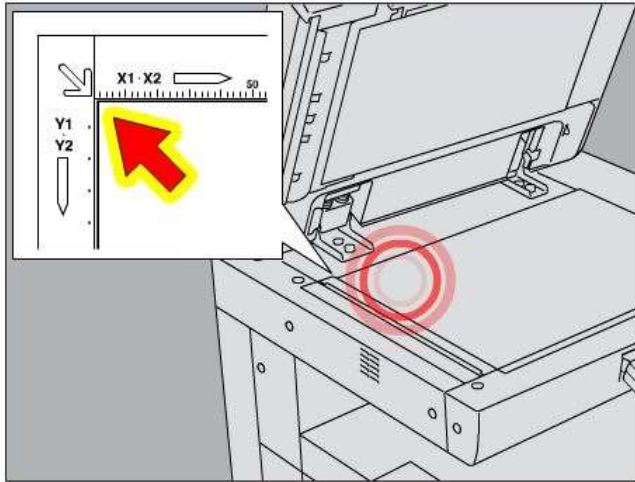


How to Scan to USB

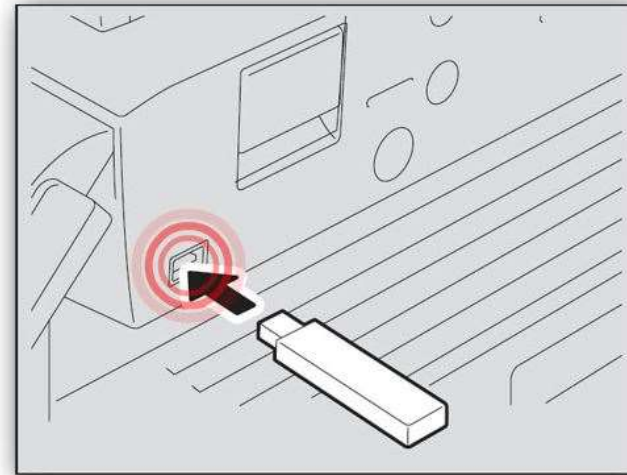
1. Place originals on the copier glass or in the Automatic Document Feeder.



2. Press the SCAN button on the control panel.



3. Insert the USB storage device into the USB port on the right side of the copier



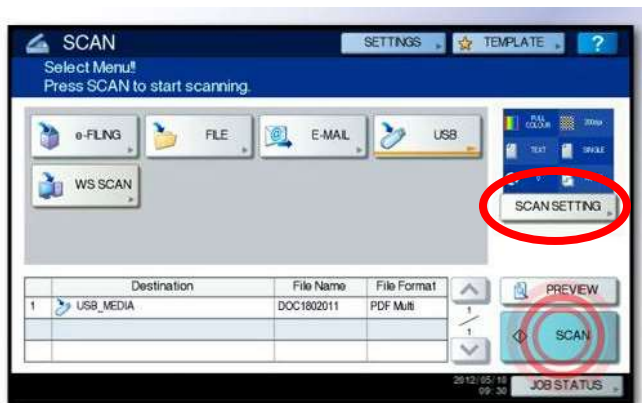
4. On the touchscreen menu, select USB.



5. Define settings for the File Name and select PDF as the File Format. Select MULTI or SINGLE page document setting and then press OK.



6. For more color and page options, select the SCAN SETTING menu. To use the default settings, press SCAN.



7. For MULTI page book and journal scanning, align the next page along the left edge of the copier glass and press SCAN. When all the pages have been scanned, press JOB FINISH to save the PDF file to the USB drive.



8. Remove the USB drive and press the yellow FC button (Function Clear) to reset the copier to its default settings.

