

## **Creating a Shortcut for Scan to Email via LDAP search**

*(these first 7 steps are only for the first time you scan)*

1. Scanner Button on left of Panel
2. Search Dest. Link top center of screen
3. Select the link at the top with the name of your school in it
4. NAME – type in first couple letters of your LAST name
5. OK
6. START SEARCH at the bottom left corner of screen
7. When your name appears, select it and OK at top right corner

**These next steps will create a ‘shortcut’ for you to just select the box with your name in it and eliminate all the above steps!!!**

1. Select ‘Prog. Dest.’ Link on the screen
2. Go to the ‘NAME’ tab
3. At the bottom of the screen you will see ‘Title I’ – select the alpha key with the letter of your last name and OK at the top right corner
4. You will now see your name in the list of the main Scanner screen and the next time you will just be able to select your name.