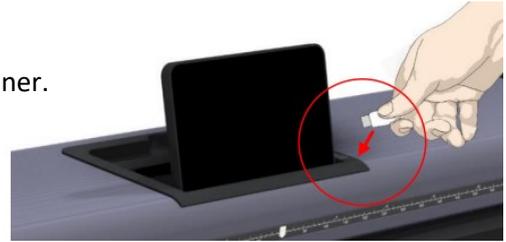# How to scan to USB

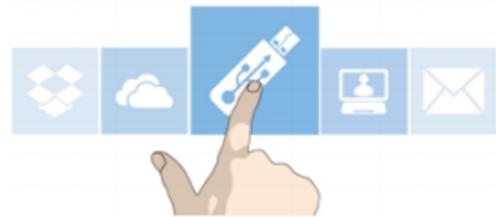**Step 1:** Insert the USB stick into the USB slot on the top of the scanner.

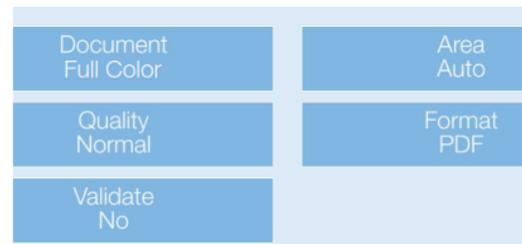**Step 2:** Position the document face up in the centre of the scanner.

Step 3: On the scanner menu screen, select the USB image to scan to your USB memory stick.

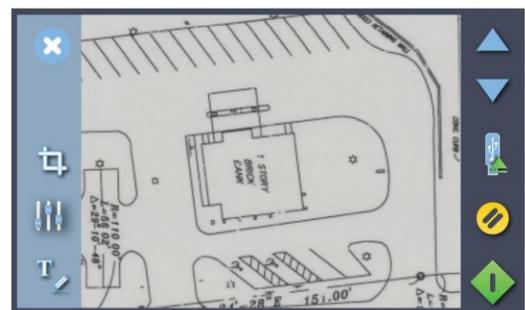**Step 4:** Choose **Colour** settings (mono/colour) and the **Format** output of the scan.

For a preview of your scan select **Validate - Yes**.

Document Full Color	Area Auto
Quality Normal	Format PDF
Validate No	

Step 5: A preview of the document will be shown for you to review before it is sent to file.

Use this screen to clean up the scanned image by cropping or adjusting the brightness.

TIP: You can also add freehand lines and text annotations to the scanned image if required.

Proceed or **Save** validation changes.

Zoom in/out the onscreen image.

Remove image data outside of the crop lines.

Adjust scanned image using white and black levels. (improve brightness)

Go to annotation screen to add text and/or freehand lines.

Return to validation screen from annotation screen.

Select text for change or deletion. See note below.

Cancel validation changes.

Step 6: Once done with the validation process, press the green button to begin the scanning.

Your scan will be saved to a folder named "**DCIM**" on your memory stick.

Note: After scanning be sure to touch the USB safe-ejection button (if displayed onscreen) before removing the memory stick.