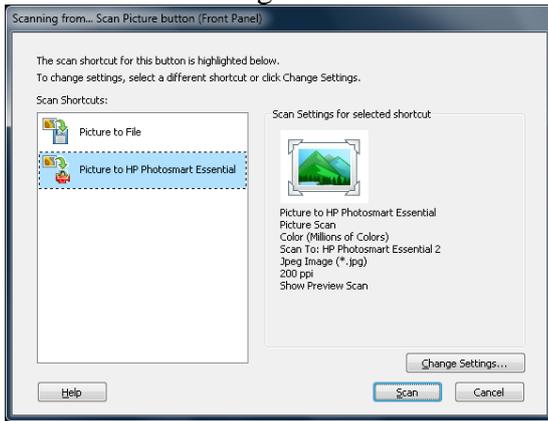


DOCUMENT/PICTURE SCANNER QUICK-START GUIDE

Figure 1



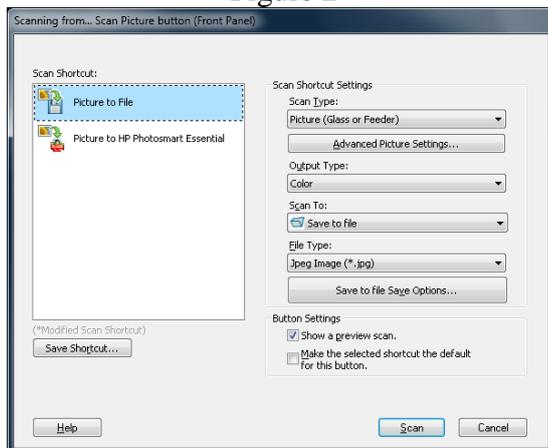
This guide applies to the HP Scanjet 5590 USB scanners attached to various open-access computers on the Exeter campuses.

1: Place your document or picture in the scanner and close the lid.

2: On the front of the scanner press the document  or the picture  button.

The scanning dialog box appears on the computer screen (Figure 1).

Figure 2



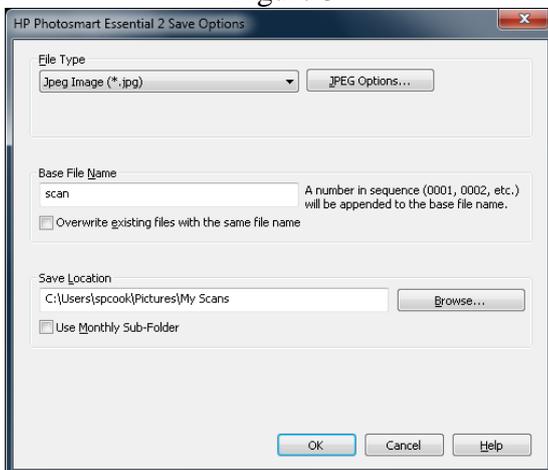
3: Click [Change Settings] then select options as required (Figure 2).

eg, Grey Scale or Colour
eg, TIF file,
eg, Rich Text File

If the copy is a picture, you may prefer to select "HP Photosmart Essential" to edit or retouch the image. Otherwise select "Picture to File" to write the image directly to a file without any modification.

If the copy is text choose the option that suits your use for example: document to file (save as rtf) and text (OCR) to RTF file allow editing, Document to PDF for email.

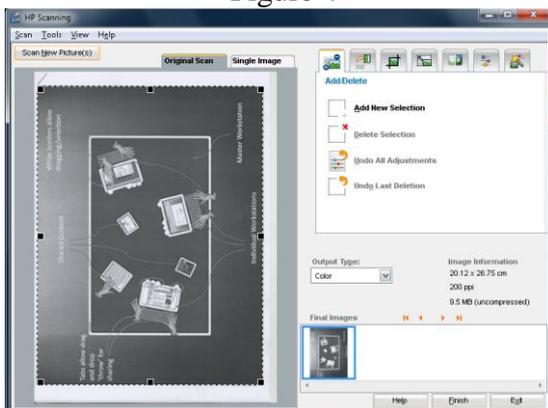
Figure 3



4: If you would like to see a small view of the copy before it's saved, particularly if you wish to limit the scan to a smaller area than the whole glass area, make sure "Show a preview scan" is ticked (Figure 2). Then click [Scan].

5: In the next dialog box, modify "File Type" options as required, if they are available, and [Browse] to a save folder that is in your personal network filespace (Figure 3).

Figure 4



6: Your document will be previewed to the computer screen (Figure 4).

To limit the scan to just a part of the document, click the crop button and then drag the active markers to crop the displayed image.

7: To complete the scan process - that is, to save the scan to your chosen file, click [Finish].

Note: if the scanner does not work check it has power and is connected to the computer.