

# HP Designjet T1100 MFP / 4500mfp / 4500 Scanner / 820 MFP Quick reference guide



HP Designjet T1100 MFP / 4500mfp / 4500  
Scanner / 820 MFP  
Quick reference guide



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# 1 Introduction

- [Using this guide](#)
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## Using this guide

This guide is organized into the following chapters.

### Introduction

This chapter provides a brief introduction to the scanner and its documentation for new users.

### Basic operations

This chapter helps you to carry out various common procedures.

### Maintenance

This chapter helps you to carry out various calibration and maintenance procedures.

### Troubleshooting

This chapter helps you to solve problems that may occur while scanning.

### Index

In addition to the table of contents, there is an alphabetical index to help you to find topics quickly.

## Warnings and Cautions

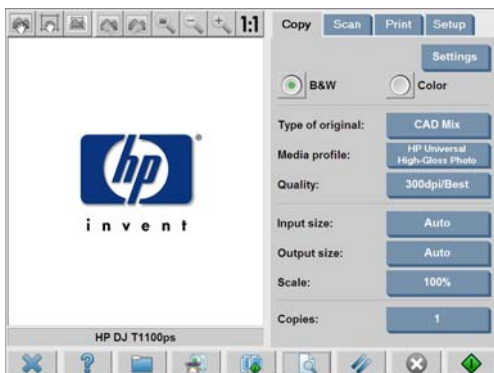
Symbols are used in this manual to ensure the proper use of the printer and to prevent printer damage. Follow the instructions that are marked with these symbols.


- ⚠ **WARNING!** Failure to follow the guidelines that are marked with this symbol could result in serious personal injury or death.
- ⚠ **CAUTION:** Failure to follow the guidelines that are marked with this symbol could result in minor personal injury or damage to the product.

## Scanner software

The scanner software is installed in the scanner's touch screen, and runs automatically when you switch on the touch screen. The first screen that you see is divided into three main sections:


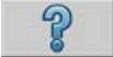



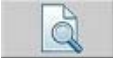
- The viewing section on the left, for viewing scanned images
- The control section on the right
- The toolbar on the bottom








 **NOTE:** Some details of this screen may vary depending on which printer is connected to the scanner.

The screen includes:

- The preview window. Fills most of the viewing section. Above it is the image toolbar, with nine buttons that can be used to change the preview (see [Preview copies on page 31](#)).
- The control section. Contains four tabs: **Copy**, **Scan**, **Print**, and **Setup**. Each tab provides options that you can select when performing copy, scan, print, or setup tasks.
- Nine larger function buttons at the bottom of the screen:

-  **Quit:** shuts down the touch screen
-  **Online help:** provides additional information on many topics not included in this document
-  **File Manager:** opens the **File Management** dialogue box
-  **Print queue:** accesses the print queue
-  **Collate:** groups copies into sets
-  **Preview:** scans the document to preview the image and select an area of interest

-  **Reset:** resets settings to default values
-  **Stop:** cancels the current activity
-  **Copy**,  **Scan**, or  **Print:** each icon appears in its respective tab, and initiates the copy, scan, or print function depending on the tab within which you are working.

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## 2 Basic Operations

- [Add a new printer](#)
- [Delete a printer](#)
- [Create a new media profile](#)
- [Set the output quality](#)
- [Copy a document](#)
- [Collate copies](#)
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- [Set sleep and wake-up timers](#)

## Add a new printer

To add a new HP Designjet printer to the printer list in your scanner software, follow these steps:

1. Press the **Setup** tab.



2. Press the **Options** button. The **Options** dialog box appears:



3. Press the **System** button. The **System options** dialog box appears:



4. Press the **Install Printer Driver** button.
5. Select the printer you want to install.



**NOTE:** If more than one printer of the same model number is installed on the system, the name of the second printer added is denoted by “#2”, the third by “#3”, and so on.

## Delete a printer

To delete an HP Designjet printer from the printer list in your scanner software:

1. Press the **Setup** tab.



- 2.

Press the **Printer** button, and then press the **Tool** button



3. Select the printer you want to delete from the list.



4. Press the **Delete** button.

## Create a new media profile

Before starting the following procedure, make sure that you have color-calibrated the scanner (see [Calibrate the scanner on page 47](#)) and make sure that the media profile you intend to create does not already exist in the media profile list.



**NOTE:** When using HP Designjet 4500, 4000, or T1100, you can only create media profiles for paper types that are currently loaded in the printer. These standard paper types are detected by the system and their names appear in the list of media profiles. You can then select one of these and create a media profile for it as described below. You can not change the names of the media profiles with these printers.

When using Designjet 500, 800, 5X00, or 1000 you can create media profiles with any name you want. The system prompts you to enter a name for the required paper.


**NOTE:** You are required to create a media profile before you can copy and print. You are also required to have at least one printer connected to the scanner before you can copy and print. The printer can be connected to the scanner directly through the panel PC, or through the local area network (LAN).

**NOTE:** To create a new media profile, you are required to have media loaded into the printer.

1. Press the **Setup** tab.



2.

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

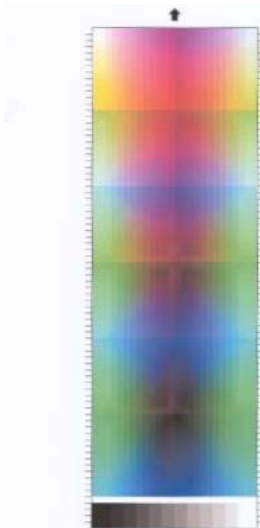


**NOTE:** With some printers, a **Calibrate RIP** feature is available in the dialog box as the first step. Calibrating the RIP involves configuring the gamma values of red, green, and blue to ensure a neutral appearance of printed gray (also referred to as gray balance). Press the **Calibrate RIP** button and follow the on-screen instructions to use this feature.

3. Press the button that corresponds to the media that you have loaded in the printer.
4. Press the **OK** button when this message appears.



5. Press the **Print Color Sheet** button to print a color patch reference sheet. Some printers print a special test sheet just before printing the color sheet. Do not use the test sheet—only use the color sheet (shown below).



6. Press the **Scan Sheet** button to scan the color sheet.



**NOTE:** Some HP Designjet models require that you enter the media profile name when the system is connected through the LAN.


7. Load the color sheet into the scanner face down. Align the arrow on the color sheet with the arrow on the center of the scanner.
8. Press the **OK** button to initiate the scan.
9. Press the **OK** button when this message appears.



The media profile is active and visible in the list of available media profiles.

Use the **Delete** button to delete media profiles. Only user-created profiles can be deleted.

Use the **Rename** button (if available) to rename media profiles.

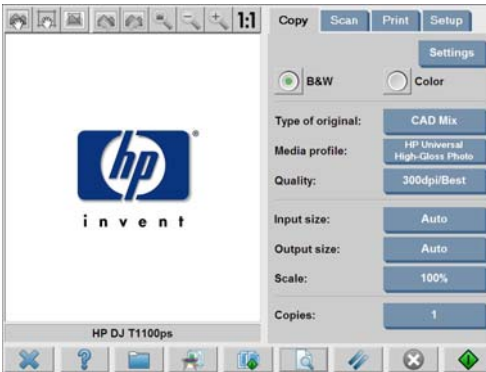
 **NOTE:** When using HP Designjet 4500, 4000, or T1100, the **Rename** button is not available in the dialog box. Use the **Validate** button to check that the media profile is valid for your scanner and printer combination.

## Set the output quality

This section describes how to set the output quality for your scanner and printer.

### Copy-quality settings for scanning and printing

1. Press the **Copy** tab.

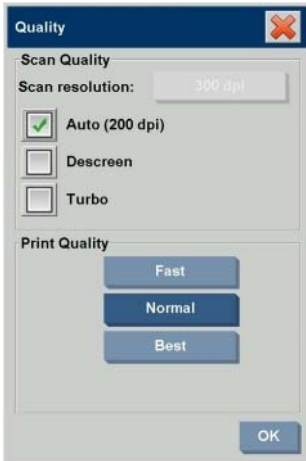



2. Press the **Settings** button. The **Copy Settings** dialog box appears:




3. Select **Ink Printer Original** to improve the quality of your copy or print if the original that you want to scan has been printed with an inkjet printer.


4. Press the **OK** button.
5. Press the **Quality** button.
6. Define the scan quality and print-quality settings using the **Quality** dialog box.



- Scan quality: Select one of the following scan quality settings:
    - **Scan resolution:** Manually set the scan resolution in dots per inch (dpi).
    - **Auto:** The system determines the best scan resolution based on the print quality (**Fast**, **Normal**, or **Best**) that you select. The resolution setting (in dpi) is displayed next to the **Auto** checkbox (200 dpi in the example above).
    - **Descreen:** The scanner scans with the optical resolution and relays the data to the system. The software then sets the optimal resolution value.
    - **Turbo:** The **Turbo** setting increases the rate at which the paper is fed and reduces the amount of scanning data that is captured, which means the scanning speed increases, but the image quality decreases. To use the **Turbo** setting, first manually set the scan resolution, and then select **Turbo**.
- 
-  **NOTE:** The **Descreen** setting gives the best results when scanning raster images (non-vector images, such as .jpeg, .tiff, and .pdf files), however the scanning speed is reduced.

 **NOTE:** The turbo setting has no effect when the resolution is set below 300 dpi.

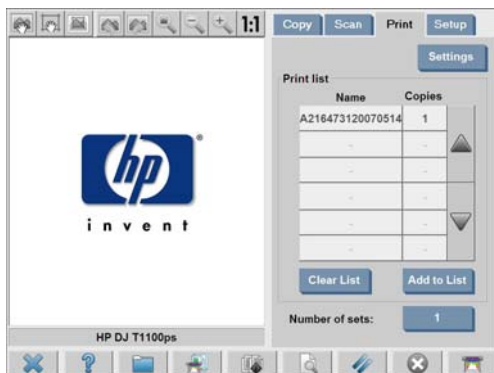
- Print quality: Select **Fast**, **Normal**, or **Best**.

 **NOTE:** If you set the scan quality to **Auto**, the print-quality setting that you select determines the scan resolution (as described above).

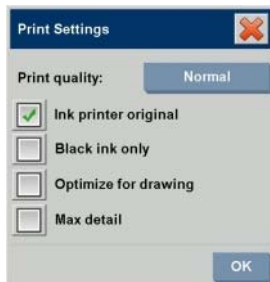
7. Press the **OK** button.

## Print-quality settings for printing from a file

1. Press the **Print** tab.




2. Press the **Settings** button. The **Print Settings** dialog box appears:




3. Select from the following print settings:
  - **Print quality:** Press the **Print quality** button to select a **Fast**, **Normal**, or **Best** print-quality setting.
  - **Ink printer original:** This setting is used to improve the quality of your copy or print if the original you want to scan has been printed with an inkjet printer.


- **Black ink only:** This setting is used to create true- and neutral-graytone output from graytone image files.

 **NOTE:** The use of this setting can result in output that is more grainy than graytone output which was created with colored inks.


- **Optimize for drawing:** This setting is recommended for text and drawings.

 **NOTE:** The use of this setting for documents which contain pictures can result in reduced image quality.

- **Max detail:** This setting is used for enhancing detailed graphics, such as maps and certain CAD drawings.

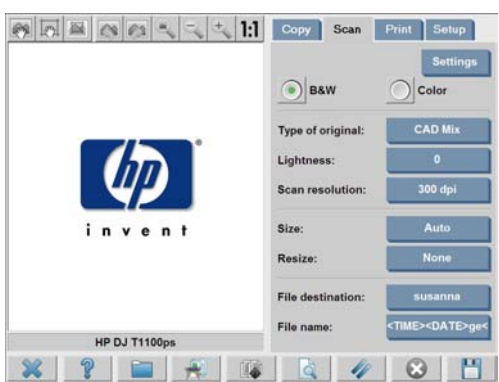
 **NOTE:** The use of this setting for documents which contain pictures can result in reduced image quality.

4. Press the **OK** button.

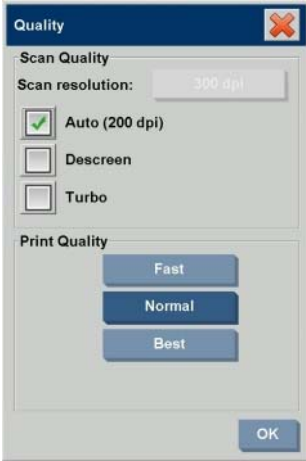
 **NOTE:** The availability of these options depends on the printer model.

### Scan-quality settings

1. Press the **Scan** tab.



2. Press the **Scan resolution** button. The **Quality** dialog box appears:



3. Select from the following quality settings:

- **Scan resolution:** Manually set the scan resolution in dots per inch (dpi).
- **Auto:** The system determines the best scan resolution based on the print quality (**Fast**, **Normal**, or **Best**) that you select. The resolution setting (in dpi) is displayed next to the **Auto** checkbox (200 dpi in the example above).



**NOTE:** The system determines the scan resolution based on the print-quality that you select, however the print-quality setting is not actually used in the scan-to-network process.

- **Descreen:** The scanner scans with the optical resolution and relays the data to the system. The software then sets the optimal resolution value.



**NOTE:** The **Descreen** setting gives the best results when scanning raster images (non-vector images, such as .jpeg, .tiff, and .pdf files), however the scanning speed is reduced.

- **Turbo:** The **Turbo** setting increases the rate at which the paper is fed and reduces the amount of scanning data that is captured, which means the scanning speed increases, but the image quality decreases. To use the **Turbo** setting, first manually set the scan resolution, and then select **Turbo**.



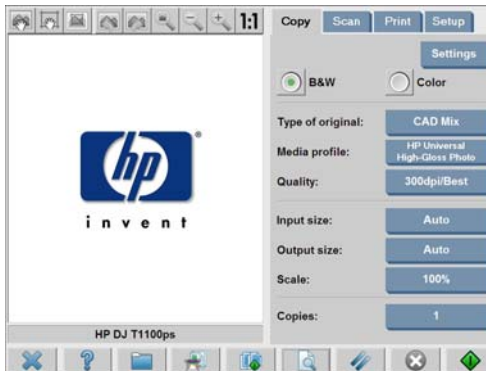
**NOTE:** The turbo setting has no effect when the resolution is set below 300 dpi.

4. Press the **OK** button.

## Copy a document

1. If you do not already have a media profile for the paper type you are planning to use, you must create one. See [Create a new media profile on page 6](#).
2. Insert your document.
  - a. Place the document face down with the top edge forward in the scanner insertion slot. Align the center of the document with the center of the insertion slot.
  - b. Slide the document gently into the insertion slot until you feel it pulled into the starting position.
3. Select color or black-and-white copying.


Your selection determines which type-of-original templates are available in the following step.
4. Select the type-of-original template.
  - a. Press the **Copy** tab.




- b. Press the **Type of original** button. The **Type of original** dialog box appears:

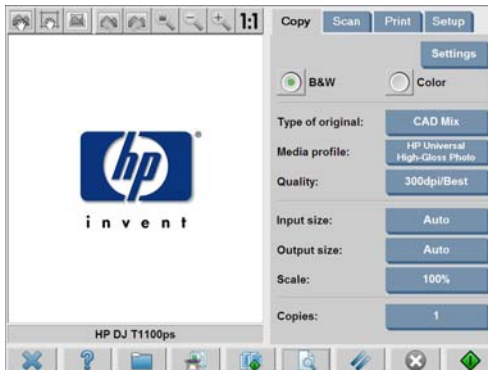


- c. Select a type-of-original template that best describes your current input.
- d. If you want to change the settings for any of these options, or want to

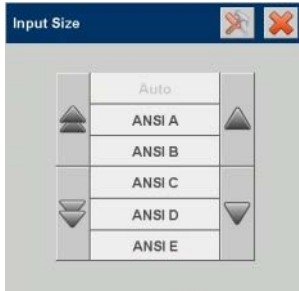
create a new option, press the **Tool** button . To save the new configuration, press the **New** button and enter a name for it.


 **NOTE:** If you change any of the original template settings, the **Type of Original** dialog box shows the symbol “\*” next to the template name to denote that changes have been made. For example, changes made to the CAD template appear in the dialog box as “CAD\*”.

- 5. Select the input size.
  - a. Press the **Copy** tab.



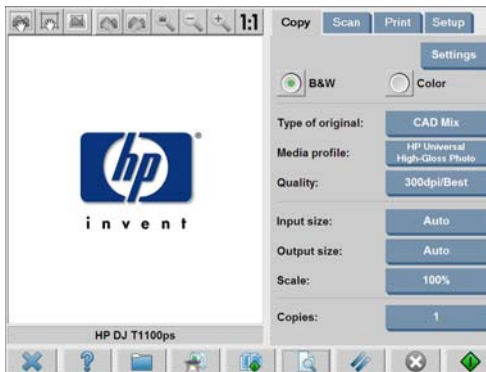
- b. Press the **Input size** button. The **Input size** dialog box appears:



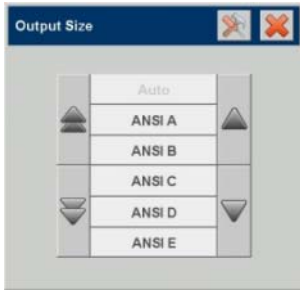
- c. Select the size that fits your original. Select **Auto** to have the scanner automatically detect the width and length of the original.
- d. If you want to change the settings for any of these options, or want to create a custom-paper size, press the **Tool** button . To save the changes or the custom-paper size, press the **New** button and enter a name for it.


6. Select the output size.

- a. Press the **Copy** tab. The **Output Size** dialog box appears:



- b. Select the size that you want for your output copy.




- c. If you want to change the settings for any of these options, or want to create a custom-paper size, press the **Tool** button . To save the changes or the custom-paper size, press the **New** button and enter a name for it.


If you have selected an output size that differs from the input size, the scanner calculates the scaling percentage and display it on the **Scale** button in the **Copy** tab after the first preview. Alternatively, you can specify a scaling percentage by pressing the **Scale** button and selecting a predefined scale


percentage, or by pressing the **Tool** button  and entering a scale percentage.

- 7. Set the number of copies.
  - a. Press the **Copies** button if you want to make more than one copy of the loaded document.
  - b. Enter the number of copies in the **Edit** field.

This option allows you to leave the system working unattended.

- 8. Press the **Copy** button  to begin copying with the settings you have configured.

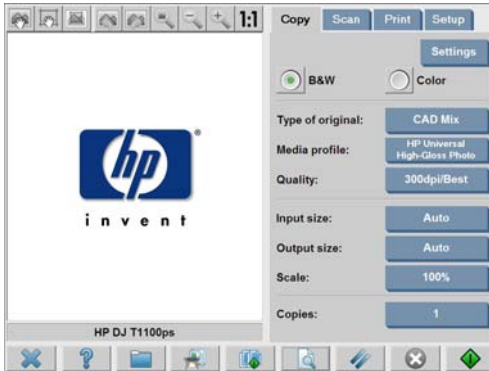
Press the **Stop** button  to cancel the current preview or copy process.

Press the **Reset** button  to clear the settings you have configured and reset the program to the default values.

## Collate copies

The collate feature allows you to group your copies into sets, and then print a selected number of these sets on your printer. All of the preview and enhancement options that are available for single document copying, are also available when using the collate feature.

1. Press the **Copy** tab.



2. Feed a document into the scanner, and then press the **Collate** button



on the main touch screen.



**NOTE:** The original image is captured as with single-sheet copying, however it is put on standby in your system instead of being sent to the printer.

3. Feed another document, and then press the **Collate** button. Continue on in this manner until all of the documents that you want to be part of the set have been scanned. You can adjust each copy in the set in the same way you do with single document copying.
4. Define the number of sets by pressing the **Copies** button in the **Copy** tab. The number of copies indicates how many sets are copied. Each set contains all of the collated documents.
5. Press the **Collate Print** button to activate the copy job.

## Perform a batch copy

Batch copying means processing more than one original document in one session without adjusting any settings and without having to press the **Copy** button for each

original. Batch copying is useful when you want to copy groups of documents with the same settings.

1. Prepare the originals that you want to copy with the same settings.
2. Feed the first original into the scanner.
3. Configure the settings in the **Copy** tab as you would for single-document copying. See [Copy a document on page 15](#).

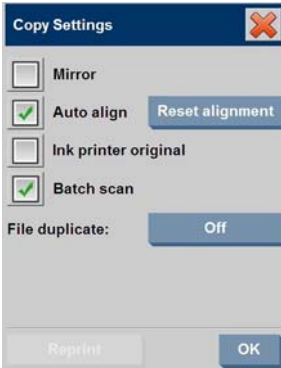


**NOTE:** If you have original documents with different dimensions, use the **Auto** size-detection setting and select **Auto width** and **Auto length**.


4. Press the **Copy** tab.



5. Press the **Settings** button, select **Batch scan**, and then press the **OK** button.



- 6.

Press the **Copy** button , and then begin feeding your original documents.



**TIP:** If you want to interrupt the batch-copy mode, press the **Stop** button



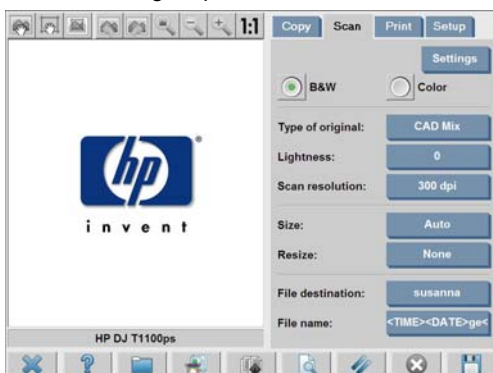
Doing so temporarily stops the batch-copy mode, allowing you to copy a single document with different settings. The batch-copy mode is resumed after you have copied the single document.

**TIP:** You can configure the scanner to eject each original document upon copy completion so that the next original can be fed. To select this option, go to the **Setup** tab and select **Options > Scanning > Eject paper**.

The scanner remains in batch-copy mode until you cancel it by pressing the **Settings** button in the **Copy** tab, and then deselecting the **Batch scan** option.

## Scan a document to a file

1. Place the document face down with the top edge of the original in the scanner insertion slot. Feed the original into the scanner. Use the center arrow for correct positioning.
2. Select the **Scan** tab, and then configure the scan settings, which are described in the following steps.




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

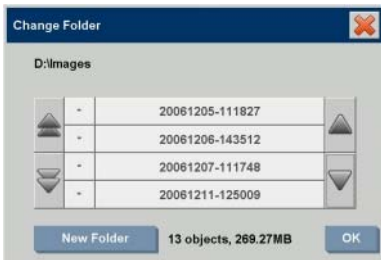
3. Select **Color** or **B&W** scanning.
4. Select the type-of-original template that best describes your original.

5. Set the scan resolution. Scan resolution determines the image quality. You can set a custom dpi value, or choose from the following settings:
  - **Auto:** the system determines the best scan resolution based on the print quality (**Fast**, **Normal**, or **Best**) that you select.
  - **Descreen:** the scanner scans with the optical resolution and relays the data to the system without interpolation.
  - **Turbo:** this setting increases the rate at which the paper is fed and reduces the amount of scanning data that is captured, which means the scanning speed increases, but the image quality decreases.
6. Use the **Size** and **Resize** options to define the dimensions of your scanned image. You can use **Size: Auto** and **Resize: None** to maintain the size of the original.
7. The default filename is composed of the current date and time. To change the default name, press the **File Name** button and enter a new name.
 

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 **NOTE:** For information on the auto-naming feature (which is more useful when batch scanning), see [Use the auto-naming feature on page 25](#).

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8. Press **Settings > File Format** to select the output-file format. Various format options are available.
9. Press the **File destination** button to select the folder to which the scanned file is saved. The **Change Folder** dialogue box appears.



10. In the **Change Folder** dialog box, you can:
  - Press the arrows to navigate the folders.
  - Press the folder up button (marked "..") to move up a level.
  - Press the **New Folder** button to create a new folder within the current folder.
  - Press a folder name to move your search to that folder's level.
11. Press **OK** in the **Change Folder** dialog box when you have selected the destination folder for your file. 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.

12.



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

13. To view or delete the resulting file, see [View, move, rename, or delete a file on page 28](#).

## Scan a document to the network

By default, your scanner's file manager only displays local drives and folders. This topic explains how to add network connections, how to use the network locations as file destinations for scan-to-file jobs, and how to access them with the file manager.



**NOTE:** To scan a document to a computer or server on the network, the destination computer or server must have all firewalls disabled and the destination folder must be a shared folder.

## Add a network connection

Verify that your system is connected to the network.

1.



Press the **Folder** button to open the **File Manager** dialog box.

2. Press the **Network** button.

3. Press the **Add Network Connection** button. The **Add Network Connection** dialog box appears:


A screenshot of the 'Add Network Connection' dialog box. It has a title bar with a close button (red X). The dialog contains four input fields: 'Remote name:' with the text '\\server1', 'User name:' with the text 'john', 'Password:' with masked characters '\*\*\*\*\*', and 'Label:' with the text 'server1'. There is an 'OK' button at the bottom right.

Contact your network administrator if you require additional information about one or more of the settings described in the following steps.

- 4. Remote name:** Enter the full path name to the remote machine or folder on the network in the following format: \\PCname\sharedfolder.
- 5. User name:** Enter the domain name and your login user name for the remote server or computer in the following format: DOMAIN\username.
- 6. Password:** Enter the login password for the remote server or computer.
- 7. Label:** Enter a name to help you to identify the remote destination. This is the name that appears in the HP Designjet scanner **File Manager** dialog box.



**NOTE:** You can add as many network connections as you want. However, because of a Microsoft Windows limitation, you cannot map a network folder that has been previously mapped by another person on the same computer. To map to a previously mapped network folder, you must first remove that network connection.

To remove network connections, press the **Folder** button , then the **Network** button, and then the **Remove Network Connection** button.


## Scan to the network

Verify that you have added a network connection. See [Add a network connection on page 23](#).

1. Configure the settings in the **Scan** tab as you would for any scan-to-file job.
2. Press the **File destination** button.
3. Press the folder up button (marked "..") until it no longer appears. When the "path up" button no longer appears, you have reached the highest level of the list, which shows all of the accessible drives.
4. Navigate the list and select the network location to which you want to scan.
5. Select the destination folder to which you want to scan.
6. Press the **OK** button.

## Access files in the network folder

Verify that you have added a network connection. See [Add a network connection on page 23](#).

1. Press the **Folder** button  to open the **File Manager** dialog box.
2. Press the folder up button (marked "..") until it no longer appears. When the "path up" button no longer appears, you have reached the highest level of the list, which shows all of the accessible drives.
3. Navigate the list and select the network location that you want to access.

4. Select the destination folder that you want to access.
5. Press the **OK** button.



**NOTE:** The scanner system provides a shared folder (**D:\images**) that can be accessed from other computers on the network. For security reasons, no other folders in the scanner system can be accessed by a computer on the network. Therefore, if you want scanned files to be accessible from other computers on the network, you must save them in **D:\images**. For more information on accessing the shared folder, see [Access the shared folder from my computer on page 34](#).

## Perform a batch scan

Batch scanning means processing more than one original document in one session, without adjusting any settings and without having to press the **Scan** button for each original. Batch scanning is useful when you want to scan groups of documents with the same settings.

## Use the auto-naming feature

When you batch scan documents, the scanner saves each document as an individual file and names each file according to the default naming convention, which is composed of the current date and time. However, the auto-naming feature allows you to define how the documents are named when they are scanned to file.

To configure the auto-naming feature, press the **File name** button in the **Scan** tab before starting to scan, and then enter a filename followed by the suffix: “<###>”. This suffix tells the system to add a number to the end of each filename, and to increase the number by an increment of one for each document scanned. The amount of characters in the number is equal to the number of “#” characters you have in the suffix. For example, if you enter the file name “**new\_image<###>**”, the system creates files **new\_image001**, **new\_image002**, **new\_image003**, and so on, for each original document scanned. Use the **Insert counter** button to insert the suffix: “<###>”.



**NOTE:** The system examines the file-destination folder and begins numbering after the last number in a series of file names, to avoid overwriting any files already in the folder. For example, if you enter the file name “**new\_image<###>**”, and the file-destination folder already contains files named “**new\_image001**” and “**new\_image002**”, the system saves the new files starting at “**new\_image003**”.

## Scan the documents

1. Prepare the originals that you want to scan with the same settings.
2. Feed the first original into the scanner.
3. Configure the settings in the **Scan** tab as you would for single-document scanning. See [Scan a document to a file on page 21](#).



**NOTE:** If you have original documents with different dimensions, use the **Auto** size-detection setting and select **Auto width** and **Auto length**.

4. Press the **Scan** tab.



5. Press the **Settings** button, select **Batch Scan**, and then press the **OK** button.

- 6.



Press the **Scan-to-file** button , and then begin feeding your original documents. Each document is scanned and saved as a file.



**TIP:** If you want to interrupt the batch-scan mode, press the **Stop** button



Doing so temporarily stops the batch-scan mode, allowing you to scan a single document with different settings. The batch-scan mode is resumed after you have scanned the single document.

**TIP:** You can configure the scanner to eject each original document upon copy completion so that the next original can be fed. To select this option, go to the **Setup** tab and select **Options > Scanning > Eject paper**.

The scanner remains in batch-scan mode until you cancel it by pressing the **Settings** button in the **Scan** tab, and then deselecting the **Batch Scan** option.



## Print a file

You manage the files that you want to print in the **Print** tab. You can define the number of copies you want of an individual file, and how many sets of the complete list you want copied.

1. If you do not already have a media profile for the paper type you are planning to use, you must create one. See [Create a new media profile on page 6](#).

2. Press the **Print** tab.



When you enter the **Print** dialog box, the **Copy** button  changes to the **Print** button .

The **Print list** shows the files currently selected for printing. Press the **Add to List** button to add files to the **Print list**.

3. Configure the settings in the **Setup** tab as necessary. The **Setup** tab settings such as margins, layout, printer and media profile, apply to the entire print job.
4. Press the **Print** button  to send the files to the printer.



**NOTE:** The **Print** tab is designed for printing files created within the **Scan** tab; it cannot be used to print files from other sources.

## Adjust color

To access the **Type of Original Setup** dialog box and adjust the colors of your scanned images, follow these steps:

1. Press the **Type of Original** button in the **Copy** tab or the **Scan** tab.

2.

Press the **Tool** button . The **Type of Original Setup** dialog box appears:



3. Use the available settings to adjust the colors of the scanned image.

## View, move, rename, or delete a file

1.

Press the **File Manager** button  in the toolbar at the bottom of the touch screen.

2. Select a file in the list.

3. View, move, rename, or delete the file as necessary.

## Scan heavyweight paper or cardboard

Your scanner is capable of scanning heavyweight coated paper and cardboard.

**WARNING!** Other thick materials are not supported and could cause damage. Remove staples and any abrasive attachments before scanning.

1. Press the **Automatic Thickness Adjustment Control** key on your scanner's control panel.



2. Press and hold the arrow-up key to increase the height of the insertion slot until there is enough room to insert the document. You can change the insertion-slot height from 2 to 15 mm (0.08 to 0.59 inches).
3. Feed the document.
4. Press and hold the arrow-down key until the insertion slot stops adjusting.
5. Preview the image to see if the lines are even. Use the zoom function to see in greater detail



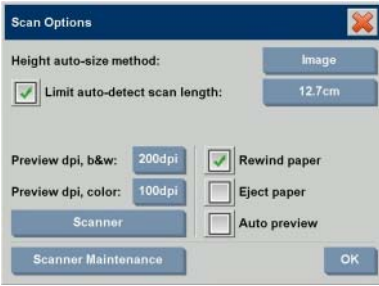
**NOTE:** A large document might need to be supported with both hands as it is being fed into the scanner, and as it is being ejected from the scanner.

If lines appear uneven, follow these steps:

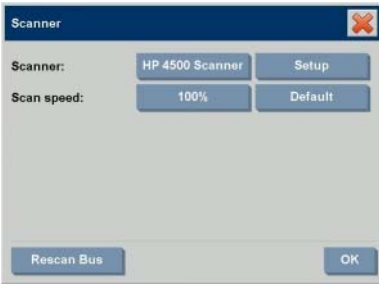
1. Press the **Setup** tab.



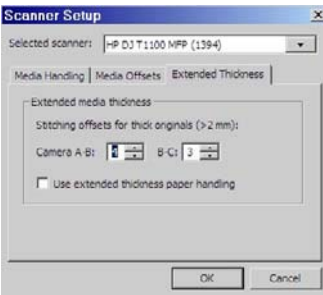
2. Select the **Options** button, and then select the **Scanning** button. The **Scan Options** dialog box appears:



3. In the **Scan Options** dialog box, press the **Scanner** button. The **Scanner** dialog box appears:



4. In the **Scanner** dialog box, press the **Setup** button.
5. Select the **Extended Thickness** tab, and check the **Use extended thickness paper handling** box.



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

7. Print test scans and adjust the camera values until you are satisfied with the results.
8. Click **OK** to save your settings.


To return the insertion slot height to its normal position:

1. Remove all material from the insertion slot.
2. Press the **Automatic Thickness Adjustment Control** key.
3. Press and hold the arrow-down key until the insertion slot has stopped adjusting.

Try to avoid leaving the insertion slot set above the minimum height for long periods of time. The insertion slot must be at its minimum height for the scanner to perform the automatic self-adjustment procedure.

## Preview copies

The preview feature allows you to make various adjustment to the document size, margins, and paper frame. The document size is determined by the size settings made in the **Copy** tab. The size and thickness of the paper frame in the preview window is determined by the Input Size, Output Size, and Margins settings.

Press the **Preview** button  to preview a document.

### Zoom all



Use this feature to resize the preview image such that it fits exactly within the preview window.

### Zoom in



Use this feature to zoom in on the preview image. The zoom in axis is in the center of the preview window. Continue pressing the **Zoom In** button to the required level of detail.

### Zoom out



Use this feature to zoom out on the preview image. The zoom out axis is in the center of the preview window. Continue pressing the **Zoom Out** button to the required level of detail.

### One-to-one pixel viewing

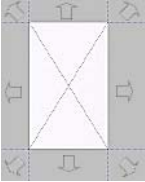


Use this feature to view the preview image at the same size in which the document was scanned.

### Resize paper frame



This feature is especially useful for copying non-standard paper sizes. Use this feature to divide the areas around the paper frame into sections. When a given section is pressed, the closest frame side or corner is resized to the new position.



### Move tool



Use this feature to move the image within the the preview window.

There are two ways to move the image:

- Drag the image to another point within the preview window.
- Press any point of the image. The point at which the image is pressed becomes part of one of the edges of the preview window.

### Position the paper frame



Use this feature to position the paper frame directly in the preview window and set the copy area.


There are three ways to move the frame:


- Drag the frame to another point in the preview window.
- Press a point in the preview window. The point where you pressed becomes the new center for the paper frame.

This method is especially useful when you are making spot-test strips for printing. It lets you continuously and rapidly reposition the frame on important areas that you want to test.

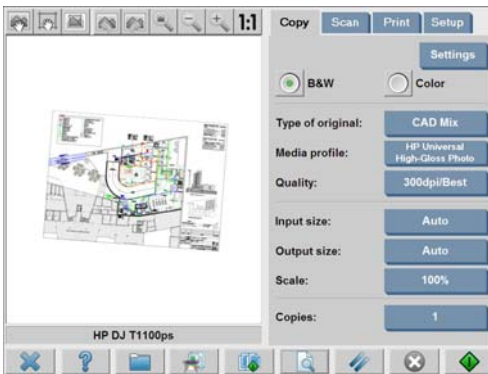
- Drag the edges to resize the paper frame.

## Align left and align right

The align left button: 

The align right button: 

You are not required to reload the original if it appears crooked in the preview window. If the image appears crooked, use the left and right align buttons to align the image with the paper frame.



Alternatively, press the **Settings** button in the **Copy** tab or in the **Scan** tab, and then select the **Auto-align** option, and press **OK** to automatically align the image. If you are not satisfied with the result, press the **Reset alignment** button, press **OK**, and then use the left and right align buttons to align the image manually.



## Save files on a CD or DVD

Your HP Designjet is capable of writing to CDs or DVDs in the same easy way as it writes to other storage media.

1. Insert a blank CD or DVD into the touch screen's CD/DVD drive. You may also be able to write to a partly-used CD or DVD if the disc has not been 'closed'.
2. Press the **File Manager** button to open the **File Management** dialogue box.
3. Navigate and select the files you want to save to the CD or DVD by checking the box to the left of a file name.



**NOTE:** You can make multiple selections if you want to copy all of the files to the same disk.

4. Press the **Scan** button to open the **Destination folder** dialog box.
5. Navigate to the CD/DVD drive as the destination.
6. Press **OK** to save the files to the destination disc.



**NOTE:** When the files have been saved to the disc, the disc automatically ejects from the touch screen. If the disc does not automatically eject, press the eject button on the drive. The disc ejects approximately 45 seconds after the eject button has been pushed.

## Access the shared folder from my computer

The scanner system provides a shared folder **D:\images** that can be accessed from other computers over a network. For security reasons, no other folders on the scanner system can be accessed over a network. Therefore, in order to access scanned images from other computers, you must save them in **D:\images**.

In order to establish a connection over the network, you need to know the IP address of your scanner system. Follow these steps to obtain the IP address:

1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **General** button.
4. Press the **About** button.  
The scanner's IP address is shown in the **About** box.

## Accessing the shared folder from Windows XP

1. On your computer's desktop, double-click **My Network Places**.
2. In the **Network Places** window, double-click **Add Network Place**.
3. In the **Add Network Place Wizard** window, click **Choose another network location**, and then click **Next**.
4. In the **Internet or network address** field, enter `http://scanner_ip/images` (where "scanner\_ip" is the IP address of your scanner system), and then click **Next**.
5. Enter a name for the folder on this computer, and then click **Next**.

To access the shared folder subsequently, double-click **My Network Places**. The new folder appears in the **Network Places** window. You can drag the folder to your desktop for easier access.

## Accessing the shared folder from Windows 2000

1. On your computer's desktop, double-click **My Network Places**.
2. In the **Network Places** window, double-click **Add Network Place**.

3. In the **Add Network Place Wizard** window, enter `http://scanner_ip/images` (where “scanner\_ip” is the IP address of your scanner system), and then click **Next**.
4. Enter a name for the folder on this computer, and then click **Finish**.

To access the shared folder subsequently, double-click **My Network Places**. The new folder appears in the **Network Places** window. You can drag the folder to your desktop for easier access.

## Accessing the shared folder from Windows 98

1. On your computer's desktop, double-click **My Computer**.
2. In the **My Computer** window, double-click **Web Folders**.
3. In the **Web Folders** window, double-click **Add Web Folder**.
4. In the **Add Web Folder** window, enter `http://scanner_ip/images` (where “scanner\_ip” is the IP address of your scanner system), and then click **Next**.
5. Enter a name for the folder on this computer, and then click **Finish**.

To access the shared folder subsequently, double-click **My Computer** and then select **Web Folders**. The new folder appears in the **Web Folders** window. You can drag the folder to your desktop for easier access.

## Accessing the shared folder from Mac OS X

1. Select the **Connect to Server** feature from the **Go** menu.
2. In the **Connect to Server** window, enter `http://scanner_ip/images` (where “scanner\_ip” is the IP address of your scanner system), and then click **Connect**.

## Set up a password

An administrator password is used to protect key administrative settings such as the interface language, network parameters, and accounting settings. The default administrator password is "hpinvent" (all lowercase letters).

If the default administrator password is not changed, or has been reset to the default, no password protection is applied to the key administrative settings and they remain open for editing by all users. If the default administrator password is changed, the key administrative settings are protected and users are required to enter the password before they can edit the key administrative settings.

If many users will share the system, HP recommends that the password be changed by the system administrator when the system is set up for the first time. To change the password, follow these steps:

1. Press the **Setup** tab.



2. Press the **Options** button.  
The **Options** dialog box appears.



3. Press the **System** button.
4. Press the **Advanced** button.
5. Press the **Set/Change Password** button.
6. Enter a new administrator password. You are prompted to confirm the new password.
7. When you have finished, click the **OK** button.

The new password is effective immediately.

To disable password protection, follow the steps to change the password and reset the password to the default: "hpinvent".

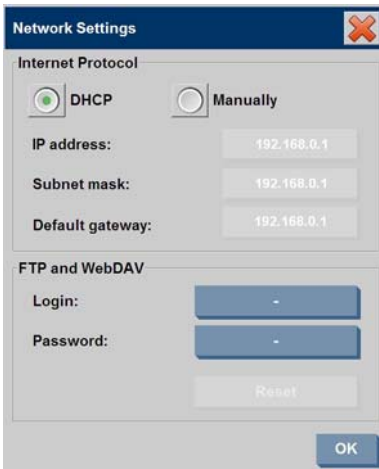
## Enable password access to a shared directory

Protect your system's shared folders from network access by applying a login and password under the **FTP** and **WebDAV** option area.


1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **System** button.
4. Press the **Advanced** button.
5. Press the **Network Settings** button. The **Network Settings** dialog box appears:



6. Press the **Login** and **Password** buttons to enter strings and apply them.


 **NOTE:** The string "@scanner" is always appended to the entered login name.

7. Restart the system to apply new login/password protection.

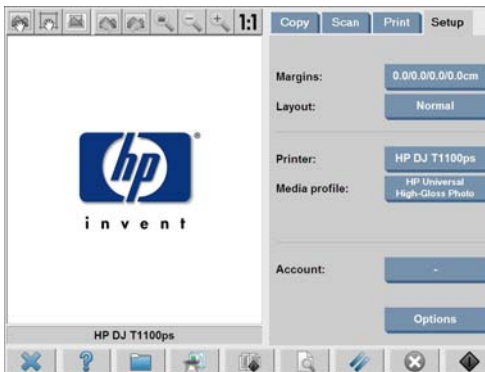
 **TIP:** Press the **Reset** button to remove login/password protection for FTP/WebDAV access.

## Connect the scanner to a network

To make your system recognizable to others on the network, follow these steps.

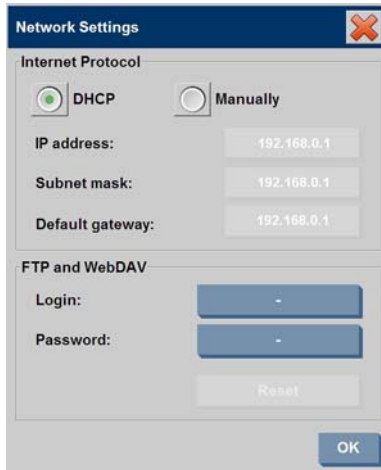
 **NOTE:** If an administrator password has been set, you are required to enter it before you can configure the network settings.

1. Connect the RJ45 network cable to the Ethernet port at the back of your touch screen.
2. Check your network settings:
  - a. Press the **Setup** tab.



- b. Press the **Options** button.
- c. Press the **System** button.
- d. Press the **Advanced** button.
- e. Enter the administrator password if prompted by the system.

- f. Press the **Network Settings** button. The **Network Settings** dialog box appears:



- g. Select the **DHCP** option if you know that your network has a DHCP server. This tells the system to automatically find the network connection information.
- h. Select the **Manually** option for manual connection. Obtain a valid IP address, subnet mask, and default gateway from your system administrator.
- i. Click the **OK** button.
3. Place the files that you want to be shared across the network 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.

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

## Manage an account

The Accounting feature helps you to keep track of your copy activities. Accounting information such as total scans, prints, copies, and paper usage is stored in a simple format so that it can be loaded into spreadsheets and databases. You can view the scanning activity information for your account in the account dialog.



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

**NOTE:** If an administrator password has been set, users are required to enter the password before they can rename, reset, create, and delete accounts.

There are two types of accounts:

- **Active account:** The user-established account to which activities are currently registered. The active account name is displayed on the **Account** button in the **Setup** tab.
- **Total account:** The built-in total account to which all of the system activities are registered. The total account is always active and cannot be deleted or reset. All of the activities registered to an active account are concurrently registered in the Total account.

## Create an account

1. Press the **Setup** tab.

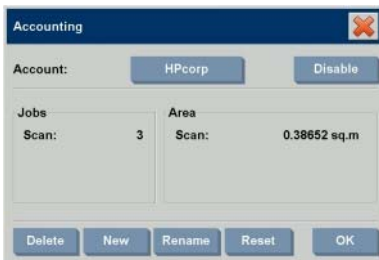


- 2.

Press the **Account** button, and then press the **Tool** button



3. In the **Accounting** dialog box, press the **New** button.





4. Enter the administrator password if prompted.
5. Enter a name for the new account.
6. Press the **OK** button.

The new account automatically becomes the active account.

To access the accounting information, enter: `http://scanner_ip/accounting` (where “scanner\_ip” is the IP address of your scanner system) in the **Internet or network address** field, and then press the **Next** button.




**NOTE:** If an account is created, users are required to select an account from the account list, which appears each time the **Copy** button  or the **Scan to file** button  is pressed.

## Delete an account

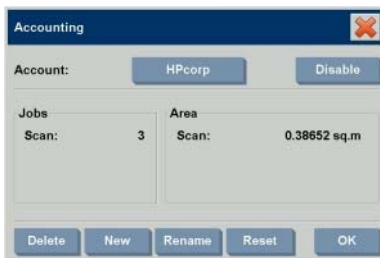
1. Press the **Setup** tab.



- 2.

Press the **Account** button, and then press the **Tool** button .

3. In the **Accounting** dialog box, press the **Delete** button.



4. Enter the administrator password if prompted.
5. Press the **OK** button.

## Reset an account

1. Press the **Setup** tab.



- 2.

Press the **Account** button, and then press the **Tool** button



3. Select the account that you want to reset.




4. Press the **Reset** button.
5. Enter the administrator password if prompted.

## Rename an account

1. Press the **Setup** tab.



2. Press the **Account** button.
3. Press the **Options** button.
4. Make sure that the **Quick select** list is showing.
5.  Press the **Tool** button

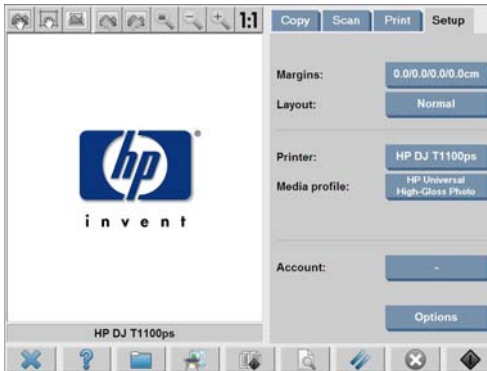
6. In the **Accounting** dialog box, press the **Rename** button.



7. Enter the administrator password if prompted.
8. Enter the new name for the account.
9. Press the **OK** button.


## Set the time, date, and timezone

1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **System** button.
4. Press the **Set time and date** button.
  - Select the value that you want to change and enter the correct value.
  - Select your timezone from the list.

---

 **NOTE:** You can choose to enable automatic daylight savings time adjustment.

---
5. Press the **OK** button.

## Set sleep and wake-up timers

Because setting the sleep and wake-up timers ensures that the scanner will shut down automatically when not in use, it is the best way to maximize the useful life of the lamp.

1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **System** button.
4. Press the **WIDEsystem** button, and then select the **Timer** tab.
  - To activate automatic power-on, select the check box for the day in the **On** column.  
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. Select **AM** or **PM**, and press the up or down buttons.
  - To activate automatic power off, select the check box for the day in the **Off** column, then set the time as described above.
5. Press the **Apply** button to confirm your changes and continue, or press the **OK** button to confirm changes and exit **WIDEsystem**.

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## 3 Maintenance

- [Clean the glass plate and the scanning area](#)
- [Calibrate the scanner](#)
- [Calibrate the touch screen pointer](#)
- [Replace worn parts](#)

### Clean the glass plate and the scanning area

1. Turn off the scanner and disconnect the scanner power cable.
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 disengages.
3. Holding both lever buttons down, place your free fingers in the insertion slot and flip open the scanning area lid. The scanning area is exposed for cleaning.
4. Gently wipe the glass plate and the entire scanning area, including the main cover and the roller, with a lint-free cloth dampened with a mild, streak-free, glass cleaner.

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△ **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.

The lifespan of the glass plate depends on the paper types that pass across it. Abrasive papers such as mylar may cause premature deterioration.

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

### Calibrate the scanner

HP recommends that you calibrate the scanner once a month to maintain optimum scan quality.



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**NOTE:** It is important that you clean the glass and the scanning area before calibrating the scanner.

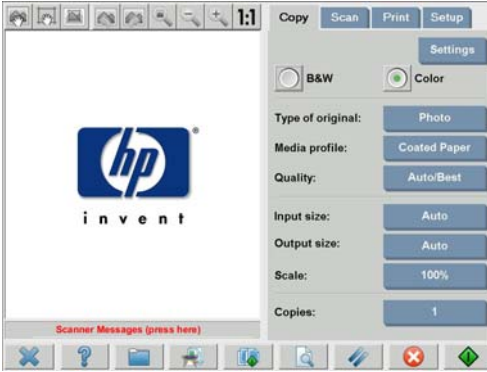
---

1. Before calibrating, read the scanner's online guide on how to clean the scan area. Then turn off the scanner and clean the scan area. Calibration does not work well if the scan area is not clean.
2. When you have finished cleaning the scan area, turn on the scanner and leave it on for at least an hour before proceeding to the next step.

3. Press the messages section, which is located below the preview screen.



**NOTE:** If there are no pending actions, the messages section might be blank.



4. In the **Scanner Messages** dialog box, press the **Scanner Maintenance** button.



5. The **Maintenance Wizard** guides you through the procedures of camera alignment, stitching, and calibration. To calibrate the scanner, you need the maintenance sheet that came with your scanner.

## Calibrate the touch screen pointer

1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **System** button.
4. Press the **Calibrate Touch Screen** button and follow the instructions on the screen.



Calibration is done by pressing the targets that appear in different positions on the screen. Press the targets until they no longer appear.


## Replace worn parts


Over time, the condition of certain key scanner parts will deteriorate. This section addresses the parts that wear out under normal usage conditions and that can be replaced without the assistance of an HP support technician.

To order any of the parts mentioned below, call HP Support.

## Lamp unit

Over time, the intensity of the lamp weakens. When the intensity weakens beyond a certain point, a message appears on the touch screen advising you to replace the lamp unit. It is important to replace the lamp unit when the message appears. Failure to do so will result in poor image quality.


For step-by-step instructions on replacing the lamp unit, press  and consult the scanner online help.


 **NOTE:** Before replacing the lamp unit, you should thoroughly clean the glass plate and the entire scanning area and see if that clears the advisory message. For more information on cleaning the glass plate and scanning area, see [Clean the glass plate and the scanning area on page 47](#).

**NOTE:** The lamp unit and the air filter are included in the same package and should be replaced at the same time.

## Air filters

The air filters protect the scanner from dust and other airborne particles. Over time, they become saturated. Timely replacement of air filters reduces the need for cleaning and calibration, and helps to maintain image quality.

 **NOTE:** The lamp unit and the air filter are included in the same package and should be replaced at the same time.

For step-by-step instructions on replacing the air filters, press  and consult the scanner online help.


## White-background platen

The white-background platen can become worn, discolored, warped, or otherwise damaged after long periods of use.

For step-by-step instructions on replacing the white-background platen, press




and consult the scanner online help.

 **NOTE:** Before replacing the white-background platen, you should thoroughly clean it.

## Glass plate

Over time, the condition of the glass plate can deteriorate. Even very small scratches can reduce image quality.

For step-by-step instructions on replacing the glass plate, press  and consult the scanner online help.



**NOTE:** Before replacing the glass plate, you should thoroughly clean it and the entire scanning area. For more information on cleaning the glass plate and scanning area, see [Clean the glass plate and the scanning area on page 47](#).

## 4 Troubleshooting

If you notice problems with the scanner other than those described below, consult the scanner's online guide for further advice.

- [The Diagnostics light is flashing](#)
- [The Wait light is flashing](#)
- [The Wait and Diagnostics lights are both flashing](#)
- [The Power, Wait, Diagnostics, and Paper-Ready lights are flashing](#)
- [Lines in the scanned image appear too thin or discontinuous](#)
- [A warning message appears on the panel PC touch screen](#)
- [The scanner software is in the wrong language](#)
- [The scanner software does not start](#)
- [The CD or DVD cannot be read by my computer](#)
- [A media profile cannot be generated](#)
- [Streaks in the scanned image](#)
- [The scanner is not detected after it is power-cycled](#)

### The Diagnostics light is flashing



The most likely explanation for the flashing diagnostics light is that the scanning area needs to be cleaned. To resolve this issue, perform the routine maintenance procedures explained in your online guide, and then restart the scanner.

If the diagnostics light continues to flash, there may be camera position errors. In this case, contact HP Support.

## The Wait light is flashing



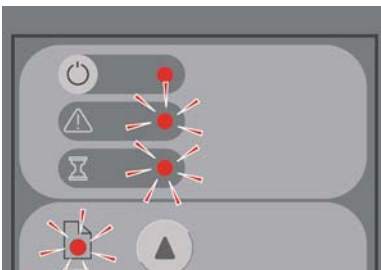
The flashing wait light indicates that the scanner needs to make a readjustment but is unable to do so. To resolve this issue, remove any paper from the scanner, ensure that the insertion slot is set to the minimum height, and wait for the light to turn off.

## The Wait and Diagnostics lights are both flashing



If the wait light and the diagnostics lights are both flashing, follow the remedies described for a flashing diagnostics light. See [The Diagnostics light is flashing on page 52](#).

## The Power, Wait, Diagnostics, and Paper-Ready lights are flashing



When power, wait, diagnostics, and paper-ready lights are all flashing, it means the scanner has powered up in Boot mode. This mode is used in emergency cases to upgrade the scanner's firmware when the upgrade-firmware process has been interrupted. If the scanner shows this combination of flashing lights, try the following remedies:

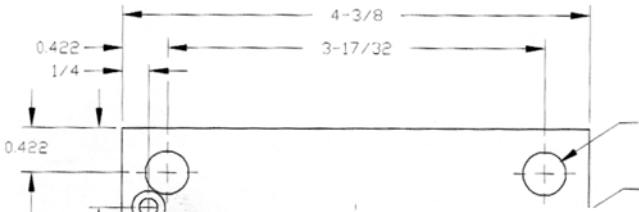
- Reboot the scanner and the touch screen.
- If the scanner remains in Boot mode, perform a system recovery with the System Recovery DVD that came with your scanner.

### Lines in the scanned image appear too thin or discontinuous

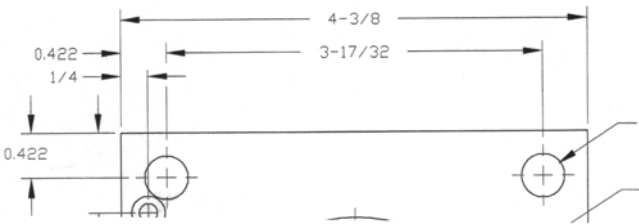
When scanning documents with thin lines, such as CAD drawings, a scan-resolution setting of less than 300 dpi can result in disproportionately thin or discontinuous lines. HP recommends that you set the scan resolution to a minimum of 300 dpi when scanning CAD drawings and other documents with thin lines. Scanning with higher resolution lengthens the overall scan time, but it ensures greater image quality. This issue is not as noticeable when scanning photos and area fills. For more information on setting the scan resolution, see [Scan-quality settings on page 13](#).

The images below help to illustrate the issue:

**Figure 4-1** CAD drawing scanned at 150 dpi



**Figure 4-2** CAD drawing scanned at 300 dpi



## A warning message appears on the panel PC touch screen

Under the following circumstances, a warning message might appear on the panel PC touch screen, advising the user to perform maintenance:

- Scanner maintenance has not been performed within the last 30 days.
- The lamp intensity diminishes.



**NOTE:** If you replace the lamp, you should also replace the filter.

- The condition of the glass plate has deteriorated beyond an acceptable level.
- The condition of the original background has deteriorated beyond an acceptable level.

If you see any of these warnings displayed on the panel PC touch screen, consult the scanner's online guide for information on recommended maintenance procedures.

## The scanner software is in the wrong language

To change the scanner software language, follow these steps:

1. Press the **Setup** tab.



2. Press the **Options** button.
3. Press the **System** button.
4. Press the **Advanced** button.
5. Press the **Change Language** button.
6. Select your preferred language.

## The scanner software does not start

If your scanner system software does not start up when you turn on the touch screen, try turning it off and then turning it on again.

If it persistently fails to start up, use the 'System Recovery' DVD that came with your scanner system to reinstall the software.

1. With the system on, insert the System Recovery DVD into the DVD drive.
2. Turn off the touch screen and then turn it on again.
3. Follow the instructions on the screen.
4. When the software has been reinstalled, you are prompted to remove the DVD and restart the touch screen.
5. When the touch screen restarts, you are required to calibrate the position of the pointer by touching the targets that appear on the screen. For an accurate calibration, perform the calibration from your most typical operating position and use whatever implement you use to operate the touch screen.
6. After touching the targets, you are asked to touch any part of the touch screen. If you are satisfied with the result of the calibration, press the **Yes** button. If you are prompted to restart the system, press the **No** button.
7. The language selection screen appears. Select the language you want to use for the Designjet Scan application. The touch screen automatically restarts in the selected language.
8. Allow time for the operating system to reload. The process is complete when the touch screen shows the **Copy** tab of the Designjet Scan application.

## The CD or DVD cannot be read by my computer

The scanner creates CDs and DVDs compliant with the ISO 9660 standard plus Joliet Extension. This standard is commonly supported, but HP does not guarantee that all computers can read the CDs and DVDs created by the scanner.

## A media profile cannot be generated

Ensure that the scanner and the printer are both turned on and ready for normal operation.

Ensure that the scanner is connected to the printer and that both the scanner and printer are connected to the LAN.

## Streaks in the scanned image

If the problem is visible when previewing the image on screen, it may be due to dirt or scratches on the glass. First, check the original document to make sure that it is clean and free of creases or other impediments that may drag across the glass. If the document is clean and in good condition, try cleaning the glass (see [Clean the glass plate and the scanning area on page 47](#)). If the problem persists, you may need to replace the glass.

## The scanner is not detected after it is power-cycled

If the scanner is not detected, use the Rescan feature and see if that solves the problem. If the problem persists, turn off the scanner and the touch screen, and then disconnect the touch screen from the scanner. Reconnect the touch screen and turn on the scanner and touch screen.

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