How to Scan
(page 1)

ALL devices can scan in color OR black and white!

1. Login
   - With your ID Card
     Swipe your WesID card’s black magnetic stripe using the card reader on the right side of the printer
   - With your network login or guest login
     Touch the screen on the front of the printer to wake it, then use the on-screen keyboard to login using your Wesleyan username and password.
     NOTE: you do not need to type @wesleyan.edu after your username

2. Press the Scanner button to the left of the touch screen

3. Place the original in the document feeder atop the machine or directly on the glass

4. Enter the email address where the scanned document should be sent
   - Select the “Manual” option from the center of the touch screen.
   - Use the keyboard to type in the email address then touch OK

IMPORTANT! You can only send to @wesleyan.edu email addresses.

Continued on next page
5. If desired, change scan options:
   • Use the *Scan Settings* option to change color/black and white, original page size, and dpi.
   • Use the *Send File Type/Name* to change the type of file to send (multi-page or single-page PDF or TIFF/JPG)
   • Use the *Subject* or *Email Text* options to modify the subject or email text.

6. Press the green Start button to begin sending the document. If you need to turn pages, press Start to scan each page.

7. Press the # button when you have completed scanning. The scan will be emailed.

8. Logout/Exit when you’re done!
   *When you are done scanning, Logout to safeguard your personal account!*
   Press the *Printer* key to the left of the touch screen.
   Then press the *Logout* button in the bottom right of the touch screen.