



# HP LaserJet Enterprise flow MFP M525




## Set up scan/send features


The product offers the following scan and send features:

- Scan and save files to a folder on your network.
- Scan and save files to the product memory.
- Scan and save files to a USB flash drive.
- Scan and send documents to one or more email addresses.
- Scan and save documents to one or more Microsoft® SharePoint® sites.

Some scan and send features are not available on the product control panel until you use the HP Embedded Web Server to enable them.

 **NOTE:** To find detailed information about using the HP Embedded Web Server, click the **Help** link in the upper-right corner of each HP Embedded Web Server page.

1. Open a Web browser, and then enter the product IP address in the address line.
2. When the HP Embedded Web Server opens, click the **Scan/Digital Send** tab.
3. If you did not set up the [E-mail](#) feature during software installation, you can enable it by using the HP Embedded Web Server.
  - a. Click the **E-mail Setup** link.
  - b. Select the **Enable Send to E-mail** check box to enable the feature.
  - c. Select the outgoing mail server to use, or click the **Add** button to add a different server to the list. Follow the on-screen prompts.

 **NOTE:** If you do not know the name of the mail server, you can usually find it by opening your email program and looking at the outgoing mail configuration settings.

- d. In the **Address Message** area, configure the default setting for the From address.
  - e. Configuring the other settings is optional.
  - f. Click the **Apply** button at the bottom of the page.
4. Enable the [Save to Network Folder](#) feature.
    - a. Click the **Save to Network Folder Setup** link.
    - b. Select the **Enable Save to Network Folder** check box to enable the feature.

- c. Configure the options that you want to customize.
  - d. Click the **Apply** button at the bottom of the page.
- 5. Enable the [Save to USB](#) feature.
  - a. Click the **Save to USB Setup** link.
  - b. Select the **Enable Save to USB** check box.
  - c. Click the **Apply** button at the bottom of the page.
- 6. Enable the [Save to SharePoint®](#) feature.
  - a. Click the **Save to SharePoint®** link.
  - b. Select the **Enable Save to SharePoint®** check box.
  - c. To use this feature, you must provide the information for the SharePoint® site. In the **Quick Sets** area, click the **Add** button, and then follow the on-screen instructions.
  - d. Click the **Apply** button at the bottom of the page.