assembly instructions and routine maintenance procedures

Q1279-90001

hp designjet 815mfp

assembly kit contents

description		quantity
screw M6×10 for base and top bar and arm		12
screw M6×30 for base and top bar		8
screw M3x8 for touch screen assembly hub		1
screw M4×8 for touch screen and key board assembly hub		7
special screw for scanner		4
Allen key 2 mm for keyboard assembly		1
Allen key 2.5 mm for touch screen arm brace		1
Allen T key 5 mm for touch screen arm		1
power cable clips		17
wire routing clips		5
brace		1
plastic caps		4

1. plastic dust cover
2. scanner
3. rear table
4. top bar with guide
5. leg (×2)
6. maintenance kit
7. assembly kit
8. power cables
9. cross bar
10. bottom bar
11. USB and FireWire cable
12. feet (x2)
13. scanner maintenance sheet
14. touch screen arm
15. keyboard
16. touch screen hub
17. touch screen
18. FireWire cable
19. media guides (×2)
20. system recovery CD-ROM

assembly poster

Your printer should already be assembled and working before starting this procedure. For instructions on how to assemble the printer, please refer to the assembly poster included with the printer.

read these instructions carefully...
and complete each stage before you start the next.
what you will need to do the job
Because some of the components of your HP Designjet 815mfp are bulky, you will need **2 or 3 people** to lift them. See the descriptions that follow for details, a symbol like this is used:

a note about fixings
When initially assembling your HP Designjet 815mfp stand do not fully tighten the screws; you will be asked to do this later.
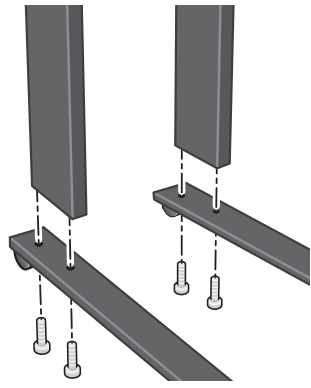
touch screen assembly

please note
The touch screen assembly can be mounted on either the right or the left side of the stand.
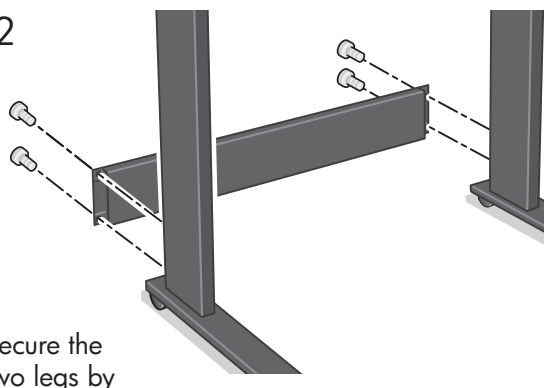
touch screen assembly

please note
The touch screen assembly can be mounted on either the right or the left side of the stand.
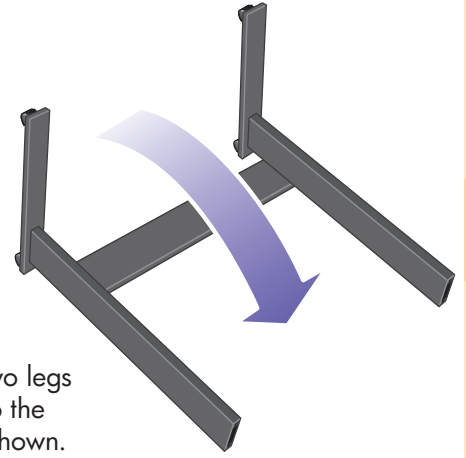
1

Attach the two feet to the left and right legs using four M6×30 screws (two for each foot). Tighten the screws with the Allen key found in the assembly kit.
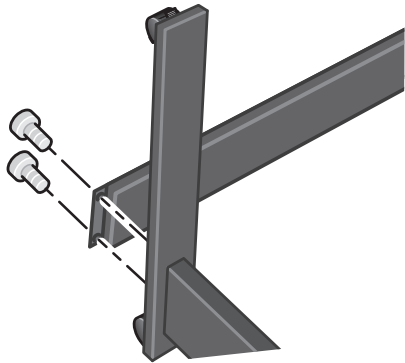
2

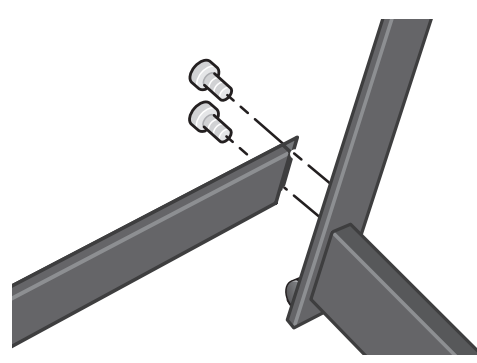Secure the two legs by fastening the cross bar with four M6×10 screws (two each side).

3

Lay the two legs down into the position shown.

4

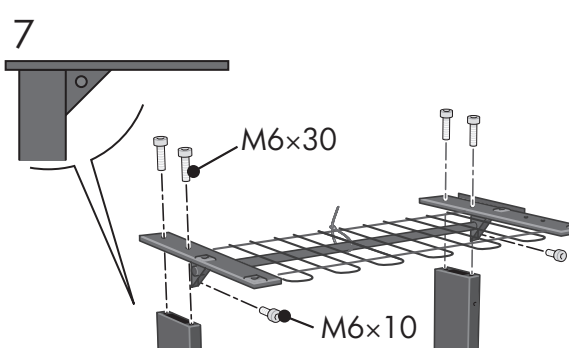Attach the bottom bar to the leg using two M6×10 screws.

5

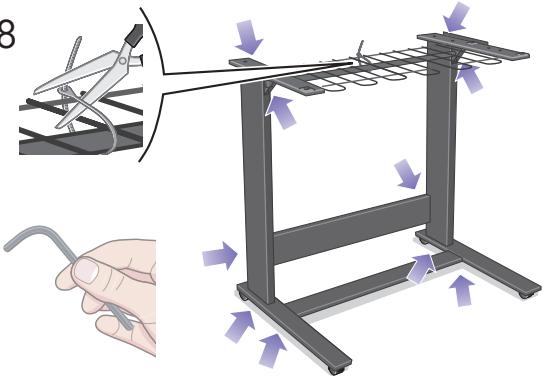Attach the bottom bar to the other leg using two M6×10 screws.

6

Raise the legs carefully into the upright position.

7

M6×30

M6×10

Fasten the top bar and wire guide to the two legs using four M6×30 and two M6×10 screws.

8

Remove the plastic safety tie and tighten up all screws firmly.

9
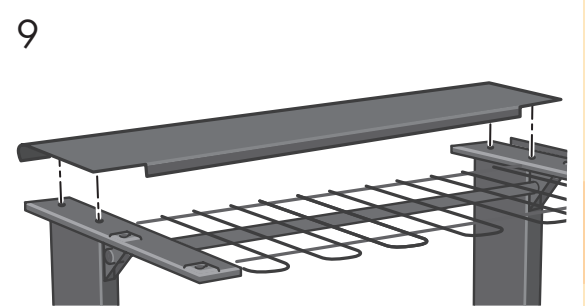
Connect the rear table. This is fitted by locating the four guide pins on the rear of the table into the rubber-framed holes on the top bar.

⚠ At this point you must decide on which side you are going to fit the touch screen assembly. This can be fitted on the left or right side of the stand.

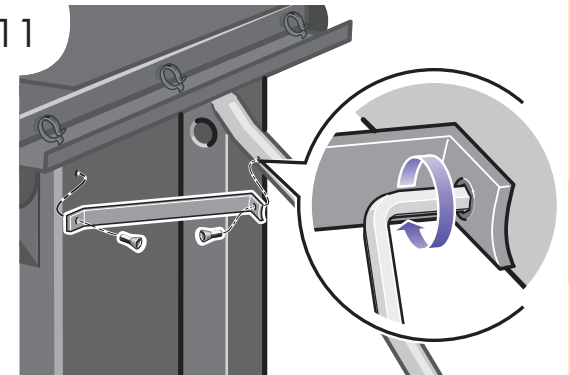The next steps, 10 to 17, explain how to fit the touch screen assembly to the right side of the stand.

To fit the touch screen assembly to the left side of the stand, using the same parts, just 'mirror' the assembly procedure described here.
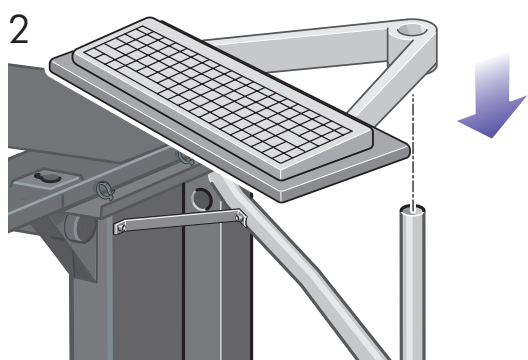
10
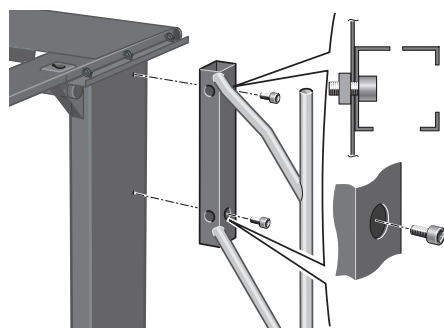
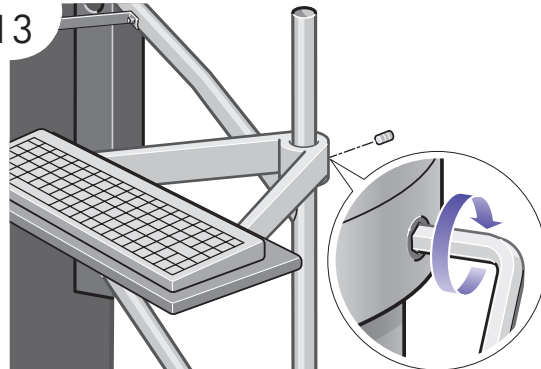Attach the touch screen arm to the stand legs using two M6×12 screws.

11

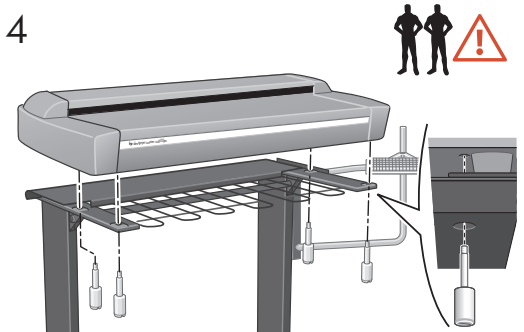Attach the brace using two M4×6 screws.

12

Slide the keyboard assembly down as far as it will go on the touch screen arm.
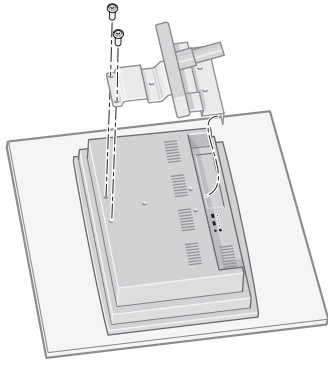
13

Lock the keyboard assembly to the touch screen arm using one M4×8 (headless) screw.
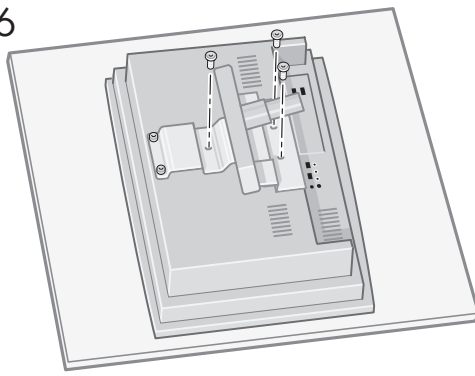
14

Lift the scanner into place, locating the rubber feet in the holes indicated, and fixing with the four special screws.
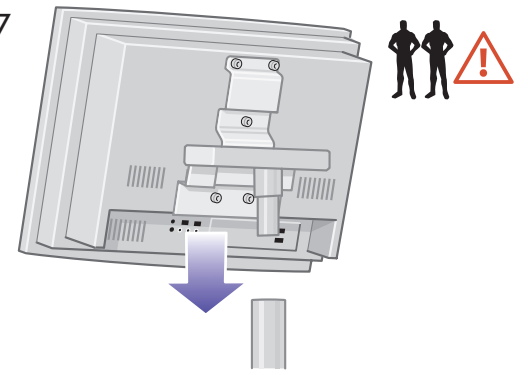
15

Rest the touch screen face down on a table. Attach the touch screen bracket to the rear of the touch screen using two M4×8 screws as shown.
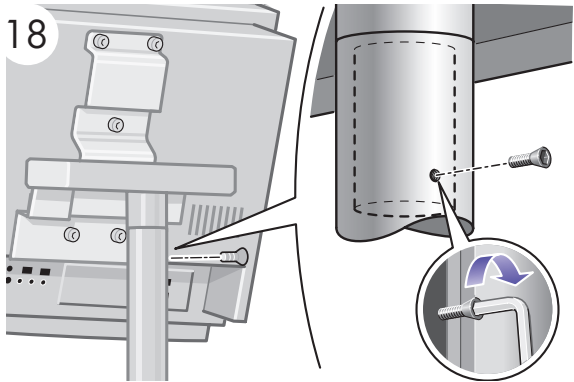
16

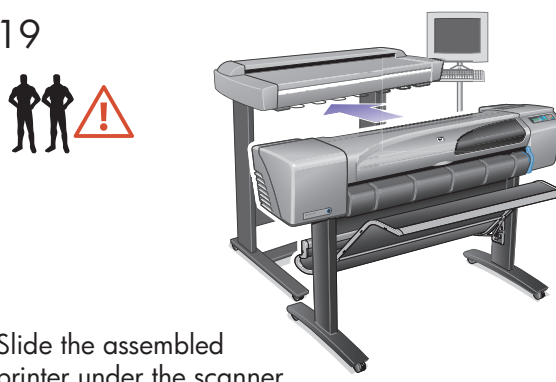Attach with three more M4×8 screws as shown.

17

Slide the hub of the touch screen assembly into the touch screen arm.

18

Secure the hub of the touch screen bracket using an M3×8 screw.

19

Slide the assembled printer under the scanner. The printer's feet will be positioned outside the scanner's feet.

20

Your HP Designjet 815mfp is now assembled and should appear as in the above illustration.

cleaning the scan area...
You are now required to clean the scan area. To do so, you will need the cleaning tools provided in the maintenance kit and a cleaning fluid (not included in the maintenance kit).
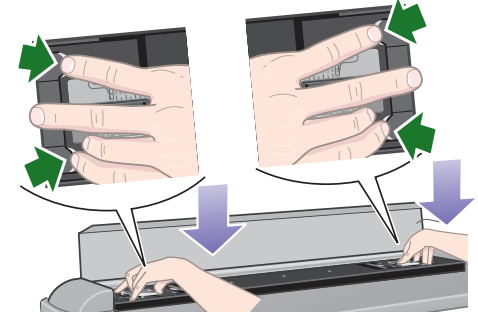
caution: do not use abrasives, acetone, benzene, or fluids that contain these chemicals. Do not spray liquids directly onto the scanner's glass plate or anywhere else in the scanner.
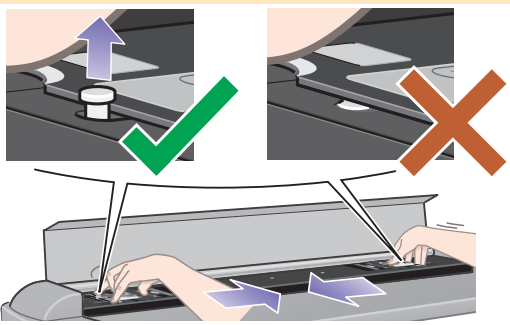
21
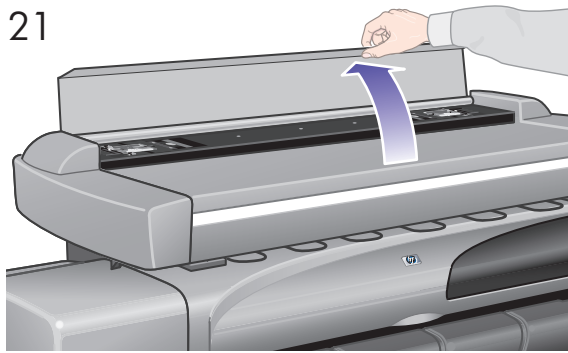
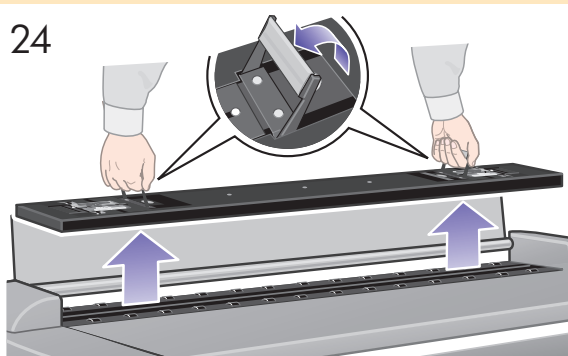
Open the scanner cover to expose the scan area.

22

Position your fingers in the four lock slots (two at each end of the platen indicated by the green arrows above), and press down (blue arrows).
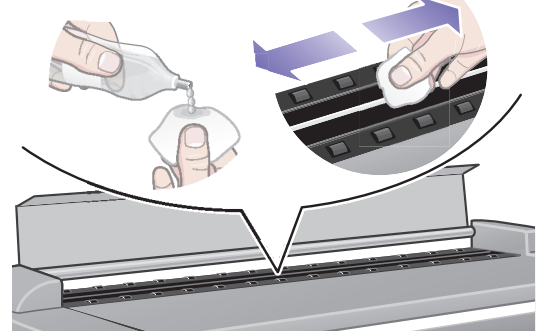
23

With the platen pushed down, slide the two locks inwards until the pins at either end pop up, locking the platen open and ready to be removed.
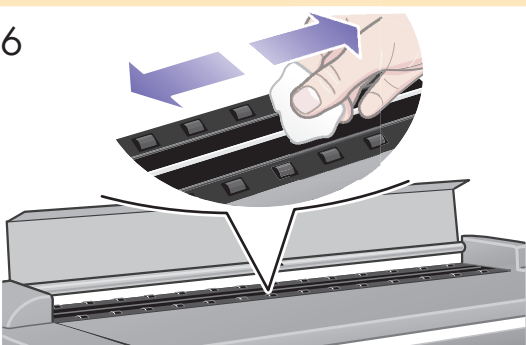
24

Raise the two handles, and remove the pressure platen.

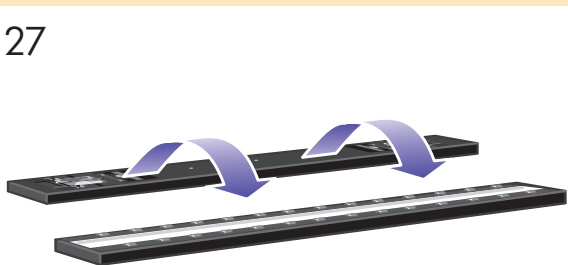**25** **caution:** see note after step 20

Clean the glass with a lint-free cloth and a mild, streak-free, glass cleaner.
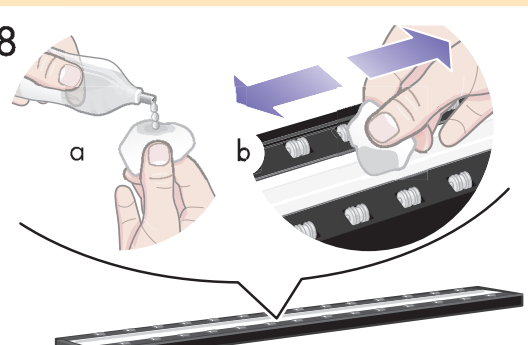
26

Dry the glass fully using a separate clean, dry lint-free cloth like the one provided with the maintenance kit.
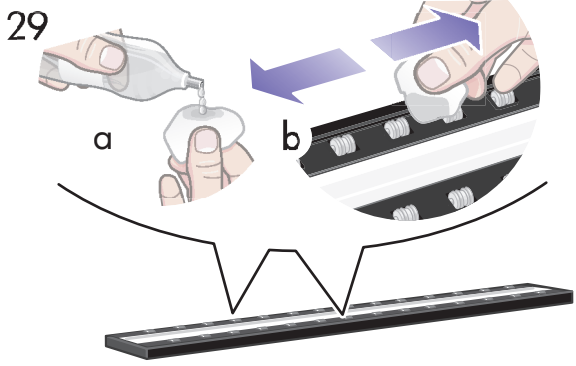
27

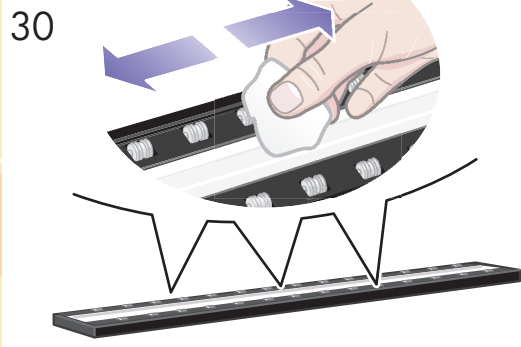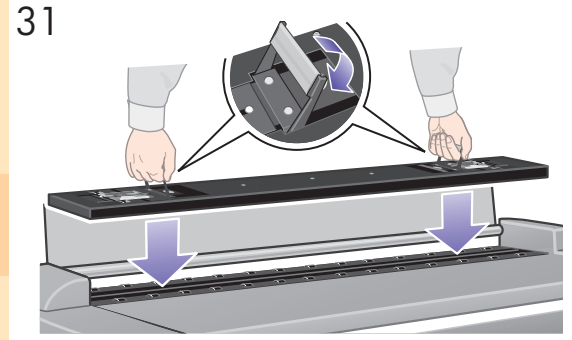Turn the pressure platen over to expose the white background plate.

28

Clean the white background plate with a lint-free cloth and a mild, streak-free, glass cleaner.
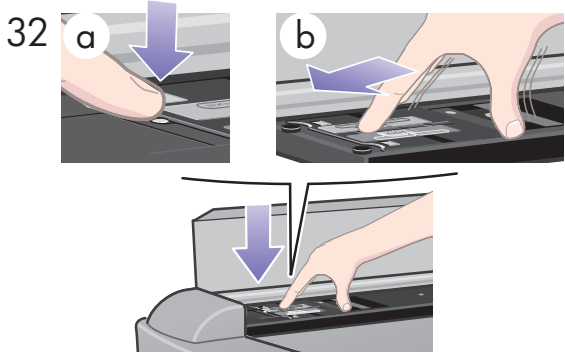
29

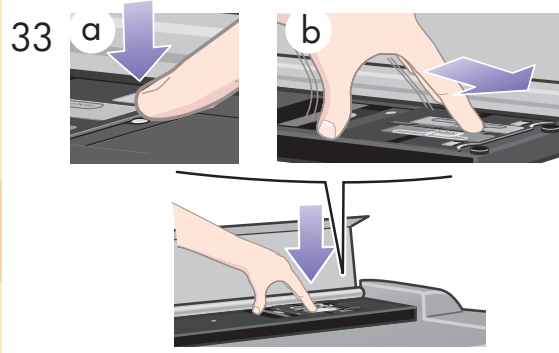Clean the transport rollers and surrounding area.

30

Dry the white background plate, rollers, and surrounding area fully using a separate clean, dry lint-free cloth.
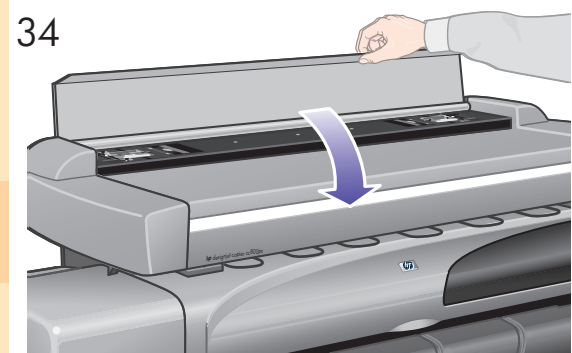
31

Replace the pressure platen and lower the two handles.

32 a   b

Pushing downwards on the left side of the pressure platen, push in the pin (a) and slide in the lock (b) locking the platen end into place.

33 a   b

Pushing downwards on the right side of the pressure platen, push in the pin (a) and slide in the lock (b) locking the platen end into place.
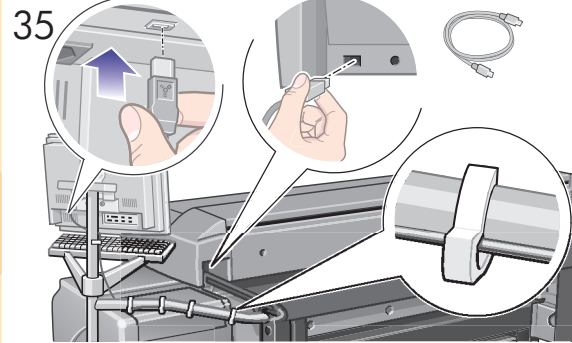
34

With the platen firmly locked into place, close the scanner cover.

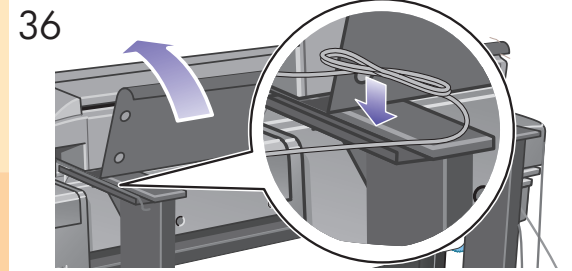**keep out dust and reduce maintenance time...**
Cover your scanner with the plastic dust cover when not in use.

**Caution:** make sure the scanner power is off when using the dust cover.

35

Connect the touch screen to the scanner using the FireWire cable, fastening with the clips on the touch screen arm.
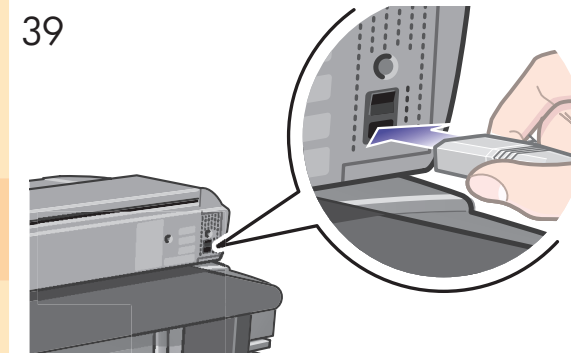
36

If you have placed the touch screen assembly on the right leg you will find that the FireWire cable is longer than needed. Please keep the cable bundled and place it in the cable duct. You will have to lift the rear table to access the cable duct.
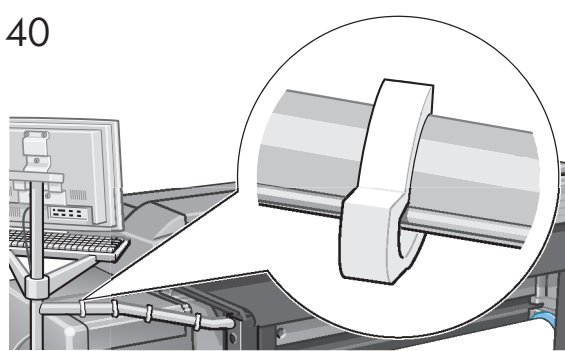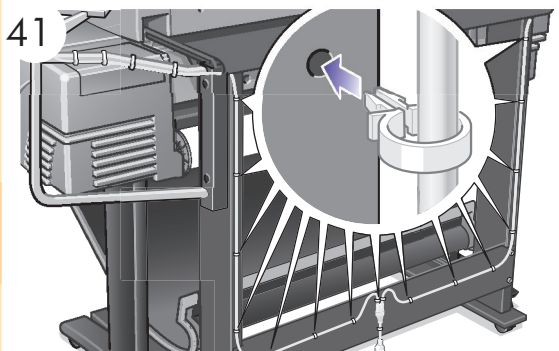
37
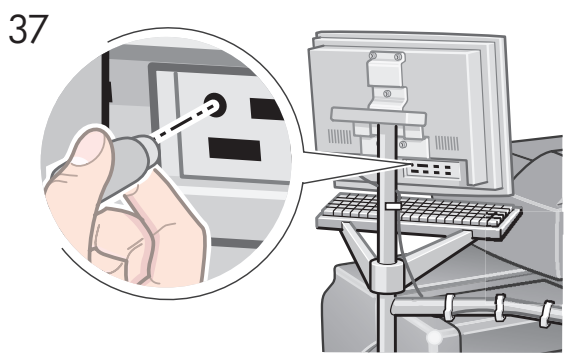
Connect the keyboard to the touch screen.

38
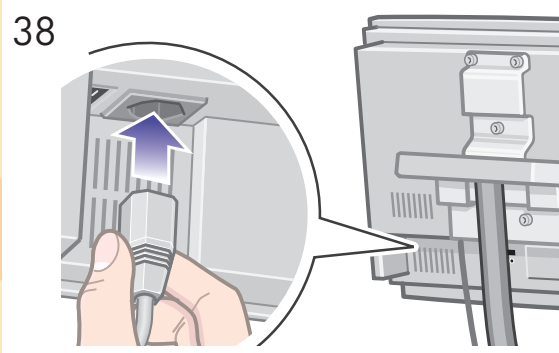
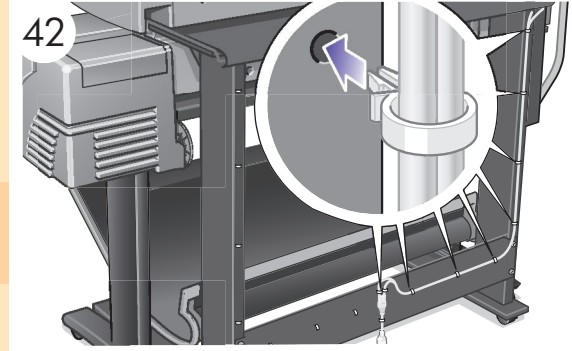Connect the "Y" power cable to the touch screen.

39

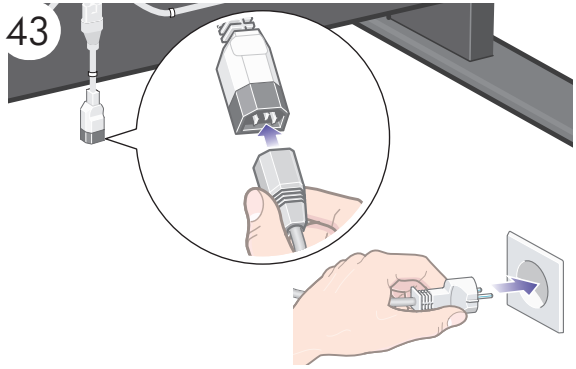Connect the "Y" power cable to the scanner.

40

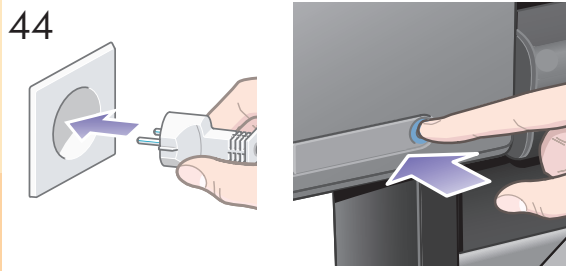Attach the "Y" power cable into the clips on the touch screen arm.

41

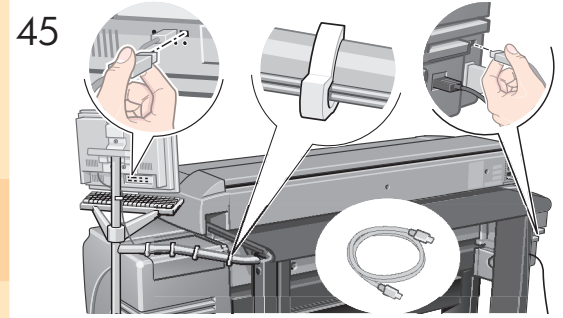Fit the 'Y' power cable into the clips. Then attach the clips to the stand.

42

If the touch screen assembly has been mounted on the left leg, the "Y" power cable should only be attached to the left leg and cross bar.
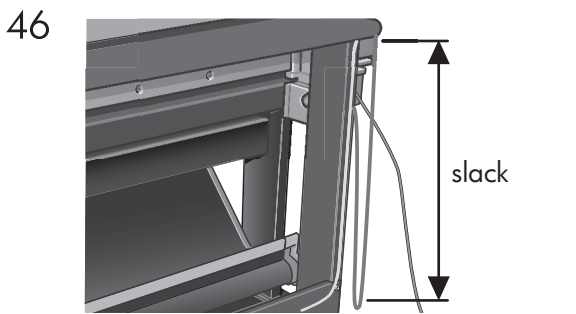
43

Connect the "Y" power cable to a power outlet.

44

If you have not done so already, connect the printer to a power outlet and switch it on.

45

Connect the touch screen to the printer using the longer USB cable, fastening with the clips on the touch screen arm. You will have to lift the rear table to access some of the clips.

46

slack

Adjust the USB cable to leave enough slack to be able to pull out the printer when changing paper.

camera alignment and calibration...
(Height alignment, stitching, basic calibration, and color calibration)

You are now required to calibrate the scanner. For this you will need the scanner maintenance sheet, found in the protective folder shown below.
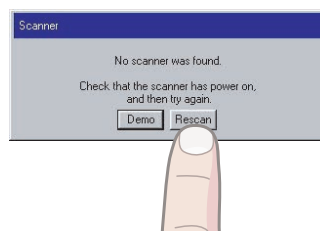

47
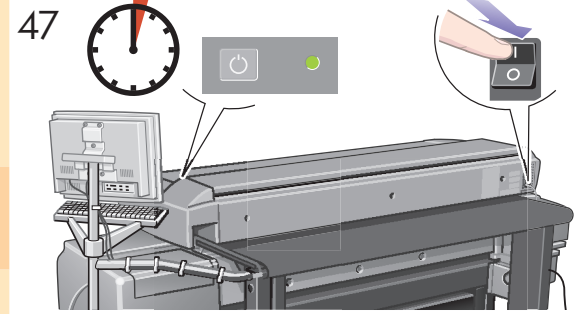
Switch on the scanner and leave it to warm up for some minutes until the green (ready status) light appears.

48
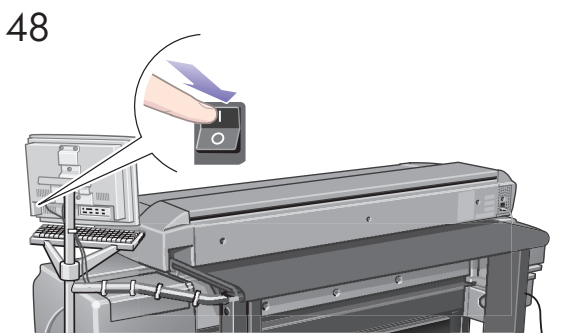
When the green (ready status) light has appeared, switch on the touch screen.

note: if when switching on the touch screen a 'not present' message appears, please press the 'Rescan' option on the touch screen.

⚠ **important:** make sure that your HP Designjet 815mfp is turned on for at least one hour before moving on to the next step of camera alignment calibration. Slight light intensity changes and camera shifting can occur just after turning the scanner on, and warm-up time will ensure that light conditions and camera heights have stabilized.

 1 hour
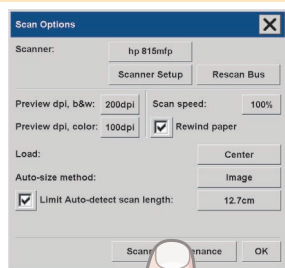
To start the maintenance procedure:
a) On the touch screen, press the Setup tab.
b) Press the Scan Options button.
c) Press the Scanner Maintenance button (shown above).

49
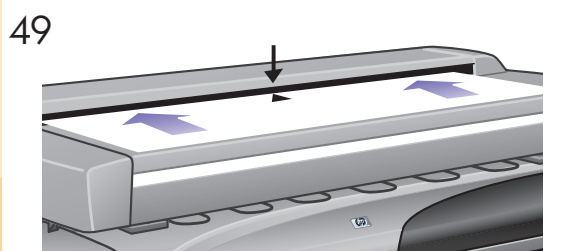
The maintenance wizard will ask you to insert the maintenance sheet. The sheet's printed side must be face down. Feed the paper in aligning the two midpoint arrows. Press 'Next' to continue.
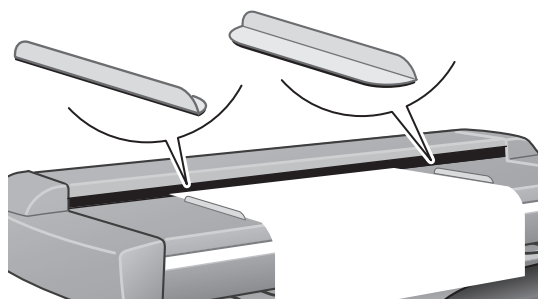
50

Now follow the instructions that appear on the touch screen.

51

When the maintenance procedure has completed, remove the scanner maintenance sheet and return it to its protective cover. Store the folder in a dry place away from light.
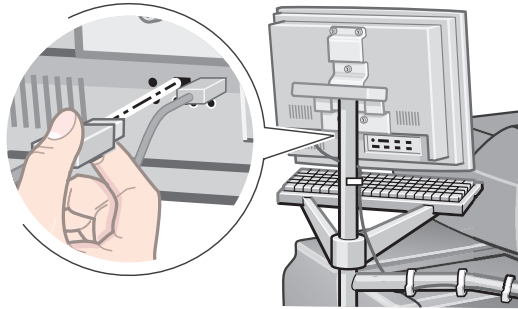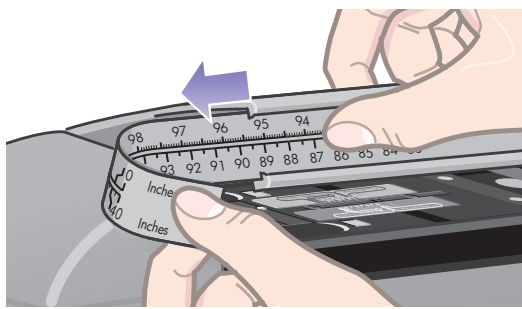
Your HP Designjet comes equipped with two magnetic media guides; these can be placed and moved as required.

Insert the plastic caps in the holes on the touch screen arm.
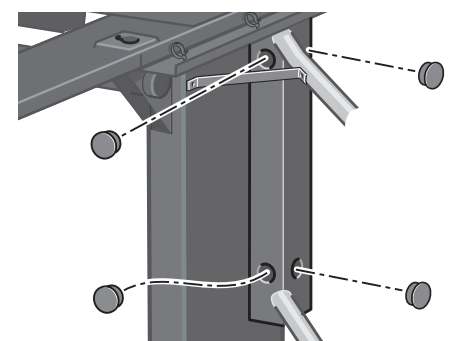
The ruler can be changed between centimeters and inches by sliding it out, turning it over, and reinserting it.

To connect your HP Designjet to a network, first connect the network cable to the Ethernet socket at the back of your touch screen as shown.

Next, you should check the TCP/IP settings in your touch screen, and correct them if necessary. If you intend to scan to the network, you will also need to create a workgroup. You may want to share the Images folder in your touch screen so that it can be accessed from elsewhere on the network. For more guidance on these steps, see the online help system.

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

1. On the touch screen, press the Quit button and then the Exit button to exit the scanner software.

2. Press the System Setup button.

3. Press the Install HP Designjet button.

4. Follow the instructions on the screen.

Your HP Designjet is now ready for use.

Please make sure that the printer is loaded with media and inks ready for use.

When System Administrators configure your system in a network domain, they will also need to set up automatic login. This procedure is documented in "how do I set up automatic login" in your online help.
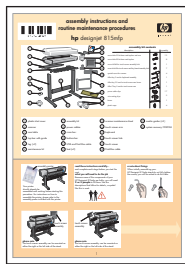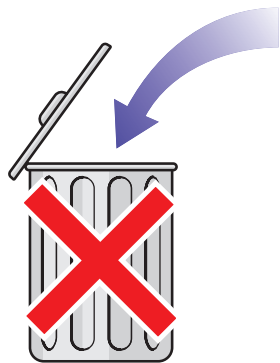
keep these instructions

In order to perform routine maintenance (once a month) you will find it useful to refer again to the following sections:

• cleaning the scan area: steps 21 to 34

• camera alignment and calibration: steps 47 to 51

You can also find these steps described in the online help topic **how do I... maintenance procedures** and on the **using your scanner** CD.

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i n v e n t