



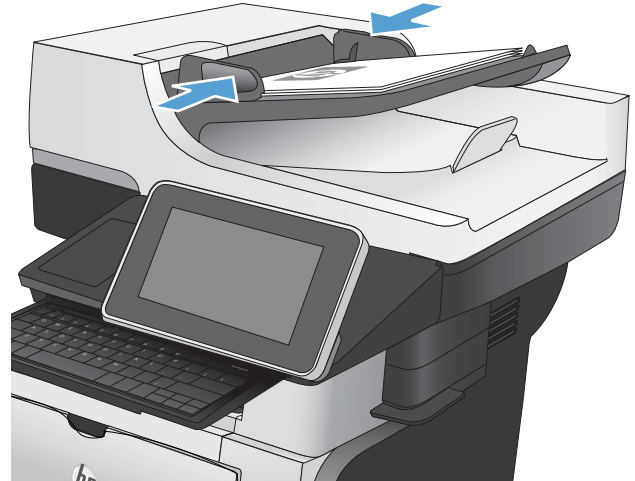
HP LaserJet Enterprise flow MFP M525



Send a scanned document to a folder in the product memory


Use this procedure to scan a document and save it on the product so you can print copies at any time.

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

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

3. Select an existing folder, or touch the **New Folder** button to create a new folder.
4. Enter the name for the file in the **File Name:** field.
5. To configure settings for the document, touch the **More Options** button.
6. Touch the **Start**  button to save the file.