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**