

# Scanning (Plotwave) – Quick Guide



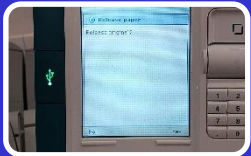
1. Make sure clean surface of scanning object. Remove all adhesive material such as tape or blu-tack, etc



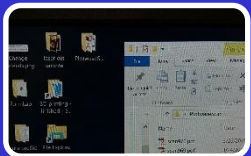
2. Insert your paper into the scanner



3. Press [green] light to continue



4. Press [Yes] to release your paper



5. Store your scan file from the PC's "Plotwave scan" folder opposite the scanner.



6. Contact library staff at Technical Support Desk for payment

Remarks:

- Scanning Charge:  
\$ 4 per page
- Remove all pencil marking in order not to soil the image
- Disclaimer:  
users are reminded to observe Library Copyright warning and guidelines. The Library is not liable to any damage of material in using scanning service