

## HOW TO

### Scan to a USB Drive

Place the USB drive into the port  
on the left side of the HOME button.

1. Press HOME round blue button
2. Touch SCANNER on the screen
3. Touch STORE FILE on the screen
4. Touch Store to MEMORY DEVICE on the screen
5. Touch OK on the screen
6. PRESS START round green button
7. PRESS # When done with last sheet. The key pad by the 9 and 0
8. WAIT for "WRITING COMPLETE" BEFORE removing the USB
9. TOUCH EXIT on the screen  
to remove USB

Make sure the Simple Screen button is NOT selected.

Place sheet(S) to be scanned face up in the feeder  
or down on the platter.