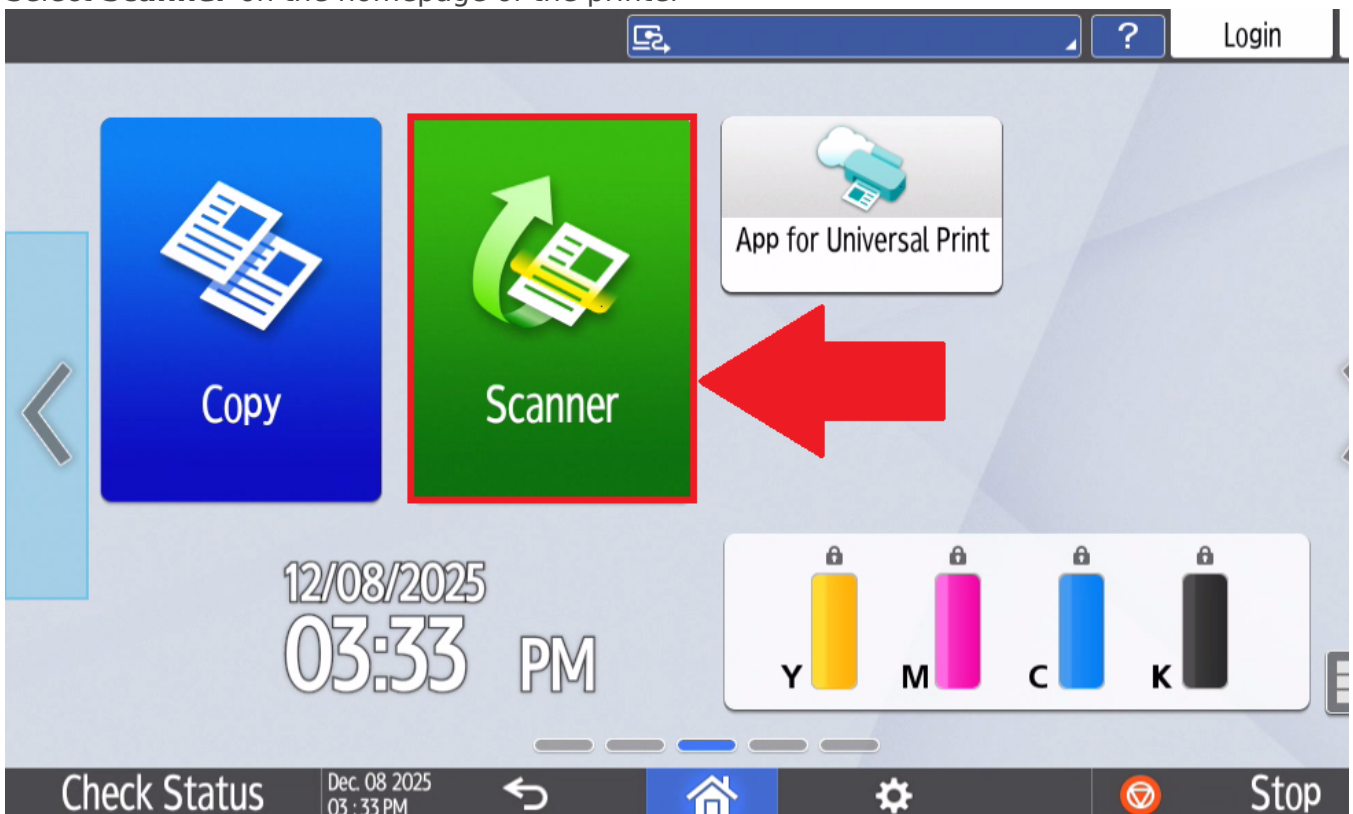


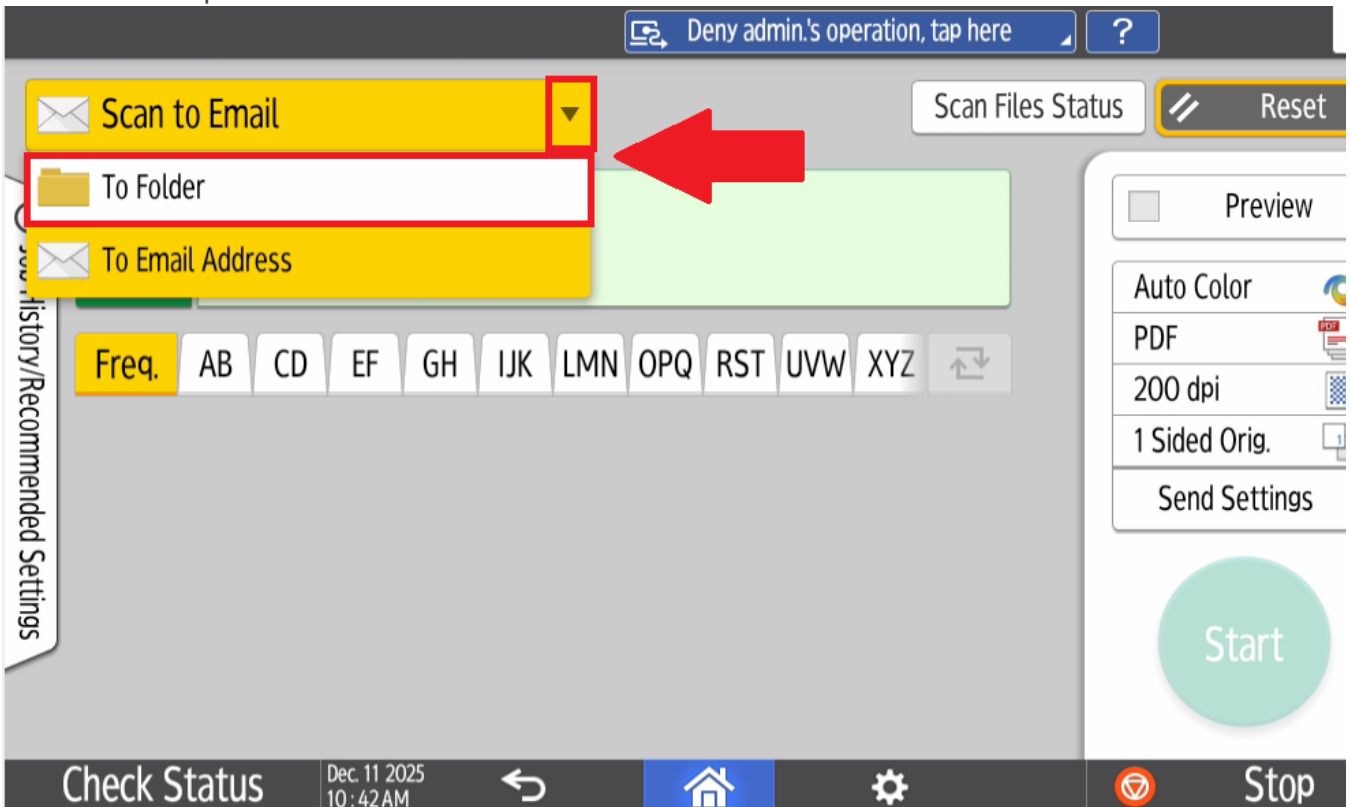
Scan to Folder

1. Scan to Department Folder/Network Drive

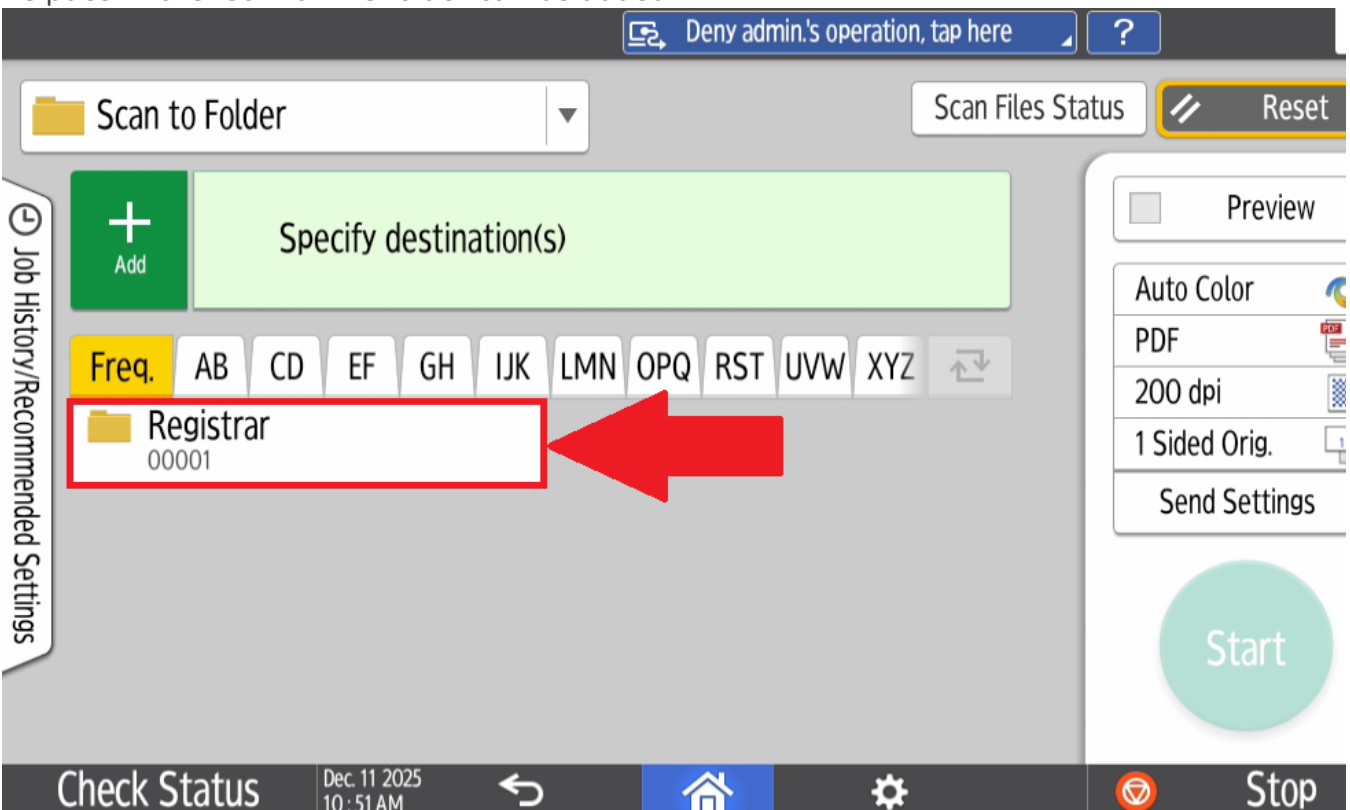
1. Select **Scanner** on the homepage of the printer



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

Updated 2026-04-28 18:57:48 UTC by Jefferson Davis