

Multi-page Document Scanning Instructions.

If you have Lined Scripts or pages of Directing Charts, Location Surveys, scripts with handwritten notes, etc. that you need to upload to TheiAssist you can easily scan multi-page documents on the school's printer and email them to yourself. From there you can move and upload them where you need them.

- Go to the School's copier located between FM610 and FM613 (Euclid end).
- Load your papers into the printer/copier.
- Select the "Home" button beside the touch screen.
- Select "Email" on the touch screen.
- Select "add recipient" on the touch screen.
- Select "Manual Entry" on the touch screen.
 - Type in your email address on the touch screen.
- Select "1-sided" or "2-sided" scanning.
- Select "send".
- Check your email for receipt.