

CAN 02	Colortrac Ltd	Page 1 of 2
Issue 1.1	<b>Using the SmartLF Gx+ Thick Media Option</b>	Date: 2009-08-14
This document intended to supplement the installation and operation manual or training and instruction sessions provided by Colortrac and its partners		

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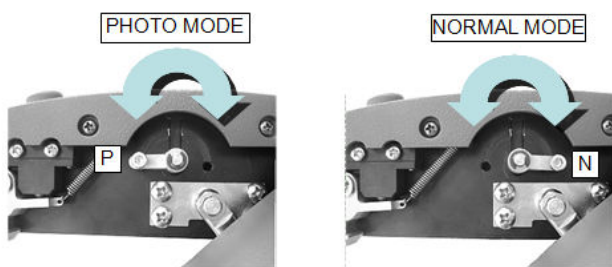
## Purpose of this document

An explanation of using the Motorised Thick Media or 'T' option of the SmartLF Gx+ range of scanners .

## Test Environment

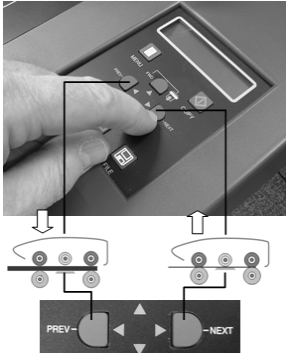
ScanWorks 2.4.6.9., scanner f/w 1.17, USB drv1.0.0.7, operating system Windows XP

## Preparing the Scanner



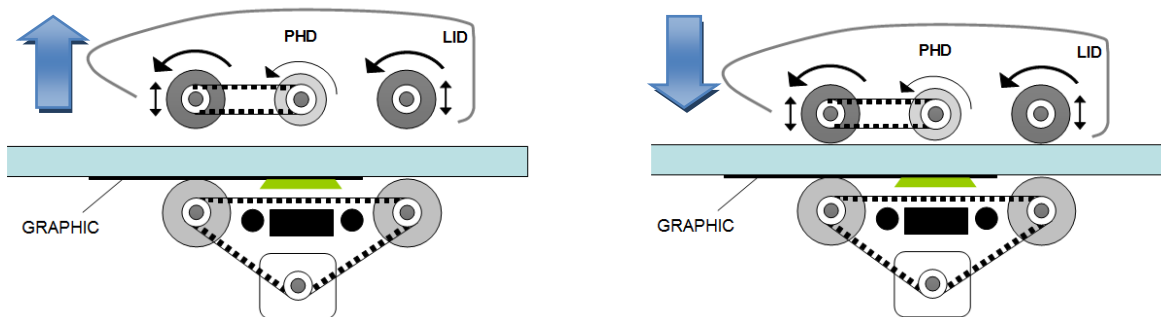
1. First change the scanner to run in Photo Mode (P) by opening the scanner lid and moving the adjustment lever in the edge of the lid nearest the panel so that it points to the front of the scanner. Loosen the small bolt on the end of the lever before making the adjustment and re-tighten afterwards. Note that the scanner is usually shipped in the Normal (N) Mode (high pressure position).

There is no need to adjust the popper bearing height adjusters (normally set low) as these have no effect during thick media operation - see the Installation & Operation Manual for more information.



- Now set the height for the thick media by first raising the lid under motor control using the right-hand navigation arrow on the scanner keypad. Hold the arrow button down until the gap between the upper and lower rollers looks greater than the thickness of the thick media to be scanned.

The recommended method for setting the pressure is to place the media just in front of the raised lid rollers to trigger the loading process and then to allow the rollers to stop turning before inserting the thick media fully into the scanner so that it protrudes beyond and out through the rear rollers.



Ensure that the thick media is in the centre of the scanner taking care not to allow it to bend under its own weight. With the thick media supported and level, press the left-hand navigation arrow on the scanner panel to lower the lid until it stops automatically. The height is now correct and the optimum pressure is set for the scanner.

- Always change the scanning speed to about 10% of full speed from inside the ScanWorks, CopySmart or SmartLF All-In-One software applications before attempting to use the Thick Media Option.
- De-select autosize and instead set the size of the document manually by selecting it from the drop-down list or entering the size in length units (dependant on scanning application).
- Always make sure that the scanner is moved away from the wall or anything that might prevent the thick media from exiting normally from the scanner. It may be useful to get some help from an assistant so that full control over the scanner is maintained at all times.

Checklist:

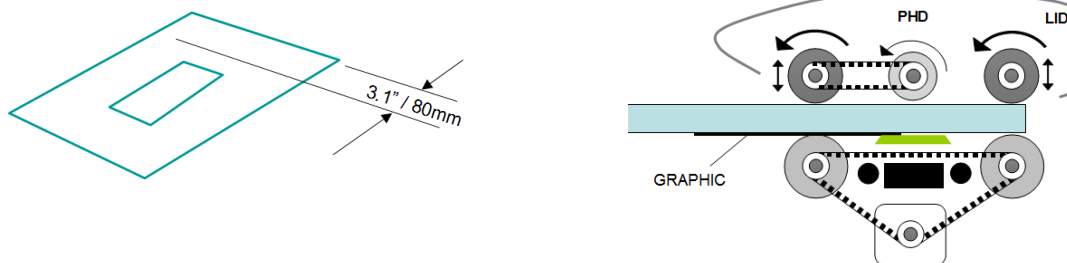
- ➔ SET PHOTO MODE
- ➔ SLOW THE SCANNER RIGHT DOWN
- ➔ USE MANUAL OR FIXED SCAN SIZE
- ➔ IS THERE ENOUGH ROOM AROUND THE SCANNER?

## Scanning Thick Media

As soon as the lid height and correct grip pressure for the media has been set it is recommended to allow the media to remain in the scanner because the roller gap between the rear roller set will reduce if the media is removed making reloading more difficult. Have another person assist you if necessary.

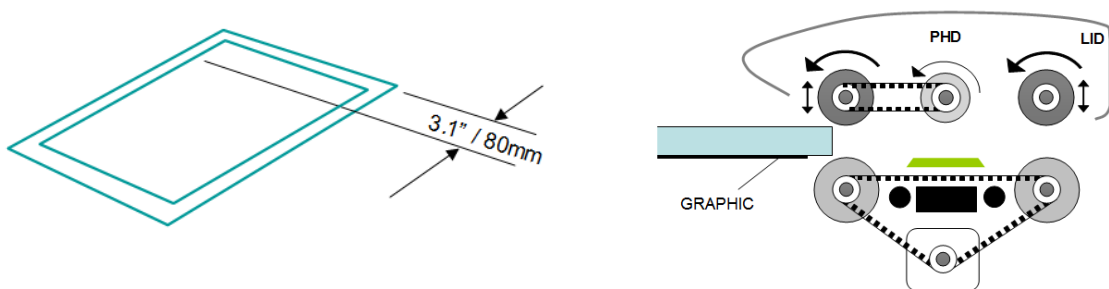
### Effect of Image Position

1. Thick Media with the image positioned MORE than 3.1" / 80mm from the leading edge.



If the image on the thick media is more than 3.1" / 80mm away from the leading edge of the document it can be moved further into the scanner and gripped by all sets of rollers before starting the scan. (Normally a paper document is only gripped by the front rollers). If the image is close to the 3.1" / 80mm limit carefully reverse the thick media so that the board still remains pinched in the rear rollers while at the same time the image has still to reach the centre of the glass. This will ensure that maximum grip is exerted by the scanner's roller system when the scanner is started and ensure a controlled movement of the media through the scanner. Depending on the surface traction available and weight of the thick media it is always advisable for the operator to maintain a gentle forwards pressure on the document as it moves through the scanner, being careful to not push too hard. Always fully support the thick media and never allow it to bend. Ideally it should remain flat and horizontal at all times. Do not allow thick media to remain in the scanner unsupported during loading or at any time during scanning or afterwards or the scanner may be damaged.

2. Thick Media with image positioned LESS than 3.1" / 80mm from the leading edge.



In this case after setting the lid height the thick media must either be reversed back so that it is completely removed or the scan started with the thick media loaded only on the front roller set. An assistant may be required to support and help feed the thick media.

Offer the thick media up to the front roller of the scanner. As soon as the scanner detects the thick media gently push it forward into the scanner at a speed matching the scanner. Ensuring the contact of heavy media with both the front and rear rollers will allow it to be drawn through the scanner independently of the operator.

## Precautions

If the graphic extends along the whole length of the board it may be necessary for the operator to support the media as it passes out from between the front rollers. Thick media will also need to be supported as it exits finally from the rear of the scanner.

Always remember to set the scanner for Photo Mode or thick media may be subjected to extra pressure on the glass inside the scanner preventing it from moving properly through the scanner. If thick media slows down or stops moving during scanning the image will be spoilt and the scan will need to be repeated.

## Tips and Recommendations

- ➡ If possible always rotate the thick media 90 degrees so that the longest edge of the original to be scanned is parallel to the scanners optics i.e. left-to-right across the front of the scanner. This will ensure that the maximum length of roller is in contact with the surface of the thick media.
- ➡ Always load thick media in the centre of the scanner to spread the document evenly across the scanner's roller system.
- ➡ Always make sure the thick document is clean and does not have any clips or staples on it that might scratch the scanner glass.
- ➡ Always scan to a tiff file and set the scan area to be larger than the thick media. If you are using Colortrac software the image is easily cropped smaller using the crop function. Do not use autosize.