

Scanning to a flash drive

1. Load an original document faceup, short edge first into the feeder on top of the machine.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. Insert the flash drive into the USB port on the front of the machine.
The USB Drive home screen appears.
3. Select the destination folder, and then touch **Scan to USB drive**.
4. Adjust the scan settings.
5. Touch **Scan It**.

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

1. Insert a flash drive into the USB port.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2. From the control panel, touch the document you want to print.
3. Touch the arrows to specify the number of copies for printing, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- Don't forget your flash drive!