

# **USER'S GUIDE**

## **S700 Scancopier**

# PREFACE

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

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First edition August 2002

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

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# FCC STATEMENT

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

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

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

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

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

# NOTES, CAUTIONS & WARNINGS

## NOTE

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

## CAUTION!

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

## WARNING!

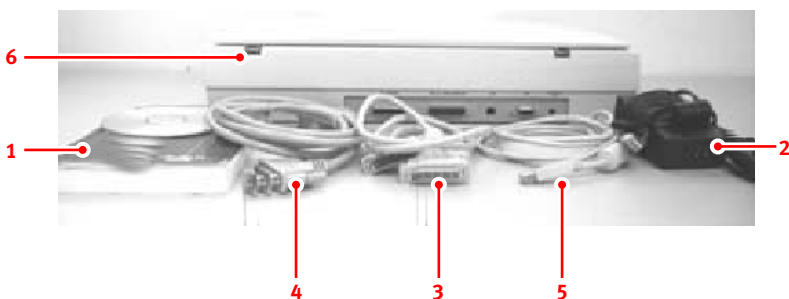
A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

# INTRODUCTION

Congratulations on your purchase of the S700 Scancopier. The S700 produces superior printing quality and is virtually free from maintenance. These features, together with affordability, make this machine the best convenience copier solution for any office.

Please spend a few minutes reading through this User's Guide to ensure best results.

## PACKAGE CONTENTS



1. Utilities & Documentation CD
2. Power Adapter/Cable
3. Parallel Cable for Computer Connection
4. Parallel Cable for Printer Connection
5. USB Cable
6. S700 Scancopier
7. User's Guide (not shown)

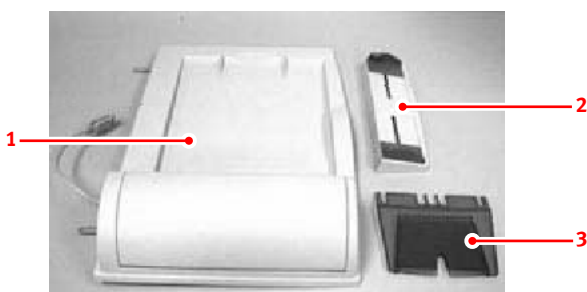
If any item is missing or damaged, please contact your nearest dealer immediately for replacement.

## UNPACKING THE ADF

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

### NOTE

The ADF is optional in some countries.



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

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



# INSTALLATION

## PRECAUTIONS

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

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

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

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

Retain the box and packing materials for shipping purposes.

### CAUTION!

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

## UNLOCKING THE SCANNING HEAD

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



1. Shipping (locked) position

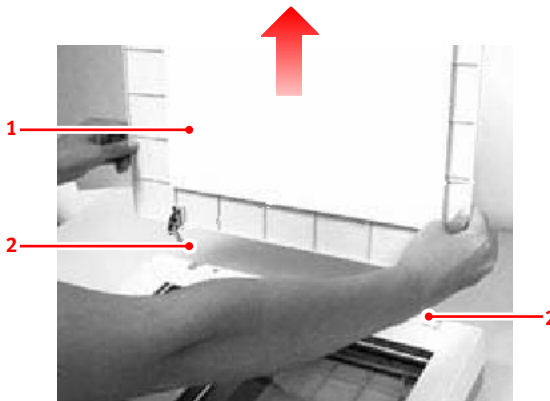
2. Use (unlocked) position

## INSTALLING THE ADF

### CAUTION!

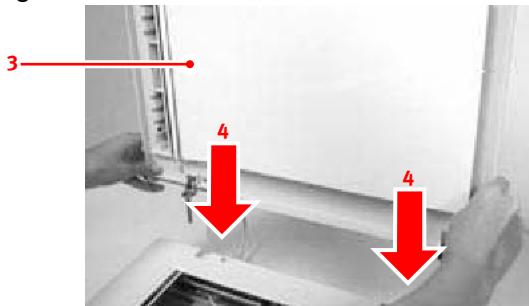
In some countries the ADF is an optional accessory. As such, it can be installed at a later time. If the Scancooper has been used previously, be sure to switch everything off and disconnect AC power from the Scancooper before installing the ADF.

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

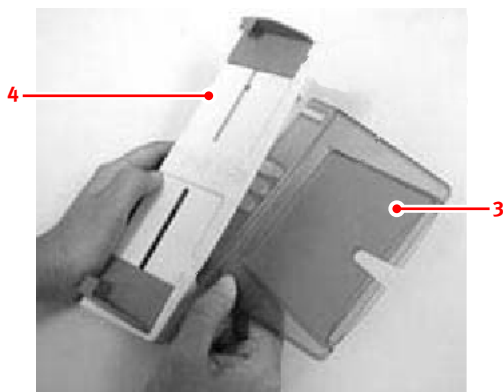


Store the document cover on a flat surface in a safe place.

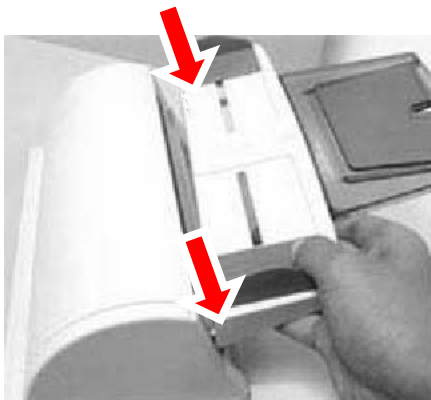
2. Hold the ADF document cover (3) and insert its studs (4) to the hinge holes at the rear of the S700.



- 3.** Insert the notched corners of the ADF Paper Support (3) to the clip joints on the ADF Paper Tray (4).

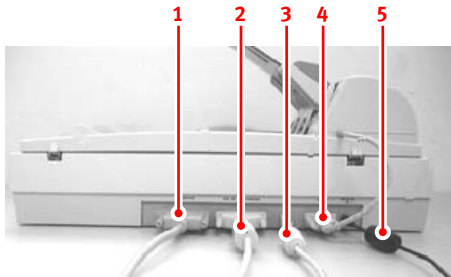


- 4.** Insert the notched corners of the ADF Paper Tray into the clip joints on the ADF document cover.



## CONNECTING THE CABLES

Connect the cables as shown.



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

### CAUTION!

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

# USING S700 AS A COPIER

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

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

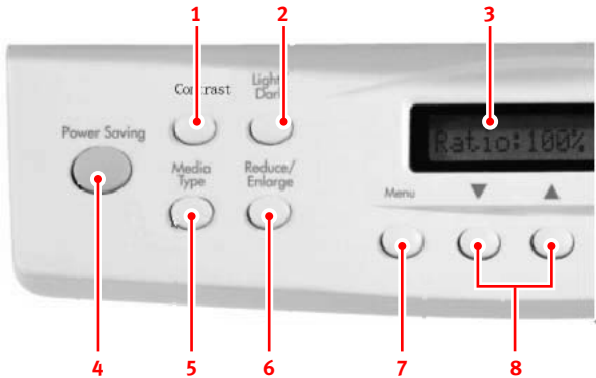
Of course, the range of features available depends on the installed features in the attached printer.

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

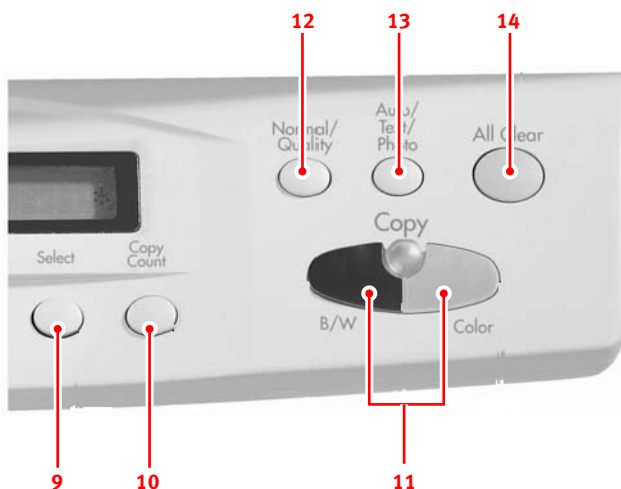
Settings for some functions may be saved as “user defaults” to avoid having to repeatedly set them. A “\*” indicates the current user default setting.

Standard factory settings can be restored at any time using the **All Clear** button.

## THE CONTROL PANEL



1. **Contrast:** Used to adjust the copied /scanned image contrast. Press (▲) to increase or (▼) to decrease.
2. **Light/Dark:** Lighten or darken your image. Press (▲) to increase or (▼) to decrease.
3. **Message Display window:** Displays current settings.
4. **Power Saving:** Press to enter power saving status.
5. **Media Type:** Press to select output paper type, eg. Plain paper, Transparency, or Glossy.
6. **Reduce/Enlarge:** Reduce or enlarge your original document.  
Press to select the preset ratios: 100%, 115%, 122%, 141%, 200%, 400%, 25%, 50%, and 86%. Choose your desired ratio or adjust the ratio in 1% increments with (▲) or (▼).
7. **Menu:** Select paper size, printer type, Mirror function, power-saving interval, Duplex, Fit-to-A3, Input Tray, or Output Bin, color balance, depending on available printer features.
8. **▲/▼:** Go to the previous/next item displayed in the Message Display window or increase/decrease the value of the numeric entries.



9. **Select:** Press to determine an item in the Menu to be used or to save the latest custom setting. (A star sign, "\*", will appear on screen.)
10. **Copy Count:** Choose the number of copies from 1 to 99. Increase the value of the numeric entries by the ( ) button or decrease the value by the ( ) button.
11. **Copy:** Press the appropriate side to start a black-and-white or color copy. The LED indicator turns green when power is on and turns flashing during copying.
12. **Normal/Quality:** Select Copy quality: Normal (300 dpi), or Quality (600 dpi).
13. **Mixed/Text/Photo:** Press to optimise for photo, text or mixed copying.
14. **All Clear:** Press momentarily to exit the menu system, or press and hold for approximately 5 seconds to clear your current settings and return to the factory default settings.

## BEFORE MAKING COPIES

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

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

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

1. Press **Menu** button repeatedly to select "Size" item. The Message Window displays the current paper size setting. If your current paper supply is this size, skip to step 4. Otherwise, please follow these steps to change the setting.
2. Press (▲) or (▼) or button until the correct paper size appears.
3. To make this the new *user default* setting, press **Select**. A "★" sign will appear in the display window.
4. To exit the menu system, momentarily press and release the **All Clear** button.

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

### NOTE

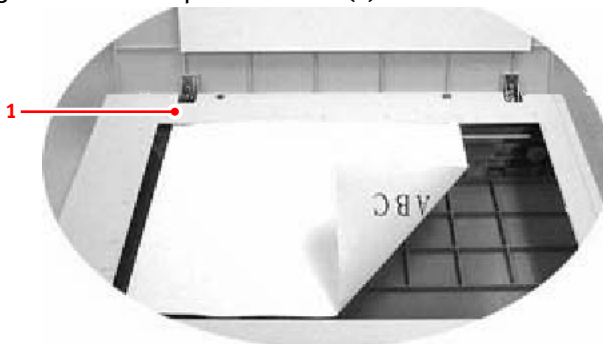
- › Items selected with the **Menu** button become *user default* settings. These will be retained for the next copying job unless you change them back again.
- › Pressing **All Clear** for approximately 5 seconds clears all user default settings and returns to *factory default* settings.



# DOCUMENT PLACEMENT

## USING THE DOCUMENT GLASS

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



## USING THE ADF

The Automatic Document Feeder is an option in some countries.

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



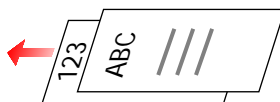
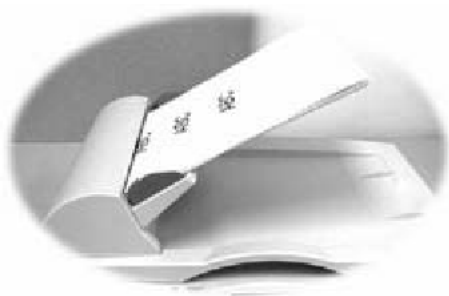
Avoid the following:

- › Paper with clip or staple attached;
- › Paper with ink not totally dry;
- › Paper with inconsistent thickness, such as envelopes;
- › Paper with wrinkles, curls, folds or tears;
- › Coated paper;
- › Carbonless paper;
- › Paper narrower than 4.5" or wider than 8.5"; Shorter than 5" or longer than 14"
- › Paper thinner than 0.07mm; thicker than 0.15mm
- › Items other than papers, such as cloth, metal or OHP film;
- › Notched paper;
- › Paper with an odd (non-rectangular) shape;

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

## LOADING THE ORIGINAL DOCUMENT IN THE ADF

Place your document with the text face up and make the top of the page to the left side as shown below.

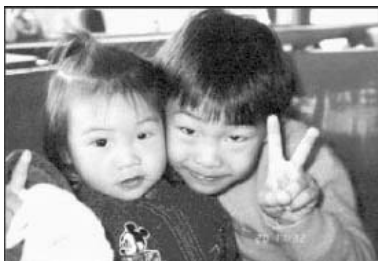


## MAKING SIMPLE COPIES

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

## MIRROR FUNCTION

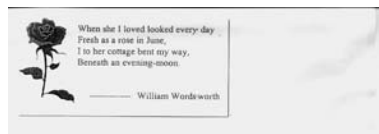
This function laterally inverts the copied image to produce a mirror image of the original document.



1. Load your original document.
2. Press **Menu** until the display indicates the current Mirror setting.
3. Press (▲) or (▼) to turn the mirror function on.
4. Press **Copy** to start copying.

## ENLARGING OR REDUCING YOUR ORIGINAL

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



1. Load your original document.
2. Press **Reduce/Enlarge**.
3. Continue pressing **Reduce/Enlarge** to select one of the preset enlargement or reduction ratios, or press (▲)/(▼) to adjust in 1% increments. A combination of these methods can be used to quickly select any required ratio from 25% to 400%.
4. Press the Copy button. And then the printout shows enlargement of 150% of your original.

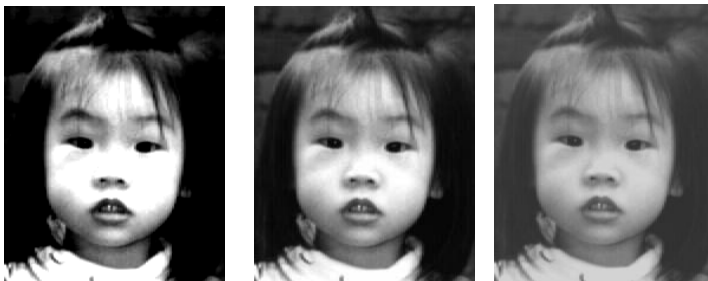
## CHANGING COPY DENSITY

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

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

## CHANGING CONTRAST

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



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

## ENHANCING COPY QUALITY

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

### NOTE

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

1. Load your original document.
2. Press the “Normal/Quality” button repeatedly to switch between Normal and Quality settings.
3. Press the Copy button to begin copying.

## MIXED/TEXT/PHOTO

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

- › **Text** — Use for documents which contain all text and/or simple line art.
  - › **Photo** — Use for document which contain mainly photo images or other graphics containing shades of grey or graduated colors.
  - › **Mixed** — Use for document which contain photo images and text to obtain the best compromise.
1. Load your original document.
  2. Repeatedly press **Mixed/Text/Photo** to select your preferred setting.
  3. Press **Copy** to begin copying.

## MAKING COPIES OF A 3D OBJECT

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



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

## AUTOMATIC POWER SAVING

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

1. Press the **Menu** button to select “Sleep”.
2. Press the (▲)/(▼) buttons to select your preferred delay time.
3. Press the **Select** button to confirm your choice.

## COLOR BALANCE

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

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

# USING S700 AS A SCANNER

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

- › IBM compatible PC (Pentium or later);
- › Microsoft Windows 98/Me, Windows 2000/XP;
- › One USB port available
- › 100 Megabytes of available hard disk space for installation;
- › 32 Megabytes of RAM (64 Megabytes or higher recommended);
- › VGA monitor;
- › A Microsoft Windows-compatible pointing device (e.g., mouse);
- › A CD-ROM drive.

## INSTALLATION PROCEDURE

Installation procedures of the S700 driver and utilities are as follows:

1. Start Microsoft Windows.
2. Insert the Utilities and Documentation CD-ROM into your CD ROM drive.
3. The CD-ROM will autolaunch on most systems. However, if you system does not support autolaunching CD-ROMs, press the Start button, choose RUN, type d:\driver\setup.exe (d: the CD-ROM drive in use), and then click OK.
4. Follow the on-screen instructions to complete the driver installation (You may need to follow the instructions shown on the Add New Hardware Wizard to let Windows identify your new USB device before or after the driver installation.).

## UNINSTALL THE S700 DRIVER

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



# SCANNER OPERATION

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

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

3. Select S700/32Vx.xx.

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

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

A dialog box containing scanning features appears.



6. Select the scanning method you want to use on the Scan Method drop-down menu.
7. Select the mode you want to use for your scans on the Image Type drop-down menu.



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



# USER INTERFACE

## SCAN METHOD



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

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

## DETERMINING YOUR RESOLUTION



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

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



Resolution: Left = 50 dpi



Right = 100 dpi

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

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

IMAGE TYPE	RESOLUTION (DPI)
LineArt	200
Color Picture	100
OCR*	300

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

## SELECTING A PROPER IMAGE TYPE

Select the most appropriate image type depending on your application.

### LINE ART (BLACK AND WHITE)

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

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

### HALFTONE

In addition to the black and white display, Halftone simulates grayscale by using different sizes of dots. When viewed at a distance, the image looks like a gray image yet it consumes the much less disk space. Newspapers generally use halftone images. Since halftone is a type of black and white image, the disk space required is 1/24 of that required to save a 24-bit true color image.

## 8-BIT GRAY

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

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

## 8-BIT COLOR

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

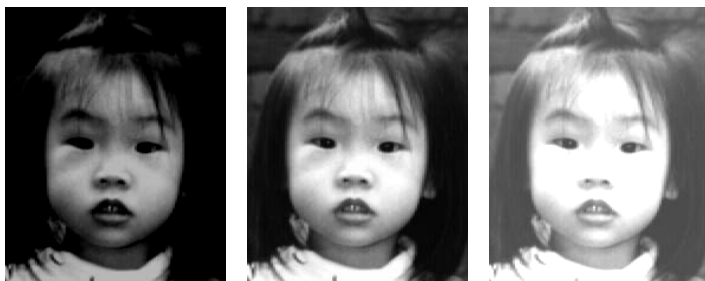
## 24-BIT COLOR

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

# ENHANCING YOUR IMAGE

## BRIGHTNESS

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

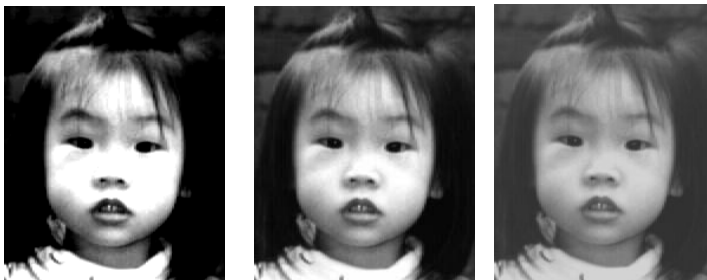


## CONTRAST

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



The higher the contrast, the bigger the difference between different shades of grey.



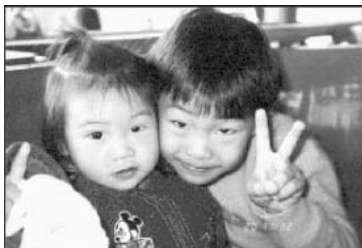
## INVERT IMAGE

The invert command reverses the brightness and the color in the image, producing a negative image. For color images, each pixel will be changed into its complementary color with the Invert command.



## MIRROR

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



## PREVIEW AUTO-AREA

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



## PAPER SIZE

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



## UNITS

The **Units** button indicates the measuring system that is in use (Inch, Cm, or Pixel).



## DESCREEN

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



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

## SHARPEN

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

## COLOR ADJUSTMENT

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



## AUTO LEVEL

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





## ADVANCED SETTINGS

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



### Highlight / Shadow

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

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



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

### Curves

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



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

### Color Balance

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



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

## Hue /Saturation /Lightness

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

**Hue**—specify a value in the **Hue** box to adjust the hue up to 360° by clicking on the desired color on the color wheel or selecting a setting on the dropdown menu.

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

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

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

### NOTE

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

## Color drop-out

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



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

This feature is applicable only for black-and-white and grayscale images.

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

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

## CUSTOM SETTINGS

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



### Scan settings

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

#### Saving a scan settings file

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

#### Using a scan settings file

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

#### Deleting a scan settings file

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

### Configuration settings

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

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

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

## MISCELLANEOUS

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

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

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

### Lock scale

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

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

### Information

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

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

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

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

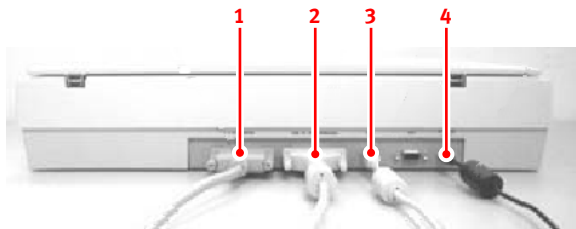
**Scan:** Click on the **Scan** button to scan the area with the specified parameters.

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

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

## PRINTING

The following illustration shows the cable connections for PC scanning operation.



- |                               |   |
|-------------------------------|---|
| 1. Printer cable (to printer) | 2. Parallel cable (to PC parallel port) |
| 3. USB cable (to PC USB port) | 4. Power cable (to AC power outlet)     |

### CAUTION!

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

# MAINTENANCE

## CLEANING THE DOCUMENT GLASS

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

1. Open the document cover.



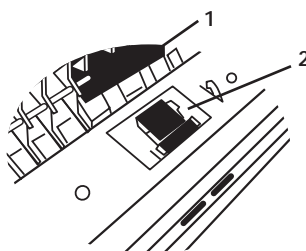
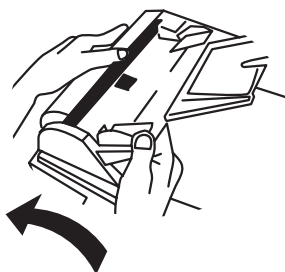
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover.

## CLEANING THE ADF

Disregard this section if you do not have an ADF.

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

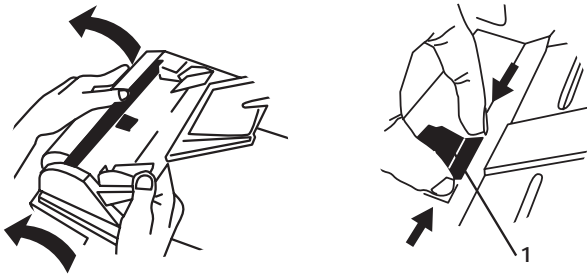
1. Moisten a cotton swab with a non-corrosive solvent such as isopropyl alcohol (purity at least 99.5%).
2. Carefully open the ADF front cover. Wipe the feeding rollers (1) by moving the swab from side to side. Rotate the rollers forward with your finger and repeat wiping until the rollers are clean. Be careful not to snag or damage the ADF pad (2) springs.
3. Wipe the ADF pad (2) from top to bottom. Be careful not to hook the springs.
4. Close the ADF front cover.



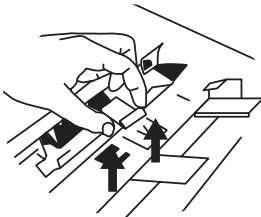
## REPLACING THE ADF SNAP-IN PAD MODULE

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

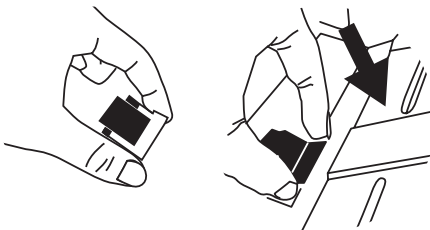
1. Carefully open the ADF front cover.
2. Press both arms of the ADF snap-in pad module (1) inward with two fingers and pull out the module.



3. Remove the new ADF pad module from its box.



4. Press both arms of the ADF snap-in pad module inward with two fingers.
5. Place it into the holes until it snaps into place.





# SPECIFICATIONS

## S700 SPECIFICATION

Optical Resolution	600x600dpi
Enhanced Resolution	9600x9600dpi
Copy Area Max.	8.5"x 14.0" (Legal size)
Copy Features	Zooming from 25%~400%
Scan Interface	USB
Printer Interface	IEEE 1284, ECP/SPP
Power Source	24V DC
Power Consumption	< 20 W
Physical Dimension	Flatbed unit: 476 x 356 x 91 mm ADF unit: 446.5x201x88 mm
Weight:	Flatbed unit: 4.3 kg (9.5 lbs) ADF unit: 1.4kg(3.1 lbs)

## ADF SPECIFICATION

Speed	10 pages per minute) (mono)
Paper tray capacity	25 pages
Document size	Max: Legal size (8.5" x 14") Min: 4.5" x 5.5"
Document thickness	0.002 “~ 0.006”

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# LIMITED WARRANTY: UNITED STATES AND CANADA

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

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

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

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

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

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

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

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

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

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

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

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

For the most up-to-date listing of Oki authorized Service Centers, call: 1-800-OKI-DATA (1-800-654-3282).

# OKI AMERICAS SERVICE CENTERS

## UNITED STATES

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