

Scanning a Document – HP LaserJet 4345 Printer

AgIT Call Center

FAQ No. C7.1.4

How do I scan a document using the HP LaserJet 4345 Printer?

This section gives a brief overview using the scanner located within the large hallway printer. This scanner has the capability to send the document directly to your email, or the email of another employee.

Scanning a Document

1. Place the document page(s) face up into the multi-feeder input tray.
2. Select the **e-mail** option from the screen.
3. Press the **TO** button: enter either the name or email address of the intended receiver and press the **OK** button.
4. Press the **FROM** button: enter either your name or your email address and press the **OK** button.
 - You must fill out both of these fields to send the document.
 - When entering names you may experience a small delay until the name is found on the network.
 - Be sure of how the person's name appears on the network; i.e. Ben or Benjamin, or Scott for William Scott Jones.
 - Don't worry that the first character of the name or email will appear as a capital letter; that is all right.
5. The CC, subject, and BCC: are optional fields.
6. Press **START** to scan and send the document.
7. When a message appears asking you if you want to retain your settings, select "no" and you are finished.

Note: If you would like to change the settings for your email document, press the **email options** button found on the left side of the email option. You can change:

- Size
- Page orientation
- Page content
- Color
- Sharpness
- File type: PDF, tiff, jpeg, mtiff
- Resolution
- File size

Frequently Asked Questions

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