



Deerfield Academy

Information Technology Services

Scan to Email

- 1) Tap your Deerfield OneCard on the card reader. If you don't have your card, continue with Step 2.
- 2) Insert your document text side up in the top document feeder.
- 3) Select **Services Home**.
- 4) Select **Email** (if using your OneCard, skip to step #8).
- 5) To login, press the Keyboard button, or the Alternate Login button on the screen.
- 6) Enter your network username and press **Enter or OK**.
- 7) Enter your network password and press **Enter or OK**.
- 8) Select **Start**.
- 9) If you want to make sure your document went through, press the "**Job Status**" button on the left and check for "Completed" jobs.
- 10) Tap your OneCard to Logout or press **Login/Out** and click **Logout**.