

## How to: Scan to USB on Konica Minolta Printers

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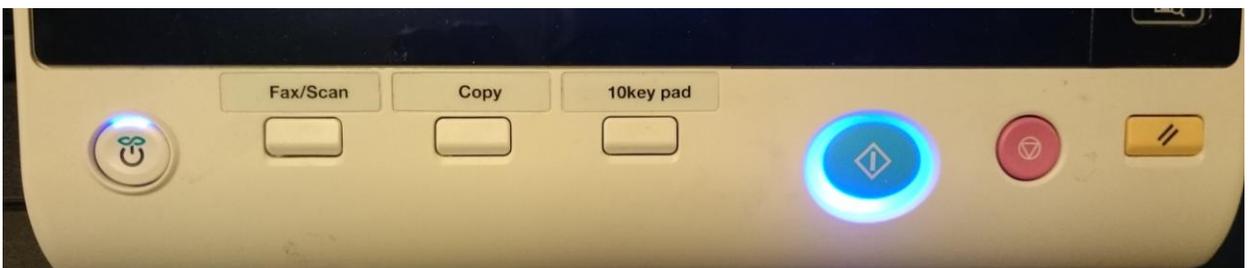
- Log into the printer as normal by swiping your card and selecting the account that you wish to use.



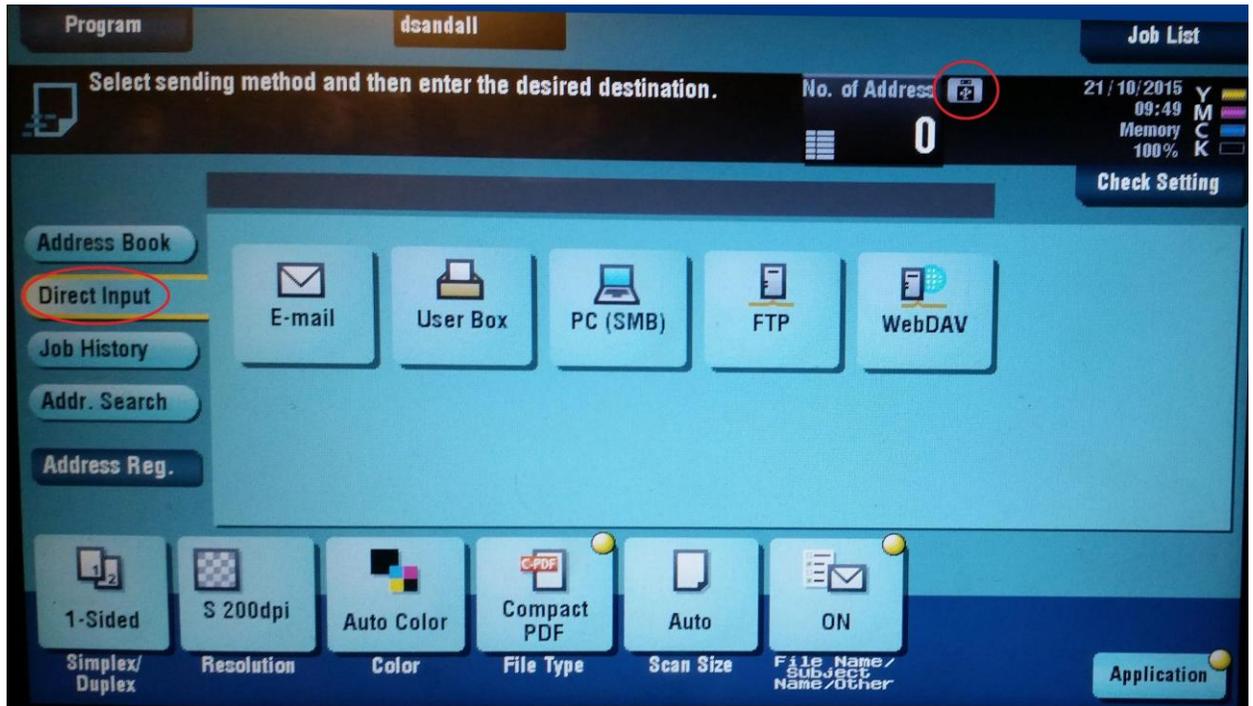
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- Insert the USB Flash Drive that you would like to scan your document(s) to.



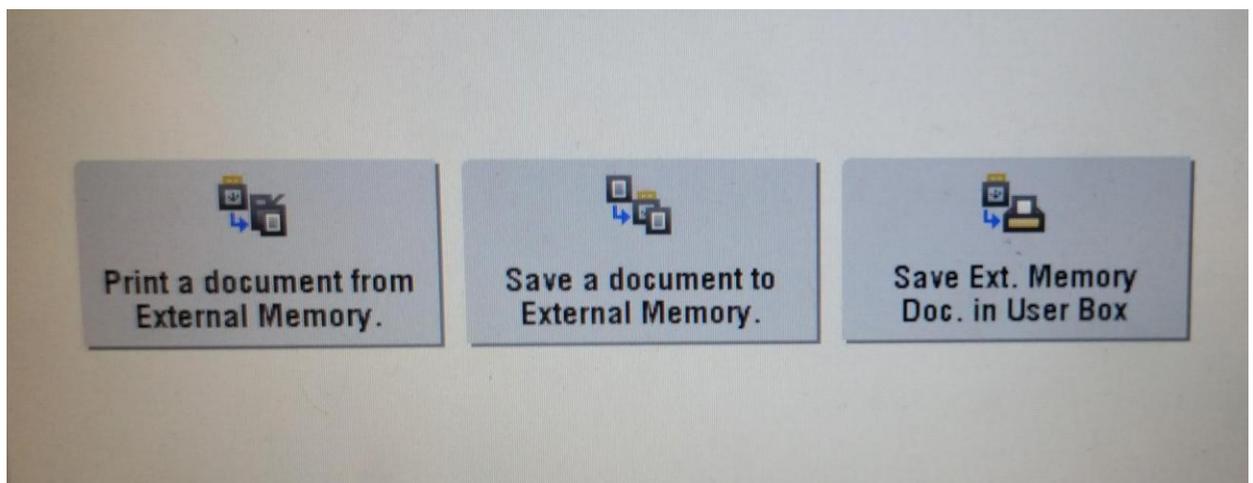
- Select the “Fax/Scan” option on the keypad of the printer.



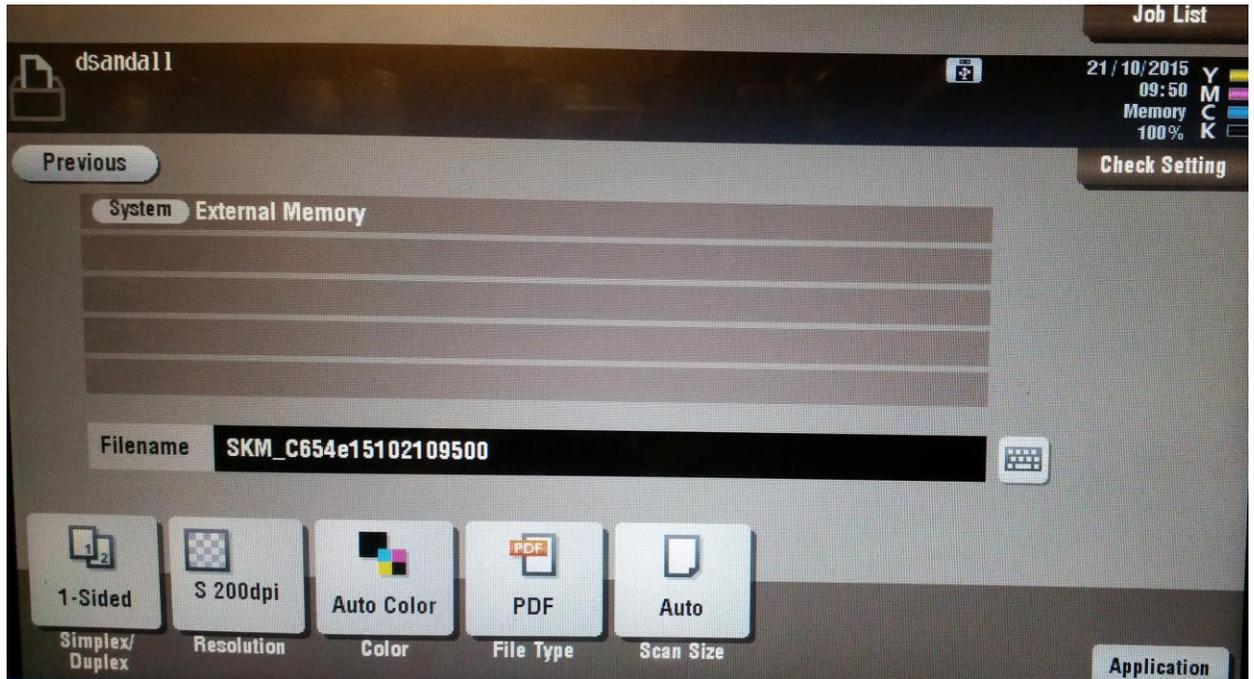
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- From here, select the “Direct Input” option from the left hand side of the screen and press the USB icon on the top of the page.



- Selecting the “Save a document to External Memory” option will allow you to scan the document to your Flash Drive.



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- After selecting this option, you can choose to set your scan parameters as well as the file name of the document.



- When you have set any options, press the green button on the keypad to begin scanning.

