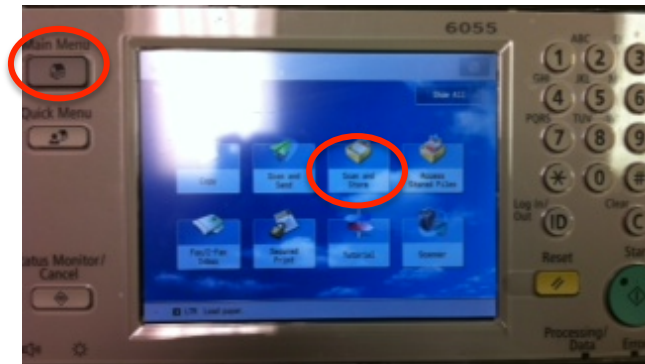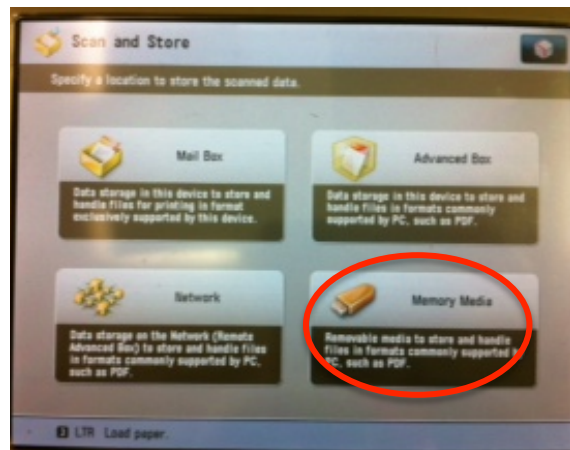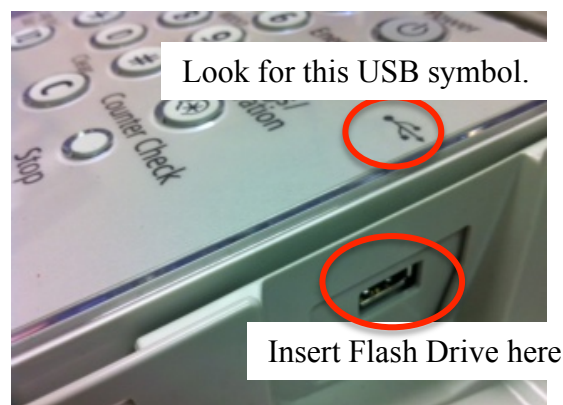# How to Scan to a Flash Drive
on a Copy Machine

1. Press the Main Menu button on the copier. Select the Scan and Store option on the screen.
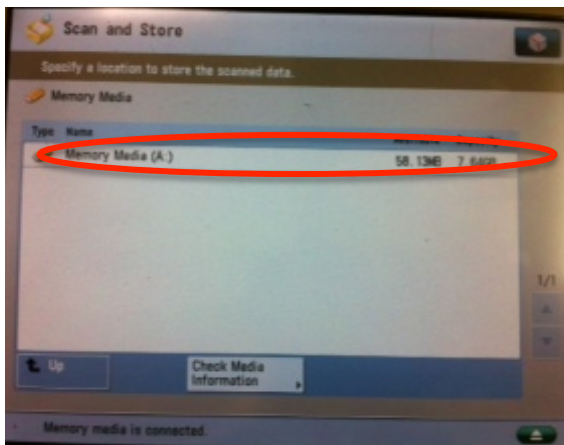

2. Select Memory Media on the screen.

3. Lift the flap to the right of the screen. Insert your flash drive in the machine.



Look for this USB symbol.

Insert Flash Drive here.

4. Select the Memory Media drive on the screen, and then the desired folder.
   NOTE: It may be beneficial to have a scanner folder to scan all of your documents and then rename and reorganize on a computer.
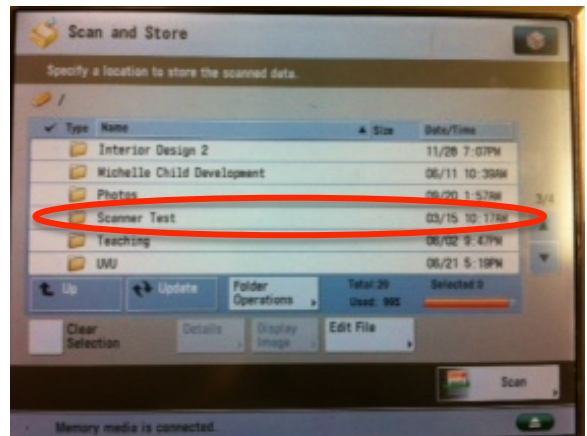
5. Insert the documents to be scanned in the tray feed. Press the Scan Button on the screen.
   NOTE: Scan documents you want together at once. It's very difficult to separate PDFs after they are scanned.
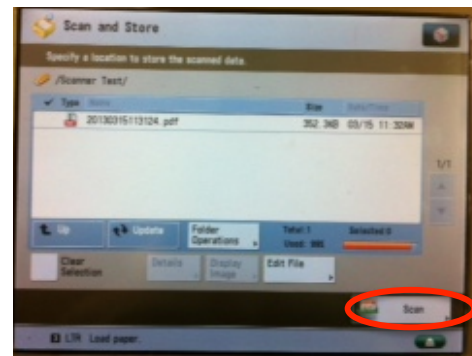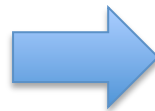

6. Select the scan functions, similar to those when copied, ie. double sided, darken, etc. Press the green Start button to scan.
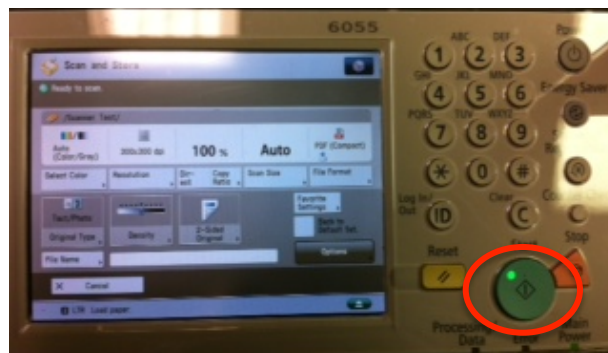
7. The document now appears in the list of documents. To continue scanning documents, repeat steps 5 and 6. If finished, eject the flash drive by pressing the green eject button on the screen.

8. Verify that you would like the flash drive removed by pressing the Remove button on the screen.
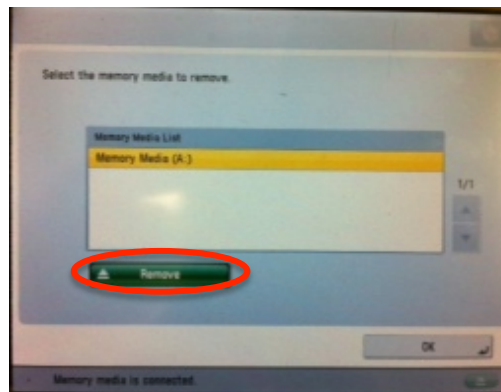
9. When the following screen appears, it is safe to remove your flash drive. Press OK on the screen.
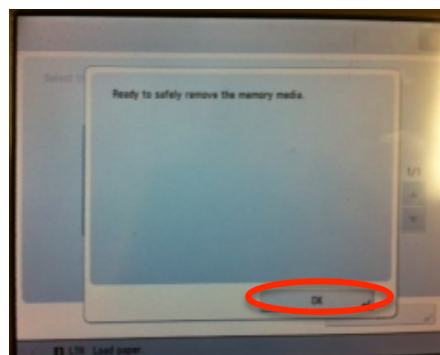
10. Press the Main Menu button on the copier to exit. Happy scanning!