



HP LaserJet Enterprise 700 color MFP M775




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.

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.

