Printing Specifications

Product: HP Designjet 4500 Scanner Assembly Instructions

Part number: Q1277-90031 (EN)

TEXT PAGES

Page Count	10 (5 front and 5 back)
Paper Type	HP standard 50# book (69 to 80g/m^2) recycled offset or equivalent
Ink	4-color process (CMYK)
Coverage	4/4

COVER PAGES

Page Count	N/A
Paper Type	N/A
Ink	N/A
Coverage	N/A
Finish	N/A

FINISH

Page Trim Size	A3
Bindery	Staple top left corner
Folding Instruction	*None: but poster is normally placed in a protectiveclear bag.*

Special Instructions

✓ If the print location is different from the location stated, change the print location to the appropriate location.

✓ If recycled paper is used, add the recycled paper logo and text.

♻ Printed on recycled paper

✓ Refer to the Pantone Matching System for accurate spot color reproduction.

Do not print this page. This page is for reference only.

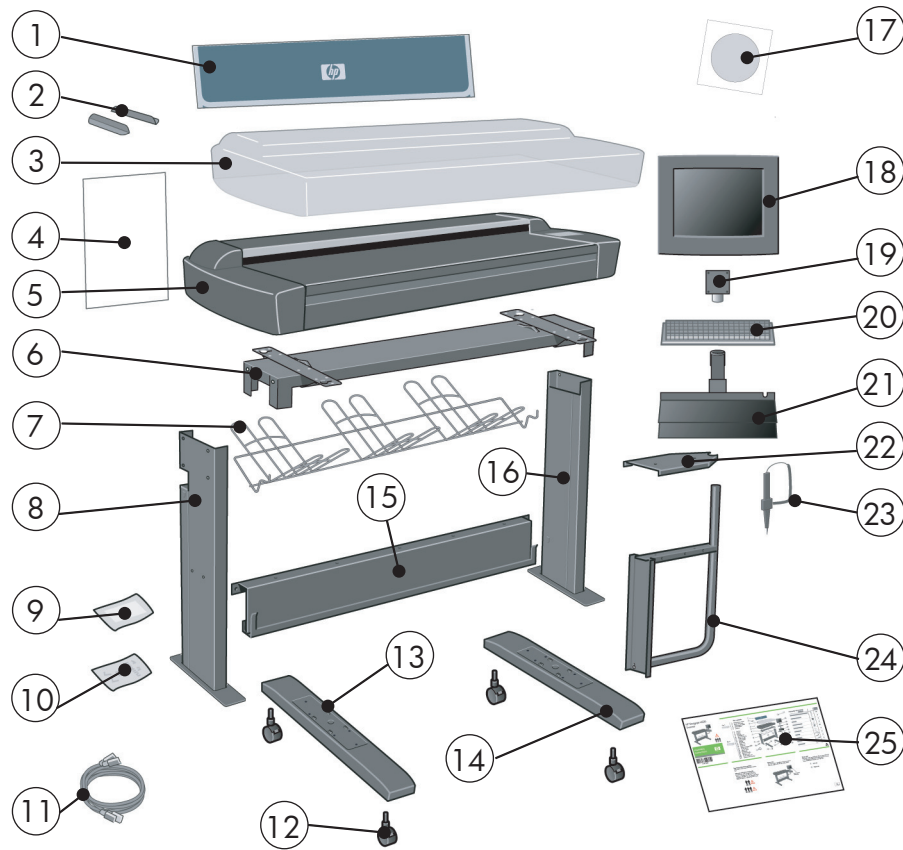# HP Designjet 4500 Scanner

Assembly Instructions

EN

Q1277-90031

Box contents

Box ✚

1. Maintenance sheet
2. Media guides (X2)
3. Plastic dust cover
4. A2 envelope
5. Scanner

Box ➤

6. Top bar
7. Basket
8. Left leg
9. Assembly kit
10. Maintenance kit
11. Cable bundle
12. Wheels (X4)
13. Left foot
14. Right foot
15. Lower bar
16. Right leg
17. System recovery DVD
18. Touch Screen
19. Monitor joint
20. Keyboard
21. Keyboard table
22. Bracket cover
23. Touch screen pen
24. Touch screen bracket
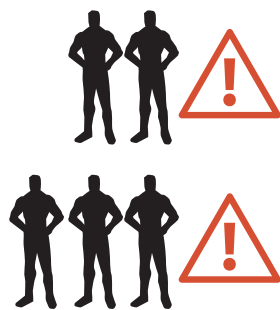
25. Assembly instructions

Assembly kit contents

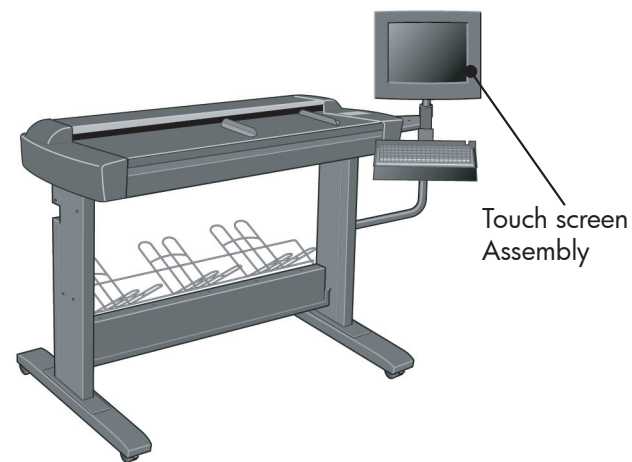| Description		Quantity supplied
Screw M5×14 (Torx T25) for stand assembly		34
Special screw for scanner (Torx T20)		5
Plastic caps		4
Large power cable clips		3
Small power cable clips		12
Starwasher 5mm		7
Earth cable		1
Plastic strip		4
Allen key T20		1
Torx 25 key		1
Spanner for joint		1

A

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:
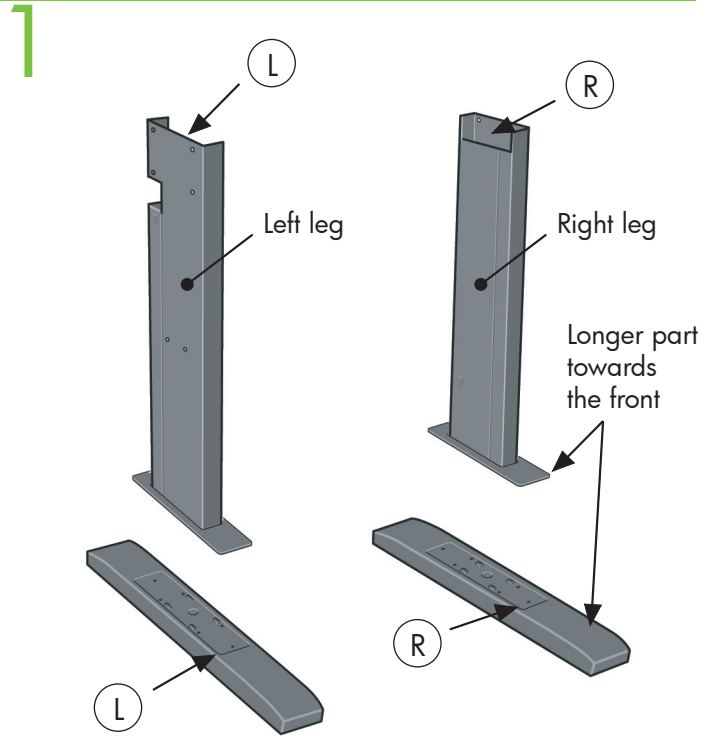
Please note
The touch screen assembly can be mounted on either the right or the left side of the stand.
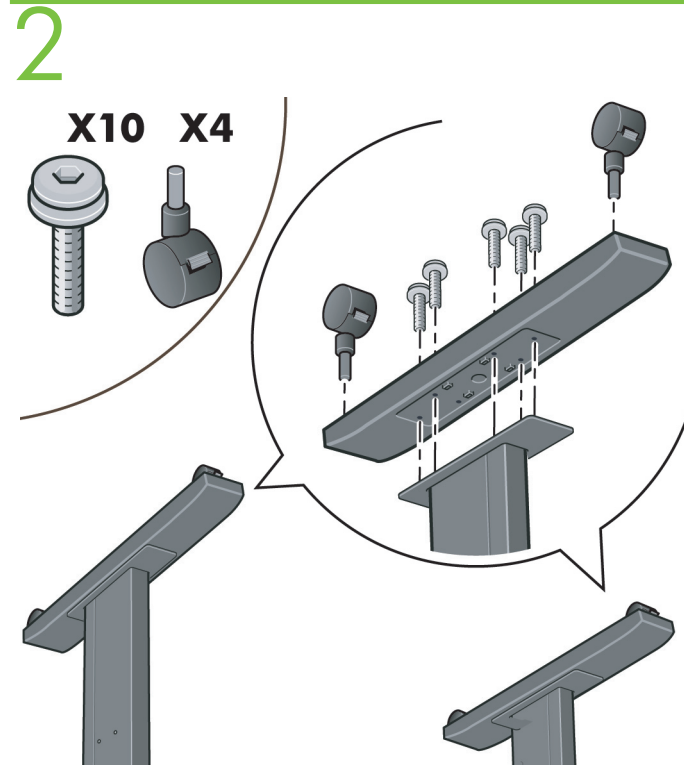
Touch screen Assembly

Please note
During the stand assembly you will see some reference to the following symbol labels which appear on some items, standing for left side, and right side.
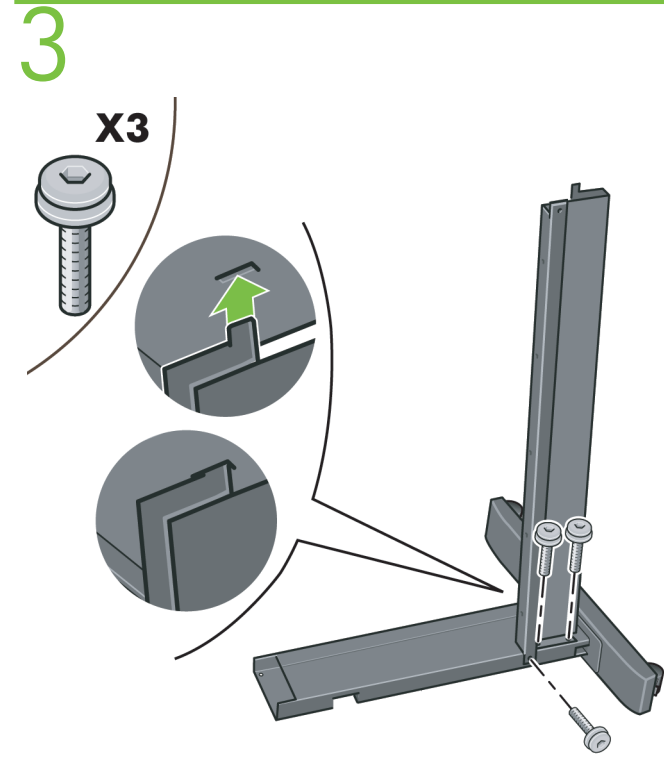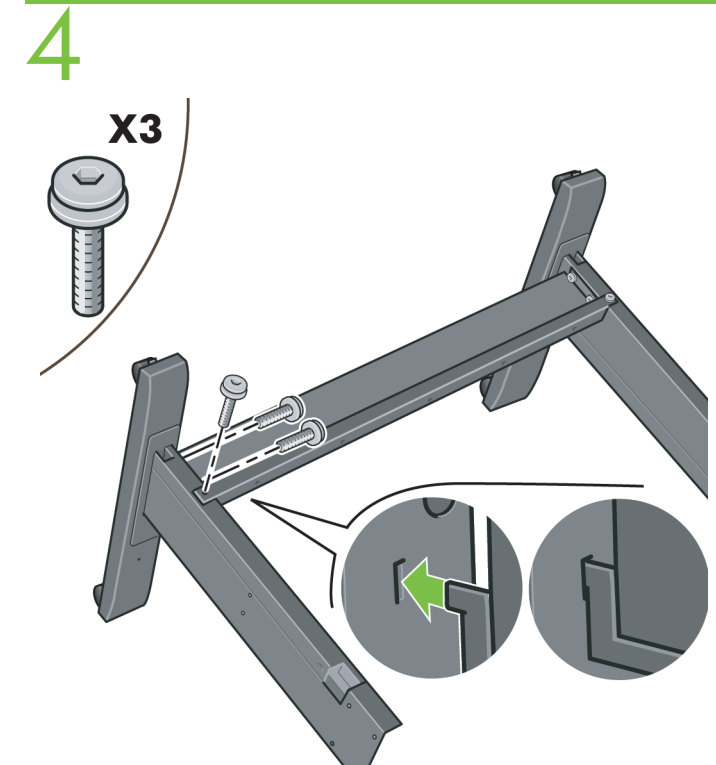
Ⓛ Left side

Ⓡ Right side

1

L   R

Left leg   Right leg

Longer part towards the front

R

L

Using the letter symbols shown, identify the left and right legs using the above image. The image is as seen from the front of the scanner.

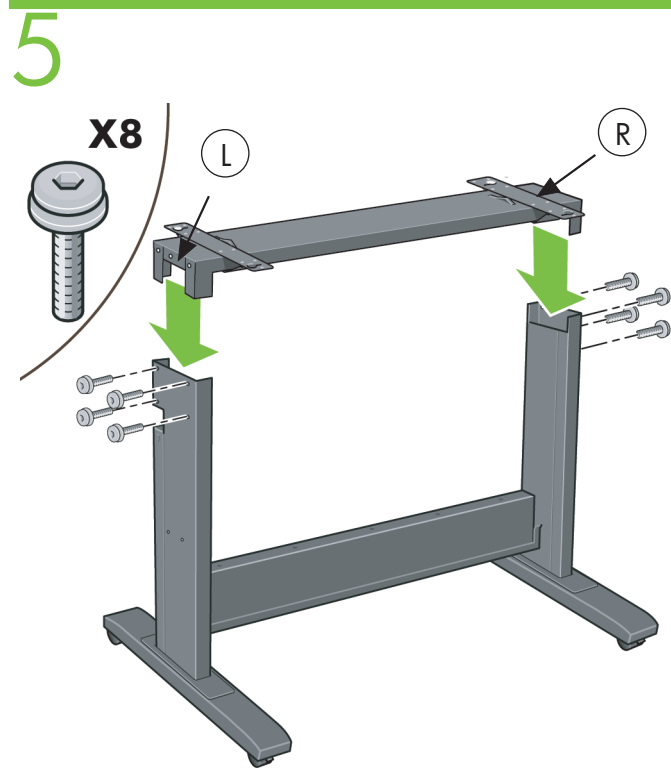**2**

X10   X4

Turn the left and right legs upside down, and attach the feet and wheels to the legs. Use five M5X14 screws, and two wheels for each foot.
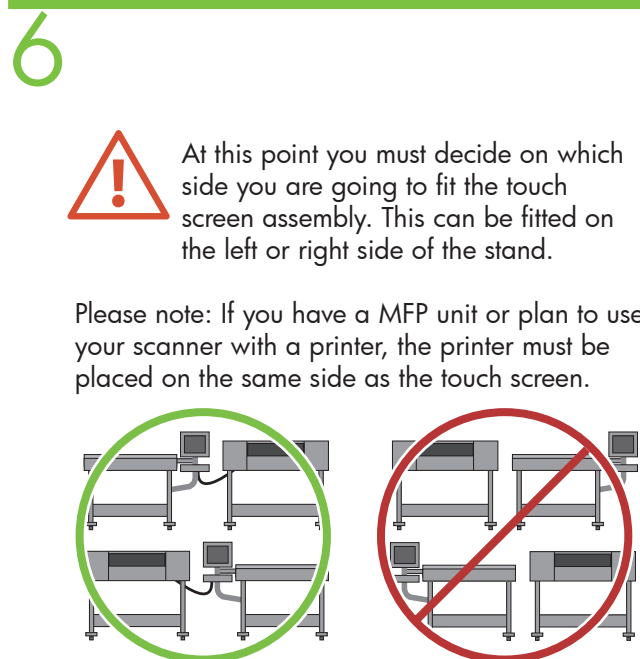
3

X3

Lay one of the legs down and attach the lower bar, hooking in the tab and fixing with three M5X14 screws.

4

X3

Attach the lower bar to the other leg, hooking in the tab and fixing with three M5X14 screws.

B

5

X8   L   R

Put the two legs upright, and slide the top bar into the legs, attaching with four M5X14 screws on each leg.
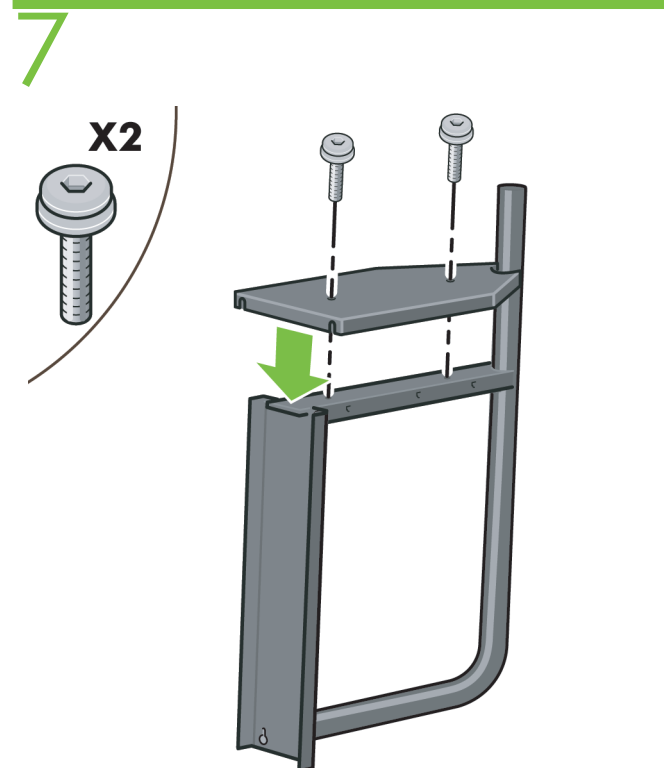
6

⚠ 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.
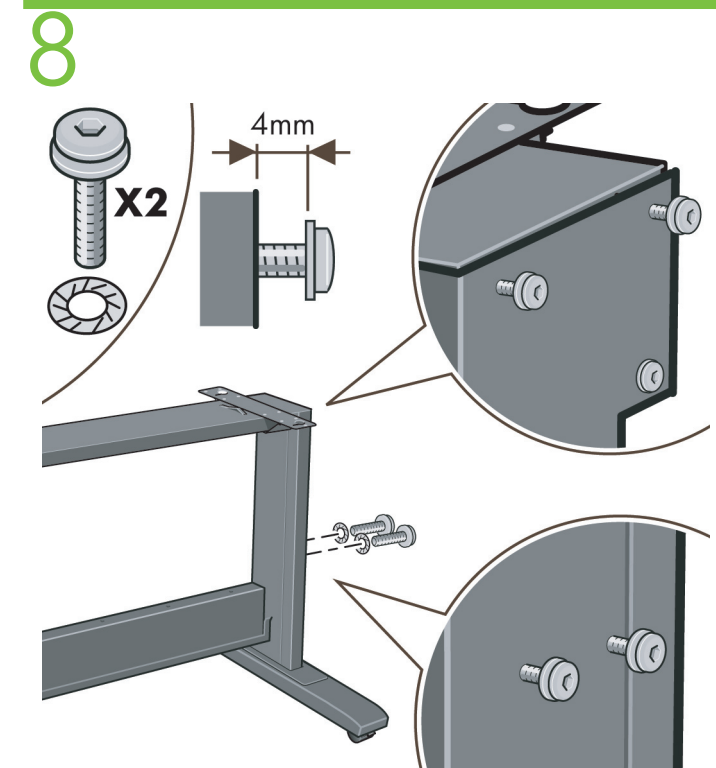
Please note: If you have a MFP unit or plan to use your scanner with a printer, the printer must be placed on the same side as the touch screen.

The next steps, explain how to fit 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.

7

X2

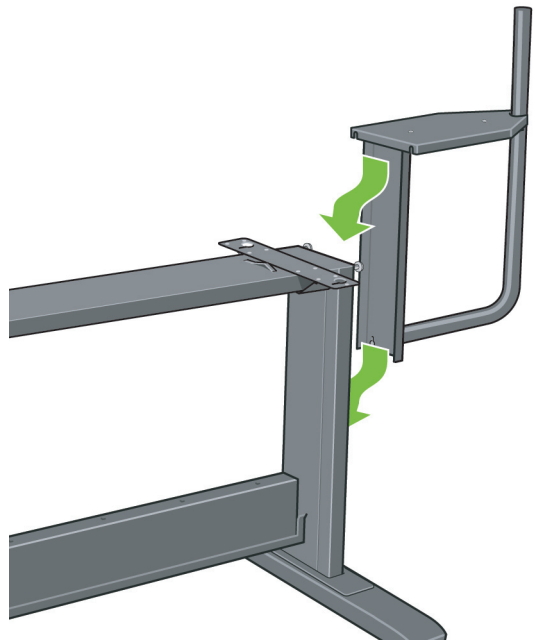Attach the bracket cover to touch screen bracket using two M5X14 screws.

8

X2   4mm

Loosen the two top screws on the outside of the leg to leave a 4mm gap. Fix two M5X14 and two starwashers to the middle two holes on the outside of the leg. Do not fully tighten the screws, also leave a 4mm gap.

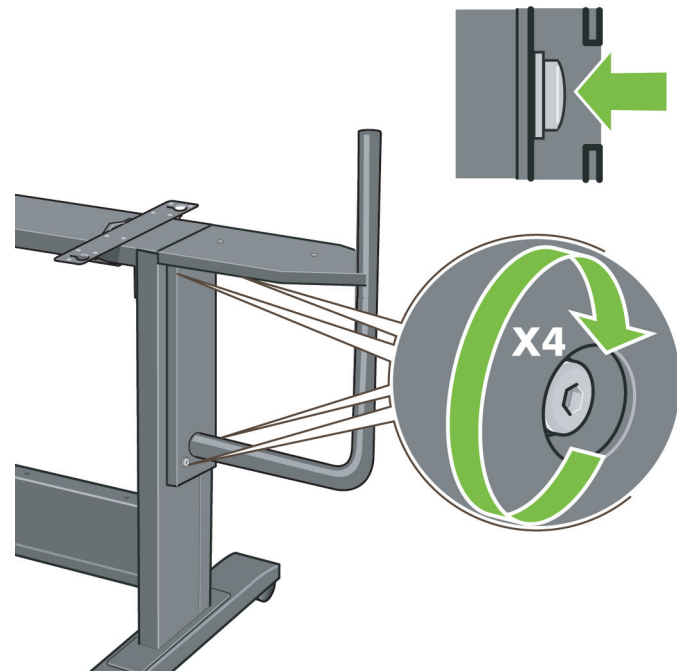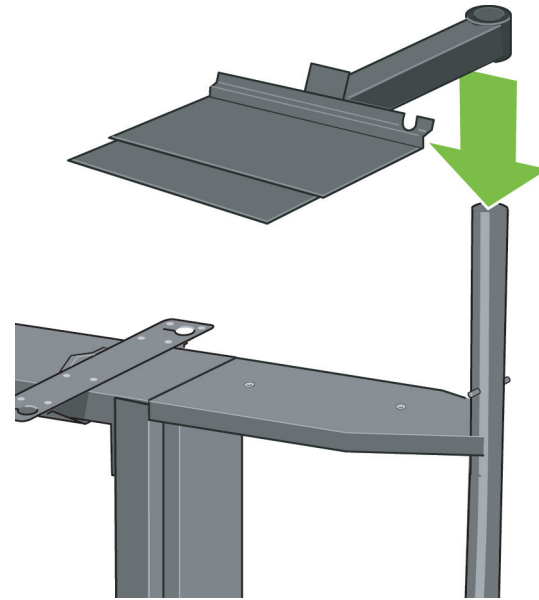## 9

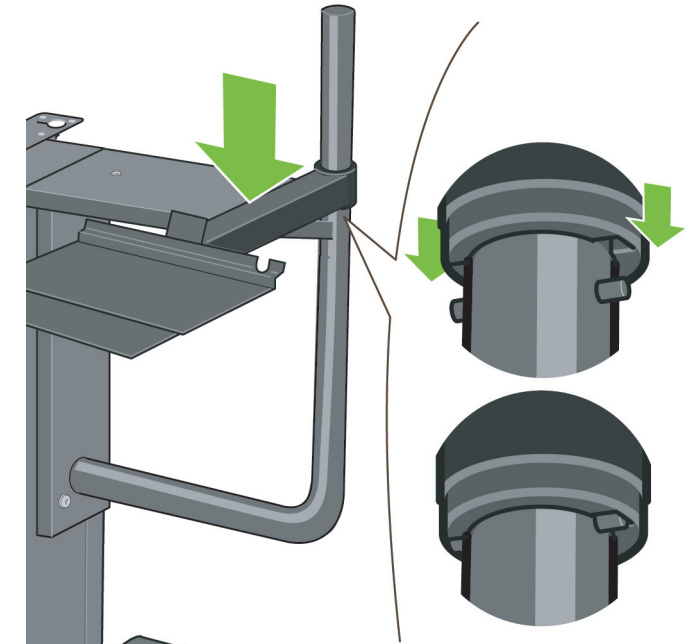Slide the touch screen bracket assembly down over the 4 screws.

10

Tighten the 4 screws.

X4

11
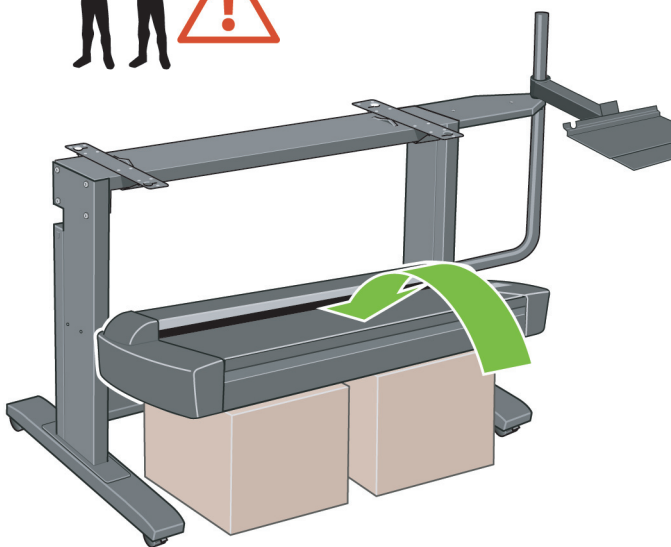
Slide the keyboard table onto the touch screen arm.
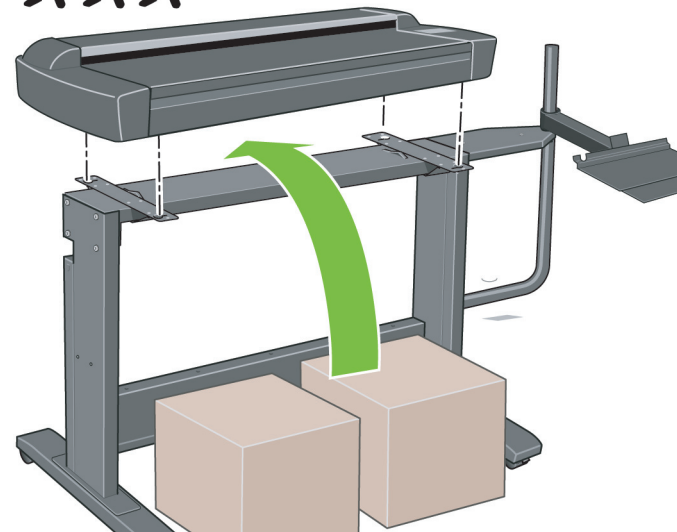
12

Push the keyboard table down until the the pointer on the touch screen arm.
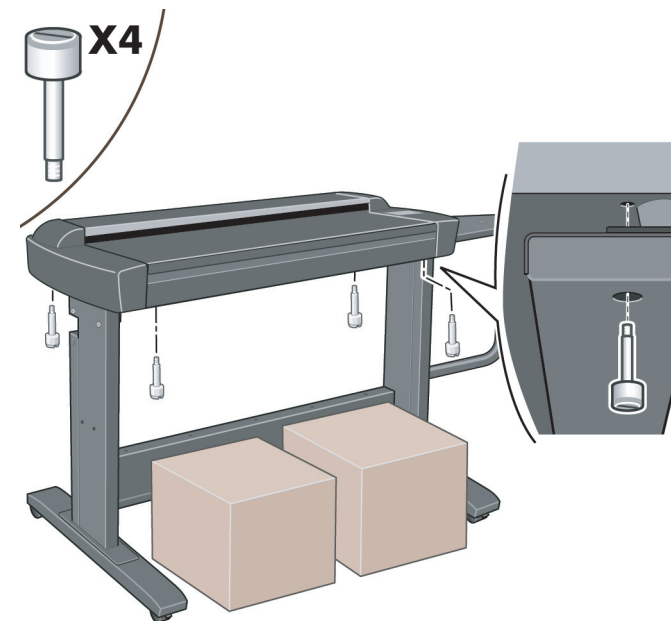
C

13

Place some packaging boxes, or something about half the height of the scanner stand in front of the stand, and lift the scanner up onto them.
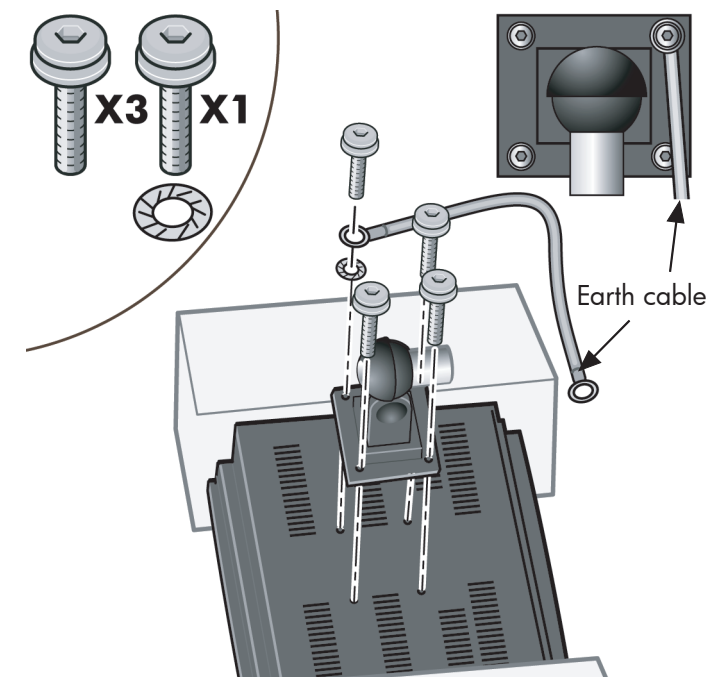
14

Using 3 people; two to lift, and one to position, lift the scanner into place locating the rubber feet in the holes indicated.

15

X4

Fix with the four special screws.
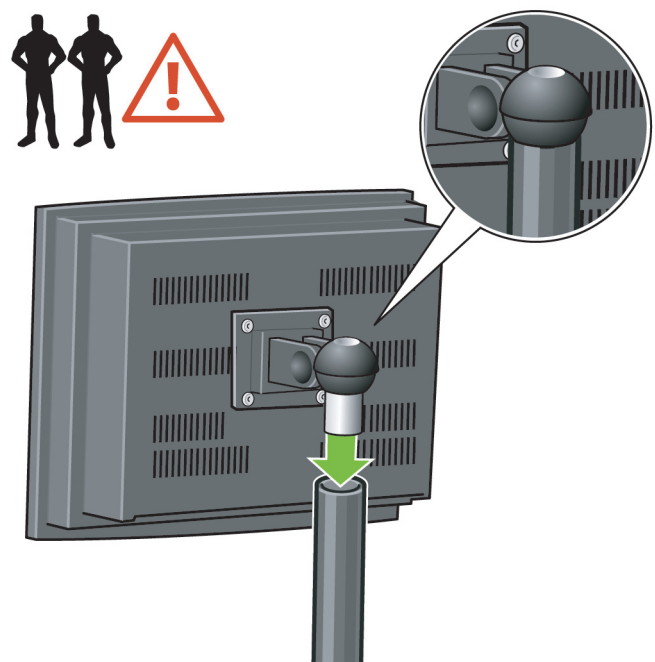
16

X3 X1

Earth cable

With the protective foam in place, put the touch screen face down and attach the monitor joint to the rear along with one end of the earth cable where shown, using four M5×14 screws and one star washer for the earth cable.
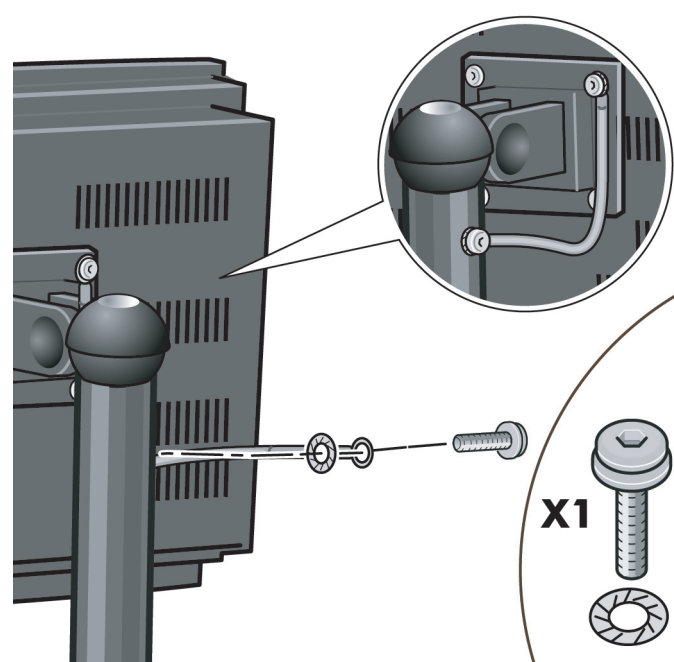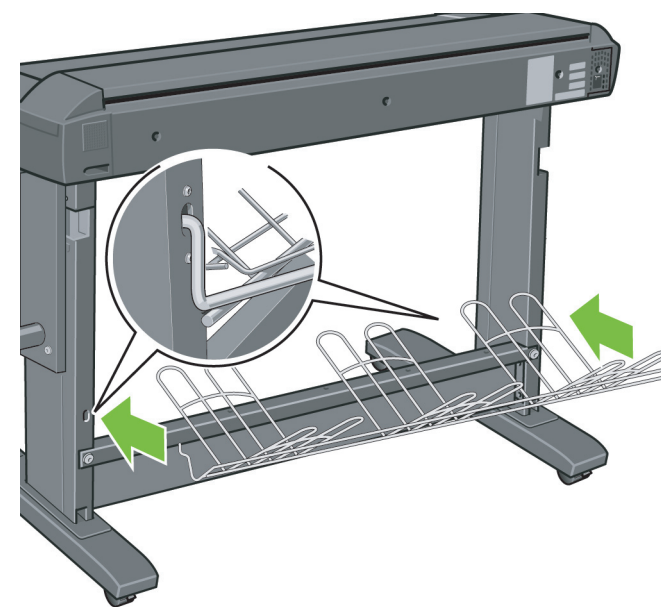
17

Remove the protective foam ends, and slide the hub of the touch screen assembly into the touch screen arm.
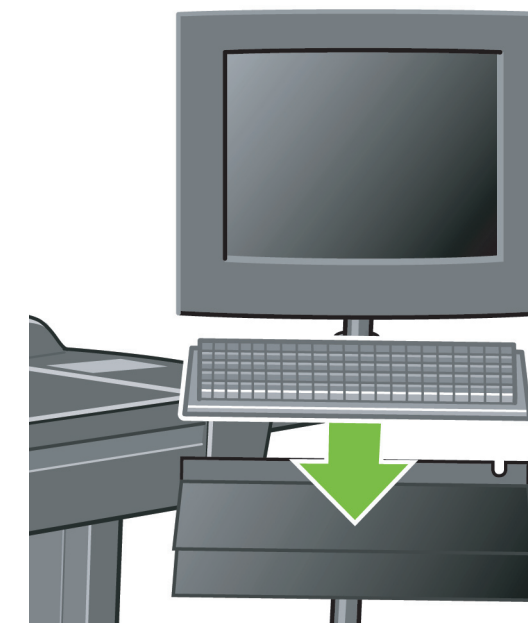
18

Connect the earth cable from the touch screen assembly to the touch screen arm using a M5X14 screw and starwasher.
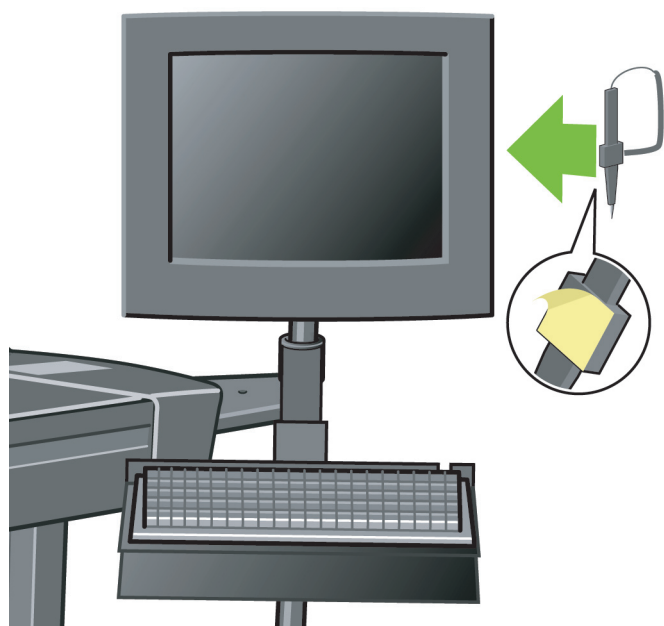
X1

19

Unfold the bin. From the back of the stand, 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.

20

Place the keyboard onto the keyboard table.

D

21

Fix the touch screen pen to the side of the touch screen.

22

The unit is now assembled and should appear as in the above illustration.
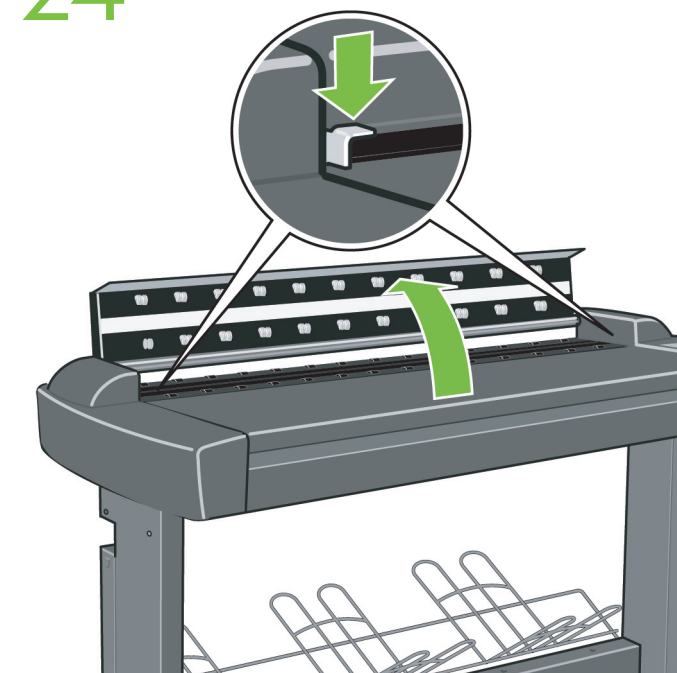
23

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.
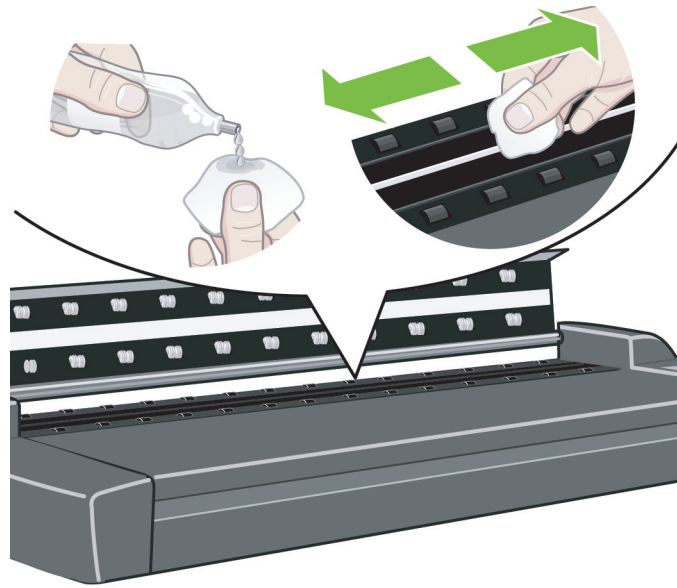
24

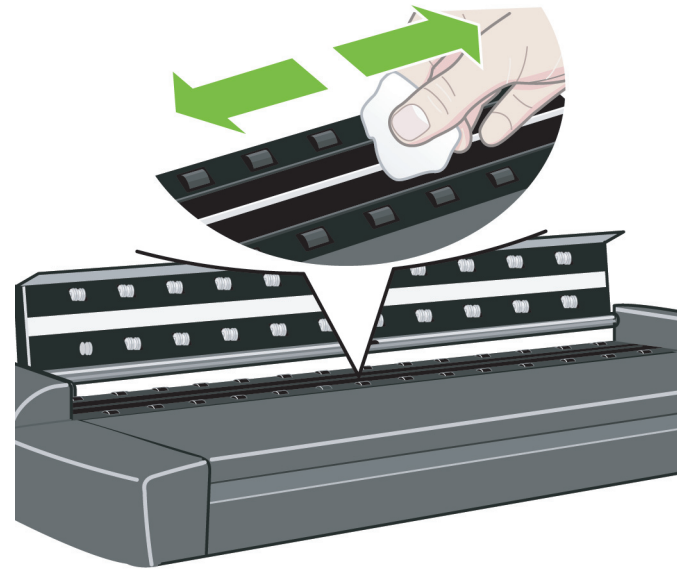Push down the two locks, and open the scanner cover to expose the scan area.
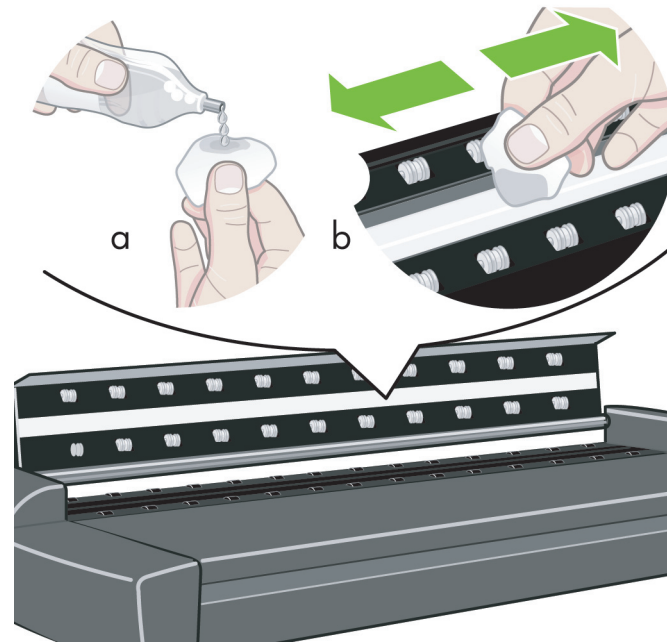
25

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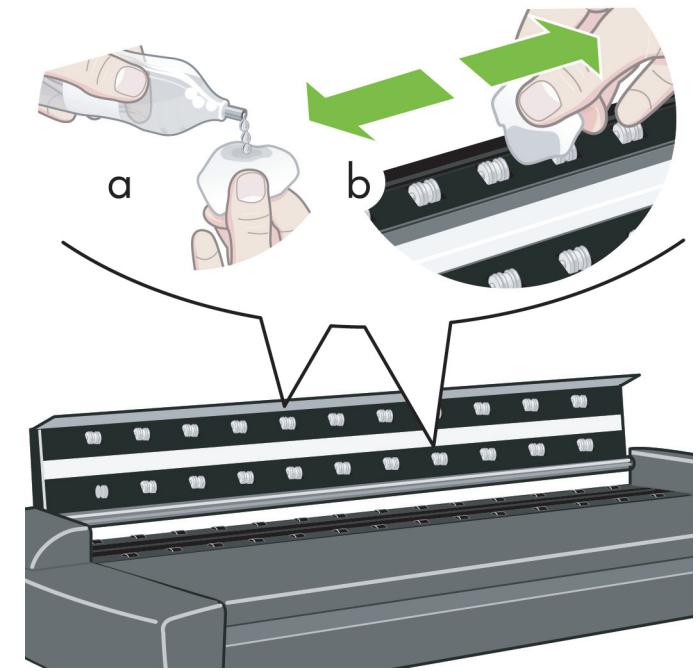
26

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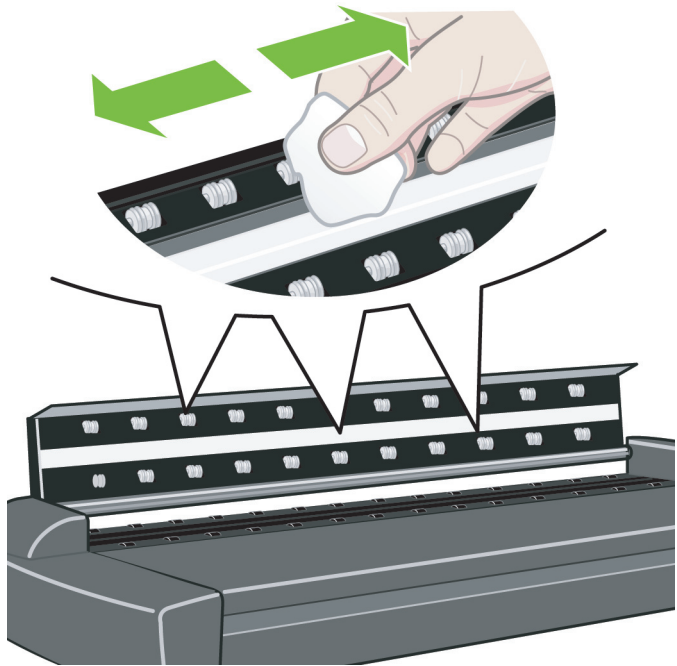
27

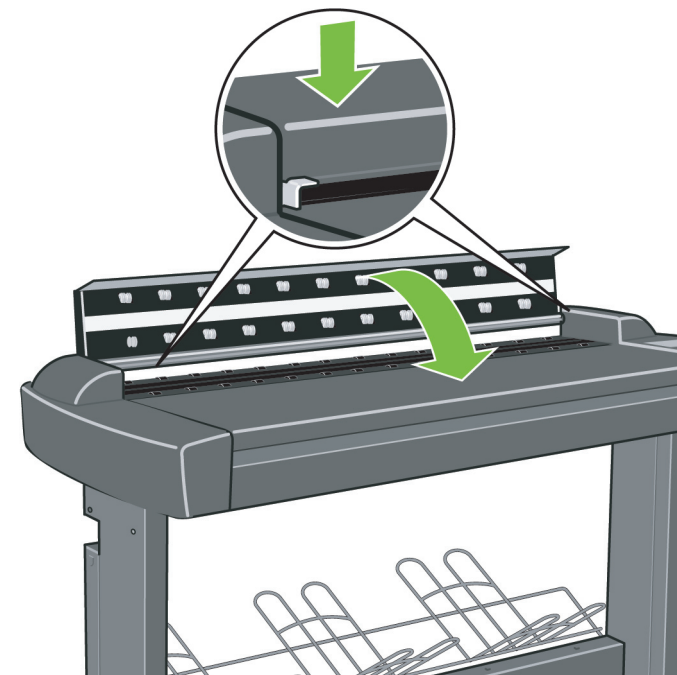Clean the white background plate with a lint-free cloth and a mild, streak-free, glass cleaner.

28

Clean the transport rollers and surrounding area.

E

29

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

30

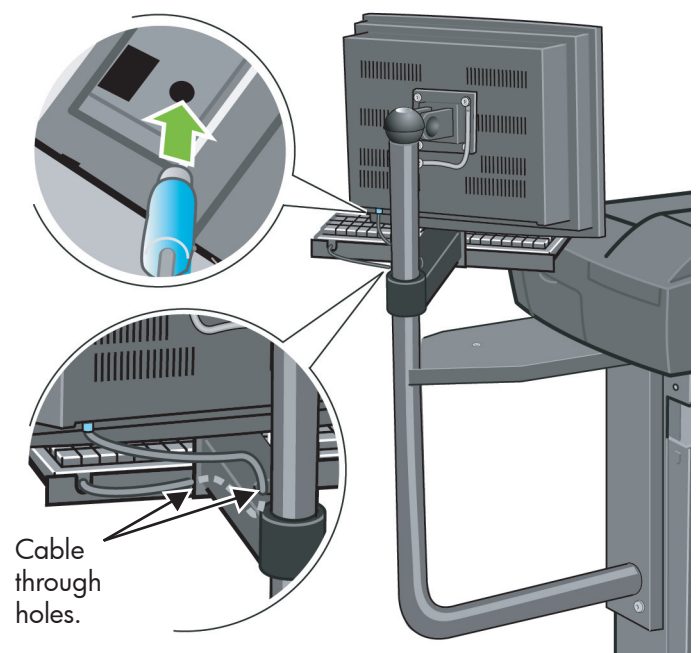Close the scanner cover and push down on the top to lock it into place.

31

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.
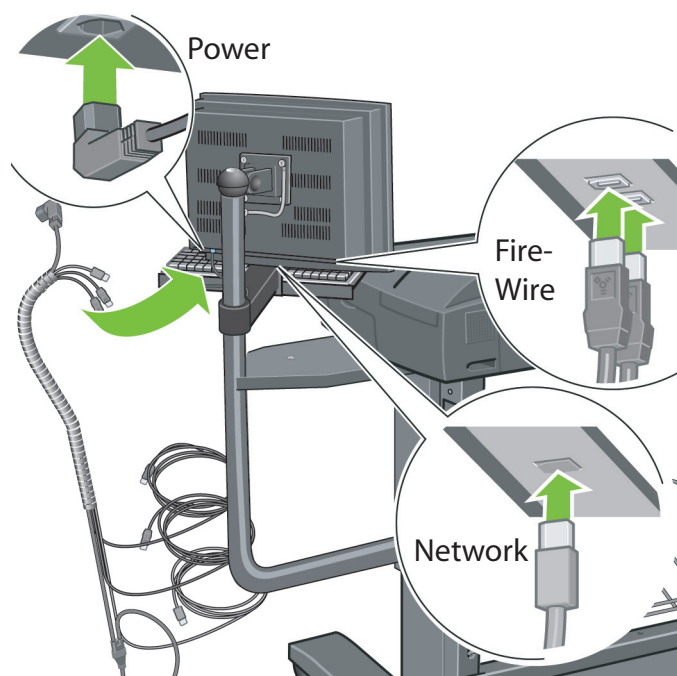
32

Cable through holes.

Connect the keyboard to the touch screen, passing the cable along the inside of the arm and up through the hole in the keyboard bracket as shown.
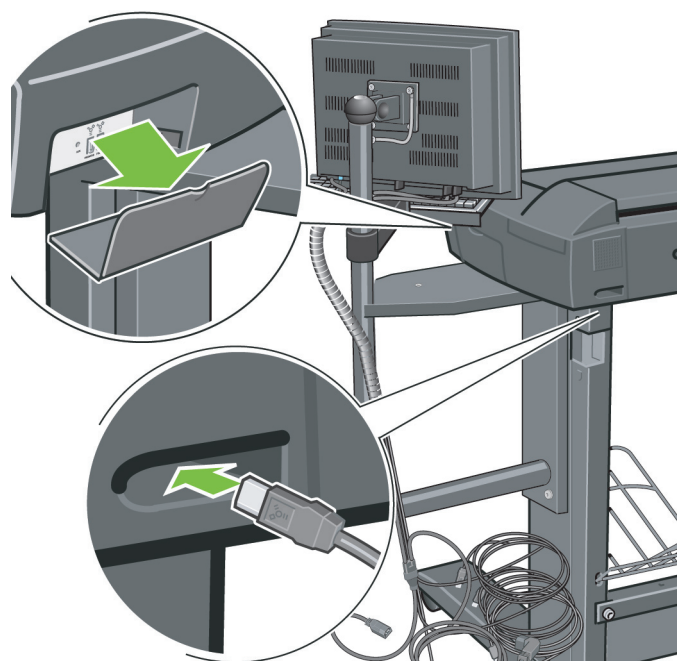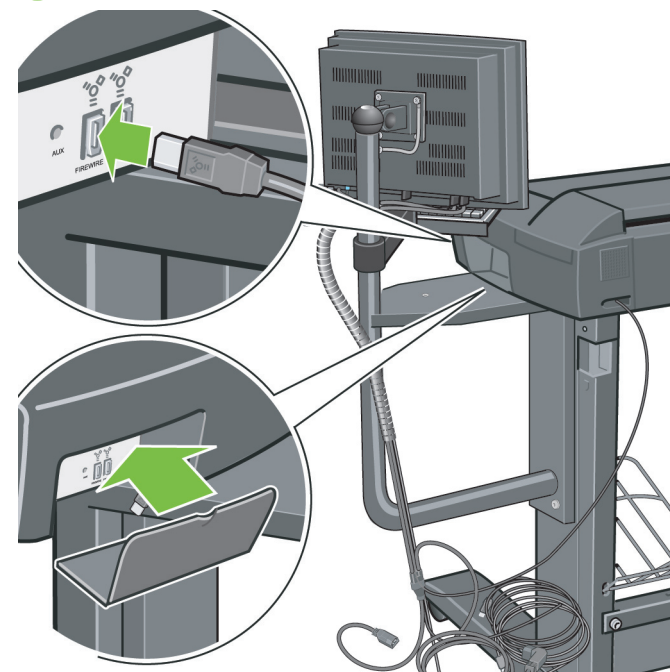
33

Connect the cable bundle to the touch screen as shown; inserting the Power, two FireWire, and Network connections.
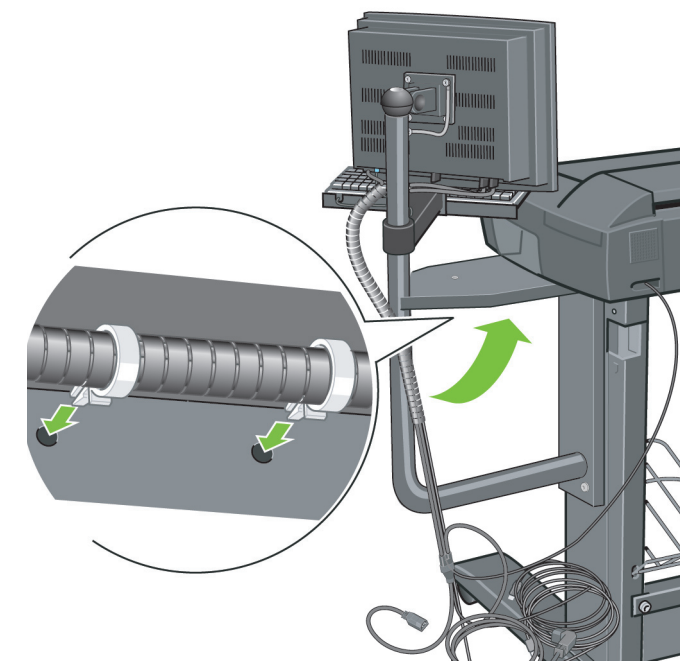
Power

Fire-
Wire

Network

34

Remove the cover on the side of the scanner, and insert one of the FireWire cables through the slot at the back.
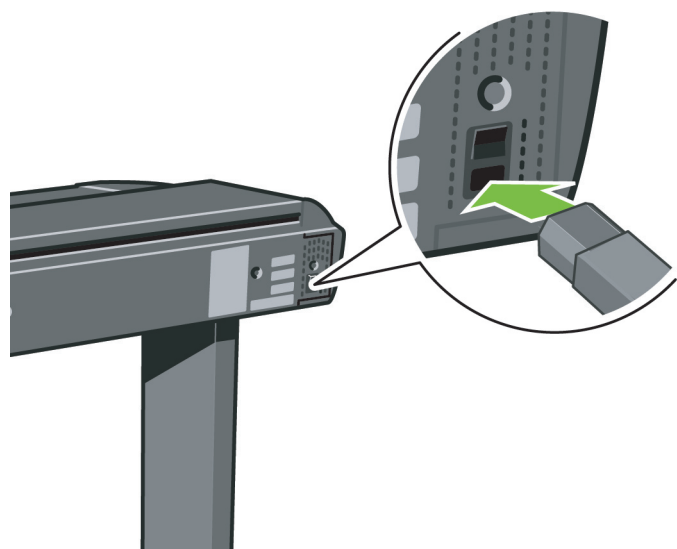
35

Insert the other end of the FireWire cable into one of the sockets in the scanner, and replace the cover on the side of the scanner.
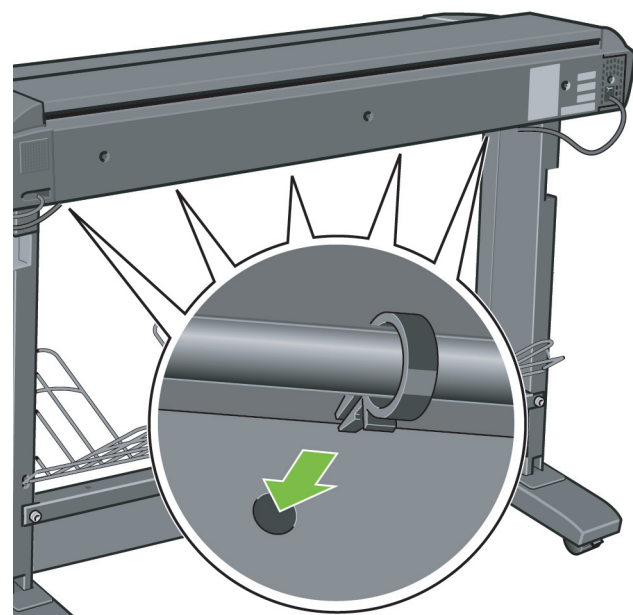
36

Fit the protected part of the bundle cable coming from the screen into two large clips. Attach the clips to the holes in the underside of the touch screen bracket.

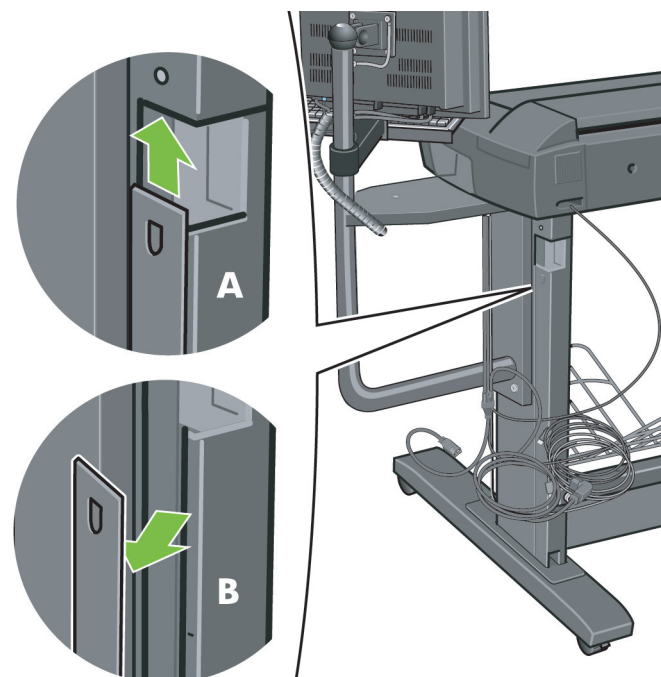**F**

37

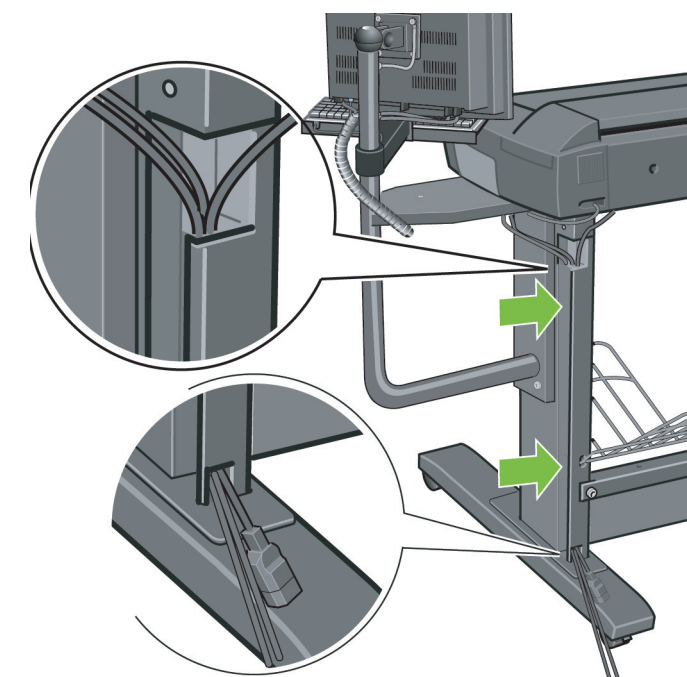Connect the power cable to the scanner.

38

Fit the power cable coming from the scanner into five clips. Then attach the clips to the stand.

39

Remove the cover from the leg; push up (A), and remove (B).
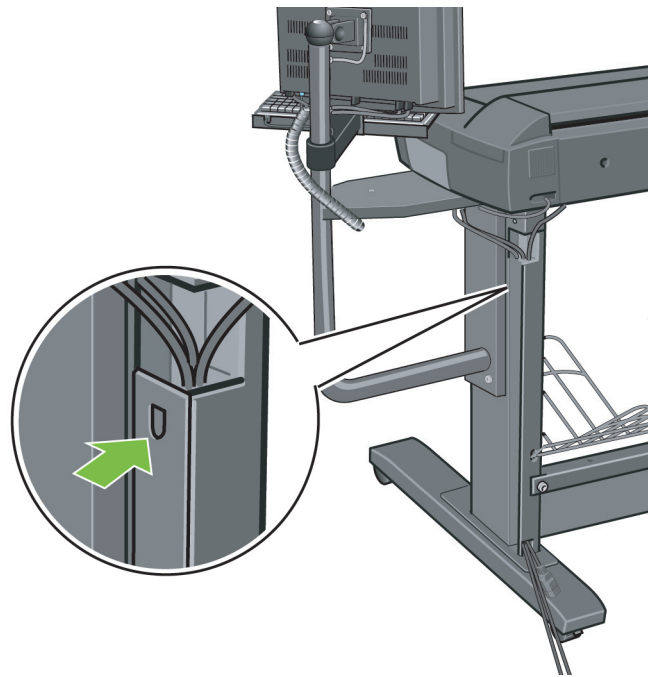
A

B

40

Place the excess cables into the slot in the leg. Make sure that the end of the power cable, the FireWire and the Network cables are visible as shown above.
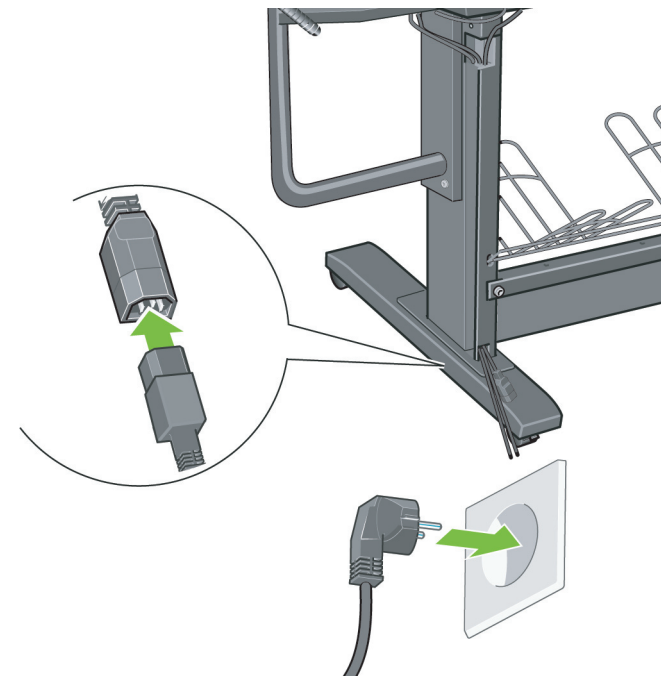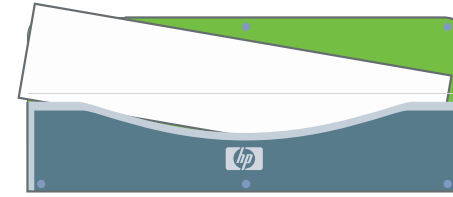
41

Replace the cover onto the leg.

42

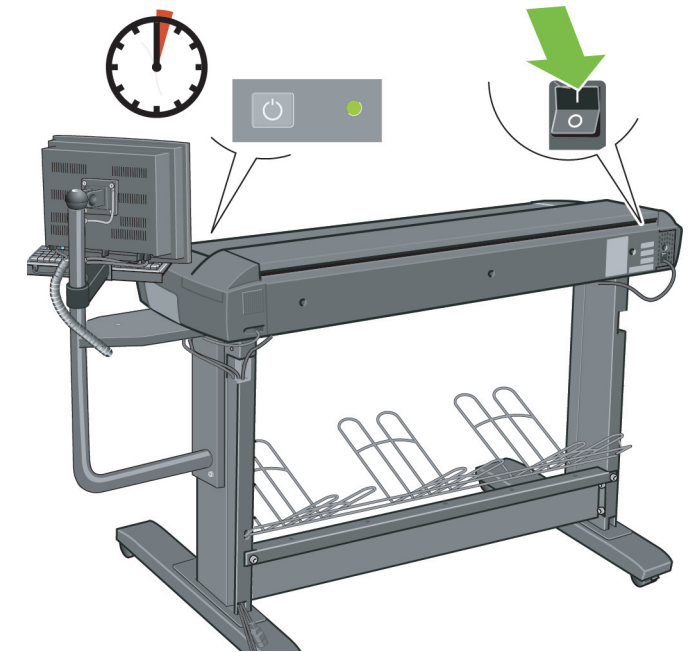Connect the power cable extension, and then connect to a power outlet.

43

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 above.
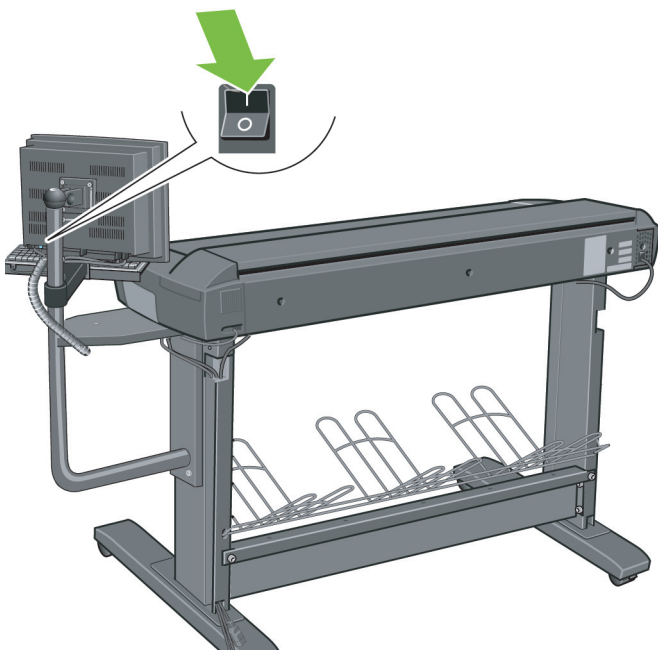
44

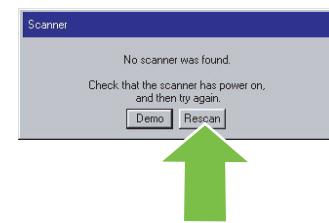Switch on the scanner and leave it to warm up for some minutes until the green (ready status) light appears.

G

45

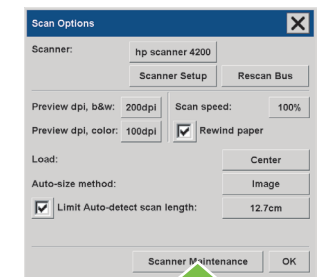When the green (ready status) light has appeared, switch on the touch screen.

46

Scanner

No scanner was found.

Check that the scanner has power on, and then try again.

Demo   Rescan

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

47

1 hour

⚠️

Important: when setting up for the first time, 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. During this time if you are installing the MFP unit, go and start the printer assembly.
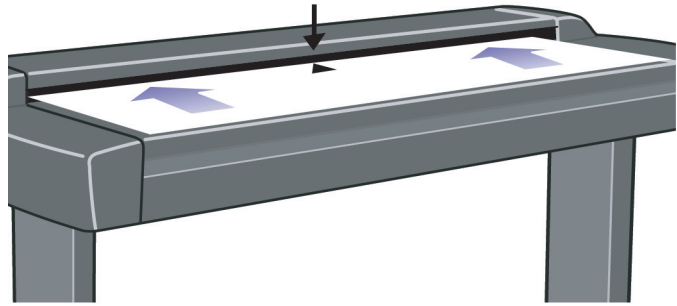
48

Scan Options

Scanner: hp scanner 4200
                  Scanner Setup   Rescan Bus

Preview dpi, b&w: 200dpi   Scan speed: 100%
Preview dpi, color: 100dpi   ☑ Rewind paper

Load: Center
Auto-size method: Image
☑ Limit Auto-detect scan length: 12.7cm

                  Scanner Maintenance   OK

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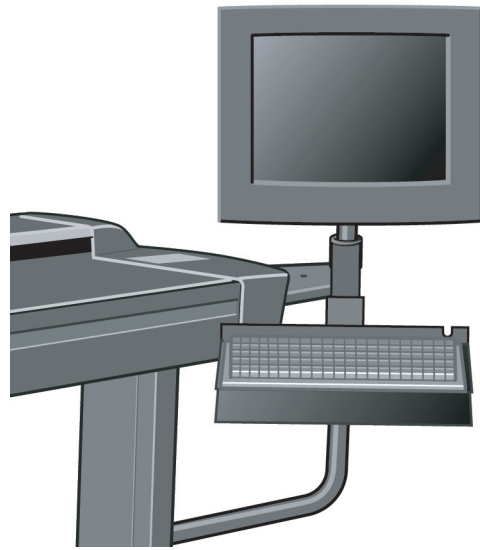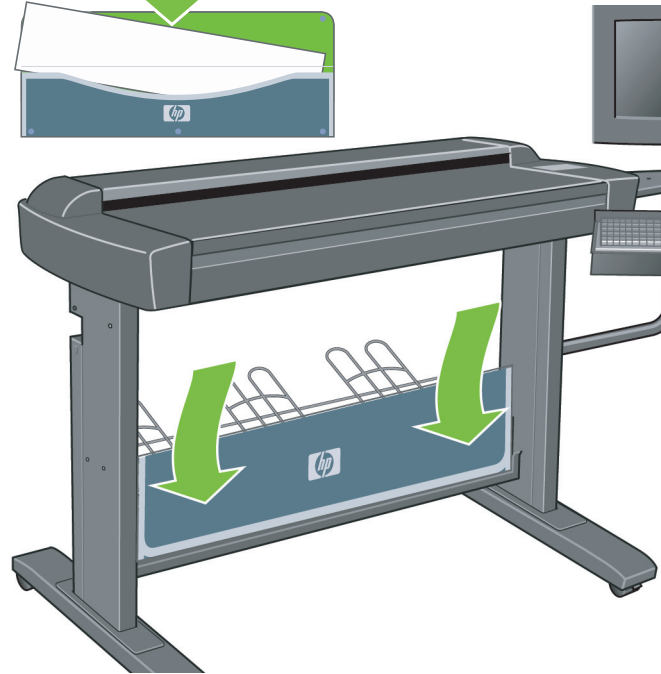c) Press the Scanner Maintenance button.

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.

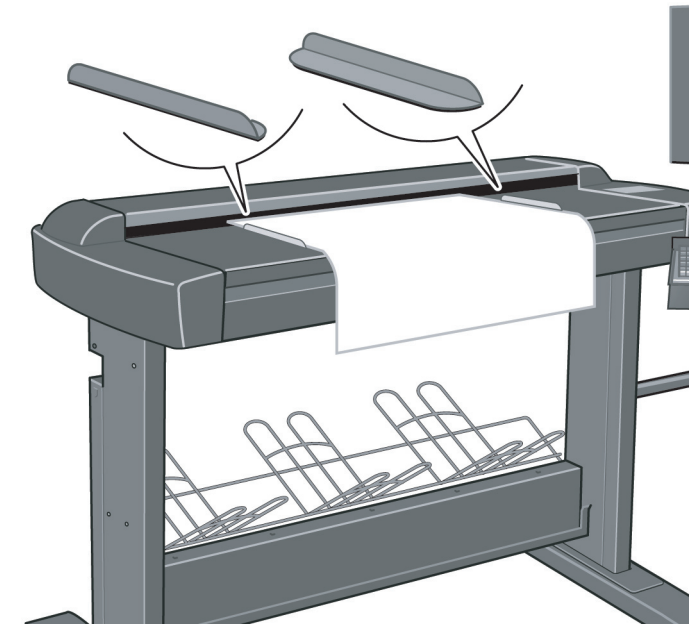## 50

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 the slot at the front of the stand.
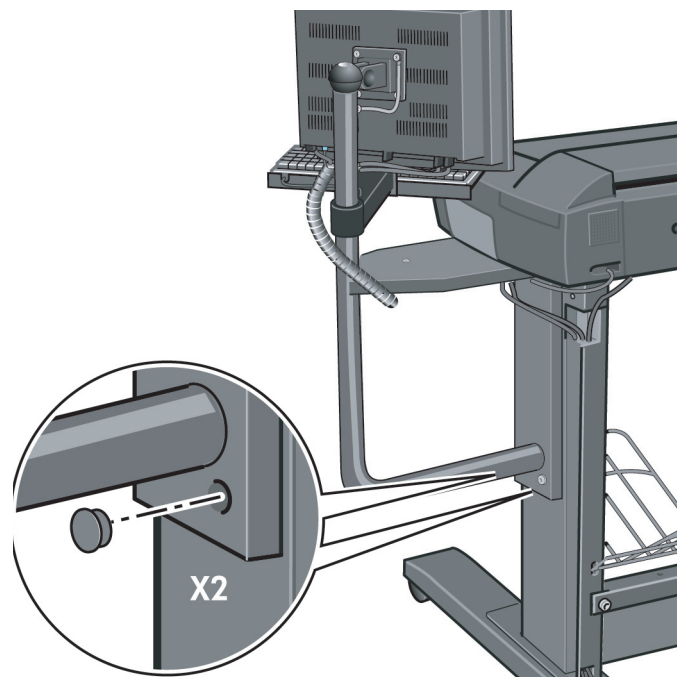
52

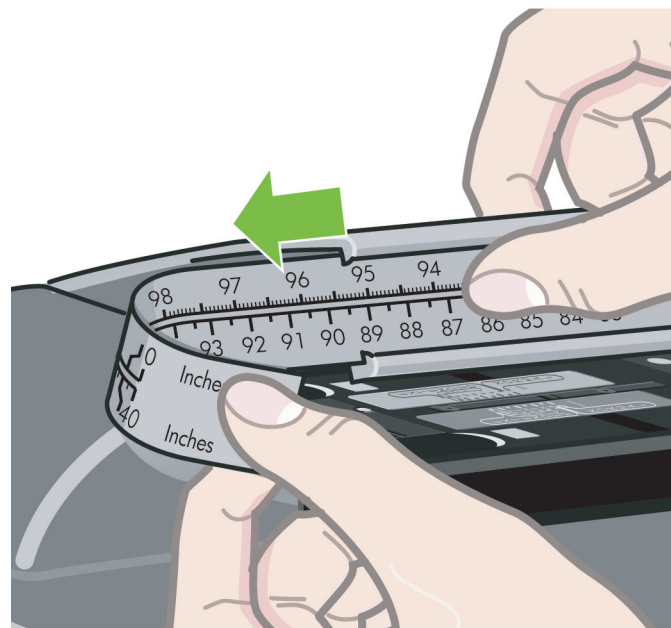The scanner comes equipped with two magnetic media guides; these can be placed and moved as required.

H

53

X2

Insert two plastic caps in the holes in the touch screen arm.
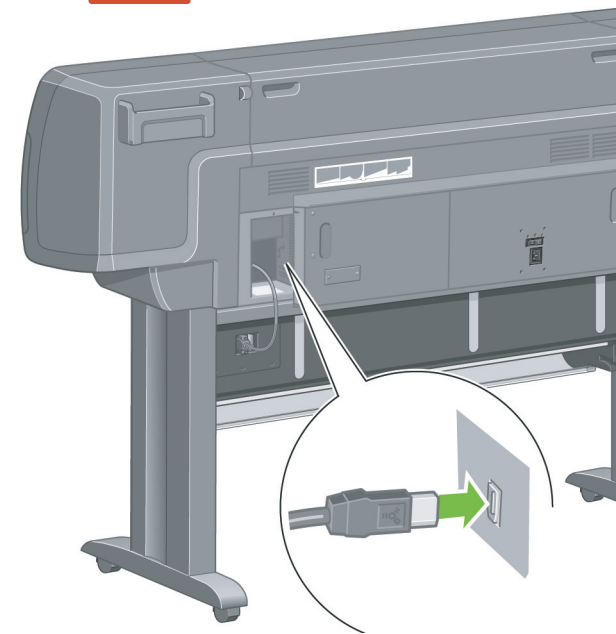
54

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

55
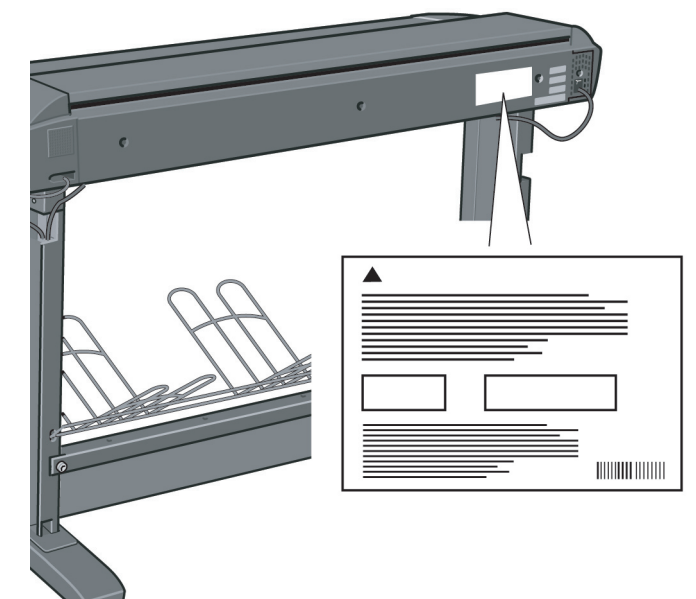
⚠ For MFP or if using an optional printer!

The scanner is connected to the printer by inserting the FireWire cable where shown above.

56

⚠ For MFP units only!

The MFP printer comes with a replacement label containing support information, this should be placed over (replace) the existing label found on the back of the scanner.

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, with the HP Designjet scan software, files to be shared across the network should be placed in the *D:\images* directory.

Once a files is saved to this directory it can be accessed through the network, from any computer with any operating system.

For more guidance on this issue, see the user documentation that came with your unit.

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

1: On the touch screen go to the setup tab.

2: Press option button and select system.

3: Press the button for the printer you wish to install.

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

• camera alignment and calibration

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Imprimé en
Stampato in