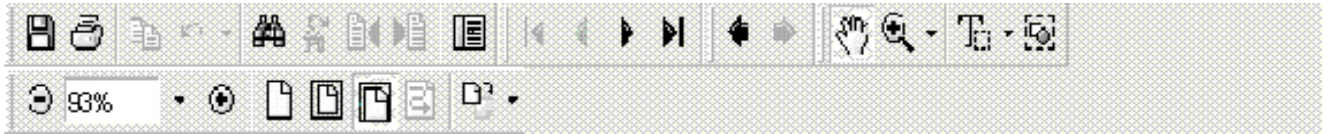


HP 6250C, 6270, 6350 and HP 4C Scanning Training Guide

This guide has only seven pages no table of contents has been created.



PLEASE READ ALL OF THE INSTRUCTIONS AND CHECK YOUR SYSTEM SETTINGS WHEN USING YOUR SCANNER.

Please ensure that the image is scanned in as “**Black and White**”, 200 X 200, compressed Group 4 and that the page size is correct 8.5 X 11 inches.

Click on the appropriate link below for instructions:

Option 1 [Scanning Image Outside on your local or Network drive then Adding to EDMS Folder.](#) **Or**

Option 2 [Scanning New Image from Within EDMS into an Existing Folder.](#)

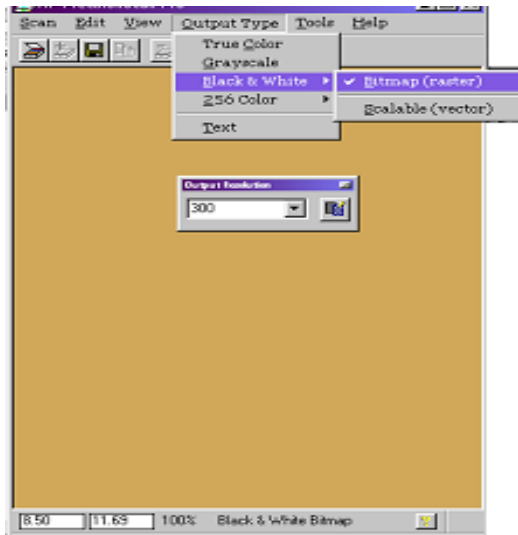
System Settings

HP Scanner Software Setup for (6250, 6270, 6350 & Others):

(Needs to be performed only one time for EDMS scanning)

HP Precision Pro Setup:

1. In a convenient folder of yours (local or network) create a new folder called “**EDMS Images**.” This step is not necessary if a folder has already been created for this purpose. (Store all EDMS images scanned outside of EDMS in this directory for later addition to an EDMS folder.)
2. Place one image to be scanned on the **Flatbed** of the scanner (**not** in the document feeder).
3. Go to your PC’s “**Start**” button then “**Programs**,” “**HP ScanJet Software**” and “**HP Precision Pro**”.



4. Select **“Output Type”**, **“Black & White”** and **“Bitmap”**.
5. Change **“Output Resolution”** to 200.
(If the “Output Resolution” window is not displayed select “Tools” then “Output Resolution.”)
6. Select **“Scan”** and **“Preview”** Or click the **“Preview Scan”** icon.
7. Set the paper size to **8.5 by 11.0** inches. (by drawing a rectangle around the image).
8. Select **“Scan,”** and **“Save Settings,”** and enter the name **“EDMS Settings”** for your settings.
9. Click on **“Save”**.
10. Click **“Scan”** then **“Save as.”**
- 11. IMPORTANT: Select a File Type of “Compressed *.tif” (CCITT Group4).**
12. Enter filename **“Test.”**
13. Click on **“Save”**. Then Click the **X** to exit from HP Precision Pro.
Your PC and HP Scanner are now set up for EDMS scanning.

Note: Images can take up a lot of disk storage space so the **“EDMS Images”** directory should be cleaned out as necessary to free up disk space.

Option 1 [Scanning Image Outside on your local or Network drive then Adding](#)

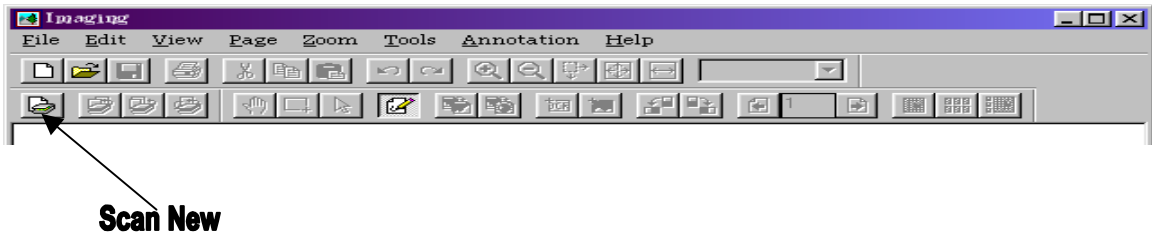
[to EDMS Folder.](#) **Or**

Option 2 [Scanning New Image from Within EDMS into an Existing Folder.](#)

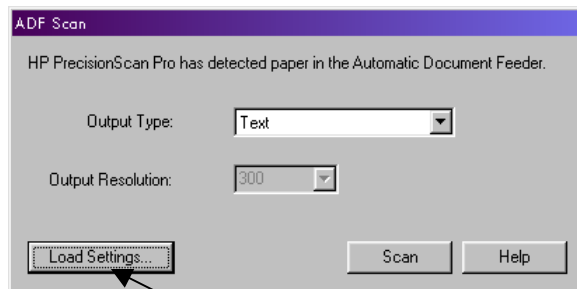
HP Scanners (6250, 6270, 6350 & Others)

Option 1 Scanning an Image Outside of EDMS to a local or network drive, then Add Image to EDMS Folder:

1. Go to your PC's "Start" button then "Programs," "Accessories," and "Imaging." Then place image in the scanner's document feeder.



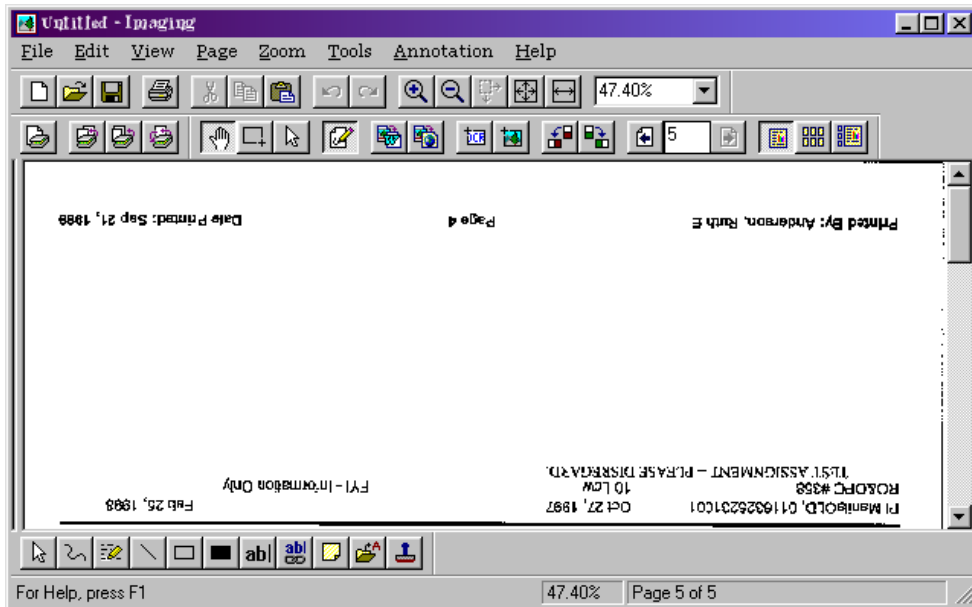
2. Select the "Scan New" icon – This will start HP Precision Pro.
3. This Window will appear each time you scan an image and you **must load the EDMS settings each time and save.**



4. Click "Load Settings", and select the "EDMS" setting from the drop down list then click **Load**.

Please ensure that the settings were loaded: Type of " **Black & White**" and Resolution of "**200**". If not reload.

5. Click "Scan" button. (The scanner warms up, buzzes and then feeds the paper for scanning) – When done scanning you will be returned to the Imaging window.



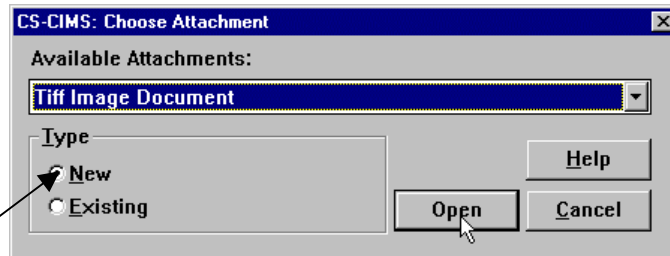
6. Ensure that the scan is good. Is it readable?
Are there blank pages? Etc.
7. If there are problems, now is the time to fix them or rescan. (For example the above image should be rescanned or rotated 180 degrees before the next step).
8. Click **“File”** then **“Save As”**.
9. Change directory to the **“EDMS Images”** folder.
- 10. IMPORTANT: Select a File Type of “TIFF Document” (this is Compressed .tif - CCITT Group4).**
11. Give the file an appropriate name.
12. Click the **“Save”** button.
13. Click on the **X** to exit from Imaging Software.

Adding Existing Images to an Existing EDMS Folder:

1. Logon to EDMS.
2. Go to the folder you wish to add the image to or create a new folder as appropriate.
3. Go to the Attachments screen.
4. Select **“Add.”**
5. Select **“Tiff Image Document.”**
6. Select **“Existing.”** Select the **Drive** where your file is stored.
7. Navigate to the folder where your image is stored (Example **“EDMS Images”**).
8. Select your image file, then click on **Open**.
9. You will be returned to the EDMS **“Attachment Description”** screen – enter the description and click on **“Accept”**.

Option 2 Scanning a New Image from Within EDMS into an Existing Folder:

1. Logon to EDMS, if you are not already logged on.
2. Go to the folder you wish to add the image to or create a new folder as appropriate.
3. Go to the **Attachments** screen.
4. Select “Add.”

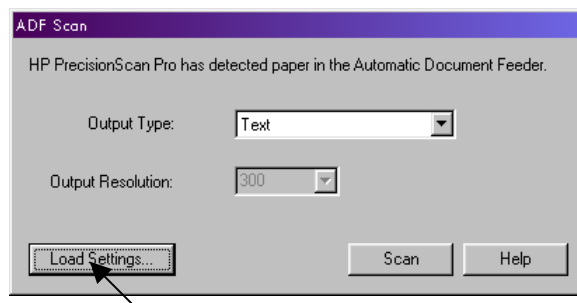


5. Select “**Tiff Image Document.**”
6. Select “**New**” and “**Open**” – this will launch the Kodak Imaging application



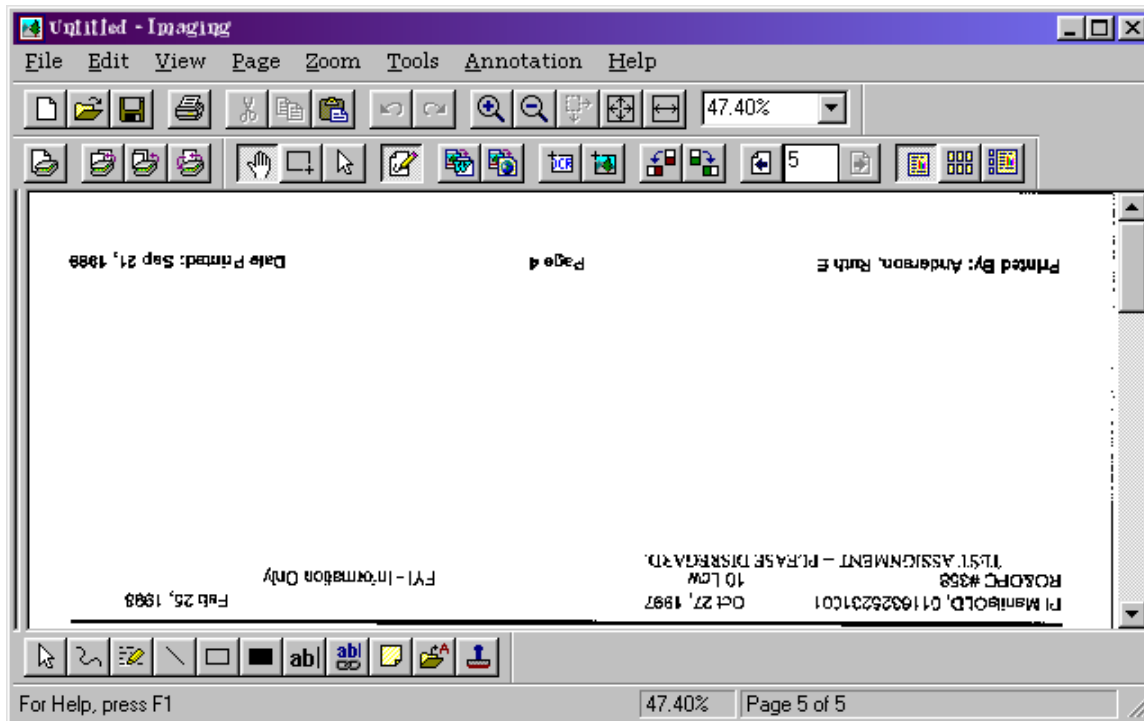
Rescan

7. Select the “**Rescan**” button – **NOT** the “Scan New” button (EDMS creates a temporary file to scan into) – This will start HP Precision Pro.
8. This Window will appear each time you scan an image and **EDMS settings must be loaded.**



9. Click “**Load Settings**”, and select the “**EDMS**” setting, then click **Load**.
10. Please ensure that the settings were loaded: Type of “**Black & White**” and Resolution of “**200**”. If not reload.

11. Click "**Scan**" button. (The scanner warms up, buzzes and then feeds the paper for scanning) – When done scanning you will be returned to the Imaging window.



12. Ensure that the scan is good. Is it readable? Are there blank pages? Etc.
13. If there are problems, now is the time to fix them or rescan. (For example the above image should be rescanned or rotated 180 degrees before the next step).
14. Click "**File**" then "**Exit**".
15. When asked if you want to save say "**Yes**".
16. You will be returned to the EDMS "**Attachment Description**" screen – enter the description and click on "**Accept**".