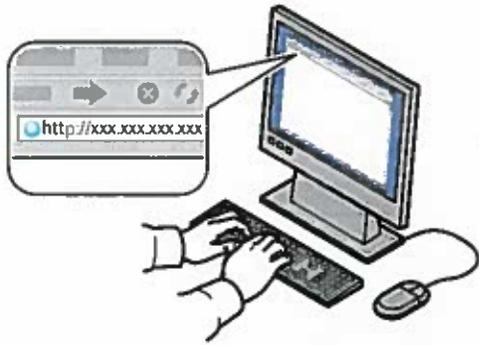


2



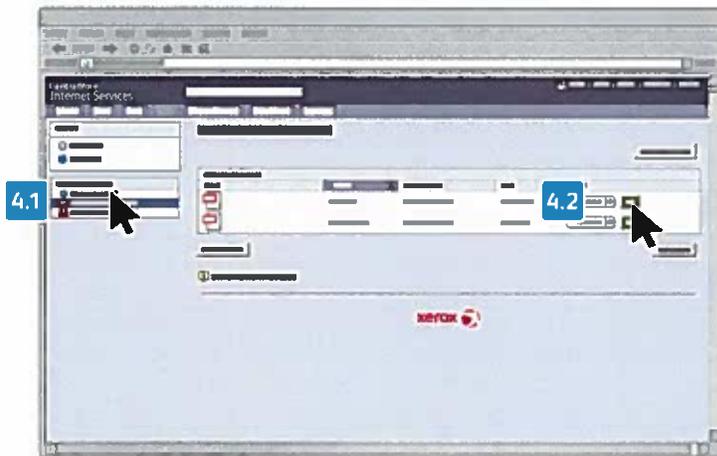
3



Type the printer IP address in a Web browser, then press **Enter** or **Return**.

Click the **Scan** tab.

4



Select the **Default Public Folder**, then click **Go** to download the scan.

Click **Update View** to refresh the list.

Select **Download** to save the file to your computer.
 Select **Reprint** to print the saved file again.
 Select **Delete** to permanently remove the stored job.

Retrieving Scan Files

To retrieve your scanned images, use CentreWare Internet Services to copy the scan files from the printer to your computer.

To retrieve your scan files:

1. At your computer, open a Web browser, in the address field, type the IP address of the printer, then press **Enter** or **Return**.

Note: If you do not know the IP address of your printer, see Finding the IP Address of Your Printer on page 32.

2. Click the **Scan** tab.
3. In the **Display** section, select **Mailboxes**.
4. In the **Scan to Mailbox** section, click the folder containing the scan.
Your scan file appears in the **Folder Contents** window.

Notes:

- For a password protected private folder, click the **Folder Password** field, type the password, then click **OK**.
 - If your image file does not appear, click **Update View**.
5. Under **Action**, select an option, then click **Go**.
 - **Download** saves a copy of the file to your computer. When prompted, click **Save**, then navigate to the location on your computer to save the file. Open the file or close the dialog box.
 - **Reprint** prints the file without saving a copy of the file to your computer.
 - **Delete** removes the file from the mailbox. When prompted, click **OK** to delete the file or **Cancel** to cancel the operation.