



## Before you begin

To set up the Scan to Email feature, the printer must have an active network connection.



Administrators need the following information before beginning the configuration process.

- Administrative access to the printer
- DNS suffix (e.g., companyname.com)
- SMTP server (e.g., smtp.mycompany.com)

**NOTE:** If you do not know the SMTP server name, SMTP port number, or authentication information, contact the email/Internet service provider or system administrator for the information. SMTP server names and port names are typically found by doing an Internet search. For example, use terms like "Gmail smtp server name" or "Yahoo smtp server name" to search.

- SMTP server authentication requirements for outgoing email messages, including the user name and password used for authentication, if applicable.

**NOTE:** Consult your email service provider's documentation for information on digital sending limits for your email account. Some providers may temporarily lock your account if you exceed your sending limit.



## Step one: Configure the Network Identification settings

Use the following steps to configure the Network Identification settings.

**NOTE:** Configuring email setup on the **Networking** tab is an advanced process and might require the assistance of a system administrator.

1. Using the EWS top navigation tabs, click **Networking**.

**NOTE:** For configuring the network settings for use with Office 365, see "Step five: Set up Scan to Email to use Office 365 Outlook (optional)."

2. In the left navigation pane, click **TCP/IP Settings**. A username/password might be required to access the **Network Identification** tab of the EWS.
3. On the **TCP/IP Settings** dialog, click the **Network Identification** tab.
4. If DNS is required on the network, in the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client being used is listed. DNS suffixes have this format: *companyname.com*, gmail.com, etc.

### TCP/IP DOMAIN SUFFIX SETTINGS

**NOTE:** If the Domain Name suffix is not set up, use the IP address.

5. Click **Apply**.

6. Click **OK**.

## Step two: Configure the Scan to Email feature

The two options for configuring Scan to Email are the **Email Setup Wizard** for basic configuration and **Email Setup** for advanced configuration. Use the following options to configure the Scan to Email feature:

### Method one: Basic configuration using the Email Setup Wizard

Perform basic configuration using the Email Setup Wizard.


This option opens the **Email Setup Wizard** in the HP Embedded Web Server (EWS) for basic configuration.


1. Using the EWS top navigation tabs, click **Scan/Digital Send**.
2. In the left navigation pane, click **Email** and **Scan to Network Folder Quick Setup Wizards**.
3. In the **Email and Scan to Network Folder Quick Setup Wizards** dialog, click the **Email Setup** link.

**NOTE:** If a message displays indicating that the Scan to Email feature is disabled, click **Continue** to proceed with the configuration and enable the Scan to Email feature upon completion.

4. On the **Configure Email Servers (SMTP)** dialog, select one of the following options and complete the steps:


- o Option one: Use a server already in use by Email.  
Select **Use a server already in use by Email**, and then click **Next**.
- o Option two: Search the network for the outgoing email server.  
This option finds outgoing SMTP servers inside your firewall only.
  - a. Select **Search network for outgoing email server**, and then click **Next**.
  - b. Select the appropriate server from the **Configure Email Server (SMTP)** list, and then click **Next**.
  - c. Select the option that describes the server's authentication requirements:
    - Server does not require authentication: Select **Server does not require authentication**, and then click **Next**.  
-OR-
    - Server requires authentication: From the drop-down list, select an authentication option:
      - Select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.  
-OR-
      - Select **Always use these credentials**, enter the **User name** and **Password**, and then click **Next**.
- o Option three: Add the SMTP server.
  - a. Select **Add SMTP server**.
  - b. Enter the **Server Name** and **Port Number**, and then click **Next**.

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



 **NOTE:** If you are using a hosted SMTP service such as Gmail, verify the SMTP address, port number, and SSL settings from the service provider's website or other sources. Typically, for Gmail, the SMTP address is smtp.gmail.com, port number 465, and the SSL should be enabled. Please refer to online sources to confirm these server settings are current and valid at the time of configuration.

- c. Select the appropriate server authentication option:
  - Server does not require authentication: Select **Server does not require authentication**, and then click **Next**.  
-OR-
  - Server requires authentication: Select an option from the **Server requires authentication** drop-down list:
    - Select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.  
-OR-
    - Select **Always use these credentials**, enter the **User name** and **Password**, and then click **Next**.

5. On the **Configure Email Settings** dialog, enter the following information about the sender's email address, and then click **Next**.

 **NOTE:** When setting up the **From**, **Subject**, and **Message** fields, if the **User editable** check box is unchecked, users will not be able to edit those fields at the printer control panel when sending an email.

#### SEND EMAIL SETTINGS

Option	Description
<b>From</b> (Required)	Select one of the following options from the <b>From</b> drop-down list: <ul style="list-style-type: none"><li>o <b>User's address (sign-in required)</b></li><li>o <b>Default From:</b> Enter a default email address and display name in the <b>Default From Email Address</b> and <b>Default Display Name</b> fields</li></ul> <p> <b>NOTE:</b> Create an email account for the printer, and use this address for the default email address.</p> <p> <b>NOTE:</b> Configure the email feature so that users must sign in before using it. This prevents users from sending an email from an address that is not their own.</p>

Option	Description
Subject (Optional)	Provide a default subject line for the email messages.
Message (Optional)	Create a custom message. To use this message for all emails sent from the printer, clear the <b>User editable</b> check box for <b>Message</b> .

6. In the **Configure File Scan Settings** area, set the default scanning preferences, and then click **Next**.

#### SCAN SETTINGS

Option	Description
File Type	Select the default file type for the scanned document: <ul style="list-style-type: none"> <li>o PDF</li> <li>o JPEG</li> <li>o TIFF</li> <li>o MTIFF</li> <li>o XPS</li> <li>o PDF/A</li> </ul> HP LaserJet Enterprise Flow MFP printers or MFP printers that are connected to a digital send software (DSS) server also support the following OCR file types: <ul style="list-style-type: none"> <li>o Text (OCR)</li> <li>o Unicode Text (OCR)</li> <li>o RTF (OCR)</li> <li>o Searchable PDF (OCR)</li> <li>o Searchable PDF/A (OCR)</li> <li>o HTML (OCR)</li> <li>o CSV (OCR)</li> </ul>
Color/Black	Select the default color setting for the scanned document: <ul style="list-style-type: none"> <li>o Color</li> <li>o Black</li> <li>o Black/Gray</li> <li>o Automatically detect</li> </ul>
Quality and File Size	Select the default output quality for the scanned document: <ul style="list-style-type: none"> <li>o Low (small file)</li> <li>o Medium</li> <li>o High (large file)</li> </ul>
Resolution	Select the default scan resolution for the scanned document: <ul style="list-style-type: none"> <li>o 75 dpi</li> <li>o 150 dpi</li> <li>o 200 dpi</li> <li>o 300 dpi</li> <li>o 400 dpi</li> <li>o 600 dpi</li> </ul>

7. Review the **Summary** area, and then click **Finish** to complete the setup.

#### Method two: Advanced configuration using the Email Setup

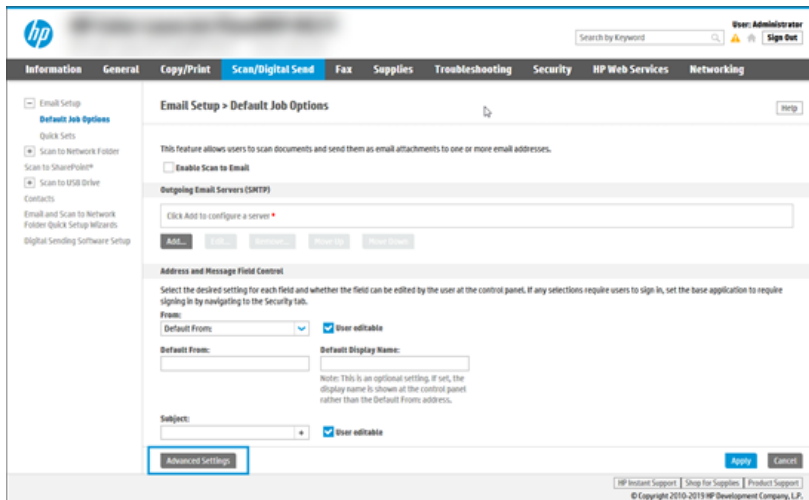
Use the following steps for advanced configuration using the **E-mail Setup** dialog.

1. Using the EWS top navigation tabs, click **Scan/Digital Send**, expand the **Email Setup** menu in the left navigation pane, and then click **Default Job Options**.

The **Default Job Options** page displays the **Basic Settings** for Scan to Email setup. To access additional settings, click the **Advanced Settings** button at the bottom of the page. To switch back to basic settings, click the **Basic Settings** button.

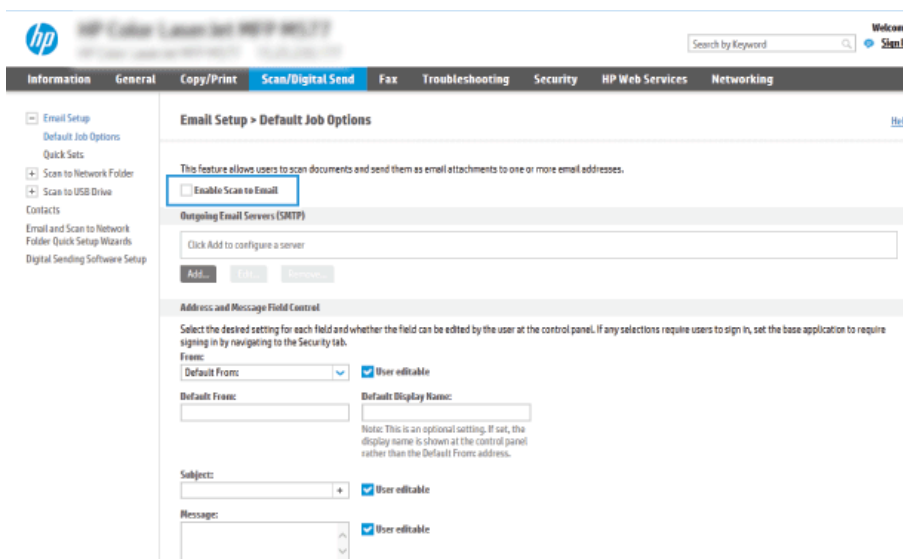
**NOTE:** This procedure covers the steps for **Basic Settings** first and then the steps for **Advanced Settings**.

## LOCATION OF ADVANCED SETTINGS BUTTON



2. On the **Default Job Options** page, select the **Enable Scan to Email** check box. If this check box is not selected, the feature is unavailable at the printer control panel.


## ENABLE SCAN TO EMAIL



3. In the **Outgoing Email Servers (SMTP)** area, complete the steps for one of the following options:



- o Select one of the displayed servers.
- o Click **Add** to start the SMTP wizard.
  - a. In the SMTP wizard, select one of the following options:
    - **Option one:** I know my SMTP server address or host name: Enter the address of an SMTP server, and then click **Next**
    - **Option two:** If you do not know the address of the SMTP server, select **Search network for outgoing email server**, and then click **Next**. Select the server, and then click **Next**.

**NOTE:** If an SMTP server was already created for another printer function, the **Use a server already in use by another function** option displays. Select this option, and then configure it to be used for the email function.

- b. On the **Set the basic information necessary to connect to the server** dialog, set the options to use, and then click **Next**.
- Some servers have problems sending or receiving emails that are larger than 5 megabytes (MB). These problems can be prevented by entering a number in **Split emails if larger than (MB)**.
  - In most cases, the default port number does not need to be changed. However, when using the **Enable SMTP SSL Protocol** option, port 587 must be used.
  - If you are using Google™ Gmail for email service, select the **Enable SMTP SSL Protocol** check box. Typically, for gmail, the SMTP address is smtp.gmail.com, port number 465, and the SSL should be enabled. Refer to online sources to confirm these server settings are current and valid at the time of configuration.
- c. On the **Server Authentication Requirements** dialog, select the option that describes the server's authentication requirements:
- **Server does not require authentication**, and then click **Next**.
  - **Server requires authentication**
    - From the drop-down box, select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.
    - From the drop-down box, select **Always use these credentials**, enter the **Username** and **Password**, and then click **Next**.
-  **NOTE:** If using a signed-in user's credentials, set email to require sign in by the user on the printer control panel. Deny device guest access to email by clearing the check box for email in the **Device Guest** column in the **Sign in and Permission Policies** area on the **Access Control** dialog of the **Security** tab. The icon in the check box changes from a check mark to a lock.
- d. On the **Server Usage** dialog, choose the printer functions that will send email through this SMTP server, and then click the **Next** button.  
If the server requires authentication, a user name and password for sending automatic alerts and reports from the printer will be required.
- e. On the **Summary and Test** dialog, enter a valid email address in the **Send test email to:** field, and then click **Test**.
- f. Verify that all of the settings are correct, and then click **Finish** to complete the outgoing email server set up.

4. In the **Address and Message Field Control** area, enter a **From:** setting and any of the other optional settings.

#### ADDRESS AND MESSAGE FIELD CONTROL (BASIC SETTINGS)

Feature	Description
User editable	To use the <b>Default From</b> address and <b>Default Display Name</b> for all emails sent from this printer (unless a user is signed in), clear the <b>User editable</b> check box. When setting up the address fields, if the <b>User editable</b> check box is cleared, users will not be able to edit those fields at the printer control panel when sending an email. For send-to-me functionality, clear the <b>User editable</b> check boxes for all of the address fields, including the <b>From:</b> , <b>To:</b> , <b>CC:</b> , and <b>BCC:</b> fields, and then set that user's send email <b>From:</b> their own email address and <b>To:</b> their own email address.
<b>Default From:</b> and <b>Default Display Name:</b>	Provide an email address and name to use for the <b>From:</b> address for the email message.  <b>NOTE:</b> Create an email account for the printer, and use this address for the default email address.  <b>NOTE:</b> Configure the email feature so that users must sign in before using it. This prevents users from sending an email from an address that is not their own.
<b>Subject:</b>	Provide a default subject line for the email messages.
<b>Message:</b>	Create a custom message. To use this message for all emails sent from the printer, clear or do not select the <b>User editable</b> check box for <b>Message:</b> .

#### ADDRESS AND MESSAGE FIELD CONTROL (ADVANCED SETTINGS - OPTIONAL)

Feature	Description
Address Field Restrictions	<p>Specify whether users must select an email address from an address book or whether users are allowed to enter in an email address manually.</p> <p><b>⚠️ ⚠️ CAUTION:</b> If <b>Users must select from address book</b> is selected, and any of the address fields are also set as <b>User editable</b>, changes to those editable fields also change the corresponding values in the address book.</p> <p>To prevent users from changing contacts in the Address Book at the printer control panel, go to the <b>Access Control</b> page on the <b>Security</b> tab, and deny <b>Device Guest</b> access to address book modifications.</p>
Allow invalid email address formats	Select to allow an invalid email address format.
To:	Provide a To (recipient) email address for emails.
CC:	Provide a CC email address for emails.
BCC:	Provide a BCC email address for emails.

5. In the **File Settings** area, set the default file settings preferences.

#### FILE SETTINGS (BASIC SETTINGS)

Feature	Description
File Name	<p>Default file name for the file to be saved.</p> <p>Select the <b>User editable</b> check box to make this setting editable at the printer control panel.</p>
File Type	<p>Select the file format for the saved file.</p> <p>Select the <b>User editable</b> check box to make this setting editable at the printer control panel.</p>
Resolution	<p>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.</p>
Quality and File Size	<p>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.</p>
Color/Black	Specify whether copies are to be printed in color, black and gray, or black only.

#### FILE SETTINGS (ADVANCED SETTINGS - OPTIONAL)

Feature	Description
File Name Prefix	Set the default file name prefix used for files saved to a network folder.
File Name Suffix	<p>Set the default file name suffix used for files saved to a network folder.</p> <p>Duplicate filename suffix default [filename]_YYYYMMDDT</p>
File Name Preview	Enter a file name, and then click the <b>Update Preview</b> button.
File Numbering Format	Select a file name format for when the job is divided into multiple files.

Feature	Description
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.
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 pressing start.
Suppress blank pages	If the <b>Suppress blank pages</b> option is enabled, blank pages will be ignored.
Create Multiple Files	Select this setting to scan pages into separate files based on a predetermined maximum number of pages per file.

6. Click the **Advanced Settings** button to display the following settings:

- **Signing and Encryption**
- **Notification** (job notification)
- **Scan Settings**

7. In the **Signing and Encryption** area, set the signing and encryption preferences.

#### SIGNING AND ENCRYPTION SETTINGS

Feature	Description
Signing	Select whether to sign the email with a security certificate. Select the <b>User editable</b> check box to make this setting editable at the printer control panel.
Hashing Algorithm	Select the algorithm to use for signing the certificate.
Encryption	Select whether to encrypt the email. Select the <b>User editable</b> check box to make this setting editable at the printer control panel.
Encryption Algorithm	Select the algorithm to use for encrypting the email.
Attribute for Recipient Public Key	Enter which attribute to use to retrieve the recipient's public key certificate from LDAP.
Use the recipient public key certificate to verify the recipient	Select this setting to use the recipient's public key certificate to verify the recipient.

8. In the **Notification** area, select when users will receive notifications about sent emails. The default setting is using the signed in user's email address. If the recipient email address is blank, no notification is sent.

9. In the **Scan Settings** area, set the default scanning preferences.

#### 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 the output of a particular type of content.
Content Orientation	Select the way the content of the original document is placed on the page: <b>Portrait</b> or <b>Landscape</b> .
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.

10. Review the selected options to verify that they are accurate, and then click **Apply** to complete the setup.

### ⊗ Step three: Configure the Quick Sets (optional)

Quick Sets are optional short-cut jobs that can be accessed on the main Home screen or within the Quick Sets application at the printer. Use the following procedure to configure the Quick Sets.

1. In the **Email Setup** area of the left navigation pane, click **Quick Sets**.
2. Select one of the following options:
  - Select an existing Quick Set under Quick Sets Application in the table.
  - OR-
  - Click **Add** to start the Quick Set Wizard.
3. If you selected **Add**, the **Quick Sets Setup** page opens. Complete the following information:
  - **Quick Set Name:** Enter a title for the new Quick Set.
  - **Quick Set Description:** Enter a description of the Quick Set.
  - **Quick Set Start Option:** To set how the Quick Set starts, click either **Enter application, then user presses Start** or **Start instantly when selected from the Home Screen**.
4. Define the following settings for the Quick Set: Address and Message Field Control, Signing and Encryption, Notification, Scan Settings, File Settings.
5. Click **Finish** to save the Quick Set.

### ⊗ Step four: Set up Scan to Email to use Office 365 Outlook (optional)

Enable the printer to send an email with an Office 365 Outlook account from the control panel.

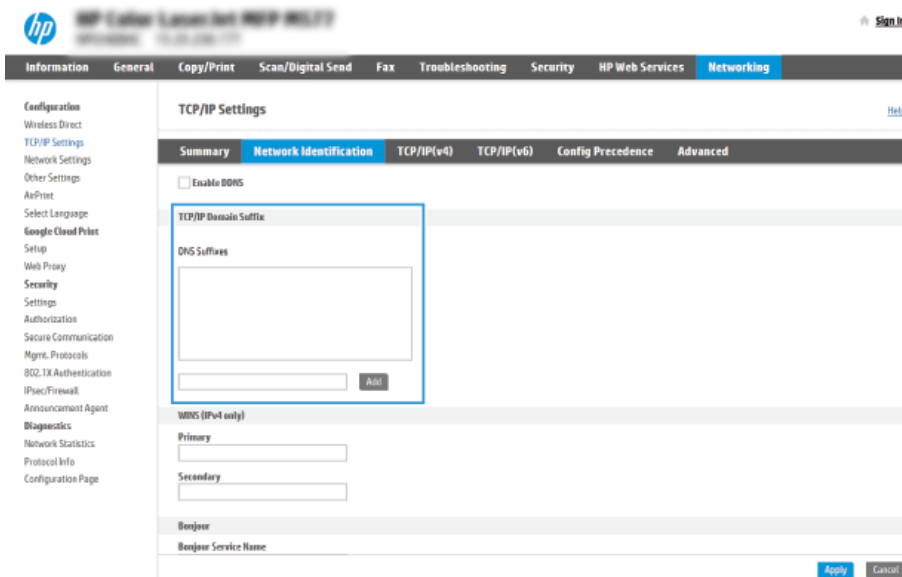
Microsoft Office 365 Outlook is a cloud-based email system provided by Microsoft which uses Microsoft's Simple Mail Transfer Protocol (SMTP) server to send or receive emails. Complete the following to enable the printer to send an email with an Office 365 Outlook account from the control panel.

**NOTE:** You must have an email address account with Office 365 Outlook to configure the settings in the EWS.

### Configure the outgoing email server (SMTP) to send an email from an Office 365 Outlook account

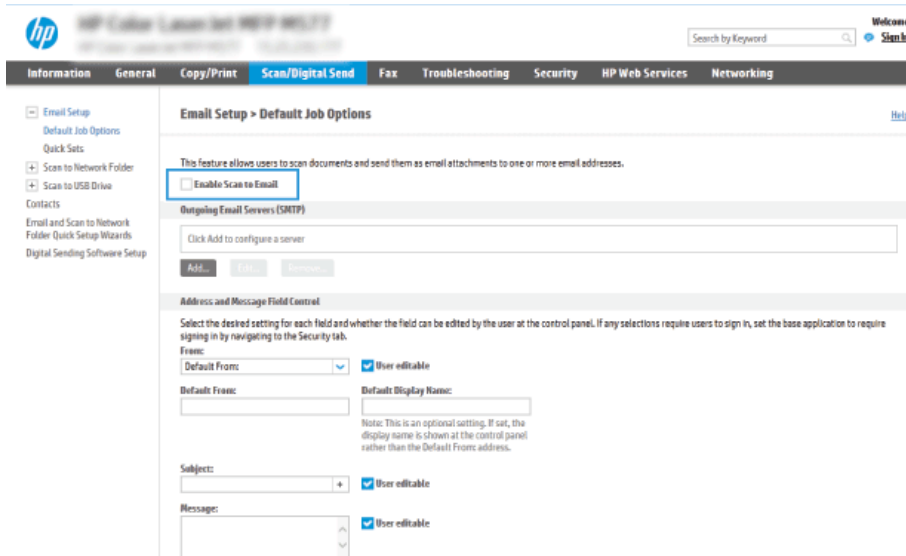
Configure the outgoing email server using the following procedure.

1. Using the EWS top navigation tabs, click **Networking**.
2. In the left navigation pane, click **TCP/IP Settings**.
3. In the TCP/IP Settings area, click the **Network Identification** tab.
4. If DNS is required on the network, in the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client being used is listed. DNS suffixes have this format: *companyname.com*, *Gmail.com*, etc.



**NOTE:** If the Domain Name suffix is not set up, use the IP address.

5. Click **Apply**.
6. Click the **Scan/Digital Send** tab.
7. On the left navigation pane, click **Email Setup**.
8. On the Email Setup page, select the **Enable Scan to Email** check box. If this check box is not available, the feature is unavailable at the printer control panel.



9. In the **Outgoing Email Servers (SMTP)** area, click **Add** to start the SMTP wizard.
10. In the **I know my SMTP server address or host name** field, type `smtp.onoffice.com`, and then click **Next**.
11. On the **Set the basic information necessary to connect to the server** dialog, in the **Port Number** field, type `587`.

**NOTE:** Some servers have problems sending or receiving emails that are larger than 5 megabytes (MB). These problems can be prevented by entering a number in **Split emails if larger than (MB)**.

12. Select the **Enable SMTP SSL Protocol** check box, and then click **Next**.
13. On the **Server Authentication Requirements** dialog, complete the following information:
  - a. Select **Server requires authentication**.
  - b. From the drop-down list, select **Always use these credentials**.
  - c. In the **Username** field, type the Office 365 Outlook email address.
  - d. In the **Password** field, type the Office 365 Outlook account password, and then click **Next**.
14. On the **Server Usage** dialog, choose the printer functions that will send email through this SMTP server, and then click the **Next** button.
15. On the **Summary and Test** dialog, enter a valid email address in the **Send a test email to:** field, and then click **Test**.
16. Verify that all of the settings are correct, and then click **Finish** to complete the outgoing email server setup.

For more information, go to [Microsoft's Support page](#).