HP Designjet HD Scanner and T1200 HD Multifunction Printer

Introductory information

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Other sources of information

The *User's Guide* for your scanner is available on the CD that comes with the scanner. The guide provides information on the following topics:

- How to copy
- How to scan
- How to print
- How to manage files
- How to use copy options and tools
- How to customize the copy tools
- How to maintain and recover the system
- How to set up the system
- How to scan and copy thick media
- Troubleshoot scanner hardware problems
- Troubleshoot scanner software problems
- Troubleshoot touch screen problems
- Troubleshoot printing problems
- About the scanner hardware
- About the scanner software
- About copy and layout features and options
- About media
- About HP support
- About HP Designjet Online

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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 previewing scanned images; with nine buttons above it that can be used to change the preview
- The control section on the right, with four tabs containing options for Copy, Scan, Print and Setup tasks
- The toolbar on the bottom, with nine buttons that are described below
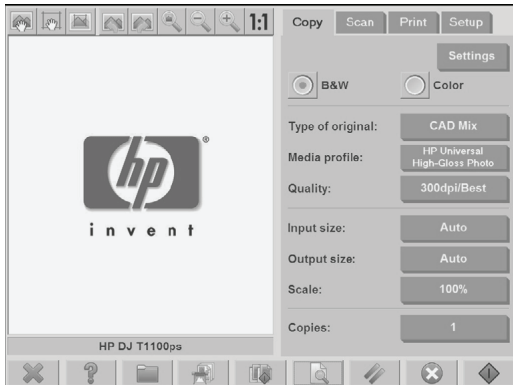
	The Quit button shuts down the touch screen.
	The Online Help button provides information on the use of the scanner.
	The File Manager button opens the File Management dialog box.
	The Print Queue button accesses the print queue.
	The Collate button groups copies into sets.
	The Preview button scans the document to preview the image and select an area of interest.
	The Reset button resets settings to default values.
	The Stop button cancels the current scanner activity.
	The Copy button (seen in the Copy tab) starts copying.
	The Scan button (seen in the Scan tab) starts scanning.
	The Print button (seen in the Print tab) starts printing.

Create a media profile

You can create a media profile only for a paper type that is currently loaded in the printer. The media profile list includes the paper types with existing media profiles and also the paper types currently loaded in the printer (the latter shown with an asterisk). You can select one of the paper types loaded in the printer and create a media profile as described below if it is not already created. You cannot change the names of the media profiles.

In order to print, you must first create a media profile, and you must have at least one printer connected to the scanner, directly or over a network.

1. Check that the media profile you intend to create does not already exist in the media profile list.

2. Clean and calibrate the scanner, unless that has already been done recently. See "Scanner maintenance" on page 6.

3. Start media profile creation by selecting the **Setup** tab.

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

5. If you see a **Calibrate RIP** button and would like to use it, refer to the online help.

6. Select the paper type that you have loaded in the printer.

7. When you are warned that no media profile exists for that paper type, press **OK**.

8. Press the **Print Color Sheet** button to print a color patch reference sheet. Some printers print a special test sheet, which you can discard, before printing the color sheet.

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

10. Load the color sheet face down into the scanner. Align the arrow on the color sheet with the arrow on the center of the scanner.

11. Press the **OK** button to start the scan.

12. When you see a message confirming that the media profile has been created, press **OK**.

Make copies

Caution: Before scanning an old or delicate document, you are recommended to enclose it in the protective covering provided by HP for this purpose, to avoid damaging the 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 the preceding section.

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. Select 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.

   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 scan and print quality.

   a. In the **Copy** tab, press the **Quality** button.

   b. Select the print quality, which may be **Fast**, **Normal** or **Best**.

   c. Choose among various scan-quality options:

   • Set the scan resolution, or select **Auto**. If you select **Auto**, a suitable scan resolution is chosen automatically, taking the print resolution into consideration; and the chosen scan resolution is displayed.
   • Select **Descreen** to increase print quality but reduce scanning speed.
   • Select **Turbo** to increase scanning speed but reduce print quality. It has no effect at resolutions below 300 dpi.

5. Select the input size.

   a. Select 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.

b. Press the **Output Size** button. The Output Size dialog box appears.

c. Select the size that you want for your output copy.

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.

If you have selected an output size that differs from the input size, the scanner calculates the scaling percentage and displays it with 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.

Scan to file

Caution: Before scanning an old or delicate document, you are recommended to enclose it in the protective covering provided by HP for this purpose, to avoid damaging the document.

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. Select the scan resolution.

a. In the **Scan** tab, press the **Scan resolution** button.

b. Select the print quality, which may be **Fast**, **Normal** or **Best**. This is used only to determine the scan resolution if you select **Auto**.

c. Choose among various scan-quality options:

    • Set the scan resolution, or select **Auto**. If you select **Auto**, a suitable scan resolution is chosen automatically, taking the print resolution into consideration; and the chosen scan resolution is displayed.
    • Select **Descreen** to increase print quality but reduce scanning speed.
    • Select **Turbo** to increase scanning speed but reduce print quality. It has no effect at resolutions below 300 dpi.

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.

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.

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.

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 dialog 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.

Scanner maintenance

You should perform scanner maintenance once a month to maintain optimum scan quality. This routine maintenance involves cleaning the glass plate and the scanning area, and calibrating the scanner. It is important to clean before calibration.

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.

   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.

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

6. Turn on the scanner and leave it on for at least an hour before proceeding to the next step.

7. Select the **Setup** tab, then **Options** > **Scanning** > **Scanner Maintenance**.

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

Software error messages

Under the following circumstances, a warning message may 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. 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 *User's Guide* for information on recommended maintenance procedures.