



Select scan properties

How do I?	Steps to perform
Set up destinations on the product	<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 file4 Highlight a destination and click the arrow to move to the destinations currently on the dialog box. Repeat for all three destinations5 Click Update.
Add destinations	<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 Create a new destination with settings that I specify.





How do I?	Steps to perform
Add destinations (continued)	<ol style="list-style-type: none">3 Do one of the following:<ul style="list-style-type: none">● For folders, select Save it to my computer, and then click Next.● For e-mail, select Attach to a new e-mail, and then click Next.● For programs, select Open it in another software application, and then click Next.4 Enter the file destination name or check to set up the destination on the product. Name the default destination, and then click Next.5 Select the quality and click Next.6 Verify the selections, and then click Save.
Delete destinations	<ol style="list-style-type: none">1 From the Set up the <Scan To> list for the All-in-One, select one of the Available Destinations on this PC and click Delete. The Delete Destination dialog box displays.2 From the Delete Destination dialog box, highlight the destination to delete and click Next. The Confirmation dialog box displays.3 Click Delete to perform the deletion, or click Cancel to choose another destination.





Scan from the PC

How do I?	Steps to perform
<p data-bbox="94 375 346 406">Scan from the PC</p> <p data-bbox="94 805 661 861">NOTE: OK should indicate the action that you want to accomplish.</p>	<ol style="list-style-type: none"><li data-bbox="728 347 1449 375">1 In the HP program group, select Scan to start HP LaserJet Scan. NOTE: Pressing Start Scan on the product control panel also starts HP LaserJet Scan.<li data-bbox="728 515 1459 726">2 Choose the action that you want to accomplish.<ul style="list-style-type: none"><li data-bbox="766 566 1333 593">• Select a destination to begin scanning immediately.<li data-bbox="766 619 1459 678">• Select Scan after prompting me for settings to specify additional settings before you begin scanning.<li data-bbox="766 703 1375 730">• Select Set up the device to program the Scan To button.<li data-bbox="728 805 861 833">3 Click OK.





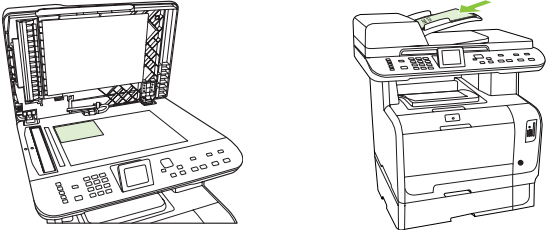
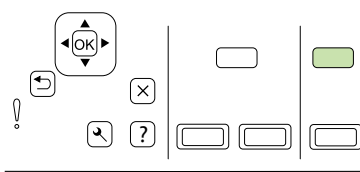
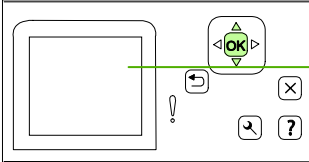
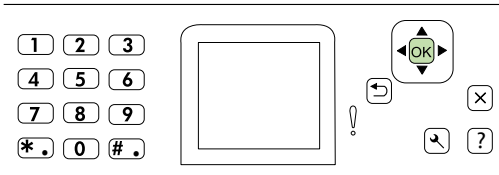
Send my scan to a folder

How do I?	Steps to perform
<p data-bbox="86 371 575 411">Scan to a file or software program</p> <p data-bbox="86 480 714 563">NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<ol style="list-style-type: none"> <li data-bbox="720 347 1344 635"> <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>-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 top, left corner of the document located in the lower-right corner of the glass. Gently close the lid.</p> <li data-bbox="720 683 1344 715"> <p>2 On the product control panel, press Scan Menu.</p> <li data-bbox="720 927 1344 983"> <p>3 Use the arrow buttons to select Select Computer, and then press OK.</p> <li data-bbox="720 1046 1344 1078"> <p>4 Use the arrow buttons to select a file destination.</p> <li data-bbox="720 1166 1344 1222"> <p>5 Press Start Scan or OK to scan the document to a file.</p> <div data-bbox="1360 347 1948 619"> </div> <div data-bbox="1360 683 1724 863"> </div> <div data-bbox="1360 927 1959 1126"> </div> <div data-bbox="1360 1166 1766 1366"> </div>



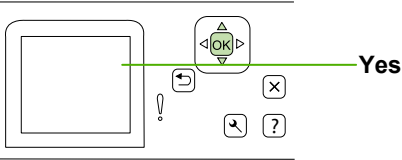
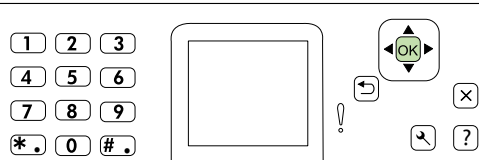
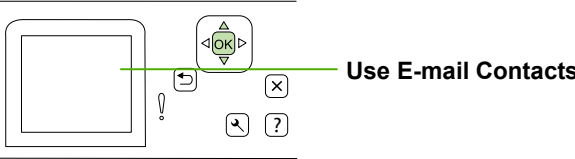
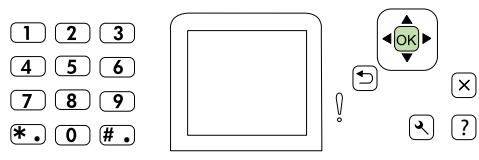
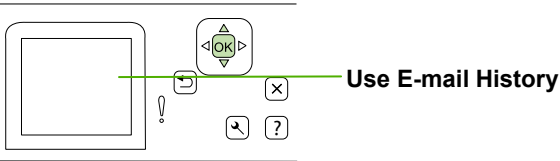
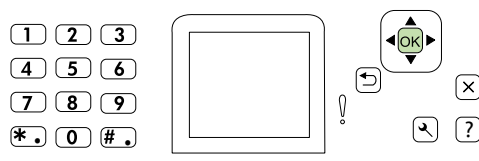


Scan to e-mail

How do I?	Steps to perform
<p>Scan to e-mail</p> <p>Send a scanned document to an e-mail recipient</p>	<ol style="list-style-type: none"> 1 Place the document to be scanned on the flatbed glass or in the document feeder.  <ol style="list-style-type: none"> 2 If the product control panel has a Start Email button, press Start Email. -or- If the product control panel does not have a Start Email button, press Scan Menu, and then use the arrow buttons to select Send an E-mail. Then press OK.  <ol style="list-style-type: none"> 3 Specify the e-mail recipient and other information. <p>After specifying the recipient and other e-mail header information, the document is scanned and sent.</p>
<p>Send to a new e-mail recipient</p>	<ol style="list-style-type: none"> a. Use the arrow buttons to select Enter a New E-mail Address, and then press OK.  <ol style="list-style-type: none"> b. Use the alphanumeric keypad to type the recipient's e-mail address, and then press OK. 





How do I?	Steps to perform	
<p>Scan to e-mail (continued)</p>	<p>c. Select Yes or No to indicate whether you would like to save this e-mail address to the contact list, and then press OK.</p> <p>d. If your settings require you to set the subject of the e-mail and/or a reply-to address, provide that information and then press OK.</p>	 
<p>Send to an existing e-mail contact</p>	<p>a. Use the arrow buttons to select Use E-mail Contacts, and then press OK.</p> <p>b. Use the arrow buttons to select a recipient, and then press OK.</p> <p>c. If your settings require you to set the subject of the e-mail and/or a reply-to address, provide that information and then press OK.</p>	 
<p>Send to a recipient in your e-mail history</p>	<p>a. Use the arrow buttons to select Use E-mail History, and then press OK.</p> <p>b. Use the arrow buttons to select a recipient, and then press OK.</p> <p>c. If your settings require you to set the subject of the e-mail and/or a reply-to address, provide that information and then press OK.</p>	 





Make my scan look better

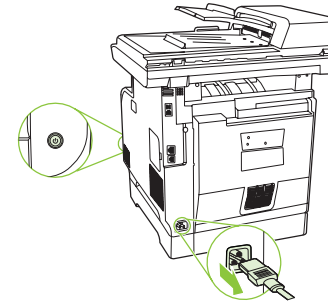
How do I?

Clean the scanner glass

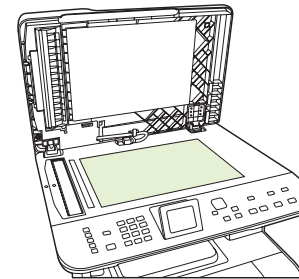
CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass. They might seep under it and damage the product.

Steps to perform

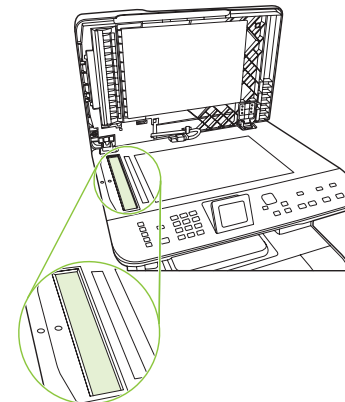
1 Turn off the product, unplug the power cord from the electrical socket, and raise the lid.



2 Clean the glass by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.



3 Clean the scanner strip by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.



4 To prevent spotting, dry the glass by using a chamois or cellulose sponge.





Configure scan-to-e-mail

How do I?

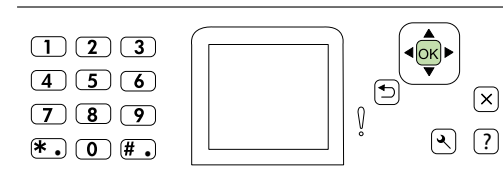
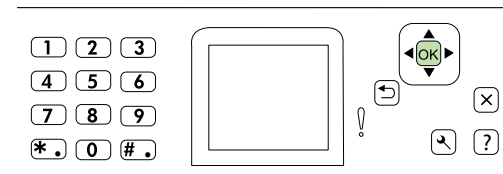
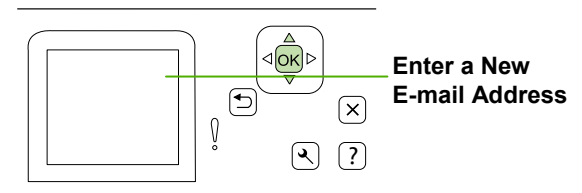
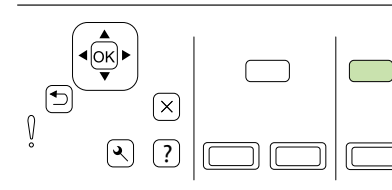
Configure scan-to-e-mail

Before the scan-to-e-mail features can be used, you must specify the SMTP gateway, SMTP port, and other basic information.

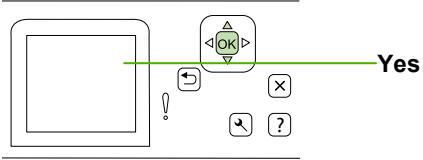
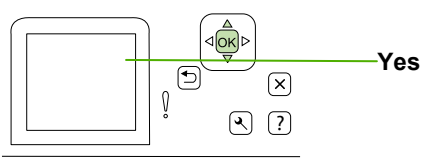
NOTE: The SMTP gateway is a server that is used to send e-mail; for example, "mail.yourISP.com". Contact your system administrator for this information.

Steps to perform

- 1 If the product control panel has an **Email Menu** button, press **Email Menu**.
-or-
If the product control panel does not have an **Email Menu** button, press **Scan Menu**.
- 2 Use the arrow buttons to select **E-mail Setup**, and then press **OK**.
- 3 After reading the information screen, press **OK**.
- 4 Use the alphanumeric keypad to type the SMTP gateway, and then press **OK**.
- 5 Use the alphanumeric keypad to type the SMTP port (a number between 0 and 65535), and then press **OK**. The product then tests the SMTP settings to make sure they are valid.
- 6 Type a default subject to use for each e-mail, and then press **OK**. The subject cannot be longer than 40 characters.





How do I?	Steps to perform
<p>Configure scan-to-e-mail (continued)</p>	<p>7 Select Yes or No to indicate whether you would like to change the subject line for each e-mail.</p>  <p>8 Select Yes or No to indicate whether you would like to add a Reply To address for each e-mail sent.</p>  <p>9 Press OK to complete the e-mail configuration process.</p> 