Scanning

Version 10

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Many Seneca printers can be used as scanners. Follow the instructions below to scan and email a document to your inbox, or go to Printing Photocopies to print a paper copy of a document.

Always remember to log out when you are finished printing.

Scanning is a free service.

Step 1 Prepare Your Documents

Before scanning, remove all staples and paper clips to prevent jams or damage.

Step 2 Place the Documents

To scan multiple pages:
Place pages **face-up** in the **Document Feeder** on top of the printer.
Do NOT place fragile or important documents in the feeder, as jams may occur.

To scan single or delicate pages:
Place the page **face-down** on the **scanner glass**, aligned to the **top-left (green corner)**.

Step 3 Printer Access

You can log in using either option:

Option 1: Seneca OneCard
Tap your OneCard on the card reader.
Enter your **PIN** (default is 1234).
If you need a PIN reset, email **onecard@senecapolytechnic.ca**.

Option 2: Seneca Email and Password
Tap the **keyboard icon** on the screen.
Enter your **Seneca email** and **password**.

Step 4 Access Email Services

Press the physical **Home** button on the right side of the printer screen.

Then tap **Email**.

Step 5 Select Email Method

Choose how you want to send your scanned PDF:

- **Manual Entry**
  Type in any email address (useful for personal emails or sending to multiple people).

- **Add Me**
  Automatically sends the scanned PDF to the **@myseneca** account currently logged in.

Step 6 Start Scanning

Tap the **Send Button** located at the top right of the screen.

Step 7 Check Your Email

Your scanned document will be delivered to your inbox as a **PDF attachment**.

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