

How to Scan a Document

Put your USB Flash drive in the copier. The USB port is located on the right side of the scanner toward the front of the machine.



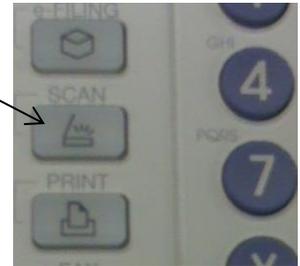
Then place your document in the copier, face down on the glass, in the upper left corner, and close the lid. If you are scanning multiple pages, you can feed them through the top of the scanner, face up. However, using the feeder will save all pages as one document file. If you want separate pages saved as separate files, you must scan each page individually, using the glass.

Make sure the bottom of the touch screen reads "Found USB Device." (It may also say "File Store Error," but you should still be able to scan).

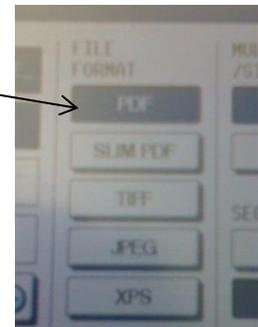
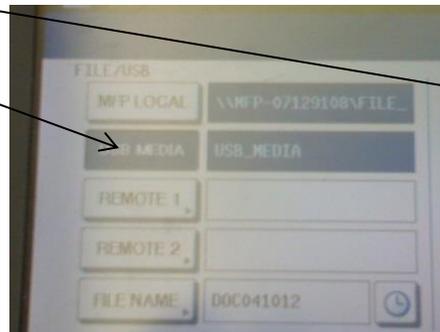


Press the **Scan** button on the copier to the right of the touchscreen.

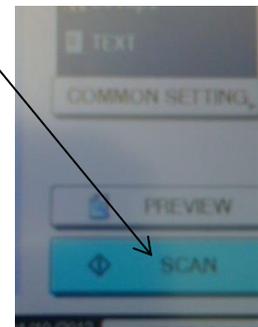
Press **File/USB** on the touch screen.



Click the **USB Media** button. Choose your **file format**, (PDF, slim PDF, TIFF, JPEG, XPS) and click **OK**.



Press **Scan**. If you have multiple pages, continue to put a new document in and press **Scan**. The touch screen will count the pages as you scan them. If you want your pages scanned as separate documents, click **Job Finished** after each page. If you want your pages saved as one document, continue scanning all of your pages and only press **Job Finished** when you are done. When you have scanned all of your documents, press Job Finished after the final page.



Wait until the bottom of the touch screen reads "**USB device can be removed**" before removing your USB device.

