HP Designjet Scanner
how do I...?
the problem is...
tell me about...
alphabetical index
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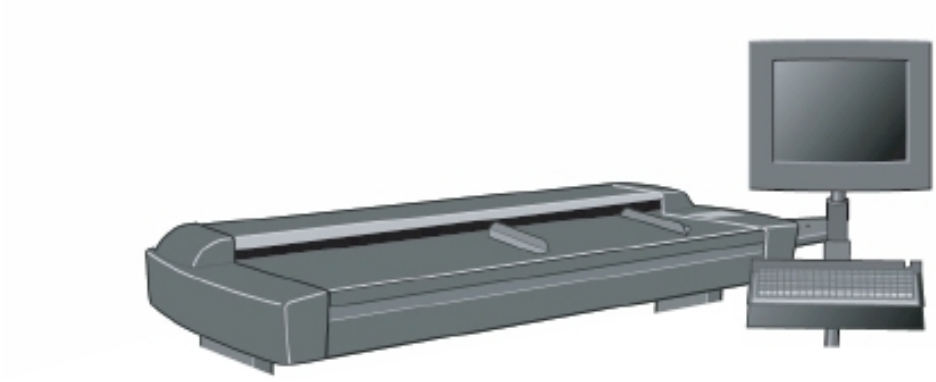
welcome to the HP Designjet Scanner

This help system will present all you need to know to use your HP Designjet Scanner.

Information is organized in three major categories; use the navigation block on the left side of each topic to select one.

See "Getting Started" for instructions on setting up your system before making your first copy.

See also "how do I optimize for color accuracy" for instructions on ensuring the best color quality in your copies.



Getting Started

Contains the steps necessary for setting up the system before making your first copy. Includes instructions for printer setup, preliminary maintenance and media profile creation.

getting started with your HP Designjet Scanner...

how do I...?

...helps you carry out procedures, like loading media, making copies, or maintaining your scanner.

...how do I...?

the problem is...

...helps you solve problems that may occur while copying/ scanning.

...the problem is...

tell me about...

...contains reference information about your scanner.

...tell me about...

There is also an alphabetical index, accessible from the navigation block, to help you find topics quickly.

From the navigation block, you can access information on the services and solutions offered on the HP Designjet Online Web site.

You can also refer to the Quick Reference Guide that came with your scanner for basic routine procedures.

For user information on your HP Designjet printer refer to the documentation that came with the printer.

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how do I... ? (some step-by-step procedures)

< To the help welcome page

1. How do I make copies?
(quick copying, selecting templates, input/output size, scaling, select media profile, quality, batch, save a duplicate...)

1. How do I scan to file?
(general steps, original templates, input size, resize, scaling, resolution, quality, batch...)

1. How do I print from files?
(print from files, set up and maintain a print list, delete files from computer...)

How do I manage files on the system?
(browse files, move files, rename files, delete files, copy files, copy to CD/DVD...)

1. How do I use copy options and tools?
(previewing, copy number, layout, alignment, print queue...)

1. How do I customize my copy tools?
(creating original templates, size presets, creating media profiles...)

1. How do I maintain/recover my system?
(maintenance, calibration, replacing parts, recovery, calibrate touch screen, restart, shut down...)

1. How do I set up the system?
(scanner setup options, preferences, interface options, accounting, network connect, printer install, date and time, language...)

1. How do I scan/copy thick media?
(copy/scan thick media, change insertion slot height)

how do I make copies?

Select a topic...

...make copies

...select an original template

...set the input size

...set the output size

...select a media profile

...set the copy quality

...optimize for color accuracy

...set a scale factor

...set the printer media width

...copy whole batches of originals

...collate copies

...how do I save (to file) a duplicate of my copy?

how do I scan to file?

Select a topic...

...scan to a file

...select an original template

...set scan resolution

...set scan quality settings

...set the original's size (input size)

...use the Resize option to determine output size

...set the output size

...set a scale factor

...scan to a DVD or a CD

...scan to and access a network folder

...scan-to-file whole batches of originals

...save (to file) a duplicate of my copy

...manage image files on my system

...set for automatic naming of files.,,

how do I print from files?

Select a topic...

...print from files

... set print from file quality

...set up a print list

...maintain the print list

how do manage files on the system?

Select a topic...

...manage image files on my system

...access a network folder...

...browse, preview and select files in the file management dialog

...Copy image files...

...Move image files...

...Delete image files...

...Rename image files...

...create a new file folder...

...Add image files to the print list...

...copy files to a writable CD/DVD

how do I use copy options and tools?

Select a topic...

...use the previewing tools

...set the number of copies

...print on multiple printers

...use nesting

...use paneling

...automatically align the image

...view the print queue

...set the output margins

...input in portrait and output in landscape?

how do I customize my copy tools?

Select a topic...

...define an original template

...create a custom scale size

...create a custom paper size preset (Input size and Output size)

...create a media profile

how do I maintain/recover my system?

Select a topic...

...maintenance procedures

... replace scanner parts

...replace the glass plate

...replace the white background platen

...replace the scanner lamp

...replace the air filters

...set the scanner system power up/down timer

...recover the system

...calibrate my touch screen

...restart the system

...shut down the system

...defragment my disk

...create and retrieve data files for support/debugging

how do I set up the system?

Select a topic...

...set preferences

...set paper load - Auto or Manual

...set media offset

...set extended thickness correction settings

...change the default Administrator password

...connect to a network

...make network settings

...access shared files from another computer

...automatic power up/down

...create/delete/disable an account

...select/activate an existing account

...change the interface language

...install printer and printer drivers

...set date and time

...enable storage of network connections

how do I copy and scan thick media?

Select a topic...

...copy/scan thick media

...change insertion slot height (thick media scanning)

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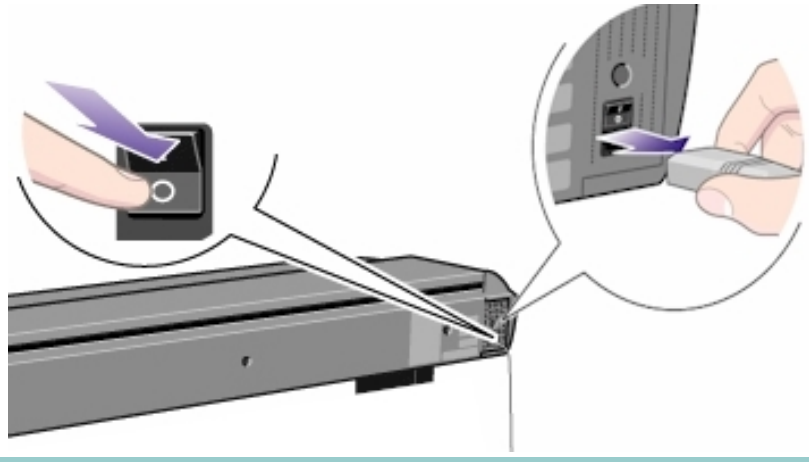
how do I... maintenance procedures

Maintenance procedures should all be performed in a single maintenance session, starting with Cleaning the scan area and ending with Camera alignment and calibration.

It is recommended to perform the scanner maintenance procedures at least once per month.

cleaning the scan area

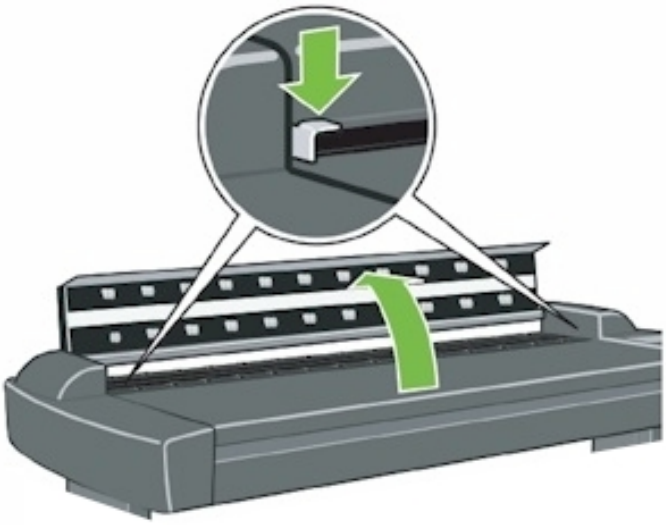
1. Turn the scanner power off and Disconnect the scanner power cable.



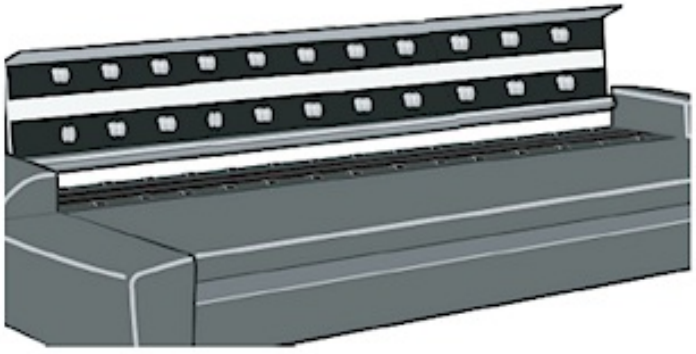
2. Open the scanner cover.

- Push down on the two lever buttons found near the insertion slot on each side of the scanning area lid. The scanning area lid locking mechanism should now be disengaged.

4. As you hold both lever buttons down, place your free fingers in the insertion slot and flip the scanning area lid open.



3. The scanning area is now exposed for cleaning.

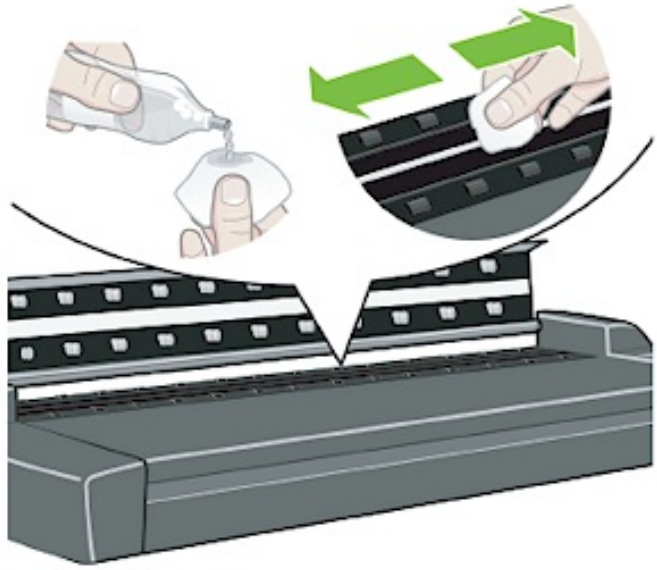


3. Gently wipe the glass plate.

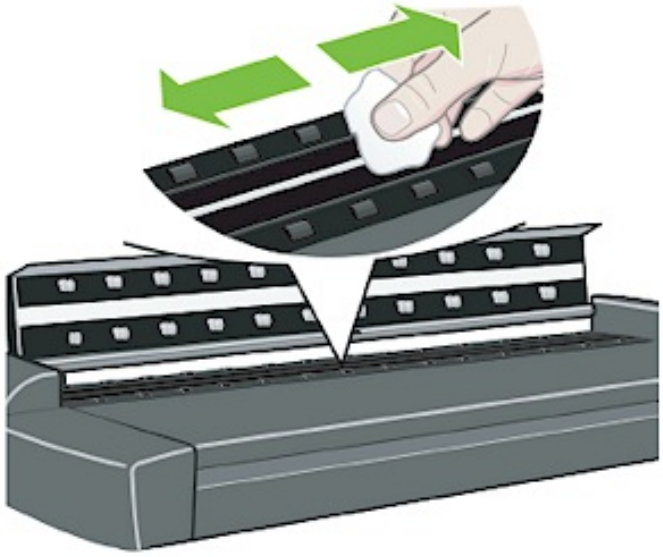
   Clean the glass with a lint-free cloth and a mild, streak-free, glass cleaner.

Caution: do not use abrasives, acetone, benzene, or fluids that contain these chemicals. Do not spray liquids directly onto the scanner's glass plate or anywhere else in the scanner.

Caution: the lifespan of the glass plate depends on the paper types that pass across it. Abrasive papers such as mylar may cause premature deterioration, in which case the replacement of the plate is the customer's responsibility.



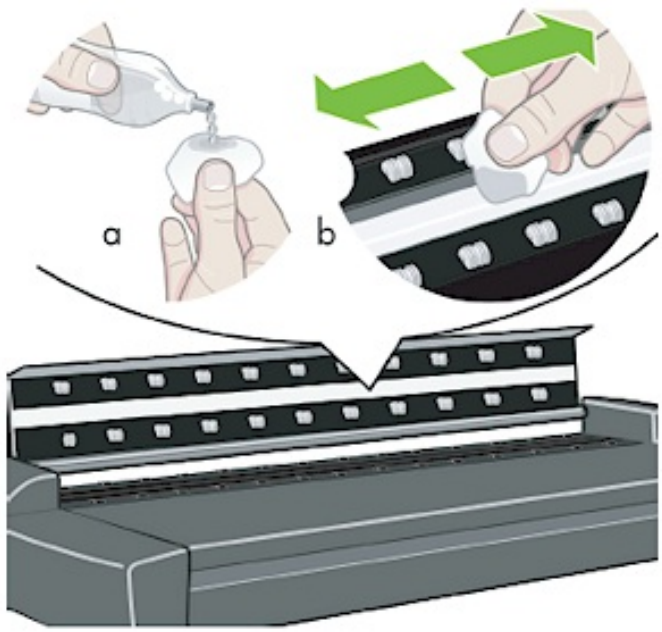
4. Dry the glass completely using a separate clean, dry lint-free cloth like the one provided with the maintenance kit.



5. Clean the white background platen.

   The pressure-platen with the white-background-platen (white metal area) is fixed in the scanning area lid. Hold the lid open as you clean. Warning - do not attempt to remove the white background platen for cleaning it. Removing the white background platen is only necessary when replacing it.

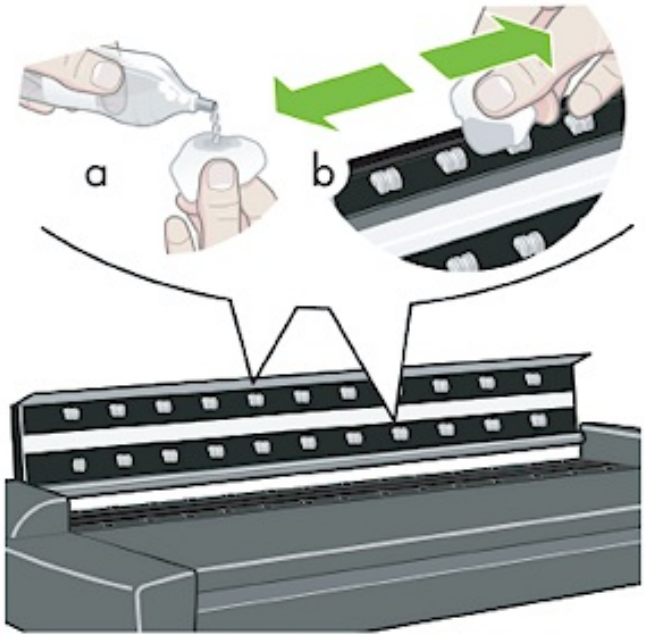
   Wipe the white area with a lint-free cloth and a mild, streak-free, glass cleaner. Apply the cleaner to the cloth and first and then wipe the platen's white area.



6. Clean the upper and lower transport rollers and surrounding area.

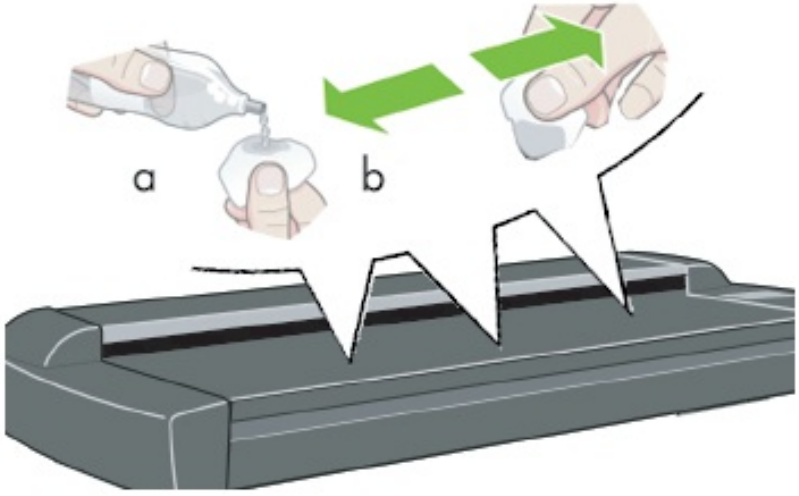
   Wipe the rollers with a lint-free cloth and a mild, streak-free, glass cleaner.

Caution: do not use abrasives, acetone, benzene or fluids that contain these chemicals.

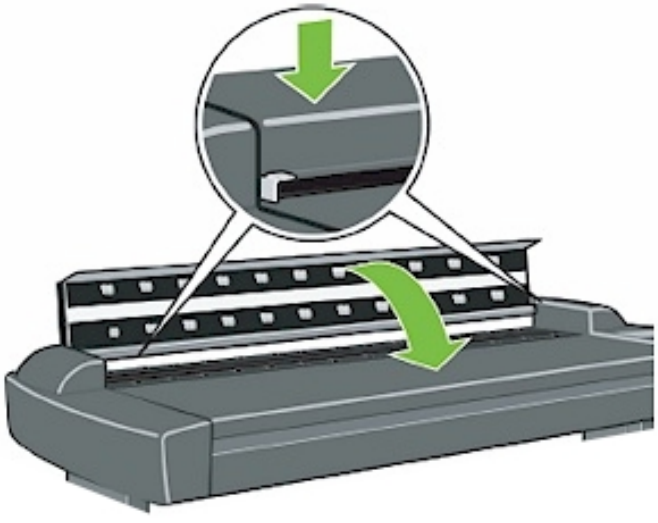


7. Dry the white background platen, transport rollers and surrounding area fully using a separate clean, dry lint-free cloth.

8. Clean also the scanner surface so dirt and dust are not dragged into the scan area with the original.



9. Close the scanner cover. The locks will reengage.



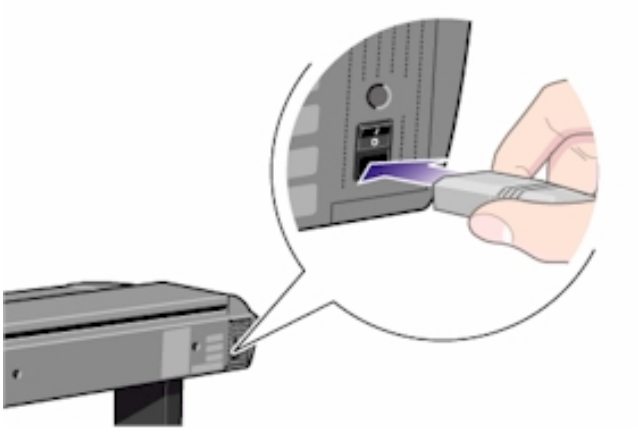
Now continue with the Camera alignment and calibration procedure.

camera alignment and calibration

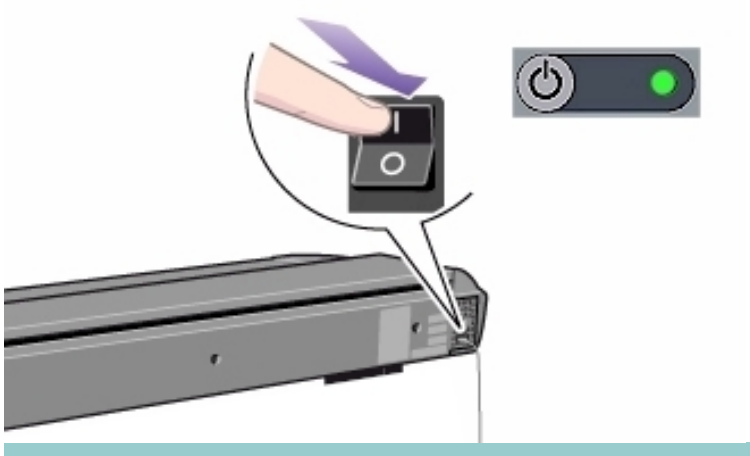
Before you align and calibrate the cameras, make sure that you have gone through the first process in scanner maintenance: cleaning the scan area. An unclean scanning area will give you imprecise calibration results.

Camera alignment and calibration is a fully automatic process that you only need to activate through the wizard and then leave to run on its own.

1. Connect the scanner power cable.



2. Power ON the scanner.

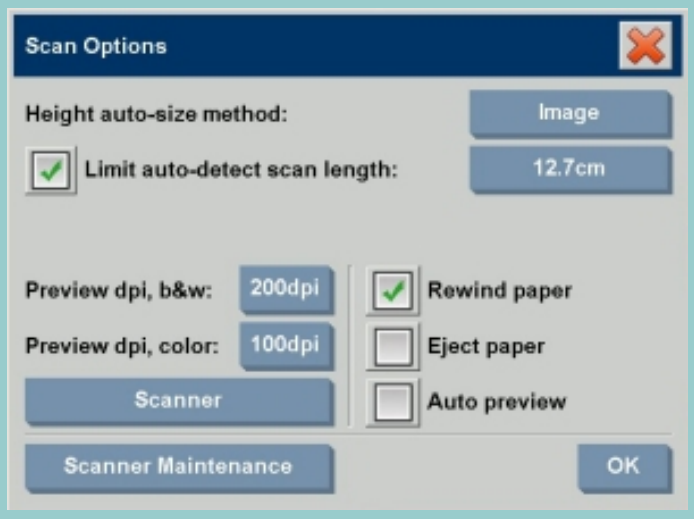


3. The scanner should be warm.

Make sure that the scanner has been turned on for at least one hour prior to camera alignment and calibration. Slight light intensity changes and camera shifting can occur just after turning the scanner on and the warm-up time will ensure that light conditions and camera heights have stabilized.

4. Select the Setup tab.

5. Press the Options button. Select Scanning



6. Press the Scanner Maintenance button to start the Scanner Maintenance wizard.

The maintenance wizard will guide you step by step through the whole maintenance process: Camera Alignment, Stitching, and Calibration.

7. Insert the Maintenance Sheet that came with your system.

The wizard will ask you to insert the Maintenance Sheet that came with your scanner. The sheet's printed side must be inserted face down. Align the midpoint arrow with the scanner's midpoint arrow and feed the sheet into the scanner.

8. When maintenance is completed, remove the Maintenance Sheet from the scanner and return it to its protective cover and then place it in the storage folder. Store the folder in a dry place and out of direct light.

See also:

...tell me about scanner maintenance

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how do I make copies?

Follow the instructions below for making copies. In many cases, the basic options will already be set and you won't have to change them.

If you are copying a freshly printed document, make sure that it has dried completely before placing the document in the scanner insertion slot. If it is not dry, you could damage your plot and dirty the glass plate on your scanner.

Remember to set your printer media width in your copy system software. See How do I set the printer media width?

WARNING

About cancelling copies:

Use the Stop button to cancel current copy jobs. Do not attempt to stop the copy on the printer. The scanner will not know that the copy job was cancelled and will continue to scan all the way to end of the defined input length.

to make copies...

1. Load the original - Place the document face down with the intended top edge forward in the scanner insertion slot. Load your original into the scanner at the scanner's center. Use the center arrow for correct positioning.

2. Slide the document gently into the insertion slot until you feel it pulled into the start position.

3. In the Copy tab, select Color or B&W (black and white) copying — this determines the Type of original.

4. Select your Type of original template.

5. You can set copy quality through the Quality button. See instructions.

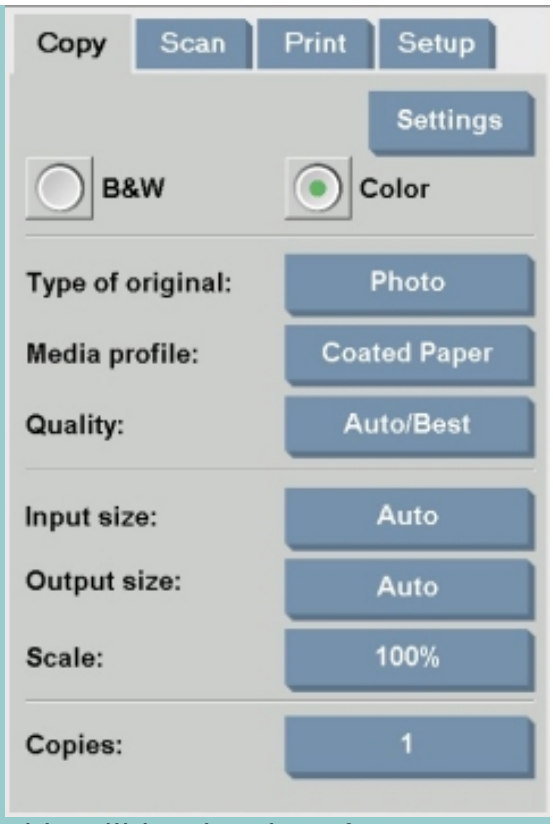
6. Select your Media

Profile.

7. Set the Input size.

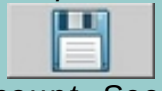
Usually this will be equal to the size of your original. You can let the scanner detect the document's size.

8. Set the intended Output size of your copy.

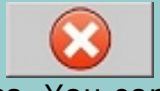


For making one-to-one copies, this will be the size of your original.
You can also use Scale to determine the copy's size.

9. Press the Copy button.

If a new Account has been created, every time you press the Copy button *or the Scan to file button*  *the Account dialog list opens for you to select an account. See:* ...tell me about accounting

You can preview the image before printing. The preview will give you a "What You See Is What You Get" (WYSIWYG) picture of your copy. Press the Preview button to load a preview of your copy.

You can use the Stop button  if you need to cancel/ abort as running copy process. You can also use it to cancel a preview of an image file while it is being loaded.

Press the Reset button to clear your own settings and reset the application to all of the scanner software's default values.

printing instructions

legal information

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how do I change the insertion slot height (thick media scanning)?

Your scanner has an Automatic Thickness Adjustment Control (ATAC) button on the operator's panel. You use the button to raise and lower the pressure-platen and thereby change the insertion slot height.

You can change the insertion slot height on your scanner from 2mm to 15 mm (up to 0.6"). Originals up to 2mm thick should be scanned with the pressure all the way down (normal position). Thicker originals will require you use the ATAC button to adjust for thick media.

When the insertion slot height is not in the Normal position, the following warning is displayed below the preview window on your touch screen:

Paper Guide in Extended Position

to change the insertion slot height...

1. Press the ATAC key on your operator's panel to set the scanner in ATAC mode.

   The Paper Ready Indicator blinks yellow indicating the scanner is in ATAC mode but not yet ready, i.e., the pressure-platen is not yet positioned on the thick original.

2. Press and hold the Paper Forward button (arrow up) to raise the pressure-platen until there is room to insert the thick original. Then Insert the thick original evenly for a straight scan path

3. Press and hold the Paper Reverse (arrow down) key to lower the pressure-platen until you hear the pressure-platen stop.

4. The Paper Ready indicator will turn yellow (stop blinking) when the pressure-platen is positioned correctly and is ready for thick media scanning. The scanner will automatically leave the ATAC mode, which means that the Paper Forward and Paper Reverse buttons will return to their normal functionality for moving the original forwards and backwards.

To return the insertion slot height to its *Normal* position:

1. Remove the thick media, press the ATAC button and then the arrow down button.

2. When the platen is returned to its *Normal* position, the warning *Paper Guide in Extended Position* disappears and the Paper Ready indicator will stop blinking.

3. The scanner will automatically leave the ATAC mode, which means that the Paper Forward and Paper Reverse buttons will return to their normal functionality for moving the original forwards and backwards.

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how do I copy/scan thick media?

Follow the guidelines below for problem free scanning of thick media.

First you must adjust the insertion slot height to accommodate your thick media. See:

...how do I change the insertion slot height?

Scanning thick media will require enlarging the insertion slot and this can affect the scanner's automatic control of border lines between the cameras, called Stitching. Instructions for compensating for this follow below.

to copy thick media..

1. Change the insertion slot height to fit the original as described in ...how do I change the insertion slot height?.

2. Make a test scan.

Bulky thick media need to be supported with both hands both into and out of the scanner.

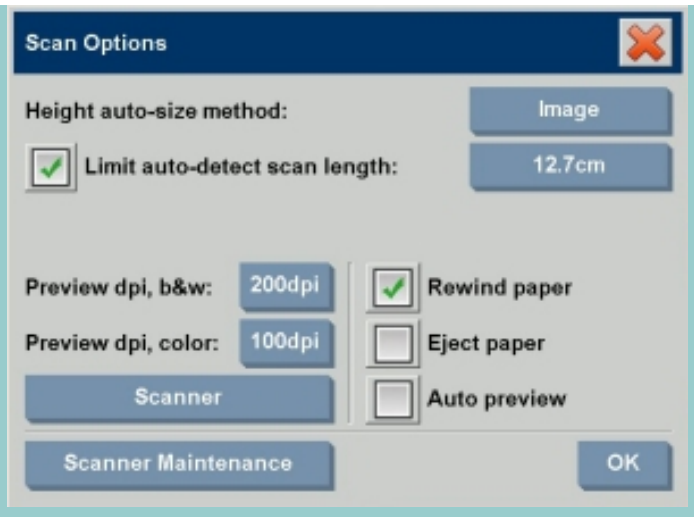
Stitching errors will be easiest to see on an image with one or more clear diagonal lines.

Normally, only stiff media will affect stitching. Flexible media will usually be stitched correctly regardless of thickness.

If the lines seem uneven, do the following:

3. Select the Setup tab.

4. Select Options > Scanning.



5. Select the Scanner button.

6. Select Setup.
7. Select the Extended Thickness tab.
8. Check the box labeled Use extended thickness paper handling.
9. Change the value for each of the scanner's cameras — normally, only positive values should be used.
10. Make test scans and readjust the values until you are satisfied that the lines are stitched correctly.
11. Click OK to accept your settings.
12. Repeat the above steps until you are satisfied with the results.

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how do I select an original template?

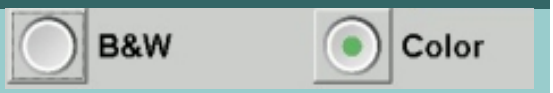
The Type of Original template defines the original you wish to input. Type of Original templates are used for both copy and scan-to-file jobs (Copy tab and Scan tab).

See also:

...tell me about original templates

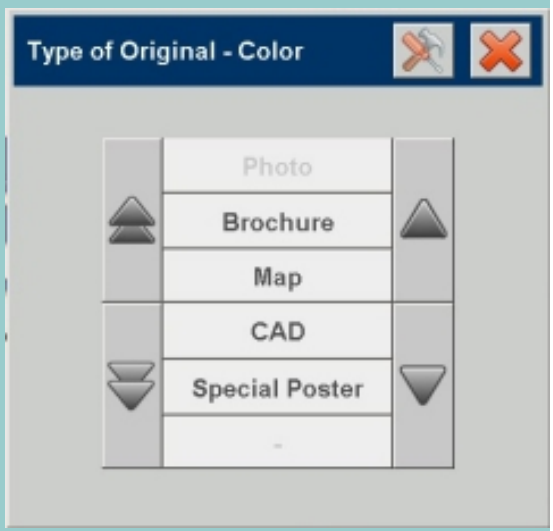
to select a type of original template...

1. Select B&W or Color
   Your selection will determine the Type of Original templates displayed in the next steps.



2. Press the Type of original button.

3. Select from the list a Type of Original template that best describes your current input. The Type of Original templates displayed depend on if you selected Color or B&W in step 1.



See also:

...to define an original template...

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how do I define an original template?

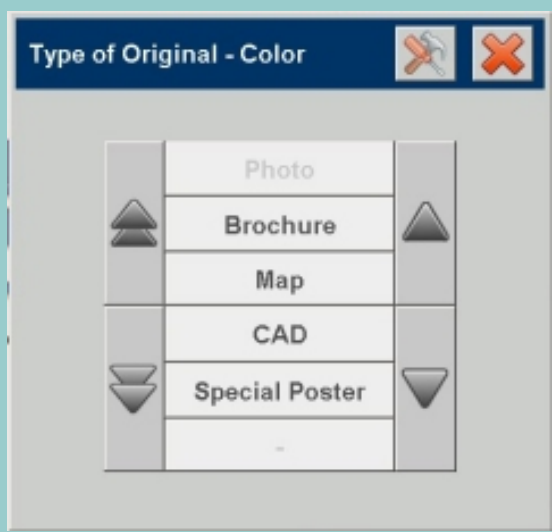
Adjustments to a Type of Original template's settings will normally be discarded when you close the program. You can however choose to save them as a new custom Type of Original template. Type of original templates apply for both copying (Copy Tab) and scan to file (Scan tab).

to define an original template...

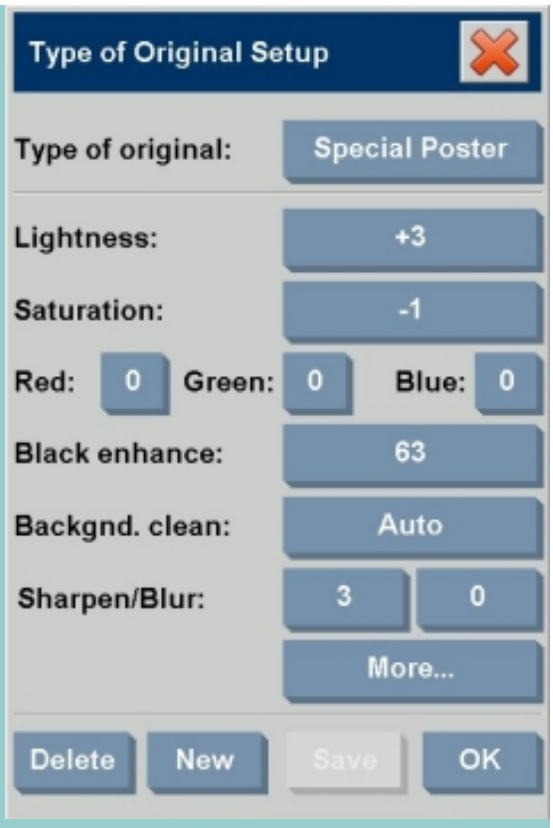
1. Press the Copy tab or the Scan tab.

2. Set the copy mode to Color or B&W.

3. Press the Type of original button to open the Type of original (template) menu.



4. Use the Tool button to open the Type of original Setup dialog.



If a preview of the copy is currently loaded, the Type of original Setup dialog will start up with the Image Filter Preview and split screen for on-line assessment of your change's effects.

5. After having made your settings and ensuring that they work well with the current original, press the New button.

For information on template settings, see:
...tell me about original template settings

The top preview panel illustrates changes to the image after modifying your template settings.

6. Enter the name for your new template. Select a name that represents the type of copy job you are working with, such as "Fruit Photos".

7. Press the Save button to create the new Type of Original template.

Your new Type of Original template will be added to the list of those already available. You can start with one of the predefined Type of Original presets that is closest to your original, save it under a new name and then change it to fit your specific needs. Use the preview to test your settings.

If you have changed your settings for the current Type of Original template pressing the OK button will accept the values but they will only be used for the current copy job. The next

time you call up the template, it will have regained its old settings.

8. Press the Save button when you are finished.

9. Press OK to confirm.

See also:

...to select a type of original template...

...tell me about original templates

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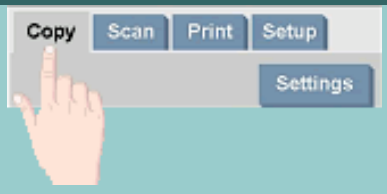
how do I set the input size?

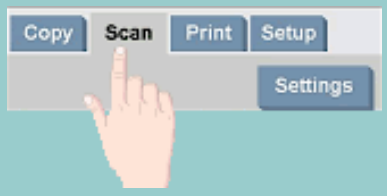
See also:

...tell me about the size settings

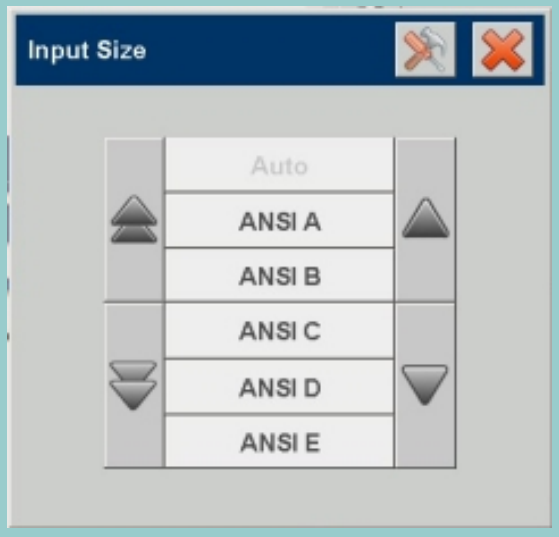
to select the input size...

1. Press the Copy tab if performing a copy job or Scan tab if performing a scan-to-file job.





2. Press the Input size button (Copy tab) or Size button (Scan tab) to open the input size menu.



You can use Auto size detection for input size, standard sizes or custom size presets. Press the dialog's Input size button to display the list of available sizes.

3. Select an input size or use the Tool button to open the Input size setup dialog.

4. To set the input size you can:

1. Specify the width and length. The original's width can be read off the ruler at the scanner's insertion slot.

1. Select Auto Width and/or Auto Length to let the scanner detect the physical input width and/or length of the inserted document.

1. Press the dialog's Input size button to display the list of available sizes.

Both Auto Width and Auto Length can be applied for total input size detection. Automatic size detection works through a prescan of the original and copying thus requires more time than with manual size settings.

5. Press OK to return to the main (Copy or Scan) settings.

You can also save your settings i a new Size Preset. See how do I create a custom paper size.

You can also use a scale factor to determine the output size. See:
...how do I set a scaling factor

See also:

...how do I set the output size?

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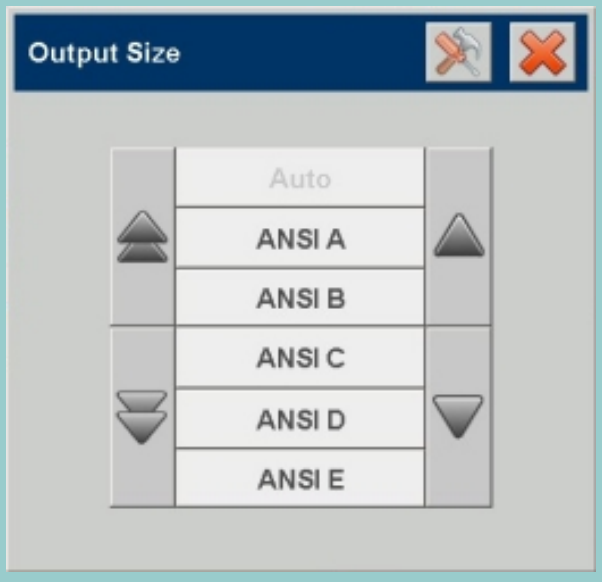
how do I set the output size?

See also:

...tell me about the size settings

to select the output size...

1. If in the Copy tab - Press the Output size button to open the Output size menu. If in the Scan tab, press Resize->Size.



You can use Auto size, standard sizes or custom size presets.

2. Select an output size or use the Tool button to open the Output size setup dialog.

3. To set the output size you can:

1. Select Auto if you want the program to take the input size and use it also as the output size for creating a 1:1 copy.

1. Select standard sizes from the list as your output size.

1. You can create custom sizes and save them as presets. You can specify the Output size by setting the Width and Length. Press the tool button to open the Output size setup dialog.

1. Note: When you select Auto for the Input Size and a specific Output Size, the Scale value will be set to Auto until the first preview after which the calculated Scale value percentage will be displayed. Input/Output sizes can also be set through the scale factor.

4. Press OK to return to the Copy tab.

You can also use a scale factor to determine the output size. See:

...scaling copies

See also:

...how do I set the input size?

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how do I set a scale factor?

to scale copies or images with scan-to-file ...

1. After making your input setting: If in the Copy tab press the Scale button. If in the Scan tab, press Resize -> Scale. These actions will display the list of standard or customized scaling factors predefined in your system.

2. Select the Scale value that fits your intentions. A Scale factor of 100% makes a 1:1 duplicate. Below 100% reduces the image and above 100% magnifies it.

3. If you need to define a new scale factor: select the Tool button to open the Scale setup dialog. Here you can manually set a scale factor with the Value button.

4. To save a new scale factor by adding it to the list of predefined scale factors - Press the New button to give the new scale factor a name and the Value button to enter its value. Press the Save button to add it to the list.

TIP: Make a fast miniature version of your big copy by setting the Scale factor to 25%.

NOTE: When you select Auto for the Input Size and a specific Output Size, the Scale value will be set to Auto by the scanner software until the first preview after which the calculated Scale value percentage will be displayed.

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how do I set the number of copies?

to set the number of copies...

Wide-format copy jobs can be time-consuming. This option allows you to leave the system working overnight or frees you to take care of other tasks.

1. Press the button labeled Copies in the Copy tab if you want to make more than one copy of the loaded original.

2. Enter the number of copies in the edit field.

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how do I use the previewing tools?

The Preview button loads a fresh preview of the copy each time it is selected.

The input image always uses the last settings made and the effects of the settings will be visible in the new preview. This feature allows you to fine-tune your settings as you watch them take effect before committing the copy to print.

how to...

...display the whole image...

...zoom in on a specific area...

...zoom out from a selected area...

...set one-to-one pixel viewing...

...resize the paper frame...

...move the image...

...position the paper frame...

...align the image...

to display the whole image...

You can use the Zoom All tool to view large format originals in the preview window. No matter what zooming level you start from, the Zoom All tool resizes the image so that it exactly fits in the preview window.

to zoom in on a specific area...

Use the Zoom In tool when you need to view details for making enhancement settings and for aligning. Zooming takes place immediately with the zoom axis in the center of the preview window. This means you may need to move the image to center on a specific area before zooming. This is done with the Move Image tool (see below). If you need to enlarge the image further, then continue to press the Zoom In button until you get the required level of detail in the view.

to zoom out from a selected area...

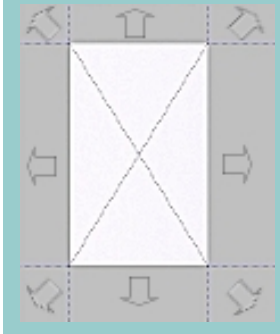
The Zoom Out tool decreases the image size in the preview window. If you need to decrease the image further, then continue to press the Zoom Out button until you get the required field of view.

one-to-one pixel viewing...

Use the 1:1 tool to view the image with one scanned pixel shown as one screen pixel. Note that the actual copy/scan may show additional details as the preview is a low-resolution view. The preview resolution can be set through Setup Tab -> Options -> Scanning. Instructions..

to resize the paper frame...

The resize paper frame tool lets you resize the paper frame interactively in the preview window.



When activated, the Resize Paper Frame Tool partitions the areas around the paper frame into sections. When a section is touched, the closest frame side or corner is resized to the new position. You can also drag the edges to resize the frame.

to move the image...

There are two ways to use the move image tool:

- Dragging: Dragging anywhere in the image window. Imagine you are gripping hold of the image and dragging it around inside the window.
- Centering: Touch a point on the screen and that point will then be centered in the preview window. The image shifts so that the point you selected becomes repositioned in the center of the screen. This method is especially useful when zooming in on image details. It lets you pick out important spots and center on them before zooming in.

to position the paper frame...

There are three ways to use the position paper frame tool:

- Dragging: Dragging anywhere on the screen. Imagine you are gripping hold of the frame and dragging it around over the image.
- Centering: Touch a point on the screen and that point becomes the new center for the paper frame. The frame shifts so that it positions itself with the point you selected directly in its center. This method is especially useful when you are making spot test strips for outputting on the printer. It lets you continuously and rapidly reposition the frame on important areas that you want tested.
- Dragging the edges: This will resize the paper frame and is an alternative to the Resize Paper Frame tool.

to align the image...

The original may have been inserted slightly off balance and appears crooked in the preview window. Correcting this does not mean you have to reload the original and start again.

Use the perfectly aligned sides of the paper frame as references when realigning.

- Press the Align Left tool to tilt the image left.

- Press the Align Right tool to tilt the image right.

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how do I set preferences?

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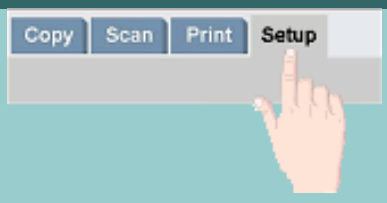
scan and user interface options

1. Press the Setup tab.



2. Press Options > Scanning for setting scanner related options.
   Press Options > General for setting user interface options.

For a description of these options see:

...tell me about the scan options

...tell me about the user interface options

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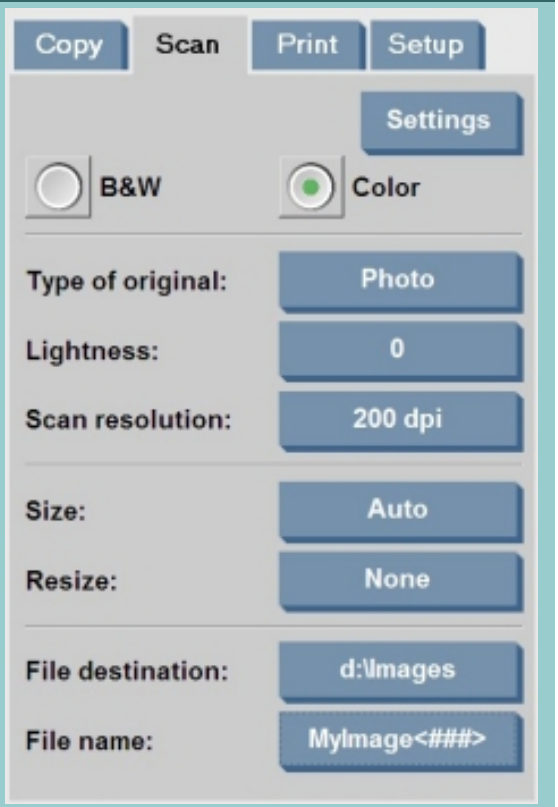
how do I scan to a file?

to scan to a file...

1. Place the document face down with the intended top edge forward in the scanner insertion slot. Load your original into the scanner at the scanner's center. Use the center arrow for correct positioning.

2. Select the Scan tab. Here you can set various characteristics of the scan. These are described in the following steps.



Output settings such as margins, layout, and media profile can be made later when you print the file.

3. Select Color or B&W scanning.

4. Select the type of original template that best describes your original. See also tell me about original templates for details on making additional special settings.

5. Set Scan Resolution. This is where you determine image quality. You can set a custom dpi value, auto (program determined based on the type of original), descreen (scanner's optical resolution) or turbo mode. See tell me about image quality settings for details.

6. Use the Size and Resize options to determine the dimensions of your scanned image. You can use Size: "Auto" and Resize: None to keep the original's size. See ... how do I set the input size and help on using the Resize option.

7. Set the destination folder and the filename. The filename can be composed of entered text and one or more automatic naming elements. A default filename is set by the program. To change the default name, press the File Name button and enter a new name.

   Automatic file naming elements - To enter an element, position your screen cursor in the name field and press the element insert button. You can use the following automatic file naming elements:

   Counter <###>- increasing number series. Press the Insert Counter button to add a counter to the file name. You can add "#" chracters in the brackets. The number of "#" characters defines the **minimum** number of digits that will be used. The system will always examine the destination folder and start numbering after the latest file name to avoid overwriting any files already there. The system will add digits if necessary.
   Example: if you enter as a file name: *dogimage*<###> the system, for each scan, will create files *dogimage001, dogimage002… dogimage999… dogimage1000…* and so on.

   Date <DATE>- The current date string in yyyymmdd format. Press the Insert Date button to add the current date to the file name.

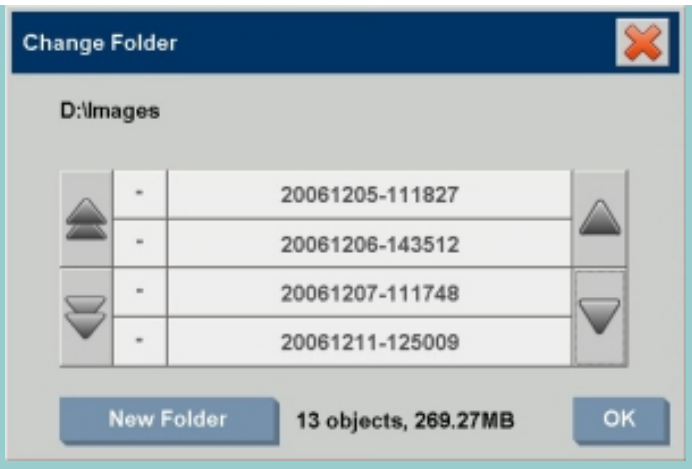
   Time <TIME> - The current time string in hhmmss format. Press the Insert Time button to add the current time to the file name.

   An example of the next expected file name will be displayed under the file name edit field so you can control your file name settings.

   Automatic file naming can be used with single file scanning but is especially useful with batch scanning.

8. To modify the output file format, press Settings > File Format. Various format options are available.

9. To modify the Folder group, press the File destination button.



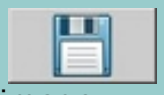
In the Change Folder dialog you can:

- use the arrows to select the folder on your disk.
- use the folder up button (marked "..") to move up a level.
- create a new folder in the current folder with the New Folder button.
- press a folder name to move your search to that folder's level.

Network destinations: Per default, the browse dialogs will display only local drives and folders. You can however add network locations to the system. Once added, you can use a network location and underlying folders as destinations for scan-to-file jobs. Read the help "how do I scan to and access a network folder?" for instructions.

Click OK in the Change Folder dialog when you have selected the destination folder for your file.

Shared Files: Files to be shared across the network should be placed in the D:\images folder. Once a file is saved in this folder it can be accessed throughout the network, from any computer running any operating system; see how do I access shared files.

10. Press the Scan to file button  to start the scan-to-file process and save the image.

Scan to a DVD or CD

You can also scan directly to a DVD or a CD. To do this:

1. Insert a blank DVD/CD in the panel PC drive

2. Press the File destination button. Navigate to the CD or DVD drive (E:) using the Change Folder dialog as described above.
3. Press the File Name button to give the file a name.
4. Press the Scan to file button
5. The system will use harddisk space to save the file and then automatically move the file to your DVD/CD. Wait until the progress bar indicates that the job is completed.
6. After scanning to the file, eject the dvd/cd.
7. The dvd/cd is written in compliancy with the ISO 9660 + Joliet Extension standard.
8. Supported media types for writing are: CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, DVD+R DL.

If a new Account has been created, every time you press the Copy button *, or the Scan to file button* *the Account dialog list opens for you to select an account. See:*
...tell me about accounting

Each file will be saved with the Scan tab settings that applied when you pressed the Scan to File button.

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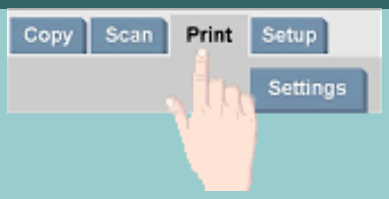
how do I print from files?

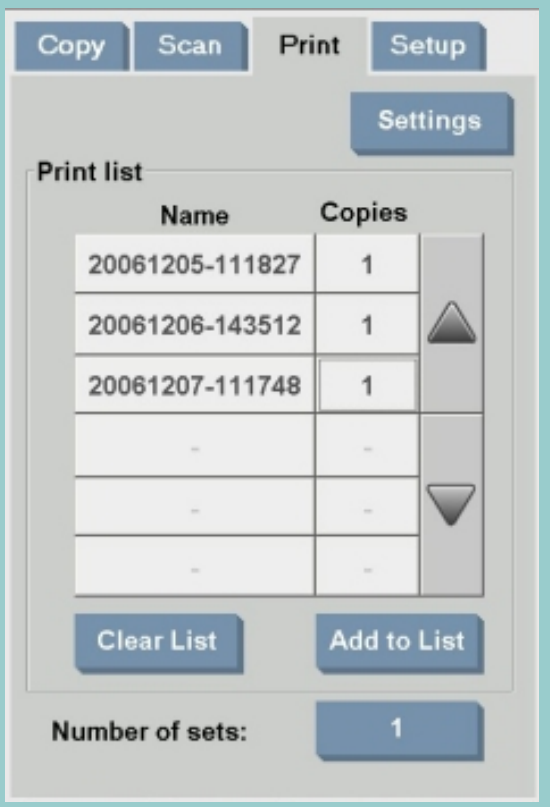
Printing your files is set up and controlled through a convenient Print List.

to print from files

1. Press the Print tab.



The Print list displays the files currently selected for printing. If the list is empty or it needs changing, then you will have to select files and build your list. See: ...how do I set up a print list?

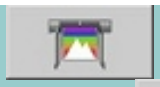


2. Press the Settings button to make your print from file quality settings. See instructions.

3. Check or change your current Setup tab settings. The current Setup tab settings such as Margins, Layout, Printer and Media Profile will apply to the whole print job.

4. Press the Print button to send the listed files to the printer.

If a new Account has been created, every time you press the

Print from File  *button, the Copy button* *, or the Scan to file button* *the Account dialog list opens for you to select an account. See:*

...tell me about accounting

The scanner software's Print from File *functionality is designed specifically for printing files created with the scanner software's Scan tab and is not recommended for outputting files from other sources.*

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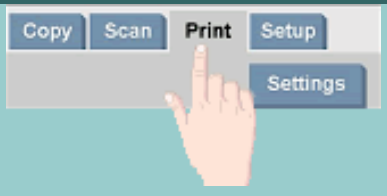
how do I set up a print list?

Printing your files is set up and controlled through a convenient Print List you access through the Print tab. This help section presents instructions for setting up your list and deleting files from your disk. See also:

...to maintain the print list... for instructions on applying settings to individual files on the list.

setting up the print list

1. Press the Print tab.



2. You can use the Clear List button to start afresh with an empty list.

3. Press the Add to List button to reach the system File Management dialog shown below:

Only a folder's image files will be shown.

4. You select files for addition to the print list by checking the box to the left of the file name.
NOTE: Only printable file formats (not PDF) can be

accessed through "Add to List".

5. Use "Select All" and "Unselect All" for multiple selections of files in the current folder.

6. See the help under to browse, preview and select files in the file management dialog for more instructions on selecting files.

7. You can also move, copy rename or delete files while you are creating your list. See the help under how do I manage image files on my system for more instructions

8. Click the OK button to add the checked files to the print list and return to the Print tab. In the Print tab you can see the print list with the files inserted.

You can always go back and add more files from other folders with the Add to List button.

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how do I maintain the print list?

to maintain the print list...

In the Print tab dialog, you can make settings that apply to the files in your list and the whole print job before committing the job to printing.

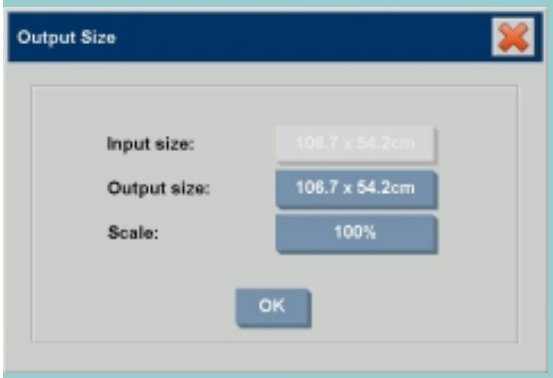
1. Set the number of copies for an individual file by pressing the Copies button to the right of the file name.

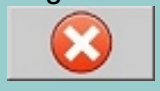
2. Set the number of times you want your whole list printed with the Number of sets button.

3. Select (press) a file name in the list to change the file's settings. The following context menu appears.

1. Remove: removes the selected file from the list (not from your disk).

- Output Size: selecting this option takes you to a dialog similar to the Input Size, Output Size and Scale button group found on the Copy Tab. The file's Input size is retrieved from information in your file and you have the option to rescale the original size in the output copy. Use Output size or Scale to resize the copy.



- Properties: displays the file's properties —full path with name, size, type and creation date. You can change the order of the file in the print list by pressing the dialog's Move up and Move down buttons. Check the Delete after print option if you want the scanner software to delete the file from your disk automatically.
- View: sends a preview of the file to the preview window. Previewing can be canceled midway by pressing the Stop button 

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how do I create / delete / disable an account?

The Accounting feature helps keep track of your Copy activities. Only one account (besides the Total account) can be active at a time. You can view the Scanning activity information for your account in the account dialog. The account name will follow a copy job to the printer and you can then reference the account name to view the account print information on the printer or network print server (if supported on printer model – see the printer's documentation).

NOTE: If the Administrator password has been setup and activated, you will be prompted to enter it before being able to rename, reset, create and delete accounts.

Select a topic...

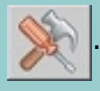
...to create a new account...

...to delete an account...

...to reset an account...

to create a new account...

1. Press the Setup tab.

2. Press the Account button. Press the Tool button  .

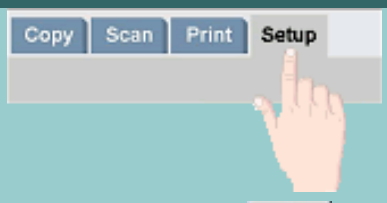
3. In the Accounting dialog, press the New button. Enter the administrator password if prompted.

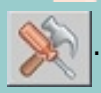
4. Enter and accept a name for your new account.

The new account will automatically become the currently active account. Every time you press the Copy button, or the Scan to file button the Account dialog list opens for you to select an account.

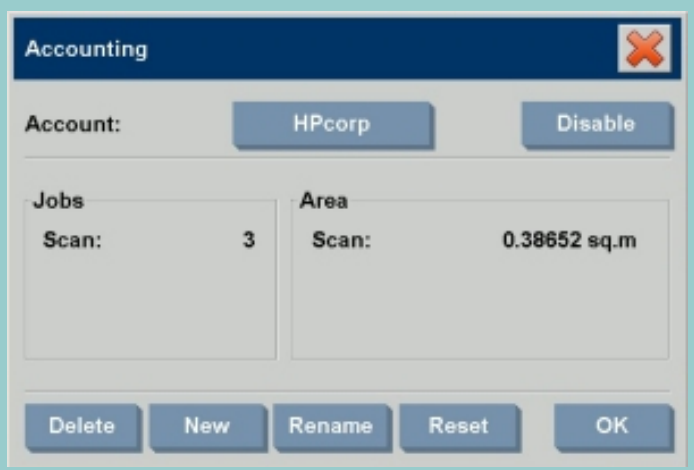
to delete an account...

1. Press the Setup tab.



2. Press the Account button. Press the Tool button  .

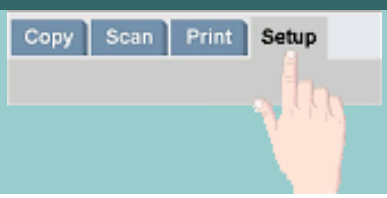
3. In the Accounting dialog, press the Delete button. Enter the administrator password if prompted.



4. Confirm deletion by pressing OK.

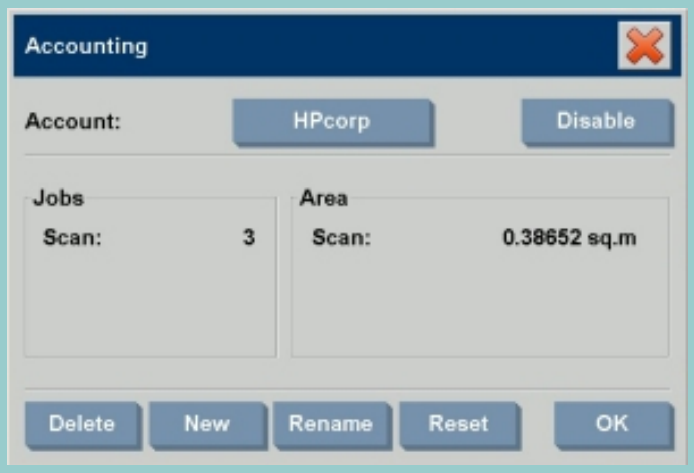
to reset an account...

1. Press the Setup tab.



2. Press the Account button. Press the Tool button .

3. Select the account name you want to reset.



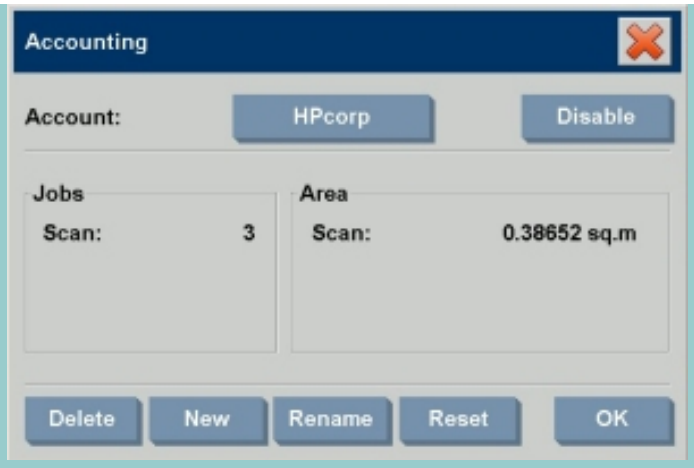
4. Select the Reset button. Enter the administrator password if prompted. .

to rename an account...

1. Press the Setup tab.

2. Press the Account button. If Setup tab > Options > General > Use quick select lists is selected, then press the Tool button .

3. In the Accounting dialog, press the Rename button. Enter the administrator password if prompted.



4. Enter the new name for the account and press OK.

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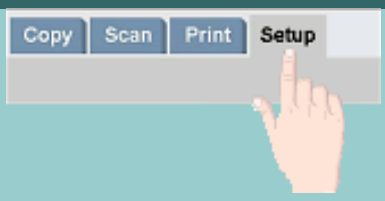
how do I select/activate an existing account?

Only one account (besides the Total account) can be active at a time.

to activate/select an existing account...

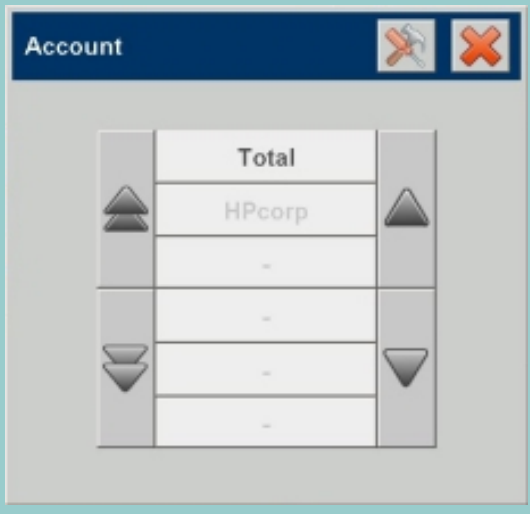
1. Press the Setup tab.

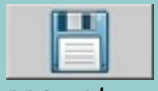


2. Press the Account button.

A list of existing accounts appears.

1. Use the arrows to scroll through the list and press on an account name to select it.



Every time you press the Copy button or the Scan to file button  the Account dialog list opens for you to select an account.

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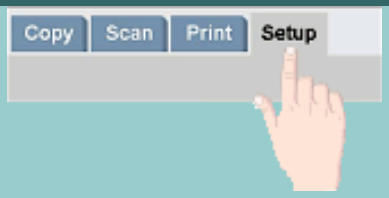
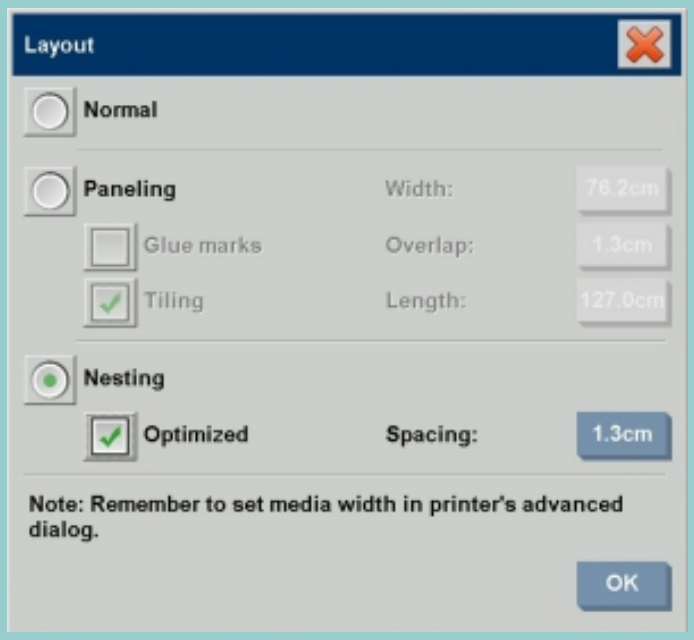
how do I use nesting?

to use nesting...

1. Select the Setup tab.



2. Select the Layout button.



3. Select the Nesting option.

4. Make your nesting settings.

5. Make your Copy tab and Setup tab settings (such as Type of original, Margins, Media profile) as with normal copies, or else select the files for copying from your print list.

For nesting to have a purpose, you will have chosen one of the multiple copy output functions:

- Copy tab: copies set to more than 1 copy.
- Printing multiple files/sets from the Print tab.

6. Press the Copy button (Print button when printing from file) to output your Nested copies.

When printing multiple sets, nesting is performed within each set but not between the sets. Each new set will be started on a new strip and thereafter nested individually.

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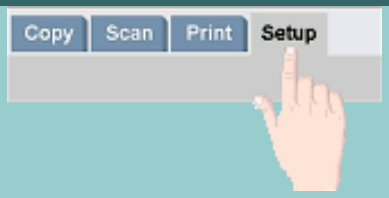
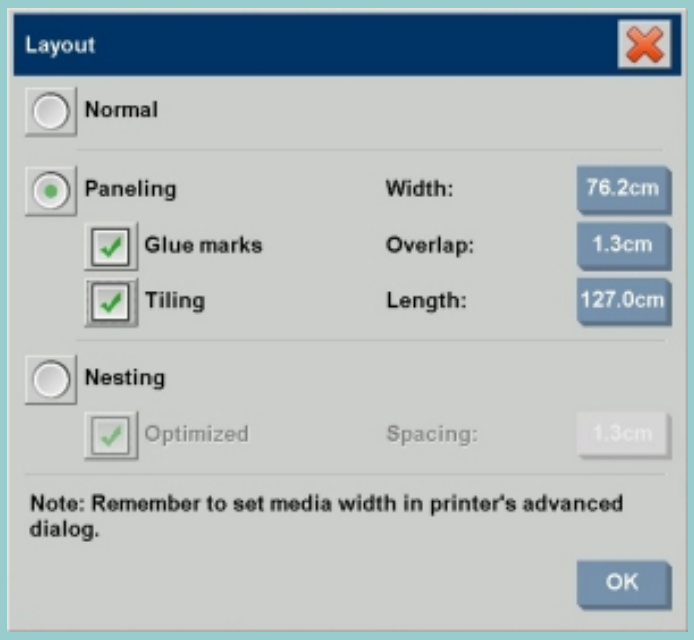
how do I use paneling?

to use paneling..

1. Select the Setup tab.



2. Select the Layout button to reach the Layout dialog.

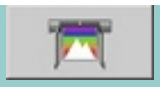


3. Select the Paneling option.

4. Make your paneling settings. Select the tiling option when you want to determine the length of each section and assemble multiple short sections vertically instead of connecting long whole image length sections. See tell me about paneling options for instructions on all the settings.

5. Set your large Output size in the Copy tab. Your Output size value is set to the size you want for the end result: that is, the size of the total image after the panels are assembled.

6. Make your Copy tab and Setup tab settings (such as Type of original, Input/Output Size, Margins, Number of copies, Media profile) as with normal copies.

7. Press the Copy button (Print button  when printing from file) to output your panels.

NOTE: Your Margins setting in the Setup tab will apply for the whole image after you connect the panels and not for each individual panel. Paneling can be used with both Scan-to-print copying and with Print-from-file copying through the Print tab.

See:

...tell me about paneling and tiling options

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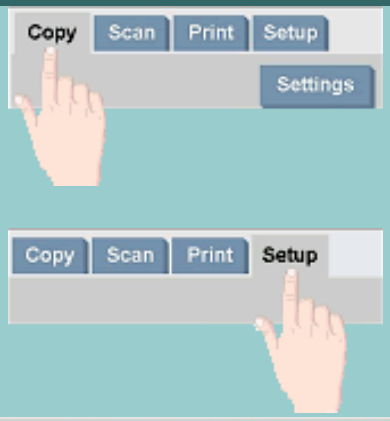
how do I select a media profile?

to select a media profile...

1. Select the Copy Tab or the Setup tab.



2. Select the Media profile button.
3. Select the media profile from the list.

NOTE**:** Some printers will only display media profiles for loaded or previously loaded media.

See also:

...how do I create a new media profile?

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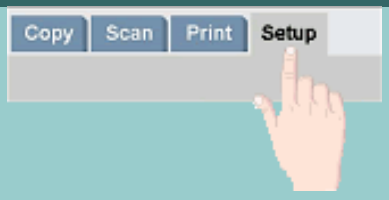
how do I create a media profile?

Before starting the following procedure, make sure that you have color-calibrated the scanner, and make sure that the media profile you intend to create is not already in the media profile list.

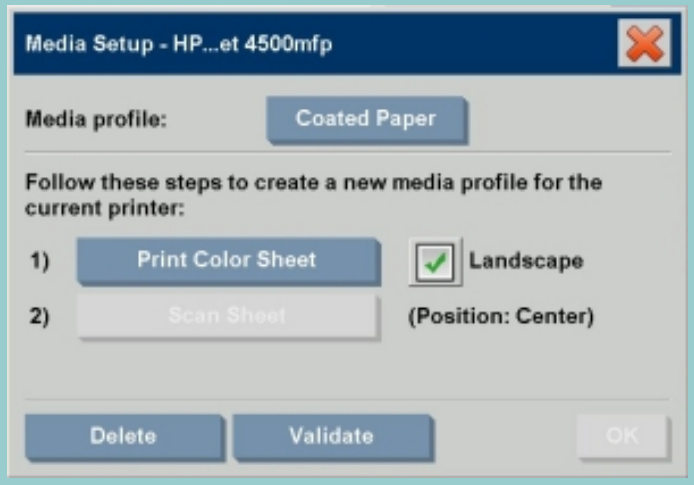
NOTE: With some printers you can only create media profiles for media actually loaded in the printer. These standard media types will be detected by the system and their names will appear in the list of media profiles. You can then select one of these and create a media profile for it as described below. Naming and renaming of media profiles is not possible with these printers.

to create a new media profile...

1. Press the Setup tab.

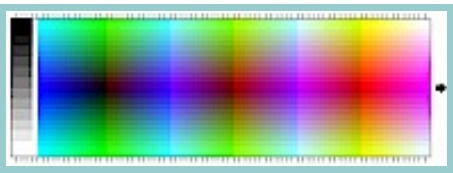


2. Press the Media Profile button and then the Tool button .
(Alternative path: Printer > Tool button > Media Profile)



NOTE: With some printers a Calibrate RIP option will be available in the dialog as the first step. Press the button and follow the on-screen instructions to use the function.

3. Press the Print Color Sheet button to print a color patch reference sheet.
(NOTE: Some printers will output a special test sheet just before the color sheet. You do not need to use the test sheet - only the color sheet. The color sheet looks like the image below:)



4. Load the color sheet into the scanner face down, aligning the sheet's arrow with the scanner's center arrow mark.

5. Press the Name and Scan Sheet button to assign a name to your new media profile. NOTE: Some printers work with standard media profile names that comply with standard media types and you cannot select your own name - the Name and Scan Sheet button is non-existent with these printers installed.

6. Press the Enter key to accept the new name and initiate a scanning of the color sheet.

The media profile will then be active and entered in the list of available media profiles.

You can use the Delete button to delete media profiles. Only user created profiles can be deleted.

You can use the Rename button to rename media profiles if needed.

NOTE: Some printers work with standard media profile names that comply with standard media types. On these printers, the Rename button is not available in the dialog.

You can use the Validate button to check that the media profile is valid for your combination of scanner and printer.

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solving problems

< To the help welcome page

1. The problem is with the scanner
   (flashing scanner lights)

1. The problem is a software system error
   (copy software, system, online help, error codes)

1. The problem is with the touch screen

1. The problem is with printing and with what is printed

the problem is with the scanner

Select a topic...

...diagnostics light is flashing

...wait light is flashing

...wait and diagnostics lights are flashing

...I get a scanner warning message

the problem is a software system error

Select a topic...

...no scanner found

...printing error message

...system failure

...wrong interface language

the problem is with printing and with what is printed

Select a topic...

...image is not printed - job held in queue

...image is cropped

...white space with nesting

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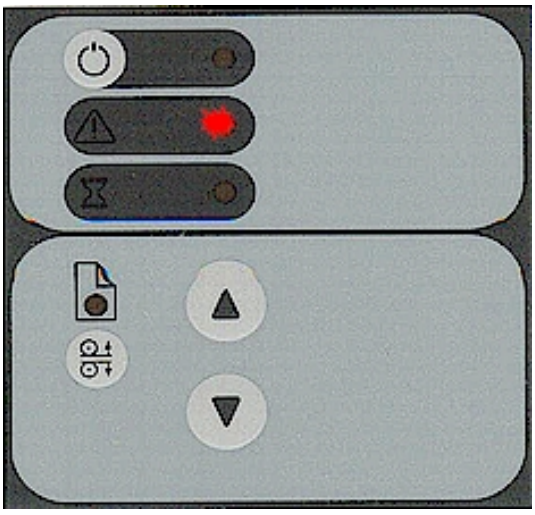
the problem is the diagnostics light is flashing



if the diagnostics light is flashing...

An error is detected by the built-in diagnostic.

1. The scanning area needs cleaning. For cleaning instructions see:

...how do I... maintenance procedures

2. If the Diagnostic light continues to flash after maintenance, then there may be camera position errors. See:

...tell me about hp customer care

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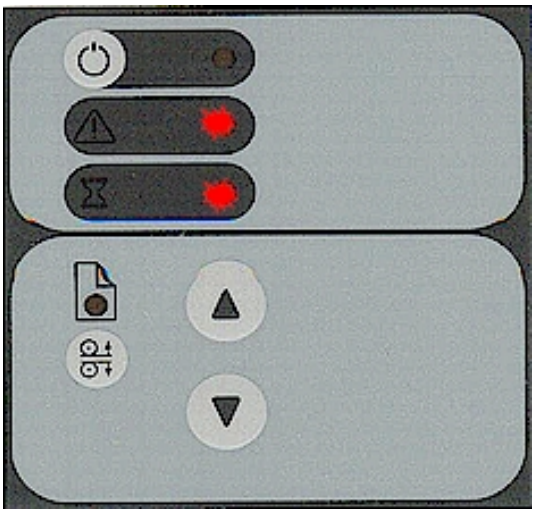
the problem is the wait and diagnostics lights are flashing



if the wait and diagnostics lights are flashing...

Simultaneous flashing by both the "Diagnostic" and the "Wait (Warm-up)" lights may mean that that the scanning area needs cleaning.

1. For cleaning instructions see:

   ...how do I... maintenance procedures

2. Restart the scanner after cleaning.

If the Diagnostic and the Wait lights continue to flash after cleaning and restarting, then there may be camera position errors. See:
...tell me about hp customer care

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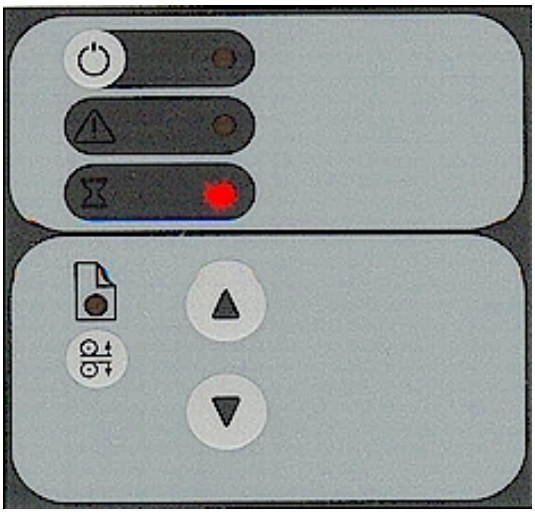
the problem is the wait light is flashing



if the wait light is flashing...

When the Wait light is flashing (and the Diagnostics light is off) re-adjusting is needed, but not possible.

1. Remove any original in the scanner.
2. Return the Original Pressure Platen to the normal position (also in this situation a scan may be issued, but the quality will be compromised).

When adjusting is again possible, the Wait light stops flashing, but continues to be on until the self-adjust is complete.

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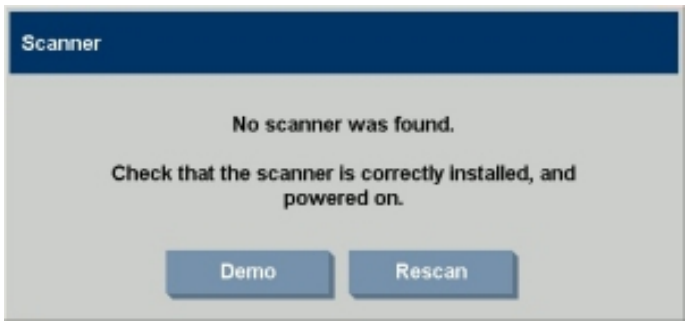
the problem is no scanner was found



if no scanner was found...

1. Check that the scanner power is ON.
2. Check that the FireWire cable between the scanner and the touch screen is inserted correctly.
3. In some cases, loss of communication to the scanner can be resolved by removing and reinserting the FireWire cable.
4. Press the Rescan button.

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the problem is with the touch screen

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if you have problems pressing buttons on your screen...

You need to re-calibrate your touch screen.

1. Press Setup Tab > Options > System.
2. Press the Calibrate Touch Screen button.
3. Follow the on-screen instructions provided. The procedure involves touching points on the screen.

Calibrate your touch screen from the same position you would use it when working with your scanner system. You need to do this because the angle you use your screen may affect performance.

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the problem is the image is cropped

if your image is cropped...

If your image is cropped and no error message was displayed, make sure that you have set the correct media width for your printer in the copy system software. See:
...how do I set the printer media width?

If your image is cropped and no error message was displayed check one or both of the following possibilities:

- Make sure that you have set the correct media width for your printer device in the copy system software. ...how do I set the printer media width? and your printer's documentation for instructions.
- You may have set Margins in the Setup Tab -> Margins dialog. The system will crop the image with the size of the margins defined. Set these to zero if you do not want cropping and use the option “Outer Margins to add margins to the output without cropping. Note that "outer margins" will be added to the set output size and thus expand the end result.
  See: ...how do I set the Output margins? for instructions.

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the problem is a system failure

if your system does not work...

When you power ON your touch screen and your scanner system does not start, you will need to recover your system using the System Recovery CD that came with your scanner. See:

...how do I recover the system?

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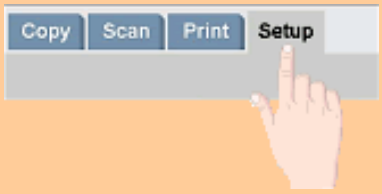
the problem is a printing error message

if you see a printing error message...

The printer cannot be detected.

1. Select the setup tab and check that the printer is displayed next to the printer button. If it is not, see:



...how do I set up my printer in my scanner system software?

2. Check that the printer is powered on.

3. Check that the printer is connected to the network or directly to the panel PC (through firewire or USB). See ... how do I install the printer and printer drivers... for more details.

4. Check that the printer job is not held up in the queue. If so, remedy the cause. See ...image not printed...job held in queue... for more details.

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tell me about...

< To the help welcome page

1. Tell me about my scanner
   (maintenance, operator panel, etc.)

1. Tell me about my HP Designjet Scanner software
   (features, user interface, interface options, accounting, WIDEsystem)

Tell me about copy and layout features and options
(templates, margins, nesting & tiling, previews, lists, etc.)

1. Tell me about media
   (media offsets, copying thick media, paper sizes, RIP calibration)

Tell me about HP Designjet Scanner support
(HP Designjet Online, HP Customer Care)

tell me about my scanner

Select a topic...

...scanner operator panel and lights

...scanner maintenance

...insertion slot

...correction factor in scanning

...scan options and preferences

tell me about my hp designjet scanner software

Select a topic...

...hp designjet scanner software

...user interface

...scanner options

...user interface options

...accounting

...WIDEsystem

...scanner messages

...service button

tell me about copy and layout features and options

Select a topic...

...size settings

...type of original templates

...quality settings

...output margins

...printer margins - clip contents by printer's margins

...scanner setup options

...paneling and tiling options

...nesting

...previewing and the paper frame

...print lists

tell me about media

Select a topic...

...copying thick media

...paper sizes

tell me about hp designjet scanner support

Select a topic...

...hp customer care

...www.designjet.hp.com

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tell me about scanner maintenance

Keep out dust and reduce maintenance time. Cover your scanner with the plastic dust cover when not in use.

Caution: Make sure the scanner power is OFF when using the scanner dust cover.

Read a maintenance topic...

...about

...why?

...when?

about

Scanner calibration should become a habit for those who value high quality and precision in their results. Much too often, incorrect output on expensive media would have been avoided if the scanner had recently been calibrated.

Calibration is the process of setting the scanner device to known color conditions so that it performs in accordance with an established standard. When you calibrate your scanner to the ANSI IT8 color standard, you minimize color deviations between scanned ANSI IT8 reference color patches (on the IT8 Calibration reference sheet) and known color reference values.

The calibrating wizard lets you select between sRGB and NTSC color spaces. With the sRGB standard you get optimal color matching between your touch screen, scanner and printer.

why?

Scanner calibration ensures stability, reproducibility and predictability of color output. Light sources and other parts in the scanner can change over time and this affects the scanner's interpretation of colors and its linearity. Without calibration, the output produced by your scanner half a year from now will differ from output produced today and will likely be noticeably inaccurate. Some monochrome scanners support basic calibration. Basic calibration reduces noise in the dynamic area and ensures stable and clean scans. When scanning at high resolutions, even the tiniest dust particles can cause unwanted speckles in your output. Calibration can help reduce this kind of noise and ensure clean scans every time.

The purpose of scheduled preventive maintenance is to ensure correct and reliable performance throughout the life of the product.

when?

We recommend scanner calibration once a month.

By calibrating the scanner at regular intervals (once a month), you ensure that all files created are based on the same color scheme. Thus, the results you get from your system are predictable, so you don't have to waste time and money experimenting to get the right result.

Scanner color calibration must be performed regularly and it is recommended to calibrate just before creating new Media Profiles through closed loop calibration. The scanner's calibration is crucial for the color matching process to work properly.

A message recommending a lamp change will be displayed when the scanner lamp has been switched on for more than 4000 hours.

Under normal usage conditions (lamp on 8 hours a day, 250 days a year), it will be approximately two years before the scanner needs maintenance. If the scanner is more intensively used, it will need maintenance service more often.

When a maintenance advice message is displayed, it means that some parts of the scanner have reached the ends of their lives and should be replaced. You can replace the lamp, air filters, white background platen and glass platen on your own. see how do I replace scanner parts? for details.

See also:

How do I... maintenance procedures

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tell me about type of original templates

The capture or scanning Method with relevant image enhancement settings are grouped together in a 'Type of original' template to give best results with the kind of input document to which it refers. Your selection of Color or B&W copy or scan-to-file determines which enhancement adjustments are relevant to the template.

For most assignments, the HP Designjet scanner software contains standard Type of original templates with optimal default settings. For example, a brochure is typically a mix of photos and text while maps are line-oriented.

For a description of the templates available select...

...templates for color copying/scanning

...templates for black and white copying/scanning

...tell me about original template settings

To make small adjustments to a standard Type of original template or to define one of your own, see:

...how do I define an original template?

templates for color copying/scanning

Template	Application
Photo	Photographs and posters
CAD	CAD drawings with a high level of detail
Brochure	Documents containing both photos and text
Map	Maps and graphics with a high level of detail

templates for black and white copying/scanning

Template	Application
Photo	Photographic images that contain many shades of gray.
Blueprint	Blueprints: originals with distorted foregrounds and backgrounds. The shades that create image noise are close to the shades of the image's data and are hard to differentiate.
Sepia	Sepia originals with the same foreground/background distortions as described above for blueprint.
CAD Mix	CAD drawings with a high level of detail.
CAD Lines	CAD line drawings with a high level of detail.
Map	Maps and graphics with a high level of detail

tell me about original template settings

- Method

The Method applies to the way the scanner captures and digitizes the image. The default Method settings for the built-in Type of original templates are optimal in relation to the kind of original in question and you shouldn't have to change them. Methods are only applied with BW copying.

The best method for your selected type of original is named on the Method button. You can change the method however this is not normally recommended. To change the method you press the button and the following options become available:
Graytone: Creates good reproductions of complicated B/W images
B&W Threshold: For drawings and line art. Uses thresholds to determine whether a pixel is black or white.
Adaptive: For low contrast and difficult drawings. Clears up and intensifies low contrast drawings like Sepias, Blueprints, etc.

- Lightness

This same setting can also be accessed directly from the Copy tab dialog. The default Lightness value is set to zero which works well with most documents. You can change this value to make the copy lighter (positive value) or darker (negative

value) and compensate for dull or faded originals.

- Saturation

Saturation indicates the intensity of a hue, or in other words the strength of a color. A high saturation makes a color's hue more intense than the same color with a low saturation value. A positive value increases saturation and a negative value decreases saturation.

- Red, green, and blue

You can adjust your copy's color balance during image capture through separate controls for each of the three color-channels Red, Green, and Blue. Adding and subtracting an amount of a color affects the whole color balance. Often it's best to keep the three channels on the same levels. Experiment with the different effects through previewing.

Select negative values to reduce the total content of the color and select positive values to increase the total content of the color.

- Black enhance and background clean

The black enhance option is used to change dark graytone colors to true black.

For example, if you are copying a brochure with a mixture of text and pictures, the text will often be digitized to a color that we may see as black but really is a dark graytone. When the printer digests this graytone data, it will print the original's text with a halftone pattern, meaning scattered dots instead of solid black.

By increasing the black enhance value, you can get the text to be copied in real black and it will therefore appear clearer.

Use the black enhance option with caution, because it can change other dark colors (not only grays) into black, making small dark spots appear in the picture.

Background clean is used if you have an original with a background that is not completely white. If you want your background to appear as pure white then you can increase the background clean value. As with black enhance, background clean should be used with caution, as it can also affect some of the other light colors.

Both black enhance and background clean function as "cutoff" values in which pixels under or over a certain value are affected by the setting. You define cutting points on a scale of low to high lightness measured in values from 0 to 255. The default value of both options is zero (no effect).

Example:

You have copied an original and want to improve it by making the text blacker and the background whiter:

1. Adjust the black enhance value upwards from its default of zero (to 25, for example) and thus make pixels with low lightness values go to black.

1. Adjust the background clean value upwards from its default of zero (to 25, for example) and thus make the pixels at high lightness levels go to white.

You can give your copy sharper lines with the Sharpen option. The Sharpen feature identifies edges in the image and intensifies them.

- Sharpen/Blur

The Blur feature blends colors and thus removes unwanted "noise" during image capture. Many images are created with dithering, which is used for representing different colors in the original, and this dithering often creates unnecessary "noise" in the image. Blurring smoothes out unwanted transitions between colors. With Black and White copying the Blur feature smoothes out gray dither by removing unwanted sharp transitions between excessive shades of gray.
Don't think of blurring as the opposite of sharpening. Sharpening works on the image's edges only while blurring looks at whole color or graytone areas and smoothes them out.
TIP: Using Sharpen together with the Blur feature can often enhance image quality by first blurring away noise in the image and then sharpening the result.

- Enhance Gray

Enhance Gray is available with color type of original setup. Press the More button to access the setting. Check the Enhance Gray option to reduce the saturation of colors on copies or prints made from low saturated color originals.

- Optimize for drawing

Optimize for drawing is available with both color and B&W type of original setup. For color type of original setup - press the More button to access the setting.
Setting this option is recommended when copying text and drawings. It will tell the printer to output optimally in relation to clear and sharp edges. It is not advisable to activate this setting with pictures as visible bands can be created on the output.

- Max detail

Max detail is available with both color and B&W type of original setup. For color type of original setup - press the More button to access the setting.

Set Max detail for enhancing detailed graphics. Activating Max detail is recommended for originals with many small details such as maps and certain CAD drawings. It is not recommended with pictures as the setting will have a negative effect on color matching and graytone output.

- Black Ink Only

Black Ink Only is available with B&W type of original setup. Black ink only is used for creating true and neutral graytone output. Creating graytones with black ink only will create printouts that are less sensitive to current lighting conditions when viewing the results. Note that setting Black ink Only can create output that is more grainy than normal graytone output where color ink is also used.

NOTE: The availability of these options depend on the printer model.

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tell me about the hp designjet scanner software

The application is designed to interface your scanner with your printer for large format copying. The scanner software is a powerful, professional tool enabling easy production of vivid high quality color corrected copies and also exploits the scanner's monochrome enhancement features for demanding black and white copy assignments.

the main features of the scanner software are...

- Copy settings are stored in useful templates and presets - standardized and tested templates for different types of originals are already created and available with the application. These standard templates cover most copy needs.
- Output color quality controlled through binding the color characteristics of your scanner, printer and the type of output media you are using. These factors are stored in your system as Media Profiles.
- Standardized and tested Media Profiles fitted to the most popular wide format printers and media are included in the application. Just select your printer and media and the underlying Media Profile parameters will be activated behind the scenes.
- You can also create your own Media Profiles for special printers or printing media and configure the Ink level and Gray balance on Contex RIP renderings defined with printers using the RTL format.
- Copying color originals with advanced tonal adjustment such as black enhance, background clean, color balance, sharpening, blurring, saturation, and lightness.
- With on-screen previewing you can control the quality of the image with your settings before copying.
- Accounting function that enables you to keep track of copying and paper usage per user/billing account.
- Extra flexibility with 2-step copying through scan-to-file and print- from-file options.
- Advanced layout selections: paneling for combining large-format image sections to create huge enlargements and Nesting for economizing usage of expensive printing media.
- You can save time by making copies on two printers simultaneously. You define your Synchronous

Printers though printer setup options.

- Image Filter Preview: with a preview of the copy loaded in the scanner software, you can adjust your primary image settings (Type of Original template parameters) while viewing the "before and after" effects of your changes through a split screen. The split screen and Image Filter Preview mode is activated immediately when you choose to edit a Type of Original template.

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tell me about the user interface

Tell me about...

...the image viewing section consists of...

...the image control section provides the following tabs...

...entering numbers and names

See also:

...tell me about the scan options

...tell me about the user interface options

...tell me about my scanner operator panel and lights

the image viewing section consists of...

- The Image toolbar at the top with tools for moving the image, moving and resizing the paper frame, alignment and zooming tools.
- The preview window for on-screen previewing and adjusting of expected results.

See:

...how do I use the previewing tools?

the image control section provides the following tabs...

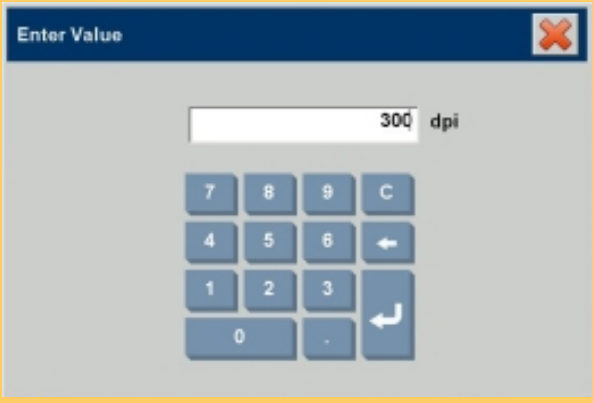
- Copy: primary copy settings. The options available in the Copy tab will be sufficient for most users and common copy tasks.
- Scan: scan settings used when scanning to file rather than copying.
- Print: settings used when printing saved image files.
- Setup: printer, scanner, and job accounting settings that are likely to be changed infrequently.

entering numbers and names

There are some dialogs and option fields in the scanner software that will require written values or texts. These are especially common in connection with customizing and creating new presets.

The scanner is provided with a real keyboard to insert text. In addition, the scanner software incorporates an on-screen value keyboard, which will appear in the touchscreen interface whenever value information is required to set the option.

The Enter key accepts your setting and returns to the previous dialog.



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tell me about my scanner operator panel and lights

The scanner's operator panel shown above is divided into 2 main areas:

...scanner control area with the Power button and its power indicator light, Wait light and Diagnostics light.

...paper control area with the Paper Ready light, Automatic Thickness Adjustment Control button, and 2 paper feed (arrow) buttons.

Below you can see the panel's different light patterns and what they indicate regarding scanner operation.

scanner control area

- Turn the scanner power ON – First Time – Hard Power ON

At back of the scanner, plug in the power cable and flip the Outlet Switch to ON. The scanner starts the self-test procedure which starts with the Init Sequence (see next).

- Init Sequence
  (startup phase 1)

When you invoke Hard Power On by turning scanner power ON from the outlet at the back, the scanner runs it initialization sequence. ALL the LEDs are lighted as shown in the illustration above.

Panel input is disabled and you cannot begin scanning.

NOTE: When you power up through Soft Power On, by pressing the power key (from red to green) as described in “Soft power ON/OFF”, this initialization sequence is skipped and the scanner goes directly to Self-Adjustment (startup-phase 3) as described below.

- End of Init sequence (startup – phase 2)

Towards the end of Init Sequence, the Power LED will change to green while the other LEDs remain unchanged (lighted) as shown above. From here the scanner moves on to Self Adjustment (startup phase 3).

- Soft Power ON and OFF- Turn power ON/OFF with power key –normal use (with outlet switch always ON)

With the outlet switch always ON, use the Operator's panel Power key to control scanner power. Hold down on the Power key to toggle power OFF/ON. This is termed Soft Power OFF/ ON mode.

The Power LED lights green when the scanner is ON and red when power is OFF. When you turn the scanner ON in this manner, it starts in Self-Adjustment mode (startup phase 3) as described below.

When in the power OFF/ON mode, the scanner can automatically be powered up and down by WIDEsystem's timer. Instructions here.

- Self-Adjustment (startup –phase 3)

If you used Hard Power On - On completion of the Init Sequence, the power LED (green) and the Wait LED (yellow) remain lighted while the others LEDs turn off. This indicates that the scanner is running its Self-Adjustment of light profiles, stitching and black/white points.

If you used Soft Power On - the power LED turns to green and the Wait LED is turns on yellow while others LEDs are off. This indicates that the scanner is running its Self-Adjustment with warm-up and adjustment of light profiles, stitching and black/ white points.

To maintain optimal conditions, the scanner runs new Self-adjustment procedures periodically during the day (without lighting the wait LED).
If the Wait indicator flashes, the scanner needs to run Self-Adjustment but cannot (see below).

- Scanner Ready (startup – phase 4)

When the Wait LED turns off, and only the Power LED is on and lights green, self-adjustment is completed and the scanner is ready to scan.

- Green Power LED flashing

The green power LED will flash just before the scanner automatically powers off because its defined power off time (in WIDEsystem) has been reached.

If you are using the scanner and want to cancel power down, press the power key until the LED stops blinking.

You can at any time disable or change timer settings in WIDEsystem (Instructions here).

- Wait LED Flashes - Self-Adjustment required but not possible

If the Wait LED flashes (and the Diagnostics LED is off) the scanner needs to run Self-Adjustment but cannot. Self-Adjustment is necessary for maintaining optimal and stabile internal conditions.

To solve this, any original in the scanner should be removed, and the insertion slot must be set to the normal position (i.e., not a thick media setting). When Self-Adjustment is again possible, the Wait LED stops flashing, but continues to be on until Self-Adjustment is completed. The scanner should be left alone while Self-adjustment is running.

- During Calibration – Wait LED lights

This is normal. The Wait LED is on during Calibration to indicate that the original should not be removed or moved during the Calibration procedure.
All panel input is prevented during basic calibration.

- Diagnostics LED Flashes – Error detected during Self-Test

The Diagnostics LED shows the scanner's Self-Test result status. An unlit Diagnostics LED means that the scanner's Self-Test procedures encountered no errors.

If the Diagnostics LED flashes, an error was discovered during Self-Test. Open WIDEsystem (Setup tab > Options > System > WIDEsystem) and select the Status tab to view additional information about the error.

- Both Diagnostic LED and Wait LED Flash – Maintenance needed

Simultaneous flashing by both the Diagnostic LED and the Wait LED may mean that the scanning area needs cleaning and the cameras calibrated. See how do I... maintenance procedures.

If the Diagnostic and the Wait LEDs continue to flash after scanner maintenance, there may be camera position errors that require professional technical service.

paper control area

- Paper Forward and Paper Reverse Keys

The Paper Forward Key moves the drawing into the start-scan position for manual loading .
If Auto-Load is applied, loading will occur automatically (without pressing the key) when the original enters the insertion slot.
See help on choosing Manual or Automatic Loading in how do I...define scanner setup options.

Pressing the Paper Forward Key during scanning will stop the scanning process and feed the original through the scanner while the key is held down.
The Paper Reverse Key stops the current scanning process and reverses the original. The original will be fed backwards through the scanner while the key is held down.
When the scanner is in Automatic Thickness Adjustment Control (ATAC) mode the paper forward and paper reverse keys become “pressure-platen up” and “pressure-platen Down” keys (see below).

- Paper Ready LED Green - Ready for Normal media

The Paper Ready LED lights green when normal thin media is positioned correctly in the insertion slot and stays green when the media is moved to the start-scan position.
From there, scanning can be controlled from the computer.

- Paper Ready LED Flashes Yellow – Scanner is in ATAC mode

When you press the ATAC key , you set the scanner in Automatic Thickness Adjustment Control (ATAC) mode. The Paper Ready Key flashes yellow to indicate ATAC mode.
The Paper Forward and Paper Reverse keys become “Pressure-platen Up” and “Pressure-platen Down” keys. See help on using ATAC functionality with thick media in ...how do I change the insertion slot height?

- Paper Ready LED Yellow - Ready for Thick media

The Paper Ready LED lights yellow when the scanner is ready to scan thick media. The pressure-platen has been lowered and the media is positioned correctly in the scanner.
The scanner goes automatically out of ATAC mode. The Paper Forward and Paper Reverse keys resume their normal functionality so you can move the thick original forwards and backwards in the scanner.
Copying can be started from the panel.

- Paper Ready LED Flashes – (green or yellow) – Media is being scanned

The Paper Ready LED blinks during scanning.

On completion of the scan, the Paper Ready LED will stop blinking. Scanning can then be repeated from the computer or terminated by ejecting the media from the scanner.

The above behavior applies for both thin media scanning (green blinking) and thick media scanning (yellow blinking).

- Paper Ready LED Red – No Thick media detected

The paper ready indicator will light red if the pressure-platen is in a thick media setting (a raised pressure-platen) but no media is detected in the scanner.

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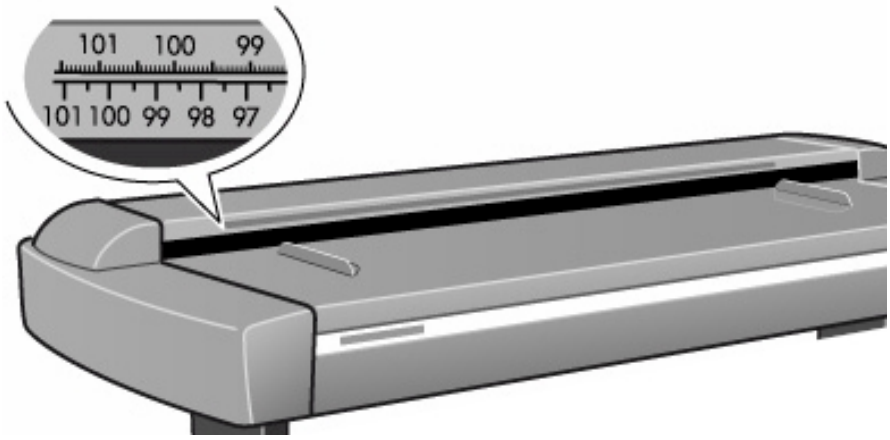
tell me about the scanner insertion slot



the insertion slot...

The HP Designjet Scanner is built so you can change the insertion slot height to copy thick originals. You can change the insertion slot height from 2 to 16 mm (0.08 to 0.63 inches) with Automatic Thickness Adjustment Control (ATAC).

Loading is always center aligned. The original's insertion slot is marked with a ruler that can be used for measurement of originals. Below the ruler, on the scanner, are marked common standard sizes and a center point arrow that help guide you when loading.

The scan area width is then set from the application.

The required setting for an original drawing can be measured with the original inserted into the scanner by using the ruler or the standard size markings. Then, you just enter your measurement in the width setting box in the panel application's media size setup dialogs. To change the insertion slot height, see:

...how do I change the insertion slot height?

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tell me about copying thick media

There are a number of factors that affect copying of thick media:

...media thickness positions

...modifying stitching parameters

...treating edge distortion

...supporting thick originals

See also:

...how do I copy thick media?

...tell me about the scanner insertion slot

media thickness positions

Auto-adjustment of the scanner's light profile, stitching etc. only takes place with the insertion slot in the Normal position. With extended media thickness positions, the last performed auto-adjustment is stored and utilized. This means that you should from time to time return to the normal position, and especially when turning the scanner on, to allow it to auto-adjust.

The Normal position also gives the highest scanning speed. In the extended media thickness positions, scanning speed is automatically reduced. See:

...how do I change the insertion slot height?

modifying stitching parameters

Thick stiff originals will rest on top of the scanner rollers and thus raise a small distance over the glass plate, which will lead to changes in the stitching of images at points between the cameras (overlapping pixels). The stitching parameters will need to be modified in order to correct for this. You can modify stitching parameters in the Scanner Setup dialogs Setup tab > Options > Scanning > Scanner > Setup > Extended Thickness tab.

treating edge distortion

Scanning thick originals can give distortions when the front edge meets the exit rollers or the trailing edge leaves the entry rollers. To omit this, the leading and trailing edges are by default skipped when in one of the extended media thickness positions (scanner lid raised).

supporting thick originals

To facilitate scanning of thick originals in the extended media thickness positions it is important to insert the original center aligned and to help support the original during scanning. This should be done both at the entrance side and the exit side of the scanner. Specially designed support tables can be attached behind the scanner for those who perform a lot of thick media scanning.

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tell me about the size settings

Select a topic...

...overview
...size options - relationships
...input size/output size settings
...using size presets

overview

The Input size, Output size, and Scale settings work together to determine the image capture area and the size of the resulting copy. The three are connected and changing one will automatically adjust the others following a defined order. You can select your size values from a list containing standard and custom predefined sizes. For the Input Size you can also choose to let the scanner detect the size automatically which is useful when you don't know the size offhand. Your scanner software always maintains an image's aspect ratio when input and output sizes differ.

Usually you would set the Input Size to that of the original, but you can also use small sizes to copy selected portions. With the Output size setting or Scale, you can blow up, shrink or make one-to-one copies of the original.

size options — relationships

The Input, Output and Scale values are connected and changes to each automatically adjust the others.

The first time you set a size value, or just after you press reset:

- changing the Input size adjusts the Output size.
- changing the Output size adjusts the Scale
- changing the Scale adjusts the Output size.

You can use Auto width and length for the input size and a specified size for output. In such cases the Scale setting will be set to Auto until a first preview has detected the original's input size and thereby calculate the correct scale.

NOTE: Your scanner software will always retain an image's aspect ratio when the input size and output size differ.

Size values will also change when you adjust the paper frame through the Resize Paper Frame tool.

input size / output size settings

The Input size setting determines the scope of the scanner's image capture area.

You can use the variable Input size setting to capture selected portions of the original and thus make printed copies of specific image details. You also might want to print small strips of difficult areas for testing purposes before committing the whole copy to the printer.

The Output size setting refers to the printed result. For making a duplicate sized copy, you set both the Output size and the Input size to the size of the original, or set one of them to the size of the original and set scaling to 100%. For blowing up an original you set an output size that is larger than the input size, and the opposite for making a reduced copy. Blowing up and reduction can also be controlled through scaling.

using size presets

Your scanner software covers most original and copy sizes with a wide range of predefined standard size options. But you may get an assignment in which a whole group of specially sized copies must be made, or you have a stable customer requiring a standard size of input material that is not as "standard" as the rest of the world's. In such cases you could save precious time by retaining the special size definitions in size presets that can be recalled when needed.

When you create a size preset, it becomes available both in the list of Input size presets and in the list of Output size presets because the list of preset sizes is shared by both options. This of course means that a new size preset can be created through both the Input Size and Output Size dialogs with absolutely equal results — a new size definition on the application's shared list for predefined sizes.

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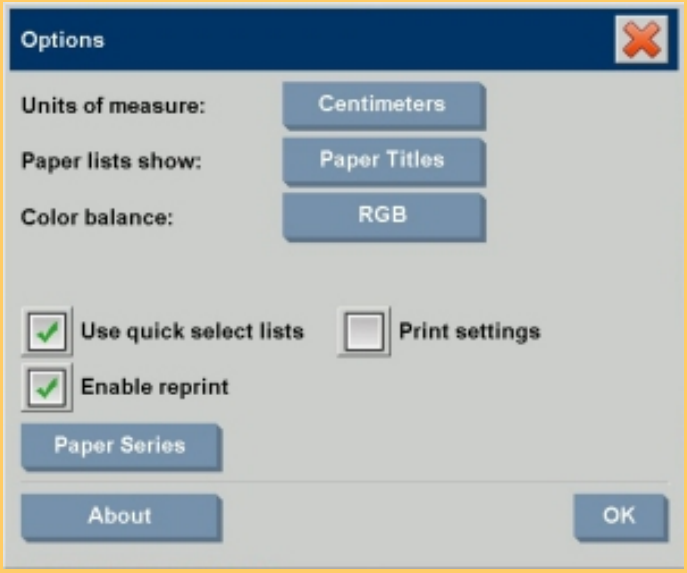
tell me about the user interface options

user interface options

Press Setup tab > Options > General to reach the dialog shown below.



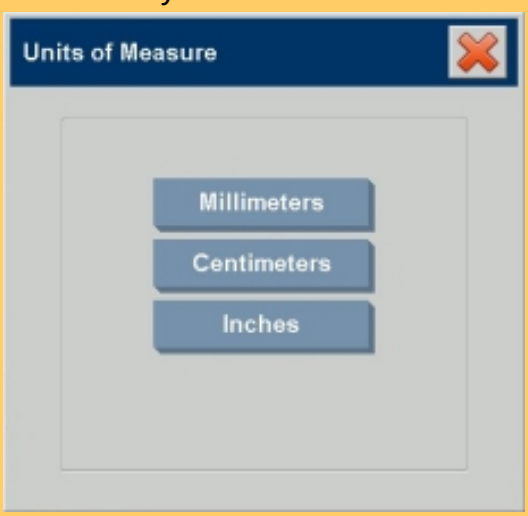
Tell me about...

...units of measure
...paper lists show
...color balance
...use quick select lists
...print settings
...enable reprint
...paper series

units of measure

Setup tab > Options > General > Units of measure

With this option you can select millimeters, centimeters, or inches as your units of measurement.



color balance

Setup tab > Options > General > Color balance

This option tells your scanner software whether to display color values in Cyan, Magenta, and Yellow (CMY) or Red, Green, and Blue (RGB) when setting Type of Original options.

paper lists show

Setup tab > Options > General > Paper lists show

This option tells the scanner software whether to display paper sizes (dimensions) or paper titles (such as E-0, A3) where possible.

use quick select lists

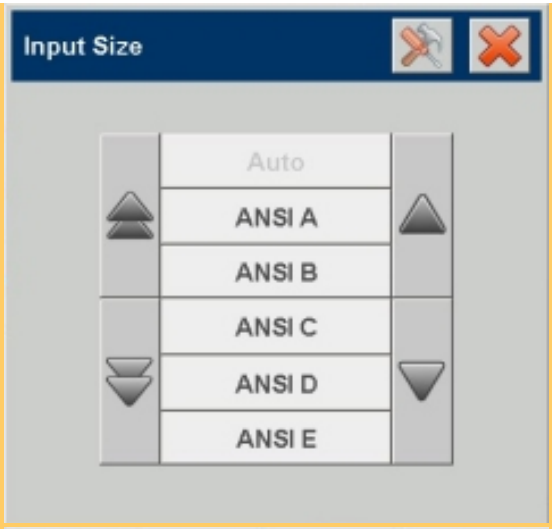
Setup tab > Options > General > Use quick select lists

This option determines the behavior of your interface in relation to making settings for Type of original, Input size, Output size, Scale, Printer, Accounting, and Scanner. This option is set by default. The default dialog order is that you first access an east-to-use list dialog and from there you can choose a specific Setup dialog by pressing the tool button .

With Quick select lists un-selected, you reverse the above order: your interface first presents the specific Setup dialog and you must from there choose to view the List dialog with current predefined and standard values for the options.

Leave this option selected if you primarily use the scanner software with standard and customized pre definined option values. Make the option empty if you primarily need to make specific adjustments and settings for your different copy jobs and usually bypass the lists with predefined values.

You can see below the Input size button behavior with and without the Quick select lists option selected: Quick select lists ON (first) and OFF (second). The Tool button on the Input Size dialog will activate the Input Size Setup dialog, and the Input size button in the Input Size Setup dialog will activate the Input Size dialog.



print settings

Setup tab > Options > General > Print settings

Checking this option tells the scanner software to print out an overview of all your settings together with the copy.

enable reprint

Setup tab > Options > General > Enable reprint

In the Copy Settings dialog box is a Reprint button, which can be enabled or disabled here. If the Enable reprint option is selected, the Copy tab > Settings > Reprint option button will reprint the last image printed. This is useful if you suddenly realize that you need more copies than you initially requested.

paper series

Setup tab > Options > General > Paper series

You can determine which types of size presets you want to appear in the size presets list (size option dialogs) when you set the Input Size or Output Size. Pressing the Paper series option displays a list of paper series' (ANSI, ARCH.....) and you select (mark) all the paper series' you want included in your size option dialogs. Be sure to select the "Custom" series if you want to have your own custom made size presets displayed in the size dialogs along with the standard sizes.

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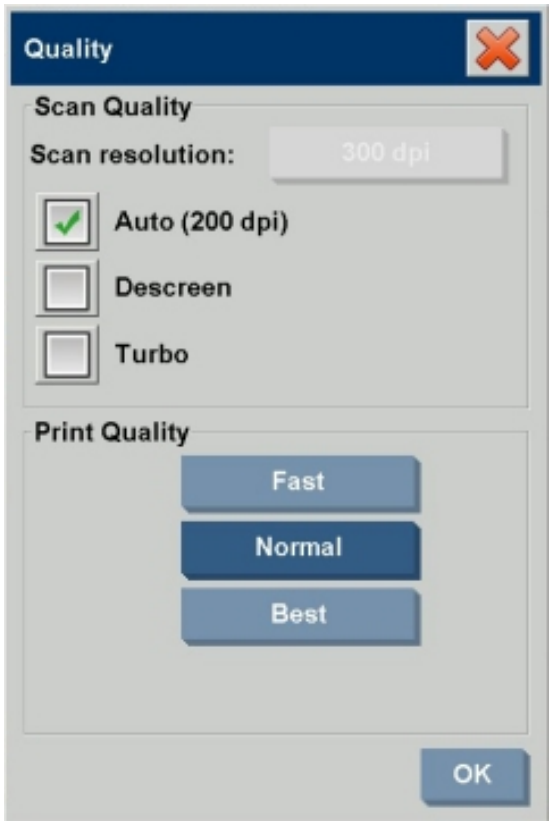
tell me about quality settings

For Copying, quality is divided into scan quality and print quality and you can set them separately. For scan-to-file you set only the scan resolution.

The quality settings described here are available from Copy tab > Quality button and Scan tab> Scan resolution button.



Scan Quality and Print Quality settings..

You can make scanner and printer quality settings separately.

Scan Quality
For the scanner you set scan resolution in dpi (dots per inch).

- You can select Auto to make the program determine a dpi setting based on the type of original.
- Uncheck Auto and press the Scan Resolution button to set your own dpi value.

- Descreen tells the scanner to scan with the scanner's optical resolution and relay the data to the software without interpolation. Optimal conversion to the set dpi or quality is then performed by the software. Gives superior results with raster originals. Scanning speed is reduced.

- Turbo: You set the Scan resolution value or Auto and then select Turbo. This will basically double the scanning speed but with a reduction on image quality. Turbo resolution processing involves speeding up the paper's movement, reduction of captured scan data in the scan direction and resampling to create the image resolution as set in Scan Resolution or Auto options. Turbo mode has no effect for resolutions below 300 dpi.

Print Quality

- You select Fast, Normal or Best settings.

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tell me about scanner setup options

Select a topic...
...extended thickness setting
...paper loading
...correction factor in scanning

extended thickness setting

- Use extended thickness paper handling

Scanning thick originals can give distorted results at both the top and bottom edges where the edge meets the scanner's rollers. You can omit edge distortion by letting the scanner skip the leading and trailing edges. Edge skipping is the default setting in one of the extended media positions. Use the checkbox Use extending thickness paper handling to enable and disable skipping of the two edges.

paper loading

Always load the original at the scanners center. Align the center of the document with the center-arrow mark above the insertion area. The standard size (A4, A3, E-size, etc). markings will help guide loading.

- Manual/Automatic

With manual loading, you position the original in the slot and then press the down button on the scanner.
With automatic loading, the scanner detects and loads the original as soon as you insert it.
See:...how do I define scanner setup options?

- Delay factor

A delay factor can be set for automatic paper loading giving you time to position the original correctly.
See:...how do I define scanner setup options?

correction factor in scanning

This option allows you to fine-tune the scanner's vertical precision setting and mainly refers to copying where the relationship between lengths on the original must be kept in proportion. Examples are engineering drawings, maps and perhaps even some types of art posters.

During scanning, an original image is digitized as it is propelled through the scanner. One at a time, thin strips of the image are processed as they pass the cameras. Vertical precision is directly affected by the speed in which this happens. Inaccurate vertical precision makes vertical lines in the scanned image become longer or shorter than the same lines in the original. The vertical scan accuracy is adjusted and set mechanically during production of the scanner. This setting, is extremely precise and more than adequate for most purposes.

If you require very high accuracy, you can modify the vertical precision to a value between -1% and 1%. Positive settings mean that the distance between scan lines will be increased, and negative settings mean that the distance between scan lines will be decreased. When you exit the Scanner Setup dialog, the modified value is stored in non-volatile memory in the scanner and can only be changed by re-doing the setup.

The procedure for vertical precision adjustment would be to scan a precision original and measure the vertical distance between points in the image in a CAD or GIS system. Then compare those with similar physical measurements between the points on the original. You should scan at the scanning resolution you will later be using for the end result.

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tell me about output margins

setting the output margins

There are two types of output margins you can apply: "Margins" and "Outer Margins".

To set "Margins": Select the Setup tab -> Margins to define values for top, bottom, left, right output margins.

"Margins" values will be deducted from the scan area. The effects of the margins on your copy will be displayed visually in the WYSIWYG preview window.

You can for example use margins to duplicate those of your original, crop poor quality edges or create new white edges around copied pictures for framing. Your assignment may involve following a dictated margins-standard and this option enables you to set that standard for all your copies

For many copy assignments, you will leave the four Margins settings at the value of zero because you will want to capture the whole image without cropping off any of the original's edges. With the Margins set at zero, a thin-lined frame will still outline your input and output expectations in the WYSIWYG preview.

"Outer Margins": You can use the Outer Margins option to create margins that do not crop the edges. Outer Margins adds white space to the defined copy.

You can use "Margins" together with "Outer Margins" to crop off unwanted edges and add additional white margins to the end result.

See: how do I set the output margins for more details.

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tell me about printer margins

"Clip contents by printer's margins" option

The Margins we set in the Setup tab dialog are the copy's "output margins". But the printer itself also creates margins. The size of your printer's margins depends on the printer model and cannot be changed. You should consider the printer's margins as your minimum margins, an unprintable area, and they will be in your output whether you want them to or not.

Setup > Margins dialog:

The "Clip contents by printer's margins" option is found in the Margins dialog (Setup tab > Margins) and it lets you compensate for these uncontrollable margins. Selecting the option lets you economize paper usage by keeping unneeded margin space down to a minimum. Selecting the option will tell the application to deduct the printer's enforced margins from your output Margins so the total margins are as you specified for the copy. For duplicating originals without margins, you would not want output Margins either and thus the option should be deselected.

To use the option, you have to enter your printer's margin values as specified in your printer documentation. This is done through the Setup tab > Printer > Tool button > Advanced button (dialog shown below).
On some printers: You can use the Auto Detect button to prevent manual setting of printer margins and the values are set from the printer device.

Here are some guidelines on using the "Clip contents by printer's margins" option.
If you select "Clip contents by printer's margins":

1. You will also have selected a minimum output Margin at least equal to the printer's margins. The program will automatically update the values in the Setup tab's Margin values to reflect this. If you set output margins to zero or lower than the printer's, then the printer's margins are used and updated as the output Margins.

2. If the output Margins you set are higher than the printer's, then the printer's margins are deducted from the output margins meaning the scanner software only adds on the margins that the printer is missing. This means that your total margin, measured from the paper's physical edges, will be as you specified in the Setup tab - Margins option.

3. The cropping effect on the original is always determined by the value displayed on the Setup tab's Margin button whether it was automatically calculated or not. The actual cropping effect will be as displayed in your WYSIWYG preview.

If you do not select "Clip contents by printer's margins":

1. The output margins you set will be added to the printer's and applied as if measuring inwards from the paper's physical edges.

2. Only the specified Output margins will crop the copy as displayed in your preview.

You would typically want to use precise margins when copying on standard format sized sheets manually fed into the printer. When you print on paper rolls, you will often have to cut out the copy anyway.

Some examples:

If you are copying an original photo without margins then set your output margins to zero and uncheck the "Clip contents by printer's margins" option. Print the copy on a roll or a sheet larger than the specified output size to get the whole image because the printer's enforced margins will offset your copy.

Let's say you are printing a D-size poster, you want a margin of 1.5" on the copy and your printer margins are 0.5". You are duplicating the poster on a D-size sheet. Here you could select the Clip contents by printer's margins option. You can then set your output Margins to 1.5" and you will also get only a 1.5" margin from the paper's physical edges. Using the Clip contents by printer's margins option saves paper for jobs when margins and slight cropping are acceptable.

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tell me about paneling and tiling options

Paneling enables you to create huge enlargements. With Paneling you print wide format sections of your image as "panels" and then glue the panels together to reconstruct the image. In effect, the Paneling option creates a virtual printer with unlimited width capabilities. The HP Designjet scanner software makes Paneling easy by supplying precisely placed cutting lines and guiding glue marks on the panel edges, so you can connect your panels with near-invisible seams.

Tiling is also paneling — but gives you the option to make your panel sections by dividing the image both horizontally and vertically.

See:

...options

...assembling the panels

options

1. Width: for setting the width of the panels.

The width includes the Overlap area. The panel width can at most be as wide as the printer's printable area. For maximum sized panels, set the panel width to the same value you set as the printer's Media Width (through the Setup tab > Printer > Unprintable area) minus the printer's left/right unprintable areas.

This value should correspond with the documented printable area for your printer. The scanner software will calculate the size of the last panel. When calculating special panel widths, for example for dividing the image into equally wide panels, you must remember to add extra space for panel overlap (see the example below).

2. Overlap: determines the width of the overlap areas — that is, the edges that contain equal image data on two adjacent panels.

Large, heavy panels will need wider overlap and gluing areas than smaller panels.

3. Glue Marks: small gray arrows are printed on the panel's edges to help guide you when you connect the panels.

The glue marks will hardly be distinguishable in your large copy. The arrows vary in size: the larger the Overlap width,

the larger the arrows printed. Maximum arrow size is 1" high.

4. Tiling: allows you to determine the length of your panels. Select the Tiling option when you want to determine the length of each section and assemble multiple short sections vertically instead of connecting long whole image length sections.

Your sections will be connected both horizontally and vertically. Tiling is useful for single sheet printing but can also be used if you want to make small sections on rolls. With tiling turned off, the panel is output continuously on the printer from the image's top to its bottom. Each panel becomes as long as the image itself and the panels only have to be connected at the sides.

5. Length: set the length of your tiles if tiling is used.

assembling the panels

The strips or tiles representing sections of a whole image need to be connected. Unless you have a huge table, it would be best to arrange your sections on the floor in their correct order.

If you selected the Glue Marks option, the scanner software will have made your job easier by printing the following guide-markings on the panels:

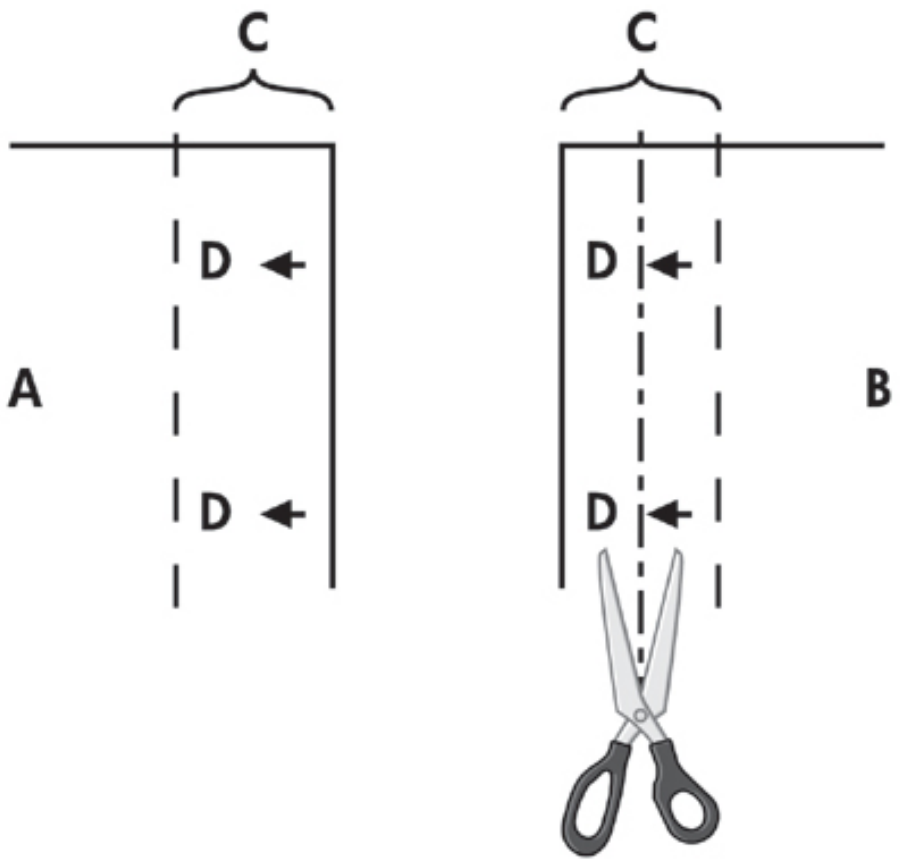
1. The Cut line: a line will be printed on the left side of panels that are to be joined with their left neighbor — that is, every panel but the first (leftmost) panel in a row.

Use a sharp knife, scissors or other cutting device to cut on the right edge of the line (to remove the line itself). The cutting line will be placed in the middle of the overlap area so slight irregular cuts can be tolerated since cutout image data will be picked up in the overlap area of the neighboring panel.

2. Glue mark arrows: after cutting the edges at the cut line, bring your panels together by overlapping with rightmost panel on top of the panel on its left.

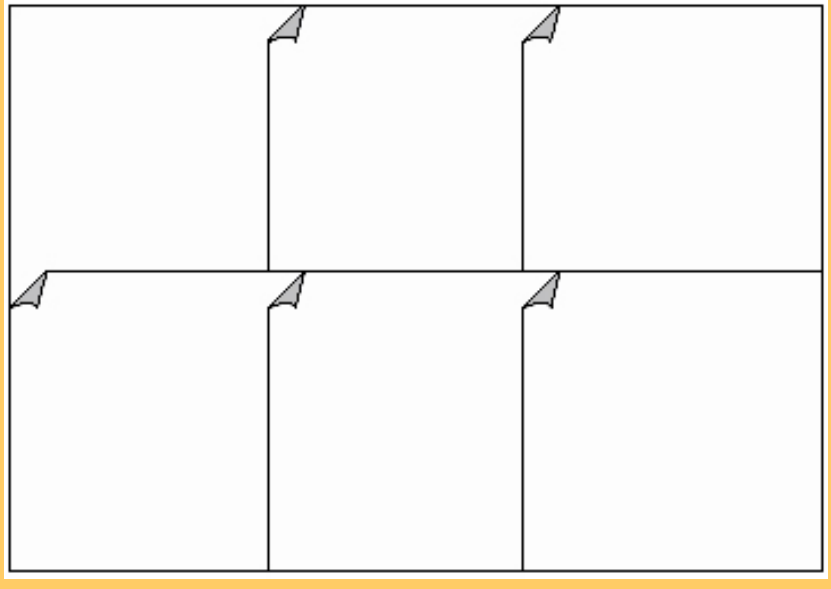
The second panel in a row overlaps the first panel, the third overlaps the second and so on. Use the glue mark arrows to fit and glue the panels together with perfect seams (see the illustration below).

You assemble the panels by bringing the arrows printed on the overlapping panel down on top of the arrows printed on the underlying panel.



If the Tiling option is selected, cut lines and glue marks (D) will be printed, both for horizontal connection (as illustrated above) and for vertical connection.

Bring your panels together by overlapping the edges with each rightmost panel (B) on top of the panel on its left (A). The second panel in a row overlaps the first panel; the third overlaps the second and so on as illustrated below. Vertical connection (tiling only) is performed with the first row at the lowest level and then each following row overlaps the bottom edges of the tiles in the row before it.



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tell me about nesting

nesting

Often you will need to make sets of copies that only take up a fraction of the full printer width. Normally, multiple printing of "not-so-wide" copies on large format media (rolls or sheets) will result in considerable paper waste as each new copy is output on a new strip starting at the left edge of the paper.

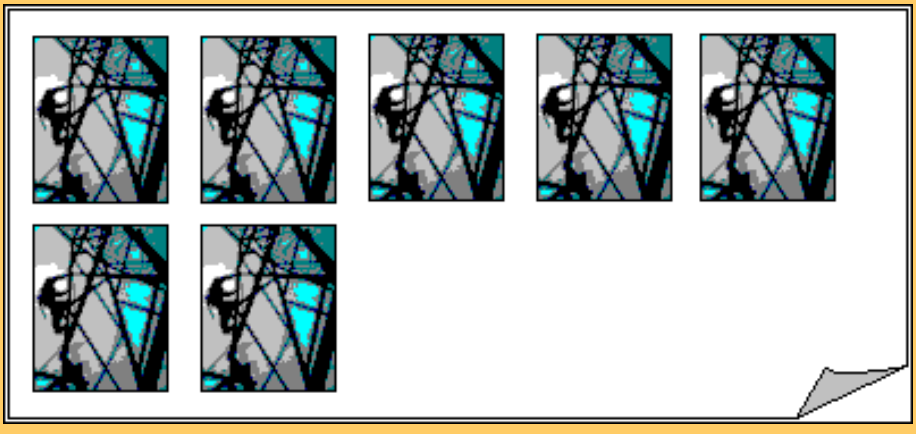
With Nesting you can fit multiple copies side by side using the roll/sheet width optimally and economically. Nesting is perfect for printing multiple copies, collated copies and file print lists when at least some of the copies can be fitted side by side in the output. Nesting is also useful for creating large-thumbnail collages for presenting overviews of whole sets of images.
The following options are available:

1. Optimized: your scanner software will find the best solution for Nesting with the least paper waste.

Without Optimized the copies are placed side by side in the order of input. Omitting Optimized can sometimes give a result that is easier to cut because the copies are simply lined up one after the other. The price is wasted paper. Selecting Optimized will always give a more economical result.

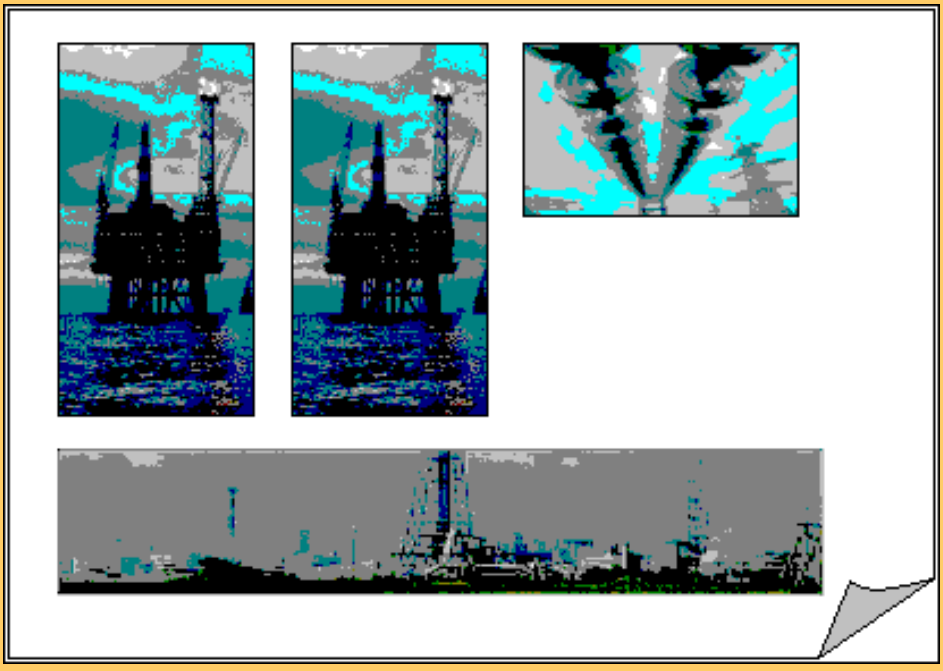
2. Spacing: determines the minimum of empty space between each nested image.

Below, simple multiple copies were selected by setting the number of copies (Copy tab > Copies) to 7 and then selecting nesting. Both Optimized and non-optimized nesting would give the same result.



Below, optimized nesting of a set of 3 files printed from the print list (Print tab). One image was set in the list for 2 copies.

Optimized nesting will give equal results no matter how the files are ordered in the print list.



See:

...how do I use nesting?

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tell me about previewing and the paper frame

previewing...

Creating a preview is not absolutely necessary. If you know your settings work well with the current original, then you can skip previewing. The Preview button can be pressed at any time, and always creates a fresh preview of the whole image while using the currently active settings. This means that you can visually control new settings online before pressing the Copy button and sending output to the printer.

With a preview of the copy loaded in the scanner software, you can adjust your primary image settings (Type of Original template parameters) while viewing the "before and after" effects of your changes through a split screen.

the paper frame...

The paper frame defines the area of the image that will be copied. Its size is determined by the size settings made in the Copy Tab dialog. Your scanner software let you position the paper frame directly in the preview and thus visually set your copy area.The paper frame in the preview window fulfills two functions:

1. It frames the area in the original that will be copied
2. It shows how the Margins will crop the image in the end result.

Before you can see and use the frame, you have to have a preview of the copy loaded through the Copy Preview button. The paper frame's size and thickness in the preview window will be determined by the Input Size, Output Size and Margins settings.

The paper frame gives a complete "What You See Is What You Get" (WYSIWYG) impression of your copy.

The frame's visual outer boundaries are determined by the Input size setting. The area inside the frame shows what will be copied.

The frame's thickness visualizes the margins in relation to the copy's size and shows how they crop the image. With margins at the value of zero, a thin frame will still be displayed to show

the capture area.

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tell me about print lists

creating and print lists

You can select single or multiple files for printing by putting one file or many files in your list. Multiple selections enable you to use business hours to create files for copying and then let the program print your copies overnight. You can set the number of copies you want by defining the number for each file individually, by determining the number of sets (how many times the whole list will be printed), or by using a combination of both.

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tell me about accounting

The Accounting feature helps keep track of your copy activities. It can be used to record your copy expenses and for billing your customers. Accounting records information on your systems scans, prints, copies and paper usage. Accounting information is stored in a simple format so it can be loaded into spreadsheets and databases.

Tell me about:

...active account

...total account

...accounting criteria

...accounting log files

active account

The active account name is displayed on the Account button in the Setup tab. If a new Account has been created, every time you press the Copy button or the Scan to file button the Account dialog list opens for you to select an account. Only one account (besides the Total account) can be active at a time. See:

...how do I create/delete/disable an account?

total account

The built-in Total account runs constantly in the background. Its purpose is to record all your system's activities. Activities registered on a current active account will automatically be recorded in the Total account as well. The Total account cannot be deleted, reset or disabled.

accounting criteria

The activities that update an account are: Copy, Collate Copy, Scan to File, Print from File. The accounting system records the number of times the system scans, prints and copies (straight-through scan and print). Scan to File updates only the scan fields, Print from File only the print fields, while Copy and Collate Copy update both. The number of square feet or square meters for scanning and printing activities are calculated from the Input size and Output size settings. The calculations for paper usage in square feet incorporate the full printer Media Width as set in the Setup tab > Printer Tool button > Printer Margins dialog.

The following table shows how your scanner software actions update the Accounting fields:

Action	*Account Fields*					
	Jobs			*Area*		
	Scan	*Print*	*Copy*	*Scan*	*Print*	*Paper*
Copy	No	No	Yes	Yes	Yes	Yes
Collate Copy	Yes	Yes	No	Yes	Yes	Yes
Scan to File	Yes	No	No	Yes	No	No
Print from File	No	Yes	No	No	Yes	Yes

accounting log files

Your scanner software creates special log files for direct integration into your invoicing and bookkeeping systems. Accounting data is organized in files for easy loading into spreadsheets and/or databases.

Accounting data files are stored in the scanner software Accounting file folder. There is one file for each account you create. The files are named: <account name>.csv. These (.csv) files can be viewed raw with standard text editors like MS Notepad and they can be loaded into popular spreadsheet and database applications.

The files contain lines of comma-separated fields. Each line represents a single action and a line's fields contain values recorded during the action. The actions that trigger the creation of a new line are: Copy, Collate Copy, Scan to File, Print from File.

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the problem is white space with nesting

if there is too much white space with nesting...

If there is space for another image on your media when using nesting, then make sure you have set the printer media width in your copy system software. See:

...how do I set the printer media width?

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tell me about paper sizes

Select by:

...series

...area (size)

series

Series	Name	Size inches	Size mm	Area in²	Area mm²	Aspect ratio	Mpixels 300 dpi
ANSI	A	8.5×11	216×279	93.5	60322	1.29	8.03
ANSI	B	11×17	279×432	187.0	120645	1.55	16.05
ANSI	C	17×22	432×559	374.0	241290	1.29	32.10
ANSI	D	22×34	559×864	748.0	482580	1.55	64.20
ANSI	E	34×44	864×1118	1496.0	965159	1.29	128.40
ARCH	A	9×12	229×305	108.0	69677	1.33	9.27
ARCH	B	12×18	305×457	216.0	139355	1.50	18.54
ARCH	C	18×24	457×610	432.0	278709	1.33	37.08
ARCH	D	24×36	610×914	864.0	557418	1.50	74.16
ARCH	E	36×48	914×1219	1728.0	1114836	1.33	148.32
ARCH	F	30×42	762×1067	1260.0	812902	1.40	108.15
ISO A (JIS A)	A4	8.3×11.7	210×297	96.7	62370	1.41	8.30
ISO A (JIS A)	A3	11.7×16.5	297×420	193.3	124740	1.41	16.60

ISO A (JIS A)	A2	16.5×23.4	420×594	386.7	249480	1.41	33.19
ISO A (JIS A)	A1	23.4×33.1	594×841	774.3	499554	1.42	66.46
ISO A (JIS A)	A0	33.1×46.8	841×1189	1549.9	999949	1.41	133.03
ISO B	B4	9.8×13.9	250×353	136.8	88250	1.41	11.74
ISO B	B3	13.9×19.7	353×500	273.6	176500	1.42	23.48
ISO B	B2	19.7×27.8	500×707	547.9	353500	1.41	47.03
ISO B	B1	27.8×39.4	707×1000	1095.9	707000	1.41	94.06

area (size)

Series	*Name*	*Size inches*	*Size mm*	*Area in²*	*Area mm²*	*Aspect ratio*
ANSI	A	8.5×11	216×279	93.5	60322	1.29
ISO A (JIS A)	A4	8.3×11.7	210×297	96.7	62370	1.41
ARCH	A	9×12	229×305	108.0	69677	1.33
ISO B	B4	9.8×13.9	250×353	136.8	88250	1.41
ANSI	B	11×17	279×432	187.0	120645	1.55
ISO A (JIS A)	A3	11.7×16.5	297×420	193.3	124740	1.41
ARCH	B	12×18	305×457	216.0	139355	1.50
ISO B	B3	13.9×19.7	353×500	273.6	176500	1.42
ANSI	C	17×22	432×559	374.0	241290	1.29

ISO A (JIS A)	A2	16.5×23.4	420×594	386.7	249480	1.41
ARCH	C	18×24	457×610	432.0	278709	1.33
ISO B	B2	19.7×27.8	500×707	547.9	353500	1.41
ANSI	D	22×34	559×864	748.0	482580	1.55
ISO A (JIS A)	A1	23.4×33.1	594×841	774.3	499554	1.42
ARCH	D	24×36	610×914	864.0	557418	1.50
ISO B	B1	27.8×39.4	707×1000	1095.9	707000	1.41
ARCH	F	30×42	762×1067	1260.0	812902	1.40
ANSI	E	34×44	864×1118	1496.0	965159	1.29
ISO A (JIS A)	A0	33.1×46.8	841×1189	1549.9	999949	1.41
ARCH	E	36×48	914×1219	1728.0	1114836	1.33

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- Direct access to HP and the information you want, when you need it.

- Register at

http://www.designjet.hp.com

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- Full information on worldwide HP Customer Care contacts;
- An online HP Designjet Diagnosis troubleshooting tool;
- A calendar of HP Designjet-related events and programs;
- Online access to training videos and selected user documents;
- And immediate information on new products.

and finally...

- Communication from user to user includes the chance to win prizes by submitting HP Designjet success stories, as well as a user-to-user discussion forum where users can share best practices and ask for advice from their fellow professionals.
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tell me about hp customer care

As your strategic support partner, we make it our business to help keep your business running smoothly. HP Customer Care offers award-winning support to ensure you get the most from your HP Designjet Scanner.

HP Customer Care provides comprehensive, proven support expertise and leverages new technologies to give customers unique end-to-end support. HP Customer Care offers a wide range services, from onsite support to participation in online user forums, allowing you to maximize the productivity of your printing solution. To find out more about HP Customer Care, please visit us at:

http://www.hp.com/go/support

what to do before you call

1. Review 'The Problem is ...' section.
2. Refer to other user documentation you have.
3. If you still have difficulty, refer to the *HP Support Services* booklet shipped with this scanner. This document contains a comprehensive list of various support services available to help solve problems.
4. If you do call one of the Hewlett-Packard offices, please have the following information available to help us answer your questions more quickly:

1. The version of scanner software you are using, and the scanner's firmware version and date. You can find this information under the Setup tab by pressing the Options > General > About.

1. The scanner you are using (the product number and the serial number, found on the label at the back of the scanner).

1. The printer you are using with your scanner (the product number and the serial number, found on the label at the back of the printer).

1. Any special equipment or software you are using (for

example, spoolers, networks, switch-boxes, modems, or special software drivers).

1. The cable you are using (by part number) and where you purchased it.

1. The software driver and version you are currently using.

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zoom in tool
zoom out tool

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how do I set the scanner system power up/down timer?

Automatic power up/down saves energy and will lengthen the life span for your scanner lamp. Typically, you would set the scanner to power down sometime after work hours and power up at least an hour before you arrive in the morning so your system is warmed up and ready for use.

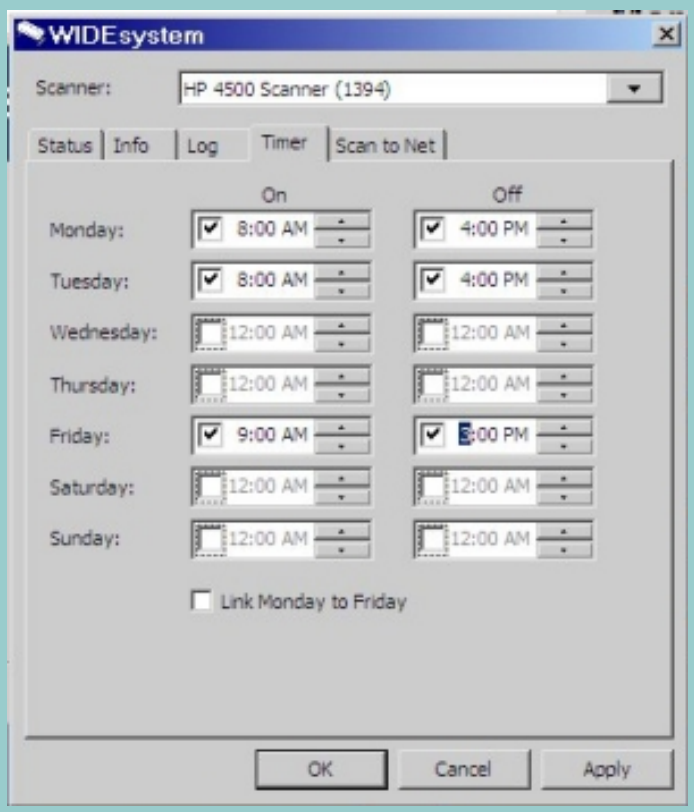
Note that The following applies when the power up/down timer is set:

If a scan is being done when power off time is reached, automatic power off is delayed by 15 minutes.

If the scanner is manually started, 3 hours will have to pass before it goes into standby.

to set the scanner system power up/down timer...

1. Press the Setup tab > Options
2. Press the System button.
3. Press the WIDEsystem button.
4. Select the Timer tab.



5. To activate the automatic power on, in the On column select the check box for the day.

6. To modify the time, select the hours digits and press the up or down buttons and then select the minutes digits and repeat the process.

7. Select AM or PM, and press the up or down buttons.

8. To activate the automatic power off, in the Off column select the check box for the day and then set the off time as described in steps 6 and 7 above.

9. Press the Apply button to confirm your changes and continue or press the OK button to confirm changes and exit WIDEsystem.

See:
...tell me about WIDEsystem

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how do I recover the system?

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You need the System Recovery DVD that came with your scanner.

to recover your scanner system...

1. Press the Exit button
2. Confirm that you wish to shut down the system.
3. Insert the Recovery DVD and turn on the panel PC..
4. The Recovery DVD will present instructions for performing different system tasks. Follow the instructions displayed on your screen.
5. You can choose to recover (overwrite) all files or to recover system files only while keeping all user files intact. User files are images, lists, type of original templates, and other data you created with the system.
6. After system recovery you must run System Maintenance. See:

...how do I... maintenance procedures

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how do I set the printer media width?

Your work may involve printing on different media widths. For example, with some jobs you will print on 36" wide media rol and for other jobs, you will change to a 24" media roll. Whatever the case, **the program needs to know the width of the media currently loaded on the printer.**

The steps involved for setting the media width in the program depend on your printer model. Newer printer models will support automatic detection of the media width while older models may require manual setting. See your printer's documentation for determining its automatic media width detection capabilities.

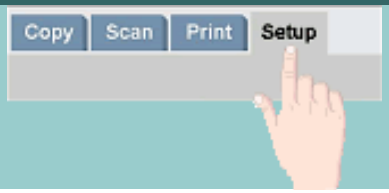
Regardless of your printer model, it is recomended to view and control your printer media width settings before commiting a large and costly printing job. The printer media width setting can be viewed in the *Setup tab>Printer>Tool button>Advanced* dialog. From here you can also change the Media width setting when you change the printer media roll to one of a different width.

The instructions in this topic describe:

1. Viewing and accessing the printer media width settings
2. Setting the printer media width on printers WITH support for automatic media width detection - at startup and after changing the paper roll.
3. Setting the printer media width on printers WITHOUT support for automatic media width detection, at start up and manually after changing the paper roll.

to view / access the printer media width settings ...

1. Select the setup tab.



2. Select the Printer button and then the Tool button .

3. Select the Advanced button. The current Media width setting (value) is displayed on the Media width button.

Setting the paper media width on printers WITH support for automatic media width detection...

1. *At start up* - The program will automatically detect the width of the roll currently loaded on the printer. The value will be displayed in the Media width button in the Setup tab>Printer>Tool button>Advanced dialog.

2. *If you change the paper roll to one of another width* - After changing the roll, access the Setup tab>Printer>Tool button>Advanced dialog. Press the Auto detect button to retreive the new media width value from the printer. The new value will be displayed in the Media width button.

3. Select OK to finish.

Setting the paper media width on printers WITHOUT support for automatic media width detection...

1. *At start up* - The program will set the media width value stored with the printer driver. This is normally the maximum output width of the printer. If you are using a roll smaller than the maximum width of the printer, you will need to change the width manually. Access the Setup tab>Printer>Tool button>Advanced dialog. Press the Media width button to enter a new value with the on-screen keyboard and press the keyboard's Enter key to confirm. The media width value will be displayed in the Media width button.

2. *If you change the paper roll to one of another width* - You need to change the width value manually. Access the Setup tab>Printer>Tool button>Advanced dialog. Press the Media width button to enter a new value with the on-screen keyboard and press the keyboard's Enter key to confirm. The media width value will be displayed in the Media width button.

3. Select OK to finish.

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how do I change the interface language?

to change the interface language...

If the Administrator password has been setup and activated, you will be prompted to enter it before being able to change the system interface language.

1. Press Setup Tab > Options
2. Select System
3. Press the Advanced button.
4. Enter the Administrator password if prompted by the system.
5. Press the Change Language button.
6. Select the language from those available.
7. The system will reboot to apply the new language.

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printing your help pages

to print your help pages...

The default printer on your scanner system is your large-format printer. We advise you to use the 'Using your scanner' CD if you want to print any help pages. The contents are identical to your online help and will open in your browser.

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tell me about WIDEsystem

WIDEsystem is designed to...

WIDEsystem is an application designed to monitor and control the functionality of your scanner and contains the drivers required by your system.

To reach WIDEsystem Setup tab > Options > System > WIDEsystem

The programs main features are:

System Status

- View the scanner system's status, called the Scanner Mode, by exiting your scanner system and on the Active Desktop, selecting the WIDEsystem scanner icon on the system tray. Status messages include remaining warm-up time, interface connection errors, and an indication that the scanner is ready for scanning.

- View useful Error messages that relate to the current Scanner Mode.
- View the load status of the original (media) to be scanned.

System Timer

Set up the scanner system's timer to determine times for automatic power-up and power-down each day of the week. Optimum performance from your scanner is obtained when it has warmed up for an hour (may vary according to your working environment). Also, if you are printing from lists and there are a large number of copies, you may want to leave your system running in overnight or at weekends. When the power off time is reached, the scanner is set to standby mode (power light is red) and the WIDEsystem icon on your Active Desktop is yellow.

If a scan is being done when power off time is reached, automatic power off is delayed by 15 minutes. If the scanner is manually started, 3 hours will have to pass before it goes into standby. See:

How do I set the scanner system power up/down timer?

Scanner Information

- View information on the scanner system's firmware and hardware revisions. The information helps you

keep track of your upgrades and is useful for support purposes.

- Initiate a scan of the SCSI or USB interface bus.

Share your scanner

- Select the Share your current scanner... option to allow other users on the network to use you scanner from their workstations.

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how do I define special scanner setup options?

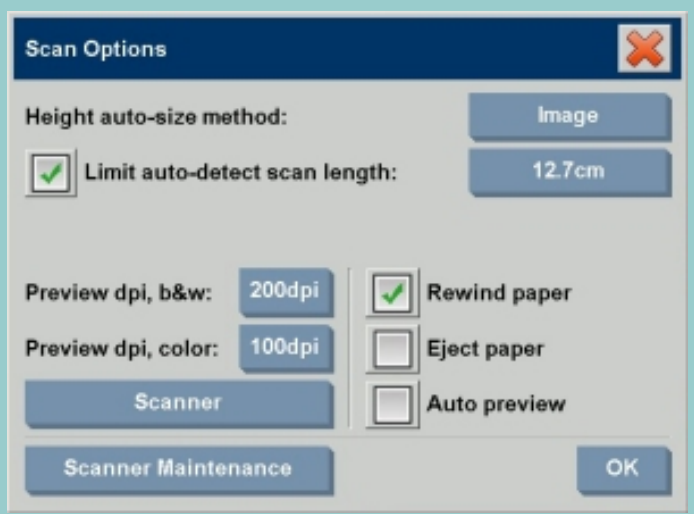
Select a topic...

...to access the scanner setup options...
...paper load
...media offset
...extended thickness settings

to access the special scanner setup options...

1. Press the Setup tab.

2. Press the Options button and select Scanning.



3. Press the Scanner button.

4. Press the Setup button.

See:
...Tell me about the scan options

paper load

Select the Paper Load Tab

1. Select between Manual load or Automatic load.

2. Set the delay factor for automatic paper loading to give you time to position the original correctly.

3. Soft handling - set this to help correct paper jam errors while scanning. Note that scanning speed is reduced.

4. Fast Load - For extra fast feeding of originals - used for batch scanning.

See:
...Tell me about Paper loading

media offset

Select the Media Offsets Tab

1. To get very high accuracy, modify the vertical precision from zero to a value between -1% and 1%.

Positive settings mean that the distance between scan lines will be increased, and negative settings mean that the distance between scan lines will be decreased.
When you exit the Scanner Setup dialog, the modified value is stored in non-volatile memory in the scanner and can only be changed by re-doing the setup.
See:
...Tell me about Correction Factor in scanning

extended thickness correction settings

Select the Extended Thickness Tab

Normally, only stiff media will affect stitching. A flexible media will usually be stitched correctly regardless of its thickness.

1. If the lines seem uneven, check the box labeled Adjust for extended media thickness.

2. Change the value for each of the scanner's cameras. Normally, only positive values should be used.

3. Make test scans and readjust the values until you are satisfied that the lines are stitched correctly.

4. Click OK to accept your settings.

See:
...Tell me about Extended thickness settings

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how do I shut down my system?

to shut down your system...

1. Press the Exit button .
2. Confirm that you wish to shut down the system.
3. Power OFF the scanner.

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how do I restart my system?

to restart your system...

1. Press the Exit button .
2. Confirm that you wish to shut down the system.
3. Turn on the panel PC.

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how do I calibrate my touch screen?

to calibrate your touch screen...

1. Press the Setup tab.
2. Press Options > System
3. Press the Calibrate Touch Screen button and follow the instructions on the screen. The procedure involves touching points on the screen.
4. Calibrate your touch screen from the same position you would use it when working with your scanner system. You need to do this because the angle you use your screen may affect performance.

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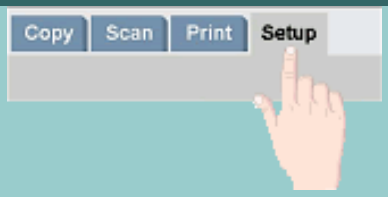
how do I set up my printer in my scanner system software?

You should not normally need to use this procedure as this part of printer setup is automatic when you install the printer for the first time.

Follow this procedure only if no printer is available in your Setup tab or for controlling correct printer installation.

to set up your printer...

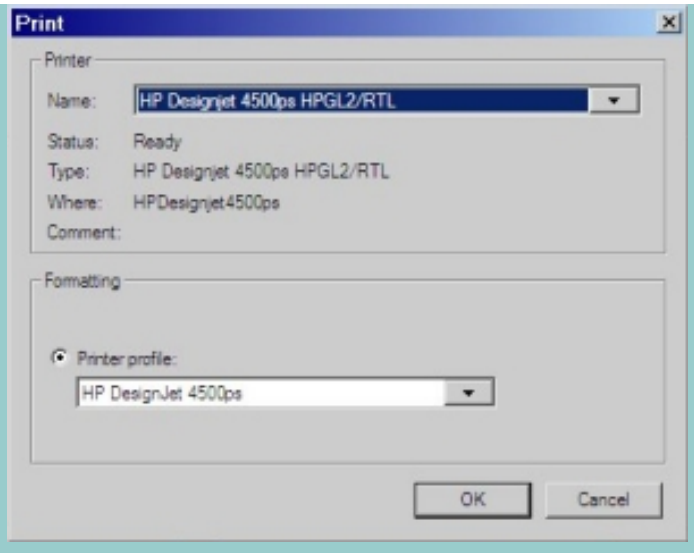
1. Select the Setup tab.



2. Select the Printer button.

3. Select the Tool button and then the Printer Setup button.

4. Check the Printer profile radio button in the formatting part of the window.



5. Select OK to finish.

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the problem is with the interface language

if the user interface is not in the correct language...

When you installed your scanner system, the wrong language was installed in the final step.

You need to change the interface language. See:

...how do I change the scanner system interface language?

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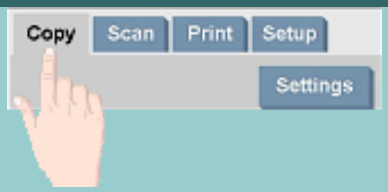
how do I create a custom scale size?

You can set a custom scale size value from the copy tab and from the scan tab.

to create a custom scale size...

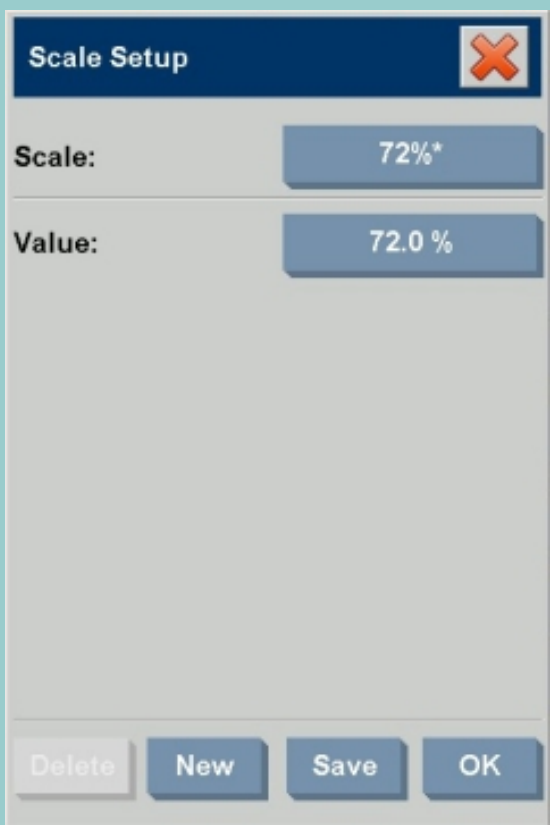
1. Press the Copy tab - Scale button if you are performing a Copy job or...



   Press Scan tab - >Resize if you are performing a Scan to file job.

2. Press the Scale button and then the Tool button .

3. In the Scale Setup dialog, press the New button.



4. Enter a name for your new scale. Using the scale value itself as the name is recommended (i.e., "72%").

5. Press the Value button and set the scale value.

6. Press the Save button and then OK to confirm.

Your new scale will join the standard scales in the Scale presets list.

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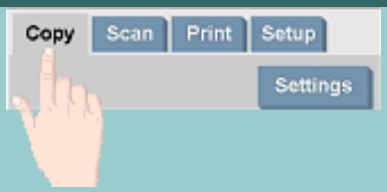
how do I create a custom paper Size preset (Input Size and Output Size)?

The following instructions apply for creating either a custom Input Size - paper size preset or a custom Output Size - paper size preset.

to create a custom input or output size...

1. Press the Copy tab or Scan Tab.



2. Press the Input Size or Output Size option and then the Tool button . When in the Scan tab, the Output size dialog is reached through the Resize -> Size option.

3. In the Size Setup dialog, press the New button.

4. Enter a name for your new size. The name could describe a certain group of copies or the size itself i.e., "23x50".

5. Press the Width and length buttons and set the values. The Auto options can also be used.

6. Press the Save button and then OK to confirm.

Your new size preset will join the standard sizes in the Size presets lists.

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how do I set the output quality?

to set the output quality for your scanner and printer...

Copy - Quality setting from the copy tab includes both scan and simple print quality options. Both Scan and Print Quality settings are used with the process.

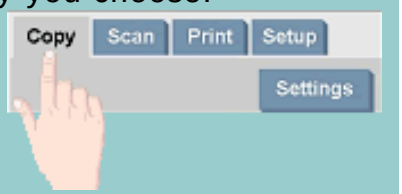
Print from file - Special print quality settings can be made from the print tab.

Scan to file - Scan quality (resolution) settings can be made from the scan tab. With the Auto setting, you base your settings on intended Print Quality for the file although only the Scan Quality setting is used with the job.

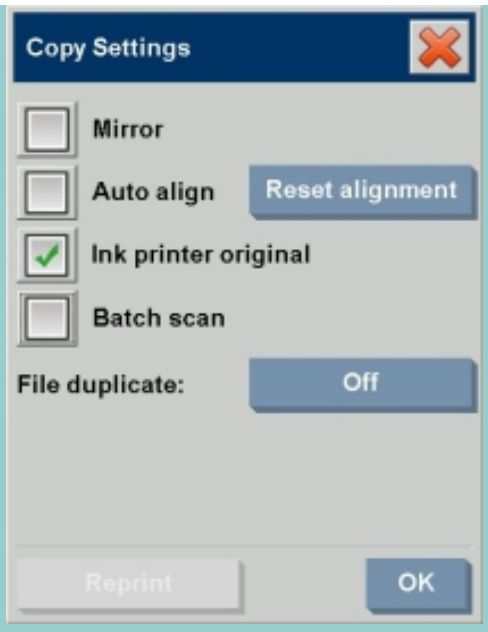
Copy Quality Settings - Both Scan and Print

With copying, you can set both scan (input) and print (output) quality values. You can tell the program to automatically find the best scan quality based on the print quality you choose.

1. Press the Copy tab



2. Press the Settings button.



Ink Printer Original: will improve the result of your copy or print if the original to be scanned has been printed with an inkjet printer. Press OK button to apply.

3. Press the Quality button.

Define a new quality based on both print and scan quality as described below.

Scan Quality

For the scanner you set scan resolution in dpi (dots per inch).

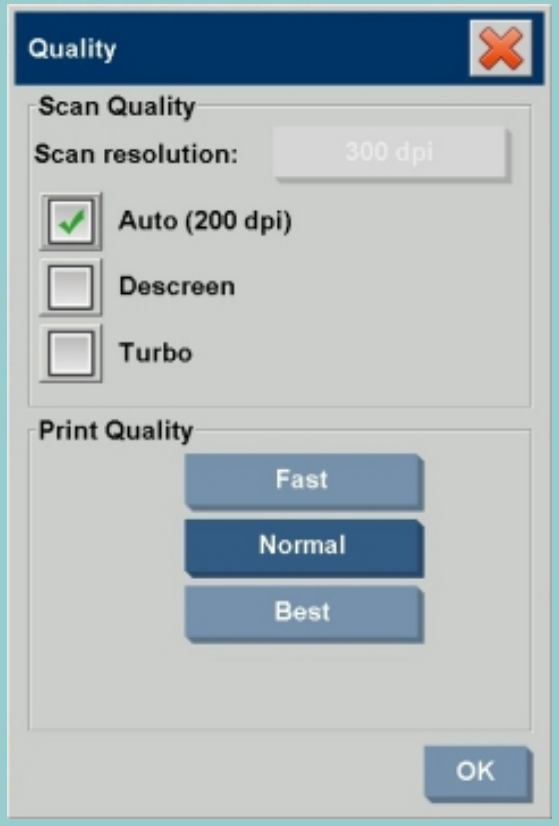
- To use Auto, you check the Auto field and then choose one of the Print Quality settings. The program will determine a Scan Quality setting based on, and best for the Print Quality setting you choose (Fast, Normal or Best). The automatically selected dpi value is displayed near the field (200 dpi in example below).
- Uncheck Auto to set your own dpi value.
- Descreen tells the scanner to scan with the scanner's optical resolution and relay the data to the software without interpolation. Optimal conversion to the set dpi or quality is then performed by the software. Gives superior results with

raster originals. Scanning speed is reduced.

- Turbo: You set the Scan resolution value or Auto and then select Turbo. This will basically double the scanning speed but with a reduction on image quality. Turbo resolution processing involves speeding up the paper's movement, reduction of captured scan data in the scan direction and resampling to create the image resolution as set in Scan Resolution or Auto options. Turbo mode has no effect for resolutions below 300 dpi.

Print Quality

- You select Fast, Normal or Best settings.
- If you selected Auto for Scan Quality, your Print Quality setting will determine the Scan Quality as described above.

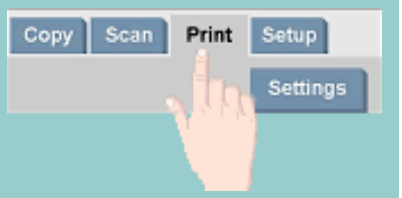


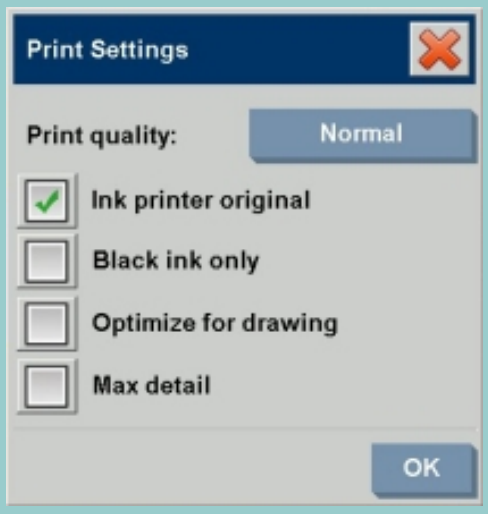
Press OK button to apply.

Print Quality Settings - Print from file

With printing from an existing file in the print tab, you set print (output) quality options.

1. Press the Print tab.
2. Press the Settings button.





- Press the Print Quality button to choose a fast, normal or best output quality setting.
- Ink Printer Original: to improve the result of your copy or print if the original that was scanned to create the file had been printed with an inkjet printer.
- Black Ink Only: This option will only affect printed output from **graytone image files**. For creating true and neutral graytone output. Creating graytones with black ink only will create printouts that are less sensitive to current lighting conditions when viewing the results. Note that setting Black ink Only can create output that is more grainy than normal graytone output where color ink is also used.
- Optimize for drawing: Recommended with text and drawings. Tells the printer to output optimally in relation to clear and sharp edges. Not advisable to use with pictures as visible bands can be created on the output.
- Max detail: For enhancing detailed graphics. Recommended for originals with many small details such as maps and certain CAD drawings. Not recommended with pictures as the setting will have a negative effect on color matching and graytone output.

Press OK button to apply.

NOTE: The availability of of these options depend on the printer model.

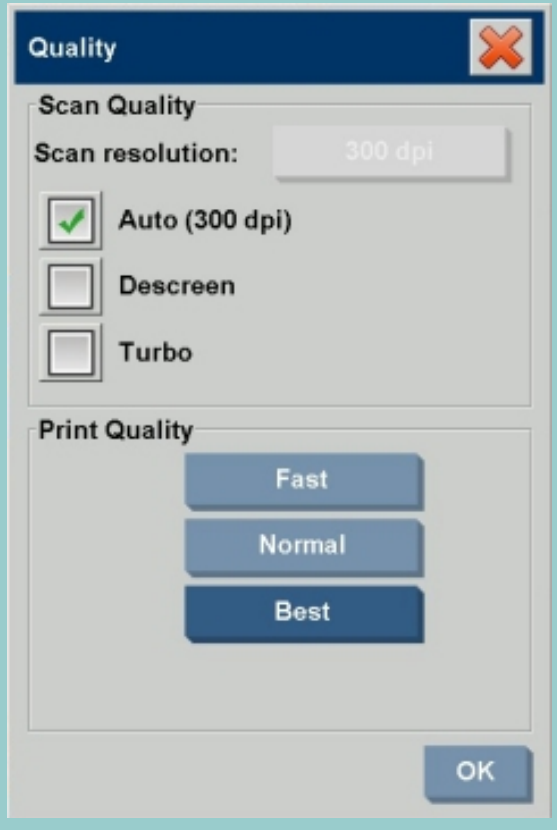
NOTE: Some of these special print quality options can also be defined within a type of original template through the copy tab. See: how do I define an original template? for more information.

Scan Quality Settings - Scan to file

With scan-to-file in the Scan tab, you set scan (input) quality factors. You can however tell the program to find the best scan quality based on a print quality you intend to apply when you print the file.

1. Press the Scan Tab.

2. Press the Scan Resolution button.



Scan Quality

- Scan Resolution - You set a scan resolution value in dpi (dots per inch).

- To use Auto dpi setting, you check the Auto field and then choose one of the Print Quality settings. This ensures that the Scan (to file) quality setting will match your intentions for printing the file later on. The Print Quality setting itself is not used in the Scan to file process. The program selects a scan to file dpi setting that is best for the Print Quality setting you chose (Fast, Normal or Best). The automatically selected dpi value is displayed next to the field (300 dpi in example above).
- Uncheck Auto to set your own dpi value.
- Descreen tells the scanner to scan with the scanner's optical resolution and relay the data to the software without interpolation. Optimal conversion to the set dpi or quality is then performed by the software. Gives superior results with raster originals. Scanning speed is reduced.
- Turbo: You set the Scan resolution value or Auto and then select Turbo. This will basically double the scanning speed but with a reduction on image quality. Turbo resolution processing involves speeding up the paper's movement, reduction of captured scan data in the scan direction and resampling to create the image resolution as set in Scan Resolution or Auto options. Turbo mode has no effect for resolutions below 300 dpi.

Press OK button to apply.

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how do I install the printer and printer drivers?

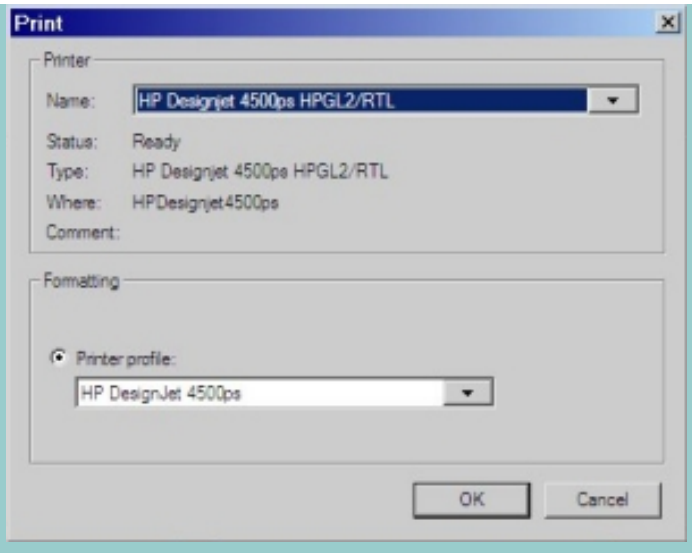
There are three ways to install a printer with the system. The recommended method depends on the printer model:

1. Local connection through Firewire interface. (Use with Designjet 4500 printer)
2. Local connection through USB interface. (Use with Designjet 800 and Designjet T1100 printers)
3. Network connection through the LAN. (Use with all other printers than those stated above)

local connection through firewire interface...

This option is for the Designjet 4500 printer model only. If you have the Designjet 4500 with your system, then it is highly recommended to use the firewire interface. Driver installation and detection by the software is automatic.
Use the USB interface method with Designjet 800 or Designjet T1100 printer models.
Other models will need to use the network connection method.

1. Power OFF alle device components - scanner, printer and panel PC.
2. Connect the Firewire cable's printer end to the printer.
3. Connect the Firewire cable's other end to the panel PC.
4. Power On the printer, scanner and panel PC.
5. The printer driver is preinstalled in the software and the printer will be detected at power on.
6. Control setup - Check that your printer profile corresponds with the printer you selected. Press Setup Tab>Printer>Tool button>Printer Setup. The "Printer Profile" option should be checked and the box text should show the attached HP Desginjet 4500 printer name.



local connection through USB interface...

This option is for the Designjet 800 and the Designjet T1100 printer models. If you are connecting one of these models with your system, then it is highly recommended to use the usb interface as driver installation and detection by the software is then automatic.

Use the Firewire interface method with a Designjet 4500 printer model.

Other models will need to use the network connection method.

1. Power OFF alle device components - scanner, printer and panel PC.
2. Connect the USB cable's printer end to the printer.
3. Connect the USB cable's other end to the panel PC.
4. Power On the printer, scanner and panel PC.
5. The printer driver is preinstalled in the software and the printer will be detected at power on.
6. Control setup - Check that your printer profile corresponds with the printer you selected. Press Setup Tab>Printer>Tool button>Printer Setup. The "Printer Profile" option should be checked and the box text should show the attached HP Desginjet 820 mfp printer name.

Network connection through the LAN ...

This option is for models other than the Designjet 4500, Designjet 800 and the Designjet T1100 printers. If you are connecting the Designjet 4500 printer with your system, then use the local firewire connection method through the firewire interface that provides automatic driver installation and detection.

If you are connecting the Designjet 800 printer or the Designjet T1100 with your system, then use the local USB connection method through the USB interface that provides automatic driver installation and detection.

Other models must use the network connection method described here...

1. Make sure the printer you wish to use is configured and setup on the LAN to be recognized by other devices.
2. Connect your panel PC to the LAN.
3. Select the Setup Tab
4. Select Options > System.
5. Select "Install Printer Driver". This opens the printer installer wizard. Follow the installation instructions that appear on your screen.
6. Control setup - Check that your printer profile corresponds with the printer you selected. Press Setup Tab>Printer>Tool button>Printer Setup. The "Printer Profile" option should be checked and the box text should show the correct printer name.

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how do I connect to a network?

to connect your scanner to a network...

These actions will make your system recognizable to others on the network.

NOTE: If the Administrator password has been setup and activated, you will be prompted for it before being able to make the network settings.

1. Connect the RJ45 network cable to the Ethernet port at the back of your touch screen.
2. Check your Network settings.
3. Files to be shared across the network should be placed in the D:\images folder. Once a file is saved to this folder, it can be accessed throughout the network, from any computer running any operating system; see how do I access shared files.

You will probably want to connect your printer to the same network. See your printer's documentation for further information.

NOTE: With the HP Designjet Scan Software 1.1 (or later) you cannot access the Internet from the scanner system, nor can you access shared folders on other computers.

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how do I make network settings?

These actions will make your system recognizable to others on the network.

NOTE: If the Administrator password has been setup and activated, you will be prompted for it before being able to make the network settings.

to make your system's network settings...

1. Select the Setup Tab.
2. Select Options > System.
3. Select the Advanced button.
4. Enter the Administrator password if prompted by the system.
5. Press the Network Settings button.
6. Select the DHCP option if you know that your network has a DHCP server. This will let the system find the network connection information automatically.
7. Select the Manually option for manual connection. Obtain the IP address, and other relevant network connection information from your system administrator.
8. Click OK for each setting.
9. You can protect your system's shared folders from unwelcome network access by applying a **login and password** under the **FTP and WebDAV** option area. Click the Login and Password buttons to enter strings and apply them.
   Note that the string "@scanner" is always appended to the entered login name.

   Pressing the **Reset** button will remove login/password protection for FTP/WebDAV access and thereby bring the system back to its default mode (unprotected access to the system's shared folders).

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how do I change the default Administrator Password?

The Administrator password can be used to protect the setting of system specific options such as interface language, network parameters, accounting i.e., key adminstrative settings. Your system comes with a **default Administrator password** - "**hpinvent**" (all low-case letters).

If the default Administrator password is equal to "hpinvent" i.e., never changed or has been reset to its original value, password protection will not be applied to the key administrative settings and they will remain open for editing by all users.

If the default Administrator password is changed to something different than the default password "hpinvent", , the system's key administrative settings will be protected and users will be promted for the new password before they can enter the options for changing them.

If there are many who share the system, it is recommended that the default password is changed by the system's adminstrator when the system is setup the first time.

to change the default Administrator password...

1. Select the Setup Tab.
2. Select Options > System.
3. Select the Advanced button.
4. Press the Set/Change Password button.
5. Enter the new Administrator password.
6. You will be asked to confirm the new Administrator password.
7. Click OK when finished. The new Administrator password is effective immediately.
7. You can turn off protection again by resetting the Adminstratopr password to the default password "hpinvent".

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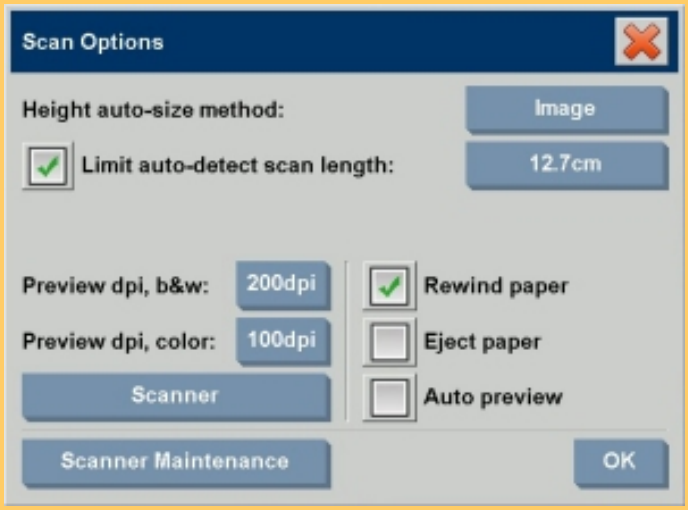
tell me about the scan options and preferences

scan options

Press the Setup Tab > Options > Scanning to reach the Scan Options dialog.



Tell me about...

...preview dpi
...eject paper
...auto preview
...scan speed - fix backups
...rewind paper
...hight auto-size method
...limit auto-detect

preview dpi

Setup Tab > Options > Scanning > Preview dpi

Determine the image resolution (between 50 and 300 dpi) for on screen previewing. Lower resolutions give faster previewing.

eject paper

Setup Tab > Options > Scanning > Eject paper

Use this option to make the scanner eject the paper automatically after each scan.

auto preview

Setup Tab > Options > Scanning > Auto preview

Use this option to automatically run a preview of the output as soon as an original is loaded in the scanner.

scan speed - fixing backups

Setup Tab > Options > Scanning > Scan speed

Sometimes, the performance of your workstation will cause the scanner to make repeated "back-ups" during scanning in order to ensure correct and continuous processing of scanned data. Back-ups can be avoided by reducing the maximum scanning speed thus refitting the scanner's performance to that of your workstation. The Default button can be used to restore the default scan speed value.

rewind paper

Setup Tab > Options > Scanning > Rewind paper

After scanning, your original will normally be found hanging at the back of the scanner. If the scanner is placed close to a wall, it may be difficult to access the original in order to remove it from the scanner. However, if the Rewind Paper option is selected, the original will be rewound back to its starting position after scanning. In this case, it can be ejected and removed from the front of the scanner.

height auto-size method

Setup Tab > Options > Scanning > Height auto-size method

There are two methods the scanner software can use to detect the height (length) of the image: Paper detects the end of the paper by mechanical means, while Image performs a prescan of the image and uses software to work out the length of the prescanned image. The Paper method is quicker because it doesn't require a prescan; but the Image method may be more accurate (if the paper is longer than the image).

limit auto-detect scan length

Setup Tab >Options>Scanning>Limit auto-detect scan length

This option is provided so that you can set a maximum to the auto-detected length of an image.

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how do I print on multiple printers?

If you are using the Copy tab or the Print tab to print sets or multiple copies, you can save time by printing on more than one printer at the same time.

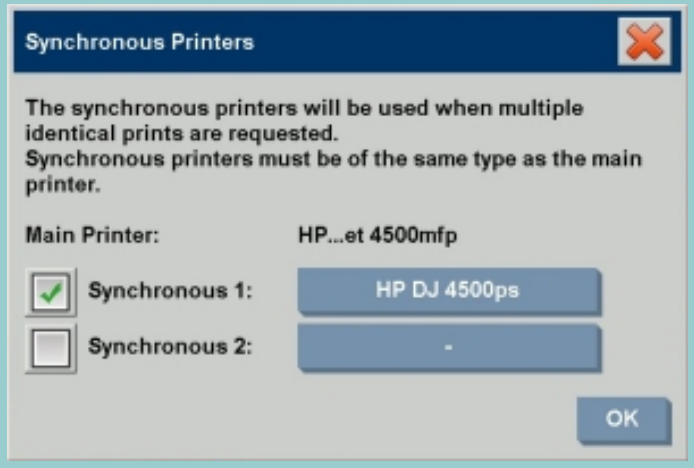
Each copy or set will be printed on a single printer, but the printer will automatically allocate different copies or sets to different printers in order to print the whole job as quickly as possible.
Example 1: You have defined 3 synchronous printers and wish to print 3 different large format files that are in your print list, you can send the print job and the system will allocate a synchronous printer for each file so they can be output simultaneously.
Example 2: You have defined only 2 synchronous printers and are printing a set of four posters three times, each of the four posters will be printed twice on one printer (total: eight posters) and once on the other printer (total: four posters).

to use multiple printers...

1. Select the Setup tab.

2. Select the Printer button.

3. Select the Tool button and then the Synchronous Printers button.



4. The main printer will always be your first printer. You can then select one or two additional printers (maximum 3 printers) for synchronous output together with the "Main" printer. Press the synchronous 1, 2 buttons to add

printers.

NOTE: Synchronous printers must be of the same model as your main printer.

NOTE: All printers must already be specified using Setup Tab > Options > System > Install Printer Drivers and Setup Tab > Printer > Tool button > Printer Setup. See also How do I install the printer and printer drivers?.

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how do I access shared files from another computer?

The following instructions explain how to access the shared files folder on your HP Designjet scanner from other computers on the same network.

To access shared files you will need to know:

1. The **IP address** of your HP Designjet scanner.

   The system administrator may have applied protection for shared file access. If this is the case you will also need:

2. the **Login and password for FTP / WebDAV access**.

You can download files from the shared folder simply by entering the IP address into a Web browser's address field. You will be prompted for the FTP/WebDAV access login and password if protection was applied by your system administrator.

For setting up general access from a computer, see below:

how do I access shared files from Windows 98?

how do I access shared files from Windows 2000?

how do I access shared files from Windows XP?

how do I access shared files from Mac OS X?

how do I access shared files from Mac OS 8 or 9?

To Obtain the IP address information directly from the system:

NOTE: If an **Administrator password** has been setup and activated, you will be prompted for it before being able to enter the "Advanced" dialog to view the IP address information directly from the system as described below.
Contact your system's administrator for the IP address information If you are prompted for the administrative password and do not know it.

1. Select the Setup Tab

2. Select Options > System > Advanced button

3. Enter the administrative password if prompted.

4. Press the Network Settings button to view the IP address

information

Administrators - See "How do I make network settings" for details on how to protect the system from network access by setting a login and password

NOTE: You can also access shared files through **FTP protocol**. For this you will need the same information as stated above - i.e., the **IP address** of your HP Designjet scanner and the **login and password** for FTP/WebDAV access if protection was applied. You will also need a FTP client program.

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invent

how do I access shared files from Windows 98?

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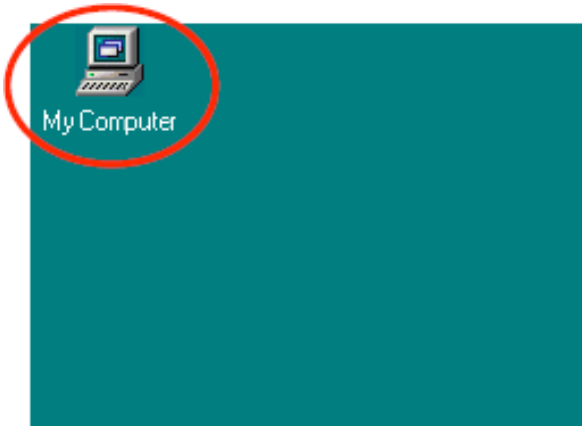
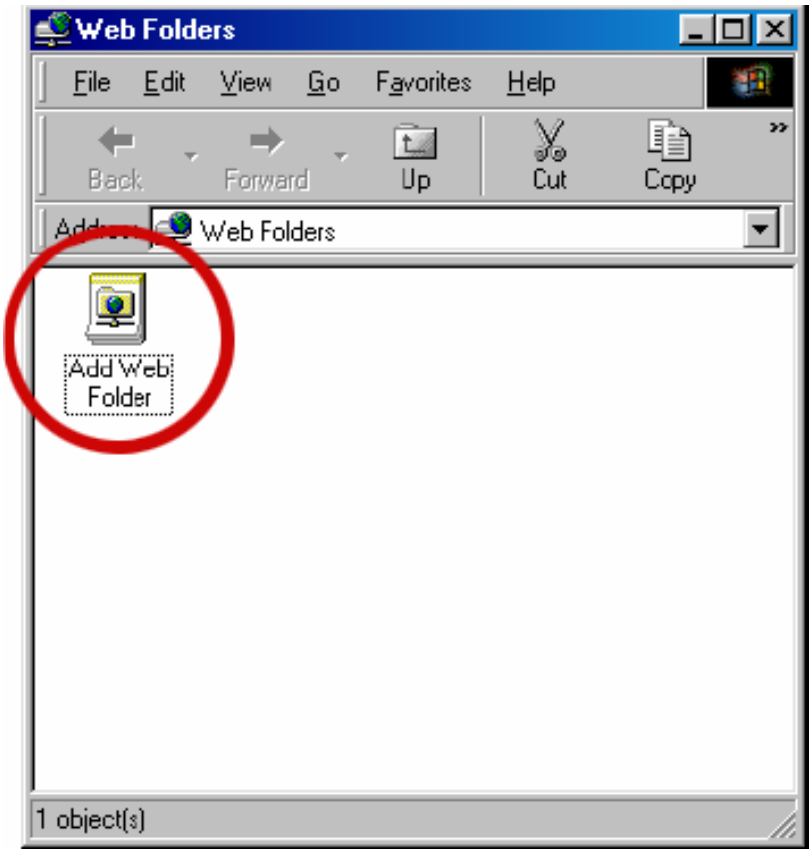
1. Go to your computer's desktop and double-click the My Computer icon.

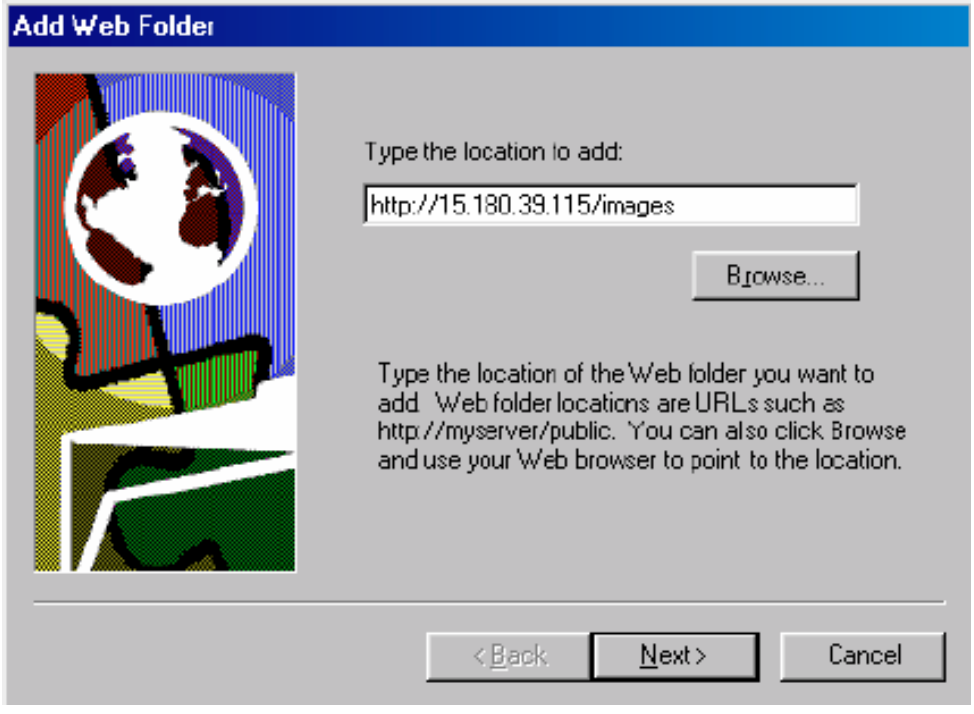


2. Double-click the Web Folders icon.

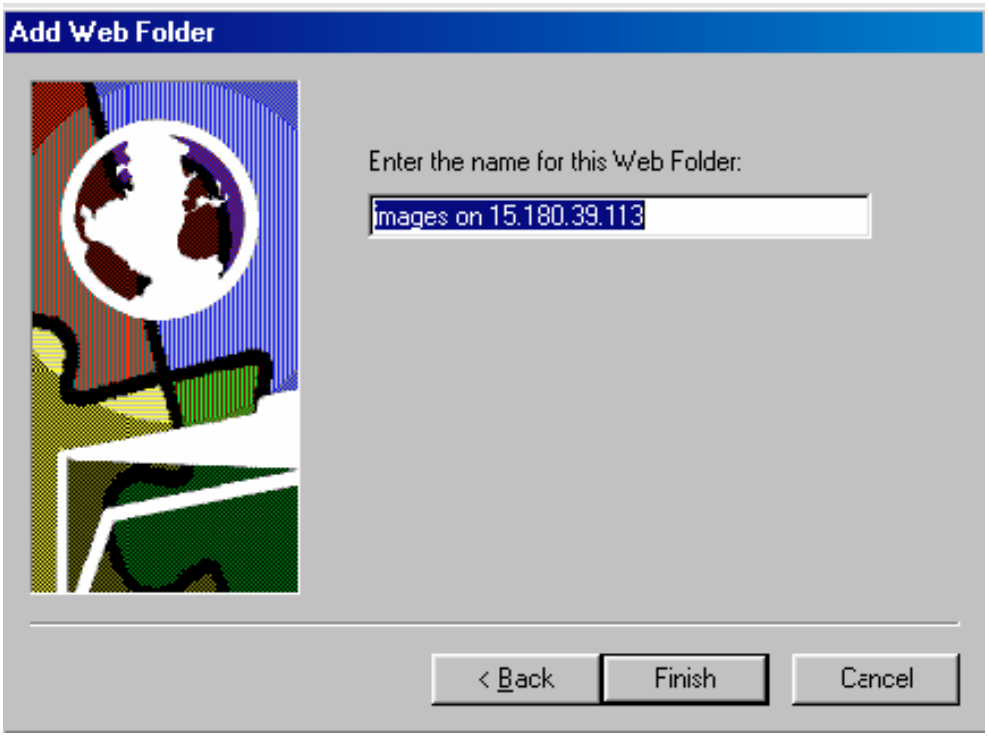
3. Double-click the Add Web Folder icon.



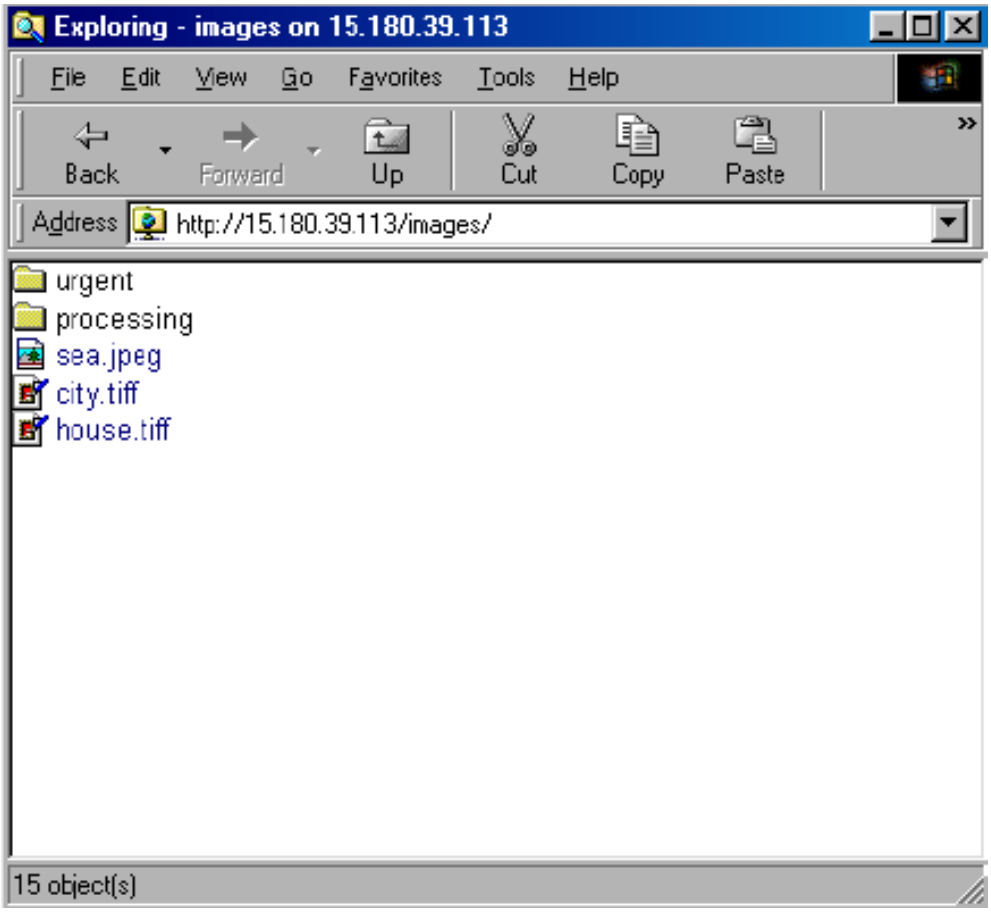
4. Enter the URL of the shared files folder on your HP Designjet scanner, which will be **http://***scanner_ip***/images**, where *scanner_ip* is the IP address of the scanner system. When you have entered the URL, press the Next button.



5. Enter a descriptive name for the link to the HP Designjet scanner's shared folder.

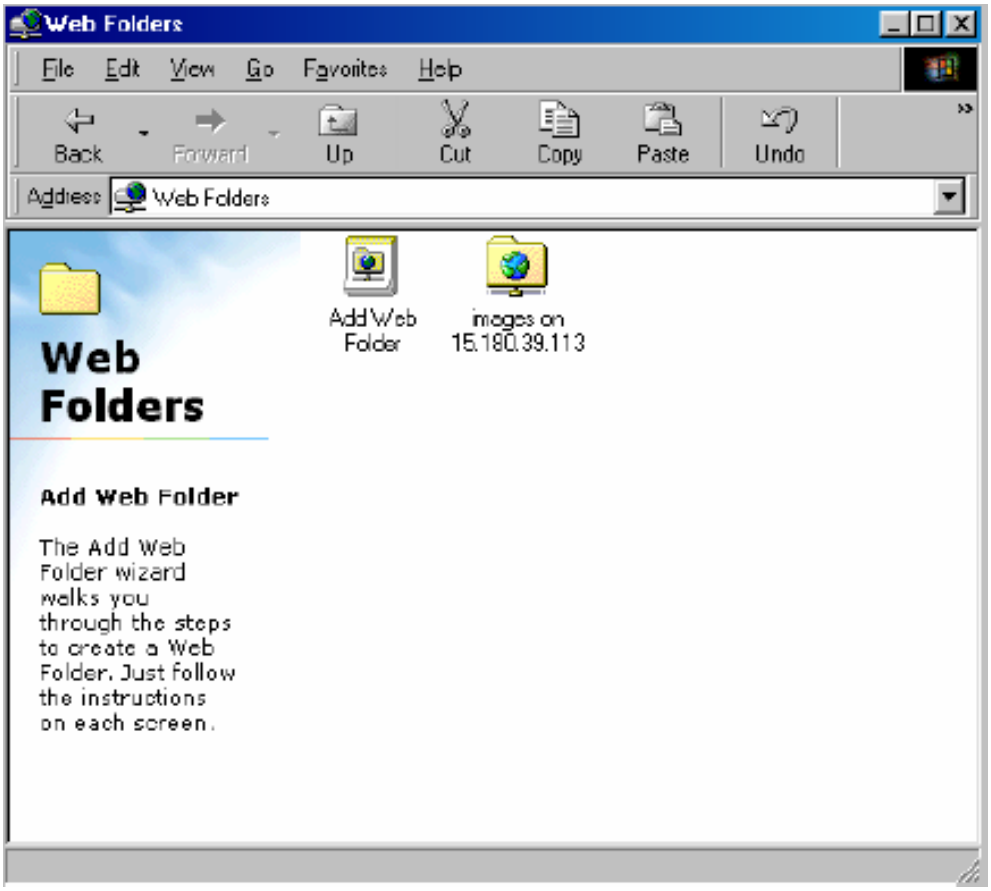


6. Click the Finish button, and you will see all the files in the D: \images folder of your scanner system.



7. To access the folder from your desktop, double-click My Computer, then double-click Web Folders. You will see that your shared folder has been added there. For more

convenient access, you can drag the folder to your desktop.



Now you can drag any file or folder from your computer into the HP Designjet scanner's shared folder.

To delete the link to the shared folder, first select it. Then, while holding down the Shift key, press the Delete key on your keyboard.

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how do I access shared files from Windows 2000?

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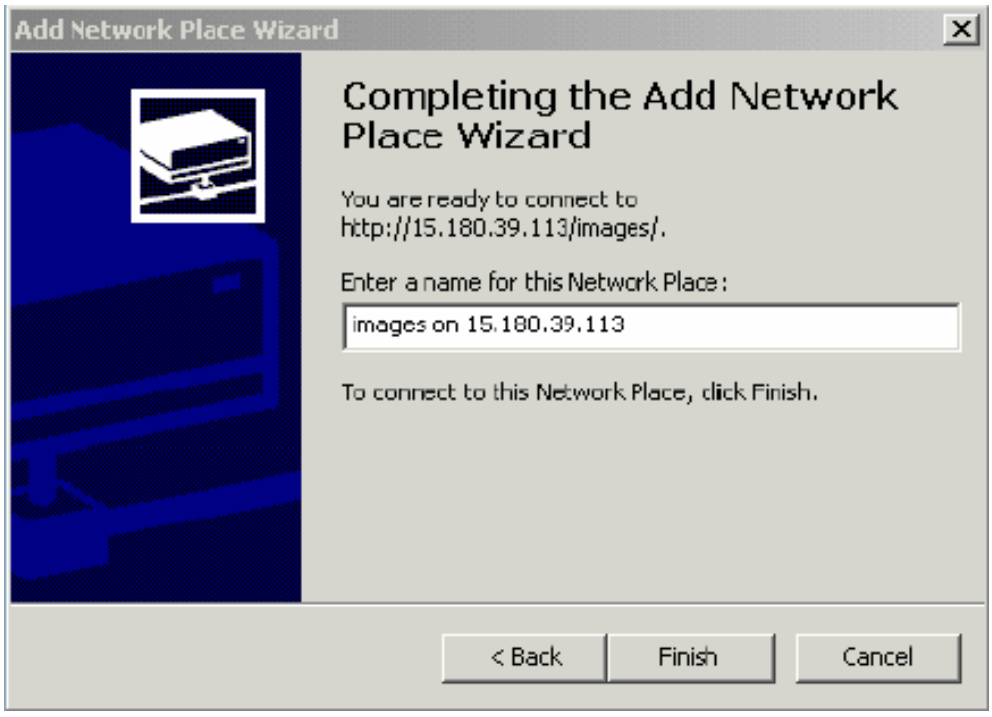
1. Go to your computer's desktop and double-click the My Network Places icon.

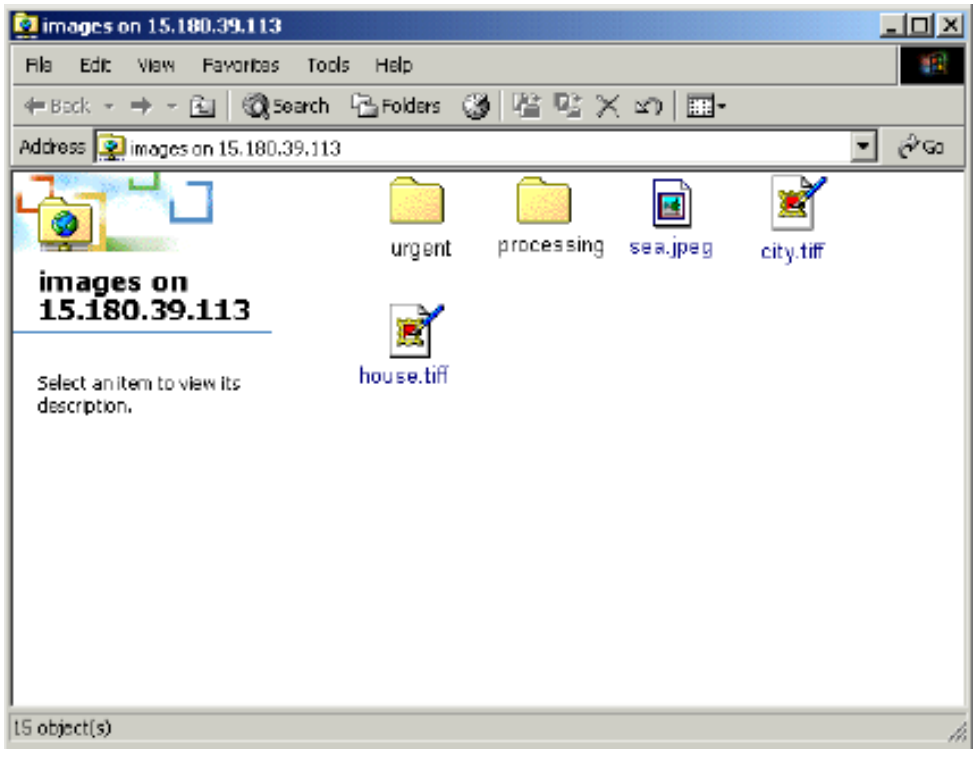
2. Double-click the Add Network Place icon.

3. Enter the URL of the shared files folder on your HP Designjet scanner, which will be **http://***scanner_ip***/images**, where *scanner_ip* is the IP address of the scanner system. When you have entered the URL, press the Next button.

4. Enter a descriptive name for the link to the HP Designjet scanner's shared folder.



5. Click the Finish button.



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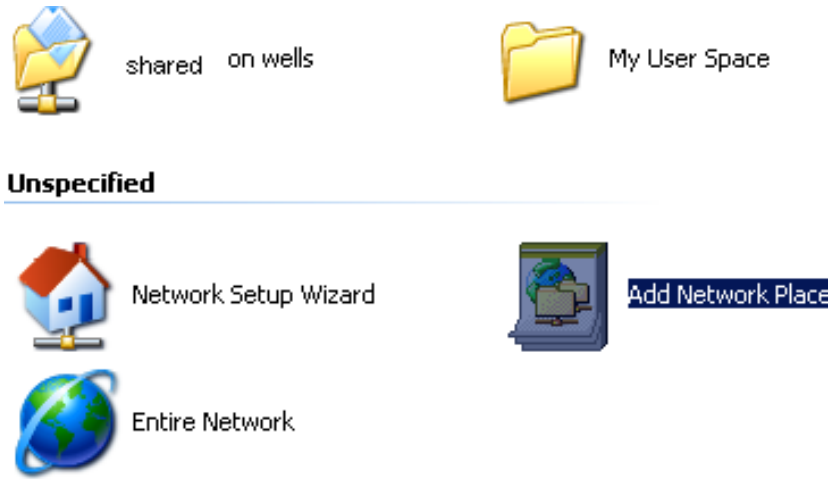
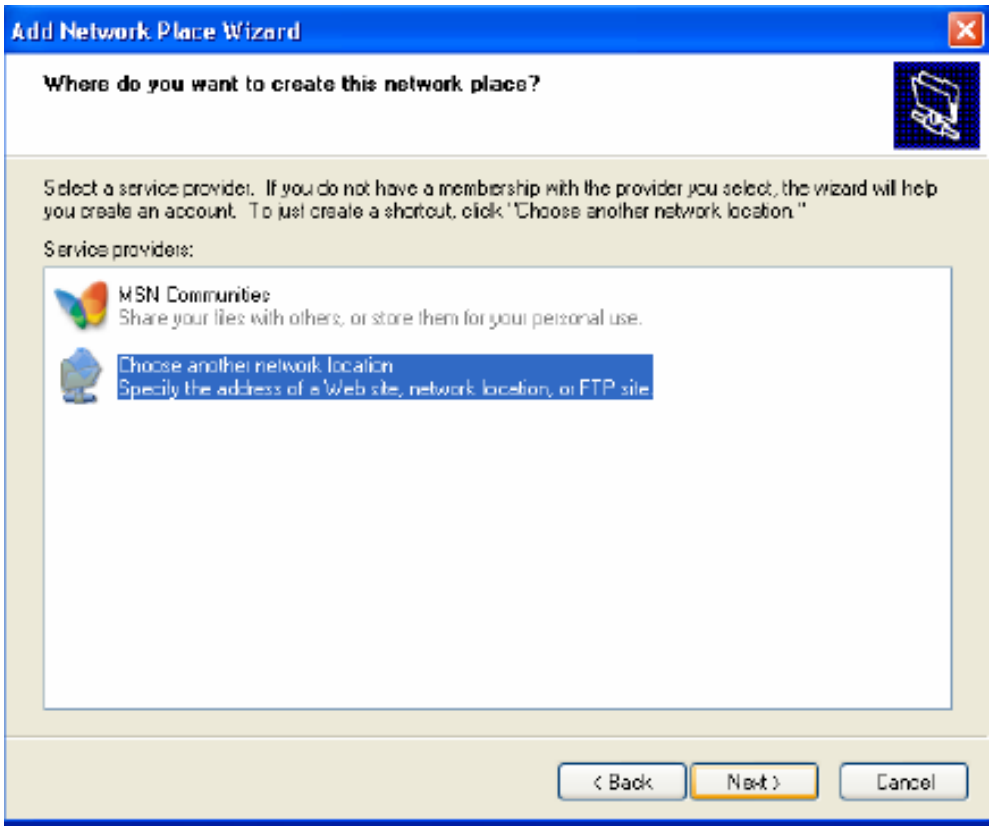
how do I access shared files from Windows XP?

1. Go to your computer's desktop and double-click the My Network Places icon.

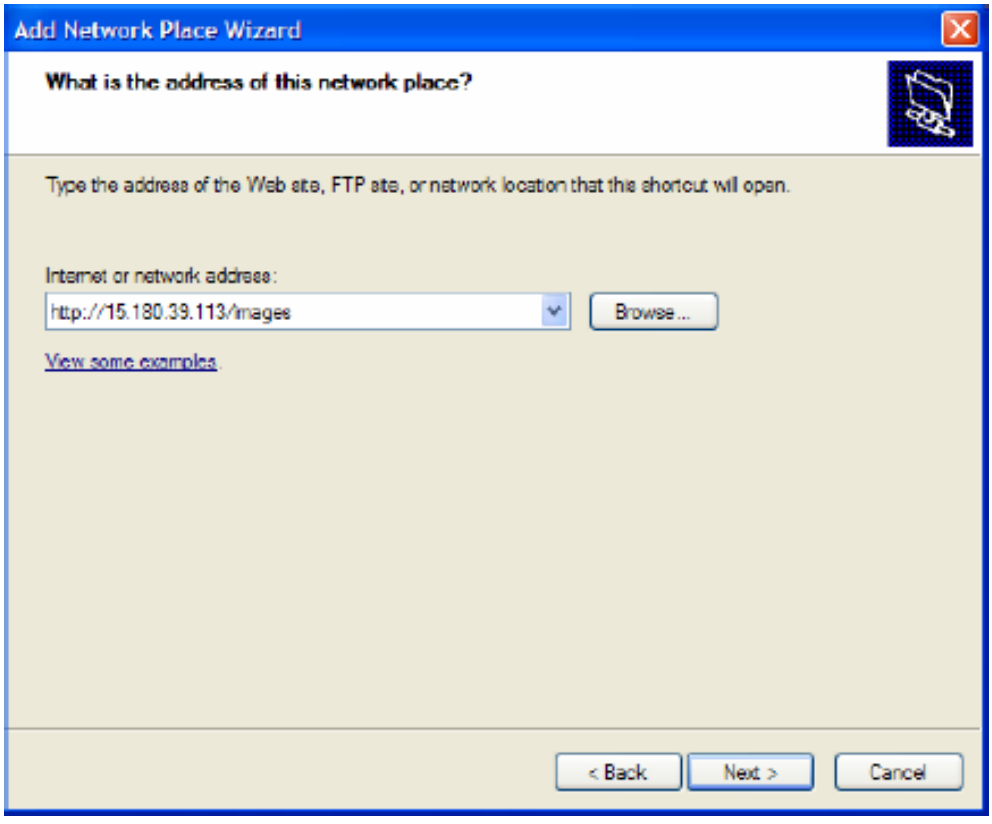
2. Double-click the Add Network Place icon. Follow the wizard's instructions displayed on your screen.



3. Select "Choose another network location" and click the Next button.

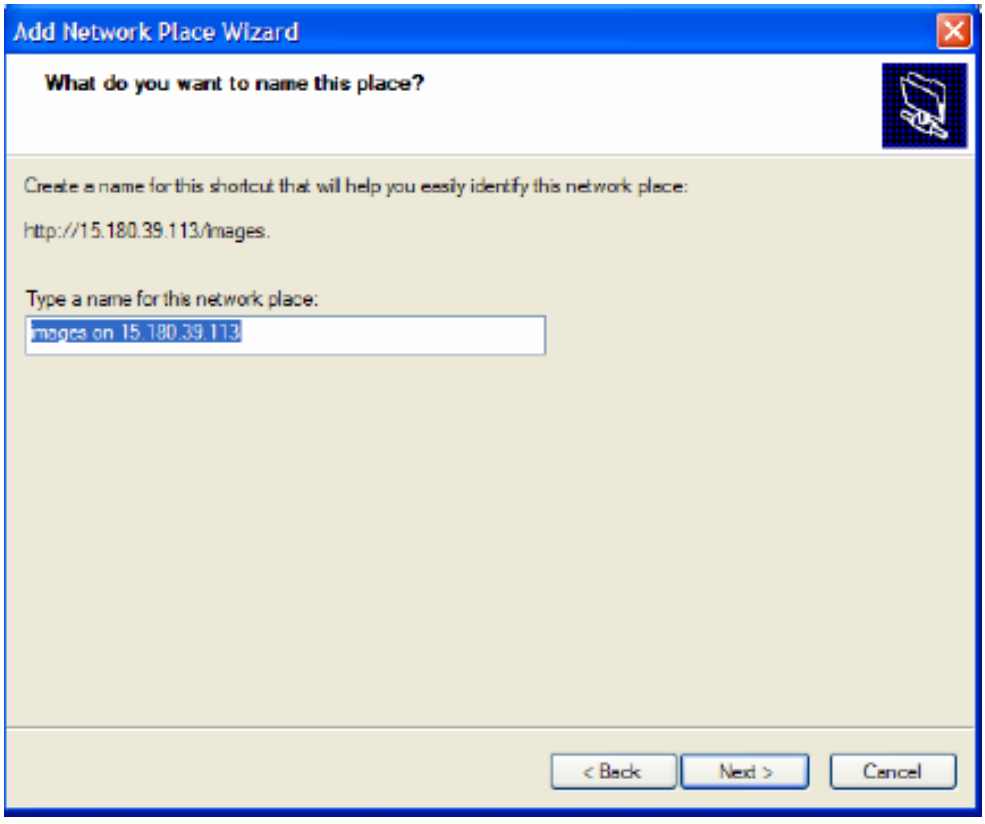


4. Enter the URL of the shared files folder on your HP Designjet scanner, which will be **http://***scanner_ip***/images**, where *scanner_ip* is the IP address of the scanner system. When you have entered the URL, press the Next button.



5. Enter a descriptive name for the link to the HP Designjet

scanner's shared folder.



6. Click the Next button.

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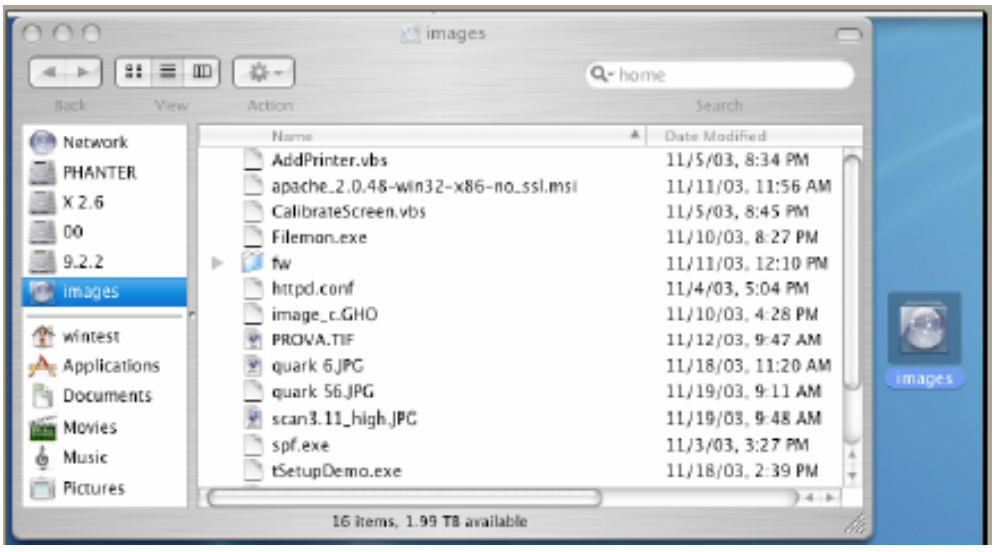
how do I access shared files from Mac OS X?

1. Select the "Connect to server" option in the Go menu.

2. Enter the URL of the shared files folder on your HP Designjet scanner, which will be **http://***scanner_ip***/images**, where *scanner_ip* is the IP address of the scanner system. When you have entered the URL, press the Connect button.

3. The contents of the folder are displayed.



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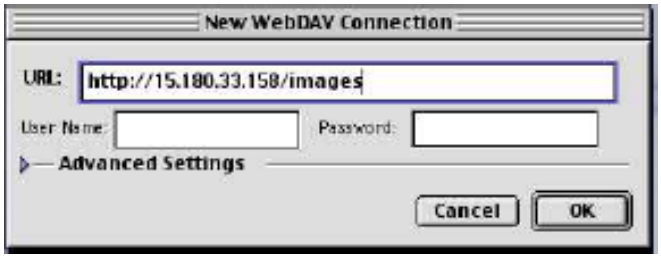
how do I access shared files from Mac OS 8 or 9?

Under Mac OS 8 and 9 there is no native client to access a Web folder directly, so you should download a WebDAV client to access the shared folder. You can, for example, download the Goliath client from http://www.webdav.org/goliath/ and install it.

WebDAV stands for Web-based Distributed Authoring and Versioning: it is a set of extensions to the HTTP protocol that allows users to edit and manage files collaboratively on remote Web servers.

Sample screenshots from Goliath installation are shown below.

Enter your HP Designjet scanner's IP address and the folder to which you want to connect (**images**).



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tell me about the Service button

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The Service button is found on the System options dialog: Setup tab > Options > System

The Service button contains functions and scanner device logs that are used by service technicians during service.

The Service button options are not relevant for system users.

Access to the functions behind the Service button require a special service password.

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the problem is I get a scanner warning message

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if you get a scanner message

1. The message will tell you how to proceed.
2. Follow the instructions in the "how do I...?" topics related to the message:

   How do I change replaceable scanner parts.

   How do I run scanner maintenance

See also:

Tell me about scanner messages

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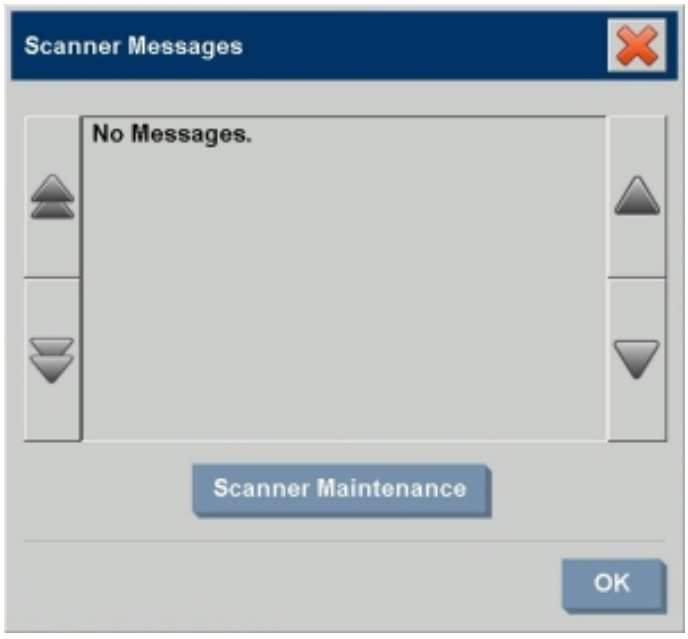
tell me about Scanner Messages

This dialog shows messages about the scanner and contains the function for starting the scanner maintenance program.



Scanner messages will appear automatically on your screen one time only. After that, they can be can be recalled by **pressing the red "Scanner Messages (press here)" text on the status bar** (screen's lower left).

A scanner message will tell you how to proceed in order to resolve the problem it is reporting on.

Scanner Maintenance Button:
Most problems can be resosolved by running scanner maintenance. Press this button to start the camera alignment and calibration process.

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how do I replace scanner parts?

You can replace key scanner parts that are liable to wear down over long-term use.

Changing these parts will renew your scanner and ensure optimal results.

Before replacing parts, you should clean the scan area as described under scanner maintenance to see if any errors or image defects then disappear.

Select a topic:

Replacing the glass plate

Replacing the white background platen

Replacing the scanner lamp

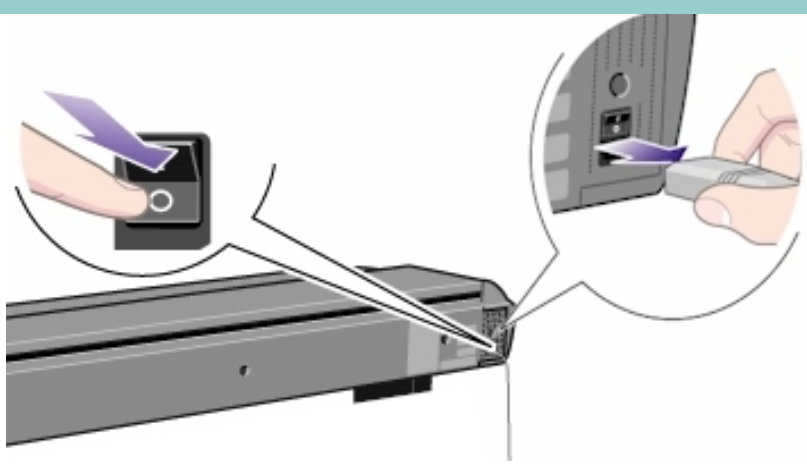
Replacing the air filters

Replacing the glass plate

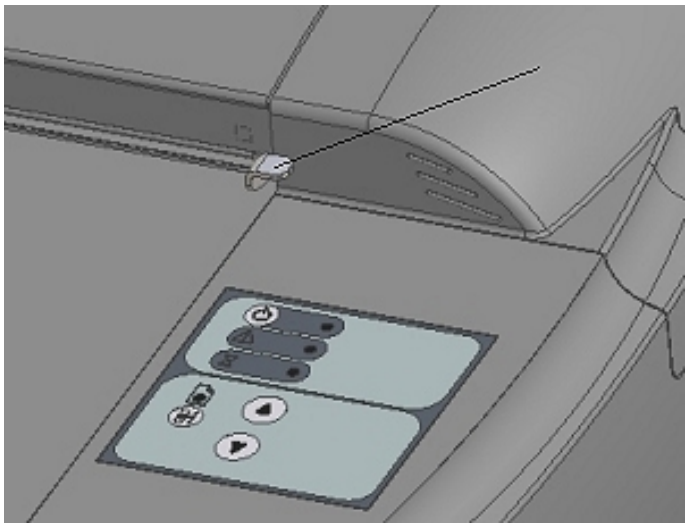
Small scratches on the glass plate can reduce scanning quality. Replacement with a new glass plate can be recommended by the program. Before replacing the white background platen, you should try to clean glass plate to see if errors or image defects then disappear.

To replace the glass plate:

1. Turn the scanner power off and disconnect the power plug.

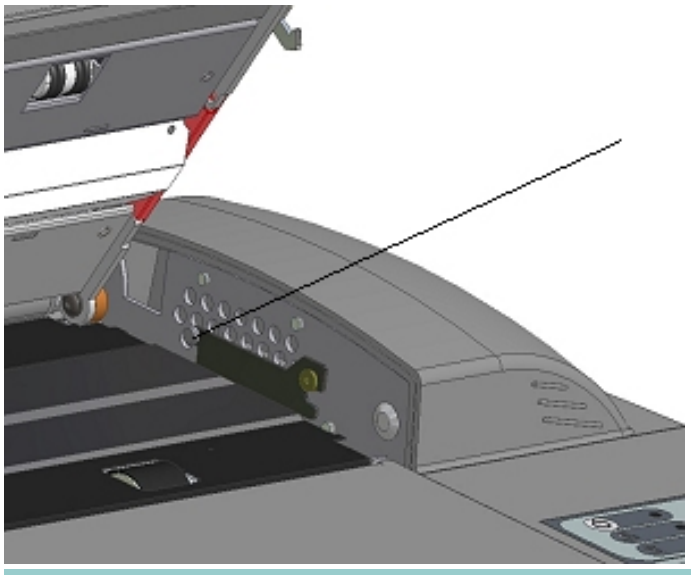


2. Push down on the two lever buttons found near the insertion slot on each side of the scanning area lid. The scanning area lid locking mechanism should now be disengaged.

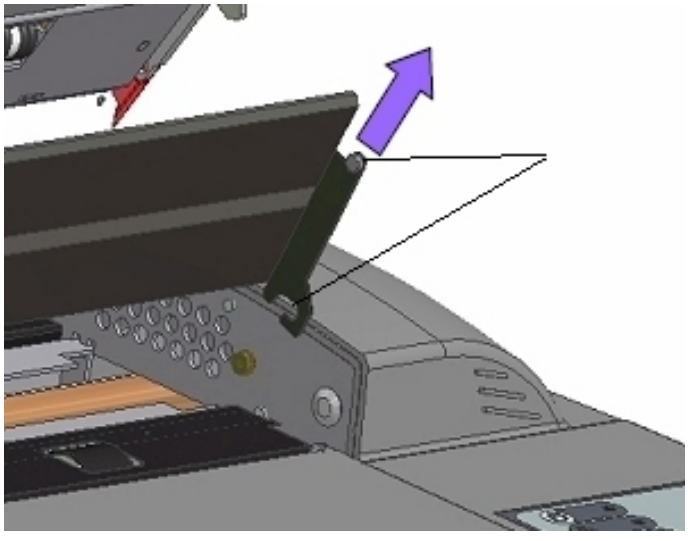


3. As you hold both lever buttons down, place your free fingers in the insertion slot and flip the scanning area lid open. The glass-plate will be exposed and accessible.

4. On each side of the glass-plate there is a small lever and round finger-handle (see illustration below). Place your thumbs under both handles on each side.
   With both arms, pull simultaneously on the left and right handles to flip the levers and glass-plate towards your body.



5. Each lever is attached to the scanner chassis with a small hook that rests on a pin. With your thumbs still on the handles, simultaneously lift both levers upwards to detach their hooks from the pins and free the glass-plate from the scanner.



6. To reinsert a new glass-plate – Fit the new glass-plate's lever hooks on the pins on each side of the scanner.

7. While supporting the glass-plate with your thumbs on the finger handles, carefully push the glass-plate backwards (away from your body) and ease it down into place.

8. Close the scanning area lid so the locking mechanism reengages.

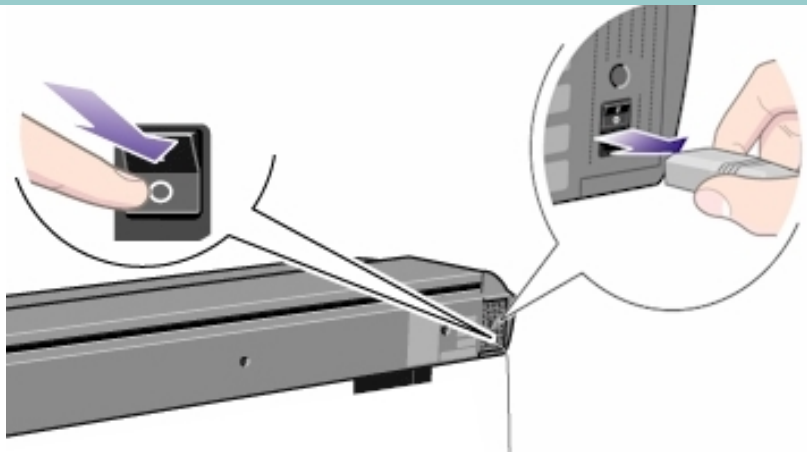
NOTE: Make sure you clean a new glass-plate before using it with the scanner.

Replacing the white background platen

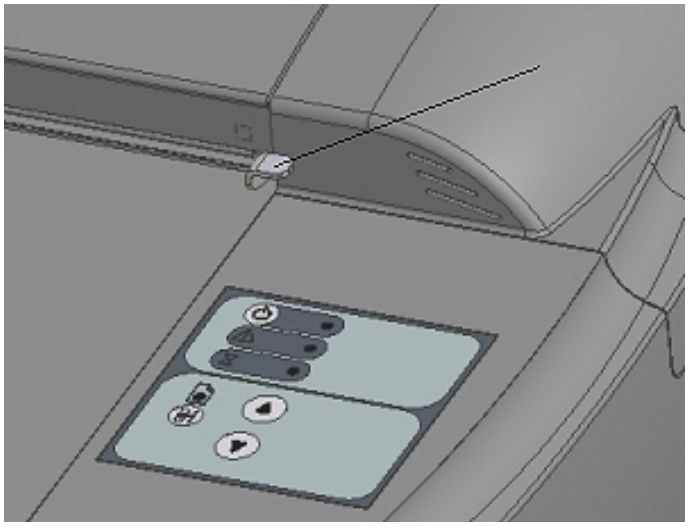
A white-background-platen can become worn and discolored after long periods of use and in such cases replacement with a fresh white-background-platen is recommended. Before replacing the white background platen, you should try to clean it to see if errors or image defects then disappear.

To replace the white background platen:

1. Turn the scanner power off and disconnect the power plug.

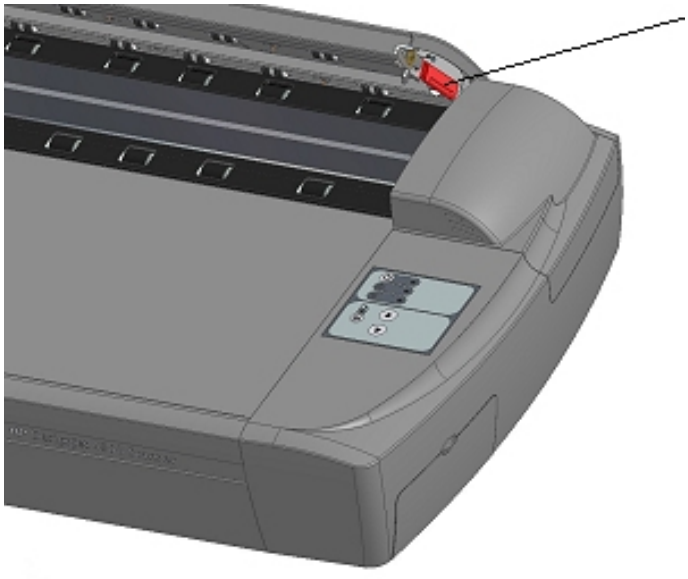


2. Push down on the two lever buttons found near the insertion slot on each side of the scanning area lid. The scanning area lid locking mechanism should now be disengaged.



3. As you hold both lever buttons down, place your free fingers in the insertion slot and flip the scanning area lid open.

4. On the lid's right edge, you will find a red strip. Remove the red strip to expose the edge of the white-background-platen.



5. Grip the edge of the white-background-platen with your fingers and pull to slide it out of the scanner.

6. Slide in the new white-background-platen.

7. Reattach the red strip.

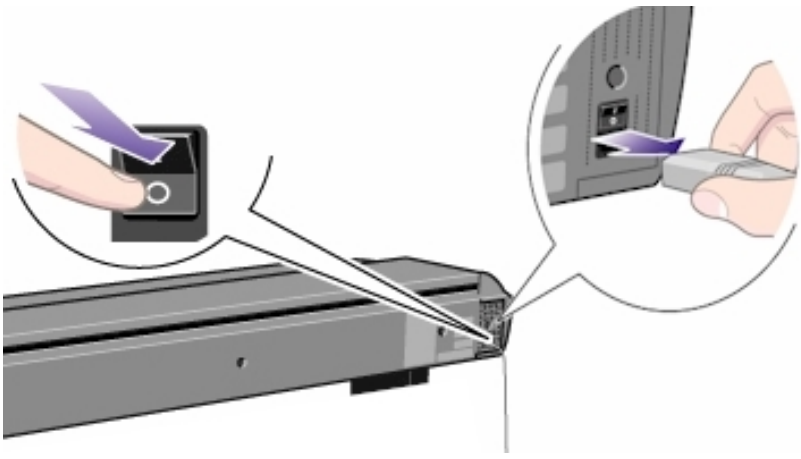
8. Close the scanning area lid so the locking mechanism reengages.

Replacing the scanner lamp unit

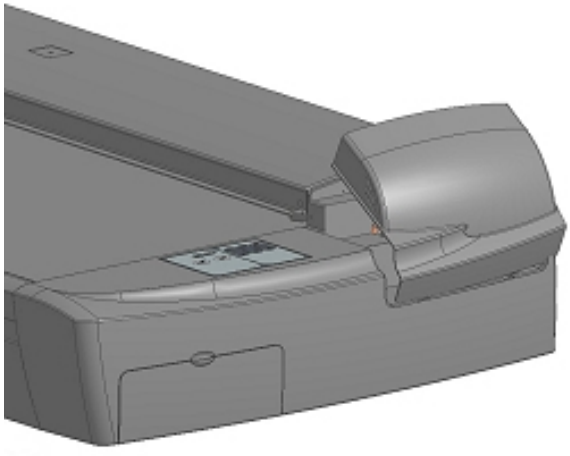
Lamp effectiveness will gradually weaken over time. Replacement of the lamp-unit (lamp, reflector, power connectors) is recommended after long term use. Before replacing the lamp, you should clean the scan area as described under scanner maintenance to see if any errors or image defects then disappear.

To replace the lamp unit:

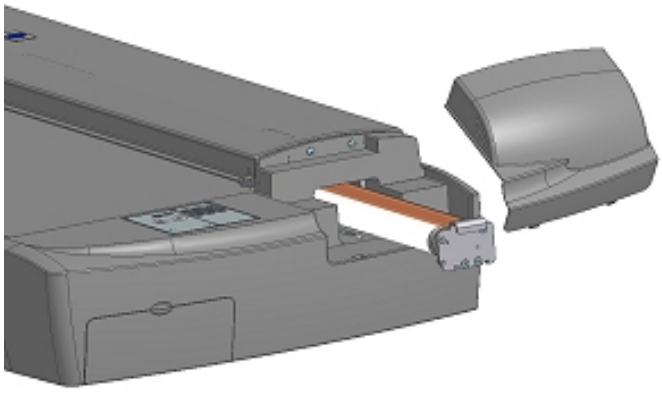
1. Turn the scanner power off and disconnect the power plug.



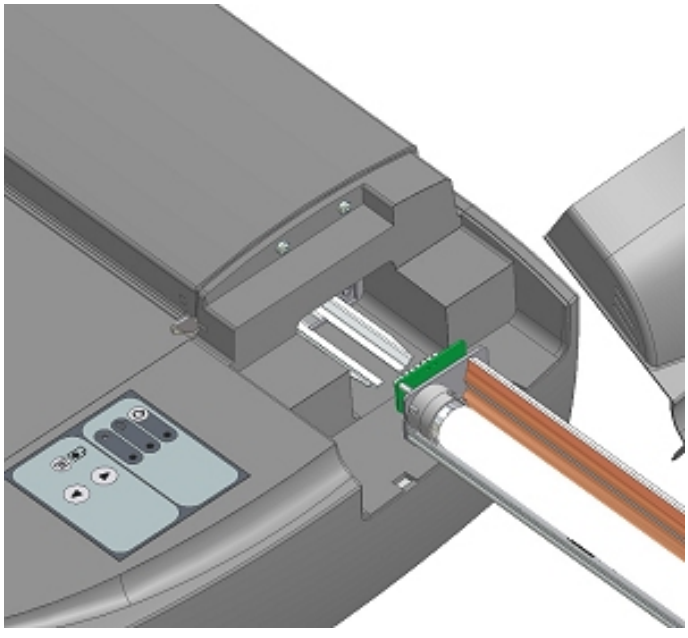
2. The lamp cover is on the top right edge of the scanner. Grasp the cover on each side with both hands and pull back to detach. Lift the cover upwards to free it from the scanner.



3. You must replace the whole lamp-unit. A lamp-unit consists of a lamp mounted in a reflector brace and fixed power connectors.
   Grasp the edge of the lamp-unit and carefully pull it out of the scanner.



4. Reinsert the new lamp-unit by resting the power-connector side on the slider and carefully push the lamp-unit into the scanner.



5. Insert the lamp-unit all the way so the internal power connections engage with the connections on the lamp-unit.

6. Replace the lamp cover on the scanner - fit the bottom notches in the holes and snap the cover shut. The cover must always be closed before turning scanner power ON.

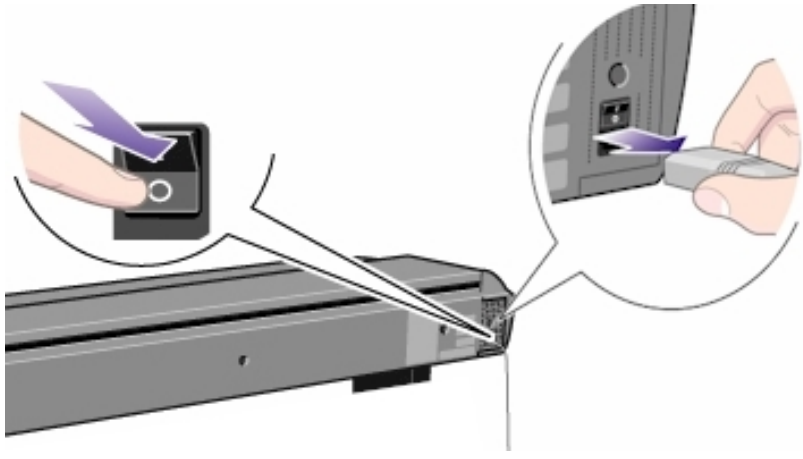
7. Test the replacement by turning power and scanner on to see if the lamp lights.

Replacing the air filters

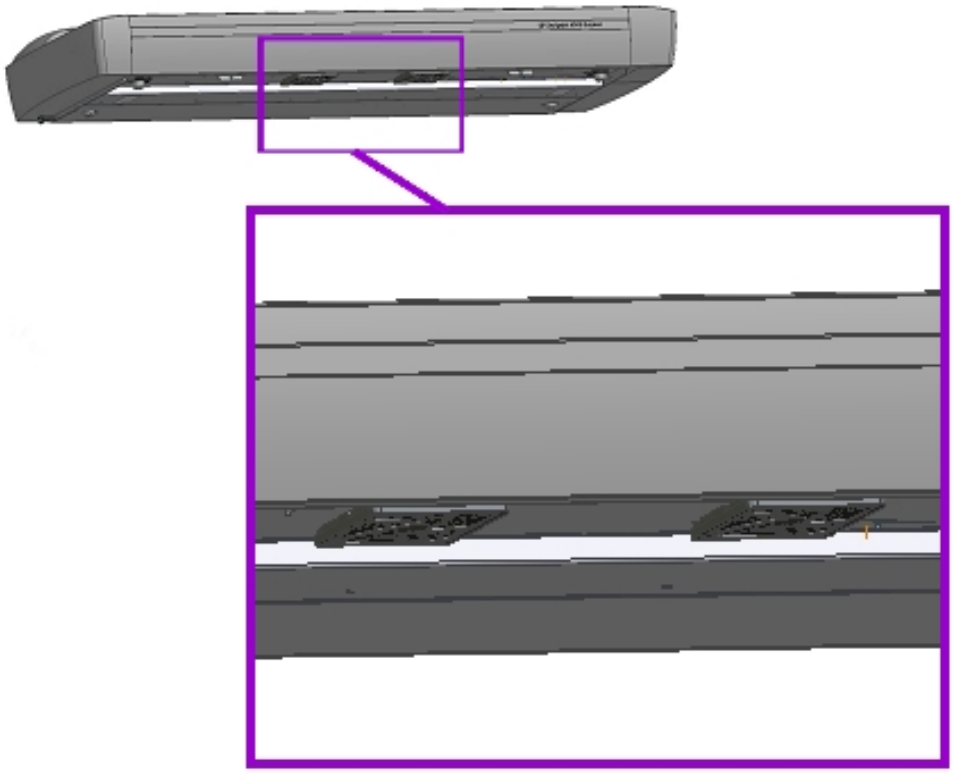
Fresh air filters can reduce the amount of time spent on cleaning and calibration. The air filters protect your scanner's air-cooling vents and keep out dust and unwanted particles.

To replace the air filters:

1. Turn the scanner power off and disconnect the power plug.

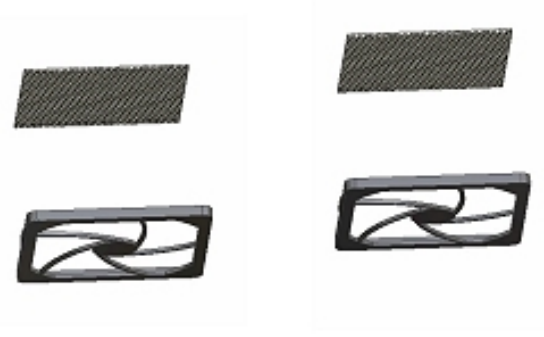


2. Locate the 2 square-shaped air filter bins on the underside of the scanner.



3. Pull down on the edge of a air filter bin to detach it from its frame.

4. The filter (soft material) is inside the bin. Remove the old filter and replace with a fresh one.



5. Reattach (click on) the bin to its frame on the underside of the scanner.

6. Repeat the process with the second filter.

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how do I set system date and time?

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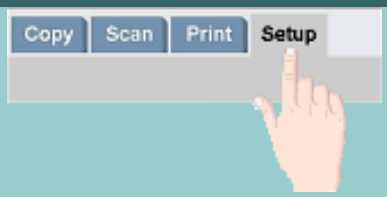
The date and time can be set so they will be known by the program. Setting the date and time is relevant for accounting.

setting the date and time

1. Press the Setup tab.



2. Press Options > System
3. Press the Set Time and Date button
4. Start with the Time Zone setting. Press the Time zone button and select the time zone for your area.
5. For convenience, you can select automatic daylight savings time adjustment.
6. With the local time zone selected, set the current date and time. Press each value button to make a setting. You will need your keyboard to set values.

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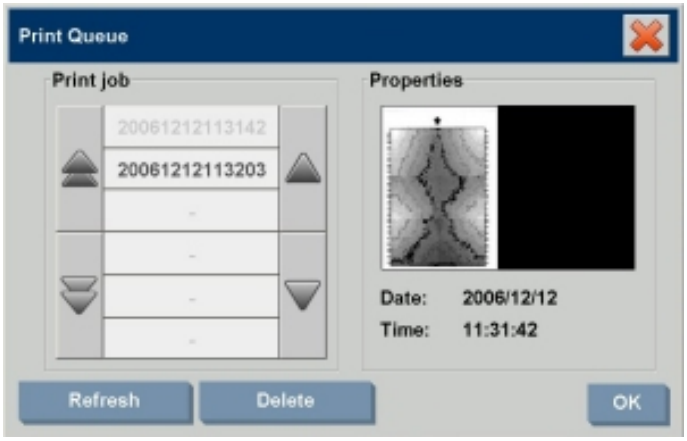
how do I view the print queue?

With some printers, your system will have a Print Queue button at the bottom of the main screen.

Press the button to view the current printers job queue.



to view the print queue

Press the Print queue button at the bottom of the screen.

The print queue list dialog lets you manage any jobs still waiting to be output. You can move through the list and Delete unwanted jobs.

The print queue dialog's Properties section contains a window for previewing the job you select in the queue list and additional information.

Note : This function is not available with all printer models.

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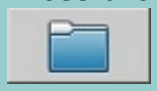
how do I scan to and access a network folder?

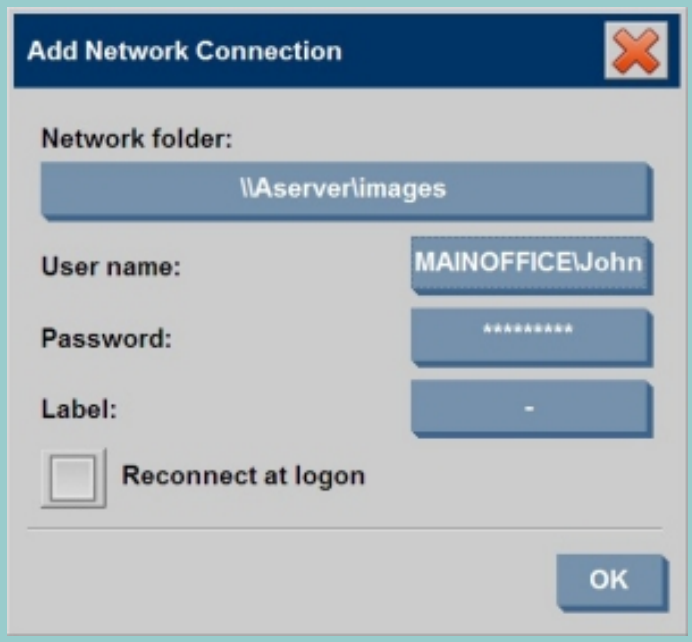
Per default, your system's folder browse dialogs will display only local drives and folders. This topic explains how you can add network locations to the system. Once added, you can use a network location and underlying folders as destinations for scan-to-file (Scan tab) jobs and access them with the file manager (folder button).

To add / store / remove a network connection

1. Your system must be connected to the network.
2. Press the folder button to open the file manager dialog.



3. Press the "Network" button.
4. Press the Add Network Connection button to open the dialog shown below. Contact your network administrator if you need information about one or more of the dialogs settings as described in the next steps.



5. Network Folder – enter the full path name to the location on the network. This can be a server name, an IP address or any name that is recognized by the network and identifies a valid connection/location.

6. User name – the login user name for the network server/ machine. If your your machine is on a network Domain, then you need to write the combination: <domain name>\<user> in the field. Example: "MAINOFFICE\John".

7. Password - the login password for the network server/ machine.

8. Label – this is what your HP Designjet scanner system will display in its browse dialogs. Enter a name that will help you identify the network destination.

9. Reconnect at logon – If this is left unchecked, your network connection definition will automatically be deleted when you shut down the panel PC. Select this option to tell the system to store the connection and activate it every time you start up the system.
   NOTE: "Reconnect at logon" is a user feature. The option will only be visible if it is enabled by the system's adminstrator. See more in: How do I enable storing of network connections?

NOTE: You can add as many network connections as you need. However, this system will not allow 2 or more network connections on the same server with different users. Example:

You first create network connection:
"\\server1\colorphotos" with user "john".

If you (or another user) later tries to create a network connection:
"\\server1\pdffiles" with user "Judy",...

... then the system will reject the action.

Removing network connections:

Manual removal: You remove network connections through the Folder button > Network > "Remove Network Connection".

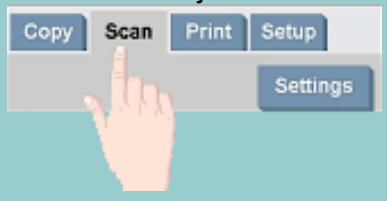
Automatic removal: If a network connection definition is not stored (see above) it will be deleted **automatically** when you shut down the panel PC.

Stored connections must be removed manually. You may for example wish to remove a stored network connection that fails at system startup because the server status or permissions have changed.

To scan to the network folder

1. Complete the steps above under “To add a network connection”.

2. Select the Scan tab and make your settings as with any scan-to-file job.



3. Press the "File destination" button.

4. Press the path up (“..”) button until it disappears meaning you reached the list’s topmost level which is the list of accessible drives.

5. Navigate the list until you see your network location i.e. the Label you entered in step 8 under "to add a network connection" above.

6. Select the network location.

7. Once connected, you can navigate to a folder under the network location to select it as the destination.

8. Press OK when you have highlighted the destination folder you want to use.

To access files on the network folder

1. Complete the steps above under “To add a network connection”.
2. Press the folder button to open the file manager dialog.

3. Press the path up (“..”) button until it disappears meaning you reached the list’s topmost level which is the list of accessible drives.
4. Navigate the list until you see your network location i.e. the Label you entered in step 8 under "to add a network connection" above.
5. Select the network location
6. Navigate to the folder under the network location you wish to access.
7. Press OK when you have highlighted the file you want to open.

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Getting Started with your HP Designjet Scanner

Congratulations on choosing the HP Designjet Scanner!

This help page will guide you through the necessary final steps to get your system running.

After completing these steps, you can use this help system to find answers to any questions on operation. The information is organized in three major categories; use the navigation block on the left side of each topic to select one.

Getting Started involves the following steps:

1. Install your printer and printer drivers.
2. Run Scanner Maintenance.
3. Create a Media Profile.

A Note on viewing instructions in the help system: You do not need to print this page. While viewing a help topic, you can press the HIDE button to close the help window, freeing the whole screen for carrying out the Getting Started instructions. The system will remember your last help topic and it will reappear on your screen when you press the *?* button once again.

After completing these steps, you can use this help system to find answers to any questions on operation. Go to the help welcome page for information about using this help system.

step 1: install your printer and printer drivers

Your HP designjet scanner system must recognize the printer before the scanner, software and printer can operate together.

You can use local interfacing - through firewire with the HP Designjet 4500 printer or through USB with the HP Designjet 800 and HP Designjet T1100 printers. Local interfacing enables automatic printer driver detection. Other printers must be connected through the LAN and the right driver is selected and installed during setup.

Follow the link below for instructions on setting up your printer and printer drivers.

1. Install your printer and printer drivers.

step 2: run scanner maintenance

Preliminary scanner maintenance will ensure correct and reliable performance from the start. After shipping, unpacking and setting up your scanner, it must be cleaned and calibrated before using it the first time. After that, scanner maintenance on a regular basis will ensure stabile and reliable results with every job.

1. View the full instructions for scanner maintenance - cleaning and calibration.
2. For more information: ...tell me about scanner maintenance.

step 3: create a media profile for your printer

A Media Profile is the unit that stores the data for matching scanner and printer colors on a given media. You must create a Media Profile for each media type you use with the specific color printer.
Your new media profile(s) will be used for color copying. Before you start a copy job, you will select the media profile that corresponds with the media in your printer. By this action you are harmonizing scanner, printer and media factors for achieving matching colors between the original and its copy.

1. ...how do I... create a new media profile for my printer and media?

Congratulations! You have now setup your HP Designjet Scanner system and are ready to make your first high quality copies. Go to the help welcome page to learn about this help system and to find answers regarding any question you may have about operation of your HP designjet Scanner.

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how do I use the Resize option to determine output size?

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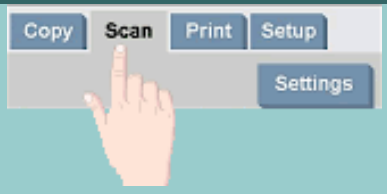
to select the output size...

1. Press the Scan tab.



2. Press the Resize size button.

You can select one of the following options:

- None - No resizing. The output size will be equal to the input size.
- Size - Opens the Output Size dialog. Here you can set a custom size, a standard size. Instructions.
- Scale - Opens the Scale dialog in which you can determine a scale factor. Instructions

See also:

...how do I set the input size?

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how do I optimize color accuracy?

Follow the guidelines below to ensure color accuracy.

guidelines..

1. Make sure your scanner's glass plate and white background are clean and you have recently performed scanner maintenance including cleaning and calibration.
   View the Scanner Maintenance Instructions.

2. Make sure your scanner has warmed up for at least one hour before copying.

3. Do you have a media profile for the specific media type that is in the printer? If not, you will need to create a new media profile.
   View the media profile creation instructions.

4. Have you selected for the job the media profile that was created for the specific media in the printer? If not you have to select it through the Copy tab>Media Profile.
   View the media profile selection instructions.

5. Are you copying an original that was printed with this system or on another inkjet printer? If yes, than you must select the "Ink Printer Original" option in the Copy tab>Settings dialog or the Print tab > Settings dialog.
   View instructions for making output quality settings.

6. Are you copying a color map and some of the colors in the copy appear as gray? Make sure the "Enhance Gray" option under the type of original template is not selected. Copy tab>Type of original>Tool button>More>Enhance Gray
   See also: ...to define an original template...

➔ printing instructions ➔ legal information
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the problem is that the image is not printed - job held in queue

If your printer does not start printing the image, the job may be held up in the print queue. With some printers you can view the printer queue to see if that is the case. To do so, press the Print queue button at the bottom of the screen.

There can be a number of reasons why the printer is holding the job and not printing. Check and fix any of the causes listed below:

if your job is held in the queue

1. The printer may hold the job if the media profile selected is not correct in relation to the media in the printer. See: ...how do I select a media profile. if you find that the media profile setting is incorrect. See... how do I create a new media profile if you find that a media profile for the printer's current media does not exist in your system.

2. The printer may hold the job if the output size width defined for the job is wider than the actual media roll width loaded in the printer. Change the roll or the output size width if this is the case.

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how do I batch copy and batch scan to file?

Batch copying and scanning involves processing a large number of originals in one session without readjusting parameters or repeated clicks on the Copy or Scan button.

With batch scanning you can stand at the scanner and just load originals until you are finished. Batch scanning is useful with groups of documents that require equal settings.

You can perform batch scan to printer (Copy) or batch scan to file. Batch scanning with copying, i.e., direct scan to print is optimally used with fast printing documents such as B&W drawings.

...how do I perform batch copying or scan-to-file

1. Prepare the originals you wished scanned with equal settings.

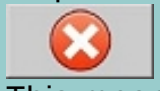
2. Load a representative original into the scanner.

3. Set up your parameters as with single-document scanning. For copying this is in the Copy tab and for scan-to-file in the Scan tab.

4. **If you are copying, select:**
   Copy tab > Settings > Batch Scan and press OK. Press the copy button when ready.

   For Scan-to-file select:
   Scan tab > Settings > Batch Scan and press OK. Press the scan-to-file button when ready.

5. The program will now run in Batch scan mode. You can feed originals and they will be saved right away.

6. You can interrupt the batch scan mode by pressing the stop button.
   
   This means you can feed an original without its being scanned and saved right away. You resume Batch

scanning the next time you press the copy or scan-to-file button.

7. The scanner remains in Batch scan mode until you cancel the Batch scan option through the settings button

TIP: You can set the scanner to eject the document on completion of each scan and thus clear the way for feeding the next document.
The option is set through the Setup Tab -> Options->Scanning -> Eject paper

TIP: With batch scan to file - You can use automatic file naming. You define automatic file naming when you make your scan to file settings in the Scan Tab – File name field. See the help topic how do I scan to a file? for more details.

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how do I automatically align the image?

For best scanning results, a drawing should be correctly orientated during insertion into the scanner so that it feeds on a straight path. However, slight deviations can occur when inserting large documents. These can be fixed electronically during scanning with the Auto Alignment option selected.

With Auto alignment selected, the application aligns the image during scanning based on features in the original image.

Auto Alignment can be applied with both Copying (from the Copy tab) and with Scan-to-file (from the Scan tab).

...how do auto align with copying or with scan-to-file

1. Insert the original into the scanner as evenly as possible.

2. Make all your settings for the job in the Copy tab or the Scan tab.

3. **If you are copying, select:**
   Copy tab > Settings > Auto align and press OK. Then press the copy button when ready.

   For Scan-to-file select:
   Scan tab > Settings > Auto align and press OK. Then press the scan-to-file button when ready.

The Reset Alignment option

The Reset Alignment button is found next to the Auto align option.

The Reset Alignment button sets the alignment angle (both auto and manual) to zero (no alignment). It also un-selects the "Auto Align" option.

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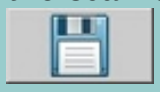
how do I mirror the image?

Selecting the Mirror option before pressing the copy or scan button will Mirror the image during input. '

The Mirror option can be applied with both Copying (from the Copy tab) and with Scan-to-file (from the Scan tab).

...how do I mirror the image with copying and with scan-to-file

1. Insert the original into the scanner.
2. Make all your settings for the job in the Copy tab or the Scan tab.
3. **If you are copying, select:**
   Copy tab > Settings > Mirror and press OK. Then press the copy button when ready.

   For Scan-to-file select:
   Scan tab > Settings > Mirror and press OK. Then press the scan-to-file button when ready.
   

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how do I set the output margins?

You can set regular "Margins" and additional "Outer margins".

For both types you can define values for top, bottom, left, right.

NOTE: Margins are irrelevant for scan-to-file jobs. All margin values will automatically be set to zero when working from the Scan tab.

"**Margins**" are created within the selected scan area and thus replace edges of the image itself with white border of the breadth defined by the "Margins" values. ("cropping" the image).

The "Margins" values are deducted from the set Output size and thus the intended final copy size is retained.

With scaling, the actual margin values are applied to the printed result while the margin's cropping effect (breadth of cropping edges) on the scan area is adjusted according to the relation between the input size and output size (scaling value).

Without scaling (1:1 copying), the actual margin values are applied to the printed result and are equal to the breadth of the edges that crop the scan area.

See the examples for clarification.

The "**Outer margins**" option lets you add additional margins to the scan area, thus adding white border to the edges of the copy while leaving the scan area intact. The final copy size is thus extended in relation to the set output size.

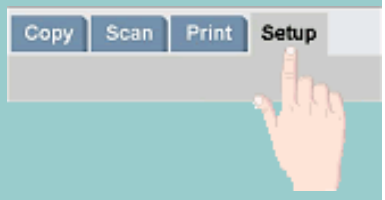
The examples describe actual cases when applying margins and outer margins.

You can use "Margins" together with "Outer margins" to crop off unwanted edges. You can also cro off existing low quality (discolored, unsharp) margins and add new or additional white margins to the end result.

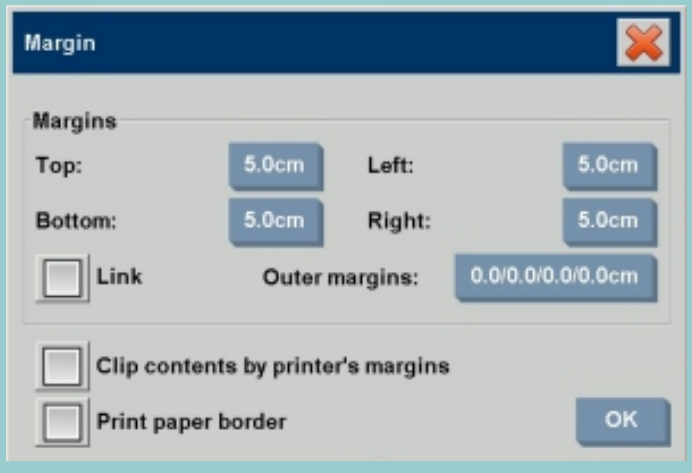
...how do I set margins?

"Margins" are for applying white border to the edges of the copy. The Margins replace edges of the image itself (scan area) with white border.

1. Select the Setup tab.



2. In the Setup dialog, press the Margins button. The Margins dialog is displayed:



3. Set the Top, Bottom, Left and Right margins in the Margins dialog.

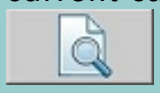
4. Use the "Link" option if you want equal margins all around the image. With the Link option checked, you only have to enter the margin value in one of the four fields.

5. Most printers cannot start printing at the very edges of the paper and thus enforce a margin on your output. You can choose to account for this enforced margin by enabling the "Clip contents by printer's margins" option. Read more about the "Clip contents by printer's margins" option.

6. Check the Print Paper Border option to get a thin black line around the output size boundaries. With wide format printing on large printer rolls, this option will give you a clear cutting line so you end with precisely the output size you defined.

7. The breadth of the Paper Frame displayed in the Preview Window will reflect your margin settings in relation to the Output size while also accounting for the Input size (scan area) so you can see precisely how they will crop the

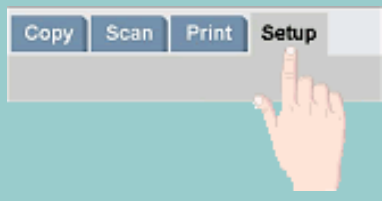
input image. Press the Preview button to load a preview with visible Margins defined by your settings. If you set Margins to zero, then a thin frame will still outline your current capture area in the Preview Window.



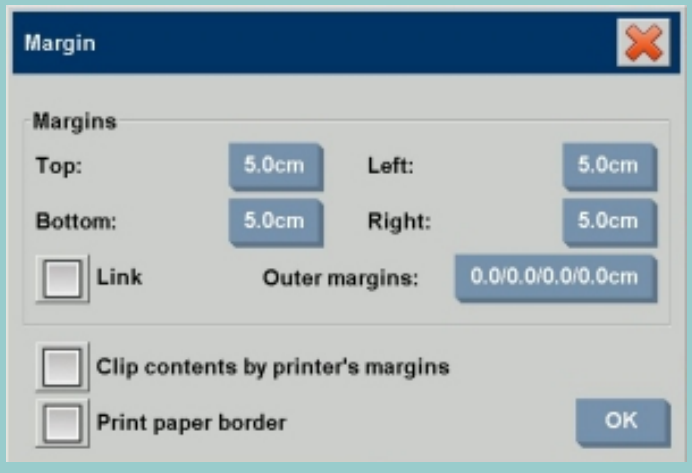
...how do I use Outer margins?

"Outer Margins" are for adding white border to the edges of the copy while leaving the scan area intact.

1. Select the Setup tab.



2. In the Setup dialog, press the Margins button. The Margins dialog is displayed:



3. Press the Outer Margins button.

4. Set the Top, Bottom, Left and Right margins in the Outer Margin dialog.

5. Use the "Link" option if you want equal Outer margins all around the image. With the Link option checked, you only have to enter the Outer margin value in one of the four fields.

6. Most printers cannot start printing at the very edges of the paper and thus enforce a margin on your output. You can choose to account for this enforced margin by enabling the Margin dialog's "Clip contents by printer's

margins" option. Read more about the "Clip contents by printer's margins" option.

7. Check the Print Paper Border option to get a thin black line around the new output size boundaries. With wide format printing on large printer rolls, this option will give you a clear cutting line so you end with precisely the output size you defined.

...Examples of using Margins and Outer Margins

Example1:
The Input size is: 10x10".
The Output size is 10x10" (no scaling)
Margins are set at: 1" at all edges.
Outer Margins are set at 0" at all edges.
Result: Total size 10x10", Scanned area 8x8", 1" white border at all edges.
Explanation: The margin of 1" is deducted from the scan area at all edges (all around) creating the 8x8" scan area. The total size is equal to the output size (and input size as there is no scaling) because white space border through the "Margins" setting is deducted from the output size and none is added on.

Example2:
The Input size is: 10x10".
The Output size is 10x10" (no scaling)
Margins are set at: 0" at all edges.
Outer Margins are set at 1" at all edges.
Result: Total size 12x12", Scanned area 10x10", 1" white border at all edges.
Explanation: Margin is set to 0" so nothing is is deducted from the scan area and the 10x10" scan area remains intact. The total size is 12x12" because the Outer margin is set to 1" and thus 1" of white space border is **added** to the output size at all edges (all around).

Example3:
The Input size is: 10x10".
The Output size is 10x10" (no scaling)
Margins are set at 1" at all edges.
Outer Margins are set at 1" at all edges.
Result: Total size 12x12", Scanned area 8x8", 2" white border at all edges.
Explanation: The margin of 1" is deducted from the scan area at all edges creating the 8x8" scan area. The outer margin of

1" is added to this white space giving a total of 2" white border. The added "Outer margin" (and only the outer margin) of 1" expands the total output size by 1" around all the edges totaling to the 12x12" output result.

Example4:
The Input size is: 10x10".
The Output size is 20x20" (2 x scaling)
Margins are set at 1" at all edges.
Outer Margins are set at 1" at all edges.
Result: Total size 22x22", Scanned area 9x9", 2" white border at all edges.

Explanation: Example 4 shows margin value application on the scan area (input) with scaling, i.e., when the output size is larger than the input size. As with the previous examples, the margin's value of 1" is still deducted from the output size and this 1" white space plus 1" outer margin will be output on the printer totaling to a 2" wide white border. However, because of scaling, the 1" margin that should be taken within the scan area during **input** is automatically reduced relatively (in this case by half since its a 1:2 relation) so that only 1/2" is deducted from the scan area at all edges during input. In this way, cropping of the scan area is logically adjusted to fit the Margin that was defined for the enlarged end result and match normal intentions.

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how do I input in portrait and output in landscape?

The "Auto Landscape" option is useful when you want your copy output in landscape but inputting the original in landscape with the scanner is not possible because the scanner is too narrow and you can only insert the original with portrait (short edge forward) orientation.

Selecting the Setup tab -> Printer-> Advanced -> Auto Landscape option tells the application to scan the original in portrait orientation and then automatically rotate the image to landscape in the copy output on the printer. Use this option when your printer is wider than your scanner and you want to use the full width of both devices.

NOTE: The process of rotating the image is time and resource consuming. Therefore, use this option only when you cannot insert the original in landscape.

...how do I set margins?

1. Select the Setup tab.

2. In the Setup dialog, press the Printer button, the Tool button and then the Advanced button. The following dialog is displayed:

3. Select (mark) the box labeled Auto Landscape to activate the feature

4. When Auto landscape is active it rotates the output 90 degrees. This happens only when copying originals that are longer than max scan width, but shorter than the printer's media width setting. I.e. if you have a printer that prints wider than your scanner can scan, you can still use the full print width when this setting is enabled.

5. The setting has no effect in situations where the printer (media width) is equal or narrower than the scanner. In these situations the user can manually control copy orientation when loading the scanner as printer output orientation will equal loading orientation.

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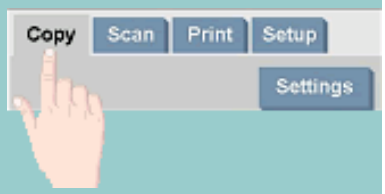
how do I collate copies ?

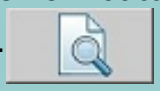
The Collate Copy function allows you to group your copies into sets, and then output a selected number of these sets on your printer. All the previewing and enhancement options available for single document copying are also available when using Collate Copy.

to collate copy - create copy sets

1. Insert the first document of your set into the scanner.
2. Press the Copy tab.



3. Make your copy settings in the Copy tab dialog.

   If you wish, you can press the Preview button and make on-screen adjustments and tests. 

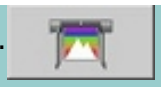
4. Press the Collate Copy button.
   The original will then be input (captured) as with single-sheet copying, but it will be put on standby inside your system instead of going to the printer.

5. Continue inserting originals that belong to the set and press the Collate Copy button for each one until all the originals that are part of the set have been scanned.

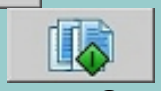
   You can adjust each copy in the set just as you can with single document copying.

6. Set the number of sets by pressing the button labeled Copies in the Copy tab.
   The number of copies indicates how many sets, each containing all the input originals, will be output on your printer.

7. Press the Collate Print button to activate the whole copy

job. 

You can cancel the Collate session at any time by pressing the Reset button.

If a new Account has been created, every time you press the Copy button *, the Scan to file button* *, or the Collate copy button*  *the Account dialog list opens for you to select an account. See:*

...tell me about accounting

TIP: For jobs that require a high level of control and flexibility, use the Scan tab and Print tab to create and print your copy sets.

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how do I manage image files on my system?

Your system's harddisk can at any time contain image files that you will need to access and manage.

The source of these files can be:

- image files saved on the system through the Scan tab.

- image files imported from or on another computer on the network

- image files saved from a CD/DVD

Actions you may wish to perform on these files can be:

- "Add to List" - Add files to the print list from the Print Tab. NOTE that Move/Delete/Rename of files through the file management dialog will not remove them in the print list and will make them unprintable.

- Delete files from your harddisk/system or accessible locations.

- Copy or move files between folders on the system.

- Rename files or create new folders.

- Copy (write) files to a CD/DVD

All these actions take place through the **File Management dialog**.

*The following **files types** can be accessed in the File Management dialog:*

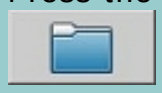
- Jpeg, Jpeg 2000, Tiff, Cal, PDF*.

* see notes under "to browse, preview and select files..." and under "to add files to the print tab's print list"

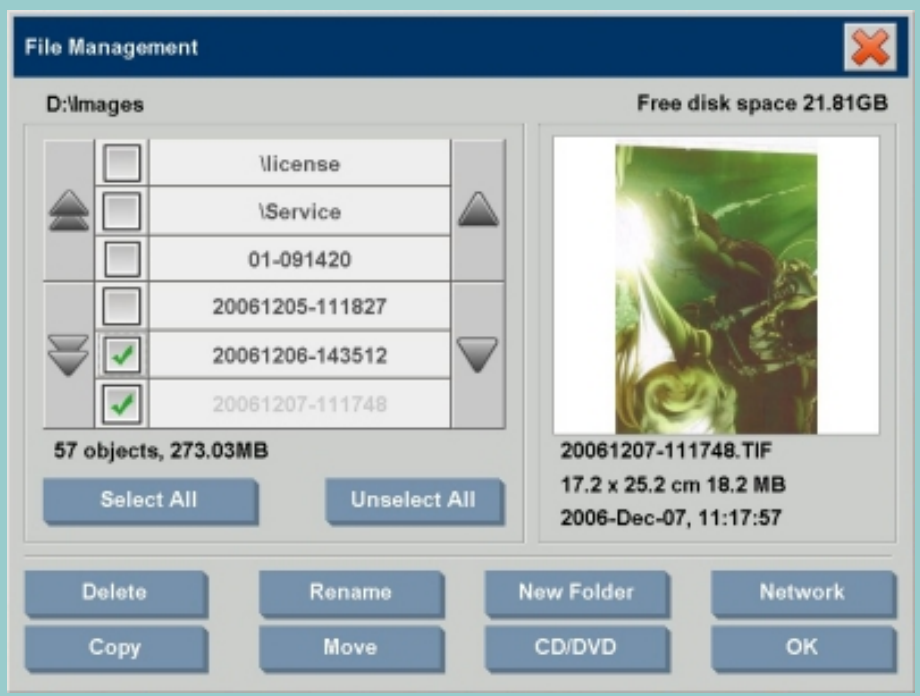
to open the file management dialog

There are two ways to reach the file management dialog:

1. Press the Folder button at the bottom of the screen.



2. Press the *Add to List* button in the Print Tab dialog.



to browse, preview and select files in the file management dialog

1. The folder up button (marked "..") will move you up a level.

   Local folders: You can browse to folders on all drives open to the system, including external drives and the CD/DVD drive. The C-drive is not open to the system as this is reserved for system files only.

   Network folders: Per default, the dialog will display only local drives and folders. You can however add network locations to the system. Read the help "how do I scan to and access a network folder?" for instructions."

2. Clicking on a folder name will move you onto its level.

3. Select files for an action by checking the box to the left of

the file name.

4. "Select All" will check the boxes to the left of the all the file names in the current folder being viewed.

5. "Unselect All" will empty the boxes to the left of the all the file names in the current folder being viewed.

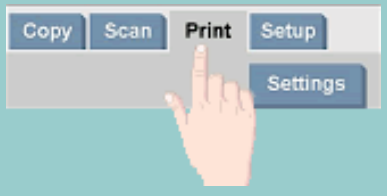
6. Click on an image to get a preview and information on the image (name,type,dimensions,file size,creation date.

NOTE about previewing:

PDF files can only be previewed if they have a pre-generated thumbnail attached. PDF files created on the system through the Scan tab are always created with a thumbnail while "foreign" imported pdf files may not have a thumbnail.

to add files to the Print tab's print list

1. Press the Print tab.



2. You can use the Clear List button to start afresh with an empty list.

3. Press the Add to List button to reach the File Management dialog.

4. You select files for addition to the print list by checking the box to the left of the file name.
NOTE: Only printable file formats (not PDF) can be accessed through "Add to List".

5. Use "Select All" and "Unselect All" for multiple selections of files in the current folder.

5. See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files.

6. See the other instructions on this page regarding file management if you wish to move, copy rename or delete files.

7. Click the OK button to add the checked files to the print

list and return to the Print tab. In the Print tab you can see the print list with the files inserted.

NOTE about files in the print list (Print tab): if a file in the print list is moved/deleted/renamed through the file management dialog, the file will still be shown in the print list but it can not be printed.

to delete files from your system

From time to time, you will need to delete scanned files from your accessible folders in order to ensure space for new files. There are two way to do this:

1. Browse to and select the files you want to delete by checking the box to the left of a file name - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files.

2. Press the Delete button and confirm.

NOTE about files in the print list (Print tab): if a file in the print list is moved/deleted/renamed through the file management dialog, the file will still be shown in the print list but it can not be printed.

to Rename files on your system

1. Browse to and select the files want to rename by checking the box to the left of a file name - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files.

2. Press the Rename button. An edit box with the current file name entered will appear. Edit the name with your keyboard and select OK when done.

3. You can select more than one file at a time. When you select multiple files and then press the Rename button, you will be able to enter a name for each file in turn.

NOTE about files in the print list (Print tab): if a file in the print list is moved/deleted/renamed through the file management dialog, the file will still be shown in the print list but it can not be printed.

to Create a new folder on your system

1. Browse to and select the directory/folder in which you wish to create the new folder - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on browsing the file system.
2. Press the New Folder button.
3. Enter a name for your new folder in the edit dialog and press OK.
4. The new folder will be insterted as a subfolder to the current directory.

NOTE: You cannot create a new folder on a CD or DVD.

to copy files to other folders on your system

1. Browse to and select the files want to copy by checking the box to the left of a file name - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files. You can make multiple selections if you intend to copy all the files to the same destination folder.
2. Press the Copy button.
3. The Destination folder dialog will appear. Browse to the destination folder or create a new folder on the system. You can also select a CD/DVD drive as the destination (see note below).
4. Press OK to copy the files into the destination folder.

NOTE on copy to CD/DVD: You cannot create a new folder on a CD or DVD. The dvd/cd is written in compliancy with the ISO 9660 + Joliet Extension standard. Supported media types for writing are: CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, DVD+R

DL.

to move files to other folders on your system

1. Browse to and select the files want to move by checking the box to the left of a file name - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files. You can make multiple selections if you intend to move all the files to the same destination folder.

2. Press the Move button.

3. The Destination folder dialog will appear. Browse to the destination folder or create a new folder on the system. You can also select a CD/DVD drive as the destination (see note below).

4. Press OK to move the files into the destination folder.

NOTE about files in the print list (Print tab): if a file in the print list is moved/deleted/renamed through the file management dialog, the file will still be shown in the print list but it can not be printed.

NOTE about move to CD/DVD: You cannot create a new folder on a CD or DVD. The dvd/cd is written in compliancy with the ISO 9660 + Joliet Extension standard. Supported media types for writing are: CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, DVD +R DL.

to copy files to a writable CD/DVD

The CD/DVD button is a quick way to write files to the CD/DVD drive. The same function can be carried out through the Copy button if the CD/DVD drive is selected as the destination.

1. Browse to and select the files you want to copy by checking the box to the left of a file name - See the instructions under to browse, preview and select files in the file management dialog above for more instructions on selecting files. You can make multiple selections.

2. Press the CD/DVD button.

3. The selected files will be written to the CD/DVD's root folder.

4. The dvd/cd is written in compliancy with the ISO 9660 + Joliet Extension standard. Supported media types for writing are: CD-R, CD-RW, DVD-R, DVD+R, DVD+RW, DVD+R DL.

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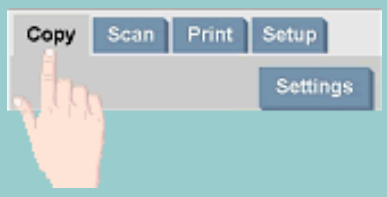
how do I save (to file) a duplicate of my copy?

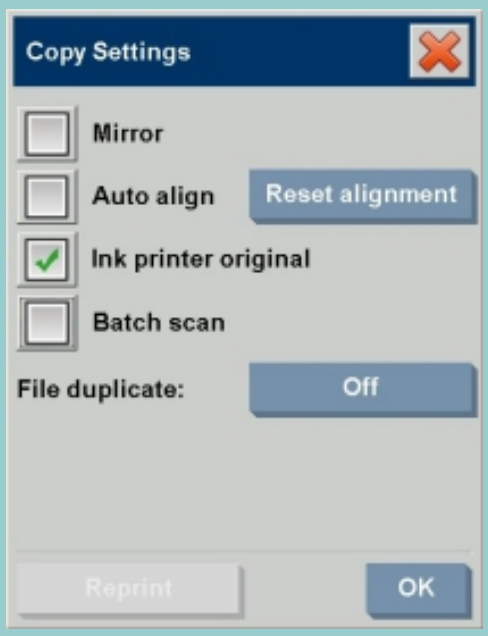
You can tell the system to save duplicates of your copies. While this option is enabled, each time you click the Copy button to start a scan-to-print process, a file containing the same scanned image will be saved on your system.

to save a duplicate of your copy in a file...

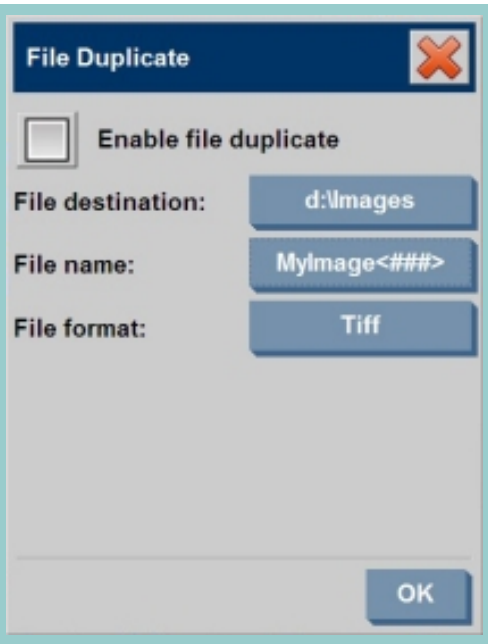
1. Press the Copy tab



2. Press the Settings button.



3. Press the File duplicate button.



4. Check the "Enable file duplicate" option.

5. Press the File destination button if you want to change the place the image file will be saved.

6. Press the File name button if you want to specifically name the image file or avoid overwriting existing files. The field contains automatic naming parameters (counter, date, time...) for dynamic creation of new files. You can read more on using automatic file naming parameters here.

7. Press the File format button if you want your duplicate in another format.

8. Uncheck the "Enable file duplicate" option when you want to turn the action off.

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how do I defragment my disk?

The “Start Defrag” option consolidates fragmented files and folders on your hard disk, so that each occupies a single, contiguous space on the volume. As a result, your system can gain access to your files and folders and save new ones more efficiently and you may notice improved system performance.

to run the defrag process ...

1. Select the Setup Tab.
2. Select Options > System.
3. Select the Advanced button.
4. Select the "Start Defrag" option to start the process .
5. You can use the system while the degrag process is running in the background. However, lower performance can be expected.
6. The amount of time the defragmentation process will run depends on the file fragmentation status and number of files on the disk.
7. The "Start Defrag" button is grayed out while the process is running. The button changes back to normal (active) when the defrag process is complete.

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how do I enable storage of network connections?

The system can be setup so users can store network connection definitions (username/password pairs) so that these are not deleted when the panel PC is shut down.

With this option set, users gain the option to store their network connections so these can be reestablished every time the system is restarted.

Enabling system users to store network connections is an adminstrator function. If the Administrator password has been setup and activated, you will be prompted to enter it before you can apply this function.

to enable storage of network connections ...

1. Press Setup Tab > Options
2. Select System
3. Press the Advanced button.
4. Enter the Administrator password if prompted by the system.
5. Press the Store Network Connections button.
6. Select the "Store network connection" option box and press OK.
7. With the "Store network connection" option box selected, the system will then **make visible** (otherwise hidden) a "Reconnect at logon" option on the dialog reached through the Folder button > Network > Add Network Connections. Using this dialog and the "Reconnect at logon" option with network connections is described in the topic how do I scan to and access a network folder?.
8. Stored connections that fail (for example due to changes on the network) can be removed manually through the Folder button -> Network -> "Remove Network Connection".

NOTE: Storing usernames and passwords on the system can

pose security risks.

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how do I create and retrieve data files for support and debugging?

The system contains functions for creating data files that can be helpful for debugging errors. In a typical case, these files can be created by users who then send them to their support service for debugging.

You can create data files for debugging problems with the **scanner** device through the SCANdump option. You can debug **print output** problems by redirecting your print output data to a file with the Print to File option.

Retrieving data files for support and debugging: The SCANdump output files and other other useful data/ debugging files reside in a protected area and need to be exported in order for you to access them. Press the *Setup Tab > Options > System > Advanced >* ***Export Log*** **Files** button to export the files to your D:\Images folder or to a writable CD/DVD.

to create scanner a data file (scandump) ...

1. Press Setup Tab > Options
2. Select System
3. Press the Advanced button.
4. Enter the Administrator password if prompted by the system.
5. Press the SCANdump button. This starts the SCANdump program.
6. The SCANdump program creates a data file scandump. con that contains light profile data, error logs and statistics about the scanner's activity.
7. The SCANdump output files reside in a protected area and need to be exported in order for users to access them. The Export Log Files option will let you gain access to the SCANdump files plus other useful data/debugging files created by the system. Press the Setup Tab > Options > System > Advanced > **Export Log Files** button to export the files to your D:\Images folder or to a writable CD/ DVD.

8. If you choose to export to the D:\Images folder and need to move the files to another computer for processing/ sending: The panel PC's D:\Images folder can be accessed from other computers through its IP. See "how do I access shared files from another computer" for instructions.

to create a print output data file ...

1. Press Setup Tab > Options
2. Select System
3. Press the Advanced button.
4. Enter the Administrator password if prompted by the system.
5. Press the Print to File button. This tells the program to send printer data to a file rather than to the printer the when you print.
6. Printer data is saved to the file D:\Images\print.prn.
7. You may need to move the file print.prn to another computer for processing/sending: The panel PC's D:\Images folder can be accessed from other computers through its IP. See "how do I access shared files from another computer" for instructions.

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