

1. On the **Save to Network Folder** dialog, review the selected settings, and then click **Apply** to complete the setup.

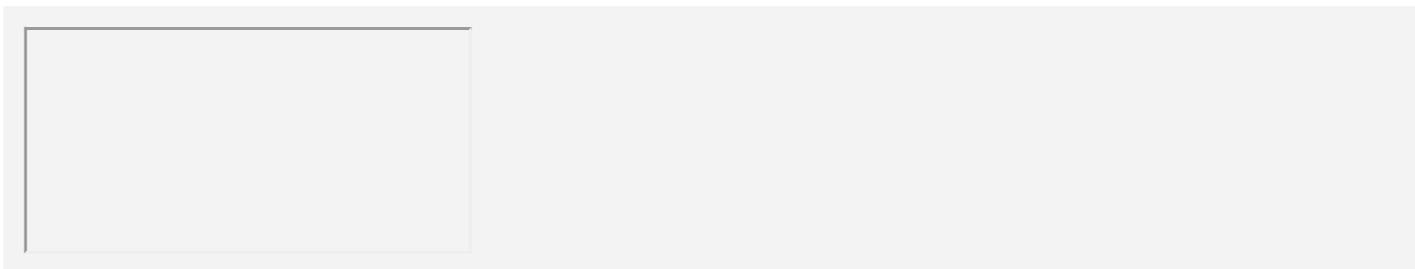
FutureSmart 4

Use the following steps for FutureSmart 4.

Introduction

This document explains how to enable and configure the Scan to Network Folder function. The printer has a feature that enables it to scan a document and save it to a network folder. To use this scan feature, the printer must be connected to a network; however, the feature is not available until it has been configured.

There are two methods for configuring Scan to Network Folder, the **Save to Network Folder Setup Wizard** for basic setup and **Save to Network Folder Setup** for advanced setup.



Before you begin

Have the following items available before you set up the Scan to Network feature.

NOTE: To set up the Scan to Network Folder feature, the printer must have an active network connection.

Administrators need the following items before beginning the configuration process.

- Administrative access to the printer.
- The fully-qualified domain name (FQDN) (e.g., \\servername.us.companyname.net\scans) of the destination folder OR the IP address of the server (e.g., \\16.88.20.20\scans).

NOTE: The use of the term "server" in this context refers to the computer where the shared folder resides.

Set up Scan to Network Folder

Use one of the following methods to set up Scan to Network Folder.

Method one: Use the Scan to Network Folder Wizard

Use this option for basic configuration of the Save to Network Folder feature using the Scan to Network Folder wizard.

NOTE: Before you begin: To display the printer's IP address or host name, touch the Information icon , and then touch the Network icon  on the printer's control panel.

1. Using the EWS top navigation tabs, click **Scan/Digital Send** tab. The **Email and Scan to Network Folder Quick Setup Wizards** dialog opens.
2. In the left navigation pane, click **Email and Scan to Network Folder Quick Setup Wizards**.
3. Click the **Save to Network Folder Quick Set Wizard** link.
4. On the **Add or Remove a Save to Network Folder Quick Set** dialog, click **Add**.

NOTE: Quick Sets are shortcut jobs that can be accessed on the printer Home screen or within the Quick Sets application.

NOTE: The Save to Network Folder feature can be minimally configured without creating a quick set. However, without the Quick Set, users must enter the destination folder information at the control panel for each scan job. A quick set is required to include Save to Network Folder metadata.

5. On the **Add Folder Quick Set** dialog, complete the following information:

a. In the **Quick Set Title** field, type a title.

 **NOTE:** Name the Quick Set something that users can understand quickly (e.g., "Scan and save to a folder").

b. In the **Quick Set Description** field, type a description explaining what the Quick Set will save.

c. Click **Next**.

6. On the **Configure Destination Folder** dialog, complete the following information:

a. In the **UNC Folder Path** field, type a folder path where the scan will go.

The folder path can either be the fully-qualified domain name (FQDN) or the IP address of the server. Be sure that the folder path (e.g., \scans) follows the FQDN or IP address.

FQDN example: \\servername.us.companyname.net\scans

IP address example: \\16.88.20.20\scans

 **NOTE:** The FQDN can be more reliable than the IP address. If the server gets its IP address via DHCP, the IP address can change. However, the connection with an IP address might be faster because the printer does not need to use DNS to find the destination server.

b. From the **Authentication Settings** drop-down, select one of the following options:

- Use credentials of user to connect after Sign In at the control panel
- Always use these credentials

 **NOTE:** If **Always use these credentials** is selected, a user name and password must be entered in the corresponding fields, and the printer's access to the folder must be verified by clicking **Verify Access**.

c. In the **Windows Domain** field, type the Windows domain.

 **TIP:** To find the Windows domain in Windows 7, click **Start**, click **Control Panel**, click **System**. To find the Windows domain in Windows 8, click **Search**, enter **System** in the search box, and then click **System**. The domain is listed under **Computer name, domain, and workgroup settings**.

d. Click **Next**.

7. On the **Configure File Scan Settings** dialog, set the default scanning preferences for the Quick Set, and then click **Next**.

8. Review the **Summary** dialog, and then click **Finish**.

Method two: Use Scan to Network Folder Setup

This option enables advanced configuration of the Save to Network Folder feature using the HP Embedded Web Server (EWS) for the printer.

 **NOTE:** Before you begin: To display the printer's IP address or host name, touch the Information icon , and then touch the Network icon  on the printer's control panel.

Step one: Begin the configuration

Use the following steps to begin Scan to Network Folder setup.

1. Click the **Scan/Digital Send** tab.
2. In the left navigation pane, click **Scan to Network Folder Setup**.

Step two: Configure the Scan to Network Folder settings

Use the following procedure to complete Scan to Network Folder setup.

STEP ONE: BEGIN THE CONFIGURATION

Use the following steps to begin configuration.

1. On the Scan to Network Folder Setup page, select the **Enable Scan to Network Folder** check box. If this box is not selected, the feature is unavailable at the printer control panel.

2. In the Scan to Network Folder area of the left navigation pane, click **Quick Sets**. Click **Add** to open the **Quick Sets Setup** dialog.

NOTE: Quick Sets are shortcut jobs that can be accessed on the printer Home screen or within the Quick Sets application.

NOTE: The Scan to Network Folder feature can be minimally configured without creating a Quick Set. However, without the Quick Set, users must enter the destination folder information at the control panel for each scan job. A Quick Set is required to include Scan to Network Folder metadata.

Complete all of the settings in the Quick Set Setup to fully configure the Scan to Network Folder feature.

DIALOG ONE: SET THE QUICK SET NAME, DESCRIPTION, AND OPTIONS FOR USER INTERACTION AT THE CONTROL PANEL

Set the Quick Set details for user interaction at the printer's control panel.

Use the **Set the button location for the Quick Set and options for user interaction at the control panel** dialog to configure where the Quick Set button will display on the printer control panel and to configure the level of user interaction at the printer control panel.

1. In the **Quick Set Name** field, type a title.

NOTE: Name the Quick Set something that users can understand quickly (e.g., "Scan and save to a folder").

2. In the **Quick Set Description** field, type a description explaining what the Quick Set will save.

3. From the **Quick Set Start Option** list, select one of the following options:

- Option one: **Enter application, then user presses Start.**
- Option two: **Start instantly upon selection.**
Select one of the following prompt options :

- Prompt for original sides
- Prompt for additional pages
- Require Preview

NOTE: If **Start instantly upon selection** is selected, the destination folder must be entered in the next step.

4. Click **Next**.

DIALOG TWO: FOLDER SETTINGS

Use the **Folder Settings** dialog to configure the types of folders the printer sends scanned documents to and the folder permissions.

There are two types of destination folders to select from:

- Shared folders or FTP folders
- Personal shared folders

There are two types of folder permissions to select from:

- Read and write access
- Write access only

CONFIGURE THE DESTINATION FOLDER FOR SCANNED DOCUMENTS

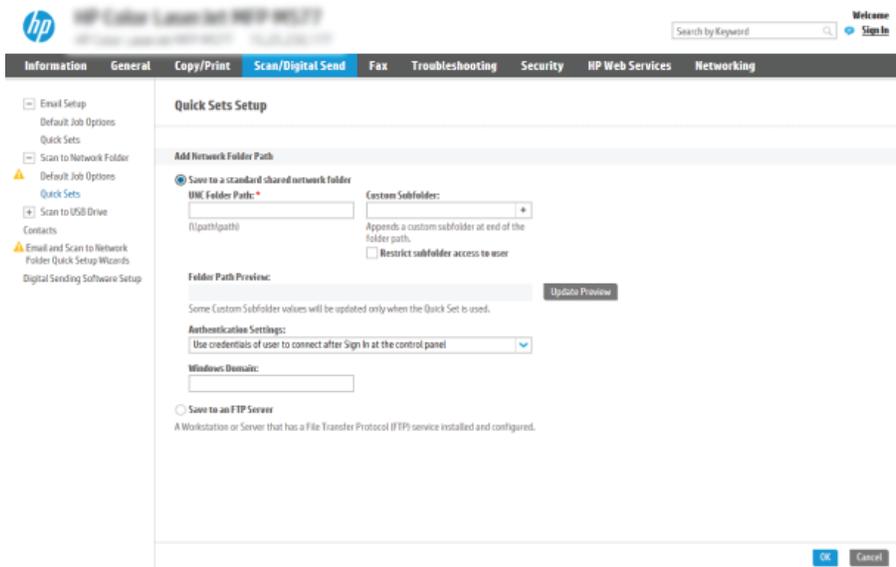
Select one of the following options to set up a destination folder.

OPTION 1: CONFIGURE THE PRINTER TO SAVE TO A SHARED FOLDER OR FTP FOLDER

To save scanned documents to a standard shared folder or an FTP folder, complete the following steps.

1. If it is not already selected, select **Save to shared folders or FTP folders**.
2. Click **Add...** The **Add Network Folder Path** dialog opens.
3. On the **Add Network Folder Path** dialog, select one of the following options:

- o Option one: Save to a standard shared network folder.



a. If it is not already selected, select **Save to a standard shared network folder**.

b. In the **UNC Folder Path** field, type a folder path.

The folder path can either be the fully-qualified domain name (FQDN) or the IP address of the server. Be sure that the folder path (e.g., \scans) follows the FQDN or IP address.

FQDN example: \\servername.us.companyname.net\scans

IP address example: \\16.88.20.20\scans

NOTE: The FQDN can be more reliable than the IP address. If the server gets its IP address via DHCP, the IP address can change. However, the connection with an IP address might be faster because the printer does not need to use DNS to find the destination server.

c. To automatically create a subfolder for scanned documents in the destination folder, select a format for the subfolder name from the **Custom Subfolder** list.

To restrict the subfolder access to the user who creates the scan job, select **Restrict subfolder access to user**.

d. To view the complete folder path for scanned documents, click **Update Preview**.

e. From the **Authentication Settings** list, select one of the following options:

- Use credentials of user to connect after Sign In at the control panel
- Always use these credentials

NOTE: If Always use these credentials is selected, a user name and password must be entered in the corresponding fields.

f. In the **Windows Domain** field, type the Windows domain.

NOTE: To find the Windows domain in Windows 7, click **Start**, click **Control Panel**, click **System**.

To find the Windows domain in Windows 8, click **Search**, enter **System** in the search box, and then click **System**.

The domain is listed under **Computer name, domain, and workgroup settings**.

NOTE: If a shared folder is set to be accessed by everyone, values for a workgroup name (default is "Workgroup"), a user name, and password must be entered in the corresponding fields. However, if the folder is within a particular user's folders and not Public, the user name and password of that user must be used.

NOTE: An IP address might be necessary instead of a computer name. Many home routers do not handle computer names well, and there is no Domain Name Server (DNS). In this case, it is best to set up a static IP address on the shared PC to alleviate the problem of DHCP assigning a new IP address. On a typical home router, this is done by setting a static IP address that is on the same subnet, but outside the DHCP address range.

g. Click **OK**.

- o Option two: **Save to an FTP Server.**

The screenshot shows the 'Quick Sets Setup' page in the HP EWS. The 'Add Network Folder Path' section has two radio buttons: 'Save to a standard shared network folder' (unselected) and 'Save to an FTP Server' (selected). Below this, there is a note: 'A Workstation or Server that has a File Transfer Protocol (FTP) service installed and configured.' The form includes fields for 'FTP Server' (with a note 'Server hostname or IP address'), 'Port' (with a dropdown showing '21'), 'FTP Folder Path' (with a note '(holder/subfolder)'), and 'Custom Subfolder' (with a note 'Appends a custom subfolder at end of the folder path.'). There is an 'Update Preview' button. Below that is the 'Folder Path Preview' section with a note: 'Some Custom Subfolder values will be updated only when the Quick Set is used.' The 'FTP Transfer Mode' is set to 'Passive' (with a note 'This is an advanced setting.'). There are fields for 'User Name' and 'Password' with a 'Verify Access' button. At the bottom right are 'OK' and 'Cancel' buttons. The footer contains 'HP Instant Support | Shop for Supplies | Product Support' and '© Copyright 2010-2016 HP Development Company, L.P.'

NOTE: If an FTP site is outside the firewall, a proxy server must be specified under the network settings. These settings are located in the EWS Networking tab, under the Advanced options.

- Select **Save to an FTP Server.**
- In the **FTP Server** field, type the FTP server name or IP address.
- In the **Port** field, type the port number.

NOTE: In most cases, the default port number does not need to be changed.

- To automatically create a subfolder for scanned documents in the destination folder, select a format for the subfolder name from the **Custom Subfolder** list.
- To view the complete folder path for scanned documents, click **Update Preview.**
- From the **FTP Transfer Mode** list, select one of the following options:
 - **Passive**
 - **Active**
- In the **Username** field, type the user name.
- In the **Password** field, type the password.
- Click **Verify Access** to confirm the destination can be accessed.
- Click **OK.**

OPTION 2: CONFIGURE THE PRINTER TO SAVE TO A PERSONAL SHARED FOLDER

To save scanned documents to a personal shared folder, complete the following steps.

NOTE: This option is used in domain environments where the administrator configures a shared folder for each user. If the Save to a personal shared folder feature is configured, users will be required to sign in at the printer control panel using Windows credentials or LDAP authentication.

- Select **Save to a personal shared folder.**
- In the **Retrieve the device user's home folder using this attribute** field, type the user's home folder in the Microsoft Active Directory.

NOTE: Verify that the user knows where this home folder is located on the network.

- To add a user name subfolder at the end of the folder path, select **Create subfolder based on user name.**
To restrict the subfolder access to the user who creates the scan job, select **Restrict subfolder access to user.**

SELECT THE DESTINATION FOLDER PERMISSIONS

Select one of the following options to set up destination folder permissions.

OPTION 1: CONFIGURE READ AND WRITE ACCESS

To send scanned documents to a folder configured for read and write access, complete the following steps.

 **NOTE:** Send only to folders with read and write access supports folder verification and job notification.

1. If it is not already selected, select **Send only to folders with read and write access**.
2. To require the printer to verify folder access before starting a scan job, select **Verify folder access prior to job start**.

 **NOTE:** Scan jobs can complete more quickly if **Verify folder access prior to job start** is not selected; however, if the folder is unavailable, the scan job will fail.

3. Click **Next**.

OPTION 2: CONFIGURE WRITE ACCESS ONLY

To send scanned documents to a folder configured for write access only, complete the following steps.

 **NOTE:** Allow sending to folders with write access only does not support folder verification or job notification.

 **NOTE:** If this option is selected, the printer cannot increment the scan filename. It sends the same filename for all scans. Select a time-related filename prefix or suffix for the scan filename, so that each scan is saved as a unique file, and does not overwrite a previous file. This filename is determined by the information in the **File Settings** dialog in the Quick Set Wizard.

1. Select **Allow sending to folders with write access only**.
2. Click **Next**.

DIALOG THREE: NOTIFICATION SETTINGS

Use the **Notification Settings** dialog to configure when notifications will be sent.

1. On the **Notification Settings** dialog, complete one of the following tasks:
 - Option one: **Do not notify**.
 - a. Select **Do not notify**.
 - b. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.
 - Option two: **Notify when job completes**.
 - a. Select **Notify when job completes**.
 - b. Select the method for delivering the notification from the **Method Used to Deliver Notification** list.
If the method of notification selected is **Email**, type the email address in the **Notification Email Address** field.
 - c. To include a thumbnail of the first scanned page in the notification, select **Include Thumbnail**.
 - d. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.
 - Option three: **Notify only if job fails**.
 - a. Select **Notify only if job fails**.
 - b. Select the method for delivering the notification from the **Method Used to Deliver Notification** list.
If the method of notification selected is **Email**, type the email address in the **Notification Email Address** field.
 - c. To include a thumbnail of the first scanned page in the notification, select **Include Thumbnail**.
 - d. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.

DIALOG FOUR: SCAN SETTINGS

Complete the scan settings as follows.

On the **Scan Settings** dialog, set the default scanning preferences for the Quick Set, and then click **Next**.

SCAN SETTINGS

Feature	Description
Original Size	Select the page size of the original document.
Original Sides	Select whether the original document is single-sided or double-sided.
Optimize Text/Picture	Select to optimize for the output of a particular type of content.
Content Orientation	Select the way the content of the original document is placed on the page: Portrait or Landscape .
Background Cleanup	Select a value to remove faint images from the background or to remove a light background color.
Darkness	Select a value to adjust the darkness of the file.
Contrast	Select a value to adjust the contrast of the file.
Sharpness	Select a value to adjust the sharpness of the file.
Image Preview	Select whether to require or make optional a displayed preview of the job or to disable a preview.
Cropping Options	Select whether or not to allow a job to be cropped and the type of cropping option.
Erase Edges	Select this setting to specify the width of edge margins to be erased, in either inches or millimeters, for the front side and back side of a job.

DIALOG FIVE: FILE SETTINGS

Complete the file settings as follows.

On the File Settings dialog, set the default file settings for the Quick Set, and then click Next.

FILE SETTINGS

Feature	Description
File Name Prefix	Set the default file name prefix used for files saved to a network folder.
File Name	Default file name for the file to be saved. Select the User editable check box to make this setting editable at the printer control panel.
File Name Suffix	Set the default file name suffix used for files saved to a network folder.
File Name Preview	Enter a file name, and then click the Update Preview button.

Feature	Description
File Numbering Format	Select a file name format for when the job is divided into multiple files.
Add numbering when job has just one file (ex. _1-1)	Select this setting to add numbering to a file name when the job is only one file instead of multiple files.
File Type	Select the file format for the saved file. Select the User editable check box to make this setting editable at the printer control panel.
High Compression (smaller file)	Select this setting to compress the scanned file, which reduces the file size. However, the scanning process for a High compression file might take longer than for a Normal compression file.
PDF encryption	If the file type is PDF, then this option encrypts the output PDF file. A password must be specified as part of the encryption. The same password must be used to open the file. The user will be prompted to enter a password prior to scanning their job if one has not been set prior to starting the scan.
Resolution	Set the resolution for the file. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Quality and File Size	Select the quality for the file. Higher-quality images require a larger file size than lower-quality images, and they take more time to send.
Color/Black	Specify whether copies are to be printed in color, black and gray, or black only.
Suppress blank pages	If the Suppress blank pages option is enabled, blank pages will be ignored.
Metadata File Format	Use the drop-down list to select the file format for metadata information.
Create Multiple Files	Select this setting to scan pages into separate files based on a predetermined maximum number of pages per file.

DIALOG SIX: SUMMARY

On the **Summary** dialog, review the **Summary** dialog, and then click **Finish**.

Step three: Complete the configuration

Use the following steps to complete Scan to Network Folder setup.

1. In the left navigation pane, click **Scan to Network Folder**.
2. On the Scan to Network Folder page, review the selected settings, and then click **Apply** to complete the setup.