USING THE SCANNER

1) Turn on the HP Deskjet F4100, lift lid and place document to be scanned **facedown** on scanner bed

2) Double-click the **HP Digital Imaging Monitor** icon in the taskbar

3) Select the appropriate scanning option (Picture or Document) and adjust desired settings when the scanning window opens. Press **Scan**
5) A new window will pop up with a preview of the scan. Adjust the perimeter of the image to be scanned by moving the boxes in the corners to fit it correctly. Adjust any other settings to set the image to your liking, and then click [Accept].

6) A new window will pop up.
If you want to scan another image, select [Yes]. If not, select [No].
The My Scans folder containing your scanned image will open automatically.