

# FTP Guide

## 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 .