HP Scan Setup Wizard v1.1.0.30 User Guide



HP Scan Setup Wizard v1.1.0.30 User Guide



Copyright and Warranty

© 2007 Copyright Hewlett-Packard Development Company, L.P.

Reproduction, adaptation or translation without prior written permission is prohibited, except as allowed under the copyright laws.

The information contained herein is subject to change without notice.

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

Trademarks and credits

Adobe® and PostScript® are trademarks of Adobe Systems Incorporated.

Microsoft® and Windows® are U.S. registered trademarks of Microsoft Corp.

Edition 1, 07/2007

Table of contents

- **1** Overview
- 2 Creating a network folder
- 3 Deleting a network folder
- 4 Sending a scanned document to the desktop

1 Overview

Send-to-Folder is a feature that allows images scanned from a product to be directed to shared Windows network folders. The Scan Setup Wizard is a Windows utility that helps you create these network folders on your computer's file system and link them to a specified product.

2 Creating a network folder

The following procedure explains how to use the Scan Setup Wizard to create a network folder on a computer and link it to a product.

- 1. Verify that the product and computer are both connected to the network (LAN). This procedure cannot be completed if either is using a USB connection.
- 2. Start the Scan Setup Wizard by double-clicking the file named HPSSW.exe.
- 3. On the Scan Setup Wizard welcome screen, specify the device from which you want to scan documents, and then click **Next**.

Figure 2-1 Scan setup welcome screen	
Scan Setup Wizard	_ 🗆 🗙
Scan Setup Wizard Welcome to the Scan Setup Wizard.	
This wizard will help you create and remove network folders connected to your device. Future documents scanned from the device can be saved in this folder automatically.	
Please specify the device from which you want to scan documents.	
Help me find my device on Network, or let me specify it manually.	
Device:	
⊙ IP Address (IPv4)	
C Host name	
C Hardware address (MAC)	
< Back Next > Cancel	

You can specify the device by providing one of the following idengifiers:

- An IPV4 IP address (for example, 10.1.12.10)
- The product host name
- The hardware (MAC) address of the network device in the product

If you do not know any of the network information for the product, click **Help me find my device** on the network. The network is scanned and compatible devices are displayed on the **Devices** Found screen. Choose a device and click **OK**.





NOTE: If you do not recognize any of the devices that are listed, choose **Device not listed...**, click **OK**, and then specify the device IP address, host name, or hardware address.

4. On the Add or Remove folders screen click next to Add a Network Scan Folder to the Device and then click the Next .

Figure 2-3 Add or remove folders screen

Ø	Add or Remove Folders Follow prompts below to add or remove folders.	
Dev Sele	vice IP Address: 192.168.0.10 ect which operation to perform (Add or Remove Folders).	
© . ○	Add a Network Scan Folder to the Device Remove Network Scan Folders from the Device	
	☐ MYCOMPUTER_M3027 ☐ MYCOMPUTER_M3027_2	
	4	<u>}</u>

|--|

5. On the **Authentication** screen, choose the **Store user name and password** option if you want to save your logon credentials on the product so that you do not have to enter them every time you scan and send a document to the folder. Then click **Next**.

If you do not specify any logon credentials on this screen, product users will be required to provide these credentials each time the Scan to Desktop feature is used to send a scanned document to this folder.

Scan Setup Wizard		
Confi	cation gure user credentials.	
The device can be require the user to s each time.	configured so the user does not have to sign in each time or to ign in each time. Check the box to not require the user to sign in	I
☑ Store user name	and password.	
Domain:	MYCOMPANY	
User Name	john.doe	
Password:	•••••	
	< Back Next > Cancel	

Figure 2-4 Authentication screen

6. Use the **Folder Settings** screen to specify the default scan settings that will be applied when scanning to the folder, and then click **Next**.

Figure 2-5 Folder settir	igs screen	
Scan Setup Wizard		_ 🗆 🗙
Folder Settin Configure th	gs re default options for the folder.	
Enter the default scan setti Scan Type: Resolution: Document Type: Quality:	ngs that you want to use when scanning to this folder. Color Scan 150 dpi PDF Medium	
	< Back Next > Cancel	

The following choices are available:

- Scan Type
 - Black & White Scan
 - Color Scan (default)
- Resolution
 - 600 dpi
 - 400 dpi
 - 300 dpi
 - 200 dpi
 - **150 dpi** (default)
 - 75 dpi
- Document Type
 - **PDF** (default)
 - gifF
 - MgifF
 - JPEG
- Quality
 - High
 - Medium (Default)
 - Low
- NOTE: Any settings configured in the Scan Setup Wizard will be the default for all scan jobs. If you want to make a temporary change to the settings, change the settings at the device control panel.

7. On the **Folder Name** screen, verify that the default folder name and location are acceptable, and then click **Create** to add a new folder.

Figure 2-6 Folder name screen

	der IName Configure the c	lefault name an	d location for t	he folder.	
HP Laser	et M3027 MFP	(192.168.0.1	0)		
Folder n	IMP: MYCOMPL	JTER_M3027			
Location:	C:\Program Files\	\Hewlett-Packar	d\HPSSW_Sco	ans\	Browse
Note: If th	a snorrcur to this r box is checked.	oider on my de a shortcut will b	skiop. De created on v	our deskto	op for easv
access to folder.	ne folder that cont	ains documents	scanned at the	e device ar	nd sent to the

The default folder name is generated by combining your computer name with the product model name. To use a different name, type the name in the field. When using the Send-to-Folder feature on the product, this new folder name will be visible in the **Quick Access Folders** list of the **Scan to Desktop** menu on the product control panel.

The default folder location on your file system is C:\Program Files\Hewlett-Packard \HPSSW_Scans\. To use a different location, click Browse and navigate to the desired location.

Choose the **Create a shortcut to this folder on my desktop** option to have the Scan Setup Wizard create a desktop shortcut to the new folder for easy access to the scanned documents.

8. After the new folder is created, a confirmation screen appears. Click **Finish** to exit the Scan Setup Wizard, or click **New Folder** to go through the setup process again so you can create another folder for scanned documents.

Figure 2-7 Setup completed screen

Your folder has been successfully created.		
Send to desktop has been enabled on the device.		
A shortcut to your desktop folder has been created on your device named:		
myfoldername_M3027		
A shared folder has been created on your computer: C:\Program Files\Hewlett- Packard\HPSSW_Scans\myfoldername_M3027		
A shortcut was created on your desktop titled:		
myfoldername_M3027		
Click Continue to add or remove more folders or click Finish if done.		
Continue		
< Back Finish Cancel		

3 Deleting a network folder

The following procedure explains how to use the Scan Setup Wizard to delete a network folder on a computer.

1. On the Scan Setup Wizard welcome screen, specify the device from which you want to delete the folder.

Figure 3-1 Scan setup welcome screen	
Scan Setup Wizard	×
Scan Setup Wizard Welcome to the Scan Setup Wizard.	
This wizard will help you create and remove network folders connected to your device. Future documents scanned from the device can be saved in this folder automatically.	
Please specify the device from which you want to scan documents.	
Help me find my device on Network, or let me specify it manually.	
Device:	
 IP Address (IPv4) Host name Hardware address (MAC) 	
< Back Next > Cancel	

You can specify the device by providing one of the following idengifiers:

- An IPV4 IP address (for example, 10.1.12.10)
- The product host name
- The hardware (MAC) address of the network device in the product

If you do not know any of the network information for the product, click **Help me find my device on the network**. The network is scanned and compatible devices are displayed on the **Devices Found** screen. Choose the device that contains the folder you want to delete and click OK.



Select the device from w	hich documents will be scanned.	
	Sort Order: Default	•
• HP LaserJet M302 IP Address: 192 Hardware Addr Host Name: NP	2 7 MFP 2.168.0.10 ess: 001A4B12C3C9 112C3C9	
C Device not listed	(you need to specify it manually)	

- NOTE: If you do not recognize any of the devices that are listed, choose **Devices not listed...**, click **OK**, and then specify the device IP address, host name, or hardware address.
- 2. With your device selected, click Next .

3. Click next to **Remove Network Scan Folders from this Device**, select the name of the folder to delete by clicking the checkbox next to the folder name, and click **Next**.

Figure 3-3 Add or remove folders screen

Ø	Add or Remove Folders Follow prompts below to add or remove folders.
Dev	vice IP Address: 192.168.0.10
Sele	ect which operation to perform (Add or Remove Folders).
07 ⊙	Add a Network Scan Folder to the Device Remove Network Scan Folders from the Device
	MYCOMPUTER_M3027 MYCOMPUTER_M3027_2 MYCOMPUTER_M3027_3
	4
	< Back Next > Cancel

4. Confirm the removal of the folder by clicking **Remove**.

Figure 3-4 Confirm folder removal screen

P	Confirm Folder Removal These Quick Access Folders will be removed from the dev	ice.
Dev	ice IP Address: 192.168.0.10	
	MYCOMPUTER_M3027 Network Path: \\MYCOMPUTER\MYCOMPUTER_M3027 Creator: MYUSERNAME	
4		

Warning: Removed Folders can not be reconnected after removal.



5. The removal of your folder is confirmed. Click **Continue** to add or remove more folders or click **Finish** to exit the Scan Setup Wizard.

Figure 3-5 Folder removal completion screen

Your folders have been successfully removed.
The selected Quick Access Folders have been removed from the device.
Click Continue to add or remove more folders or click Finish if done.
< Back Finish Cancel

4 Sending a scanned document to the desktop

After successfully creating a network folder with the Scan Setup Wizard, use the following procedure to scan a document and send the resulting file to a network folder.

- 1. On the product that is linked to the network folder, place the document to be scanned face-down on the scanner glass.
- 2. From the control-panel Home screen, touch Scan to Desktop.

Figure 4-1 Control panel snapshot

🕼 HP Laser Jet M3027 MFP Ready	Black Copies: 📘 🔞
Copy Make copies from an original document	x advance of more of more an unbers
Scan to Desktop Send a document to a share on a personal computer	o Storage an and store a job
2007-Jun-28 04:07 AM	Network Address

3. In the Quick Access Folders list, touch the network folder name to which you want to send the scanned document.

🕜 💿 Order transfer kit-Less than 100 pages 🔢 Black Copies: 🚹			
< Back Job Folders		Retrieve	Create
Job Folders Public Cindy	Select a job folder from the list at left. Then select a stored job to view information about that job.		
Delete Print List			

- 4. To specify the file name for the scanned document, touch [Untitled].
- 5. Use the touchscreen keypad to type the file name, and then touch OK.
- 6. To change any of the scanning options, touch More Options and make the desired changes to any of the option categories. Changes affect the current scan only.

- 7. Press the Start key.
- 8. If authentication is required, touch the User Name, Password, and Domain fields separately and use the touchscreen keypad to type the required credentials. Then touch OK.

The scanned image is sent to the selected desktop network folder.

© 2007 Hewlett-Packard Development Company, L.P.

www.hp.com