
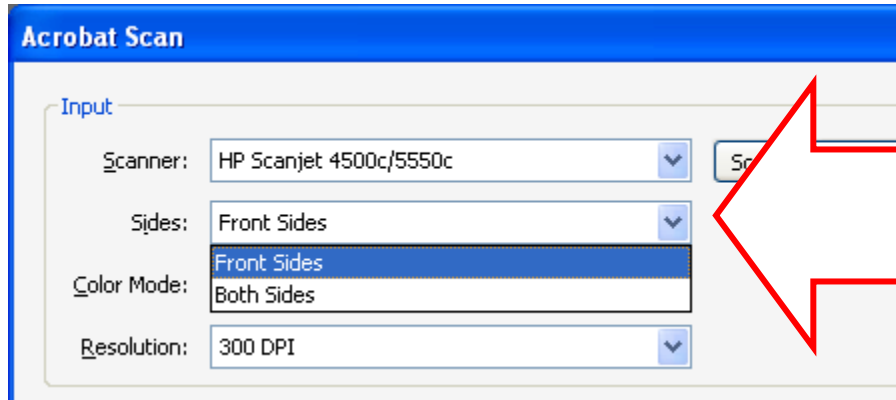


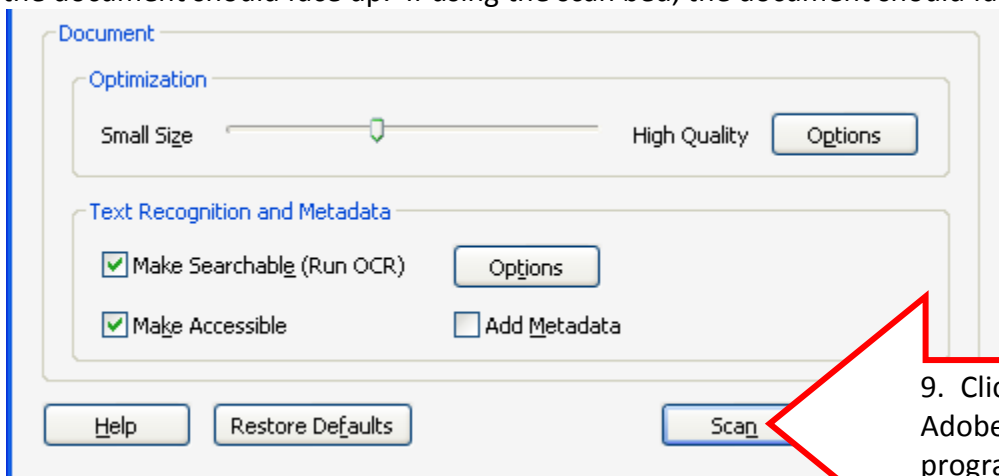
## Instructions for Scanning Documents to Your USB Key

1. Log on to the computer with your Hawk ID and password.
2. Insert your USB Key in one of the available USB ports. USB ports are located on the front of the desktop and in the back of the machine.
3. Power on the scanner. The Power button is on the front of the unit towards the left hand side. The light will shine green when power is on.
4. From the Start menu, All Programs, open  Adobe Acrobat 8 Professional (**NOTE: Not Adobe Acrobat Reader**).
5. Click "**File**" -> "**Create PDF**" -> "**From Scanner**"



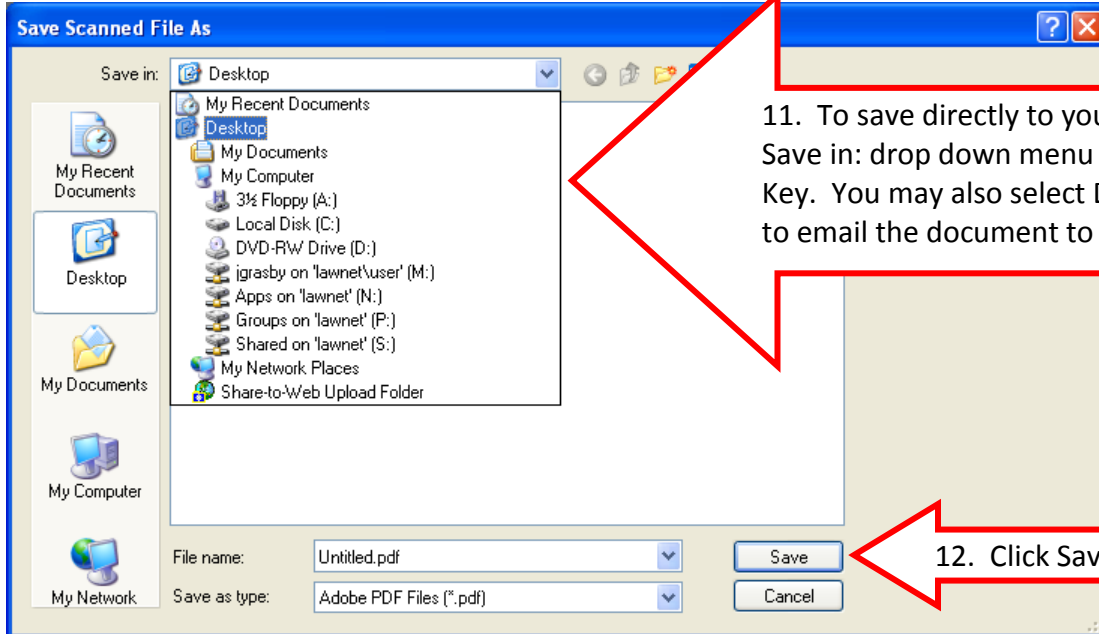
6. Select **HP Scanjet 4500c/5550c** from the Scanner pull-down menu.
7. Select **Front Sides** if scanning a one-sided document or **Both Sides** if scanning a two-page document.

8. Load your document in the ADF (Automatic Document Feeder) or on the scan bed. If using the ADF, the document should face up. If using the scan bed, the document should face down.



9. Click the **SCAN** Button from the Adobe Acrobat Professional program.

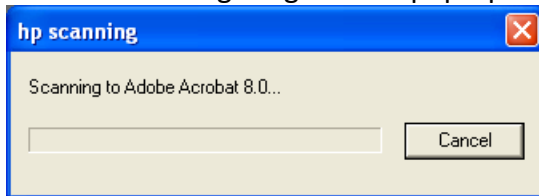
10. Adobe will ask you where you want to save your document.



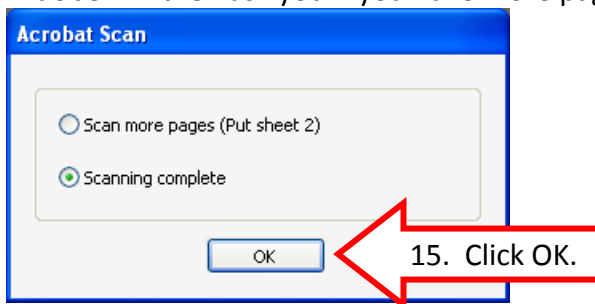
11. To save directly to your USB Key Click the Save in: drop down menu and select your USB Key. You may also select Desktop if you wish to email the document to yourself.

12. Click Save.

13. The HP Scanning Program will pop-up and scan the document.



14. Adobe will then ask you if you have more pages or if scanning is completed.



15. Click OK.

16. Close Adobe Acrobat Professional.

17. From the Start Menu, **Log Off** the computer.

18. You may now safely remove your USB Key from the computer.