

Scanning to a USB Flash Drive

1. Load the original on the document glass or in the document feeder.
2. Insert your USB Flash drive in the USB port on the printer control panel.
Note: If the USB Flash drive is already in the USB memory port, press **Services Home**, then touch **Workflow Scanning > Scan to USB**.
3. On the USB Drive Detected screen, touch **Scan to USB**.
4. To change any of the scan settings, use the options at the bottom of the touch screen.
For details, see [Changing the Basic Scan Settings](#) on page 132.
5. Press the green **Start** button.
The Job Progress screen appears, and the original is scanned. The file is stored on your USB Flash drive.
6. Remove your USB Flash drive from the printer.