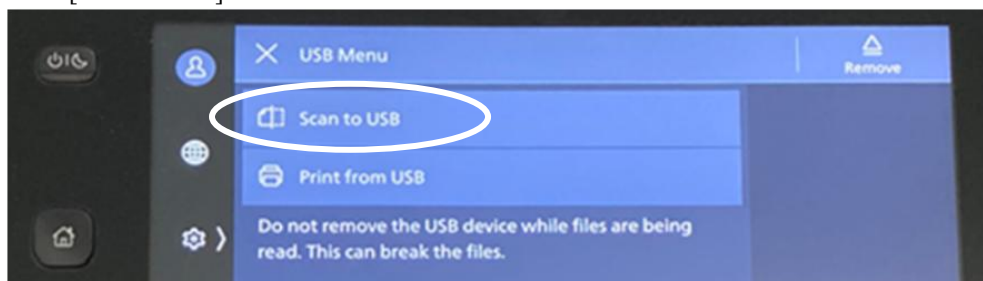# 3-8. Scanning Function in GRIPS Printers

How to save a scanned document to your USB drive on the 5F-1 and 5F-2 printers
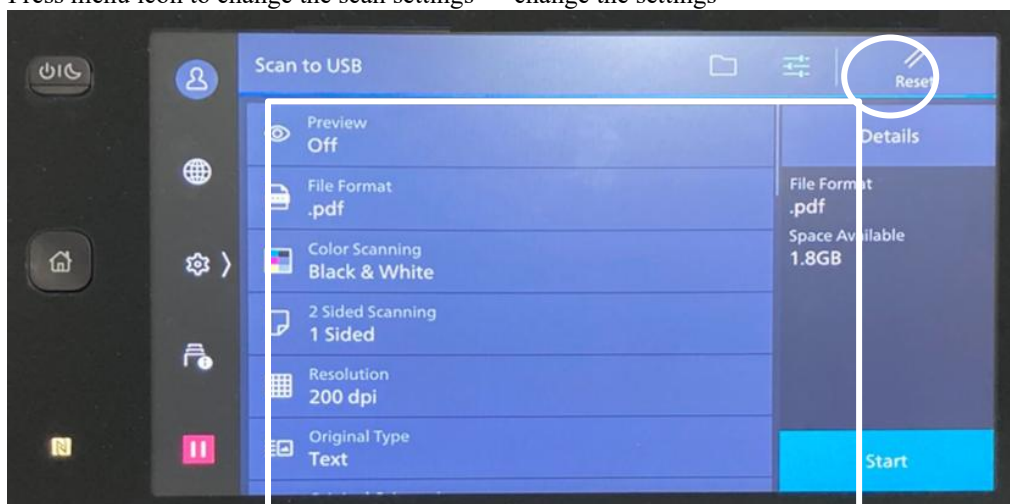
Insert your USB device in the printer and press [Confirm]

Press [Scan to USB]

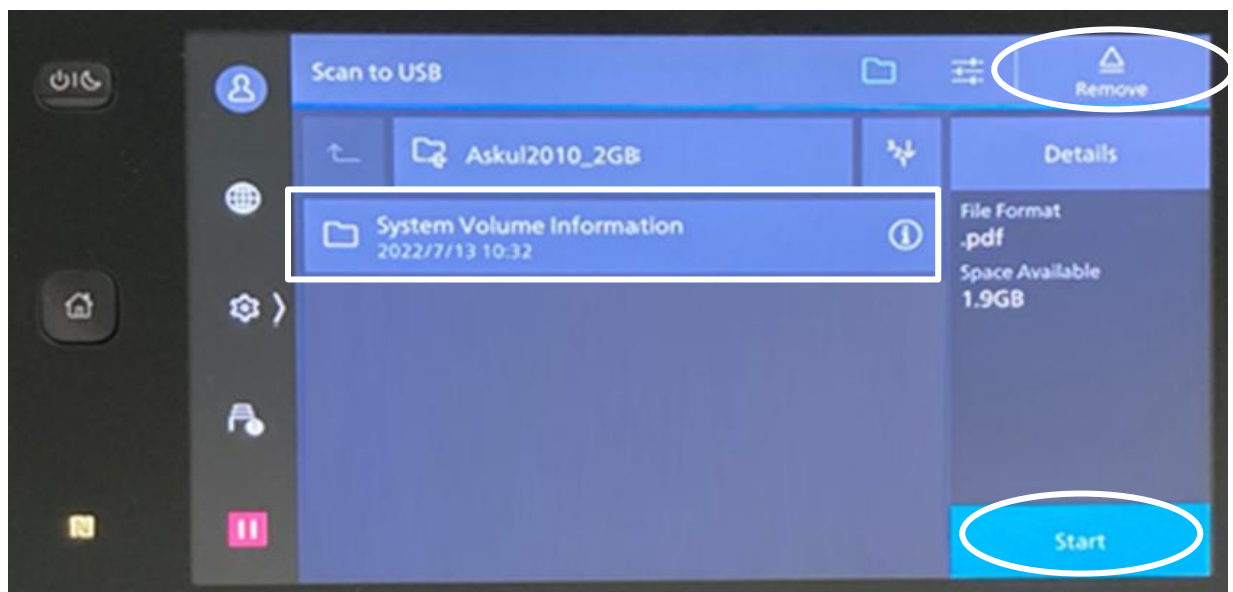Press menu icon to change the scan settings→ change the settings

Place the document you wish to scan:
① face up on the tray, or
② face down (and close the lid).

Select the folder where you wish to save the scanned document → press [Start]

When the scanning is complete, press [Remove]→ remove your USB

How to save a scanned document to your USB drive on 4F-1, 5F-3, 6F-1, and 6F-2 printers

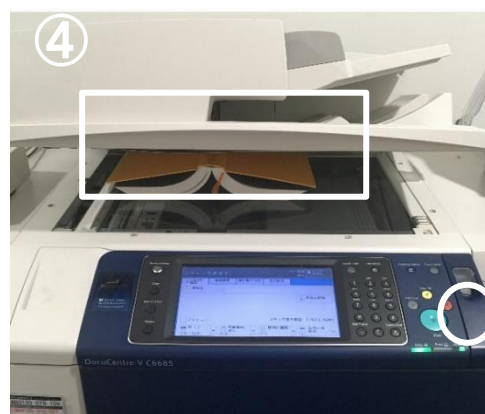Insert your USB device in the printer and select [Store to USB].   Note: Use a FAT 32 formatted USB drive.

Select the file format.

Set the document to scan → press [Start].

    ①   Set the document face up on the tray, or

    ②   Set the document face down and close the lid.

When the scanning is complete, select [Close] and remove your USB.