Scan to Email

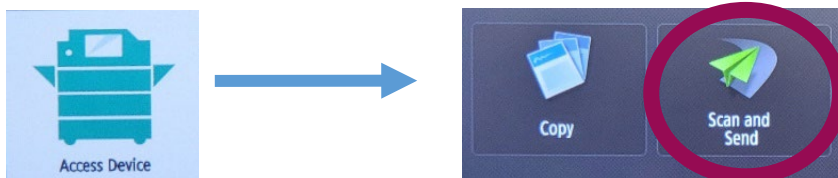## Scanner Log-In – Two ways
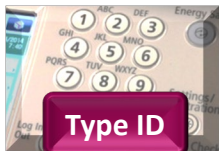
Type ID

Login using **ID number**
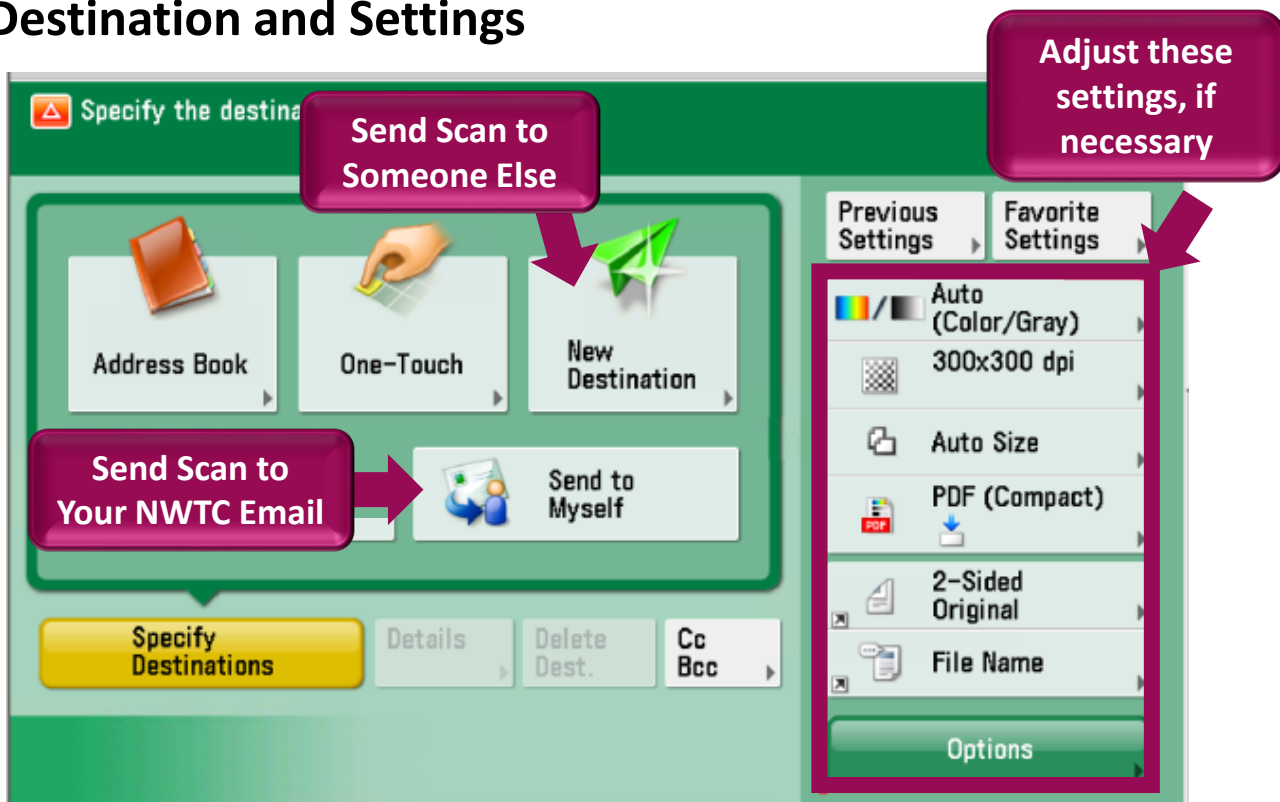Type your 8-digit NWTC ID # on the keypad.

OR

Swipe Card

If you have a NWTC Photo ID card with Security/Gym access, place it (or your wallet) over the card reader. The first time you will need to also type in your username/password. Security cards are available from Student Involvement in the Commons.

Select Access Device and then Scan and Send

Access Device → Copy | Scan and Send

Select Destination and Settings

Adjust these settings, if necessary

Specify the destina...

Send Scan to Someone Else

Address Book | One-Touch | New Destination

Send Scan to Your NWTC Email → Send to Myself

Specify Destinations | Details | Delete Dest. | Cc Bcc

Previous Settings | Favorite Settings

- Auto (Color/Gray)
- 300x300 dpi
- Auto Size
- PDF (Compact)
- 2-Sided Original
- File Name

Options

Scan Document

Place the document into the top document feeder (face-up) or onto the glass (face down in back left corner). Press the **Start** button.

Hit Start Button on Scanner