Scan to and Print From Memory Media

Scenario

Do you travel to different offices and sometimes have to bring files with you?

Would you like to print directly from Memory Media without the use of a computer?
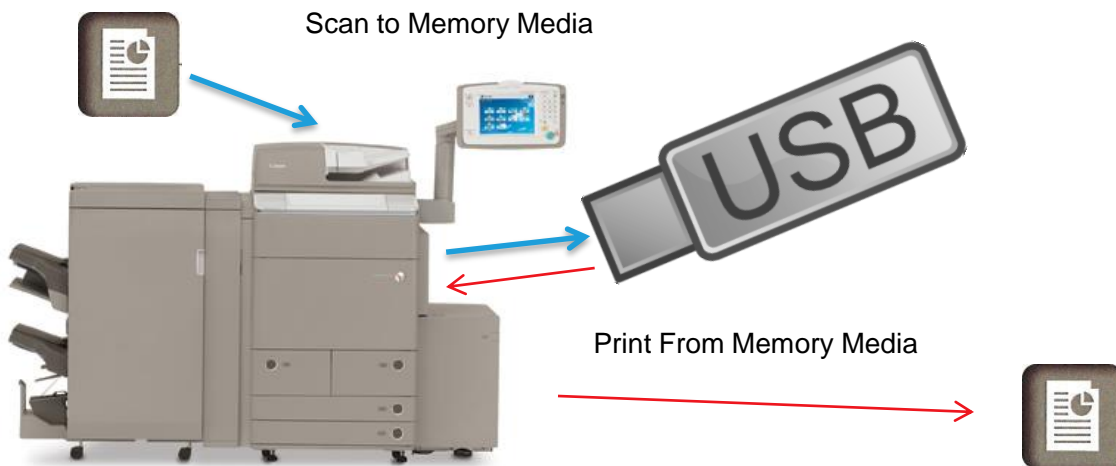
Benefits

Scan to Memory Media

- Users can easily store documents to Memory Media device allowing them to easily transport documents without a PC available
- Documents can be scanned into memory media in all supported file formats.

Print from Memory Media

- Users can print files directly from their external Memory Media device
- Improves productivity and saves time by printing files directly from Memory Media, without the need to first open the file on a PC and make print driver settings
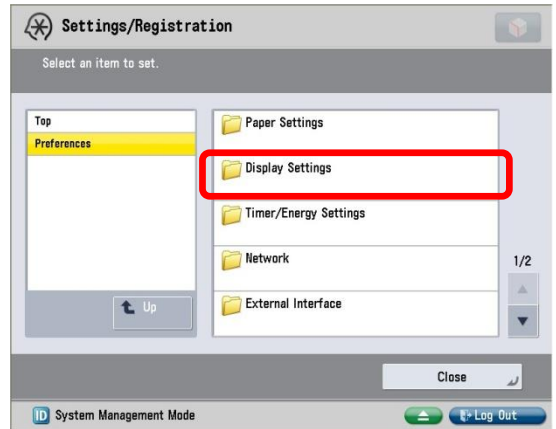
Scan to Memory Media

USB

Print From Memory Media

Note:
Standard support for printing TIFF/JPEG files, Optional support for printing PDF files (Requires PS Printer Kit or Direct Print* (for PDF/XPS) Kit)
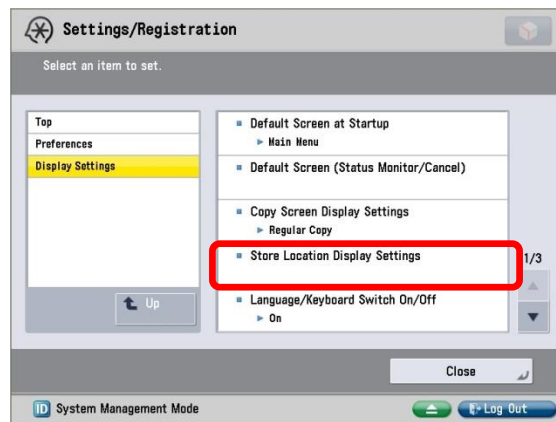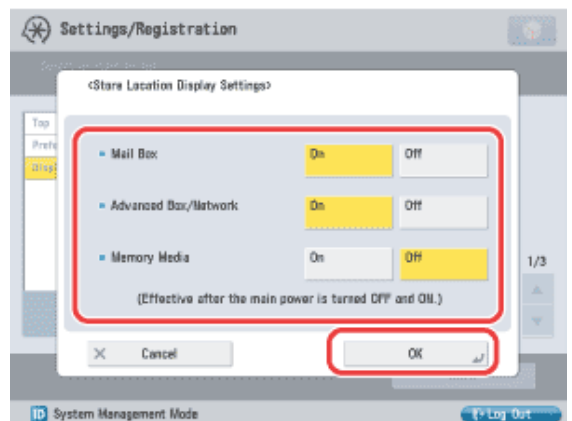
I. Set-up Display for Memory Media Function

1. The default setting for displaying memory media is 'Off'.
2. To set to "On', Press **[Settings/Registration]** on control panel.
3. Select **[Preferences].**
Select **[Display Settings]**.
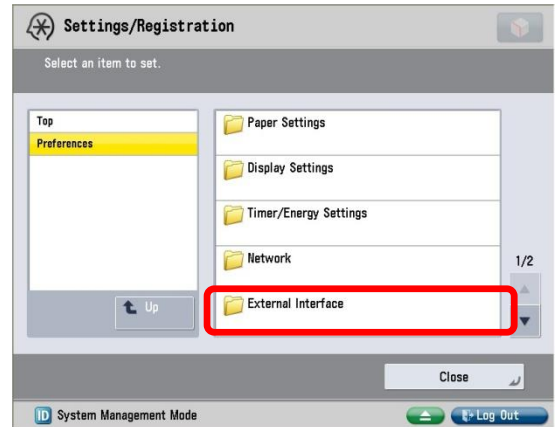

4. Select **[Store Location Display Settings]**

5. Select **[On]** for Memory Media
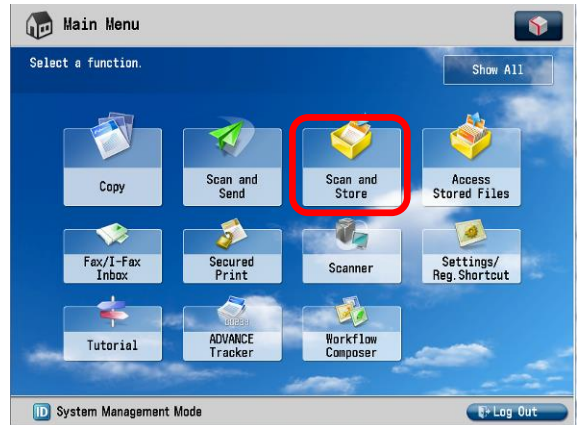6. Select **[Ok].**

Steps

7. Select **[Preferences]** .
8. Select **[External Interface].**
9. Select **[USBSettings]**
10. Select **[On}** for Use USB Device
11. Power Off and On the device

Settings/Registration

Select an item to set.

| Top | |
| Preferences | |

Paper Settings

Display Settings

Timer/Energy Settings

Network   1/2

External Interface

Up   Close

System Management Mode   Log Out

Steps

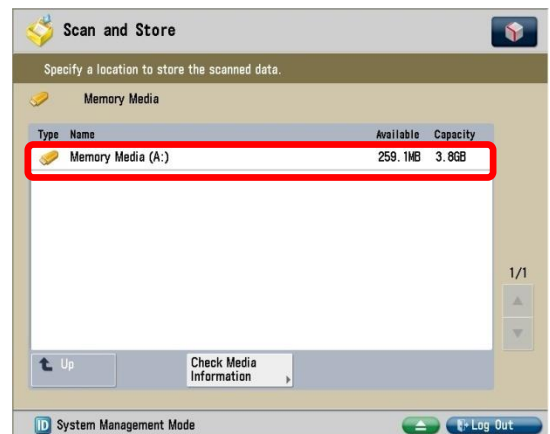## II. Scan and Store to USB Memory Media

1. Select the **[Scan and Store Function from the Main Menu]** .

2. Insert **[USB Memory Media]**
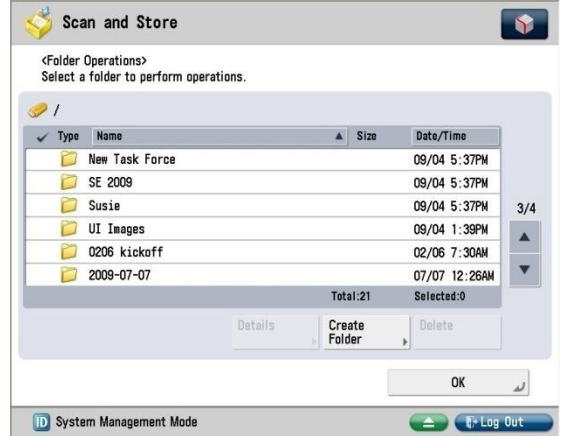3. Select **[USB Memory Media]**

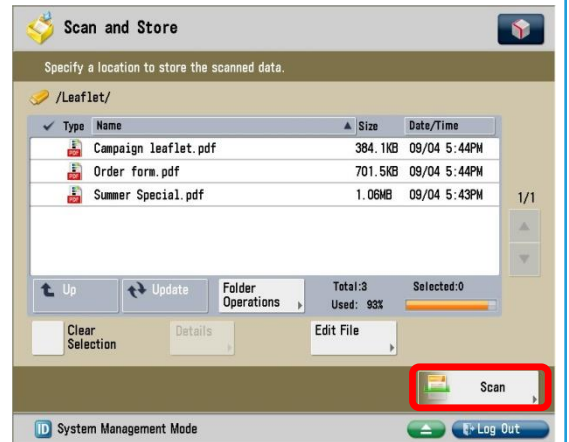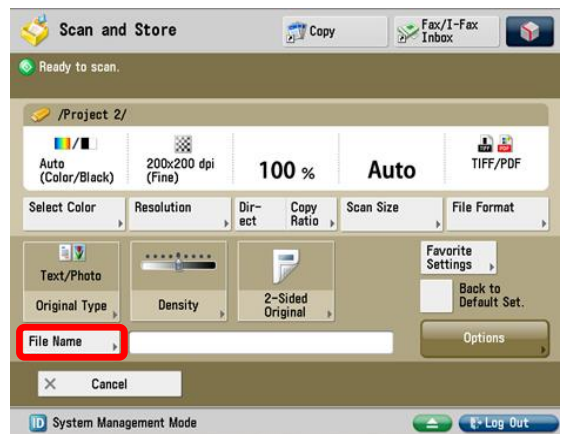4. Select **[Memory Media (A:)]** to save a scan to your USB

Steps

5. Select a folder or location to store scanned documents. You can also create a new folder by selecting the **[Create Folder]** button.

6. Place your originals in the Document Feeder or on the Platen glass.
7. Press **[Scan]**

8. Select **[File Name]** to name the scanned document. You can also change the Send Settings.

Steps

9. Use keyboard on touch screen or optional external keyboard to name the document.
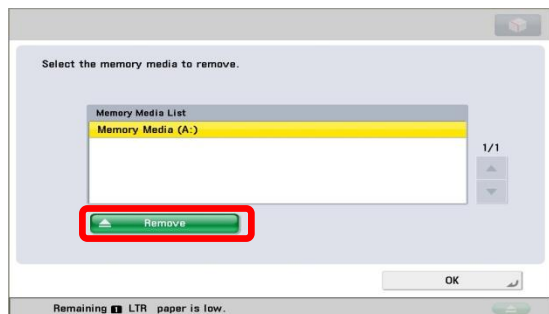10. Press **[OK]**

Note:
- Device will assign the file extention
- You cannot use the following characters in a file name: \ / : , * ? " < > |
- You cannot use . (period) or space for the first or last character of the file name
- If you create a file without assigning it a name, the machine automatically assigns the file a name using the year, month, day and time the file was created.

11. Press **[Start]** button on control panel.

12. Select **[⏏]** button on bottom of screen to safely remove USB Memory Media.
13. Click **[Remove]** button.
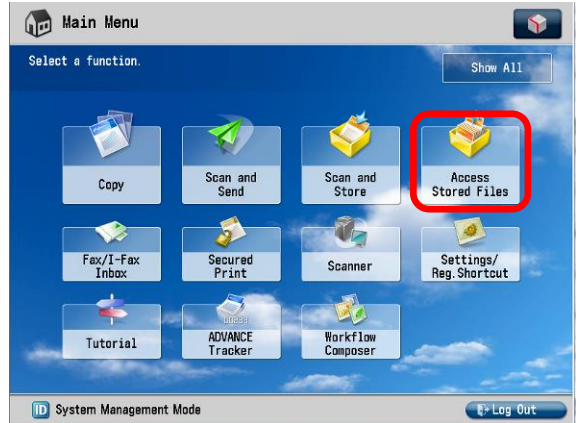14. Select **[OK].**
15. Remove USB Memory Media

III. Access Stored Files and Print from USB Memory Media

1. Select the **[Access Stored Files]** Function from Main Menu

Note:
• Location of button may be displayed differently than what appears in this screen shot due to customization settings.
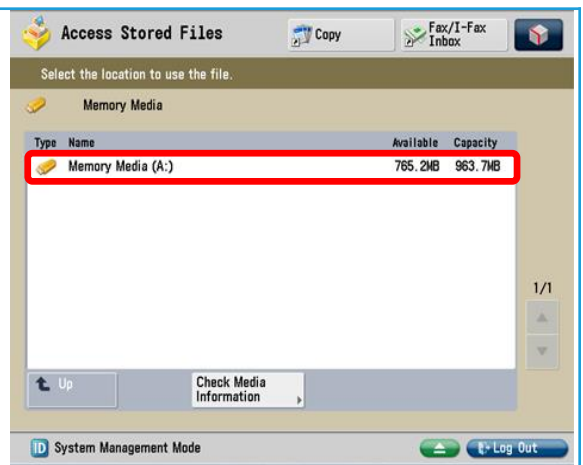
2. Insert **[USB Memory Media]**
3. Select **[USB Memory Media]**

Note:
• Standard USB Port located onright saide of control panel
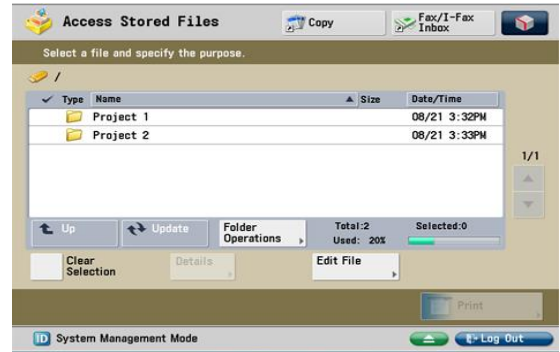• Optional support also offered for Memory sticks, SD cards, Compact Flash, Microdrive

4. Select **[Memory Media (A:)]** to view your files.
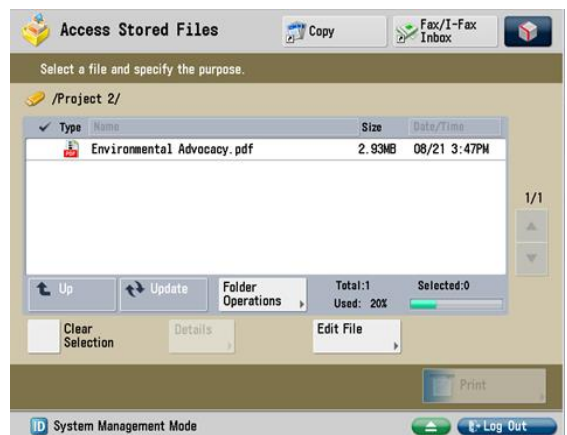
Steps

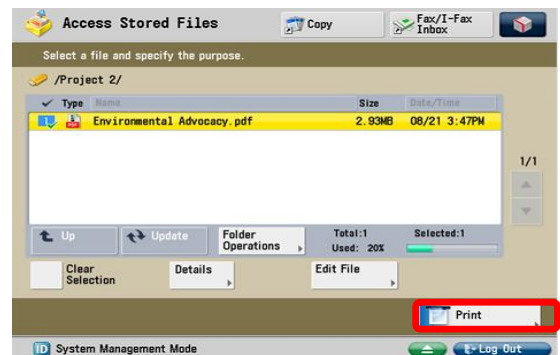5. Open a folder to locate the file you want to print.

6. Select the file

Note:
• When there are two or more files stored in the memory media, you can press [Name] or [Date/Time] to sort the list of files
• If PS Printer Kit or Direct Print Kit is not installed, PDF files cannot be printed. You can view them, but the Print button will be grayed out.
• XPS file formats cannot be printed
• You can select and print up to six files in same memory media. However, you cannot select and print files with different file formats or a folder and a file at the same time.
• You can only select multiple files when files are stored n the same folder.
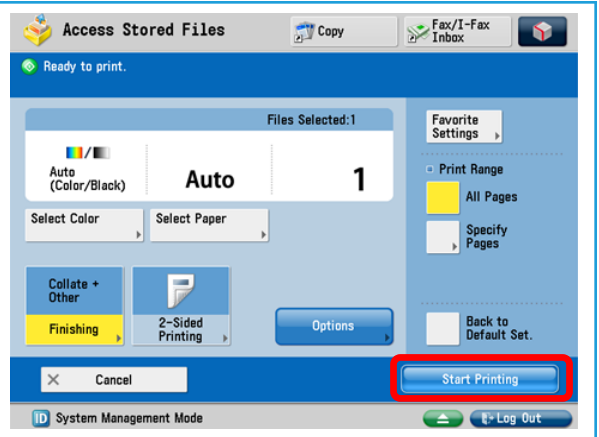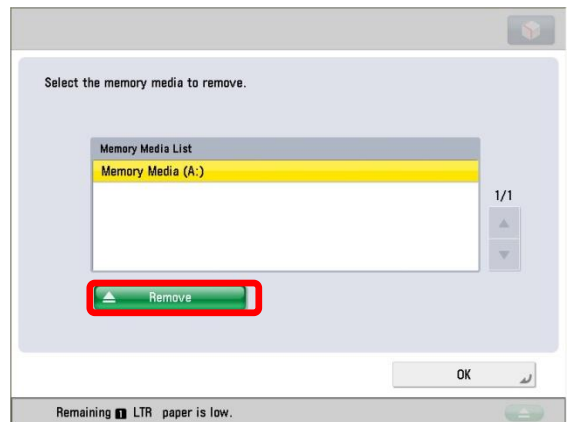

7. Select **[Print]**

Steps

8. Adjust print settings if desired. To print all pages press **[All Pages].** To specify which pages to print, press **[Specify Pages]**.
9. Select **[Start Printing].**

Note:
• You can set paper selection, 2-sided printing, finishing and Special Features.
• Device will start processing your print job
• Screen automatically closes at the end of the job

10. Select [⏏] button on bottom of screen to safely remove USB Memory Media
11. Click **[Remove]** button.

12. Select **[OK]**
13. Select **[OK]** again
14. Remove USB Memory Media
15. Press **[Main Menu]** hard key to return to Main Menu