
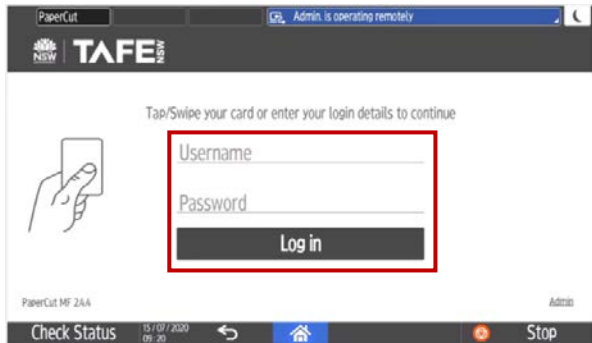
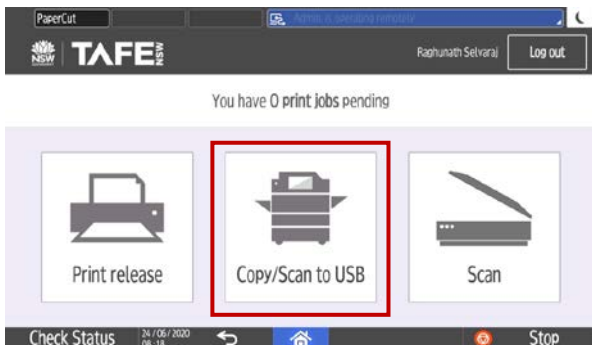


How to Scan to USB using the Ricoh Multi-function device (MFD)

This reference guide will explain:

1. How to scan a document to a USB drive

How to scan a document to a USB drive	
<ol style="list-style-type: none"> 1. Touch the display to wake up the device. 	
<ol style="list-style-type: none"> 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. 	
<ol style="list-style-type: none"> 3. Click Copy/Scan to USB. Note: Scan to USB functionality is accessed via Device Functions not via Scan. 	

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

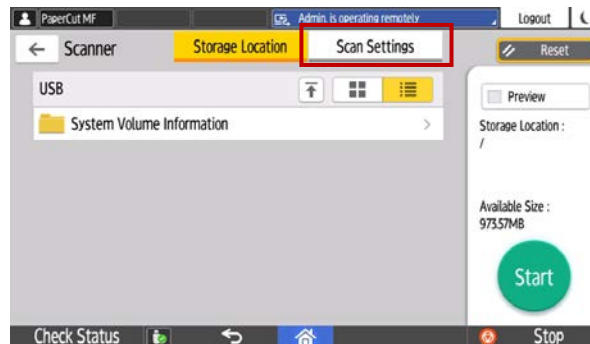
9. The contents of the storage device are shown and can be viewed in a Grid view or List view. Click the **List** icon.

Note: Using the List view will allow you to see more of the file name once the scan has been completed.

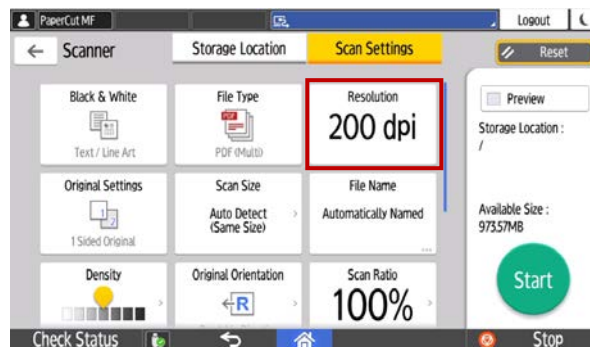


10. The contents of the storage device are now shown in a list view.

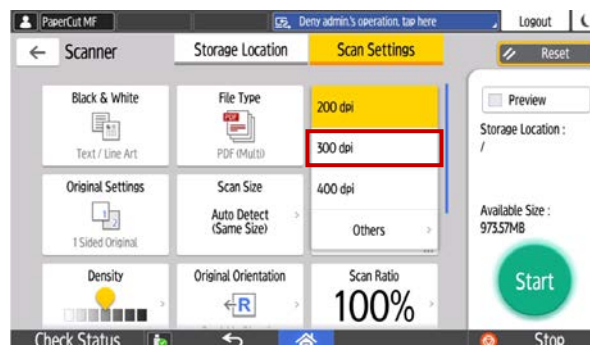
Click **Scan Settings**.



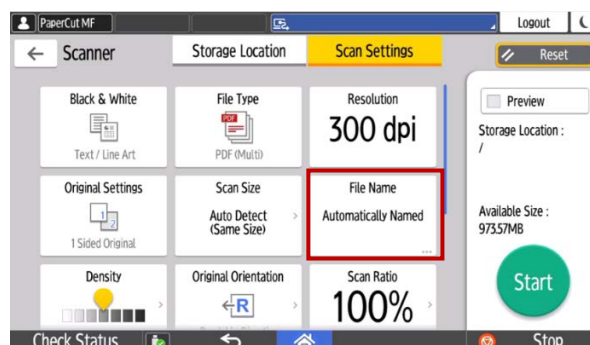
11. The default settings can be updated as required. To change the dpi, click the **Resolution** tile.

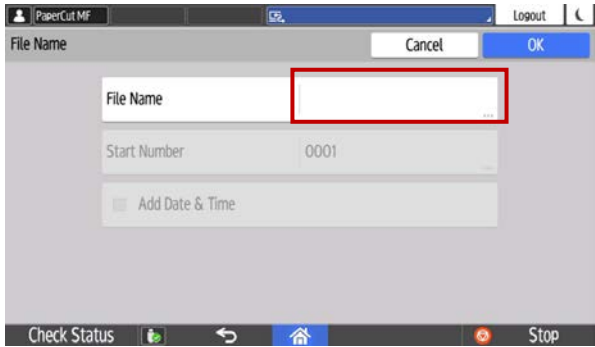
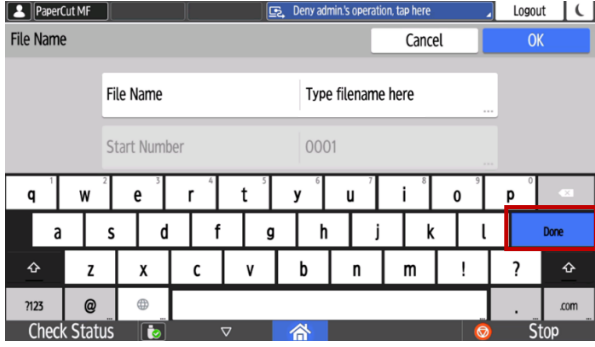
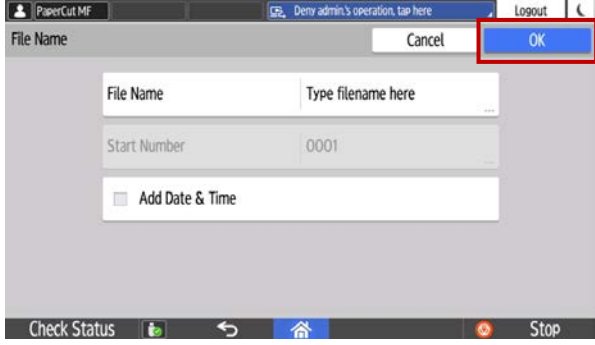
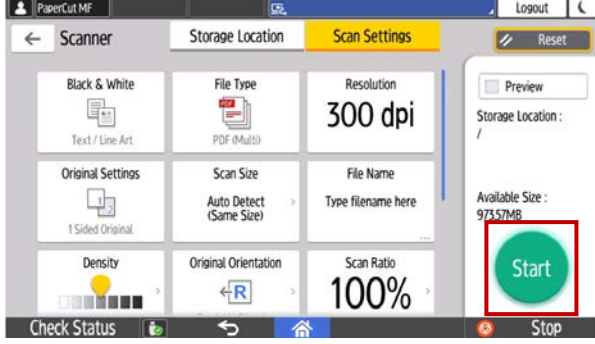



12. In this instance we have selected **300 dpi**.

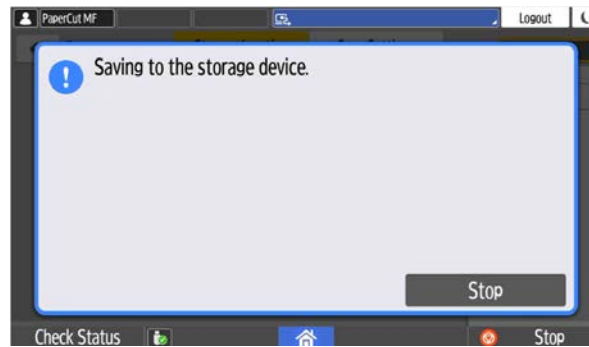


13. The resolution setting has now been updated. To change the default file name, click the **File Name** tile.

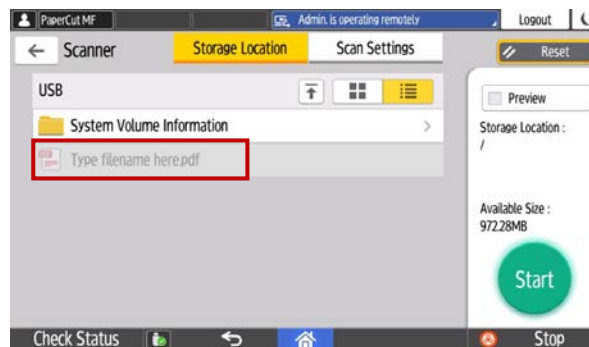


<p>14. Click in the blank field for the file name.</p>	
<p>15. Using the touch keyboard, enter the required filename and press the Done button when complete.</p>	
<p>16. Click OK.</p>	
<p>17. Once you have updated other setting as required, place the documents to be scanned in the document feeder & click Start.</p>	
<p>18. A message will be displayed indicating the scanning is in progress.</p>	

19. The document will then be saved to the storage device (the USB drive).



20. 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.

