

**IMAGE PROCESSING  
SOFTWARE**

## *IPS Touch Screen*



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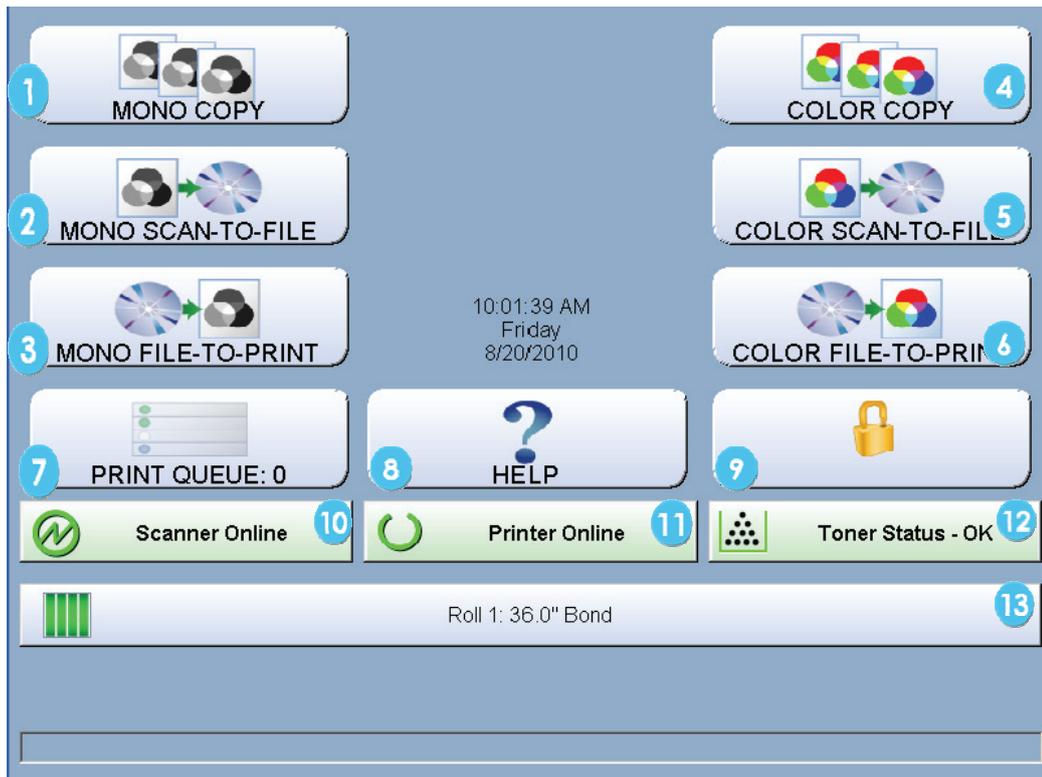
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Home Screen



No.	Name	Function
1	Mono Copy	This button directs the user to the mono Copy screen
2	Mono Scan to File	This button directs the user to the mono Scan screen
3	Mono File to Print	This button directs the user to the mono Print screen
4	Color Copy	This button directs the user to the Color Copy screen
5	Color Scan to File	This button directs the user to the Color Scan screen
6	Color File to Print	This button directs the user to the Color Print screen
7	Print Queue	This button opens the Job Queue screen
8	Help	This button directs the user to the Help/information screen
9	Log in	This button directs the user to the main login screen
10	Scanner Online	Indicates current scanner status
11	Printer online	Indicates current printer status
12	Toner Status	Indicates current toner status
13	Roll Information	Displays size, type, and amount remaining of media



## User Login/Quick Search

Administrators have the ability to require users to log in to the system in order to use it. It is possible to make all or just specific fields required. An integrated search feature within the 7.0 IPS software allows operators to quickly drill down to the information they need right at the touchscreen interface! By selecting the search button below any of the accounting fields on the IPS touchscreen, operators may instantly search for a specific name, job number or project description to immediately resume wide format document productivity.

Requester:	Distribution:	Description:
George	1950	Digital
John	1960	KC3
Keith	1970	Marketing
Mick	1980	RD
Paul	1990	Sales
Ringo	2000	
admin	2010	
kip		

Page 1 of 1 Total: 8      Page 1 of 1 Total: 7      Page 1 of 1 Total: 5

Search      Search      Search

OK  
Clear

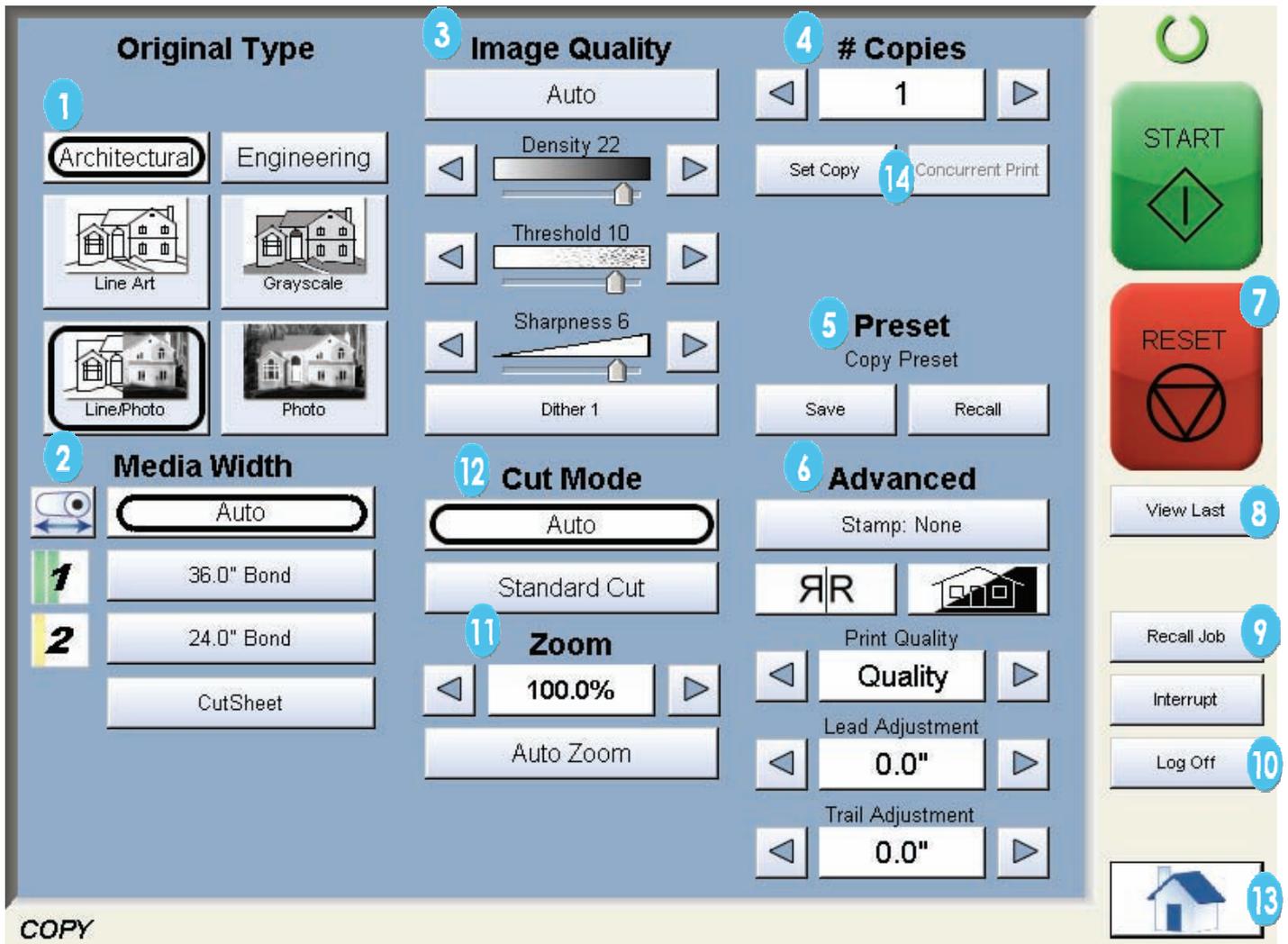


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IPS Touch Screen

Copy Mode Monochrome

### Main Screen



Note: Depending on the model purchased, your screens may have 1, 2 or 4 roll selections and the model number may be different. This does not change the overall operation of the Digital Copy/Scan/Print System.

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No.	Name	Function
1	Original Type	User Selects the type of original to copy. Also select Eng/Arch Modes here. (Color Copy is selected here if enabled)
2	Media Width	Displays Media type and quantity installed. Includes Cut Sheet Functions and Media Selection
3	Image Quality	Select Auto or Manual Image adjustments
4	Copy Count	Select the quantity of prints and sets designation.
5	Presets	Allows for the saving of settings as individual presets or as the default setting
6	Advanced Settings	Invert , mirror, stamps, folds, and edge adjustments preformed / displayed in this button (sub screen)
7	Reset	Clears the image buffer and resets the system to default settings.
8	View Last	The last scan / job can be viewed
9	Recall/Edit Job	Images can be recalled and edited from the last job for reprint. Please note that a time limit may be set to recall or this feature may be disabled by the administrator to prevent any unauthorized copies.
10	Log Off	Displayed if Accounting enabled to Log off current user
11	Zoom	Manual and automatic zoom ratios set.
12	Cut Mode	Sets the length of the copy
13	Home	Returns to the Home screen
14	Set Options	Choose from Copy, Set Copy and Set Copy Concurrent Print

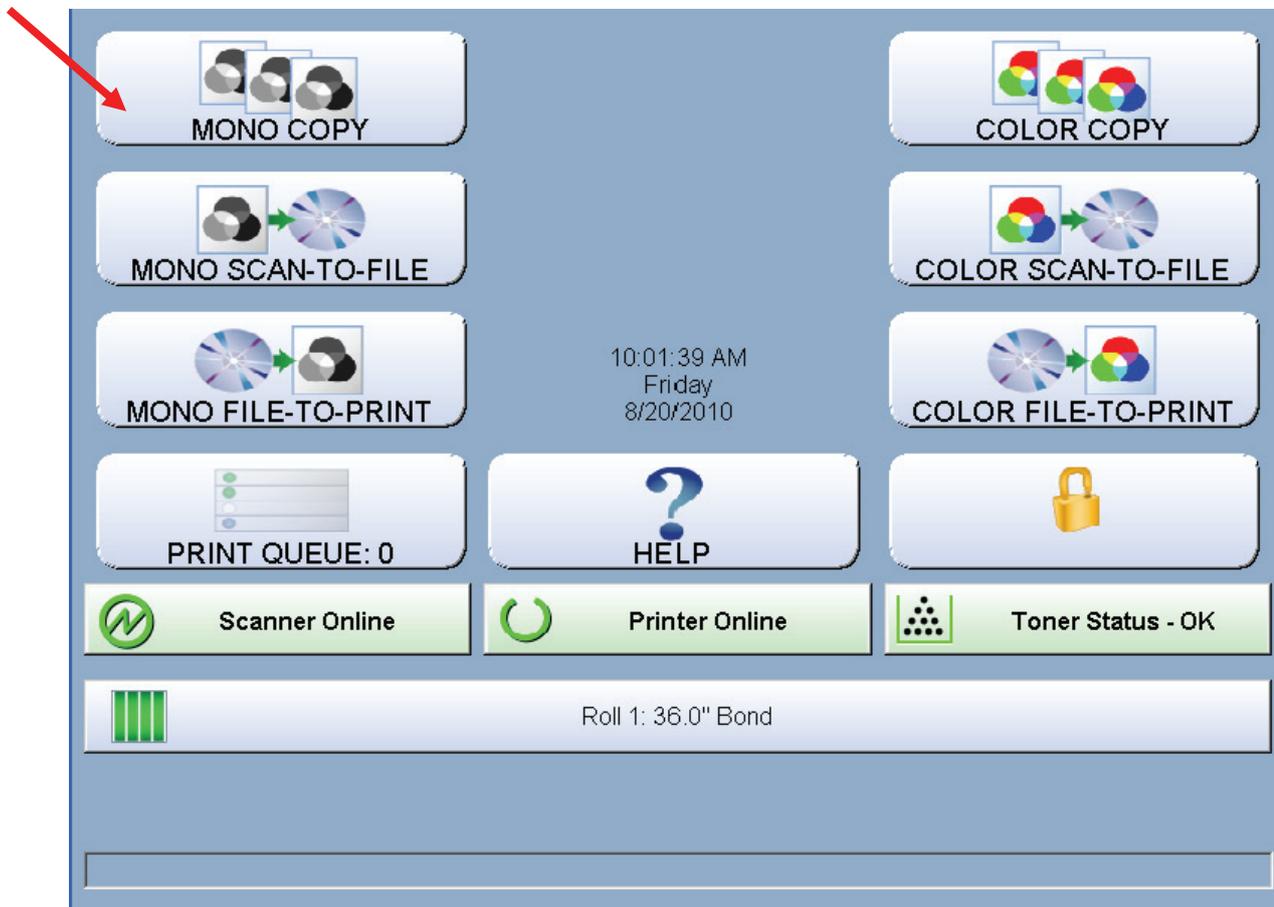


## Simple Copying

To copy, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

### Select Mono Copy Mode

On the upper left region of the Operator Panel, select "COPY".



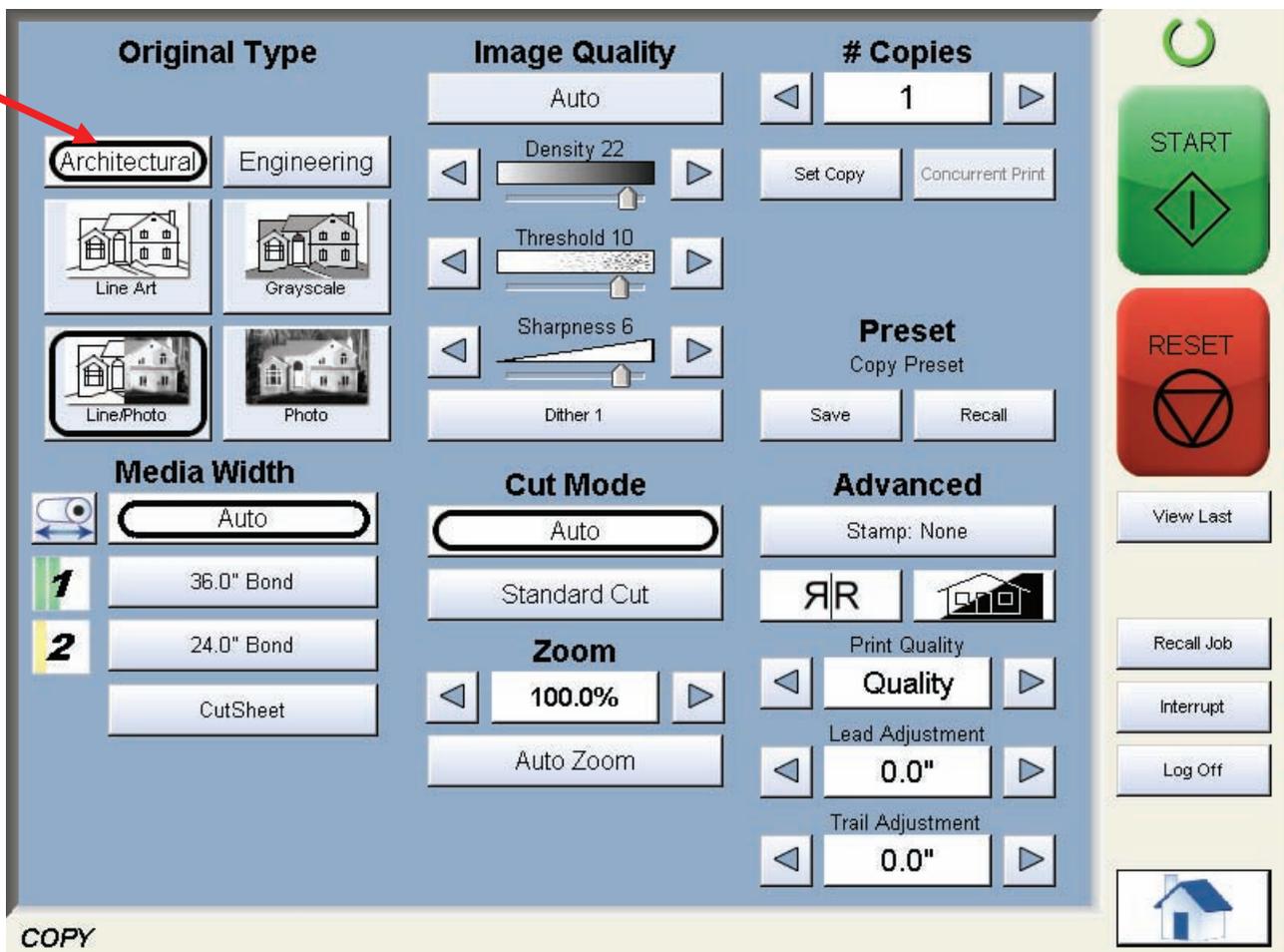


### Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



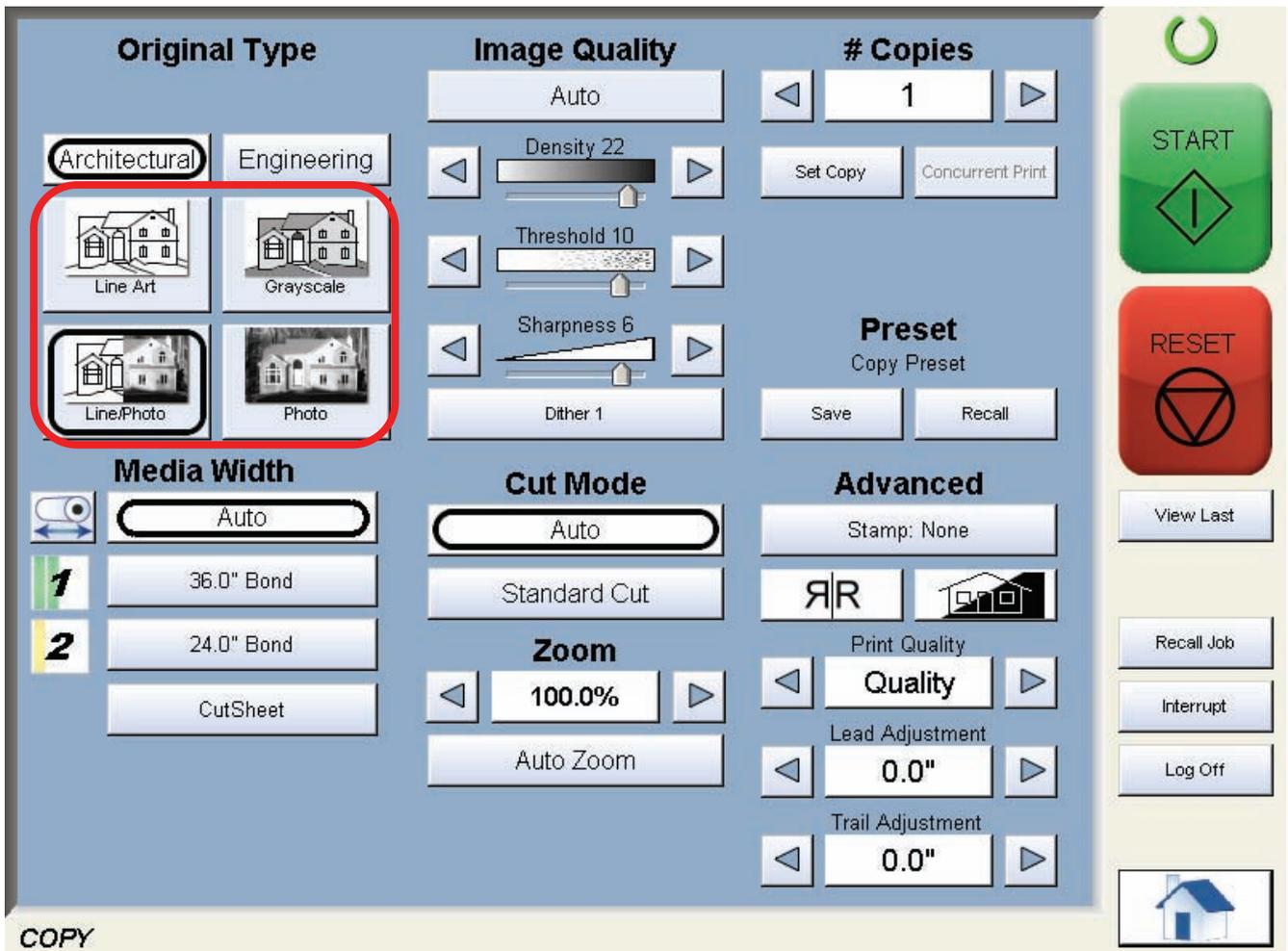


### Select Original Image Type

Set the original image type you will copy. The selections are:

- Line-** used for simple line documents
- Line / Photo-** used for a combination of lines & photos documents
- Grayscale-** used for a combination of lines & areas of shade (CAD) originals
- Photo-** used for photographic originals

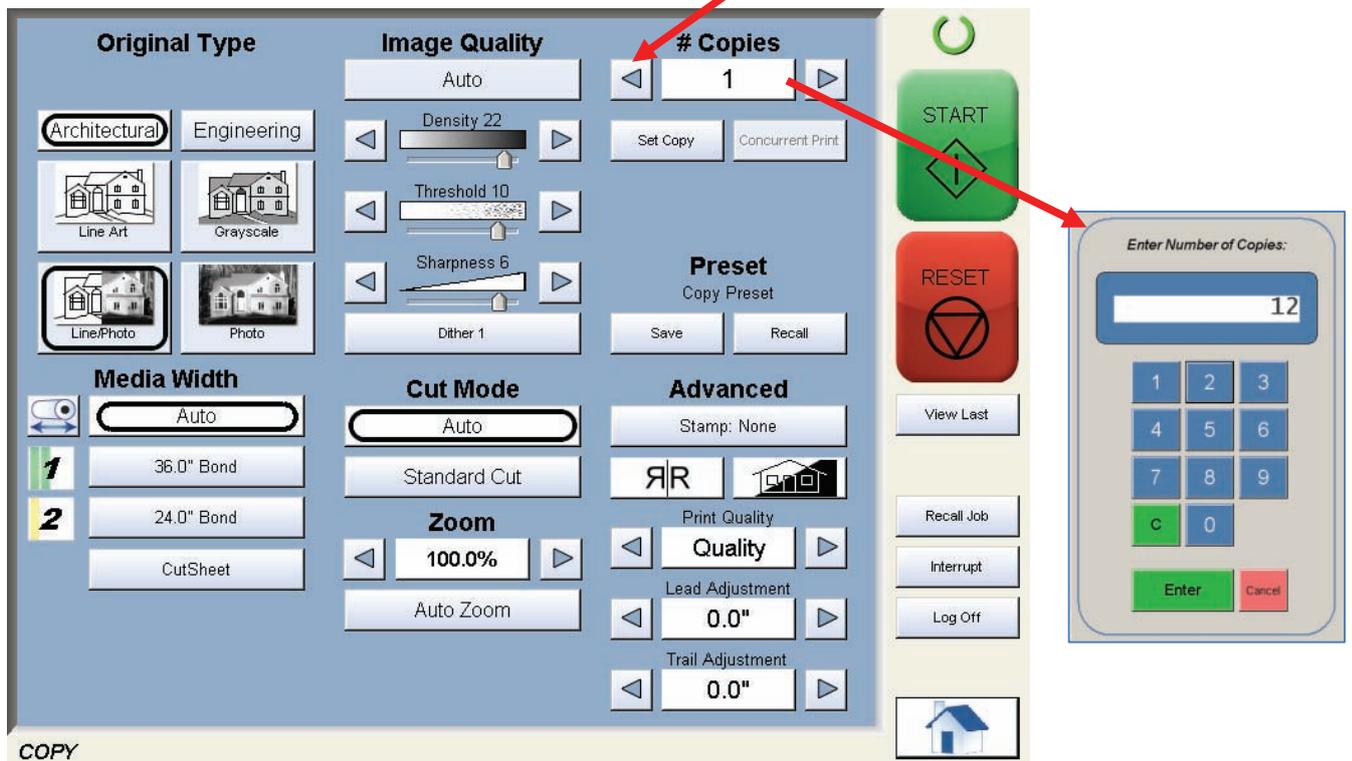
This will allow automatic image quality adjustments for the scan.





## Copy Count

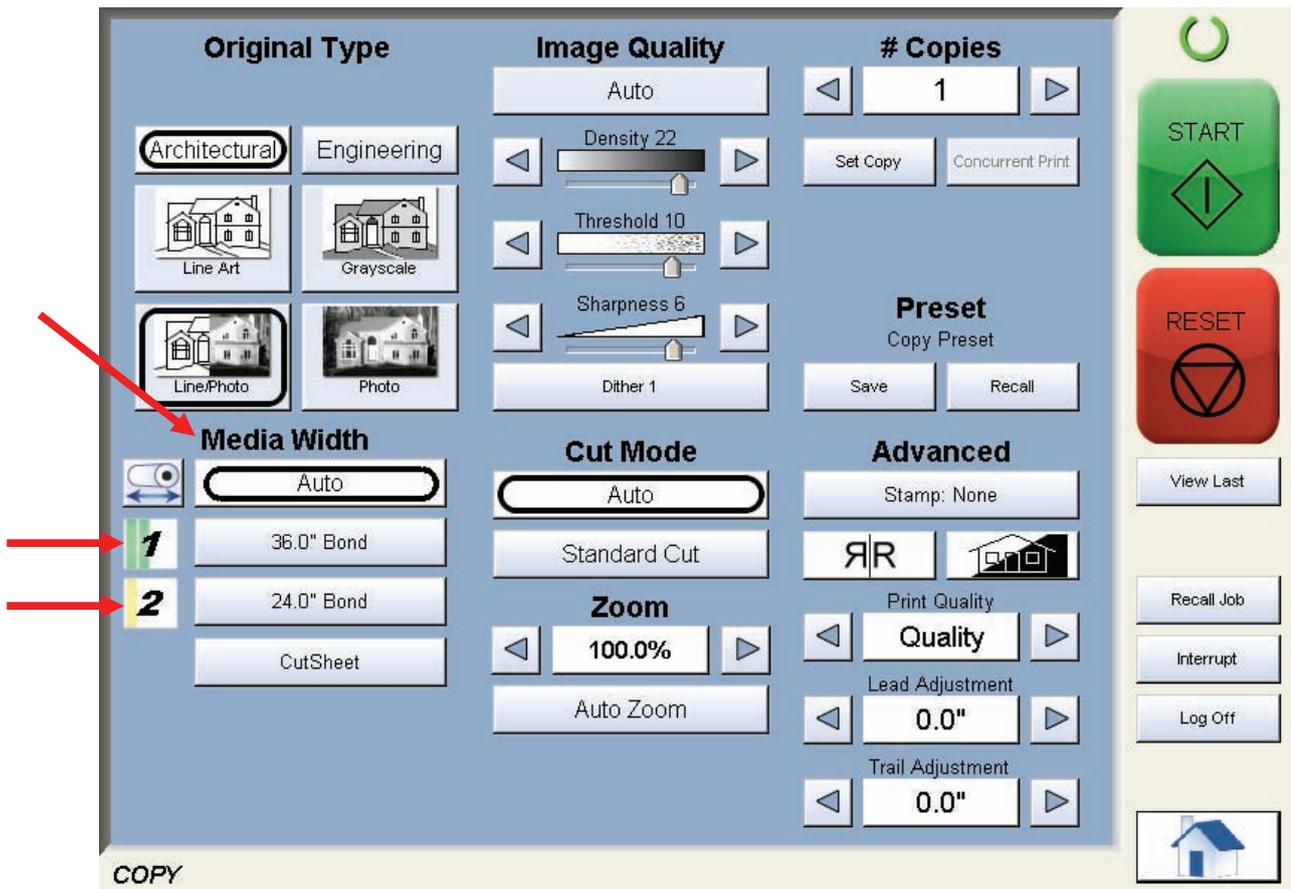
Press the arrow buttons to scroll through the number of copies required **or** press on the actual number to set the quantity with the number pad.





### Media

Select automatic (for best possible fit) or manual roll selection for a specific roll size.





# IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

### Length

Select Auto for automatic cut length (to the length of the original) or Standard Cut for a manual length. (A number pad will request the desired length to be entered)

The screenshot shows the main control panel of the software. The 'Cut Mode' section is highlighted, with a red arrow pointing from the 'Standard Cut' button to a 'Select Length' dialog box. The dialog box is titled 'Select Length' and contains a grid of length options. The width is set to 36 inches. The length options are:

① 24.0" Bond	② 22.0" Bond	
③ 36.0" Bond	④ 18.0" Bond	
8.5	9.0	11.0
12.0	15.0	17.0
18.0	22.0	24.0
30.0	34.0	36.0
42.0	44.0	48.0

At the bottom of the dialog box, there are buttons for 'Auto', 'Custom Length', 'RESET', 'Enter', and 'Cancel'.

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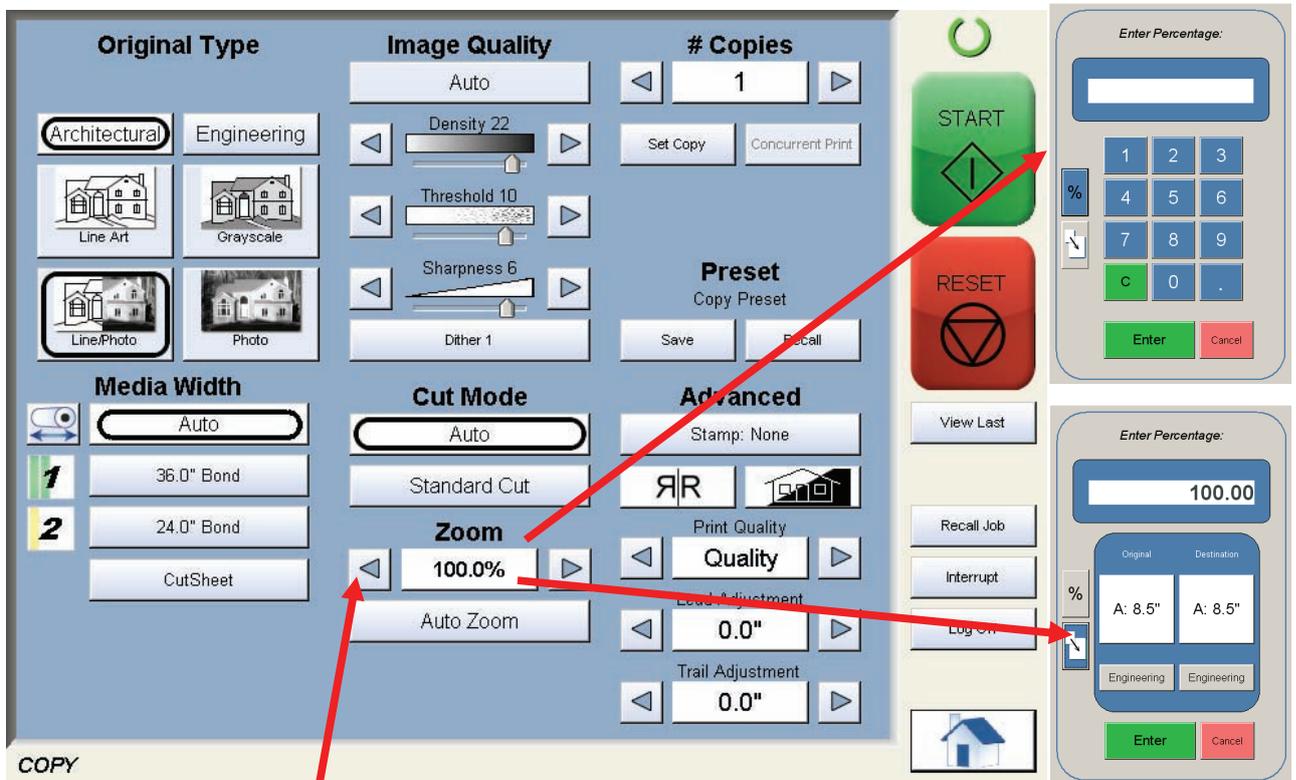
# IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

### Size

Select

- a. AutoZoom to automatically zoom to the width of paper or
- b. press the arrow keys to scroll through presets ratios or
- c. Press on the Zoom number to manually enter a percentage or on the key pad or choose from page size to page size.



### Insert Original

Using the guides on the feed table, center the original face up and push forward until the accepts it.

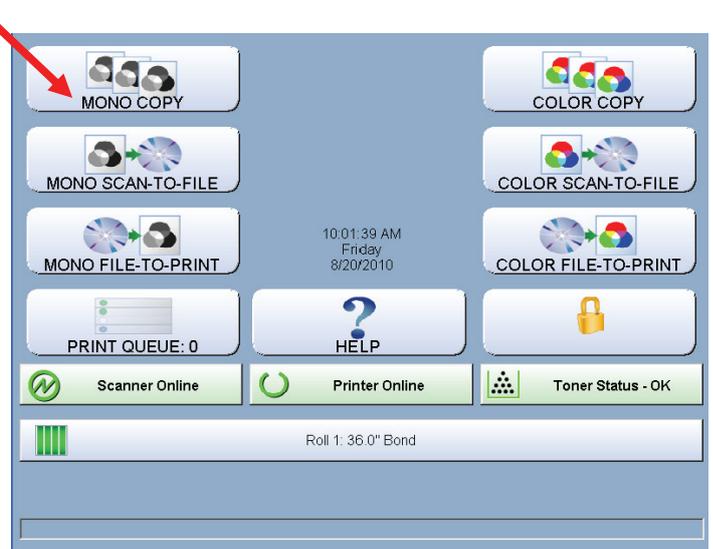
The system will automatically commence to copy. While this occurs the image will be displayed on the Operator Panel for your reference.



## Operation Details

### Main Screen

From the HOME screen select the Mono Copy button to open the Copy screen.



The Mono Copy screen contains all user functions for copying. The following pages details the functions and settings of each button and sub screens that can be used to adjust the copy mode parameters to achieve the required result.

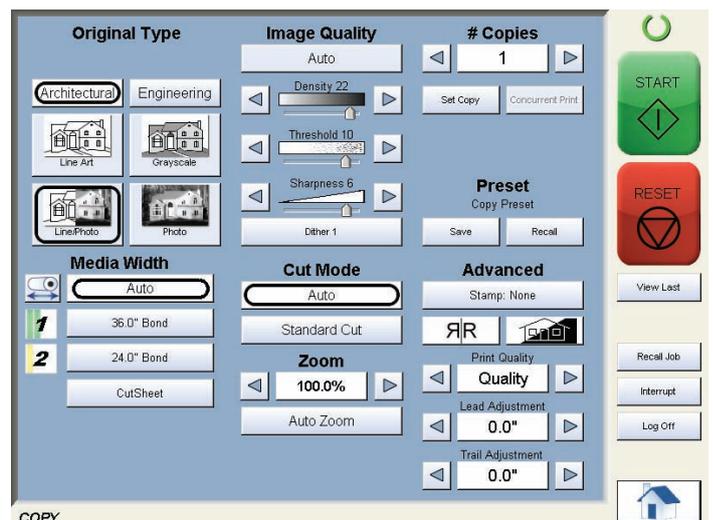




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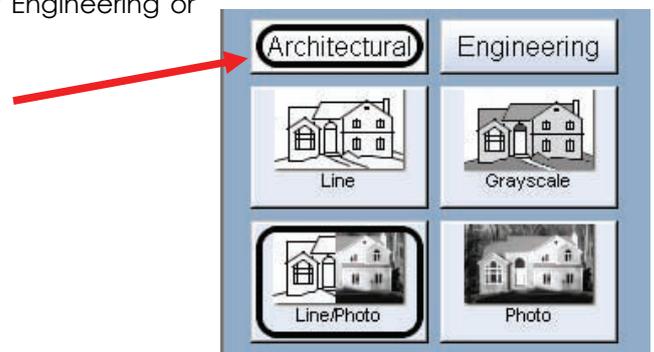
## IPS Touch Screen

### Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the original image type.

### Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural.



This will allow the automatic width detection system to determine the image width when an original is placed in the .

**Engineering widths = 34, 22, 17, 11, and 8.5 inches**

**Architectural widths = 36, 30, 24, 18, 12, and 9 inches**

### Original Type

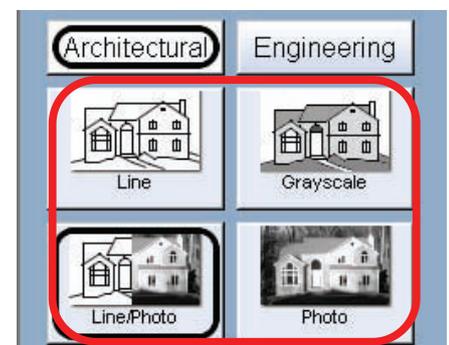
Select one of the four different predetermined original types. The selections are:

**Line-** used for simple line documents

**Line / Photo-** used for a combination of lines & photos documents

**Grayscale-** used for a combination of lines & areas of shade (CAD) originals

**Photo-** used for photographic originals



Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted with a "black circle" and the icon will become white, as in the above example "Grayscale".

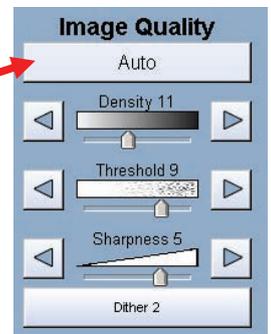


## *Quality*

This region is used to change the image quality settings from the automatic setting.

## *Automatic*

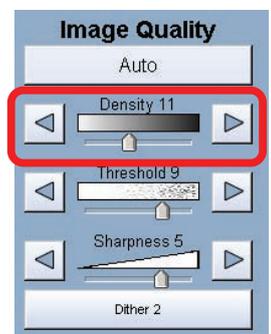
For most copies, "Auto" should be selected. This will allow the copier to automatically determine the best image settings without any user intervention (please also note "Original" in 2.2)



## *Density*

To override the "Automatic" settings, "Density" can be adjusted. Deselect "Auto" to enable "Density".

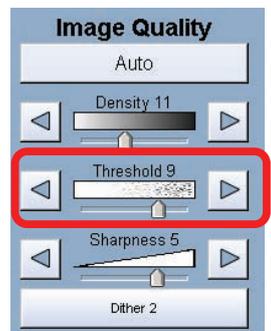
Pressing the arrows manually adjusts the background density. This will suppress or enhance the background from the original.



## *Threshold*

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.

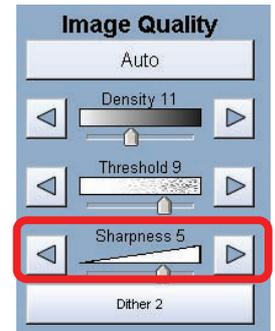




## *Sharpness*

To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are copied to allow for smoother graduations.

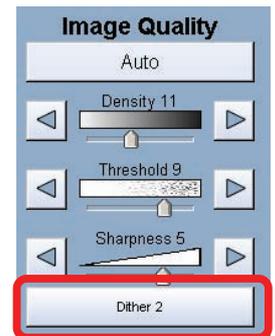


## *Dither*

To override the "Automatic" settings, "Dither" can be adjusted. Deselect "Auto" to enable "Dither".

By pressing the dither button the following selections are available (selections will vary depending on the Original Type selected),

- a. Dither 1
- b. Dither 2
- c. Dither 3
- d. Photo Dither 1
- e. Photo Dither 2



This will change how the dots are arranged to create the final image of the copy. For fine lines a "Course" dither pattern may be desired. For Photos "None" may be desired.

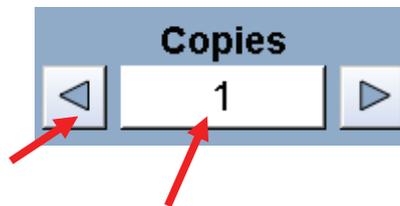


## Copy Count

In this region the number of copies, and set copy / collation can be set.

### Arrows - Count Increase / Decrease

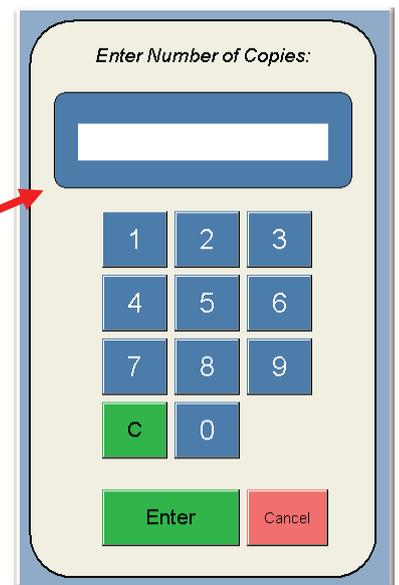
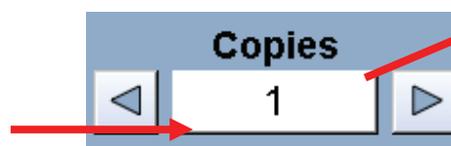
Use the arrows to increase or decrease the total numbers of copies desired by one with each press of the button.



### Number Pad - Count Increase / Decrease

Press the "number of copies" value (which is a button) to set the desired number of copies using a number pad. This will allow the quick entry of larger numbers.

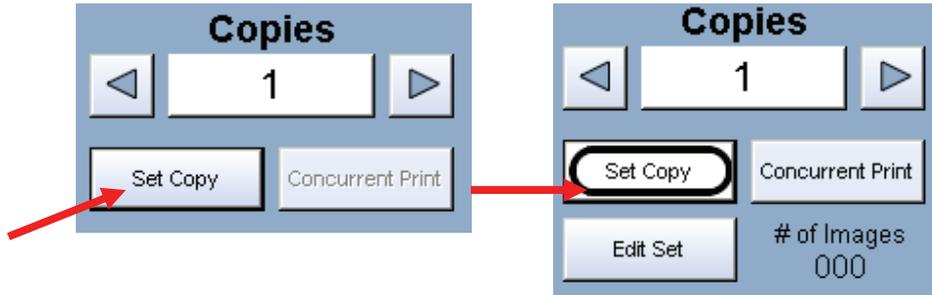
- Press the numbers for the quantity desired. (up to 999)
- Select "Enter".
- If an entry error was made press "C" to start again.
- If you wish to close the screen without changing the quantity press "Cancel".



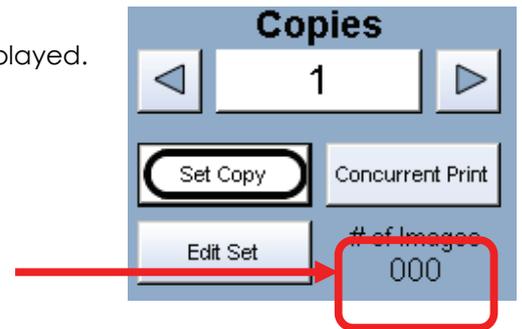


### Set Copy

a. To enable collated sets or copy sets to be printed select the Set Copy button.



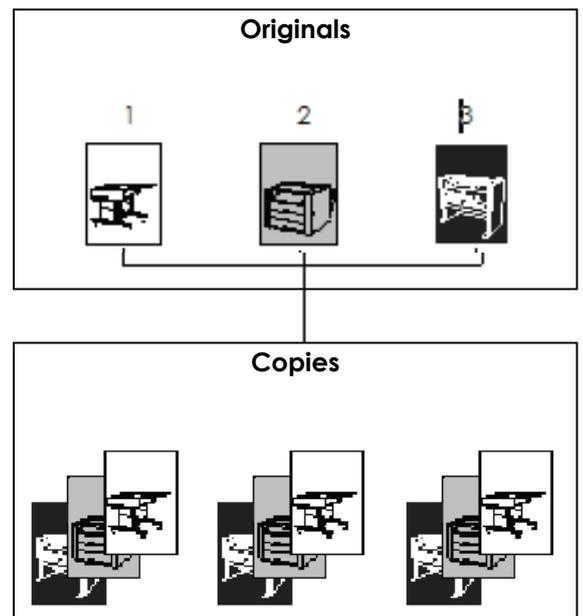
b. As originals are scanned, the total number in the set is displayed.



c. Copying will **not commence** until the set is closed. To close a set, press the start button. The set with the total number of copies will be printed.

#### An example of Set Copy:

3 originals with 3 sets or copies





## Clear

Press the clear button to reset the quantity to "1".

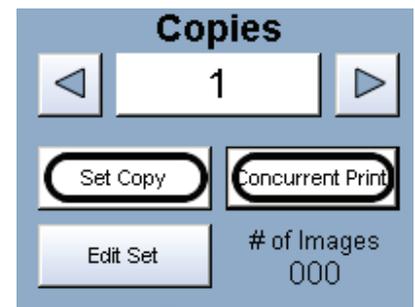


## Concurrent Print

Set Copy/Concurrent Print will allow a user to receive a check print with each scanned image while creating a temporary set copy for multiple copies.

While in the **COPY** menu, touch the **Set Copy** button in order to access **Set Copy/Concurrent Print**.

1. Touch the **Set Copy** button to access the **Set Copy/Concurrent Print** feature.
2. Select the Now available "Concurrent Print" button
3. **Set Copy/Concurrent Print** will begin the set creation process.



4. Please insert the first original and begin the scanning process
5. The first original will copy begin to print immediately (if there are no network print jobs currently processing)
6. Each subsequent copy will receive a check print until the entire set has been scanned
7. Press the **Start** button to begin the set copy printing process

**Note:** If a user has selected 5 sets for concurrent print, only 4 will be printed once the **Start** button has been pressed. The first set of the 5 has already been printed with the check print of each scanned original.



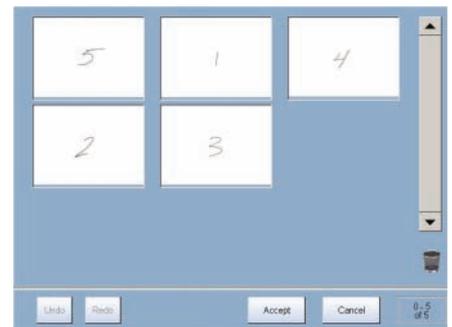


### Set Copy Editor

Set Copy Editor allows the user to scan in a set of files in any order and rearrange them after they have been scanned prior to printing them out.

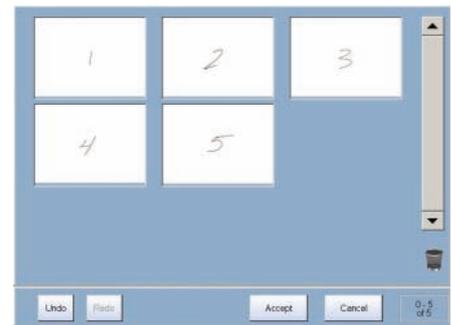
Original set of scanned files out of order.

- Files can be manipulated for the proper print order with a simple drag and drop on the touch screen.
- Drag and zoom to a specific area on the file.



Original set of scanned files rearranged for correct print order.

- Undo – Undo the order in which the files have been arranged.
- Redo – Put files back the way they were arranged.
- Accept – Accept the order the files have been rearranged.



### Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.



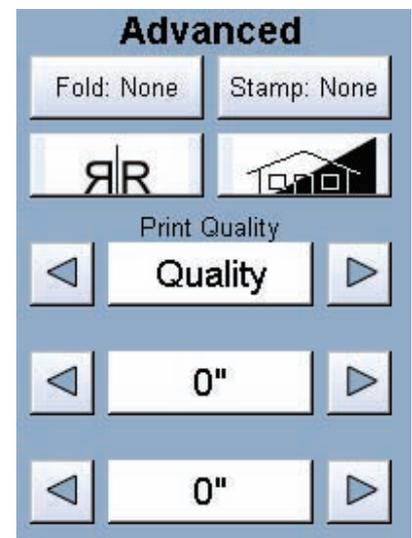


Selecting Restore brings up the "Please Pick a Copy Scheme" allowing the user to choose from multiple saved schemes.

## Advanced Options

The Advanced Options section contains the additional parameters on a sub screen:

- a. Mirror
- b. Invert
- c. Fold (if optional device connected)
- d. Stamp (Water Mark)
- e. Lead Edge Adjustment
- f. Trail Edge Adjustment
- g. Print Quality Draft (200 DPI)
- h. Print Quality Normal (300 DPI)
- i. Print Quality – Quality (600DPI)



### Mirror

Select this button to "mirror" a scan. This can be utilized on originals that may have the actual image on the reverse side such as older "sepia" or "film" documents.



### Invert

Select this button to change a region of white to black and visa versa of a scanned document. This is normally used for "negative" documents or "blue prints".



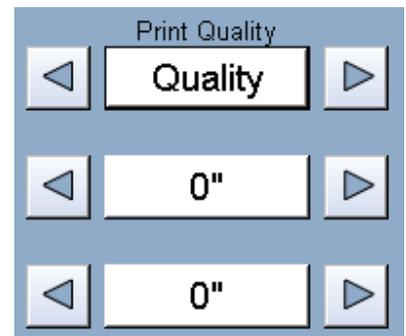


## Copy Quality Settings

On the IPS COPY screen, it is possible to select varying copy quality settings in addition to Original type settings.

### Change Copy Quality Settings

- Touch the arrows to select between Quality, Normal and Draft.
- Select the desired Print Quality.



- Draft mode will decrease the scanner DPI while increasing scanning speed
- Quality mode will increase the scanner DPI while decreasing scanning speed

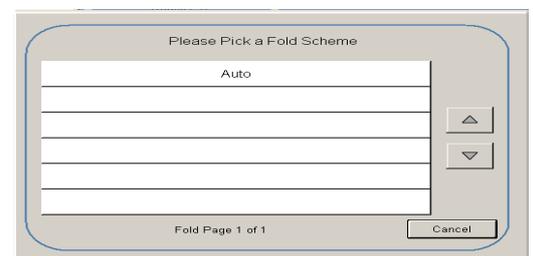
Note: Quality is the default value

## Fold

Select "Fold" to display the fold sub screen (button will be available if Fold option is turned on in "Configuration Screen"). This will allow the selection of a "Fold Pattern" to be applied to the copy.



- Use the Arrow buttons to scroll through the available folds and select a desired fold from the list.
- The fold selected will be displayed in the Advanced Options section.
- Select OK.





**NOTE**

The list of "Folds" is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the UI.

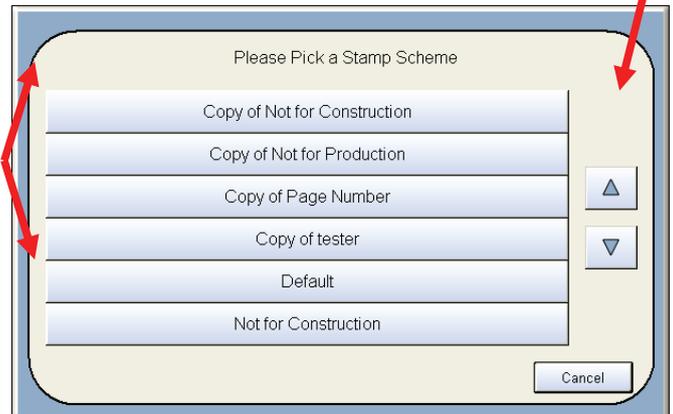
Please contact these persons for any additional stamps that may be required.

Please see "Request" for these functions. An optional Folder must be purchased to enable these functions.

### Stamp

Select "Stamp" to display another sub screen. This will allow the selection of a "Stamp" or "Water Mark" to be placed on the scanned image. It will be imbedded into the image.

- Use the Arrow buttons to scroll through the available stamps and select the desired stamp from the list.
- The Stamp button will now display the Advanced Options section.
- Select OK.



**NOTE**

The list of "Stamps" is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the printer's UI.

Please contact these persons for any additional stamps that may be required.

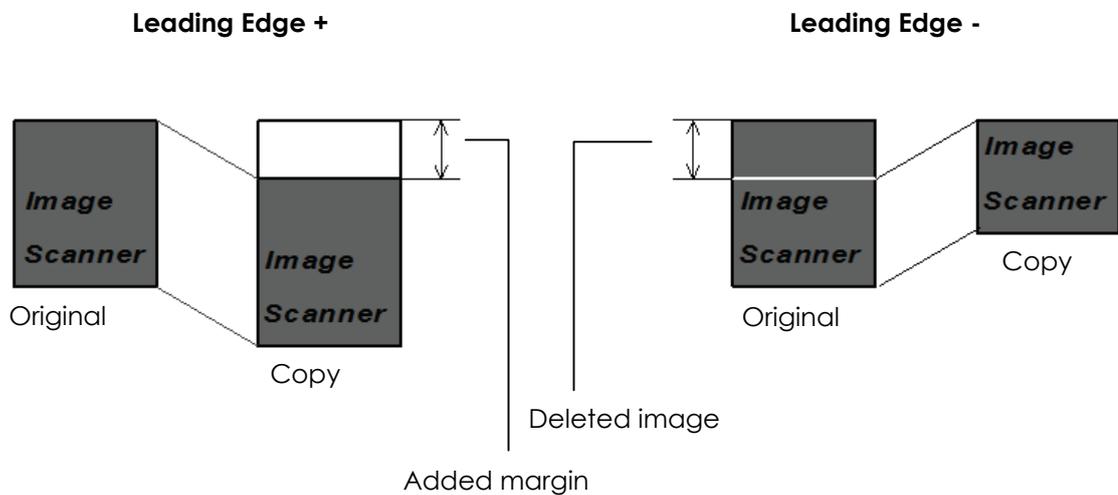
Please see "Request" for these functions.



## Lead Edge Adjustment

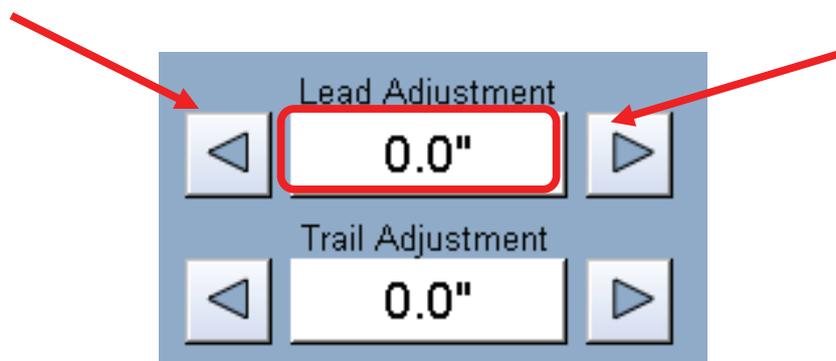
The trailing edge of each copy can be altered. (+/- 4")

- Additional void area can be placed on the bottom of a copy or
- Image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.

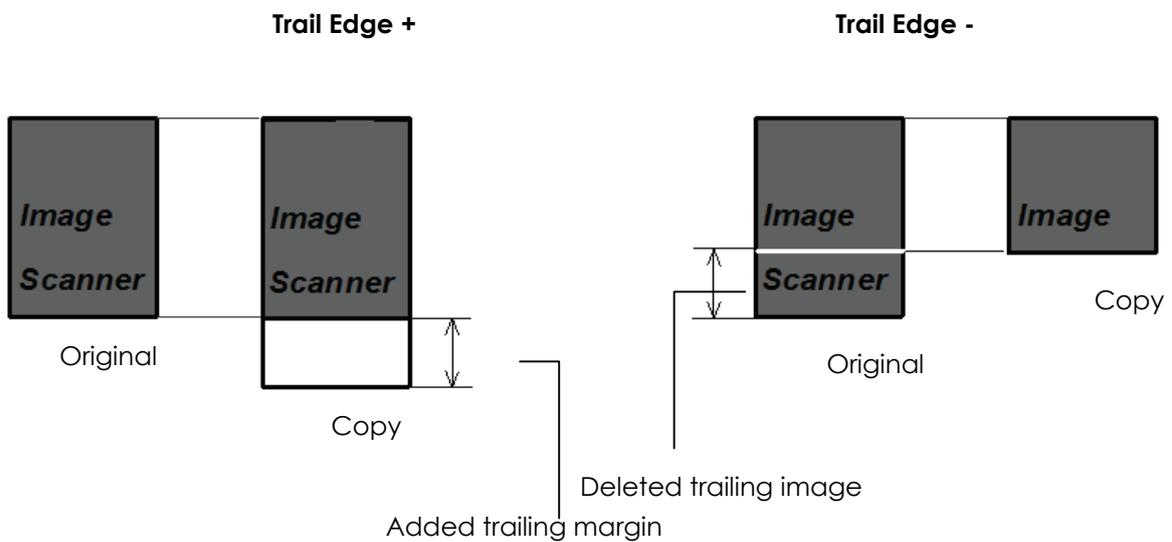




### Trailing Edge Adjustment

The trailing edge of each copy can be altered. (+/- 4")

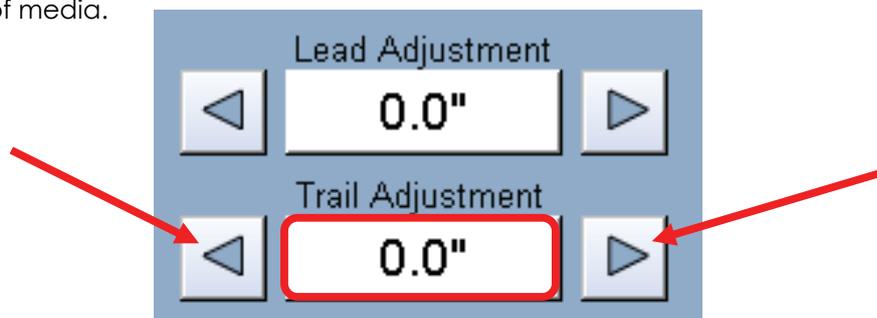
- c. Additional void area can be placed on the bottom of a copy or
- d. Image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.





### Width

This region allows automatic or manual roll selection, roll size display, cut sheet media, the roll amount remaining and to set the installed media type and width.



### Auto

This default setting allows the copier to automatically select the best media roll width to print the image onto. It selects the roll noting the amount of image area to prevent surplus media consumption. (Applies to the option - two or more rolls model)

Example:

22" original

36" and 24" bond media installed

Original is 22" wide



36" installed



Excess non-imaged media

24" Installed

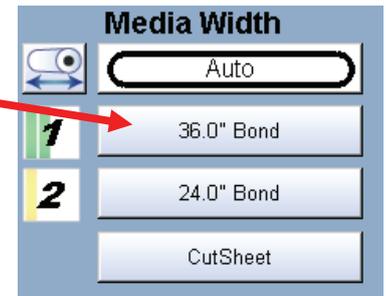


Has the best image to media fit therefore this roll will be used



## Manual Roll Selection

To select a roll deck, press the roll deck desired. Note that the roll information is displayed in the roll deck button.



## Enabling Cutsheet

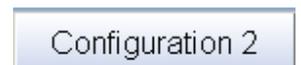
Some printers are equipped with a cut sheet feeder that can be enabled in the configuration menu of the UI.

This can be accomplished by following these steps

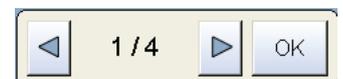
1. Select the (?) button in from the Home Screen of the user interface.



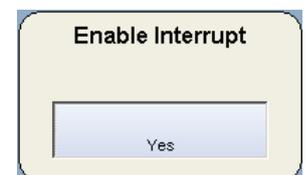
2. Select the Configuration 2 button from the Info/Help screen.



3. Using the Left/Right arrows located at the bottom of the page scroll to page one (1).



4. Change the Enable Cut Sheet button to "Yes".

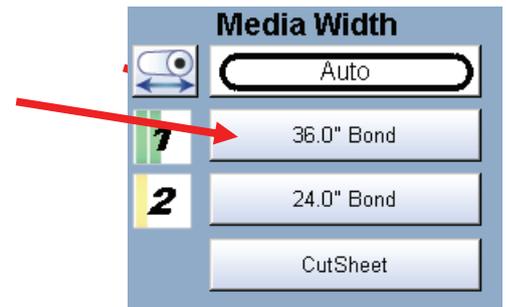




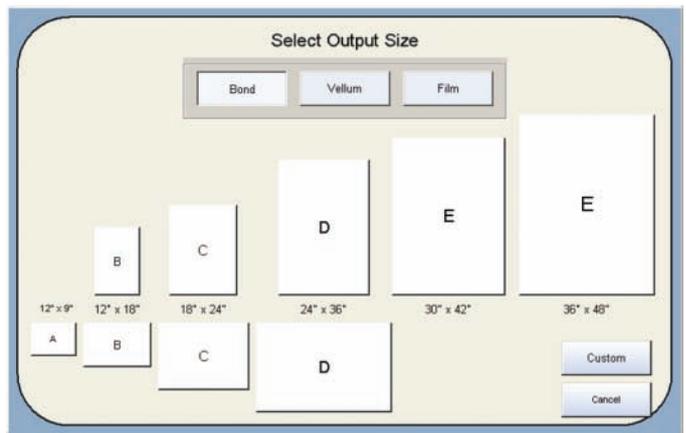
## Cut Sheet

To copy onto a cut sheet of media:

- a. Select the CUT SHEET button on the main screen.



- b. Select the Output Size of the actual cut sheet paper that will be inserted into the Cut Sheet feeder.



- c. Select desired settings from the main copy screen. Feed your original (s) into the.
- d. Prepare Cut Sheet Feeder on your printer and WAIT until prompted by the UI.
- e. Insert the media into the Cut Sheet Feeder.

### Note:

Only one cut sheet may be fed at a time & this function will time out after 3 minutes if no paper is inserted.

### Note:

**DO NOT** insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.



## *Copying to Multiple Cutsheets*

- a. Follow steps above (2.6.4)
- b. After a short period of time the Printer will beep notifying the user to insert the cutsheet into the Cutsheet feeder, the Job Info button will also be flashing.
- c. Once the cutsheet has been printed there will be a short pause and the printer will start to beep again. Insert the next cutsheet into the printer
- d. Continue for multiples.

### **Note:**

Only one cutsheet may be fed at a time and will time out after 3 minutes if no paper is inserted.

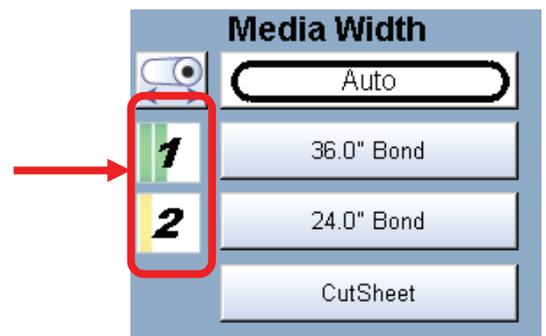
### **Note:**

**DO NOT** insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.

## *Media Remaining*

The installed roll information is displayed in the button of the particular roll deck. Beside each deck is a volume of media that currently is left on the roll of media.

Indicators will display full,  $\frac{3}{4}$ ,  $\frac{1}{2}$ ,  $\frac{1}{4}$  or empty.

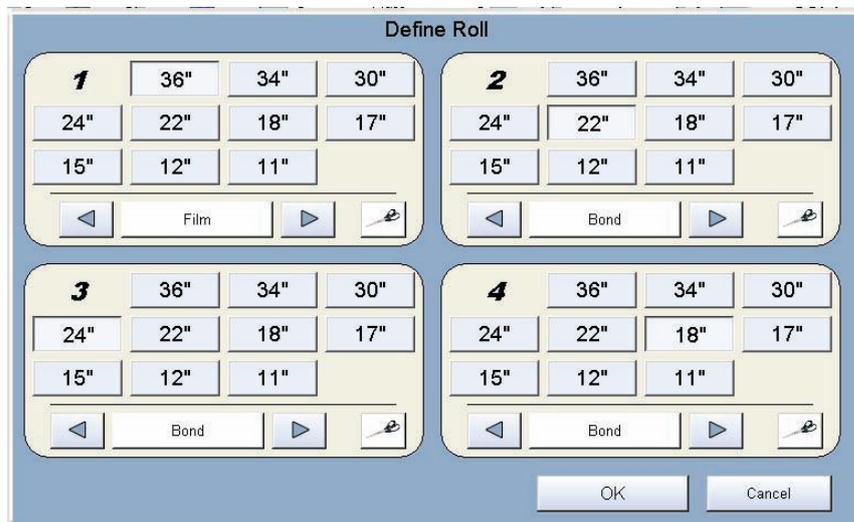




## Installing Roll Media

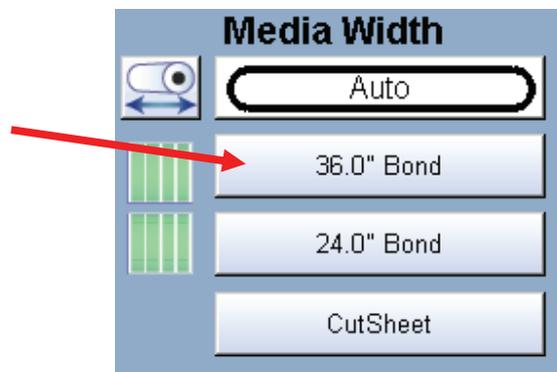
When media is replaced or installed, a screen will automatically appear. This screen allows the setting of the media type & width. Please see the Printer manual for the procedures to replace a roll of media.

- If no changes are required, press cancel
- If changes are required from the currently settings displayed, select the correct media type and size for each deck and press OK.



This screen shows 36" Film for deck one, 22" bond for Roll deck 2, 24" bond for Roll Deck 3 and 18" Bond for Roll Deck 4.

Media types settings noted above can be changed at any time by pressing the Media button on the main Copy Screen.





### Length

Two methods determine the length of the copy in the printer. These two methods are Auto (may also be known as Synchro Cut or Automatic Cut) and Standard Cut.

### Auto

This mode allows the media length to be determined by the original length. This also takes into consideration any enlargements or reductions that are applied to an image as well, to prevent excess media without image.

**NOTE**

Auto Length works in conjunction with Auto Roll noted in 2.6.1.

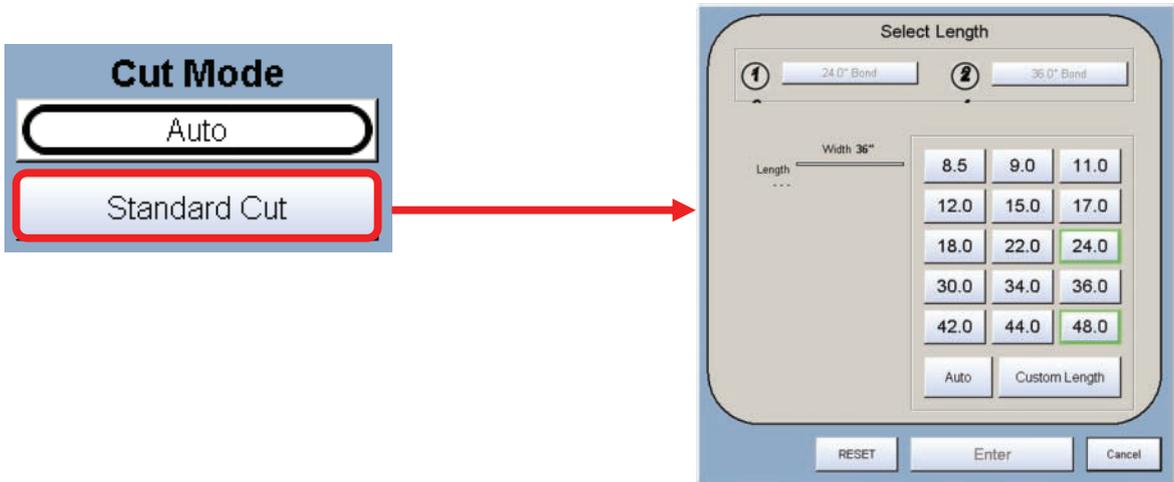


### Standard

This mode allows the media length to be determined by a standard length or a length set manually by the user with a number pad.

- a. Select Standard Cut. A sub screen will appear. When Standard is used, the roll must also be selected.

If Auto Roll is selected in the **Media** region the following screen will appear, prompting the media to be selected. Select the roll.

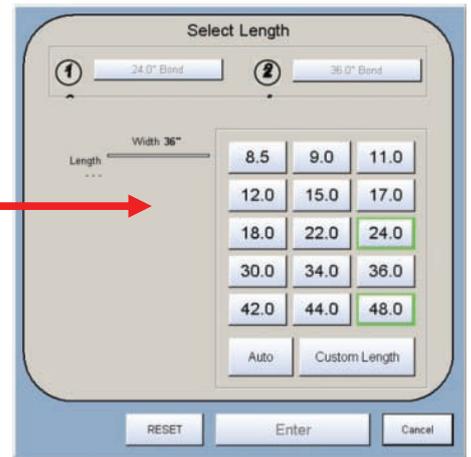
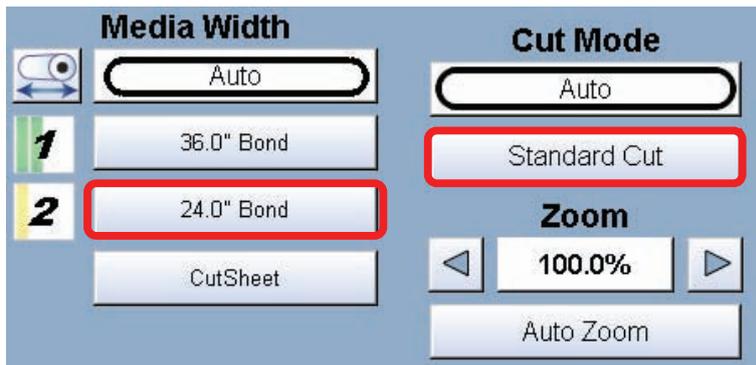




# IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

If a roll is already selected in **Media**, then the following screen appears now only requesting the length.

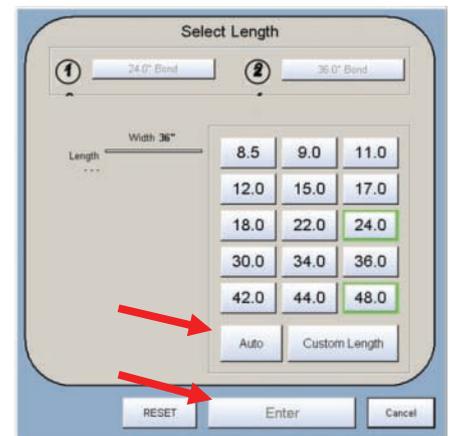
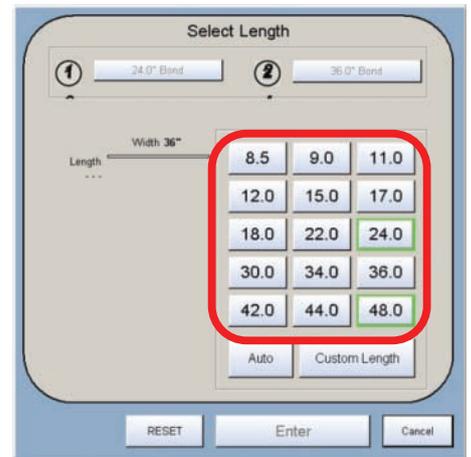


b. Once the roll is determined (if so required) the length can now be set.

- Standard Length
- Auto Length
- Custom Length

c. Standard Length – use an industry standard length. Select the length and press Enter.

d. Auto Length – uses the length of the original to determine the copy length. Select and press Enter.





- e. Custom Length – set the custom length in the key pad and press enter

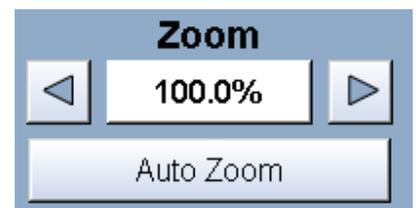


- f. The cut length will now be displayed in the main Copy screen in the Standard Cut button.



### Zoom

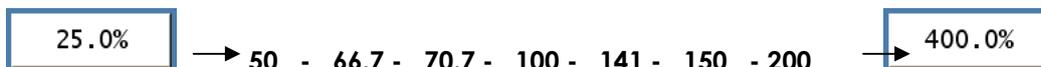
Image size / Zoom can be altered in this region on the UI. This includes automatic zooming, predetermined percentages, or ratio calculations to page size, and simply percentage increments.



### Preset Percentages

The printer has several predetermined industry standard zoom percentages used for quick access. These can be access with the arrow buttons.

The pre-programmed percentages are:

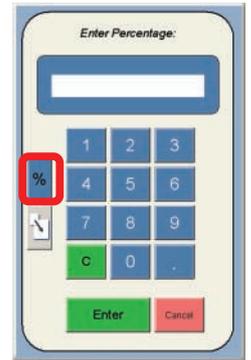
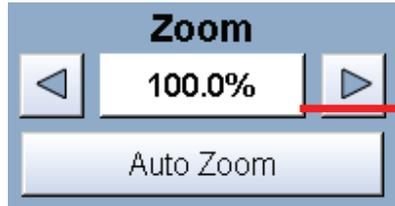




### Percentage Key Pad

To enter a percentage directly into the UI,

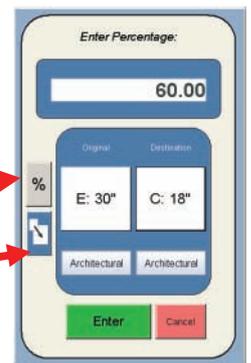
- a. Press on the Percentage value displayed (the number is a button).
- b. This will show a keypad to enter the value. (Please note that the button Manual on the side is a default.)
- c. Press the desired zoom value and press enter.



### Page Size Zoom

To enter a zoom percentage based on pages sizes into the UI:

- a. Press on the Percentage value displayed (the number is a button). This will show a keypad to enter the value.
- b. Select Standard button.
- c. Select the original page size by pressing onto the original page size button.
- d. Please note either Engineering or Architectural mode can be utilized by pressing on the button below the original page size.
- e. Select the desired Copy page size. Again please note either Engineering or Architectural mode can be utilized.
- f. Press **Enter** to confirm your selections or **Cancel** to restart.

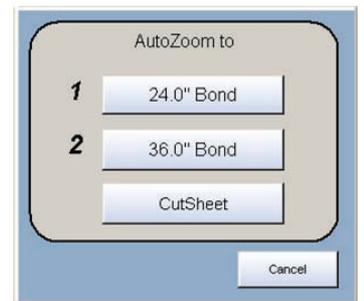
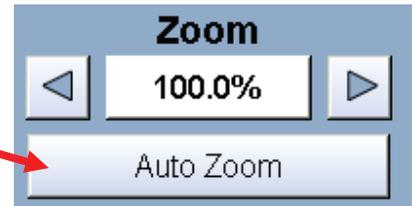




### Auto Zoom

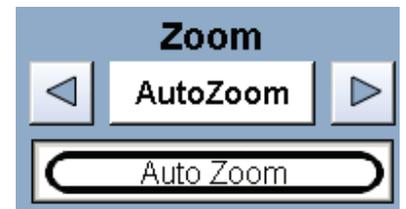
Press the Auto Zoom button to enable this function. Auto Zoom features works in conjunction with the roll selected to scale the image to the selected roll width.

- a. If a roll is selected in the Media region the zoom from the original will automatically fit the width of the selected roll.
- b. If a roll is not selected (Auto is currently selected), roll selection is requested prior to the function of Auto Zoom. If cut sheet is used then it will use the values set in the Cut Sheet button in Media.



### Clear

To reset the percentage value to default, select the Auto Zoom button again.



### Start

The copier is always set to "Auto Start". That is when an originally is inserted into the, it will start without other user intervention.

The start button is used when a job is recalled. The start button will "start" the job if depressed after 'Recall'. (The name will change to "Re-print")



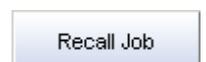
### View Last

The last documented scanned to be copied be viewed.



### Recall Job

The last set or single copy can be recalled to be resized or to switch media type. After a job is recalled, make the required changes and then press "Start".





## *Stop / Reset*

This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Copy Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Copy Mode Configurations chapter)



## *Interrupt*

Network printing can be interrupted between collated sets of documents. Press the Interrupt button to pause the queue and allow a more urgent file to be copied. For example if a file is needed right away and there is a job in the queue that has 20 sheets and 10 sets are being printed this can be interrupted when one of the sets finishes printing. After the urgent file is printed the sets will continue to print.



## *Log Off*

This button only appears when "Accounting" functions are enabled. This allows the current user to cease all printer functions after the user has preformed the required copies. (After the code was entered to enable Coping)



Please note that the printer will also automatically logoff from the current user after 180 seconds of no copy function activities by a user.

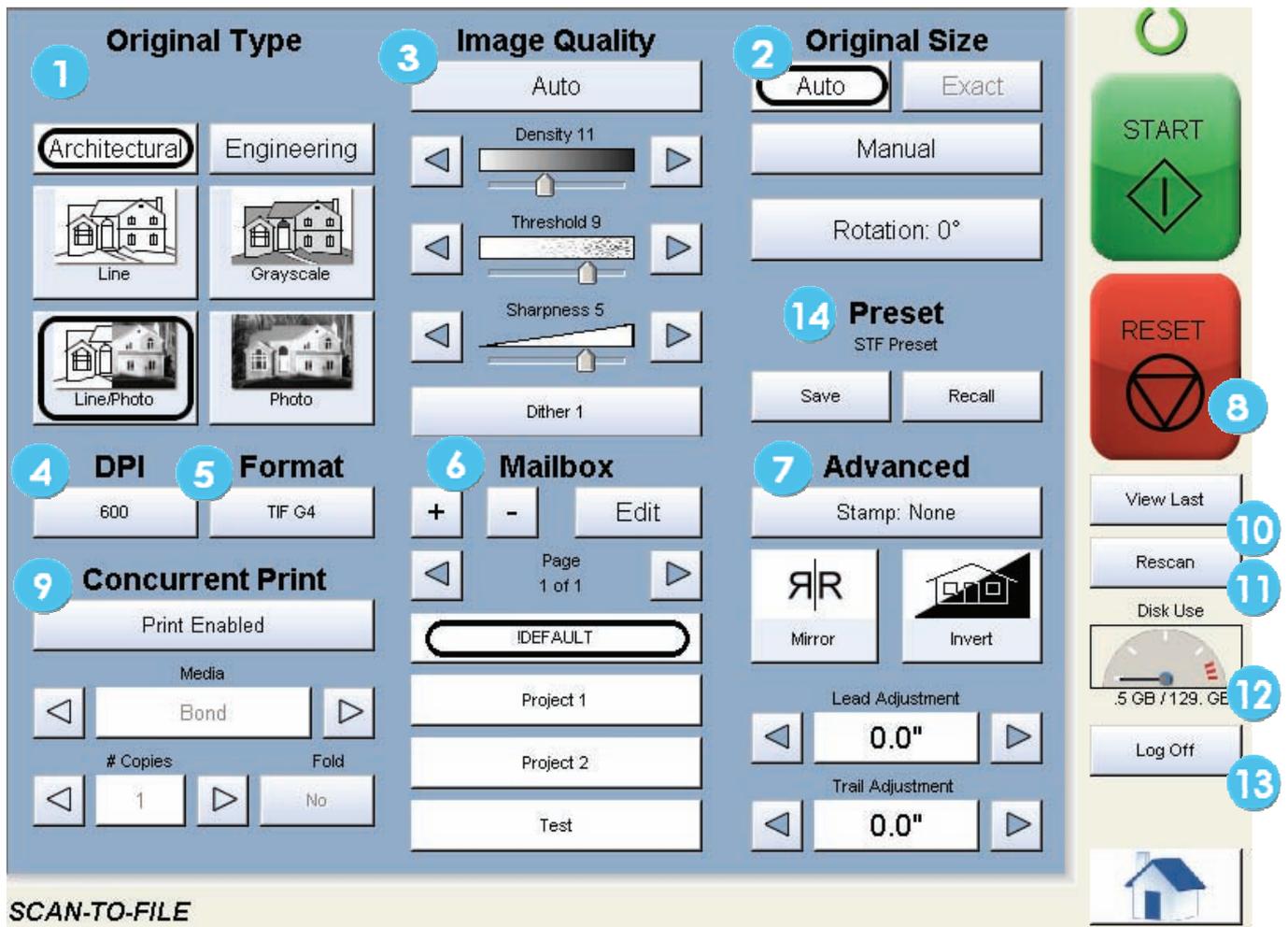


### Scan Mode – Monochrome

#### Select Scan Mode

On the Home screen of the UI, select "Mono Scan-to-File"

#### Main Screen





No.	Name	Function
1	Original Type	User Selects the type of original to scan. Also select either Eng/Arch Mode here.
2	Original Size	Use automatic settings or manually set width, length and rotation of the images.
3	Quality	Select Auto or Manual image adjustments
4	DPI	Scroll through final image resolution. (DPI)
5	Format	Scroll through formats the scanned file will be saved to.
6	Mailbox	Select where the image will be stored after the scan (Printer, FTP, LAN PC etc).
7	Advanced Settings	Invert, mirror, stamps, and edge adjustments preformed / displayed in this button (sub screen)
8	Reset / Stop	Resets the system to default settings. Stops a scan in process
9	Concurrent Print	Enables the ability to scan to file and get a print at the same time.
10	View Last	View the last scanned image
11	Rescan	Rescans the last image (replaces)
12	Disk Use	Shows how much data is being stored on the IPS's Hard drive
13	Logoff	Allows the user to manually log off of the system.
14	Preset Scheme	Save Multiple Scan Schemes for different File types.



## Simple Scanning

To scan to file, please follow these basic steps.

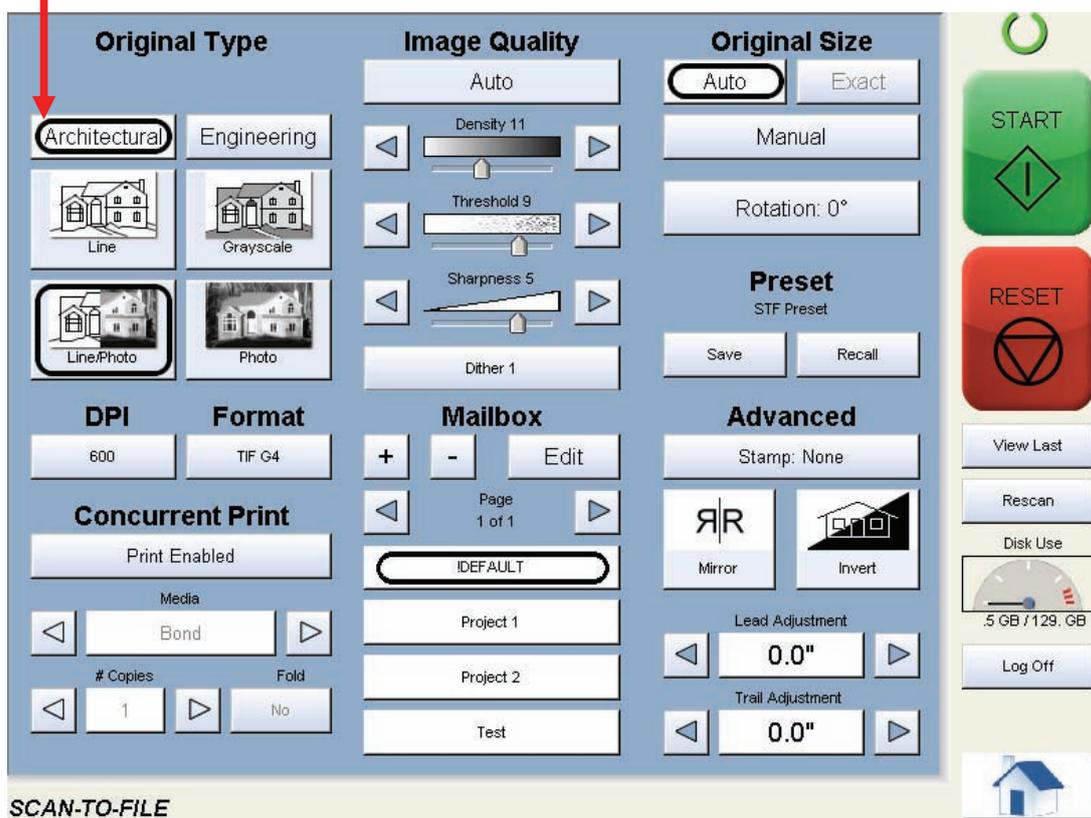
The following chapters have details on adjustments and parameters that the user can change to modify the scans.

## Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

**Engineering widths = 34, 22, 17, 11, and 8.5 inches**

**Architecture widths = 36, 30, 24, 18, 12, and 9 inches**





## Select Original Image Type

Set the Original Image type you will scan. The selections are:

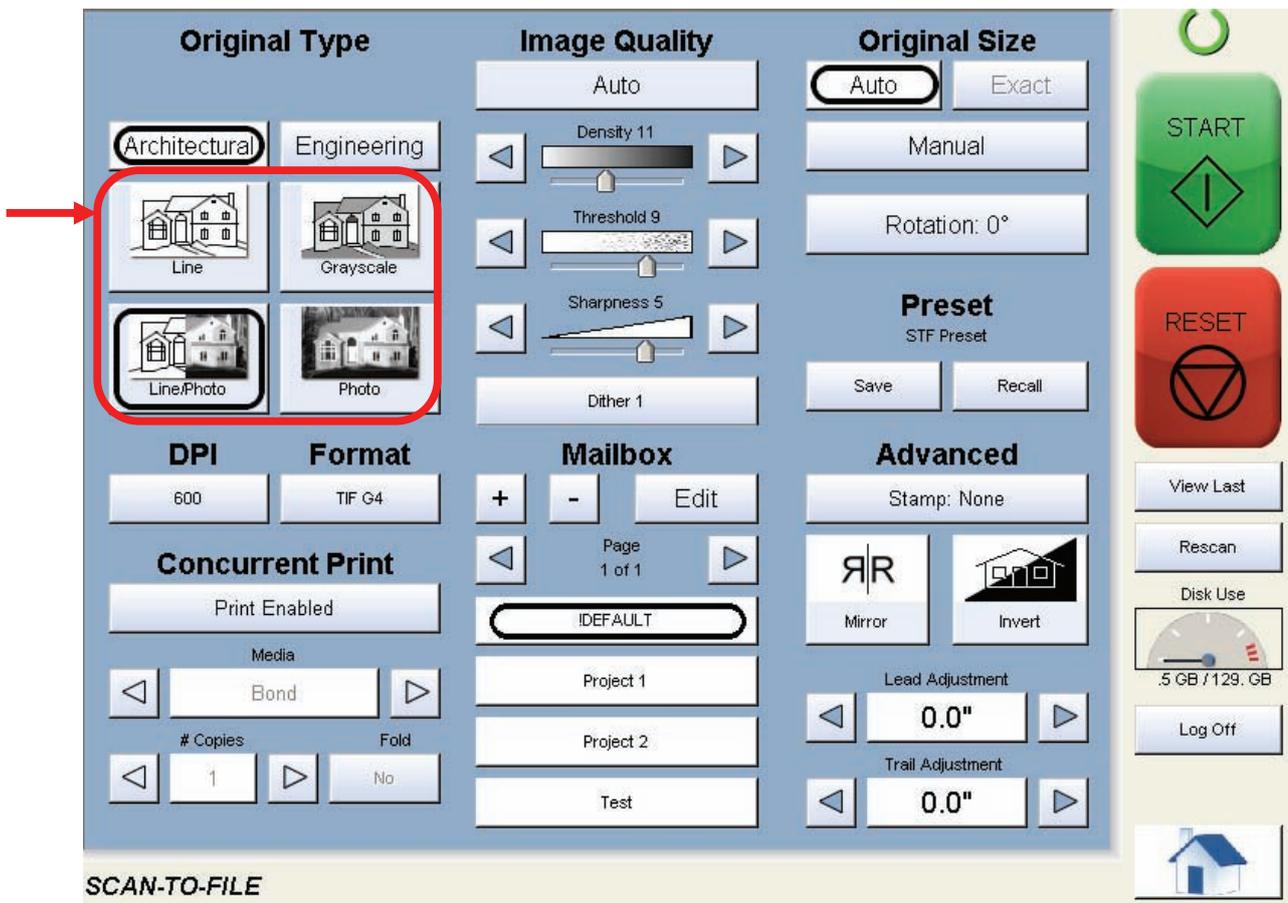
**Line-** used for simple line documents

**Line / Photo-** used for a combination of lines & photos documents

**Grayscale-** used for a combination of lines & areas of shade (CAD) originals

**Photo-** used for photographic originals

This will allow automatic image quality adjustments for the scan.





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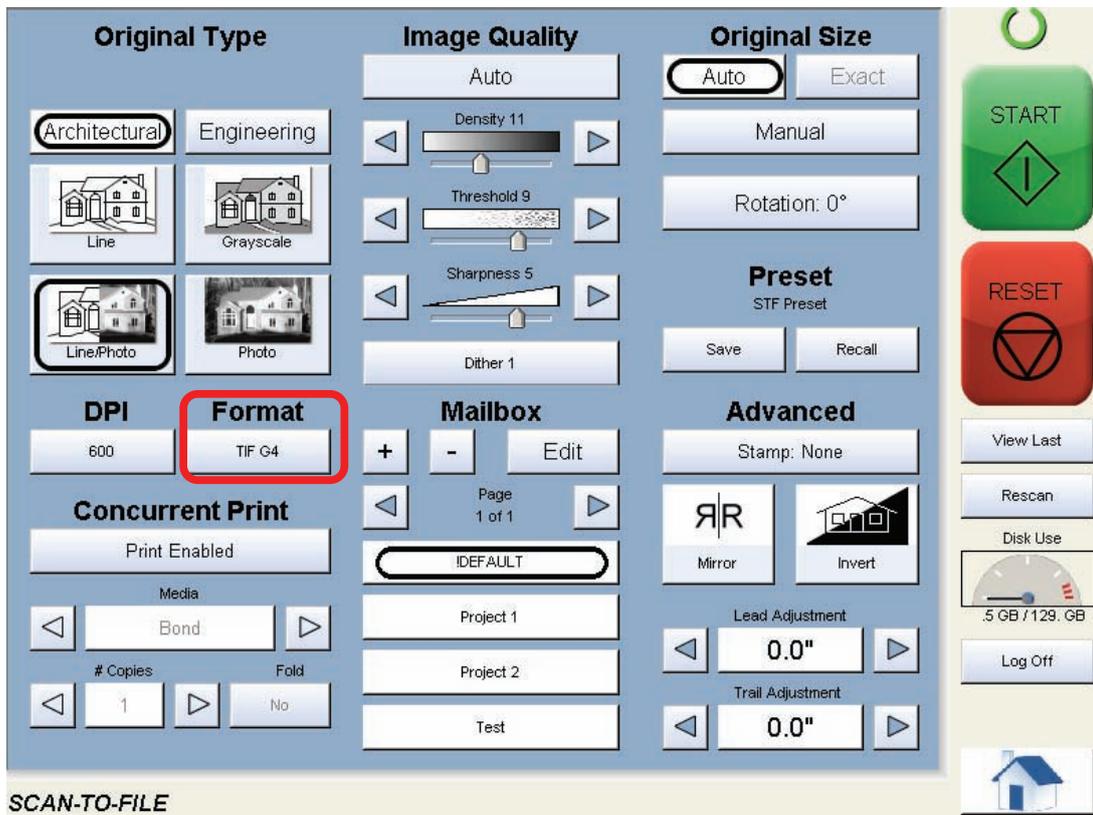
## IPS Touch Screen

### Select Format

Press the button to scroll through the file formats available.

- TIF-G4** - tif format Group 4 level compressed
- TLC** - format compressed
- CAL-G4**- Cals Group 4
- PDF** - PDF Level 3
- DWF**- Design Web Format (AutoCAD)
- Multipage TIF-G4**- Tif format Group 4 level compressed
- Multipage PDF**- PDF Level 3
- Multipage DWF**- Design Web Format (AutoCAD)

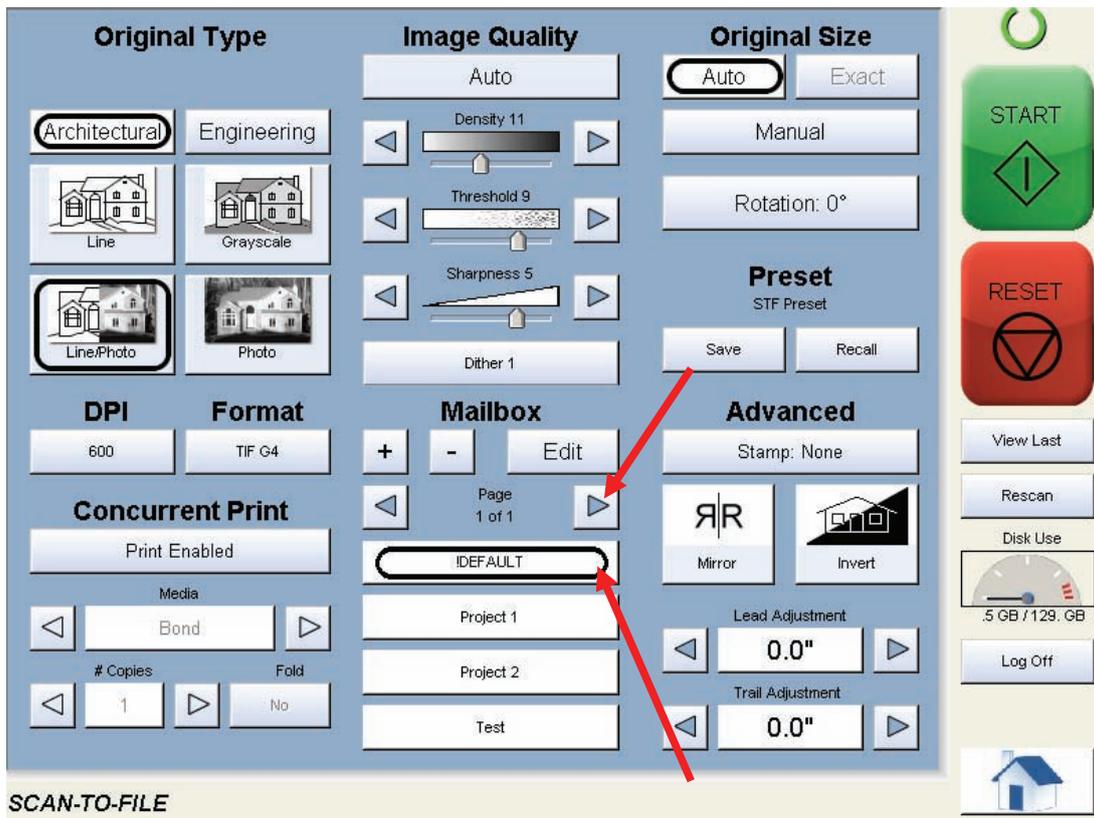
Select the type you require which will save the file in this format.





## Select Mailbox

Select the location to where the file will be saved. Use the "Page Arrows" to view other choices currently available.



### NOTE

The Mailboxes are predetermined by the system administrator or key operator. Please contact these persons for any additional locations that you may require. The "Mailbox" button will allow for additional location entries.



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## *IPS Touch Screen*

### *Insert Original*

Using the guides on the feed table, center the original face up and push forward until the 4820/9148/8148 accepts it.

The 4820/9148/8148 will automatically commence to scan. While this occurs the image will be displayed on the Operator Panel for your reference.

### *Retrieve the File*

Depending on the "Mailbox" you may now access your scan from a PC connected to the LAN. This includes:

- a. from a FTP site (using Microsoft Windows Internet Explorer or other FTP software)
- b. from the "IPS Mailbox" utilizing "Request" to access the document.
- c. from SMB location

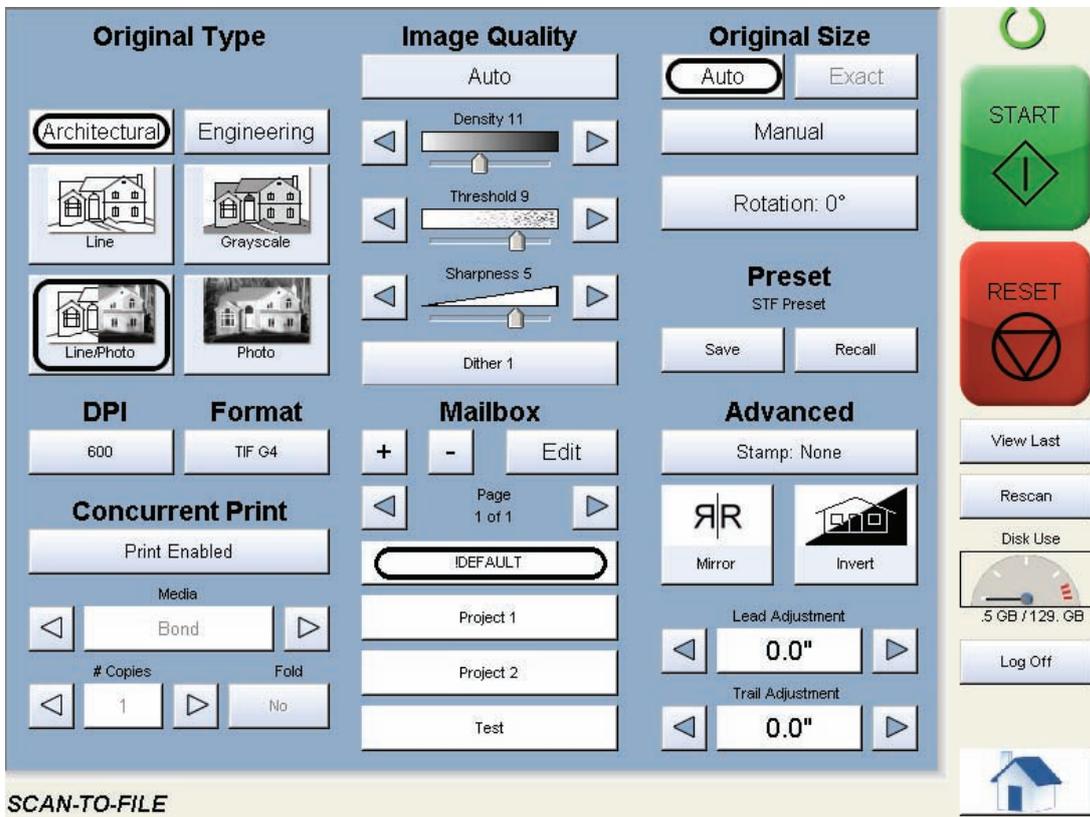
Please see the User Guides of these applications for details on their function.



### Operation Details

### Main Screen

The main SCAN screen is selected from the Main Home user interface.



This screen contains all user functions for scanning to file. The following pages detail the functions and settings of each button and sub screen that can be used to adjust the scan parameters to achieve the required result.



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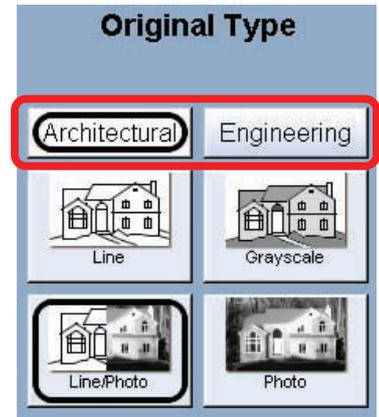
## IPS Touch Screen

### Original

This region allows the setting of the Size Mode (Engineering or Architectural) and the Original Document type.

### Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural & Original Image type.



This will allow the automatic width detection system to determine the image width when an original is placed in the 4820/9148/8148.

**(Eng)** Engineering widths = 34, 22, 17, 11, and 8.5 inches

**(Arch)** Architecture widths = 36, 30, 24, 18, 12, and 9 inches

### Original Type

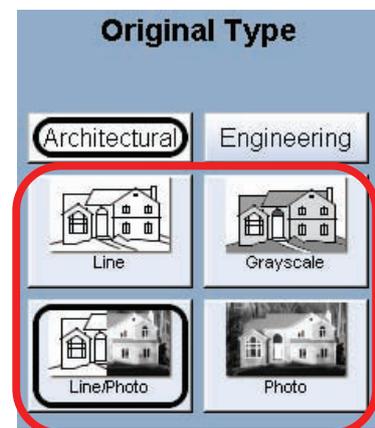
Select one of the four different predetermined original types. The selections are:

**Line-** used for simple line documents

**Line / Photo-** used for a combination of lines & photos documents

**Grayscale-** used for a combination of lines and areas of shade (CAD) originals

**Photo-** used for photographic originals



Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted with a "black" circle and the icon will become white, as in the above example "Grayscale".

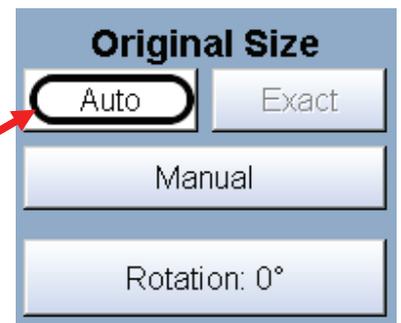


## Original Size

This region is used to select the image size of the original being scanned.

## Automatic Size

For most scans, "Automatic" should be selected. This will allow the 4820/9148/8148 to automatically determine the width & length of the scan without any user intervention.



## Exact Size

If selected "Exact" will allow for the actual size of non-standard documents to be read as the correct size. For example a sheet that is 24.8" will not be rounded up or down but read as 24.8"

## Manual Size

To select an original size manually, select Manual & a sub screen displays all current standard page sizes.

- Select a desired size of the sheet.
- Or use "Custom" to select a width.

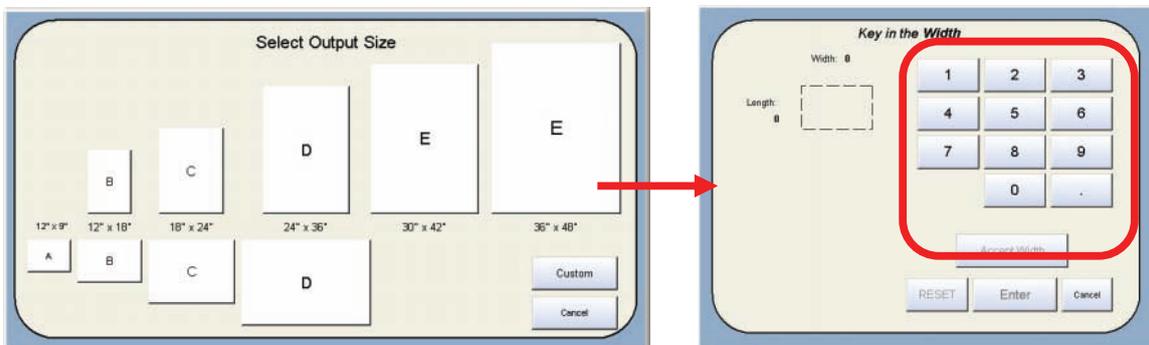
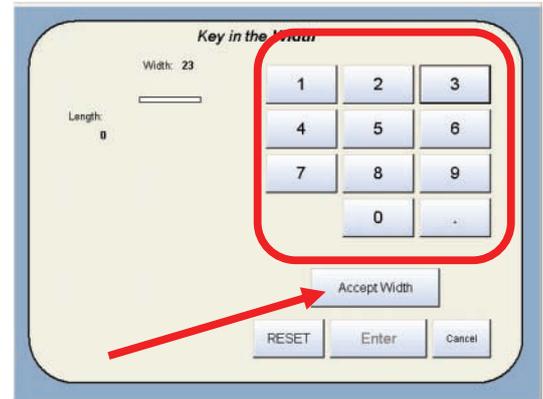




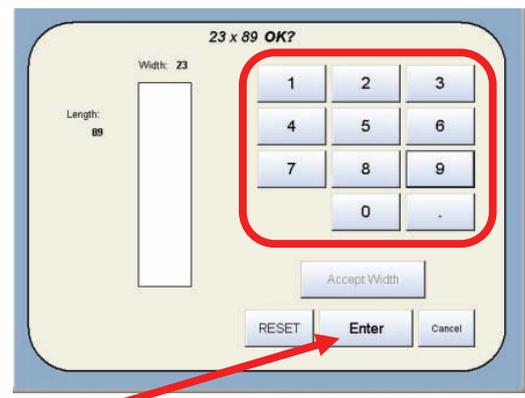
IMAGE PROCESSING  
SOFTWARE

## IPS Touch Screen

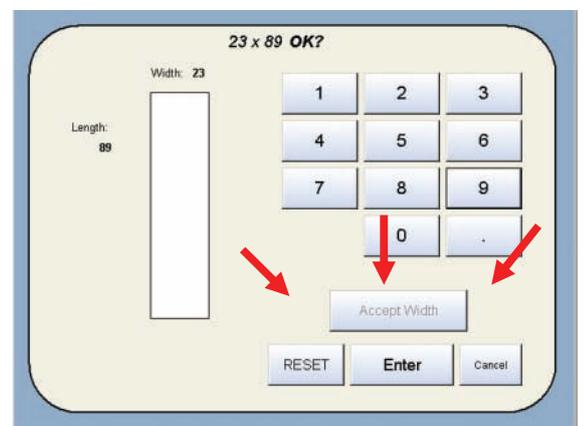
c) Key in the desired width and then click "Accept Width."



d) Key in the desired length and then click "Enter".

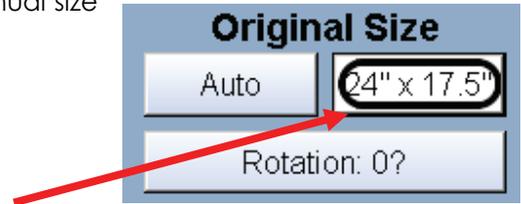


e) Press "Reset" to begin again, "Enter" to accept the settings or "Cancel" to cancel "Manual" image size.



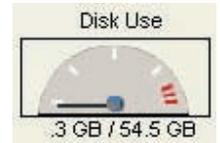


f) The main Scan screen will now display the custom or manual size settings for the next image.



### Hard Drive Space Monitor

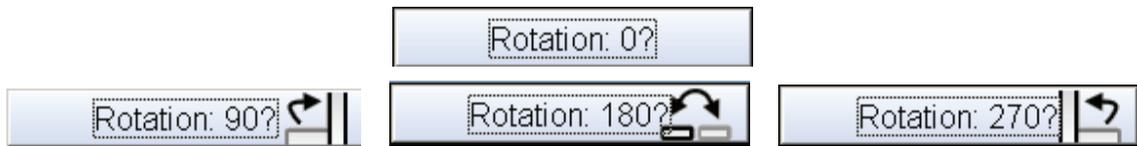
Located on the main screen of the printer Scan mode, the Disk Use monitor provides a real-time display of remaining disk space on the printer's hard drive. The monitor shows both the used space and the space available for image storage on the drive.



### Rotation

The file can be saved rotated, from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.

Press the "Rotation" button to select either one of four settings:

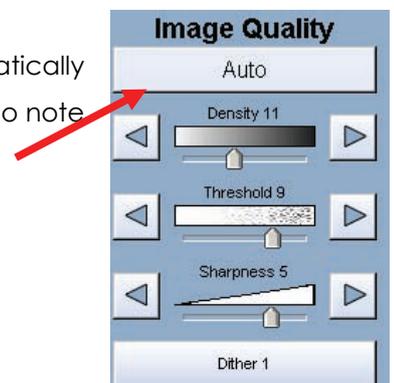


### Quality

This region is used to change the image quality settings from the automatic setting.

#### Automatic

For most scans, "Auto" should be selected. This will allow the IPS to automatically determine the best image settings without any user intervention. (Please also note "Original" in 2.2)



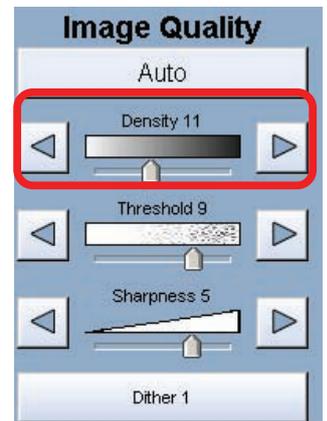


## *Density*

To override the "Automatic" settings, "Density" can be adjusted.

Deselect "Auto" to enable "Density".

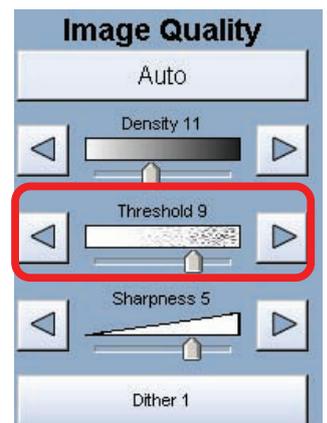
Pressing the arrows manually adjusts the background density. This will suppress or enhance the background from the original.



## *Threshold*

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.



## *Sharpness*

To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are scanned to allow for smoother graduations.





## Dither

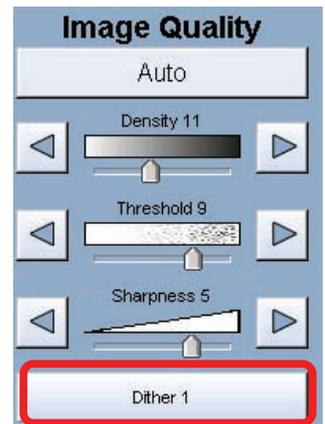
To override the "Automatic" settings, "Dither" can be adjusted. Deselect "Auto" to enable "Dither".

By pressing the dither button,

- a. None
- b. Fine
- c. Medium or
- d. Course

This will change how the dots are arranged to create the final image of the scan.

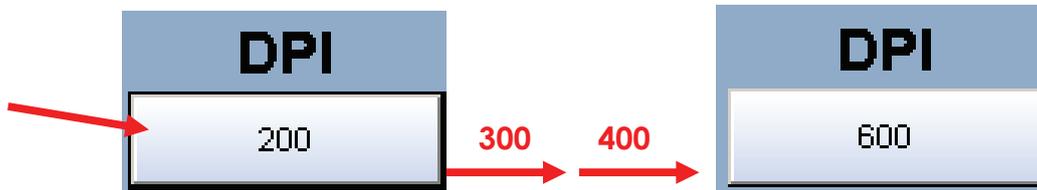
For fine lines a "Course" dither pattern may be desired. For Photos "None" may be desired.



## DPI

Scroll through the DPI button to select the required scan resolution.

Choices are 200, 300, 400 or 600 DPI.





## *Format*

Press the "Format" button to toggle through the file formats available.

**TIF-G4** - tif format Group 4 level compressed

**TLC** - format compressed

**CAL-G4** - Cals Group 4

**PDF** - PDF Level 3

**DWF** - Design Web Format (AutoCAD)

**Multipage TIF-G4** - Tif format Group 4 level compressed

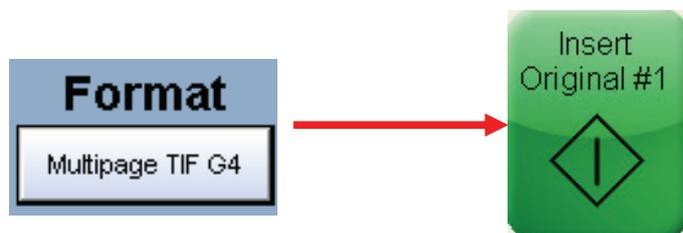
**Multipage PDF** - PDF Level 3

**Multipage DWF** - Design Web Format (AutoCAD)

Select the file type required to save the image into this format.



For a Multipage scan, select the desired Multipage format. Start button will prompt for next original.



When finished scanning, select the Close File button to finalize the multipage file.





## Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.

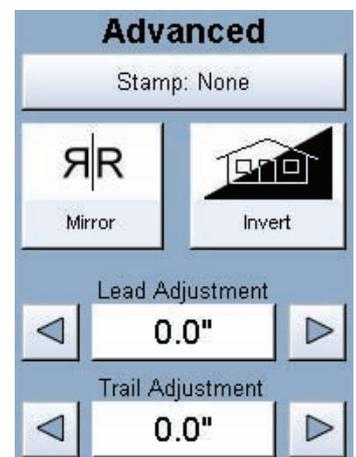


Selecting Restore brings up the “Please Pick a Scan Scheme” allowing the user to choose from multiple saved schemes.

## Advanced Settings

The Advanced Setting button contains the additional parameters on a sub screen:

- a. Invert
- b. Mirror
- c. Stamp (Water Mark)
- d. Lead Edge Adjustment
- e. Trail Edge Adjustment





### Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.



### Invert

Select this button to change a region of white to black and black to white of a scanned document. This is normally used for "negative" documents or "blue prints".



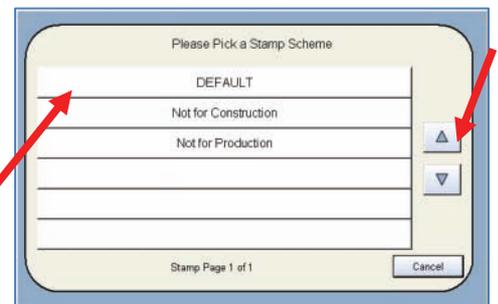
### Stamp

Select "Stamp" to display another sub screen. This will allow the selection of a "Stamp" or "Water Mark" to be placed on the scanned image. It will be embedded digitally into the image.

- a. Use the Arrow buttons to scroll through the available stamps and then select the stamp from the list.



- b. The Stamp button will now display the stamp selected.



### NOTE

The list of "Stamps" is loaded into Scan Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the printer's UI.

Please contact these persons for any additional stamps that may be required.

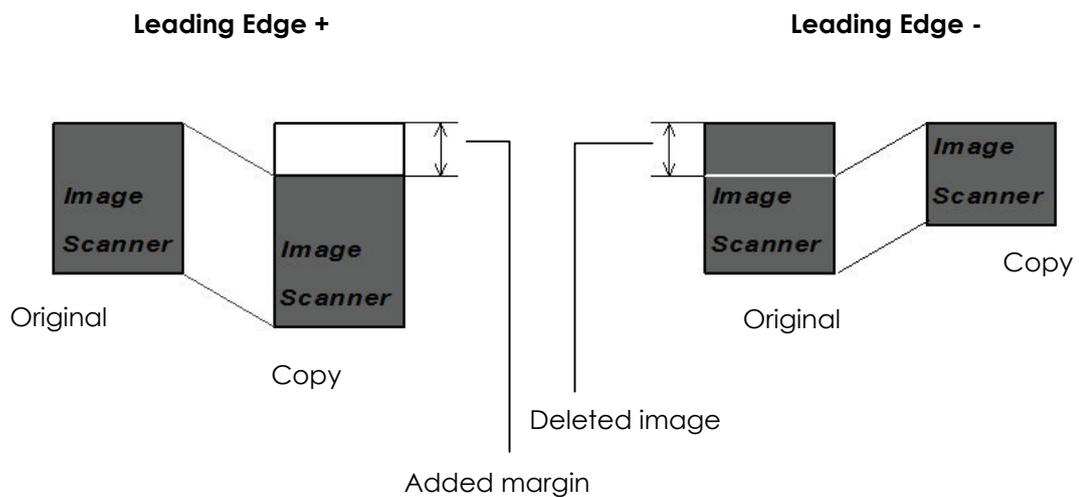
Please see "Request" for these functions.



## Leading Edge Adjustment

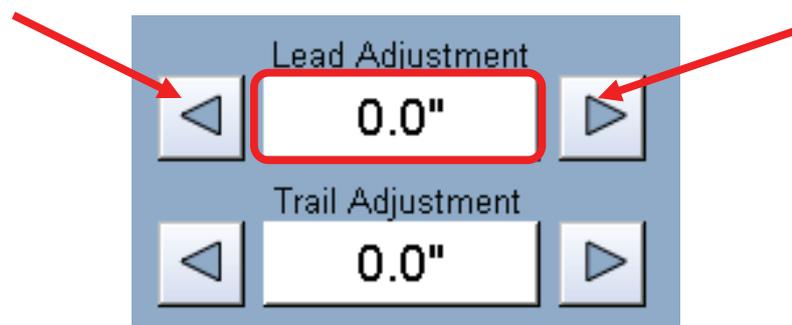
The leading edge of a scan can be altered. (+/- 4" )

- additional void area can be placed on the lead edge of a scan or
- image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

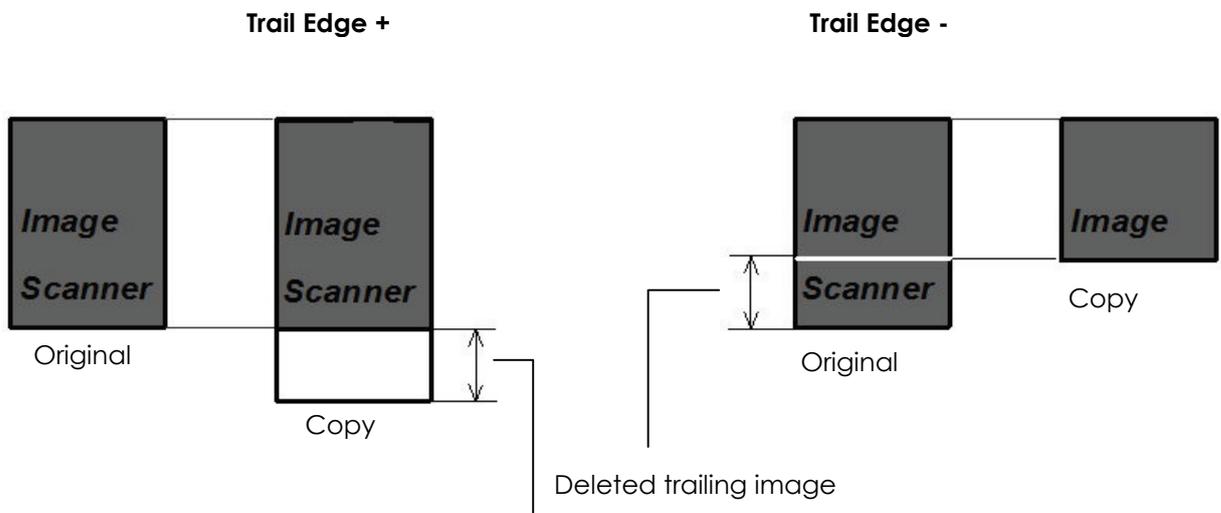




## Trailing Edge Adjustment

The trailing edge of a scan can be altered. (+/- 4")

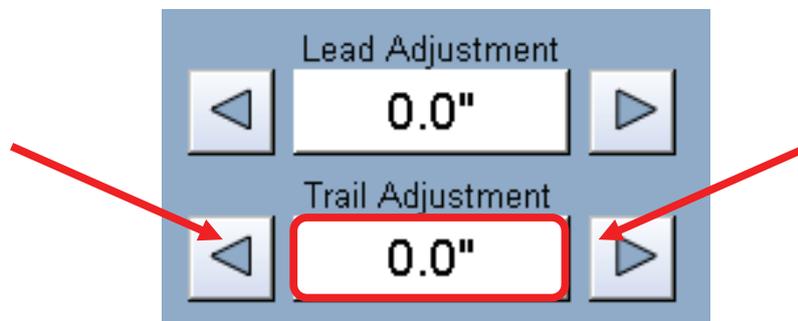
- a. additional void area can be placed on the bottom of a scan or
- b. image can be removed (such as a binding strip or a file hanger)



Added trailing margin

To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.



Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.



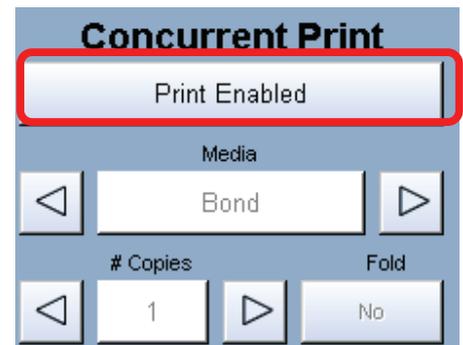
IMAGE PROCESSING  
SOFTWARE

*IPS Touch Screen*

### *Print Enabled – Concurrent Print*

This feature allows the user to Scan-to-file and print concurrently. The number of copies per scan can be set by clicking the "Print Enabled" then using the arrows to set the number of copies.

**Note:** this functionality is not available when creating a Multipage file.



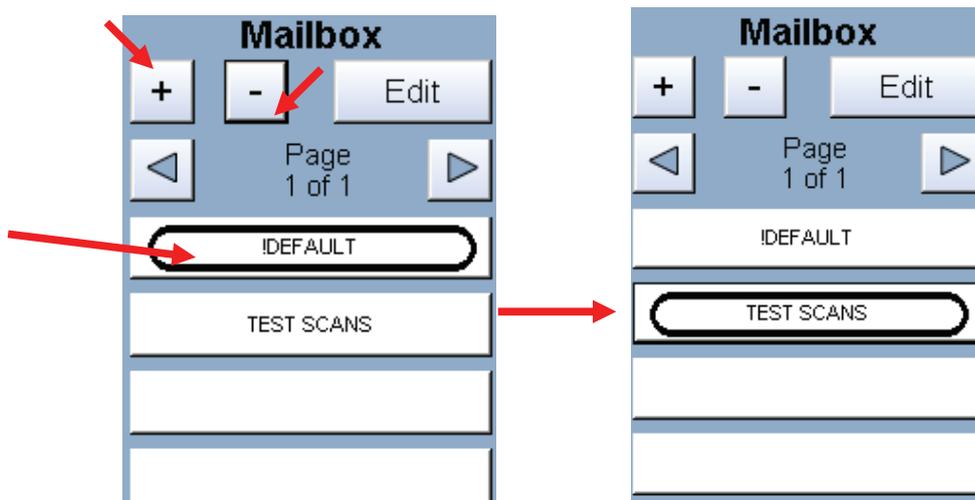
### *Mailbox Command Center*

This region of the Scan screen allows the user to select where the files will be placed.

#### *Selecting a Mailbox*

Use the arrow keys to scroll through the list as needed.

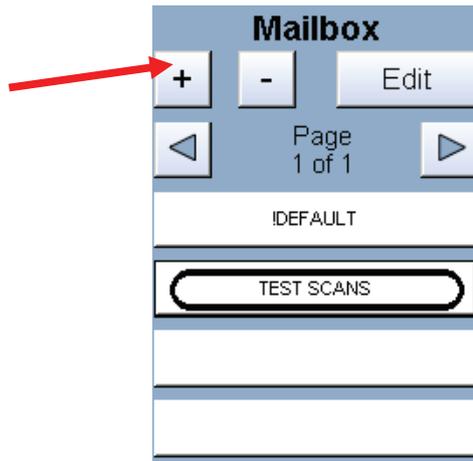
Select the location by pressing on it.



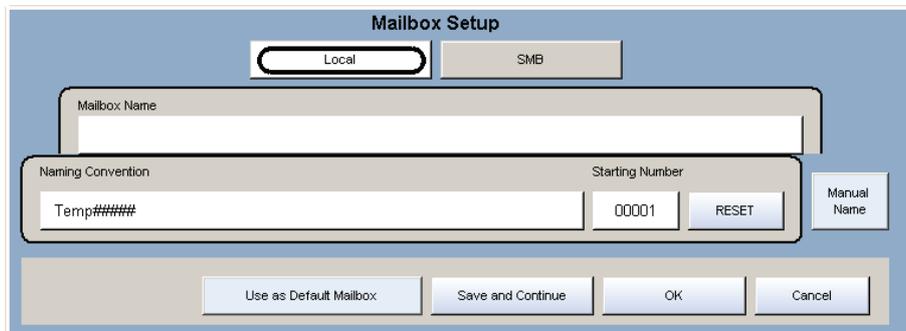


## Creating a New Mailbox

- a. Press the + Button.



The Mailbox Setup screen is displayed.



- b. Select Mailbox Name. A screen keyboard will be displayed. Enter the new Mailbox name.
- c. Enter the new location using standard protocols of networking for scans to the:

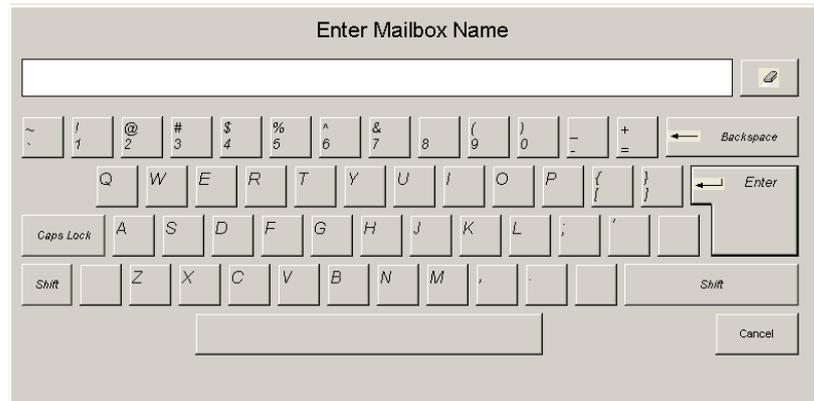


## *IPS Mailbox*

Set a name for the location

Examples:

Dsmith  
B\_Project  
Team\_XYZ  
Michele



Access to these folders and the scanned images is preformed from the Request application. Please see the User Guide of "Request" for the retrieval function.

## *SMB Setup*

### *Share Setup – Workstation/Server*

When setting up a share at a workstation or server, it is necessary to have some information ahead of time.

- User must have rights to share a folder
- User must know where the access rights are held
  - Rights are local to the PC or Domain (Active Directory)
- File and Print Sharing must be enabled within the Windows XP firewall settings
- User must be able to read, write and modify the destination SMB folder
- User must know login username and password



## Network Location (SMB/CIFS) – IPS Setup

Server Message Block/Common Internet File System (SMB/CIFS) allows the user to create a semi-permanent connection to a network resource for scan to file.

The image shows a 'Mailbox Setup' dialog box with the following elements:

- Buttons for 'Local' and 'SMB' (selected).
- Text input field for 'Mailbox Name'.
- Text input fields for 'Destination Server /Workstation' and 'Domain'.
- Text input field for 'Share Path'.
- Text input field for 'Username'.
- Text input field for 'Password'.
- Text input field for 'Naming Convention' (containing 'Temp#####').
- Text input field for 'Starting Number' (containing '00001').
- 'RESET' button next to the Starting Number field.
- 'Manual Name' button.
- Bottom row of buttons: 'Test SMB', 'Use as Default Mailbox', 'Save and Continue', 'OK', and 'Cancel'.

Function Button	Description
Mailbox Name	Descriptor to be displayed on SCAN screen (Preceded by SMB:) This will turn green when connected
Destination Server/Workstation	IP address or NetBIOS name of destination workstation/server
Domain	Name of authorization provider (Domain server or workgroup workstation)
Share Path	Shared resource on destination workstation/server
Username	Login credentials on destination workstation/server
Password	Password for supplied username on destination workstation/server
Test SMB	Maps a network drive to the destination workstation/server

Within the SCAN screen, press the **Mailbox** button to create an SMB connection.

- Touch the **SMB** button to display the SMB Mailbox creation dialog.
- Press the **Mailbox Name** button to enter a descriptive name for the SMB scan to file location. This description will be displayed on the SCAN screen with the label of SMB:[Mailbox Name].



- c. Touch **Destination Server/Workstation** button to enter the NetBIOS name or IP address of the destination server or workstation that the IPS will connect to in order to allow for scan to file.
  - a. This must be a server or workstation that the IPS has access to via TCP/IP.
  - b. Please ensure that the 4820/9148/8148 IPS has been networked properly and is "pingable" from the destination server/workstation.
- d. Touch **Domain** button to enter the client authorization information. This entry will work in conjunction with the Username/Password entries as defined in later steps.
  - a. Some facilities will have user credentials stored on a central authorization server (Domain Controller/Active Directory Server) that will grant connection access to the IPS for shared resources. If the IPS is connecting to a workstation (WS01) that is a part of the Acme.com domain, then the user would enter Acme in the Domain section. The IPS would get authorization credentials from the SVR01 server in order to scan to the "Scans" folder on the WS01 workstation (TBurr's PC).

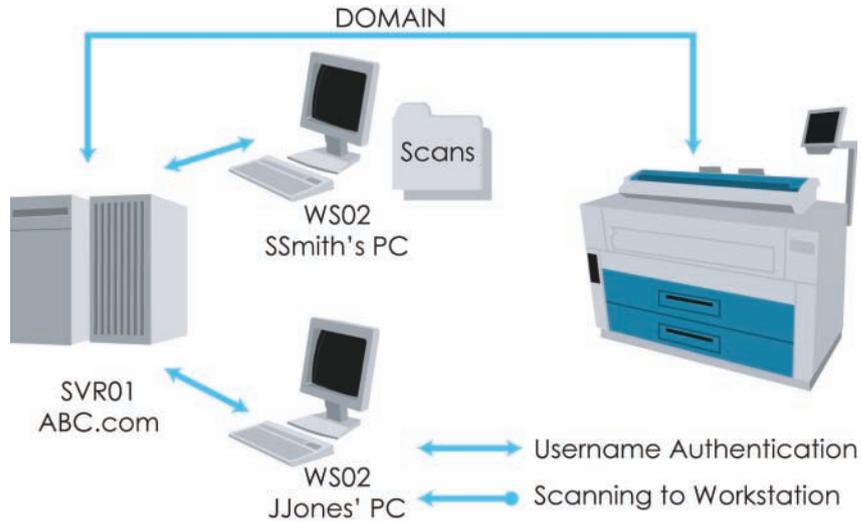
The image shows a 'Mailbox Setup' dialog box with the following fields and controls:

- Buttons: Local, SMB (selected)
- Mailbox Name: Images
- Destination Server / Workstation: WS01
- Domain: Acme
- Share Path: scans
- Username: Acme\TBurr
- Password: \*\*\*\*\*
- Naming Convention: Temp#####
- Starting Number: 00001
- Buttons: RESET, Manual Name
- Bottom Buttons: Test SMB, Use as Default Mailbox, Save and Continue, OK, Cancel



# IMAGE PROCESSING SOFTWARE

## IPS Touch Screen



- b. If the IPS is in a workgroup setting (No Domain Controller/Active Directory Server), the authorization credentials will be supplied by the destination workstation/server (WS06). If the user is connecting to a shared resource on a workstation (Scans folder) with the NetBIOS (computer) name of WS06, the user would input WS06 for the Domain section. The IPS would get the authorization credentials from the WS06 workstation.

**Mailbox Setup**

Local  SMB

Mailbox Name: Images

Destination Server / Workstation: WS01 Domain: Acme

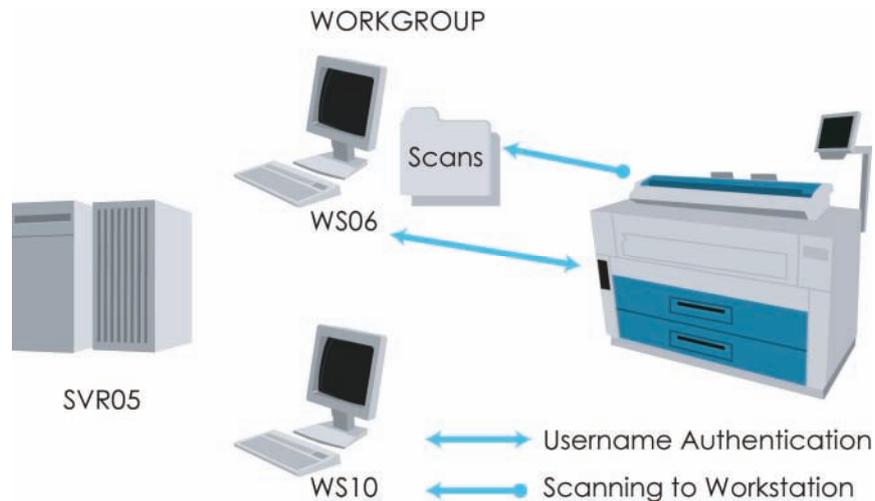
Share Path: scans

Username: Acme\TBurr

Password: \*\*\*\*\*

Naming Convention: Temp#### Starting Number: 00001 [RESET] [Manual Name]

[Test SMB] [Use as Default Mailbox] [Save and Continue] [OK] [Cancel]



- e. Touch the **Share Path** button to enter the name of the shared folder on the destination workstation or server.
  - a. The shared folder on the destination workstation must be accessible by the user as supplied in the **Username** setting.
  - b. These permissions should include the ability to write and modify on this shared folder.
- f. **Username** and **Password** should be set as an accessible login username from either the workgroup workstation/server or the authentication server/domain controller.
- g. Touching on **Test SMB** will make the IPS attempt to establish a connection to the destination workstation/server.
  - a. This is a semi-permanent mapped network drive (Z:)
  - b. The connection is established when the SMB mailbox is selected and is disconnected when:
    - i. Switching Formats
    - ii. Pressing the **STOP** button
    - iii. Switching menus (SCAN, COPY, JOB INFO, ?)
    - iv. Selecting another mailbox
    - v. Creating another SMB mailbox
    - vi. Reset timer expiration
  - vii. Log off



It is possible to scan all file formats to an SMB location. Please note that color image data is much larger and may take considerable network resources in order to transfer from the IPS to the SMB location. (A full color, 600 DPI, tiff packbit can be several gigabytes in size).

When scanning multi page documents (PDF, DWF and TIFF), the images are scanned to a temporary location on the IPS & then transferred to the SMB location once the **Close File** button has been pressed.

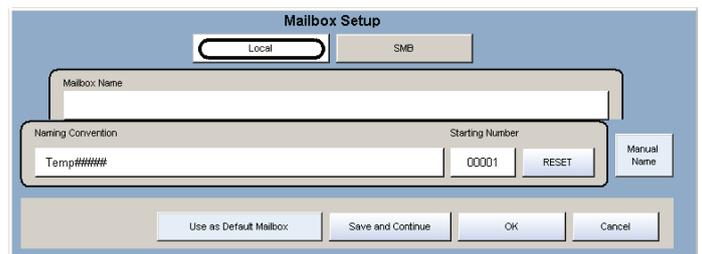
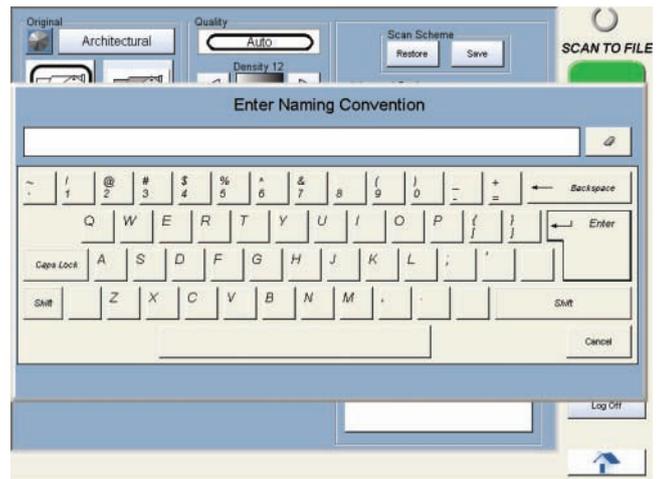
### Scan to File – Image Naming

The IPS allows the user to create a custom naming convention for files that are scanned to file. This naming convention is tied or is a part of the actual mailbox that is selected on the IPS. This can be a part of a local IPS mailbox or as an SMB (network) mailbox.

In addition to a naming convention for the mailbox user also have the ability to name each individual file prior to scanning it to the desired location. When scanning, the IPS on-screen keyboard at the time of scanning, (if configured) will allow for the input of a file name before the current image is scanned to file.

To set up the ability to Name files as they are being scanned do the following:

1. Create a new mailbox
2. Set up the Mailbox and select the "Manual Name" button.
3. Selecting "Manual Name" will turn this feature on for all mailboxes.



4. If a manual name is not going to be used select Cancel when the onscreen Keyboard open and the scans will be given the default naming convention of Tempxxx.xxx

**Note: It is necessary to have the SCAN option in order to perform this function.**



## Create a Mailbox with Naming Convention

1. Click the **SCAN** button to begin the scanning process



2. Click the plus sign to add a mailbox to the IPS



3. Select either a **Local** or **SMB** mailbox destination



4. For a **Local** mailbox, type in the name of the local mailbox
5. For an **SMB** mailbox, type in the information for SMB mailbox configuration. For further information, please see the IPS user guide
6. Designate a mailbox name mask and a number sequence interval by typing in the following parameters. Type in the name of the file with the pound symbol (#) where the pound symbol will insert the numbering interval as defined in the **Starting Number** section.



- a. For each (#) a number will be placed into the file name. In the example above, the first file name would be Temp00001.ext; the next file name would be Temp00002.ext, etc.
- b. It is possible to place the (#) between sets of text. For instance, if the file is to be named Image1001-2006.ext and the increment is to be from 1001, then the user would input Image#####-2006 in the **Naming Convention** section.



- **Use as Default Mailbox** – Sets this to the Default mailbox when entering the **SCAN** screen
- **Save and Continue** – Allows a user to input many mailboxes without having to enter the mailbox creation page
- **OK** – Exits the mailbox creation page with saved changes
- **Cancel** – Exits the mailbox creation page and terminates all current information on the page

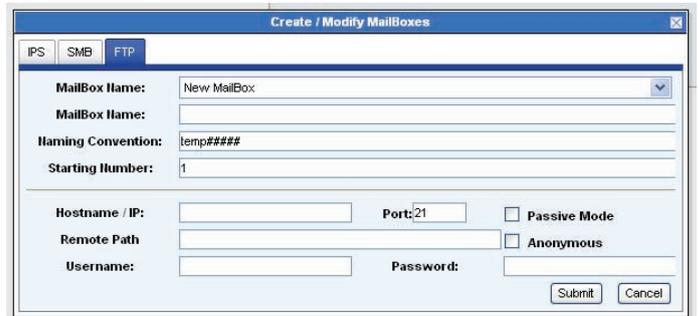
### FTP Locations

Please contact your network administrator for details on how to configure and load FTP locations into the printer Scan Mode. FTP locations can be set up easily through PrintNET. Please see the PrintNet Manual for details. Please see your network administrator for access to your FTP and the retrieval of the documents from the FTP.

### Adding FTP Mailbox Location from PrintNET

Administrators now have the ability to create FTP scanning destinations directly from PrintNET.

Select "FTP" from the list of available tabs to display configuration parameters.



Once an SMB destination is configured, it will be displayed in the list of available destinations on the left hand side of the screen prefixed by "SMB:"

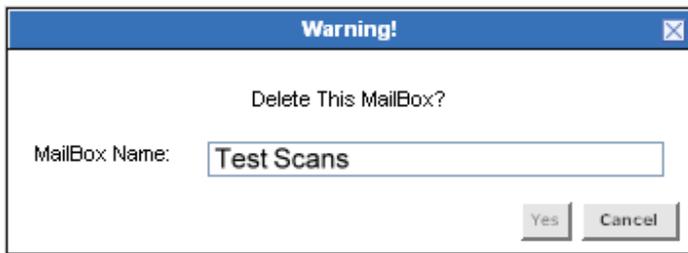
Please note: Files scanned to SMB & FTP destinations cannot be seen or selected from the PrintNet interface.





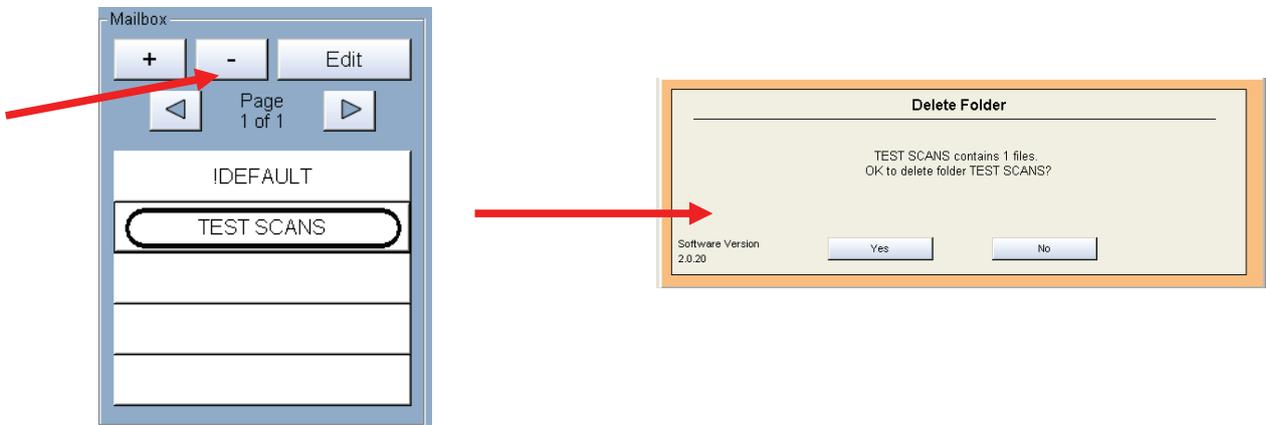
## Delete a mailbox

This will allow a user the ability to delete a Mailbox (and all of its contents) on the IPS without having to be in front of the IPS itself.



## Removing a Mailbox

- Select the mailbox to be deleted.
- Press the "-" button on the main Scan screen



### NOTE

The "Mailbox" also removes all documents images with that folder.

**ENSURE YOU HAVE BACKED UP OR DOWNLOADED ANY NECESSARY FILES IN THE FOLDER PRIOR TO REMOVING IT IN THE NEXT STEP!**

- Press "Yes." to remove.



### *Edit*

Allows the user the ability to edit an existing mailbox



### *Start*

No function at this time in Scan Mode.

All scans in Scan Mode are "Auto Start".



### *Reset / Stop*

This button has two functions.

1. Press the Stop button on the UI to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Scan Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Scan Mode Configurations chapter)



### *Re-Scan*

If the scanned image was not satisfactory, you can replace the last image scan by selecting this button and proceeding with the scan procedure as normal.



### *View Last*

Allows the last scan to be reviewed again on the UI.



### *Log Off*

This button may be displayed if accounting is enabled. Press this button to log off the current user after scanning has been completed.





# IMAGE PROCESSING SOFTWARE

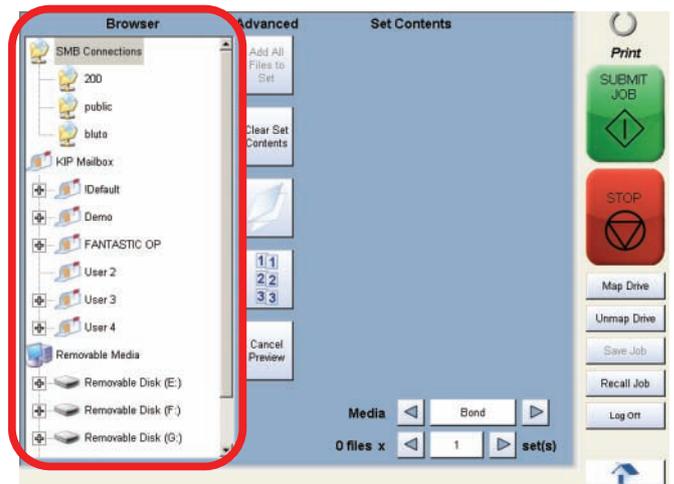
## IPS Touch Screen

### Mono File-to-Print

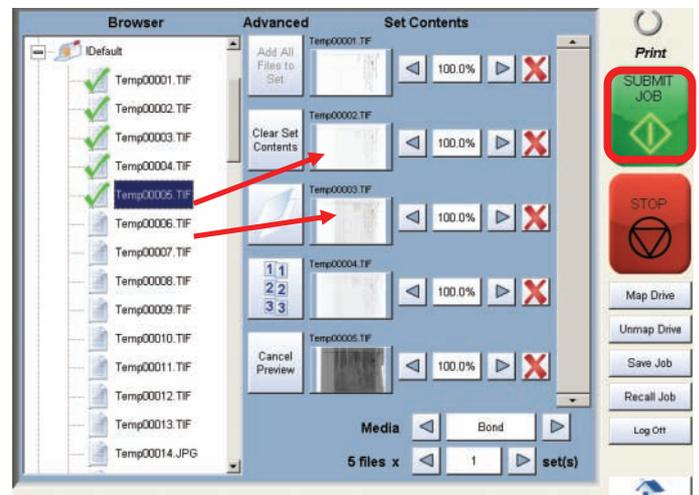
- Click the "File-to-Print" button to print files stored locally on the printer. This includes Local Mailboxes and other folders on the hard drive.



- Browse to the destination and select the file or files you want to print on the left side of the screen.



- Click on a file to move it to the "Print Set Contents" where it can be previewed and either submitted or removed from the list.



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- Select a folder or mailbox and click the “Add All Files to Set” to add all of the files in the specified folder to the “Print Set Contents” section for previewing.
- Click the “Clear Set Contents” to remove all of the files from the “Print Set Contents” section.
- Click the “Fold” button to apply folding schemes.
- Click the “Collate” button to enable or disable collating sets of prints.
- Map Drive allows the user the ability to create a connection to a network location.



The Mailbox Setup dialog box contains the following fields:

- Mailbox Name: NetworkDriveSMB
- Destination Server / Workstation: 123 Repro
- Domain: 123 Repro
- Share Path: tubby
- Username: 123 Repro\miller
- Password: \*\*\*\*\*

Buttons at the bottom: Test SMB, OK, Cancel

- Unmap Driver allows the user to disconnect from a network location that may no long be available.





# IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

- After adding files to “Print Set Contents click the “Save Job” button to save the current configuration. An onscreen keyboard will appear allowing the user the ability to name the saved file.



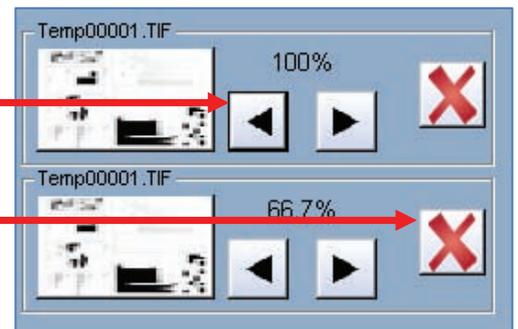
- Click “Recall Job” to load a job configuration that was previously saved.



- Edit the number of “sets” by clicking the left and right arrows.



- Click the left and right arrows to change the enlarge/reduce settings for the job submittal.
- Click the “X” icon to remove the file from the “Print Set Contents” list.



- Click the Media button to select from available medias loaded in the Printer.



- The number of files chosen, along with how many sets to be sent to the printer are displayed on the bottom of the screen.

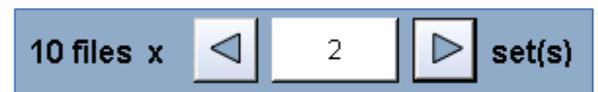




IMAGE PROCESSING  
SOFTWARE

IPS Touch Screen

Copy Mode Color (2420/9124/8124 Only)

Main Screen - General

The screenshot shows the main screen of the IPS touch screen interface. It features several control panels and buttons:

- Original Type (1):** A panel with a grayscale icon and a color icon.
- Image Quality (4):** A panel with a dropdown menu currently set to "LineArt". Below it are three quality options: "Draft", "Normal", and "Quality".
- # Copies (5):** A panel with a numeric input field set to "1" and left/right navigation arrows.
- Original Size:** A panel with a dropdown menu set to "Auto" (2), a "Manual" button, and a "Rotation" section with a "Rotation: 0°" field (12).
- Preset (11):** A panel with a dropdown menu set to "Copy Preset" and "Save" and "Recall" buttons.
- Advanced (6):** A panel with a dropdown menu set to "Advanced".
- Print Quality:** A section with "Quality" selected and settings for "Mirror: No", "Invert: No", "Stamp: No", "Lead: 0 mm", and "Trail: 0 mm".
- Zoom (9):** A panel with a numeric input field set to "100.0%" and left/right navigation arrows.
- Right Side Buttons:** A vertical column of buttons including "START" (7), "RESET" (8), "View Last" (8), "Log Off" (10), and a home icon (13).

The word "COPY" is displayed in the bottom left corner of the screen.



No.	Name	Function
1	Mode	Select Color Mode from Mono Mode
2	Original Size	Select the size of the original in length and rotation
3	Original Type	User Selects the type of original to copy. Also select Eng/Arch Modes here.
4	Print Quality	Select the calibrated Quality (must be calibrated prior to use)
5	Copy Count	Select the quantity of prints and sets designation.
6	Advanced Settings	Invert , mirror, stamps, folds, and edge adjustments preformed / displayed in this button (sub screen)
7	Reset	Clears the image buffer and resets the system to default settings.
8	View Last	The last scan / job can be viewed
9	Zoom	Manual and automatic zoom ratios set.
10	Log Off	Displayed if Accounting enabled to Log off current user
11	Preset Schemes	Save Multiple Scan Schemes for different File types.
12	Rotate	Choose from 0, 90, 180 and 270 degrees of rotation
13	Home	Returns to the Home screen



## Simple Copying

To copy, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

Please note that a third party color printer, supported by, must first be calibrated in the "?" screen under the "Color Config" button. Please see the "?" Section.

## Select Copy Mode

On the lower Main Home Screen select "COPY" and then press the Color button if not already selected.

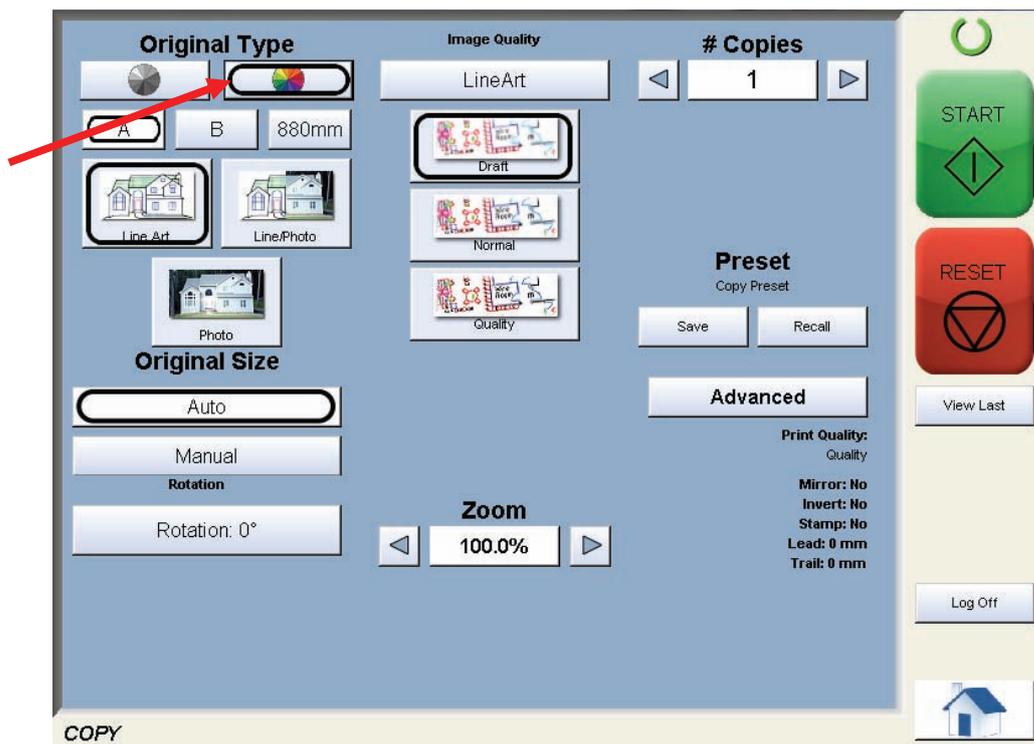




IMAGE PROCESSING  
SOFTWARE

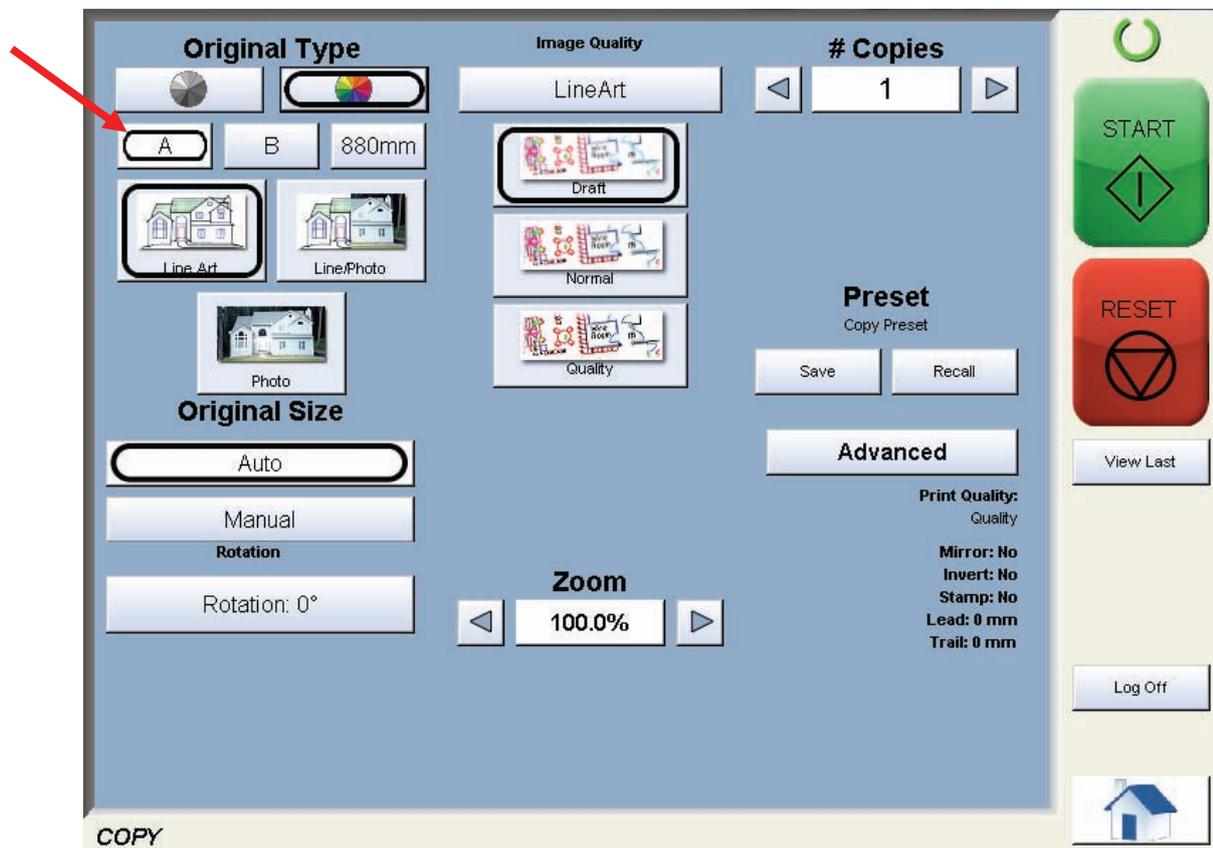
IPS Touch Screen

## Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches



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## Select Original Image Type

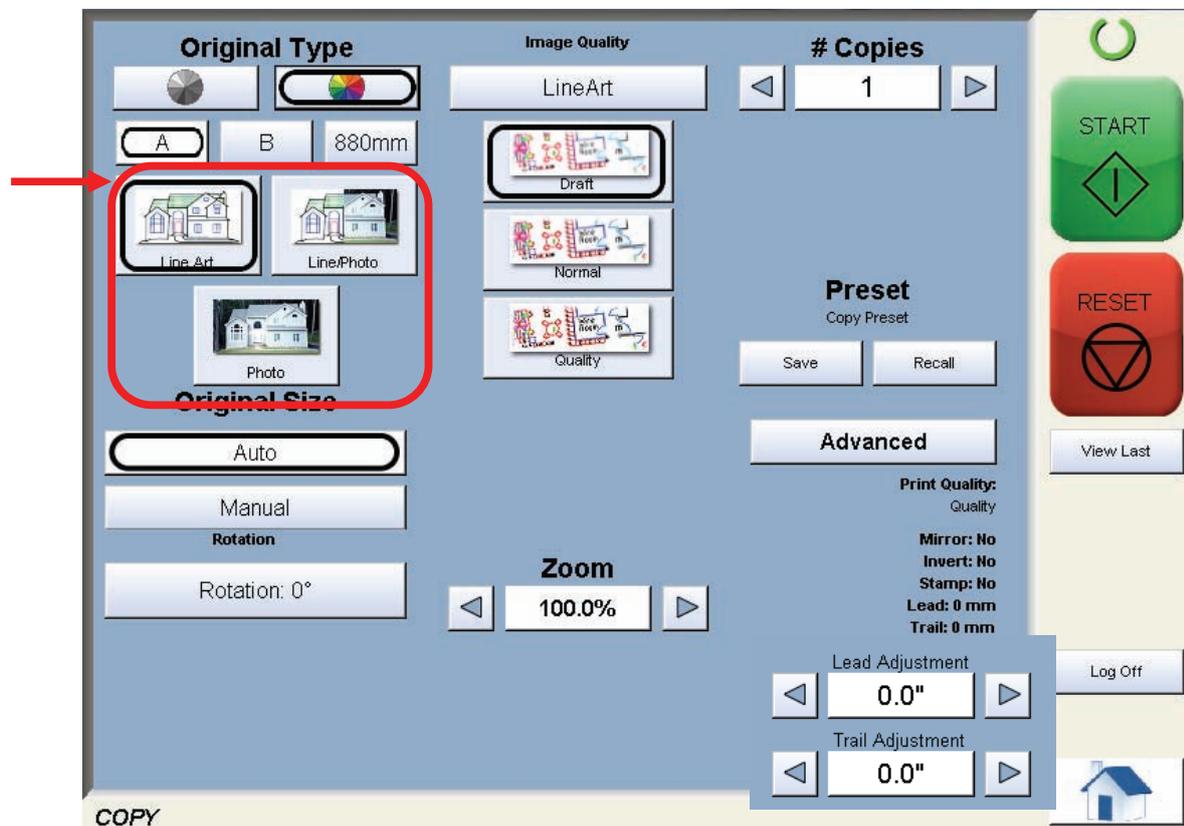
Set the original image type you will copy. The selections are:

**Line** - used for simple color line documents

**Line / Photo** - used for a combination of lines & photos color documents

**Photo** - used for color photographic originals

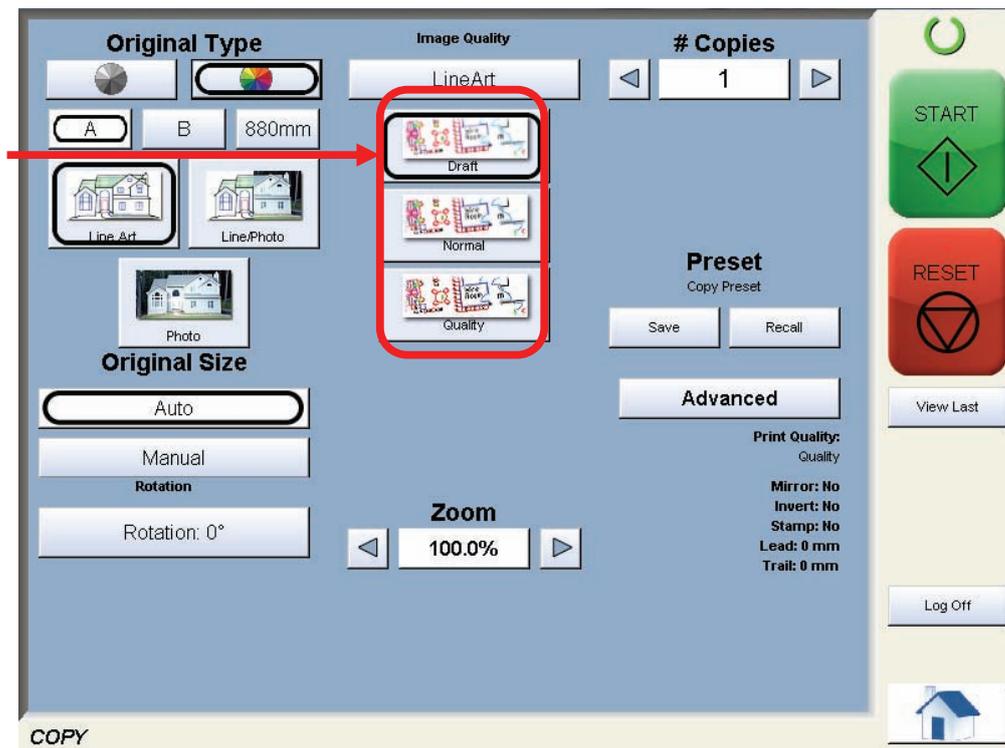
This will allow automatic image quality adjustments for the scan.





## Print Quality

The model of third party color printer will determine on the available Print Quality. Select "Graphics" or "Line Art" mode and then select "Draft, Normal or High Quality" mode for the printer.

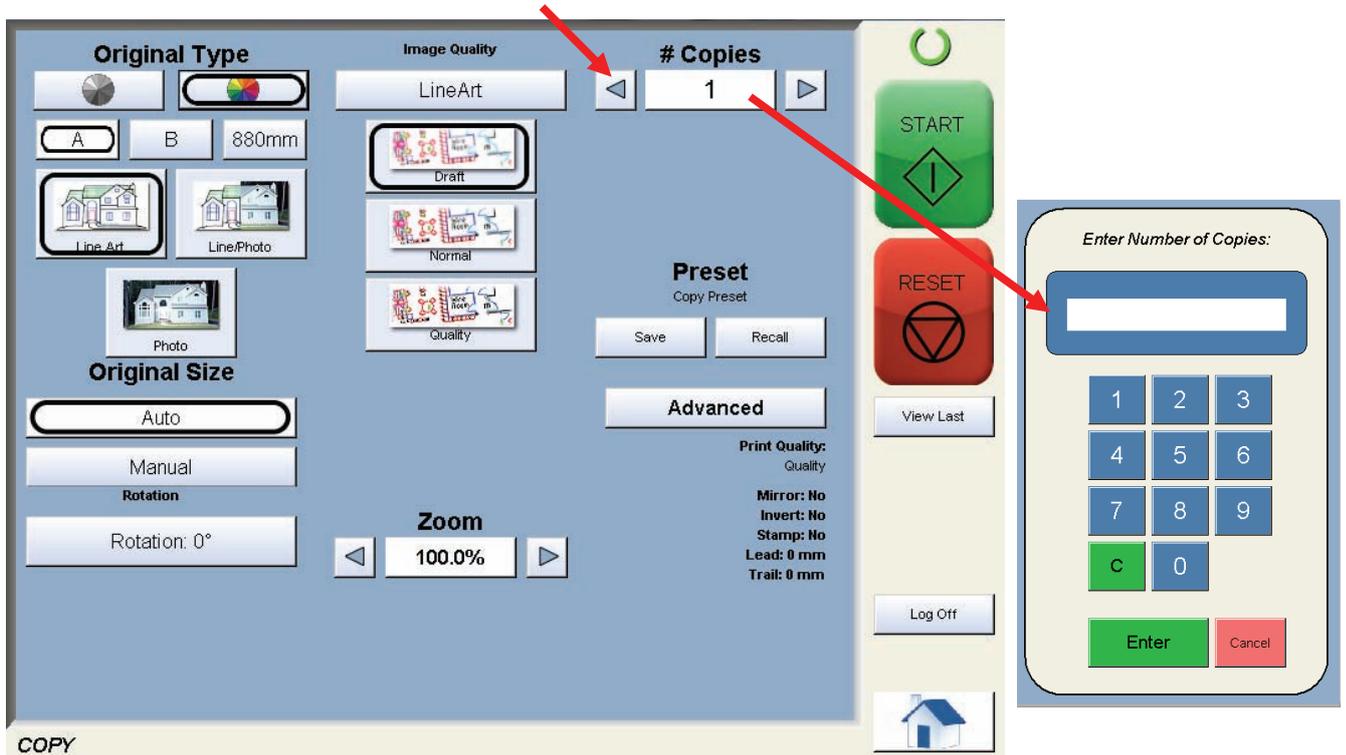


Please note that each Print Quality mode must be calibrated prior to its use. Please see Color Calibration in the "?" screen for greater details.



## Copy Count

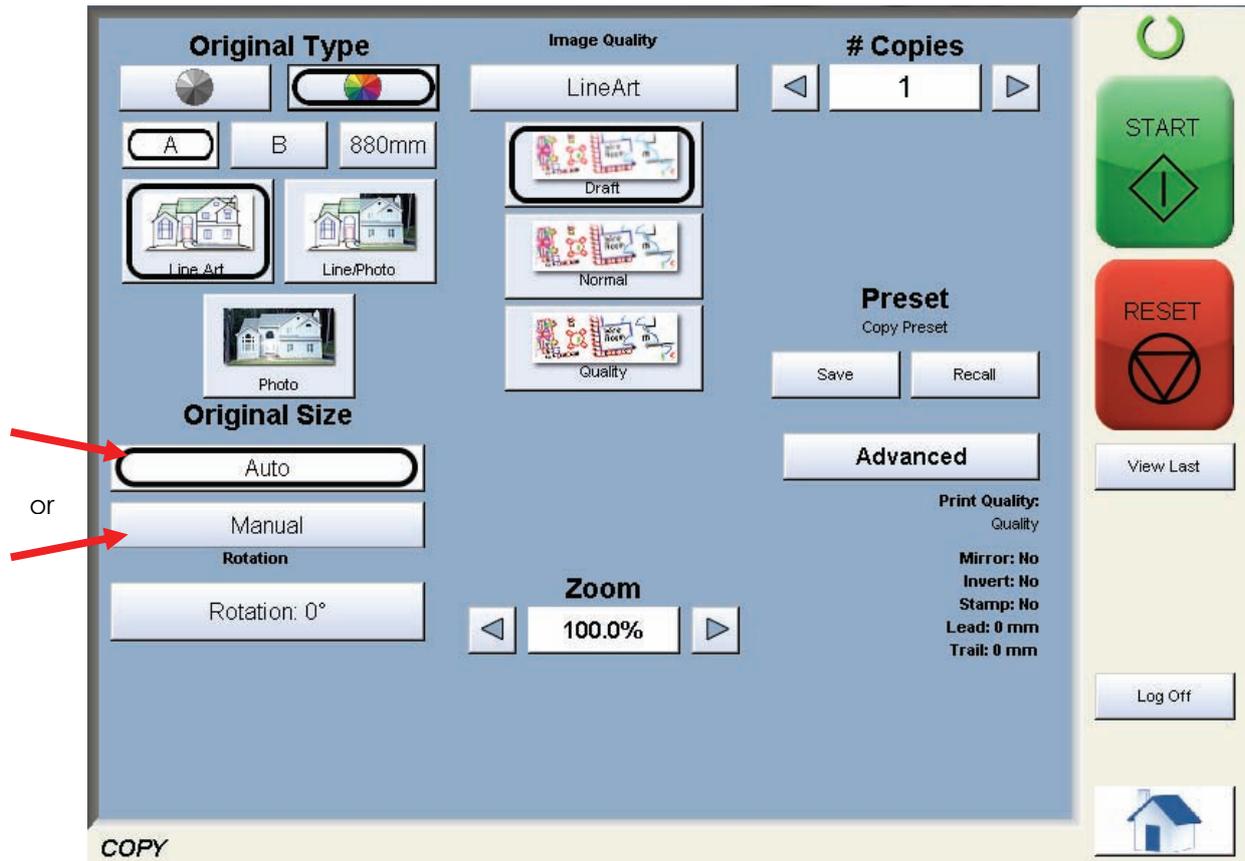
Press the arrow buttons to scroll through the number of copies required **or** press on the actual number to set the quantity with the number pad.





## Original Size

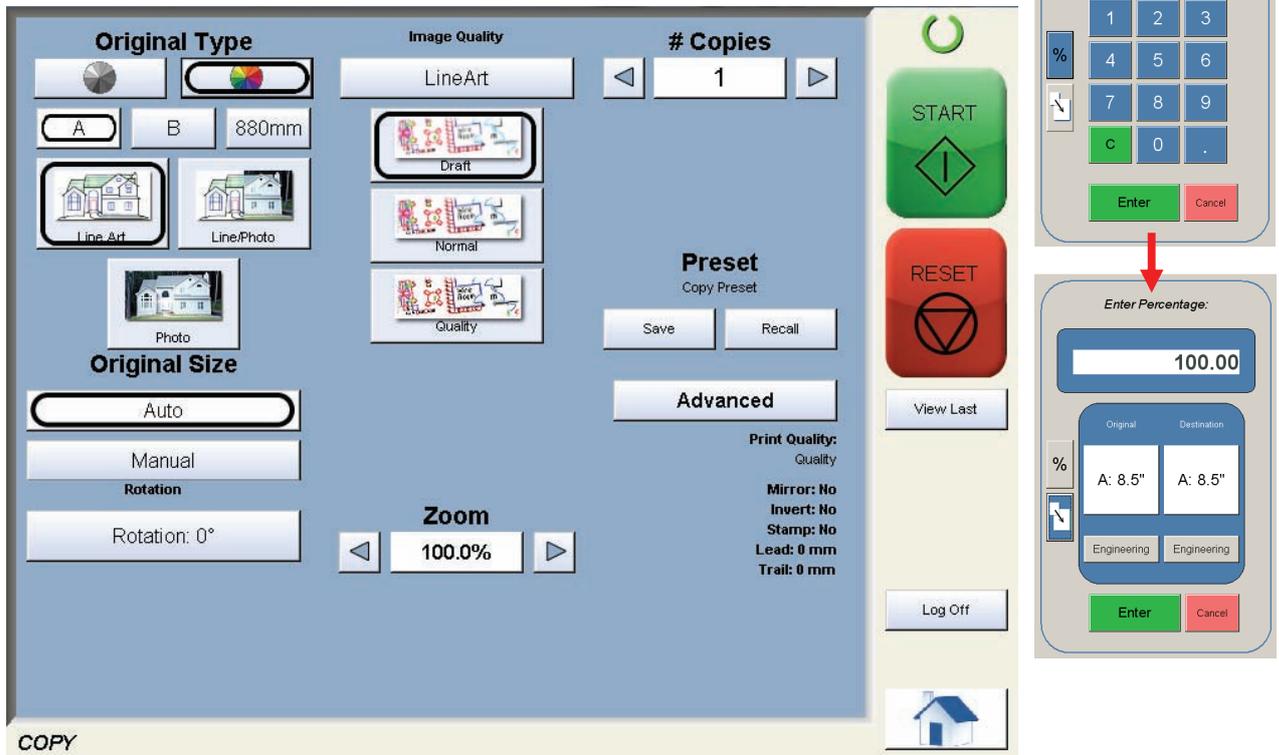
This selects automatic (for best possible fit) or manual page size selection.





### Size Select

- a. AutoZoom to automatically zoom to the width of paper or
- b. Press the arrow keys to scroll through presets ratios or
- c. Press on the Zoom number to enter a ratio on the key pad



### Insert Original

Using the guides on the feed table, center the original face up and push forward until the 4820/9148/8148 accepts it.

The 4820/9148/8148 will automatically commence to copy. While this occurs the image will be displayed on the Operator Panel for your reference.



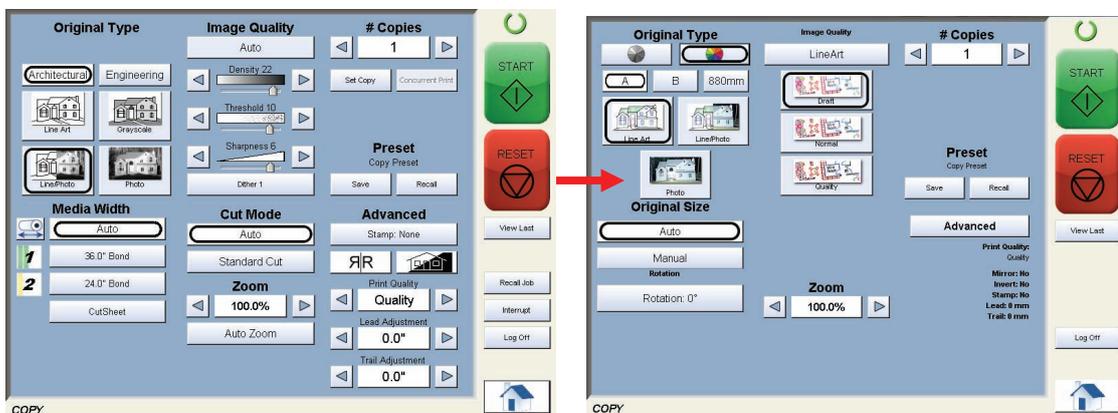
IMAGE PROCESSING  
SOFTWARE

IPS Touch Screen

## Operation Details

### Main Screen

The main Copy Color screen is selected with the Copy Button from the main Home Screen, then use the Color button in the upper left corner to select Color Mode.



The following pages detail the functions and settings of each button and sub screen that can be used to adjust the color copy mode.

### Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the original image type.

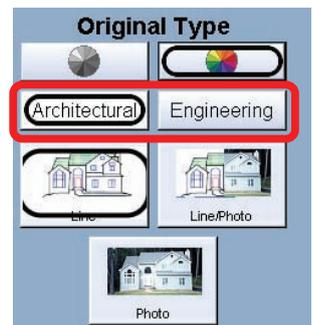
### Original Size Mode

This button is used to select the Size Mode of Engineering or Architectural.

This will allow the automatic width detection system to determine the image width when an original is placed in the 4820/9148/8148.

**Engineering widths = 34, 22, 17, 11, and 8.5 inches**

**Architectural widths = 36, 30, 24, 18, 12, and 9 inches**



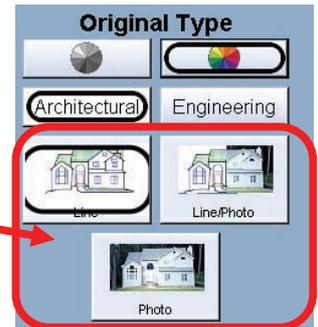
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### Original Type

Select one of the three different predetermined original types. The selections are:

- a. Line - used for simple color line documents
- b. Line / Photo- used for a combination of color lines & photos
- c. Photo - used for color photographic originals



Press the desired original setting from one of the three diagrams. This will allow automatic image quality adjustments for the scan. Please note that the selection will be highlighted with a "black circle" and the icon will become white, as in the above example "Line/Photo".

### Print Quality

This region is used to change the image quality settings on the third party printer.

### Line / Graphic Mode

The device you will copy to will determine the best setting. Each Quality mode has three sub modes. Each mode must be calibrated prior to use. Please see Color Calibration in the "?" screen.

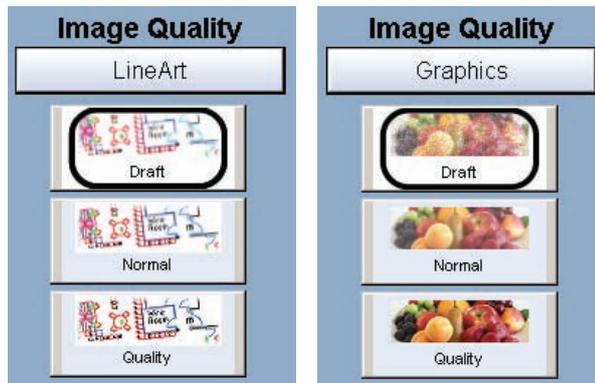


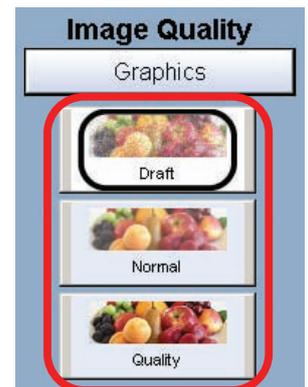


IMAGE PROCESSING  
SOFTWARE

## IPS Touch Screen

### *Draft / Normal / High Quality*

This controls the settings of the printer and which mode of image quality will be used on the printer. Please see third party printer guide for details.

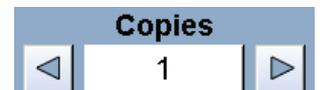


### *Copy Count*

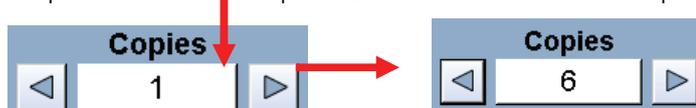
In this region the number of copies can be set.

### *Arrows - Count Increase / Decrease*

Use the arrows to increase or decrease the total numbers of copies desired by one with each press of the button.



In this example the arrow was press **five times** to reach "6 copies".

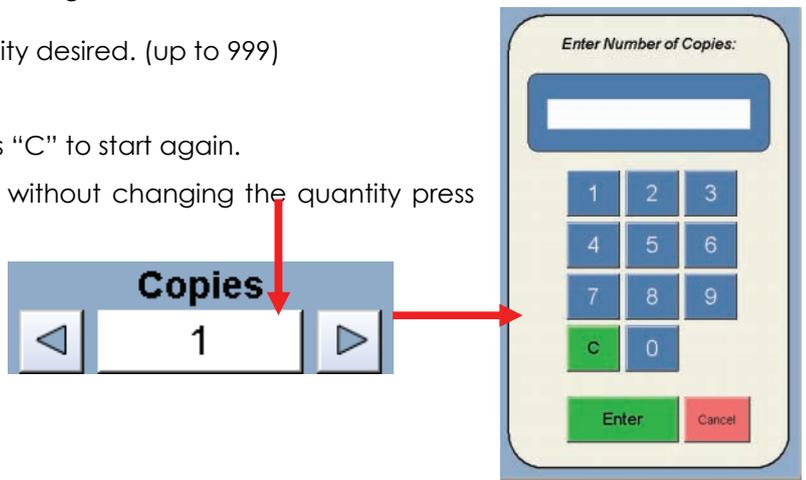




### Number Pad - Count Increase / Decrease

Press the "number of copies" value (which is a button) to set the desired number of copies using a number pad. This will allow the quick entry of larger numbers.

- a. Press the numbers for the quantity desired. (up to 999)
- b. Select "Enter".
- c. If an entry error was made press "C" to start again.
- d. If you wish to close the screen without changing the quantity press "Cancel".



### Set Copy

Has no function in Color Copy Mode.

### Clear

Press the "Reset" button to reset the quantity to "1".



### Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.



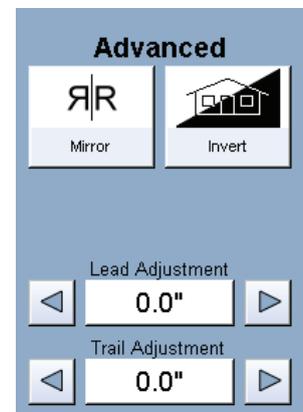


Selecting Restore brings up the "Please Pick a Copy Scheme" allowing the user to choose from multiple saved schemes.

## Advanced Settings

The Advanced Setting button contains the additional parameters on a sub screen:

- a. Mirror
- b. Invert
- c. Lead Edge Adjustment
- d. Trail Edge Adjustment



### Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.



### Invert

Select this button to change a region of white to black and visa versa of a scanned document. This is normally used for "negative" documents or "blue prints".

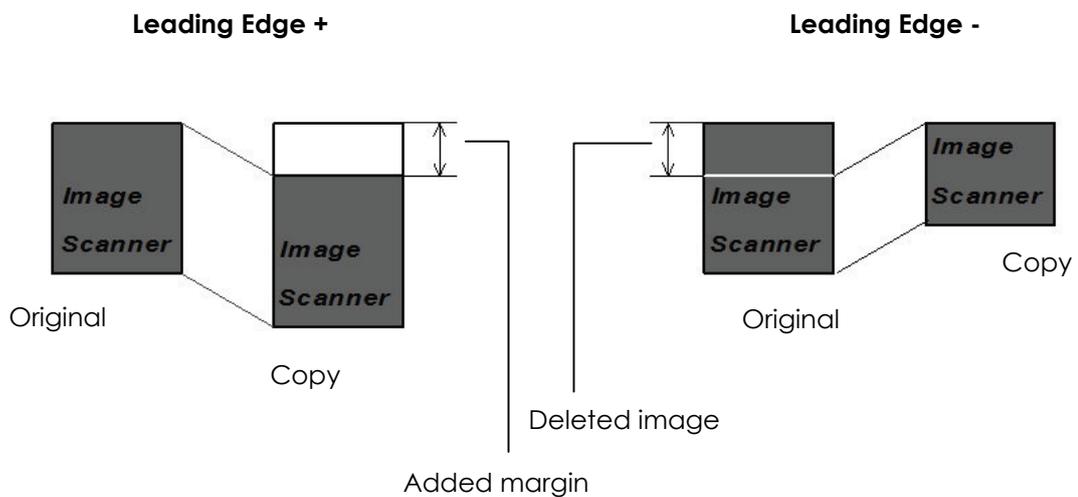




## Leading Edge Adjustment

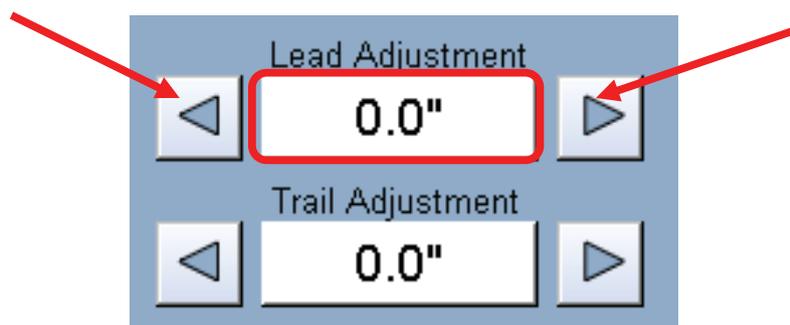
The leading edge of a scan can be altered. (+/- 4")

- e. additional void area can be placed on the lead edge of a scan or
- f. image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

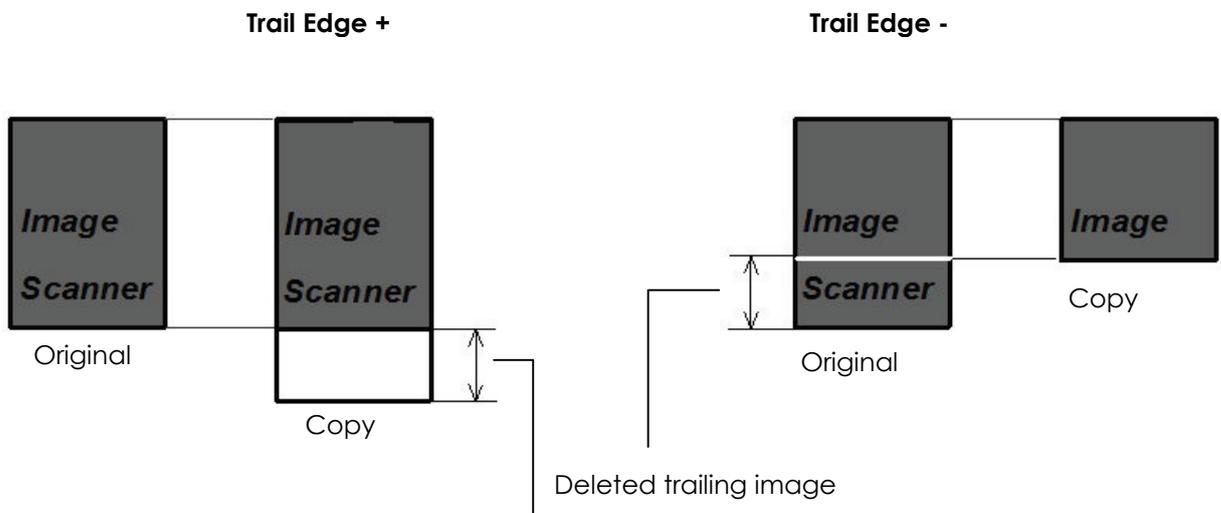




## Trailing Edge Adjustment

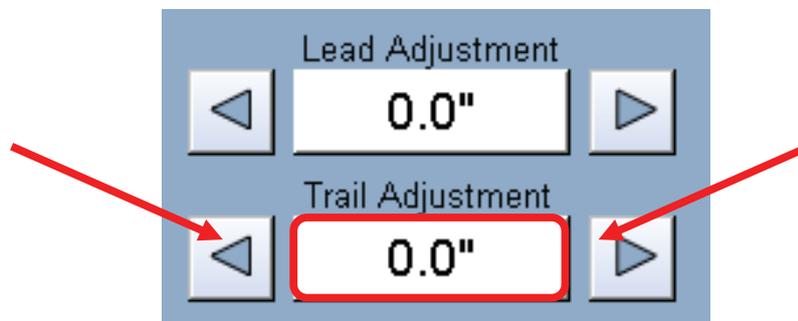
The trailing edge of a scan can be altered. (+/- 4")

- g. additional void area can be placed on the bottom of a scan or
- h. image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

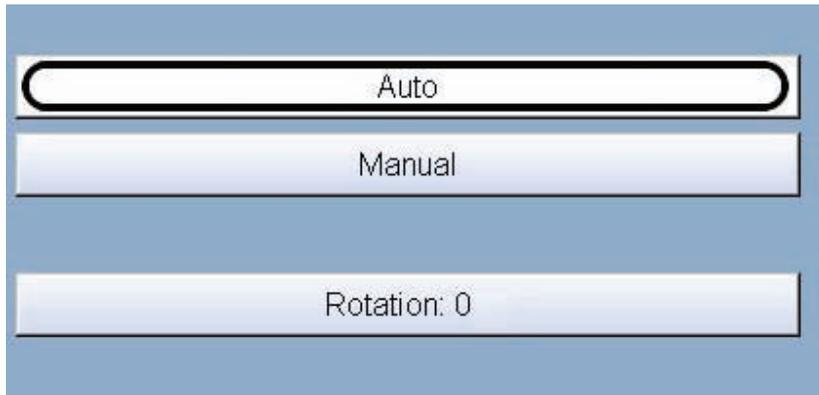


Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.



## *Original Size*

This region allows automatic or manual roll detection of the original.

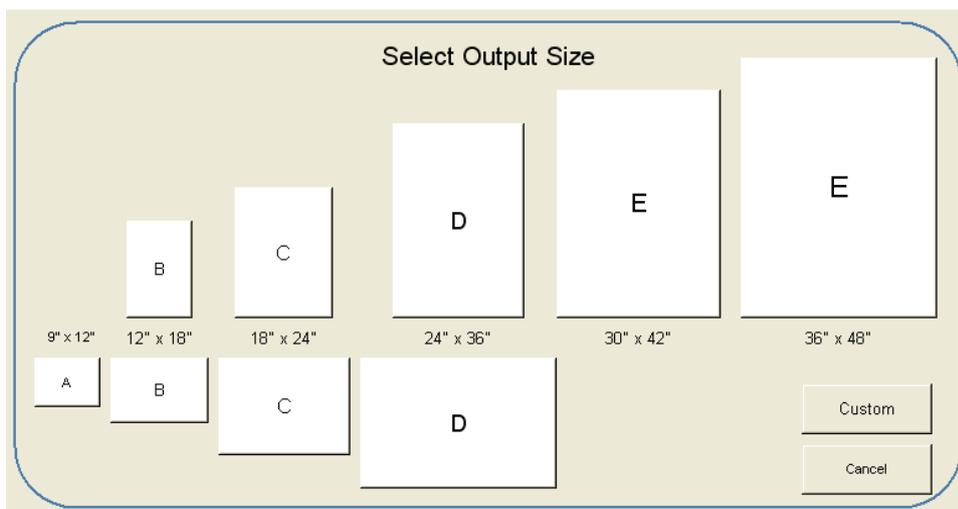


## *Auto*

This default setting allows the 4820/9148/8148 to automatically detect the width and length of the original. Please note the correct "Original Size Mode" in 2.2.1 must be select prior to the copy.

## *Manual*

To select an original size manually, select Manual & a sub screen displays all current standard page sizes.





### Custom

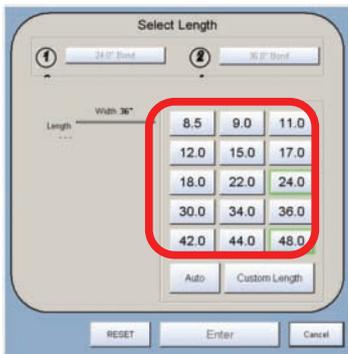
This mode allows the original width and length to be determined by the number pad.



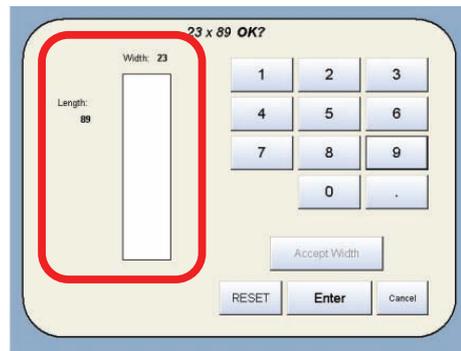
Set the width of the scan. Note that these are only Standard Sizes.

Set a Standard Length or Custom Length – set the Custom length in the key pad and press enter.

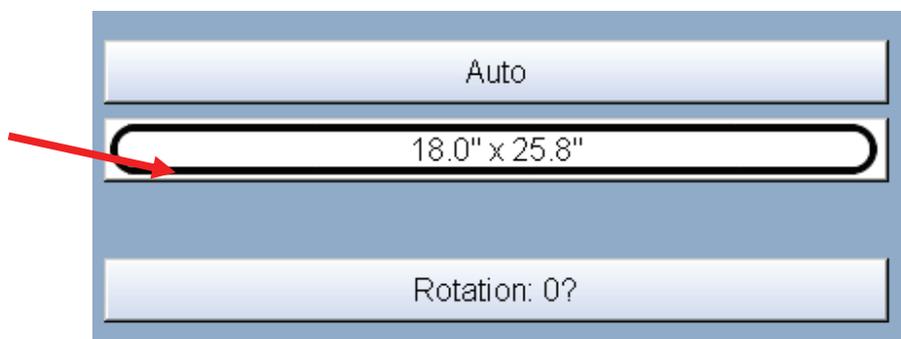
#### Standard Length



#### Custom Length



The cut length will now be displayed in the Manual button. In this example 18" width and a custom length of 25.8".





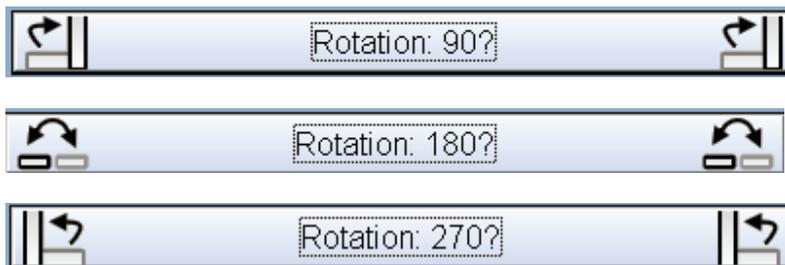
## *Rotation*

Select the rotation to save copy media. This function may be void dependent on the third party printer ability in media width and auto rotate function programmed in the printer.

Example:

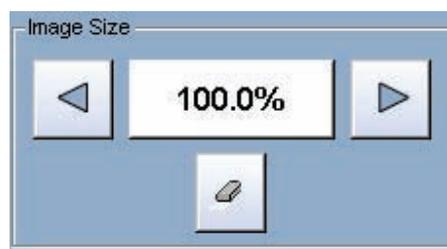
D Size copy may waste less media if printed 36" wide (if the printer so supports this size and is installed in the printer) rather than 24" wide. If the user wishes to scan the document 24" and then select a 270 degree or 90 degree rotation to print 36" width rather than 24" this can save media.

Rotation available:



## *Size – Zoom*

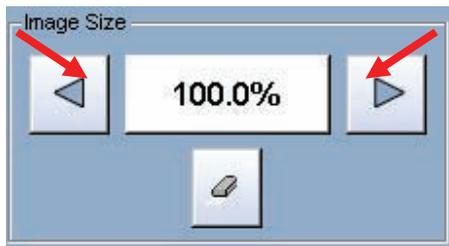
Image size / Zoom can be altered in this region of the operator panel. This includes automatic zooming, predetermined percentages, or ratio calculations to page size, and simple percentage increments.





## Preset Percentages

The IPS has several predetermined industry standard zoom percentages used for quick access. These can be accessed with the arrow buttons.



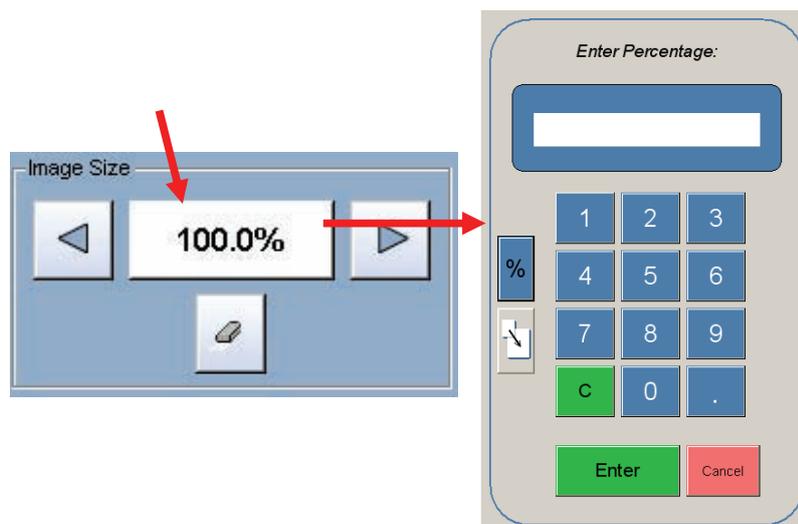
The pre-programmed percentages are:



## Percentage Key Pad

To enter a percentage directly:

- Press on the Percentage value displayed (the number is a button).
- This will show a keypad to enter the value (please note that the button Manual on the side is a default).



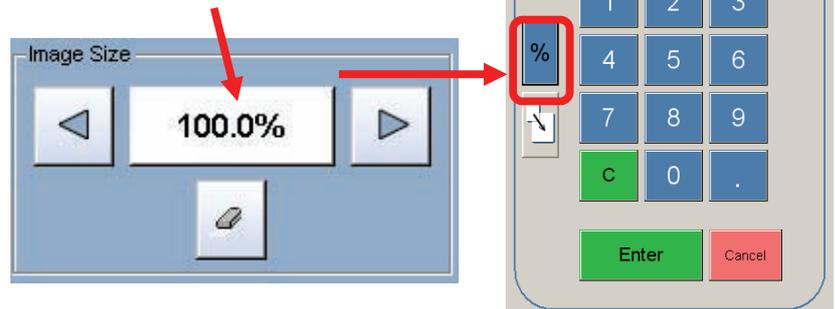
- Press the desired zoom value and press enter.



## Page Size Zoom

To enter a zoom percentage based on pages sizes into the UI:

- a. Press on the Percentage value displayed (the number is a button). This will show a keypad to enter the value.



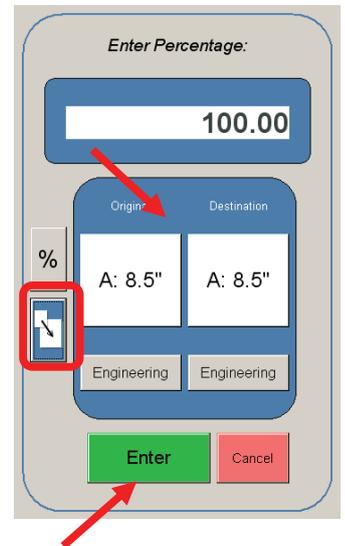
- b. Select Standard button.

- c. Select the original page size by pressing onto the original page size button.

- d. Please note either Engineering or Architectural mode can be utilized by pressing on the button below the original page size.

- e. Select the desired Copy page size. Again please note either Engineering or Architectural mode can be utilized.

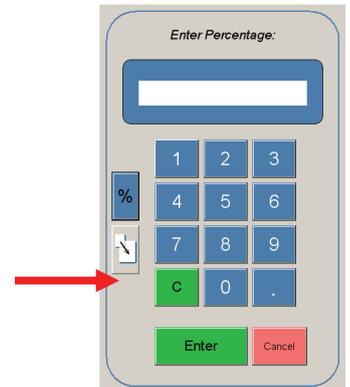
- f. Press **Enter** to confirm your selections or **Cancel** to restart.





### Clear

To reset the percentage value to default, press the “erase” button.



### Start

The copier is always set to “Auto Start”. That is when an original is inserted into the 4820/9148/8148, it will start without user intervention.

The start button is used when a job is recalled. The start button will “start” the job if depressed after ‘Recall’ (the name will change to “Re-print”).



### View Last

The last documented scanned to be copied be viewed.



### Recall Job

No function in Color Copy Mode.



### Stop / Reset

This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the “default settings” in Copy Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Copy Mode Configurations chapter)





### *Interrupt*

No function in Color Copy Mode.

Interrupt

### *Log Off*

This button only appears when "Accounting" functions are enabled. This allows the current user to cease all functions after the user has preformed the required copies (after the code was entered to enable Coping).

Please note that the printer will also automatically log off the current user after 180 seconds of no copy function activities by a user.

Log Off



IMAGE PROCESSING  
SOFTWARE

IPS Touch Screen

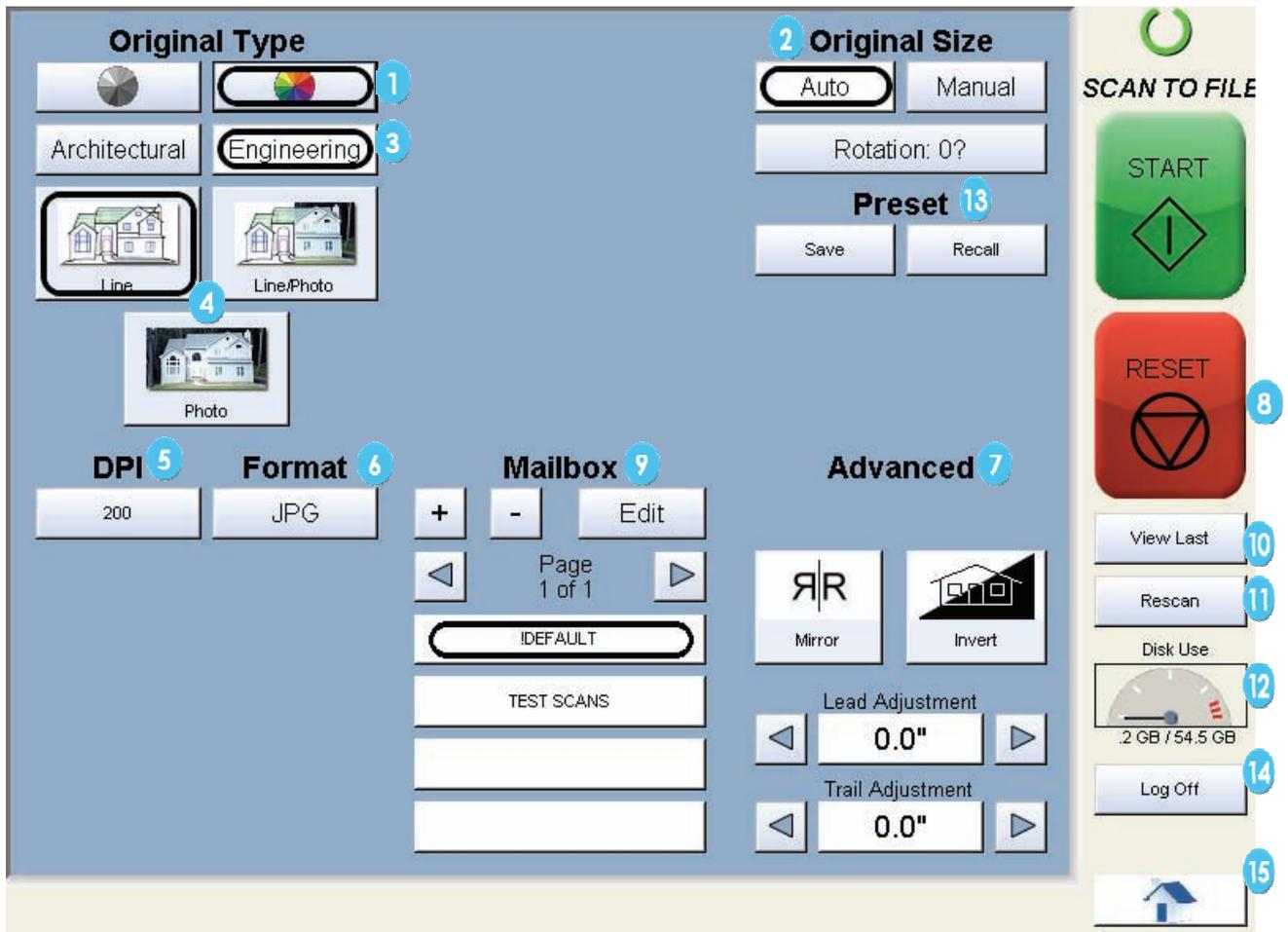
Scan Mode Color (2420/9124/8124 Only)

The interface features several touch-sensitive buttons and status indicators:

- COPY**: A button with an icon of three overlapping pages.
- PRINT QUEUE: 0**: A button with a list icon showing zero items.
- SCAN-TO-FILE**: A button with an icon of a scanner and a CD/DVD.
- LOG IN**: A button with a yellow padlock icon.
- FILE-TO-PRINT**: A button with an icon of a CD/DVD and a scanner.
- HELP**: A button with a blue question mark icon.
- Scanner Online**: A green status bar with a checkmark icon.
- Printer Online**: A green status bar with a refresh icon.
- Toner Status - OK**: A green status bar with a toner icon.
- Roll 1: A3 Bond**: A white bar with a barcode icon on the left.
- Time and Date**: A central display showing "1:10:09 PM" and "3/29/2011".



Main Screen





No.	Name	Function
1	Mode	Selects "Color Mode" while in Scan mode
2	Original Size	Use automatic settings or manually set width, length and rotation of the image.
3	Original Type	User Selects the type of original to scan. Also select either Eng/Arch Mode here.
4	Quality	Select the original image type to be scanned
5	DPI	Scroll through the image resolution. (DPI)
6	Format	Scroll through formats the file will be saved to.
7	Advanced Settings	Invert, mirror, and edge adjustments preformed / displayed with this button (sub screen)
8	Reset / Stop	Resets the system to default settings. Stops a scan in process
9	Mailbox	Select where the image will be stored after the scan ( printer, FTP, LAN PC etc)
10	View Last	View the last scanned image
11	Rescan	Rescans the last image (replaces)
12	Disk Use	Show how much of the Hard driver remains available.
13	Preset Schemes	Save Multiple Scan Schemes for different File types
14	Log Off	Logs off user
15	Home	Returns to the main Home Screen

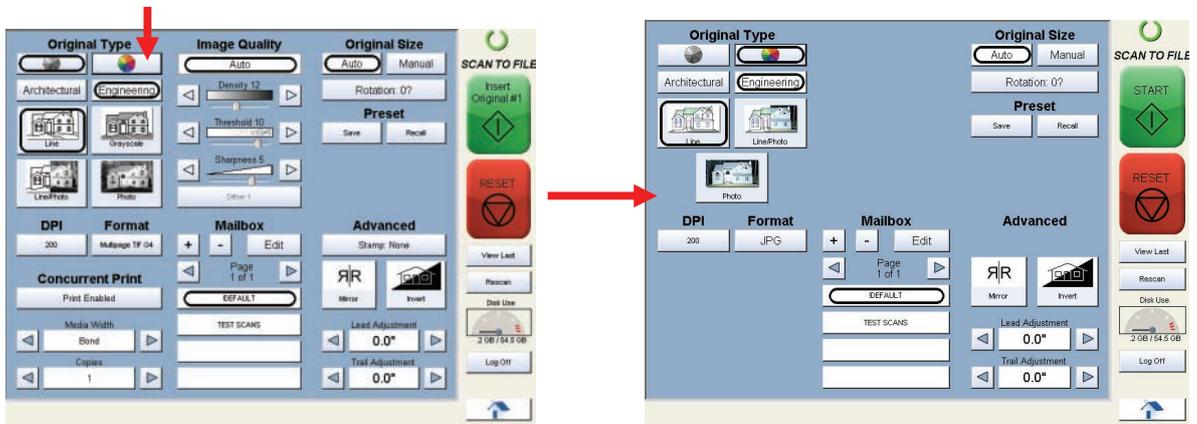


### Simple Scanning

To scan to file in color, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify color scans.

### Select Scan Mode

From the home screen select "Scan to file" then select Color Mode in the upper left corner.

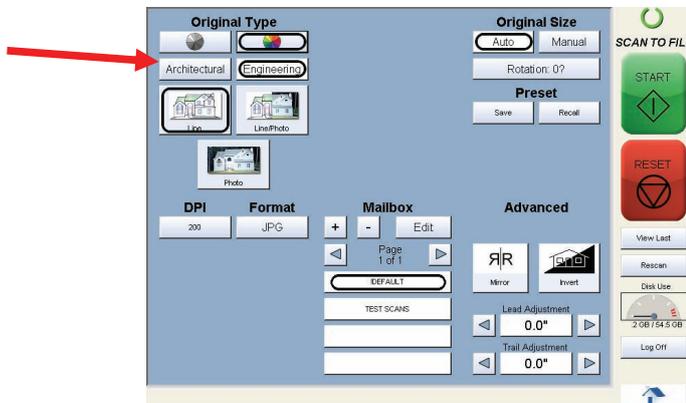


### Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

**Engineering widths = 34, 22, 17, 11, and 8.5 inches**

**Architecture widths = 36, 30, 24, 18, 12, and 9 inches**



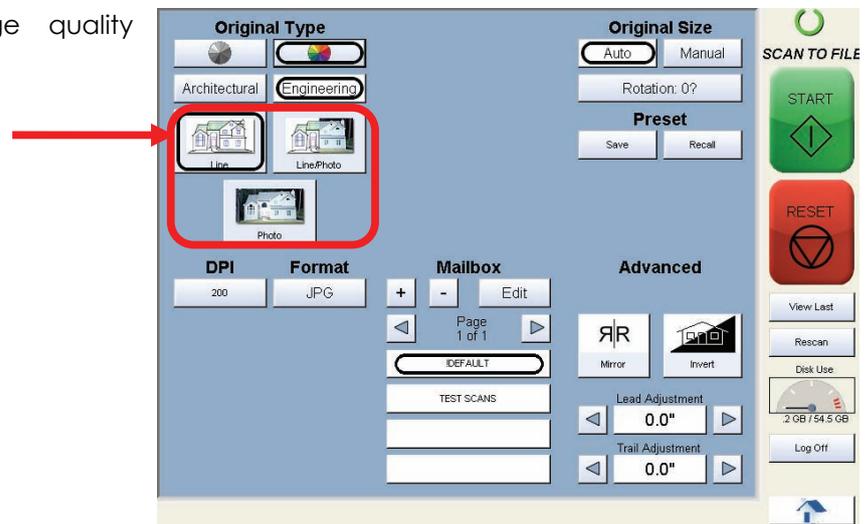


## Select Original Image Type

Set the original Image type you will scan. The selections are:

- Line-** used for simple color line documents
- Line / Photo-** used for a combination of color lines & photos
- Photo-** used for color photographic originals

This will allow automatic image quality adjustments for the color scan.

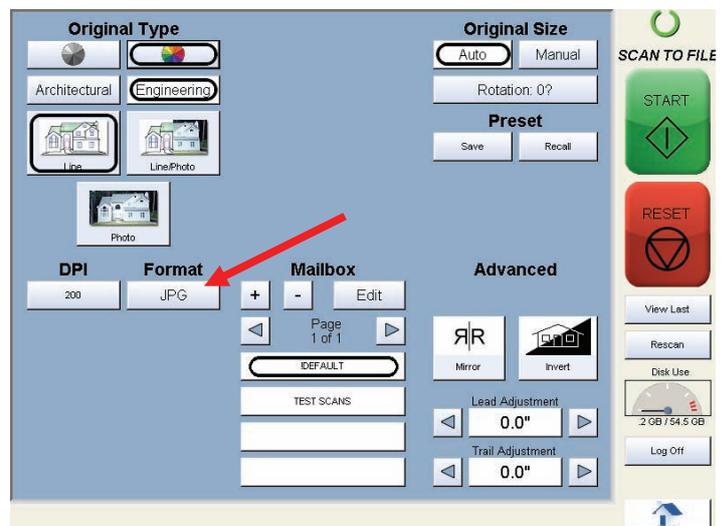


## Select Format

Press the button to scroll through the file formats available.

- TIF**
- JPEG**
- PDF Color**

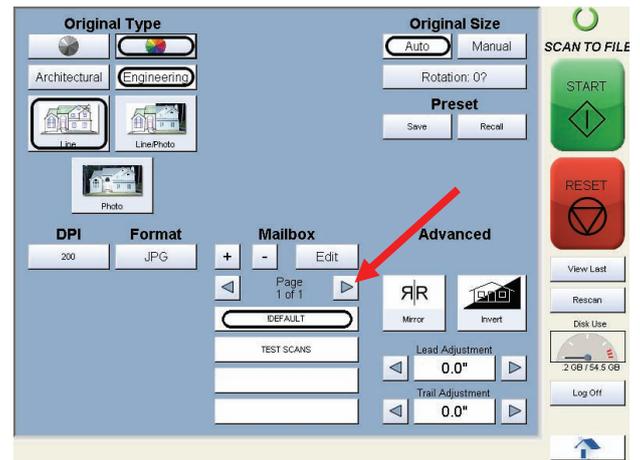
Select a desired file format.





## Select Mailbox

Select the location to where the file will be saved. Use the "Page Arrows" to view other choices currently available.



### NOTE

The Mailboxes are predetermined by the system administrator or key operator. Please contact these persons for any additional locations that you may require. The "Mailbox" button will allow for additional location entries.

## Insert Original

Using the guides on the feed table, center the original face up and push forward until the 4820/9148/8148 accepts it.

The 4820/9148/8148 will automatically commence to scan. While this occurs the image will be displayed on the Operator Panel for your reference.

## Retrieve the File

Depending on the "Mailbox" you may now access your scan from a PC connected to the LAN. This includes:

- from a FTP site (using Microsoft Windows Internet Explorer or other FTP software)
- from the "IPS Mailbox" utilizing "Request" to access the document.
- from SMB Location

Please see the User Guides of these applications for details on their function.

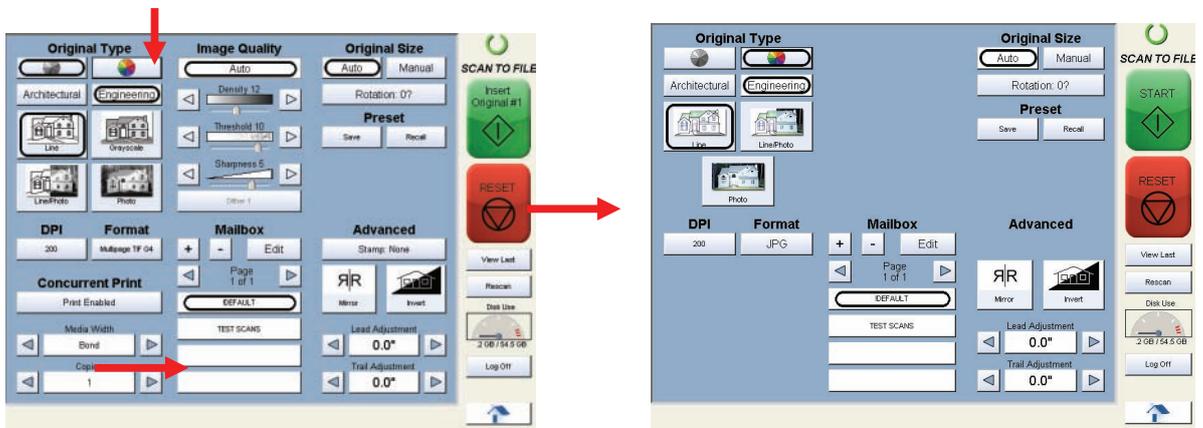
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### Operation Details

### Main Screen

On the main "Home" screen select the "Scan to file" button then select Color Mode in the upper left corner.



This screen contains all user functions for scanning to file in color. The following pages details the functions and settings of each button and sub screens that can be used to adjust the scan parameters to achieve the required result.

### Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the Original Document type.

### Original Size Mode

This button is used to select the Size Mode of Engineering or Architectural.



This will allow the automatic width detection system to determine the image width when an original is placed in the 4820/9148/8148.

**Engineering widths = 34, 22, 17, 11, and 8.5 inches**

**Architectural widths = 36, 30, 24, 18, 12, and 9 inches**



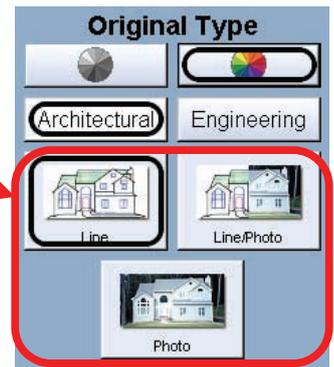
IMAGE PROCESSING  
SOFTWARE

*IPS Touch Screen*

## *Original Type*

Select one of the three different predetermined original types. The selections are:

- Line-** used for simple color line documents
- Line / Photo-** used for a combination of color lines & photos
- Photo-** used for color photographic originals



Press the desired original setting from one of the three diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted with a “black circle” and the icon will become white, as in the above example “Line/Photo”.

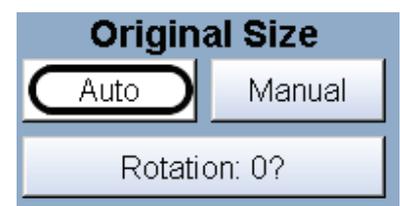
## *Original Size*

This region is used to select the image size of original being scanned.

## *Automatic Size*

For most scans, “Automatic” should be selected. This will allow the 4820/9148/8148 to automatically determine the width and length of the scan without any user intervention.

(Please also note “Original Size Mode”)

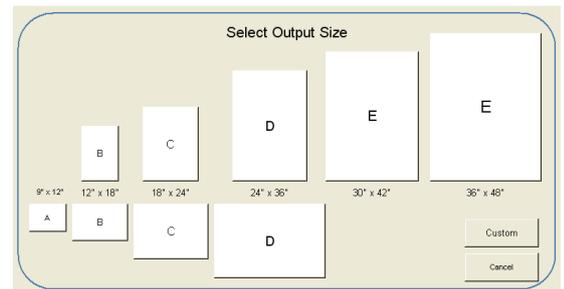




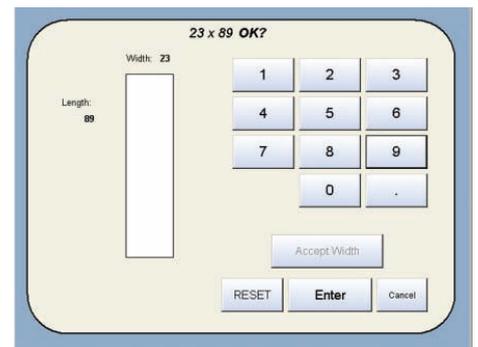
### Manual Size

To select an original size manually, select Manual and a sub screen displays all current standard page sizes.

- a. Select a size or press "custom".



- b. Or use Custom to select a width.

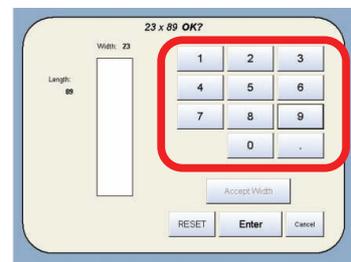


- c. Set the width of the scan. Note that these are only Standard Sizes.
- d. Set a Standard Length or Custom Length – set the Custom length in the key pad and press enter.

#### Standard Length

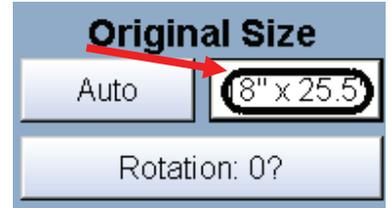


#### Custom Length





- e. The cut length will now be displayed in the Manual button. In this example 18" width and a custom length of 25.8".



### Hard Drive Space Monitor

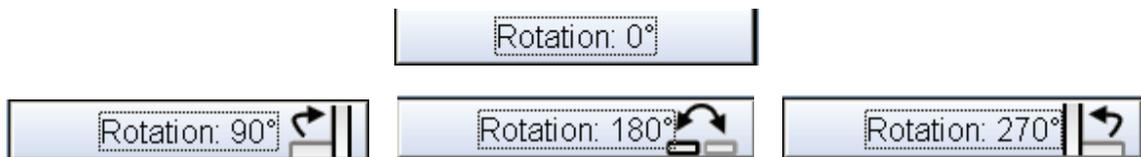
Located on the main screen of the printer Scan mode, the Disk Use monitor provides a real-time display of remaining disk space on the printer's hard drive. The monitor shows both the used space and the space available for image storage on the drive.



### Rotation

The file can be saved rotated from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.

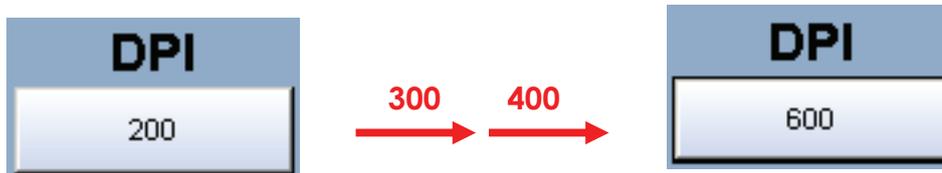
Press the "Rotation" button to select either one of four settings:



### DPI

Scroll through the DPI button to select the required scan resolution.

Choices are 200, 300, 400 or 600 DPI.



### Format

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## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

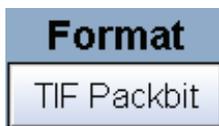
Press the "Format" button to scroll through the file formats available.

**TIF Packbit**

**JPEG**

**PDF Color**

Select the file type required to save the image into this format.



## Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.



Selecting Restore brings up the "Please Pick a Scan Scheme" allowing the user to choose from multiple saved schemes.

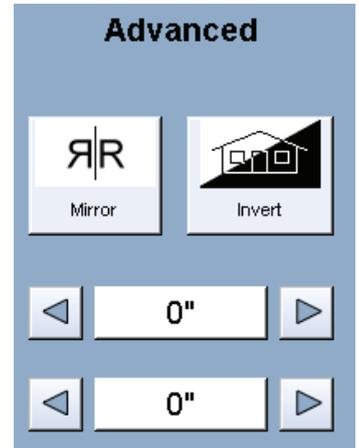
## Advanced Settings

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The Advanced Setting button contains the additional parameters on a sub screen:

- f. Mirror
- g. Invert
- h. Lead Edge Adjustment
- i. Trail Edge Adjustment



### *Mirror*

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.



### *Invert*

Select this button to change a region of white to black and vice versa of a scanned document. This is normally used for "negative" documents or "blue prints".

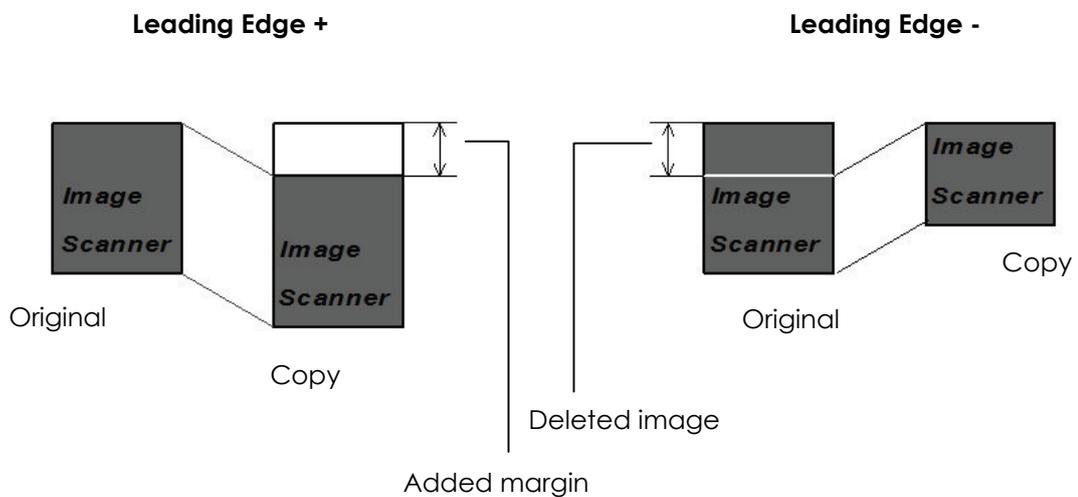




## Leading Edge Adjustment

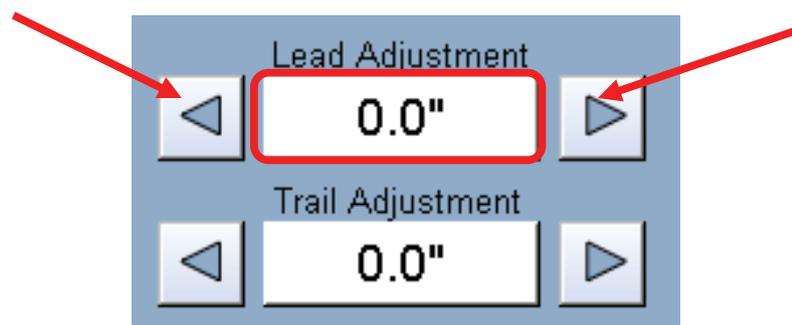
The leading edge of a scan can be altered. (+/- 4")

- j. additional void area can be placed on the lead edge of a scan or
- k. image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

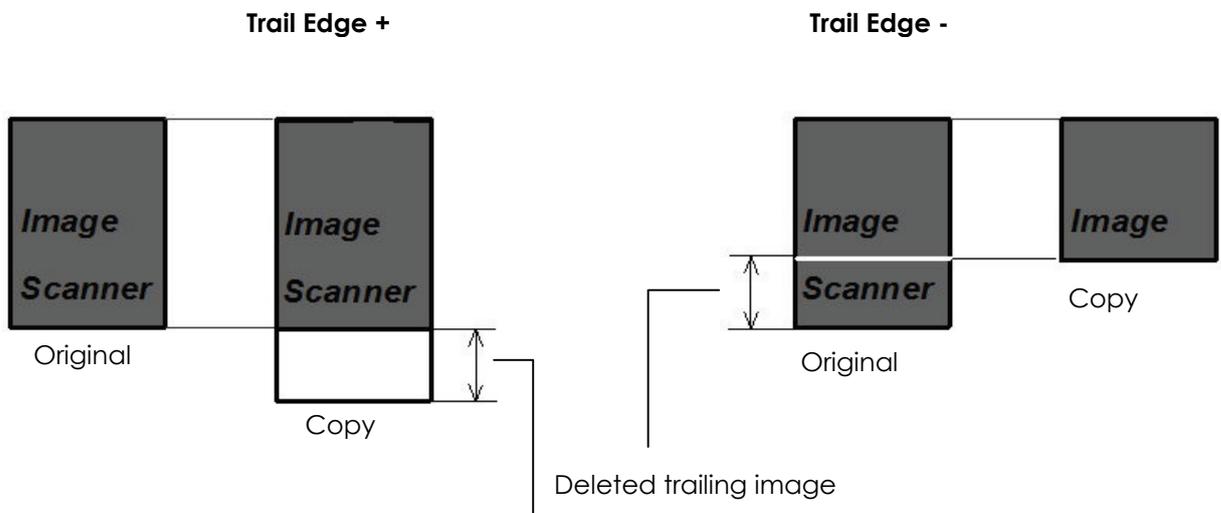




## Trailing Edge Adjustment

The trailing edge of a scan can be altered. (+/- 4")

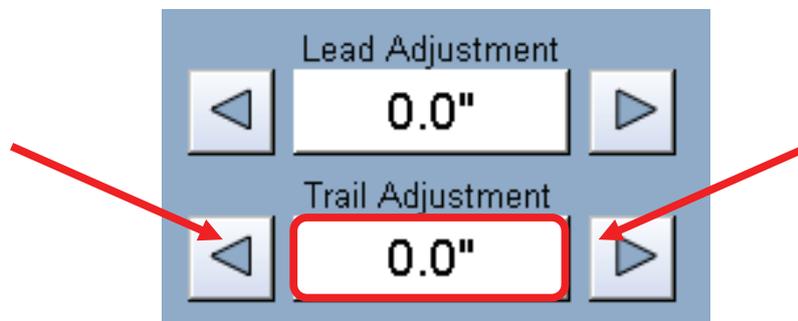
- l. additional void area can be placed on the bottom of a scan or
- m. image can be removed (such as a binding strip or a file hanger)



Added trailing margin

To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.



Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.



## *Mailbox*

This region of the Scan screen allows the user to select where the color files will be placed. Please see the section titled Mailbox command center starting on page 63 for more details.

## *Start*

No function at this time in Scan Mode.

All scans in Scan Mode are "Auto Start".



## *Reset / Stop*

This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Scan Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Scan Mode Configurations chapter)



## *Re-Scan*

If the scanned image was not satisfactory, you can replace the last image scan by selecting this button and proceeding with the scan procedure as normal.



## *View Last*

Allows the last scan to be reviewed again on the UI.



## *Log Off*

This button may be displayed if accounting is enabled. Press this button to log off the current user after the scanning has been completed.





IMAGE PROCESSING  
SOFTWARE

IPS Touch Screen

## Copy Mode      Color Advanced

Color advanced software is available on all Printers with the exception of the 2420/9124/8124 printer. Please see the previous two sections for instructions regarding Color Direct on the 2420/9124/8124.

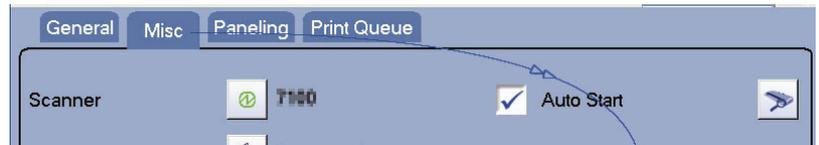
The interface displays a grid of function buttons and status indicators. The top row contains 'MONO COPY' and 'COLOR COPY'. The second row contains 'MONO SCAN-TO-FILE' and 'COLOR SCAN-TO-FILE'. The third row contains 'MONO FILE-TO-PRINT' and 'COLOR FILE-TO-PRINT'. The center of the screen shows the time and date: '10:01:39 AM Friday 8/20/2010'. Below this are three buttons: 'PRINT QUEUE: 0', 'HELP', and a lock icon. The bottom row features three status indicators: 'Scanner Online', 'Printer Online', and 'Toner Status - OK'. A paper roll indicator at the bottom shows 'Roll 1: 36.0" Bond'.



## Color advanced Configuration

Initiall the Color advanced software will need to be configured to be able to make color copies or to do direct print. The following section will explain the steps for doing this configuration.

**Step 1** – On the main Color advanced copy screen select the Misc. Tab and confirm that the scanner is being seen by the printer.



**Step 2** – Select the config button in the bottom left corner to being the configuration process.

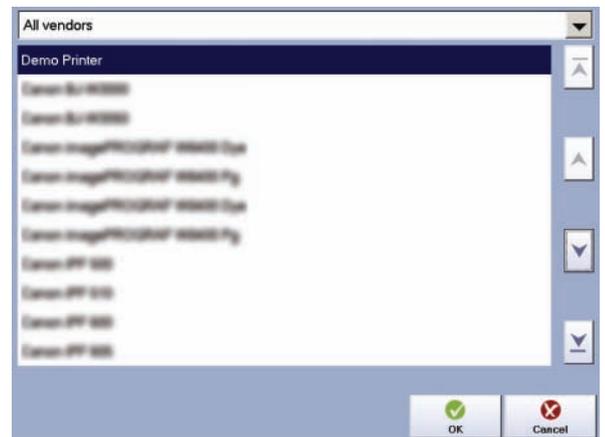


**Step 3** – From the printers tab select the Add Printer Button.



**Step 4** – From the available list of Printers select the printer model to set up.

**Note:** Specific manufacturers can be displayed from the drop down window.





## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

**Step 5** – Enter the IP address or Host name of the printer to connect to.

Name / Connection

Printer Name

Host Name or IP Address: 10.10.1.59

Windows Spooling

Number of Pooled Printers: 1

Back Next Cancel

**Step 6** – select the desired options from the placement screen.

Placement

Trim Lines

Nesting Distance: 0 in

Maximum Length: 59.06 in

Rotate: Automatic (Paper Save)

Rollwidth tolerance: 0.04 in

Alignment: Left Offset Distance: 0 in

Back Next Cancel

**Step 7** – the Technical label is generally used for testing. Any information selected will be printed in a header on the lead edge of the output.

Technical Label

Label

Date and Time

Program Name

Version

Input Resolution

Printing Resolution

Printer, Print Mode

Filter

Scaling Factor

Back Next Cancel



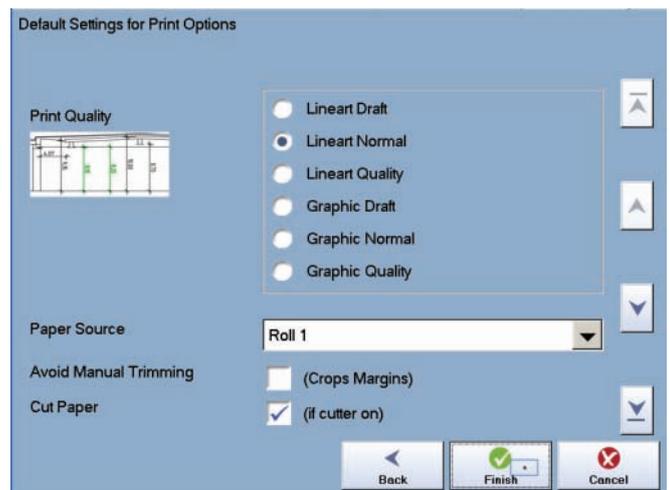
## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

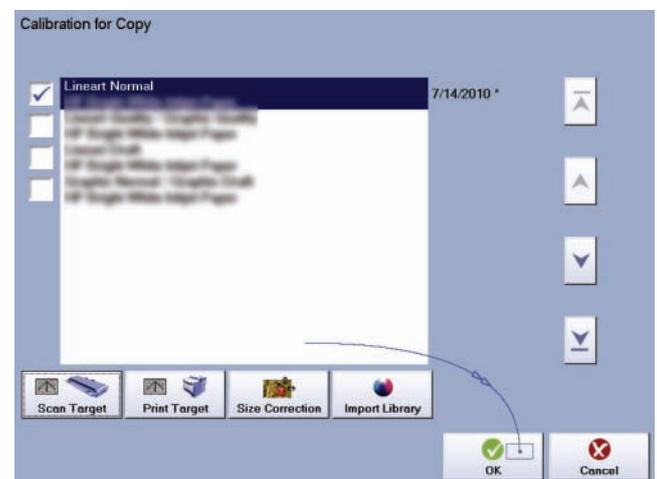
**Step 8** – Configuration and Loaded Consumables will display the current media and the ink levels for each color.



**Step 9** – Default Settings and Print Options allows for the selection of the quality of the output. Note: the better the quality the larger the amount of data and the longer it will take to print.



**Step 10** – Calibration for copy allows the user to print test targets for the selected median and perform a closed loop calibration to match the scanner and the printer. The calibration date will appear to the right of the calibrated media. **Note:** this will need to be done for each media that will be used in the Inkjet printer.



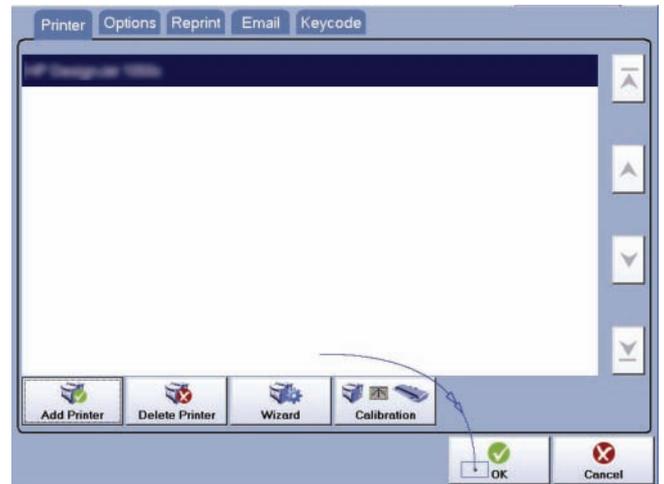
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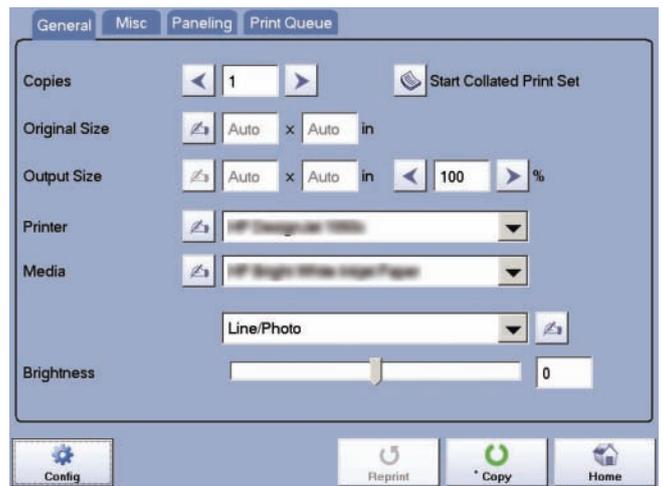
## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

**Step 11** – Select ok to complete the setup of the inkjet printer. The installed printer will be displayed in the printers list at this time.



**Step 12** – Select ok to return to the main copy screen. The printer is now listed in the printers list and is ready to use.





## Color Copy Advanced



Color advanced software is available on all Printers with the exception of the 2420/9124/8124 printer. Please see the previous two sections for instructions regarding Color Direct on the 2420/9124/8124.

General Misc Paneling Print Queue

Copies  1

Original Size  36 × 24 in

Output Size  16.5 × 11 in  45.83  %

Printer   ▼

Media   ▼

▼

Brightness  0

Config  Reprint  Copy  Home



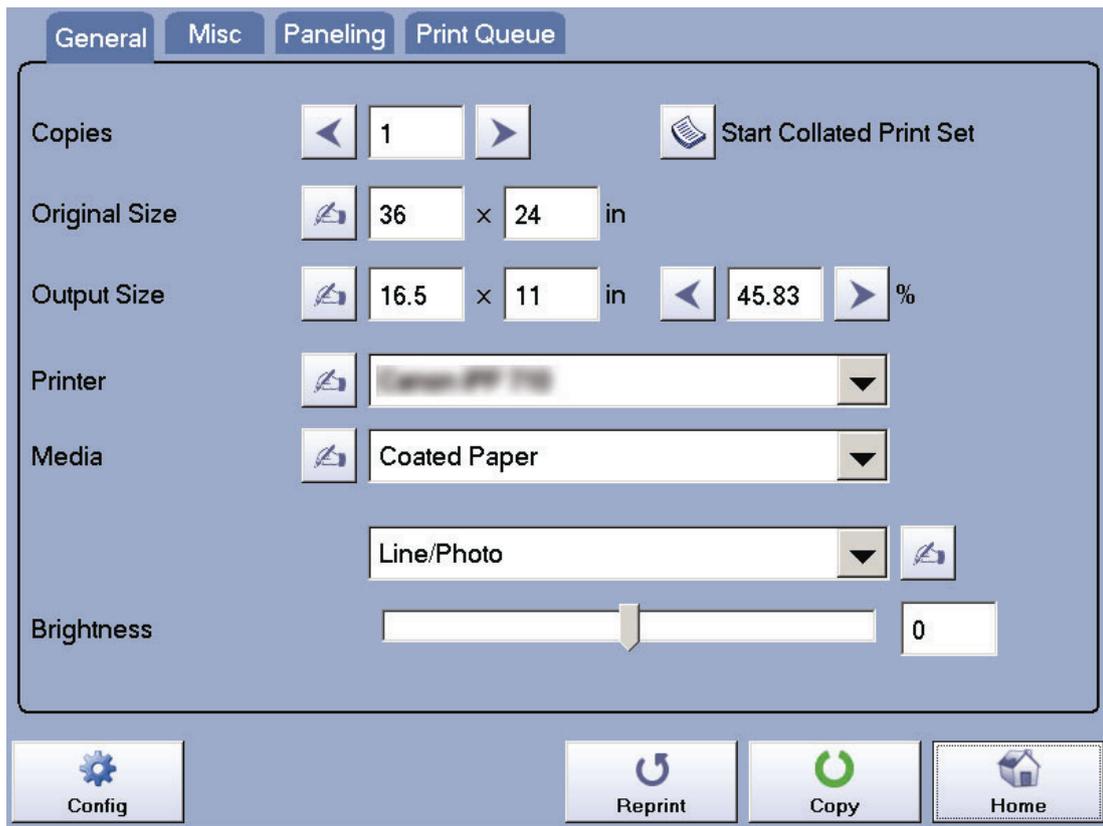
## Simple Copying

To make a direct copy to a large format printer, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

Please note that a third party color printer, supported by , must first be calibrated. Please see the previous section that explains the steps for set up.

## General Tab

On the General Tab the user has the ability to setup the copy the way they want to the following will explain the settings.



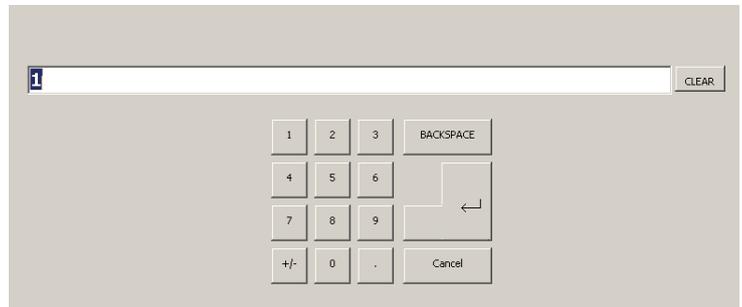


## Copies

Select the number of coppiese by clicking on the Left arrow (goes down) or the Right arrow (goes up).



Selecting the Number box will open a window that will allow the entering of the number of copies to be printed.



## Original Size

The original size of the file to be copied can be detected automatically or entered manually.



Selecting  the button will bring up the  following window. Use the scroll arrows on the right to browse the available sizes or scroll all the way to the bottom to select Custom size.





## Output Size

The output size of the file being copied can be set to automatic or entered manually.



Selecting  the button will bring up  the following window. Use the scroll arrows on the right to browse the available sizes or scroll all the way to the bottom to select Custom size.



The percentage the original is being enlarged or reduced will be displayed to the right of the output size.



## Collated Set

If a collated set is desired select the Start Collated Set button. Start scanning the original files and when finished select the Finish Collated Print Set button.





## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

### Printer

The Printer drop down arrow will allow the user

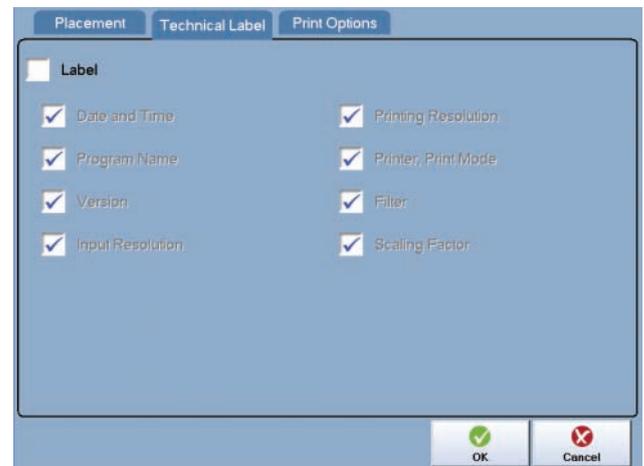
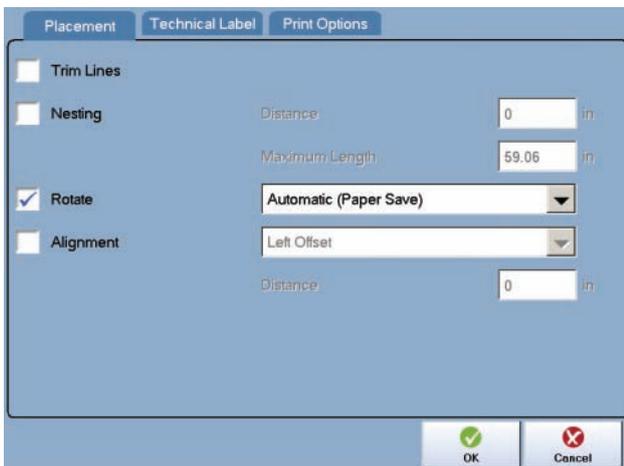
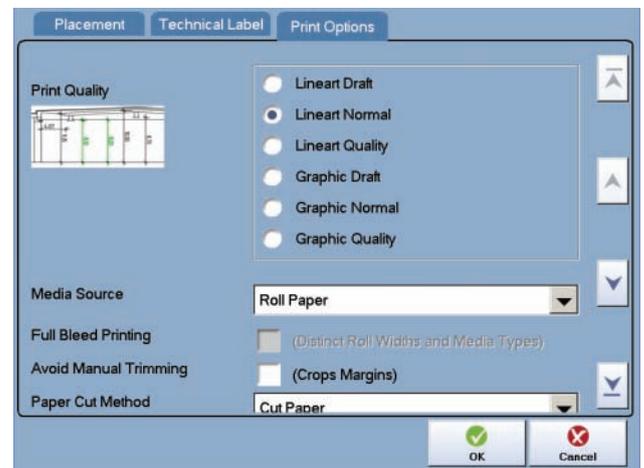
to choose from multiple color printers (if set up) as well as make changes to the selected printers setting by clicking on the  button.



Selecting this button will bring up the following window. The following tabs are available:

- Print options
- Technical Label
- Placement

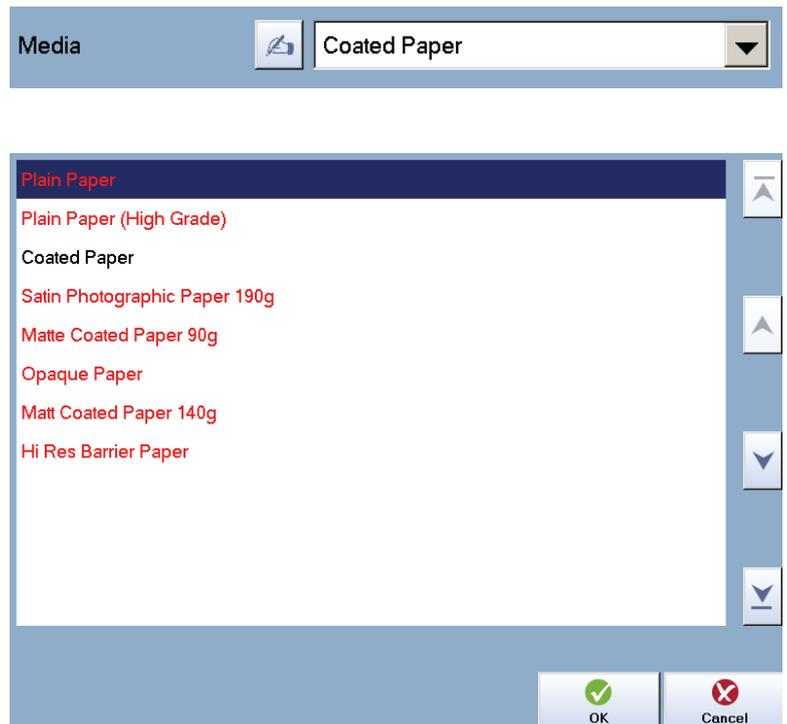
**Note:** these are the same settings from the initial setup of the color printer.





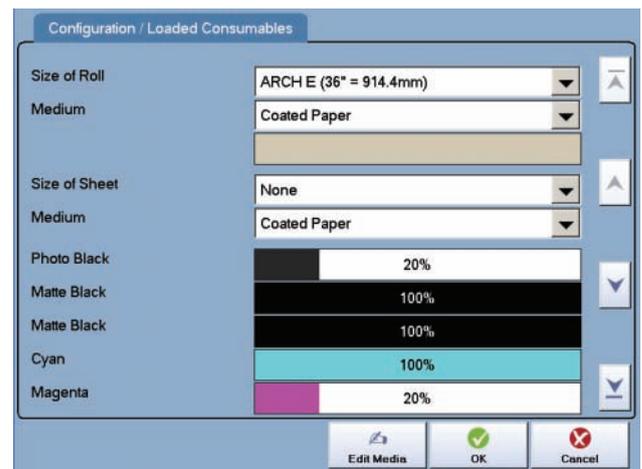
## Media

The Media drop down will allow for the selection of the media to print the output on. Selecting the dropdown will bring up the following window. Note: calibrated medias will be in **BLACK** and un-calibrated medias will be in **RED**. Selecting an un-calibrated media will ask the user to calibrate the media prior to being able to use it.



Selecting the button  will bring up the following window.

This will display the media currently in the printer and the ink levels.



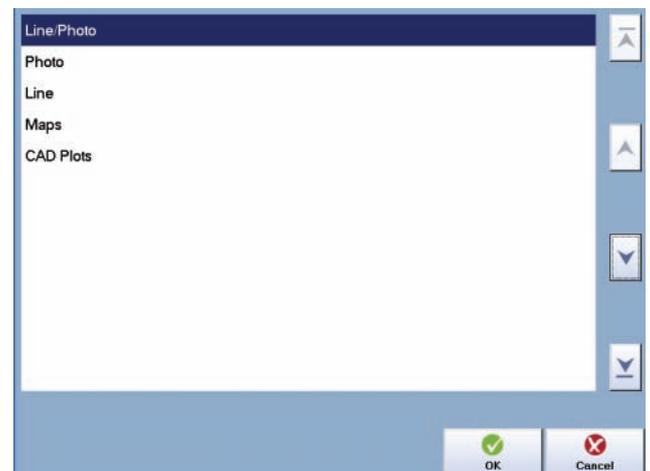


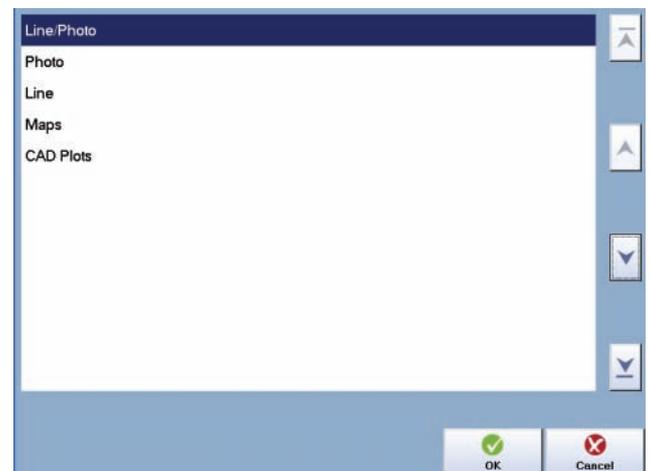
## Filters

The Filter drop down will allow for the selection of different filters that are configured and can give different output depending on the file being copied.



The drop down will open the following window.



Selecting the  button will open the following  window. From here users have the ability to make changes to:

- Black Enhancement – Darkens or lightens the black lines.
- Background Removal – Removes background from the final output.
- Color Adjustment – adjust colors green to red and blue to yellow to affect final output.



## Brightness

The brightness adjustment will affect overall brightness

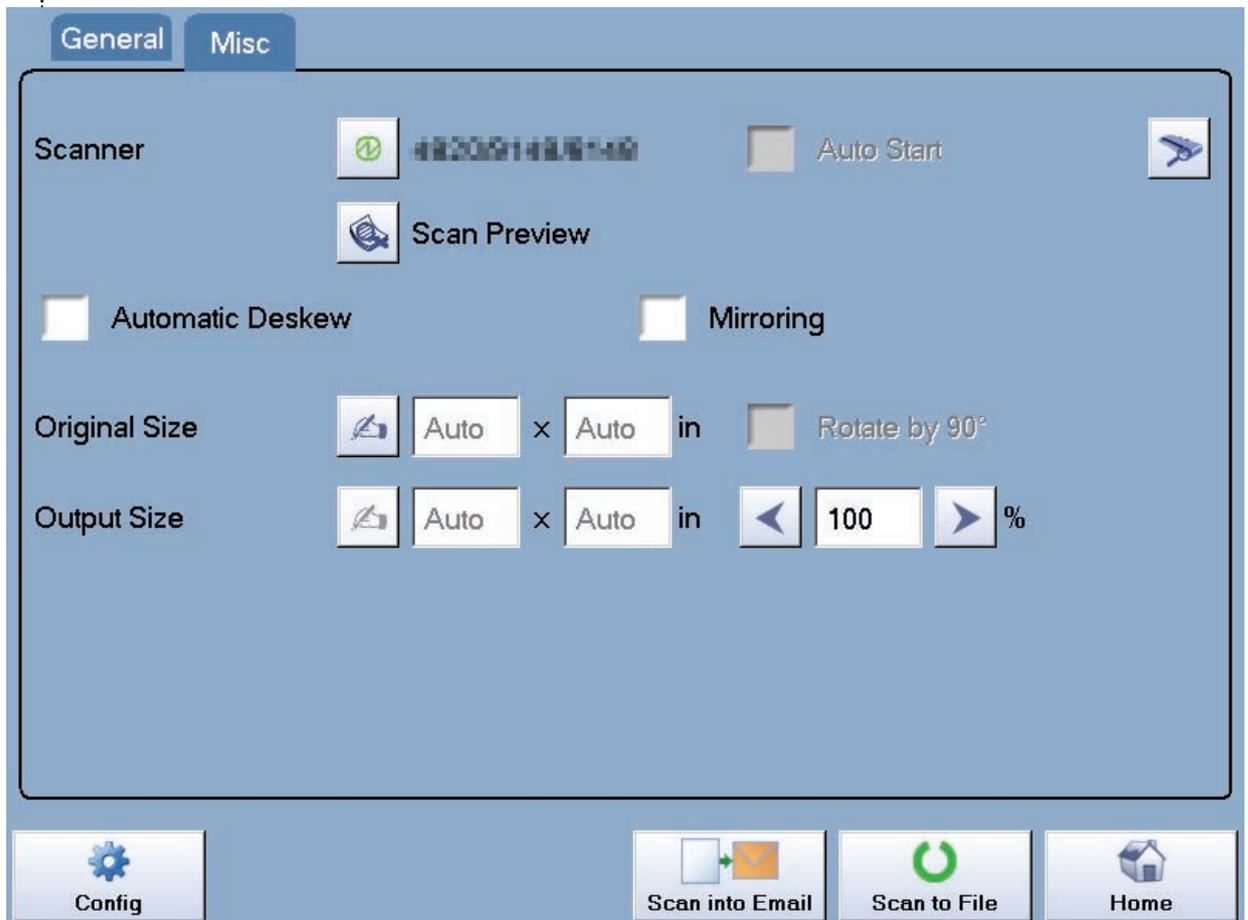


of the final output. Positive numbers for brighter output and negative numbers for darker output.



## *Misc Tab*

On the Misc. Tab users have the ability to change settings that can affect the final output of the f



ese settings are explained in this next section.



## Scanner

The Scanner button displays the scanner that is currently connected to the Printer and the current status of the scanner. A

Scanner



10032914807100

green light shows the scanner is connected and working properly. If a scanner is not detected select



the button to search for a scanner.

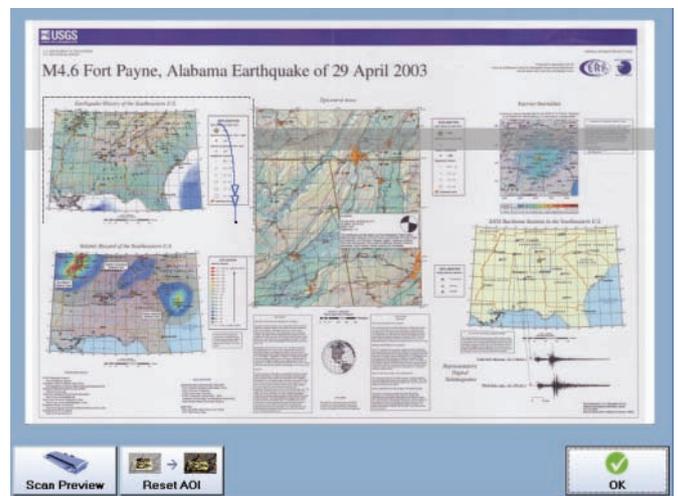
## Scan Preview

Scan Preview allows the user to see the file prior to sending it to the printer.



Scan Preview

When Scan preview is selected the original will be scanned and then a preview will be displayed. Selecting OK will return to the main copy screen. Users also have the ability to copy a specific Area of Interest (AOI). There are two methods for selecting the AOI.





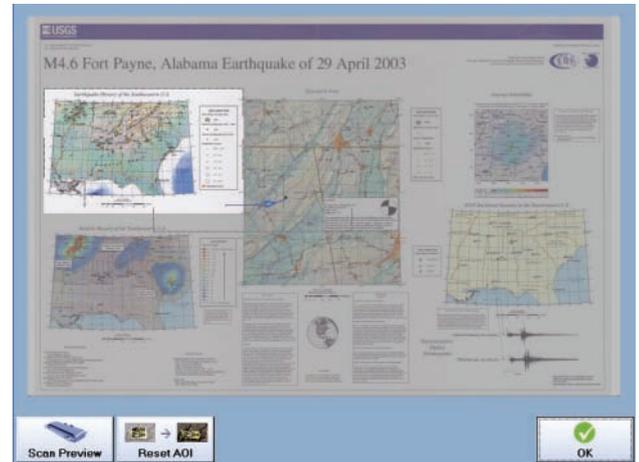
## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

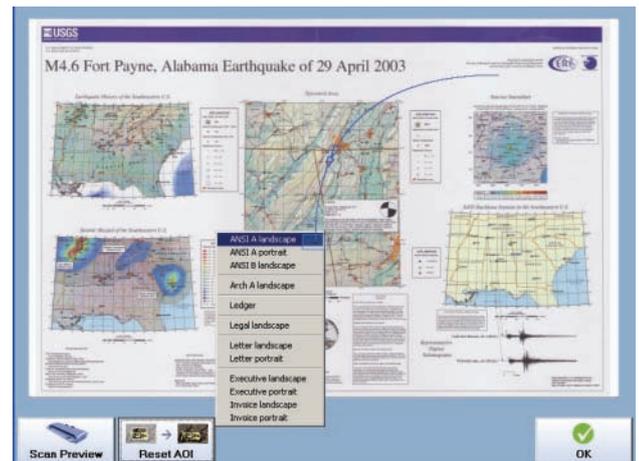
The first method for setting the Area of interest is to touch the screen and hold and then drag a box around the specific area.

This will highlight only the selected area and if Ok is selected at this point, will only scan this area.

Clicking Reset AOI will return to the full screen view of the file.

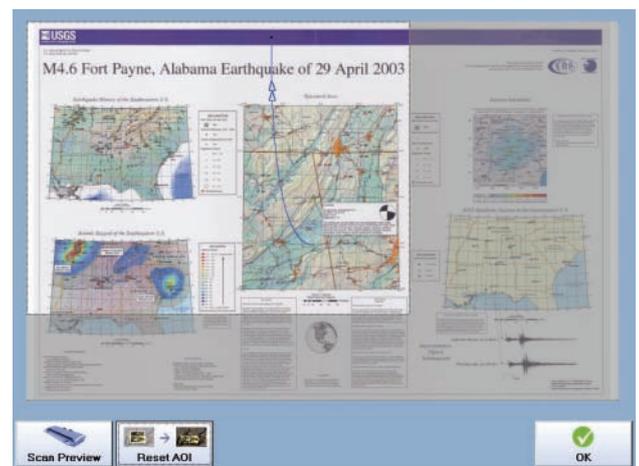


The second method for setting the Area of interest is to touch the screen and hold for a second or two. A menu will appear, from this window a specific paper size can be selected as the Area of interest.



This will highlight the specific size selected, and if Ok is clicked at this point, only this area will be scanned

Note: In both methods once the size is selected the user has the ability to drag the box around on the screen to set the position.





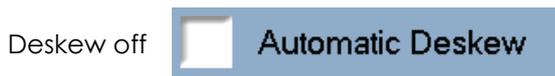
### Auto Start

Auto Start on or off can be set here. Selecting the Check box will set it in the On position, when a piece of papers is detected the scanner will automatically feed the paper through making a copy.



### Automatic Deskew

Turning on Automatic Deskew will allow for up to a 5 degree skew of the file to be automatically corrected on the final output.

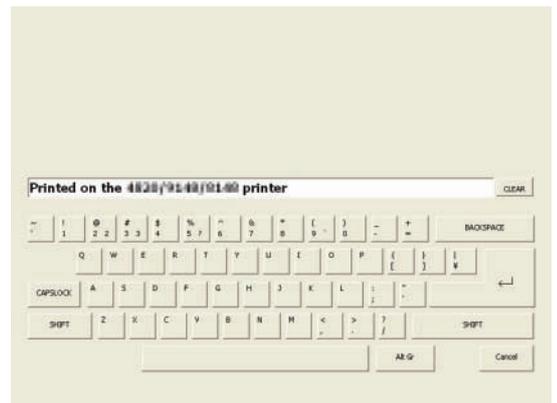


### Label

If used the Label feature will allow for the addition of a custom label on the lead edge of the final output.

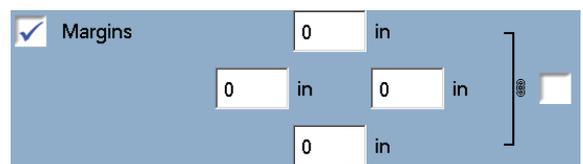


Selecting the white box will open the following window and allow for the entering of the label to be applied.



### Margins

Margins may be applied to all four sides equally or with specific sizes.

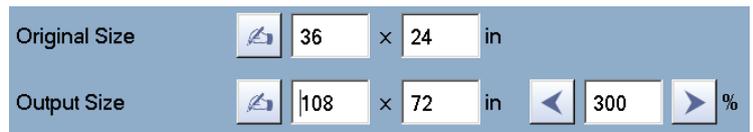




## *Paneling Tab*

Paneling will allow the user to create output that would be too big for the printer to print under normal conditions. For example if the desired output is to be 108"x72" wide this can be achieved by using paneling.

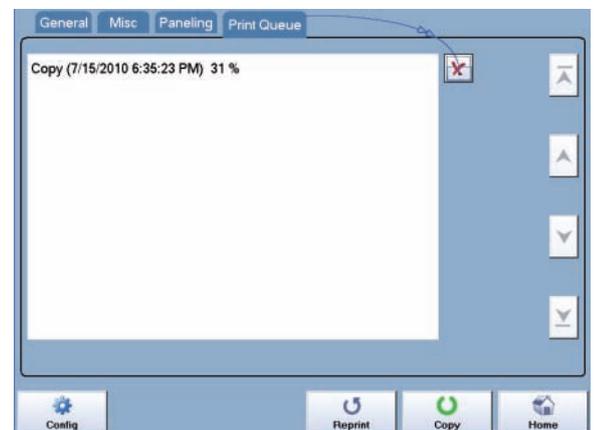
In this example we have a 36"x24" original that will be paneled to 108"x72". The paneling tab will look like this. The user can set the count given to specific values or let the software calculate the necessary panels. The height can also be controlled to make handling of the panels easier.



Glueing marks and an overlap can also be applied to assist with lining up the panels for assembly.

## *Print Queue Tab*

The print Queue will show the progress of the file being sent to the color printer. Once it has left the print queue it is at the printer to be printed.





## Color Scan-To-File Advanced



Color advanced software is available on all Printers with the exception of the 2420/9124/8124 printer. Please see the previous sections for instructions regarding Color Scan on the 2420/9124/8124.

**General**   **Misc**

**File Format**   PDF Adobe

**Resolution**   < 100 > DPI

**Destination**   !DEFAULT  

**File Name**   < default 0002.pdf >  

Start Multipage File

**Brightness**   Line/Photo     0

**Config**   **Scan into Email**   **Scan to File**   **Home**



### General Tab

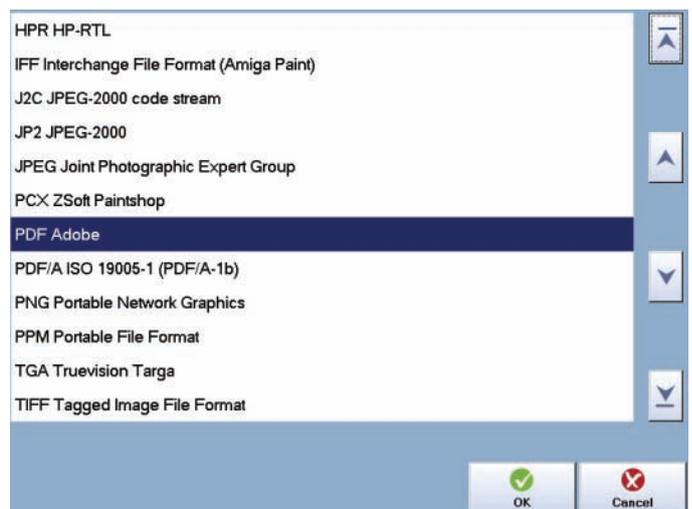
When Scanning to file users have various settings that they can change to get the desired scan output and file format. This section will explain these settings.

### File Format

Users have the ability to select from various file formats to save the files to.

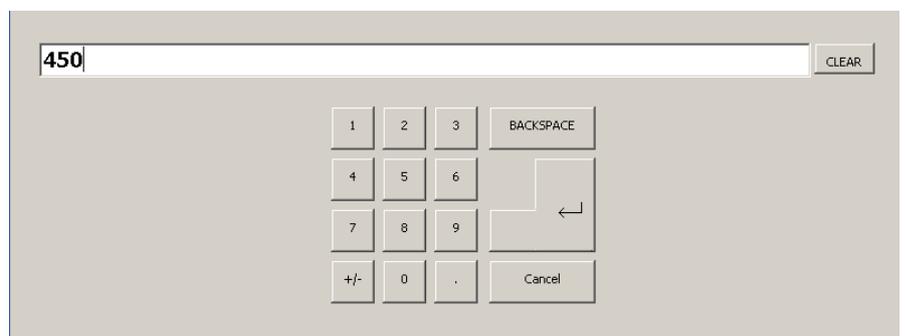


Using the arrows on the Right will allow for the scrolling up and down through the available formats



### Resolution

Resolution can be changed from 72 DPI up to 600 DPI by using the left and right arrows. Clicking in the white box will bring up a new window and allow for the input of a specific resolution DPI.





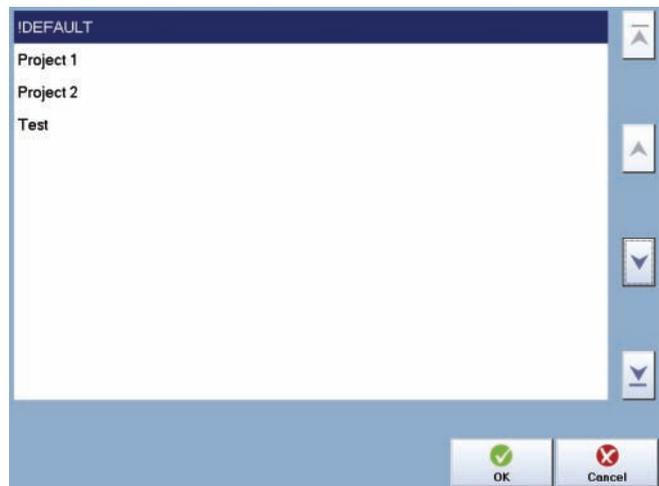
## Destination

When Scanning to file users can choose from different destinations to scan to. By default the system is set up to always scan to the local hard drive into the !DEFAULT mailbox. However this can be changed to a different location.



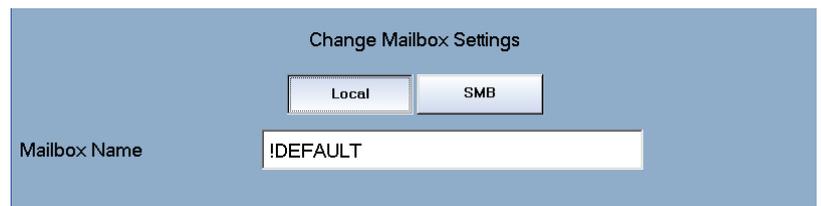
The Drop down arrow will show all available mailboxes.

Select the  button to edit an existing mailbox.



New mailboxes can be created by

selecting the  button to the right of the Drop down arrow. From this window two different types of mailboxes can be set up. They Are:



- Local – Stored on the IPS Hard drive
- SMB – Set up by an Administrator and stored on a network location or sent directly to a user's workstation.

If a local mailbox is to be set up enter the name to be displayed in the drop down list and Select OK to continue. The new Mailbox that was entered will be in the Destination window and ready to use.



If a SMB Mailbox is to be set up an IT Administrator will need to provide the proper credentials and destination information for the following fields:

**Mailbox Name** – The name to display.

**Workstation** – The destination address.

**Domain** - The domain name

**Shared Folder** - the shared folder name.

**User Name** – The user name used to log in.

**Password** – the password used to log in.

Once the information has been entered select the Test SMB button to confirm the connection.



To remove a mailbox that is no longer needed select the mailbox to be deleted from the drop down list and then select the



button



### File Name

The file name can be set by the software or entered manually by clicking in the white box.



Selecting the Increment button will turn on auto incrementation.



Selecting the left or right arrows will allow the user to pick a specific starting point.

### Multipage

Creating a multipage file can be accomplished by selecting the Check box for Start Multipage File.



Once selected the text will change to Finish Multipage File, start feeding originals into the scanner and when finished select the Finish Multipage File to close the file.



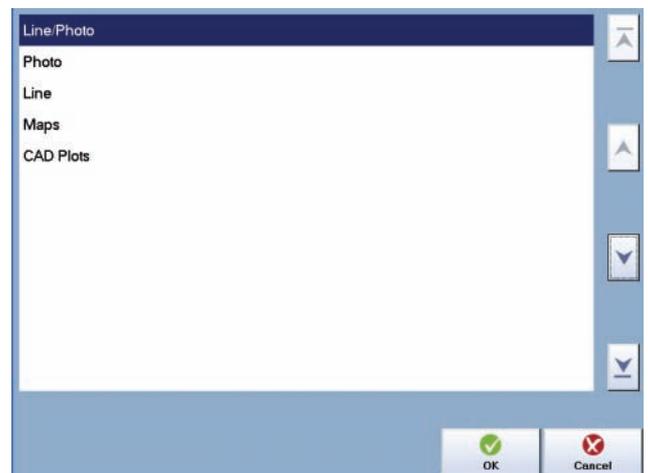


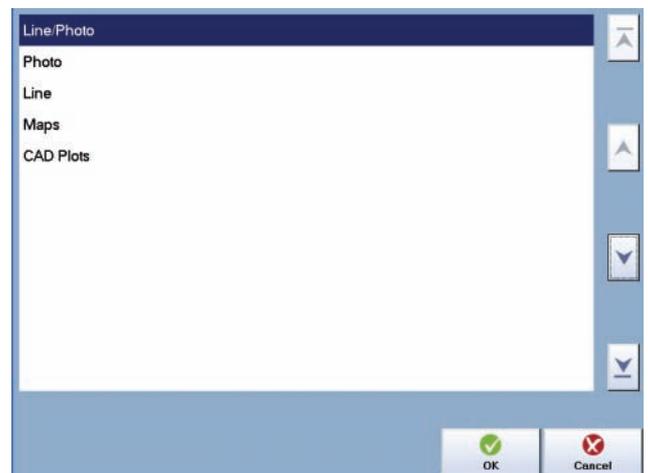
## Filters

The Filter drop down will allow for the selection of different filters that are configured and can give different output depending on the file being copied.



The drop down will open the following window.



Selecting the  button will open the following  window. From here users have the ability to make changes to:

- Black Enhancement – Darkens or lightens the black lines.
- Background Removal – Removes background from the final output.
- Color Adjustment – adjust colors green to red and blue to yellow to affect final output.



## Brightness

The brightness adjustment will affect overall brightness

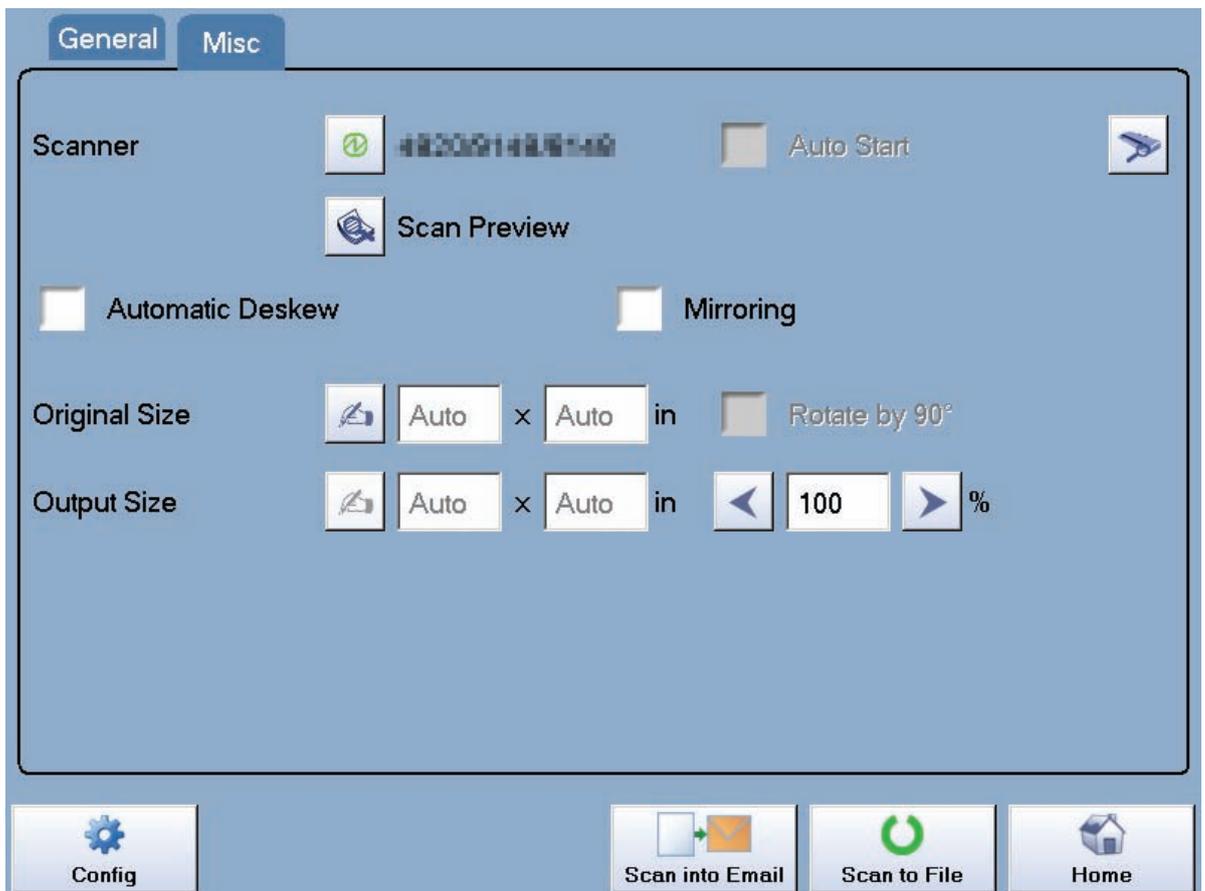


of the final output. Positive numbers for brighter output and negative numbers for darker output.



## *Misc Tab*

On the Misc. Tab users have the ability to change settings that can affect the final output of the file being copied? These settings are explained in this next section.





### Scanner

The Scanner button displays the scanner that is currently connected to the Printer and the current status of the scanner. A green light shows the scanner is connected and working properly. If a scanner is not



detected select the



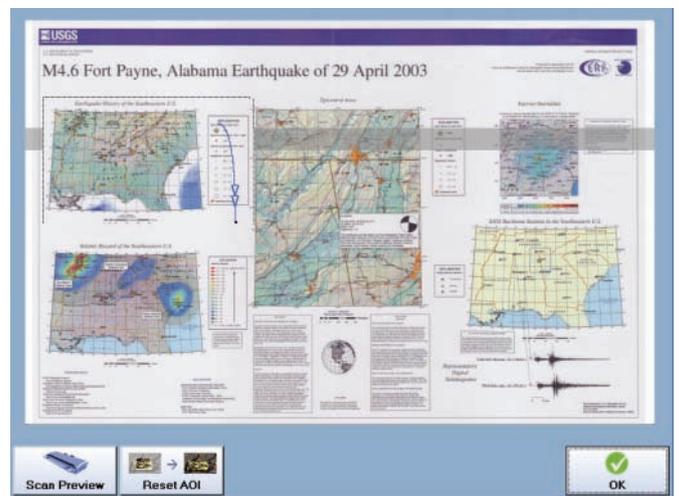
button to search for a scanner.

### Scan Preview

Scan Preview allows the user to see the file prior to sending it to the printer.



When Scan preview is selected the original will be scanned and then a preview will be displayed. Selecting OK will return to the main copy screen. Users also have the ability to copy a specific Area Of Interest (AOI). There are two methods for selecting the AOI.





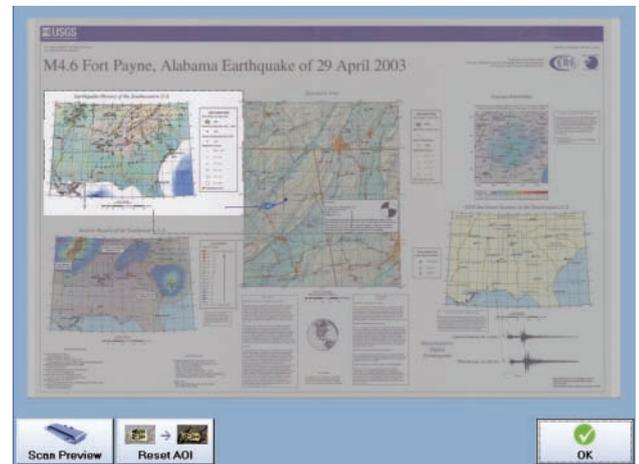
## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

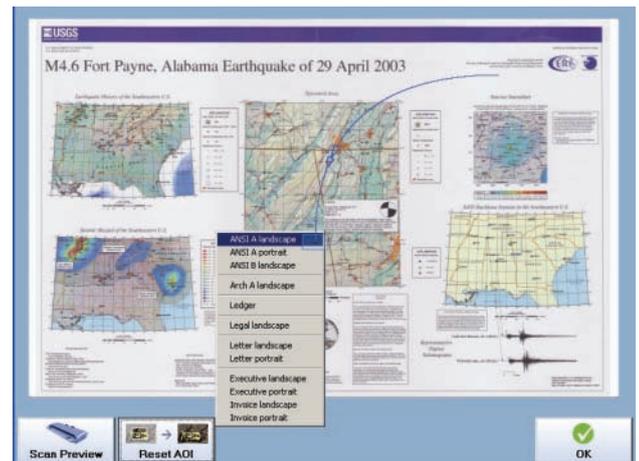
The first method for setting the Area of interest is to touch the screen and hold and then drag a box around the specific area.

This will highlight only the selected area and if Ok is selected at this point, will only scan this area.

Clicking Reset AOI will return to the full screen view of the file.



The second method for setting the Area of interest is to touch the screen and hold for a second or two. A menu will appear, from this window a specific paper size can be selected as the Area of interest.



This will highlight the specific size selected, and if Ok is clicked at this point, only this area will be scanned

**Note:** In both methods once the size is selected the user has the ability to drag the box around on the screen to set the position.

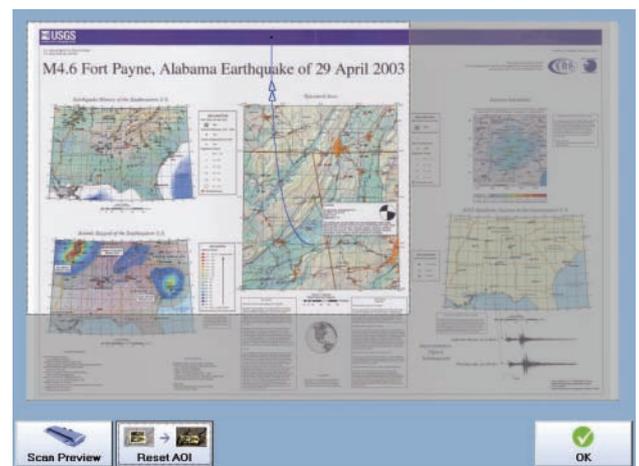




IMAGE PROCESSING  
SOFTWARE

## IPS Touch Screen

### Auto Start

Auto Start on or off can be set here. Selecting the Check box will set it in the On position, when a piece of papers is detected the scanner will automatically feed the paper through making a copy.



### Automatic Deskew

Turning on Automatic Deskew will allow for up to a 5 degree skew of the file to be automatically corrected on the final output.



### Original Size

The original size of the file to be scanned can be detected automatically or entered manually.



Selecting  the button will bring up the following window. Use the scroll arrows on the right to browse the available sizes or scroll all the way to the bottom to select Custom size.





## Output Size

The output size of the file being scanned can be set to automatic or entered manually.



Selecting  the button will bring up  the following window. Use the scroll arrows on the right to browse the available sizes or scroll all the way to the bottom to select Custom size.



The percentage the original is being enlarged or reduced will be displayed to the right of the output size.



## Rotation

Rotation of 90 degrees can be turned on for scanning. The original will view correctly in the real time preview and then be rotated after being scanned to file.





## Scan to E-Mail

Another option when scanning is to scan directly to e-mail. This allows the user to send the scanned output direct to another person's e-mail address.



The ability to do this must be set up prior to using this functionality. This can be set up under the configuration button on the e-mail tab.



The E-mail Tab has the following options that may be set up by the administrator:

**Maximum size** – This is the maximum size allowed to be sent (color files can be very large).

**MAPI or SMTP** – Setting for e-mail

**Test Settings** – Test the entered settings

**E-mail Signatures** – Standard, No signature or user defined signature.

Printer Options Reprint Email Keycode

Maximum Size 1 MB

MAPI

SMTP

Sender Address pprinter@HQ

SMTP Server smtp.HQ

Standard Email Signature

No Email Signature

User Defined Email Signature

OK Cancel

**Note:** Using the Area of Interest (AOI, see pages 139 and 140) to scan only the desired area can make the file size much smaller and easier to e-mail.

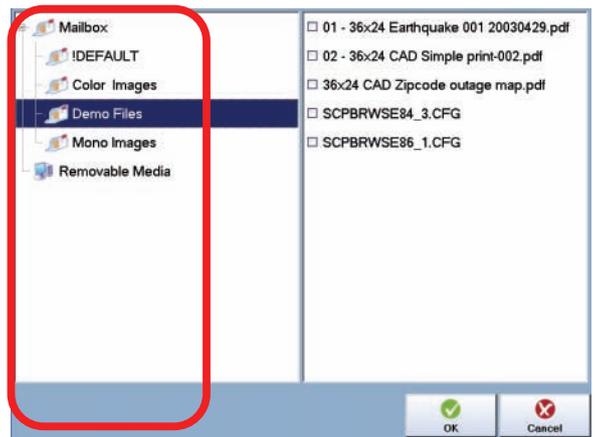


### Color File-to-Print

- Click the "File-to-Print" button to print files stored locally on the printer. This includes Local Mailboxes and other folders on the hard drive.

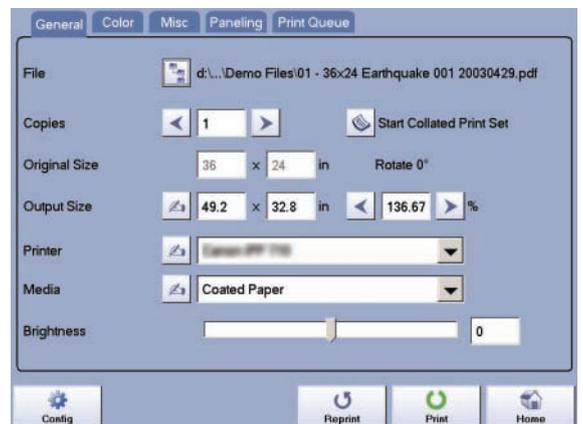


- Browse to the destination and select the file or files you want to print on the right side of the screen.



Once selected click the OK button and the following window will open

- File – Shows the name and location of the file being printed. Selecting the File Button will return to the mail File to Print selection screen.





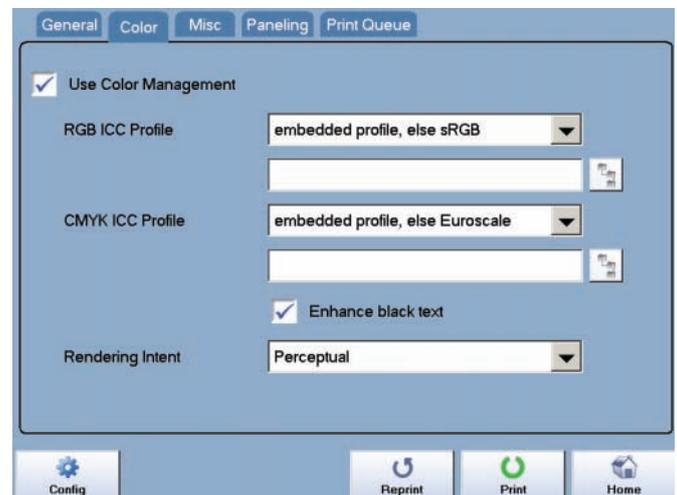
## General Tab

- Select the number of copies to be made along with setting any other options such as:
  - Original Size – Set by Actual Image (this is not changeable)
  - Output Size – Select from available sizes or enter manually
  - Printer – Select from drop down of available printers
  - Media – Select from drop down of calibrated medias
  - Brightness – Adjust brightness as necessary

**Note:** All of these options are detailed in previous sections.

## Color Tab

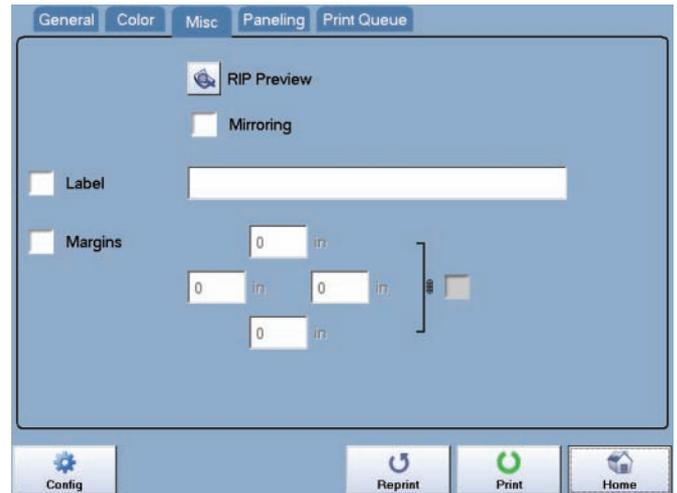
- Selecting the Color Tab will offer more color options such as:
- Use Color management On (selected) – will use the selected ICC profile for either RGB or CMYK
- Use Color Management Off (unselected)- uses the colors embedded in the file.
- Rendering intent –choose from four different rendering intents: absolute colorimetric, relative colorimetric, perceptual, and saturation





### Misc Tab

Selecting the Misc Tab allows the user to preview the file to be printer prior to printing it.

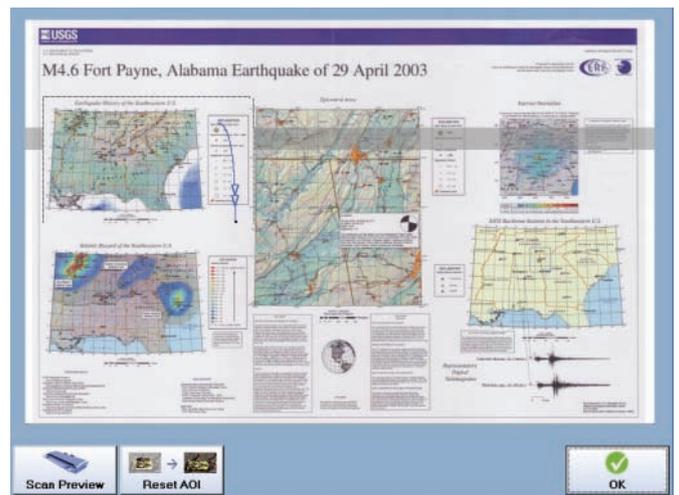


### RIP Preview

Scan Preview allows the user to see the file prior to sending it to the printer.



When RIP preview is selected the original will be scanned and then a preview will be displayed. Selecting OK will return to the main copy screen. Users also have the ability to copy a specific Area Of Interest (AOI). There are two methods for selecting the AOI.





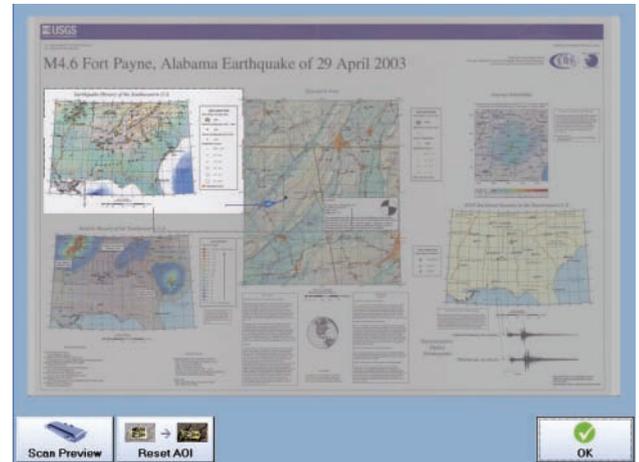
## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

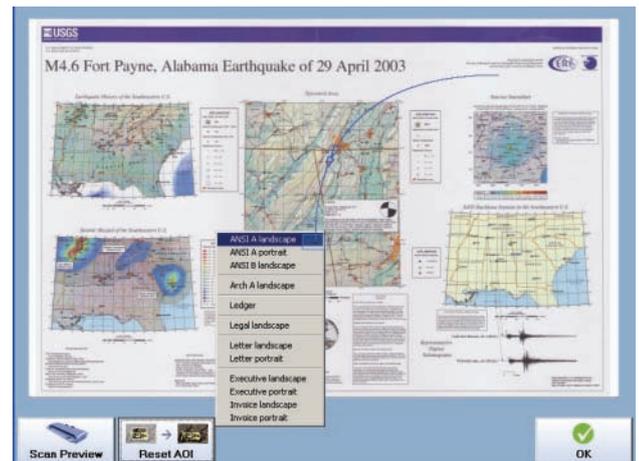
The first method for setting the Area of interest is to touch the screen and hold and then drag a box around the specific area.

This will highlight only the selected area and if Ok is selected at this point, will only scan this area.

Clicking Reset AOI will return to the full screen view of the file.

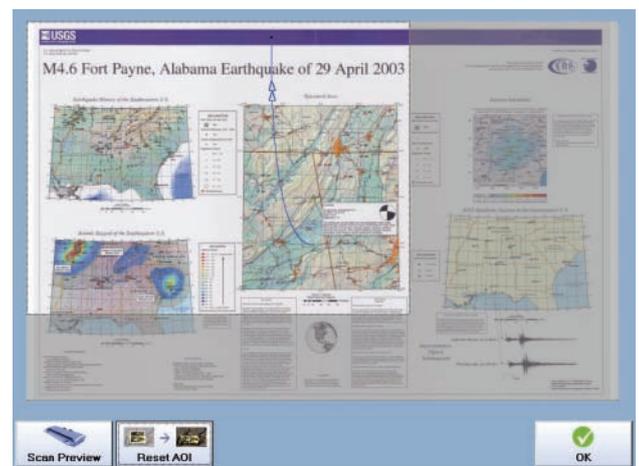


The second method for setting the Area of interest is to touch the screen and hold for a second or two. A menu will appear, from this window a specific paper size can be selected as the Area of interest.



This will highlight the specific size selected, and if Ok is clicked at this point, only this area will be scanned

**Note:** In both methods once the size is selected the user has the ability to drag the box around on the screen to set the position.





## Paneling Tab

Paneling will allow the user to create output that would be too big for the printer to print under normal conditions. For example if the desired output is to be 108"x72" wide this can be achieved by using paneling.

In this example we have a 36"x24" original that will be paneled to 108"x72". The paneling tab will look like this. The user can set the count given to specific values or let the software calculate the necessary panels. The height can also be controlled to make handling of the panels easier.

Original Size 36 x 24 in Rotate 0°  
Output Size 108 x 72 in 300 %

General Misc Paneling Print Queue

Width  Height  
 Size Given 16.3 in  Size Given 78.74 in  
 Count Given 4  Count Given 2  
Overlap 0 in Overlap 0 in  
 Glueing Marks

Config Reprint Copy Home

## Print Queue Tab

The print Queue will show the progress of the file being sent to the color printer. Once it has left the print queue it is at the printer to be printed.

General Misc Paneling Print Queue

Copy (7/15/2010 6:35:23 PM) 31 %

Config Reprint Copy Home



Print Queue

Main Screen

The screenshot shows the 'PRINT QUEUE' interface. At the top, there are two job selection buttons: '1 36.0" Bond' and '2 36.0" Riterain'. Below these is a 'Current Jobs' table with columns for 'Requester:', 'Distribution:', 'Status', 'Type', and 'Total:'. The table is currently empty. On the right side, there are control buttons: 'TO TOP', 'DELETE', and 'PAUSE'. At the bottom right, there is a 'Page 1 / 1' indicator with up and down arrow buttons, and a home icon at the very bottom.

Requester:	Distribution:	Status	Type	Total:



No.	Name	Function
1	Mode	Selects the "Mode" of the system. (Current Jobs/Job History )
2	User Name – Job #	Display the User and any user info for the job ID. A job can be selected for other functions noted below.
3	Media Information	Displays and allows change of the Width and Type. Shows the amount remaining per roll deck. (two or four rolls depended on system)
4	Status	Shows the current status of a job and media selection.
5	Type	Displays a copy or network print job
6	Total	Displays the total number of prints and current number printed.
7	To Top	After a job is selected (see #2) the position in the queue can be changed to the next job printed.
8	Delete	After a job is selected (see #2) it can be removed from printing.
9	Pause	Pauses printer to allow media change, etc.
10	Up/Down	Scrolls through pages in the queue if so available.



## Operation Details

The Job Info screen is used to view or manage the current copy or prints jobs on the 4820/9148/8148.

## Job List - Main Screen

All jobs that are currently printing or are waiting to print are displayed in this area.



You may view a jobs details, (or for other functions described further in this manual) by selecting the job from the list





### Requester

Displays the "Name" or the "owner" of the job

This information is obtained from fields within:

- a. Request
- b. Windows Driver
- c. AutoCAD Driver
- d. Or from the Accounting Fields on the copier when accounting is enabled

Please see respective User Guides for detailed information

An example screen from Request:

Requester:
JPalmer
ADivetta
SHorvath

Requester:

Job Number:

Description:



### Job Number

Displays the "Job Number" or details regarding the job

This information is obtained from fields within:

- a. Request
- b. Windows Driver
- c. AutoCAD Driver
- d. Or from the Accounting Fields on the copier / scanner when accounting is enabled

An example from Copy / Scan Accounting:

Job Number:
10-14-3696
21-63-1001
24-45-3105

Requester: <b>Required</b>	Job Number: <b>Required</b>
Admin	01-32-2005
JPalmer	11-78-1325
NMiller	26-91-6254



### Status

Displays the current "Status" of a job.

Displays one of the following:

- a. Processing – job is currently printing
- b. On Hold – puts the job in the queue but will not print until a valid media type is applied
- c. Vellum – Media required - Vellum
- d. Film – Media required - Film
- e. Bond – Media required - bond

Status
Processing
Ready
Ready

### Type

Displays the source of the job, jobs can be sent from the network or come from the copier functions.

For network jobs, the following symbol is displayed:



For copy job the following symbol is displayed:



### Total

Displays the number of prints, this includes:

- a. The quantity in each job
- b. The amount remaining, when a job is printing.

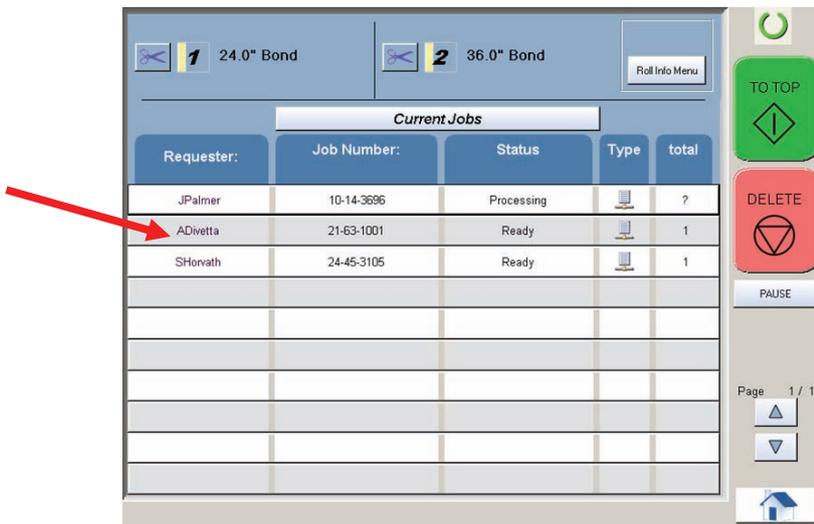
Total
0/0
2
9



## Delete

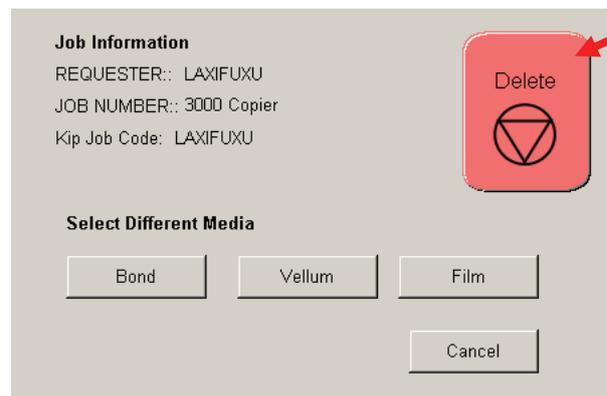
To remove a job from the Job list:

- a. Select the job to remove then select "Delete"



Another Screen will appear.

- b. Press the Delete button
- c. The job will be removed from the list.





## Change Media Type in Print Job

To change the media type in a job that may be in the job list:

- a. Select the job

Requester:	Job Number:	Status	Type	total
IPalmer	10-14-3696	Processing		?
ADivetta	21-63-1001	Ready		1
SHorvath	24-45-3105	Ready		1

- b. Job Information screen will appear.  
c. Press the Bond, Vellum or Film button to set the new media type for this job.

**Job Information**

Requester: [REDACTED]  
Distribution: ---  
Description:  
Job Code: NEFAVIFI

**Select Different Media**

Bond	Vellum	Film	OnHold

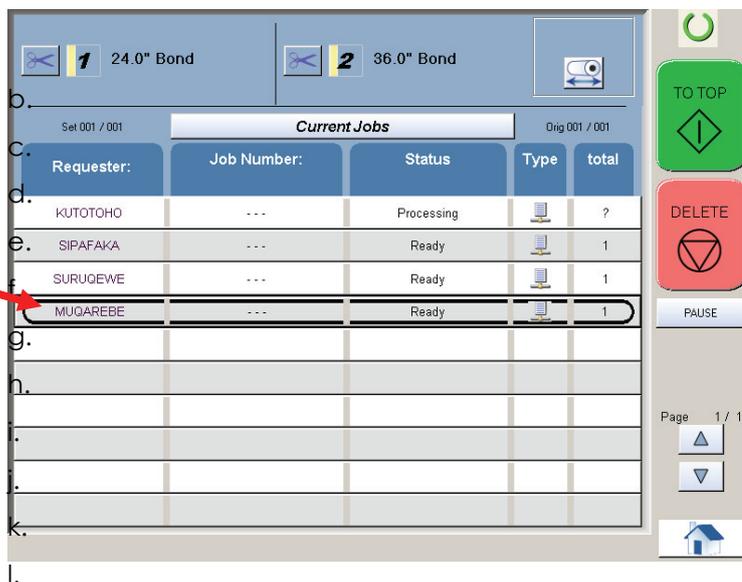
Cancel



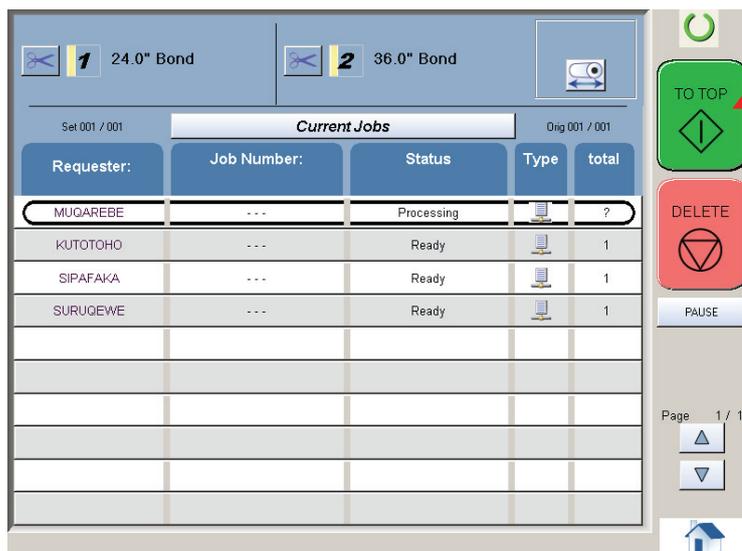
## To Top

If a job in the list is required urgently and there are other jobs in the list prior to it, the job can be moved to the top of the queue.

- a. Select the job from the list



- b. Press the "To Top" button



- c. The list will be updated with urgent job to be printed next.



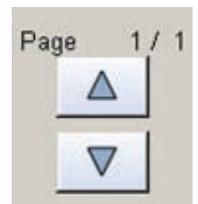
### Pause

To pause all print jobs (to replace paper or perform another task that may require the printer to pause) press the pause button.



### Page Scroll

Arrows may appear in the lower right corner of the screen to scroll through the pages of jobs. Please note that the total number of pages will be displayed as well as the current page.



### Media Information

At the top of the Job List Screen is the region that displays the current media loaded in 4820/9148/8148. Please note that only rolls the printer has will be displayed.

#### Amount Remaining

#### Type



#### Deck Number Width

- a. Roll Deck Number
- d. **Amount remaining:** shows the quantity of media in ¼ steps.  
 Example:      Roll 1 is full  
                   Roll 2 is ¼ full  
                   Roll 3 is ¾ full  
                   Roll 4 is also full  
                   If no media installed then all bars would be empty
- e. **Type:** Shows the media type ( set by User )  
 Example:      Roll 1 is Bond  
                   Roll 4 is Vellum



## IMAGE PROCESSING SOFTWARE

## IPS Touch Screen

- f. **Width:** Shows the set width ( set by User )

Example:      Roll 1 is 30"  
                  Roll 2 is 36"  
                  Roll 3 is 24"  
                  Roll 4 is 11"

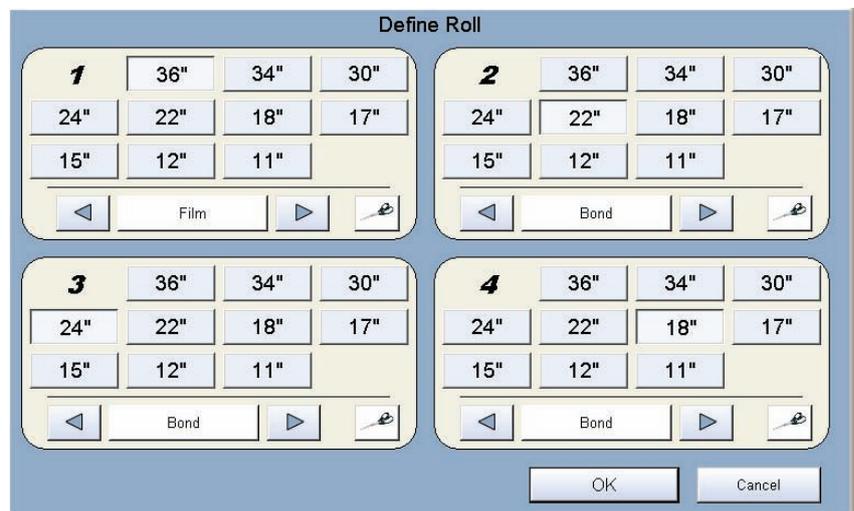
### Change Media Information

At the top of the Job List Screen is the region that displays the current media loaded in 4820/9148/8148. Please note that only rolls the printer has will be displayed.

- a. Press the "Roll Info Menu" to set media type and width in all roll decks



- g. Select the correct media width and type for each deck as required ( two roll model screen shown below )



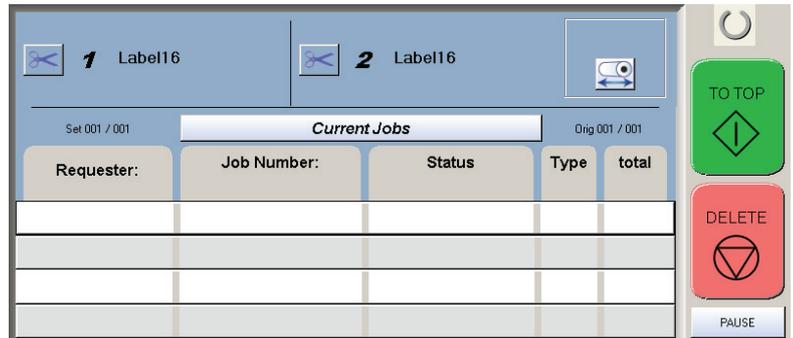
- h. Select OK to set  
i. The new settings will be noted on the top of the Job Info Screen



### Job History

Job History can be used to call up and print jobs that were previously printed. By selecting a job from the Job History list, the job can be changed and resubmitted for printing.

1. To use the Job History select the Job Info Button and click on the Current Job button



2. The Job History Information will now be displayed on the screen and select the job to be edited.



3. Select the Edit Button to access the available options for the current selected job.





- Users have the option to change Accounting information, Media type, Number of Originals and number of sets. Or to delete the job from History.

A screenshot of the IPS touch screen interface. It displays job details: Requester: GEGEDENA, Job Number: (blank), Description: (blank), and Job Code: GEGEDENA. Below this is an 'Apply Current Login Settings' button. The next section is 'Select Different Media' with buttons for Bond, Film, Vellum, and OnHold. At the bottom, there are input fields for 'Number of Originals' (001) and 'Number of Sets' (001), with left and right arrow buttons between them, and a 'Cancel' button.

- When all changes (if any) are complete select the Submit button to send the job to the printer.





## *“ ? ” Screen*

### *Configuration Screen*

#### *Overview*

The software has the ability to display information about the system and allow detailed configuration or setting of the 4820/9148/8148 for Copy and Scan modes.

It also has visual user guides which can assist the user in perform the functions of the 4820/9148/8148.

To Enter the “Help – Configuration” screen press on the “?” on the bottom right of the 4820/9148/8148 user interface.

Some of the configurable settings include:

- Language
- Sleep Timers
- Energy Star - Mode
- Reset Timer for Memory and Default Settings
- Printer Density
- Master Lead / Trail Edge
- Default Mode
- Units (Metric or Inch)
- Default Original Size Mode
- Quality / Scan Speed
- Number of Rolls
- Shading
- Test patterns
- Enable Options
- Network IP settings

Some of the above settings will require access by the system administrator, key operator or a certified service technician.



“?” Screen – General



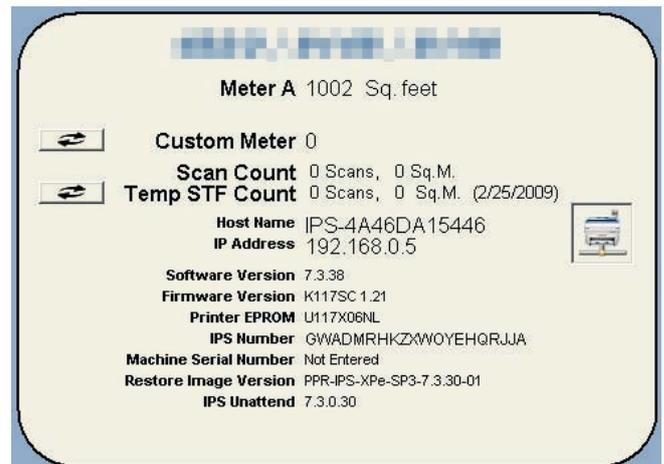
No.	Name	Function
1	Home	Returns to the Maine Home User Interface.
2	Information Region	Displays meter counts and version number of the system.
3	Support / Supplies	Displays the contact information for technical support and printer supplies.
4	User Guide	Enters the Graphical Users Guides.
5	Configuration 1	Enters the settings and configurations modes.
6	Configuration 2	Enters the settings and configurations modes.
7	Print This Screen	Prints the main “?” screen on the 4820/9148/8148
8	Service	Password protected area for authorized technician use.
9	Hide/Show Version	Hides or displays the software and hardware versions on the screen



## Main Screen - Details

### Information Region

This area of the Screen includes meter counts and software versions



### Meter A

Displays the total number of units run on the printer. This counter should match the hard counter on the right mid- front section on the printer. This unit is in square feet in North America and in Square Meters in all other countries (when printer set to metric mode).

**English mode: 1 count = one square foot**

**Metric Mode: 1 count = one square meter**

#### **NOTE**

If this counter differs from the hard counter on the printer contact your local service company!

The units of this counter are taken from the internal processor of the printer and can be "reset" if care is not taken upon replacement of the DC Controller. Please see 4820/9148/8148 Service Manual for details on the setting procedures.

In case of discrepancies: The hard counter shall be taken as the correct value!



## *Total Run*

This meter counts the total number of linear meters run on the printer in all countries. One count = one linear meter

### **NOTE**

The units of this counter are taken from the internal processor of the printer and can be "reset" if care is not taken upon replacement of the DC Controller. Please see 4820/9148/8148 Service Manual for details on the setting procedures.

In case of discrepancies: The hard counter shall be taken as the correct value!

## *Custom Meter*

This counter can be reset at any time to count the units in a particular job. The date of last "reset" is also displayed. This counter's units are the same as Meter A. Press the reset button to start at "0"

## *Scan Count*

The Scan Count displays the total count of the "imaged" area. If the original was larger than the saved imaged area only the saved imaged area is recorded. If the incorrect original size was selected the selected size will be recorded.

Example:

With a 24x36 original

- a. If the original was feed 36" wide with a 36" wide setting on the User Interface then 6 sq ft recorded.
- j. If the 36" wide original was scanned in at a 24" wide manual setting, the size will be recorded as 24x24 or 2 square feet.

## *Scan Count- Temp*

This counter can be reset at any time to count the units in a particular job if so required. The date of last "reset" is also displayed. This counter's units are the same as in Scan Count. Press the reset button to start at "0"



IMAGE PROCESSING  
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## *IPS Touch Screen*

### *Software version*

Displays the software IPS Touch screen version for technical support

### *Firmware Version*

Displays the printer firmware version for technical support

### *Printer EPROM*

Displays the current EPROM version installed in the Printer.

### *IPS Number*

Displays the current IPS number, this is required for any optional upgrades to the 4820/9148/8148.

### *Machine Serial Number*

Displays the 4820/9148/8148 hardware serial number, this is also located on the lower rear of the printer.

#### **NOTE**

If this serial number differs from the "hard coded" number on the lower rear of the printer contact your local service company! The hard code serial will be taken as correct in the case of any discrepancies.

### *Supplier / Technical Support*

This region displays the contact information for 4820/9148/8148 supplies and service. This region should display your local Authorized



#### **Sales-Service, Inc.**

Website: [www.Sales-Service.com](http://www.Sales-Service.com)

Supplies: 1-800-555-1212

Service: 1-800-555-1212

dealers' information, along with the ability to link directly to a preset up website. Pressing the button next to Website will display the Dealer's configured website. This website can be custom tailored for the IPS by the Dealer and display information relevant to printing systems.



## Setting up the Dealer configured Website

1. From within the Service screen go to page 2.
2. Select the Website URL Button



Dealer Info	
Dealer Name	123 Repro
Supplies#	Enter
Service#	Enter
Website Name	.
Website URL	

3. Enter the Website to link to



4. Select Enter
5. The URL should now be displayed on the Website URL button
6. Select "OK" and click on the wrench in the top right corner to exit service mode.



Dealer Info	
Dealer Name	KIP
Supplies#	Enter
Service#	Enter
Website Name	123 Repro
Website URL	http://www.123repro.com



IMAGE PROCESSING  
SOFTWARE

## *IPS Touch Screen*

7. Users may now click on the Website button and this will link them directly to the dealers configured website.
8. Select the Quit Button to exit the website.

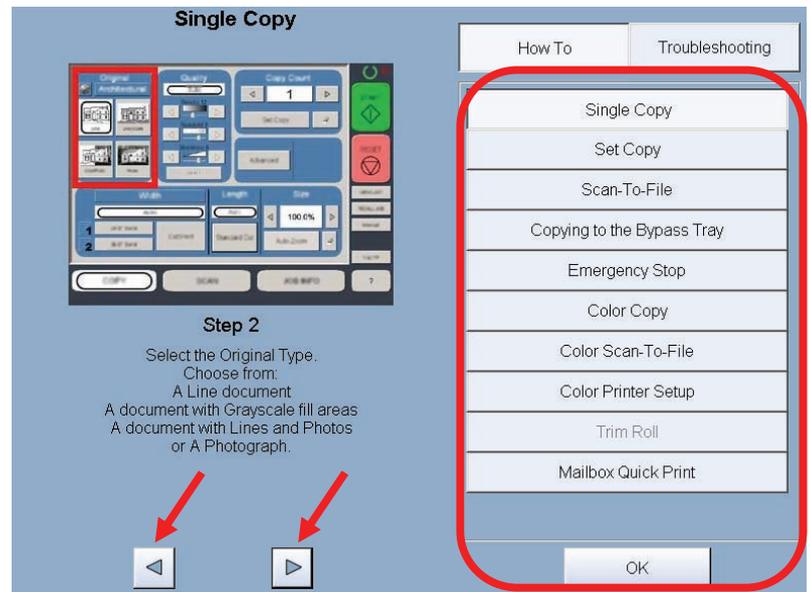




## User Guides

Press the User Guides button to gain access to the 4820/9148/8148 User Guides on the 4820/9148/8148.

The User guides cover the most basic functions of the system operations including media / toner replacement on the 4820/9148/8148. For comprehensive details please consult this User Manual.



- Select this function when assistance is required
- Use the arrow buttons to move through the guide
- Press OK at any time to exit the guides



Configuration 1

**CONFIGURATION 1**    ◀ 1 / 4 ▶    OK

---

**Copy Levels**  
Includes prints from File-To-Print feature, USB drives, and Scan-To-File Mailboxes

<b>Printer Density</b>					<b>Image Enhancement</b>
Light	Medium Light	Medium	Medium Dark	Dark	1

---

**Network Printing Levels**

<b>Printer Density</b>					<b>Image Enhancement</b>
Light	Medium Light	Medium	Medium Dark	Dark	1

---

**Power Save Settings**

Warm Sleep Timer	Sleep Time	
OFF	18 : 00	
Cold Sleep Timer	Wake Time	Apply
OFF	8 : 00	



Page 1

Copy Levels

Sets the Copy levels for all copies made.



Printer Density

Sets the printer density for all Network Print jobs



Image Enhancement Level

Provides additional dots as needed to smooth 8 curved lines and fill.



Power Save Settings

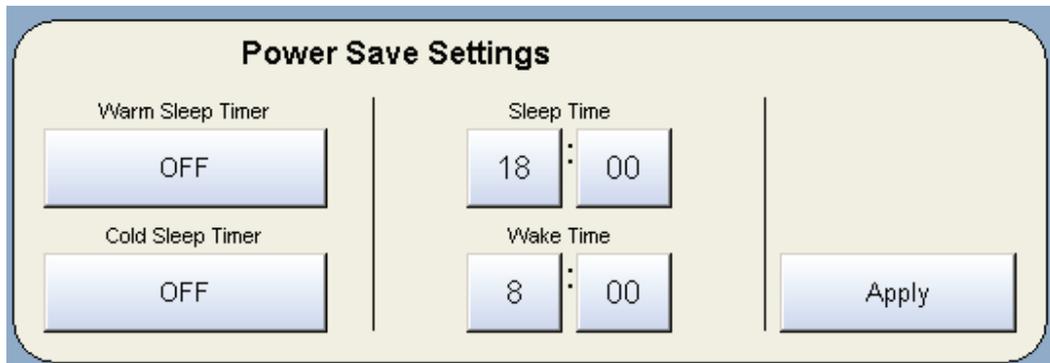
The 4820/9148/8148 incorporates timers to save power and place the printer in "cold sleep mode" to suit individual company production requirements. These timers can be used to automatically turn off the printer when the "office is closed", for example overnight.

Energy Star Settings – Energy Star compliant settings require that the printer goes to Warm Sleep after 15 minutes and into Cold Sleep after 90 minutes of inactivity. These are the factory setting and can be achieved by selecting "Reset".

There are two sleep mode settings to choose from, only one can be active at a time and these are locked by default in the Services settings.

1. Warm/Cold Sleep Timers – This timer can be set to put the printer into a warm/cold sleep mode after a predetermined period of inactivity.
2. Sleep Time – This time is used in conjunction with the computers clock and is used to put the Printer to sleep at a pre-set time and wake the printer back up at a pre-set time.

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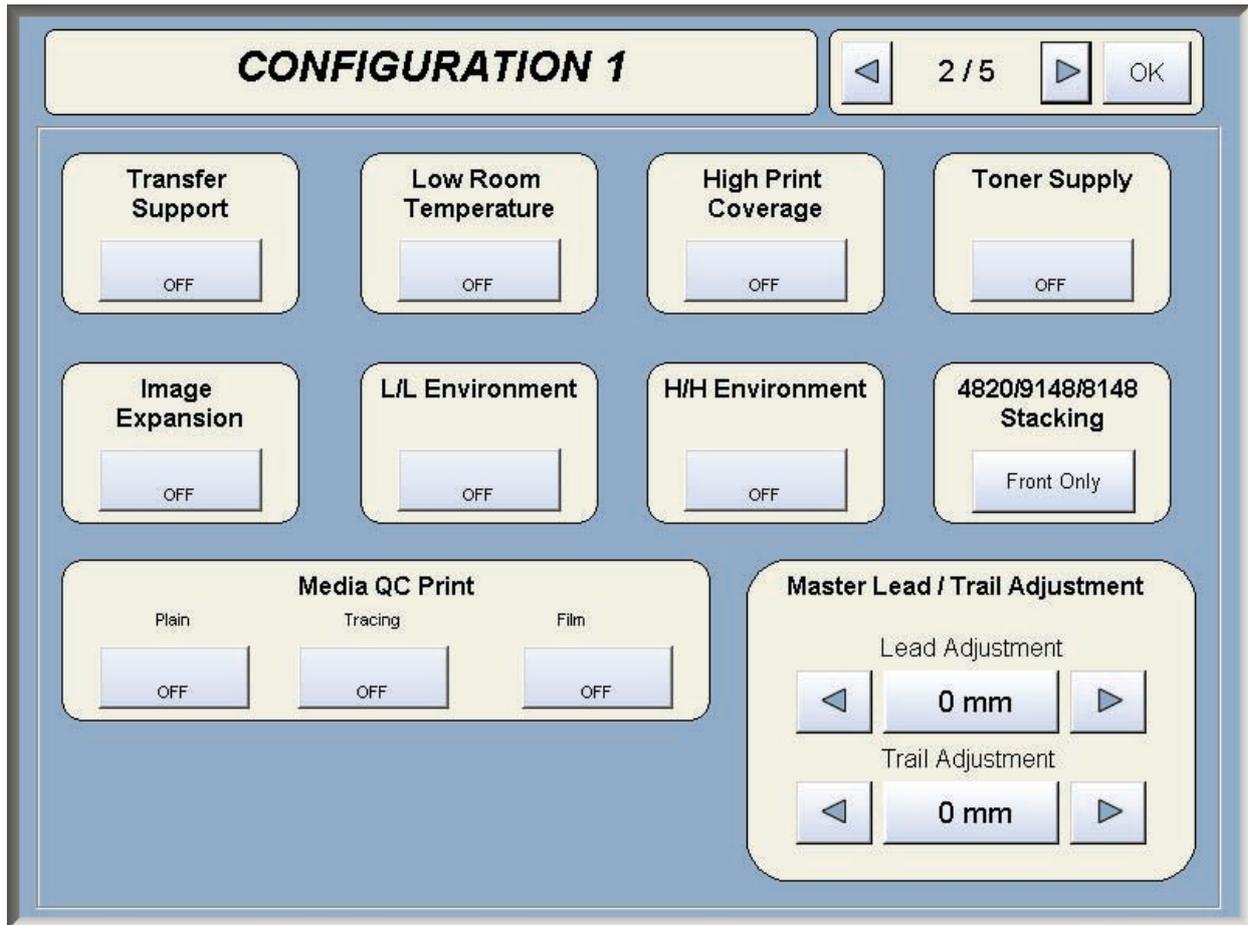


Locked or Unlocked in "Service"

If the Timers are locked they must first be unlocked in Service Menu (by a Certified Service Technician)

Set the timers by pressing on the hour, minutes and AM/PM as needed.

If the printer is required during the "sleep" period, it will "awake", produce the prints and then "fall asleep" again, 15 minutes later.





### *Transfer Support*

There may be the case that the print image looks so light (not so clear) although the density setting is proper or higher than required. This kind of problem may occur when special media is used, because it is difficult to transfer the toner image fully onto it.

**Note: If available on your Printer Model. If unsure please contact technician.**



### *Low Room Temperature*

Low Temperature Mode can be validated to secure the fusing quality in the cold environment.

The toner image may not be fixed firmly onto the paper if you make a copy or plot right after turning on the machine (in the morning especially) in very cold environment. But it is possible to avoid this kind of fusing problem by the Low Temperature Mode.

**Note: If available on your Printer Model. If unsure please contact technician.**



### *High Print Coverage*

High Coverage Setting Mode will be effective if the image density looks lighter when you print constant prints with high coverage.

**Note: If available on your Printer Model. If unsure please contact technician.**



### *Toner Supply*

Used with the 2420/9124/8124 and printer only. When turned on this will level the toner in the hopper. This can take up to 10 minutes.

**Note: If available on your Printer Model. If unsure please contact technician.**



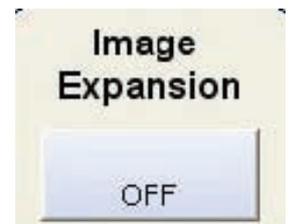


## *Image Expansion*

Usually each print is compulsively provided with a trailing margin of 5-7mm long regardless of the image size. But the image can be printed even in the trailing margin area if you turn on the Full Image Mode.

The interval between each sheet of print becomes longer than usual if you turn on the Full Image Mode, because it requires a cleaning operation between each sheet.

**Note: If available on your Printer Model. If unsure please contact technician.**



## *L/L Environment*

When the printer is used in a low temperature and low humidity condition (we call it "L/L Environment"), the printing media is likely to be creased or unfused in some areas. "L/L Environment Mode" may be able to fix this problem.

If the L/L Environment Setting Mode is used the interval of prints becomes longer than usual to recover the temperature.

The L/L Environment Mode works only in some specific cases, for example when the remaining volume of roll is very small or when a tracing paper is used.

**Note: If available on your Printer Model. If unsure please contact technician.**



## *H/H Environment*

When the printer is used in a high temperature and high humidity condition (we call it "H/H Environment"), the printing media from Roll 2 or Roll 4 is likely to be creased. "H/H Environment Mode" may be able to fix this problem.

**Note: If available on your Printer Model. If unsure please contact technician.**





### Stacking

For use with the only. This allows the user to decide how the prints will come out of the LIP Printer. There are three (3) methods for printing:

Front Only – All prints will stack on the front (top) of the printer

Back Only – All prints will stack out the back of the printer (optional stacker needed).

Front & Back (default Front) – Prints can be printed to the front or back (optional stacker needed) Front will be default.

Front & Back (default Back) - Prints can be printed to the front or back (optional stacker needed) Back will be default.



### Media QC Print

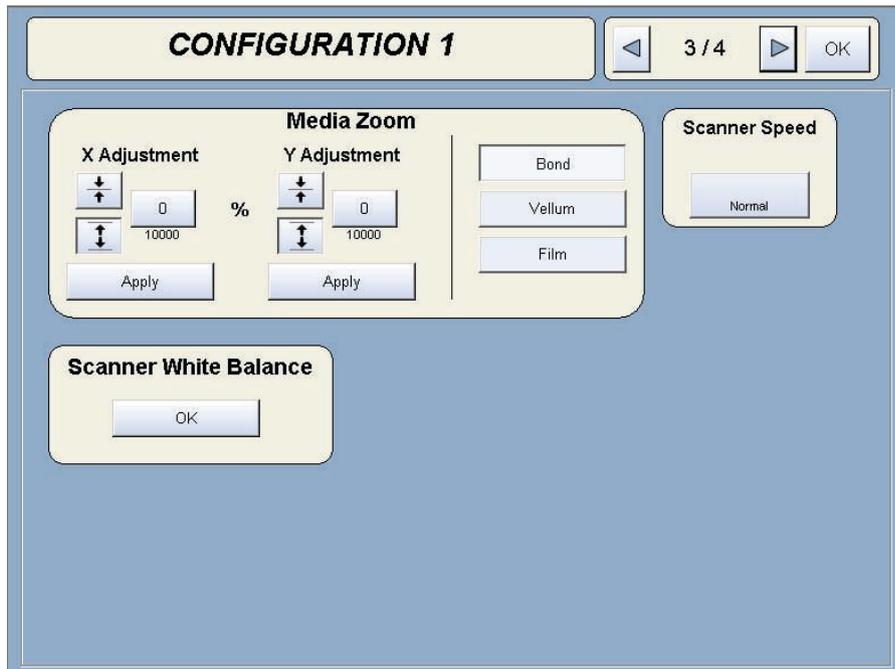
Automatic Initial Cut known as “Dummy Print” is now added to the User Mode in Setting Mode 2 of the printer. This is not a feature set within the IPS. The service technician can set this mode after unlocking the key operation of the Sub UI (LCD Display/ OP Panel). Under a certain usage environment, the first print of a job sometimes would have a wrinkle or an image void if the prints are made with a roll media left in the deck for a long period. “Dummy Print” makes an automatic 24” initial cut before processing a job to obtain optimum image quality and feed balance in such conditions.



### Master Lead / Trail Adjustment

The leading and trailing edges on scans and copies can be adjusted to best suit user requirements. This adjustment adds or removes image / media from all scans and copies and should be considered a default setting of such.





### *Media Zoom*

This is used to adjust the X, Y axis independently of each other when making a copy.

### *Scanner Speed*

Scanner speed has two settings, Normal and Slow. When scanning old documents that may not be in the best of shape, it may be necessary to slow down the 2300 scanner. Selecting Slow as the mode will scan the document at the selected DPI but scan it through at the 600 DPI speed.



### *Scanner White Balance*

Performs a white balance on the scanner. Original white balance target is needed to perform this action.

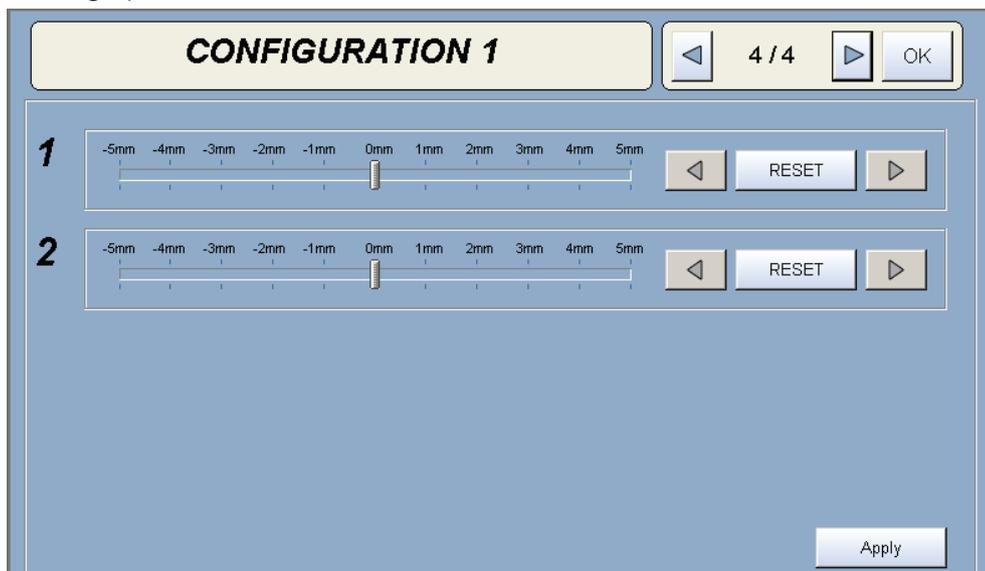




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### Roll Adjustment

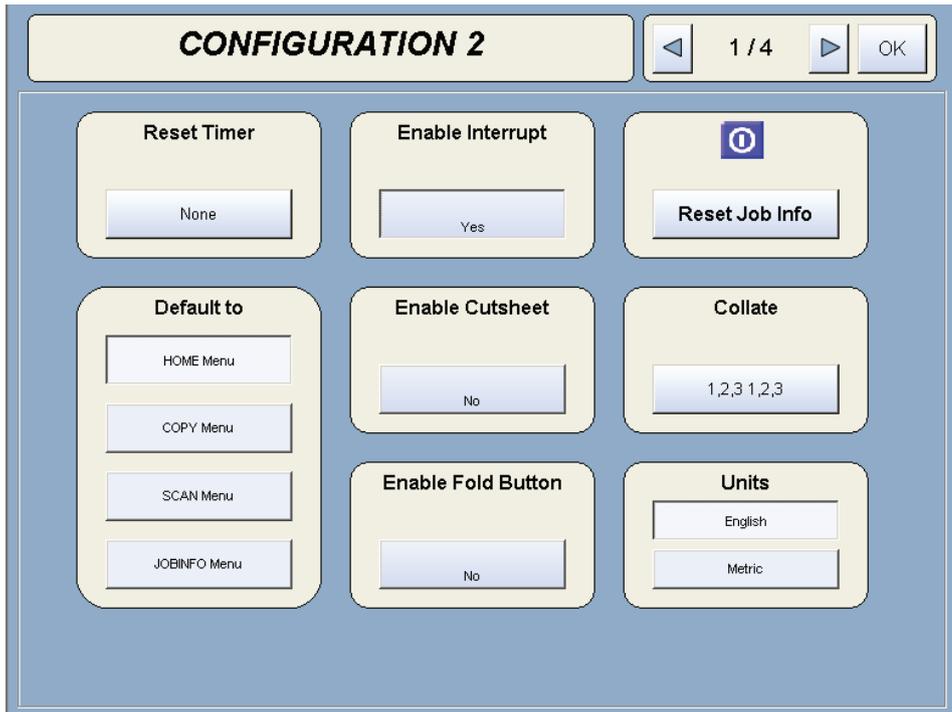
4820/9148/8148 Roll Adjustment allows the user to shift the image 5mm left or right. This function may be used if a roll of media is not cut precisely to the specified width and allows these types of rolls to have correct image placement.





Configuration 2

Page 1



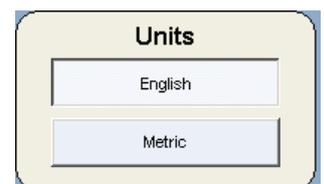
*Reset Timer*

4820/9148/8148 systems can be configured to revert to the Log-In screen after a predetermined period of inactivity. From this screen, users must enter a username and password before use (if required by system administrator).



*English or Metric Units*

Set the system from "English Mode" to "Metric Mode" by pressing the English or Metric button. This will affect the entire 4820/9148/8148 System, including Scan, Print and Copy. Please note that the printer must be set to the correct size mode for proper print function.





## Default Mode

Sets which screen will be the default, Scan, Copy or Job Info Mode dependent of the installation environment requirement.

Default to

HOME Menu

COPY Menu

SCAN Menu

JOBINFO Menu

## Fold

Sets the system to accept fold parameter loaded by Request and enables the pull downs on the screens. Please contact your local certified service technician for configuration of this feature.

Enable Fold Button

No

## Cut Sheet

Enables / Disables the cut sheet function, which may not be required in certain installation.

Enable Cutsheet

Yes

## Interrupt

Allows the Interrupt button to function in Copy Mode

- Enabled = allows the user to pause all network print jobs to allow copies to be printed first
- Disabled = all copy jobs will be placed in the queue as the order they are received within
- any network print jobs.

Enable Interrupt

Yes

## Collate

Allows for the collated printing of files in normal or reverse file order 1, 2, 3 or 3, 2, 1.

Collate

1,2,3 1,2,3

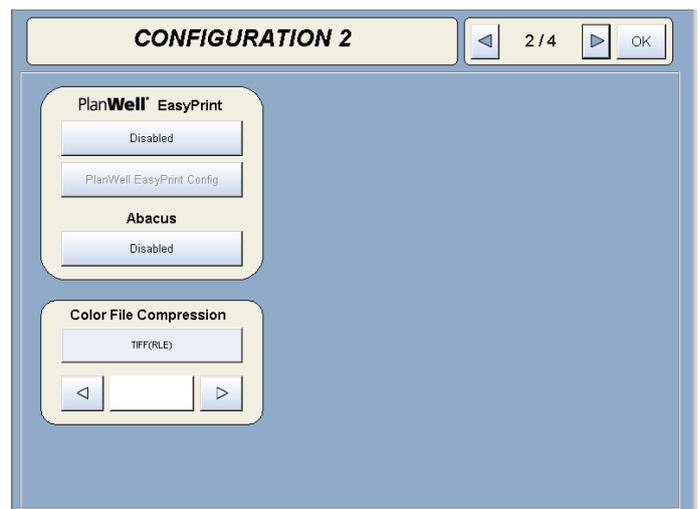


## *Reset Job Info*

If the current job in the Job Info queue is printing unsuccessfully, the user can manually cancel the file within that job. This is done by going into the "Help/Info" screen and then to "Configuration". Select the "Reset Job Info" button. An identification sheet will print out and the print queue can now continue printing.



## *Page 2*

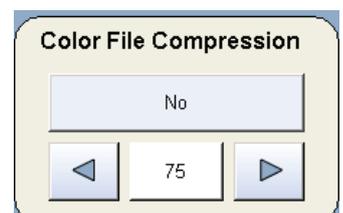


## *Planwell Easyprint/Abacus*

Planwell EasyPrint and Abacus are ARC applications that have been integrated with the IPS software. These applications need to be present for use.

## *Color File Compression (Direct Color Only)*

This feature is off by default but when turned on will apply to all scanned color files and reduce the output file size. Compression of 0 to 200 % is selectable, the larger the compression the larger the file size created.





Page 3

### Reboot IPS

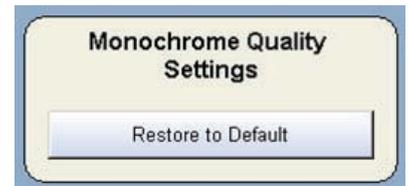
This button will restart the IPS, when the system is not responding / printing correctly.

### Current Time

Set the current time using the arrow buttons. Please note that the Time Zone may need to be set. Please contact your Local Dealer to set the correct Time Zone.

### Monochrome Quality Settings

If the Quality setting have been changed and the default settings are needed, clicking on "Restore to Default" will set the quality Settings back to Default.



### Test pattern

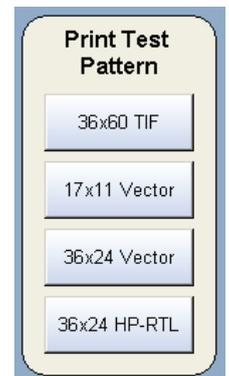
A variety of test patterns may be printed from the 4820/9148/8148 operator panel on an on-demand basis. The following four predefined test patterns are available to assist in pen table selection and overall quality verification.

**36" x 60" tif** – Used to test long printing and calibrate scan/copy operations

**17" x 11" plit** – Used to calibrate lead/trail edge settings

**36" x 24" plit** – Used to calibrate lead/trail edge settings

**36" x 24" hprtl** – Used to test output of mixed raster and vector data

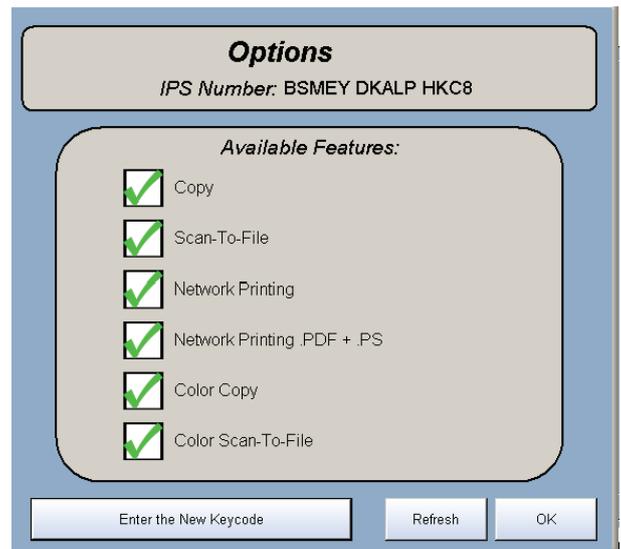




## Options

Selecting the Options button will allow the enabling of options on the IPS. Contact your local dealer for more details and for the KeyCodes for your system. The Options that can be purchased are:

- Scan to File
- Network Printing
- Network Printing , PDF & PS
- Color Copy
- Color Scan – To - File



Select the "Enter the New Keycode" button and then enter in the keycode for the options purchased.

**Note: Color Copy is available separately as an option on the 4820/9148/8148 Model printer only.**

### NOTE

Incorrect codes will prevent your system from functioning. Please do not enter or modify the current code without permission. The codes may be locked and access may only be granted by a certified service technician.



## Network

When setting up the Printer on the Network at the site the IPS comes already pre-configured for DHCP (**Dynamic Host Configuration Protocol**) and if plugged into the network will automatically receive an IP Address from the DHCP Server.

If the Site is not using a DHCP server to dish out IP address it will be necessary to assign a Static IP Address to the Printer. The onsite network administrator will need to supply all of the valid information for the IP Address scheme that will be applied to the Printer.

### Default Example

The screenshot shows the 'TCP/IP Properties' dialog box. It has three sections: 'Obtain IP Address Automatically (Use DHCP)' with a selected radio button, 'Obtain DNS Server address automatically' with a selected radio button, and 'Obtain WINS automatically' with a selected radio button. The 'Use the following IP Address' section has empty fields for IP Address, Subnet Mask, and Default Gateway. The 'Use the following DNS Server' section has a text box for DNS Server containing '10.10.1.9'. The 'Use the following WINS address' section has a text box for WINS Address containing '10.10.1.9'. At the bottom are 'Apply' and 'Cancel' buttons.

### Static IP Example

The screenshot shows the 'TCP/IP Properties' dialog box. It has three sections: 'Obtain IP Address Automatically (Use DHCP)' with an unselected radio button, 'Obtain DNS Server address automatically' with an unselected radio button, and 'Obtain WINS automatically' with an unselected radio button. The 'Use the following IP Address' section has text boxes for IP Address containing '10.10.1.50', Subnet Mask containing '255.255.255.0', and Default Gateway containing 'Click to Enter Gateway'. The 'Use the following DNS Server' section has a text box for DNS Server containing 'Click to Enter DNS'. The 'Use the following WINS address' section has a text box for WINS Address containing '10.10.1.9'. At the bottom are 'Apply' and 'Cancel' buttons.

### NOTE

Incorrect settings will prevent your system from functioning. Do not enter or modify without your Network Administrators permission. Access to modify may be locked and may only be granted by a certified service technician.



IMAGE PROCESSING  
SOFTWARE

### Language

Set the 4820/9148/8148 Operator Panel into a desired language. The system will then need to be rebooted and the system will come up with the selected language.



### Other Buttons

#### Service

This button is used by a certified service technician to access the service functions of the IPS. It is password protected to prevent unwanted changes to the 4820/9148/8148.

#### Print This Screen

This button will print the main “?” screen. This includes the meter counts, versions, etc. This can be useful for troubleshooting or for record keeping.

#### Hide/Show Versions

Selecting the “Hide Versions” button will hide all of the technical information displayed on this screen that is not necessary for normal operation.

Selecting the “Show Versions” button will display all of the technical information displayed on this screen that an Administrator or technician may need if servicing the printer.



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