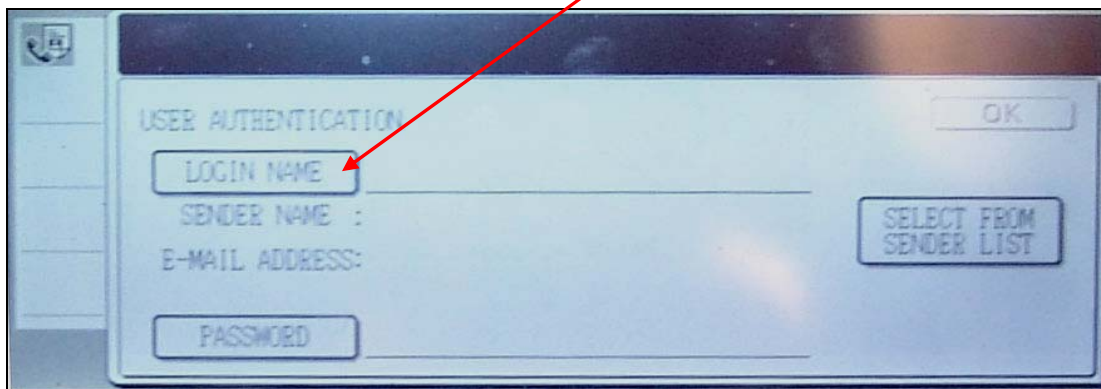


Scanning Documents to a folder

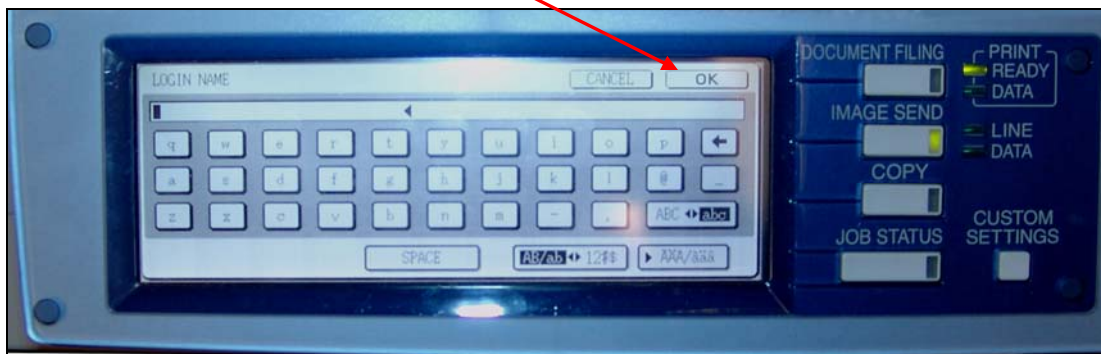
1. Make sure that you have the document that you want scanned either in the auto feeder or on the glass.
2. Press the **Image Send** button on the front of the copier.



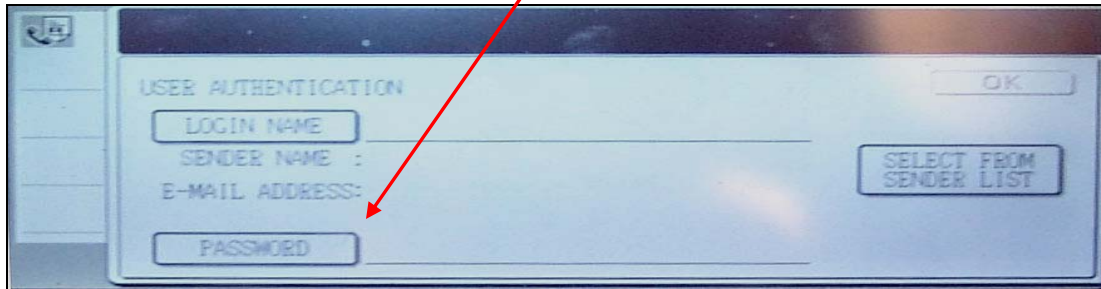
3. You will be prompted to enter your username and password.
 - a. Press the button that says **Login Name**.



A keyboard will appear on the screen. Enter the username that you use to login to the network. Press **OK**.



b. Press the button that says **Password**.

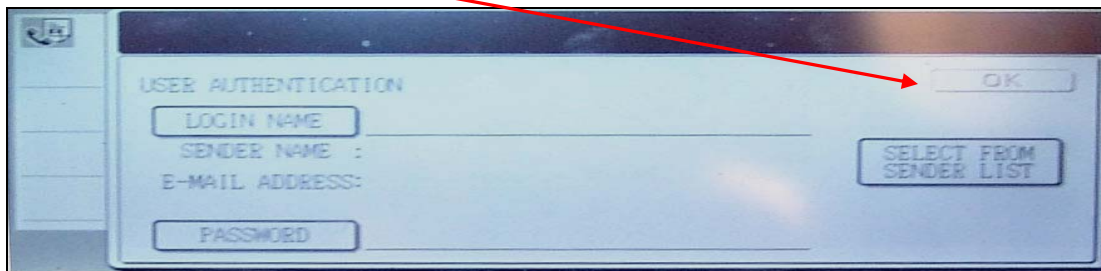


A keyboard will appear on the screen.



Type the password that you use to login to the network. (You will notice for upper and lower case characters a button that will change the case. In addition there is a button for numbers and special characters.) Press **OK**.

4. Press **OK**.



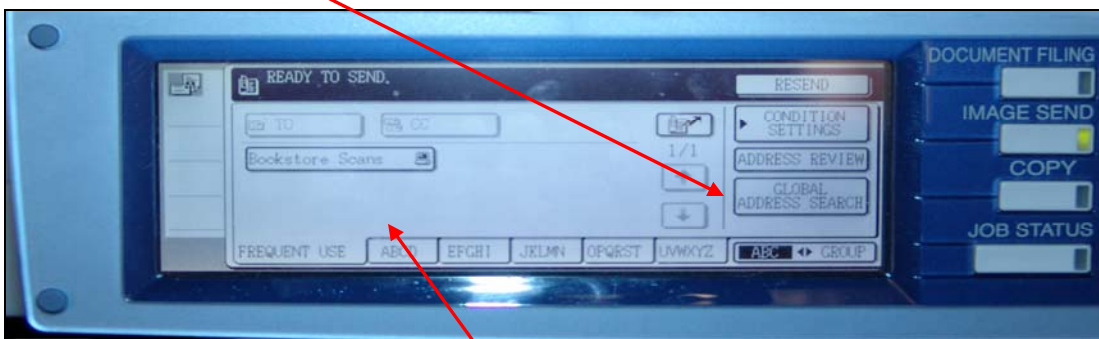
5. You will notice there is a button that says **FAX, EMAIL/FTP, or INTERNET FAX**.





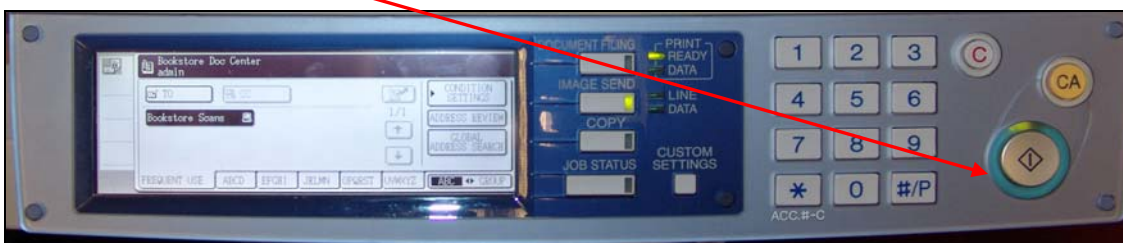
You need to make sure that it is set to **EMAIL/FTP**, if it is not press the button to select **EMAIL/FTP**.

6. Press **ADDRESS BOOK** button.



Find the button that says **Department Scans** where *Department* is the name of your department e.g. Bookstore.

7. Press the **Copy** button.



8. Once the document has been scanned you can retrieve it by doing one of the following:
 - a. PC Users go to: P:\Departments*your department*\Scanned Documents*username_yeardate_time*.pdf. For example if your username is johnson and you scanned the document in 2006 on 11/15 at 2:23pm exactly, the file name would be johnson_20061115_142300.pdf
 - b. Mac Users can go to Admin. Under the Departments folder go to your department, e.g. Biology. Within that folder you will find a folder called Scanned Documents. The file will be named *username_yeardate_time*.pdf. For example if your username is johnson and you scanned the document in 2006 on 11/15 at 2:23pm exactly, the file name would be johnson_20061115_142300.pdf.