

UC San Diego Dept. of Chemistry & Biochemistry



HP ScanJet Enterprise Flow N9120 fn2

- Duplex scanning
- up to 120 ppm
- Capacity: 200 sheets of 20lb
- USB 2.0 & Gigabit LAN

York Hall 4030-A2 (next to scantron)

- TA's can check out key from student affairs office

HP ScanJet Enterprise Flow N9120 fn2: How to Scan

Recommended paper colors:

White, Canary, Pink, Blue, Green, Tan, Gray, Buff,

Avoid

Lavender, Ivory, Goldenrod, Salmon, Cherry

2-sided scanning

The back side scans are generally lighter and noisier

Scanning Preparation

- Cut off corners/staples
- Scan batches of ~150 sheets
- Avoid splitting exams between batches
- *Scan to USB* stick is faster but *Scan to Email* works.

Scanner Image Adjustment Settings

- **Sharpness** = Max (4)
- **Darkness** = High (3 or 4)
- **Contrast*** = Default (0)
- **Background** = Default (0)

*May need tweaking for pencil on colored paper

Walkthrough

1. Press *Scan to USB Drive*
2. Enter *File Name* (optional)
3. Press *Options* in lower left
 - a) Select *Original Sides*
 - Set to double-sided and press done (optional)
 - b) Select *Color/Black*
 - Set Color or Black/Gray
 - c) Select *Image Adjustment*
 - Set sliders as indicated
4. Load Exam batch with cut corner towards feeder
5. Press Green **Save** in lower right
6. Retain settings for the next batch
7. Repeat until finished. (Skip step 3 if settings are retained)