

HOW TO SCAN A DOCUMENT

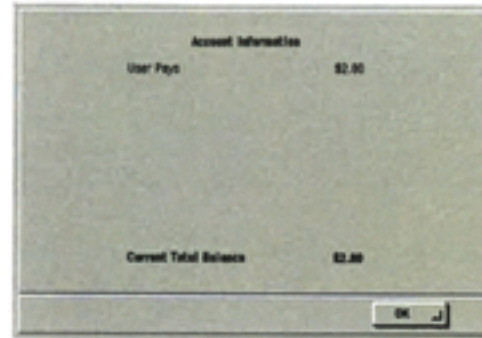
Step 1



TAP THE GOLDEN KNIGHTS CARD ON THE CARD READER.

Step 2

NOTICE YOUR ACCOUNT BALANCE



SELECT OK TO CONTINUE

TOUCH "SCAN AND SEND"...



Step 3



...AND ON THE NEXT SCREEN, SELECT "SEND TO SELF" TO SEND DOCUMENT TO YOUR ST. ROSE EMAIL OR SELECT A "NEW DESTINATION"

Step 4



CLICK ON LOGOFF TO PREVENT UNAUTHORIZED ACCESS TO YOUR ACCOUNT

For assistance contact the copy center at ext. 4820

