

University of Arkansas Libraries

Using the WorkCentre 7220

If the green “Energy Saver” button is lighted, press it before you start.

In addition to copying, this machine will let you:

- Scan black & white or color images
- E-mail your scanned document wherever you want
- Save scanned documents to a USB drive

To scan and e-mail your document

1. Place your document into the automatic sheet feeder (face up) or onto the flatbed (face down)
2. Press the e-mail icon to start
3. Press “New Recipient”
4. Enter an e-mail address, press “Add” > “Close”
5. Edit the subject if you want to, then press “Close”
6. If using the sheet feeder, press the green “Start” button. The scanner will save all the scanned pages in a single file and deliver it to your e-mail box
7. If using the flatbed for multiple pages,
 - a. Press “Job Assembly” > “Build Job” > “On” > “Start”
 - b. Remove original & place new original
 - c. Press “Start”
 - d. Repeat b & c for subsequent pages
 - e. When finished scanning, press “Submit Job”
8. When screen says “Complete,” press the yellow “Clear All” button

To scan and save your document to a USB drive

1. Place your document into the automatic sheet feeder or onto the flatbed
2. Insert your USB drive
3. Press “Store to USB”
4. If necessary, press “USB”
5. When the screen says, “Ready to Scan,”
 - a. for a single sheet or using the sheet feeder, press the green “Start” button
 - b. for multiple sheets using the flatbed, see #7 above
6. When the screen says “Complete,” remove your USB drive
7. Press “Services Home”