Basic Steps When Scanning to E-mail

1. Go to any public copier and enter your MacID and password.
2. Select your account.
3. Press OK.
4. When given the option to COPY or EMAIL, select the email option.
5. Using the keypad, enter the email address you wish to send the scan to.
6. Place document face down on glass or face up in the document feeder.
7. Press start.
8. When finished scanning documents, select Read-End.
9. To logout, press blue banner at top of the screen to reveal your MacID, then press logout.

Still have questions? Further assistance is available at the Mills IT help desk. (2nd floor Learning Commons)