



LaserJet Enterprise MFP, OfficeJet Enterprise MFP, PageWide Enterprise MFP

Scan and send to network folder

Introduction

The printer can scan a file and save it in a shared folder on the network. Before using this feature, use the HP Embedded Web server to enable the feature and configure the shared folders. The system administrator can configure pre-defined Quick Sets folders; otherwise it is necessary to specify the folder path for each job.

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

Scan and save the document to a folder

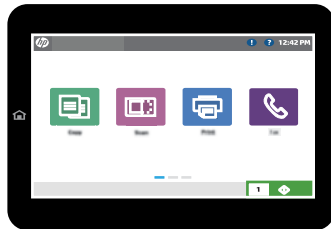
<http://link.brightcove.com/services/player/bcpid1190528646001?bctid=ref:REFIDBC3633751630001>

 **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 [Save to Network Folder](#) button.
3. To specify a path for this job only, select the Add  button to open a keyboard, type the path to the folder, and then select the **OK** button. Use this format for the path:

\\server\folder, where “server” is the name of the server that hosts the shared folder, and “folder” is the name of the shared folder. If the folder is nested inside other folders, complete all necessary segments of the path to reach the folder. For example: \\server\folder\folder

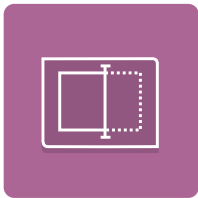
Or, select a pre-defined Quick Sets path or a path associated with a Contact.


 **NOTE:** The [Folder Paths](#) field might have a pre-defined path, and it might not be editable. In this situation, the administrator has configured this folder for common access.


4. Touch the [File Name](#) text field to open a keyboard, type the name for the file, and then select the [OK](#) button.
5. 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](#).
6. Select the Preview  button to preview the document.
7. 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. From the Home screen on the printer control panel, select [Scan](#), and then select [Scan to Network Folder](#).



3. Specify a folder destination. Folder options must first be configured by the printer administrator.
 - To select a folder location that the administrator already set up, select [Load](#) under [Quick Sets and Defaults](#), select the folder, and then select [Load](#).
 - To specify a new folder location, select the [Folder Paths](#) field to open a touchscreen keyboard, type the path to the folder, and then select the Enter  button. Enter user credentials if prompted and then select [Save](#) to save the path.

 **NOTE:** Use this format for the path: `\\server\folder`, where “server” is the name of the server that hosts the shared folder, and “folder” is the name of the shared folder. If the folder is nested inside other folders, complete all necessary segments of the path to reach the folder. For example: `\\server\folder\folder`

 **NOTE:** The [Folder Paths](#) field might have a pre-defined path, and it might not be editable. In this situation, the administrator has configured this folder for common access.

4. Select the [File Name](#) text field to open a touchscreen keyboard, type the name for the file, and then select the Enter  button.
5. 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.
6. 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 Network Folder screen.

7. When the document is ready, select [Send](#) to save the file to the network folder.