

**For Home** 

**For Work** 

Support

Search HP.com

## **HP Support**

Support Home Products & Drivers Communities

**Product Home** 

# Scan From the Control Panel (Including Scan to Email, to a PDF, and to a Network Folder) for HP Officejet Pro 8610, 8620, 8630, 8640, and 8660 e-All-in-One Printer Series

Contact

Support

### Introduction

This document explains how to scan a photo or document to your computer, to a memory device inserted into your printer, directly to a network folder, or directly into an email using the functions on the printer control panel.

### A NOTE:

To enable some scan functions, you must configure the settings and options in the HP software prior to scanning from the printer control panel.

### How to scan a general photo or document

-

Follow these steps to scan a general photo or document from the control panel to the computer.

#### A NOTE:

Before scanning, make sure that the printer software is installed, and that the printer is turned on and connected to the computer with a USB cable, a wired (Ethernet) network cable, or through a wireless network connection.

### Step one: Load the photo or document

You can scan from the scanner glass or from the Automatic Document Feeder (ADF) tray.

- 1. Press the Power button to turn on the printer.
- 2. Load the picture or document:
  - Scanner glass: Place the item with the print side down on the scanner glass, and then position it according to the engraved guides around the glass. Close the scanner lid.

### Figure: Position the item print side down on the scanner glass



• **ADF**: Place the item into the document feeder tray. The print side faces up and the top edge goes into the tray first. Adjust the width guides to fit the item.

### Figure: Place the item print side up into the ADF



### A CAUTION:

Do not load photos in the ADF. Use the scanner glass instead to prevent damage to photos.

### Step two: Scan the item

- 1. On the printer control panel, touch the **Scan** icon (**a**).
- 2. Touch **Computer** to scan to the connected computer.
- 3. Touch the name of the computer that you want to save the scan to.
- 4. Touch one of the following scan options that corresponds to the document or picture you are scanning.

Description		
Use this setting to scan text documents that will not be editable. Use the <b>Save as Editable Text (OCR)</b> to scan text that you can edit.		
Use this setting to scan pictures and images.		
Use this option to automatically attach a non-editable scanned PDF text document to an email message using a local email client such as Microsoft Outlook or Mozilla Thunderbird.  A NOTE:  Email as PDF works only with a local email client. This option does not work for Web-based email services (Gmail, Yahoo Mail, Hotmail) unless they are configured through a local email client.		
Use this option to automatically attach a scanned JPEG photo or image to an email message using a <b>local email client</b> such as Microsoft Outlook or Mozilla Thunderbird.  ANOTE:		

Save as Editable Text (OCR)	Use this setting to scan text documents that will be editable. You must have <b>Optical Character Recognition (OCR)</b> software (for example, OmniPage, FineReader, TextBridge, or SimpleOCR) installed on your computer to save text as editable.
Everyday Scan	Use this setting to create a customized scan that you will use multiple times.

5. Touch Start Scan. The printer scans the document or image, and then saves it to the destination specified in the settings.

## How to scan a general photo or document to a memory device

Follow these steps to scan a general photo or document from the control panel to a memory device.

#### A NOTE:

Click here to view the printer specifications page to make sure that your printer supports the memory device that you want to scan to.

- 1. On the printer control panel, touch the **Scan** icon ( ).
- 2. Touch Memory device.
- 3. Insert the memory device into the printer when prompted.
- 4. Review the scan settings, touch the Settings icon to change any settings (if necessary), and then touch Done.
- 5. Touch Start Scan to scan the item.

## How to scan directly to email (network connections only)

You can use the Scan to Email feature on your printer to scan documents and photos and automatically send them to one or more email addresses as attachments.

This printer can scan to a **local email client**, such as Microsoft Outlook or Mozilla Thunderbird. It can also scan to a **web-based client** like Gmail, Yahoo Mail, or Hotmail.

### A NOTE:

Before scanning, make sure that the printer software is installed, and that the printer is turned on and connected to the computer with a wired (Ethernet) network cable or through a wireless network connection.

Follow these steps to set up and use the Scan to Email feature.

### Step one: Load the photo or document

You can scan from the scanner glass or from the Automatic Document Feeder (ADF) tray.

- 1. Press the Power button to turn on the printer.
- 2. Load the picture or document:

• Scanner glass: Place the item with the print side down on the scanner glass, and then position it according to the engraved guides around the glass. Close the scanner lid.

### Figure: Position the item print side down on the scanner glass



 ADF: Place the item into the document feeder tray. The print side faces up and the top edge goes into the tray first. Adjust the width guides to fit the item.

Figure: Place the item print side up into the ADF



### **A** CAUTION:

2. Touch Email.

Do not load photos in the ADF. Use the scanner glass instead to prevent damage to photos.

### Step two: Set up the Scan to Email profile

To use the Scan to Email feature, you must first set up an email profile. Select your operating system for steps to set up your email.

Windows	+
Mac OS X	+
Step three: Scan the item	
1. On the printer control panel, touch the <b>Scan</b> icon ( ).	

3. Touch the name of the email profile that you created, enter the password if prompted, and then scan the item.

# How to scan directly to a network folder (network connections only)

You can use the Scan to Network Folder feature on your printer to scan documents and photos and automatically send them to one or more folders on your network. The Scan to Network Folder feature requires that the printer has an active connection to the network, and that you have the appropriate privileges to the folder that you want to the send scan files to.

\_

#### A NOTE:

Before scanning, make sure that the printer software is installed, and that the computer and the printer are both turned on and connected to the wired (Ethernet) or wireless network.

Follow these steps to set up and use the Scan to Network Folder feature.

### Step one: Load the photo or document

You can scan from the scanner glass or from the Automatic Document Feeder (ADF) tray.

- 1. Press the Power button to turn on the printer.
- 2. Load the picture or document:
  - Scanner glass: Place the item with the print side down on the scanner glass, and then position it according to the engraved guides around the glass. Close the scanner lid.

Figure: Position the item print side down on the scanner glass



• ADF: Place the item into the document feeder tray. The print side faces up and the top edge goes into the tray first. Adjust the width guides to fit the item.

Figure: Place the item print side up into the ADF



### **A** CAUTION:

Do not load photos in the ADF. Use the scanner glass instead to prevent damage to photos.

### Step two: Set up the Scan to Network Folder

To use the Scan to Network Folder feature, you must associate a shared network folder that you want to scan to with the printer.

#### A NOTE:

Before setting up the Scan to Network Folder feature, you might want to create a folder to send the scans to on the network, using a network-connected computer. Set the folder's security feature to be shared across the network so that all users can scan to it. If you do not create a folder first, you can set one up using the Scan to Network Folder Wizard.

Windows

### Mac OS X

### +

### Step three: Scan the item

- 1. On the printer control panel, touch the **Scan** icon ( ).
- 2. Touch Network Folder to scan to the connected computer.
- 3. Touch the name of the network folder that you created, enter the password if prompted, and then scan the item.

### Was this document helpful?

○ Yes ○ No



#### Contact HP

Let HP help you find the answer or identify a service location. Contact us >



# Have feedback about your support experience?

HP's Senior Vice President of Customer Service & Support, Richard Bailey, is interested in hearing from you.

118.15

Country: **United States** 

### About HP

Contact us
Newsroom
Investor relations
Living Progress
Accessibility
Events
HP Labs
Jobs

### Social Media

Consumer support forum Enterprise business community Developer community Corporate blogs

### **HP Partners**

Become a partner Find a reseller PartnerOne

### **Customer Support**

Power cord replacement Download drivers Register your product HP replacement parts Authorized service providers Training & certification Product recycling Home | Email sign-up | Site map | Privacy | Cookies & ad choices | Terms of use | Recalls © 2015 Hewlett-Packard Development Company, L.P.

HP employees: Report website issues