

Scanning to USB(Ricoh) – Quick Guide



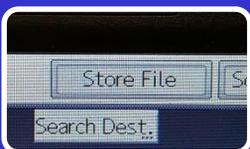
1. Insert your Octopus card



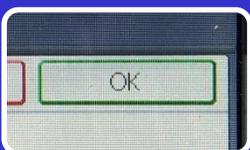
2. Insert your USB into the port in your left hand side



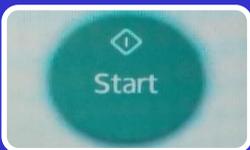
3. Press [SCAN TO USB] on the panel



4. select [Store File] to store your file in USB



5. Press [OK] to continue



6. Press [Start] to begin your scanning



7. Press [#] number sign to end scanning



8. Press [Reset] to safely remove your USB and remember to take back your Octopus card

Remarks:

- You are advised to check your file after scanning
- Ensure enough storage space for your scanning job

