

How to scan

Introduction Scanning is available in black and white or colour. Scanning to email or a USB is free of charge.

CITCard You must register your CITCard to access the scan function. See [How to register your CITCard](#) instructions.

How to scan to email

Follow these steps to scan a document to email:

Step	Action
1	Place document in Document Feeder with writing facing up. OR Place a page with the writing facing down on the document glass . Note: Remove all staples before scanning.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Email
5	Press New Recipient .
6	Type in email address using the keyboard on the screen For example studnet@gmail.com
7	Press the green Start button.
8	Press the Log In/Out button when finished.

Screen

Step 5

Email



How to scan to a USB

Follow these steps to scan a document to USB:

Step	Action
1	Place document in Document Feeder writing facing up. OR Place a page with the writing facing down on the document glass . Note: Remove all staples before scanning.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Store to USB
5	Insert USB into USB port
6	Press the green Start button.
7	Press the Log In/Out button when finished.

Screen

Step 4

Store to USB



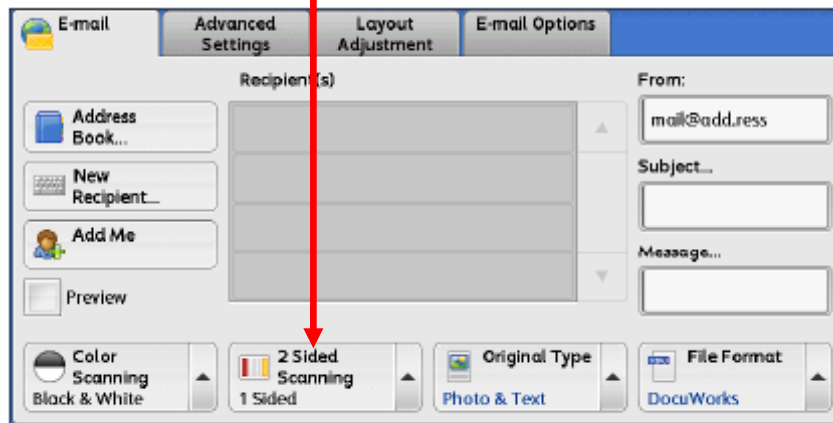
How to scan double sided document to one file

Follow these steps to scan multiple pages to one file:

Step	Action
1	Place document in Document Feeder writing facing up. Note: Remove all staples before scanning.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Email
5	Press New Recipient.
6	Type in email address using the keyboard on the screen For example studnet@gmail.com
7	Press 2 Sided Copying option on screen. a) Press 2 to 2 sided option for double sided scanning.
8	Press green Start button.
9	Press the Log In/Out button when finished.

Screen

Step 7 2 Sided Scanning option



How to scan from a book or journal

Follow these steps to scan multiple pages from book or journal:

Step	Action
1	Place a page with the writing facing down on the document glass .
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions .
4	Press Email button.
5	Press New Recipient .
6	Type in email address using the keyboard on the screen For example studnet@gmail.com
7	Press the green Start button.
8	Immediately press Next original .
9	Repeat Steps 5 – 7 for all pages.
10	Press Last original once you have scanned required pages.
11	Press the Log In/Out button when finished.

Screen

Step 8

Next original

