



# MAA Scanning/Copying Tips

## Getting Started

Once a patron has scanned their card and logged in to the MAA scanner/copier, patron can select:

### Copy

1. Scan pay for print card
2. Load original documents into automatic document feeder or document glass
3. Select any desired settings and layout options
4. Press start to copy the originals
5. Once completed, log out

OR

### Scan to USB

1. Scan pay for print card
2. Machine will prompt patron to insert USB into port on left side of printer
3. USB detected screen will appear
4. Load original documents into automatic document feeder/glass
5. Select any desired setting and press start to scan the originals
6. Once finished, remove USB Flash Drive from the USB port and log out

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## Scanning/Copying Options

### Image Quality

#### WHERE?

You will find an option labelled **Original Type** under the scan to USB tab for scanning and under the Image Quality Tab for copying. This option allows you to indicate what type of original document you are scanning or copying to ensure it turns out the best it can!

**You can indicate and select whether your document is:** Photo and Text, Text, Photo, Map, or Newspaper/Magazine

### Image Options

#### WHERE?

You will find this option under the advanced setting for scan to USB and under the Image Quality Tab for copying. This setting enables you to enhance the image output quality.

**Lighten/Darken:** Manually adjust the lightness or darkness of the scanned/photocopied image. Move the indicator down to darken or up to lighten.

**Sharpness:** Manually adjust the sharpness of the image. Move the indicator up to sharpen and down to soften/blur.

**Saturation:** Allows you to control the balance between vivid and pastel shades of an image. Move indicator up for more saturation and down for less saturation.

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# MAA Scanning/Copying Tips

## 1 or 2 Sided?

### FOR SCANNING

At the bottom of the scan to USB tab, select:

**1-Sided:** Use if the original documents are 1-sided

**2-Sided:** Use if the original documents are 2-sided. Use automatic document feeder to scan originals for this option

**2- Sided, rotate side 2 options:** Use if the original document opens up like a calendar. Use automatic document feeder

### FOR COPYING

Under the copy tab, select:

**1>1 Sided:** Use this option if the originals are printed on one side and you want 1-sided copies

**1>2-Sided:** Use this option if the originals are printed on one side and you want 2-sided copies

**2>2-Sided:** Use this option if you want to make 2-sided copies from 2-sided originals

**2>1 Sided:** Use this option to make 1-sided copies from 2-sided originals



## Reduce/Enlarge Output Page(s) for Copying

### HOW?

Use the +/- buttons on the Copy screen to select the required reduction/enlargement %. Alternatively, select the ratio button and use the numeric keypad to type the ratio required.

**Pro Tip:** Set your ratio window to 100% to have your output image be the same size as your original.

## Book Copying

### HOW?

Place the book original face down on the document glass and line up the spine of the book with the marker on the top edge of the glass farthest from you. Align the top of the book with the top of the glass.

### BOOK COPYING OPTIONS?

#### Left Page Only

Use the arrow buttons to specify (0-25mm) how much to delete from the right side of the page to eliminate unwanted marks from the inside margin (gutter) of the book.

#### Both Pages

Left side will scan first. Use the arrow buttons to specify how much (0-50mm) you want to delete from the centre of the book to avoid unwanted marks.

#### Right Page Only

Use the arrow buttons to specify how much (0-25mm) to delete from the right side of the page to eliminate unwanted marks from the inside margin (gutter) of the book.