




HP LaserJet Enterprise flow MFP M525




Send a scanned document to a network folder

The product can scan a file and save it in a folder on the network. The following operating systems support this feature:

- Windows Server 2003, 64-bit
- Windows Server 2008, 64-bit
- Windows XP, 64-bit
- Windows Vista, 64-bit
- Windows 7, 64-bit
- Novell v5.1 and later (access to the [Quick Sets](#) folders only)

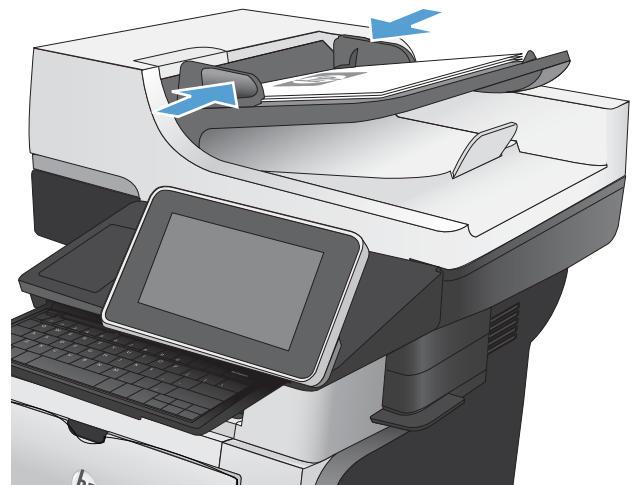
 **NOTE:** You can use this feature with Mac OS X v10.6 and earlier if you have configured Windows File Sharing.

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

The system administrator can use the HP Embedded Web Server to configure pre-defined [Quick Sets](#) folders, or you can provide the path to another network folder.

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.

NOTE: If you select the 2-sided scanning and automatic image-orientation options that are available for this product, you can load pages in the document feeder with any orientation.



- From the Home screen on the product control panel, touch the [Save to Network Folder](#) button.

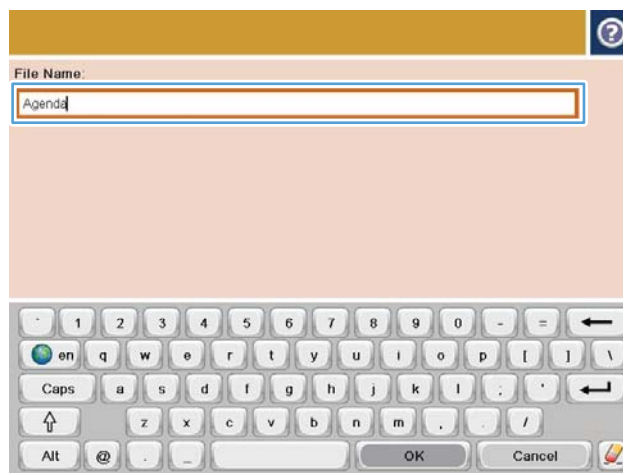
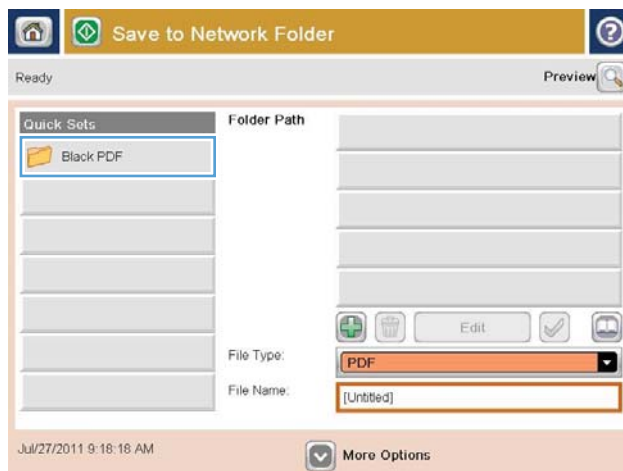
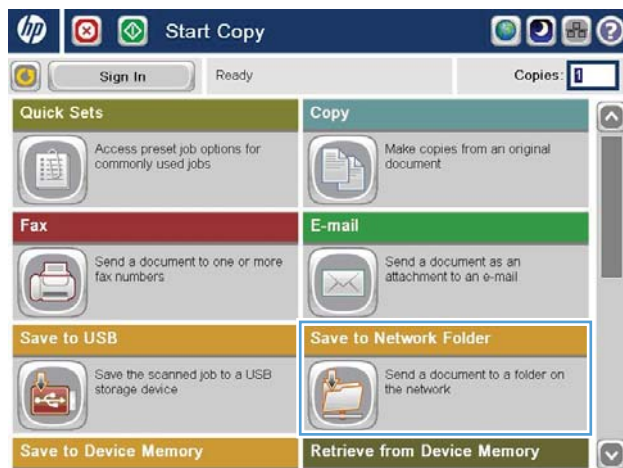
NOTE: If prompted, type your user name and password.

- To use one of the preset job settings, select one of the items in the [Quick Sets](#) list.

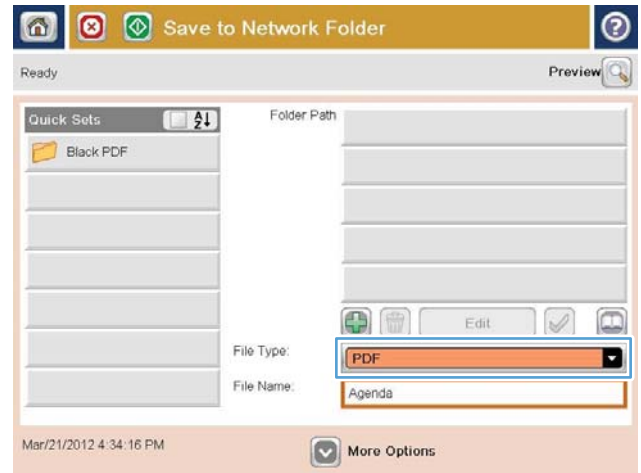
- To set up a new job, touch the [File Name:](#) text field to open a keyboard, and then type the name for the file. Touch the [OK](#) button.


NOTE: Use the physical keyboard or the virtual keyboard to enter characters.

NOTE: If you frequently save files to the same folder, consider creating a Quick Set for that folder.



5. If necessary, touch the **File Type** drop-down menu to select a different output file format.

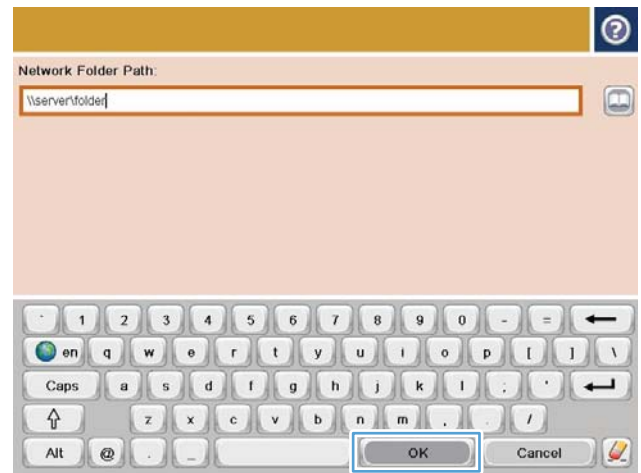


6. Touch the Add  button that is below the **Folder Path** field to open a keyboard, and then type the path to the network folder. Use this format for the path:

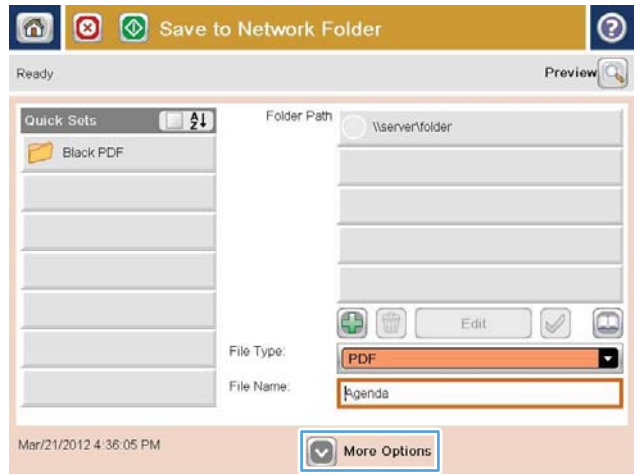
\\path\path

Touch the **OK** button.

NOTE: Use the physical keyboard or the virtual keyboard to enter characters.



7. To configure settings for the document, touch the **More Options** button.



8. Touch the Start button to save the file.

NOTE: You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help** button on the preview screen.

