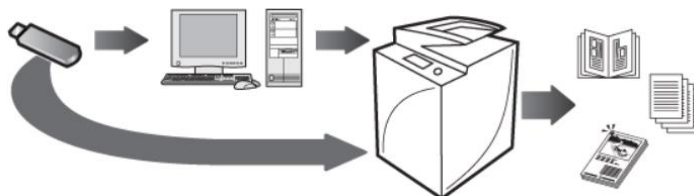
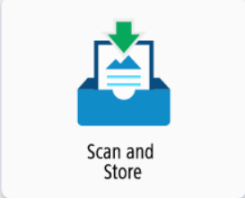
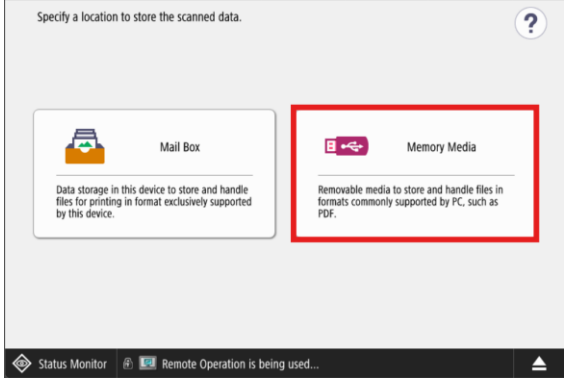
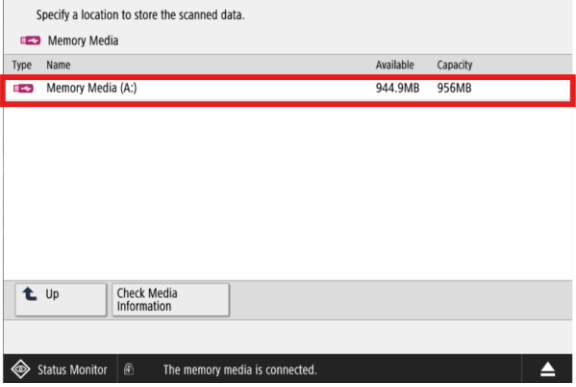


Canon ImageFORCE: Memory Media – Using a Flash Drive at the Machine

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

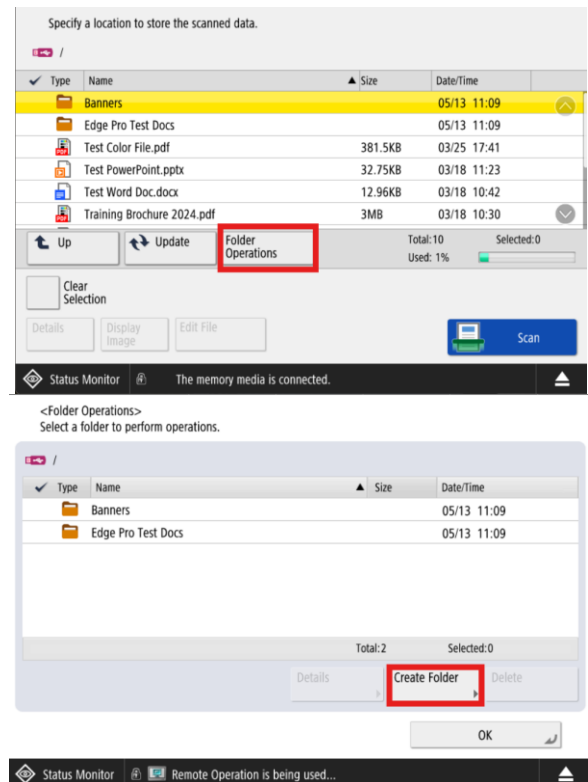


Scan and Store to USB Memory Media

<ol style="list-style-type: none"> 1. Select Scan and Store 	
<ol style="list-style-type: none"> 2. Insert USB Memory Media into side of machine 3. Select Memory Media 	
<ol style="list-style-type: none"> 4. Select Memory Media (A:) to save a scan to your USB 	

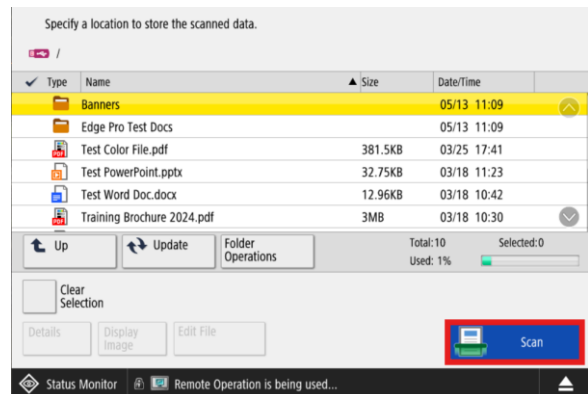
5. Select a folder or location to store scanned document(s)

- Folders can be created by selecting **Folder Operations, Create Folder** button



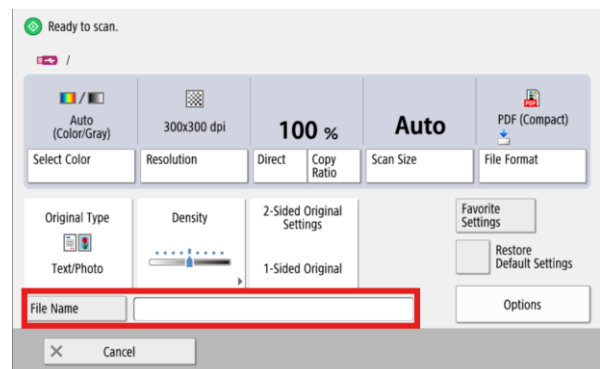
6. Place the originals in the document feeder or platen glass

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

<File Name (Max 24 characters)>

You can also use the numeric keys.

test

Backspace Alpham. Char.

1 2 3 4 5 6 7 8 9 0 - = \

q w e r t y u i o p []

a s d f g h j k l ; ' ,

z x c v b n m , . / @

Shift Caps Space

Cancel OK

11. Press the **Start** button

12. Select **Start Storing**

<Scan and Store>

Press the [Start] key to scan the next original.

Auto Auto

Grayscale 100% LTR

Change Settings

Pages Store Location

1

Cancel Start Storing

13. Select  **Remove**

14. Select **OK**

15. Select **OK** again, remove Flash Drive from Machine

Select the memory media to remove.

Memory Media List

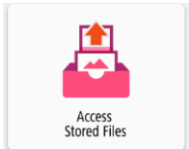
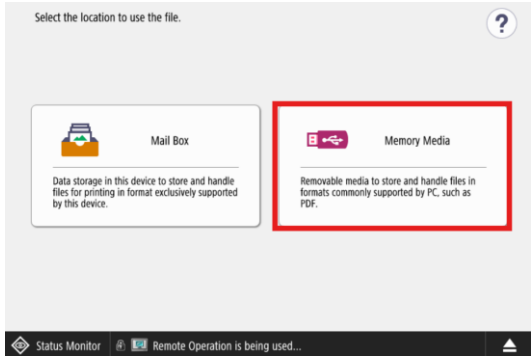
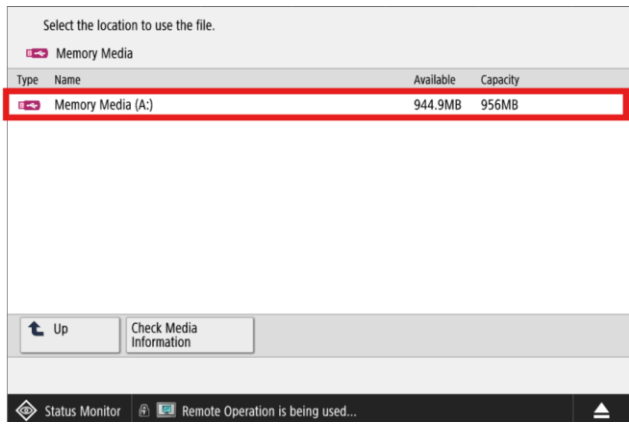
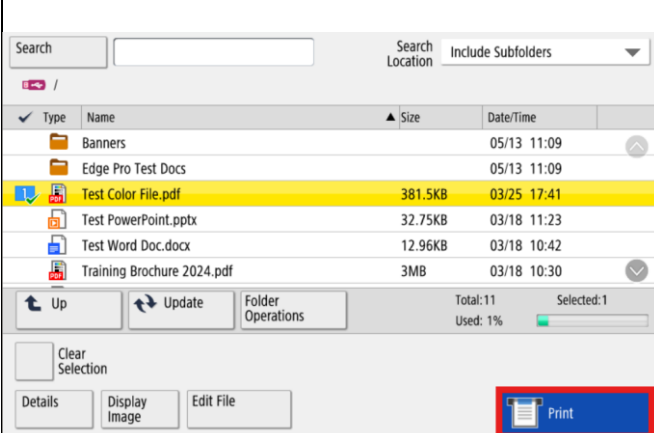
Memory Media (A:)

1/1

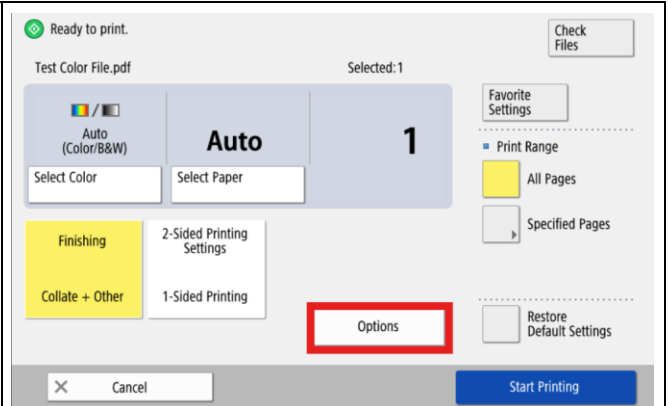
Remove

OK

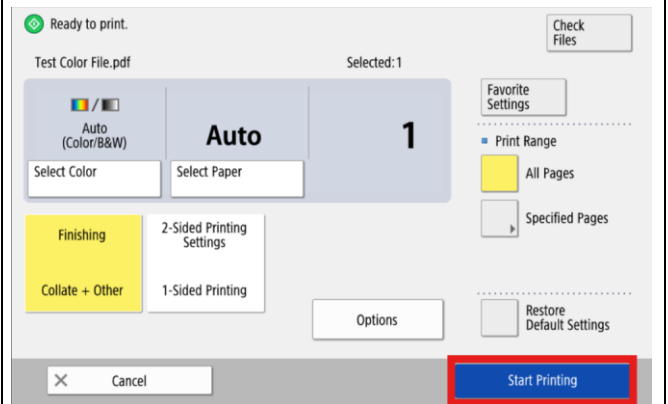
Access Stored Files to Print from USB Memory Media


1. Select Access Stored Files	
2. Insert USB Memory Media 3. Select 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	

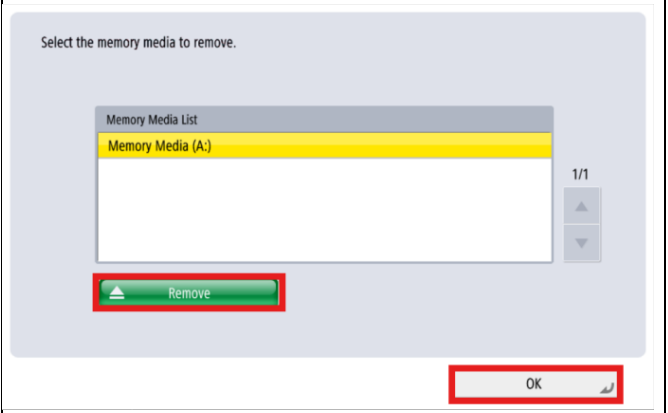
7. Click **Options** to adjust print settings



8. Once settings are chosen, select **Start Printing**



9. Select  **Remove**
 10. Select **OK**
 11. Select **OK** again, remove Flash Drive from Machine



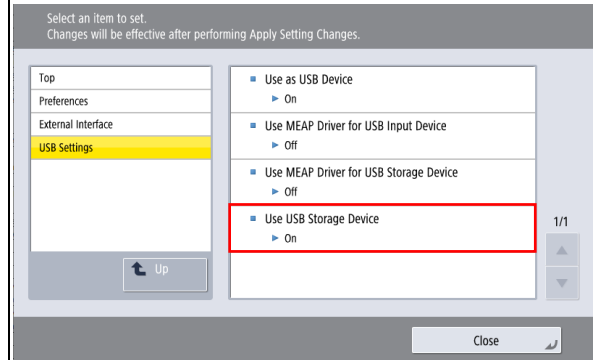
Troubleshooting

The following settings are required to use USB Memory

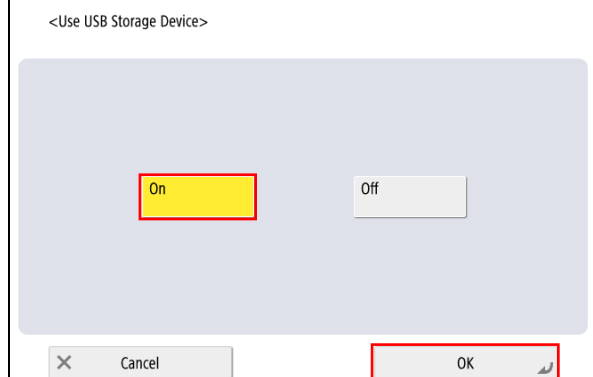
1. Log In as Administrator
2. Press **Settings/Registration** →



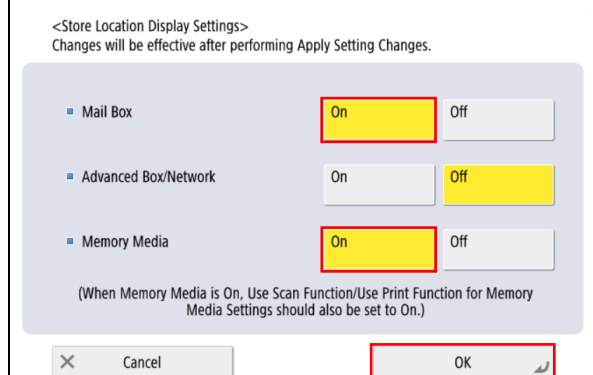
3. **Preferences** →
External Interface →
USB Settings →
Use USB Storage Device →



4. Turn **ON** →
Press **OK**



5. Press **Settings/Registration** →
Preferences →
Display Settings →
Store Location Display settings→
Select **ON** for **Memory Media** and **Mail Box** →
Press **OK**



6. Press **Settings/Registration** →
Function Settings →
Store/Access Files →
Memory Media Settings →
Use Scan/Print Function →

Select an item to set.

- Top
- Function Settings
- Store/Access Files
- Memory Media Settings

Up

- Use Scan/Print Function
- Select Option When Connecting Memory Media
 - Off

1/1

Close

7. Turn **Use Scan Function** and **Use Print Function** **ON** →
 Press **OK**

<Use Scan/Print Function>
 Changes will be effective after performing Apply Setting Changes.

- Use Scan Function
 - On
 - Off
- Use Print Function
 - On
 - Off

Cancel OK

Note: After each selection you change, the machine will ask to shut down to implement these new settings.
 Select **Yes** to allow the machine to reboot.

Is it OK to restart the device to apply the setting changes? (If this is OK, make sure there are no jobs in progress, then press [Yes].)

Yes No