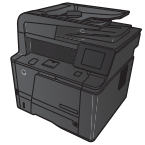





# LASERJET PRO 400 MFP M425 SERIES



## Scan to a network folder

Use the product control panel to scan a file to a folder on the network.

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 **NOTE:** In order to use this feature, the product must be connected to a network and the scan feature must be configured using the HP Embedded Web Server.

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1. Load the document onto the scanner glass or into the document feeder.
2. From the Home screen on the product control panel, touch the [Scan](#) button.
3. Touch the [Scan to Network Folder](#) item.
4. In the list of network folders, select the folder to which you want to save the file.
5. The control panel screen displays the scan settings.
  - If you want to change any of the settings, touch the [Settings](#) button, and then change the settings.
  - If the settings are correct, go to the next step.
6. Touch the [Scan](#) button to start the scan job.