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HP 9250c

HP 9250C Digital Sender User Manual

Model: 9250c

1. INTRODUCTION

The HP 9250C Digital Sender is a versatile office device designed to streamline document management by converting physical paper documents into electronic files. This unit features both a flatbed scanner and an Automatic Document Feeder (ADF), enabling efficient digitization of various media types. Electronic copies can then be easily distributed, stored, and organized alongside other digital assets.

Key features include color scanning capabilities, a 50-sheet ADF capacity, and a touch screen interface for intuitive operation. This manual provides essential information for setting up, operating, maintaining, and troubleshooting your HP 9250C Digital Sender.



Figure 1: Front view of the HP 9250C Digital Sender, showing the main unit with the control panel and document trays.

2. SETUP INSTRUCTIONS

2.1 Unpacking and Placement

- Carefully remove the digital sender from its packaging.
- Place the unit on a stable, level surface with adequate space for document loading and output.
- Ensure proper ventilation around the device.

2.2 Power Connection

- Connect the power cord to the digital sender and then to a grounded electrical outlet.
- The device operates on an input voltage of 100 to 240 VAC, 50/60 Hz.

2.3 Network and USB Connectivity

- For network functionality, connect an Ethernet cable from the device to your network router or switch. The device supports Ether 10Base-T/100Base-TX.
- Alternatively, for direct connection, use a USB cable to connect the digital sender to your computer.

2.4 Software Installation

Install any necessary drivers or software provided by HP for your operating system. The HP 9250C is compatible with Windows 2000 Professional, Windows 2000 Server, Windows 2000 Advanced Server, Windows XP Professional, Windows Server 2003, and Windows Server 2003 Enterprise.

2.5 Initial Configuration

Upon first power-on, follow the on-screen prompts on the touch screen display to configure basic settings such as language, date, and network parameters. The device includes a pull-out keyboard for easier data entry, such as login credentials or file names.



Figure 2: The HP 9250C Digital Sender with its integrated pull-out keyboard extended for data input.

3. OPERATING INSTRUCTIONS

3.1 Loading Documents

- **Automatic Document Feeder (ADF):** For multiple pages, stack up to 50 sheets of plain paper or transparencies into the ADF tray. Adjust the paper guides to fit the document width. The maximum scan size for the ADF is 8.5 x 14 inches (Legal).
- **Flatbed Scanner:** For single pages, delicate documents, or items that cannot be fed through the ADF, lift the scanner lid and place the document face down on the glass. Close the lid gently.

3.2 Using the Touch Screen

The touch screen display is the primary interface for controlling the digital sender. Navigate through menus by tapping the desired options. Use the on-screen keyboard or the pull-out physical keyboard for text input.

3.3 Initiating a Scan

1. From the main menu, select the desired scanning function (e.g., "Scan to Email," "Scan to Folder").
2. Adjust scan settings such as color mode (color or black/white), resolution (up to 600 dpi), and file format as needed.
3. Enter recipient email addresses or network folder paths using the keyboard.
4. Press the "Start" button on the control panel or the touch screen to begin the scanning process.



Figure 3: Close-up view of the HP 9250C Digital Sender's control panel, featuring the touch screen display and physical buttons.

4. MAINTENANCE

4.1 Cleaning the Scanner Glass and Rollers

- Regularly clean the scanner glass with a soft, lint-free cloth and a non-abrasive glass cleaner.
- For the ADF, periodically clean the paper pick rollers with a damp cloth to prevent paper jams and ensure smooth feeding.
- Ensure the device is powered off and unplugged before cleaning.

4.2 Recalibration

If you experience issues with color accuracy, such as scanned color documents appearing with incorrect hues (e.g., blue pages after the first few), recalibrating the scanner may resolve the problem. Refer to the device's on-screen menu or the HP support website for specific recalibration procedures.

5. TROUBLESHOOTING

5.1 Common Issues and Solutions

- **Device Not Powering On:**
 - Check that the power cord is securely connected to both the device and a working electrical outlet.
 - Verify the power outlet is functional.
- **Connectivity Problems (Network/USB):**
 - Ensure network or USB cables are properly connected.
 - For network issues, verify network settings on the device and ensure the network is operational.
 - For USB, ensure drivers are correctly installed on the connected computer.
- **Poor Scan Quality or Color Inaccuracies:**
 - Clean the scanner glass and ADF rollers as described in the Maintenance section.
 - Perform a scanner recalibration if color issues persist (e.g., blue tint on color scans).
 - Adjust scan resolution and color settings on the touch screen.
- **Paper Jams:**
 - Remove all paper from the ADF or flatbed.
 - Carefully open any access covers to locate and remove jammed paper.
 - Ensure paper is loaded correctly and within specified limits.
- **Touch Screen Unresponsive:**
 - Restart the device by powering it off and on.
 - If the issue persists, contact HP Customer Support.

6. SPECIFICATIONS

| | |
|---------------------------------------|---|
| Model Name | 9250c |
| Scanner Type | Flatbed scanner; Automatic Document Feeder (ADF) |
| Input Type | Color |
| Media Feeder Type | Autoload |
| Feeder Capacity | 50 sheets |
| Maximum Scan Size | 8.5 in x 14 in (Legal) |
| Scanner Interface | USB; Ethernet (10Base-T/100Base-TX) |
| Resolution | 600 dpi |
| Color Depth | 24 bpp |
| Product Dimensions (W x D x H) | 17.8 x 28.5 x 13.4 inches |
| Item Weight | 62 pounds |
| Power Requirements | Input voltage: 100 to 240 VAC, 50/60 Hz |
| Wattage | 98 watts |
| Minimum System Requirements | Windows 2000 Professional, Server, Advanced XP Server 2003, 2003 Enterprise |

Note: Dimensions and weight are approximate and may vary slightly.

7. WARRANTY INFORMATION

The HP 9250C Digital Sender typically comes with a **one-year on-site warranty** covering all hardware accessories and software. For specific terms and conditions, please refer to the warranty documentation included with your product or visit the official HP support website.

8. CUSTOMER SUPPORT

For technical assistance, service requests, or additional product information, please contact HP Customer Support. You can find contact details, FAQs, and driver downloads on the official HP website:

[Visit HP Support Website](#)

When contacting support, please have your product model (9250c) and serial number ready.