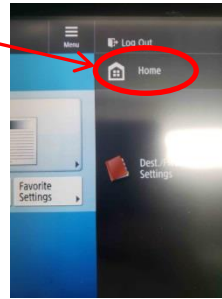
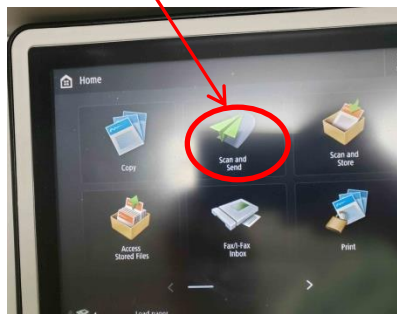
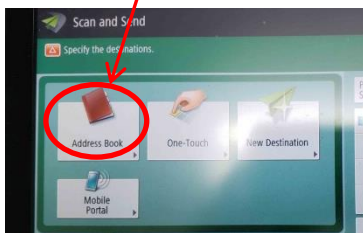


Scanning to your Folder

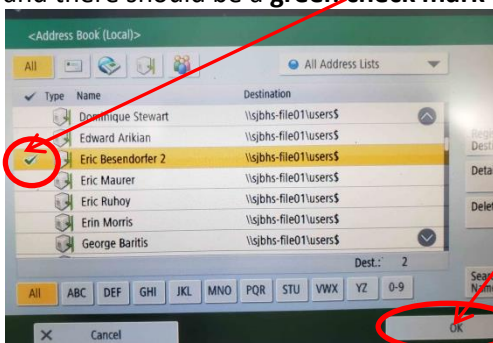
- 1) Log into machine with your 5 digit number
- 2) Click on the **Home** button at the top right
- 3) Select **Scan & Send**



- 4) Select **Address Book**



- 5) Search for your name. It is in Alpha order by First Name. After you find your name click on it and there should be a **green check mark** next to it. Click **Ok**



- 6) On the next screen you should see your folder name. On the right side you have different options (B/W, Color, 2 sided, and file type). Once your options are set hit the **Green Button Start** to send the file.

