

Scanning

Version 9

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Scanning and Emailing Documents

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.

1. Remove staples and paper clips from the papers to be scanned.
2. Place the originals face-up in the Document Feeder on top of the printer, or one at a time face-down on the scanner glass.
3. Tap your and [Logging In](#) to the printer.
4. Press the **Services Home** hardware button on top of the printer.
5. Tap **Email** on the printer screen.
6. To send the scanned document to your **Seneca Email**, tap **Add Me**. Otherwise, you can tap **Add recipient** to enter your **personal email address**.
7. Press the green **Start** hardware button on the front of the printer.
8. Your scanned document will arrive in your email inbox as a PDF attachment.

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