

# Scanning to a Flash Drive on Library Copier

The library copier nearest the reserve desk has the option for you to scan documents and save them to a USB (flash or keychain) drive.

There is no charge for this service.

## Step-by-step guide

1. Insert your Flash drive with the two openings on the shaft facing up, in the front right side of the copier just below the keypad.
2. Click **Image Send**, then **USB scanning** on keypad.
3. Click **Filename**, then enter a **filename**, then click **ok**.
4. Change settings as necessary (resolution, grayscale, etc).
5. Put document on flatbed (the glass window under the cover of the copier).
6. To start scanning, press **Start** button.
7. Once that page has been scanned, put the next page down, and press start button.
8. Repeat step 7 until the entire document has been scanned.
9. Click Read-end.
10. Remove the flash drive.

The STEL and Faculty-Staff labs in Brothers college offer more sophisticated scanning facilities and help with the process.

## Related articles

- [Interlibrary Loan Policies](#)
- [Policies and Procedures for Assigned Study Carrels and Lockers](#)
- [Borrower Privileges](#)
- [Food and Drink Policy](#)
- [Borrowing and Privileges--New Jersey Community Resident and Clergy Borrowers](#)