

# Print Anywhere

Print, copy and scan at  
Arizona State University

## 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

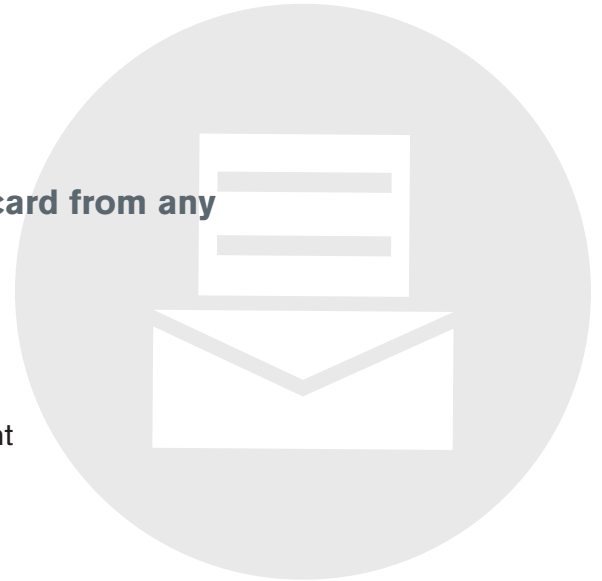
- Type the email address where you would like the scan sent
- Press OK twice

### 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](http://print.asu.edu/printanywhere) or call 480-965-2679 ext. 1

ASU-Canon Strategic Alliance Partnership

