

# How to Scan Documents

## Scan to Email/Other email

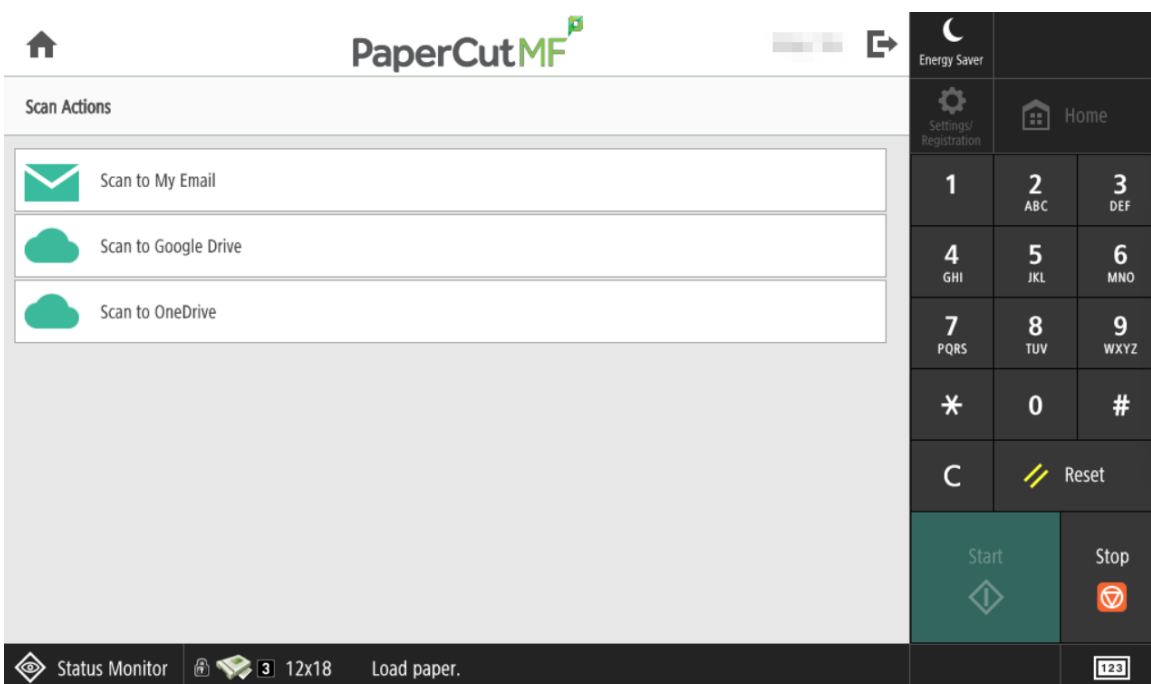


When you select **Scan to Email**, your CCA email is automatically used as the source for the scanned email. You can change the **Filename** for the scanned file or change DPI and other settings (*these are all optional*). Then load the paper to scan and tap **Start**. When prompted you can load additional paper or simply tap **Finish** to completed the scan and send the email.

The scanned page(s) will come into your CCA email inbox, with your CCA email as the sender.

If you don't see the email in your inbox, check your Junk folder.

**Scan to Other Email** works the same way, except you must fill in the **Email** field for the email you want to send the scans to.



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