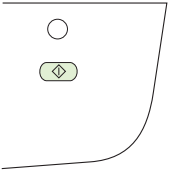





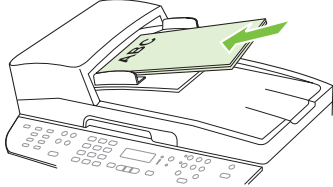
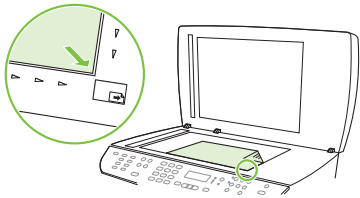
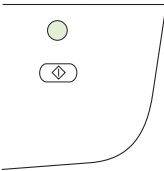
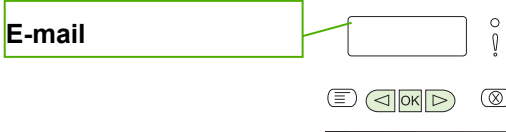
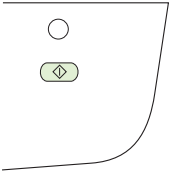
## Select scan properties

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 <b>Scan To</b> button or the <b>Start Scan</b> button.</p> <p>1 Scan directly from the product by using the control-panel scan buttons. Press <b>Start Scan</b> or <b>Scan To</b> 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>	<p>1 Click <b>Start</b>, click <b>Programs</b> (or <b>All Programs</b> in Windows XP), click <b>HP</b>, click the product, click <b>Scan</b>, and then click <b>Settings</b>.</p> <p><b>Start Programs / All Programs HP HP LaserJet M2727 MFP Scan Settings</b></p> <p>2 Select <b>Change the destinations that show up on the all-in-one control panel</b>.</p> <p><b>Change the destinations that show up on the all-in-one control panel</b></p> <p>3 The product is pre-configured with the following three destinations in the dialog box.</p> <ul style="list-style-type: none"> <li>○ Scan a document and attach it to an e-mail</li> <li>○ Scan a photo and attach it to an e-mail</li> <li>○ Scan a photo and save it as a file</li> </ul> <p>Highlight a destination and click the arrow to move to the destinations currently on the dialog box. Repeat for all three destinations.</p>  <p>4 Click <b>Update</b>.</p> <p><b>Update</b></p>





## E-mail my scan

How do I?	Steps to perform
<p data-bbox="86 371 688 408"><b>Scan to a file, e-mail, or software program</b></p> <p data-bbox="86 448 720 528"><b>NOTE:</b> To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<ol data-bbox="720 347 1344 1204" style="list-style-type: none"><li data-bbox="720 347 1344 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.</li><li data-bbox="720 496 1344 678">-Or-  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.</li><li data-bbox="720 783 1344 813">2 On the product control panel, press <b>Scan To</b>.</li><li data-bbox="720 975 1344 1005">3 Use the arrow buttons to select a file destination.</li><li data-bbox="720 1150 1344 1204">4 Press <b>Start Scan</b> or <b>OK</b> to scan the document to a file.</li></ol>     



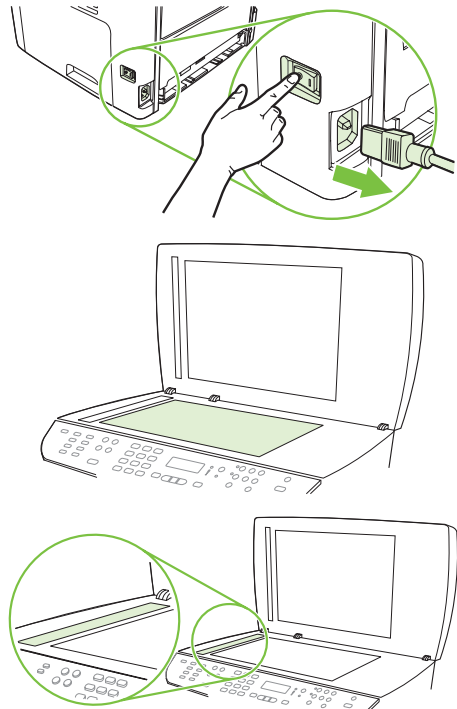


## Send my scan to a folder

How do I?	Steps to perform
<p data-bbox="86 371 688 408"><b>Scan to a file, e-mail, or software program</b></p> <p data-bbox="86 448 716 528"><b>NOTE:</b> 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"><b>1</b> 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="768 496 814 520">-Or-</p> <p data-bbox="768 563 1339 675">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="716 807 1251 831"><b>2</b> On the product control panel, press <b>Scan To</b>.</p> <p data-bbox="716 999 1287 1023"><b>3</b> Use the arrow buttons to select a file destination.</p> <p data-bbox="716 1166 1310 1222"><b>4</b> Press <b>Start Scan</b> or <b>OK</b> to scan the document to a file.</p> <div data-bbox="1478 341 1835 539"></div> <div data-bbox="1478 576 1856 788"></div> <div data-bbox="1583 804 1751 975"></div> <div data-bbox="1436 1023 1990 1150"></div> <div data-bbox="1583 1150 1751 1321"></div>



## Make my scan look better

How do I?	Steps to perform
<p data-bbox="86 371 436 408"><b>Clean the scanner glass</b></p> <p data-bbox="86 580 682 667">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="86 855 682 967"><b>NOTE:</b> 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>	<p data-bbox="716 347 1323 400"><b>1</b> Turn off the product, unplug the power cord from the electrical socket, and raise the lid.</p> <p data-bbox="716 580 1344 783"><b>2</b> Clean the glass by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. <b>CAUTION:</b> 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.</p> <p data-bbox="716 855 1344 940"><b>3</b> Clean the scanner strip by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.</p> <p data-bbox="716 1070 1335 1123"><b>4</b> To prevent spotting, dry the glass by using a chamois or cellulose sponge.</p> <div data-bbox="1444 341 1898 1054"></div>

