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.

For assistance please contact the Print Center at 518-337-4820