Getting Started

Scanning on the Library Photocopier

**Step 1:**
Insert USB stick into the printer.

**Step 2:**
Login to the system.
Username: <your HUB username>
Password: <your HUB password>

**Step 3:**
Press the Start button to scan.

You can either use the automatic feeder, or lift the lid and manually scan your document.

**Step 4:**
Wait for the system to say the process has been completed.

**Step 5:**
After you are done, you can remove your USB stick.