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

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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)

