



> Support & Drivers



WorkCentre 7220/7225 Support & Drivers



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Software Version 073.xxx.xxx.xxxxx: Scan to a USB Flash Drive

You can scan a document and store the scanned file on a USB Flash drive.

NOTE: Your System Administrator must set up this feature before it can be used.

1. Load the original on the Document Glass or in the Document Feeder. See the **Related Content** for additional information.
 2. Press the [Services Home] button on the Control Panel.
 3. Select [Workflow Scanning] on the Touch Screen.
 4. Select [Change].
 5. From the Pick a Workflow screen, select [USB].
 6. Insert your USB Flash drive in the USB port on the printer Control Panel.
- NOTE:** If the USB Flash drive is already in the USB memory port, press Services Home, then select Workflow Scanning. The USB workflow is selected automatically.
7. To change any of the scan settings, on the Workflow Scanning screen, select options.
 8. Press the [Start] button. The Job Progress screen will display and the original is scanned. The file is stored on your USB Flash Drive.
 9. Remove the USB Flash Drive from the printer.

Related Content

- [Load Originals Into the Duplex Automatic Document Feeder \(DADF\)](#)
- [Load an Original on the Document Glass](#)

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