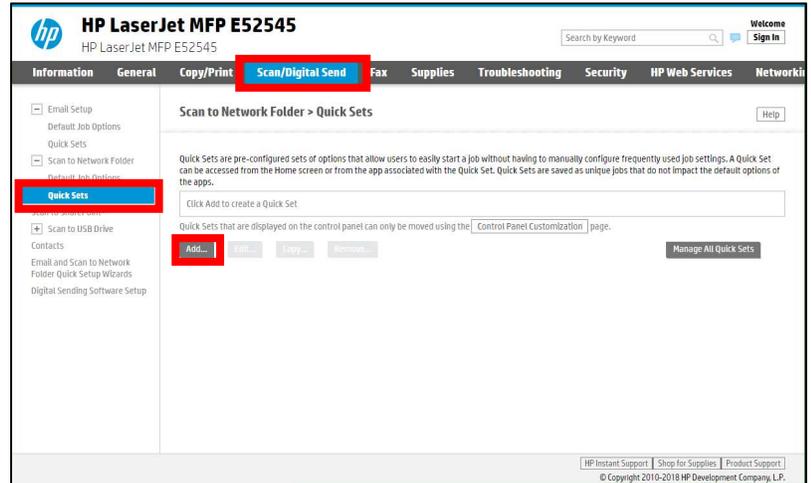
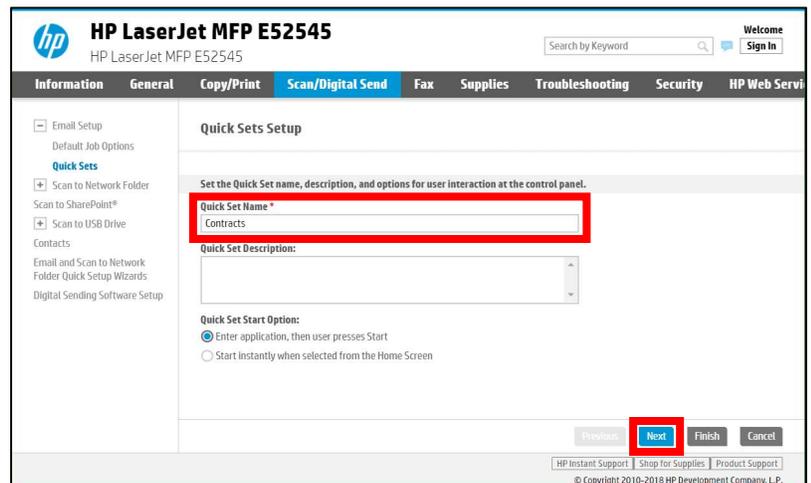


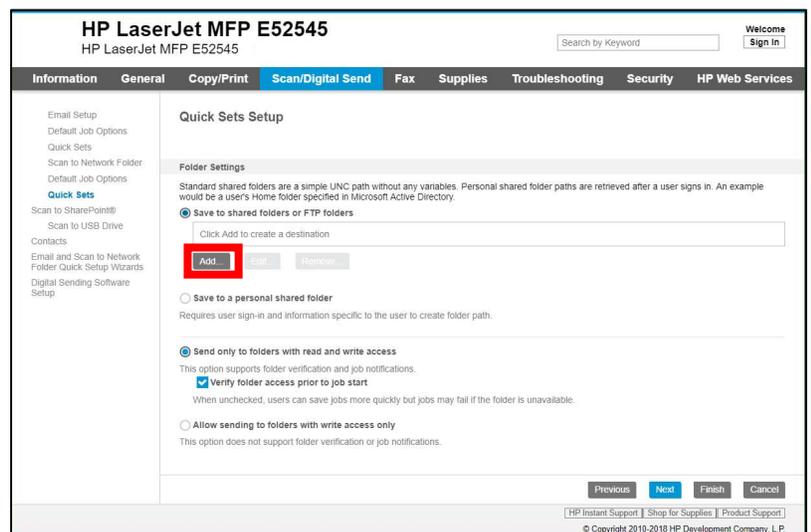
1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
2. Click **Scan/Digital Send** on the top row
3. Click **Quick Sets** on the left column
4. Click **Add...**



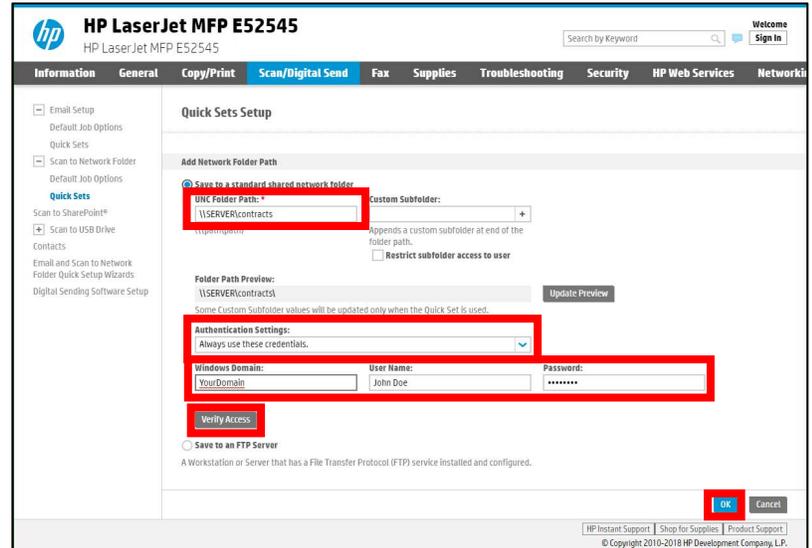
5. Type in the **Quick Set Name**
6. Click **Next**



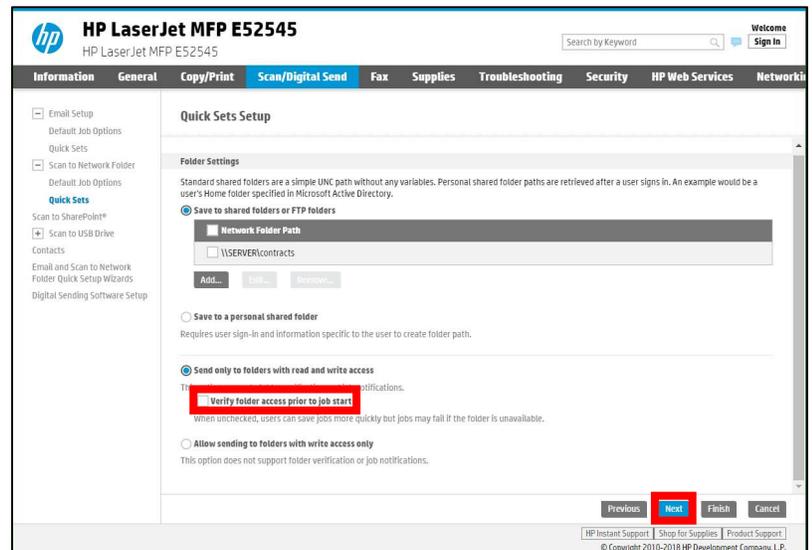
7. Click **Add...**



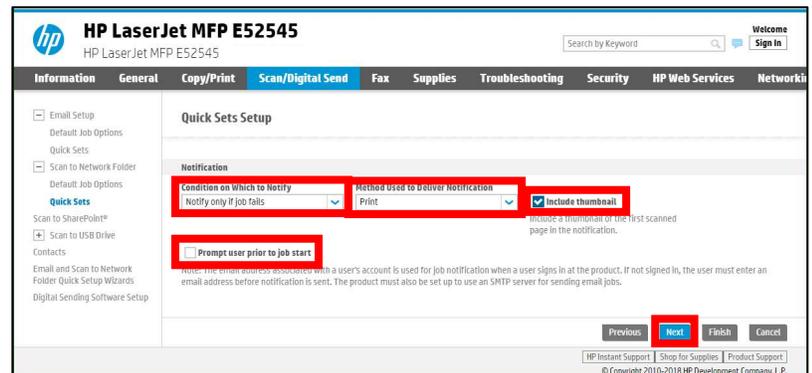
8. Type in the **UNC Folder Path**
9. Click **Authentication Settings**
10. Click **Always use these credentials**
11. Type in the **Windows Domain, User Name, and Password**
12. Click **Verify Access**. You will see **The operation was completed successfully** at the top of the screen when completed
13. Click **OK**



14. Uncheck **Verify folder access prior to job start**
15. Click **Next**

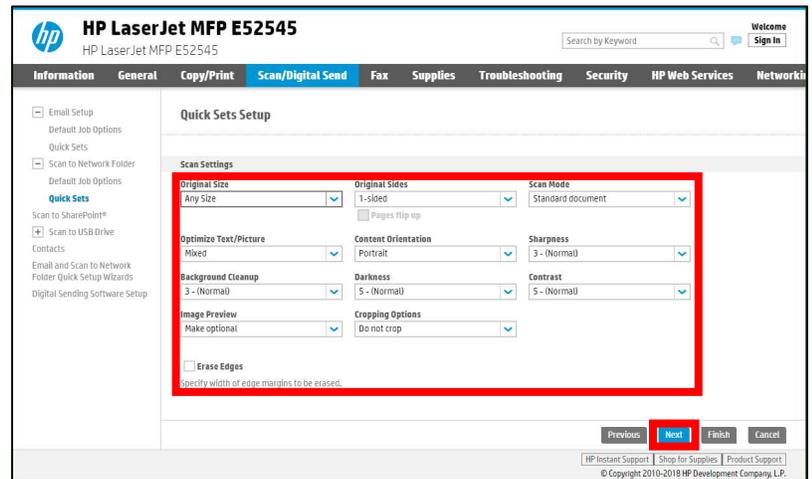


16. Click **Condition on Which to Notify**
17. Click **Notify only if job fails**
18. Click **Method Used to Deliver Notification**
19. Click **Print**
20. Check **Includes thumbnail**
21. Check **Prompt user prior to job start** if you want the user to decide every time
22. Click **Next**

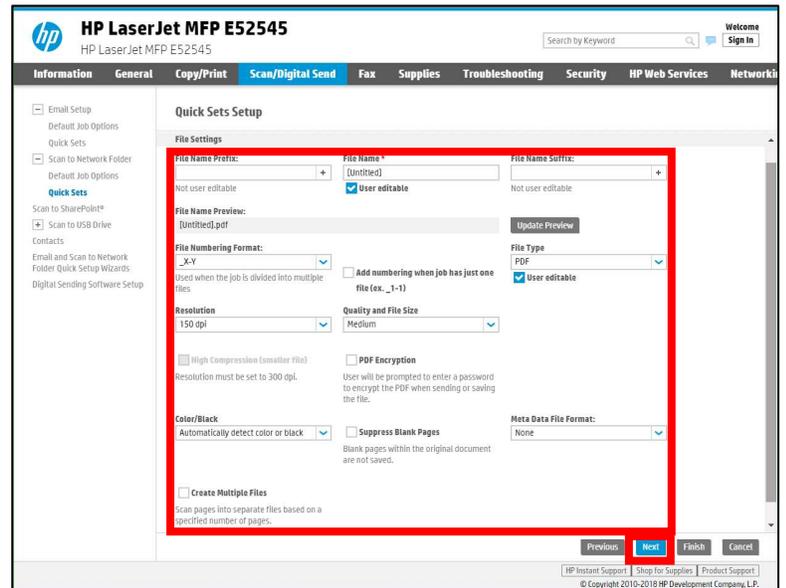


TO PLACE A SERVICE CALL OR ORDER SUPPLIES: **CALL 800.847.3098** AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE

- 23. Change any **Scan Settings** to match your needs
- 24. Click **Next**



- 25. Change any **File Settings** to match your needs
- 26. Click **Next**



- 27. Click **Finish**

You will see **The Operation was completed successfully** on the next page

Your Scan to Network Folder Quick Set is now listed in the Quick Sets folder

