Section I  Scanner hardware and troubleshooting

This scanner is on if the power is plugged into the wall. It has 5 buttons in the front of the machine. The button with a picture of a scanner on it is the scan button. The toggle button to the left indicates the number of copies. The button with a printer icon sends the image to the printer. The small round button to the left of the printer button toggles between color and black&white. The button to the right with a picture of an envelope allows you to send an image as an email. The digital readout is the number of copies desired. The number changes when the +/- toggle switch is depressed. There is only one way to place the image, and the entire glass is scanned.

If the power is not on check to see if the black power cord in the back is plugged into the wall. If the scanner is on but the computer does not seem to recognize it make sure that the grey cord is plugged into both the scanner and one of the two USB slots in the back of the computer. Only two ports will fit the plug. If it does not slide into the computer easily try a different port or turn plug over and try again. If you are still having problems reboot the computer. Any other problems please stop by the helpdesk in room 2215.

Section II  Scanning

The easiest way to scan a picture is to press the far left button. You may also start the scanner by clicking start then holding the mouse over Programs then HP PrecisionScan LTX the next level HP PrecisionScan LTX and clicking on the blue icon with this name. Click on the button Start new Scan now if the image is not visible. Use mouse cursor by left clicking just above and to the left of the desired image and holding button dragging to just below and to the right of the image you want. Select the dropdown list for number three and choose the program you would like to place the image into. Use the buttons in step four to make any desired changes to the image for size, color etc… The magnifying glass with a plus allows image to be zoomed or appear larger. The magnifying glass with a minus sign makes it appear smaller.
These do not change the image merely the appearance on screen. The send the scan now button sends the image to the selected program.

Section III Scan and import into MS Word

Scan image.
Select Word 2000 as the option under the number two.
Click on the Send the scan now button.

Section IV Using other programs with the scanner

Scan image.
Select the desired program as the option under the number two.
Click on the Send the scan now button.