



> Support & Drivers



WorkCentre 7220/7225 Support & Drivers



[Fast Track to the Expert >](#)
Contact a Technical Expert for Remote Support

Support

Drivers & Downloads

Documentation

Videos

Contact

Home > Browse: Scan/Email, > View Content: How To Modify Basic Scan Settings >

Product Resources

> Supplies

Owners

> Product Registration

> Support Forum

> Supplies

> MySupport

> Security Information

> Account Management

Product Support Links

> Request Remote Technical Support

> Service Request Status

> Xerox Customer Support Contact Numbers

> Update Your Log

Additional Resources

> Supplies/Consumables/Parts

> Recycling

> Xerox Environment, Health & Safety

> Windows and Mac OS X Compatibility information

Business Development

Tools to grow your digital printing business and increase profits

> ProfitAccelerator™ resources



Software Version 073.xxx.xxx.xxxxx: Modify Basic Scan Settings

1. Press the [Services Home] button on the Control Panel, and then select [Workflow Scanning] on the Touch Screen.
2. Select [Change], then for Pick a Workflow, select an option.
3. Select [2-Sided Scanning], select one of the following options, and then select [OK].
 - **1-Sided** - scans only one side of the original image and produces 1-sided output files.
 - **2-Sided** - scans both sides of the original image.
 - **2-Sided, Rotate Side 2** scans both sides of the original image, rotating the second side.
4. Select [Original Orientation], select one of the following options, and then select [OK].
 - **Portrait Originals** - Refers to original image orientation. When selected, you can load your originals upright or sideways and they will be automatically rotated correctly.
 - **Landscape Originals** - Refers to original image orientation. When selected, you can load your originals upright or sideways and they will be automatically rotated correctly.
 - **Upright Originals** - The direction your originals are loaded in the Document Feeder. If using the Document Glass, the orientation is as seen before turning it over.
 - **Sideways Originals** - The direction your originals are loaded in the Document Feeder. If using the Document Glass, the orientation is as seen before turning it over.
5. Select [File], and then:
 - a. Enter a name for the document in the field provided.
 - b. Select a file format from the drop-down menu.
 - c. Select [OK].

Next Steps

- > [Return to Solutions List: How To Modify Basic Scan Settings](#)
- > [Browse: Scan/Email,](#)
- > [Start New Search](#)

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