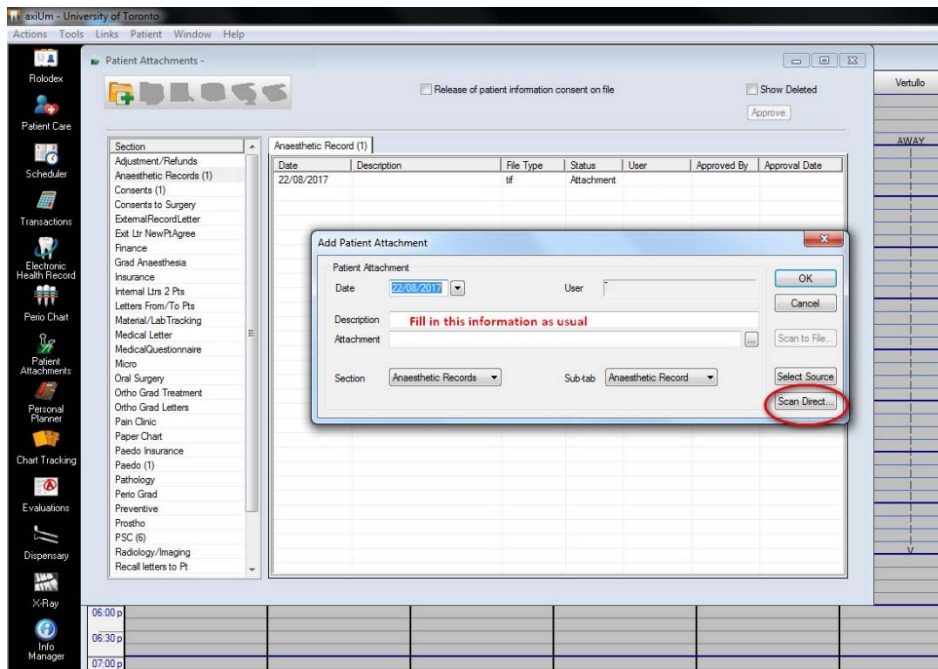

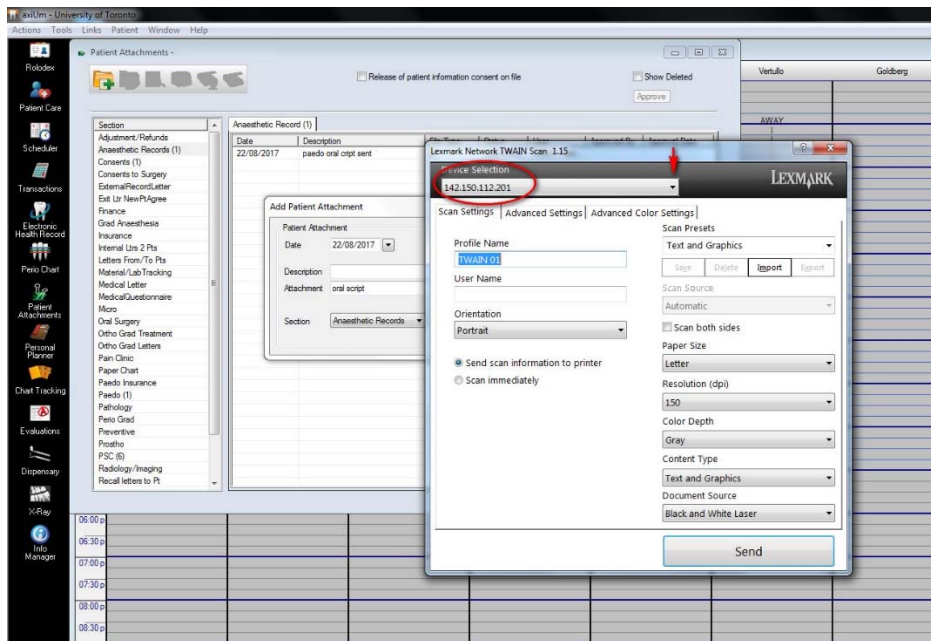




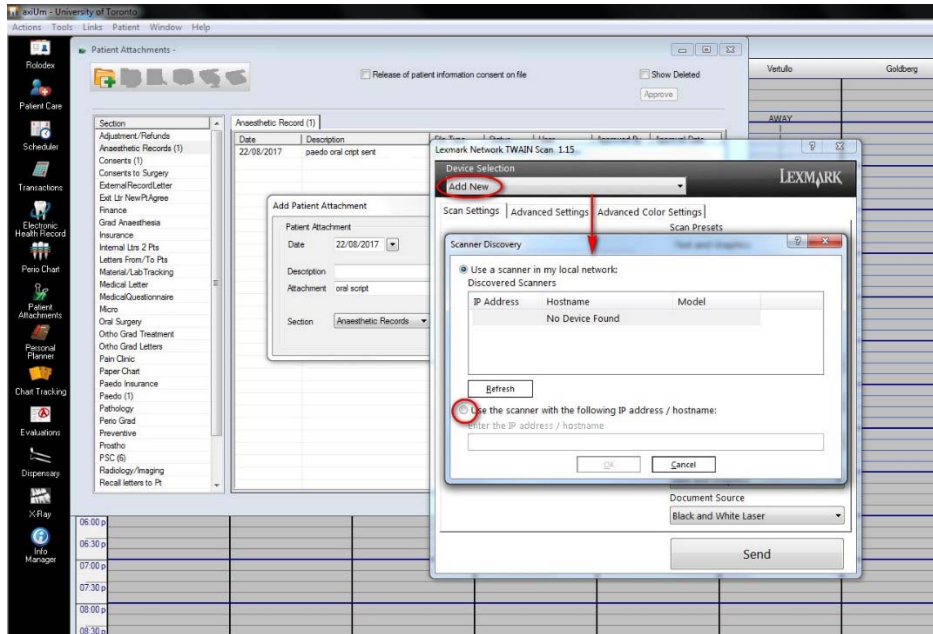
- Fill in the information as you would normally and press the “Scan Direct”:



- Under device selection press the  and choose “add new”:



- Another box will appear. Phone the Help Desk and ask them to provide you with the IP of your particular printer. Please mention the room you are in. Press the option to “Use the scanner with the following IP address”:



- Enter the new IP address and press ok. You can now press the Send Button and your documents will be scanned form your printer.