

assembly instructions and routine maintenance procedures



Q1280-90001

hp designjet scanner 4200

assembly kit contents		
description		quantity
screw M5x14 (Torx T25) for stand assembly		20
screw M4x8 for keyboard table and touch screen		5
screw M3x8 for touch screen bracket		1
special screw for scanner		4
Allen key 2.0mm for keyboard table and touch screen		1
Allen key 2.5mm for touch screen bracket		1
Torx 25 key		1
power cable clips		12
wire routing clips		5
plastic caps		4

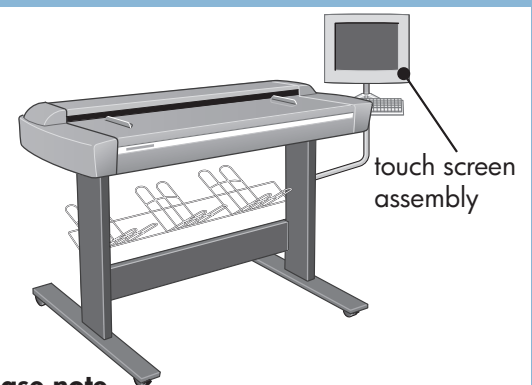
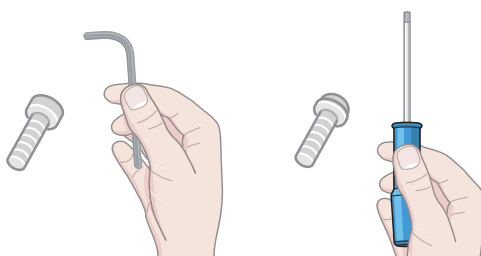
- ① plastic dust cover
- ② scanner
- ③ top bar
- ④ basket
- ⑤ leg (x2)
- ⑥ maintenance kit
- ⑦ assembly kit
- ⑧ feet (x2)
- ⑨ power cables
- ⑩ lower bar
- ⑪ scanner maintenance sheet
- ⑫ touch screen arm
- ⑬ FireWire cable
- ⑭ keyboard table
- ⑮ touch screen bracket
- ⑯ touch screen
- ⑰ media guides (x2)
- ⑱ system recovery CD-ROM

read these instructions carefully...
and complete each stage before you start the next.

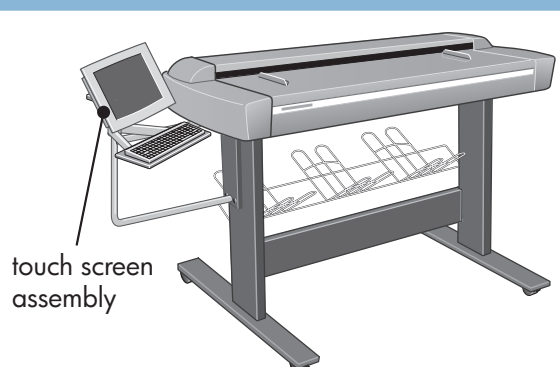
what you will need to do the job
Because some of the components of the scanner are bulky, you will need **2 or 3 people** to lift them. See the descriptions that follow for details, a symbol like this is used:



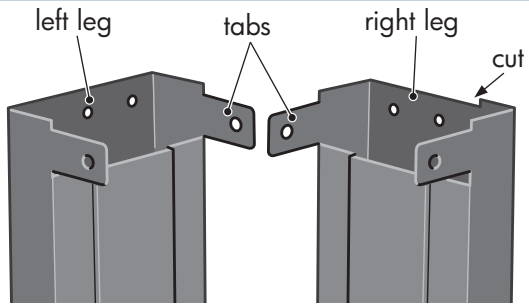
a note about fixings
When initially assembling the scanner stand do not fully tighten the screws; you will be asked to do this later.



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

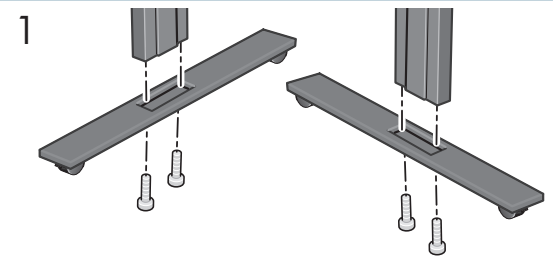
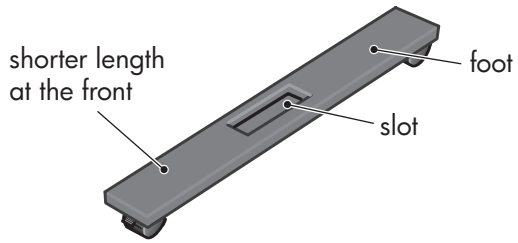


please note
The touch screen assembly can be mounted on either the right or the left side of the stand.

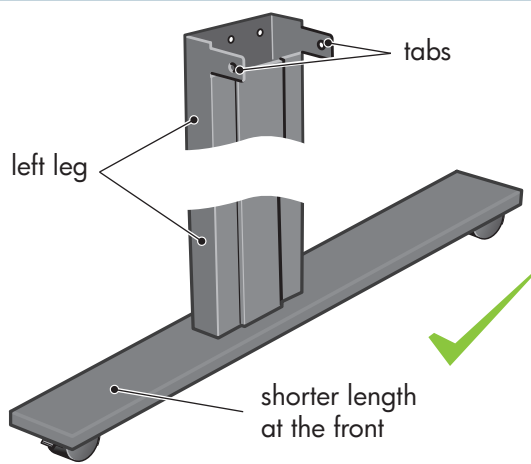
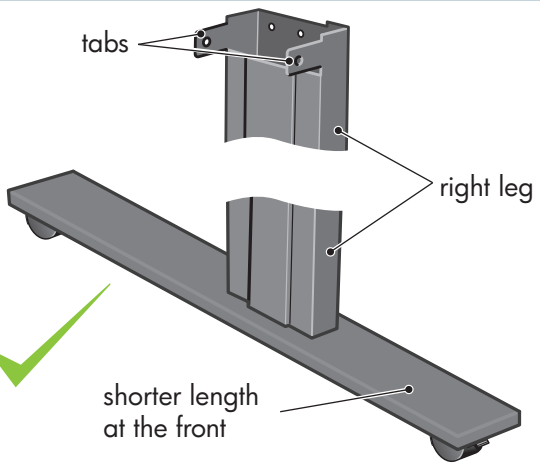


Identify the left and right legs. They are slightly different in shape at the top of the leg. The right leg has a small cut at the top.

In step 1 you will attach the left and right feet to the left and right legs. Each foot has a slot for the leg. This slot is not in the center of the foot. When you attach the leg, make sure the shorter length of the foot is at the front.



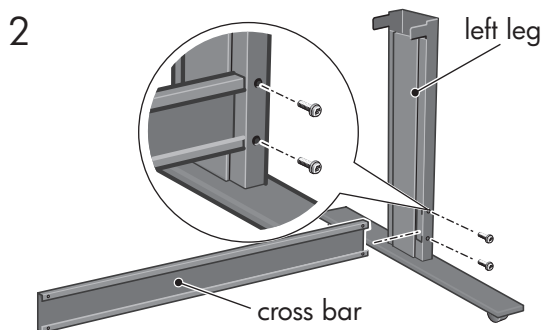
1 Attach the feet to the left and right legs using four M5×14 screws (two for each foot). Tighten the screws with the Torx key found in the assembly kit. Make sure the tabs at the top of each leg face in towards the middle of the assembly.



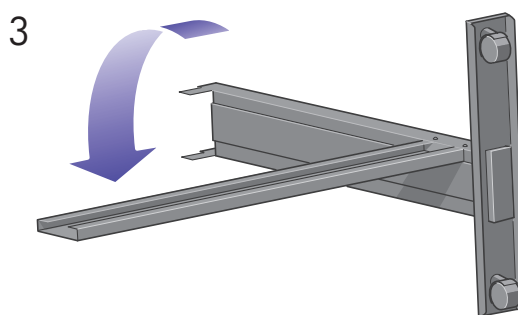
! At this point you must decide on which side you are going to fit the touch screen assembly. This can be fitted on the left or right side of the stand.

The next steps, 2 to 15, explain how to fit the top bar and the touch screen assembly when the touch screen is located on the right side of the stand.

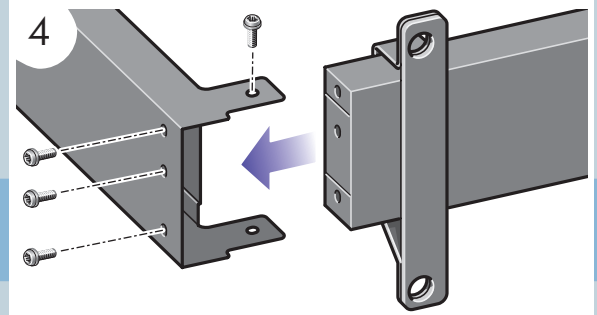
To fit the touch screen assembly to the left side of the stand, using the same parts, just 'mirror' the assembly procedure.



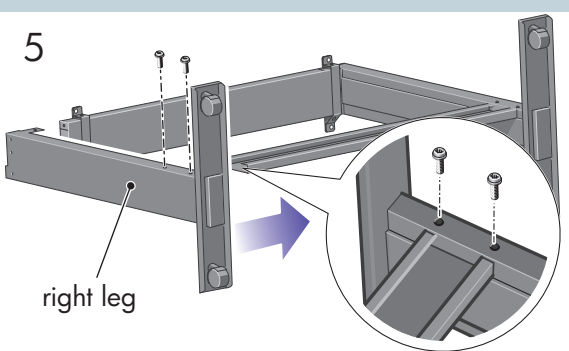
2 Slide the cross bar into the slot on the left leg and secure with two M5×14 screws using the Torx key.



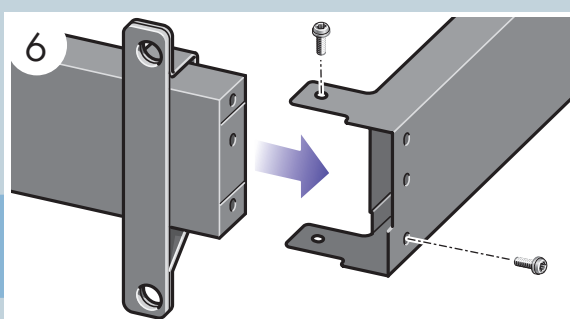
3 Lay the left leg and cross bar down into the position shown.



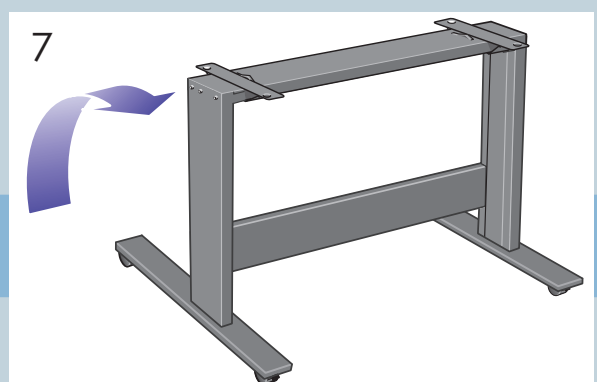
4 Slide the top bar onto the left leg and secure with four M5×14 screws using the Torx key. Note the position of the screw holes.



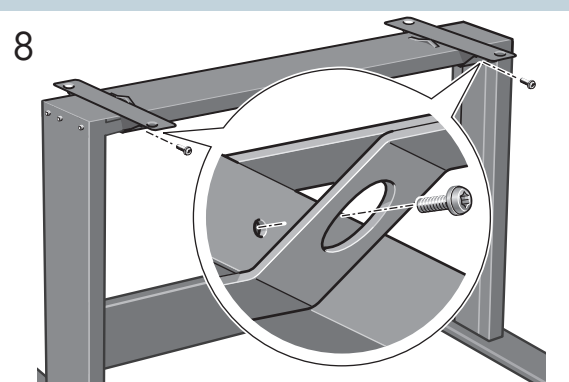
5 Slide the right leg onto the cross bar and top bar. Secure the cross bar to the right leg using two M5×14 screws and the Torx key.



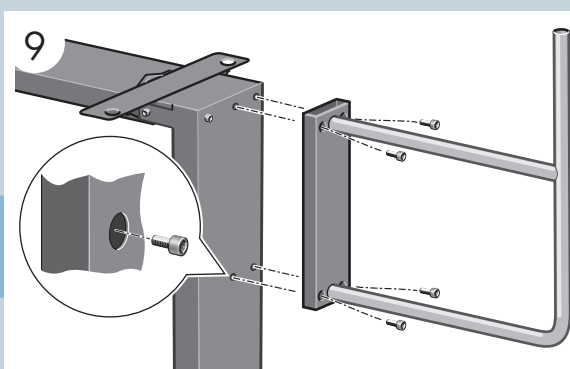
6 Attach the right side of the top bar to the top of the right leg and secure with two M5×14 screws. Use only the two screws shown above.



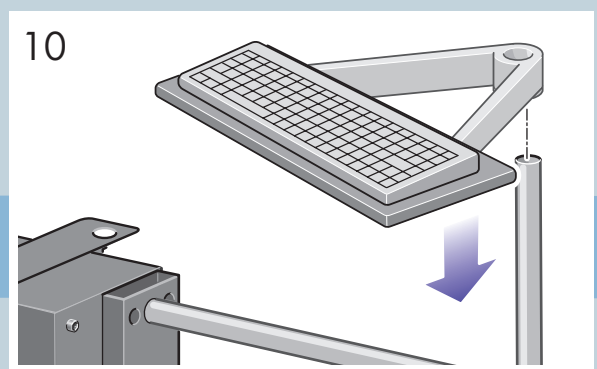
7 Raise the stand assembly carefully into the upright position.



8 Secure the front of the top bar using two M5×14 screws and the Torx key.

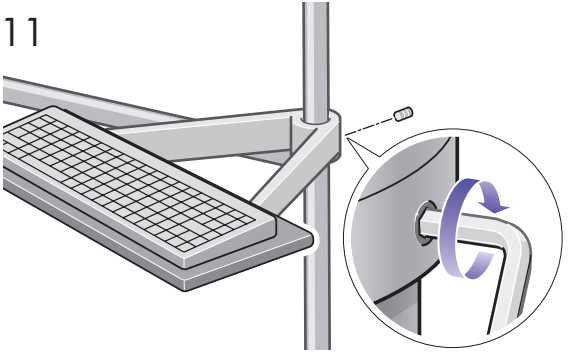


9 Attach the touch screen arm to the right leg using four M5×12 screws.



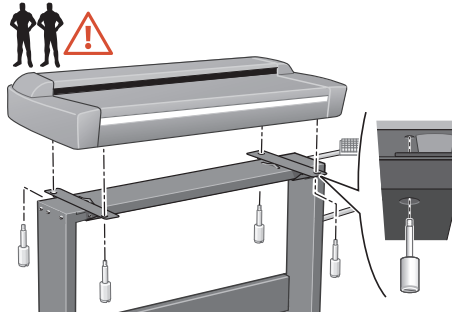
10 Slide the keyboard assembly down as far as it will go on the touch screen arm.

11



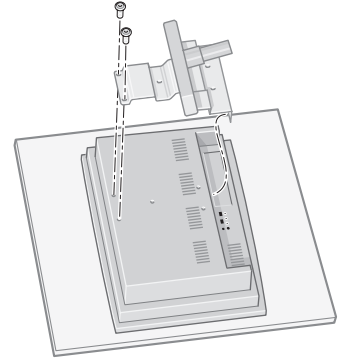
Lock the keyboard assembly to the touch screen arm using one M4×8 screw.

12



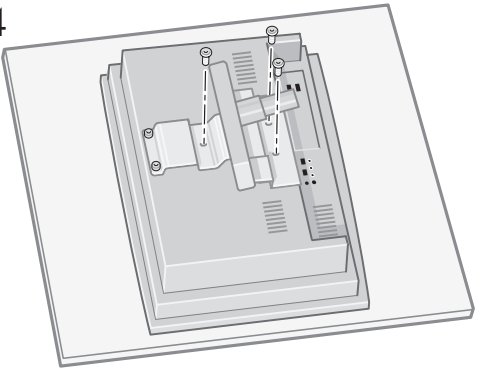
Lift the scanner into place, locating the rubber feet in the holes indicated, and fixing with the four special screws.

13



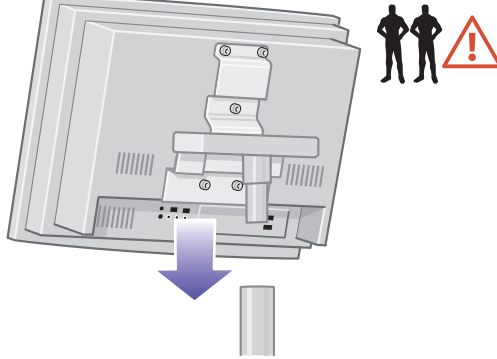
Rest the touch screen face down on a table. Attach the touch screen bracket to the rear of the touch screen using two M4×8 screws as shown.

14



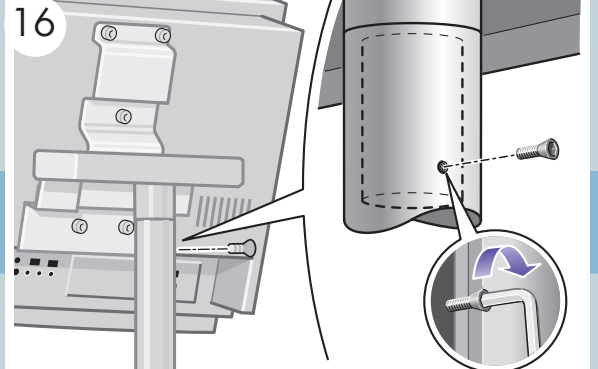
Attach with three more M4×8 screws as shown.

15



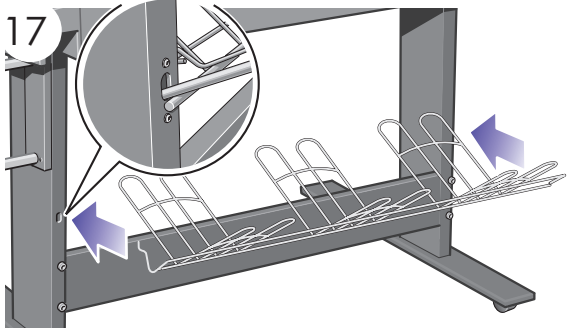
Slide the hub of the touch screen assembly into the touch screen arm.

16



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

17



Unfold the bin. Insert the left and right arms of the bin into the two slots on the rear of the legs. Make sure they are fully inserted.

18



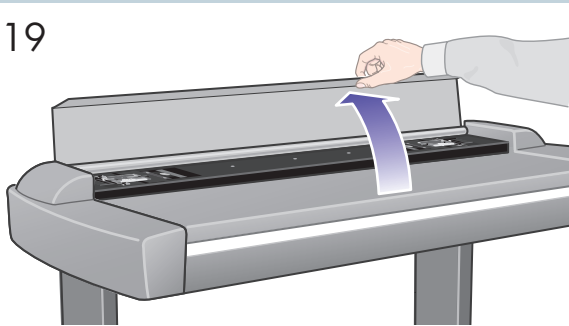
The unit is now assembled and should appear as in the above illustration.

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).

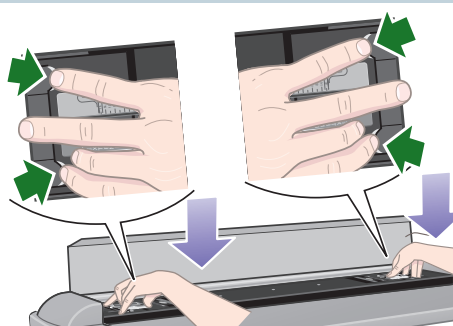
Caution: do not use abrasives, acetone, benzene, or fluids that contain these chemicals. Do not spray liquids directly onto the scanner glass plate or anywhere else in the scanner.

19



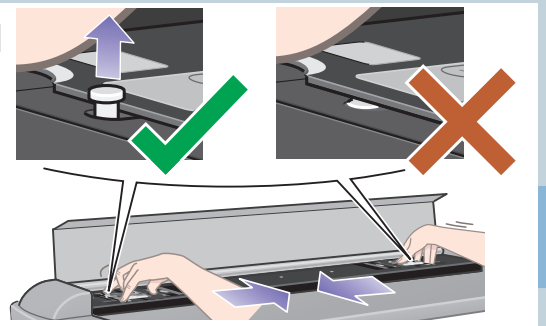
Open the scanner cover to expose the scan area.

20



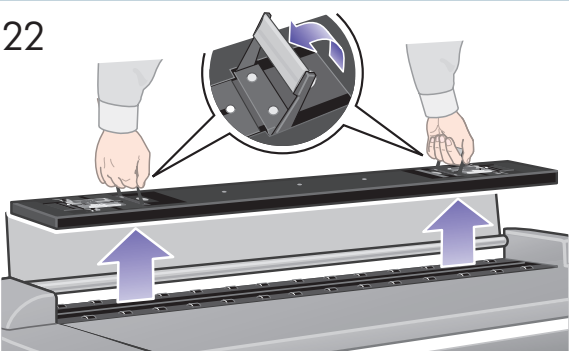
Position your fingers in the four lock slots (two at each end of the platen indicated by the green arrows above), and press down (blue arrows).

21



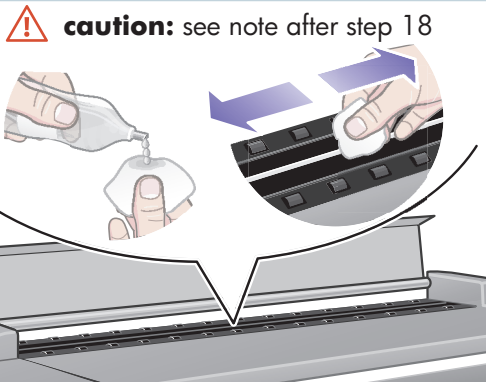
With the platen pushed down, slide the two locks inwards until the pins at either end pop up, locking the platen open and ready to be removed.

22



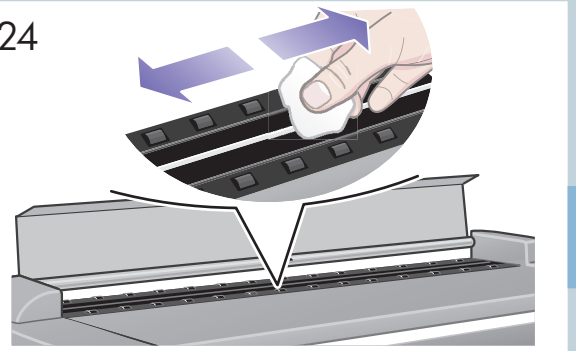
Raise the two handles, and remove the pressure platen.

23



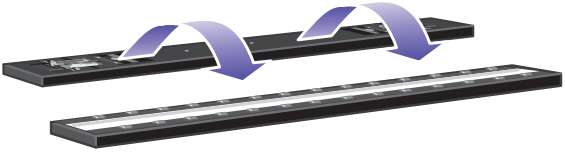
Clean the glass with a lint-free cloth and a mild, streak-free, glass cleaner.

24



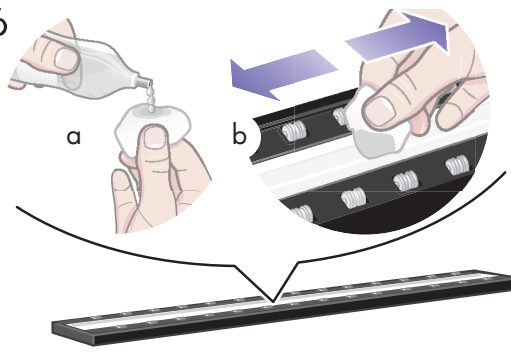
Dry the glass fully using a separate clean, dry lint-free cloth like the one provided with the maintenance kit.

25



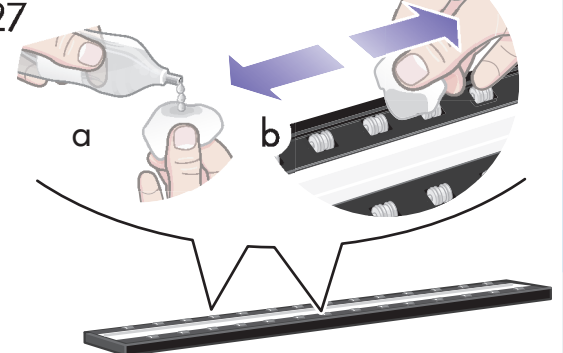
Turn the pressure platen over to expose the white background plate.

26



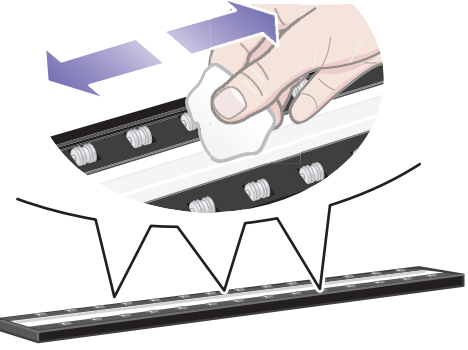
Clean the white background plate with a lint-free cloth and a mild, streak-free, glass cleaner.

27



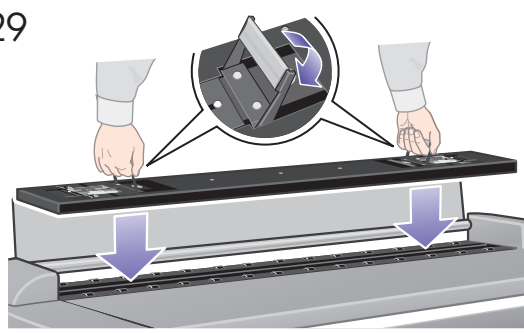
Clean the transport rollers and surrounding area.

28



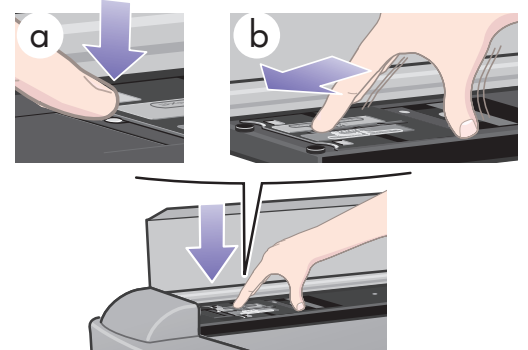
Dry the white background plate, rollers, and surrounding area fully using a separate clean, dry lint-free cloth.

29



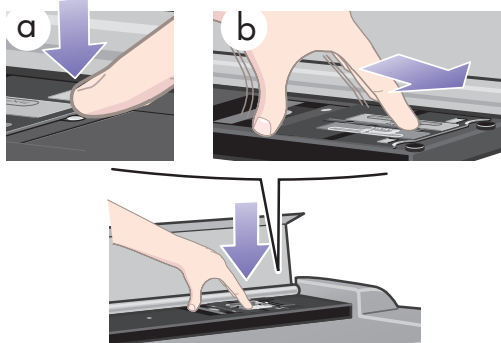
Replace the pressure platen and lower the two handles.

30



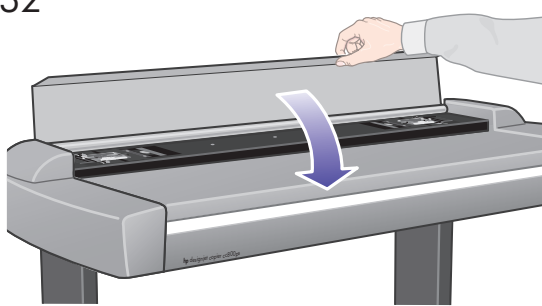
Pushing downwards on the left side of the pressure platen, push in the pin (a) and slide in the lock (b) locking the platen end into place.

31



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.

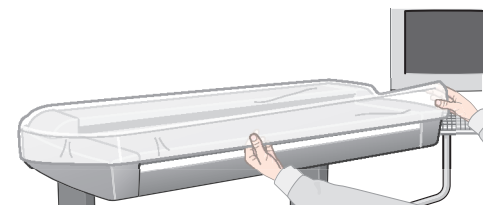
32



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

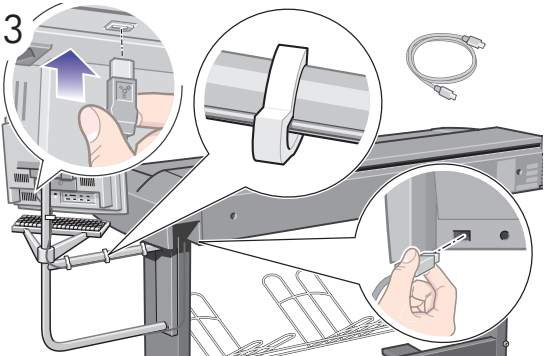
keep out dust and reduce maintenance time

Cover your scanner with the plastic dust cover when not in use.



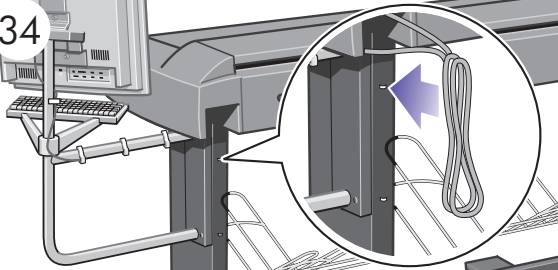
Caution: make sure the scanner power is OFF when using the scanner dust cover.

33



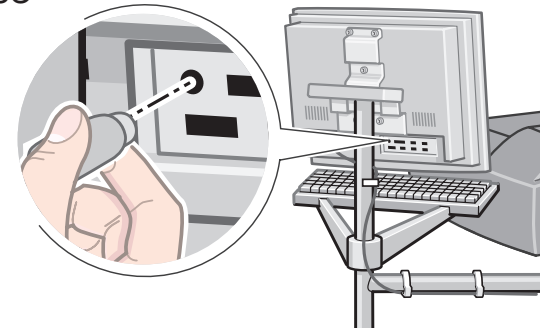
Connect the touch screen to the scanner using the FireWire cable, fastening with the clips on the touch screen arm.

34



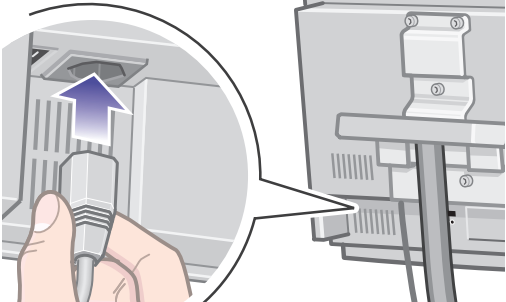
If you have mounted the touch screen assembly on the right leg you will find that the FireWire cable is longer than needed. Please keep the cable bundled. You will attach this bundled cable to a clip later.

35



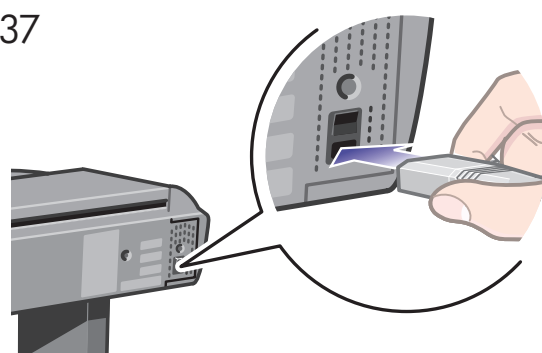
Connect the keyboard to the touch screen.

36



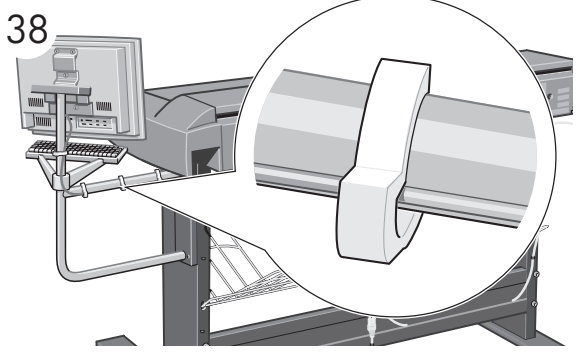
Connect the 'Y' power cable to the touch screen.

37



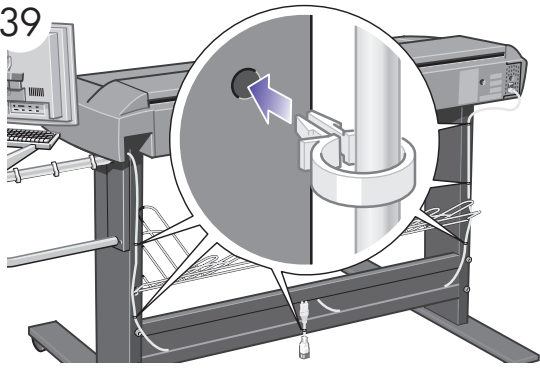
Connect the 'Y' power cable to the scanner.

38



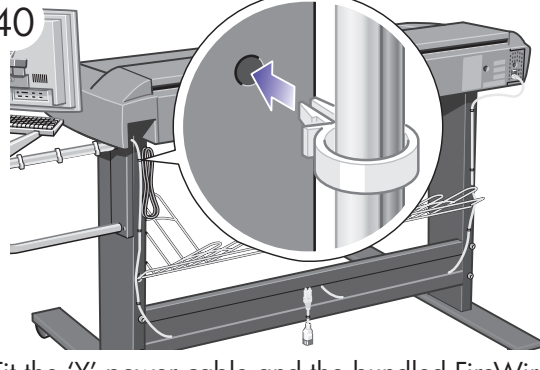
Attach the "Y" power cable into the clips on the touch screen arm.

39



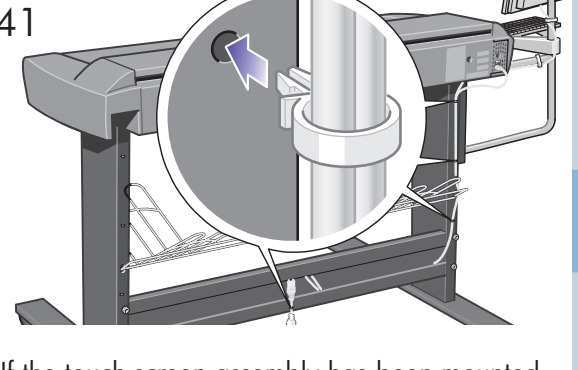
Fit the 'Y' power cable into the clips. Then attach the clips to the stand.

40



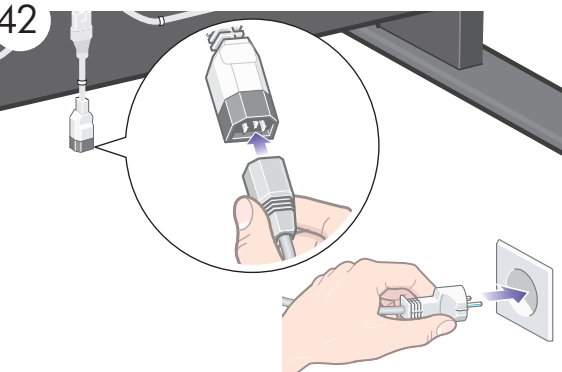
Fit the 'Y' power cable and the bundled FireWire cable into the clip. Then attach the clip to the stand.

41



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

42



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

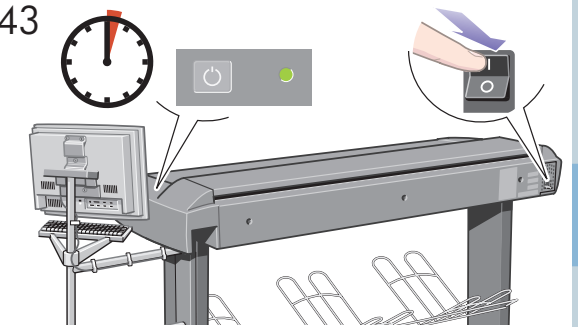
camera alignment & calibration

(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.

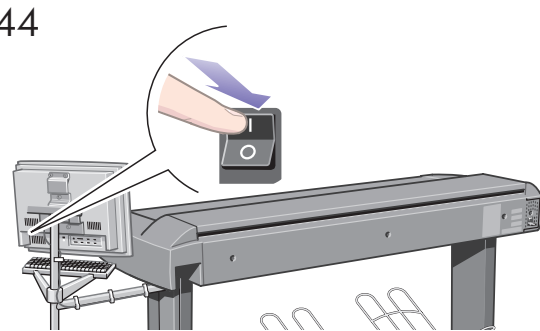


43



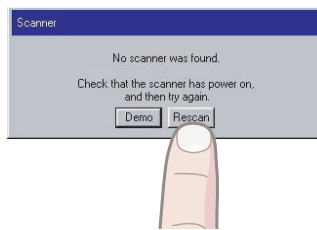
Switch on the scanner and leave it to warm up for some minutes until the green (ready status) light appears.

44



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

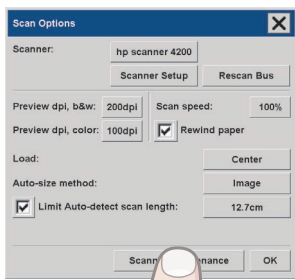
Note: if when switching on the touch screen a 'not present' message appears, please press the 'Rescan' option on the touch screen.



! Important: make sure that the scanner 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.

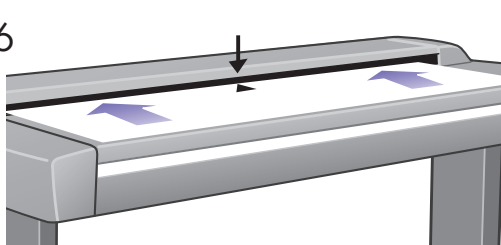


45



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).

46



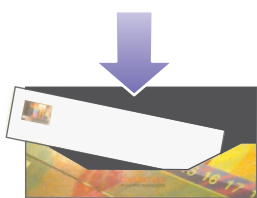
The maintenance wizard will ask you to insert the maintenance sheet. The sheet's printed side must be face down. Feed the paper in aligning the two midpoint arrows. Press 'Next' to continue.

47



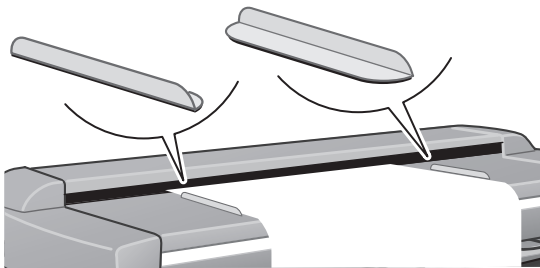
Now follow the instructions that appear on the touch screen.

48

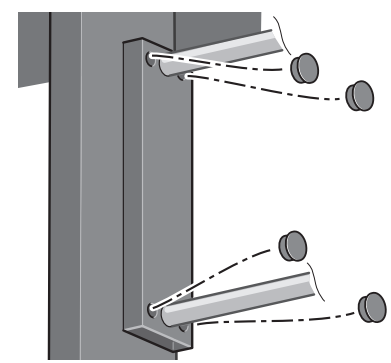


When the maintenance procedure has completed, remove the scanner maintenance sheet and return it to its protective cover. Store the folder in a dry place away from light.

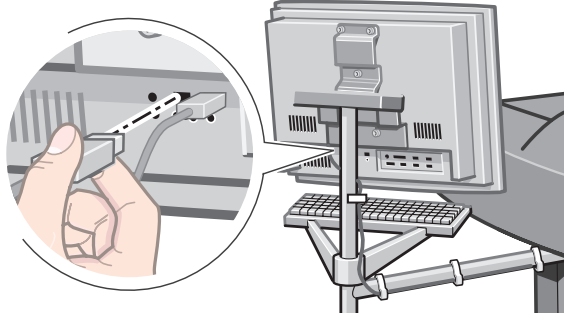
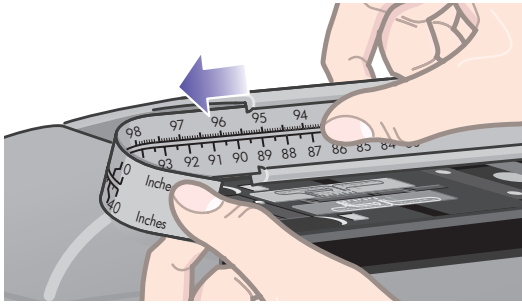
The scanner comes equipped with two magnetic media guides; these can be placed and moved as required.



Insert the plastic caps in the holes in the touch screen arm.



The scanner's ruler can be changed between centimeters and inches by sliding it out, turning it over, and reinserting it.



To connect your scanner 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.

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.

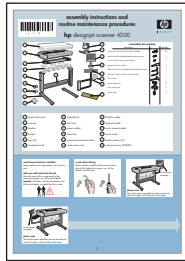
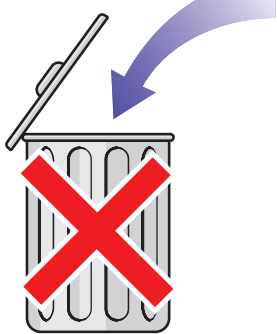
To add an HP Designjet printer to the printer list in your scanner software, follow these steps:

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.

For any further information on how to use your scanner, see the online help system available from your touch screen using the button below.



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 19 to 32
- camera alignment and calibration: steps 43 to 48

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