

How to use the scanner in 4th floor printer room

1. Put your document or picture in the scanner.
2. Login to the PC using your SAM domain account.
3. Click on the “HP Director” icon on the desktop.
4. To scan a document, click on “Scan Document”, to scan a picture, click on “Scan Picture”.
5. When asked “Where do you want to send the scanned image(s)?”, make sure “Save to file” is selected and then click on “Scan”.
6. The image that you want to scan will show on the computer screen.
7. Crop the image to the size that you want of leave it as is if you want the whole page scanned and click on “Accept”.
8. If you want to scan another page, put the next page in the scanner and click on “Yes” when asked “Do you want to scan another image?” and go to step 9; otherwise click on “No” and go to step 10.
9. Click on “New Scan” and go to step 6.
10. In “Save in:” box, select “z:” if you want to save to z:, type in your filename in the “File Name:” box and select “PDF(*.pdf)” in “Save as type:” box then click “Save”.
11. All your scanned pages will save in one PDF file in your z: drive or the folder that you selected in step 10.
12. Exit HP Director and logout from the PC.

Note:

1. After you move the PDF file to your WEB page or other permanent location, make sure you delete them from your z: drive.
2. If you want each page to save to a different PDF file you will have to repeat the whole process for each page.