



# HP LaserJet Enterprise flow MFP M525



## Send a scanned document to a USB flash drive

The product can scan a file and save it in a folder on a USB flash drive.

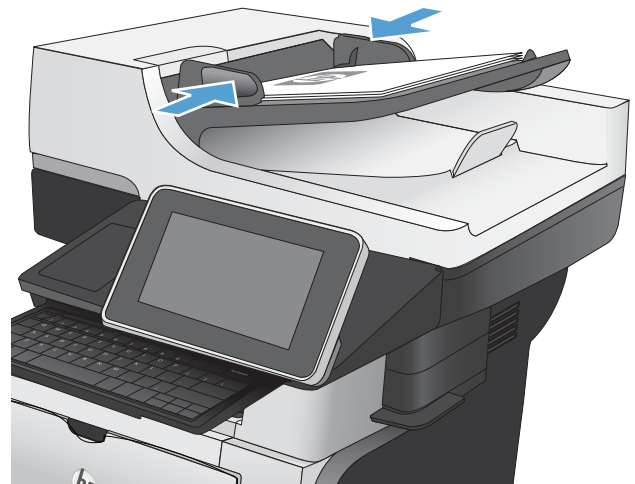
 **NOTE:** You might be required to sign in to the product to use this feature.

Before you can use this feature, you must enable the USB port. Use the following procedure to enable the port from the product control-panel menus:

1. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
  - **General Settings**
  - **Enable Retrieve from USB**
3. Select the **Enable** option, and then touch the **Save** button.

## Scan and save the document

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.



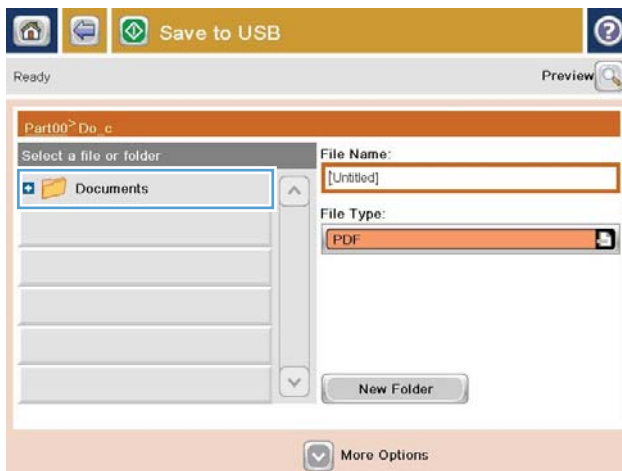
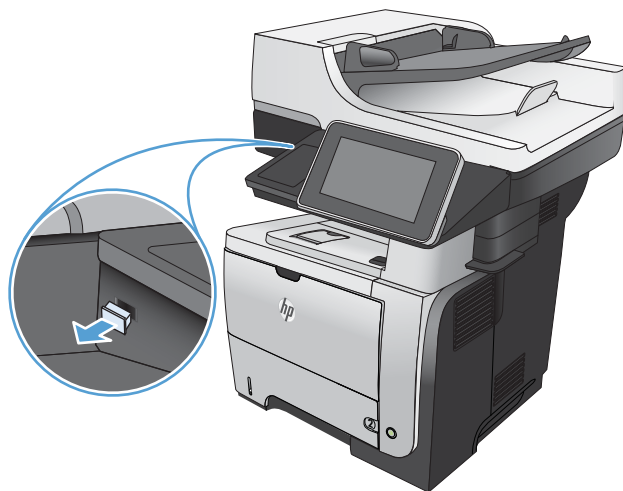
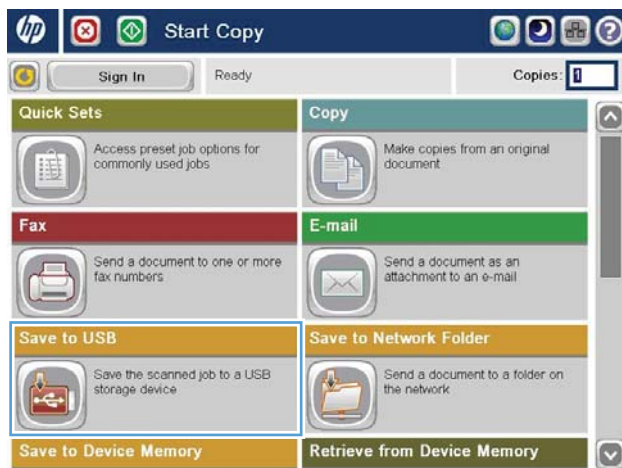
- From the Home screen on the product control panel, scroll to and touch the **Save to USB** button.

**NOTE:** If prompted, enter your user name and password.

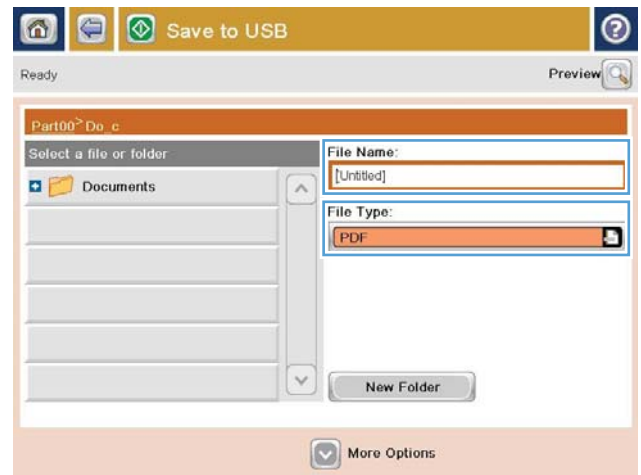
- Insert the USB flash drive into the USB port on the left side of the product control panel.

**NOTE:** You might need to remove the cover from the USB port.

- You can save the file on the root of the USB flash drive, or save it in a folder. To save it in a folder, select one of the folders in the list, or touch the **New Folder** button to create a new folder on the USB flash drive.



5. Enter the name for the file in the **File Name:** field. Touch the **OK** button. Select the file type from the **File Type** drop-down list. Touch the **OK** button.



6. To configure settings for the document, touch the **More Options** button.



7. Touch the **Start** button to save the file.

**NOTE:** You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help** button on the preview screen.

