

Scan to USB

1. After identifying yourself on the device (using a card or manually via Username and Password), insert your external storage device (USB) into the slot on the touch panel:



2. On the home screen, access the “Funciones de dispositivo” option:



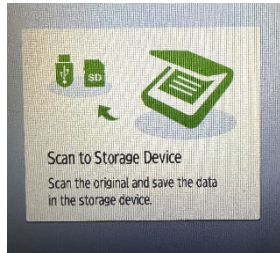
3. On the next screen, press the “Usar funciones de dispositivo” button:



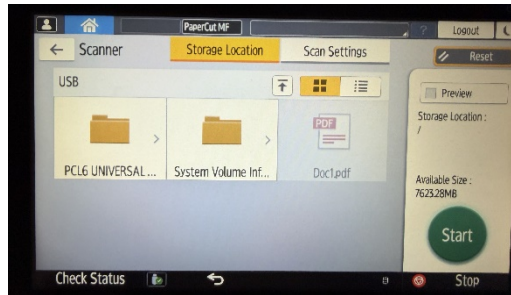
4. You will then access the device’s native functions. On the following screen, press the “Print/Scan (Memory Storage Device)” button.



5. On the next screen, press the “Scan to Storage Device” button to view the files stored on your external device:

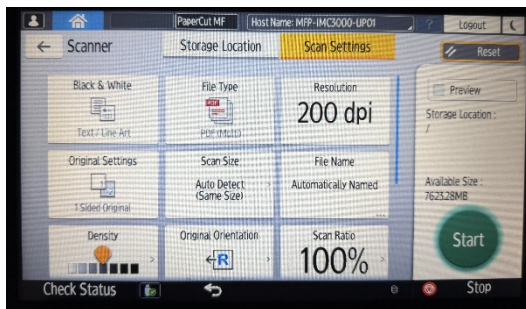


6. Finally, select the folder where you want to save the scanned document and press the “Start” button to begin scanning:



NOTA

- To scan documents correctly, they must be placed in the device feeder face up, with the first page on top of the stack.
- In the “Scan Settings” button, you can choose from the available settings:



- Always use this button to safely remove the storage device

