

SCANNING

1. **Go to a TigerPrint Station**
2. **Swipe your Tiger Card** at the TigerPrint station or login with your TigerNetID on-screen.
3. Press **Scan**
4. Load the original document in the **manual feeder** or **place on glass**.
5. Choose **"Me"** from the address book
6. Configure any necessary settings
7. Press the **Start** key
8. Your scan will be emailed to your FHSU email address. Guests' scans will be emailed to the email address associated with their TigerPrint account.
9. **Push the "Log Out/Access"** button to log out.