

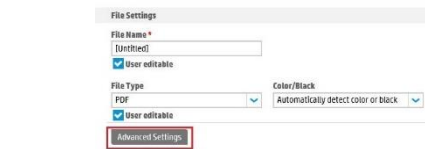
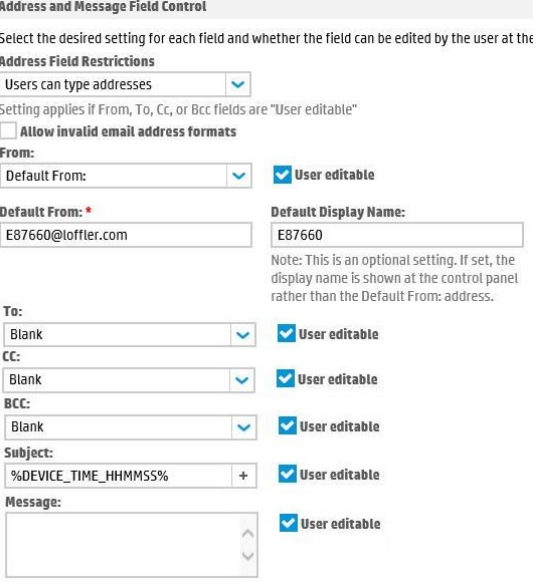
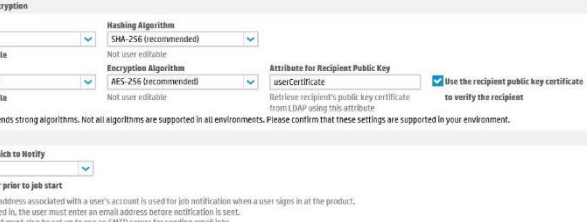


HP E Series: Setting Scan to Email Defaults

<p>1. Open a web browser, then enter the IP address of your HP LaserJet printer.</p>	
<p>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.</p>	
<p>3. Scroll down to the bottom of the File Settings section and select Advance Setting.</p>	
<p>4. Scroll back to the top and change the default options for each section beginning with Address and Message Field Control.</p>	
<p>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.</p>	



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**

7. Scroll to the **Scan** section and change defaults as needed.

Note: Under the **Scan Mode**, select from:

8. Scroll to the **File Setting** section and change whichever defaults necessary.

9. Select **Apply** to save the new defaults and close the **Default Job Options** window.

