How to Scan and Send to Email

All printers in the library scan in colour.

Login

1. Tap the **Scan** icon on the printer’s touch screen.
2. Tap the **Scan to Email** icon.
3. Tap the **To:** box and enter your college username (e.g. shakespearew). When you see your email address show up in the list, tap it.
4. Tap the **Okay** button in the bottom right-hand corner.

Loose Pages

*Only use feeder tray for letter, legal, and ledger-sized paper. Use flatbed for all other loose pages.*

1. Put the pages in the feeder tray on top of the printer
   - The paper icon on the feeder tray indicates whether to put the pages face-up or facedown.
2. Tap the **Touch to scan and preview** icon.
3. Once the printer is finished scanning, a new window will pop up. If you don’t have more to scan, tap the **Done** button.
4. A preview of your document will display. If you’re happy with it, tap the green **Send** button at the bottom of the screen.

**Note:** if pages are double-sided:

1. Tap the **Options** button at the bottom left of the screen.
2. Tap **Original Sides**.
3. Tap **2-sided**.
4. Tap **Done**.
5. Follow steps 2 through 4, above.

View next for more information.
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Books
1. Lift the scanner lid and place the page facedown in the top left-hand corner of the glass.
2. Tap the Touch to scan and preview icon.
3. Once the printer is finished scanning, a new window will pop up. If you don’t have more to scan, tap Done.
4. A preview of your document will display. If you’re happy with it, tap Send.

Multiple Pages
1. Follow steps 1 and 2, above.
2. Once the first page is scanned, a new window will pop up.
   a. To continue to scan, one page at a time, change your page and tap Scan.
   b. If you have scanned your last page, tap Done.
3. A preview of your document will display. If you’re happy with it, tap Send.