



# Universal HP Scan 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 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 application.

### Operating System Requirements

HP Scan can be used in the following operating systems:

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

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- Windows 11
- Windows 10
- Windows 8.1 (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 can use the HPScan app:

- HP LaserJet Enterprise MFP
- HP LaserJet Managed MFP
- HP PageWide Enterprise MFP
- HP PageWide Managed MFP
- HP ScanJet Enterprise Flow
- HP ScanJet Enterprise
- HP ScanJet Pro
- HP Digital Sender Flow

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## 2 Install and Uninstall the HP Scan app

This chapter provides information on how to install 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

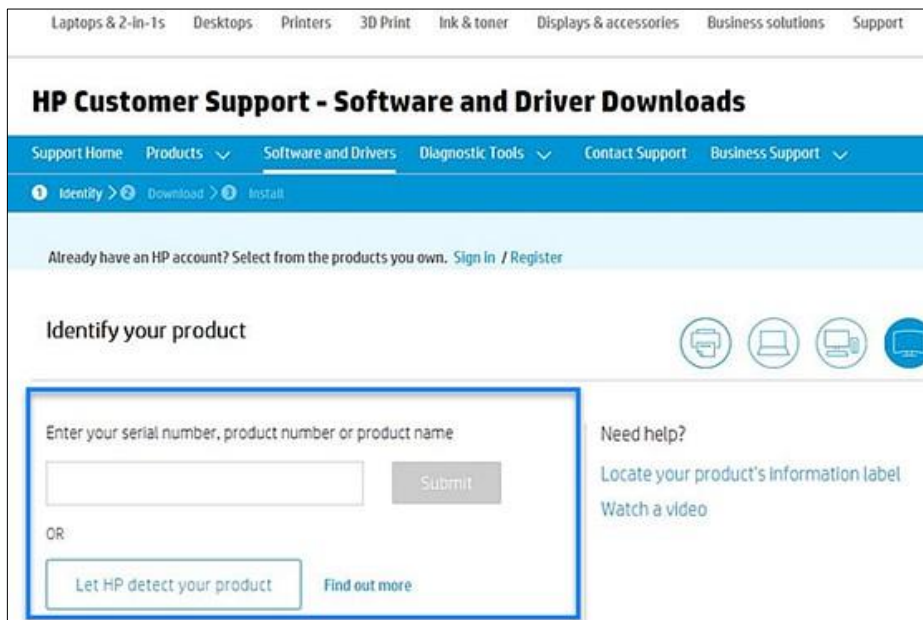
The latest driver or full software build is available for download on HP.com. There are two types of web packs: Full software and a Basic driver.

- 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 <http://www.support.hp.com>.
2. Under the Support tab, select Software & Drivers.
3. Select Other.

4. Click Let HP detect your product, or type the model's name of the scanner, select the scanner, and then click Submit.



5. Wait for your product to be detected and for the drivers and software to display. Expand the Basic Drivers or Driver-Product Installation Software section, depending on the installation method that you want to use.
6. Click Download.
7. Click Save to automatically download the web pack to the Downloads folder.


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 **NOTE:** The web pack download can also be saved to a preferred location on your PC. To do this, select Save As, navigate to the location on your PC where you want to save the file, and then click Save.

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8. If you downloaded the Basic driver option, you would also need to download any recommended plug-ins for that scanner.

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 **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.


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- a. On the product download page, expand the Update section.
- b. Click Download for each recommended plug in.



# Install the Software Using the Install Wizard

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

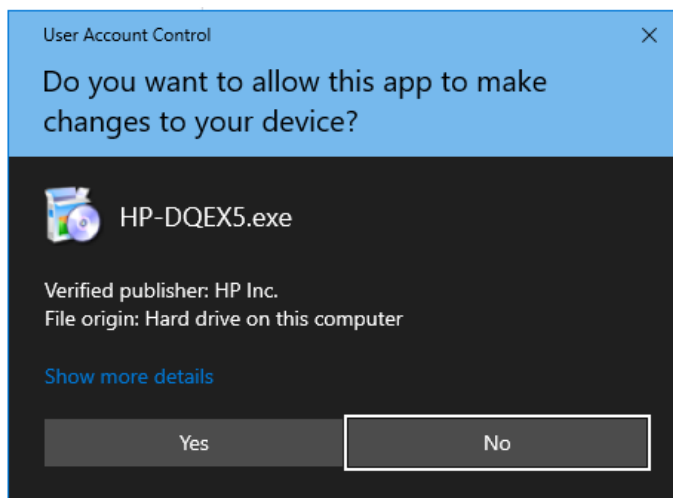
 **NOTE:** Installation using the basic web pack is similar to the full web pack except the basic web pack does not install the plug-ins. The plug-ins will need to be installed separately.

## Launch the Setup wizard

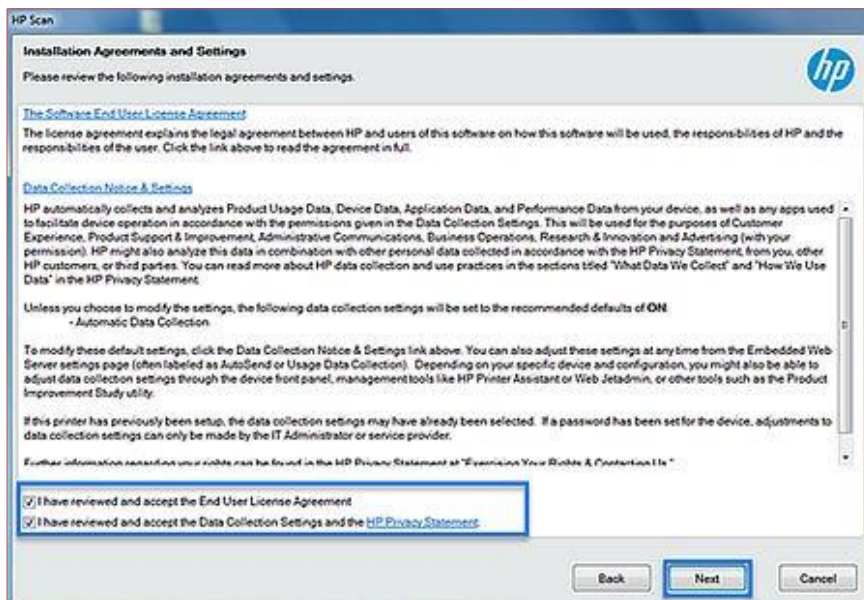
Launch the install wizard to start the setup process.

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

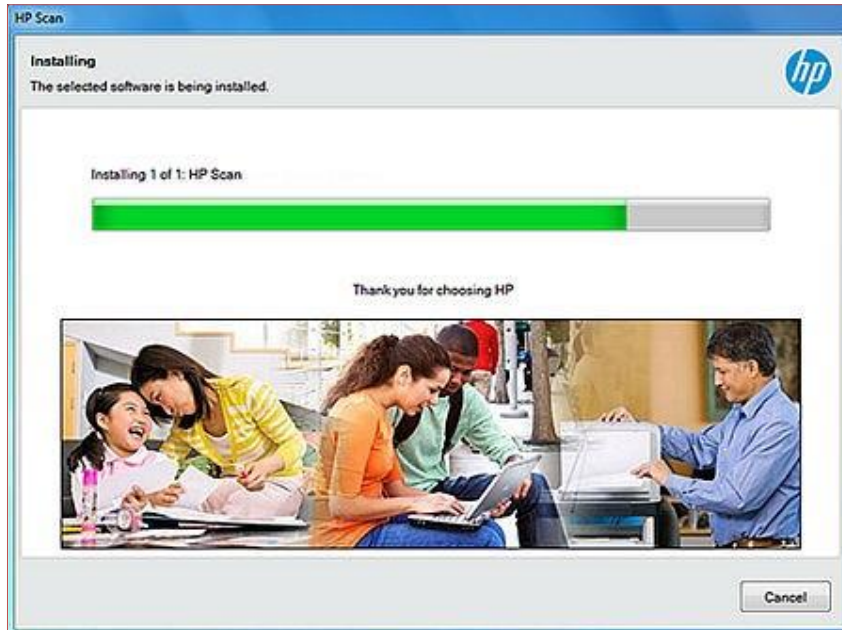
1. Double click .exe file you saved previously.



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.

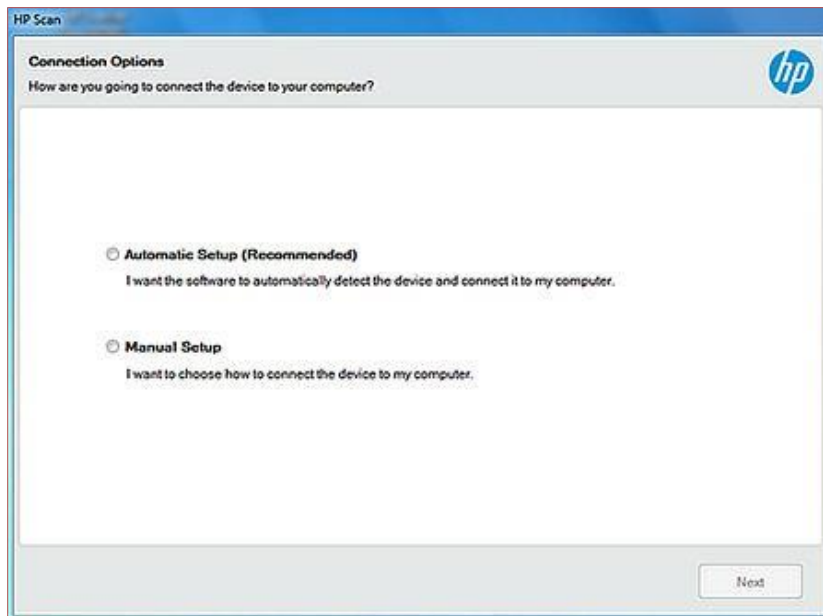
Do NOT connect the USB cable to the product until prompted.

1. Select the connection option.
  - Automatic Setup – Make sure the USB is connected and then select this option to automatically detect the connection type.

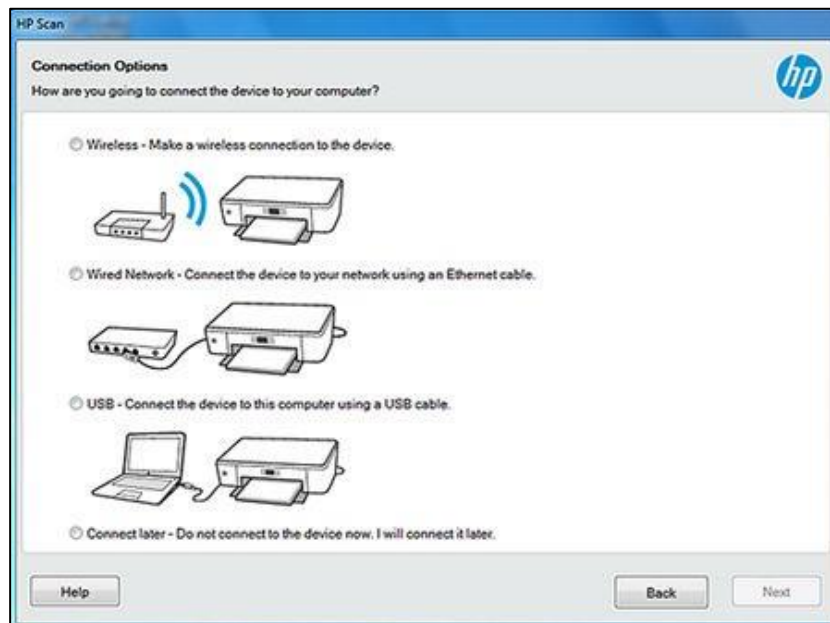
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 **NOTE:** If the USB cable is not connected from the device to the computer, then the installer will check for Wired/Wireless connection options.

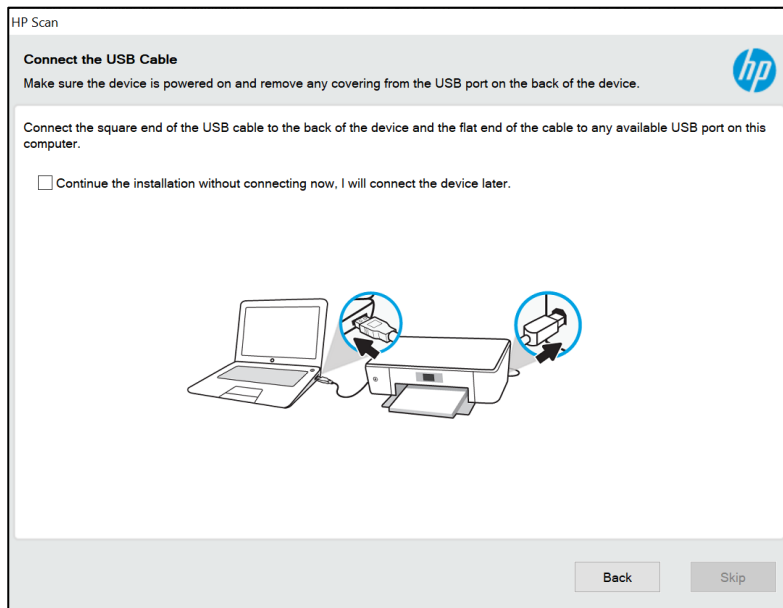
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- Manual Setup – Select this option to manually select the preferred connectivity set up.
  - a. Select USB and select Next.



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



2. Wait for the connection and set up 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

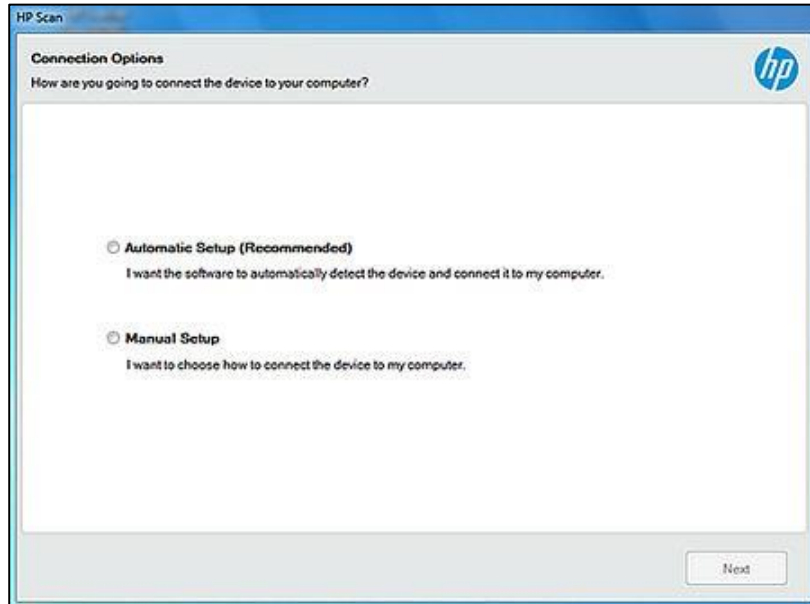
Install the software with a wired network connection.

1. Select the connection option.

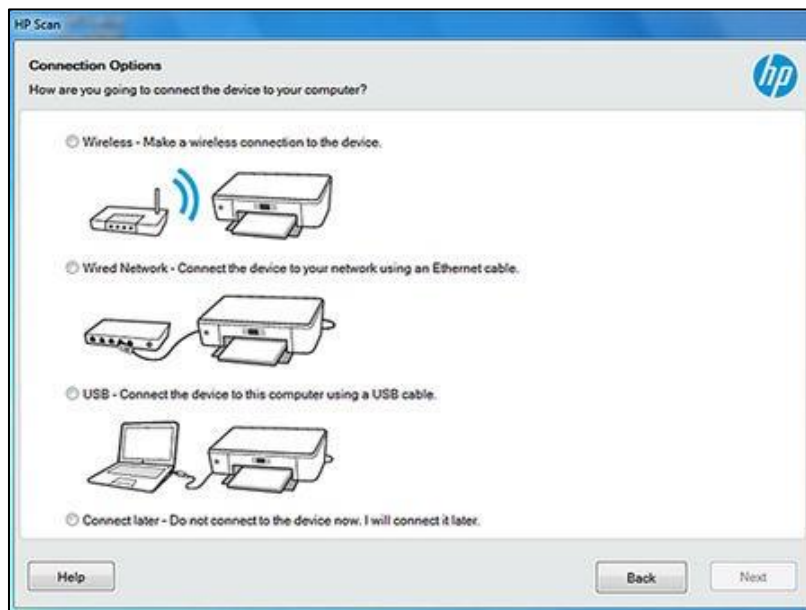
- Automatic Setup – Select this option to automatically detect the connection type.

 **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.

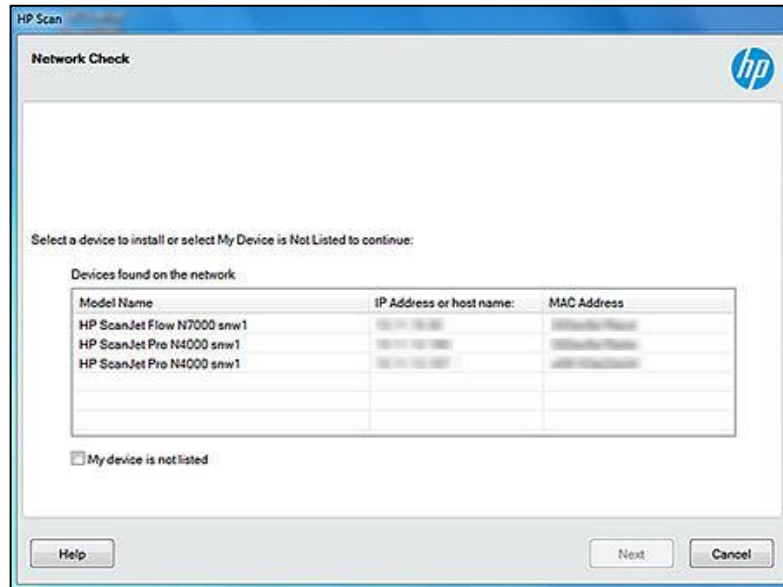
- Manual Setup – Select this option to manually select the preferred connectivity set up.



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



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



2. Wait for the connection and set up 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.

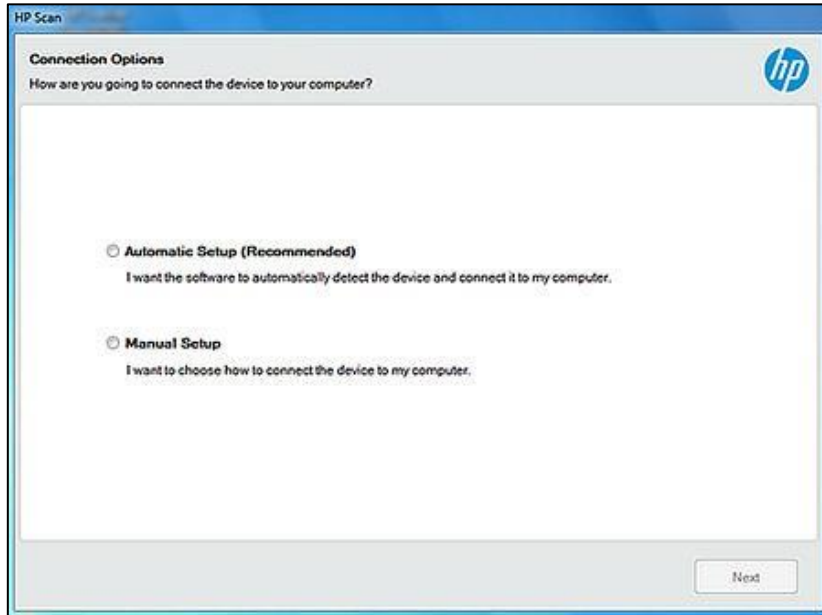
1. Select the connection option.
  - Automatic Setup – Select this option to automatically detect the connection type.

---

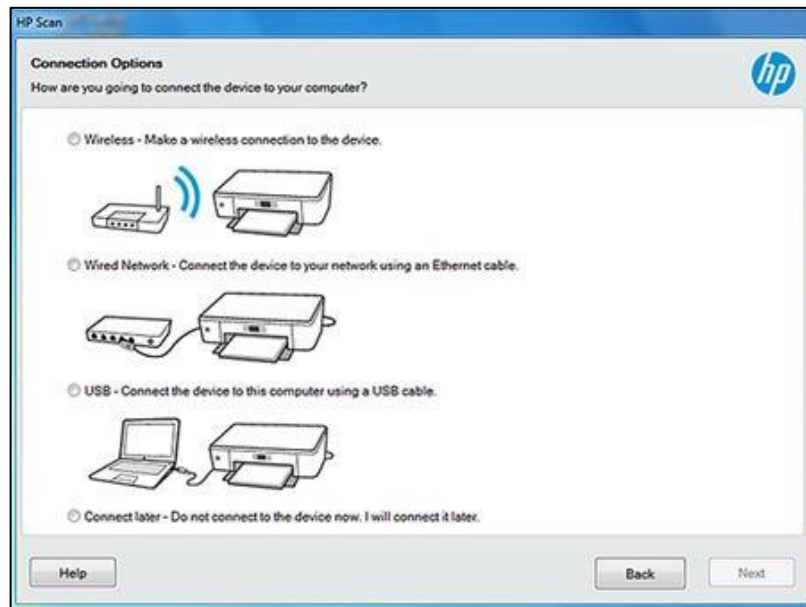
 **NOTE:** If the device is connected to the computer using USB cable, then the installation will continue with USB connectivity. If USB connectivity is not detected, it will check for Wired/Wireless options.

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- Manual Setup – Select this option to manually select the preferred connectivity set up.



- a. Select Wireless and then select Next.



- b. Wait for the scanner to be detected, select the device, and then select Next.

2. Wait for the connection and set up process to complete.
3. Select Finish to complete the installation. A shortcut to HP Scan is created on the desktop and in the Startmenu, 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.

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

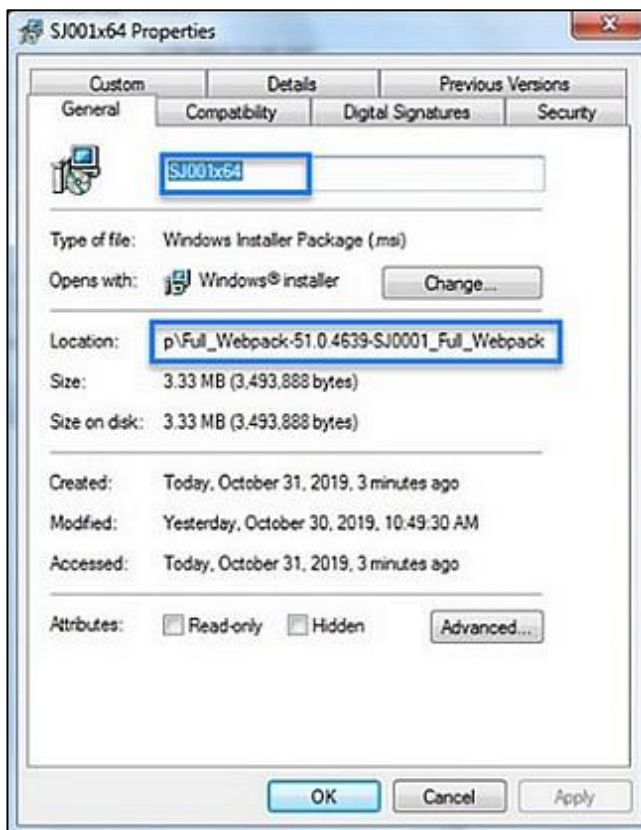
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1. Locate the plug-in files you downloaded previously.
2. Double-click to launch the file and then select Run.
3. Follow any onscreen prompts to complete the process.
4. Repeat for each additional plug in.

## Install the basic driver using a command prompt

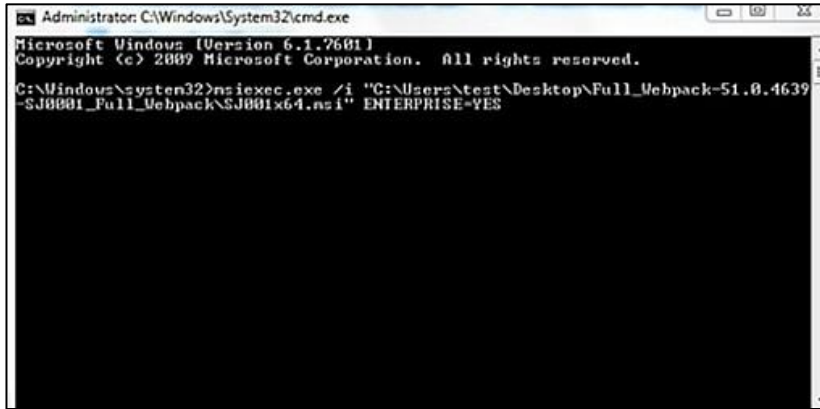
The app supports command line installation option for silent installs and/or for customizing network installs. For a silent installation, download the Full/Basic web pack, extract the folder, and then search for the .msi file.

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 package name and the path location.



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

`msiexec.exe /i "path\packagename.msi" ENTERPRISE=YES`

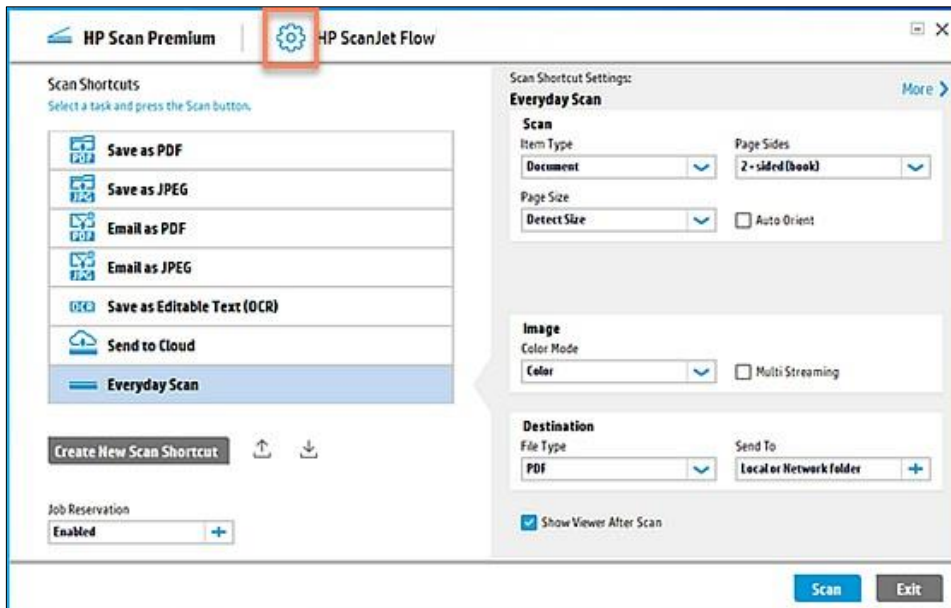


6. Wait for the installation to complete.
7. After running the command to install the software, go to device setup launcher to provide the connection type.

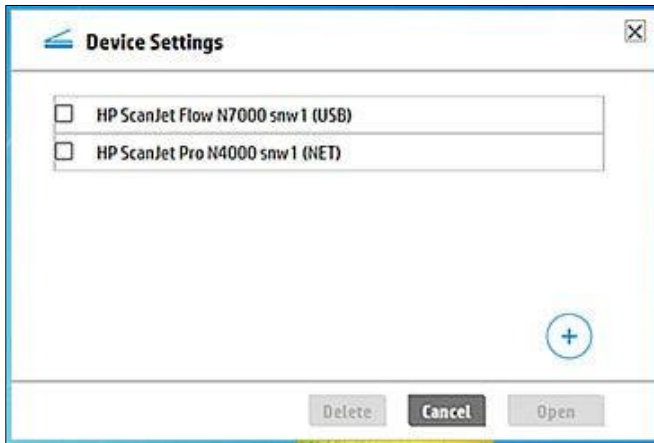
## Add a printer or scanner to the app

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.

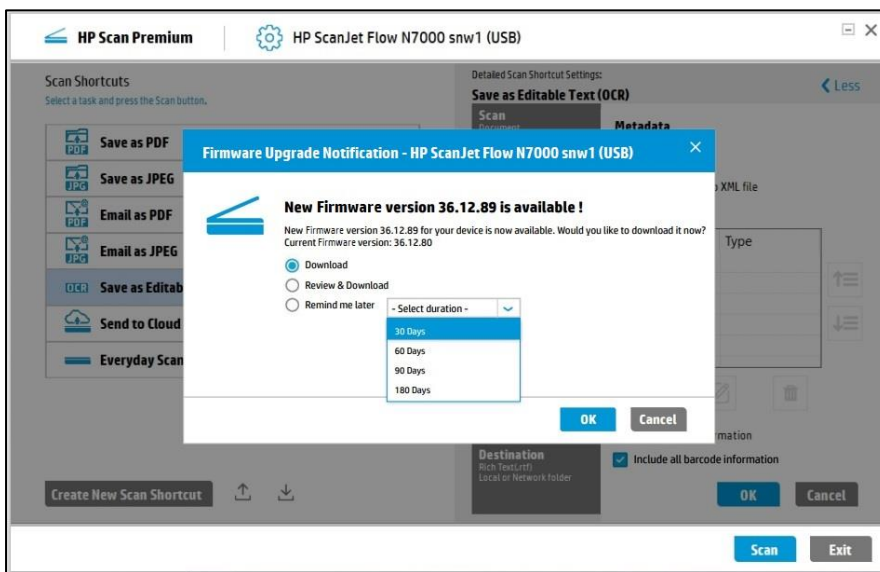


3. Select the plus icon and select a device.



4. Select Add to confirm.
5. On successful addition of a device, the user may get a pop-up notification for the latest Software or Firmware upgrade available for the added device. This notification window pops up only if the user has an active internet connection.

The notification messages for Software and Firmware upgrade are shown below:



The upgrade notification message has the following options: -

- Download:

This option is selected by default; the user can download latest Software/Firmware package from the HP store by clicking this option.

- Review and Download:

On selecting this, the user can review the details of available Software/Firmware package from HP and download it from HP store webpage.

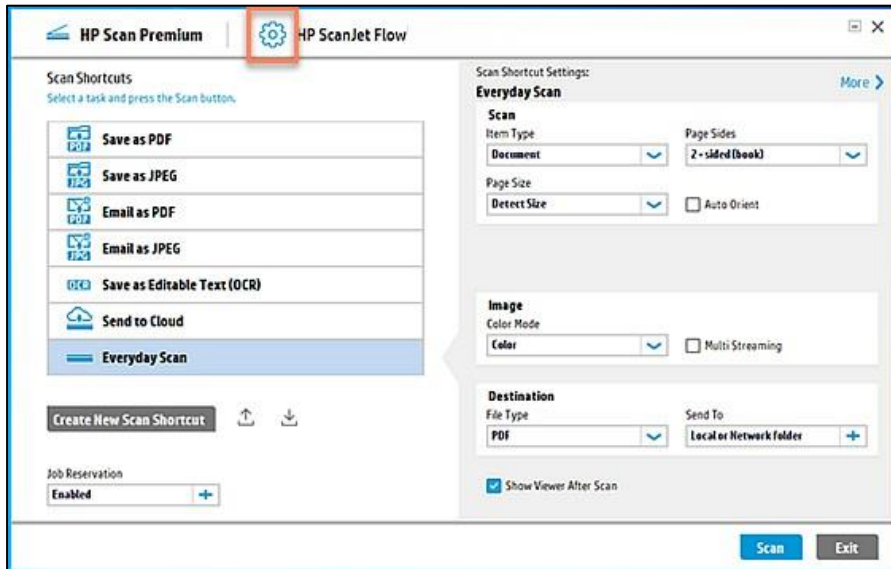
- Remind me later:

User can skip the Software /Firmware upgrade notification by selecting this option and select when to be reminded later. The reminder duration available to the user are 30, 60, 90, and 180 days.

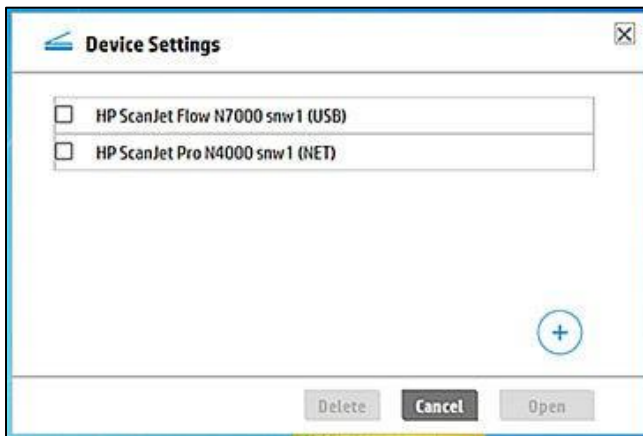
# Remove a device from the app

To remove a device from the HP Scan application and/or uninstall the app, follow these steps.

1. Open the HP Scan app.



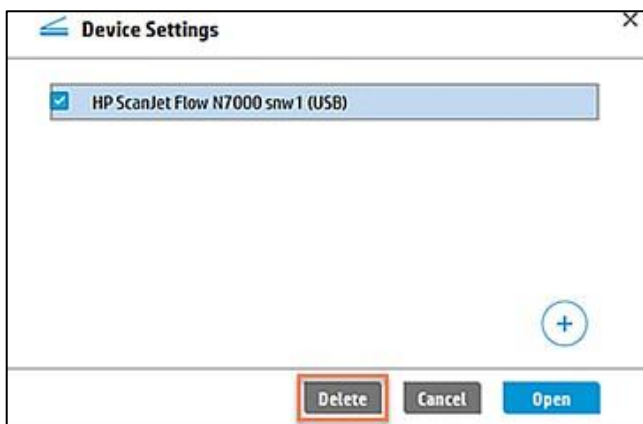
2. Open Settings by clicking the gear icon from the home screen
3. Select a device and then click Delete.



4. Select Delete to confirm.

## Uninstall the HP Scan app

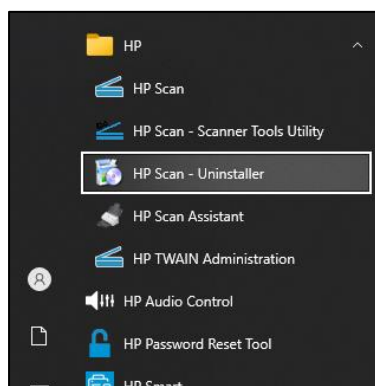
1. From the Start menu, select Control Panel.
2. Select Programs and Features.
3. Select HP Scan+ Basic Device Software, right-click the option, and then select Uninstall.
4. Select OK to confirm.
5. Under Devices and Printers, make sure the device has been removed.



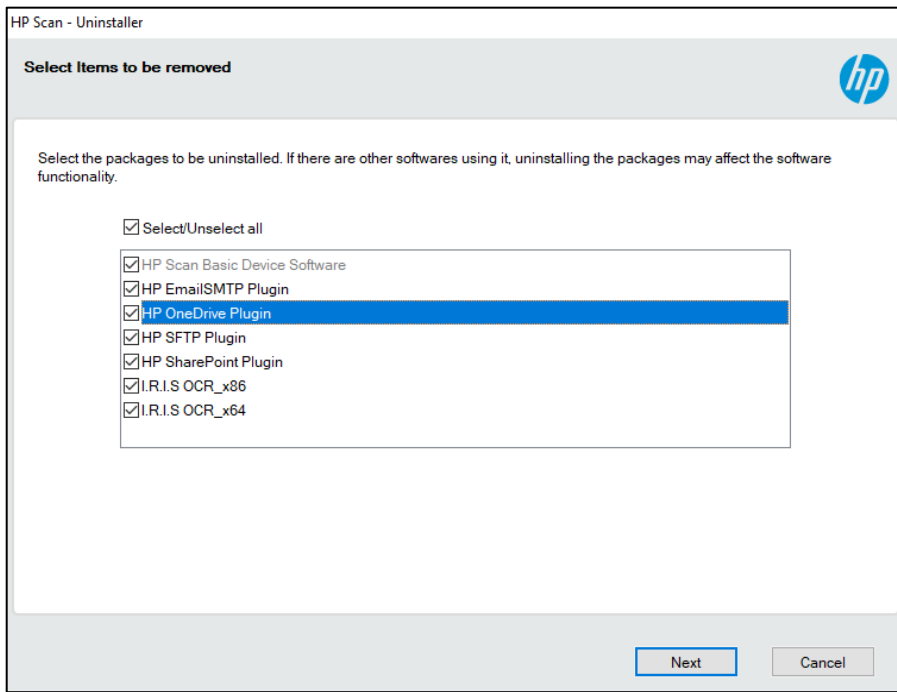
## One Click Uninstallation

For an end user who has installed the full webpack and wishes to uninstall it, One Click Installation is an additional feature that keeps 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. The One Click Uninstallation app is run from the HP directory in the Start menu.



2. The Uninstaller displays the list of items to be uninstalled.



3. After uninstallation is complete, the failed items, if any, are listed and these must be removed manually.

# 3 HP Scan app overview


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

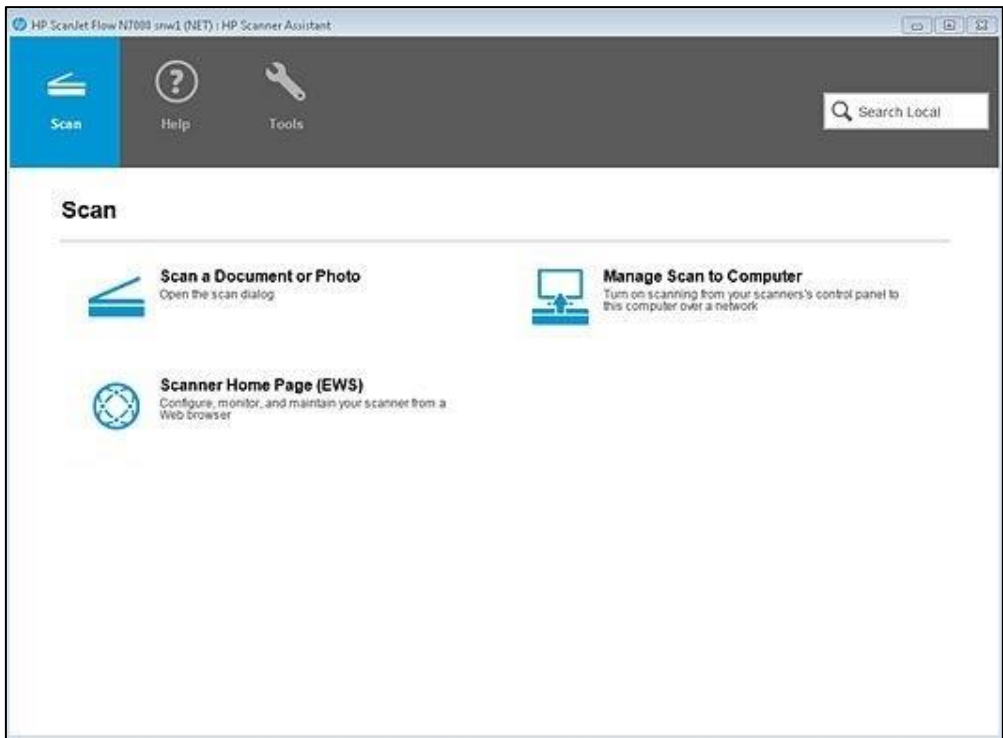
## HP Scanner Assistant tabs

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

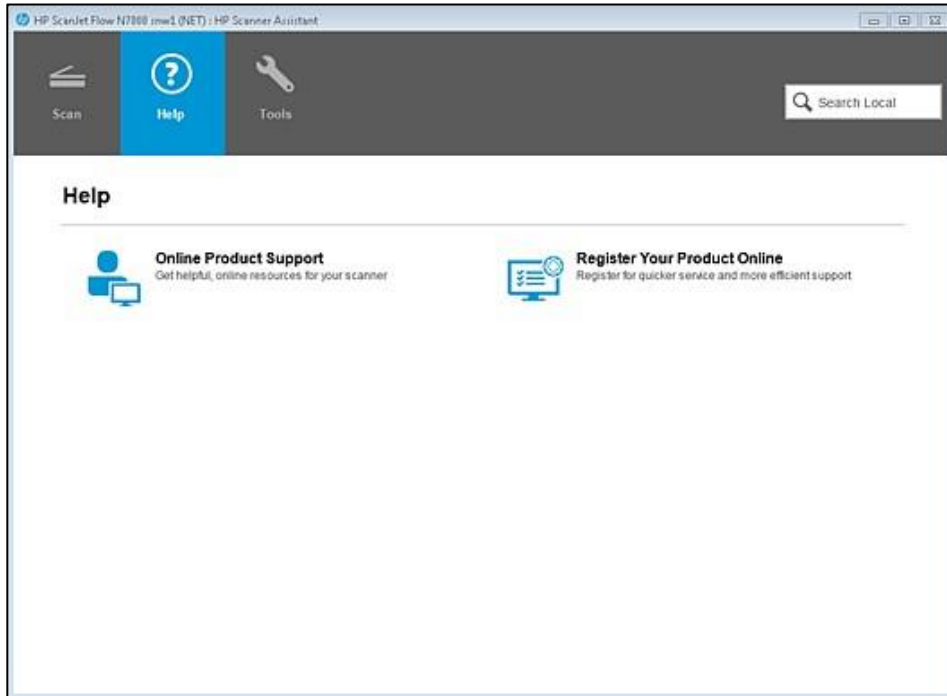
The Scan tab is used to launch the scan interface. It also includes the following options:

 **NOTE:** When the device is connected through USB, Manage Scan to Computer and Scanner Home Page (EWS) options are not visible.



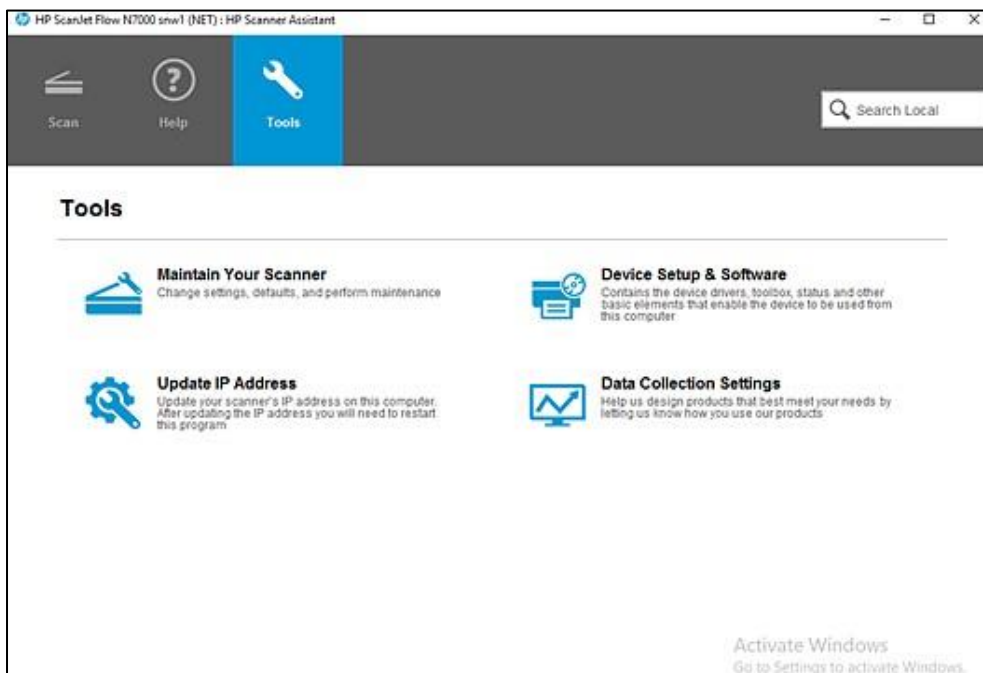
- Scan a Document or Photo - use to open the scan interface.
- Scanner Home Page (EWS) - when the device is connected to a network, use to open the Embedded WebServer (EWS) to view device, firmware, and network information.
- Manage Scan to Computer - available when the device is connected to a network, use to enable scanning from the device to the computer.

The Help tab includes the following options:



- Online Product Support - use to view online help resources.
- Register Your Product Online - use to register the scanner.

The Tools tab includes the following options:



- 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.
- Update IP Address - Use to change the IP address for the scanner.



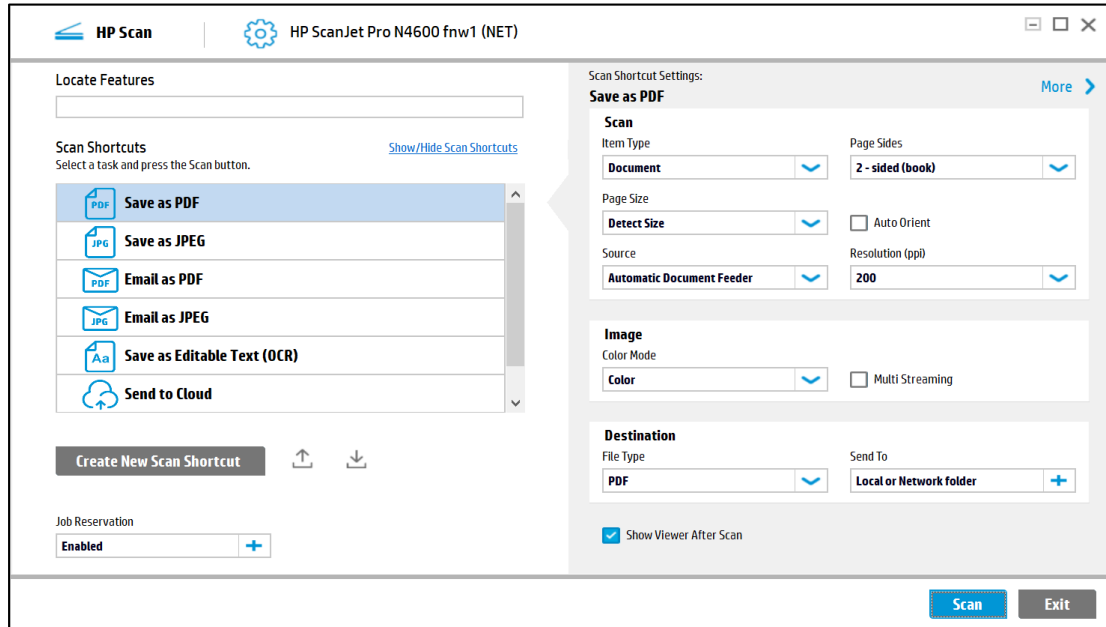
- Data Collection Settings - Use to allow HP to collection information to improve scanner design.

## 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.

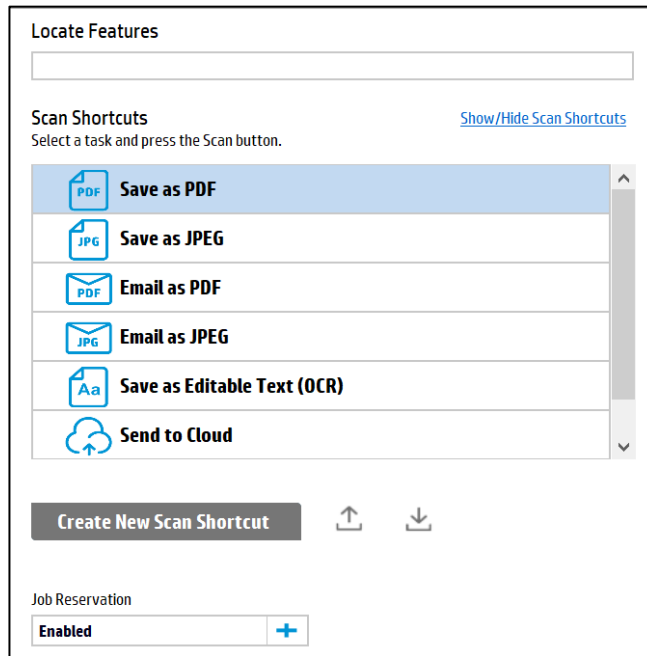
### Home screen

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's name of the connected device is displayed at the top of the home screen.



### Left pane of the home screen

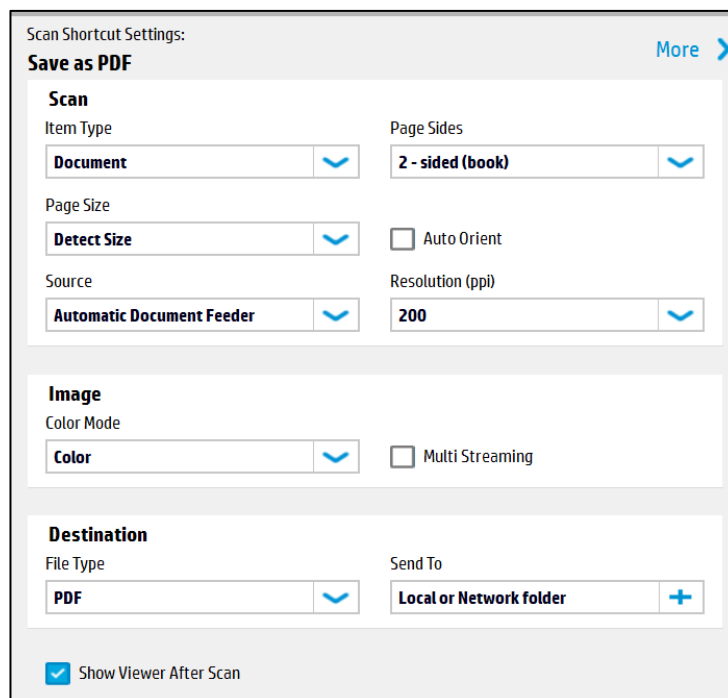
The left pane of the home screen provides a list of tasks called Scan Shortcuts. Scan Shortcuts enable the user to quickly select the desired scan output and destination in one step.



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*.

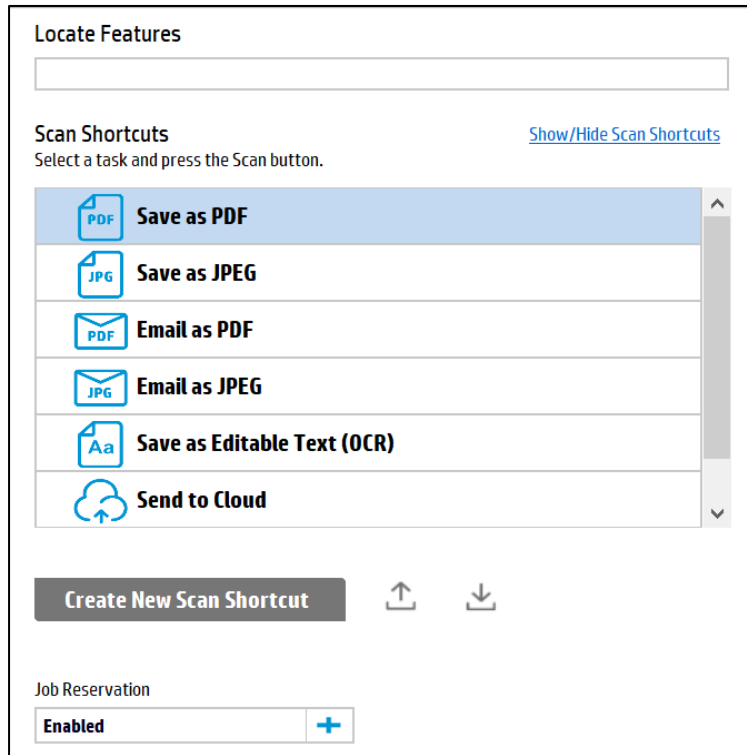


## Overview of Scan Shortcuts

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.



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

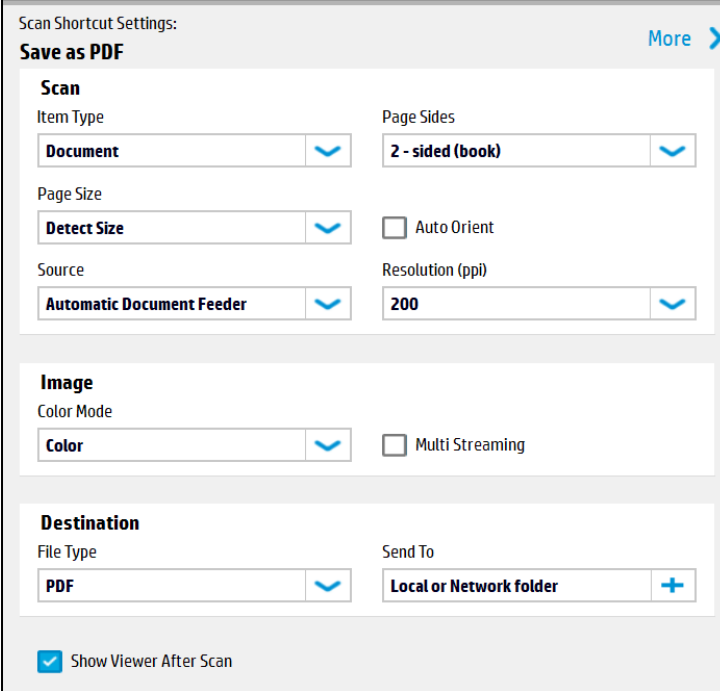
**NOTE:** Because these shortcuts are pre-defined, they cannot be renamed or deleted. However, custom Scan Shortcuts can be created for specific outputs and destination depending on the user needs and preferences. For more information, see the section *Create a new scan shortcut*.

- 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: More >

**Save as PDF**

**Scan**

Item Type: **Document** (dropdown)

Page Sides: **2 - sided (book)** (dropdown)

Page Size: **Detect Size** (dropdown)

Auto Orient

Source: **Automatic Document Feeder** (dropdown)

Resolution (ppi): **200** (dropdown)

**Image**

Color Mode: **Color** (dropdown)

Multi Streaming


**Destination**

File Type: **PDF** (dropdown)

Send To: **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. For this feature, the minimum supported resolution is 300 dpi if IRIS OCR is installed, and it is 200 dpi if IRIS OCR is not installed.

 **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 dropdown.

- 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.)

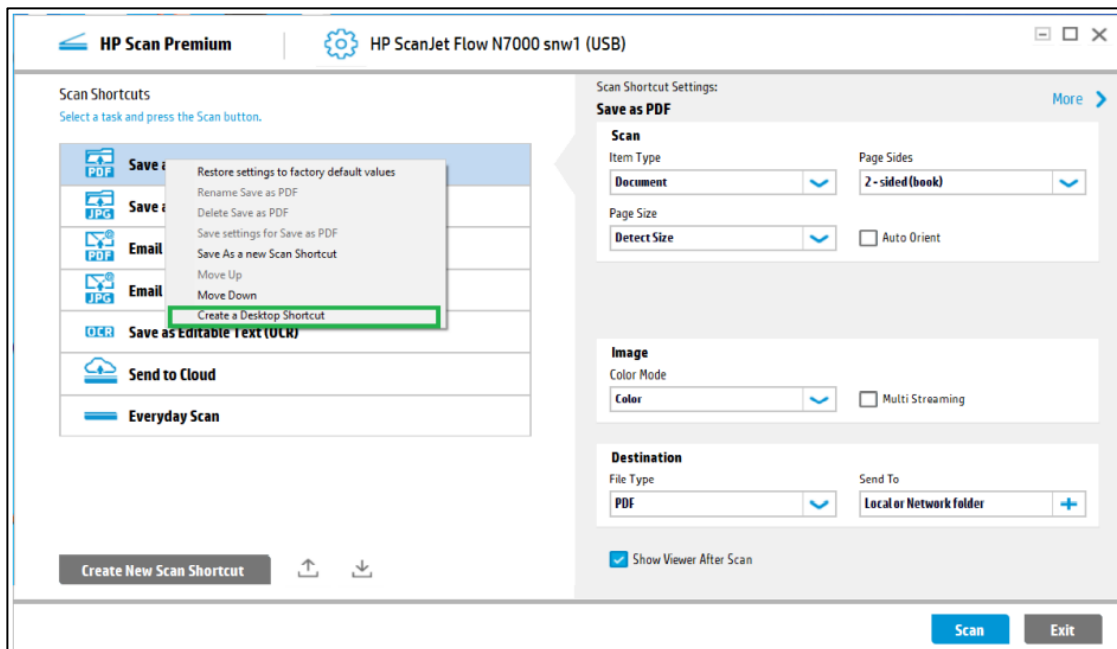
---

- 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

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.




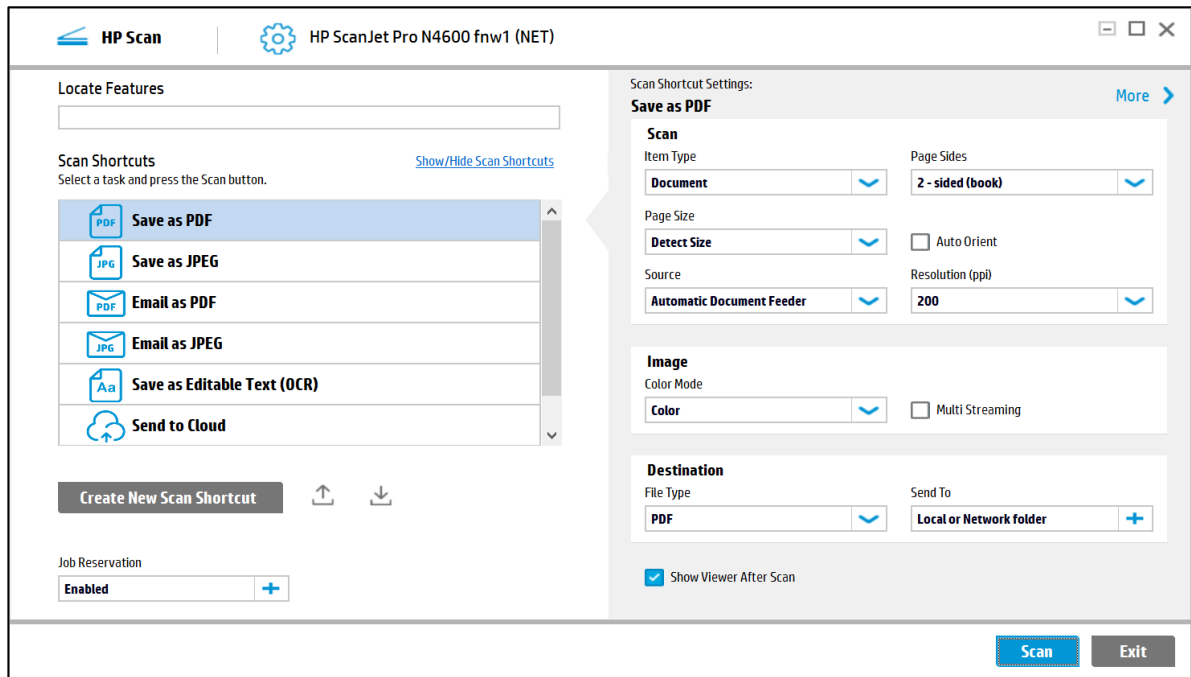
## Overview of the Scan Preview window

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

### Show Viewer After Scan checkbox

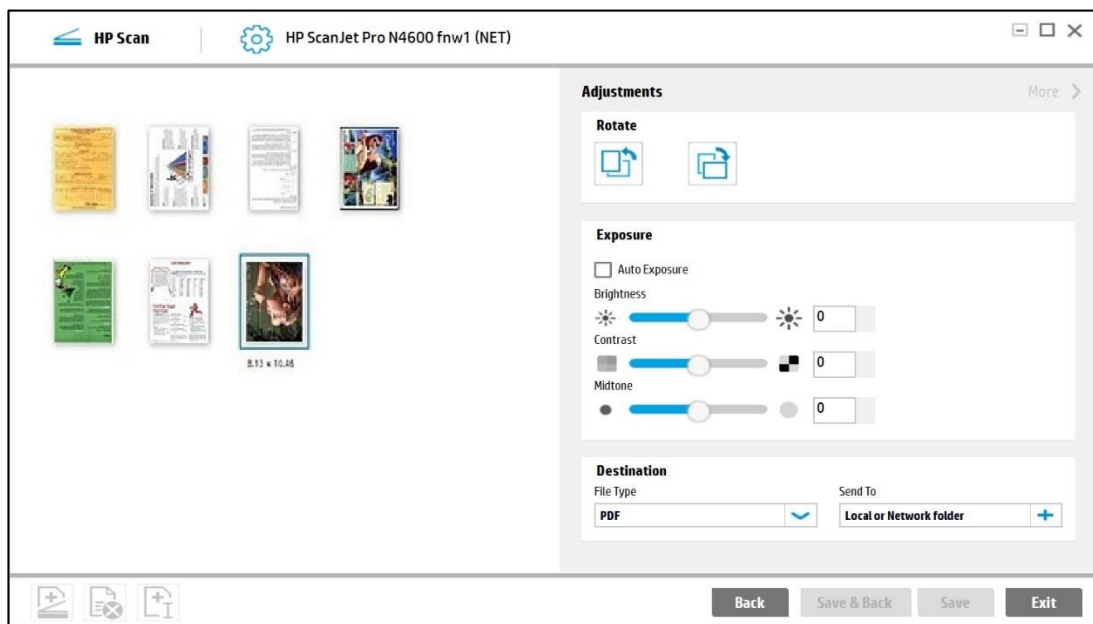
The Scan preview window will display automatically after scanning documents when the Show Viewer After Scan checkbox is enabled (this is the default). This option is in the lower right pane of the home screen:

 **NOTE:** If the Show Viewer After Scan checkbox is cleared, then only a scanning progress dialog displays and no edits can be made.




### Scan preview window

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



### 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.

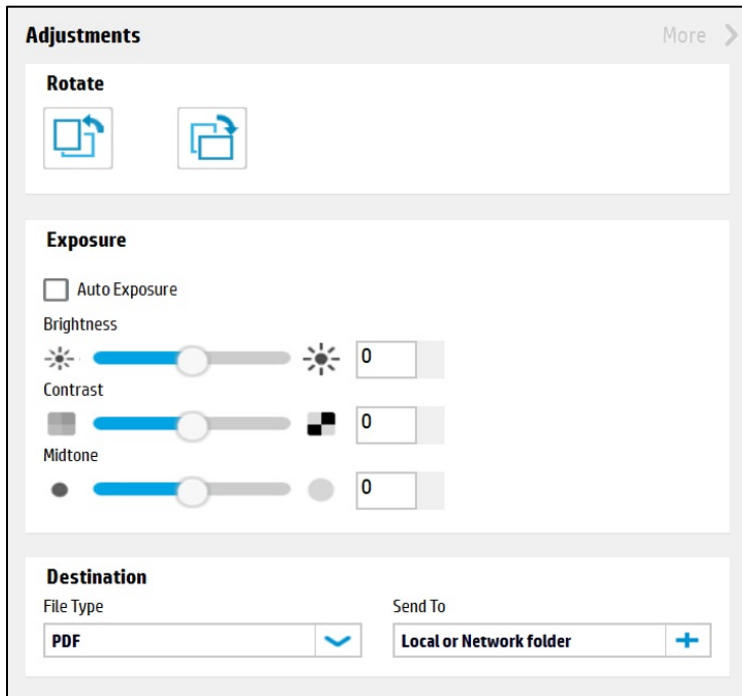


- Document view - Displays a document or set of documents in a list of thumbnails in the far-left pane with a single document view area in the center. Changes applied in this view apply to only one page at a time. The Single Image View consists of a single wide thumbnail strip, a single image view area, 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.



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.



## 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:

	Select to scroll left to view additional scanned pages in the scan preview window.
	Select to scroll right to view additional scanned pages in the scan preview window.
	Select to rotate the page 90° to the left. This cannot be undone.
	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 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.

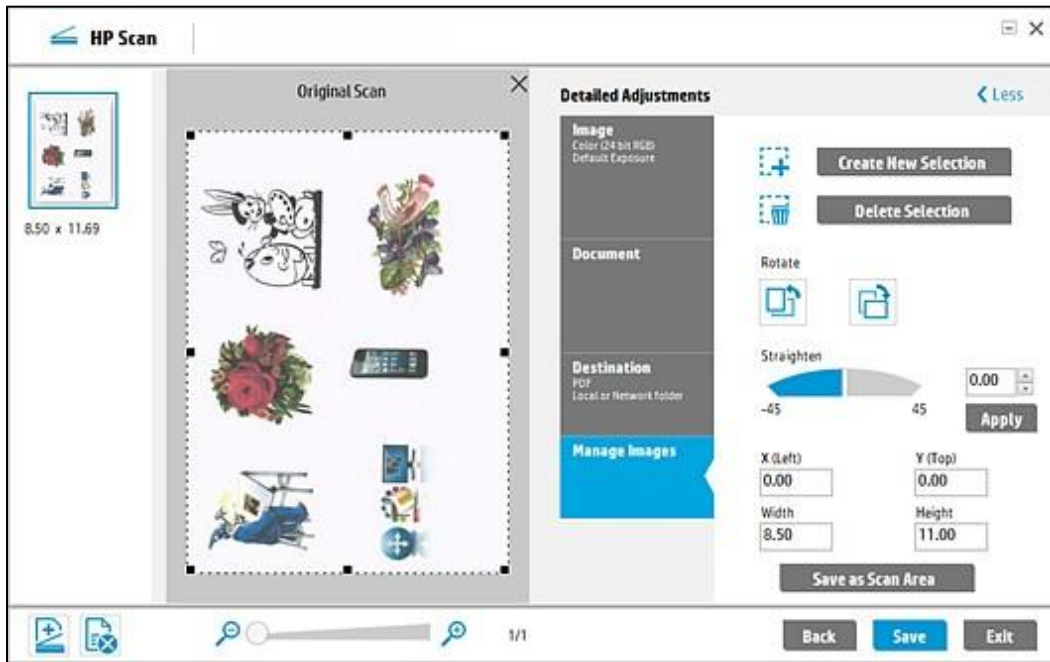
In the scan preview window, the More toggle in the upper right of the Adjustments pane can be used to expand or collapse the Detailed Adjustment options.

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


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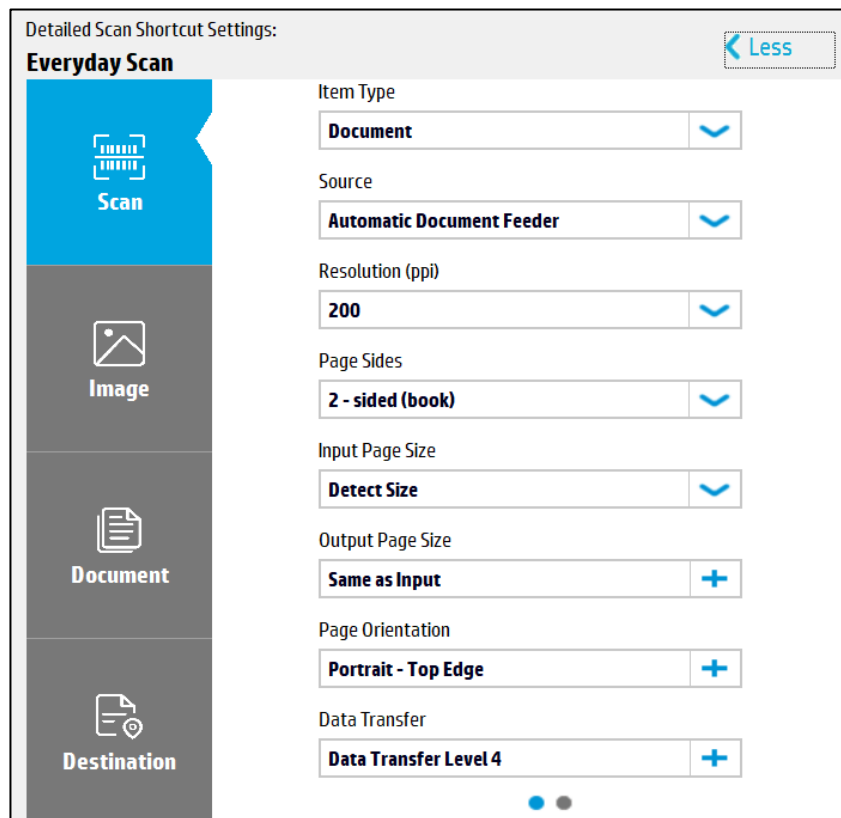
 **NOTE:** When detailed adjustment options are changed, they apply to only the selected thumbnail(s) and can only be changed before saving the scanned pages.


---



The Detailed Adjustments view includes the following tabs:

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



 **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.

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- 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.

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- 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.

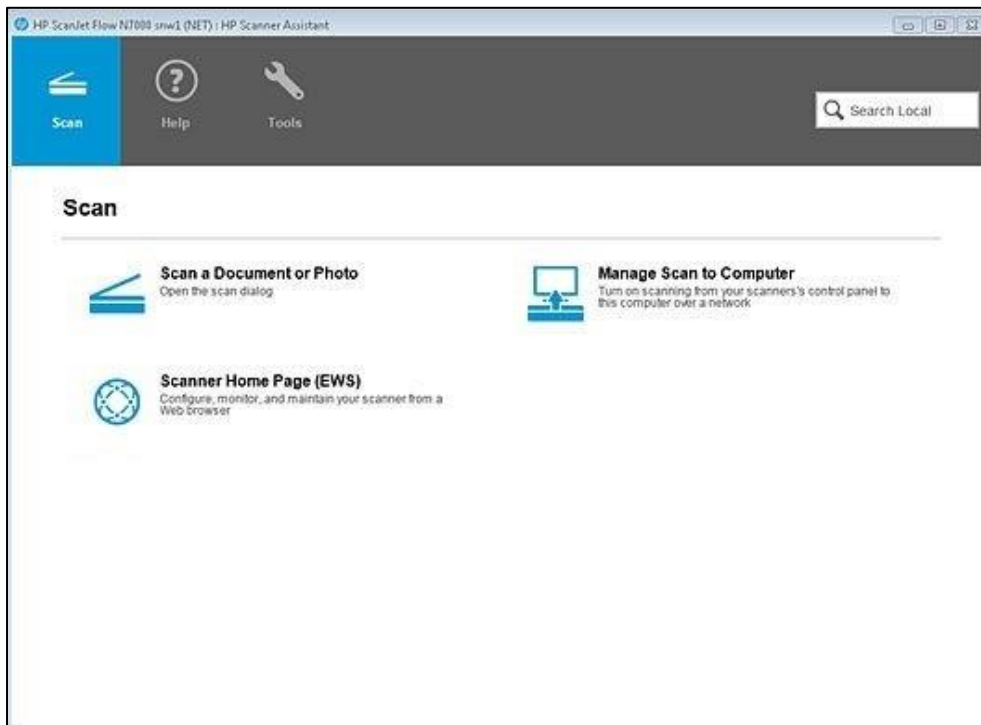
# 4 Use the HP Scan app

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

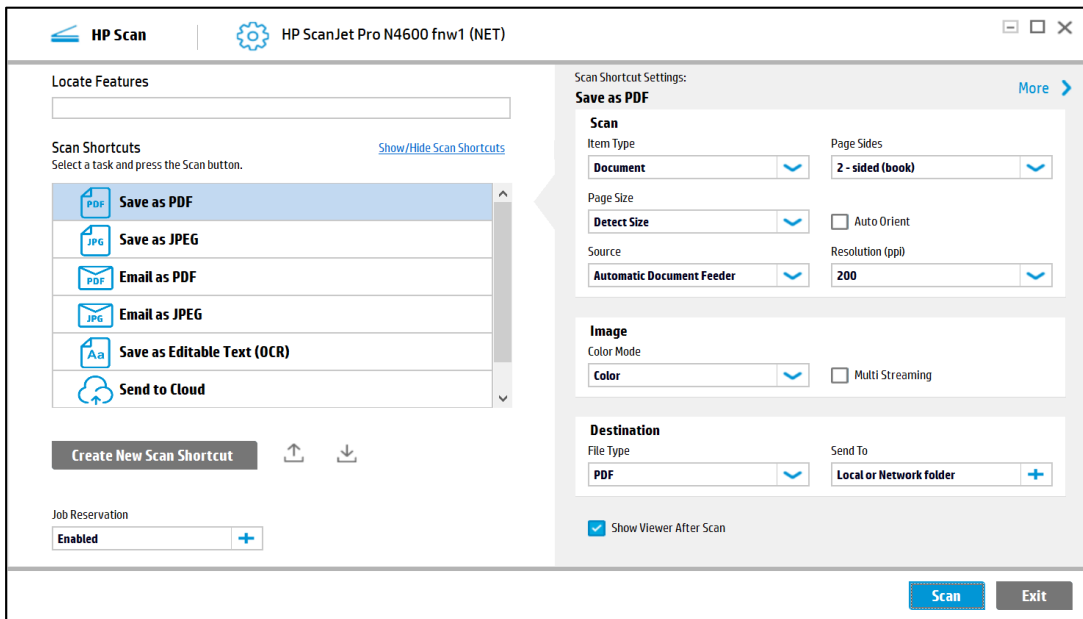
## Open the HP Scan app

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, using either the Start menu or the desktop shortcut:
  - Double-click the HP Scan Universal Desktop Control (UDC) icon on the desktop that 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.

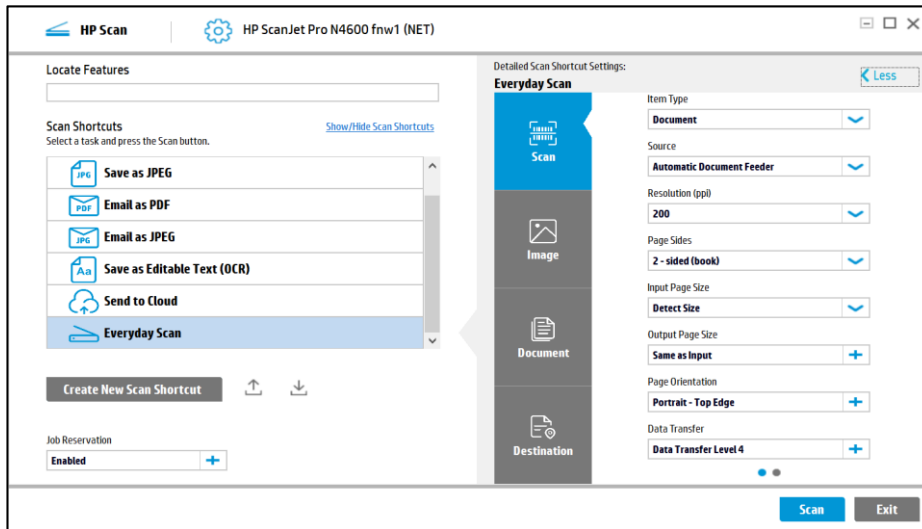


The scan interface home screen displays.

## 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.

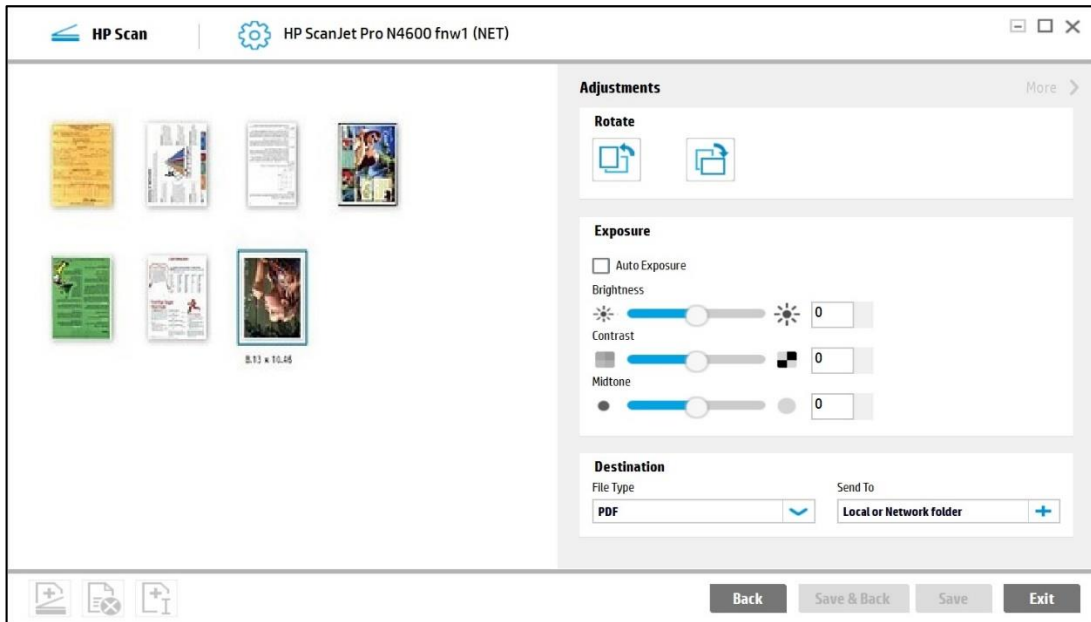
1. Open the HP Scan app.
2. On the Scan tab, select Scan a Document or Photo. The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. On the scan interface home screen under Scan Shortcuts in the left pane, select Everyday Scan.




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.

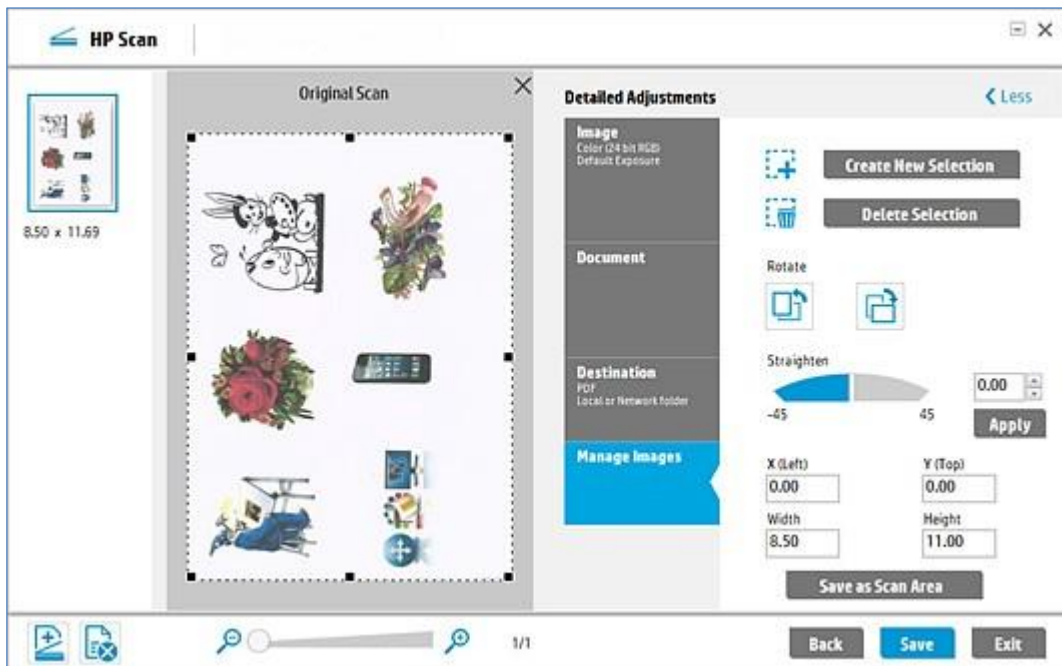
7. Select Scan.
8. After scanning, edit the pages using the basic Adjustments settings in the right pane of the scan preview window.

 **NOTE:** Any changes applied in the basic Adjustments settings will apply to all thumbnails listed in the left pane.



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.

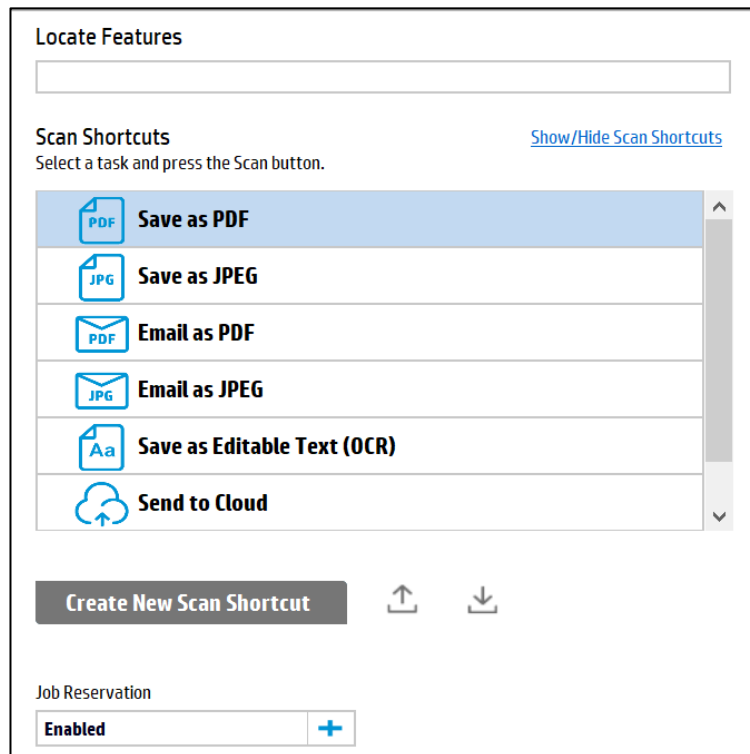


10. When finished, select Save.

## 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.
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 in the left pane, select either the Save as PDF or Save as JPEG.



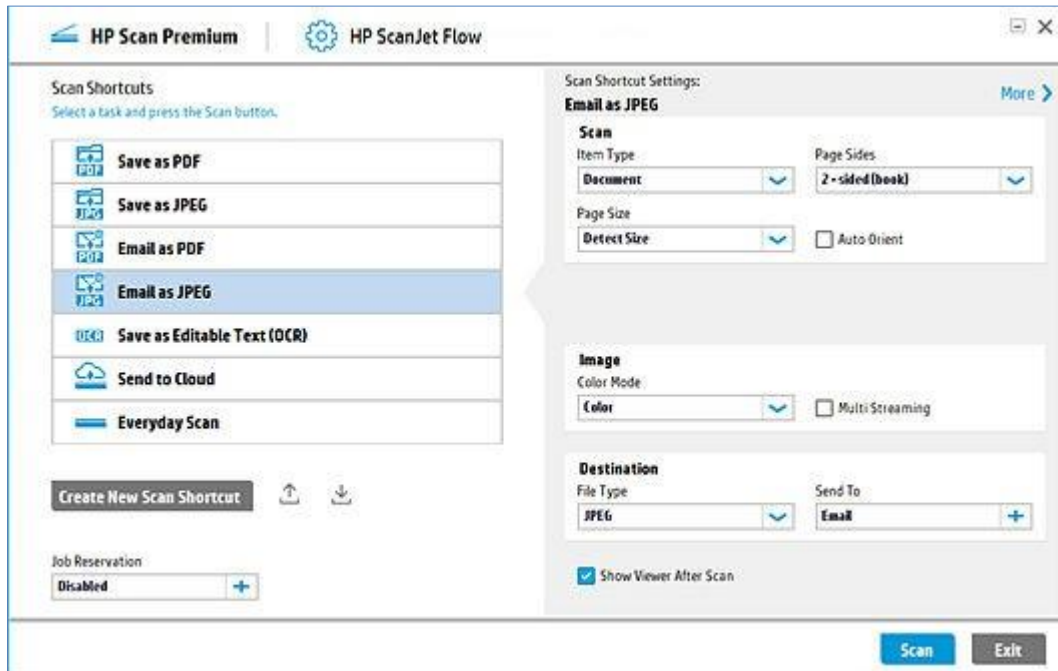
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select Scan.
7. If prompted, type a name for the .jpeg or .pdf output.

## 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.
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 in the left pane, select either the Email as PDF or Email as JPEG.



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

Use the Scan Shortcut in the HP Scan app to scan a document into editable text.


### Scan into editable text using the Scan Shortcut

Use the Save as Editable Text (OCR) Scan Shortcut in the HP Scan app to scan a document into editable text.

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 **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

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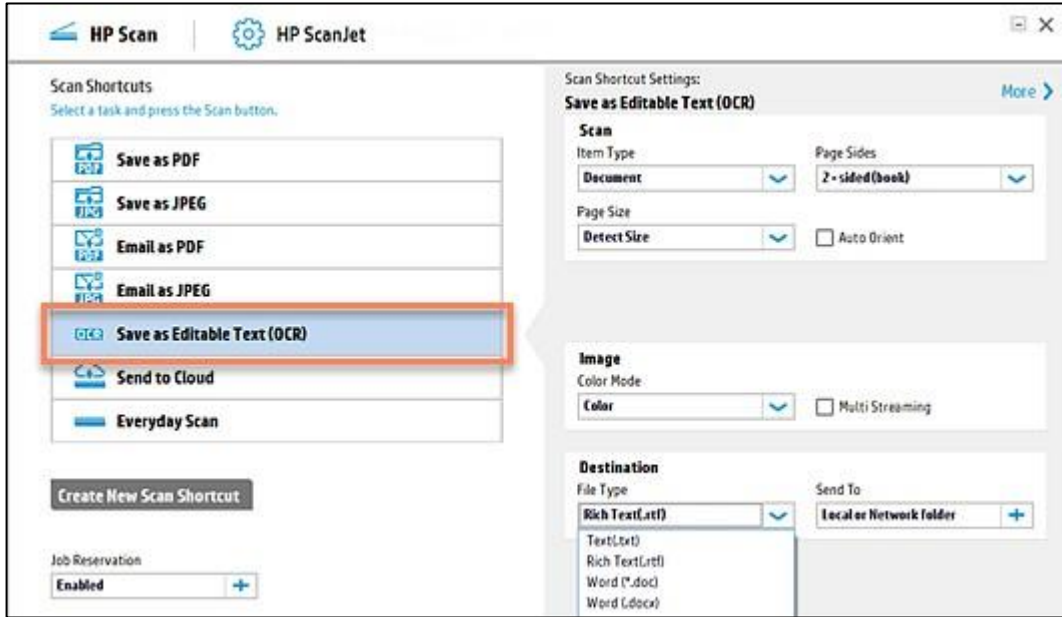
 **NOTE:** This option is available only when the full web pack is installed.

---

1. Open the HP Scan app.
2. On the Scan tab, select Scan a Document or Photo. The scan interface opens.
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 Save as Editable Text (OCR).



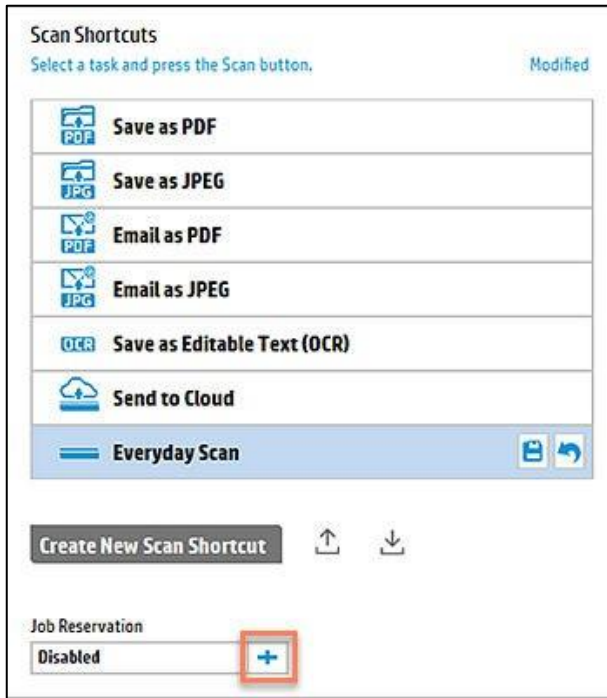
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select Scan.

## Store a scan job with Job Reservation feature (if applicable or optional)

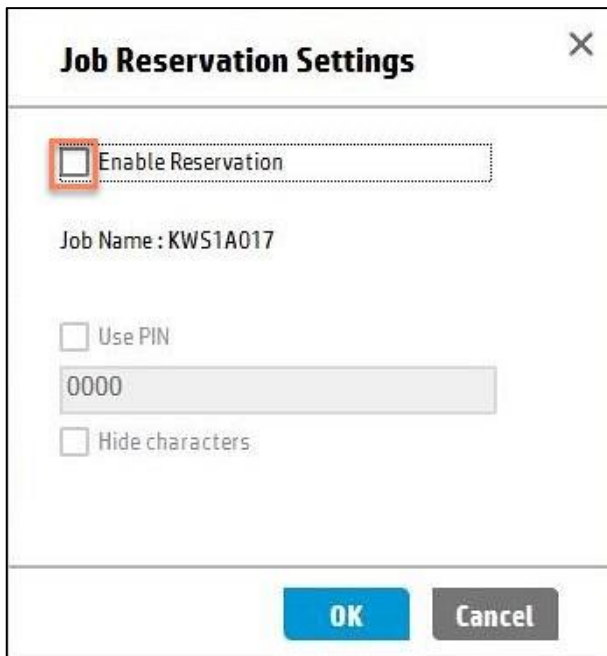
To scan a job and assign it a storage PIN for security purposes (optional), use the Job Reservation feature.

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.

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



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



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 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).

## Intelligent File Naming Using Scan Shortcuts

This feature allows the user to save the scanned document with auto generated file name. The document contains data based on Pepper Teams Intelligent File-naming feature. 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 in HP scan is provided with options listed below:

- Base name
- Date & Time
- Document Counter
- Batch Counter
- Barcode value
- Zonal Text/Barcode

File naming feature in HP Scan looks like:

Detailed Scan Shortcut Settings: < Less

**Everyday Scan**

**File Name**

File Name Preview Example

< Auto Filename > \_Scan\_<n>\_0001.pdf

Auto Filename

Base Name:

Scan

Date: DD-MM-YYYY

Time: HHMM

Document Counter

Batch Counter

Barcode Value

Zonal Text/Barcode

Set 0001

Settings

If Filename Already Exists

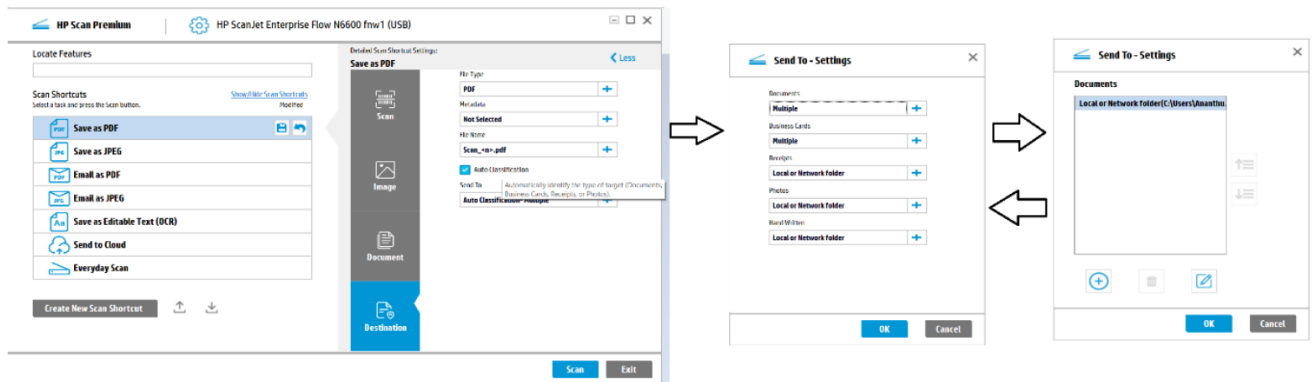
Overwrite

OK Cancel

# Auto Scanned Document Classification

By using this feature user can identify the scanned documents and segregate them into different types like Photo, Document, Receipt, and Business Card. Before scanning, user can select separate folder type for each document.

User can select Auto Classification checkbox in “Send To” rollout. With Auto classification enabled, it will pop-up a new settings window. In Settings window user can set the pre-defined folder for each type of the document. User can select separate folder for each type of the document.

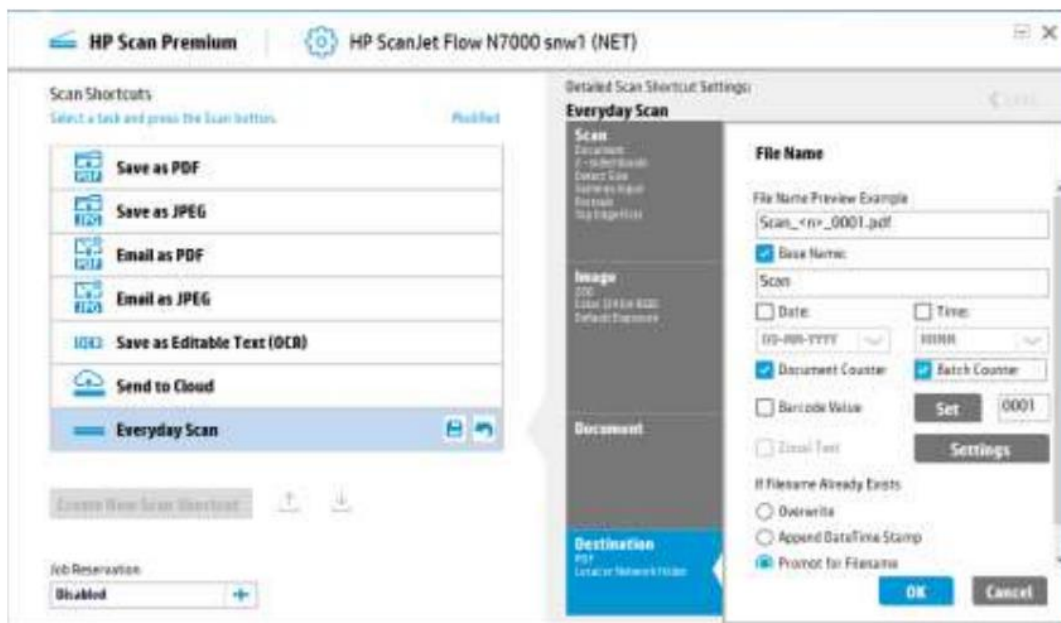


# Batch Counter Feature in Scan Shortcuts

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

The set button will reset the value to 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:

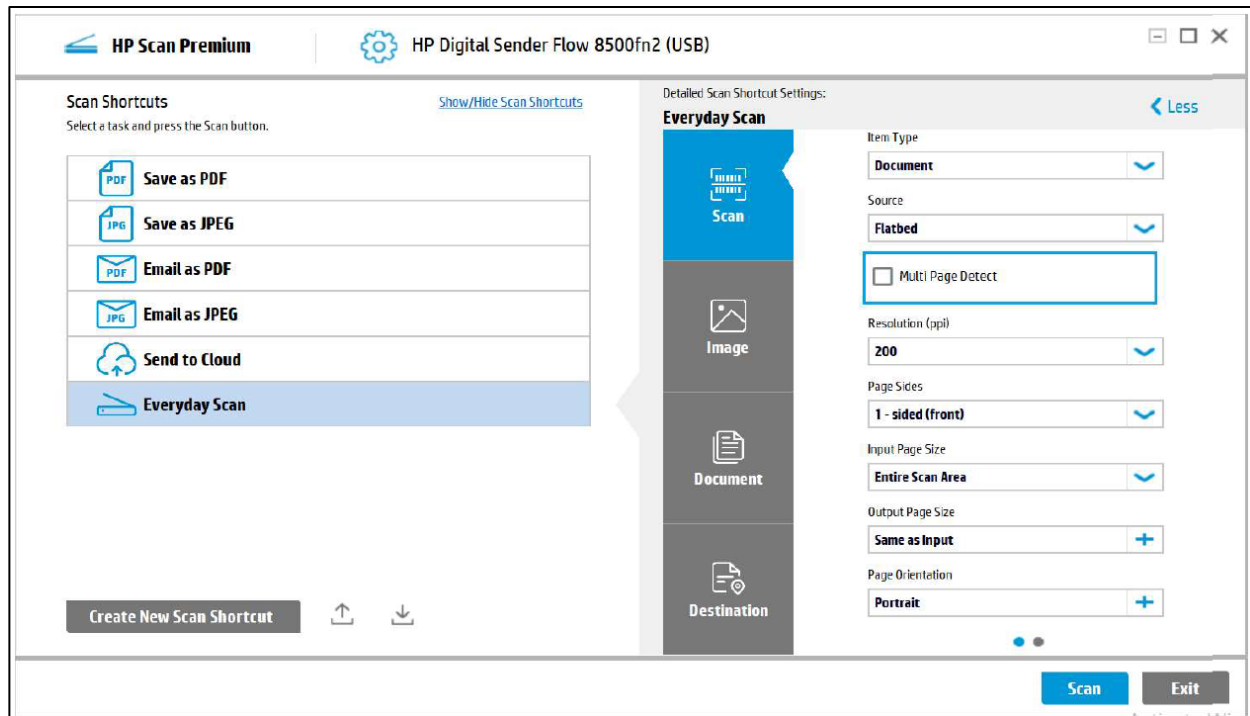


## Enable Multi Page Detect in Scan Tab

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. Minimum target size required is 1 x 1 inches. The Multi Page Detect is available as a checkbox that can be

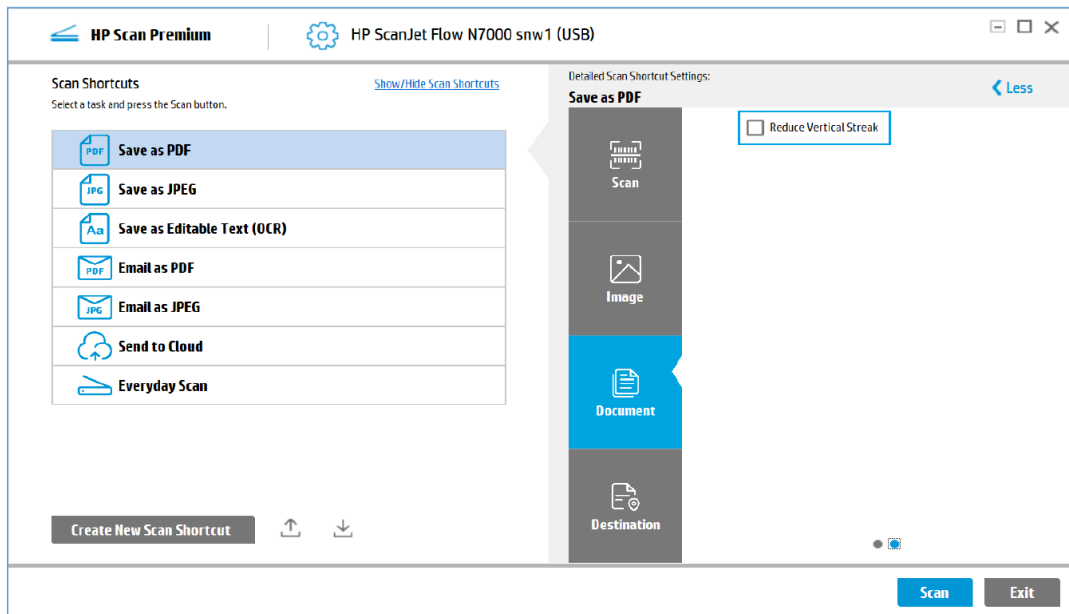
enabled if required in the Scan tab.

- **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.

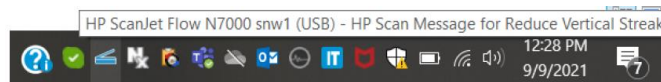


## Reduce Vertical Streaks from Scanned Images

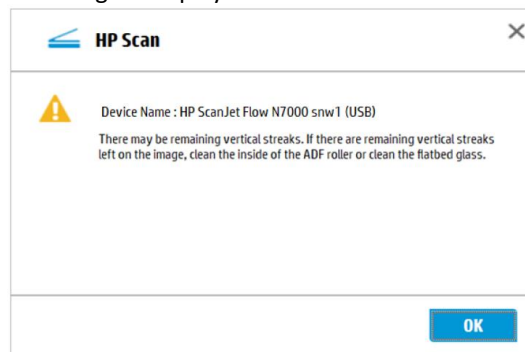
The HP Scan application provides a checkbox option to reduce the vertical streaks from the scanned images. The black or white vertical lines appear when scanning from ADF or Flatbed due to scanner hardware issues. This feature provides the option to user to remove the vertical streaks from the scanned images.



On scanning a document with Reduce Vertical Streak enabled, the HP Scan icon will be displayed in the tray notification after showing the preview.



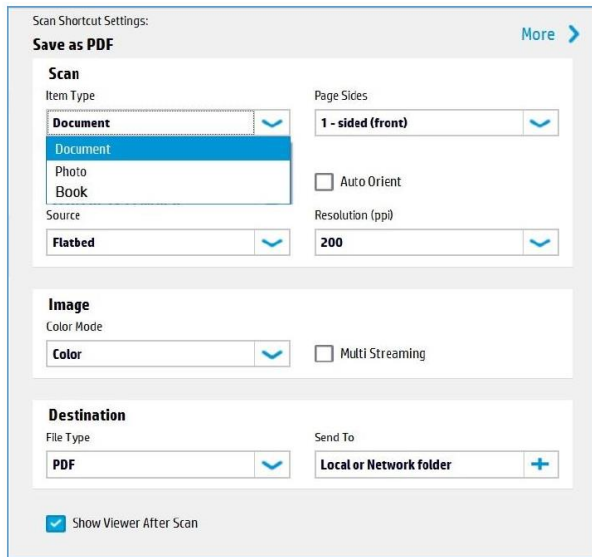
Double clicking the tray icon, the below message is displayed.



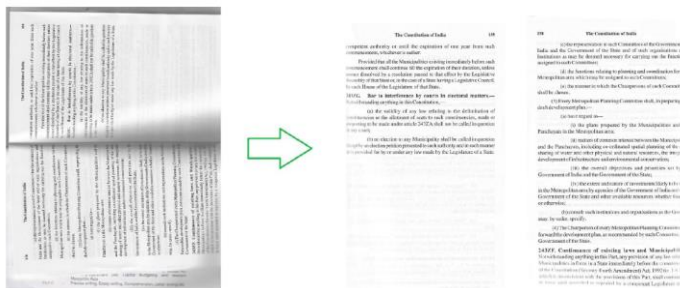
- **NOTE:** If any vertical streaks are seen on the image after this operation, clean the flatbed glass and inside of the Auto Document Feeder (ADF) roller.

## Enable Book Scan Using Scan Shortcuts

User can perform the Book scan by selecting “Book” option from the Item Type dropdown list.



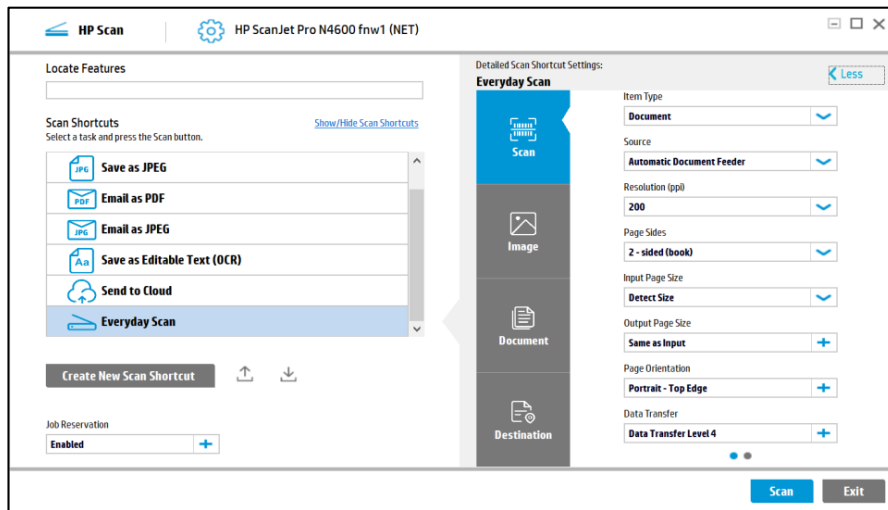
This feature flattens the warped/curved pages scanned and removes the middle-folded area in the book. The sample input and expected output is shown below.



- **NOTE:** This feature is available only in Flatbed scanners.

## Locate Features Available in Scan App

This is a search functionality for features available in the app. On providing the required 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.

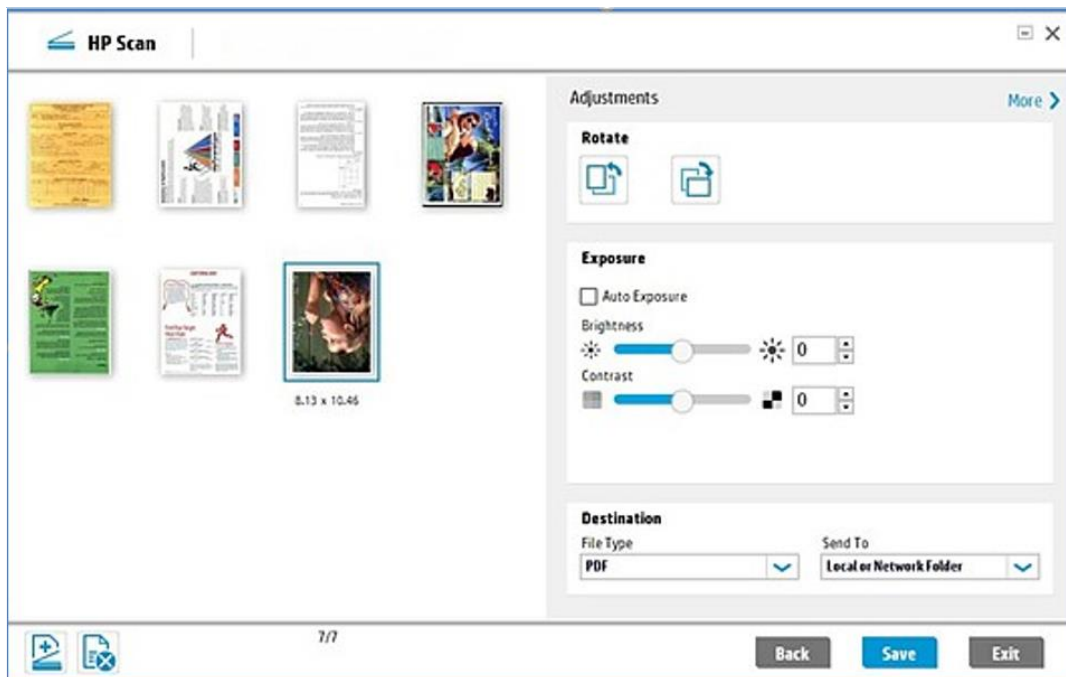
## View scanned pages in a thumbnail grid in the Scan Preview window

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.




- **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.

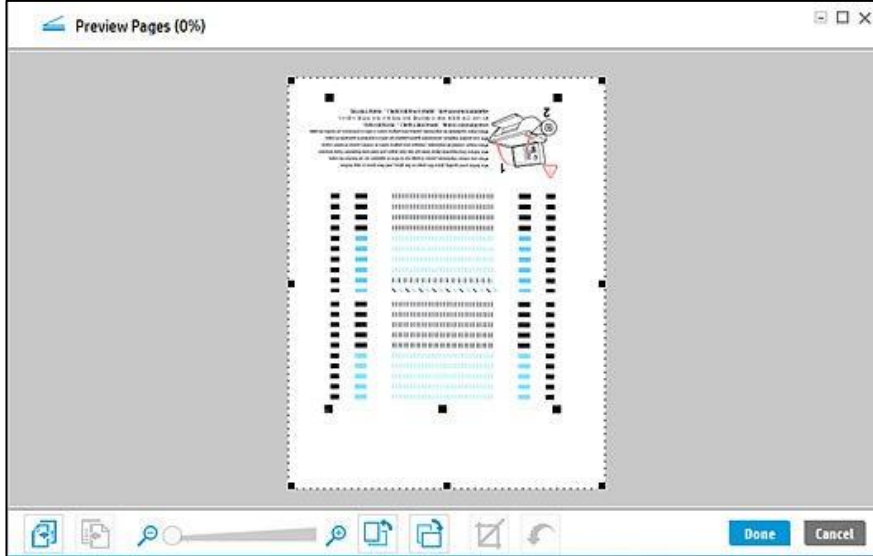
---

 **NOTE:** The Thumbnail Grid view is the default preview when the Show Viewer after scan check box is selected.

---



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



## View a scanned page using zoom mode in the Scan Preview window

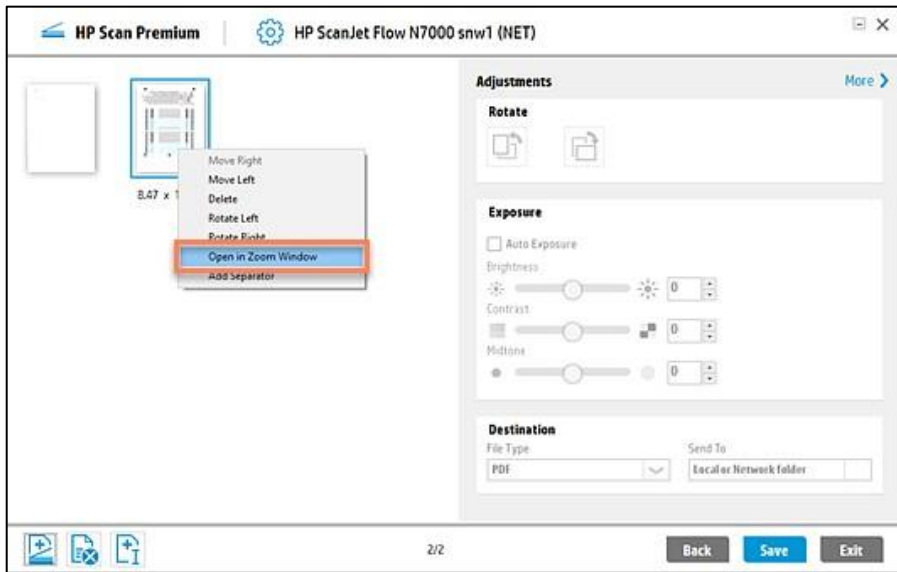
The zoom option enables basic adjustments using a full screen view in the scan preview window. The zoom feature allows the user to enlarge or reduce the image for editing purposes only.

- Open the HP Scan app.
- Place a set of documents in the document feeder or on the scanner flatbed.
- Select the Show Viewer after scan check box.
- Select Scan.
- Select a thumbnail image, right-click, and then select Open in a Zoom window. The image opens in a fullscreen view.




**NOTE:** You can also double-click the thumbnail image to open it in the zoom view for editing.

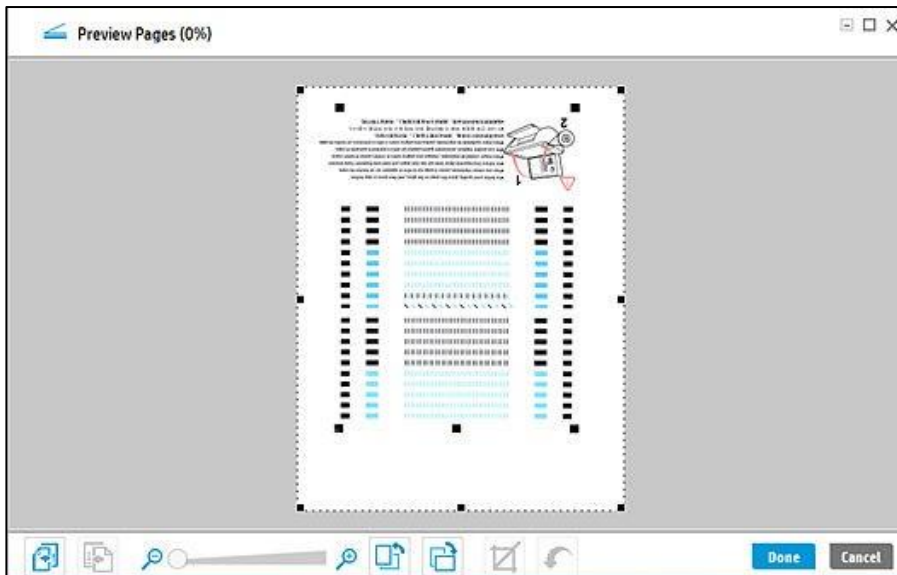
---



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. 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.

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	Select to rotate the page 90° to the left. This cannot be undone.
	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.
	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.

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


9. When finished, select Done.

## Use the Scan Preview window to crop pages

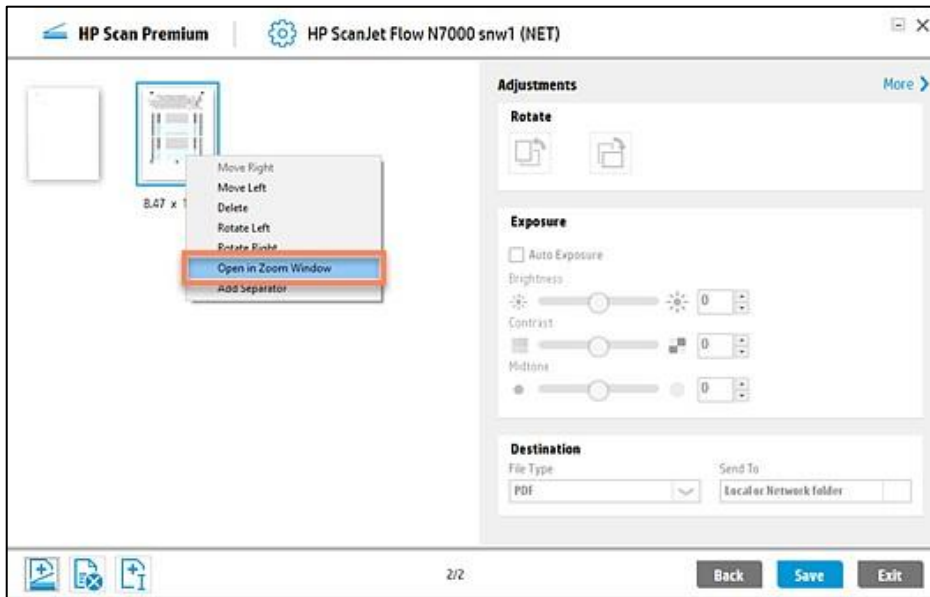
After scanning pages, the preview window can be used to crop pages in the zoom view.

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.

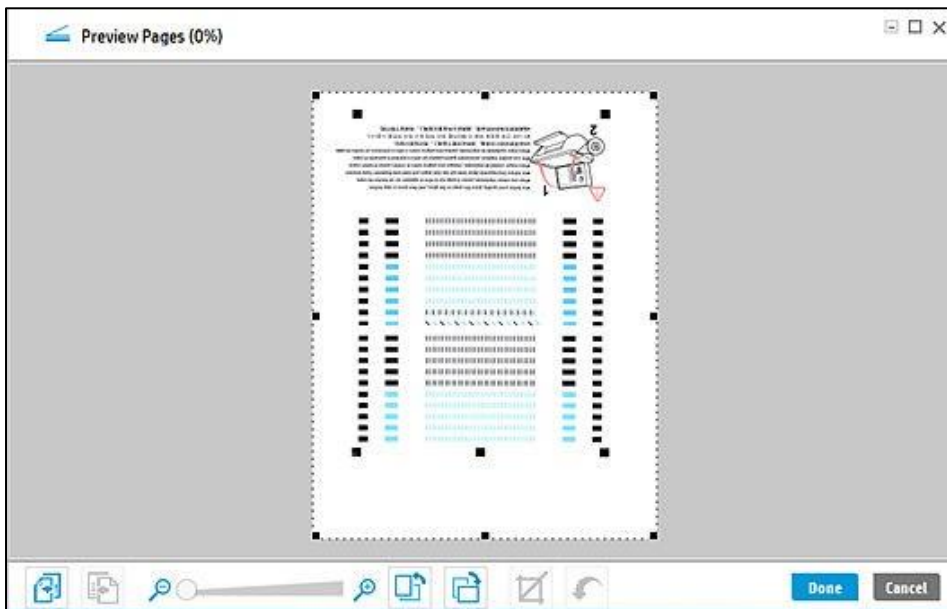
---



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.



- 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.



- From the tools available 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.

- 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.

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

- Select Done when finished to exit the zoom window.

## Use the Scan Preview window to add, delete or remove pages

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

After scanning pages, the preview window has an icon that enables the user to remove pages or 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. In the preview window, use the icon in the lower left of the window to mark an image or page for delete. Pages marked for delete are indicated by an 'X' and will not be included in the final processing.
  - 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 delete, right-click the image, and then select the option to remove the flag.

---

- Select the page and then select **Delete** on the keyboard.
6. After adjusting, click Save.

After scanning pages, the preview window can also be used to add or remove blank or existing pages.

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, add an existing image, or remove a page/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.
- Remove page or image icon - Select the page and then click the icon to remove the page.



**NOTE:** You can also right-click the page and select Delete to mark the page for deletion.

---

6. After adjusting, click Save.




## Use the Scan Preview window to change page order

After scanning pages, the preview window can be used to re-order pages.

After scanning pages, the preview window can be used to 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 blueborder.
6. From the drop-down menu, select either Move Right, 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 adjusting, click Save.

## Use the Scan Preview window to change page orientation

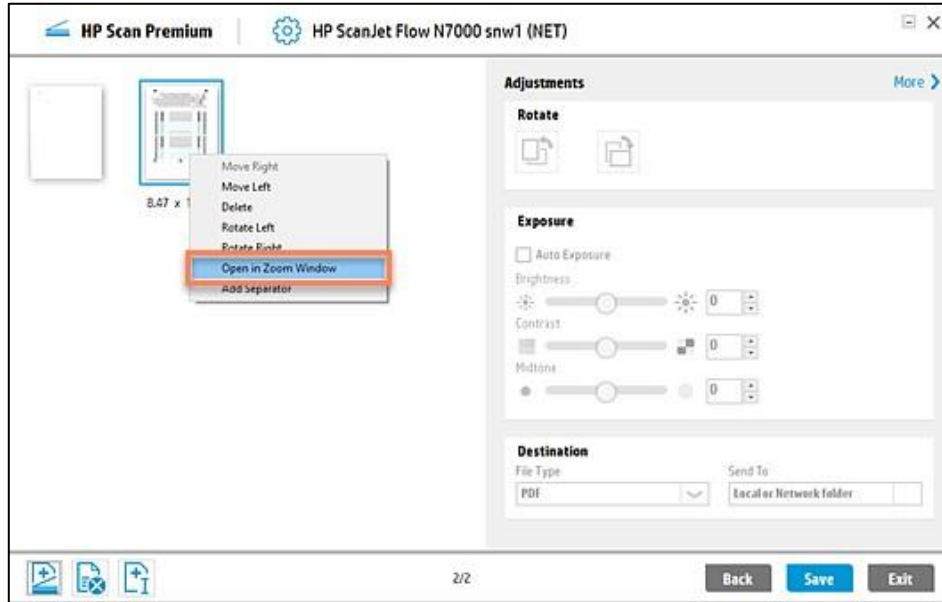
After scanning pages, the preview window can be used to change the orientation of pages.

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 blueborder.
6. From the drop-down menu, select either Rotate Left (clockwise 90 degrees) or Rotate Right (clockwise 90degrees), 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.

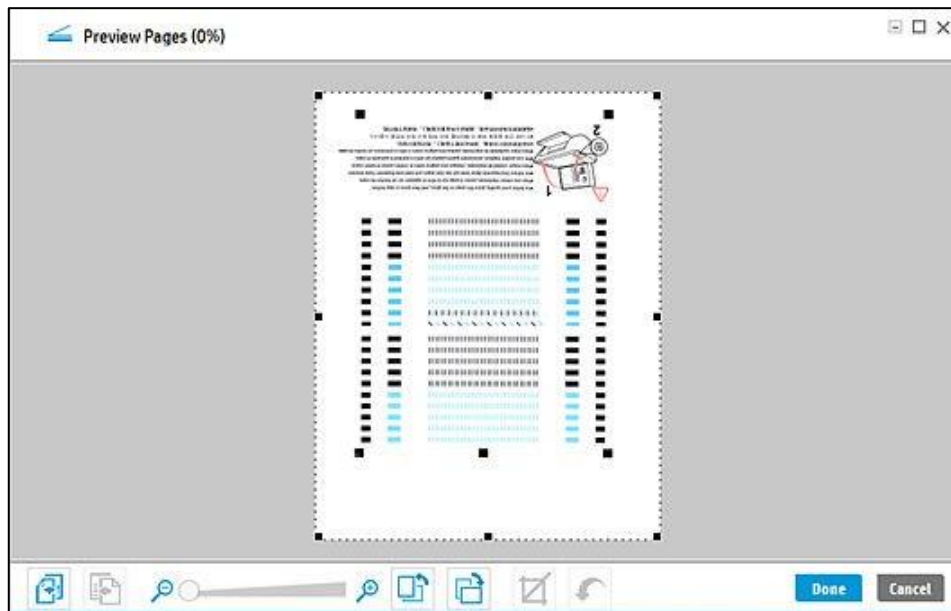
- a. Select a thumbnail image, right-click, and then



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.



- c. Use the zoom window tool icons to rotate the page orientation.



**NOTE:** This change cannot be undone.



	Select to rotate the page 90° to the left.
	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 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.

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

7. When finished adjusting, 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.

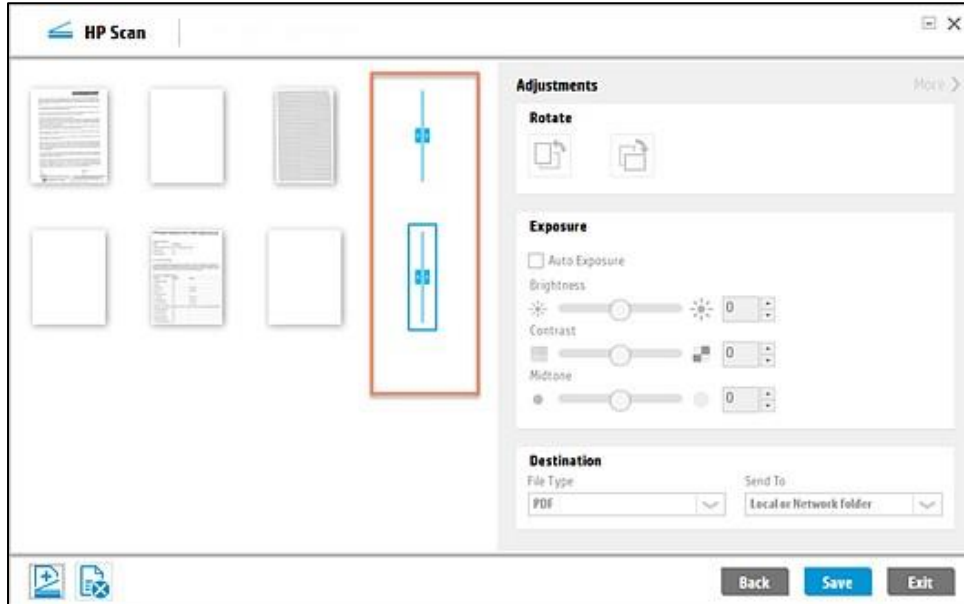
1. Open the HP Scan app.
2. On the Scan tab, select Scan a Document or Photo. The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. Select the Show Viewer after scan check box.
5. Select Scan.
6. Right-click the thumbnail image that displays after the location where you want to insert a divider or pagebreak. 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.


---



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

8. When finished adjusting, 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

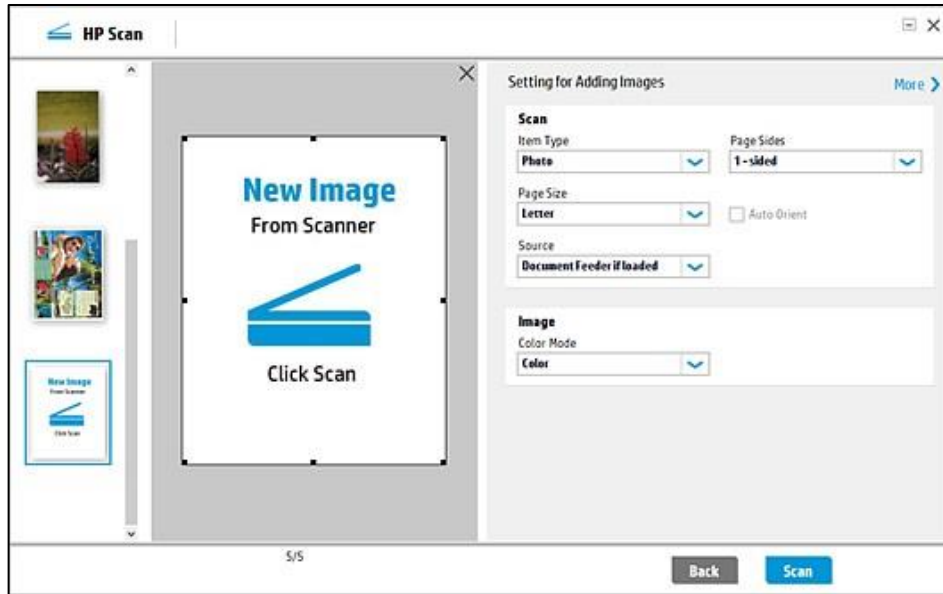
After scanning pages, the preview window can be used to scan and add more pages to the job.

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.

---

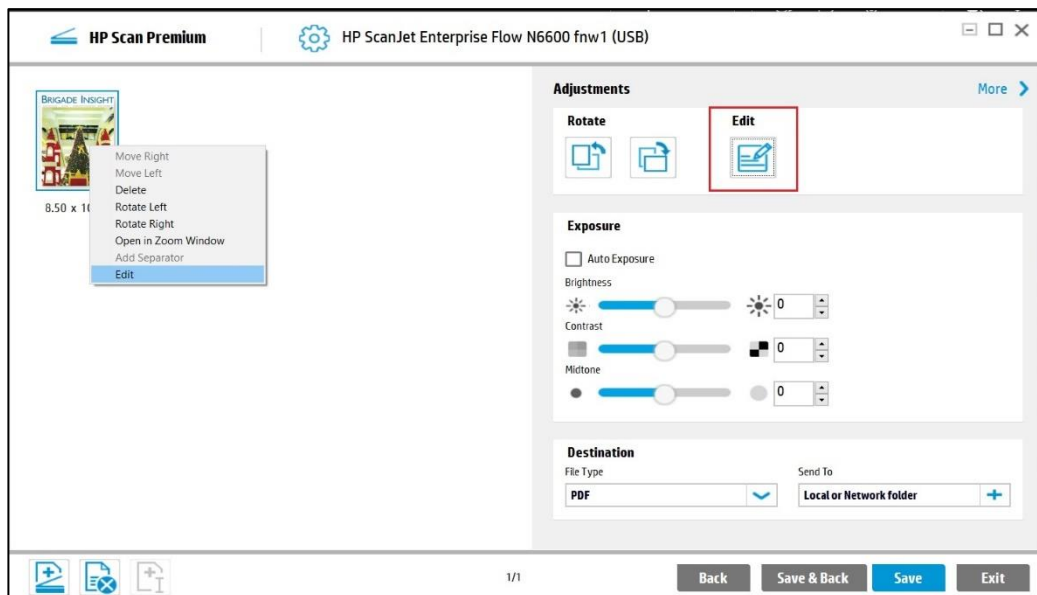


6. Adjust any settings as needed and select Scan.

## Editing the Scanned Document

The scanned document can be edited using basic tools before saving it to the computer. The image editing option can be selected in one of the following ways, as shown below:

- Click the 'Edit' button on the right pane (OR)
- Right-click the scanned image in the left pane and select 'Edit'.



The corresponding Edit dialog will have the following tools:



- **Pen Markup:** These buttons are used to draw a free form line on the scanner image. Black, Blue, and Red colors will be available for drawing.
- **Redaction:** These buttons are used to Black-out or White-out (erase) the contents on a scanned image.
- **Highlight:** This button is used to highlight the contents on the scanned image.
- **Undo / Redo:** This option reverts all edits made to the scanned document.

# 6 Configure the HP Scan app


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

## Create a custom Scan Shortcut

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

A custom Scan Shortcut can be created including the shortcut name, an associated icon, and a set of scansettings. The shortcut will be associated with the specific scanner.


---

 **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.

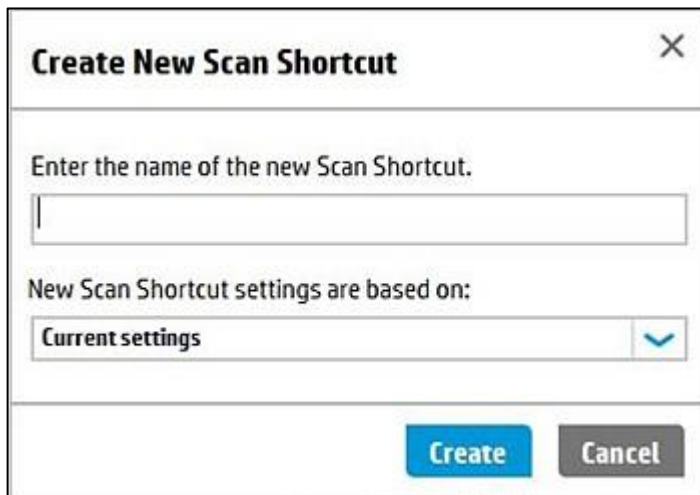
---

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 less than 128 characters.

---



4. Select a settings option on which you want to base the new scan shortcut settings.

---

 **NOTE:** The shortcut settings will default to the Current settings or currently selected shortcut and its associated settings. To change the settings, select from any of the currently defined shortcuts in the drop-down list. This selection will

define the initial settings for the new shortcut.

---



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 new shortcut is assigned an icon based on the Item Type and Destination chosen for the shortcut.

## 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.

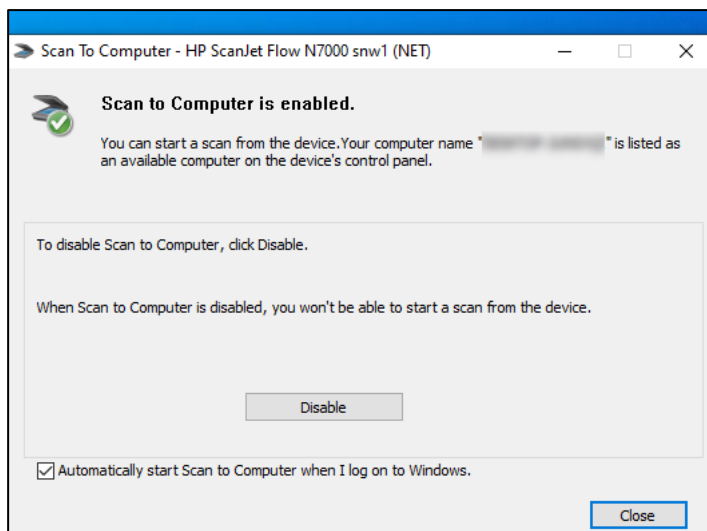
---

 **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 it is enabled, a confirmation message displays.






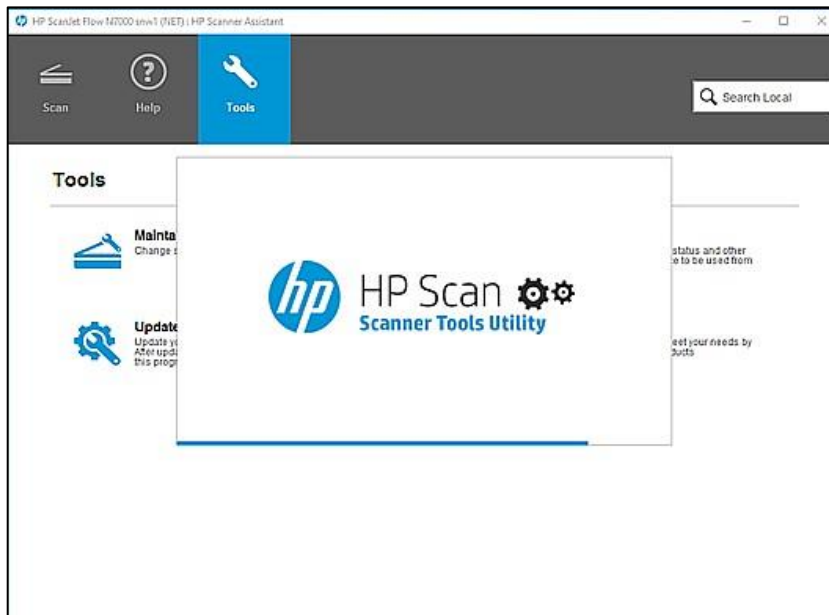
## Enable the Scan to USB feature

Enable the Scan to USB feature on the scanner control panel option using the HP Scan app.

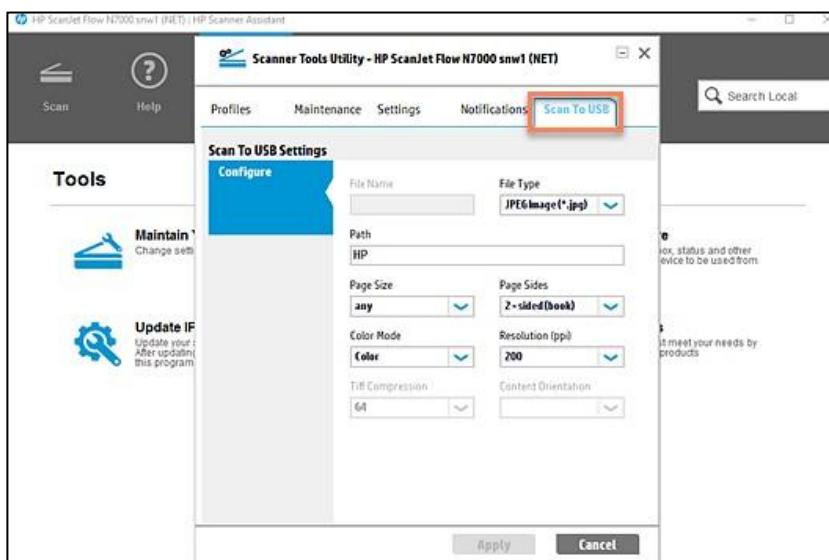
Scan to USB is an option that can be enabled on the scanner control panel. To enable this feature, use the HPScan app.

 **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.

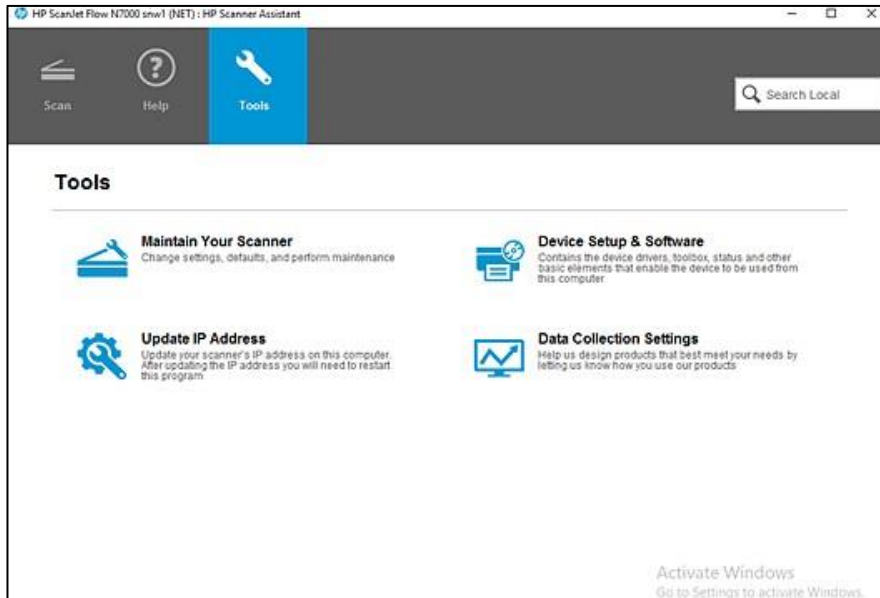


5. Select the Scan to USB settings and click Apply.

## 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.
- Close the HP Scan app, and then reopen it to apply the change.

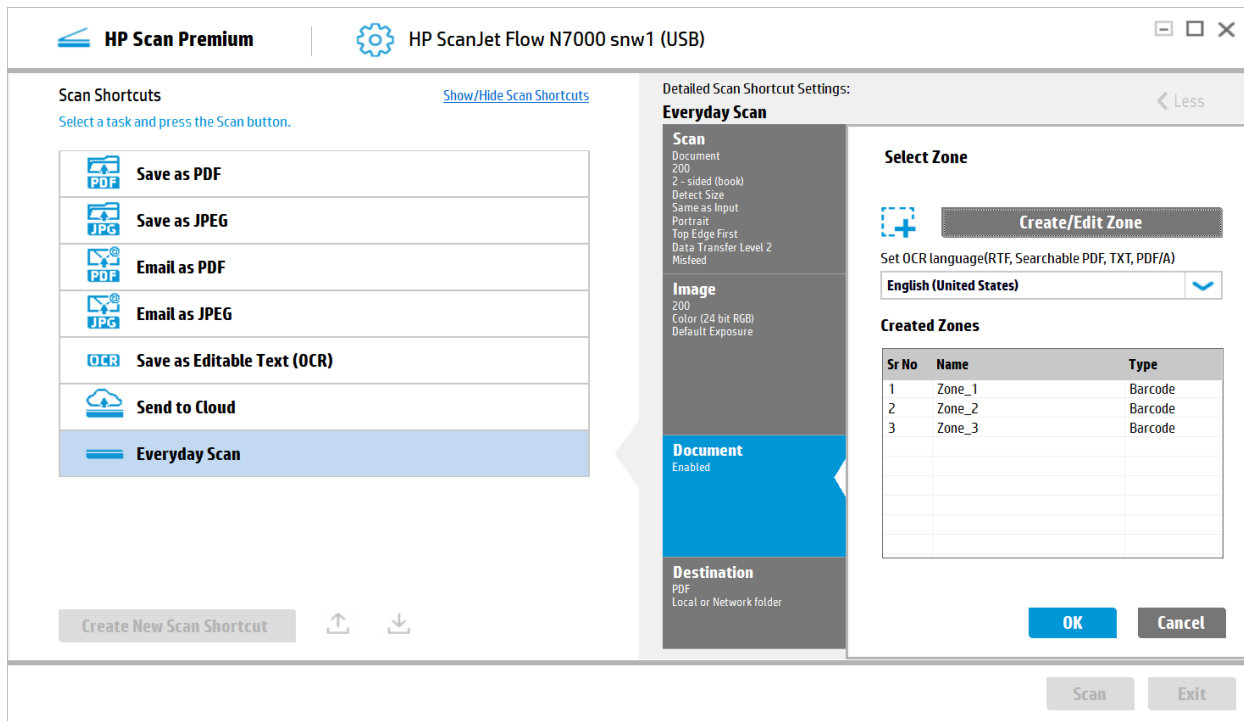
# 7 Multiple Zonal Data

The Multiple Zonal Data allows user to create multiple zones in scanned images. Learn how to create multiple zonal data and other features.

## Creating Multiple Zonal Data

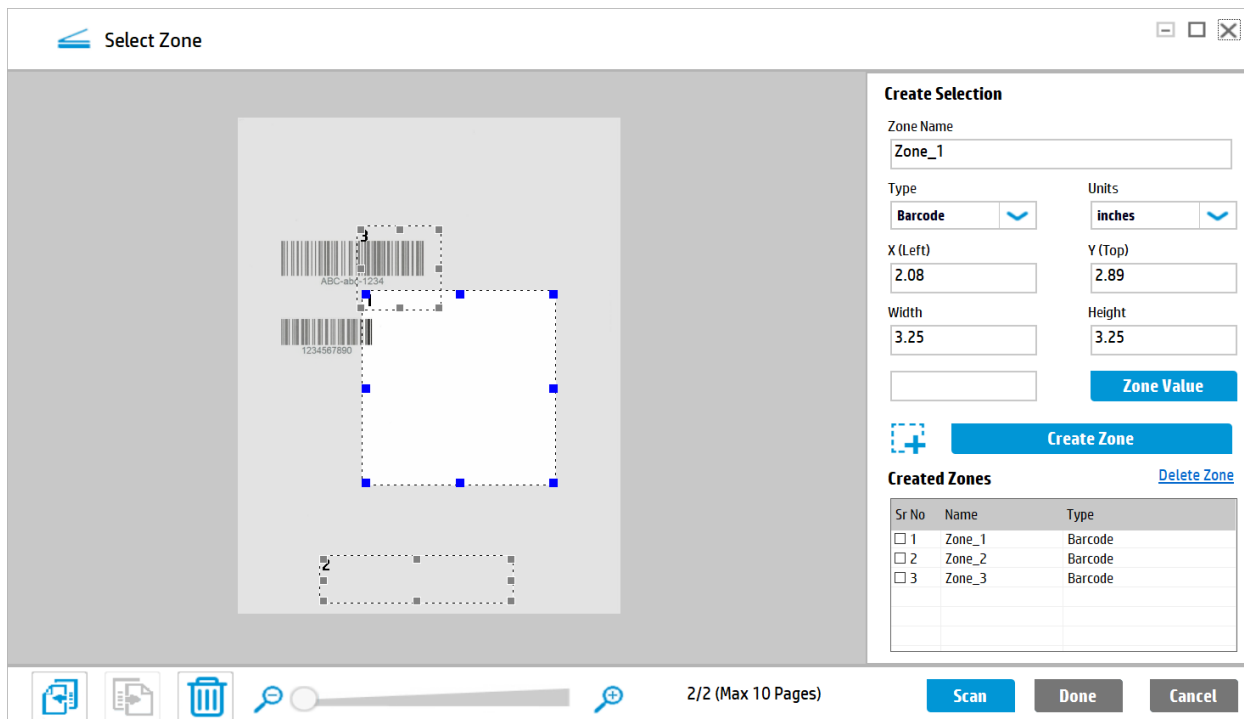
 **NOTE:** This feature is available for Enterprise Edition.

User can create a multiple zone by selecting “Create/Edit Zone” as shown in below screen.



User can adjust the zone using tracker. Values of X, Y, Width and Height will be adjusted based on adjustments as in the existing flow. Coordinates in the X, Y, Width, and height boxes can be entered manually.

A new zone can be drawn on the scanned preview image or using the X, Y Width and height coordinates and select the “Create Zone” Button, to create new zone and add the new zone to the “Create Zones” list. Same steps can be repeated to create multiple zones.

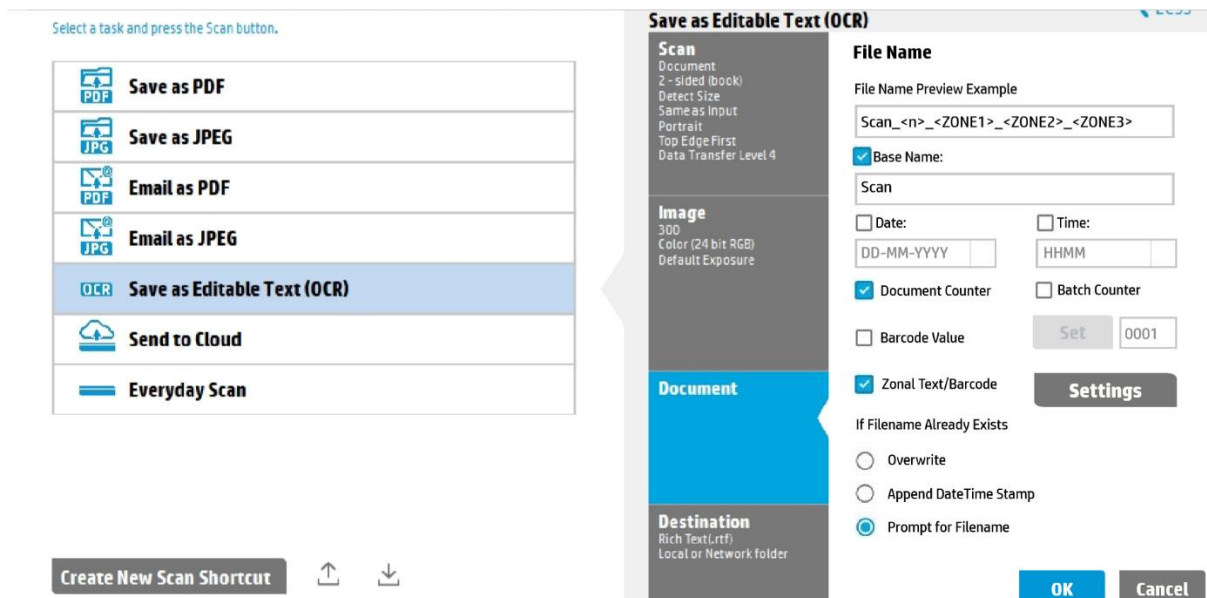


## File Naming based on Multiple Zonal Data


**NOTE:** This feature is available for Enterprise Edition.

The scanned pages are saved with selected Multiple zonal OCR/barcode value known as file name. If there is no Zonal OCR/Barcode provided, then “Zonal Text/Barcode” check box is disabled. The settings button is highlighted to select the file naming information.

Users can click on the “Settings” to select the zones for file naming.

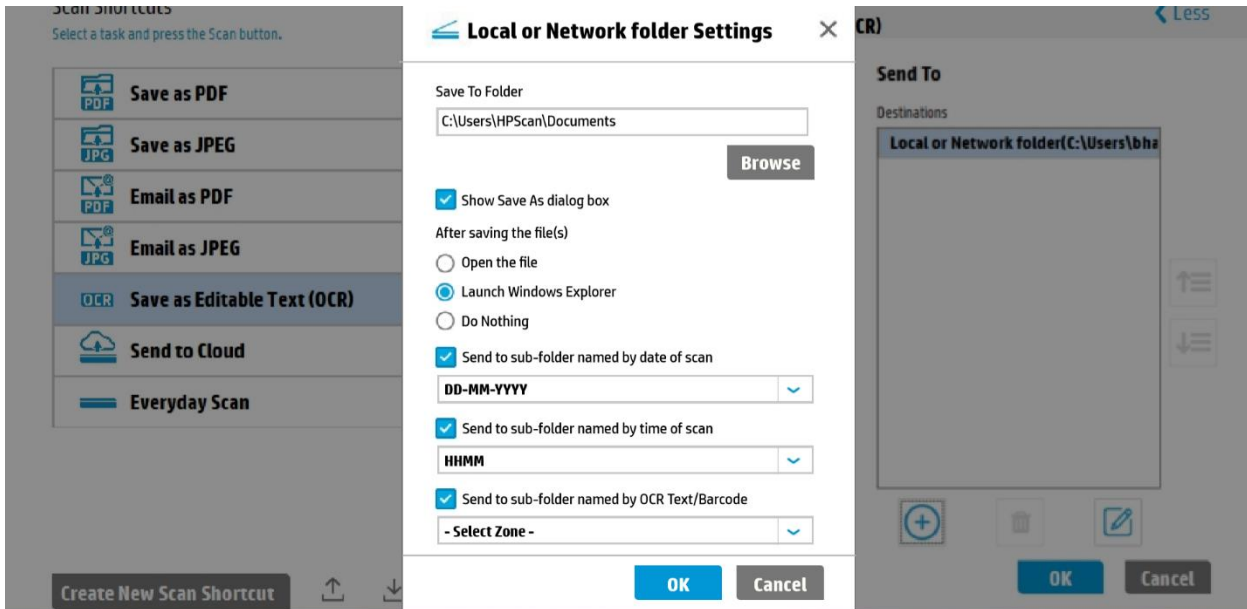


## Folder Naming based on Multiple Zonal Data


 **NOTE:** This feature is available for Enterprise Edition.

The scanned pages are saved in a folder named with selected zonal OCR/barcode value. By clicking on “+” icon, user can select the folder name and format.

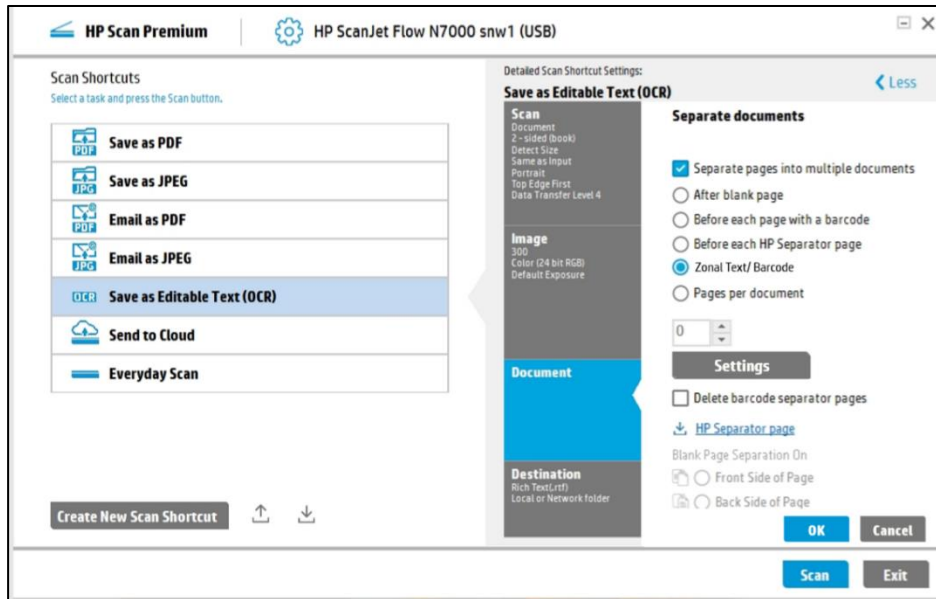
All the created zones are displayed under “Select Zone” Drop down. User can select a zone for folder naming. The “Select Zone” Drop down is enabled only when “Send to sub-folder named by OCR Text/Barcode” check box is enabled.



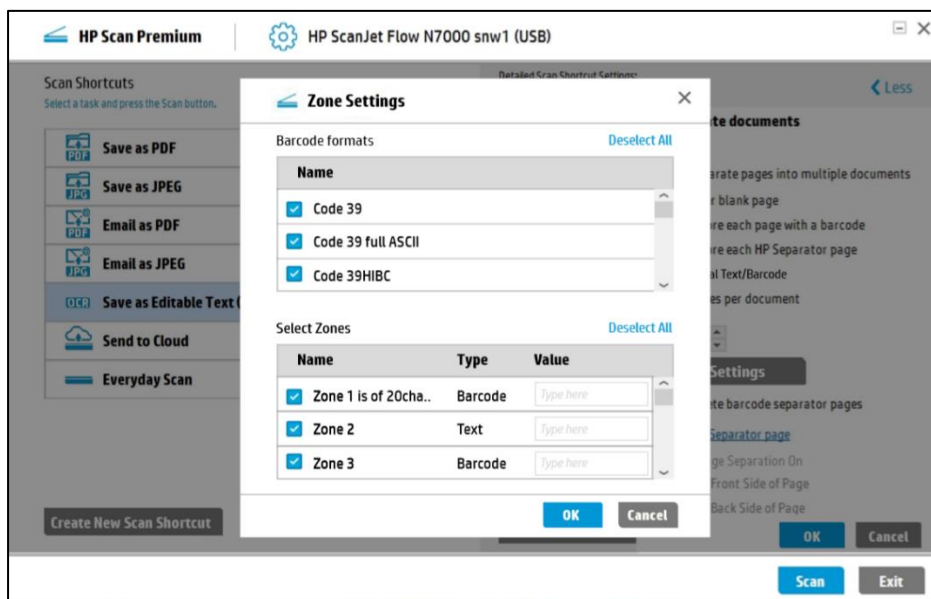
## Document separation based on Multiple Zonal Data

 **NOTE:** This feature is available for Enterprise Edition.


1. Selecting the “Zonal Text/Barcode” radio button in the screen below and the “Zone Settings” button, the new “Zone Settings” dialog is displayed to select Zonal OCR text/Barcode details used for document separation.



- Document separator can also be added by entering the value contained in the selected zone. By default, all specified formats should be selected or enabled.

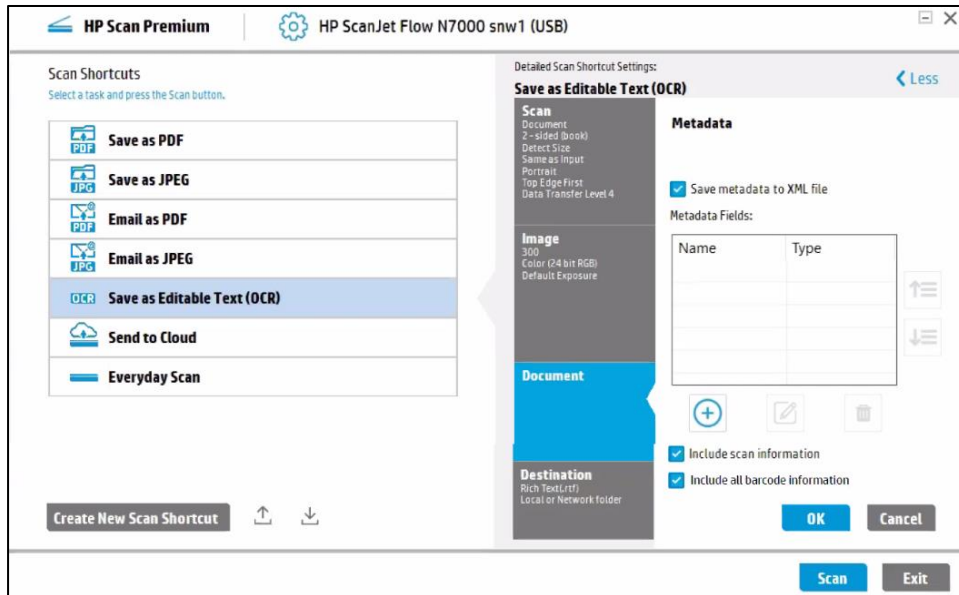


## Metadata generation based on Multiple Zonal Data

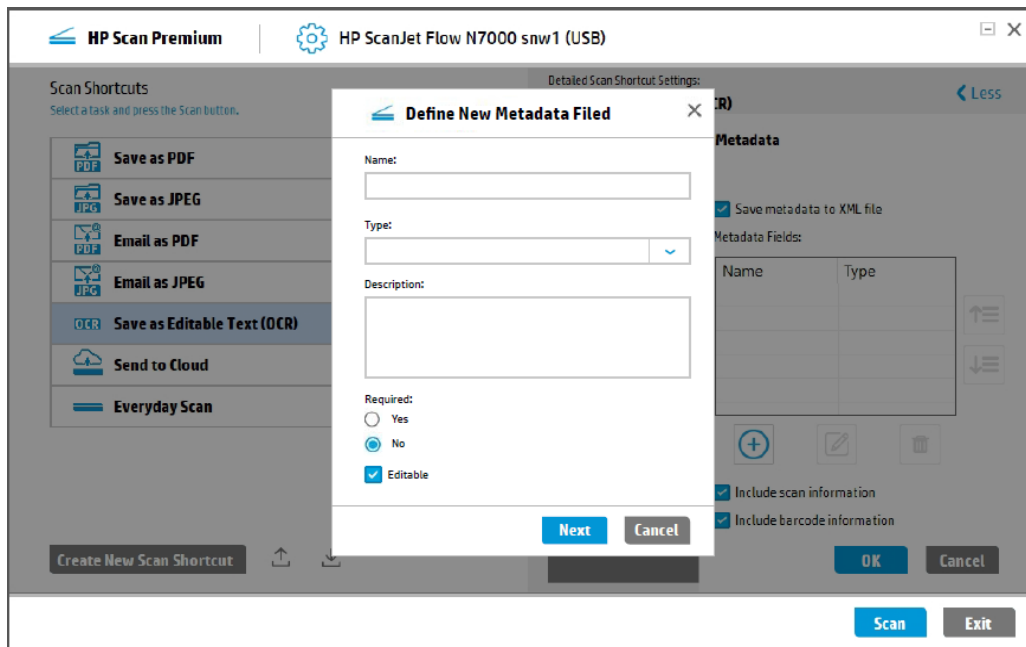
 **NOTE:** This feature is available for Enterprise Edition.

All barcodes in the page will be included in the metadata file by default. If barcode is selected, then the details of the selected barcode will be included in the metadata file.

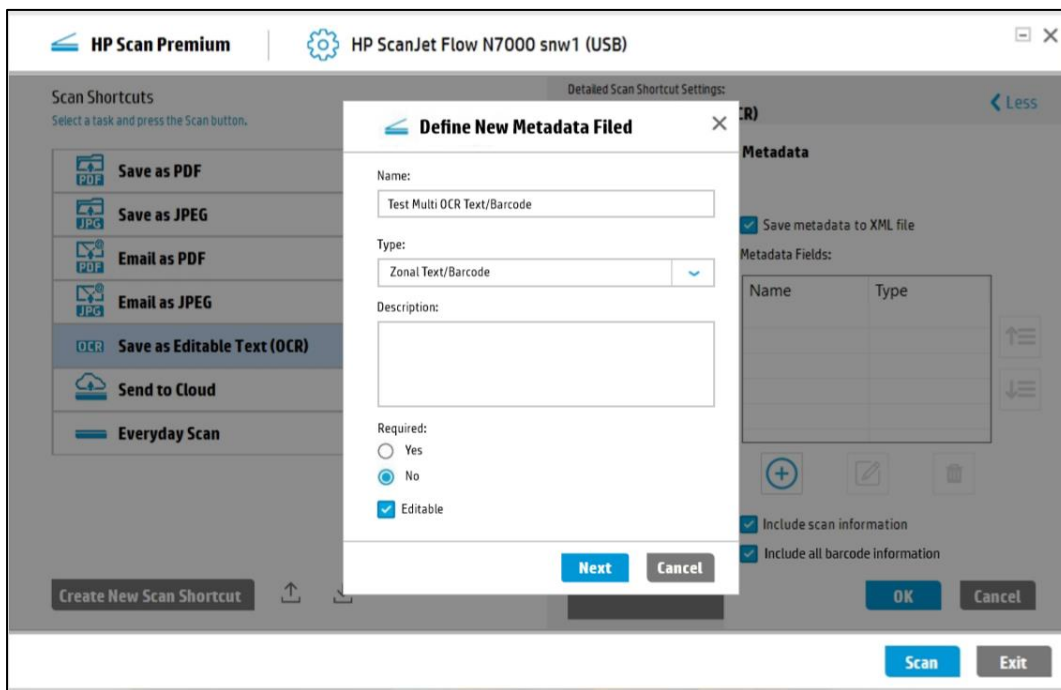
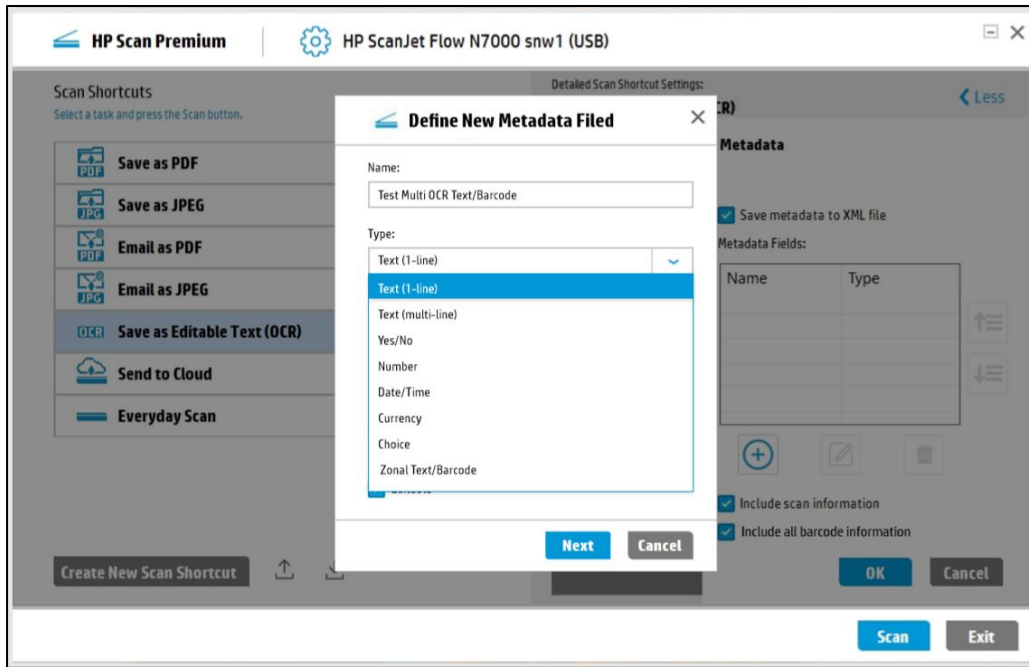
The Metadata contains Zonal OCR value, only if a zone is selected. When multiple zone selection is implemented, multiple Zonal OCR values will be saved in metadata.



- In the Metadata preview dialog, the “Editable” checkbox defines whether the values of different metadata types added are editable or not.

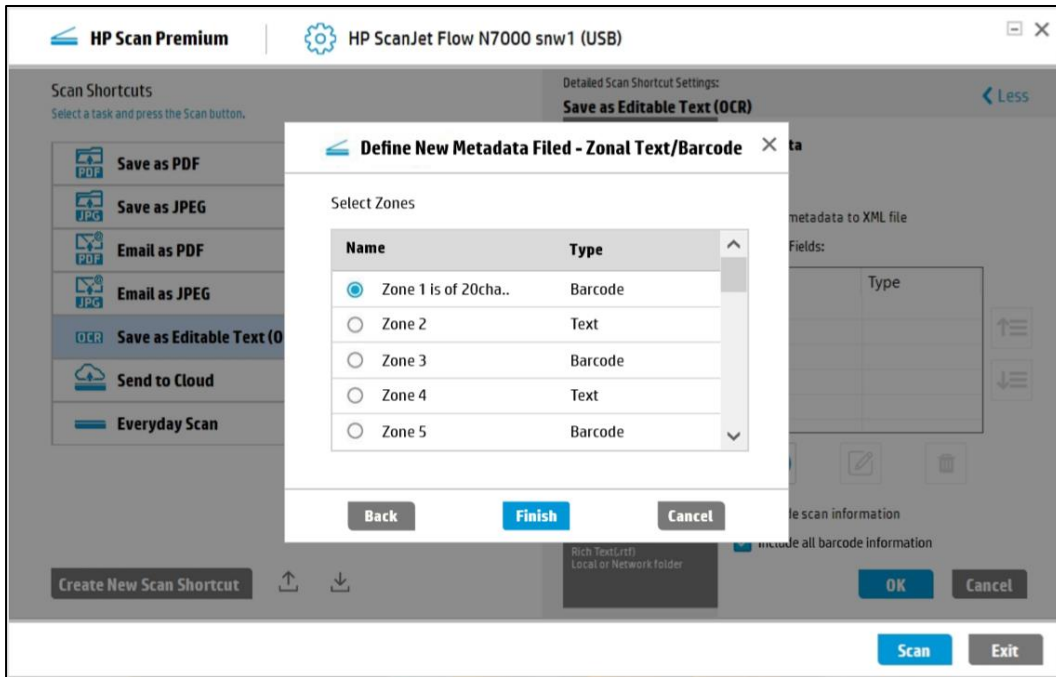


- Add “OCR Text/Barcode” in the Type combo box”. This combo box type is available only if one or more zones are created.

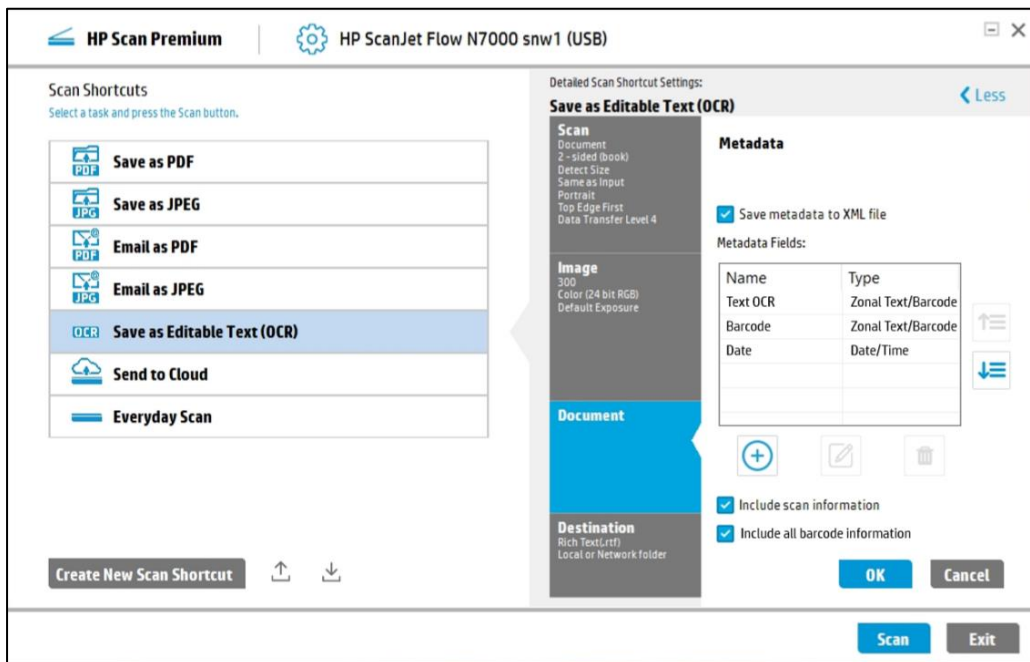


- After selecting the “Zonal Text/Barcode” type and clicking Next, the Settings dialog pops up.
- The settings dialog contains the list of the created zones of Text and Barcode types along with the zone name and zone type.
- If “Include All barcode information” check box is checked then all barcode details are saved in the metadata file.
- One zone can be selected at a time, and this gets added in the Metadata field table.






- Save metadata preview window contains the values of the selected zones either in text or barcode. The selected values will be added in the metadata XML file.



## 8 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.

## Create a new Scan Shortcut

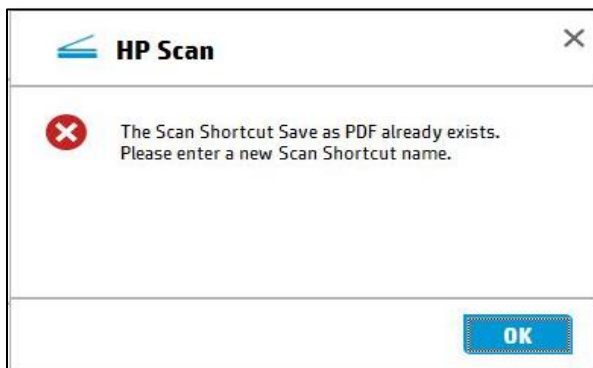
A custom or user defined shortcut is created by clicking the **Create New Scan Shortcut** button. It opens a Create New Scan Shortcut dialog in the following screen.

The created Scan Shortcut gets a name and an associated icon, in addition to its set of scan settings. All Scan Shortcuts are specific to a particular scanning device.



The **Create New Scan Shortcut** dialog edit box allows a user to enter the new name and a dropdown combo box to select the settings to use for the new shortcut.

The name string can be 128 single-byte or double-byte characters. The shortcut name must be unique, as duplicate names are not allowed. If the duplicate name error is displayed, press OK returns to the Create New Shortcut dialog and allows the user to modify the name.



Options for the new shortcut settings include copying from the current settings, or from any of the currently defined shortcuts. By default, new shortcuts are created based on the currently selected shortcut with its current settings. There is no “create brand new shortcut” operation that starts from a static default set of settings.

Current settings use all the settings presently displayed as the initial settings for the new shortcut. Choosing any of the shortcut names will use the settings associated with that shortcut as the initial settings for that new shortcut. If the shortcut name currently has unsaved changes, the initial settings will not be incorporated with these pending changes. The saved settings for that shortcut will be used.

The Create New Scan Shortcut dialog has 2 buttons: **Create** and **Cancel**.

When the **Create** button is clicked, a new shortcut is created with a default icon and presently displayed settings. It is displayed at the top of the Scan Shortcuts list. The new created shortcut is now the selected shortcut. No additional configuration dialog appears but to change settings for the new shortcut, a user can edit them after it is created.


When the **Cancel** button is clicked, the Create New Shortcut dialog is closed without creating a shortcut.

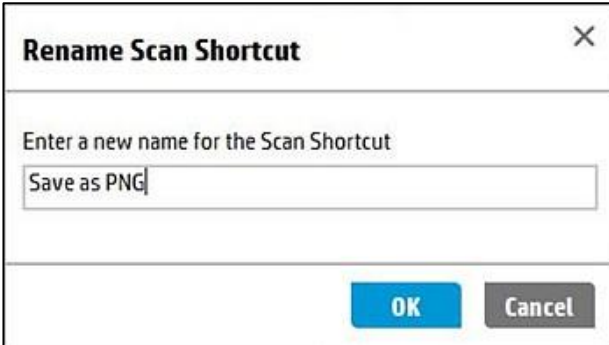
## Rename a Scan Shortcut

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.



**Rename Scan Shortcut** [Close]

Enter a new name for the Scan Shortcut

Save as PNG

OK Cancel

## Shortcut Operations

A 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 settings and user defined shortcuts.

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

The defined shortcuts are shown in a list below:

Function (in order)	Exact Text of right-click menu item	Description	Applicable to:
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
Rename	"Rename <shortcut>"	Edit the name of this shortcut in place.	User Defined shortcuts
Delete	"Delete <shortcut>"	Display a dialog to confirm deletion of this shortcut.	User Defined shortcuts
Save	"Save settings"	Save any changes to this shortcut	Factory Default & User Defined shortcuts
Save As	"Save As a new shortcut"	Display a dialog to save any changes to a new shortcut name.	Factory Default & User Defined shortcuts
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

The menu items for the Rename and Delete functions appears in the shortcut name.

- **NOTE:** "<shortcut>" is shown in the table above.

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.

## Saving a Shortcut

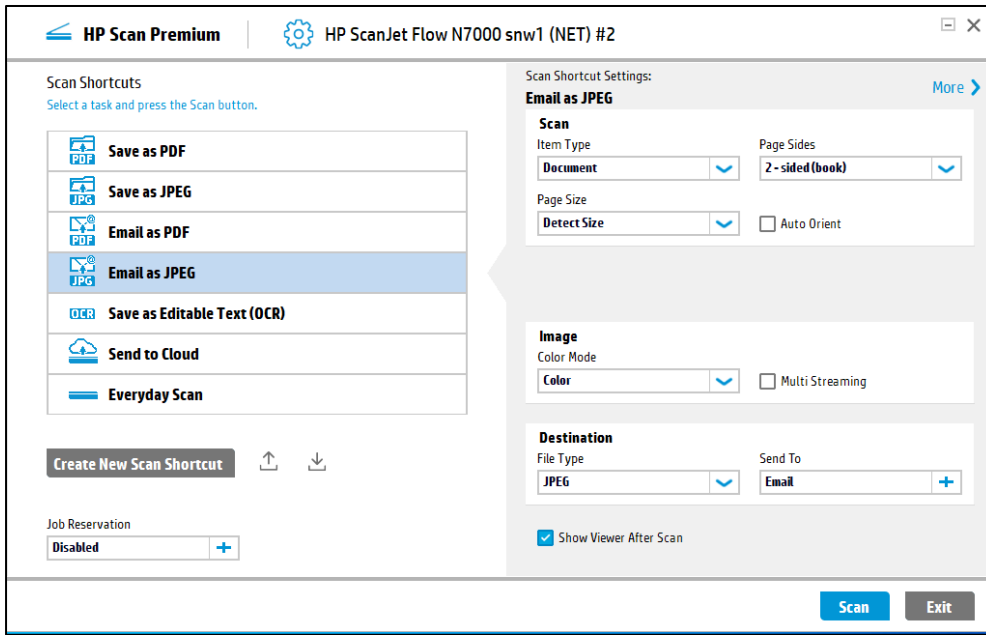
If changes are made to shortcut settings, these changes are "sticky" only during the current session of the Application. To save the updated settings, save the changes explicitly.

### Showing a shortcut has been modified – on the main screen

When changes are made for a shortcut, two buttons get added to the right of the shortcut name. These buttons are **Save** button and **Undo** button. When these buttons appear for any shortcut, a **Modified** label is added to the shortcut list.




These icons indicate that unsaved changes are currently pending for the shortcut. These buttons are always active and thus the shortcut does not need to be selected to resolve the pending changes.



### Showing a shortcut has been modified – on the adjustments screen

After a scan has occurred, if there are pending changes to the shortcut that was used while scanning, is shown on the adjustments screen to the right of the title area in the adjustments panel.

### Undoing changes while the Application is open

The Shortcut that is modified, by clicking the Undo button (  ) reverts to the last saved settings for that shortcut. Once settings are reverted to the last saved state, the two buttons at the right of the shortcut list item are removed. Clicking the undo button does not change the currently selected shortcut.

### Saving shortcut changes while the Application is open

The three ways to save the shortcut settings:

Click **Save Shortcut** button (  )


Click the shortcut name to access the **Save** function. This saves current settings to the current name.

Click the shortcut name to access the **Save As** function. This prompts for a new shortcut name.

Save Method	Behavior
Save Shortcut button	Save to current name. No confirmation dialogs. The two buttons are removed from this shortcut list item.
Right-click: Save	Save to current name. No confirmation dialogs. The two buttons are removed from this shortcut list item.
Right-click: Save As	Show dialog to specify a new name for the shortcut to be created with current settings. The two buttons are removed from original shortcut list item on left panel. Original shortcut settings are restored. Now the new shortcut is selected on left.

When settings are saved to a new shortcut name, the new shortcut is now the selected shortcut and the original shortcut is reverted to its original settings.

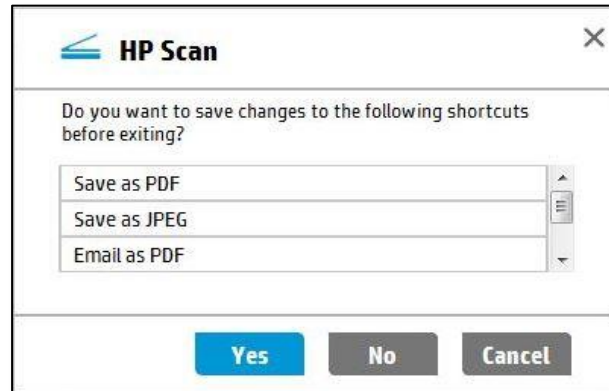
Once settings are saved, the two buttons at the right side of the shortcut list item are removed to show there are no further pending changes.

 **NOTE:** As Save button is shown in the shortcut list, all shortcut changes are resolved by clicking the appropriate button. The user is not asked to select each shortcut in turn.

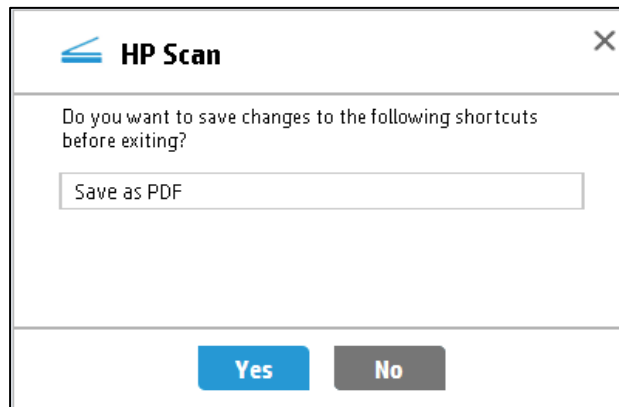
## Saving shortcut changes on Application exit

A dialog box appears, and users can save the changes, when the Application exits with any pending changes for shortcut menus. The dialog box has three options:

1. **Yes:** Save changes to all shortcuts, and close HP Scan.
2. **No:** Discard changes for all shortcuts, and close HP Scan.
3. **Cancel:** Cancel and go back to the UI. HP Scan is not exited. When returning to the UI, return to the main dialog.




For any force quit from any external source (Control panel, Task bar etc.), the Cancel button gets hidden in the message box.



## 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 reset to the factory default values.

## Import/Export HP Scan Shortcuts

Scan Shortcuts can be exported into an XML file so that the administrators can create Scan Shortcut profiles for a workgroup and share custom Scan Shortcuts with each other. Scan Shortcuts can also be imported from an XML file.

## Delete a Scan Shortcut

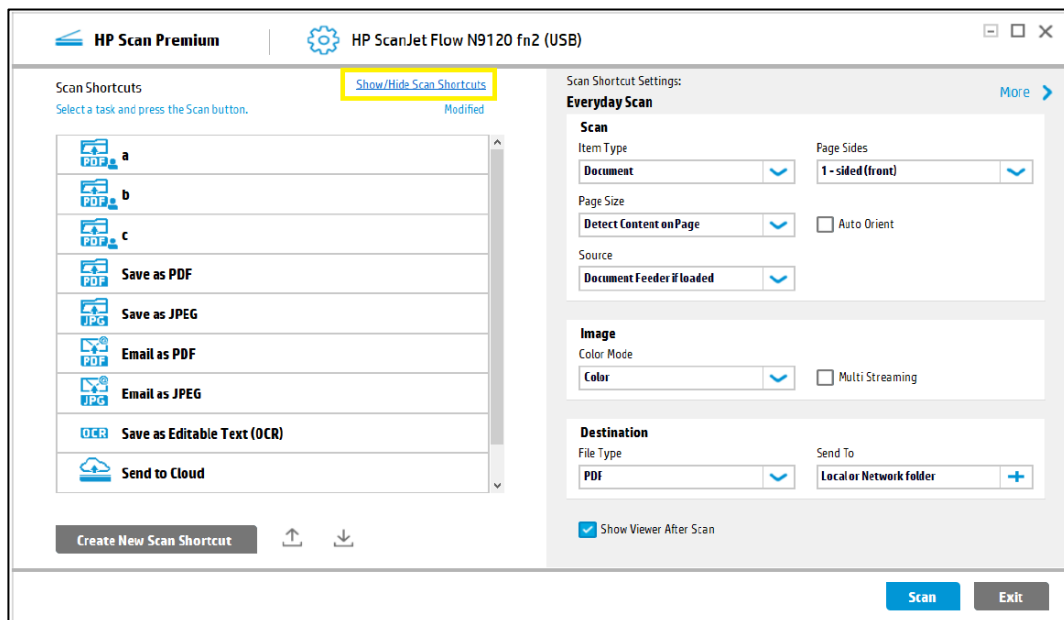
To delete a custom Scan Shortcut created in the HP Scan app, follow these steps.

 **NOTE:** Factory default Scan Shortcuts cannot be deleted.

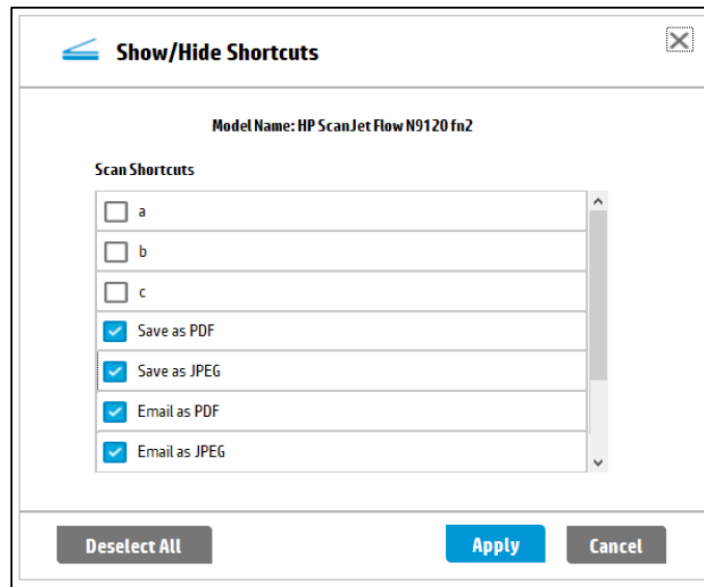
1. Open the HP Scan app.
2. On the Scan tab, select Scan a Document or Photo. The scan interface opens.
3. In the left pane of the home screen, right-click the shortcut and select Delete <Shortcut name>.
4. Select Yes to confirm delete. This cannot be undone.

## Show/Hide Scan Shortcuts

The Scan Shortcuts listed here can be hidden if the user does not wish them to be displayed. This can be done by clicking the option 'Show/Hide Scan Shortcuts' located on the right.



Upon clicking this link control, a dialog pops up with all available shortcuts in the same order as they are listed in HP Scan UI. The user can then select/deselect shortcuts and show/hide them respectively.



Also note that,

- By default, all the shortcuts that are displayed in HP Scan UI are listed here as checked.
- The user can check or uncheck the shortcuts depending on requirements.
- On clicking the Apply button, all the selected shortcuts are displayed, and unselected shortcuts are hidden in the HP Scan UI.
- At least one shortcut must be selected to be shown in HP Scan UI.



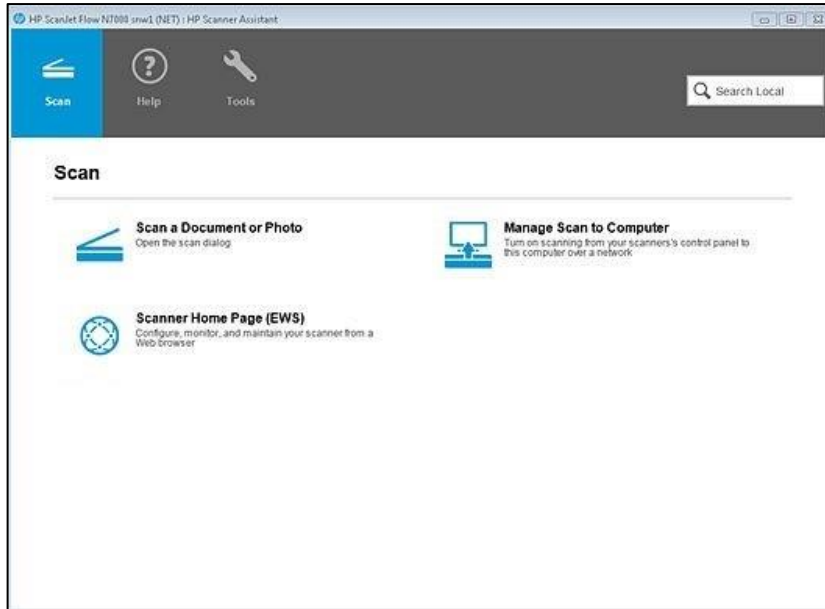
# 9 Manage and maintain the scanner

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.

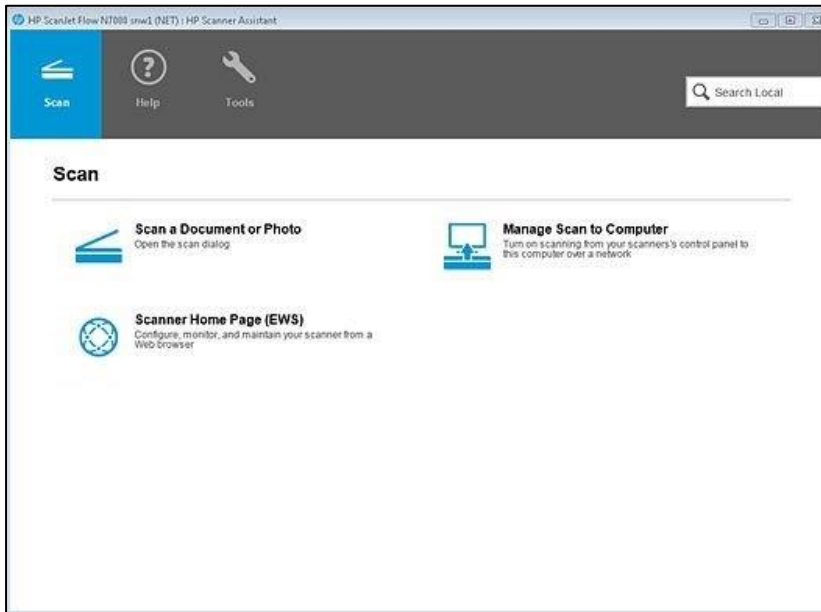


## Change or assign the device connection type

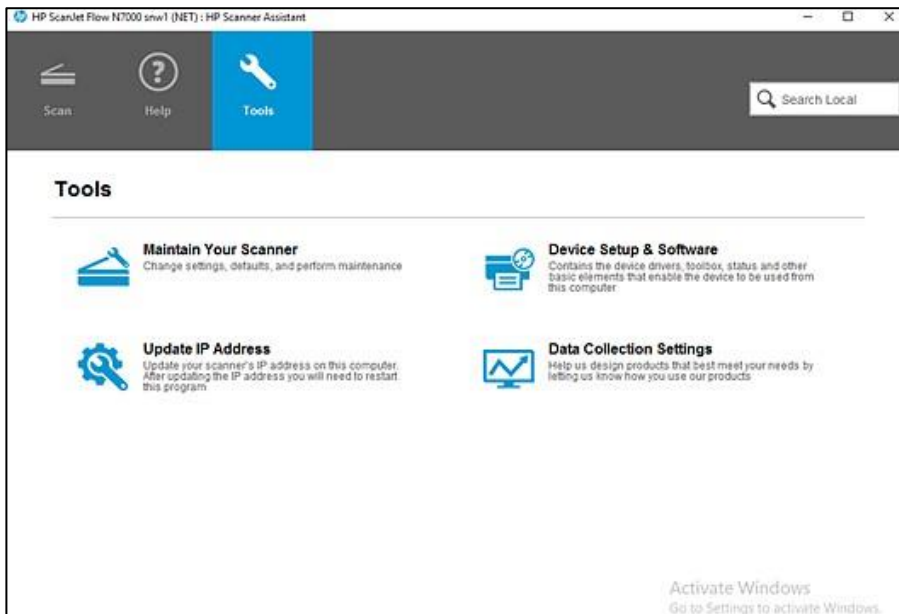
To assign or change the device connection type, use the Tools tab.

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.

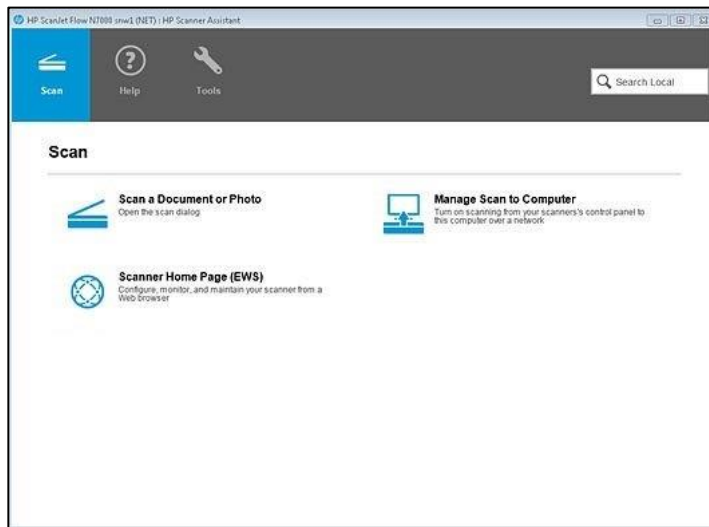


3. Select Device Setup & Software. You will be redirected to the installation set up process to change the connection.

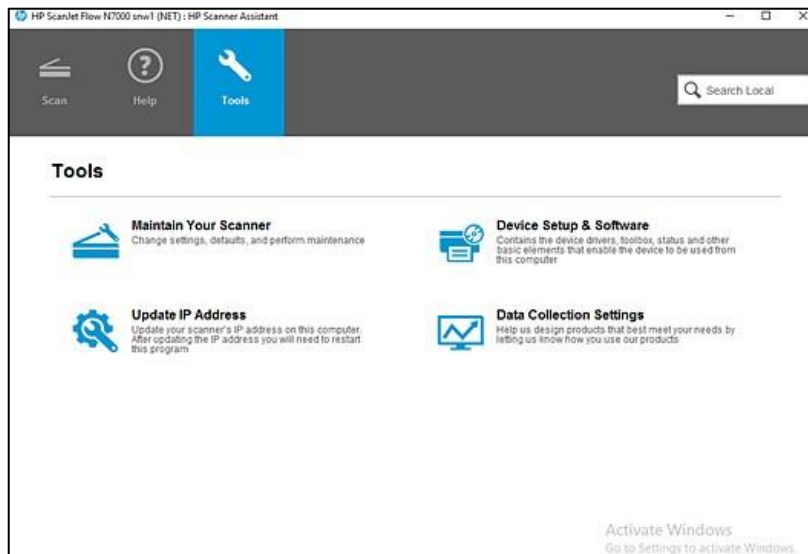
## Change the scanner settings

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

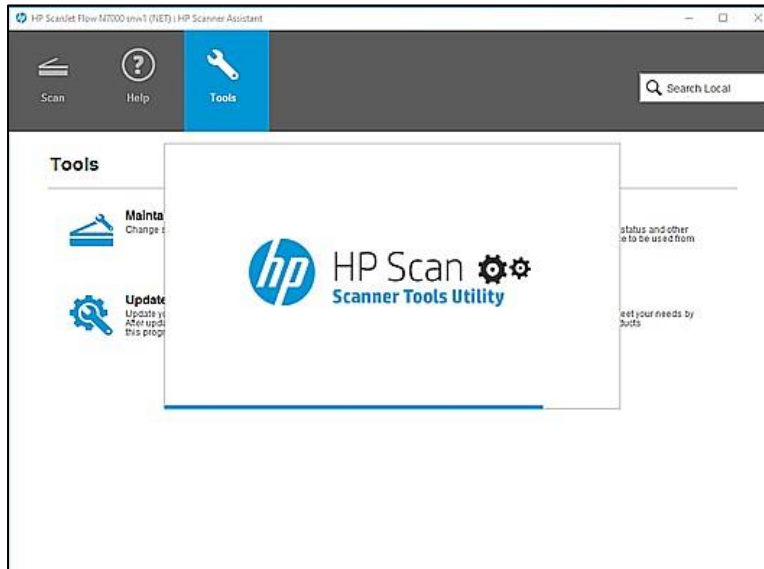
1. Open the HP Scan app.



2. Select the Tools tab.



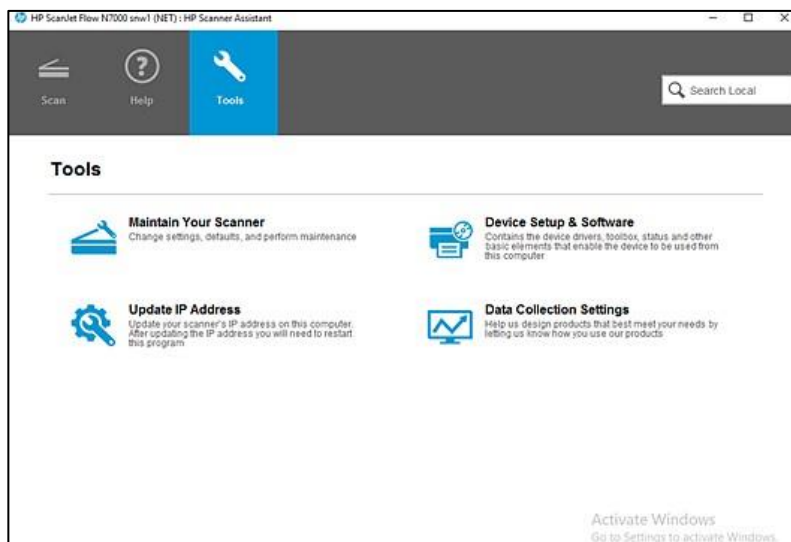
3. Select Maintain Your Scanner. The Scanner Tools Utility opens.



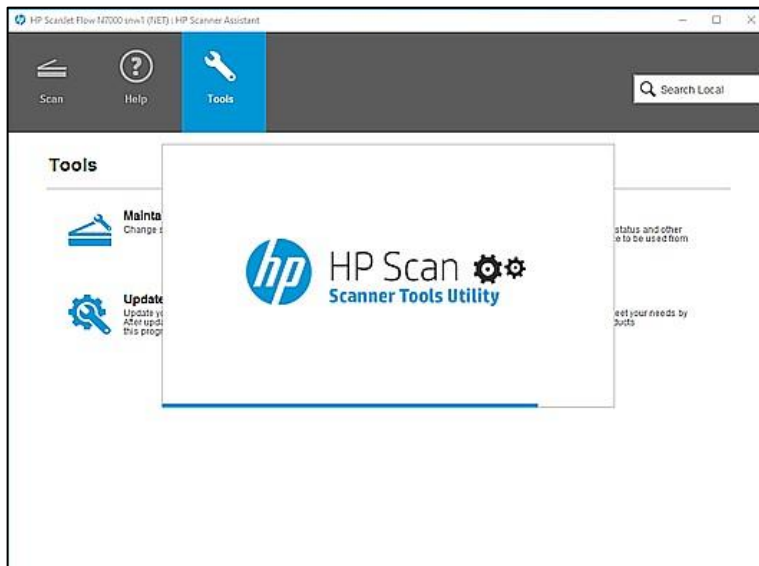
## Maintain the scanner

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.



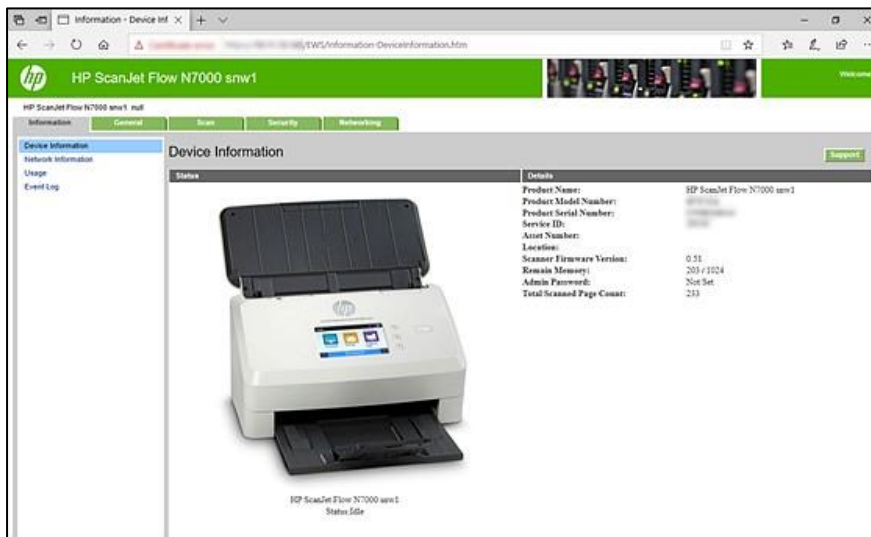
3. Select Maintain Your Scanner. The Scanner Tools Utility opens.



## 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. Select the Information tab.





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