

Please go to this link

<http://copier.math.harvard.edu/prop.htm>

- ❖ Name: The same number code you use to log in to the copier. Do not hit enter, just click log in.
- ❖ Skip password- click on Log in.
- ❖ Go to Left side : Mailbox
- ❖ Mailbox Number No. -- (your 2 digits mail box number)(77)
- ❖ Document List
- ❖ Then click on the scanning number then scroll down and click retrieve
- ❖ Save this link
- ❖ In tools on the menu bar rotate left
- ❖ File- save this link

Please save this information for the next time.  
Let me know if you have any questions.

Thank you

Rima