

# S700 Scancopier

••••• USER'S GUIDE



**OKI**

# PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

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As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency.



This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

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# FCC STATEMENT

## **Federal Communications Commission Radio Frequency Interference Statement for 120-Volt Models.**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- › Reorient or relocate the receiving antenna.
- › Increase the separation between the equipment and the receiver.
- › Plug the unit into an outlet on a circuit different from that to which the receiver is connected.
- › Consult the dealer or an experienced radio television technician for help.

It is the responsibility of the user to obtain the required shielded cable in order to ensure compliance of this equipment with FCC regulations.

Changes or modifications not expressly approved by Oki Data may void your authority to operate this equipment.

## **Industry Canada (IC) Radio Interference Statements For 120-Volt Models**

This Oki Data apparatus complies with the Class B limits for radio interference as specified in the IC Radio Interference Regulations.

# NOTES, CAUTIONS & WARNINGS

## NOTE

A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.

## CAUTION!

**A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.**

## WARNING!

**A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.**

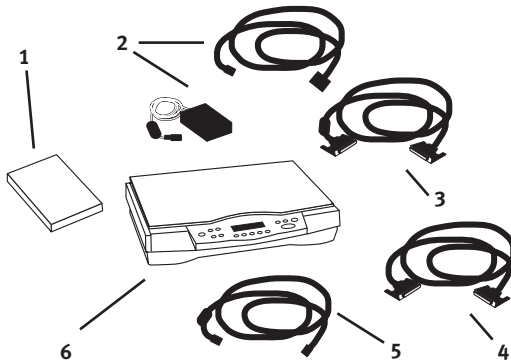
Only use genuine Oki Original consumables to ensure the best quality and performance from your hardware. Non Oki Original products may damage your printer's performance and invalidate your warranty. Specifications subject to change without notice. All trademarks acknowledged.

# INTRODUCTION

Congratulations on your purchase of the S700 Scancopier.

Please spend a few minutes reading through this User's Guide and the Unimessage Pro User's Guide to ensure the best results with the S700 Scancopier.

## PACKAGE CONTENTS



1. Utilities & Documentation CD-ROM
2. Power Adapter/Cable
3. Parallel Cable for Computer Connection
4. Parallel Cable for Printer Connection
5. USB Cable
6. S700 Scancopier
7. Quick set-up guide (not shown)
8. Safety Instructions (not shown)

If any item is missing or damaged, please contact your nearest dealer immediately for a replacement.



## UTILITIES AND DOCUMENTATION CD-ROM CONTENTS

The CD-ROM contains the following software:

- ...❖ **Printer Profile Utility:** to enable you to update your printer color profiles and firmware (if required).
- ...❖ **TWAIN Utility:** to provide a driver for your S700 Scancooper to enable you to scan documents.
- ...❖ **Unimessage Pro Utility:** to enable you to carry out a range of functions such as creating and sending messages, e-mailing or faxing scanned documents.
- ...❖ **Adobe Acrobat Reader:** to enable you to install Acrobat Reader (if required) so that you can view and print the user's guide documents listed below.

The CD contains the following documents in electronic form:

- ...❖ **S700 User's Guide**
- ...❖ **Unimessage Pro User's Guide**
- ...❖ **Additional Information**
- ...❖ **Safety Instructions**

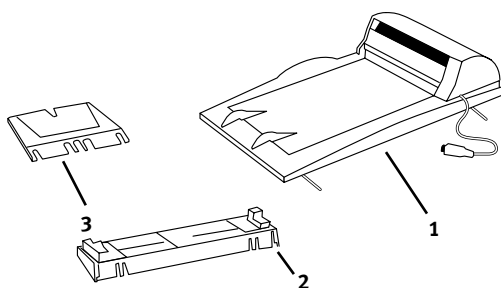
Full details on how to use the CD-ROM are provided later in this Guide.

## UNPACKING THE ADF

The S700 Automatic Document Feeder (ADF) is a convenient addition to your current S700. With the ADF, you can automatically copy or scan up to 25 pages at a time.

### NOTE

The ADF is optional in some countries.



1. ADF Document Cover
2. ADF Paper Tray
3. ADF Paper Support

If any item is missing or damaged, please contact your nearest dealer immediately for a replacement.

# INSTALLATION

## PRECAUTIONS

Keep the machine out of direct sunlight. Direct exposure to the sun or excessive heat may cause damage.

Do not install the Scancofier in a humid or dusty place.

Be sure to use the proper AC power source (see Specifications). The AC power outlet must be accessible at all times.

Place the unit securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.

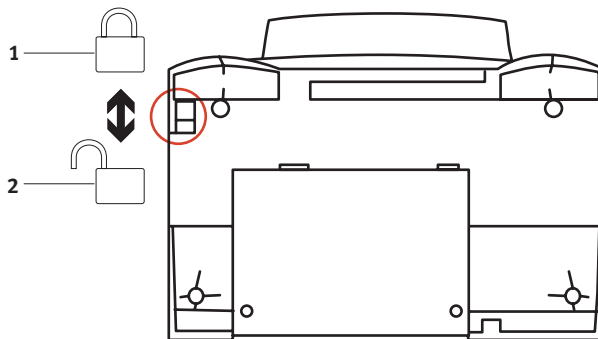
Retain the box and packing materials for shipping purposes.

### CAUTION!

**Do not connect AC power to the S700 until you have unlocked the scanning head, otherwise damage to the Scancofier may result.**

## UNLOCKING THE SCANNING HEAD

To protect the scanning head from damage during shipment, the Scancofier is designed with a lock switch on the underside of the main unit. Therefore, **BEFORE USING, THE MACHINE MUST BE UNLOCKED** by moving the lock switch to the Use position.



1. Shipping (locked) position

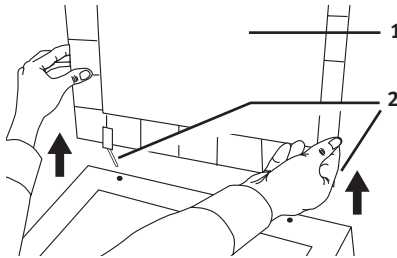
2. Use (unlocked) position

## INSTALLING THE ADF

### CAUTION!

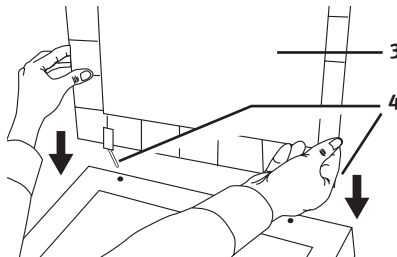
In some countries the ADF is an optional accessory. As such, it can be installed at a later time. If the Scancooper has been used previously, be sure to switch everything off and disconnect AC power from the Scancooper before installing the ADF.

1. Remove the standard Scancooper document cover (1) by opening the cover and lifting the studs (2) from the hinge holes at the rear of the S700.

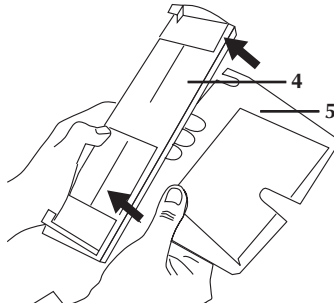


Store the document cover on a flat surface in a safe place.

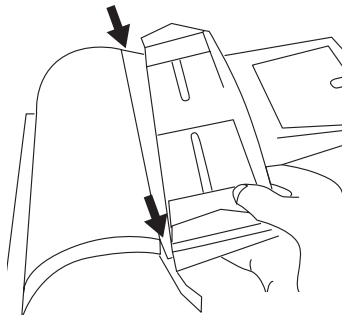
2. Hold the ADF document cover (3) and insert its studs (4) into the hinge holes at the rear of the S700.



3. Insert the notched corners of the ADF Paper Support (5) into the clip joints on the ADF Paper Tray (4).

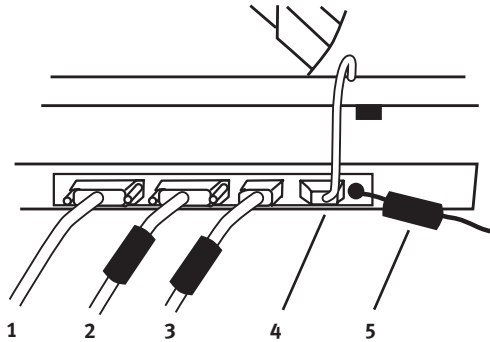


4. Insert the notched corners of the ADF Paper Tray into the clip joints on the ADF document cover.



## CONNECTING THE CABLES

Connect the cables as shown.



1. Parallel printer cable – to parallel data port on printer.
2. Parallel PC cable – to PC parallel port (LPT1). Only required if you also wish to print from your PC. Printing is accomplished normally from your PC via LPT1 (the primary parallel printer port). Data passes through the scanner, unchanged, to the printer. This operation is called “Pass Through Mode.”
3. USB cable – to PC’s USB port. Only required for scanning images into PC. Does not support printing from PC via USB.
4. ADF cable – attached to ADF if you have one.
5. Power cable – to AC power via external power unit provided. Do NOT use any other power unit.

### CAUTION!

**Do not connect AC power to the S700 until you have unlocked the scanning head, otherwise damage to the Scancooper may result.**

## INSTALLING UTILITIES FROM THE CD-ROM

The utilities you need to install depend on how you plan to use your Scancopier:

- ❖ For copying and/or scanning, install both the Printer Profile Utility (so that, if required, you can update the color profiles or firmware) and the TWAIN Utility.

Details of how to use the Printer Profile Utility are given in Appendix A.

The copying function is described in the chapter entitled “Using S700 as a copier”.

The scanning function is described in the chapter entitled “Using S700 as a scanner”.

To operate the S700 at optimum speed, the following minimum requirements are recommended:

IBM compatible PC (Pentium or later);

Microsoft Windows 98/Me, Windows 2000/XP;

One USB port available;

100 Megabytes of available hard disk space for installation;

32 Megabytes of RAM (64 Megabytes or higher recommended);

VGA monitor;

A Microsoft Windows-compatible pointing device (e.g., a mouse);

A CD-ROM drive.

Follow the steps below, omitting step 5(b).

- ❖ For copying, scanning and messaging (scanning to e-mail or fax among other functions), install the Printer Profile Utility, TWAIN Utility and Unimessage Pro Utility.

The Unimessage Pro functions are described in the chapter entitled “Using S700 with Unimessage Pro”.

For minimum system requirements, refer to the Unimessage Pro User's Guide.

Follow the steps below, omitting step 5(a).

1. Start Microsoft Windows.
2. Insert the Utilities and Documentation CD-ROM into your CD-ROM drive.
3. The CD-ROM will autolaunch on most systems. However, if your system does not support autolaunching CD-ROMs, press the Start button, choose RUN, type d:\setup.exe (d: the CD-ROM drive in use), and then click OK.
4. Double click on your language.
5. Carry out either (a) or (b).

**(a) For copying and/or scanning**

Double click on **Install Printer Profile** and follow the on-screen instructions.

(You can uninstall the Printer Profile Utility by selecting Start>Programs>S700 Scancopier Printer Profile Utility and clicking the **Uninstall Utility** icon in the group.)

Double click on **Install TWAIN** and follow the on-screen instructions to complete the driver installation. (You may need to follow the instructions shown on the Add New Hardware Wizard to let Windows identify your new USB device before or after the driver installation.)

(You can uninstall the S700 driver by selecting Start>Programs> S700 and clicking the **Uninstall Driver** icon from S700 group.)

**(b) For copying and/or scanning and messaging**

Double click on **Install Unimessage Pro + TWAIN + Printer Profile** and follow the on-screen instructions, referring to the Unimessage Pro User's Guide for detailed instructions.

6. When you have completed installation, click on the icon in the lower right of the screen to close the installation session.



# USING S700 AS A COPIER

The **Menu** key on the control panel provides access to a wide range of features designed to provide copy functions for a variety of jobs, including:

- ...❖ selection of printer (since the Scancooper can be connected to different printers);
- ...❖ selection of paper size to match the printer's paper supply;
- ...❖ selection of printer paper tray, particularly useful if you have different paper stocks loaded in each tray;
- ...❖ selection of printer output tray (face up or face down);
- ...❖ selection of simplex (single-sided) or duplex (double-sided) printing;
- ...❖ multiple copies;
- ...❖ document enlargement up to 400%;
- ...❖ document reduction down to 25%;
- ...❖ copying of simple text and line art;
- ...❖ copying of photographic images;
- ...❖ copying of complex pages containing mixed text and photos;
- ...❖ output finishing and media selection control;
- ...❖ selection of optional account locking for networked printers installed with Printer Control software.

Of course, the range of features available depends on the installed features in the attached printer. (See the section entitled "Menus and Settings" for full details of the menu options available.)

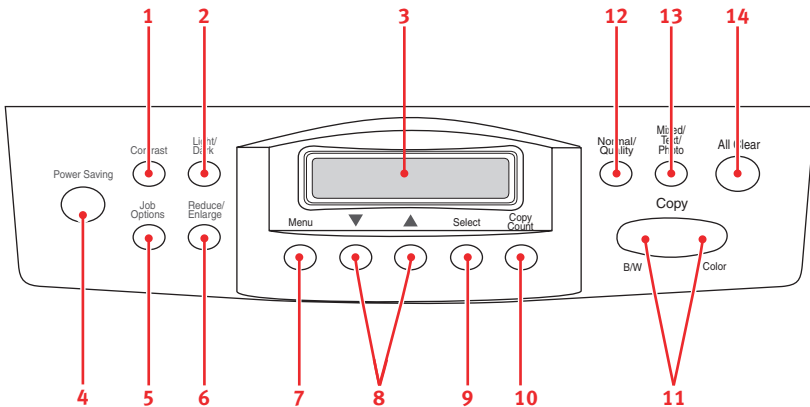
Each time the **Menu** key is pressed, a new function appears in the display window.

Settings for these functions are saved and become the new "user default" settings to avoid having to repeatedly set them. An asterisk (\*) indicates the current user default setting.

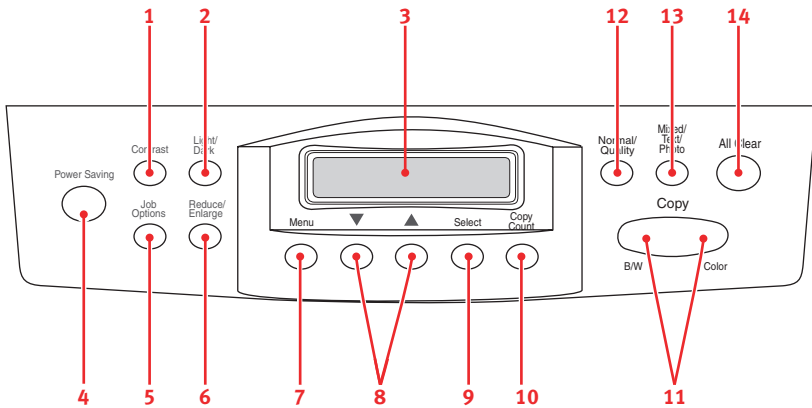
To restore the menu settings to factory defaults, press and hold the **All Clear** key for about 5 seconds.

Other keys on the control panel are used to change some of the settings temporarily for particular copying requirements, and will automatically return to their default settings after about 3 minutes of inactivity.

# THE CONTROL PANEL



- 1. Contrast:** Used to adjust the copied /scanned image contrast. Press (▲) to increase or (▼) to decrease.
- 2. Light/Dark:** Lighten or darken your image. Press (▲) to darken or (▼) to lighten.
- 3. Message Display window:** Displays current settings.
- 4. Power Saving:** Press to enter power saving status.
- 5. Job Options:** Press to select printing paper type, duplex setting (if available on the attached printer), and other settings.
- 6. Reduce/Enlarge:** Reduce or enlarge your original document.  
Press to select the preset ratios: 100%, 115%, 122%, 141%, 200%, 300, 400%, 25%, 50%, and 86%. Choose your desired ratio or adjust the ratio in 1% increments with (▲) or (▼).
- 7. Menu:** Select paper size, printer type, Mirror function, power-saving interval, Duplex, Fit-to-A3, Input Tray, or Output Bin, color balance, depending on available printer features. Changes made here are saved as current default settings.
- 8. ▲/▼:** Step through the range of available settings for the menu item displayed in the Message Display window.



9. **Select:** Press to activate the currently displayed setting in the menus. (An asterisk, “\*”, will appear on screen.)
10. **Copy Count:** Choose the number of copies from 1 to 99. Set the value of the numeric entries with the ▲/▼ keys.
11. **Copy:** Press the appropriate side to start a black and white or color copy. The LED indicator turns green when power is on and flashes during copying.
12. **Normal/Quality:** Select Copy quality: Normal (300 dpi), or Quality (600 dpi).
13. **Mixed/Text/Photo:** Press to optimise for photo, text or mixed copying.
14. **All Clear:** Press to exit the menu system or to clear temporary settings made using the other keys.

## NOTE

Settings made in the menu system (accessed by pressing the Menu key) are saved as current user default settings. Other settings (accessed through the other keys) are used for the next copying job and will be cancelled after the Scancooper has been inactive for about 3 minutes.

## BEFORE MAKING COPIES

Since your Scancooper can be connected to different printers, you have to ensure that it is set for your specific printer.

1. Press the **Menu** key to select “Printer” item. The Message Window displays the current printer setting. If the setting is for your printer, skip to step 4. Otherwise, please follow these steps to change the setting.
2. Press the ▲/▼ keys to select the correct printer.
3. To make this the new user default setting, press **Select** and an asterisk (\*) will appear in the display window.
4. To exit the menu system, press the **All Clear** key.

Your Scancooper supports multiple paper sizes from A4/letter to legal on the flatbed and through the Automatic Document Feeder (ADF).

The machine also supports enlarging a copy (from letter/legal/A4) to larger sizes (such as A3 and Ledger) if the printer supports these sizes.

Check or select the paper size to match your printer’s paper supply to ensure smooth operations:

1. Press the **Menu** key to select “Size” item. The Message Window displays the current paper size setting. If your current paper supply is this size, skip to step 4. Otherwise, please follow these steps to change the setting.
2. Press the ▲/▼ keys to select the correct paper size.
3. To make this the new user default setting, press **Select** and an asterisk (\*) will appear in the display window.
4. To exit the menu system, press the **All Clear** key.

### NOTE

If accurate color matching is especially important, make one copy for comparison with your original. If necessary, color output can be adjusted using the color balance settings described in the section entitled “Color Balance”.

Other items such as double-sided (duplex) printing, stapling and hole punching, can also be selected via the control panel prior to copying. Of course, the available settings will depend on the features available on your printer.

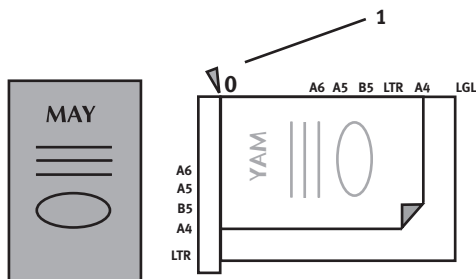
## NOTE

Items selected with the **Menu** key become user default settings. These will be retained for future copying jobs unless you change them back again. To restore all settings to their factory defaults, press and hold the **All Clear** key for about 5 seconds.

## DOCUMENT PLACEMENT

### USING THE DOCUMENT GLASS

Place the document on the glass face (text) down, with the top of the page against the home position mark (1).



### USING THE ADF

The Automatic Document Feeder is an option in some countries.

Standard paper should be fed easily. To prevent occasional paper jams when automatically feeding multi-page documents, fan the paper before loading.

Avoid the following:

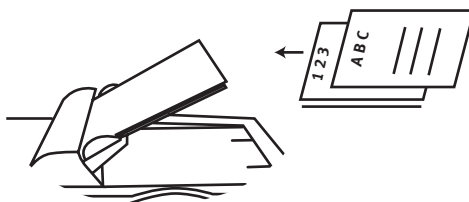
- ❖ Paper with clips or staples attached;

- ❖ Paper with ink not totally dry;
- ❖ Paper of inconsistent thickness, such as envelopes;
- ❖ Paper with wrinkles, curls, folds or tears;
- ❖ Coated paper;
- ❖ Carbonless paper;
- ❖ Paper narrower than 11.4cm (4.5in) or wider than 21.6cm (8.5in); shorter than 14cm (5.5in) or longer than 35.5cm (14in);
- ❖ Paper thinner than 0.05mm (.002in); thicker than 0.15mm (.006in);
- ❖ Items other than paper, such as cloth, metal or OHP film;
- ❖ Notched paper;
- ❖ Paper of an odd (non-rectangular) shape.

Please use the document glass to copy or scan documents that cannot be fed by the ADF.

## LOADING THE ORIGINAL DOCUMENT IN THE ADF

Place your document with the text face up and adjust the paper guides until they are snug against the paper.

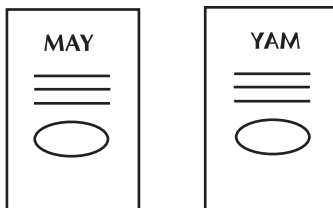


## MAKING SIMPLE COPIES

1. Load your original document.
2. If you wish to make more than one copy, press **Copy Count** once for each additional copy you wish to make, or press (▲)/(▼) to increase or decrease the copy count. The maximum number of copies is 99.
3. Press the appropriate **Copy** key for either Color or Black and White. The display window displays “Copying...”, and the Ready LED flashes. Copying is completed in a few moments.

## MIRROR FUNCTION

This function laterally inverts the copied image to produce a mirror image of the original document.



1. Load your original document.
2. Press **Menu** until the display indicates the current Mirror setting.
3. Press (▲) or (▼) to turn the mirror function on.
4. Press **Select** to activate this setting.
5. Press **All Clear** to exit the menu system.
6. Press **Copy** to start copying.

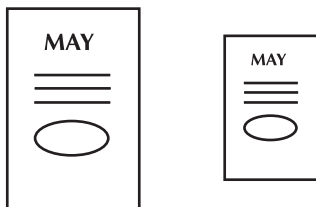
### NOTE

Remember to go back into the menu and turn the mirror function off again if you do not want future copies printed as mirror images.



## ENLARGING OR REDUCING YOUR ORIGINAL

Like most copiers, the S700 also features an auto enlargement/reduction function to resize your original.



1. Load your original document.
2. Press **Reduce/Enlarge**.
3. Continue pressing **Reduce/Enlarge** to select one of the preset enlargement or reduction ratios, or press (▲)/(▼) to adjust in 1% increments. A combination of these methods can be used to quickly select any required ratio from 25% to 400%.
4. Press the **Copy** key (color or black and white) to begin copying.

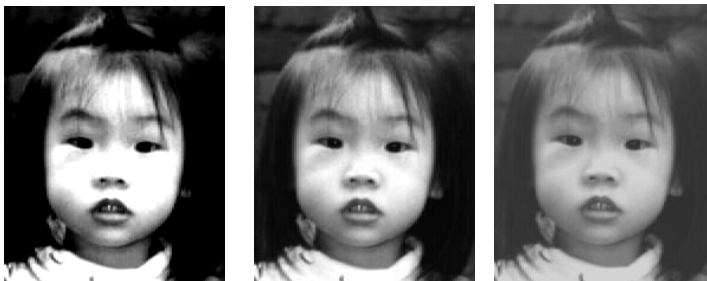
## CHANGING COPY DENSITY

Copy density refers to the level of darkness in your copies. Use this feature to compensate for an unsatisfactory original.

1. Load your original document.
2. Repeatedly press **Light/Dark** to select one of the preset levels, or press ▲/▼ to increase/decrease the level.
3. Press **Copy** to begin copying.

## CHANGING CONTRAST

Contrast refers to the range between the darkest and lightest portions of the image. The greater the contrast, the larger the difference between the lighter and darker shades in the image. Use this option to increase or decrease contrast.



1. Load your original document.
2. Repeatedly press **Contrast** to select one of the preset levels, or press the (▲)/(▼) to increase/decrease the level.
3. Press **Copy** to begin copying.

## ENHANCING COPY QUALITY

The Scancooper provides a *Quality Mode* option to improve your copy quality. This is particularly useful when the original contains a photograph. Quality Mode reveals more image (photo) detail using a higher resolution.

### NOTE

Copies made using Quality Mode take longer to scan and print than copies made in Normal Mode.

1. Load your original document.
2. Press the **Normal/Quality** key to switch between Normal mode and Quality mode.
3. Press **Copy** to begin copying.

## MIXED/TEXT/PHOTO

The Scancooper can be set to optimise copy operation based on the content of the original. This function is used to select the type of original document you wish to copy.

- ❖ **Text** — Use for documents which contain all text and/or simple line art.
- ❖ **Photo** — Use for documents which contain mainly photo images or other graphics containing shades of gray or graduated colors.
- ❖ **Mixed** — Use for documents which contain photo images and text to obtain the best compromise.

1. Load your original document.
2. Repeatedly press **Mixed/Text/Photo** to select your preferred setting.
3. Press **Copy** to begin copying.

## MAKING COPIES OF A 3D OBJECT

The Scancooper significantly improves copy reproduction of 3D objects compared to most standard copiers.



1. Place your 3D object on the document glass. Be careful not to close the cover too fast or too heavily.
2. Press **Normal/Quality** to select Quality Mode.
3. Press **Copy** to begin copying.

## AUTOMATIC POWER SAVING

Your Scancofier features automatic power saving after periods of inactivity of 15 minutes, 2 hours, or 4 hours. To “wake up” the machine, simply press any control panel button. This feature can also be turned off if you prefer.

1. Press the **Menu** key repeatedly to select “Sleep”.
2. Press the **▲/▼** keys to select your preferred delay time.
3. Press **Select** to confirm your choice.
4. Press **All Clear** to exit the menu system.

## COLOR BALANCE

This function provides calibration of the output color to the installed printer, to obtain the best color match to the original.

1. Repeatedly press **Menu** until the display shows, “Color Balance Adj.”
2. Press **Select** to display one of three color channels (Color R, G, B).
3. Press **▲/▼** to choose the desired channel, and press **Select**.
4. Press **▲/▼** to set a number from -10 to +10.
5. Press **Select** to save the updated color balance settings.

# USING S700 AS A SCANNER

## NOTE

When printing scanned images from your computer, the printed output may not look exactly the same as the pages copied directly using the Scancooper copying function. Printed output from your computer depends very much on the software used.

1. Open your scanning application.
2. Pull down the File menu and choose **Select Source**.

If the Select Source command is not available on the File menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.




3. Select S700 Scancooper.

You need to select the source only once, unless you want to choose another scanner.

4. Place the document to be scanned in the ADF or on the flatbed glass platen.
5. Pull down the File menu and choose **Acquire**.

A dialog box containing scanning features appears.



6. Select the scanning method you want to use on the Scan Method drop-down menu. 
7. Select the mode you want to use for your scans on the Image Type drop-down menu. 
8. Select a scanning resolution on the Resolution drop-down menu. 
9. Select the settings for the scanning features (e.g., Sharpen, Descreen, etc.) that you want to use.
10. Click on the **Preview** or **Scan** button to preview or scan your document(s).

More details of the above steps follow.

# USER INTERFACE

## SCAN METHOD



Select how you want to scan on the **Scan Method** drop-down menu.

- ⋮ **Simplex/One-page** — use this setting if you are using the automatic document feeder (ADF) to scan a single-page document at a time.
- ⋮ **Simplex /Multi-page** — use this setting if you are using the automatic document feeder (ADF) to scan batches of single-page documents or multi-page documents at a time.
- ⋮ **Flatbed** — use this setting if you are using the flatbed to scan one page at a time.

## SELECTING A PROPER IMAGE TYPE



Select the most appropriate image type depending on your application.

### LINE ART (BLACK AND WHITE)

Line Art presents the image in black and white only and there are no intermediate shades of gray in between. This means each pixel of the image is 100% black or 100% white. Line art is the best choice of image type if you want to scan text, pen or ink drawing. Since only 1-bit of black or white information is required for each **pixel\***, the disk space required for saving line art images is only about 1/24 of that required to save 24-bit true color images.

\*Pixel: A combination of two words: picture and element, a pixel is a single dot on a computer display or in a digital image.

### HALFTONE

In addition to the black and white display, Halftone simulates greyscale by using different sizes of dots. When viewed at a distance,

the image looks like a gray image yet it consumes much less disk space. Newspapers generally use halftone images. Since halftone is a type of black and white image, the disk space required is 1/24 of that required to save a 24-bit true color image.

## **8-BIT GRAY**

A single-channel image consists of at least 256 shades of gray. An 8-bit scanner produces a greyscale image with 1024 shades of gray between pure black and pure white. Choose this option if you are scanning black and white photographs.

With 8 bits of color information per pixel, the file size of an image is eight times larger than a black and white image and 1/3 the size of a 24-Bit Color image.

## **8-BIT COLOR**

An 8-Bit Color image provides 256 color hues in the image. The file size of a 256 color image is 1/3 the size of a 24-Bit Color image. Slight banding will be visible in areas which contain graduated color.

## **24-BIT COLOR**

A 24-Bit Color image consists of three 8-bit color channels. The red, green, and blue channels are mixed together to create a combination of one billion colors which give a more true-to-life quality to the image. Choose 24-Bit Color if you are scanning color photos.



## DETERMINING YOUR RESOLUTION



Proper control of the resolution obtains satisfactory detail of scanned images. Resolution is measured by dots per inch (dpi). Normally, the higher the resolution the larger the image file size will be, but at higher quality.

Greater resolution requires more time, memory and disk space. There is a limit beyond which the resolution will not produce much visual improvement, but will make your files more unmanageable.



Resolution: Left = 50 dpi



Right = 100 dpi

An A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution is recommended only for a small area at True Color mode.

The following table offers a suggestion to help you choose an appropriate resolution.

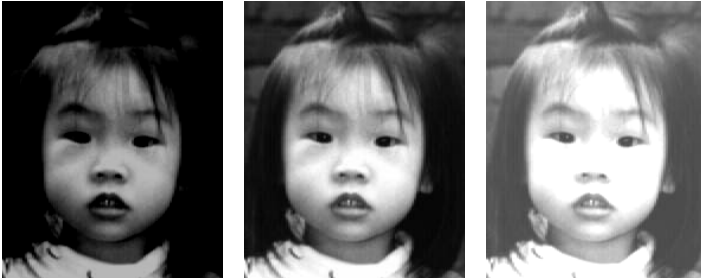
<b>IMAGE TYPE</b>	<b>RESOLUTION (DPI)</b>
Line Art	200
Color Picture	100
OCR*	300

\***OCR:** Stands for **O**ptical **C**haracter **R**ecognition, the process to convert an image to a text format.

## ENHANCING YOUR IMAGE

### BRIGHTNESS

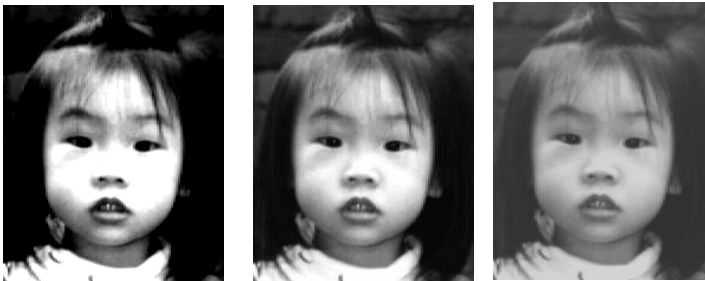
Adjusts the lightness or darkness of an image. The higher the value, the brighter the image.



### CONTRAST

Adjusts the range between the darkest and the lightest shades in the image.

The higher the contrast, the larger the difference between different shades of gray.



### INVERT IMAGE

The invert command reverses the brightness and the color in the image, producing a negative image. For color images,

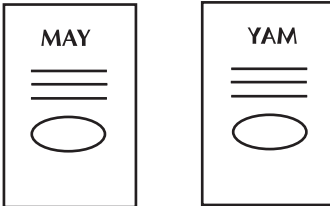


each pixel will be changed into its complementary color with the Invert command.



### MIRROR

Click on the **Mirror** button to reverse the image (create a mirror image).



### PREVIEW AUTO-AREA

Clicking on the **Preview Auto-Area** button automatically crops the preview scan area to the previewed document. This will then be the cropping area for all of the scanned documents.



### PAPER SIZE

Select a size on the **Paper Size** list of frequently used scan sizes, or your current scan area to perform an immediate selection of your scan size.



## UNITS

The **Units** button indicates the measuring system that is in use (inch, cm, or Pixel) (See **Width** and **Height**).



## DESCREEN

Click on the **Descreeen** button to access a drop-down menu that allows you to specify the type of document you are scanning in order to eliminate the moiré pattern\* commonly found in printed matter. You can specify *Newspaper*, *Magazine*, or *Catalog*.



\*Moiré pattern—an undesirable pattern resulting from the incorrect screen angle of the overprinting halftone.

## SHARPEN

Click on the **Sharpen** button to access a drop-down menu that allows you to specify a level to sharpen the scanned image. You can specify a Sharpen setting of *Light*, *More*, *Heavy*, or *Extra Heavy*.



## COLOR ADJUSTMENT

Click on the **Color Adjustment** button to enable the button for the **Hue**, **Saturation**, and **Lightness** feature. Note that the **Advanced Settings** button must be enabled in order to use this feature.



## AUTO LEVEL

Click on the **Auto Level** button to add shadow to reveal more detail in an image.



## ADVANCED SETTINGS

Click on the **Advanced Settings** button to view the advanced settings buttons for Highlight / Shadow, Curves, Color Balance, Hue / Saturation / Lightness, Color Drop-out, and Custom Settings (six buttons on the right side of the TWAIN dialog box).



### Highlight / Shadow

This feature is available when 8-Bit Gray, 8-Bit Color, or 24-Bit Color is selected on the **Image Type** drop-down menu. Highlight refers to the lightest point in a scanned image; shadow refers to the darkest point.

Click on the **Highlight / Shadow** button to access the Highlight / Shadow Levels dialog box. You can type values in the text boxes or you can place the mouse cursor over the line, click the right mouse button, and drag the line to specify the values you want.



Use the **Highlight** and **Shadow** settings together to extend the range of color and reveal more detail in a color image.

### Curves

When you select the **Curves** button, a dialog box appears that allows you to adjust the midtone of the image without losing detail in the lightest and darkest areas.



Select the **Curve** or **Line** button, depending on whether you want a curved or an angled setting. Place the mouse cursor over the line, click the right mouse button, and drag the line to set the curve you want.

## Color Balance

When you select the **Color Balance** button, a dialog box appears that allows you to adjust the color of the image so that it comes close to that of the original.



The default parameters are used to adjust the image. You can type values in the Color Levels text boxes or you can drag the sliding arrow under the color.

## Hue / Saturation / Lightness

Click on this button to adjust the hue, saturation, and lightness of an image. This button is enabled when the **Color Adjustment** button is selected. You can type values in the text boxes or you can drag the sliding arrow under the each item.



**Hue**—specify a value in the **Hue** box to adjust the hue up to 360°.

Note that the level of intensity of a color simultaneously changes when the hue adjustment is made.

**Saturation**—specify a value in the **Saturation** box to adjust the saturation level of the color. The level of saturation indicates whether the color is pale or rich.

**Lightness**—specify a value in the **Lightness** box to adjust the color strength.

## NOTE

These options are available only when the Color Adjustment button is enabled.

## Color drop-out

This feature is available when Black and White, Halftone, or 8-Bit Gray is selected on the **Image Type** drop-down menu. Click on the **Color Drop-out** button to access a dialog box that allows you to choose to remove the R (Red), G (Green), or B (Blue) color channel while scanning.



For example, if your image contains red text or a red background, choose **R channel** (red) to remove the red text or red background.

This feature is applicable only for black and white and greyscale images.

Make sure that you have selected a black and white or greyscale image type (on the **Image Type** drop-down menu) when you use this option.

Increasing the brightness after removing one of the color channels will make the image clearer.

## CUSTOM SETTINGS

Click on the Custom Settings button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.



### Scan settings

The Scan Settings tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.

### Saving a scan settings file

Type a name for your settings in the **File Name** text box and click on the **Save** button. Your settings will be saved and the file name will appear in the list box.

### Using a scan settings file

You can use an existing settings file. Right-click on the file name for the settings you want to use and click on the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

### Deleting a scan settings file

Right-click on a file name and press the **Delete** button on the computer keyboard to delete the file.

## Configuration settings

The Configuration Settings tab allows you to customize some special settings.

**Energy Saving Mode**—check the **Enable** box to enable energy saving. You can specify a time delay in the **Minutes** box. Click on the **Apply** button to save the changes.

**Hint Setting**—check the **Show Hints** box if you want flags that show the name of the item to appear when you place the mouse cursor on an item in the dialog box. Click on the **Apply** button to save the changes.

## MISCELLANEOUS

**Width:** Shows the current image width.

**Height:** Shows the current image height.

**Size:** Shows the current file size of the scanned image.

### Lock scale

Click on this button to fix the output width and height despite the selected scan size.



The scale value automatically changes when you apply this option and simultaneously resizes the selected area.

### Information

Click on the Information button to access a window that gives you information about the scanner and driver.



**Preview:** Click on the **Preview** button to scan a document so you can review the scanned image. This allows you to specify an area to be scanned and any scanning feature settings to be used for future scans. When a scanning feature is changed and applied, the Preview image is updated for a real-time view of the change.

You can define the area to be scanned by dragging the cursor lines with the mouse.

**Zoom view:** Click on the **Zoom view** button to preview a selected area.



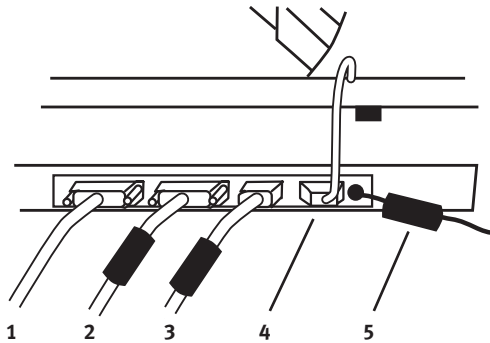
**Scan:** Click on the **Scan** button to scan the area with the specified parameters.

You can define the area to be scanned by dragging the cursor lines with the mouse.

**Exit:** Click on the **Exit** button to cancel the current job.

## PRINTING VIA THE SCANCOPIER

The following illustration shows all cable connections, although you may not use all of them depending on how you use the Scancooper.



1. Printer cable (to parallel data port on printer).
2. Parallel cable (to PC parallel port) allows you to print from your PC if required.
3. USB cable (to PC USB port) for scanning images into your PC.
4. ADF cable (if you have an ADF).
5. Power cable (to AC power outlet).

Printing from your PC is carried out via cables (2) and (1). Data passes from your PC through the Scancooper, unchanged, to the printer. It is not possible to use the USB cable (3) for printing. This cable is used only for scanning images into the PC.

### CAUTION!

**Attempting to scan and print at the same time will produce unpredictable results as a mixture of print and scanned image data will be sent to the printer at the same time.**

# USING S700 WITH UNIMESSAGE PRO

When you start Unimessage Pro, the Welcome window is displayed.

A brief summary of the Unimessage Pro functions available from the Unimessage Pro Welcome window is as follows:

- ...❖ Use the Unimessage Pro message editor so that you can create a message and send it.
- ...❖ Access the list of folders within Unimessage Pro so that you can check on the progress of messages, examine the lists of received, transmitted and filed messages, and print these lists or individual messages.
- ...❖ Access the Unimessage Pro Scan Multiple dialog from where you can scan once or many times from the S700 scanner then compile the scanned images into a document before clicking the Save As button to store the compiled scanned image in a Windows Explorer folder of your choice.
- ...❖ Scan a document or image using the S700 scanner then automatically attach it to a new MAPI e-mail message, if you have a MAPI e-mail application (such as Outlook) installed.
- ...❖ Scan a document or image using the S700 scanner then automatically attach it to a new Unimessage Pro message that can then be sent to a fax number.
- ...❖ Scan documents or images from the S700 scanner into your PC.
- ...❖ Access the Unimessage Pro Find dialog where you can search your personal Unimessage Pro folders for filed items.
- ...❖ Access Unimessage Pro on-line help.

For full details on how to use Unimessage Pro with the S700 Scancopier, please refer to the Unimessage Pro User's Guide and on-line help files.

# MENUS AND SETTINGS

This section describes the menu functions accessed via the Scancopier's operator panel.

## MENU KEY

Settings changed in this menu are saved and become the new “user default” settings. Use the **Menu** key to advance through the items, and the **▲/▼** keys to change their settings. Press the **Select** key to activate the currently displayed setting. An asterisk (\*) indicates the current active setting.

In the following table **bold type** is used to indicate factory default settings. To restore all settings to their factory defaults, press and hold the **All Clear** key for about 5 seconds.

Item	Setting	Explanation
Size	<b>A4*</b> , <b>Letter*</b> , Legal	Selects the scan area. *Default setting is <b>A4</b> in Europe, and <b>Letter</b> in other territories.
Media	<b>Plain Paper</b> , Ultra Heavy, Transparency	Selects the type of media to be printed on.
Input Tray	<b>Auto</b> , MP	Selects the printer feed tray, which depends on your printer.
Duplex	<b>Off</b> , ShortEg, LongEg	Selects single-sided (Off) or two-sided copying (from single-sided originals).
Collate	<b>On</b> , Off	
Staple	<b>Off</b> , On	Selects output stapling if the printer supports this feature.
Punch	<b>Off</b> , Top Edge, Left Edge	Selects output hole punching if the printer supports this feature. (See note with “Output” setting below.)
Output	<b>Prt/F-Dn</b> , Prt/F-Up, Fin/F-Up, Fin/F-Dn	Selects output stacking tray if the printer supports this feature. Select <b>Fin/F-Dn</b> if you want to use the Staple function.
Mirror	<b>Off</b> , On	Off for normal copying, On for mirror image.
Printer	Printer Name	Set to show currently attached printer model.

Item	Setting	Explanation
Fit to A3	<b>Off</b> , On	Adjusts magnification to fit A3 paper if printer supports this size.
Sleep	<b>15Min Aft</b> , 2HR After, 4H After, Off	Idle time before Scancooper switches into power saving. Press any key to wake up.
Photo/Text/Mixed	Photo, Text, <b>Mixed</b>	Selects scanning mode to suit type of original.
Normal/Quality	<b>Normal mode</b> , Quality mode	Selects normal or high resolution.
Contrast	1~ <b>3</b> ~5	Graphical bar display, selects contrast adjustment.
Light/Dark	1~ <b>4</b> ~7	Graphical bar display, selects brightness adjustment.
Color Balance Adj	Press <b>Select</b> to adjust (see section entitled Color Balance)	Used to adjust color balance of scanned image.
Ratio	25 / 50 / 86 / <b>100</b> / 115 / 122 / 141 / 200 / 300 / 400	Reduction or enlargement ratio. (Use 141% for A5 to A4.)

## JOB OPTIONS KEY

This key is used to change settings for the next copying job. Press the **Job Options** key to advance through the items, and the **▲/▼** keys to change their settings. Pressing **Select** is not required, since these values are not saved.

The default values for each item are those chosen in the Menu key table above. Values changed with this key will revert to their default settings after about 3 minutes of inactivity.

Press **All Clear** to reset all temporary settings back to their user default values (those defined using the **Menu** key) immediately.

Press and hold **All Clear** to reset all settings back to their factory defaults.

Item	Settings	Explanation
Media	<b>Plain Paper</b> , Ultra Heavy, Transparency	Selects the type of media to be printed on.
Duplex	<b>Off</b> , ShortEg, LongEg	Selects single-sided (Off) or double-sided copying (from single-sided originals).
Input Tray	<b>Auto</b> , MP	Selects the printer feed tray.
Output	<b>Prt/F-Dn</b> , Prt/F-Up, Fin/F-Up, Fin/F-Dn	Selects output stacking tray if the printer supports this feature.
Collate	<b>On</b> , Off	
Fit to A3	<b>Off</b> , On	Adjusts magnification to fit A3 paper if printer supports this size.
Punch	<b>Off</b> , Top Edge, Left Edge	Selects output hole punching if the printer supports this feature.
Staple	<b>Off</b> , On	Selects output stapling if the printer supports this feature.

## REDUCE/ENLARGE KEY

This key is used to set the ratio for scanned image reduction or enlargement.

Press the **Reduce/Enlarge** key repeatedly to cycle through the available preset options (as described for the **Menu** key above), and the **▲/▼** keys to adjust in 1% increments to achieve any value from 25% to 400%.

Use other keys to set any other options you wish prior to copying, and then press **Copy** (either Color or B/W) to begin copying.

Pressing **All Clear** reverts immediately to the default value set with the **Menu** key.

## CONTRAST KEY

This key is used to set the level of contrast (distinction between light and dark areas) of the scanned image.

Press Contrast repeatedly to set the required level on a bar-type graphical display. You can also use the **▲/▼** keys to adjust the level.

## LIGHT/DARK KEY

This key is used to set the level of brightness of the scanned image. If your original contains faint images which do not copy well, use this key to set the image to a darker level. If your original is on colored paper, use this key to set the image to a lighter level.

Press **Light/Dark** repeatedly to set the required level on a bar-type graphical display. You can also use the **▲/▼** keys to adjust the level.

Some originals which may be difficult to copy can often be improved considerably with careful use of the **Light/Dark** key and the **Contrast** key. Some experimentation may be required to achieve the best results possible.

## NORMAL/QUALITY KEY

This key is used to select normal copying resolution (300dpi) or high quality (600dpi). Normal is perfectly adequate for most general document copying. This mode is faster and uses less memory. Some documents, however, require high resolution scanning. These are typically photographs, documents with very small print or very thin lines and three dimensional objects.

Press the **Normal/Quality** key to alternate between Normal and Quality scanning modes.

## MIXED/TEXT/PHOTO KEY

Different scanner settings are required to achieve the best results for scanning text from those required for scanning photographs. If your document contains both types of image, use the Mixed setting and let the Scancopier make its own adjustments to achieve the best compromise. Otherwise select the most appropriate setting for the document you wish to copy.

Press the **Mixed/Text/Photo** key to cycle through the three choices.

## COPY COUNT KEY

If you want to make multiple copies of the same document press the **Copy Count** key to increment the number of copies required. You can also change this value using the ▲/▼ keys.



## ALL CLEAR KEY

As mentioned previously, settings changed using the **Menu** key and activated using the **Select** key are saved into the Scancooper's memory. They remain after power is turned off, and become the user default settings.

Settings changed with the other keys are temporary, intended to affect the next copying job. These will revert to their default settings automatically after the Scancooper has been idle for about 3 minutes.

- ⋮ Press the **All Clear** key to cause all temporary settings to immediately revert back to their user defaults.
- ⋮ Press and hold the **All Clear** key for about 5 seconds to cause all settings to revert back to their factory defaults.

# MAINTENANCE

## CLEANING THE DOCUMENT GLASS

The Scancooper is designed to be maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

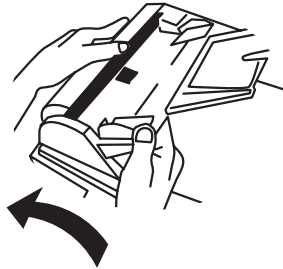
1. Open the document cover.
2. Moisten a soft clean cloth with isopropyl alcohol (purity at least 99.5%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove any dust or toner particles.
4. Close the document cover.

## CLEANING THE ADF

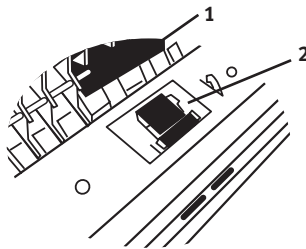
Disregard this section if you do not have an ADF.

From time to time, the pad assembly and feeding rollers of the ADF may become contaminated with ink, toner particles or paper dust. In this event, the ADF may not feed documents smoothly. If this occurs, follow the cleaning procedure below.

1. Moisten a cotton swab with a non-corrosive solvent such as isopropyl alcohol (purity at least 99.5%).
2. Carefully open the ADF front cover.



3. Wipe the feeding rollers (1) by moving the swab from side to side. Rotate the rollers forward with your finger and repeat wiping until the rollers are clean. Be careful not to snag or damage the ADF pad (2) springs.



4. Wipe the ADF pad (2) from top to bottom, being careful not to hook the springs.
5. Close the ADF front cover.

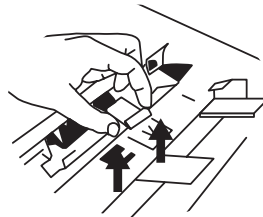
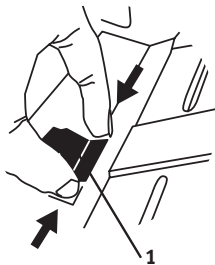
## REPLACING THE ADF SNAP-IN PAD MODULE

After approximately 20,000 pages have been fed through the ADF, the ADF pad may be worn out, and you may experience problems with document feeding. In this case, it is recommended that you replace the pad module with a new one. To order a new pad module, contact your Oki dealer.

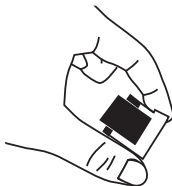
1. Carefully open the ADF front cover.



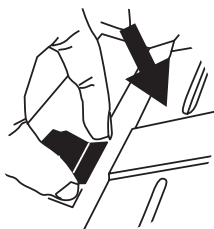
2. Press both arms of the ADF snap-in pad module (1) inward with two fingers and pull out the module.



3. Remove the new ADF pad module from its box.
4. Press both arms of the ADF snap-in pad module inward with two fingers.



5. Place the ADF snap-in pad module into the hole until it snaps into place.



# CLEARING A PAPER JAM

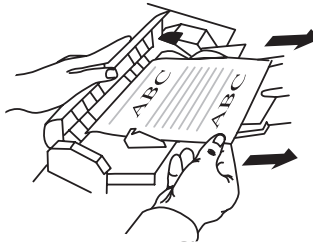
Disregard this section if you do not have an ADF.

In the event of a paper jam in the ADF, follow the procedure below to clear the jam.

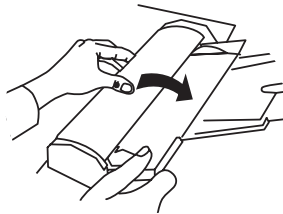
1. Turn the Scancooper off by disconnecting the power cable.
2. Carefully open the ADF front cover.



3. Slowly pull the paper out of the ADF unit.



4. Close the ADF front cover.



5. Turn on the Scancooper by reconnecting the power cable.

# SPECIFICATIONS

## S700 SPECIFICATION

Optical Resolution	600x600dpi
Enhanced Resolution	9600x9600dpi
Copy Area Max.	21.6 x 35.5cm (8.5 x 14.0 in) (Legal size)
Copy Features	Zooming from 25%~400%
Scan Interface	USB
Printer Interface	IEEE 1284, ECP/SPP
Power Source	24V DC
Power Consumption	< 20 W
Physical Dimensions	47.6 x 35.6 x 9.1cm (18.7 x 3.6 x 14in)
Weight	4.3 kg (9.5lb.)

## ADF SPECIFICATION

Speed	10 pages per minute (mono)
Paper tray capacity	25 pages (80 g/m <sup>2</sup> )
Document size	Max: 21.6 x 35.5cm (8.5 x 14in) (Legal size) Min: 11.4 x 14cm (4.5 x 5.5in)
Document thickness	0.05 - 0.15mm (0.002 - 0.006in)
Physical Dimensions	44.7 x 20.1 x 8.8cm (17.6 x 7.9 x 3.5in)
Weight	1.4kg (3.1lb.)

# APPENDIX A - PRINTER PROFILE UTILITY

When you take delivery of your S700 Scancooper it is already loaded with the correct range of Printer Profiles and firmware and you should therefore not normally require to use the Printer Profile Utility. However, in the unlikely event that you require to update either the printer profiles or the firmware, you can use the Printer Profile Utility to do this.

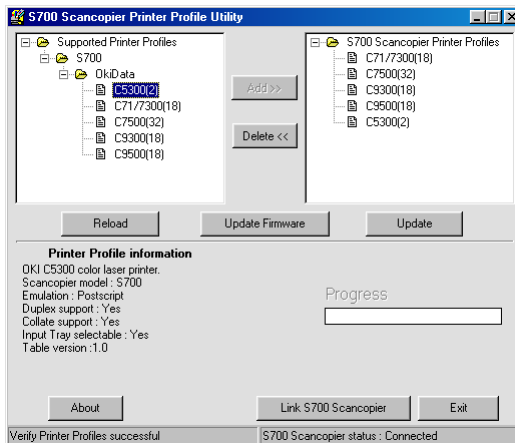
If the USB cable supplied with your Scancooper is not already connected between your PC and Scancooper, switch off both devices, connect the USB cable between them and switch on both devices again.

## PRINTER PROFILE UPDATE

### NOTE

The default folder associated with the Printer Profile Utility is C:\Program Files\S700 Scancooper Printer Profile Utility\Supported Printer Profiles\S700\Okidata\.

1. Use Start>Programs>S700 Scancooper Printer Profile Utility>**S700 Scancooper Printer Profile Utility** to show the Scancooper printer Profile Utility window (example below).





2. In the left hand pane, select the required printer then click the **Add** button to insert it into the right hand pane.

### NOTE

If you attempt to load more than 6 printer profiles to the S700 an error message appears. If this happens, click **OK** on the error message dialog box then select a printer you no longer require in the right hand pane and click the **Delete** button to remove it and free space, before repeating Step 2.

3. Select the new printer you have just transferred to the right hand side and click the **Update** button to download the profile to the Scancofier.
4. When the progress bar indicates 100% you have successfully downloaded the profile to the Scancofier.
5. On the S700 control panel, press the **Menu** button repeatedly until **Printer Select** is visible on the LCD panel. Use the **▲/▼** keys until your new printer is visible and then press the **Select** button.

## FIRMWARE UPDATE

To load new firmware into the Scancofier, carry out the following.

1. Download the new firmware directly to the S700 Printer Profile Utility folder.
2. Click the **Update Firmware** button on the Printer Profile Utility screen, browsing if necessary to the required file.
3. Check that the new firmware has loaded successfully by inspecting the firmware version on the Scancofier LCD display. You can access this by pressing the **Select** key repeatedly and then the **All Clear** key.

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# LIMITED WARRANTY: UNITED STATES AND CANADA

Oki Data Americas, Inc. (Oki Data) warrants this product to be free from defect in material and workmanship and will remedy any such defect according to the terms of this *Limited Warranty*.

Oki Data will repair (or at its discretion, replace) at no charge, any defective part(s) of the product for one (1) year from the date of purchase. This *Limited Warranty* extends to the original purchaser only.

To make request or claim for service under this Limited Warranty the original purchaser has the option to implement the overnight exchange procedure (U.S. and Canada only; see Overnight Exchange) or return the Oki Data product, shipping prepaid, in the original shipping container or equivalent, to Oki Data and assume the risk of loss or damage in transit. A written receipt for the product, showing the date of purchase, dealer's name, and item purchased must accompany any request or claim for work to be performed under this *Limited Warranty*.

This *Limited Warranty* shall not apply if the product has been damaged due to abuse, misuse, misapplication, accident, or as a result of service or modification by any other than an authorized Oki Data service center.

THERE ARE NO EXPRESS WARRANTIES OTHER THAN THOSE ON THE FACE HEREOF AND DESCRIBED ABOVE. NO WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL EXTEND BEYOND THE RESPECTIVE WARRANTY PERIOD DESCRIBED ABOVE OF ONE (1) YEAR. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

OKI DATA SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS ARISING FROM THE USE OF THIS PRODUCT. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you.

Additional information on obtaining service under this *Limited Warranty* is available by contacting the Oki Data dealer from whom the product was purchased, by contacting Oki Data directly at 1-800-OKI-DATA (U.S. and Canada, English only) or at 1-856-222-5276 (Spanish only), or by contacting one of the service locations listed later.

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

# **OVERNIGHT EXCHANGE: UNITED STATES AND CANADA**

If you choose to use our Overnight Exchange service, call 1-800-OKI-DATA: our trained personnel will try to solve your problem over the phone. If they determine that your product is defective, an exchange product will be shipped to you via air express. Have your credit card available, as our representative will be asking for this information. You will receive the exchange product the next business day — or no later than the second business day.

Return the original product to Oki Data by using the same packaging materials you received with the exchange product. The product to be returned must be made available for pickup by Oki Data's representative within 2 business days of your receipt of the exchange product: failure to do so may result in your being charged the full price of the exchange unit.

When Overnight Exchange is used, the returned machine becomes the property of Oki Data. Exchange machines may be new or repaired, at the sole discretion of Oki Data: the exchange product becomes the property of the customer when the returned product has been picked up by Oki Data's designated carrier. The exchange product will be warranted for thirty (30) days or the remaining warranty period of the returned product, whichever is longer.

For the most up-to-date listing of Oki Data authorized Service Centers, call:

1-800-OKI-DATA (1-800-654-3282).

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## S700 SCANCOPIER

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