



How to Scan to Email

1) Slide Card Slide your **VSU ID Card** thru Card Reader



2) Click Services Home Press the **Services Home** physical button



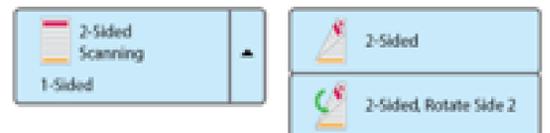
3) Type Email Address Press **E-mail > New Recipient** on the touchscreen
If an unwanted email address is listed, tap it and then tap **Remove**.



Type in **Recipient's Email Address(es)**
Press **Add > Close**



4) Select Scan Options Select **2-Sided** or **1-Sided** Scanning



5) Load Document **Load Document in Top Tray** for scanning multiple documents at once

The side that is facing up will be the first side to be scanned.

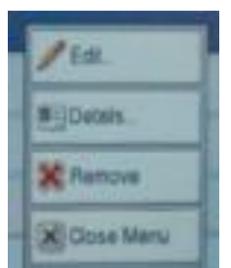


6) Press Start Press the **Start Button**

An email will be sent to the address(es) you supplied and will include your scanned document attached as a PDF file.



7) Remove Recipient's Email & Exit Tap the **Recipient's Email** you wish to delete, then press **Remove**
Tap **Exit** on the printer touchscreen



Need Help?
Contact **VSU Helpdesk**

walk-in Odum Library, 2nd Floor
phone 229. 245. HELP (4357)
email helpdesk@valdosta.edu
web www.valdosta.edu/helpdesk