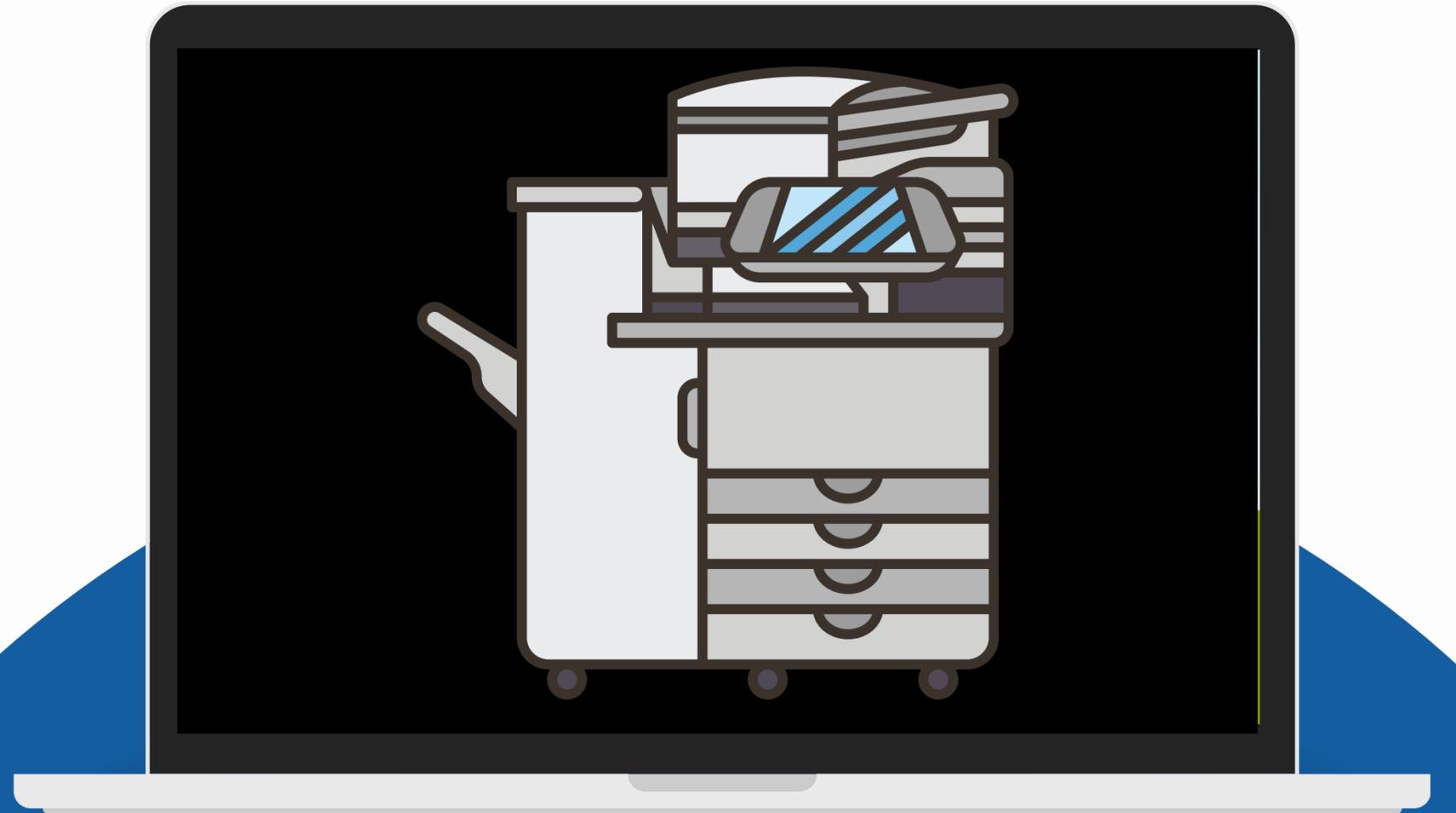
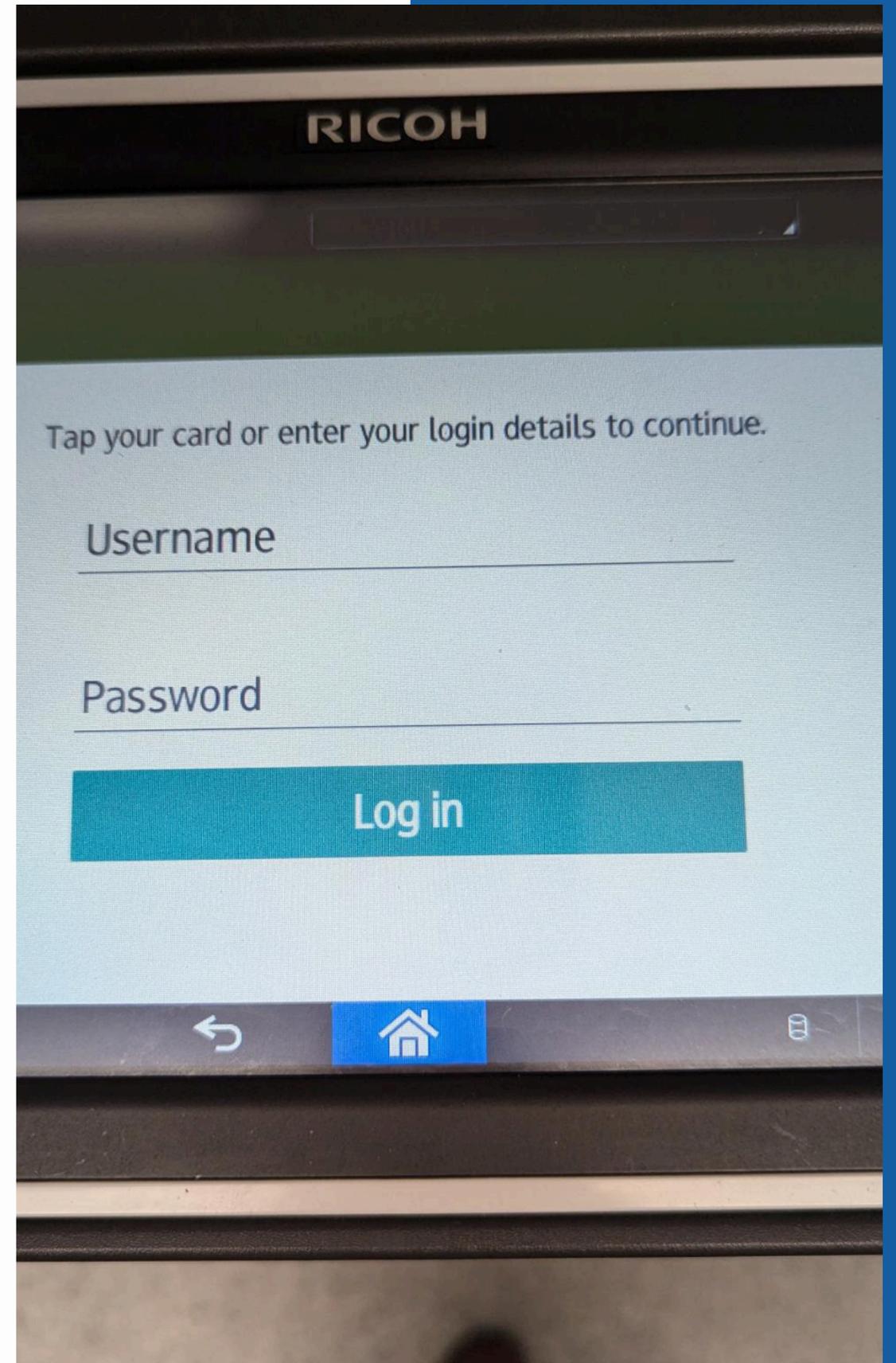


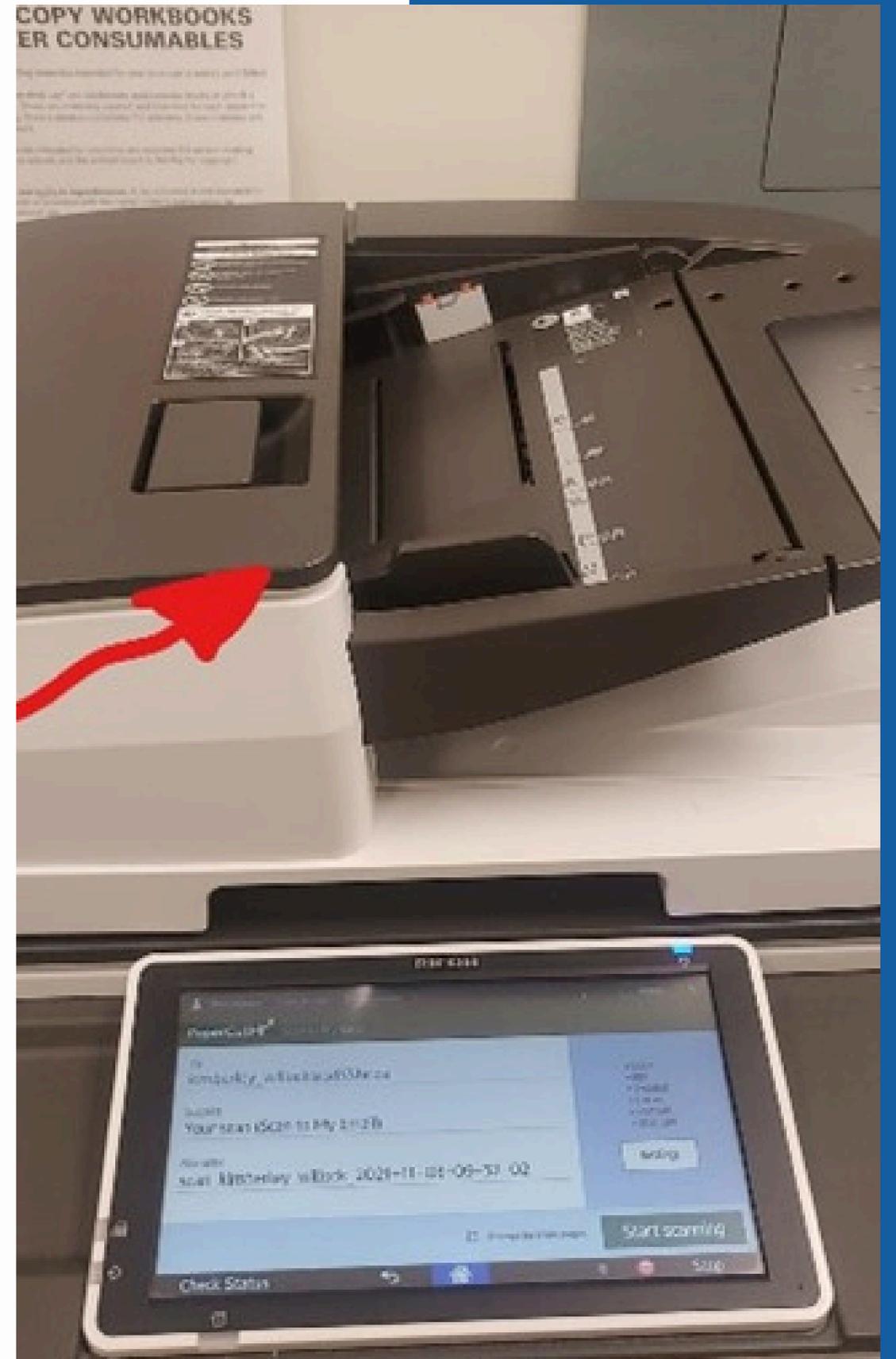
**How to Scan
Paper
Documents
to Your Email
at GWG**



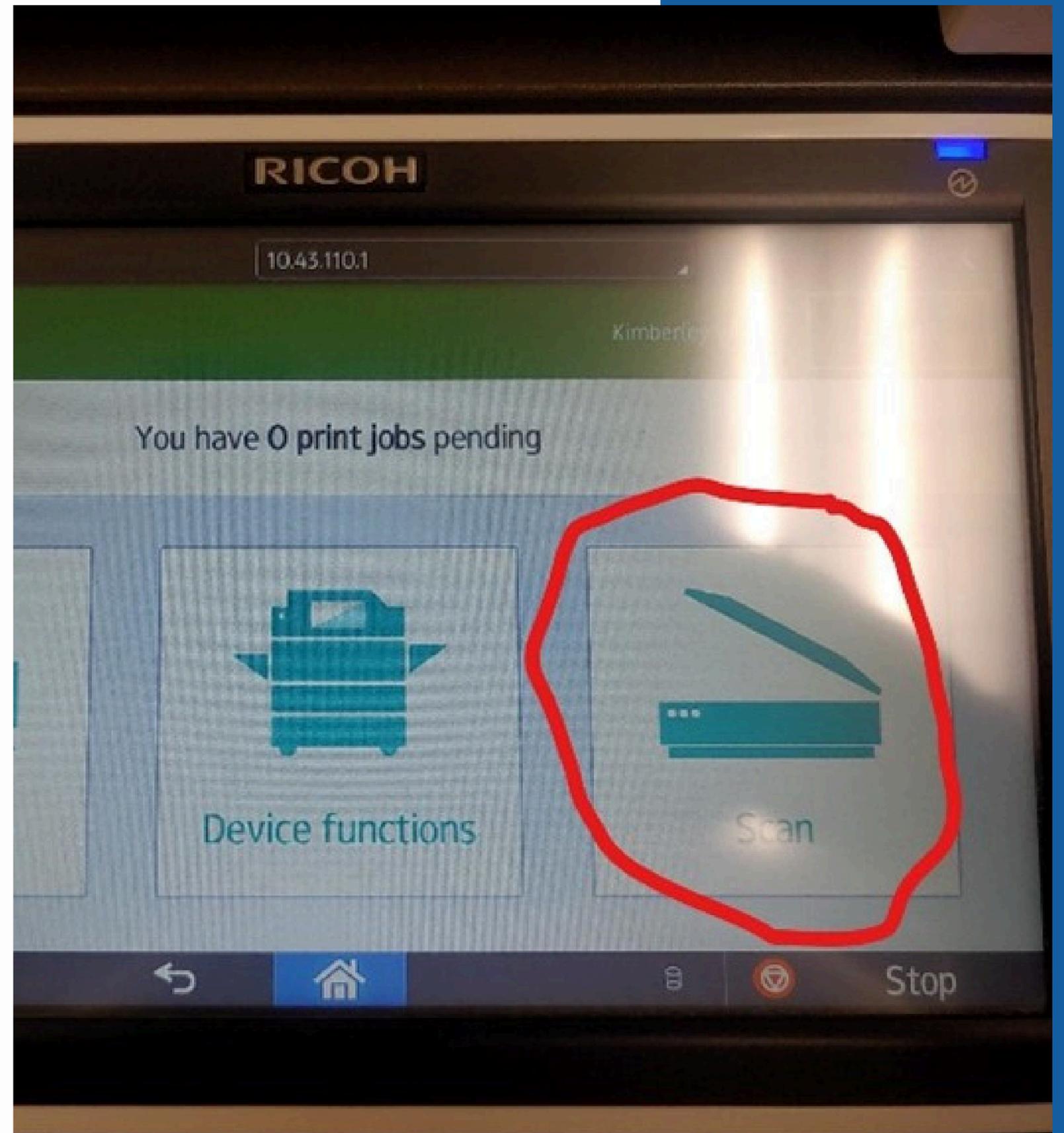
1. Login to the School Photocopier with the same login as the school computers



2. Place documents in order and face up in the feeder tray of the photocopier

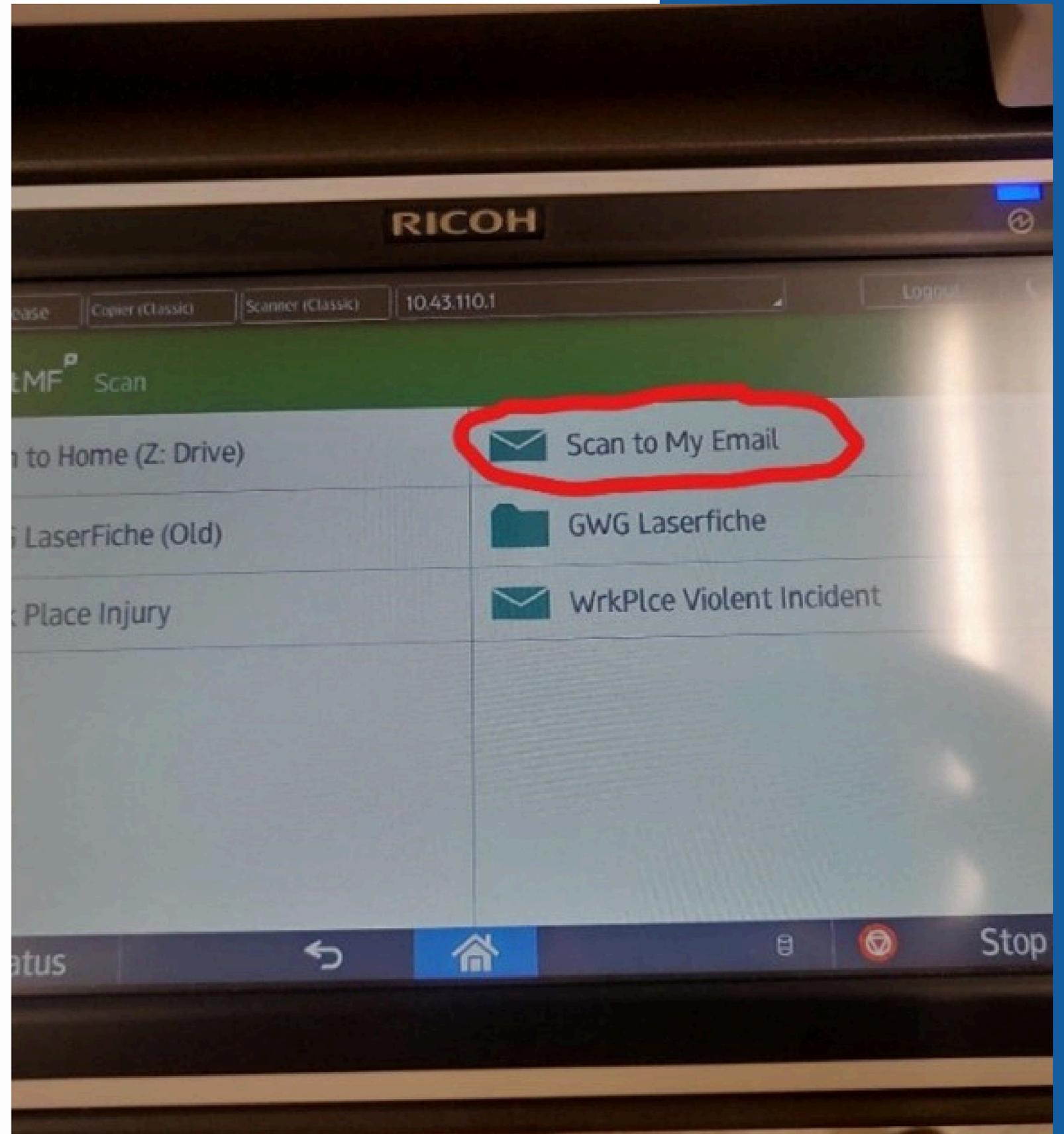


3. Press "Scan"

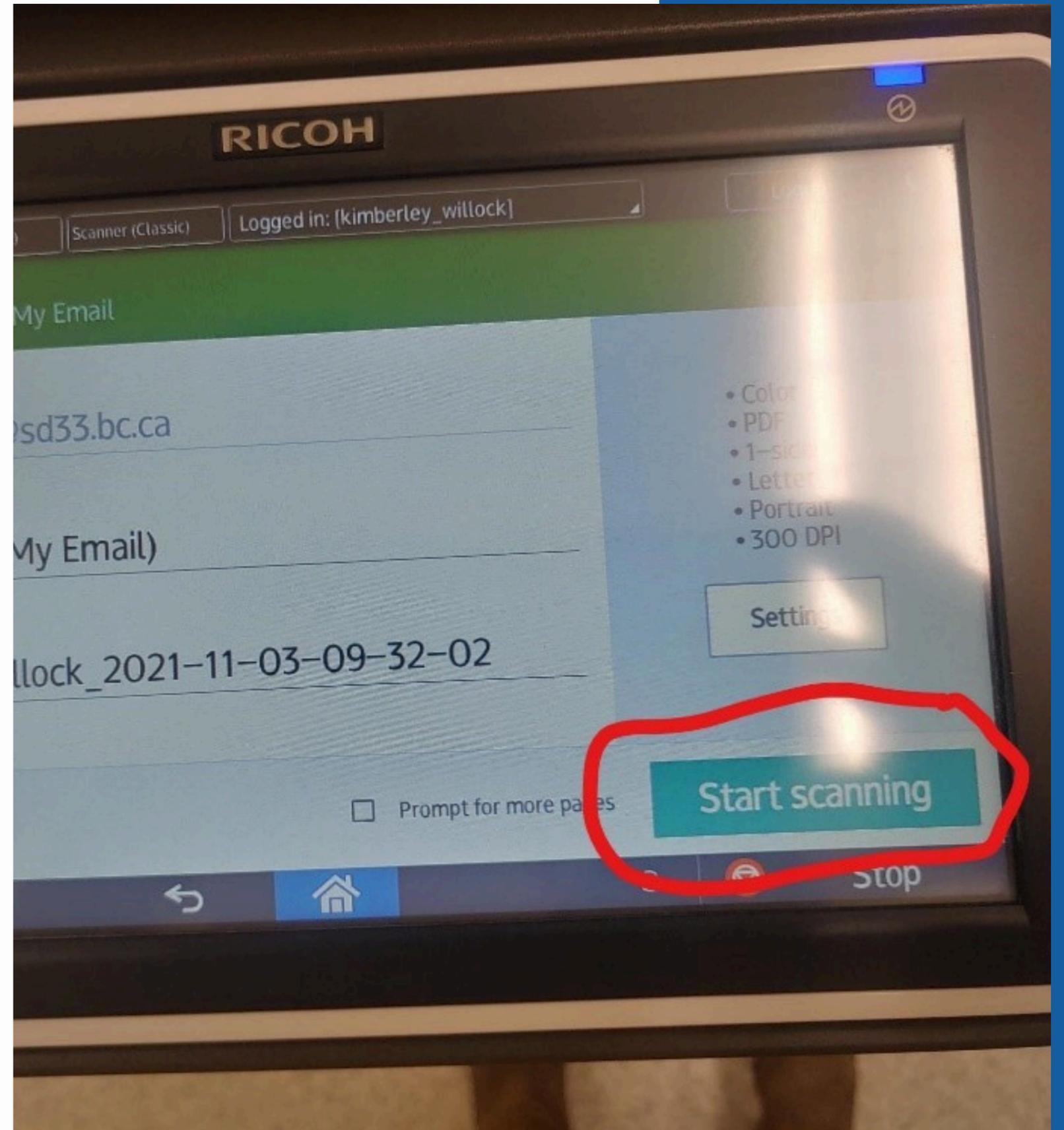


4. Press "Scan to My Email"

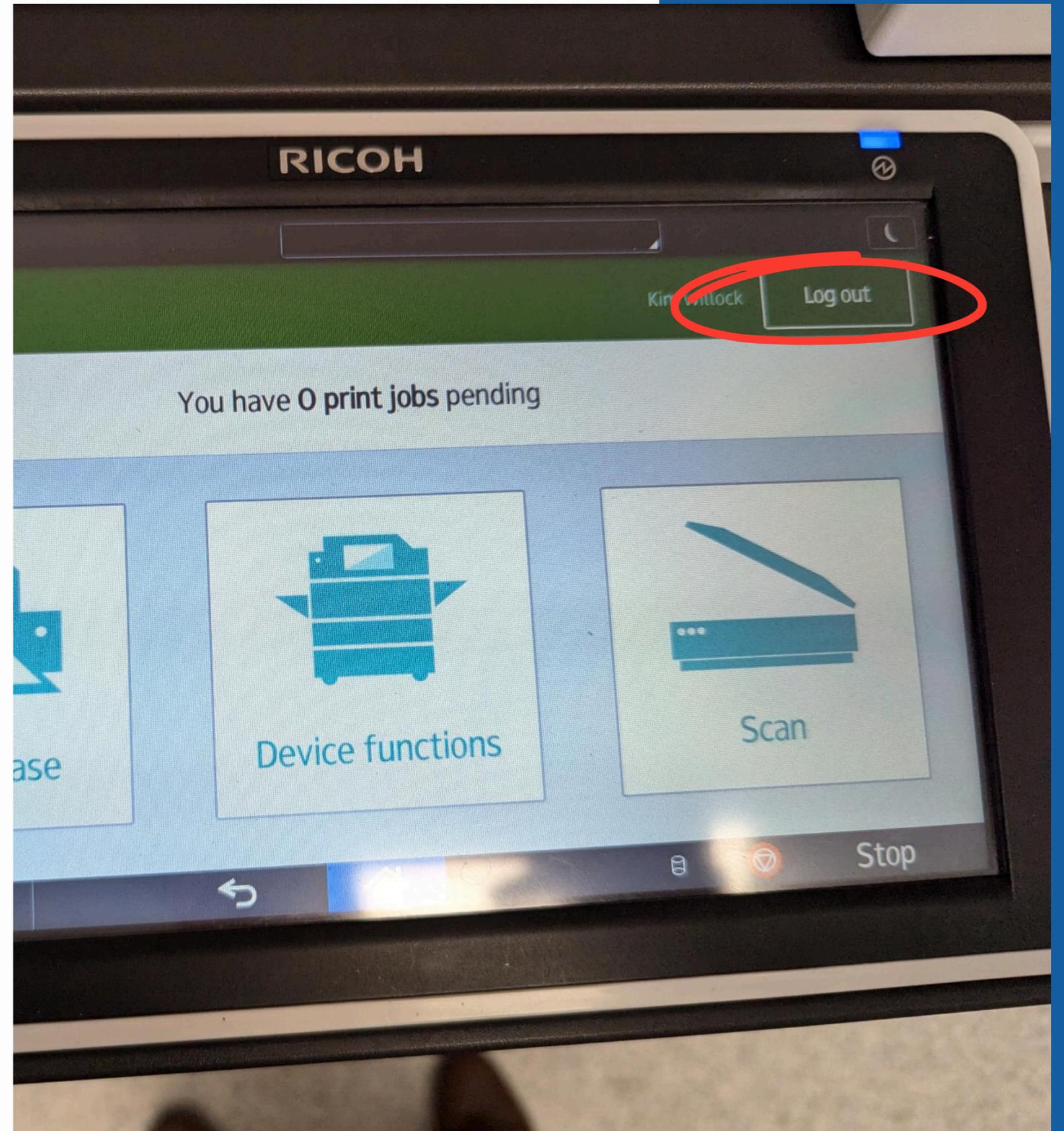
*This will go to
your school email
address account*



5. Press "Start Scanning"

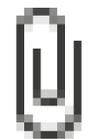


**6. Press “Logout”
When you are
finished**



7. Check your school email account for your recently scanned documents

YOUR NAME HERE



Your scan (Scan to My Email)

2:01 PM