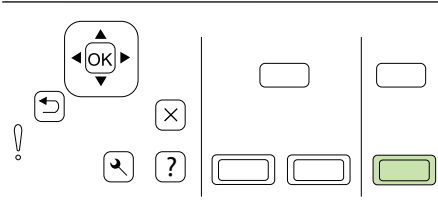
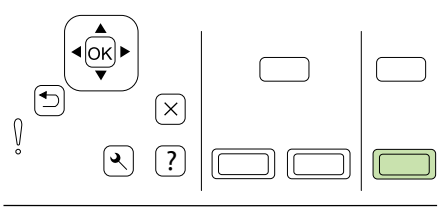




Select scan properties

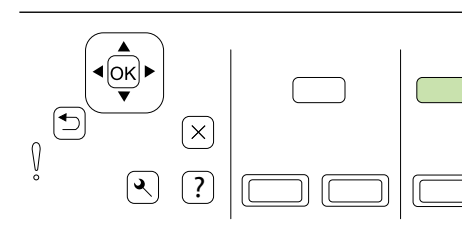
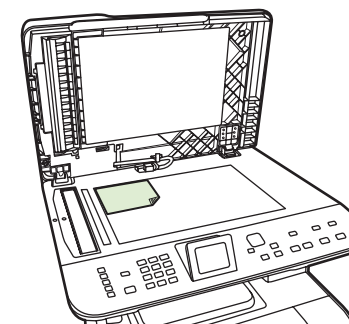
How do I?	Steps to perform
<p>Scan from the product</p>	<p>Scanning from the product control panel is only supported with a full software installation. HP ToolboxFX must be running to scan by using the Start Scan button.</p>  <p>Scan directly from the product by using the control-panel scan buttons. Press Start Scan to scan to a folder (Windows only) or to scan to e-mail.</p> 
<p>Set up the product Scan To button</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 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 4 Highlight a destination and click the arrow to move to the destinations currently on the dialog box. Repeat for all three destinations. 5 Click Update.



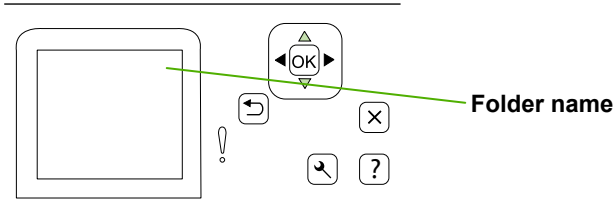
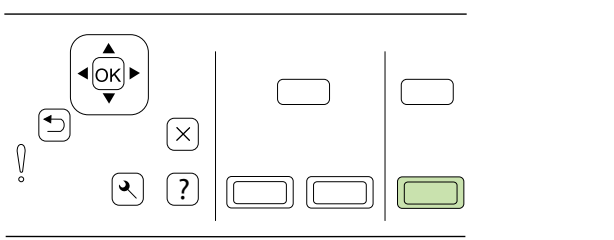


Send my scan to a folder

How do I?	Steps to perform
<p>Scan to a file, e-mail, or software program</p> <p>NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<p>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 style="text-align: center;">-or-</p> <p>Lift the flatbed scanner lid and load the original that is to be scanned face-down on the flatbed scanner with the corner located as indicated by the icon on the scanner.</p> <p>Gently close the lid.</p> <p>2 On the product control panel, press Scan Menu.</p>

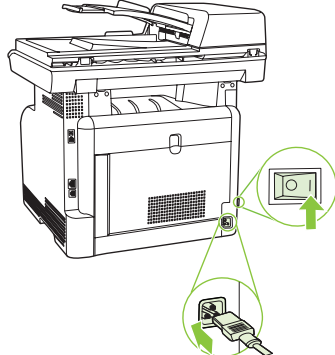
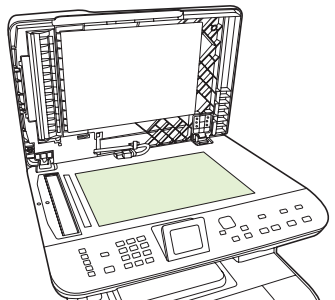
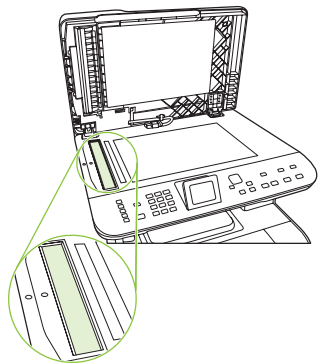




How do I?	Steps to perform
<p>Scan to a file, e-mail, or software program (continued)</p>	<p>3 Use the arrow buttons to select a file destination.</p>  <p>4 Press Start Scan or OK to scan the document to a file.</p> 



Make my scan look better

How do I?	Steps to perform
<p data-bbox="86 371 436 408">Clean the scanner glass</p> <p data-bbox="86 722 709 863">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.</p> <p data-bbox="86 1042 684 1155">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="720 347 1323 1235" style="list-style-type: none"><li data-bbox="720 347 1323 400">1 Turn off the product, unplug the power cord from the electrical socket, and raise the lid.<li data-bbox="720 722 1323 775">2 Clean the glass by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.<li data-bbox="720 1042 1323 1126">3 Clean the scanner strip by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.<li data-bbox="720 1174 1323 1235">4 To prevent spotting, dry the glass by using a chamois or cellulose sponge.   





Scan from the PC

How do I?	Steps to perform
<p>Scan from the PC</p> <p>NOTE: OK should indicate the action that you want to accomplish.</p>	<p>1 In the HP program group, select Scan to start HP LaserJet Scan.</p> <p>NOTE: Pressing Start Scan on the product control panel also starts HP LaserJet Scan.</p> <div data-bbox="1507 427 1919 628" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>2 Choose the action that you want to accomplish.</p> <ul style="list-style-type: none"> • Select a destination to begin scanning immediately. • Select Scan after prompting me for settings to specify additional settings before you begin scanning. • Select Set up the device to program the Scan To button. <p>3 Click OK.</p>

