USING THE E-FILING FEATURE

E-filing can be used to digitally store documents that are regularly needed. This is very practical for commonly used forms, brochures and documents that need to be accessible. Utilize this feature as a quick solution to make misplaced originals history!

Set up an E-file location:
1. Put machine in "E-File" mode
2. Press "Box Setting" and complete info fields (password is optional)
3. Press "OK"

This box is now ready to store any e-documents you would like.

Scanning Docs to E-file:
1. Put machine in "Scan" mode
2. Press eFiling
3. Locate your desired box and select it, complete info fields
4. Press "Scan" (in bottom right of screen)

This document is now stored on the copier for easy retrieval, printing and general access by those who need it.

From your computer/workstation to E-file:
1. Open "print" menu
2. Select desired printer and click "properties"
3. Select "Print job" tab along top menu
4. Select "Store to E-filing" and appropriate location
5. Press the dotted box next to the print job menu, to select a paper copy as well as the e-copy
6. Click "OK" to return to main print screen and click "OK" to send to machine

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