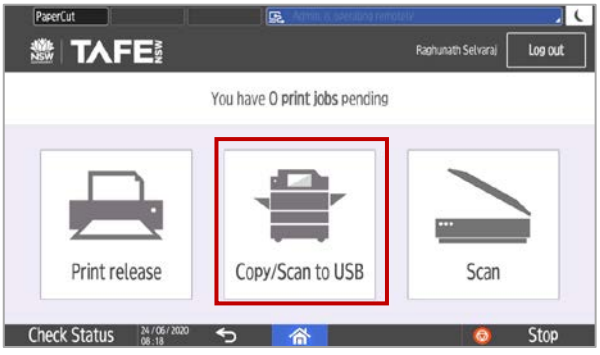
How to scan documents with mixed formats into 1 document onto a USB drive

When using the Scan to USB functionality, you are able to scan documents with mixed formats (ie mixed sizes, one-sided and two- sided documents), into one scanned document. This reference guide will explain:

1. How to scan documents, with mixed formats, into 1 document onto a USB drive

How to scan documents with mixed formats into 1 document onto a USB drive	
1. Touch the display to wake up the device.	
2. If your TAFE card has a magnetic stripe on it, **swipe it downwards** through the card reader. Alternatively, if your TAFE card **does not** have a magnetic stripe on it, tap it on the card reader. **Note:** If you do not have a TAFE card, you can log into the Ricoh device using your TAFE network username and password.	
3. Click **Copy/Scan to USB**. ***Note:*** Scan to USB functionality is accessed via Device Functions not via Scan.	

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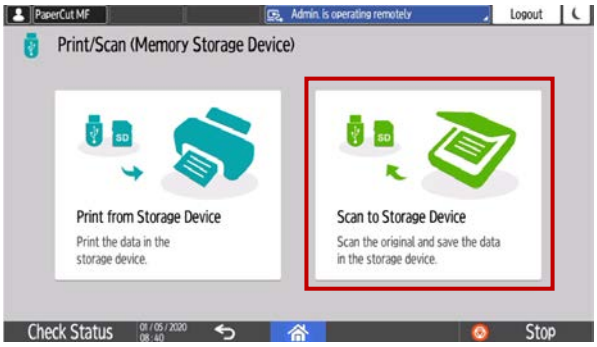
4. Click the **Print/Scan (Memory Storage Device).**	
5. Click **Scan to Storage Device**. ***Note:*** Print from Storage Device functionality is not enabled and cannot be used.	
6. The USB device should now be inserted in the slot to the left of the display screen.	
7. Once the USB has been inserted, an icon with a green tick will be displayed at the bottom of the screen. ***Note:*** If the icon flashes, there may be an issue with the USB drive. An alternate USB drive should be used.	
8. Click **USB**.	

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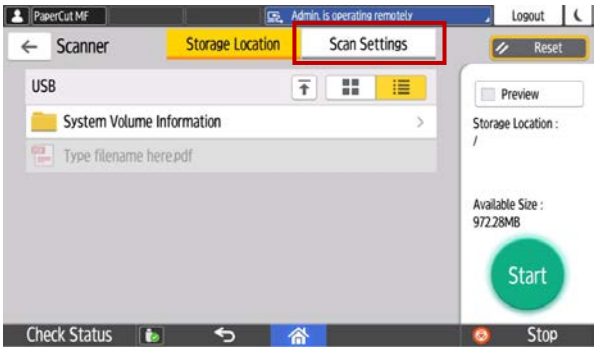
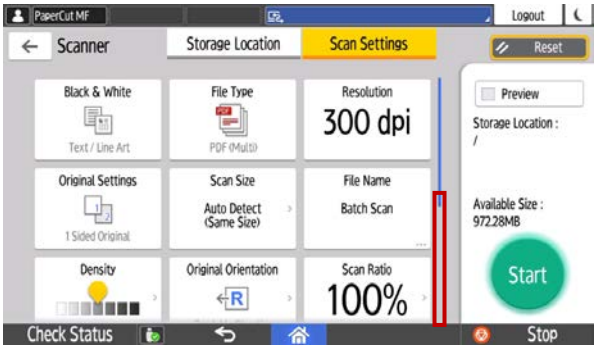
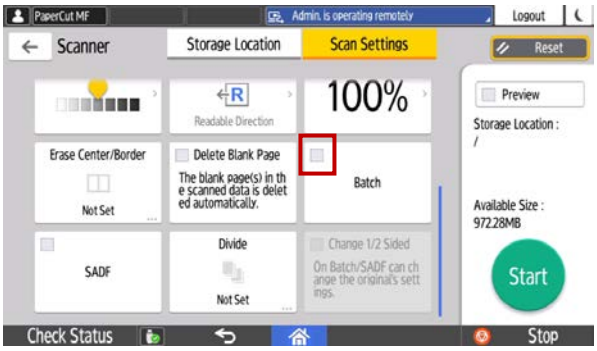
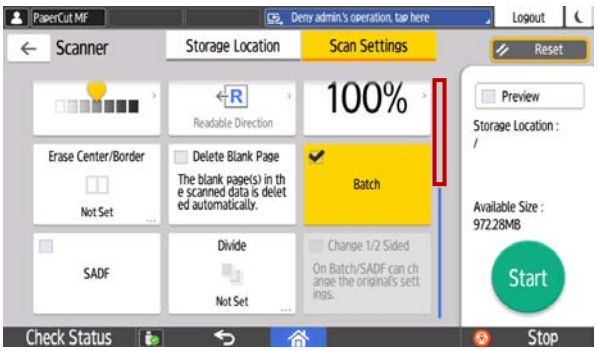
9. The contents of the storage device are shown and can be viewed in a Grid view or List view. Click the **List** icon. ***Note:*** Using the List view will allow you to see more of the file name once the scan has been completed.	
10. The contents of the storage device are now shown in a list view. Click **Scan Settings**.	
11. In this example, the resolution and file name have been updated. Swipe **up** to see more scan settings.	
12. Select the tick box on the **Batch** tile.	
13. You can now change the settings for the originals as required. Swipe **down** to see the simplex/duplex options.	

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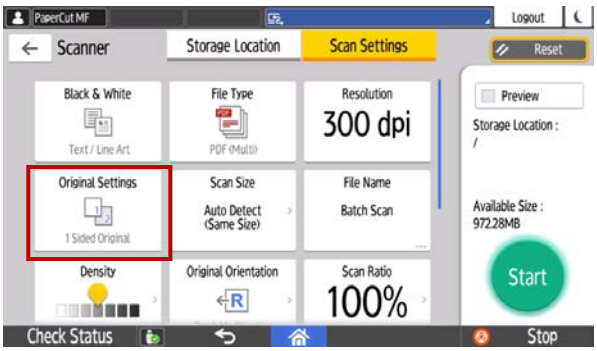
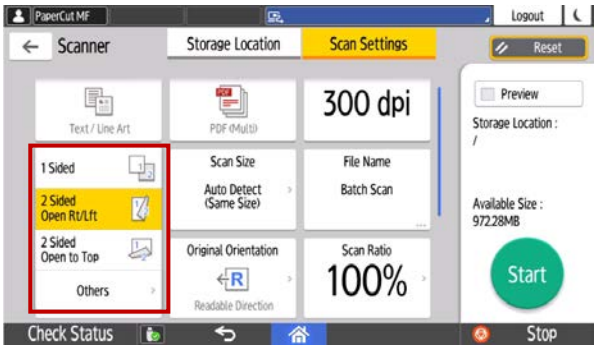
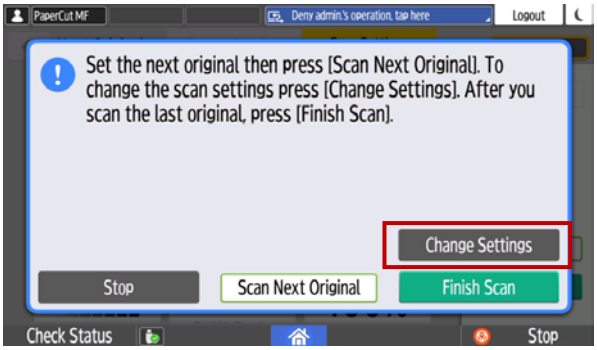
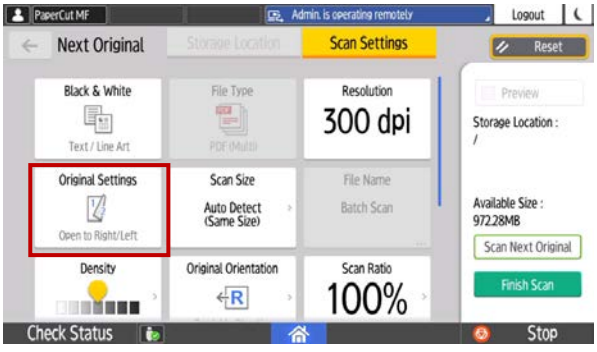
14. Click **Original Settings**.	
15. In this instance click **2 Sided Open Rt/Lt**.	
16. The settings for the original document have now been updated to reflect 2-sided opening right/left. Place the originals in the document feeder & click **Start**.	
17. Once the pages have been scanned, you will get more options to select from. In this instance, click **Change Settings**.	
18. You can now change the settings as required for the next group of originals to be scanned. In this instance click **Original Settings**.	

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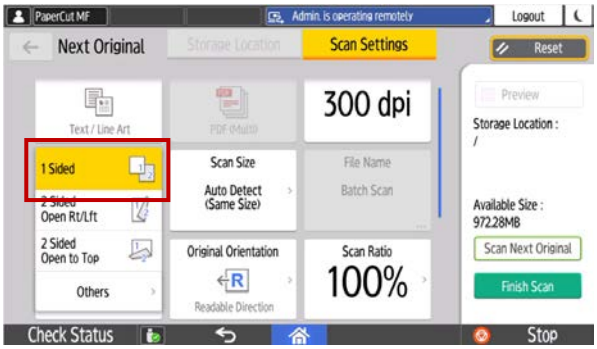
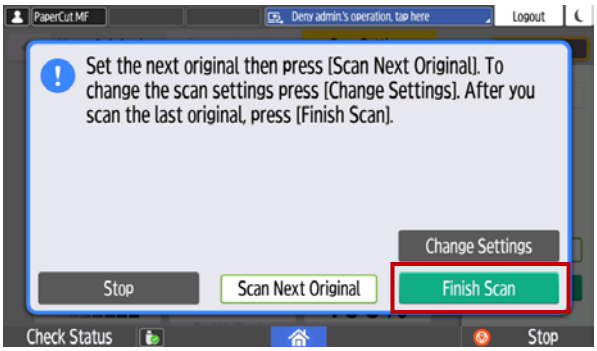
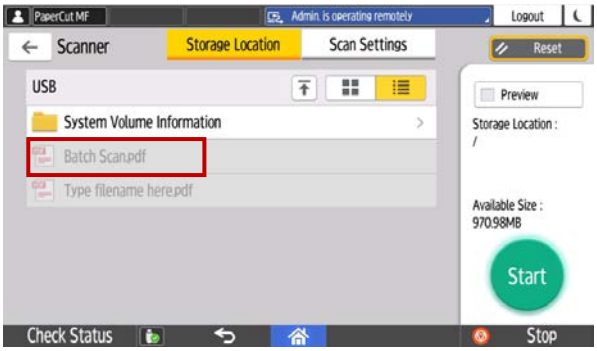
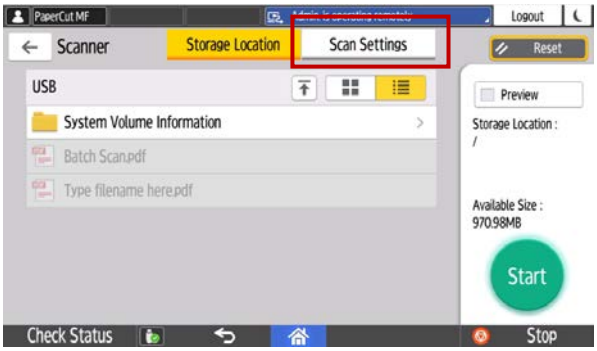
19. In this instance, select **1 Sided**.	
20. Click **Scan Next Original**.	
21. Once the pages have been scanned, you will get more options to select from. In this instance we have no other pages to include into the scanned document. Click **Finish Scan**.	
22. You are returned to the Storage location screen where the saved file is now visible. You can now remove your USB drive.	
Alternatively, if you have additional documents to scan, press the **Scan Settings** button and repeat the steps listed above from Step 9 onwards. ***Note:*** You will be logged out of the device after 60 seconds of inactivity.	

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