Scan-to-USB

WHAT & WHY

"Scan-to-USB" feature allows you to scan your originals to your USB device through the MFP.

It is a fast and easy way of converting your hard copies to electronic format and store them.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory
- ► USB Memory formatted as FAT32 required.
- ► Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported
- ► Cannot use devices that draw more than the rated power consumption.

Protective Function
- ► If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions
- ► Do not remove external memory while data is being saved (or printed).
- ► *Do not use 2 USB memory devices at the same time.*
- ► Do not use a USB hub.

APPLICATION

Your customer collected good amount of paper during a series of meetings.
He was complaining about what he is going to do with all that paper and mentioned that it would be great if he could keep them in digital format rather than as hard copies.

HOW
Pre-Requisites

You will need an USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

Press **OK**

Press the **Utility/Counter** button on the keyboard

Touch **#3 Administrator setting**

Enter the administrator password: 12345678

Press **OK**

Touch **#1 System Settings** tab

Touch **#0 User Box Settings** tab

Touch **#7 External Memory Function Settings**

Touch **Save Document** tab

Touch **ON**

Press **OK**

CLOSE until you return to the default screen.

Place your original on RADF.
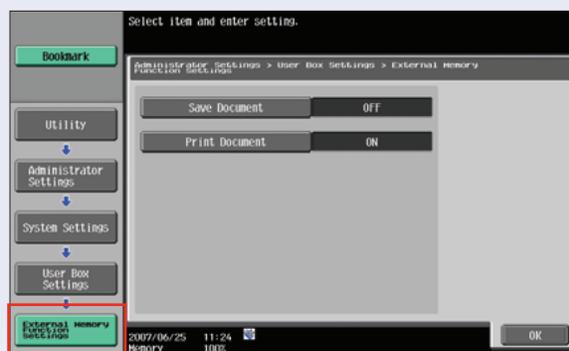
Press **User Box** hard key on the control panel

Touch **Save Document** tab

Touch **User Box**

Touch **System User Box**

Touch **External Memory**

Touch **OK**

Touch **Document Name** tab

Press **C** to clear the name assigned by the machine

Type "test"

If the keyboard is too little to touch — try the Enlarge Display!

Press **OK**

Press **Scan Settings** tab

Touch **File Type**

Notice the default file type is PDF

Touch **JPEG** tab

Press **OK**

NOTE: If necessary, specify any other print settings by touching "Original Settings".

Press **START**

Remember to remove your USB device.

HOW TO SELL FEEDBACK — SCAN-TO-USB

- No laptop boot up required.

- Can I have that file? — quick print.

- Load files on thumb drive – go to meeting – download at device – no PC required.

- Real Estate – upload house to prospect.

- Financial/Mortgage – Loan Documents, supporting documentation, capture info ➜ electronic file.

- Legal – in the courtroom – print necessary documents on the spot from files on USB, no need to recess and reconvene just for documentation – reduces court costs.

- From USB ➜ Microsoft Briefcase to synch files on thumb drive.

- Medical vertical – Multiple MFPs not networked, different domains, Scan-Print.

- Local Mom/Pop Stores, UPS stores, PFP applications.

- Me Too!! Toshiba, Sharp etc. already have it.

- Hardcopy to USB for file distribution.

- After a product launch in Ramsey, Scan-to-USB will keep my luggage under the airline 50 lb. max.

- Tested – Device will overwrite the USB document with the scanned document if they have the same name.

- No Scan-to-USB in high security area.

- Carry large print files from office to office.

- Portable backup of important job.

- With our 70 opm scanner – convenience.

- To make it difficult for thieves, when public user is **ON** – external memory must be **OFF**.

Scan-to-USB with User Authentication

WHAT & WHY

"Scan-to-USB with User Authentication" feature allows you to restrict/allow scanning operations to your USB device by user.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory
- ➤ USB Memory formatted as FAT32 required.
- ➤ Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported
- ➤ Cannot use devices that draw more than the rated power consumption.

Protective Function
- ➤ If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions
- ➤ Do not remove external memory while data is being saved (or printed).
- ➤ *Do not use 2 USB memory devices at the same time.*
- ➤ Do not use a USB hub.

APPLICATION

Your customer wants to allow specific users to be able to scan to their USB devices while others cannot.

HOW

Pre-Requisites

You will need a USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

Press **OK**

Press the **Utility/Counter** button on the keyboard

Touch **#3 Administrator Settings**

Enter the administrator password: 12345678

Press **OK**

Touch **#1 System Settings** tab
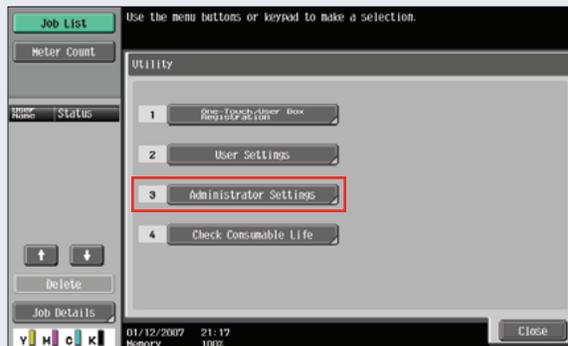
Touch **#4 User Authentication/ Account Track** tab
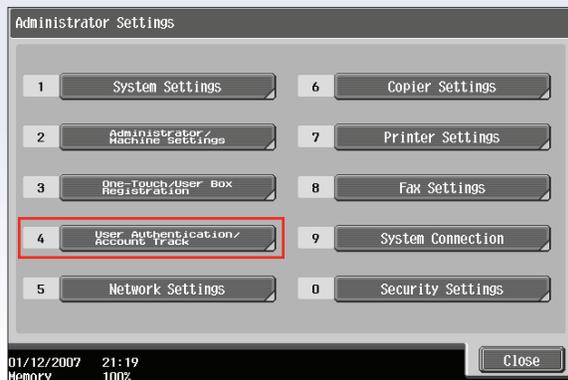
Touch **#1 General Settings**
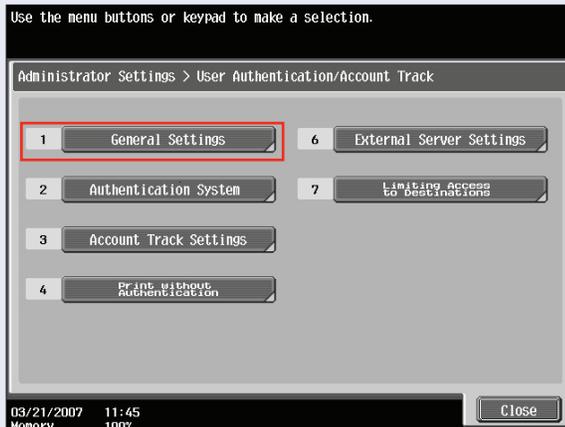
Touch **User Authentication** tab

Select **ON MFP**

Press **OK**

A screen will ask: "Are you sure you want to clear all data?"

Select **YES**
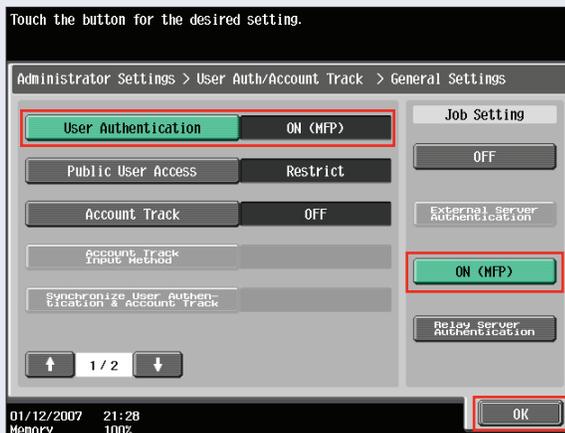
Press **OK**

Touch **#2 User Authentication Settings**

Touch **#2 User Registration**

Select **Box 001**

Press **EDIT**

Touch **User Name** – Enter **mktg**

Touch **Password** – Enter **mktg**

Touch **Function Permission** tab
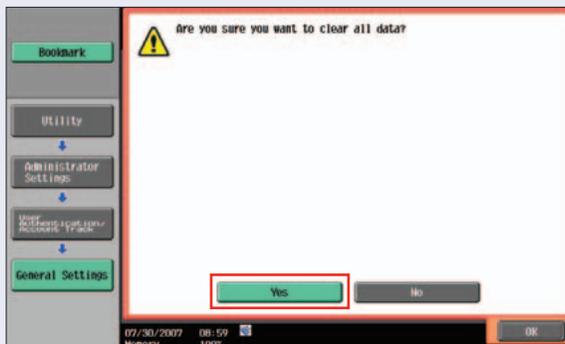
Scroll down to Page 2

Touch **Save to External Memory** tab

Select **ALLOW**

Press **OK** – 2 times

Press **CLOSE** – 5 times

Note that the default is RESTRICT

User Access Restrict/Allow Scan-to-USB

WHAT & WHY

"User Access Restrict/Allow Scan-to-USB" feature allows you to restrict/allow scanning operations to your USB device without disabling Print to USB feature.

PRECAUTIONS

Scanned data is stored directly to external memory.

System setting changes required to support this function.

Compatible External Memory
- ► USB Memory formatted as FAT32 required.
- ► Use devices that draw up to the rated power consumption (0.5A) in the USB Port.

USB Hard Disks are NOT supported
- ► Cannot use devices that draw more than the rated power consumption.

Protective Function
- ► If USB device draws more power than the USB port, system protective function will disable USB functions.

Prohibited actions
- ► Do not remove external memory while data is being saved (or printed).
- ► *Do not use 2 USB memory devices at the same time.*
- ► Do not use a USB hub.

APPLICATION

Your client wants to restrict the scanning operations to USB devices in their marketing department; however, he wants to be able to print from USB.

HOW
Pre-Requisites

You will need a USB device with some memory in it. You will also need originals containing text or graphics. In addition, you will need access to Administrator Settings via a password. The default password is 12345678.

Note: Unit must have the EK-603 Interface.

Plug in your USB Port to the MFP.

A screen comes up on the MFP that tells you an external memory is connected and where you can access it.

Press **OK**

Press the **Utility/Counter** button on the keyboard

Touch **#3**
Administrator Settings

Enter the administrator password: 12345678
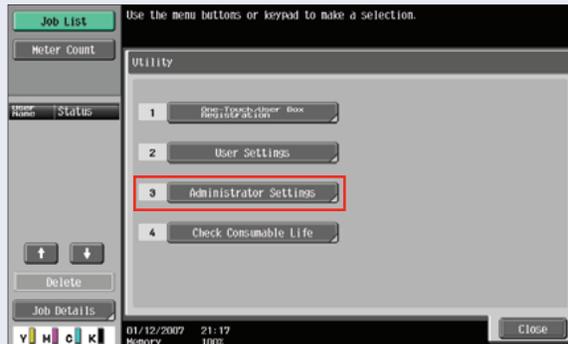
Press **OK**

Touch **#1 System Settings** tab

Touch **#0 User Box Settings**

Touch **#7 External Memory Function Settings**

Touch **Save Document**

Select **OFF**

Please note that when you want to allow users to scan Select ON

Press **OK**

Press **CLOSE** – 4 times

NOTE: When OFF mode is selected the "Scan-to-USB" function will be disabled, however, the "Print from USB" function will still be available. This functionality is only to restrict or allow users to scan to USB devices.