

How to use the Printer, Scanner, and Large Screen in the Center

Printer (Lexmark Mx610 Series XL)

Using the Printer to **Print** from one of the Center's computers.

1. Turn on the printer, if it is not already on.
2. Make sure the Center's printer is selected as the default printer
3. Issue the print command on your computer
4. The desired document will be printed in a few moments on the printer, so don't forget to pick up the printed copies.

Using the Printer as a Copier (i.e. print a copy of a document or photo you have)

1. Turn on the printer, if it is not already on.
2. Place the document to be printed in the input tray or on the scan bed of the printer
3. Select the **copy** option from the Printer menu

Using the Printer to scan documents or photos to thumb drive or some other device.

1. Put the document in the tray or on the scan bed of the printer
2. Select **Scan** option from the printer menu
3. Select what to do with the scan results
(I haven't figured out how to choose a printer to store the scanned item on.)

Using the Printer to scan to Memories in FamilySearch.org

1. Click on the **Scan to FamilySearch** option from the printer menu.
2. Enter your FamilySearch username and password
3. Scan your document
4. Repeat step 3 until you have scanned all your items.

Scanner (CanoScan LiDe 220)

The Canon scanner is connected to the computer next to it.

There are two methods of operating the scanner. One is by using the buttons on the front of the scanner and the second is by using the menu displayed on the computer desktop.

Scanning using the buttons located on the front of the scanner.

1. Lift the lid on the scanner
2. Place the item to be scanned on the glass of the scanner
3. Close the lid
- 4a. By pressing the **PDF** landscape, **PDF** portrait, or the **Auto Scan** buttons on the front of the scanner. The scanned item is stored as a file on the computer in the following

folder.

Computer\local disk (C:)\Users\Patron\My Documents.

You can now do what you want with the scanned item.

- 4b. By pressing the **Copy** button, the item will be scanned and then printed on the printer.
- 4c. By pressing the **Send** button it will send the scanned item via email.
(I haven't got this to work yet.)

Scanning using the Scan Menu on the computer desktop

- 1. Click on the Canon Scanner icon located on the computer desktop.
- 2. A menu screen is displayed; In Scan option row, you have the following options:
 - A. Auto Scan
 - B. Photo Scan - This will scan and save the item as a jpeg type file.
 - C. Document Scan This will scan and save the item as a pdf type file
 - D. Custom Scan - System decides how to save it.
 - E. Scan Settings - This allows you to specify where and how the file will be saved.

Large Screen

- 1. Turn on the TV by pressing the **On** button on the back of the TV or press the **On** button on the TV remote.
- 2. Insure that the button on the two way switch located by the printer is on **2** if you are using the computer next to the printer.
- 3. If you want to use your laptop, connect it to the cable that connects to the TV switch by the printer and change the switch to **1**.