How to Scan a Document

Step 1: Tap the Golden Knights Card on the card reader.

Step 2: Notice your account balance. Select OK to continue.

Step 3: And on the next screen, select "Send to Self" to send document to your St. Rose email or select a "New Destination".

Step 4: Click on Logoff to prevent unauthorized access to your account.

For assistance contact the copy center at ext. 4820.