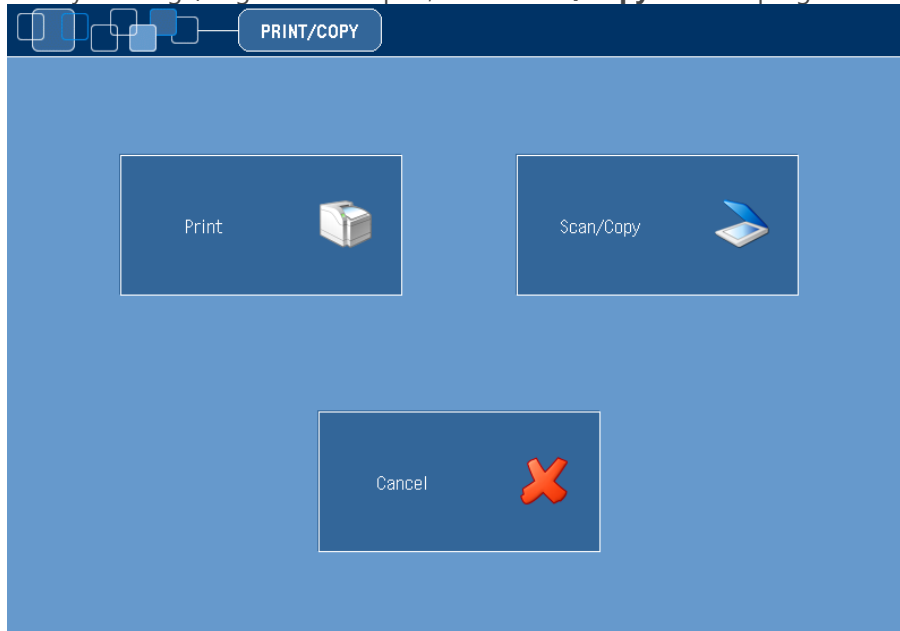
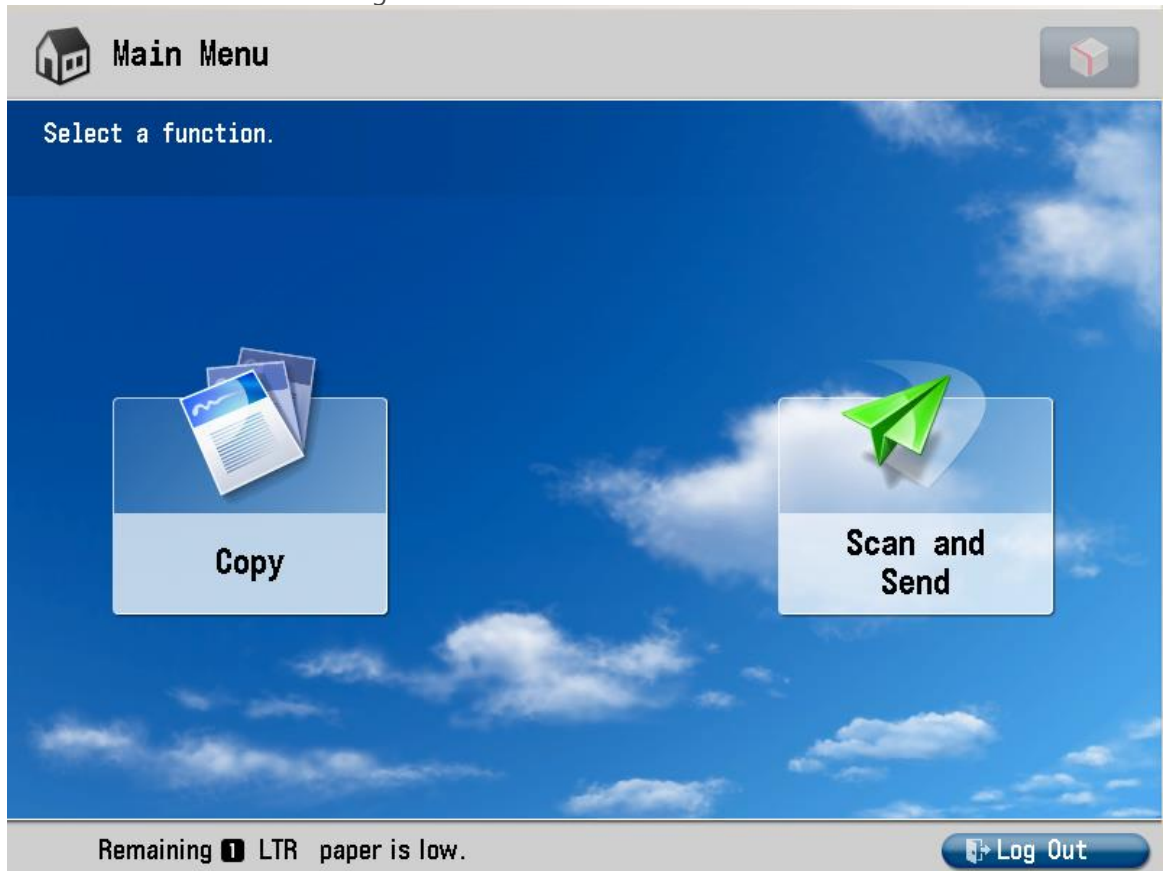


Scan to Email at the Copier

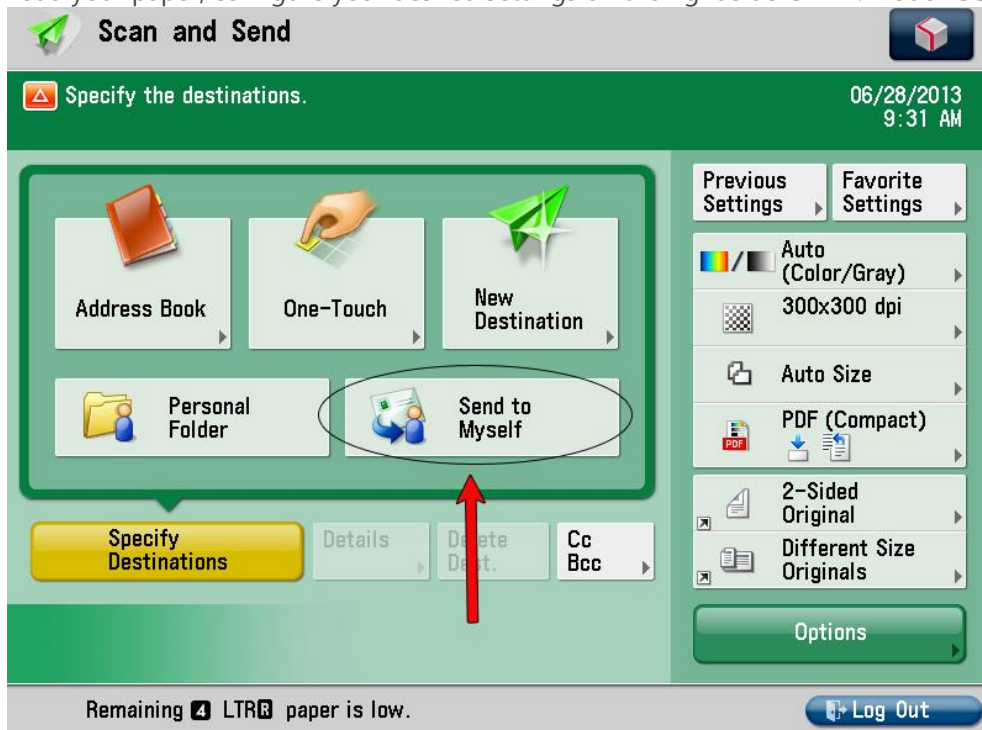
1. After you Badge/Login at the copier, touch **Scan/Copy** at the top right



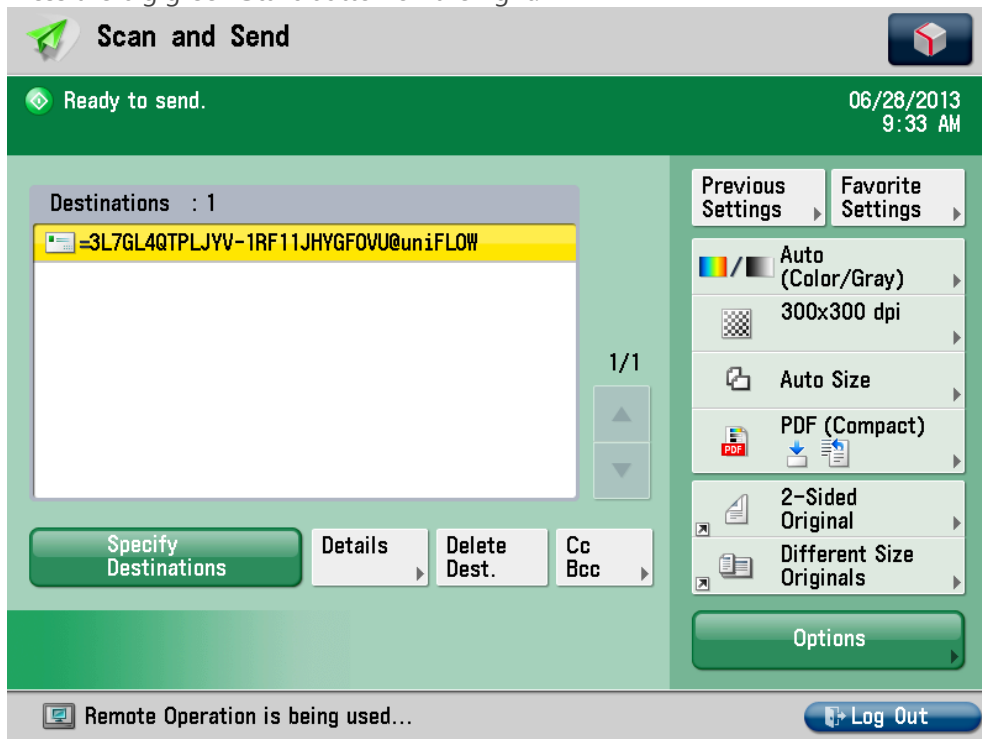
2. Touch Scan and Send on the Right



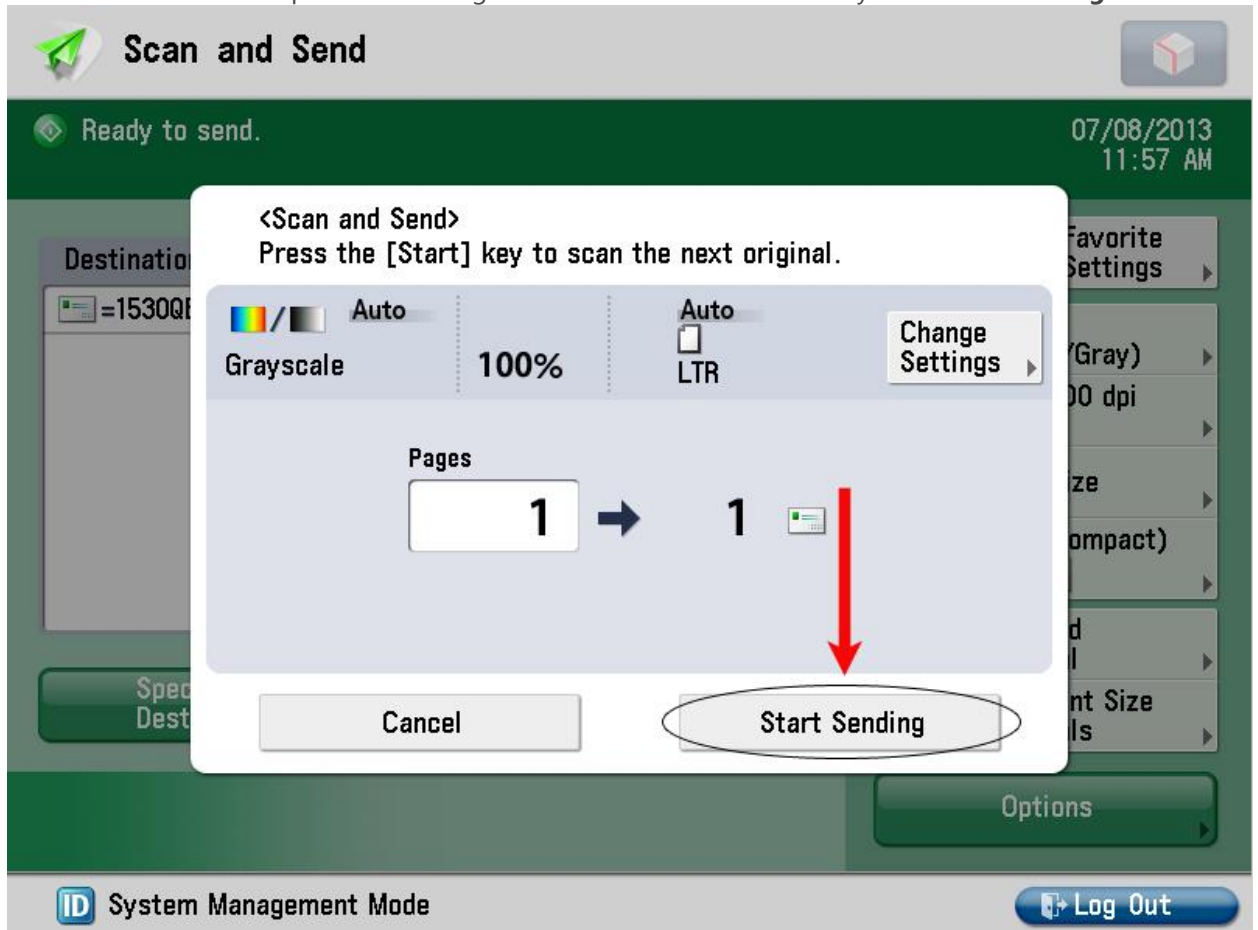
3. Load your paper; configure your desired settings on the right side **ONLY**. Touch **Send to Myself**



4. Press the big green **Start** button on the right.



5. After scanning is complete, touch **Start Sending**. The file will be emailed to your NYMC email if less than 20 MB. The copier will auto logout after 30 seconds of inactivity. Remember to **Log Out**



All documentation and support is located at <http://complab.nymc.edu/print>