uniFLOW Scan From Copier
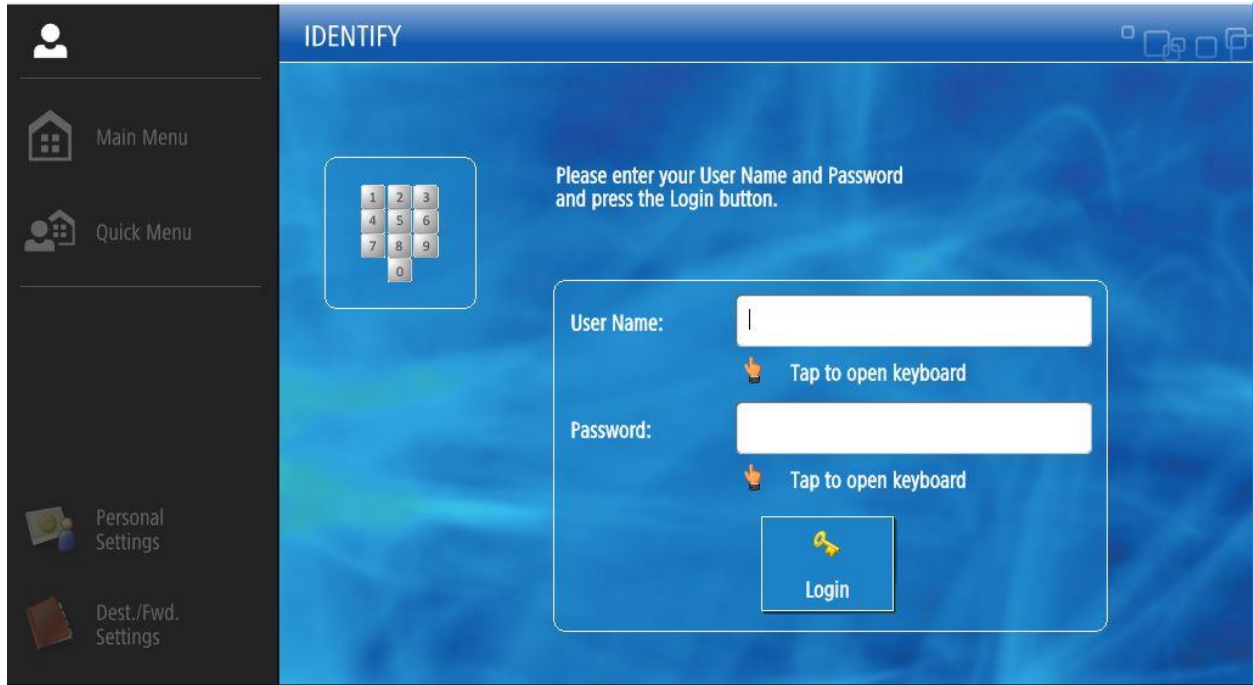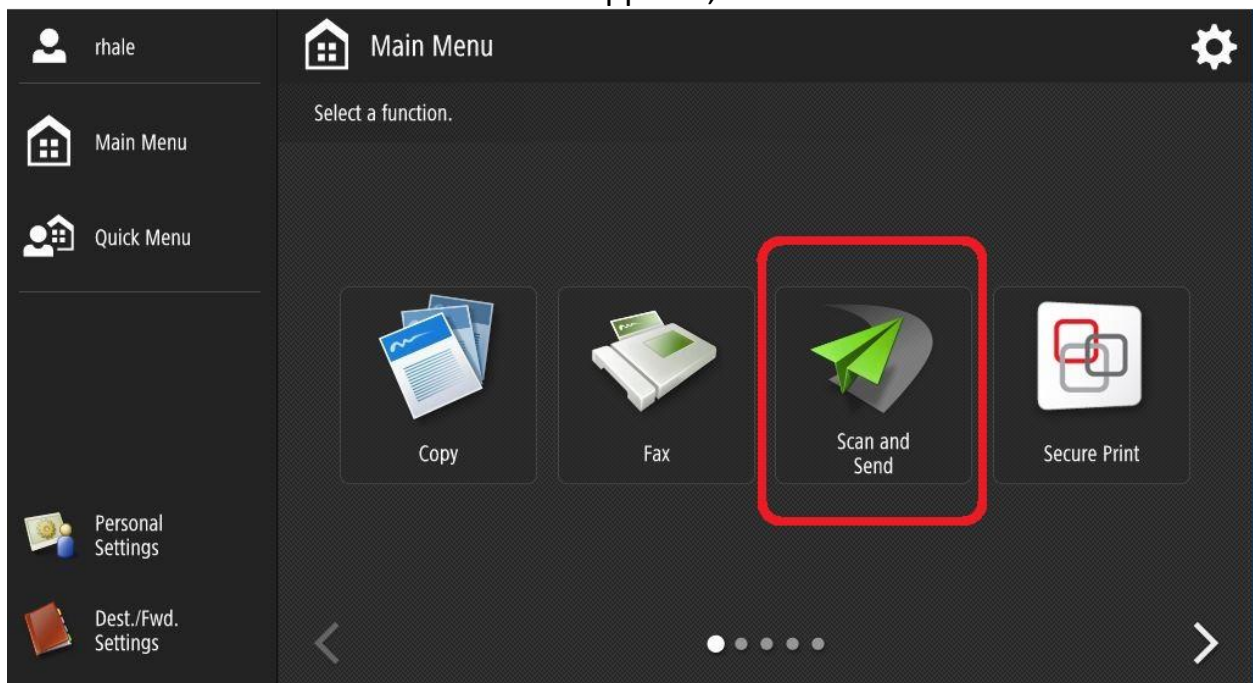
I.   Log into Copier, either by badging in or by entering your AD credentials.

II.   When main Function Screen appears, choose "Scan and Send".

III. The One-Touch Screen appears. Notice only one button is present, "HomeFolder". The copier knows from your login credentials which home folder (H:\ drive) to send it to. Important to note that you can't badge in for someone else using this method- scan will wind up in your H:\ drive. Touch HomeFolder button to continue. Click "OK" button.
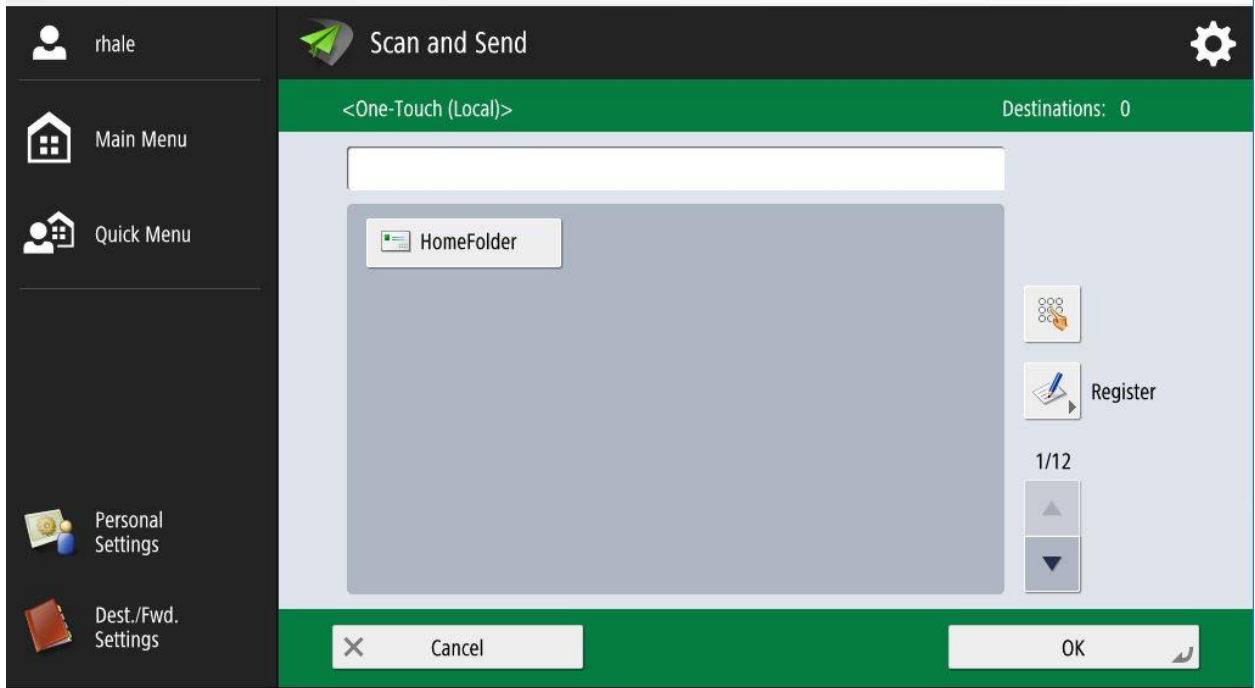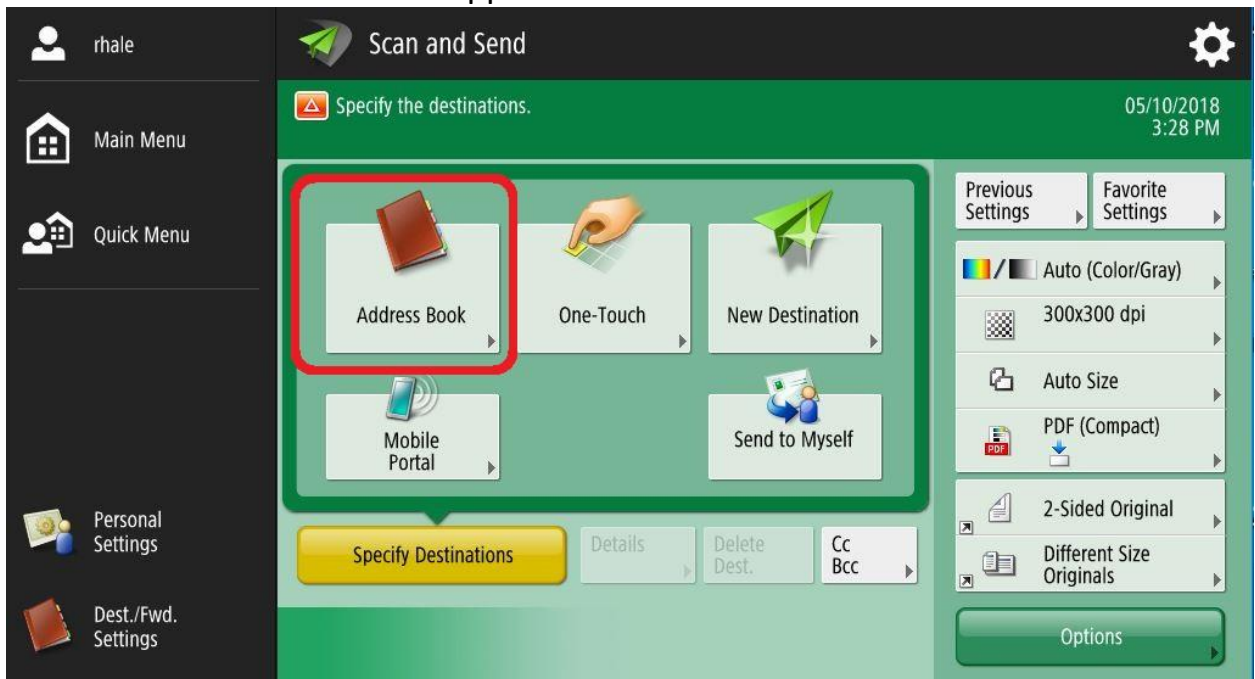
IV.   Place your paper and press "Start" green button.
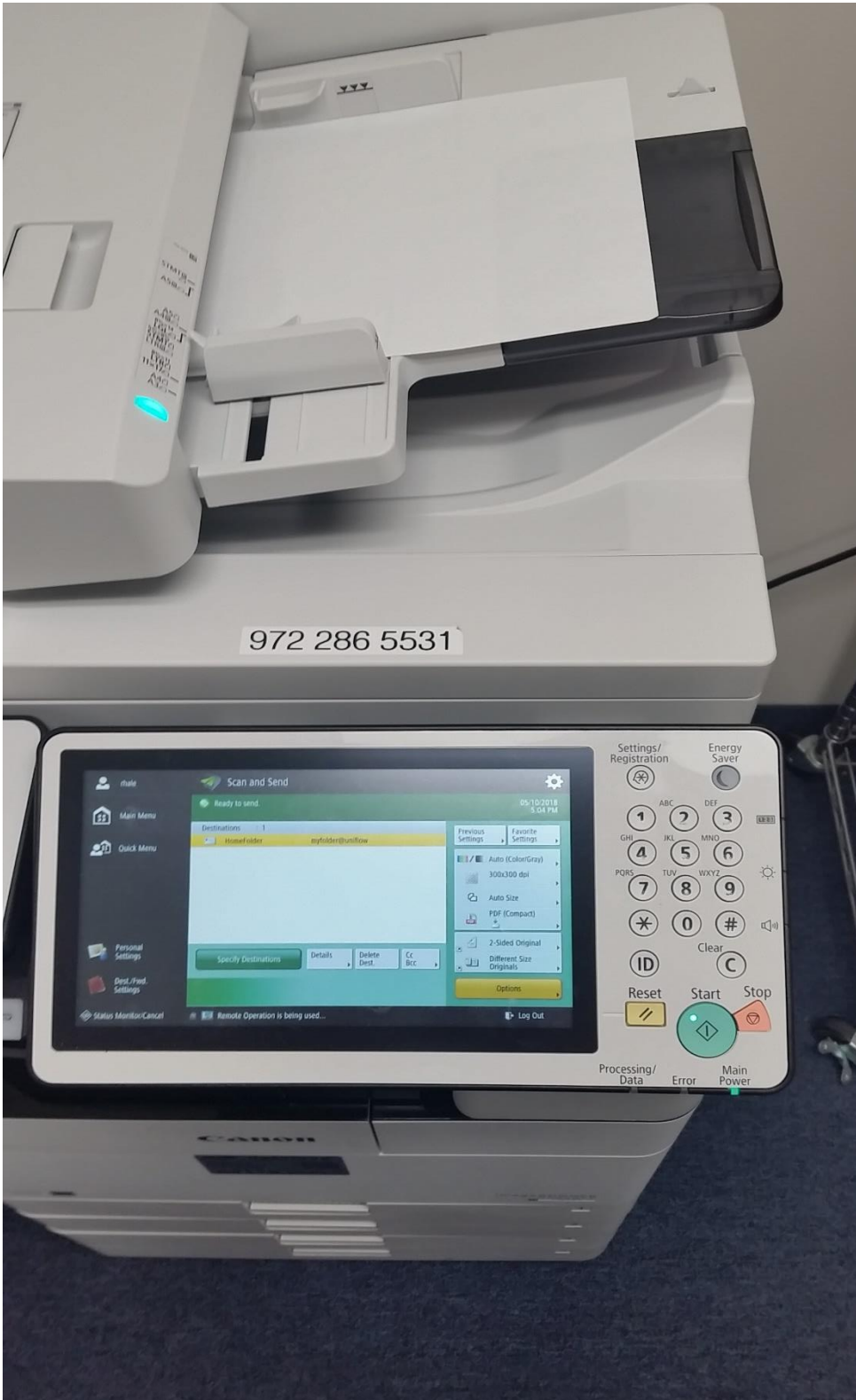
To Scan the "old" way. Use the address book (not One-Touch).
As before, log in, then choose "Scan and Send".
This time when "One-Touch" screen appears, touch the "Cancel" button.
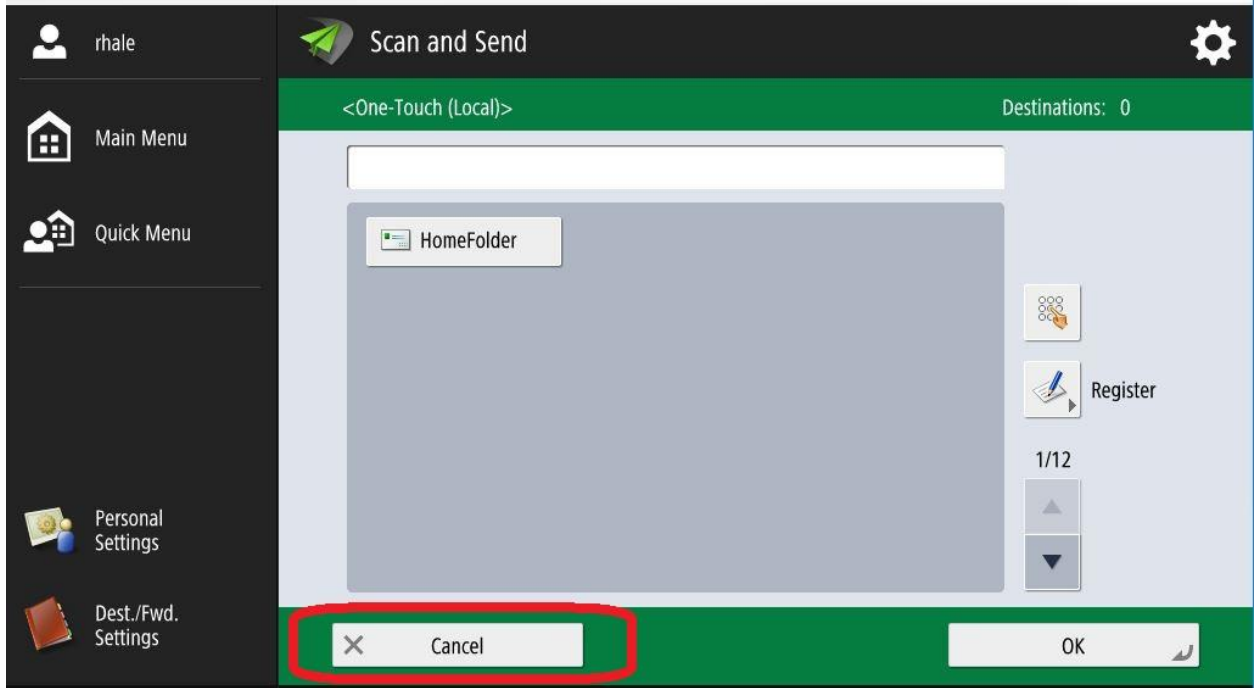
A Destinations choice screen appears. Choose Address Book.

Pre-set address destinations appear- like before uniFLOW. Touch the desired name, then touch OK, place your paper, and scan like normal.