

# Scanning to Email at NWTC



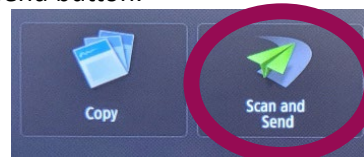
## Scanner Log In – Two Ways

- Log in by typing your 8-digit NWTC ID number on the keypad. Then touch Login.
- Or, scan your NWTC Photo ID card (if it has security/gym access). The first time, you will also need to type in your username/password.

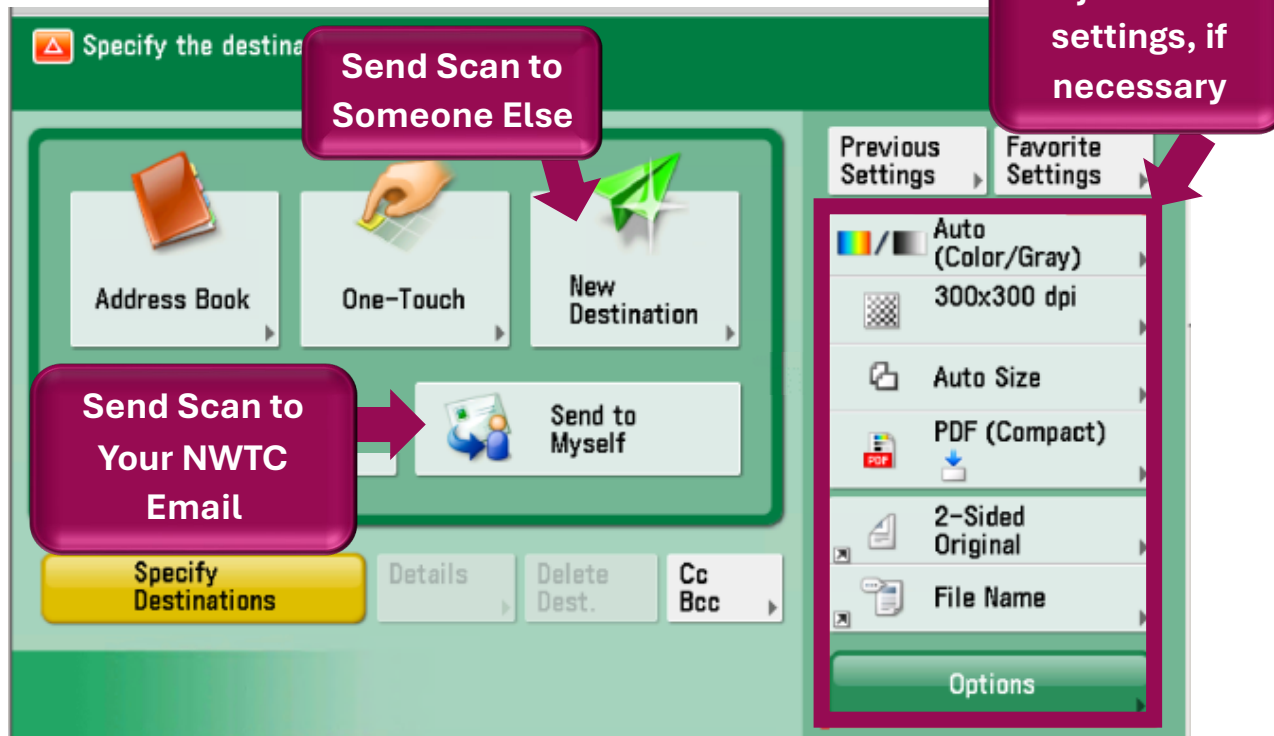


## Select Access Device and then Scan and Send

Once logged in, click Access Device to see the Scan and Send button.



## Select Destination and Settings



## Scan the Document

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

Hit Start  
Button on  
Scanner



For technical problems with NWTC computers, systems, or websites, please contact the Student Help Desk at [nwtc.edu/helpdesk](http://nwtc.edu/helpdesk) or 920-498-6900