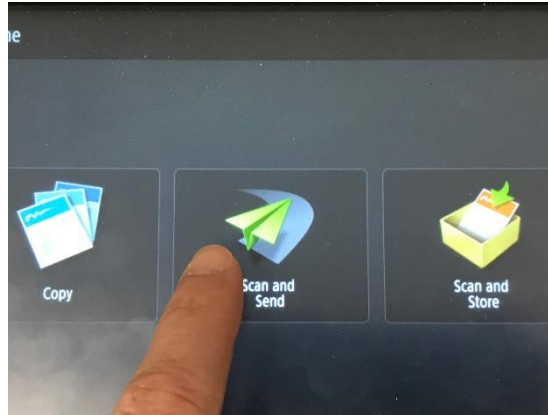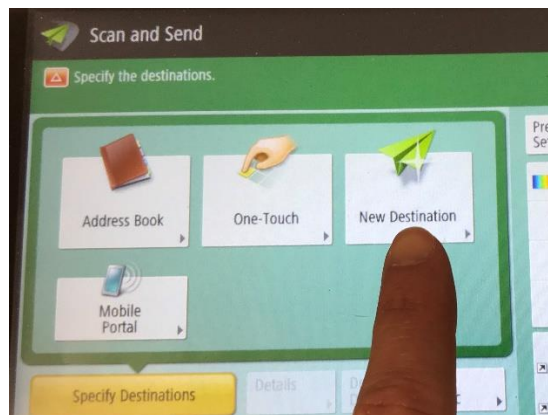# Converting Paper-Based Notes/Handouts to PDF

Copiers in SCEN and CHPN can both be used to scan paper-based notes and convert to a digital PDF. The instructions below are for the SCEN copier, but the CHPN copier is very similar.
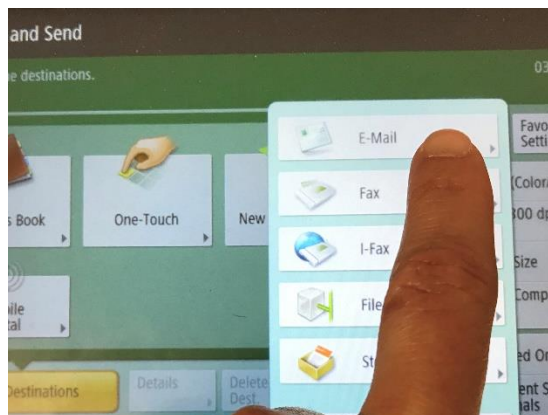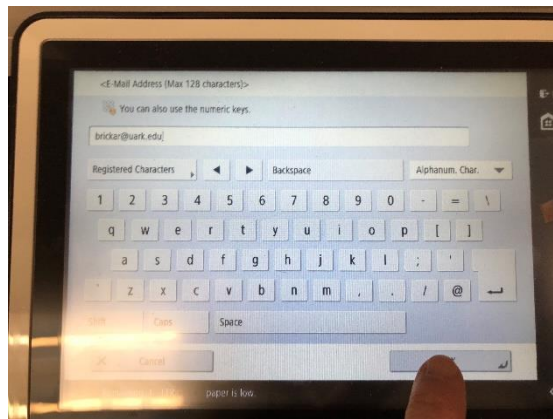
To start, enter your copy code, then select "Scan and Send"
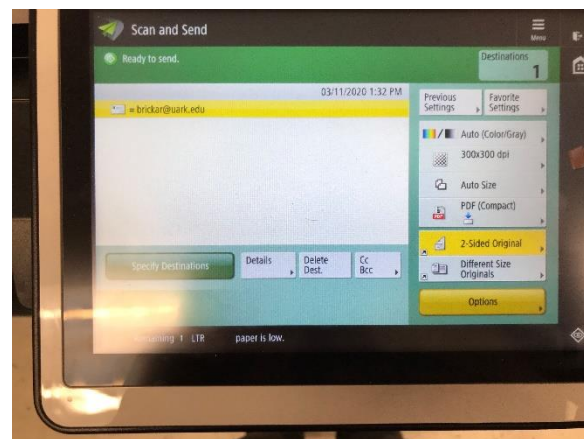
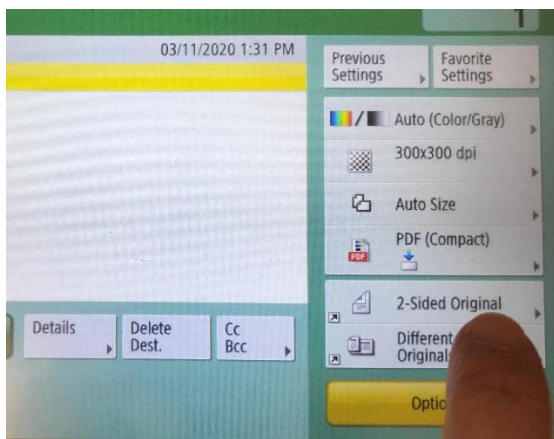

Then select "New Destination."

Next, select "E-Mail."

Type in your email address and then select "OK," then "OK" again.

If the paper you are scanning is one-sided, skip to the next step. If your paper is two-sided, select "2-sided Original." It will be highlighted in yellow after you select two-sided.

Finally, remove any staples or paper clips and load your notes into the copy machine facing up as seen below. Then press the green start button.