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.

HP Solution Center	er				
M Solu	ution Center				lip
	HP Officejet J46 Vour HP Officejet Start an activity: Scan Picture In-house marketing Convert to Text Search	80 Series at J4680 Series is read Scan Docu Send a Fax	ty. ment	Estimated firk Levels" *Actual levels may vary Launch other HP software: HP Photosmart Essential 2.5 HP Smart Web Printing Tour HP Photosmart Essential Tour HP Document Manager Exceptional Offers I View the latest offers online.	
Ø	Home	Help	Shopping	Settings	Status

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.

Scanning from Scan Document button (HP	Solution Center)	
Scan Shortcut: *Document to File Document to E-mail Picture to File Picture to E-mail Picture to E-mail Save As Editable Text Document to HP Document Manager Save Shortcut	Scan Shortcut Settings Scan Type: Document (Glass or Feeder) Advanced Document Settings Output Type: GrayScale Scan To: Save to file File Type: PDF (*.pdf) Save to file Save Options Button Settings Show a preview scan. Make the selected shortcut the default for this button.	Advanced Cocument Settlings Current Scan Shortout: "Document to File Output Resolution (ppi) for Document as Image: 74 Note: This resolution setting is NOT used when scanning a document for editable text (OCR). Settings for scanning a document for editable text (OCR). Scan Resolution (ppi) for dictable text (OCR). Scan Resolution (ppi) for editable text (OCR). Scan Resolution (point for editable text (OCR). Scan Resolution (point for editable text (OCR). OCR Language: English (United States)
Help	Scan Cancel	Heb OK Cancel

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.



🐞 HP - Officejet All-In-One Series Choose Easy Install or Advanced Instal This installation includes the following agreements and default settings The Software End User License Agreement Automatic Software Updates The Recommended Software Package * Select an install option and click next. 🍝 💿 Easy Install (recommended) I accept the installation agreements and default settings. 🔘 Advanced Install I prefer to review all of the installation agreements and default settings, including the opportunity to choose what software gets installed. * This package may include software that is capable of connecting over the Internet to transmit data in compliance with the HP Privacy Policy. Click Here For The HP Privacy Policy Click Here For Details On The Internet Connection Capabilities Next > Cancel

3. Make sure the printer is connected via USB

HP - Officejet All-In-One Series	
Device has been detected	P
Device detected.	
Walting for device setup to finish. This may take several minutes	
2/7	
< Back Next > Cat	ncel

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

HP - Officejet All-In-One Series	
	Congratulations! Software installation complete.
	Thank you for purchasing HP products. Any previous version of this software found on your computer has been updated with the latest features and support.
	Your product is now ready to use. However, HP has more to offer. Additional screens may appear to help you get started with your product.
	Click Finish
	< Back Finish Cancel

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

- 2. Click Easy Install, then Next.