Print PDF files From a USB Device

The initial screen allows you to choose from the available options on the Xerox copier. • Insert the USB drive that will be used. • Press the option **Print From.**	
*** If the department is using accounting codes, the copier will prompt for a **User ID**. This is the accounting code assigned to the department. • Enter the code. • Press **Done.**	
• Select **USB.**	
• The following screen displays the folders and files that are available on the USB drive. • Navigate to the PDF file by selecting the folder and selecting the specific file that will be printed.	

• Select the desired Printing options. • Press *Start* to print the document.	
• The screen will display an *Image Processing* message while the job is printing.	
*** Please note that if you entered a *User ID* you are still signed into the machine. • Press the *Log In/ Out* button to finish using the account.	