

Brochure

# Elegant versatility

HP Easy Scan Software





### Leave the paper shuffle behind

HP Easy Scan is included with the HP Scanjet Pro 3000 s2 Sheet-feed Scanner.

This scanner is ideal for those in small- to medium-size businesses and cost-conscious enterprises who need a smart, reliable way to digitize paper documents and add efficiency to office processes.

Get automatic two-sided scanning at up to 40 images per minute.<sup>1</sup> Create searchable PDF and Microsoft® Word files with just a touch, and plug right in to existing scanning protocols such as TWAIN and ISIS for easy integration. Count on clear, legible results from a compact scanner designed to help save energy.

Save time, work smarter, and create PDFs with one touch. HP Easy Scan is an easy-to-use scanning application that helps you get the most out of your HP Scanjet Pro 3000 s2 Sheet-feed Scanner. This fast capture and routing software lets you customize options to enhance, manipulate, send, store, and print your scanned documents. Use the convenient pre-defined scan shortcuts, or set up your own shortcuts to automatically carry out routine or repetitive tasks, such as blank page removal, image cleanup, and even sending to multiple destinations at once, including email, Microsoft® SharePoint or Google Drive™—all at the touch of a button.<sup>2</sup> Plus, ad-hoc scanning for one-time jobs provides convenient flexibility.

## Save time with a clean and simple interface

Designed for ease-of-use and productivity, the HP Easy Scan interface comes with an assortment of pre-configured scan shortcuts so you can start scanning right away. It also helps you to quickly set up and review selected settings, then preview and modify your images before finalizing the file.

Need more control? Quickly create shortcuts for the types of scan jobs you perform most often, with settings such as paper size, resolution, color detection, file format, destination(s), and much more. You can quickly launch the shortcuts from your computer, or assign your favorite shortcut to the one-touch scan button on the front panel on your scanner—so you can consistently execute jobs at the touch of a button. Customize the shortcut name to reflect the type of document, person scanning, document workflow, or whatever best meets your business needs.

Modifying an existing shortcut for one-time scanning is a quick, convenient way to perform ad-hoc jobs. Just select an existing shortcut, change settings as needed (for example, select color instead of black-and-white), and scan without saving changes to the shortcut.

## Work smarter with the right tools

Configure scan settings to get the results you want: automatically crop, orient, detect color, separate batches, straighten, delete blank pages, and clean up images. Preview the scan and modify as necessary, then route to single or multiple destinations, including a folder on your computer, email, direct to a printer, SharePoint, Google Drive, and Box.net.<sup>2</sup>

HP Easy Scan software offers direct scanning to a number of destinations. It can also send scans directly to any application that supports command-line parameters.

## Add value by customizing results

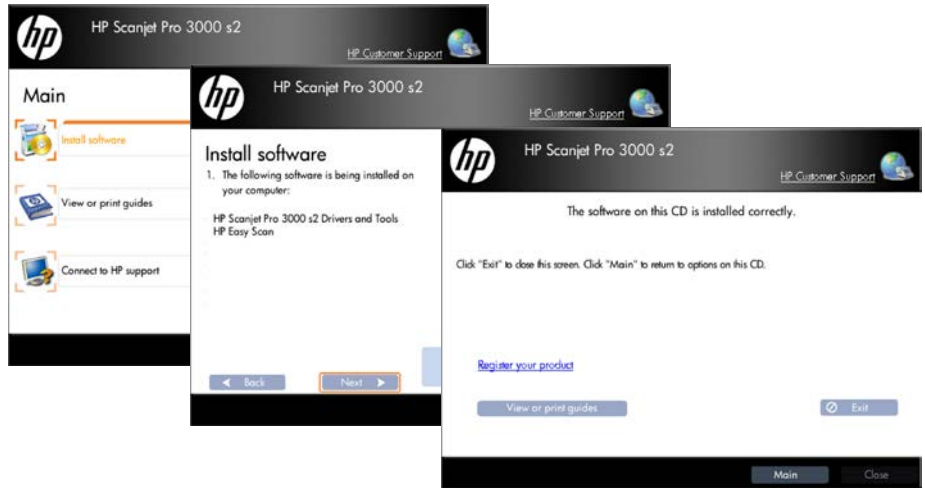
Save files just as you want them—compress large files for more efficient storage, automatically adjust brightness and contrast, and remove color, background shading, punch holes, and irregularities to get the smallest file size and clear, readable scans.

HP Easy Scan supports a wide range of file formats. When you save files as searchable PDF, Microsoft Office Word (.docx), rich text (.rtf), or plain text files (.txt), the embedded optical character recognition (OCR) automatically activates to produce fully editable text or searchable PDFs. Or you can save your scan in various image-only formats, including JPEG (.jpg), single- or multi-page TIFF (.tif), or bitmap (.bmp).

## Get set up quickly

### HP Easy Scan install CD

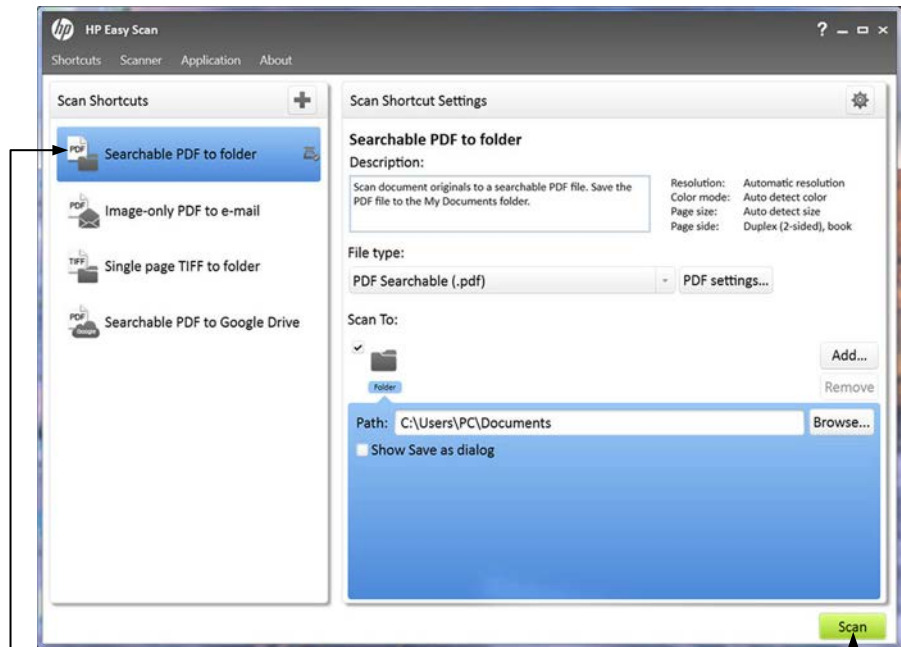
Simply insert the installation disk that comes with your scanner and follow the on-screen instructions. The install disk also includes the scanner manuals and a link to HP support.<sup>3</sup>



## Hit the ground running

### Out-of-the-box productivity

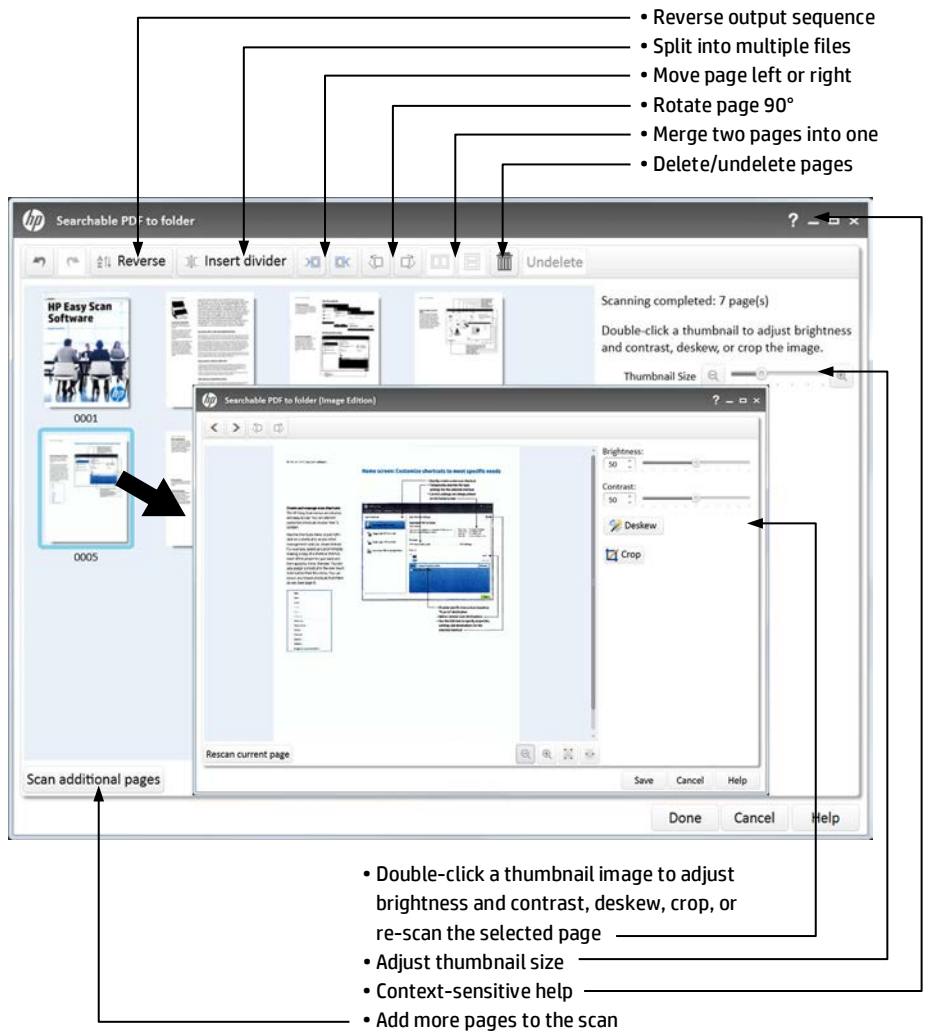
HP Easy Scan is preconfigured with four scanning shortcuts. These were designed to meet the majority of scanning needs for a typical office environment. When you're ready to branch out, it's easy to add new shortcuts or modify any of the existing ones.



- As easy as 1, 2...
1. Select a shortcut
  2. Click Scan

**Preview and adjust scans before saving**

The preview screen lets you easily monitor the progress of your scans, and preview them before saving. You can make a variety of adjustments to get the results you want, including reordering, adding, or deleting pages, inserting dividers to split the output file, reversing the output order, and even merging two pages into one.

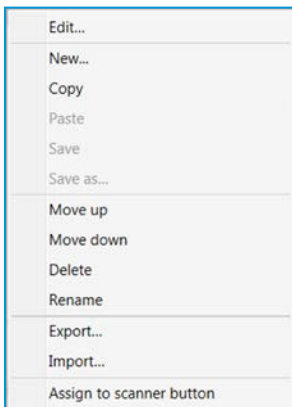


## Home screen: Customize shortcuts to meet specific needs

### Create and manage scan shortcuts

The HP Easy Scan menus are intuitive and easy to use. You can add and customize shortcuts to your heart's content.

Use the Shortcuts menu or just right-click on a shortcut to access other management tools (as shown below). For example, speed up customizing by making a copy of a shortcut that has most of the properties you want and then applying minor changes. You can also assign a shortcut to the one-touch scan button from this menu. You can export and import shortcuts from here as well (see page 8).

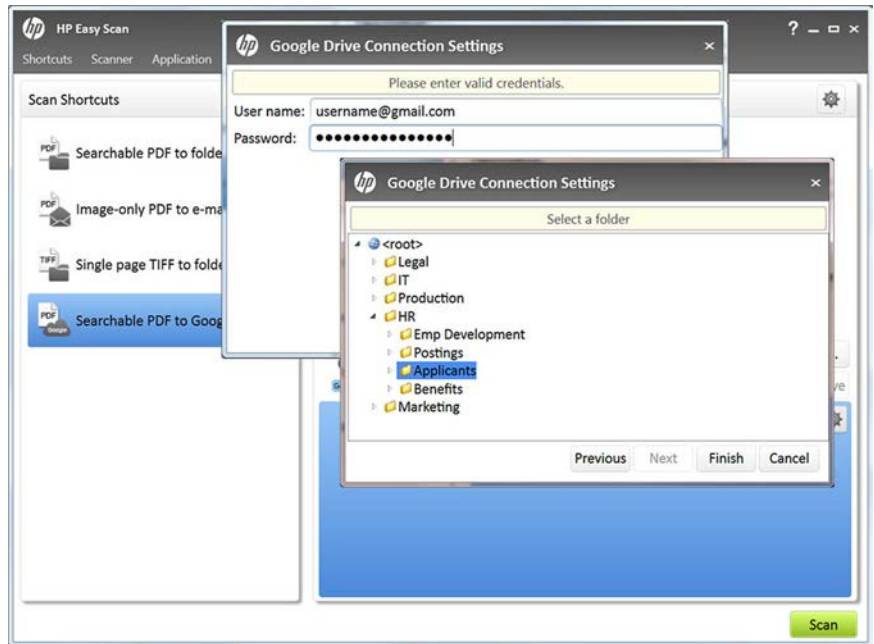


- Quickly create a new scan shortcut
- Temporarily override file type settings for the selected shortcut
- Current settings are always shown on the home screen
- Provide specific instructions based on "Scan to" destination
- Add or remove scan destinations
- Use the Edit tool to specify properties, settings and destinations for the selected shortcut



**Edit an existing shortcut**

HP Easy Scan makes it easy to edit a shortcut. For example, if you want to use the supplied shortcut, “Searchable PDF to Google Drive,” you will need to configure it with your Google credentials, then select a destination folder (as shown to the right).

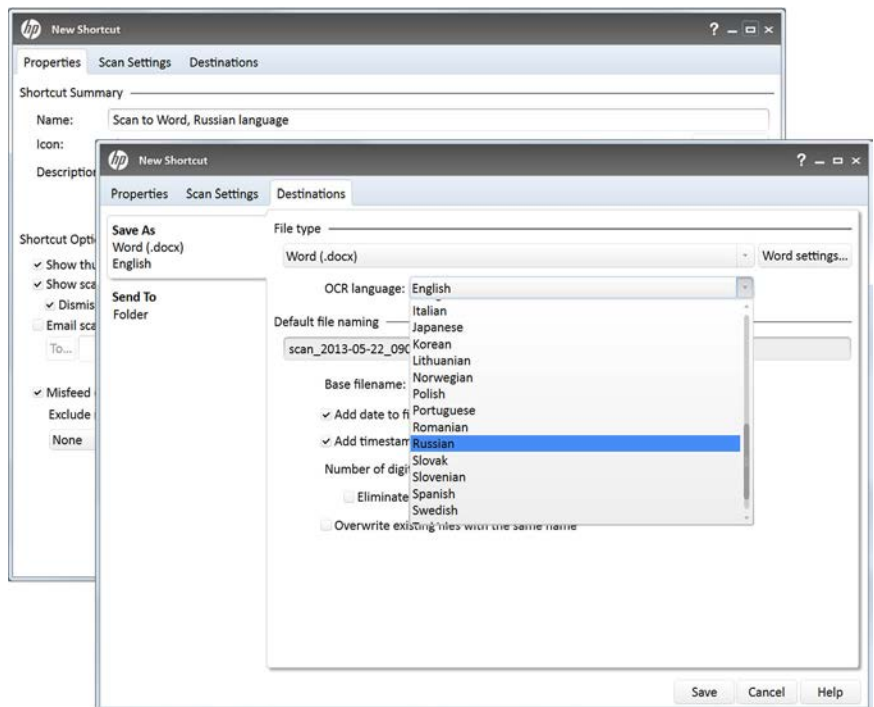


**Add a new shortcut**

You can quickly create a new shortcut using the shortcuts menu or the plus symbol.

**Customize OCR language**

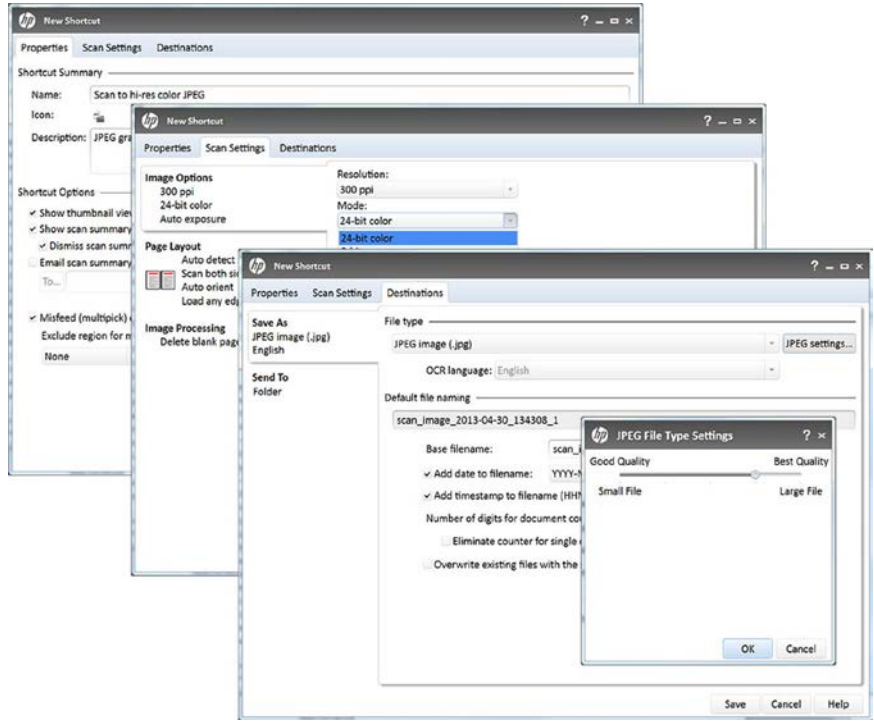
One of the many options available is configuring optical character recognition (OCR) to read and output text in a specific language. In the example shown to the right, the shortcut will scan a Russian language document into an editable Microsoft Word file.



**Change graphics settings**

HP Easy Scan provides a lot of control over graphics output. Here is an example of adding a new shortcut to create a 300 dpi, high-quality color JPEG image.

Other scan settings selected here include Auto detect size, Scan both sides, Load any edge first, and Delete blank pages. Destination settings selected include adding a date and timestamp to the filename.

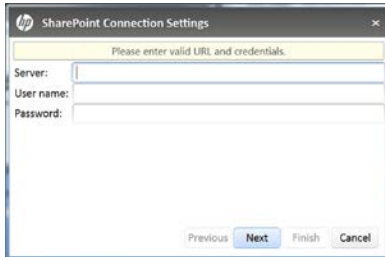
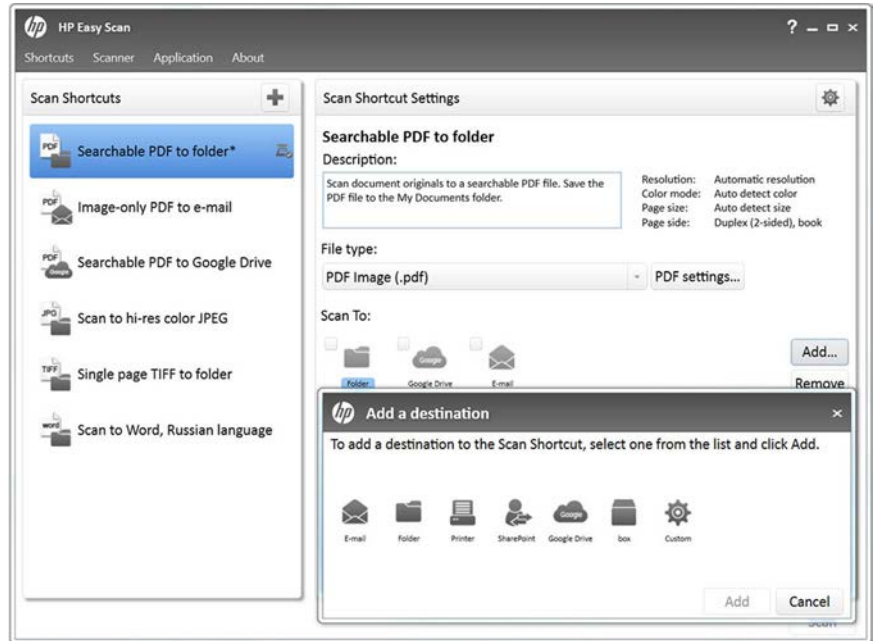


**Add or remove scan destinations**

HP Easy Scan makes it simple to direct the output of your scan to one or more destinations. Pre-defined choices include: Email, Folder, Printer, SharePoint, Google Drive, and Box.net.

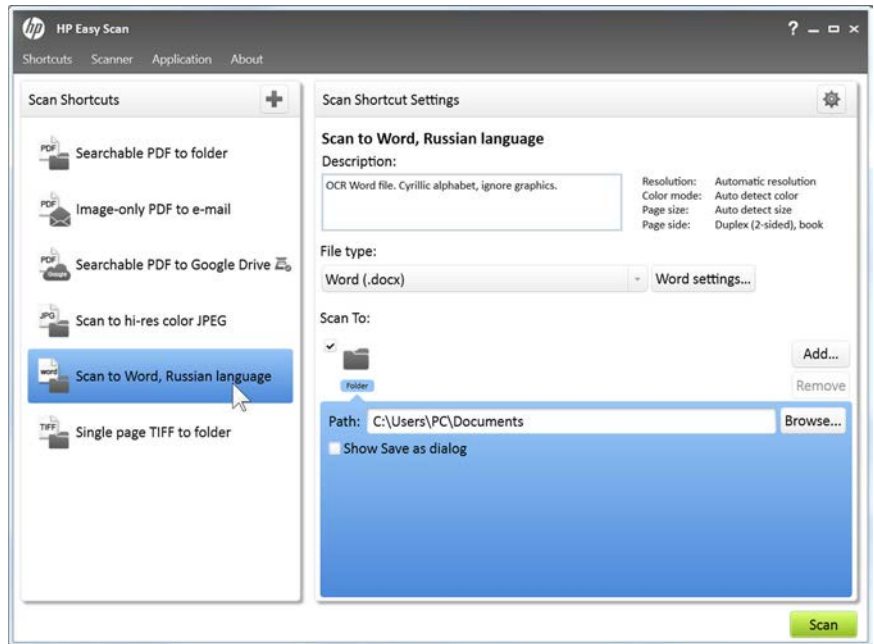
You can also configure a custom destination. The Custom option allows you to run an executable file (.exe), an assembly (.dll) or a script (C#) after the scanned images have been processed.

When you double-click any of the options, an appropriate configuration screen will appear. The example below shows the pop-up settings for a SharePoint destination.



### Re-organize the home screen

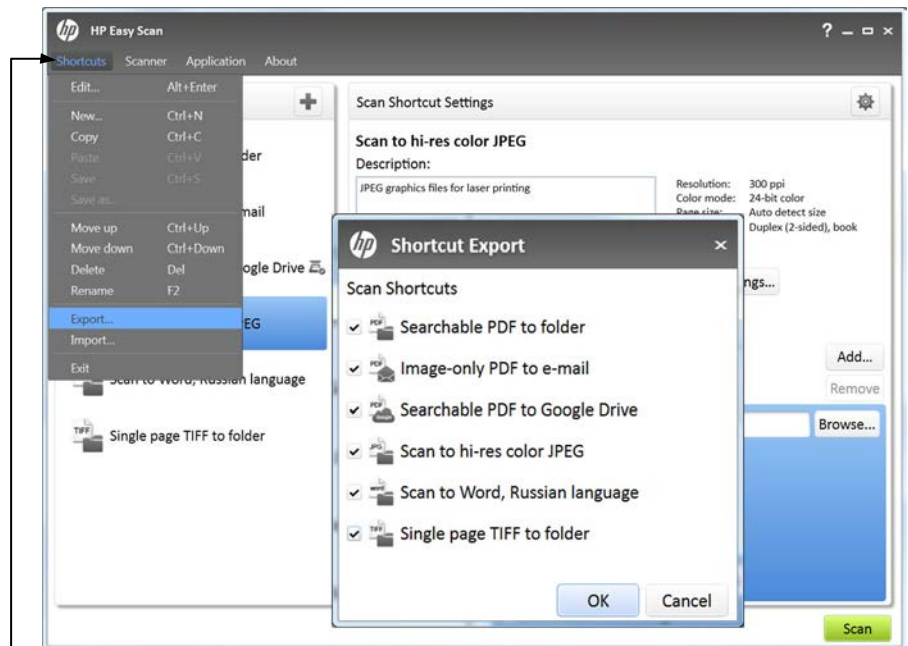
You can change the order that shortcuts are displayed simply by dragging them up or down the list. Here's the home screen with the two new shortcuts we just added.



### Export, import and backup shortcuts

Once you have customized shortcuts, it's a good idea to back them up in case you accidentally delete one or reset the entire menu to factory defaults. It's very easy to recover shortcuts—from the Shortcuts menu, simply select Import, browse to the folder where you saved the export file, and choose which shortcuts to import.

This is also a useful feature if you have more than one HP Scanjet Pro 3000 s2 Scanner. You can set up the first scanner exactly how you want it, export the settings, and then import that settings file to additional 3000 s2 scanners.



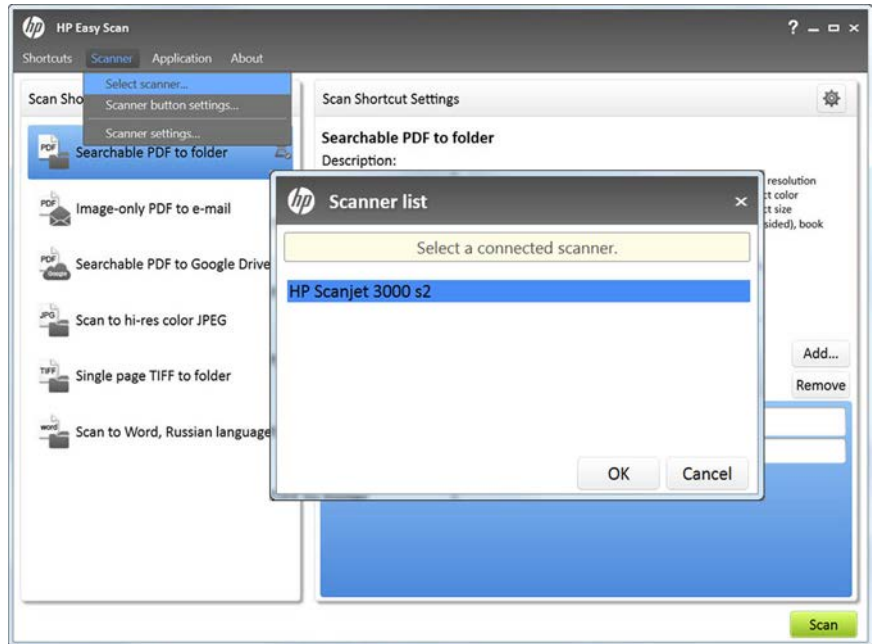
Select the Shortcuts menu or right-click any shortcut to access the Export window



## Scanner menu: Easily manage the scanner

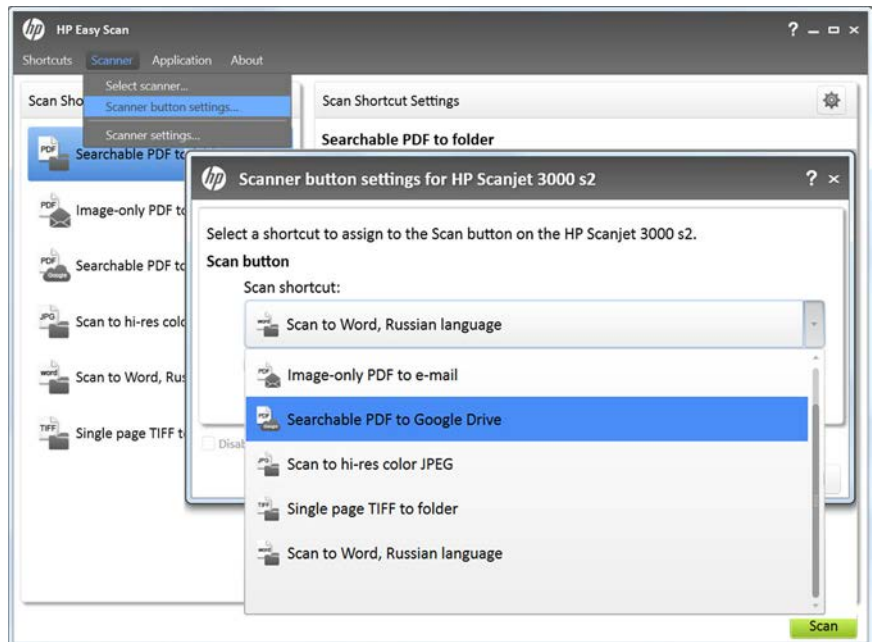
### Select the scanner

The scanner list displays supported scanners that are currently installed. In many cases there is only one connected scanner to select from.



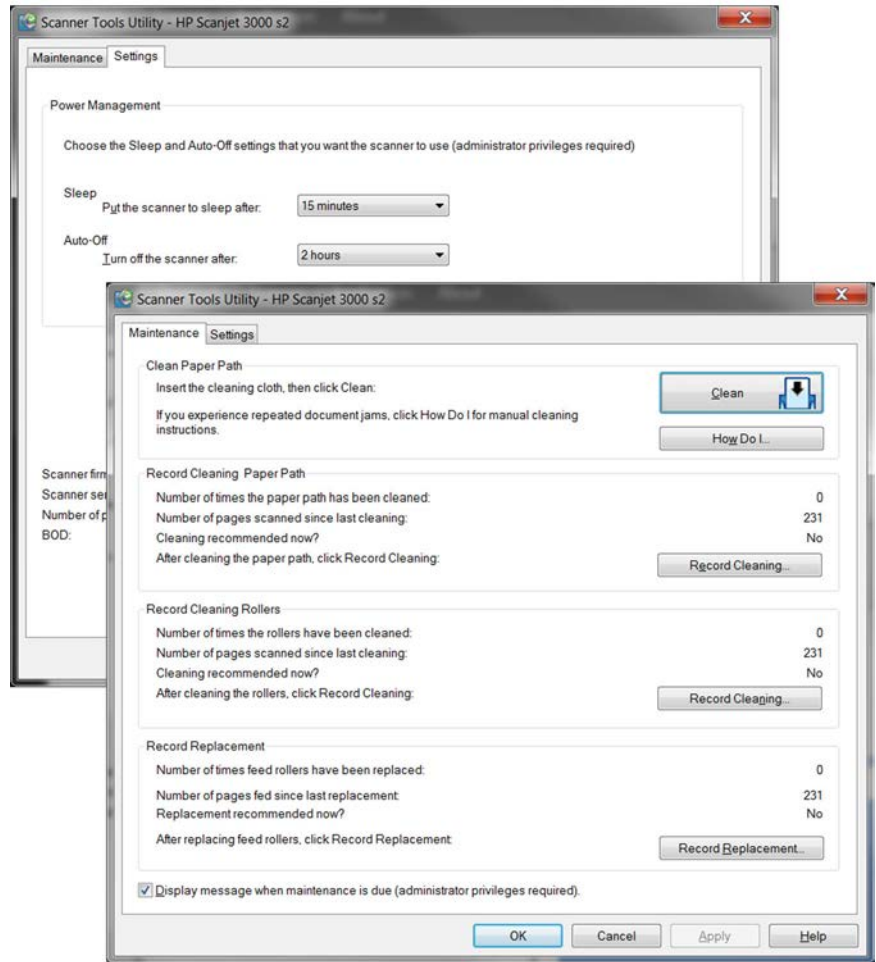
### Configure the one-touch scan button

Do you have one scanning workflow that you repeat over and over? You can speed up your scanning process even more by using the convenient one-touch scan button on the front panel of the device.



### Control power options and perform scanner maintenance

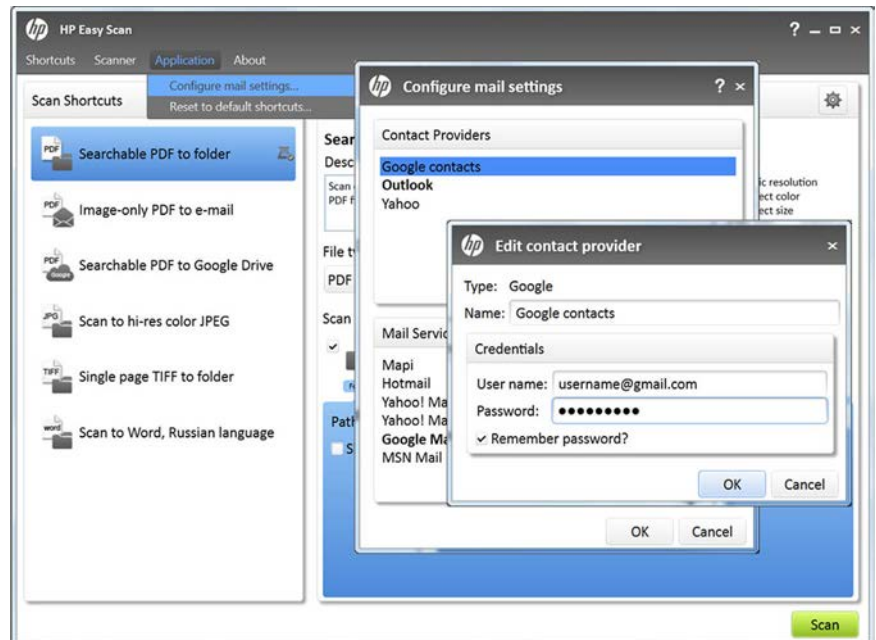
The Scanner settings menu item opens the Scanner Tools Utility. This is where you can manage the power management options, specifying sleep and auto-off timing. The utility also includes a maintenance menu for cleaning the paper path and keeping tabs on routine maintenance items.



### Application menu: Find even more options

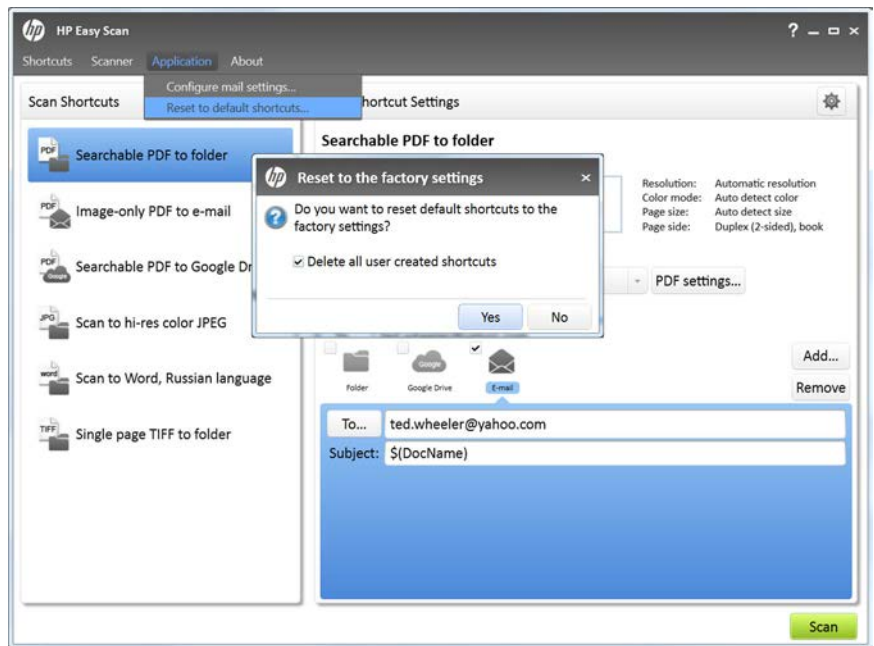
#### Configure mail settings

You can configure your mail settings from the Application menu. Choose from a variety of email applications so that you can automatically attach scanned files for sending, including MAPI, Hotmail, Yahoo! Mail, Yahoo! Mail Plus, Google Mail and MSN Mail.



### Reset factory defaults

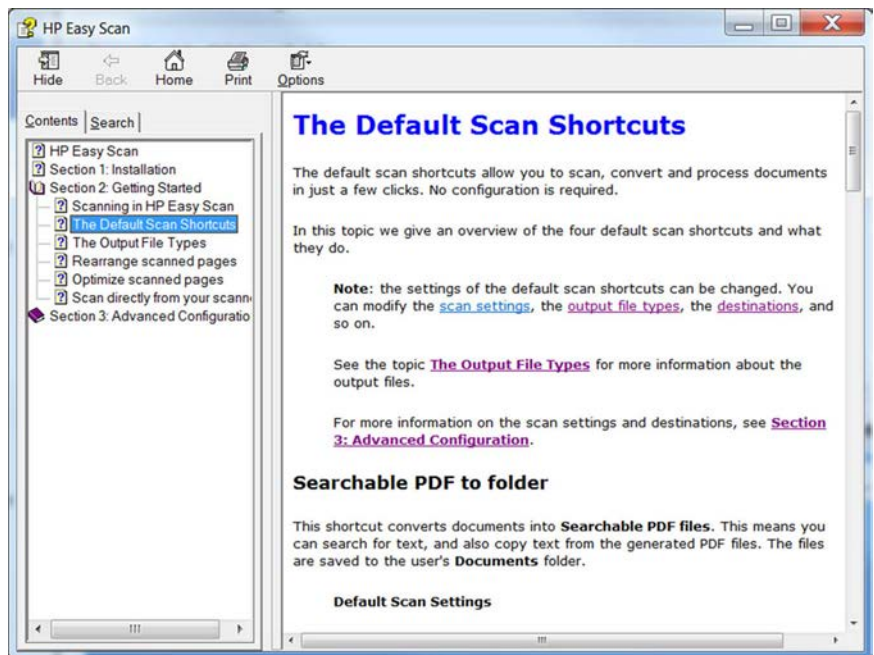
This selection allows you to return the menus to a pristine state—as they were when the software was first installed. You can opt to delete all user created shortcuts or to leave them as-is, just resetting the factory shortcuts.



### Help system: Answers at your fingertips

#### Got questions? Click for help

Click the question mark symbol at the top of any of the menu screens (or press the f1 key) for instant context-sensitive help. You can also search the help system or use its table of contents to find what you are looking for.



## Technical specifications

<b>Installation options</b>	Install from CD or <a href="http://hp.com">hp.com</a>
<b>Supported scanner</b>	HP Scanjet Pro 3000 s2 Sheet-feed Scanner
<b>Scan file formats</b>	Image only: PDF and PDF/A (.pdf), JPEG (.jpg), single-page TIFF and multi-page TIFF (.tif), Bitmap image (.bmp) OCR: Searchable PDF and PDF/A (.pdf); Searchable Word (.docx), Rich text format (.rtf), Text (.txt)
<b>Scan destinations</b>	Multiple destinations at once, E-mail, Folder, Printer, SharePoint, Google Drive, Box.net; Custom additional processing can be done after the scan (via executable file, DLL assembly, C# script)
<b>Scan resolution</b>	Automatic resolution (200 dpi for non-OCR, 300 or 400 dpi for OCR); Hardware: up to 600 x 600 dpi; Optical up to 600 dpi; Output dpi settings: 75, 100, 150, 200, 240, 300, 400, 500, 600
<b>Color modes</b>	Auto detect color, 1-bit black-and-white, 8-bit gray, 24-bit color, 1-bit halftone
<b>Image preview functions</b>	Preview on by default, View thumbnails, Zoom, Rotate image, Fit or center image, Reorder/rescan pages, Insert/append new pages, Delete pages, Merge pages (vertically or horizontally), Crop image, Auto or manual deskew, Turn off preview for one-touch scanning
<b>Image processing</b>	Delete blank pages; Clean up pages: (Remove noise, Remove background color, Remove holes); Black-and-white auto or manual threshold; Color, grayscale, halftone auto or manual exposure
<b>Misfeed (multipick) detection</b>	Exclude region for multipick detection: none, top, middle, bottom
<b>Page layout</b>	Page size: Auto detect, Auto snap to standard size, Select size Original layout: Auto orient, Portrait, Landscape, Simplex, Duplex (book or tablet); Merge duplex to single page (vertically or horizontally); Load any edge first
<b>PDF settings</b>	Quality and file size, Keyword metadata, Password protection
<b>TIFF settings</b>	Single- or multi-page TIFF; Quality and file size, grayscale or color: Uncompressed, TIFF, JPEG, LZW Quality and file size, black and white: Uncompressed, Group 3, Group 4, LZW
<b>OCR engine</b>	OCR technology by I.R.I.S. <sup>®</sup>
<b>OCR languages</b>	Albanian, Arabic, Brazilian, Bulgarian, Catalan, Chinese (simplified), Chinese (traditional), Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Hebrew, Hungarian, Italian, Japanese, Korean, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovenian, Spanish, Swedish, Turkish, Ukrainian
<b>User interface languages</b>	English, French, Italian, German, Spanish, Chinese (Simplified), Chinese (Traditional), Korean, and Brazilian Portuguese

### Learn more about our document management scanners at

[hp.com/go/docmgmt](http://hp.com/go/docmgmt)

### Notes

<sup>1</sup> Scan time only; data transfer to CPU not included.

<sup>2</sup> Requires an Internet connection to the scanner through a computer and HP Easy Scan software (included) and driver installation.

<sup>3</sup> Microsoft .NET Framework 4.0 or higher required for installation. Download the latest version at [microsoft.com/net](http://microsoft.com/net).

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