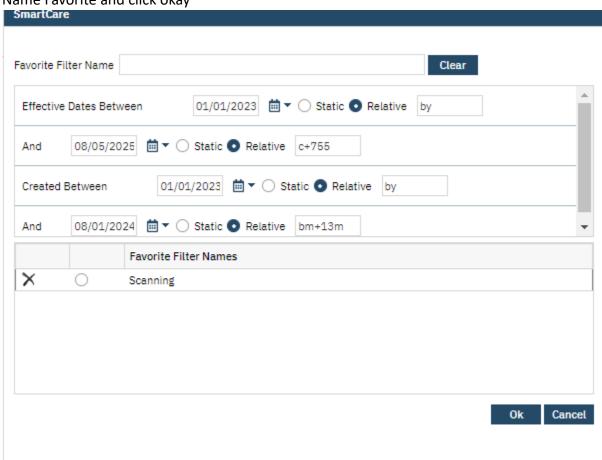
Setting up Scanning as a Favorite w/No Client Selected

- 1. In search bar enter Scanning, select Scanning (My Office)
- 2. Be sure no client is in client field.
- 3. In upper right hand corner select new favorite



4. Name Favorite and click okay



5. Your favorite will be created. To find your favorites list select the favorites menu.

