

Enable Scan-to-USB

1. Press the **Utility** icon on the **LCD Home Screen** (Press the **Menu** key to set the Home Screen if necessary)
2. Touch **#3 Administrator Setting**
3. Enter the administrator password: **1234567812345678 or 12345678**
4. Press **OK**
5. Touch **#1 System Settings** tab
6. Touch **#0 User Box Settings** tab
7. Touch **#7 External Memory Function Settings**
8. Touch **Save Document** tab. (This will allow you to Scan-to-USB)
9. *Other Options here are: Print Document (this will allow you to print from the USB thumb drive) External Memory Document Scan (this will allow you to take a document from a USB thumb drive and save it in a User Box on the MFP)*
10. Touch **ON**
11. Touch **OK**
12. **Close** until you return to the **Home** screen