QUICK GUIDE



HP E Series: Setting Scan to Email Defaults

1.	Open a web browser, then enter the IP address of your HP LaserJet printer.	
2.	Navigate to the Default Job Options page. Select: Scan/Digital Send, +Email Setup, +Default Job Options. Note: There are Default Job Options for Scan to Folder and Scan to SharePoint as well.	HP Color LaserJet MFP E87660 HP Color LaserJet MFP E87660 10.0.86.22 Information General Copy/Print Scan/Digital Send Email Setup Default Job Options Quick Sets Scan to SharePoint* Scan to SharePoint* Email Setup Point* Email Setup Point*
3.	Scroll down to the bottom of the File Settings section and select Advance Setting .	File Settings File Russ * Ionthecid Ionthecid File Type For Ionter editable Ionter editable Automotically detect coor of black. Automotically detect coor of black. Automotically detect coor of black.
4.	Scroll back to the top and change the default options for each section beginning with Address and Message Field Control.	Address and Message Field Control Select the desired setting for each field and whether the field can be edited by the user at the Address Field Restrictions Users can type addresses Setting applies if From, To, Cc, or Bcc fields are "User editable" Itlow invalid email address formats From: Default From: Default From: Default From: E87660@loftler.com E87660 Note: This is an optional setting. If set, the display name is shown at the control panel rather than the Default From: address. To: Blank Blank Blank Subject: %DEVICE_TIME_HHMM55% * User editable Message: User editable
5.	If using encryption or digital signatures, change the defaults under the Signing and Encryption section. Skip this section if you are not using digital signatures or encryption.	Signing and Encryption Signing Do not sign Do not

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6.	Scroll to the Notification section and signify what should happen when a job completes or a scan to email fails. Note: Select either email or print in the Method Used to Deliver Notification	Netritication Do not notify hordty-white is completes hordty-may al job Lake	ted to Deliver Notification Heatification Email Addr	ess*	first scanned
7.	Scroll to the Scan section and change	Scan Settings			
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	defaults as needed.	Any Size	1-sided	Standard document	~
		Ontimize Text/Dicture	Dates file up	Standard document	
	Noto: Under the Scan Made, select from:	Mixed	Content Orientation	Sharnposs	
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		Contrast	Image Browiew	Cropping Options	
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