Procedure for Performing Send to Folder

January 9, 2020

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Send to Folder Procedure

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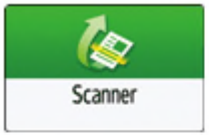
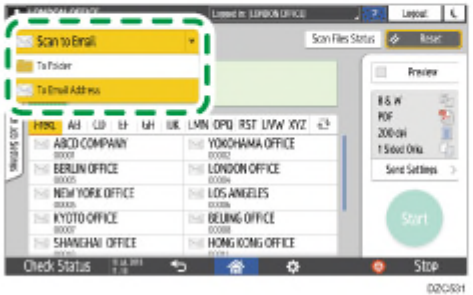
1 Press [Scanner] on the Home screen.



2 Select [To Folder] on the scanner screen.



3 Place the original on the scanner.

Send to Folder Procedure

4 **Press [Send Settings] and configure the scan settings according to the purpose of the scanned data.**

5 **Press [+], select [Search Address Book] or [Specify by Reg. No.] and then specify the shared folder that is registered in the address book.**

- To enter the information manually, press [+], and select [Manual Entry]. Select SMB as the protocol and enter the required information.
- To specify the destination again, press [2].

6 **Press [Start].**

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