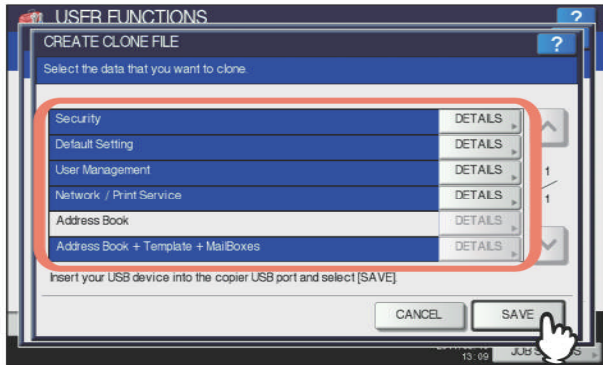


Creating clone files

- 1 On the **CLONING** screen, press **[CREATE CLONE FILE]**.
The CREATE CLONE FILE screen is displayed.
- 2 Connect your **USB storage device**, select the data that you want to duplicate, and then press **[SAVE]**.



The SAVE AS screen is displayed.

Tips

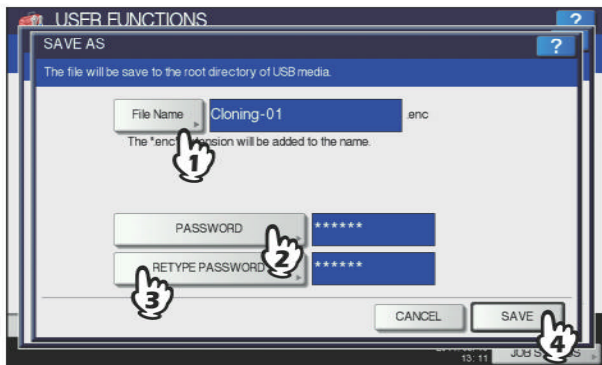
- For the location of the USB port on the equipment, refer to the **Quick Start Guide "Chapter 1: PREPARATIONS"**.
- For data you do not need to duplicate, press the data category button(s) to clear the highlight.
- Press **[DETAILS]** to confirm which data are duplicated.

Data category	Data to be duplicated
Security	Secure Erase, Authentication
Default Setting	General, Copy, Scan, Fax, Internet Fax, Fax/Internet Fax Received Forward, E-mail, Save as File, Printer, Notification, Log Settings, EWB Settings
User Management	User, Group, Role, Quota, Department Code, My Menu with Template/Address Book
Network/Print Service	Network settings, Print service, Wireless LAN, Directory Service
Address Book	Address Book
Address Book + Template + MailBoxes	Address Book, Template, Mailboxes

- 3 Enter the file name, set the password, and then save the file.

- 1) Press **[File Name]** to enter the file name.
Enter a file name of up to 128 alphanumeric characters.

- 2) Press [PASSWORD] to enter a password.
- 3) Press [RETYPE PASSWORD] to enter the password again.
- 4) Press [SAVE].



2

Creating of the clone files begins.

Tip

When you press [File Name], [PASSWORD], and [RETYPE PASSWORD], the on-screen keyboard is displayed.

For details of the on-screen keyboard, see the following page:

P.156 "On-screen keyboard"

Note

Do not remove the USB storage device until the data transfer is complete. Removing the device while data are being transferred could destroy them or cause a malfunction of the equipment.

4 When the creating of the clone files is complete, press [OK].



You will be returned to the CLONING screen.

Tips

- When creating the cloning files fails, the message "The File Save Failed." will be displayed on the CAUTION screen. In this case, press [CLOSE], and perform the operation again.
- When the memory of your USB storage device becomes full while the clone files are being saved, the message "USB Media is full. Change USB Media." will be displayed on the ATTENTION screen. In this case, change the USB storage device to a new one, and perform the operation again.

5 Remove the USB storage device from the USB port on the equipment.