


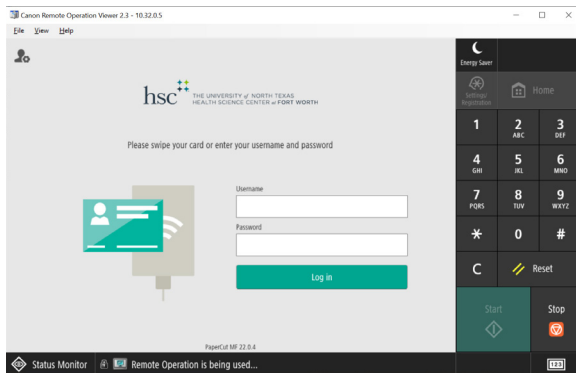
Scan and Send

Brief Steps

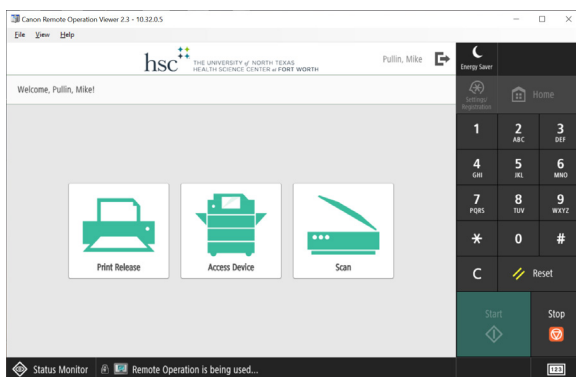
1. Scan your badge or login to the printer using your eid and Canvas password
2. Press Scan
3. Press Change Settings if you need to change any of the default settings
4. Press Start to begin scanning (through document feeder or one page at a time)
5. If scanning one page at a time, press “Scan next page” or “Scan new document,” to begin another document; press “Finished” when all pages have been scanned
6. Press log off icon  in the upper right corner.

Detailed Instructions

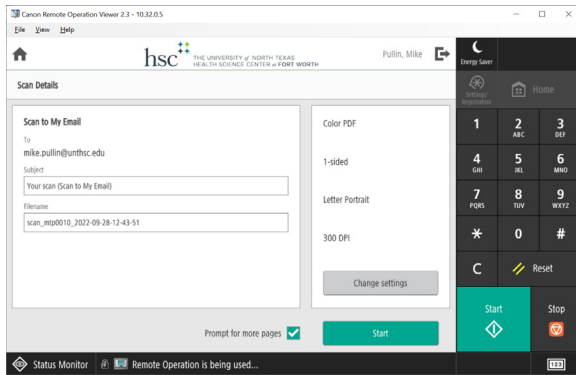
1. Scan your badge or login to the printer using your username (eid) and Canvas password



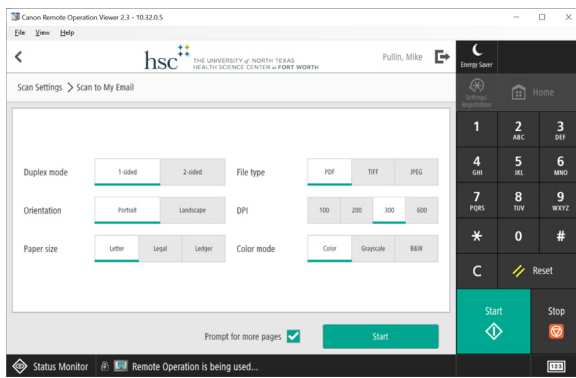
2. Press Scan



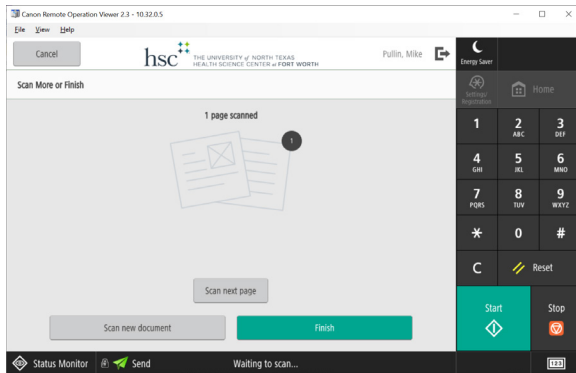
3. Press **Change Settings** if you need to change any of the default settings




4. If needed, press on the appropriate button to change settings



5. Press **Start** to begin scanning (through document feeder or one page at a time) – see previous images
6. If scanning one page at a time, press “Scan next page” or “Scan new document,” to begin another document; press “Finished” when all pages have been scanned



7. The file (or files) is sent to your email address
8. Press the log off icon  in the upper right corner.