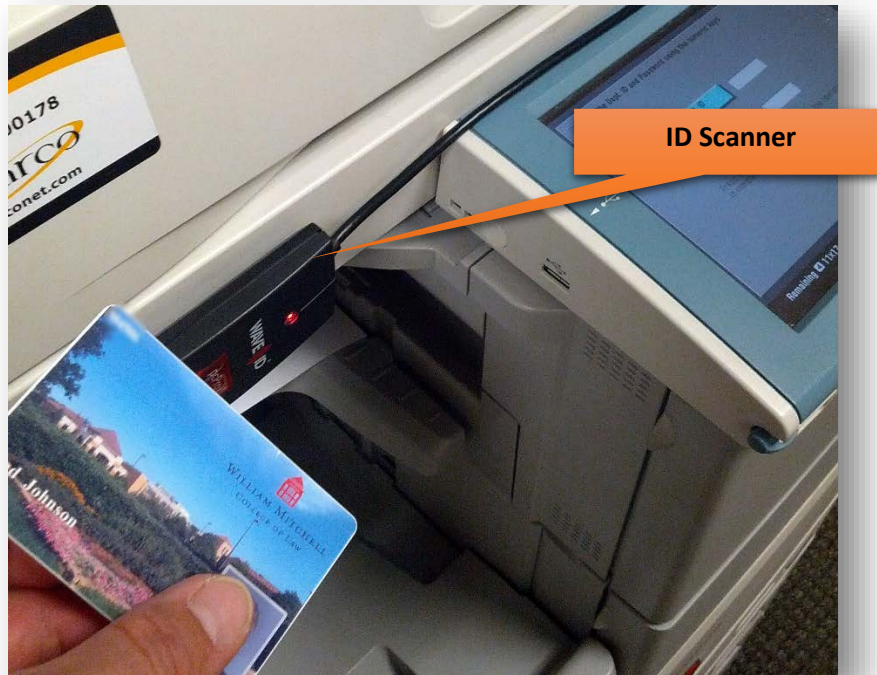


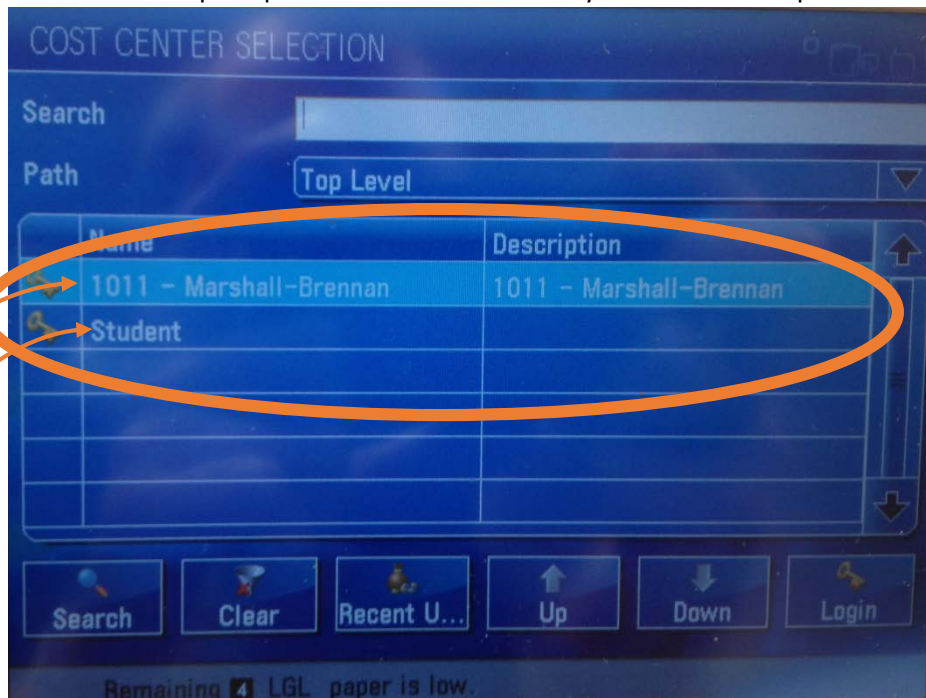
## Scan a Document

1. At a MFD device, scan your Mitchell Hamline ID card by placing or swiping it over the scanner.



- a. You will hear a beep upon successfully swiping.
2. If you have multiple accounts to print/copy to, you will first be prompted to select the account to charge back the prints/copies. Otherwise, skip to step 5 if you do not see the **Cost Center Selection** screen.

3. You will first be prompted to select the account you would like to print to.

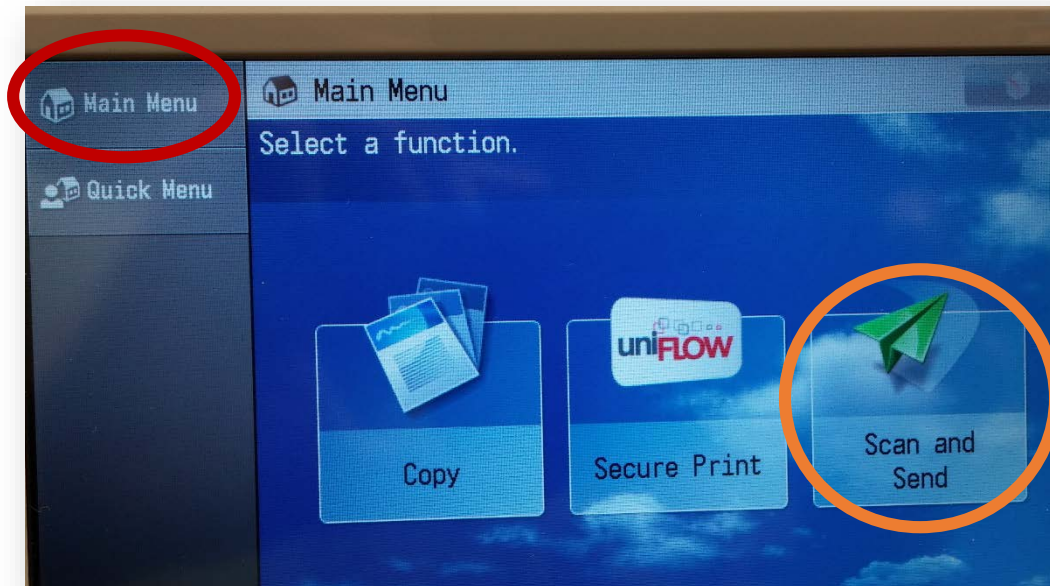


4. Touch on a line to select the account that will be charged for your prints/copies.
- If you select the wrong account or want to switch to another account to print/copy, logout and log back in to select a different account
  - Student** – is a personal student account (*only Student workers see this account*)
    - Student workers should always print personal documents using their student account.**
  - The other lines are the accounts you have access to print from.
    - If you do not see the account you need to select, contact your supervisor.
5. Then click **Login** to go to your Secure Print Queue.
6. Place your documents in the sheet feeder on the top of the copier. Larger items can be place under the lid on the scanner surface.
- Place documents face-up in the feeder tray.
  - Be sure to remove any staples or paper clips which may be binding the paper together.

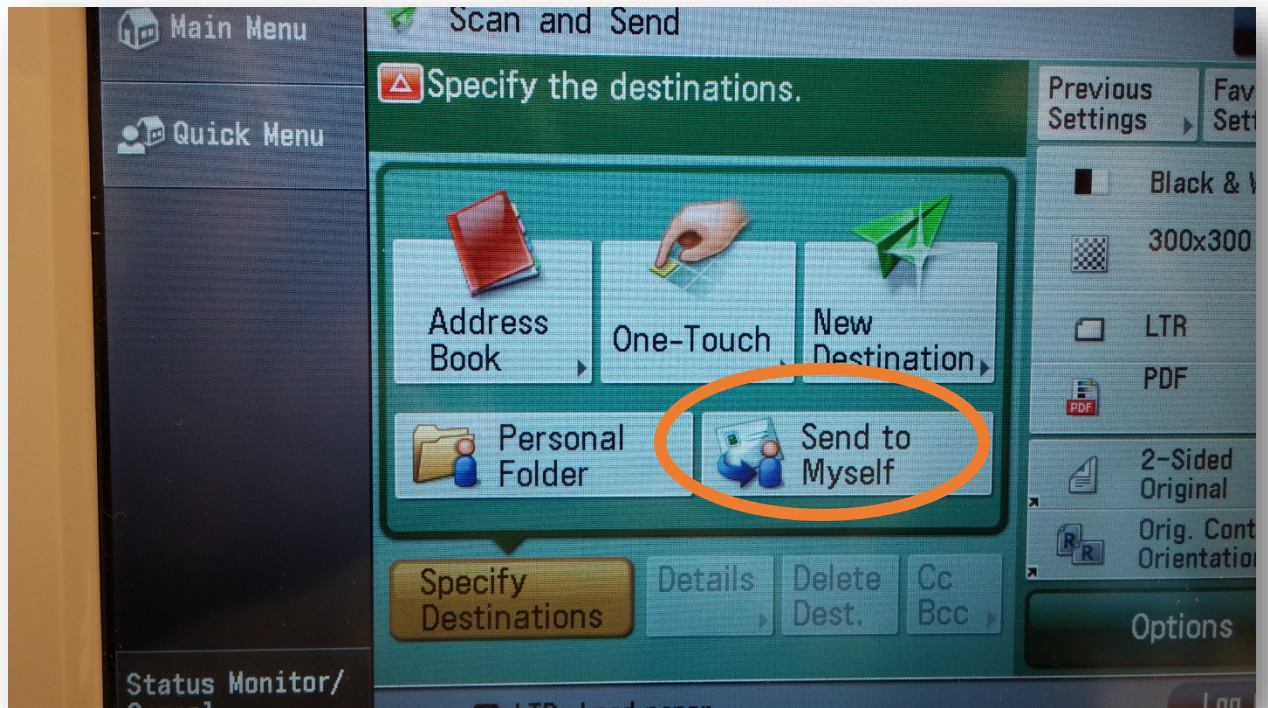
7. The default screen is always your Secure Print queue. To see your scan option:
- Click on the **Arrow Key**, or the **Main Menu** button to find the **Send** or **Scan and Send** option.



OR



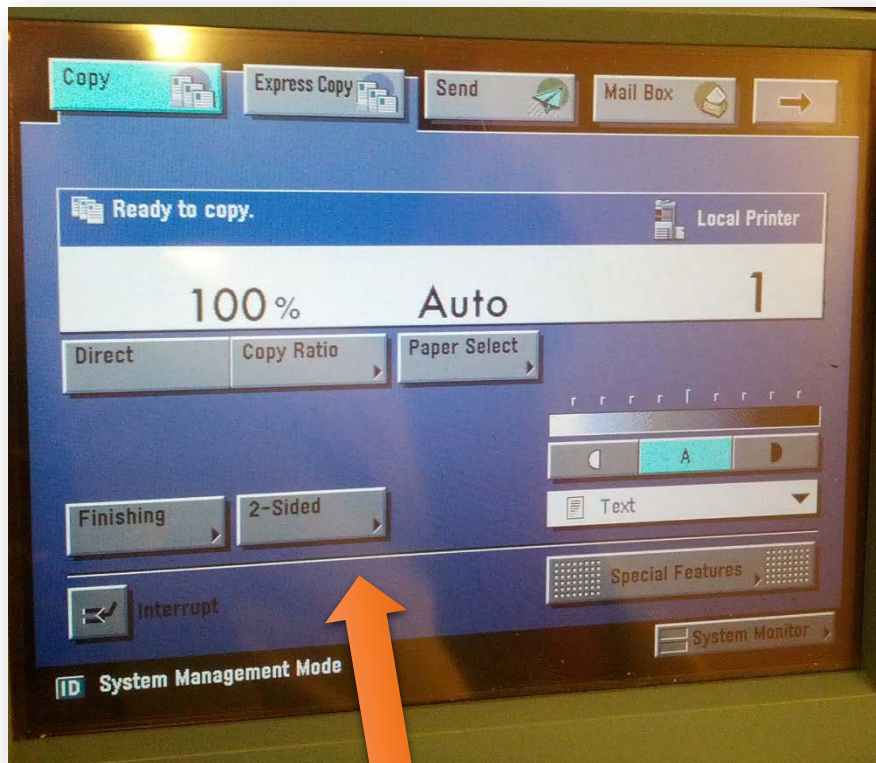
8. Select **Send to Myself**.



- a. Scans are sent to your Mitchell Hamline email address.
  - i. You can save or forward the scanned attachments from your email.

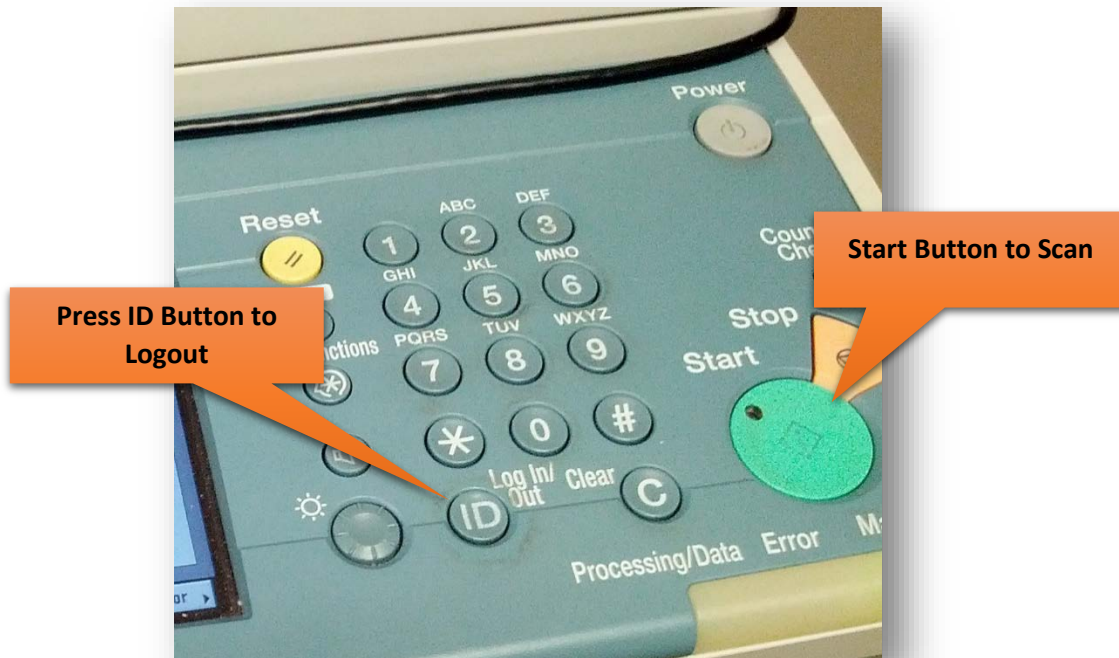


9. Set the properties for the scan.



- a. Color/Black and White.
- b. Set the DPI for the scan.
- c. Tap in the File Name field and type a file save name.
- d. Set PDF/TIFF/JPEG as appropriate.
  - i. For PDFs, you may select each page is saved as its own file.
  - ii. Images are automatically saved as their own file.

10. When finished setting the options, press the green **Start** button.



11. The scan will begin.

12. Press the green **Start** button.

13. The scan will finish and send to your email address.

*Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.*