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› [HP ScanJet Pro 2500 f1 Flatbed Scanner \(L2747A\) Instruction Manual](#)

## HP L2747A

# HP ScanJet Pro 2500 f1 Flatbed Scanner

Model: L2747A

## INTRODUCTION

The HP ScanJet Pro 2500 f1 Flatbed Scanner is designed to enhance productivity for routine scanning tasks. This compact device automates workflows with fast, two-sided scanning capabilities, a 50-page Automatic Document Feeder (ADF), a 1,500-page daily duty cycle, and convenient one-button shortcuts. It also allows for quick capture and editing of text from documents.

## WHAT'S IN THE BOX

Upon unboxing your HP ScanJet Pro 2500 f1, verify that all the following components are included:

- L2747A HP ScanJet Pro 2500 f1 Scanner
- HP ScanJet Pro 2500 f1 Flatbed Scanner Engine
- Install Guide
- HP Scan Software & Drivers CD
- HP Bonus Pack Software CD
- Supporting flyers
- Cushions
- USB cable
- Power adaptor
- Power cords

## SETUP

Follow these general steps to set up your scanner:

1. **Unpack the Scanner:** Carefully remove all components from the packaging.
2. **Connect Power:** Connect the power adaptor to the scanner and then to a power outlet using the provided power cords.
3. **Connect to Computer:** Use the supplied USB cable to connect the scanner to your computer.
4. **Install Software:** Insert the HP Scan Software & Drivers CD into your computer's optical drive and follow the on-screen instructions to install the necessary software. Alternatively, download the latest drivers and software

from the official HP support website.

5. **Power On:** Press the power button on the scanner to turn it on.

## OPERATING THE SCANNER

The HP ScanJet Pro 2500 f1 offers versatile scanning options:

- **Automatic Document Feeder (ADF):** Boost productivity with fast, two-sided scanning. The 50-page ADF can produce up to 40 images per minute. It supports scanning pages up to 8.5 x 122 inches (21.6 cm x 309.9 cm).
- **Flatbed Scanning:** Use the flatbed for scanning bulky media, delicate documents, or items that cannot be fed through the ADF.
- **Instant-on Technology:** Begin scanning quickly without waiting for warm-up.
- **One-Touch Scanning:** Streamline routine work by creating one-button, custom settings for recurring scan jobs.
- **HP Scan Software:** Define scan profiles for common document types and scan to multiple destinations. Quickly share or archive scans directly to popular cloud destinations.
- **Image Quality:** Get sharp, true-to-life scans of documents, graphics, and photos with up to 1200 dpi resolution.
- **Editing Tools:** Easily edit and organize documents and photos with a full suite of feature-rich software. Accurately capture text from documents for easy editing with HP Scan and I.R.I.S. Readiris Pro OCR software.

## MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your scanner:

- **Cleaning the Glass:** Use a soft, lint-free cloth lightly dampened with glass cleaner to wipe the flatbed glass. Avoid abrasive cleaners.
- **Cleaning the ADF:** Periodically clean the rollers and separation pad in the Automatic Document Feeder to prevent paper jams and ensure smooth feeding. Refer to the detailed cleaning instructions in the full user manual for specific steps.
- **Exterior Cleaning:** Wipe the exterior of the scanner with a soft, dry cloth.

## TROUBLESHOOTING

If you encounter issues with your scanner, consider the following common solutions:

- **Scanner Not Recognized:** Ensure the USB cable is securely connected to both the scanner and the computer. Verify the scanner is powered on. Restart your computer if necessary.
- **Paper Jams:** Open the ADF cover and carefully remove any jammed paper. Ensure paper guides are properly adjusted for the document size.
- **Poor Scan Quality:** Clean the flatbed glass and ADF rollers. Adjust scan resolution settings in the HP Scan software.
- **Software Issues:** Ensure you have the latest drivers and software installed. Reinstall the software if problems persist.

For more detailed troubleshooting, refer to the comprehensive user manual or contact HP support.

## SPECIFICATIONS

Product Dimensions	13.8 x 17.8 x 4.8 inches
Item Weight	9.5 pounds

<b>Model Number</b>	L2747#BGJ
<b>Scanner Type</b>	Document
<b>Brand</b>	HP
<b>Model Name</b>	ScanJet Pro
<b>Connectivity Technology</b>	USB
<b>Resolution</b>	Up to 1200 dpi
<b>Wattage</b>	4.73 watts
<b>Color Depth</b>	24-bit
<b>Standard Sheet Capacity (ADF)</b>	50
<b>Greyscale Depth</b>	8-bit

## WARRANTY AND SUPPORT

The HP ScanJet Pro 2500 f1 Flatbed Scanner comes with a **one-year limited hardware warranty**. For technical assistance and support, HP offers **24-hour, 7 days a week Web support**. Please visit the official HP support website for further details and contact options.