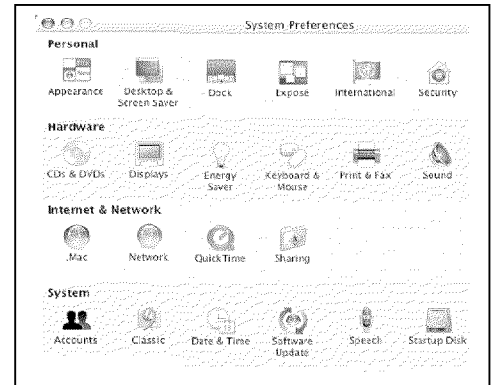


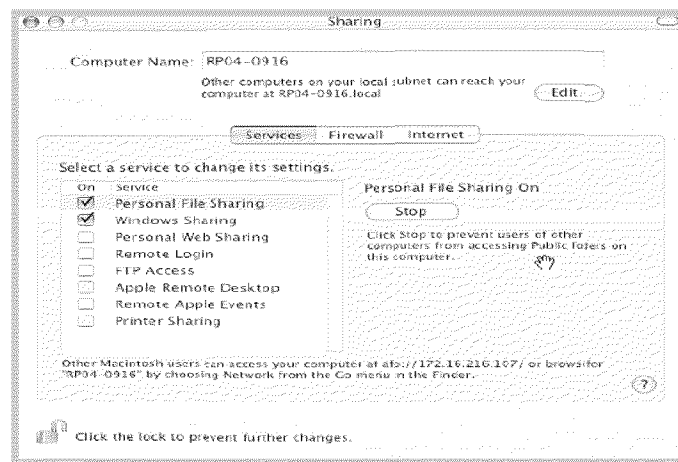
SCAN-TO-FOLDER MAC OSX PROCEDURES

At the Mac Computer:

1. Go to the Apple Menu and hold down the mouse
2. Select System Preferences to bring up the prefs window
3. Click Sharing in the Internet & Network settings →



4. Click Accounts to get the computer users' name. This info needs to be entered into the copier MFD.
5. In the Sharing window, enable Personal File Sharing and Windows Sharing by clicking the checkboxes.



Note: When Sharing is enabled, it will provide the computer's IP address also known as path. Remember the path name (else take a picture of the screen). This information will be needed when setting up the copier MFD.

6. Create a new folder on the desktop (this folder can be moved later). This is the folder where the scanned document will be directed to.
7. Re-start computer (if necessary)

At the Copier MFD:

Press User Tools/Counter button

Using the device LCD panel, follow the next steps

- Select System Settings
- Select Key Operator Tools

System Settings Exit

Select one of the following default settings.

General Features | Tray Paper Settings | Timer Settings | Interface Settings | File Transfer | **Key Operator Tools**

Address Book Management	Address Book: Select Title	Title 1
Address Book: Program/Change/Delete Group	Auto Delete File	No
Address Book: Program/Change/Delete Transfer Request	Delete All Files	
Address Book: Change Order	Password Management for Stored Files	
Address Book: Edit Title		

2/3 ▲ Previous ▼ Next

- Enter the device's Key Operator Code (if enabled)
- Select Next to scroll down
- Select Address Book to view Address Book Management

Address Book Management

Press [New Program] to add new user(destination), or select user(destination) to change.
User(destination) can be selected by entering No. with Number keys.

Search: _____

All Users | **Freq.** | AB | CD | EF | GH | IJK | LMN | OPQ | RST | UVW | XYZ | 🔍 | Switch Title

By User Code	[00002] User 1	[00006] User 2	[00007] User 3	[00008] Lanier	[00004] User 4	[00009] User 5	1/ 2	Programed: 19/2000
By Fax Destination							▲	New Program
By E-mail Address	[00010] User 6						▼	

Program,Change | Delete | Exit

- Select the Username to bring up Program/Change Address Book
- Select the Folder button

Program/Change Address Book Continue to Program

▶ User (Destination) Name

▶ Key Display ▶ Registration No.

▶ Select Title

Title 1 :

Title 2 :

Title 3 :

Program/Change Address Book

▶ Path

▶ User Name

▶ Password

- Enter the Path (select the Change button to enter the data)
- Enter the Username (select the Change button to enter the data)
NOTE: Username has to be the same as the computer name, Check in the Accounts
- Enter the Password (select the Change button to enter the data)
NOTE: This is the computer password.
- Select Browse Network
- Select the folder in the computer's desktop or HD (this is where all scan-to-folder files will be sent and stored)

Browse Network

1/1

- Select OK
- Select Connection Test