



## HP ePrint-enabled Multi-Function Printers - How to Scan: From a Mobile Device

### Introduction

Depending on your mobile device, you can scan an image or document to your mobile device using either the **HP All-in-One Printer Remote** mobile app (Apple and Android devices) or **HP ePrint Home & Biz** (Nokia devices).

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**NOTE:** The HP All-in-One Printer Remote mobile app was formerly called the HP Printer Control mobile app.

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**Figure 1: HP All-in-One Printer Remote icon**



### Apple devices (iPad, iPhone, and iPod Touch only)

Scanning is no longer supported with the HP ePrint mobile app, but you can scan with the HP All-in-One Printer Remote mobile app, as well as perform other printer management tasks. Follow these steps to scan to your Apple mobile device.

#### Step one: Get the HP All-in-One Printer Remote mobile app

Use one of the following methods to install the HP All-in-One Printer Remote mobile app.

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**NOTE:** When installed, the HP All-in-One Printer Remote mobile app icon displays on your Apple device as **AiO Remote**.

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#### Method one: Install the HP All-in-One Printer Remote mobile app using your Apple device

1. On your Apple device, open the **App Store**.
2. In the **App Store Search** feature, type **HP All-in-One Printer Remote**, and then tap **Search**.
3. In the **Search results** section, tap **HP All-in-One Printer Remote**, tap **FREE**, and then tap **INSTALL**.
4. If prompted, provide your iTunes account information, and then tap **OK**.

#### Method two: Install the HP All-in-One Printer Remote mobile app using iTunes on your computer

1. Open **iTunes** on your computer.
2. Click **iTunes Store** from the left pane to open the iTunes Store.
3. In the **Search** feature, type **HP All-in-One Printer Remote**, and then press **Return**.
4. In the **Search results** section, find the app, and then click the **GET APP** button.
5. If prompted, provide your iTunes account information, and then click **OK**.
6. After the download is complete, connect your Apple device to the computer.
7. Select your Apple device in the left pane of iTunes, click the **Applications** tab, click **Apply**, and then click **Sync**.

#### Step two: Scan from the HP All-in-One Printer Remote mobile app

1. Make sure that the HP printer is turned on and connected to the same wireless network as the mobile device, or has wireless-direct printing enabled.
2. Load the image or document to be scanned on the scanner bed or in the automatic document feeder (ADF) of the HP printer.

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**NOTE:** Do not load photos in the ADF. Doing so might damage the photo.

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3. From the Home screen on your Apple device, tap **AiO Remote**.
4. If necessary, tap the Menu button (☰) in the upper left corner of the screen.
5. Tap **Scan** (📄) to open the **Scan** screen.
6. Tap **Settings** (⚙️) to adjust the scan settings, if necessary, and then tap **Done** or **Scan** to return to the **Scan** screen.
7. Tap **Preview** to preview the scan.
8. If needed, tap and hold a blue dot on one side of the scan border, and then drag the border as needed to the outside edge of the area to be scanned. Repeat with each blue dot until the entire scan area is selected.
9. Tap **Scan** to complete the scan job. When the scan job is complete, the **Scan Results** screen displays with the completed scan image.
10. On the **Scan Results** screen, you have a few options before you save the scanned file.
  - Tap the Trash bin button (🗑️) to delete the scanned image.
  - Tap the Rotate button (↻) to rotate the scanned image.

- Tap the Add pages button () to scan additional pages.
11. Tap **Save** to save the scanned image or images to a file. The saved file displays.
  12. From the saved file screen, select from the following tasks.
    - Tap the Trash bin button () to delete the saved file.
    - Tap the Print button () and then tap **Print** to print the saved file.
    - Tap the Action button () and then tap **Email** to email the file, tap **Cloud Storage** to send the file to a Cloud Storage account, or tap **Rename File** to rename the file before sharing it. If necessary, tap **Cancel** to return to the saved file screen.

## Android devices

Follow these steps to scan from your mobile device using the HP All-in-One Printer Remote mobile app.

### Step one: Get the HP All-in-One Printer Remote mobile app

1. From the Home screen on your Android device, tap the **Play Store** icon, and then tap **Apps**.
2. In the **Search** feature, type **HP printer** app.
3. Tap **HP All-in-One Printer Remote**.
4. Tap **Install**, and then tap **Accept and Download** to download and then install the HP All-in-One Printer Remote app.

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**NOTE:** When installed, the HP All-in-One Printer Remote mobile app icon displays on your Android device as **All-in-One Remote**.

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### Step two: Scan from the HP All-in-One Printer Remote mobile app

1. Make sure that the HP printer is turned on and connected to the same wireless network as the mobile device, or has wireless-direct printing enabled.
2. Load the image or document to be scanned on the scanner glass or in the printer's automatic document feeder (ADF).

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**NOTE:** Do not load photos in the ADF. Doing so might damage the photo.

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3. From the Home screen on your Android device, tap **All-in-One Remote**.
4. Tap the **Printers** button, and then tap your printer's name.
5. Tap the Settings button (). The **Scan Settings** screen displays with options to change the **Source**, **Scan Area**, **Color**, and **Resolution**.
6. To change the scan source, tap the Down arrow () in the **Source** field, and then tap **Scanner Glass** or **Document Feeder**.

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**NOTE:** Scans from the ADF cannot be previewed.

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7. To change the size of the scan area, tap the Down arrow () in the **Scan Area** field, and then select your scan area size from the list of options.
8. To change the color of your scan, tap the Down arrow () in the **Color** field, and then tap **Color** or **Black**.
9. To change the resolution of your scan, tap the Down arrow () in the **Resolution** field, and then select your desired resolution from the list of options.
10. Tap **Done** to save the changes.

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**NOTE:** If you tap the Back button () instead of **Done**, the setting changes are not saved. Tap the Settings button () to return to the **Scan Settings** screen to make additional changes, if needed, and then tap **Done**.

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11. Tap the Scan button ()
12. On the **Scan** screen, you have a few options:
  - **Preview the scan:**
    - a. Tap the Preview button () to preview your scan.

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**NOTE:** The option to preview your scan is only available when you scan from the scanner glass. If you scan from the ADF, the Preview button () is unavailable on the **Scan** screen.

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    - b. From the **Preview** screen, tap and hold the scan image to move the scan selection box as needed. If necessary, tap and hold and then drag the sides or corners of the selection box to enlarge or shrink it.
    - c. Follow the steps to complete the scan job.
  - **Complete the scan job:**
    - a. Tap the Scan button () to complete the scan job.
    - b. When the scan is done, tap **Yes** to scan another page, or tap **No, I'm done** to finish scanning.
    - c. Tap the Disk button () type the name of the file to be saved, tap **Image** to save the scan as a JPG image or **Document** to save the scan as a PDF document, and then tap **Save**.
  - **Delete the scan:**

Tap the Delete button () to delete the scan.

## Nokia touch devices

Follow these steps to scan to your Nokia mobile device with HP ePrint Home & Biz.

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**NOTE:** HP ePrint Home & Biz does not support mobile scanning for HP LaserJet multifunction printers.

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1. Make sure that the HP product is turned on, connected to the local wireless network, and has access to the Internet.
2. Load the image or document to be scanned on the scanner bed or in the automatic document feeder (ADF) of the HP product.

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**NOTE:** Do not load photos in the ADF. Doing so might damage the photo.

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- From the **Home** screen of your mobile device, tap **HP ePrint Home & Biz** to open the app.



- Tap **Scan**.
- Tap **Options - Scan Settings** to change the scan settings, or to select a different scanner.
  - Select either **Automatic Document Feeder (ADF)** or **Flat Bed** scanner as the scan source.
  - Make additional changes to the settings as necessary.
  - Tap **Back** when you finish.
- Tap **Options - Scan** to perform an initial scan and to preview the image or document.

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**NOTE:** The preview scan is a low-resolution image, which allows you to adjust or crop the scan area. The final scan is a higher-resolution image of the scan area.

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- If you are **dissatisfied with the scan preview**, tap **Back**, and then repeat the previous steps.
  - If you are **satisfied with the scan preview**, save or print the scan:
    - Tap **Options - Save** to save the scanned image or document.
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**NOTE:** Scans are saved by default in the **Saved Files/Print Preview** folder on your mobile device.

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- Tap **Options - Print Preview**, and then print the scanned image or document.

## Nokia non-touch devices

Follow these steps to scan to your Nokia mobile device with HP ePrint Home & Biz.

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**NOTE:** HP ePrint Home & Biz does not support mobile scanning for HP LaserJet multifunction printers.

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- Make sure that the HP product is turned on, connected to the local wireless network, and has access to the Internet.
- Load the image or document to be scanned on the scanner bed or in the automatic document feeder (ADF) of the HP product.

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**NOTE:** Do not load photos in the ADF. Doing so might damage the photo.

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- From the **Home** screen of your mobile device, select **HP ePrint Home & Biz** to open the app.



- Select **Scan**.
- Select **Options - Scan Settings** to change the scan settings, or to select a different scanner.
  - Select either **Automatic Document Feeder (ADF)** or **Flat Bed** scanner as the scan source.
  - Make additional changes to the settings as necessary.
  - Select **Back** when you finish.
- Select **Options - Scan** to perform an initial scan and to preview the image or document.

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**NOTE:** The preview scan is a low-resolution image, which allows you to adjust or crop the scan area. The final scan is a higher-resolution image of the scan area.

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- If you are **dissatisfied with the scan preview**, tap **Back**, and then repeat the previous steps.
  - If you are **satisfied with the scan preview**, save or print the scan:
    - Select **Options - Save** to save the scanned image or document.
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**NOTE:** Scans are saved by default in the **Saved Files/Print Preview** folder on your mobile device.

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- Select **Options - Print Preview**, and then print the scanned image or document.