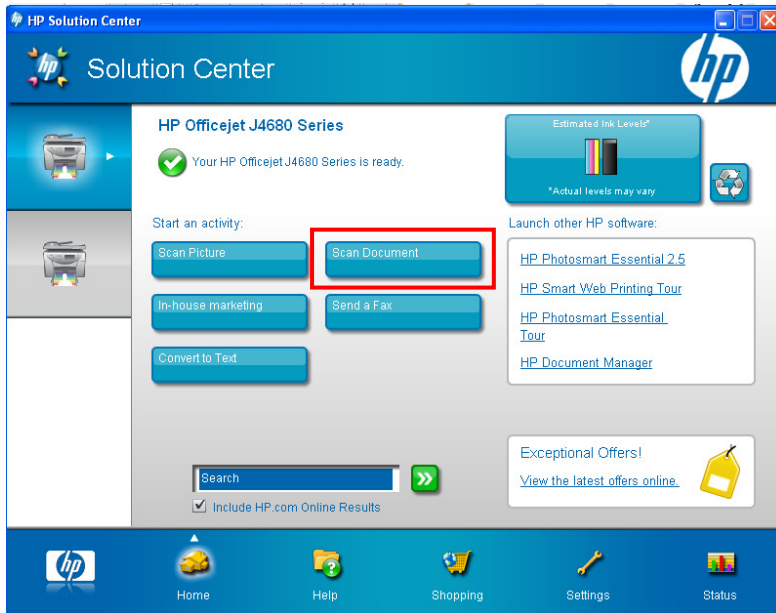


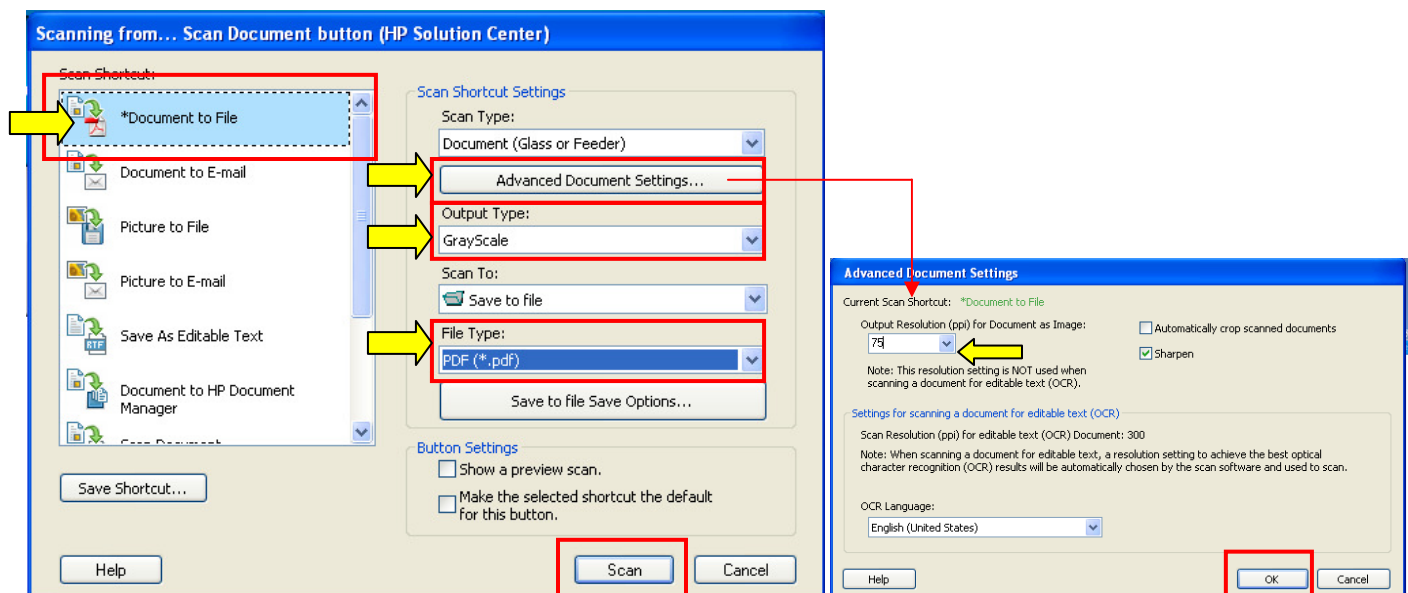
In order to scan images, the program to use is the **HP Solutions Center**. If you do not already have this program installed on your computer, please insert the CD that came with your printer and follow the installation instructions at the end of this document.

Scanning Instructions

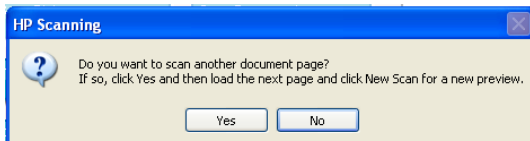
1. Open HP Solution Center (Start, All Programs, HP, HP Solution Center) and click on Scan Document.



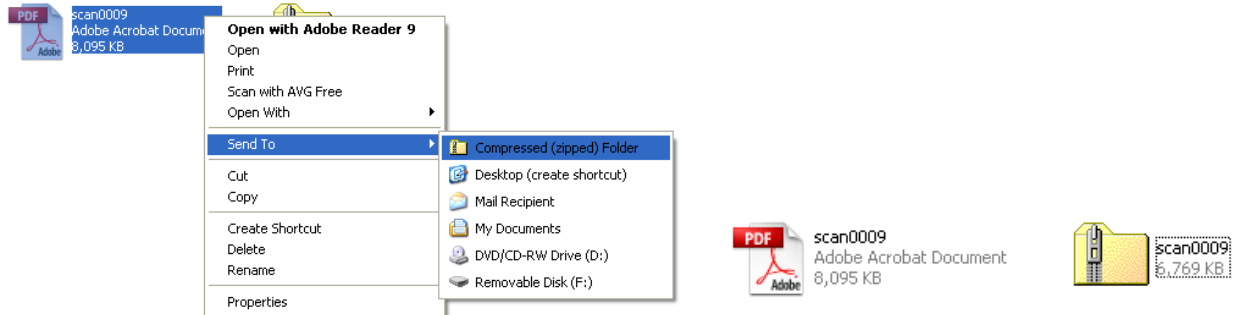
2. Change the settings to reflect the ones below that are in red. Also click on the “Advanced Document Setting” tab and change the DPI to 75. Click OK and then Scan.



3. If that was the only document to scan, click No.



4. To find your scan go to Start, My Document, and then My Scans. Choose the appropriate folder and find your file.
5. To make the document size smaller, right click on it and choose Compressed Folder. The document will show up in a folder with a zipper on it.

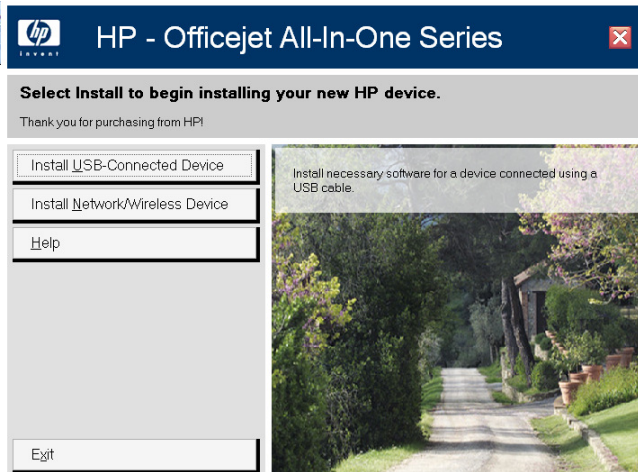


****Note-** If you do not have the HP Driver CD you may go to the HP link below and download the same product.

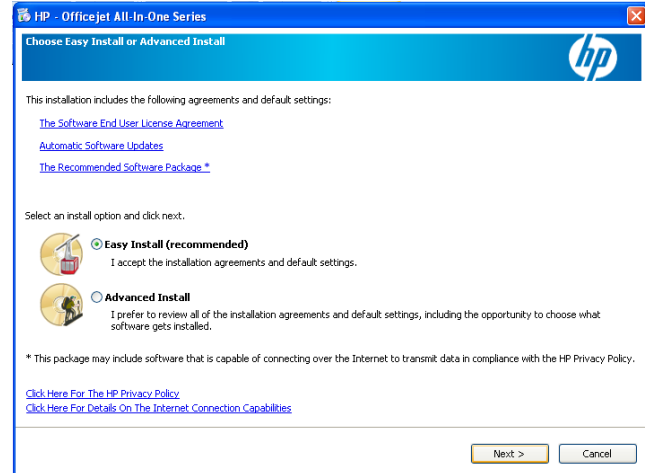
<http://h10025.www1.hp.com/ewfrf/wc/softwareDownloadIndex?softwareitem=mp-60958-2&lc=en&dlc=en&cc=us&lang=en&os=228&product=3692888>

Installing the HP Officejet J4680 Printer via Cd

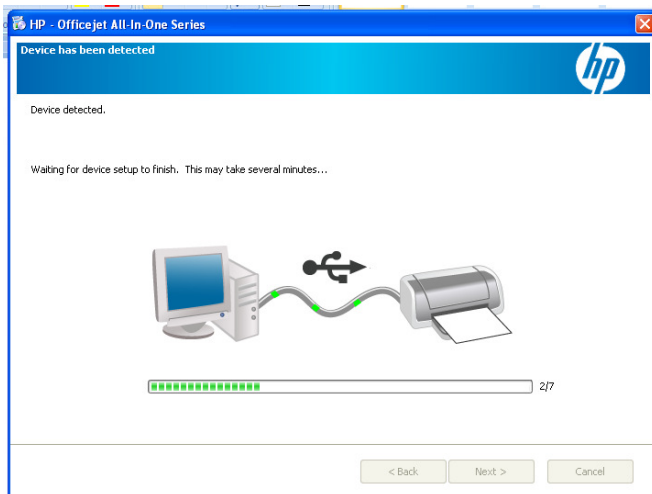
1. Insert your HP Driver CD.



2. Click Easy Install, then Next.



3. Make sure the printer is connected via USB



4. Click Finish. If a pop up asks to install the fax, click cancel.



6. To access the HP Solution Center, go to: Start, All Programs, HP Solution Center.