## On Xerox AltaLink machines:
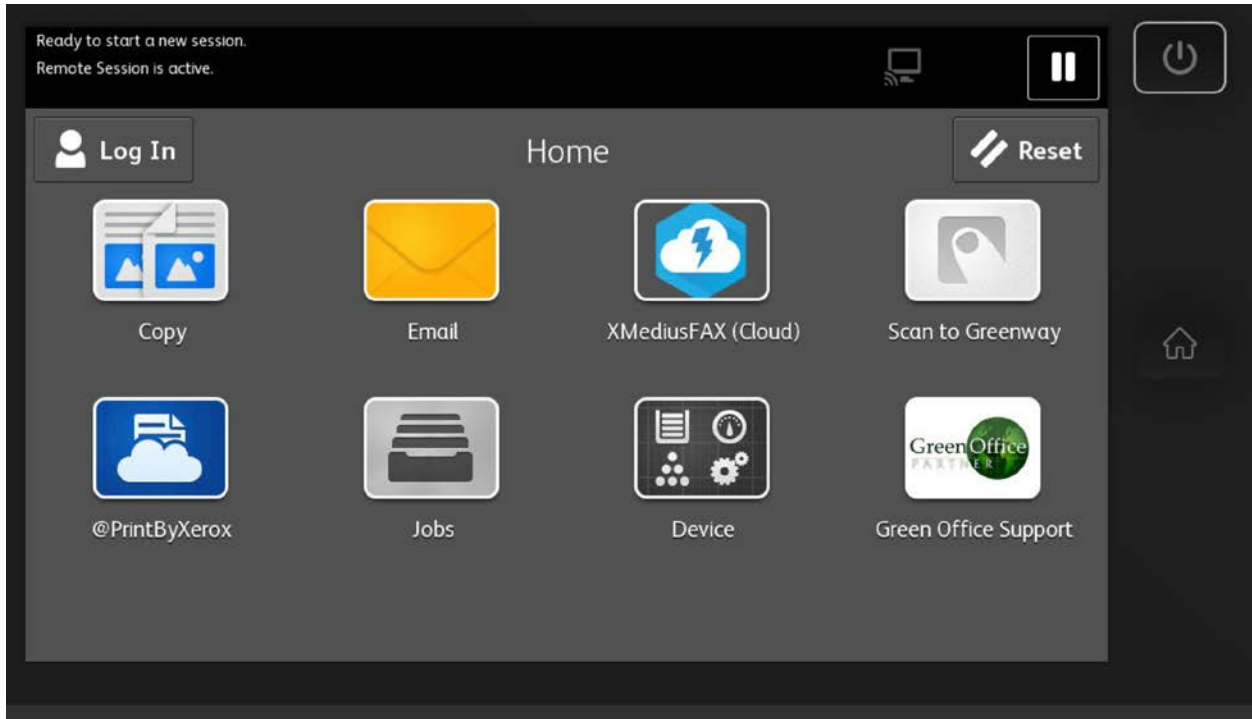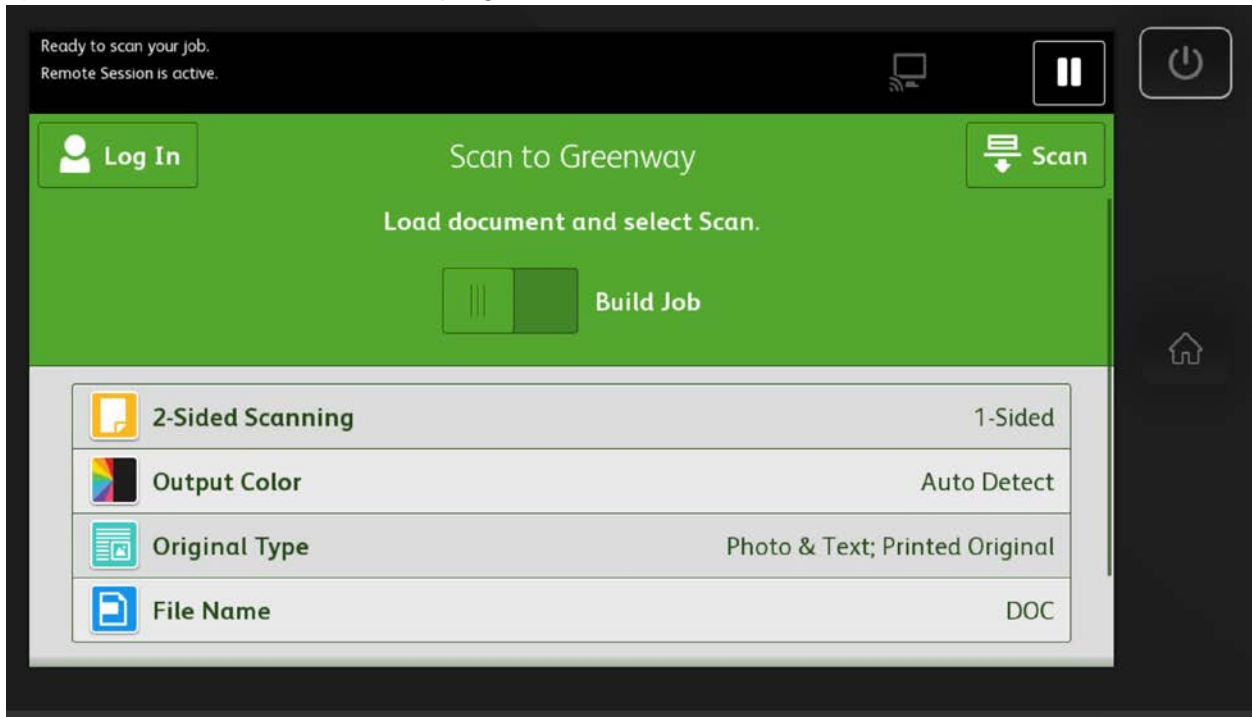
1) From Home screen, select "Scan to Greenway" Button
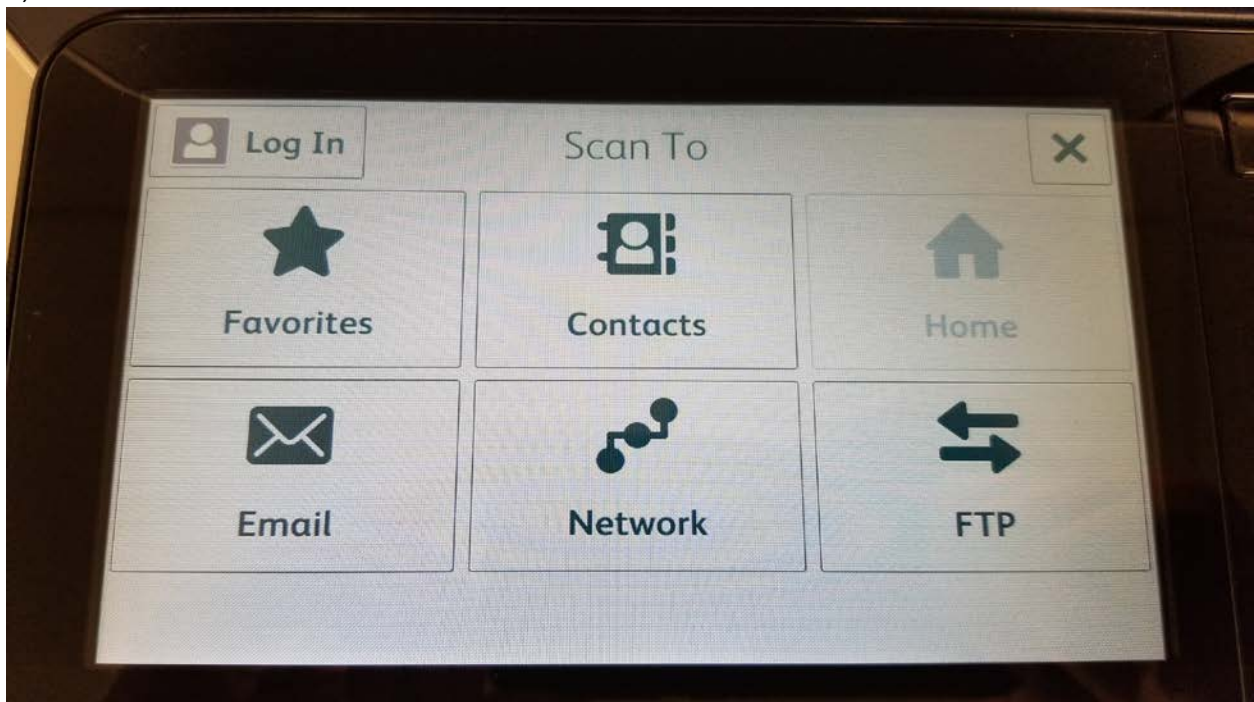


2) Then select "Scan" button in top right corner



Your document should be available in Greenway system shortly!

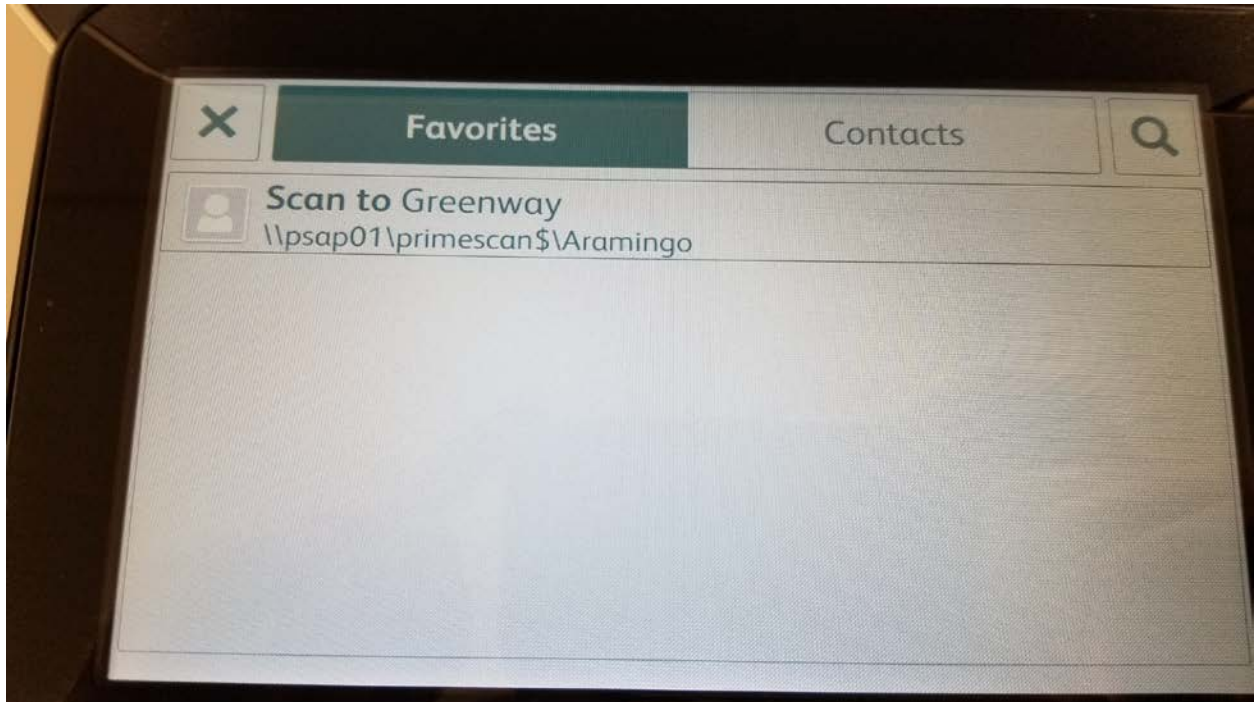## On Xerox Versalink machines:

1) Select "Scan To" button



2) Select "Favorites" button

3) Select "Scan to Greenway" option



4) Select "Scan" button in top right corner