

COMMUNICATION CLASSES SCANNING AND COLOR PRINTING INSTRUCTIONS

The scanner and color printer are not on the network and you can not log into your student account from it. This equipment is provided for use only by students in Communication classes and is not for general use. If abuses occur, the scanner and printer will be removed from the lab. The following instructions will help you to be able to use them properly.

Booting

If the scanner, printer and computer are not already on, you will need to turn them on with the switch on the power strip. Turn the power strip on then turn the computer on. The scanner has no power switch and will be on when the power strip is on.

Once the computer has booted, you will see the Microsoft Windows XP screen with login prompting icons.

Logging On

You will need to log on to access either the scanning or printing capabilities. The class instructor will provide you with a generic user name and password. Do not try to change the password or give it to anyone not in the class.

Flash Drives (Portable storage)

The flash drive is the recommended way to store and transport images and files. The flash drives will store data for at least 10 years and are fairly easy to use. It is suggested that you use a flash drive with at least 512 MB of storage capacity for graphic files.

Scanning

To scan a document, you must use the Photoshop application. The following procedure should guide you through the process:

1. After you have logged in using the above procedure, plug your flash drive into one of the available ports on the front of the computer then locate the **Photoshop** application shortcut on the desktop and double click it.
2. When Photoshop opens, select the **File** menu from the application bar at the top of the screen.
3. At the bottom of the File menu you may need to select **View all Menu Items**.
4. Locate and select the **Import** menu item.
5. Select **WIA-Hewlett-Packard Scanjet 6300c** from among the choices. The scanner control menu opens.
6. Place the document you want to scan on the scanner bed - being careful not to scratch the glass or leave finger prints.

7. Click the **Preview** button. The scanner will display a preview of the document – this process may take a couple of minutes.
8. Make any adjustments necessary, you can drag the handles of the box around the scanner window so you are only scanning the part of the document you need.
9. Once you are ready to scan the document, select the **Scan** button. The scanner scans the document and imports it into Photoshop as an unnamed image.
10. From the Photoshop menu, select Save As. Give your file a name and make sure it is being saved to your flash drive rather than the computer's hard drive.

Do not remove a flash drive from the computer until you have ejected it using the “safely remove hardware” icon in the lower right corner of the main screen.

Printing

To use the computer and printer for making color prints you must first log in following the above procedure. Then you insert your flash drive or other storage device into the appropriate drive or port on the computer.

Next select the application you are using to print your document. This will normally be Acrobat, Photoshop, Illustrator or InDesign. The equipment is not intended to be used to print lengthy documents such as word processing files.

Open the file you want to print and then send it to the printer.

If the paper jams or the page does not print properly, **do not** try to reprint the file. Doing so will only compound the problem. Seek help from Mr. Jackson in CN 211H or a lab assistant. If you can not find anyone to help you, log off and take your storage device. Leave a note on the printer that there is a problem so others will not try to use it.

Fonts

Not all fonts are installed on all computers. If you used a non-standard font to create your file, chances are it will not be installed on the printer computer. If this is the case, you will get a warning message when you open the file and you will have to reformat your document using available fonts before printing.

Logging Out

When you have finished using the computer, you need to log off to prevent unauthorized persons from accessing the scanner and printer. Click the start button in the lower left corner of the screen and select either Log Off or Shut Down. If you are the last person using the computer, shut it down and turn off the power strip.

Refer any questions or report any abuse to Mr. Jackson in CN 211H.