Scanning Instructions

To scan from the printer:

1. Place document face up
2. Select Workflow Scanning
3. Select Default
4. Choose a new file name
5. Choose additional settings as needed
6. Push Start

To retrieve a scanned document:

* Open a file window and enter -  
  ftp://readyshare.routerlogin.net/USB\_Storage/

To map the scanned documents folder to your PC:

1. Go to “My Computer” or “This PC”
2. Click Map network drive
3. Insert readyshare link noted above into the Folder box
4. Choose other options as desired and finish