

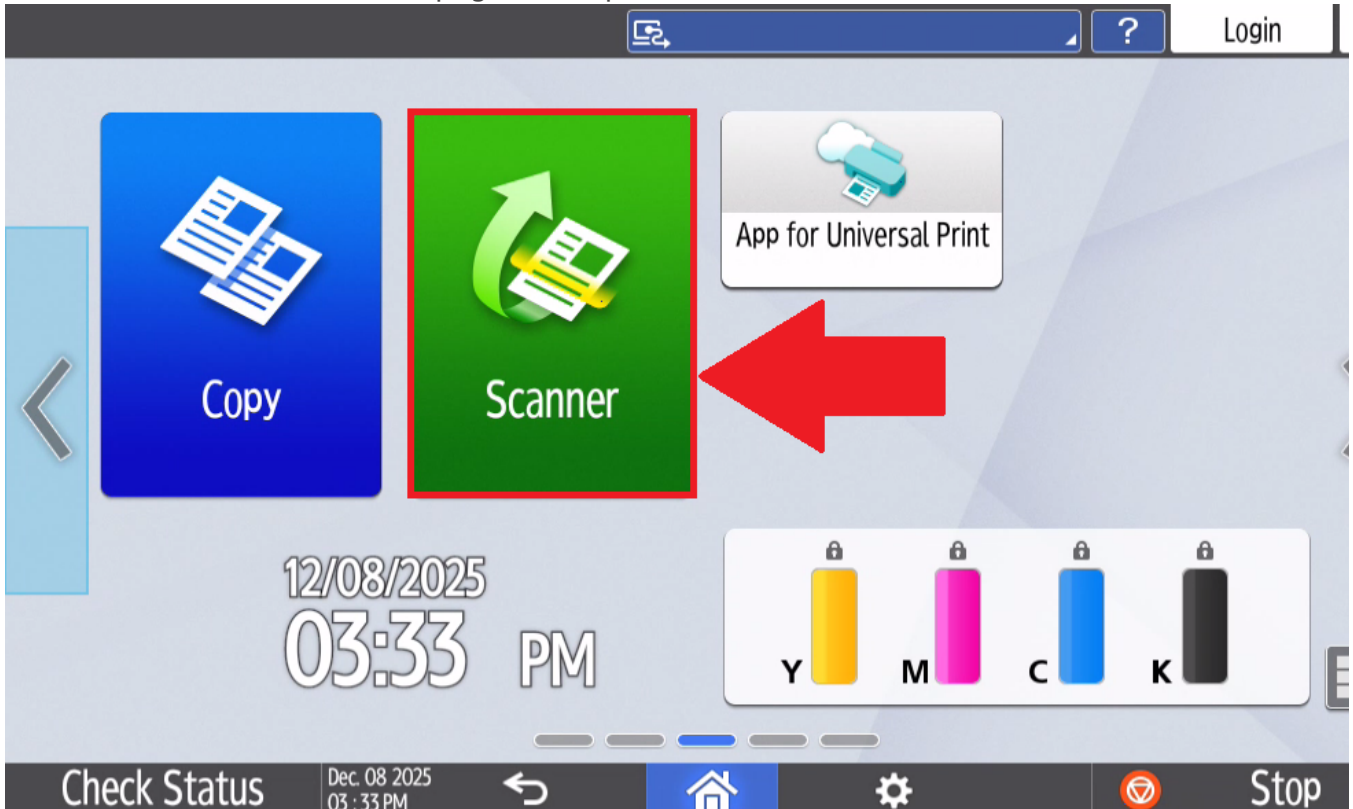
# Scan to Email/Folder

- [Manage Printer Address Book](#)
- [Scan to Folder](#)

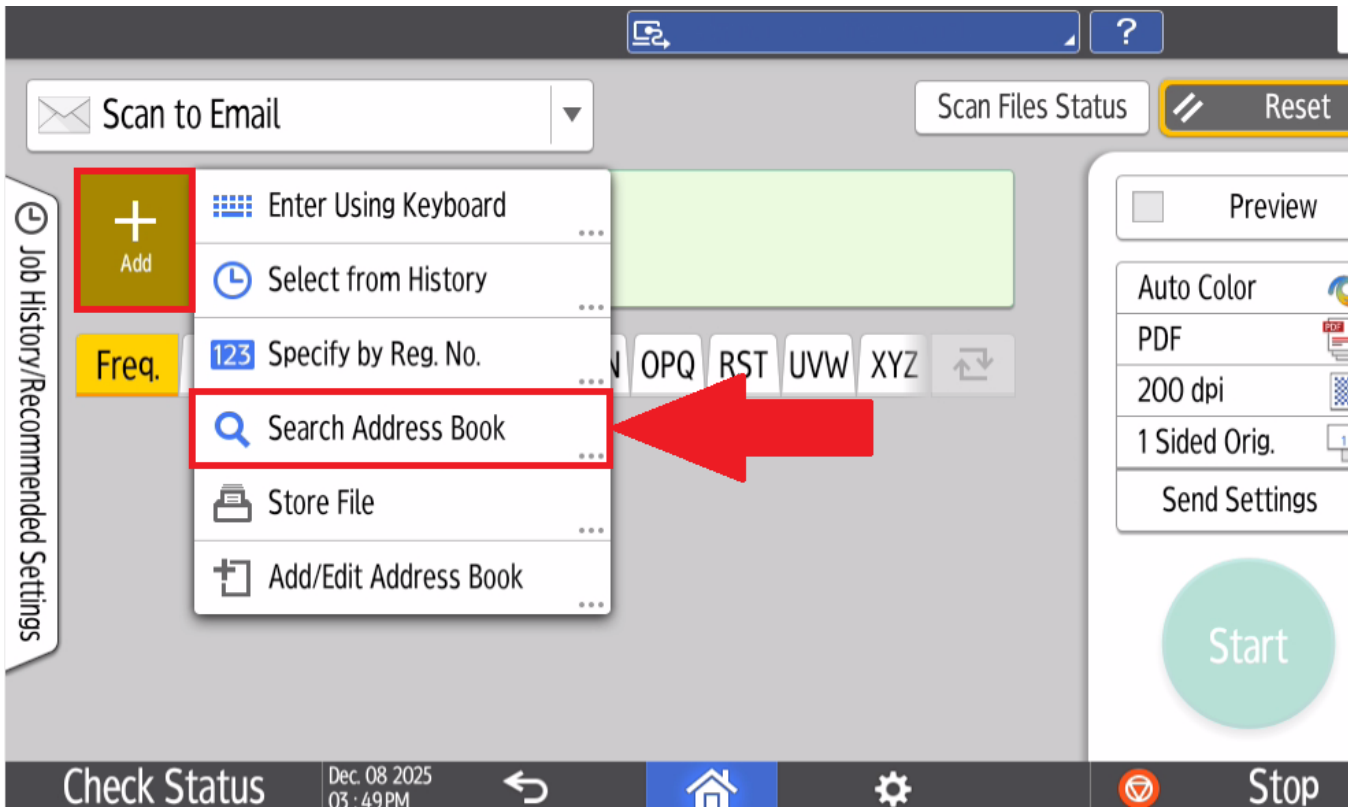
# Manage Printer Address Book

## 1. Add new user to Address Book

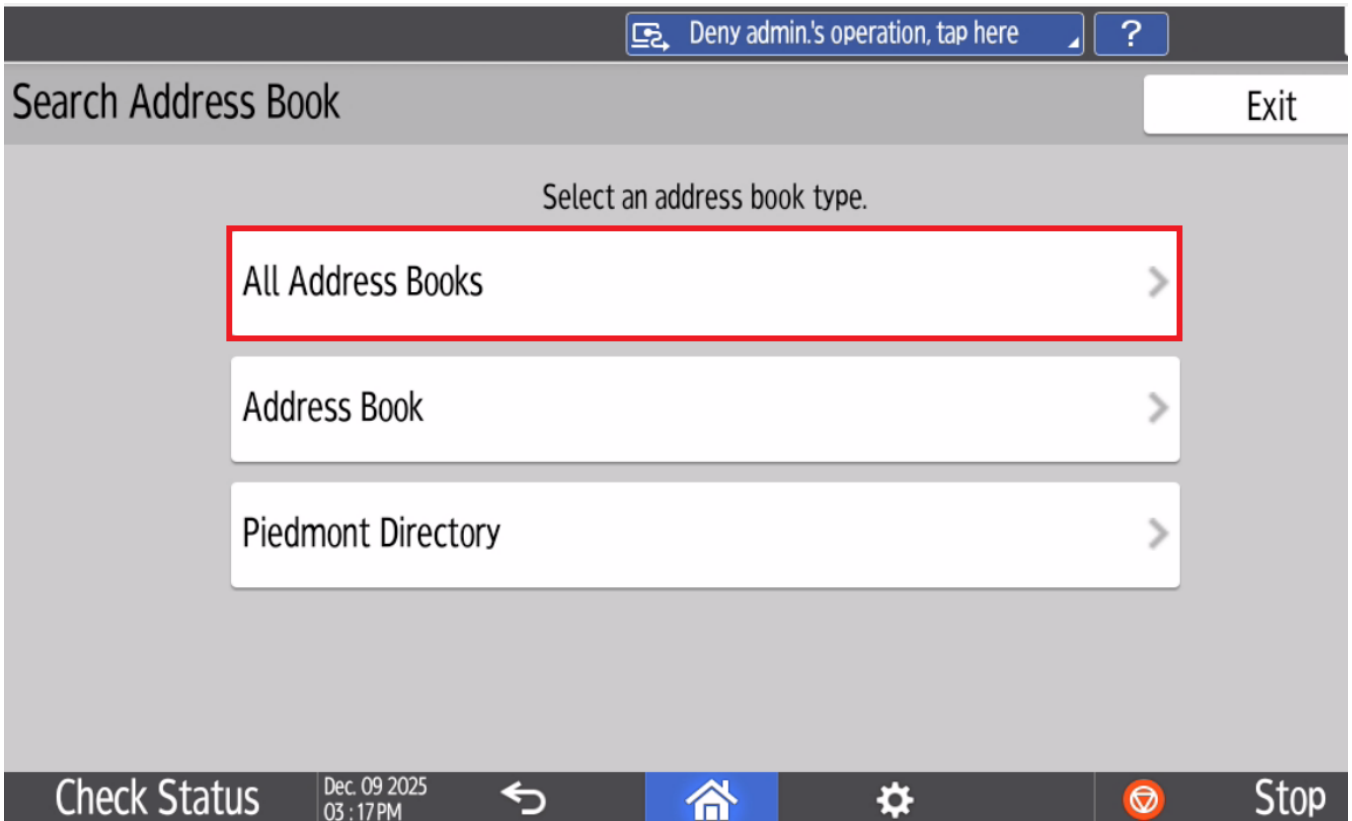
1. Select **Scanner** on the home page of the printer's touchscreen tablet.



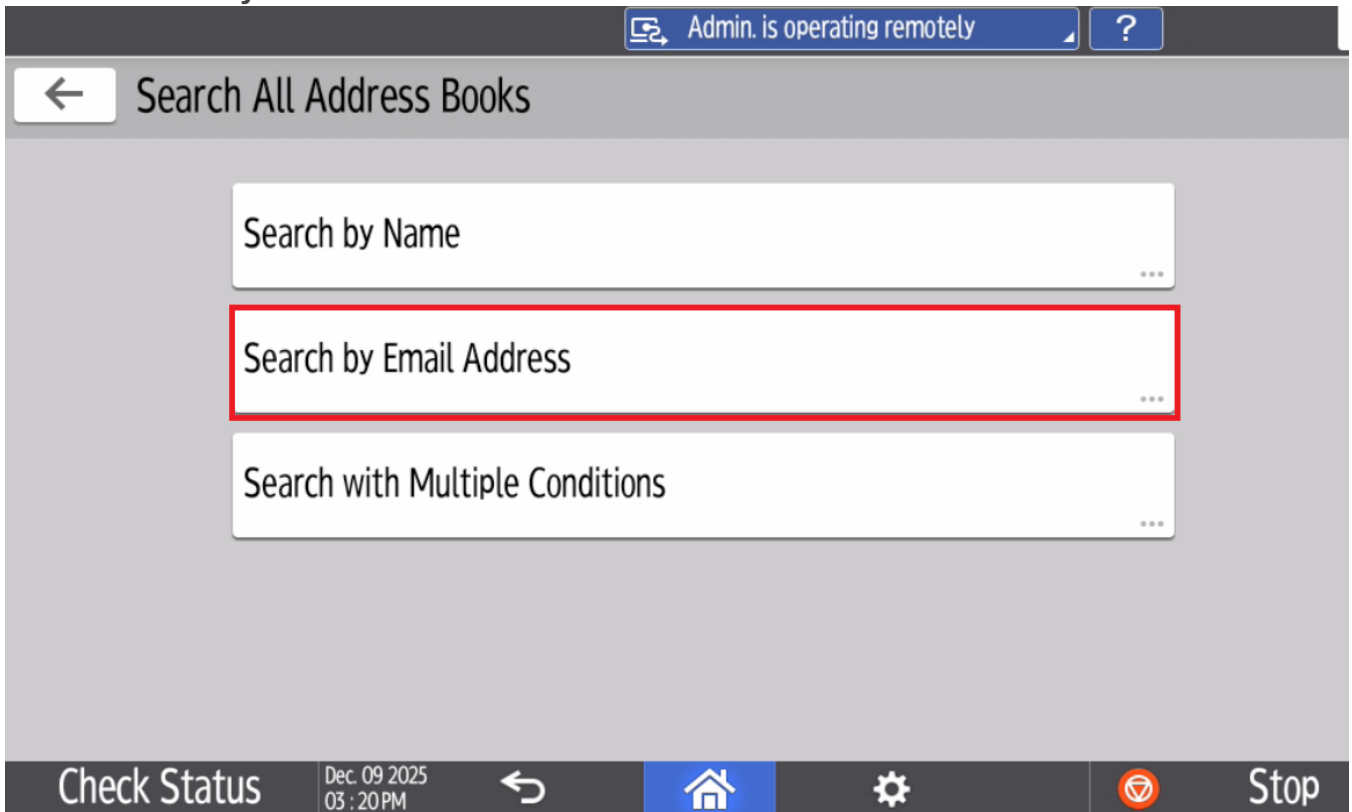
2. Select **Add** and select **Search Address Book**



3. Select **All Address Books**

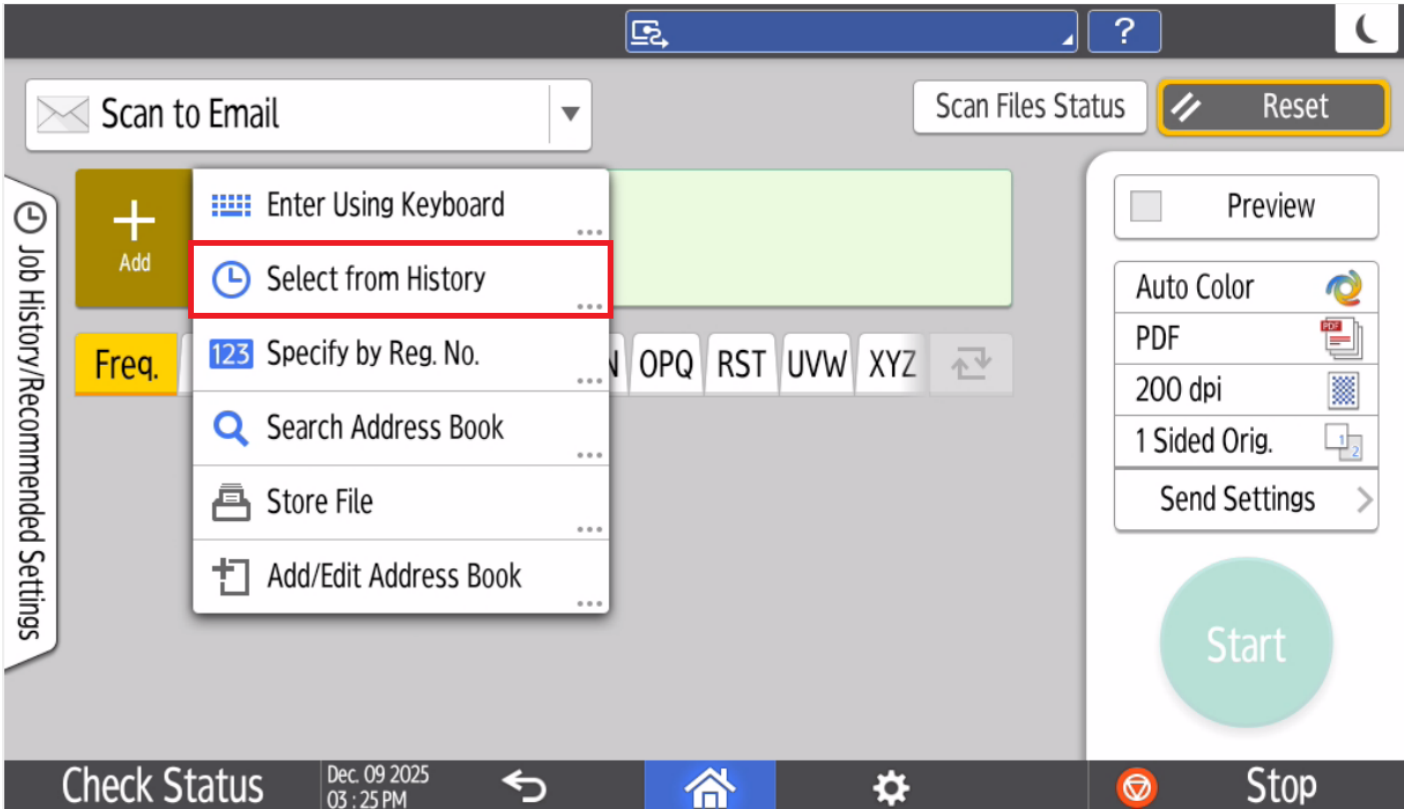


4. Select **Search by Email Address**



5. Type in your Email address and select **Search**
6. The Printer will take a moment to search for the email address.
7. Select your email Address and Select **Add**
8. Your Piedmont account is now added to the Printer's Address Book

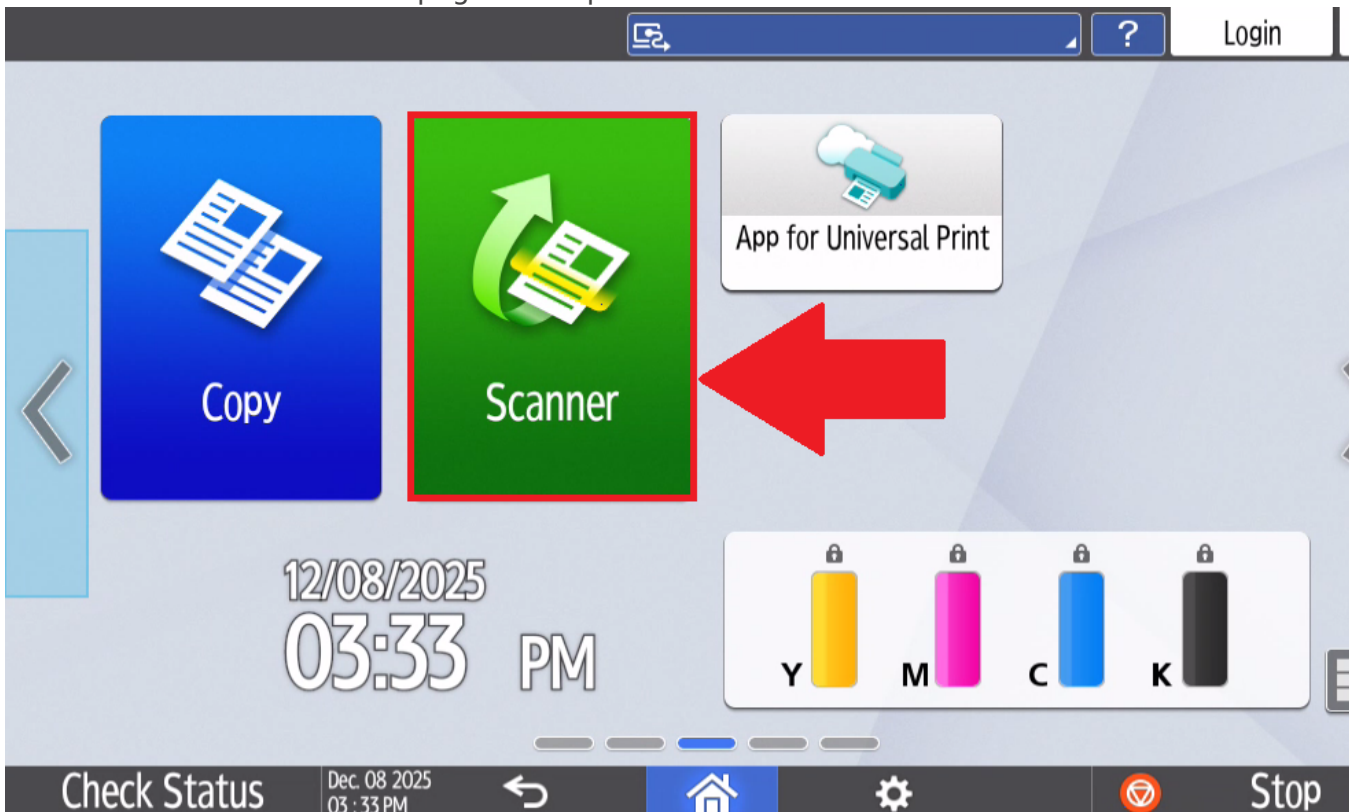
Once you've completed your first scan, You can select **Select from History** to quickly scan to your email.



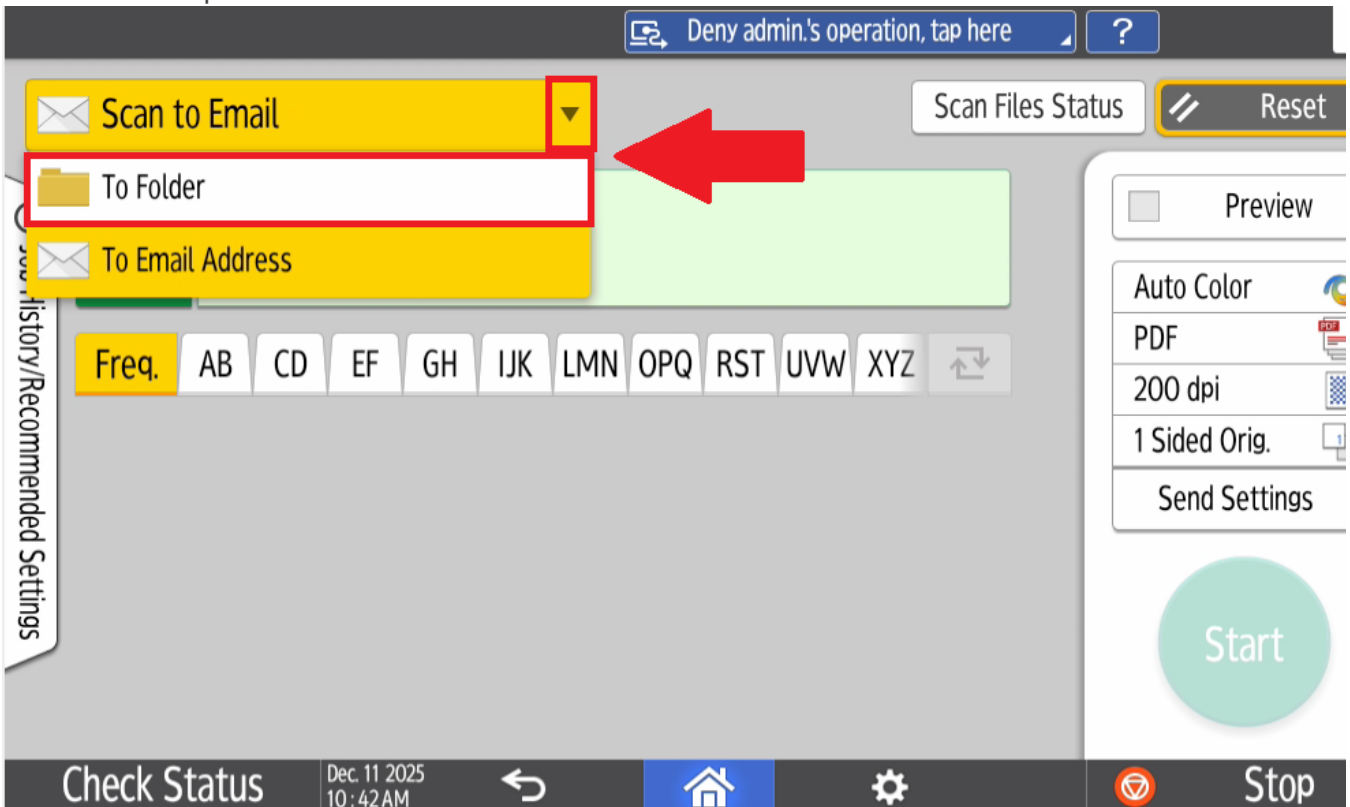
# Scan to Folder

## 1. Scan to Department Folder/Network Drive

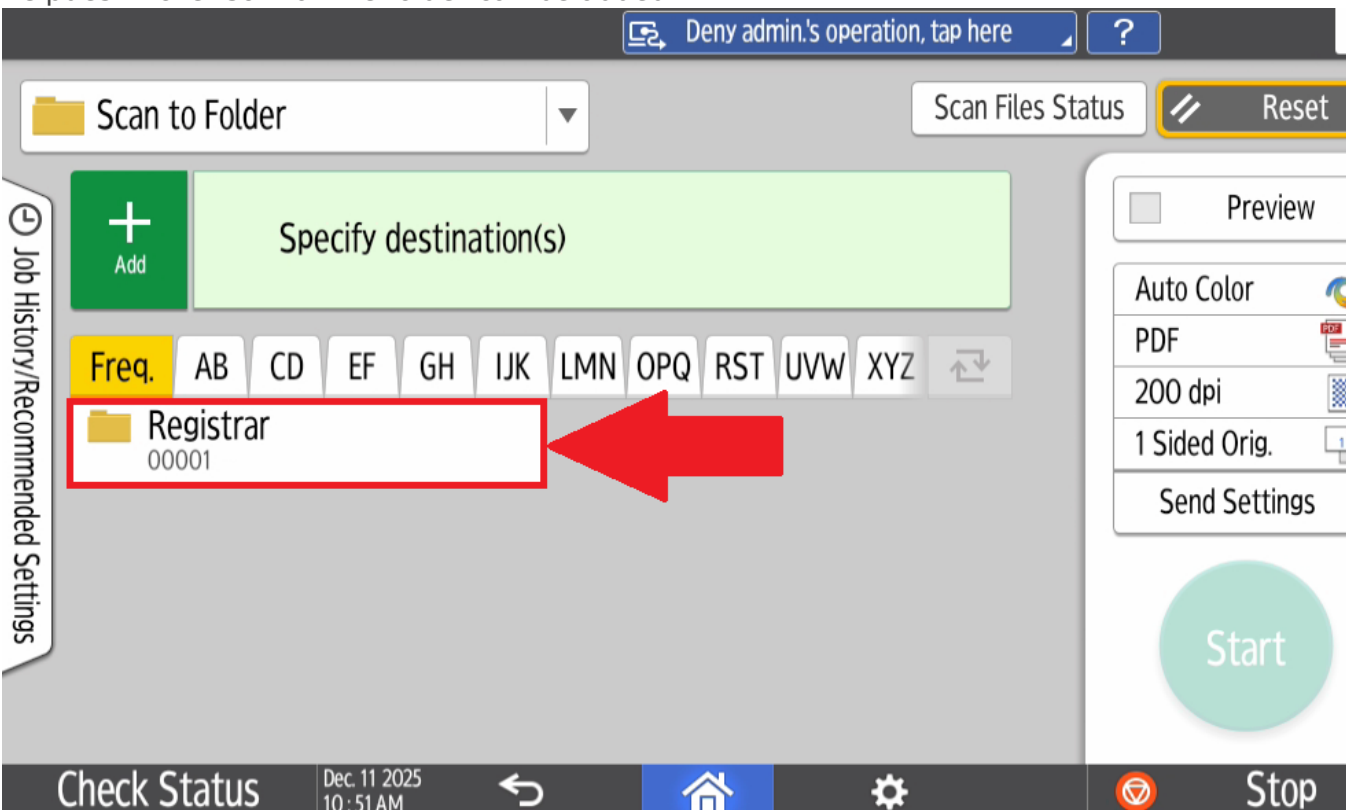
1. Select **Scanner** on the homepage of the printer



2. Select the Drop down next to **Scan to Email** and select **Scan to Folder**



3. Select the Folder you would like to scan to, if the folder is missing, please contact IT via a helpdesk ticket so that the folder can be added



4. Load the document and Select **Start** to scan the document to the selected Network Folder