

# Using the Copiers to Scan to Email

The Library's copiers can be used to scan a document and email it in PDF format. Please note that the scans are moderate-quality black and white scans only, suitable for most text, but not for images. If you require a higher quality scan, please use the scanners available in the computer labs in Lehman or the College of Business.

1. Press the **Scanner** button [left side of selection pad].
2. Enter the email address you're sending to by choosing **Manual Entry**.
3. Place your original on the glass and press the green **Start** button.
4. After all pages have been scanned, press the **#** button.
5. For originals other than 8 1/2" x 11" press **Scan Size** and choose **8 1/2" x 11"** for smaller originals or the size nearest the larger original.
6. Check your email to confirm receipt.

Please scan no more than 8 pages at a time to ensure file size can be sent.