



Scan to Email

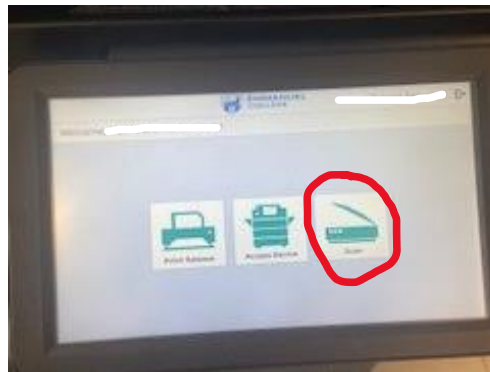
Staff, Faculty and Students

Toshiba:

1. Tap your ID on the scanner in the front of the printer to log in
2. Place your document face down on the glass loading bed or on the top feeding tray. Look for arrows and markings to guide your placement

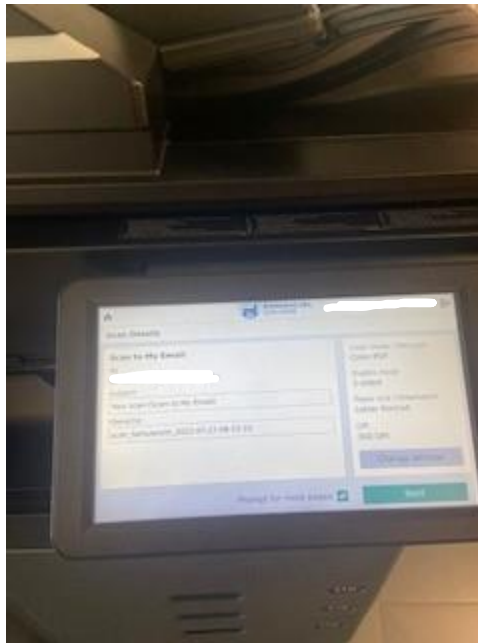


3. Select the **Scan** option on the main screen





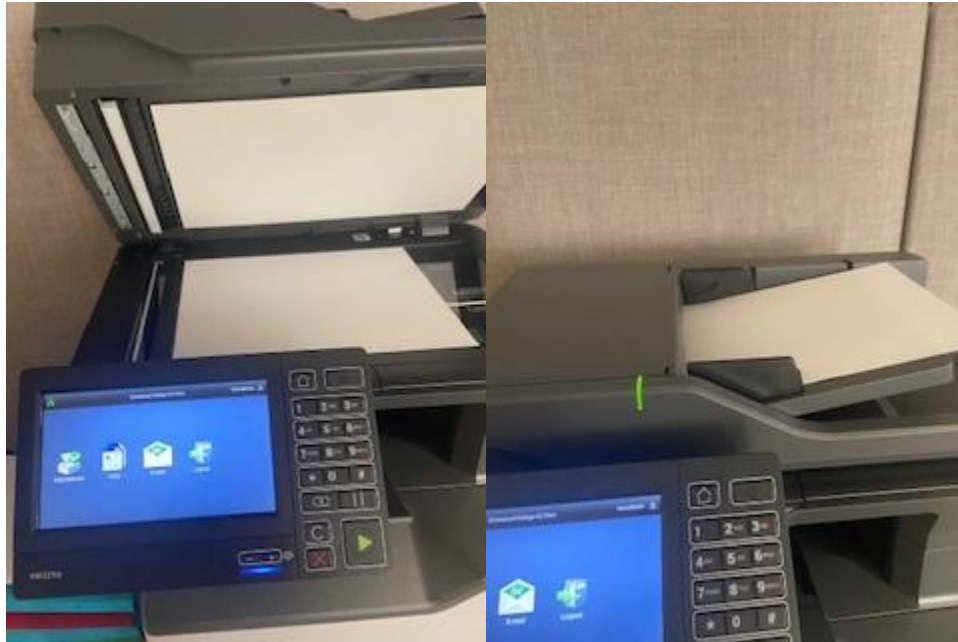
4. Enter in the email you would like to scan to and adjust the name on this page. Select **Start** to scan and send the email



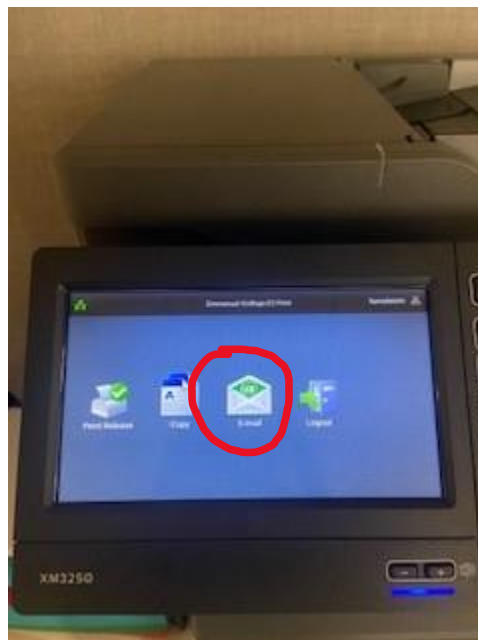


Lexmark:

1. Tap your ID on the reader on the side of the machine to log in
2. Place your document face down on the glass loading bed or on the top of the feeding tray.
Look for arrows and markings to guide your placement



3. Select the **Email** icon on the main page



4. Adjust the email, subject, and message on this page. Select **Send** to scan and send the email

