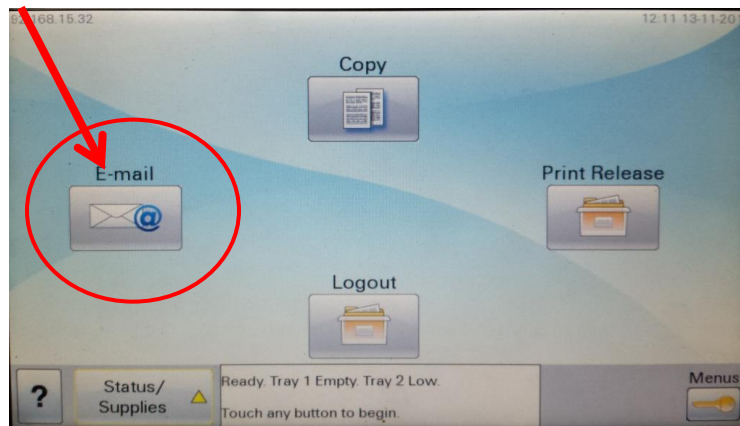# IICP COLLEGE

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Scanning to Your Personal Email Address

1. Place your page(s) to be scanned either in the printer feeder at the top of the printer or in the standard photocopy area under the main printer lid

2. Log into the printer by swiping your student card against the card scanner

3. Touch the icon '**Email'** on the printer menu

4. Touch the icon '**Next'** on the next screen that appears

5. Type in your email address using the touch screen keyboard. **Note**: Your email address may already appear here.
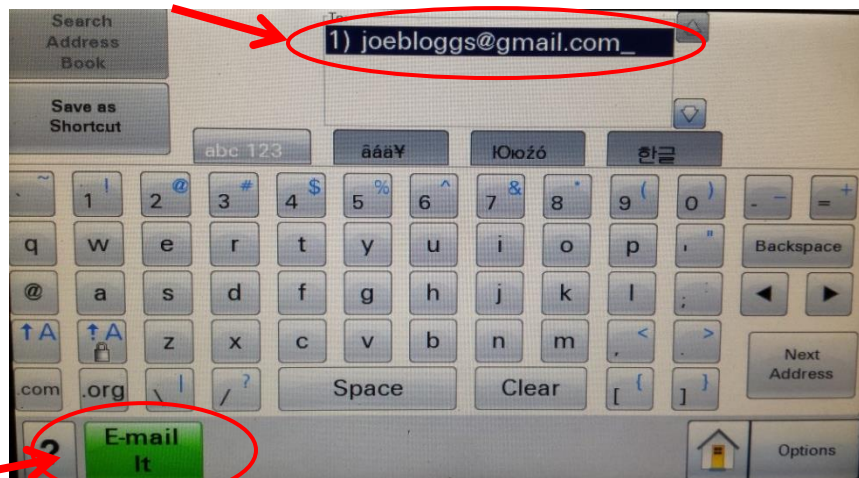
6. Touch the icon '**E-mail It**'

7. The printer will now scan and email your page

8. When you are finished scanning, don't forget to '**Logout'**