

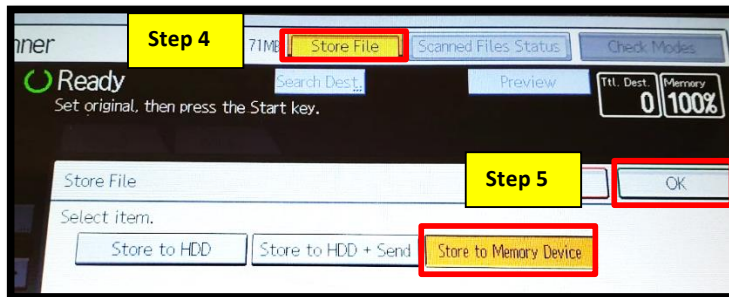
How to Scan to a USB Drive

1. On the copier control panel, tap the **Home button** at the bottom.
2. Plug your USB Drive into the left-hand side of the photocopy control panel.
3. Tap the **Scanner button** on right-hand side of the copier screen.
4. Tap the **Store File button** at the top of the screen.

Step 1 -
Home Button

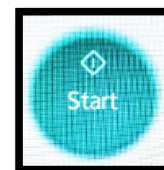


Step 3 -
Scanner Button



5. Tap **Store to Memory Device**. Tap **Ok**
6. Place your document in the top document feeder or the glass plate.
7. *Optional:* You may change the file name or type now. (See below)

Step 8 -
Start Button



8. Press the **Start button** on the copier. Your scan will commence.
9. **If scanning from the glass plate**, it will wait for you to scan the next page & you will have to **press the # button to finish** your scan.
10. Once your document has gone through the top feeder, or you have pressed the # sign, it will indicate you are finished by saying you may remove the USB drive.
11. At the end, please tap the **Home Button** to reset the scanner for the next person.

To Change your File Type or Name

1. Tap **Send File Type/Name** on the left side.
2. To rename your file, tap **File Name** & enter a name on the next page.
3. Multipage documents will scan as a pdf. If you choose single page, you will also have the option to change your file type. Options are PDF, TIFF/JPEG.
4. When done with options, tap **Ok**.

