



HP OfficeJet Enterprise Color MFP X585




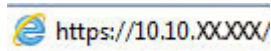
Create a Quick Set

Use the [Quick Sets](#) feature to quickly access preset job options. The product administrator can use the HP Embedded Web Server to create Quick Sets, which are then available in the [Quick Sets](#) menu from the control-panel Home screen. Quick Sets are available for the following scan/send features:

- E-mail
- Save to Network Folder
- Save to USB
- Save to SharePoint

Ask the system administrator for assistance with the following steps:

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the product control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the [Enter](#) key on the computer keyboard. The EWS opens.



2. Click the **General** tab.
3. On the left navigation pane, click the **Quick Sets Setup** link.
4. On the **Quick Sets** dialog, click **Add**.
5. On the **Select an application** dialog, select the application for which you want to create a Quick Set. Click **Next**.
6. On the **Set the button location for the Quick Set and options for user interaction at the control panel** dialog, provide the following information:
 - **Quick Set Title:** This title appears on the new Quick Set button on the product control panel.
 - **Quick Set Description:** This short description appears next to the title on the new Quick Set button on the control panel.
 - **Button Location:** Select whether the new Quick Set button will be directly on the Home screen or within the Quick Sets application on the control panel.
 - **Quick Set Start Option:** Select one of these options:
 - **Enter application, then user presses Start:** The product opens the scan application for the Quick Set, so you can review and change the settings before pressing the [Start](#) button to begin the job.
 - **Start instantly upon selection:** The job starts instantly when you touch the Quick Set button.

Click **Next**.

7. The next several dialogs that appear depend on which application you selected in Step 5:
 - If you selected **E-mail**, the following dialogs appear: **Address and Message Field Control, Signing and Encryption**
 - If you selected **Fax**, the following dialog appears: **Select Fax Recipients**
 - If you selected **Save to Network Folder**, the following dialog appears: **Folder Settings**
 - If you selected **Save to USB** the following dialog appears: **Set where files are saved on the USB storage device**
 - If you selected **Save to SharePoint** the following dialogs appear: **SharePoint Destination Settings, Add SharePoint Path, SharePoint Destination Settings**



NOTE: The **Save to SharePoint** feature is available for all HP LaserJet flow MFPs and the Scanjet 8500 fn1, and the Scanjet 7000nx with firmware datecode 20120119 or newer.

Proceed through the destination-specific dialogs. Click **Next** to advance to the next dialog.

8. On the **Notification Settings** dialog, select your scan status notification preference, and then click **Next**.
9. On the **Scan Settings** dialog, select the scan settings to use. Click **Next**.
10. On the **File Settings** dialog, select the file settings to use. Click **Next**.
11. Review the **Summary** dialog, and then click **Finish**.
12. On the Quick Set-specific dialog, click **Apply** at the bottom of the window to save the Quick Set.