

## Step-by-Step-Instructions: Scan to USB (one page into one file and several pages into one file)

The following describes the basic operations to save the scanned data in an USB memory device [External Memory]. Detailed settings are explained at step 6.

The data scanned on this machine can only be saved to the USB memory device. The Scan-to-Email Function isn't available.

→ **Notice: Not all kinds of USB memory devices are compatible.**



Available USB memory device:

- Compatible with USB version 2.0/1.1 interface
- Formatted FAT32
- Without security function added
- 8 GB are the upper limit for the memory size

**In some cases files aren't readable and USB memory may not be supported, but for unknown reasons.**

### 1 Payment input.

• Coins



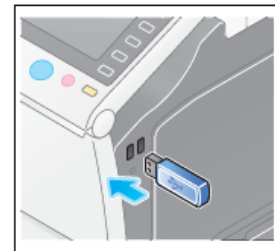
or

• Mensa-/Guestcard

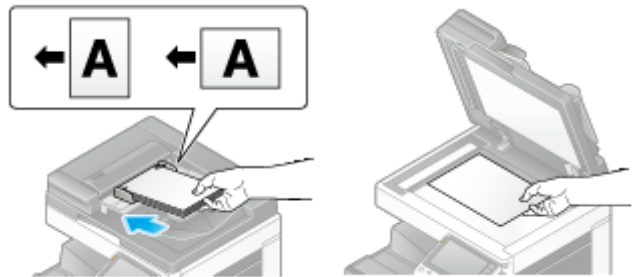


→ **Notice: A copy, scan or print job can only be paid by one payment. Changing from coin to Mensa- or Guestcard payment isn't possible during a job.**

### 2 Connect a USB memory device to the machine.

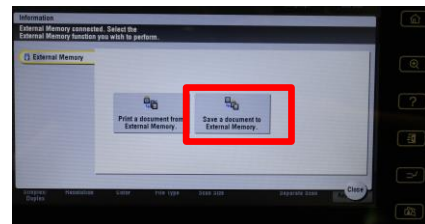


### 3 Load the original.



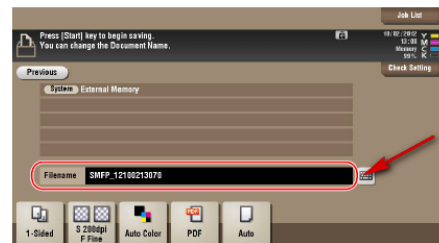
**Notice:** Loading the original into the automatic document feeder (ADF) set the document face-up punch holes right.

### 4 Wait for 5 seconds and then tap [Save the document to External Memory.].



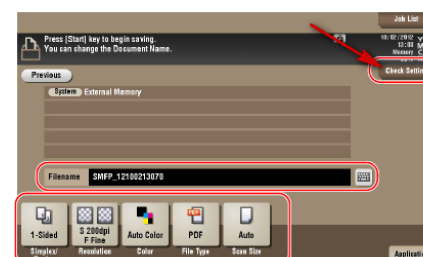
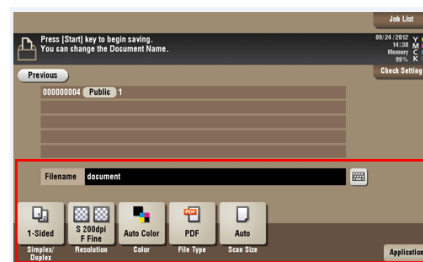
### 5 Check the file name.

- To change the file name, tap the file name or the keyboard icon.



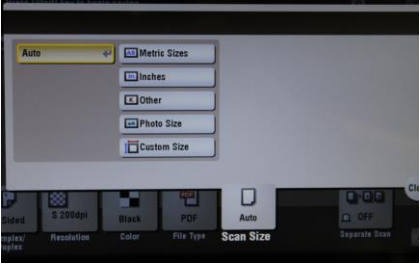
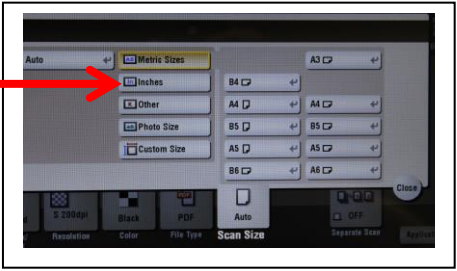



### 6 Check the basic settings to save the data.

- Check the setting by using the keys displayed on the Touch Panel.
- To change the setting, tap the desired key on the Touch Panel.
- You can also check and change the setting tapping [Check Setting] on the Touch Panel.

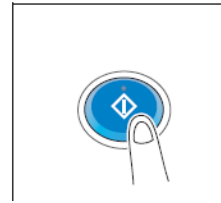


► Overview: Detailed Settings

Settings	Description
<p>[Simplex/ Duplex]</p>	<p>Select whether to scan each side into one file                      ► stay [1-Sided]</p> <p>or</p> <p>whether to scan one or more sides of the original into one file (for example a book)                      ► change from [1-Sided &gt; 2-Sided]</p>  <p>→ Notice: Using the automatic document feeder (ADF) you can automatically scan the front and the back pages of an original.</p>
<p>[Resolution]</p>	<p>Specify the scanning resolution.</p>
<p>[Color]</p>	<p>Select whether to scan the original in color or black and white mode.                      All copy machines are able to scan in color or black and white mode. Prices are the same.</p>
<p>[File Type]</p>	<p>Select the type of file to save scanned data.</p>
<p>  <b>Important:</b> [Scan Size]</p>	<p>Specify the size of the format to be scanned.                      ► Select [Scan Size]</p> <p>Depending on the Size and the orientation of the original, the scan can be selected from the following:</p> <p>For example:</p> <ul style="list-style-type: none"> <li>► Tab [Metric Sizes] and specify: A4, A3, B4, etc.</li> <li>► Tab [Custom Size] to scan a file in nonstandard size. Enter vertical and horizontal values.</li> </ul>   

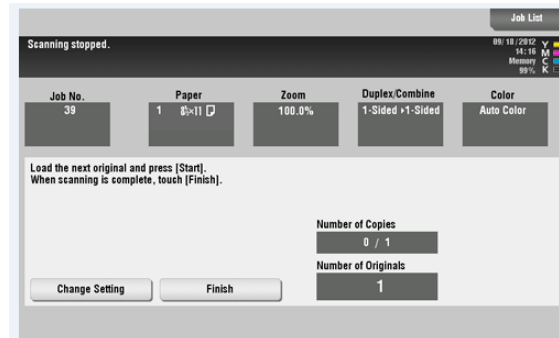
**7** Press the Start key.

→ **Notice: Do not disconnect the USB memory device during data saving.**



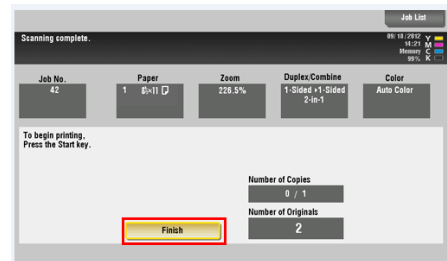
**8** ▶ If the original is scanned completely Press [END] on the card reader and remove your card.

▶ If you want to scan more pages into one file (for example a book) load the next original, then press the Start key.

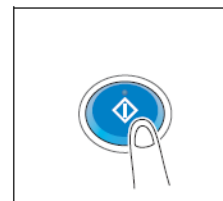


**9** Repeat Step 8 until all originals are scanned.

**10** After all Originals are scanned, tap [Finish] .



and press the Start key.



**11** Press [END] on the card reader and remove your card.