5. The scan menu appears. Select the desired outputs like Color Scanning, turn on Preview and more.

6. Press the Start bottom to scan the document.

7. The following screen appears. However, if you have another document to load, select “Next Original” button from the screen, and then place your document face down on the Document Glass. Press the Start button from the touch screen to begin the scanning. Press Send (Last Original) to complete the job.

Things to do before using the scanning:

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 to scan documents?**

1. Use any of the printers in the Library.

**How to load documents for scanning?**

2. You can load the documents to be scanned either on the:
   a. Document Feeder
   b. Document Glass

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

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

**How to scan documents?**

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.