資訊科技服務中心
INFORMATION TECHNOLOGY SERVICES CENTRE
恒生管理學院
HANG SENG MANAGEMENT COLLEGE

ITSC User Guide

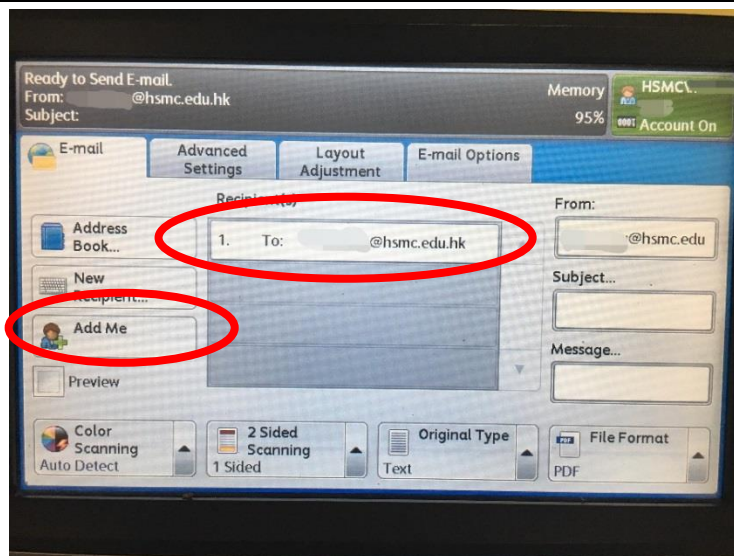| Title:	**Document Scanning Service**
Updated Date:	2018.03.01

Introduction

Users can scan physical documents via photocopiers into digital formats, which is more environmental friendly. Please refer to the following guide for detailed instructions.
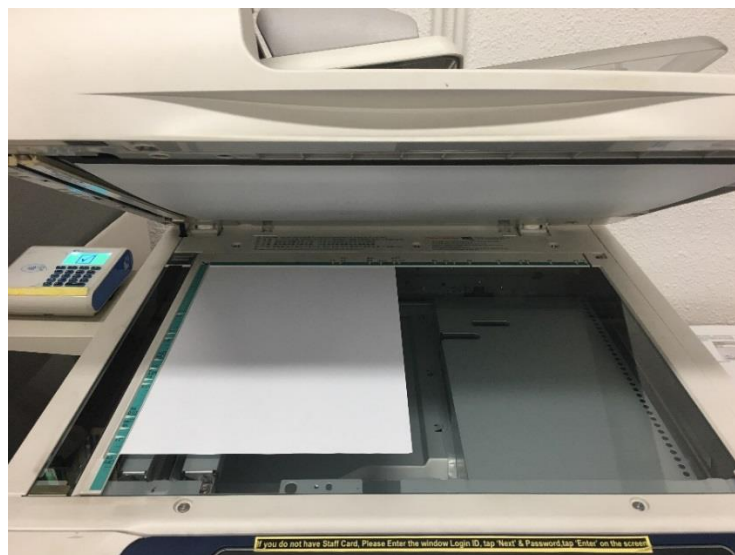
How to scan documents using a photocopier?

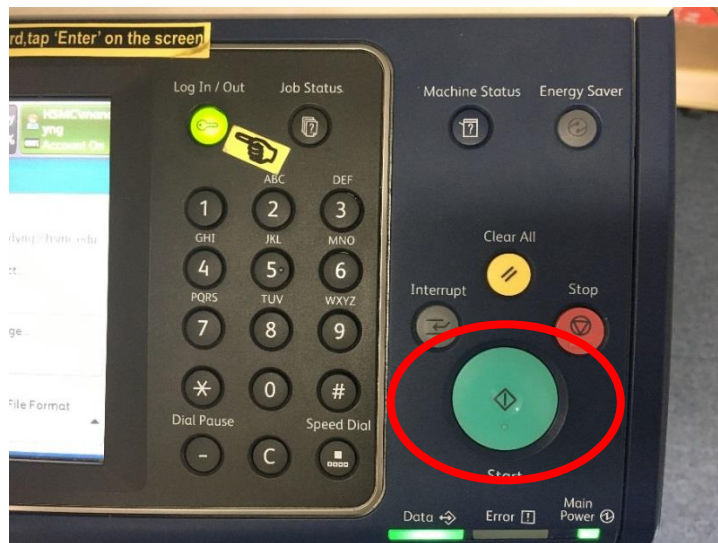| Steps	Details
1. Go to any of the campus photocopiers and login with your staff/student ID card.	
2. After login, select "**E-mail**" on the LCD panel.	

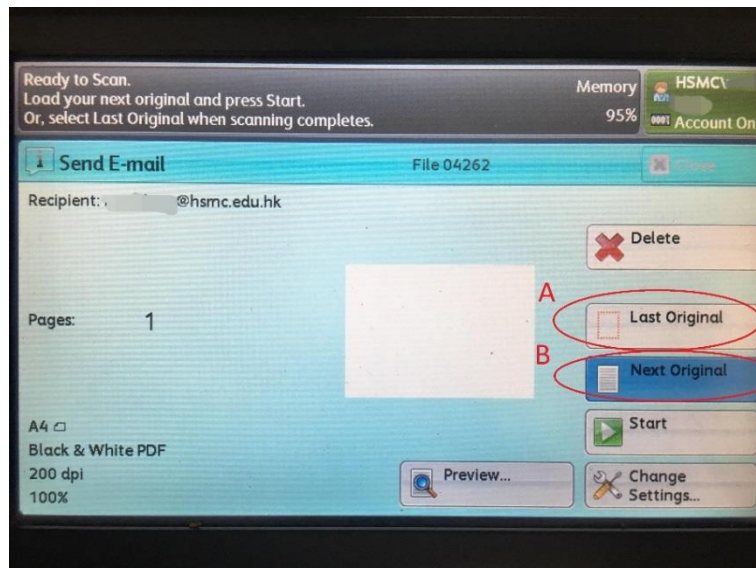|	
3. Press "**Add Me**" and confirm your email address appear on the Recipient field.	
4. Place a document to be scanned on the photocopier.	
5. Press "**Start**" to start the scanning process.	

6. **(A)** To complete scanning, press "**Last original**", the document will be sent to your email shortly. *OR* **(B)** To continue scanning, press "**Next original**" and repeat Step 4 and 5. Once finished, press "**Last original**", the document will be sent to your email shortly.	
7. Remember to press "**Log In/ Out**" to sign out your account before leaving.	