

i-Series USB Thumb Drive

You only have to activate one time.

What to know before you start:

If color restrict or account track is turned you would have to set external memory to allow when setting up codes and will have to log in to utilize this feature.

Supports PDF, JPEG, TIFF and PowerPoint Formats

To activate:

- Touch **Home** icon in left corner of screen
- Select **Utility** (on screen)
- Select **Administrator Settings** and key in **1,2,3,4,5,6,7,8 OK**
- Select **Systems Settings**
- Select **User Box Settings**
- Select **Usb Flash Drive Function Settings**
- Turn all options to **ON**

To use:

- Plug in** your drive to the **USB port** of the right side of the machine. If it's compatible a menu will pop up in a few seconds with your options (see Below)

Print a document from external memory:

- Highlight your file/folder select your finishing options such as duplex, staple, color etc
- Touch blue start button to print from your thumb drive.

Save a document to external memory:

- Choose this option to save documents To your thumb drive to make them portable.
- You can name your file by going to right side of screen beside file name and touching the icon that looks like a Keyboard, touch the C button to clear the field and enter the name. Don't use Dashes, slashes or periods or when naming as this will cause your file to fail.

Scan a document from external memory to user box:

- You can scan docs to public user boxes if you have them set up.

A USB port is standard equipment, located on the side of the main unit's operation panel. After inserting a USB flash drive, printing procedures pop up in the touch screen, and the flash drive data can be directly printed or saved to a box in the unit with a few easy steps.

