

## Scan2Folder

### automated scan to file

Scan2Folder sends documents scanned by your HP LaserJet MFP directly to folders on a PC.

Document archiving and management plays an important role in the effectiveness of your office, particularly as the flood of invoices, orders, reports, and so on, makes it so easy to lose useful articles or business-critical documents. Scanning information from paper helps, but requires some sort of control to eliminate long searches, on different computers and servers, when you want to find the data again.

If you have a HP LaserJet MFP, you will already value how its versatility helps the quality, speed and simplification of your processes. Now, with Scan2Folder, you can use your HP LaserJet MFP to ease your document archiving. With Scan2Folder you can scan information from paper to a predefined directory as easily as sending an e-mail, without requiring any other software or hardware.

### How Scan2Folder works

Scan2Folder is software installed on your MFP's hard drive. It uses HP's Chai technology to route your scanned documents to an FTP server. An administrator uses a web-based user interface to set the address of the designated FTP server, as well as user names, passwords and domain name and the SMTP server for e-mailing. Users set up their destination folders, also via web-browser. Each destination folder is added to the e-mail addresses in the MFP's address book.

When the user scans a document on a HP LaserJet MFP it is uploaded to the folder, selected from the address book, on the FTP server. The normal scan-to-e-mail function is also available if an e-mail address is selected.



## characteristics

- software-solution to store MFP-scanned documents to a specified folder on a FTP server
- supports PDF, TIFF, MultiTIFF and JPG files
- hp chai technology assures always-on infrastructures
- easy-to-use web interface to manage user and administration information:

## areas of application

- simplifies the document archiving workflow
- automatically stores archived documents in user's folders, for easy retrieval
- maximizes return on investment in MFPs, by allowing the storage of scanned documents



## special features

- easy configuration of
  - local domain name
  - relay SMTP server, for sending files to email addresses
  - destination FTP server, and destination folders
  - user name and password to access the FTP server
  - log file, detailing date and time of sending, and upload details
- delivered together with the new EuroForm Service Application Manager (SAM) license manager

## ordering information

- available for hp LaserJet 4100mfp and hp LaserJet 9000mfp