HOW TO USE SCAN TO NETWORK FOLDER
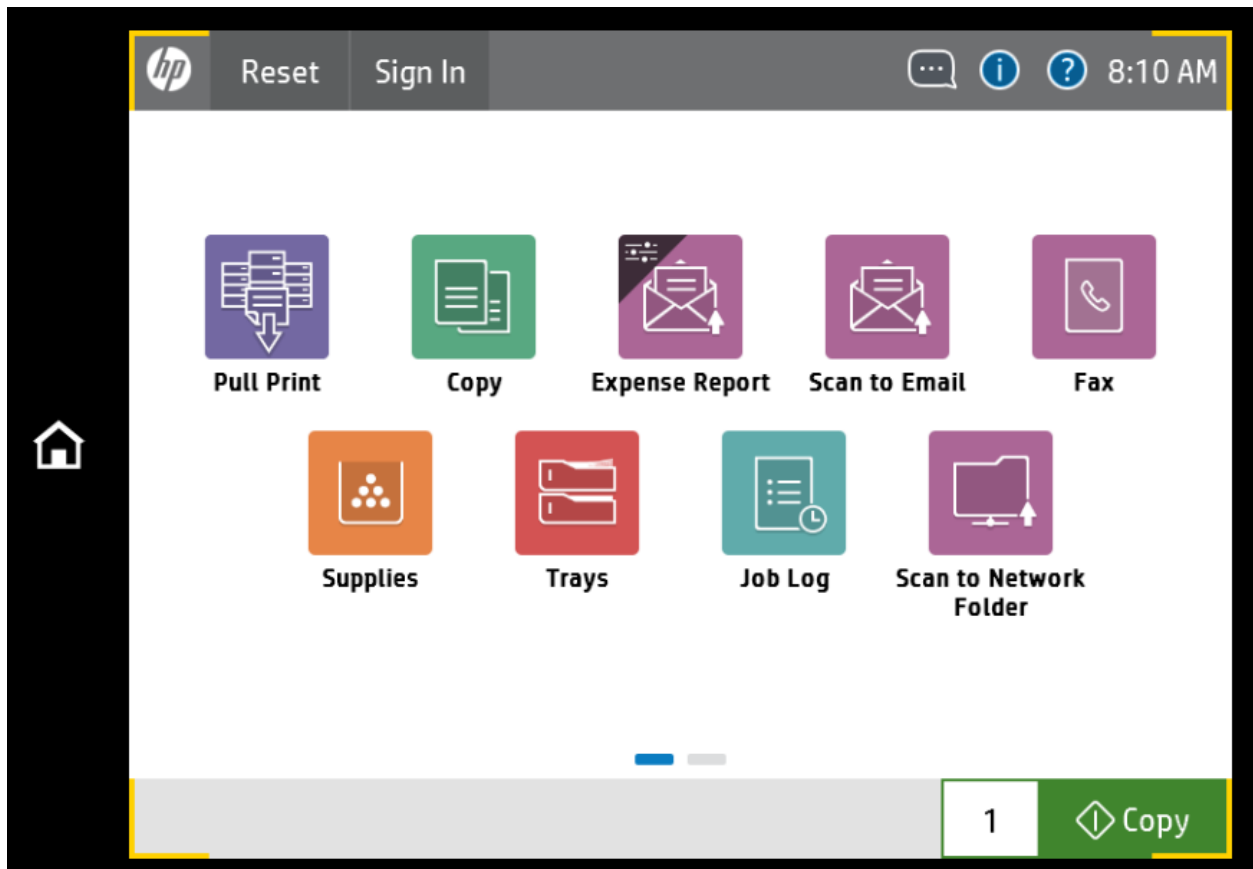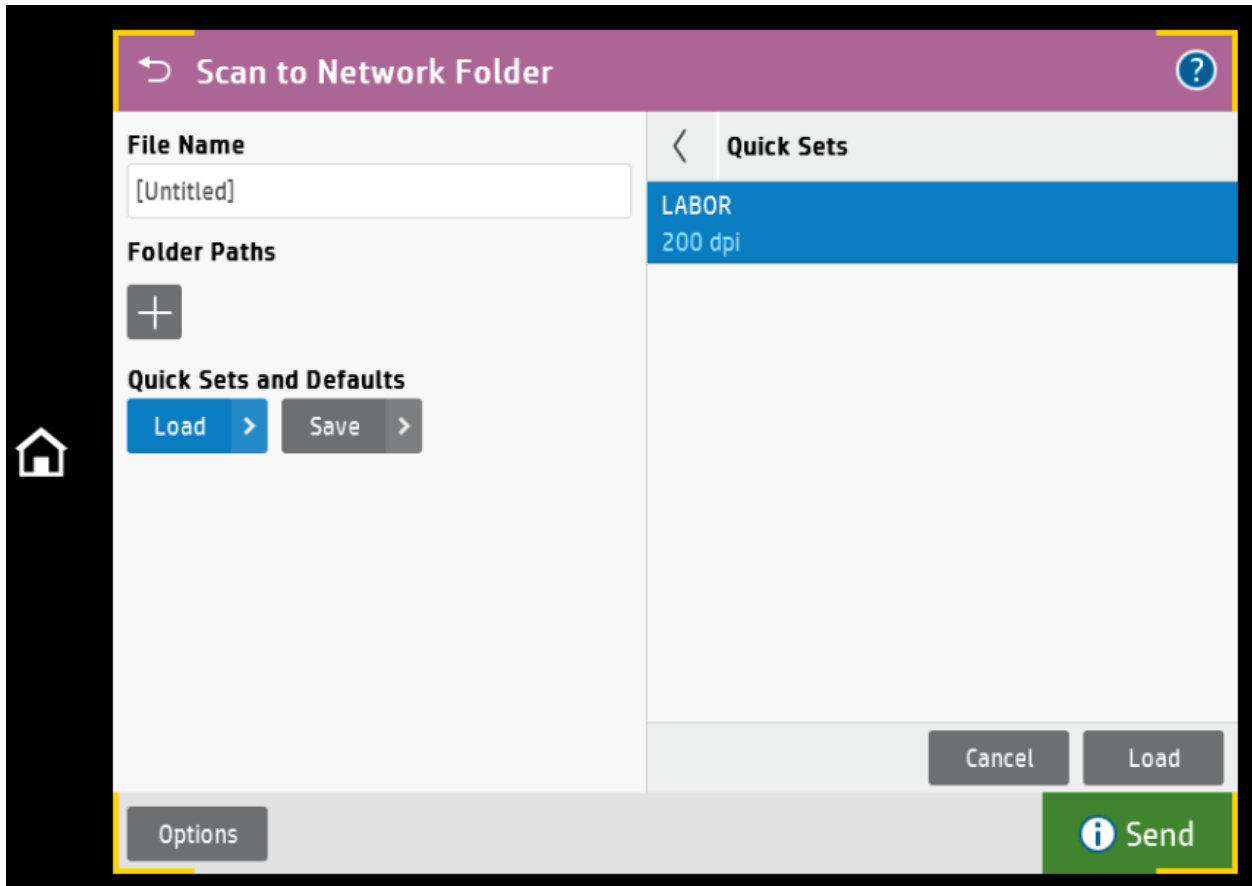
1) From the Home Screen click on the Scan to Network Folder Icon.
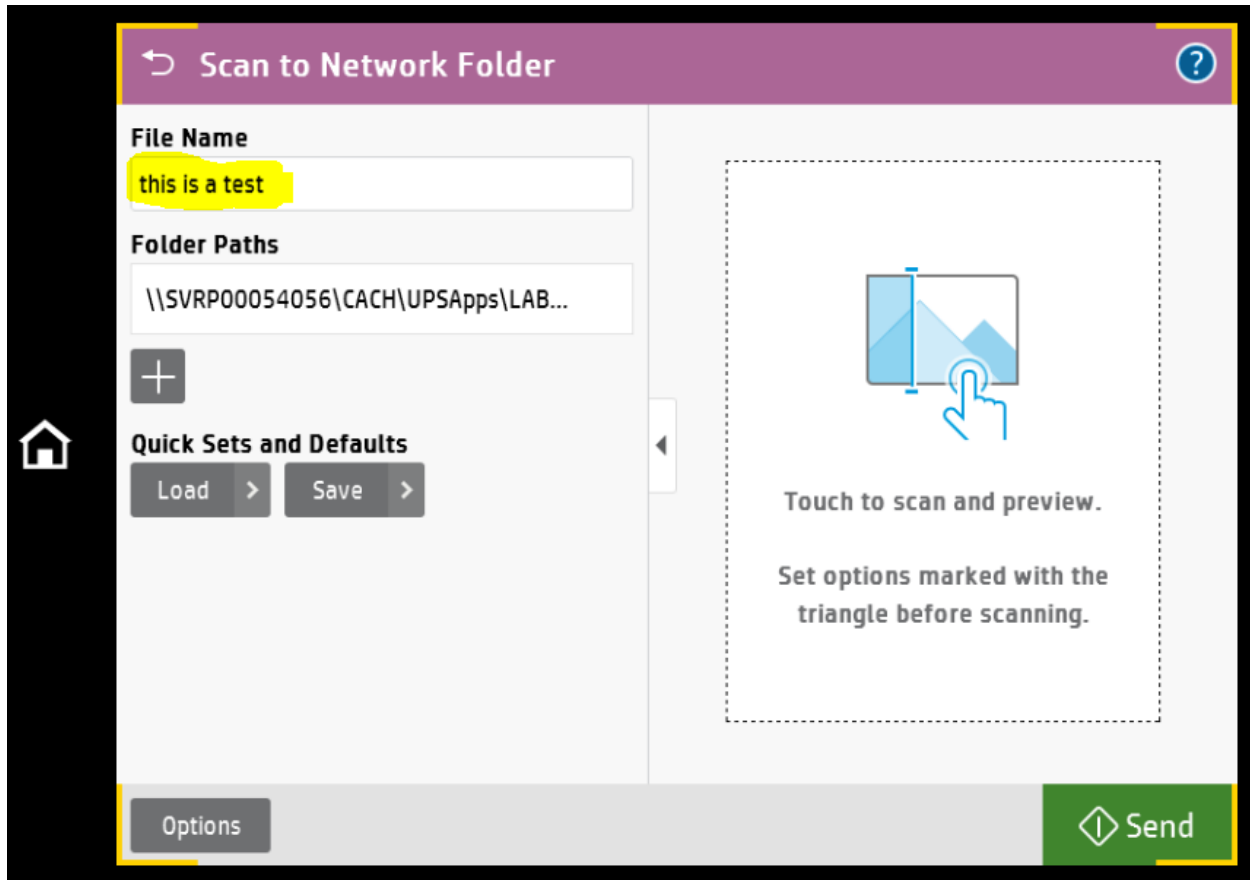
2) Click on **Load Icon** under Quick Sets and Defaults to add the Shared folder and click on the **Load Icon** bottom right.
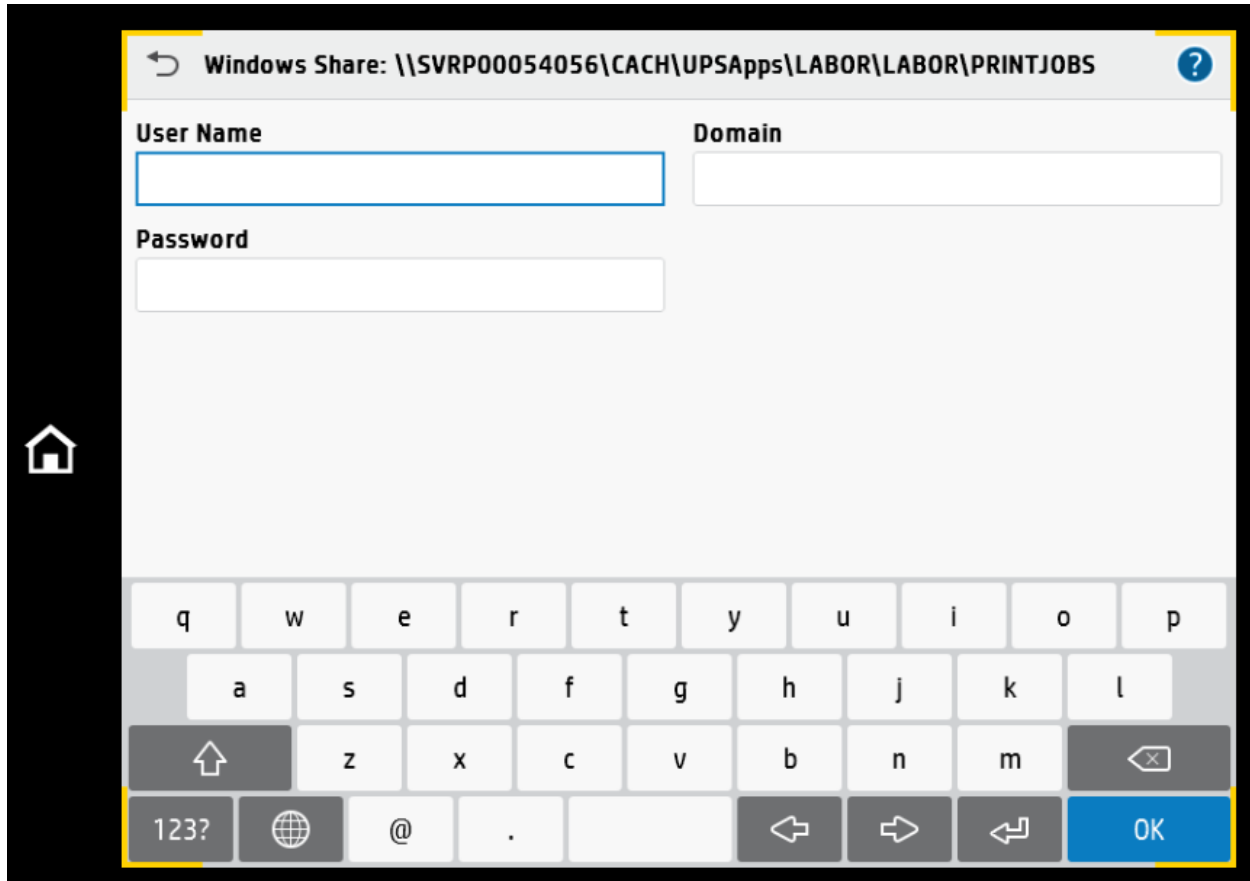
3) Enter a **File Name** of the document you want to save and click on **Send** to begin the Scan process.

   Note You can also click on Preview if you want to review the document on the screen prior to save or click on

4) Enter the required network credentials **User Name**, **Domain** and **Password** and click Ok.
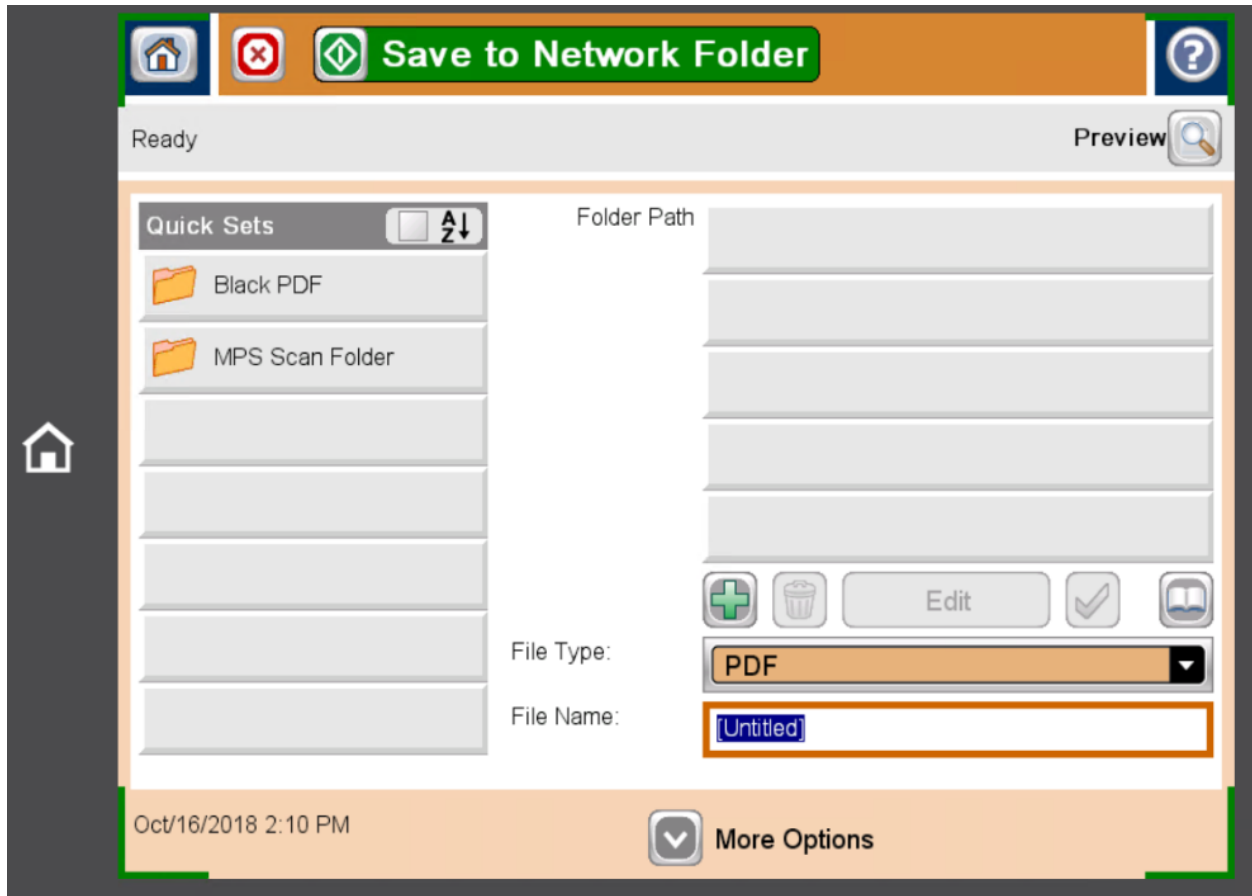
HOW TO USE SCAN TO NETWORK FOLDER

1) From the Home Screen click on the Save to Network Folder Icon.
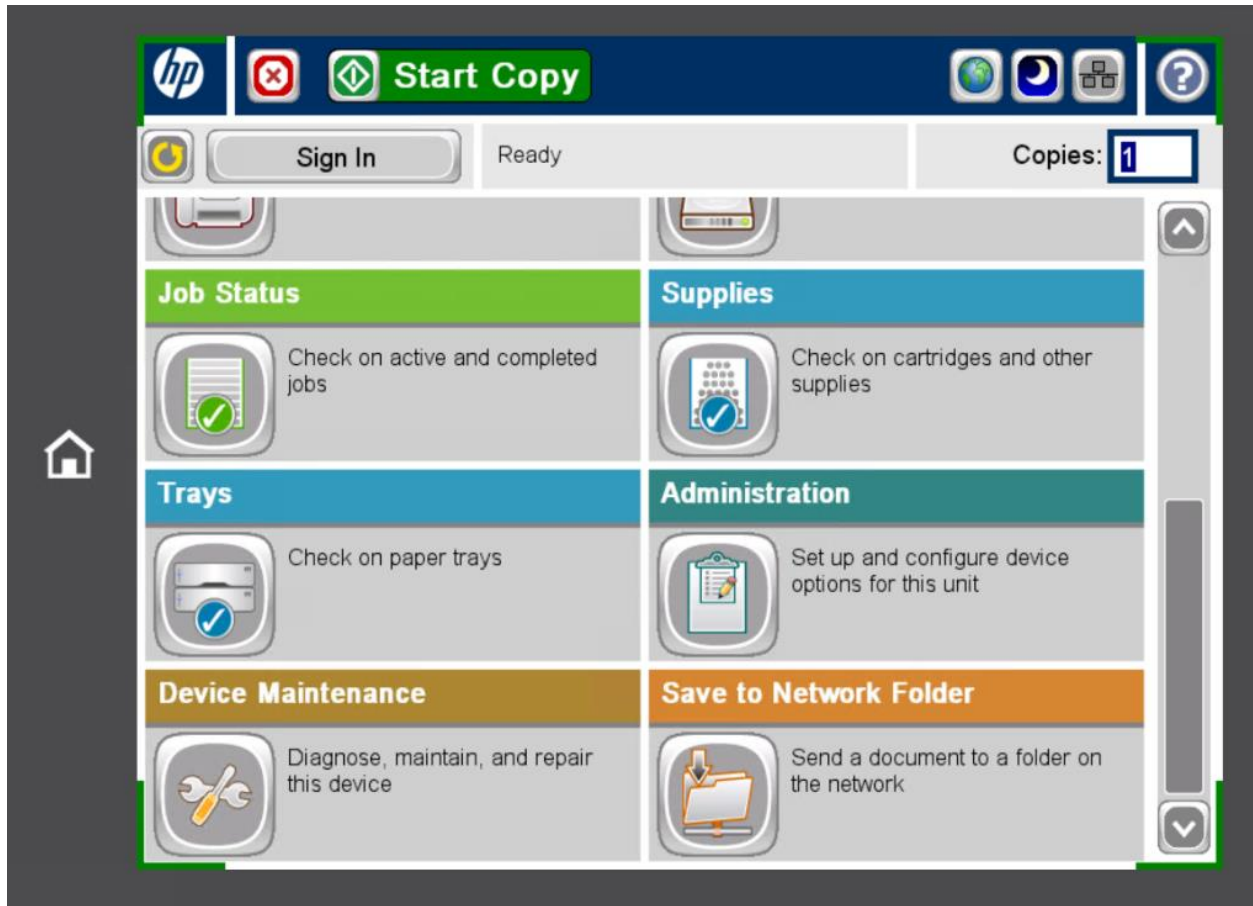
2) Click on Shared Folder Name under Quick Sets. In the below
   example the name is (MPS Scan Folder) and the Shared folder path
   will link to the Folder Path to the right.

3) Enter a **File Name** of the document you want to save and click ok. You can now click on Save to Network Folder to begin the Scan process.

   Note You can also click on More Option to change the document scan quality as well as click on Preview, if you want to review the document on the screen prior to save or click on
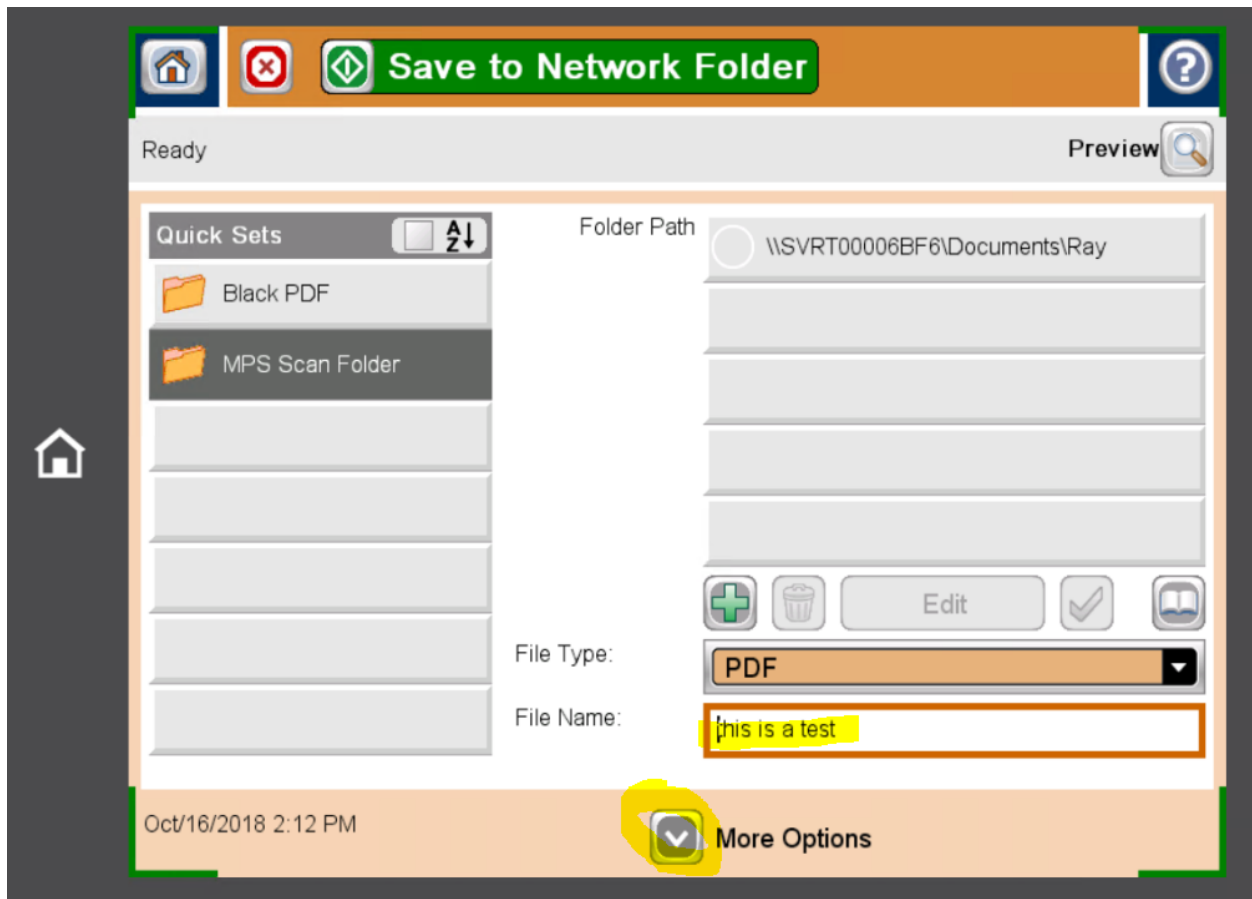
Save to Network Folder

Ready

100%

Automatically detect

1 Letter → Letter

PDF

Preview

	Document File Type			Optimize Text/Picture	
	PDF			Manually adjust	
	Output Quality			Original Sides	
	Medium			1-sided	
	Resolution			Content Orientation	
	200 dpi			Portrait	
	Color/Black			Original Size	
	Automatically detect			Auto	
	Notification			Image Adjustment	
	Do not notify			Default	

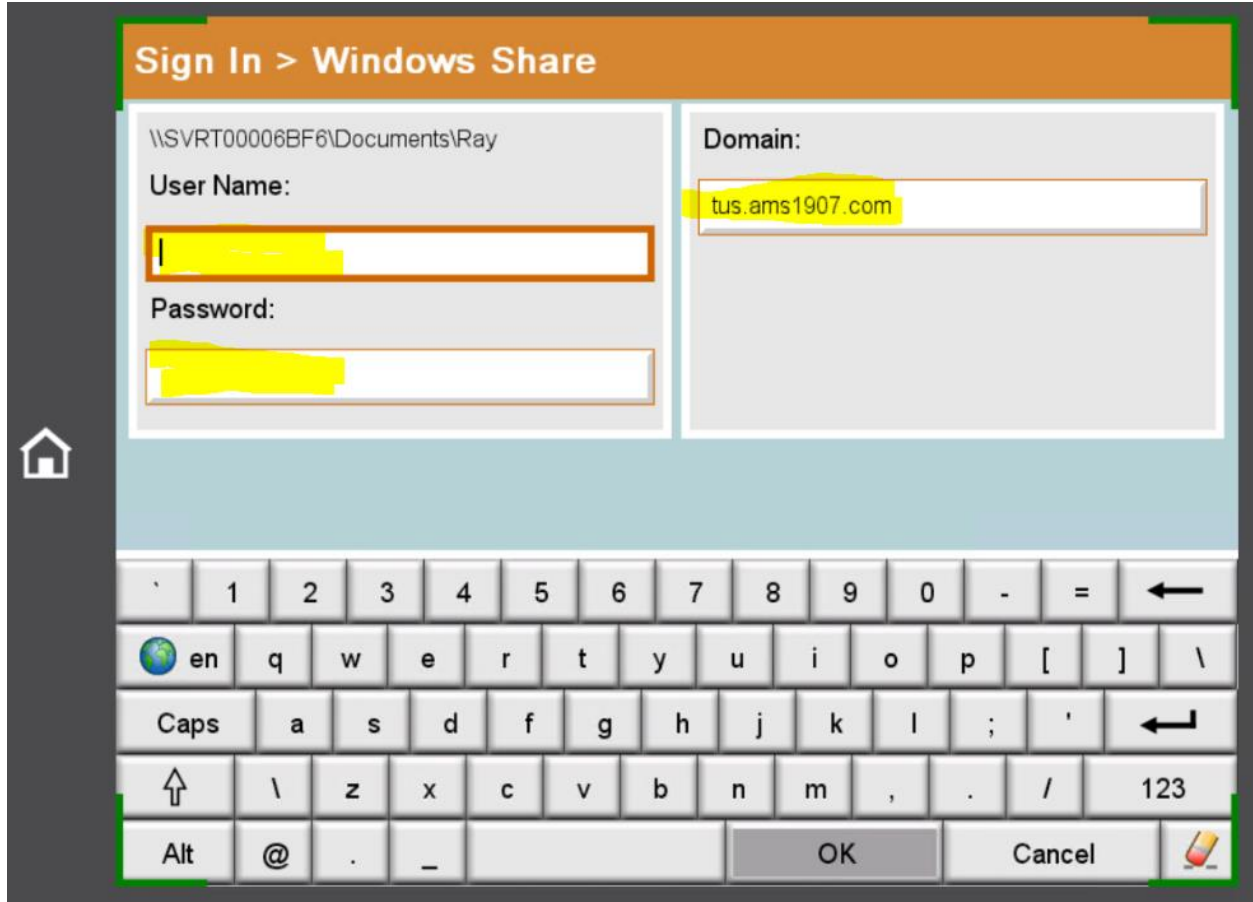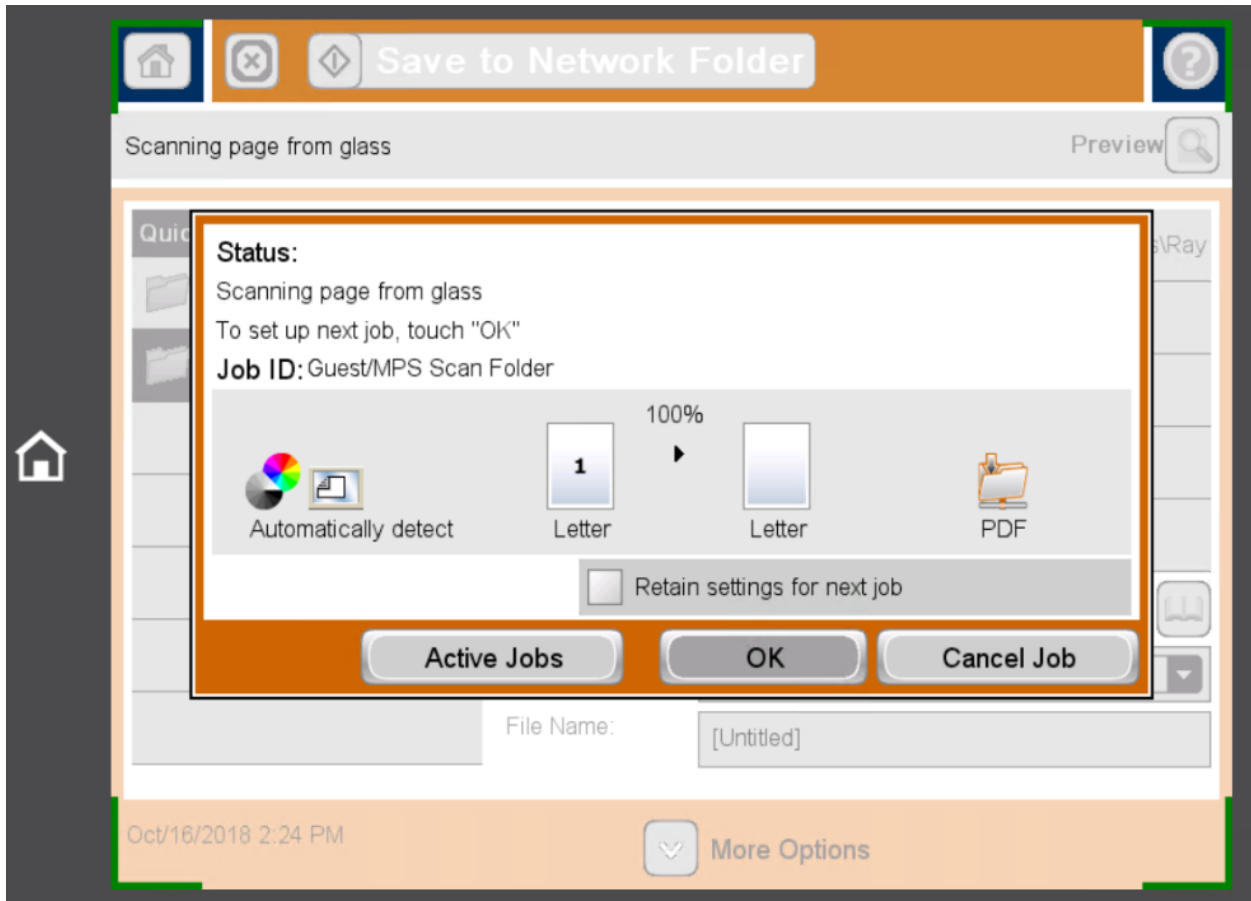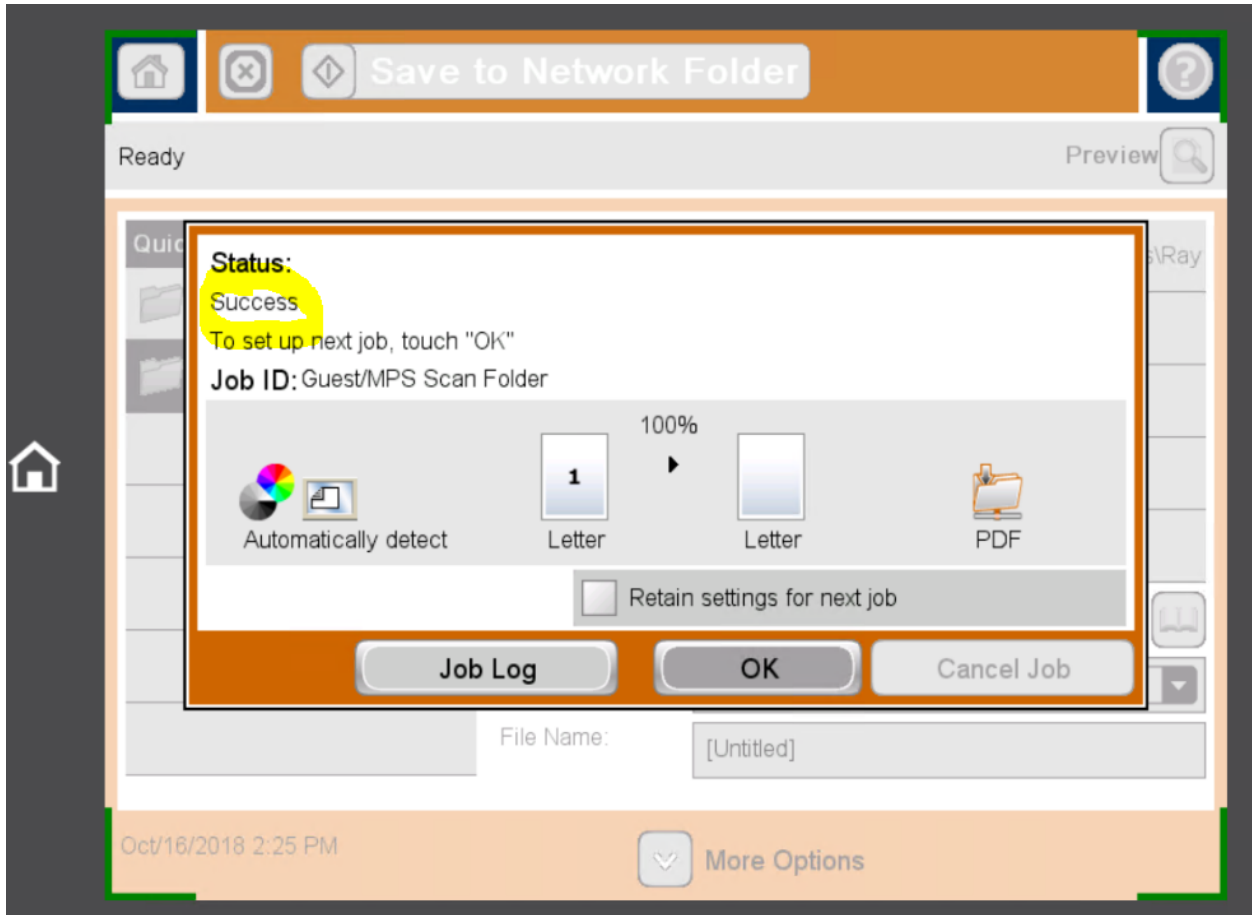Page 2 of 3

4) Enter the required network credentials **User Name**, **Domain** and **Password** and click Ok.

5) The scan process will begin

6) Once completed the Status will say Success.

7) Completed