



Scan to USB

Operation Guide on Multifunction Printer (MFP)



Note:

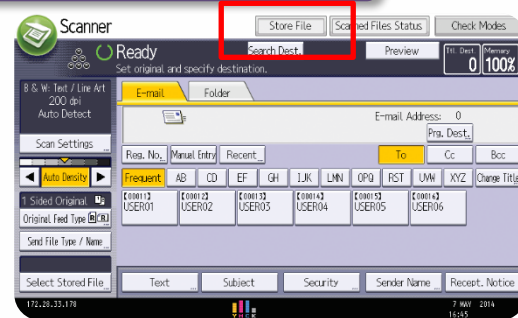
If the Check Status indicator of the machine is in **RED**, please clear the error or seek assistance from staff.

STEP 1



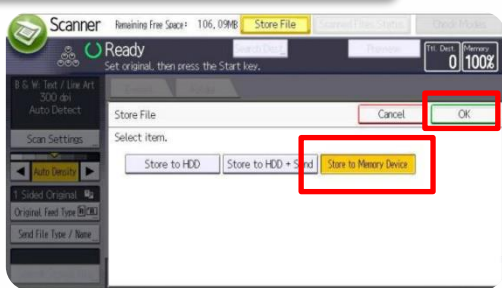
- Put your documents on the top left corner of the Scanner
- Press **[Scanner]** on the screen/panel (Icon may vary on different models)

STEP 2



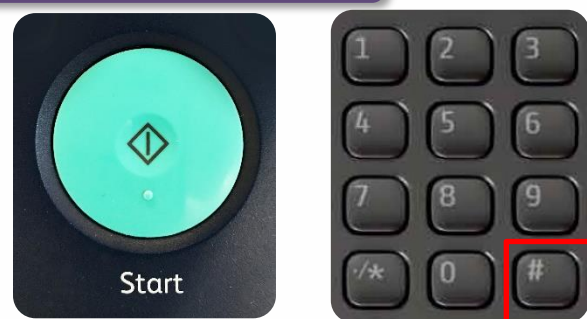
- Insert **USB Device** and select **[Store File]**
(For **Scan Setting** please refer to "Scan to Email Operation Guide")

STEP 3



- Select **[Store to Memory Device]**
- Press **[OK]**

STEP 4



- Press **[Start]** to scan
- Press **[#]** after scanning the last page

STEP 5



- Press **[Store]** to save and **[Exit]** to finish
(**REMEMBER** to take back your USB)

