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.

- 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.

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🚳 🔕 Save to Network Folder

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6. Touch the Add Dutton 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 **?** button on the preview screen.

(?)Network Folder Path: \\server\folder 1 2 3 4 5 6 7 8 9 0 -] -+ 🕥 en qwertyuiop[] \ asd fghjkl • Caps 3 -₽ z x c v b n m . 1 Cancel 4 Alt @ OK 😢 🙆 Save to Network Folder 1 (?)Ready Preview Folder Path Quick Sets 🚺 🛃 \\server\folder Elack PDF 2 Edit File Type: • File Name Agenda Mar/21/2012 4:36:05 PM More Options \otimes \odot \bigcirc 6 Ready Preview Quick Sets 🚺 🛃 Folder Path \\server\folder Black PDF File Type: • File Name Agenda Mar/21/2012 4:36:05 PM More Options