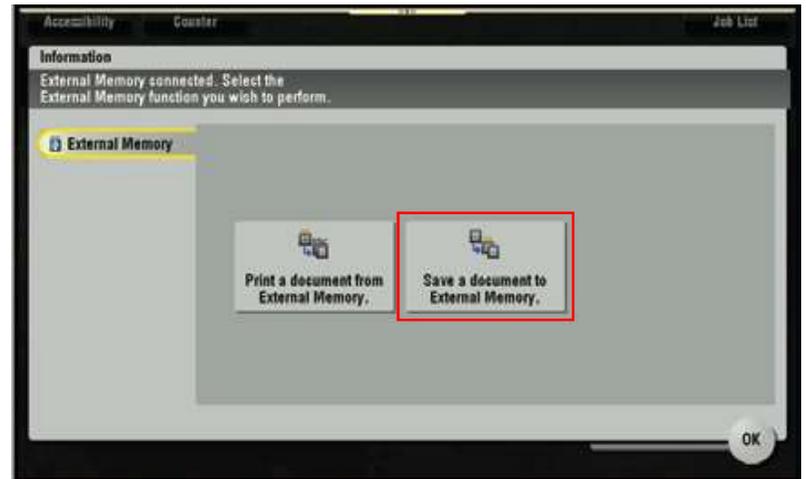1. Plug in your **USB Thumb Drive** into the USB port on the front right corner of the MFP
2. An icon comes up on the MFP that tells you an external memory is connected
3. Place your original on the **Dual Scanner** or **RADF**
4. Touch **Save a Document to External Memory** icon

5. Touch **Filename**
6. Press **C** to clear the name assigned by the machine
7. Type the name you want to give the document
8. Touch **OK**

9. Choose any applicable options
10. Touch **OK**
11. Press **Start** button to scan your document

TO PLACE A SERVICE CALL OR ORDER SUPPLIES: **CALL 800.847.3098** AND PROVIDE LOCATION SAND SERIAL OR ID NUMBER OF THE DEVICE

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