

HP Enterprise, HP Managed - HP Universal Scan Solution User Guide

SUMMARY

Learn how to install, set up, and use the HP Scan application (app).

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1 Introduction

Use this guide to learn how to install, use, and manage the HP Scan application with HP Enterprise and HP Managed printers and scanners.

Users can also use this guide to learn about application features including basic and advanced scanning options such as how to email or save a scanned document as PDF/JPEG, and how to enable **Everyday scan** or **Scan as Editable Text (OCR)** settings.

Requirements

Learn about prerequisites for installing and using the HP Scan app.

Operating System Requirements

HP Scan can be used in the following operating systems:

NOTE: The HP Scan app is 32-bit and will run in 32-bit compatibility mode on all 64-bit operating systems.

- Windows 11
- Windows 10
- Windows 8.1 (32-bit and 64-bit)
- Windows 8 (32-bit and 64-bit)
- Windows 7 (32-bit and 64-bit)

Minimum System Requirements

HP Scan must be used with Windows 7 or newer and the following minimum system requirements:

- 2 GHz processor
- 2 GB RAM
- 170 MB hard disk space for TWAIN and ISIS drivers
- USB 2.0
- 1024x768 SVGA monitor

Recommended System Requirements

The following system requirements are recommended to install and use HP Scan:

- Intel[®] Core[™]2, 2 GHz, Duo Processor or equivalent
- 4 GB RAM
- 1.6 GB hard disk space
- USB 2.0
- 1024x768 SVGA monitor

Supported file types

Learn about file types supported by the HP Scan app.

File Type indicates the file format of the scanned image. Both image file formats (JPEG, BMP, TIFF, PNG, or PDF) and document file formats (Text, Rich text, Word, Excel, CSV, and Searchable PDF) are supported.

The following file types are supported in HP Scan:

NOTE: The supported file types vary depending on the shortcut selected.

Shortcut	Supported file types
Save as PDF	PDF, Searchable PDF, PDF/A(.pdf)
Save as JPEG	JPEG
E-mail as PDF	PDF, Searchable PDF, PDF/A(.pdf)
E-mail as JPEG	JPEG
Save as Editable Text (OCR)	RTF, TXT, DOC, DOCX, XLS, XLSX, CSV, XML
Everyday Scan	All formats allowed

Supported devices

Learn about devices that can use the HP Scan app.

The following multifunction printer (MFP) and scanner families running HP FutureSmart firmware can use the HP Scan app:

- HP LaserJet Enterprise MFP
- HP LaserJet Managed MFP
- HP OfficeJet Enterprise MFP
- HP PageWide Enterprise MFP
- HP PageWide Managed MFP
- HP ScanJet Enterprise Flow
- HP ScanJet Enterprise

- HP ScanJet Pro
- HP Digital Sender Flow

2 Install or Uninstall the HP Scan app

This chapter provides information on how to install and set up, or uninstall and remove, the HP Scan app.

Install the HP Scan app

Use the steps in this chapter to set up and install HP Scan.

There are three methods that can be used to set up and install HP Scan.

- Install the Full software including the basic driver and recommended plug-ins using the install wizard
- Install the Basic driver .exe and recommended plug-ins separately one by one
- Install the Basic driver .msi using a command prompt and manually associate the connection type

Download the driver

The latest driver or full software build is available for download on HP.com.

There are two types of web packs: Full software and a Basic driver.

- Full software includes the HP Scan Device Software and all the associated Plug-ins.
- Basic driver includes only HP Scan Basic Device Software. The Plug-ins must be installed separately.

To download the web pack, follow these steps:

- 1. Go to <u>www.hp.com</u>.
- 2. Select Software & Drivers.
- 3. Select your product type.
- 4. In the search field, type the printer model number, and then select the printer from the autogenerated results.



- 5. Expand one of the following sections.
 - Driver-Universal Scan Driver
 - Basic Drivers

- 6. Click Download.
- NOTE: Click the plus icon to expand the section and view more information such as the version, or fixes and enhancements.
- 7. If you downloaded the Basic driver option, you will also need to download any recommended plug-ins for that scanner.
- NOTE: Plug ins are included in the Full software web pack. You do not need to download these plug ins if you downloaded the Full Feature Software and Driver option.
 - a. Expand the Update section.
 - b. Click **Download** for each recommended plug in such as the **HP Scan OCR Add-on Software** plugin.

The web pack is downloaded. You can view the location where it saved from your browser window, or open the **Downloads** folder on your computer.

Install the software using the Install Wizard

Follow these steps to install the HP Scan software, drivers, and plug-ins using the Set up wizard.

NOTE: Installation using the basic web pack is similar to the full web pack except the basic web pack does not install the plug-ins. The plug-ins will need to be installed separately.

Launch the Set up wizard

Launch the install wizard to start the set-up process.

Do NOT connect the USB cable to the product until prompted.

- 1. Double click the .exe file.
- 2. Select Yes to allow the program to continue.



3. Read the End User License Agreement and Data collection settings, select the check boxes to accept the terms, and then select **Next**.



4. Wait for the wizard to prepare and install the software.



Connect using a USB cable

Finish installing the software using a USB cable.

Do NOT connect the USB cable to the product until prompted.

- 1. Select the connection option.
 - Automatic Setup Make sure the USB is connected and then select this option to automatically detect the connection type.
 - NOTE: If the USB cable is not connected from the device to the computer, then the installer will check for Wired/Wireless connection options.

Connection Options	600
How are you going to connect the device to your computer?	(P)
Automatic Setup (Recommended)	
I want the software to automatically detect the device and connect it to my com	puter.
C Manual Sctup	
I want to choose how to connect the device to my computer.	
	Next

- Manual Setup Select this option to manually select the preferred connectivity set up.
 - a. Select USB and select Next.

Connection Options	()
How are you going to connect the device to your computer?	49
Wireless - Make a wireless connection to the device.	
Wired Network - Connect the device to your network using an Ethernet cable.	
and the second	
USB - Connect the device to this computer using a USB cable.	
Connect later - Do not connect to the device now. I will connect it later.	
	and have

b. When prompted, connect the USB cable to the scanner and wait for the scanner to be detected.



- 2. Wait for the connection and setup process to complete.
- 3. Select **Finish** to complete the installation. A shortcut to HP Scan is created on the desktop and in the Start menu, and the software redirects to the registration screen.



Connect using a wired network

Install the software with a wired network connection.

- 1. Select the connection option.
 - Automatic Setup Select this option to automatically detect the connection type.
 - NOTE: If the device is connected to the computer using USB cable, then the installation will continue with USB connectivity. If USB connectivity is not detected, it will check for Wired/Wireless options.
 - Manual Setup Select this option to manually select the preferred connectivity set up.



- a. Make sure the network cable is connected.
- b. Select Wired Network and select Next.

P Scan Connection Options	
How are you going to connect the device to your computer?	W)
O Wireless - Make a wireless connection to the device.	
Wired Network - Connect the device to your network using an Ethernet cable.	
and the second	
USB - Connect the device to this computer using a USB cable.	
Connect later - Do not connect to the device now. I will connect it later.	
	ale Next
© Connect later - Do not connect to the device now. I will connect it later. Help Ba	ck Next

c. Wait for the scanner to be detected, select the device, and then select **Next**.

Work Check Checking network environment End a device to install: Devices found on the network Model Name HP OfficeJet Pro 9130 Series HP ColorLaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	
Checking network environment	
Checking network environment International and the set of the	
Checking network environment Devices found on the network Model Name HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Colic LaserJet FlowMFP M682	
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Act a device to install: Devices found on the network Model Name IP Address or host name: MAC Address HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	
Act a device to install: Devices found on the network Model Name IP Address or host name: HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	
IP Address or host name: MAC Address Model Name IP Address or host name: MAC Address HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	
Devices found on the network Model Name IP Address or host name: MAC Address HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682 HP Color LaserJet FlowMFP M682	
Devices found on the network Model Name IP Address or host name: MAC Address HP OfficeJet Pro 9130 Series IP Address or host name: MAC Address HP Smart Tank 710-720 series IP Address IP Address HP DeskJet 4200 series IP Address IP Address	
Model Name IP Address or host name: MAC Address HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP HP DeskJet 4200 series HP	
HP OfficeJet Pro 9130 Series HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	IP Address or host name: MAC Address
HP LaserJet Pro MFP 4103 HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	100.000.000 000.000.000
HP Smart Tank 710-720 series HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	tal (Multi Multi adduced Mar
HP DeskJet 4200 series HP Color LaserJet FlowMFP M682	140.000 - 100 and 1000.000
HP Color LaserJet FlowMFP M682	NUMBER OF THE PARTY NAMES OF TAXABLE PARTY.
	tell (Marchenson)
< >	V V
	,

2. Wait for the connection and setup process to complete.

3. Select **Finish** to complete the installation. A shortcut to HP Scan is created on the desktop and in the Start menu, and the software redirects to the registration screen.



Connect wirelessly

Install the software with a wireless connection.

- **1.** Select the connection option.
 - Automatic Setup Select this option to automatically detect the connection type.
 - NOTE: If the device is connected to the computer using USB cable, then the installation will continue with USB connectivity. If USB connectivity is not detected, it will check for Wired/Wireless options.
 - Manual Setup Select this option to manually select the preferred connectivity set up.



a. Select Wireless and then select Next.

Connection Options	(ht
How are you going to connect the device to your computer?	
O Wireless - Make a wireless connection to the device.	
O Wired Network - Connect the device to your network using an Ethernet cable.	
and a second	
O USB - Connect the device to this computer using a USB cable.	
Chier	
Connect later - Do not connect to the device now. I will connect it later.	
Help	Back Next

- b. Wait for the scanner to be detected, select the device, and then select Next.
- 2. Wait for the connection and setup process to complete.

3. Select **Finish** to complete the installation. A shortcut to HP Scan is created on the desktop and in the Start menu, and the software redirects to the registration screen.



Install the plug-ins for the basic web pack

Follow these steps to install the plug-ins needed to complete the basic web pack installation.

Installation using the basic web pack is similar to the full web pack except the basic web pack does not install the plug-ins. The plug-ins must be installed separately. Plug-ins are needed to provide support for specific features or functionalities. After installing the basic driver, follow these steps to install the plug-ins.

NOTE: If you installed the full software, you can skip this step. Plug-ins are automatically installed as part of the full software installation process.

- 1. Locate the plug-in files you downloaded previously.
- 2. Double-click to launch the file and then select **Run**.
- 3. Follow any onscreen prompts to complete the process.
- 4. Repeat for each additional plug in.

Install the basic driver using a command prompt

The app supports command line installation option for silent installs and/or for customizing network installs. For a silent installation, download the Full/Basic web pack, extract the folder, and then search for the .msi file.

- 1. Go to the location where you saved the web pack *.msi* and select the file depending on your system configuration (32-bit or 64-bit).
- 2. Right-click the *.msi* file and select **Properties**.

3. On the General tab, take note of the device name and the path location.

Custom	Detai	5	Previous	Versions
General	Compatibility	Digital Se	gnatures	Security
18	SJ001x64			
Type of file:	Windows Installer P	ackage (msi)		
Opens with:	19 Windows®inst	aller	Change	
Location:	p\Full_Webpack-51	1.0.4639-SJ00	01_Full_Web	pack
Size:	3.33 MB (3,493,888	bytes)		
Size on disk:	3.33 MB (3,493,888	bytes)		
Created:	Today, October 31.	2019, 3 minut	es ago	
Modfied:	Yesterday, October	30, 2019, 10	49:30 AM	
Accessed:	Today, October 31,	2019, 3 minut	es ago	
Attributes:	Read-only	Hidden	Advance	sd

- 4. Open a command prompt window as an administrator.
- 5. Type the following command replacing path with the location you noted previously and replacing devicename with the name you noted previously:





- 6. Wait for the installation to complete.
- 7. After running the command to install the software, go to devicesetuplauncher to provide the connection type.

Add a printer or scanner to the app

To add a device to the HP Scan app, follow these steps.

- 1. Open the HP Scan app.
- 2. Open Settings by clicking the gear icon from the Home screen.

Scan Shortcuts	Scan Shortcut Settings: Everyday Scan	More
	Scan Item Type	Page Sides
611 Jave as FUF	Document	Z-sided(book)
Save as JPEG	Page Size	
Email as PDF	Detect Size	Auto Orient
Email as JPEG		
GE Save as Editable Text (OCR)		
Send to Cloud	Image Color Mode	
Everyday Scan	Color	 Multi Streaming
	Destination	
Create New Scan Shortcut 🗘 🗳	File Type	Send To
	PDF	Local or Network folder +
Job Reservation Enabled +	Show Viewer After Scan	

3. Select the plus icon and select a device.

×
)

4. Select Add to confirm.

- 5. If prompted, select one of the following options to get the latest firmware or software updates available for the device.
 - **Download** Selected by default; this option enables the user to download the latest Software/ Firmware package now from the HP store.
 - **Review and Download** Select this option to first review the details of the available Software/ Firmware package from HP, and then download it from HP store.
 - **Remind me later** Select this option to skip the Software /Firmware update notification and be reminded later (in 30, 60, 90, or 180 days).
- NOTE: This notification displays only if when the user has an active internet connection. You can also manually update the firmware or software as needed.

Remove a device from the app

Remove a device from the HP Scan application.

- 1. Open the HP Scan app.
- 2. Open Settings by clicking the gear icon from the Home screen.

🚄 HP Scan Premium 🔰 🙆 HP ScanJet Flow	(1996) Para B	- ×
Scan Shortcuts Select a task and press the Scan button.	Scan Shortcut Settings: Everyday Scan	More 🕽
Save as PDF	Scan Item Type	Page Sides
Save as JPEG	Page Size	2 - sided (book)
Email as PDF	Detect Size 🗸	Auto Orient
Email as JPEG		
Save as Editable Text (OCR)		
Send to Cloud	Color Mode	
Everyday Scan	Color	Multi Streaming
Create New Scan Shortcut 🏠 🕹	Destination File Type PDF 🗸	Send To Local or Network folder
Job Reservation Enabled +	Show Viewer After Scan	
		Scan Exit

3. Select a device and then click Delete.

🚄 Device Settings	X
HP ScanJet Flow	J
(+)	
Delete Cancel Open	
Select Delete to confirm.	

🚄 Device Settings	×
HP ScanJet Flow	

	(+)
Delete Cano	cel Open

Uninstall the HP Scan app

4.

Learn how to uninstall the HP Scan application.

- 1. From the Start menu, select Control Panel.
- 2. Select Programs and Features.
- 3. Select HP Scan+ Basic Device Software, right-click the option, and then select Uninstall.
- 4. Select OK to confirm.
- 5. Under Devices and Printers, make sure the device has been removed.

Uninstall the HP Scan app using One-Click

Learn how to uninstall the HP Scan app.

To uninstall the full web pack, the One-Click app is an additional feature that can be used to keep track of all HP supported items to uninstall in a list. At the time of uninstallation, this list is displayed. The user can opt to select the items to be uninstalled fully or partially.

1. From the Start menu, select the **HP Scan - Uninstaller** (this is the One-Click Uninstallation app run from the HP directory).



The Uninstaller displays the list of items to be uninstalled.

2. Select all the items to uninstall and then click Next.

Select th unctions	e packages to be uninstalled. If there are other softwares using it, uninstalling the packages may affect the software slity.
	SelectUnselect all
	HP Scan Basic Device Software
	HP EmailSMTP Plugin
	HP OneDrive Plugin
	HP SFTP Plugin
	HP SharePoint Plugin
	✓I.R.I.S OCR_x86
	LRLS OCR_x64

3. After uninstallation is complete, manually remove any failed items.

3 HP Scan App overview

Use the steps in this chapter to get acquainted with the HP Scan app.

HP Scanner Assistant tabs

Learn about the different features and tabs in the HP Scan app.

The HP Scan app has several tabs: Scan, Help, and Tools.

Scan tab

The Scan tab is used to launch the scan interface. It also includes the following options:





- Scan a Document or Photo Use to open the scan interface.
- Scanner Home Page (EWS) When the device is connected to a network, use to open the Embedded Web Server (EWS) to view device, firmware, and network information.

• Manage Scan to Computer - Available when the device is connected to a network, use to enable scanning from the device to the computer.

Help tab

The Help tab includes the following options:

🌍 HP Color LaserJ	et MFP	: HP Scanner Assistant	- 🗆 ×
S can	(?) Help	Tools	Q Search Local
Help			
¥=	Register for	Your Product Online quicker service and more efficient support	

- Online Product Support Use to view online help resources.
- Register Your Product Online Use to register the printer or scanner.

Tools tab

The **Tools** tab varies depending on the product type (printer or scanner) and includes the following options:

Figure 3-1 HP Scan app, Tools tab (printers)



- Device Setup & Software Use to view the printer status and toolbox, etc.
- Update IP Address Use to change the IP address for the printer.
- Data Collection Settings Use to allow HP to collect information to improve printer scan design.

Figure 3-2 HP Scan app, Tools tab (scanners)



- Maintain Your Scanner Use to change settings, defaults, and perform scanner maintenance tasks.
- Device Setup & Software Use to view the scanner status and toolbox, etc.

• Data Collection Settings - Use to allow HP to collect information to improve scanner design.

Overview of the scan home screen

Learn about HP Scan app scan interface home screen including available Scan Shortcuts and basic settings used for Scan Shortcuts before scanning.

Home screen

The home screen first opens after you launch the HP Scan app and select the **Scan a Document or Photo** option. When the scan interface opens, the model name of the connected device is displayed at the top of the home screen.

🚄 HP Scan 🛛 👸 HP Color LaserJet Mi	FP Company
transformer Tran	Adjustments More > Rotate Exposure Auto Exposure Brightness Contrast More > Contrast More > Contrast Contrast More > Contrast
	Destination File Type POF Send To Local or Network folder +
2 🗟 🖻	2/2 Back Save & Back Save Exit

Left pane of the home screen

The left pane of the home screen provides a list of tasks called Scan Shortcuts. Scan Shortcuts enable the user to quickly select the desired scan output and destination in one step.

Locate Features	
Scan Shortcuts Select a task and press the Scan button.	Show/Hide Scan Shortcuts
PDF Save as PDF	^
Save as JPEG	
Email as PDF	
JPG Email as JPEG	
Aa Save as Editable Text (OCR)	
Send to Cloud	~
Create New Scan Shortcut	
Enabled +	

This left pane can also be used to create a new Scan Shortcut with a custom scan output and destination using the **Create New Scan Shortcut** option, or to enable job storage and assign the scan a PIN using the **Job Reservation** option.

Right pane of the home screen

The right pane of the home screen displays the options that can be used to modify the scan settings prior to selecting the **Scan** button. The available options will vary according to the Scan Shortcut selected in the left pane and will be unique to the output and destination. For more information, see the section *Overview of Scan Shortcuts*.

Scan Shortcut Settings: Save as PDF	More 📏
Scan Item Type Document	Page Sides 2 - sided (book)
Page Size Detect Size Source	Auto Orient Resolution (ppi)
Automatic Document Feeder 💙	200 🗸
Image Color Mode Color 💙	Multi Streaming
Destination File Type PDF	Send To
Show Viewer After Scan	

Overview of Scan Shortcuts

Learn about the Scan Shortcuts and settings included in the scan interface of the HP Scan app.

When you first open the HP Scan app and select the **Scan a Document or Photo** option, the Scan Shortcuts display in the left pane of the scan interface home screen.

Scan Shortcuts are a list of tasks used repeatedly that enable the user to quickly select the desired scan output and destination in one step. The shortcuts include scan settings, image processing information, and instructions for the scanned images.

Locate Features	
Scan Shortcuts Select a task and press the Scan button.	Show/Hide Scan Shortcuts
PDF Save as PDF	^
Save as JPEG	
Email as PDF	
IFG Email as JPEG	
Aa Save as Editable Text (OCR)	
Send to Cloud	~
Create New Scan Shortcut 🗘 上	
Enabled +	

The following Scan Shortcuts are a pre-defined list created by HP based on common outputs and destinations:

NOTE: Because these shortcuts are pre-defined, they cannot be renamed or deleted. However, custom Scan Shortcuts can be created for specific outputs and destination depending on the user needs and preferences. For more information, see the section *Create a new scan shortcut*.

- Save as PDF Save the scan as a PDF output to a local or network folder destination.
- Save as JPEG Save the scan as a JPEG output to a local or network folder destination.
- Email as PDF Email the scan as a PDF output to an email recipient.
- Email as JPEG Email the scan as a JPEG output to an email recipient.
- Save as Editable Text (OCR) Save the scan as an editable text (OCR) output to a local or network folder destination.
- Send to Cloud Save the scan as a preferred output and send it to a cloud destination.
- Everyday Scan Save the scan as a preferred output to a local or network folder destination.

Shortcut Settings

After selecting a Scan Shortcut from the left pane, the right pane can be used to modify the scan shortcut settings prior to selecting the **Scan** button.

NOTE: The available options will vary according to the Scan Shortcut selected in the left pane and will be unique to the output and destination.

Scan Shortcut Settings: Save as PDF	More 📏
Scan	
ltem Type	Page Sides
Document 💙	2 - sided (book) 💙
Page Size	
Detect Size 💙	Auto Orient
Source	Resolution (ppi)
Automatic Document Feeder 💙	200 🖌
Image Color Mode Color	Multi Streaming
Destination	
File Туре	Send To
PDF 🗸 🗸	Local or Network folder 🕂
Show Viewer After Scan	

You can adjust the following basic scan, image, and destination options in the right pane before scanning:

NOTE: These cannot be changed after selecting the Scan button. For ADF scanning, these options are limited to Item Type, Page Sides, Page Size, and Auto Orient.

- Scan
 - Item Type: Document, Photo, or Auto Detect
 - Page Sides: 1-sided (front), 1-sided (back), 2-sided (book), or 2-sided (tablet)
 - **NOTE:** Book and Tablet refers to the binding point of the scanned page. The application will automatically adjust the back side of a duplex page to be right side up based on this setting.

- Page Size: The options available vary depending on the sizes supported by the device. The default size is Detect Page Size. The page size can also be manually entered using Custom Page Size. For more information, refer to *Supported page sizes and detection methods* in the Appendices.
- Auto Orient Use to enable the auto orient feature. The feature is OFF by default. If IRIS OCR
 is installed the minimum supported resolution is 300 dpi, and if IRIS OCR is not installed, the
 minimum supported resolution is 200 dpi.
- NOTE: This feature is for document types only; it is disabled if the selected Item Type is Photo. In pre-scan mode, the document language can be selected from the Page Orientation dropout.
- Image
 - Color Mode Use to adjust the image color to match the color type of the scanned image.
 - NOTE: When Auto Detect Color is selected, the app will automatically detect the output color for the final scan.
 - Multi-Streaming Use to enable or disable multi-streaming.
- **Destination** Section includes the file type and the actual destination.
 - File type Use to change the file type.
 - Send To Use to change the Send-to destination.
 - NOTE: The default depends on the scan shortcut selected. If installed, account destinations will also be visible here (Box, DropBox, GoogleDrive, EverNote, OneDrive, Sharepoint, SugarSync, etc.)
- Show Viewer After Scan Use to preview the scan and edit pages as needed. This check box is
 selected by default. If the check box is cleared, only a scan progress dialog displays after clicking
 the Scan button.
- Scan button Use to initiate the scan. If Show Viewer After Scan is selected, the scan preview window displays.

Desktop Shortcut of HP Scan shortcuts

Learn how to create a shortcut for a Scan Shortcut on the desktop.

The user has the option of creating desktop shortcuts of the available scan shortcuts in the UI. This can be done for the user's convenience to access these shortcuts directly from the user's desktop.

Right click on any of the HP Scan Shortcuts, a context menu pops up. Select the option Create a Desktop Shortcut. The shortcut is created and placed on the user's desktop.

n ShorTcuts (t a tesk and poess the Scan botton,	Scan Shortcut Settings: Save as PDF			More
Same 1	Scan Item Type	Page Sit	tes	
Restore settings to fectory default values	Document	~ 2-side	rd (book)	~
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Move Up Email Move Down				
Crete # Desktop Shortest Save as Editable Text (UCR)				
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Everyday Scan	Calor	✓ □ №	ti Streaming	
entre la Marca d'Ar a Adriana anna	Destination			
	File Type	Send To		
	PDF	✓ Locale	r Network folder	+
reate New Scan Shortcut 🕺 🖄	🛃 Show Viewer After Scan			

Overview of the scan preview window

The Scan preview window can be used to view and/or edit the scanned image(s) after scanning.

Show Viewer After Scan checkbox

The Scan preview window will display automatically after scanning documents when the **Show Viewer after scan** check box is selected in the lower right pane of the home screen:

NOTE: If the Show Viewer After Scan check box is cleared, then only a scanning progress dialog will display, and no edits can be made.

Scan preview window

After selecting the Scan button, the Scan preview window displays:

	Adjustments More
	Rotate
8.27 x 11.69	Exposure
	Auto Exposure
	Brightness
	* * • •
	Contrast
	Midtone
	• • •
	Destination
	File Type Send To
	PDF 💙 Local or Network folder 🕂

Left pane of the scan preview window

The left pane of the scan preview window has two primary views: Document view and Thumbnail view.

NOTE: Regardless of view, the size of each image is displayed below the corresponding thumbnail when the page is selected. Values are shown in inches or centimeters based on the region installed. The size of thumbnail images is remembered from session to session. To adjust the size of the individual thumbnails, move the slider bar to increase or decrease thumbnail size. The grid will readjust to display all images at the chosen size.

• **Thumbnail** view - Displays a set of scanned documents as an array of thumbnails, one for each of the pages scanned. This is the default view.



• **Document** view - Displays a document or set of documents in a list of thumbnails in the far left pane with a single document view area in the center. Changes applied in this view apply to only one page at a time. The Single Image View consists of a single wide thumbnail strip, a single image view area, and a basic adjustments panel (right pane). To view a page in the center view area, click the thumbnail in the left pane. To view documents in a list of large preview images, toggle the view icon.

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Right pane of the scan preview window

The right pane of the scan preview window provides a basic adjustments area used to edit the scanned pages before saving them. When adjustment settings are changed, they apply only to the selected pages.

			ΞOX
Adjustments			More >
Rotate			
Exposure			
Auto Exposure			
Brightness	14 Te		
*			
Contrast			
Midtone		•	
•	- 0		
Destination		Sand In	
101	~	Local or Network folder	+
POP	~	Local or Network folder	+
	lack S	ave & Back Save	Exit
Overview of the editing tools

The Adjustments pane in the Scan Preview window is used to make basic edits to the scanned pages using either the thumbnail and/or the document view.

Editing tools

The following editing tools display as icons in the scan preview window and some other areas of the user interface:

3	Select to scroll left to view additional scanned pages in the scan preview window.
	Select to scroll left to view additional scanned pages in the scan preview window.
D	Select to rotate the page 90° to the left. This cannot be undone.
C 1 3 1 1 1 1 1 1 1 1 1 1 1 1 1	Select to rotate the page 90° to the right. This cannot be undone.
	Select to crop the selected page in the zoom scan preview window. This option is only available in the zoom view.
•	Select to undo a crop operation in the zoom scan preview window. This option is only available in the zoom view.
	Select to scan and add more pages from the ADF or flatbed. Selecting this icon will revert to the scan settings panel view.
	Select to mark a scanned page for deletion in the scan preview window. Pages marked for delete are indicated by an 'X' and will not be included in the final processing.
[⁺]	Select to insert a page break or separator between pages or jobs.

User interface buttons

The following buttons are used to interface with the app:

Back	Use this button to return to the HP Scan home screen or main dialog.
Cancel	Select this button to cancel the scan and return to the
Done	Select this button to save and send images to the TWAIN application.
Exit	Select this button to exit and close the application.
Save	Select this button to save the scan to a local or network folder. This button will vary depending on the destination selected.
Scan	Select this button to start a scan.

Send	Select this button to save the scan, and to send via E-mail or E-mail SMTP. This button will vary depending on the destination selected.
Upload	Select this button to save the scan, and to upload it to a selected destination such as SharePoint. This button will vary depending on the destination selected.

Overview of the Detailed Adjustments settings

The Detailed Adjustments settings are available in the Scan Preview window.

In the scan preview window, the **More** toggle in the upper right of the Adjustments pane can be used to expand or collapse the Detailed Adjustment options.

When this view is opened, it covers up the basic adjustments area.

NOTE: When detailed adjustment options are changed, they apply to only the selected thumbnail(s) and can only be changed before saving the scanned pages.



NOTE: The detailed scan settings available on these tabs will vary depending on the scan shortcut selected in the left pane.

Detailed Scan Shortcut Sett Everyday Scan	ngs:	K Less
ریستا Scan		
image		
Document		
 Destination		

NOTE: If a setting is enabled, then a short description of the applied setting is listed below the name of the tab. If a setting is not enabled, no summary information will display on that tab.

- Scan tab Use to adjust scan settings such as type of scan, page sides, page size, page orientation, and more. These settings cannot be modified after clicking the Scan button.
- **Image** tab Use to adjust the appearance of a single image by changing the exposure, dither, or threshold settings, or to select a specific color from the scanned page using the **Multi-color dropout** option. These settings can be adjusted after clicking the **Scan** button.
- NOTE: The available exposure controls change depending on the current image or thumbnail selected. For example, if a Color or Gray image is selected, the exposure controls are displayed. For Halftone images, the exposure controls and the dither control are displayed. If a Black/White image is selected, the threshold controls are displayed.
- **Document** tab Use to adjust the features for a single image in a document scan or to improve the output appearance of a scanned image. These settings can be adjusted after clicking the **Scan** button.
- NOTE: This tab will be inactive if the Item Type selected is Photo.
- **Destination** tab Use to adjust the destination location for an entire scan job. These settings do not apply to a specific image.
- **Manage Images** tab Use to adjust image features for a single image using the Original Scan view (the raw image as scanned).

To return to the Basic Adjustments pane, click the Less toggle in the upper right pane.

4 Use the HP Scan app

Use the steps in this chapter to learn how to use the HP Scan app.

Open the HP Scan app

Use one of two methods to open the HP Scan app and the scan interface.

Follow these steps to open the HP Scan app and the scan interface.

- 1. To open the app, use either the **Start** menu or the desktop shortcut:
- NOTE: The HP Scan desktop shortcut can be used to launch the app. To launch the app using HP Scan Assist, select one-time, not always.
 - Double-click the HP Scan Universal Desktop Control (UDC) icon on the desktop. This was automatically created after installation; OR
 - From the Start menu, open All Programs, and select HP Scan.

The HP Scan app opens.



2. To open the scan interface, select **Scan a Document or Photo**.

Adjustments More Rotate	🚄 HP Scan 🔰 🙆 HP Color LaserJet M	
Midtone	Reference of the second secon	Adjustments More > Rotate Exposure Brightness Contrast More > Rotate R
		Midtone

The scan interface home screen displays.

Scan a document or photo and use scan preview to edit pages

Learn how to scan a document or photo using EveryDay Scan, how to adjust the Shortcut settings before a scan, and how to use the scan preview window to edit scanned pages and/or settings after scanning.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

4. On the scan interface home screen under Scan Shortcuts in the left pane, select EveryDay Scan.

cate Features	Detailed Scan Shortout Settings: Everyday Scan		< Less
		Rem Type	
an Shortcuts ShowPide Scan Shortcuts	<u> </u>	Document	~
lect a task and press the Scan button. Modified		Source	
Save as JPEG	Scan	Ratbed	~
		Resolution (pp0)	
Email as PDF		200	~
Final as JPEG		Page Skles	
Save as Editable Text (OCR)	Image	1 - sided	~
		Input Page Size	
Send to Cloud	0.000	5x7in(13x18cm)	~
🚬 Everyday Scan 🛛 🖻 🤊		Output Page Size	
	Document	Same as Input	+
Control Hand Control Control		Page Orientation	
Create New Scan Shortcut		Portrait - Top Left	+
	E.	Data Transfer	
Reservation	Destination	Data Transfer Level 0	+

- 5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
- 6. Select the Show Viewer after scan check box.
- 7. Select Scan.
- 8. After scanning, edit the pages using the basic Adjustments settings in the right pane of the scan preview window.
- NOTE: Any changes applied in the basic Adjustments settings will apply to all thumbnails listed in the left pane.

	Adjustments More
	Rotate
8.27 x 11.69	Expessive
	Brightness
	* *0
	Contrast
	Midtone
	• • •
	Destination
	File Type Send To
	POF 🗸 Local or Network folder +

- 9. If desired, apply more advanced edits to the pages by clicking the **More** toggle and using the **Detailed Adjustments** settings, or by right-clicking the image and selecting **Open in a Zoom window**.
- NOTE: Edits in the **Detailed Adjustments** or full screen zoom windows are applied one page at a time.

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	Constant of Constant of Constant			Width	Height	-
	···· International and the second second			8.27	11.38	
			Hanage Images	Kaue	as Gran Bren	

10. When finished, select Save.

Scan to .jpg or .pdf format and save to local destination

To save a scan as a .jpg or .pdf format and save it to a local or network folder destination, follow these steps.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

4. On the scan interface home screen under Scan Shortcuts in the left pane, select either the **Save as PDF** or **Save as JPEG**.

Locate Features	
Scan Shortcuts Select a task and press the Scan button.	Show/Hide Scan Shortcuts
FDF Save as PDF	^
Save as JPEG	
Email as PDF	
Email as JPEG	
Aa Save as Editable Text (OCR)	
Send to Cloud	¥
Create New Scan Shortcut	<u>+</u>
Job Reservation	
Enabled -	

- 5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
- 6. Select Scan.
- 7. If prompted, type a name for the .jpeg or .pdf output.

Scan as .jpg or .pdf format and email to local destination

To save a scan as a .jpg or .pdf format and email it to an email recipient, follow these steps.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

4. On the scan interface home screen under Scan Shortcuts in the left pane, select either the **Email** as PDF or **Email as JPEG**.

Scan Shortcuts Select a task and press the Scan button.	Scan Shortcut Settings: Email as JPEG	More
1	Scan Item Type	Page Sides
par Save as PUF	Document	2 - sided (book)
Save as JPEG	Page Size	and Managerospectration and stated
Email as PDF	Detect Size	Auto Orient
Email as JPEG		
DEC Save as Editable Text (DCR)		
💁 Send to Cloud	Image Color Mode	
🚃 Everyday Scan	Color	Multi Streaming
Freate New Scan Shortcut	Destination File Type	Send To
	IPEG	/ faal +
lob Reservation	Construction of the	
Disabled +	Show Viewer Atter Scan	

- 5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
- 6. Select Scan.
- 7. If prompted, type or select an email recipient.

Scan documents into editable text

To scan a document into editable text, use the **Save as Editable Text (OCR)** Scan Shortcut feature in the HP Scan app.

- NOTE: When scanning using the editable text option, the resolution will automatically default to 300 dpi. This is the minimum resolution required for OCR file types. This option is available only when the full web pack is installed.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

4. On the scan interface home screen under Scan Shortcuts, select Save as Editable Text (OCR).

Locate Features	Scan Shortcut Settings: Save as Editable Text (OCR)			More
Scan Shortcuts Show/Bide Scan Shortcuts	Scan Item Type		Page Sides	
elect a task and press the Scan button. Modified	Document	~	2 - sided (book)	~
Save as PDF	Page Size			
	Detect Size	~	Auto Orient	
Save as JPEG	Source		Resolution (ppl)	
For Email as PDF	Document Feeder if loaded	~	300	~
Email as JPEG				
Save as Editable Text (OCR)	Image Color Mode			
Send to Cloud	Color	~		
(†) (*)	Destination			
Create New Scan Shortcut	File Type		Send To	
	Rich Text(.rtf)	~	Local or Network folder	+
	Text(.txt)	_		
hisebled	Word (.docx) Excel (.dixa)			

- 5. In the right pane, select an OCR file type such as .csv or Excel (.xls).
- 6. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
- 7. Select Scan.

Store a scan job using the Job Reservation feature

To scan a job and assign it a storage PIN for security purposes (optional), use the **Job Reservation** feature.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

3. Select a Scan Shortcut for the job type and destination where you want to store the scan.

4. From the Home screen in the left pane under the list Scan Shortcuts, click the plus sign to expand the Job Reservation option.

Save as PDF	
Save as JPEG	
Email as PDF	
Email as JPEG	
CCC Save as Editable Text (OCR)	
Send to Cloud	
🚃 Everyday Scan	8 7
Create New Scan Shortcut 🕺 🛃	
b Reservation	
Disabled 🕂	

5. Select the Enable Reservation check box to enable the feature.

Job Name : KWS1A017	
Use PIN	
0000	
Hide characters	

- 6. To assign a PIN for security purpose, select the **Use PIN** check box, type a numeric PIN (up to four digits). This step is optional.
- 7. When finished, select **OK**. A Job Name is automatically assigned, and a notification displays.
- 8. Adjust the Scan Shortcut settings in the right pane and when finished, select **Scan**.
- 9. To release the reserved job scan from the front panel of the scanner, select the Job Name, and then type the PIN (if you created one).

Save scanned documents with an auto-generated file name

To save scanned documents with an auto-generated file name, use the Intelligent File Naming feature in Scan Shortcuts.

This feature allows the user to save the scanned document with an auto-generated file name. The document contains data based on Pepper Teams Intelligent File-naming feature. The file names are generated using algorithms which can identify multiple keywords and/or headers in the document, based on which file name is fetched.

Currently, the file-naming feature is available with the following options:

- Base name
- Date & Time
- Document Counter
- Batch Counter
- Barcode value
- Zonal Text/Barcode
- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Everyday Scan**.
- 5. Select the **Destination** tab in the right pane.

6. Select the Auto Filename check box.

italied Scan Shortout ave as PDF	Settings:	< Less
5can	File Name	0001 - 4
	Scan_ <n>_<auto filenan<="" td=""><td>mes_0001.pdr</td></auto></n>	mes_0001.pdr
image	English (United States) Base Name: Scan	~
Document	Date: DD-HUH-YYYY 💛	Time:
E Destination	Settings	OK Cancel

7. Make any other desired changes and then click **OK** to save.

Use the Auto Classification feature for scanned documents

To identify scanned documents and separate them into different types like Photo, Document, Receipt, and Business Card, use the **Auto Classification** feature.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Save as PDF**.
- 5. Select the **Destination** tab in the right pane.
- 6. Select the Auto Classification check box.
- NOTE: When Auto Classification is enabled, a new settings window will display in which users can set a pre-defined folder for each type of the document in Settings window.

Locate Features		Detailed Scan Shortout S Save as PDF	lettings:		C 1855
Scan Shortcuts Select a task and press the Scan button.	Show/Hide Scan Shortouts Modified		File Name		
Save as PDF	8 7		Scan_ <n>_<auto filenar<="" td=""><td>ne>.pdf</td><td></td></auto></n>	ne>.pdf	
Save as JPEG			Auto Filename		
Email as PDF			English (United States)	1	
Email as IDE6		Image	Scan		1
			Date:	Time:	
An Save as Editable Text (UCR)		æ	ра-ми-тулл	HIPPIN	e.
Send to Cloud			Document Counter	Batch Counter	
Country House Count Chaptered	4	Distancent		Set. 0001	
	100		Settlass		
Job Reservation		EΘ			_

7. Before scanning, select a separate folder type for each document and click **OK**.

Nultiple		a second s
1. Complexed and the second seco		Local or Network Folder(C:\Users\Amanthu.
Business Cards		
Multiple +	<u> </u>	
Receipts.		
Local or Network folder +-		1-1
Protes	1	1=
Local or Network folder	<-	
Wand Written		-
Local or Network folder +		

8. Select Scan.

Count scan jobs using the Batch Counter feature

To count scan jobs per Shortcut, use the **Batch Counter** feature in Scan Shortcuts.

The Batch Counter feature adds a value for each shortcut starting from 0001. For every scan job done, the batch counter increments by one and the new value will be reflected after a successful batch scan. Each short cut will have its own Batch Counter values.

The set button will reset the value to either 0001 or user defined value. The sequence of Batch Counter in the file name can be changed from the Sequence settings window.

The Batch Counter value will be displayed in the File Name Preview as shown below:

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Everyday Scan**.
- 5. Select the **Destination** tab in the right pane.
- 6. Select the Batch Counter check box.

Detailed Scan Shortcut Set Everyday Scan	tings: 🗸 Less
ریست Scan	File Name File Name Preview Example Auto Filename > _Scan_ <n>_0001.pdf Auto Filename</n>
image	Base Name: Scan Date: DD-MM-YYYY HHMM
Document	Document Counter Barcode Value Zonal Text/Barcode
₽ Destination	Settings If Filename Already Exists Overwrite OK Cancel

- 7. If preferred, change the default 0001 value the starting value of your choice and then click Set.
- 8. Make any other desired changes and then click **OK** to save.
- 9. Select Scan.

Enable multi-page scanning

To scan multiple pages to a single file using an HP ScanJet scanner, enable the **Multi Page Detect** option on the **Scan** tab.

This feature captures multiple documents that are loaded on to the flatbed in a single scan and can apply enhancements individually to each page. This feature will be useful when multiple small

documents like cards or receipts are to be saved as separate documents. The minimum target size required is 1 x 1 inches.

NOTE: This option is only applicable when the selected scanner source is Flatbed. There is a limitation to detect the pages especially the white targets on white background.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Everyday Scan**.
- 5. Select the Scan tab in the right pane.
- 6. Select the Multi Page Detect checkbox.

ican Shortouts Souvities Souvities Souvities	Cetaliec Scan Shoricut Settings: Everyday Scan		< Less
FREED IN CASES ON DEPENDING SCALE DIRECTORY.		Ren Type	
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For Email as PDF		Man Pagebetert	
🔀 Email as JPEG		Revolution (ppl)	
Send to Cloud	Image	209	~
		Page Sides	
Everyday Scan	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 - sided (front)	~
	Ê	Input Page Size	
	Document	Entire Scan Area	~
		Output Page Size	
	1000	Same as input	-
		Page Brientation	
Cranta New Schutzent	Destination	Portealt	+

7. Make any other desired changes and select Scan.

Reduce vertical lines or streaks on scanned images

To reduce black or white vertical lines and streaks on scanned images, use the **Reduce Vertical Streaks** feature.

If black or white vertical lines appear when scanning from the ADF or flatbed due to scanner hardware issues, this feature provides the option to remove the vertical streaks from the scanned images.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Save as PDF**.
- 5. Select the **Document** tab in the right pane.
- 6. To enable this feature, select the Reduce Vertical Streak check box before scanning.

Locate Features		Detailed Scan Shortcut Setting Save as PDF	16	< Less
Scan Shortcuts	Show/Hile Scan Shortcuts		Straighten Content Separate documents	
	Phone a	Scan	Disabled	+
Far Save as PDF	8 7	1000	Blank Page Settings	
Save as IPEG			Disabled	144
		1	Erase edges	
Email as PDF			Disabled	144
Email as JPEG		lmage	Cleanup background	
Save as Editable Text (OCR)			Split and Rotate Image	-
		- Ch (Disabled	+
C Send to Cloud	*	Document	Remove Holes	
Create New Scan Shortcut 🔔	4		Reduce Vertical Streak	-
		E	20	
Job Reservation		Destination		
Disabled +		Destination		

- 7. In the right pane, adjust any **Document** settings as needed.
- 8. On scanning a document with Reduce Vertical Streak feature enabled, the HP Scan icon will be displayed in the tray notification after showing the preview.



9. After double-clicking the tray icon, a message is displayed. Click OK.



10. If any vertical streaks are seen on the image after this operation, either clean the flatbed glass or clean the roller on the inside of the Automatic Document Feeder (ADF), depending on the product type.

Correct folds, curves, or warping in scanned book pages

To correct folds, curves, or warping in scanned book pages, use the **Book** setting from Scan Shortcuts.

This feature flattens the warped/curved pages scanned and removes the middle-folded area in the book. The sample input and expected output is shown below.

NOTE: This feature is available only in Flatbed scanners.



- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Save as PDF**.

5. Select the **Book** option from the Item Type list.

Scan		Daga Cidar	
files type		Foye sites	1001
Document	<u> </u>	1 - sided (front)	~
Document			
Rook	-	Auto Orient	
Source		Resolution (pp)	
Flathed	~	200	~
Color Mode Color	~	Multi Streaming	
Destination		Send To	
PDF	~	Local or Network folder	+

6. Make any other desired changes and select Scan.

Find features available in the HP Scan app

Use the Locate Features search field to find features available in the HP Scan app.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

4. On the scan interface home screen above Scan Shortcuts, use the **Locate Features** field to search for and find a scan feature.

Locate Features	Detailed Scan Shortcut Settings: Everyday Scan		K Less
		Item Type	
Scan Shortcuts Show/Hide Scan Shortcuts	Guil	Document	~
Select a task and press the Scan button.	Canal Control of Contr	Source	
Save as JPEG	stan	Automatic Document Feeder	~
		Resolution (ppi)	
For Email as PDF		200	~
📷 Email as JPEG		Page Sides	
Save as Editable Text (0CR)	Image	2 - sided (book)	~
		Input Page Size	
Send to Cloud		Detect Size	~
		Output Page Size	
	Document	Same as Input	+
Frants Haw Scan Chastent		Page Orientation	
	2012	Portrait - Top Edge	+
	Eò	Data Transfer	
Foundant de	Destination	Data Transfer Level 4	+
chepro			

After typing a desired feature in the text box, the path to locate that feature will be displayed in the edit box.

5 Use the scan preview window to edit scanned pages

The scan preview window can be used to preview and edit scanned pages after scanning.

View scanned pages in a thumbnail grid in the scan preview window

The thumbnail grid view enables basic adjustments page by page using the right pane of the scan preview window.

- NOTE: The size of selected images is shown below the corresponding thumbnail. Values are shown in inches or centimeters based on the installed locale.
 - 1. Open the HP Scan app.
 - 2. Place a set of documents in the document feeder or on the scanner flatbed.
 - 3. Select the Show Viewer after scan check box.
 - 4. Select Scan.

The documents are displayed as an array of thumbnails in the scan preview window. This Thumbnail Grid View is the default preview when the **Show Viewer after scan** check box is selected.

Adjustments	More
Rotate	
Exposure	
Auto Exposure	
Brightness	
* * •	
Midtone	
• • • •	
Destination File Type Send To	
POF 💙 Local or Network folder	+

NOTE: To view a thumbnail in the single image view, double-click the single thumbnail to open it. Click the 'X' in the upper right corner of the window to close it and return to the thumbnail preview.

View scanned pages in a document list in the scan preview window

The document list view enables basic adjustments page by page using the right pane of the scan preview window.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the **Show Viewer after scan** check box.
- 4. Click the Document/Thumbnail icon to toggle to the document view. A list of document thumbnails is displayed in the Document view of the scan preview window.
- NOTE: The Thumbnail Grid view is the default preview when the **Show Viewer after scan** check box is selected.

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5. To view a document in the single image view, double-click the image to open it. Click the 'X' in the upper right corner of the window to close it and return to the list preview.

🚄 Preview Pages (0%)	

View a scanned page using zoom mode in the scan preview window

The zoom option enables basic adjustments using a full screen view in the scan preview window. The zoom feature allows the user to enlarge or reduce the image for editing purposes only.

1. Open the HP Scan app.

- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the **Show Viewer after scan** check box.
- 4. Select Scan.
- 5. Select a thumbnail image, right-click, and then select **Open in a Zoom window**. The image opens in a full screen view.
- NOTE: You can also double-click the thumbnail image to open it in the zoom view for editing.

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The image opens in a full screen view.

- 6. In the full screen view, use the slider bar to zoom in (enlarge) or zoom out (reduce) the image size for editing purposes.
- NOTE: Document separators and the "new image" thumbnail are not displayed in the zoom preview window.

🚄 Preview Pages (0%)	
	Done Cancel

- 7. Use the zoom window tool icons to make any desired changes.
- NOTE: The changes on each page must be saved separately. If you make any changes and attempt to scroll without saving, a dialog prompt is displayed. If prompted, select **Yes** to save any changes made in the current page preview before scrolling.

D	Select to rotate the page 90° to the left. This cannot be undone.
己	Select to rotate the page 90° to the right. This cannot be undone.
d	Select to crop the selected page in the zoom scan preview window.
ſ	Select to undo a crop operation in the zoom scan preview window.

8. Use the previous or next page icons to scroll and make any additional changes to other pages.

3	Select to scroll left to view additional scanned pages in the scan preview window.
	Select to scroll left to view additional scanned pages in the scan preview window.

9. When finished, select Done.

Use the scan preview window to crop pages

After scanning pages, the preview window can be used to crop pages in the zoom view.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. Select a thumbnail image, right-click, and then select **Open in a Zoom window**.
- NOTE: You can also double-click the thumbnail image to open it in the zoom view for editing.

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Move Right Move Light	Rotate	
8.47 x Delete Rotate Left Porter Picke Open in Zoom Window Add Separator	Exposure Auto Exposure Drightness Contrast Midtone • • • • • • • • • • • • • • • • • • •	
	Destination File Type Send To	

The image opens in a full screen view.

- 6. In the full screen view, use the slider bar to zoom in (enlarge) or zoom out (reduce) the image size for editing purposes.
- NOTE: Document separators and the "new image" thumbnail are not displayed in the zoom preview window.

7. To crop an area of interest, use the mouse to select the area and then release the mouse. After releasing the mouse, the crop option becomes available.

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8. From the tools at the bottom of the screen, select the Crop icon to crop to the selected area. To undo and start again, select the Undo icon.



Select to crop the selected page in the zoom scan preview window.



Select to undo a crop operation in the zoom scan preview window.

- 9. Use the previous or next page icons to scroll and make any additional changes to other pages.
- NOTE: The changes on each page must be saved separately. If you make any changes and attempt to scroll without saving, a dialog prompt is displayed. When prompted, select **Yes** to save any changes made in the current page preview before scrolling.

3	Select to scroll left to view additional scanned pages in the scan preview window.
	Select to scroll left to view additional scanned pages in the scan preview window.

10. Select **Done** when finished to exit the zoom window.

Use the scan preview window to delete or remove pages

After scanning pages, the preview window can be used to remove pages and/or images, or to mark them for deletion.

After scanning pages, the preview window has icons that enable the user to remove pages, or options to mark them for deletion.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. Use the icons in the lower left of the window to mark an image or page for deletion. Pages marked for deletion are indicated with an 'X' and will not be included in the final processing.
 - Remove page or image icon Select the page and then click the icon to remove the page. OR
 - Delete icon Select the page and then click the icon to remove the page. OR
 - Right-click the page and select **Delete** to mark the page for deletion. OR
 - NOTE: To unmark a page for deletion, right-click the image, and then select the option to remove the flag.
 - Select the page and then select Delete on the keyboard.
- 6. When finished making adjustments, click **Save**.

Use the scan preview window to add pages or images

After scanning pages, the preview window can be used to add pages or images.

After scanning pages, the preview window has icons that enable the user to insert pages. It will determine where additional pages are placed in the array of scanned pages. This icon is always initially shown at the end.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. Use the icons in the lower left of the window to add a blank page or add an existing image.
 - Add blank page icon Click the icon and click Save. A blank page is appended to the end of document set.
 - NOTE: If the blank page is moved to a different location within the document set, any newly added blank pages will be appended after that blank page.
 - Add existing image icon Click the icon and select the existing image.
- 6. When finished making adjustments, click Save.

Use the scan preview window to change page order

After scanning pages, use the preview window to re-order or change the order of pages.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. Right-click the thumbnail image for the page you want to move. The selected image is outlined with a blue border.
- 6. From the drop-down menu, select either Move Right, or Move Left.
- NOTE: To move a page, you can also drag-and-drop the image to a new location in the document set.
- 7. When finished making adjustments, click Save.

Use the scan preview window to change page orientation

After scanning pages, the preview window can be used to change the orientation of pages.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.

- 5. Right-click the thumbnail image for the page you want to change. The selected image is outlined with a blue border.
- 6. From the drop-down menu, select either **Rotate Left** (clockwise 90 degrees) or **Rotate Right** (clockwise 90 degrees), or select **Open in a Zoom window** and then follow the steps below.
- NOTE: You can also double-click the thumbnail image to open it in the full screen zoom view for editing.
 - a. Select a thumbnail image, right-click, and then select Open in Zoom Window.

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	Destination File Type Send Tr PDF Send Tr) 94 Netwook folder

The image opens in a full screen view.

- b. In the full screen view, use the slider bar to zoom in (enlarge) or zoom out (reduce) the image size for editing purposes.
- NOTE: Document separators and the "new image" thumbnail are not displayed in the zoom preview window.

	Preview Pages (0%)		⊡×
	8 P 20 - 2 C C I I I	Done	Cancel
C.	Use the zoom window tool icons to rotate the page orientation.		
	NOTE: This change cannot be undone.		
Ū,	Select to rotate the page 90° to the left.		
ß	Select to rotate the page 90° to the right.		
d.	. Use the previous or next page icons to scroll and make any additional changes to other pages.		
	NOTE: The changes on each page must be saved separately. If you make an attempt to scroll without saving, a dialog prompt is displayed. If prompted, see any changes made in the current page preview before scrolling.	וא chan lect Yes	ges and to save
Ø	Select to scroll left to view additional scanned pages in the scan preview window.		
	Select to scroll left to view additional scanned pages in the scan preview window.		

7. When finished making adjustments, click **Save** or **Done**.

Use the scan preview window to insert a divider, page break, or job separator

After scanning pages, the preview window can be used to insert a divider, page break, or job separator between pages or a group of pages.

Divider bars are visible in the scan preview window to indicate where documents will be separated. To insert a separator using the thumbnail preview window, follow these steps.

After scanning pages, the preview window can be used to insert a divider or page break.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. Select the Show Viewer after scan check box.
- 5. Select Scan.
- 6. Right-click the thumbnail image that displays after the location where you want to insert a divider or page break. The selected image is outlined with a blue border.
- 7. Select Add Separator.
- NOTE: If this option is greyed out or unavailable, make sure to enable the **Separate documents** feature for this job. To do this, click **More**, select the **Document** tab, and then select the **Separate pages into multiple documents** check box and/or turn **Blank Page Separation On**.

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	Back Save & Back Save Exit

The separator is inserted before or after the selected thumbnail (depending on your placement setting).

- 8. When finished making adjustments, click **Save**.
- NOTE: To delete a page separator, select it, right-click, and then select **Delete** from the drop-down menu.

Scan and add more pages in the scan preview window

After scanning pages, the preview window can be used to scan and add more pages to the job.

- 1. Open the HP Scan app.
- 2. Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. In the scan preview window, select the Add Scan icon. A 'New Image' thumbnail placeholder is added to the display.
- NOTE: To move this placeholder, drag-and-drop the image to a new location in the set of documents.



6. Adjust any settings as needed and select Scan.

Edit the Scanned Document

After scanning pages, the preview window can be used to edit the scanned document.

The scanned document can be edited using basic tools before saving it to the computer.

- 1. Open the HP Scan app.
- Place a set of documents in the document feeder or on the scanner flatbed.
- 3. Select the Show Viewer after scan check box.
- 4. Select Scan.
- 5. In the scan preview window, either click the **Edit** button in the right pane, OR right-click the scanned image thumbnail in the left pane and select **Edit**.

6. To rotate the image, either click one of the rotate buttons in the right pane, OR right-click the scanned image thumbnail in the left pane and select **Rotate**.

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- 7. Use the image editing options to modify the scanned image.
 - 0 0 6

- Markup icons are used to draw a free form line on the

scanner image. Black, Blue, and Red colors will be available for drawing.

Redaction icons are used to Black-out or White-out (erase) the

contents on a scanned image.

•

Highlight icon is used to highlight the contents on the scanned image.



scanned document.

- Undo / Redo icons are used to revert, or reapply, all edits made to the

8. Adjust any settings as needed and select Scan.

6 Configure the HP Scan app

Use the steps in this chapter to set up and configure the HP Scan app.

Enable the Scan to computer feature

To start a scan from the device to the computer, enable the Scan to Computer feature.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Manage Scan to Computer.
- NOTE: The Manage Scan to Computer option is only available when the scanner is connected to a wired or wireless network.
- 3. Enable the Scan to Computer option.

After enabled, a confirmation message displays.

Scan To Computer - HP ScanJet Pro N4600 fnw1 (NET) — ×		
Scan To Computer	Profiles	
Scan to Computer is enabled. You can start a scan from the device. Your computer name "416B18A5-7290-4" is listed as an available computer on the device's control panel.		
When Scan to Computer is disabled, you won't be able to start a scan from the device.		
To disable Scan to Compute	r, click Disable.	Disable
User can Activate or Deactivate PIN by clicking PIN Settings button. PIN Settings		
 Enable auto subscription option. Automatically start Scan to Computer when I log on to Windows. 		
		Apply Cancel

Enable the Scan to USB feature

To use the **Scan to USB** feature on an HP ScanJet scanner, enable the option from the scanner control panel using the HP Scan app.

Scan To USB is an option that can be enabled on the scanner control panel. To enable this feature, use the HP Scan app.

- NOTE: The Scan To USB feature is used from the scanner control panel during a scan-to-usb operation from the scanner control panel to update scan settings by sending them to the hardware via an LEDM protocol.
 - 1. Open the HP Scan app.
 - 2. Select Maintain Your Scanner.

The Scanner Tools Utility opens.

3. Enable the Scan to USB feature.
4. Select the Scan to USB tab.

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5. Select the Scan to USB settings and click Apply.

Enable scan settings in the EWS

To use remote capture or web scan features, first enable the settings in the printer's Embedded Web Server (EWS).

- 1. Open the Embedded Web Server.
- 2. Enable the Remote Capture feature.
 - a. Select the **Security** tab.
 - b. Select General Security from the left pane.

c. Select the Enable Remote User Auto Capture check box.

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- d. Select Apply.
- 3. Enable WebScan features.
 - a. Select the Networking tab.
 - b. Select Other Settings from the left pane.
 - c. On the Misc. Settings tab, select the WebScan and Secure WebScan check boxes.

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d. Select Apply.

Change the scanner IP address

Update the device IP address using the HP Scan app.

- 1. Open the HP Scan app.
- 2. Select the Tools tab.



- 3. Select Update IP Address.
- 4. Change or update the IP address as needed and click Apply.
- 5. Close the HP Scan app, and then reopen it to apply the change.

7 Multiple Zonal Data

The Multiple Zonal Data feature allows user to create multiple zones in scanned images. Learn how to create multiple scan zones and other features using the HP Scan app.

Creating Multiple Zonal Data

To scan a document and create multiple scan zones, use the **Create/Edit Zone** option in the HP Scan app.

Follow these steps to create multiple scan zones.

- NOTE: This feature is available in the Enterprise Edition only.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select a shortcut such as **Everyday** Scan.

5. In the right pane, select the **Document** tab, and then click the **Create/Edit Zone** button.

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Create New Scan Shortcot			_	

6. Click the **Create Zone** button or use the **X**, **Y**, **Width**, and **Height** coordinates to draw a new zone on the scanned preview image, and then add the new zone to the **Created Zones** list. Repeat for any additional zones.

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- 7. To adjust an existing zone, manually adjust the coordinates in the X, Y, Width, and Height fields.
- 8. Select Scan or Done.

Save a scan zone with the OCR text and Bar code values in the file name

Learn how to auto-generate a file name with OCR text or Bar code values for the scanned zone using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to auto-generate a file name with OCR text or Bar code values for the scanned zone(s).

- NOTE: This feature is available in the Enterprise Edition only.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.

Locate Features	Scan Shortcut Settings: Save as Editable Text (OCR)			More
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	Rich Text(.rtf)	~	Local or Network folder	+
	Text(.txt)			
ob Reservation Disabled	Word (dock) Excet (xlax) CSV (rsv)			

5. Select the **Document** tab in the right pane and click **More** in the upper right pane.

6. In the right pane under the **File Name** section, view the auto-generated name in the **File Name Preview Example** field.

Scan Document 2 - sided (book) Detect Size	File Name File Name Preview Example Scan_ <n>_<zone1>_<zone2>_<zone3> Base Name:</zone3></zone2></zone1></n>				
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	Overwrite				
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Destination Rich Text(.rtf) Local or Network folder	Prompt for Filename				
		OK Can			

- 7. Click the **Settings** button to adjust the selected zones and file naming information.
- 8. Select the **Zonal Text/Barcode** check box.
- NOTE: The scanned pages are saved with information from the selected zones including a zonal OCR/barcode value. If there is no zonal OCR/Barcode provided, then the **Zonal Text/Barcode** check box will be disabled.
- 9. When finished, select **OK**.

Save a scan zone to a folder auto-named with OCR text and Bar code values

Learn how to save the scan to a local or network folder auto-named with OCR text or Bar code values using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to auto-generate a local or network folder name with OCR text or Bar code values for the scanned zone(s).

NOTE: This feature is available in the Enterprise Edition only.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. Place a set of documents in the document feeder or on the scanner flatbed.
- 4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.

Locate Features	Scan Shortcut Settings: Save as Editable Text (OCR)			More
Scan Shortcuts Show/Hide Scan Shortcuts	Scan Item Type		Page Sides	
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	Detect Size	~	Auto Orient	
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Email as JPEG				
Save as Editable Text (OCR)	Color Mode			
Send to Cloud	Color	~		
	Destination			
Create New Scan Shortcut	File Type		Send To	
	Rich Text(_rtf)	~	Local or Network folder	+
NAME OF CREATERS	Text(.txt)			
b Reservation	Rich Text(rtf)			
Disabled	Excet (.xisx)			

- 5. In the right pane under the Destination section, use the **Send To** "+" icon to select **Local or Network Folder**. The Local or Network folder Settings dialog opens.
- 6. Browse to and select the folder location/name where you want to save the scan and then select the folder format.
- 7. Select the Send to sub-folder named by OCR Text/Barcode check box, and then select a zone from the Select Zone list.
- NOTE: The Select Zone list is enabled only when Send to sub-folder named by OCR Text/Barcode check box is selected.

Locate Features Scan Shortcuts Seen Shortcuts Seleve / Hide Scan Shortcuts Seleve a task and press the Scan button. Modified		Detailed Scan Shortcut Settings: Save as Editable Text (OCR)	< Less	
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Save as PDF	🚄 Add Destination	Save To Folder C:\Users\Test\Documents	loc	
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Create New Scan Shortcut	÷]	0K Eancel	-	

8. When finished, select OK.

The scanned pages are saved in a folder named with information from the selected zone including the zonal OCR/barcode value.

Parse scan zones into separate documents

Learn how to parse scan zones into separate documents using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to create separate documents by scan zone.

NOTE: This feature is available in the Enterprise Edition only.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

3. Place a set of documents in the document feeder or on the scanner flatbed.

4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.

Locate Features	Scan Shortcut Settings: Save as Editable Text (OCR)			More
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elect a task and press the Scan button. Modified	Document	~	2 - sided (book)	~
Save as PDF	Page Size			
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For Email as PDF	Document Feeder if loaded	~	300	~
Email as JPEG				
Save as Editable Text (OCR)	Color Mode			
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h Paranustina	TextLot)	_		
Disabled	Word (.docx) Excel (.xlsx)			

- 5. Select the **Document** tab in the right pane and click **More** in the upper right pane.
- 6. In the right pane under Separate documents, select the Separate pages into multiple documents check box and the Zonal Text/Barcode option.

Locate Features	Detailed Scan Shortcut Settings: Save as Editable Text (OCR)	€ Less
Scan Shortcuts Show Alde Scan Shortcuts Select a task and press the Scan button. Modified	Separate documents	
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And	O After blank page	
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C Send to Cloud	Delate barcode separator pages	
👝 Everyday Scan 🛛 🖨 🤊	Decument Blank Page Separation On Communication Communication Communic	
Create New Scan Shortcut 🔔 🙏	Back Side of Page Brost and Back Ellarik Page Any Side of Page Bestination	arel

- 7. Click the **Settings** button to open the zone settings dialog.
- 8. In the **Zone Settings** dialog, select the Barcode format(s) and the Zones.
- NOTE: By default, all specified formats will be selected. To add a document separator, under the **Select Zones** section, enter a separator value in the **Value** column for the selected zone.

Scan Shortcuts		Detail	AL Cran Charles & California	-	1.00	
Select a task and press the Scan button.	🚄 Zone Settings			×	N LO	
Save as PDF	Barcode formats		Deselect	M	te documents	
Care at IDEG	Name				arate pages into multiple document	
	Code 39		i	~	r blank page	
Email as PDF	Code 39 full ASCII				re each page with a barcode re each HP Separator page	
Email as JPEG	Code 39HIBC				al Text/Barcode	
GIGI Save as Editable Text						
Send to Cloud	Select Zones		Deselect	AII.	-	
- Europedan Cean	Name	Type	Value		Settings	
- Everyday Scan	Zone 1 is of 20cha	Barcode	Apelone	-	te barcode separator pages	
	🗹 Zone 2	Text	Spehre		Separator page	
	🗹 Zone 3	Barcode	Sypehane	~	ge Separation On	
Create New Scan Shortcut			OK Cance	1	Front Side of Page	

9. When finished, select OK.

The scanned pages are parsed into separate documents according to the selected zones and any defined page separators.

Save bar code and zone metadata to an XML file

Learn how to generate and save bar code and zone metadata to scanned files using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to apply bar code or scan zone metadata to scans.

- NOTE: This feature is available in the Enterprise Edition only.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

3. Place a set of documents in the document feeder or on the scanner flatbed.

4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.

Locate Features	Scan Shortcut Settings: Save as Editable Text (OCR)			More
Scan Shortcuts Showlide Scan Shortcuts	Scan Item Type		Page Sides	
elect a task and press the Scan button. Modified	Document	~	2 - sided (book)	~
Save as PDF	Page Size			
	Detect Size	~	Auto Orient	
Save as JPEG	Source		Resolution (ppl)	
For Email as PDF	Document Feeder if loaded	~	300	~
🔀 Email as JPEG	The second s			
Save as Editable Text (OCR)	Color Mode			
Send to Cloud	Color	~		
	Destination			
Create New Scan Shortcut 🟦 🛃	File Type		Send To	
C12 2010	Rich Text(_rtf)	~	Local or Network folder	+
the Baranantian	Text(.txt)	_		
Disabled -i-	Word (.docx) Excel (.xlsx)			

- 5. Select the **Document** tab in the right pane and click **More** in the upper right pane.
- 6. In the right pane under **Metadata**, select the check boxes **Save metadata to XML file** and **Include all barcode information**.
- NOTE: By default, all barcodes in the page will be included in the metadata file. If the **Include all barcode information** check box is selected, then the details of the selected barcode will also be included in the metadata file. You can also select the check box **Include scan information** to include additional scan details.

can Shortcuts	Detailed Scan Shortcut Setti	ngs: et (OCD)		< Les
Effect a task and press the Scan button.	Scan Decument 2 - 4164 Docki Detect Size	Metadata		
Save as JPEG	Same as input Portrait Top Edge First Data Edge First	Save metad	data to XML file	
Email as PDF		Metadata Fields		
Email as JPEG	Image 300 Celer (14 bit RDB)	Name	Туре	
DIG Save as Editable Text (OCR)				13
≙ Send to Cloud				48
Everyday Scan	Document			
		Ð		
		🗹 Include sca	n information	
Create New Scan Shortcut 🗘 😃	Destination Rich TedLath Local of Network folder	🛃 Include all t	arcode informatio	Cancel

- 7. Click the '+' icon and add a metadata field to the table.
 - a. In the **Define New Metadata** dialog, type a **Name** for the new field.

Cran Chartraite	Detailed Scan Shortout St	ettings:			
Select a task and press the Scan battan.	🚄 Define New Metadata Filed	×	(R)		< Les
Save as PDF	Name:		Metadata		
Save as JPEG			Save metad	ata to XML file	
Email as PDF	Type:	~	Netadata Fields		
Email as JPEG	Descriptionz		Name	Type	
OTCB Save as Editable Text (OCR)					12
Send to Cloud					12
🚥 Everyday Scan	Required:			_	
	 No 		+		
	Z Editable		a laclude sca	information	
	Next Case	al I	Include ber	code information	
Create New Scan Shortcut	Link			OK	Cancel
Contract of the owner		_			-

b. Select the (OCR) **Zonal Text/Barcode** option as the metadata type in the **Type** list.

NOTE: The **Type** list is available only if one or more zones are *created*. Also, the metadata will only contain OCR Zonal Text/Barcode values if a zone is *selected*. When multiple zones are created and selected, multiple zone OCR values will be saved in the metadata file.

Scan Shortcuts	Detailed Scan Shortcut Settings:			10000
Select a task and press the Scan button.	🚄 Define New Metadata Filed 🛛 🗙	(R)		< Less
Save as PDF	Kame:	Metadata		
Save as JPEG	Test MultiOCR Test/Earcode	Concentrat	ata ta VIII Fila	
Email as PDF	Type:	Metadata Fields:	ete to Art ine	
Email as JPEG	Text (1-Los)	Name	Туре	
OIG Save as Editable Text (OCR)	Text (mubi-line) Yes/No			12
🕰 Send to Cloud	Number			43
Everyday Scan	Currency			
	Choice Zonal Text/Barcode	+		
		🛃 Include scar	information	
	Next Cancel	🔀 Include all b	arcode information	
Create New Scan Shortcut		12.	OK	Cancel

- c. Type a metadata zone Description if desired.
- d. Select the **Editable** check box (if you want the different metadata type values to be editable after created).

Scan Shortcuts	Detailed Scan Shortcut	Settingst			1100
Select a task and press the Scan Button.	🚄 Define New Metadata Filed	×	:R)		
Save as PDF	Name:		Metadata		
Save as JPEG	Test Multi OCR Text/Barcode		Chun mathda	to to YWI Ele	
Email as PDE	Тури:	_	Metadata Fields:	to to Art ine	
	Zonal Text/Barcode	*	Name	Type	-1
Email as JPEG	Description		Tearine	i)pe	1000
(10) Save as Editable Text (OCR)					10
Send to Cloud					45
🚃 Everyday Scan	Required:				
	No Yes		(+)		
	Editable				
			Include scan	information	
	Next Can	cel			
Create New Scan Shortcut	2			OK	Cancel

e. Click **Next** to open the **Settings** dialog where a list of the created zones of Text and Barcode types along with the zone name and zone type is displayed.

- f. Select the zone you want included in the metadata file and click **Finish**.
- NOTE: Only one zone can be selected at a time. If the check box **Include All barcode information** is selected, then all barcode details are saved in the metadata file.

Scan Shortcuts Select a task and press the Scan Button.		Detailed Scan Shortcut Save as Editable	Settings: Text (OCR)		< Les
Save as PDF	🚄 Define New Metadata	Filed - Zonal Text,	/Barcode >	(ta	
Save as JPEG	Select Zones			metadata to XML file	
Email as PDF	Name	Туре	^	Fields:	
Email as JPEG	Zone 1 is of 20cha	Barcode		Туре	
(IIII) Save as Editable Text (0	O Zone 2	Text			12
C Sand to Cloud	O Zone 3	Barcode			12=
Sena to cloud	O Zone 4	Text			1
Everyday Scan	O Zone 5	Barcode	~	Torrest and the second	
			1		
	Back Fi	ilsh C	ancel	le scan information	
	÷	Rich TextLoth Local or Network fold			
Create New Scan Shortcut	*			ОК	ancel

The defined metadata field for Zonal Text/Barcode type is added to the Metadata Fields table.

Scan Shortcuts	Detailed Scan Shortcut Settin	(OCP)	< Les
Save as PDF Save as JPEG Email as PDF Email as PDF	Scan Document 2 - sided (book) Ottet Sigt Same as Monut Portrait Tep Edge First Data Transfer Level 4	Metadata	ta to XML file
Email as JPEG	Image 300 Color (24 bit RGB) Default Exposure	Name Text OCR Barcode	Type Zonal Text/Barcode Zonal Text/Barcode
Send to Cloud	Decument	Date	Date/Time
Lee, yuuy Juu	Destination Rich Testerff	+ Include scan	information
Create New Scan Shortcut Craphical user Interface	Local or Network folder		OK Cancel

8. Repeat the steps above for each metadata field for each zone that you want included in the table.

9. When finished, select OK.

8 Create and manage Shortcuts

Learn how to create, rename, delete, or restore modified shortcuts to default settings in the HP Scan app.

NOTE: Shortcuts included with the app cannot be renamed or deleted. Only custom created shortcuts can be renamed or deleted.

About deleting, renaming, and restoring Shortcuts

Availability of scan functions for Shortcuts depends on whether they are custom Scan Shortcuts or Factory-defined shortcuts in the HP Scan app.

Factory defined shortcuts cannot be renamed or deleted. They can be restored to defaults.

User defined shortcuts cannot be restored to defaults. They can only be reset to the last saved state for that shortcut.

To edit shortcuts, right-click on a shortcut selects that shortcut list area and opens a menu applicable to that shortcut. The menu is the same for all shortcuts, however, the enabled menu options differ based on factory-defined shortcuts and user-defined shortcuts.

Use the following table as a guide.

Function (in order)	Right-click menu text	Description	Shortcut type
Restore defaults	"Restore settings to factory defaults"	Restore all settings of this shortcut to be the same as when the program was initially installed.	Factory Default only
Rename	"Rename <shortcut>"</shortcut>	Edit the name of this shortcut in place. The menu items for the function appears in the shortcut name.	User Defined only
Delete	"Delete <shortcut>"</shortcut>	Display a dialog to confirm deletion of this shortcut. The menu items for the function appears in the shortcut name.	User Defined only
Save	"Save settings"	Save any changes to this shortcut	Factory Default &
			User Defined shortcuts
Save As	"Save As a new	Display a dialog to save any changes to a new	Factory Default &
	Shortcut	Shortcut nume.	User Defined shortcuts

Table 8-1 Shortcut Functions

Table 8-1 Shortcut Functions (continued)

Function (in order)	Right-click menu text	Description	Shortcut type
Change Position of shortcuts Upwards	"Move Up"	Change the position of current shortcut to the immediate top position in the list	Factory Default & User Defined shortcuts
Change Position of shortcuts Downwards	"Move Down"	Change the position of current shortcut to the immediate bottom position in the list	Factory Default & User Defined shortcuts

Additional notes about actions in the Shortcut List Area:

- One and only one Shortcut is selected at a time.
- New shortcuts are inserted at the top of the list.
- A user created shortcut can be deleted but factory default shortcuts cannot be deleted.
- Shortcuts can be re-ordered using move-up or move-down on the right-click context menu.
- The delete key on the keyboard can be used to delete the currently selected shortcut if the shortcut list has the active focus. The shortcut gets displayed with light blue color and a focus rectangle when this action can be performed. A confirm delete window pops up.

Create a new Scan Shortcut

To add a new custom Scan Shortcut to the left pane of the home screen, follow these steps.

A custom or user defined Scan Shortcut is created by clicking the Create New Scan Shortcut button.

The shortcut is associated only with the specific scanner or scanning device. It includes the shortcut name, an associated icon, and a set of scan settings.

- NOTE: A maximum of 100 shortcuts including default shortcuts can be displayed in the left side of the HP Scan home screen under **Scan Shortcuts**.
 - 1. Open the HP Scan app.
 - 2. From the Home screen in the lower left pane, click Create New Scan Shortcut.
 - 3. Type a name for the new Scan Shortcut.
 - NOTE: Duplicate names are not allowed. The name should be unique and 128 characters or less (single-byte or double-byte). If a duplicate name error displays, select **OK** to return to the Create New Scan Shortcut dialog and modify the name.

Create New Scan Shortc	ut ×
Enter the name of the new Scan	Shortcut.
	and the second
New Scan Shortcut settings are t	based on:

- 4. Select either **Current settings** (to copy from current) or select any of the currently defined shortcuts from the list. This selection will define the initial settings for the new shortcut.
- NOTE: By default, new shortcuts are created based on the selected **Current settings** shortcut type (the settings associated with that shortcut type will be the initial settings for the new shortcut). There is no "create brand new shortcut" option that will create a static default set of settings. To change the settings, select from any of the currently defined shortcuts in the drop-down list, and then edit the settings after you finish creating the new shortcut.

Current settings	~
Current settings	
Save as PDF	
Save as JPEG	
Email as PDF	
Email as JPEG	
Save as Editable Text (OCR)	
Send to Cloud	
Everyday Scan	

5. Select Create.

A new shortcut is created with a default icon and displays at the top of the Scan Shortcuts list in the left pane. The newly created shortcut is now the selected shortcut.

NOTE: The new shortcut icon is assigned based on the Item Type and Destination chosen for the shortcut.

Rename a Scan Shortcut

To change the name of a custom Scan Shortcut you created in the HP Scan app, follow these steps.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

3. In the left pane of the home screen, right-click the shortcut and select Rename Scan Shortcut.

- 4. Type a new name for the Scan Shortcut and select OK.
- NOTE: Duplicate names are not allowed. The name should be unique and less than 128 characters.

Enter a new name for the Scan Shortcut	
Save as PNG	
ок	Cancel

Save changes to a Scan Shortcut

Learn about saving changes to a custom Scan Shortcut.

If changes are made to shortcut settings, these changes are "sticky" only during the current session of the HP Scan app. To save the updated settings to the shortcut to apply in the future, follow these steps.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. In the left pane of the home screen, select the shortcut.
- 4. Make any changes to the Scan Shortcut.
- NOTE: When changes are made to a shortcut on the main screen, two icons display to the right of the shortcut name: Save and Undo icons. These icons indicate that unsaved changes are currently pending for the shortcut. The shortcut does not need to be selected to resolve the pending changes. After a scan has occurred, if there are pending changes to the shortcut that was used while scanning, the Save and Undo icons are displayed on the adjustments screen to the right of the title area in the adjustments panel.
- 5. To save the changes to the shortcut, use one of the following options:
- NOTE: If you want to preserve existing settings for the shortcut and do not want to the temporary changes to be saved for the next time the shortcut is used, skip this step, and then click **Scan**. You can also click the Undo icon to revert the shortcut to the last saved setting.
 - When the application is open, click the Save Shortcut icon, or right-click the shortcut name and select **Save**.
 - Close the application and, when prompted, click Yes.

The changes to the shortcut are saved and will be available the next time the shortcut is used.

Restore a Scan Shortcut to default settings

To restore a Scan Shortcut in the HP Scan app to its default settings, follow these steps.

NOTE: This option is only available in the drop-down menu for factory default Scan Shortcuts and cannot be used with custom-created Scan Shortcuts.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. In the left pane of the home screen, right-click the shortcut and select Restore Defaults.
- 4. Select Yes to confirm. This cannot be undone.

The Scan Shortcut settings are resets to the factory default values.

Import/Export Scan Shortcuts to/from XML

Scan Shortcuts can be exported to or imported from an XML file using the HP Scan app.

Administrators can create Scan Shortcut profiles for a workgroup and share custom Scan Shortcuts with each other using .xml files.

Show/Hide Scan Shortcuts

To show or hide custom Scan Shortcut(s) you created in the HP Scan app, follow these steps.

- MOTE: Factory default Scan Shortcuts cannot be hidden.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

3. Click the Show/Hide Scan Shortcuts link.

Scon Shortcuts Show/Hide Scan Shortcuts	Scan Shortcut Settings: Everyday Scan		More
	Scan		
	Item Type	Fage Sides	-
E ,	Destation	· · Sucatation	
P3	Detect Content on Page	Auto Orient	
tent c	Source		
Save as PDF	Document Feeder if loaded	~	
Save as JPEG	E desta de la composición de		
553	Image		
CATA Email as PDF	Color Moce	- Hulti Grana an	
Email as JPEG	Con		
Seve as Editable Text (OCR)	Destination		
	File Type	Send To	
Send to Cloud	POF	Local or Network folder	+
Create New Scan Shortcut 🏦 👱	Show Wewer After Scan		

- 4. In the Show/Hide Shortcuts dialog, clear the check boxes next to the custom Scan Shortcuts that you want to hide. The list is displayed in the same order in which they appear in the HP Scan app.
- NOTE: The selected checkboxes are the Shortcuts that will be shown. By default, all the available shortcuts that display in the user interface are checked. At least one shortcut must be selected to be shown.

Model Name: HP Scan Jet Flow N9	120 fn2
Scan Shortcuts	
· •	^
D 6	
□ ·	
Save as PDF	
Save as JPEG	
Email as PDF	
🔽 Email as JPEG	~

5. When finished, click **Apply**.

The selected shortcuts are displayed, and any unselected shortcuts are hidden in the HP Scan app.

Delete a Scan Shortcut

To delete a custom Scan Shortcut you created in the HP Scan app, follow these steps.

- NOTE: Factory default Scan Shortcuts cannot be deleted.
 - 1. Open the HP Scan app.
 - 2. On the Scan tab, select Scan a Document or Photo.

The scan interface opens.

- 3. In the left pane of the home screen, right-click the shortcut and select Delete <Shortcut name>.
- 4. Select Yes to confirm delete. This cannot be undone.

9 Manage and maintain the scanner

Use the steps in this chapter to manage and maintain the scanner on a device using the HP Scan app.

Open the Embedded Web Server (EWS)

Learn how to open the device Embedded Web Server (EWS) using the HP Scan app to view and configure scan information.

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scanner Home Page (EWS).

The EWS opens.

HP Color Laser	Jet MFP	1.000					ing and		Links
rmation General	Copy/Print	Scan/Digital Send	Fax	Supplies	Troubleshootin	y Security	HP Web S	iervices N	etworki
e Status guration Mage	Device Statu	s							
lies Status Page Llog Page	Sleep mode of	n							
e Page	Supplies								
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Change or assign the device connection type

To assign or change the device connection type, use the **Tools** tab.

If you skipped the connection configuration process during initial set up, or if you want to change the connection type, follow these steps.

- 1. Open the HP Scan app.
- 2. Select the **Tools** tab.



3. Select Device Setup & Software.

You will be redirected to the installation set up process to change the connection.

Change the scanner settings

To change the scanner settings using the HP Scan app, use the Scanner Tools Utility (STU).

1. Open the HP Scan app.

2. Select the Tools tab.



3. Select Maintain Your Scanner.

The Scanner Tools Utility opens.

Maintain the scanner

To maintain the scanner using the HP Scan app, use the Scanner Tools Utility (STU).

1. Open the HP Scan app.

2. Select the Tools tab.



3. Select Maintain Your Scanner.

The Scanner Tools Utility opens.

View device, firmware, or network information

To view device, firmware, or network information, use the HP Scan app to open the Embedded Web Server (EWS).

- 1. Open the HP Scan app.
- 2. On the Scan tab, select Scanner Home Page (EWS).

The EWS opens.

3. Select the **Information** tab, and then select **Device status** from the left pane.

HP HP	Color LaserJ	et MFP					Search by R	leyword	Q,	 Sign In
formation	General	Copy/Print	Scan/Digita	l Send Fax	Supplies	Troubleshooting	y Security	HP Web S	ervices	Networking
vice Status origunation Page		Device Statu	s							
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Revision history

View a list of document revisions.

The information contained herein is subject to change without notice. HP shall not be liable for technical or editorial errors or omissions contained herein.

Table Revision history

Revision number	Revision date	Revision notes
1.0	03/2021	New release User Guide for the HP Scan app.

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