




Select scan properties

How do I?	Steps to perform
<p>Scan from the product</p>	<p>Scanning from the product control panel is only supported with a full software installation. HP ToolboxFX must be running to scan by using the Scan To button or the Start Scan button.</p> <p>Scan directly from the product by using the control-panel scan buttons. Press Start Scan or Scan To to scan to a folder (Windows only) or to scan to e-mail.</p> 
<p>Set up the product Scan To button to set up destinations on the product</p>	<ol style="list-style-type: none"> 1 Click Start, click Programs (or All Programs in Windows XP), click HP, click the product, click Scan, and then click Settings. 2 Select Change the destinations that show up on the all-in-one control panel. 3 Select Allow me to scan by pressing the scan-to button on the MFP. 4 The product is pre-configured with the following three destinations in the dialog box. <ul style="list-style-type: none"> ○ Scan a document and attach it to an e-mail ○ Scan a photo and attach it to an e-mail ○ Scan a photo and save it as a file 5 Highlight a destination and click the arrow to move to the destinations currently on the dialog box. Repeat for all three destinations 6 Click Update.





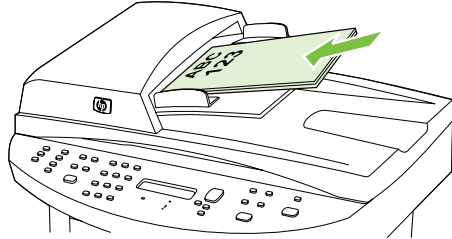
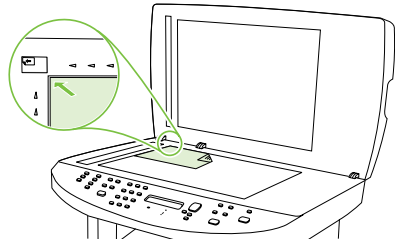

E-mail my scan

How do I?	Steps to perform
<p data-bbox="86 371 688 408">Scan to a file, e-mail, or software program</p> <p data-bbox="86 448 716 528">NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<p data-bbox="716 347 1346 459">1 Load the originals that are to be scanned face-up in the automatic document feeder (ADF) input tray, with the top of the document forward, and adjust the media guides.</p> <p data-bbox="758 496 814 520">-Or-</p> <p data-bbox="758 560 1346 695">Lift the flatbed scanner lid and load the original that is to be scanned face-down on the flatbed scanner with the top, left corner of the document located at the corner indicated by the icon on the scanner. Gently close the lid.</p> <p data-bbox="716 879 1251 903">2 On the product control panel, press Scan To.</p> <p data-bbox="716 1046 1283 1070">3 Use the arrow buttons to select a file destination.</p> <p data-bbox="716 1230 1304 1278">4 Press Start Scan or OK to scan the document to a file.</p> <div data-bbox="1346 347 1787 571"></div> <div data-bbox="1346 608 1759 858"></div> <div data-bbox="1346 874 1591 975"></div> <div data-bbox="1346 1050 1860 1198"></div> <div data-bbox="1346 1225 1591 1326"></div>



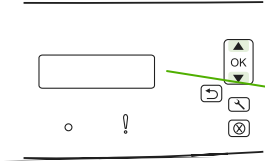



Send my scan to a folder

How do I?	Steps to perform
<p data-bbox="86 373 688 408">Scan to a file, e-mail, or software program</p> <p data-bbox="86 448 709 528">NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<p data-bbox="716 347 1346 459">1 Load the originals that are to be scanned face-up in the automatic document feeder (ADF) input tray, with the top of the document forward, and adjust the media guides.</p> <p data-bbox="758 528 814 555">-Or-</p> <p data-bbox="716 703 1346 815">Lift the flatbed scanner lid and load the original that is to be scanned face-down on the flatbed scanner with the top, left corner of the document located in the lower-right corner of the glass. Gently close the lid.</p> <p data-bbox="716 995 1247 1023">2 On the product control panel, press Scan To.</p>   





How do I?	Steps to perform
Scan to a file, e-mail, or software program (continued)	<p data-bbox="730 272 1283 296">3 Use the arrow buttons to select a file destination.</p>  <p data-bbox="730 485 1304 536">4 Press Start Scan or OK to scan the document to a file.</p> 



Make my scan look better

How do I?	Steps to perform
<p data-bbox="86 373 436 408">Clean the scanner glass</p> <p data-bbox="86 647 680 727">Dirty glass, from fingerprints, smudges, hair, and so on, slows down performance and affects the accuracy of special features such as fit-to-page and copy.</p> <p data-bbox="86 967 680 1078">NOTE: If streaks or other defects appear only on copies produced using the automatic document feeder (ADF), clean the scanner strip (step 3). It is not necessary to clean the scanner glass.</p>	<ol data-bbox="716 347 1323 1158" style="list-style-type: none"><li data-bbox="716 347 1323 408">1 Turn off the product, unplug the power cord from the electrical socket, and raise the lid.<li data-bbox="716 647 1323 855">2 Clean the glass by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass. They might seep under it and damage the product.<li data-bbox="716 967 1323 1046">3 Clean the scanner strip by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.<li data-bbox="716 1102 1323 1158">4 To prevent spotting, dry the glass by using a chamois or cellulose sponge. 