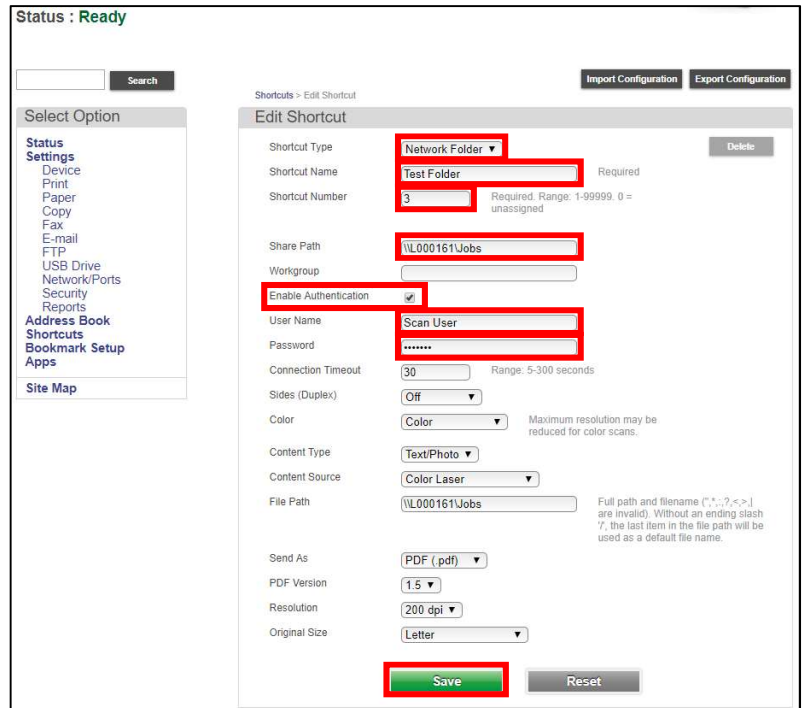
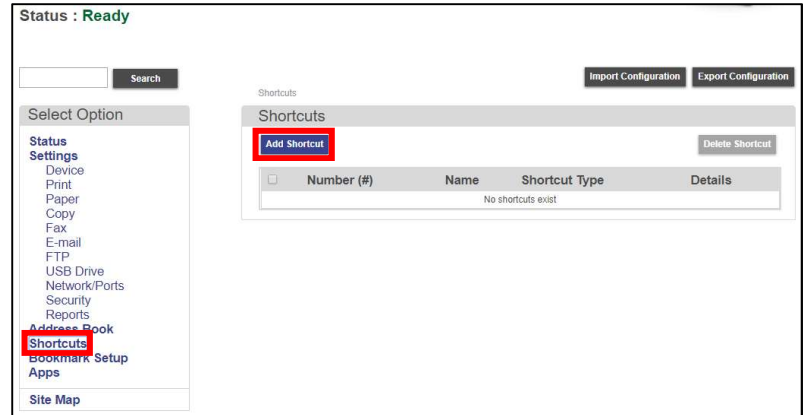


1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

2. Click **Shortcuts**
3. Click **Add Shortcut**

4. Click **Network Folder** for **Shortcut Type**
5. Type in the **Shortcut Name**
6. Type in the **Shortcut Number**
7. Type in the **Share Path**
8. Click **Enable Authentication**
9. Type in the **User Name**
10. Type in the **Password**
11. Click to change any required features
12. Click **Save**
- 13.



You will see the new shortcut under the **Network Folder** drop down

