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quick reference guide

hp designjet copier
cc800ps

invent

Your hp designjet copier cc800ps

The HP Designjet Copier system delivers large-format color copies and is as simple to use as a conventional office copy machine. The components of the system are:

- hp designjet copier cc800ps
- hp designjet 800ps printer
- hp designjet copier software

Where to find information...

By pressing the Online help button in your HP Designjet Copier software, you can get online help while using the copier.

If you wish to view this information on your PC, you can view the online help files on the 'Using your copier' CD.

There is also more information available from the following sources:

- The Copier Setup Instructions that came with the system.
- The documentation that came with your Printer (Setup instructions, the CD and Reference Guide).
- HP Designjet Online: www.designjet.hp.com.

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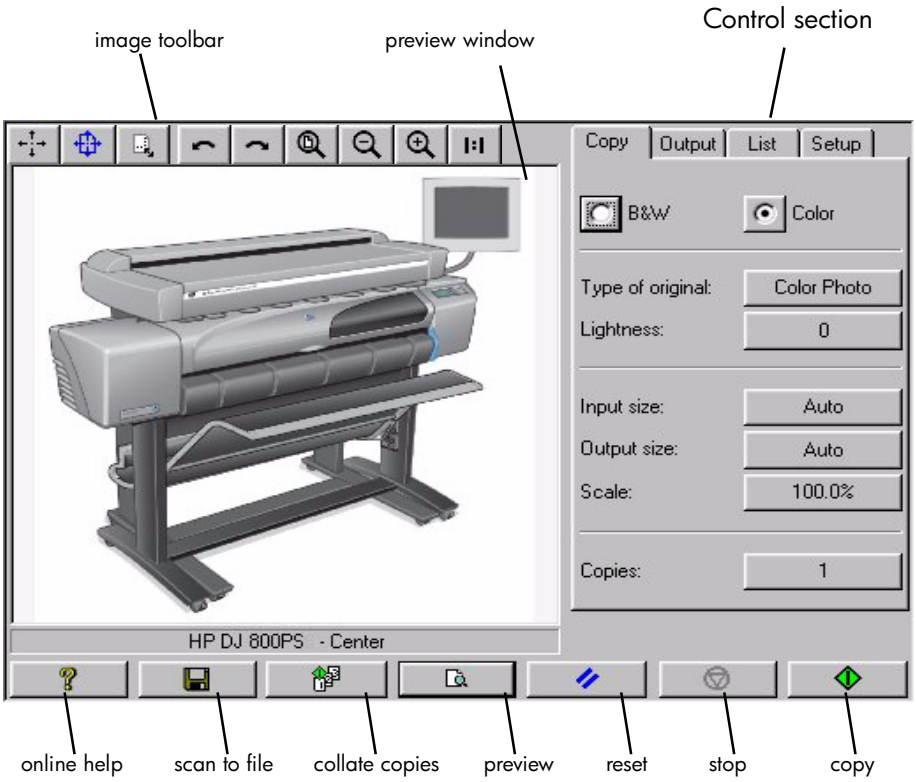
Using your copier software

The user interface can be divided into two main sections:

- The Viewing Section on the left.
- The Control Section on the right.

Viewing section



Copy toolbar

The Control section consists of the following control tabs:

- Copy - Primary copy settings. The options available in the Copy Tab will be sufficient for most users and common copy tasks.

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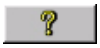
- Output - Secondary copy settings that mainly have to do with the printer, the printing media, layout and accounting.
- List - Selecting saved image files for batch or singular printing.
- Setup - copier and system preferences such as calibration, user interface, units of measurement (mm, inches), loading, etc.

The viewing section consists of:

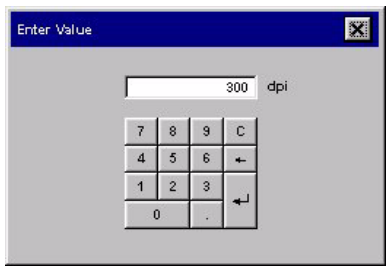
- The *Image* toolbar at the top with tools for moving the image, moving and resizing the Paper Frame, alignment and zooming tools.
- The Preview Window for on-screen previewing and adjusting of expected results.

The Copy toolbar contains the main copy commands and the help button  for online help.

Entering numbers and names

A text keyboard and a value keyboard appear in the touch-screen interface whenever written information is required to set the option.

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



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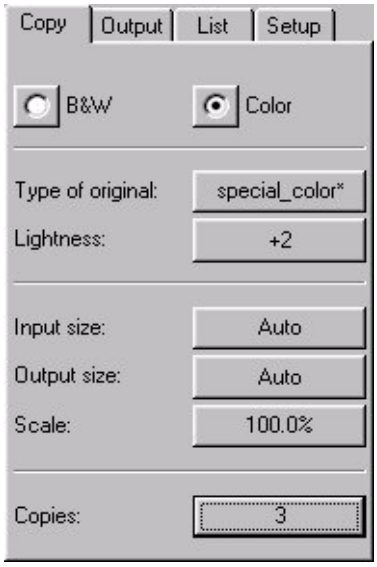
Making Copies (overview)

With your system up and ready, wide format color copying is easy and most copy tasks will require only a few settings. Remember to set your printer media width in your copy system software (see 'How do I setup the printer media width' in your online help).

Copying is controlled through the Copy tab and involves the following steps:



a - Insert the original into the scanner.

b - Select Color or B&W (black and white) copying.

c - Select your Type of original template.

d - 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.

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e - 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.

f - Press the Copy button.

To preview the image before printing, press the Preview button to load a preview of your copy.

You can use the Stop button to abort the current copy process.

You can also use it to cancel a preview of an image file while it is being loaded.

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Copying (step-by-step)

1. Inserting your Document

You can load your original into the scanner from the scanner's center or side. See the current loading method in the Setup Tab -> Load.

a - Place the document with the intended top edge forward in the scanner insertion slot.

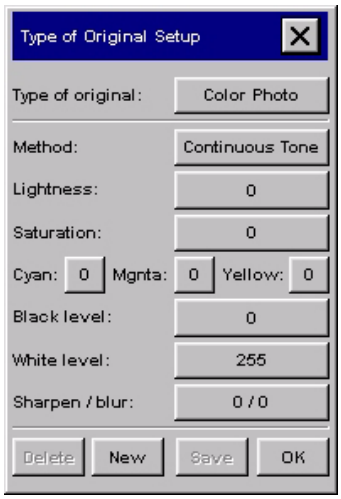
b - Slide the document gently into the insertion slot until you feel it pulled into the start position.

2. Select Color or Black and White Copying

Your selection determines which Type of original templates will be available in the following step.

3. Selecting the Type of Original template

a - Press the Type of original button in the Copy tab.



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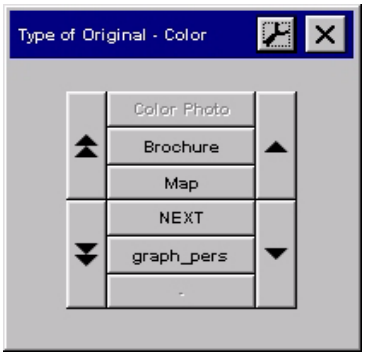
b - In the Type of Original (template) Setup dialog, press the Type of original button to see the list of templates available.

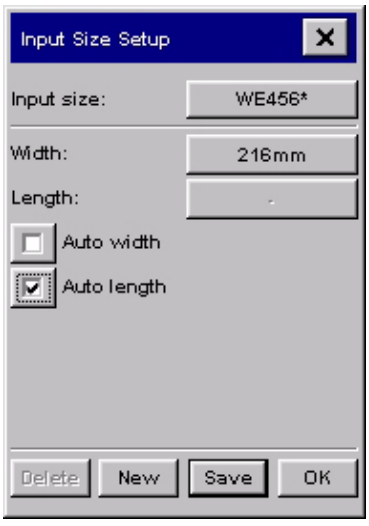


c - Select a Type of Original template that best describes your current input.

d - Press OK to apply your choice.

4. Selecting the Input size

a - Press the Input size button in the Copy tab.



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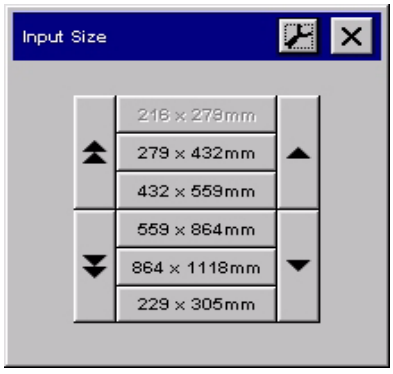
b - In the dialog box, press the Input size button to display the list of sizes predefined in your system.



c - Select from the list the size that fits your original. Auto detection of width and length can be also selected.

d - Press OK to return to the Copy tab.

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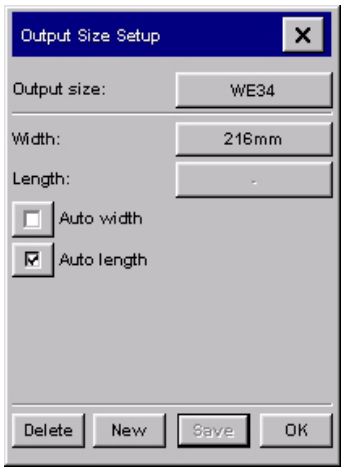
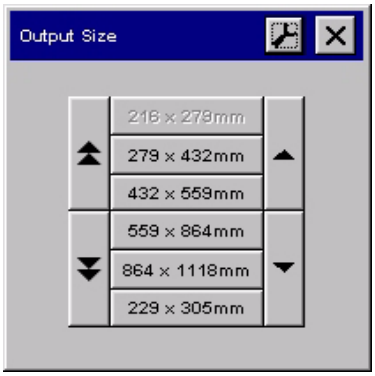
5. Selecting the Output size

a - Press the Output size button in the Copy tab.



b - In the Output size Setup dialog, press the Output size button. Auto detection of width and length can be also selected.



c - Select from the list the size you want for your output copy.

d - Press OK to return to the Copy tab.

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6. Set the Number of Copies

a - Press the Copies option if you want to make more than one copy of the loaded original.

b - Enter the number of copies in the edit field. This option allows you to leave the system working unattended.

7. Start Copying

The Copy button starts the copy process with the settings you made.

You can use the Stop button to abort the current 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 copier software's default values.

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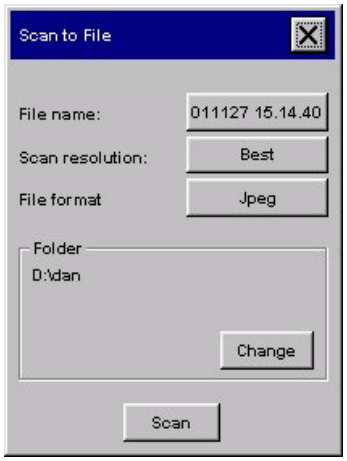
Scan to file

Scan to file stores your copies as files. You can send them to the printer using the print from file function.

a - Make your copy settings - Type of original, input and output size, etc. Output settings such as Margins, Lay-out, Media Profile, etc. can be made later when you print from the file.

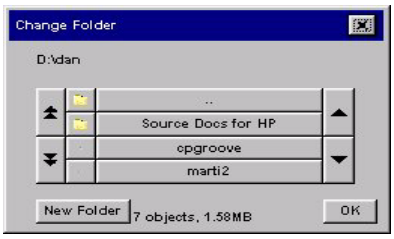
b - Press the Scan to file button to open the scan to file dialog.



The default name is the current date and time.

Press the File Name button to enter a new name.

You can change the destination folder by pressing the Change button.



c - To change folder:

- use the arrows to find the desired folder.
- use folder up button (marked "..") to move you up a directory level.
- press a folder name to access a directory.
- create a new folder in the current directory with the New Folder button.

d - Click OK to return to the Scan to file dialog.

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

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

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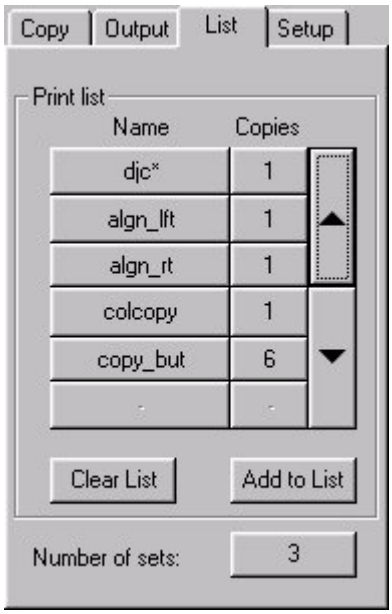
Printing from files

Printing your files is setup and controlled through a convenient Print List. You can set the number of copies you want output 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.

a - Press the List tab.



Whenever you enter the List dialog, the copy button changes to the Print button.

The Print list group displays the files currently selected for printing. If the list is empty or it needs changing, then you will have to select files by pressing the Add to List button.

b - Check or change your current Output tab settings. The current Output tab settings such as Margins, Layout,

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Printer and Media Profile will apply to the whole print job.

c - Press the Print button to send the listed files to the printer.

NOTE	**Print from file functionality is designed specifically for printing files created with the Scan to file feature and is not recommended for outputting files from other sources.**

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Collated copies - copy sets

You can group your copies into sets that are stored before going to the printer, and then output a selected number of these sets on your printer.

a - Insert the first document of your set into the scanner.

b - Make your copy settings in the Copy tab dialog.

c - Press the Collate Copy button.

The original will then be copied as normal, but it will be stored inside your system instead of going to the printer.

Continue inserting originals that belong to the set and press the Collate Copy button for each one until all the originals in the set have been scanned.

You can adjust each copy in the set just like you can with single document copying.

d - Set the number of sets by pressing the Copies button in the Copy tab. A set contains all the input originals.

e - Press the Collate Print button to activate the whole copy job.

Abort the Collate session any time by pressing the Reset button.

TIP	For jobs that require a high level of control and flexibility, use the Scan to file button and List tab to create and print your copy sets.

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Scanning thick media

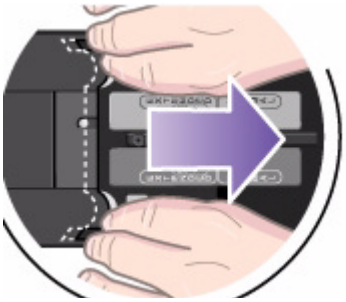
NOTE **To scan thick media you may need to change the insertion slot height and this can affect the copier's automatic control of border lines between the cameras – called Stitching.**

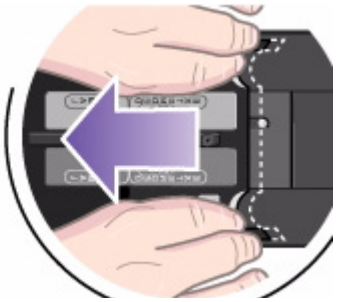
To scan thick media, you can change the insertion slot height on your copier from 0 to 15 mm (0 to .6"). You can fit the slot to the thickness of your original.

To scan thick originals:

a - Open the copier cover.

b - Press down on the platen as you pull first one slider, and then the other (left and right), towards the copier's center until the media thickness adjustment sliders found at each side are the same setting.





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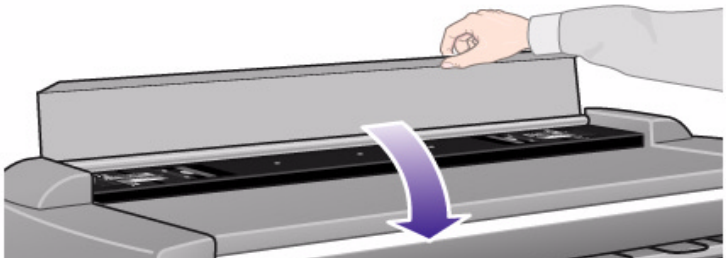
c - Close the copier cover.



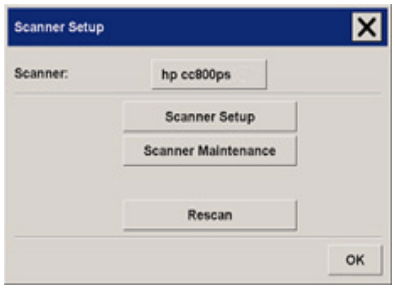
d - Load the thick original you wish to scan. Center loading is recommended with thick originals as the media transport rollers grip more evenly.

e - Make a test scan to check for errors. Bulky thick media needs to be supported with both hands on its way in and out of the scanner.

Errors will be easier to see in an image with a clear diagonal line. If lines seem uneven, do the following:

f - In the setup tab, select the Scanner button.

g - In the scanner setup dialog, select the scanner setup button.



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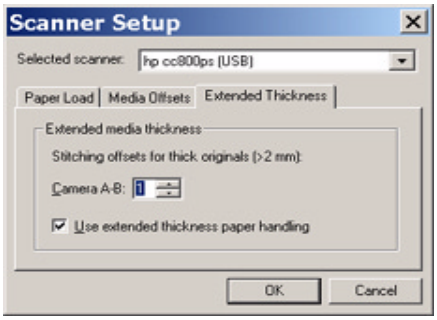
h - Check the box labeled Adjust for extended media thickness.



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

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

k - Click OK to accept your settings.

l - Repeat steps (d) to (h) until you are satisfied with the results.

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

a - Press down on the platen as you push first one slider and then the other (left and right) towards the sides of the copier.

b - When the platen is returned to its *Normal* position, the message *Paper Guide in Extended Position* will be replaced by the Load option*: Center* or *Side.*

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Previewing copies

The previewing feature allows you to visually control your document size and margins on the final output and readjust or relocate the Paper Frame on the image. Its size is determined by the size settings made in the Copy Tab dialog. The Paper Frame's size and thickness in the Preview Window will be determined by the Input Size, Output Size and Margins settings.

Press the Preview button to load a fresh Preview.

Zoom All

Setting size and margins, you need a view of the whole image. Resize the image so that it exactly fits in the Preview Window.

Zoom In

Zoom in axis is in the center of the Preview Window. Continue to press the Zoom In button to the required level of detail.

Zoom Out

Zoom out axis is in the center of the Preview Window. Continue to press the Zoom In button to the required level of detail

One to One pixel viewing

View the image with one scanned pixel shown as one screen pixel.

Resize Paper Frame

The Resize Paper Frame tool is especially interesting for copying non-standard paper sizes.

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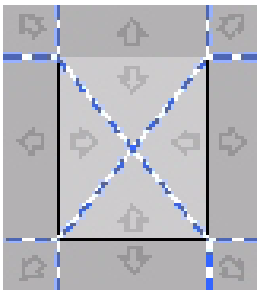
When activated, the Resize Paper Frame Tool partitions the areas around the Paper Frame into sections. When a section is touched, the closest frame side or corner is resized to the new position.



Move Tool

Move the image to get any part of it centered or visible in the Preview Window.

There are two ways to move the image:

- By dragging anywhere in the image window.
- Centering by touch a point on the screen and that point will then be centered in the preview window.

Position the Paper Frame

You can position the Paper Frame directly in the preview and visually set your copy area.

There are two ways to move the frame:

- By dragging anywhere on the screen. Imagine you are gripping hold of the frame and dragging it around over the image.
- Centering by touching a point on the screen and that point becomes the new center for the Paper Frame.

  This method is especially useful when you are making spot test strips for outputting on the printer. It lets you continuously

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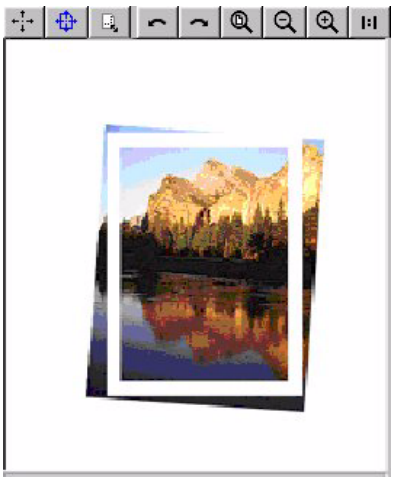
and rapidly reposition the frame on important areas that you want tested.

- Dragging the edges will resize the paper frame and is an alternative to the Resize Paper Frame tool.

Align left - Align right

The original appears crooked in the Preview Window. You do not need to reload the original. Click the align buttons to align the image with the paper frame.



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System Recovery

You need the 'System Recovery' CD that came with your copier system.

If your copy system software does not start up when you turn on the touch screen, you need to re-install the copier system software.

WARNING **This procedure will automatically erase all the data on your hard disk.**

a - With the system ON, insert the System Recovery CD in the CD-ROM drive.

b - Power OFF the touch-screen and then power it ON again.

Once recovery has started, it is automatic. Ignore any menus. Remember to remove the CD when recovery is finished.

c - Power OFF the touch-screen and then power it ON again.

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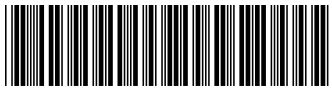
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