



# Kodak

## i4x50 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  
安裝光盘上的用户指南  
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 بالتنصيب  
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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Uvoznik za Slovenijo: E-DISTI d.o.o., Litijska cesta 259, SI-1261 Ljubljana-Dobrunje, e-mail: [info@e-dist.com](mailto:info@e-dist.com), [www.mojskener.si](http://www.mojskener.si)

Uvoznik za Hrvatsku: E-DISTI d.o.o., Karamanov prilaz 2, HR-10000 Zagreb, e-mail: [prodajahr@e-dist.com](mailto:prodajahr@e-dist.com), [alaris.com.hr](http://alaris.com.hr)

Uvoznik za Srbiju: E-DISTI d.o.o., Učitelja Miloša Jankovića 2, 11000 Beograd, e-mail: [zoran@e-dist.com](mailto:zoran@e-dist.com), [www.kodak-skener.rs](http://www.kodak-skener.rs)

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# Safety

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## User Precautions

- Place the scanner on a sturdy, level work surface capable of supporting 30.4 kg (67 lbs) and leave adequate clearance on all sides of the scanner.
- When relocating the scanner, it is recommended that two people lift the scanner and use safe lifting techniques.
- 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 use the scanner if it becomes inordinately hot, has a strange odor, emits smoke, or makes unfamiliar noises. Immediately stop the scanner and disconnect the power cord from the power outlet. Contact Service.
- When replacing parts, turn the scanner off. 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 cleaning procedures recommended by Kodak Alaris. 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.
- Safety Data Sheets (SDS) for chemical products are available on the Kodak Alaris website at: [www.kodakalaris.com/go/ehs](http://www.kodakalaris.com/go/ehs). When accessing the SDSs from the website, you will be required to provide the catalog number of the consumable you want the 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.**



**CAUTION: Hot surface, avoid contact.**

## Environmental information

- The Kodak i4250, i4650 and i4850 Scanners are designed to meet worldwide environmental requirements.
- Guidelines are available for the disposal of consumable items that are replaced during maintenance or service; follow local regulations or contact Kodak Alaris Inc. locally for more information.
- 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](http://www.kodakalaris.com/go/scannerrecycling).
- The product packaging is recyclable.
- Kodak i4000 Series 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/scannerrecycling](http://www.kodakalaris.com/go/scannerrecycling) for additional information on the collection and recovery programs available for this product.

Please consult [www.kodakalaris.com/go/REACH](http://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).

## 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:** This product is used for office equipment. If being used in the home environment, it could cause electromagnetic wave interference..

에 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자  
또는 사용자는 이점을 주의하시기 바라며, 만약 잘못 판매 또는  
구입하였을 때에는 거정용으로 교환하시기 바랍니다.

**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。

**Taiwan:**

| 設備名稱：掃描器<br>Equipment name  |  | ，型號（型式）：Kodak i4250 Scanner / Kodak i4650 Scanner /<br>Type designation (Type) Kodak i4850 Scanner |                      |  |  |  |
|---|--|--|----------------------|--|--|--|
| 單元Unit  | 限用物質及其化學符號<br>Restricted substances and their chemical symbols |  |                      |  |  |  |
|   | 鉛<br>Lead<br>(Pb)  | 汞<br>Mercury<br>(Hg)   | 鎘<br>Cadmium<br>(Cd) | 六價鉻<br>Hexavalent<br>chromium<br>(Cr <sup>+6</sup> ) | 多溴聯苯<br>Polybrominated<br>biphenyls<br>(PBB) | 多溴二苯醚<br>Polybrominated<br>diphenyl ethers<br>(PBDE) |
| 輸入 / 輸出托盤<br>Input/ Output Trays  | ○  | ○  | ○                    | ○  | ○  | ○  |
| 塑料蓋和零件<br>Plastic Covers and<br>parts   | ○  | ○  | ○                    | ○  | ○  | ○  |
| 控制面板<br>Control Panel   | ○  | ○  | ○                    | ○  | ○  | ○  |
| 傳感器<br>Sensors  | ○  | ○  | ○                    | ○  | ○  | ○  |
| 進料和分離模塊 / 輥筒<br>Feed and<br>Separation Modules<br>/ Rollers   | ○  | ○  | ○                    | ○  | ○  | ○  |
| 紙張傳感器<br>Paper Sensors  | ○  | ○  | ○                    | ○  | ○  | ○  |
| 端口<br>Ports   | ○  | ○  | ○                    | ○  | ○  | ○  |
| 打印機附件<br>Printer Accessory  | ○  | ○  | ○                    | ○  | ○  | ○  |
| 電線<br>Line cord   | —  | ○  | ○                    | ○  | ○  | ○  |
| USB 數據線<br>USB cable  | —  | ○  | ○                    | ○  | ○  | ○  |
| 電源<br>Power supply  | —  | ○  | ○                    | ○  | ○  | ○  |
| 鎖釘<br>Locking pin   | —  | ○  | ○                    | ○  | ○  | ○  |
| 彈簧<br>Spring  | —  | ○  | ○                    | ○  | ○  | ○  |
| <p>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。<br/> 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.</p> <p>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。<br/> Note 2 : “○” indicates that the percentage content of the restricted substance does not exceed the percentage of reference value of presence.</p> <p>備考3. “—” 係指該項限用物質為排除項目。<br/> Note 3 : The “—” indicates that the restricted substance corresponds to the exemption.</p> |  |  |                      |  |  |  |

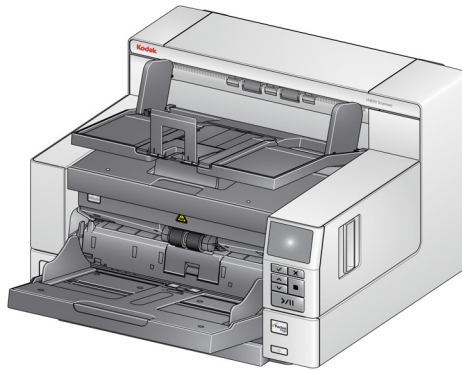


# 1 Overview

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## i4250, i4650, i4850 scanners

This User's Guide provides information and procedures for using and maintaining the *Kodak* i4250, i4650 and i4850 Scanners. The information in this guide is for use with all models unless otherwise noted.



**Kodak i4250 Scanner** — desktop duplex color scanner that scans up to 110 pages per minute (200/300 dpi, black and white, grayscale and color, landscape orientation) lettersize documents.

**Kodak i4650 Scanner** — desktop duplex color scanner than scans up to 130 pages per minute (200/300 dpi, black and white, grayscale and color, landscape orientation) lettersize documents.

**Kodak i4850 Scanner** — desktop duplex color scanner than scans up to 150 pages per minute (200/300 dpi, black and white, grayscale and color, landscape orientation) lettersize documents.

## Supporting documentation

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

- **Installation Guide** — provides a step-by-step procedure for installing the scanner.
- **Scanning Setup Guides** — the TWAIN Datasource and ISIS Driver are included with the *Kodak* i4250, i4650 and i4850 Scanner. Each Scanning Setup Guide explains how to use basic image processing features. 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](http://www.kodakalaris.com/go/IM)

## Accessories

**Kodak Enhanced Printer Accessory** — the *Kodak* Enhanced Printer Accessory provides an effective way to apply information to 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.

**Document Extenders** — document extenders are available for scanning documents longer than 43.2 cm (17 inches). These extenders are available in 66.04 cm, 76.2 cm and 86.36 cm (26- 30- and 34-inch) lengths.

**Kodak Feeder Kit for Ultra-Lightweight Paper** — allows you to feed lightweight paper from a paper weight range of 25 g/m<sup>2</sup> to 80 g/m<sup>2</sup> kg (7 to 20 lbs). The *Kodak* Feeder Kit for Ultra-Lightweight Paper includes a feed module and separation roller that are specially designed to feed light-weight paper through the scanner transport.

**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* i4250, i4650 or i4850 Scanner.

**Kodak Legal Flatbed Accessory** — the *Kodak* Legal Flatbed adds scanning capability for exception documents up to: Legal / 8.5 x 14 in. / 216 x 356 mm.

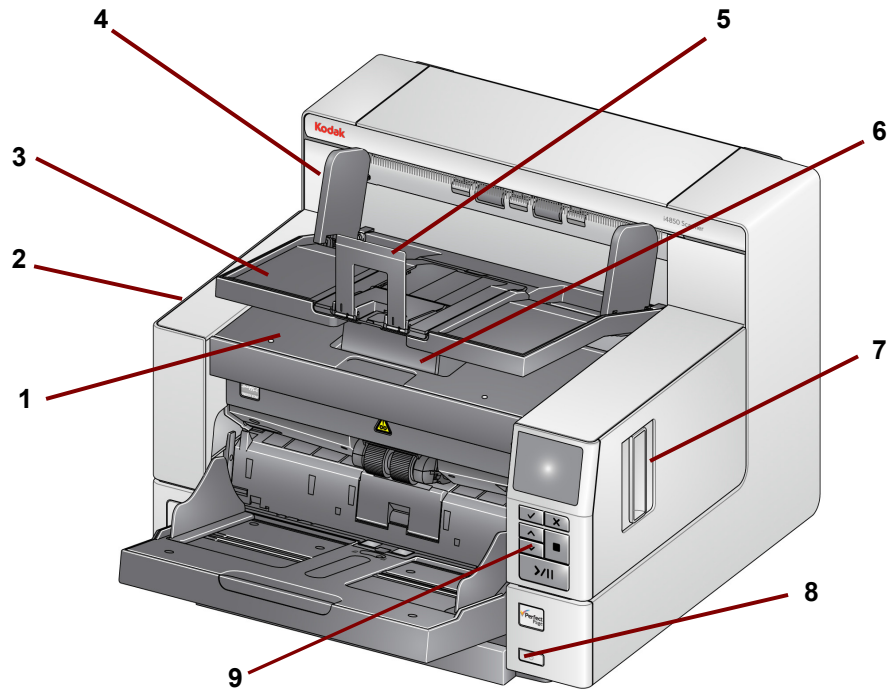
## What's in the box

Before you begin open the box and check the contents:

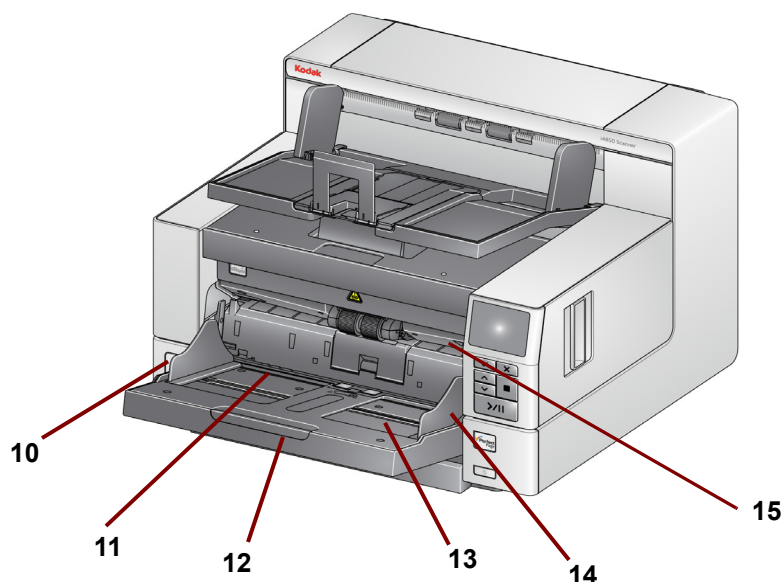
- *Kodak* i4250, i4650 or i4850 Scanner
- Output tray
- Three danglers for document stacking
- USB 3.0 cable
- AC power cord bundles
- Welcome Folio which includes:
  - Installation CD
  - Application CDs
  - Warranty/Registration sheets
  - Printed User's Guide, English
  - Printed Reference Guide
  - Printed Installation Guide
  - Miscellaneous flyers

# Scanner components

## Front view

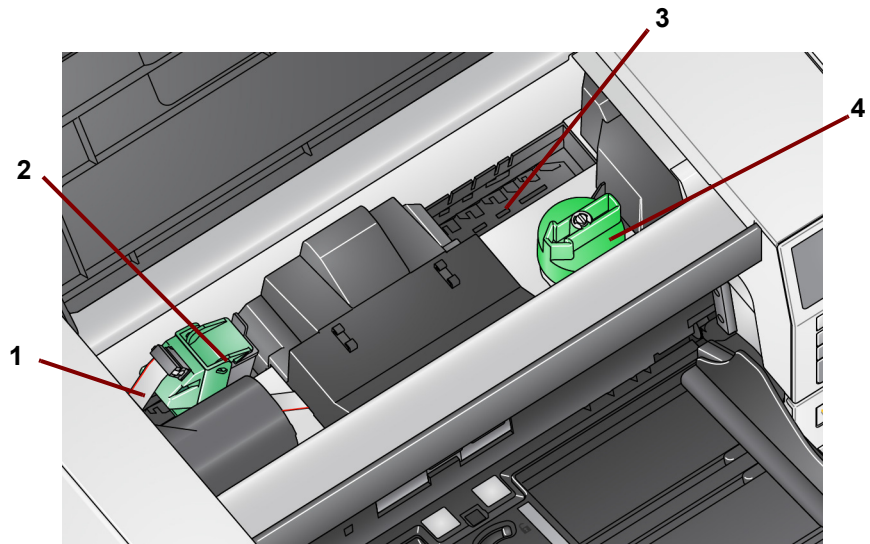


- 1 Printer access cover** — lift this cover to access the feed module release knob and the optional Enhanced Printer for changing printer positions and maintenance. The scanner serial number and K number are also located in this area.
- 2 Scanner cover** — provides access to the internal components.
- 3 Output tray** — collects the scanned documents.
- 4 Output tray side guides** — can be moved in and out to accommodate document size or folded flat on the output tray.
- 5 Document stop** — aids in document stacking. You can slide this stop in or out to accommodate the size of documents you are scanning or it can be folded flat on the output tray.
- 6 Output tray height adjustment tab** — this tab should be pulled out to raise the front of the output tray when scanning for improved document scanning. When the output tray is lifted, this tab automatically releases and rests on the print access cover.
- 7 Scanner cover release latch** — pull the lever forward to open the scanner cover.
- 8 Power button** — press to turn the scanner on or press and hold for one second to turn the scanner off.
- 9 Operator Control Panel** — allows you to view scanner status information and use document handling features; the buttons on the Operator Control Panel allow you to perform scanner actions. See the section entitled, “Using the Operator Control Panel” in Chapter 3 for a description of each these buttons.



- 10 Gap release toggle switch** — push in to adjust the space between the feed module and separation roller for documents that require special handling.
- 11 Print location indicators** — these detent positions (at the edge of the input elevator) make it easier to see where the print positioning will be on the paper.
- 12 Input elevator extender** — pull this extender out to accommodate documents longer than 27.9 cm (11 inches).
- 13 Input elevator** — holds up to 500 documents (20 lb / 80g/m<sup>2</sup>). The input elevator can be set to accommodate stacks of 25-, 100-, 250- or 500-documents. The input elevator can be folded up when it is not in use.
- 14 Input elevator side guides** — slide the guides in or out to accommodate the document size you want to scan. Side guides can be left-, center- and right-adjusted to accommodate documents of various widths. The side guides can also be locked into position.
- 15 Feed module release lever** — push this lever to the right to release the feed module for cleaning or replacement. When using this release lever, the scanner cover must be open.

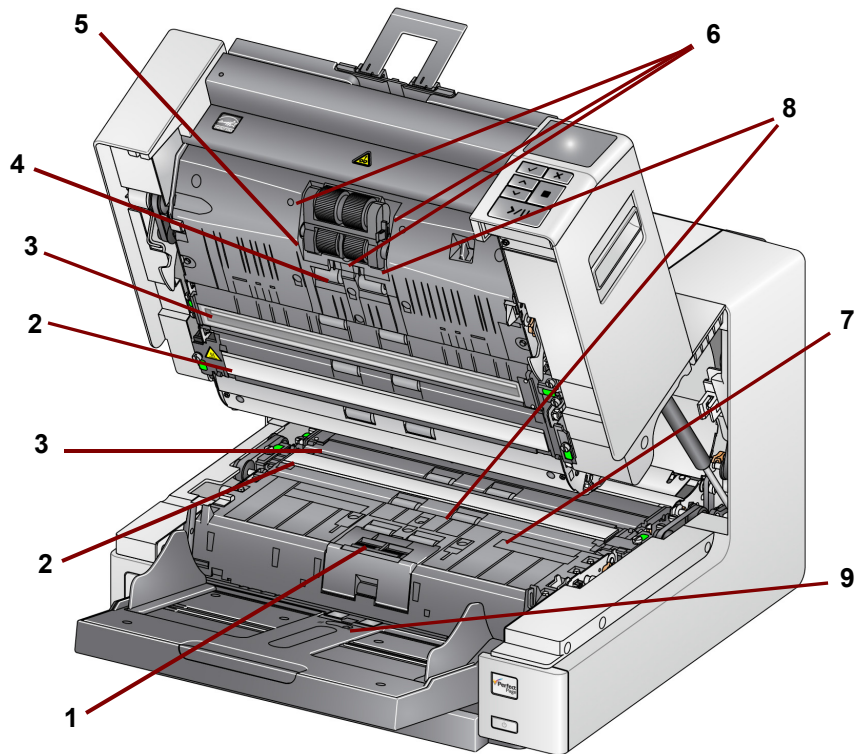
## Printer access view



- 1 Printer cable** — this cable connects directly to the printer carrier to allow communication to the Enhanced Printer.
- 2 Enhanced Printer carrier/cartridge** — allows front printing on documents. *This is only present if the Enhanced Printer Accessory is installed.*
- 3 Print positions** — 8 print positions are available.
- 4 Feed module release knob** — turn this knob to release the feed module from it's position for cleaning or replacing. The arrow on the release knob should be pointing to the left when the feed module is engaged; and right when the feed module is disengaged.

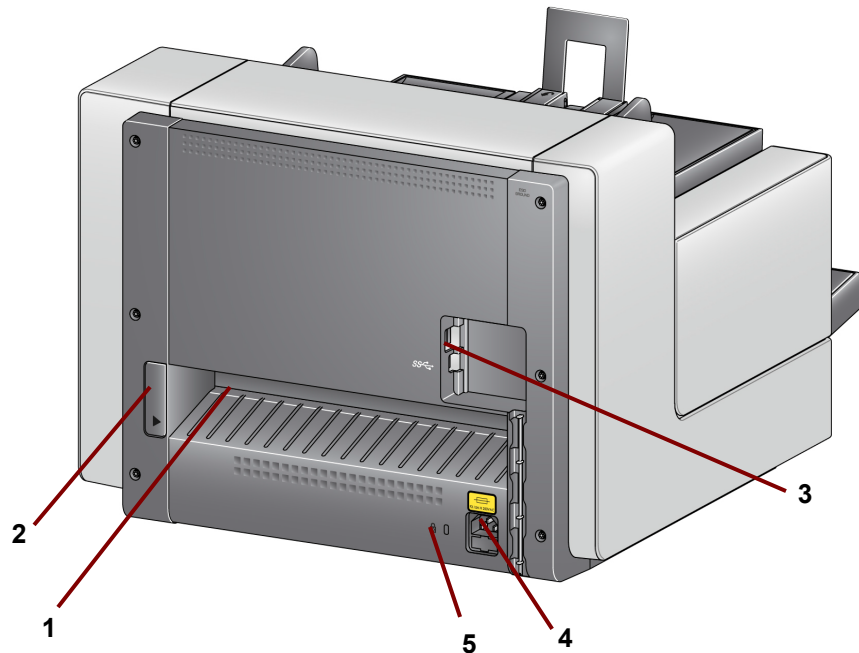
## Inside view

When you pull the scanner cover release latch forward, the following internal components are visible.



- 1 Separation roller** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.
- 2 Black/White background** — this background can be changed to white or black via your scanning application. Under normal scanning conditions, you would use the black background. If you are scanning lightweight or thin paper with printing on one side, you can use the white background to help eliminate bleed-through in the final image. See the *Scanning Setup Guide - TWAIN Datasource/ISIS Driver* for more information.
- 3 Imaging guides** — keep imaging guides clean to obtain optimum image quality.
- 4 Rollers** — provide smooth transport of documents through the scanner.
- 5 Feed module** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.
- 6 Intelligent Document Protection Sensors** — these sound sensors can protect your documents from being damaged (e.g., the scanner will detect the sound of a document being crunched as it enters the transport).
- 7 Ink blotter channels and ink blotters** — the ink blotters which are placed in these channels, collect ink residue from the optional Enhanced Printer Accessory.
- 8 Sensors** — these three ultrasonic sensors cover the width of the paper path which aid in detecting multifed documents.
- 9 Paper present sensor** — detects the presence of documents in the input elevator. Documents must be covering this sensor in order for the scanner to begin scanning.

## Rear view



- 1 **Rear document exit** — allows you to exit exception documents from the rear of the scanner.
- 2 **Rear document exit toggle** — toggle this switch to enable the straight-through paper path option of the scanner allowing exception documents to be output through the rear document exit.
- 3 **USB port** — connects the scanner to the PC.
- 4 **Power port** — connects the power cord to the scanner.
- 5 **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.



## 2 Installation

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### Installing the scanner

This section provides detailed information supporting the *Installation Guide* 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*, 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. For more information on the rear document exit, see the section entitled, "Using the rear document exit" in Chapter 3.

### Installing the Driver Software - Windows operating systems

#### **Do not install the USB cable before installing the Driver Software.**

1. Insert the *Kodak i4250, i4650 and i4850 Scanner Installation* disk in the disk drive. The installation program starts automatically.

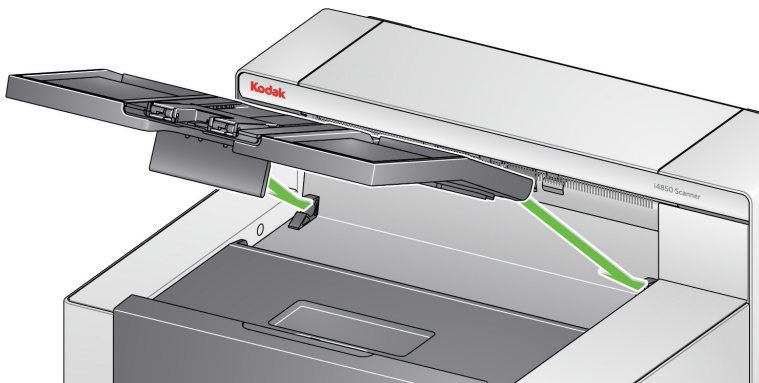
NOTE: If the disk does not start automatically, open the My Computer icon on your desktop. Double-click the icon indicating your disk drive, then double-click on **setup.exe**.

2. Follow the prompts that are displayed until the installation is complete.

### Attaching the output tray

When you unpack the scanner, the output tray is packed in a separate box.

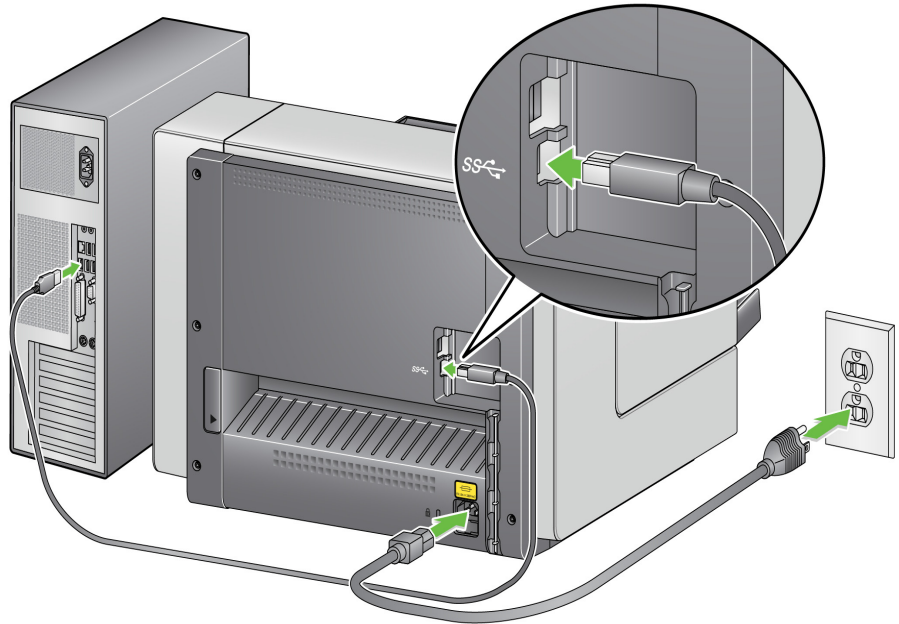
- Locate the output tray slots on the scanner, align the output tray with the slots and set the output tray in place.



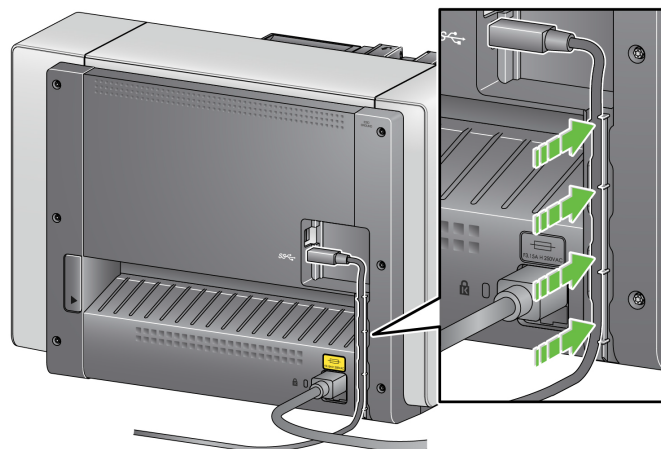
## Connecting the power cord and USB cable

When the drivers have 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 1.52 meters (5 feet) 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 cable to the Super Speed “SS” port on your computer. If this port not available, use any USB port.

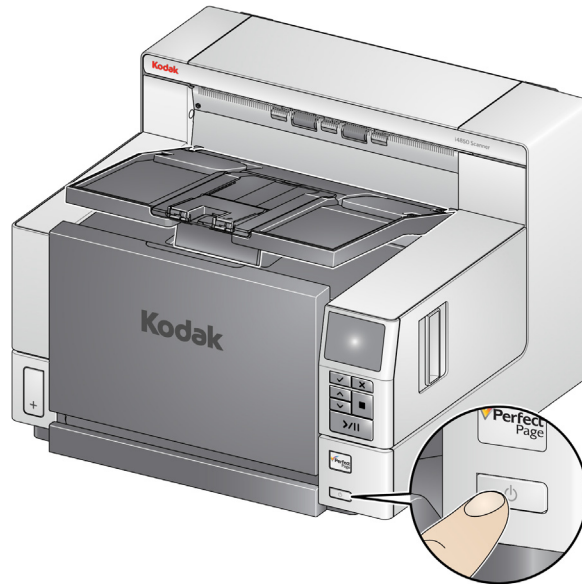


6. Secure the USB cable into the cable routing channel on the back of the scanner.



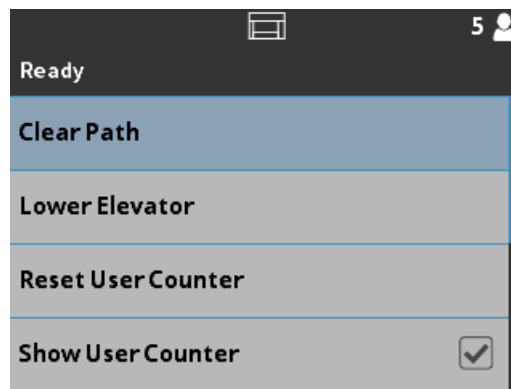
## Turning the scanner on

- Press the **Power** button.



When you turn on the scanner, the input elevator will open if it is not already opened and the green indicator on the **Start/Pause** button will flash as the scanner goes through a series of self tests.

The scanner takes less than 20 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/Pause button will stop flashing and remain constant and the Ready screen will be displayed.



## Standalone mode

The i4x50 Scanners can be used in standalone mode and can be powered on without connecting to a host PC. When the scanner is in standalone mode, the following functions are available in Diagnostics mode:

- Count only
- Count only with multi-feed
- UDDS calibration
- Print test
- Patch test

## Turning the scanner off

- Press the **Power** button for one second.
- If the scanner has a critical error, you can press and hold the Power button for 5 seconds to turn the scanner off.

## Power modes

The following chart provides information regarding the power modes of the scanner, LED status and the manual or automatic action that will put the scanner into a given power mode.

| Mode                        | Operator Control Panel LED            | Power Consumption |
|-----------------------------|---------------------------------------|-------------------|
| <b>Standby (Off)</b>        | Off                                   | < 0.5 watt        |
| <b>Sleep (Low Power)</b>    | Flashing green once every 2.5 seconds | < 1.5 watts       |
| <b>Ready (Not Scanning)</b> | On (green)                            | < 55 watts        |
| <b>Scanning</b>             | On (green)                            | < 130 watts       |
| <b>Ready (No Host)</b>      | On (red)                              | < 55 watts        |

| Mode Transition         | Manual Action   | Automatic Action  |
|-------------------------|---|---|
| <b>Standby to Ready</b> | Tap the Power button  | None  |
| <b>Ready to Standby</b> | Press and hold the Power button for 1 second  | None  |
| <b>Ready to Sleep</b>   | None  | Programmable time delay: 1 to 240 seconds<br>Factory default: 15 minutes  |
| <b>Sleep to Standby</b> | Press and hold the Power button for 1 second  | Programmable time delay: 0 to 240 seconds<br>Factory default: 60 minutes* |
| <b>Sleep to Ready</b>   | Any of the following: <ul style="list-style-type: none"><li>• Tap the Power button</li><li>• Tap any Operator Control Panel button</li><li>• Place paper in the input elevator</li><li>• Receiving a host command</li></ul> | None  |

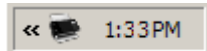
\* Consult with Kodak Alaris Service personnel for custom options.

## 3 Scanning

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### Getting your scanner ready to scan

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



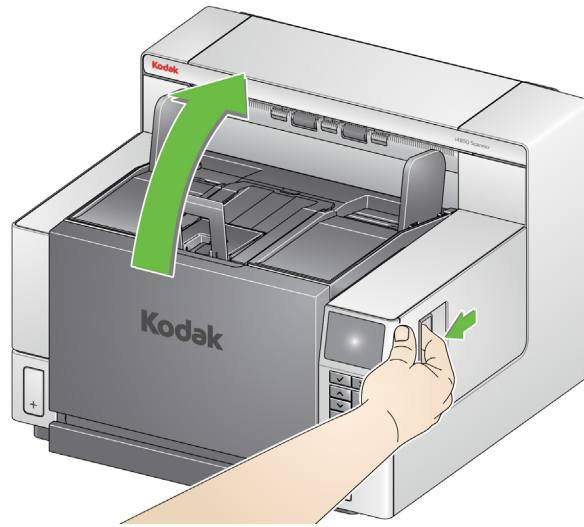
#### NOTES:

- 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 in use, the input tray can be folded up against the scanner.
1. Adjust the input elevator to meet your scanning needs. See the section entitled, "Adjusting the input elevator" for more information.
  2. Adjust the output tray to meet your scanning needs. See the section entitled, "Adjusting the output tray" for more information.
  3. Select your scanning application. The scanner comes with Smart Touch functionality and *Kodak Capture Pro LE Software*. For more information, see later in Chapter 3.

## Adjusting the input elevator

You can adjust the side guides and input elevator height to accommodate your scanning needs. When the scanner is not in use, the input elevator can be folded up against the scanner.

NOTE: The input elevator must be in the lowest position before closing it.

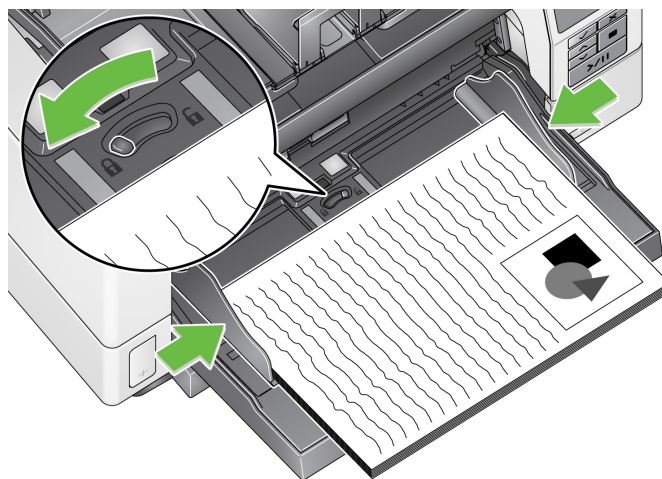


- **Adjusting the side guides** — the side guides can be adjusted for right-edge, left-edge or center feeding. The side guides can be moved together for center feeding or independently for offset feeding (right-edge or left-edge). Before moving the side guides, be sure the locking switch is not in the **locked** position (see below).

NOTE: When using the optional Enhanced Printer, documents should be placed in the input elevator in a manner that will align the print string in the proper location. Offset feeding may be required.

- **Locking the side guides** — side guides may be locked into position after they are adjusted. This may be helpful when the placement of a print string is important.

To lock the side guides remove any documents from the input elevator and move the lock switch to the left (the locked position).



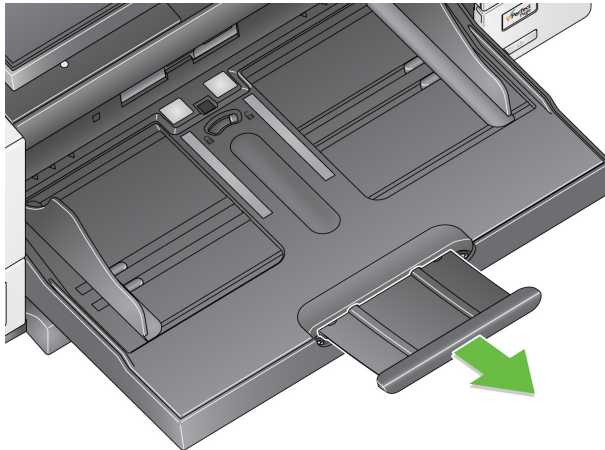
- **Adjusting the height of the input elevator** — the input elevator can be set to accommodate stacks of 25-, 100-, 250- or 500-documents of 20 lb. /80 g/m<sup>2</sup> bond paper. Input elevator settings are typically made through your scanning application software (e.g., TWAIN Datasource or ISIS Driver).

The input elevator setting can be overridden by using the Operator Control Panel. For more information see the section entitled, “Application Overrides” later in this chapter.

When the input elevator is set to the Document Feeder position, the input elevator will remain in the highest position. When set to 100, 250 or 500, the input elevator will automatically raise to feed documents and lower after the last document in your stack has been fed.

- **Adjusting the input elevator**

- **Document lengths up to 27.9 cm (11 inches)** — no adjustments are required.
- **Document lengths from 27.9 to 43.2 cm (11 to 17 inches)** — pull out the document extender.



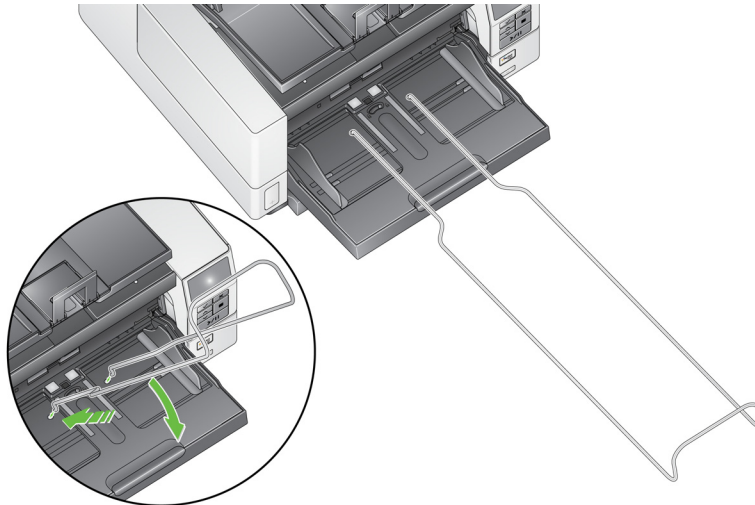
- **Documents lengths more than 43.2 cm (17 inches)** — if you are scanning documents longer than 43.2 cm (17 inches), the scanner driver **must** be set to accommodate these long documents. Be sure to verify that the **Maximum Length** option on the Device-General tab (TWAIN Datasource) or the **Longest 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 43.2 cm (17 inches).
- It is recommended that you use a document extender if you are scanning documents longer than 43.2 cm (17 inches). Three sizes of document extenders are available for scanning documents from 43.2 cm (17 inches) to 86.36 cm (34 inches). See the section entitled, “Supplies and Consumables” in Chapter 5.
- **Document weights** — the maximum document weight for the input elevator is the approximate weight of an A3 (11 x 17-inch) 500-sheet ream of paper. If you are scanning documents larger than A3 (11 x 17-inch), the recommended weight capacity should not exceed 4.5 kg (10 pounds). If the documents you are scanning are larger than A3 (11 x 17-inch), scan less than 100 sheets at a time.

## Installing the document extender

- Insert the ends of the document extender into the holes on the input elevator or the output tray and lower the extender into position.

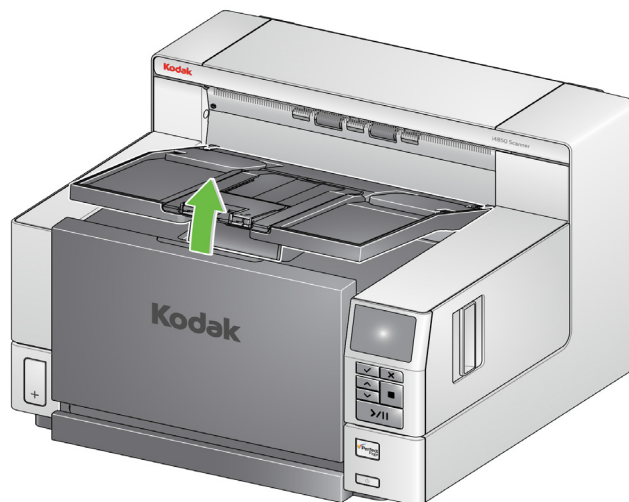


## Adjusting the output tray for rear edge alignment or improved or best document handling

The *Kodak i4250, i4650 and i4850* Scanners are designed with improved stacking performance which allows most users to scan documents without the assistance of the output tray side guides and document stop. With one or both side guides down and the height adjustment tab raised, you can quickly and easily remove the scanned documents from the front-, right- or left-side of the scanner. Try using this method before using the side guides and document stop with **Improved** or **Best Document Handling** enabled in the scanning application or through the Operator Control Panel using the Application Overrides function.

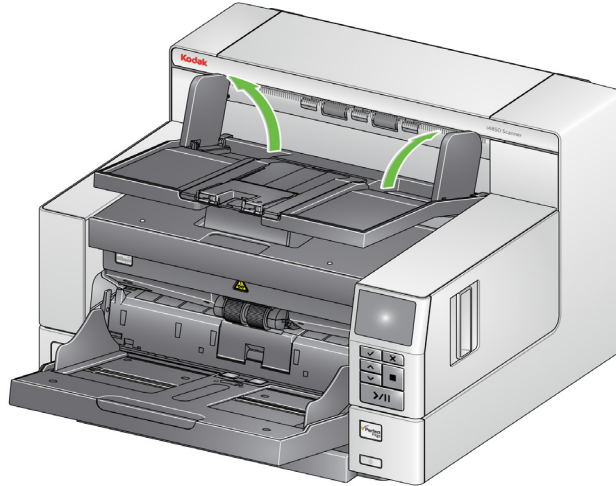
NOTE: If you find it more convenient to use the side guides and document stop, see the next section for adjustment procedures.

- **Adjusting the angle of the output tray** — it is strongly recommended that you scan documents with the **Improved** or **Best Document Handling** option enabled in the scanning application along with the angle of the output tray in the “up” position to achieve best stacking performance. Just lift the front of the output tray and the height adjustment tab will release from underneath the output tray.



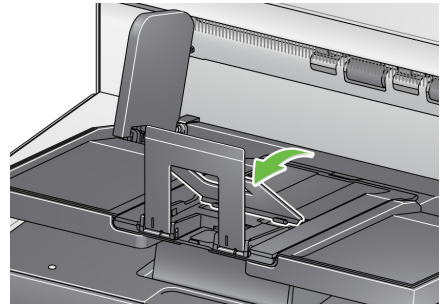
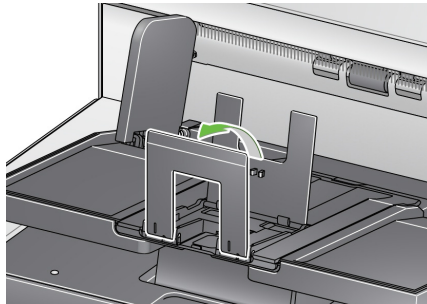
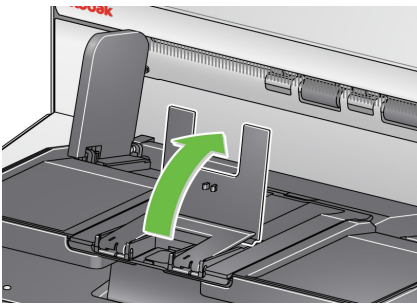
To lower the output tray, gently push the height adjustment tab underneath the output tray while lowering the output tray on the printer access cover.

- **Adjusting the side guides** — open and adjust the side guides on the output tray to match the position of the side guides on the input elevator.



The side guides can also be folded flat against the output tray.

- **Adjusting the document stop** — adjust the output tray document stop to slightly longer than the longest document being fed. If you are scanning documents longer than the output tray will accommodate, fold the document stop flat on the output tray.

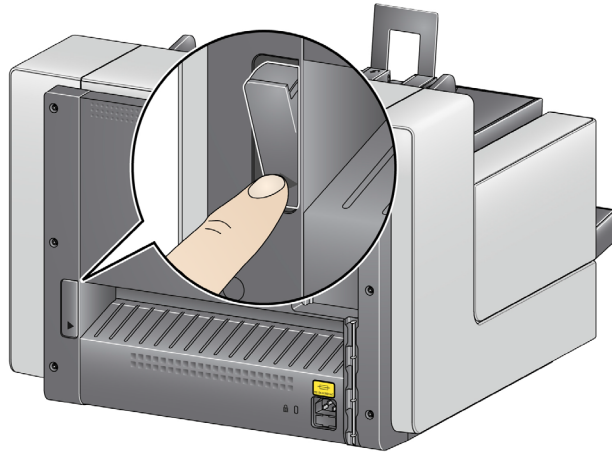


## Adjusting the output tray for lead edge alignment and normal document handling

## Using the rear document exit

The *Kodak Lead Edge Alignment Exit Tray Accessory* is available if you want the edges of your documents to align against the output tray document stop after scanning. For more information about using this exit tray, see the instructions that came with this accessory.

Documents that require special handling (e.g., 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(s) to pass straight through the transport, thus reducing the possibility of a document jam.



Use the rear document exit when:

- documents are too stiff (e.g., rigid) to make the turn in the transport and are jamming.
- 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 toggle the rear document exit switch back into its 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.

## Getting your documents ready to scan

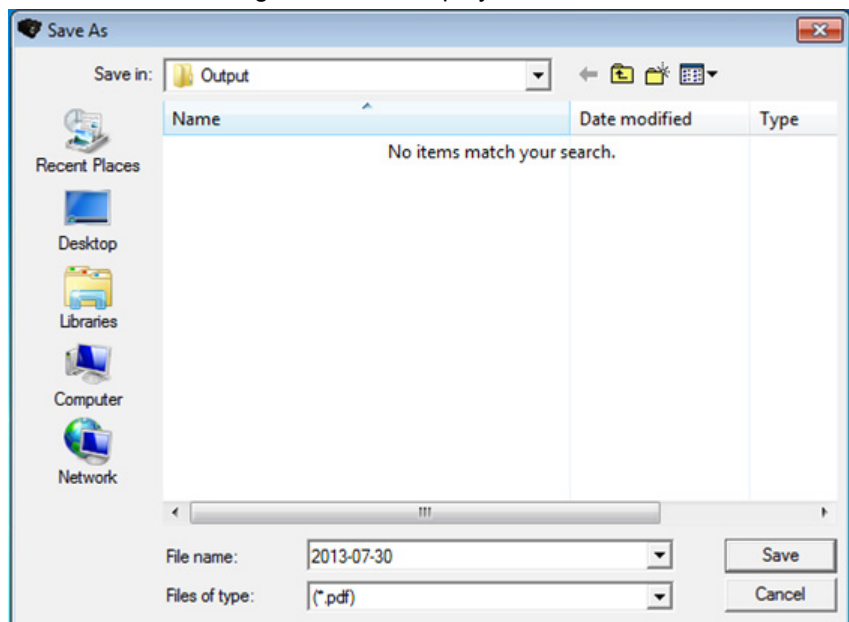
1. Standard paper size documents feed easily through the scanner. When organizing your documents for scanning, stack the documents so the lead edges are aligned and centered in the input elevator. This allows the feeder to introduce documents into the scanner one at a time.
2. Remove all staples and paper clips before scanning. Staples and paper clips on documents may damage the scanner and documents.
3. All inks and correction fluids on the paper must be dry before scanning is started.
4. 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, 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, using the gap release toggle switch.

NOTE: The optional *Kodak* A3 Flatbed Accessory or the *Kodak* Legal Flatbed Accessory can also be used for scanning fragile documents.

5. Place the documents you want to scan in the input elevator.

### NOTES:

- Some very thick and/or stiff documents; such as shipping envelopes, may require the following:
  - Use of the rear document exit.
  - Use of the gap release toggle switch.
  - Removal of the pre-separation pad.
  - Scanning at 300 dpi or more to reduce the scanner transport speed.
- 6. 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.



7. 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 you click **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.
8. Your scanner is ready to use.

## Scanning documents

The scanner must be enabled to scan documents. This is done through the scanning application. After enabling the scanner, depending on how your scanner is configured, your scanner will either automatically start scanning (i.e., auto start), or will start scanning when you press the **Start/Pause** button on the Operator Control Panel. For more information, see the documentation that supports your scanning application.

1. After you prepare your documents according to the guidelines in the previous section, be sure your scan job is set up in your scanning application as desired.
2. Place the documents you want to scan in the input elevator.
3. Start scanning via your scanning application.

## Starting, stopping and pausing the scanner

You can manually start, stop or pause the scanner while scanning documents.

- To temporarily pause scanning, press the **Start/Pause** button on the Operator Control Panel once.
- Press the **Start/Pause** on the Operator Control Panel to restart scanning after it has been paused.
- If you want to stop scanning, press **Stop** on the Operator Control Panel.


NOTE: During scanning the scanner monitors its own internal image buffer memory. In order to prevent overwriting images before the host computer can retrieve them, the scanner will automatically pause the feeder and will resume scanning when enough internal buffer memory is free.

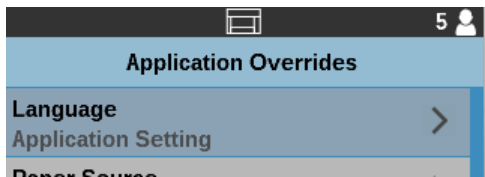
## Quick clean using the Start/Pause button

When the scanner is in the paused state, the scanner cover can be opened without disabling the scanner. If you notice streaks on your images while scanning, you can press the **Start/Pause** button to quickly clean the imaging guides in the middle of scanning a batch of documents. To do this:

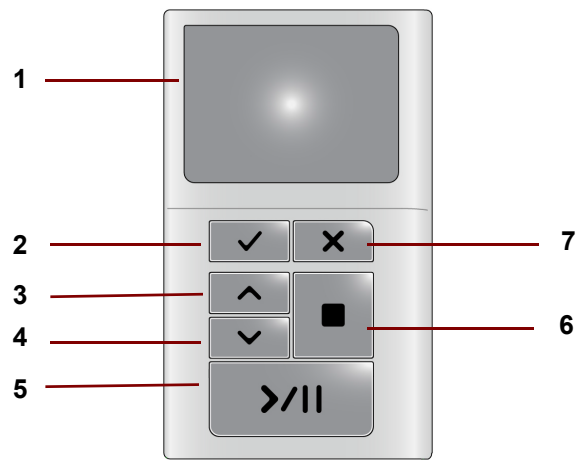
- Press the **Start/Pause** button, open the scanner cover, clean the imaging guides, close the scanner cover and press the **Start/Pause** button. See the section entitled, "Cleaning the imaging guides - basic" in Chapter 5 for procedures.







# Using the Operator Control Panel

There are a variety of options that can be accessed via the Operator Control Panel screen. If there is an arrow after the option, you can select that option by pressing the  button on the Operator Control Panel and another screen will be displayed allowing you to make additional choices.



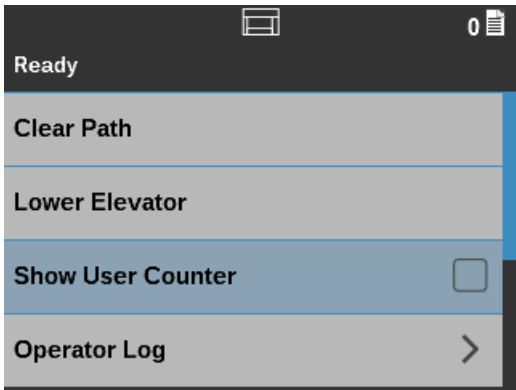
For more information and procedures for using these options, see the following sections. Following is a description of the buttons on the Operator Control Panel.



|  |   |
|--|---|
| 1  | <b>Operator Control Panel screen:</b> displays menu items, document counters, paper present status, and scanner status and events.  |
| 2<br> | <b>Select:</b> performs the action that is selected on the menu.  |
| 3<br> | <b>Up:</b> scrolls the menu up one item.  |
| 4<br> | <b>Down:</b> scrolls the menu down one item.  |
| 5<br> | <b>Start/Pause:</b> starts scanning or pauses the scanning job.   |
| 6<br> | <b>Stop:</b> stops the scanner.   |
| 7<br> | <b>Go Back/Rescan:</b> when pressed, goes back to the previous screen.<br>NOTE: When you are using the Interactive Multifeed Recovery option, you can press this button to rescan a document. |

# Ready screen







When the scanner is powered on and ready, the Ready screen is displayed.



## Status area

The Status area displays the following icons:



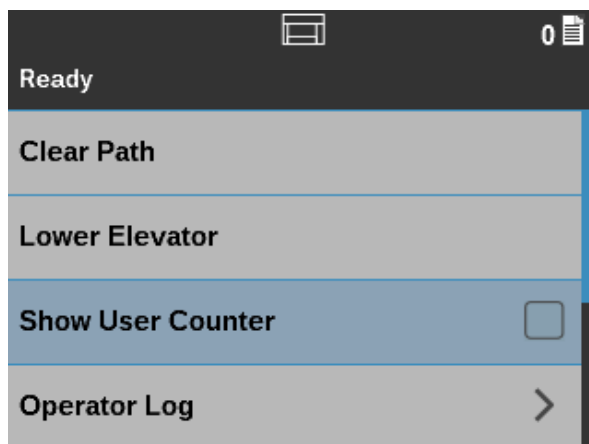
|   |                               |  |
|---|-------------------------------|--|
|    | <b>Gear icon*</b>             | Indicates that an Application Override is enabled.   |
|   | <b>Paper indicator*</b>       | Indicates that documents are in the input elevator and the scanner will scan from the input elevator.              |
|  | <b>Paper indicator</b>        | Indicates that no documents are in the input elevator.   |
|  | <b>Document count</b>         | Indicates the number of documents scanned.   |
|  | <b>User counter icon</b>      | Indicates that the User counter is being displayed.  |
|  | <b>Document counter icon*</b> | Indicates that the Document counter is being displayed. This is only displayed if the User Counter is <b>Off</b> . |

\* These icons are not shown on the illustration above.

The Ready screen allows you to access the following options:

- Clear Path
- Lower Elevator
- Reset User Counter
- Show User Counter
- Smart Touch
- Operator Log
- Information
- Diagnostics
- Settings

NOTE: Use the Up/Down arrow buttons on the Operator Control Panel to display all options.



Indicates that the option is On/Enabled.



Indicates that the option is Off/Disabled.



Displays another screen.

**Clear Path** — use this option to clear the scanner transport of any documents.

**Lower Elevator** — use this option when you need to make additional room in the input elevator tray for adding documents to the stack. The input elevator will descend to the lowest position (500-sheet).

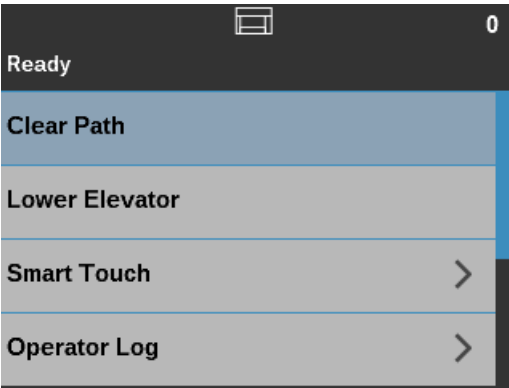
**Reset User Counter** — allows you to reset the value of the User counter (the Document counter must be reset by the scanning application). This option will not be displayed if **Show User Counter** is Off/Disabled.

**Show User Counter** — displays the User counter. Press the **Select** button on the Operator Control Panel to enable or disable this option.

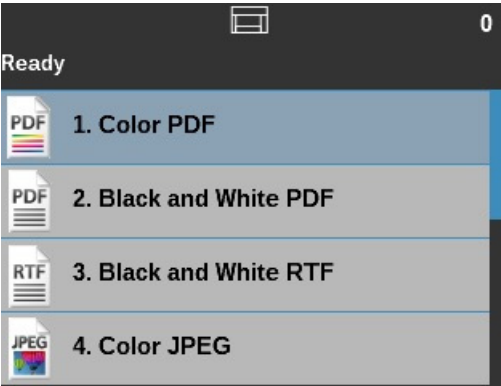
The other options on the Ready screen provide additional options when selected. See the sections that follow for more information.

## Smart Touch

Smart Touch offers multiple scanning functions for easy operation of your scanner.



Selecting Smart Touch from the Ready menu displays the Smart Touch shortcuts. Choose one of the shortcuts to initiate scanning, using that function.



## Displaying the Operator Log

The Operator Log provides error code information, such as the time the error occurred, the error code and a brief description of the error.

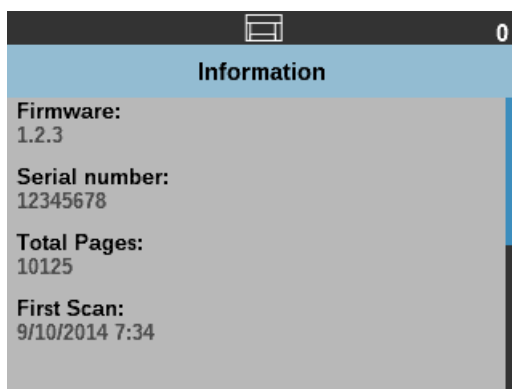
A screenshot of the scanner's control panel interface showing the Operator Log screen. The status bar at the top shows the number '5' and a person icon. The title 'Operator Log' is centered at the top of the main display area. Below the title is a table with three columns: 'Time', 'Code', and 'Description'. The table contains four rows of log entries.

| Time     | Code | Description                          |
|----------|------|--------------------------------------|
| 08:32:12 | 1011 | Pod door opened                      |
| 08:29:12 | 6008 | Document Protection, scanning paused |
| 08:27:12 | 1081 | Multifeed detected, scanning paused  |
| 08:16:12 | 1081 | Multifeed detected, scanning paused  |

The messages that are displayed in the log are only those messages that have occurred since the scanner was powered on. When you turn the power off or the scanner goes into Standby or Low Power mode, the Operator Log on the Operator Control Panel will be cleared.

## Displaying scanner Information

The Information screen provides information about your scanner (e.g., Firmware Version Number, Scanner Serial Number, Total Pages Scanned, etc.).

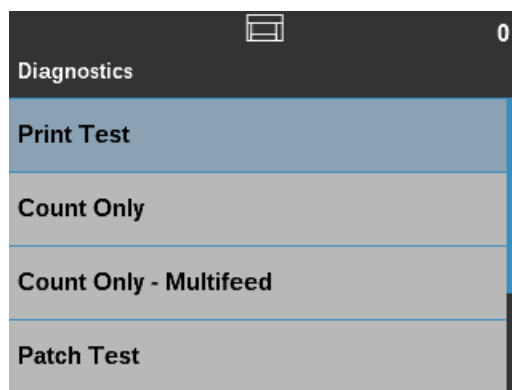


## Diagnostics

The Diagnostics function provides the following options:

- Print Test
- Count Only
- Count Only - Multifeed
- Patch Test
- UDDS Calibration
- Alterations

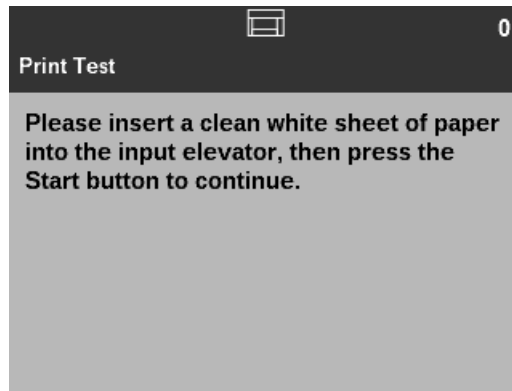
See the sections that follow for a description of these options.



## Performing a Print test

The print test checks to be sure the ink jets in the optional Enhanced Printer are working properly.

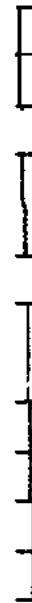
1. Select **Print Test**. The Print Test screen will be displayed.



2. Place a blank sheet of paper in the input elevator.
3. Press the **Start/Pause** button. The document in the output tray will display the results of the print test.
4. Remove the document from the output tray and evaluate the appearance of the test pattern.
  - If the pattern is complete, you are ready to begin.
  - If the pattern is inconsistent, verify that the ink cartridge is installed properly, or you may need to clean the print head on the bottom of the ink cartridge or change the ink cartridge.



**Acceptable**



**Unacceptable: inconsistent pattern**

NOTE: Clean the print head by removing it from the printer carrier and dabbing the print head with a damp cloth. For procedures on removing or changing the ink cartridge, see Chapter 4, *Document Printing*.

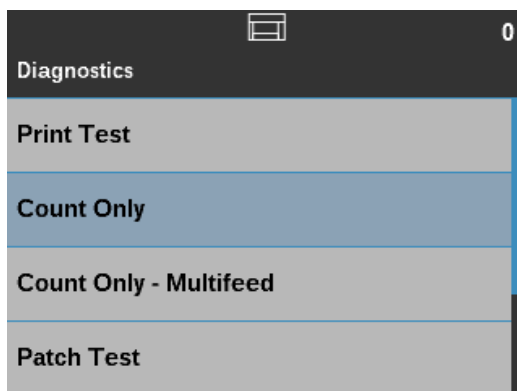
5. Press **Stop** to return to the Diagnostics screen.

## Count Only

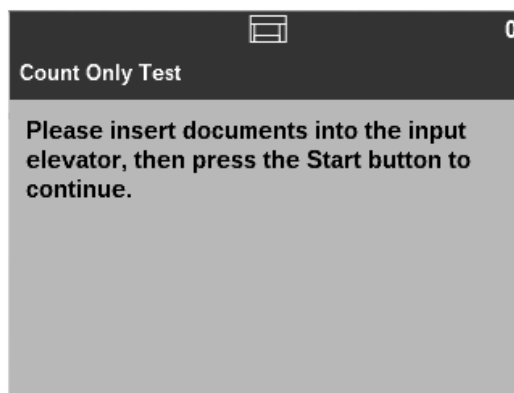
You may want to count the number of documents entering the scanner without actually scanning them.

NOTE: You can also count pages without having a host PC attached to the scanner.

1. Select **Count Only**.



The Count Only Test screen will be displayed.



2. Place the documents you want to count in the input elevator and press the **Start/Pause** button. When the scanner has fed all documents, the total number will be displayed in the Status area.



3. Press **Stop** to return to the Diagnostics screen.

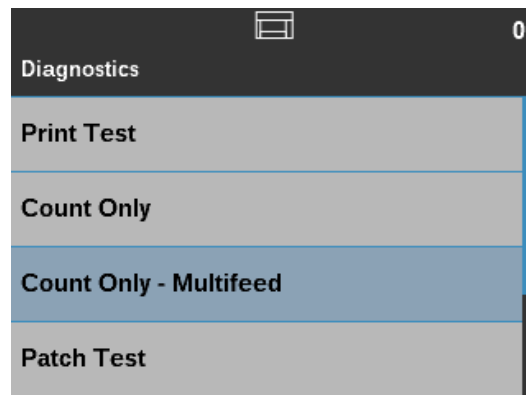
### NOTES:

- When you press the Stop button, the feeder and transport will stop. You can continue your Count Only test by pressing the Start button.
- Multifeed Detection is not enabled in Count Only mode.

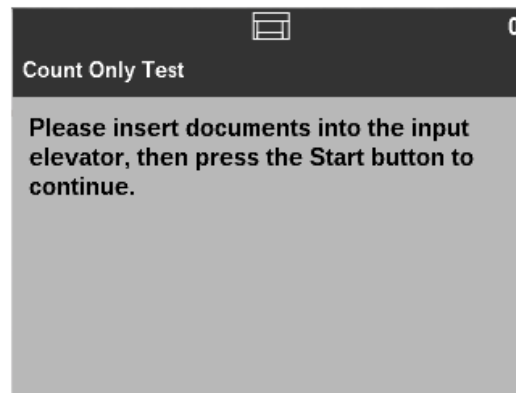
## Count Only - Multifeed

The Count Only - Multifeed option allows you to count documents without scanning, however, when a multifeed is detected the scanner will stop.

1. Select **Count Only - Multifeed**.



The Count Only Test screen will be displayed.



2. Place the documents you want to count in the input elevator. As the scanner is counting documents, when a multifeed is encountered, the scanner will stop.
3. Press the **Start/Pause** button to resume counting. When the scanner has fed all documents, the total number will be displayed.

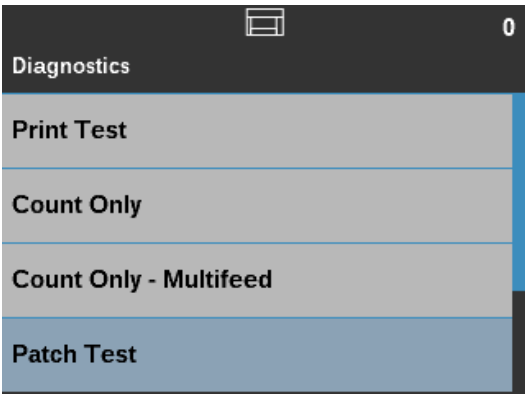


4. Press **Stop** to return to the Diagnostics screen.

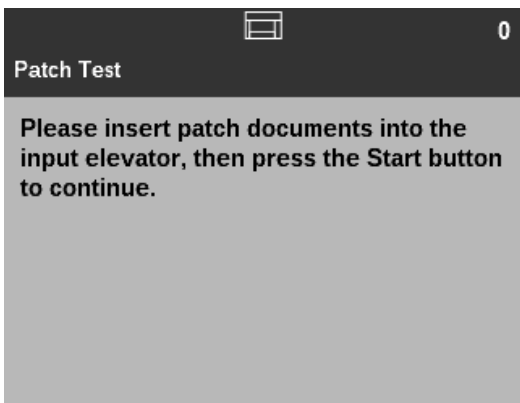
Performing a Patch test

Use the Patch Test option to verify that toggle patches can be detected.

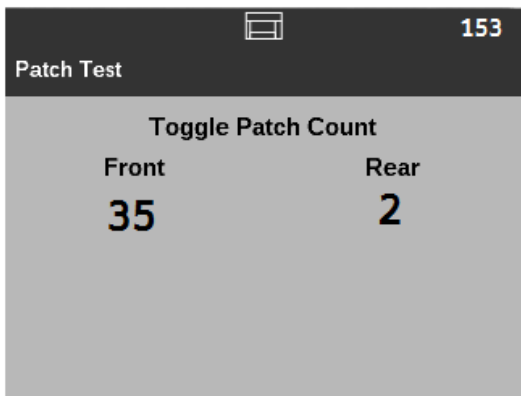
- 1. Select **Patch Test** from the Diagnostics screen.



The Patch Test screen will be displayed.



- 2. Place a document(s) with a patch(es) in the input elevator and press the **Start/Pause** button. When the documents have been scanned, the results of the patch test will be displayed. The results show the number of toggle patches that were recognized by the scanner.

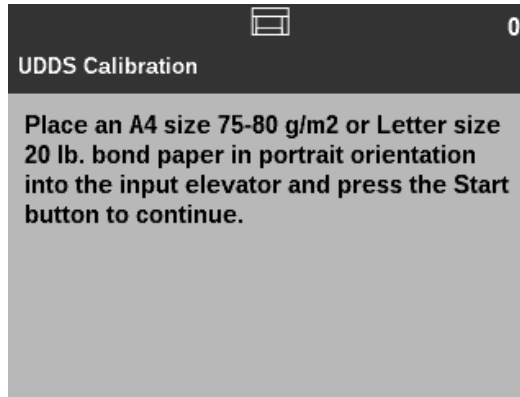


- 3. Press **Stop** to return to the Diagnostics screen.

## Performing a UDDS calibration

UDDS calibration is used to calibrate the ultrasonic document detection system for multifeeds. UDDS calibration is rarely needed. This calibration should only be performed if there is a feeding or multifeed detection issue.

1. Select **UDDS Calibration**. The UDDS Calibration screen will be displayed.



2. You will be prompted to place an A4 size 75-80 g/m<sup>2</sup> or lettersize 20 lb. bond sheet of paper in the input elevator in portrait orientation.
3. Press the **Start/Pause** button. The calibration results will be displayed.

## Alterations

This option is for Service Use only. Only use this option when directed to do so by Kodak Alaris Service personnel.

## Settings screen

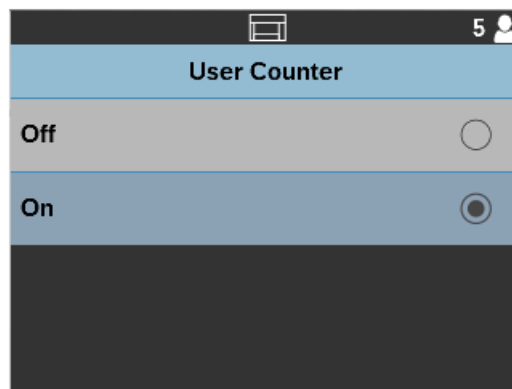
The Settings screen provides scanner settings that will only need to be set infrequently.

- **User Counter** — when **On**, counts all documents that are fed until you reset it.
- **Automatic Elevator** — when **On**, will automatically raise the input elevator when paper is added to an empty input elevator.
- **Staple/Metal Protection** — when enabled, the scanner will detect metal (e.g., staples, paper clips) on your documents. This will protect your documents and scanner from damage.
- **Volume** — allows you to adjust the volume of the scanner alarm to: **Off**, **Low**, **Medium** or **High**.
- **Application Overrides** — the Application Overrides screens allow you to set the Language, Paper Source, Post Scan Rotation, Misfeed Detection options and scanner speed. Most screens that are accessed from the Application Overrides screen provide the Application Settings option. The Application Settings option is the default and indicates that the scanner will use the settings as defined in your scanning application.
- **Reset All Settings** — when selected, returns all settings to the scanner defaults.


## User Counter

The User Counter option allows you to automatically keep track of how many pages are scanned in a day, an hour or in each batch. If you manually keep track of pages scanned during a scan session, this option will allow you to eliminate that manual effort.

When this option is **On**, the counter goes to 0 and is incremented for every document fed. You can reset this counter at any time by selecting the Reset User Counter option on the Ready screen.



If the User Counter is set to **On**, the option to **Show User Counter** and **Reset User Counter** will be available from the Ready screen.

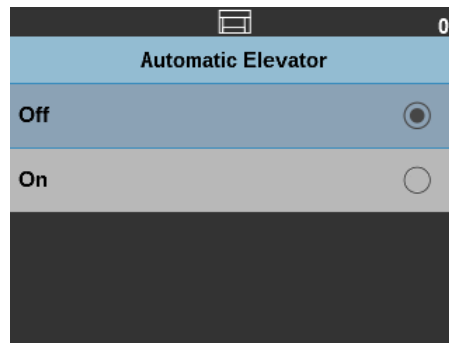
- If you select **Show User Counter** on the Ready screen, the User counter  icon will be displayed in the status area next to the Counter value.

If the User Counter is set to **Off**, the **Show User Counter** and **Reset User Counter** options will not be available from the Ready screen. Only the Document Counter value will be displayed in the status area.

## Automatic Elevator

When this option is **On**, the input elevator will automatically raise to the feeding position when paper is added to an empty input elevator.

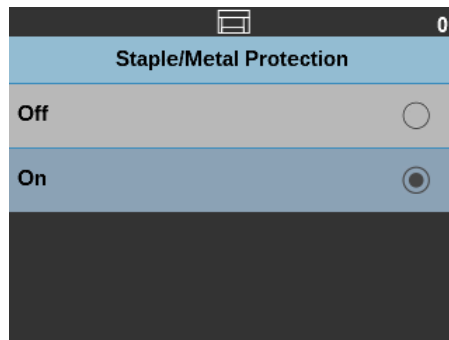
1. Select **Automatic Elevator** on the Settings screen.



2. Select **Off** or **On**.
3. Press the **Select** button, then press the **Go Back** (X) button to return to the Settings screen.

## Staple/Metal Protection

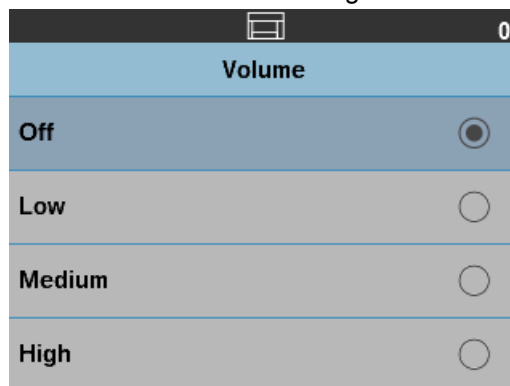
When this option is **On**, the scanner will detect if staples, paper clips, etc. are on a document. This setting will help protect your documents and scanner from damage. When the scanner detects any metal on a document, the scanner will stop which will allow you to remove the metal from the document and continue scanning.



## Changing the volume

The Volume screen allows you to adjust the volume of the sound the scanner will make when a scanner condition is encountered. Options are: **High** (loudest), **Medium**, **Low** (quietest) or **Off** (no sound). The default is **Off**.

1. Select **Volume** on the Settings screen.



2. Select the desired **Volume** option.
3. Press the **Select** button, then press the **Go Back** (X) button to return to the Settings screen.

## Application Overrides

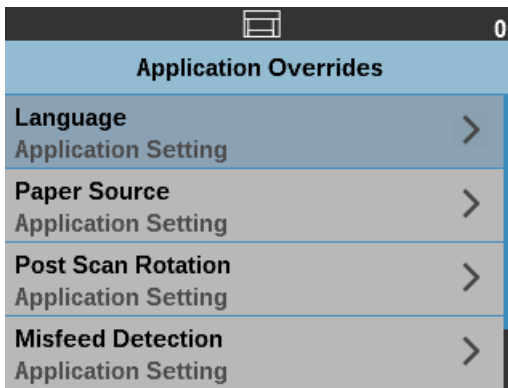
The Application Overrides option allows you to override your scan job setup for the language, paper source, post scan rotation, misfeed detection, and scanner speed for the remainder of the scan job. These overrides will stay in place and take precedence over any other setting in the scanning application. For example, if your application is set up to scan 100 sheets from the input elevator, you can change the paper source to **250 sheets**; or if your application is normally set up to scan **Automatic - default 90** you can change the post scan rotation to **Automatic - default 180**.

## Selecting a language

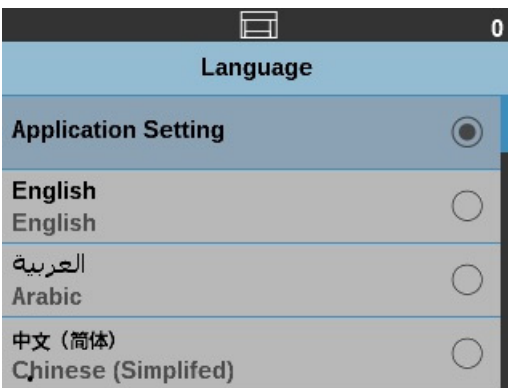
The Kodak i4x50 Scanner's display supports several languages. Select the language you want the information on the Operator Control Panel to be displayed in.

NOTE: In the case of setting a language, the **Application Settings** option will automatically set the scanner's display to match the language of the host PC.

1. Select **Application Overrides** from the Settings screen to access the language settings.



2. Select **Language** to display the Language screen.

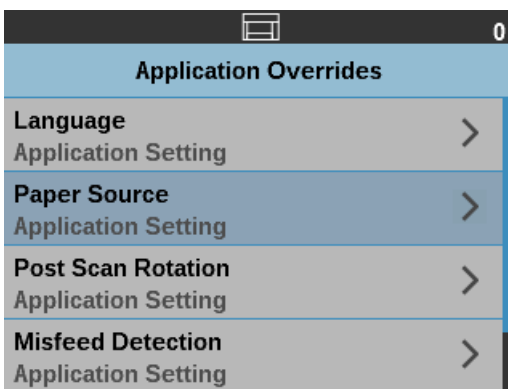


3. Select the desired **Language**.
4. Press the **Select** button, then press the **Go Back** (X) button to return to the Application Overrides screen.

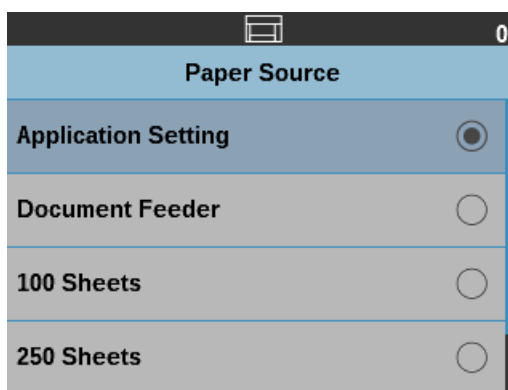
## Selecting a paper source

The Paper Source option allows you to select the height of the input elevator.

1. Select **Application Overrides** from the Settings screen to access the paper source settings.



2. Select **Paper Source** from the Application Overrides screen.



3. Select one of the following options:
  - **Document Feeder:** the input elevator is in the highest position.
  - **100 Sheets**
  - **250 Sheets**
  - **500 Sheets**

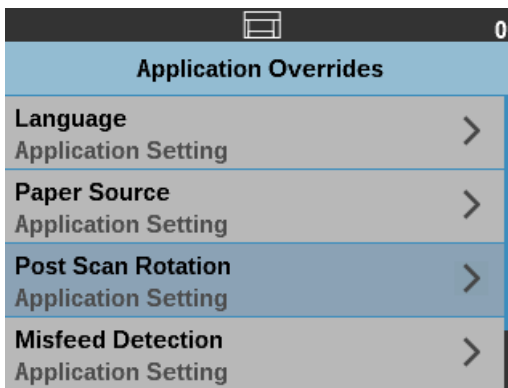
NOTE: For a description of the selections above, see the *Scanning Setup Guide for the Kodak i4x50 Scanners* for TWAIN and ISIS.

4. Press the **Select** button, then press the **Go Back (X)** button to return to the Application Overrides screen.

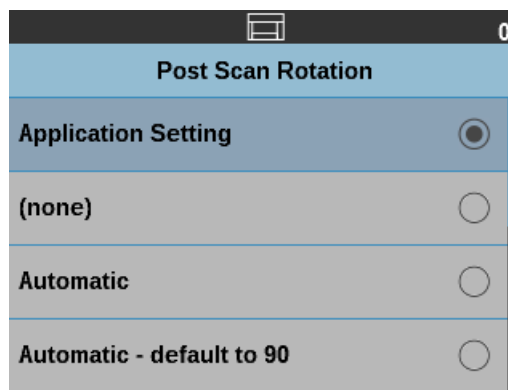
## Setting Post Scan Rotation

The Post Scan Rotation option allows you to select a rotation option to be applied to the electronic image after it has been scanned.

1. Select **Application Overrides** from the Settings screen to access the post scan rotation settings.



2. Select **Post Scan Rotation** from the Application Overrides screen.



3. Select one of the following options:

- (none)
- Automatic
- Automatic - default to 90
- Automatic - default 180
- Automatic - default 270
- 90, 180, 270 degrees

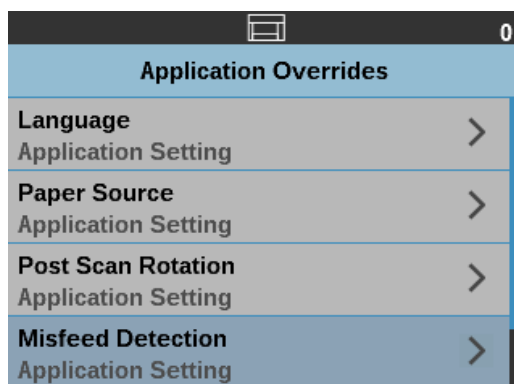
NOTE: For a description of the selections above, see the *Scanning Setup Guide for the Kodak i4x50 Scanners* for TWAIN and ISIS.

4. Press the **Select** button, then press the **Go Back** (X) button to return to the Application Overrides screen.

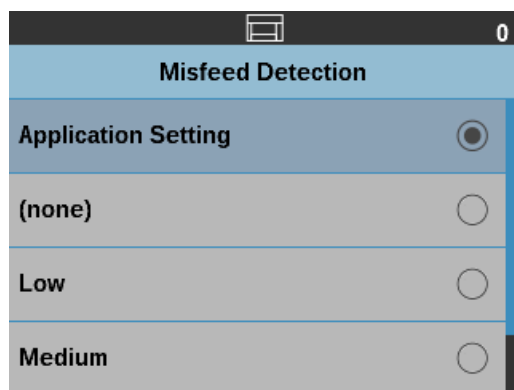
## Setting up Misfeed Detection

This option provides a combination of several multifeed features of the scanner including multifeed detection sensitivity and intelligent document protection which determines how aggressively the scanner detects documents that enter the scanner incorrectly.

1. Select **Application Overrides** from the Settings screen to access the misfeed detection settings.



2. Select **Misfeed Detection** from the Application Overrides screen.

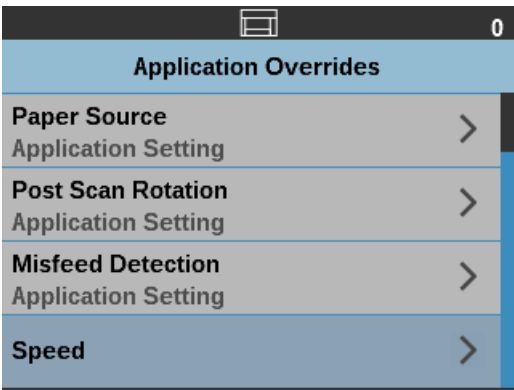


3. Select one of the misfeed detection options. When **Low**, **Medium** or **High** is selected, multifeed detection will be enabled with the Interactive Multifeed action and all three sensors will be turned on. The Intelligent Document Protection feature will also be enabled.
  - **(none)**
  - **Low**
  - **Medium**
  - **High**
4. Press the **Select** button, then press the **Go Back** (X) button to return to the Application Overrides screen.

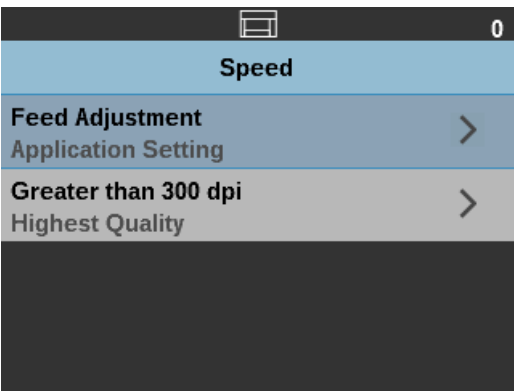
Setting scanner speed

The Speed option provides a menu of options that control how fast pages will be scanned.

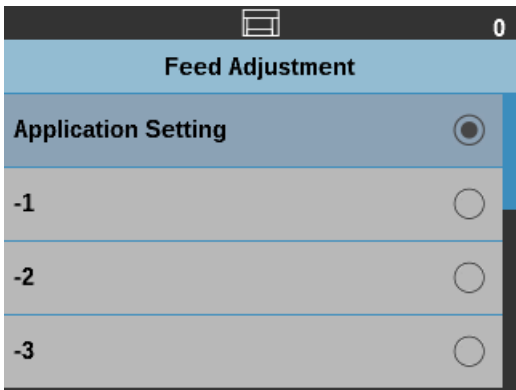
- 1. Select **Application Overrides** from the Settings screen to access the speed settings.



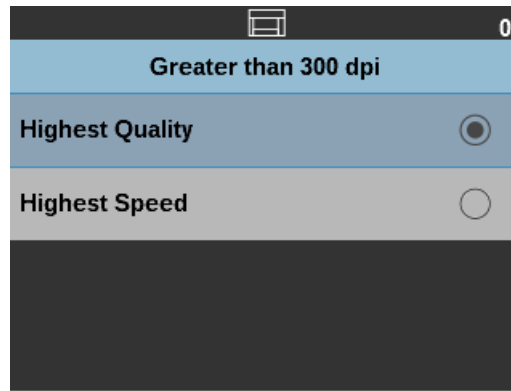
- 2. Select **Speed** from the Application Overrides screen.



- 3. Select one of the speed options.
  - **Feed Adjustment:** this option allows you to adjust the scanner's throughput to match your personal scanning pace. Select from -1 to -9 (lowest speed) to adjust the rate at which pages are fed into the scanner. This adjustment does not affect the transport speed of the scanner.



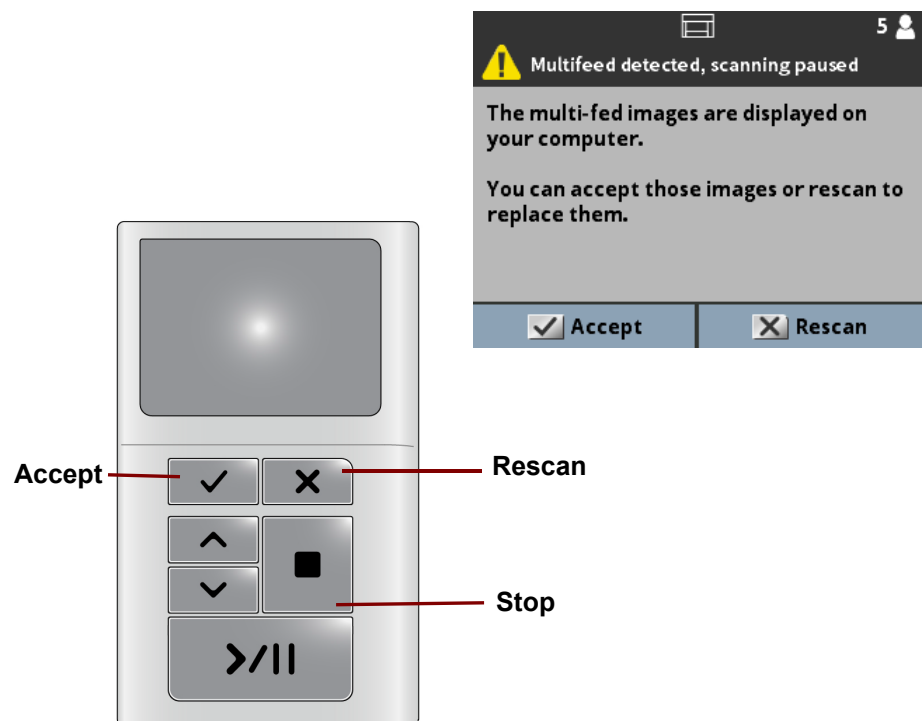
- **Greater than 300 dpi:** allows you to select one of the following options:



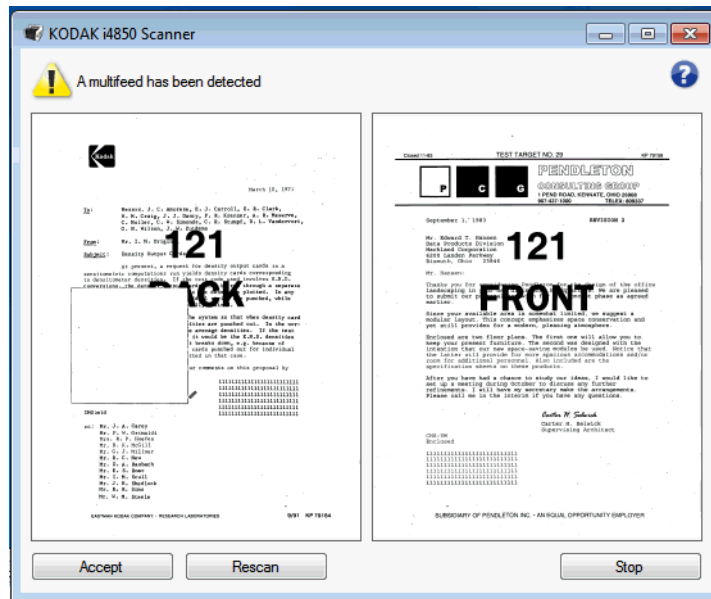
- **Highest Quality** - runs the scanner at a slower speed but produces the highest quality image.
  - **Highest Speed** - runs the scanner at a faster speed but produces a good quality image.
4. Press the **Select** button, then press the **Go Back** (X) button to return to the Application Overrides screen.

### Verifying a multifeed document

When you encounter a multifeed, and you have **Multifeed Detection** turned on, the scanner will stop and display the following screen allowing you to accept the image as is or rescan.



- The image will be displayed on your PC for easy viewing.



- If you want to accept the image as is, select **Accept** and the scanner will continue to scan.
- If you want to rescan the document, select **Rescan** and put the document back into the input elevator. The document will be rescanned.
- If you press **Stop** on the Operator Control Panel, the images shown on the PC will be disregarded and the scanning session will end.

## Selecting your scanning application

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

*Kodak Capture Pro Software Limited Edition* is an intuitive and easy-to-use capture software application, specifically designed to make processing and sharing scanned documents easy. With *Kodak Capture Pro Software Limited Edition* 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 Pro Software Limited Edition* 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 Pro Software Limited Edition* 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 i4x50 Series Scanners*. Go to [www.kodakalaris.com/go/capturepro](http://www.kodakalaris.com/go/capturepro) for more information.

**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](http://www.kodakalaris.com/go/smarttouch).

Many other companies have included support for *Kodak i4x50 Series Scanners* in their scanning applications. Contact these companies for assistance in using these applications.

## 4 Document Printing

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### Enhanced Printer Accessory

This chapter provides information for using the optional *Kodak* Enhanced Printer Accessory. In order to use the printing option you must have purchased and installed the Enhanced Printer Accessory. See the instructions that came with the Enhanced 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.

NOTE: The *Kodak* i4x50 Series Scanners also include a digital printing feature that does not require an additional purchase. Digital printing provides all of the same options as physical printing but instead of printing on the physical page, the information is embedded in the image files. For more information on digital printing, see the *Scanning Setup Guide for the TWAIN Datasource or ISIS Driver*.

The Enhanced Printer 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; e.g., 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.
- You cannot print on documents that are shorter than 10 cm (4 in.) in length.
- If you attempt to scan with a job setup that has Printing enabled, and you do not have an Enhanced Printer installed, an error will be displayed.

## Printer specifications

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

| Characteristic                                    | Description   |
|---|---|
| Maximum lines                                     | 1   |
| Maximum characters                                | 40 (including spaces)   |
| Print locations (horizontal)                      | 8 front manually set  |
| Print locations (vertical)                        | Set by the scanning application   |
| Print orientation                                 | 0, 90, 180, 270 degrees   |
| Font size   | Normal, Bold and Extra Bold<br>NOTE: Not all languages can support a Bold font based on the complexity of the characters, such as half-width Katakana.  |
| Print side  | Front (pre-scan)  |
| Minimum printing distance from document lead edge | 0.89 cm (0.35 in.)  |
| Ink cartridge                                     | Black: HP-C6602A<br>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 or patch number (i4850 Scanner only), date, four-digit time   |
| Languages supported                               | Any phonetic language. For example: Dutch, English, French, German, Italian, Portuguese, Spanish, Japanese (half-width Katakana), Simplified Chinese, Traditional Chinese, Russian, Turkish, Czech, Korean. |

## Installing/Replacing the ink cartridge

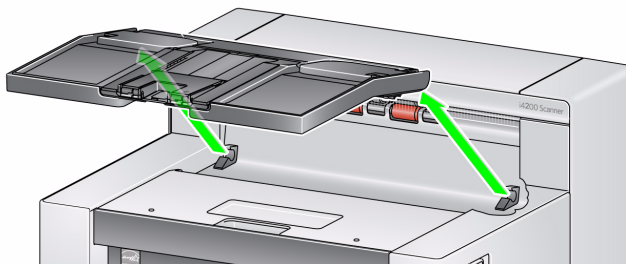
You must install the ink cartridge before using the printer. Refer to the section entitled, "Supplies and consumables" in Chapter 5 for ordering information.

After initial installation, replace the ink cartridge when:

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

**IMPORTANT:** *Dispose the empty ink cartridge in accordance with all federal, state and local laws.*

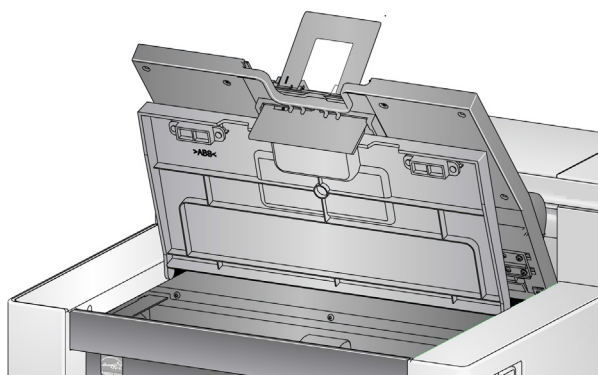
1. Remove the output tray.



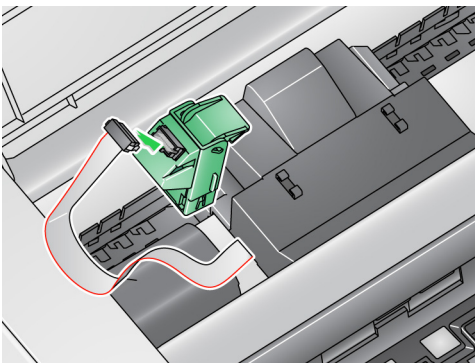
2. Open the printer access cover.



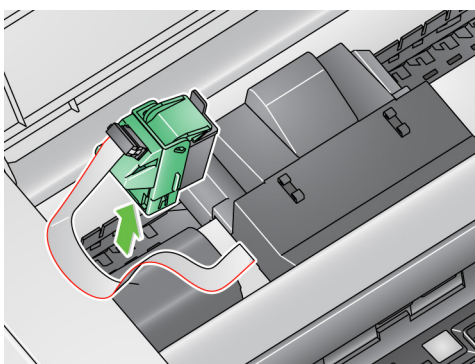
**NOTE:** If you do not want to remove the output tray, you can lift the front of the output tray, then lift the printer access cover and position the printer access cover behind the height adjustment tab.



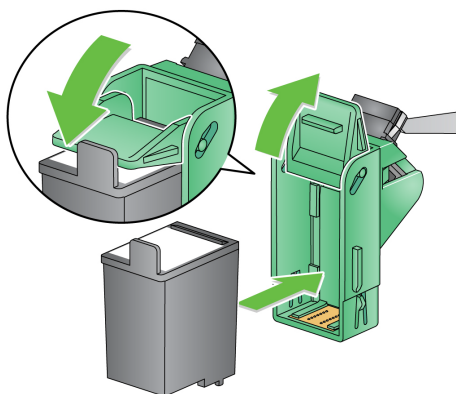
3. If you are installing the ink cartridge for the first time, push the connector on the printer cable firmly into the printer carrier.



**NOTE:** If you are replacing an ink cartridge, the printer cable will already be installed and you just need to remove the printer carrier from its position and remove the empty ink cartridge.



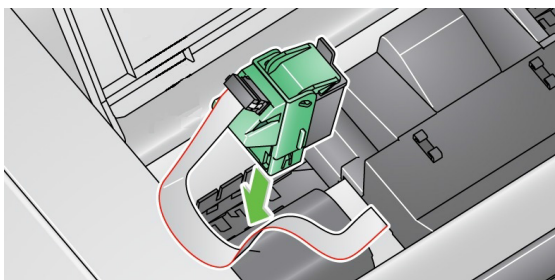
4. Open the ink cartridge package and remove the tab from the new ink cartridge.
5. Lift the green tab on the printer carrier and slide the new ink cartridge in the printer carrier and close the tab.



**NOTES:**

- If the printer cable should become disconnected, snap it back into position.
- **Ink cartridge disposal:** consult the Hewlett-Packard website for recycling printing supplies or disposing of the ink cartridges according to local regulations.

- Slide the printer carrier into the desired print position. See the section entitled, “Changing print positions” later in this chapter for more information.

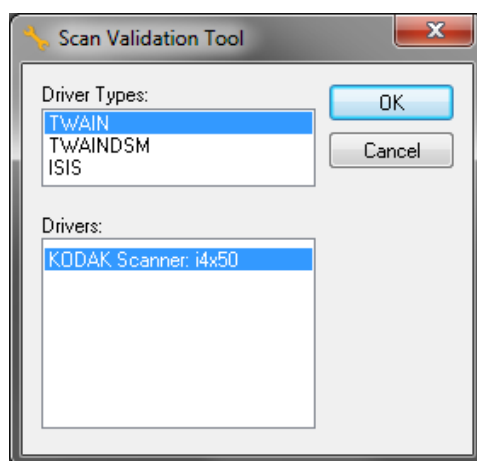


- Close the printer access cover and reinstall the output tray.
- Run a print test (see the next section).

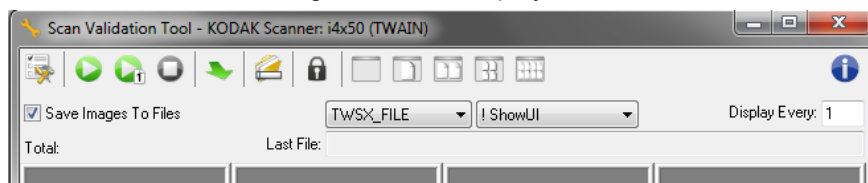
## Running a print test


You can run a print test by using the Print Test option on the Operator Control Panel (see Chapter 3, “Performing a print test”) or you can use the Scan Validation Tool.

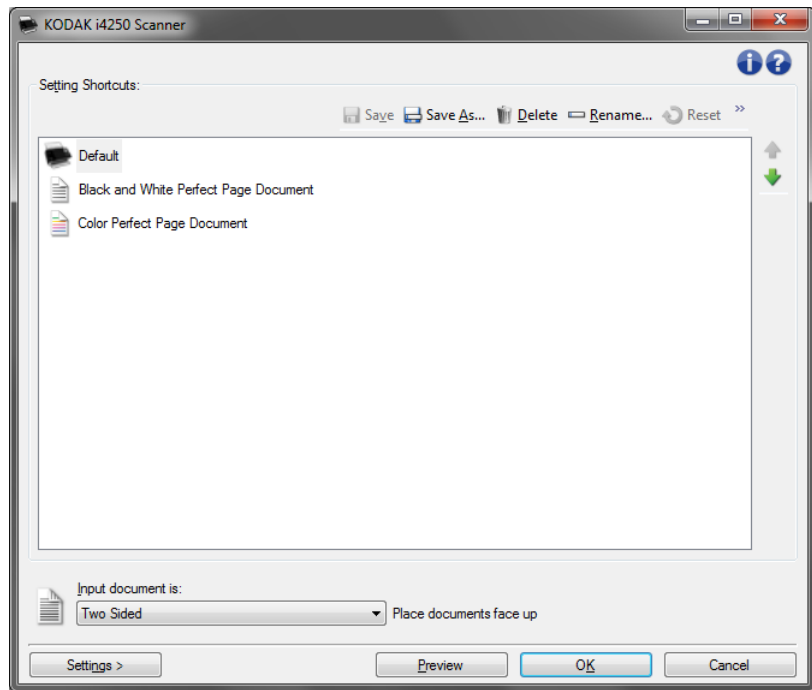
- Place a blank sheet of paper in the input elevator.
- Ensure that the ink cartridge is properly installed.
- Select **Start>Programs>Kodak>Document Imaging>i4x50**.



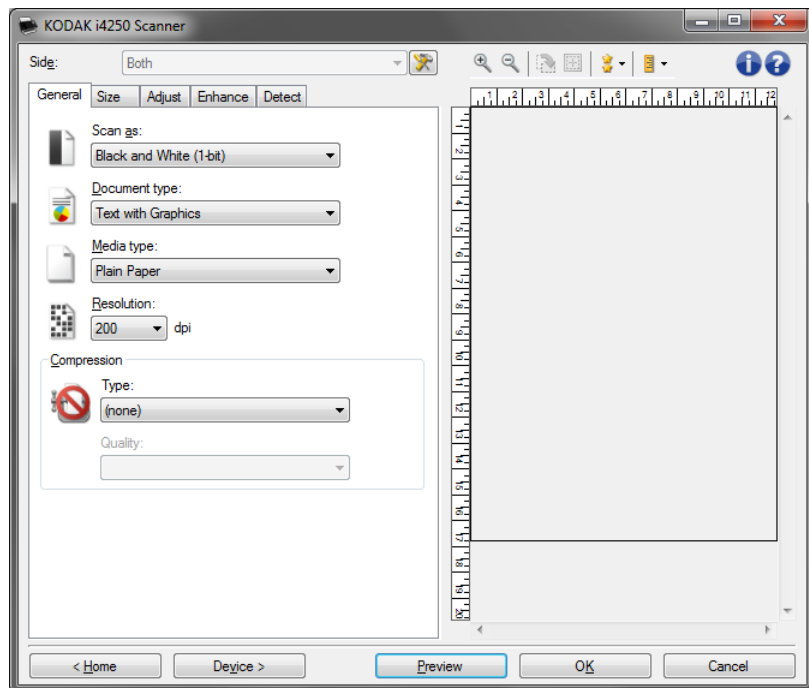
- Select **TWAIN** for the Driver Type and the **KODAK Scanner: i4x50**. The Scan Validation Tool dialog box will be displayed.



5. Click the **Setup**  icon. The Scan Validation Tool main window will be displayed.

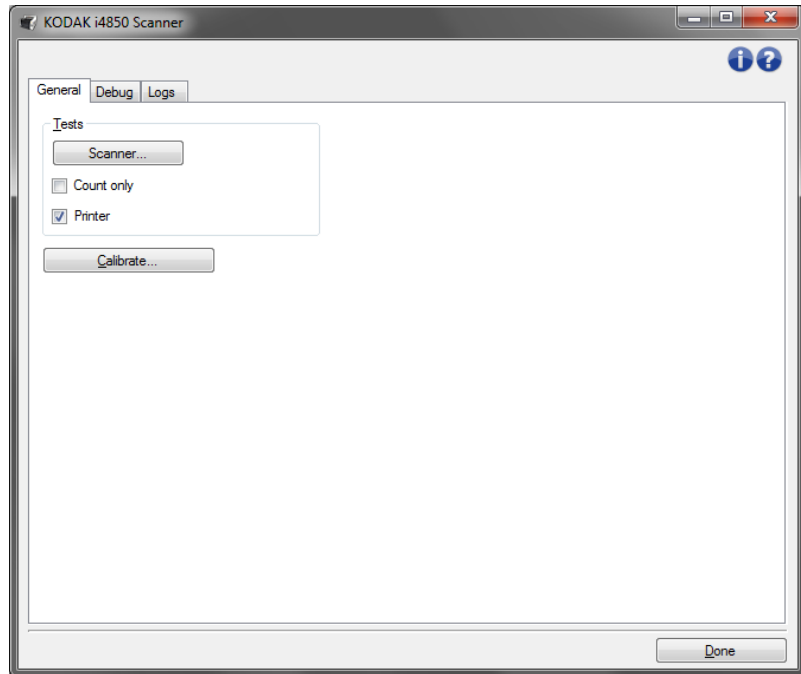


6. Select the **Default** Setting Shortcut and click **Settings**.

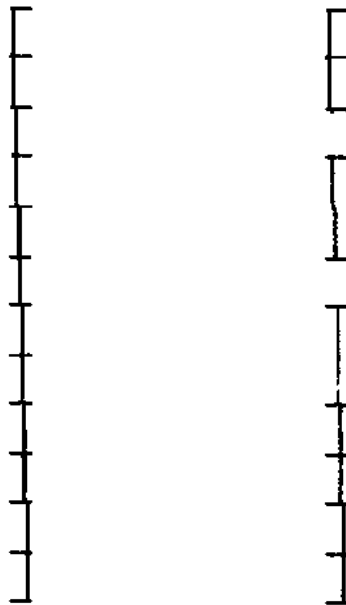


7. On the General tab, click the **Device** button.

8. On the Device - General tab, click the **Diagnostics** button. The General-Diagnostics window will be displayed.



9. Check the **Printer** check box and click **Done**.
10. Scan the blank sheet of paper that is in the input elevator.
11. Check the quality of the test pattern. If the test pattern is inconsistent, you may need to clean the print head on the bottom of the ink cartridge or change the ink cartridge.



**Acceptable**

**Unacceptable: pattern  
is inconsistent**

NOTE: Clean the print head by removing it from the printer carrier and dabbing the print head with a damp cloth.

## Changing print positions

The horizontal print position must be changed manually.

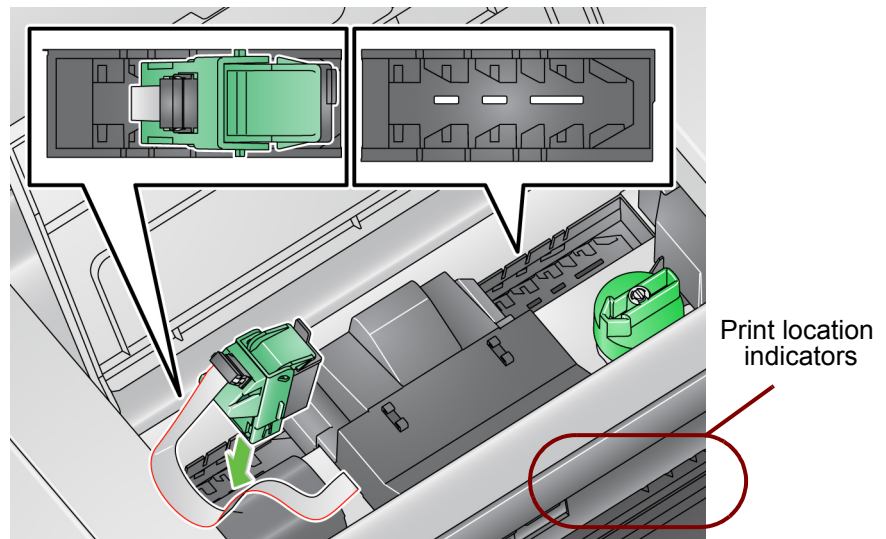
1. Remove the output tray.
2. Open the printer access cover.

### NOTES:

- The horizontal print positions are visible by a small detent on the printer rail.
- Printing automatically stops approximately 1.27 cm (½-inch) from the trailing edge of the document, even if the information has not been completely printed.

3. Lift up on the printer carrier and remove it from its position.
4. Align the slot on the printer carrier with the desired horizontal print position and slide the printer carrier in place.

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

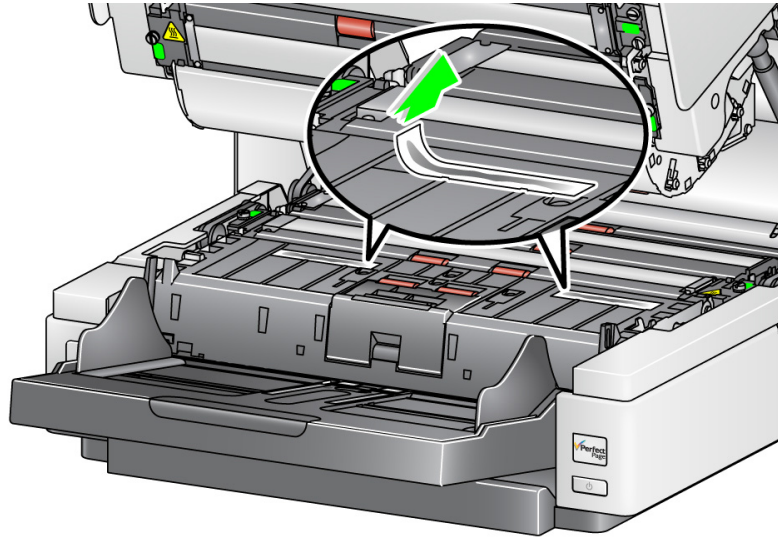


5. Close the printer access cover and reinstall the output tray.

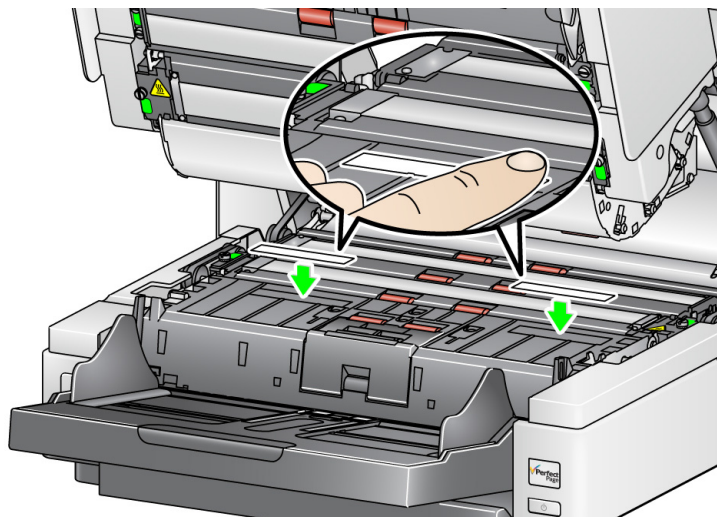
## Installing/Replacing the ink blotter strips

The two ink blotter strips, which will be placed in the ink blotter channels at installation, are located in the scanner transport to collect ink overflow. To order additional ink blotter strips, see the section entitled, “Supplies and Consumables” in Chapter 5.

1. Pull the scanner cover release latch forward to release and lift the scanner cover.
2. Locate the two blotter strip channels. These channels are where the blotter strips will be installed or replaced.
3. If you are replacing a blotter strip, proceed with Step 4, if not, go to Step 5.
4. Grasp the blotter strip, carefully pull it off of the channel and discard the soiled strip according to local regulations.



5. Remove the backing from a new blotter strip.
6. Align the blotter strip in one of the channels.



**NOTE:** Improperly aligned blotter strips may cause document jams.

7. Press the adhesive side of the blotter strip down firmly into the channel.
8. Repeat Steps 4-7 for the other strip.
9. Close the scanner cover.

## 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  |
|---|--|
| <b>Print quality is poor or inconsistent</b>  | <ul style="list-style-type: none"><li>• Be sure the ink cartridge is not empty.</li><li>• Be sure the ink cartridge is properly installed.</li><li>• Be sure the ink cartridge is in the correct position for printing.</li><li>• Verify that the printer has been enabled in the scanning application and that the expected print string has been specified.</li><li>• Verify that all printer connectors are securely fastened and that the printer cable is securely attached.</li><li>• Run a print test to verify that all jets are functioning properly. See the section entitled, "Running a print test" earlier in this chapter.</li><li>• Clean the print head at the bottom of the ink cartridge (see "Printing problems when starting up due to dry print head" below.)</li></ul> |
| <b>Printing problems when starting up due to dry print head</b>                         | Remove the ink cartridge from the scanner and using a damp cloth or swab, dab (do not wipe) the ink jets on the print head on the bottom of the ink cartridge, reinsert the ink cartridge and try again.   |
| <b>Not printing</b>   | <ul style="list-style-type: none"><li>• Be sure that printing is enabled in the scanning application.</li><li>• Check to be sure that the ink cartridge is secure and in the desired print position.</li><li>• Be sure the tape is removed from the print head (bottom of the ink cartridge).</li></ul>  |
| <b>An error message is displayed on the Operator Control Panel when trying to print</b> | <ul style="list-style-type: none"><li>• Print cartridge is not installed.</li></ul>  |

# 5 Maintenance

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## Chapter overview

This chapter describes the required cleaning and maintenance procedures for the *Kodak i4250*, *i4650* and *i4850* Scanners. 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. Lower scanning volumes will allow longer times between these activities. Refer to the “Cleaning frequency chart” on the next page for cleaning guidelines. However, you will need to determine what works best for you. 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 *i4250*, *i4650* and *i4850* Scanner will provide years of trouble-free operation.

Scanner consumables (tires, pre-separation pads, etc.) and cleaning supplies are available from your scanner supplier. Consumables are sold in kits of various sizes. 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 frequency chart

A recommended cleaning sequence includes vacuuming the scanner transport, cleaning the residue from the feed module tires, separation roller tires and drive rollers and cleaning the imaging guides. Use the chart below as a guide to how frequently you should clean your scanner.

| Procedure   | Start of day                 | Middle of shift | Start of new shift |
|---|------------------------------|-----------------|--------------------|
| Vacuum output tray and input areas (input elevator and transport) | x                            |                 |                    |
| Clean all rollers   | x                            |                 | x                  |
| Vacuum transport area   | x                            | x               | x                  |
| Run transport cleaning sheet                                      | x                            |                 | x                  |
| Clean imaging guides - basic                                      |                              | x               | x                  |
| Clean imaging guides - thorough                                   | As needed to remove streaks. |                 |                    |

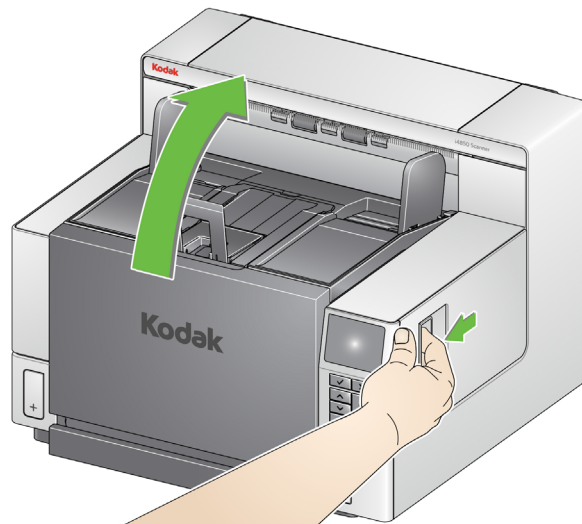
## Cleaning tools and materials

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* Roller Cleaning Pads
- Staticide wipes for *Kodak* Scanners (*Staticide wipes are not available in all countries*)
- Brilliantize Detailer Wipes for *Kodak* Scanners
- A vacuum cleaner and tools

## Opening the scanner cover

1. Power down the scanner.
2. Remove any documents from the input elevator, transport and output tray.
3. Pull the scanner cover release latch forward. The scanner cover will open partially. Raise the cover up 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.

***IMPORTANT:**Power down the scanner before opening the scanner for cleaning.*

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:

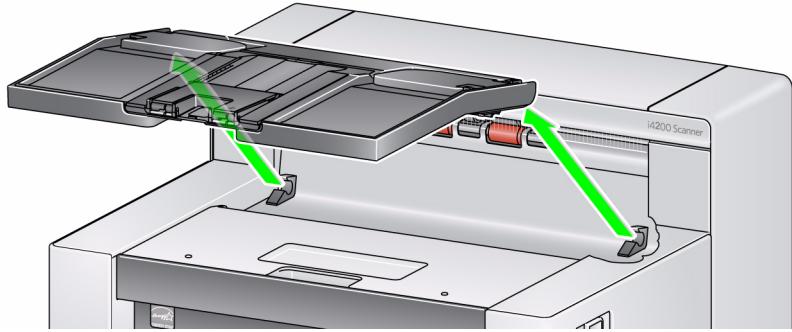
- Some debris from the rubber tires on the feed module and separation roller is normal. Tire debris does not always mean that the tires are worn or damaged. After cleaning, inspect the tires for wear and replace the separation roller or feed module if necessary.
- When cleaning rollers/tires, allow the 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 use.
- 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 Safety Data Sheet (SDS) for more information. The SDS is available on the Kodak Alaris website at **[www.kodakalaris.com/go/ehs](http://www.kodakalaris.com/go/ehs)**.

**NOTE:** To access the SDS, you will need to provide the catalog number of the supply. See "Supplies and Consumables" later in this chapter for catalog numbers.

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

## Vacuuming the output tray and input elevator

1. Power down the scanner.
2. Remove the output tray.

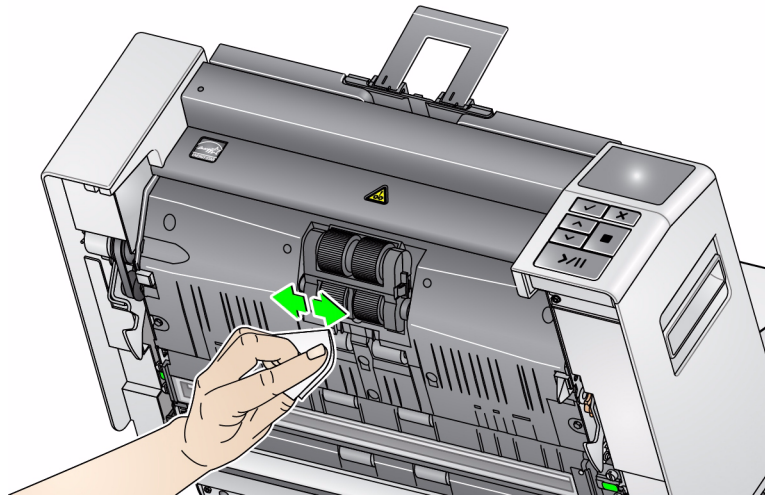


3. Thoroughly vacuum the output tray area and the input elevator area.

## 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. Power down the scanner.
2. Open the scanner cover.
3. Manually rotate and wipe the rollers with a **roller cleaning pad**.



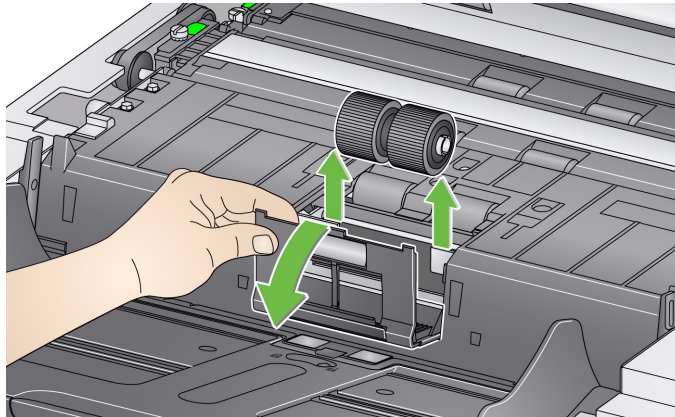
**NOTE:** Do not use Staticide wipes or Brilliantize Detailer wipes to clean the rollers.

4. Dry the rollers with a lint-free cloth.

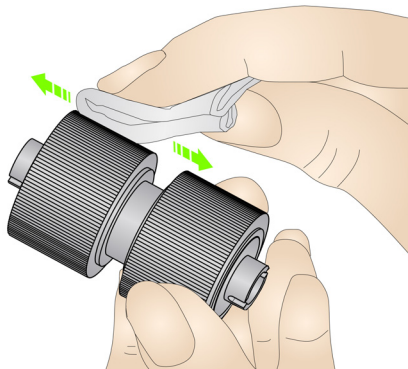
## Cleaning the separation roller tires

5. Pull the separation pad holder forward and remove the separation roller.

NOTE: The separation roller cover is spring-loaded. Hold the separation roller cover back until you remove the separation roller, then gently lower the roller cover back in place.



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.

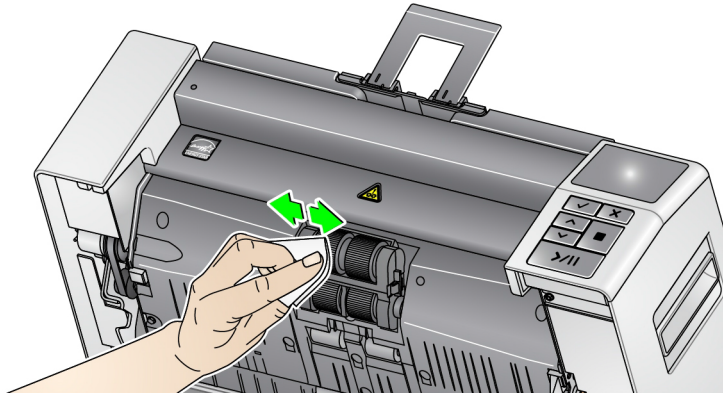


7. Inspect the tires. If the tires show signs of wear or damage, replace the separation tires. See "Replacement procedures" later in this chapter.
8. Reinstall the separation roller by aligning the slots on the separation roller with the holders.

### Cleaning the feed module tires

9. 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.

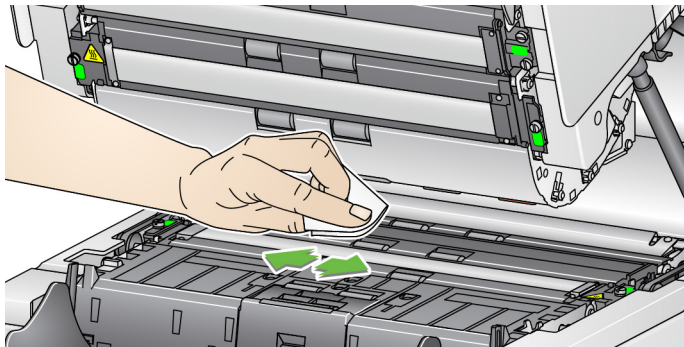
NOTE: Do not use Staticide wipes or Brilliantize Detailer wipes to clean the feed module tires.



10. Inspect the tires. If the tires show signs of wear or damage, replace the feed module tires. See “Replacement procedures” later in this chapter.

### Cleaning the Flippable White background strips

1. Power down the scanner.
2. Open the scanner cover.
3. Wipe the upper and lower background strips with a Staticide wipe or a “Step 1” Brilliantize Detailer wipe

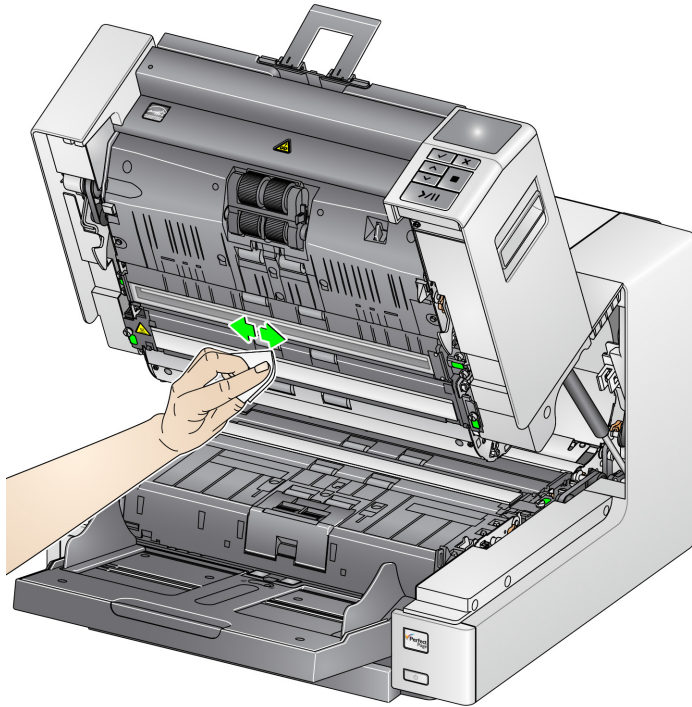


NOTE: Be careful not to touch the transport rollers.

4. Wipe the upper and lower background strips again with an almost-dry Staticide wipe or a “Step 2” Brilliantize Detailer wipe to remove any streaks.

## Cleaning the imaging guides — basic cleaning

1. Power down the scanner.
2. Open the scanner cover.
3. Wipe the upper and lower imaging guides with a Staticide wipe or a “Step 1” Brilliantize Detailer wipe.



4. Wipe the upper and lower imaging guides again with an almost-dry Staticide wipe or a “Step 2” Brilliantize Detailer wipe to remove any streaks.
5. Close the scanner cover.

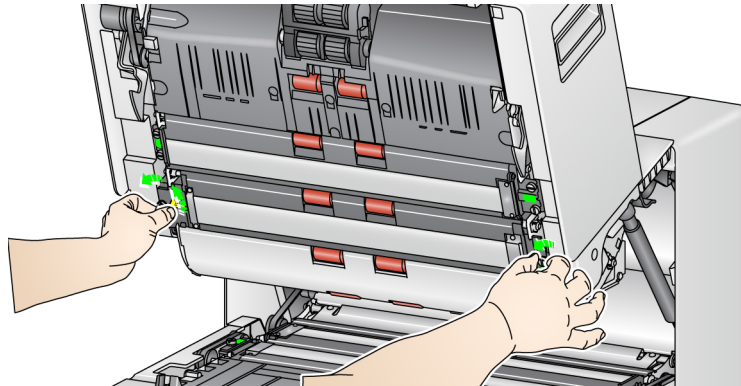
## Cleaning the imaging guides — thorough cleaning

Thorough cleaning of the imaging guides is recommended only as needed.

NOTE: Hold the imaging guides at the green tabs to avoid getting fingerprints on the imaging guides during the cleaning procedure.

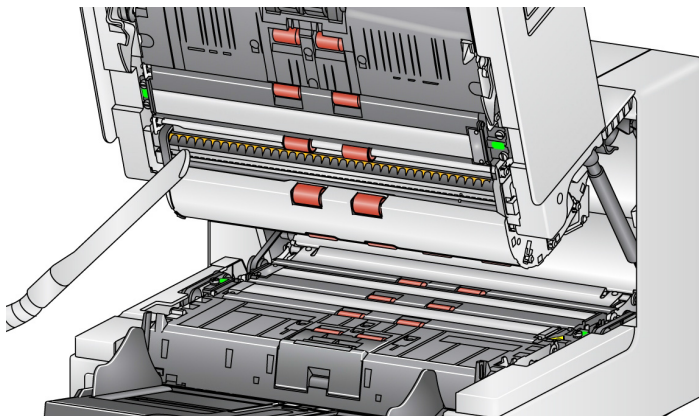
### Upper imaging guide

1. Power down the scanner.
2. Open the scanner cover.
3. Turn the screw to the left on each end of the upper imaging guide and remove it from its position. Carefully set the imaging guide aside.



4. Carefully vacuum the area between the LEDs.

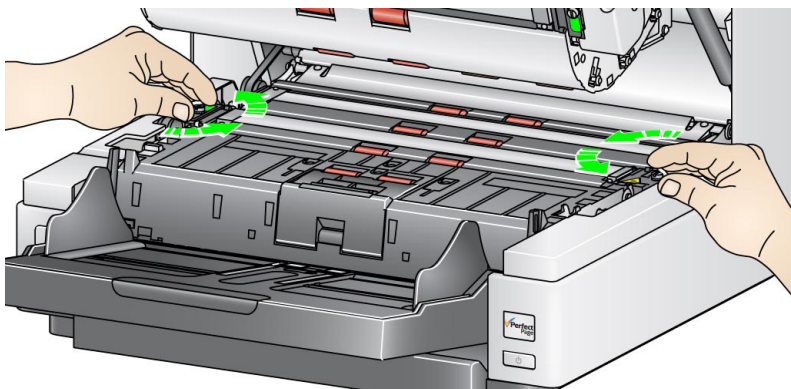
**IMPORTANT:** Avoid contact with the LEDs, as contact could cause damage. Do not insert any objects into the area between the upper LED strips, as you may damage the reflective mirrors in the scan module on the illumination system.



5. Clean both the top and bottom of the imaging guide thoroughly with a Staticide wipe or a “Step 1” Brillianize Detailer wipe.
6. Wipe the imaging guide again with an almost-dry Staticide wipe or a “Step 2” Brillianize Detailer wipe to remove any streaks.
7. Reinstall the upper imaging guide.

### Lower imaging guide

8. Turn the screw to the left on each end of the lower imaging guide and remove it from its position. Carefully set the imaging guide aside.



9. Carefully vacuum the area between the LEDs.

*IMPORTANT: Avoid contact with the LEDs, as contact could cause damage. Do not insert any objects into the area between the upper LED strips, as you may damage the reflective mirrors in the scan module on the illumination system.*

10. Clean both the top and bottom of the lower imaging guide thoroughly with a Staticide wipe or a “Step 1” Brilliantize Detailer wipe.
11. Wipe the imaging guide again with an almost-dry Staticide wipe or a “Step 2” Brilliantize Detailer wipe to remove any streaks.
12. Reinstall the lower imaging guide.
13. Close the scanner cover.
14. When finished with all cleaning procedures, turn on the scanner.

### 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 elevator in landscape orientation with the adhesive side up.
4. Use the **Count Only** option from the Diagnostics menu on the Operator Control Panel to run the sheet through the scanner.
5. Remove the transport cleaning sheet from the output tray and place it in the center of the input elevator in landscape orientation with the adhesive side down and rescan.

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

### Final cleaning steps

When you have finished running the transport cleaning sheet:

1. Power down the scanner.
2. Open the scanner cover.
3. Wipe the exposed side of the upper and lower imaging guides with a lint-free cloth.
4. 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.

***IMPORTANT:**Power down the scanner before opening the scanner to replace parts.*

- **Feed module tires and separation roller 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. Change all of the tires on the feed module and separation roller at the same time.
- **Feed module and separation roller** — it is recommended that you install a new feed module and separation roller every 4th tire change. Install a new feed module and separation roller at the same time.
- **Pre-separation pad** — it is recommended that you change the pre-separation pad at least as often as you change the feed module/separation roller tires.
- **Imaging guides** — replace when the imaging guides are heavily scratched and defects show in the image.

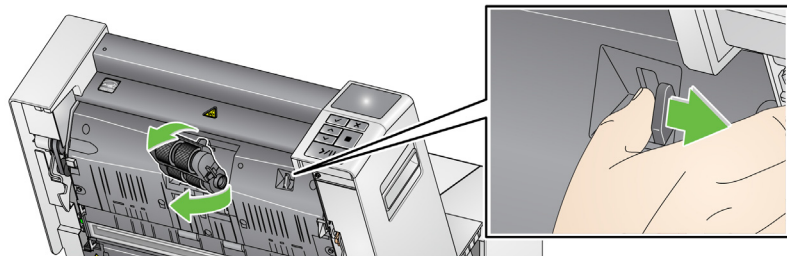
### Replacing the feed module or feed module tires

#### Releasing the feed module

There are two methods of releasing the feed module.

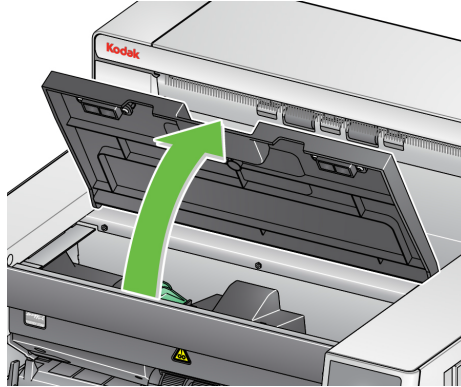
##### Method 1:

1. Power down the scanner.
2. Press the release tab to the right to release the feed module from the scanner.

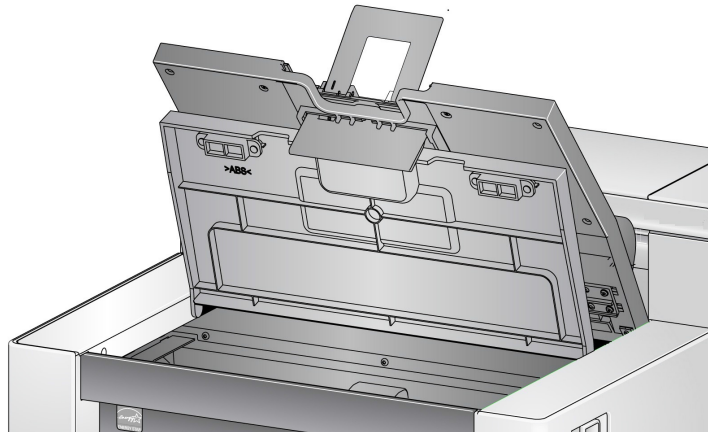


**Method 2:**

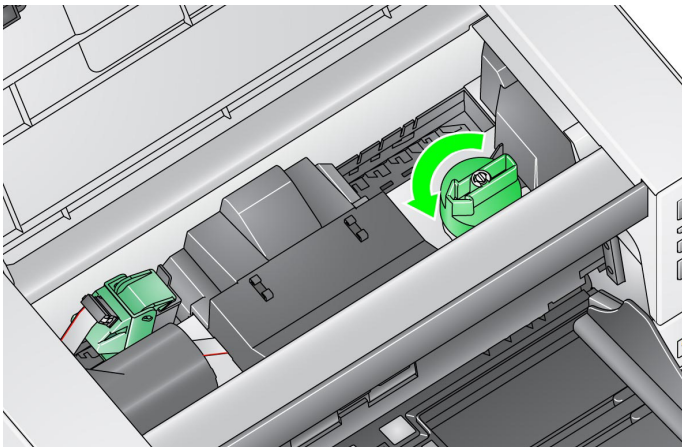
1. Power down the scanner.
2. Remove the output tray.
3. Lift up and open the printer access cover.



NOTE: If you do not want to remove the output tray, you can lift the front of the output tray, then lift the printer access cover and position the printer access cover behind the height adjustment tab.

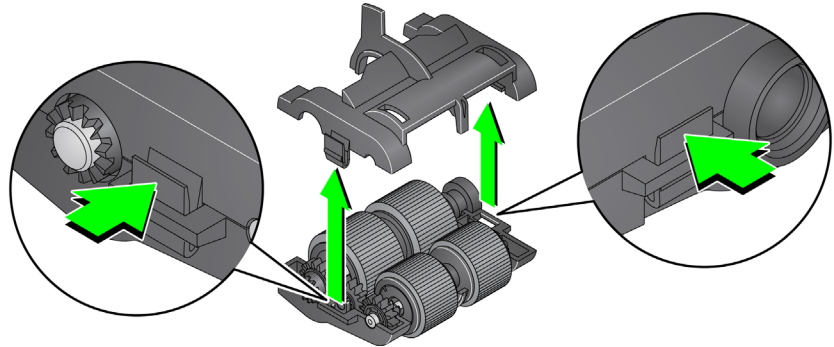


4. Turn the feed module release knob and release the feed module.

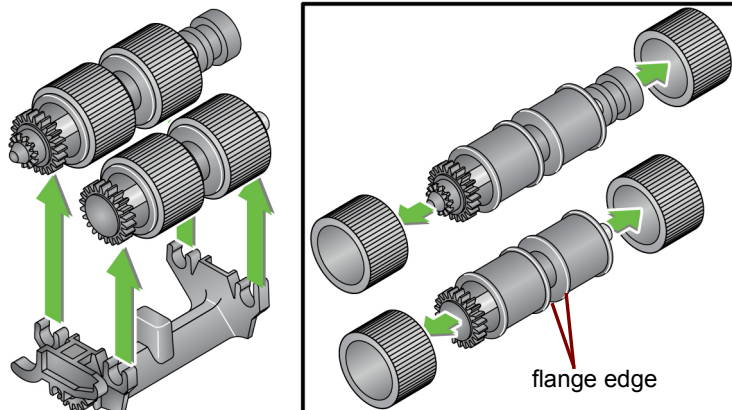


## Replacing the feed module tires

5. If you are replacing the entire feed module, go to Step 11. If you are replacing the tires, proceed with Step 5.
6. 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.



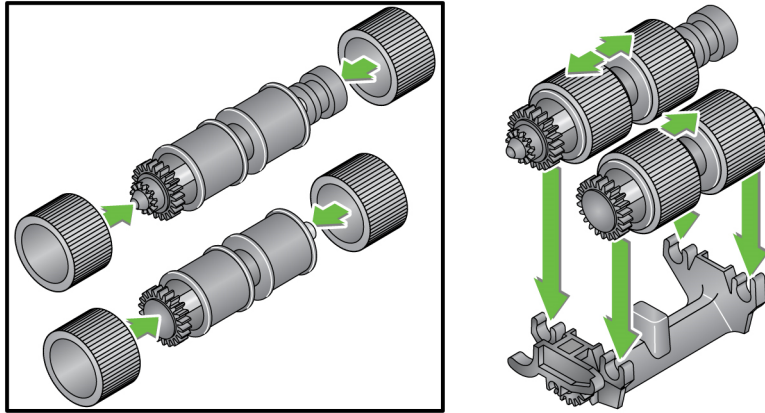
7. Remove both core assemblies.
8. Replace each tire by sliding the tire off the core.



9. Install each new tire by gently pulling it over the core. The tires do not need to be installed in any specific orientation. Make sure that the tires are fully aligned with the flange edge. If they are improperly aligned, premature wear of the tires may occur.

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

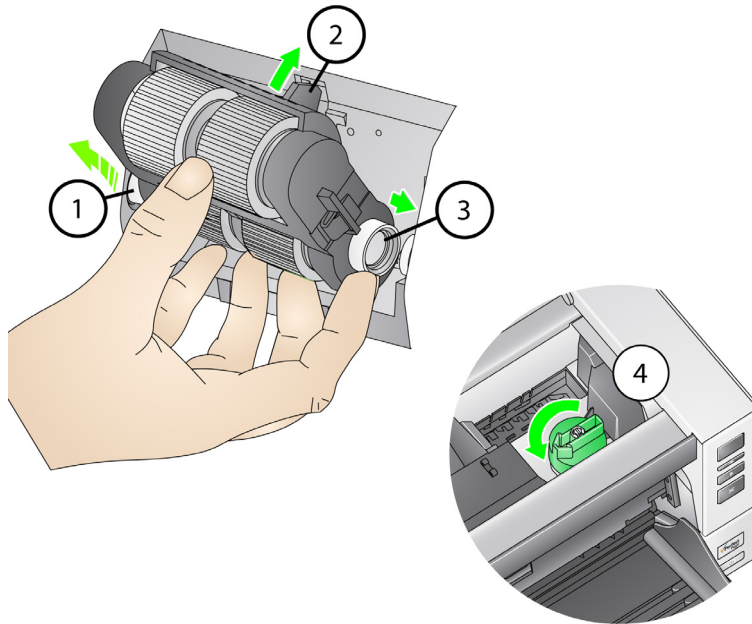
10. Replace each core assembly in the lower feed module housing and align the tabs on the upper housing with the slots on the lower housing.



11. Press the upper and lower housings together until they snap into place.

### Replacing the feed module

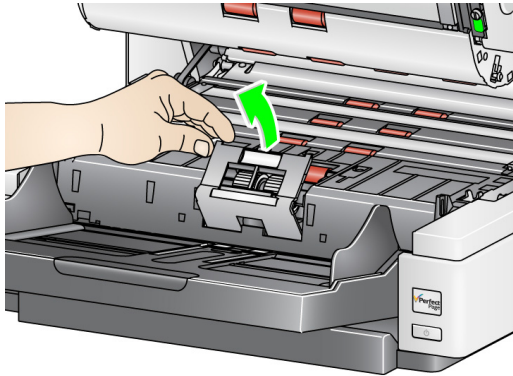
12. Insert the pin on the left side of the feed module with the rod (1); align the upper tab with the slot (2); align the pin on the right side of the feed module with the rod (3) and turn the green feed module release knob (4) to re-engage the feed module. Verify that the feed module is securely in place and moves freely after you install it.



13. If you released the feed module using Method 2, close the scanner cover and the printer access cover.
14. Reinstall the output tray.

## Replacing the separation roller or separation roller tires

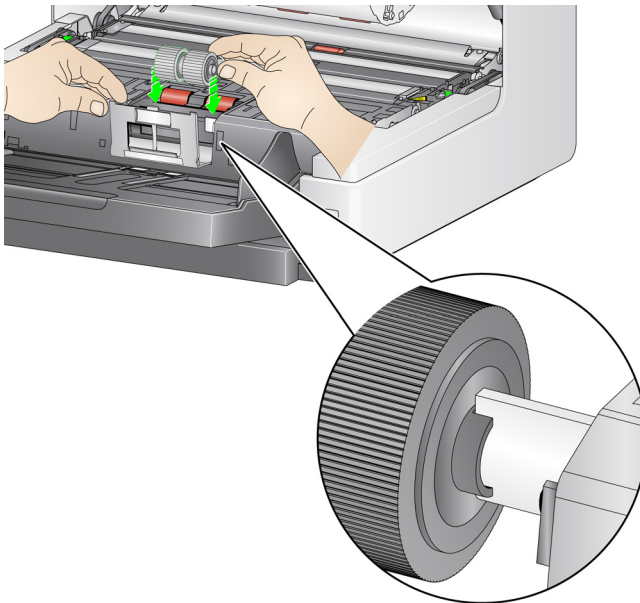
1. Power down the scanner.
2. Open the scanner cover.
3. Pull the separation roller cover forward and remove the separation roller.



**NOTE:** The separation roller cover is spring-loaded. Hold the separation roller cover back until you remove the separation roller, then gently lower the roller cover back in place.

If you want to replace the separation roller, do Steps 4 and 5. If you want to replace the separation roller tires, go to Step 6.

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



5. Gently lower the roller cover back in place and close the scanner cover.

To replace the tires:

6. Replace each tire by sliding the tire off the core.
7. Install each new tire by gently pulling it over the core.

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

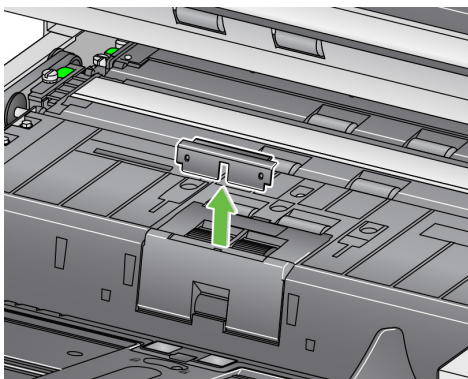
8. Reinstall the separation roller. Be sure to line up the slots on the separation roller with the holders.
9. Gently lower the roller cover back in place.
10. Close the scanner cover.

## Replacing the pre-separation pad

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

1. Power down the scanner.
2. Open the scanner cover.
3. Remove the pre-separation pad by lifting the pad up and out of position.

NOTE: The pre-separation pad fits snugly in place; therefore, a little force may be required to remove it.



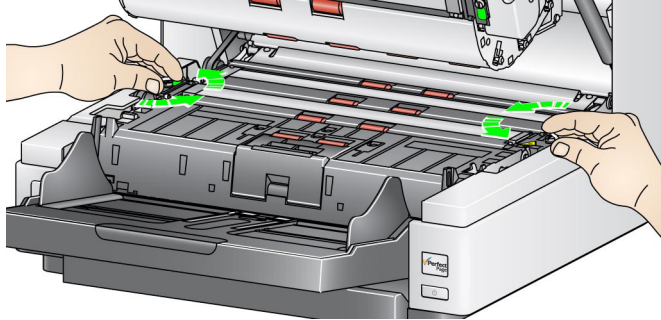
4. Install the new pre-separation pad. Be sure it snaps into place.
5. Close the scanner cover.

## Replacing the imaging guides

The imaging guides should be replaced when they are heavily scratched and defects show in the image.

1. Power down the scanner.
2. Open the scanner cover.
3. Loosen the screws on each end of the lower imaging guide and remove it from its position.

NOTE: Handle the imaging guides carefully so as to not put fingerprints on the guides.

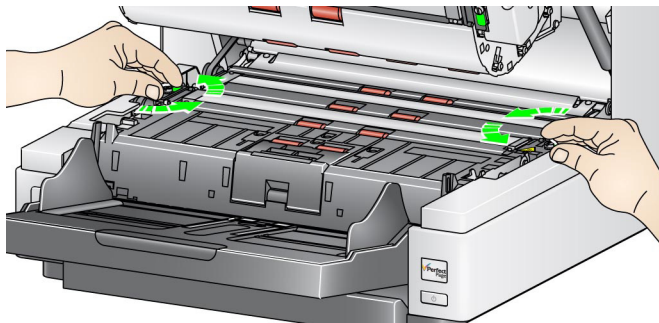


4. Install the new imaging guide and tighten the screws to secure the imaging guide.
5. Repeat Steps 3 and 4 to replace the upper imaging guide.
6. Close the scanner cover.

## Replacing the Flippable White Background strip(s)

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

1. Power down the scanner.
2. Open the scanner cover.
3. Loosen the two screws on each end of the lower background strip and remove it from its position.



4. Disconnect the background strip connector.
5. Connect the new background strip connector with the cable. Be sure it is securely in place.
6. Install the new background strip and tighten both screws on each side to secure the background strip.
7. Repeat Steps 3 - 6 to replace the upper background strip.
8. Close the scanner cover.

## Supplies and consumables

Items and catalog numbers are subject to change. Contact your scanner supplier to order supplies.

| <b>Supplies/Consumables</b>   | <b>CAT No.</b> |
|---|----------------|
| <i>Kodak</i> Feeder Consumables Kit                                   | 832 7538       |
| <i>Kodak</i> Extra-Large Feeder Consumables Kit                       | 838 7938       |
| <i>Kodak</i> Extra-Extra-Large Feeder Consumables Kit Series Scanners | 146 2415       |
| <i>Kodak</i> Imaging Guide Set (without Enhanced Printer)             | 834 8054       |
| <i>Kodak</i> Imaging Guide Set (with Enhanced Printer)                | 871 4438       |
| <i>Kodak</i> Flippable White Background (without Enhanced Printer)    | 166 7641       |
| <i>Kodak</i> Flippable White Background (with Enhanced Printer)       | 161 2605       |
| <i>Kodak Digital Science</i> Transport Cleaning Sheets (qty 50)       | 169 0783       |
| <i>Kodak</i> Roller Cleaning Pads (qty 24)                            | 100 2716       |
| Staticide Wipes for <i>Kodak</i> Scanners (qty 144)*                  | 896 5519       |
| Brilliance Detailer Wipes / for <i>Kodak</i> Scanners                 | 826 6488       |
| <i>Kodak</i> Printer Ink Blotters                                     | 840 5425       |
| Enhanced Printer Black Ink Cartridge                                  | 818 3386       |
| Enhanced Printer Red Ink Cartridge                                    | 159 6832       |
| <b>Accessories</b>  |                |
| 66.04 cm (26 in.) document extenders (qty 1 per box)                  | 183 3946       |
| 76.2 cm (30 in.) document extenders (qty 1 per box)                   | 162 6803       |
| 86.36 cm (34 in.) document extenders (qty 1 per box)                  | 149 8476       |
| <i>Kodak</i> Feeder Kit for Ultralightweight Paper                    | 844 5280       |
| Enhanced Printer Accessory  | 121 8940       |
| <i>Kodak</i> A3 Flatbed Accessory                                     | 189 4351       |
| <i>Kodak</i> Legal Flatbed Accessory                                  | 119 9470       |

\* Staticide wipes are not available in all countries.



# 6 Troubleshooting

## Problem solving

Use the chart below as a guide to check possible solutions to problems you may encounter when using the *Kodak i4250*, *i4650* and *i4850* Scanner.

| Problem   | Possible Solution   |
|---|---|
| Documents are jamming or multiple documents are feeding | <p>Make sure that:</p> <ul style="list-style-type: none"><li>• all documents meet recommendations for size, weight, and type, etc. as outlined in the section entitled, “Getting your documents ready to scan” in Chapter 3.</li><li>• all staples and paper clips have been removed from the documents.</li><li>• all rollers and tires are clean and the separation roller and feed module are properly installed and replace if needed. See the procedures in Chapter 5, <i>Maintenance</i>.</li></ul> <p><b>To remove a document jam:</b></p> <ul style="list-style-type: none"><li>• Remove any documents from the feeder area.</li><li>• Open the scanner cover.</li><li>• Locate the jammed document(s) and remove it.</li><li>• Close the scanner cover and resume scanning.</li></ul>  |
| Long documents are not feeding or are jamming           | <ul style="list-style-type: none"><li>• Verify that the <i>Document Management: Maximum Length</i> option on the Device-General tab (TWAIN Datasource) or the <b>Longest Document</b> option on the Scanner tab (ISIS Driver) is set to longer than the longest document being scanned. The default is 43.2 cm (17 inches).</li><li>• Make sure the input elevator and output tray extenders are pulled out to provide support for long documents or use the optional document extenders.</li></ul>   |
| The scanner will not scan/feed documents                | <p>Make sure that:</p> <ul style="list-style-type: none"><li>• the power cord is plugged in and the power is on.</li><li>• the power button has been pushed on and the green LED is lit.</li><li>• the scanner cover is completely closed.</li><li>• documents are making contact with the feed module and are covering the paper present sensor.</li><li>• the last document in the stack does not have black in the area covering the paper present sensor in the input elevator.</li><li>• documents meet specifications for size, weight, and type, etc.</li><li>• for thicker documents, toggle the gap release toggle switch during feeding.</li><li>• you check the feed module and separation roller for signs of wear, and replace these parts if necessary.</li></ul> <p>You can also power the scanner down and power it up again.</p> |

| Problem   | Possible Solution   |
|---|---|
| Image quality is poor or has decreased                              | Make sure that the scanner and imaging guides are clean and not damaged. Refer to Chapter 5, <i>Maintenance</i> .   |
| "False" paper jams or multifeeds are occurring                      | <ul style="list-style-type: none"> <li>• Make sure that the transport area is clean.</li> </ul>   |
| 35.6 cm (14 in.) or longer documents are not feeding or are jamming | <ul style="list-style-type: none"> <li>• Verify that the <i>Document Management: Maximum Length</i> option on the Device-General tab (TWAIN Datasource) or the <b>Longest Document</b> option on the Scanner tab (ISIS Driver) is set to longer than the longest document being scanned. The default is 43.2 cm (17 inches).</li> <li>• Make sure the input elevator and output tray extenders are pulled out to provide support for long documents or use the optional document extenders</li> </ul> |
| Scanner is running slow   | <ul style="list-style-type: none"> <li>• Your PC may not meet the minimum requirements for the scanner.</li> <li>• Some image processing functions will reduce scanner speed.</li> <li>• Resolution (dpi) setting may be set too high.</li> <li>• Your virus software may be scanning all TIFF or JPEG files.</li> <li>• Ensure you are scanning to a local drive.</li> </ul>   |
| Documents are skewed during scanning                                | <p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the input elevator side guides are adjusted to fit the documents being fed.</li> <li>• the gap release is set correctly.</li> <li>• documents are being fed perpendicular to the feed module.</li> <li>• all staples and paper clips have been removed from the documents.</li> <li>• the feed module, separation roller, and drive rollers are clean and not damaged.</li> <li>• the scanner cover is firmly closed.</li> </ul>      |
| Scanner pauses excessively during scanning                          | <p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the host computer meets minimum requirements for scanning.</li> <li>• there is enough free space on the hard disk drive.</li> <li>• all other applications are closed.</li> <li>• you are using a USB 2.0 or USB 3.0 connection.</li> </ul> <p>You can also try changing the scanning options (compression, etc.) in your scanning application.</p>   |
| Roller marks or streaks appear on documents after scanning          | Clean the feed module, separation roller and tires. Refer to Chapter 5, <i>Maintenance</i> .  |
| Vertical lines appear on the image                                  | <ul style="list-style-type: none"> <li>• Clean the imaging guides. Refer to Chapter 5, <i>Maintenance</i>.</li> <li>• Enable the <b>Streak Filter</b> option or increase the aggressiveness.</li> </ul>   |
| Documents are multifeeding  | <p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the leading edges of all batched documents are centered in the feeder so that each document will come in contact with the feed rollers.</li> <li>• the feed module and separation roller tires are clean and not worn.</li> <li>• documents with an unusual texture or surface are fed manually.</li> <li>• the gap release toggle switch is not pushed in.</li> </ul>  |

## Indicator lights

**Steady red then flashing green** — the scanner is powering up.

**Steady green:** the scanner is scanning, paused or idle.

**Fast flashing green:** the scanner is downloading firmware.

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

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

After you power up the scanner, the red and green indicator lights flash. After approximately 14 seconds, both lights go out. When the green indicator light comes back on, the scanner is ready to begin scanning. However, the host computer may require several seconds to detect the scanner.

## Upgrading software

Kodak Alaris frequently updates drivers and firmware to correct issues and add new features. If you are experiencing errors, you should upgrade to the latest driver before contacting Service.

Go to: [www.kodakalaris.com/go/IMsupport](http://www.kodakalaris.com/go/IMsupport), access **i4x50 Software and Drivers** and download the most recent upgrade.

## Contacting Service

1. Visit [www.kodakalaris.com/go/IMcontacts](http://www.kodakalaris.com/go/IMcontacts) to obtain the most current phone number for your country.
2. When calling, 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

|   |   |
|---|---|
| <b>Scanner Type/Speed</b>   | <ul style="list-style-type: none"> <li>• i4250 Scanner: duplex color scanner with an automatic document feeder, 110 pages per minute (landscape) at 200/300 dpi; black and white, grayscale and color.</li> <li>• i4650 Scanner: duplex color scanner with an automatic document feeder, 130 pages per minute (landscape) at 200/300 dpi; black and white, grayscale and color.</li> <li>• i4850 Scanner: duplex color scanner with an automatic document feeder, 150 pages per minute (landscape) at 200/300 dpi; black and white, grayscale and color.</li> </ul> |
| <b>Scanning Technology</b>  | CCD   |
| <b>Output Resolutions</b>   | 100, 150, 200, 240, 250, 300, 400, 500 and 600 dpi  |
| <b>File Format Outputs and Destinations</b>                           | TIFF and JPG ( <i>Kodak Capture Pro Software Limited Edition</i> ), TIFF/Multi-page PDF, RTF, TXT, Searchable PDF, PDF-A, Email, Printer, Microsoft SharePoint Server and Microsoft Word files, network folders and drives.   |
| <b>Scan Area</b>  | Scans up to 30.5 x 914.4 cm (12 x 360 inches).  |
| <b>ADF Capacity</b>   | 500 sheets  |
| <b>Recommended Daily Volume</b>                                       | <b>i4250:</b> up to 40,000 pages per day<br><b>i4650:</b> up to 75,000 pages per day<br><b>i4850:</b> up to 125,000 pages per day   |
| <b>Illumination</b>   | White LEDs  |
| <b>Electrical Requirements</b>  | 100 - 240 V (international), 50/60 Hz   |
| <b>Scanner Dimensions</b>   | <b>Height:</b> 34.79 cm (13.7 in.)<br><b>Width:</b> 48.9 cm (19.2 in.)<br><b>Depth:</b> 46.73 cm (18.4 in.) - with tray closed<br><b>Depth:</b> 61.30 cm (24.1 in.) - with tray open  |
| <b>Scanner Weight</b>   | 30.4 kg (67 lb.)  |
| <b>Host Connection</b>  | USB 3.1 Certified SuperSpeed  |
| <b>Operating Temperature</b>  | 15°C to 35°C (59°F to 95°F)   |
| <b>Humidity</b>   | 15 to 80% relative humidity   |
| <b>Environmental Factors</b>  | Energy Star qualified scanners  |
| <b>Power Consumption - Scanner</b>                                    | Sleep mode: <1.5 watts<br>Imaging: <130 watts<br>Off: <0.5 watt   |
| <b>Acoustic Noise</b><br>(Sound Pressure Level) at Operator Position) | <b>Scanning:</b> less than 63 dB(A)<br><b>Standby:</b> less than 40 dB(A)   |
| <b>Electrical rating</b>  | 1/N/PE ~ 100 -240 VAC 1.4 - 0.6A 50/60 Hz   |

## System requirements

Following is the recommended system configuration to run *Kodak* i4250, i4650, i4850 Scanners.

- PC: Intel Core i5 (Sandy Bridge or newer), running at 2.7 GHz or higher
- USB port 3.0 (Super Speed) or 2.0 (High Speed)
- 4 GB RAM or more
- Supported operating systems:
  - Microsoft Windows Vista; SP1 (32-bit)
  - Microsoft Windows Vista x64 Edition
  - Microsoft Windows 7 (32- and 64-bit)
  - Microsoft Windows 8 (32-bit and 64-bit)
  - Microsoft Windows 8.1 (32- and 64-bit)
  - Microsoft Windows 10 (32- and 64-bit)
- Linux Ubuntu 14.4, 16.04 LTS

### Included Drivers:

- Windows operating systems: TWAIN, ISIS, WIA

# Appendix B Warranty - US and Canada only

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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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.kodakalaris.com/go/IM)

For Service Program Information

Website: [www.kodakalaris.com](http://www.kodakalaris.com)

Phone: (800) 822-1414



