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Select the **Default Public Folder**, then find your scan in the list. To download the scan, click **Go**.

To refresh the list, click **Update View**.

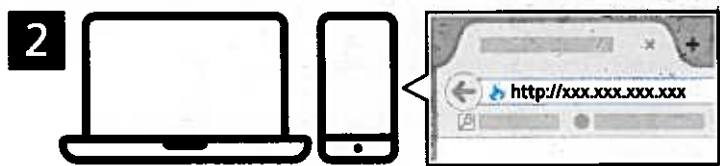
To save the file to your computer, select **Download**.  
To print the saved file again, select **Reprint**.  
To permanently remove the stored job, select **Delete**.  
To open a directory, select **Open**.

# Retrieving Scan Files

To download your scanned images from the Default Public Folder on the printer, use the Embedded Web Server. You can set up personal folders and workflow scanning templates in the Embedded Web Server. For details, refer to the *User Guide*.



Note the printer IP address on the touch screen. If the IP Address does not appear in the top of the touch screen, press Home, touch **Device** > **About** then scroll to check the IP Address.



In a Web browser, type the printer IP address, then press **Enter** or **Return**.



Click the **Scan** tab.