


# FTP guide

**Note:** You can scan documents directly to an FTP server, but to only one FTP address at a time.

## Scanning to an FTP address using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.





**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the printer control panel, press #, and then enter the FTP shortcut number.
  - 4 Press .

## Scanning to an FTP address using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is properly loaded.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the printer control panel, press the up or down arrow button to scroll to **Shortcuts**, and then press .
  - 4 Press **FTP Shortcuts** >  > select the name of the recipient >  or .

**Note:** Shortcuts can be created only from the Embedded Web Server.