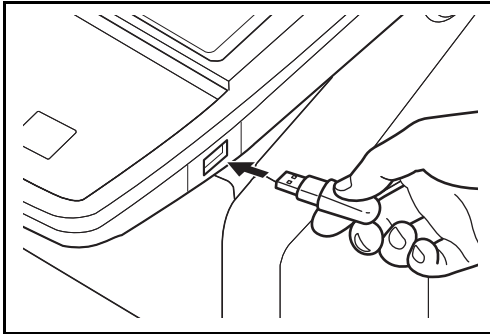

Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE: The maximum number of the storable files is 100.

Storing Documents (Store File)

The procedure for storing documents in removable USB memory is explained below.



- 1 Plug the USB memory into the USB Port (A1).

IMPORTANT: Use only USB memory that has been formatted on this machine. If USB memory formatted on another device is used, *The removable memory is not formatted* message may appear. To format the USB memory, press [Format].

CAUTION: When [Format] is pressed, all data in the external media is erased.

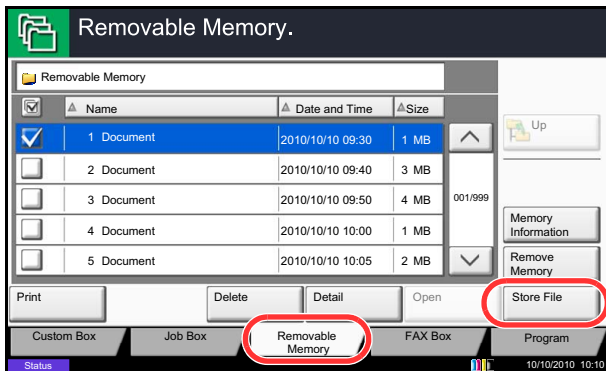
- 2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

- 3 Select the folder where the file will be stored and press [Open].

The machine will display the top 3 folder levels, including the root folder.

- 4 Press [Store File].



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

For the features that can be selected, refer to *Document Store features on page 7-25*.

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

7

Document Store features

The features below can be selected when saving a document.

- Original Size (page 6-2)
- Original Image (page 6-18)
- Border Erase (page 6-26)
- Mixed Size Originals (page 6-8)
- Scan Resolution (page 6-20)
- Continuous Scan (page 6-24)
- 2-sided/Book Original (page 6-11)
- Color Selection (page 6-23)
- Job Finish Notice (page 6-35)
- Original Orientation (page 6-12)
- Sharpness (page 6-21)
- File Name Entry (page 6-28)
- Storing Size (page 7-4)
- Background Density Adj. (page 6-22)
- File Format (page 6-14)
- Prevent Bleed-thru (page 6-25)
- Zoom (page 6-6)
- Text Stamp (page 6-38)
- Density (page 6-19)
- Centering (page 6-7)
- Bates Stamp (page 6-39)