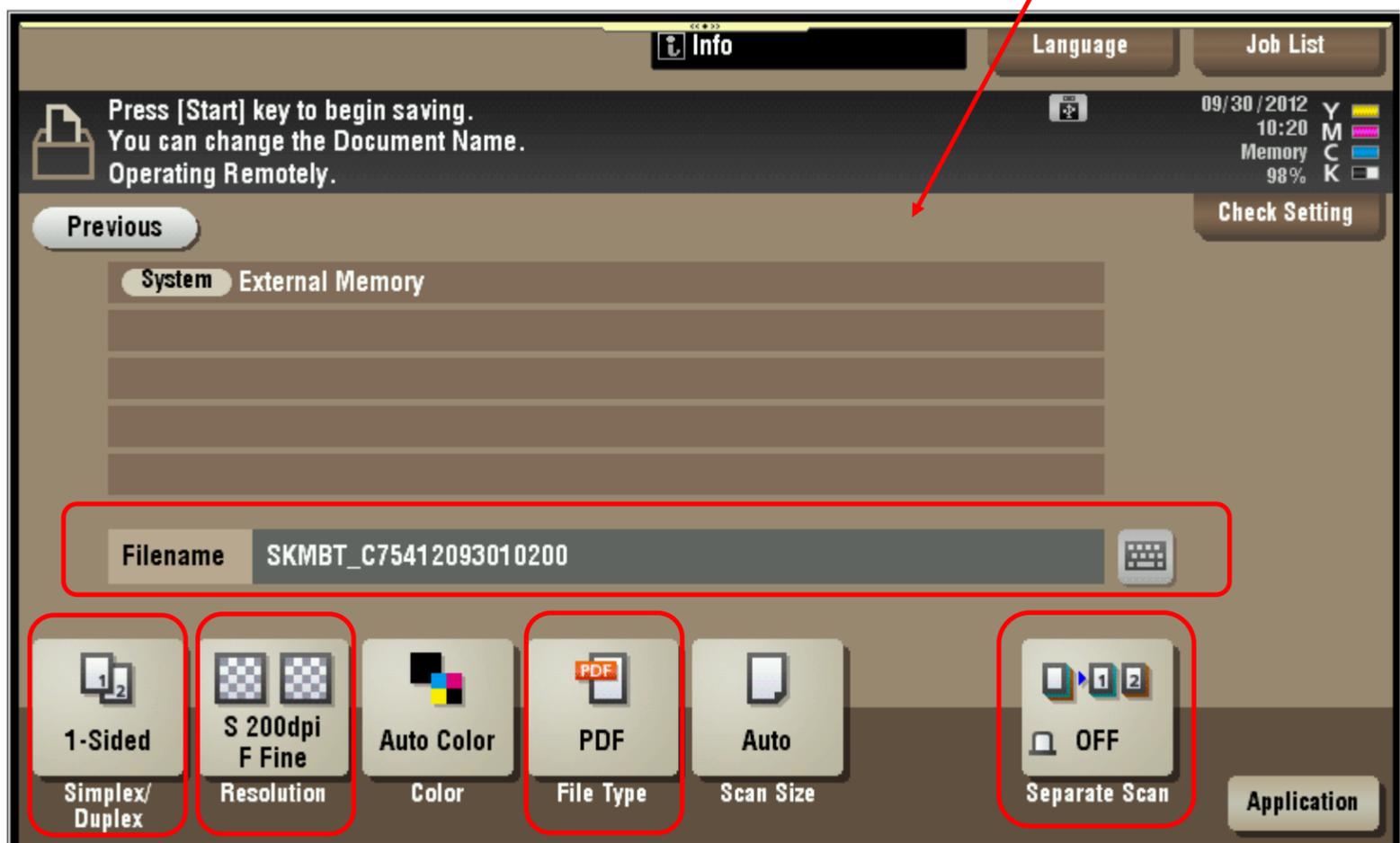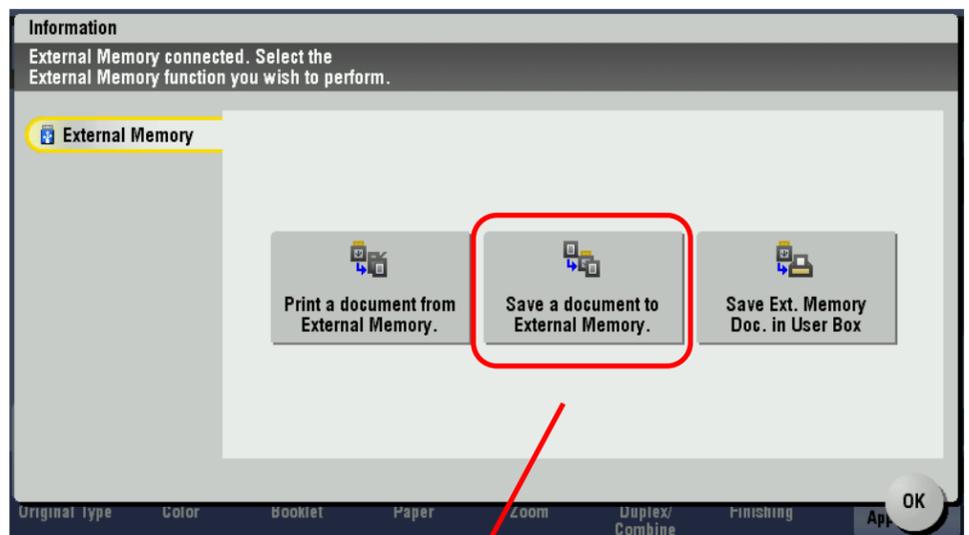# Scanning To A USB Thumb Drive

1. Insert the USB Thumb Drive into the device's USB port, located on the right side of the device, just behind the display panel.

2. Select **Save a Document to External Memory** from the screen.

3. Touch the keyboard symbol next to Filename to display the keyboard. Touch the C (Clear) button to erase the default file name and enter your own name for the file. This step is optional.

4. Select the Scan Settings at the bottom of the screen to change the default settings the device will use to scan your document (See below for available options).

a. **Simplex/Duplex** — Change option to 2-Sided if your document is double sided.

b. **Resolution** — Increase the clarity of your scan. Default is 200 dpi.

c. **File Type** — The device will create a PDF file by default. You can select **Compact PDF** for a compressed PDF file that is email-friendly, or **JPEG** if scanning photos. (XPS, Compact XPS, TIFF, and PPTX are also available).

d. **Separate Scan** — Allows you to scan documents in separate batches and compile them into one file. For example, if you have a document that has to be scanned on the glass, or in a

NOTE: A custom document name, and all other Scan Settings are **optional**. If you wish you can simply insert the USB drive in to the port, select 'Save a Document to External Memory', then