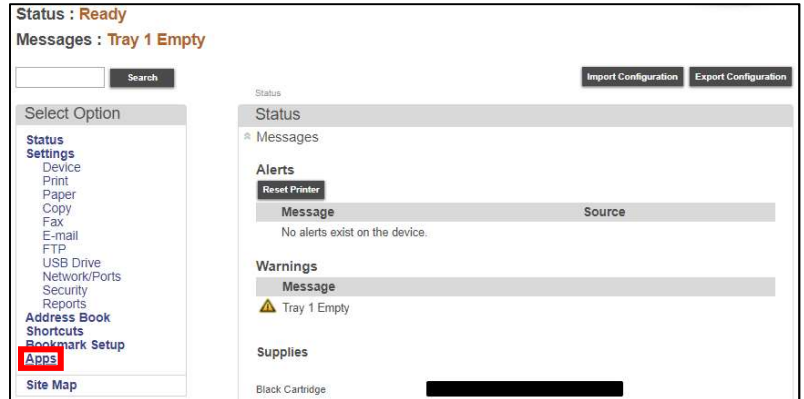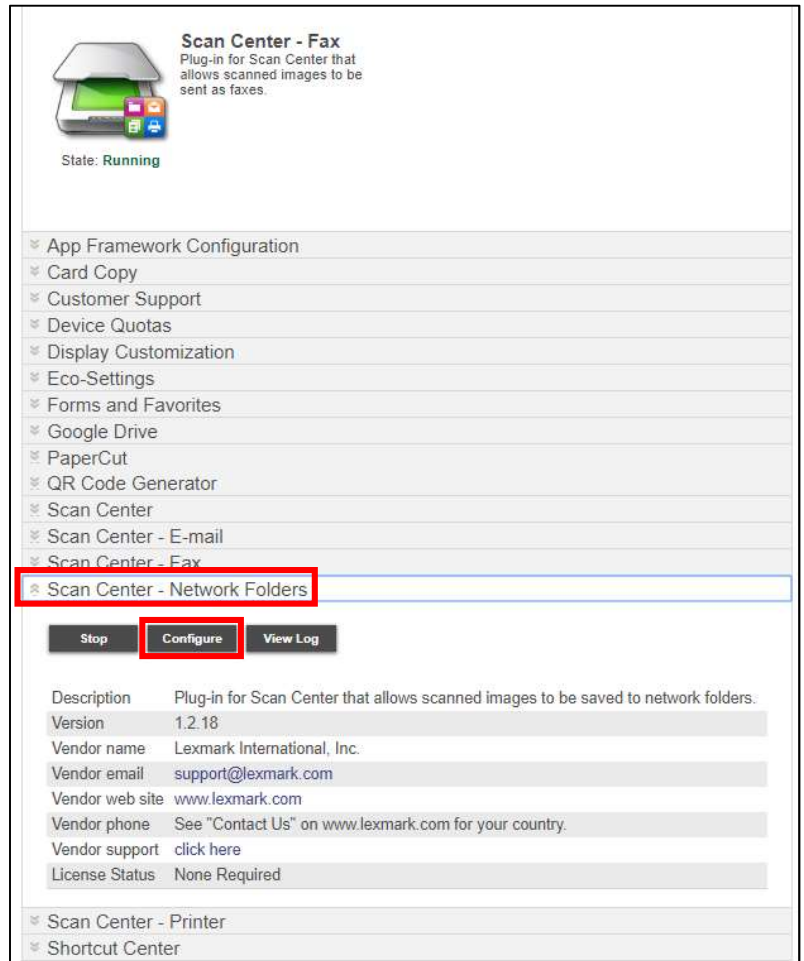1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

   _____

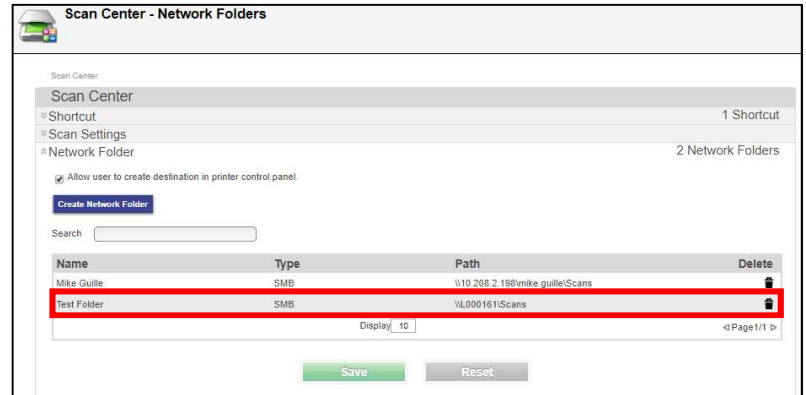2. Click **Apps**

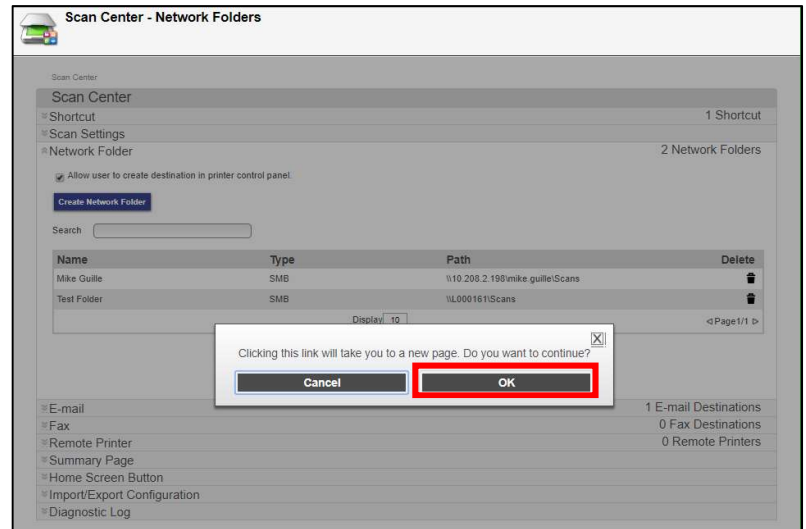3. Scroll **down** and click on **Scan Center – Network Folders**
4. Click on **Configure**

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5. Under **Network Folder** click the folder you want to change

6. Click **OK** to continue to the next page

7. Click **Advanced Options**
8. Uncheck **Enable Basic XML file**
9. Click **Save**

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