



LaserJet Managed


MFP E72500, E77800, E82500, E87600 Series

Scan to SharePoint

Introduction

If you have a workflow-equipped printer, you can scan a document and send it to a Microsoft® SharePoint site. This feature eliminates the need to scan the documents to a network folder, USB flash drive, or email message, and then manually upload the files to the SharePoint site.

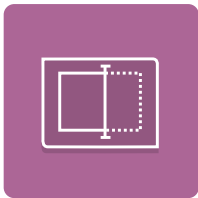
Scan to SharePoint® supports all scanning options, including the ability to scan documents as images or use the OCR features to create text files or searchable PDFs.

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

Scan to SharePoint


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 SharePoint®](#).

 **NOTE:** It might be necessary to sign in to the printer to use this feature.



3. Select [Load](#) to load a Quick Set SharePoint path, select the Quick Set, and then select [Load](#) under the [Quick Sets](#) list..

 **NOTE:** Quick Sets are paths for SharePoint locations that were previously set up for the printer.

4. Touch the **File Name:** text field to open a keyboard, type the name for the file, and then select the **Enter**  button.
5. To configure settings, such as [File Type and Resolution](#), [Sides](#), and [Content Orientation](#), select [Options](#) in the lower left corner, and then select the settings from the [Options](#) menus. Select [Done](#) 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.

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7. When the document is ready, select [Send](#) to save it to the SharePoint location.