



LaserJet Managed MFP E72500, E77800, E82500, E87600 Series

Scan to USB drive

Introduction

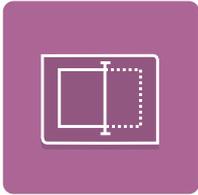
The printer can scan a file and save it to a USB flash drive.

 **NOTE:** Before you can scan to a USB drive, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and set it up.

Scan to USB drive

 **NOTE:** You might be required to sign in to the printer to use this feature.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. Insert the USB drive into the USB port near the printer control panel.
3. From the Home screen on the printer control panel, select [Scan](#), and then select [Scan to USB Drive](#).



4. Select the USB drive under [Destination](#), and then select the save location (either the root of the USB drive or an existing folder).
5. Touch the [File Name](#) text field to open a touchscreen keyboard, type the name for the file, and then select the Enter  button.
6. To configure settings, such as [File Type and Resolution](#), [Original Sides](#), and [Content Orientation](#) select [Options](#) in the lower left corner, and then select the settings from the [Options](#) menus. Select [Done](#) if prompted.
7. Optional Preview: Touch the right pane of the screen to preview the document. You can use the [Expand](#) and [Collapse](#) buttons on the left side of the preview pane to expand and collapse the preview screen.

Expand button



Collapse button



Use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.



Toggle between the two-page view and the thumbnail view. More options are available in the thumbnail view than in the two-page view.



Zoom in or out on the selected page.

NOTE: Select only one page at a time to use these buttons.



Rotate the page 180 degrees.

NOTE: This button is available only in the thumbnail view.



Delete the selected pages.

NOTE: This button is available only in the thumbnail view.



Rearrange the pages within the document. Select one or more pages and move them to the left or right.

NOTE: These buttons are available only in the thumbnail view.



Add a page to the document. The printer prompts you to scan additional pages.



Clear the changes made in the preview and start over.

8. When the document is ready, select **Save** to save the file to the USB drive.