



How to Scan

Scans can be sent to your **email, H: drive, or a USB** flash drive.

Scan to your email or H: Drive:

1. Swipe your ID card to log into the printer
2. Select Home  at the bottom of the screen and select Scan/Fax.
3. Select one of the following:
 - Scan to Email
 - Scan to H: Drive
4. Place your document either on the glass surface, or the scan feed tray on top of the printer. Press START. (Note that if you scanned from the glass you will need to hit the # button to send.)

Scan to USB:

1. Swipe your ID card to log into the printer.
2. Insert your flash drive on the left side of the tablet display.
3. Place your document either on the glass surface, or the scan feed tray on top of the printer.
4. Select Home  at the bottom middle of the screen.
5. Select Scan to USB/SD.
6. Press START to scan your document.
7. When finished select USB icon at the bottom and then OK to remove.
8. Go check to be sure your document is saved on your USB/SD.

Student printers: Dana 117, Dana Lobby, VAC1, Library Coffee Commons, Library 2nd Floor, Library 3rd Floor, Pleasants 204, and Moody SGA.

Questions? Call the IT Help Desk at **540-362-6538** or email helpdesk@hollins.edu

