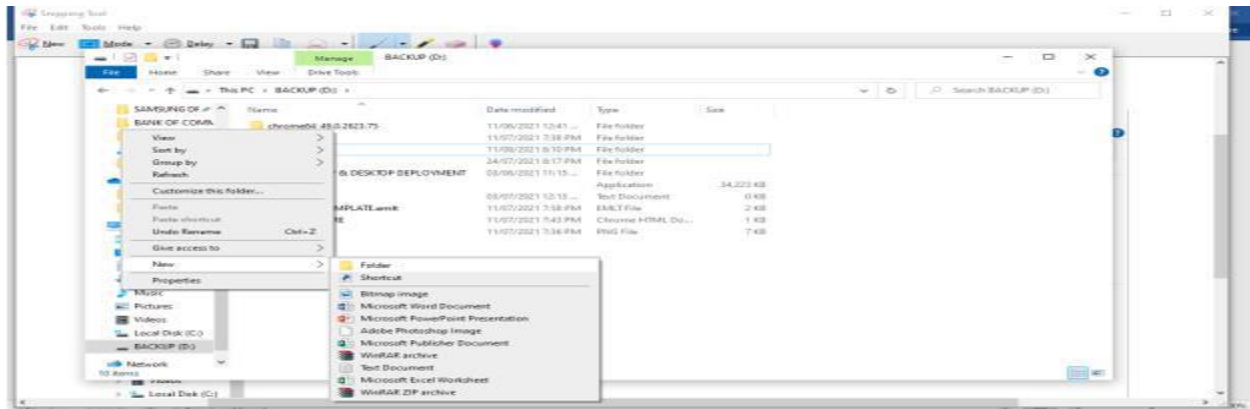
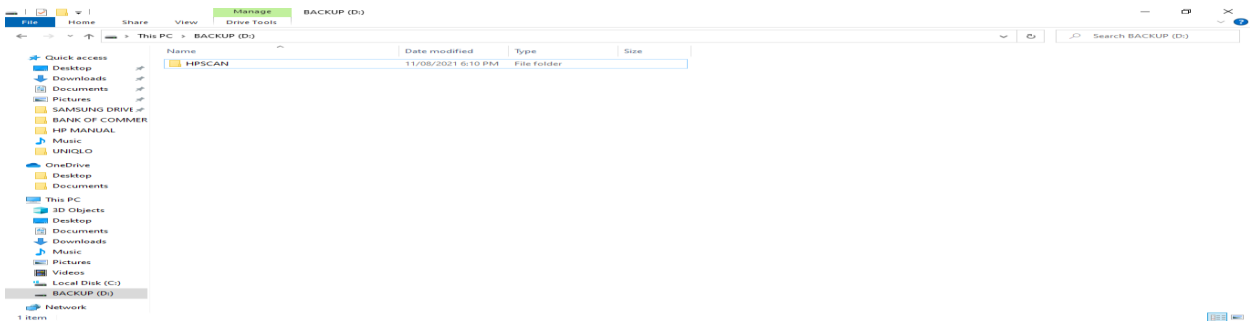


## Configuring Scan to Shared Folder in HP LaserJet MFP E4254

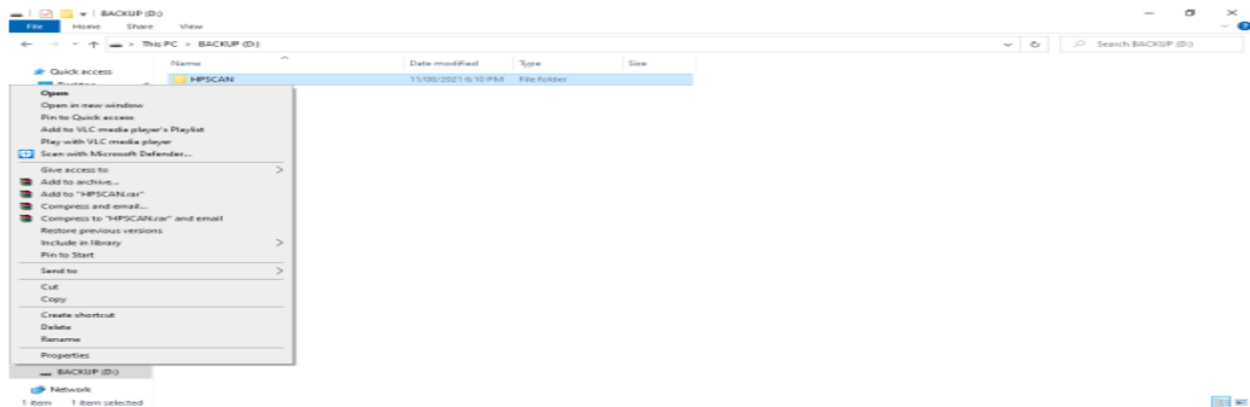
1. In the desktop PC create folder



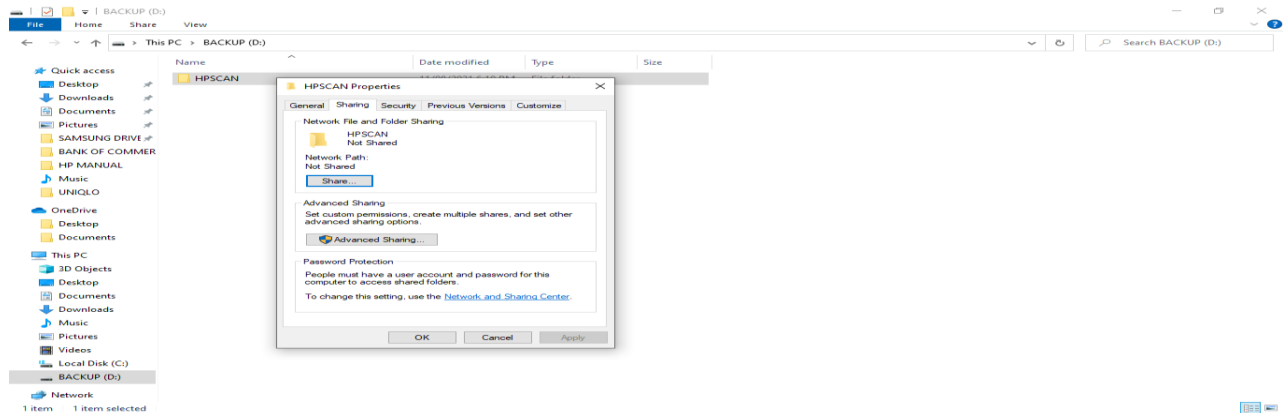
2. Type **Scan** for the name of created folder



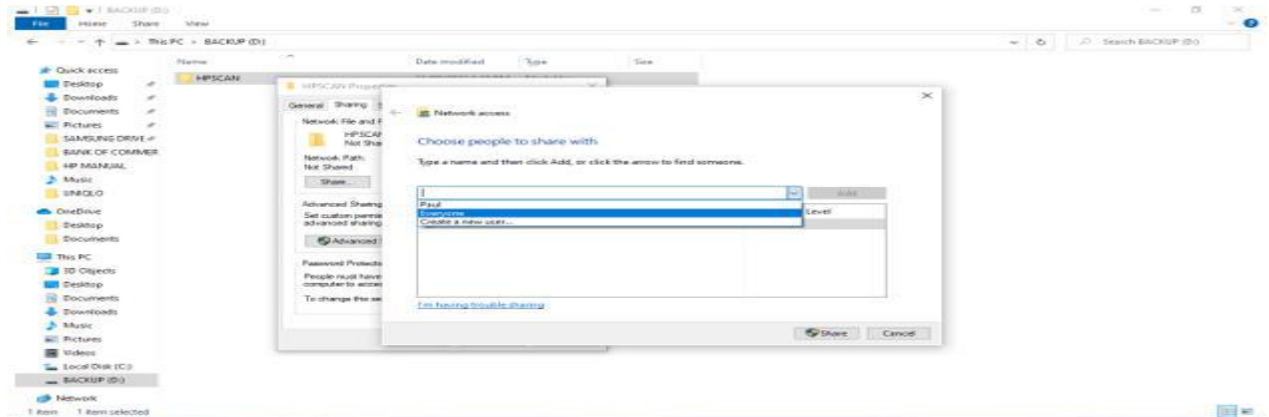
3. In the folder created do right click then select Properties



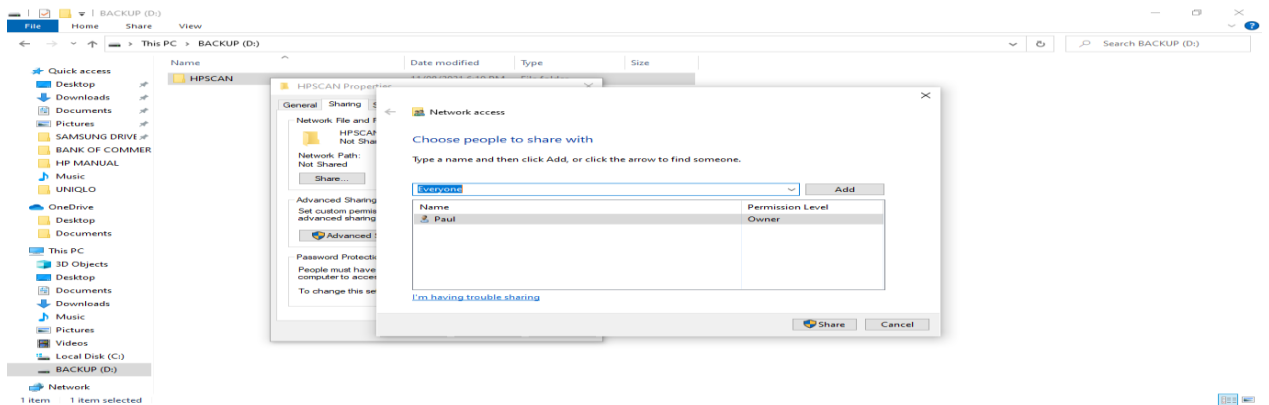
4. Then click Sharing tab and click Share.



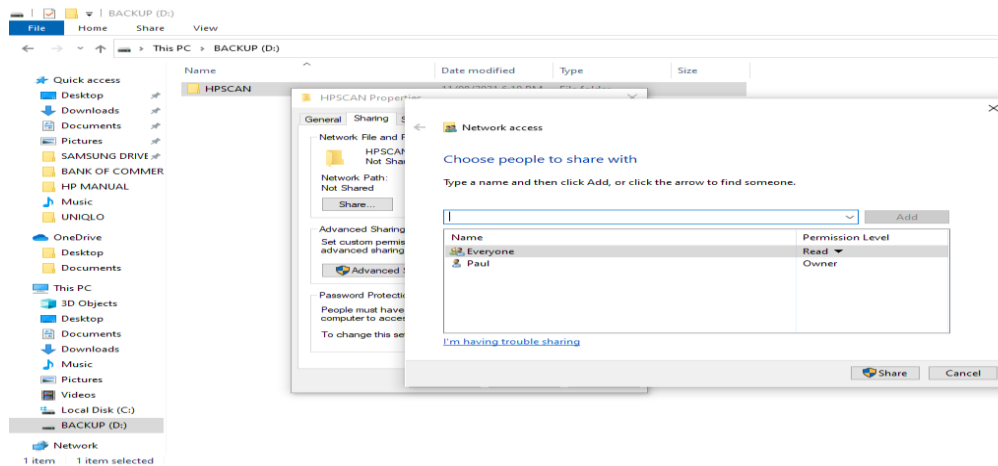
5. Click the drop down and select Everyone or Administrator



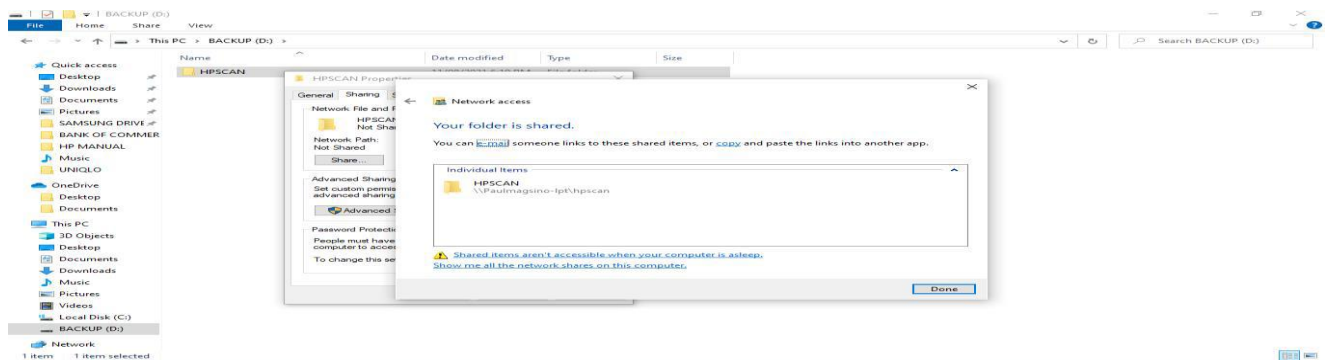
6. Then click Add



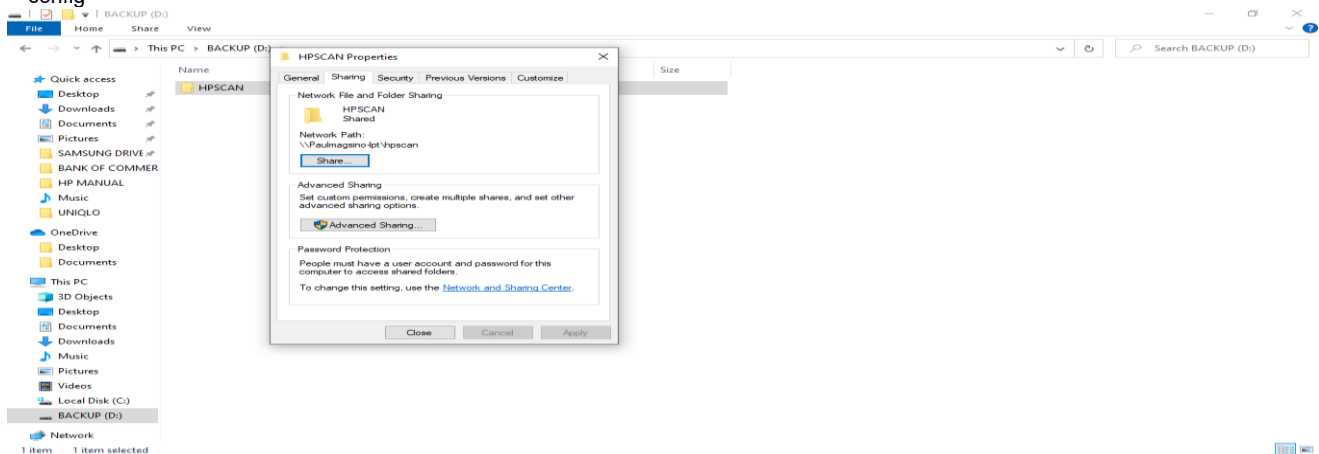
7. Set the Permission Level of Everyone to read & write, the click Share.



8. Then click Done.

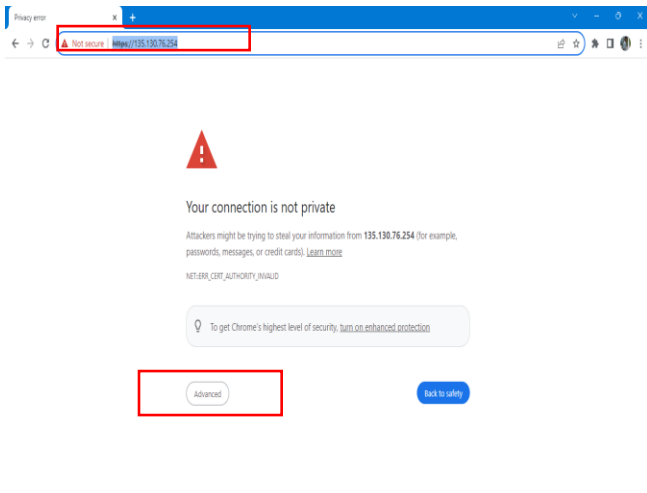


9. Do right click the shared folder and copy the network path and click close (Path is needed for Scan to Network Folder config)

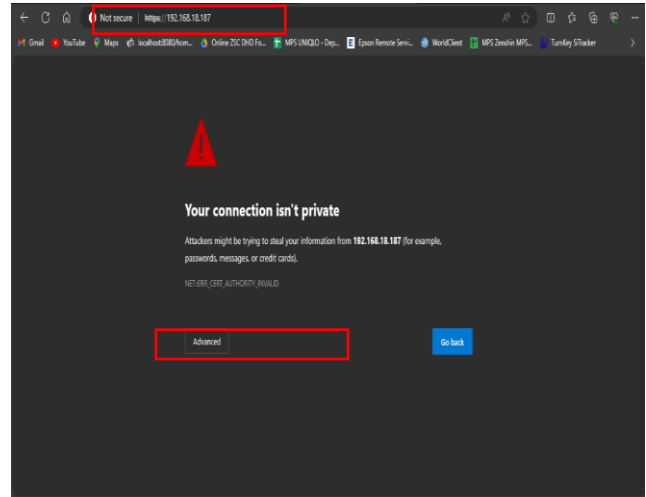


10. Open web browser and type the IP address of the printer and click Enter
11. Click Advance.

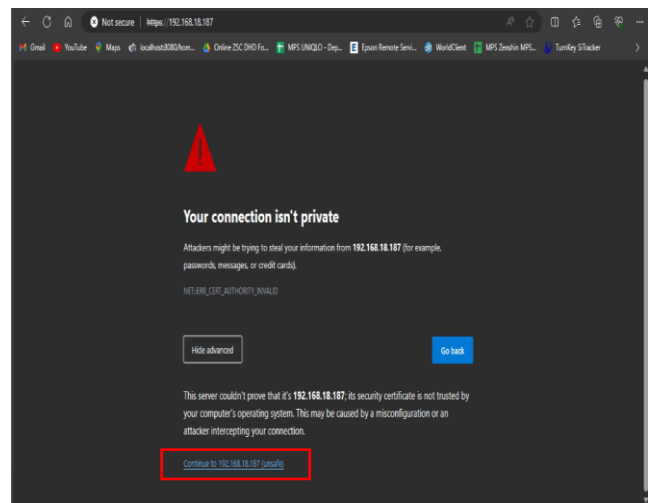
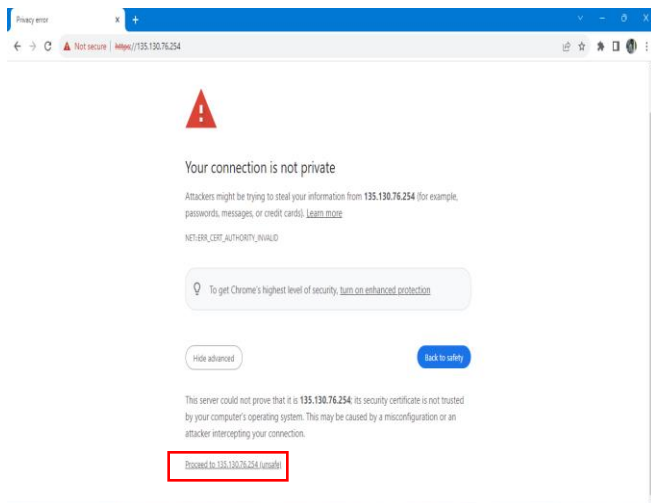
## Chrome




## Microsoft Edge



12. Click the Proceed to IP address.



## 13. Click Sign In.


**HP LaserJet MFP E42540**  
HP\_E42540 - ALBAY 192.168.20.113

Search by Keyword

Welcome  
Sign In

Information

**Device Status**  
Configuration Page  
Supplies Status Page  
Event Log Page  
Usage Page  
Device Information  
Control Panel Snapshot  
Printable Reports and Pages  
Open Source Licenses

**Device Status**  
  
⚠ Tray 2 empty: Plain, A4  
  
**Supplies**  
  
**Black Cartridge**  
Order W9024MC 100%\*  
  
\* Estimated levels. Actual levels may vary.  
[Supplies Details](#)  
  
**Media**  

Input/Output	Status	Capacity	Size	Type
Tray 1	Empty	100 sheets	Any Size	Any Type

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## 14. Sign as Administrator and put the password

Information

Sign In

Sign-In Method  
Local Device

Local Device Account  
Administrator

Password  
••••••••

Sign In Cancel

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15. Click Scan/Digital Send, under Scan to Network Folder select Quick Sets, then click Add.

16. Type the Quick Set name & click Next.

17. Then click Add.

18. Under UNC Folder Path put the network path copied from shared folder created, then click Update Preview  
In the Authentication Settings drop it down & select Always use these credentials. Put the Admin credentials and password then click Verify Access

**Quick Sets Setup**

**UNC Folder Path:** \*  
\\Laptop-201ts0tt\scan  
(\\path\path)

**Custom Subfolder:**  
+  
Appends a custom subfolder at end of the folder path.  
☐ Restrict subfolder access to user

**Folder Path Preview:**  
\\Laptop-201ts0tt\scan\ Update Preview  
Some Custom Subfolder values will be updated only when the Quick Set is used.

**Authentication Settings:**  
Always use these credentials.

**Windows Domain:** **User Name:** \* Admin **Password:** \* [masked] Verify Access

OK Cancel

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19. Wait for the result If the result is successful, click Ok

**Quick Sets Setup**

**Add Network Folder Path**

☒ Save to a standard shared network folder

**UNC Folder Path:** \*  
\\Laptop-201ts0tt\scan  
(\\path\path)

**Custom Subfolder:**  
+  
Appends a custom subfolder at end of the folder path.  
☐ Restrict subfolder access to user

**Folder Path Preview:**  
\\Laptop-201ts0tt\scan\ Update Preview  
Some Custom Subfolder values will be updated only when the Quick Set is used.

**Authentication Settings:**  
Always use these credentials.

**Windows Domain:** **User Name:** \* PAUL **Password:** \* [masked] Verify Access

Verifying access. Please wait...

☐ Save to an FTP Server  
A Workstation or Server that has a File Transfer Protocol (FTP) service installed and configured.

OK Cancel

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20. Click Next

**Quick Sets Setup**

**Folder Settings**

Standard shared folders are a simple UNC path without any variables. Personal shared folder paths are retrieved after a user signs in. An example would be a user's Home folder specified in Microsoft Active Directory.

☒ Save to shared folders or FTP folders

☒ Network Folder Path  
\\DESKTOP-FCGG576\SCAN to Network  
Add... Edit... Remove...

☐ Save to a personal shared folder  
Requires user sign-in and information specific to the user to create folder path.

☒ Send only to folders with read and write access  
This option supports folder verification and job notifications.  
☒ Verify folder access prior to job start  
When unchecked, users can save jobs more quickly but jobs may fail if the folder is unavailable.

Previous Next Finish Cancel

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## 21. Click Next.

The screenshot shows the 'Quick Sets Setup' wizard with the 'Scan/Digital Send' tab selected. The 'Scan Settings' section is active, displaying various configuration options:

- Original Size:** Any Size
- Original Sides:** 1-sided
- Scan Mode:** Standard document
- Optimize Text/Picture:** Mixed
- Content Orientation:** Portrait
- Sharpness:** 3 - (Normal)
- Background Cleanup:** 3 - (Normal)
- Darkness:** 5 - (Normal)
- Contrast:** 5 - (Normal)
- Image Preview:** Make optional
- Cropping Options:** Do not crop

At the bottom right, the 'Next' button is circled in red, indicating the next step in the process.

## 22. Click Next.

The screenshot shows the 'Quick Sets Setup' wizard with the 'Scan/Digital Send' tab selected. The 'File Settings' section is active, displaying various configuration options:

- File Name Prefix:** Not user editable
- File Name:** Document
- File Name Suffix:** Not user editable
- File Name Preview:** Document\_231207\_111845.pdf
- File Numbering Format:** X-Y
- Resolution:** 200 dpi
- Quality and File Size:** Medium (default)
- File Type:** PDF

At the bottom right, the 'Next' button is circled in red, indicating the next step in the process.

## 23. Click Finish.

The screenshot shows the 'Quick Sets Setup' wizard with the 'Scan/Digital Send' tab selected. The 'Summary' section is active, displaying a review of the settings:

- Scan to Folder:**
  - Network Folder Path: Group (1 members)
  - File Type: PDF

At the bottom right, the 'Finish' button is circled in red, indicating the final step in the process.

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