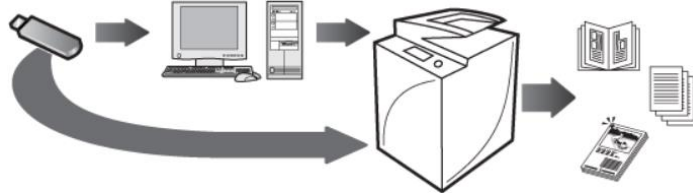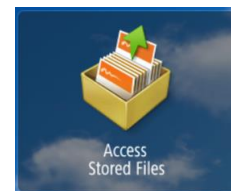# Canon ImageRUNNER Advance DX: Memory Media – Using a Flash Drive at the Machine

This document will go over how to use the USB functions on the machine.
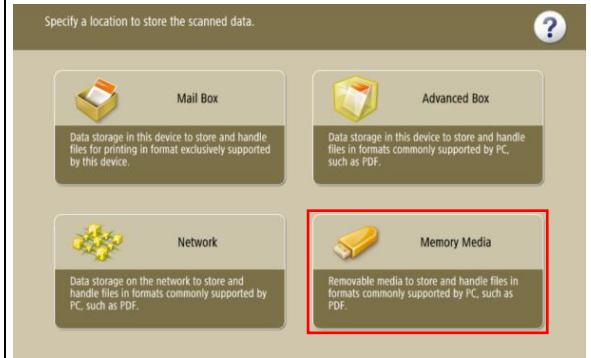

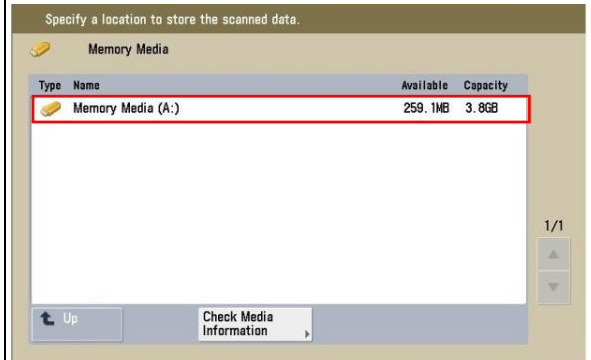| Scan & Store to USB Memory Media	
1. Select **Scan and Store**	
2. Insert USB Memory Media into side of machine **3.** Select **USB Memory Media**	
4. Select **Memory Media (A:)** to save a scan to your USB	

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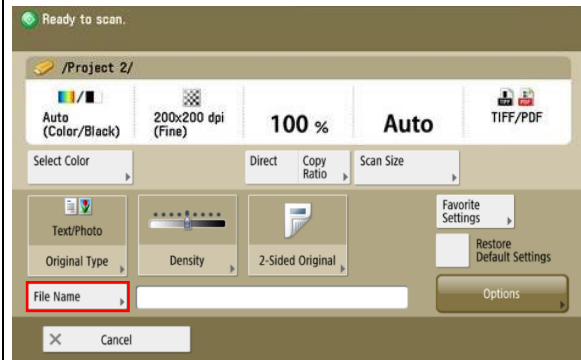
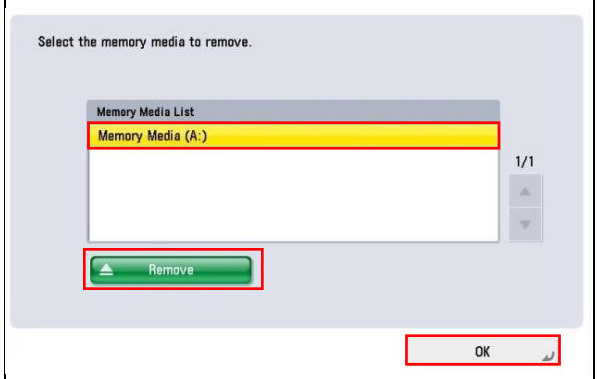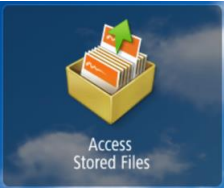|	
5. Select a folder or location to store scanned document(s) • Folders can be created by selecting the **Create Folder** button	
6. Place the originals in the document feeder or platen glass **7.** Press **Scan**	
8. Select **File Name** to name the document • Scan settings can also be changed here	
9. Name the document **10.** Select **OK** **Note:** • The following character cannot be used in a file name \ | / : , * ? " < > • The first or last characters of the file name cannot use a period or space • If the document is not named, the machine automatically assigns the file a name use the Year, Month, Day and Time the file was created	
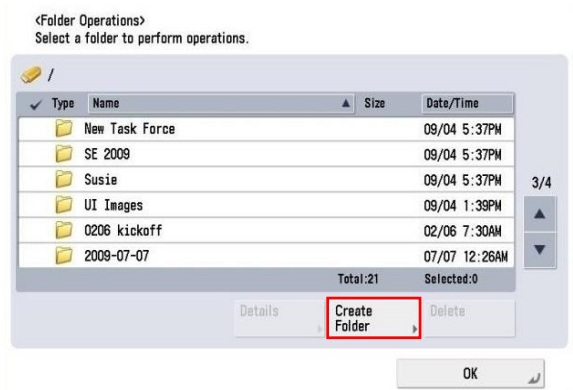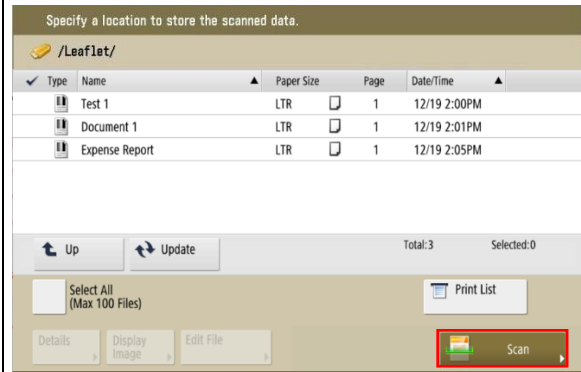
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11. Press the **Start** button **12.** Select ⏏ to safely remove USB Memory Media	
13. Click **Remove** **14.** Select **OK** **15.** Remove USB Memory Media	

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Access Stored Files & Print from USB Memory Media

1. Select **Access Stored Files**	
2. Insert USB Memory Media **3.** Select USB Memory Media	
4. Select **Memory Media (A:)** to view the files	
5. Open the folder to locate the file you want to print **6.** Select **Print**	

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7. To print as is, select **Start Printing** 8. Click **Change Print Settings** to adjust print settings	
9. Once settings are chosen, select **Start Printing**	
10. Select ⏏ to safely remove USB Memory Media 11. Click **Remove** 12. Select **OK** 13. Remove USB Memory Media	
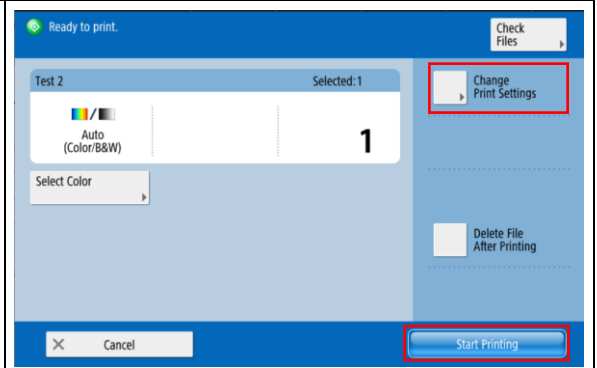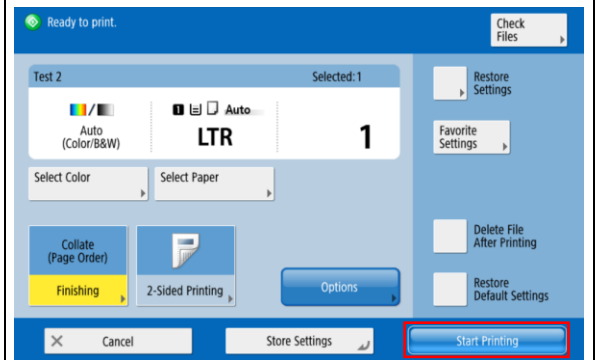
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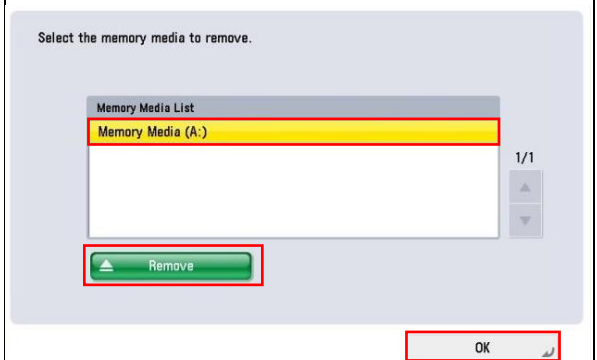
Troubleshooting

The following settings are required to use USB Memory

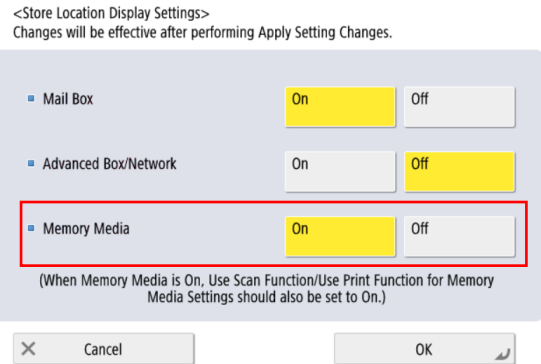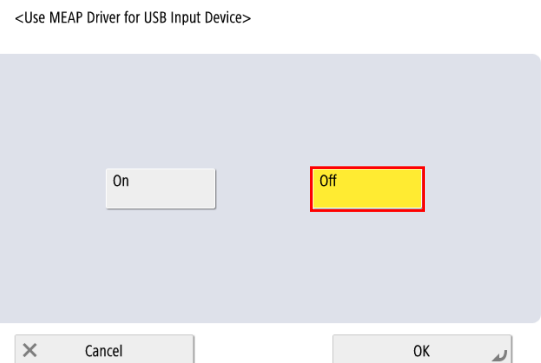|	
1. Log In as Administrator 2. Press **Settings/Registration** → **Preferences** → **Display Settings** → **Store Location Display settings**	
3. Select **ON** for **Memory Media** → Press **OK**	
4. Press **Settings/Registration** → **Preferences** → **External Interface** → **USB Settings** → **Use MEAP Driver for USB Input Device** 5. Select **Off** → Press **OK**	
6. The copier will need to restart, select **Yes** for it to apply the changes 7. It will restart shortly	

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