

# Scan Your Documents

at the

# JPL



It's never been easier to scan to:

Mobile Devices

Dropbox

USB Key

OneDrive

Google Drive

Email address

*Or print your scanned documents  
at the Library!*

## How to Use the Library Document Station

1. Tap the screen to select the option of the output you would like (Mobile Device, USB Key, Google Drive, OneDrive, Dropbox, your Email address, or your Print Job at the library).
2. If you choose Google Drive, OneDrive, Dropbox or Email, enter your account information.
3. Choose your color: Color, Grayscale, or Black & White.
4. Choose the Quality: Standard or High Quality.
5. Choose your format:  
*Picture:* TIFF, JPEG, PNG  
*Document:* PDF, Searchable PDF, Word Document
6. Place the document to be scanned on the scanner in any direction, even crooked! NO LINING UP NECESSARY!
7. Tap **Press to Scan** at the top of the screen.
8. After the document scans, you can view and edit the document (crop, rotate, etc.).



9. If you choose:

**Mobile Device**: the system will generate a QR Code. Scan the QR code and your document will automatically load on your mobile device.

**USB Key**: insert your key in the USB drive. The system will automatically save it to your USB Key.

**Google Drive, OneDrive, Dropbox or Email Address**: your job will be sent to your account with the information provided.

**Print Job**: the document will be sent to the print station, to the left of where you scanned the document (print fees apply).

10. Finally, you will see a Confirmation Screen. Select either **I'm Done** or **Scan More...** The system will automatically log you out after 2 minutes.

***...it's that simple!***





Jericho Public Library

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[www.jericholibrary.org/pdf/Scan.pdf](http://www.jericholibrary.org/pdf/Scan.pdf)

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