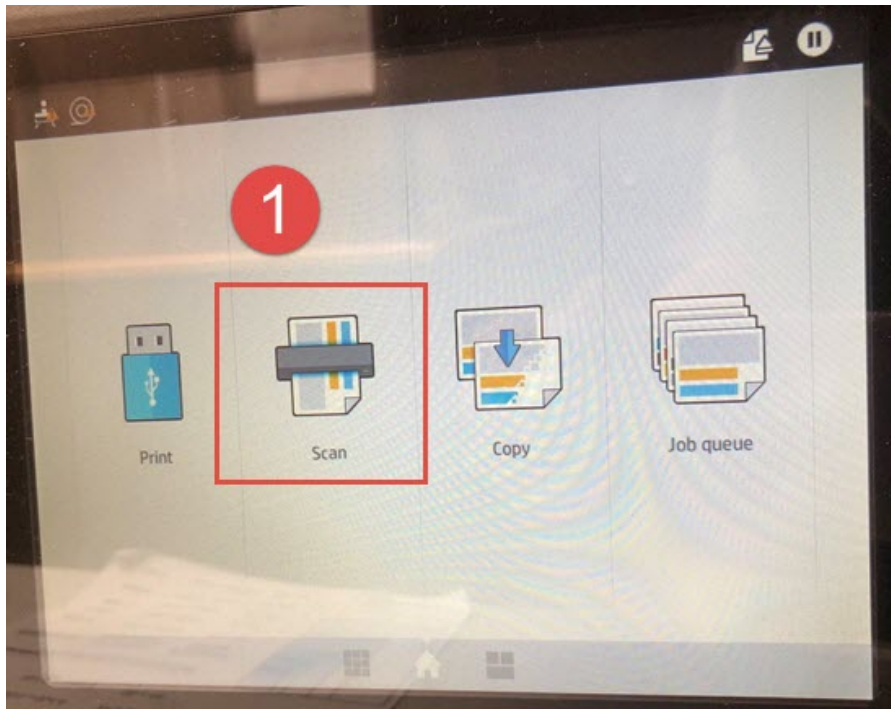




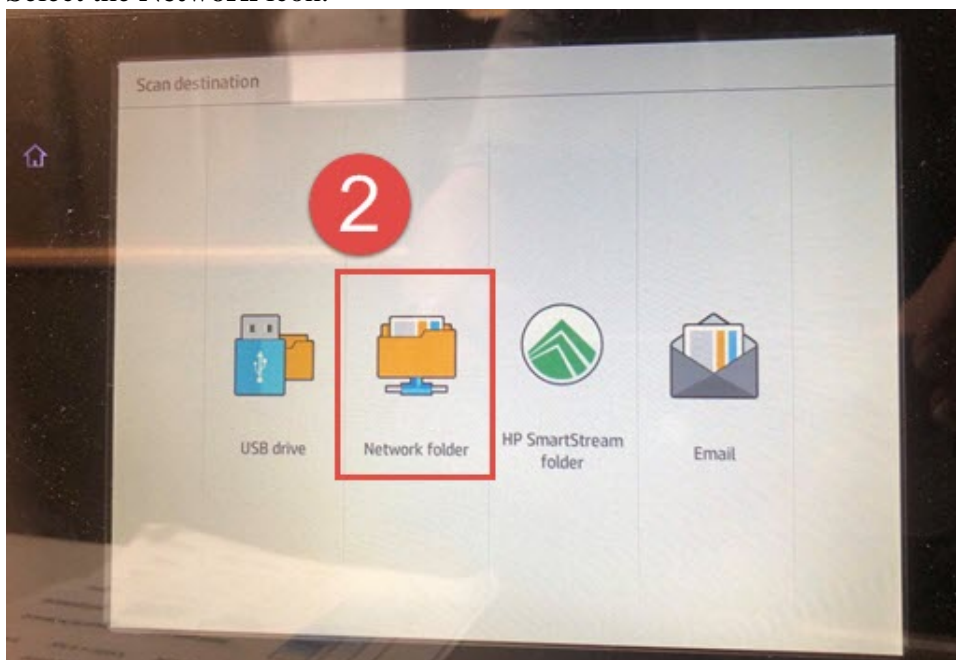
# HP large format Plotter and Scanner – Scanning

## Scanning

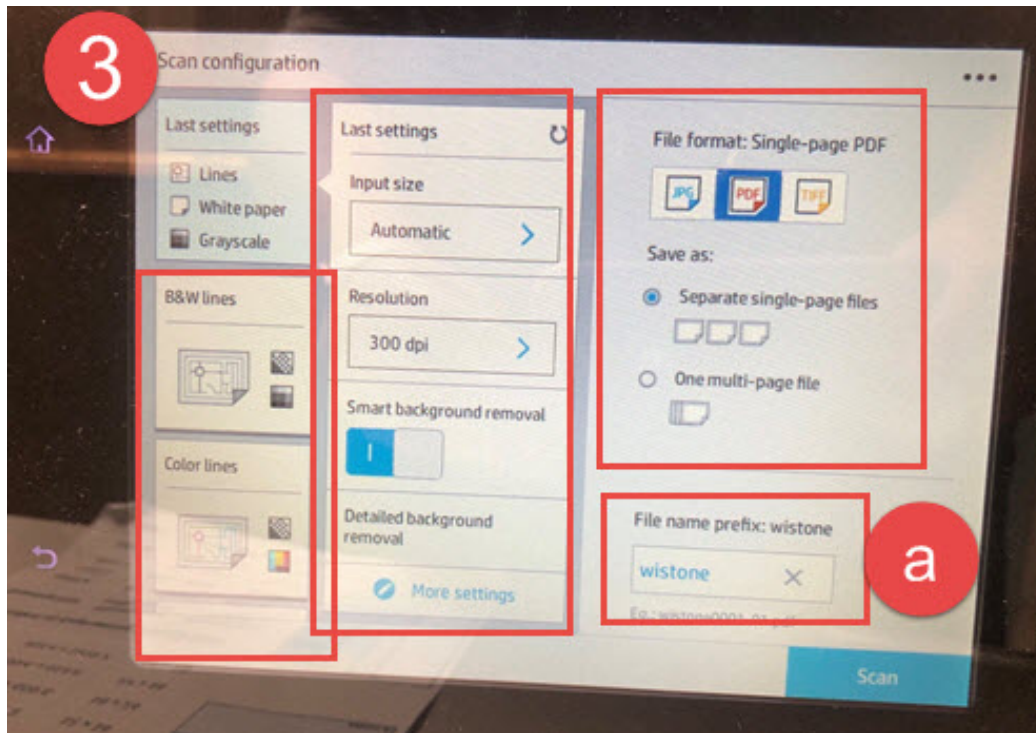
1. Select the **Scan** icon.



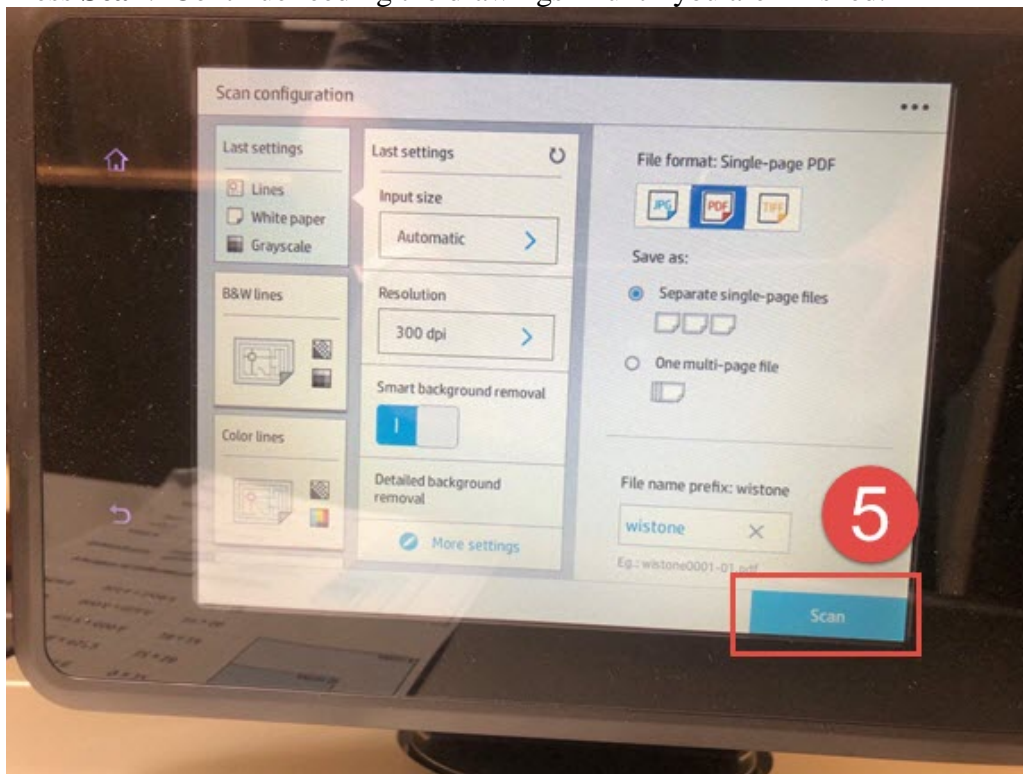
2. Select the **Network** icon.



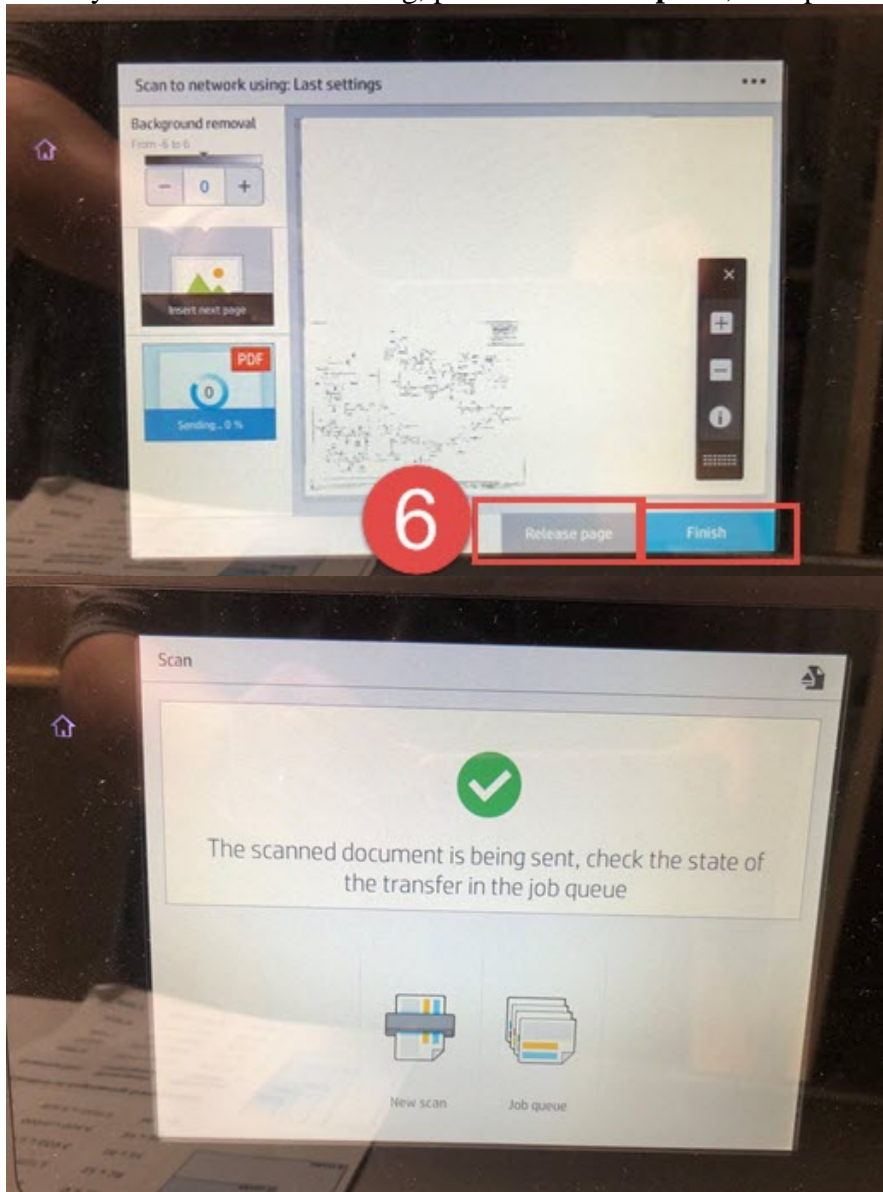
3. Select your scanning preferences
  - a. You can also **rename** the file to make it easier to find.



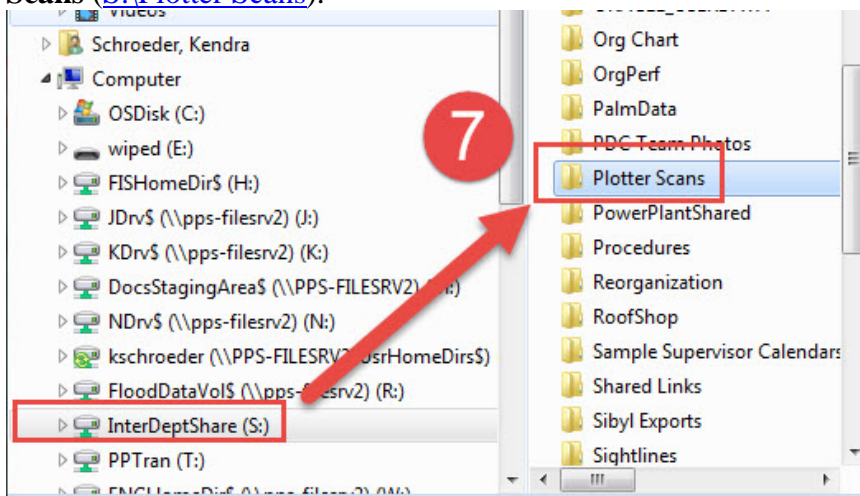
4. Feed the drawing in FACE UP.
5. Press **Scan**. Continue feeding the drawings in until you are finished.



- When you are finished scanning, push **release the print**, then push **Finish**.



- At your desktop computer, navigate to the InterDeptShare (S:) drive, there will be a folder called **Plotter Scans (S:\Plotter Scans)**.



- Remove your scanned files from this drive. They will automatically be cleaned out after 72 hours.

## Revision History and Owner of Document

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