



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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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:

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

- 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

2 Install the HP Scan app

This chapter provides information on how to install the HP Scan app.

Install the HP Scan app

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

There are three methods that can be used to set up and install HP Scan.

- Install the Full software including the basic driver and recommended plug-ins using the install wizard
- Install the Basic driver .exe and recommended plug-ins separately one by one
- Install the Basic driver .msi using a command prompt and manually associate the connection type

Download the driver

The latest driver or full software build is available for download on HP.com.

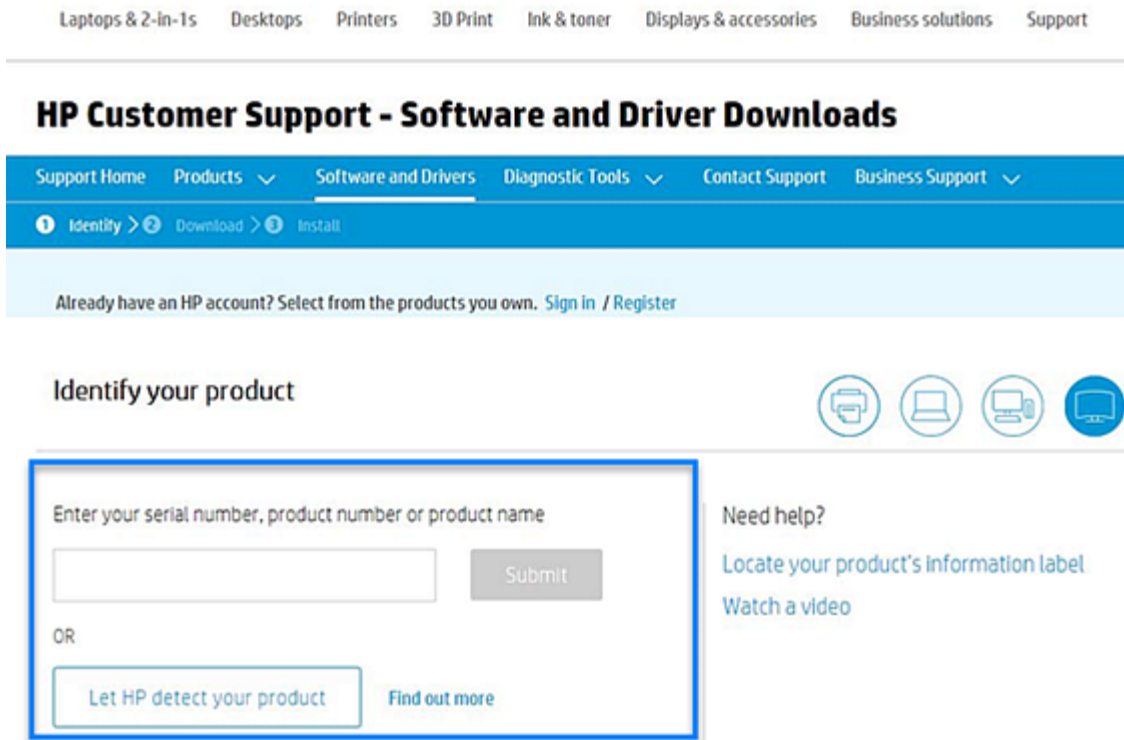
There are two types of web packs: **Full software** and a **Basic driver**.

- **Full software** includes the HP Scan Device Software and all 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**.




- 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.

 **NOTE:** You might also need to download additional plug ins for features such as **Scan to OCR**. These are listed under the **Application-3rd Party** download section.

Update (4)					
Recommended	▶ Scan to Onedrive Plug-in Software	1.0.16	0.6 MB	Jan 20, 2017	Download
Recommended	▶ Scan to Evernote Plug-in Software	1.0.16	1.5 MB	Jan 20, 2017	Download
Recommended	▶ Scan to Sugarsync Plug-in Software	1.0.16	0.6 MB	Jan 20, 2017	Download
Recommended	▶ Scan to Dropbox Plug-in Software	1.0.16	0.6 MB	Jan 20, 2017	Download
Application-3rd Party (4)					
	▶ CardIRIS Software for HP Scanners	Cardiris 57	157.8 MB	Sep 22, 2017	Download
	▶ HP Scanjet 2000/3000/5000/7000 Readiris Pro 15 Application	Readiris Pro 15	286.1 MB	Sep 24, 2016	Download
	▶ Scan to OCR Plug-in (HP Scan)	15.4.1194	78.0 MB	Sep 26, 2019	Download

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.

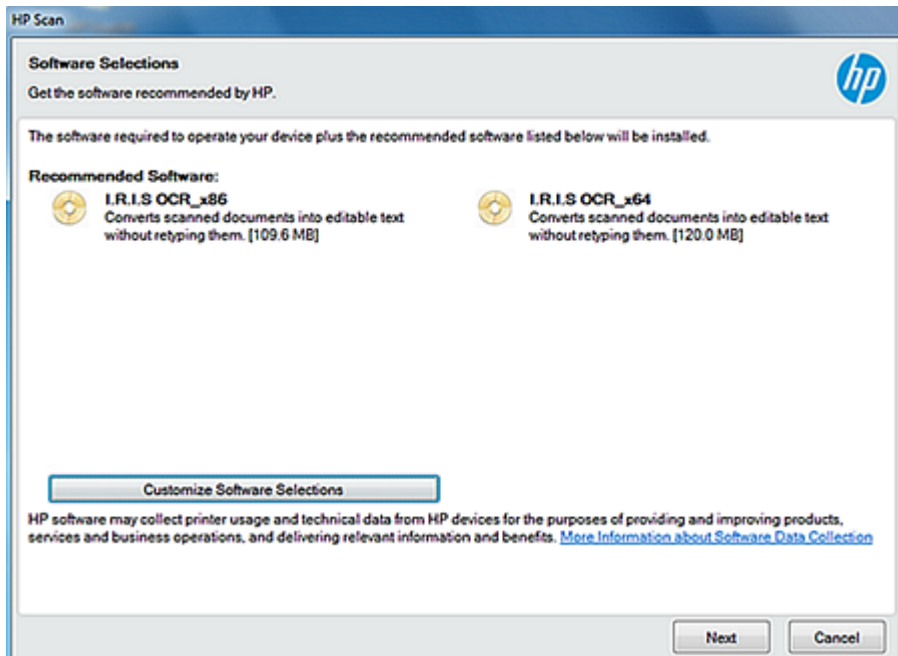
Do NOT connect the USB cable to the product until prompted.

1. Double click .exe file you saved previously.
2. Select **Yes** to allow the program to continue.

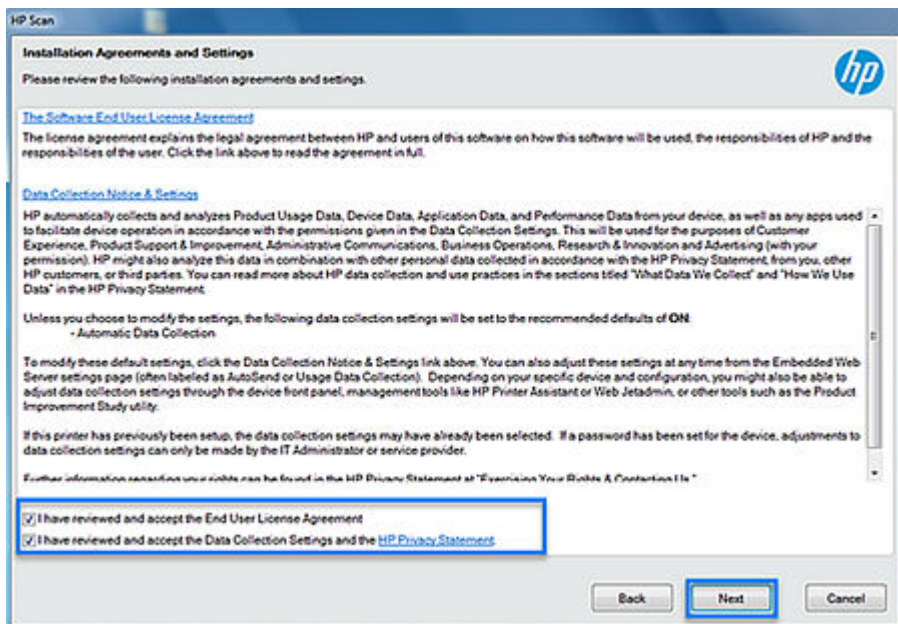


3. Select **Next** to install the full software and plug ins, or select **Customize Software Selections** to remove any options that you do not want to install.

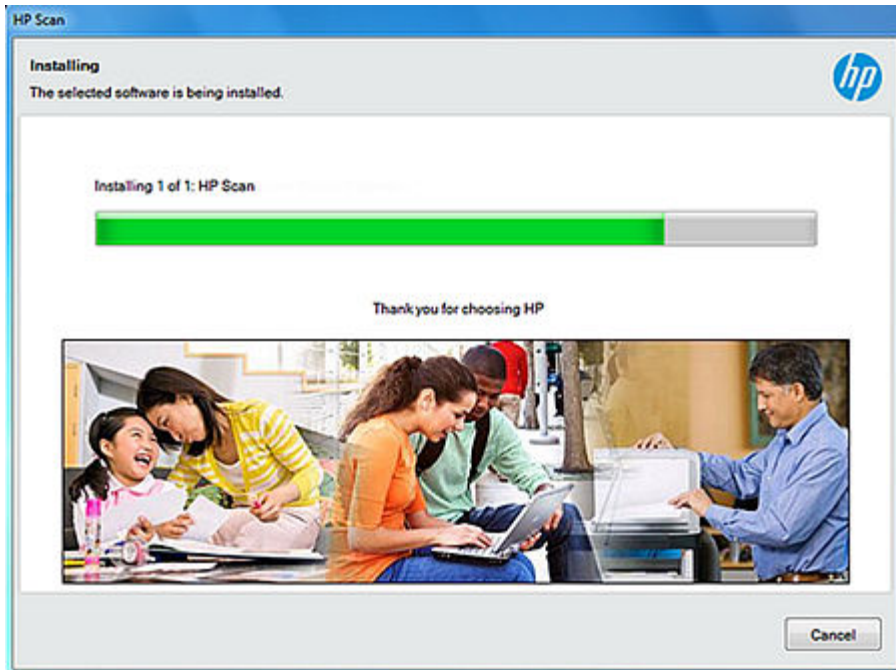
 **NOTE:** For basic web pack installations, only the basic driver will be listed. The wizard will help in installing basic drivers and plug-ins.



4. Read the End User License Agreement and Data collection settings, select the check boxes to accept the terms, and then select **Next**.



5. Wait for the wizard to prepare and install the software.



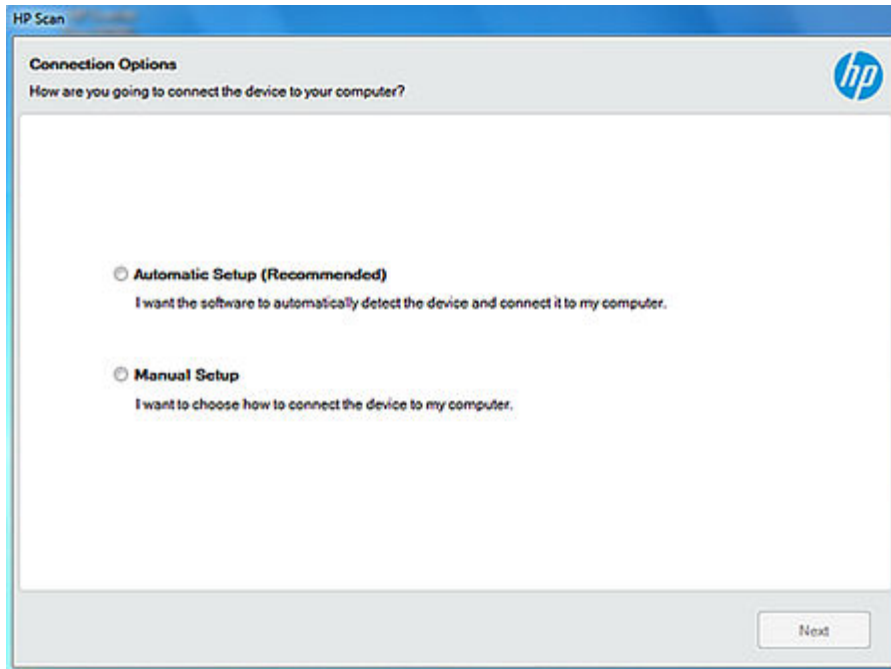
Connect using a USB cable

Finish installing the software using a USB cable.

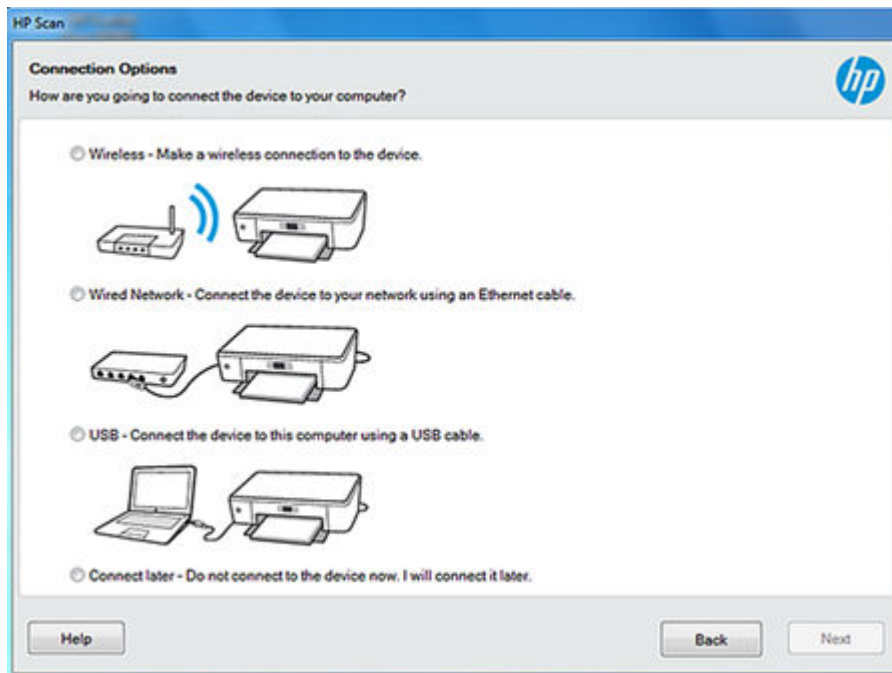
Do NOT connect the USB cable to the product until prompted.

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.



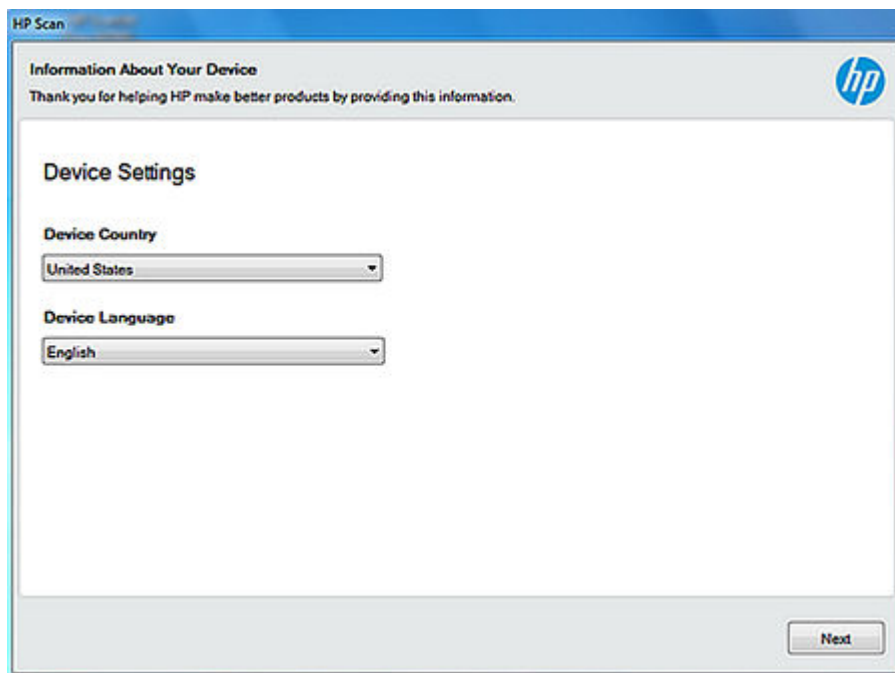
- **Manual Setup** – Select this option to manually select the preferred connectivity set up.
 - a. Select **USB** and select **Next**.



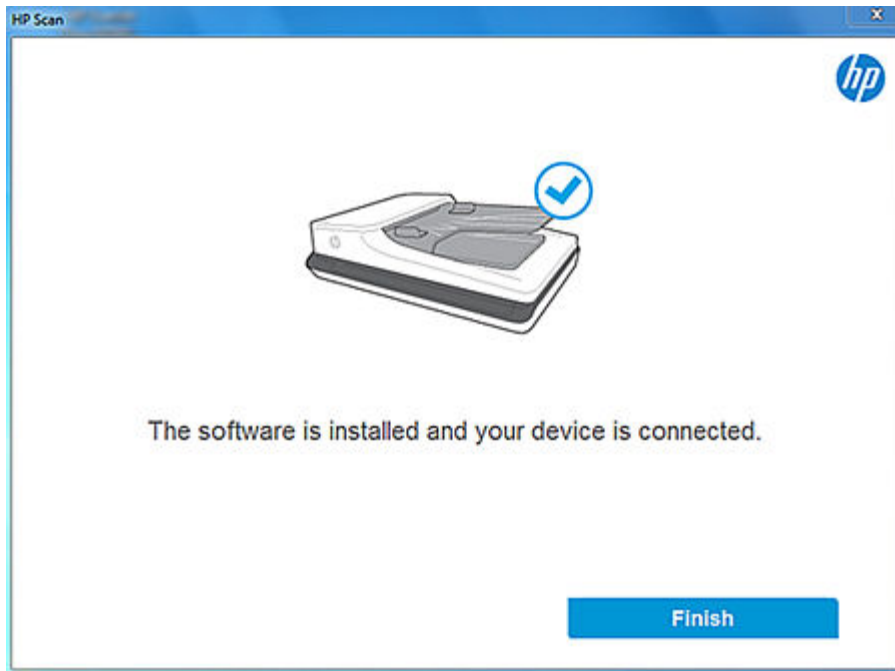
- b. When prompted, connect the USB cable to the scanner and wait for the scanner to be detected.



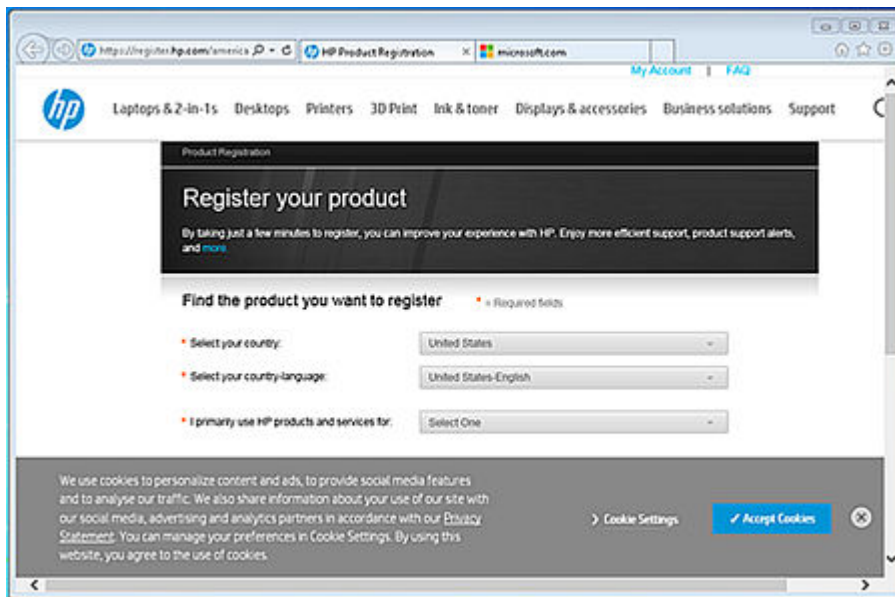
2. Wait for the connection and set up process to complete.
3. When prompted, select the device country and language, and then click **Next**.



4. 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.



5. Register the product (optional).




Connect using a wired network

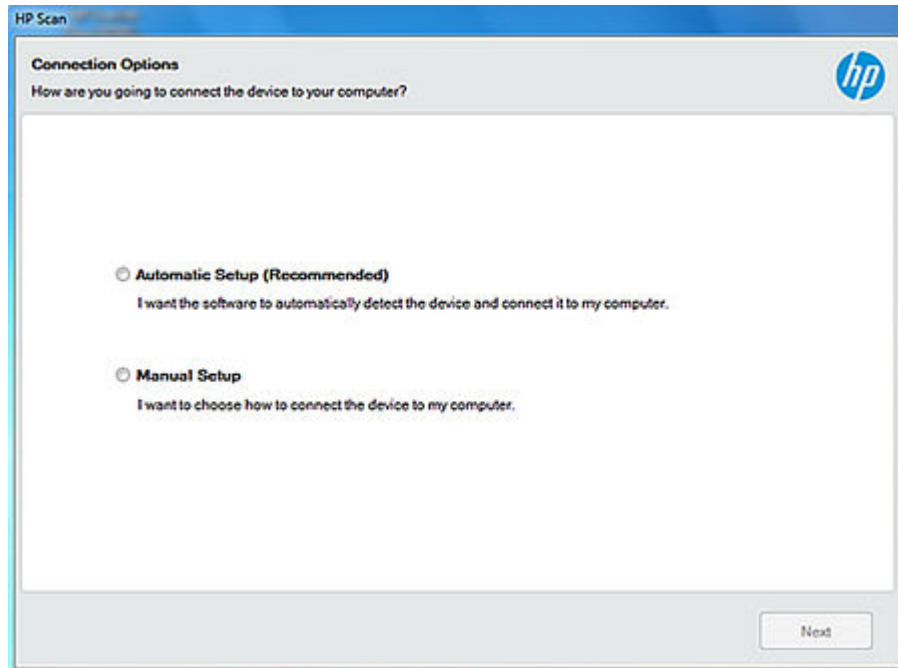
Install the software with a wired network connection.

1. Select the connection option.

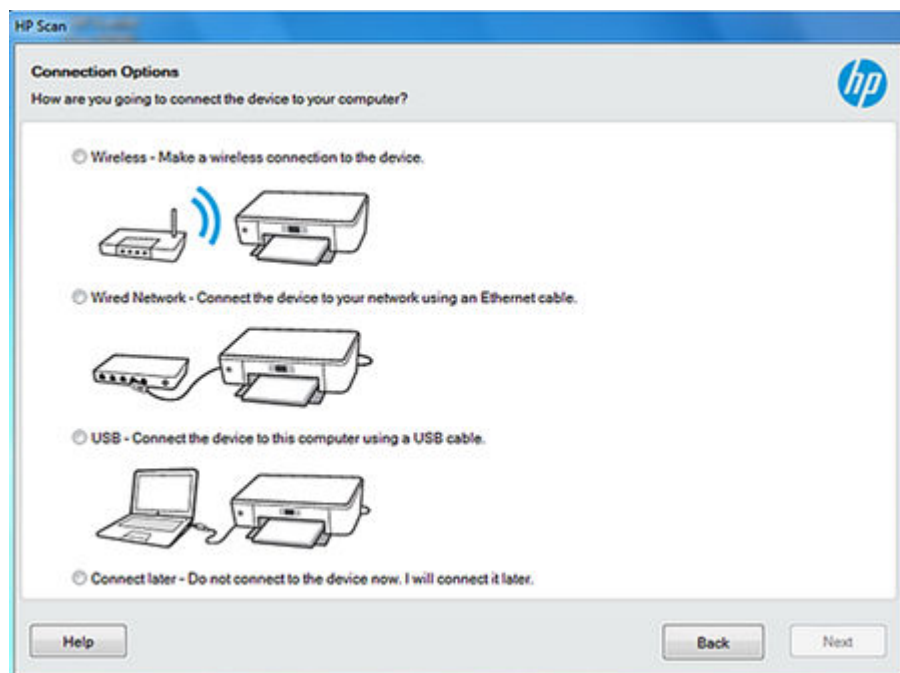
- **Automatic Setup** – Select this option to automatically detect the connection type.

 **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.

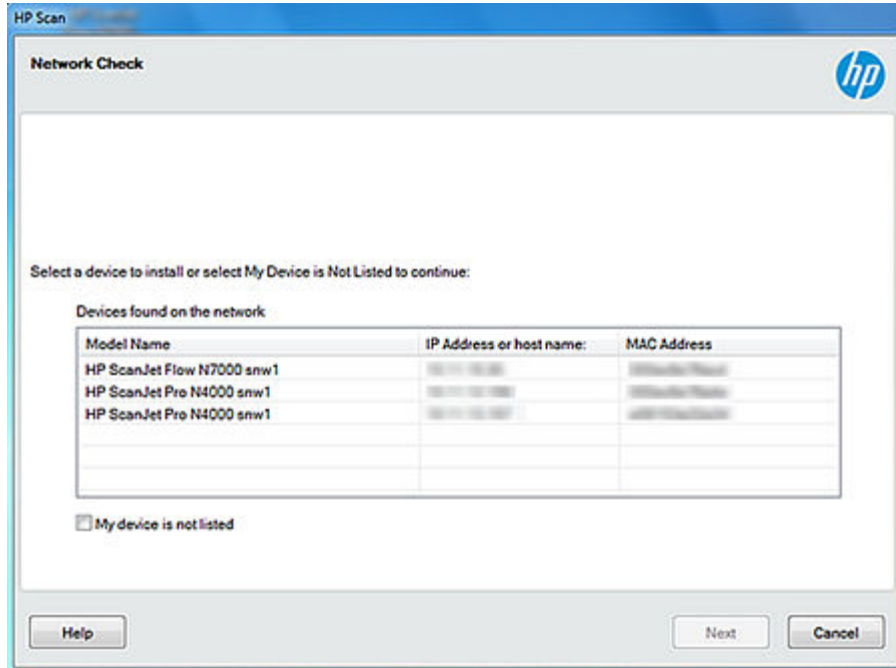
- **Manual Setup** – Select this option to manually select the preferred connectivity set up.



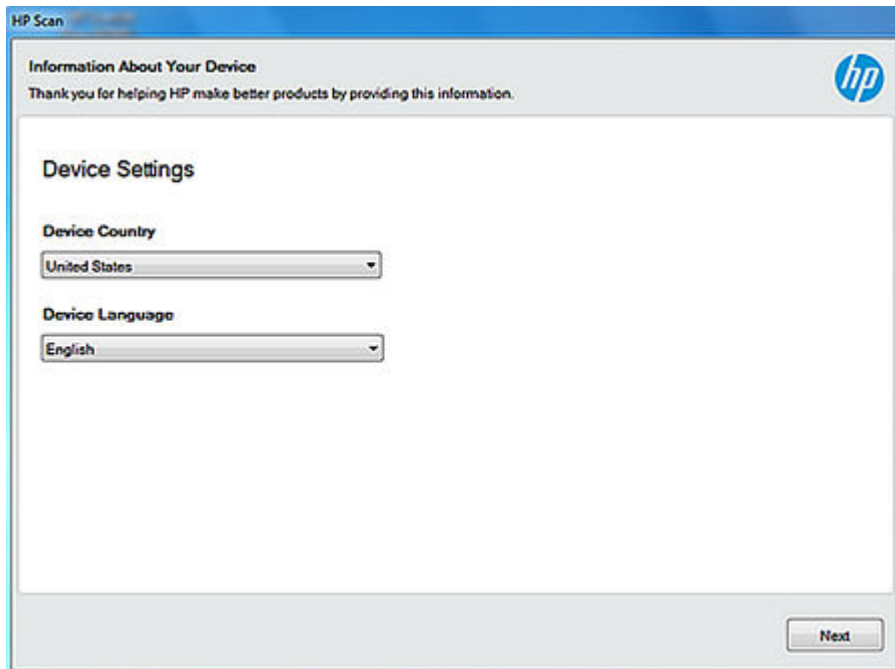
- a. Make sure the network cable is connected.
- b. Select **Wired Network** and select **Next**.



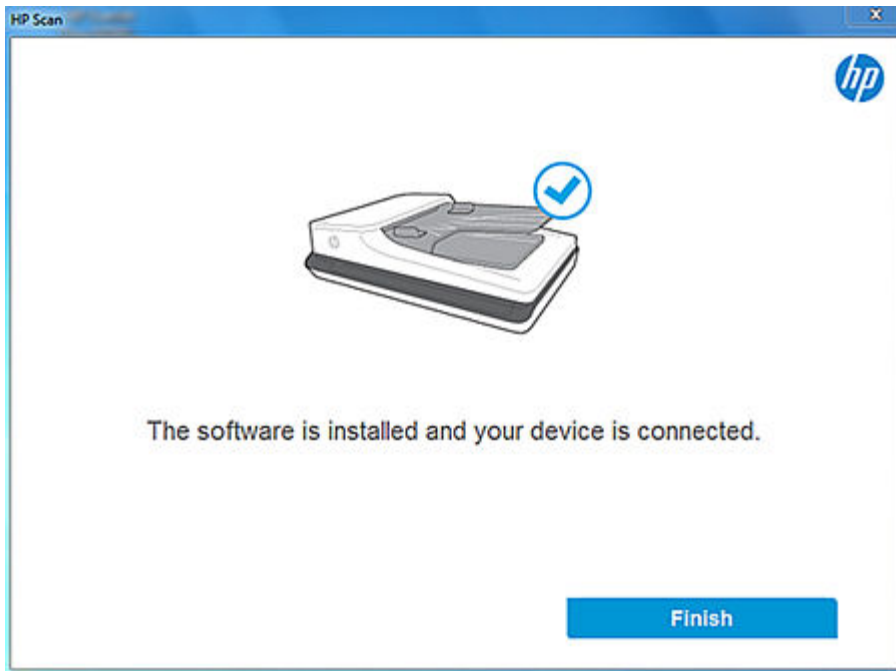
- c. Wait for the scanner to be detected, select the device, and then select **Next**.



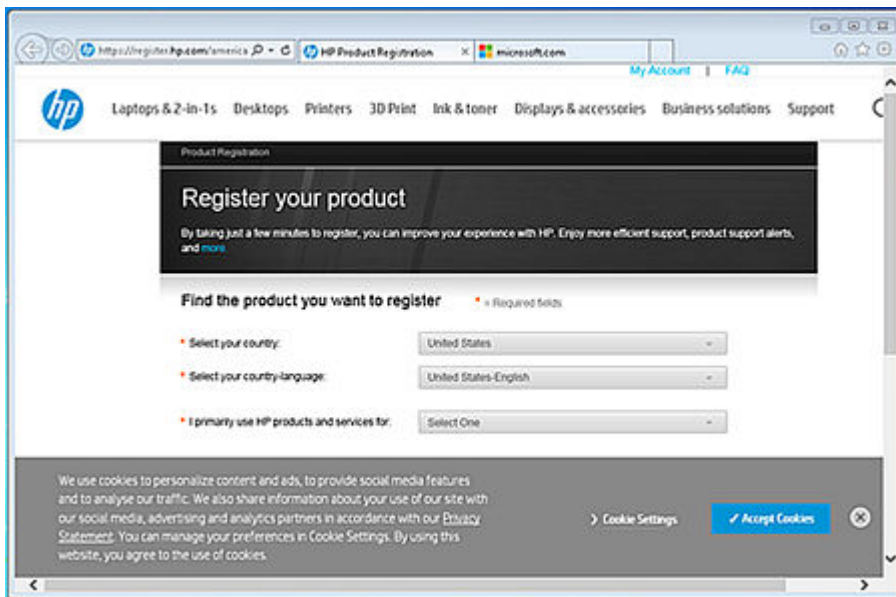
2. Wait for the connection and set up process to complete.
3. When prompted, select the device country and language, and then click **Next**.



4. 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.



5. Register the product (optional).




Connect wirelessly

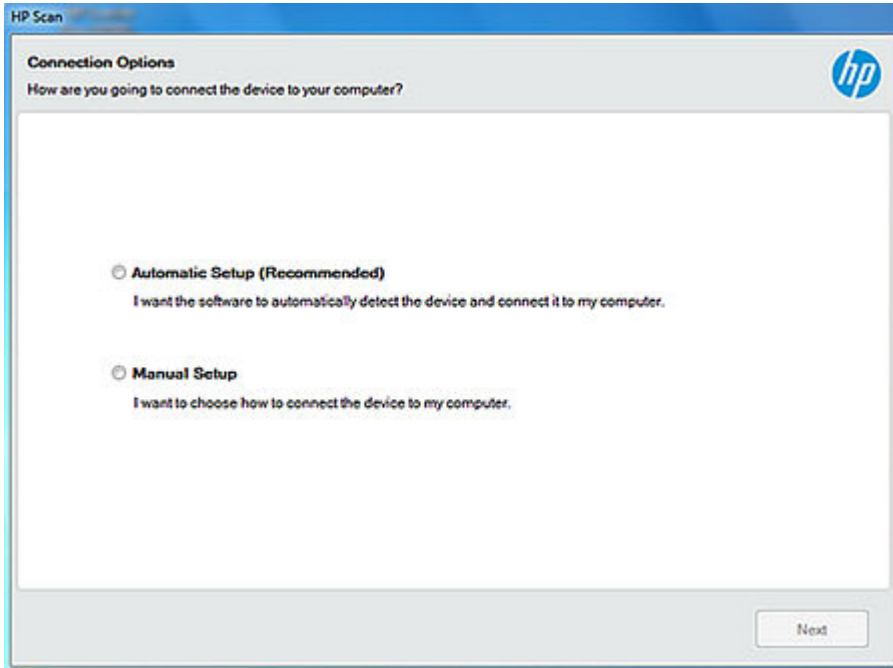
Install the software with a wireless connection.

1. Select the connection option.

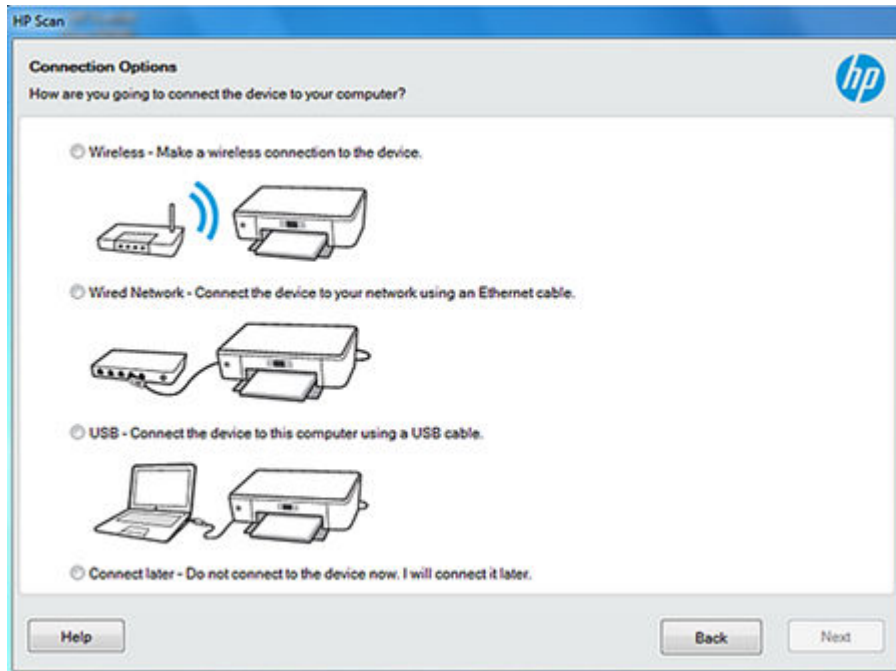
- **Automatic Setup** – Select this option to automatically detect the connection type.

 **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.

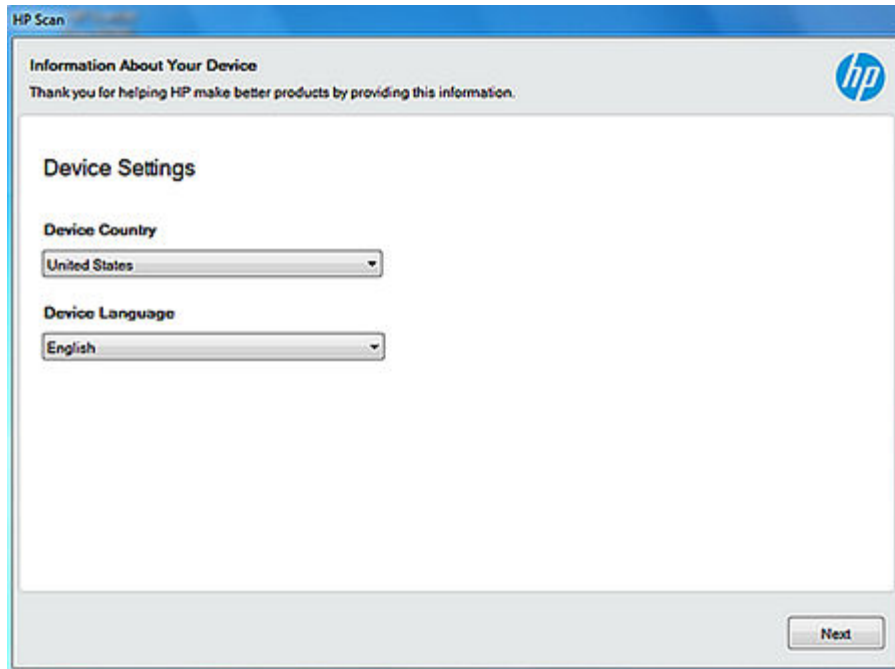


a. Select **Wireless** and then select **Next**.

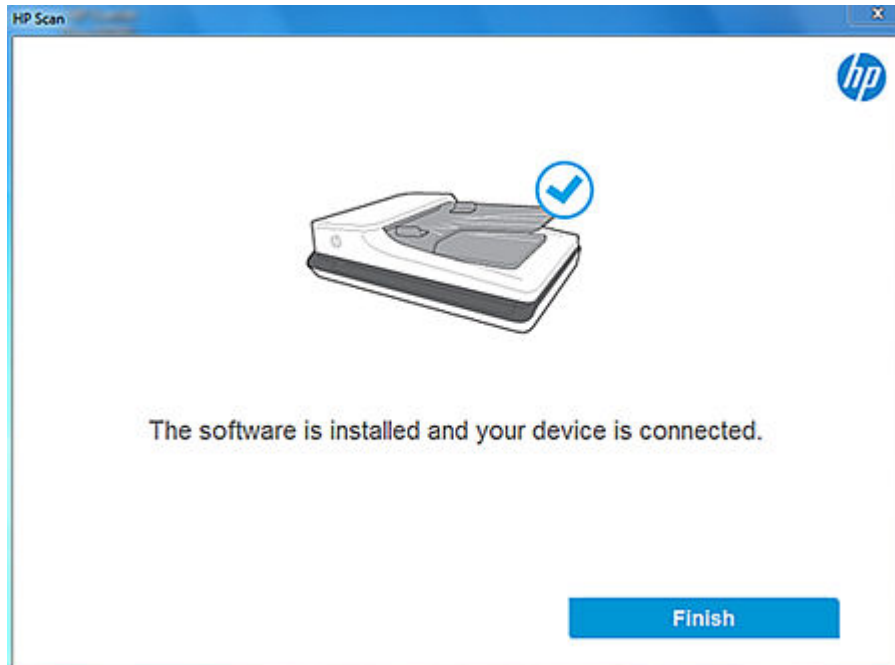


b. Wait for the scanner to be detected, select the device, and then select **Next**.

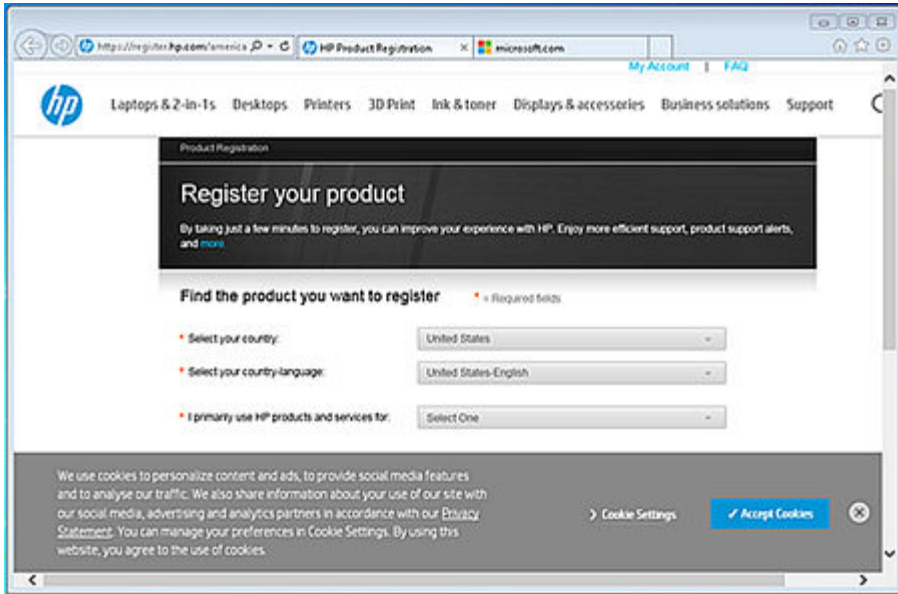
2. Wait for the connection and set up process to complete.
3. When prompted, select the device country and language, and then click **Next**.



4. 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.



5. Register the product (optional).



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.

 **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.

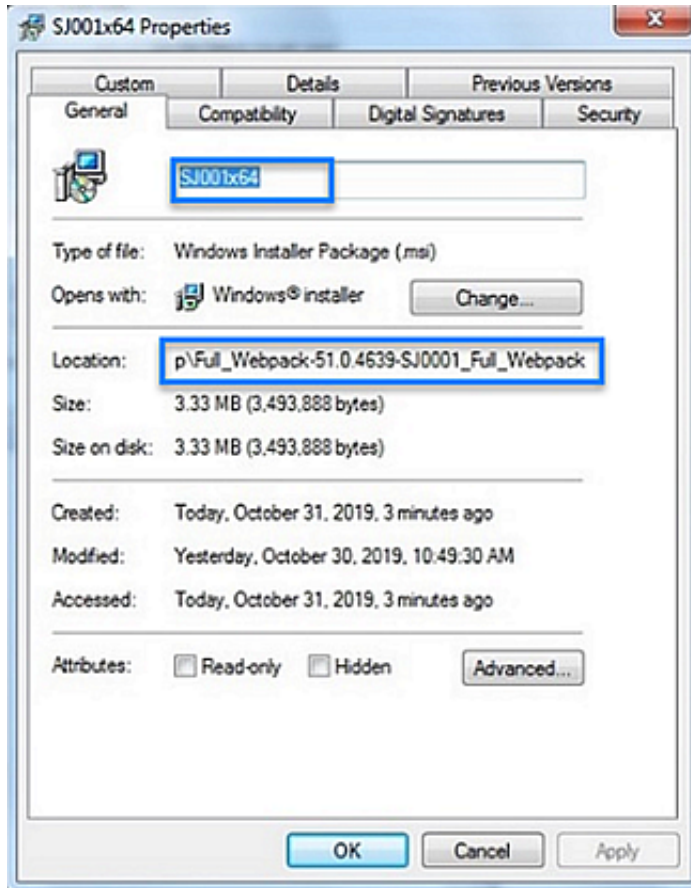
1. Locate the plug-in files you downloaded previously.
2. Double-click to launch the file and then select **Run**.
3. Follow any onscreen prompts to complete the process.
4. Repeat for each additional plug in.

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.

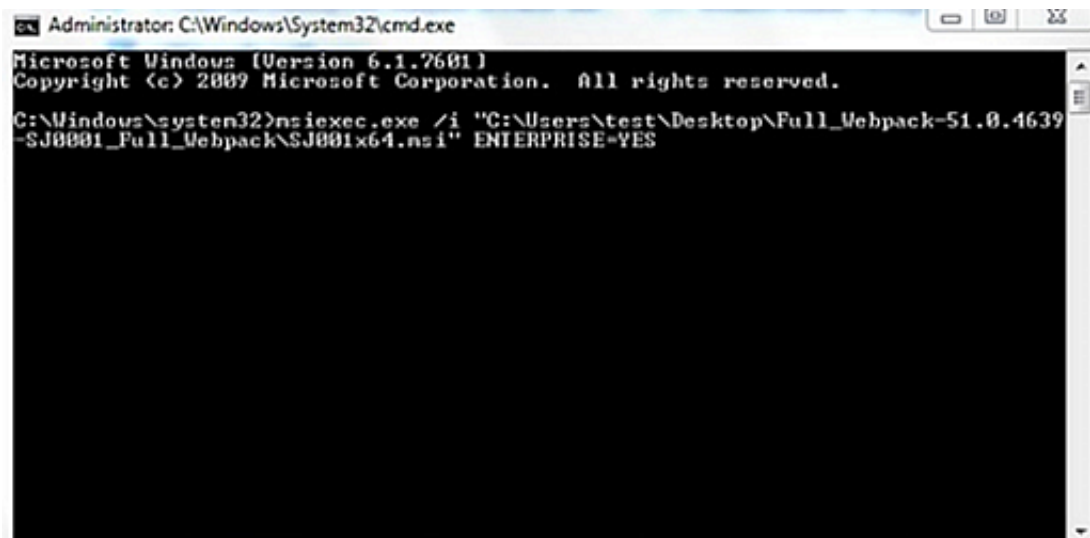
1. Go to the location where you saved the web pack *.msi* and select the file depending on your system configuration (32-bit or 64-bit).
2. Right-click the *.msi* file and select **Properties**.

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
```

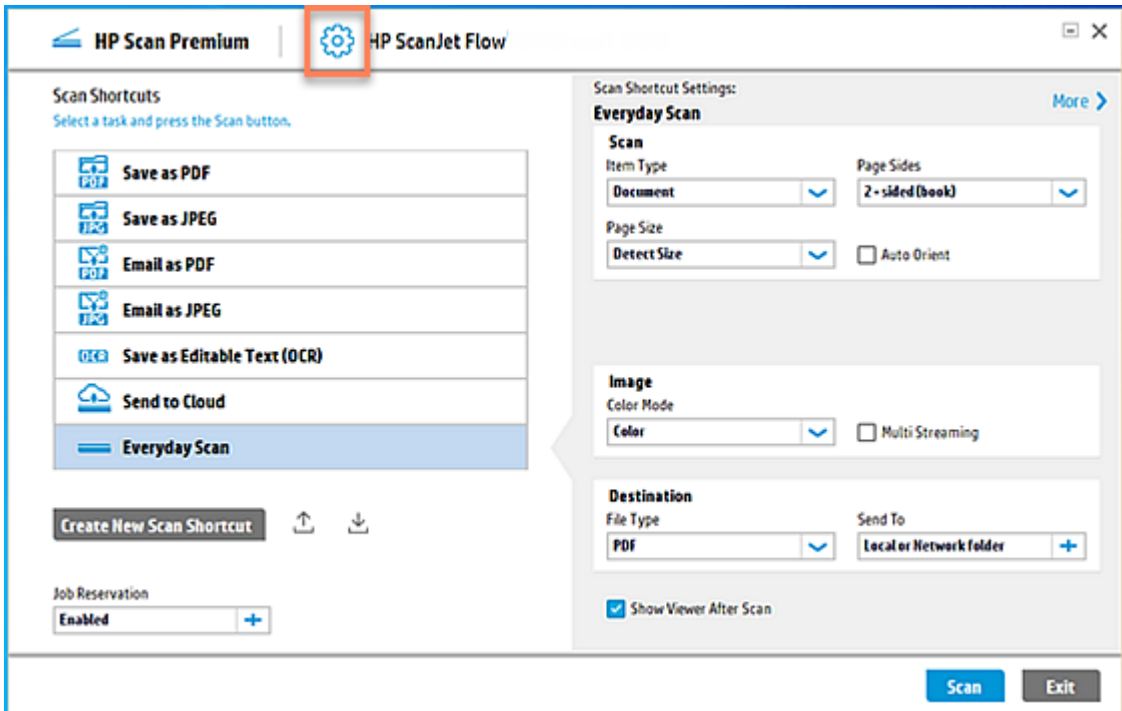


6. Wait for the installation to complete.
7. After running the command to install the software, go to `devicesetuplauncher` to provide the connection type.

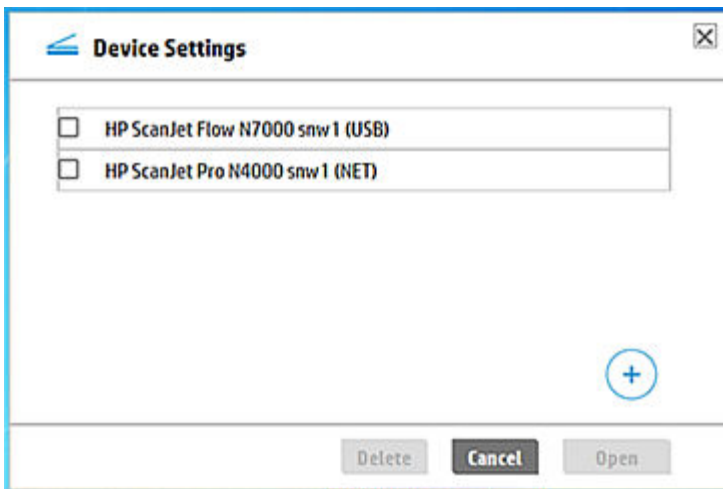
Add a printer or scanner to the app

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.

3 App overview

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


HP Scanner Assistant tabs

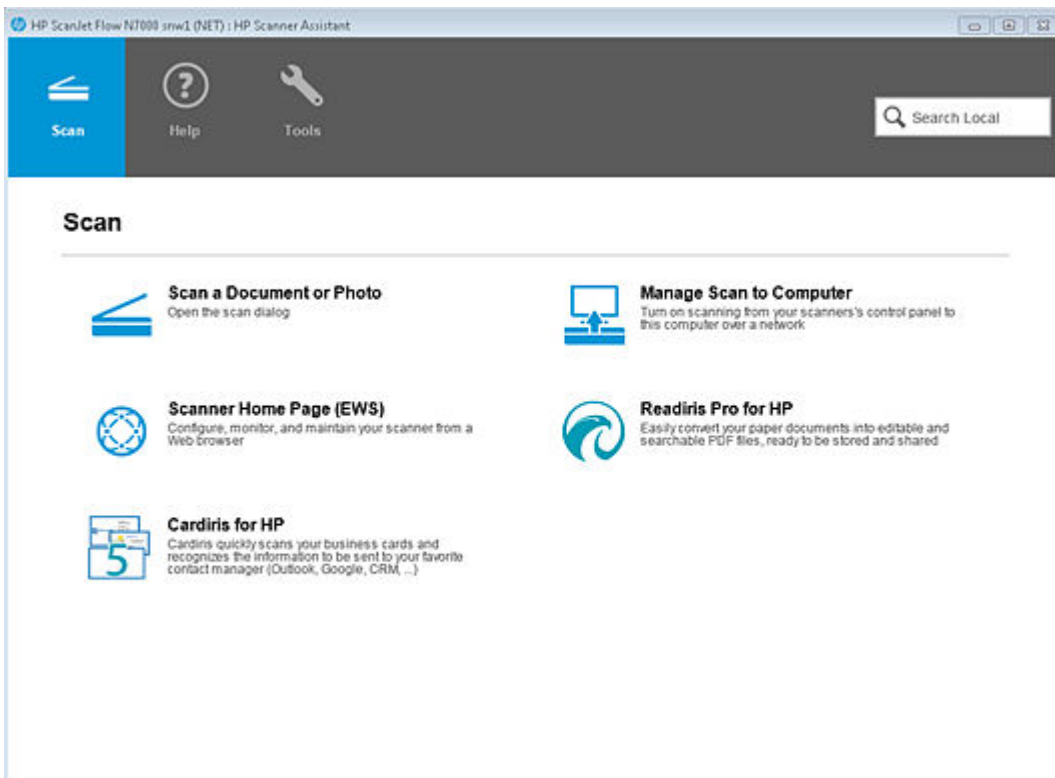
Learn about the different features and tabs in the HP Scan app.

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.

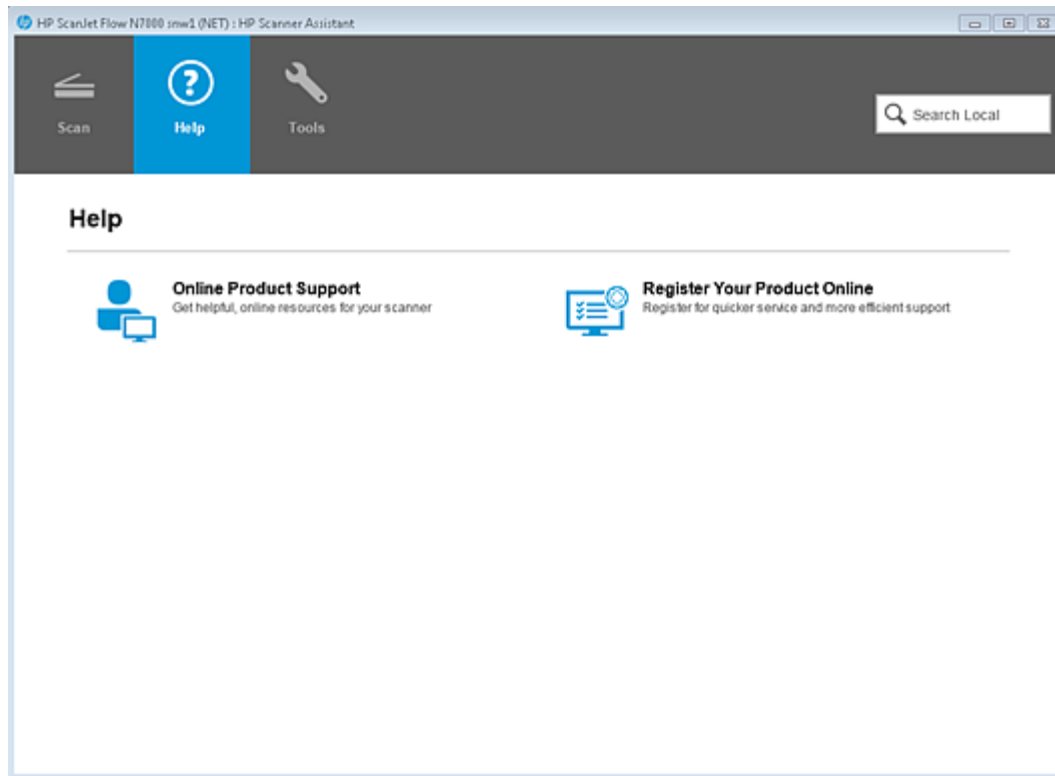


- **Scan a Document or Photo** - use to open the scan interface.
- **Scanner Home Page (EWS)** - when the device is connected to a network, use to open the Embedded Web Server (EWS) to view device, firmware, and network information.
- **Cardiris for HP** - use to open the third-party app to scan mostly business cards via Cardiris.
- **Manage Scan to Computer** - available when the device is connected to a network, use to enable scanning from the device to the computer.

- **Readiris Pro for HP** - use to open the third-party app to scan documents into editable text using optical character recognition (OCR) technology via Readiris Pro.

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:



Tools



Maintain Your Scanner

Change settings, defaults, and perform maintenance



Device Setup & Software

Contains the device drivers, toolbox, status and other basic elements that enable the device to be used from this computer



Update IP Address

Update your scanner's IP address on this computer. After updating the IP address you will need to restart this program



Data Collection Settings

Help us design products that best meet your needs by letting us know how you use our products

Activate Windows

Go to Settings to activate Windows.

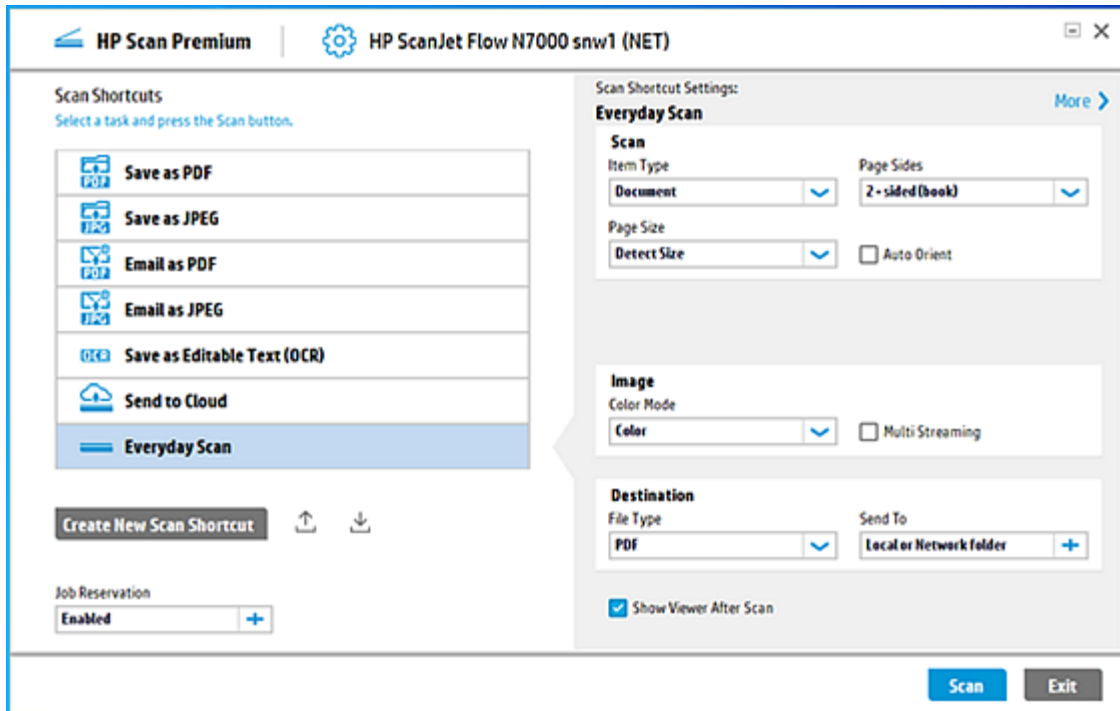
- **Maintain Your Scanner** - Use to change settings, defaults, and perform scanner maintenance tasks.
- **Device Setup & Software** - Use to view the scanner status and toolbox, etc.
- **Update IP Address** - Use to change the IP address for the scanner.
- **Data Collection Settings** - Use to allow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

Overview of the scan home screen

Learn about HP Scan app scan interface home screen including available Scan Shortcuts and basic settings used for Scan Shortcuts before scanning.

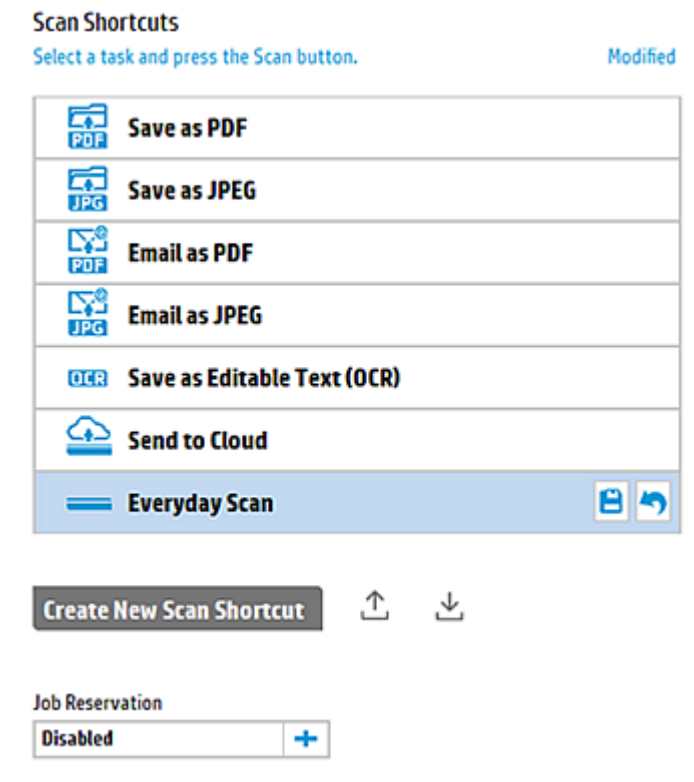
Home screen

The home screen first opens after you launch the HP Scan app and select the **Scan a Document or Photo** option. When the scan interface opens, the model 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*.

The screenshot shows a 'Scan Shortcut Settings' dialog box for the 'Everyday Scan' shortcut. It features a 'More' button in the top right corner. The settings are organized into three main sections: 'Scan', 'Image', and 'Destination'.
- **Scan Section:** Includes 'Item Type' (Document), 'Page Sides' (2-sided (book)), 'Page Size' (Detect Size), and an 'Auto Orient' checkbox.
- **Image Section:** Includes 'Color Mode' (Color) and a 'Multi Streaming' checkbox.
- **Destination Section:** Includes 'File Type' (PDF) and 'Send To' (Evernote).
At the bottom, there is a checked checkbox for '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.

Scan Shortcuts

Select a task and press the Scan button.

Modified

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

Create New Scan Shortcut



Job Reservation

Disabled



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*.

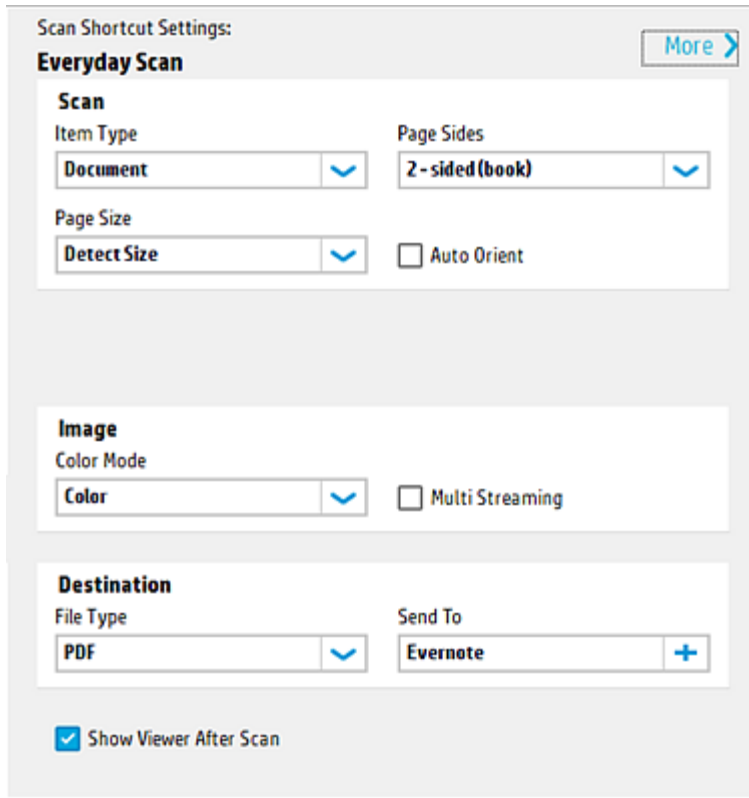
- **Save as PDF** - Save the scan as a PDF output to a local or network folder destination.
- **Save as JPEG** - Save the scan as a JPEG output to a local or network folder destination.
- **Email as PDF** - Email the scan as a PDF output to an email recipient.
- **Email as JPEG** - Email the scan as 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.

Scan 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.




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.

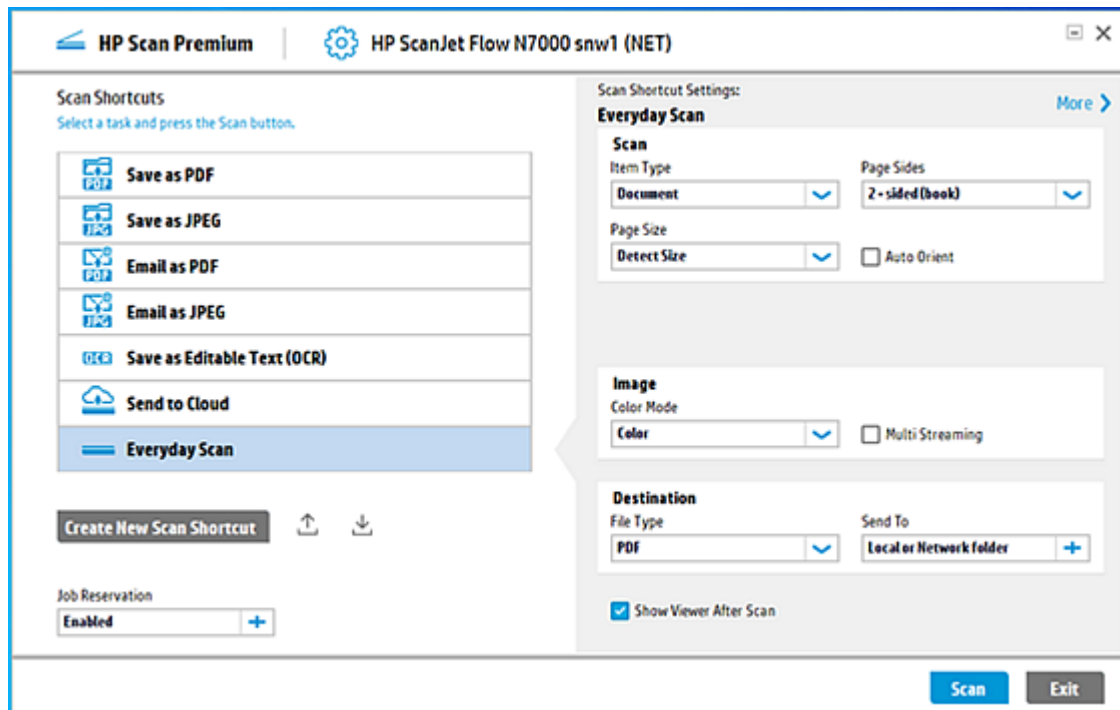
Overview of the scan preview window

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

Show viewer after scan checkbox

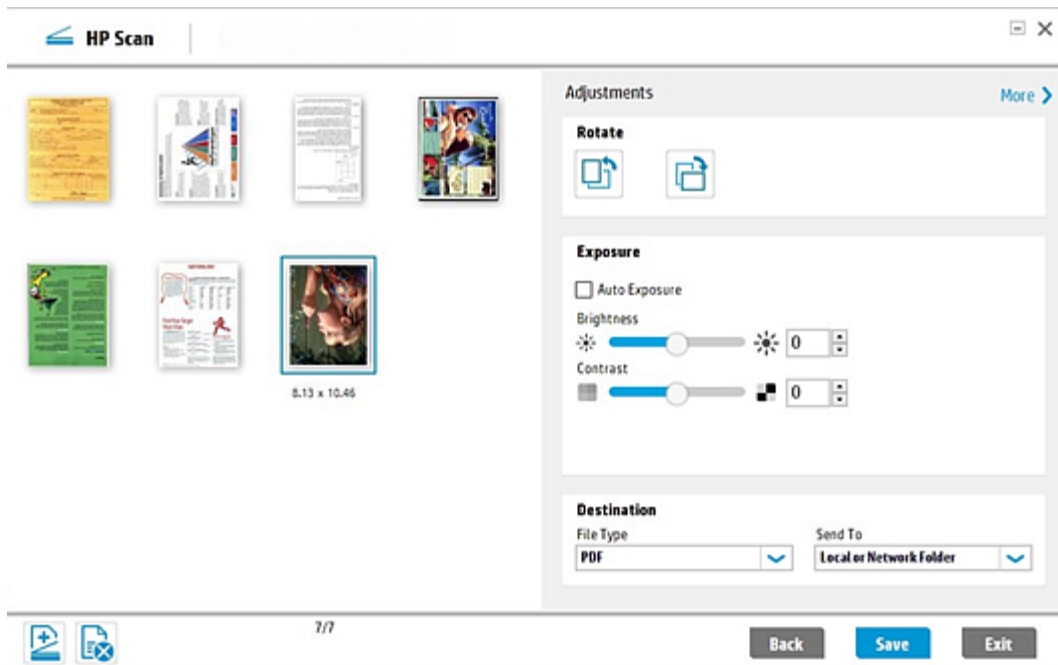
The Scan preview window will display automatically after scanning documents when the **Show Viewer after scan** check box is selected in the lower right pane of the home screen (this is the default):

 **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:

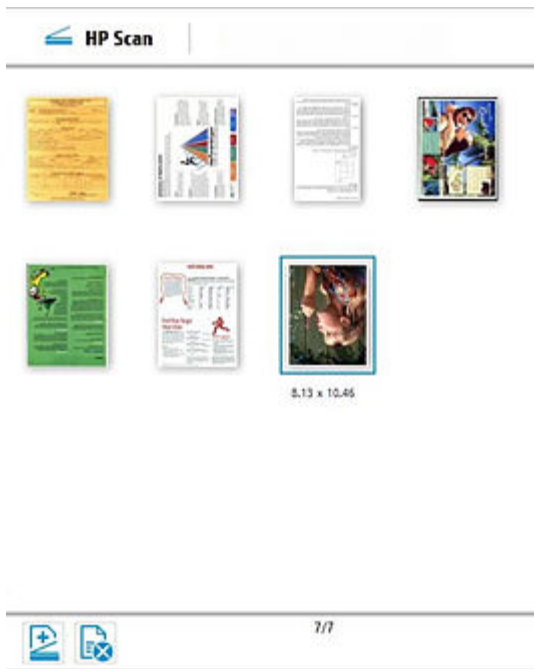


Left pane of the scan preview window

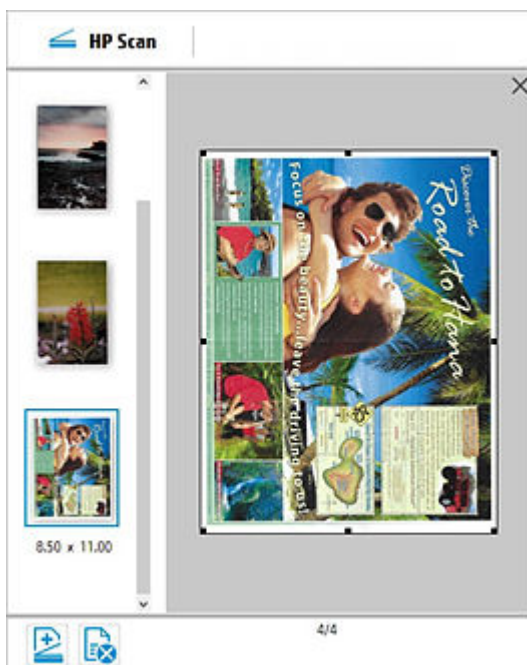
The left pane of the scan preview window has two primary views: Document view and Thumbnail view.

 **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.

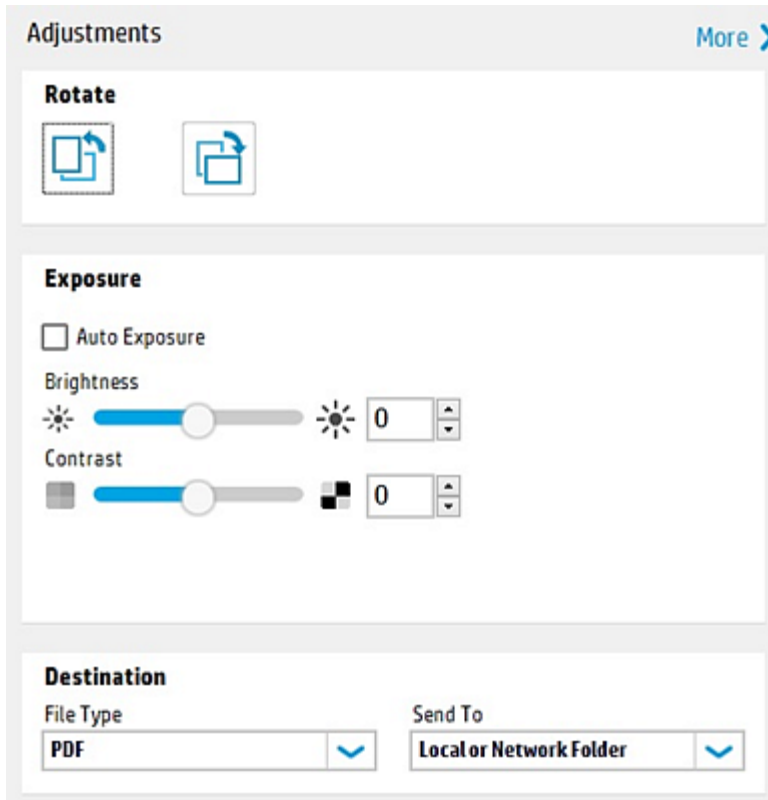


- Document** view - Displays a document or set of documents in a list of thumbnails in the far left pane with a single document view area in the center. Changes applied in this view apply to only one page at a time. The Single Image View consists of a single wide thumbnail strip, a single image view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

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

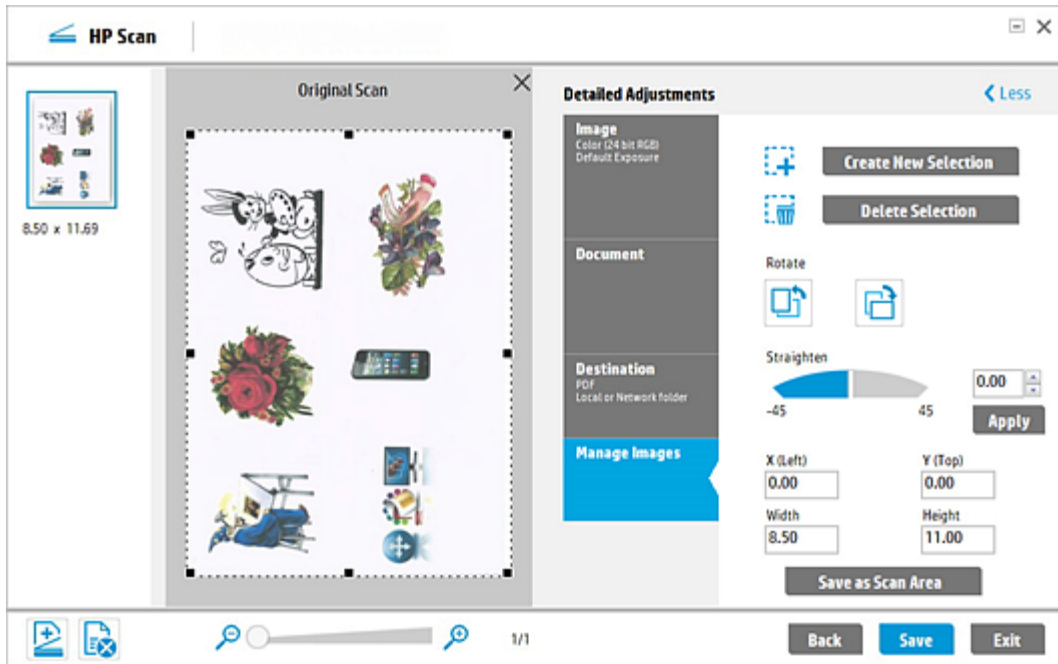
Overview of the Detailed Adjustments settings

The Detailed Adjustments settings are available in the Scan Preview window.

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

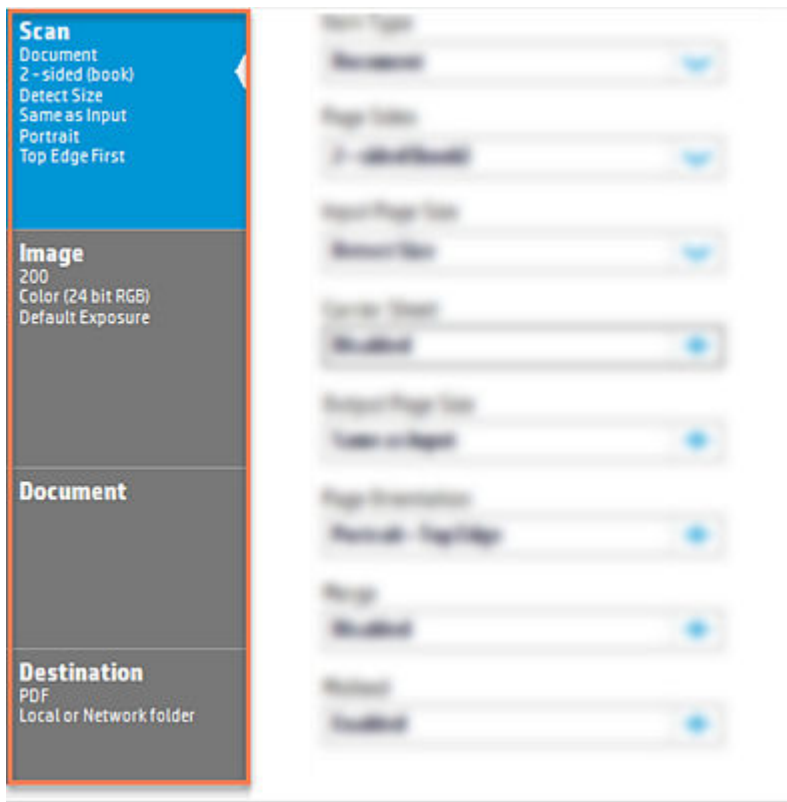
When this view is opened, it covers up the basic adjustments area.

 **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.

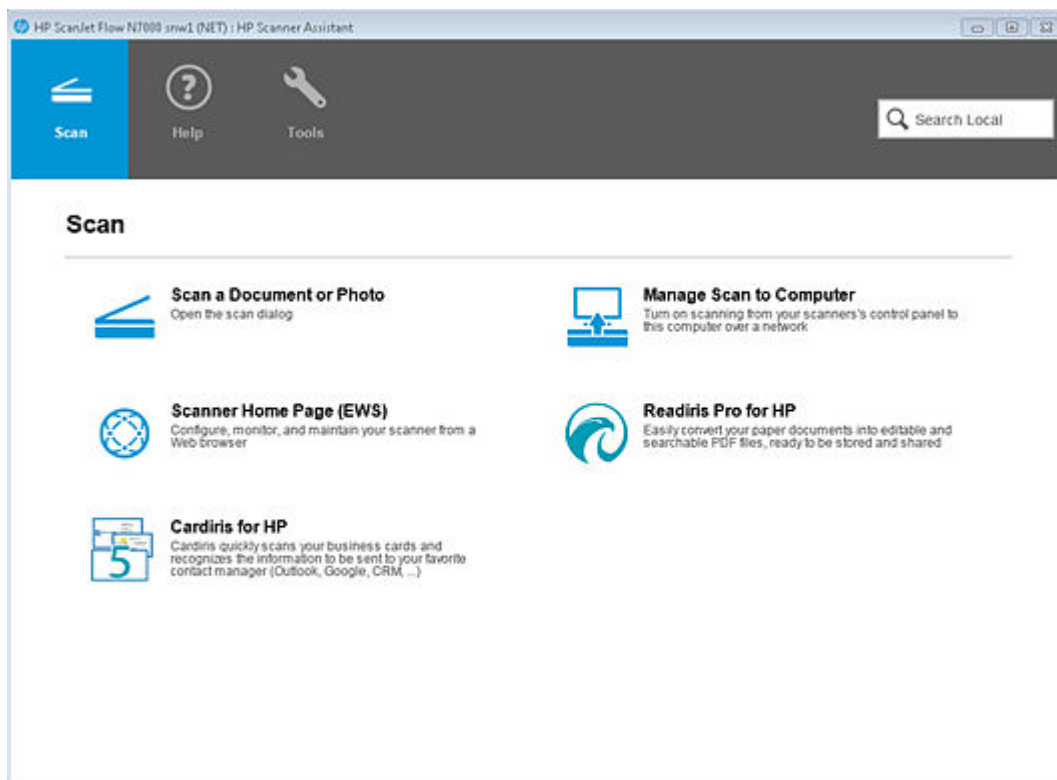
Open the HP Scan app

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

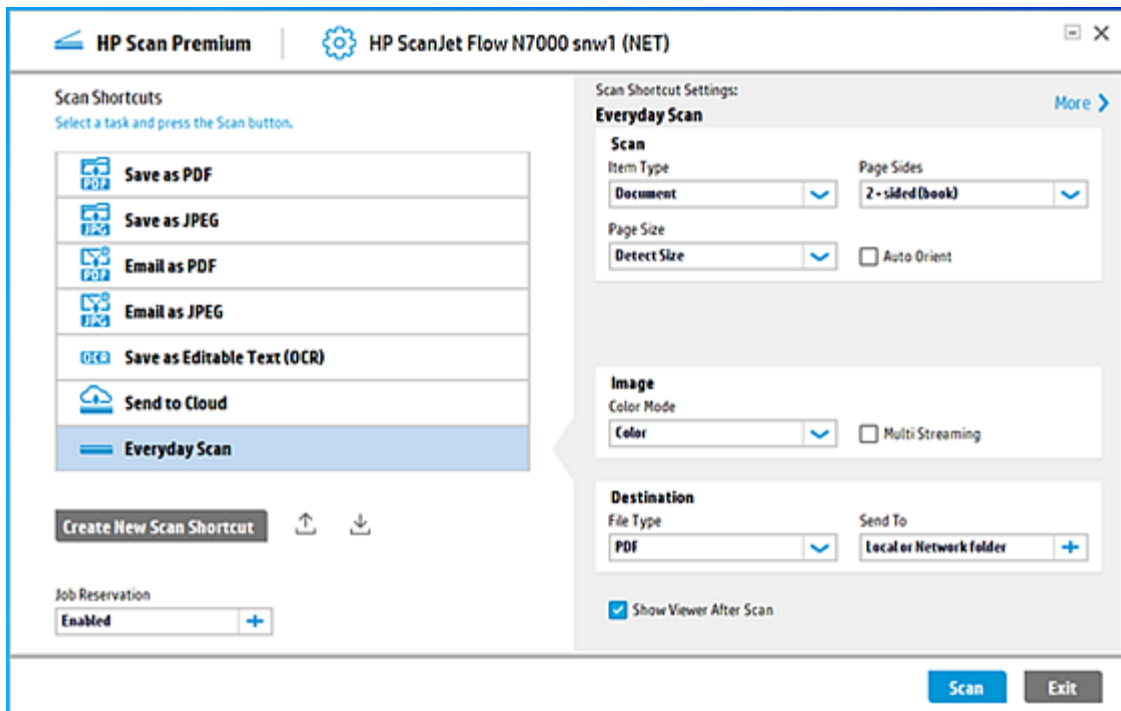
Follow these steps to open the HP Scan app and the scan interface.

1. To open the app, using 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

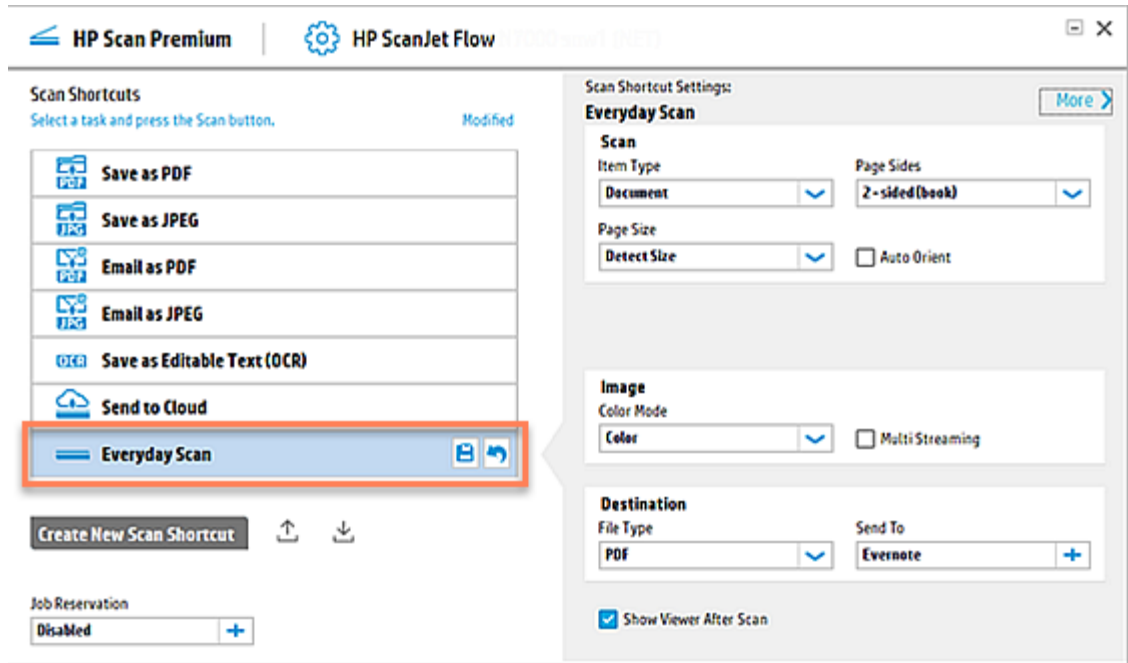
Learn how to scan a document or photo using Everyday Scan, how to adjust the Shortcut settings before a scan, and how to use the scan preview window to edit scanned pages and/or settings after scanning.

1. Open the HP Scan app.
2. On the **Scan** tab, select **Scan a Document or Photo**.

The scan interface opens.

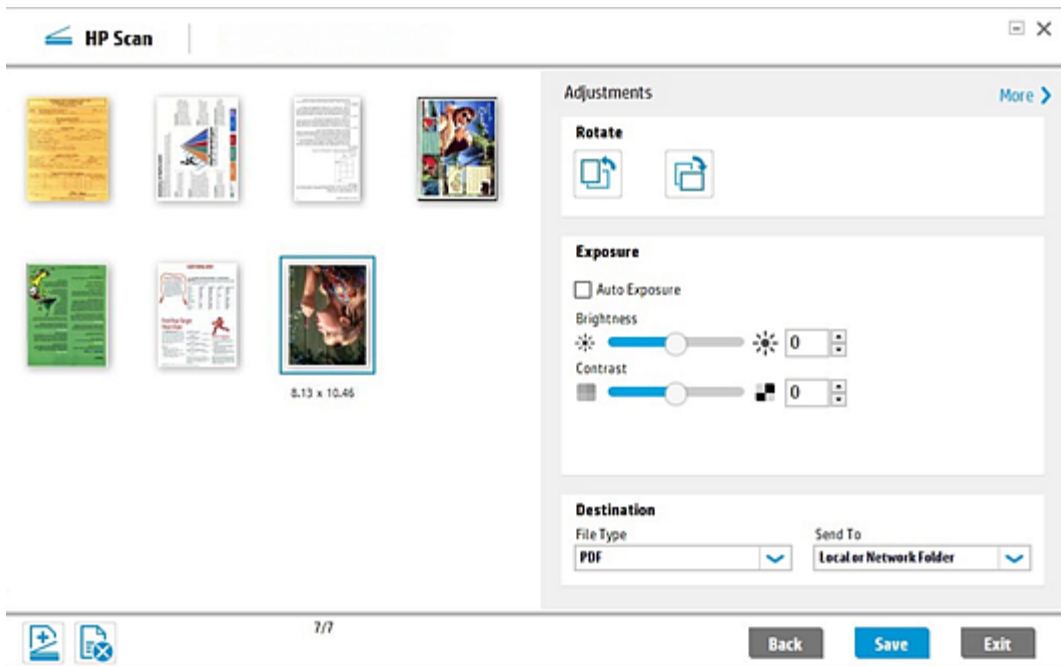
3. Place a set of documents in the document feeder or on the scanner flatbed.

4. On the scan interface home screen under Scan Shortcuts in the left pane, select **EveryDay Scan**.



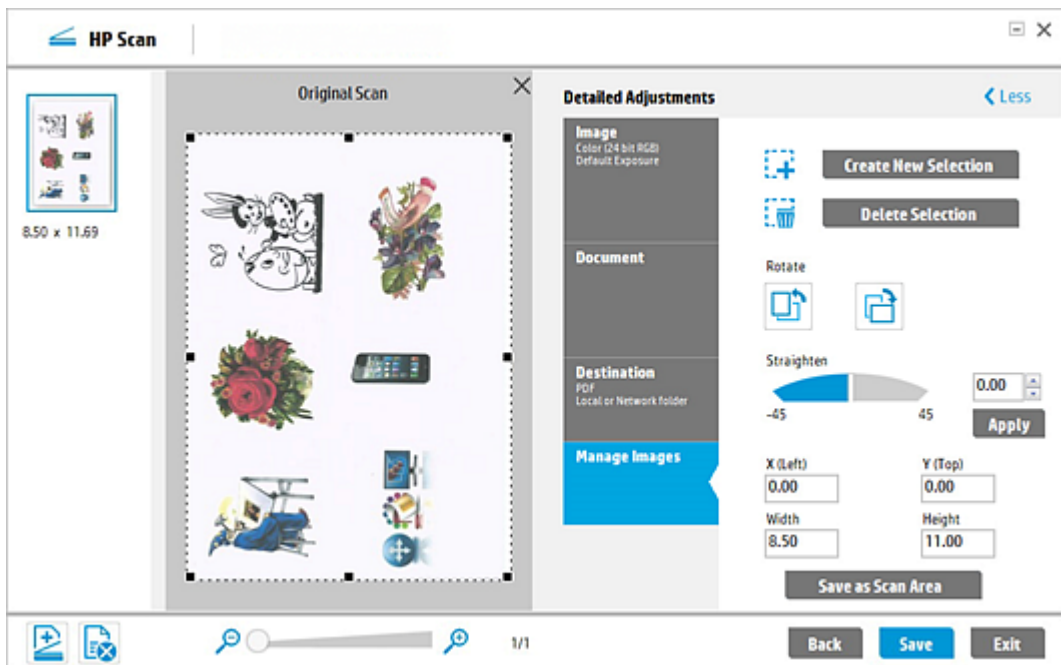
5. Make any desired changes to the basic Scan Shortcut changes in the right pane prior to scanning.
6. Select the **Show Viewer after scan** check box.
7. Select **Scan**.
8. After scanning, edit the pages using the basic Adjustments settings in the right pane of the scan preview window.

 **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**.

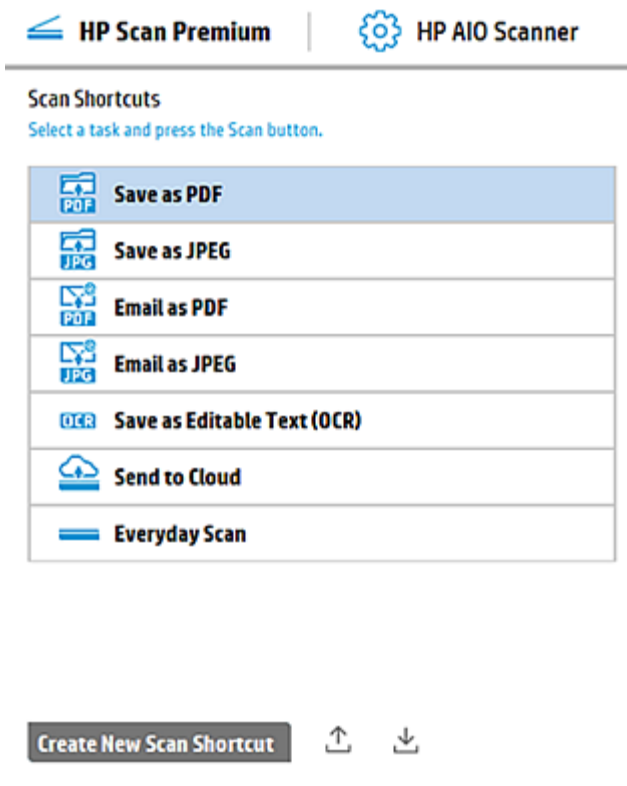
Scan to .jpg or .pdf format and save to local destination

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

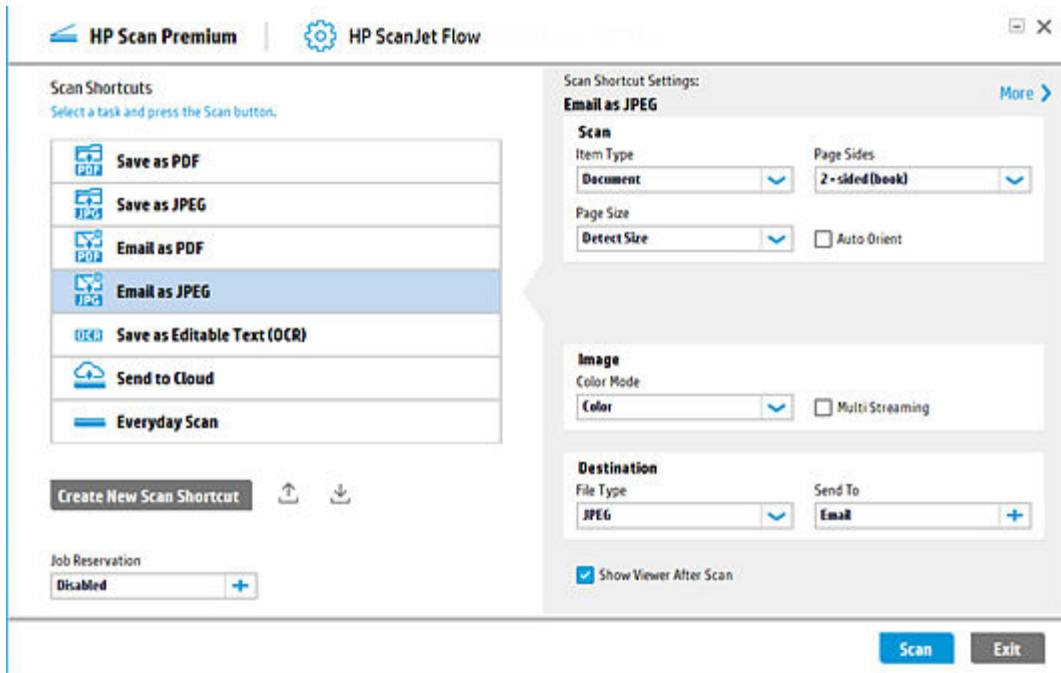
To save a scan as a .jpg or .pdf format and email it to an email recipient, follow these steps.

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

Use either the Scan Shortcut or the Readiris Pro for HP feature in the HP Scan app to scan a document into editable text.

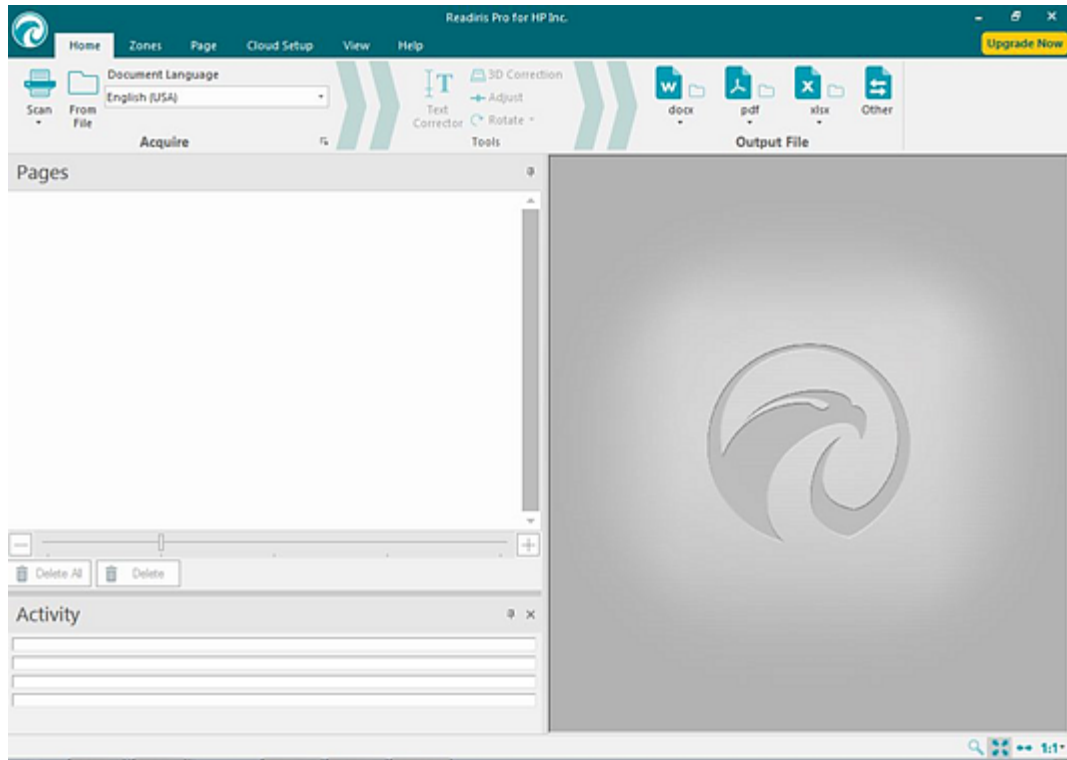
Scan into editable text with Readiris Pro for HP

Readiris Pro is a third-party application used to scan documents into editable text using optical character recognition (OCR).

 **NOTE:** When scanning using an editable text option, the resolution will automatically default to 300 dpi. This is the minimum resolution required for OCR file types.


1. Open the HP Scan app.
2. Place a set of documents in the document feeder or on the scanner flatbed.
3. On the **Scan** tab, select **Readiris Pro for HP**.

The Readiris Pro app opens.



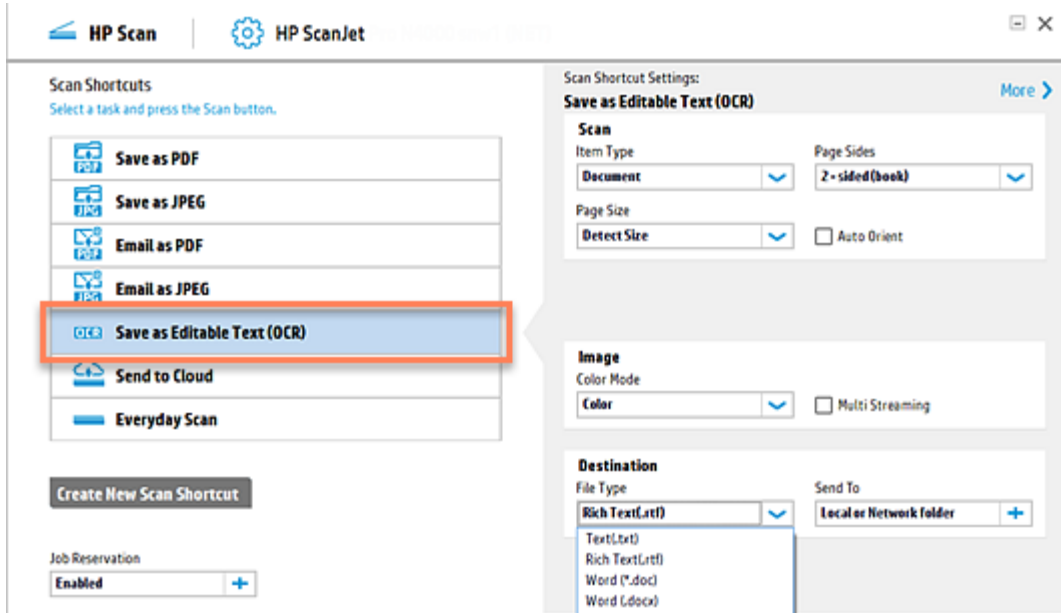
Scan into editable text using the Scan ShortCut

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

 **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.

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**.

Scan a business card(s)

Use the Cardiris for HP feature in the HP Scan app to scan business cards.

Cardiris Pro is a third-party application which is used to scan mostly business cards.

1. Open the HP Scan app.
2. On the **Scan** tab, select **Cardiris for HP**.

The Cardiris for HP app opens.

Store a scan job

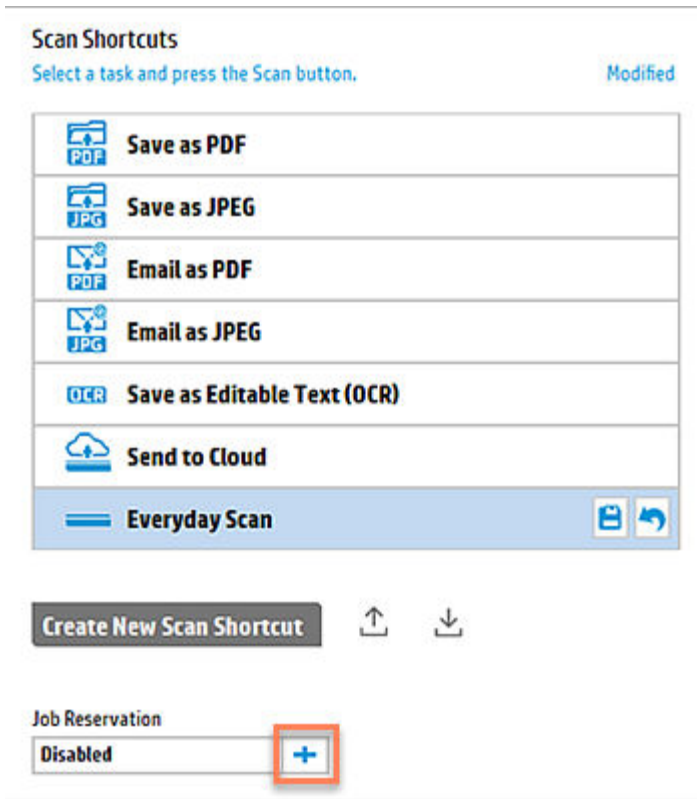
To scan a job and assign it a storage PIN for security purposes (optional), use the **Job Reservation** feature.

1. Open the HP Scan app.
2. On the **Scan** tab, select **Scan a Document or Photo**.

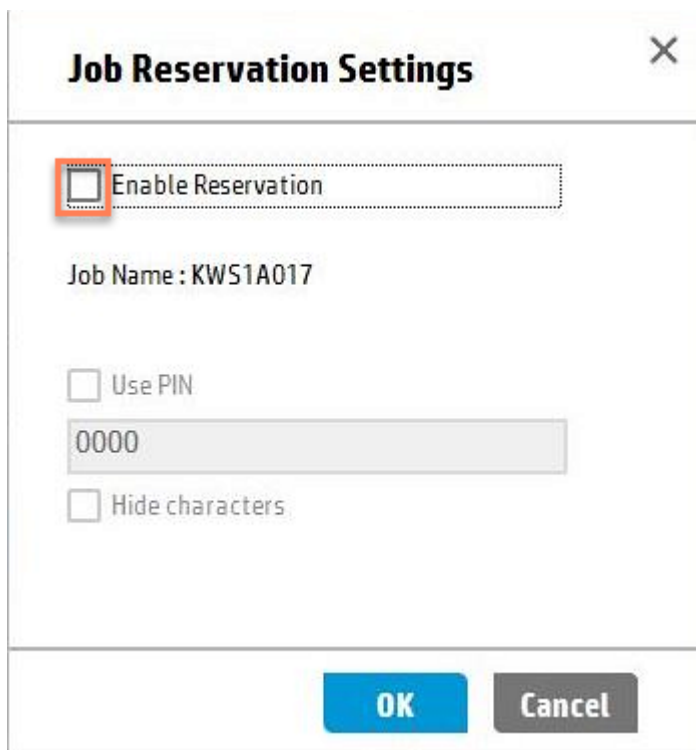
The scan interface opens.

3. Select a Scan Shortcut for the job type and destination where you want to store the scan.

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



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




6. To assign a PIN for security purpose, select the **Use PIN** check box, type a numeric PIN (up to four digits). This step is optional.
7. When finished, select **OK**. A Job Name is automatically assigned and notification displays.
8. Adjust the Scan Shortcut settings in the right pane and when finished, select **Scan**.
9. To release the reserved job scan from the front panel of the scanner, select the Job Name, and then type the PIN (if you created one).

5 Use the scan preview window to edit scanned pages

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

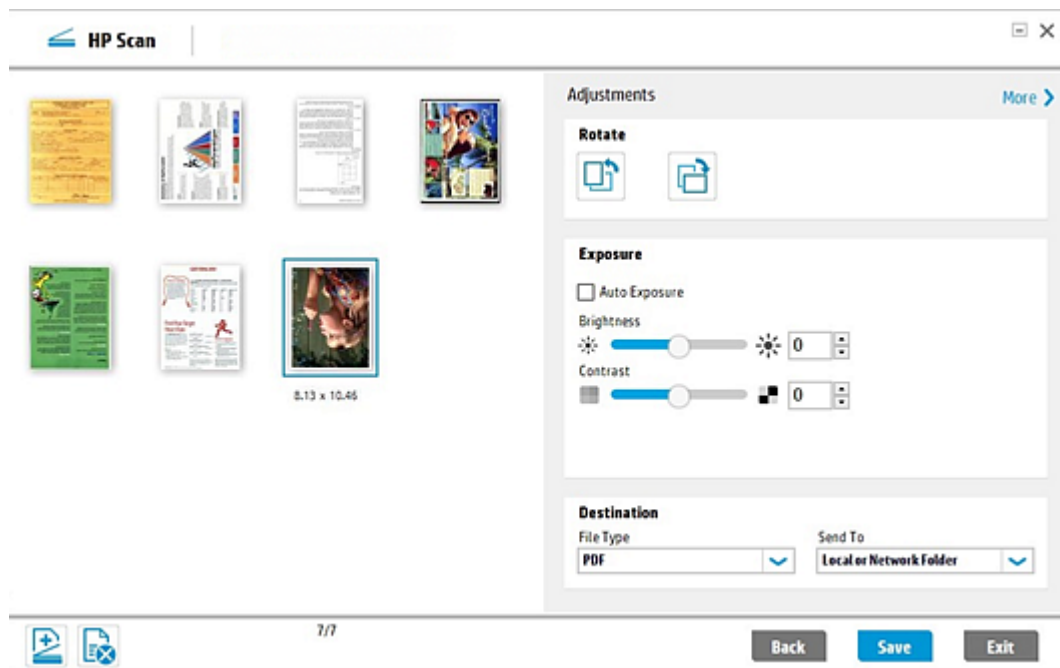
View scanned pages in a thumbnail grid in the scan preview window


The thumbnail grid view enables basic adjustments page by page using the right pane of the scan preview window.

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

1. Open the HP Scan app.
2. Place a set of documents in the document feeder or on the scanner flatbed.
3. Select the **Show Viewer after scan** check box.
4. Select **Scan**.

The documents are displayed as an array of thumbnails in the scan preview window. This Thumbnail Grid View is the default preview when the **Show Viewer after scan** check box is selected.



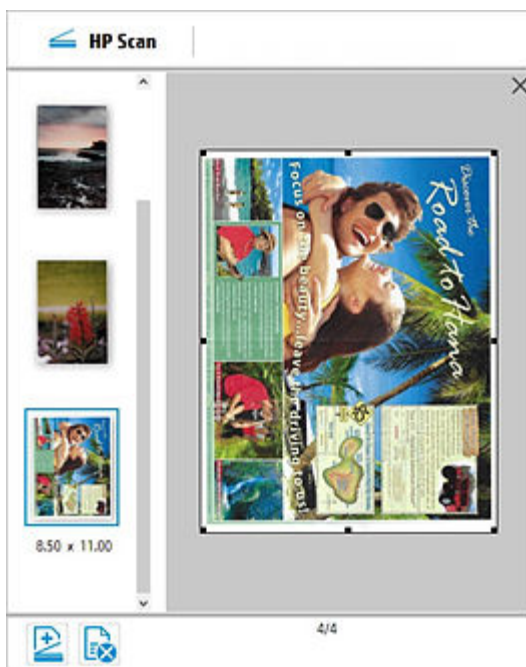
 **NOTE:** To view a thumbnail in the single image view, double-click the single thumbnail to open it. Click the 'X' in the upper right corner of the window to close it and return to the thumbnail preview.

View scanned pages in a document list in the scan preview window

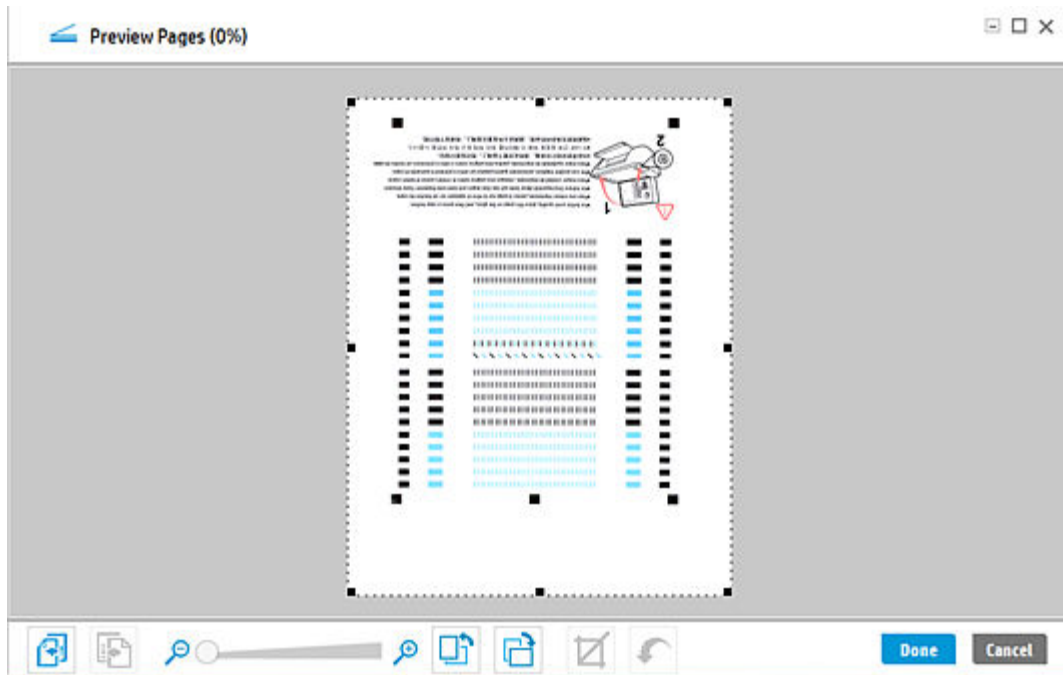
The document list view enables basic adjustments page by page using the right pane of the scan preview window.

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

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



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.



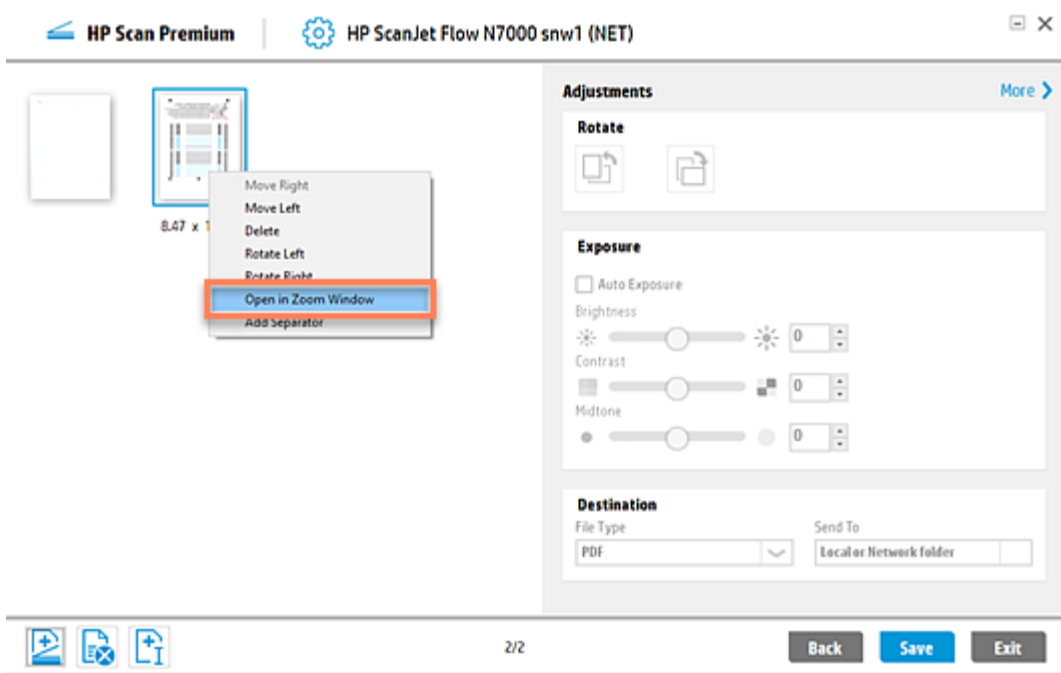
View a scanned page using zoom mode in the scan preview window

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.




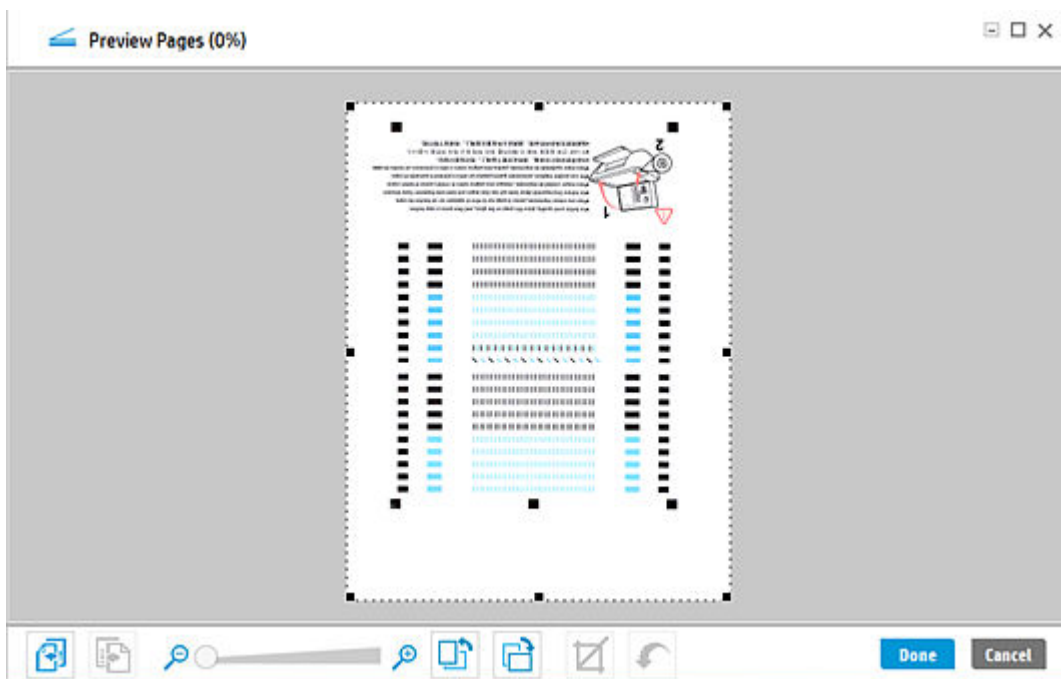
NOTE: You can also double-click the thumbnail image to open it in the zoom view for editing.




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.

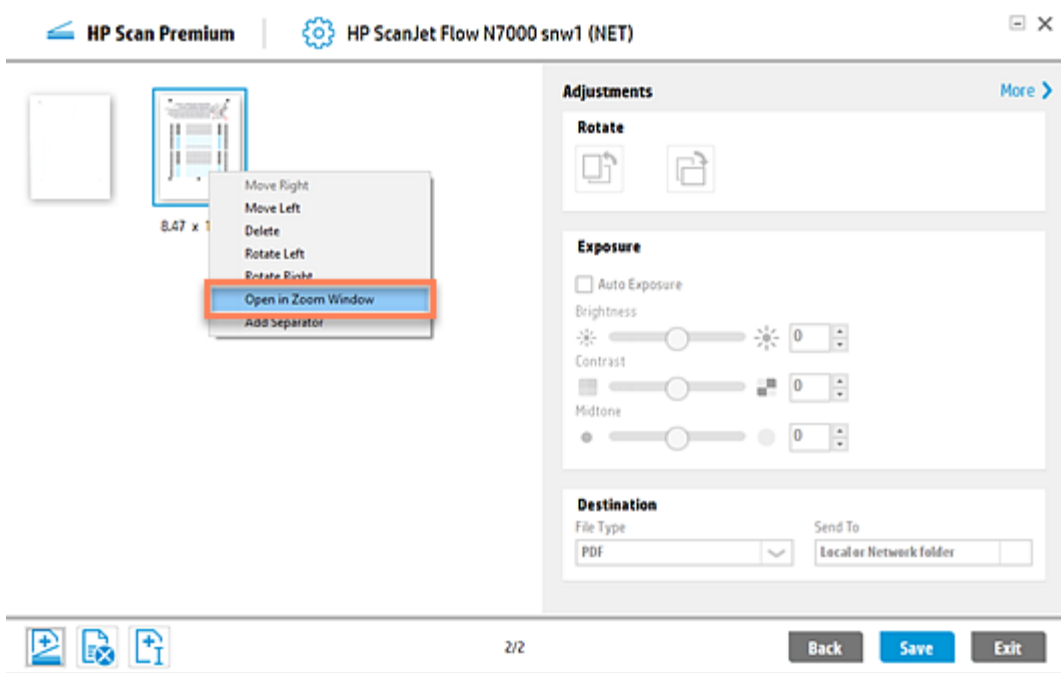
9. When finished, select **Done**.

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**.

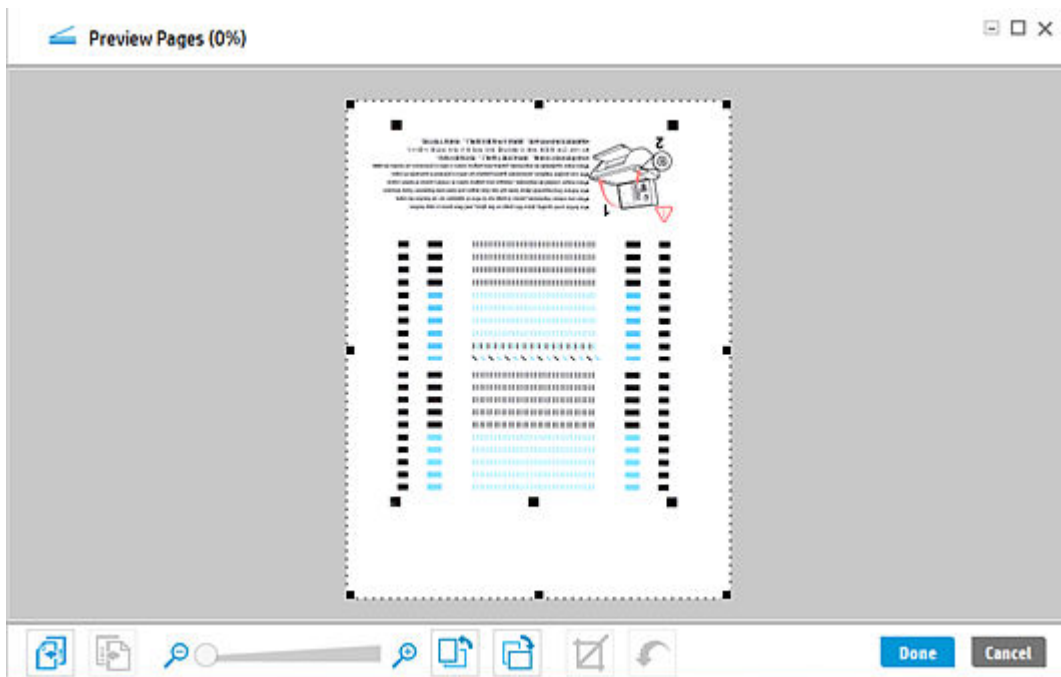
 **NOTE:** You can also double-click the thumbnail image to open it in the zoom view for editing.



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.




- To crop an area of interest, use the mouse to select the area and then release the mouse. After releasing the mouse, the crop option becomes available.





- From the tools icons at the bottom of the screen, select the Crop icon to crop to the selected area. To undo and start again, select the Undo icon.

	Select to crop the selected page in the zoom scan preview window.
	Select to undo a crop operation in the zoom scan preview window.

- Use the previous or next page icons to scroll and make any additional changes to other pages.

 **NOTE:** The changes on each page must be saved separately. If you make any changes and attempt to scroll without saving, a dialog prompt is displayed. When prompted, select **Yes** to save any changes made in the current page preview before scrolling.

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

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

Use the scan preview window to delete or remove pages

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

After scanning pages, the preview window has an 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. In the preview window, use the icon in the lower left of the window to mark an image or page for delete. Pages marked for delete are indicated by an 'X' and will not be included in the final processing.
 - Delete icon - Select the page and then click the icon to remove the page. OR
 - Right-click the page and select **Delete** to mark the page for deletion. OR

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

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

Use the scan preview window to add or remove pages

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

After scanning pages, the preview window has icons that enable the user to insert pages. It will determine where additional pages are placed in the array of scanned pages. This icon is always initially shown at the end.

1. Open the HP Scan app.
2. Place a set of documents in the document feeder or on the scanner flatbed.
3. Select the **Show Viewer after scan** check box.
4. Select **Scan**.
5. Use the icons in the lower left of the window to add a blank page, add an existing image, or remove a page/image.
 - Add blank page icon - Click the icon and click **Save**. A blank page is appended to the end of document set.

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

- Add existing image icon - Click the icon and select the existing image.
- Remove page or image icon - Select the page and then click the icon to remove the page.

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

6. When finished making adjustments, click **Save**.

Use the scan preview window to change page order

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

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

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



NOTE: To move a page, you can also drag-and-drop the image to a new location in the document set.

7. When finished making adjustments, click **Save**.

Use the scan preview window to change page orientation

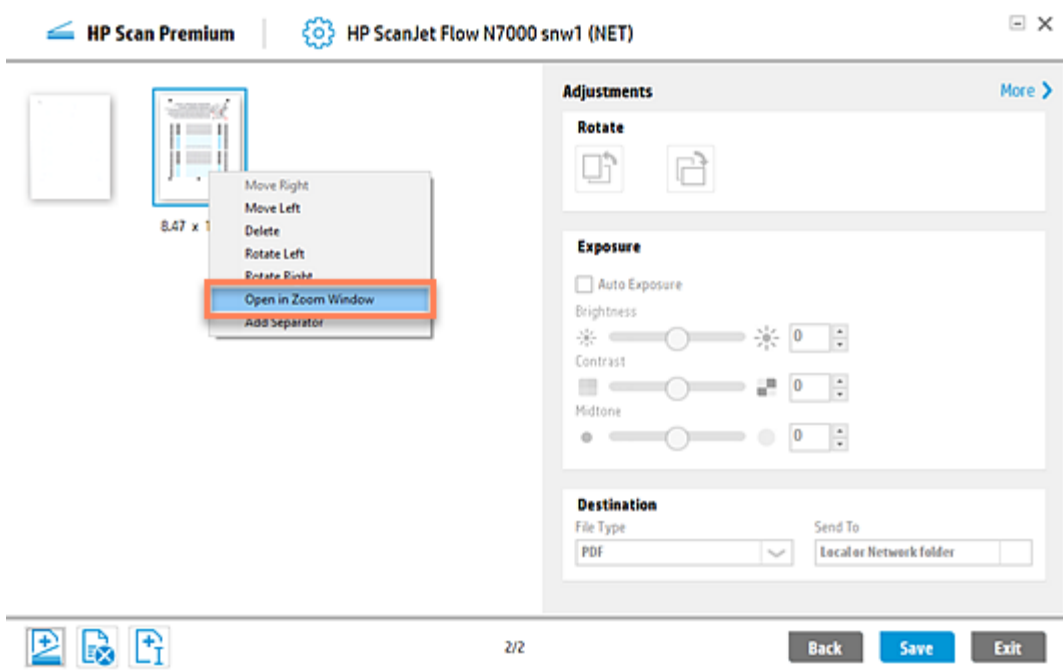
After scanning pages, the preview window can be used to change the orientation of pages.

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.

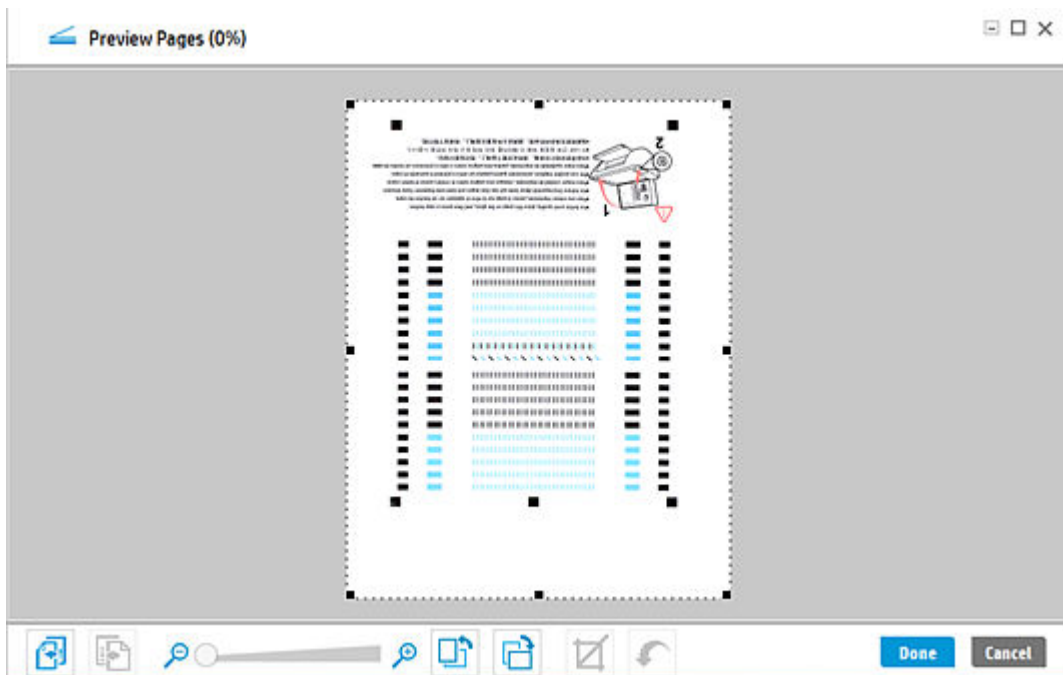
- a. Select a thumbnail image, right-click, and then



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.

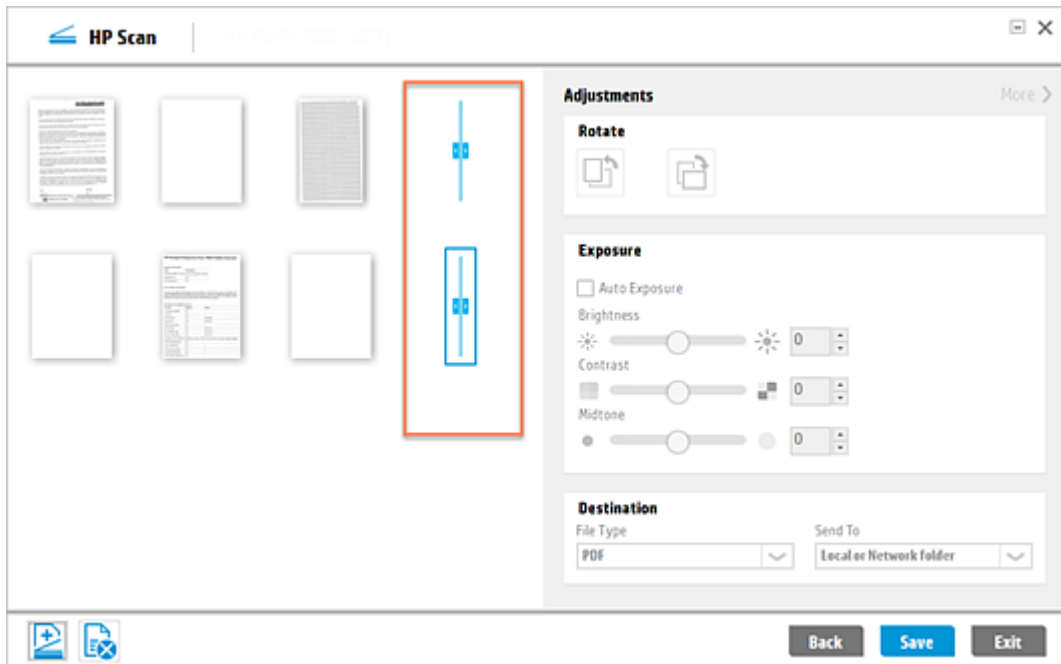
Divider bars are visible in the scan preview window to indicate where documents will be separated. To insert a separator using the thumbnail preview window, follow these steps.

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**.

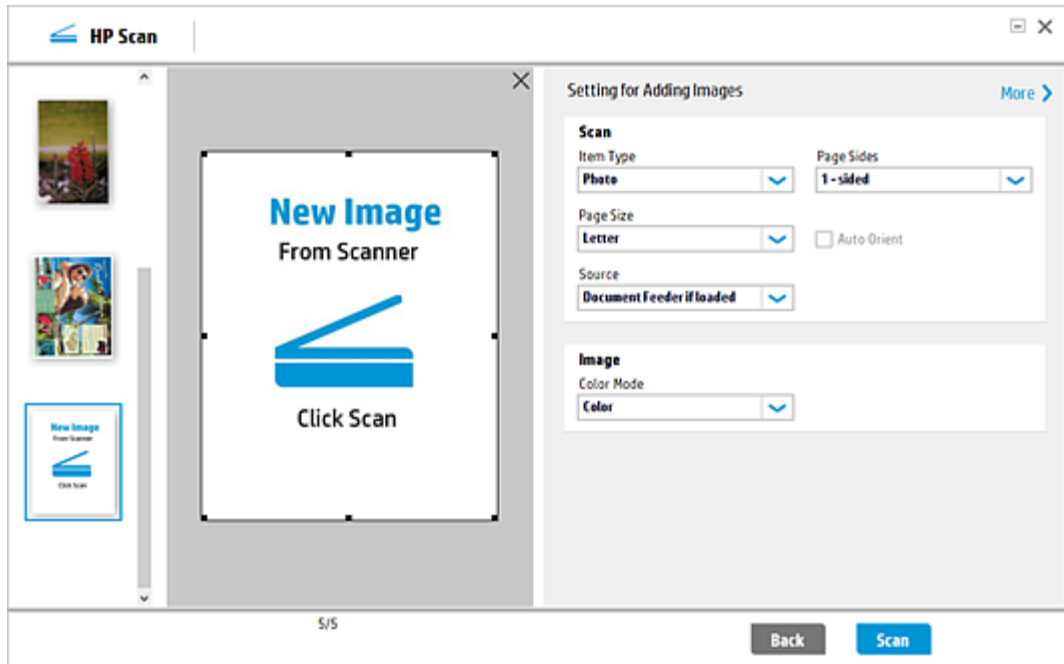
 **NOTE:** To delete a page separator, select it, right-click, and then select **Delete** from the drop-down menu.

Scan 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**.

6 Configure the HP Scan app

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


Create a custom Scan Shortcut

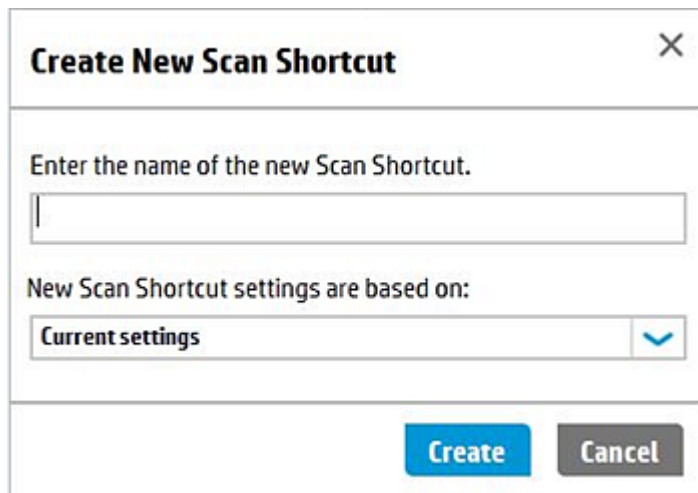
To add a new custom Scan Shortcut to the left pane of the home screen, follow these steps.

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


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

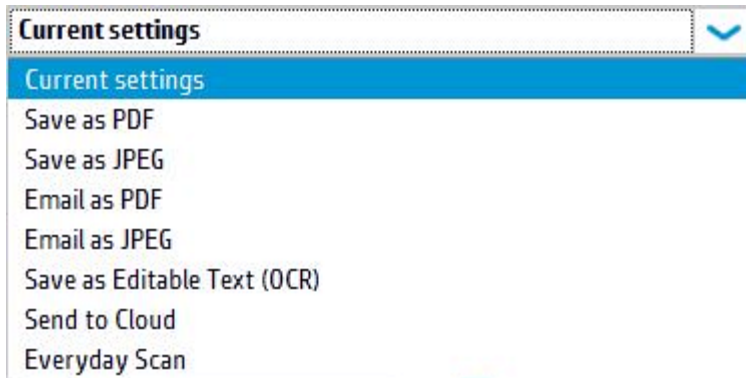
1. Open the HP Scan app.
2. From the Home screen in the lower left pane, click **Create New Scan Shortcut**.
3. Type a name for the new Scan Shortcut.

 **NOTE:** Duplicate names are not allowed. The name should be unique and less than 128 characters.



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

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




5. Select **Create**.

A new shortcut is created with a default icon and displays at the top of the Scan Shortcuts list in the left pane. The new shortcut is assigned an icon based on the Item Type and Destination chosen for the shortcut.

Enable the Scan to computer feature

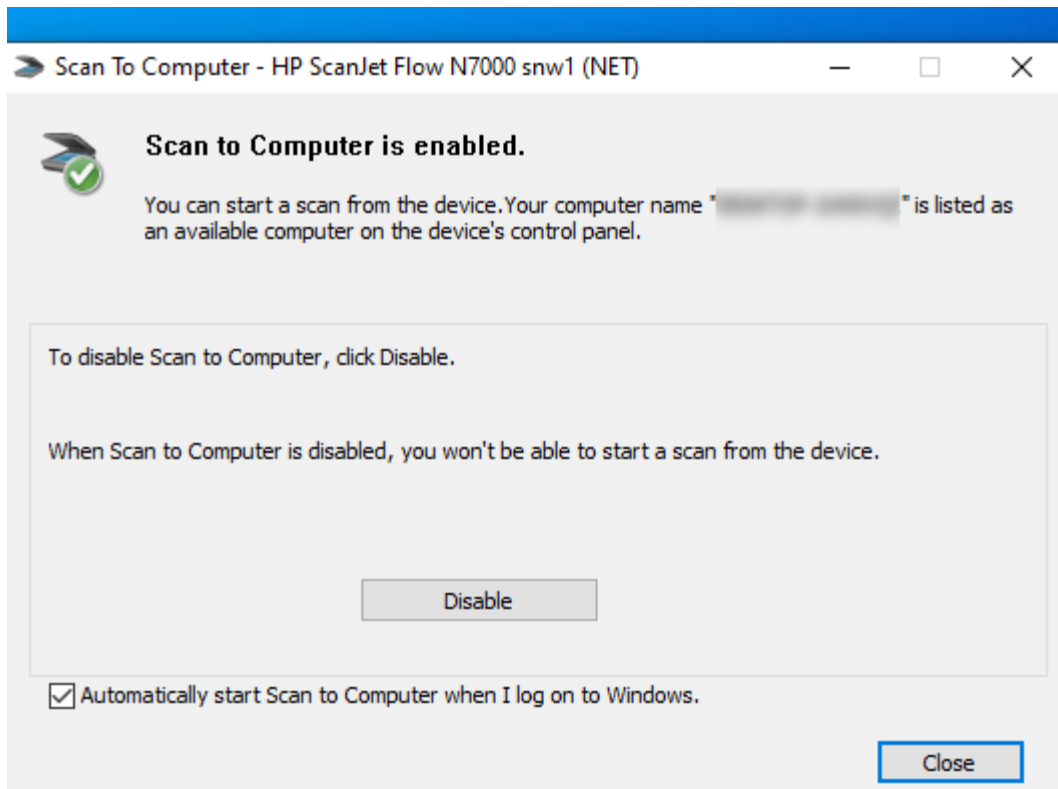
To start a scan from the device to the computer, enable the **Scan to Computer** feature.

1. Open the HP Scan app.
2. On the **Scan** tab, select **Manage Scan to Computer**.

 **NOTE:** The **Manage Scan to Computer** option is only available when the scanner is connected to a wired or wireless network.

3. Enable the Scan to Computer option.


After enabled, a confirmation message displays.



Enable the Scan to USB feature

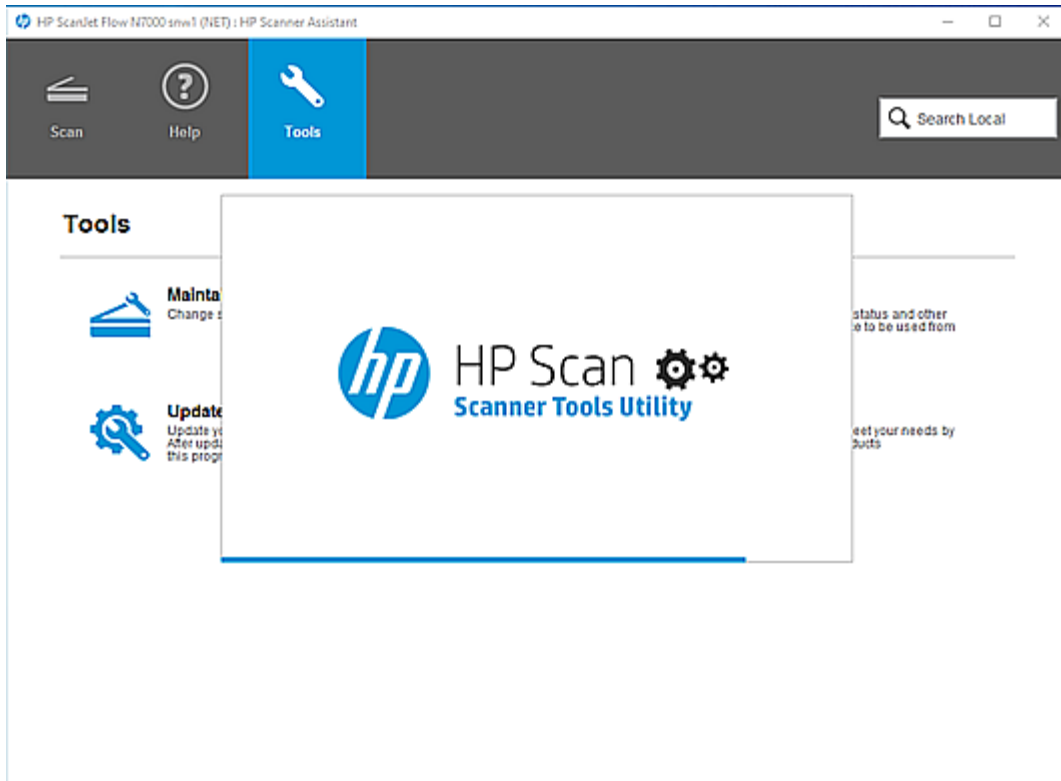
Enable the **Scan to USB** feature on the scanner control panel option using the HP Scan app.

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

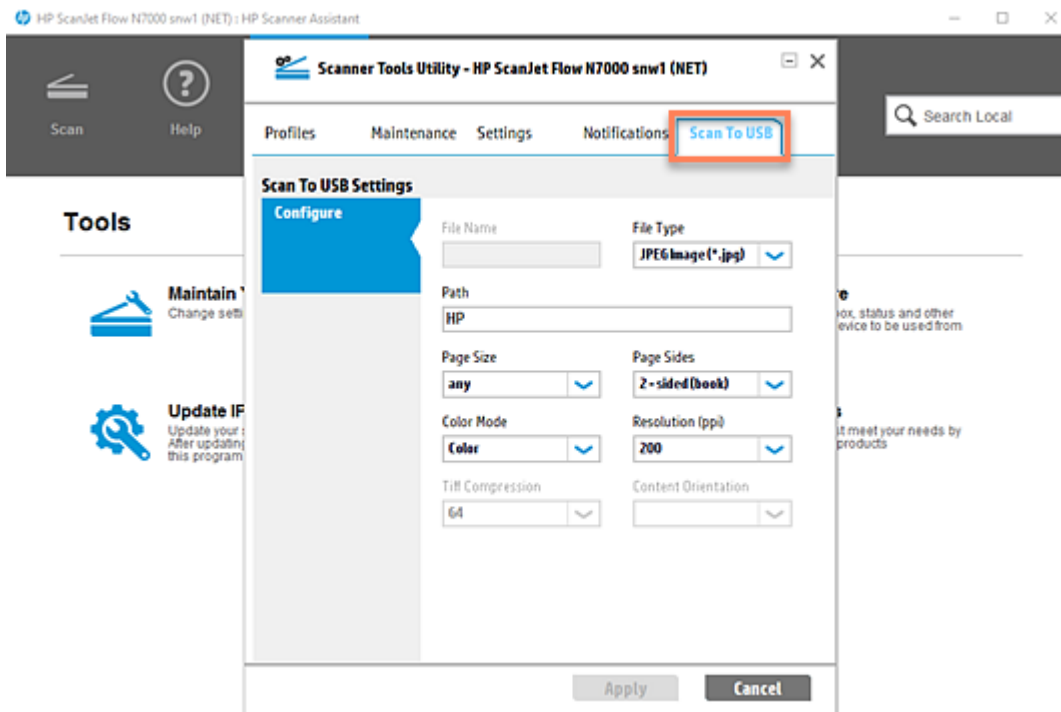
 **NOTE:** The **Scan To USB** feature is used from the scanner control panel during a scan-to-usb operation from the scanner control panel to update scan settings by sending them to the hardware via an LEDM protocol.

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.

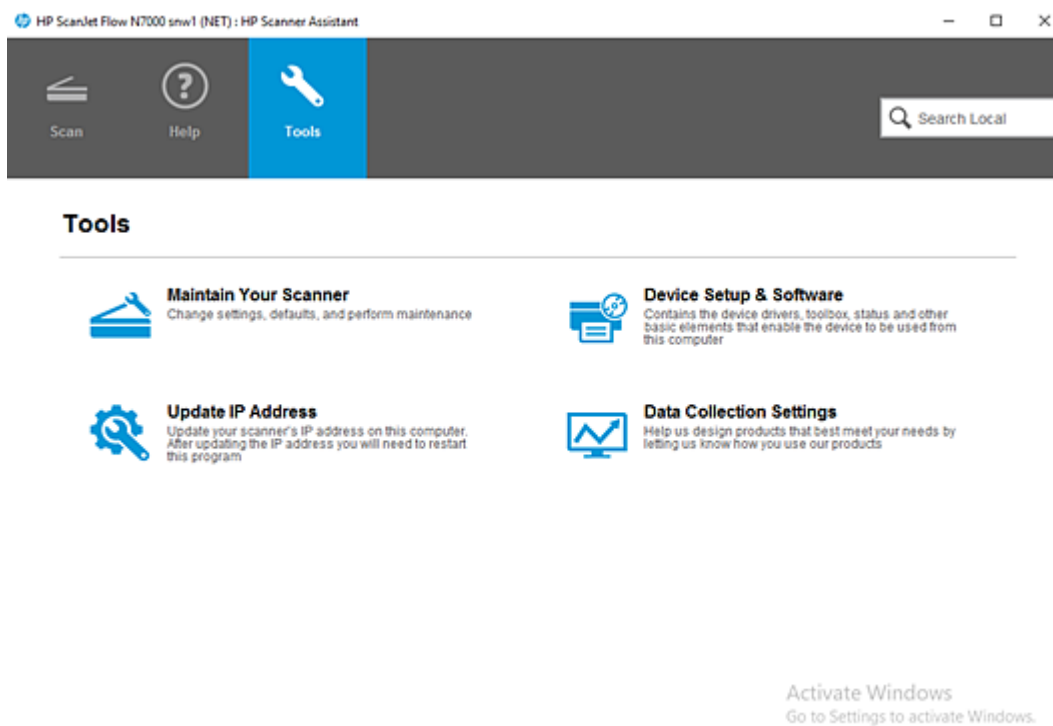


5. Select the Scan to USB settings and click Apply.

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 Manage Shortcuts


Learn how to rename, delete, or restore modified shortcuts to default settings in the HP Scan app.

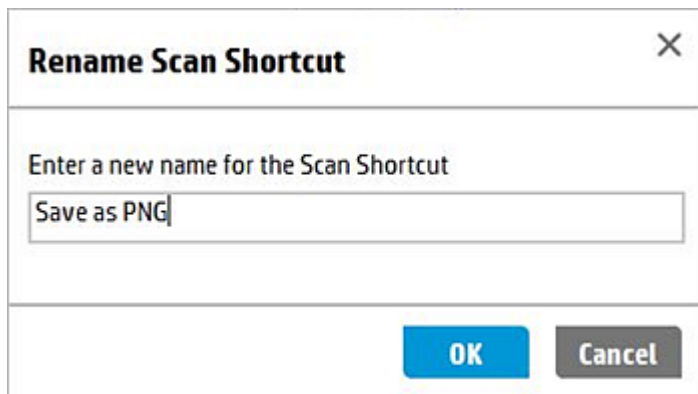
 **NOTE:** Shortcuts included with the app cannot be renamed or deleted. Only custom created shortcuts can be renamed or deleted.

Rename a Scan Shortcut

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

1. Open the HP Scan app.
2. On the **Scan** tab, select **Scan a Document or Photo**.
The scan interface opens.
3. In the left pane of the home screen, right-click the shortcut and select **Rename Scan Shortcut**.
4. Type a new name for the Scan Shortcut and select **OK**.

 **NOTE:** Duplicate names are not allowed. The name should be unique and less than 128 characters.



Rename Scan Shortcut [Close]

Enter a new name for the Scan Shortcut

Save as PNG

OK **Cancel**

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.

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.

8 Manage and maintain the scanner

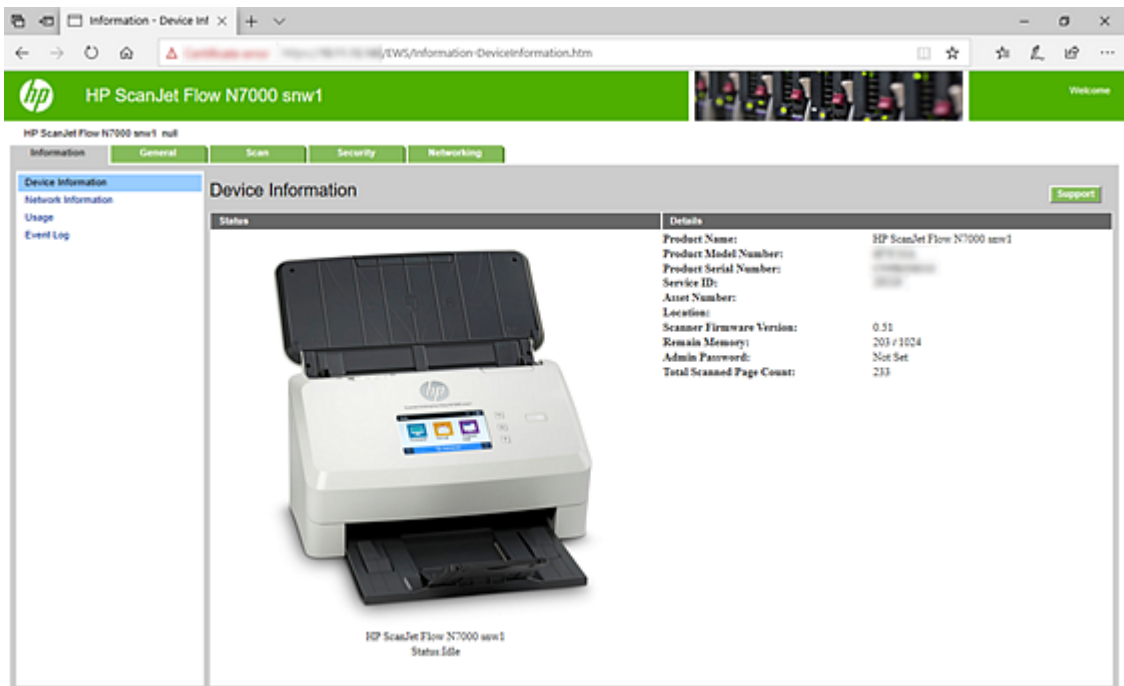
Use the steps in this chapter to manage and maintain the scanner on a device using the HP Scan app.

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.



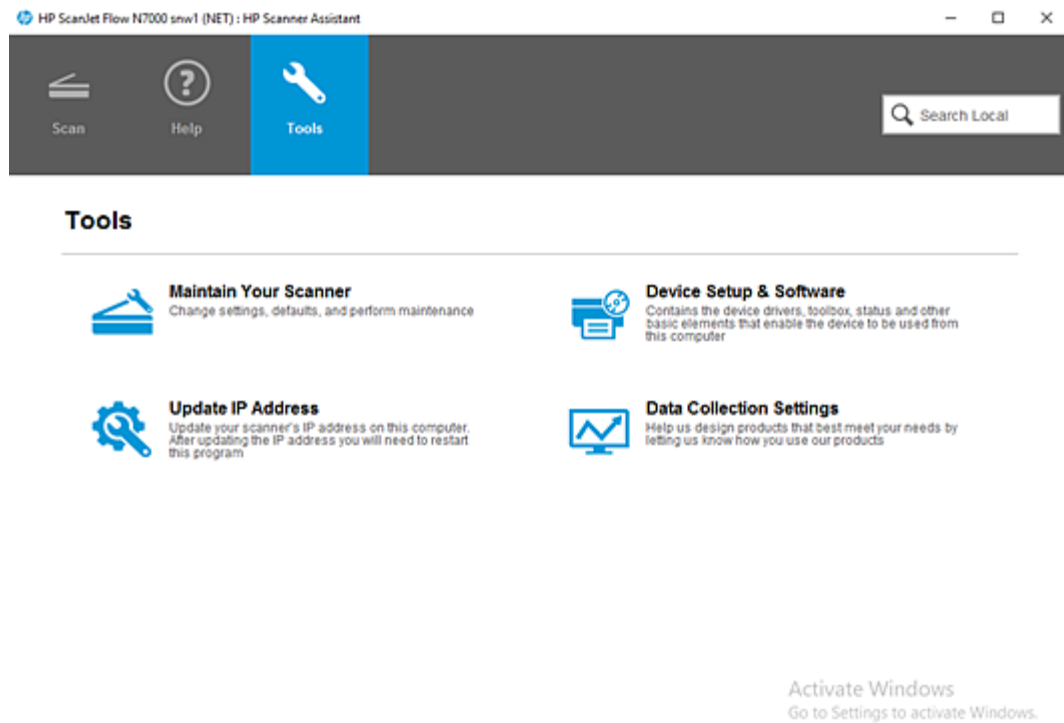
Change or assign the device connection type

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**.

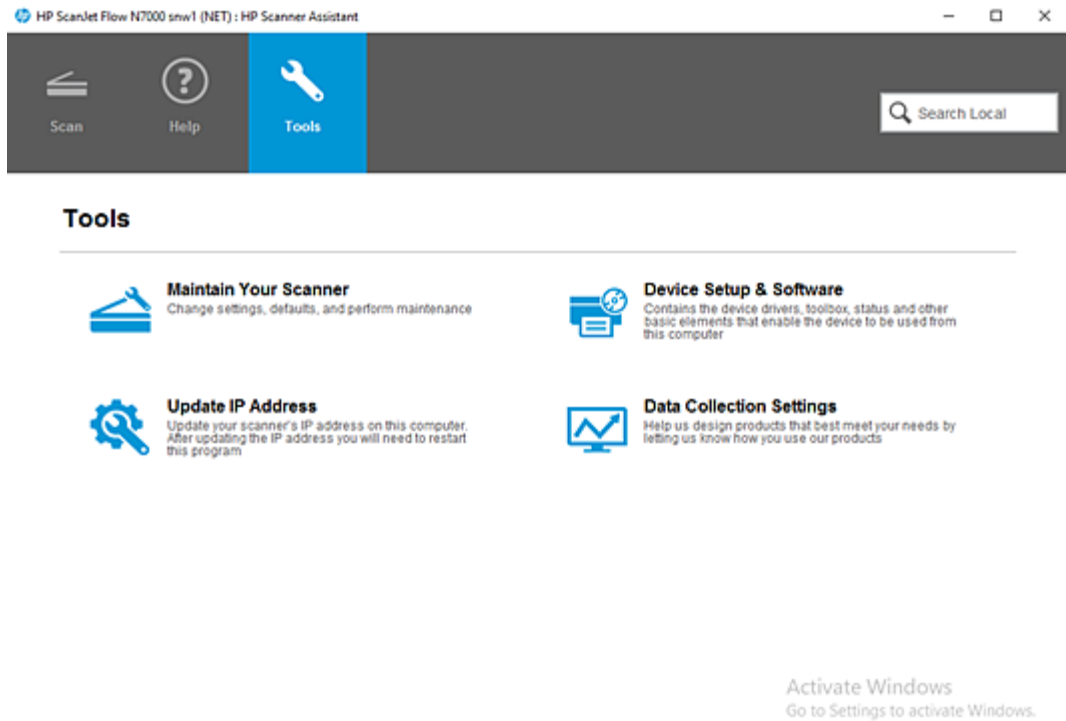
You will be redirected to the installation set up process to change the connection.

Change the scanner settings

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

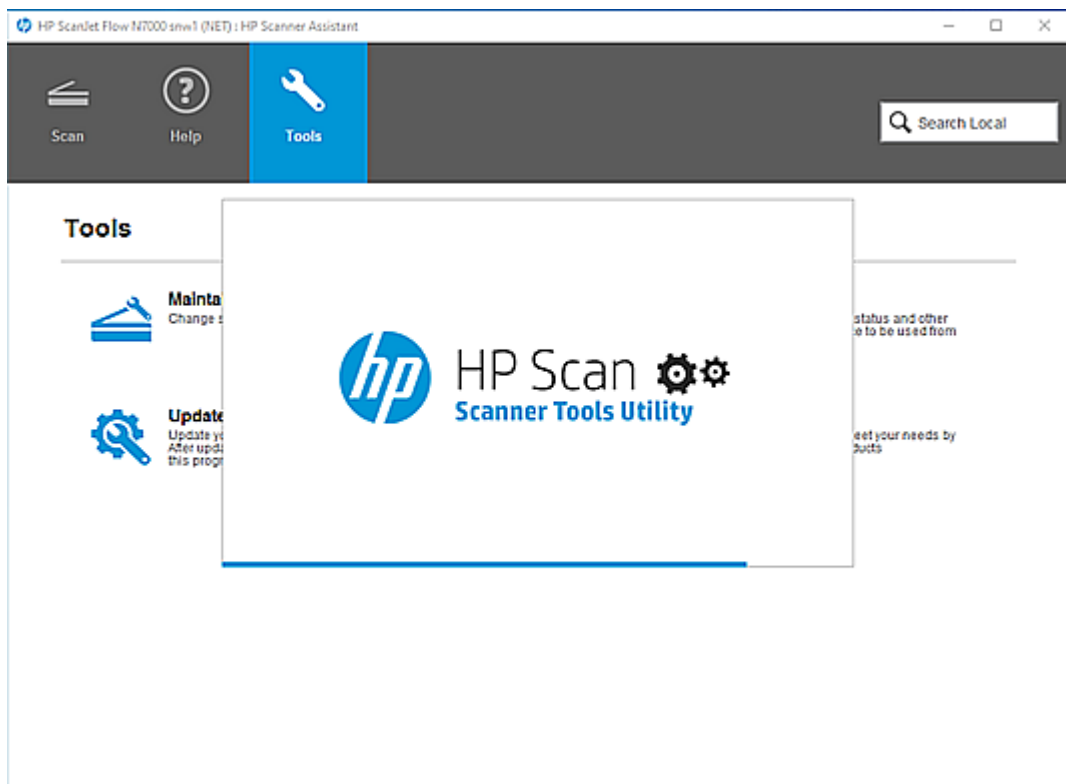
1. Open the HP Scan app.

2. Select the **Tools** tab.



3. Select **Maintain Your Scanner**.

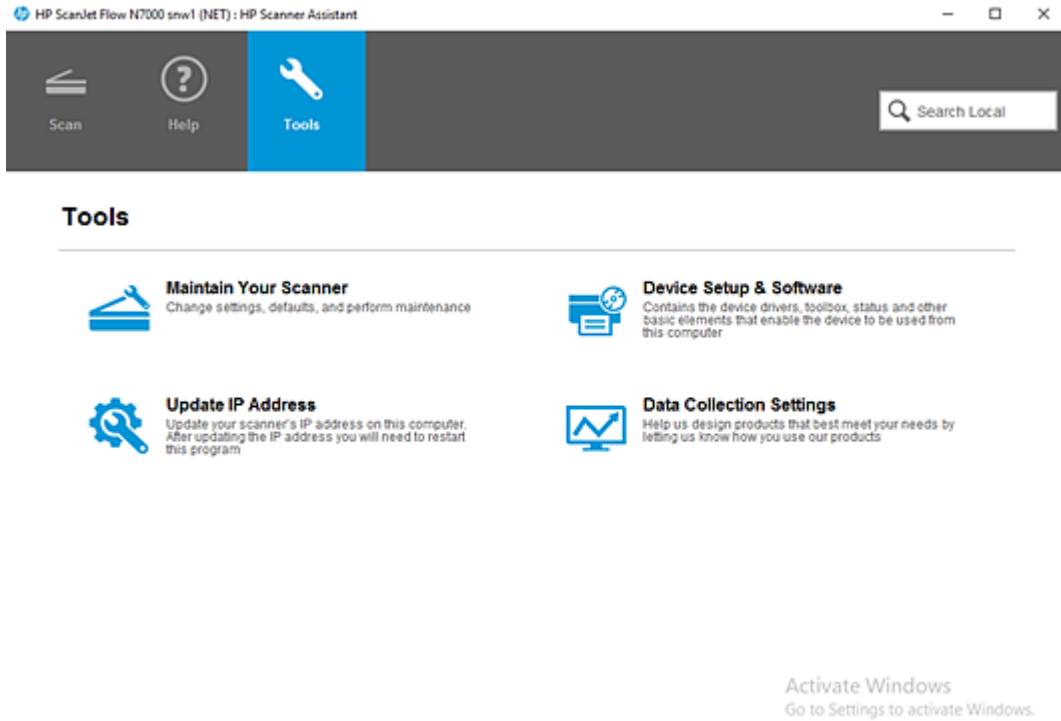
The Scanner Tools Utility opens.



Maintain the scanner

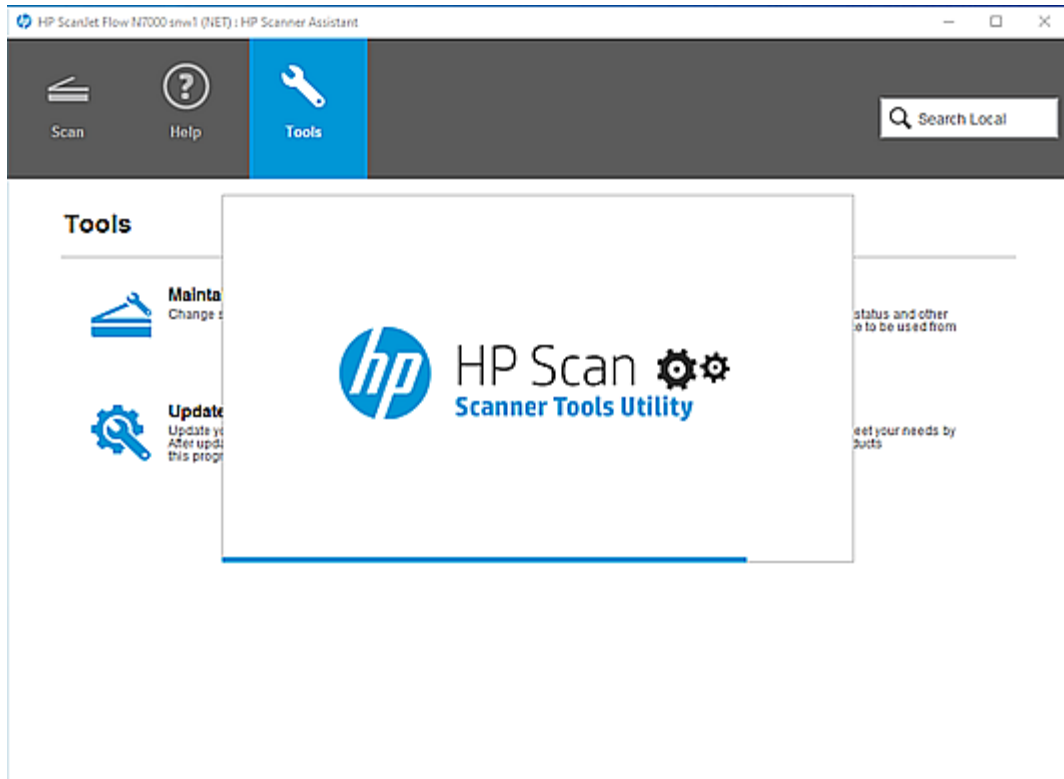
To maintain the scanner using the HP Scan app, use the Scanner Tools Utility (STU).

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.

Information - Device Inf x + v

← → ↻ 🏠 🔍 ⚙️ ☆ ☆ 🔍 🗑️ ⋮


hp HP ScanJet Flow N7000 snw1 Welcome

HP ScanJet Flow N7000 snw1 null

Information General Scan Security Networking

Device Information Network Information Usage Event Log

Device Information Support

Status	Details
 <p>HP ScanJet Flow N7000 snw1 Status: Idle</p>	Product Name: HP ScanJet Flow N7000 snw1
	Product Model Number:
	Product Serial Number:
	Service ID:
	Asset Number:
	Location:
	Scanner Firmware Version: 0.51
	Remain Memory: 203 / 1024
Admin Password: Not Set	
Total Scanned Page Count: 213	

3. Select the **Information** tab.

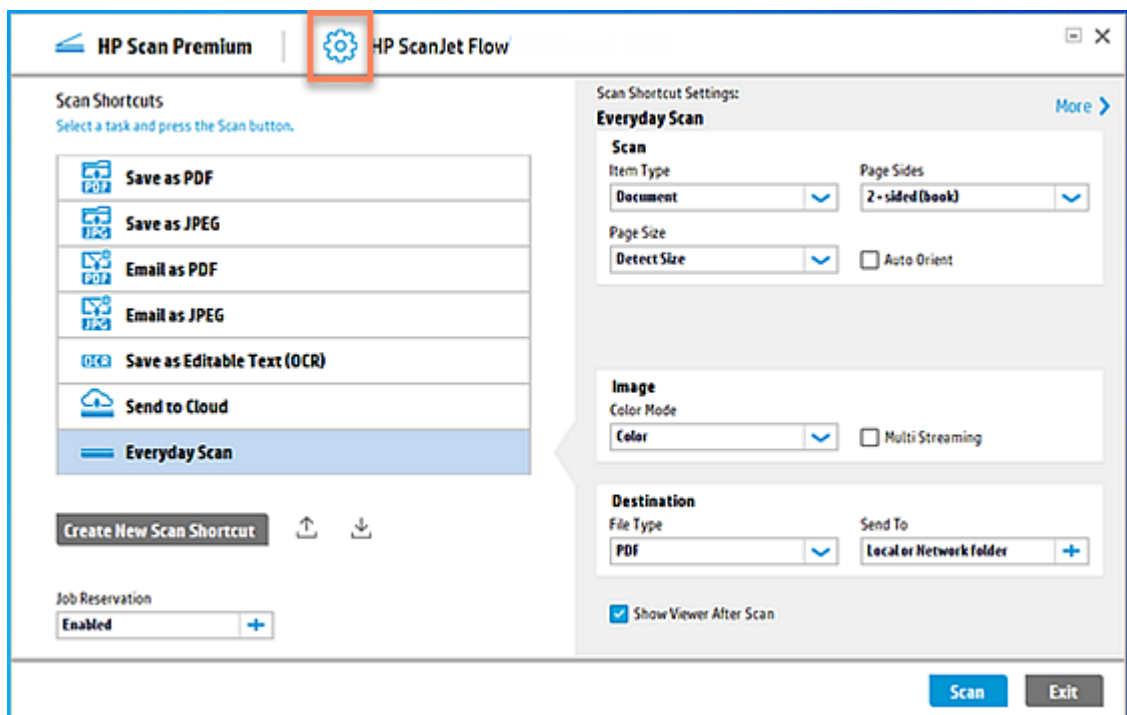
9 Uninstall the HP Scan app or remove a device from the app

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

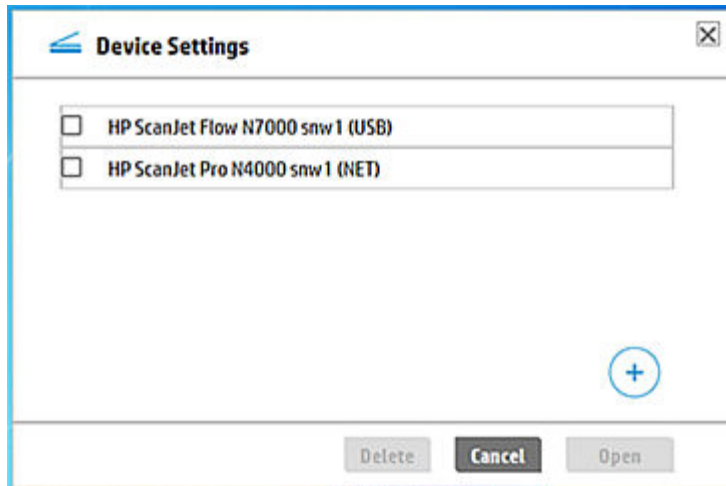
Remove a device from the app

Remove a device from the HP Scan application.

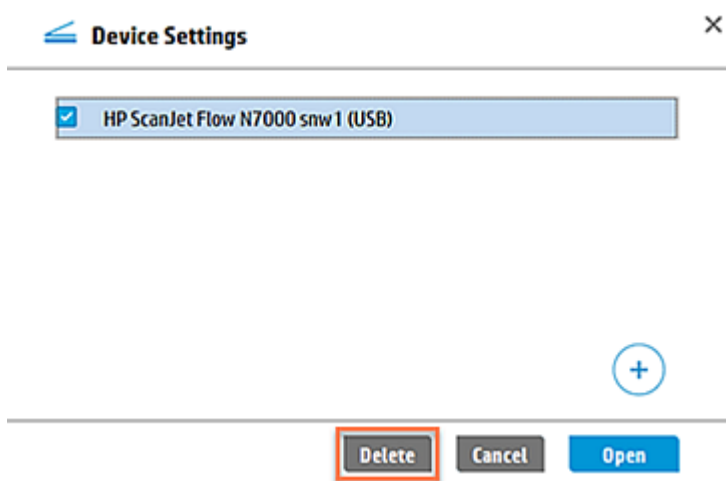
1. Open the HP Scan app.
2. Open **Settings** by clicking the gear icon from the Homescreen.



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.

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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