HP Scanjet N9120

Getting Started Guide

Getting Started Guide

《入门指南》

6.5" x 9" FRONT COVER

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HP Scanjet N9120

Getting Started Guide

English

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English

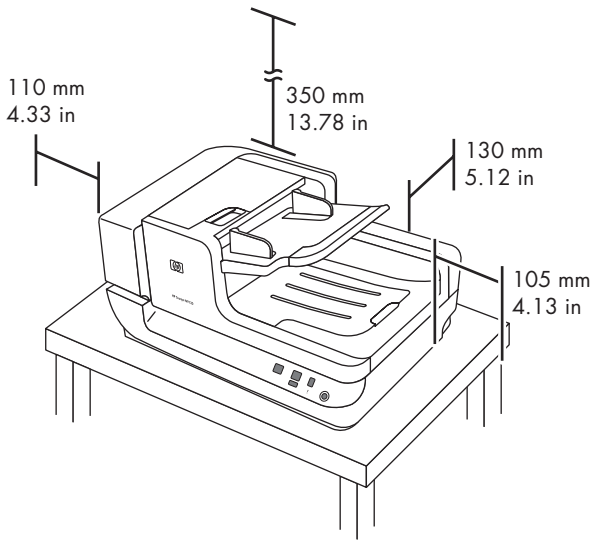
1 Scanner set up

Follow the unpacking instructions shipped with the scanner.

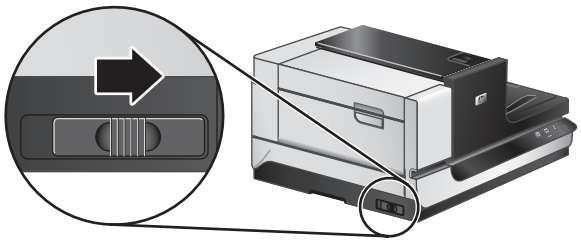
△ **CAUTION:** To avoid injury, use two people to unpack and lift the scanner.

Set up the hardware

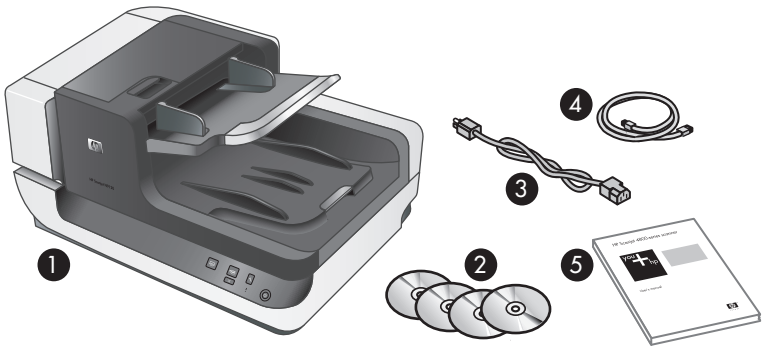
1. After the scanner is in place, verify that there is enough clearance to use and maintain the scanner.



2. Remove any packing tape.
3. Release the carriage lock.



4. Verify the contents of the box:
   The contents might vary by country/region.

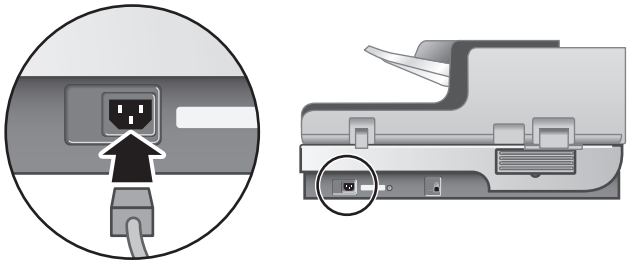


1	HP Scanjet N9120 scanner
2	Scanning software CDs
3	Power cable
4	USB cable
5	*Getting Started Guide* (this book)

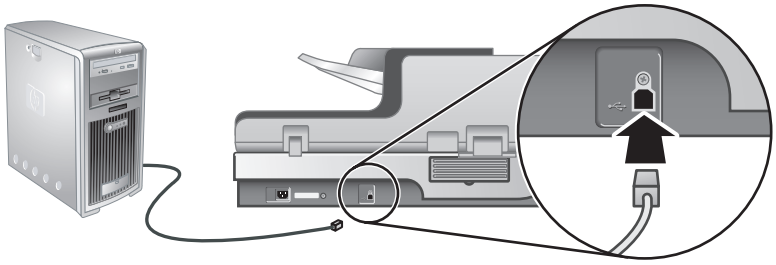
Install the software

△ **CAUTION:** Do not connect the USB cable until you are prompted during the software installation.

1. Decide what software to install.
   - If you will be using the scanner with document-management and scanning software that you already own, you only need to install the HP Scanjet Drivers and Tools.
   - If you do not already have document-management and scanning software, you can use the software that is shipped with the scanner. Read the onscreen descriptions of the software during the installation to decide what software to install. (The software and the number of CDs that are shipped with the scanner might vary by country/region.)
2. Insert the HP Scanning Software CD into the computer CD drive. Wait for the installation dialog box to appear.
3. Click **Install Software**, and then follow the instructions on the screen.
4. Use the power cable to connect the scanner to an electrical outlet.



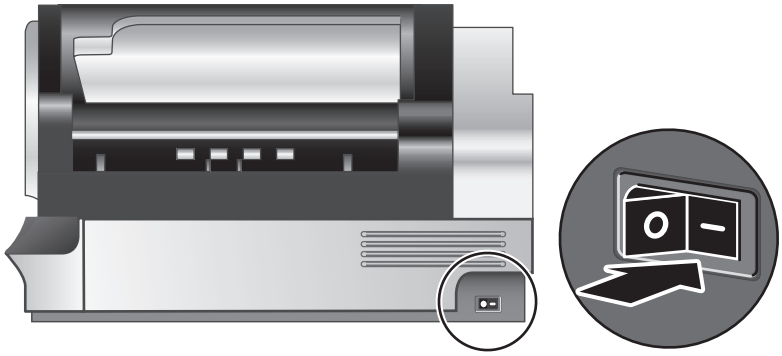
5. Use the USB cable that came with the scanner to connect the scanner to the computer.



△ **CAUTION:** Be sure that you install the HP scanning software before connecting the scanner to your computer with the USB cable.

NOTE: HP recommends using a USB port on the back of the computer for a more reliable connection to the scanner.

6. Press the **Power** switch on the right side of the scanner to the on position.



NOTE: After using the scanner, press the **Power Save** (⏻) button on the scanner front panel to put the scanner in Power Save mode.

7. Test the installation. Place a single document page in the automatic document feeder (ADF), and then do one of the following:
   - If you installed the HP Smart Document Scan Software, press the **Scan** ( ) button.
   - If you did not install the HP Smart Document Scan Software, scan from the software that you intend to use for scanning.

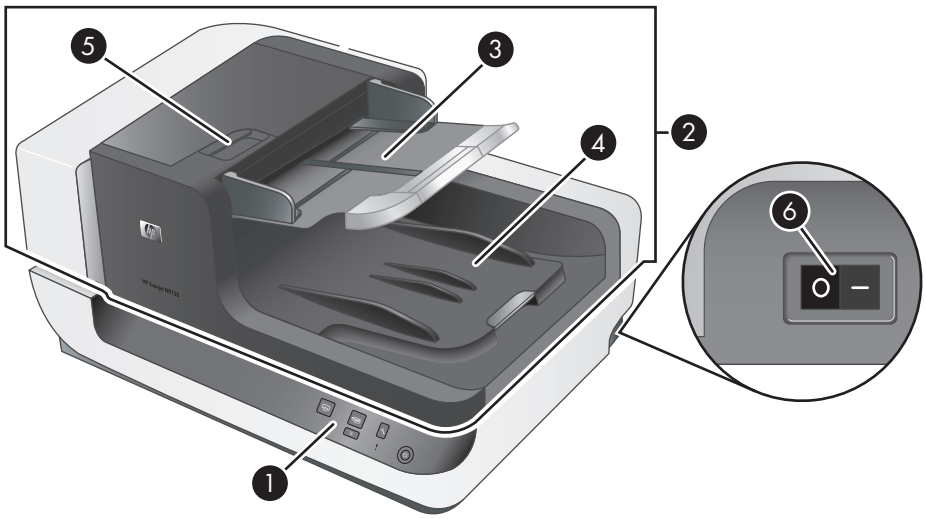
   If the scan does not proceed as expected, uninstall and reinstall the HP Scanjet utilities, and then try scanning again. If reinstalling the utilities does not work, see the documentation for the scanning software for information on how to troubleshoot that program.

   For information on uninstalling and reinstalling the HP Scanjet utilities, see the scanner user guide.

English

2 Use the scanner

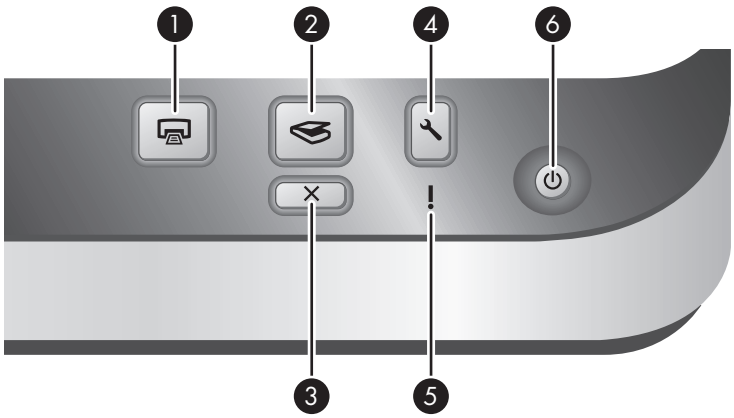
Scanner overview



1	Front panel
2	Automatic document feeder (ADF)
3	ADF input tray
4	ADF output tray
5	Latch for opening the ADF
6	**Power** switch

Scanner front panel buttons

Use the buttons on the scanner front panel to start a scan and to configure some scanner settings.



Icon		Button name	Description
1		**Copy**	By default, print the number of copies currently configured in HP Document Copy. Alternatively, start the scanning software that is assigned to this button.
2		**Scan**	By default, start a scan that uses the HP Smart Document Scan Software profile that is assigned to this button. Alternatively, start the scanning software that is assigned to this button.
3		**Cancel**	Cancel a scan or copy in progress.
4		**Tools**	Open the HP Scanner Tools Utility where you can do the following tasks: • Associate the scanner quick start buttons with scanning software • Configure the buttons on the scanner front panel • Manage the imprinter • View information about scanner settings, status, and maintenance
5		**Attention LED**	The **Attention LED** provides status information about the scanner.
6		**Power Save**	Press the **Power Save** button to put the scanner in Power Save mode when you are *not* using the scanner. When you are ready to begin scanning again, press the **Power Save** button to wake up the scanner.

NOTE: For information about the possible LED states, see the troubleshooting information in the scanner user guide.

Scanner lamp setting

The scanner supports two modes of lamp operation:

- In Power Save mode, the scanner lamp times out and turns off automatically after about 15 minutes of inactivity. When you are ready to begin scanning again, press the **Power Save** button to wake up the scanner.
- In Instant Lamp On mode, the scanner lamp times out and turns off automatically after about 15 minutes of inactivity, but it remains warm and ready to scan.

To switch from Power Save mode to Instant Lamp On mode, select the **Enable Instant Lamp On** check box on the **Buttons** tab of the HP Scanner Tools Utility. To switch back to Power Save mode, clear the **Enable Instant Lamp On** check box.

Load original documents in the automatic document feeder

You can scan up to 200 single- and double-sided document pages through the automatic document feeder (ADF) at one time.

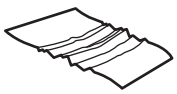
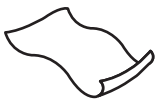
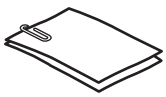
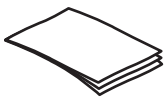
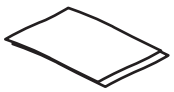
Document loading tips

- The ADF supports the following paper types.

Width:	70–300 mm (2.75–11.8 in)
Length:	148–864 mm (5.8–34 in)
Weight:	49–120 g/m^2 (13–32 lb)

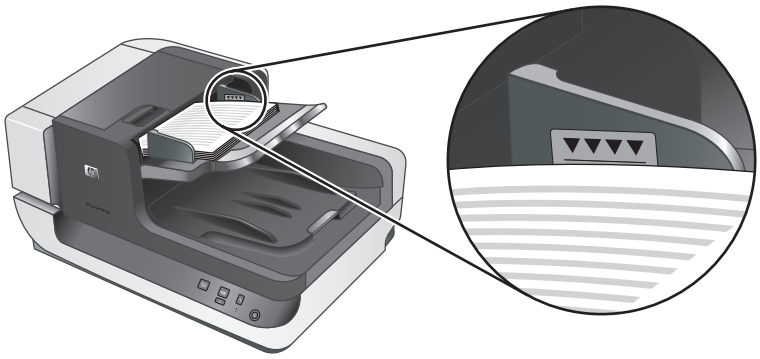
NOTE: In the scanning software, set the page size to match the width and length of the paper that you are scanning.

- 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.

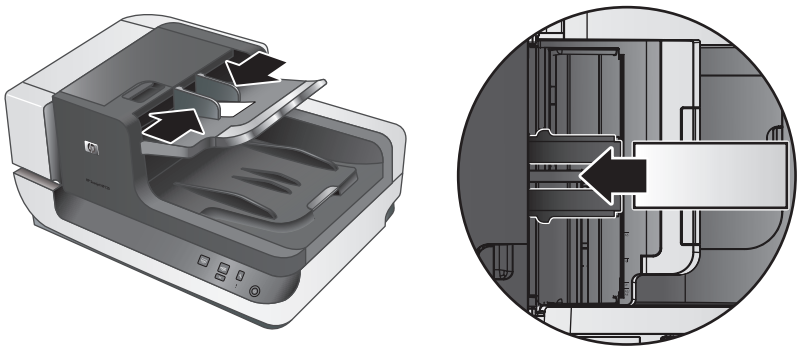
	Wrinkled or creased documents		Curled documents
	Torn documents		Documents with paper clips or staples
	Carbon paper		Coated paper
	Extremely thin, translucent paper		Paper with adhesive notes or flags attached
	Photos		Overhead transparencies
	Papers that are stuck together		Paper with wet substances such as glue or correction fluid

- Before loading documents, make sure that the ADF access doors are securely latched.
- When loading a stack of documents, make sure that all of the documents are the same size.

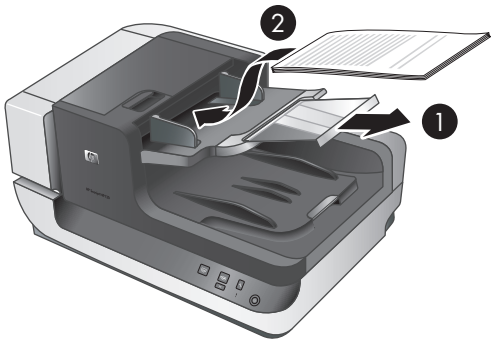
- The maximum capacity of the ADF is 200 sheets of 75 g/m^2 (20 lb) paper. When using heavier paper, the maximum capacity is decreased. Use the fill line, shown below, as a guide for the maximum height of the document stack.



- For small or narrow documents, load the edge that is less than 148 mm (5.8 in) pointing into the feeder so that the longer edge can be pulled into the feeder and passed along by the feed rollers.

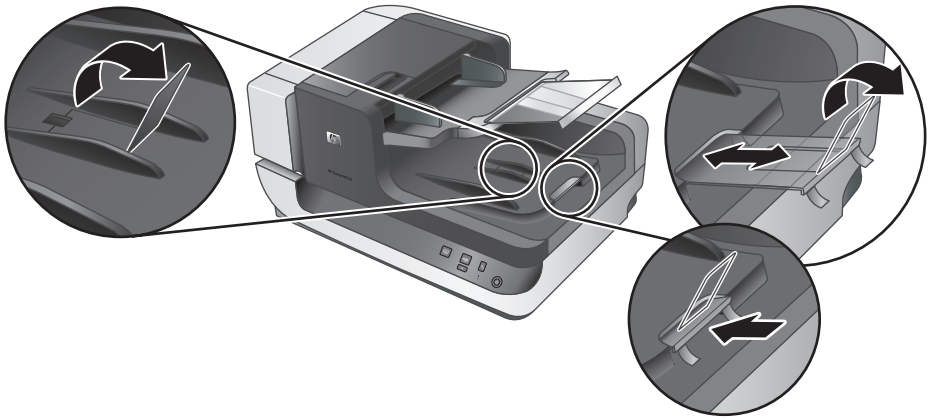


- When loading small or lightweight documents, such as A6 cards (index cards) or U.S. check carbons, load a stack of at least five documents to ensure that the ADF properly detects and feeds the stack. When scanning fewer than five small or lightweight documents, scan the documents by placing them on the scanner glass.
- When loading long documents that hang over the end of the input tray, pull out the input tray extender (1), and then load the documents (2).

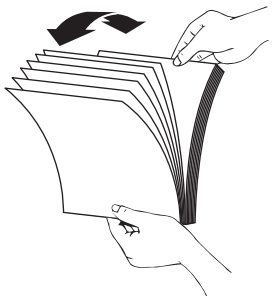


How to load documents

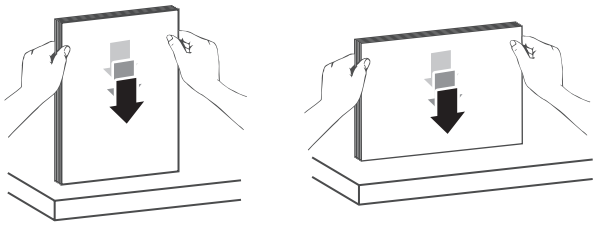
1. Flip up the paper stop in the output tray that best matches the size of the documents that you are scanning. Select the stop position that is closest to (and beyond) the edge of your documents as they come out of the ADF.



2. 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.



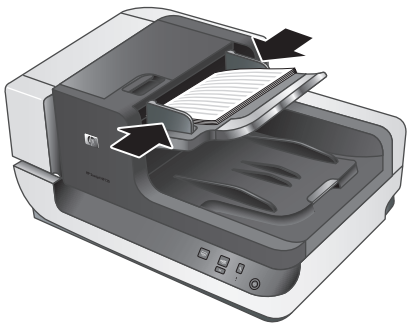
3. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



4. Place the stack in the middle of the input tray. Load the stack face up. For fastest scanning, load the stack with the left edge leading into the ADF.

NOTE: In the scanning software, choose the layout setting that matches the orientation of the originals in the ADF.

5. Adjust the paper guides to the width of the documents. Take care not to overtighten the guides, which can restrict paper feeding, but make sure that the paper guides touch the edges of the documents.



6. Gently push the stack forward to trip the tray sensor.

Load an original on the scanner glass

Place items that do not meet the specifications for the automatic document feeder (ADF) directly onto the scanner glass.

Minimum size:	Any size
Maximum size:	300 x 432 mm (11.8 x 17 in)

Place the original face down on the scanner glass, as indicated by the reference mark.

NOTE: In the scanning software, choose the layout setting that matches the orientation of the original on the scanner glass.

How to scan

The basic steps for scanning are:

1. Load the originals.
2. Do one of the following:
   - Press the **Scan** ( ) button on the scanner front panel to start scanning with the assigned software (and profile, if appropriate).
   - On the computer, open the scanning software, and then select the ISIS or TWAIN data source. Select the appropriate settings, and then initiate a scan.

   TIP: To reduce paper jams, use scan settings that specify the actual dimensions of the pages that you are scanning.

   TIP: If you select duplex scanning or copying and you load the originals into the automatic document feeder (ADF), the scanner processes both sides of a two-sided original at the same time.

English

Associate a quick start button with scanning software

The scanner includes two quick start buttons, **Scan** ( ) and **Copy** ( ). You can associate any button-aware scanning software with each of these buttons.

To associate a quick start button with scanning software, follow these steps:

1. Press the **Tools** ( ) button on the scanner front panel to open the HP Scanner Tools Utility. Click the **Buttons** tab.
2. In the **Program to Start** drop-down list for a button, select the scanning software that you want this button to start.
3. Optionally, if you selected the HP Smart Document Scan Software, in the **Profile** drop-down list, select a profile.

   If you do not select a profile, pressing the button starts the HP Smart Document Scan Software so that you can choose the scan settings each time that you start a new scan.

   NOTE: If you change the name of a profile that is assigned to a quick start button, update the button information in the HP Scanner Tools Utility.

For information about HP Smart Document Scan Software profiles, see the HP Smart Document Scan Software Help.

Scan from scanning software

You can scan an image or document directly into a software program if the program is ISIS or TWAIN compliant. Generally, the program is compliant if it has a menu option such as **Acquire**, **Scan**, **Import New Object**, or **Insert**. If you are unsure whether the program is compliant or what the option is, see the documentation for that program.

Scan from HP Smart Document Scan Software

1. Click **Start**, point to **Programs** or **All Programs**, point to **HP**, point to **HP Smart Document Scan**, and then click **HP Smart Document Scan Software**.
2. Select a profile, and then click **Scan**.

   TIP: A description of the selected profile is displayed below the list.

3. Follow the onscreen instructions to complete the scan.

For more information, see the HP Smart Document Scan Software Help.

Scan from ISIS- or TWAIN-compliant scanning software

1. Start the scanning software, and then select the ISIS or TWAIN data source.
2. Select the settings that are appropriate for the documents that you are scanning.
3. Carry out the appropriate actions to complete the scan.

For more information, see the online help for the scanning software.

How to copy

The basic steps for copying are:

1. Load the originals.
2. Do one of the following:
   - Press the **Copy** (🖷) button on the scanner front panel to print the copies with the current copy settings.
   - Click **Start**, point to **Programs** or **All Programs**, point to **HP**, point to **Scanjet**, point to **N9120**, and then click **Document Copy**.
     Select print settings in the **HP Document Copy** dialog box.

   NOTE: If you want to change the copy settings, start the copy from the HP Document Copy software.

   TIP: You can configure HP Document Copy to always prompt for copy settings before starting to print. For information, see the HP Scanner Tools Utility help.

   TIP: If you select duplex scanning or copying and you load the originals into the automatic document feeder (ADF), the scanner processes both sides of a two-sided original at the same time.

3 Where to get additional information

Several sources of information describe using the scanner and the scanning software.

User Guide

The scanner User Guide is the primary source for scanner information. It provides information about using, maintaining, and troubleshooting the scanner.

To open the user guide in the installed (system) language, click **Start**, point to **Programs** or **All Programs**, point to **HP**, point to **Scanjet**, point to **N9120**, and then click **User Guide**.

To open the User Guide in another language, follow these steps:

1. Insert the HP software CD that came with the scanner into the computer CD drive. Wait for the installation dialog box to appear.
2. Click **View or print guides**.
   A list of languages is displayed.
3. Click the language that you want.

HP Smart Document Scan Software Help

The HP Smart Document Scan Software Help explains how to use HP Smart Document Scan Software features such as creating and editing profiles.

To open HP Smart Document Scan Software Help, double-click the **HP Smart Document Scan Software** icon on the computer desktop, and then click **Help** on the menu bar.

HP Scanner Tools Utility help

The HP Scanner Tools Utility help explains the scanner settings, information about scanner status and maintenance, and how to assign functionality to the scanner front panel buttons.

To open HP Scanner Tools Utility help, press the **Tools** button on the scanner front panel, and then click **Help** in the HP Scanner Tools Utility dialog box.

Technical Resources

Visit **www.hp.com/support** for updated information about the scanner.

4 Product care and support

This section describes the options for product support.

Maintenance, troubleshooting, and support

Occasional cleaning of the scanner helps ensure higher-quality scans. The amount of care necessary depends upon several factors, including the amount of use and the environment. You should perform routine cleaning as necessary.

Routine cleaning and maintenance should include cleaning the scanner glass and the automatic document feeder (ADF).

For in-depth instructions about maintaining the scanner, see the scanner user guide.

△ **CAUTION:** Avoid placing items that have sharp edges, paper clips, staples, wet glue, correction fluid, or other substances in the scanner. Document pages should not be curled, wrinkled, or stuck together.

Installation troubleshooting

If the scanner does not work after installation, you might see a message on the computer screen that is similar to one of the following:

- The scanner could not be initialized.
- The scanner could not be found.
- An internal error has occurred.
- The computer cannot communicate with the scanner.

To fix the problem, check the scanner cables and software as described here.

NOTE: For information on how to solve problems with using the scanner, see the troubleshooting information in the scanner user guide.

Check that the scanner has power

The power cable is connected between the scanner and a power outlet.

- Ensure that the power cable is securely connected between the scanner and a live electrical outlet.
- If the power cable is connected to a surge protector, ensure that the surge protector is plugged into an outlet and turned on.
- Ensure that the **Power** switch on the right side of the scanner is in the on position.

If the problem persists after verifying the above items, try the following:

1. Press the **Power** switch to the off position, and then disconnect the power cable from the scanner.
2. Wait 30 seconds.
3. Reconnect the power cable to the scanner, and then press the **Power** switch to the on position.
   After 30 seconds, the **Power LED** is lit with a steady green light and the **Attention LED** is off.

Check the USB connection

Check the physical connection to the scanner.

- Use the cable that was included with the scanner. Another USB cable might not be compatible with the scanner.
- Ensure that the USB cable is securely connected between the scanner and the computer or USB hub. The trident icon on the USB cable faces up when the cable is properly connected to the scanner.

If the problem persists after verifying the above items, try the following:

1. Do one of the following tasks depending on how the scanner is connected to the computer:
   - If the USB cable is connected to a USB hub or a docking station for a laptop, disconnect the USB cable from the USB hub or the docking station, and then connect the USB cable directly to the computer.
   - If the USB cable is directly connected to the computer, plug it into another USB port on the computer.
   - Remove all other USB devices from the computer except for the keyboard and the mouse.
2. Press the **Power** switch to the off position, wait 30 seconds, and then press the **Power** switch to the on position.
3. Restart the computer.
4. After the computer has restarted, try using the scanner.
   If the scanner works and you changed the way it was connected to the computer in step 1, the communication problem might involve the USB hub, the docking station, a USB port, or another USB device. Leave the scanner directly connected to the computer. Try using the scanner after reconnecting each additional USB device, and disconnect any USB devices that prevent the scanner from working correctly.
   If the scanner does not work, uninstall and then reinstall the HP Scanjet drivers and utilities.

Uninstall and then reinstall the HP Scanjet drivers and utilities

If checking the scanner cable connections did not solve the problem, the problem might have occurred because of an incomplete installation. Try uninstalling and then reinstalling the HP scanning drivers and utilities.

1. Press the **Power** switch to the off position, and then disconnect the USB cable and power cable from the scanner.
2. Use the **Add/Remove** tool (in Windows Vista, the **Programs and Features** tool) from the **Control Panel** to uninstall the following items:
   - HP Scanjet N9120 Document ISIS/TWAIN
   - HP Scanjet N9120 Utilities
3. Restart the computer.
4. Use the HP Scanning Software CD that came with the scanner to reinstall the HP Scanjet Drivers and Tools.
5. Reconnect the USB cable and power cable to the scanner, and then press the **Power** switch to the on position.
   After 30 seconds, the **Power LED** is lit with a steady green light and the **Attention LED** is off.

Getting assistance

In order to get the best from your HP product, please consult the following standard HP support offerings:

1. Please consult the product documentation that came with the product.
   - Review the troubleshooting section in this manual.
   - Review the software documentation that is described in “Where to get additional information”.
2. Visit the **HP online support** at **www.hp.com/support** or contact your point of purchase.
   HP online support is available to all HP customers. It is the fastest source for up-to-date product information and expert assistance, including the following features:
   - Online chat and E-mail access to qualified support specialists
   - Software and driver updates for your product
   - Valuable product and troubleshooting information for technical issues
   - Proactive product updates, support alerts, and HP newsletters (available when you register your product)
3. **HP support by phone**
   - Support options and fees vary by product, country/region and language.
   - Fees and policies are subject to change without notice. Please check the web site **www.hp.com/support** for the latest information.
4. **Post-warranty period**
   After the limited warranty period, help is available online at **www.hp.com/support**.

5. **Extending or upgrading your warranty**
   If you would like to extend or upgrade the product's warranty, please contact your point of purchase or check the HP Care Pack offers at **www.hp.com/support**.
6. If you already purchased an **HP Care Pack Service**, please check the support conditions in your contract.

English

5 Regulatory information and product specifications

This section contains regulatory information and product specifications for the HP Scanjet N9120 scanner and accessories.

Scanner specifications

Name	Description
Scanner type	Flatbed with automatic document feeder (ADF)
Size	692 x 558 x 343 mm (27.3 x 22.0 x 13.5 in)
Weight	38.5 kg (85 lb)
Scanning element	Charge-coupled device (CCD)
Interface	USB 2.0 high speed (compatible with USB 1.1)
Optical resolution	600 x 600 dpi hardware
AC power	100–240V~, 50/60Hz, 1.8A
Power consumption	For power consumption information, see the regulatory_supplement.htm file on the HP Scanning Software CD.
Energy information	To learn if your HP scanner is ENERGY STAR® qualified, go to **www.hp.com**, select your country/region, and then search on *Energy Star*.

Automatic document feeder (ADF) specifications

Name	Description
Paper tray capacity	200 sheets of 75 g/m^2 (20 lb)
Minimum paper size	70 x 148 mm (2.75 x 5.8 in)
Maximum paper size	300 x 864 mm (11.8 x 34 in)
Minimum paper weight	49 g/m^2 (13 lb)
Maximum paper weight	120 g/m^2 (32 lb)

Imprinter specifications

Name	Description
Print cartridge	HP 51604A

Environmental specifications

Name	Description
Temperature	Operating the scanner: 10° to 35° C (50° to 95° F)
	Storage: -40° to 65° C (-40° to 149° F)
Relative humidity	Operating the scanner: 10% to 80% noncondensing 10° to 35° C (50° to 95° F)
	Storage: up to 90% at 0° to 65° C (32° to 149° F)

Regulatory information

Regulatory Model Identification Number: For regulatory identification purposes your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is FCLSD-0705. This regulatory number should not be confused with the marketing name (HP Scanjet N9120) or product number (L2683A). Additional regulatory information about your scanner can be found on the regulatory_supplement.htm file on the HP Scanning Software CD.

Materials disposal

This HP product contains the following materials that might require special handling at end-of-life:

Mercury in the fluorescent lamp in the scanner and/or transparent materials adapter.

Disposal of this material can be regulated because of environmental considerations. For disposal or recycling information, please contact your local authorities or the Electronic Industries Alliance (EIA) **www.eiae.org**.

Disposal of Waste Equipment by Users in Private Households in the European Union

This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help to conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

Hewlett-Packard limited warranty statement

HP Scanjet N9120 scanner

Model	Asia/Pacific	Americas	Europe/Middle East/ Africa
N9120	1 year	1 year	1 year

1. HP warrants to you, the end-user customer, that HP hardware, accessories, and supplies will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either replace or repair products which prove to be defective. Replacement products may be either new or equivalent in performance to new.

2. HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

3. HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

4. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

5. This warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts, or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

6. TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED, AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. Some countries/regions, states, or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights, and you might also have other rights that vary from country/region to country/ region, state to state, or province to province.

7. HP's limited warranty is valid in any country/region or locality where HP has a support presence for this product and where HP has marketed this product. The level of warranty service you receive may vary according to local standards. HP will not alter the form, fit, or function of the product to make it operate in a country/region in which it was never intended to function for legal or regulatory reasons.

8. TO THE EXTENT ALLOWED BY LOCAL LAW, THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN

CONTRACT, TORT, OR OTHERWISE. Some countries/regions, states, or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

9. THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

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商标名单

ENERGY STAR 是美国环保局的注册服务商标。

Microsoft 和 Windows 是 Microsoft Corporation 的注册商标。

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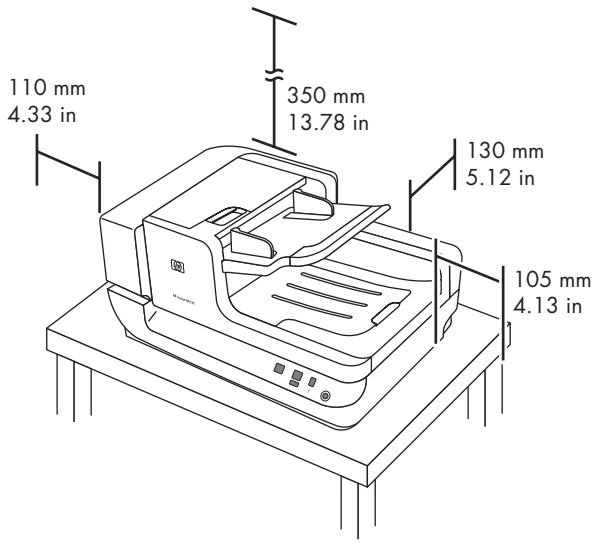
1 安装扫描仪

请遵循扫描仪附带的说明来拆卸扫描仪包装。

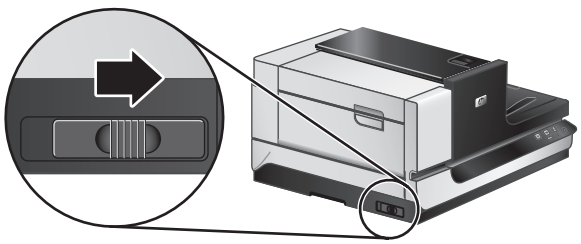
△ **小心** 为了避免损伤，请由两人拆卸扫描仪包装，并取出扫描仪。

安装硬件

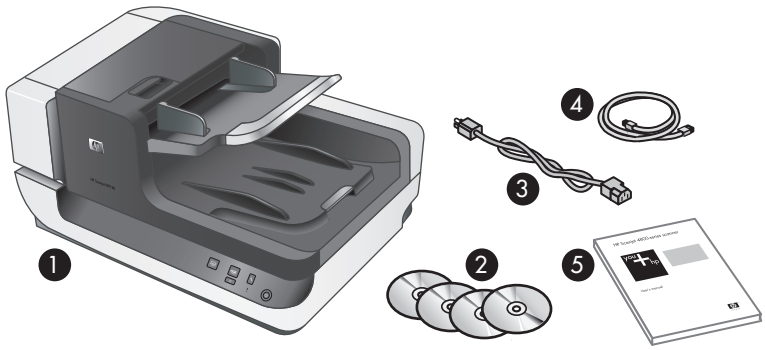
1. 放置好扫描仪后，确保有足够的间隙空间可使用，以维护扫描仪。



2. 撕下包装胶带。
3. 松开灯架锁。



4. 检查包装箱内的物品：
   根据国家 / 地区的不同，包装箱内的物品会有所差别。

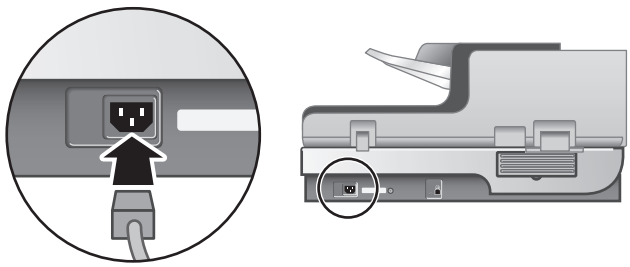


1	HP Scanjet N9120 扫描仪
2	扫描软件 CD
3	电源线
4	USB 电缆
5	《入门指南》（本书）

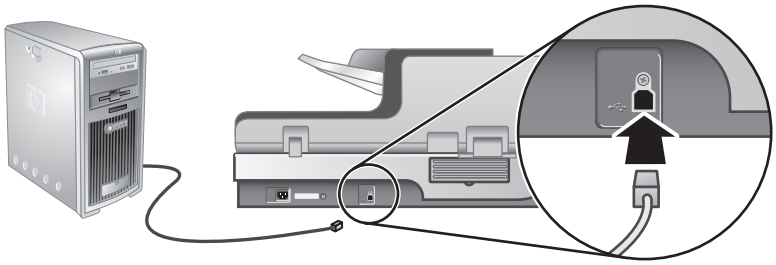
安装软件

△ **小心** 在软件安装过程中，只有出现提示后，才能连接 USB 连接线。

1. 确定要安装的软件。
   - 如果您使用的扫描仪已经带有文档管理和扫描软件，则您只需安装 HP Scanjet Drivers and Tools（HP Scanjet 驱动程序和工具）。
   - 如果您没有文档管理和扫描软件，则您可以使用扫描仪附带的软件。安装时，请阅读屏幕上的软件说明，确定要安装的软件。（根据国家 / 地区的不同，扫描仪所附带的软件和 CD 数会有所不同。）
2. 将 HP Scanning Software CD 插入计算机 CD 驱动器。请等待，将显示安装对话框。
3. 单击“安装软件”，然后按照屏幕所示说明进行操作。
4. 使用电源线将扫描仪连接到电源插座。



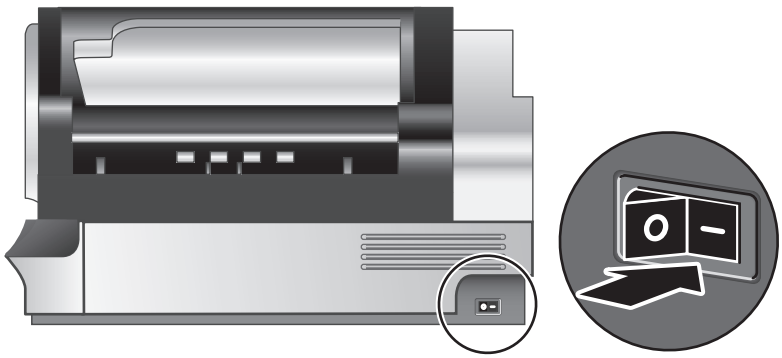
5. 使用扫描仪随附的 USB 电缆将扫描仪连接到计算机。



△ **小心** 在通过 USB 电缆将扫描仪连接到计算机之前，请确保先安装 HP 扫描软件。

注意 HP 建议使用计算机背面的 USB 端口，以便更可靠地连接扫描仪。

6. 将扫描仪右侧的**电源**开关按至打开位置。



注意 在使用完扫描仪后，按下扫描仪前面板上的**省电** (⏻) 按钮，可以让扫描仪进入省电模式。

7. 测试安装。在自动送纸器 (ADF) 中放一张文档纸，然后执行以下任一操作：

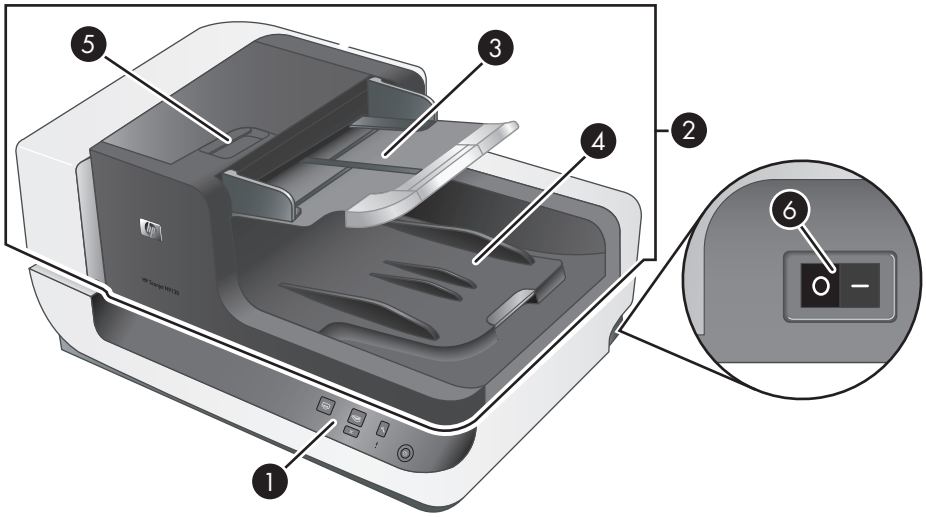
- 如果已安装 HP 智能文档扫描软件，请按**扫描** ( ) 按钮。
- 如果没有安装 HP 智能文档扫描软件，则请使用您计划用于扫描的软件进行扫描。

如果扫描未按预期进行，请卸载并重新安装 HP Scanjet 实用程序，然后再次进行扫描。如果重新安装实用程序不起作用，请参阅扫描软件的文档，获取有关该程序的疑难排解信息。

有关卸载和重新安装 HP Scanjet 实用程序的信息，请参阅扫描仪用户指南。

2 使用扫描仪

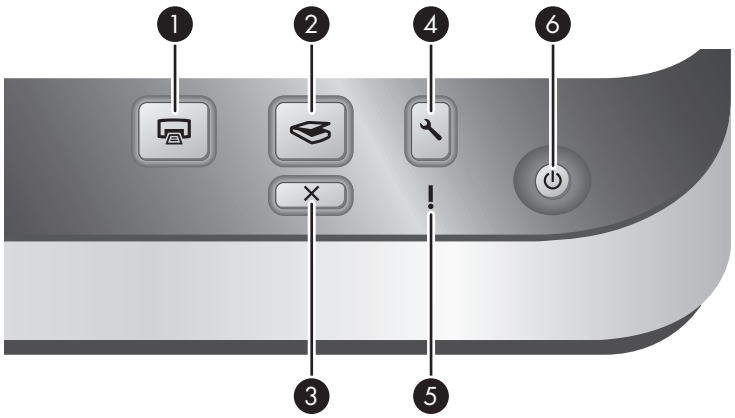
扫描仪总览



1	前面板
2	自动送纸器 (ADF)
3	ADF 进纸盒
4	ADF 出纸盒
5	打开 ADF 的卡销
6	**电源**开关

扫描仪前面板按钮

使用扫描仪前面板上的按钮可以启动扫描，并对扫描仪的某些设置进行配置。



简体中文

图标		按钮名称	描述
1		**复印**	默认情况下，打印数量为当前在“HP 文档复印”中配置的复印数。 或者，启动分配给该按钮的扫描软件。
2		**扫描**	默认情况下，启动的扫描使用 HP 智能文档扫描软件配置文件，它已分配给该按钮。 或者，启动分配给该按钮的扫描软件。
3		**取消**	取消正在进行的扫描或复印操作。
4		**工具**	打开 HP 扫描仪工具实用程序，您可以使用该实用程序执行以下任务： • 将扫描仪的快捷键与扫描软件相关联 • 对扫描仪前面板上的按钮进行配置 • 管理背书器 • 查看有关扫描仪的设置、状态及维护的信息
5		**警告 LED 灯**	**警告 LED 灯**可提供有关扫描仪的状态信息。
6		**省电**	按下**省电**按钮，可以在您**不**使用扫描仪的时候使扫描仪进入省电模式。当您准备再次开始扫描时，按下**省电**按钮，即可唤醒扫描仪。

注意 有关 LED 灯可能出现的状态的信息，请参阅扫描仪用户指南中的疑难排解信息。

扫描仪灯的设置

扫描仪可支持两种模式的灯操作：

- 在“省电”模式下，如果大约 15 分钟内无活动，扫描仪灯将超时并自动关闭。当您准备再次开始扫描时，按下**省电**按钮，即可唤醒扫描仪。
- 在“打开快速灯”模式下，如果扫描仪灯在约 15 分钟内无活动，则它将超时并自动关闭，但其仍保持发热和预备扫描的状态。

要从“省电”模式切换为“打开快速灯”模式，请在 HP 扫描仪工具实用程序的“按钮”选项卡上选中“启用“打开快速灯””复选框。要切换回“省电”模式，请清除“启用“打开快速灯””复选框。

将原文档放入自动送纸器中

您可以使用自动送纸器 (ADF) 一次扫描最多 200 张单面或双面文档页。

文档放入提示

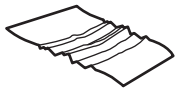
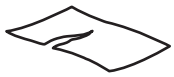
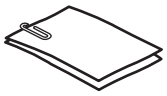
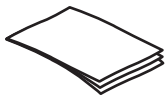
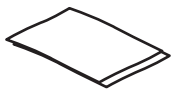
- ADF 支持以下纸张类型。

宽度：	70-300 mm（2.75-11.8 英寸）

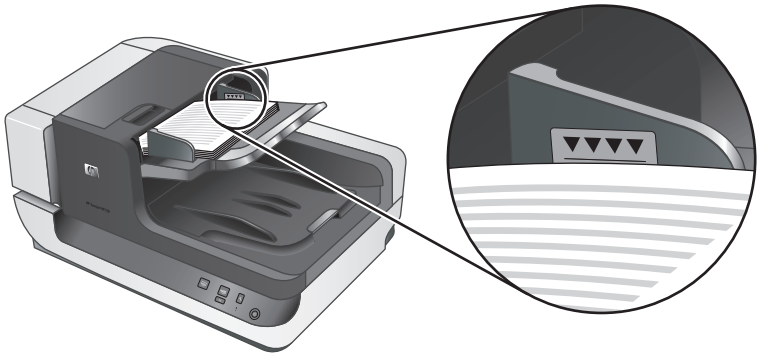
长度：	148-864 mm（5.8-34 英寸）
重量：	49 – 120 克 / 平方米（13 – 32 磅）

注意 在扫描软件中，设置与您所扫描的纸张长度和宽度相匹配的页面大小。

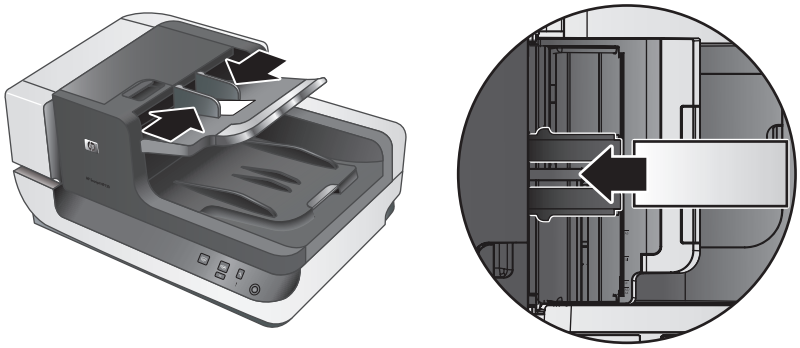
- 扫描以下类型的文档可能会导致卡纸或损坏文档。要扫描这些文档，请先影印文档，然后扫描副本。

	起皱或有折痕的文档		卷曲的文档
	破损的文档		带有纸夹或订书钉的文档
	复写纸		涂料纸
	特别薄且透明的纸张		粘贴了便条或附带有标签的纸张
	照片		透明胶片
	粘在一起的纸张		带有胶水或修正液等湿物体的纸张

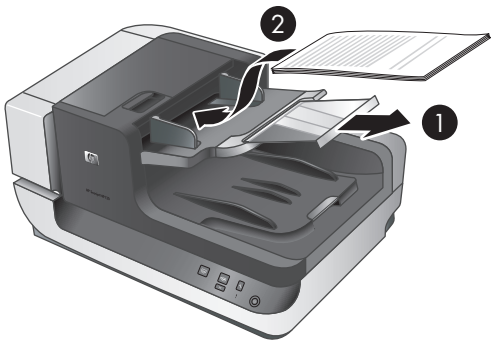
- 在放入文档前，请确定 ADF 检修门已被安全卡紧。
- 如果要放入一叠文档，请确保所有文档的大小一致。
- ADF 的最大容量为 200 页 75 克 / 平方米（20 磅）的纸张。当使用较重的纸张时，该最大容量会随之下降。使用下图显示的填充线作为该叠文档的最大高度指示。



- 对于窄小的文档，将小于 148 mm（5.8 英寸） 的那一边放入送纸器，这样，长边将被拉入送纸器中并通过进纸滚筒。

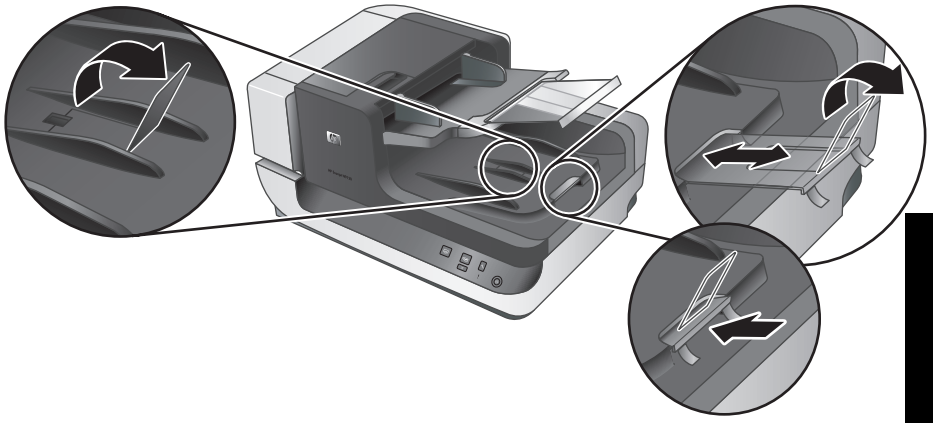


- 如果要放入的文档既小又轻，如 A6 卡（索引卡）或 U.S. 支票复写纸，可放入一叠文档（至少五张），确保 ADF 能够正确检测到该叠文档并顺利进纸。当扫描的文档少于五张既小又轻的文档时，可将这些文档放在扫描仪的玻璃板上进行扫描。
- 如果放入的文档过长，超出进纸盒的尾端，可拉出进纸盒延长板 (1)，然后放入文档 (2)。

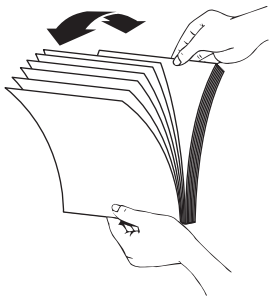


如何放入文档

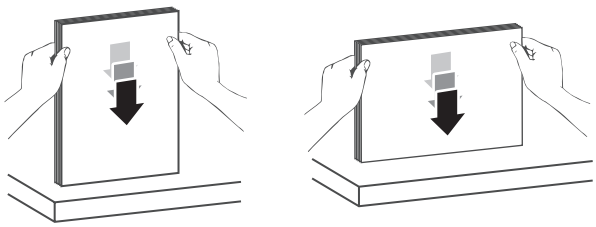
1. 翻转出纸盒中的纸张挡板，出纸盒的大小应与您扫描的文档的大小完全匹配。选择挡板的位置，在 ADF 出纸过程中，使其接近（且超出）您文档的边缘。



2. 翻动该叠文档的页面，确保纸张不会粘连在一起。朝一个方向翻动指向送纸器的那一边，然后再将该边向相反方向翻动。



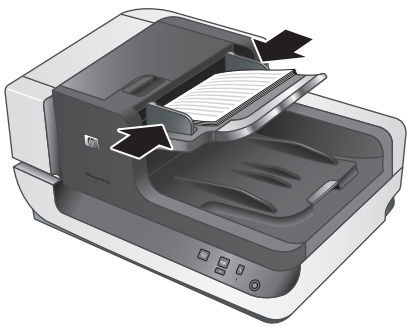
3. 在桌面上轻叩纸叠底端，使文档的页边对齐。把纸叠旋转 90 度，然后重复以上操作。



4. 将该叠文档置于进纸盒中央。放入该叠文档，并使正面朝上。要获得最快的扫描速度，可在放入文档时使其左边缘进入 ADF 中。

   注意 在扫描软件中，选择与 ADF 中原件的方向相匹配的布局设置。

5. 根据文档宽度调整纸张导板。请小心不要使导板过紧，否则将阻碍进纸，但要确保纸张导板接触到文档的边缘。



6. 将该叠文档轻轻向前推入以接触纸盒感应器。

将原件放在扫描仪玻璃上

将不符合自动送纸器 (ADF) 技术规格要求的原件直接放在扫描仪玻璃上。

最小尺寸：	任何尺寸
最大尺寸：	300 x 432 mm（11.8 x 17 英寸）

按照参考标志所示，将原件正面朝下放到扫描仪玻璃板上。

简体中文

注意 在扫描软件中，选择与扫描仪玻璃板上的原件方向相匹配的布局设置。

如何扫描

基本扫描步骤如下：

1. 放入原件。
2. 执行以下操作之一：
   - 按下扫描仪前面板上的**扫描** ( ) 按钮，使用已分配的软件（及配置文件，如果适用）开始扫描。
   - 在计算机上，打开扫描软件，然后选择 ISIS 或 TWAIN 数据源。选择适当的设置，然后启动扫描。

提示 要减少卡纸次数，可使用指定您所扫描纸张的实际页面尺寸的扫描设置。

提示 如果选择双面扫描或复印并在自动送纸器 (ADF) 中放入原件，扫描仪将同时处理双面原件的两面。

将快捷键与扫描软件相关联

扫描仪有两个快捷键：**扫描** ( ) 和**复印** ( )。您可以将任意支持按钮的扫描软件与这些按钮相关联。

要关联快捷键与扫描软件，可执行以下步骤：

1. 按扫描仪前面板上的**工具** (🔧) 按钮，以打开 HP 扫描仪工具实用程序。单击“按钮”选项卡。
2. 在针对某按钮的“要启用的程序”下拉列表中，选择希望此按钮启用的扫描软件。
3. 或者，如果您选择的是 HP 智能文档扫描软件，在“配置文件”下拉列表中选择一个配置文件。
   如果您未选择配置文件，按下该按钮可启动 HP 智能文档扫描软件，这样，您就可以在每次启动新扫描时选择扫描设置。

   注意 如果您要更改已分配给快捷键的配置文件的名称，请更新 HP 扫描仪工具实用程序中的按钮信息。

有关 HP 智能文档扫描软件配置文件的信息，请参阅 HP 智能文档扫描软件帮助。

使用扫描软件进行扫描

您可直接将图像或文档扫描到一个与 ISIS 或 TWAIN 兼容的软件程序中。通常，如果程序有诸如“捕获”、“扫描”、“导入新对象”或“插入”等菜单选项，则表示该程序是兼容的。如果不能确定某个程序是否兼容或者不清楚某选项的意义，请参阅该程序的文档。

从 HP 智能文档扫描软件进行扫描

1. 单击“开始”，指向“程序”或“所有程序”，指向“HP”，指向“HP 智能文档扫描”，然后单击“HP 智能文档扫描软件”。
2. 选择配置文件，然后单击“扫描”。

   提示 列表下面显示的是对所选配置文件的说明。

3. 按屏幕提示完成扫描。

有关详细信息，请参阅 HP 智能文档扫描软件帮助。

从兼容 ISIS 或 TWAIN 的扫描软件进行扫描

1. 启动扫描软件，然后选择 ISIS 或 TWAIN 数据源。
2. 选择适用于您所扫描的文档的设置。
3. 执行适当的操作，完成扫描。

有关详细信息，请参阅扫描软件的在线帮助。

如何复印

基本复印步骤如下：

1. 放入原件。
2. 执行以下操作之一：
   - 按下扫描仪前面板上的**复印** (🖷) 按钮，使用当前复印设置打印副本。
   - 单击“开始”，指向“程序”或“所有程序”，再依次指向“HP”、“Scanjet”和“N9120”，然后单击“文档复印”。在“HP 文档复印”对话框中选择打印设置。

注意 如果要更改复印设置，则从“HP 文本复印”软件启动复印。

提示 可以将 HP 文档复印配置为始终在开始打印之前提示指定复印设置。有关详细信息，请参阅 HP 扫描仪工具实用程序帮助。

提示 如果选择双面扫描或复印并在自动送纸器 (ADF) 中放入原件，扫描仪将同时处理双面原件的两面。

简体中文

3 从何处获得其他信息

用户可以通过多个信息源获取有关如何使用扫描仪和扫描软件的说明。

用户指南

扫描仪《用户指南》是获得扫描仪信息的主要来源。它提供了有关使用和维护扫描仪以及对扫描仪进行疑难排解的信息。

要使用已安装的（系统）语言打开用户指南，可单击“开始”，指向“程序”或“所有程序”，再依次指向“HP”、“Scanjet”和“N9120”，然后单击“用户指南”。

要打开其他语言的《用户指南》，请按以下步骤操作：

1. 将扫描仪随附的 HP Scanning Software CD 插入计算机 CD 驱动器。
   请等待，将显示安装对话框。
2. 单击“查看或打印指南”。
   显示语言列表。
3. 单击您想使用的语言。

HP 智能文档扫描软件帮助

HP 智能文档扫描软件帮助说明了如何使用 HP 智能文档扫描软件的各项功能，例如创建和编辑配置文件。

要打开 HP 智能文档扫描软件帮助，请双击计算机桌面上的 “HP 智能文档扫描软件”图标，然后单击菜单栏中的“帮助”。

HP 扫描仪工具实用程序帮助

HP 扫描仪工具实用程序帮助说明了有关扫描仪设置、扫描仪状态和维护的相关信息以及如何将功能分配给扫描仪前面板的各按钮。

要打开 HP 扫描仪工具实用程序帮助，请按扫描仪前面板上的**工具**按钮，然后单击“HP 扫描仪工具实用程序”对话框中的“帮助”。

技术资源

请访问 **www.hp.com/support**，以获得有关扫描仪的更新信息。

4 产品保养和支持

本节介绍产品支持方面的选项。

维护、疑难排解和支持

时常清洁扫描仪有助于确保更高质量的扫描效果。扫描仪需要什么样的保养取决于若干因素，包括使用次数和使用环境。应该根据需要进行定期清洁。

定期清洁和维护应包括清洁扫描仪玻璃和自动送纸器 (ADF)。

有关如何维护扫描仪的详细说明，请参阅扫描仪用户指南。

△ **小心** 避免将刃角锋利的物品、纸夹、订书钉、湿胶水、修正液或其他杂物放在扫描仪上。文档页面不要卷曲、褶皱或粘在一起。

有关安装问题的疑难排解

如果安装完毕后扫描仪无法正常工作，您可能会在计算机屏幕上看到与以下信息之一相似的信息：

- 扫描仪无法初始化。
- 无法找到扫描仪。
- 发生内部错误。
- 计算机无法与扫描仪通信。

要修复该问题，请按此处所述检查扫描仪电缆和软件。

注意 有关如何解决扫描仪使用方法的问题，请参阅扫描仪用户指南中的疑难排解信息。

确保扫描仪的电源接通

电源线应连接扫描仪与电源插座。

- 请确保连接扫描仪和带电插座的电源线连接牢固。
- 如果将电源线连接到电涌保护器，请确保电涌保护器插入插座并已接通。
- 确保扫描仪右侧的**电源**开关处于打开位置。

如果以上情况验证后问题仍然存在，请尝试以下方法：

简体中文

1. 将**电源**开关按到关闭位置，然后从扫描仪断开电源线。
2. 等待 30 秒钟。
3. 重新将电源线连接到扫描仪，然后将**电源**开关按到开启位置。
   30 秒之后，**电源 LED 灯**将亮起，显示稳定的绿色光，**警告 LED 灯**将熄灭。

确保 USB 连接正确

检查与扫描仪之间的物理连接。

- 请使用随扫描仪提供的电缆。其他 USB 电缆可能与扫描仪不兼容。
- 确保扫描仪同计算机或 USB 集线器之间的 USB 电缆连接可靠。在将 USB 电缆正确连接到扫描仪后，电缆上的三叉形图标应朝上。

如果以上情况验证后问题仍然存在，请尝试以下方法：

1. 根据扫描仪连接到计算机的方式，执行以下操作之一：
   - 如果 USB 电缆连接了用于 USB 集线器或便携式计算机的扩展座，请断开 USB 电缆与 USB 集线器或扩展座的连接，然后将 USB 电缆直接连接到计算机。
   - 如果 USB 电缆直接连接了计算机，则请将它插入计算机的另一个 USB 端口。
   - 拔掉计算机上除键盘和鼠标以外的所有其他 USB 设备。
2. 将**电源**开关按到关闭位置，等待 30 秒钟后，将**电源**开关按到开启位置。
3. 重新启动计算机。
4. 在计算机重新启动后，请尝试使用扫描仪。
   如果在您按步骤 1 中的方法改变了扫描仪与计算机的连接方式后，扫描仪正常工作，则通信问题可能就出现在 USB 集线器、扩展座、USB 端口或其他 USB 设备上。令扫描仪直接连接到计算机。在重新连接每个附加 USB 设备后，尝试使用扫描仪，并断开所有妨碍扫描仪正常工作的 USB 设备的连接。
   如果扫描仪无法正常工作，请卸载 HP Scanjet 驱动程序和实用程序并重新安装。

卸载并重新安装 HP Scanjet 驱动程序和实用程序

如果检查扫描仪电缆连接后未能解决问题，则该问题可能是由于安装不完全而导致的。尝试卸载并重新安装 HP 扫描驱动程序和实用程序。

1. 将**电源**开关按到关闭位置，然后从扫描仪上断开 USB 电缆和电源线。
2. 使用“控制面板”中的“添加 / 删除程序”工具（在 Windows Vista 中为“程序和功能”工具）卸载下列项：
   - HP Scanjet N9120 文档 ISIS/TWAIN
   - HP Scanjet N9120 实用程序
3. 重新启动计算机。
4. 使用扫描仪随附的 HP Scanning Software CD，重新安装 HP Scanjet Drivers and Tools（HP Scanjet 驱动程序和工具）。
5. 重新将 USB 电缆和电源线连接到扫描仪，然后将**电源**开关按到开启位置。
   30 秒之后，**电源 LED 灯**将亮起，显示稳定的绿色光，**警告 LED 灯**将熄灭。

获取帮助

为了最大程度地利用 HP 产品，请了解下列标准 HP 支持内容：

1. 请参阅本产品随附的产品文档。
   - 请查看本手册中的“疑难排解”一节。
   - 请查阅“从何处获得其他信息”中介绍的软件文档。
2. 请访问 **HP 在线支持**，网址为 **www.hp.com/support**，或联系产品销售商。HP 在线支持适用于所有 HP 客户。它是获取最新产品信息和专家帮助的最快来源，具有以下特色：
   - 与有资质的支持专家在线聊天以及通过电子邮件进行通信
   - 更新产品软件和驱动程序
   - 有价值的产品和针对技术问题的疑难排解信息
   - 主动产品更新、支持通知和 HP 简讯（在您注册产品后可获取）
3. **通过电话联系 HP 支持**
   - 支持选项和费用会因产品、国家 / 地区和语言的不同而有所差异。
   - 费用及相关政策如有变更，恕不另行通知。请访问 **www.hp.com/support** 网站以了解最新信息。
4. **延长保修期**
   在过了有限保修期后，用户可以通过 **www.hp.com/support** 获取联机帮助。
5. **保修期延长或升级**
   若想对产品保修进行延长或升级，请联系产品销售商，或查看 **www.hp.com/support** 上的 HP Care Pack 服务。
6. 如果您已经购买了 **HP Care Pack 服务**，则请检查合同中的支持条件。

5 规范信息和产品技术规格

本节介绍 HP Scanjet N9120 扫描仪及其附件的规范信息和产品技术指标。

扫描仪技术规格

名称	说明
扫描仪类型	带自动送纸器 (ADF) 的平板式
尺寸	692 x 558 x 343 mm（27.3 x 22.0 x 13.5 英寸）
重量	38.5 kg（85 磅）
扫描元件	电荷耦合器 (CCD)
接口	USB 2.0 高速（与 USB 1.1 兼容）
光学分辨率	600 x 600 dpi 硬件
交流电源	100 – 240V~，50/60Hz，1.8A
功耗	有关功耗的信息，请参阅 HP Scanning Software CD 中的 regulatory_supplement.htm 文件。
Energy 信息	若要了解您的 HP 扫描仪是否已通过 ENERGY STAR® 认证，可访问 **www.hp.com**，选择您所在的国家 / 地区，然后搜索 **Energy Star**。

自动送纸器 (ADF) 技术规格

名称	说明
纸盒容量	200 页 75 克 / 平方米 (9.07 kg)
最小纸张尺寸	70 x 148 mm（2.75 x 5.8 英寸）
最大纸张尺寸	300 x 864 mm（11.8 x 34 英寸）
最小纸张重量	49 克 / 平方米 (5.90 kg)
最大纸张重量	120 克 / 平方米 (14.52 kg)

背书器规格

名称	描述
墨盒	HP 51604A

环境技术规格

名称	说明
温度	操作扫描仪：10° C 至 35° C（50° F 至 95° F）

（续）

名称	说明
	存放：-40° C 至 65° C（-40° F 至 149° F）
相对湿度	操作扫描仪：10% 至 80%，10° C 至 35° C（50° F 至 95° F），无凝结
	存放：在 0° C 至 65° C（32° F 至 149° F）时高达 90%

规范信息

规范型号识别码：为进行规范识别，本产品被指派了一个规范型号识别码。您产品的规范型号识别码为 FCLSD-0705。请勿将此规范号码同商品名称 (HP Scanjet N9120) 或产品编号 (L2683A) 相混淆。有关本扫描仪的其他规范信息，请参阅 HP Scanning Software CD 中的 regulatory_supplement.htm 文件。

材料处理

本 HP 产品包含的下列材料在达到其寿命期时可能需要进行特殊处理：

扫描仪荧光灯和 / 或透明材料适配器中所含的汞。

出于环保方面的考虑，对这些材料的处理可能会受到管制。有关处理或回收的信息，请联系当地管理部门或联系电子工业协会 (EIA) **www.eiae.org**。

欧盟国家私人住户对废弃家用设备的处理

产品或产品包装上如果出现这一符号，表明该产品不应当和您的其他家居废弃物一起处理。您应当负责将这类废弃的设备拿到回收废弃电子和电气设备的指定收集点，交给他们处理。设备报废时应对废弃的设备进行分开收集和回收，这样做将有助于保护自然资源，以及确保回收方式有助于保护人类的健康和环境。有关您可以在何地处置废弃设备以便回收的详细信息，请与当地的主管部门、家居废弃物处理服务机构联系，或与出售该产品的商家联系。

Hewlett-Packard 有限保修声明

HP Scanjet N9120 扫描仪

型号	亚洲 / 太平洋地区	美洲地区	欧洲 / 中东 / 非洲地区
N9120	1 年	1 年	1 年

1. HP 向最终用户保证：HP 硬件、附件和耗材在自购买之日起的指定保修期内，不会出现产品材料和制造工艺上的缺陷。如果 HP 在保修期内收到有关此类故障的报告，HP 将自行决定对经证实存在故障的产品进行更换或维修。更换的产品可能为全新或性能等同于全新的产品。

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