How to
Scan and Send to Email

All printers in the library scan in colour.

Login
1. Tap the Email icon on the printer’s touch screen.
2. Tap the To: box and enter your college username (e.g. smithj). When you see your name show up in the list, tap it.
3. Tap OK.

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 face-down.
2. Tap the green Send Email button at the top of the screen.
3. Once the printer is finished scanning, a new window will pop up. If you don’t have more to scan, tap the Finish button.

Note, if pages are double-sided:
1. Tap the More Options arrow at the bottom of the screen.
2. Tap Original Sides.
3. Tap 2-sided.
4. Tap OK.
5. Tap Send Email.

View next for more information.
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Books
1. Lift the scanner lid and place the page face down in the top left-hand corner of the glass.
2. Tap Send Email.

Multiple Pages
1. Follow steps 1 and 2 above.
2. Once the first page is scanned, a new window will show 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 Finish.