

# Misc. Settings: Default File Names

Change the default file name for scanned documents:

1. Log into scanner's web UI
2. Go to menu `Scan` -> `Scan File Name`
3. Change settings accordingly:

NAME STYLE  Date\_Counter

OVERWRITE  DISABLED

DATE FORMAT  yyyy/MM/dd/HHmmss

COUNTER  RESET

INIT VAL  1

VAL DIGITS  2

4. Click `Submit` Button on the bottom of page to save changes.

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Revision #2

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