

# How to Setup a Scanner

## Unbox and Place the Device

- **Unbox** the printer-scanner and remove all protective tapes or packaging materials.
- Place the device on a stable, level surface near your computer or Wi-Fi router (if it's wireless).

## Power On the Device

- Connect the power cord to the printer-scanner and plug it into an electrical outlet.
- Turn it on using the power button.

## Install Ink Cartridges (if applicable)

- If your device is also a printer, follow the manual to install the ink or toner cartridges.
- Perform any alignment steps as prompted on the device's screen.

## Connect to the Computer

- **Via USB Cable:** Plug the USB cable from the device into your computer.
- **Via Wi-Fi (for wireless models):**
  - Use the device's display or buttons to navigate to **Wi-Fi setup**.
  - Connect to your Wi-Fi network by entering the password.
  - Alternatively, use **WPS** if your router supports it (press the WPS button on your router and the corresponding button on the scanner).

## Install Drivers and Software

- **Option 1: Use the Included CD/DVD (if available)**
  - Insert the CD/DVD and follow the on-screen instructions to install drivers and software.
- **Option 2: Download from the Manufacturer's Website**
  - Visit the official website of the device manufacturer.
  - Search for your device model and download the necessary drivers and software.

- Install the software, which typically includes both printer and scanner drivers.

### Configure Scanner Settings

- Open the installed software to configure scanning preferences like resolution, file format, and save location.
- Ensure the scanner is recognized by your computer:
  - On **Windows**: Open **Control Panel > Devices and Printers**, and check if the scanner is listed.
  - On **macOS**: Go to **System Preferences > Printers & Scanners**, and ensure the scanner is listed.

### Test the Scanner

- Place a document or photo on the scanner bed.
- Open the scanner software or a scanning app (e.g., Windows Fax and Scan, macOS Preview).
- Select scan settings, preview the scan, and perform a test scan to ensure it's working correctly.

### For Multi-Function Devices

- Test both printing and scanning features.
- Use the control panel on the device to try standalone functions like copying and scanning directly to a USB drive (if supported).

### Mobile and Cloud Printing/Scanning (Optional)

- Install the manufacturer's app (e.g., HP Smart, Canon Print, Epson iPrint) on your smartphone or tablet for wireless scanning and printing.
- Set up cloud services like Google Drive or Dropbox integration if supported by the device.

Revision #3

Created 18 November 2024 03:12:51 by IT Support

Updated 18 November 2024 03:20:00 by IT Support