HP OfficeJet Pro 80xx/90xx – Setting up Scan to Network Folder for macOS

This document will walk though setting up a shared folder in macOS X and configuring the printer to scan to that shared folder.

Step 1: Configure a shared folder on the macOS client

Create a new folder in macOS X that will be used as the destination for scans originating from the MFP

Open System Preferences. In the Apple menu or in the dock select System Preferences.

Select Sharing.

Select the “+” button under the Shared Folders section.

Navigate to the directory where you would like the folder

Select the New Folder button at the lower left of the window

Give the new folder a unique name such as “Scanned Documents”

Select Create. Select Add.
In the Users section verify that the user that will be configured on the MFP has Read & Write access. If not select Read & Write in the drop down next to the user’s name. This may require entering administrator credentials.

Make note of the share address for the macOS client. The address that will be entered into the printers embedded web server to access the macOS client is the address given after the “smb://” in this window.

Example

The Network Path for the shared folder used later will be “\macOS-computer-name.domain\Scanned Documents” many times on a small or home network this will just show as the IP address. The Network Path for the shared folder will be “\192.168.xx.yy\Scanned Documents”

Close System Preferences
Step 2: Configure Scan to Network folder on the MFP

Using the embedded web server on the MFP, create a scan to network folder that saves images and documents to the previously created shared folder.

Open System Preferences and Select Printers & Scanners.

Highlight the printer in the list on the left then select Options & Supplies...

Under the General Tab in Options and Supplies select Show Printer Web Page.

Once the MFP’s web page loads select Settings on the top tabs. In Settings select Preferences in the left side navigation bar. Under Preferences select Date & Time.
Verify that the Current Printer Time is set to the GMT equivalent of the current time on the macOS client. These printers do not support time zones. For the printer to be able to log into a shared folder on the macOS, the GMT date and time on the printer must match up with the local time on the macOS client. A simple internet search for “what is the current GMT time” will show the current time in GMT. This is what you would want to enter for the Date & Time on the printer.

Note: Do not use the Sync Now. It will set the date and time to the local time which may cause authentication to fail when trying to sign into the shared folder.

**Example:**

If it is 1:11pm Mountain Standard Time (MST) on the macOS client. And search for “What is the current GMT time”, a result of 7:11pm GMT is returned. The 7:11pm is the what would be entered into the printer.

**Once the time is entered select Apply. Then Select OK on the following dialog.**
Select the Scan in the tabs at the top of the web page. In the navigation bar on the left select Scan to Network Folder. Next, select Network Folder Setup.

Select the “+” to create a new Network Folder.

In Step 1, enter the Display name that will show on the printer for scanning to this folder. Then enter the Network Path of the shared folder as discussed previously.

**Example:** \192.168.86.30\Scanned Documents

Select Next

In Step 2, under the Log-in Authentication Option section select “Always use the following credentials”
This is the point where the username and password need to be entered. Next to User Name, enter the name of a user that will have Read & Write access to the previously created shared folder on the macOS client. The Password is the password for the username.

**Network Folder Setup**
**Step 2: Log-in Authentication**

<table>
<thead>
<tr>
<th>Log-in Authentication Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ No credentials</td>
</tr>
<tr>
<td>○ Always use the following credentials</td>
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</tbody>
</table>

**Authentication Requirements**
Enter the log-in user name and password for your computer to allow the printer to save scanned documents and images in the network folder.

<table>
<thead>
<tr>
<th>User Name</th>
<th>username</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>*********</td>
</tr>
</tbody>
</table>

*Note:* Your user name and password are stored, encrypted, in the printer memory.

<table>
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<tr>
<th>Security PIN Option (Recommended)</th>
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Create a 4-8 digit security PIN to prevent unauthorized people from saving scanned documents in this network folder. This security PIN must be entered at the printer’s control panel before any scanned documents can be saved to the folder.

<table>
<thead>
<tr>
<th>Security PIN</th>
<th>(Example: 1234)</th>
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<tbody>
<tr>
<td>Confirm Security PIN</td>
<td></td>
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</table>

Select Next

**In Step 3, there are a few other options for default scan settings. Review these options and select any that may be appropriate.**

Select Save and Test

**A window stating “The settings have been saved and tested successfully” will display.**

The settings have been saved and tested successfully.

The Network Folder is now saved and available on the printer’s control panel.
On the printer control panel, you can access the Network Folder by selecting Scan and then Network Folder.