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| <b>Product</b><br><br><b>Xerox 4110 / 4590 Copier Printer</b><br><br><b>“How Do I?” guide for Kinko’s Operators</b> | <b>Title</b><br><b>Scanning / Saving to the Network</b> |
|   | <b>Date</b><br><b>May 2007</b>                          |
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**Save Only (Controller must have been configured for this operation – refer to FedEx Kinko’s Installation and Configuration document from Rich Bogut)**

1. Place the pages to be scanned face up in the document feeder
2. Push the **[All Services Button]**
3. Select **[Network Scanning]**
4. In the **[Network Scanning]** window touch the **NETWORKSCAN** or **NETWORKSCANS** mailbox/template.
5. Push the **Green [Start] button**

Once the machine scans the page(s) they will automatically be transmitted to the “Network Scans” folder inside the “Shared Resources Drive” on the DPW.

**NOTE 1:** If the PDF doesn’t show up in the Network Scan folder, double check your Mailbox/Template settings. The IP Address of the Primary DPW, Username and Password must be entered correctly or the file will not transfer.

**NOTE 2:** In some versions of software, the scanned file will appear as a TIFF, but is actually a PDF. You will confirm this when you retrieve the file and it will show as a PDF.