

# HP Scanjet N6010, N7710, 7800



Use the document feeder



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# 1 Use the document feeder


For helpful information on loading your documents properly, refer to the following topics.

- [Document loading tips](#)
- [Things to avoid](#)
- [How to load documents](#)

## Document loading tips

- The document feeder performs best with 60-90 g/m<sup>2</sup> (16-24 lb) paper.
- Use the document feeder to scan flexible items such as paper and small, flexible cards.
- Use the card slot to scan rigid items such as laminated cards or cards with raised lettering (available on the HP Scanjet 7800 and N7710).
- The maximum capacity of the document feeder is 50 sheets of 75 g/m<sup>2</sup> (20 lb paper). When using heavier paper, the maximum capacity is decreased.
- Be sure that your documents are within these guidelines:

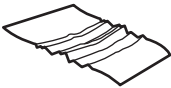


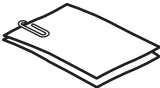






Width:	50.8 mm to 215.9 mm (2.0 inches to 8.5 inches)
Length:	73.7 mm to 355.6 mm (2.9 inches to 14 inches)
Weight:	60 g/m <sup>2</sup> to 120 g/m <sup>2</sup> (16 lb to 32 lb)

 **NOTE:** Note: The HP Scanjet N7710 can scan long pages up to 863.6 mm (34 inches) long. The profile for the scan must be set to a longer page size.

- Make sure that there are no staples, paper clips, or any other attached material such as adhesive notes. Sheets should not be stuck together.
- Before placing an item in the document feeder, make sure that the item does not contain wet ink, wet glue, correction fluid, adhesive notes, or other substances that can be transferred to the interior of the scanner. Wait until the document is thoroughly dry before scanning.
- Smooth out any folds or curls in your documents before placing them into the feeder. If the leading edge of a document is curled or folded, it may cause a paper jam.
- When loading paper that is smaller than 73.7 mm (2.9 inches) in one dimension (such as business cards), place the pages lengthwise into the document feeder.
- Make sure that the hatch on the document feeder is securely latched. To properly close the hatch, press until you hear a click.
- Adjust the paper guides to the width of the documents. Make sure that the paper guides touch the edges of the original. If there is any clearance between the paper guides and the edges of the documents, the scanned image might be skewed.
- Clean the scanning rollers if the rollers are visibly dirty or after scanning a document that has pencil writing on it.

## Things to avoid

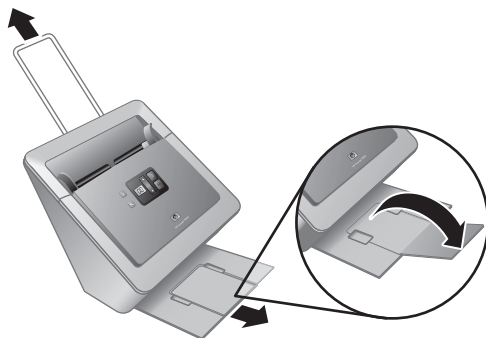
- Scanning the following types of documents might result in paper jams or damage to the documents. To scan these documents, make a photocopy, and then scan the copy instead.

	Wrinkled or creased documents		Curled documents
	Torn documents		Documents with paper clips or staples
	Carbon paper		Coated paper
	Extremely thin, translucent paper		Paper with adhesive notes or flags attached
	Photos		Overhead transparencies

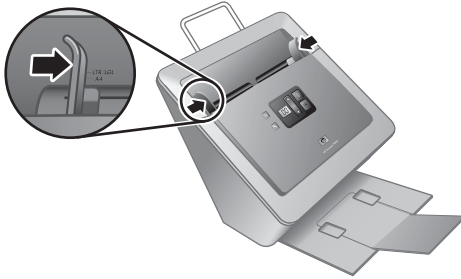
- Do not exceed the maximum capacity of the document feeder: 50 sheets of 75 g/m<sup>2</sup> (20 lb paper). When using heavier paper, the maximum capacity is decreased.
- When placing a stack of documents into the feeder, gently set the stack in the document feeder. Do not drop the stack into the feeder and do not tap the top edge of the stack after you have placed the stack in the document feeder.

## How to load documents

1. Pull up the document feeder extension, and fold out the output tray.

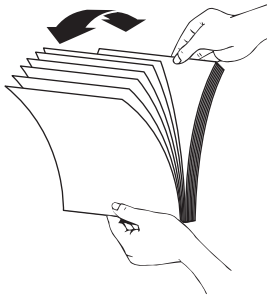


2. Adjust the paper guides to the width of the documents. Take care not to overtighten the guides, which can restrict paper feeding.

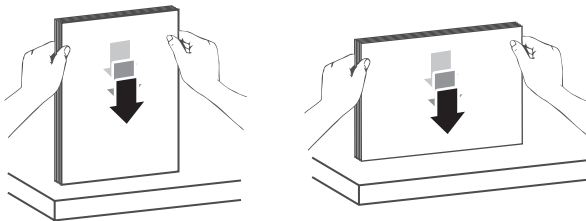


When scanning small originals such as checks, it is especially important that the paper guides fit snugly against the edges of the original.

3. Fan the stack of document pages to ensure that the pages do not stick together. Fan the edge that will be pointing into the feeder in one direction, and then fan that same edge in the opposite direction.



4. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



5. Gently set the stack in the document feeder. Load the pages face down with the top of the pages pointing into the feeder.  
*For best results, do not drop the stack into the feeder and do not tap the top edge of the stack after you have placed it in the document feeder.*



6. Verify that the paper guides are aligned with the edges of the stack.
7. Begin scanning.