

Scanning To A USB Thumb Drive

- 1. Insert the USB Thumb Drive into the Information External Memory connected. Select the External Memory function you wish to perform device's USB port, located on the right 🛐 External Memory side of the device, just behind the display panel. ٩H ₽**Ŀ** Print a document from Save a document to Save Ext. Memory External Memory. **External Memory** Doc. in User Box Select Save a Document to External Memory from the screen. Job List i Info Language 09/30/2012 Press [Start] key to begin saving. 10:20 M You can change the Document Name. Memory 98% C I **Operating Remotely.** Check Setting Previous System External Memory Filename SKMBT_C75412093010200 Ē PDF 1 2 112 S 200dpi 1-Sided Auto Color PDF Auto □ OFF **F** Fine Simplex/ Resolution Color File Type Scan Size Separate Scan Application Duplex
- 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).

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