SCANNING You must use a non-MAC formatted USB drive for scan function to work

1. Press the Home button at the bottom of the screen

2. Select Print/Scan (Memory Storage Device)
3. Select **Scan to Storage Device**

4. Insert flash drive on the **left side** of the screen
5. Select **USB**

6. Select the **Storage Location** on your USB drive
7. Under **Scan Settings**, select **Scan Size** if Auto Detect does not work

8. Select **Regular Size** and the paper size you want to scan
9. After all of your settings are correct, select **Scan Next Original**

10. Select **Scan Next Original** if you have more pages to scan OR select **Finish Scan** if you are done. You may also Change Settings if needed.
11. When done scanning, click the small USB icon at the bottom of the screen.

12. Select **USB** and click **OK.** **Remove your USB drive** **
TIPS FOR LAYOUT

8.5 X 11

11 X 17