HP MFP - macOS: Setting Up Scan to Network Folder

| Public

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:
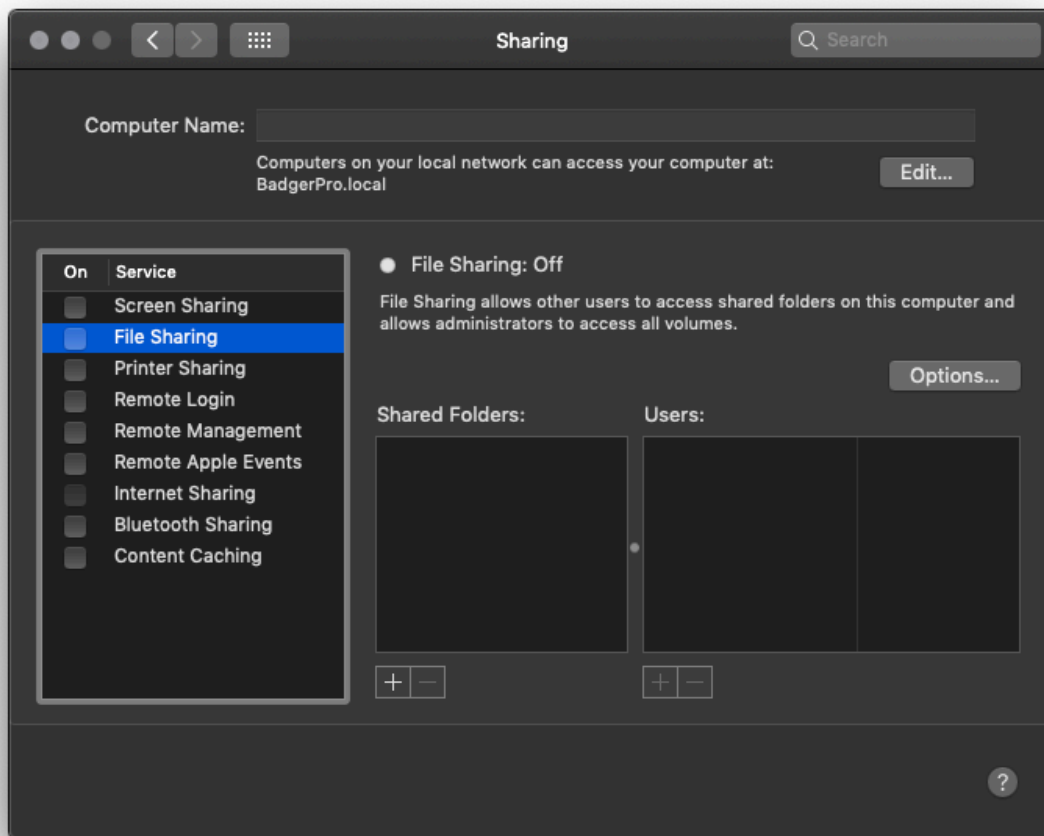
2.Turn On File Sharing by selecting the box next to File Sharing. Click on the "Options…" button.

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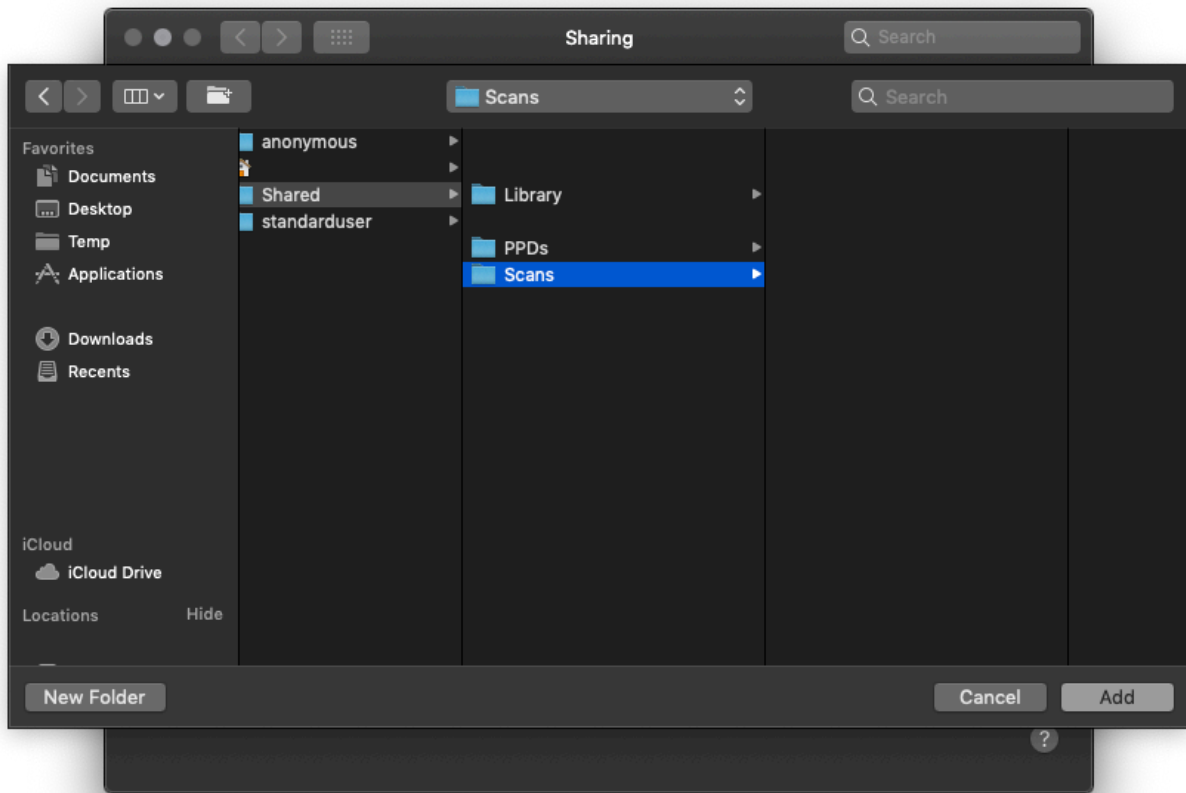
5. Verify the permissions on that folder. Make sure the user that will be signing into the MFP has Read & Write access to that folder.
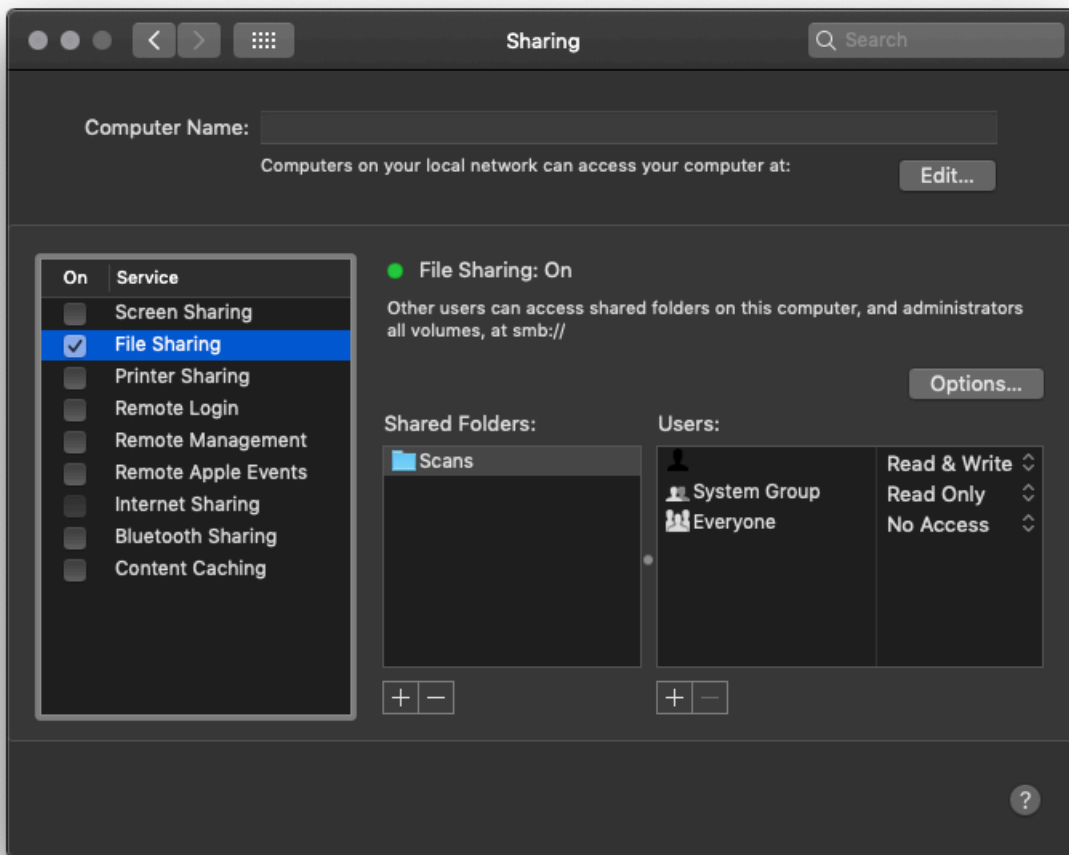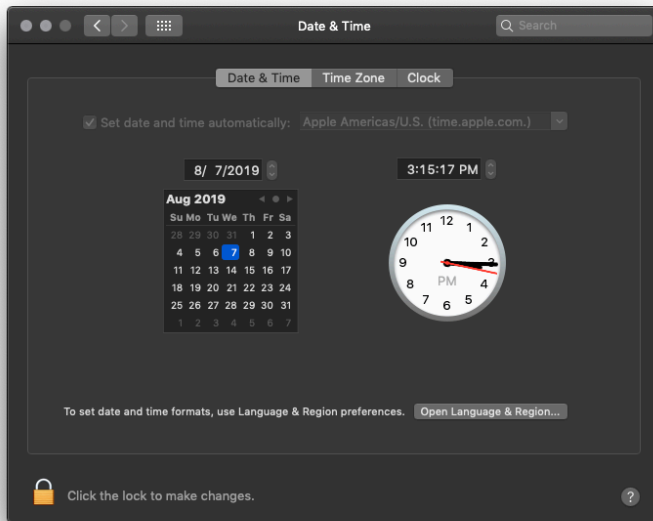
6.Close the sharing preferences.

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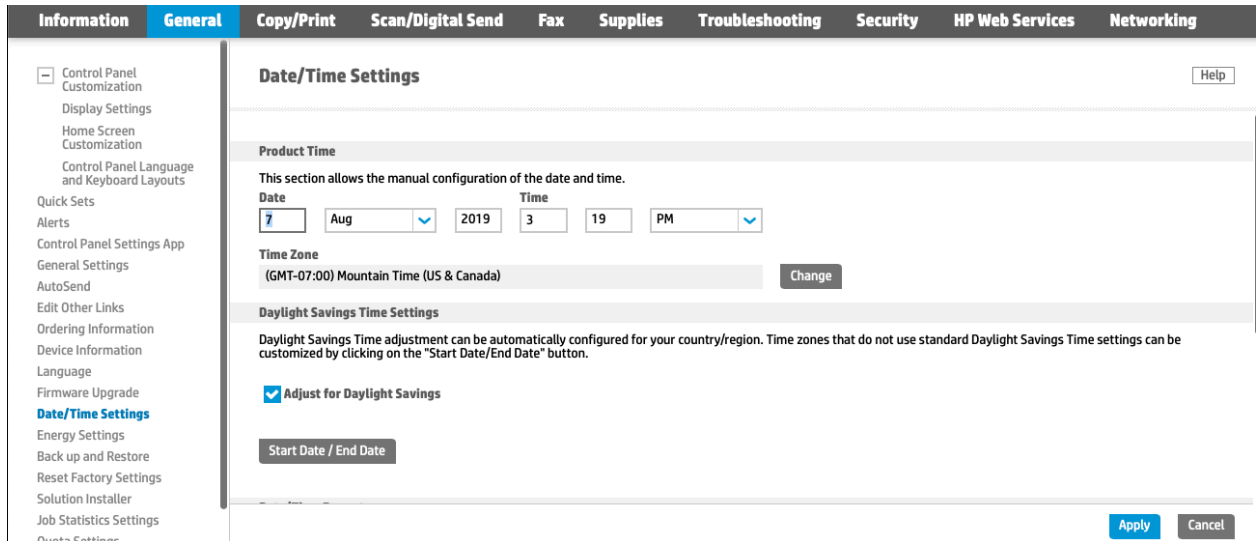
1. In System Preferences on the Macintosh select Date & Time

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.

8. 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 printers 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.
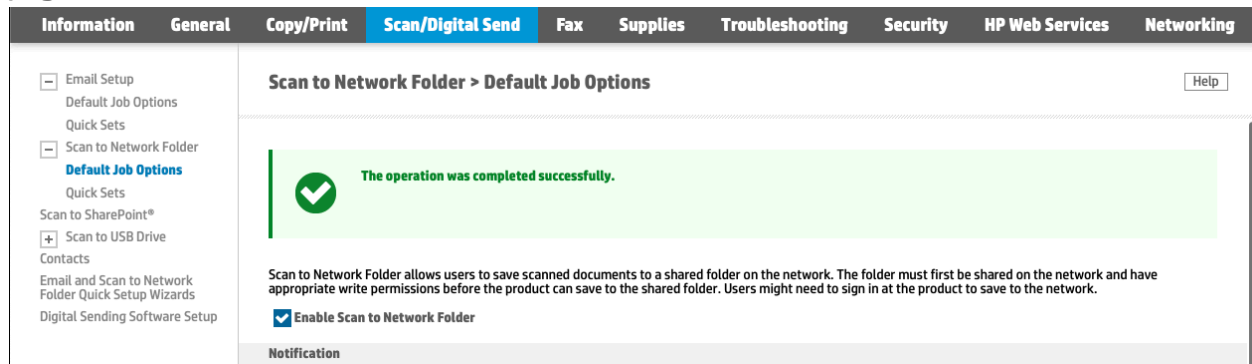
3. Select Quick Sets and then select Add.
This will open the Quickset Wizard.
Give the Quick Set a descriptive name and if desired a brief description of where the file will be saved.

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

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.

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

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.

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.

Quick Sets Setup

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

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.

Quick Sets Setup

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

Scan Settings

Original Size
Any Size

Original Sides
1-sided
☐ 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.

Quick Sets Setup

File Settings

File Name Prefix:

[👤▾ | +]

Not user editable

File Name *

[Untitled]

☑ User editable

File Name Suffix:

[| +]

Not user editable

File Name Preview:

[Untitled].pdf

[Update Preview]

File Numbering Format:

[_X-Y   ▾]

Used when the job is divided into multiple files

☐ Add numbering when job has just one file (ex. _1-1)

File Type

[PDF   ▾]

☑ User editable

Resolution

[150 dpi   ▾]

Quality and File Size

[Medium   ▾]

☐ 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

[Automatically detect color or black ▾]

☐ Suppress Blank Pages

Blank pages within the original document are not saved.

Meta Data File Format:

[None   ▾]

☐ Create Multiple Files

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

OCR Technology by [I.R.I.S.], copyright 1987-2019. All Rights Reserved.

[Previous] [Next] [Finish] [Cancel]

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

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]

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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®
Scan to USB Drive
Contacts
Email and Scan to Network
Folder Quick Setup Wizards
Digital Sending Software Setup

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
⊟	**Home Screen**		
⊟	**Quick Sets**		
☐	Scan to macOS	✅	Scan to Network Folder

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

[Add...] [Edit...] [Copy...] [Remove...]　　　　　　　　　　　　　　　　　[Manage All Quick Sets]

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.