HOW TO
SCAN TO EMAIL

1 | TAP **KSU ID CARD**
- Tap ID on Smart Card Reader to activate the printer

2 | TAP **MORE DEVICE FUNCTIONS**

3 | TAP **SCANNER**

4 | INSERT DOCUMENT(S)
- Place the document(s) you wish to scan on the glass or in the feeder tray.
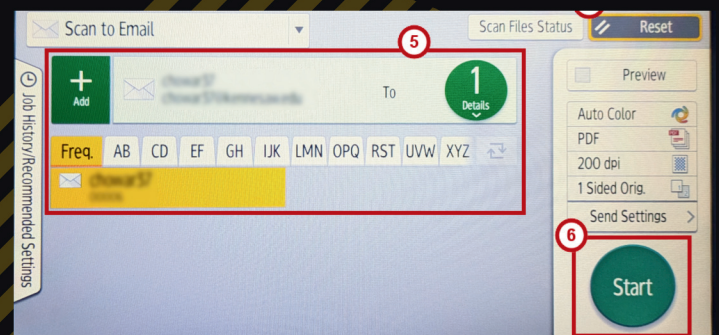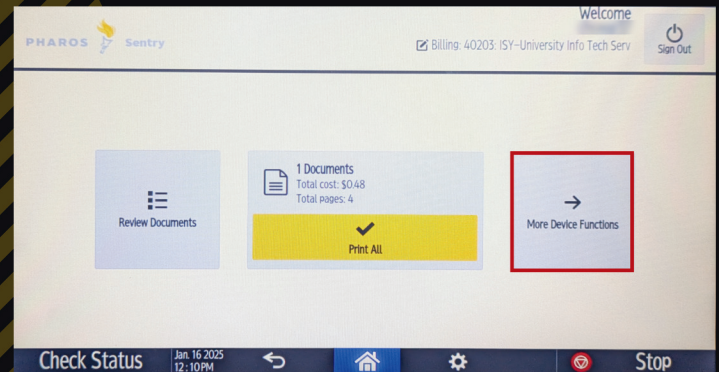
5 | LOCATE NET ID

Search Net ID alphabetically and tap your Net ID; verify the KSU email listed is correct.

6 | TAP **START**

7 | REMOVE ALL ORIGINALS

Once completed, remove your original document(s) from the glass/tray and tap **LOGOUT** to end your session.

GO TO KENNESAW.EDU/PRINTING-SERVICES FOR ASSISTANCE