


Scanning to a Thumb Drive

1. At the Main Menu, tap **Scan and Store**.
2. Plug in your USB thumb drive on the right side behind the control panel.
3. Once it shows on the screen, tap **Memory Media (A:)** (your thumb drive)
4. You will see the files on your thumb drive. Tap the **Scan** button.
5. Change settings such as:

Setting	Default
File Type	PDF
Color/B&W	Auto-sense (color if present)
Resolution	300 dpi
OCR (character recognition)	off

6. You can use the Document Feeder or scan pages on the glass. Position your document, then press the **Start Button**.
7. When done scanning all pages, tap **Start Storing**.
8. “**Storing is Complete**” will show briefly on the screen.
9. At the bottom of the screen, tap the eject icon: 
10. Tap the **Remove** button.
Wait for the **Ready to Safely Remove** message before pulling out your thumb drive.