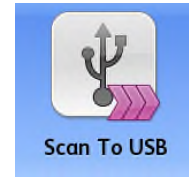




Scan-to-USB

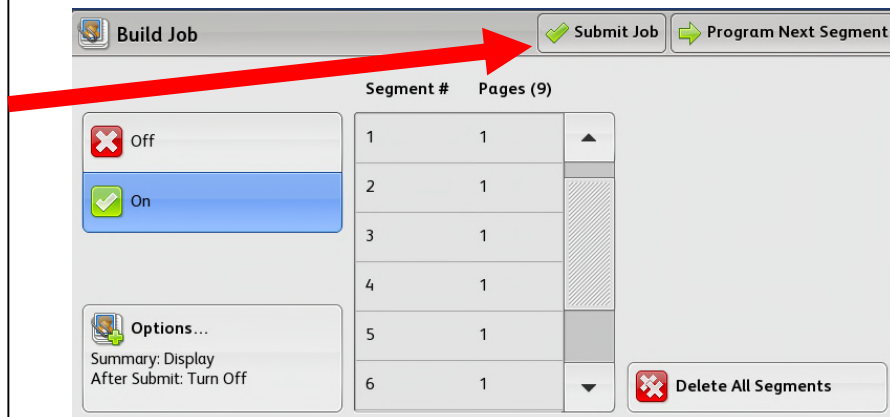
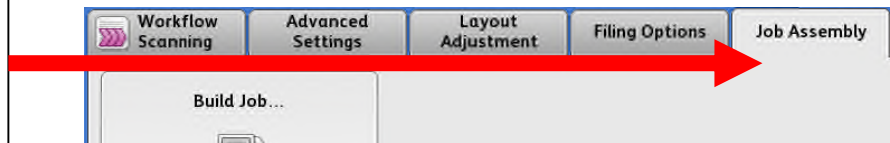


Login and select **Scan To USB**
Insert your USB stick



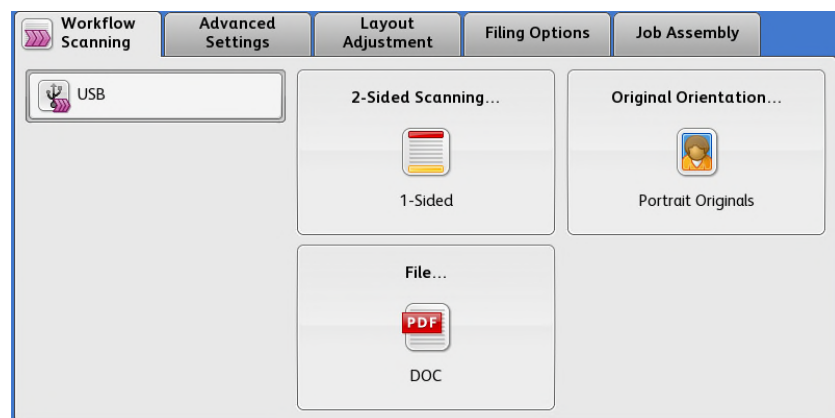
For scanning chapters and articles

1. Select **Job Assembly**
2. Select **Build Job** and **On**.
3. Begin scanning document by pressing green start button.
4. Select **Submit Job** when completed.
5. The copy will be sent to your USB.
6. Wait until processing is completed and a Completed message is displayed.



For single page and document feeder jobs:

1. Place original document face up on the feeder or face down on the glass
2. Press green Start button. The copy will automatically be sent to your USB stick.



Do not remove your USB before confirmation that job is completed.

Please check the scan is successful before leaving the library.



Completed