



Using the ECAS HP ScanJet Scanner

Quick Reference Guide

Introduction

This Quick Reference Guide (QRG) provides the steps necessary to scan a document for eROP using the HP ScanJet. The scanning process does not require a PIV card to access the scanner. Scanned documents are saved to the N:\ drive in one of two folders: ECAS Scanned Documents or ECAS Notices.

Scanning

1. Insert document faceup into the feed tray.
2. Tap the home icon to wake up the scanner (Figure 1).
3. Tap the **Quick Sets** icon.

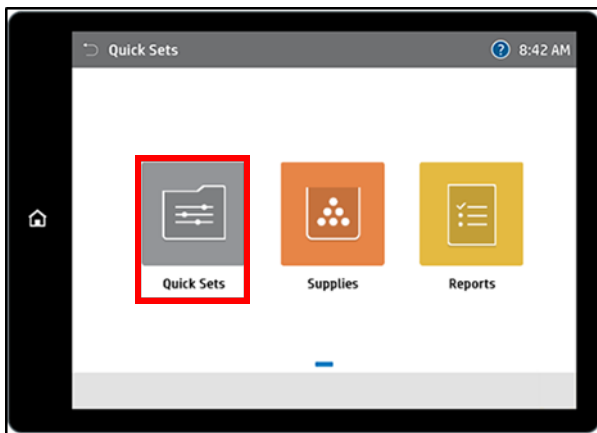


Figure 1

4. Tap either **ECAS Scanned Documents** or **ECAS Notices** icon, depending on the type of document you want to scan (Figure 2).



Figure 2

5. The **Scan to Network Folder** window opens (Figure 3).

Note: Do **NOT** use the *Touch to scan and preview* option. Follow Steps 6 – 12 to set up any unique scan options—the default setting is: 1-sided black/gray PDF. Jump directly to Step 13 to scan the document.

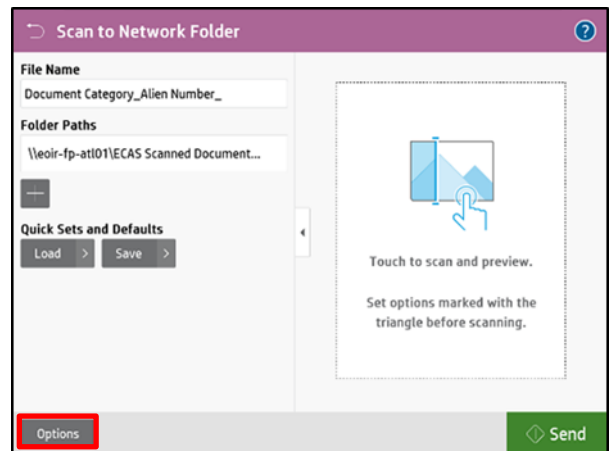


Figure 3

6. Tap the File Name field to open the virtual keyboard (Figure 4). Enter the document name using the approved naming convention: **Document Category_Alien-Number_**.

Note: Be sure to use dashes within the Alien Number and to enter the underscore at the end. This makes it easier to read the file name when retrieving it later.

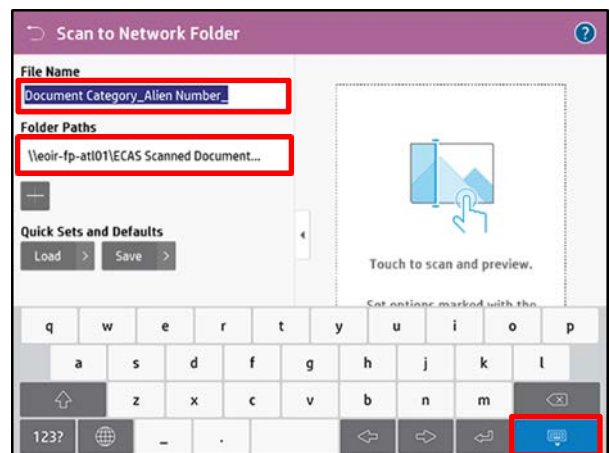



Figure 4



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- After entering data, tap the keyboard toggle switch (lower right) to close the keyboard.
- Verify the **Folder Paths** field still correlates to the document category entered in step 6.
- Scanner settings default to 1-sided black/gray PDF. To change any setting, tap Options to see available choices (Figure 3).
- The Options menu opens (Figure 5).

- After editing options, tap the return arrow  to accept changes and hide the option choices. Tap **Hide Options** to close the options panel.
- Tap **Send** to scan the document.
- When the scanning is complete, a pop-up dialog box opens (Figure 7). Tap **Retain** to save the current settings for the next scan. Tap **Clear** to return to the default settings.

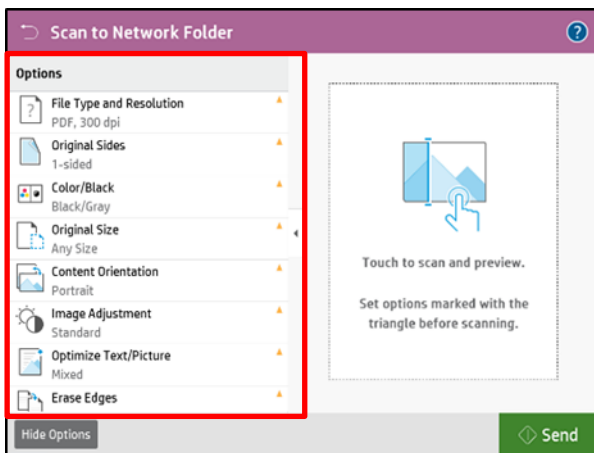


Figure 5

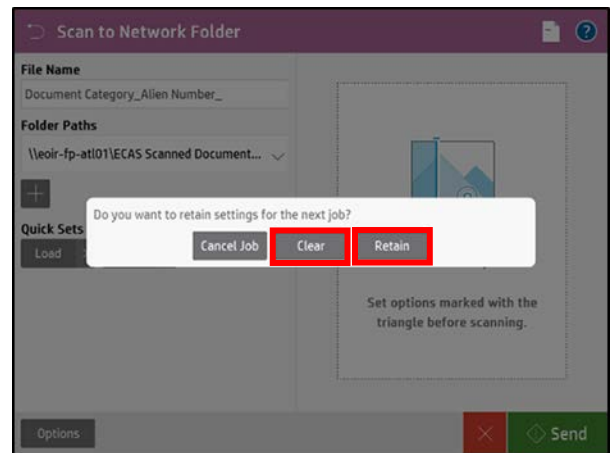



Figure 7

- Click the expand triangle  within any option category to display additional choices (Figure 6).

Note: Retained settings are valid only as long as you remain on the Scan to Network Folder screen. Moving to another screen resets options to default settings.

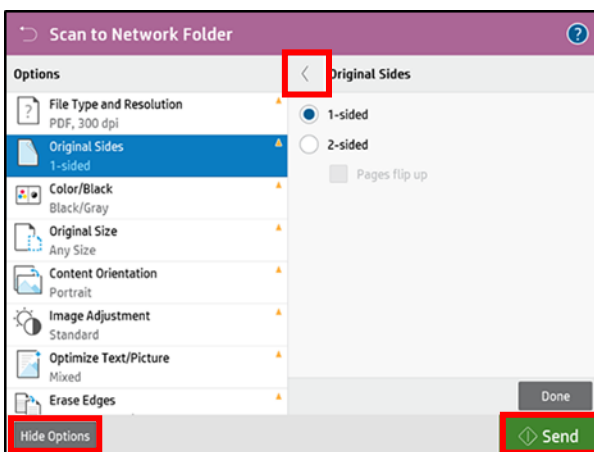



Figure 6

- You may continue scanning documents from the Scan to Network Folder screen (Figure 3). **It is imperative** to create a distinct file name for each document scanned.
- Return to the **Home** screen (Figure 1) by tapping the Home icon  on the touch screen.