

HP MFP - macOS: Setting Up Scan to Network Folder

| **Public**

Last Modified Date: 2013-06-12

Environment

Mac OS

macOS

Macintosh

Scan to Network Folder

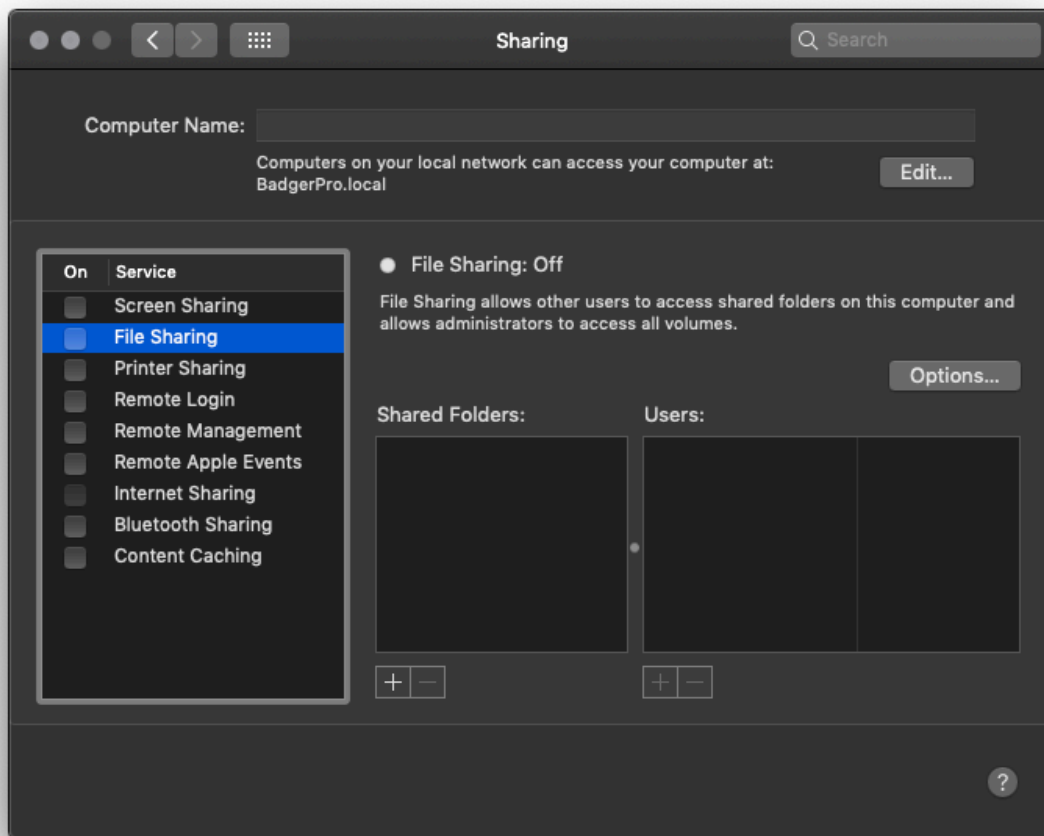
FutureSmart

The HP FutureSmart series of multi-function printers (MFPs) support scanning documents to a folder shared on the network. For best results when using this feature, always ensure the HP MFP is running the latest available firmware.

Below are the procedures for setting up Scan to Network Folder for macOS.

Set up the Macintosh to allow SMB file sharing and configure a shared folder.

1. Open System Preferences and select Sharing:



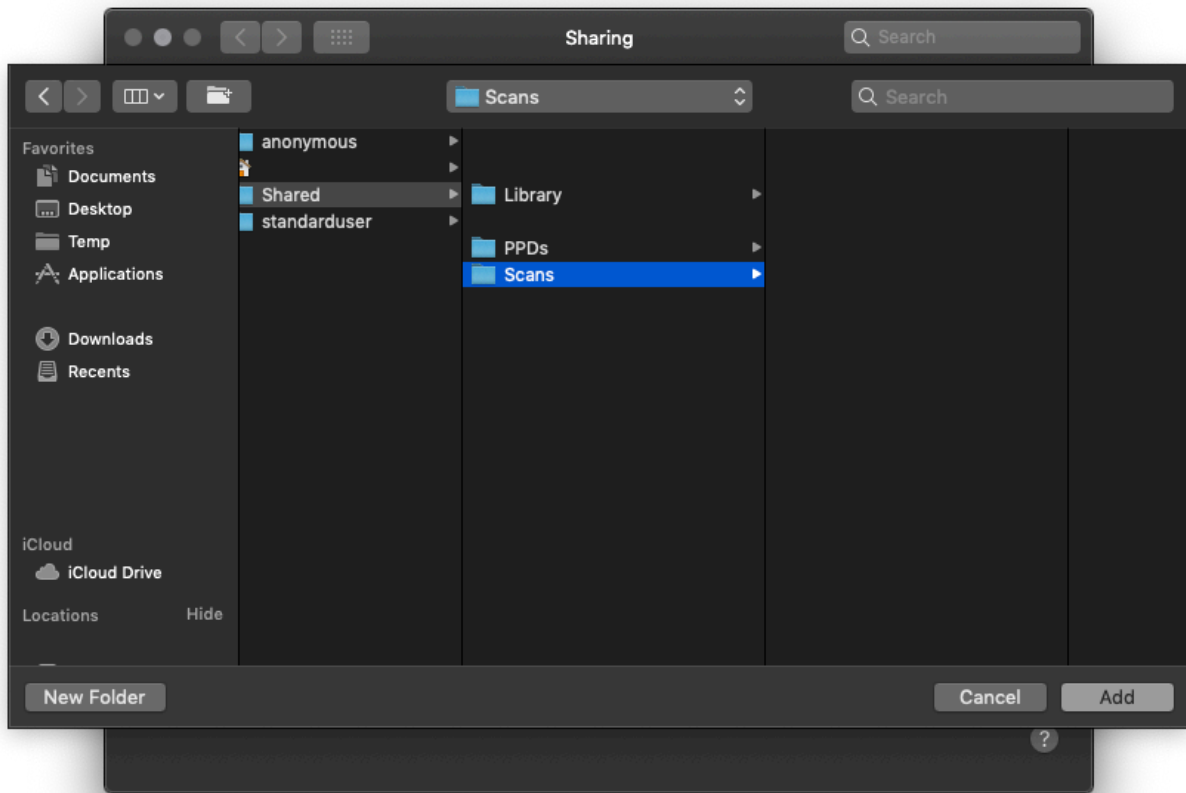
2. Turn On File Sharing by selecting the box next to File Sharing. Click on the “Options...” button.



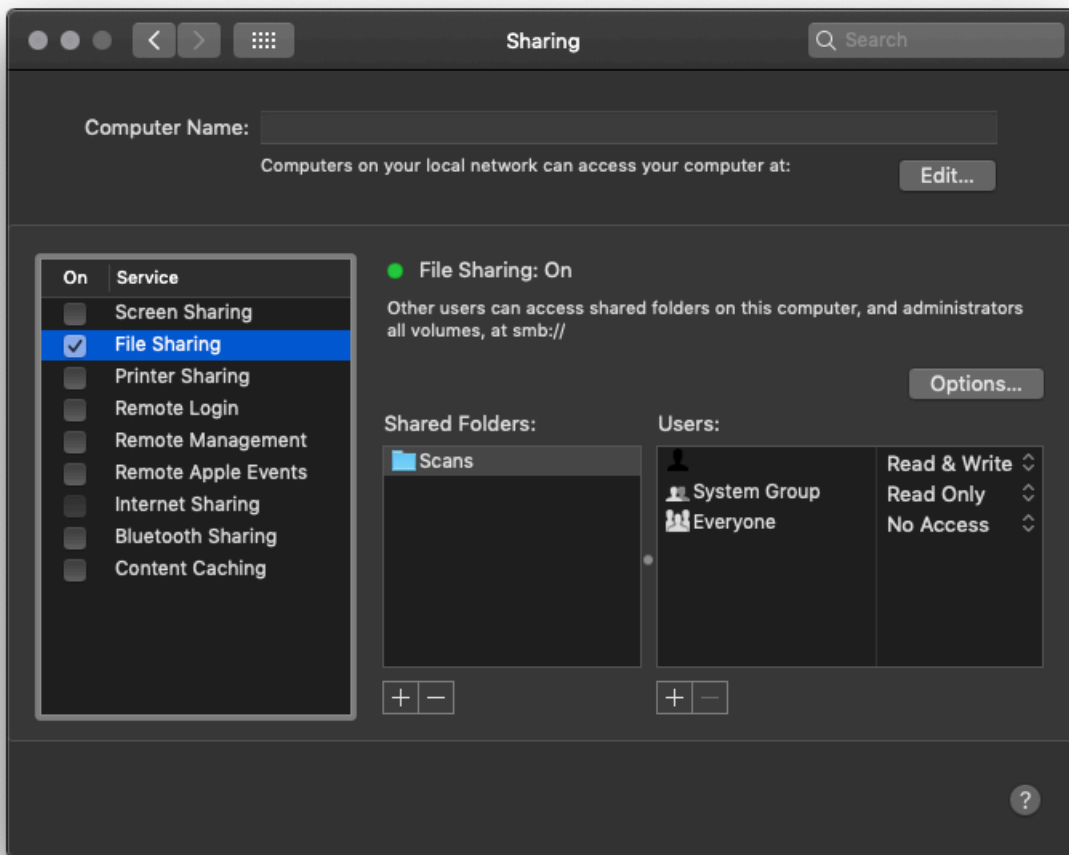
3. Check the box next to "Share files and folders using SMB"

Make sure the user account that will be using scan to network folder is in the accounts list and "On". If there is not a check next to the account, select the check box to enable SMB files sharing for that account. Click Done.

4. Add the folder that will be shared to the MFP. Click the "+" button under Shared Folders and navigate to the folder that will be shared. Highlight the folder and select Add.



5. Verify the permissions on that folder. Make sure the user that will be signing into the MFP has Read & Write access to that folder.

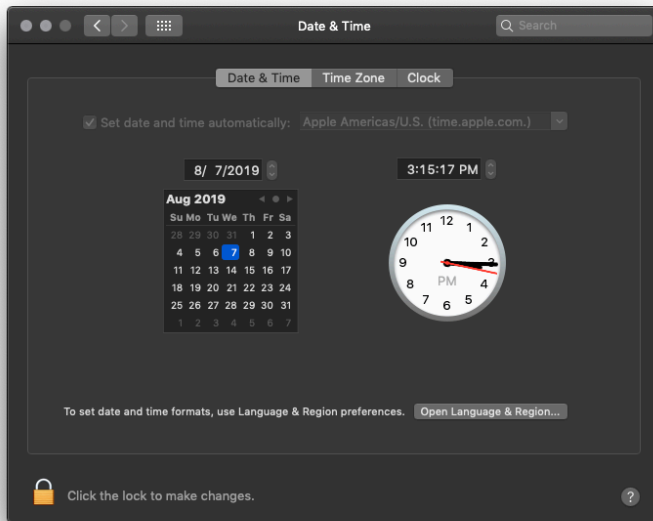


6. Close the sharing preferences.

Verify that the Time, Date and Time Zone on the MFP match the macOS

If the date/time and time zone differ by too much between the MFP and the macOS, an authentication error will occur. This typically shows as an “Invalid folder credentials” error when verifying.

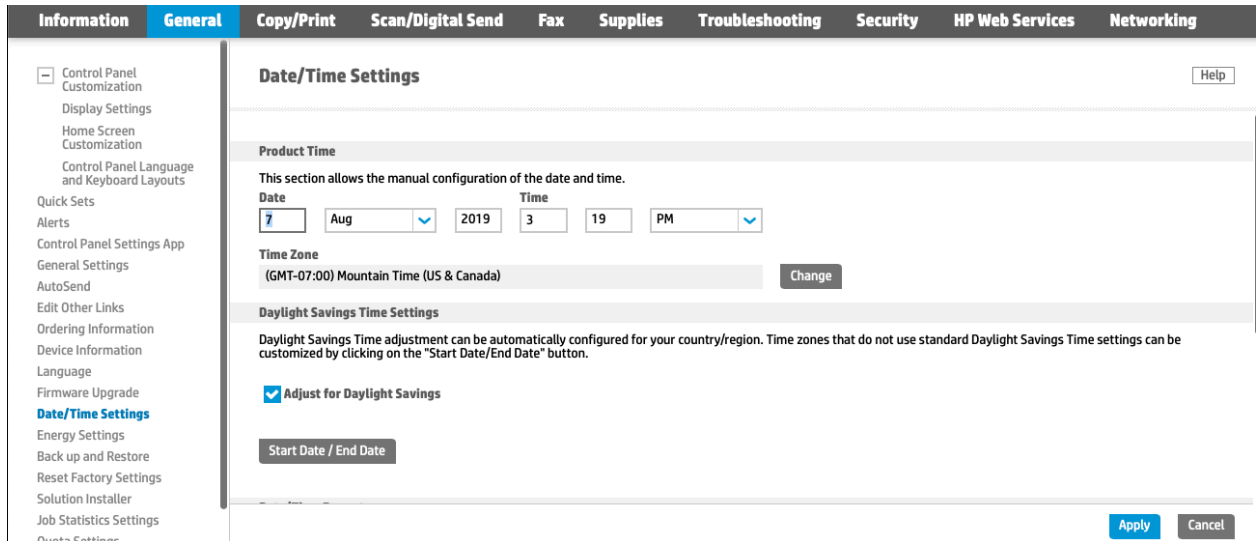
1. In System Preferences on the Macintosh select Date & Time



2. Make note of the Date and Time.
3. Select Time Zone



4. Make note of the Time Zone
5. Open the embedded web server for the HP MFP by entering the printers IP address into the address field of a web browser.
6. Select General at the top of the page
7. Select Date/Time Settings from the menu on the left.



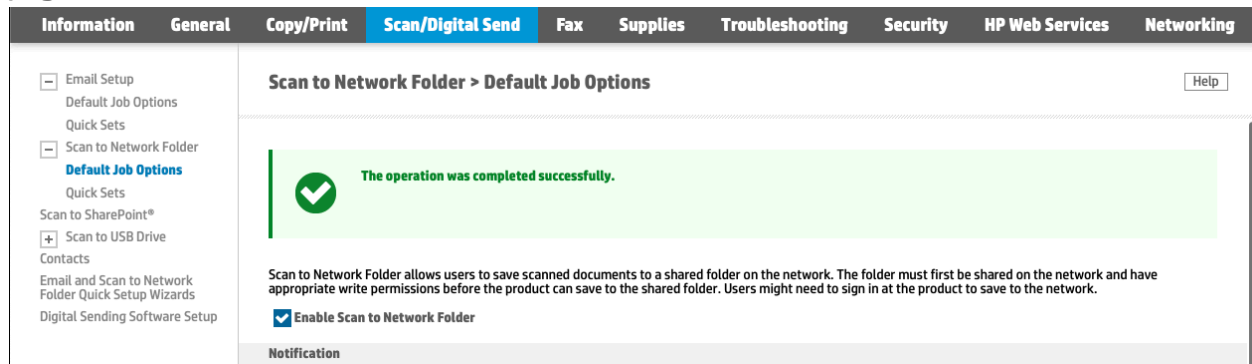
- Verify the Date/Time and Time Zone on the MFP match the Macintosh with the shared folder.

Set up Scan to Network Folder on the HP MFP.

1. Open the embedded web server for the HP MFP by entering the printer's IP address into the address field of a web browser.

2. Select the Scan/Digital Send tab at the top of the window. If required, select Scan to Network Folder.

Click the check box to Enable Scan to Network Folder and click Apply at the bottom of the page.



3. Select Quick Sets and then select Add.

This will open the Quickset Wizard.

Give the Quick Set a descriptive name and, if desired, a brief description of where the file will be saved.

Note: The Quick Set Name is how the folder will appear on the MFP.

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Email Setup
Default Job Options
Quick Sets

Scan to Network Folder
Default Job Options

Quick Sets

Scan to SharePoint®

Scan to USB Drive
Contacts

Email and Scan to Network Folder Quick Setup Wizards

Digital Sending Software Setup

Quick Sets Setup

Set the Quick Set name, description, and options for user interaction at the control panel.

Quick Set Name *
Scan to macOS X

Quick Set Description:
This will save scanned documents to a shared folder on macOS X

Quick Set Start Option:

Enter application, then user presses Start

Start instantly when selected from the Home Screen

Previous Next Finish Cancel

4. Click Next

5. The following screen allows the user to add a new network folder location to the Quick Set. Select the button for Save to shared folders or FTP folders. Then click the "Add" button.

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Quick Sets Setup

Folder Settings

Standard shared folders are a simple UNC path without any variables. Personal shared folder paths are retrieved after a user signs in. An example would be a user's Home folder specified in Microsoft Active Directory.

Save to shared folders or FTP folders

Click Add to create a destination

Add... Edit... Remove...

Save to a personal shared folder
Requires user sign-in and information specific to the user to create folder path.

Send only to folders with read and write access
This option supports folder verification and job notifications.

Verify folder access prior to job start
When unchecked, users can save jobs more quickly but jobs may fail if the folder is unavailable.

Allow sending to folders with write access only
This option does not support folder verification or job notifications.

Previous Next Finish Cancel

6. This opens the dialog for setting up the shared folder path.

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Add Network Folder Path

Save to a standard shared network folder
UNC Folder Path: *

 (\\path\path)

Custom Subfolder:

 Appends a custom subfolder at end of the folder path.
 Restrict subfolder access to user

Folder Path Preview:

 Update Preview
 Some Custom Subfolder values will be updated only when the Quick Set is used.

Authentication Settings:

Windows Domain: **User Name:** **Password:**

Save to an FTP Server
 A Workstation or Server that has a File Transfer Protocol (FTP) service installed and configured.

7. The following items are required when setting up the path:

- Authentication Settings: Select Always use these credentials
- UNC Folder Path: This is the path to the shared folder on the Macintosh. It is formatted as: \\(ip address of Macintosh)\(Shared folder name) or \\(fully qualified domain name of Macintosh)\(Shared folder name)
- Windows Domain: This can typically be left blank. The username authentication is local to the macOS.
- Username: This is the username of the account that will be used to scan to the Macintosh. This user must have read & write access to the shared folder listed in the network path above.
- Password: This is the password for the username that will be used to access the shared folder.

8. Click on Verify Access.

9. The MFP will try and access the shared folder and write a sample file. It will then delete the sample file. This process may take a couple of minutes.



10.If all goes well a success message will be displayed.



The operation was completed successfully.

Click OK.

11.The new shared folder path will now display in the list under Save to shared folders or FTP.

The screenshot shows the 'Quick Sets Setup' wizard in the 'Scan/Digital Send' tab. The left sidebar lists various setup options, with 'Quick Sets' expanded to show 'Scan to Network Folder'. The main area is titled 'Folder Settings' and contains the following options:

- Save to shared folders or FTP folders** (Selected):
 - Network Folder Path**
 - \\10.20.30.40\Scans
 - Buttons: Add..., Edit..., Remove...
- Save to a personal shared folder**

Requires user sign-in and information specific to the user to create folder path.
- Send only to folders with read and write access**

This option supports folder verification and job notifications.

 - Verify folder access prior to job start**

When unchecked, users can save jobs more quickly but jobs may fail if the folder is unavailable.
- Allow sending to folders with write access only**

This option does not support folder verification or job notifications.

Navigation buttons at the bottom: Previous, Next, Finish, Cancel.

12.The next few pages walk through the various default options to be used when creating the file that will be sent to the shared folder. Select Next.

13.Notification Settings: allow a user to receive an alert each time a job is sent or if a job fails.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

[-] Email Setup
Default Job Options
Quick Sets
[-] Scan to Network Folder
Default Job Options
Quick Sets
Scan to SharePoint®
+ Scan to USB Drive
Contacts
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Digital Sending Software Setup

Quick Sets Setup

Notification

Condition on Which to Notify

- Do not notify
- Notify when job completes
- Notify only if job fails

Note: The email address associated with a user's account is used for job notification when a user signs in at the product. If not signed in, the user must enter an email address before notification is sent. The product must also be set up to use an SMTP server for sending email jobs.

Previous **Next** Finish Cancel

14. Scan Settings: setup the default scan options for a job using this Quick Set.

Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

[-] Email Setup
Default Job Options
Quick Sets
[-] Scan to Network Folder
Default Job Options
Quick Sets
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+ Scan to USB Drive
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Scan Settings

Original Size Any Size	Original Sides 1-sided <input type="checkbox"/> Pages flip up	Scan Mode Standard document
Optimize Text/Picture Mixed	Content Orientation Portrait	Sharpness 3 - (Normal)
Background Cleanup 3 - (Normal)	Darkness 5 - (Normal)	Contrast 5 - (Normal)
Image Preview Make optional	Cropping Options Do not crop	

Automatic tone
Checking this box sets the Darkness, Contrast, and Background Cleanup settings automatically.

Automatically Straighten
When enabled, pages that are skewed during scanning will automatically be straightened.

Multi-feed Detection
When enabled, scanning will stop if the product detects multiple pages being fed at one time. When disabled, this feature will not stop scanning when multi-feeds are detected.

Previous **Next** Finish Cancel

15. File Settings: set the default options for the destination file type.

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 Digital Sending Software Setup

Quick Sets Setup

File Settings

File Name Prefix: Not user editable
File Name: User editable
File Name Suffix: Not user editable

File Name Preview: [Untitled].pdf Update Preview

File Numbering Format: Add numbering when job has just one file (ex. _1-1)
 Used when the job is divided into multiple files

Resolution:
Quality and File Size:

High Compression (smaller file) Resolution must be set to 300 dpi.
 PDF Encryption User will be prompted to enter a password to encrypt the PDF when sending or saving the file.

Color/Black:
 Suppress Blank Pages Blank pages within the original document are not saved.

Meta Data File Format:

Create Multiple Files
 Scan pages into separate files based on a specified number of pages.

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Previous Next Finish Cancel

16. After clicking next on the File Settings a Summary page will be displayed. Click Finish.


Information General Copy/Print **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

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Quick Sets Setup

Summary

Review settings and click Finish to save the Quick Set. Select Previous to change settings.



Scan to macOS
This will share scanned documents to a shared folder on macOS X.

- Network Folder Path: [Group \(1 members\)](#)
- File Type PDF

Previous Next Finish Cancel

17. The scan to folder Quick Set is now ready to be used on the MFP.

- Email Setup
 - Default Job Options
 - Quick Sets
- Scan to Network Folder
 - Default Job Options
 - Quick Sets**
- Scan to SharePoint®
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Scan to Network Folder > Quick Sets Help



The operation was completed successfully.

Quick Sets are pre-configured sets of options that allow users to easily start a job without having to manually configure frequently used job settings. A Quick Set can be accessed from the Home screen or from the app associated with the Quick Set. Quick Sets are saved as unique jobs that do not impact the default options of the apps.

Quick Set Name	Status	Quick Set Type
<input type="checkbox"/> Home Screen		
<input type="checkbox"/> Quick Sets		
<input type="checkbox"/> Scan to macOS	<input checked="" type="checkbox"/>	Scan to Network Folder

Quick Sets that are displayed on the control panel can only be moved using the [Control Panel Customization](#) page.

Depending on the option selected during setup, the Quick Set will either be available directly on the MFP control panel or under the Quick Sets folder on the MFP control panel.