

## University of Arkansas Libraries

### Using the WorkCentre 7220 in Mullins Library

#### **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

**If the green “Energy Saver” button is lighted, press it before you start. Then press the Services Home button or the Services button.**

#### **To scan and e-mail your document:**

1. Place your document into the sheet feeder (face up) or onto the flatbed (face down)
2. If the “Chargeable service” message appears, press “Close”
3. Press the e-mail icon
3. Press “Add Recipient” & “Enter Recipient”
4. Enter an e-mail address & press “Add”
5. If you want to edit the subject, press “Subject,” enter your subject, & press “OK.”
6. If using the sheet feeder, press the green “Start” button. The scanner will save single or multiple pages in a single file and deliver it to your e-mail box. Skip to #9.
7. If using the flatbed for a single page, press the green “Start” button. Skip to #9.
8. If using the flatbed for multiple pages,
  - a. Press > “Job Assembly” > “Build Job” > “On” > “OK” > “Start”
  - b. Remove original & place new original
  - c. Press “Start”
  - d. Repeat b & c for subsequent pages
  - e. When finished scanning, press “Submit Job”
9. When screen says “Completed,” press the yellow “Clear All” button

#### **To scan and save your document to a USB drive:**

1. Place your document into the sheet feeder (face up) or onto the flatbed (face down)
2. Insert your USB drive
3. When a USB icon appears, press “Scan to USB”
4. If necessary, press “USB.” You may be able to skip this step.
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 #8 above
6. When the screen says “Completed,” remove your USB drive
7. Press “Services Home”