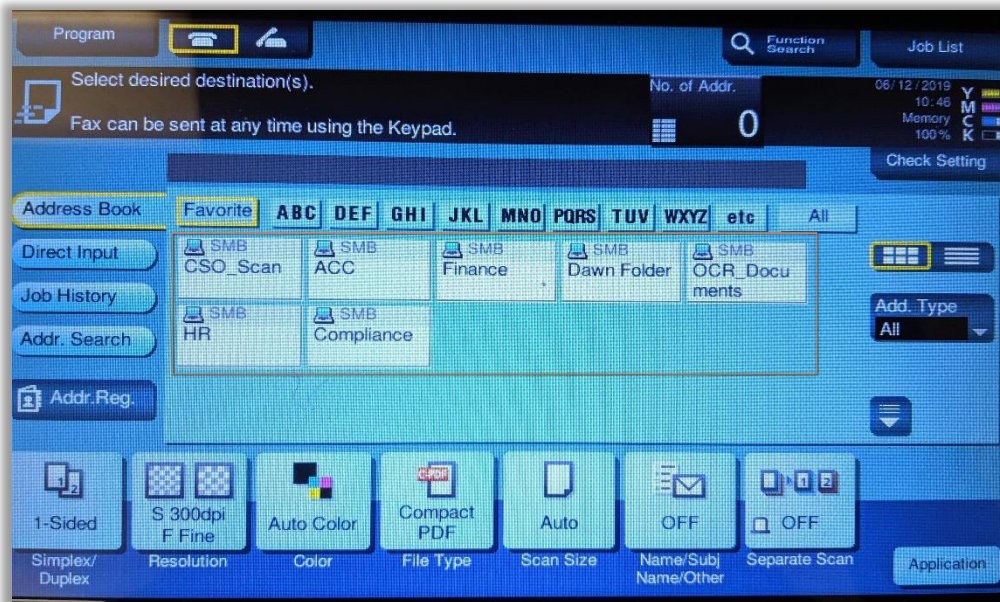
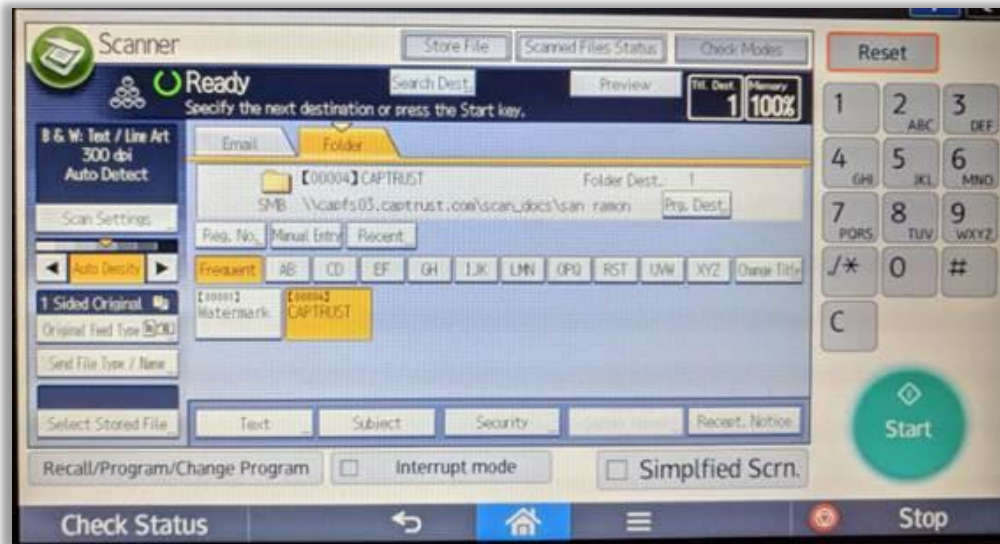


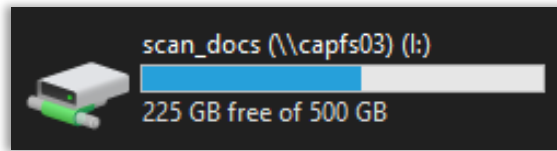
# How To Scan Using A MULTIFUNCTION COPIER

- On the copier, enter Scan mode
- Place your documents on the glass or in the feeder
- Choose the folder that represents where you want to scan, then press Start

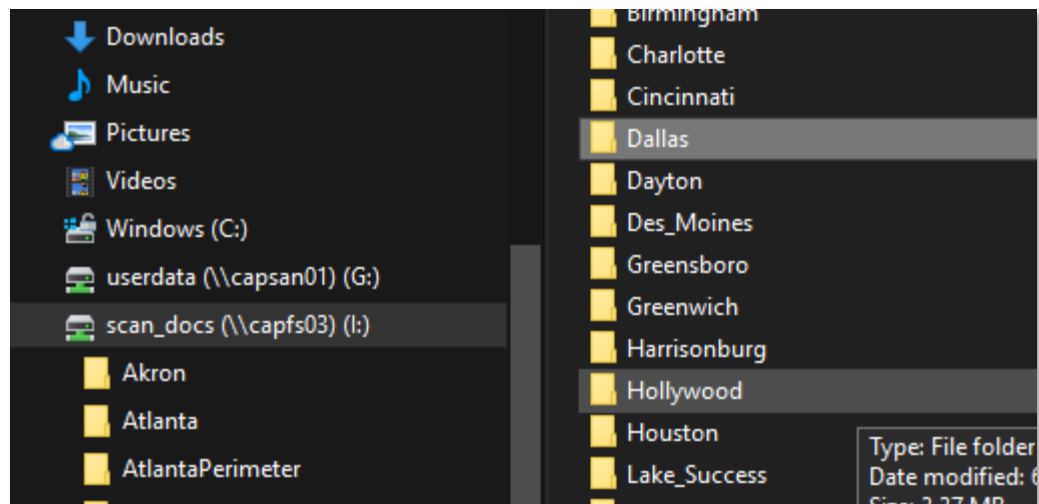




- Back at your desk and on your CAPTRUST computer, open File Explorer and open the drive labeled “scan\_docs”



- Scroll to the folder that has your files, usually organized by the name of your city:



***NOTE:*** Documents scanned have a 3 business day retention period. After 3 business days, documents will be automatically removed per compliance policy.