

HP Scan Setup Wizard  
v1.1.0.30  
User Guide





# HP Scan Setup Wizard v1.1.0.30

## User Guide



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# 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.



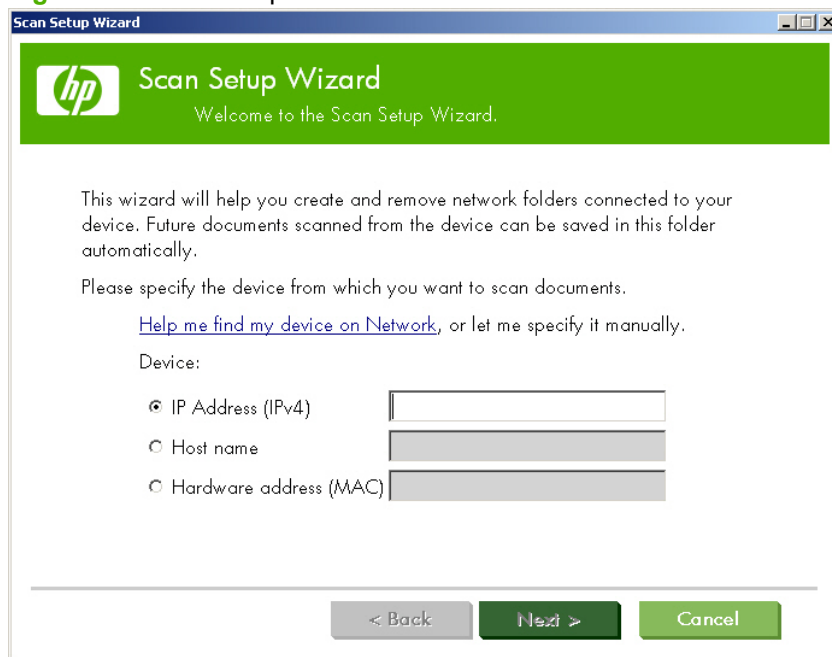


## 2 Creating a network folder

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

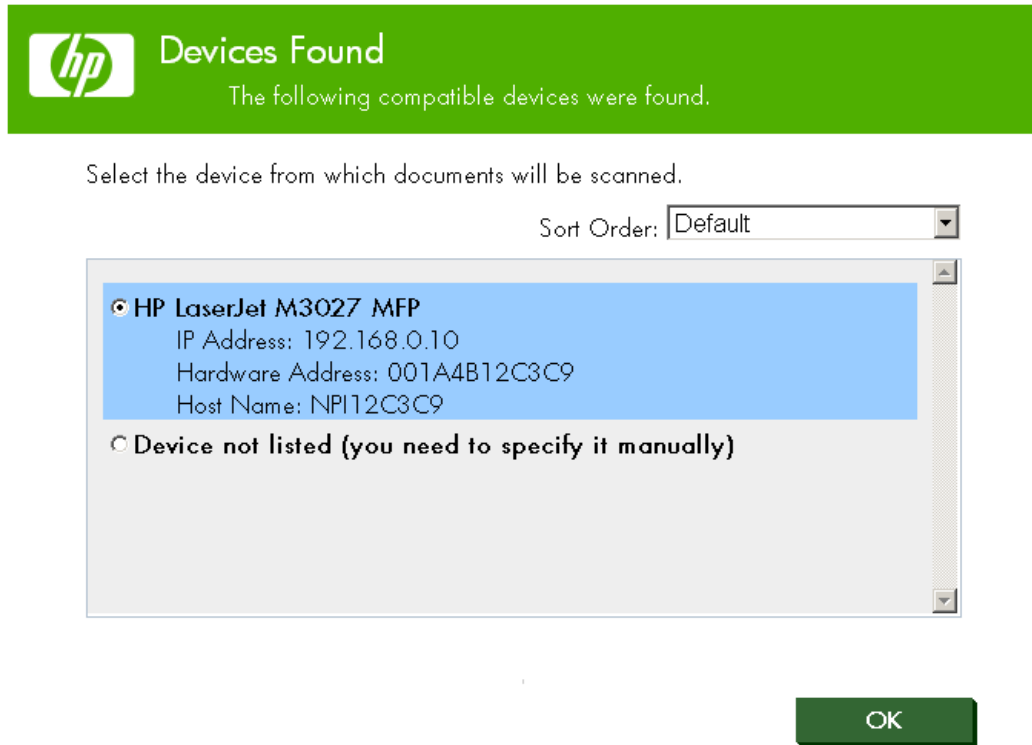


You can specify the device by providing one of the following identifiers:

- 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**.

**Figure 2-2** Compatible devices screen



**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

**hp** Add or Remove Folders  
Follow prompts below to add or remove folders.

Device IP Address: 192.168.0.10

Select 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

< Back   Next >   Cancel

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.

**Figure 2-4** Authentication screen

Scan Setup Wizard

**hp** Authentication  
Configure user credentials.

The device can be configured so the user does not have to sign in each time or to require the user to sign in each time. Check the box to not require the user to sign in each time.

Store user name and password.

Domain: MYCOMPANY

User Name: john.doe

Password: ●●●●●●●●●●

< Back   Next >   Cancel

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 settings screen

Scan Setup Wizard

**hp** Folder Settings  
Configure the default options for the folder.

Enter the default scan settings that you want to use when scanning to this folder.

Scan Type: Color Scan

Resolution: 150 dpi

Document Type: PDF


Quality: 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**

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 **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.

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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

**hp** Folder Name  
Configure the default name and location for the folder.

**HP LaserJet M3027 MFP (192.168.0.10)**

Folder name:

Location:  **Browse...**

Create a shortcut to this folder on my desktop.

Note: If the box is checked, a shortcut will be created on your desktop for easy access to the folder that contains documents scanned at the device and sent to the folder.

**< Back** **Create** **Cancel**

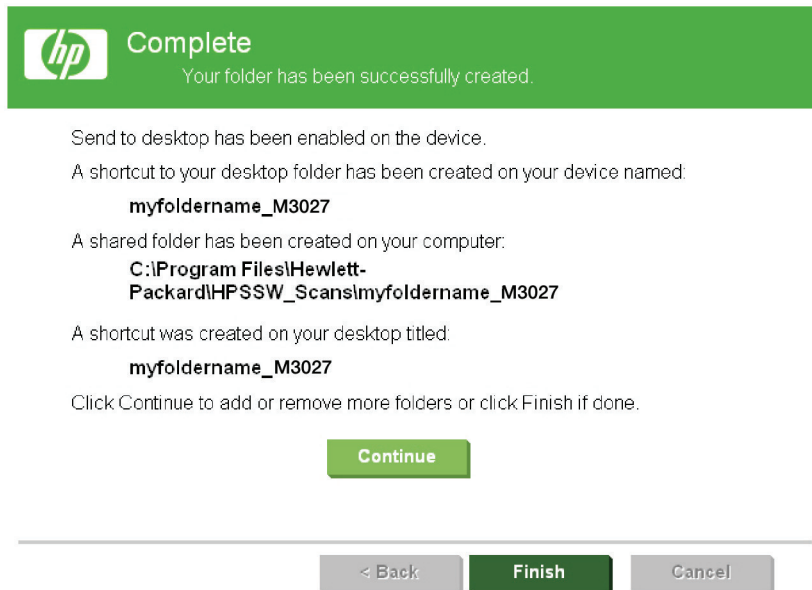
The default folder name is generated by combining your computer name with the product model name. To use a different name, type the name in the field. When using the Send-to-Folder feature on the product, this new folder name will be visible in the **Quick Access Folders** list of the **Scan to Desktop**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





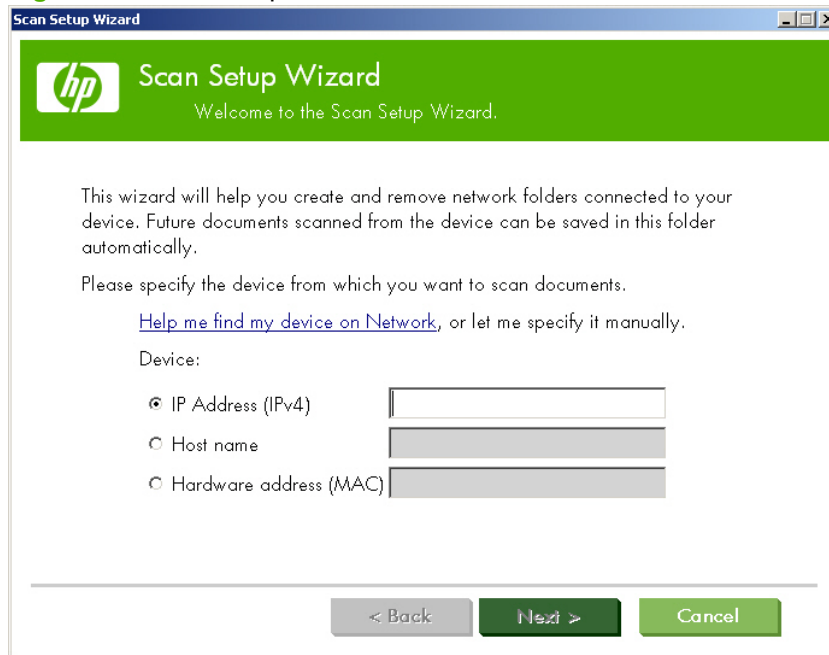


## 3 Deleting a network folder

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

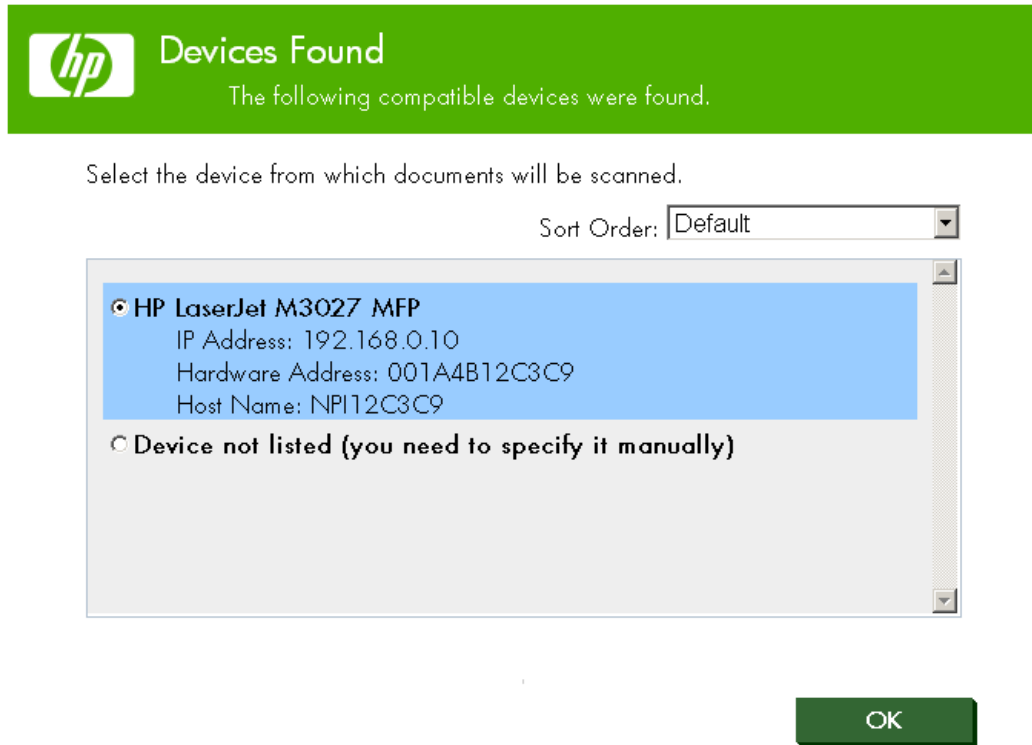



You can specify the device by providing one of the following identifiers:

- 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**.

**Figure 3-2** Device found screen

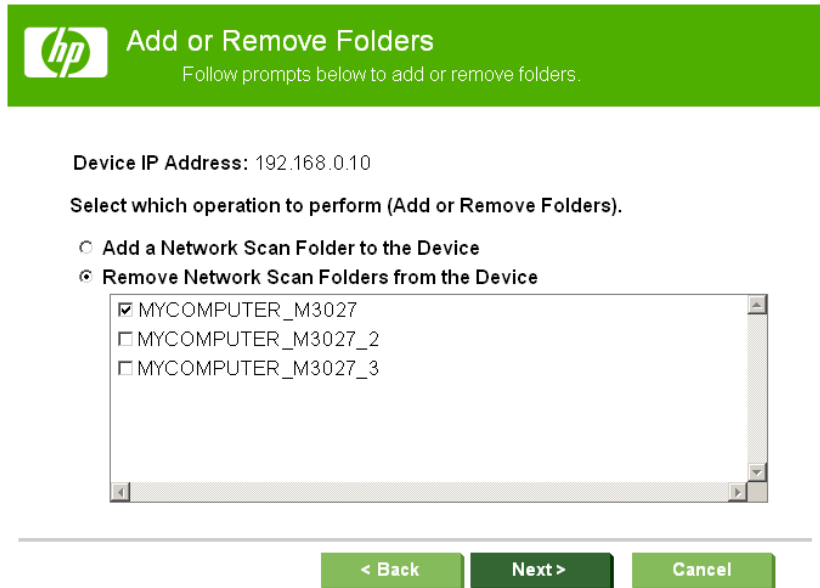


 **NOTE:** If you do not recognize any of the devices that are listed, choose **Devices not listed...**, click **OK**, and then specify the device IP address, host name, or hardware address.

2. With your device selected, click **Next**.

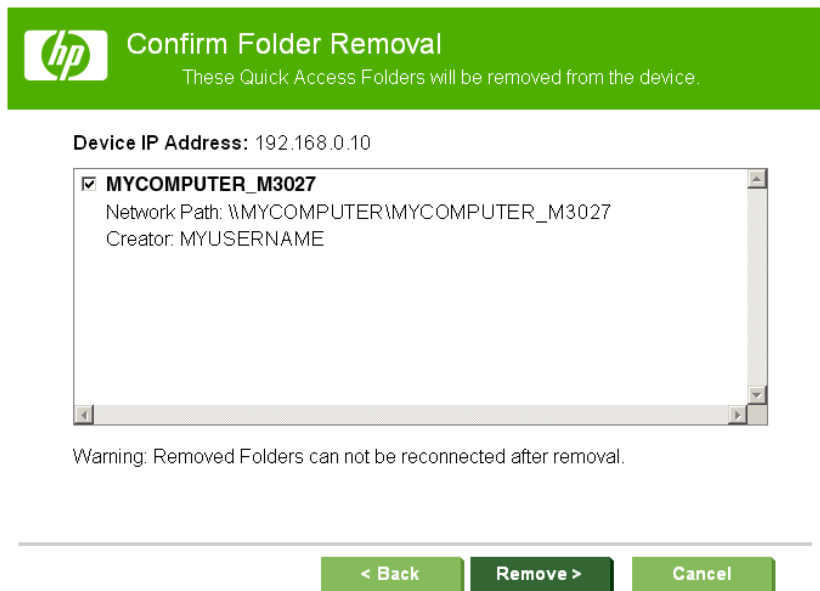
3. Click next to **Remove Network Scan Folders from this Device**, select the name of the folder to delete by clicking the checkbox next to the folder name, and click **Next**.

**Figure 3-3** Add or remove folders screen



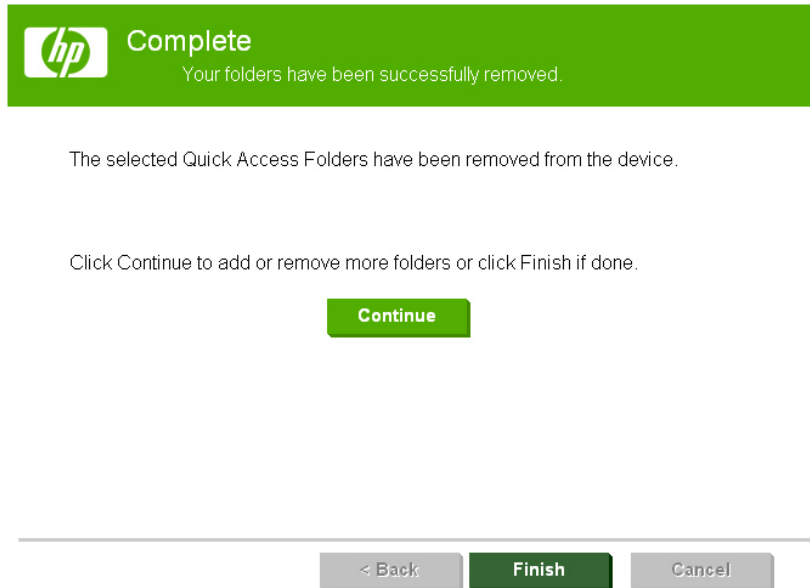
4. Confirm the removal of the folder by clicking **Remove**.

**Figure 3-4** Confirm folder removal screen



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

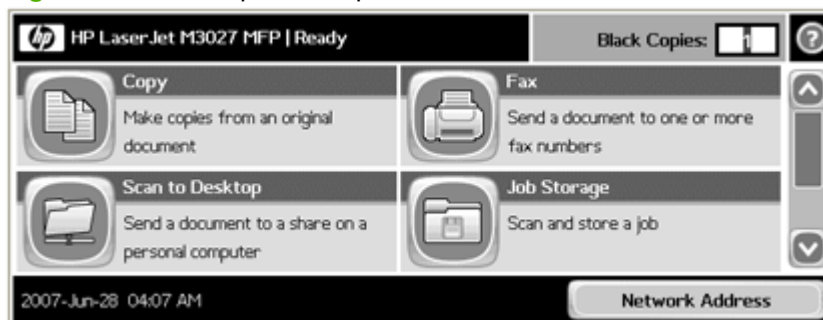


## 4 Sending a scanned document to the desktop

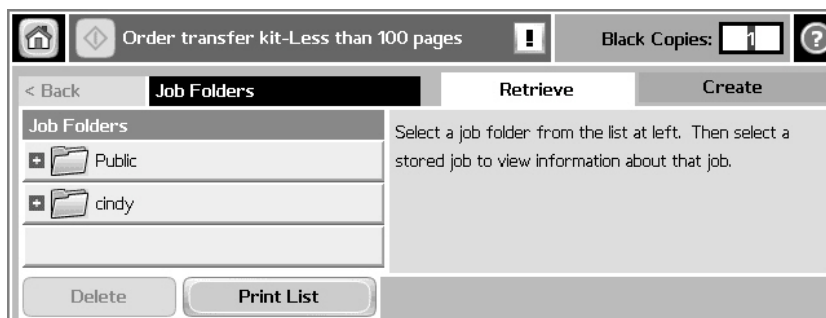
After successfully creating a network folder with the Scan Setup Wizard, use the following procedure to scan a document and send the resulting file to a network folder.

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



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



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.



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