

How to Scan to Email

Scanning to email is available at **no charge**. Documents can be scanned directly to an email address.

USB/flash drive scanning is not available.

How to Scan

1. Place your document(s) on the copier:
 - **Face up** in the document feeder, or
 - **Face down** on the scanner glass.
2. If you see an **"Insert Funds"** message, ignore it. Scanning is free.
3. At the copier, select **Scan/Fax**.
4. Select **Email**.
5. Enter your email address and select **OK**.
6. If scanning double-sided originals, select **1-Sided** and change it to **2-Sided**.
7. Press **Start** to scan your document(s).

Helpful Tips

- Scanning is free - no payment is required.
- Documents are sent directly to the email address entered at the copier.
- When scanning multiple pages from the scanner glass, select the multi-page scan option (if available) so all pages are sent together as one PDF attachment.
- USB/flash drive scanning is not available.
- If you need assistance with scanning, please ask a staff member for help.