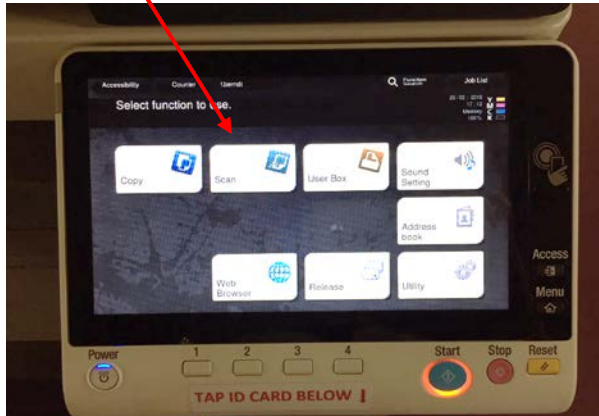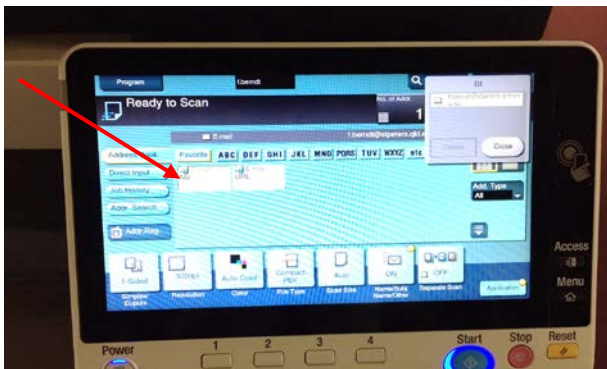# HOW TO SCAN

1. Tap your card on the copier
2. Place your document on the glass
3. Press **OK** to any messages

4. Tap **Scan** on the screen

5. Tap **"Email me"** on the screen

6. For **individual pages** press **Start.** Then **Log off** using the **Access** button on the RHS of control panel

7. For **multiple pages** scanned into a single file:
   - Press the **Application** button – bottom right on the screen
   - Swipe across the top of the screen to select S**eparate scan** and turn this **ON**
   - Press the **Start** button to scan each page of the document
   - Press the **Finish** button once all pages are scanned
   - Press **Start** to send the file to your email
   - **Log off** using the **Access** button on the RHS of the control panel