

SRVGS Newsletter Scanning Procedure

At Danville Family History Center

The HP OfficeJet 8600 scanner is now next to Computer #4. The Newsletters are in three binders on the top shelf in the annex room.

1. Turn on the scanner
2. Make sure that the Wi-Fi light stops blinking - the blue light next to the scanner's LCD screen (This may take several minutes).
3. Place a Newsletter **face-up, top first** in the scanner feeder. Make sure there are no staples or labels. Omit any half sheets.
4. Double click on computer #4's *HP OfficeJet Pro 8600* icon.
5. Double-click "Scanner Actions."
6. Double-click "Scan a Document or Photo."
7. On Short-cut Menu select "SRVGS Newsletter Scans."
8. Hit "Scan," And wait while it scans all sheets.
9. Hit "Save."
10. The first part of the file name will be displayed, "SRVGS Newsletter." Add year/month, i.e., 1989 09
11. A Window opens showing you are saving the documents. Now the actual saving happens. This takes a couple of minutes.
12. Hit "Done"
13. Remove the scanned document and load the next documents as in step #3 above.
14. Repeat steps #5 - 14 for the next Newsletter.
15. When done for the day, move the Post-it marker to the place where the next volunteer is to start and return the notebook to its shelf.

The initial saving will be done on the hard drive of Computer #4. Ed Mason will periodically download the files to a USB flash drive.

It should be possible to do about 6-8 Newsletters per hour.

Solving problems:

1) If the loader jams:

- a) Pull the unloaded page out of the loader
- b) Hit OK on the scanner's LCD screen
- c) Hit OK on the computer screen where it says "add page."

2) If a message indicates that the scanner is not communicating with the computer, this is because the next page for the loader needs to be pushed further towards the loading point.

- a) Gently push the page in that direction
- b) Hit OK
- c) Hit "Add a page."

Issues:

- Feeder-fed scanning occurs under the narrow glass strip to the left of the main platen of the HP8600. Unwanted stripes appear if this glass is not clean. Therefore, it is good idea to bring a very soft lens-cleaning cloth and fluid with you. When the scanning occurs, the computer screen will show if there are any lines. If you are not able to clean the glass you should stop scanning.
- Sometimes the scanner fails to feed the last sheet of paper. Recently, it has been doing better. If this starts happening again, add a sheet of blank paper to the bottom of the Newsletter. Now there are two possibilities:
 - If the scanner does not feed that last sheet, turn of the scanner power while you are waiting for the scan to be processed. Then after a few seconds turn the scanner power back on. The scanner will boot up before the computer is ready for the next scan.
 - If the scanner feeds the blank sheet there will be two blank pages in the file. The computer guides you through the process of deleting the two blank pages.