



## 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. (2<sup>nd</sup> floor Learning Commons)**