

Scanner Installation- HP Scanjet 4070 Photosmart.

Connect the scanner in the Order Shown:

1. Connect the USB cable to the scanner and to your computer.
2. Connect the cable that is already in the scanner, to its port on the back of the scanner.
3. Connect the power supply to the scanner and plug it to a wall outlet.



Your computer will probably recognize the new hardware you have just installed (the scanner) and will pop up a message **Found new hardware**.

The computer will look for a driver for the new scanner.

Now would be a good time to insert **CD1**- and move to **Installing Scanner's Software**.

Installing Scanner's Software

Keep Clicking **NEXT>>**

When you get to **locate driver files** choose:

<>CD-ROM drive

After finding the driver, the computer will automatically start installing the software from CD1.

Just follow the on-screen instructions, keep Clicking **NEXT>>** and at the end, click **FINISH**.

Scanning Instructions.

1. Place the GuardCard/DriverLicence/SSC on the scanner:

Open the small window on the top of the scanner.
Place the GuardCard/DriverLicence/SSC on the scanning surface (image facing down). Try to place it as parallel as you can to the edges.

2. Opening the program:

Double click the **HP Director** Icon on your desktop.
(If there is no icon on desktop click start → programs → HP → HP Director)

Choose the left upper Icon **Scan Picture**.

A window called hp scanning will appear.
Please wait while the program is **preparing to scan**.

A preview image will appear after you have finished waiting.

3. Cropping the Image correctly:

Using the preview image you will define the correct area for the scanner to scan

- **This is important and will prevent mistaken cropped images**

Look for a dotted line rectangular.

If you can't see it, just click once on the image and it will appear.

Everything inside the rectangular will be scanned successfully, and everything outside of it- will be cropped!

Click with your mouse on one of the small black squares on the rectangular and drag it to fit around the GuardCard/DriverLicence/SSC.

After adjusting the rectangular around the GuardCard/DriverLicence/SSC, you will see that all the area around it is dark.

Click **Accept**.

The Picture is now saved.

A pop-up box will ask you if you wish to scan more, if no just click no. **If yes:** Click yes. Remove the first GuardCard/DriverLicence/SSC from the scanner and place the other one you wish to scan.

Go to scan → **new scan** and wait for a new preview image.
From here go back to stage 3. *Cropping the Image correctly.*

You can always click **no** -and just start from the first stage later.

4. Viewing

After you clicked **no** more scanning-

HP Image Zone will open up automatically so you can view what you have just scanned.

With this viewing program you can also:

Rename picture:

Double click on the picture name below the picture (for exemple-**scan0001**) and type any name that you wish (for exemple-**Smith_DrivingLicense**)

Rotate picture:

Just place the mouse arrow on one of the picture edges and small rotation arrows will appear.

Pictures location on Computer will be:

My Documents/ My Scans/ 2005-08(Aug)/ picture.jpg