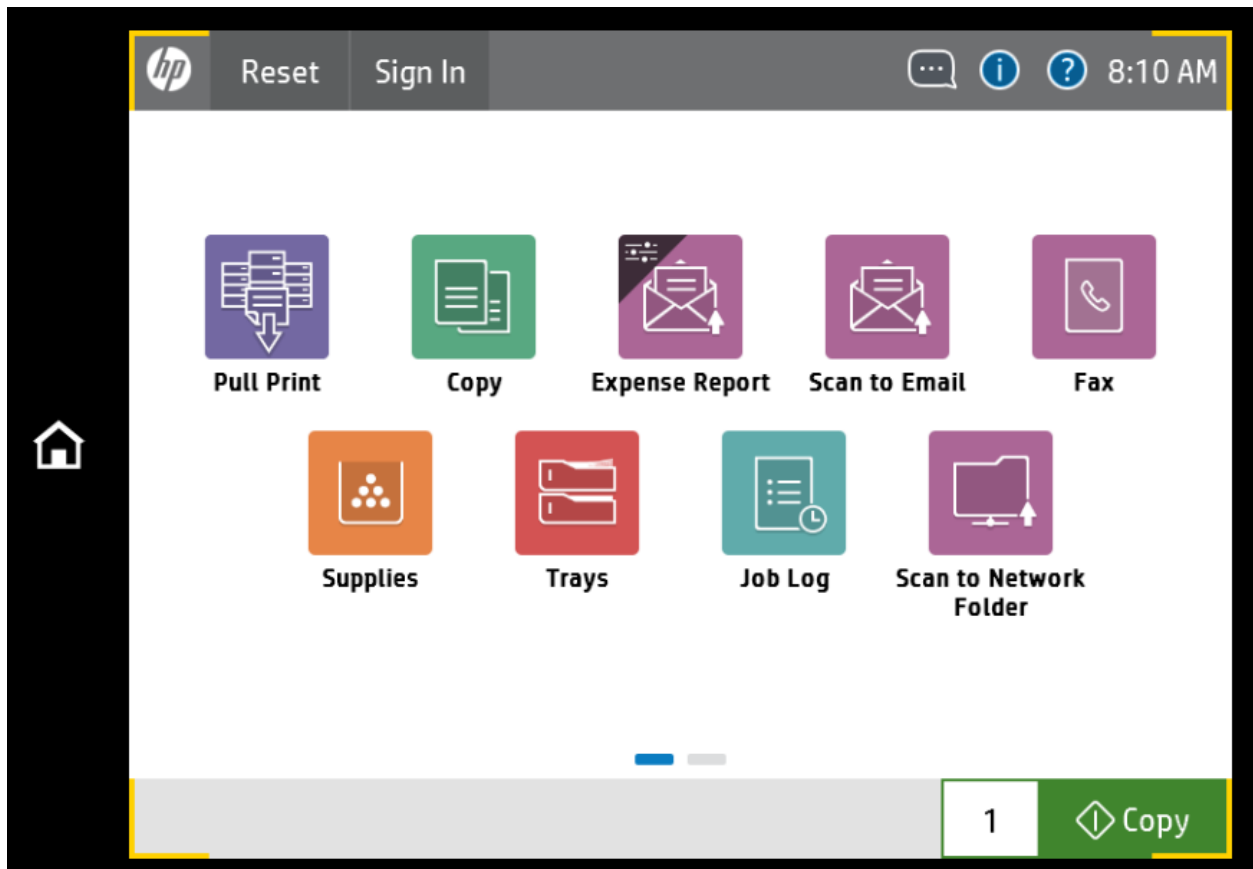
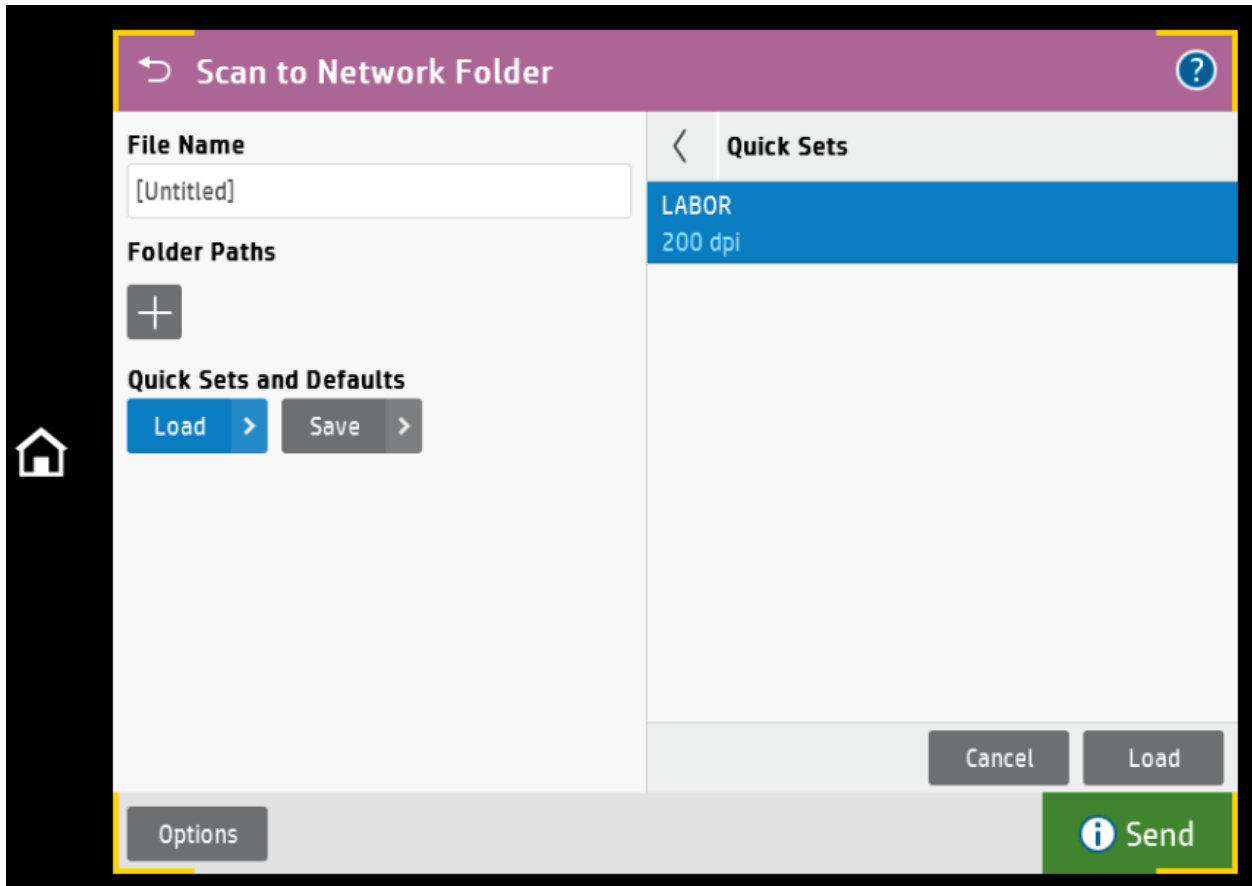


HOW TO USE SCAN TO NETWORK FOLDER

1) From the Home Screen click on the Scan to Network Folder Icon.

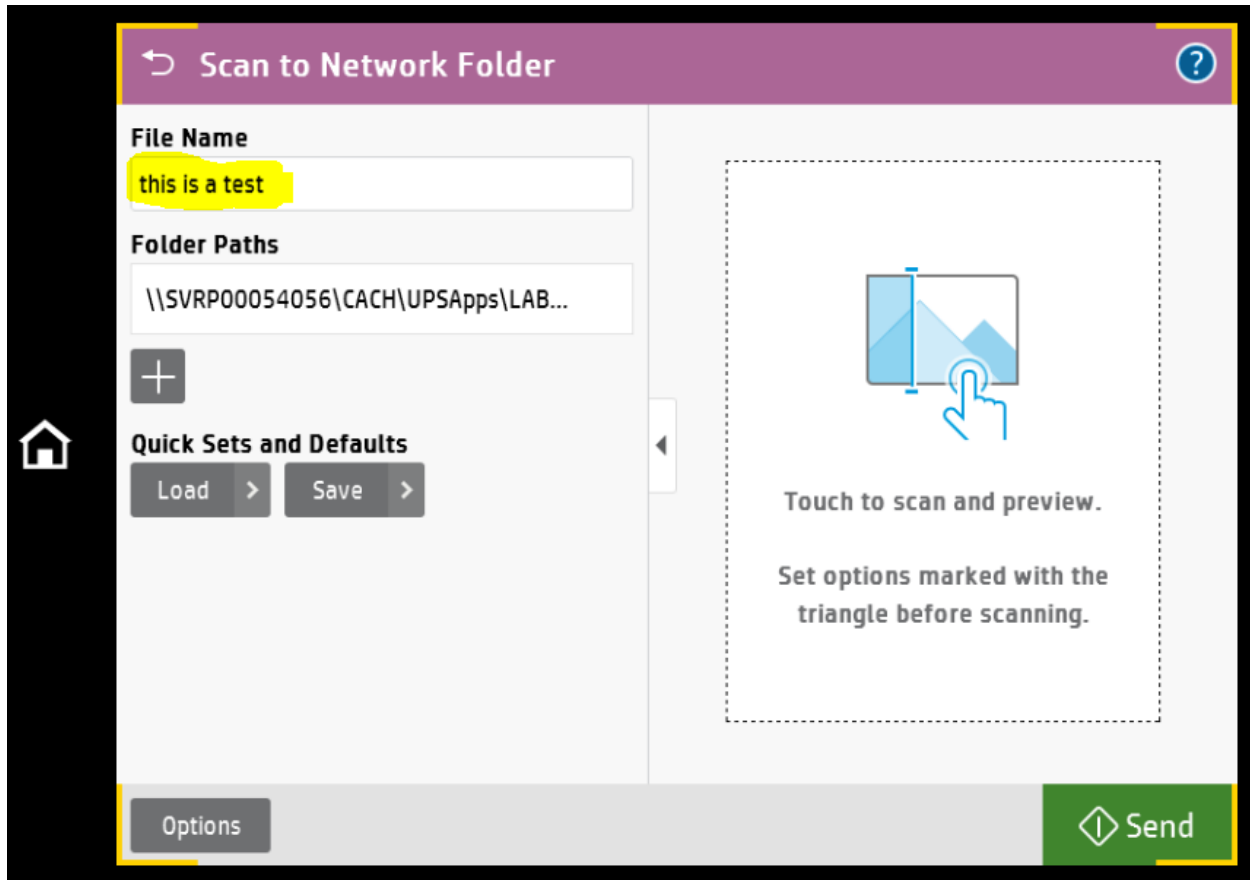


- 2) Click on **Load Icon** under Quick Sets and Defaults to add the Shared folder and click on the **Load Icon** bottom right.

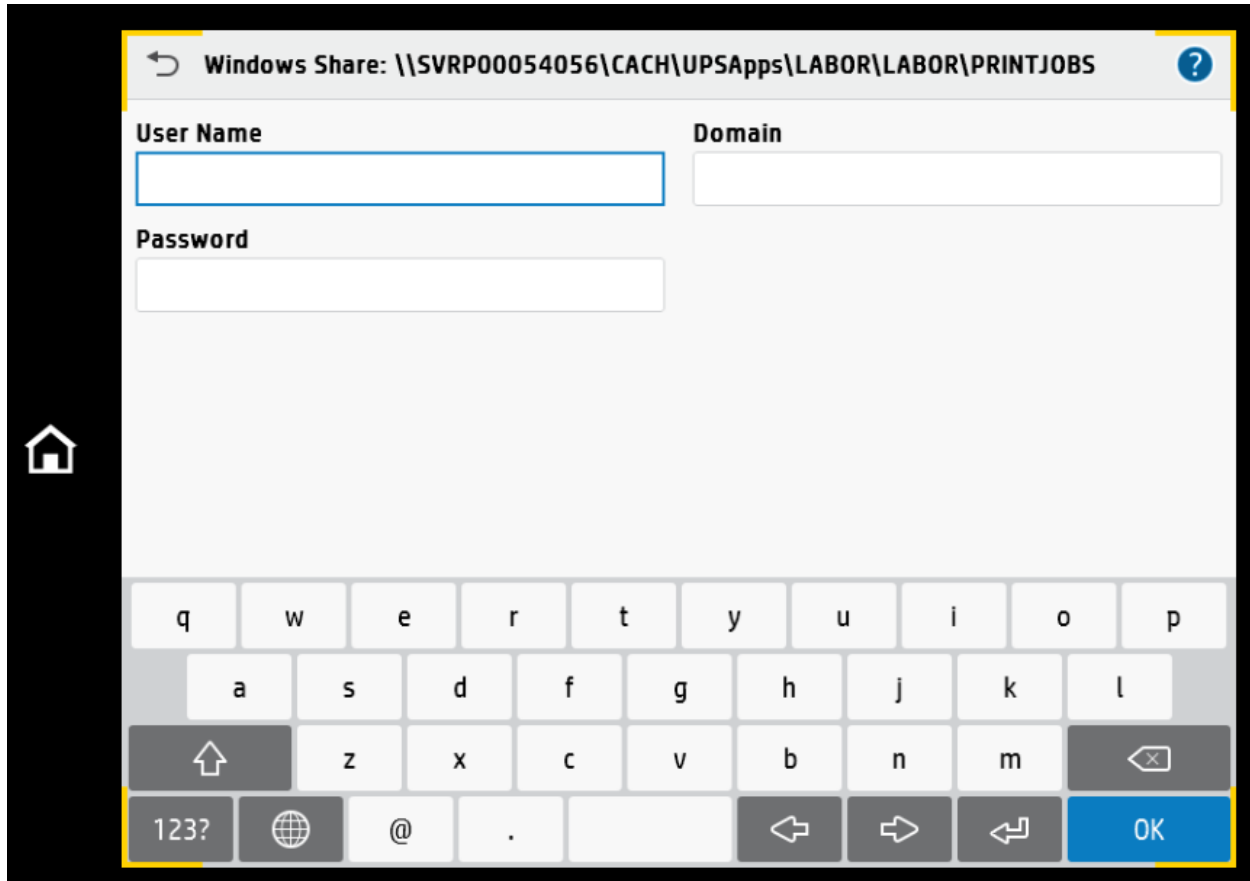


3) Enter a **File Name** of the document you want to save and click on **Send** to begin the Scan process.

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.



The image shows a Windows Share dialog box for the path \\SVRP00054056\CACH\UPSApps\LABOR\LABOR\PRINTJOBS. The dialog has three input fields: 'User Name', 'Domain', and 'Password'. A virtual keyboard is overlaid at the bottom, with the 'OK' button highlighted in blue. A home icon is visible on the left side of the screen.

Windows Share: \\SVRP00054056\CACH\UPSApps\LABOR\LABOR\PRINTJOBS

User Name

Domain

Password

q w e r t y u i o p

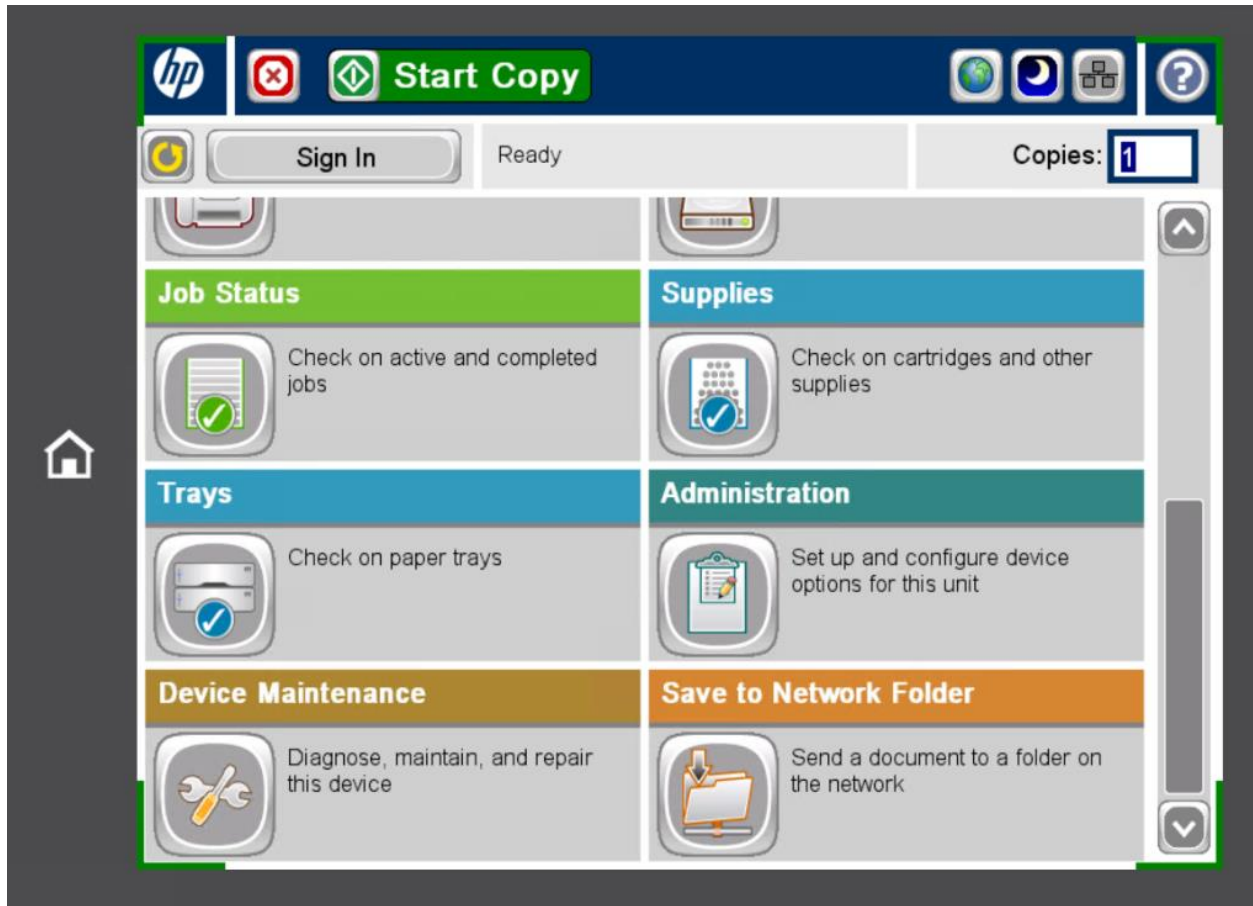
a s d f g h j k l

↑ z x c v b n m ↵

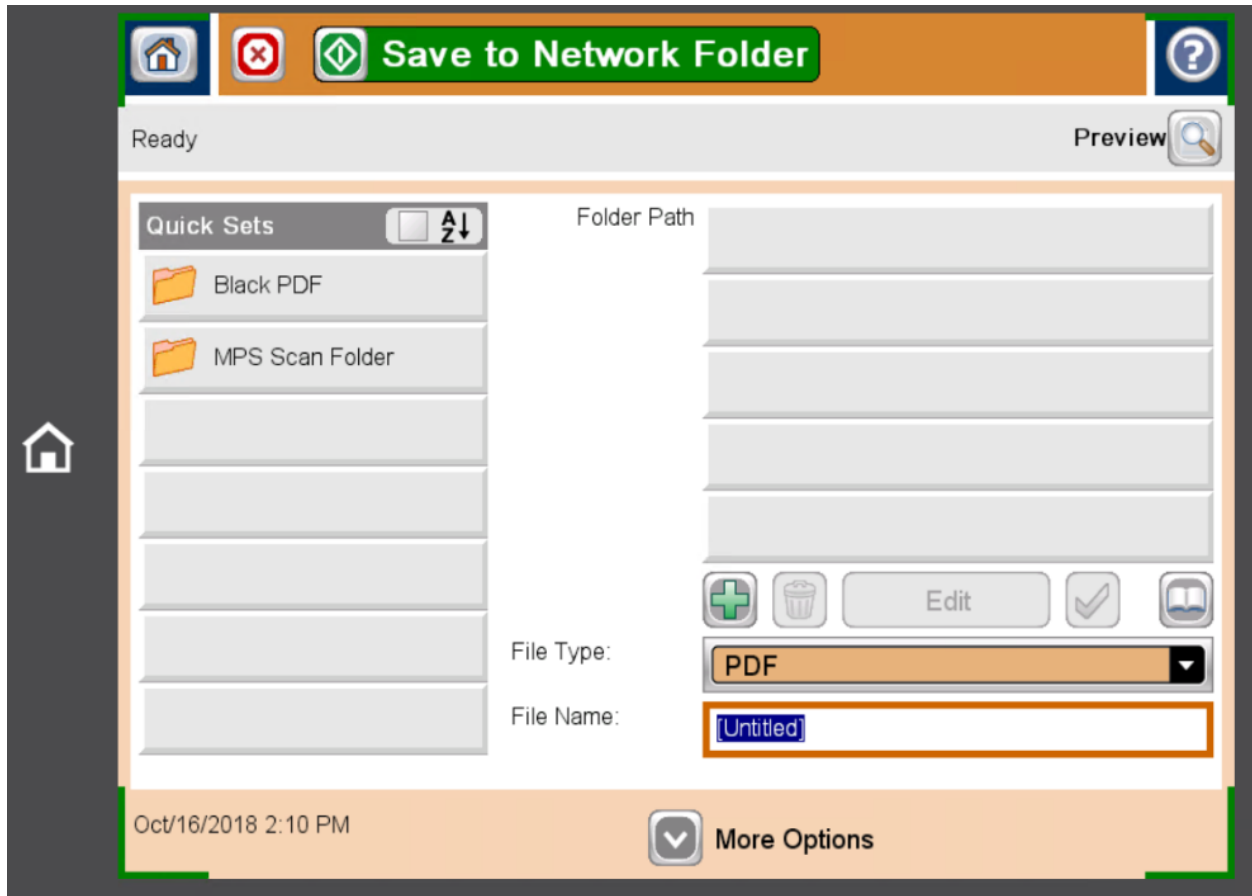
123? @ . ← → ↵ OK

HOW TO USE SCAN TO NETWORK FOLDER

1) From the Home Screen click on the Save to Network Folder Icon.

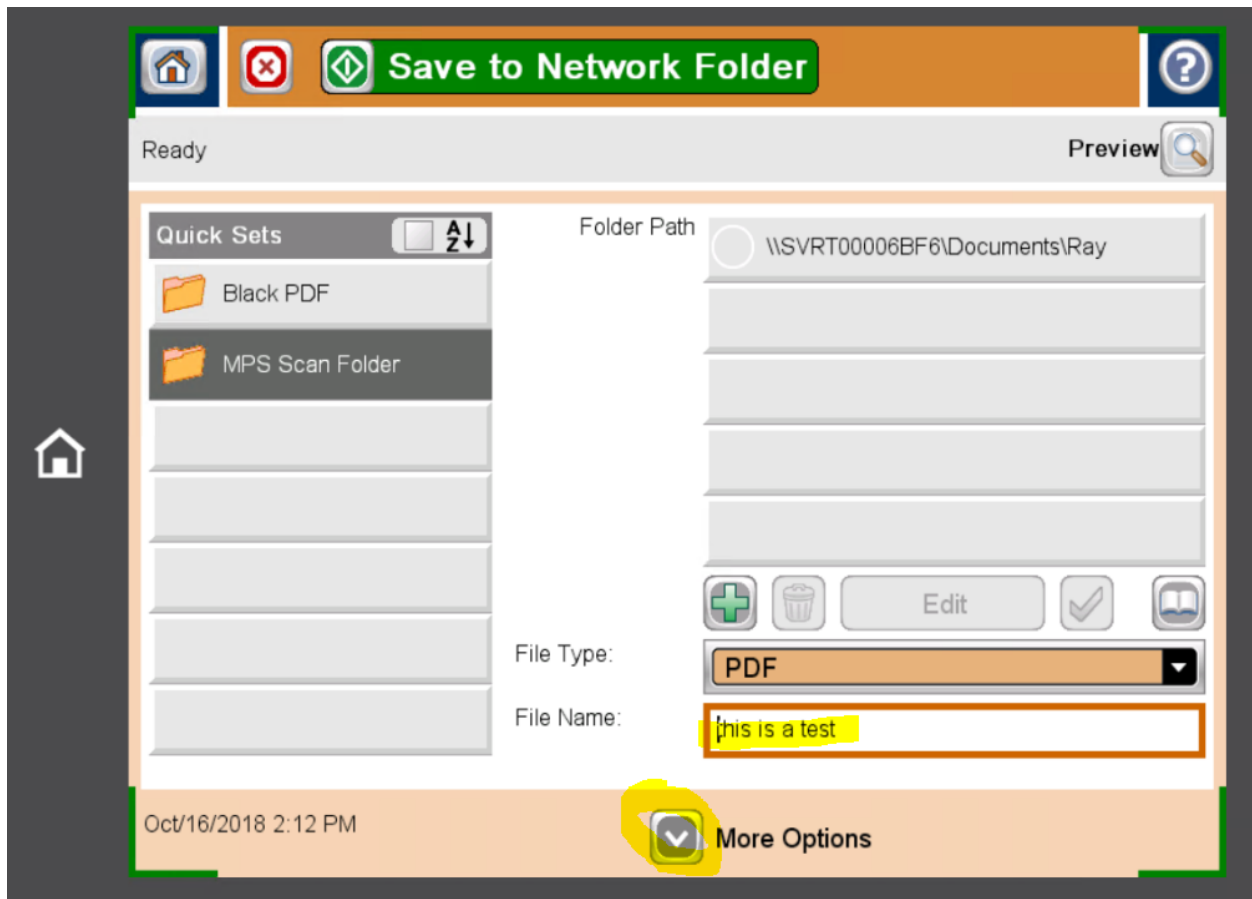


- 2) Click on Shared Folder Name under Quick Sets. In the below example the name is (MPS Scan Folder) and the Shared folder path will link to the Folder Path to the right.



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



Automatically detect



Letter

100%



Letter



PDF

Preview



Document File Type

PDF



Optimize Text/Picture

Manually adjust



Output Quality

Medium

Original Sides

1-sided



Resolution

200 dpi

Page 2
of 3

Content Orientation

Portrait



Color/Black

Automatically detect

Original Size

Auto



Notification

Do not notify

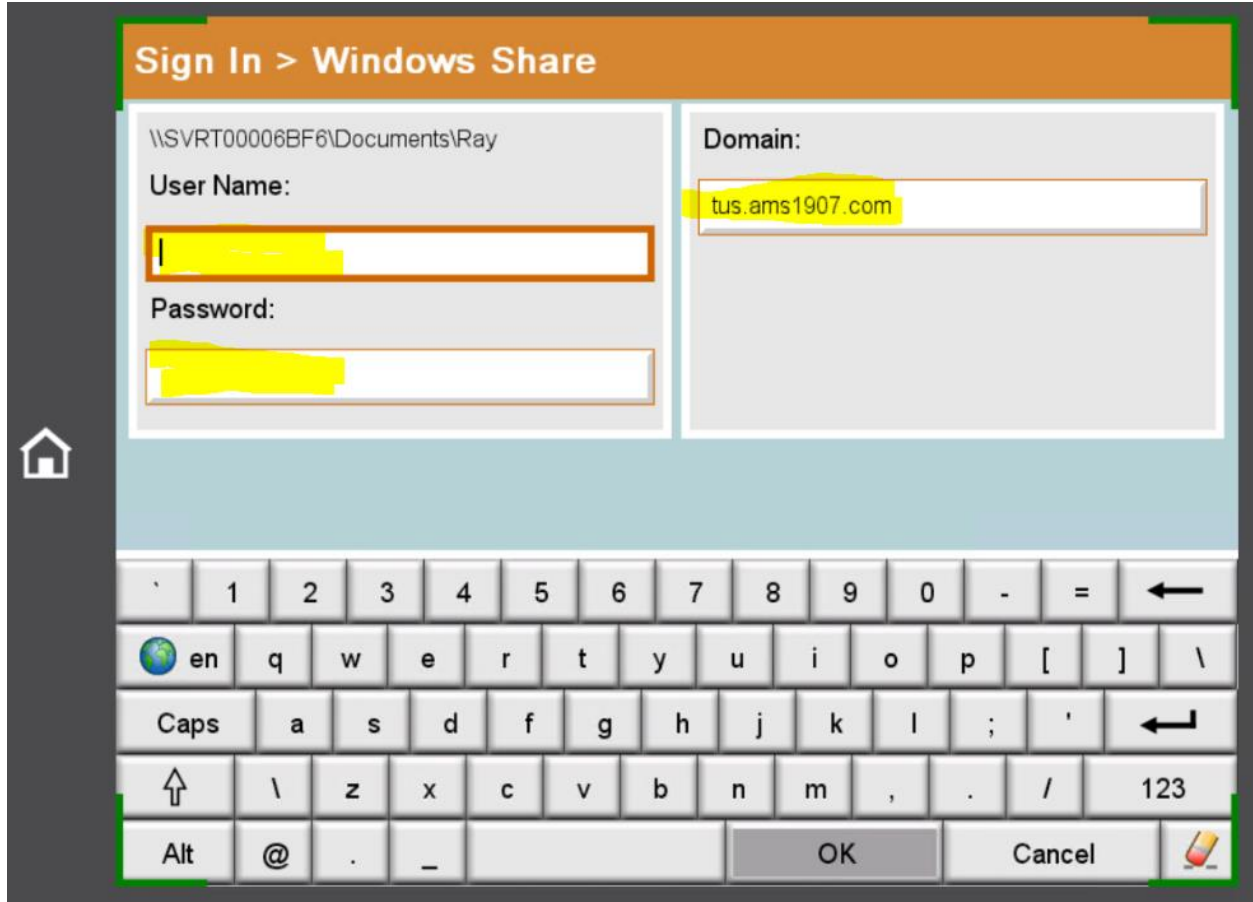


Image Adjustment

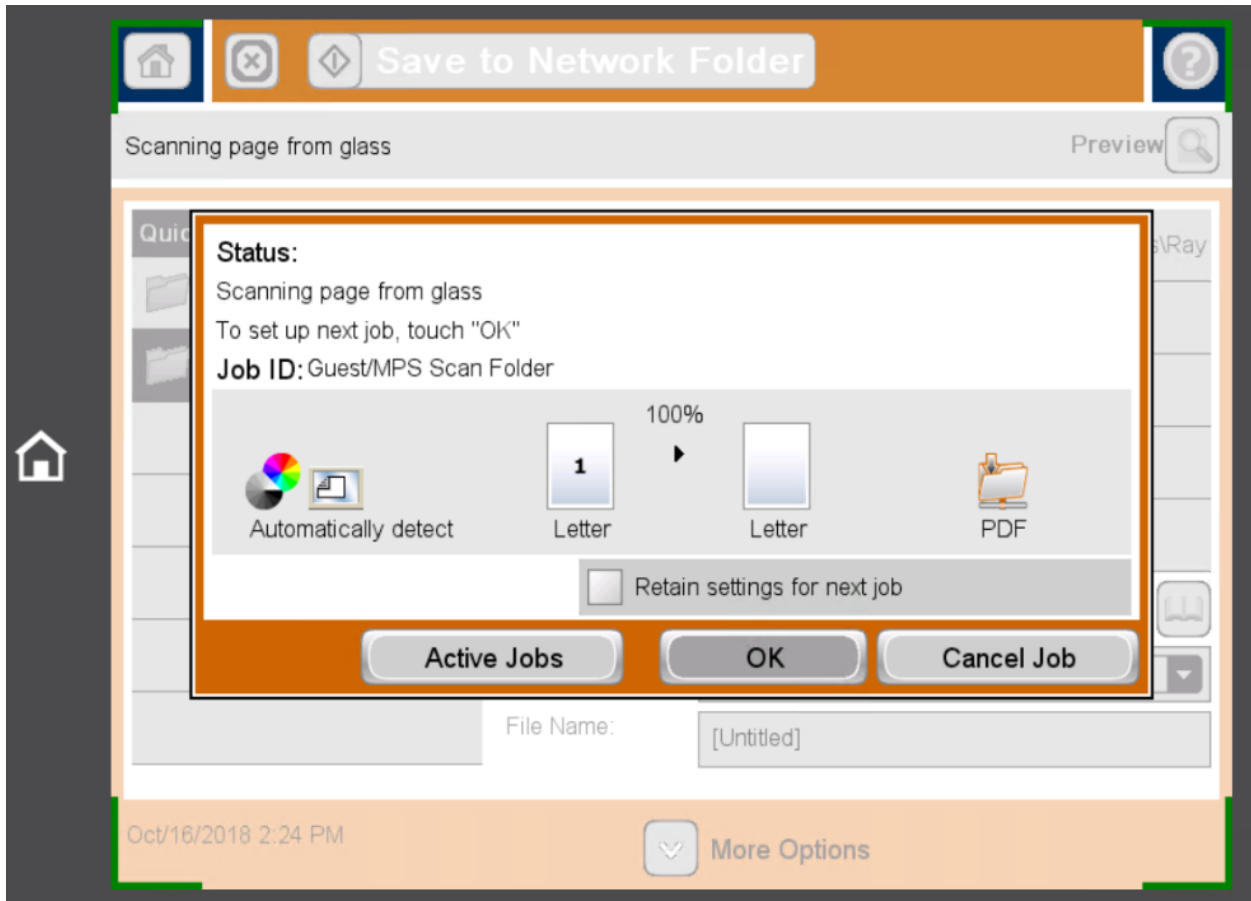
Default



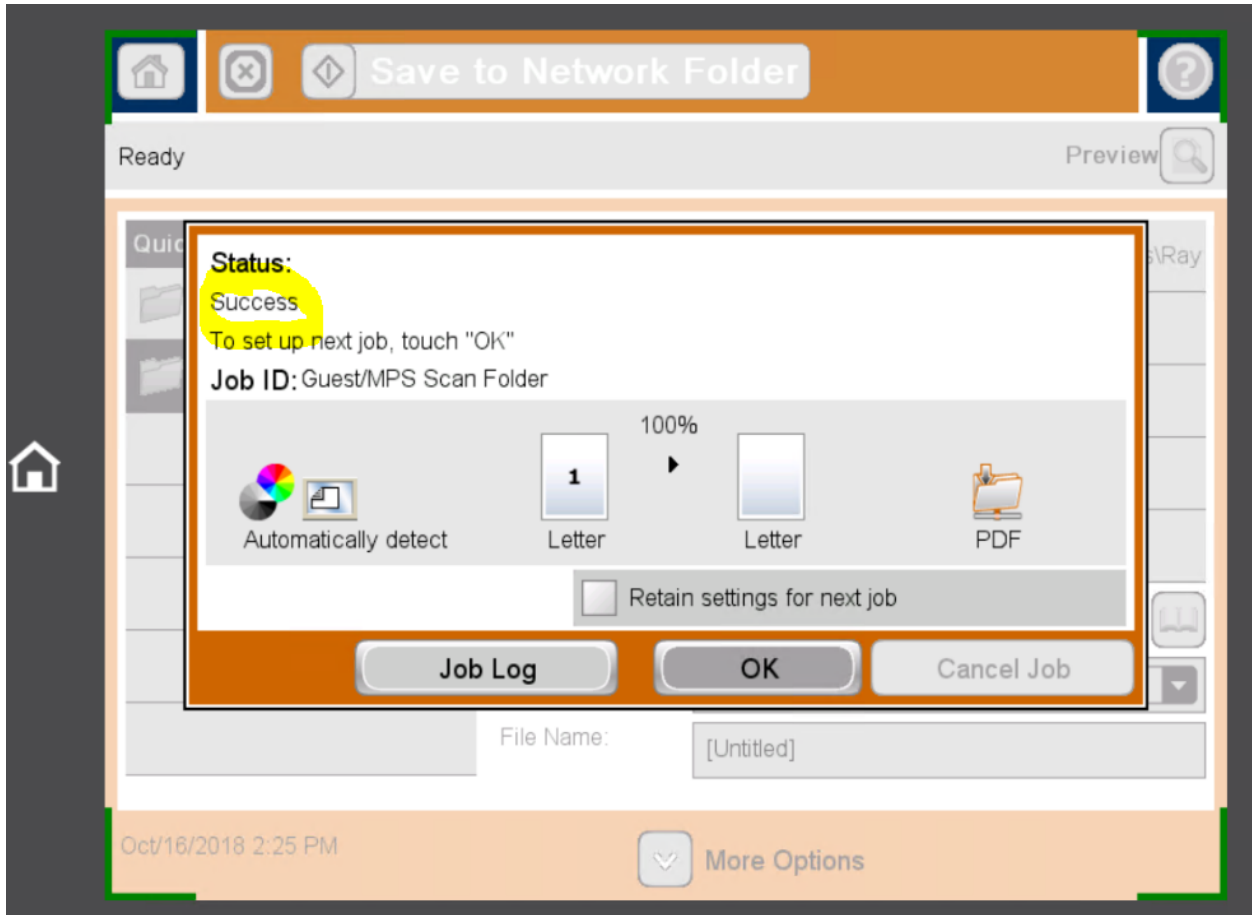
- 4) Enter the required network credentials **User Name**, **Domain** and **Password** and click Ok.



5) The scan process will begin



6) Once completed the Status will say Success.



7) Completed