How do I scan a document to a CUNY e-mail address?

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This document contains instructions for scanning a document to a CUNY.EDU e-mail address using a GC KM printer. The scan-to-email function will only permit scanned documents to be delivered to a CUNY.EDU e-mail address.

Scan-to-Email Function
Below are the steps for scanning a document to e-mail:

1. Load the original document.

2. Press the Scan button on the KM printer panel.

3. Select the Direct Input tab and press the E-mail button.

4. Using the keyboard, enter the full destination e-mail address.
5. Press OK to accept the e-mail address and continue.
6. Press the Start key on the KM printer to begin the scan process.

Note: Scanned documents cannot exceed 25MB in size. If the document exceeds 25MB, it will not be delivered to the e-mail address requested.