LaserJet Enterprise MFP, PageWide Enterprise MFP

Scan to USB Drive

Introduction

The printer can scan a file and save it on a USB flash drive. Before using this feature, use the HP Embedded Web server to enable and configure it.
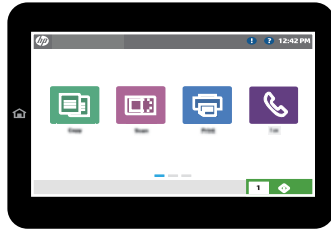
Scan to USB drive

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

📝 **NOTE:** The steps vary according to the type of control panel.

FutureSmart 3	

FutureSmart 4	

FutureSmart 3

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 flash drive into the USB port near the printer control panel.

3. From the Home screen on the printer control panel, scroll to and select the Save to USB button.

4. Save the file on the root of the USB flash drive, save it in an existing folder, or select the New Folder button to create a new folder on the USB flash drive..

5. Select the File Name text field to open a keyboard, type the name for the file, and then select the OK button.

6. To configure settings for the document, select the More Options button. For example:

   - Select File Type and Resolution to specify the type of file to create, the resolution, and the output quality.

   - If the original document is printed on both sides, select Original Sides, and then select 2–Sided.

7. Select the Preview 🔍 button to preview the document.

8. When the document is ready, select the Start ⊚ button to save the file.

FutureSmart 4

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.