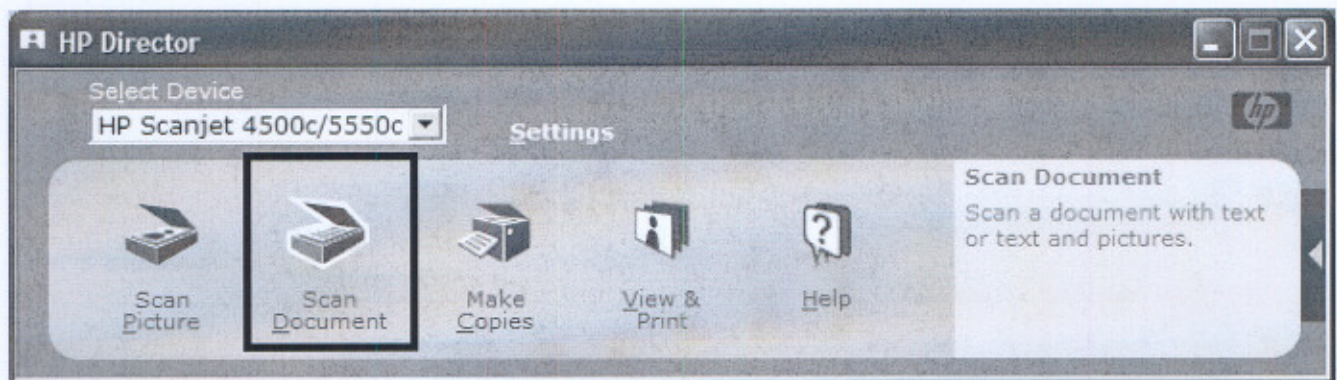


How to Scan the Documents

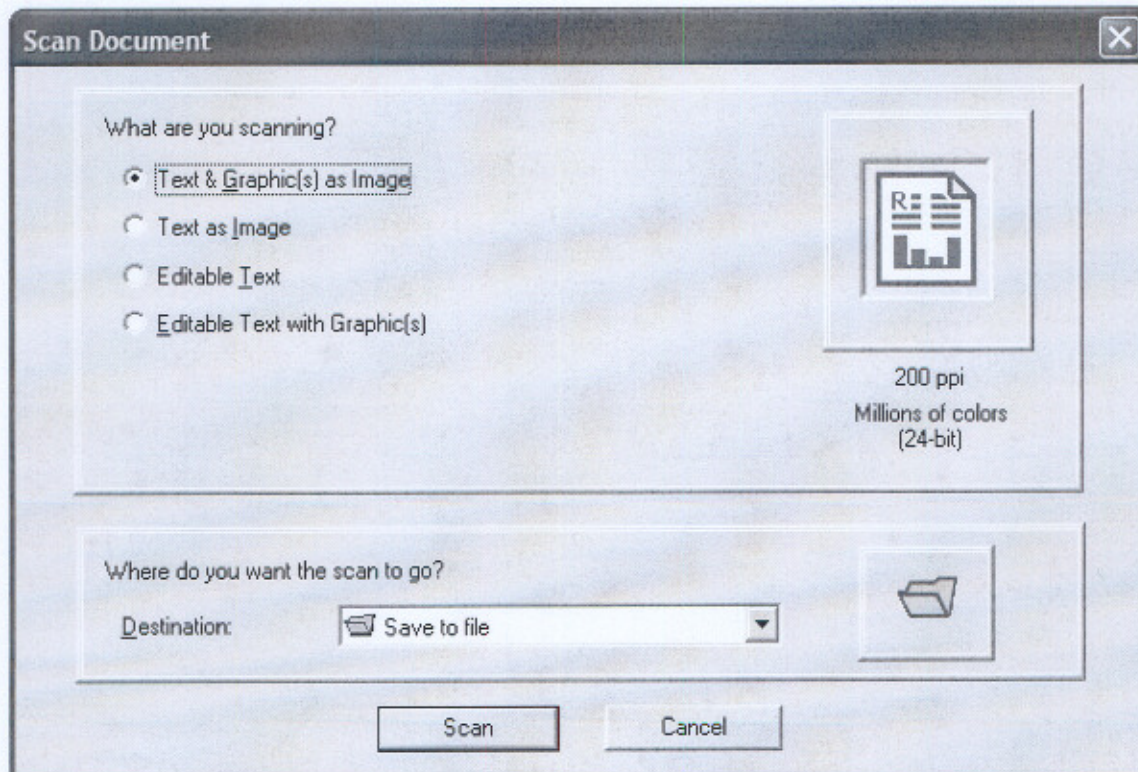
- 1 Make sure that the scanner is turned on
- 2 Place the documents in the scanner (for multiple scans, place the documents on the feeder)
- 3 Log into computer and click the “HP Director” icon on the desktop.



- 4 the application window will pop-up. Click 'Scan Document'



- 5 Choose the setting to be 'Text & Graphics as image' and Click 'scan' button on the bottom.



6 Scanning starts. The application will ask you where to save the file. Make sure the you will save it as the file type that you would like (for example, PDF file)

*It is recommended to save any files in your personal network space (H-drive).

