HP Workpath - **HP Scan to Email** User Guide

SUMMARY

Public

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1 Introduction

Use this document to learn how to install, use, and manage the **HP Scan to Email** app.

HP printers can now access documents stored in the cloud directly from the printer control panel using HP Workpath Apps such as the **HP Scan to Email**.

NOTE: This document assumes that the **HP Scan to Email** app is already installed. HP Workpath Apps are available from the **HP Command Center** using a web browser. For instructions, refer to the *Deployment Guide using HP Command Center*.

Description

Learn about the features of the **HP Scan to Email** app.

The **HP Scan to Email** app can be used to scan and send documents directly from an HP printer as an attachment to an email account using the printer control panel.

By providing a direct connection between the HP printer and the email account, the **HP Scan to Email** app optimizes workflows and worker efficiency.

NOTE: If a scanned document size is too big to email, you can use the **HP Scan to FTP** app to send the document directly to the FTP server on your local network or the internet. See the *HP Scan to FTP User Guide*.

Features

Learn about the features for the **HP Scan to Email** app.

The **HP Scan to Email** app includes the following features:

- Scan to an Email account
- Load to address book, select the document to send, and then type the email or server address
- Supported Scan to document types: JPEG, PDF, and PDF/A formats
- Searchable documents including MTIFF, TIFF, and XPS formats
- Searchable OCR documents including CSV (OCR), HTML (OCR), PDF(OCR), PDF/A(OCR), RTF (OCR), Text (OCR), Unicode Text (OCR) formats on supported HP printers
- File names are automatically date/time stamped

App requirements

Learn about requirements for the **HP Scan to Email** app.

Before you can use **HP Scan to Email**, the following requirements must be met:

- An active Email account or path
- A compatible HP printer with a DIMM accessory installed (A4 printers only)
- HP Command Center (HPCC) set up and configured
- The HP Workpath App(s) enabled and configured in HPCC
- The HP printer(s) registered with HPCC
- The printer set up and the HP Workpath Link platform enabled in HPCC
- The **HP Scan to Email** app is already installed on the printer

2 Use the HP Scan to Email app

Learn how to use the **HP Scan to Email** app.

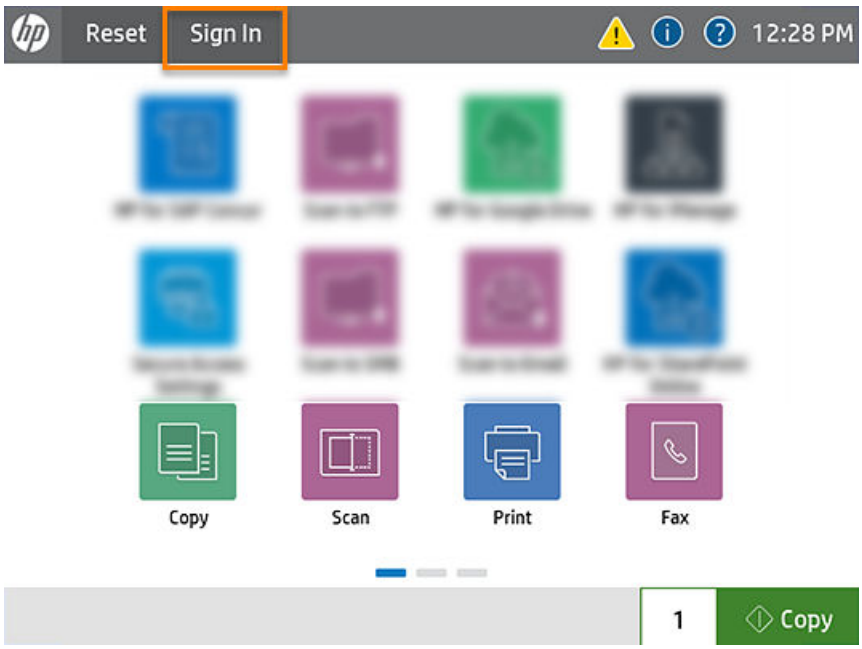
Use the information in this chapter to scan to and print from Email directly from the printer control panel using the **HP Scan to Email** app.

Sign in to the printer

Learn how to sign in to the printer.

To use the **HP Scan to Email** app as an administrator to enable features such as the Administrator Opt-in (EULA) or store credentials using Sign in Once (SIO), you will be required to sign in to the printer using the device administrator or authentication agent credentials. To do this, follow these steps:

1. On the printer control panel, select **Sign In**.



2. Log in using environment-specific credentials.
   - If SIO is *not* enabled, log in as a device administrator using the device or EWS password.
   - If SIO is enabled, log in using an authentication agent, and then type the HP ID and password (first sign-in only) and create a six-digit PIN. Future sign-in will require only the authentication agent and the six-digit PIN.

NOTE: If you're company is using a badge reader, you'll need to swipe an identity badge and create a six-digit pin to sign-in. If Sign In Once (SIO) is enabled on the printer and this is the first time logging in, you will need to set up the cloud account using the authentication agent credentials configured on the printer. For instructions, go to support document Set up cloud Sign in Once (SIO) and see section *Link account and store credentials to the HP Cloud SIO vault*.

Open the application

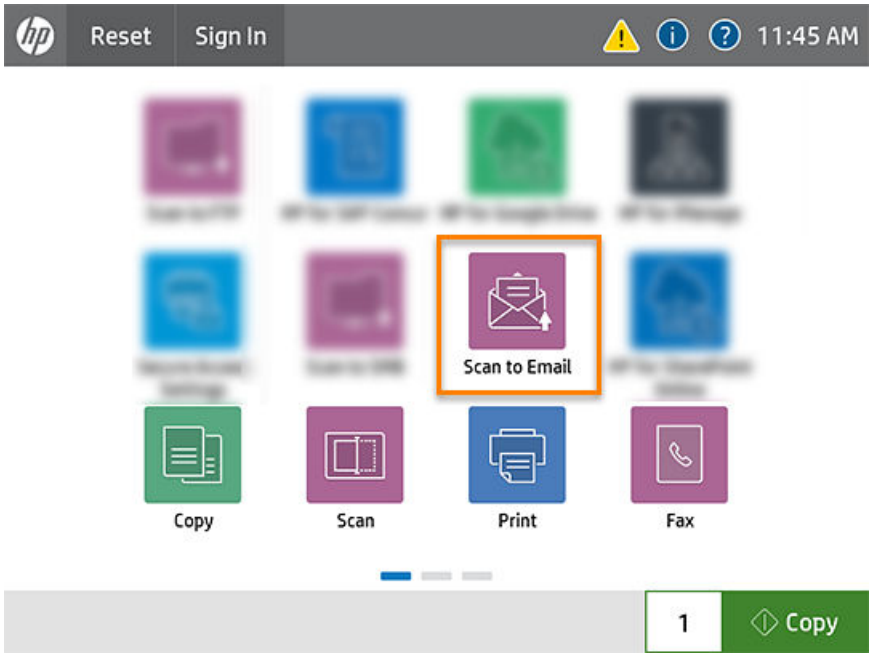
Steps to take when first opening the app.

To open the **HP Scan to Email** app at the printer control panel, users must view and agree to the Terms of Use and Privacy Policy the first time they log in. To do this, follow these steps:

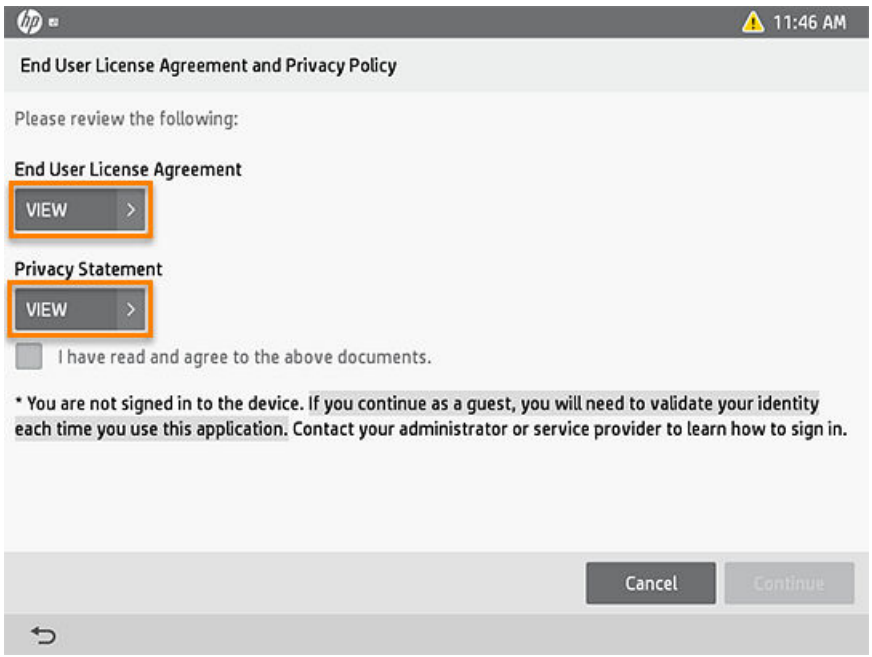
NOTE: If the EULA admin option is enabled, the user will only need to perform these steps the first time they open the app.

1. On the printer control panel, select the **HP Scan to Email** tile.

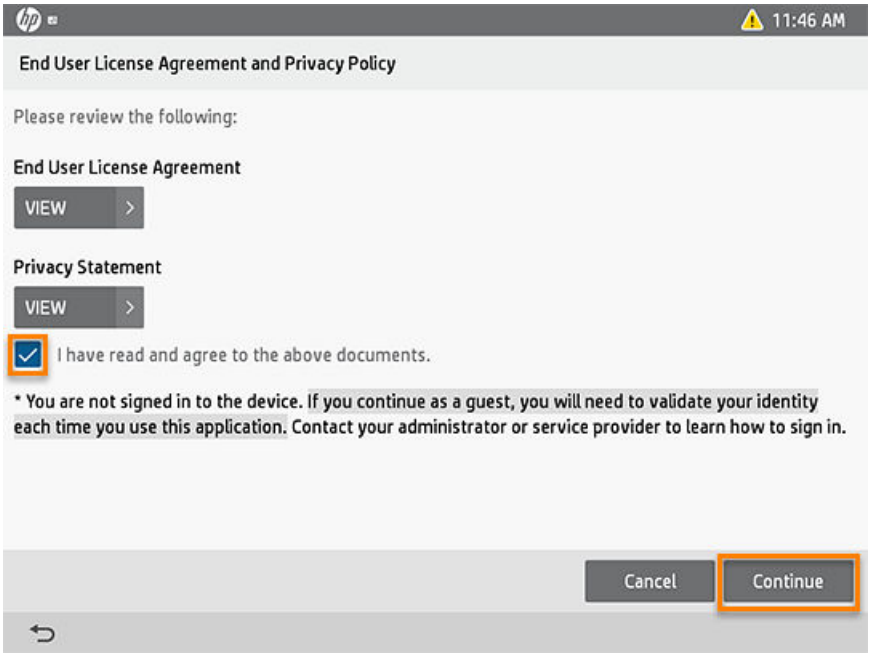
   NOTE: You might need to scroll from side-to-side to see this tile.



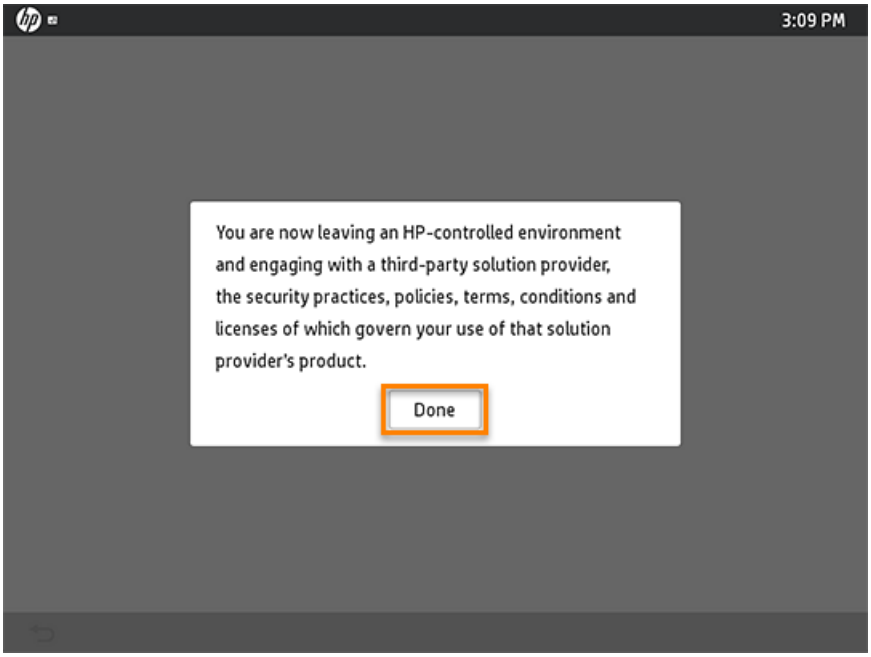
2. Select **View** to read the HP App End User License Agreement and HP Privacy Policy.



3. For each agreement, read and then select **Done** to return to the Terms of Use and Privacy Policy screen.
4. Select the check box to verify that you have read and agree to the information, and select **Continue**.



5. When notified that you are now leaving an HP-controlled environment and engaging with a third-party, select **Done** to continue.



You will be redirected to the account log-in page.

Scan a document to an email account

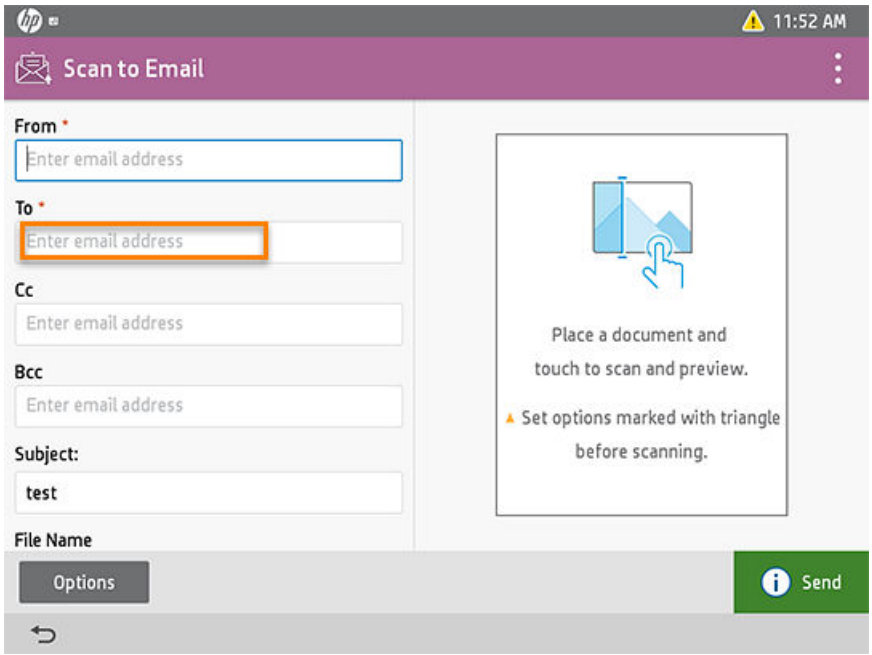
Learn how to scan a document to an email account.

One of the primary features of the **HP Scan to Email** app is the ability to scan documents directly to your email account.

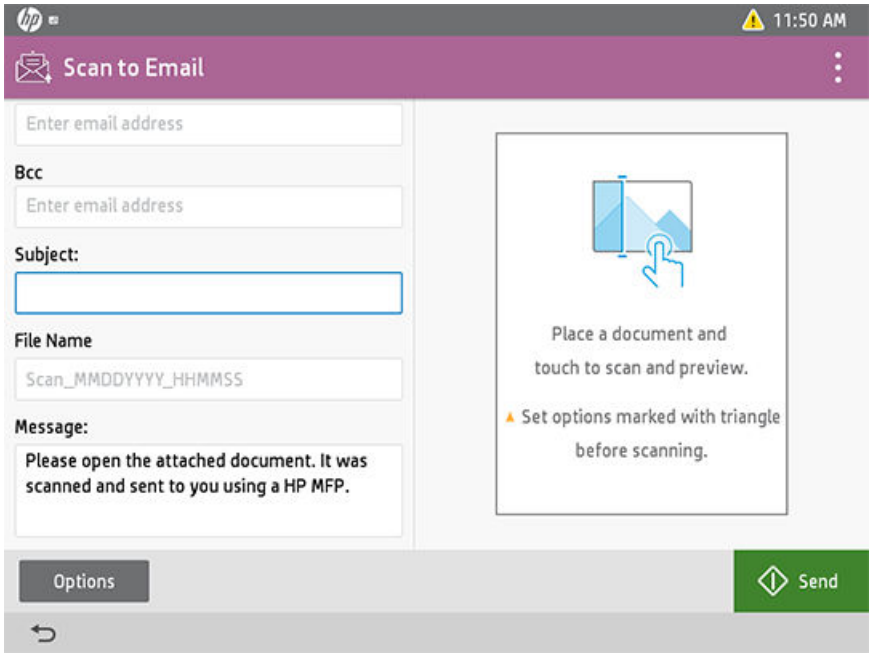
To do this, follow these steps:

NOTE: SMTP services must be configured on the printer to use the Send to Email feature. When scanning to email, the **From:** field will automatically populate when the email address is configured in the Embedded Web Server (EWS) under SMTP server settings.

1. On the printer control panel, open the **HP Scan to Email** app.
2. On the scan preview screen, type the email address to which you want to send the scan.



3. Type a subject, file name, and message, if desired.



4. To adjust the document settings (size, file type, 2-sided, etc.), select **Options**. Use the following information as a guide:

NOTE: The screen display might vary in color, appearance, and options depending on the app.

- **File Type and Resolution** – Use this option to change file size, file resolution, and file types from JPEG or PDF (for example). Supported file types and resolutions vary depending on the app.
- **Original Sides** – Use this option to change from **1-sided** to **2-sided** (duplex).
- **Color/Black** – Use this option to change to **Color**, **Black/Gray**, or **Black** depending on the scanned original.
- **Original Size** – Use this option to change the paper size for the scan. The default is **Letter**.
- **Content Orientation** – Use this option to change the page orientation to/from **Portrait** to **Landscape**.
- **Image Adjustment** – Use this option to change the **Sharpness**, **Darkness**, **Contrast**, and **Background Cleanup** settings.
- **Optimize Text/Picture** – Use this option to change the image from **Text** to **Mixed**, **Printed Picture**, or **Photograph**.
- **Cropping Options** – Use the **Crop to content** option to eliminate unnecessary white space or keep the default **Do not crop**.
- **Blank Page Suppression** – Use the **Suppress Blank Pages** option to exclude blanks when scanning multiple pages or keep the default **Off**.
- **Multi-feed Detection** – Use the **Multi-feed Detection** option when scanning large documents and stop the scanning process if multiple page feeds are detected or keep the default **Off**.

5. Select **Send**.

When the scan completes, the document will be visible in your Email account.

3 Manage the HP Scan to Email app

Learn how to manage the **HP Scan to Email** app.

Use the information in this chapter to manage the **HP Scan to Email** app from the printer control panel.

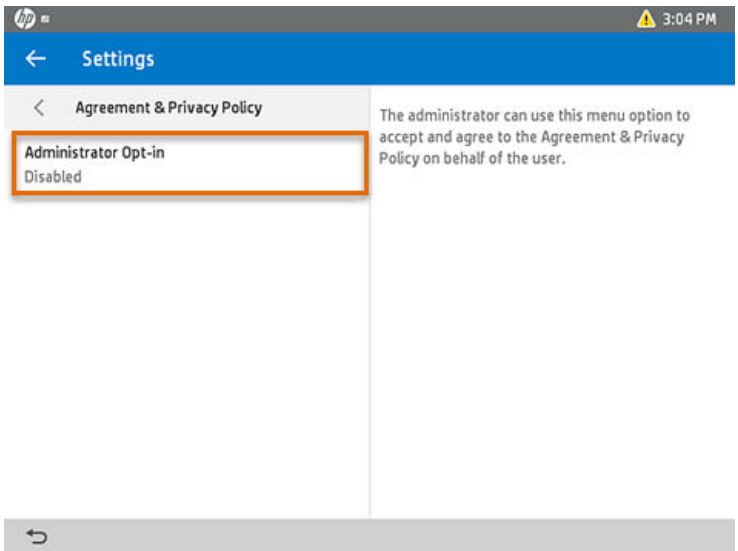
NOTE: To manage the **HP Scan to Email**, you must first log in to the Email account from the printer control panel. For detailed instructions, see the section *Log in to the Email account*.

Enable the administrator EULA option

Learn how to enable the administrator option that allows the device administrator to accept the End User License Agreement (EULA) agreement on behalf of all users.

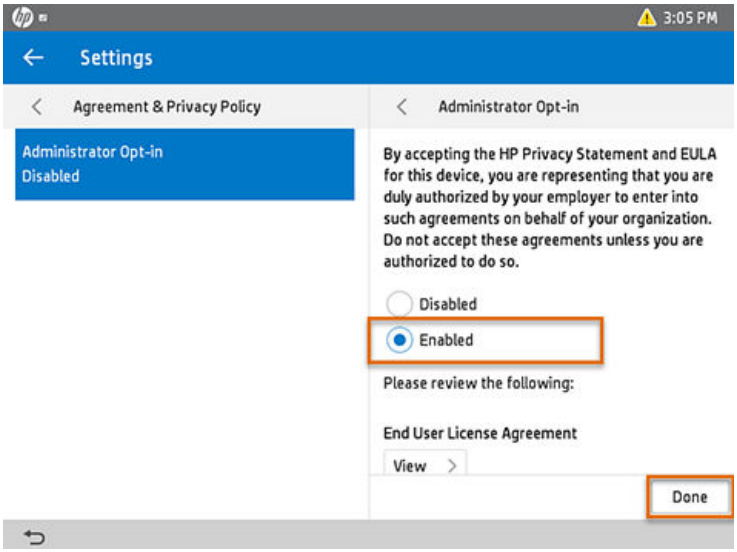
The **Administrator Opt-in** option can be enabled to allow the administrator to accept EULA agreements on behalf of all users. To enable this feature and accept agreements on behalf of all users, follow these steps:

1. Sign in to the printer using administrator credentials.
2. Open the **HP Scan to Email** app from the printer control panel.
3. Sign in to the Email account from the printer control panel.
4. Touch the App menu (3 dots in the title bar) and select **Settings**.
5. Under Agreement & Privacy Policy, select **Administrator Opt-in**.



6. Select **Enabled**, read and agree to the terms and conditions, and then select **Done**.

NOTE: You must be an authorized user designated by your company to enable this feature.



7. Repeat the steps above from each printer control panel.

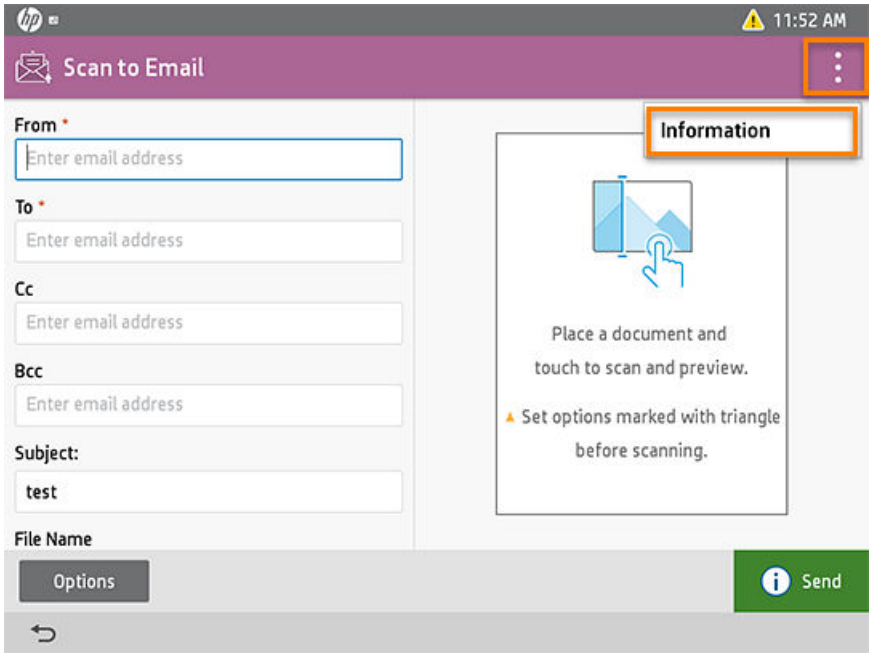
   These agreements will no longer prompt users when logging in at the control panel.

View App Information, Version, and Open Source Licenses

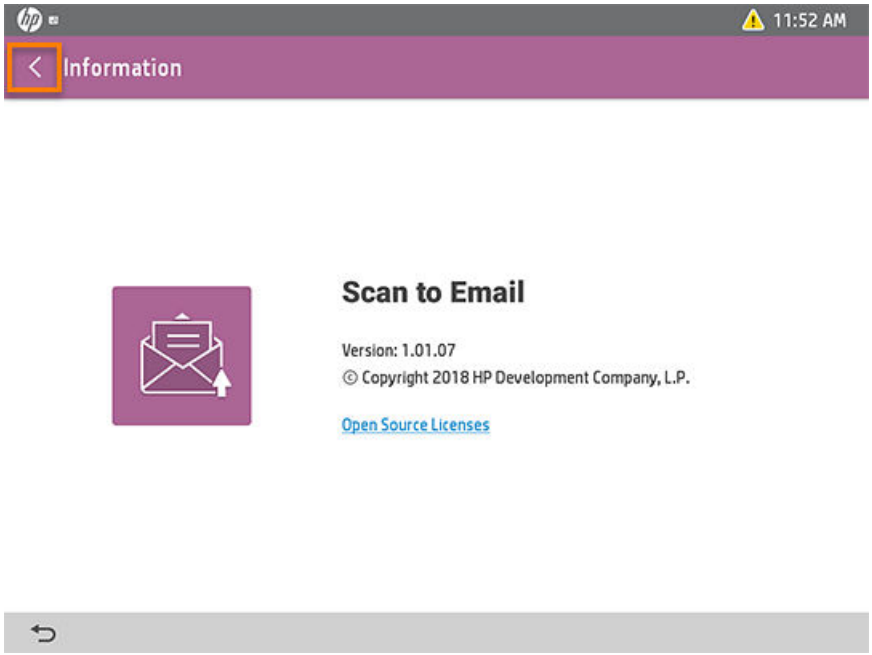
Learn how to view App information.

The **HP Scan to Email** app information, including version details and associated Open Source Licenses, can be viewed at any time from the printer control panel. To do this, follow these steps:

1. Open the **HP Scan to Email** app from the printer control panel.
2. Sign in to the Email account from the printer control panel.
3. From the main menu in **HP Scan to Email**, touch the App menu (3 dots in the title bar).
4. Select **Information**.



5. To return to the main screen, touch the back arrow next to **Information** in the title bar.



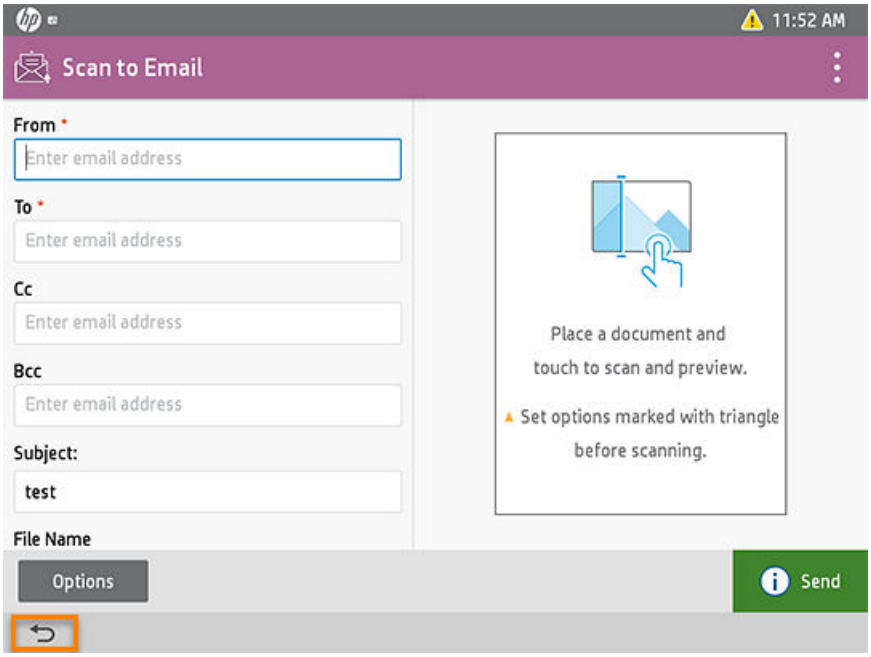
Sign out of the application

Sign out of the application.

To sign out of the **HP Scan to Email** app and the account or server, follow these steps:

NOTE: After signing out of the app, you will need to re-enter your Email account or server address and credentials the next time you access the app from the printer control panel.

1. From the main menu in **HP Scan to Email**, touch the return icon in the bottom left of the screen.



2. Touch the return icon again to exit or select **Exit**.

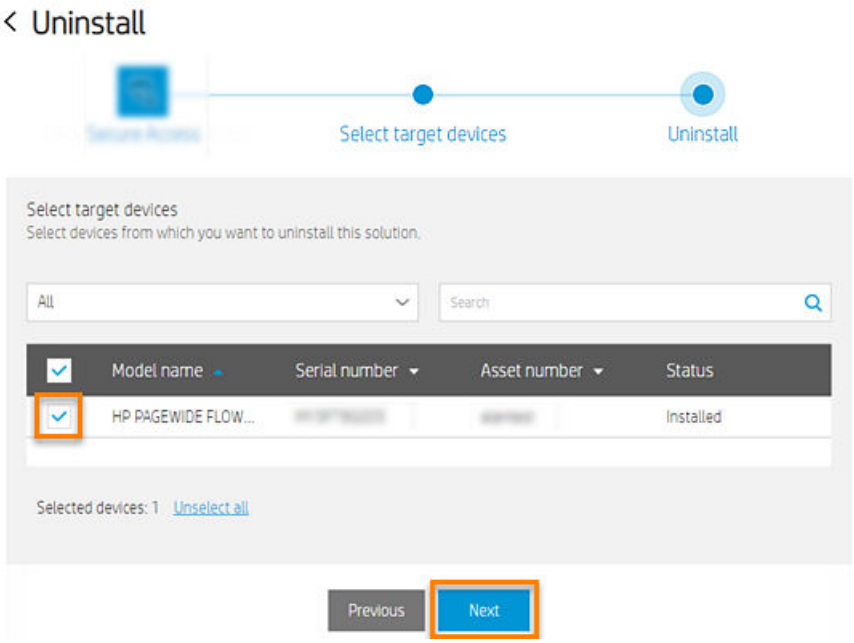
Uninstall the application

Learn how to uninstall the application.

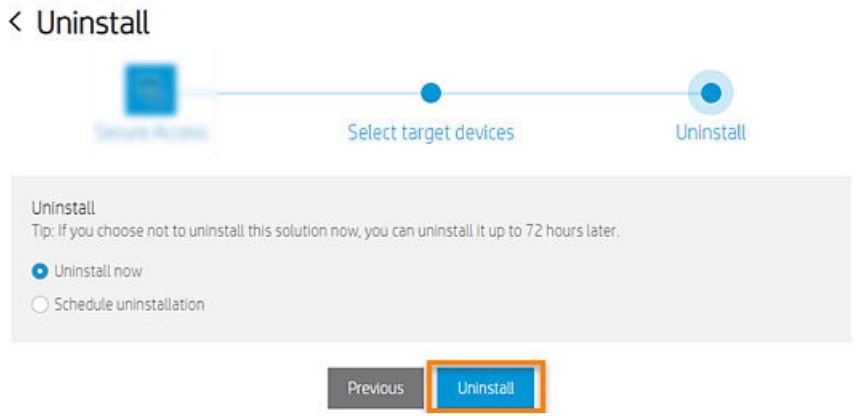
The **HP Scan to Email** app can be removed from the printer at any time.

To uninstall the **HP Scan to Email** app, follow these steps:

1. Log into **HP Command Center**.
2. In the Solutions pane, find the app and select **Manage**.
3. Select **Uninstall**.
4. Select the device or devices from which you want to uninstall the app, and then select **Next**.



5. Select **Uninstall now** or **Schedule uninstallation**, and then select **Uninstall**.



The app is uninstalled from the selected device(s). For detailed information, see the *HP Workpath - Deployment Guide using HP Command Center* or contact the device administrator.

Support

Get support for the **HP Scan to Email** app.

If you need support for using the **HP Scan to Email** app, contact us.