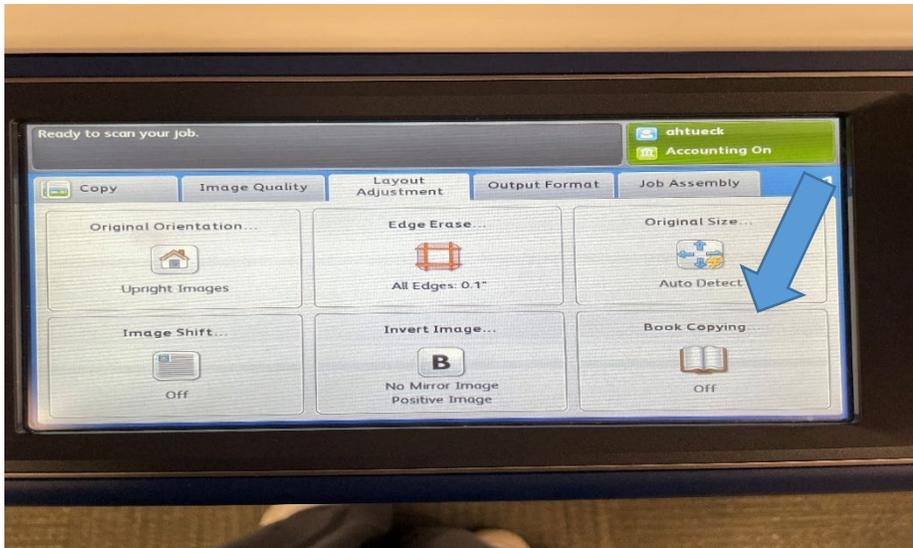
- a.) Place Book in upper left corner    b.) Scan Tiger Card & log in    c.) Select "Copy" on main screen



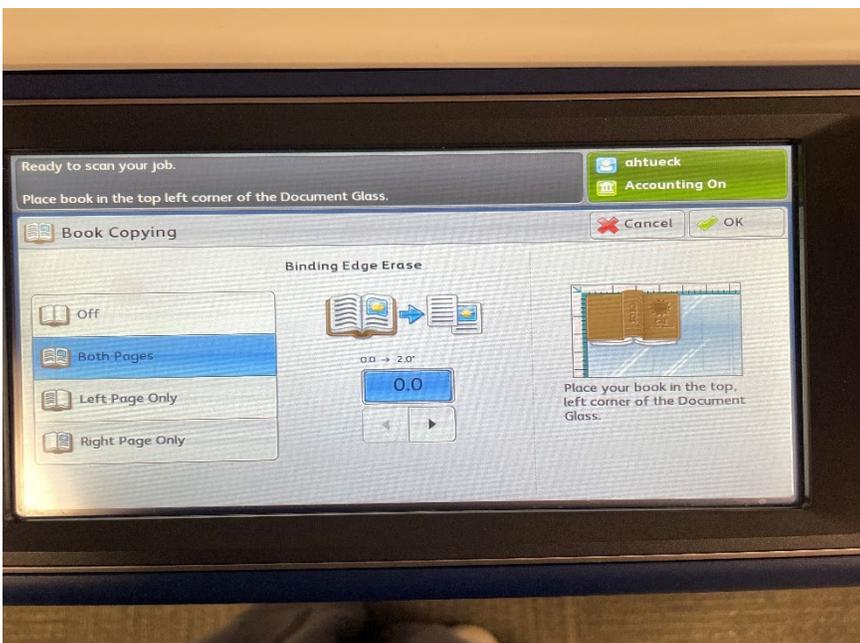
**Step 2:** You will need to set the options to book scanning.



a.) Select “Layout Adjustment”



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.