5. Press the **Green** (Start) button to scan.

6. The following screen appears and the scanned document will be sent to your email account automatically.

7. However, if you have another document to load for scanning, please select the button **Next Original** from the screen, and then place your document face down on the Document Glass. Once ready, press the **Start** button from the touch screen to begin the scanning.

Things to do before using the scanning facility:

I. You need to activate your student card from the student portal called iZone.

II. Although there will be no charges for scanning the documents, you must have at least RM5 in your account.

III. Use the Pay-Station either in the Printing Room, Library B1 or Computer Labs in IT Services to put in at least RM5 in your account.

Adapted from “Quick Start Guide” originally provided by the IT Services, Sunway Education Group.
We created this guide to help you minimize the learning curve.

**Where can I scan documents in the Library?**

1. Go to the **Printing Room** which is located in the Basement, Library (opposite the Help Desk)

2. In the Printing Room, select one of the machines.

**How do I load documents for scanning?**

You can load the documents to be scanned either on the:

a. Document Feeder

   Remove all staples and paper slips before loading the documents (face up) into the document feeder.

b. Document Glass

   Raise the Document Feeder and place the document face down on the Document Glass.

**How do I scan the document?**

Once the document is loaded into the machine, you may login to scan the document

**Login Using Student Card**

3. Tap your card on top of the pad labelled “Tap Your Card Here” which is on the left side of the machine.

**Scan the document by using the touch screen:**

4. Once you have scanned your card, select **Email** from the touch screen.