LaserJet Managed
MFP E72500, E77800, E82500, E87600 Series

Scan to job storage

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Introduction

The printer has a feature that enables it to scan a document and save it to a job storage folder on the printer. You can retrieve the document from the printer and print it when needed.

📝 **NOTE:** Before you can scan to a storage folder on the printer, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and configure the settings.

Scan to job storage on the printer

Use this procedure to scan a document and save it to a job storage folder on the printer so that you can print copies at any time.

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 Job Storage.

    📝 **NOTE:** If prompted, enter your user name and password.
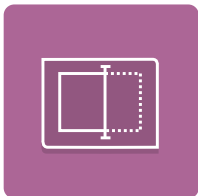
3. Select the default storage folder name shown under Folder.

    📝 **NOTE:** If the printer administrator has configured the option, you can create a new folder. Follow these steps to create a new folder:

    a. Select the New Folder ⬜ icon.

    b. Select the New Folder field, type the folder name, and then select OK.

4. Make sure that you have selected the correct folder.

5. Touch the Job Name text field to open a touchscreen keyboard, type the name for the file, and then select the Enter ⏎ button.

6. To make the job private, select the PIN 🔒 button, enter a four-digit PIN in the PIN field, and then close the touchscreen keypad.

7. To configure settings, such as 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 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 Save to save the file to the job storage folder.

Print from job storage on the printer

Use this procedure to print a scanned document that is in a job storage folder on the printer.

1. From the Home screen on the printer control panel, select Print, and then select Print from Job Storage.

2. Under Stored Jobs to Print, select Choose, select the folder in which the document is saved, select the document, and then select Select.

3. If the document is private, enter the four-digit PIN in the Password field, and then select OK.

4. To adjust the number of copies, touch the box to the left of the Print button, and then select the number of copies from the keypad that opens. Select the Close button to close the keypad.

5. Select Print to print the document.