Color LaserJet Enterprise Flow MFP M880

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

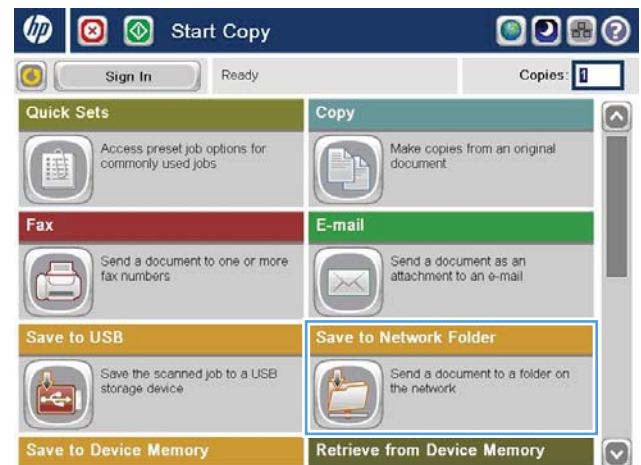- Novell v5.1 and later (access to the Quick Sets folders only)

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

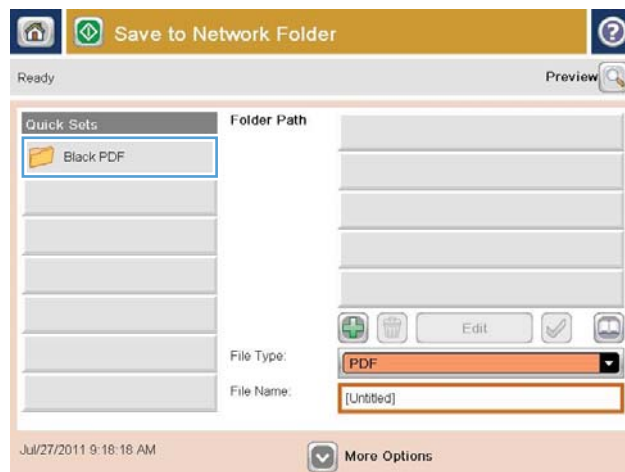**NOTE:** You might be required to sign in to the product to use this feature.

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.

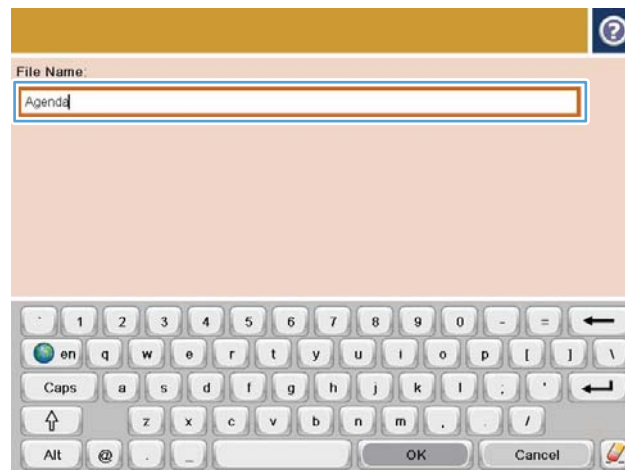2. From the Home screen on the product control panel, touch the Save to Network Folder button.

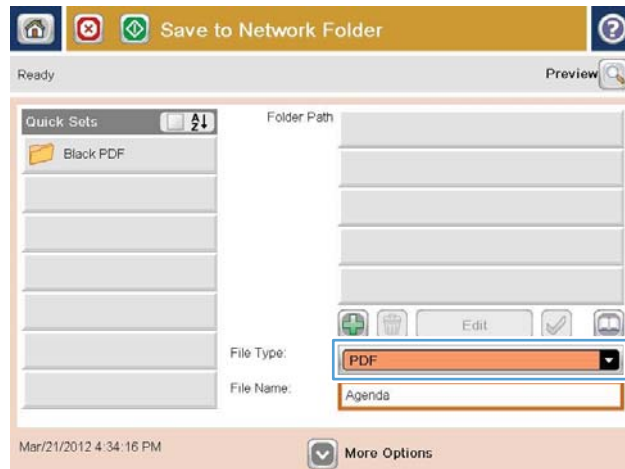   **NOTE:** If prompted, type your user name and password.

3. To use one of the preset job settings, select one of the items in the Quick Sets list.

4. 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.

5. If necessary, touch the File Type drop-down menu to select a different output file format.
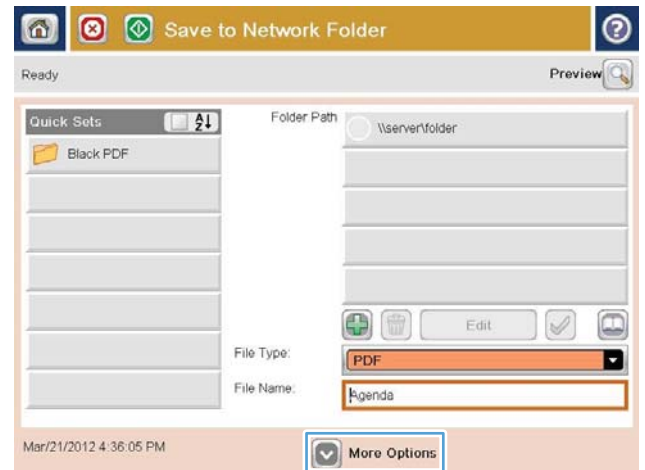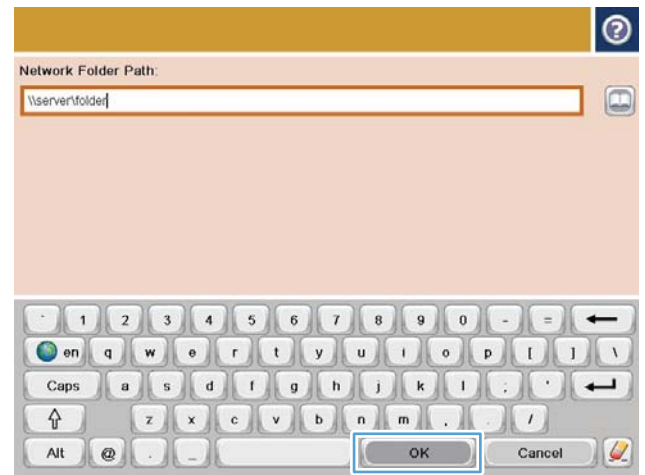
6. Touch the Add ⊕ button that is below the Folder Path field to open a keyboard, and then type the path to the network folder. Use this format for the path:

\\path\path

Touch the OK button.

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 ❷ button on the preview screen.