



- 1) Insert your document text side up in the top document feeder
- 2) Select **Services Home**
- 3) Select **Workflow Scanning** (or **Network Scanning**, depending on the model)
- 4) Select **Login/Out** button to the right of the display.
- 5) Enter your network username preceded by **da\** and select **Next**
- 6) Enter your network password and select **Enter**.
- 7) Select **Use Partial List** (or the option listing your department/location)
- 8) Select **Scan to Home Directory** [Your document will be saved to your n:\ drive in a folder called <yourdeptname\_networkscanner>]
- 9) Press **Login/Out** and click **Logout**