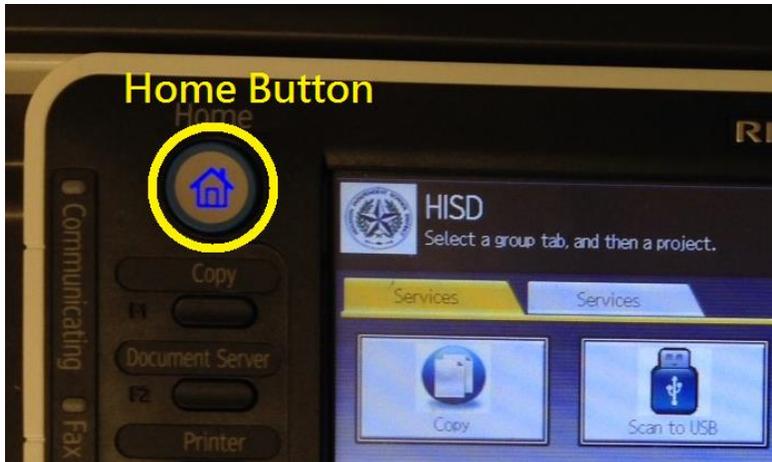


Scanning Documents into a USB Drive Using the Ricoh Copier Scanner

1. Press the Home Button and place the documents to be scanned in the feeder.



2. Press Scan to USB (screen), insert USB drive, make sure it lights up. Otherwise re-insert.





3. Scan Settings (left side of screen)
Original type – B/W or color?
Resolution – Use at least 300 dpi (dots per inch)
Press OK when done
4. Original Feed Type (left side of screen)
1 sided or 2 sided original?
Press OK when done
5. Send file type (left side of screen)
Single page or multipage?
TIFF or PDF?
Press OK when done
6. Store File (Top of screen!)
Store to memory device
Press OK when done
7. Press Start (outside the screen, bottom right of the control panel)
8. Do not remove the USB drive until the screen tells you it is safe to do so. Press Exit.