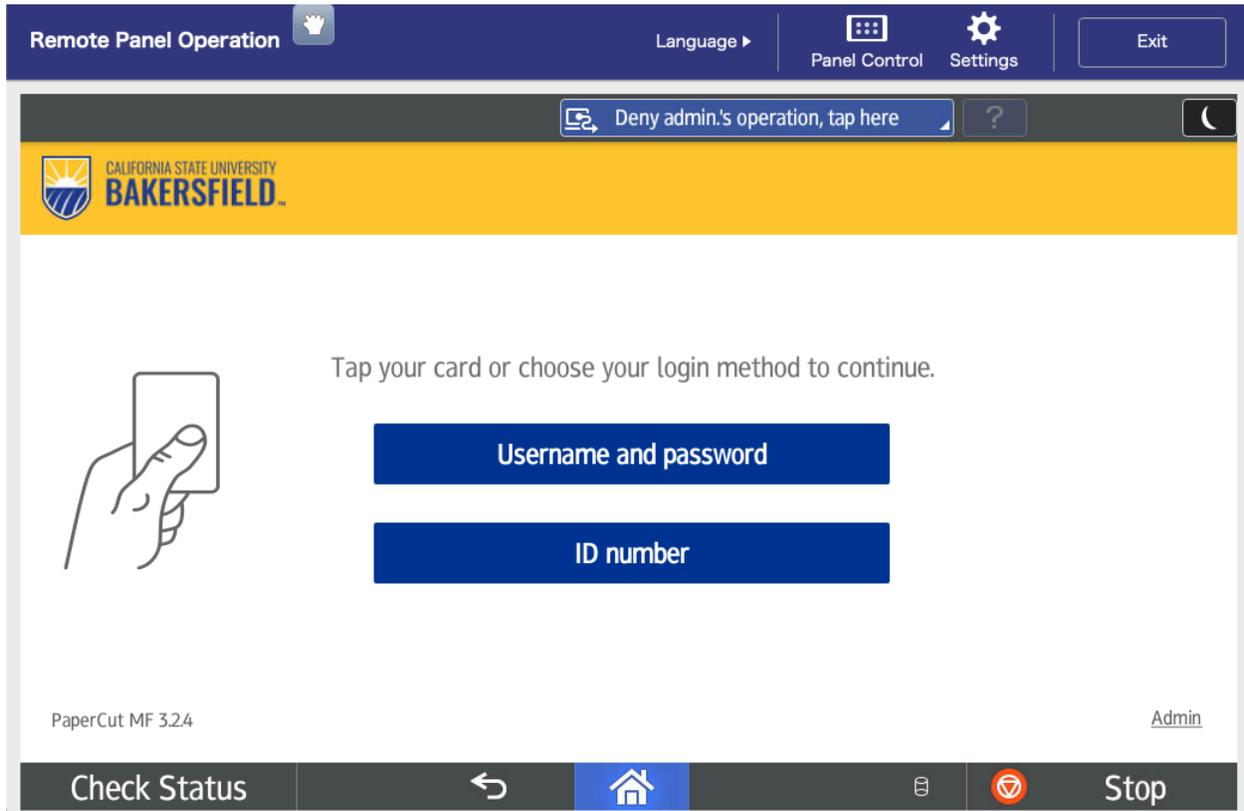
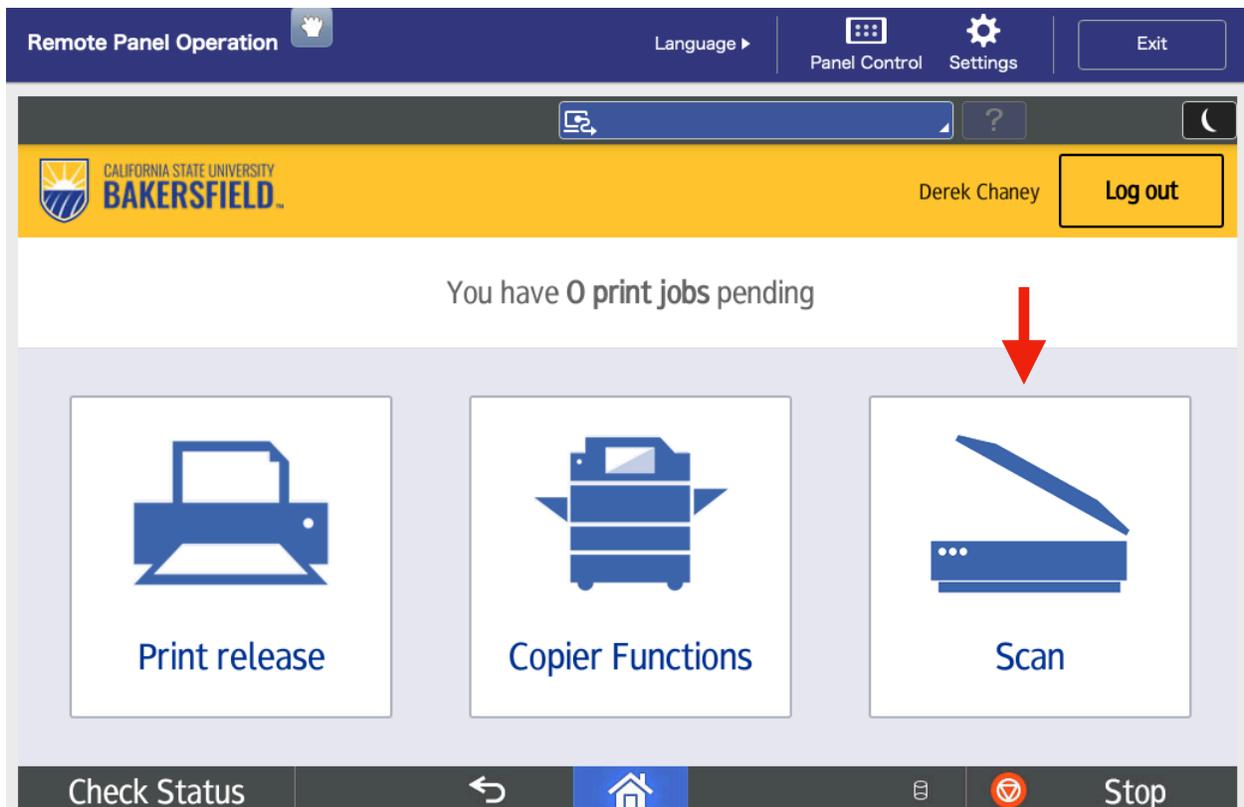


How To Scan To Email

1. To log in to the machine, you can tap your CSUB ID card on the card reader, select the username and password option, or log in using your CSUB Employee ID number.

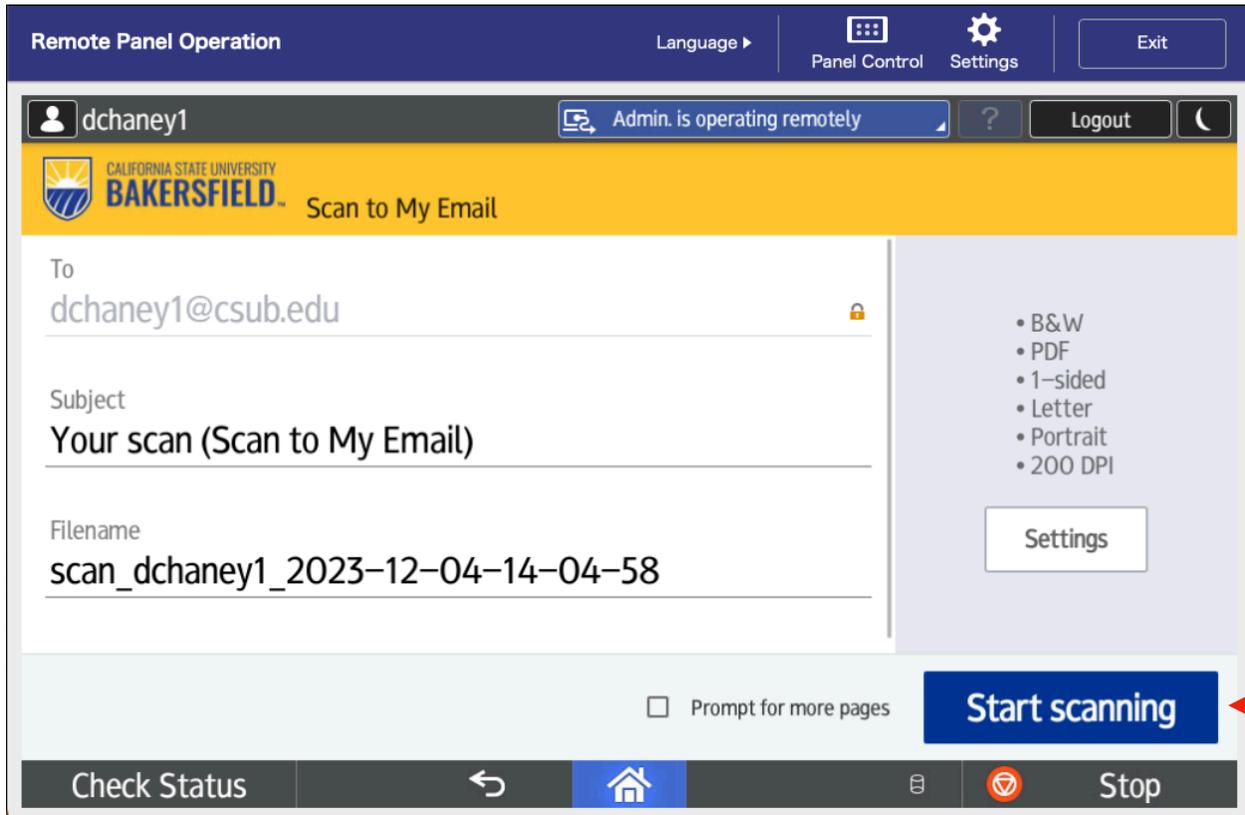


2. Select the Scan tile



How To Scan To Email

3. Edit the Subject and/or File Name is desired and tap Start Scanning



4. The scanned document will be emailed to your CSUB email address as a .PDF attachment

