

How to Scan a Document

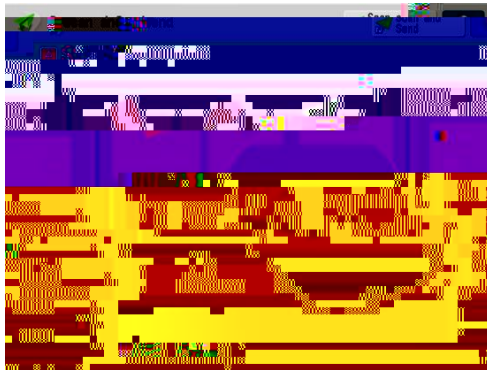
Step 1-Tap your Golden Knights Card on the card reader.

Step 2-Select OK after viewing Account Information.

Step 3- Select Scan and Send.



Step 4-Select Send to Myself. This will send the document to your St. Rose email, or you may select a New Destination.



Step 5-Open the top of printer, place document on scanner and select the green start button to begin scan.

Step 6-Select Log Out to prevent unauthorized access to your Account.

