LaserJet Enterprise MFP, OfficeJet Enterprise MFP, PageWide Enterprise MFP

Send a scanned document to a folder in the printer memory

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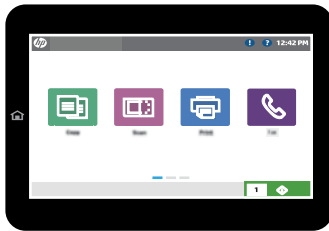
Introduction

The printer has a feature that enables it to scan a document and save it to a folder in the printer memory. The document can be retrieved from the printer memory and printed at a later time.

📝 NOTE: The steps vary according to the type of control panel.
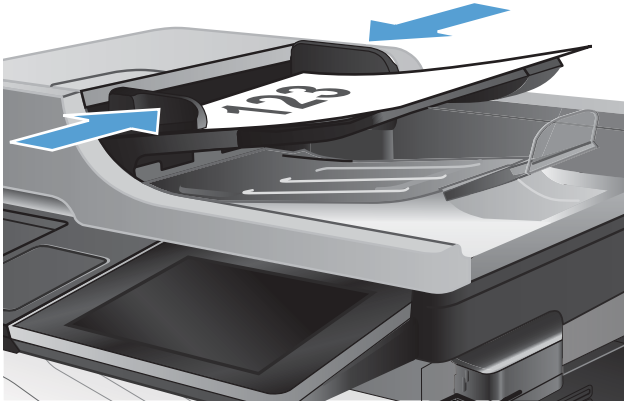
FutureSmart 3	
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Send a scanned document to a folder in the printer memory

FutureSmart 3

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 printer control panel, scroll to and select the Save to Device Memory button.

📝 NOTE: If prompted, enter your user name and password.

3. Select an existing folder, or create a new folder.

   To create a new folder, complete the following steps:

   a. Select the New Folder button.

   b. Enter the name of the folder in the Folder Name: field, and then select OK.

4. Enter the name for the file in the Job Name: field.

5. To make the job private, select PIN to print and then enter a four-digit PIN in the PIN: field.

6. To configure settings for the document, select the More Options button. For example:

   • Select Sides to specify whether the original document is printed on one side or both sides, and whether the copies are to be printed on one side or both sides.

   • Select Reduce/Enlarge to scale the size of the document up or down.

7. Touch the Start ⊚ button to save the file.

FutureSmart 4

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 printer control panel, select Scan, and then select Scan to Job Storage.

📝 NOTE: If prompted, enter your user name and password.
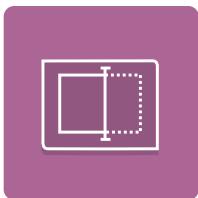
3. Select the default storage folder name shown under Folder.

   Note: If the printer administrator has configured the option, you can create a new folder. Follow these steps to create a new folder:

   a. Select the New Folder ⊡ icon.

   b. Select the New Folder field, type the folder name, and then select OK.

4. Make sure that you have selected the correct folder.

5. Select the Job Name text field to open a touchscreen keyboard, type the name for the file, and then select the Enter ⏎ button.

6. To make the job private, select the PIN 🔒 button, enter a four-digit PIN in the PIN field, and then select the Enter ⏎ button.

7. To configure settings, such as Sides and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done for each setting if prompted.

8. Optional preview: Touch the right pane of the screen to preview the document. You can touch the document to expand the view. In the preview screen, use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.

⊞	Use these buttons to toggle between single-page view and thumbnail view. More options are available in thumbnail view than in single-page view.
▥	
🔍⊕	Use these buttons to zoom in or out on the selected page. NOTE: Select only one page at a time to use these buttons.
🔍⊖	
⤵	Use this button to rotate the page 180 degrees. NOTE: This button is available only in the thumbnail view.
🗑	Use this button to delete the selected pages. NOTE: This button is available only in the thumbnail view.

←	Use these buttons to rearrange the pages within the document. Select one or more pages and move them to the left or right. **NOTE:** These buttons are available only in the thumbnail view.
→	
	Use this button to add a page to the document. The printer prompts to scan additional pages.
	Use this button to clear the changes made in the preview and start over.
▶	Use this button on the left side of the screen to collapse the full preview and return to the Scan to Job Storage screen.

9. When the document is ready, select Save to save the file to the storage folder.

Retrieve a scanned document from a folder in the printer memory

FutureSmart 3

1. From the Home screen on the printer control panel, scroll to and select the Retrieve from Device Memory button.

2. Select the folder in which the document is saved, and then select the document.

3. If the document is private, enter the four-digit PIN in the Password: field, and then select OK.

4. Select the Start ⊚ button to print the file.

FutureSmart 4

1. From the Home screen on the printer control panel, select Print, and then select Print from Job Storage.

2. From the Job Folders list, select the folder in which the document is saved, select the document, and then select Done.

3. If the document is private, enter the four-digit PIN in the Password field, and then select OK.

4. To adjust the number of copies, touch the box to the left of the Print button, and then select the number of copies from the keypad that opens. Select the Close ⊡ button to close the keypad.

5. Select Print to print the document.