



LaserJet Managed

MFP E72500, E77800, E82500, E87600 Series

Scan to network folder

Introduction

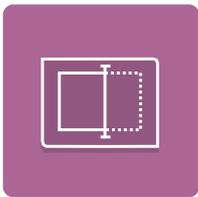
The printer can scan a file and save it in a shared folder on the network.

NOTE: Before you can scan to a network folder, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and configure the shared folders.

Scan to network folder

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

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, touch 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. Touch 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 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.

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