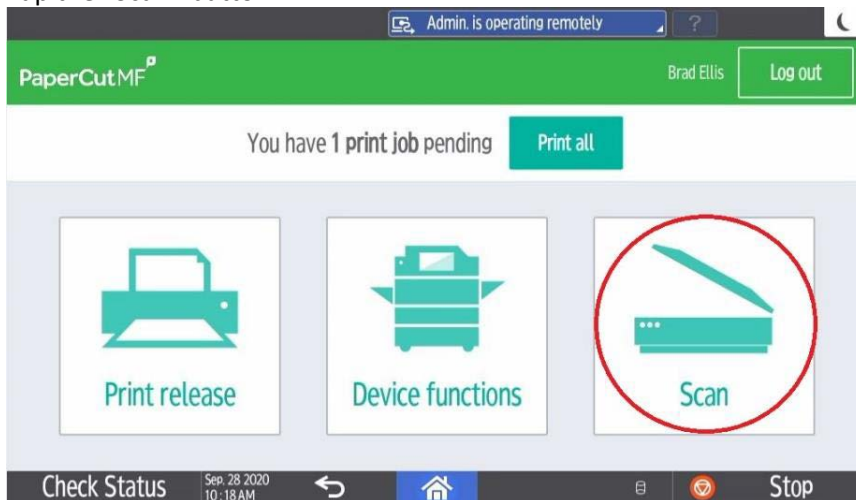


## Self-Serve Printers: Scan to Email

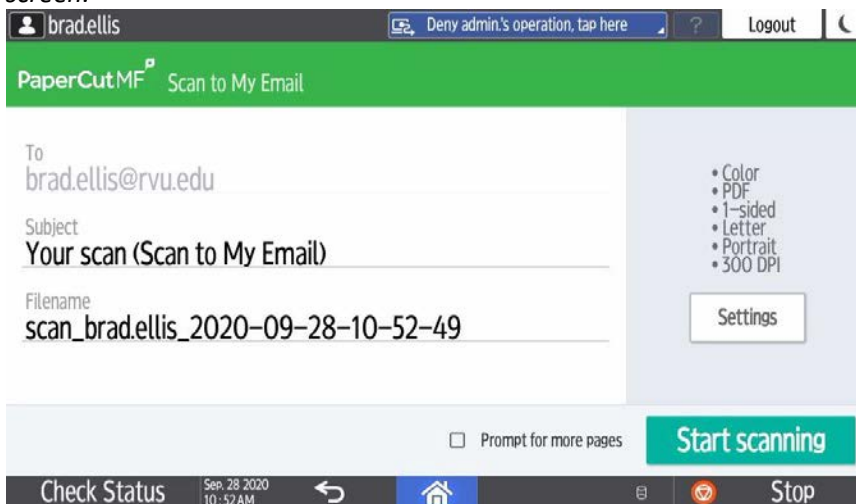
You can scan a document(s) to your email using the self-serve printers. To do this, follow these steps.

1. Log in to a self-serve printer with your student ID number.  
*\*If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*

2. Tap the "Scan" button.



3. Verify your email address is correct (taken from the University directory). Place your documents face up in the document feeder or face down on the scanner.  
*If you'd like to edit the scan settings, you can do this by clicking the "Settings" button at the right of the screen.*



4. Tap "Start scanning"
5. Check your email to make sure the scan came through.  
*Note: Larger scans may not go through due to size limitations on the email server.*
6. When finished, click on the following buttons to return to the main screen to logout:  
Home Icon at the bottom of the screen → Papercut MF → Back Arrow
7. Tap "Log out"