

# Scan to Network Drive with Sharp Multifunction Printer

1. Swipe security badge through the card reader when prompted.
2. Place the original on the automatic document feeder or the document glass.
3. Touch **Image Send**.
4. Touch **Scan** tab (default).
5. Touch **Address Entry** and select **Network Folder**.
6. Touch **User Name** and enter your WIN user name (ex. WIN\jdoe1). Use the on-screen keyboard or pullout physical keyboard for data entry. Touch **OK** or press [Enter](#).
7. Touch **Password** and enter your WIN password. Touch **OK** or press [Enter](#).
8. Touch **Folder Path** and enter the destination server and share (ex. \\server\share). Touch **OK** or press [Enter](#).
9. Touch **Browse** and select the appropriate subfolder. Touch **OK**.
10. (Optional) Touch **File Format** and verify the file settings. Select Encry. to password protect a PDF file. Touch **OK**.



An encrypted file cannot be recovered if the password is lost.

11. Touch **OK**.
12. Touch **Address Review** to verify the destination(s). Touch **OK**.
13. Press the [START](#) key. If you selected to password protect a PDF file you will be prompted to enter the password now. Touch **Entry** and enter the your file password. Touch **OK**.
14. Press the [LOGOUT](#) key.
15. The generated file will be named SharpCopier\_SON@jhu.edu\_<Date>\_<Time>.



Unknown macro: 'hideelements-macro'