Scan to Me
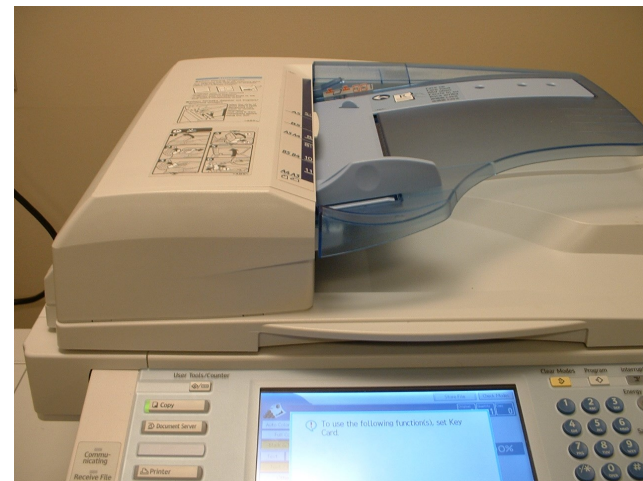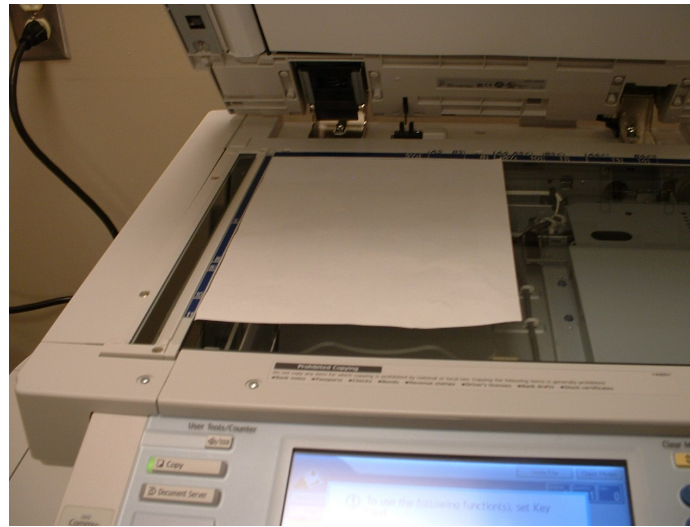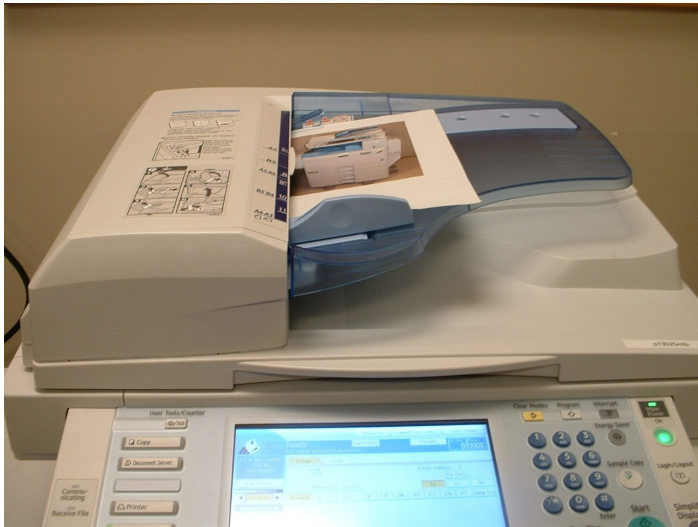
You can scan a document and email an electronic copy of it to yourself and other campus users on copiers with the **Scan to Me** feature.

Follow the steps below to use the Scan to Me feature:
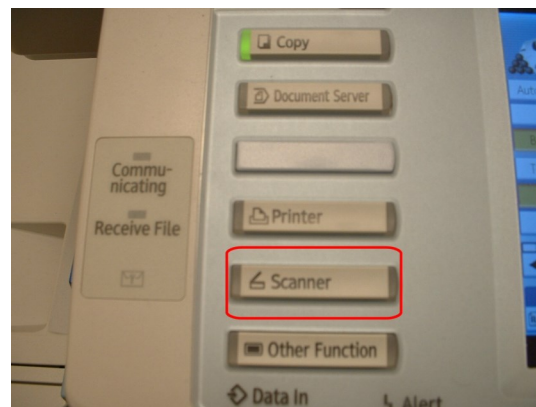
1. Go to a copier with the Scan to Me feature

2. Place a document in the copier's feeder or on the copier's glass screen to scan

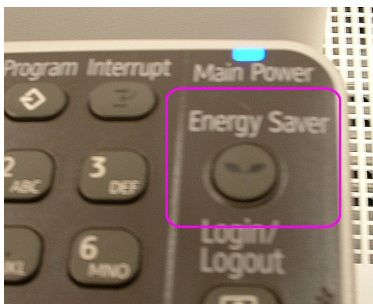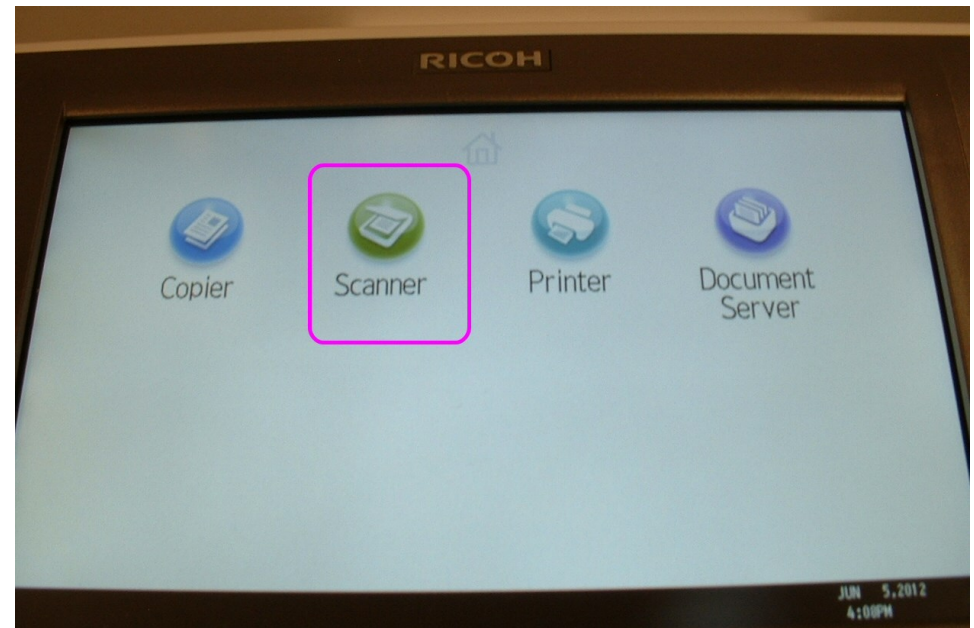| NOTE: You may need to press the power button to turn the copier on	

3. Press the copier's **Scanner button**

NOTE: Copier model numbers that end in 02, example—4502, have home screens and home buttons that you will need to interact with.
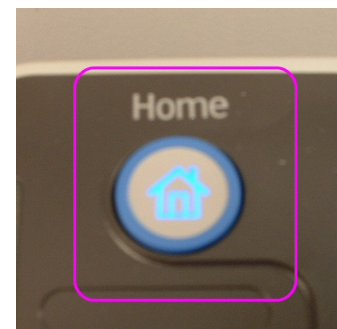

NOTE: If the home screen is black, the copier is in sleep mode. Press the | **Energy Save button** to wake it up
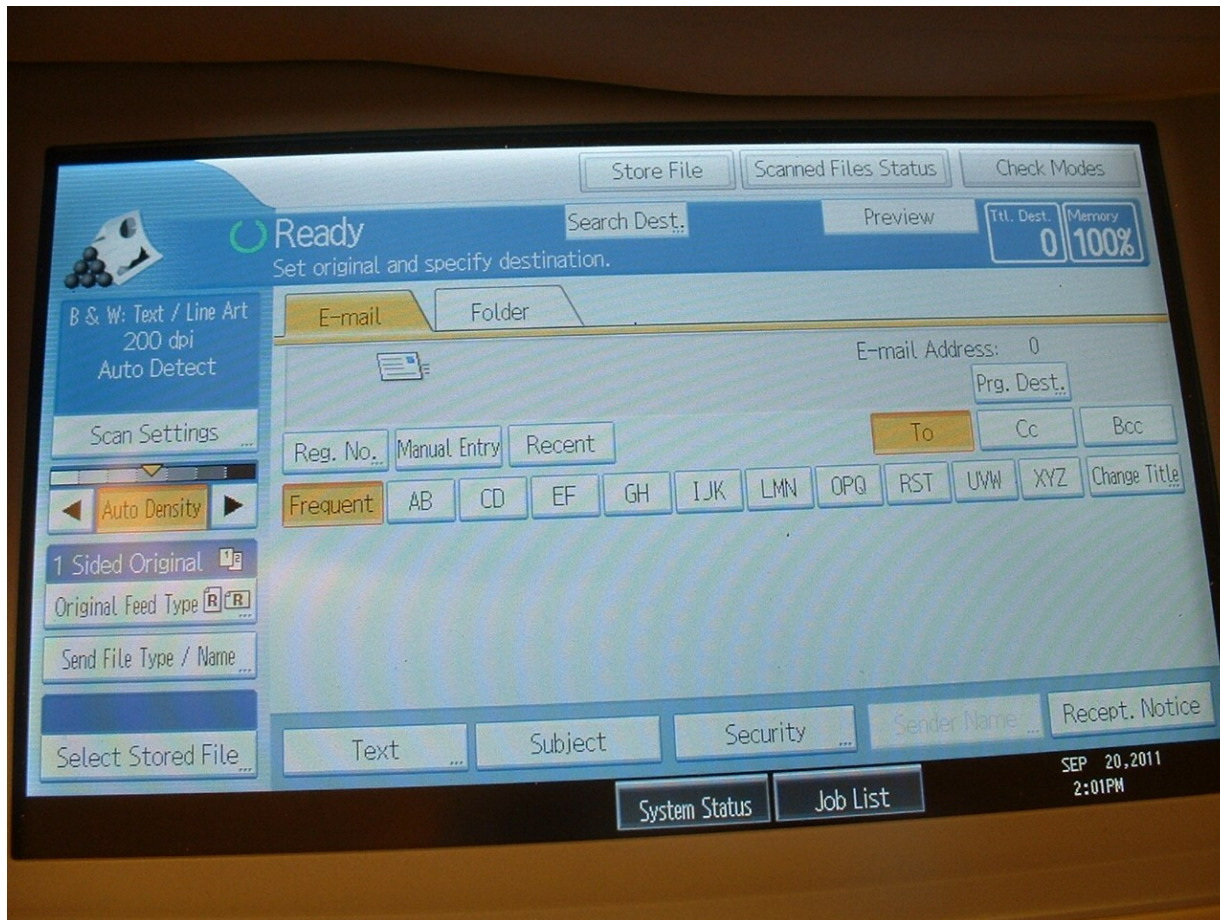

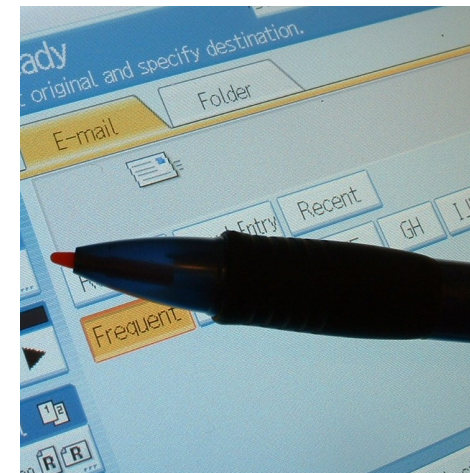Tap on **Scanner** on the Home screen to start using the scanner

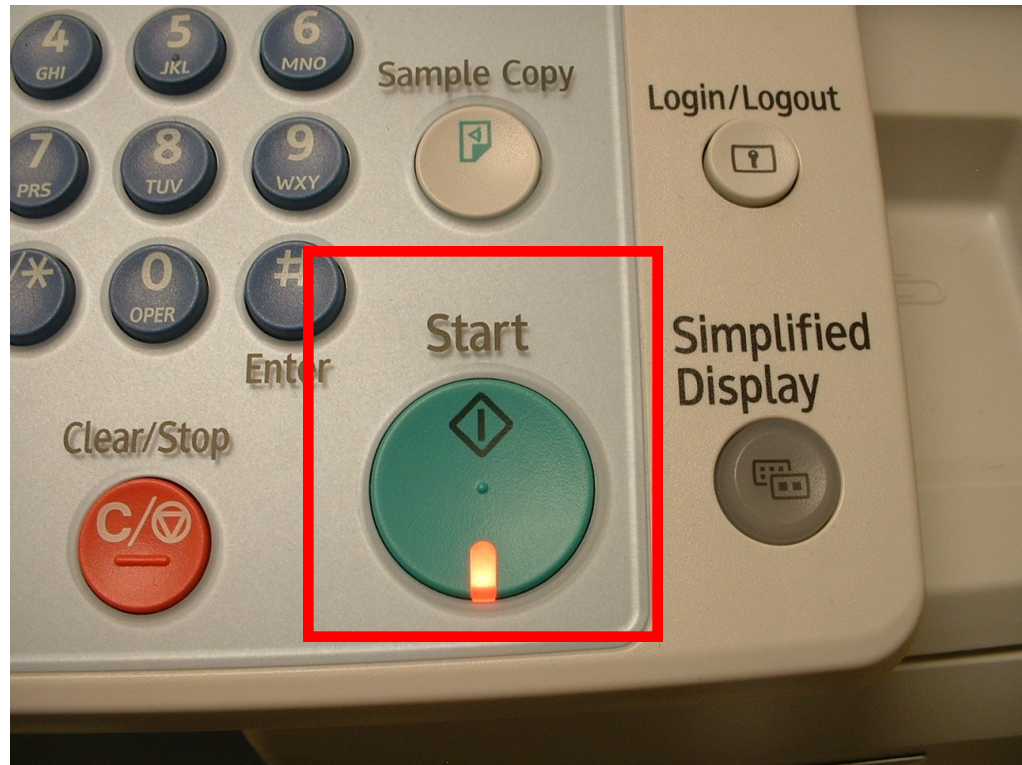Press the **Home** button to return to the home screen

3

4. You will see the screen shown below on the copier's touch pan-
   el. You will use the controls on this screen to select the settings
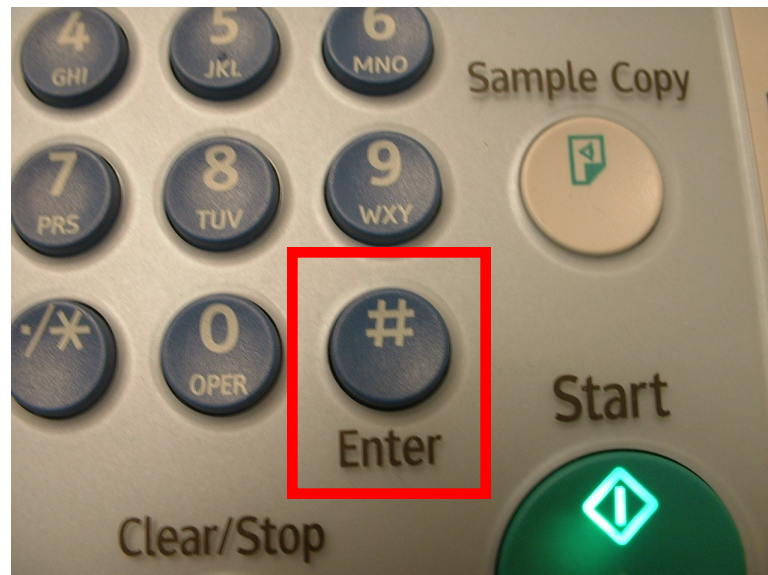   for your scan such as resolutions, color, users to email it to etc:

Hint: If you have problems tapping on the screen's buttons with your fingertip, use your finger nail or a stylus like the one shown below to tap on the buttons:
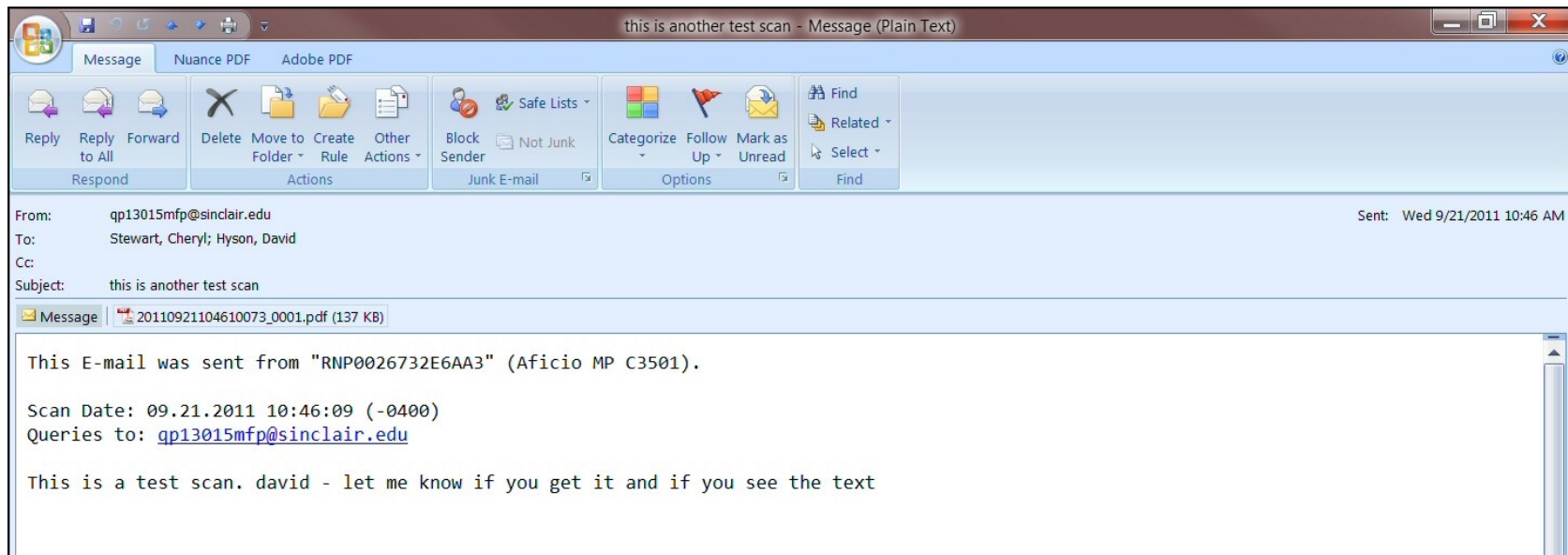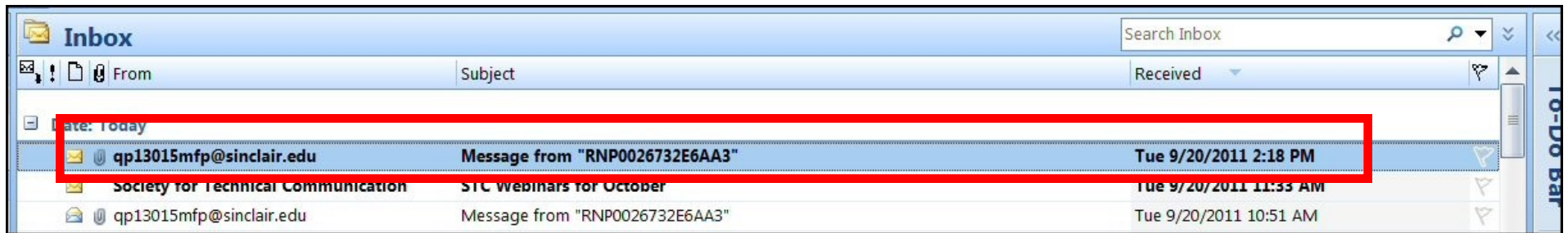
5. After selecting your settings, press the **Scan** button

NOTE: If you used the copier's glass screen to scan your document, you will need to press the # key after you press the Scan button to send your scan

The scan is sent as a PDF document attached to an email message to a user's mailbox.

Detailed Scan to Me instructions are available at:
http://itpolicies.sinclair.edu/equ/scntomedet.pdf

For questions or additional information, contact the IT Help Desk at
937-512-HELP (4357) or at helpdesk@sinclair.edu