



- 1) Tap your Deerfield OneCard. If you don't have your card, continue with Step #2.
- 2) Insert your document text side up in the top document feeder.
- 3) Press **Services Home**
- 4) Press **Workflow Scanning** (or **Network Scanning**, depending on the model). If you used your OneCard, skip to step #8.
- 5) Press the **Keyboard** button or the **Alternate Login** button on the screen.
- 6) Enter your network username and press **Enter or OK**.
- 7) Enter your network password and press **Enter or OK**.
- 8) Press **ScanToHome** (Your document will be saved to your n:\ drive in a folder called network scans).
- 9) Press **Start**.
- 10) Tap your OneCard or press **Login/Out** and click **Logout**.