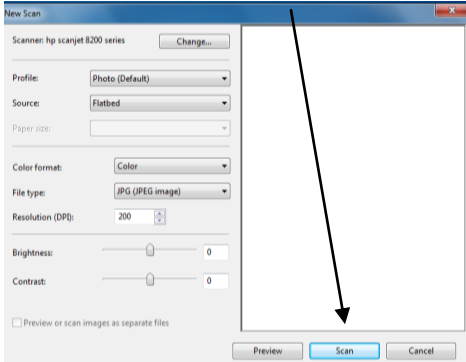
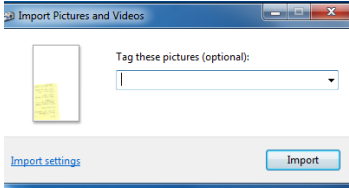




# hp scanjet 8200

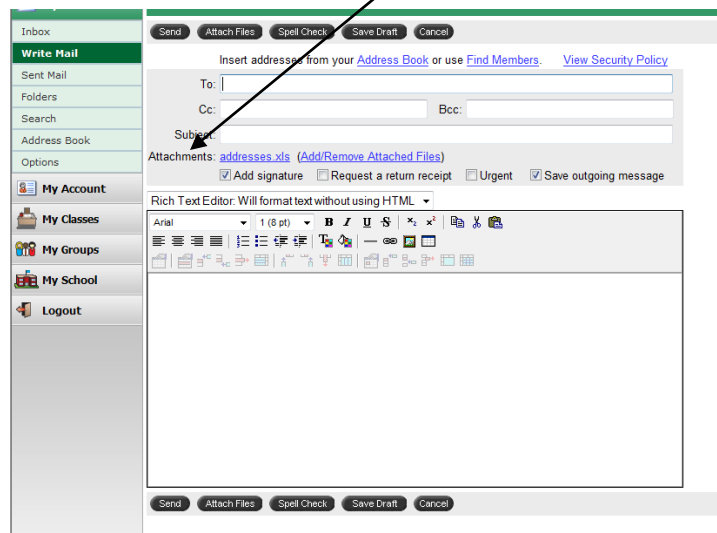


## How to scan a document

To	Do this
Scan a document	<ul style="list-style-type: none"> <li>• Turn on the scanner; let it warm up it will say “processing” for 1 – 2 minutes. It will say “Ready” when it is warmed up.</li> <li>• Log onto the computer.</li> <li>• Click once on the <b>hp scan icon</b> located on the desktop.</li> <li>• Right click on the icon and click <b>start scan</b></li> <li>• A new window will pop up, click <b>scan</b></li> </ul>  <ul style="list-style-type: none"> <li>• Another small window will open after the item scans (<b>Tag Picture</b>)</li> </ul>  <ul style="list-style-type: none"> <li>• Type in the title that you would like to name document</li> <li>• A window will pop up with the newly scanned file.</li> <li>• Right click on the file and click <b>copy</b></li> <li>• <b>Paste</b> the file into the Xdrive (student’s folder) or (libteach)</li> </ul> <p><b>*Do not paste the file onto the desktop, it will be lost when you logoff the computer.</b></p>

Email the scanned document

- Be sure the document is saved to the xdrive (student folder) (libteach)
- Open up Internet Explorer and log onto your email account
- Click **Attach Files**
- Click **browse** and locate the document
- Click **Open** to attach the file and window will pop up “uploading file”
- Click **attach**
- After the item is attached click **ok** and your email will open back up with the file attached.



Created by Mrs. Dubno, Holy Trinity Diocesan High School

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