



# HP DIGITAL SENDER 9250c Instructions

## SCAN and E-MAIL DOCUMENTS for FREE

FILES WILL BE SENT AS .PDF ATTACHMENT

Adobe Acrobat Reader required

*We suggest sending to your @mail.wvu.edu or MIX account, due to attachment file size limits at AOL, YAHOO, HOTMAIL, LYCOS, and other "DOT COM" mail clients*

### **DIRECTIONS for scanning black/white documents using the ADF**

- Make sure all pages of the document are flat and there are no staples or paperclips attached. Place no more than 50 pages in the feeder at a time.
- Place the document **face-up** in the automatic document feeder (ADF) and push it forward till green sensor light appears to the right.
- Press **E-MAIL** icon on the touchscreen display.
- Press "**To**" button on the touchscreen.
- Use the screen keyboard to type your email address.
- Press "**OK**" (Do not click Enter).
- Press "**No**" (Do not add/save your local address to the sender).  
Optional for Subject terms: Press "**Subject**" button, type terms, click "**OK**"
- Press "**Start**" to scan and send your document.
- Select "**No**" (Do not keep the current settings).
- Be sure to retrieve your paper documents from the lower, output tray.  
Your scanned PDF file is now automatically sent to your email address.  
Using a separate computer, retrieve your file via a hyperlink in the email.

Note: Current machine settings are locked to scan **only** to the .PDF format

**FOR ASSISTANCE, PLEASE ASK AT THE REFERENCE DESK OR CIRCULATION DESK**

Continued on reverse side →

## **DIRECTIONS for scanning books using the flatbed scanner glass**

- Lift document lid
  - Place pages face down – align to the upper right corner (GREEN ARROW)
  - Close lid
  - Press **E-MAIL** icon on the touchscreen display.
  - Press “**To**” button on the touchscreen.
  - Use the screen keyboard to type your email address.
  - Press “**OK**” (Do not click Enter).
  - Press “**No**” (Do not add/save your local address to the sender).
  - Select “**E-Mail Settings**” button on right section of touchscreen display.
  - Press “**Describe Original**” button on left side of touchscreen
  - Select “**Advanced**” tab (at upper left of the Describe Original display)
  - Click the “**On**” box of **Job Mode** (for multi-page scans to one file)
  - Press “**OK**” at this screen
  - Press “**OK**” at this screen
  - Press “**OK**” at this screen
  - Press “**Start**” on touchscreen to scan the page on the glass.
  - After the page is scanned, place the next page on the glass.
  - Push the **green Start button** on the keypad to the right of the touchscreen display.
  - Continue until your scanning job is done.
  - Press “**Finished**” to send the document.
  - Select “**No**” (Do not keep the current settings).
  - Be sure to retrieve book from the flatbed scanner glass.
- Your scanned PDF file is now automatically sent to your email address.  
Using a separate computer, retrieve your file via a hyperlink in the email.

## **DIRECTIONS to scan color images, photos**

- After you have addressed your email...
- Press “**E-Mail Settings**” button twice in succession
- For color scans, select “**Color**” at the upper left, then select “**OK**”
- The default setting of Page Content is “Mixed” for text and graphics
- If you want to scan only a photo into PDF format, press “**E-Mail Settings**” button
- Press “**Describe Original**” button on left side of touchscreen
- Press “**Page Content**” button and select “**Photo**”

**FOR ASSISTANCE, PLEASE ASK AT THE REFERENCE DESK OR CIRCULATION DESK**