

Using the HP 9200c Scanner

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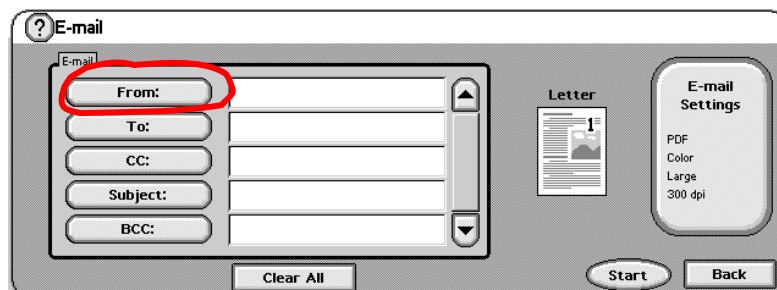


How to Scan and Email a Document

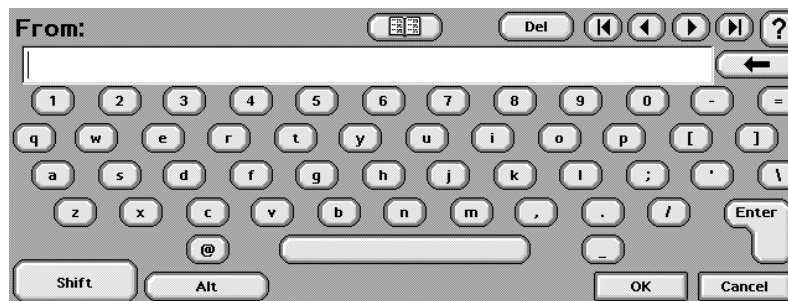
- 1) Load whatever you desired to be scanned into one of the two loading areas.
 - A) The Document Feeding Tray- The tray located at the top. Load documents **face up**. A green light will appear if the scanner detects your documents. You can load multiple pages at a time into this tray. Best for scanning multiple loose pages.
 - B) The Document Flatbed – Lift the top half of the device up from the left or right side. Load documents **face down** and in the top right corner. This is best when scanning a single document or for pages from a book.
- 2) **Touch** the “**Email**” button on the scanner’s touch screen.



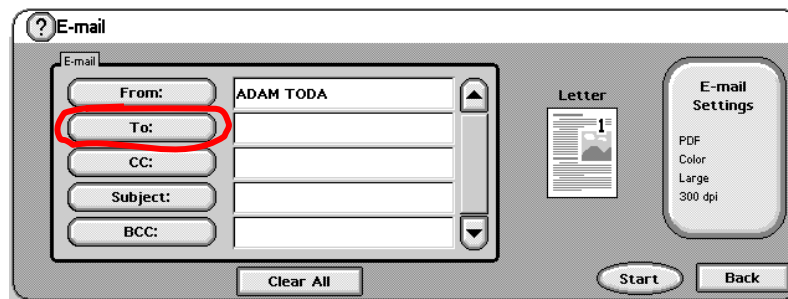
- 3) You'll be taken to a screen with email “To”, “From”, “Subject”, etc. fields on the left, and a button for the size of the document on the right. To edit these settings, see: [How to Change Scanned Image Settings](#).
- 4) The “To” and “From” fields are required for sending the email, so first **touch** “From”.



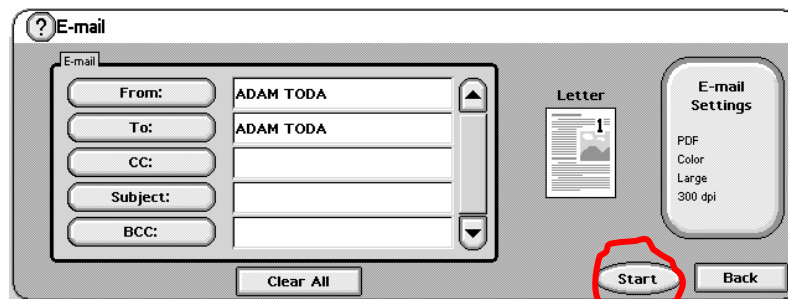
- 5) You'll be taken to a keyboard screen, where you can type your email address, or to select an address from the Address Book, see: [Using the Address Book](#). Touch "OK" or "Enter" in the bottom right corner when finished.



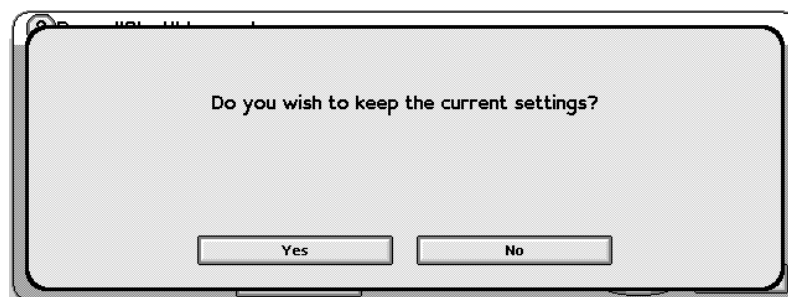
- 6) Touch "To", and enter the email address you wish to send the document to. If you are inputting multiple email address, separate them by a semicolon. Touch "OK" when finished.



- 7) Next, touch the "Start" button in the lower right corner of the screen.



- 8) While the scanner is scanning, it'll show it's progress in the top left corner of the screen. When the scanner is finished it will give a prompt saying, "Do you wish to keep the current settings?" If you wish to scan more documents, touch "Yes", or if you're finished, touch "No".



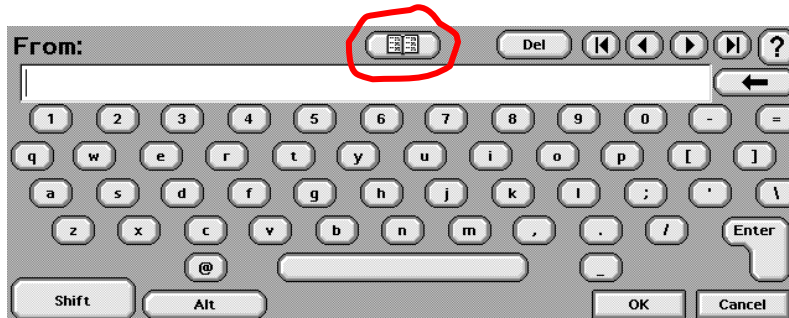
Using the Address Book

The scanner has a built-in address book that you can use to store and retrieve email addresses from. It's a lot easier than typing your email address, or someone else's email address, over, and over, and over again, especially on that tiny little touch-screen keyboard.

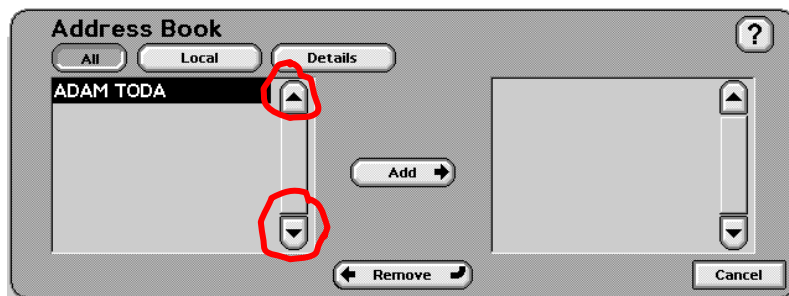


RETRIEVING ADDRESSES

- 1) At the keyboard screen where you enter your email address, **touch the button with the book icon** on the top center of the screen.



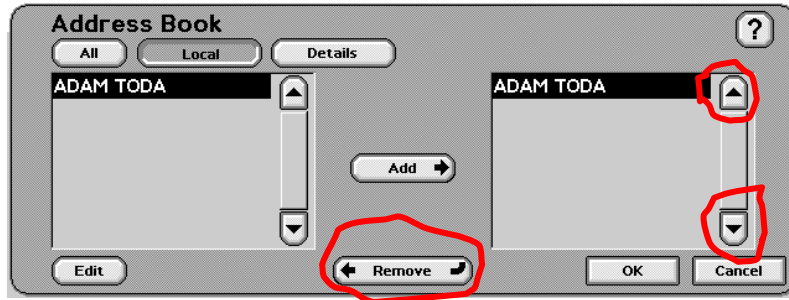
- 2) You'll be taken to a screen with a list of names on the left side. **Use the up and down arrows to select your name.** The names are listed in Alphabetical order by first name.



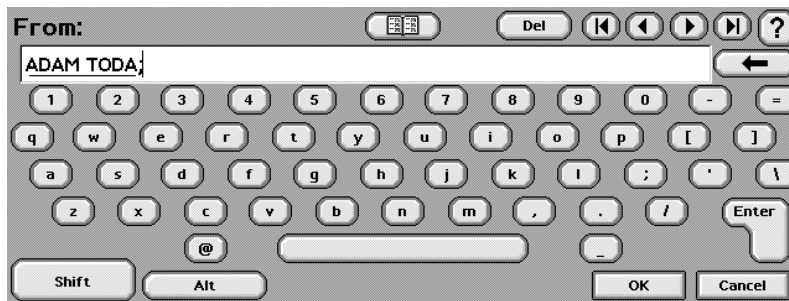
- 3) Once you find your name in the list, **touch the "Add"** button on the center of the screen. Your name should appear in the list of names that will be used on the right. If your name is not in the address book, see the [Adding Your Name to the Address Book Section](#).



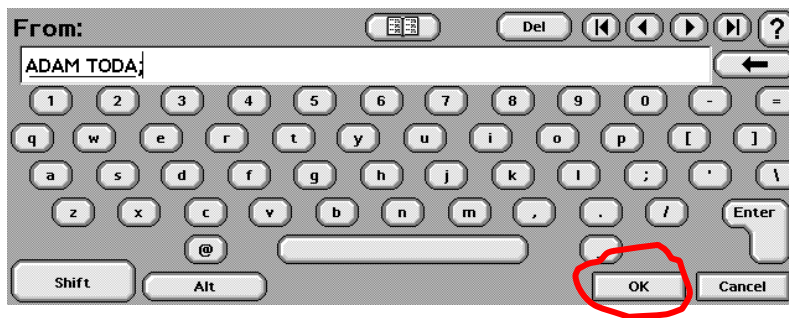
If you added the wrong name, find and select the name using the up and down arrows on the right window, and then touch remove. The name should be removed from the list.



- 4) Touch "OK" in the bottom right of the screen when you are finished adding names. You will be taken back to the keyboard screen. The names of the added email addresses should appear in the window separated by semicolons.

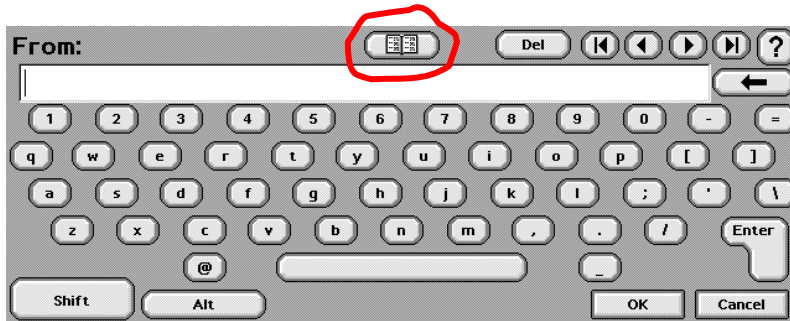


- 5) If you are done entering names, touch "OK" on the bottom right of the screen. Yay! You're done!

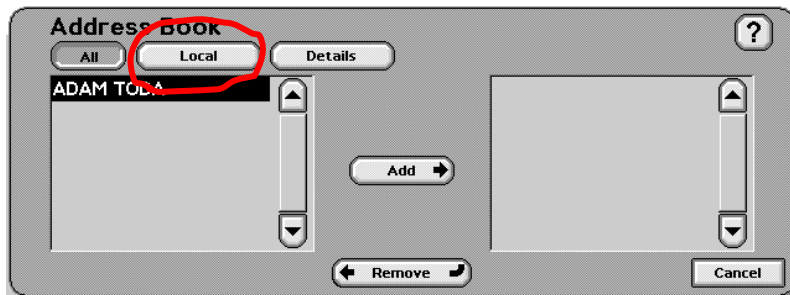


ADDING YOUR NAME TO THE ADDRESS BOOK

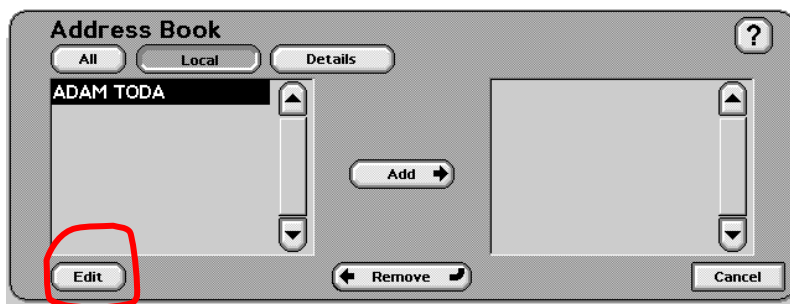
1) Touch the button with the icon of a book at the top center of the screen with the keyboard to open the address book.



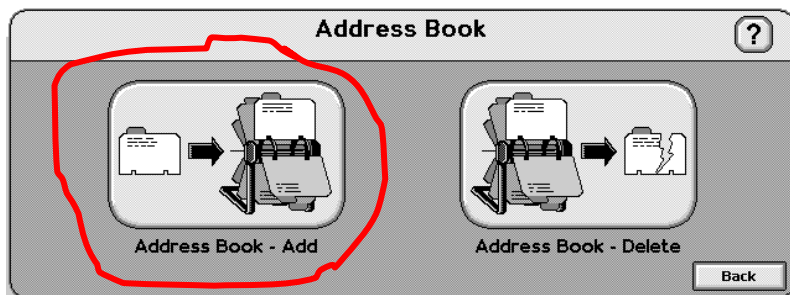
2) You will be taken to the address book screen with a list of names in the database on the left. To add an entry, first touch the button named “Local” in the upper left corner.



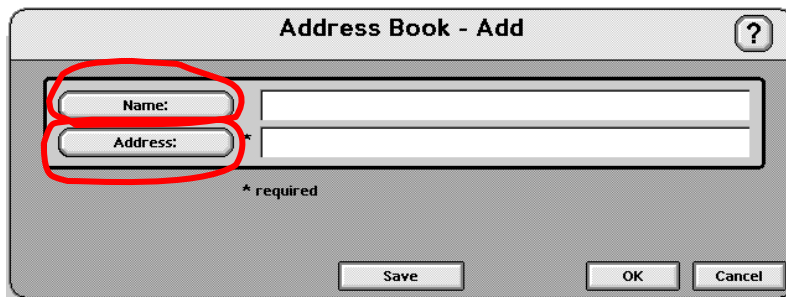
3) Touch the button called “Edit” that appears in the bottom left corner.



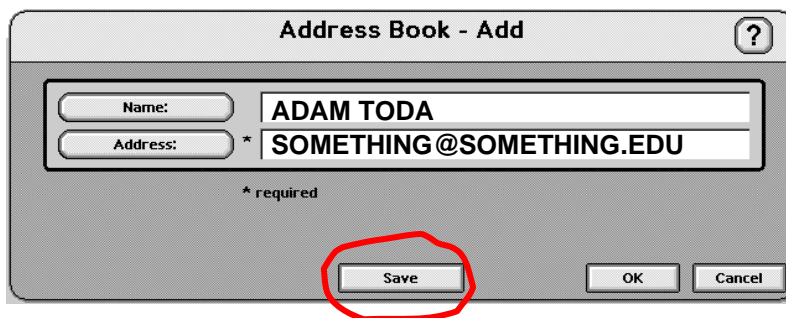
4) You will be taken to a screen with options for the address book (adding or deleting entries). Touch the “Add” button.



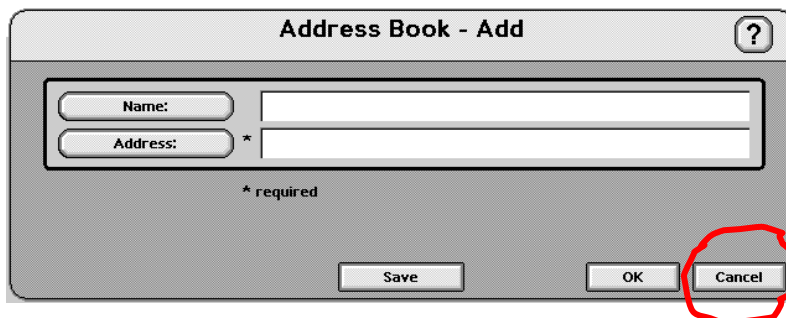
5) You'll be taken to an address entry form with a name and Address field. **Touch** the **"Name"** field, and **enter your name** on the all-too-familiar keyboard screen. **Touch "OK"** after typing your name, and then **touch** the **"Address"** field and do the same.



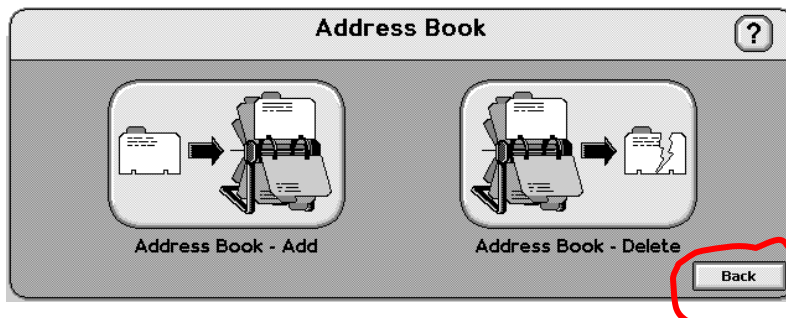
6) **Touch "Save"** to save your entry.



7) A prompt showing that the entry has been saved will come up, and you will be taken back to the same entry add screen. **Touch "Cancel"** to go back.



8) At the next screen, **touch "Back"**.



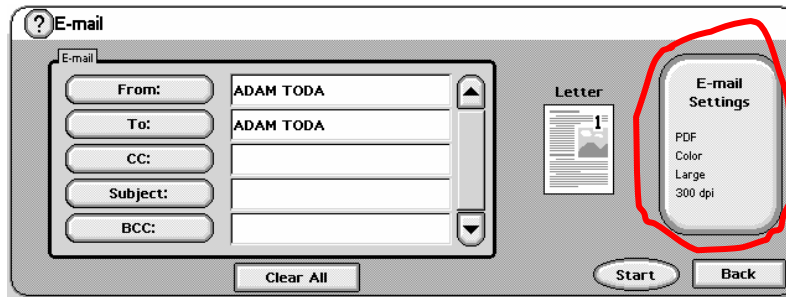
9) Yay! Now the new entry should appear in the address book on the left side!

How to Change Scanned Image Settings

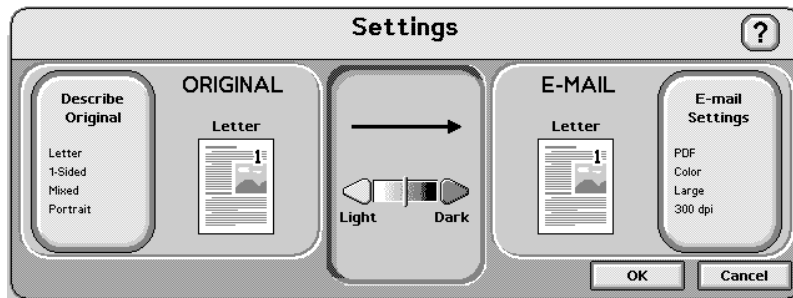
The 9200c has several settings for scanning images, such as the format the document will scanned in, as well as the size of the document and it's resolution. The settings are can be changed for each document you scan to cater to your needs.



The scanner's image settings can be accessed in the Email Options screen on the right side. **Touch** the **"Email Settings"** button.



You will taken to a screen offering two different document setting options, and a slider for the darkness of the image.



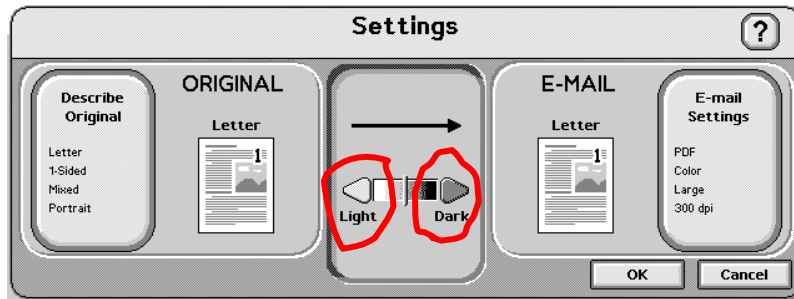
The following instructions will show you how to change the settings for [how the document will be scanned](#), and [how the document will be saved](#).

CHANGING HOW THE DOCUMENT WILL BE SCANNED

These settings change how the scanner will scan the image, such as if the scanner will use settings for scanning text, a photo, or a document with both text and photos. If you want to alter the size of the scanned document, see Changing How the Document will be Saved.

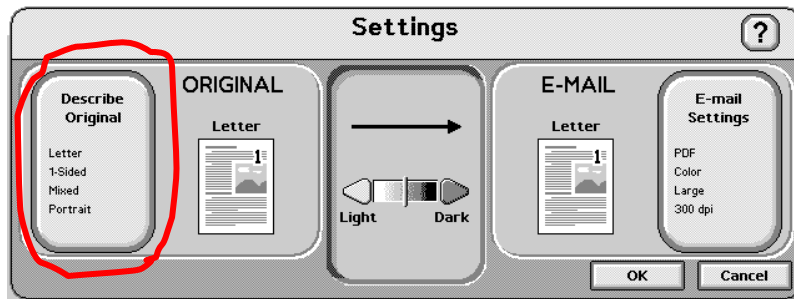
DARKNESS

The darkness of the scanned image can be altered at the initial “Settings” screen by **touching the arrows on the left and right sides of the darkness slider** in the center.

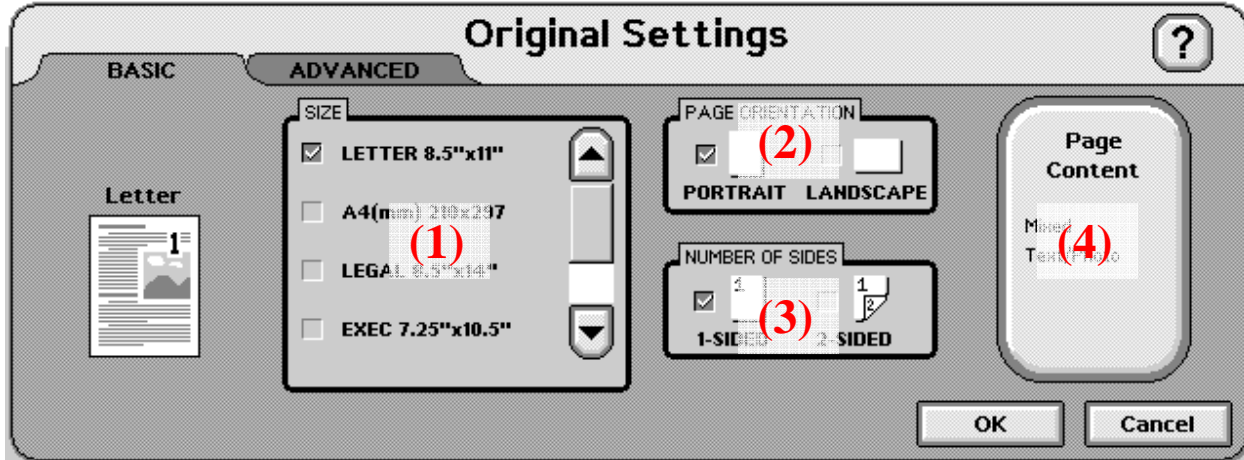


PAGE SIZE, ORIENTATION, AND CONTENT

Touch the button, “**Describe Original**” on the left to access the settings to the Page Size, Orientation, and Content.



You will be taken to a screen with many options.

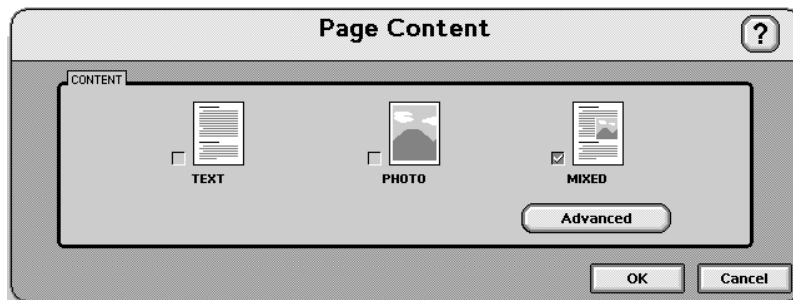


(1) The option in the box on the left allows you to set the size of the document that will be scanned. The default settings is letter size.

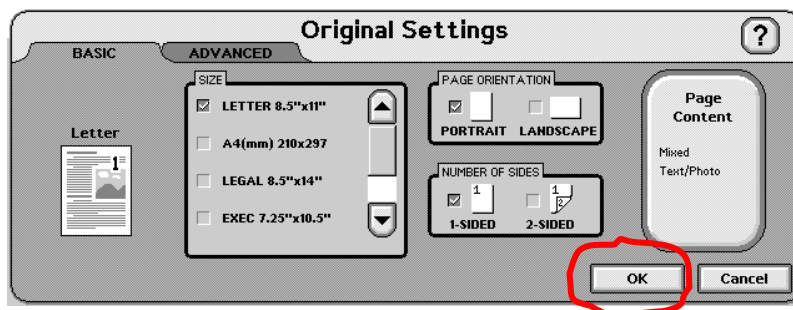
(2) The option box in the top middle allows you to set the orientation of the document (if it is vertical or horizontal). The default setting is vertical. It's not necessary to change this setting because the image can always be rotated after it's been scanned.

(3) The middle bottom option box sets if the pages you are scanning are double sided or single-sided. This is only applicable to documents scanned in the document feeding tray. If the pages are double-sided, the scanner will scan both sides of each page when you select the double-sided option. By default, the scanner is set to single-sided.

(4) This button on the far right changes the settings for how the scanner will scan the page content. Choose the settings for what best describes what you are scanning for the best results. The default setting is for the mixed media (document containing pictures and text).



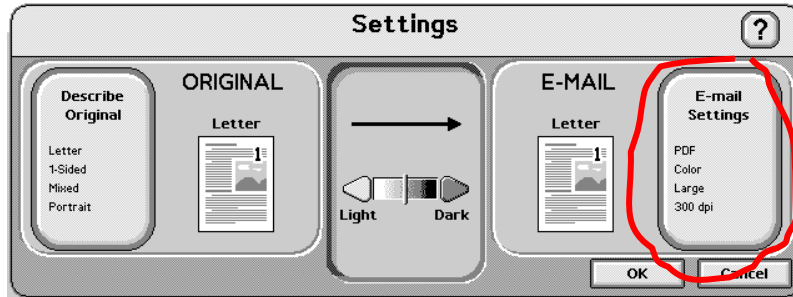
After changing any of the settings, **touch "OK"** to save your settings.



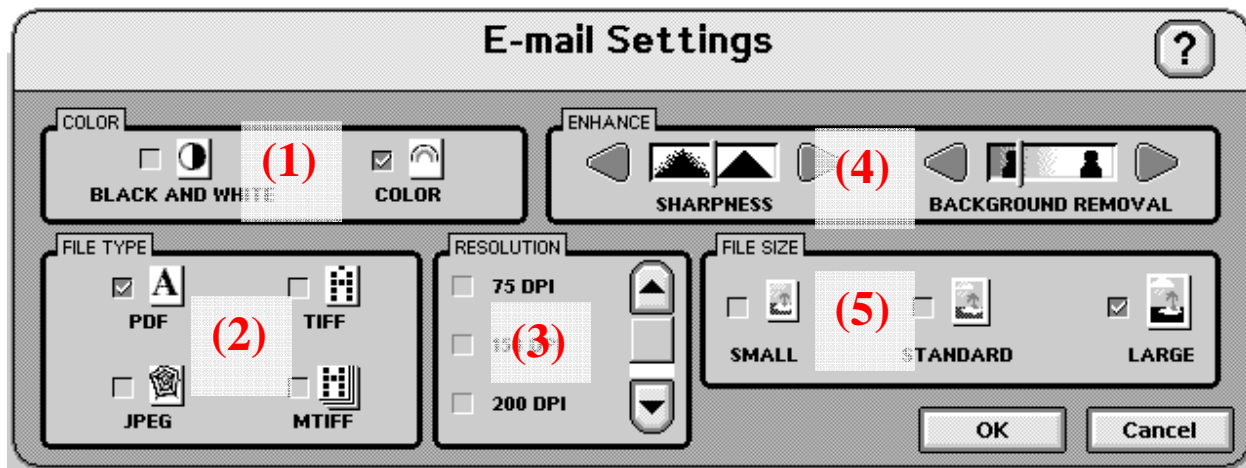
CHANGING HOW THE DOCUMENT WILL BE SAVED

These settings change how the scanner will save and email the scanned image. You can change such settings as the format of the image (pdf, jpeg, etc.), the size of the file (small, medium, large), the resolution, and color.

To get to these settings, first **touch** the “**Email Settings**” button on the **right**.



You will be taken to a screen with a lot of options. Don't worry, I'll explain them.



(1) These are settings for a black and white, or color image. Touch the desired option. Black and white images are typically smaller in file size than color ones.

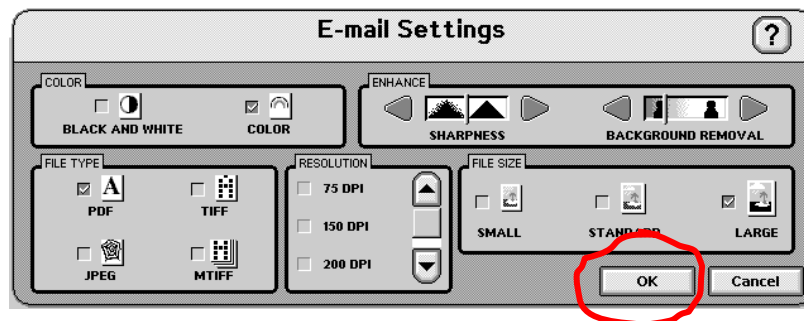
(2) These settings change the type of file that the scanner will email to you. In the PDF option, all scanned images will be placed into a single PDF file and sent to you. The other image options will attach each scanned image/document as a separate image file to the email. The PDF option is selected by default.

(3) Here you can select the resolution of the document. Lower resolutions make for smaller file sizes, but will also make images blurrier or less sharp. It's typically better to scan pictures at higher resolutions. Text generally does not need to be scanned at high resolutions.

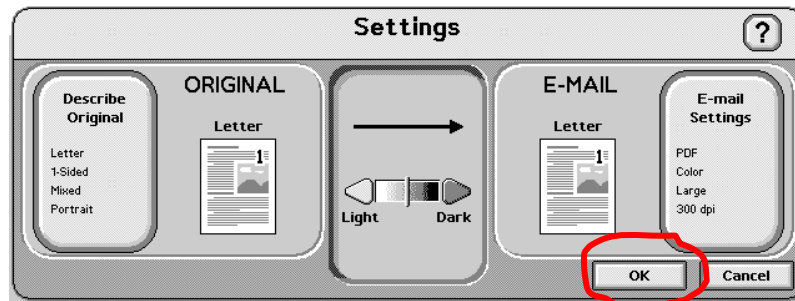
(4) These are enhancement settings that will adjust the sharpness of the scan or the contrast (what they call background removal). It's generally best to leave these settings where they are. Increasing the sharpness of a scan often makes the image "grainy".

(5) This set of options set the file size for the document. Large file sizes, keep the document at it's original size and with higher clarity. However, these files are very large. Smaller file sizes, will compress the image into a smaller size and resolution, making them less clear. It's best to keep photo's as large files because they'll retain their clarity, whereas text can be compressed into smaller standard file sizes because clarity is not as important.

As always, when you're finished altering the settings, be sure to **touch "OK"** to save your changes.



After touching okay, you'll be taken to the screen to choose between the two types of settings. **Touch "OK"** again to save your settings.



And...that's it! If you have any other questions about how to use the scanner, please feel free to contact me (Adam) or Galen. My email is magus@stanford.edu, and I'll be in the office every Monday and Wednesday from 1:00-4:00, and every Tuesday and Thursday from 12ish to 2:30.