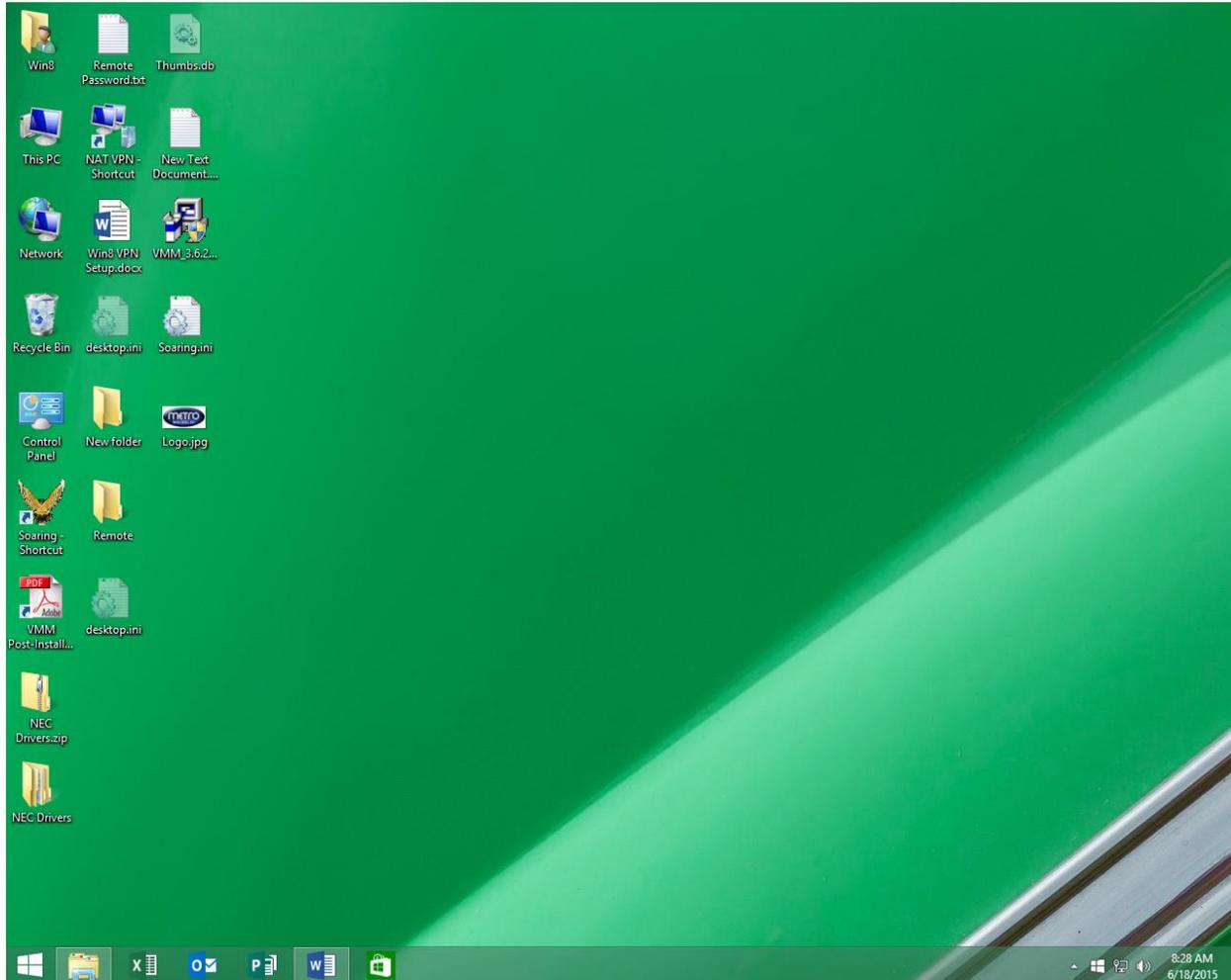
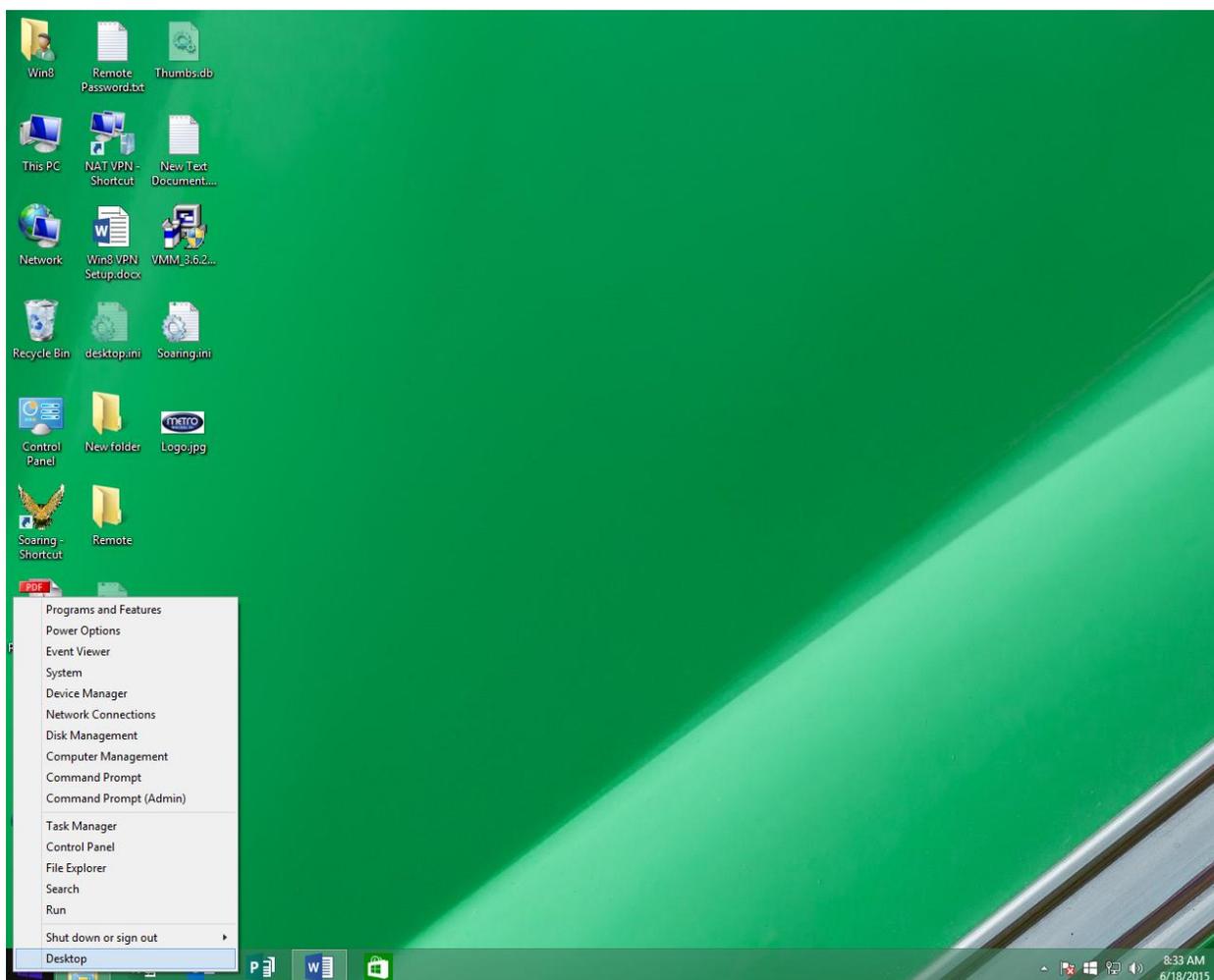


Setup Scan to Folder on Windows 8.1

At the Copier.

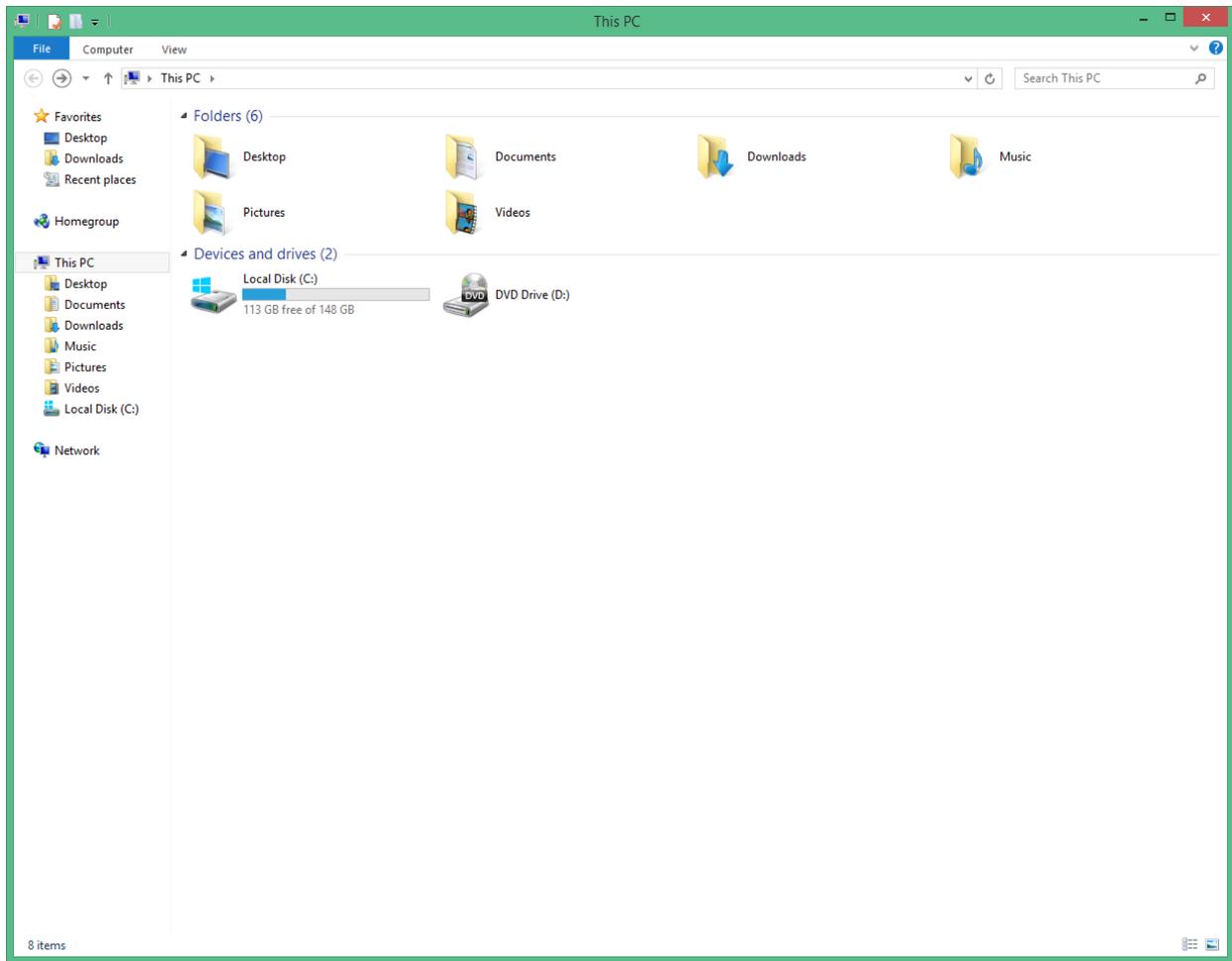


-Move your cursor to the lower left hand side by the windows logo.

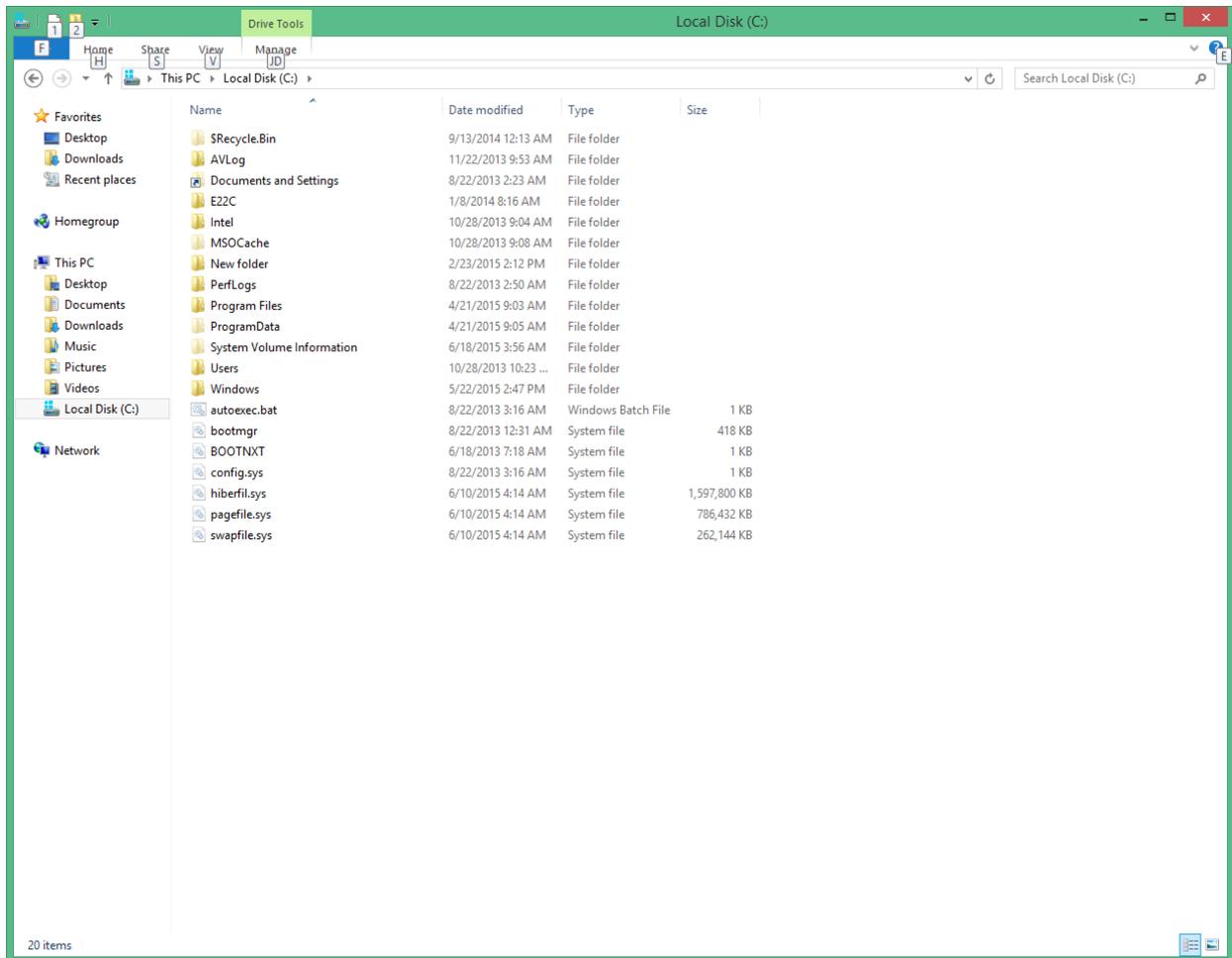


-Right click while cursor is in lower left.

-Left mouse click file explorer.



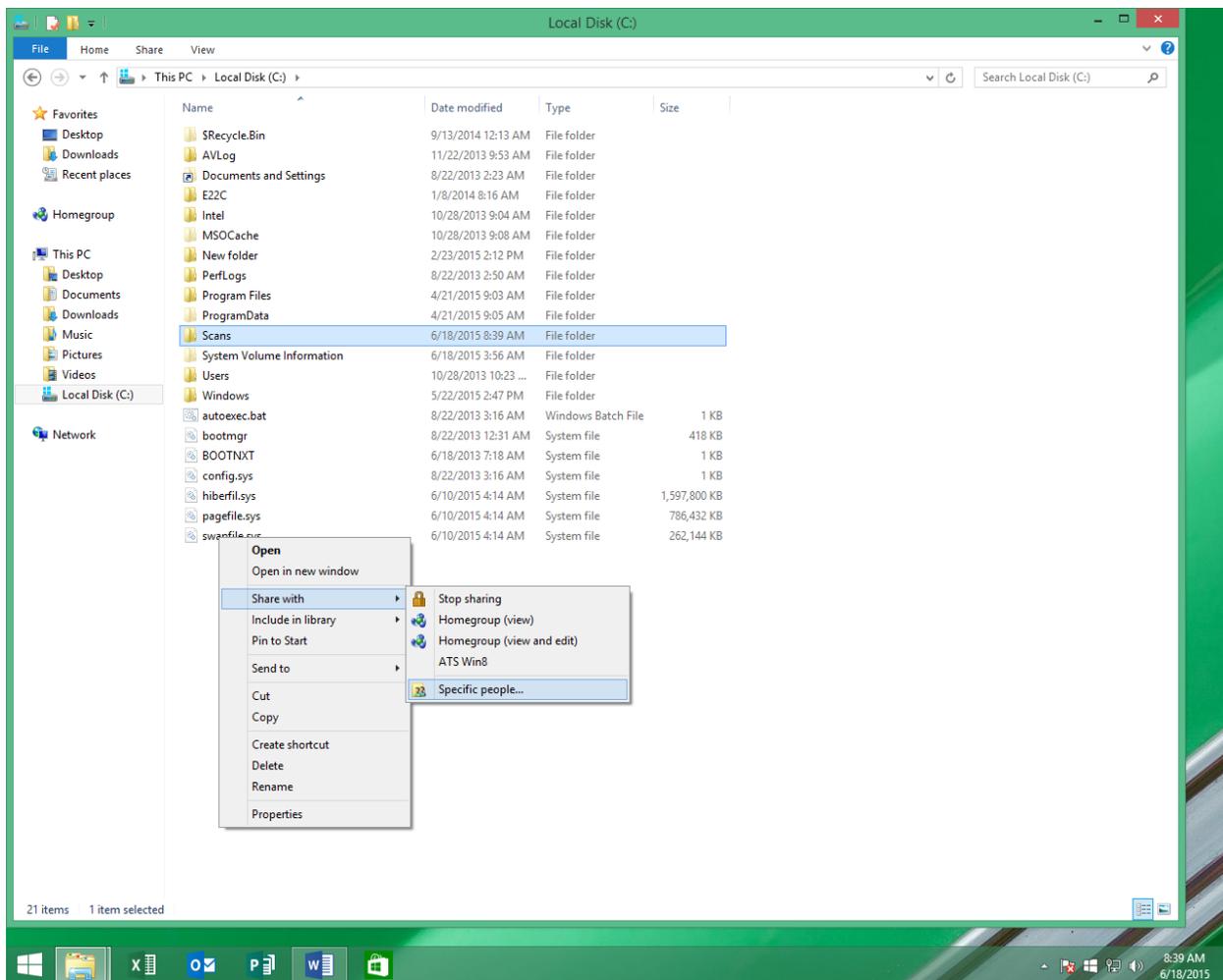
-Double click Local Disk (C:)



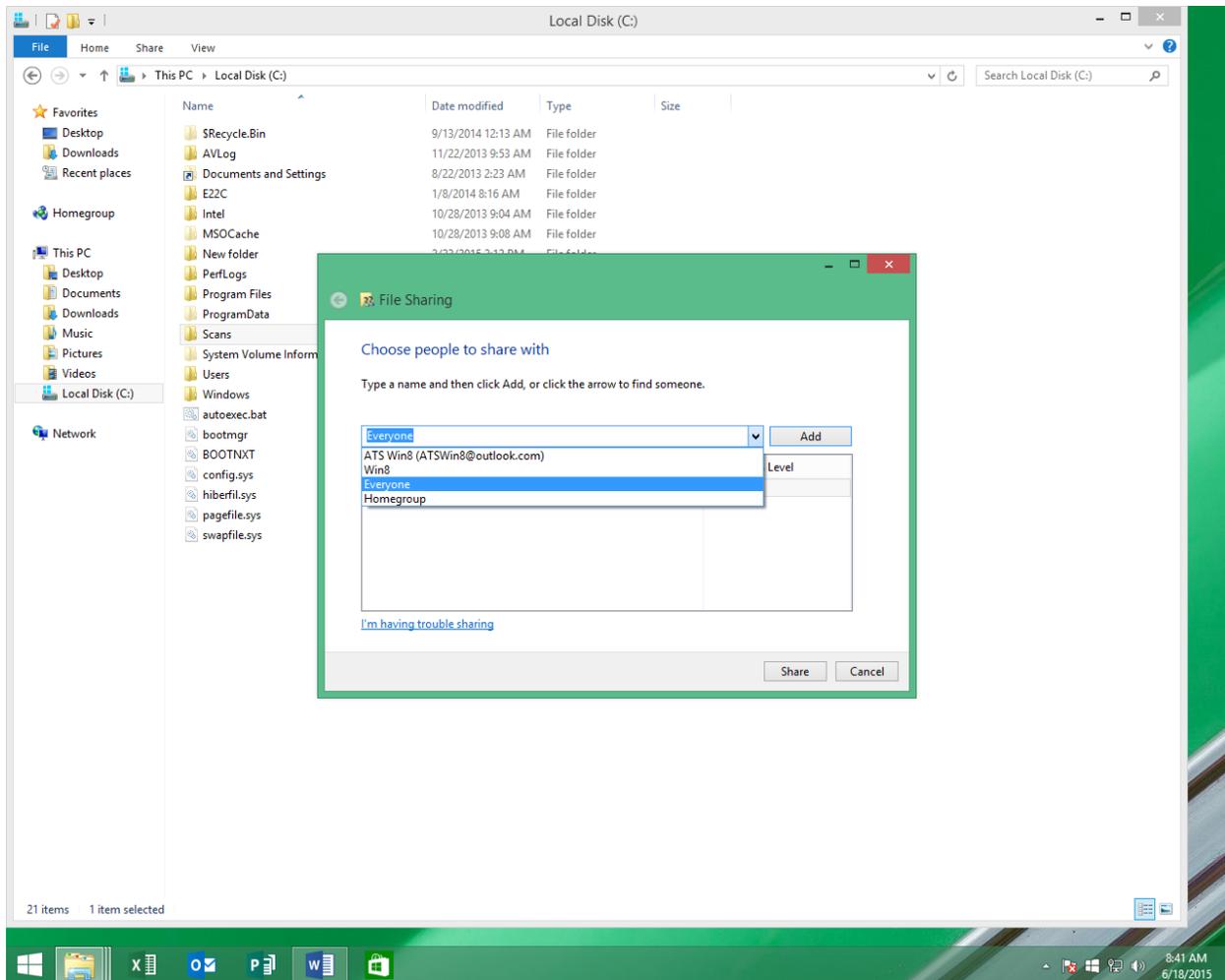
-Right click in area below the folders located in local disk (C:)

-Left click new, click on folder.

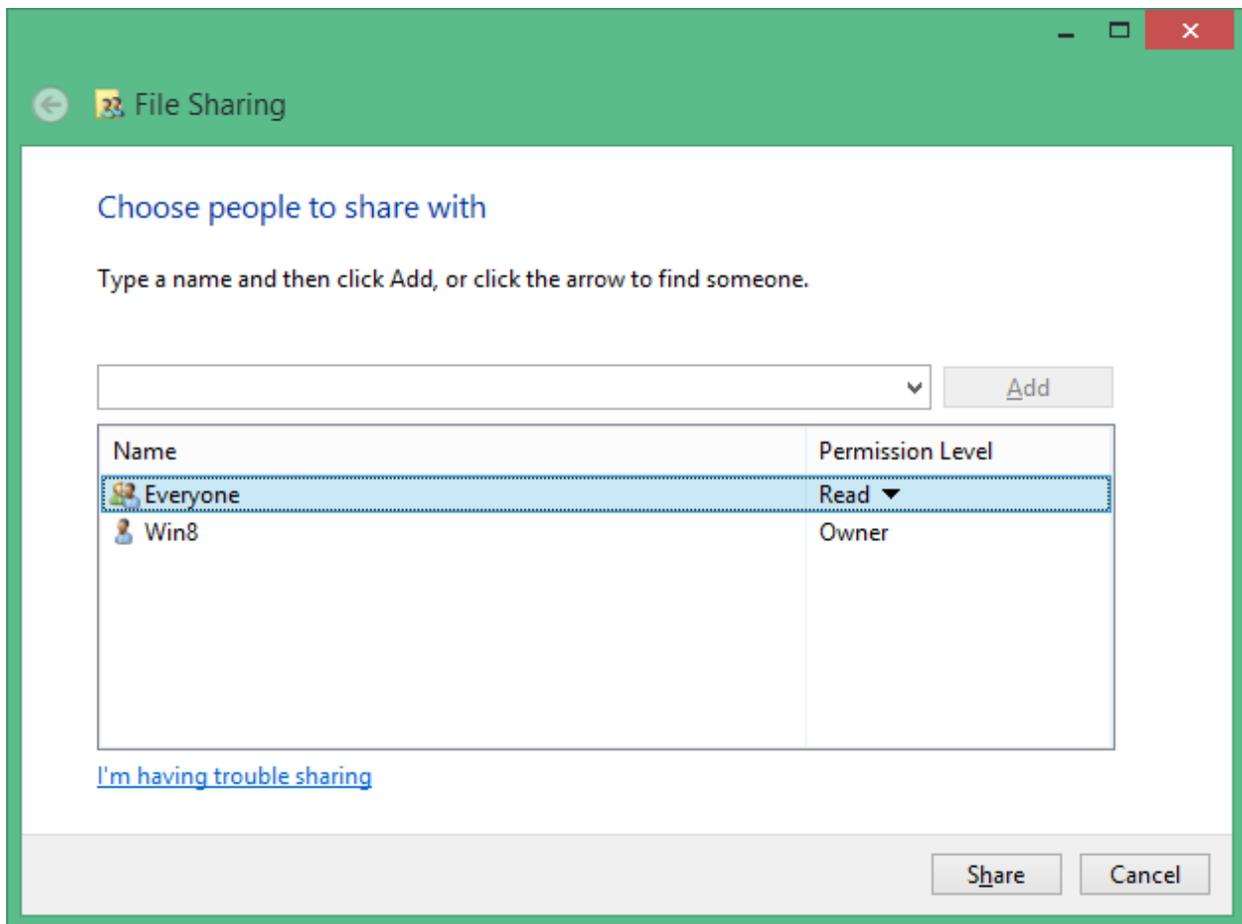
-Name the folder; Scans.



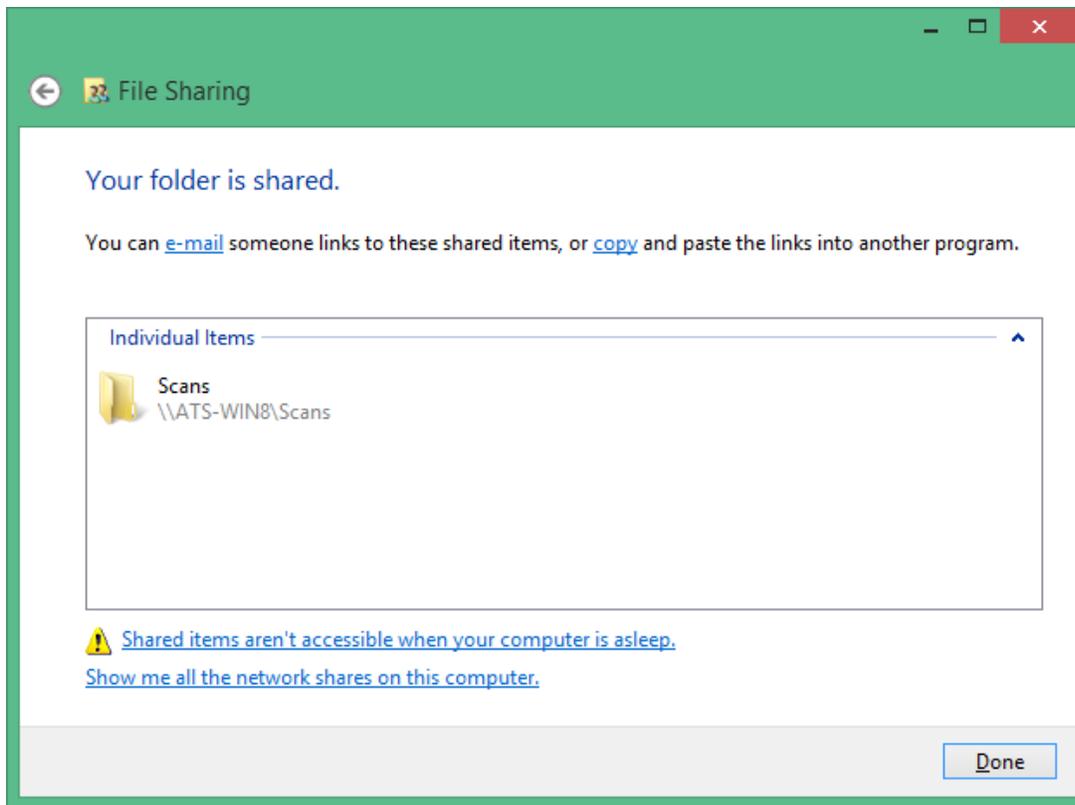
-Right click on Scans folder and select share with, specific people.



-Select the dropdown to the left of add, select everyone, click add.



-Change the permission level from Read to Read/Write for everyone by clicking on the dropdown and then select Share.

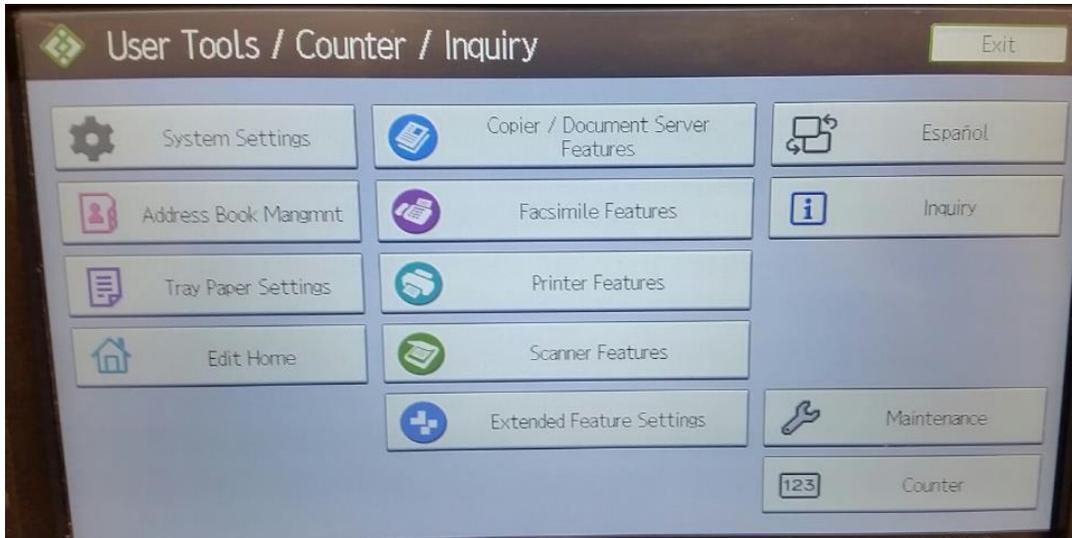


-Write down the network path to the share, example: \\ATS-WIN8\Scans, then click done.

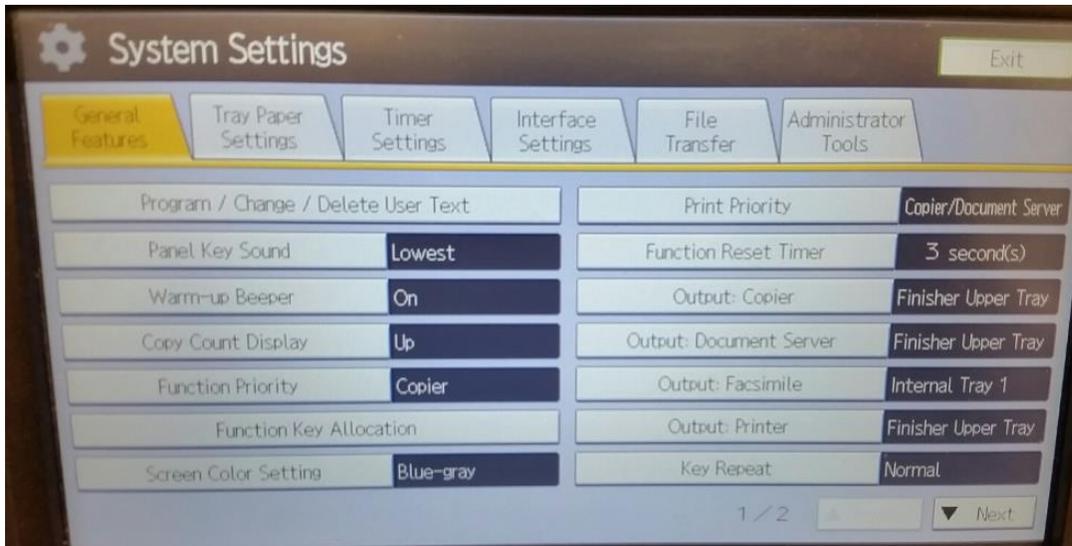
-Now we must create the destination on the copier.



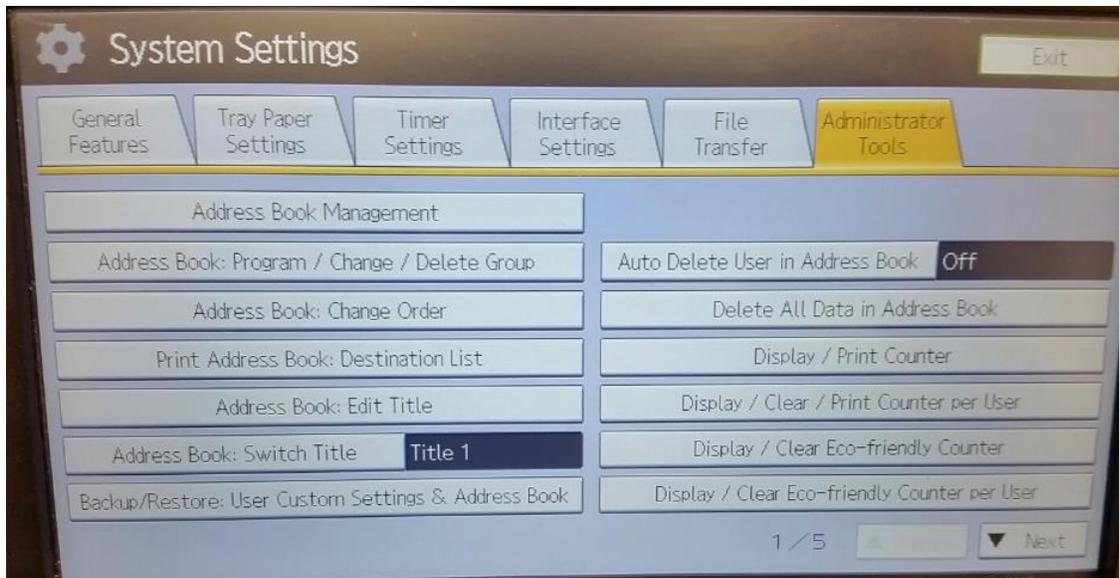
-At the copier select User tools, Machine Features (if present).



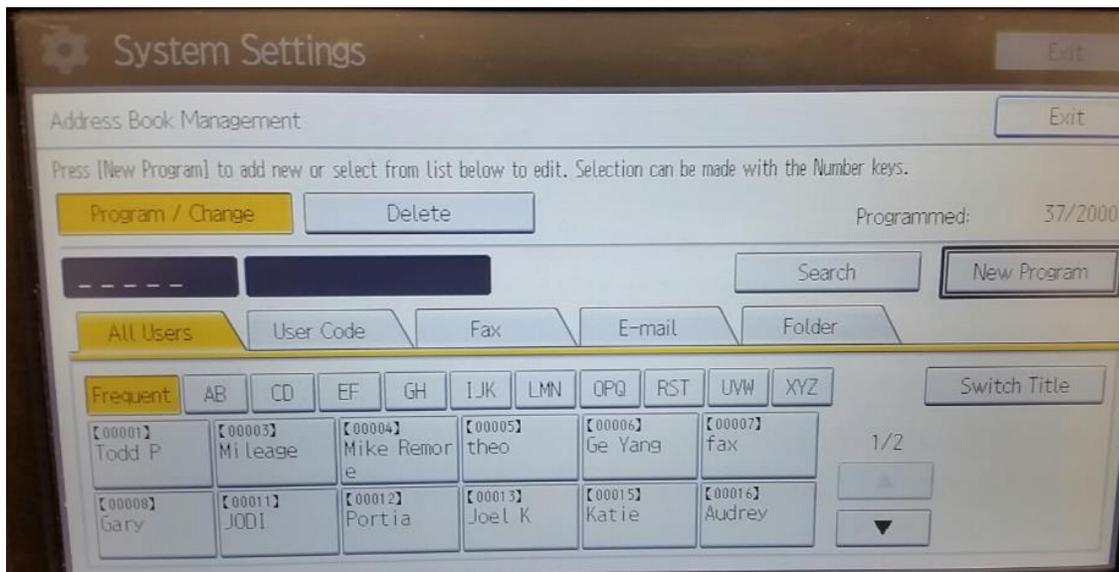
-System Settings, Note, if you have Address Book Management on this screen you may select.



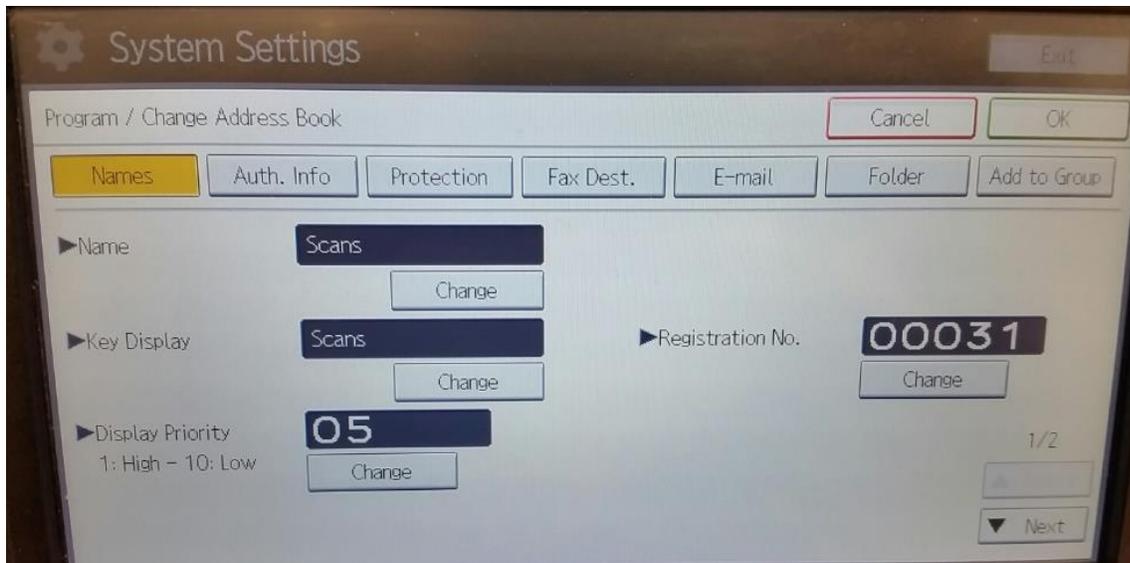
-Administrator Tools



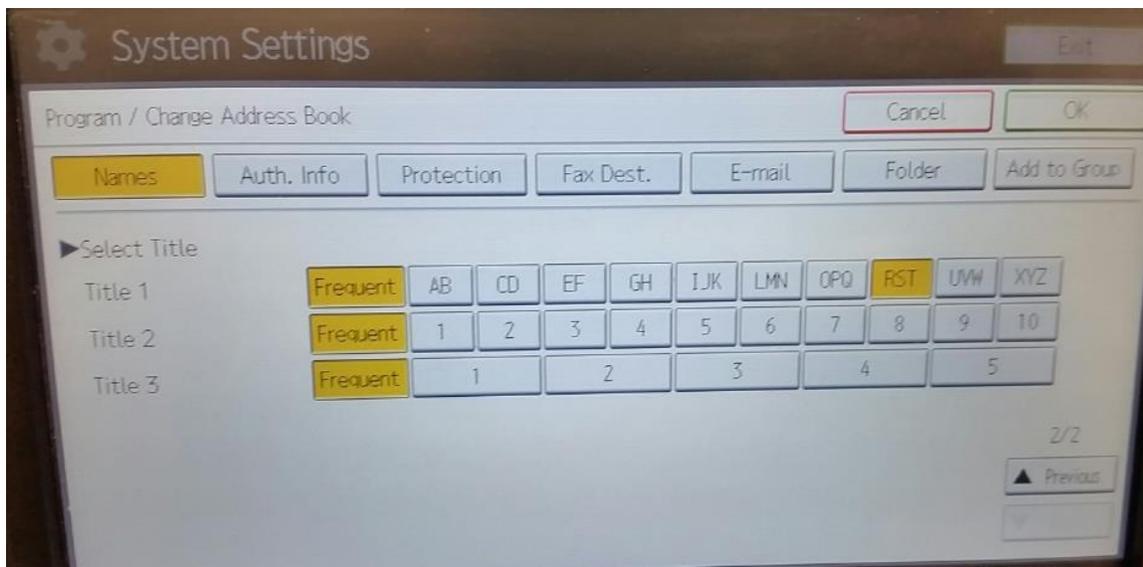
-Address Book Management



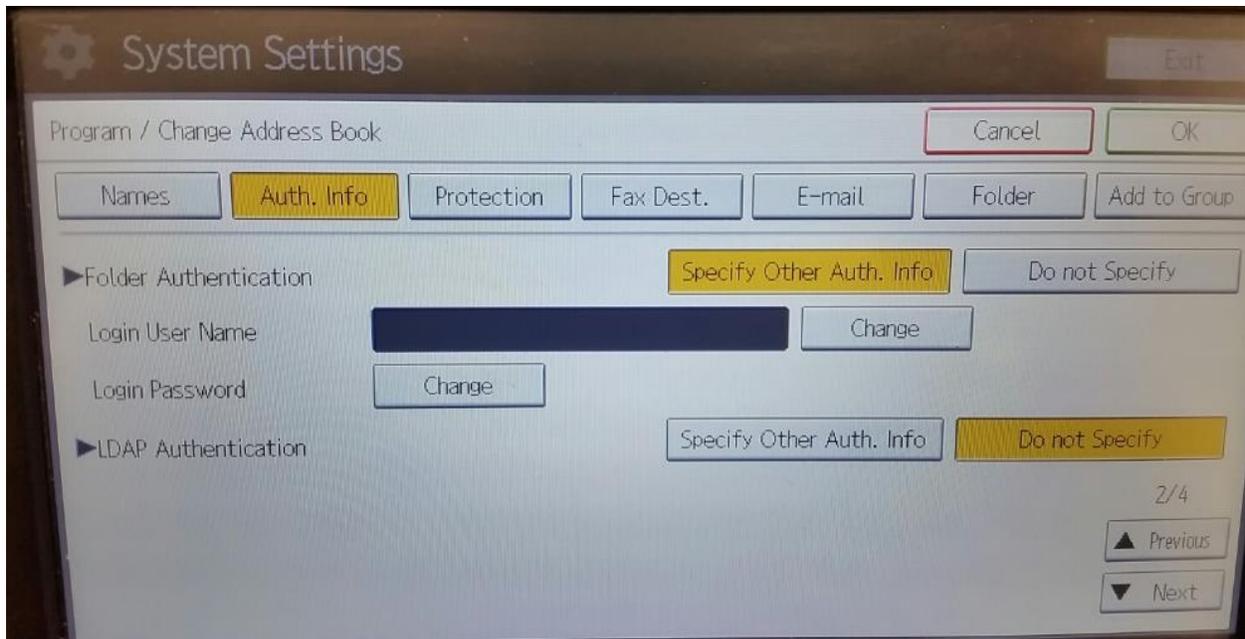
-New Program



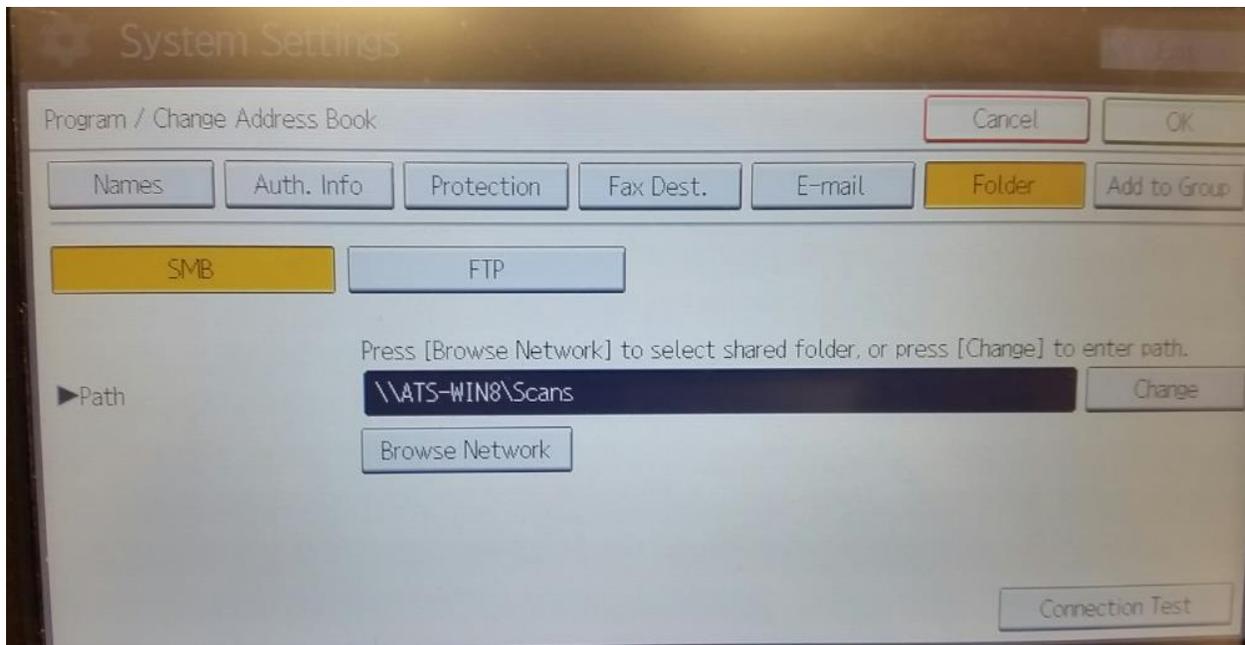
-Enter a name of folder and key display, example; Scans



-Go to page 2/2, and change title 1 to the letter category that includes the 1st letter of your name/key display, example Scans, letter S, RST.



- Select Auth. Info. Down arrow to page 2/4.
- Select Specify Other Auth Info.
- Enter your windows username by selecting change, then press ok.
- Enter your password by selecting change, enter your password click ok, enter password a second time then click ok.



-Select folder, change, and enter the network path you wrote down earlier example [\\ATS-WIN8\Scans](#)

-Click ok 2 times, and exit 3 times. Congratulations you have created a scan to folder destination!

