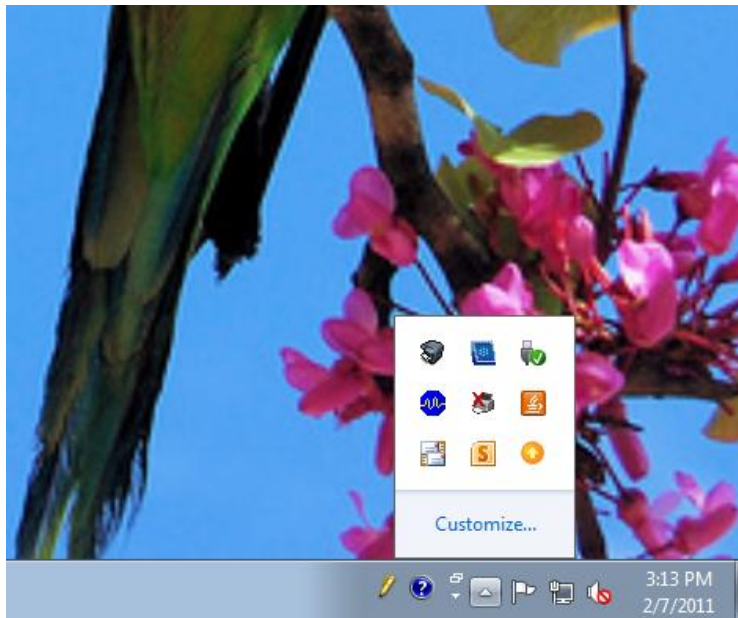
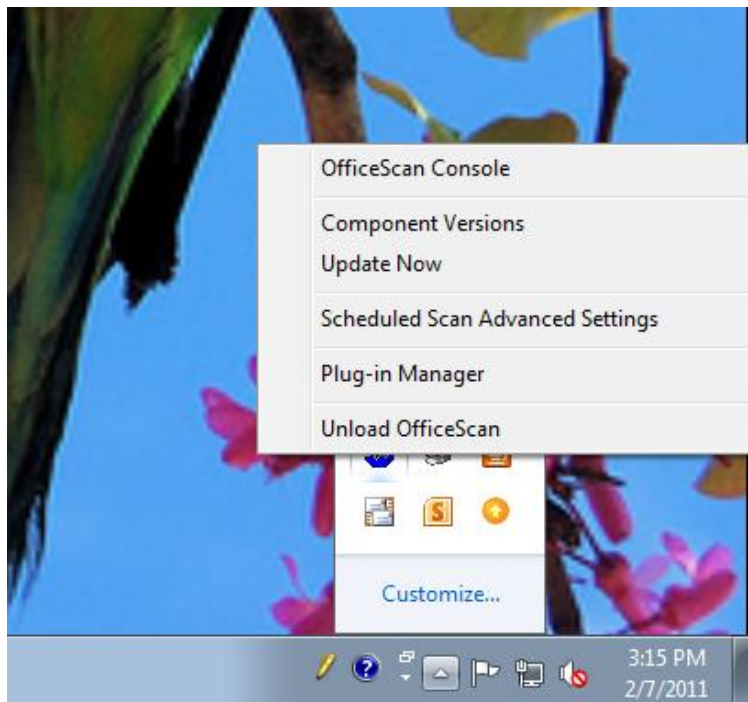


HOW TO SCAN ANY REMOVABLE MEDIA WITH TREND ANTI-VIRUS SOFTWARE

1. Look at the bottom left corner of your desktop, and right click on the **Trend Icon**

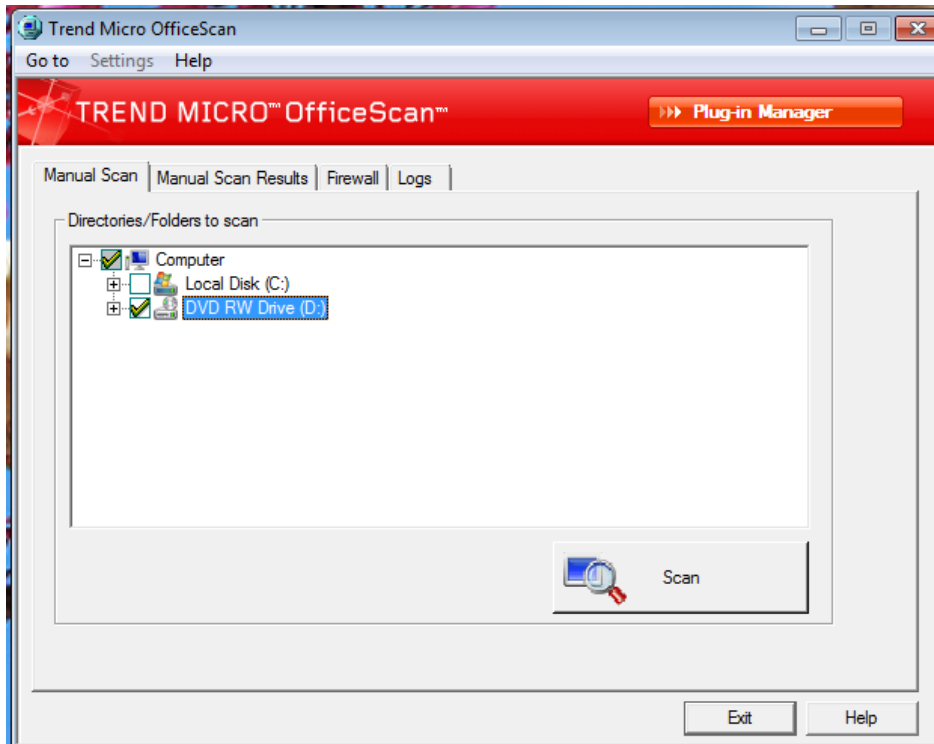


2. Click on **Officescan Console**



A new window will pop up.

3. Check the box next to the drive that you would like to scan (you can scan any drive; you're not limited to your flash drive). Once you have done this, click on **Scan**



The scan will start automatically. This may take a few minutes depending on the amount of content stored on your removable media.



When it has finished and detected no viruses, a window will pop up.

4. Click on the OK button. You have completed the scan and may now exit the program.

If your scan detects a virus, please contact the Information Technology department before continuing the use of your device.

Questions, call the IT department 460-1036.