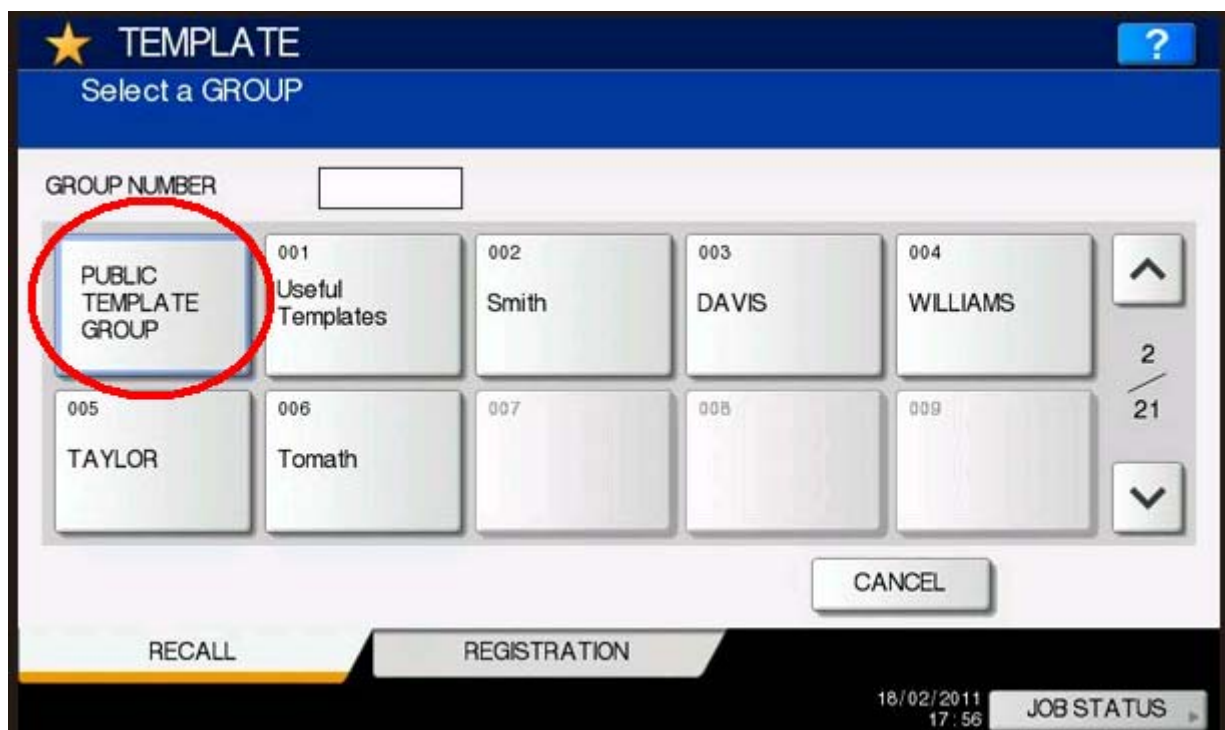


# How to Scan to a Template

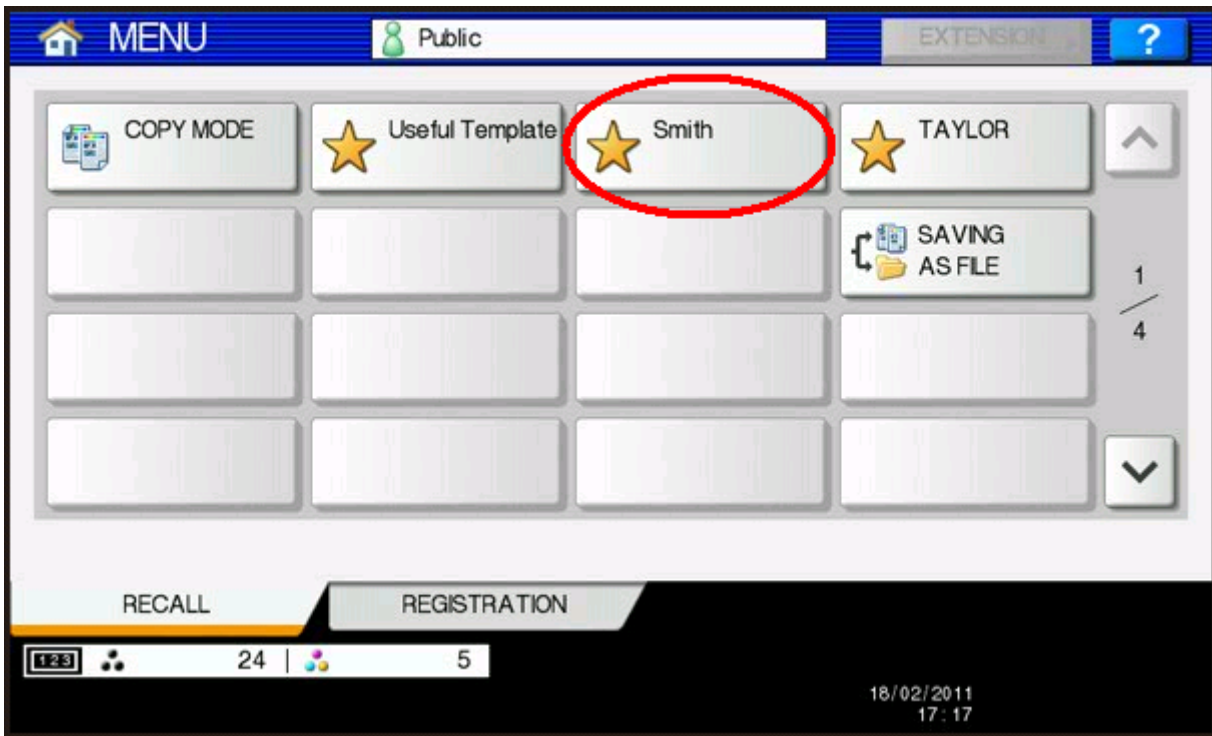
Click on the **Template** button at the top of the screen.



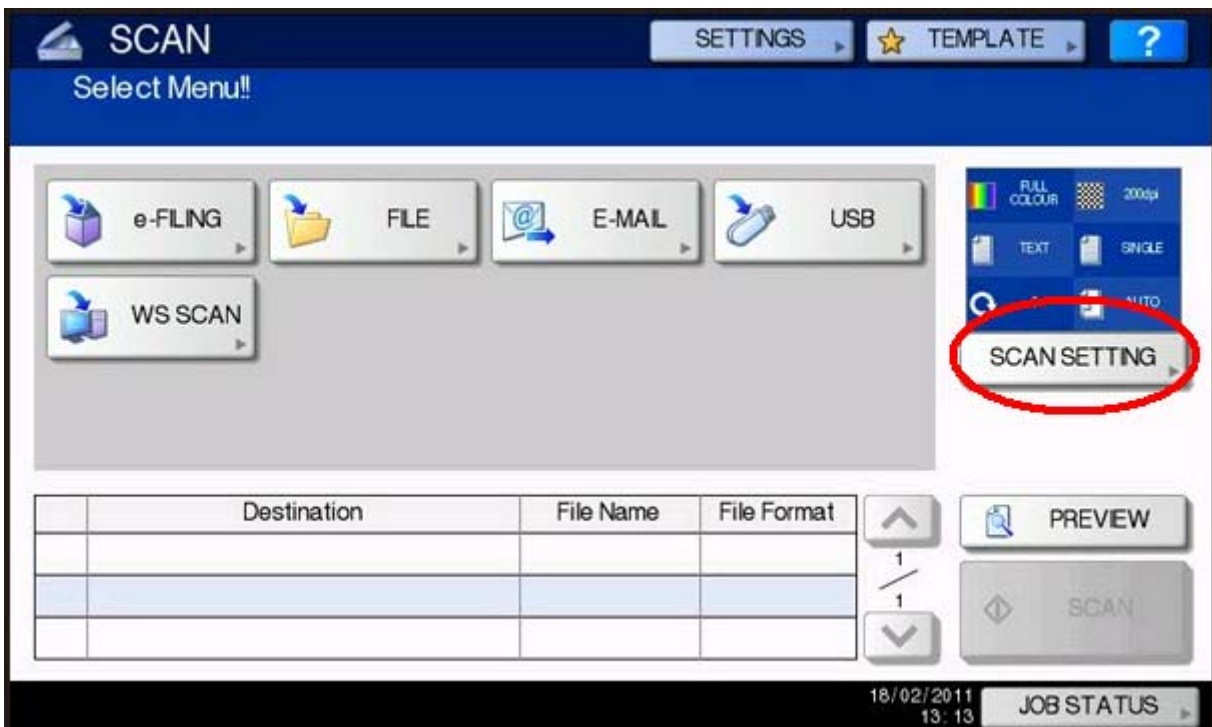
Click on **Public Template Group**.

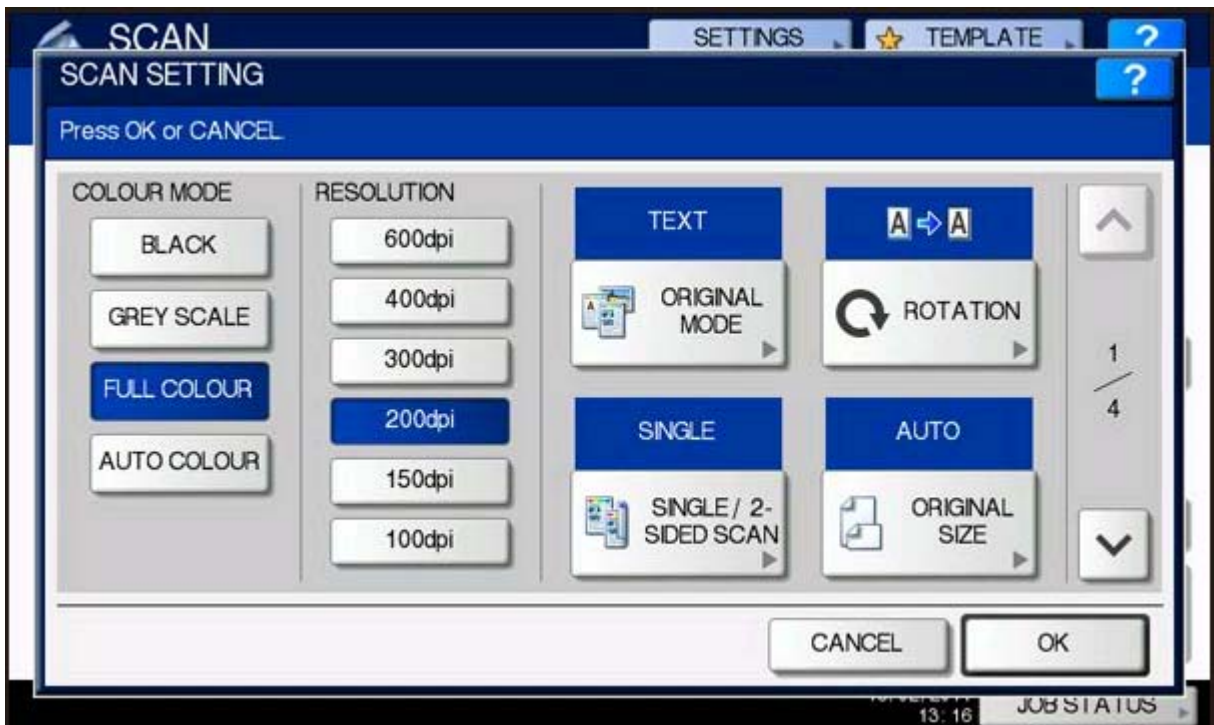


Choose your **Name or Department** in the list.



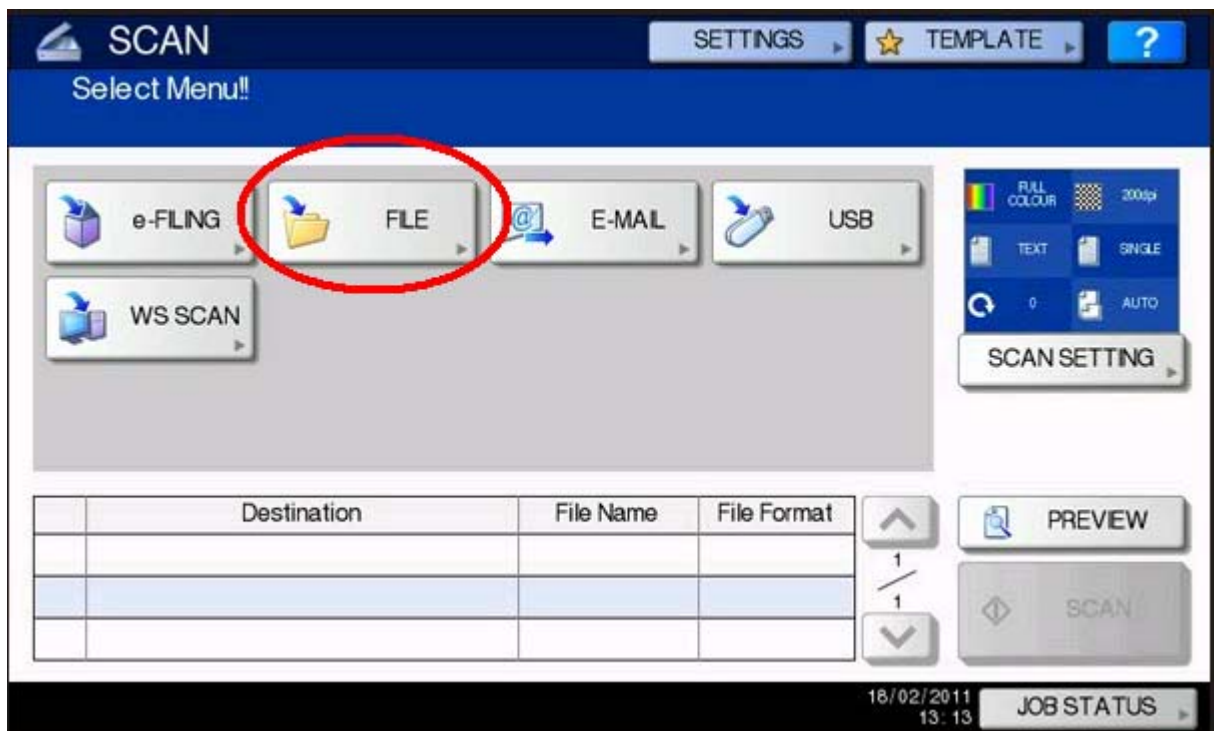
If you would like to make changes, like type of document, resolution, 2-sided, click on **Scan Settings** on the right. (This is optional)



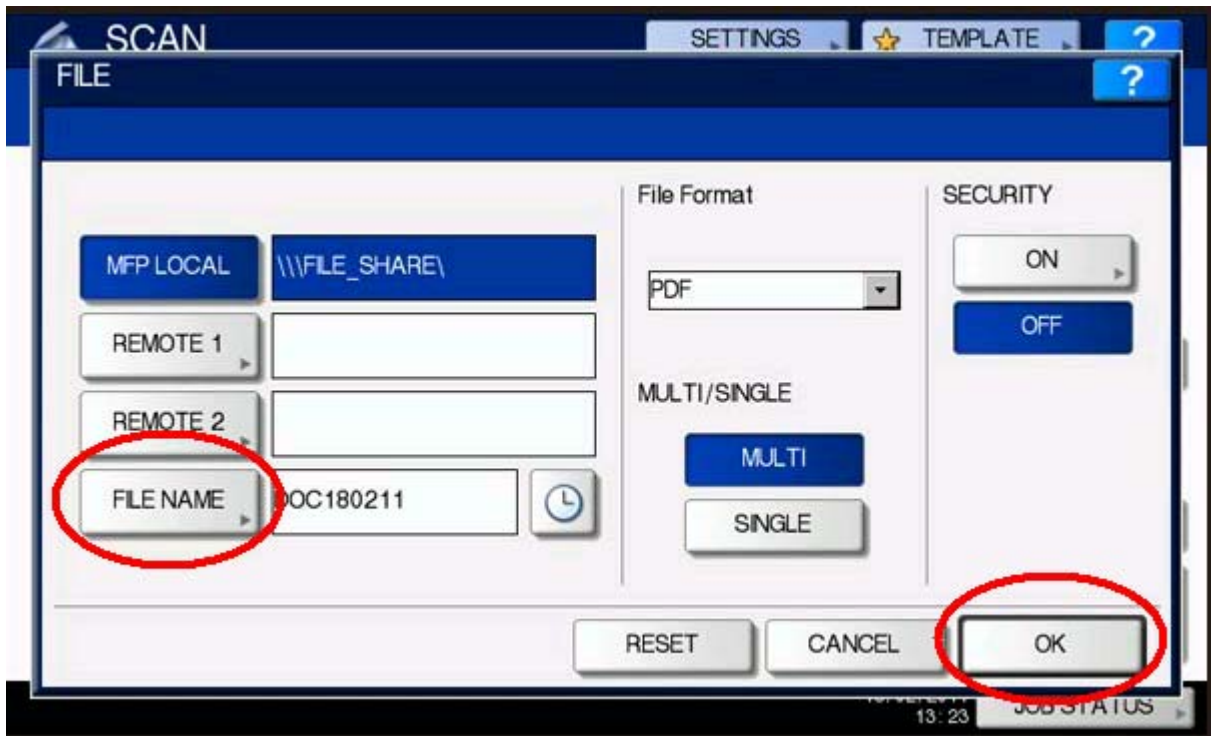


Once you have made your changes, click on **OK** at the bottom right of the screen.

If you would like to change the file name of the file you are scanning, click on the **File** button. It will have a yellow line underneath (not shown in picture) that means that scanning to file is selected. This was due to selecting your template. (This is optional)



You have options to change the **File Name** and file type here. Once you are done, press **OK**.



Now, press the green **SCAN** button at the bottom right corner of the screen of the green **START** button to initiate the scan.