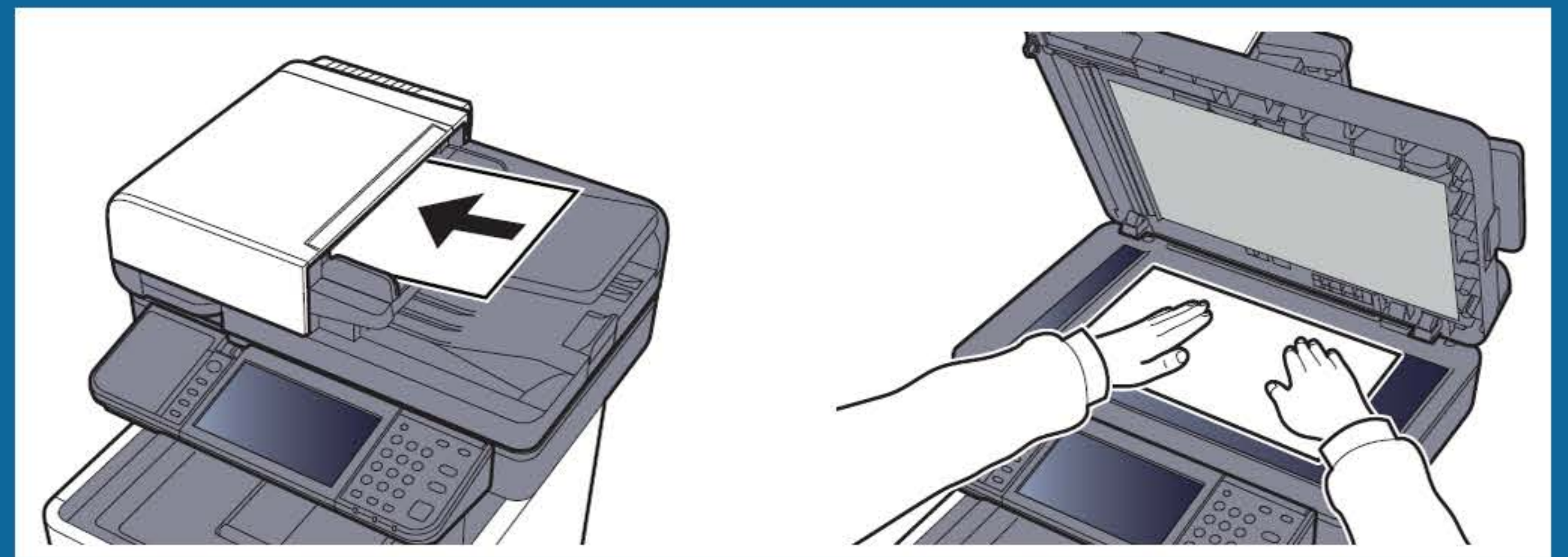
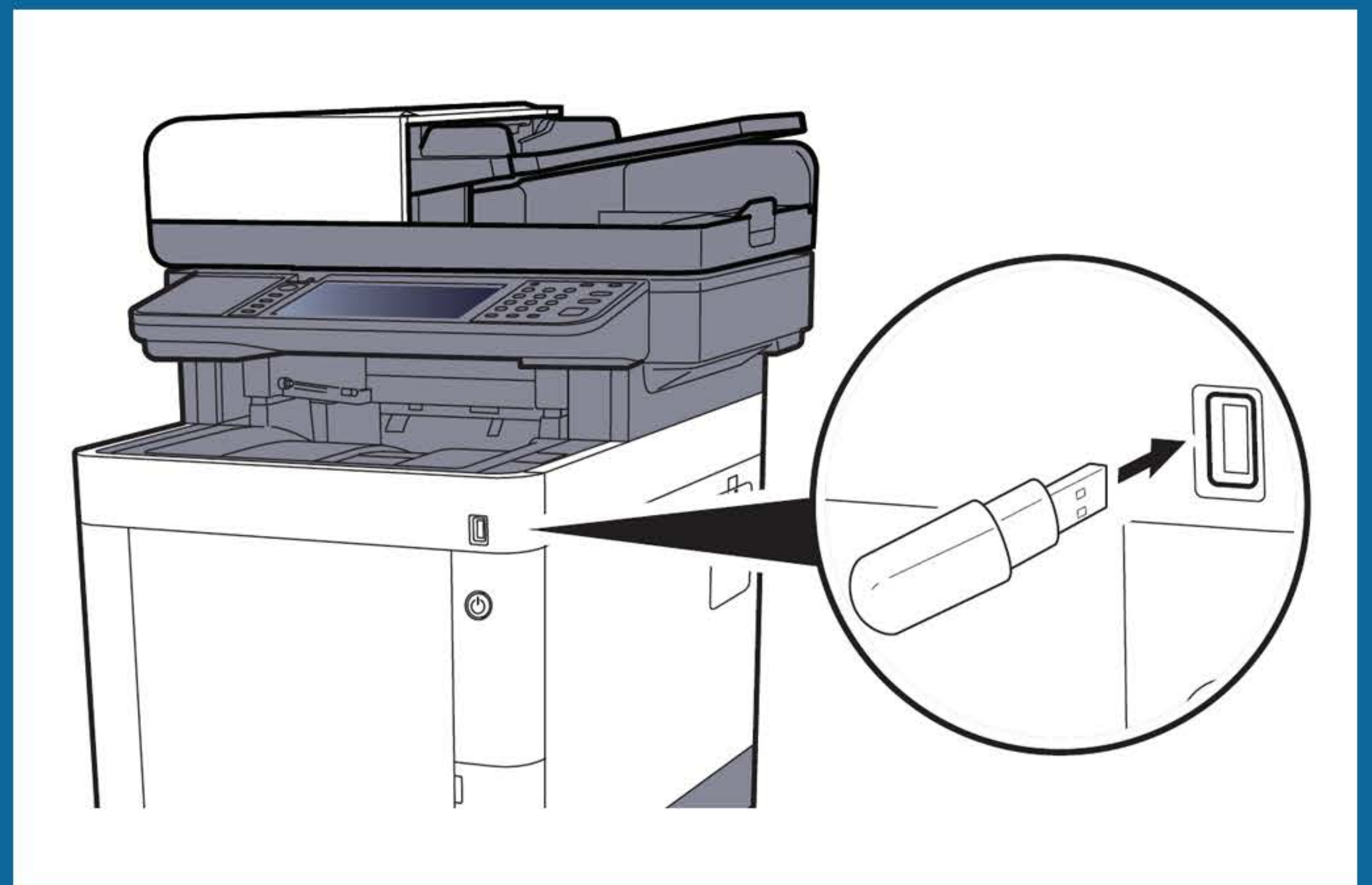


- 1** Place the originals.
- 2** Plug the USB memory.  
When the machine reads the USB memory, "Removable Memory is recognized. Displaying files. Are you sure?" may appear. Select **YES** to display the removable memory screen.



- 3** Store the document.
  - A** Select the folder where the file will be stored. The machine will display the top 3 folder levels, including the root folder.



- B** Select **+**



- C** Set the type of original, file format, etc., as desired.

- D** Press the **START** key.  
The original is scanned and the data is stored in the USB memory.

## IMPORTANT

You can store files in **PDF, TIFF, JPEG, XPS, OpenXPS, Word\*<sup>1</sup>, Excel\*<sup>1</sup>, PowerPoint\*<sup>1</sup>** or **high-compression PDF** format.

\*<sup>1</sup> This appears when the optional OCR Scan Activation Kit is installed.

The maximum number of the storable files is 1,000.

Please contact library staff for any questions or help with scan to USB.

