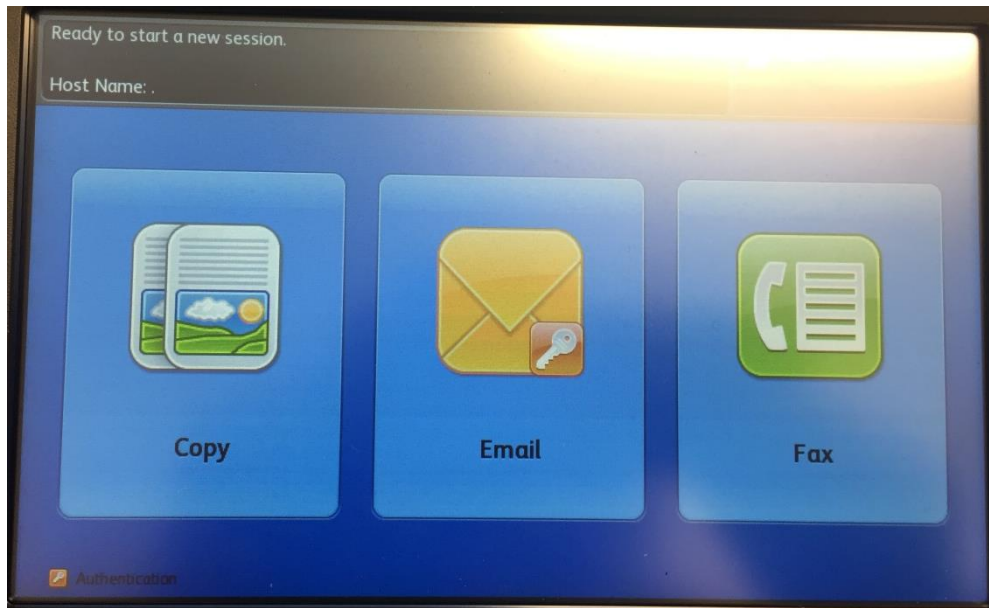# How to Scan

When you are ready to scan a document, please click on the 2nd icon. It will ask you to enter a username and password, this is the same username and password that you log on the computer with.

 Place your documents in the document feeder and push the green button to scan your documents.

 Once you have scanned your documents, please ensure you double tap the AC button twice to log out of your scanning account.

Your scanned documents will appear as a PDF attachment within an email in your email account.