

Configuring Scan to E-Mail Contacts & E-Mail Quick Sets

Enter Machine's IP Address in Web Browser

HP » Device Status

Not secure | https://192.168.1.59

HP PageWide Color Flow MFP 586

HP PageWide Color Flow MFP 586 192.168.1.59

Search by Keyword

Welcome Sign In

- Information
- General
- Copy/Print
- Scan/Digital Send
- Fax
- Supplies
- Troubleshooting
- Security
- HP Web Services
- Networking

Device Status

Ready

Supplies

Yellow Cartridge Order 981A, 981X, 981Y	Magenta Cartridge Order 981A, 981X, 981Y	Cyan Cartridge Order 981A, 981X, 981Y	Black Cartridge Order 981A, 981X, 981Y

Ink Collection Unit Order B5L09A	76%*	Document Feeder Kit Order B5L52A	100%*

* Estimated levels. Actual levels may vary.

Supplies Details

Media

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Select Scan/Digital Send and then Contacts

HP » Email Setup > Default Job Options

Not secure | https://192.168.1.59/hp/device/BasicSend/Index

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Email Setup > Default Job Options

Help

This feature allows users to scan documents and send them as email attachments to one or more email addresses.

Enable Scan to Email

Outgoing Email Servers (SMTP)

Server Name	Port Number	Server Usage
<input type="checkbox"/> smtp.comcast.net	587	Send Email, Internet Fax, Automated Emails, AutoSend

Add... Edit... Remove... Move Up Move Down

Address and Message Field Control

Select the desired setting for each field and whether the field can be edited by the user at the control panel. If any selections require users to sign in, set the base

Advanced Settings

Apply Cancel

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Select Add Contact

The screenshot shows the HP PageWide Color Flow MFP 586 web interface. The browser address bar displays the URL: <https://192.168.1.59/hp/device/AddressBook/DialogResponse?jsAnchor=DeviceContactsListViewSectionId>. The page title is "HP PageWide Color Flow MFP 586" and the IP address is "192.168.1.59". The navigation menu includes: Information, General, Copy/Print, Scan/Digital Send (selected), Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. The left sidebar contains: Email Setup, Default Job Options, Quick Sets, Scan to Network Folder, Scan to SharePoint®, Scan to USB Drive, Contacts, Email and Scan to Network Folder Quick Setup Wizards, and Digital Sending Software Setup. The main content area is titled "Contacts" and includes a "Help" button. Below the title are buttons for "Manage Address Books", "Import", and "Export". The "Manage Contacts" section instructs the user to "Select an address book to view and manage its contacts." A dropdown menu for "Select Address Book" is set to "Local". Below this is a text box with the instruction "Click Add Contact or Add Group to create an entry in the Address Book." At the bottom of this section are buttons for "Add Contact...", "Add Group...", "Edit...", "Delete...", and "Delete All...". A red arrow points to the "Add Contact..." button. At the bottom right of the main content area are "Apply" and "Cancel" buttons. The footer contains links for "HP Instant Support", "Shop for Supplies", and "Product Support", along with the copyright notice "© Copyright 2010-2018 HP Development Company, L.P."

Enter contact information and select OK

The screenshot shows the HP PageWide Color Flow MFP 586 web interface with the "Add Contact" dialog box open. The browser address bar displays the URL: <https://192.168.1.59/hp/device/EditContact/Index?StepBackController=AddressBook&StepBackAction=Edit&StepBackAnchor=DeviceContact...>. The page title is "HP PageWide Color Flow MFP 586" and the IP address is "192.168.1.59". The navigation menu and left sidebar are the same as in the previous screenshot. The "Add Contact" dialog box contains the following fields: "Display Name" (Joe Smith), "Last Name" (Smith), "First Name" (Joe), "Email" (jsmith@anycompany.com), and "Fax Number" (7708476356). There is also a "Notes" text area with a character limit of 768. At the bottom right of the dialog box are "OK" and "Cancel" buttons. A red arrow points to the "OK" button. The footer contains links for "HP Instant Support", "Shop for Supplies", and "Product Support", along with the copyright notice "© Copyright 2010-2018 HP Development Company, L.P."

Repeat steps to add additional contacts or groups

The screenshot shows the HP PageWide Color Flow MFP 586 web interface. The browser address bar shows the URL: <https://192.168.1.59/hp/device/AddressBook/Edit?jsAnchor=DeviceContactsListViewSectionId>. The page title is "HP PageWide Color Flow MFP 586" and the device IP is "192.168.1.59". The navigation menu includes: Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. The left sidebar shows "Email Setup" with sub-items: Default Job Options, Quick Sets, Scan to Network Folder, Scan to SharePoint®, and Scan to USB Drive. The "Contacts" section is active, showing "Email and Scan to Network Folder Quick Setup Wizards" and "Digital Sending Software Setup". The main content area is titled "Contacts" and includes a "Manage Contacts" section with the instruction: "Select an address book to view and manage its contacts." Below this is a "Select Address Book" dropdown menu set to "Local" and a "Show Contacts" button. A table displays contact information:

Name	Email	Fax	Network Folder Path
<input type="checkbox"/> Joe Smith	jsmith@anycompany.com	7708476356	

Below the table are buttons: "Add Contact...", "Add Group...", "Edit...", "Delete...", and "Delete All...". A red arrow points to the "Add Contact..." button. The page also includes a "Help" button, "Apply" and "Cancel" buttons, and footer links for "HP Instant Support", "Shop for Supplies", and "Product Support".

To create an E-Mail Quick Set...Select Quick Sets and then Add

The screenshot shows the HP PageWide Color Flow MFP 586 web interface. The browser address bar shows the URL: <https://192.168.1.59/hp/device/QuickSetsEmail/Index>. The page title is "HP PageWide Color Flow MFP 586" and the device IP is "192.168.1.59". The navigation menu is the same as in the previous screenshot. The left sidebar shows "Email Setup" with sub-items: Default Job Options, Quick Sets, Scan to Network Folder, Scan to SharePoint®, and Scan to USB Drive. The "Quick Sets" section is active, showing "Contacts", "Email and Scan to Network Folder Quick Setup Wizards", and "Digital Sending Software Setup". The main content area is titled "Email Setup > Quick Sets" and includes a "Help" button. Below the title is a text box with the instruction: "Click Add to create a Quick Set". Below this is a text box with the instruction: "Quick Sets that are displayed on the control panel can only be moved using the Control Panel Customization page." Below the text boxes are buttons: "Add...", "Edit...", "Copy...", and "Remove...". A red arrow points to the "Add..." button. The page also includes a "Manage All Quick Sets" button and footer links for "HP Instant Support", "Shop for Supplies", and "Product Support".

Enter the Quick Set Name, Choose Quick Set Start Option and select Next

The screenshot shows the HP PageWide Color Flow MFP 586 Quick Sets Setup wizard. The browser address bar shows the URL: <https://192.168.1.59/hp/device/QuickSetsEmailWizard/Index?StepBackController=QuickSetsEmail&StepBackAction=Edit&StepBackAnchor=Q...>. The page title is "HP PageWide Color Flow MFP 586" and the device IP is "192.168.1.59". The navigation menu includes: Information, General, Copy/Print, Scan/Digital Send (selected), Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. The left sidebar shows "Quick Sets" with options: Scan to Network Folder, Scan to SharePoint, Scan to USB Drive, Contacts, Email and Scan to Network Folder Quick Setup Wizards, and Digital Sending Software Setup. The main content area is titled "Quick Sets Setup" and contains the following fields and options:

- Quick Set Name ***: Text input field containing "Joe Smith".
- Quick Set Description:**: Text area.
- Quick Set Start Option:**: Radio button options:
 - Enter application, then user presses Start
 - Start instantly when selected from the Home Screen

At the bottom right, there are buttons: Previous, Next (highlighted with a red arrow), Finish, and Cancel. Below the buttons are links for "HP Instant Support", "Shop for Supplies", and "Product Support", and a copyright notice: "© Copyright 2010-2018 HP Development Company, L.P."

Select Specify address and enter the e-mail...Continue selecting Next to customize the Quick Set settings and select Finish once completed

The screenshot shows the HP PageWide Color Flow MFP 586 Quick Sets Setup wizard, Step 2. The browser address bar shows the URL: <https://192.168.1.59/hp/device/QuickSetsEmailWizard/Save>. The page title is "HP PageWide Color Flow MFP 586" and the device IP is "192.168.1.59". The navigation menu and left sidebar are the same as in the previous screenshot. The main content area is titled "Quick Sets Setup" and contains the following fields and options:

- To:** Dropdown menu with "Specify address" selected. A red arrow points to this dropdown. To the right is a checked checkbox "User editable".
- To:** Text input field containing "jsmith@anycompany.com". A red arrow points to this field.
- CC:** Dropdown menu with "Blank" selected. To the right is a checked checkbox "User editable".
- BCC:** Dropdown menu with "Blank" selected. To the right is a checked checkbox "User editable".

Below the fields, there is a note: "Separate email recipients using a semi colon (;) or a comma (,).". At the bottom right, there are buttons: Previous, Next (highlighted with a red arrow), Finish, and Cancel. Below the buttons are links for "HP Instant Support", "Shop for Supplies", and "Product Support", and a copyright notice: "© Copyright 2010-2018 HP Development Company, L.P."

Repeat steps to add additional Quick Sets

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Email Setup > Quick Sets

Quick Sets are pre-configured sets of options that allow users to easily start a job without having to manually configure frequently used job settings. A Quick Set can be accessed from the Home screen or from the app associated with the Quick Set. Quick Sets are saved as unique jobs that do not impact the default options of the apps.

Quick Set Name	Status	Quick Set Type
Home Screen		
Quick Sets		
Joe Smith	✓	Scan to Email

Quick Sets that are displayed on the control panel can only be moved using the [Control Panel Customization](#) page.

Add... Edit... Copy... Remove... Manage All Quick Sets

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Select General and Home Screen Customization...Sign In to access Home Screen Customization if the latest FutureSmart firmware is not installed

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Control Panel Customization > Display Settings

Display Settings

System Sound: On

- Show Cancel Job button
When unchecked, the (Cancel Job) button will be hidden. Users can pause the product or cancel jobs only from the Active Jobs screen.
- Show Date and Time
- Show connection information
 - Show connection instructions

Apply Cancel

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Double click the Quick Sets icon, right click the created Quick Set icon and select Move out of folder to move the Quick Set icon to the Home Screen

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Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

Control Panel Customization > Home Screen Customization

Home Screen Arrangement

Arrange the items on the Home screen by moving the icons in the screens below. Drag and drop the items to a new location on the same page or to a different page. Create folders to store similar items. Drag apps and Quick Sets into folders. To remove items from the Home screen, drag them to the "Hidden Items" screen.

Home Screen

Copy Scan Quick Sets

Hidden Items

Print Contacts App Gallery Fax Polling Fax

Scan to U... Print from... Scan to S...

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The Quick Set icon is now on the Home Screen and ready to use

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Control Panel Customization > Home Screen Customization

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Home Screen

Copy Scan Quick Sets Joe Smith

Hidden Items

Print Contacts App Gallery Fax Polling Fax

Scan to U... Print from... Scan to S...

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