

Scanning using HP all in one.

Decide what you are going to scan.

- 1) Is it one piece of paper or is it part of a book?
- 2) Is it several pieces of paper that **are not** stapled?

### Option 1:

For this option, we will use the flat bed for scanning.

The area in Red below is the flat bed part of your scanner. You get to it by lifting the cover of the scanner / ADF (Automatic Document Feeder).

| Flatbed part of scanner                                                            | Scanner cover / ADF (Automatic Document Feeder)                                    |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|  |  |

Please notice: you will see in one of the corners of your scanner a picture like this (Look at the blue outline below):



This icon is where the paper should be placed on the scanner, as close to the two edges that meet in the corner near that icon.

Once the paper is correctly placed, close the scanner top and go to the PC section below.

**Option 2:**

For this option, we will use the ADF (Automatic Document Feeder) for scanning.

The ADF part of the scanner sits on top of the all in one's flatbed scanner



It uses the little piece of glass located above the flatbed scanner. Look for the red square in the picture:



Once you **REMOVE ALL STAPLES** (notice I keep mentioning this! Staples are an ADF's enemy!)

Take all your single sided pages and line them up so that they are all facing up and lie in a stack on top of each other. (Look at the image below)

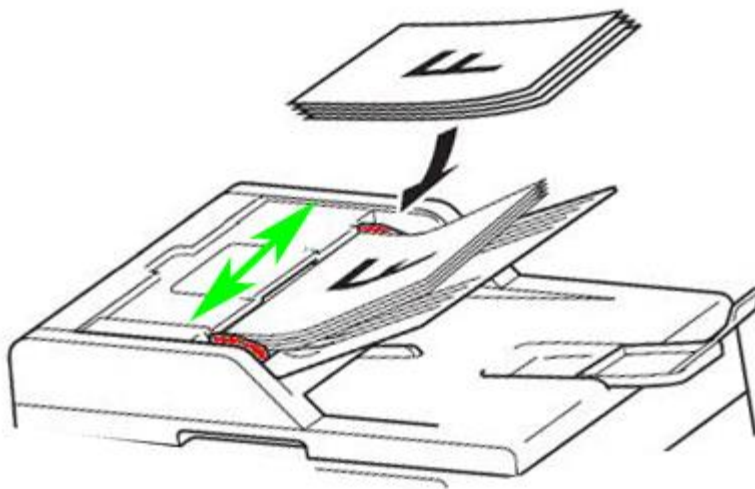
| Faced up | Stacked |
|----------|---------|
|          |         |

Important: HP ADF only scans one side of a page at a time. If you are scanning a dual sided page, you will need to scan the bottom sides of the page after scanning all the top sides. Please refer to the PC section below.

Place all the pages in the ADF face up and with the top of the page going into the device first! Like this:



See the adjustment arms on the left and right side. You can move them closer or further apart. Make sure the papers fit snugly between them!



Now you are ready to scan. Go to the PC section below.

## PC section:

You now need to find the HP scanning software on your pc.

Unfortunately, HP changes this icon often and most of the time, it will look like a small picture of your AIO. Here are some examples:



Find your software and open it. (If you are having trouble, look for HP or Hewlett Packard in the start menu. You should find the program you need in a folder that starts with that name.)

When you click the icon, you will see this:

**Select a shortcut, adjust settings, and click Scan.**  
Or, create a new shortcut.

**PDF** Save as PDF

**JPEG** Save as JPEG

**PDF** E-mail as PDF

**JPEG** E-mail as JPEG

**Everyday Scan**

[Create New Shortcut...](#)

**Save as PDF**

Scan Size: Letter (8.5 x 11 inches) ▾

Output Type: Color ▾

Resolution: 300 dpi ▾

Item Type: Document ▾

File Type: PDF (.pdf) ▾

☐ Show scan preview

[Advanced Settings....](#)

Flatbed Glass ▾

Restore Defaults

Scan Cancel

You want to choose Save as PDF.

Check your settings on the right hand side. They should say

Scan Size: letter (you can change this to legal if you are scanning a legal sized document(s))

Output: Color (Documents scanned in B&W or gray scale are smaller in size but not necessary)

Resolution: 300dpi (Leave this... higher resolutions make much bigger files)

Item type: Leave this as document

File type: Leave this as PDF

Show scan preview: Checked by default. Please uncheck it!

The last box you see is the most important one. This will tell the software know where you are scanning from and what you want to do.

Flatbed Glass: if you used option 1 and the paper is laying on the scanner glass under the lid, select this option to scan.

**REMEMBER: NO STAPLES IN THE ADF!**

Feeder (Scan one side): If you are using option 2 and you are only scanning one-sided page(s), select this option to scan.

Feeder (Scan both sides) If you are using option 2 and you are scanning two-sided page(s), select this option to scan.

NOTE: the scanner will scan the whole stack of documents. At the end, it will tell you to take the documents out and put them back in again. Just make sure you keep the documents in the same order as they came out of the scanner (do not reorder them) and when you place them back in the scanner, make sure they go in top first.



That is it.

If you cannot find the icon for the HP software, contact IT!