

Using Scan to Network

Scanning documents at the printer

- 1 Load the document into the scanner.

Note: Documents may be loaded into the scanner in multiple ways. For information on the different methods of loading documents into the scanner, see the *User's Guide* that came with the printer.

- 2 Touch **Scan to Network**. If prompted, enter the user name and password used to access the printer. Contact your system support person for login information.
- 3 Select the destination where you want to receive the scanned document. If prompted, enter the user name and password required to access the destination. Contact your system support person for login information.
- 4 Some additional job options may be available depending on how the application has been configured. Follow the instructions on the screen to update the options. Contact your system support person for more information on each option.
- 5 Touch **Scan It**. Depending on how the application has been configured, you may have the option to preview and make adjustments to scanned pages.
- 6 To scan additional documents, load the next document into the scanner and select one of the following from the confirmation screen:
 - Touch **Yes, to same destination** to scan the document to the previous destination.
 - Touch **Yes, to a different destination** to scan the document to a different destination.
 - Touch **No** to finish the operation and return to the printer Home screen.

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