Kodak

i3000 Series Scanners

User's Guide

User's Guide on Installation CD
Guide d'utilisation sur le CD d'installation
Benutzerhandbuch auf der Installations-CD
Manuale per l'utente sul CD di installazione
Guía del usuario en el CD de instalación
Guia do Usuário no CD de instalação
Gebruikershandleiding op installatie-cd
Kurulum CD'sindeki Kullanım Kılavuzu
Uživatelská příručka na instalačním disku CD
安装光盘上的用户指南
安裝光碟上的《使用者指南》
インストールCDのユーザーズガイド
설치 CD의 사용 설명서
دليل المستخدم على القرص المضغوط الخاص بالتثبيت
Руководство пользователя на установочном компакт-диске
Ghidul utilizatorului de pe CD-ul de instalare
Felhasználói útmutató a telepítő CD-n
Podręcznik użytkownika na instalacyjnym dysku CD
Οδηγός χρήσης στο CD εγκατάστασης

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Contents

Safety

User Precautions

- Place the scanner on a sturdy, level work surface capable of supporting 20.4 kg (45 lbs) and leave adequate clearance on all sides of the scanner.
- Do not install the scanner in a location subject to dust, humidity or steam. This may cause electrical shock or a fire. Only use the scanner indoors in a dry location.
- Make sure the electrical power outlet is located within 1.52 meters (5 feet) of the scanner and is easily accessible.
- When disconnecting equipment from the electric socket, be sure to grasp the plug, not the cord.
- Be sure the power cord is securely plugged into the wall outlet. Failure to do so may cause electrical shock or fire.
- Do not damage, knot, cut or modify the power cord or use a damaged power cord. This may cause electrical shock or fire.
- The scanner requires a dedicated and properly grounded power outlet. Do not use an extension cord or power strip with the scanner.
- Leave sufficient space around the power outlet so it can be easily unplugged in case of an emergency.
- Do not disassemble, service or modify the scanner except as explained in the User's Guide.
- Do not move the scanner with the power cord and interface cable attached. This may cause damage to the cord/cable. Remove the power cord from the wall outlet before moving or relocating the scanner.
- Follow the Kodak Alaris recommended cleaning procedures. Do not use air, liquid or gas spray cleaners. These cleaners displace dust, dirt and debris to other locations within the scanner, which may cause the scanner to malfunction.
- Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak Alaris website at: www.kodakalaris.com/en-us/about/ehs. When accessing the MSDSs from the website, you will be required to provide the catalog number of the consumable you want the Material Safety Data Sheet for. See the section entitled, "Supplies and consumables" later in this guide for supplies and catalog numbers.

Users and their employers need to observe the common sense precautions applicable to the operation of any machinery. These include, but are not limited to, the following:

- Do not wear loose clothing, unbuttoned sleeves, etc.
- Do not wear loose jewelry, bracelets, bulky rings, long necklaces, etc.
- Hair length should be kept short, using a hair net if needed, or tying long hair up in a bundle.
- Remove all other loose objects from the area that could be drawn into the machine.
- Take sufficient breaks to maintain mental alertness.
- Use only the recommended cleaning supplies.
- Do not use canned/compressed air.

Supervisors should review their employee practices and make compliance with these precautions a part of the job description for operation of the scanner or any mechanical device.

Warning labels

 CAUTION: Moving parts, avoid contact.

Environmental information

- The *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanner is designed to meet worldwide environmental requirements.

- Disposal of this equipment may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or, in the USA, visit: www.kodakalaris.com/go/scannerrecycling.

- Guidelines are available for the disposal of consumable items that are replaced during maintenance or service; follow local regulations or contact Kodak Alaris locally for more information.

- The product packaging is recyclable.

- *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanners are Energy Star compliant and shipped from the factory with the default time set to 15 minutes.

European Union

This symbol indicates that when the last user wishes to discard this product, it must be sent to appropriate facilities for recovery and recycling. Please contact your local Kodak Alaris representative or refer to www.kodakalaris.com/go/recycle for additional information on the collection and recovery programs available for this product.

Please consult www.kodakalaris.com/go/REACH for information about the presence of substances included on the candidate list according to article 59(1) of Regulation (EC) No. 1907/2006 (REACH).

Taiwan:

設備名稱：掃描器 Equipment name	，型號（型式）：Kodak i3200, i3250, i3300, i3400, Type designation (Type) i3450, i3500 Scanners					
單元Unit	限用物質及其化學符號 Restricted substances and their chemical symbols					
	鉛Lead (Pb)	汞Mercury (Hg)	鎘Cadmium (Cd)	六價鉻 Hexavalent chromium (Cr^{+6})	多溴聯苯 Polybrominated biphenyls (PBB)	多溴二苯醚 Polybrominated diphenyl ethers (PBDE)
AC適配器 AC Adapter	–	○	○	○	○	○
離合器 Clutch	–	○	○	○	○	○
內存模塊 Motor	–	○	○	○	○	○
鏡片 Lens	–	○	○	○	○	○
電阻 Resistor	–	○	○	○	○	○
壓鑄框架 Die Cast Frame	–	○	○	○	○	○
電路板組件 Circuit Board Assembly	–	○	○	○	○	○
備考1.〝超出0.1 wt％〞及〝超出0.01 wt％〞係指限用物質之百分比含量超出百分比含量基準值。 Note 1："Exceeding 0.1 wt %" and "exceeding 0.01 wt %" indicate that the percentage content of the restricted substance exceeds the reference percentage value of presence condition.						
備考2.〝○〞係指該項限用物質之百分比含量未超出百分比含量基準值。 Note 2："○" indicates that the percentage content of the restricted substance does not exceed the percentage of reference value of presence.						
備考3.〝－〞係指該項限用物質為排除項目。 Note 3：The "–" indicates that the restricted substance corresponds to the exemption.						

Acoustic emission

Maschinenlärminformationsverordnung – 3, GSGV
Der arbeitsplatzbezogene Emissionswert beträgt <70 dB(A).

[Machine Noise Information Ordinance — 3, GSGV
The operator-position noise emission value is <70 dB(A).]

EMC statements

United States: 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 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 for additional suggestions.

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. Where shielded interface cables have been provided with the product or specified additional components or accessories elsewhere defined to be used with the installation of the product, they must be used in order to ensure compliance with FCC regulation.

Korea: As this equipment has obtained EMC registration for household use, it can be used in an area including residential areas.

이 기기는 가정용으로 전자파적합등록을 한 기기로서 주거지역에서는 물론
모든 지역에서 사용할 수 있습니다.

Japan: This is a Class B product based on the standard of the Voluntary Control Council for interference by information Technology Equipment (VCCI). If this is used near a radio or television receiver in a domestic environment, it may cause radio interference. Install and use the equipment according to the instruction manual.

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準
に基づくクラスＢ情報技術装置です。この装置は、家庭環境で使用すること
を目的としていますが、この装置がラジオやテレビジョン受信機に近接して
使用されると、受信障害を引き起こすことがあります。
取扱説明書に従って正しい取り扱いをして下さい。

1 Overview

The *Kodak* i3000 Series Scanners are desktop duplex color scanners. These models are available:

- *Kodak* i3200 Scanner scans up to 50 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation.
- *Kodak* i3250 Scanner scans up to 55 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation. The i3250 Scanner also includes a built-in flatbed which allows you to scan exception documents up to A4 / 210 x 297 mm.
- *Kodak* i3300 Scanner scans up to 70 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation.
- *Kodak* i3400 Scanner scans up to 90 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation.
- *Kodak* i3450 Scanner scans up to 90 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation. The i3450 Scanner also includes a built-in flatbed which allows you to scan exception documents up to A4 / 210 x 297 mm.
- *Kodak* i3500 Scanner scans up to 110 pages per minute, black and white lettersize documents at 200 dpi in landscape orientation. The i3500 Scanner input tray capacity holds 300 sheets.

This User's Guide provides information and procedures for using and maintaining the *Kodak* i3000 Series Scanners.

NOTE: Any differences between the scanner models will be noted.

Supporting documentation

In addition to this User's Guide, the following documentation is also available:

- **Installation Guide/First Scan** — provides a step-by-step procedure for installing the scanner and making your first scan.
- **Scanner Setup Guides** — the TWAIN Datasource and ISIS Driver are included with the *Kodak* i3000 Series Scanners. Each Scanner Setup Guide explains how to use basic image processing features and both guides are provided on the Installation CD in PDF format. You can also download these guides from the website.
- **Smart Touch User's Guide** — provides information and procedures on how to use Smart Touch functionality. This guide is provided on the Installation CD in PDF format. You can also download this guide from the website.
- **Reference Guide** — provides easy visual steps for cleaning your scanner. Keep this guide close to the scanner so you can use it as an easy reference.

Website: www.kodakalaris.com/go/IM

Accessories

***Kodak* Printer Accessory for the i2900/i3000 Series Scanners** — the Printer Accessory provides an effective way to apply information to the rear side of the scanned document. It operates at full scanner speed. The printer can add a date, time, document sequential counter and custom messages. All printer controls and functions are accessible through the TWAIN Datasource or ISIS Driver. CAT No.132 4391

***Kodak* A3 Flatbed Accessory** — the *Kodak* A3 Flatbed adds scanning capability for exception documents up to 11 x 17-inch (A3) size paper to your *Kodak* i3200/i3300/i3400/i3500 Scanner. CAT No. 189 4351

***Kodak* Legal Size Flatbed Accessory** — the *Kodak* Legal Size Flatbed Accessory allows you to scan exception documents with your *Kodak* Scanners. The cable included with the Flatbed Accessory easily connects your flatbed to the host PC. CAT No. 119 9470

Document Extender for *Kodak* i3000 Series Scanners — allows you to scan documents longer than 17 inches (43.2 cm). CAT No. 135 3226

What's in the box

Before you begin open the box and check the contents:

- *Kodak* i3200, i3250, i3300, i3400, i3450 or i3500 Scanner
- USB 3.0 cable
- AC power cord bundle (with 60W power supply)
- Also included:
    - Installation CD
    - Application CDs
    - Printed User's Guide, English
    - Printed Reference Guide
    - Printed Installation Guide/First Scan
   - Sample Cleaning Kit
    - Miscellaneous flyers

Scanner components

Front view

The following illustration is of the *Kodak* i3250/i3450 Scanner. If you have a *Kodak* i3200, i3300, i3400 or i3500 Scanner, you do not have a flatbed. All components are on all scanner models unless otherwise noted.
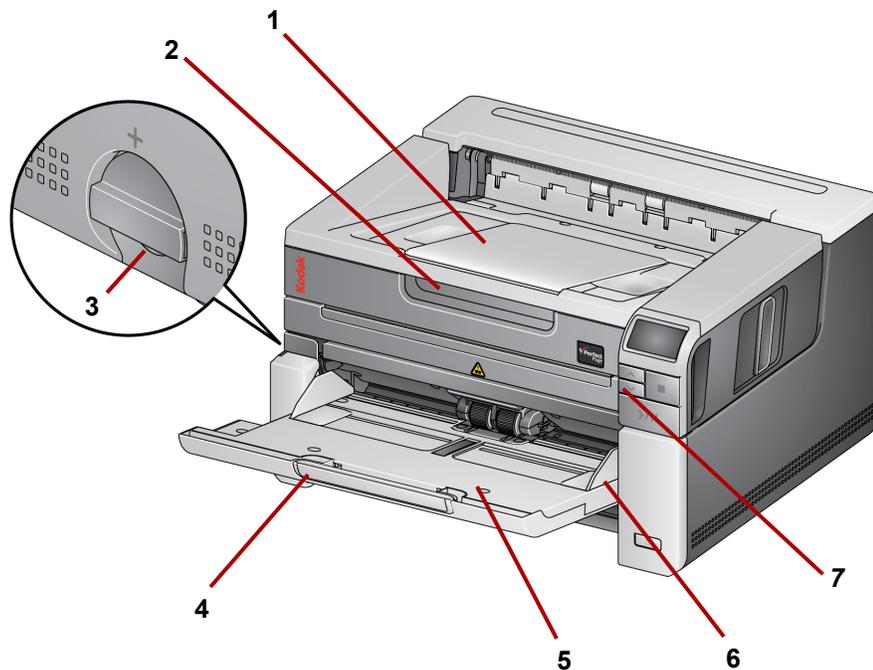
1. **Output tray extender** — can be opened to accommodate documents up to 17 inches / 43.2 cm.

2. **Flatbed handle** *(only on the **Kodak** i3250/i3450 Scanners)* — provides access to the flatbed, which allows you to scan exception documents, books, magazines, file folders, etc.

3. **Gap release** — turn the dial vertically to open the space between the feed module and separation module for documents that require special handling.

4. **Input tray extender** — pull this extender out to accommodate documents longer than 11 inches / 27.94 cm.

5. **Input tray**— holds up to 250 documents (20 lb. / 80 g/m^2) for scanning. The input tray can be folded up when it is not in use.

   NOTE: The input tray of the *Kodak* i3500 Scanner holds 300 documents (20 lb. / 80 g/m^2) for scanning.

6. **Side guides** — slide these guides in and out to accommodate the size of the documents you are scanning.

7. **Scroll buttons** — press the Up or Down scroll buttons to scroll through predefined functions or applications for scanning.
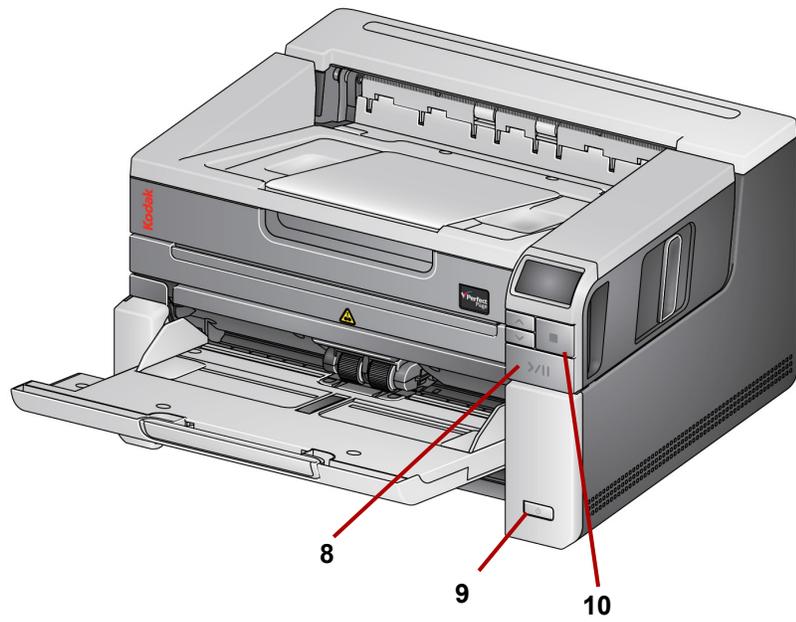
8 **Start/Resume/Pause buttons** — press to start (>) scanning, resume (/) scanning or pause (II) to temporarily stop scanning. Also includes a green LED indicating scanner status (i.e., power is on and ready to scan) and a red LED indicating scanner status (not ready or a possible error condition; i.e., a document jam).

9 **Power button** — when you hold the power button for longer than a few seconds the scanner will turn off.

10 **Stop button** — stops scanning.
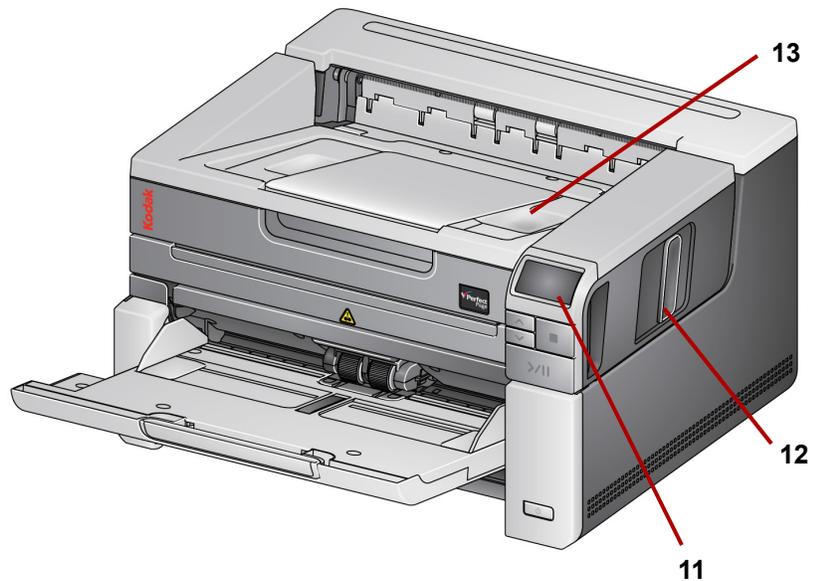
11   Operator Control Panel — displays the following:

- A number in the range of 1 - 9: the number corresponds to a predefined function.

- Page counter: a three-digit display in the upper right corner, of the number of pages scanned in the current batch.

- Messages: **U** or **E** is displayed if an error is encountered. See "6 Troubleshooting" on page 41 for more information.

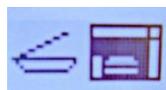   In addition, one of these icons may be displayed:

 Indicates that documents are in the input tray and the scanner will scan from the input tray.

 *For the **Kodak** i3250/i3450 Scanners only*. Indicates that no documents are in the input tray and the scanner will scan from the flatbed, if the option to scan from the flatbed is configured in your scanning application.

 If your scanner is connected to an optional *Kodak* A3 or Legal Flatbed Accessory, and there are documents in the input tray, the scanner will scan from the input tray.

 If no documents are in the input tray, the flatbed icon is highlighted. The document will be scanned from the flatbed if this option is configured in your scanning application.

12   Scanner cover release latch — pull the release latch to open the scanner cover.

**13   Output tray** — collects the scanned documents.

Inside view

When you pull the scanner cover release latch forward, the following internal components are visible.
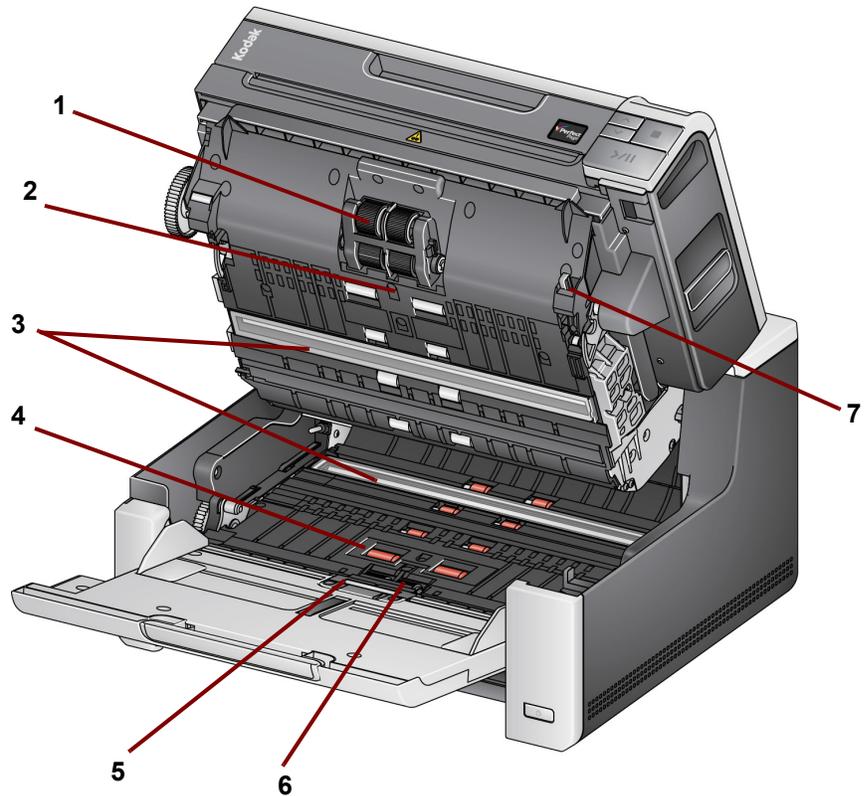
1   **Feed module** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.

2   **Sensor** — used to detect multifeeds and transport errors. Kodak Alaris' Intelligent Document Protection feature helps protect your documents from being damaged. Refer to the Scanning Setup Guides for more information about this feature.

3   **Imaging guides** — keep imaging guides clean to obtain optimum image quality.

4   **Front Transport Roller / Rollers** — provides smooth transport of documents through the scanner.

5   **Paper Present sensor** — detects the presence of documents in the input tray.

6   **Separation module and pre-separation pad** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.

7   **Feed module release lever** — push this lever to release the feed module from its position when replacing the feed module or feed module tires.

Rear view
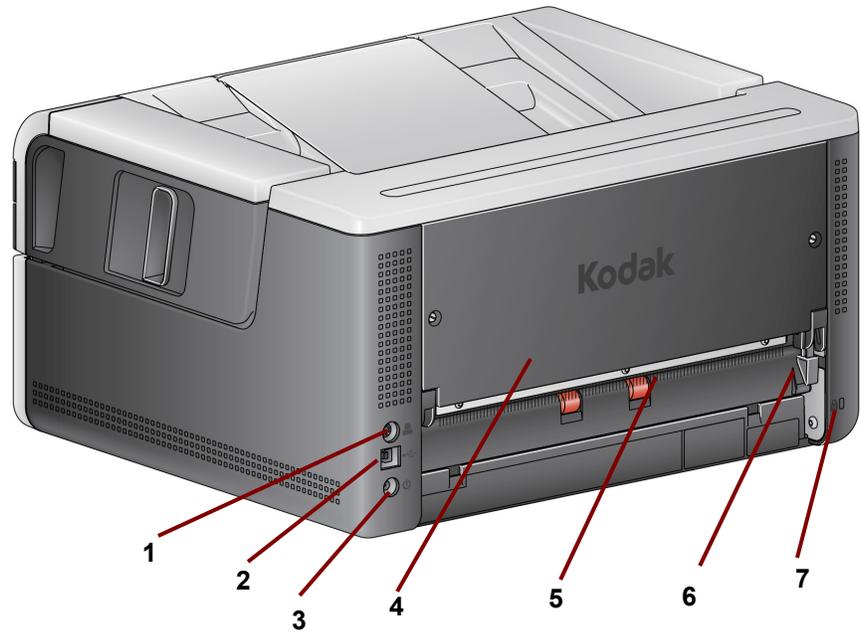
1. **Printer port** — allows connection from the *Kodak* Printer Accessory to the scanner.

2. **USB port** — connects the scanner to the PC.

3. **Power port** — connects the adapter power cord to the scanner.

4. **Back panel** — removable to allow you to attach the *Kodak* Printer Accessory.

5. **Rear document exit** — allows you to exit exception documents from the rear of the scanner.

6. **Rear document exit toggle** — toggle this switch to enable the straight-through paper path option of the scanner which will allow exception documents to exit through the rear document exit.

7. **Security lock port** — connects a security lock to the scanner. You can purchase a standard security lock at an office supply store. Refer to the instructions provided with the security lock for installation procedures.

**Optional Printer Accessory: Printer access view**

The illustration below shows the operating components of the printer. For installation instructions, see the instructions that were packed with your *Kodak* Printer Accessory for the i2900/i3000 Series Scanners.
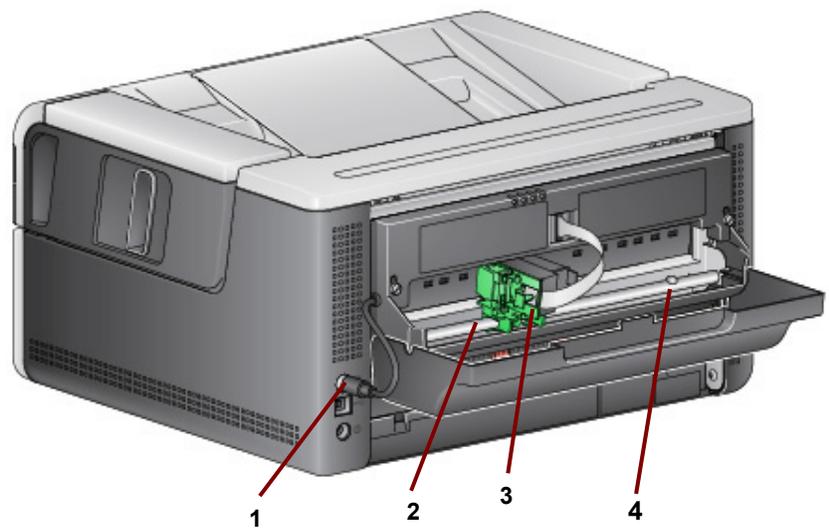
1   **Printer cable** — this cable connects directly to the scanner to allow communication to the printer.

2   **Print positions** — 11 print positions are available.

3   **Printer carrier/cartridge** — allows rear printing on scanned documents.

4   **Print location screw** — remove this screw if you want to use 11 print positions. If you leave the screw in place, only 9 print positions will be available.

2 Installation/First Scan

Setup
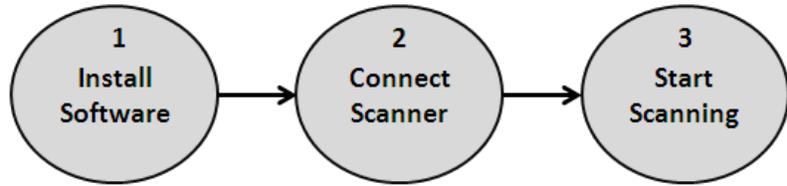
This section provides detailed information supporting the *Installation Guide/ First Scan* that is provided with your scanner. Follow these steps in the order they are provided to install your scanner.

NOTES:

- If you have already performed all of the steps in the *Installation Guide/First Scan*, skip this section.

- When positioning the scanner, be sure to provide adequate clearance at the back of the scanner if you will be using the rear document exit or the *Kodak* Printer Accessory.

- Before installing any software you must be logged in as the local PC administrator if you are not using the CD auto start. You can do this by right-clicking on the setup.exe program and select **Run as Administrator.**

1 Install software

1. Insert the *Kodak* i3000 Series Scanner Installation CD in the CD-ROM drive. The installation program starts automatically.

2. Select **Install Scanner Software.**
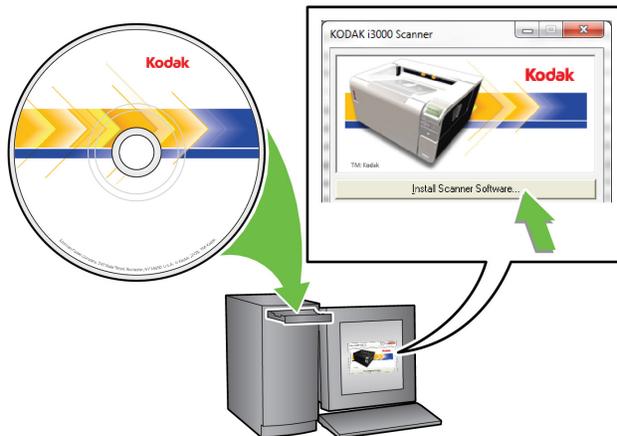
NOTES:

- If the CD does not start automatically, open the My Computer icon on your desktop. Double-click the icon indicating your CD-ROM drive, then double-click on **setup.exe**.

- If the message ***Portions of this application are already installed*** is displayed, click **Yes** to continue the installation process. Any previously installed *Kodak* Scanner software that is shared with this scanner will be updated.

3. Click **Next** when the Welcome screen is displayed.

4. Click **I Agree** after you have read and agreed with the terms of the Software License Agreement. The installation will start and several progress screens will be displayed.

5. Click **Finish** when the installation is complete.

6. Remove the Installation CD from the CD-ROM drive.

2 Connect scanner

When the software has been installed, connect the power cord and USB cable to the scanner. Refer to the illustration below for making proper connections. Make sure the power outlet is located within 5 feet / 1.52 meters of the scanner and is easily accessible.

1. Select the appropriate AC power cord for your region from the supply of power cords packed with your scanner.

2. Plug the output power cord into the power port on the scanner. Be sure it is securely attached.

3. Plug the other end of the power cord into the wall outlet.

4. Attach the USB cable to the scanner USB port.

5. Attach the other end of the USB cable to the proper USB port on your PC.
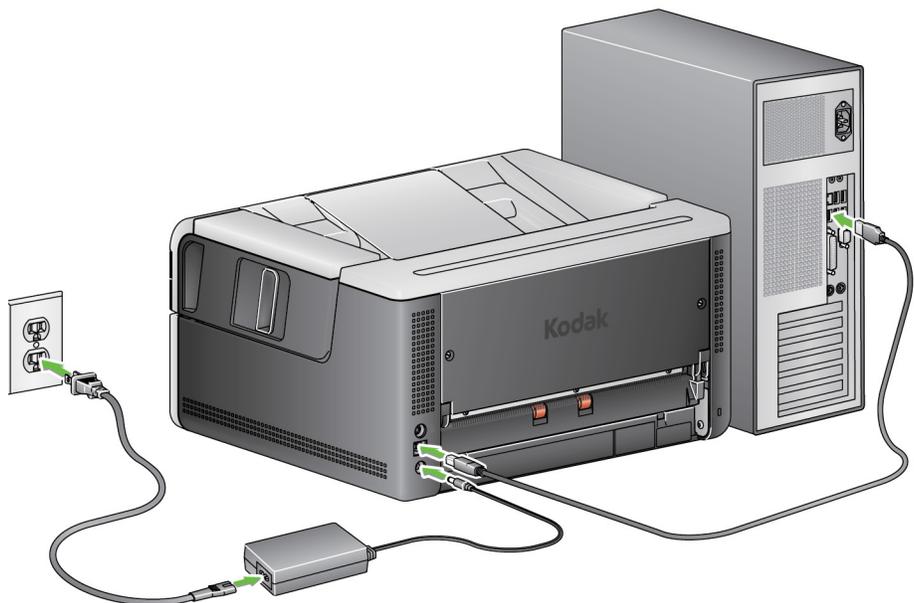
• Press the **Power** button.
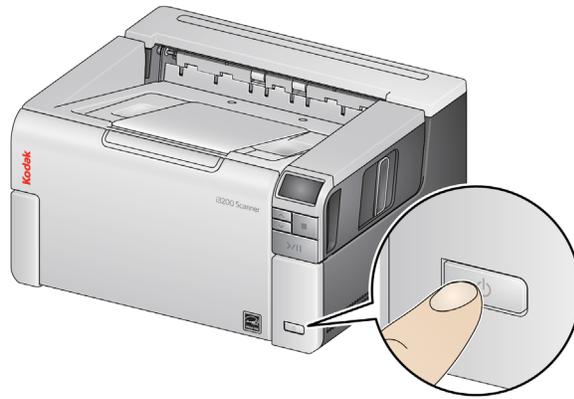
When you turn on the scanner, the input tray will open if it is not already opened and the green indicator on the **Start/Resume/Pause** button will flash as the scanner goes through a series of self tests.

The scanner takes less than 15 seconds to complete the power-up sequence and be ready to scan.

When the installation process is complete and ready to scan, the green LED on the Start/Resume/Pause button will stop flashing and remain constant. If 0, E or U is displayed in the operator control panel, see "Indicator lights and error codes" on page 44 for an explanation of these codes.

3 Start scanning

Getting your scanner ready

1. Be sure the scanner is on and ready to scan (Start/Resume/Pause button LED is green and constant) and the Smart Touch scanner icon is ready in your system tray.

     Scanner ready

    NOTES:

    • Smart Touch allows you to quickly and easily perform common scanning tasks. Nine different tasks can be assigned and performed.

    • When the scanner is not is use, the input tray can be folded up against the scanner. Be sure that the input tray is lowered when scanning.
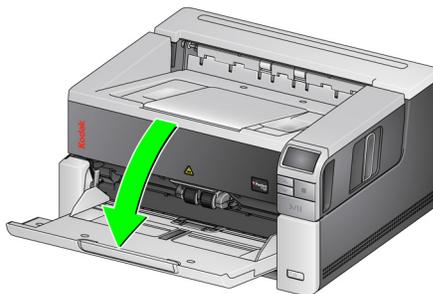
2. Adjust the side guides on the input tray to meet your scanning needs. See "Adjusting the input/output tray" on page 15.

3. Select your scanning application. The scanner comes with Smart Touch functionality and *Kodak* Capture Desktop Software. For more information, see "3 Scanner Adjustments" on page 15.

Getting your documents ready to scan

- Standard paper size documents feed easily through the scanner. When organizing your documents for scanning, stack the documents so the lead edges are aligned and centered in the input tray. This allows the feeder to introduce documents into the scanner one at a time.

- Remove all staples and paper clips before scanning. Staples and paper clips on documents may damage the scanner and documents.

- All inks and correction fluids on the paper must be dry before scanning is started.

- Torn, damaged or crushed pages can be transported successfully through the scanner. However, no scanner can transport every possible type of damaged paper. If in doubt about whether a specific damaged document can be transported through the scanner, you can use the flatbed or place the document in a clear protective sleeve and use the rear document exit. Sleeves should be manually fed, one at a time, folded edge first, when using the gap release or the rear document exit.
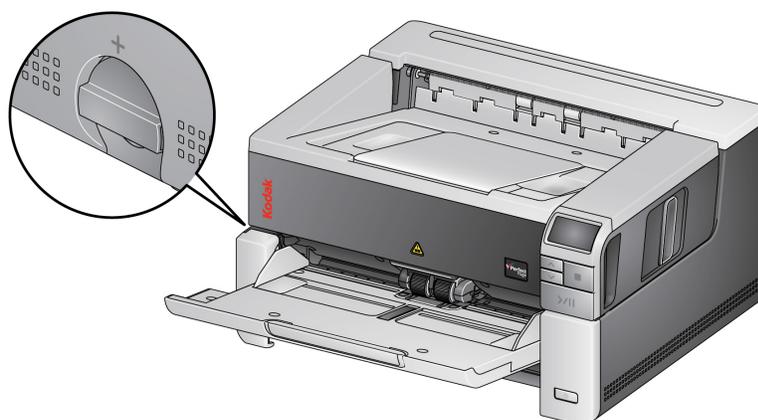

4. Place the documents you want to scan in the input tray. If you are scanning one-sided documents, be sure the side you want to scan is facing up.

NOTE: Some very thick and/or stiff documents; such as shipping envelopes, may require the following:

- Use the flatbed or rear document exit.

- Use of the gap release.

- Scanning at 400 dpi or more to reduce the scanner transport speed.

5. When **1 - Color PDF** is displayed on the operator control panel, press the **Start/Resume/Pause** button.

When the document has finished scanning, the Save As dialog box will be displayed.
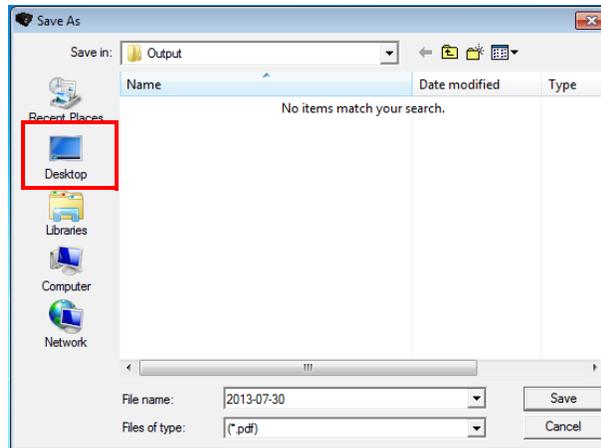
6. Enter a file name (i.e., My First Scan.pdf) and select a location where you want to save the file (i.e., on the Desktop) and click **Save**.

After clicking **Save**, the document will be displayed for viewing.

NOTE: Smart Touch can be configured to meet your scanning needs. For more information about Smart Touch, see the *Documentation* folder on the CD that came with your scanner.

Your scanner is ready to use.

Power saver mode and turning the scanner off

Power saver mode: by default, after 15 minutes of inactivity, the scanner will automatically enter into power saver mode.

To activate the scanner from power saver mode, do one of the following:

• press the Up or Down scroll button

• press the Start/Resume/Pause button, or

• put paper in the input tray

Turning off the scanner: press the **Power** button for more than one second. By default, if the scanner is in power saver mode for more than 60 minutes, the scanner will power off. To power the scanner back on, press the Power button.

3 Scanner Adjustments

Adjusting the input/output tray

You can adjust the input and output trays to accommodate your scanning needs.

- **Adjusting the side guides** — the side guides can be moved in or out to accommodate document size. When adjusting the side guides, place your hands on the bottom of the side guides, over the slots in the tray to slide the guides in and out.
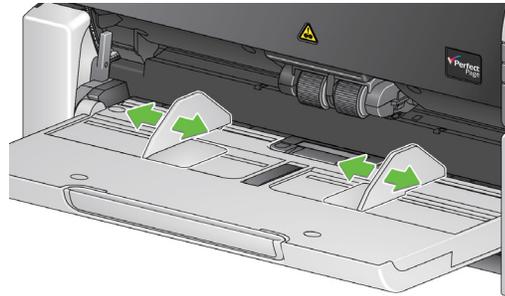
- **Adjusting the input tray for document length** — the input tray extender has two positions. When you are scanning lettersize or A4 documents in landscape mode, you do not need to pull out the input tray extender.

  - **Document lengths up to 11 inches / 27.94 cm** — pull the extender out to the first position.

  - **Document lengths from 11 to 17 inches / 27.94 to 43.2 cm** — pull the extender out to the full position.
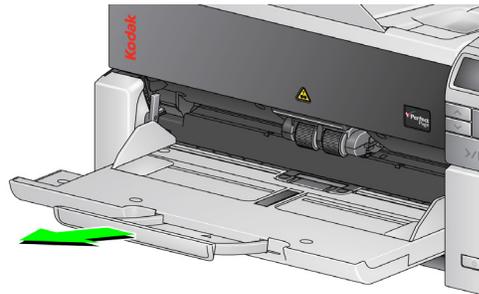
  - **Document lengths more than 17 inches / 43.2 cm** — if you are scanning documents longer than 17 inches / 43.2 cm, the scanner driver **must** be set to accommodate these long documents. Be sure to verify that the **Maximum Length** option on the Device-General tab (TWAIN Datasource) or the **Longest Document** option on the Scanner tab (ISIS Driver) is set to longer than the longest document being scanned.

NOTES:

- Operator assistance may be required for scanning documents greater than 17 inches / 43.2 cm.

- It is recommended that you use a document extender if you are scanning documents longer than 17 inches (43.2 cm). See "Supplies and consumables" on page 39 for more information

- **Adjusting the output tray for document length** — if you are scanning documents longer than 11 inches / 27.94 cm, open the document extender.
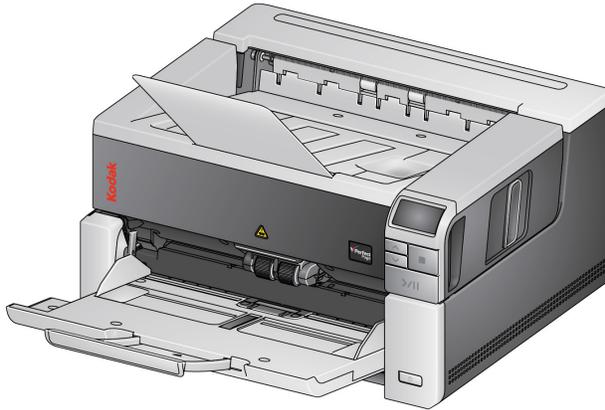
- **Document weights** — the input elevator is capable of holding the approximate weight of 250 sheets of plain 20# bond paper.

  NOTE: If you have an i3500 Scanner, the input elevator is capable of holding the approximate weight of 300 sheets of plain 20# bond paper.
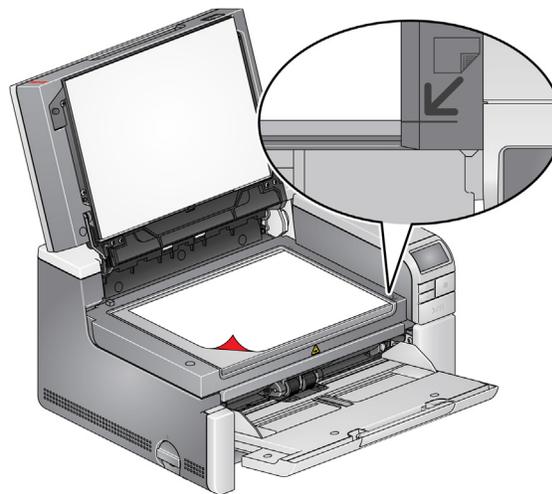
Flatbed scanning

(i3250/i3450 Scanners only)

The flatbed can be used to scan exception documents, file folders, books, magazines, passports and more.

1. Open the flatbed cover.

2. Place the document **face down** on the glass platen.

3. Align the document in the lower right-hand corner at the corner arrows.
4. Close the flatbed cover.
5. Press the **Start/Resume/Pause** button to start scanning.

NOTES:

- When scanning from the flatbed, be sure there are no documents in the input tray of the scanner.

- If there is a document in the input tray and a document on the flatbed and the Scan button is pressed, the scanner will only scan from the input tray. To scan from the flatbed, the Scan button will need to be pressed again.

- When scanning a document/book from the flatbed, be sure the flatbed cover is closed. The cover will automatically adjust to the thickness of the document/book.
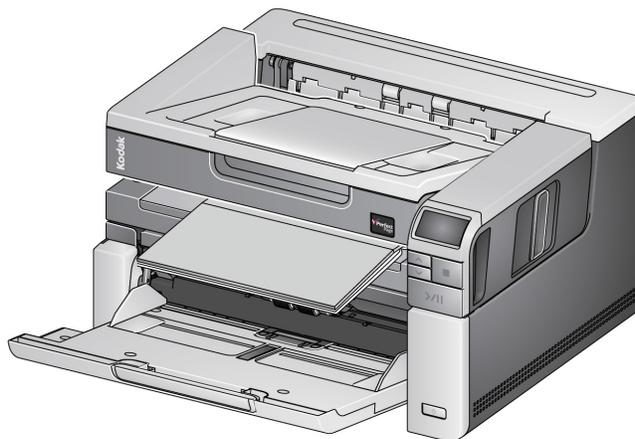
- When placing the document/book on the flatbed, the document may extend all the way to the edge of the flatbed. However, the flatbed will only scan any information that is aligned with the line on the frame of the flatbed glass.
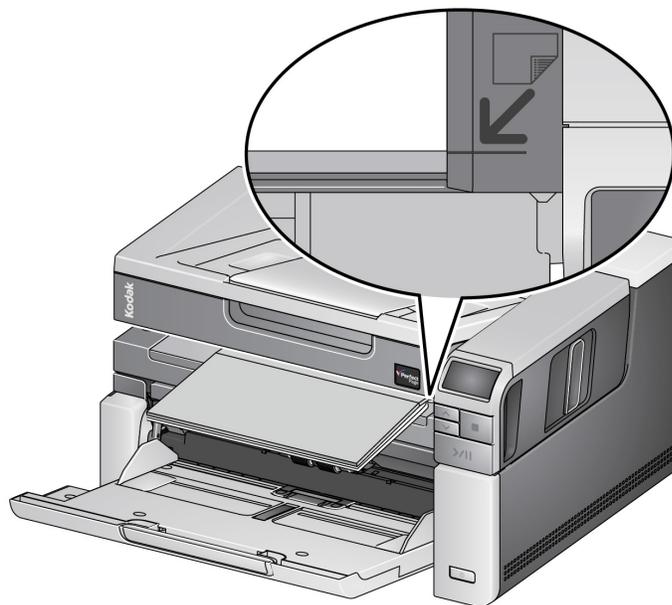

- The white background on the flatbed cover must be clean and smooth. If there are any imperfections, it may affect auto crop performance.

Using the rear document exit

Documents that require special handling (i.e., fragile documents, shipping envelopes, etc.) can be output using the rear document exit. This exit provides the straight-through paper path option that allows an exception document to pass through the transport, thus reducing the possibility of a document jam.

To use the rear document exit, lift the rear document exit lever up.
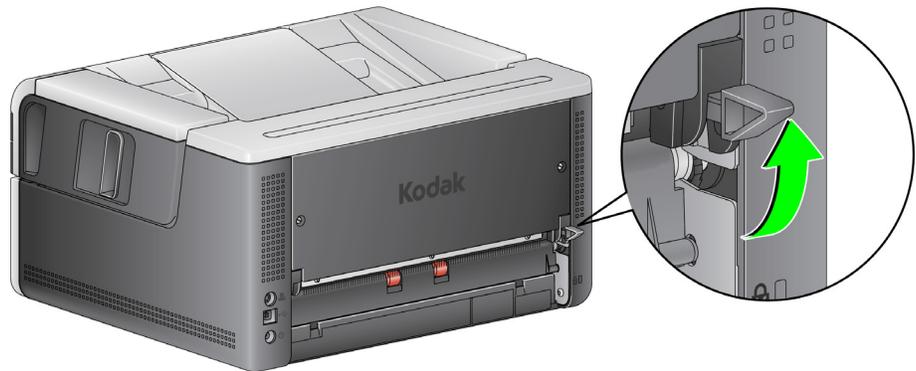
Use the rear document exit when:

- documents are too stiff (e.g., rigid) to make the turn in the transport and are jamming (U9 is being displayed on the operator control panel).
- documents are fragile and you do not want to bend them.
- output stacking order is not important.
- scanning directly into the recycle bin when documents are no longer needed after scanning.
- scanning photographs.

NOTES:

- Be sure to lower the rear document exit lever into it's original position when finished.
- Be sure that you have adequate clearance behind the scanner to feed the document(s) through when using this option.
- When scanning several documents through the rear document exit, the documents will be output in the reverse scanning order.
- When using the rear document exit, you cannot use the document printing option.

Selecting your scanning application

Kodak Alaris has included two scanning applications with your scanner: Smart Touch and *Kodak* Capture Desktop Software.

Smart Touch functionality is your *press one button, it does the rest* answer to organizing your digital documents. Now you can, with Smart Touch functionality, organize documents:

- to your file locations
- as e-mail attachments
- to MS SharePoint Server
- to printers
- to other desktop applications

in a variety of popular file formats: PDF, TIFF, JPEG, RTF, BMP and searchable PDF.

Nine predefined task shortcuts are available for you to use. You can modify and rename any of the shortcuts to create your own custom tasks. You can also preview and easily edit images (zoom, pan, rotate, crop, and much more) before they are sent to their destination.

For more information about Smart Touch, see the *Documentation* folder on the CD that came with your scanner or go to: www.kodakalaris.com/go/smarttouch.

Kodak **Capture Desktop Software** — an intuitive and easy-to-use capture software application, specifically designed to make processing and sharing scanned documents easy. With *Kodak* Capture Desktop Software you'll receive "out of the box" production and be able to immediately capture, edit and output anything from single documents to larger batches in distributed or departmental environments.

Along with the essentials for easy and productive scanning, *Kodak* Capture Desktop Software shares the design and interface of *Kodak* Capture Pro Software, which offers many more advanced capabilities for image and data capture automation.

Through a complete set of icon-based tools and other features, *Kodak* Capture Desktop Software offers simplified scanning. Quickly and easily scan to file, create searchable PDFs or integrate your information into a common location - such as Microsoft SharePoint.

Kodak Capture Pro Software is also available for use with the *Kodak* i3000 Series Scanners. Go to www.kodakalaris.com/go/capturepro for more information.

Many other companies have included support for the *Kodak* i3000 Series Scanners in their scanning applications. Contact these companies for assistance in using these applications.

4 Document Printing

Using the *Kodak* Printer Accessory

This chapter provides information for using the *Kodak* Printer Accessory for the i2900/i3000 Series Scanners. In order to use the printing option you must have purchased and installed the *Kodak* Printer Accessory.

NOTE: See the instructions that came with the Printer Accessory for procedures on how to install this accessory.

Refer to the *Scanning Setup Guide for the TWAIN Datasource* or *ISIS Driver* on the CD or your scanning application documentation for more information about enabling printing and setting up print strings.

The Printer Accessory operates at full scanner speed. The printer can add a date, time, document sequential counter and custom messages.

The print string can be configured to include information that stays the same for each document; such as batch name or operator and information that may change for each page scanned; i.e., the document sequential counter.

All printer controls and functions are accessible through the TWAIN Datasource or ISIS Driver.

NOTES:

- Printing must be enabled and an ink cartridge must be installed before starting a scan session.

- Clean the scanner's paper path components daily when using the printer.

- If you attempt to scan with a job setup that has Printing enabled, and you do not have a printer installed, a **U2** error will be displayed.

- You cannot use document printing if you are using the rear document exit.

Printer specifications

More information about the following specifications can be found in the TWAIN Datasource or ISIS Driver Scanning Setup Guide.

Characteristic	Description
Maximum lines	1
Maximum characters	40 (including spaces)
Print locations (horizontal)	11 manually set NOTE: You must remove the Print Location screw for 11 positions; otherwise only 9 positions will be available. See "Changing print positions" for more information.
Print locations (vertical)	Set by the scanning application
Print orientation	0 and 90 degrees
Font size	Normal, Bold and Extra Bold NOTE: Not all languages can support a Bold font based on the complexity of the characters, such as half-width Katakana.
Print side	Rear (post-scan)
Minimum printing distance from document lead edge	0.35 in. / 0.89 cm
Ink cartridge	Black: HP-C6602A Red: HP-C6602R
Characters per ink cartridge	Up to 1,500,000 to 2,000,000 (based on font size used)
Static fields available	User-specified messages via capture software application
Dynamic fields available	Up to a nine-digit sequential document number, date, four-digit time
Languages supported	Any phonetic language. For example: Dutch, English, French, German, Italian, Portuguese, Spanish, Japanese (half-width Katakana)

Installing/replacing the ink cartridge

**CAUTION: Do not adjust or service the printer during scanning.**

You must install the ink cartridge before using the printer. Refer to "Supplies and consumables" on page 39 for ordering information.

After initial installation, replace the ink cartridge when:

- printed characters appear light or uneven
- missing characters or inconsistent character quality are evident
- cleaning has not improved the overall print quality

IMPORTANT: Dispose the empty ink cartridge in accordance with all federal, state and local laws.
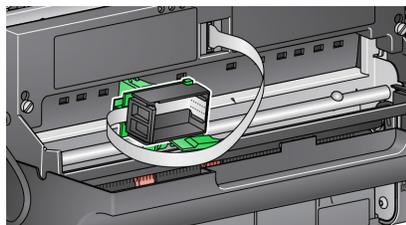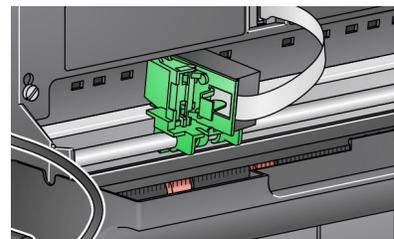
1. Open the printer door.
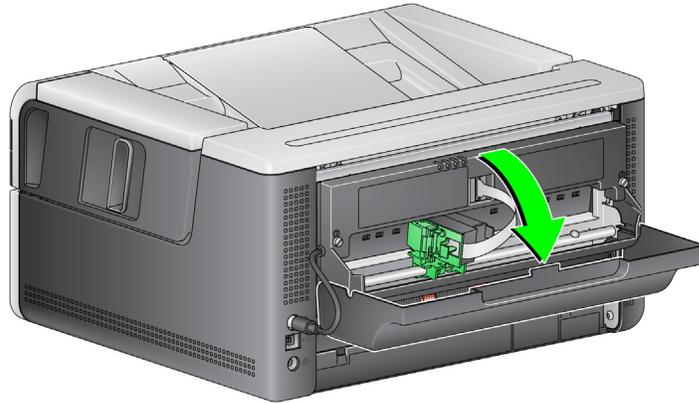
2. Open the ink cartridge package and remove the tab from the new ink cartridge.
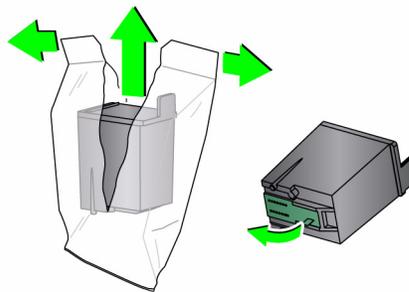
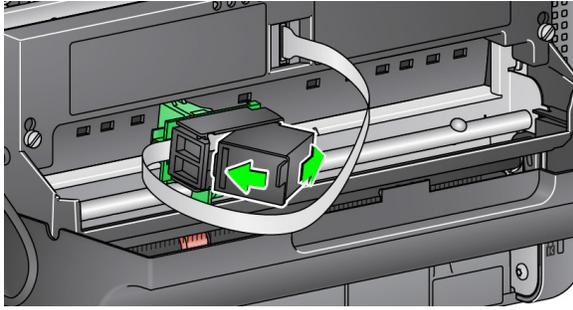3. If the printer carrier is not in the "load" position, rotate it to the "load" position.
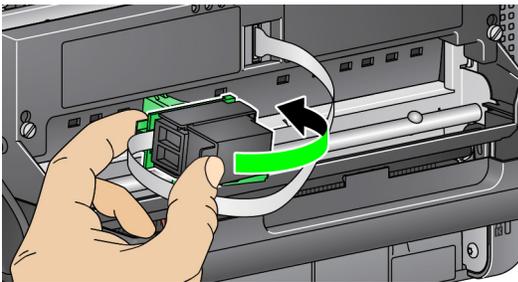

Load position   **Printing position**

4. Insert the ink cartridge into the printer carrier as shown.

5. Press the green release tab and rotate the printer carrier to the "printing" position.
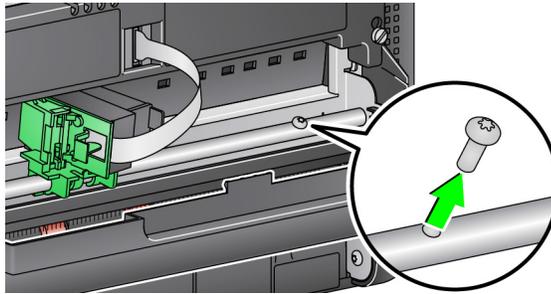

6. Slide the printer carrier into the desired print position. See "Changing print positions" on page 25.

7. Close the printer door.

NOTE: If the printer door will not close, verify that the printer carrier is in the "printing" position.

Changing print positions

You will need to remove the printing location screw if you want to use 11 print positions. If you leave the screw in place, only 9 print positions will be available.

The horizontal print position must be changed manually.

1. Open the printer door.

2. Slide the printer carrier to the desired printing position.

    IMPORTANT: When changing print positions, it is important to verify that the printer carrier is securely in a printing (detent) position. When you slide the printer carrier into a printing position, you will be able to feel the printer carrier click into place.
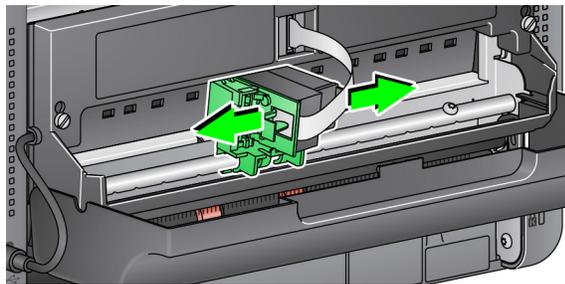
3. Close the printer door.

    NOTE: The print location indicators at the edge of the transport can be used as a guide to verify your horizontal print position.
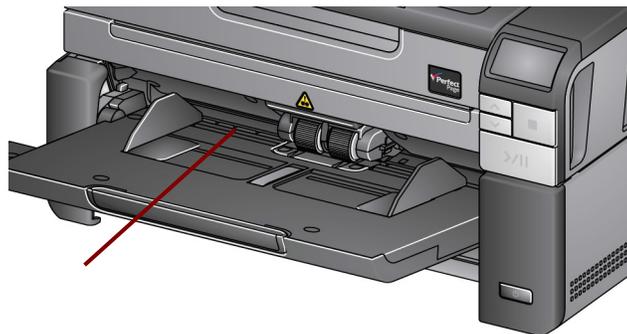
Problem solving

Use the list below as a guide to check possible solutions to problems you may encounter when using the printer.

Problem	Possible Solution
Print quality is poor or inconsistent	• Be sure the ink cartridge is not empty. • Be sure the ink cartridge is properly installed. • Be sure the ink cartridge is in the correct position for printing. • Verify that the printer has been enabled in the scanning application and that the expected print string has been specified. • Verify that all printer connectors are securely fastened and that the printer cable is securely attached. • Clean the print head (see "Printing problems when starting up due to dry print head" below).
Printing problems when starting up due to dry print head	Remove the ink cartridge from the printer carrier and using a lint free cloth or swab, dab (do not wipe) the ink jets on the ink cartridge, replace the ink cartridge and try again.
Not printing	• Be sure that printing is enabled in the scanning application. • Check to be sure that the ink cartridge/printer carrier is secure and in the desired print position. • Be sure the tape is removed from the print head. • Be sure the Printer Accessory is plugged in.
U2 is displayed in the operator control panel when trying to print	• Printer Accessory or ink cartridge is not installed.
Ink is being sprayed on the back of the scanner	• Verify that the printer carrier is securely in a print position (see "Changing print positions" on page 25).
Printer door will not close	• Verify that the printer carrier is in the "printing" position.
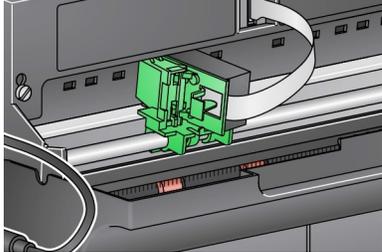
5 Maintenance

This chapter describes the required cleaning and maintenance procedures for the *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanner. The frequency of these procedures will vary with different scanning environments, paper types and image processing requirements. High volumes of scanning will demand more frequent cleaning of the scanner and more frequent replacement of consumables. Years of production scanning experience proves that properly cleaning and maintaining your scanner will result in scanning more paper in less time with less issues. A properly maintained *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanner will provide years of trouble-free operation.

Scanner consumables (tires, pre-separation pads, etc.) and cleaning supplies are available from resellers and web merchants. Consumables are sold in kits. The kits contain the proper mix of tires, rollers, and pre-separation pads so you can easily replace them at the recommended rate. For example, only replacing the tires and never replacing the separation roller will eventually minimize scanner performance. Replacing the consumables at the recommended frequency will ensure the best performance.

Cleaning tools and materials

Use only these cleaning tools and materials when performing routine maintenance on your scanner. Use of any other cleaning materials could damage your scanner.

- *Kodak Digital Science* Transport Cleaning Sheets
- *Kodak Digital Science* Roller Cleaning Pads
- Staticide wipes for *Kodak* Scanners
- A vacuum cleaner and tools

Optionally:
- Brillianize Detailer wipes
- Lint-free cloth

Opening the scanner cover

1. Power down the scanner.

2. Remove any documents from the input tray, output tray and transport.

3. Pull the scanner cover release latch forward. The scanner cover will open partially. Grasp the center of the top cover to fully open the cover for access to the internal components.
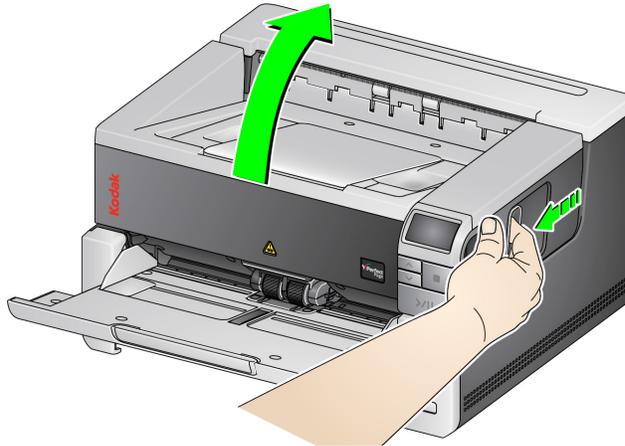
4. When finished cleaning the scanner or replacing a consumable, close the scanner cover with both hands.

Cleaning procedures

Cleaning your scanner and performing preventative maintenance on a regular basis is required to ensure the best possible image quality.

Some document types generate more paper dust and debris and may require more frequent cleaning.

Before cleaning your scanner or replacing consumables, review the following information:

- Some debris from the rubber tires on the feed module and separation roller is normal. Tire debris does not always mean that the tires are worn or damaged. After cleaning, inspect the tires for wear and replace the separation roller, feed module or tires if necessary.

- When cleaning rollers/tires, allow the rollers/tires to dry completely before scanning.

- Use only the recommended cleaning supplies. Using unapproved cleaning fluids or solvents may damage the rubber tires.

- Do not use cleaners in confined areas, use with adequate ventilation.

- Do not use cleaners on hot surfaces. Allow surfaces to cool to ambient temperature before cleaning.

- Do not use canned/compressed air. Use of compressed air may cause dust to be forced into the scanner's imaging system and lodge in an area that causes image quality issues and cannot be cleaned without removing the camera.

- Do not use flammable compressed aerosols on or around the scanner.

- In addition to the recommended cleaning supplies, you may use a vacuum cleaner to remove debris from the scanner.

- Staticide wipes contain isopropanol which can cause eye irritation and dry skin. Wash your hands with soap and water after performing maintenance procedures. Refer to the Material Safety Data Sheet (MSDS) for more information. The MSDS is available on the Kodak Alaris website at **www.kodakalaris.com/go/MSDS**.

   NOTE: To access the MSDS, you will need to provide the catalog number of the supply. See "Supplies and consumables" on page 39 for catalog numbers.

- The roller cleaning pad contains sodium lauryl ether sulfate and sodium silicate which can cause eye irritation. Refer to the MSDS for more information.

Cleaning the rollers

Cleaning the rollers includes all of the rollers in the transport area, the separation roller tires and the feed module tires.

1. Turn off the scanner and open the scanner cover.

2. Manually rotate and wipe the rollers with a roller cleaning pad.
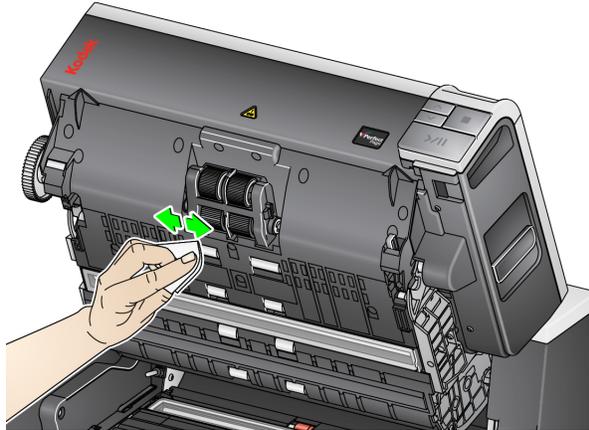
3. Dry the rollers with a lint-free cloth.

Cleaning the separation roller tires

4. Remove the pre-separation pad by lifting the pad up and out of position.

5. Remove the separation roller.
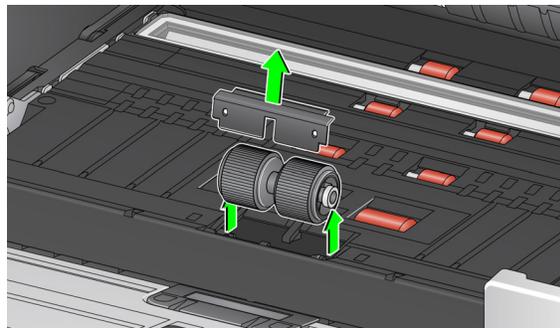
6. Manually rotate and wipe the separation roller tires with a roller cleaning pad. For best results wipe parallel to the ribs in order to remove any residue between the ribs.

7. Inspect the tires. If the tires show signs of wear or damage, replace the tires or the separation roller. See "Replacement procedures" on page 34.

8. Reinstall the separation roller by aligning the slots on the separation roller with the holders.

9. Reinstall the pre-separation pad. Be sure it snaps into place.

Cleaning the feed module tires

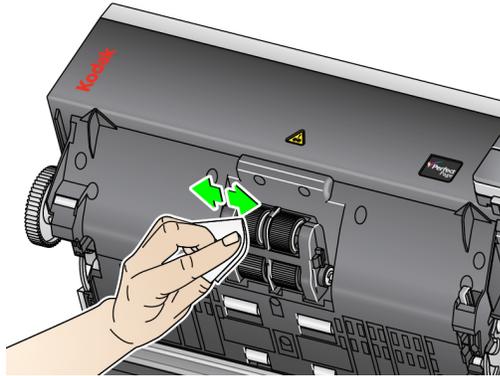10. Clean the feed module tires by manually rotating and wiping the feed module tires with a roller cleaning pad. For best results wipe parallel to the ribs in order to remove any residue between the ribs. You do not need to remove the feed module to clean the tires.

11. Inspect the tires. If the tires show signs of wear or damage, replace the feed module tires or the feed module. See "Replacement procedures" on page 34.

Cleaning the background strip(s)

12. Wipe the upper and lower background strips with a Staticide wipe or a Brillianize Detailer wipe.
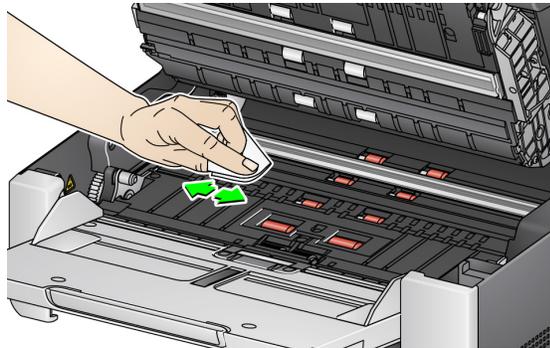
13. Wipe the upper and lower background strips again with an **almost-dry** Staticide wipe or a clean lint-free cloth to remove any streaks.

IMPORTANT:Staticide wipes contain isopropanol which can cause eye irritation and dry skin. Wash your hands with soap and water after performing maintenance procedures. Refer to the MSDS for more information

Cleaning the imaging guides

14. Wipe the upper and lower imaging area using a Brillianze Detailer wipe (Step 1) or Staticide wipe. Be careful not to scratch the imaging area when cleaning.
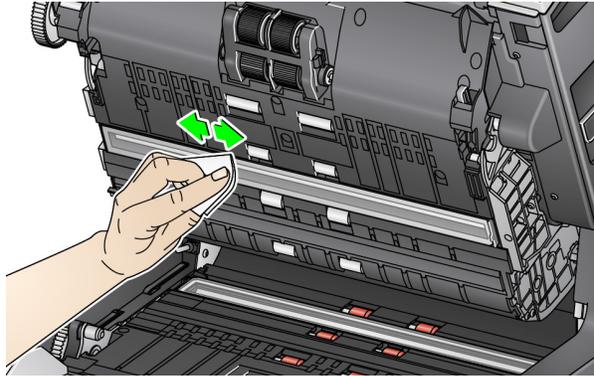

15. Wipe the upper and lower imaging area again using a Brillianize wipe (Step 2) or an almost dry Staticide wipe to remove any streaks.

16. Close the scanner cover.

17. When finished with all cleaning procedures, turn on the scanner.

Cleaning the flatbed glass
(i3250/i3450 Scanners only)

The flatbed's glass platen can collect fingerprints and dust. Use Staticide Wipes for *Kodak* Scanners or Brillianize Detailer Wipes to clean the glass platen.

1. Open the flatbed cover.

2. Wipe the glass platen with a Brillianize wipe (Step 1) or Staticide wipe.
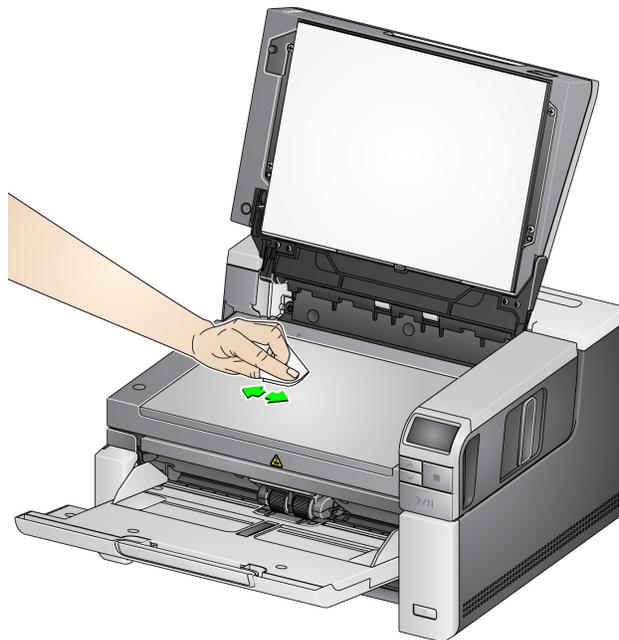
3. Dry the glass platen with a Brillianize wipe (Step 2) or almost dry Staticide wipe.

4. Close the flatbed cover.

   IMPORTANT:Do not spray or pour cleaning liquids on the flatbed's glass platen, as these liquids may seep under the glass and cause damage.

Running a transport cleaning sheet

The transport should be cleaned with a Transport Cleaning Sheet fed several times.

1. Remove the wrapping from the Transport Cleaning Sheet.

2. Adjust the side guides to the widest position.

3. Place the transport cleaning sheet in the center of the input tray in landscape orientation with the adhesive side up.

4. Scan the transport cleaning sheet.

5. Remove the transport cleaning sheet from the output tray and place it in the center of the input tray in landscape orientation with the adhesive side down and rescan.

6. Steps 4 and 5 may need to be repeated a few times until all residue is removed.

NOTE: When the transport sheet gets dirty and/or loses its tackiness, discard it and use a new one.

Final cleaning steps

When finished running the transport cleaning sheet:

1. Open the scanner cover.

2. Wipe the exposed side of the upper and lower imaging guides with a lint-free cloth.

3. Close the scanner cover and scan a test image to ensure image quality.

Replacement procedures

This section provides procedures for replacing the following parts. Use the list below as a guideline for frequency of replacement.

- **Feed module tires** — tire life will vary depending upon paper types, environment and cleanliness. Nominal tire life is approximately 500,000 documents; results will vary. Degradation of feeder performance, multiple feeds, stoppages, etc. indicate a need to change tires.
- **Feed module** — it is recommended that you install a new feed module every 1,000,000 documents.
- **Pre-separation pad** — it is recommended that you change the pre-separation pad at least as often as you change the separation roller tires or separation roller, every 250,000 documents.
- **Separation tires** — tire life will vary depending upon paper types, environment and cleanliness. Nominal tire life is approximately 250,000 documents; results will vary. Degradation of feeder performance, multiple feeds, stoppages, etc. indicate a need to change tires.
- **Separation Roller** — it is recommended that you install a new separation roller every 500,000 documents.

Replacing the feed module or feed module tires

1. Open the scanner cover.
2. Push the feed module release lever to the right and release the feed module.
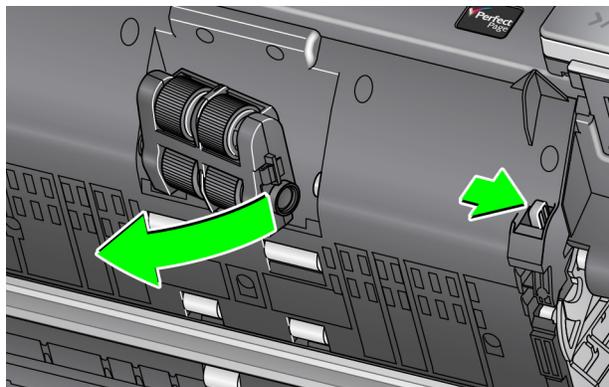
3. If you are just replacing the feed module, go to Step 10. If you are replacing the tires, proceed with Step 4.
4. With one hand, press the locking tabs (one on each side) while holding the lower housing with the other hand. Pull the upper housing up and away from the rollers.
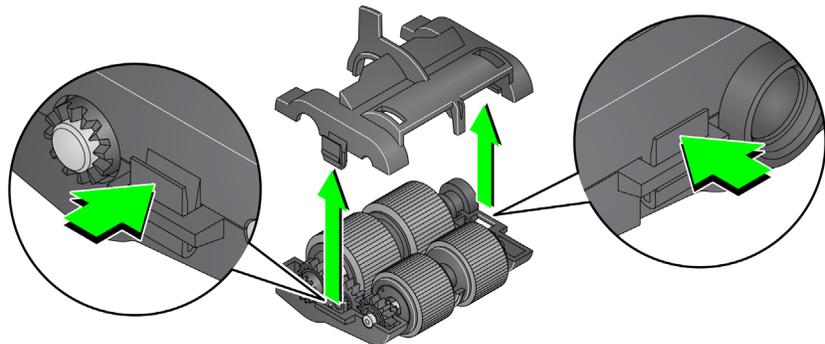
5. Remove both core assemblies.

6. Replace each tire by sliding the tire off the core.

Longer shaft
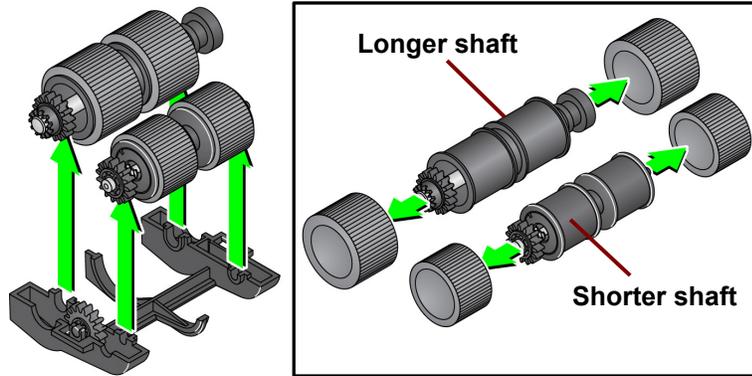
Shorter shaft

7. Install each new tire by gently pulling it over the core. The tires do not need to be installed in any specific orientation.

   NOTE: When changing tires, be sure to put the larger tires on the longer shaft and the smaller tires on the shorter shaft.

   IMPORTANT:Do not overstretch the tire; it may tear.

8. Replace each core assembly in the lower feed module housing and align the tabs on the upper housing with the slots on the lower housing.
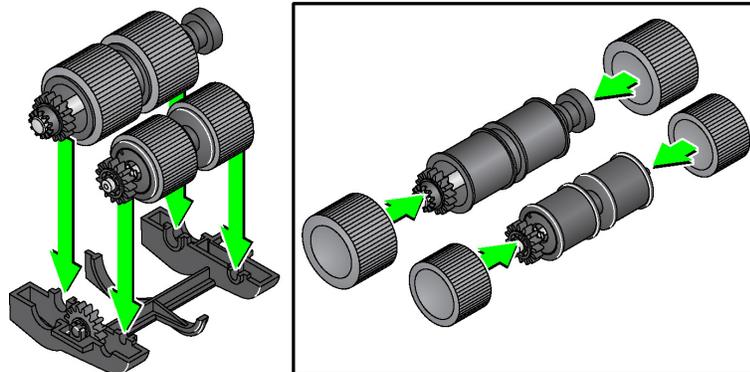
9. Press the upper and lower housings together until they snap into place.

10. Push the feed module release lever to the right and insert the feed module into position. Be sure the ends align and then release the feed module release lever. Verify that the feed module is securely in place.
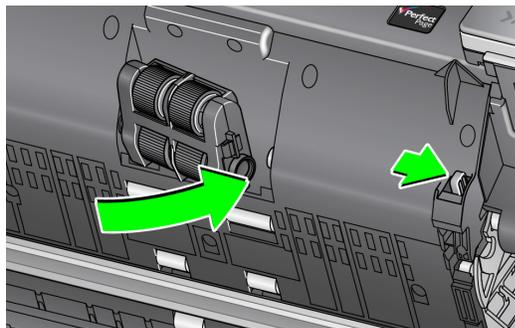
11. Close the scanner cover.

Replacing the separation roller

1. Open the scanner cover.

2. Remove the pre-separation pad by lifting the pad up and out of position; then remove the separation roller.

3. Insert the new separation roller. Be sure to line up the slots on the separation roller with the holders.

4. Reinstall the pre-separation pad. Be sure it snaps into place.

   NOTE: It is recommended that you replace the pre-separation pad every time you replace the separation roller or separation tires.

5. Close the scanner cover.

Replacing the separation roller tires

1. Open the scanner cover.

2. Remove the pre-separation pad by lifting the pad up and out of position; then remove the separation roller.
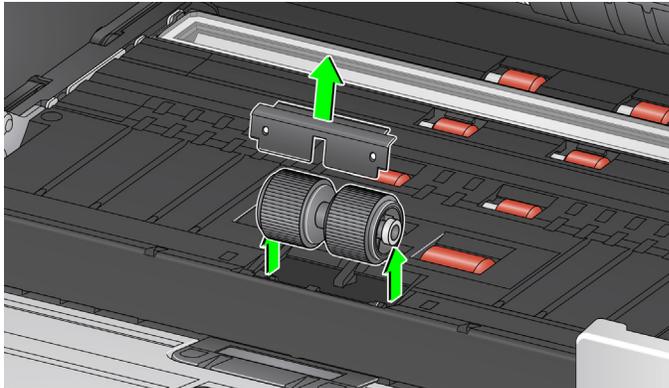
3. Replace each tire by sliding the tire off the core.

4. Install each new tire by gently pulling it over the core.

   IMPORTANT: Do not overstretch the tire; it may tear.

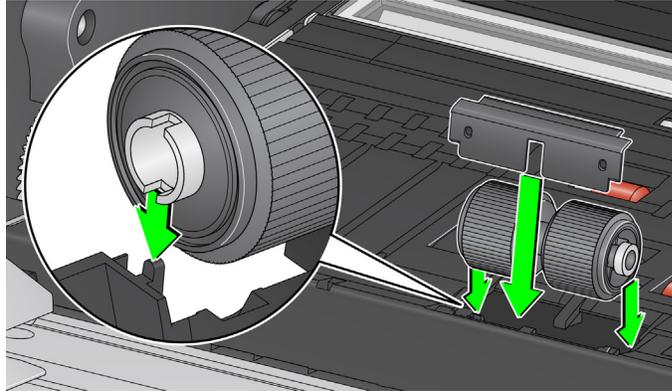5. Reinstall the separation roller. Be sure to line up the slots on the separation roller with the holders.

6. Reinstall the pre-separation pad. Be sure it snaps into place.

   NOTE: It is recommended that you replace the pre-separation pad every time you replace the separation roller or separation tires.

7. Close the scanner cover.

Replacing the pre-separation pad

Change the pre-separation pad when the frequency of multi-fed documents increases.

1. Open the scanner cover.

2. Remove the pre-separation pad by lifting the pad up and out of position.
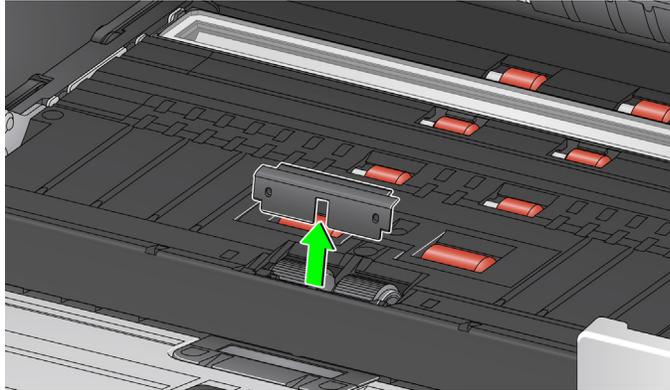
3. Install the new pre-separation pad. Be sure it snaps into place.

4. Close the scanner cover.

Replacing the background strip(s)

In the rare case that you may need to replace the background strip(s), follow the procedures below.

1. Open the scanner cover.

2. Lift the tab on the left side of the upper background strip and slide the background strip to the left while lifting it out of position.
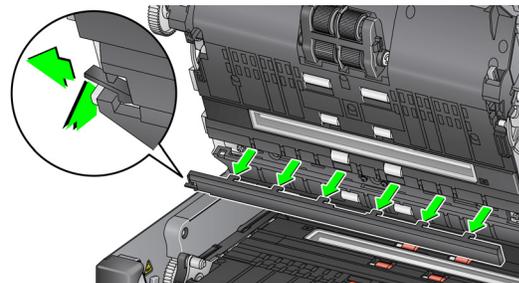
3. Insert the new background strip by aligning the tabs with the slots and slide it to the right until it snaps into place.

4. Repeat Steps 2 and 3 to replace the lower background strip.

   NOTE: When replacing the lower background strip, the tab is now on the right and the strip slides to the right.

5. Close the scanner cover.

Replacing the flatbed background

(i3250/i3450 Scanners only)

Replace the flatbed background when it is damaged or very dirty. If you are experiencing cropping issues, inspect the background and replace it if necessary.

NOTE: Handle the flatbed background with care during replacement.

1. Open the flatbed cover.

2. Using a Phillips head screwdriver, loosen and remove the four screws which hold the flatbed background in place.
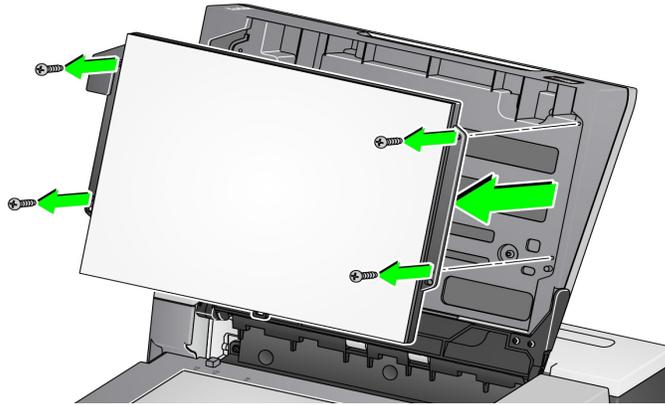
3. Align the new flatbed and insert and tighten the screws until the flatbed background is secure.
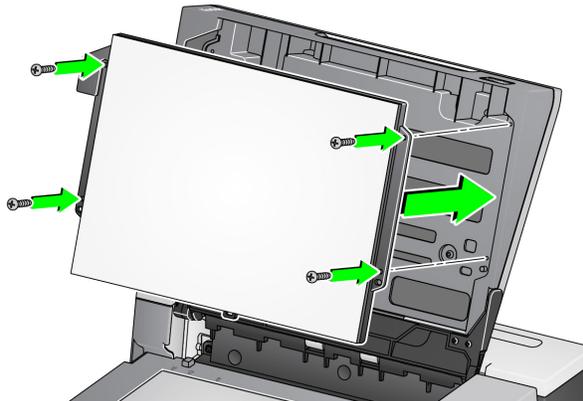
Supplies and consumables

Contact your scanner supplier to order supplies.

Supplies/Consumables	CAT No.
Feeder Consumables Kit for the i2900 and i3000 Series Scanners	129 9676
Black Background for the i2900 and i3000 Series Scanners	136 4421
Kodak Digital Science Transport Cleaning Sheets (qty 50)	169 0783
Kodak Digital Science Roller Cleaning Pads (qty 24)	853 5981
Staticide Wipes for *Kodak* Scanners (qty 144)	896 5519
Brillianize Detailer Wipes / for *Kodak* Scanners	826 6488
Printer Black Ink Cartridge	818 3386
Printer Red Ink Cartridge	159 6832
Flatbed Background for the i3000 Series Scanners	176 3325
Accessories	**CAT No.**
Printer Accessory	132 4391
Kodak A3 Flatbed Accessory	189 4351
Kodak Legal Size Flatbed Accessory	119 9470
Printer Carrier	176 3218
Document Extender	135 3226

NOTES:

- Staticide Wipes are not available in all countries.
- Items and catalog numbers are subject to change.
- When the A3 Flatbed Accessory is connected to either an i3250 or i3450, the integrated flatbed will be disabled.
- The Legal Size Flatbed Accessory will NOT work with an i3250 or an i3450.

6 Troubleshooting

**Problem solving** Use the chart below as a guide to check possible solutions to problems you may encounter when using the *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanner.

Problem	Possible Solution
Documents are jamming or multiple documents are feeding	Make sure that: • all documents meet specifications for size, weight, and type, etc. as outlined in Appendix A, *Specifications*. • all staples and paper clips have been removed from the documents. • all rollers and tires are clean and the separation roller and feed module are properly installed. See the procedures in "5 Maintenance" on page 27. **To remove a document jam:** • Remove any documents from the feeder area. • Open the scanner cover. • Locate the jammed document(s) and remove it. • Close the scanner cover and resume scanning.
U9 (document jam) is being displayed in the operator control panel and paper is stopping in the transport, but is not jamming.	Verify that the *Document Management:* **Maximum Length** option on the Device-General tab (TWAIN Datasource) or the **Longest Document** option on the Scanner tab (ISIS Driver) is set to longer than the longest document being scanned. The default is 17 inches / 43.2 cm.
The scanner will not scan/ feed documents	Make sure that: • the power cord is plugged in and the power is on. • the power button has been pushed on and the green LED is lit. • the scanner cover is completely closed. • documents are making contact with the feed module and are covering the paper present sensor. • documents meet specifications for size, weight, and type, etc. • for thicker documents, turn the gap release dial vertically to open the space between the feed module and separation module. • you check the feed module and separation roller for signs of wear, and replace these parts if necessary. You can also power the scanner down and power it up again.
Image quality is poor or has decreased	Make sure that the scanner and imaging guides are clean. Refer to "5 Maintenance" on page 27.

Problem	Possible Solution

0 is displayed in the operator control panel after the scanner is powered on indicating the scanner is not communicating with the PC	Try the following:
	• Check to be sure the USB cable is in good working condition and is securely plugged into the PC and USB port.
	• Be sure you are using a USB 2.0 (or higher) connection. USB 1.1 will not work.
	• Be sure the software is loaded.
	• Verify that the PC is recognizing the scanner.
	  1. Click **Start>Settings>Control Panel>Administrative Tools>Computer Management** to display the Computer Management window.
	
	  2. Select **Device Manager** and select your PC.
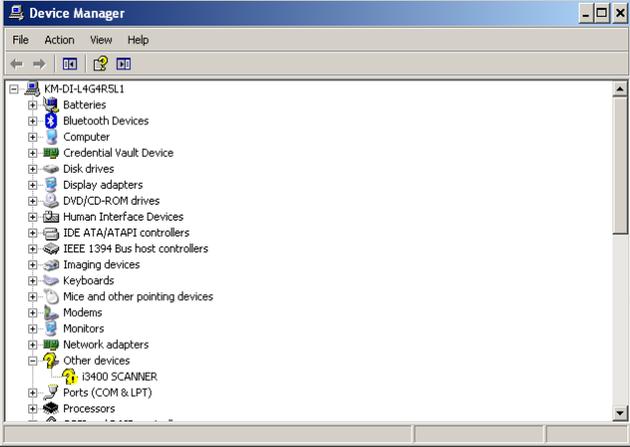	
	    The *Kodak* i3200 (or i3250/i3300/i3400/i3450/i3500) Scanner should be displayed under *Imaging Devices*.
	  3. Click **Action>Scan** for hardware changes.

"False" paper jams or multifeeds are occurring	• Make sure that the transport area is clean.
11 inches / 27.94 cm or longer documents are not feeding or are jamming	Make sure the input and output tray extenders are pulled out to provide support for long documents. Also see *problem U9 (document jam)* on page 6-1.
Scanner is running slow	• Your PC may not meet the minimum requirements for the scanner. • Disable any anti-virus or security suite software. If the problem resolves, consult the anti-virus or security suite software documentation for how to use exceptions or exclusions and add the Kodak folders. • Some image processing functions will reduce scanner speed. • Resolution (dpi) setting may be set too high. • Your virus software may be scanning all TIFF or JPEG files. • Ensure you are scanning to a local drive.
Documents are skewed during scanning	Make sure that: • the input tray side guides are adjusted to fit the documents being fed. • documents are being fed perpendicular to the feed module. • all staples and paper clips have been removed from the documents. • the feed module, separation roller, and drive rollers are clean. • the scanner cover is firmly closed.

Problem	Possible Solution
Scanner pauses excessively during scanning	Make sure that: • the host computer meets minimum requirements for scanning. • there is enough free space on the hard disk drive. • all other applications are closed. • you are using a USB 2.0 (or higher) connection. You can also try changing the scanning options (compression, etc.) in your scanning application.
Roller marks or streaks appear on documents after scanning	Clean the feed module, transport rollers and separation roller and tires. Refer to "5 Maintenance" on page 27.
Vertical lines appear on the image	• Clean the imaging guides. Refer to "5 Maintenance" on page 27. • Enable the **Streak Filter** option or increase the aggressiveness.
Documents are multifeeding	Make sure that: • the leading edges of all batched documents are centered in the feeder so that each document will come in contact with the feed rollers. • the feed module and separation roller are clean and not worn. • documents with an unusual texture or surface are fed manually. • the gap release is not in the vertical position.
U3 is displayed in the operator control panel	The document(s) you are trying to scan is too long. • Verify that the *Document Management:* **Maximum Length** option on the Device-General tab (TWAIN Datasource) or the **Longest Document** option on the Scanner tab (ISIS Driver) is set to longer than the longest document being scanned. The default is 17 inches / 43.2 cm. • Decrease the resolution.

Indicator lights and error codes

Steady green: the scanner is scanning.

Fast flashing green: waiting for operator action.

Slow flashing green: the scanner is in power saver mode.

Steady red: indicates a scanner error, such as the scanner cover is open.

Steady red then flashing green: scanner is powering up.

After you power up the scanner, the red and green indicator lights flash. After approximately 12 seconds, both lights go out. When the green indicator light is steady, the scanner is ready to begin scanning. However, the host computer may require several seconds to detect the scanner.

Indicators — the following provides a listing of the codes that may be displayed.

Code	LED indicator	Explanation
U1	Red	Check the imaging guides.
U2	Red	Ink cartridge missing.
U3	Red	Document too long.
U6	Red	Scanner cover open.
U7	Red	• Too much paper is in the input tray. • The feed module is not inserted properly.
U8	Green flash	Multifeed paused; waiting for user input.
U8	Red	Multifeed stop.
U9	Red	Document jam or the paper path is blocked.
U41, U42	Red	Calibration failed. Try the calibration again. If it fails again, call Service.
U51	Red	USB disconnect while active. Rescan documents.
U52	Red	Timeout. Rescan documents.
U53	Red	USB speed is not supported. Be sure you are using a USB 2.0 (or higher) connection.
U55	Red	USB events over threshold. Rescan documents.
U56	Red	Image capture already started. Rescan documents.
U57	Red	Image footer is missing. Rescan documents.
Exx codes	Red	• Be sure all cables are connected properly • Turn power off and then on again If problem persists, call Service.

Upgrading software

Kodak Alaris frequently updates drivers and firmware to correct issues and add new features. If you are having error codes (**E**x), you should upgrade to the latest driver before contacting Service.

Go to: www.kodakalaris.com/go/IMsupport, access **i3X00 Software and Drivers** and download the most recent upgrade.

Contacting Service

1. Visit www.kodakalaris.com/go/IMsupport to obtain the most current phone number for your country.

2. When calling, please have the following information ready:

   - A description of your problem.

   - The scanner model and serial number.

   - Computer configuration.

   - Scanning application you are using.

Appendix A Specifications

Scanner Type/Speed	Duplex color scanner with an automatic document feeder, **i3200 Scanner**: 50 pages per minute (landscape) at 200 dpi; black and white **i3250 Scanner**: 55 pages per minute (landscape) at 200 dpi; black and white **i3300 Scanner**: 70 pages per minute (landscape) at 200 dpi; black and white **i3400 Scanner**: 90 pages per minute (landscape) at 200 dpi; black and white **i3450 Scanner**: 90 pages per minute (landscape) at 200 dpi; black and white **i3500 Scanner**: 110 pages per minute (landscape) at 200 dpi; black and white
Scanning Technology	Dual CCD
Output Resolutions	100, 150, 200, 240, 250, 300, 400, 500, 600 and 1200 dpi
File Format Output	Single- and Multi-page TIFF, JPEG, RTF, BMP and PDF
Max. / Min. Document Width	Auto feed: 12 inches (30.5 cm) / 2.5 inches (6.4 cm) Hand feed: 12 inches (30.5 cm) / 2 inches (5 cm)
Max. / Min. Document Length	Auto feed: 34 inches (86.4 cm) / 2.5 inches (6.4 cm) Hand feed: 34 inches (86.4 cm) / 2 inches (5 cm) (rear exit only) Long document mode: 160 inches (4.1 meters) maximum length (The scanners support continuous scanning mode but will segment the image.)
ADF Capacity	250 sheets (300 sheets for the i3500 Scanner)
Recommended Daily Volume	**i3200/i3250 Scanners:** up to 15,000 pages per day **i3300 Scanner:** up to 17,500 pages per day **i3400/i3450 Scanners:** up to 20,000 pages per day **i3500 Scanner**: up to 25,000 pages per day
Illumination	Instant on LED
Electrical Requirements	100 - 240 V (international), 50/60 Hz
Scanner Dimensions	**i3200/i3300/i3400/i3500 Scanners** Height: 9.4 in. / 23.8 cm Width: 17 in. / 43.18 cm Depth (with input tray closed): 14.6 in. / 37.1 cm **i3250/i3450 Scanners** Height: 10.2 in. / 25.7 cm Width: 17 in. / 43.18 cm Depth (with input tray closed): 14.6 in. / 37.1 cm
Scanner Weight	**i3200/i3300/i3400/i3500 Scanners**: 35 lb. / 15.8 kg **i3250/i3450 Scanners**: 39 lb. / 17.7 kg
Host Connection	USB 3.0
Operating Temperature	59°F to 95°F / 15°C to 35°C
Humidity	15 to 80% relative humidity
Environmental Factors	ENERGY STAR® qualified scanner
Power Consumption - Scanner	Sleep mode: < 3.1 watts Running: < 60 watts Off: < 0.5 watt
Acoustic Noise (Sound Power level)	Operating: less than 60 dB(A); less than 66 dB(A) for the i3500 Scanner Off mode or Ready mode: <30 dB(A)
Electrical rating	24 Vdc 2.5 A

System requirements

Following is the recommended system configuration to run *Kodak* i3200/i3250/i3300/i3400/i3450/i3500 Scanner.

- PC: Intel Core i7 2600, 3.4 GHz/each core or higher
- USB 2.0 Hi-Speed
- 4 GB RAM or more
- Supported operating systems:
    - Microsoft Windows Vista; SP1 and higher
    - Microsoft Windows Vista x64 Edition
    - Microsoft Windows 7 (Home and Professional)
    - Microsoft Windows 7 x64 Edition (Home and Professional)
    - Microsoft Windows 8 (32-bit and 64-bit)
    - Microsoft Windows 8.1 (32-bit and 64-bit)
    - Microsoft Windows 10 (32-bit and 64-bit)

    - Microsoft Windows 2008 Server (32-bit and 64-bit)
    - Microsoft Windows 2012 Server (32-bit and 64-bit)

    - Linux Ubuntu 14.04, 16.04 LTS

Included Drivers:

- Windows operating systems: TWAIN, ISIS, WIA
- Linux distributions: TWAIN and SANE

Appendix B Warranty - US and Canada only

Congratulations on the purchase of a *Kodak* Scanner. *Kodak* Scanners are designed to provide end users with the highest performance and reliability. All *Kodak* Scanners are covered by the following Limited Warranty.

Limited Warranty for *Kodak* Scanners

Kodak Alaris Inc. provides the following Limited Warranty on *Kodak* Scanners (excluding spare parts and consumables) distributed by Kodak Alaris or through Kodak Alaris' authorized distribution channels:

Kodak Alaris Inc. warrants that a *Kodak* Scanner, from the time of sale through the Limited Warranty period applicable to the Product, will be free of defects in materials or workmanship and will conform to the performance specifications applicable for the particular *Kodak* Scanner.

All *Kodak* Scanners are subject to the Warranty Exclusions described below. A *Kodak* Scanner found to be defective or which does not conform to the product specifications will be repaired or replaced with new or refurbished product at Kodak Alaris' option.

Purchasers may determine the applicable Limited Warranty period for the *Kodak* Scanners purchased by visiting www.kodakalaris.com/go/IMsupport or by reviewing the Limited Warranty Summary Card enclosed with the *Kodak* Scanner.

Proof of purchase is required to demonstrate eligibility for warranty service.

Warranty exclusions

Kodak Alaris' Limited Warranty does not apply to a *Kodak* Scanner that has been subjected to physical damage after purchase, caused, for example, by casualty, accident, acts of God or transportation, including (a) by a failure to properly package and ship the Scanner back to Kodak Alaris for warranty service in accordance with Kodak Alaris' then current Packaging and Shipping Guidelines, including failure to replace the shipping restraint prior to shipping, or by a failure to remove the shipping restraint prior to use; (b) resulting from the user's installation, system integration, programming, re-installation of user operating systems or applications software, systems engineering, relocation, reconstruction of data, or removal of the product or any component (including breakage of a connector, cover, glass, pins, trays or seal); (c) from service, modification or repair not performed by Kodak Alaris or a service provider authorized by Kodak Alaris or by tampering, use of counterfeit or other non-Kodak Alaris components, assemblies, accessories, or modules; (d) by misuse, unreasonable handling or maintenance, mistreatment, operator error, failure to provide proper supervision or maintenance, including use of cleaning products or other accessories not approved by Kodak Alaris or use in contravention of recommended procedures or specifications; (e) by environmental conditions (such as excessive heat or other unsuitable physical operating environment), corrosion, staining, electrical work external to the product or failure to provide electro-static discharge (ESD) protection; (f) by failure to install firmware updates or releases available for the product and (g) by such other supplemental exclusions published from time to time online at www.kodakalaris.com/go/IMsupport.

Kodak Alaris provides no Limited Warranty for products purchased from countries other than the United State and Canada. Purchasers of products from foreign distribution channels must seek warranty coverage, if any, through the original source of purchase.

Kodak Alaris provides no Limited Warranty for products that are purchased as part of a third party manufacturer's product, computer system or other electronic device.

Any warranty for these products is provided by the OEM (Original Equipment Manufacturer) as part of that manufacturer's product or system.

The replacement product assumes the remainder of the Limited Warranty period applicable to the defective product or thirty (30) days, whichever is longer.

Installation Warning and Disclaimer

KODAK ALARIS WILL NOT BE RESPONSIBLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES RESULTING FROM THE SALE, INSTALLATION, USE, SERVICING OR IMPROPER FUNCTIONING OF THIS PRODUCT, REGARDLESS OF THE CAUSE. SUCH DAMAGES FOR WHICH KODAK ALARIS WILL NOT BE RESPONSIBLE, INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF REVENUE OR PROFIT, LOSS OF DATA, DOWNTIME COSTS, LOSS OF USE OF THE PRODUCT, COST OF ANY SUBSTITUTE PRODUCT, FACILITIES OR SERVICES OR CLAIMS OF CUSTOMERS FOR SUCH DAMAGES.

If there is any conflict between other sections of this appendix and the Limited Warranty, the terms of the Limited Warranty prevail.

How to obtain Limited Warranty service

Kodak Scanners are supplied with information on unpacking, setup, installation and operation. Careful reading of the User's Guide will answer most of the technical questions the end user might have regarding proper installation, operation and maintenance of the product. However, should additional technical support be required, you may visit our website at: www.kodakalaris.com/go/IMsupport or contact: Kodak Alaris' Response Center: **(800) 822-1414**

The Response Center is available Monday – Friday (excluding Kodak Alaris holidays) 8 a.m. to 5 p.m. EST.

Before placing the call, the eligible purchaser should have the *Kodak* Scanner model number, part number, serial number and proof of purchase available. The eligible purchaser should also be prepared to provide a description of the problem.

Response Center personnel will assist the end user in resolving the problem over the phone. The end user may be asked to run some simple, self-diagnostic tests and report the resulting status and error code messages. This will assist the Response Center in determining if the problem is the *Kodak* Scanner or another component and if the problem can be resolved over the phone. If the Response Center determines a hardware problem exists that is covered either under the Limited Warranty or a purchased Maintenance Agreement, a Return Material Authorization Number (RMA) will be assigned as needed, a service request will be initiated and repair or replacement procedures will follow.

Packaging and shipping guidelines

Purchaser must ship all warranty returns in a method that guarantees full protection of the product from shipping damage. Failure to do so will void the *Kodak* Scanner warranty. Kodak Alaris advises the purchaser to keep the original box and packing materials for storing or shipping. Kodak Alaris is not responsible for issues related to shipping damage. The purchaser must return only the *Kodak* Scanner. Prior to shipment, purchaser must remove and retain all "add-on" items, (i.e. adapters, cables, software, manuals, etc.). Kodak Alaris accepts no responsibility for these items and they will not be returned with the repaired or replacement *Kodak* Scanner. All products should be returned to Kodak Alaris in the original shipping container, or an authorized packaging box for the units being returned. Purchaser must install the shipping restraint before the *Kodak* Scanner is shipped. When the original packaging is not available, contact Kodak Alaris' Response Center at (800) 822-1414 for part numbers and replacement packaging ordering information.

Return procedure

Eligible purchasers seeking services for *Kodak* Scanners covered under this Limited Warranty must obtain a Return Material Authorization number ("RMA") by calling (800) 822-1414 and within ten (10) business days from the date of issuance of the RMA must return the *Kodak* Scanner to the address designated in the RMA at the end user's own expense and risk, in compliance with Kodak Alaris' current Packaging and Shipping Guidelines.

Any defective products or parts replaced by Kodak Alaris become the property of Kodak Alaris.

Customer responsibility

BY REQUESTING SERVICE, THE ELIGIBLE PURCHASER ACKNOWLEDGES THE TERMS OF THE LIMITED WARRANTY, INCLUDING THE DISCLAIMER AND LIMITATION OF LIABILITY PROVISIONS. PRIOR TO SEEKING SERVICE, THE END USER MUST BACK-UP ANY DATA OR FILES THAT MAY BECOME DAMAGED OR LOST. KODAK ALARIS IS, WITHOUT LIMITATION, NOT RESPONSIBLE FOR LOST OR DAMAGED DATA OR FILES.

Warranty Service descriptions

Kodak Alaris offers a range of service programs to support its Limited Warranty and to assist with the use and care of the *Kodak* Scanner ("Service Methods"). A *Kodak* Scanner represents an important investment. *Kodak* Scanners provide the productivity needed to stay competitive. The sudden loss of this productivity, even temporarily, could seriously affect the ability to meet commitments. Downtime can be very expensive, not just in the cost of the repair but also in time lost. To help alleviate these problems, Kodak Alaris may use one of the service methods listed below, depending upon product type, in providing service under its Limited Warranty.

Included with selected *Kodak* Scanners is a Limited Warranty Registration card and a Limited Warranty Summary card. The Limited Warranty Summary card is specific by model. The Limited Warranty Summary card contains important warranty information, including the model number and the Limited Warranty. Refer to the Limited Warranty Summary card to determine the available Service Methods applicable to the particular *Kodak* Scanner.

If the Limited Warranty Registration card or Limited Warranty Summary card cannot be located, additional information may be obtained about the product, including updated warranty and service program information and restrictions, online at www.kodakalaris.com/go/IMsupport.

To avoid service delays, Kodak Alaris urges end users to complete and return the enclosed Limited Warranty Registration Card at the first opportunity. If you cannot locate the Limited Warranty Registration card, you may register online at www.kodakalaris.com/go/IMsupport.

Kodak Alaris also provides a variety of service programs that may be purchased to assist with the use and care of the *Kodak* Scanner.

Kodak Alaris is committed to providing its customers with quality, performance, reliability and service under the Limited Warranty.

We expect to have a supply of spare parts and consumables for at least 5 years after product manufacture has been discontinued.

On-site service

For the selected *Kodak* Scanner, and after the Response Center verifies a hardware problem, a service call will be opened and logged. A Kodak Alaris Field Engineer will be dispatched to the product location to perform repair service if the product is located within the contiguous forty-eight (48) United States, in certain areas of Alaska and Hawaii, and if there are no security, safety or physical requirements that would restrict the Field Engineer's access to the scanner. For additional information on service areas, visit our website at: www.kodakalaris.com/go/IM. On-Site Service will be provided between the hours of 8 a.m. and 5 p.m. local time, Monday through Friday (excluding Kodak Alaris holidays).

Advanced Unit Replacement (AUR)

AUR may be one of the easiest and most comprehensive service offerings in the industry. In the unlikely event of a product defect, for eligible purchasers of certain *Kodak* Scanners, Kodak Alaris will replace that product within two business days.

The AUR provides advance replacement on specific failed or broken *Kodak* Scanner. To be eligible to take advantage of the AUR, the eligible purchaser must obtain an RMA number, sign an Advance Replacement Agreement and provide a credit card deposit to secure the replacement product. The RMA number should be kept in the event that the status of the replacement product needs to be checked. The eligible purchaser will be asked for the address where the replacement product is to be shipped. The eligible purchaser will also be faxed packing and shipping instructions for the malfunctioning product. The eligible purchaser will then receive a replacement product within 2 business days after the service call initiation and Kodak Alaris' receipt of the signed agreement. The malfunctioning product must be received by Kodak Alaris within ten (10) days of the end user's receipt of the replacement product or the end user's credit card will be charged the list price of the replacement product. Shipment of replacement Imaging Product will be made at Kodak Alaris' expense and choice of freight carrier. Shipments not made under Kodak Alaris' directions and choice of freight carrier may void the Limited Warranty.

Before the product is returned to Kodak Alaris, be sure to remove all options and accessories (which include power cord, documentation, etc.) that are not covered by the Limited Warranty. The box and packaging in which the replacement product was shipped must be used to return the malfunctioning product. If the malfunctioning product is not returned in the box and packaging in which the replacement product was shipped the Limited Warranty may be voided. The Return Material Authorization Number ("RMA") must be clearly marked on the outside of the box to ensure proper receipt and credit of the defective product.

Depot service

If the *Kodak* Scanner is not eligible for AUR or On-Site Service, an eligible purchaser may utilize our Depot Repair Service. The eligible purchaser will be instructed to ship the product to the nearest authorized Depot Repair Center. Product must be shipped at the eligible purchaser's risk and expense to the repair center. Before the product is returned to the repair center, be sure to remove all options and accessories (which include power cord, documentation, etc.) not covered by the Limited Warranty. All products should be returned to Kodak Alaris in the original shipping container, or in a recommended packing box. The *Kodak* Scanner must have the shipping restraint installed before it is shipped. When the original packaging is not available, contact Kodak Alaris' Response Center at (800) 822-1414, for ordering information. Eligible purchasers seeking services for *Kodak* Scanners must obtain a Return Material Authorization number ("RMA") by calling (800) 822-1414, and within ten (10) business days from the date of issuance of the RMA must return the *Kodak* Scanner to the address designated in the RMA at the end user's own expense and risk. The Return Material Authorization Number ("RMA") must be clearly marked on the outside of the box to ensure proper receipt and credit of the defective product.

Upon receipt of the product, the repair center will repair product within ten (10) business days. The repaired product will be shipped back two-day express mail at no expense to the eligible purchaser.

Important restrictions

Eligibility: The Advance Exchange Program and the Depot Service are available to eligible purchasers in the fifty (50) United States, and On-Site Service is available in the contiguous forty-eight (48) states and in certain areas of Alaska and Hawaii for products purchased from authorized distributors of Kodak Alaris. The *Kodak* Scanner will be ineligible for any service under warranty if the product falls under any of Kodak Alaris' then-current Warranty Exclusions, including a purchaser's failure to return defective products to Kodak Alaris in compliance with Kodak Alaris' then current Packaging and Shipping Guidelines. Persons are only considered "eligible purchasers" or "end users" if they originally purchased the *Kodak* Scanner for their own personal or business use, and not for resale.

Consumables: Consumables are items that wear out under normal use and must be replaced by the end user as needed. Consumables, supplies, other expendable items and those items identified as being the user's responsibility in the User's Guide are not covered under the Limited Warranty.

Any defective products or parts replaced by Kodak Alaris become the property of Kodak Alaris.

Contacting Kodak Alaris

For Information on *Kodak* Scanners:

Website: www.kodakalaris.com/go/IM

For U.S. Service, Repair and Technical Assistance by Telephone:

Telephone technical support is available Monday-Friday between the hours of 5 a.m. to 5 p.m. excluding Kodak Alaris holidays.
Phone: (800) 822-1414

For Technical Documentation and FAQ's available 24 hours a day:

Website: www.kodakalaris.com/go/IM

For Service Program Information

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