

## How to scan on your own? It is easy!

1. Check if the control light is blue.
2. Place the book or journal on the scan's mat.
3. In order to start scanning, press the **Scan** button on the device.
4. After finishing scanning, press the button **Stop** on the scanner or **Finish scanning** on the computer screen.
5. Click on **Save this image** icon and choose the place to save the scanned materials.
6. Scanned document can be emailed via Microsoft Outlook (UG, PG, GUMed) or saved to your pendrive/ mobile.
7. In case of any questions, ask the librarian.