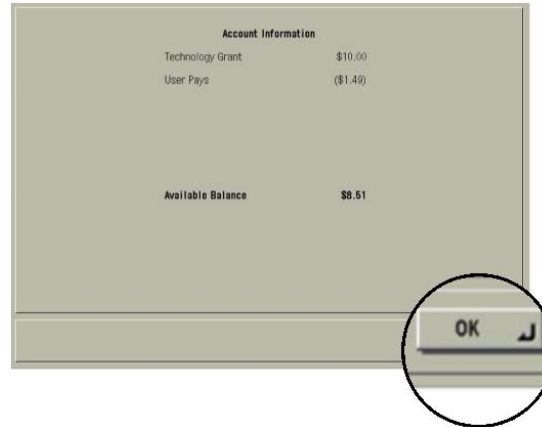


How to Scan a Document

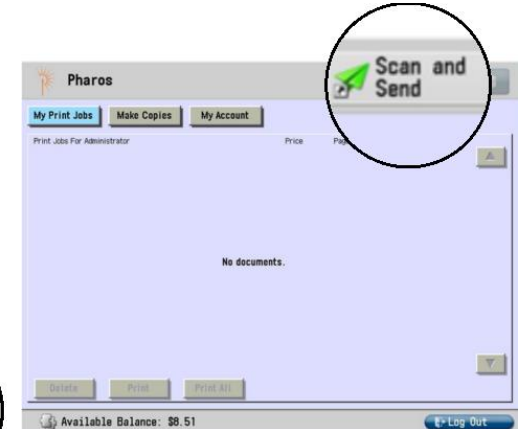
Step 1- Tap your Golden Knights Card on the card reader.



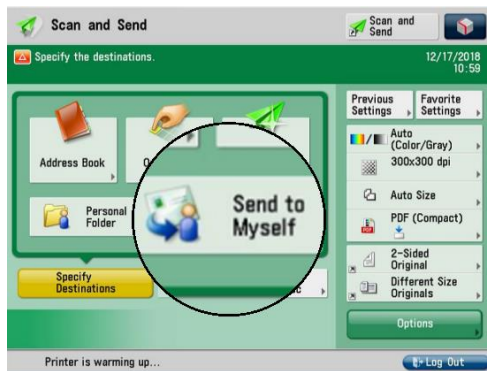
Step 2- Select **OK** after viewing Account Information.



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.

