LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

Scan to email

Introduction

The printer has a feature that enables it to scan a document and send it to one or more email addresses.

> **NOTE:** Before you can scan to email, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and set it up.

Scan to email

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 Email.

   > **NOTE:** If prompted, type your user name and password.
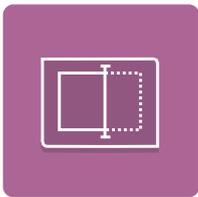
3. Touch the To field to open a keyboard.

   > **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

   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 or names from the list of contacts to add the name to the recipients list, and then select Add.

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 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 if prompted.

8. 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.
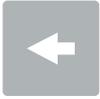
	Rearrange the pages within the document. Select one or more pages and move them to the left or right. **NOTE:** These buttons are available only in the thumbnail view.
	Add a page to the document. The printer prompts you to scan additional pages.
	Clear the changes made in the preview and start over.
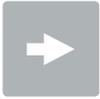
9. When the document is ready, select Send to email it.

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