How to scan to email

Step 1: Swipe your ASU ID
The print queue will display on screen

Visitors must purchase a Print Anywhere guest card from any Sun Devil Campus Store.

Step 2: Press Scan and Send

Step 3: Press New Destination and E-Mail
• Type the email address where you would like the scan sent
• Press OK twice

Step 4: Load documents
Place your documents face up on the feed tray or face down on the glass

Step 5: Press the green Start button
Log out when finished

For support, visit print.asu.edu/printanywhere or call 480-965-2679 ext. 1

ASU-Canon Strategic Alliance Partnership