

Scanning to Email

Scan and send a document using the Scan and Send feature on the device.

Step 1: Tap your Creighton ID, or enter your NetID and password to log in

- Review your balance (applicable to student devices only) and tap OK



Step 2: Select the “Scan and Send” button



Step 3: Select “New Destination” or you also have the option to “Send to Myself”



- Type the email address where you would like the file sent
- Or you can select the option “Send to Myself”
- Select “OK” twice to confirm

Step 4: Load your original documents

- Place your documents face up into the feed tray or face down onto the glass

Step 5: Press the green “Start” button

- Don't forget to log out when finished

