



LaserJet Enterprise MFP, OfficeJet Enterprise MFP, PageWide Enterprise MFP

Scan and send to email

Introduction

The printer has a feature that enables it to scan a document and send it to one or more email addresses. Before using this feature, use the HP Embedded Web Server to enable it and set it up.

Scan and send a document to email

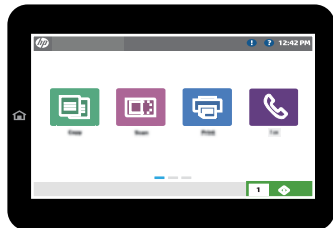
<http://link.brightcove.com/services/player/bcpid1190528646001?bctid=ref:REFIDBC3633735476001>

 **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. From the Home screen on the printer control panel, select the **E-mail** button.


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

3. Select the **To** field to open a keyboard.





 **NOTE:** If you are signed in to the printer, your user name or other default information might appear in the **From** field. If so, you might not be able to change it.

4. Specify the recipients by using one of these methods:

Enter addresses manually

- ▲ Enter the address in the **To** field. To send to multiple addresses, separate the addresses with a semicolon, or select the Enter  button on the touchscreen keyboard after typing each address.

Enter addresses from the Contacts list

- Select the Address Book  button that is next to the **To:** field to open the **Address Book** screen.
 - From the drop-down list, select the address book view that you want to use.
 - Select a name from the list of contacts, and then select the right arrow  button to add the name to the recipients list. Repeat this step for each recipient, and then select the **OK** button.
- Complete the **Subject** and **File Name** fields by selecting the field and using the touchscreen keyboard to enter information. Select the **OK** button when you have completed the fields.
 - 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**.
 - Select the Preview  button to preview the document.
 - Select the Start  button to send.



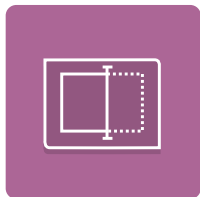
NOTE: The printer might prompt you to add the email address to the address book or the contact list.

FutureSmart 4

- 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 printer control panel, select **Scan**, and then select **Scan to Email**.



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




- Select the **To** field to open a keyboard.





NOTE: If you are signed in to the printer, your user name or other default information might appear in the **From** field. If so, you might not be able to change it.

- Specify the recipients by using one of these methods:

Enter email addresses manually

- ▲ Enter the address in the **To** field. To send to multiple email addresses, select the Enter  button on the touchscreen keyboard after typing each address.

Enter email addresses from the Contacts list

- a. Select the Contacts  button that is next to the To field to open the **Contacts** screen.
 - b. Select the appropriate contact list.
 - c. Select a name from the list of contacts to add the name to the recipients list. Repeat this step for each recipient, and then select **Done**.
5. Complete the **Subject**, **File Name** and **Message** fields by touching the field and using the touchscreen keyboard to enter information. Select the Close  button whenever you need to close the keyboard.
 6. To load a Quick Set, select **Load**, select the Quick Set, and then select **Load** under the **Load Quick Sets** list.

 **NOTE:** **Quick Sets** are predefined settings for various types of output, such as **Text**, **Photograph**, and **High Quality**. You can select a Quick Set to view the description.

7. 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** for each setting if prompted.
8. Optional preview: Touch the right pane of the screen to preview the document. You can touch the document to expand the view. In the preview screen, use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.



Use these buttons to toggle between single-page view and thumbnail view. More options are available in thumbnail view than in single-page view.



Use these buttons to zoom in or out on the selected page.

NOTE: Select only one page at a time to use these buttons.



Use this button to rotate the page 180 degrees.

NOTE: This button is available only in the thumbnail view.



Use this button to delete the selected pages.

NOTE: This button is available only in the thumbnail view.



Use these buttons to 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.



Use this button to add a page to the document. The printer prompts to scan additional pages.



Use this button to clear the changes made in the preview and start over.



Use this button on the left side of the screen to collapse the full preview and return to the Scan to E-mail screen.

9. When the document is ready, select [Send](#) to email it.



NOTE: The printer might prompt you to add the email address to the contact list.
