




Load Documents

The maximum capacity of the input tray is 80 sheets of regular paper. Heavier paper will decrease the capacity.

Make sure the hatch is closed by firmly pressing on both sides of the hatch.



Open the document input and output trays and then extend the tray extensions if needed.

Verify that the Separation Page  (SP) switch is set to the unfold media icon. Smooth out any folds or curls in your documents before placing them into the feeder or it may cause a paper jam. Hint: If very wrinkled put into a clear heavyweight document sleeve.

Place the stack of documents into the feeder **facedown**. Do not push on the top of the stack after they are placed in the feeder. Make sure the paper guide touch the edges of the document by adjusting the paper guide width.



If scanning rigid thick cards (ex: driver's license), slide the SP switch to the disabled position to avoid damage to the card

Scan Documents

Use the arrow buttons on the scanner to select the scan profile you want. If not selected, the scanner will use the default scan profile. Press the Simplex Scan for single sided pages, or Duplex Scan for front and back. To cancel a scan, select the Cancel X button.

The scanner supports a fast black-and-white (B&W) mode which can be selected from HP Smart Document Scan Software. This reduces the file size.

1. Open the HP Smart Document Scan Software.
2. Select the **Fast B&W to Image PDF** profile.
3. Click **Scan**.

