



# HP Enterprise, HP Managed - HP Universal Scan Solution User Guide

## SUMMARY

Learn how to install, set up, and use the HP Scan application (app).

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# Table of contents

<b>1 Introduction</b>	<b>1</b>
Requirements	1
Supported file types	2
Supported devices	2
<b>2 Install or Uninstall the HP Scan app</b>	<b>3</b>
Install the HP Scan app	3
Download the driver	3
Install the software using the Install Wizard	4
Launch the Set up wizard	5
Connect using a USB cable	6
Connect using a wired network	8
Connect wirelessly	11
Install the plug-ins for the basic web pack	13
Install the basic driver using a command prompt	13
Add a printer or scanner to the app	15
Remove a device from the app	17
Uninstall the HP Scan app	19
Uninstall the HP Scan app using One Click	19
<b>3 HP Scan App overview</b>	<b>21</b>
HP Scanner Assistant tabs	21
Overview of the scan home screen	23
Overview of Scan Shortcuts	26
Desktop Shortcut of HP Scan shortcuts	29
Overview of the scan preview window	30
Overview of the editing tools	34
Overview of the Detailed Adjustments settings	35
<b>4 Use the HP Scan app</b>	<b>38</b>
Open the HP Scan app	38
Scan a document or photo and use scan preview to edit pages	39
Scan to .jpg or .pdf format and save to local destination	42
Scan as .jpg or .pdf format and email to local destination	44
Scan documents into editable text	46
Store a scan job using the Job Reservation feature	48
Save scanned documents with an auto-generated file name	50

Use the Auto Classification feature for scanned documents.....	52
Count scan jobs using the Batch Counter feature.....	54
Enable multi-page scanning.....	56
Reduce vertical lines or streaks on scanned images.....	58
Correct folds, curves, or warping in scanned book pages.....	60
Find features available in the HP Scan app.....	62
<b>5 Use the scan preview window to edit scanned pages.....</b>	<b>65</b>
View scanned pages in a thumbnail grid in the scan preview window.....	65
View scanned pages in a document list in the scan preview window.....	66
View a scanned page using zoom mode in the scan preview window.....	68
Use the scan preview window to crop pages.....	71
Use the scan preview window to delete or remove pages.....	74
Use the scan preview window to add pages or images.....	75
Use the scan preview window to change page order.....	76
Use the scan preview window to change page orientation.....	77
Use the scan preview window to insert a divider, page break, or job separator.....	80
Scan and add more pages in the scan preview window.....	82
Edit the Scanned Document.....	84
<b>6 Configure the HP Scan app.....</b>	<b>87</b>
Create a new Scan Shortcut.....	87
Enable the Scan to computer feature.....	88
Enable the Scan to USB feature.....	90
Change the scanner IP address.....	92
<b>7 Multiple Zonal Data.....</b>	<b>95</b>
Creating Multiple Zonal Data.....	95
Save a scan zone with the OCR text and Bar code values in the file name.....	97
Save a scan zone to a folder auto-named with OCR text and Bar code values.....	99
Parse scan zones into separate documents.....	101
Save bar code and zone metadata to an XML file.....	104
<b>8 Manage Shortcuts.....</b>	<b>110</b>
Create a new Scan Shortcut.....	110
Rename a Scan Shortcut.....	112
Deleting, renaming, and restoring Shortcuts.....	113
Save changes to a Scan Shortcut.....	114
Restore a Scan Shortcut to default settings.....	115
Import/Export Scan Shortcuts to/from XML.....	115
Show/Hide Scan Shortcuts.....	116

Delete a Scan Shortcut.....	118
<b>9 Manage and maintain the scanner.....</b>	<b>119</b>
Open the Embedded Web Server (EWS).....	119
Change or assign the device connection type.....	120
Change the scanner settings.....	122
Maintain the scanner .....	124
View device, firmware, or network information.....	126
<b>Index.....</b>	<b>129</b>

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# 1 Introduction

Use this guide to learn how to install, use, and manage the HP Scan application with HP Enterprise and HP Managed 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 app.

### 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 8 (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 running HP FutureSmart firmware can use the HP Scan 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 or Uninstall the HP Scan app

This chapter provides information on how to install and set up, or uninstall and remove, 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 of 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**.




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

The screenshot shows the HP Customer Support website. At the top, there are navigation links: Laptops & 2-in-1s, Desktops, Printers, 3D Print, Ink & toner, Displays & accessories, Business solutions, and Support. Below this is a blue header with the title 'HP Customer Support - Software and Driver Downloads'. Under the header is a navigation bar with links: Support Home, Products, Software and Drivers (selected), Diagnostic Tools, Contact Support, and Business Support. Below the navigation bar is a blue bar with a progress indicator: 1 Identity > 2 Download > 3 Install. Below this is a light blue bar with the text: 'Already have an HP account? Select from the products you own. Sign in / Register'. The main section is titled 'Identify your product' and has four icons representing different device types: printer, laptop, desktop, and monitor. Below the icons is a form with a text input field labeled 'Enter your serial number, product number or product name' and a 'Submit' button. Below the input field is the text 'OR' and a button labeled 'Let HP detect your product'. To the right of the form is a section titled 'Need help?' with two links: 'Locate your product's information label' and 'Watch a video'.

- 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.
- Click **Download**.
- Click **Save** to automatically download the web pack to the Downloads folder.

 **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**.

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

 **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.

- On the product download page, expand the **Update** section.
- 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 set up wizard.



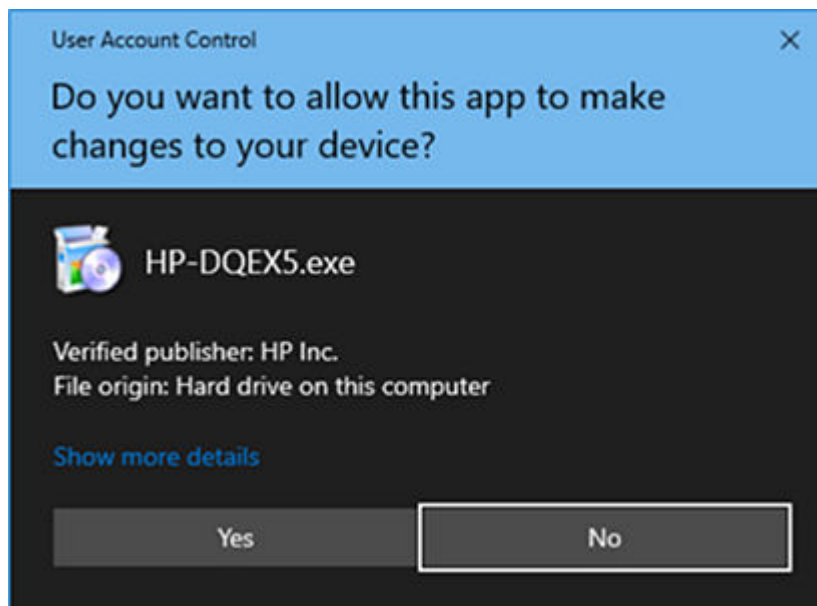
**NOTE:** Installation using the basic web pack is similar to the full web pack except the basic web pack does not install the plug-ins. The plug-ins will need to be installed separately.

## Launch the Set up wizard

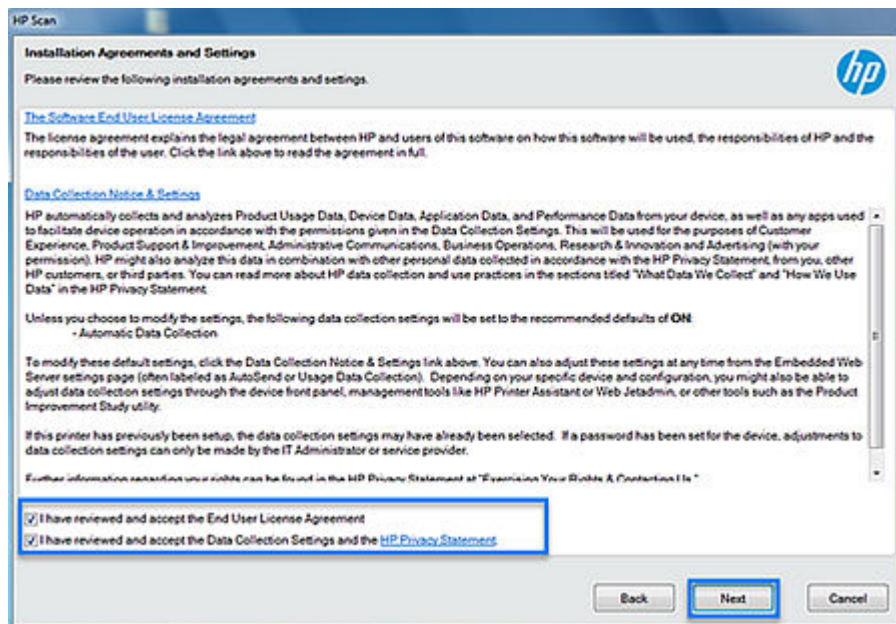
Launch the install wizard to start the set up process.

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

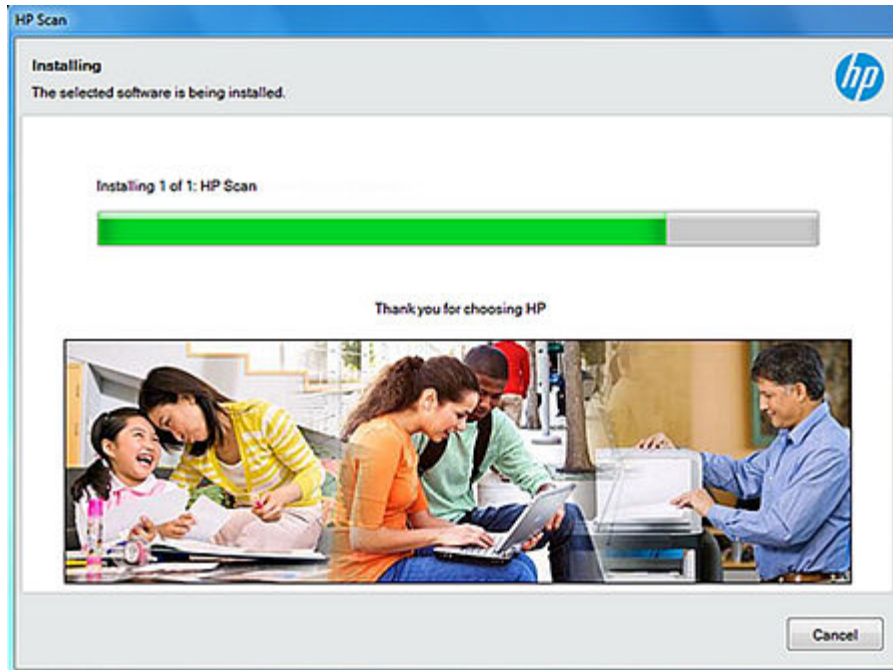
1. Double click the .exe file you saved previously.



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

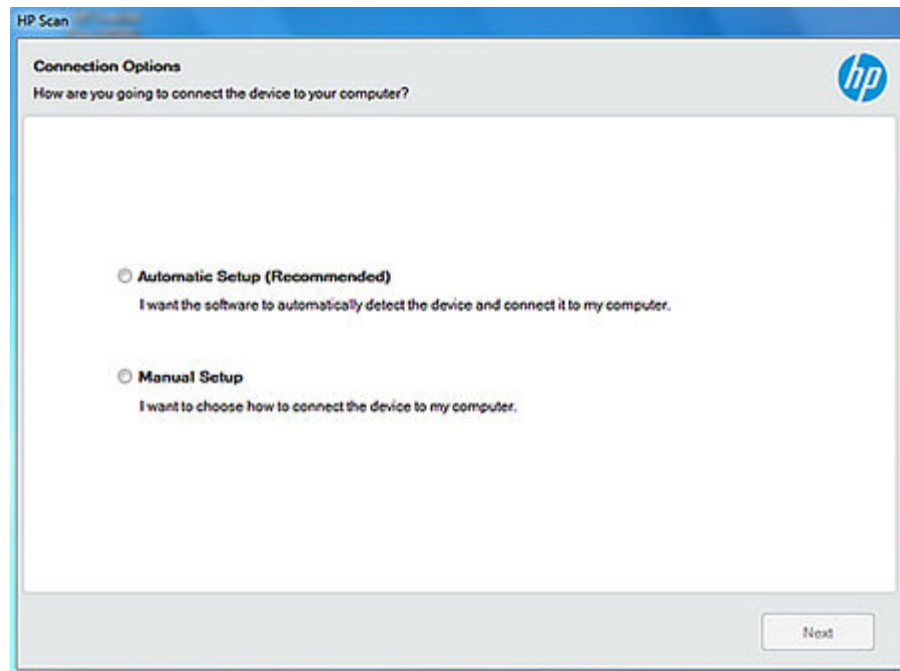
Finish installing the software using a USB cable.

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

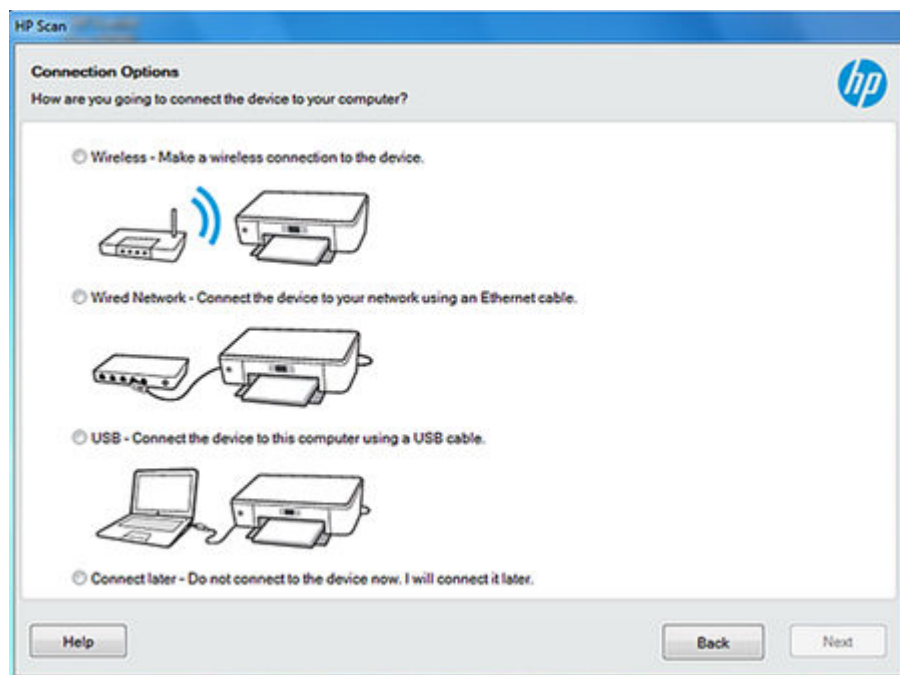
1. Select the connection option.
  - **Automatic Setup** - Make sure the USB is connected and then select this option to automatically detect the connection type.



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



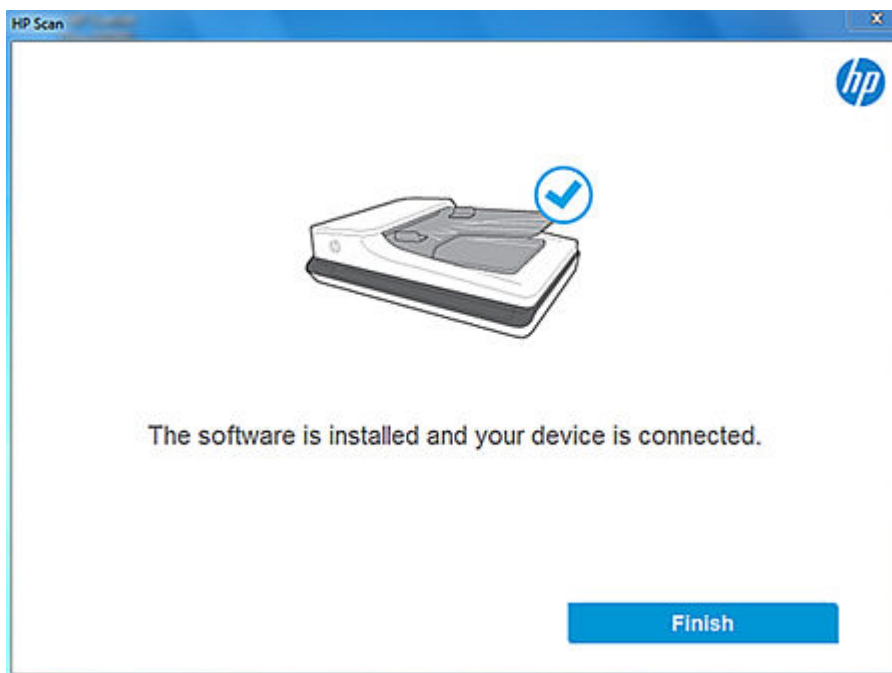
- **Manual Setup** - Select this option to manually select the preferred connectivity set up.
  - a. Select **USB** and select **Next**.



- 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

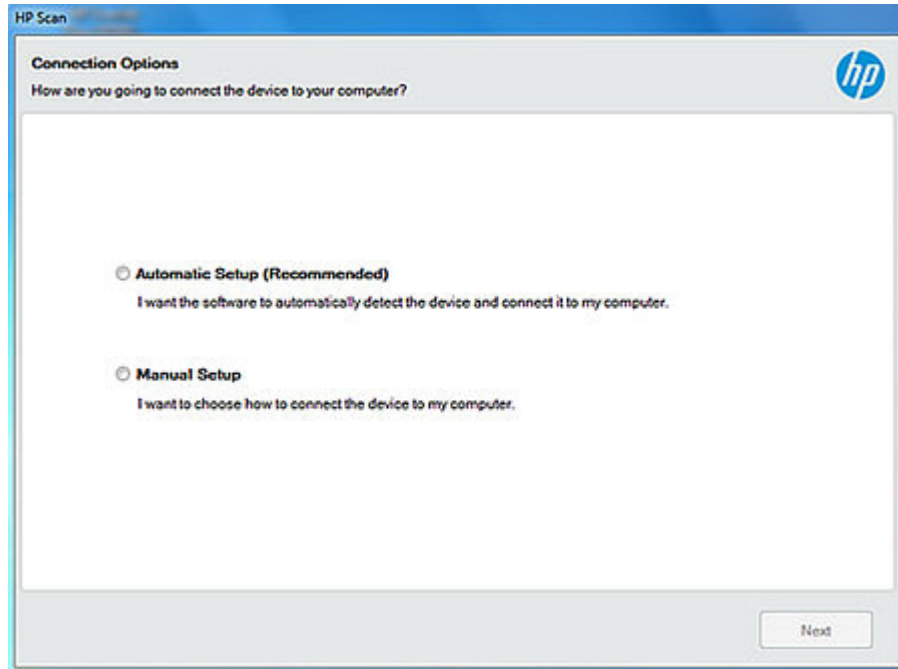
Install the software with a wired network connection.

1. Select the connection option.

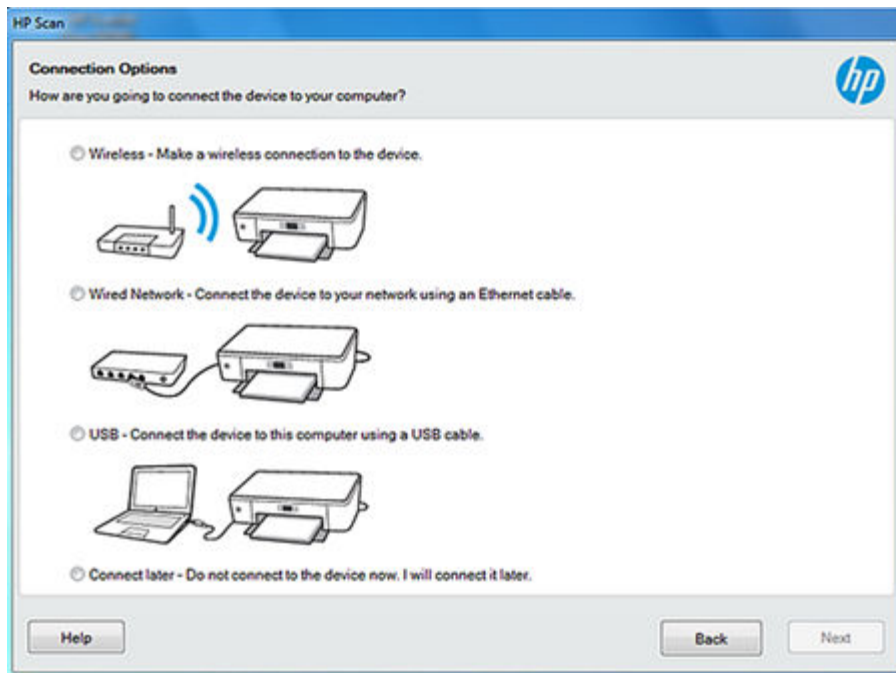
- **Automatic Setup** - Select this option to automatically detect the connection type.

 **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.

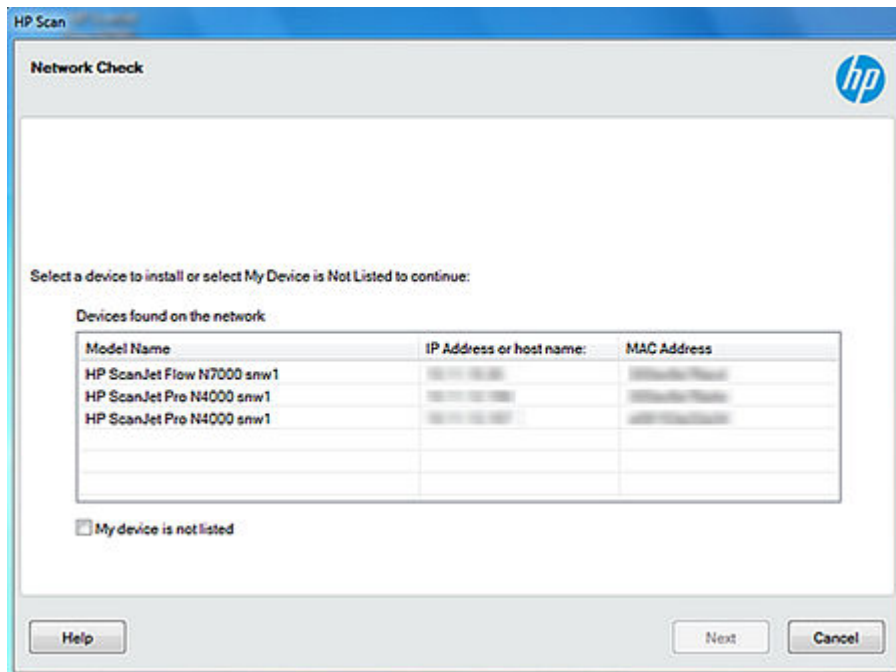
- **Manual Setup** - Select this option to manually select the preferred connectivity set up.



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



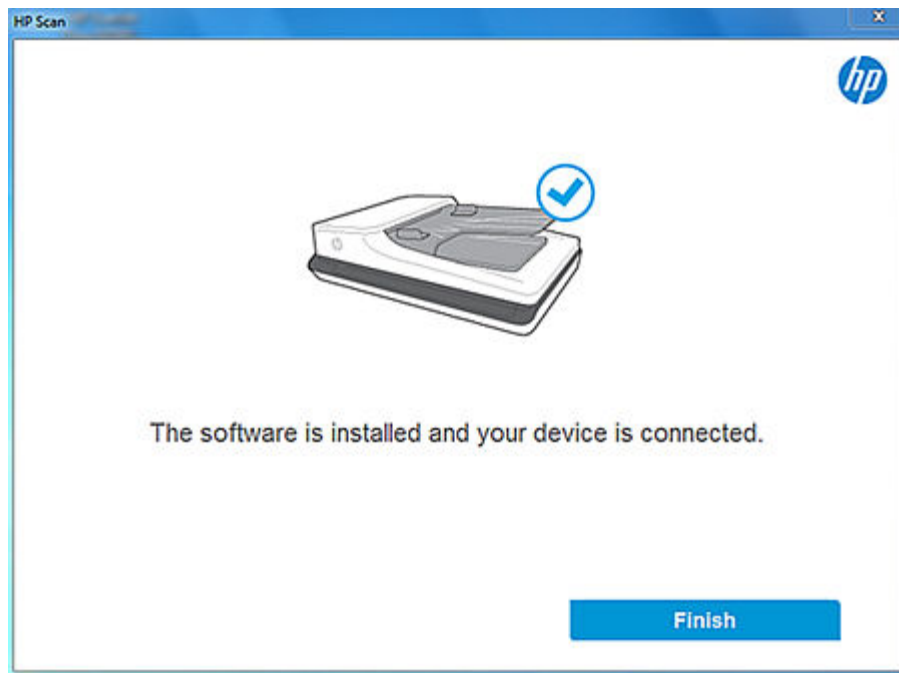
- c. Wait for the scanner to be detected, select the device, and then select **Next**.



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.

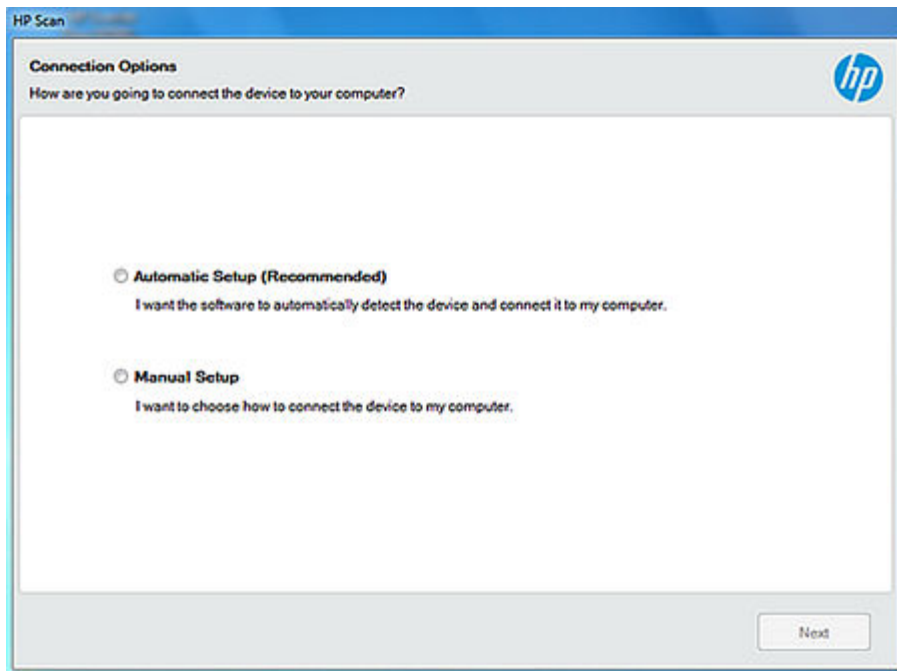
1. Select the connection option.
  - **Automatic Setup** - Select this option to automatically detect the connection type.



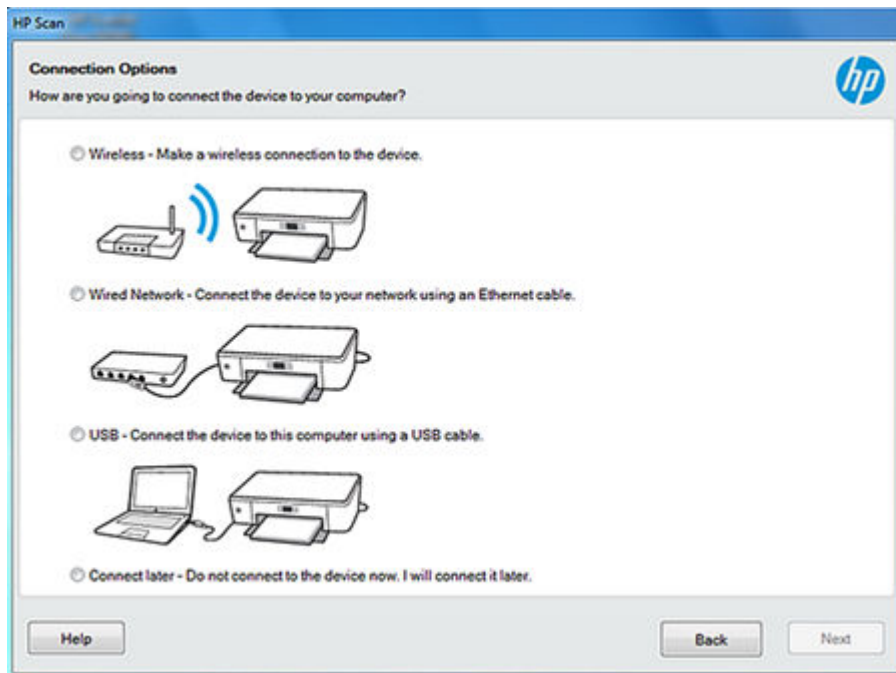
**NOTE:** If the device is connected to the computer using USB cable, then the installation will continue with USB connectivity. If USB connectivity is not detected, it will check for Wired/Wireless options.

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



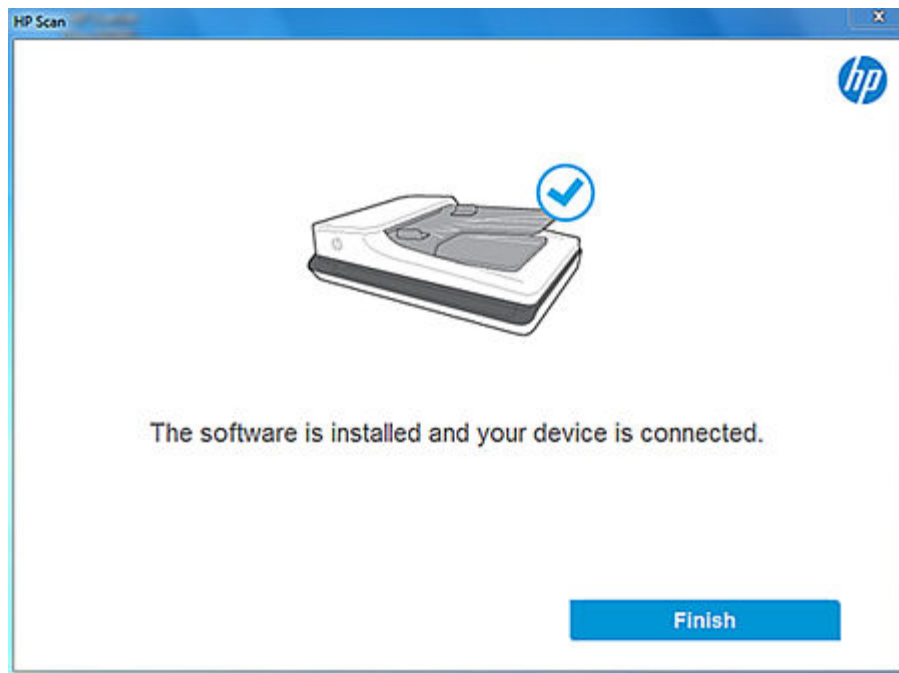


- a. Select **Wireless** and then select **Next**.



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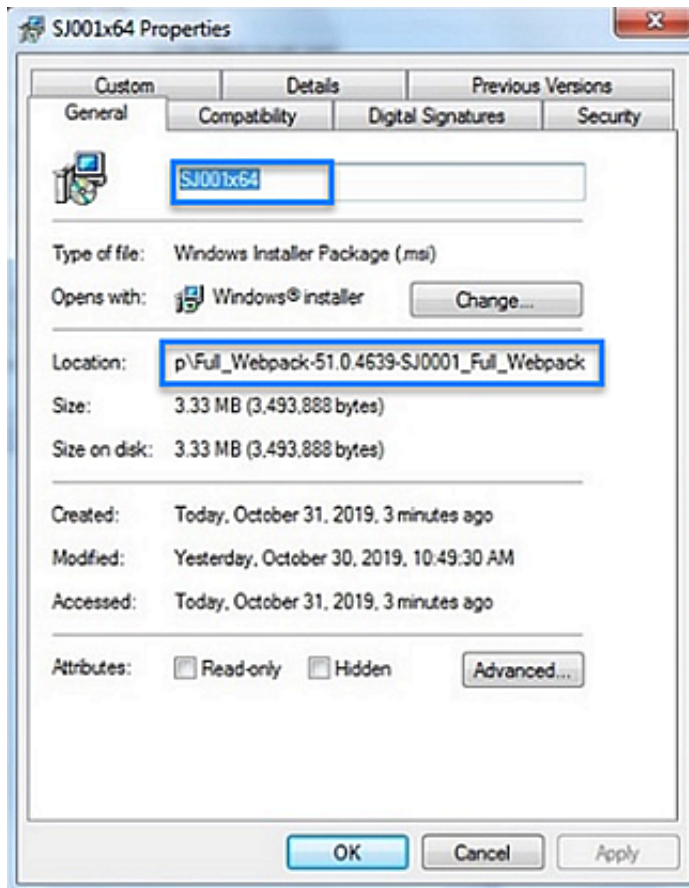
1. Locate the plug-in files you downloaded previously.
2. Double-click to launch the file and then select **Run**.
3. Follow any onscreen prompts to complete the process.
4. Repeat for each additional plug in.

## 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.

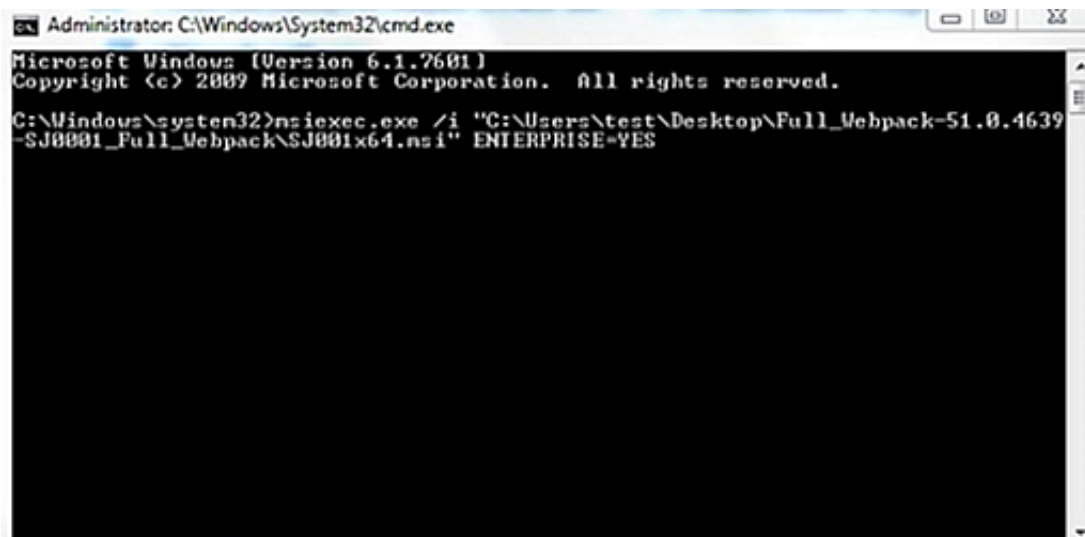
1. Go to the location where you saved the web pack .*msi* and select the file depending on your system configuration (32-bit or 64-bit).
2. Right-click the .*msi* file and select **Properties**.

3. On the **General** tab, take note of the device 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 `devicename` with the name you noted previously:

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

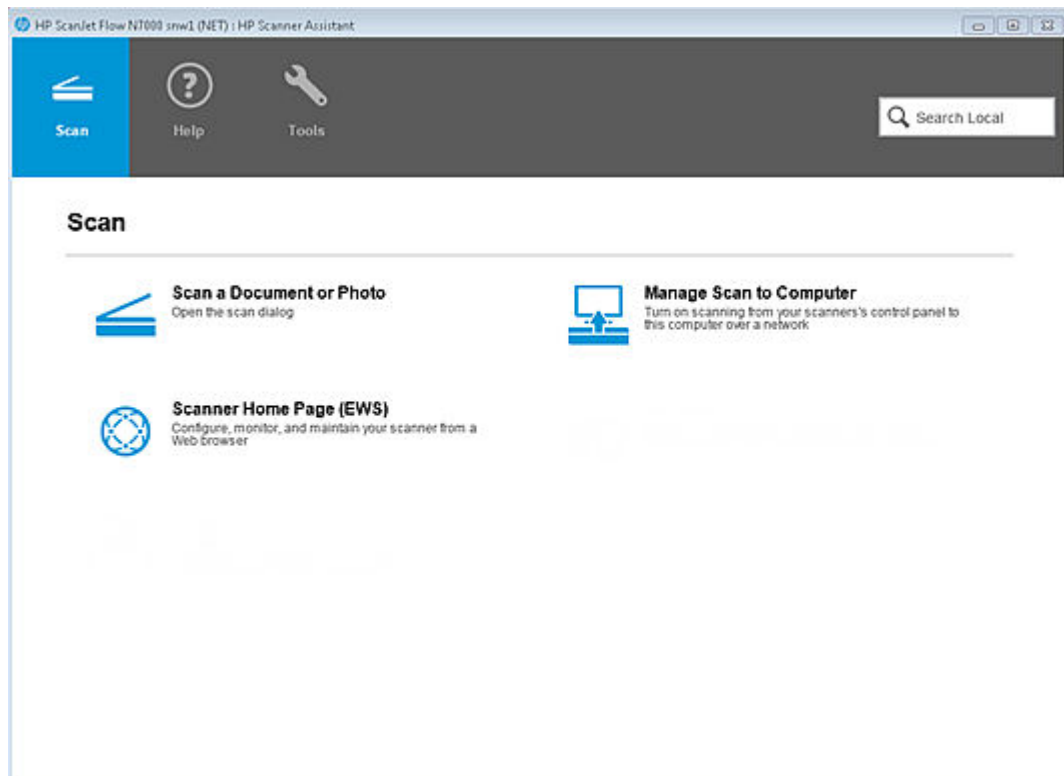


6. Wait for the installation to complete.
7. After running the command to install the software, go to `devicesetuplauncher` to provide the connection type.

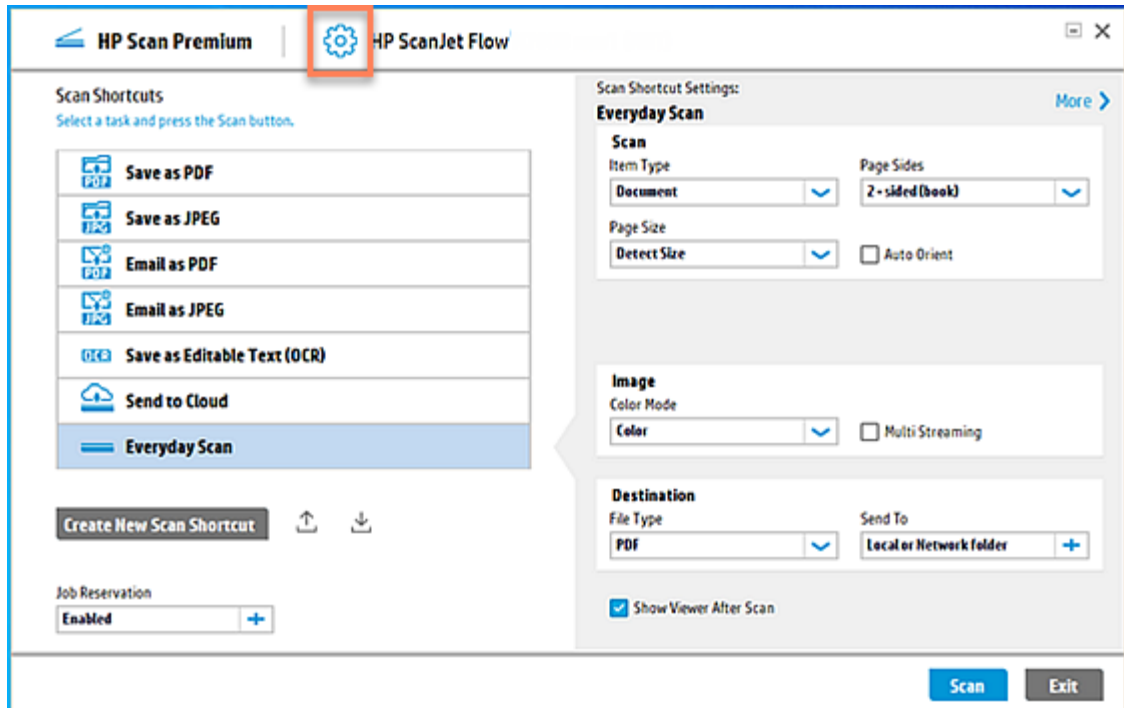
## Add a printer or scanner to the app

To add a device to the HP Scan app, follow these steps.

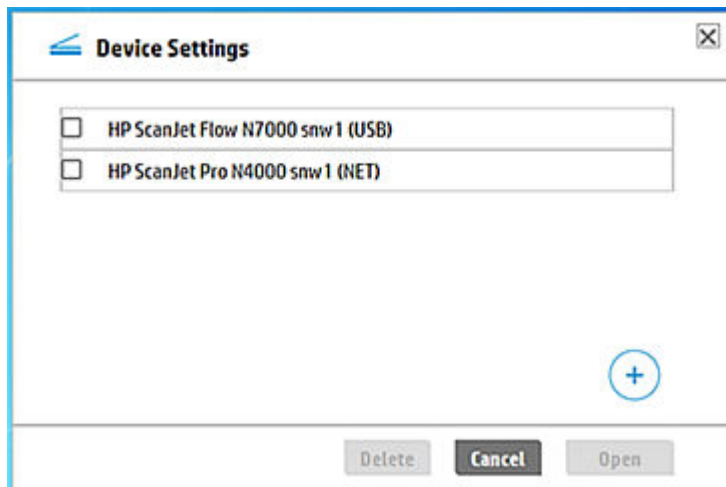
1. Open the HP Scan app.




2. Open **Settings** by clicking the gear icon from the Homescreen.



3. Select the plus icon and select a device.



4. Select **Add** to confirm.
5. If prompted, select one of the following options to get the latest firmware or software updates available for the device.
  - **Download** - Selected by default; this option enables the user to download the latest Software/ Firmware package now from the HP store.
  - **Review and Download** - Select this option to first review the details of the available Software/ Firmware package from HP, and then download it from HP store.
  - **Remind me later** - Select this option to skip the Software /Firmware update notification and be reminded later (in 30, 60, 90, or 180 days).

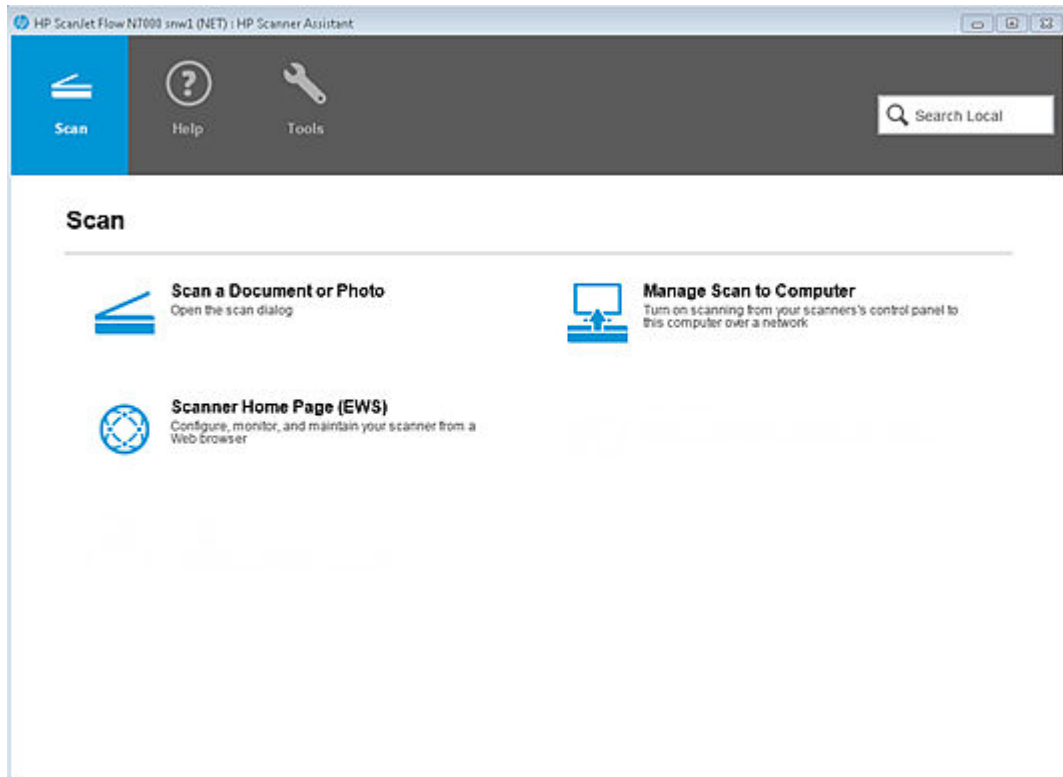
 **NOTE:** This notification displays only if when the user has an active internet connection. You can also manually update the firmware or software as needed.

<image here>

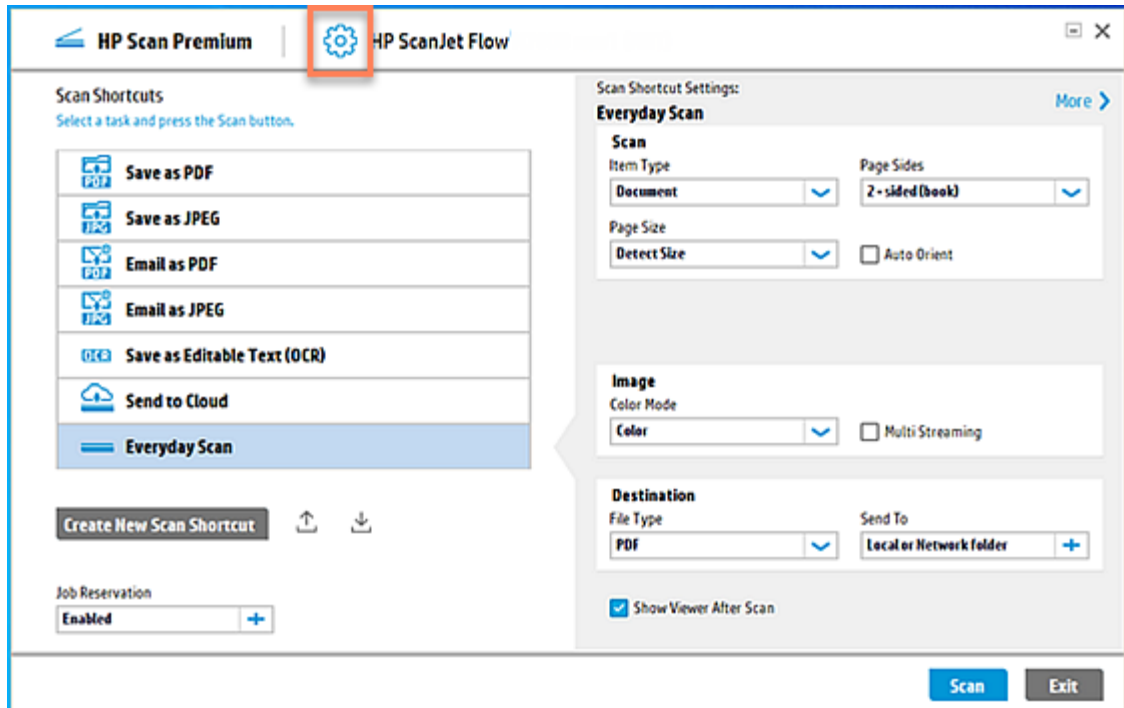
## Remove a device from the app

Remove a device from the HP Scan application.

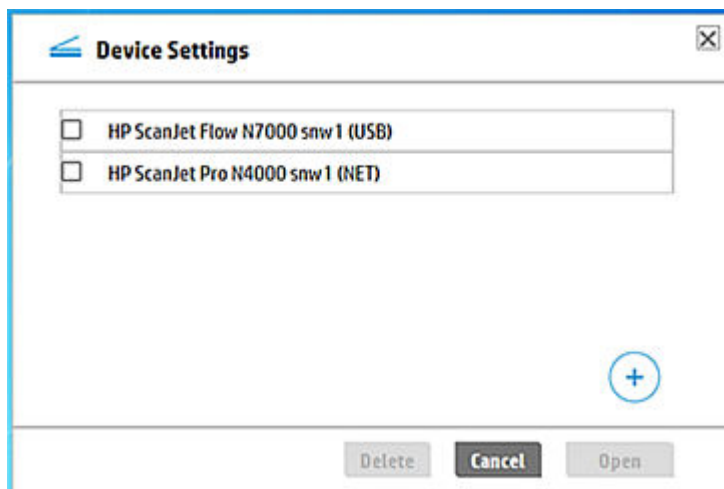
1. Open the HP Scan app.



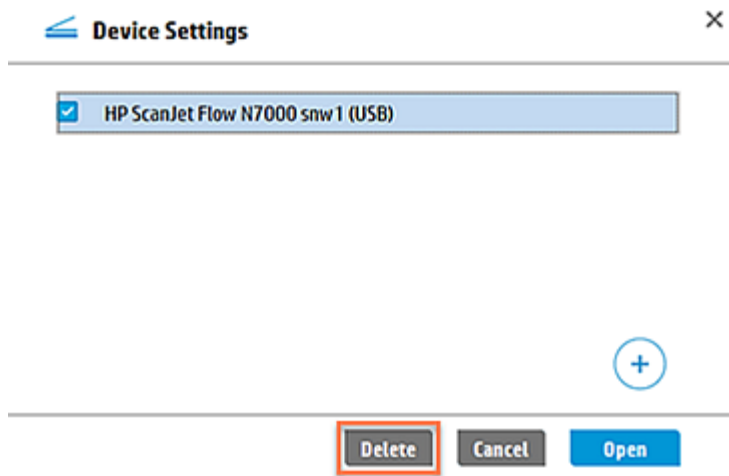
2. Open **Settings** by clicking the gear icon from the Homescreen.



3. Select a device and then click **Delete**.



4. Select **Delete** to confirm.



## Uninstall the HP Scan app

Learn how to uninstall the HP Scan application.

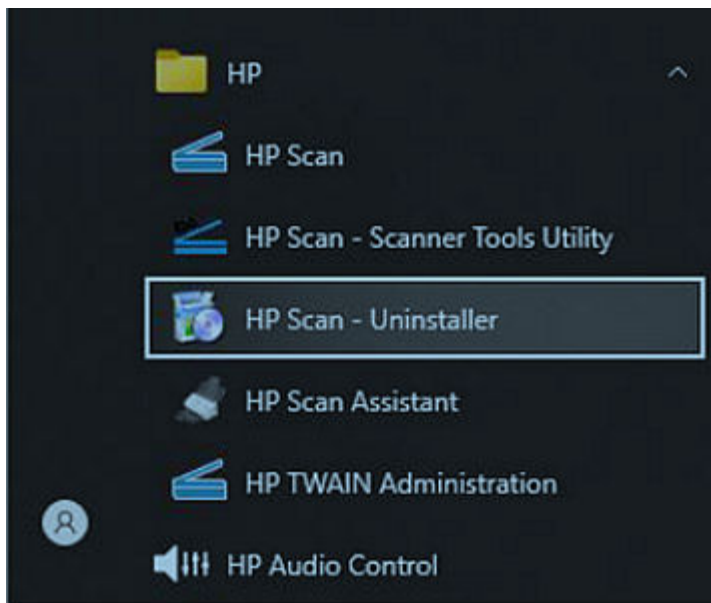
1. From the **Start** menu, select **Control Panel**.
2. Select **Programs and Features**.
3. Select **HP Scan+ Basic Device Software**, right-click the option, and then select **Uninstall**.
4. Select **OK** to confirm.
5. Under **Devices and Printers**, make sure the device has been removed.

## Uninstall the HP Scan app using One Click

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.

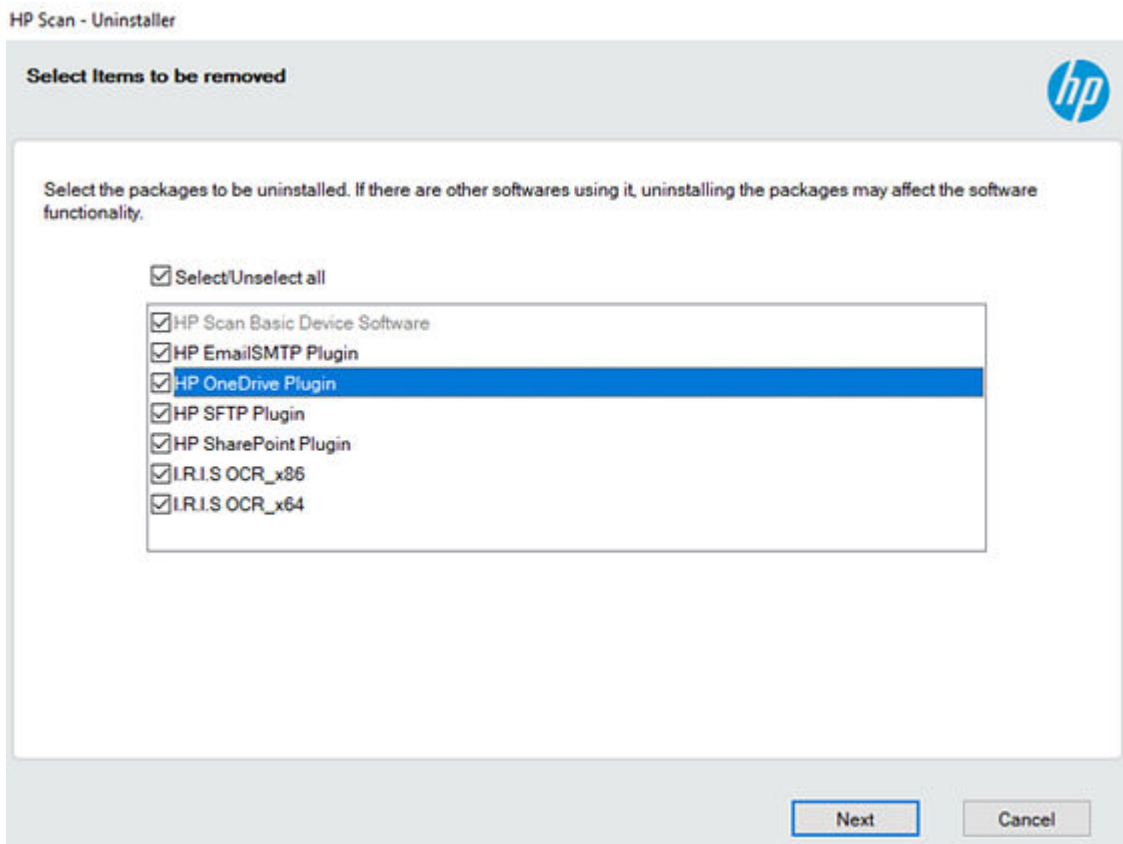


1. From the Start menu, select the **HP Scan - Uninstaller** (this is the One Click Uninstallation app run from the HP directory).



The Uninstaller displays the list of items to be uninstalled.

2. Select all of the items to uninstall and then click **Next**.



3. After uninstallation is complete, manually remove any failed items, if any.

## 3 HP Scan App overview

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


### HP Scanner Assistant tabs

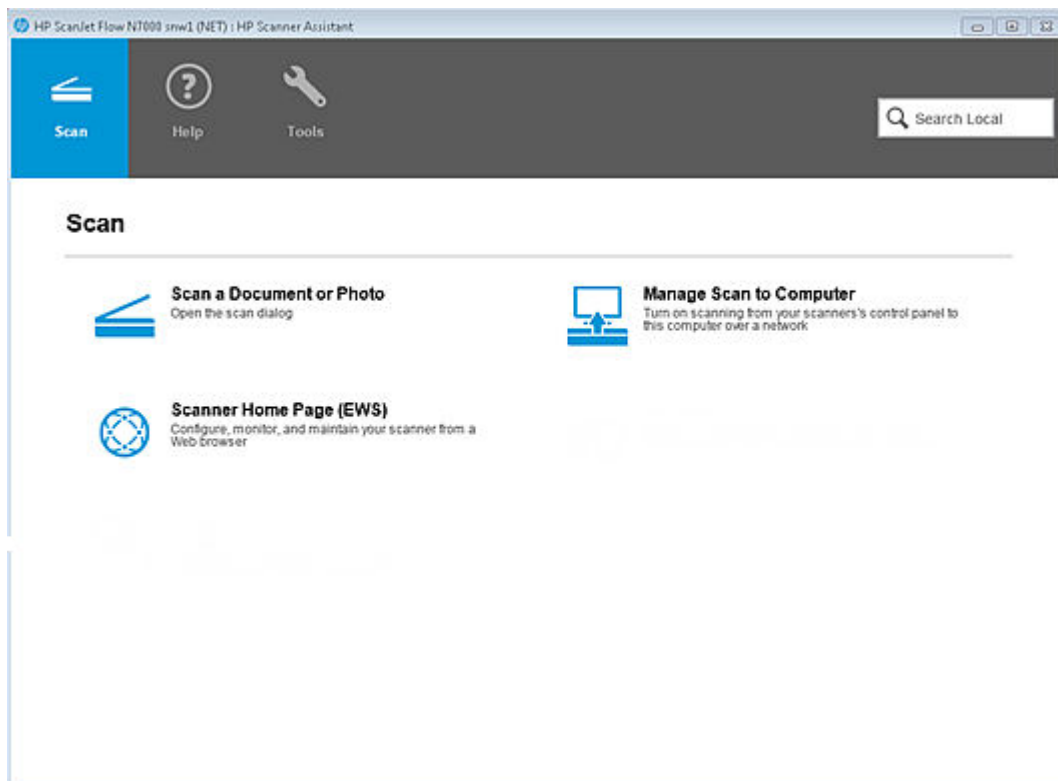
Learn about the different features and tabs in the HP Scan app.

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:

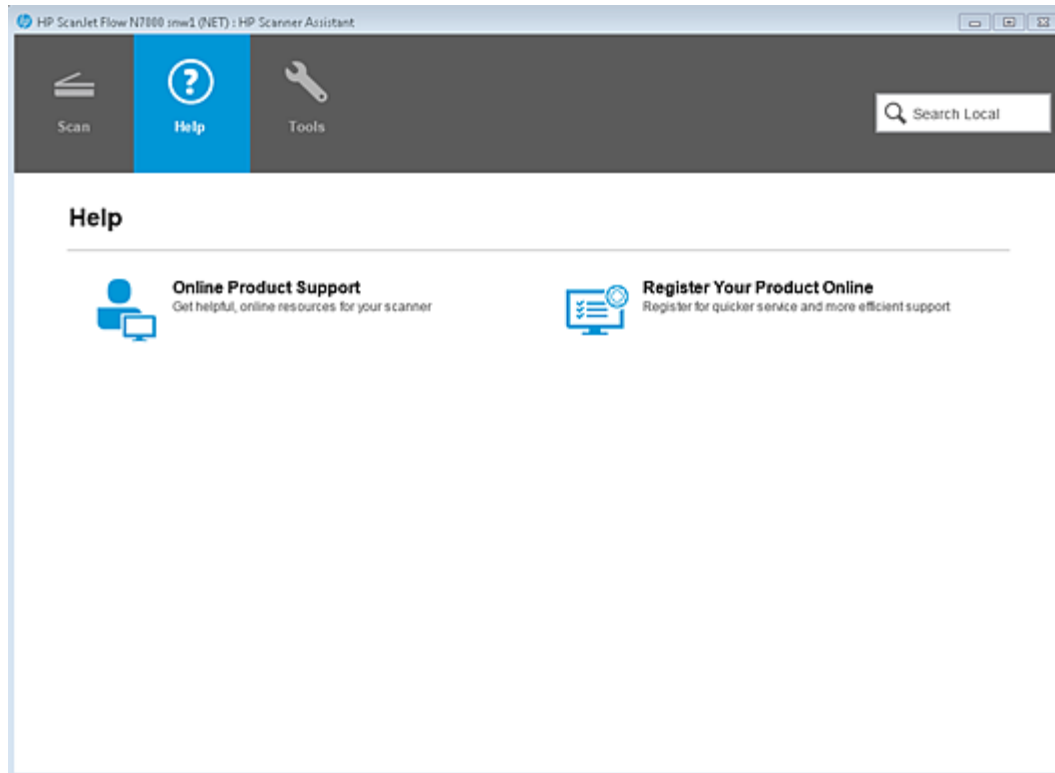
 **NOTE:** When the device is connected through USB, **Manage Scan to Computer** and **Scanner Home Page (EWS)** options are not visible.



- **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 Web Server (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.

#### Help tab

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.

## Tools tab

The **Tools** tab includes the following options:



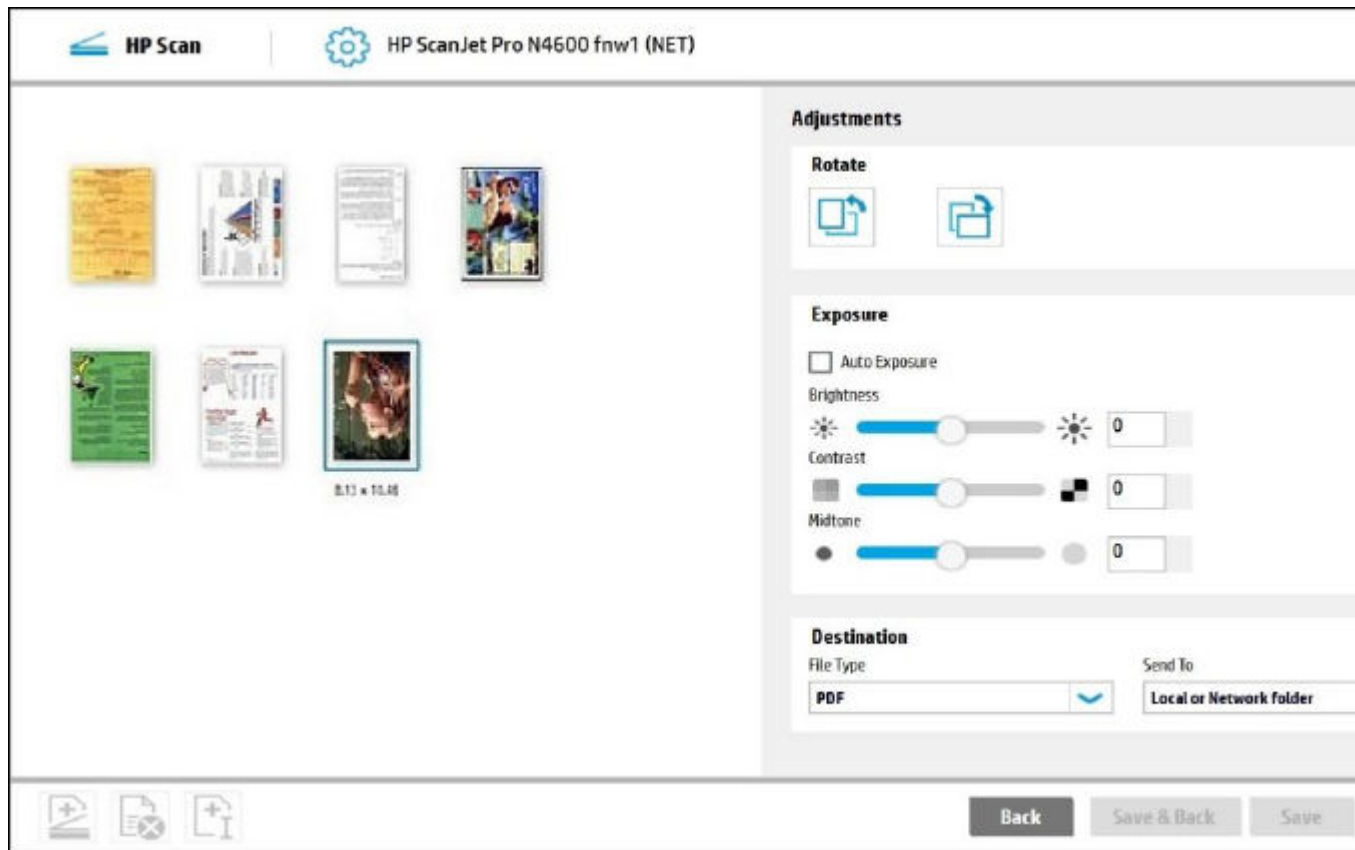
- **Maintain Your Scanner** - Use to change settings, defaults, and perform scanner maintenance tasks.
- **Device Setup & Software** - Use to view the scanner status and toolbox, etc.
- **Update IP Address** - Use to change the IP address for the scanner.
- **Data Collection Settings** - Use to allow HP to collect 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.

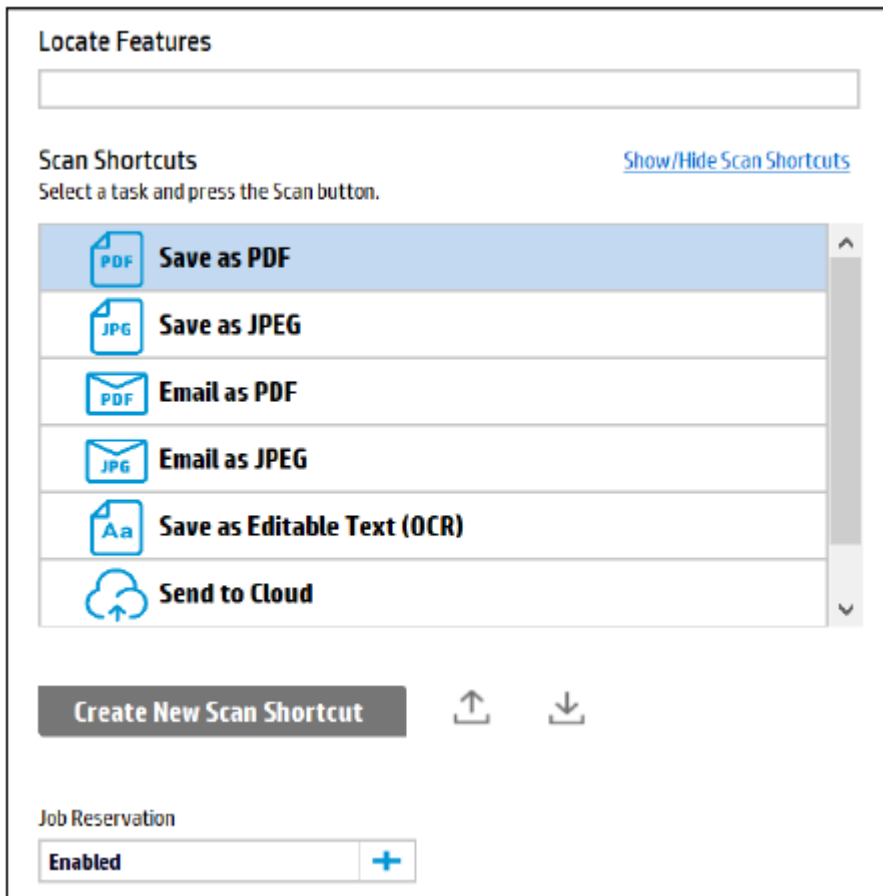
### Home screen

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 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*.

Scan Shortcut Settings:

More >

Save as PDF

Scan

Item Type

Document

▼

Page Sides

2 - sided (book)

▼

Page Size

Detect Size

▼

Source

Automatic Document Feeder

▼

Resolution (ppi)

200

▼

Auto Orient

☐

Image

Color Mode

Color

▼

Multi Streaming

☐

Destination

File Type

PDF

▼

Send To

Local or Network folder

+

☒ Show Viewer After Scan

## 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.

Locate Features

### Scan Shortcuts

Select a task and press the Scan button.

[Show/Hide Scan Shortcuts](#)

PDF

Save as PDF

JPG

Save as JPEG

PDF

Email as PDF

JPG

Email as JPEG

Aa

Save as Editable Text (OCR)

Send to Cloud

Create New Scan Shortcut

Job Reservation

Enabled

+

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**

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

Page Size: **Detect Size**

☐ Auto Orient

Source: **Automatic Document Feeder**

Resolution (ppi): **200**

**Image**

Color Mode: **Color**

☐ Multi Streaming

**Destination**

File Type: **PDF**

Send To: **Local or Network folder**

☒ Show Viewer After Scan

You can adjust the 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 dropout.

- **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 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.)

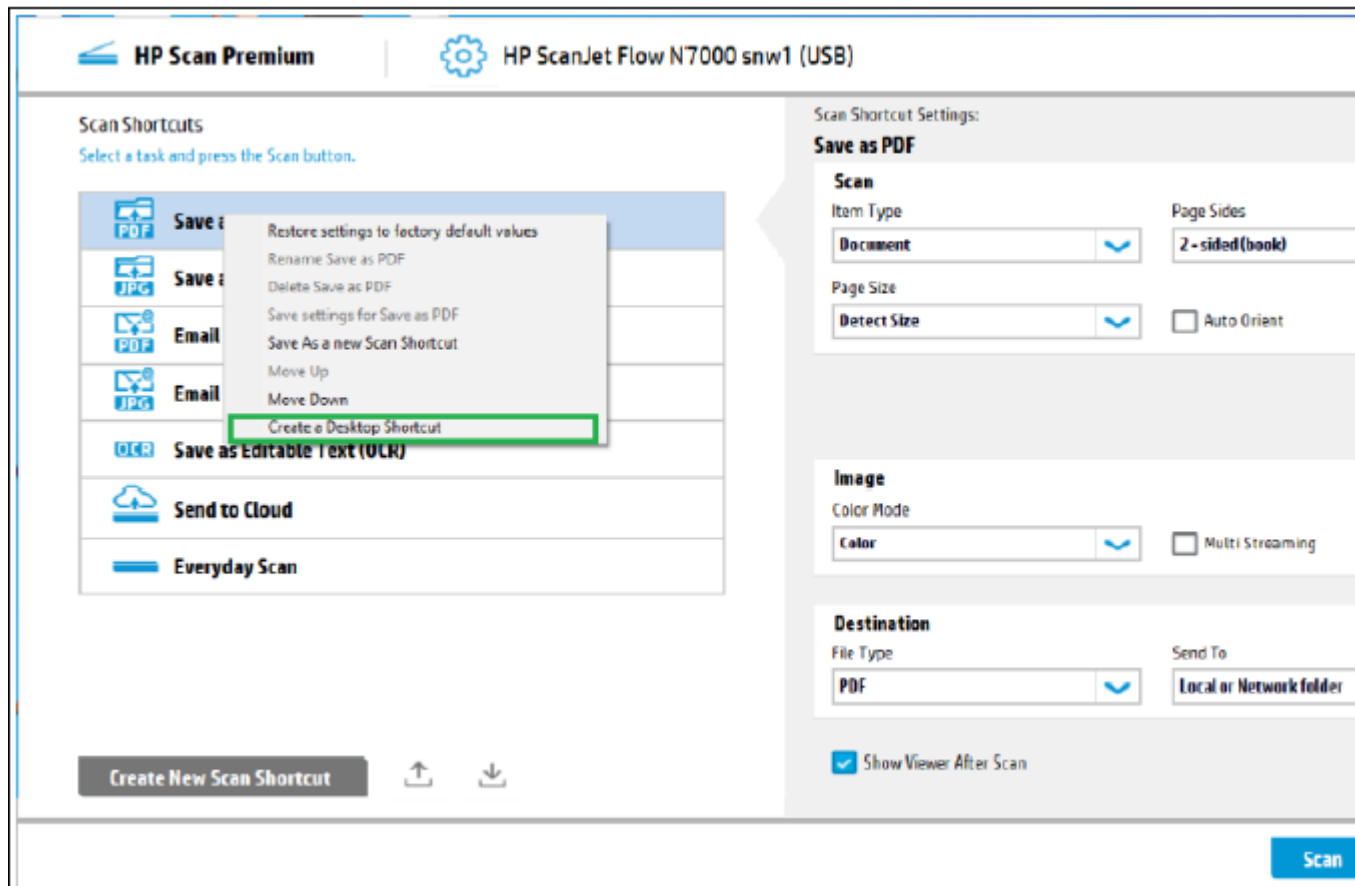
- **Show Viewer After Scan** - Use to preview the scan and edit pages as needed. This check box is selected by default. If the check box is cleared, only a scan progress dialog displays after clicking the **Scan** button.
- **Scan** button - Use to initiate the scan. If **Show Viewer After Scan** is selected, the scan preview window displays.

## Desktop Shortcut of HP Scan shortcuts

Learn how to create a shortcut for a Scan Shortcut on the desktop.

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

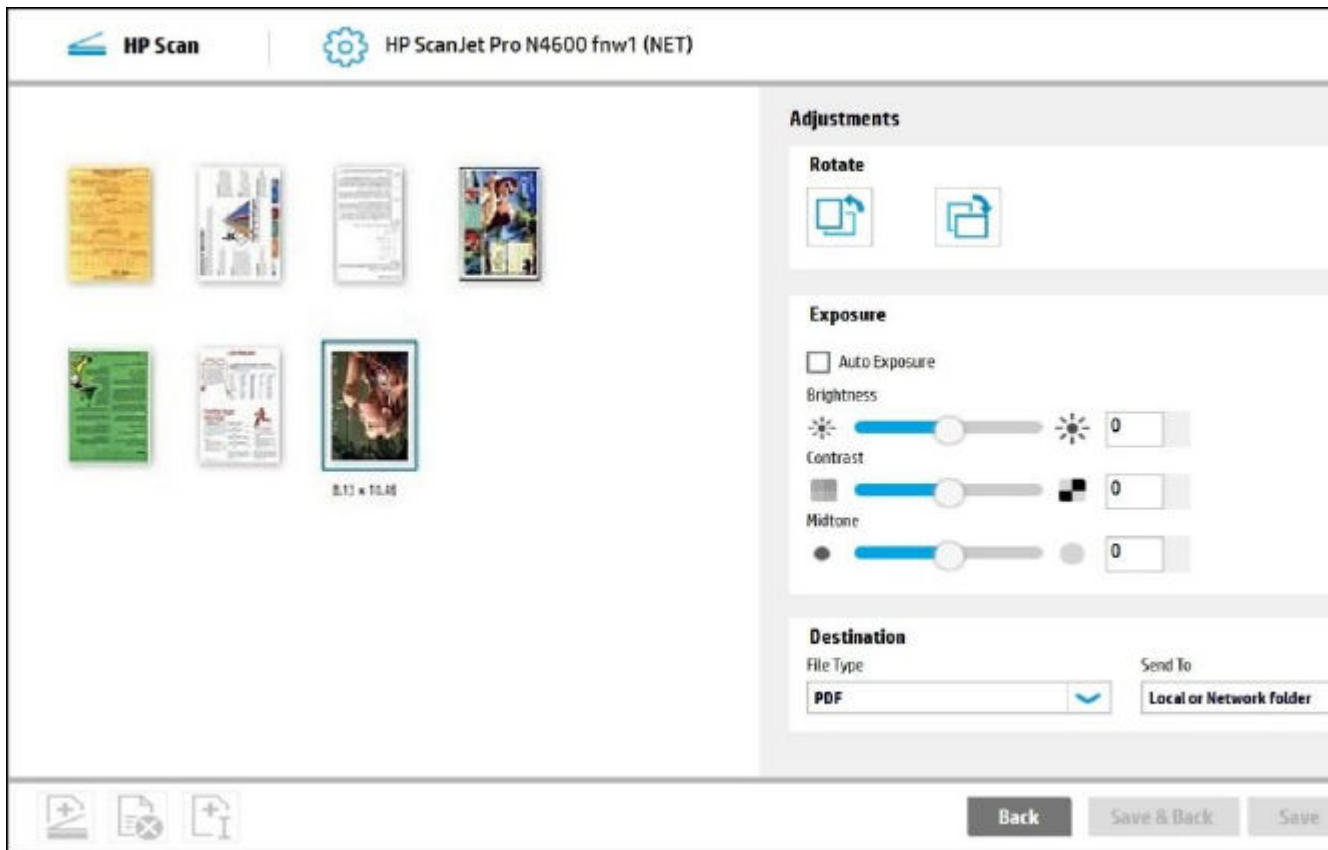
The Scan preview window can be used to view and/or edit the scanned image(s) after scanning.

### Show Viewer After Scan checkbox

The Scan preview window will display automatically after scanning documents when the **Show Viewer after scan** check box is selected in the lower right pane of the home screen:

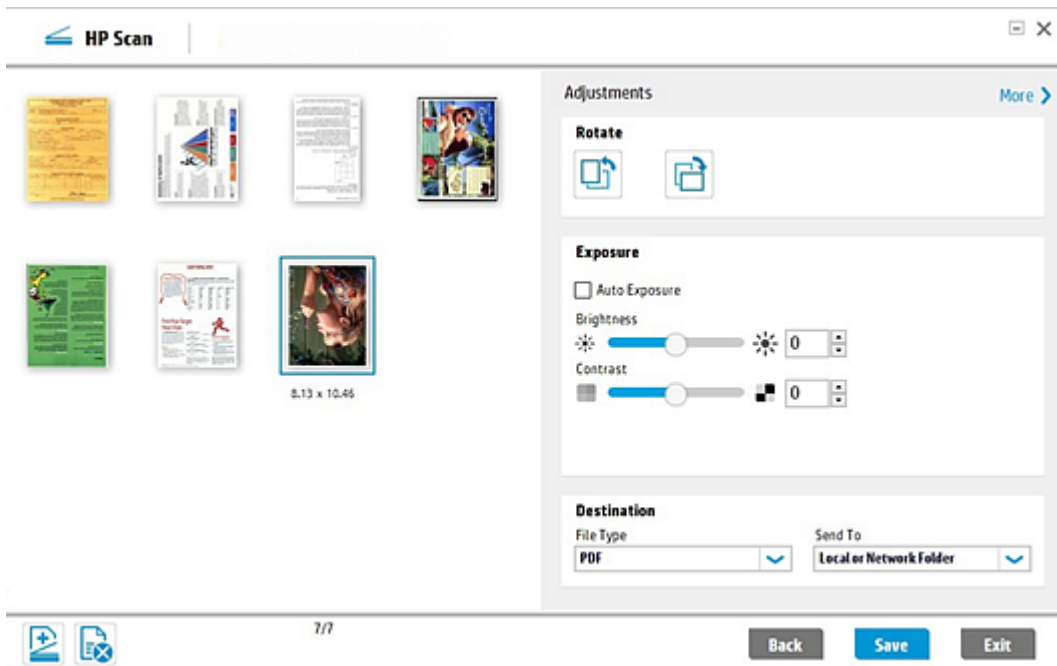


**NOTE:** If the **Show Viewer After Scan** check box is cleared, then only a scanning progress dialog will display and no edits can be made.



## Scan preview window

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



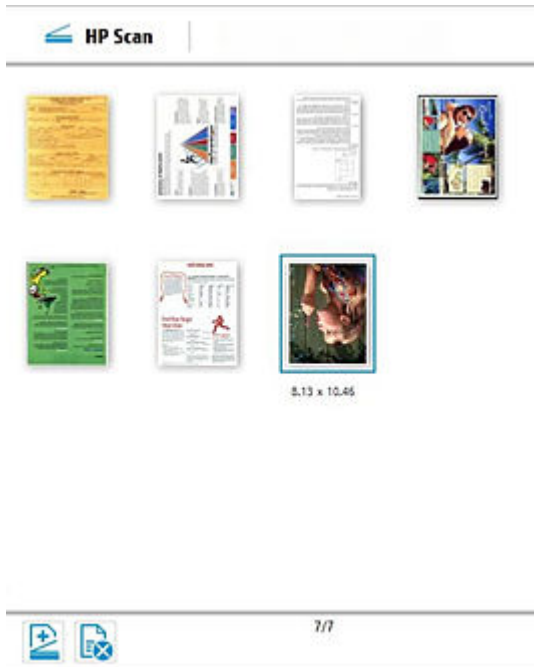
## Left pane of the scan preview window

The left pane of the scan preview window has two primary views: Document view and Thumbnail view.

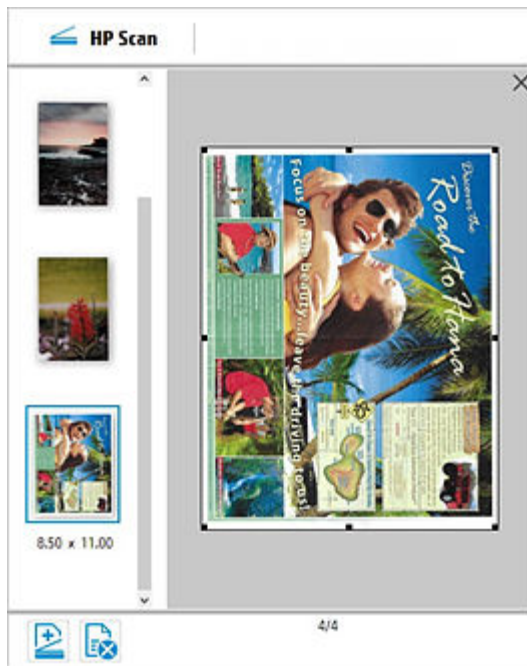


**NOTE:** Regardless of view, the size of each image is displayed below the corresponding thumbnail when the page is selected. Values are shown in inches or centimeters based on the region installed. The size of thumbnail images is remembered from session to session. To adjust the size of the individual 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.

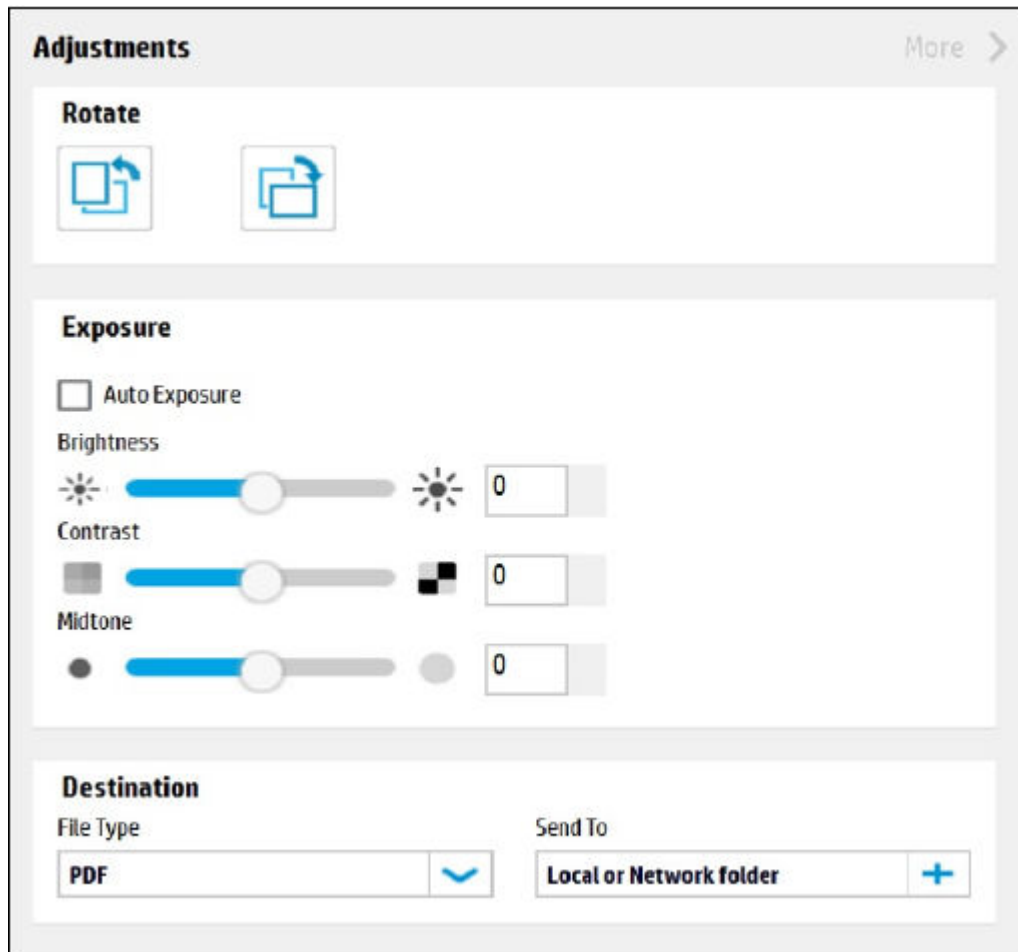


- **Document view** - Displays a document or set of documents in a list of thumbnails in the far left pane with a single document view area in the center. Changes applied in this view apply to only one page at a time. The Single Image View consists of a single wide thumbnail strip, a single image view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

<b>Back</b>	Use this button to return to the HP Scan home screen or main dialog.
<b>Cancel</b>	Select this button to cancel the scan and return to the
<b>Done</b>	Select this button to save and send images to the TWAIN application.
<b>Exit</b>	Select this button to exit and close the application.
<b>Save</b>	Select this button to save the scan to a local or network folder. This button will vary depending on the destination selected.
<b>Scan</b>	Select this button to start a scan.
<b>Send</b>	Select this button to save the scan, and to send via E-mail or E-mail SMTP. This button will vary depending on the destination selected.
<b>Upload</b>	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.

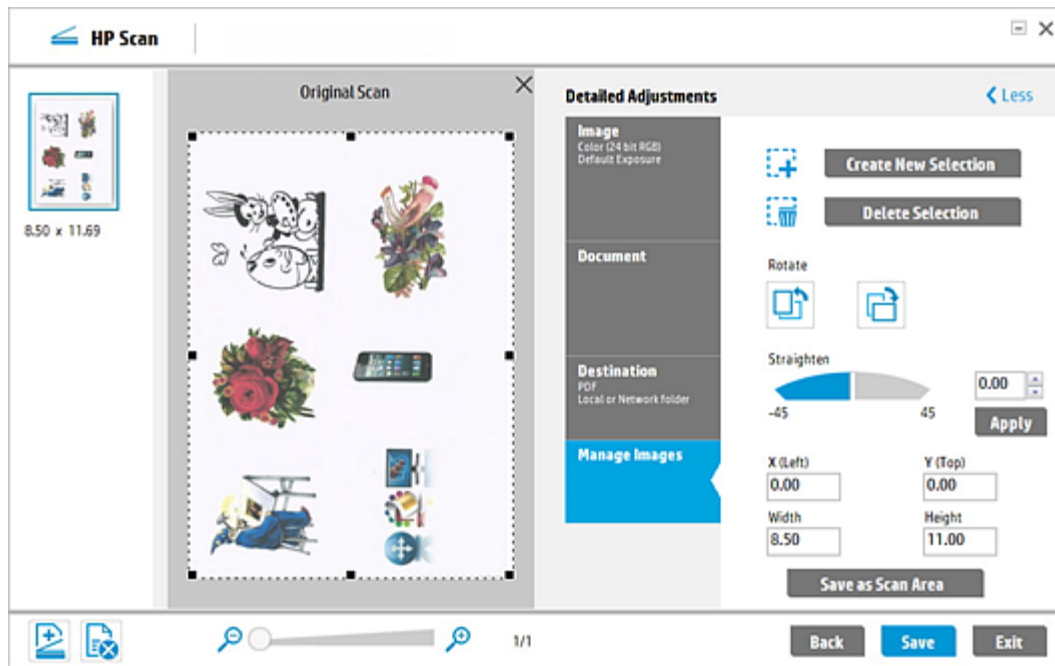
In the scan preview window, the **More** toggle in the upper right of the Adjustments pane can be used to expand or collapse the Detailed Adjustment options.

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



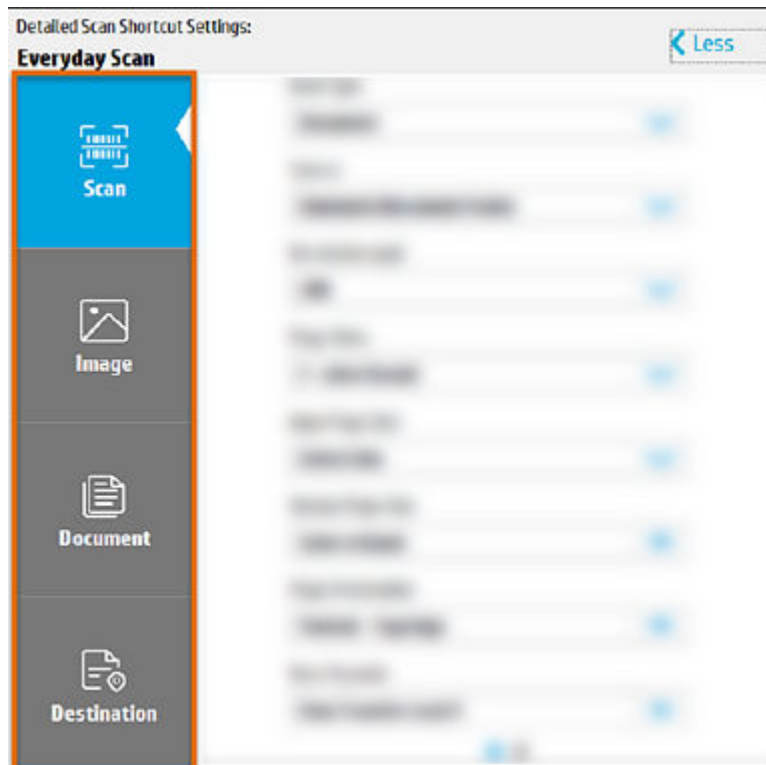
**NOTE:** When detailed adjustment options are changed, they apply to only the selected thumbnail(s) and can only be changed before saving the scanned pages.





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.

- **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**.

- **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.

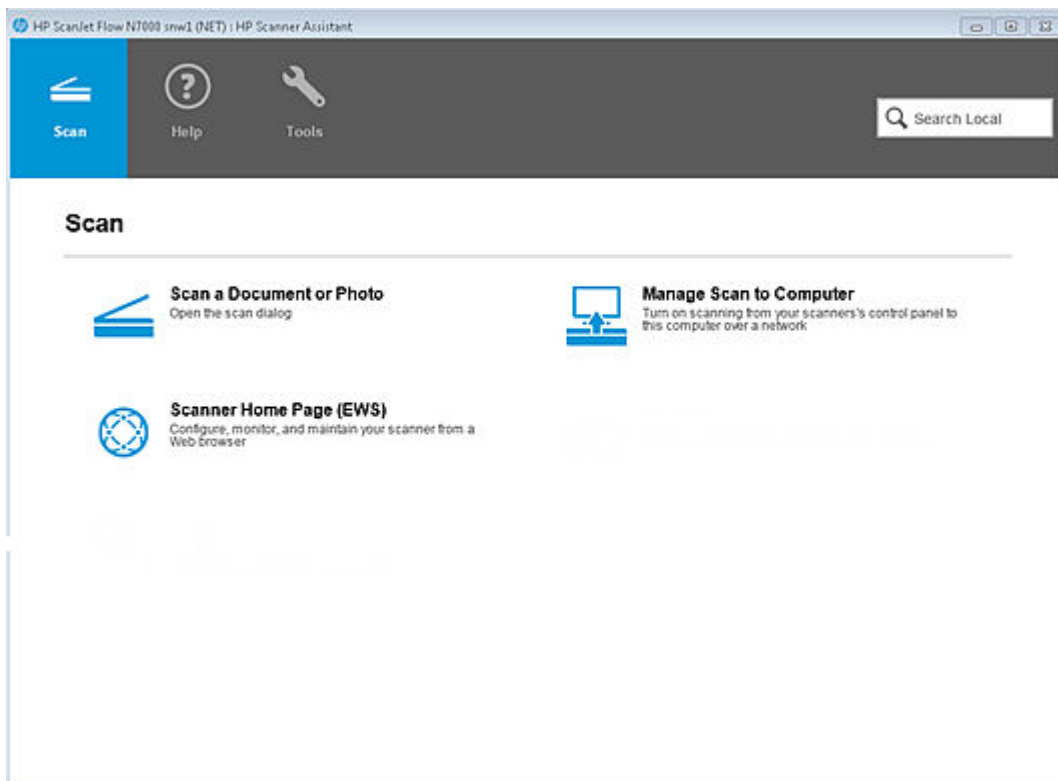
### Open the HP Scan app

Use one of two methods to open the HP Scan app and the scan interface.

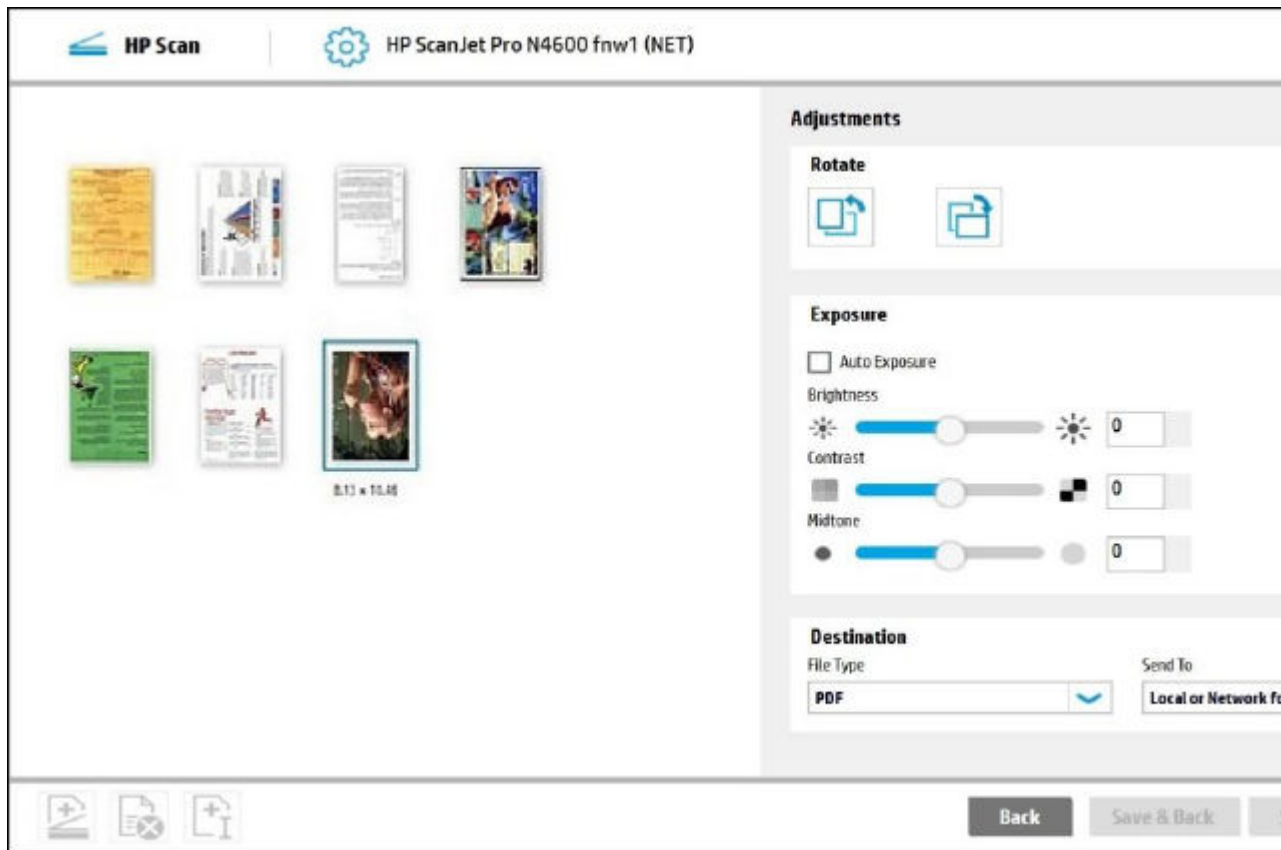
Follow these steps to open the HP Scan app and the scan interface.

1. To open the app, use either the **Start** menu or the desktop shortcut:
  - Double-click the HP Scan Universal Desktop Control (UDC) icon on the desktop. This 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**.

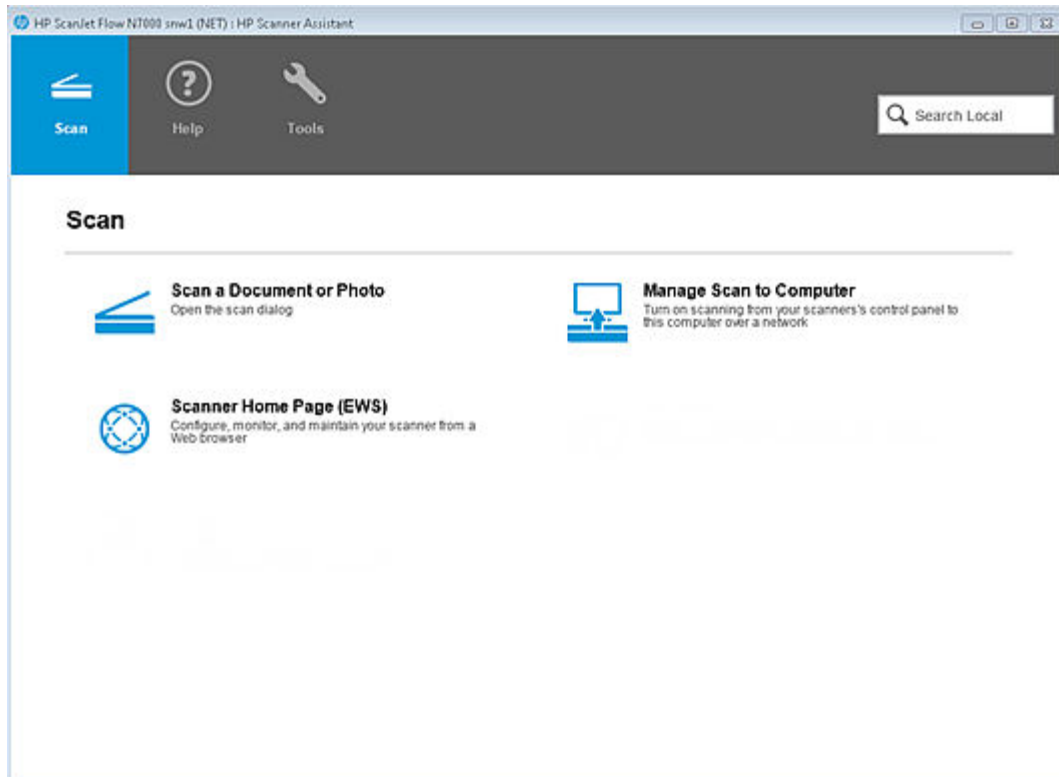


The scan interface home screen displays.

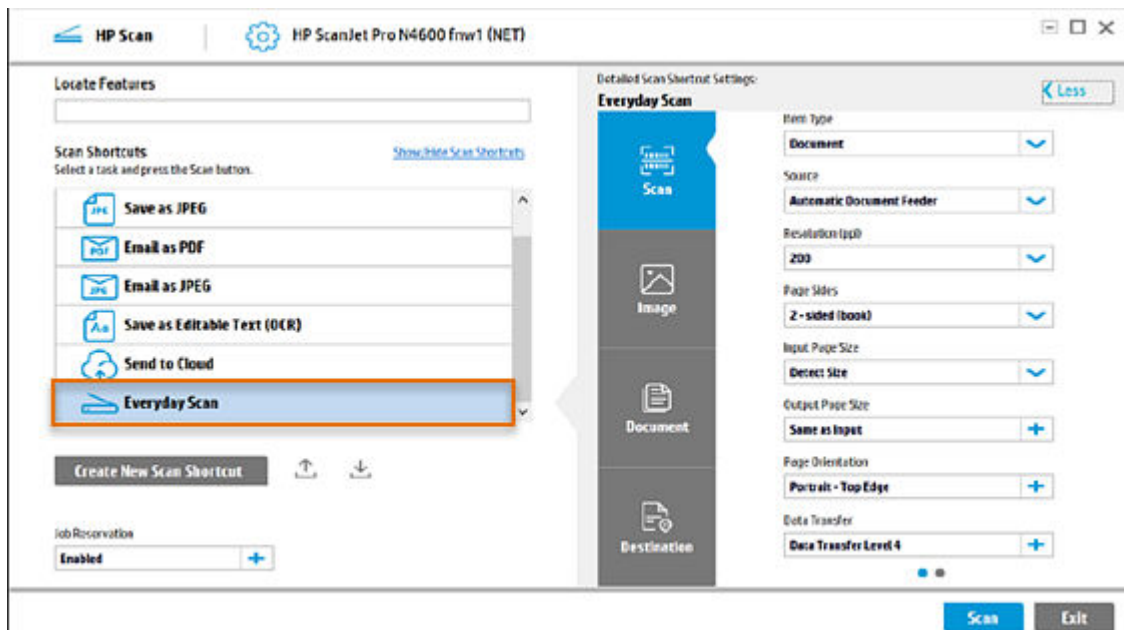
## Scan a document or photo and use scan preview to edit pages

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.

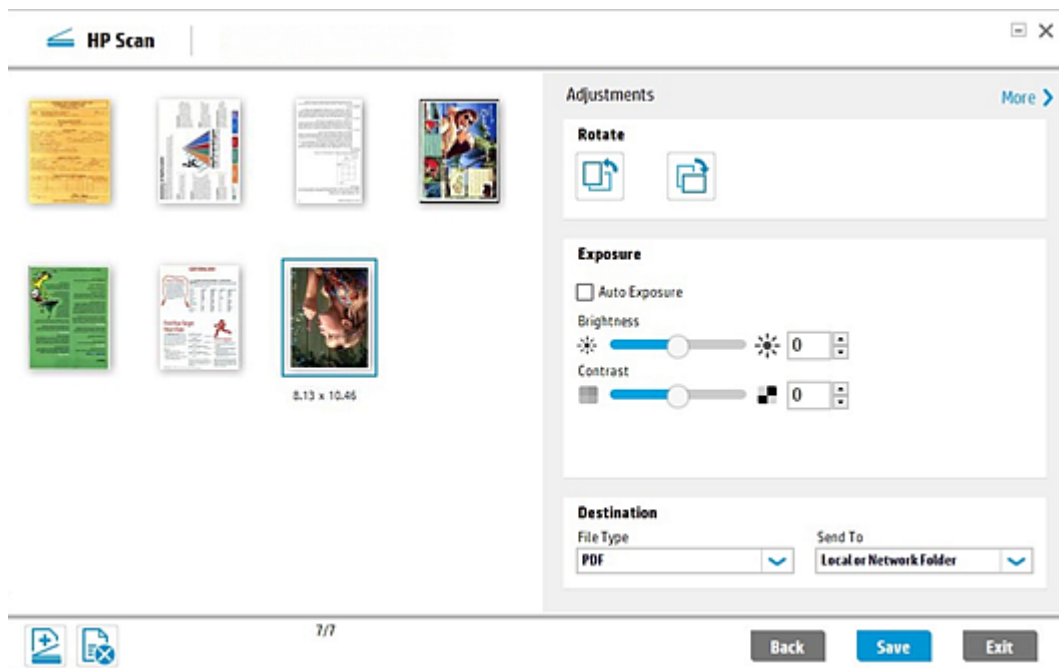


2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. On the scan interface home screen under Scan Shortcuts in the left pane, select **EveryDay Scan**.




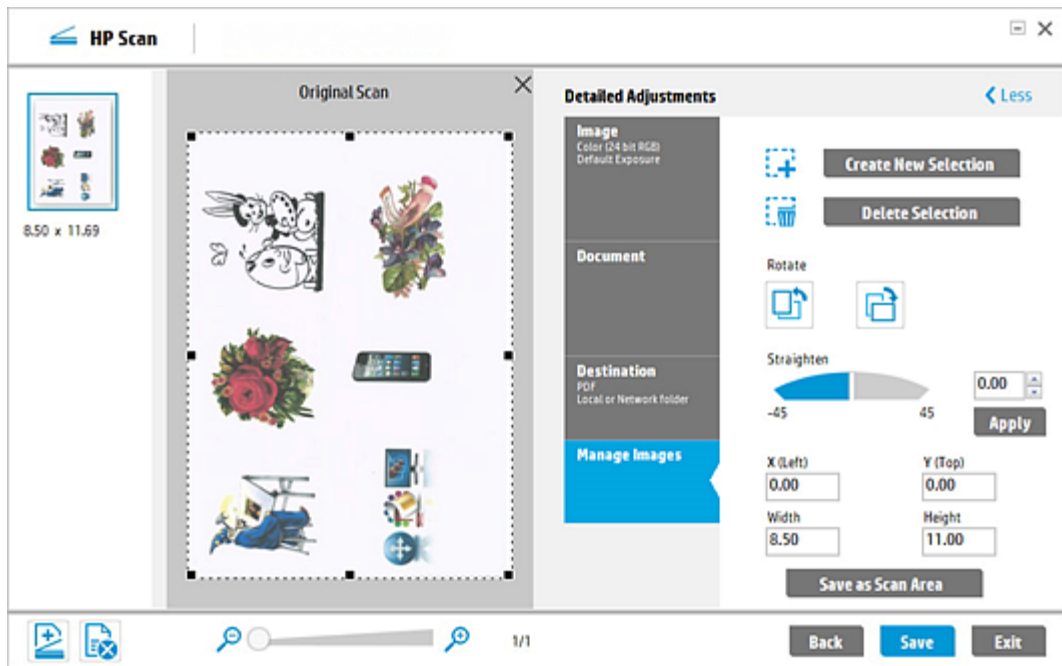
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select the **Show Viewer after scan** check box.
7. Select **Scan**.
8. After scanning, edit the pages using the basic Adjustments settings in the right pane of the scan preview window.

 **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.

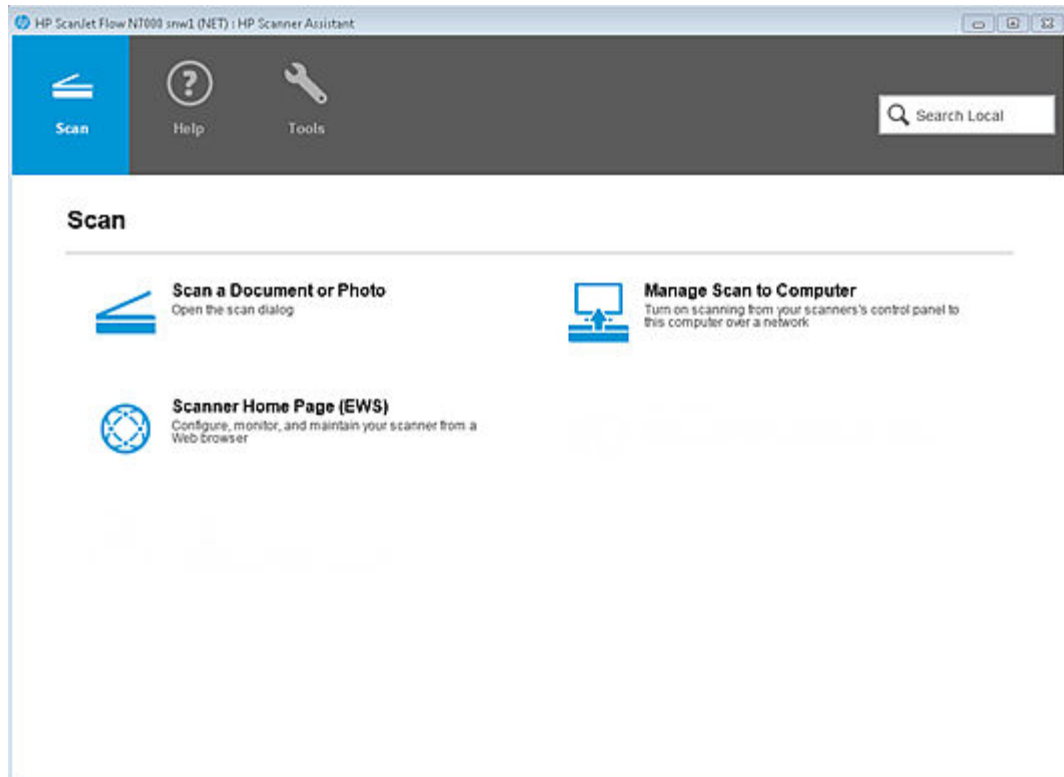


10. When finished, select **Save**.

## 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.

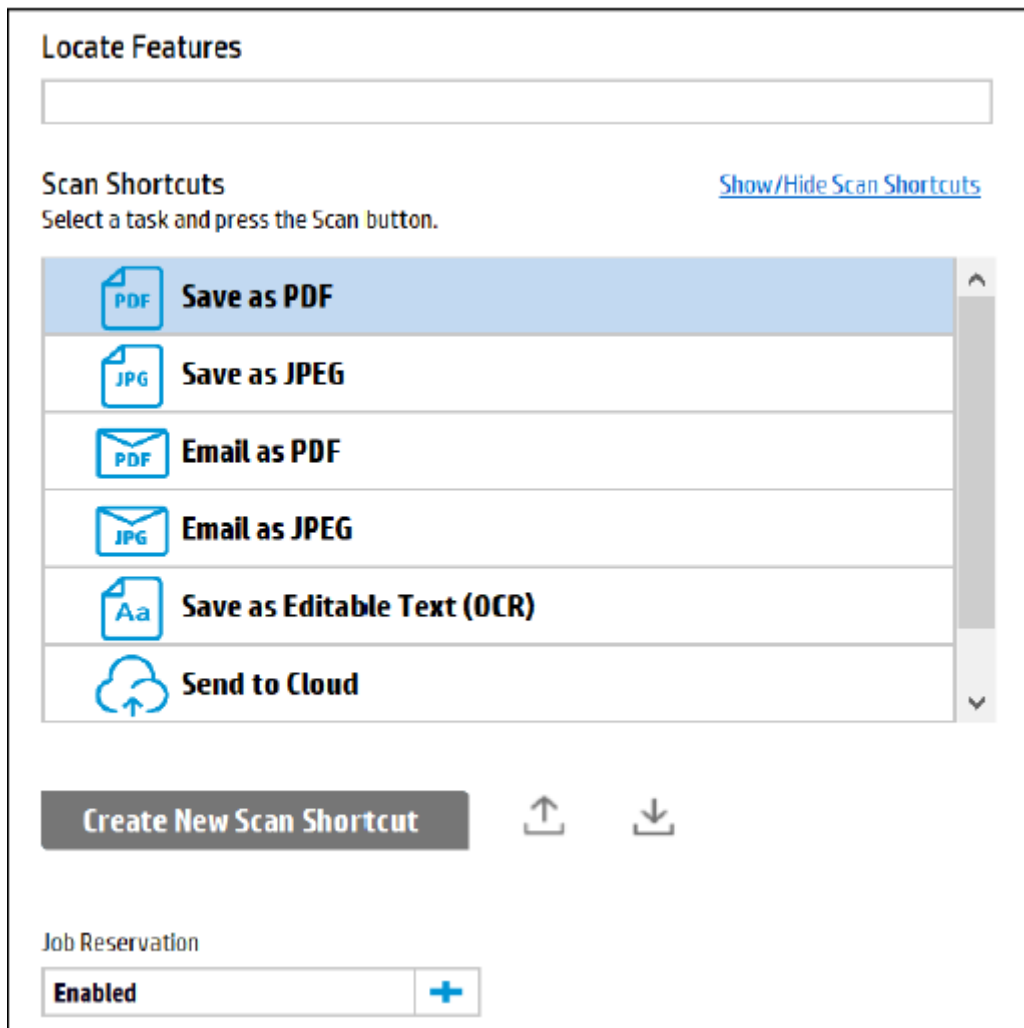
1. Open the HP Scan app.



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**.

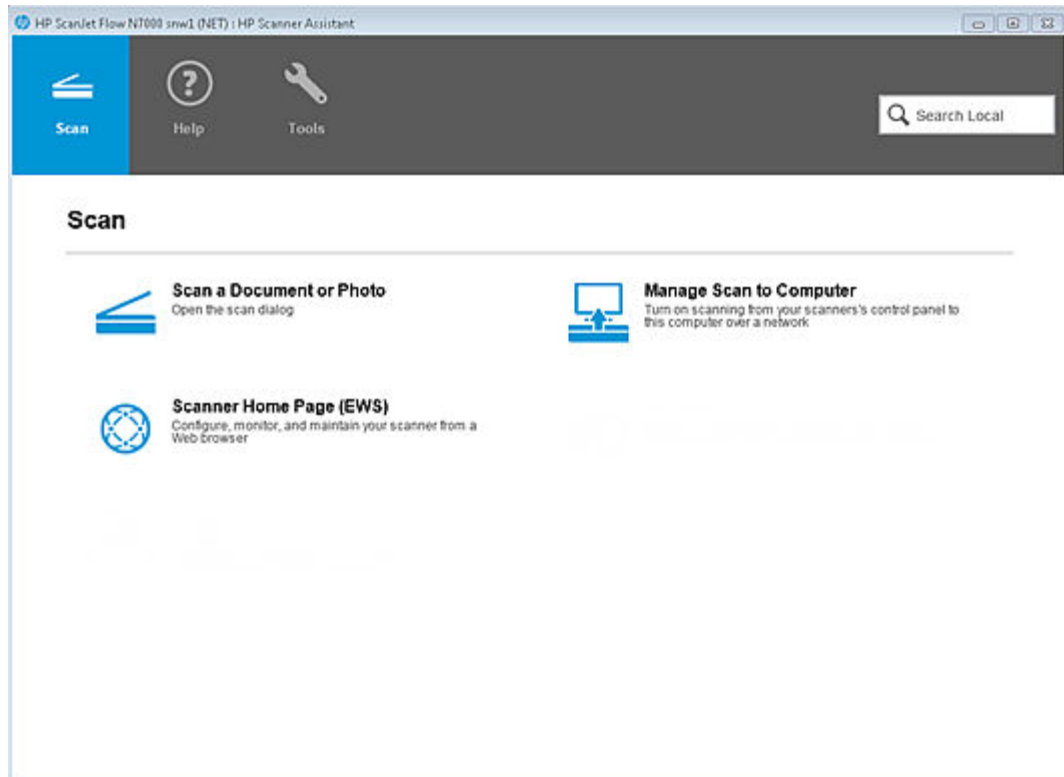


5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select **Scan**.
7. If prompted, type a name for the .jpeg or .pdf output.

## Scan as .jpg or .pdf format and email to local destination

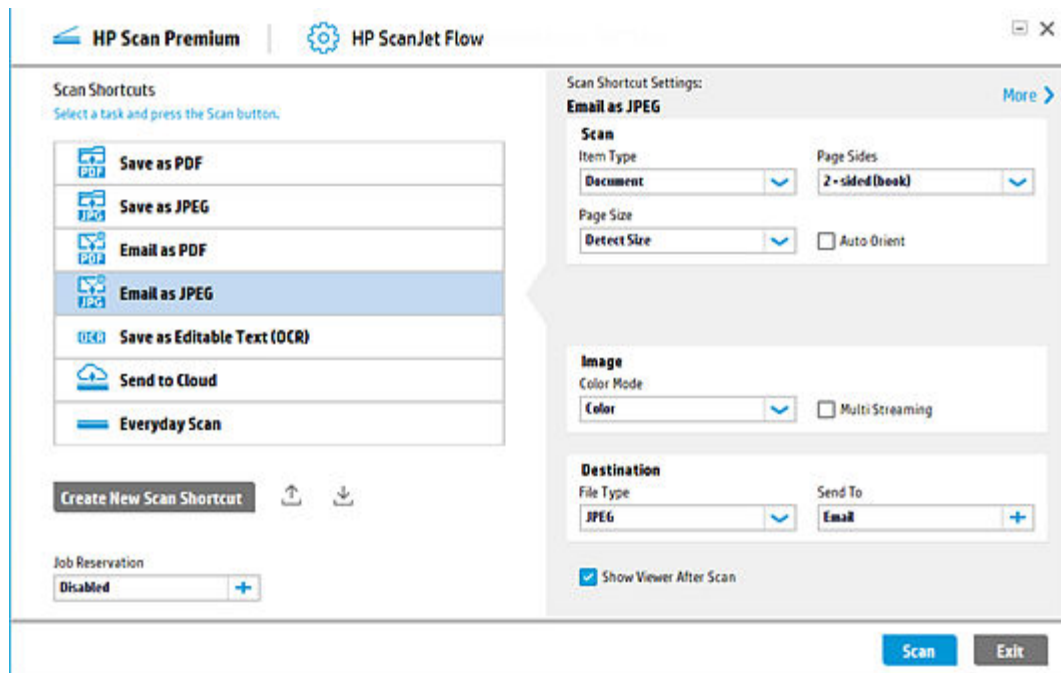
To save a scan as a .jpg or .pdf format and email it to an email recipient, follow these steps.

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**.



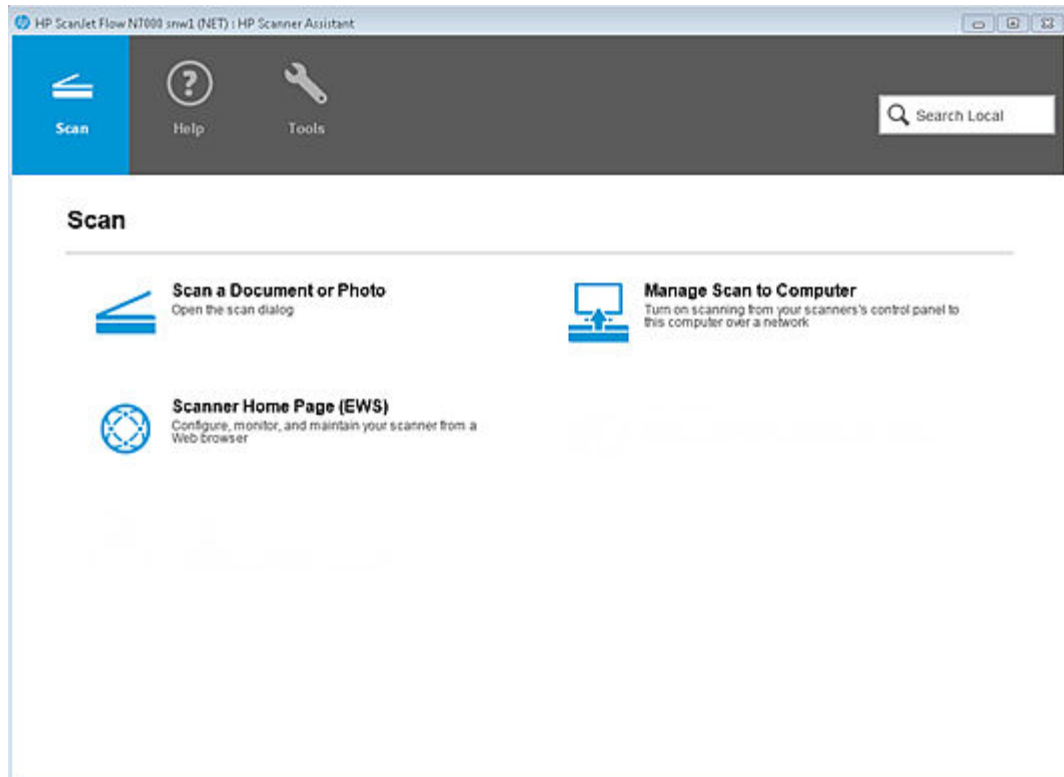
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select **Scan**.
7. If prompted, type or select an email recipient.

## Scan documents into editable text

To scan a document into editable text, use the **Save as Editable Text (OCR)** Scan Shortcut feature in the HP Scan app.

 **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 when the full web pack is installed.

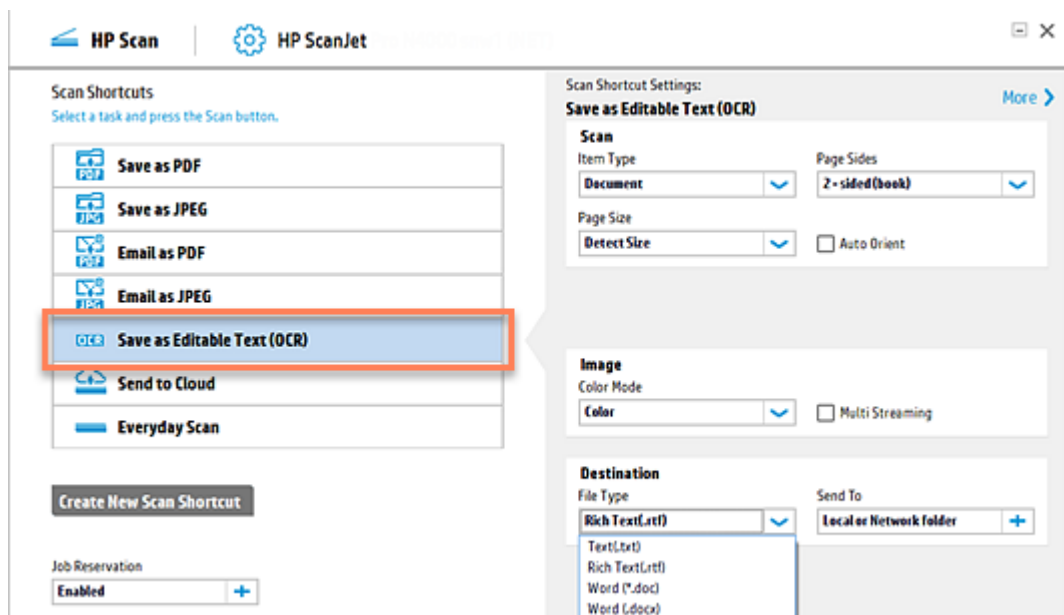
1. Open the HP Scan app.



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)**.



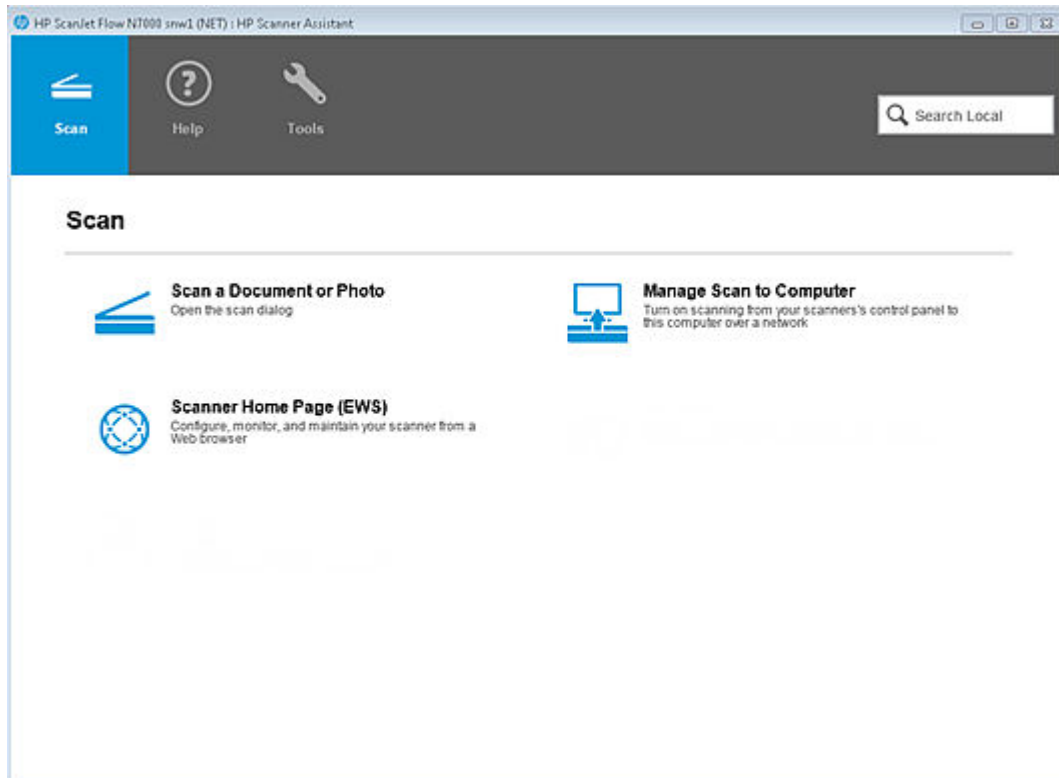
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.

6. Select **Scan**.

## Store a scan job using the Job Reservation feature

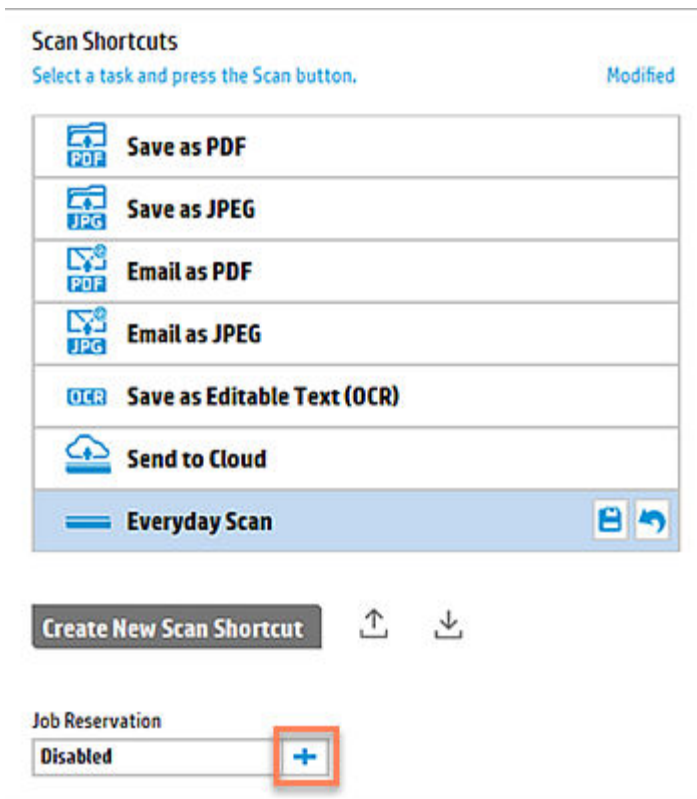
To scan a job and assign it a storage PIN for security purposes (optional), use the **Job Reservation** feature.

1. Open the HP Scan app.

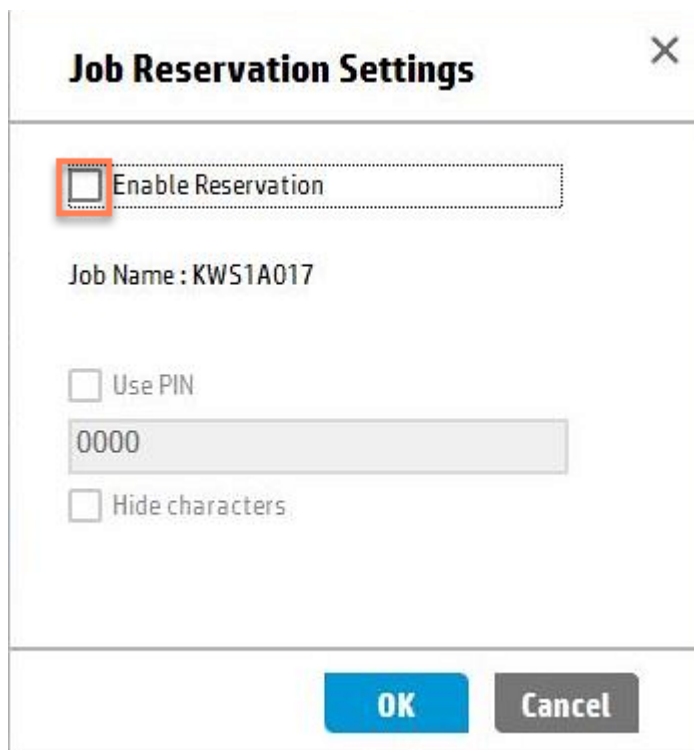


2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Select a Scan Shortcut for the job type and destination where you want to store the scan.

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



5. 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).

## Save scanned documents with an auto-generated file name

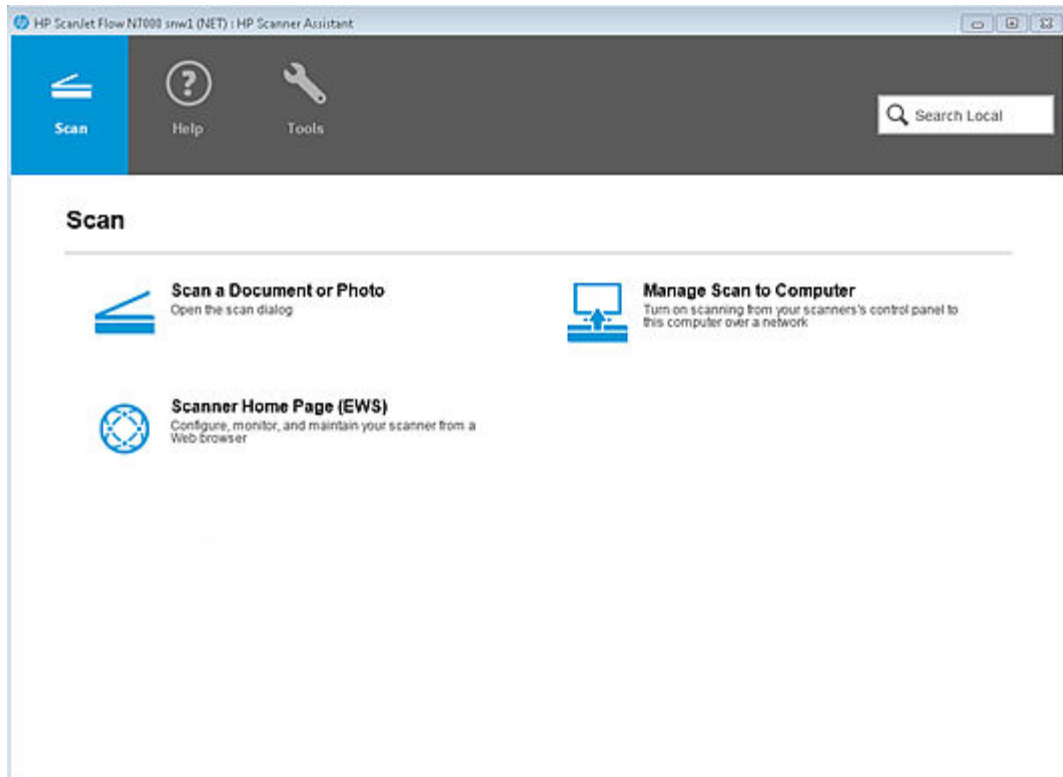
To save scanned documents with an auto-generated file name, use the Intelligent File Naming feature in Scan Shortcuts.

This feature allows the user to save the scanned document with an auto-generated file name. The document contains data based on Pepper Teams Intelligent File-naming feature. The 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 is available with the following options:

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

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 a Scan Shortcut such as **Everyday Scan**.
5. Select the **Destination** tab in the right pane.



6. Select the **Auto Filename** check box.

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  0001

☐ Zonal Text/Barcode

**Settings**

If Filename Already Exists

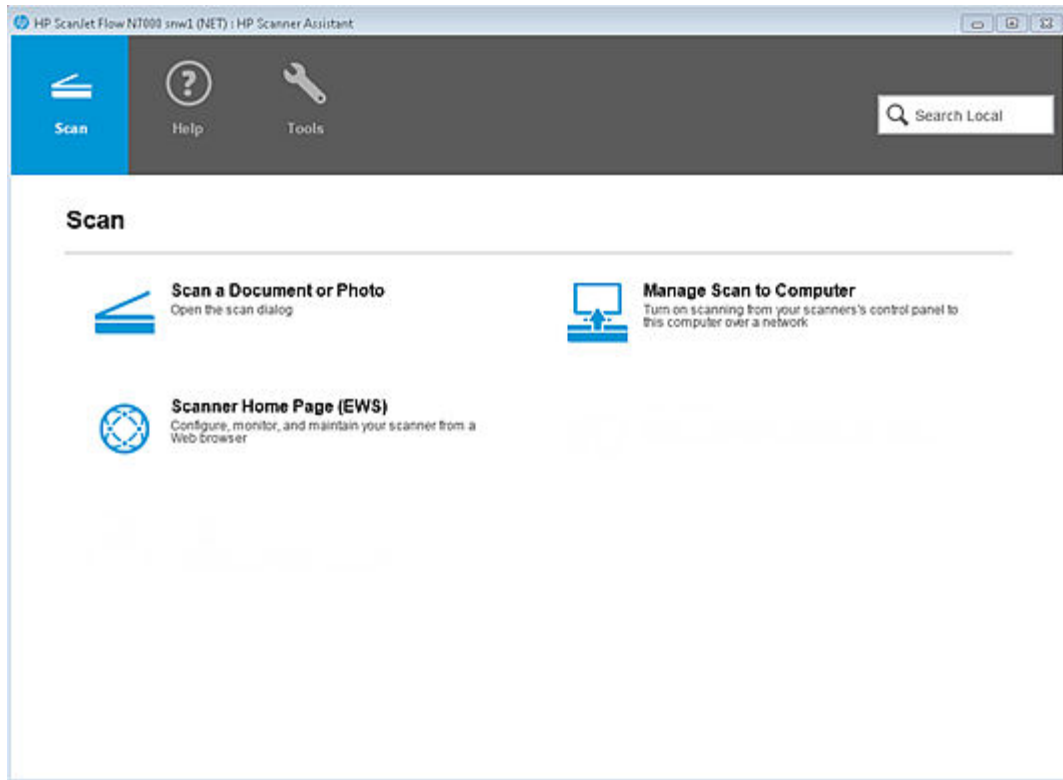
☐ Overwrite

7. Make any other desired changes and then click **OK** to save.

## Use the Auto Classification feature for scanned documents

To identify scanned documents and separate them into different types like Photo, Document, Receipt, and Business Card, use the **Auto Classification** feature.

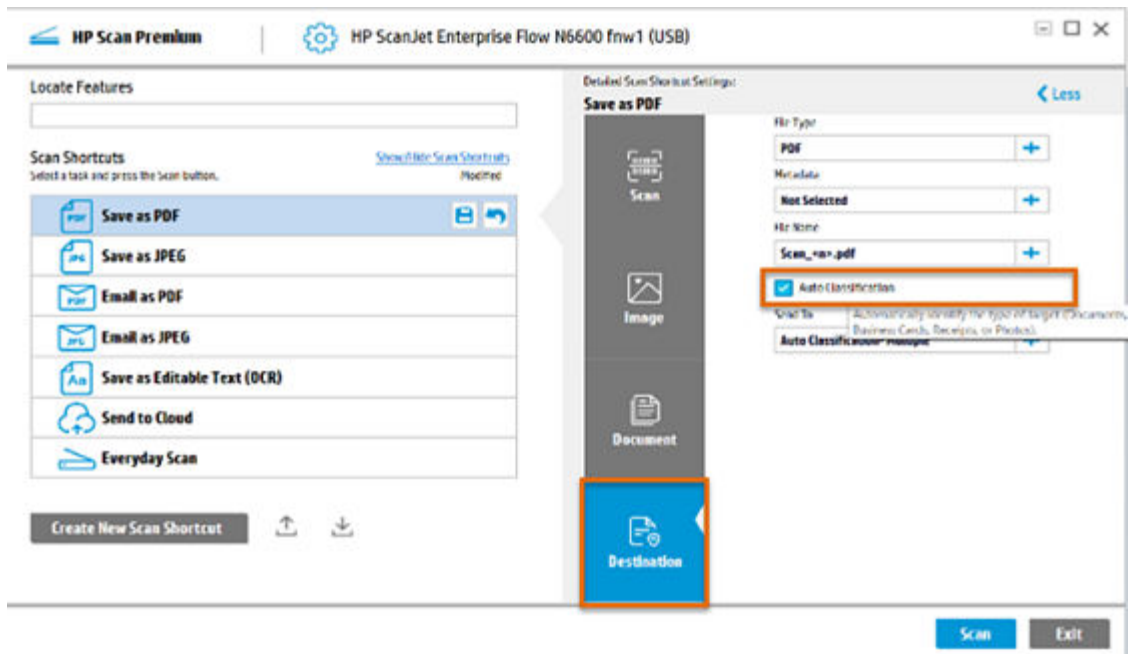
1. Open the HP Scan app.



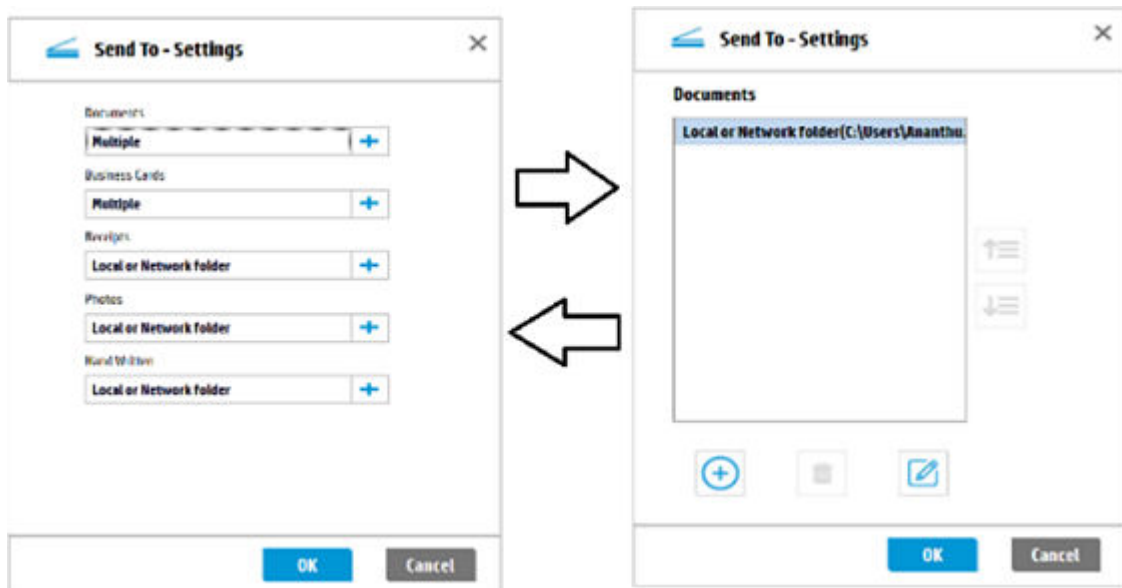
2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. On the scan interface home screen under Scan Shortcuts, select a Scan Shortcut such as **Save as PDF**.
5. Select the **Destination** tab in the right pane.
6. Select the **Auto Classification** check box.



**NOTE:** When **Auto Classification** is enabled, a new settings window will display in which users can set a pre-defined folder for each type of the document in Settings window.



7. Before scanning, select a separate folder type for each document and click OK.



8. Select **Scan**.

## Count scan jobs using the Batch Counter feature

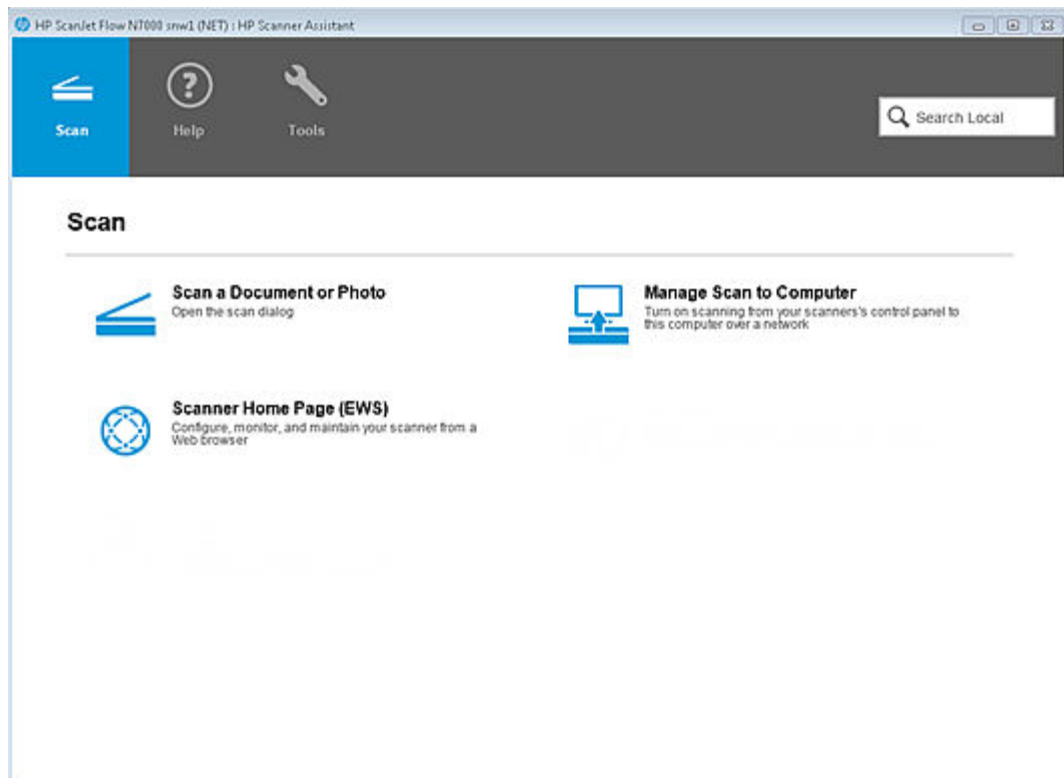
To count scan jobs per Shortcut, use the **Batch Counter** feature in Scan Shortcuts.

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

The set button will reset the value to either 0001 or user defined value. The sequence of Batch Counter in the file name can be changed from the Sequence settings window.

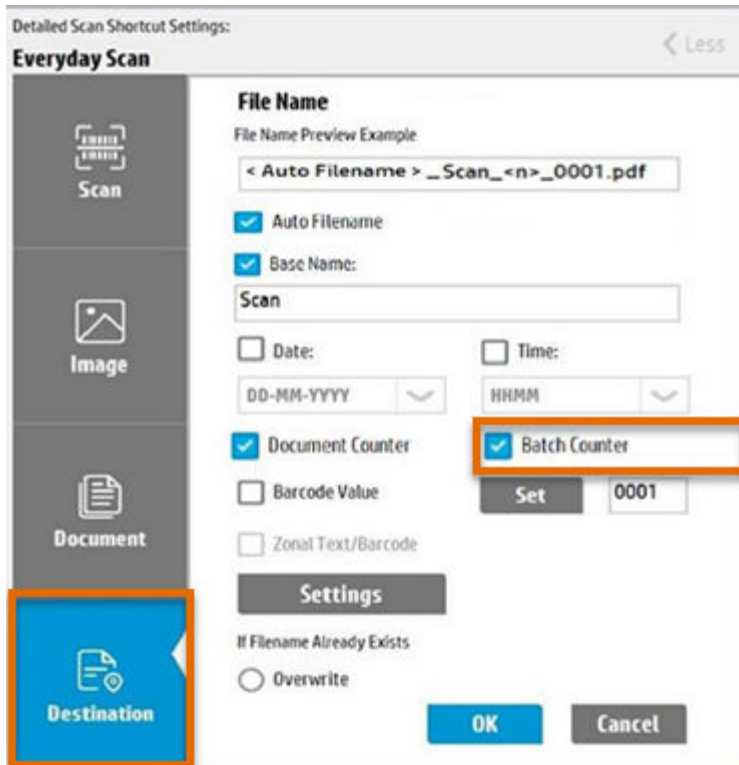
The Batch Counter value will be displayed in the File Name Preview as shown below:

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 a Scan Shortcut such as **Everyday Scan**.
5. Select the **Destination** tab in the right pane.

6. Select the **Batch Counter** check box.



7. If preferred, change the default 0001 value the starting value of your choice and then click **Set**.
8. Make any other desired changes and then click **OK** to save.
9. Select **Scan**.

## Enable multi-page scanning

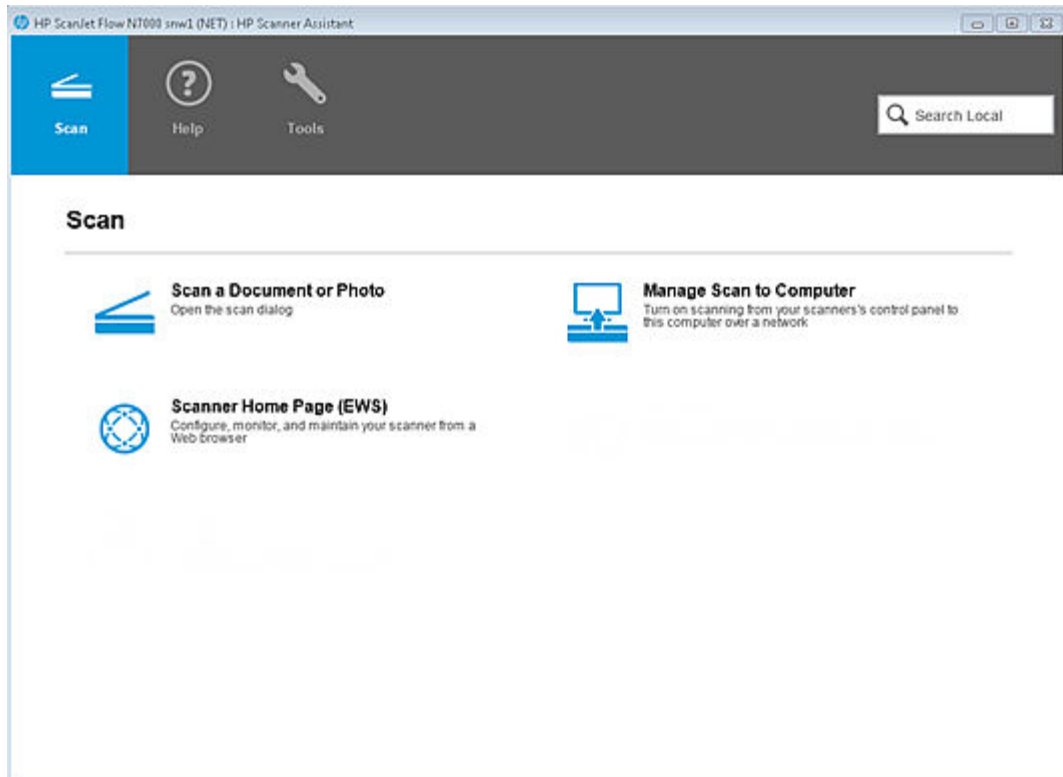
To scan multiple pages to a single file, enable the **Multi Page Detect** option on the **Scan** tab.

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. The minimum target size required is 1 x 1 inches.



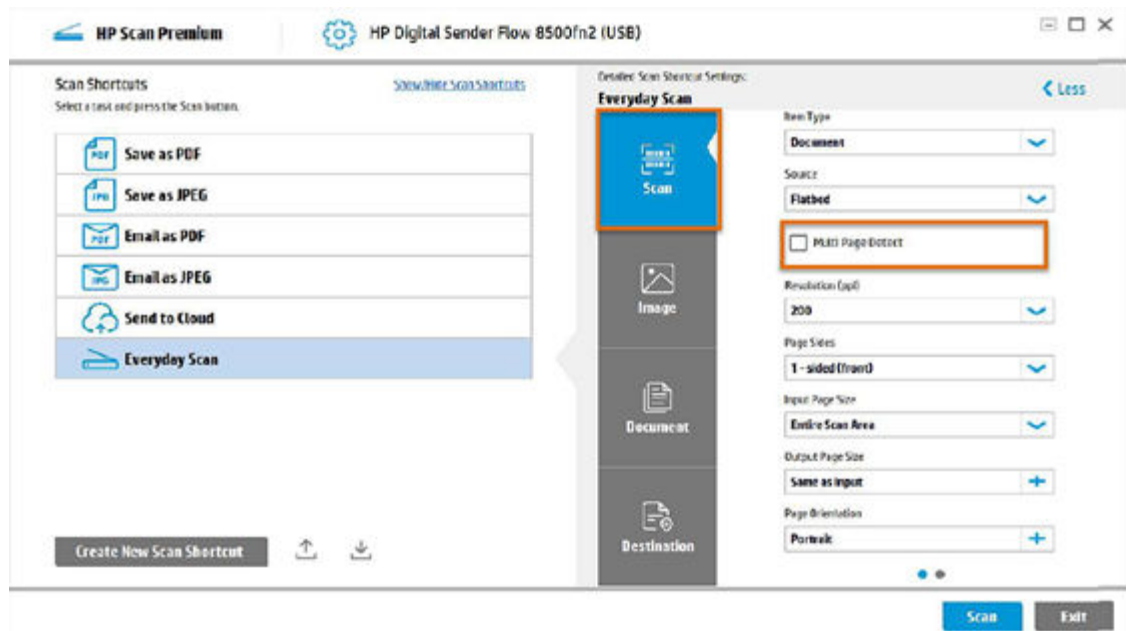
**NOTE:** This option is only applicable when the selected scanner source is Flatbed. There is a limitation to detect the pages especially the white targets on white background.

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 a Scan Shortcut such as **Everyday Scan**.
5. Select the **Scan** tab in the right pane.

6. Select the **Multi Page Detect** checkbox.



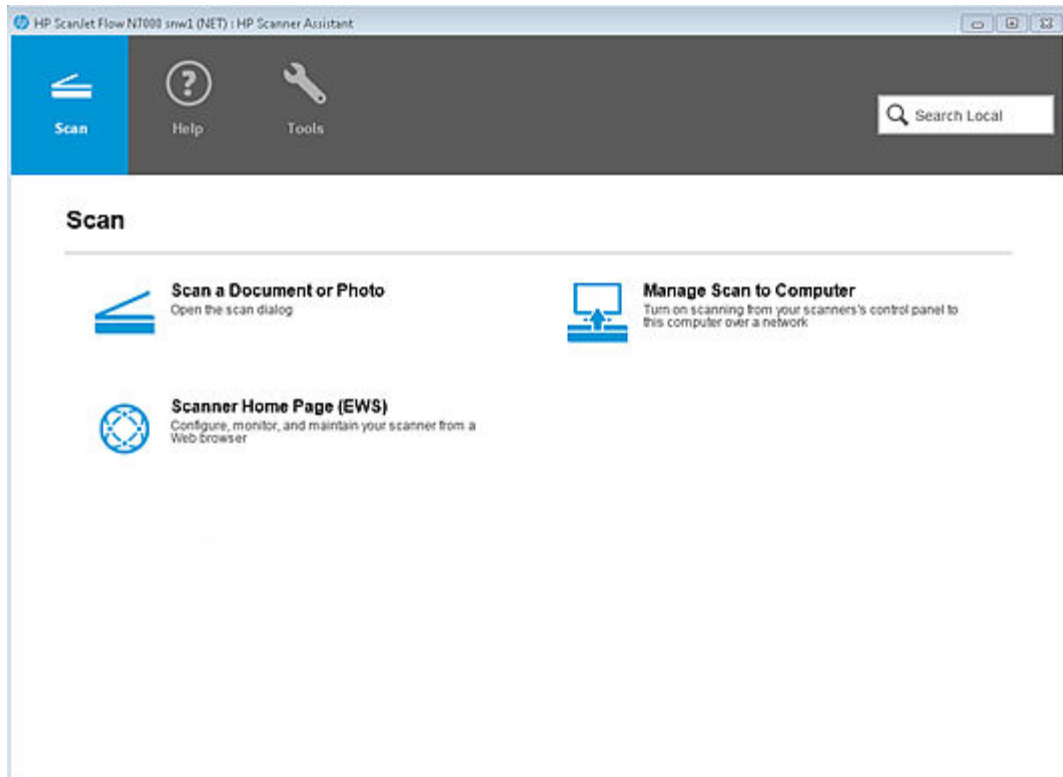
7. Make any other desired changes and select **Scan**.

## Reduce vertical lines or streaks on scanned images

To reduce black or white vertical lines and streaks on scanned images, use the **Reduce Vertical Streaks** feature.

If black or white vertical lines appear when scanning from the ADF or flatbed due to scanner hardware issues, this feature provides the option to remove the vertical streaks from the scanned images.

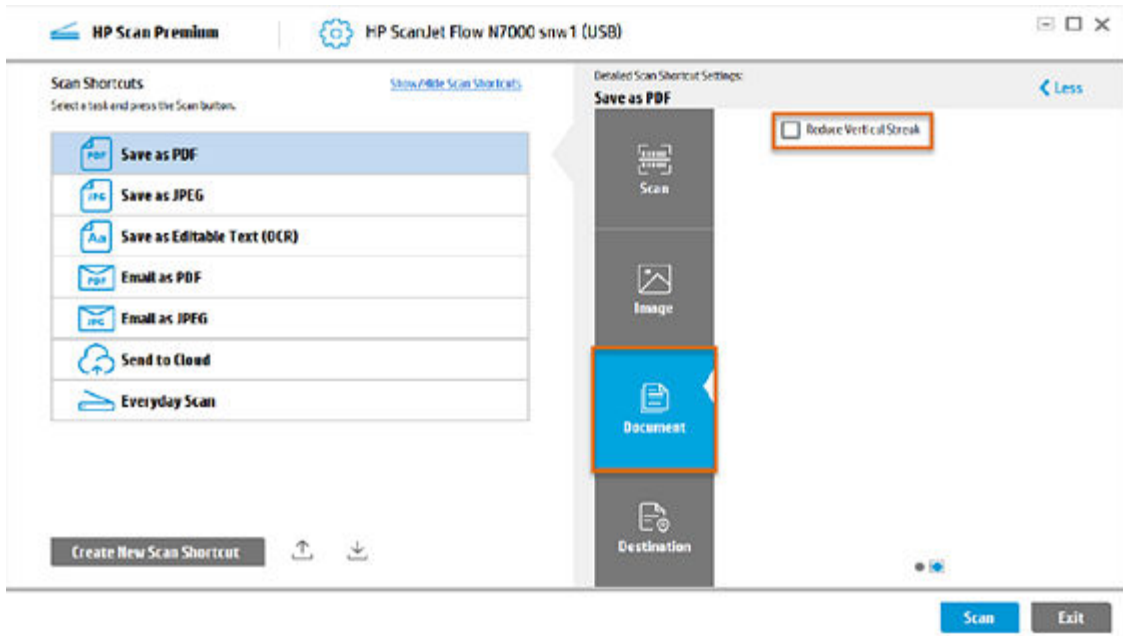
1. Open the HP Scan app.



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 a Scan Shortcut such as **Save as PDF**.
5. Select the **Document** tab in the right pane.



- To enable this feature, select the **Reduce Vertical Streak** check box before scanning.



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



- After double-clicking the tray icon, a message is displayed. Click **OK**.



- If any vertical streaks are seen on the image after this operation, either clean the flatbed glass or clean the roller on the inside of the Automatic Document Feeder (ADF), depending on the product type.

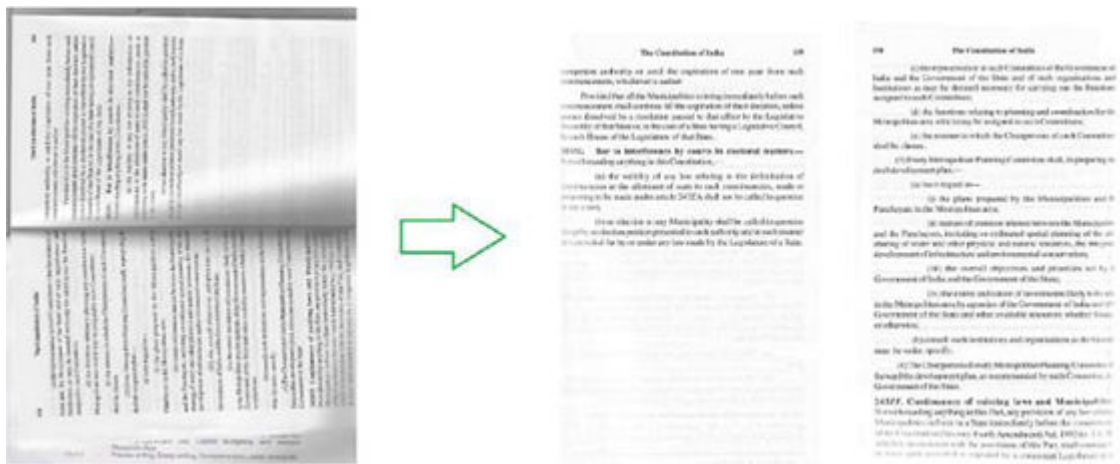
## Correct folds, curves, or warping in scanned book pages

To correct folds, curves, or warping in scanned book pages, use the **Book** setting from Scan Shortcuts.

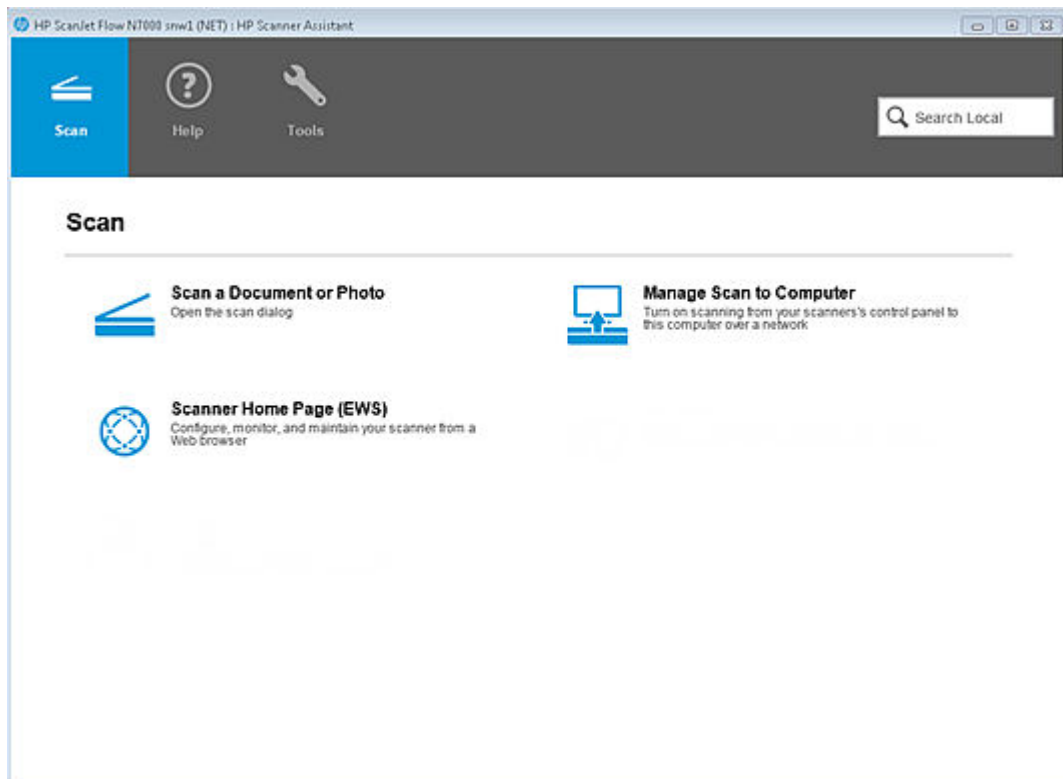
This feature flattens the warped/curved pages scanned and removes the middle-folded area in the book. The sample input and expected output is shown below.



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



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 a Scan Shortcut such as **Save as PDF**.

5. Select the **Book** option from the Item Type list.

Scan Shortcut Settings: More >

**Save as PDF**

**Scan**

Item Type: **Document** (selected), Document, Photo, **Book** (highlighted with orange border)

Page Sides: **1-sided (front)**

☐ Auto Orient

Source: **Flatbed**

Resolution (ppd): **200**

**Image**

Color Mode: **Color**

☐ Multi Streaming

**Destination**

File Type: **PDF**

Send To: **Local or Network folder**

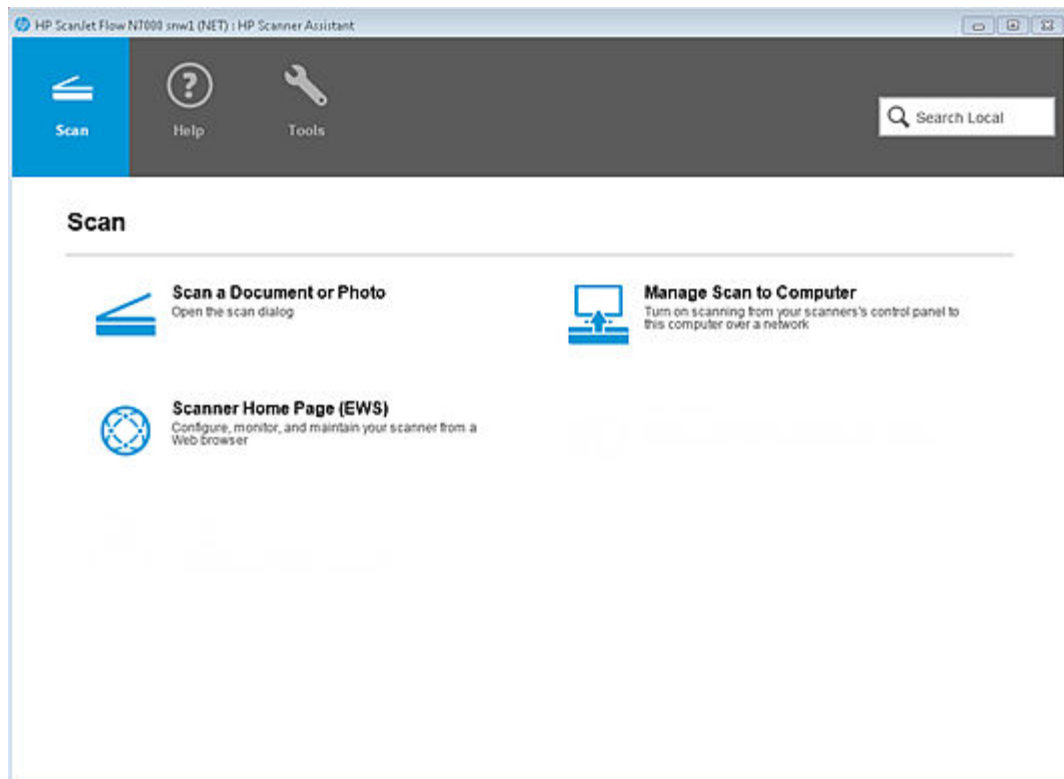
☒ Show Viewer After Scan

6. Make any other desired changes and select **Scan**.

## Find features available in the HP Scan app

Use the **Locate Features** search field to find features available in the HP Scan app.

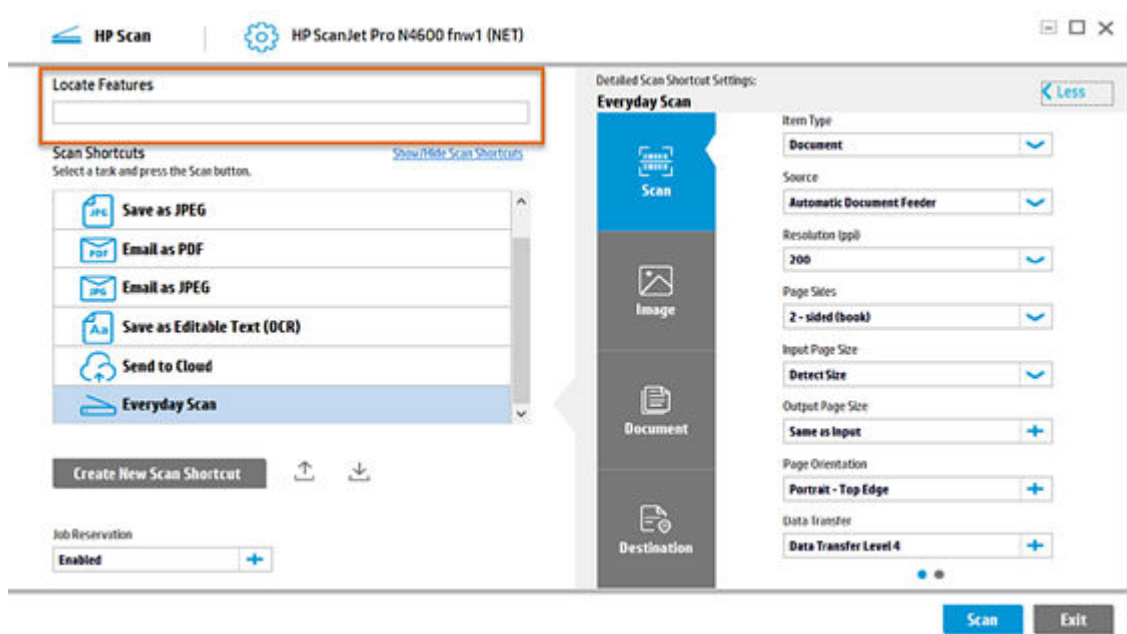
1. Open the HP Scan app.



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 above Scan Shortcuts, use the **Locate Features** field to search for and find a scan feature.




After typing a desired 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

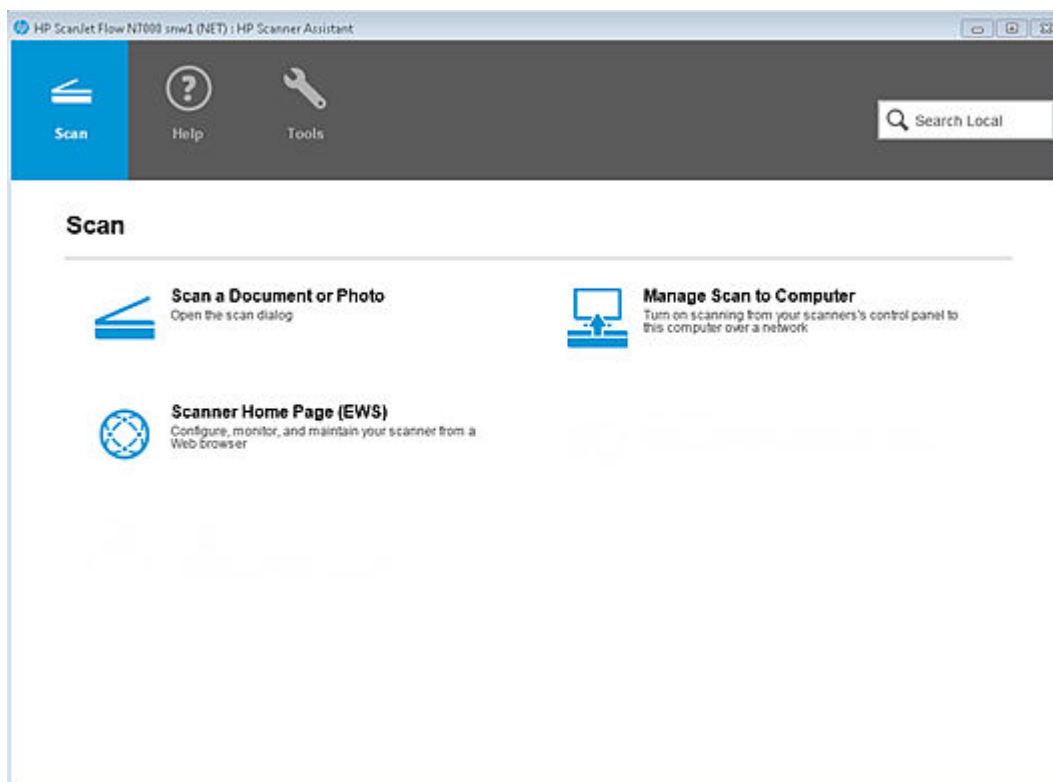
The scan preview window can be used to preview and edit scanned pages after scanning.

### 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.

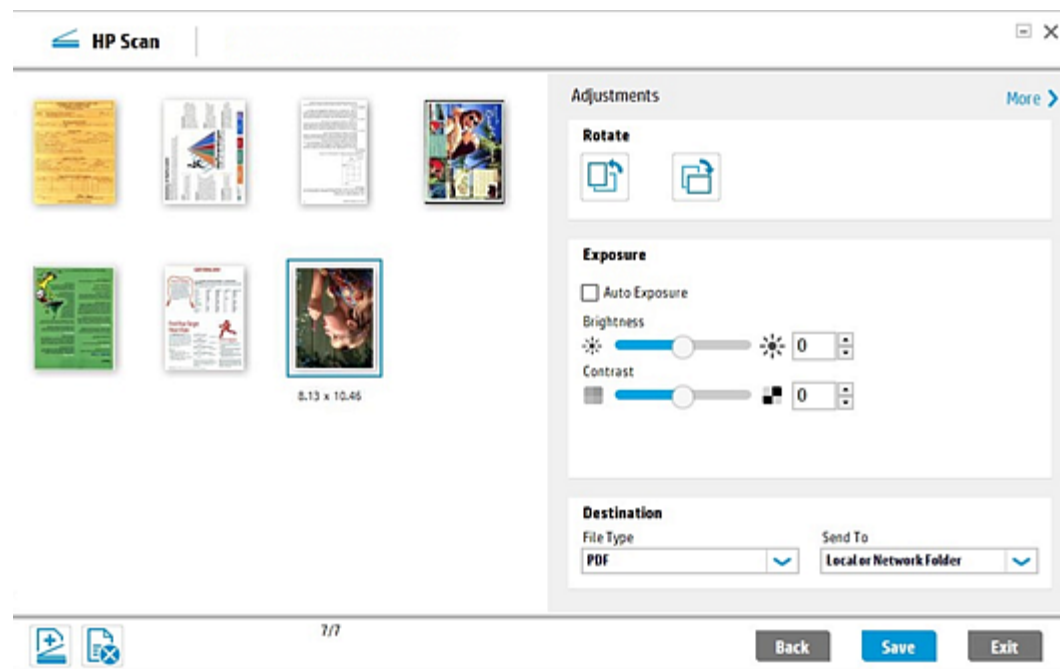
 **NOTE:** The size of selected images is shown below the corresponding thumbnail. Values are shown in inches or centimeters based on the installed locale.


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.

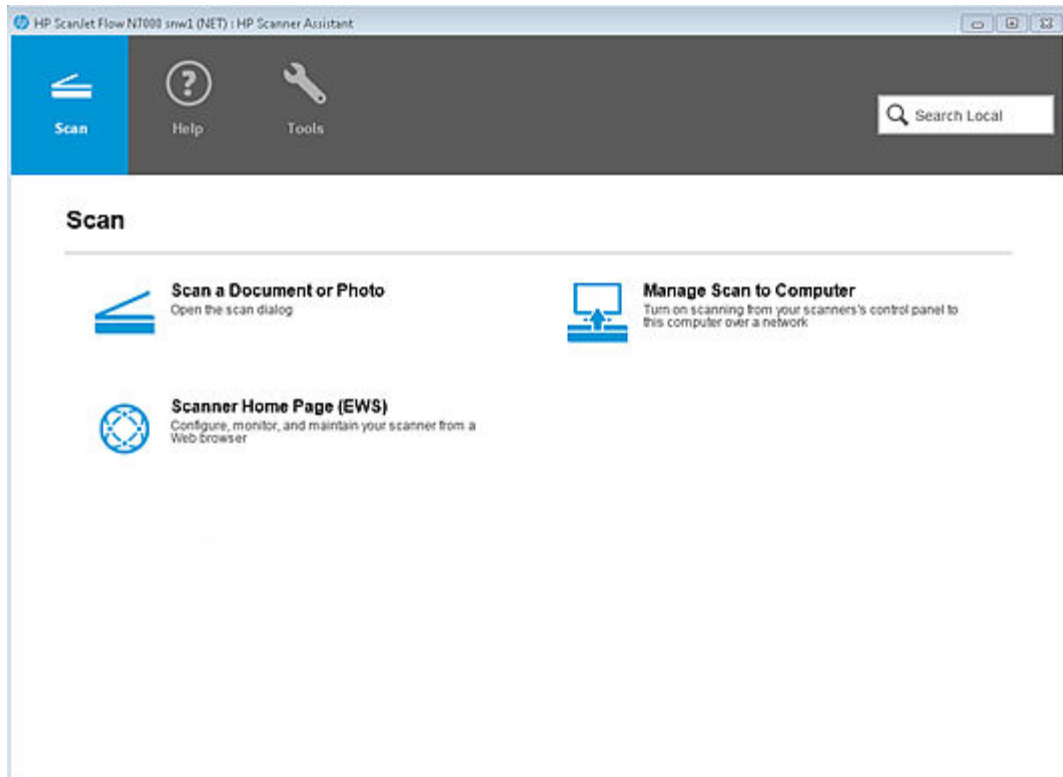


 **NOTE:** To view a thumbnail in the single image view, double-click the single thumbnail to open it. Click the 'X' in the upper right corner of the window to close it and return to the thumbnail preview.


## 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.

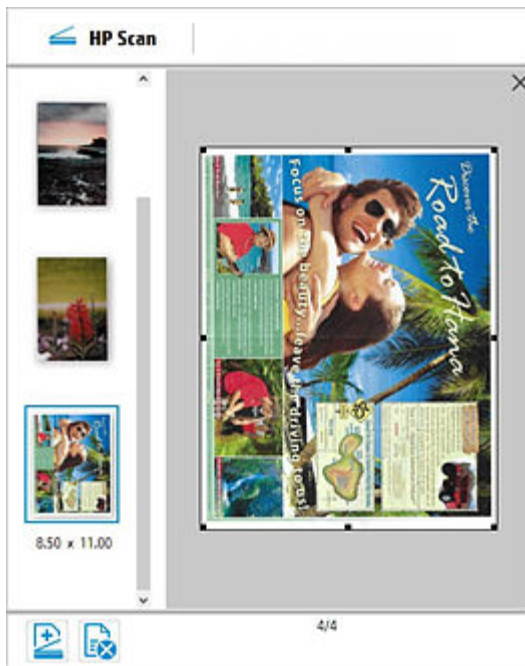
1. Open the HP Scan app.



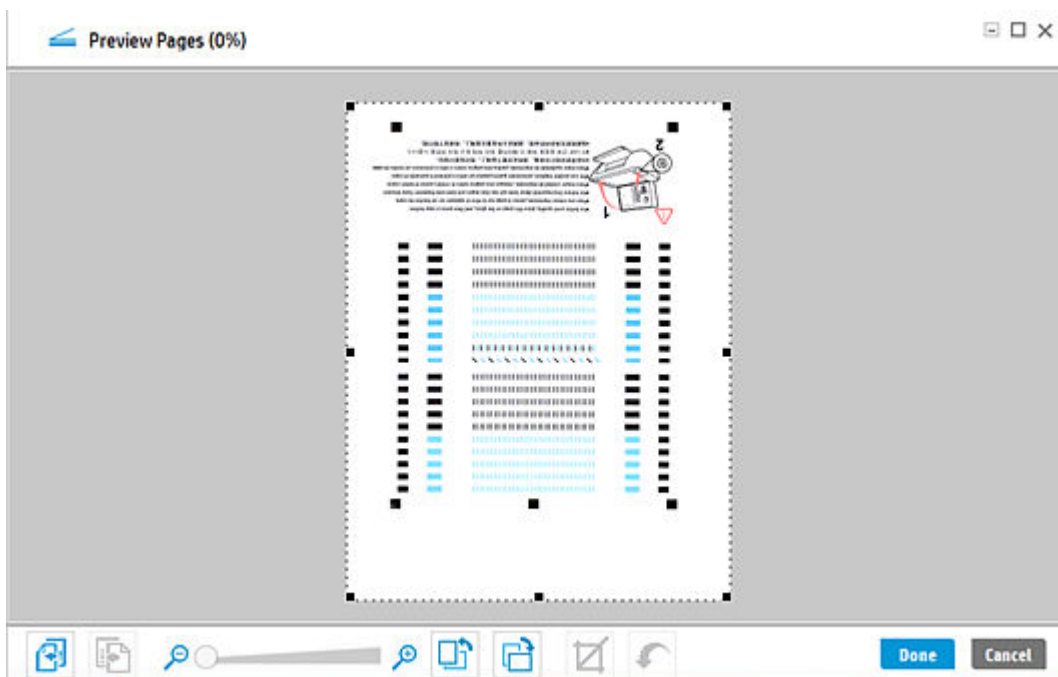
2. Place a set of documents in the document feeder or on the scanner flatbed.
3. Select the **Show Viewer after scan** check box.
4. Click the Document/Thumbnail icon to toggle to the document view. A list of document document thumbnails is displayed in the Document view of the scan preview window.

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





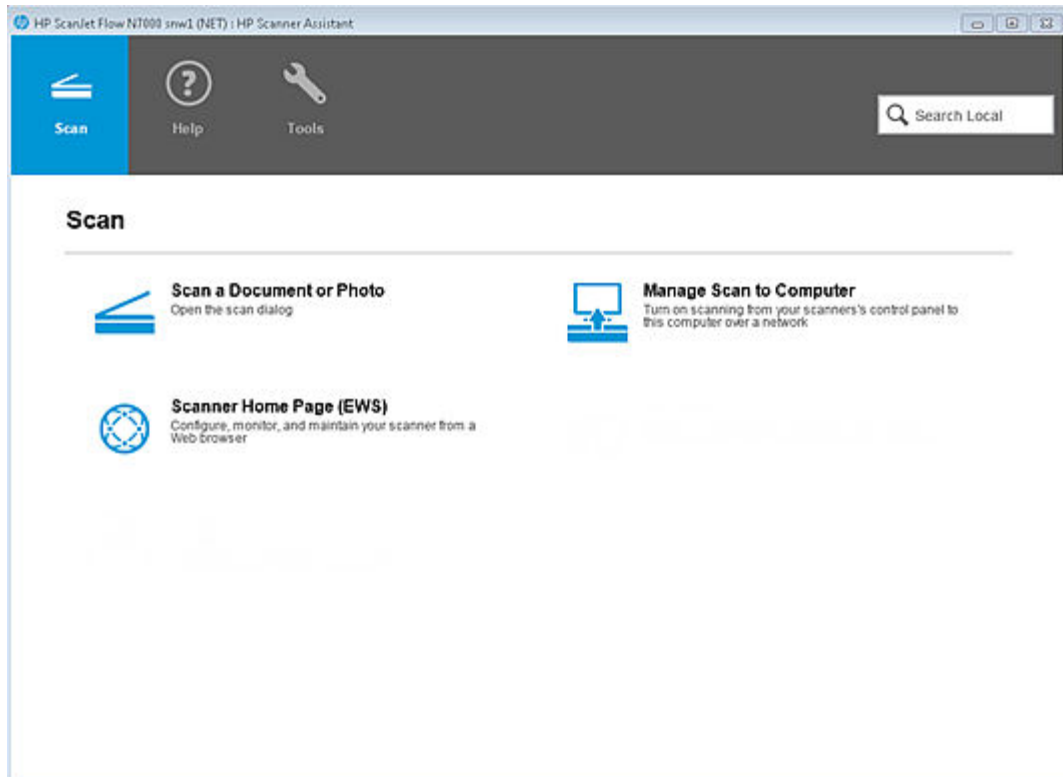
5. To view a document in the single image view, double-click the image to open it. Click the 'X' in the upper right corner of the window to close it and return to the list preview.



## 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.

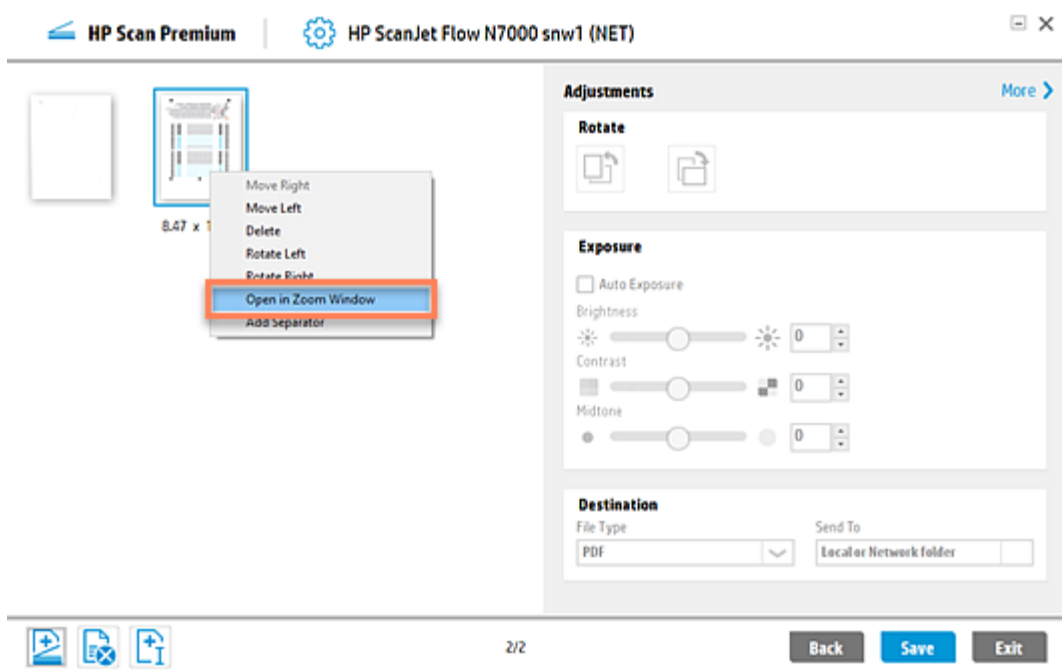
1. Open the HP Scan app.



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**. The image opens in a full screen view.




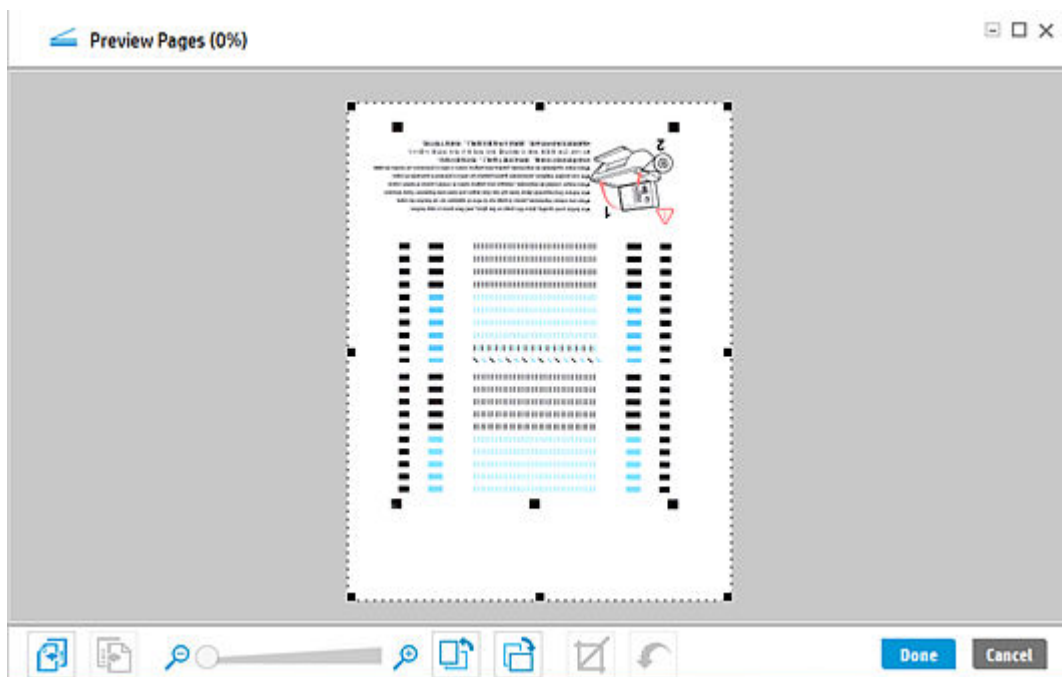
**NOTE:** You can also double-click the thumbnail image to open it in the zoom view for editing.




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.

	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.

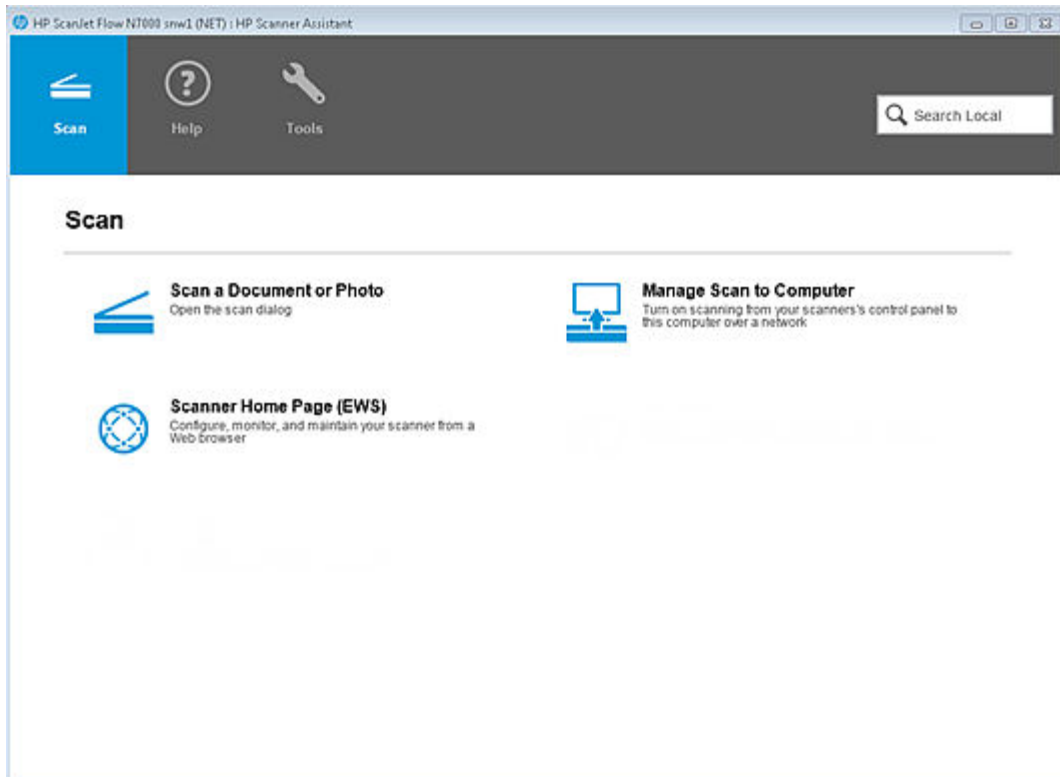
	Select to scroll left to view additional scanned pages in the scan preview window.
	Select to scroll right to view additional scanned pages in the scan preview window.

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.

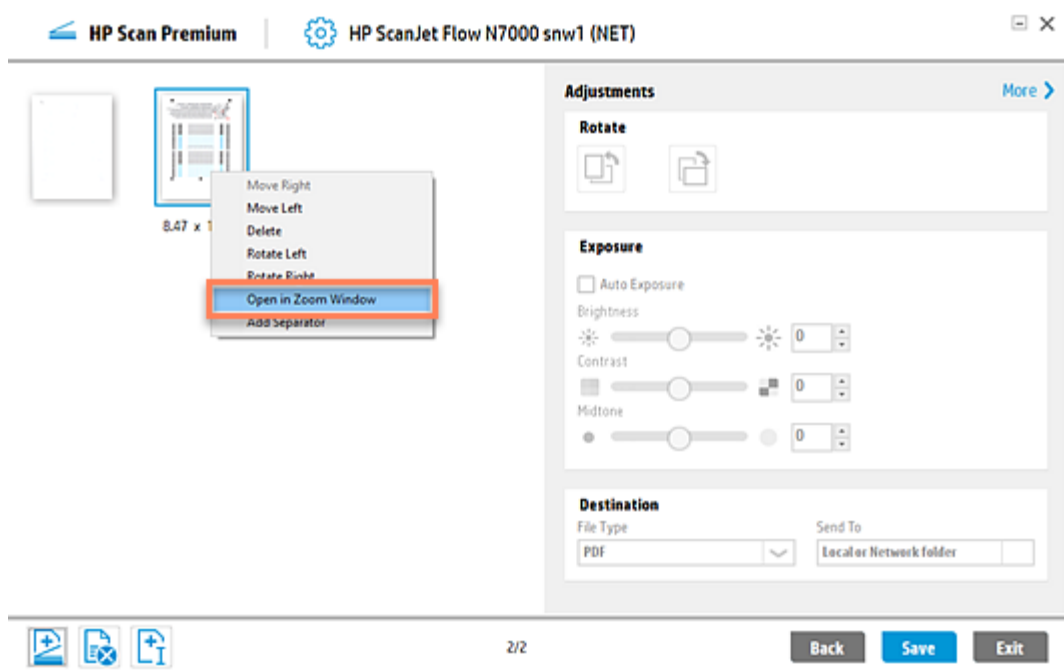
1. Open the HP Scan app.



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.

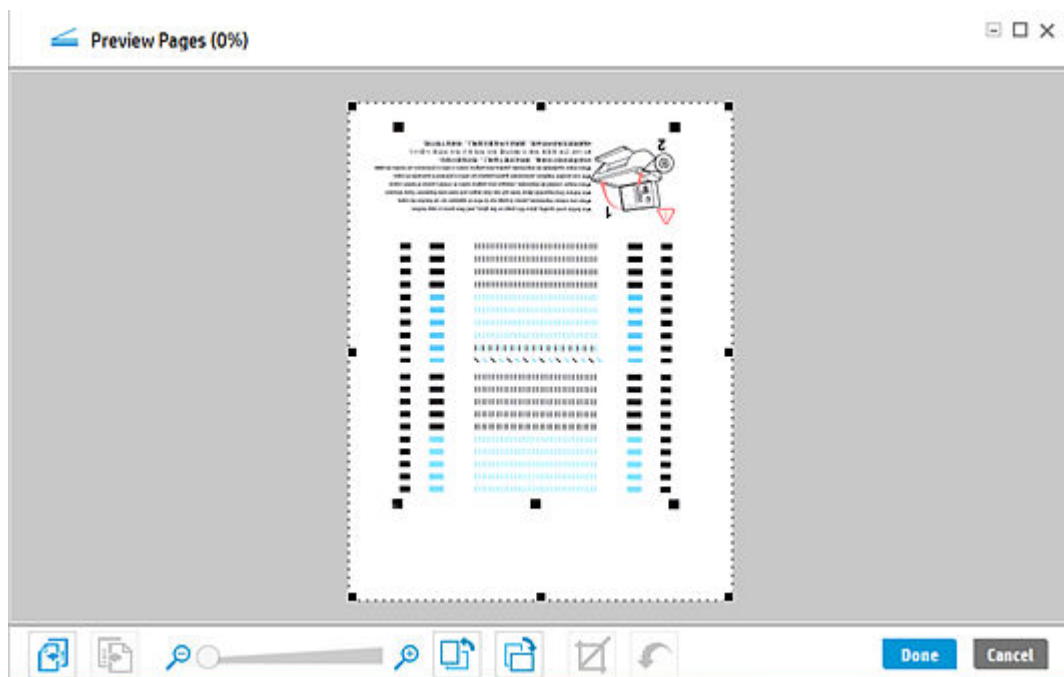


The image opens in a full screen view.

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.




7. 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.



8. From the tools 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.

9. 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 left to view additional scanned pages in the scan preview window.

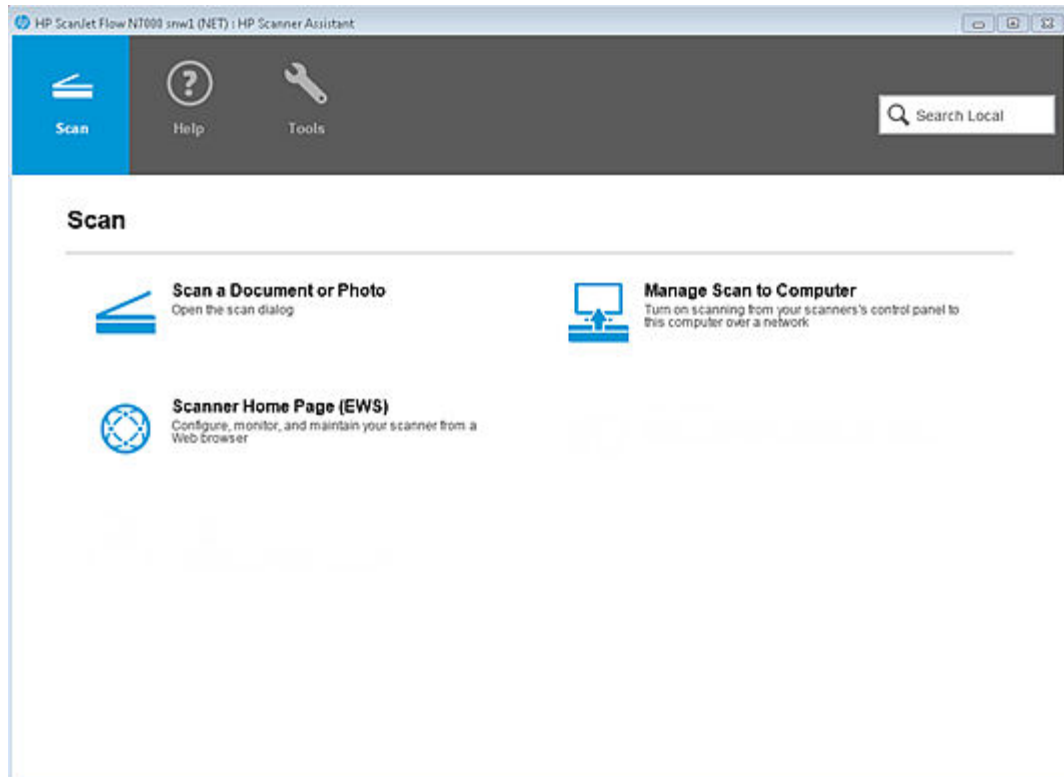
10. Select **Done** when finished to exit the zoom window.

## Use the scan preview window to delete or remove pages

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


After scanning pages, the preview window has an icons that enable the user to remove pages, or options to 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. Use the icons in the lower left of the window to mark an image or page for deletion. Pages marked for deletion are indicated with an 'X' and will not be included in the final processing.
  - Remove page or image icon - Select the page and then click the icon to remove the page. OR
  - 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

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 **NOTE:** To unmark a page for deletion, right-click the image, and then select the option to remove the flag.

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  - Select the page and then select **Delete** on the keyboard.
6. When finished making adjustments, click **Save**.

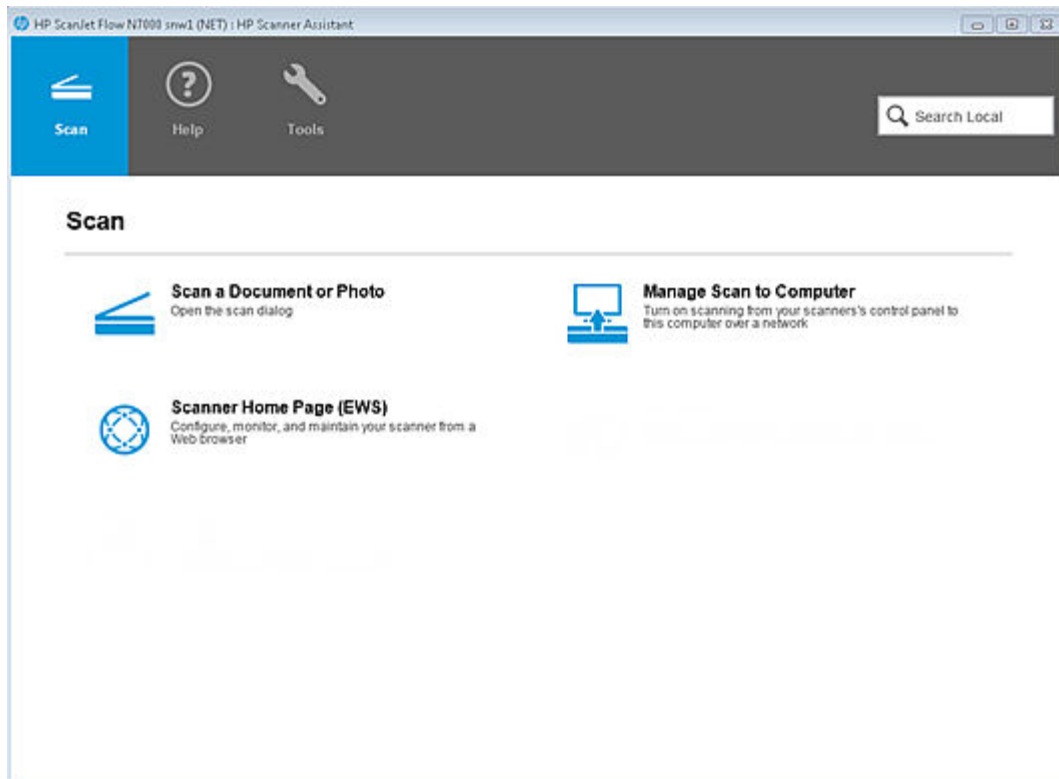
## Use the scan preview window to add pages or images

After scanning pages, the preview window can be used to add pages or images.



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 or add an existing image.
  - **Add blank page icon** - Click the icon and click **Save**. A blank page is appended to the end of document set.



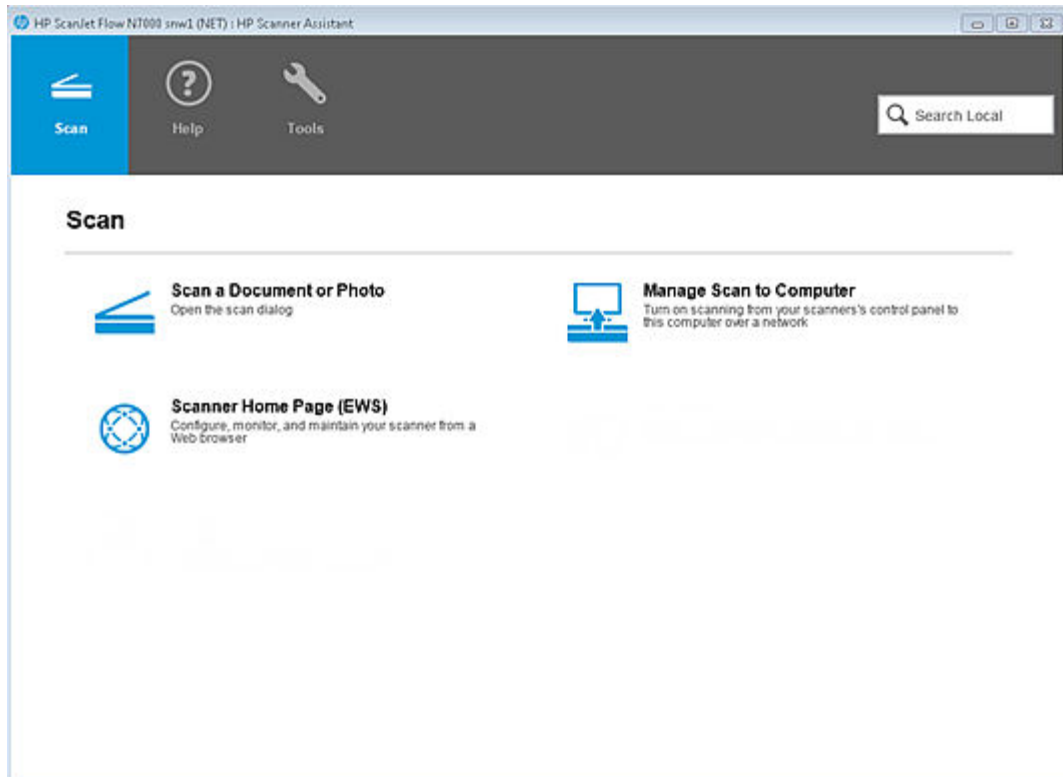
**NOTE:** If the blank page is moved to a different location within the document set, any newly added blank pages will be appended after that blank page.


- **Add existing image icon** - Click the icon and select the existing image.
6. When finished making adjustments, click **Save**.

## Use the scan preview window to change page order

After scanning pages, use the preview window to re-order or change the order of pages.

1. Open the HP Scan app.

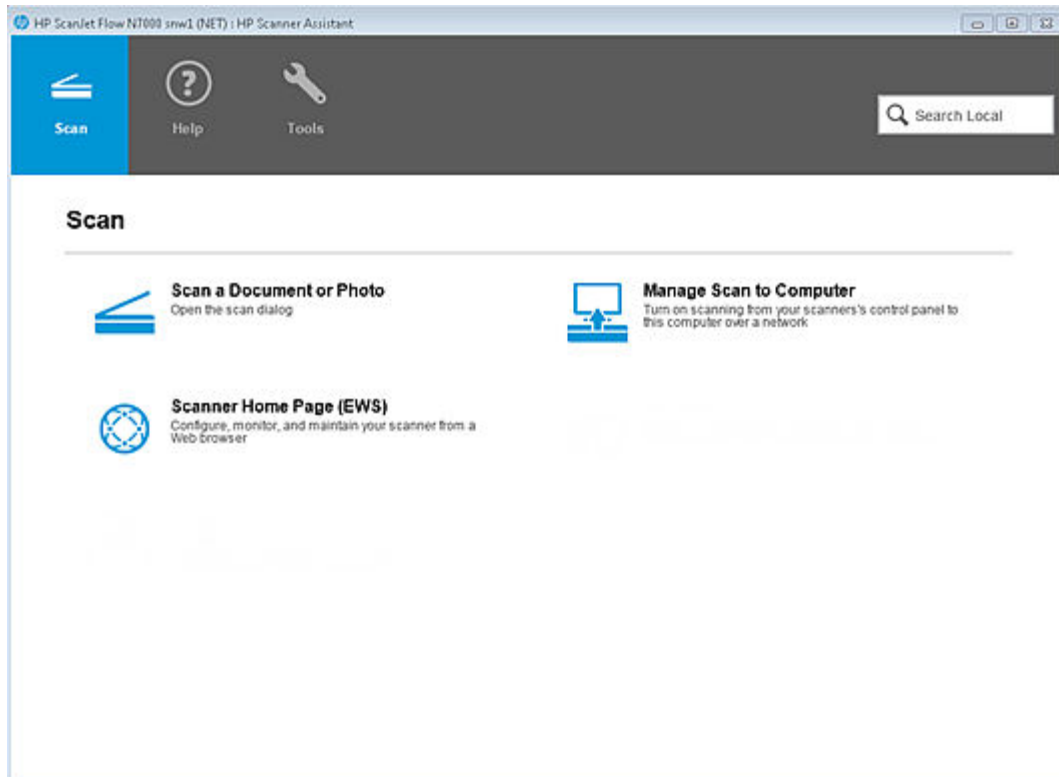


2. Place a set of documents in the document feeder or on the scanner flatbed.
  3. Select the **Show Viewer after scan** check box.
  4. Select **Scan**.
  5. Right-click the thumbnail image for the page you want to move. The selected image is outlined with a blue border.
  6. From the drop-down menu, select either **Move Right**, or **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 making adjustments, 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.

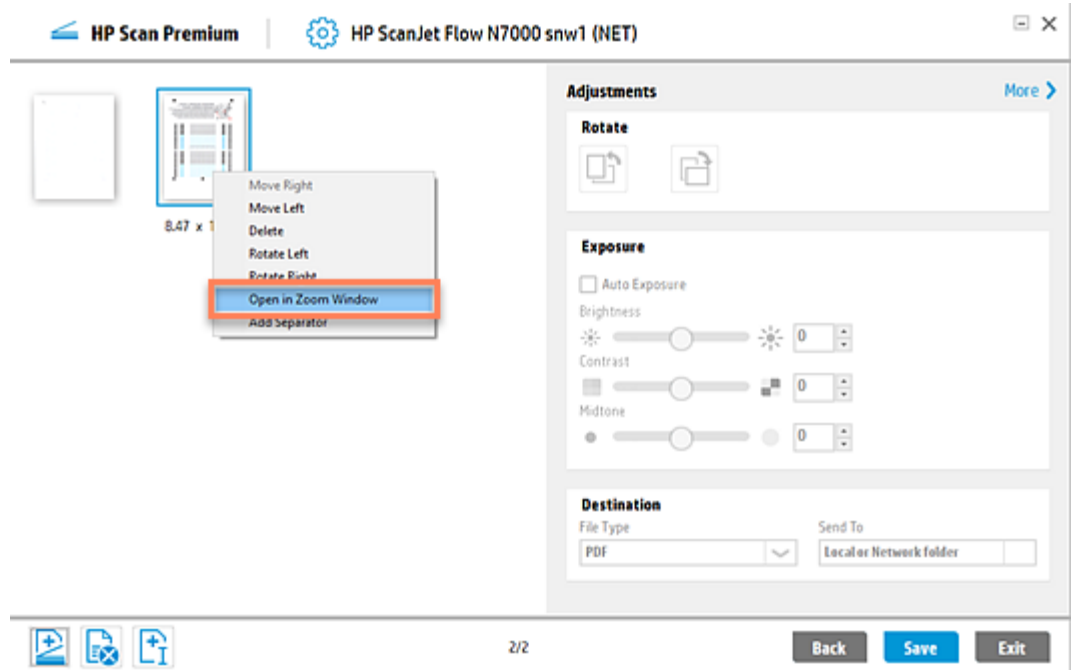


2. Place a set of documents in the document feeder or on the scanner flatbed.
3. Select the **Show Viewer after scan** check box.
4. Select **Scan**.
5. Right-click the thumbnail image for the page you want to change. The selected image is outlined with a blue border.
6. From the drop-down menu, select either **Rotate Left** (clockwise 90 degrees) or **Rotate Right** (clockwise 90 degrees), 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

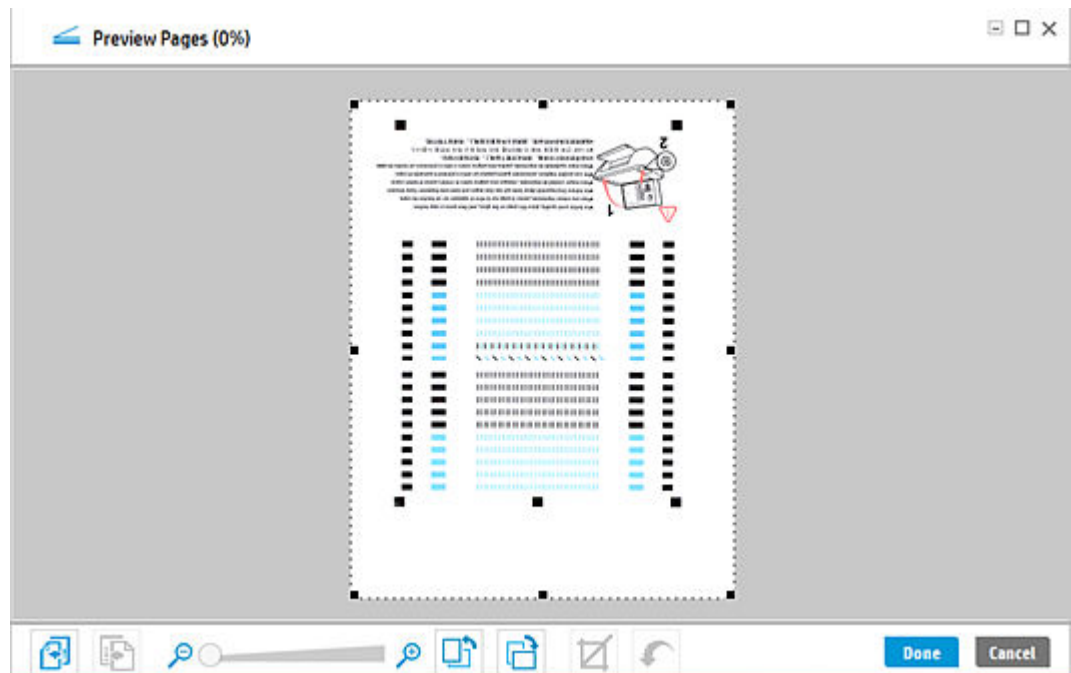


The image opens in a full screen view.

- 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 making adjustments, click **Save** or **Done**.

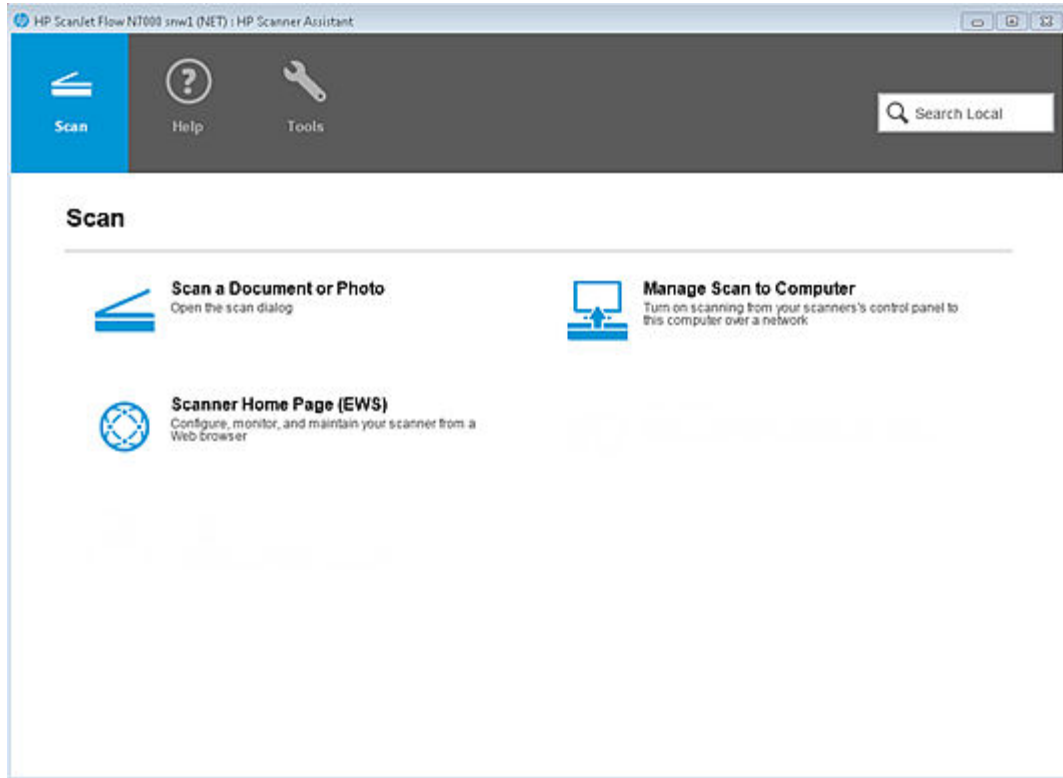
## Use the scan preview window to insert a divider, page break, or job separator

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.

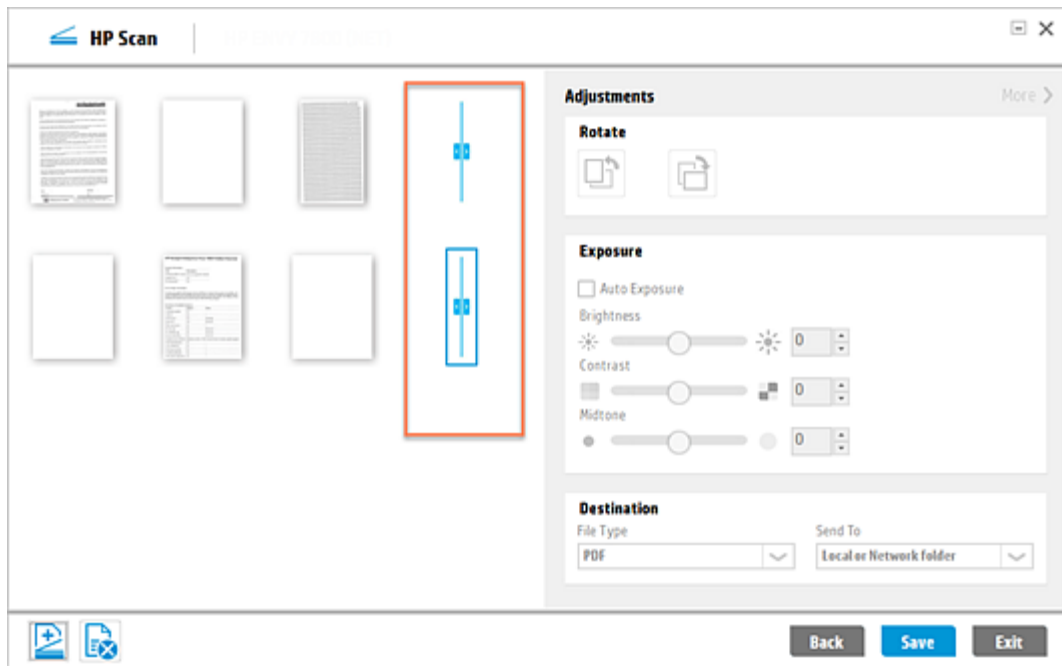
1. Open the HP Scan app.



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 page break. 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 making adjustments, click **Save**.

---

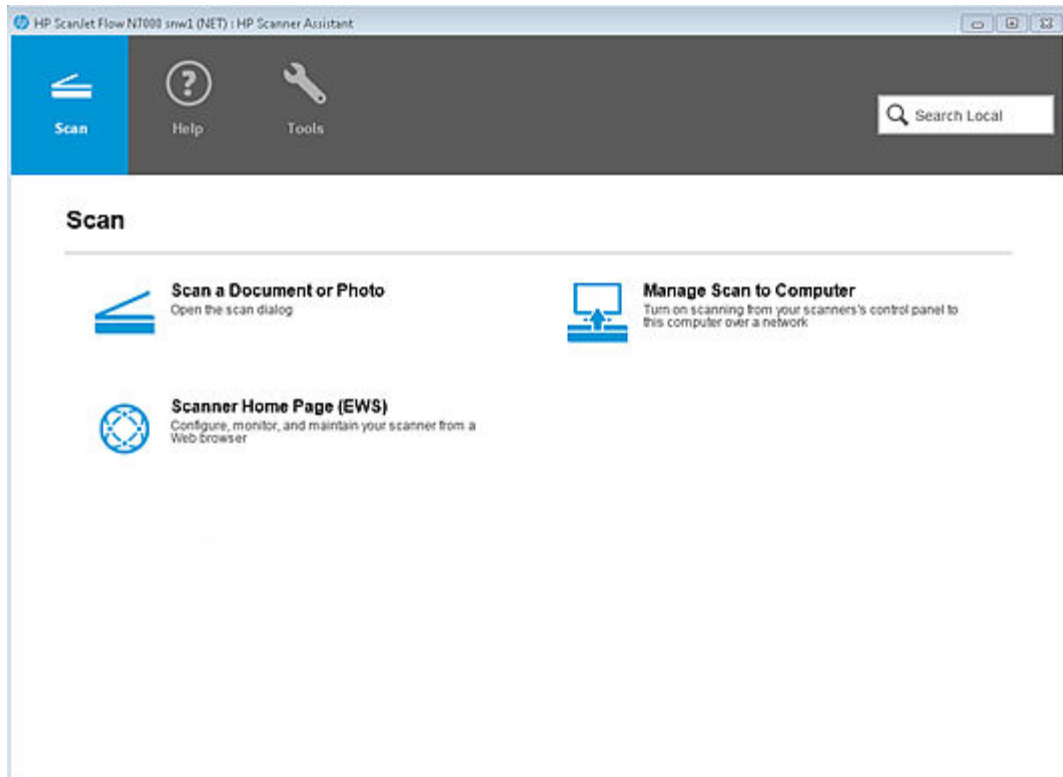
 **NOTE:** To delete a page separator, select it, right-click, and then select **Delete** from the drop-down menu.

---

## 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.

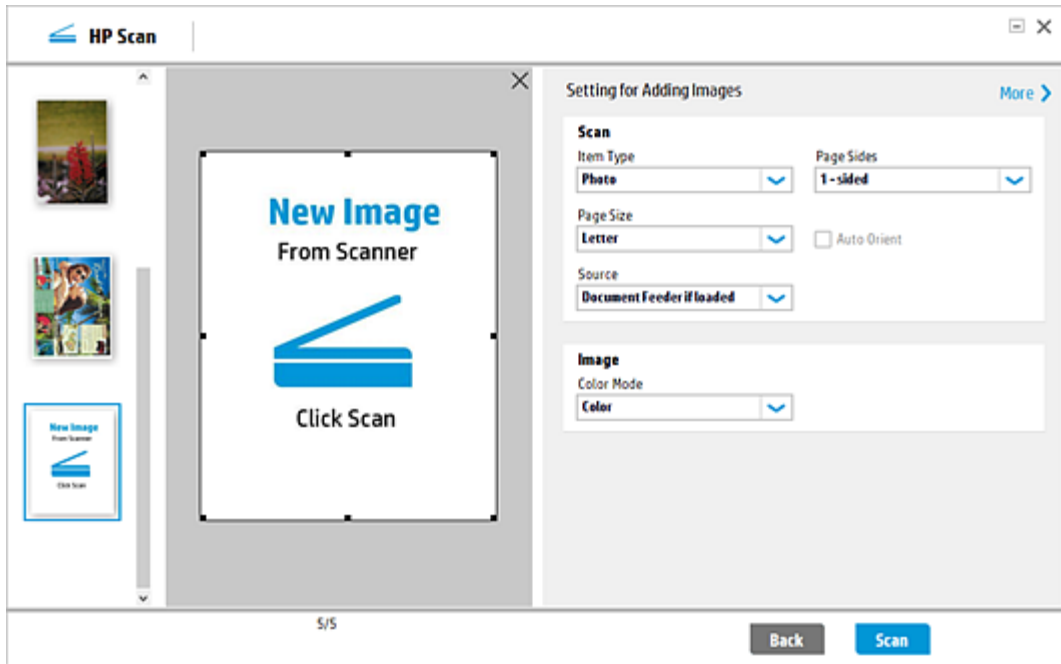


2. Place a set of documents in the document feeder or on the scanner flatbed.
3. Select the **Show Viewer after scan** check box.
4. Select **Scan**.
5. In the scan preview window, select the Add Scan icon. A 'New Image' thumbnail placeholder is added to the display.



**NOTE:** To move this placeholder, drag-and-drop the image to a new location in the set of documents.





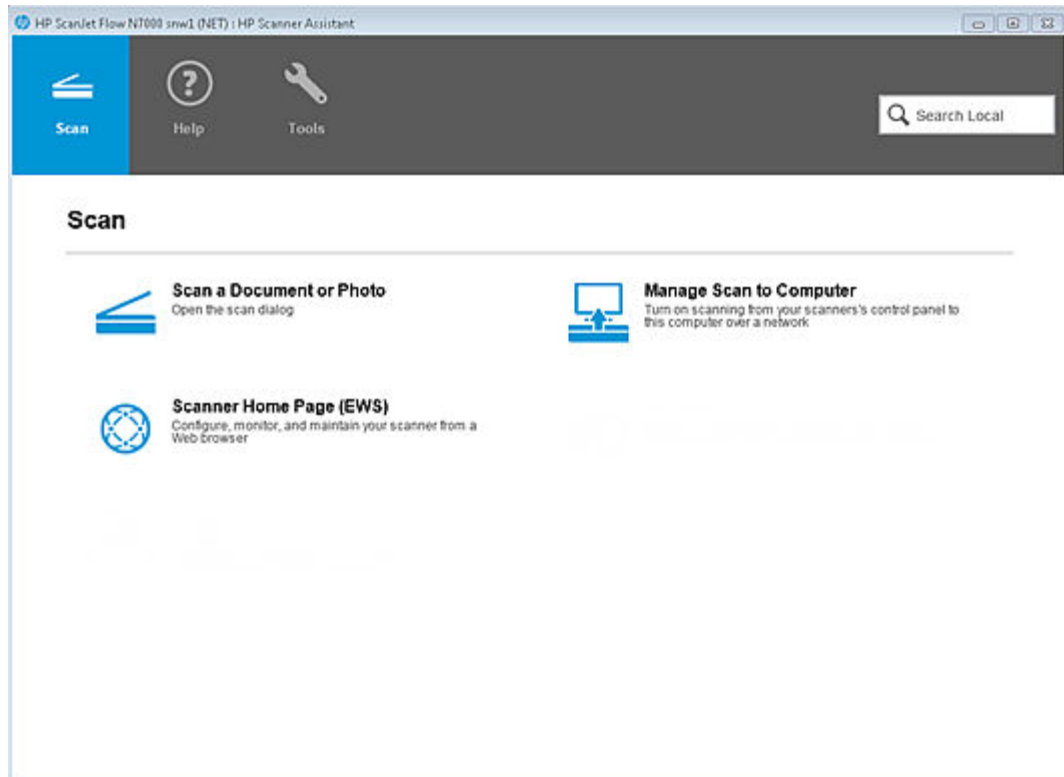
6. Adjust any settings as needed and select **Scan**.

## Edit the Scanned Document

After scanning pages, the preview window can be used to edit the scanned document.

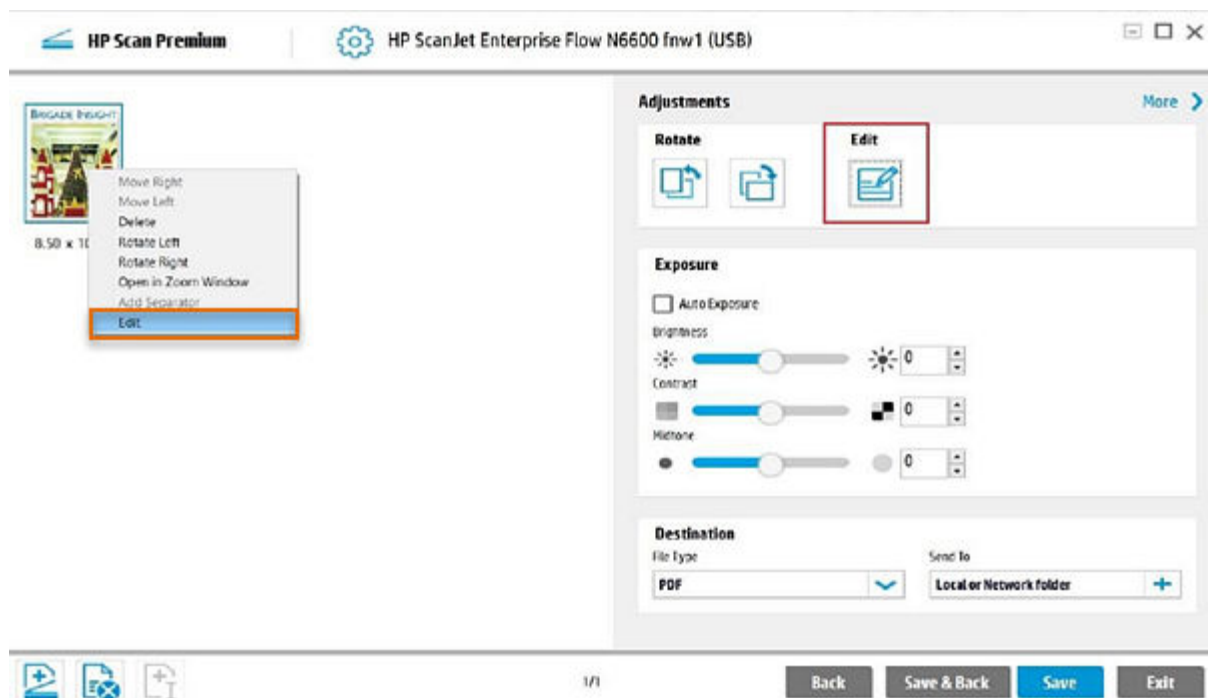
The scanned document can be edited using basic tools before saving it to the computer.

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, either click the **Edit** button in the right pane, OR right-click the scanned image thumbnail in the left pane and select **Edit**.



6. Use the image editing options to modify the scanned image.

-  - Markup icons are used to draw a free form line on the scanner image. Black, Blue, and Red colors will be available for drawing.
-  - Redaction icons are used to Black-out or White-out (erase) the contents on a scanned image.
-  - Highlight icon is used to highlight the contents on the scanned image.
-  - Undo / Redo icons are used to revert, or reapply, all edits made to the scanned document.

7. Adjust any settings as needed and select **Scan**.

## 6 Configure the HP Scan app


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

### Create a new Scan Shortcut

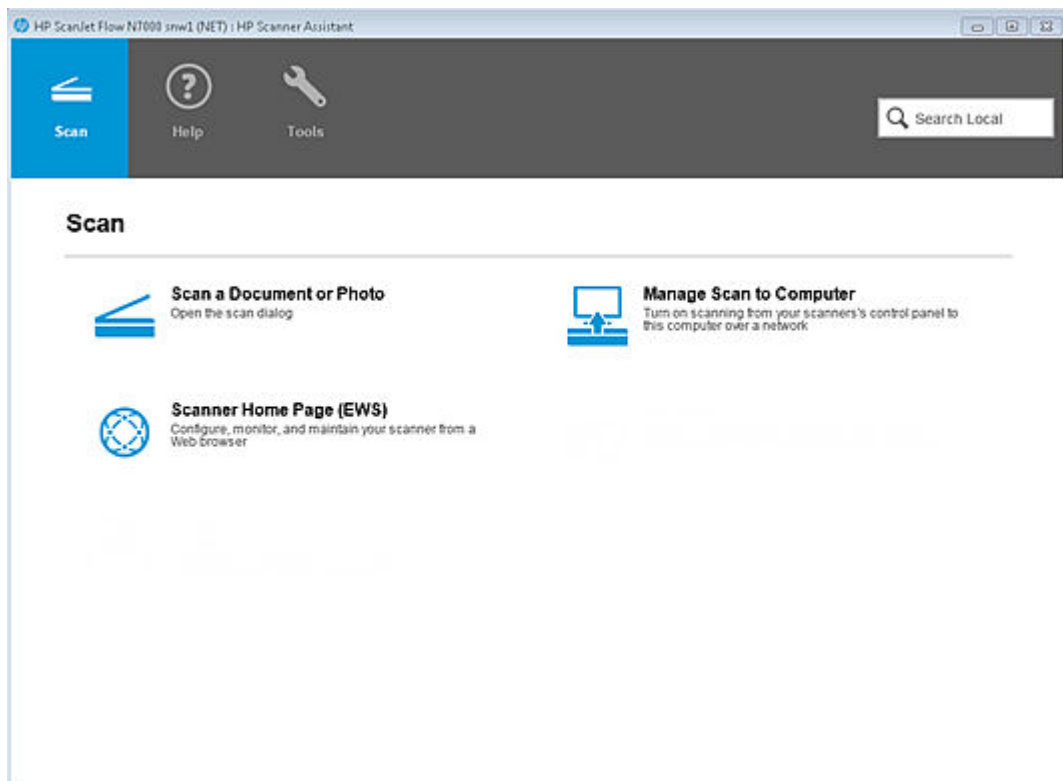
To add a new custom Scan Shortcut to the left pane of the home screen, follow these steps.

A custom or user defined Scan Shortcut is created by clicking the **Create New Scan Shortcut** button.


The shortcut is associated only with the specific scanner or scanning device. It includes the shortcut name, an associated icon, and a set of scan settings.

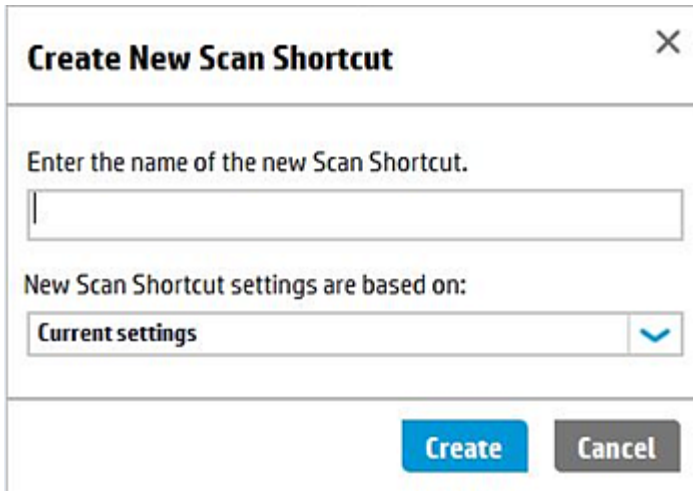
 **NOTE:** A maximum of 100 shortcuts including default shortcuts can be displayed in the left side of the HP Scan home screen under **Scan Shortcuts**.

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 128 characters or less (single-byte or double-byte). If a duplicate name error displays, select **OK** to return to the Create New Scan Shortcut dialog and modify the name.



**Create New Scan Shortcut** [X]


Enter the name of the new Scan Shortcut.

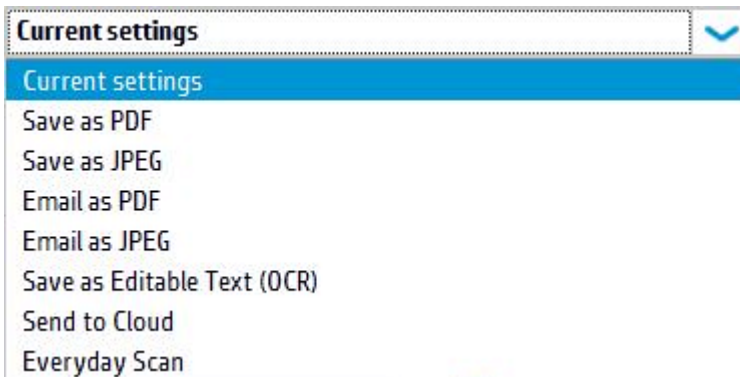
New Scan Shortcut settings are based on:

Current settings [v]

[Create] [Cancel]

4. Select either **Current settings** (to copy from current) or select any of the currently defined shortcuts from the list. This selection will define the initial settings for the new shortcut.

 **NOTE:** By default, new shortcuts are created based on the selected **Current settings** shortcut type (the settings associated with that shortcut type will be the initial settings for the new shortcut). There is no “create brand new shortcut” option that will create a static default set of settings. To change the settings, select from any of the currently defined shortcuts in the drop-down list, and then edit the settings after you finish creating the new shortcut.




Current settings [v]

- Current settings
- Save as PDF
- Save as JPEG
- Email as PDF
- Email as JPEG
- Save as Editable Text (OCR)
- Send to Cloud
- Everyday Scan

5. Select **Create**.

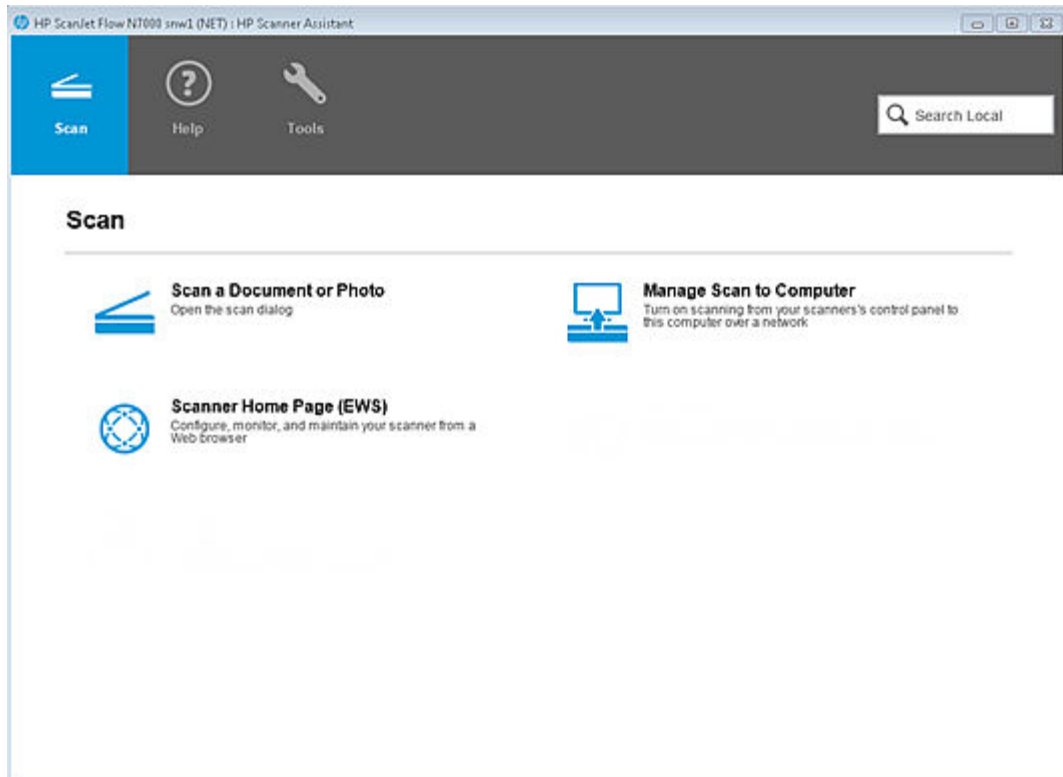
A new shortcut is created with a default icon and displays at the top of the Scan Shortcuts list in the left pane. The newly created shortcut is now the selected shortcut.

 **NOTE:** The new shortcut icon is assigned 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.

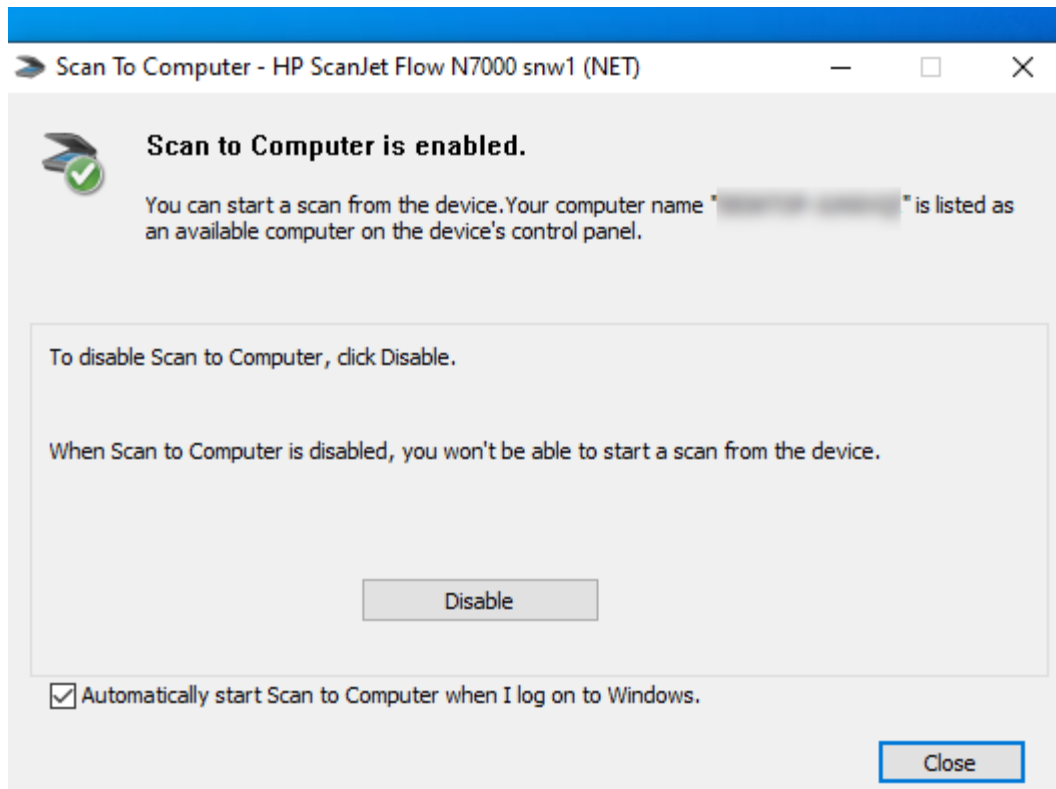


2. On the **Scan** tab, select **Manage Scan to Computer**.

 **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 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.

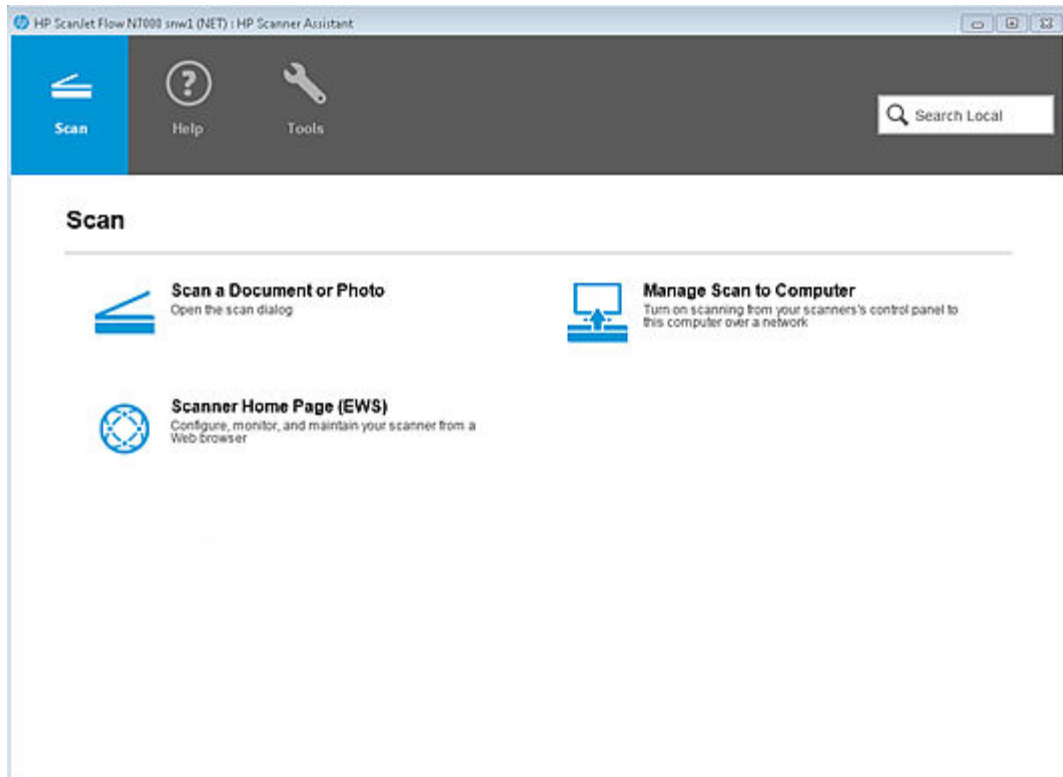
**Scan To USB** is an option that can be enabled on the scanner control panel. To enable this feature, use the HP Scan app.

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 **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.

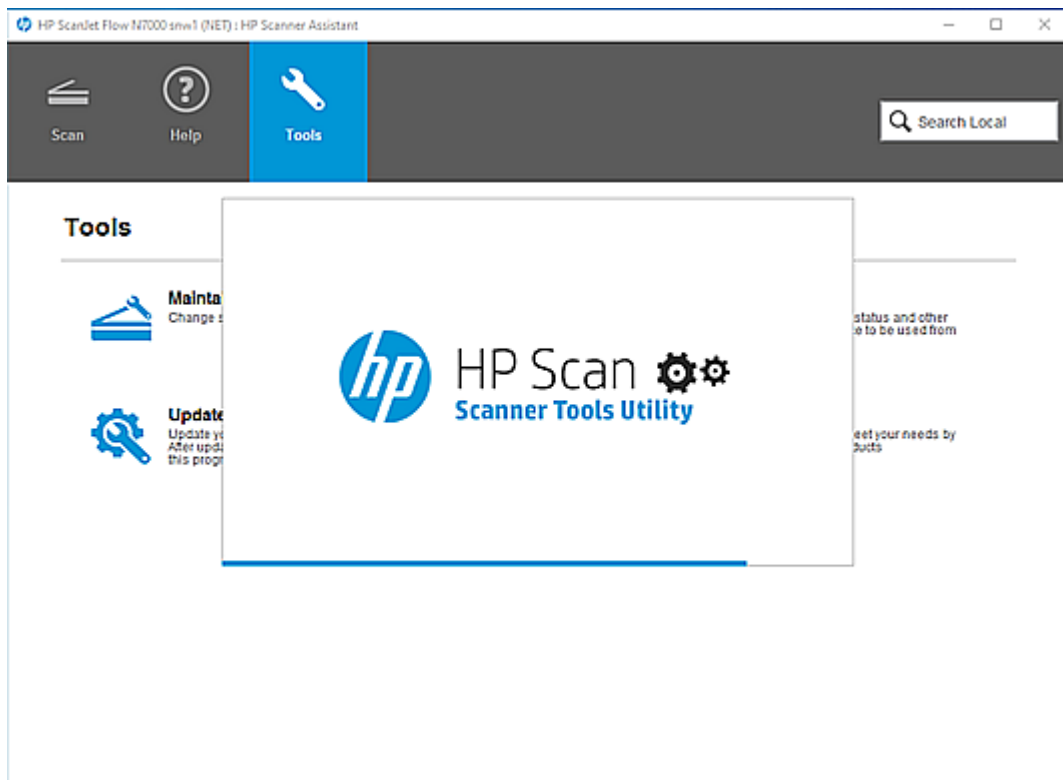
---

1. Open the HP Scan app.



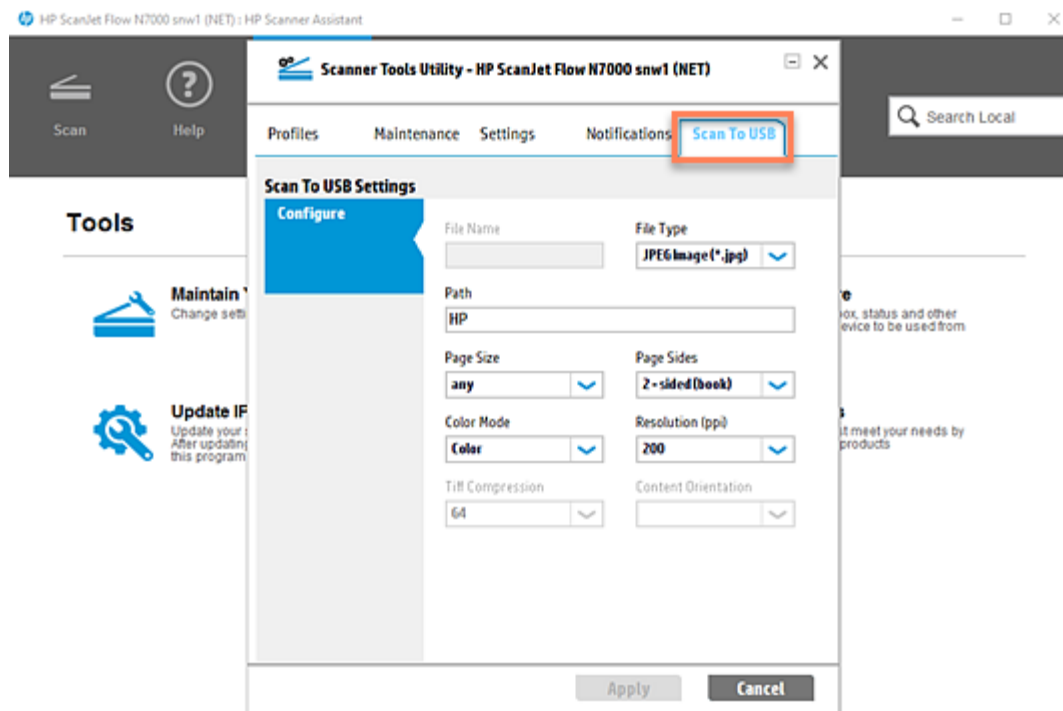
2. Select **Maintain Your Scanner**.

The Scanner Tools Utility opens.





3. Enable the **Scan to USB** feature.
4. Select the **Scan to USB** tab.

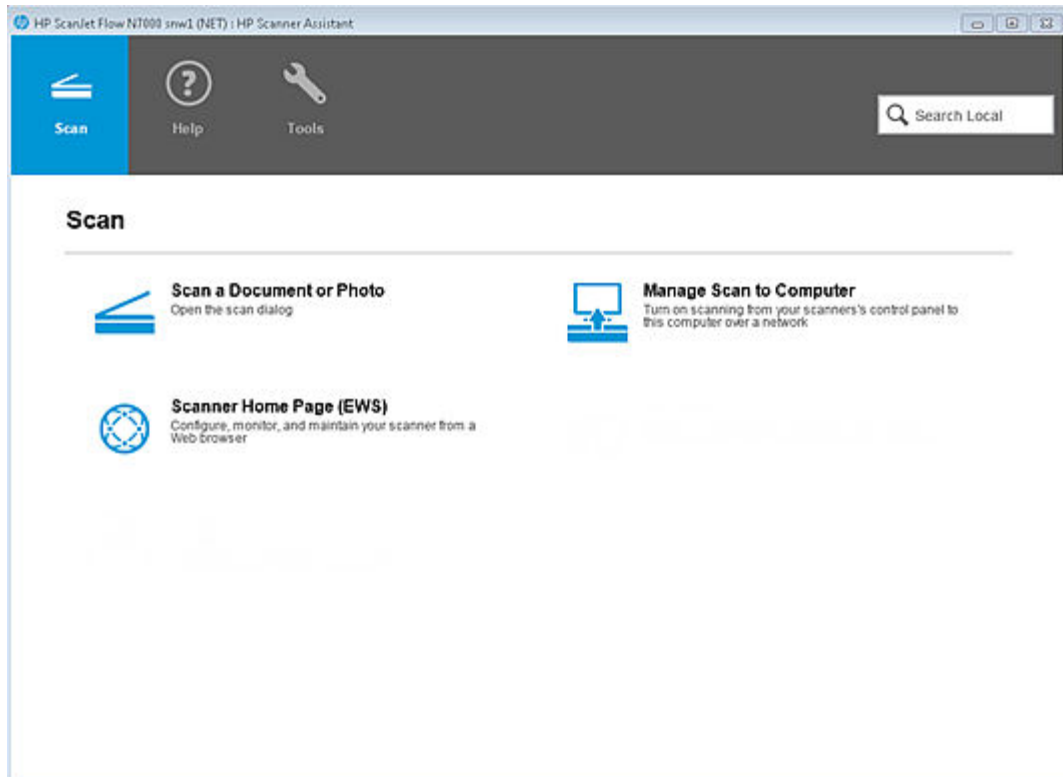


5. Select the **Scan to USB** settings and click **Apply**.

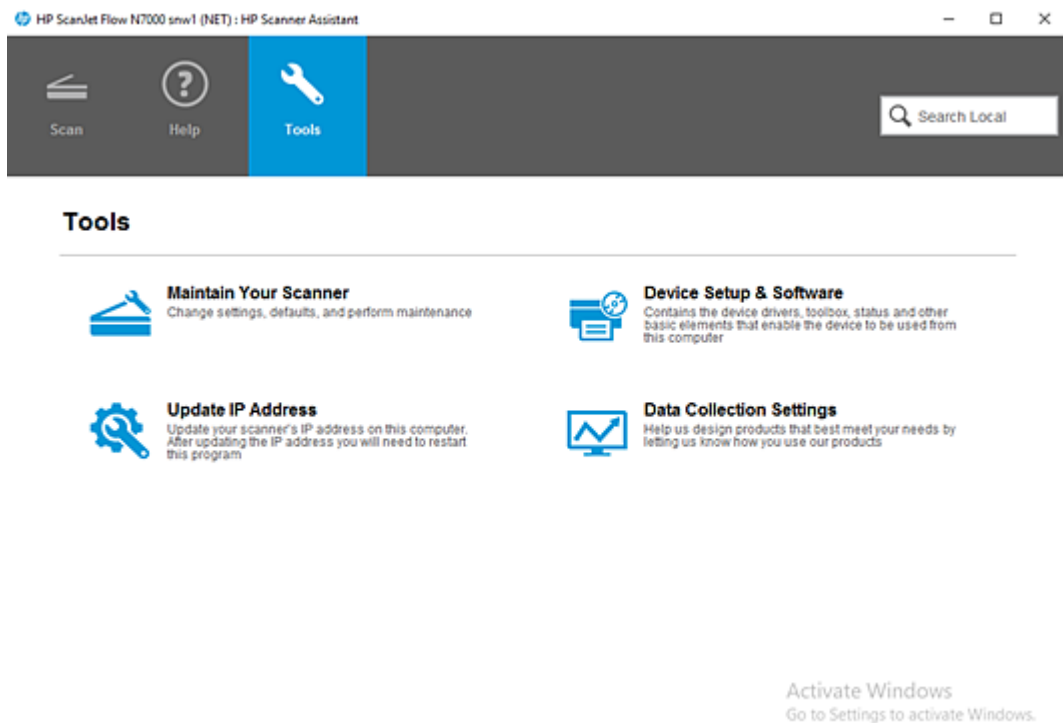
## Change the scanner IP address

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**.
5. Close the HP Scan app, and then reopen it to apply the change.


## 7 Multiple Zonal Data

The Multiple Zonal Data feature allows user to create multiple zones in scanned images. Learn how to create multiple scan zones and other features using the HP Scan app.

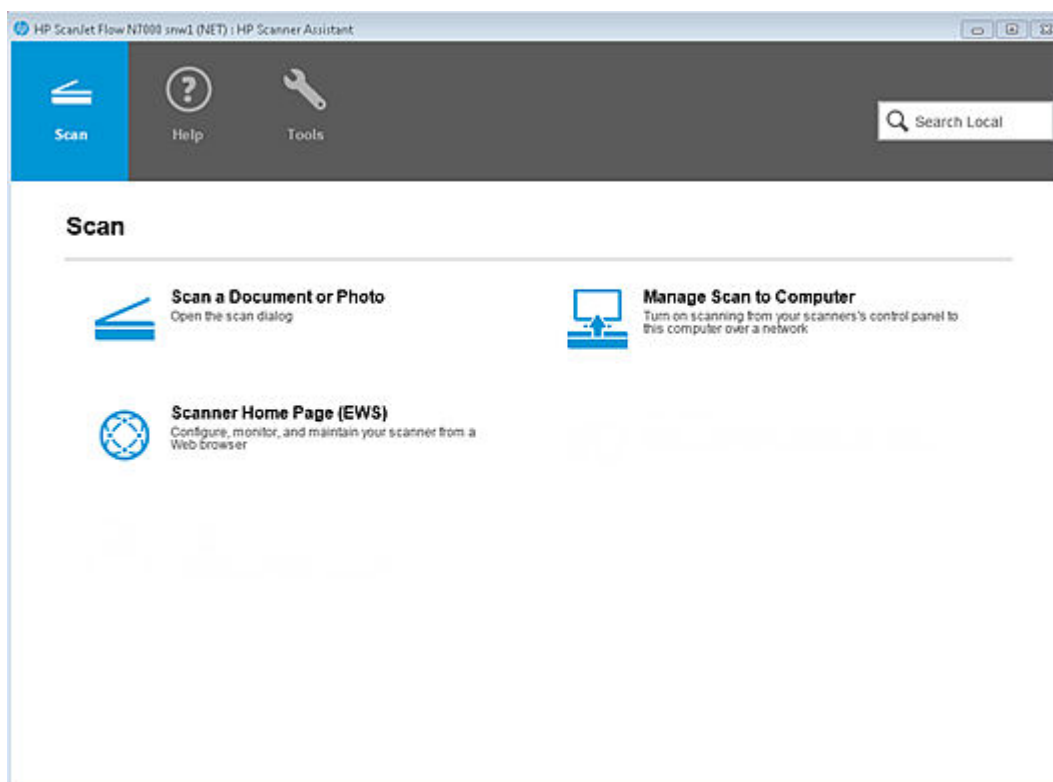
### Creating Multiple Zonal Data

To scan a document and create multiple scan zones, use the **Create/Edit Zone** option in the HP Scan app.

Follow these steps to create multiple scan zones.

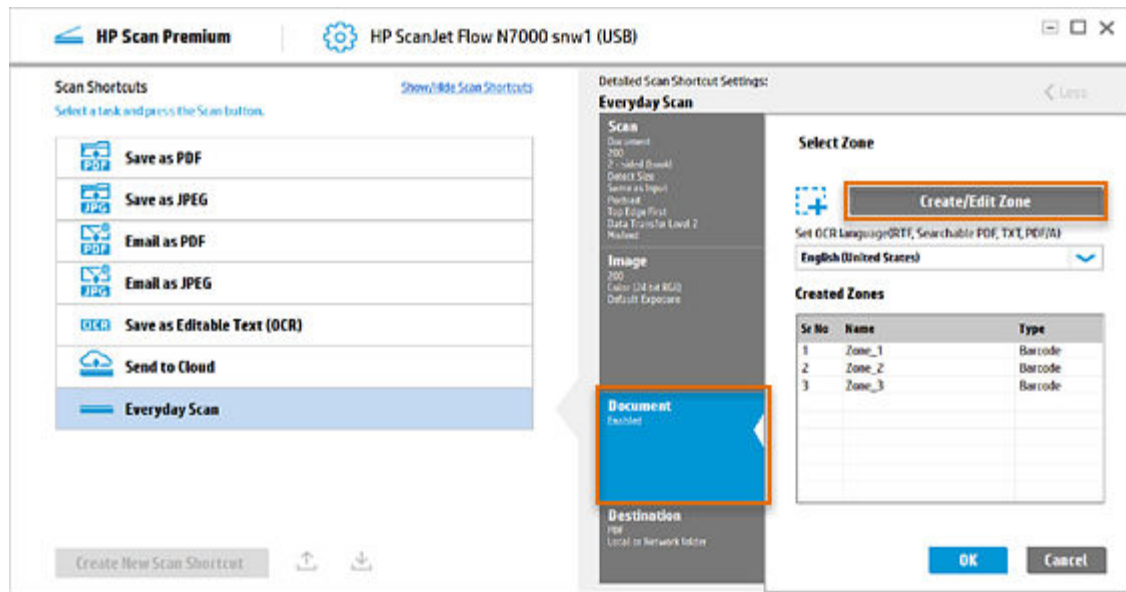
 **NOTE:** This feature is available in the Enterprise Edition only.

1. Open the HP Scan app.

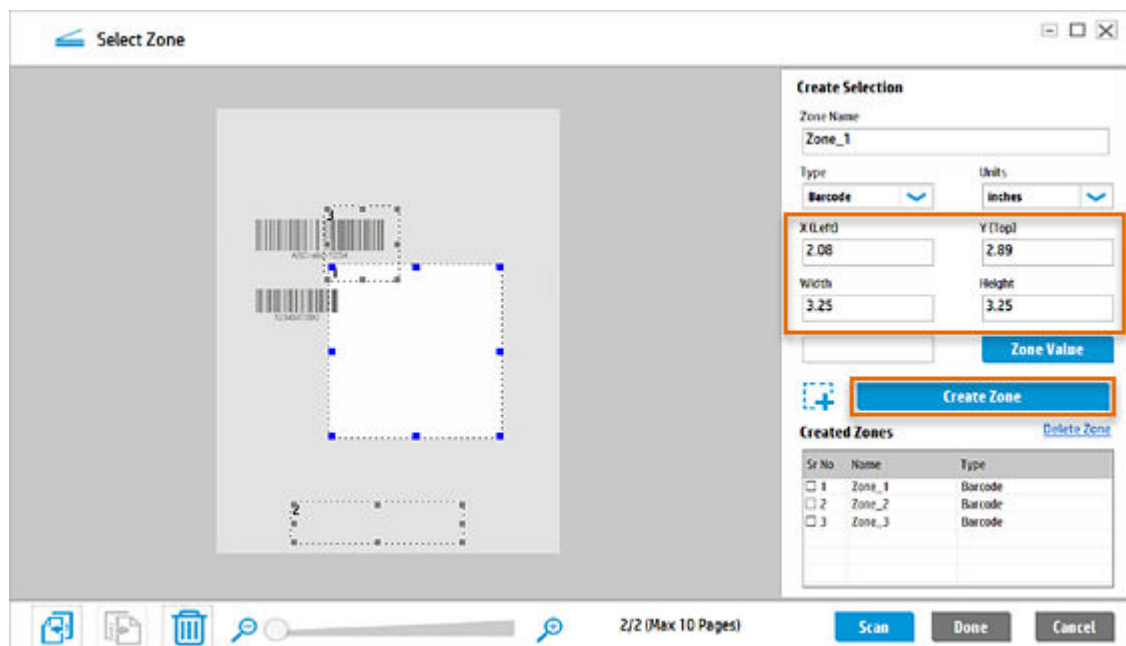


2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. On the scan interface home screen under Scan Shortcuts, select a shortcut such as **Everyday Scan**.

- In the right pane, select the **Document** tab, and then click the **Create/Edit Zone** button.



- Click the **Create Zone** button or use the **X**, **Y**, **Width**, and **Height** coordinates to draw a new zone on the scanned preview image, and then add the new zone to the **Created Zones** list. Repeat for any additional zones.



- To adjust an existing zone, manually adjust the coordinates in the **X**, **Y**, **Width**, and **Height** fields.
- Select **Scan** or **Done**.

# Save a scan zone with the OCR text and Bar code values in the file name

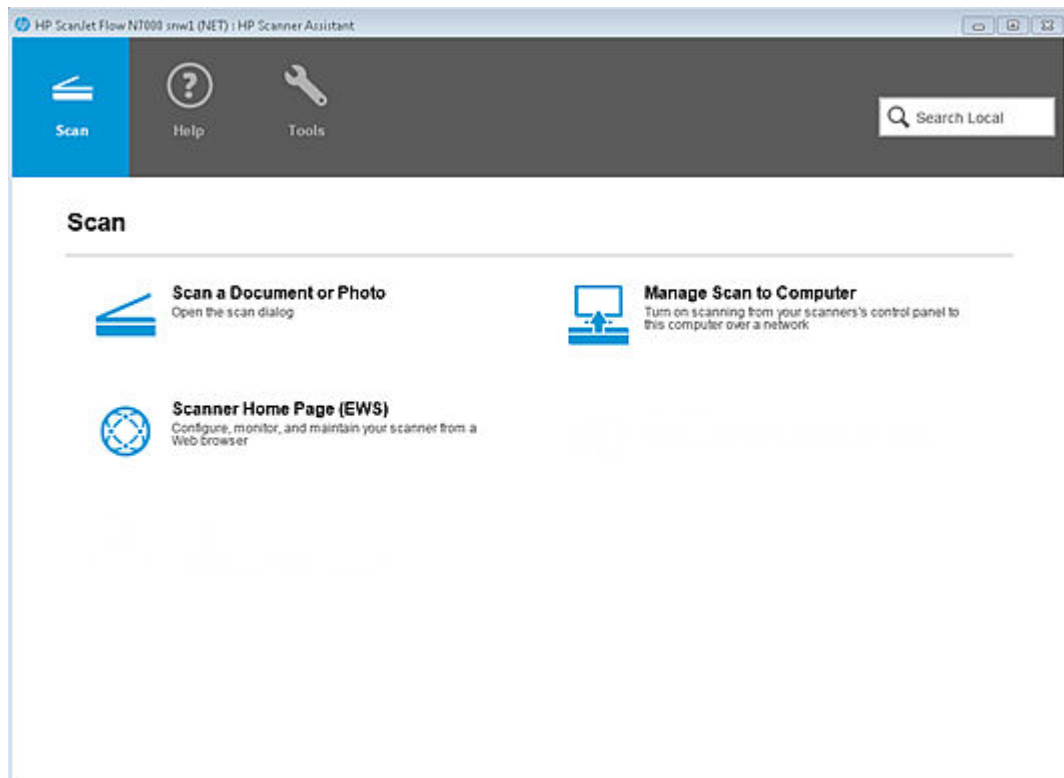
Learn how to auto-generate a file name with OCR text or Bar code values for the scanned zone using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to auto-generate a file name with OCR text or Bar code values for the scanned zone(s).



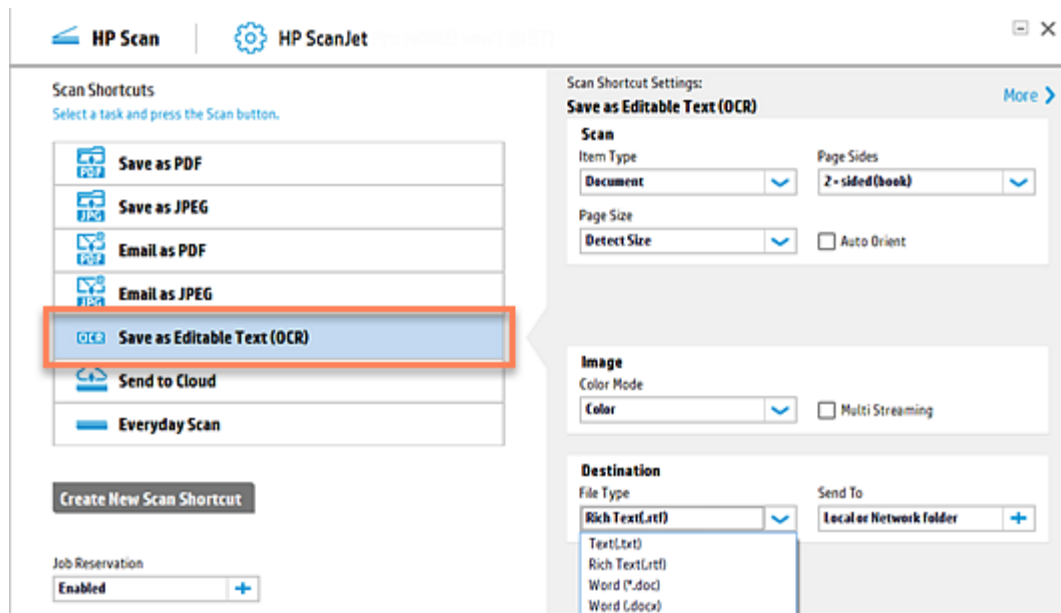
**NOTE:** This feature is available in the Enterprise Edition only.

1. Open the HP Scan app.

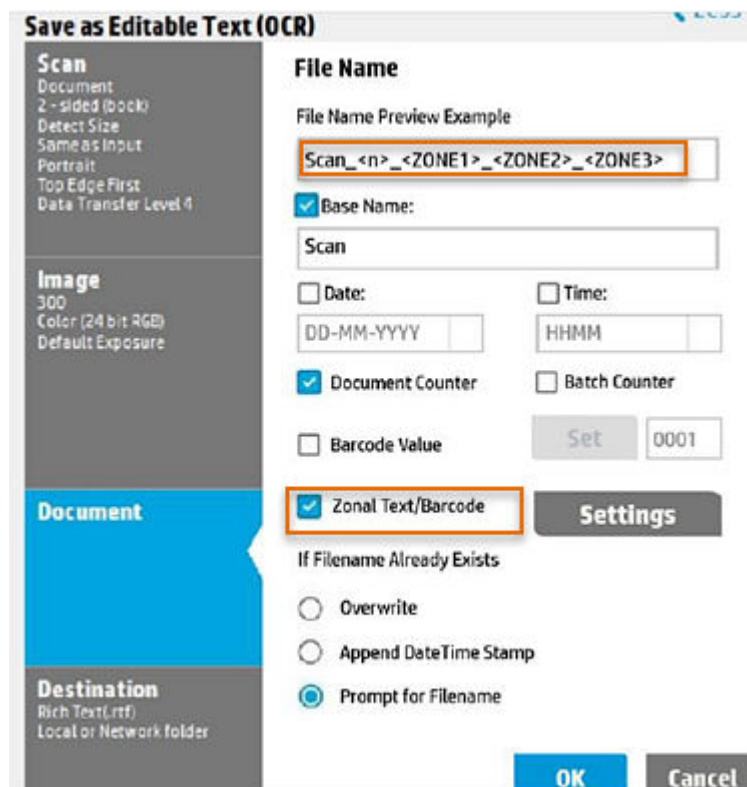


2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.

- On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.




- Select the **Document** tab in the right pane and click **More** in the upper right pane.
- In the right pane under the **File Name** section, view the auto-generated name in the **File Name Preview Example** field.



- Click the **Settings** button to adjust the selected zones and file naming information.

8. Select the **Zonal Text/Barcode** check box.


 **NOTE:** The scanned pages are saved with information from the selected zones including a zonal OCR/barcode value. If there is no zonal OCR/Barcode provided, then the **Zonal Text/Barcode** check box will be disabled.

9. When finished, select **OK**.

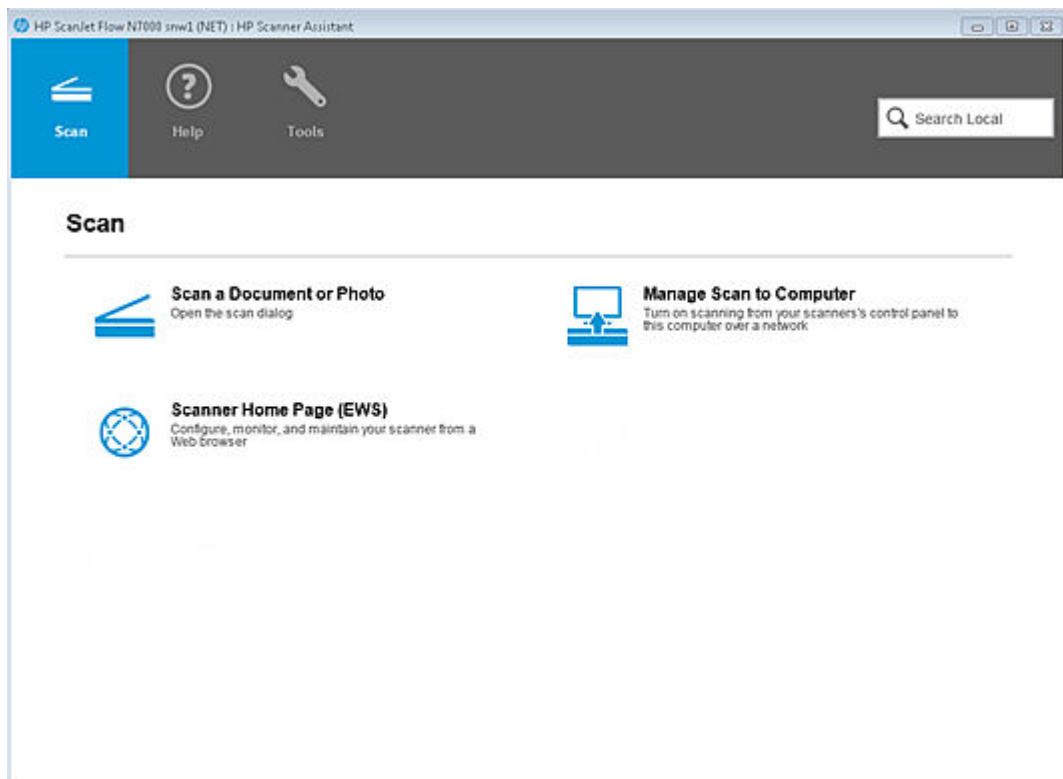
## Save a scan zone to a folder auto-named with OCR text and Bar code values

Learn how to save the scan to a local or network folder auto-named with OCR text or Bar code values using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to auto-generate a local or network folder name with OCR text or Bar code values for the scanned zone(s).

 **NOTE:** This feature is available in the Enterprise Edition only.

1. Open the HP Scan app.



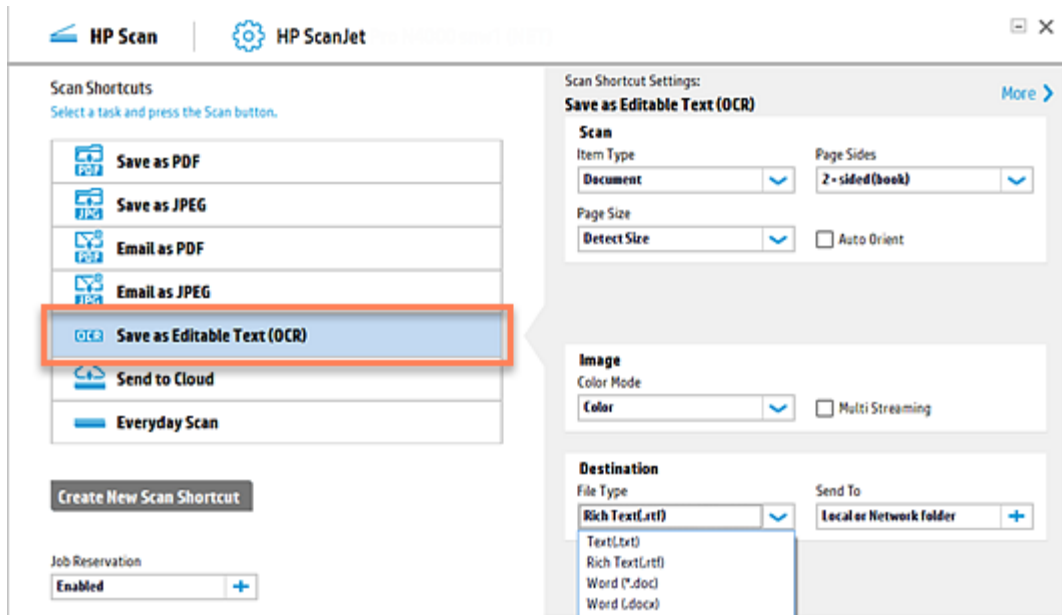
2. On the **Scan** tab, select **Scan a Document or Photo**.

The scan interface opens.

3. Place a set of documents in the document feeder or on the scanner flatbed.



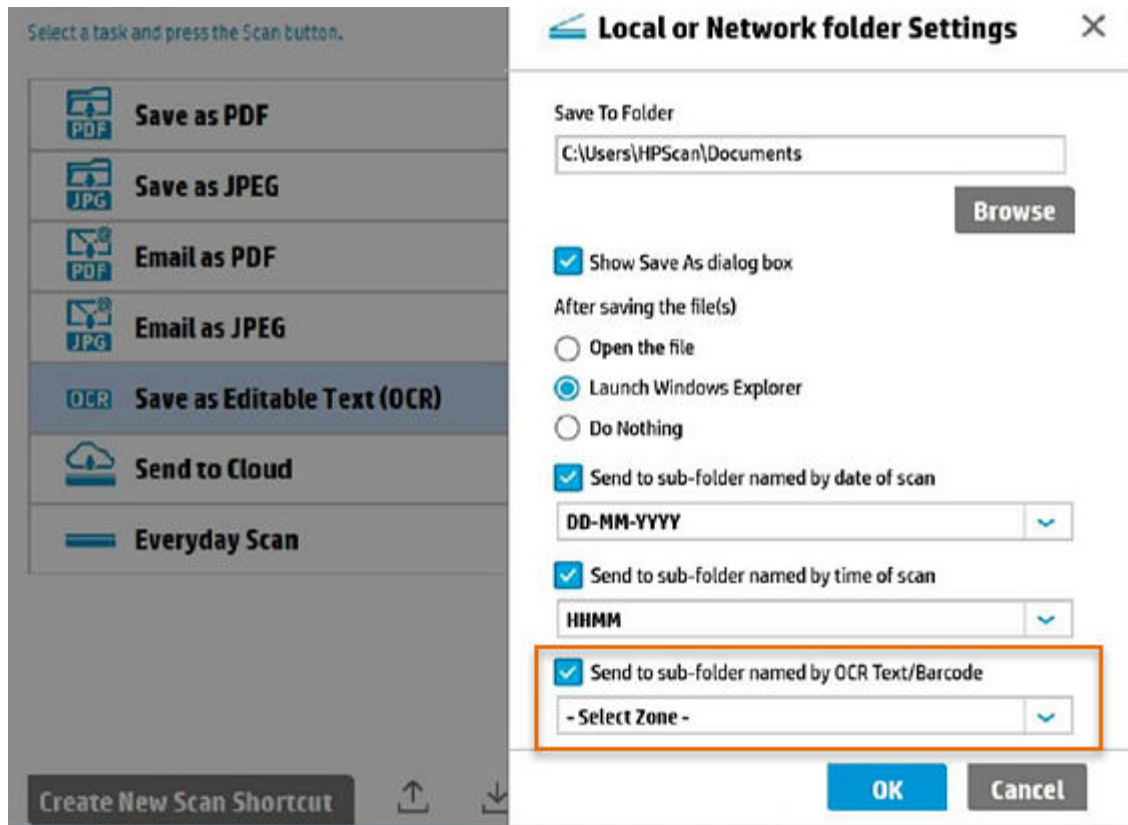
4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.



5. In the right pane under the Destination section, use the **Send To** "+" icon to select **Local or Network Folder**. The Local or Network folder Settings dialog opens.
6. Browse to and select the folder location/name where you want to save the scan, and select the folder format.
7. Select the **Send to sub-folder named by OCR Text/Barcode** check box, and then select a zone from the **Select Zone** list.



**NOTE:** The **Select Zone** list is enabled only when **Send to sub-folder named by OCR Text/Barcode** check box is selected.




8. When finished, select **OK**.

The scanned pages are saved in a folder named with information from the selected zone including the zonal OCR/barcode value.

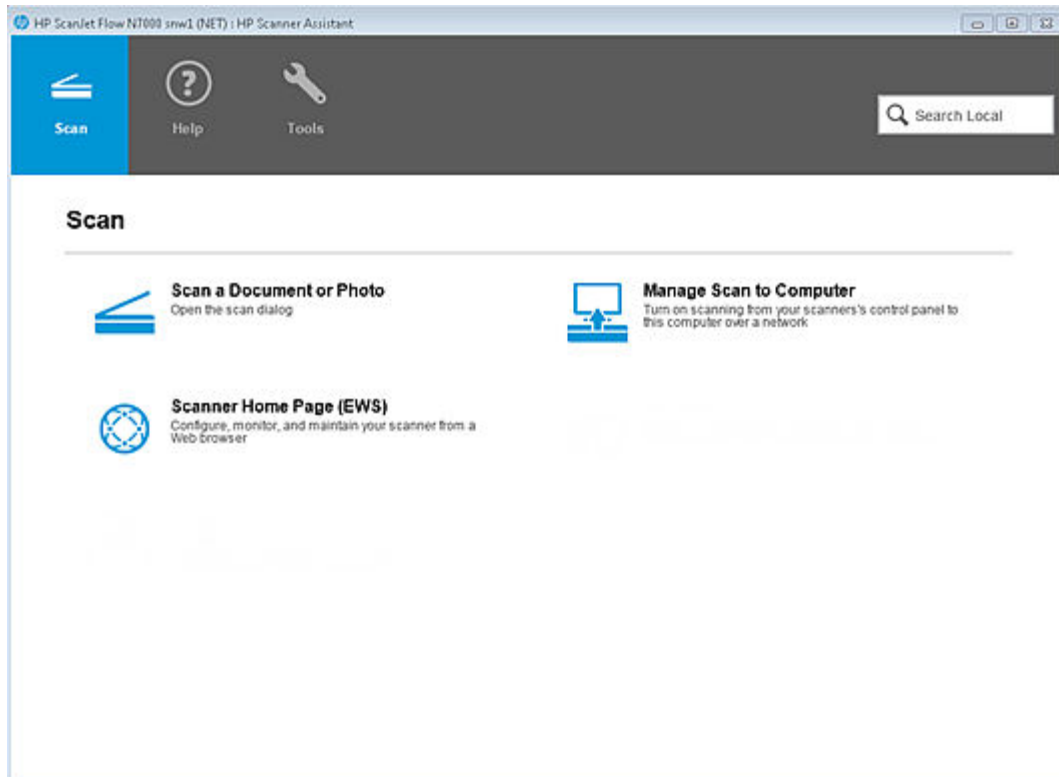
## Parse scan zones into separate documents

Learn how to parse scan zones into separate documents using the Multiple Zonal Data feature in the HP Scan app.

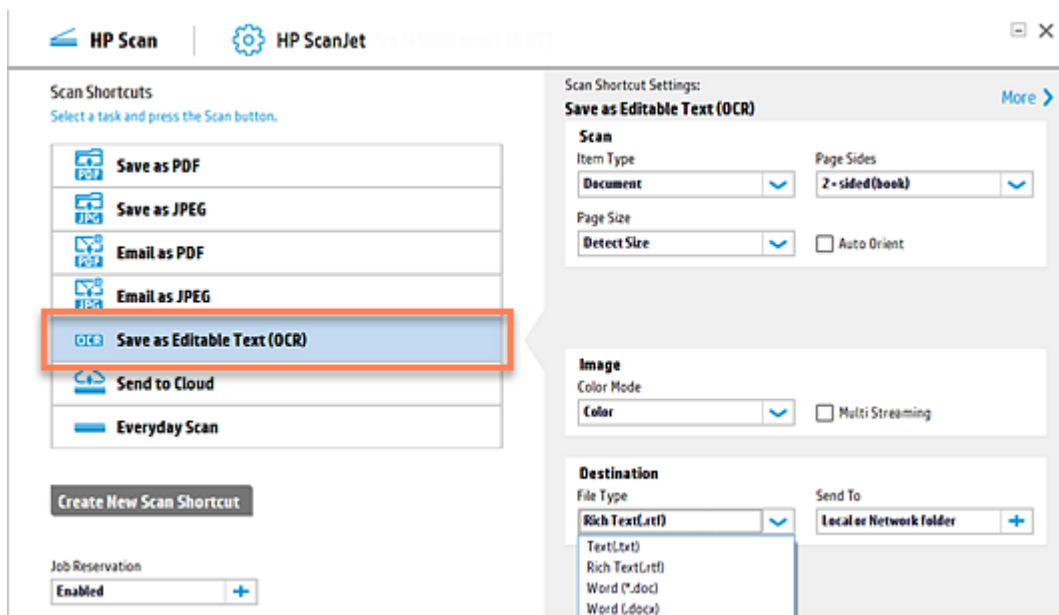
Follow these steps to create separate documents by scan zone.

 **NOTE:** This feature is available in the Enterprise Edition only.

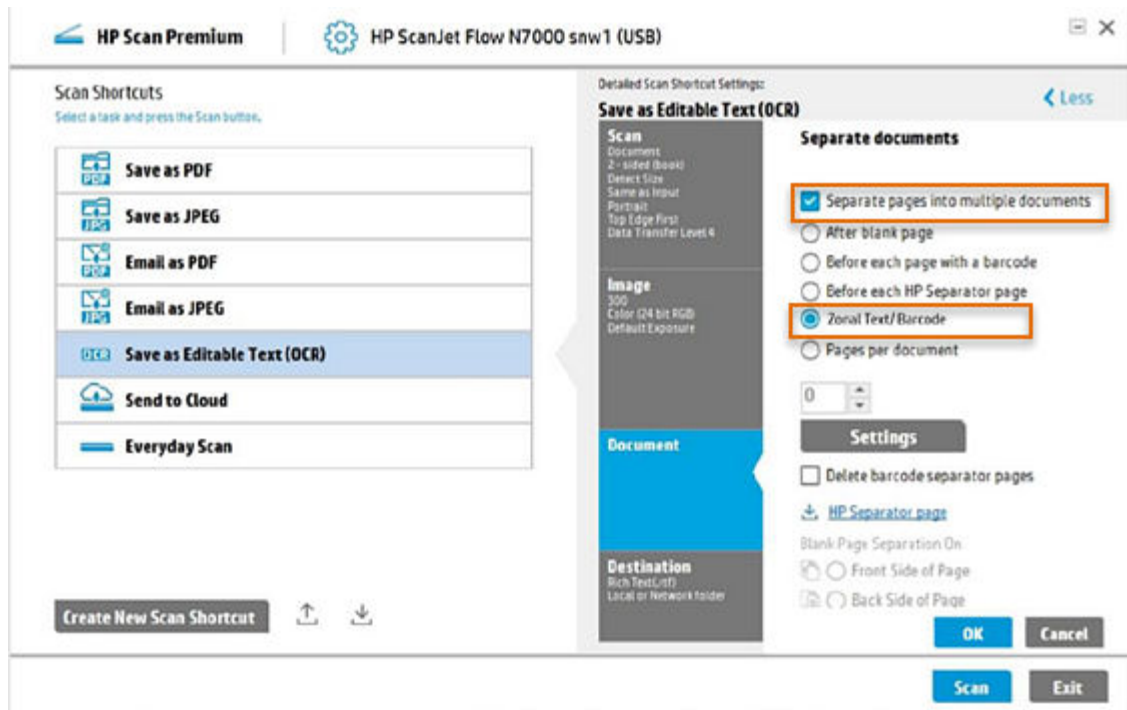
1. Open the HP Scan app.



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 the **Save as Editable Text (OCR)** shortcut.

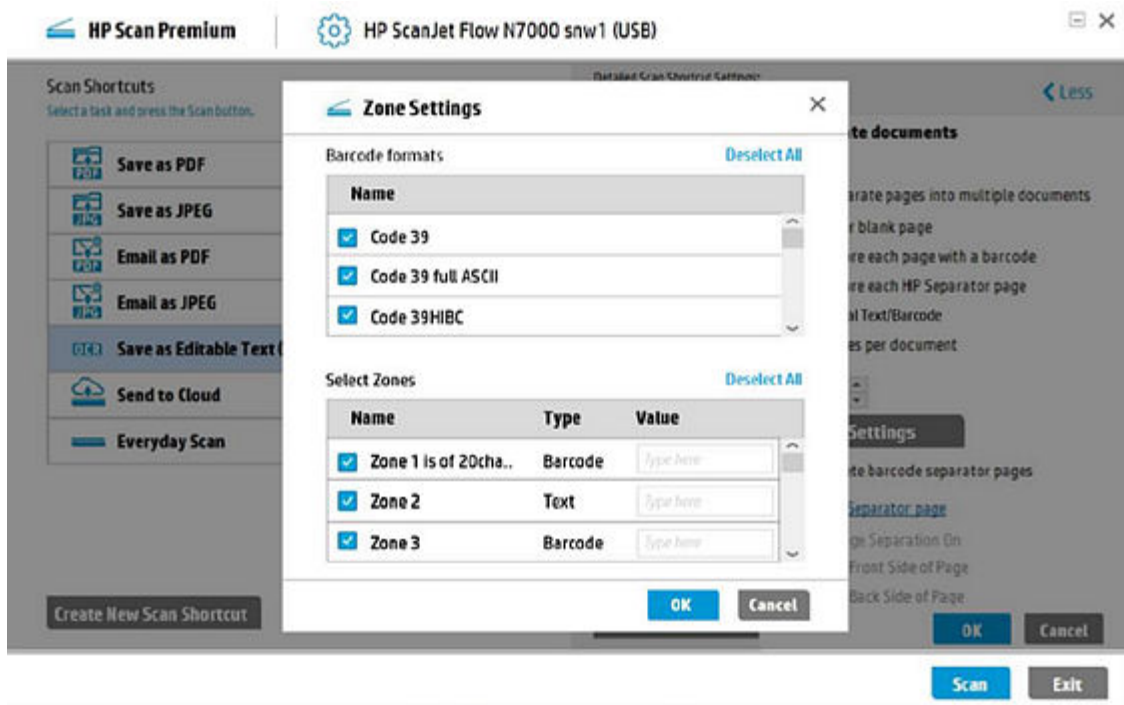


5. Select the **Document** tab in the right pane and click **More** in the upper right pane.
6. In the right pane under **Separate documents**, select the **Separate pages into multiple documents** check box and the **Zonal Text/Barcode** option.



7. Click the **Settings** button to open the zone settings dialog.
8. In the **Zone Settings** dialog, select the Barcode format(s) and the Zones.

**NOTE:** By default, all specified formats will be selected. To add a document separator, under the **Select Zones** section, enter a separator value in the **Value** column for the selected zone.



9. When finished, select **OK**.

The scanned pages are parsed into separate documents according to the selected zones and any defined page separators.

## Save bar code and zone metadata to an XML file

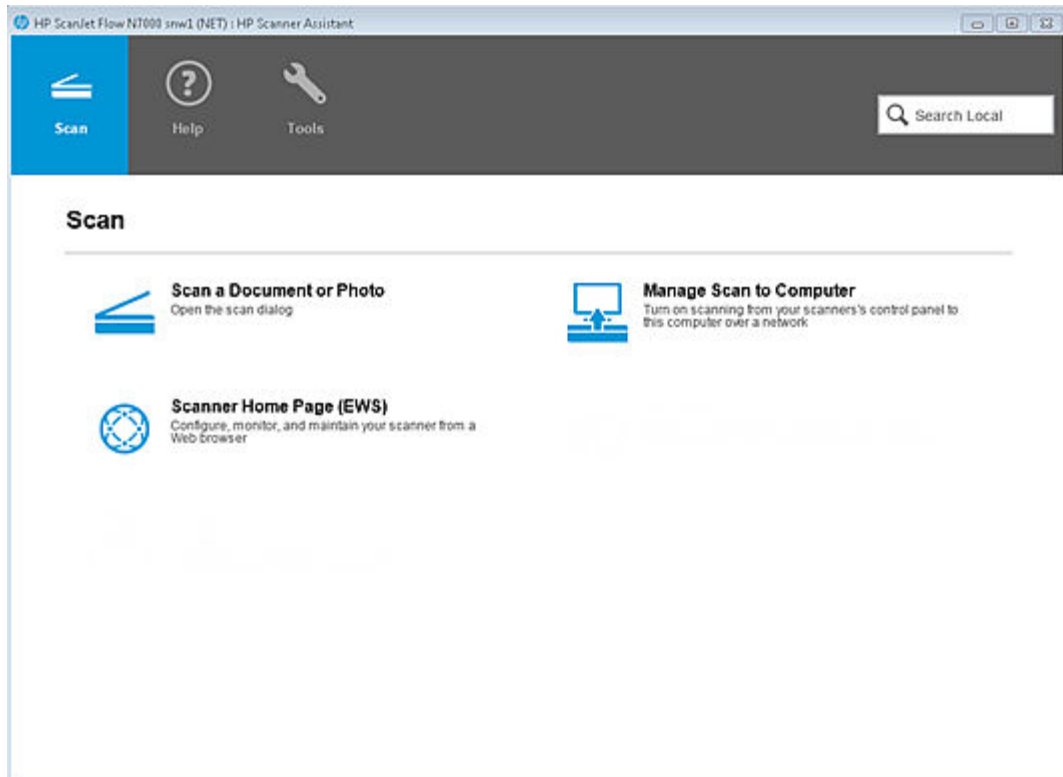
Learn how to generate and save bar code and zone metadata to scanned files using the Multiple Zonal Data feature in the HP Scan app.

Follow these steps to apply bar code or scan zone metadata to scans.

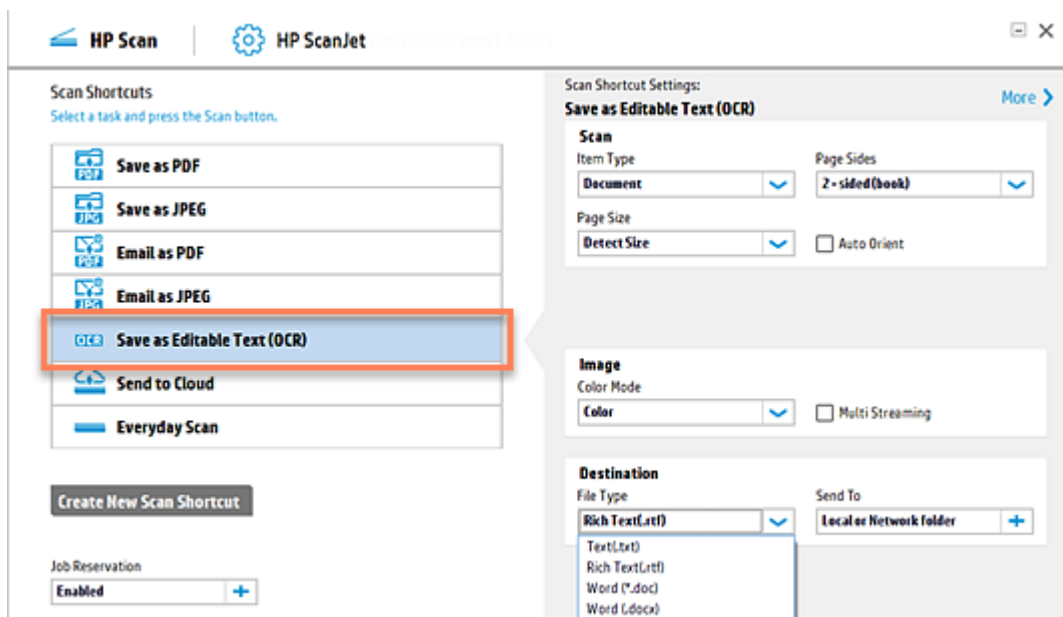


**NOTE:** This feature is available in the Enterprise Edition only.


1. Open the HP Scan app.

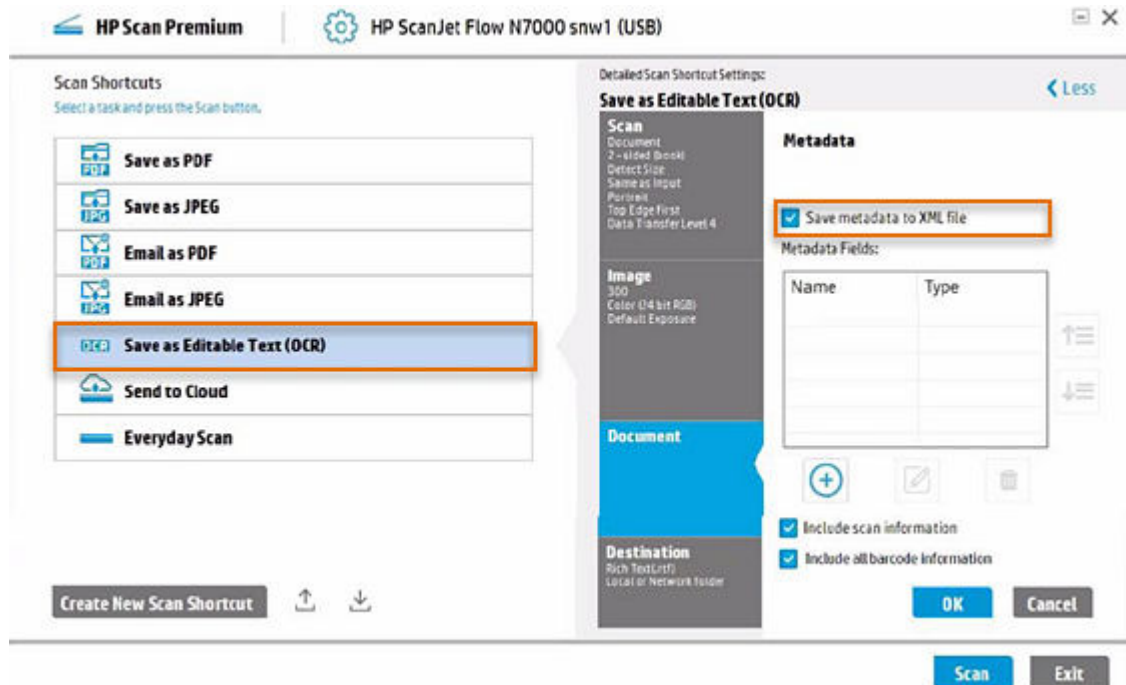


2. On the **Scan** tab, select **Scan a Document or Photo**.  
The scan interface opens.
3. Place a set of documents in the document feeder or on the scanner flatbed.
4. On the scan interface home screen under Scan Shortcuts, select the **Save as Editable Text (OCR)** shortcut.



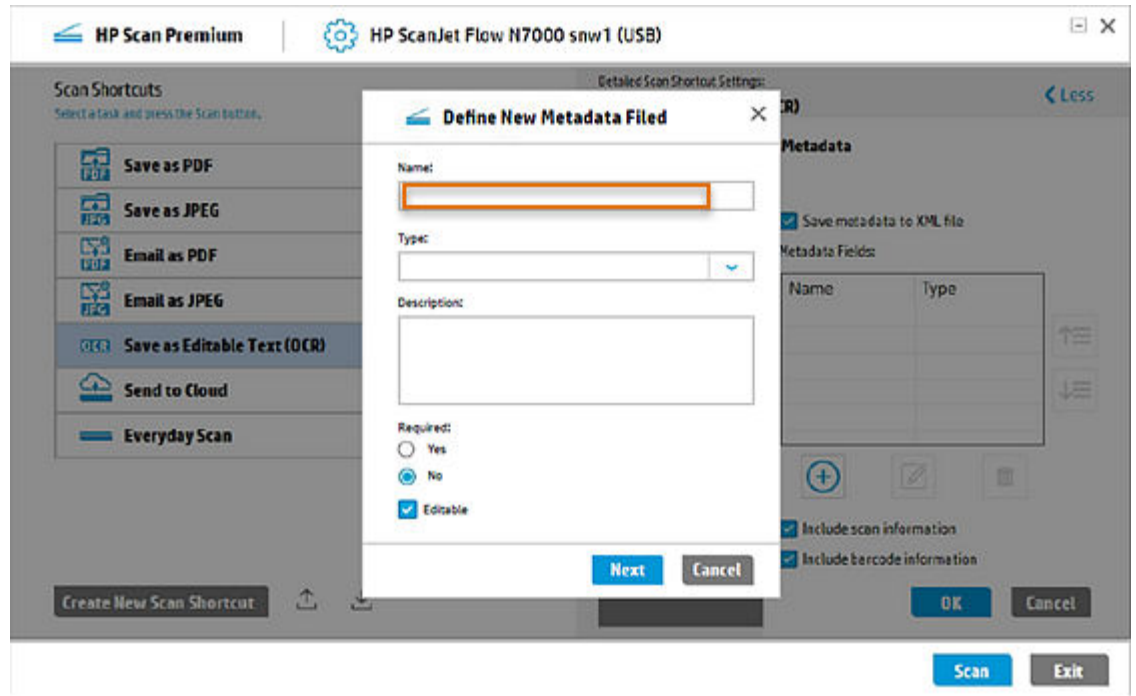
5. Select the **Document** tab in the right pane and click **More** in the upper right pane.
6. In the right pane under **Metadata**, select the **Save metadata to XML file** check box and the **Include all barcode information** check box.

 **NOTE:** By default, all barcodes in the page will be included in the metadata file. If the **Include all barcode information** check box is selected, then the details of the selected barcode will also be included in the metadata file. You can also select the **Include scan information** check box to include additional scan details.



7. Click the '+' icon and add a metadata field to the table.

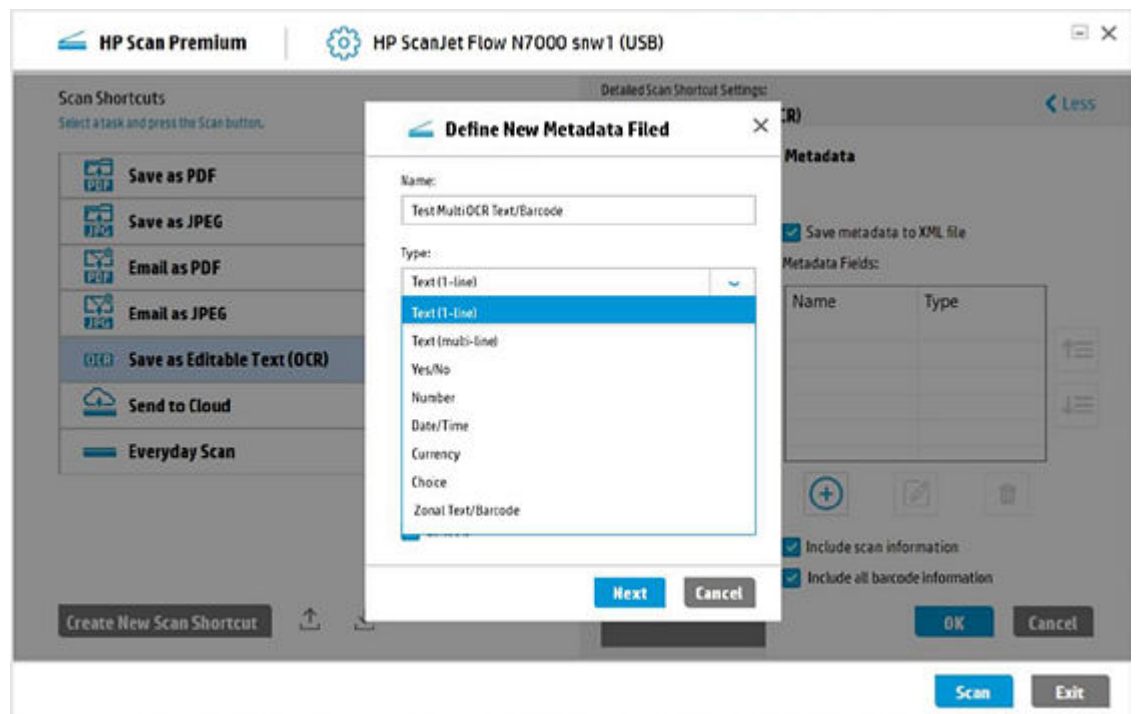
- a. In the **Define New Metadata** dialog, type a **Name** for the new field.



- b. Select the (OCR) **Zonal Text/Barcode** option as the metadata type in the **Type** list.



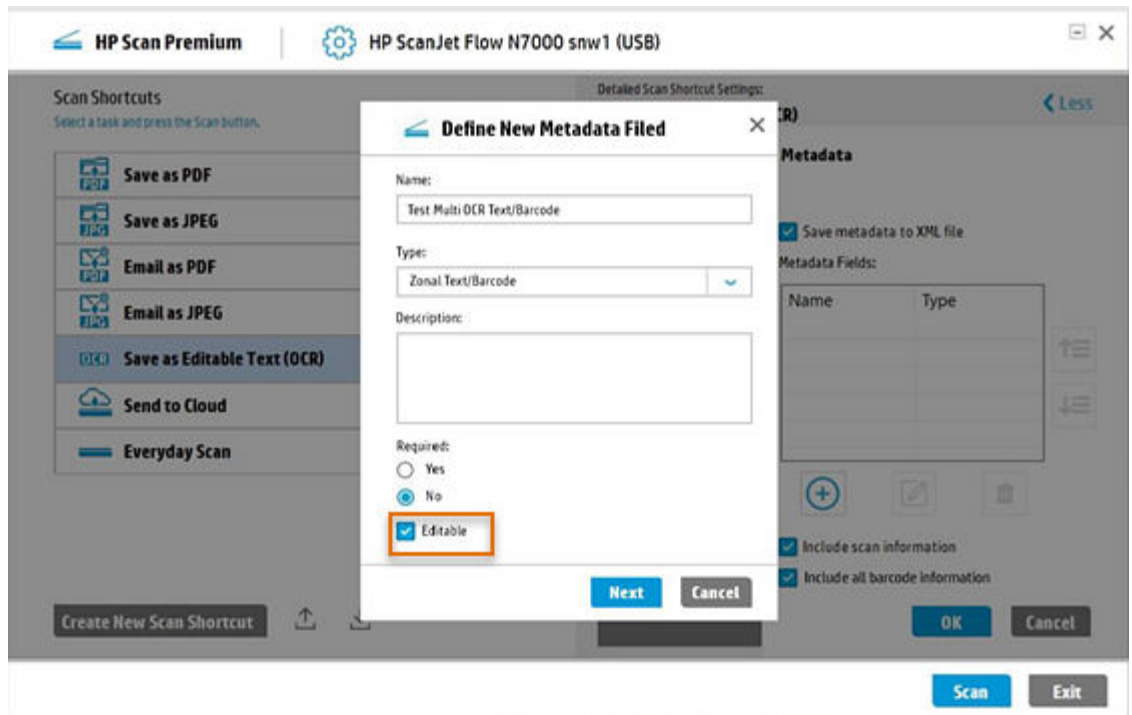
**NOTE:** The **Type** list is available only if one or more zones are *created*. Also, the metadata will only contain OCR Zonal Text/Barcode values if a zone is *selected*. When multiple zones are created and selected, multiple zone OCR values will be saved in the metadata file.



- c. Type a metadata zone Description if desired.



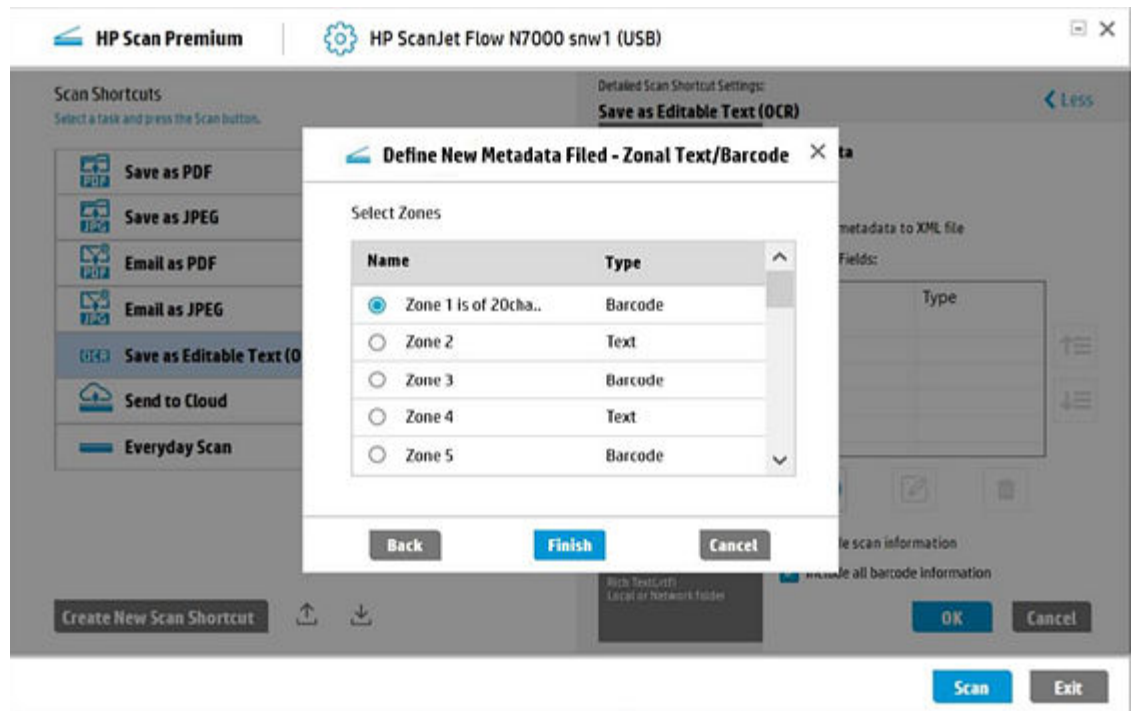
- d. Select the **Editable** check box (if you want the different metadata type values to be editable after created).



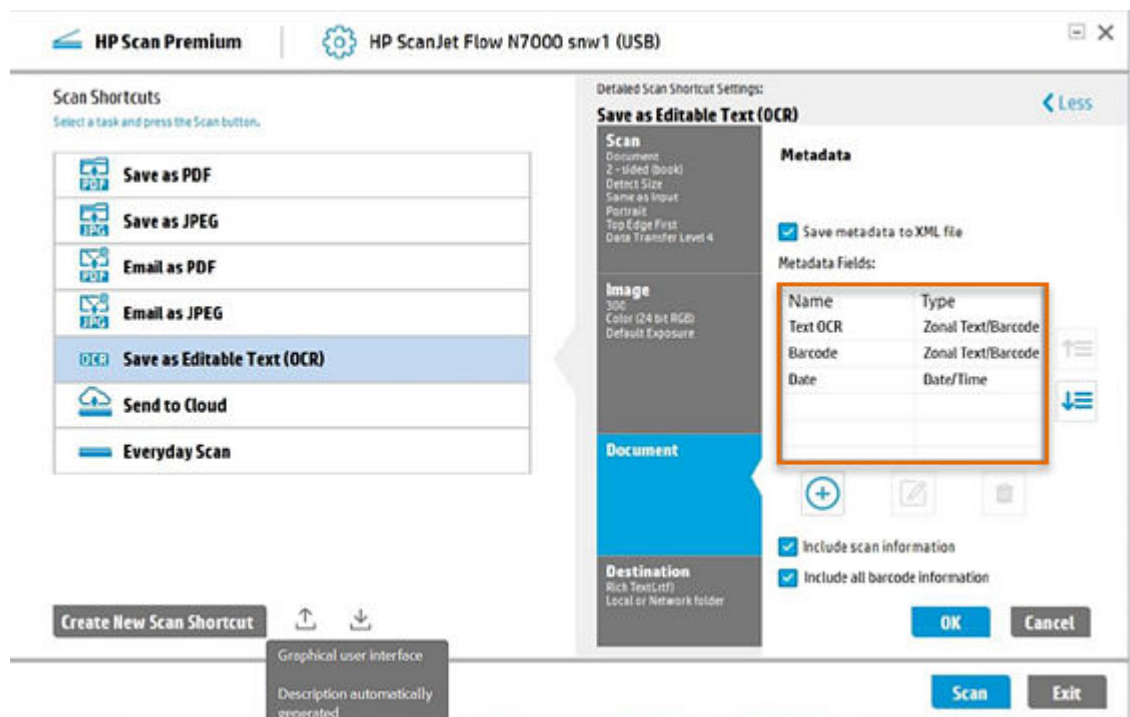
- e. Click **Next** to open the **Settings** dialog where a list of the created zones of Text and Barcode types along with the zone name and zone type is displayed.
- f. Select the zone you want included in the metadata file and click **Finish**.



**NOTE:** Only one zone can be selected at a time. If the **Include All barcode information** check box is selected, then all barcode details are saved in the metadata file.



The defined metadata field for Zonal Text/Barcode type is added to the **Metadata Fields** table.



8. Repeat the steps above for each metadata field for each zone that you want included in the table.
9. When finished, select OK.

## 8 Manage Shortcuts

Learn how to 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

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

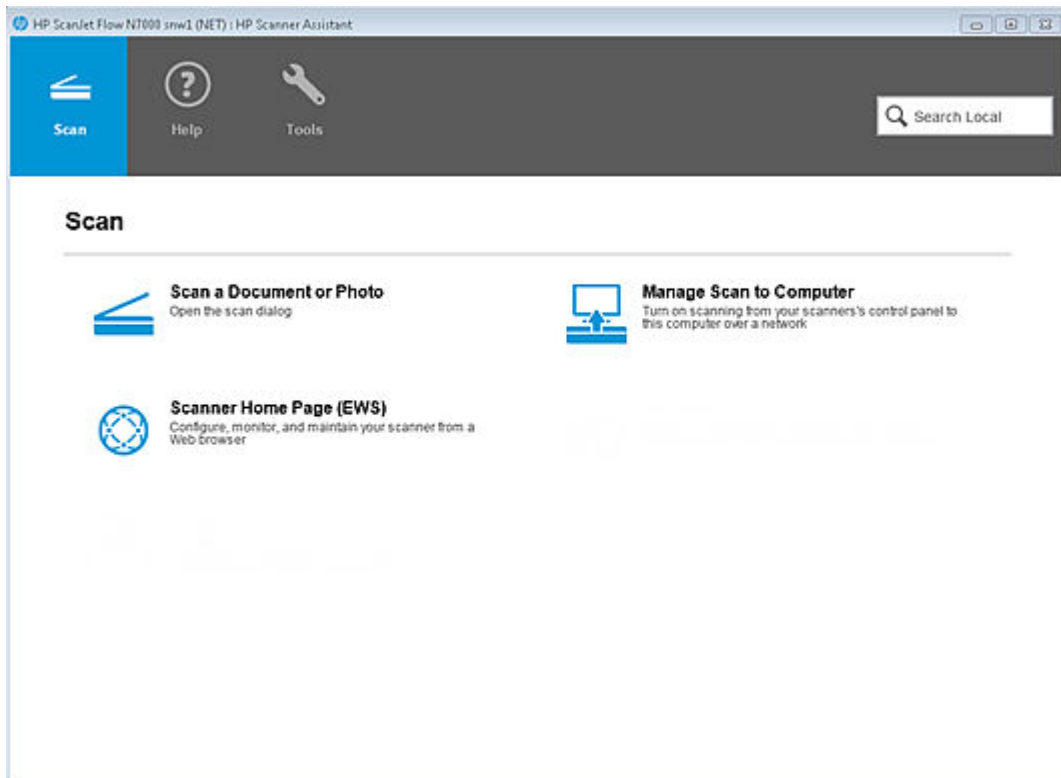
A custom or user defined Scan Shortcut is created by clicking the **Create New Scan Shortcut** button.

The shortcut is associated only with the specific scanner or scanning device. It includes the shortcut name, an associated icon, and a set of scan settings.




**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**.

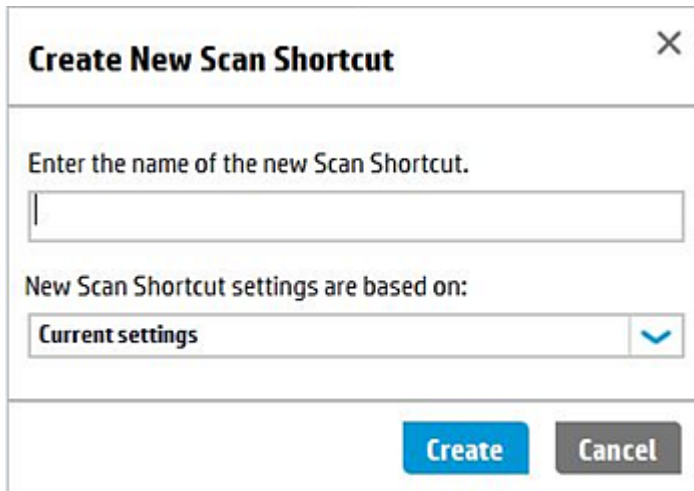
1. Open the HP Scan app.



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 128 characters or less (single-byte or double-byte). If a duplicate name error displays, select **OK** to return to the Create New Scan Shortcut dialog and modify the name.



The dialog box is titled "Create New Scan Shortcut" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Enter the name of the new Scan Shortcut." Below this is a label "New Scan Shortcut settings are based on:" followed by a dropdown menu currently showing "Current settings" with a blue checkmark icon. At the bottom are two buttons: "Create" (blue) and "Cancel" (grey).

4. Select either **Current settings** (to copy from current) or select any of the currently defined shortcuts from the list. This selection will define the initial settings for the new shortcut.


 **NOTE:** By default, new shortcuts are created based on the selected **Current settings** shortcut type (the settings associated with that shortcut type will be the initial settings for the new shortcut). There is no "create brand new shortcut" option that will create a static default set of settings. To change the settings, select from any of the currently defined shortcuts in the drop-down list, and then edit the settings after you finish creating the new shortcut.



The dropdown menu is open, showing a list of options. The top option, "Current settings", is highlighted with a blue background. Below it are several other options: "Save as PDF", "Save as JPEG", "Email as PDF", "Email as JPEG", "Save as Editable Text (OCR)", "Send to Cloud", and "Everyday Scan". A blue checkmark icon is visible in the top right corner of the dropdown menu.

5. Select **Create**.

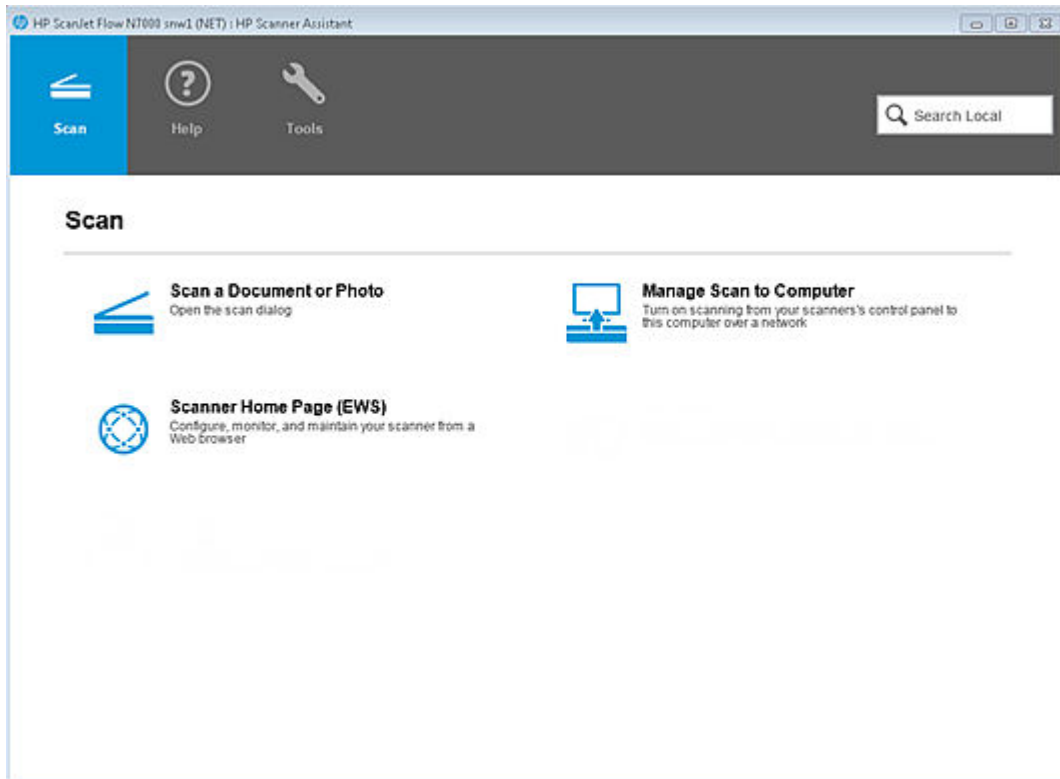
A new shortcut is created with a default icon and displays at the top of the Scan Shortcuts list in the left pane. The newly created shortcut is now the selected shortcut.

 **NOTE:** The new shortcut icon is assigned based on the Item Type and Destination chosen for the shortcut.


## Rename a Scan Shortcut

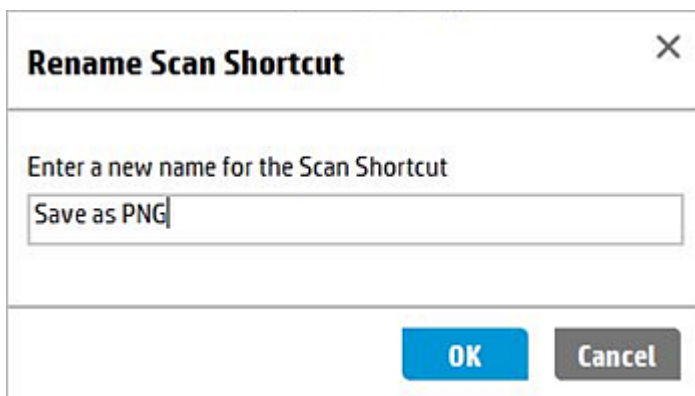
To change the name of a custom Scan Shortcut you created in the HP Scan app, follow these steps.

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.



## Deleting, renaming, and restoring Shortcuts

Scan operations available for Shortcuts depends on whether they are custom Scan Shortcuts or Factory-defined shortcuts in the HP Scan app.

Factory defined shortcuts cannot be renamed or deleted. They can be restored to defaults.

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

To edit shortcuts, 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 shortcuts and user-defined shortcuts.

Use the following table as a guide.

**Table 8-1** Shortcut Functions

Function (in order)	Right-click menu text	Description	Shortcut type
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 only
Rename	"Rename <shortcut>"	Edit the name of this shortcut in place. The menu items for the function appears in the shortcut name.	User Defined only
Delete	"Delete <shortcut>"	Display a dialog to confirm deletion of this shortcut. The menu items for the function appears in the shortcut name.	User Defined only
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

Additional notes about actions in the Shortcut List Area:

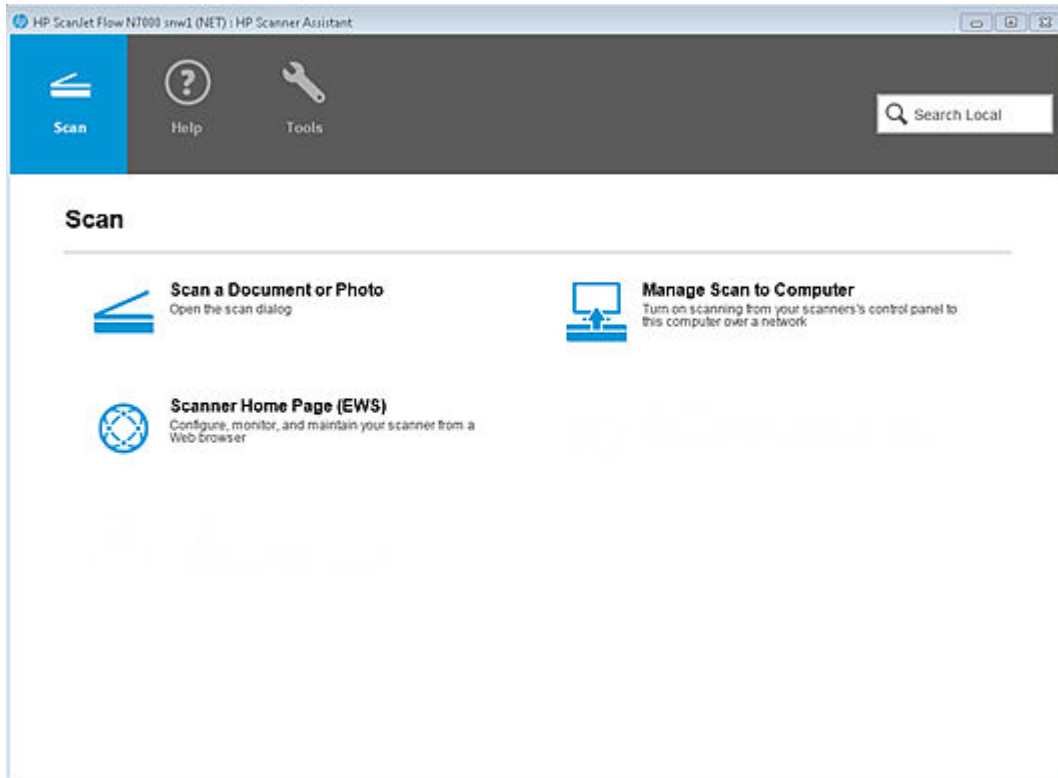
- One and only one Shortcut is selected at a time.
- New shortcuts are inserted at the top of the list.
- A user created shortcut can be deleted but factory default shortcuts cannot be deleted.
- Shortcuts can be re-ordered using move-up or move-down on the right-click context menu.
- The delete key 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.

## Save changes to a Scan Shortcut


Learn about saving changes to a custom Scan Shortcut.

If changes are made to shortcut settings, these changes are "sticky" only during the current session of the HP Scan app. To save the updated settings to the shortcut to apply in the future, 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, select the shortcut.
4. Make any changes to the Scan Shortcut.

 **NOTE:** When changes are made to a shortcut on the main screen, two icons display to the right of the shortcut name: Save and Undo icons. These icons indicate that unsaved changes are currently pending for the shortcut. The shortcut does not need to be selected to resolve the pending changes. After a scan has occurred, if there are pending changes to the shortcut that was used while scanning, the Save and Undo icons are displayed on the adjustments screen to the right of the title area in the adjustments panel.

5. To save the changes to the shortcut, use one of the following options:

 **NOTE:** If you want to preserve existing settings for the shortcut and do not want the temporary changes to be saved for the next time the shortcut is used, skip this step and click **Scan**. You can also click the Undo icon to revert the shortcut to the last saved setting.

- When the application is open, click the Save Shortcut icon, or right-click the shortcut name and select **Save**.
- Close the application and, when prompted, click **Yes**.

The changes to the shortcut are saved and will be available the next time the shortcut is used.

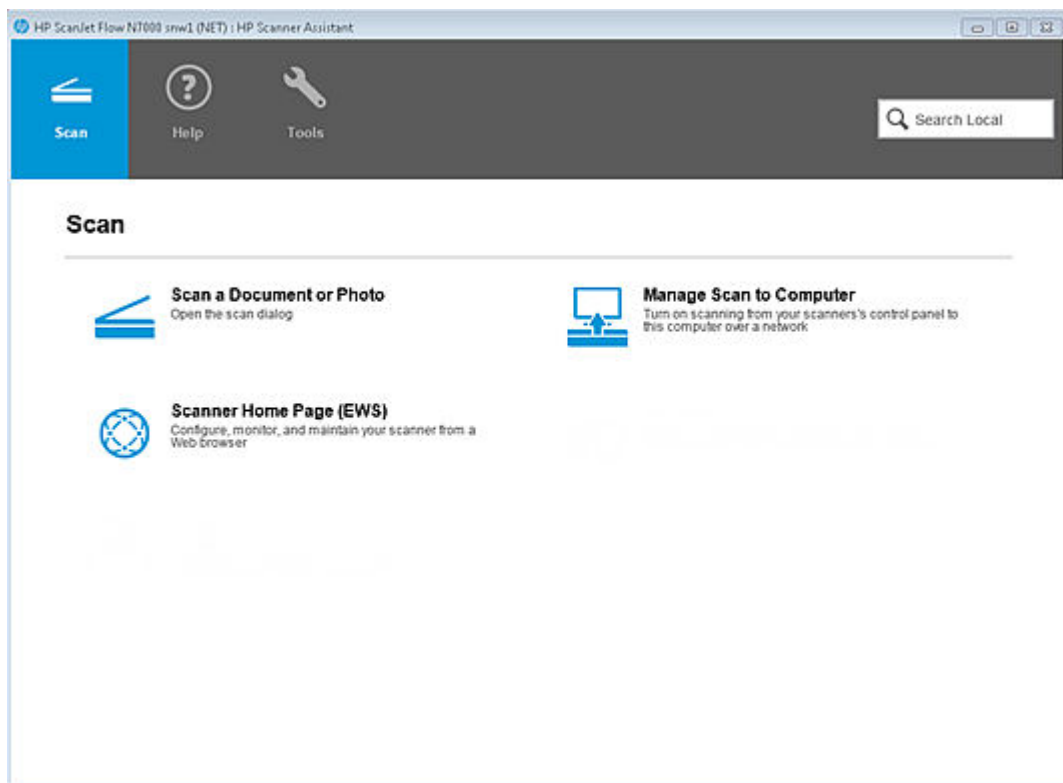
## Restore a Scan Shortcut to default settings

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 resets to the factory default values.

## Import/Export Scan Shortcuts to/from XML


Scan Shortcuts can be exported to or imported from an XML file using the HP Scan app.



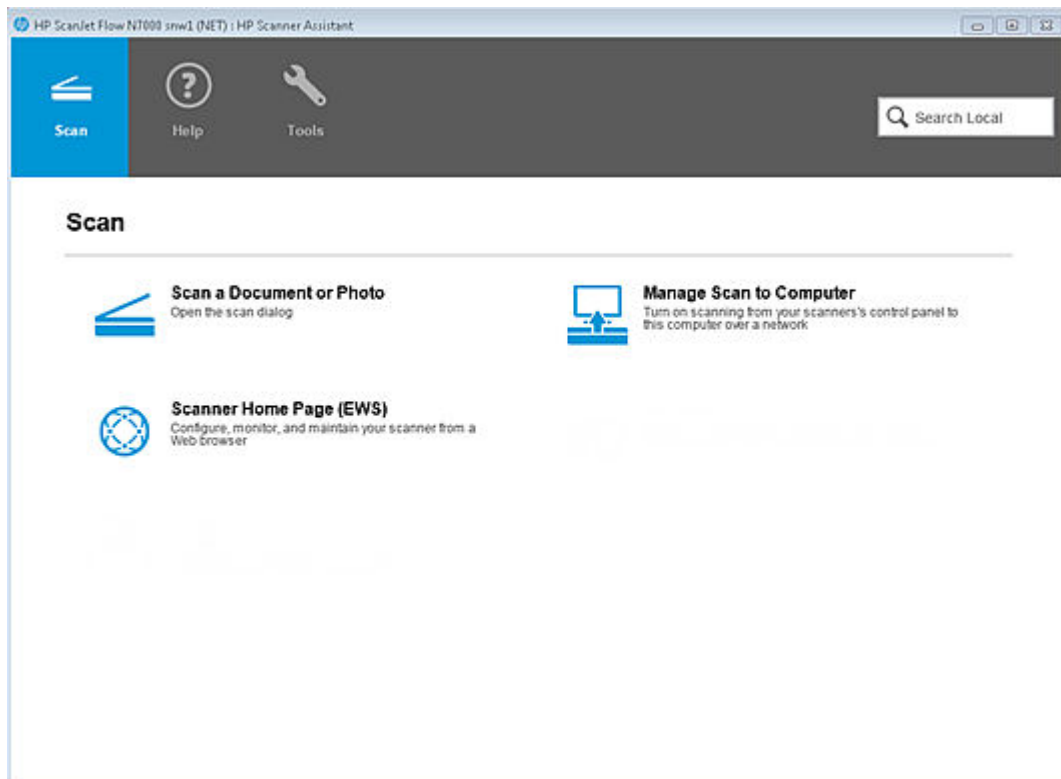
Administrators can create Scan Shortcut profiles for a workgroup and share custom Scan Shortcuts with each other using .xml files.

## Show/Hide Scan Shortcuts

To show or hide custom Scan Shortcut(s) you created in the HP Scan app, follow these steps.

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

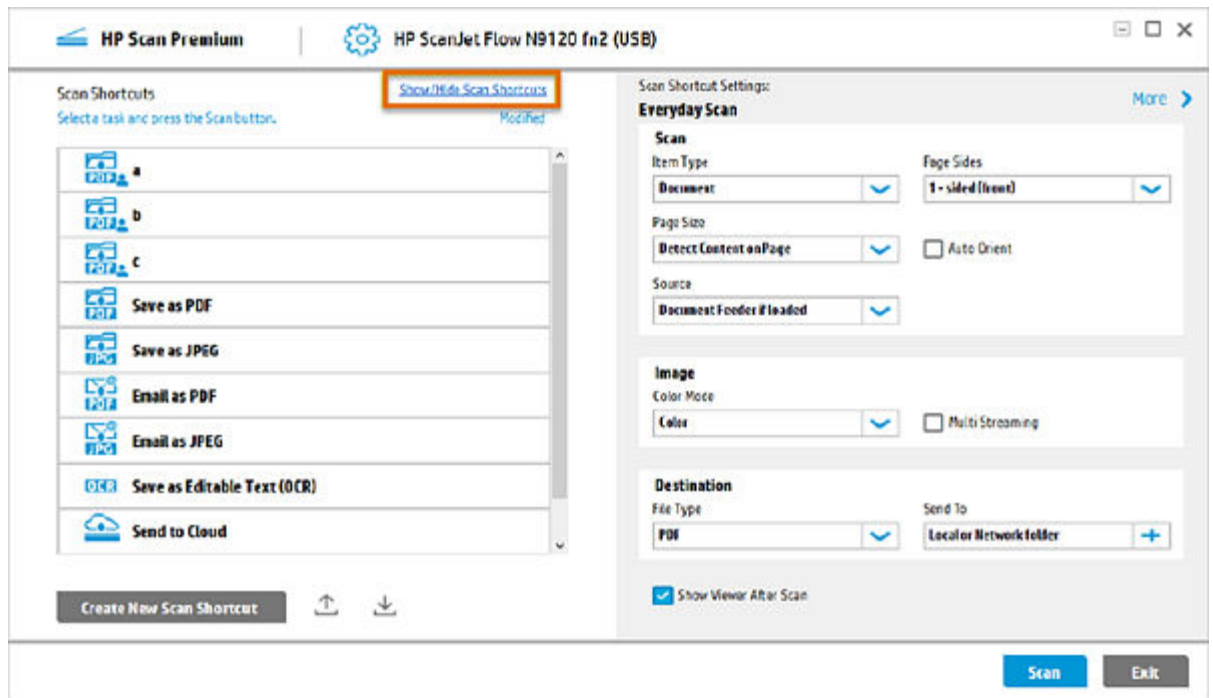
1. Open the HP Scan app.




2. On the **Scan** tab, select **Scan a Document or Photo**.

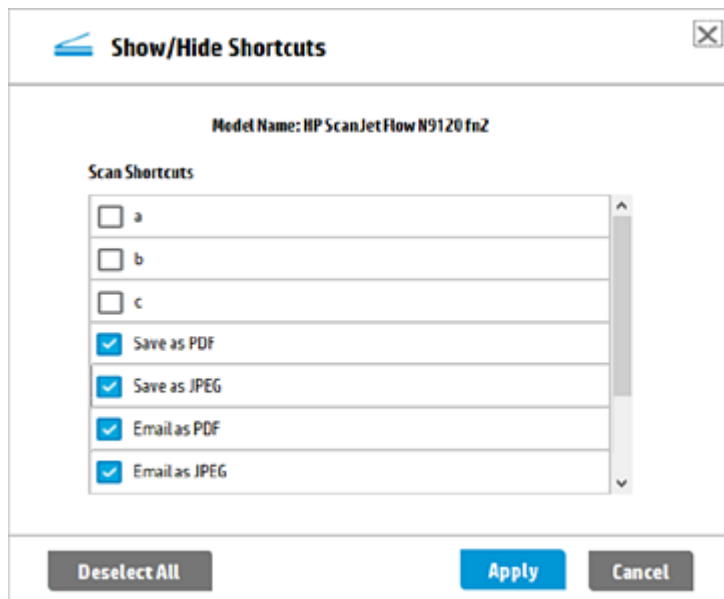
The scan interface opens.

- Click the **Show/Hide Scan Shortcuts** link.



- In the Show/Hide Shortcuts dialog, clear the check boxes next to the custom Scan Shortcuts that you want to hide. The list is displayed in the same order in which they appear in the HP Scan app.

 **NOTE:** The selected checkboxes are the Shortcuts that will be shown. By default, all the available shortcuts that display in the user interface are checked. At least one shortcut must be selected to be shown.



- When finished, click **Apply**.

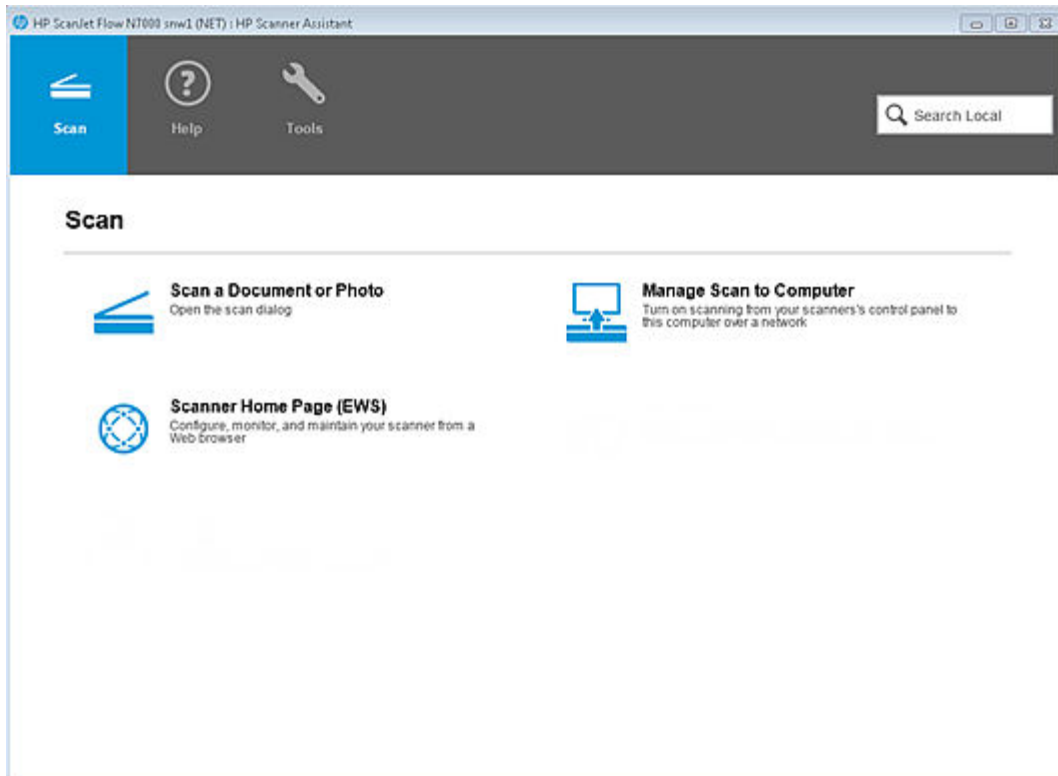
All the selected shortcuts are displayed and any unselected shortcuts are hidden in the HP Scan app.

## Delete a Scan Shortcut

To delete a custom Scan Shortcut you 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.

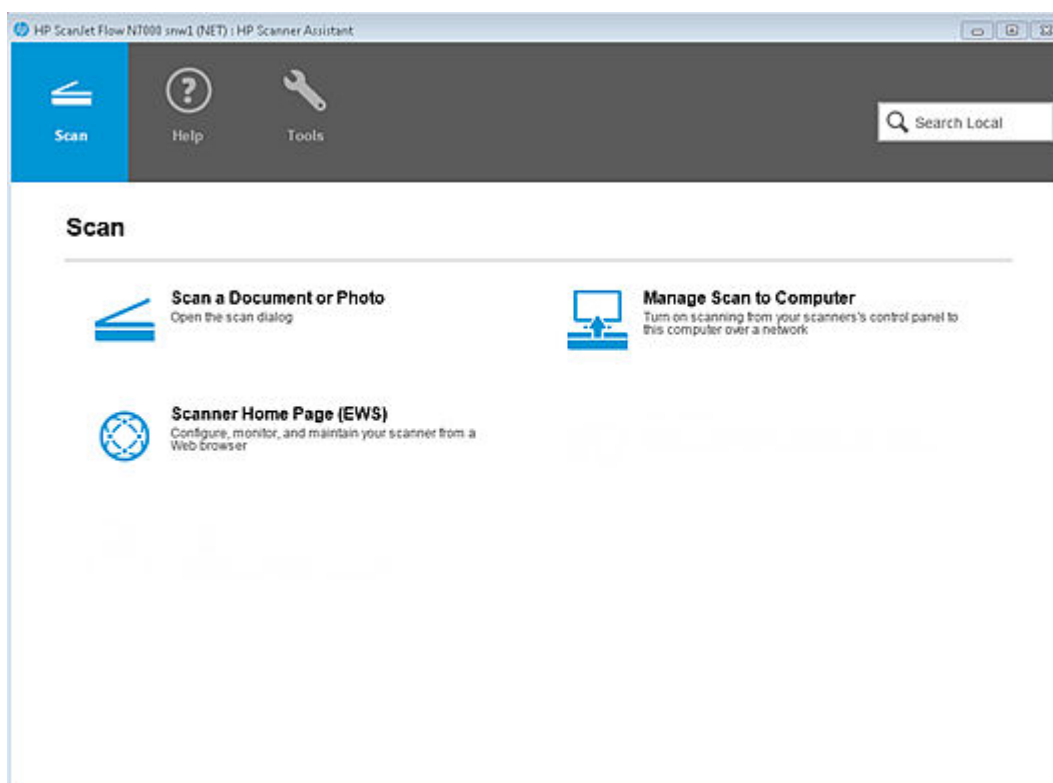
## 9 Manage and maintain the scanner

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)

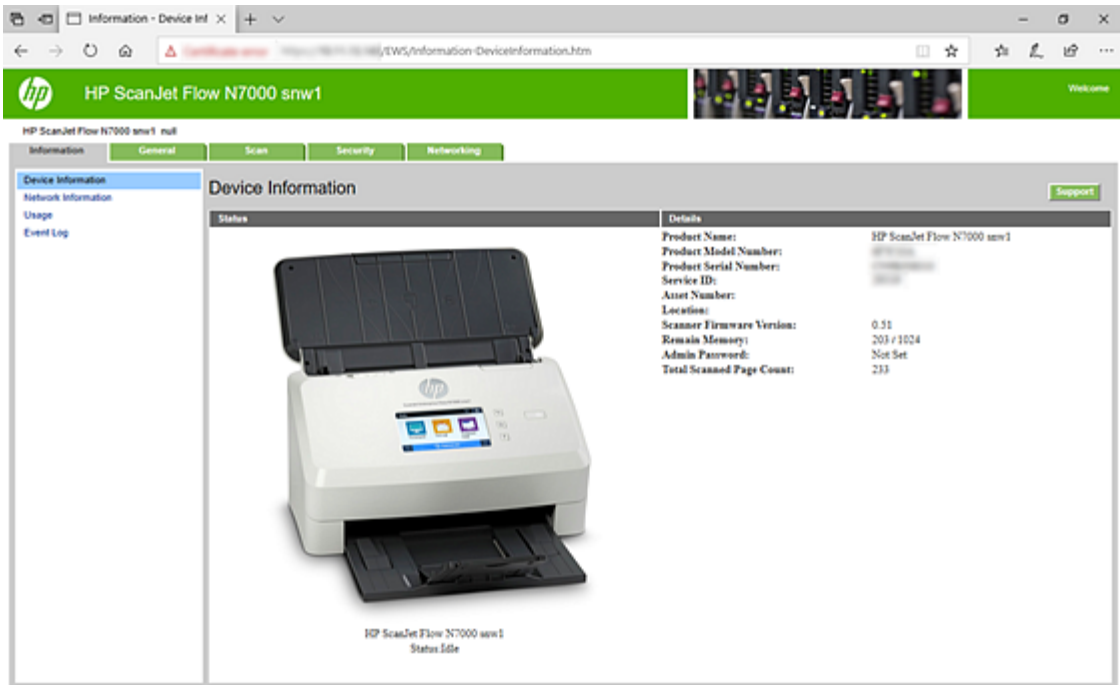
Learn how to open the device Embedded Web Server (EWS) using the HP Scan app to view and configure scan information.

1. Open the HP Scan app.



2. On the **Scan** tab, select **Scanner Home Page (EWS)**.

The EWS opens.

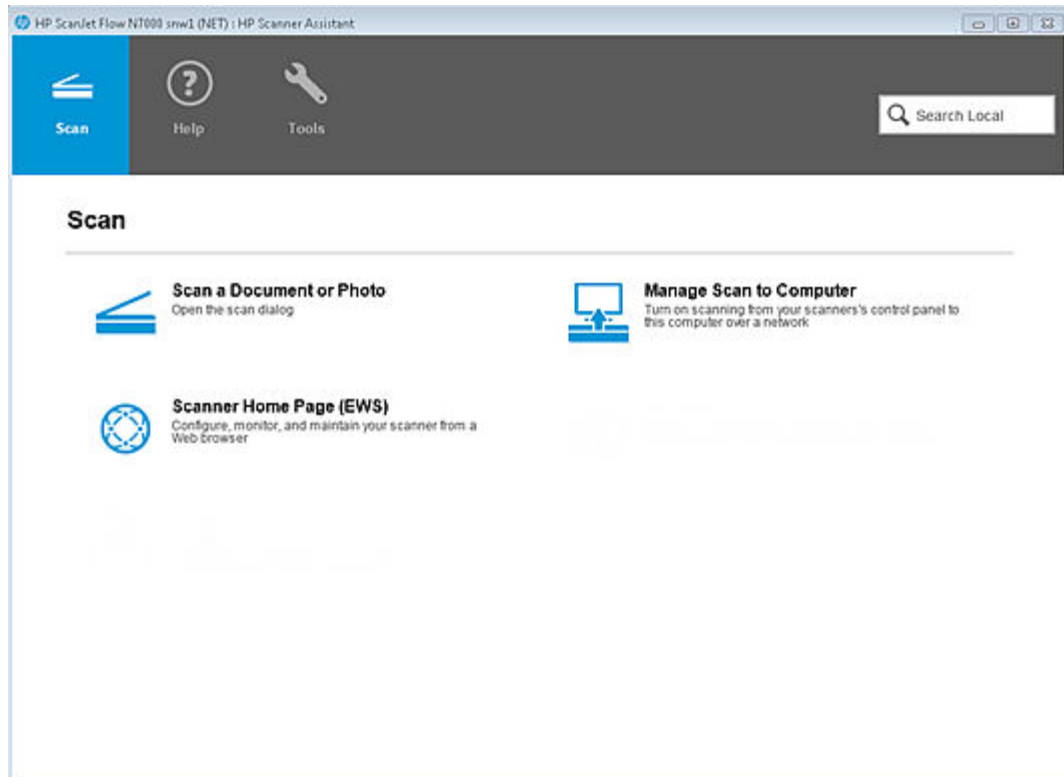


## Change or assign the device connection type

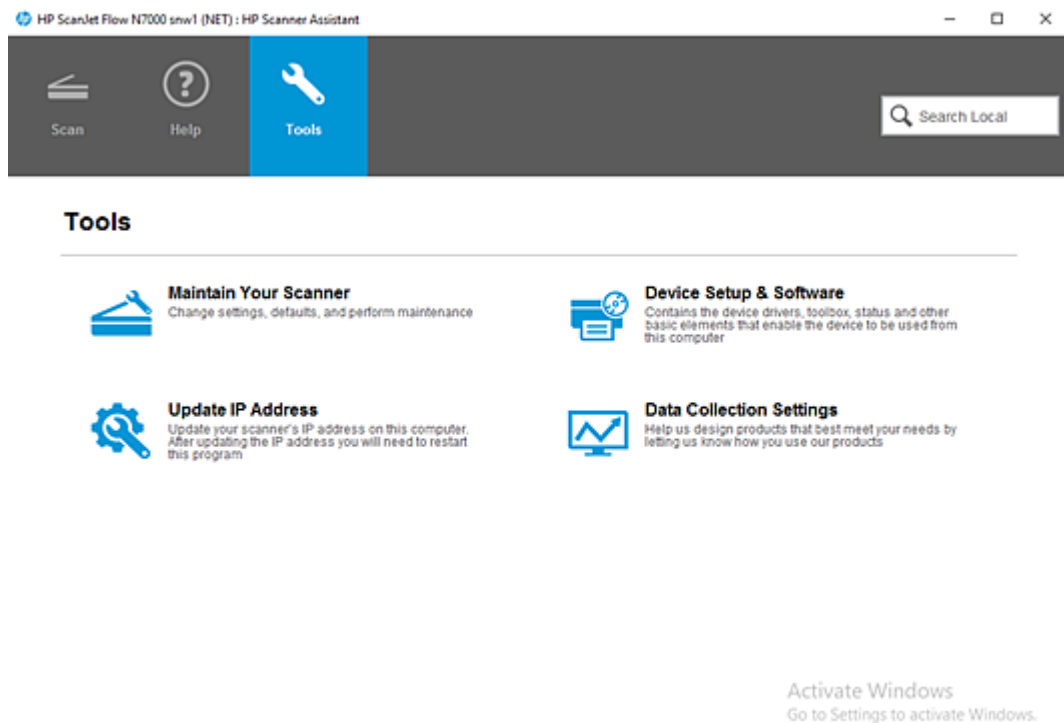
To assign or change the device connection type, use the **Tools** tab.

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.



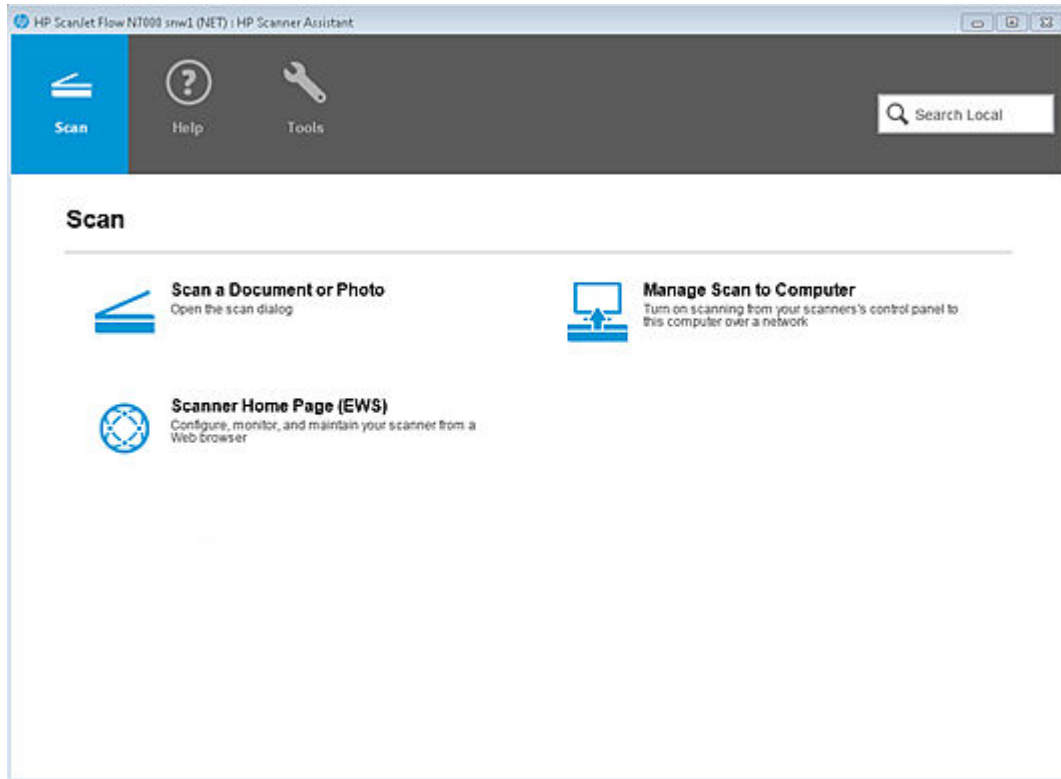
3. Select **Device Setup & Software**.

You will be redirected to the installation set up process to change the connection.

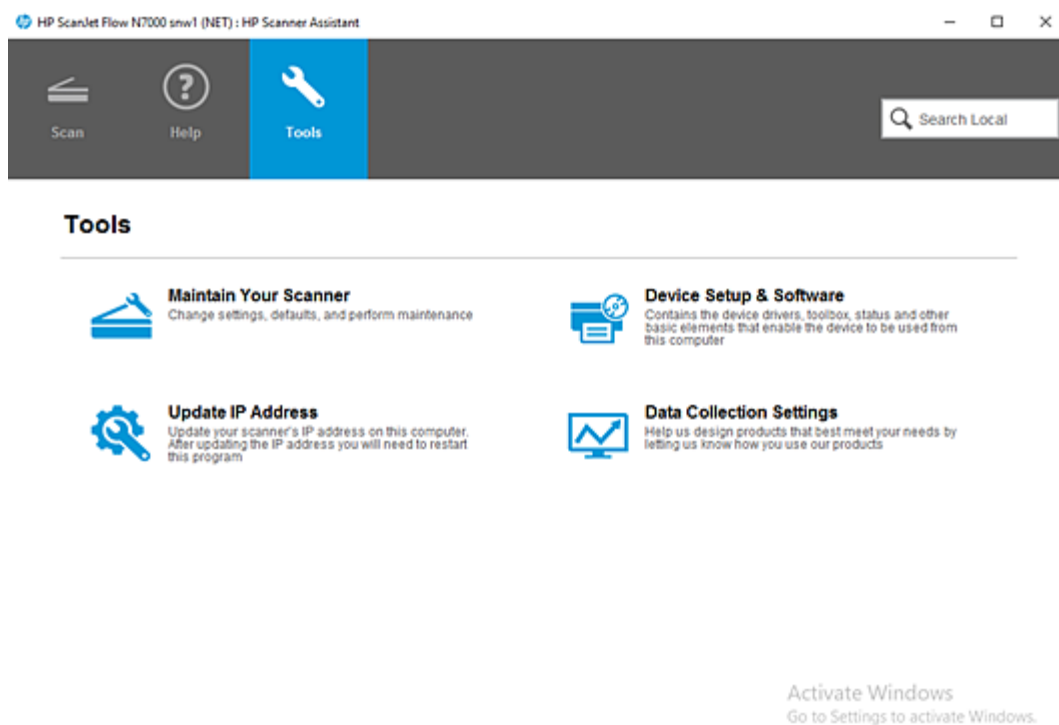
## Change the scanner settings

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

1. Open the HP Scan app.

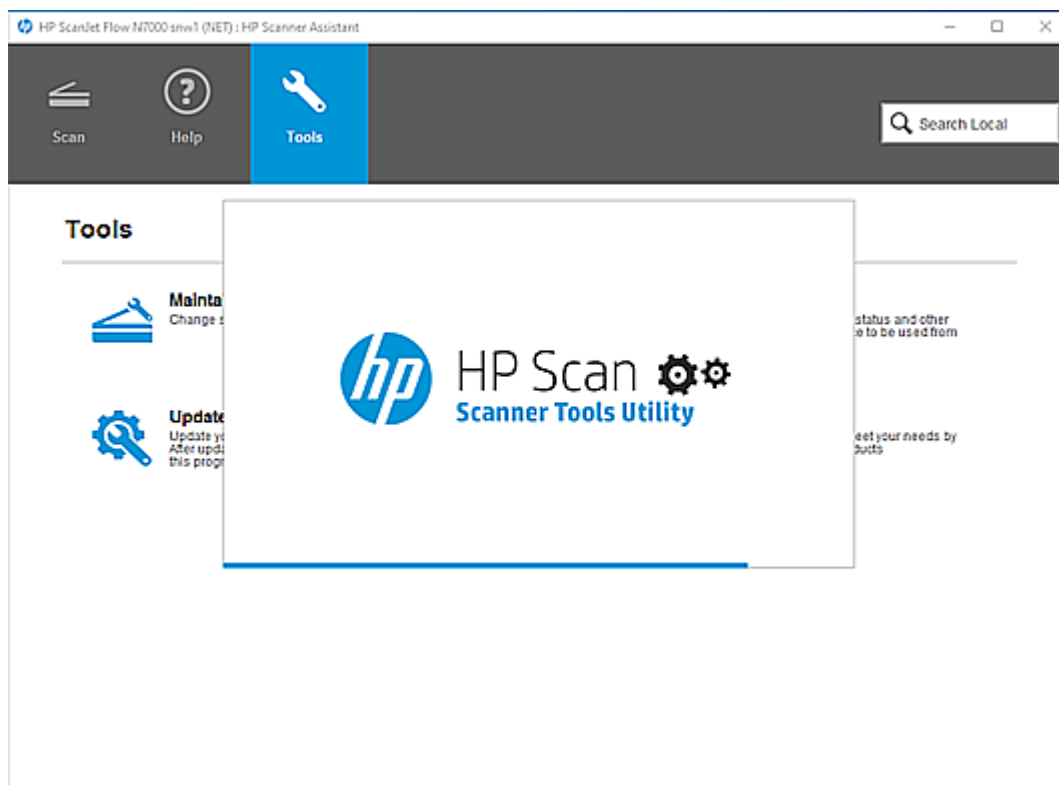


2. Select the **Tools** tab.



3. Select **Maintain Your Scanner**.

The Scanner Tools Utility opens.

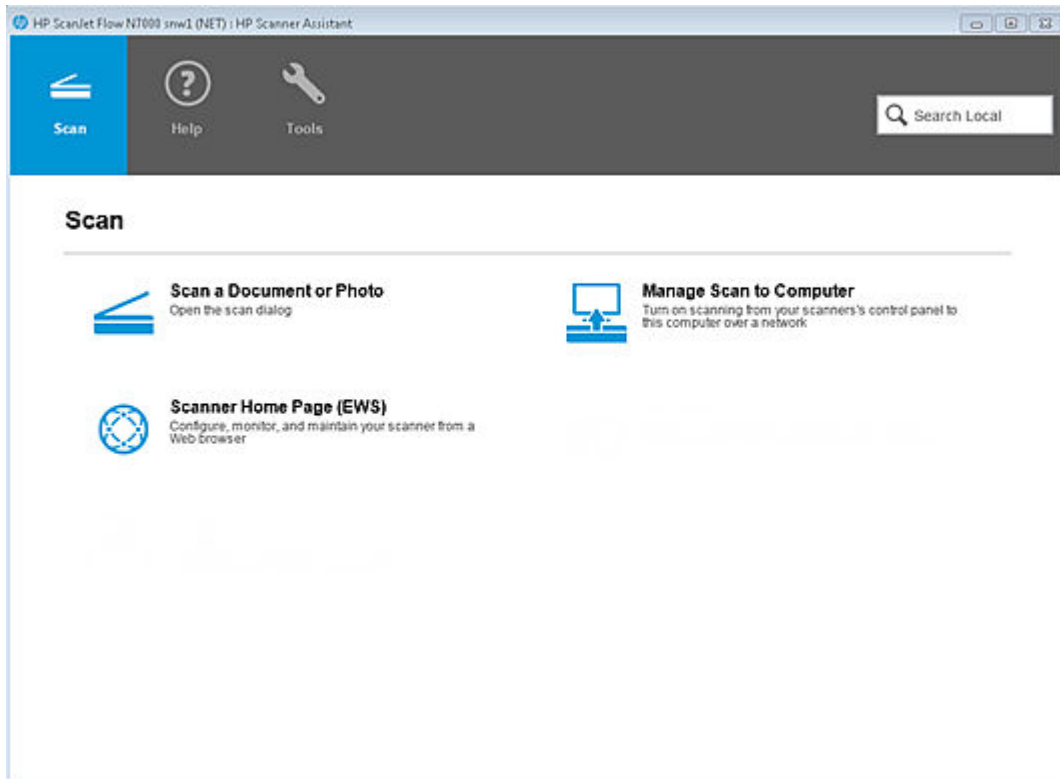




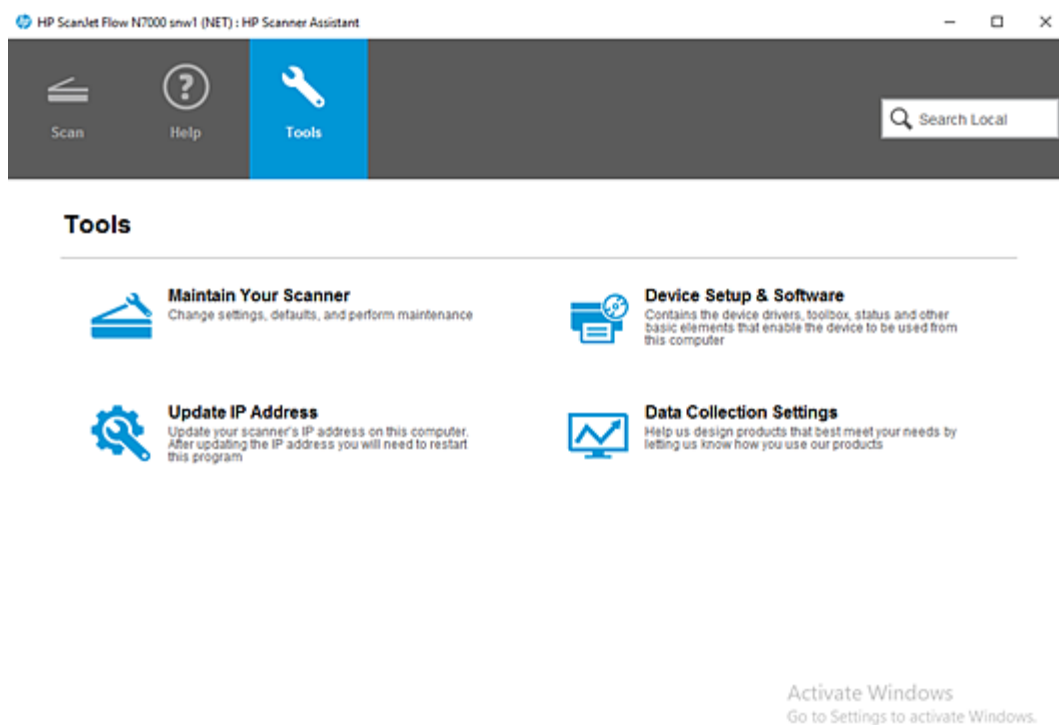
## Maintain the scanner

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

1. Open the HP Scan app.

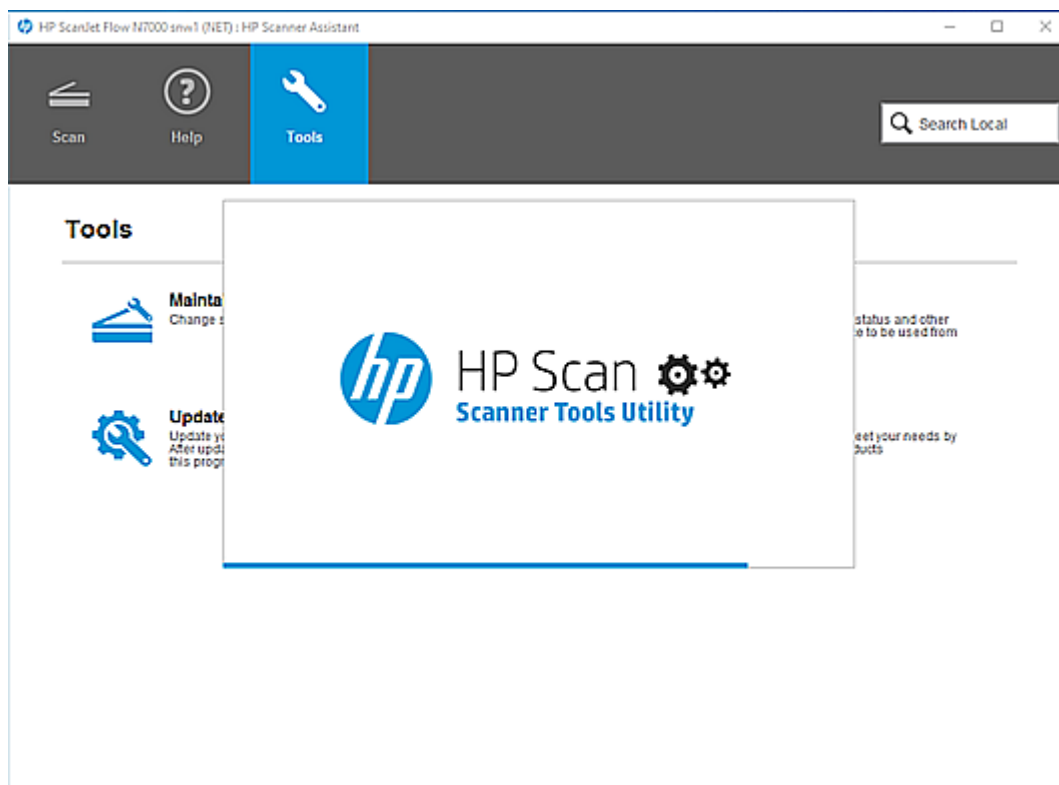


2. Select the **Tools** tab.



3. Select **Maintain Your Scanner**.

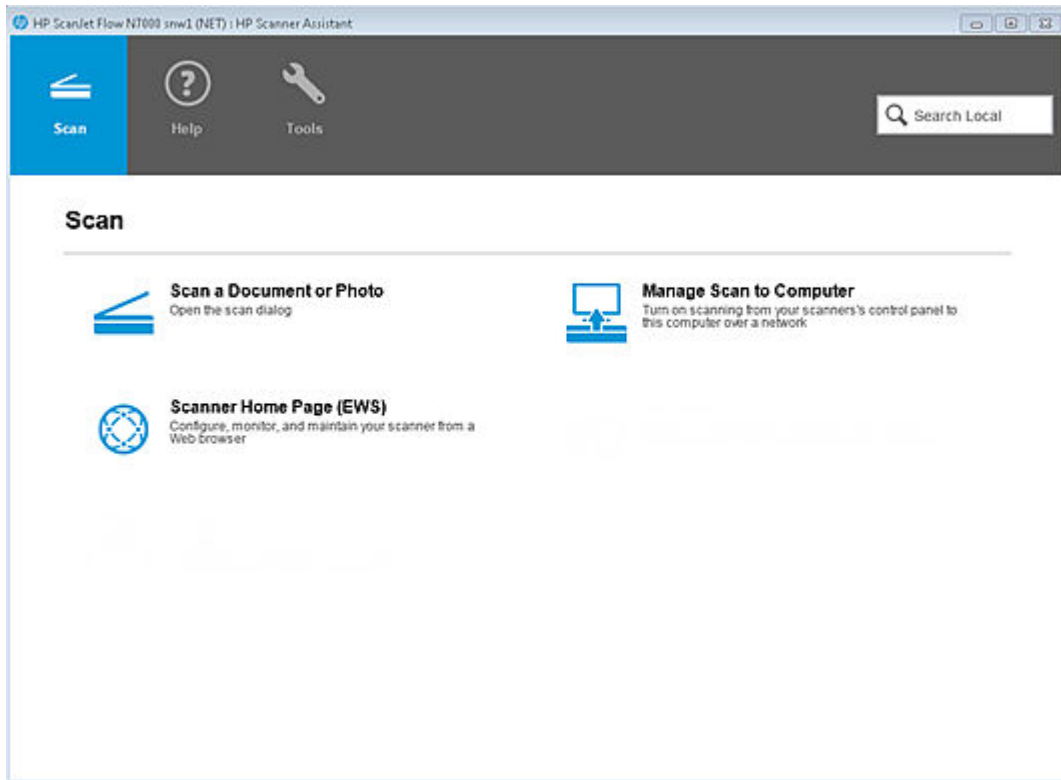
The Scanner Tools Utility opens.



## View device, firmware, or network information

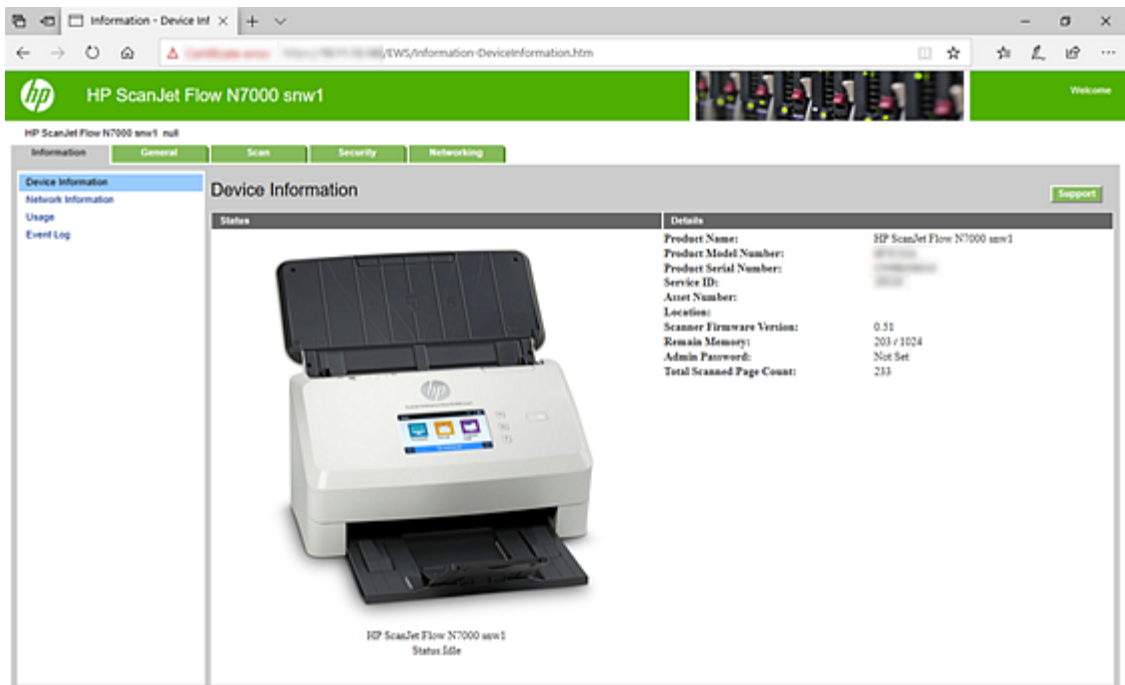
To view device, firmware, or network information, use the HP Scan app to open the Embedded Web Server (EWS).

1. Open the HP Scan app.



2. On the **Scan** tab, select **Scanner Home Page (EWS)**.

The EWS opens.



3. Select the **Information** tab and then select **Device information** from the left pane.

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# Revision history

View a list of document revisions.

The information contained herein is subject to change without notice. HP shall not be liable for technical or editorial errors or omissions contained herein.

**Table** Revision history

Revision number	Revision date	Revision notes
1.0	03/2021	New release User Guide for the HP Scan app.

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# Index

## A

- add
  - device 15
  - divider 80
  - page break 80
  - scanner 15
  - separator 80
- add pages
  - blank 75
  - scan preview window 82, 84
- adjust
  - page settings after scan 39
  - scanned pages after scan 39
  - ShortCut settings before scan 39
- Adjustments area 34
- Adjustments window 30
- app, overview, menus 21
- assign
  - connection type 120
- assign PIN 48
- auto-named 99

## B

- Bar code 97, 99
- buttons
  - user interface 34

## C

- change
  - connection type 120
  - default settings 122
  - ip address 92
  - scanner settings 122
- change page order 76
- change page orientation 77
- configure
  - Scan To USB 90
- configure, set up 87
- connection
  - change to network 120
  - change to usb 120
  - change to wireless 120
- create
  - job reservation 48
  - scan shortcuts 87, 110
  - stored job 48

- crop pages 71

## D

- data
  - multiple zonal 95
- default settings 122
- delete
  - scan shortcuts 113, 118
- delete pages 74
- delete, scanner, device 17
- Detailed Adjustment settings 35
- Document view 30
- Download
  - driver 3
  - full software 3
  - web pack 3

## E

- edit pages 65
- editable text 46, 95
- editing tools 34
- email scan
  - jpeg 44
  - pdf 44
- Embedded Web Server 119, 126
- enable
  - scan to computer 88
  - Scan To USB 90
- EveryDay Scan 39

## F

- file name 97
- folder 99

## H

- home screen 23

## I

- icons
  - add scan 34
  - crop 34
  - delete page 34
  - insert separator 34
  - next 34
  - previous 34
  - rotate 34

- undo 34
- information
  - device 126
  - firmware 126
  - network 126
- insert
  - divider 80
  - page break 80
  - separator 80
- install 4
  - administrator 13
  - basic web pack 13
  - command prompt 13
  - HP Scan 3
  - plug-ins 13
  - silent 13
  - usb cable connection 6
  - wired network connection 8
  - wireless connection 11
- install, app 3
- Introduction, Scope 1
- ip address
  - change 92

## J

- job separator 80
- job storage 48

## L

- Less link 35

## M

- maintain
  - scanner 119
- Maintain Your Scanner 122
- maintenance 124
- manage
  - app 119
  - shortcuts 110
- metadata 104
- More link 35
- multiple scan zones 95
- multiple zonal 95

## O

- OCR Text 97, 99

- open
  - app 38
  - Embedded Web Server 119
  - home screen 38
- Open in a Zoom window 68, 71, 76, 77
- overview
  - home screen 23
  - scan shortcuts 26, 29
  - Scan Shortcuts 23
  - settings 26, 29
  - tabs 21

## P

- password protect 48
- perform maintenance 124
- preview scan 65
- preview window 74-77

## R

- re-order pages 76, 77
- remove pages 74, 75
- rename
  - scan shortcuts 112, 113
- restore
  - scan shortcuts 113
- restore defaults
  - scan shortcuts 115
- revision history 128

## S

- save
  - scan shortcuts 114
- Save as Editable Text (OCR) 46, 95, 97, 99, 101, 104
- save scan
  - jpeg 42, 44
  - local folder 42
  - network folder 42
  - pdf 42, 44
- Scan a document or photo 39
- Scan a Document or Photo 38
- scan preview 65, 82, 84
  - crop 71
  - document list view 66
  - full screen 68
  - thumbnail view 65
  - zoom 68
- scan preview window 80
- Scan preview window
  - Detailed Adjustment settings 35
  - Document view 30

- Thumbnail view 30
- scan shortcuts
  - create 87, 110
  - delete 118
  - export 115
  - hide 116
  - import 115
  - rename 112, 113
  - restore defaults 115
  - save 114
- Scan Shortcuts
  - about 23, 26, 29
  - Email as JPEG 26, 29
  - Email as PDF 26, 29
  - Everyday Scan 26, 29
  - Save as Editable Text (OCR) 26, 29
  - Save as JPEG 26, 29
  - Save as PDF 26, 29
  - Send to Cloud 26, 29
  - settings 26, 29
- scan to
  - computer 88
  - editable text 46, 95, 97, 99, 101, 104
- Scan To USB
  - control panel option 90
  - enable 90
- scan zones 101
- scanner maintenance 124
- scanner tools utility 124
- Scanner Tools Utility (STU) 122, 124
- separate 101
- set up wizard
  - start 5
- shortcuts
  - delete 110
  - rename 110
  - restore defaults 110
- show
  - scan shortcuts 116
- Show Viewer after scan 65, 66, 68
- store scan job 48
- supported
  - devices 2
  - file types 2
  - printers 2
  - scanners 2
- system requirements
  - minimum 1
  - operating 1
  - recommended 1

## T

- tabs
  - Help 21
  - Scan 21
  - Tools 21
- thumbnail view 65
- Thumbnail view 30
- toggle
  - More Less 35

## U

- UDC icon 38
- uninstall 19
  - One-Click 19
- use, open, other 38

## V

- view
  - device information 126
  - document 66
  - firmware information 126
  - full screen 71, 76, 77
  - list 66
  - network information 126
  - thumbnails 65
  - zoom 71, 76, 77

## Z

- zone 97
- zoom 68