

# Scanning on Multi-Functional Devices

You can use this Multi-Functional Device to scan documents up to A3 size.



## 1. Login to the Multi-Function Device

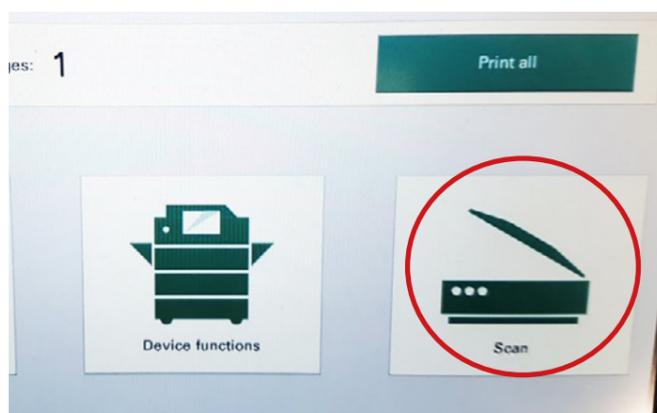
First login to the Multi-Function Device (MFD).

You can either enter your unique print ID Number, or log in using your SALTO card.

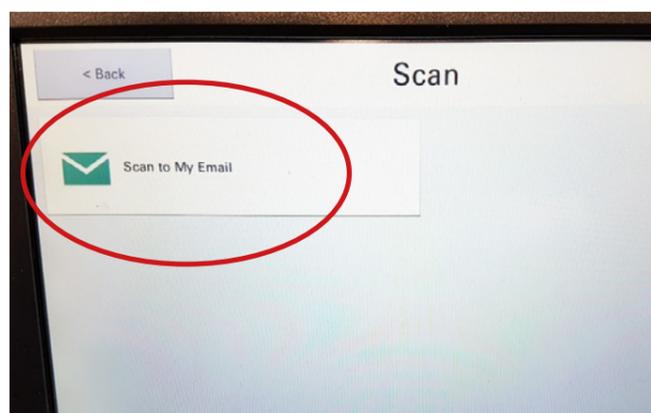
The first time you use your SALTO card, tap it on the reader and enter your usual ITS username and password. Your SALTO card is now registered. From now on, just tap your card on the reader on any MFD to log in.

## 2. Scan your document

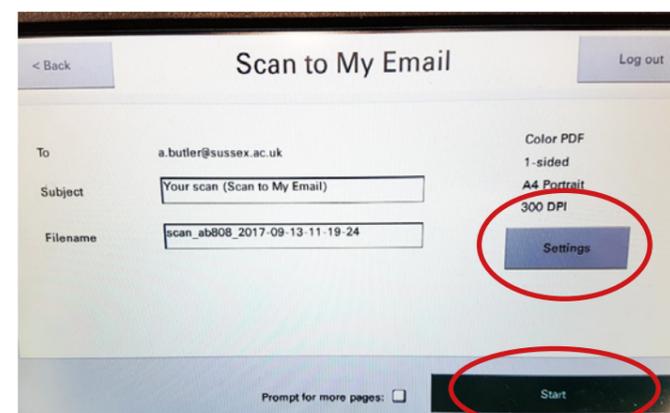
Place the document face down on the glass and close the device lid.



Press the **Scan** button



Press the **Scan to My Email** button



If you need special settings, such as a different size or higher resolution, press the **Settings** button.  
To scan your document, press the **Scan** button

**Remember to logout when you've finished**