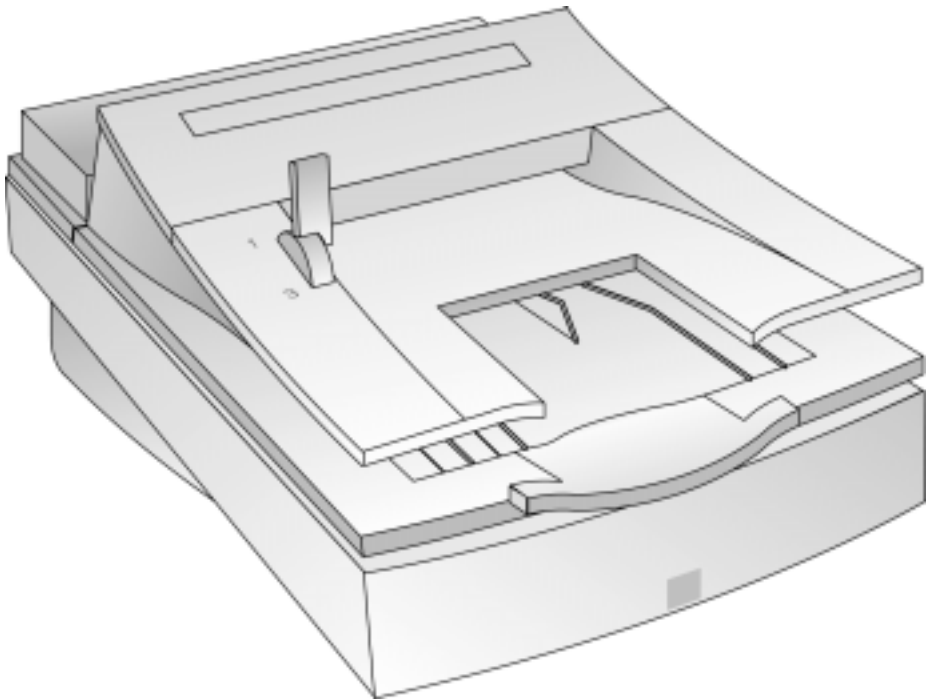


Automatic Document Feeder

User's Guide



HP ScanJet Scanners

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Publication number
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Second Edition, September
1999

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Changes or modification of this equipment not expressly approved by Hewlett-Packard could void the user's authority to operate this equipment. Only use the cables, connectors, power cords and accessories supplied with this equipment or expressly approved by Hewlett-Packard.

FCC Radio Frequency Interference Statement for Model C5195

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

Changes or modification of this equipment not expressly approved by Hewlett-Packard could void the user's authority to operate this equipment. Only use the cables, connectors, power cords and accessories supplied with this equipment or expressly approved by Hewlett-Packard.

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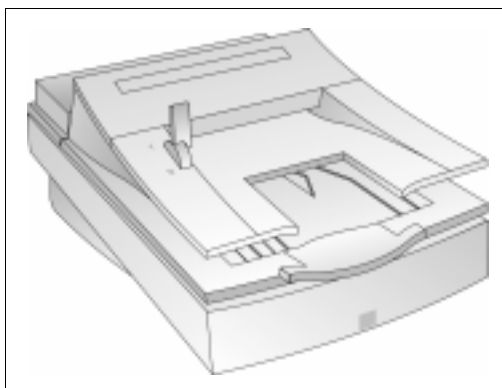
Installing the ADF

- 1-2 *What the ADF Can Do*
- 1-3 *Step 1: Unpack the ADF*
- 1-4 *Step 2: Connect the ADF*

What the ADF Can Do

The Automatic Document Feeder (ADF) is a powerful addition to your HP ScanJet color scanner. With the ADF, you can automatically scan up to 25 pages at a time (more or less depending on the paper weight). In addition, you can:

- Automatically scan and convert multiple pages of text by using the ADF with optical character recognition (OCR) software. This dramatically reduces the time it takes to input text for creating documents such as newsletters.
- Automatically scan multiple pages of images by using the ADF with image scanning software.
- Scan text and images at the same time by using the ADF with scanning software.
- Electronically store, retrieve, and send scanned documents as needed by using document management software.

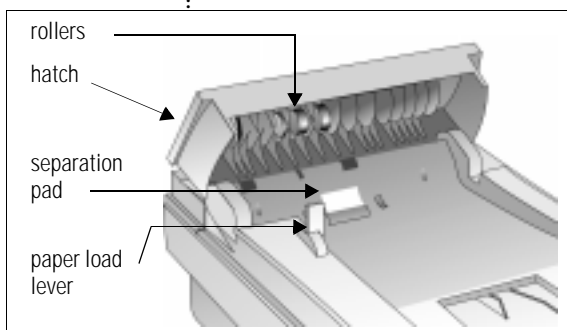


ADF on an HP ScanJet Scanner

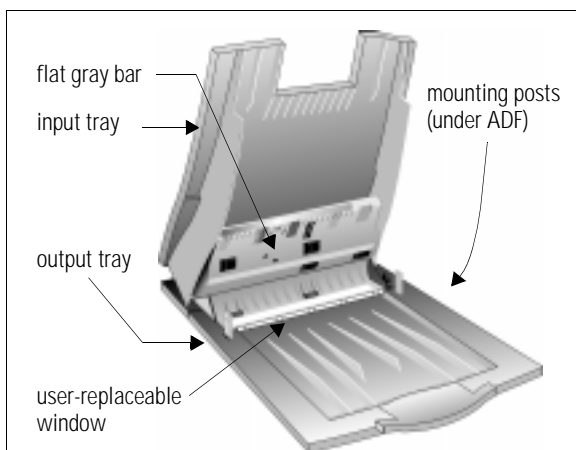
The following sections explain how to install your ADF.

Step 1: Unpack the ADF

- 1 Check for damage while unpacking the ADF.
If you notice any damage, notify the dealer or mail order company where you bought the scanner.
- 2 Save the box and packing materials in case you need to transport the ADF.
- 3 Become familiar with the ADF parts shown below:



Hatch up



Input tray up

Step 2: Connect the ADF

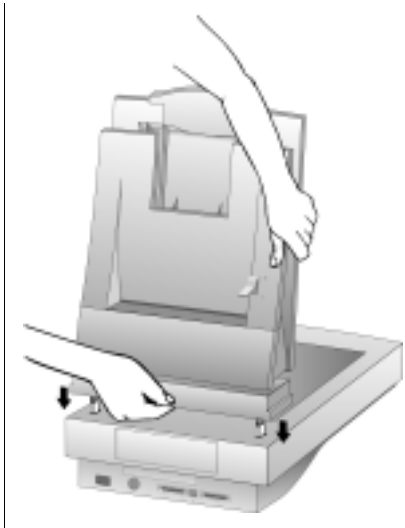
Note If your ADF came with your scanner, start at Step 8 on page 1-6.

- 1 Turn off the scanner by unplugging the power cord from the electrical outlet.
- 2 Open the cover.
- 3 Grasp both sides of the hinged end of the scanner cover and pull straight up until the cover comes off the scanner. You may need to move the cover from side to side to pull it off. **Do not bend the cover too far back.**



Removing the scanner cover

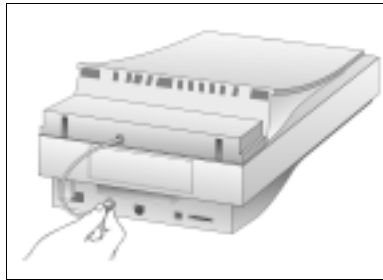
- 4 Store the cover on a flat, smooth surface in a safe place. You will not need the scanner cover as long as the ADF is installed.
- 5 Hold the ADF with the mounting posts perpendicular to the scanner.
- 6 Align the mounting posts with the slots at the rear of the scanner body. Ensure both posts are in the same position.
- 7 Lower the ADF until the mounting posts are seated firmly in the scanner.



Inserting the ADF
mounting posts

- 8 Hold the ADF connector cable so that the arrow on the plug is on top. This helps you align the pins in the plug with their holes in the socket on the scanner.
- 9 Attach the ADF connector cable by pushing it firmly all the way into the round accessory connector socket labelled ADF on the back of the scanner.

You may need to tip the scanner/ADF assembly on its side to connect the cable:



Attaching the ADF
connector cable

- 10 Plug the scanner's power cord into the electrical outlet to turn on the scanner.

Note Never connect or remove the ADF from the scanner unless the scanner's power cord is unplugged from the electrical outlet.

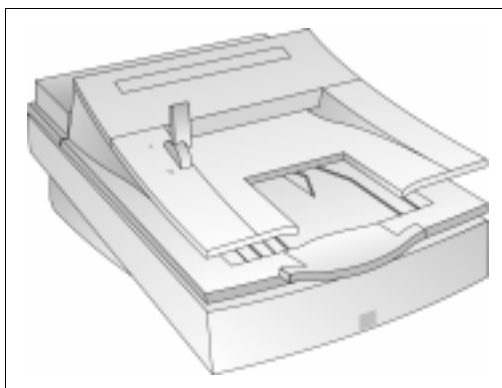
Using the ADF

- 2-2 *Tips for Better Paper Handling*
- 2-4 *Scanning Pages from the ADF*
- 2-8 *Scanning a Single Page*

Tips for Better Paper Handling

Follow these tips when you scan with your ADF:

- Remove any paper from the scanner glass before using the ADF.
- Straighten any curls or wrinkles from your pages before putting them on the document tray. If this is not possible, do not scan these pages using the ADF. Instead, use the scanner glass, or make a photocopy of the documents and scan the photocopies.
- Do not use the ADF to scan sheets of uncommon paper or other media, such as:
 - Transparencies
 - Gummed-back paper
 - Magazine pages
 - Lightweight (“onionskin”) carbons



ADF on an HP ScanJet

- Remove staples, paper clips, and any other materials from documents.
- Avoid documents with tears, perforations, or punch holes.
- Use the ADF with paper that fits the following dimensions:

	Width	Height
Minimum	5.8 inches 14.8 cm	8.3 inches 21.1 cm
Maximum	8.5 inches 21.6 cm	14 inches 35.6 cm

- For paper smaller than the minimum size, use the scanner glass instead of the ADF. Paper smaller than the minimum may cause a paper jam.
- For paper lighter than 16-lb. bond (60 g/m²) or heavier than 28-lb. bond (105 g/m²), use the scanner glass instead of the ADF.

Scanning Pages from the ADF

Note Prior to scanning:

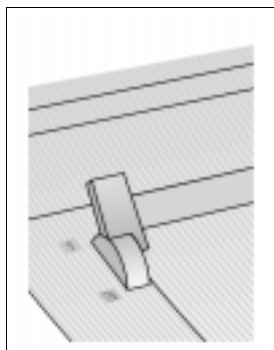
- Place the paper stack with the pages face up in reading order on the input tray.

After scanning:

- The stack is returned in the output tray with the pages face down in reading order.

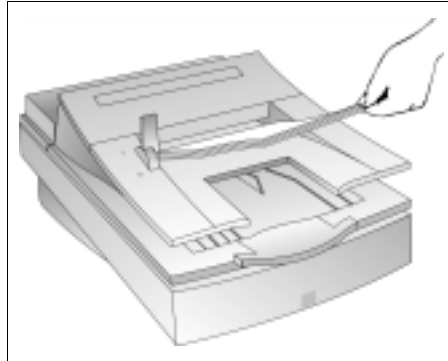
Loading Paper into the ADF

- 1 Make sure the scanner is plugged into an electrical outlet.
- 2 Make sure the scanner's glass is free of paper.
- 3 Move the paper load lever to the number **1** position:



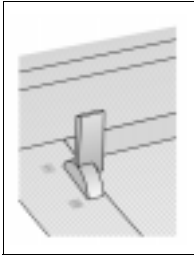
Paper load lever
at number 1

- 4 Put the top end of the paper stack face up on the input tray with the first page to be scanned at the top of the stack.
- 5 Push the paper stack up against the side of the ADF input tray nearest the lever. Slide it into the ADF until the paper stack does not move any further:



Placing paper in
the input tray

6 Move the paper load lever to the number 3 position:



Paper load
lever at
number 3

The ADF is now loaded and ready for scanning.



If the scan appears as vertical streaks across the page, make sure there is no paper on the scanner glass.

Scan the Document in the ADF

The ADF works with many software packages that are compatible with HP ScanJet color scanners. To scan a document, see the user's manual of the software package you are using.

Note If you insert a small page into the ADF, you may need to lift the input tray to retrieve the page after scanning.

Note The scanner scans pages from the ADF when:

- The paper is loaded, and
- The paper load lever is in position 3.

Otherwise, the scanner performs a flatbed scan from the scanner glass.

Scanning a Single Page

Scanning a Single Page when the ADF is Installed

- 1 Remove any paper from the input tray.
- 2 Lift the ADF (by lifting from below the output tray) to expose the scanner glass.
- 3 Place the document face down on the scanner in the upper-right corner.
- 4 Lower the ADF.

Note Thick documents (up to 20 mm), such as a book, will fit under the ADF for scanning on the scanner glass. For documents thicker than 20 mm, lift the ADF for scanning.

Note For large documents, lift the ADF and push back gently toward the rear of the scanner. The ADF will move 20 mm back from its normal position.



If the document on the scanner glass is a thin page, you may need to place a second sheet of paper behind the document to get a better scanned image.

For best results, choose a different color for the second page (the backing sheet).

3

Maintaining the ADF

- 3-2 *Cleaning the ADF*
- 3-4 *Replacing the ADF Window*
- 3-6 *Removing the ADF*
- 3-7 *Ordering Parts and Supplies*

Cleaning the ADF

You must clean five parts of the ADF/scanner assembly to maintain high quality scanning:

- Scanner glass
- ADF window
- Gray bar above the ADF window
- Rollers
- Separation pad

To clean the ADF:

- 1 Turn off the scanner by unplugging the power cord from the electrical outlet.
- 2 Wipe the scanner glass (particularly the 2 inches below the ADF user-replaceable window) and the ADF window with a soft, clean, lint-free cloth. You also may dampen the cloth with water, isopropyl alcohol, or window cleaner, if necessary.

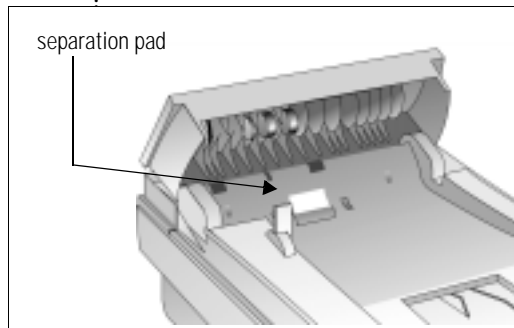
Note Do not use other cleaning fluids! They may damage the ADF window. Never spray the cleaning fluid directly on the ADF.

- 3 Check the flat gray bar above the ADF window. The bar should be gray without black or other markings. If necessary, clean the flat gray bar.



Cleaning the
ADF window

- 4 Lift the hatch.
- 5 Wipe the rollers and separation pad with a soft, clean, lint-free cloth. You may also use isopropyl alcohol, if necessary.



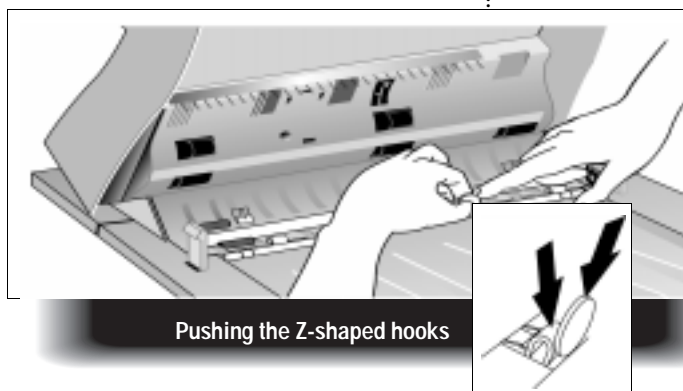
Separation pad under the hatch

Replacing the ADF Window

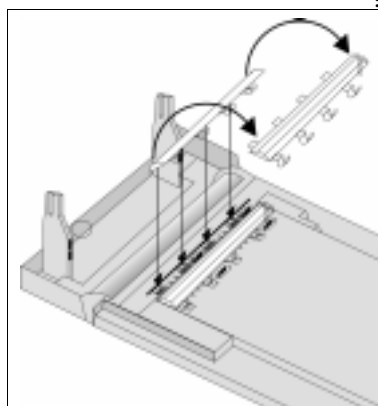
If the ADF window becomes scratched or uncleanable, you may need to replace it. Order the ADF window from Hewlett-Packard (see “Ordering Parts and Supplies” on page 3-7).

To remove the ADF window:

- 1 Remove the ADF from the scanner (see “Removing the ADF” on page 3-6).
- 2 Lift the input tray of the ADF to expose the ADF window.
- 3 Using a small coin, push each of the four Z-shaped hooks until the tab snaps out of position. Push the long, pointed tab on the end of the window.



The ADF window is free to pull out:



To install the ADF window:

- 1 Position the four Z-shaped hooks of the ADF window into the four holes on the bottom of the ADF.
- 2 Rotate the ADF window back until it contacts the bottom of the ADF.
- 3 Check that the long, pointed tab is on the inside of the ADF.
- 4 Beginning with the Z-shaped hook closest to the long, pointed tab, push each of the Z-shaped hooks toward the back of the ADF.
- 5 Verify that the long, pointed tab is on the inside of the ADF.

Removing the ADF

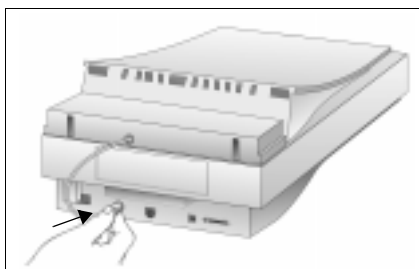
To remove the ADF:

- 1 Unplug the scanner's power cord from the electrical outlet.
- 2 Disconnect the ADF connector cable from the back of the scanner.
- 3 Lift the ADF off the rear of the scanner. Lift firmly using your fingers to separate the rear bracket from the scanner.

Store the ADF in its original box for protection.

- 4 Replace the scanner cover:

- a Insert the mounting posts into the corresponding slots at the rear of the scanner body.
- b Lower the scanner cover until the mounting posts are seated firmly in the scanner.
- c Make sure both posts are in the same position.



Disconnecting the ADF connector cable



Replacing the scanner cover

Ordering Parts and Supplies

Order parts and supplies for your hardware, including cables, additional manuals, and other accessories, from your local HP dealer.

If your HP dealer cannot supply the parts, call the HP Support Materials group at:

(800) 227-8164 *U.S.A.*

(800) 387-3154 *Canada*

4

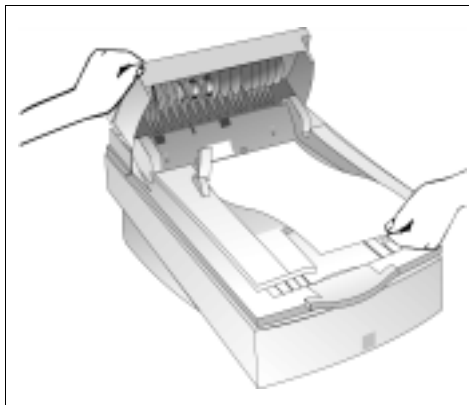
Clearing Paper Jams

4-2 *Clearing Paper
Jams*

Clearing Paper Jams

How you clear a paper jam depends on where the paper jams in the ADF:

- If the paper jams “early” in its path through the ADF and the page is still visible at the top of the ADF:
 - 1 Open the ADF access hatch.
 - 2 Grasp the paper and pull forward to release.



Lifting the access hatch
to clear the jam

Note You may damage the page if you remove it from the ADF while the paper load lever is in the number **1** position.

DO NOT move the paper load lever back to the number **1** position (back) until all pages have been removed from the paper path.

- If the paper has moved further through the ADF and cannot be easily pulled after lifting the access hatch:
 - 1 Open the hatch.
 - 2 Lift the ADF input tray.
 - 3 Grasp the paper and pull forward to release.



Lifting the input tray
to clear the jam

Note ***DO NOT*** attempt to adjust the ADF parts that become visible when you lift the access hatch and input tray. These parts are serviceable only by an HP authorized dealer.

5

Supplementary Information

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- 5-6 *Regulatory
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Warranty Terms

HEWLETT-PACKARD LIMITED WARRANTY STATEMENT

HP PRODUCT DURATION OF LIMITED WARRANTY

HP ScanJet Automatic 1 year
Document Feeder

1. HP warrants to you, the end-user customer, that HP hardware, accessories and supplies will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective. Replacement products may be either new or like-new.

2. HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software media which does not execute its programming instructions due to such defects.

3. HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

4. HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

5. Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

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FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND: THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

Hardware repair services

To speak to someone to verify that your ADF needs repair, please call the HP Customer Support Center. If your ADF requires repair, the HP Support Agent will coordinate the process. Please refer to the list of HP service and support phone numbers supplied with your scanner. This service is free of charge during the warranty period of your ADF. Beyond the warranty period, repairs will be charged on a time and materials basis.

ADF Specifications

Feature	Specifications
Size	11.94 by 19.5 by 3.63 inches (above scanner) (303 by 495 by 92 mm)
Weight	4.3 lbs/1.95 kg
Paper tray capacity	25 sheets of 20 lb bond (75 g/m ²)
Maximum paper size	8.5 by 14 inches (216 by 356 mm)
Minimum paper size	8.27 by 5.85 inches (210 by 149 mm)
Maximum paper weight	28 lb bond (105 g/m ²)
Minimum paper weight	16 lb bond (60 g/m ²)
Power Requirements	24 V dc, 260 mA

Regulatory Information

German Noise Declaration

The German noise declaration is required in Germany. It gives noise output figures for the ADF.

Geräuschemission

LpS < 70 dB

am Arbeitsplatz
normaler Betrieb
nach DIN 45635 T. 19

Die Daten sind die Ergebnisse von Typprüfungen

FCC Declaration of Conformity

Manufacturer's Name: Hewlett-Packard Company
Manufacturer's Address: Greeley Hardcopy Division
700 71st Avenue
Greeley, Colorado 80634
USA
Contact Person: GHC Regulatory Manager
Telephone: 970-350-5600
Product Name: HP ScanJet ADF
Model Number(s): C5195 (may contain suffix)
Product Options: None

The manufacturer listed above declares that this product has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician.

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Test report on file: C5195-1
Date: January, 1998

Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014:

Manufacturer's Name: Hewlett-Packard Company

Manufacturer's Address: Greeley Hardcopy Division
700 71st Avenue
Greeley, Colorado 80634
USA

Declares that the product:

Product Name: HP ScanJet ADF

Model Number(s): C5195 (may contain suffix)

Product Options: None

Conforms to the following Product Specifications:

Safety: IEC950:1991+A1:1992+A2:1993+A3:1995+A4:1996
EN60950:1992+A1:1992+A2:1993+A3:1995+A4:1997
+A11:1997
EN 60825-1: 1994

EMC: CISPR 22: 1993+A1+A2, Class B / EN 55022:
1994+A1,+A2, Class B
EN 50082-1: 1992
IEC 801-2: 1991 / prEN 55024-2: 1992, 4kV CD, 8 kV AD
IEC 801-3: 1984 / prEN 55024-3: 1991, 3 V/m

Supplementary Information:

The product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC and carries the CE-marking accordingly. LEDs in this product are Class 1 in accordance to EN60825-1.

Greeley, Colorado, USA, January, 1998

Glossary

access hatch

The cover over the top of the ADF input tray that is opened to remove jammed paper.

accessory connector socket

The circular socket on the back of the scanner where the connector cable is inserted.

ADF (automatic document feeder)

A scanner accessory that feeds a paper stack to the scanner.

ADF window

A clear plastic strip on the bottom of the ADF that provides access to the scanner optics. This window must be clean and undamaged in order to obtain high quality scanned images using the ADF.

connector cable

The cable connecting the ADF to the scanner.

input tray

The top surface of the ADF where documents are loaded before being fed into the scanner.

mounting posts

The hinged posts on the rear of the ADF that are inserted into the scanner body during installation.

OCR (optical character recognition)

Software that converts scanned text into editable text that can be inserted into a word processor or desktop publishing program.

output tray

The tray below the input tray on the ADF that holds the paper ejected after scanning is complete.

paper jam

A condition where a sheet of paper is not properly fed, causing an interruption in ADF operation.

paper load lever

The manually operated lever used to load paper into the ADF input tray.

paper stack

The stack of documents that are placed in the input tray and are fed by the ADF.

scanner cover

The cover of the scanner that is removed before the ADF is installed.

scanner glass

The glass surface on top of the scanner where a document is scanned.

separation pad

Rubber-like pad under the ADF hatch used to separate pages as they enter the ADF.

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