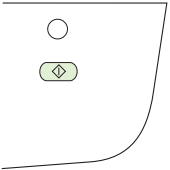





Select scan properties

How do I?	Steps to perform
<p>Scan from the product</p>	<p>Scanning from the product control panel is only supported with a full software installation. HP ToolboxFX must be running to scan by using the Scan To button or the Start Scan button.</p> <p>1 Scan directly from the product by using the control-panel scan buttons. Press Start Scan or Scan To to scan to a folder (Windows only) or to scan to e-mail.</p> 
<p>Set up the product Scan To button to set up destinations on the product</p>	<p>1 Click Start, click Programs (or All Programs in Windows XP), click HP, click the product, click Scan, and then click Settings.</p> <p>Start Programs / All Programs HP HP LaserJet M2727 MFP Scan Settings</p> <p>2 Select Change the destinations that show up on the all-in-one control panel.</p> <p>Change the destinations that show up on the all-in-one control panel</p> <p>3 The product is pre-configured with the following three destinations in the dialog box.</p> <ul style="list-style-type: none"> ○ Scan a document and attach it to an e-mail ○ Scan a photo and attach it to an e-mail ○ Scan a photo and save it as a file <p>Highlight a destination and click the arrow to move to the destinations currently on the dialog box. Repeat for all three destinations.</p>  <p>4 Click Update.</p> <p>Update</p>





E-mail my scan

How do I?	Steps to perform
<p data-bbox="86 371 688 408">Scan to a file, e-mail, or software program</p> <p data-bbox="86 448 716 528">NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<ol data-bbox="716 347 1346 1206" style="list-style-type: none"><li data-bbox="716 347 1346 459">1 Load the originals that are to be scanned face-up in the automatic document feeder (ADF) input tray, with the top of the document forward, and adjust the media guides.<p data-bbox="758 496 814 520" style="text-align: center;">-Or-</p><li data-bbox="716 560 1346 671">Lift the flatbed scanner lid and load the original that is to be scanned face-down on the flatbed scanner with the top, left corner of the document located in the lower-right corner of the glass. Gently close the lid.<li data-bbox="716 783 1251 807">2 On the product control panel, press Scan To.<li data-bbox="716 975 1283 999">3 Use the arrow buttons to select a file destination.<li data-bbox="716 1150 1304 1206">4 Press Start Scan or OK to scan the document to a file. <div data-bbox="1493 344 1839 536"></div> <div data-bbox="1482 568 1850 767"></div> <div data-bbox="1577 783 1745 951"></div> <div data-bbox="1461 991 1976 1126"></div> <div data-bbox="1566 1142 1745 1318"></div>





Send my scan to a folder

How do I?	Steps to perform
<p data-bbox="86 371 688 408">Scan to a file, e-mail, or software program</p> <p data-bbox="86 448 716 528">NOTE: To use this feature in Windows, a destination must be programmed in the scan setup before scanning to a destination.</p>	<p data-bbox="716 347 1346 459">1 Load the originals that are to be scanned face-up in the automatic document feeder (ADF) input tray, with the top of the document forward, and adjust the media guides.</p> <p data-bbox="768 496 814 520">-Or-</p> <p data-bbox="768 563 1339 675">Lift the flatbed scanner lid and load the original that is to be scanned face-down on the flatbed scanner with the top, left corner of the document located in the lower-right corner of the glass. Gently close the lid.</p> <p data-bbox="716 807 1251 831">2 On the product control panel, press Scan To.</p> <p data-bbox="716 999 1287 1023">3 Use the arrow buttons to select a file destination.</p> <p data-bbox="716 1166 1310 1222">4 Press Start Scan or OK to scan the document to a file.</p> <div data-bbox="1478 341 1835 539"></div> <div data-bbox="1478 576 1856 788"></div> <div data-bbox="1583 804 1751 975"></div> <div data-bbox="1436 1023 1976 1150"></div> <div data-bbox="1583 1150 1751 1321"></div>



Make my scan look better

How do I?	Steps to perform
<p data-bbox="86 373 436 408">Clean the scanner glass</p> <p data-bbox="86 584 680 667">Dirty glass, from fingerprints, smudges, hair, and so on, slows down performance and affects the accuracy of special features such as fit-to-page and copy.</p> <p data-bbox="86 858 680 967">NOTE: If streaks or other defects appear only on copies produced using the automatic document feeder (ADF), clean the scanner strip (step 3). It is not necessary to clean the scanner glass.</p>	<p data-bbox="716 347 1325 399">1 Turn off the product, unplug the power cord from the electrical socket, and raise the lid.</p> <p data-bbox="716 584 1325 782">2 Clean the glass by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass. They might seep under it and damage the product.</p> <p data-bbox="716 858 1325 938">3 Clean the scanner strip by using a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.</p> <p data-bbox="716 1075 1325 1126">4 To prevent spotting, dry the glass by using a chamois or cellulose sponge.</p> <div data-bbox="1444 347 1898 1053"><p>The illustrations show: 1. A hand unplugging the power cord from the back of the device. 2. A top-down view of the scanner with the lid open, showing the glass surface. 3. A side view of the scanner with the lid open, showing the scanner strip and a hand cleaning it.</p></div>

