

Scan Documents to a USB Drive

Why: You don't need a paper copy, and want to save money.

Where: Toshiba copier by the Reference Desk

- Scan a digital copy of your document to your USB drive.
- It's free! Insert your USB drive into the Toshiba copier by the Reference Desk.
- Be sure the bottom of the screen says *Found USB Drive*.



- Follow the instructions on the screen.
- Settings: **Scan** button → **File/USB** → **USB Media** → **OK** → **Scan** → **Job Finish** (if this is an option)
- Leave the USB drive plugged in until **USB Device can be removed** is shown on the screen.

Please ask library staff if you have any questions about using the MLC Library.