Open Windows Explorer and select your C: Drive.
Right Click anywhere and Create a New Folder, name it Scans
Next Right Click the folder you just created and select Properties.
Click the Sharing tab.

Then click the Share button.
Click the drop down menu and select Everyone.

Next click Add.
After clicking add you will see Everyone here. Click the drop down menu and select Read/Write.

Click Share.
Once back to this screen right click your Scans folder and click Create Shortcut. You will get a message asking if you want to place it on the Desktop. Click Yes.
Input the IP address of the copier into a web browser to access the Web interface.
Once on the web interface click the Login Link.
Username is admin
There is no password

Click Login
### Address List

#### Select a User

- Click **Change** to edit the User.

#### Table

<table>
<thead>
<tr>
<th>Registration</th>
<th>Name</th>
<th>Freq</th>
<th>Title 1</th>
<th>Title 2</th>
<th>Title 3</th>
<th>User Code</th>
<th>Fax Destination</th>
<th>E-mail Address</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>Matt Baker</td>
<td>On</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:matt.baker@jyyoung.com">matt.baker@jyyoung.com</a></td>
<td></td>
</tr>
<tr>
<td>00002</td>
<td>Acme Inc. Staff</td>
<td>On</td>
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<td><a href="mailto:steve.muff@jyyoung.com">steve.muff@jyyoung.com</a></td>
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</tr>
<tr>
<td>00003</td>
<td>Mike Truck</td>
<td>On</td>
<td></td>
<td></td>
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<td><a href="mailto:terry.malone@jyyoung.com">terry.malone@jyyoung.com</a></td>
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<td><a href="mailto:david.buck@jyyoung.com">david.buck@jyyoung.com</a></td>
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<tr>
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<td>On</td>
<td>AB</td>
<td></td>
<td>3000</td>
<td></td>
<td></td>
<td><a href="mailto:pat.brown@jyyoung.com">pat.brown@jyyoung.com</a></td>
<td>Texas Users Connectivity</td>
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<td>LNK</td>
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<tr>
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<td>RST</td>
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<td>1</td>
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<td>00009</td>
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<td></td>
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<td><a href="mailto:melissa.raines@jyyoung.com">melissa.raines@jyyoung.com</a></td>
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<tr>
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</tr>
</tbody>
</table>
Select Specify Other Auth

Input your computer user name

Click Change
Enter the password you use to login to your computer.

Click OK to return to the previous screen.
Scroll down until you see the Folder section.

Here you will input the path of the folder.
To get the folder path go back to the Scans folder you created earlier. Right Click the folder and click Properties.
Click the Sharing Tab.

This is your folder path that needs to be input in the Path field in the Web Interface.
When you are finished click OK to return to the Configuration screen.