



**Kodak**

# Scan Station 500 & Scan Station 520EX

Administrator's Guide

# Safety

---

- Place the *Kodak Scan Station 500* on a level work surface capable of supporting 13.6 kgs (30 lbs).
- When placing the Scan Station, make sure that the electrical power outlet is located within 1.52 metres (5 feet) of the Scan Station and is easily accessible.
- When relocating the Scan Station, it is recommended that two people lift the Scan Station and use safe lifting techniques.
- Do not install the Scan Station in a location subject to dust, humidity or steam. This may cause electrical shock or a fire. Only use the Scan Station indoors in a dry location.
- 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 Scan Station requires a dedicated and properly grounded power outlet. Do not use an extension cord or power strip with the Scan Station.
- Leave sufficient space around the power outlet so it can be easily unplugged in case of an emergency.
- Do not use the Scan Station if it becomes inordinately hot, has a strange odor, emits smoke, or makes unfamiliar noises. Immediately stop the Scan Station and disconnect the power cord from the power outlet. Contact Kodak Service.
- Do not disassemble, service or modify the Scan Station except as explained in the User's Guide.
- Do not move the Scan Station 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 Scan Station.
- Follow the Kodak recommended cleaning procedures. Do not use air, liquid or gas spray cleaners. These cleaners displace dust, dirt and debris to other locations within the scanner, which may cause the Scan Station to malfunction.
- Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak website at: [www.kodak.com/go/msds](http://www.kodak.com/go/msds). When accessing the MSDSs from the website, you will be required to provide the catalog number of the consumable you want the Material Safety Data Sheet for.

## Environmental information

- The *Kodak Scan Station 500* is 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 locally for more information.
- For recycling or reuse information, contact your local authorities, or in the USA, go to: [www.kodak.com/go/recycle](http://www.kodak.com/go/recycle).
- The product packaging is recyclable.
- Parts are designed for reuse or recycling.



## 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 representative or refer to [www.kodak.com/go/recycle](http://www.kodak.com/go/recycle) for additional information on the collection and recovery programs available for this product.

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

## Battery Information

This product contains a Lithium Ion button cell battery. This battery can only be removed or replaced by a qualified Service Engineer.

## 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).]

phase est de 230 V.

## EMC statements

**United States:** This equipment has been tested and found to comply with the limits for a Class A digital device pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. 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. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

**European Union:** WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

**Japan:** This is a Class A product based on the standard of the Voluntary Control Council for interference by information Technology Equipment (VCCI). If this is used in a domestic environment, radio disturbance may arise. When such trouble occurs, the user may be required to take corrective actions.

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A情報技術装置です。この装置を家庭環境で使用すると電波障害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

**Taiwan:** WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

### 警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。

**Peoples Republic of China:** WARNING: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

### 声明，该产

此为A级产品，在生活环境中品可能会造成无线电干扰。在这种情况下，可能需要用户对其干扰采取切实可行的措施

**Korea:** Please note that this equipment has obtained EMC registration for commercial use. In the event that it has been mistakenly sold or purchased, please exchange it for equipment certified for home use.

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

**OVERVIEW 1-1**

**PRE-INSTALLATION CHECKLIST 2-1**

**SCAN STATION INSTALLATION AND CONFIGURATION 3-1**

**CONFIGURING SCAN SETTINGS FOR THE SCAN STATION 4-1**

**SETTING UP AND MANAGING DESTINATION GROUPS 5-1**

**ADMINISTRATION SPECIFICS 6-1**

**MAINTENANCE 7-1**

**TROUBLESHOOTING 8-1**

**GLOSSARY 9-1**

**APPENDICIES A – C**  
Specifications  
Supported Network Protocols  
Warranty

# 1 Overview

---

## Contents

Chapter summary .....	1-1
System requirements .....	1-2
What's in the box .....	1-2
Setting up the Scan Station.....	1-2
Scan Station components .....	1-3

The *Kodak* Scan Station 500 is designed as a walk-up device that requires no host PC or application software. It works with and uses an existing network and network shared services to communicate with other network devices or destinations. The Scan Station 500 is a capture solution that allows you to quickly send your documents via email, network, networked printers, USB flash drives or fax with a simple touch.

This Administrator's Guide provides the information you need to setup and administer the *Kodak* Scan Station 500 and *Kodak* Scan Station 520EX. For the purpose of this manual both models will be referred to as *Kodak* Scan Station 500. Any differences between these models will be noted.

## Chapter summary

**Chapter 1, Overview** — provides system requirements, instructions for setting up the Scan Station, and an overview of Scan Station components.

**Chapter 2, Pre-Installation Checklist** — fill in this Pre-Installation Checklist *before* you set up the Scan Station. It will save you time and make the setup procedures easier.

**Chapter 3, Scan Station Installation and Configuration** — provides installation and configuration procedures to get your Scan Station up and running.

**Chapter 4, Configuring Scan Settings for the Scan Station** — provides procedures for customizing scan settings and creating Setting Shortcuts and tasks.

**Chapter 5, Setting up and Managing Destination Groups** — provides information and procedures for setting up and managing your destination groups, (e.g., email addresses, network shares, printers).

**Chapter 6, Administration Specifics** — provides information about password-protecting and updating your Scan Station.

**Chapter 7, Maintenance** — provides cleaning and maintenance procedures.

**Chapter 8, Troubleshooting** — provides a problem solving chart that you should refer to before calling Kodak Support.

**Chapter 9, Glossary** — provides descriptions for terms used throughout this document.

**Appendices** — provides Scan Station specifications and information about supported network protocols.

## System requirements

The *Kodak Scan Station 500/520EX - Scanner Administration* which is installed on a separate PC, requires one of the following operating systems:

- Windows XP Service Pack 2 and 3
- Windows Vista, Service Pack 2
- Windows 7

All require Microsoft .Net 2.0 Framework and Microsoft Installer v3.0, which will automatically be installed if not detected.

## What's in the box

Before you begin open the box and check the contents:

- *Kodak Scan Station 500*
- Power cord bundle
- Portable USB flash drive
- Welcome Folio which includes:
  - Installation CDs:
    - Scanner Administration and Supporting Documentation
    - User Configuration Organizer and Supporting Documentation
  - Registration sheets
  - Printed User's Guide, English
  - Printed Administrator's Guide, English
  - Maintenance Reference Guide
  - User Reference Guide
  - Installation Guide
  - Country Contact sheet
  - Miscellaneous flyers

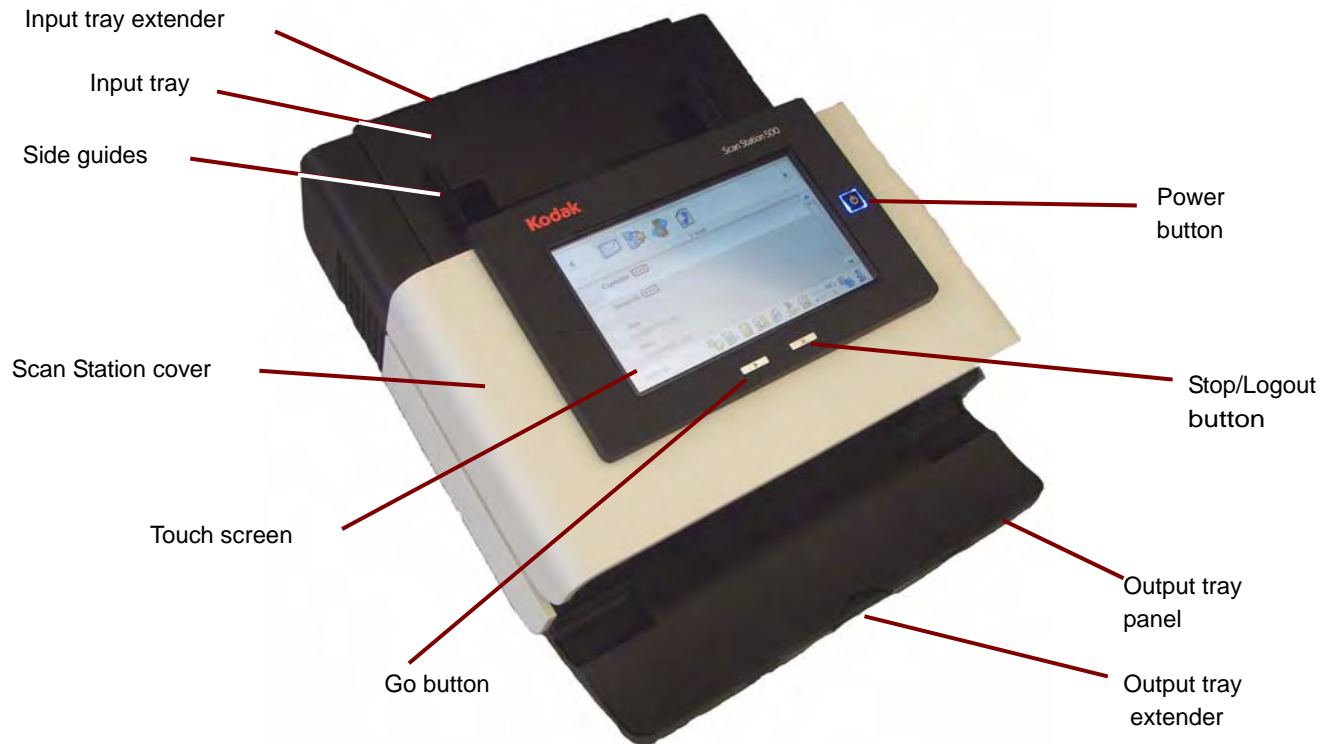
## Setting up the Scan Station

Carefully unpack the Scan Station 500 and place it on a clean, dry and level surface. Refer to the "Rear view" illustration later in this chapter for port locations.

1. Select the appropriate AC power cord and plug one end of the power cord into the power port of the Scan Station and the other end into the wall outlet.
2. Plug one end of the 10/100 Base T network cable (customer provided) into the Ethernet port of the Scan Station and plug the other end of the network cable into the network drop's wall outlet.
3. When the Scan Station is properly connected, press the power button and wait a few moments for the Scan Station to start up and display the application.
4. Proceed to Chapter 2, *Pre-installation Checklist* to review and gather the necessary configuration information before installing the *Kodak Scan Station 500/520EX - Scanner Administration* and creating your administrative configuration file.

## Scan Station components

### Front view



**Input tray extender** (*not shown*) — pull this extender out to accommodate document sizes over 8 1/2 x 11 inches (A4).

**Input tray** — holds up to 75 sheets of 75 g/m<sup>2</sup> (20 lb.) paper.

**Side guides** — slide the guides back and forth to accommodate document size.

**Scan Station cover** — provides access to the internal components for maintenance and clearing jams.

**Touch screen** — allows you to easily navigate through selections with a simple touch.

**Go button** — press to start scanning documents.

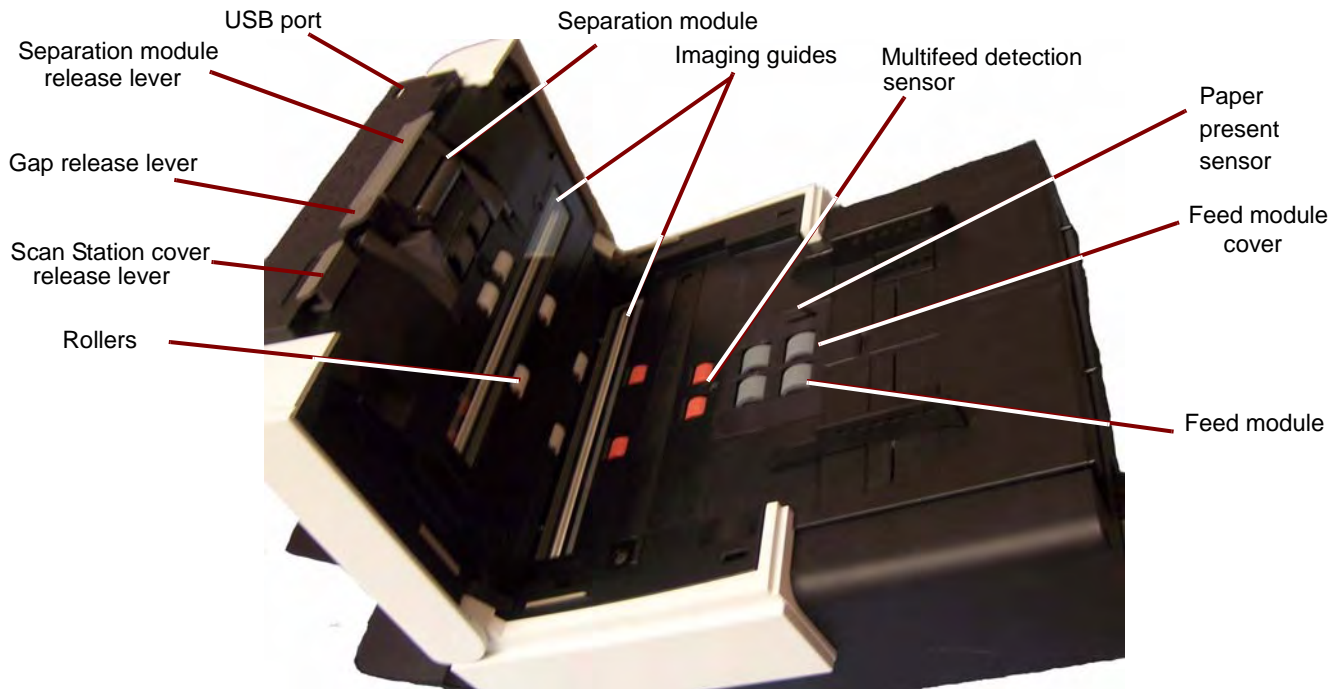
**Output tray extender**— pull this extender out when scanning documents longer than 11 inches (28 cm).

**Output tray panel** — covers the transport when not in use. When opened, collects the scanned documents. The Scan Station cover cannot be opened when the output tray panel is closed.

**Stop/Logout button** — press to cancel the current operation or return to the previous screen. At the end of a scan job, pressing the red X button will log the user off.

**Power button** — turns the power on and off. When the power is on, the LED is blue.

## Inside view



**USB port** — use this port to insert your USB flash drive.

**Separation module release lever** — push the release lever down to remove the separation module for cleaning or replacement.

**Gap release lever** — allows you to manually adjust the space between the feed module and separation module for documents that require special handling.

**Scan Station cover release lever** — opens the Scan Station to allow access to the paper path for cleaning or clearing a document jam.

**Feed module, separation module and rollers** — provides smooth document feeding and separation of various sizes, thicknesses and textures of documents.

**Imaging guides** — for optimum image quality, keep the imaging guides clean. There are two guides: one upper and one lower.

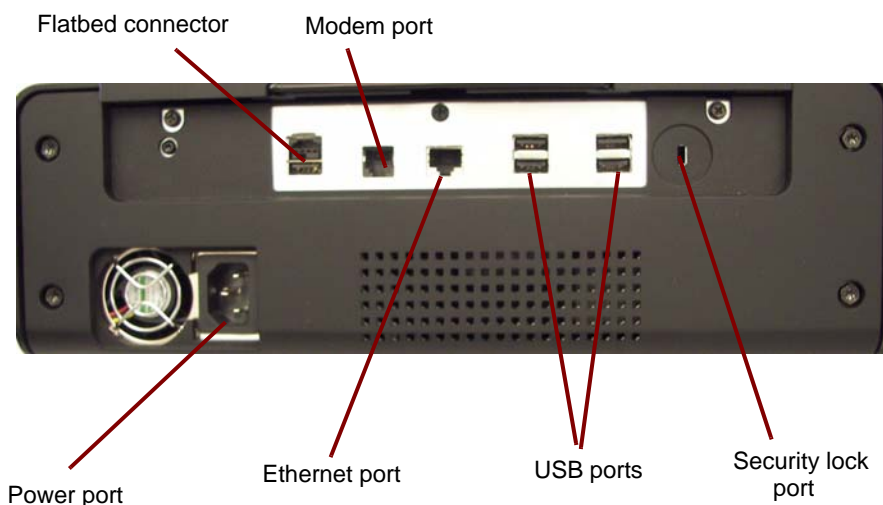
**Multifeed detection sensor** — detects if more than one document enters the paper path at a time.

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

**Feed module cover** — this cover needs to be removed when cleaning or replacing the feed module or feed module tires.



## Rear view



**Flatbed connector** — connects the optional A3 Flatbed Accessory to the Scan Station.

**Modem port** — connects the fax modem to a phone line.

**Power port** — connects the power cord to the Scan Station.

**Ethernet port** — connects the Scan Station to the network.

**USB ports** — connects peripheral devices (i.e., keyboard, mouse and other accessories) to the Scan Station.

**Security lock port** — connects a security lock to the Scan Station. 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 Pre-installation Checklist

It is recommended that you fill out this worksheet **before** configuring the *Kodak Scan Station 500*. This network information is needed to create an administrative configuration file to complete the installation. Locate any information you are unsure of before creating the administrative configuration file. If you have trouble filling out this worksheet, see the person who manages your network. See the section entitled, “Administrative and user configuration files” in Chapter 3 for more information.

NOTE: This installation shows what you will need to install the Scan Station as of the date of this document. As our products continue to improve, check the Kodak website ([to://www.Kodak.com/go/disupport](http://to://www.Kodak.com/go/disupport)) for the latest version.



**Language Settings** — found under the Settings button in the Configuration Organizer or Scan Station when using the KSS500 - Scanner Admin application.

Parameter Name	Description/Sample	Your Setting	Notes
Language	The application display language		Default: <b>English</b> .



**Device Settings** — found under the Settings button in the Configuration Organizer or Scan Station when using the KSS500 - Scanner Admin application.

Parameter Name	Description/Sample	Your Setting	Notes
Device Name	NETBIOS name of the Scan Station. <b>IMPORTANT: You will need the unique device name to add a Scan Station to the Scanner Administration application.</b> The Scan Station by factory default has its own unique name (e.g., OEMxxxxxxx)		<b>It is recommended that you do not change this setting.</b> Must be unique (up to 15 characters) on the network/subnet.
<b>IP Address Settings — Automatic</b>			
Automatic (DHCP)	This is the default.		If selected, the IP address, subnet mask, and DNS server of the Scan Station are set automatically by the DHCP server.
<b>IP Address Settings — Static</b>			
<b>Static (IPv4)</b> • IP Address (required)	Standard IPv4 address (e.g., 192.0.0.1) Scan Station's IP address		<b>Complete this and the other network sections only if you are not using DHCP.</b>
• Subnet Mask (required)	Scan Station's Subnet Mask (e.g., 255.255.255.0)		Only these numbers are allowed: 0, 128, 192, 224, 248, 252, 254 and 255.
• Default Gateway (required)	IP address of default gateway on the network		
• Preferred DNS Server (required)	IP address of domain name Server #1		If this number is incorrect, you may not be able to reach some network locations.
• Alternate DNS Server	IP address of the alternate domain name Server #2		
• Preferred WINS Server	IP address of Windows Internet Name Server #1		



**Device Settings (continued)** — found under the Settings button in the Configuration Organizer or Scan Station when using the KSS500 - Scanner Admin application.

Parameter Name	Description/Sample	Your Setting	Notes
• <b>Alternate WINS Server</b>	Alphanumeric IP address of Windows Internet Name Server #2		
<b>Device/Administrator Password</b>	Optional numeric password to restrict access to the Scan Station.		Entered via the virtual keyboard at each access. May be alpha or numeric characters up to 30 characters long.
<b>Default Credentials</b>			
• User Name	Account on the Microsoft Server 2000 or Server 2003 domain the Scan Station uses for access to the network devices and printers.		Novell eDirectory and Linux/Unix are not supported for login at this time. This is required to access shared folders and network printers.
• Password	Domain password for network user name (e.g., 1Df4781).		Must be a valid Microsoft format.
• Domain	Name of Microsoft Server 2003 or Server 2008 domain the network user name belongs to (e.g., Mycompany).		This is not necessarily the same as an Internet domain (company.com). For more on domain naming conventions, see <a href="http://support.microsoft.com/kb/909264/en-us">http://support.microsoft.com/kb/909264/en-us</a> .
<b>Remote Configuration</b>	Allows the Scan Station to be configured using a folder on the network.		Refer to Chapter 6 for more information.
<b>Volume</b>	Allows the administrator to set the volume level for the fax modem and sound playback.		
<b>Setup Wizard</b>	Allows the selection of configuration options (i.e., time, date, etc.) when connecting to the network.		



**Email Server Settings** — found under the Settings button in the Configuration Organizer or Scan Station when using the KSS500 - Scanner Admin application.

Parameter Name	Description/Sample	Your Setting	Notes
<b>SMTP Settings</b>			
• Server Address	Fully qualified domain name or IPv4 address of the SMTP server (e.g., smtp-server.company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the SMTP server.		Required for authenticated SMTP. NOTE: This is not necessarily the same as the credentials defined under <b>Device Settings</b> .
• Port	Default: 25		Only change if your email server communicates on an IP port that is <b>not</b> Port 25.
• TSL	Transport Layer Security		
• SSL	Secure Socket Layer		Typically unchecked. Check only if you are sure your email server requires it.
• Authentication Scheme	The specific SMTP Authentication Scheme used by your mail server.		Contact your corporate LAN administrator for more details on this setting.
<b>LDAP Settings</b>			
• Server Address	Fully qualified domain name or IPv4 address of the LDAP server (e.g., ldap-server.company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the LDAP server.		Required for authenticated LDAP. NOTE: This is not necessarily the same as the credentials defined under <b>Device Settings</b> .
• Port	Default: 389		Only change if your LDAP server communicates on an IP port that is <b>not</b> Port 389.
• Base DN	Base Distinguished Name		Contact your corporate LAN administrator for more details on this setting.
• Search Field Tag	Default: sn		
• Email Address Tag	Default: email		
• Full Name Field Tag	Default: display name		
• Search Results to Return	The maximum number of records to display (1 to 1000) when performing a search. Default: 50		
• Security Options	Allows you to set the Security Type and/or Certificate.		

LDAP Settings (continued)			
<b>Return Email Address</b>	This is the address that bounced emails are returned to (e.g., bounce@company.com). This address will also appear as the default "From" address when sending email.		Select a person who will receive notification that an email address could not be reached.
<b>Maximum Attachment Size</b>	1-99 MB Default: 99 MB		Email operations that create files larger than this will fail. <b>This should match the limitations defined by your email server.</b>



**Fax Settings** — found under the Settings button in the Configuration Organizer or Scan Station when using the KSS500 - Scanner Admin application.

Parameter Name	Description/Sample	Your Setting	Notes
<b>LDAP Fax Field Tag</b>	May be used to search for fax numbers stored in a corporate address box.		This field is not required.
Sender's Fax Number	This field is informational.		
Outside Line Prefix	The prefix a user needs to access an outside line.		A comma may be used to insert a "pause".
Modem Country Code	Displays a list of associated codes that configure the modem for use in the selected country.		
Incoming Fax Settings	Configures your Scan Station to receive incoming faxes.		<ul style="list-style-type: none"> <li>This option is only available if the administrator's Email ID is configured.</li> <li>See Chapter 3 for more detailed information.</li> </ul>
• Incoming Fax Folder	Enter a fully qualified path name to a network folder where faxes will be delivered.		
• Incoming Fax Printer	Select a network printer for incoming fax delivery.		
• Receive Fax	Allows faxes to be received at the configured device.		
Fax Notification	Enable to receive "success" or "failure" notification when a fax is sent.		
• Retries	The number of times the Scan Station will attempt to send a fax.		
• Retry Delay	The number of minutes the Scan Station will wait between attempts to send a fax.		

# 3 Scan Station Installation and Configuration

---

## Contents

Setup Wizard .....	3-2
Installing the <i>Kodak Scan Station 500/520EX</i> - Scanner Administration application .....	3-6
Menus .....	3-8
Toolbar .....	3-11
Network configuration options.....	3-12
Adding a Scan Station .....	3-12
Discovering devices .....	3-14
Modifying a Scan Station .....	3-15
Deleting a Scan Station.....	3-16
Changing a password .....	3-16
Administrative and user configuration files .....	3-17
Configuring your Scan Station .....	3-19
Language setting .....	3-20
Device settings.....	3-20
E-mail settings .....	3-24
SMTP settings.....	3-24
LDAP settings.....	3-27
Return E-mail address.....	3-30
Maximum attachment size.....	3-31
Fax settings.....	3-32
Transaction Log settings .....	3-38
Time settings.....	3-39
Date settings .....	3-40
Configuration options .....	3-41
Password protecting the configuration file .....	3-44
Saving your administrative configuration file.....	3-45
Uploading configuration settings.....	3-46
Loading configuration settings using the <i>KSS500</i> - Scanner Admin application .....	3-46
Uploading the configuration settings using a USB drive .....	3-46
Setting the Scan Station clock .....	3-47
Setting the Scan Station date.....	3-47

## Setup Wizard

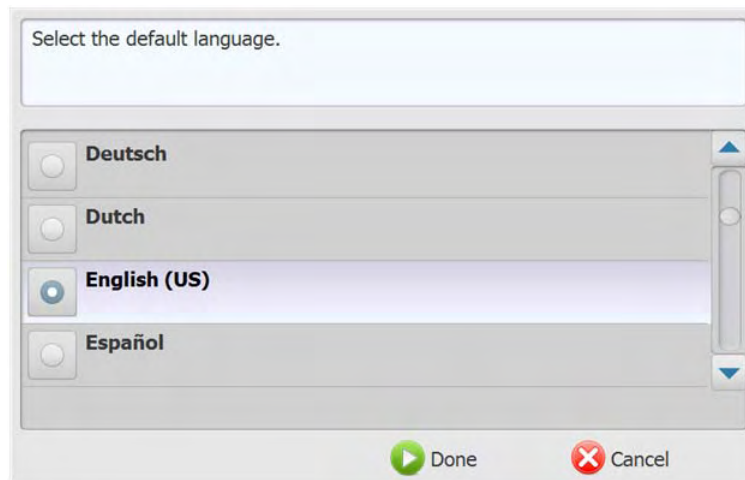
When the Scan Station 500 is turned on for the first time, the setup wizard automatically starts which provides a step-by-step procedure allowing you to select configuration options (i.e., time, date, etc.) when connecting to the network.

Other configuration options are also required for Scan Station setup (i.e., email and fax configurations, etc.); however, these options are setup using the KSS500 - Scanner Administration application. Procedures regarding these additional settings are explained in more detail later in this chapter.

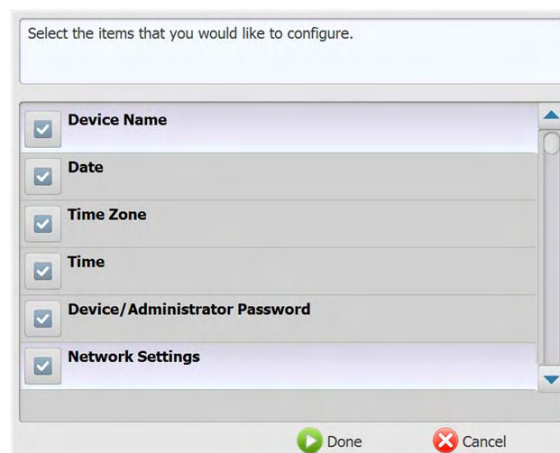
### NOTES:

- The procedures that follow are **only** for the first time you turn on your Scan Station.
- For detailed information regarding any of the following settings, see the section entitled, “Configuring your Scan Station” later in this chapter.
- If **Run the wizard at next boot-up** is enabled, the wizard will start at the next power up.

Upon startup the Language screen will be displayed.



1. Select the language that you want the Scan Station user interface to be display in, then click **Done**. The following screen will be displayed.

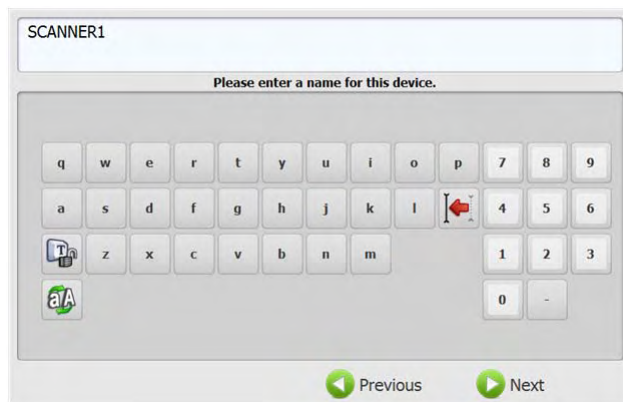


2. Select any of the options you want to configure:

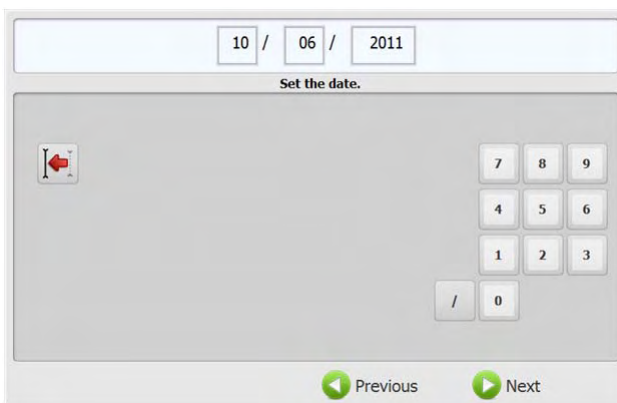
- **Device Name:** allows you to enter the device name.
- **Date:** allows you to set the date on the Scan Station.
- **Time Zone:** allows you to select the desired time zone.
- **Time:** allows you to set the time on the Scan Station.
- **Device/Administrator Password:** allows you to set a password that provides access to the Scan Station.
- **Network Settings:** allows you to configure the Scan Station's network address.

After you select the options you want to configure, click **Done** and the screen associated with the first selected option will be displayed.

3. If you selected **Device Name**, a keyboard will be displayed where you can enter the name of the device.



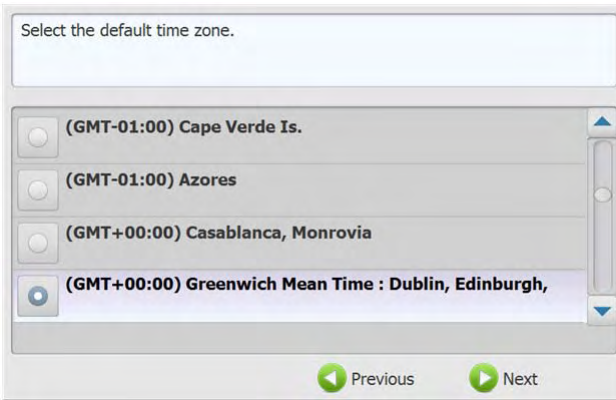
4. Click **Next**. If you selected **Date**, the Date screen will be displayed.



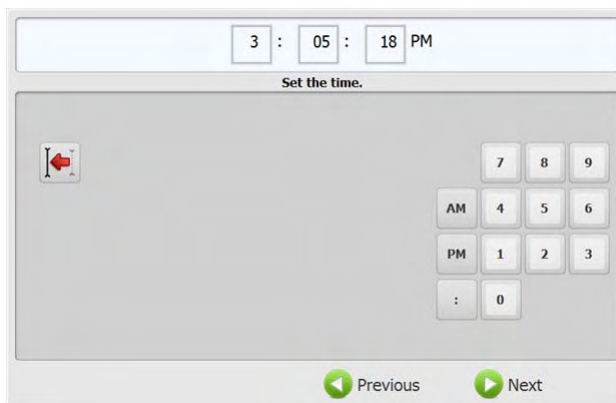
5. Enter the desired date and click **Next**.



If you selected **Time Zone**, the following screen will be displayed.



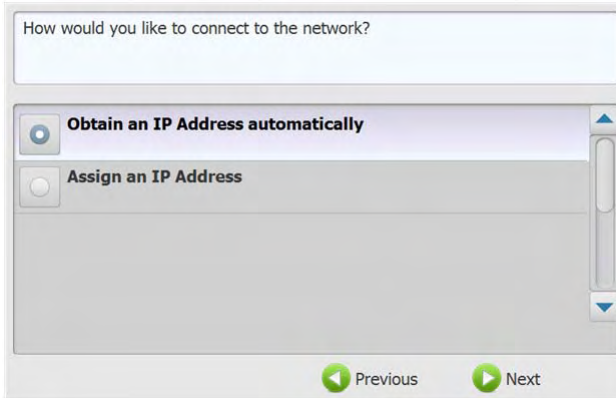
6. Select the desired time zone and click **Next**. If you selected **Time**, the following screen will be displayed.



7. Enter the desired time and click **Next**. If you selected **Device/Administrator Password**, the following screen will be displayed.



8. Enter the desired password and click **Next**. The following screen will be displayed.

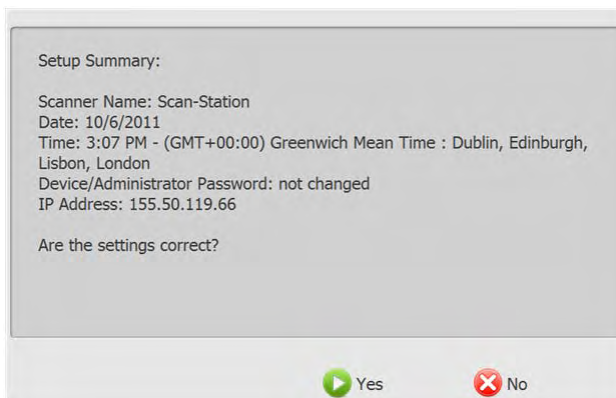


9. Select **Obtain an IP Address automatically** to use DHCP to obtain an IP address to connect to the network or **Assign an IP Address** to enable you to enter the desired IP address and click **Next**. The following screen will be displayed.



10. Enter the required **IP Address, Subnet Mask, Default Gateway, Preferred DNS Server** information and click **Done**.

A screen summarizing your settings will be displayed.



11. Click **Yes** to accept your selections.
12. When all desired setting have been made, continue with the Scan Station installation. See the next section, "Installing the *Kodak Scan Station 500/520EX* - Scanner Administration application".

## Installing the *Kodak* Scan Station 500/520EX - Scanner Administration application

You must install the KSS500 - Scanner Administration application (KSS500 - Scanner Admin) on a separate computer. The KSS500 - Scanner Admin application allows you to properly setup, configure and manage Scan Station 500 devices over a network in an efficient and productive manner. This application communicates with *Kodak* Scan Station 500 devices over the network; thereby minimizing individual access to multiple Scan Stations.

1. Insert the Installation CD titled, "Scanner Administration and Supporting Documentation" in the CD-ROM drive on the computer where the KSS500 - Scanner Admin application will be installed. The installation software starts up automatically.

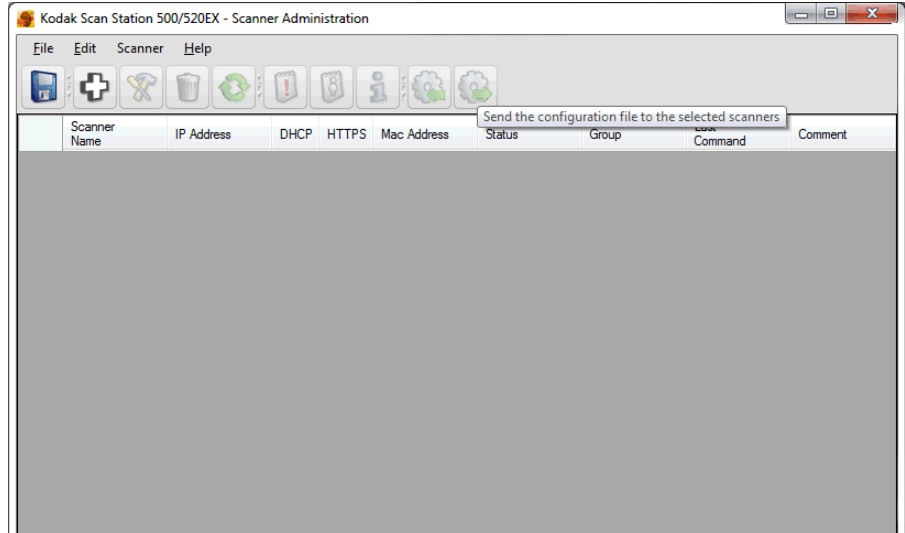
NOTE: If .NET Framework 2.0 and MSI 3.x is not already installed, the KSS500 - Scanner Admin application installer will install them before installing the KSS500 - Scanner Admin application.

2. Click **Next** when the *Kodak* Scan Station 500 splash screen is displayed.
3. Click **Next** when the Welcome screen is displayed.
4. Click **I Agree** after you have read and agreed with the terms of the Software License Agreement, then click **Next**.
5. When the Select Installation Folder screen is displayed, enter or browse to, the folder where you want to install the KSS500 - Scanner Admin application or keep the default setting. You may also install the application for **Everyone** or **Just Me** (yourself), then click **Next**.

NOTE: It is recommended that you accept the default settings.

6. Click **Next** on the Confirmation screen. The installation will start and several progress screens will be displayed.
7. Click **Close** when the installation is complete.
8. Remove the Installation CD from the CD-ROM drive.

9. After installing the application, the *Kodak Scan Station 500/520EX - Scanner Admin* main screen will be displayed.



NOTE: The KSS500 - Scanner Admin main screen contains the specific data to identify and connect to Scan Stations on a network.

**Scanner Name** — displays the name assigned to the Scan Station.

**IP Address** — displays the IP address that is associated with the Scan Station.

**DHCP** — if the Scan Station is configured to retrieve the IP address using DHCP this field will be checked, if the Scan Station is configured to statically retrieve the IP address, this field will be blank.

**HTTPS** — select **On** if you want the Scan Station to use a secure connection to communicate.

**Mac Address** — displays the unique identifier of the network adapter.

**Status** — displays the current status of the Scan station (i.e., idle, scanning, updating, rebooting, etc.).

NOTE: When you press F5, the status of the registered scanners will be refreshed.

**Group** — displays the group (i.e., location) that the Scan Station is part of. This is set up when adding a scanner. To change this information, click in the *Group* field and enter the desired information.

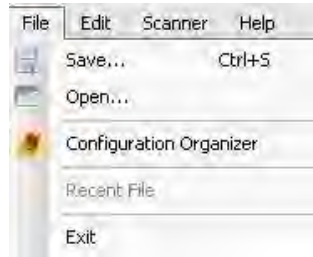
**Last Command** — displays the last command that was issued by the administrator including the date, time and the success or failure of the action performed.

**Comments** — any comments added by the administrator when a Scan Station is added will be displayed in this column. To change this information, click in the *Comments* field and enter the desired information.

## Menus

The KSS500 - Scanner Admin application provides the following menus: File, Edit, Scanner and Help.

**File menu** — the File menu provides these options:



**Save** — displays the Save as dialog box which allows you to select a file name and directory to save the Scan Station identification data in an xml file format.

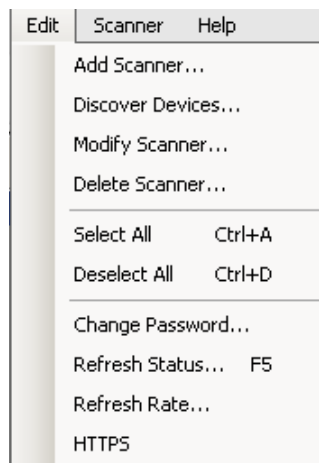
**Open** — displays the Open dialog box which allows you to open a previously saved Scan Station identification xml file format.

**Configuration Organizer** — displays the Configuration Organizer application.

**Recent File** — lists the most recently accessed xml files which hold the Scan Station(s) information such as Device Name, IP address, Groups and comments.

**Exit** — closes the KSS500 - Scanner Admin application.

**Edit menu** — the Edit menu provides these options:



**Add Scanner** — displays the Add Scanner dialog box, which allows you to register Scan Stations that you want to manage remotely.

**Discover Devices** — allows you to scan a range of IP addresses and automatically register any Scan Station within that range that responds to the request.

**NOTE:** Any Scan Station that has had its password changed will not respond to the discovery request.

**Modify Scanner** — allows you to rename the selected Scan Station and set network settings.

**Delete Scanner** — deletes the selected Scan Station(s).

**Select All** — allows you to select all the Scan Stations that have been added; you can also press Ctrl+A to select all Scan Stations.

**Deselect All** — allows you to deselect all the Scan Stations that are currently selected; you can also press Ctrl+D to deselect all Scan Stations.

**Change Password** — displays the Change Password dialog box which allows you to change the connection password to the Scan Station.

**Refresh** — displays the current state of the Scan Station:

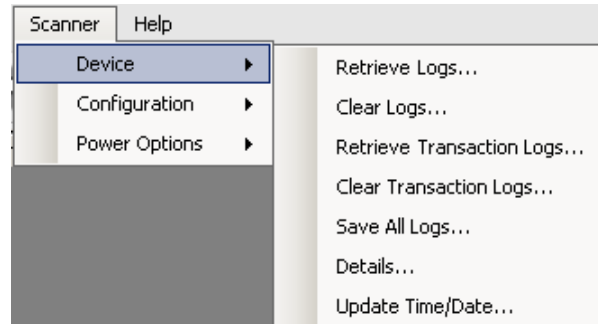
- **Idle** — currently active on the network.
- **Scanning** — Scan Station is scanning.
- **Processing images** — the Scan Station is processing images (i.e., converting images to PDF).
- **Sending e-mail** — the Scan Station is sending an e-mail.
- **Saving** — images are being saved to a USB drive, network folder, FTP site, or a SharePoint or Evernote site.
- **Printing** — the Scan Station is printing images.
- **Scan Completed** — the Scan Station has successfully completed the scanning session. When **Done** is selected, the Scan Station will go into *Idle* state.
- **Error** — the Scan Station failed to complete the scanning session. When **Done** is selected, the Scan Station will go into *Idle* state.
- **Cancelled** — the scanning session has been cancelled. After the inactivity time period has been reached, the Scan Station will go into *Idle* state.
- **Preview** — the Scan Station is in the *Preview* state.
- **Sending Fax** — the Scan Station is sending a fax. This is only displayed if the Scan Station is not currently scanning.
- **Receiving Fax** — the Scan Station is receiving a fax. This is only displayed if the Scan Station is not currently scanning.
- **Powering down** — the Scan Station is in the process of a power-down sequence.
- **Rebooting** — the Scan Station is in the process of being rebooted.
- **Updating** — the configuration file or firmware is currently being updated.
- **In Use** — when a USB flash drive is inserted, a user is logging in or is interacting with the Scan Station, this state is displayed.
- **Not found** — the Scan Station is not being recognized (i.e., power is turned off).

**Refresh Rate** — allows you to set the amount of time (in 30-second intervals) that the application will try and communicate with all Scan Stations (i.e., after a power shutdown).

**HTTPS** — turning **HTTPS** on will secure data as it is communicated between the server and the Scan Station.

**Scanner menu** — the Scanner menu provides Device, Configuration and Power Options.

**Device** — provides the following options:

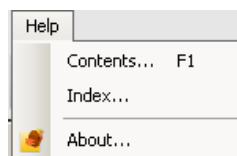


- **Retrieve Logs:** allows you to save the log files retrieved from the selected Scan Station.
- **Clear Logs:** when selected the following message will be displayed, ***Are you sure you want to clear the log files of the selected scanner?*** If you click **Yes**, the log files will be cleared.
- **Retrieve Transaction Logs:** allows you to save the transaction log file retrieved from the selected Scan Station.
- **Clear Transaction Logs:** when selected the following message will be displayed, ***Are you sure you want to clear the transaction log files of the selected scanner?*** If you click **Yes**, the transaction log files will be cleared.
- **Save All Logs:** saves all available log files found on the selected Scan Stations and saves them to the selected directory. The logs will be saved in the selected directory under the Device Name folder of the Scan Station.
- **Details:** provides status information about the selected Scan Station.
- **Update Time/Date:** allows you to set all Scan Stations to the current time and date remotely. See the section entitled, “Updating Time/Date” in Chapter 6 for more information.

**Configuration** — provides a list of options for downloading and uploading configuration files and uploading firmware to the Scan Station.

**Power Options** — provides a list of options for rebooting and turning the selected Scan Station off.

**Help menu** — the Help menu provides these options:



**Contents** — provides a list of Help topics associated with the KSS500 - Scanner Admin application.











**Index** — provides an alphanumeric listing of keywords associated with the KSS500 -

Scanner Admin application.

**About** — displays a window containing software copyright and version information.

## Toolbar

The Toolbar provides quick access to commonly used functions. The toolbar is always displayed. You cannot add, delete or move toolbar buttons.

Icon	Description
	Displays the Save as dialog box which allows you to select a file name and directory to save the Scan Station identification data xml file format.
	Displays the Add Scanner dialog box, which allows you to setup Scan Stations that will be managed remotely.
	Allows you to rename the selected Scan Station, set network settings and update group and comment fields.
	Allows you to delete the selected Scan Station.
	<p>Displays the current state of the Scan Station:</p> <ul style="list-style-type: none"> <li>• Idle</li> <li>• Scanning</li> <li>• Processing images</li> <li>• Sending e-mail</li> <li>• Saving</li> <li>• Printing</li> <li>• Error</li> <li>• Cancelled</li> <li>• Preview</li> <li>• Sending Fax</li> <li>• Receiving Fax</li> <li>• Powering down</li> <li>• Rebooting</li> <li>• Updating</li> <li>• In Use</li> <li>• Not found</li> </ul> <p>For a description of these states see the section entitled, "Menus" earlier in this chapter</p>
	Displays and allows the saving of the log file on the selected Scan Station.
	Displays and allows the saving of the transaction log file on the selected Scan Station.
	Displays detailed information about the selected Scan Station (i.e., software version, IP address, etc.).
	Allows you to download the configuration file of a selected Scan Station. Once the file is downloaded you can view, modify, save and upload to one or more Scan Stations.
	Allows you to send a configuration file to one or more Scan Stations.



## Network configuration options

Before you can start adding Scan Stations you must know the IP address or the Scan Station's device name; preferably both.

Whether you are administrating a Scan Station that is located next to you or across the country on the same network, you must have this information before administering a Scan Station using the KSS500 - Scanner Admin application.

To get the name of your Scan Station:

1. Be sure the Scan Station is on and the application is running.
2. Click on the Information icon to display the Scan Station's name or IP address if the network has DHCP enabled.

If your Scan Station is currently connected to a network, the About screen will also display the IP address that has been assigned to your Scan Station.

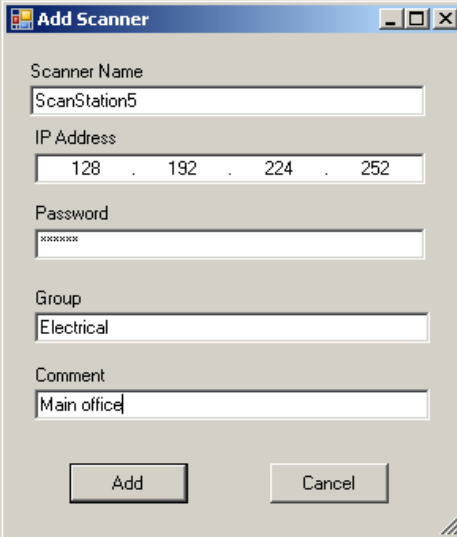
## Adding a Scan Station

Before adding Scan Station 500 devices to manage remotely, it is suggested that you obtain the Scan Station name(s) and/or IP addresses and passwords of the Scan Stations you want to add. You must enter either a Scan Station name or IP address or both.

NOTE: The Scan Station will only have an IP address if the Scan Station is connected to a network and has been configured.

As Scan Stations are added, the main screen will be updated.

1. Select **Edit>Add Scanner**. The Add Scanner dialog box will be displayed.



The screenshot shows a Windows-style dialog box titled "Add Scanner". It contains the following fields and values:

- Scanner Name: ScanStation5
- IP Address: 128 . 192 . 224 . 252
- Password: XXXXXXXX
- Group: Electrical
- Comment: Main office

At the bottom of the dialog are two buttons: "Add" and "Cancel".

2. Enter the name of the Scan Station in the *Scanner Name* field.

NOTE: Acceptable values in this field are: alphanumeric characters and a dash. No spaces or other symbols are allowed.

3. Enter the IP address. The IP address must be in IPv4 format xxx.xxx.xxx.xxx.

4. Enter the device's password.

NOTES:

- This field can be left blank. Leave this field blank if the password has not been changed.
  - This field will be grayed out and not needed if the password has not been changed.
5. Enter the name of the group (or location). For example, the Scan Station may be located in the main branch of a corporation.
  6. Enter any additional information that is important to you in the *Comment* field. For example, you can enter the name of the department where the Scan Station is located.
  7. Click **Add**. The Scanner name and information will be added to the listing on the KSS500 - Scanner Admin main screen.

NOTES:

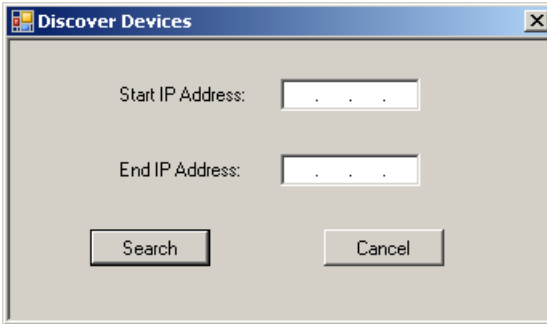
- If the Scan Station is not found or if you are adding a Scan Station that will be installed on the network at a later time, the message, ***There was an error communicating with the device, would you like to Add it anyway?*** will be displayed. Click **Yes** to add the Scan Station.
  - If an incorrect IP address is entered, you may have to delete the Scan Station information from the KSS500 - Scanner Admin main screen and add it again with the correct information.
8. Follow Steps 1 - 7 to add additional Scan Stations to this group.

## Discovering devices

The Discover Devices option allows you to scan a range of IP addresses to find and automatically register any Scan Station that has an IP address that falls within the defined range of addresses.

NOTE: The Discover Devices option only works on Scan Stations that have not had their password changed from the factory default.

1. Select **Edit>Discover Devices**. The Discover Devices dialog box will be displayed.



2. Enter the first IP address where you want to start the search within a range of IP addresses in the *Start IP Address* field.

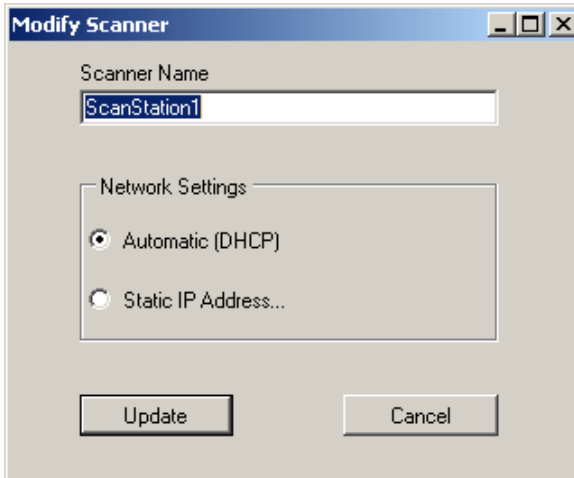
NOTE: The End IP address will automatically be filled in with an address that is 10 greater than the start IP address. e.g.  
Start = 192.168.1.1, End = 192.168.1.10.

3. Enter the last IP address where you want to end the search in the *End IP Address* field.
4. Click **Search**. The search will begin. Depending on the range of the search, this process may take a few minutes. As Scan Stations's IP addresses are found within the range, they will automatically be registered.

NOTE: If you select an address range that spans the upper two address segments of the IP address, it may take an exceedingly long time to discover devices. e.g.,  
192.168.1.1 - 192.169.1.1 or 192.168.1.1 - 193.168.1.1.

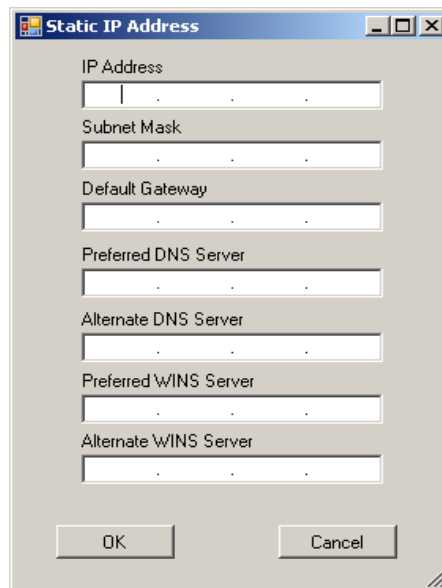
## Modifying a Scan Station

1. Select **Edit>Modify Scanner**. The Modify Scanner dialog box will be displayed.




2. Make any required changes.

**NOTE:** If you select **Static IP Address**, the Static IP Address window will be displayed allowing you to change IP address settings.



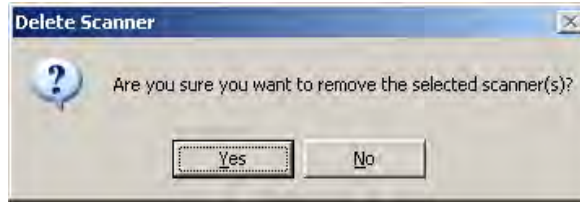
3. Click **Update**.

**NOTE:** When changing from a Static IP address to DHCP IP address,

you may have to click the **Update Status** icon  on the Main screen to see the IP Address change.

## Deleting a Scan Station

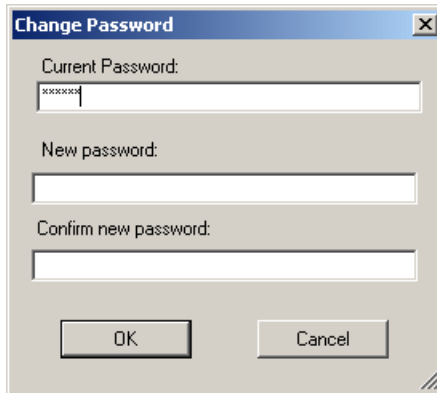
1. Select **Edit>Delete Scanner**. The Delete Scanner dialog box will be displayed.



2. Click **Yes**.

## Changing a password

1. Select **Edit>Change Password**. The Change Password dialog box will be displayed.



2. Enter the current Scan Station password in the *Current password* field.
3. Enter the new password in the *New Password* field.
4. Re-enter the new password in the *Confirm new password* field.
5. Click **OK**.

NOTE: If the password has never changed, then the current password will not be needed and should be left blank. The default will be used and this option will be grayed out.

## Administrative and user configuration files

Within the KSS500 - Scanner Admin application is the Configuration Organizer which allows you to create *administrative* and *user* configuration files.

The Configuration Organizer is used to create either administrative or user configuration files that are used to configure the Scan Station 500. The Configuration Organizer file is named **KSS500.XML** and can only be read by the Scan Station and Configuration Organizer. It can also be password protected.

NOTE: User's can install just the Configuration Organizer on their own PC (see the User's Guide). For security reasons, the KSS500 - Scanner Admin application cannot be installed on a PC that has the Configuration Organizer installed.

Differences between the administrative and user configuration files are:

### Administrative configuration files

Administrative configuration files are settings that define Scan Station default settings created by the administrator.

- When installing a configuration file using a USB drive, if the contents of the configuration file do not match the exact contents of the configuration file currently stored on the Scan Station, you will be prompted to update the Scan Station with the configuration file on the USB drive.
- Only administrative configuration files can be used to define printers and modify the default settings on a Scan Station.

NOTE: You can also create your own configuration files that contain your personal Scan Station preferences using the KSS500 - Scanner Admin application under **File>Save As User**.

### User configuration files

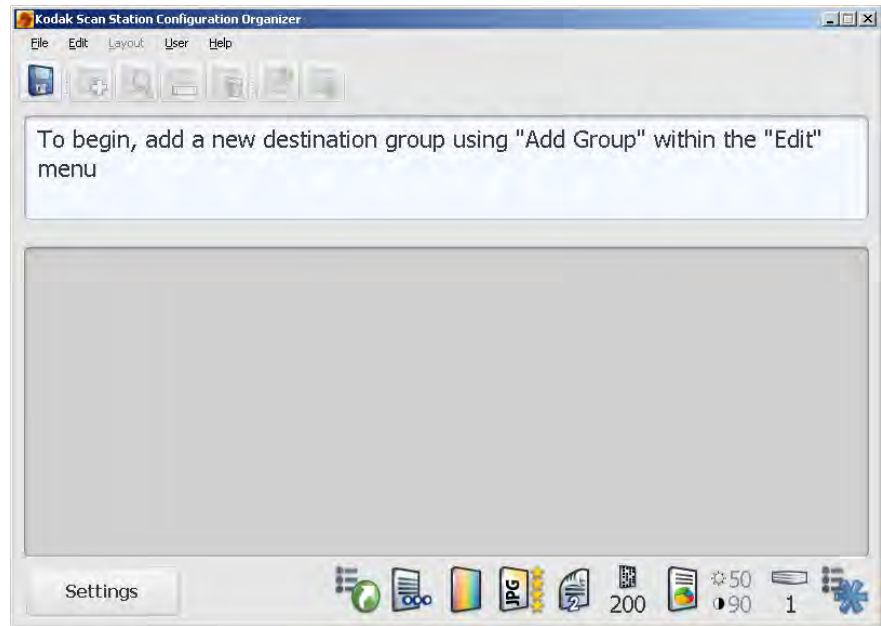
- Users can create their own configuration files that contain personal scanning preferences. These users can make the changes to destinations and settings using the Configuration Organizer and save it on their USB flash drive.
- Only user configuration files can define USB drive folders.
- The user cannot make any permanent changes to the Scan Station's configuration file. Instead, all of the user's destinations will appear on the Scan Station's display and will be merged with the default destination groups. A "user" profile image will be displayed as part of the icon on the top toolbar indicating that user settings are available during the scan session.
- If the user's personal configuration contains changes to the scan settings (values found on the Settings screen), these settings temporarily replace the Scan Station's default settings.
- When a scan job is complete, the user's USB flash drive can be removed from the Scan Station and the Scan Station display returns to the normal state with the default settings restored.

## Configuring your Scan Station

This section provides the steps needed to configure your Scan Station. Before you begin, you need to know some basic information about your network configuration as well as network addresses (e.g., your Email server and any shared folders you may want to access from your Scan Station). Refer to the *Pre-Installation Checklist* in Chapter 2 as you are configuring your Scan Station.

NOTE: Use the scroll arrows on the side and top of each screen to display all options.

1. Double-click the KSS500 - Scanner Admin icon on your desktop to launch the application.
2. Select **File>Configuration Organizer**. The main Configuration Organizer window will be displayed.



3. Click **Settings**.

NOTE: Some of the settings described in this section may have been setup previously when you first installed your Scan Station, therefore, it is not necessary to reset any of these options unless you want to make a change.

## Language setting



The language you select will be used to configure the Scan Station's user interface.

1. Select the **Language** icon.



2. Select the desired language.

## Device settings



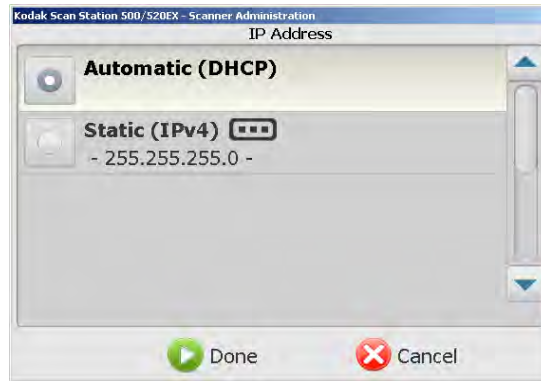
Clicking the Device icon displays a list of settings which will be used to configure the Scan Station to work on your office network.



- The Scan Station is configured with a unique device name at the factory. It is highly recommended that you do not change the default name: "OEMXXXXXX".
- If the device name has been changed from the factory default name using the KSS500 - Scanner Admin application, this name will be sent to the Scan Station.
- If you change the device name using the Configuration Organizer, this name will be sent to the Scan Station when using a USB flash drive to administer the Scan Station.
- Your device name must be unique on your network.



1. Select **IP Address** to configure the device's network address. Select one of the following:



- If your network uses dynamic IP addresses, click **Automatic (DHCP)**, click **Done** and proceed to the next section, "E-mail settings".
- If your network uses static IP addresses, click **Static (IPv4)** and continue.



- Make any required changes to the following Static IP Address options. When finished making an entry in these fields, click **Done** to accept the values and close the screen.
  - Click **IP Address** and enter the address (*required*).
  - Click **Subnet Mask** and enter the mask (*required*).
  - Click **Default Gateway** and enter the gateway address (*required*).
  - Click **Preferred DNS Server** and enter the server address (*required*).
  - Click **Alternate DNS Server** and enter the server address.
  - Click **Preferred WINS Server** and enter the server address.
  - Click **Alternate WINS Server** and enter the server address.

NOTES:

- You must configure the **IP Address**, **Subnet Mask**, **Default Gateway** and **Preferred DNS Server**.
- Configuring the WINS servers may not be required.

2. If desired, select **Device/Administrator Password** to password-protect the Scan Station. You will be asked to re-enter the password. When finished, click **Done**.

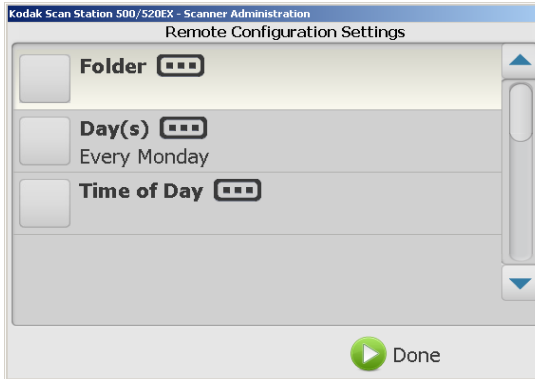
NOTES:

- If you assign a device password, all users will be prompted to enter this password every time they use the Scan Station. This does not take the place of your Scan Station's administrative configuration file password.
  - If **Force User Login** is enabled, this password will be used as the administrator account password.
3. Select **Default Credentials** to define the **Username**, **Password**, and **Domain** required to access network resources.
    - Select **Username**. Enter the network user name assigned to the Scan Station's computer and click **Done**. For more information see the section entitled, "Network Configuration details" in Chapter 6.

NOTE: If you want the Scan Station to have access to network printers or network shared folders, the user name must be associated with a network account that has sufficient privileges to access these resources.

- Select **Password** to enter the password for the network user name. You will be asked to re-enter the password. When finished, click **Done**.
- NOTE: This password is only used by the Scan Station and will never be displayed in readable form.
- Select **Domain**. Enter the Microsoft NT network domain name which the Scan Station will be connected to. In a workgroup environment, this field can be left blank.
4. The Scan Station can be configured to have updates occur at specific days and times. Select **Remote Configuration Settings** to allow your Scan Station to be remotely configured. This method is useful when you want to set up specific days and times for the Scan Station to have updates automatically occur. Refer to the section entitled, "Updating your Scan Station" (Method 2) in Chapter 6 for more information.

When selected, the Remote Configuration Settings screen will be displayed.



- Enter a network folder where the Scan Station will find updated configuration settings.
- Select which day(s) of the week this operation will be performed.
- Select the time of day you want your Scan Station to check for updates.

5. Click **Done**.

NOTE: When updating a configuration using this method, the following fields will not be updated: **Device Name**, **IP Address** and **Device Password**.

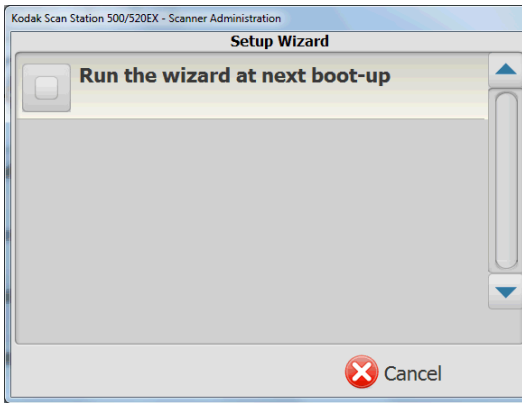
6. Select **Volume** to adjust the master volume of the Scan Station. This will typically effect the volume of the startup and shutdown music and the speaker sound from the FAX modem.

NOTE: If you do not hear the fax dial tone after changing the volume, you may need to reboot the Scan Station.

7. If you want to configure the Scan Station to run the Setup Wizard when the Scan Station is restarted, click **Setup Wizard**.



The Setup Wizard screen will be displayed.



8. Click **Run the wizard at next boot-up**.

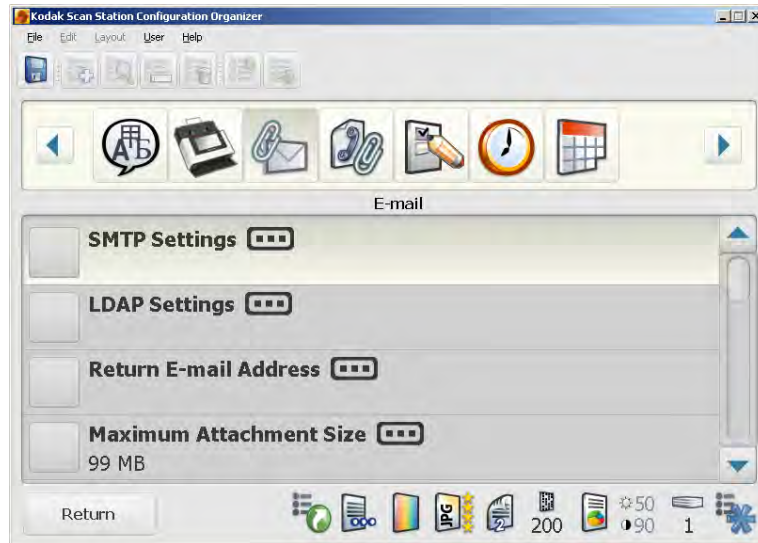
NOTE: See the section entitled, "Setup Wizard" earlier in this chapter for more information.

## E-mail settings



For the Scan Station to send documents to email recipients, you must define how the Scan Station will access your email server. *SMTP*, *LDAP*, *Return Email Address* and *Maximum Attachment Size* settings are configured from the E-mail screen.

- Select the **E-mail** icon.



## SMTP settings

1. Select **SMTP Settings**.



2. Select **SMTP Server Address**.
3. Enter an IP address or a fully qualified domain name (e.g., mailserver.mycompany.com).
4. Click **Done**.

5. Select **Credentials** to define the email server credentials.

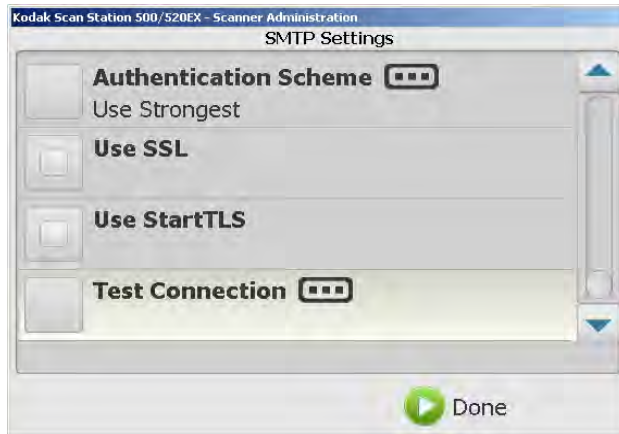
NOTE: If you are using an unauthenticated SMTP server, you do not need to make any selections in the *Credentials* fields.



6. Enter a **Username**, **Password** and an optional **Domain** name on the Credentials screen for the email server account that the Scan Station will log into. Even though these credentials may be the same as the **Default Credentials**, they must still be defined here.
7. Click **Done**.
8. Most email servers communicate on Port 25. If your email server communicates on a different port, click **Port**.
9. Enter a new **Port number** and click **Done**.
10. Select **Authentication Scheme** to select the specific SMTP Authentication Scheme used by your mail server. Select from the following options:
  - Use Strongest
  - None
  - Plain
  - Login
  - MDS Challenge Response
  - NTLM

NOTE: **Use Strongest** will select the strongest available authentication scheme reported by the mail server. For more information on authentication schemes, consult your network administrator.

11. The default for SSL is to not use SSL. If your email server requires Secure Socket Layer (SSL), check **Use SSL**.
12. Select **Use StartTLS** if you want to enable a secure SMTP connection.  
  
NOTE: Make sure your mail server is configured to use STARTTLS. If it is not, the Scan Station will fail to send an E-mail.
13. When your SMTP connection is configured, select **Test Connection** to test whether your settings are correct.



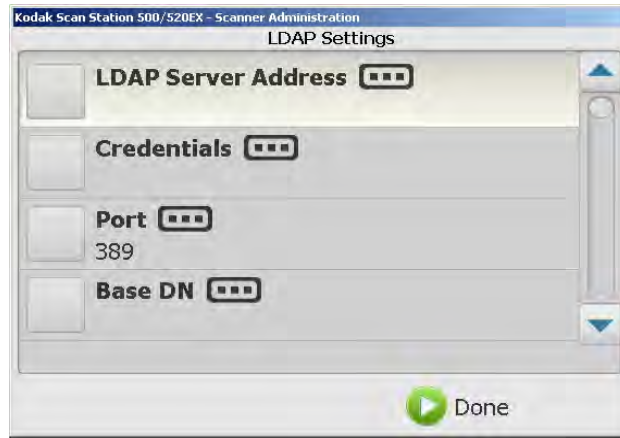
The Configuration Organizer will test your settings and display a “Success” or “Failed” message. If the test connection failed, verify that all of your settings are correct and make any necessary changes, until a *Success* message is displayed.

14. After running the test connection, click **OK** on the message box to return to the SMTP Settings screen; then click **Done** to return to the E-mail screen.

## LDAP settings

Connecting to an LDAP server allows the Scan Station and the Configuration Organizer to connect to a network address directory. This connection can be used to import one or more email addresses into an email address group. It can also be used to look up addresses on the Scan Station to temporarily add an email address to an email group list.

1. From the E-mail screen, select **LDAP Settings**.



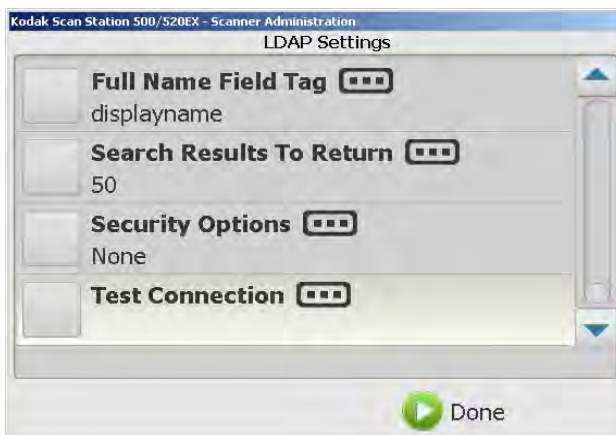
2. Select the **LDAP Server Address**.
3. Enter an IP address or a fully qualified domain name (e.g., directoryserver.mycompany.com) and click **Done**.
4. Select **Credentials**.
5. Enter a **Username**, **Password** and an optional **Domain** name on the Credentials screen for the LDAP server account that the Scan Station will log into. Even though these credentials may be the same as the **Default Credentials**, they must still be defined here.
6. Click **Done**.
7. Most LDAP servers communicate on Port 389. If your LDAP server communicates on a different port, select **Port**.
8. Enter a new **Port number** and click **Done**.



9. The Base DN (Distinguished Name), Search Field Tag, Email Address Tag, and Full Name Field Tag are strings that define the search criteria for the LDAP server. See your network administrator for the specific format of these strings. When you have the correct format, enter the **Base DN**, **Search Field Tag**, **Email Address Tag** and **Full Name Field Tag**.



10. Select **Search Results To Return** to set the maximum number of records to display when performing a search. Select a number from 1 to 1000.



11. Select **Security Options** to set the **Security Type** and/or **Certificate**.



- Click **Security Type** to setup a secure connection to your active directory server. Selections are: **None**, **SSL** or **TLS**.
- Click **Certificate**. The displayed dialog box will allow you to select a certificate file or enter the full path to the desired certificate file.

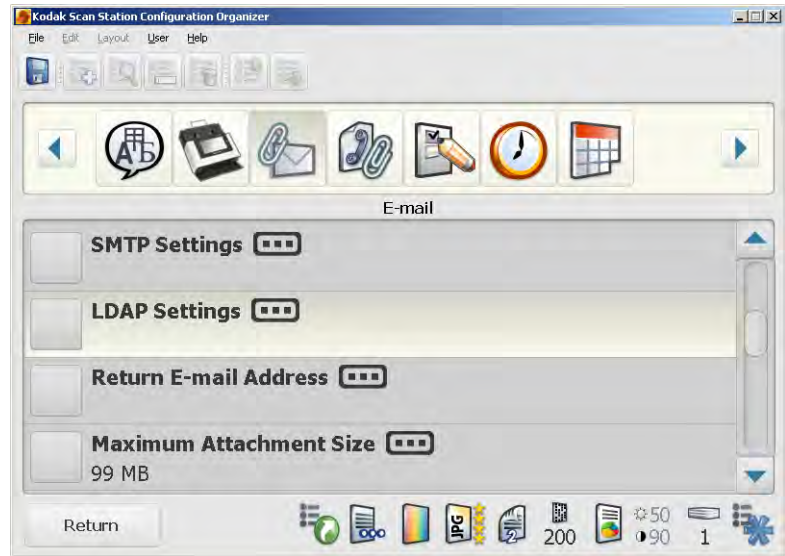
NOTE: Some certificates require a password. If your certificate requires a password, enter the password.

12. Click **Done**.
13. When your LDAP connection is configured, select **Test Connection** to test if your settings are correct. The Configuration Organizer will test your settings and display a "Success" or "Failed" message. If the test connection failed, verify that all of your settings are correct and make any necessary changes, until a *Success* message is displayed.
14. After running the test connection, click **OK** on the message box to return to the LDAP Settings screen; then click **Done** to return to the E-mail screen.

## Return e-mail address

Setting the Return E-mail Address allows you to receive notification if an email sent by the Scan Station could not be delivered. This address is also used as the default “From” email address when sending documents via email.

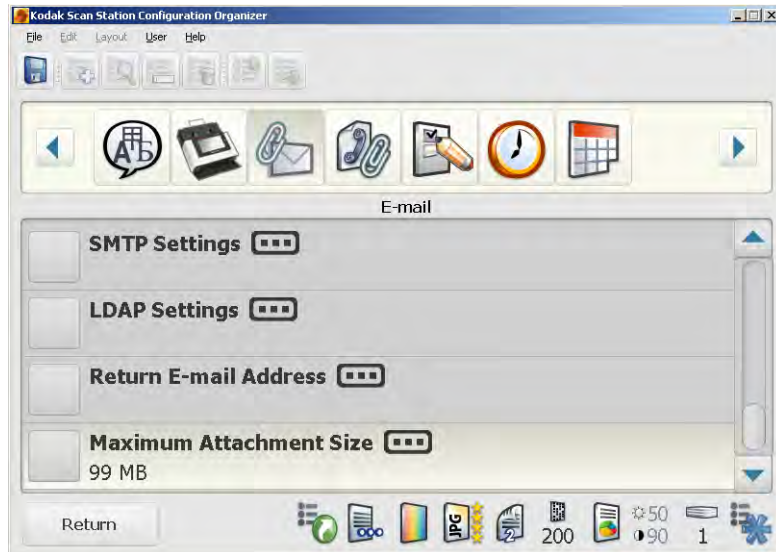
*IMPORTANT: Be careful about setting this option as every undeliverable email notification will be sent to this address and the same address will appear as the Sender address for every email sent from the Scan Station.*



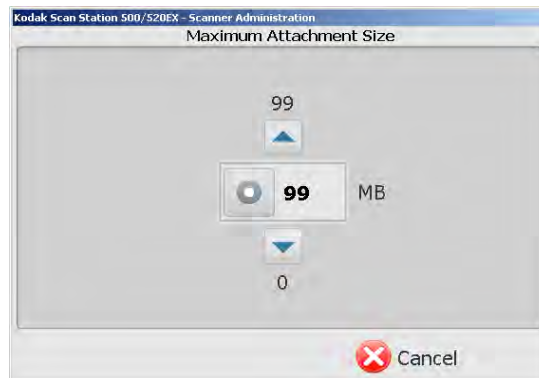
## Maximum attachment size

This option allows you to set the maximum size of an email attachment that can be sent successfully. This value should match the limitations defined by your email server.

1. Select **Maximum Attachment Size**.



The following screen will be displayed.



2. Use the up and down arrows to select the desired size (0 to 99 MB in 1 MB increments) then click the button to the left of the selected number. When you have made your selection, the E-mail screen will be redisplayed.

**NOTE:** Using the up and down arrows on the keyboard allows you to quickly scroll through the values.

## Fax settings



Following are procedures for configuring your fax settings.

### NOTES:

- LDAP may be used to search for fax numbers that are stored on a corporate address book. LDAP is not required to use the fax option.
- LDAP credentials for E-mail LDAP must be set up to properly use LDAP for faxing. For more information refer to the section entitled, “LDAP settings” earlier in this chapter.

1. Click the **Fax** icon.

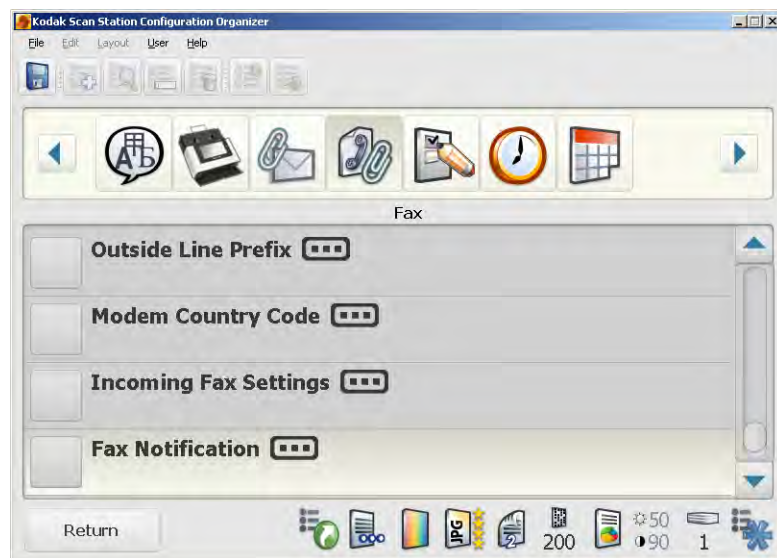


2. Select **LDAP Fax Field Tag**.
3. Enter the LDAP Fax Field Tag for the tag to use when searching LDAP for fax numbers. For more information, contact your network administrator for the exact string to use (e.g., faxnumber).
4. Click **Done**.
5. If desired, select **Sender's Fax Number**. This number will be displayed on the banner of outgoing faxes.
6. Enter the sender's fax number and click **Done**.
7. Select **Outside Line Prefix**.
8. Enter the prefix that the user needs to access an outside line (e.g., **9**, is frequently used and a comma “,” may be used to insert a pause). Each comma pauses the dialing sequence for about 3 seconds. You can use multiple commas to increase the pause time.
9. Click **Done**.

10. Select **Modem Country Code** to display a list of countries and the associated codes that configure the modem for use in the selected country.



11. Select the desired country/code.
12. Select **Incoming Fax Settings** to configure your Scan Station to receive faxes.

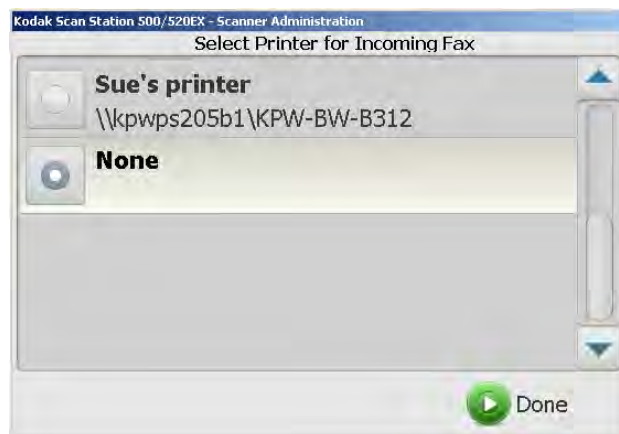


These settings can be used to define where incoming faxes will be delivered. You can select a network folder and/or a network printer for fax delivery.

13. Select **Incoming Fax Folder** to enter a fully qualified path name to a network folder where incoming faxes will be delivered, then click **Done**.



14. If you want to select a network printer for incoming fax delivery, click **Incoming Fax Printer** to display the list of installed printers.



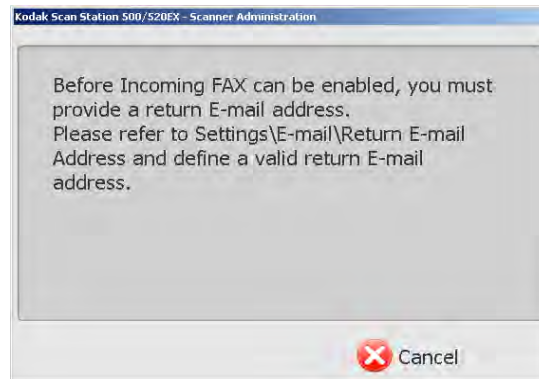
NOTES:

- If no printers are installed, **None** will be displayed on the Select Printer for Incoming Fax screen.
  - Do **not** delete a printer destination that is assigned to incoming faxes. If the incoming fax printer destination is deleted, a message will be sent to the administrator's Email ID.
  - To install a printer, refer to the section entitled, "Configuring printers" in Chapter 5.
15. Select a printer from the list and click **Done**.
16. If you want to select an email address to where the notification will be sent, click **Incoming Fax E-mail Address** to display a virtual keyboard that will allow you to enter an email address.
17. Select the desired email address and click **Done**.
18. Click **Receive Fax** to allow faxes to be received at the configured device.
19. Click **Save as PDF** if you want to save the incoming fax as a PDF file.



## NOTES:

- The Incoming Fax option can only be checked if the administrator's Email ID is configured (see the section entitled, "Return Email Address" earlier in this chapter). If the Return Email Address is not configured, the following message will be displayed:

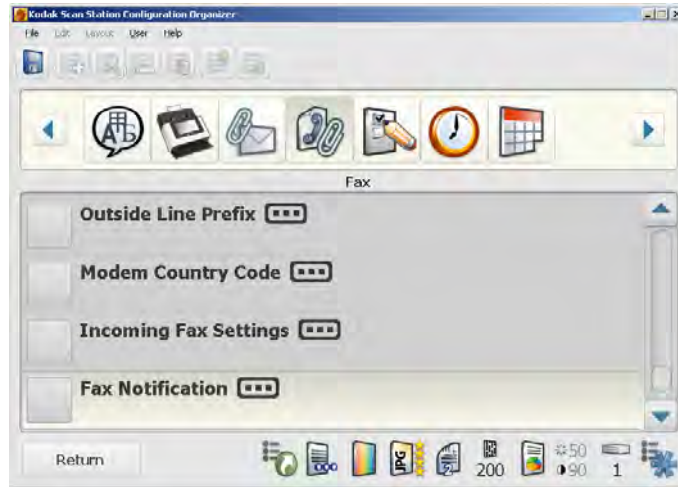


If the email address you entered is incorrect or invalid, you will not receive notification of fax errors.

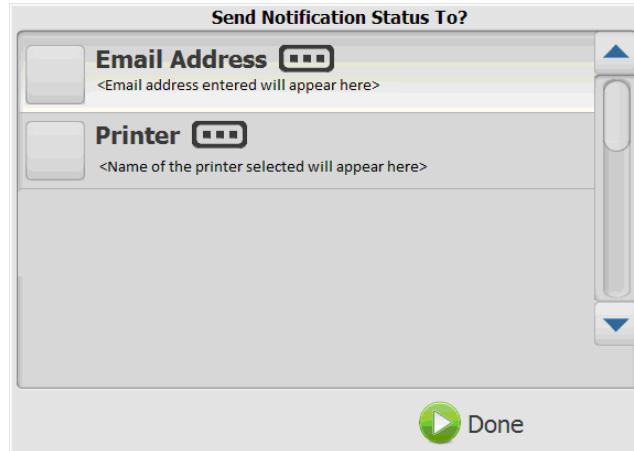
- If the destination(s) (e.g. printer and/or network folder) have not been configured correctly, fax error email(s) will be sent to the Email ID you provided for **every** incoming fax.
- If a fax is processed to any of the destinations or an error email is sent, it is deleted from the queue and logged as "successful". Destination failures will also be logged.
- All corrupt fax(es) will result in an email to you and will be deleted from the fax queue.
- If the Scan Station's credentials are not configured correctly, the Scan Station will make multiple attempts. The account could be locked out because of multiple network access errors.
- If there are incorrect configurations for the printer or output folders, or if both the configurations are missing, then incoming fax messages will stay in the fax queue and require you to change the fax settings on the Scan Station to process the faxes.



20. Select **Fax Notification** if you want “success” and “failure” notifications to be sent to an email address, printer or both, every time a fax is sent.



The following screen will be displayed.



21. Click **Email Address** and/or **Printer** to enter an email address/or select a printer, where you want the fax notification to be sent.
22. If you want to track and monitor fax activity, you can select **Fax Console**. Selecting this option will display the Microsoft Fax Service dialog box.

NOTE: This option is only available at the Scan Station when performing administrative duties at the device.

23. Click **Retries** to enter the number of times the Scan Station will attempt to send a fax, then click **Done**.



24. Click **Retry Delay** to enter the number of minutes the Scan Station will wait between attempting to send a fax.

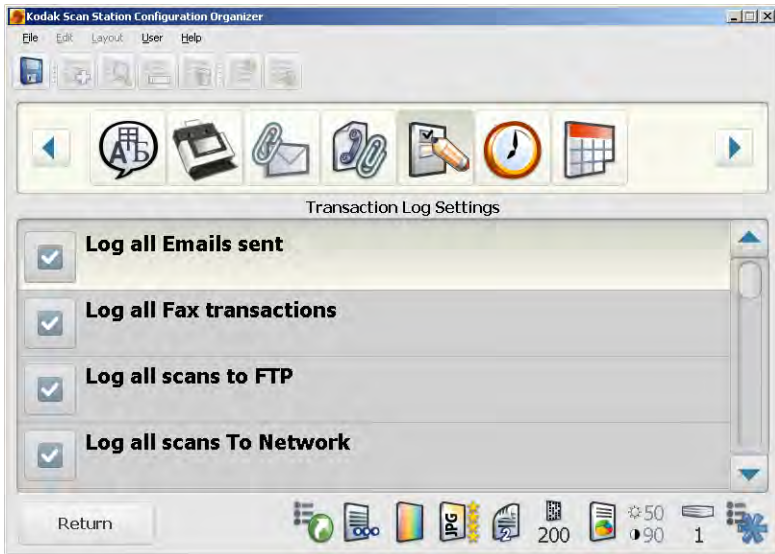
If the fax service is not able to send a fax to the recipient, an email will be sent to the sender's email address (if available). Otherwise, the message will be sent to the administrator's email address. Included in the message will be: the fax TIFF image, the sender and recipient's fax number and the error response from the MS Fax Service.

## Transaction Log settings



The Scan Station can log all transactions to a separate transaction file. This file is in XML format and can be downloaded or exported from the Scan Station. This is useful in environments that are security-minded or where transactions are used for billing. By default, all transactions are logged (checked). You can disable logging on any or all of the transaction types listed on the Transaction Log Settings screen by unchecking the appropriate box.

1. Select **Transaction Log Setting**.



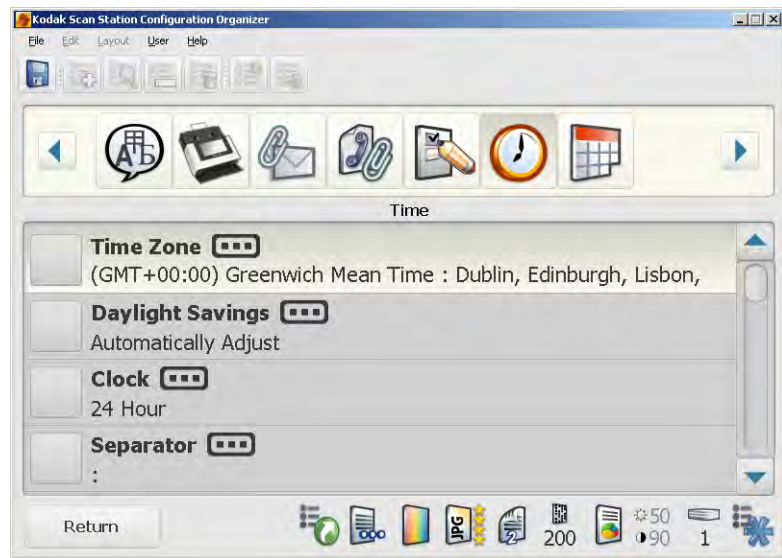
2. Check or uncheck any or all of the destination types you want to log.

NOTE: If you want to save these files, refer to the section entitled, "Saving and clearing files" in Chapter 6.

## Time settings



1. Click the **Time** icon.



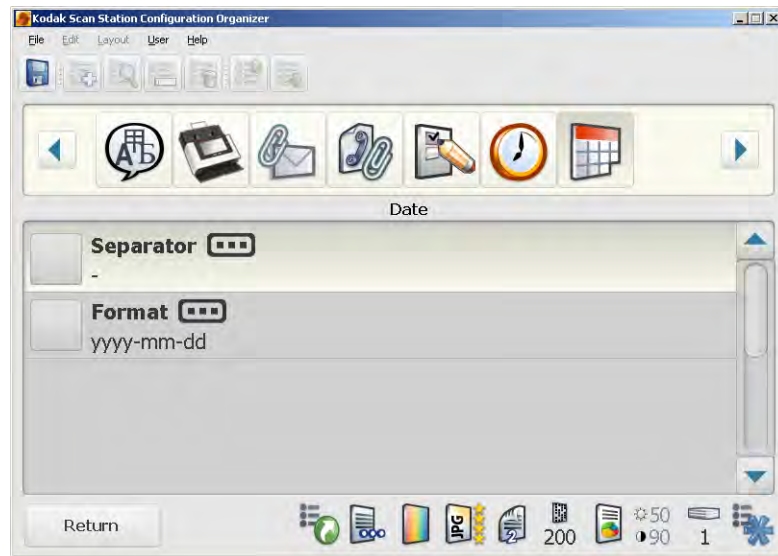
2. Select **Time Zone** to select your appropriate time zone.
3. Select **Daylight Savings** and select **Automatically Adjust** or **No Adjustment**.
4. Select **Clock** and select either a **12 Hour** or **24 Hour** time format.
5. Select **Separator** and select the separator symbol.
6. Click **Format** and select the **hours**, **minutes**, and **seconds** format.

## Date settings



If the Date icon is not displayed, use the arrows on the toolbar to scroll to the icon.

1. Click the **Date** icon.



2. Click **Separator** and select the desired separator symbol.
3. Click **Format** and select the desired **day, month, year** format.

**NOTE:** The actual time and date of the Scan Station can **only** be set manually by using a USB flash drive that contains an administrative configuration file. Currently, you cannot set the time and date of the Scan Station remotely. See the sections entitled, "Setting the Scan Station clock" and "Setting the Scan Station date" later in this chapter for more information.

## Configuration options



The Configuration Options screen provides a variety of options.

- Select the **Configuration options** icon and check any of the following options.



**Allow custom E-mail Addresses** — allows a user to enter an email address that is not currently in the address book. By selecting **Allow custom E-mail Addresses** (this is the default), users can enter new email addresses in an ad-hoc manner. Email addresses are added temporarily to the currently selected list and will be removed at the end of the user's scan session. This may be useful in more secure environments where tighter control is required.

**Allow custom E-mail Subject** — allows a user to enter an email subject line while scanning to email destinations. This may be useful in more secure environments where tighter control is required.

**Allow custom Fax Numbers** — allows a user to enter a fax number that is not on the displayed fax list.

**Allow File Naming** — allows a user to name both the folder and the file name prefix used when scanning to either a network folder or a USB flash drive. The folder will be appended to the path of the selected destination and the file name will be used to create the actual file. The user will optionally be able to turn on or off the date and time stamp used when creating the file name.

**Allow Saving to USB Drive** — allows you to disable scanning to a USB drive. This may be useful in more secure environments where tighter control is required.



**Force User Login** — when enabled, this option requires the user to login before a scan session. At login, the user will have to enter user name, password and domain. When **Force User Login** is checked, you must configure LDAP settings. See the section entitled, “LDAP settings” earlier in this chapter. To logout of the Scan Station, press the **Stop/Logout** button (red X) on the Scan Station.

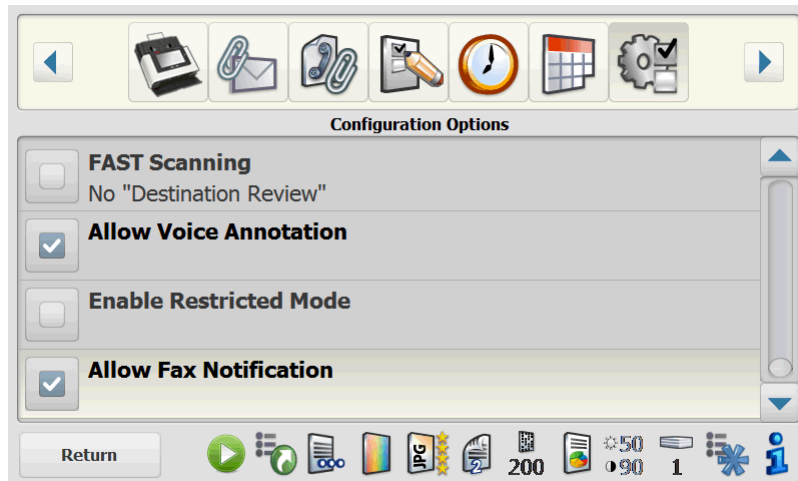
A default administrator account is available for logging onto the Scan Station after enabling **Force User Login**. Initially the password will be “blank” and is up to you to set this password to prevent user access to administrative functions. For more information refer to the device password option in the section entitled, “Device settings” earlier in this chapter.

**Allow Adding Pages To Scan Job** — when enabled, the user can continue to add pages to a scan job. After all pages in the input tray have been scanned, a message will be displayed asking if they want to add more pages. If the user selects **Yes**, the additional pages will be scanned and the message will be displayed again until the user selects **No**, or the 30-second timeout has occurred.

**Hide Network Folder Location** — enable this option to provide a more secure environment by partially hiding the location of the network folder. If this option is enabled, only the end of the network folder path will be displayed on the Scan Station touchscreen. For example: \\server\myfolder will be displayed as: ...**\myfolder**.



**FAST Scanning** — allows a user to scan instantly without waiting for the 10-second delay, the Settings Review screen and the Destination Review screen to be displayed. A message will only be displayed if the scan session was unsuccessful.



**Allow Voice Annotation** — when enabled, allows a user to record a voice annotation. By default, this option is enabled.

**Enable Restricted Mode** — when enabled, will only allow users to have access to the Tasks function. These Tasks cannot be changed by the user.

**Allow Fax Notification** — when enabled, allows a user to change the fax notification settings. By default, this option is enabled.

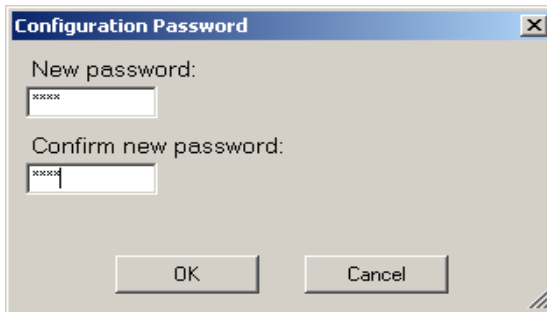
**Allow SharePoint™ Index Field Changes** — when enabled, allows a user to change existing index fields.



## Password protecting the configuration file

Users who have access to the KSS500 - Scanner Admin application can create an administrative configuration file and without knowing it, replace the Scan Station settings with their own. If using a USB drive to install administrative configuration files instead of the KSS500 - Scanner Admin application, it is suggested that you password-protect the administrative configuration file to prevent overwriting Scan Station settings.

1. Select **User>Configuration Password**. The Configuration Password dialog box will be displayed.



2. Enter a password in the *New password* field.
3. Enter the password again to confirm it.
4. Click **OK**.

**NOTE:** After applying the configuration file to the Scan Station, any attempt to modify the configuration file will require this password. If you lose or forget this password, you must contact Kodak Service to unlock your Scan Station. You will be asked to provide the latest KSS500.XML file.

## Saving your administrative configuration file



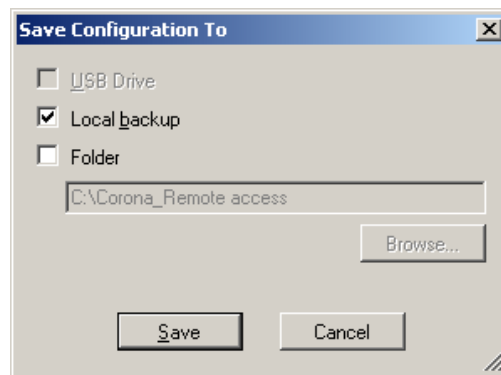
After making changes to the configuration, save your configuration settings. Configuration settings can be saved to three locations.

- USB Drive
- Local backup
- Folder

1. Click the **Save** icon.

The *Save Configuration To* dialog box will be displayed. By default the **Local backup** option is selected. If you choose to create a local backup, a copy of the settings will be saved in the same directory as the KSS500 - Scanner Admin application.

NOTE: On Windows Vista and Windows 7 the file will be saved in the *public documents* folder (i.e., C:\users\public\public documents).



2. Select where you want to save the configuration settings and click **Save**.

NOTES:

- Insert your USB drive into the USB port on your PC **after** the Configuration Organizer is running. This will allow the Configuration Organizer to recognize the presence of the USB drive. If the USB drive is inserted before the application is launched, the flash drive option will not be available on the *Save Configuration To* dialog box.
- If the USB drive was inserted before the application is launched, remove the USB drive and re-insert it.
- If you are using the KSS500 - Scanner Admin application to send the configuration file to a Scan Station or you are using a remote configuration, check the **Folder** option and **Browse** to the network location where configuration files are stored.
- On Windows Vista and Windows 7, it is recommended that you save the file in the local “Documents” folder due to the new security measures Microsoft has implemented.

3. Click **OK**.

4. Click **File>Exit** to close the Configuration Organizer.

## Uploading configuration settings

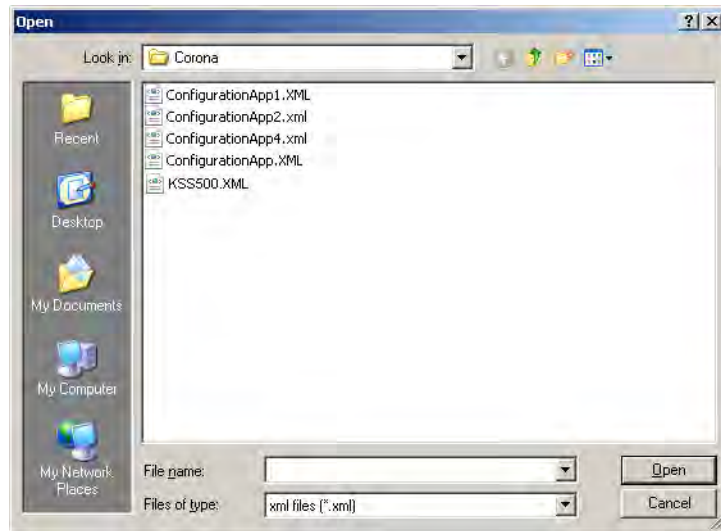
### Loading configuration settings using the KSS500 - Scanner Admin application

After saving the administrative configuration file, the file needs to be uploaded to the Scan Station. The configuration file can be uploaded by using the KSS500 - Scanner Admin application or by saving the file to a USB drive and inserting it in the USB port of the Scan Station.

1. From the KSS500 - Scanner Admin main screen, click on the Scan Station(s) you want to upload the configuration file to.

NOTE: To select more than one Scan Station, press the Ctrl or Shift key and click the mouse button. The selected Scan Stations will be highlighted.

2. Select **Scanners>Configuration>File Upload**. The Open dialog box will be displayed.



3. Select the configuration file that you want to upload and click **Open**. The message, **Uploading, please wait** will be displayed while the file is being uploaded.

NOTE: If the file fails to load, the message, **Upload Error - there was an error uploading the configuration file to: Scanner Name** will be displayed.

### Uploading the configuration settings using a USB drive

1. Insert your USB drive in the USB port on the Scan Station.

NOTE: If the Scan Station configuration previously had a password assigned to it, you will be prompted to enter that password before proceeding with any changes.

2. Click **Update**.

## Setting the Scan Station clock

The time on the Scan Station can only be set when the Scan Station is in local administrator mode and by using a USB drive that contains an administration configuration file.

NOTE: Currently, you cannot set the time of the Scan Station remotely using the KSS500 - Scanner Admin application.

1. Insert a USB drive with an administrative configuration file into the Scan Station.
2. If prompted to update the Scan Station settings, select **No**. The Scan Station will now be in Settings mode.
3. Select the Time icon.



4. Select **Set**.
5. Enter the time for the Scan Station and click **Done**.

NOTE: Time is entered in 24-hour format.

## Setting the Scan Station date

The date on the Scan Station can only be set when the Scan Station is in local administrator mode and by using a USB drive that contains an administration configuration file.

NOTE: Currently, you cannot set the time of the Scan Station remotely using the KSS500 - Scanner Admin application.

1. Insert a USB drive with an administrative configuration file into the Scan Station.
2. If prompted to update the Scan Station settings, select **No**. The Scan Station will now be in Settings mode.
3. Select the Date icon.
4. Click **Set**.
5. Enter the date for the Scan Station and click **Done**.
6. When finished updating your Scan Station settings, remove the USB drive from the USB port.

# 4 Configuring Scan Settings for the Scan Station

---

## Contents


Configuring default Scan settings .....	4-2
Settings Shortcut option.....	4-3
Changing default settings .....	4-4
Creating a new Settings Shortcut .....	4-5
Renaming a Settings Shortcut .....	4-6
Tasks option .....	4-6
Creating tasks .....	4-6
Renaming tasks .....	4-9
Deleting tasks .....	4-9
Editing tasks.....	4-9
File Name Settings option.....	4-10
Scan As option.....	4-13
File Type option.....	4-15
Input Document Is option .....	4-17
Resolution option .....	4-18
Document Type option .....	4-18
Black and White Adjustment option .....	4-19
Copies for Printing option.....	4-20
Advanced option .....	4-21
Saving your administrative configuration file.....	4-22
Updating your configuration settings.....	4-23
Loading configuration settings using the KSS500 - Scanner Admin application .....	4-23
Uploading the configuration settings using remote configuration .....	4-23
Uploading the configuration settings using a USB drive .....	4-23
Verifying your Scan Station setup .....	4-24
Downloading configuration files .....	4-25
Opening/modifying a configuration file.....	4-25

## Configuring default Scan settings

The Scan Station can be configured with default values for Scan Settings (e.g., *Scan As*, *File Type*, etc.) These default values are used when scanning documents unless they are changed by the user before scanning.

1. Double-click the KSS500 - Scanner Admin application shortcut.
2. Select **File>Configuration Organizer**.
3. Select **Settings**.



NOTE: Use the  **Right** and  **Left** arrows to scroll through the list of icons and scan settings.

4. Go through each Scan setting and make the selections that meet the needs of your organization. The following sections provide detailed descriptions for each Scan setting.

## Settings Shortcuts option



**Settings Shortcuts** — six Settings Shortcuts are provided at installation. These Settings Shortcuts can be used as a template to create other shortcuts.

- Defaults
- Black and White Document
- Black and White Document (OCR Quality)
- Color Document
- Color Document (OCR Quality)
- Color Photograph

Settings Shortcuts are a way for you to create personalized groups of scan settings to make scanning easier. If you have scan settings that you will use frequently (i.e., your *Scan As* setting will always be **Black and White**), you can create a shortcut for these settings and save them to your configuration file. For example, you could create a shortcut called “My Color Photos” that would contain the settings:

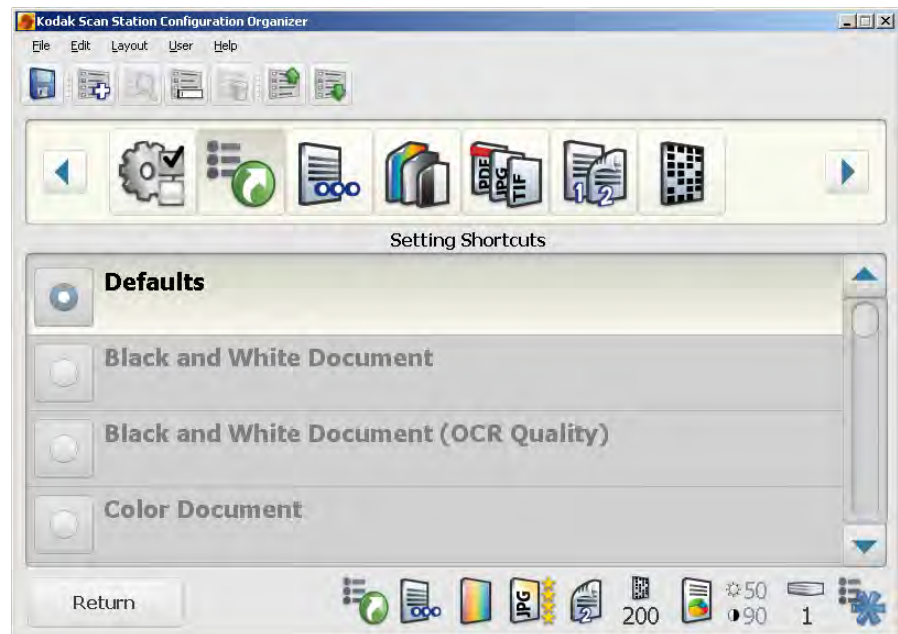
*Scan As:* Color

*File Type:* JPEG

*Input Document is:* One Sided

*Resolution:* 300 dpi

*Document Type:* Photographs



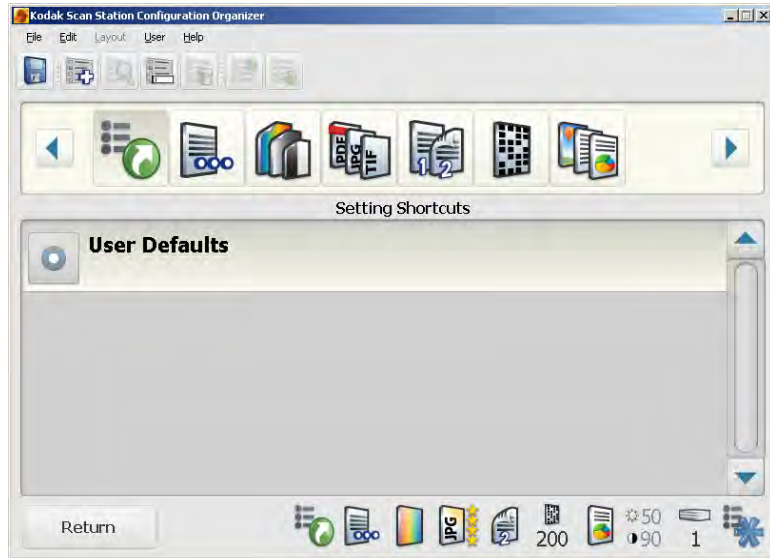
To change the default settings:

1. Click **Defaults**.
2. Scroll through each of the scan settings (i.e., *File Naming Settings*, *Scan As*, etc.) and make the desired changes.

## Changing default settings

You can change the user default settings to common scan settings that meet your needs.

1. From the main Configuration Organizer screen, click **Settings**.
2. Select the **Setting Shortcuts** icon.

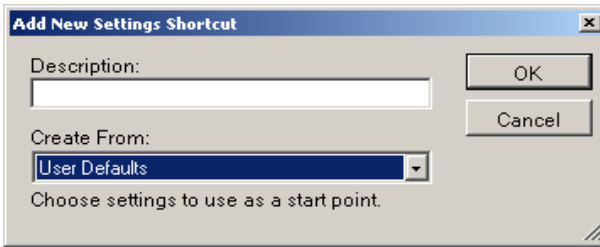


3. Select **User Defaults**.
4. Scroll through the scan settings icons to make the desired changes to your default shortcut.



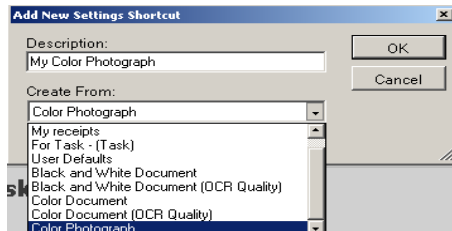
## Creating a new Settings Shortcut

1. In the Configuration Organizer window, access the Settings screen and select the **Settings Shortcut** icon.
2. Select **Edit>Add Item**. The Add New Settings Shortcut dialog box will be displayed.



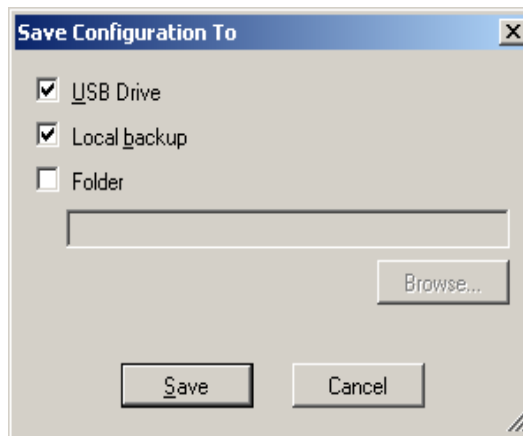
3. Enter the name of the new shortcut in the *Description* field.
4. Select a shortcut that most closely represents the scan settings that you want for your shortcut from the *Create From* drop-down list.

For example, if you have color photos, you may want to select the **Color Photograph** Settings Shortcut to use as your starting point.



The scan settings for Color Photograph will be displayed.

5. Make any desired scan setting changes (i.e., you may want to scan your color photos at 400 dpi).
6. When finished, select **File>Save**. The *Save Configuration To* dialog box will be displayed.



7. Select the locations where you want to save the configuration file and click **Save**.

**NOTE:** You must have a USB drive inserted for the USB Drive option to be available.

## Renaming a Settings Shortcut

1. Access the Settings screen and select the Settings Shortcut that you want to rename.
2. Select **Edit>Rename Item**. The Rename Settings Shortcut dialog box will be displayed.
3. Enter a new name in the *Description* field and click **OK**.

## Tasks option



Tasks allow you to group together scan settings (i.e., resolution, file type, one-sided/two-sided, etc.) with one or more destinations.

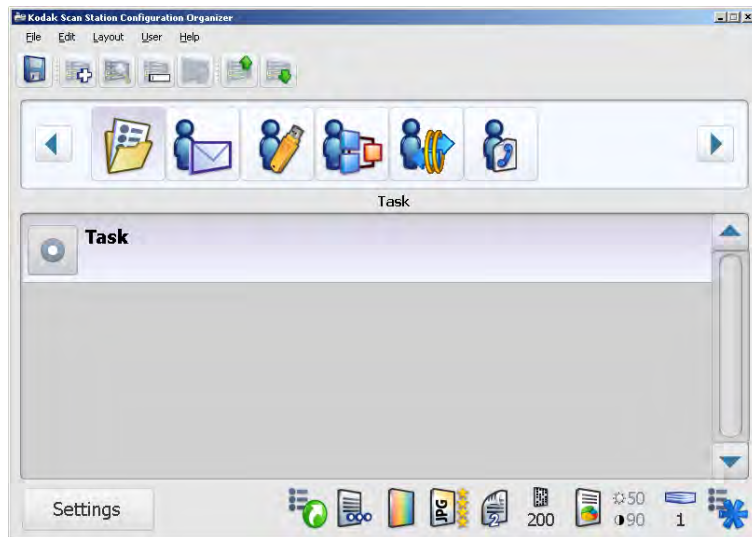
## Creating tasks

Before creating a task, you must have destination groups created.

NOTES:

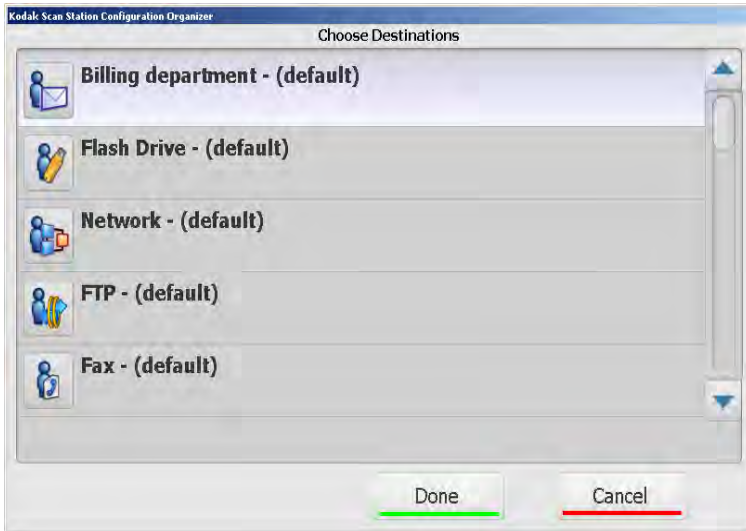
- You can have several items in a task group, but only one task group is allowed per configuration file.
- If 8 or more tasks are created, a **Search** button will be displayed on the screen.

1. From the Configuration Organizer select **Edit>Add Group>Task**. A Task icon is added to the toolbar on the Configuration Organizer window.



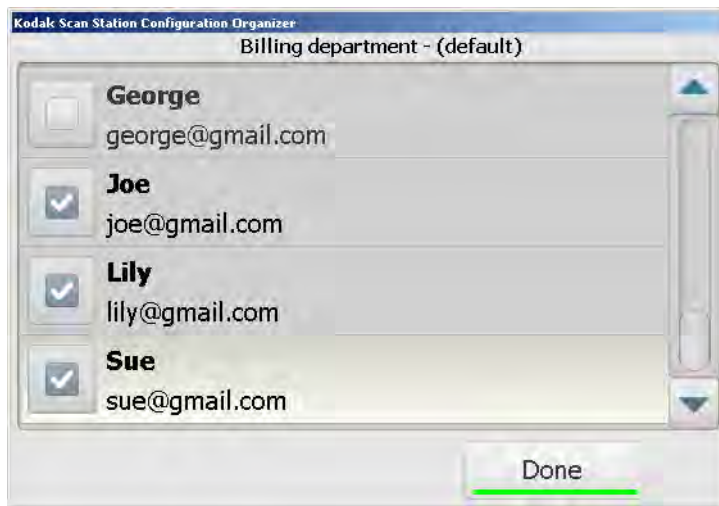
2. Select **Edit>Add Item**.

The Choose Destinations screen will be displayed listing the destinations that have been setup in your configuration file.



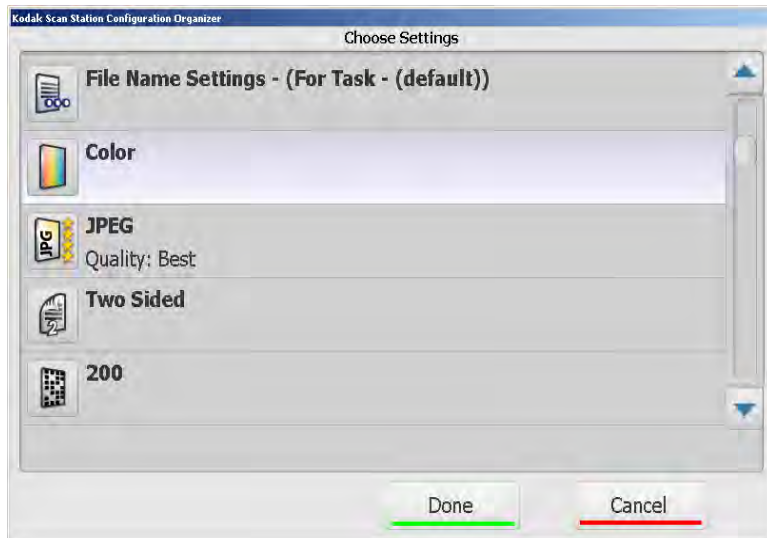
3. Select the destination(s) that you want to add to your task. For example, you may want to send *invoices* to personnel in the *Billing department*, then save a copy of what you send to your *personal file on the network*. In this case, you would click **Billing department** and **Network**.

Clicking on an item in the list will display the contents of the selected group.

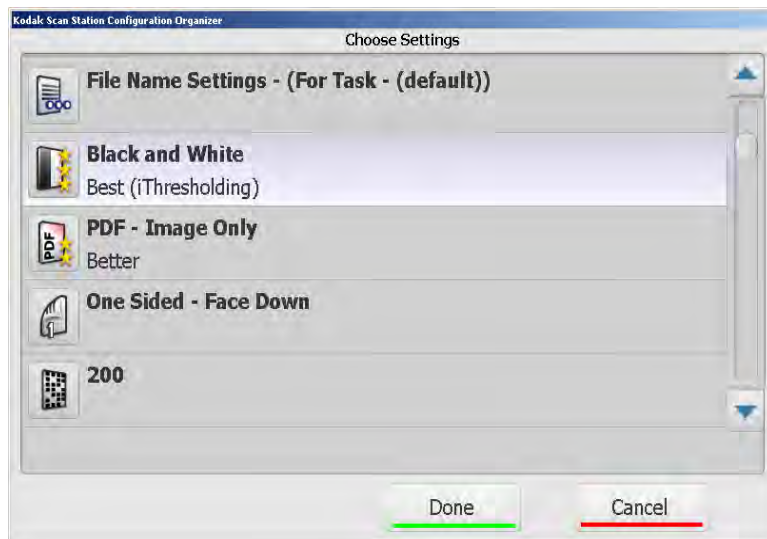


4. Select one or more items in the list (e.g., in this case, an email address) and click **Done**. The Choose Destinations screen will be redisplayed where you can select another destination (e.g., Network) or click **Done**.

The Choose Settings screen will be displayed with default settings.



5. Click on any of the settings in the list you want to change. For example if the *invoices* you want to send to the *Billing Department* should be **one-sided, black and white, PDF** files, you would make those selections.



6. Click **Done**. The keyboard will be displayed allowing you to name your task.
7. Enter the task name and click **Done**.

## Renaming tasks

By default, when you add a task, the group is named **Task**. To change the name of the task:

1. Select the task that you want to rename.
2. Select **Edit>Rename Item**. The keyboard will be displayed allowing you to rename your task.
3. Click **Done**.

## Deleting tasks

When you delete a task, all items within the task will be deleted.

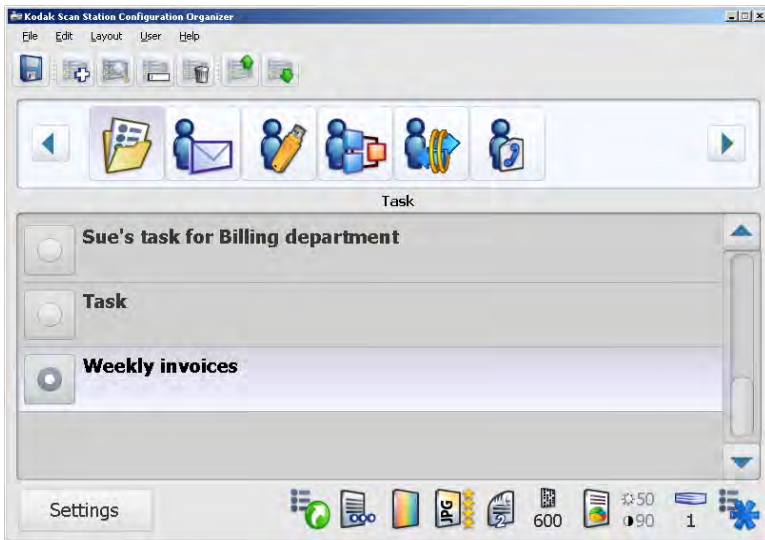
**Remember, you can only have one task, but many items within a task group.**

1. Select the task you want to delete.
2. Select **Edit>Delete Group**. The message, ***This will remove all the configuration information for group: Task. Are you sure you want to delete the group?*** will be displayed.
3. Click **Yes** to delete the task.

## Editing tasks

You can make changes to any task by selecting the task item you want to change.

1. Click on the task item you want to change.

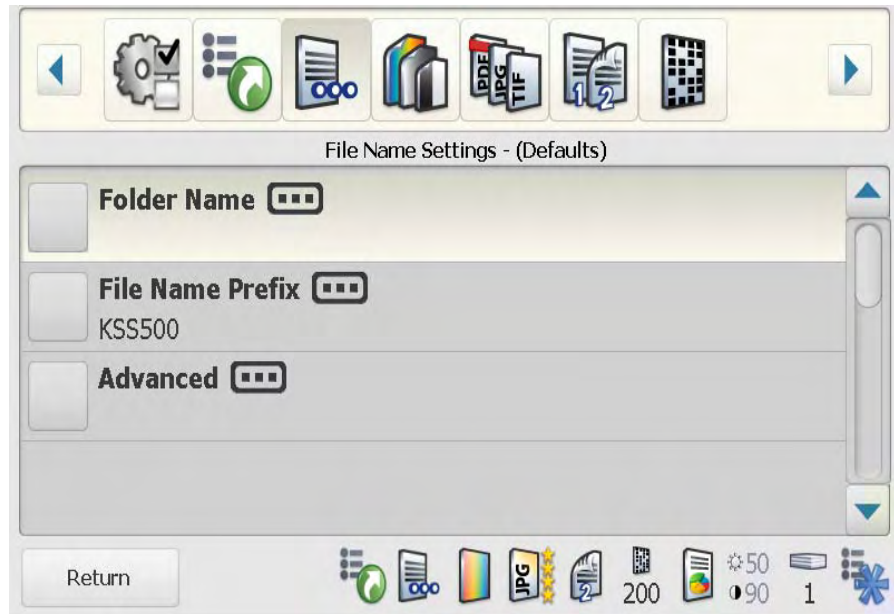


2. Review the destinations and scan settings associated with the selected task as indicated on the bottom of the Configuration Organizer window, and make any changes as desired.

## File Name Settings option



File Name Settings allows you to define values that determine the locations and file name used when creating scanned documents. You can define a folder name where scanned documents will be placed when scanning to a network folder, FTP location or USB flash drive destination. You can also define the file name prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix. For example, if you define a prefix of *receipts* and a folder name of *2008*, the scanned document file name will have the format: *receipts\_20080117\_092219.tif* and is placed in a folder called *2008*.



1. Select the **File Name Settings** icon.
2. Select **Folder Name**. Enter the folder name where your scanned documents will be placed when scanning to a network folder, FTP location or USB drive destination.

If a Folder Name is defined, it will be appended to the full path selected in the destination. For example, if a network folder defined as: `\\myserver\myfolder\docs` is selected and the Folder Name is set to “*designdocs*” then the scanned document is placed in the following folder: `\\myserver\myfolder\docs\designdocs`.

If multiple folder levels are defined in the *Folder Name* field, the scanned documents will be placed in the full path defined by the destination and the “*Folder Name*”. In the previous example, if the “*Folder Name*” was defined as “*designdocs\worddocs*” then the scanned document is placed in `\\myserver\myfolder\docs\designdocs\worddocs`.

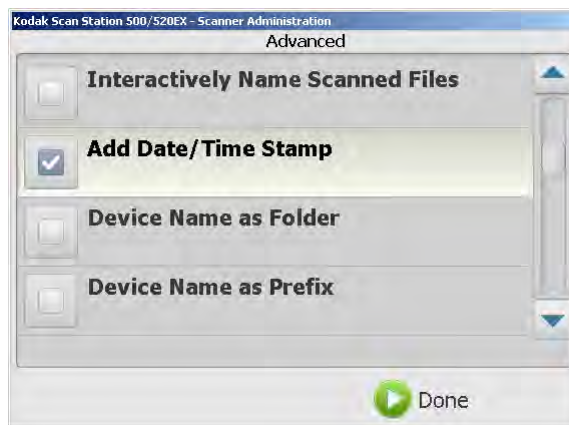
In either case, if the path to the final destination does not exist, then the Scan Station attempts to create the full path to the destination. This is true for network destinations as well as USB flash drive destinations. As in the previous example, if the sub-folders *docs* and/or *worddocs* did not exist, they would be created prior to copying the scanned document providing the Scan Station account has appropriate user rights.

If you leave the *Folder Name* blank, the file will be created in the root directory of the configured destination.

3. Select **File Name Prefix**. Enter the prefix you want to use as the file name. This prefix, along with a date, time and appropriate file extension (.pdf, .jpg, .tif), will be appended to it.

NOTE: If this field is left blank, the default file name *KSS500* will be used. However, if a special file name needs to be defined, the user can enter the desired file name.

4. Select **Advanced** if you want to select one of the following options:



- **Interactively Name Scanned Files** — if checked, the user may be required to enter a file name for each page scanned. If **JPEG** or **Single Page TIFF** is selected as the *File Type*, you will be prompted for each page and each side scanned.

Use this option with caution as it will require an extra step each time a document is scanned.

- **Add Date/Time Stamp** — by default, the date and time are appended to each file name the Scan Station creates. If the user wants, they can uncheck this option. If this option is not checked, only the file name prefix and the file name extension will be used to create the file name.
- **Device Name as Folder** — if checked, scanned documents will be stored in a folder named after the Scan Station. This folder will be created at the end of the path specified by the destination.



- **Device Name as Prefix** — if checked, scanned documents will be created with a file name that begins with the name of the Scan Station.
- **Omit Separators** — when checked, no underscore character will be placed between the constructed file names or paths unless the underscore is part of the file name prefix or folder name.

The following examples illustrate the *Resulting file name* when using the **Device Name as Folder**, **Device Name as Prefix** and **Omit Separators** options:

**Example 1:**

**Destination path:**            \\server\Scanned Files  
**Device Name:**                SS500-1  
**Device Name as Folder:**   checked  
**Device Name as Prefix:**   checked  
**File Name Prefix:**         Invoices  
**Omit Separators:**         unchecked  
**Add Date/Time Stamp:**   checked

**Resulting file name:**

\\server\Scanned Files\SS500-1\SS500-1\_Invoices\_201101111400.tif

**Example 2:**

**Destination path:**            \\server\Scanned Files  
**Device Name:**                SS500-1  
**Device Name as Folder:**   checked  
**Device Name as Prefix:**   unchecked  
**File Name Prefix:**         Invoices  
**Omit Separators:**         checked  
**Add Date/Time Stamp:**   checked

**Resulting file name:**

\\server\Scanned Files\SS500-1\Invoices201101111400.tif



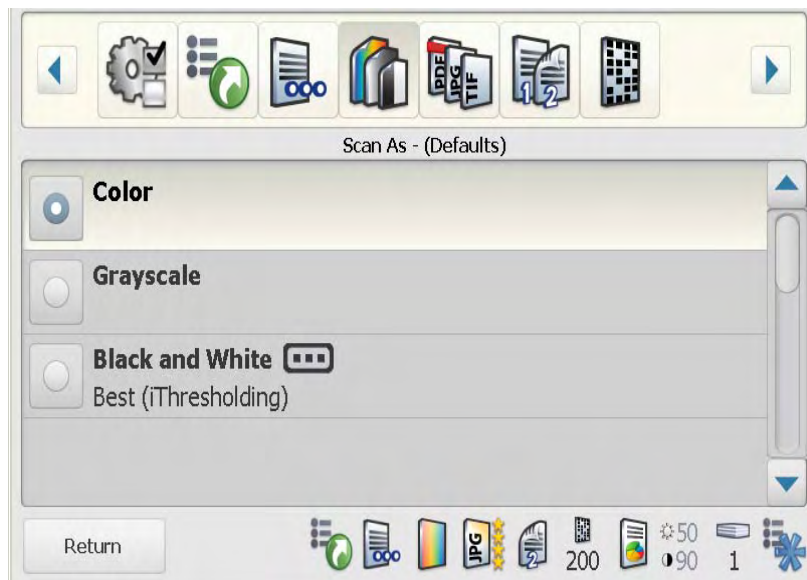
## Scan As option



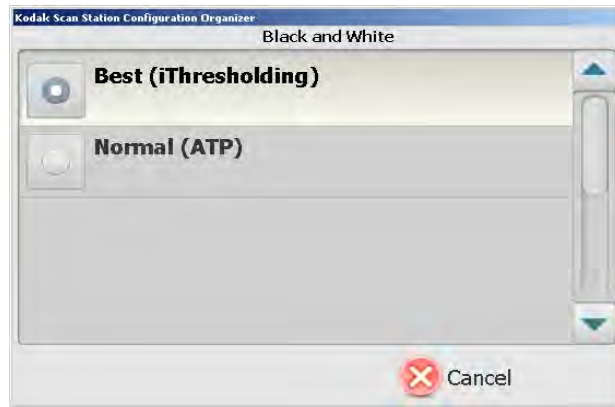
When selecting a *Scan As* setting, your selection may have an impact on other scan settings. The table below describes how each *Scan As* selection will impact other selections.

Scan As setting	File Type setting	Black and White Adjustments
<b>Color</b>	PDF (Searchable/Image only) PDF (Multi/Single page) TIFF (Multi/Single page) JPEG (Single page)	Not available
<b>Grayscale</b>	PDF (Multi/Single page) JPEG (Single page)	Not available
<b>Black and White</b>	PDF (Searchable/Image only)	Not available
	TIFF (Multi/Single page) <b>Best</b> (iThresholding) <b>Normal</b> (ATP)	Contrast available Contrast and Threshold available

1. Select the **Scan As** icon.
2. Select the setting that will most typically be used by your organization.



- If you select **Black and White**, the Black and White screen will be displayed. Select either **Best (iThresholding)** or **Normal (ATP)**.

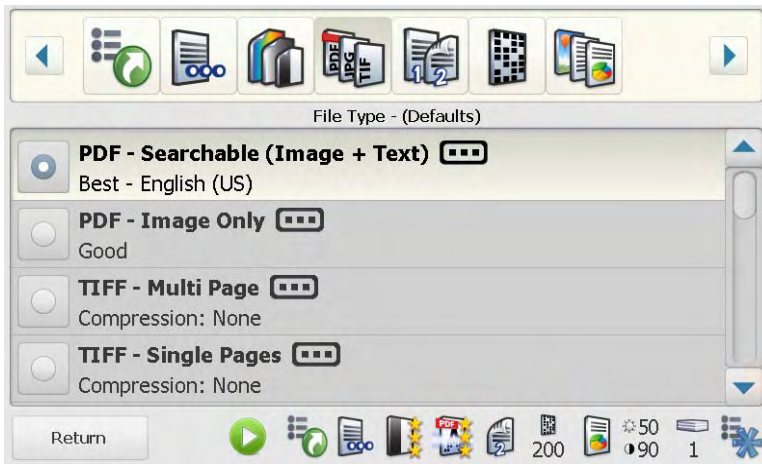


- **Best (iThresholding)** — the Scan Station dynamically evaluates each document to determine the optimal threshold value to produce the highest quality image. This allows scanning of mixed document sets with varying quality (such as faint text, shaded backgrounds, or color backgrounds) to be scanned using a single setting thus reducing the need for document sorting. When **Best** is selected, only *Contrast* can be adjusted on the Black and White Adjustments screen.
- **Normal (ATP)** (Adaptive Threshold Processing) — separates the foreground information in an image (e.g., text, graphics, lines, etc.) from the background information (i.e., white or non-white paper background). When **Normal** is selected, you can adjust both *Threshold* and *Contrast* on the Black and White Adjustments screen.

## File Type option



1. Select the **File Type** icon.



2. Select the **File Type** that will most frequently be used by your organization.

- **PDF - Searchable (Image + Text)** — creates a single- or multi-page document that contains both text and image data. This type of document uses OCR technology to read the scanned page and extracts text information from the image data. When you select this option, a screen is displayed with the following options for creating PDF files.
  - **Quality:** allows you to select a **Good**, **Better** or **Best** quality option. When saving a file as PDF, predefined scanner resolution settings will be used when selecting **Good** (150 dpi), **Better** (200 dpi), and **Best** (300 dpi). The scanner dpi settings will **not** be used when scanning in PDF mode.
  - **Language:** this option is only available when you select **PDF - Searchable (Image + Text)**. When you select **Language**, the Language screen will be displayed. Select the language you want used in the Optical Character Recognition employed to generate the PDF file.
  - **Single Pages:** creates a PDF file for every page scanned. If scanning a two-sided document, a file will be created for both the front and back page.
  - **Secure:** allows the user to enter a password that will be used to encrypt the file before the file is delivered. The password will be sent in a separate email when **Email** is one of the destination selections.

- **PDF - Image Only** — creates a single- or multi-page document that contains only scanned data as a bitmap image. PDF files created with this option are not text searchable. When you select this option, a screen is displayed with the following options for creating PDF files.
  - **Quality:** allows you to select a **Good**, **Better** or **Best** quality option. When saving a file as PDF, predefined scanner resolution settings will be used when selecting **Good** (150 dpi), **Better** (200 dpi), and **Best** (300 dpi). The scanner dpi settings will **not** be used when scanning in PDF mode.
  - **Single Pages:** creates a PDF file for every page scanned. If scanning a two-sided document, a file will be created for both the front and back page.
  - **Secure:** allows the user to enter a password that will be used to encrypt the file before the file is delivered. The password will be sent in a separate email when **Email** is one of the destination selections.
- **JPEG** — this option is only available if your *Scan As* selection is **Color** or **Grayscale**. JPEG creates multiple files, one for the front and back of a page. If JPEG is selected, you can select **Draft**, **Good**, **Better**, **Best** or **Superior**.

NOTE: The quality settings impact the final size of the file (**Draft** producing the smallest file size and **Superior** producing the largest file size).

- **TIFF - Multi Page** — creates one file that contains all of the scanned pages. You can select either: **None** (Uncompressed), **Group 4** or **JPEG** compression.
- **TIFF - Single Pages** — creates multiple files, one for each side of a scanned page. You can select either: **None** (Uncompressed), **Group 4** or **JPEG** compression.

NOTES:

- Color/Grayscale TIFF documents can only be **Uncompressed** or **JPEG** compressed. Black and white documents can either be **Uncompressed**, **Group 4** or **JPEG** compression.
- All faxed documents will be delivered as black and white, Group 4 compressed TIFF images.

## Input Document Is option

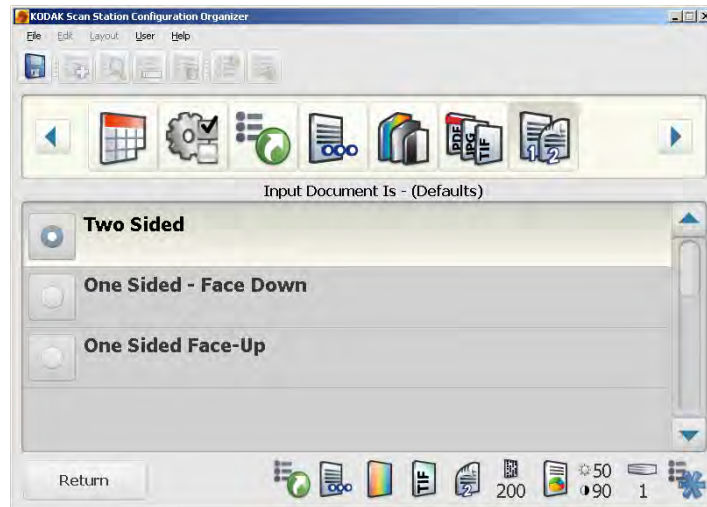


The Input Document Is screen provides three options:

**Two Sided** — the Scan Station will scan the front and back in a single pass.

**One-Sided - Face Down** — select if your organization typically scans one-sided documents. If you select this option, the documents must be put in the input tray face down (the side you want to scan facing the input tray).

**One-Sided - Face Up** — select if your organization typically scans one-sided documents. If you select this option, the documents must be put in the input tray face up (the side you want to scan facing toward you).



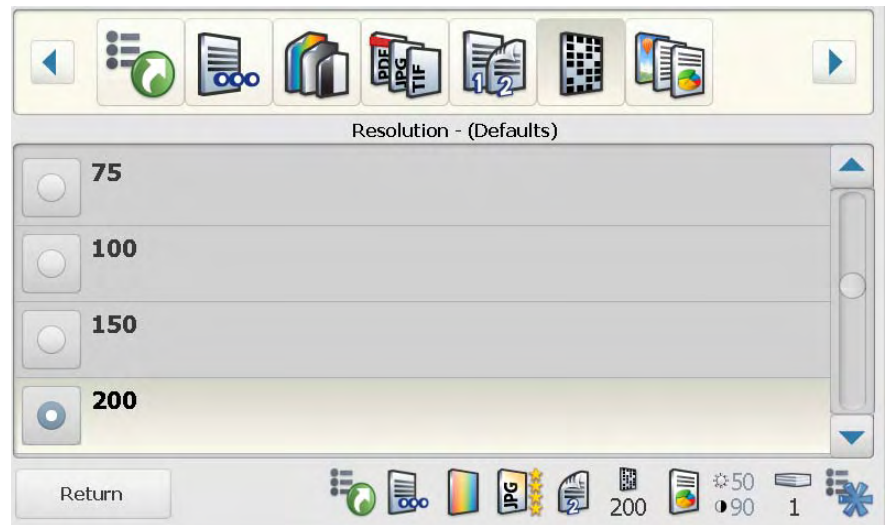
### NOTES:

- If permitted, the user can temporarily change this setting for a single scan session.
- The **Two Sided** option can be used with **Blank Page Detection** for better performance. See the section entitled, “Advanced option” later in this chapter for more information.

## Resolution option



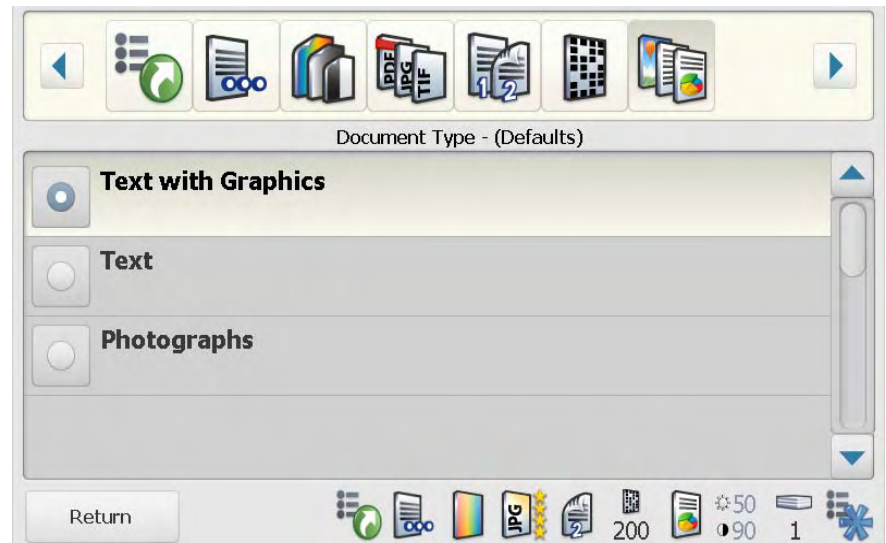
Select a default *Resolution* from **75** to **600** dpi. 200 dpi is the default. Higher resolutions produce better quality images, but larger file sizes.



## Document Type option



If your documents typically have a mixture of text and graphics, keep this option as the default. Otherwise, select the *Document Type* that is most frequently scanned by your organization.

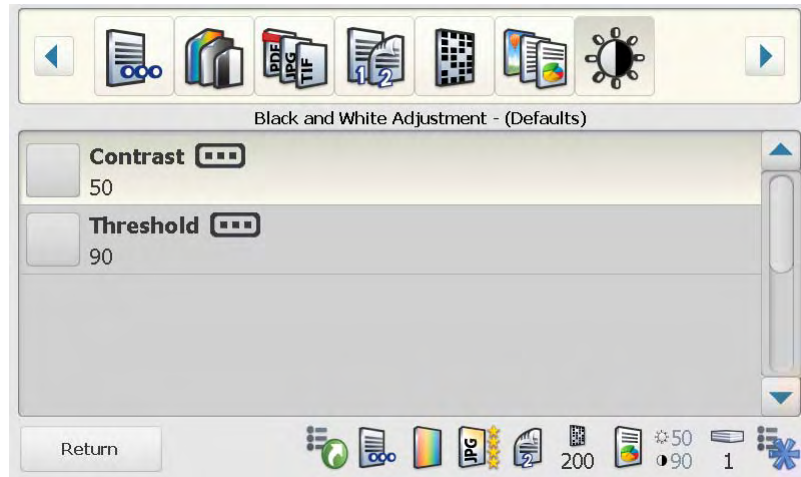


## Black and White Adjustment option

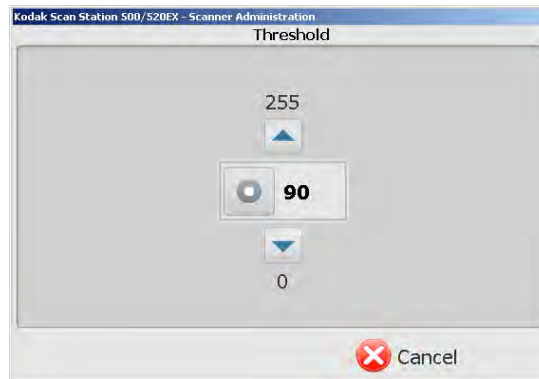


If you selected **Black and White** as your *Scan As* selection, the Black and White Adjustments screen will be available.

1. Select the **Black and White Adjustment** icon.



- If you selected **Best (iThresholding)** on the *Scan As* screen, only the *Contrast* value can be changed.
- If you selected **Normal (ATP)**, both *Contrast* and *Threshold* can be changed.



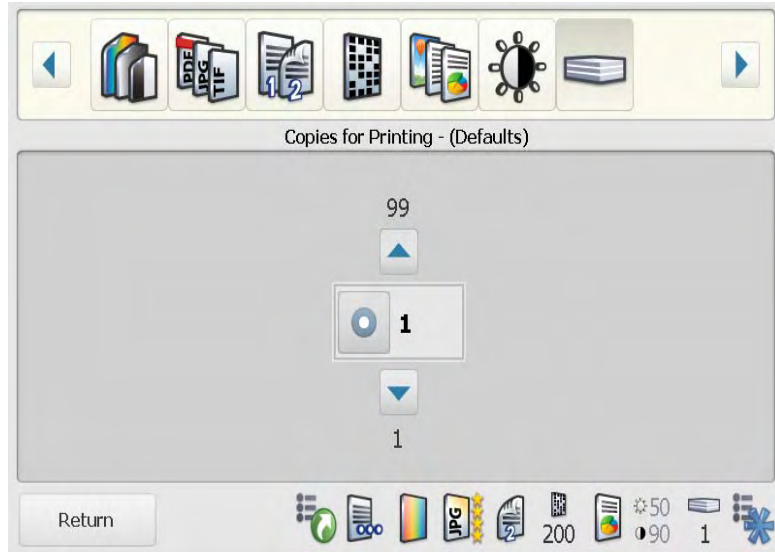
2. Use the **Up** and **Down** arrows to adjust the value, then click the button to the left of the number to save the new value.



## Copies for Printing option



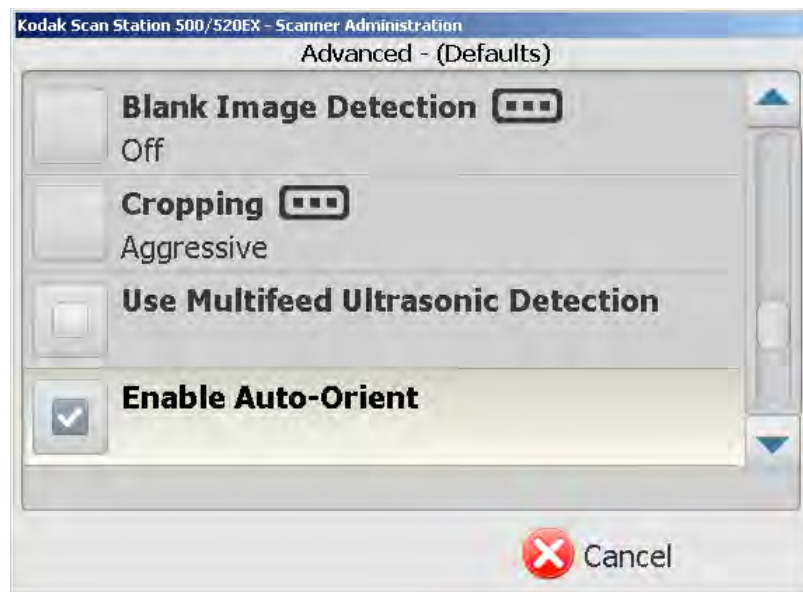
This option is for the user during their scan session. Any changes to this option during configuration will be ignored. The default is 1.



## Advanced option



1. Select the **Advanced** icon. The Advanced screen provides these options:

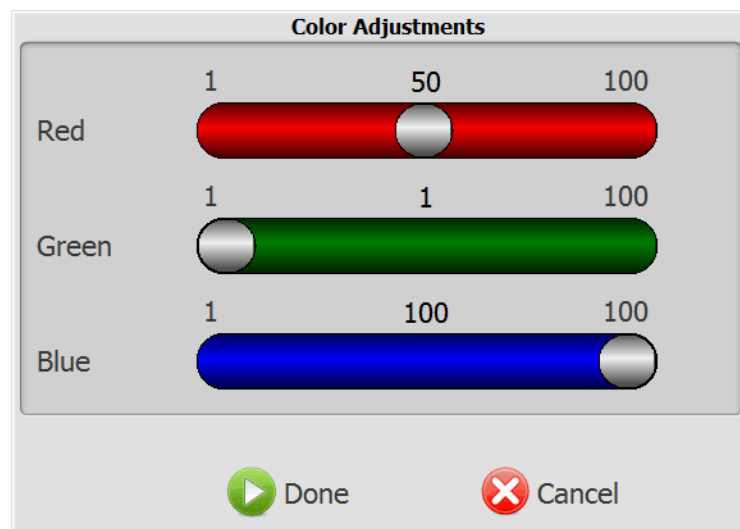


- **Blank Image Detection** — used to detect blank pages (e.g., the back side of a document), so these pages can be discarded. Use this option when scanning black and white documents to either TIFF or PDF. Click **Blank Page Detection** to turn this feature **On** or select a percentage where document images that fall below the percentage will be discarded. The default is 1%.



- **Cropping** — allows you to select either **Automatic** or **Aggressive** cropping.
  - **Automatic:** automatically detects the border of an image and straightens it if necessary.
  - **Aggressive:** automatically detects the border of an image, straightens it if necessary, and eliminates any residual black border on any image edges. In order to achieve this, there is a possibility that a small amount of image data from the edge of the document may be lost.
- **Use Multifeed Ultrasonic Detection** — multifeed ultrasonic detection aids in document scanning by detecting documents that may go through the feeder overlapped. Multifeeds can happen due to stapled documents, adhesives on documents, or electrostatically charged documents. Check this option if you want the Scan Station to detect double-fed documents.
 

NOTE: If this option is **on** and a multifeed document is detected, the Scan Station will “ding”. The user will need to check their scanned images to be sure they are correct. If necessary, they may need to rescan the job
- **Enable Auto-Orient** — if enabled, the Scan Station will analyze each document to determine how it was fed and will rotate the image to the proper orientation.
- **Reverse Page Order** — if enabled, the Scan Station will reverse the order of the scanned images from the order in which the documents were scanned.
- **Color Adjustments** — when checked, displays the Color Adjustments screen, which allows you adjust the **Red**, **Green** and **Blue** color intensity. Values range from 1 to 100; **1** is the lowest amount of color; **100** is the highest amount of color. The default is 50.



2. Enable any of these options above and click **Done**.

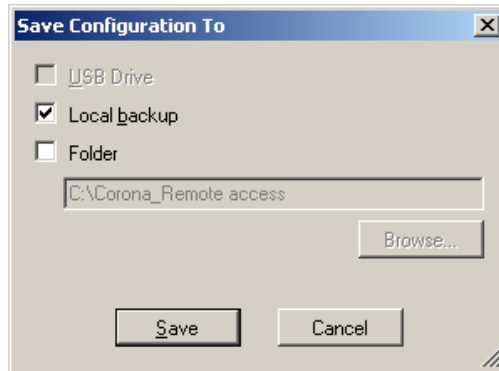
## Saving your administrative configuration file

After making changes to the configuration, save your configuration settings. Configuration settings can be saved to three locations:

- USB Drive
- Local backup
- Folder

1. Click the **Save** icon.

The *Save Configuration To* dialog box will be displayed. By default the **Local backup** option is selected. If you choose to create a local backup, a copy of the settings will be saved in the same directory as the KSS500 - Scanner Admin application.



2. Select where you want to save the configuration settings and click **Save**.

### NOTES:

- Insert your USB drive into the USB port on your PC **after** the Configuration Organizer is running. This will allow the Configuration Organizer to recognize the presence of the USB drive. If the USB drive is inserted before the application is launched, the USB Drive option will not be available on the *Save Configuration To* dialog box.
- If the USB drive was inserted before the application is launched, remove the USB drive and re-insert it.
- If you are using the KSS500 - Scanner Admin application to send the configuration file to a Scan Station or you are using a remote configuration, check the **Folder** option and **Browse** to the network location where configuration files are stored.

3. Click **OK**.
4. Click **File>Exit** to close the Configuration Organizer.

## Updating configuration settings

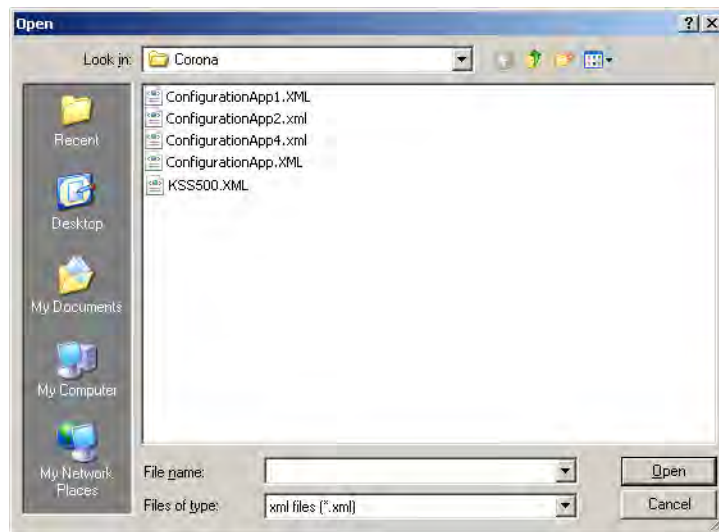
After saving the administrative configuration file, the file needs to be uploaded to the Scan Station. The configuration file can be uploaded by using the KSS500 - Scanner Admin application remote configuration or by saving the file to a USB drive and inserting it in the USB port of the Scan Station.

### Loading configuration settings using the KSS500 - Scanner Admin application

1. From the KSS500 - Scanner Admin main screen, click on the Scan Station(s) you want to upload the configuration file to.

NOTE: To select more than one Scan Station, press the Ctrl or Shift key and click the mouse button. The selected Scan Stations will be highlighted.

2. Select **Scanners>Configuration>File Upload**. The Open dialog box will be displayed.



3. Select the configuration file (KSS500.xml) that you want to upload and click **Open**. The message, **Uploading, please wait** will be displayed while the file is being uploaded.

NOTE: If the file fails to load, the message, **Upload Error - there was an error uploading the configuration file to: Scanner Name** will be displayed.

### Uploading the configuration settings using remote configuration

1. Browse to the configuration file (KSS500.xml) that you want to load.
2. Copy the configuration file to the network folder that the Scan Station(s) have been configured to "watch".

NOTE: When the configured day and time occurs, Scan Station(s) will be updated with the new configuration.

### Uploading the configuration settings using a USB drive

1. Insert your USB drive in the USB port on the Scan Station.

NOTE: If the Scan Station configuration previously had a password assigned to it, you will be prompted to enter that password before proceeding with any changes.

2. Click **Update**.

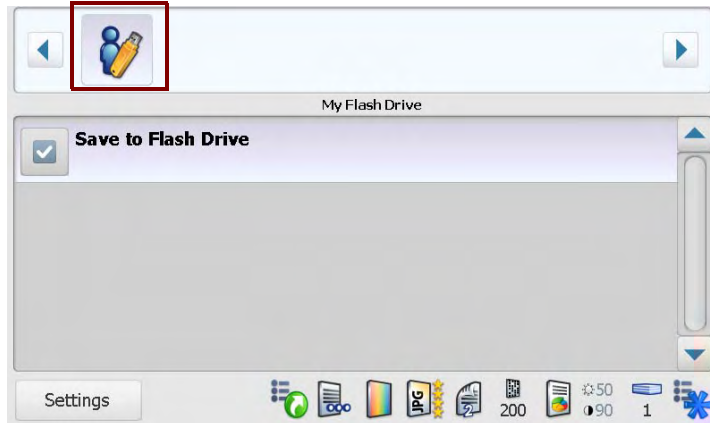
## Verifying your Scan Station setup

Verify that your Scan Station installation was successful and is operational.

NOTE: If **Save to Flash Drive** is disabled, select another destination to scan to and go to Step 3.

1. Insert a blank USB drive in the Scan Station's USB port.

When the Scan Station recognizes the USB flash drive, an icon is displayed showing the USB flash drive with the user profile.



2. Click **Save to Flash Drive**.
3. Place a document into the input tray and press the Go button. The Destination Review screen will be displayed.

NOTE: If you enabled **FAST Scanning**, the Scan Station will start automatically and the Settings Review screen will not be displayed. Otherwise, the Scan Station will begin scanning after 10 seconds (or you can press the Go button again to start scanning immediately).

As the Scan Station begins to feed and process documents, a Status screen will be displayed. The page number and a preview image will be displayed as each page is being scanned.

When the document has been scanned, the Status screen will be displayed as it sends your document to each selected destination.

When all destinations have been processed, the Processing Review screen will be displayed.

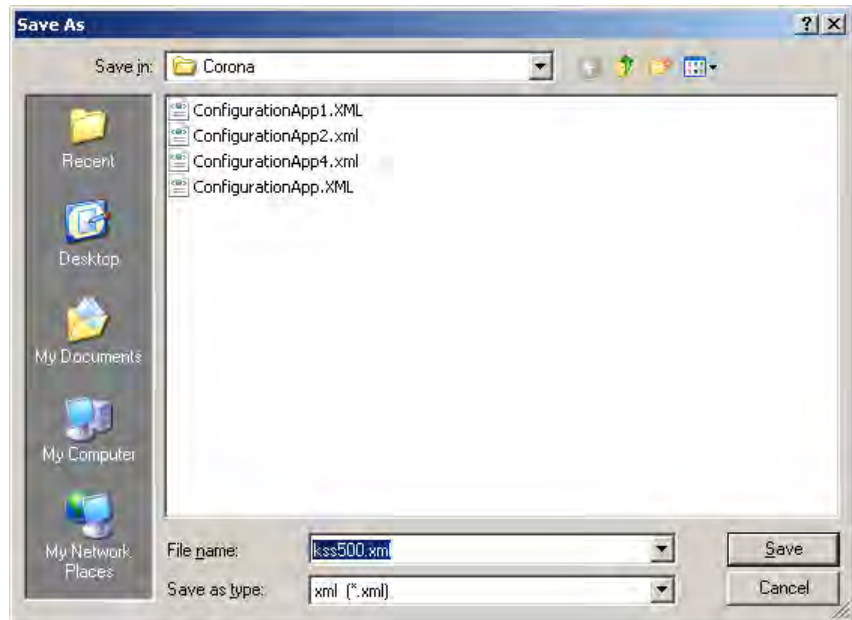
NOTES:

- If **Fast Scanning** is enabled, these screens will not be displayed.
- This screen lists all the selected destinations (if you had more than one). Successful destinations will be shown with a green check mark. Unsuccessful destinations will be shown with a red X, and the message, **One or more saved destinations failed** will be displayed. To review detailed error messages, download the error logs.

## Downloading configuration files

It is possible to download a configuration file that is already installed on a Scan Station to the KSS500 - Scanner Admin application to be modified and/or uploaded to a Scan Station.

1. Double-click on the KSS500 - Scanner Admin shortcut icon.
2. Browse to and open the previously saved Scan Station administration file.
3. Select the Scan Station where you want to download the configuration file.
4. Select **Scanner>Configuration>File Download**. The Save As dialog box will be displayed.



5. Select the configuration file that you want to download and click **Save**. The message, **Downloading: Please wait** will be displayed while the file is being downloaded.

## Opening/modifying a configuration file

1. Double-click on the KSS500 - Scanner Admin application icon.
2. Select **File>Configuration Organizer**.
3. Select **File>Open**. The *Open Configuration From* dialog box will be displayed.
4. Browse to the location of the KSS500.xml file that you want to open.
5. Click **Open** to open the configuration file.
6. Modify any settings.
7. Select **File>Save** to save the configuration file. Refer to the section entitled, "Saving your configuration file settings" for more information.

# 5 Setting up and Managing Destination Groups

---

## Contents








Toolbar descriptions .....	5-2
Creating groups and adding items .....	5-3
Renaming an email group .....	5-4
Deleting an email group .....	5-4
Moving groups and items within groups .....	5-5
Importing an email address book .....	5-6
Adding email addresses using LDAP .....	5-7
Adding several email addresses to a single item in an email group.....	5-8
Adding a USB drive folder group .....	5-9
Renaming a USB drive group .....	5-10
Deleting a USB drive group .....	5-10
Adding a network folder .....	5-11
Renaming a network group .....	5-12
Deleting a network group.....	5-12
Adding an FTP group .....	5-13
Specifying Proxy settings.....	5-15
Adding a fax group and fax numbers.....	5-18
Renaming a fax group .....	5-19
Deleting a fax group .....	5-19
Adding a SharePoint group .....	5-20
Adding an Evernote group.....	5-23
Configuring FTP destinations.....	5-26
Specifying proxy settings.....	5-27
Configuring printers.....	5-28
Connecting to a printer that is connected to a print server on a network domain .....	5-29
Connecting to a printer shared by another computer on the network workgroup .....	5-29
Connecting to a network printer that is directly connected to the network .....	5-30

This chapter provides procedures for adding, renaming, deleting, and reordering destination groups (e.g., email, network folder, printer, FTP, etc.) that will be commonly used by the personnel in your organization. Setting up these frequently used groups makes it faster and easier for your Scan Station users to scan and send their documents. Destination groups are set up using the Configuration Organizer.

For simplicity purposes, only the procedures for managing an *email* group will be documented. The steps required to manage other group types and their entries are the same, unless otherwise noted.

## Toolbar descriptions

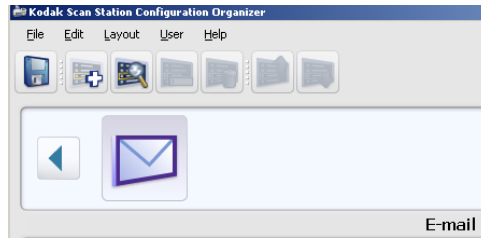
The Configuration Organizer's toolbar provides quick access to commonly used functions. The toolbar is always displayed. You cannot add, delete or move toolbar buttons.

Icon	Description
	Saves the configuration file to the USB flash drive or hard drive.
	Adds a new item in the current group.
	Searches for an item
	Renames the selected item.
	Deletes the selected item.
	Moves the selected item up one position.
	Moves the selected item down one position.

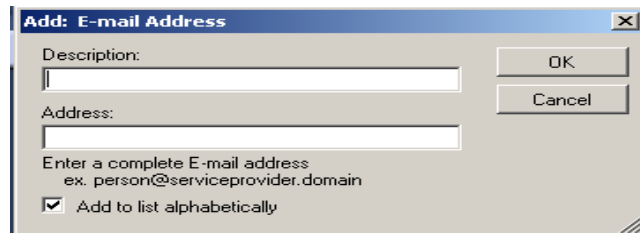
NOTE: For the purpose of this manual, procedures are indicated by using the menu options. You can also use the toolbar buttons or shortcut keys for any desired action.

## Creating groups and adding items

1. Open the KSS500 - Scanner Admin application.
2. Select **File>Configuration Organizer**.
3. Select **Edit>Add Group>E-Mail**. An Email icon is added to the toolbar on the Configuration Organizer window.



4. Select the email group you want to add an address(es) to and select **Edit>Add Item**.

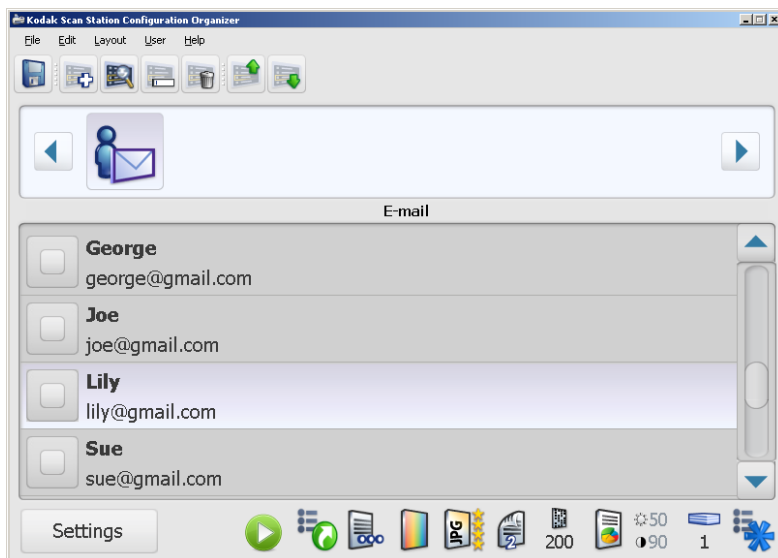


5. Enter a name in the *Description* field and email address in the *Address* field, then click **OK**.

### NOTES:

- If you do not want the email address placed in alphabetical order, uncheck **Add to list alphabetically**.
- You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

The email address will be added to the selected email group and the address will be listed on the Configuration Organizer window.



6. Repeat steps 3-5 for each email address you want to add to an email group.

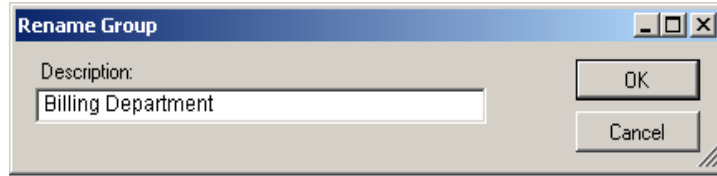


## Renaming an email group

By default, when you add an email group, the group is named **E-mail**.

From the Configuration Organizer:

1. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

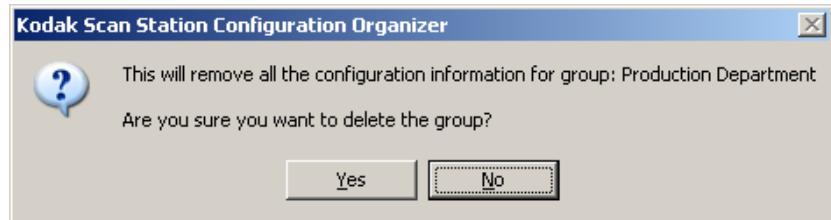


2. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the Configuration Organizer screen.

## Deleting an email group

When you delete an email group, all email addresses within the email group will also be deleted.

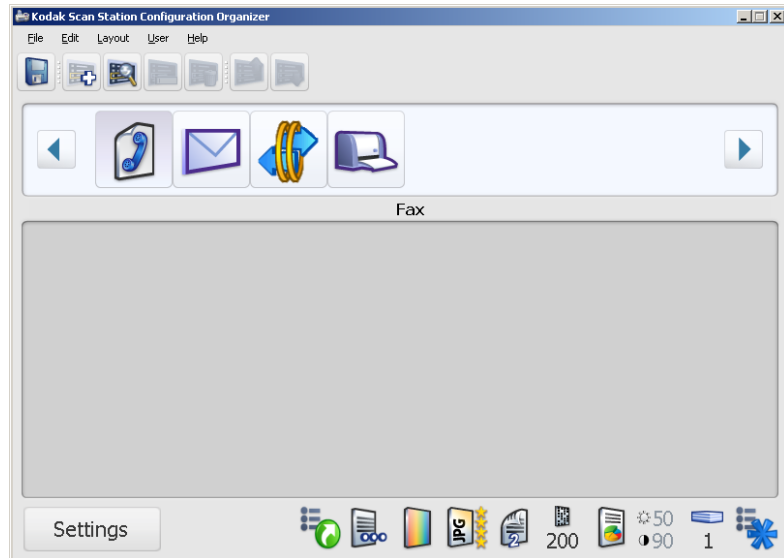
1. Access the Configuration Organizer and select the email group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:



3. Click **Yes** to delete the email group.

## Moving groups and items within groups

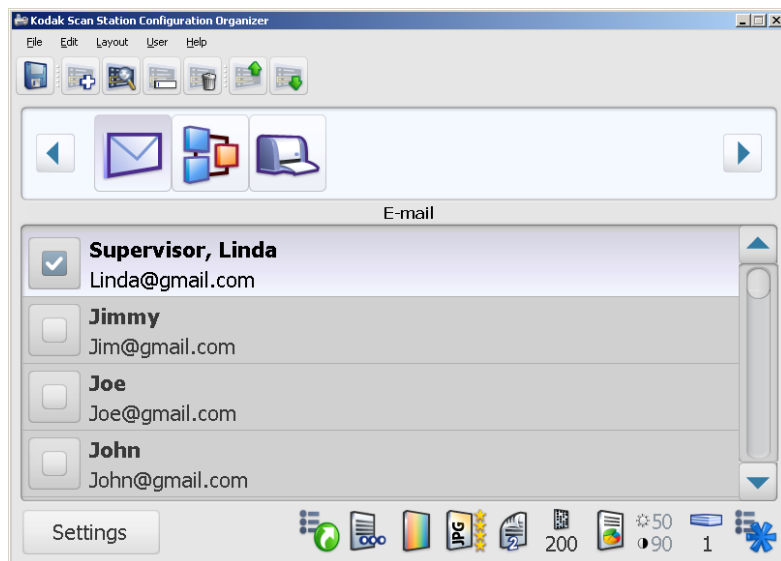
The order in which the groups are displayed in the Configuration Organizer is the same order they will be displayed on the Scan Station. If you want a specific group to be displayed as the first selection or in a special order, you can reorder the groups the way you want them displayed.



1. Click the group you want to move.
2. Select **Layout>Move Group Left** or **Layout>Move Group Right**. The group will be moved one position to the left or right.

### Moving items within groups

1. Select the item within the list that you want to move.



2. Select **Layout>Move Item Down** or **Layout>Move Item Up**. The item will be moved up or down one position.

**NOTE:** If you want to move items/groups many times, it is recommended that you use the Ctrl key sequences (Ctrl-Up arrow/Ctrl-Down arrow) as this will be faster.

## Importing an email address book

CSV files are data files that represent database information. Each row contains data values that are separated by a comma. Each comma found on a line of text represents a column of data from the original database. The example below shows typical data exported from Microsoft's Outlook Express.

NOTE: The first row may contain the data column header information and **not** actual data.

**First Row**    First Name, Last Name, E-mail Address  
                  Smith, John, johnsmith@rochester.rr.com  
                  Tom, Brown, Tombrown123@yahoo.com  
                  William, Doe, wdoe@msn.com

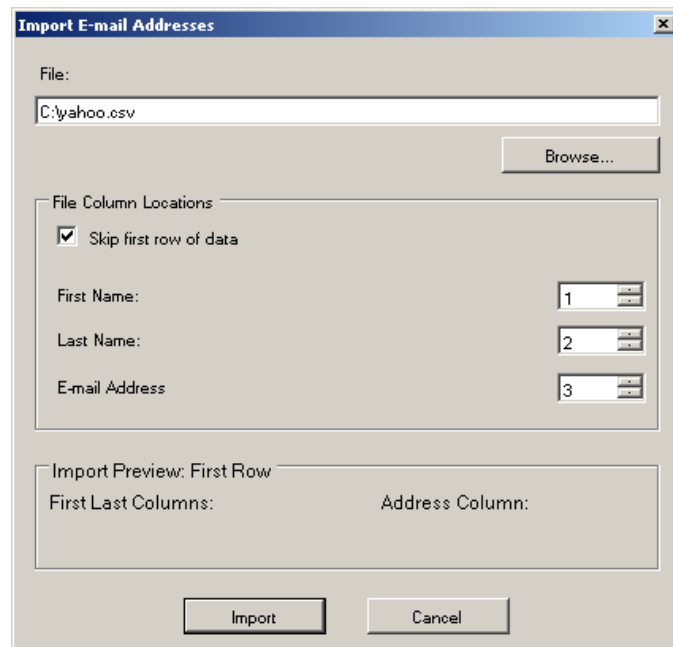
Outlook Express allows you to export your email address book to a comma-separated file. When you export your email address book, you can select which data columns you want to export.

NOTE: Other mail programs may not allow you to select which data columns to export.

It is recommended that you only export the first name, last name, and email address. Once the file is exported, it can be imported into the Configuration Organizer.

To import your email address book:

1. Select the email group where you want to import your email address book.
2. Select **Edit>Import Email Addresses**. The **Import E-mail Addresses** dialog box will be displayed.



3. Enter the file name in the *File* field that contains the email addresses you want to export. If necessary, use the **Browse** button to help locate the file.

4. Many email client applications automatically export the column headings as the first row of data. If you do not want to export the column headings as the first row, check **Skip first row of data**.

NOTE: Some email applications also export the data with additional quote characters surrounding the data. The quote characters will be removed while importing data.

5. Enter the column numbers where the **First Name**, **Last Name** and **Email Address** appear in the CSV file.

After selecting a CSV file and column locations, a preview will be displayed showing the results of the file Column Location selections. If the column selections are changed, the preview will reflect these changes.

For example, if the three *File Column Location* values are 1, 2, and 3 the preview would display the following:

First Name Last Name	Email Address
----------------------	---------------

The First Name and Last Name are combined to form the email address display name. The Email Address is used to create the email address.

If all three File Column Location values were set to 1, then the preview would look like this:

First Name First Name	First Name
-----------------------	------------

6. Click **Import**. The email addresses will be added to the selected Email group.

## Adding email addresses using LDAP

If the LDAP server is correctly configured, you can use this connection to search the network address book for email addresses. Any addresses found while searching can be added to the currently selected email group.

1. Click the **Search** icon on the main Configuration Organizer toolbar. The keyboard will be displayed.
2. Enter the last name of the person you are searching for and click **Done**. The Address Search Results list will be displayed.
3. Select one or more of the addresses found in the list and click **Done**. The addresses will be added to the email group.

### NOTES:

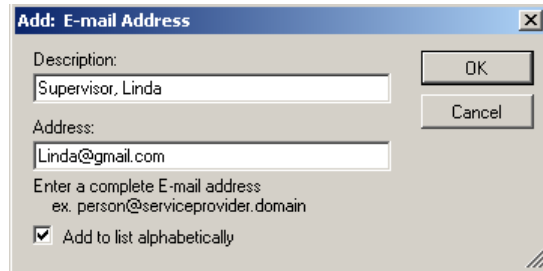
- If more than 20 addresses are found that match the search criteria, you may want to refine your search by adding more information, such as the first name of the person you are searching. e.g., "smith joe" instead of just "smith".
- Wildcards are added before and after the search criteria.

## Adding several email addresses to a single item in an email group

Typically email groups contain a list of entries that consist of one e-mail address per entry. However, you can create a list within a single entry within the email group. The following describes the typical case of one email address per item and an example of multiple addresses per entry.

### Example 1

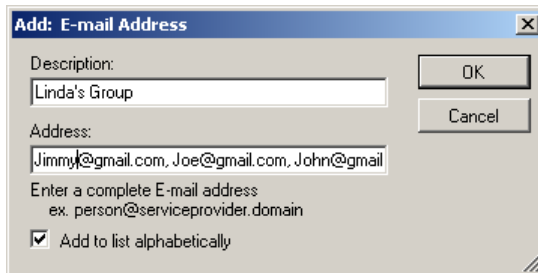
The *Description* field contains an email recipient's name, and the *Address* field contains a single email address.



The screenshot shows a dialog box titled "Add: E-mail Address". It has two input fields: "Description:" with the text "Supervisor, Linda" and "Address:" with the text "Linda@gmail.com". To the right of the Description field are "OK" and "Cancel" buttons. Below the Address field, there is a small text box that says "Enter a complete E-mail address" followed by an example "ex. person@serviceprovider.domain". At the bottom, there is a checked checkbox labeled "Add to list alphabetically".

### Example 2

The *Description* field contains a group name, and the *Address* field contains multiple email addresses separated by commas.



The screenshot shows a dialog box titled "Add: E-mail Address". It has two input fields: "Description:" with the text "Linda's Group" and "Address:" with the text "Jimmy@gmail.com, Joe@gmail.com, John@gmail.com". To the right of the Description field are "OK" and "Cancel" buttons. Below the Address field, there is a small text box that says "Enter a complete E-mail address" followed by an example "ex. person@serviceprovider.domain". At the bottom, there is a checked checkbox labeled "Add to list alphabetically".

*Description:* Linda's Group

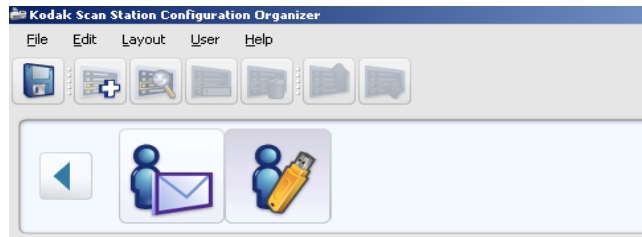
*Address:* Jimmy@gmail.com, Joe@gmail.com, John@gmail.com

Each email address in the *Address* field is validated to ensure the proper format. If an improper email address is entered, the message ***The E-mail address is not in a valid format. Typical format: person@serviceprovider.domain*** will be displayed. Click **OK** on the message and verify the format is correct.

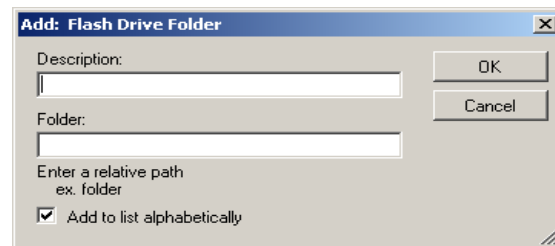
## Adding a USB drive folder group

If you want to add a folder to a USB drive group that already exists, skip to step 2:

1. From the Configuration Organizer select **Edit>Add Group>USB Drive Folder**. A USB Drive icon is added to the toolbar on the Configuration Organizer window.



2. To add a folder to a USB drive group, click the USB drive group you want to add the folder to and select **Edit>Add Item**. The Add dialog box will be displayed.

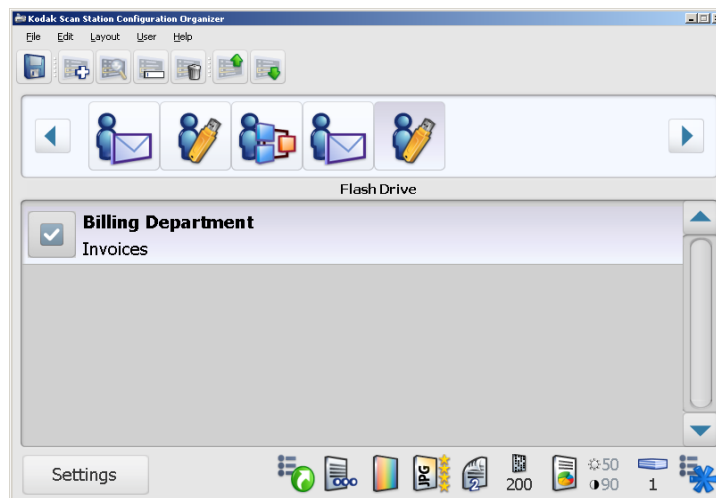


3. Enter description and folder name in the *Description* and *Folder* fields and click **OK**.

### NOTES:

- If you do not want the USB drive folder placed in alphabetical order, uncheck **Add to list alphabetically**.
- You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

The folder is added to the selected USB drive group.

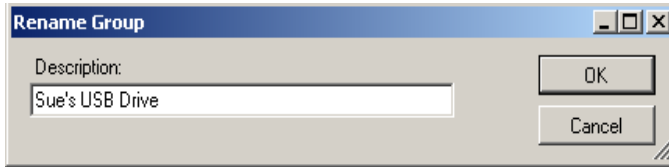


4. Repeat steps 2 and 3 for each USB drive folder you want to add.

## Renaming a USB drive group

By default, when you add a flash drive group, the group is named **USB Drive**.

1. Select the USB drive group that you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

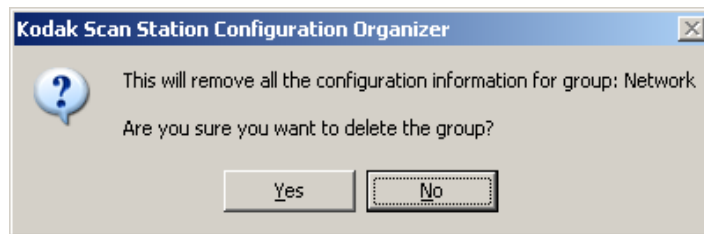


3. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

## Deleting a USB drive group

When you delete a USB drive group, all folders within that group will also be deleted.

1. Select the USB drive group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

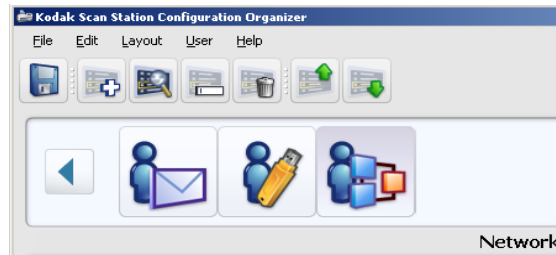


3. Click **Yes** to delete the USB drive group.

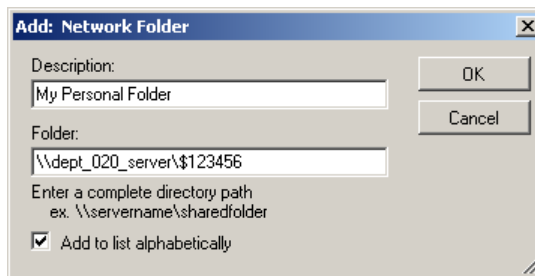
## Adding a network folder

If you want to add an item to a network folder that already exists, skip to step 2.

1. From the Configuration Organizer select **Edit>Add Group>Network Folder**. A Network folder icon is added to the toolbar on the Configuration Organizer window.



2. Select the Network group you want to add a folder to, and select **Edit>Add Item**. The Add dialog box will be displayed.

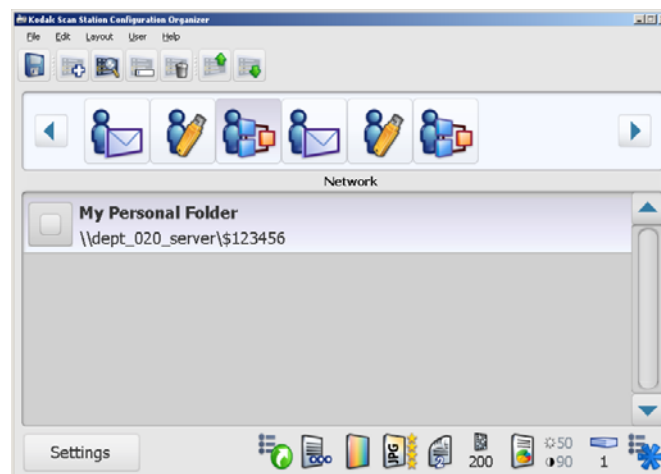


3. Enter the name and fully qualified folder path in the *Description* and *Folder* fields and click **OK**.

### NOTES:

- You must use a full network path if you are scanning to a DFS based network.
- If you do not want the network folder placed in alphabetical order, uncheck **Add to list alphabetically**.
- You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

The folder is added to the selected Network group.



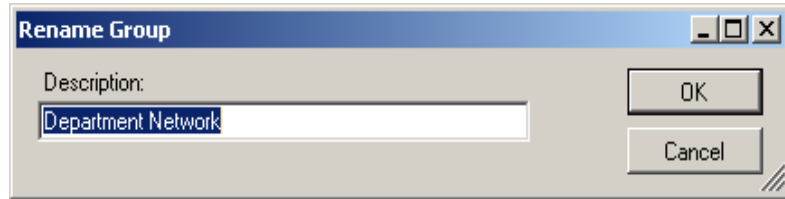
4. Repeat steps 2 and 3 for each network folder you want to add.



## Renaming a network group

By default, when you add a network group, the group is named **Network**.

1. Select the network group that you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

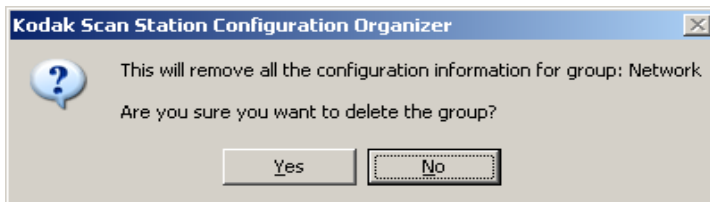


3. Make the desired change in the *Description* field and click **OK**. The change will be displayed on the main Configuration Organizer window.

## Deleting a network group

When you delete a network group, all folders within that group will also be deleted.

1. Select the network group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

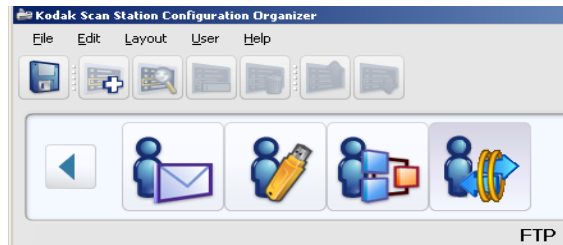


3. Click **Yes** to delete the network group.

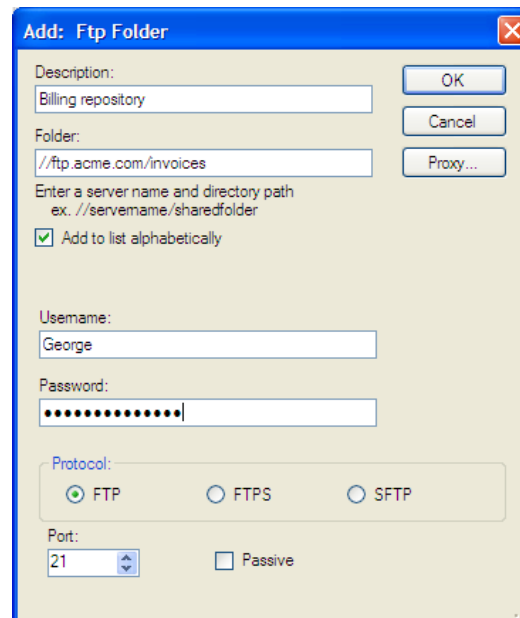
## Adding an FTP group

To add an FTP group to your configuration:

1. From the Configuration Organizer select **Edit>Add Group>FTP**. An FTP icon is added to the toolbar on the Configuration Organizer window.



2. Select the FTP group you want to add to and select **Edit>Add Item**. The Add: Ftp Folder dialog box will be displayed.



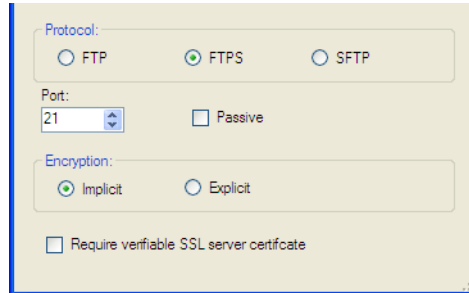
3. Make an entry in the *Description*, *Folder*, *Username* and *Password* fields. The *Folder* field should contain a complete path to the FTP site including the subfolder into which scanned documents will be placed. For example, *//ftp.acme.com/documents* would connect to the FTP site *ftp.acme.com* and place the scanned documents in the folder *documents*.

### NOTES:

- Any additional folders defined in the File Naming Settings screen will also be used when creating the scanned documents.
- If you do not want the FTP site placed in alphabetical order, uncheck **Add to list alphabetically**.

4. Select the desired **Protocol** option: **FTP**, **FTPS** or **SFTP**.

- If you select **FTP** the following options are available:
  - If the FTP site communicates on a port other than Port 21, change the value using the up and down arrows.
  - You may optionally select **Passive** if required by the FTP server. **Passive** is most commonly used if the FTP site is outside the firewall.
- If you select **FTPS** the following options are available:



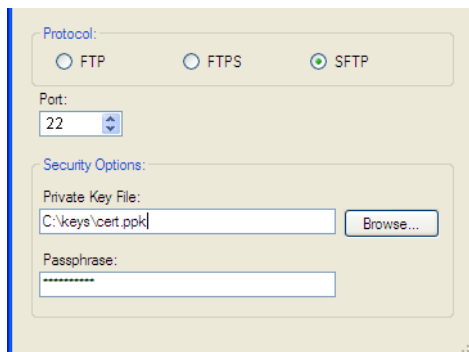
Protocol:  
 FTP  FTPS  SFTP

Port:  
21  Passive

Encryption:  
 Implicit  Explicit

Require verifiable SSL server certificate

- FTPS servers will allow secure (encrypted) communications when Explicit and Port 21 is selected. Any other combination of settings will result in unsecured (unencrypted) communications between the Scan Station and the FTPS server.
  - By default, **Active** port negotiation is used. Selecting **Passive** will enable Passive port negotiation.
  - Select an **Encryption** option: **Implicit** or **Explicit**. Consult the FTP Server administrator for the appropriate encryption option.
  - Check **Require verifiable SSL server certificate** if your network environment is more security conscious and you require your certificates to be up to date and signed by certificate authority.
- If you select **SFTP** the following options are available:



Protocol:  
 FTP  FTPS  SFTP

Port:  
22

Security Options:  
Private Key File:  
C:\keys\cert.ppk

Passphrase:  
\*\*\*\*\*

- If the SFTP site communicates on a port other than Port 22, change the value using the up and down arrows. When you select **SFTP**, the Port value will automatically change to the default value of Port 22.

- A Private Key File is an encrypted key that is used to access the SFTP server. There are several different types of Private Key files. Use the **Browse** button to select the Private Key file stored on your computer or network. Consult the SFTP administrator for the appropriate Private Key file to use.

NOTE: Private Key files encrypted with DSA 2048, 4096 bits and Putty SSH1 RSA are not supported.

- If you entered a Private Key File, you must enter a **Passphrase**. The passphrase is used to decrypt the Private Key file.

NOTE: You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

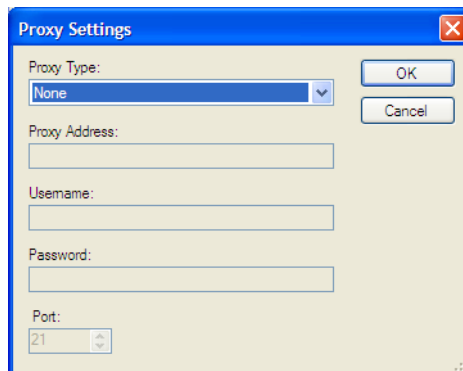
5. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.

### Specifying Proxy settings

If your company requires the use of a proxy server before communicating with an FTP or SFTP site, define these proxy settings by clicking on the **Proxy** button.

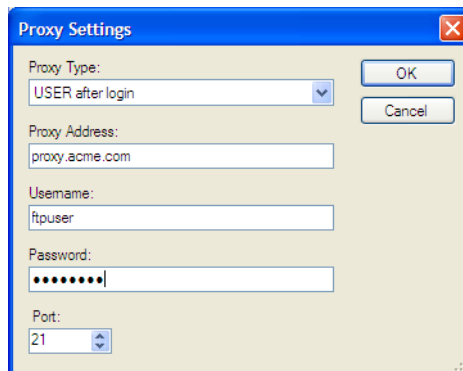
### FTP

If you selected **FTP** as your protocol, the following dialog box will be displayed:



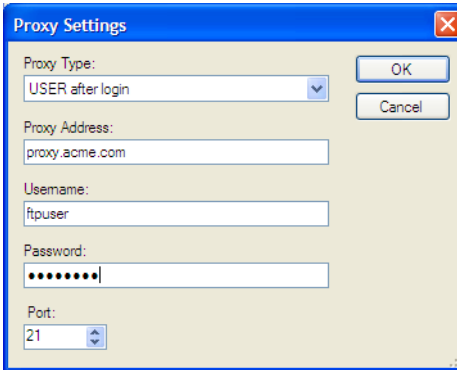
The image shows a 'Proxy Settings' dialog box. The 'Proxy Type' dropdown menu is set to 'None'. The 'Proxy Address' field is empty. The 'Username' and 'Password' fields are also empty. The 'Port' dropdown menu is set to '21'. There are 'OK' and 'Cancel' buttons on the right side of the dialog.

1. Select **USER after login** for the **Proxy Type**.



The image shows the 'Proxy Settings' dialog box with the following fields filled in: 'Proxy Type' is set to 'USER after login', 'Proxy Address' is 'proxy.acme.com', 'Username' is 'ftpuser', 'Password' is masked with dots, and 'Port' is '21'. The 'OK' and 'Cancel' buttons are visible on the right.

2. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., FTP.acme.com) or as an IP address.



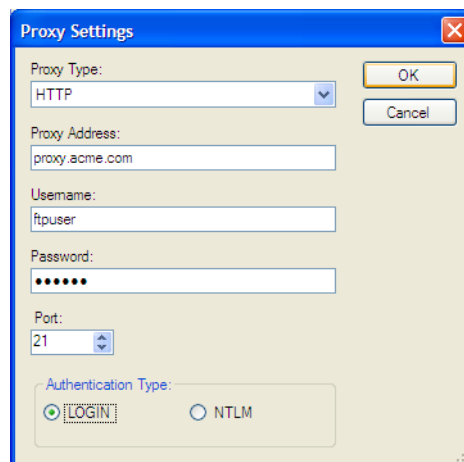
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.

## SFTP

SFTP supports two proxy types: **HTTP** and **SOCKS**.

### Proxy Type: HTTP

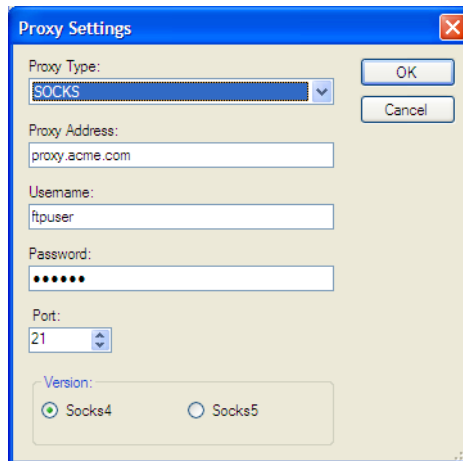
1. Select the **Proxy Type**. If you selected **HTTP** as your Proxy Type, the following dialog box will be displayed.



2. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., FTP.acme.com) or as an IP address.
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.
5. Select the appropriate **Authentication Type** for the Proxy server. If you do not know if you should use **LOGIN** or **NTLM**, consult your administrator.
6. Click **OK**.

## Proxy Type: SOCKS

1. Select the **Proxy Type**. If you selected **SOCKS** as your Proxy Type, the following dialog box will be displayed.



The image shows a 'Proxy Settings' dialog box with the following fields and options:

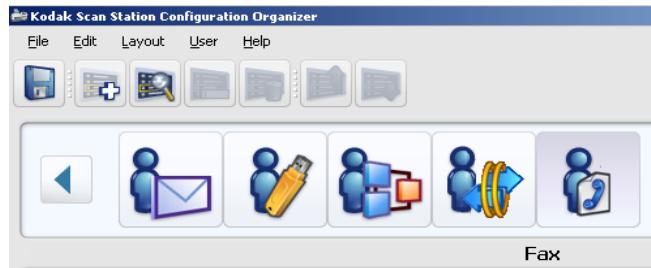
- Proxy Type:** A dropdown menu with 'SOCKS' selected.
- Proxy Address:** A text box containing 'proxy.acme.com'.
- Username:** A text box containing 'ftpuser'.
- Password:** A text box with masked characters (dots).
- Port:** A spin box set to '21'.
- Version:** Two radio buttons: 'Socks4' (selected) and 'Socks5'.
- Buttons:** 'OK' and 'Cancel' buttons are located in the top right corner.

2. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., FTP.acme.com) or as an IP address.
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.
5. Select the appropriate **Version** for the Proxy server. If you do not know if you should use **SOCKS4** or **SOCKS5**, consult your administrator.
6. Click **OK**.

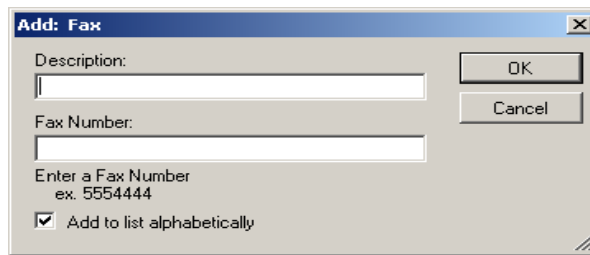
## Adding a fax group and fax numbers

If you want to add a fax number to a fax group that already exists, skip to step 2.

1. From the Configuration Organizer select **Edit>Add Group>Fax**. A Fax icon is added to the toolbar on the Configuration Organizer window.



2. Select the fax group you want to add a fax number(s) to and select **Edit>Add Item**. The Add dialog box will be displayed.

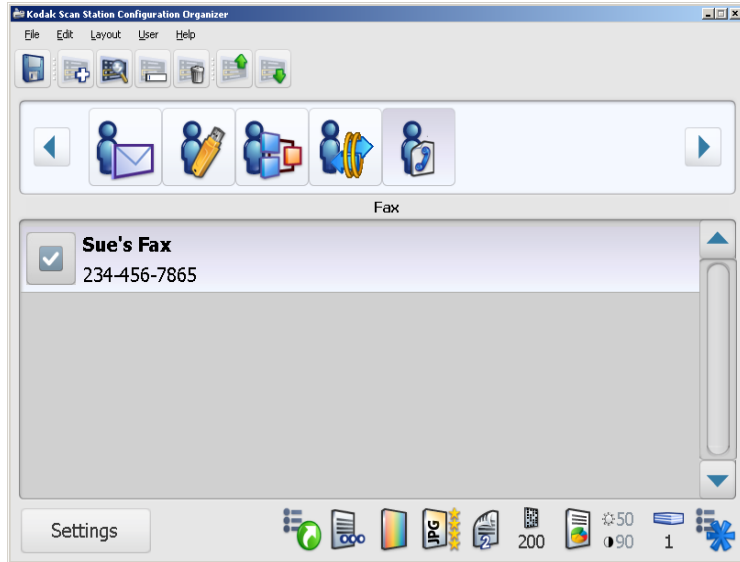


3. Enter the description and fax number and click **OK**.

### NOTES:

- If you do not want the fax number placed in alphabetical order, uncheck **Add to list alphabetically**.
- Use pauses between fax numbers if you are sending a fax outside from a business phone network. For example, if you need to dial "8" to get an outside line, and wait for a dial tone to dial the rest of the number, the comma will provide a 3-second wait time before dialing the number.
- You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

The fax number will be added to the selected fax group and the number will be listed on the Configuration Organizer window.

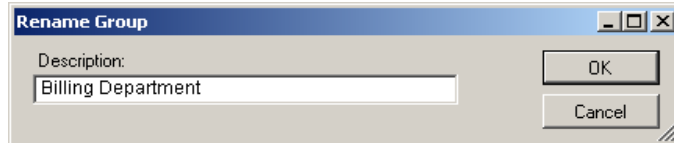


4. Repeat steps 2 and 3 for each fax number you want to add to a fax group.

## Renaming a fax group

By default, when you add a fax group, the group is named **Fax**.

1. Select the fax group you want to rename.
2. Select **Edit>Rename Group**. The Rename Group dialog box will be displayed.

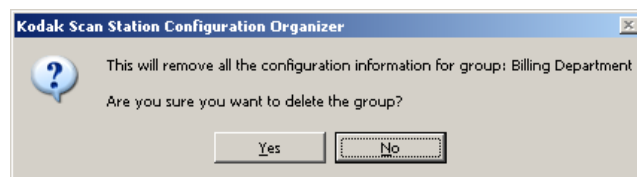


3. Make the desired change in the *Description* field and click **OK**. The new group name will be displayed on the main Configuration Organizer window.

## Deleting a fax group

If you delete a fax group, all fax numbers within the fax group will also be deleted.

1. Select the fax group you want to delete.
2. Select **Edit>Delete Group**. The following message will be displayed:

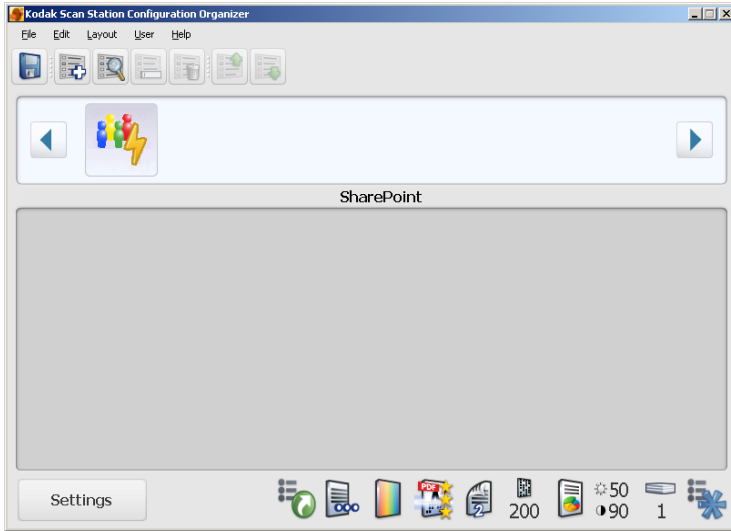


3. Click **Yes** to delete the fax group.

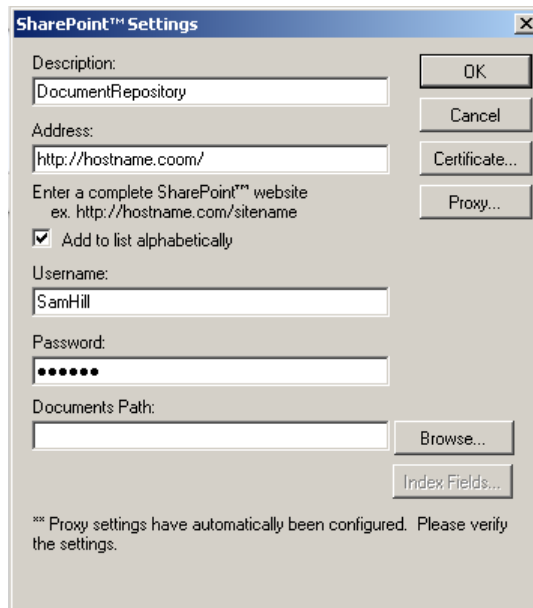


**Adding a SharePoint group** If you want to add SharePoint as a destination group, do the following.

1. Select **Edit>Add Group>SharePoint**.



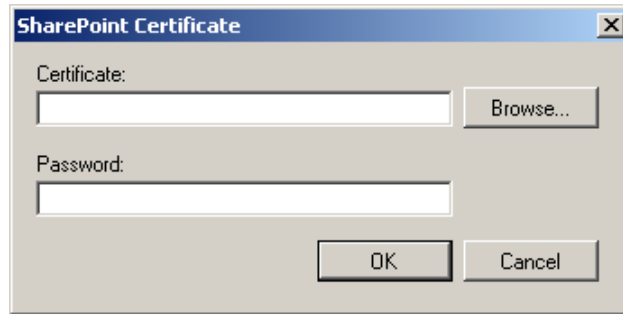
2. Select **Edit>Add Item**. The SharePoint Settings dialog box will be displayed.



3. Make an entry in the *Description* field that identifies the destination.
4. Enter the address of the SharePoint server in the *Address* field. The *Address* field must contain a complete path to the SharePoint site.
5. Make an entry in the *Username* and *Password* fields.
6. In the *Documents path* field, enter the path to the folder where the documents will be scanned. If necessary, use the **Browse** button to help locate the folder.

**NOTE:** If you do not want the SharePoint destination to be placed in alphabetical order, uncheck **Add to list alphabetically**.

7. If the SharePoint site you want the user to access is secure, you will need to enter the certificate file and password by clicking **Certificate**. The SharePoint Certificate dialog box will be displayed.




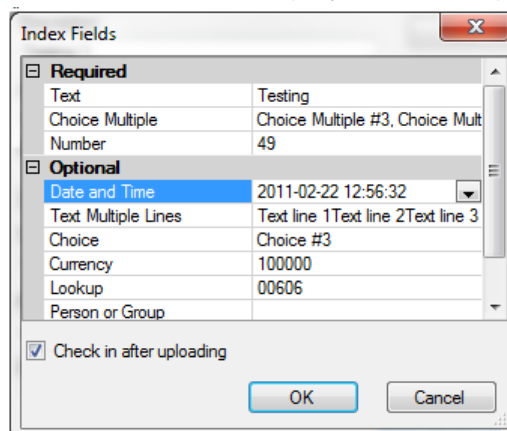
- Enter the name of the Certificate file in the *Certificate* field. The following file extensions are allowed: .cer, .crt, .der, .pfx, .p12, .p76, .and p7c.
- Enter the certificate password that the user should enter to open and decrypt the certificate file.
- Click **OK**.

**NOTE:** You must run as an Administrator to install a SharePoint certificate. If you are using Windows 7 or Windows Vista, right-click on the KSSDashboard.exe file and select **“Run as administrator”**.

8. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.
9. If there are required index fields for the selected library, select the **Index Fields** button. The Index Fields dialog box will be displayed that shows the required and optional index fields associated with the selected library.

**NOTE:** The first part of the document path is the library; anything after that, is a subdirectory. The library contains index fields.

- If the index field has a down arrow  to the right of the index value, click on it to display the value options.



The supported index fields are:

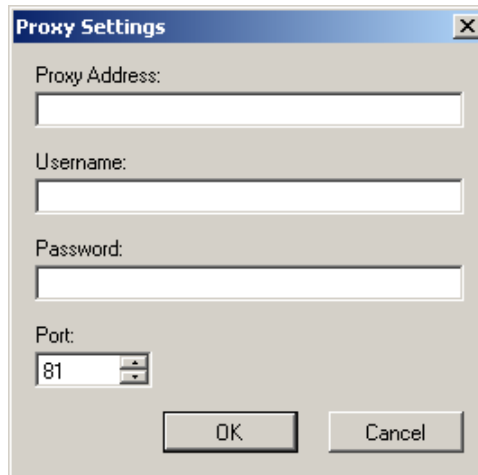
- Single line of text
- Multiple lines of text
- Choice
- Number
- Currency
- Date and Time
- Lookup
- Yes/No
- Person or Group
- Hyperlink or Picture

10. Click **OK** to close the Index Fields dialog box.

11. Click **OK** again to close the SharePoint Settings dialog box.

### Specifying Proxy settings

If your company requires the use of a proxy server before communicating with the SharePoint site, you must define these proxy settings by clicking on the **Proxy** button.

The image shows a 'Proxy Settings' dialog box with a title bar containing a close button (X). The dialog has four input fields: 'Proxy Address:' (a text box), 'Username:' (a text box), 'Password:' (a text box), and 'Port:' (a spinner box with the value '81' displayed). At the bottom, there are two buttons: 'OK' and 'Cancel'.

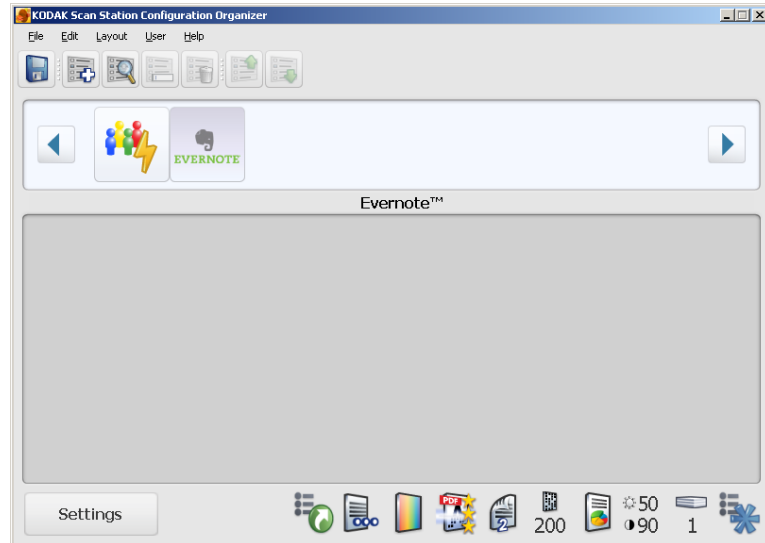
1. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., proxy.mycompany.com) or as an IP address.
2. Enter the **Username** and **Password** required to access the proxy server.
3. If the proxy server is configured to communicate on a port other than Port 81, change or enter the value using the up and down arrows or keyboard.
4. Click **OK**.

NOTE: SharePoint does not support: Searching and Voice Annotation.

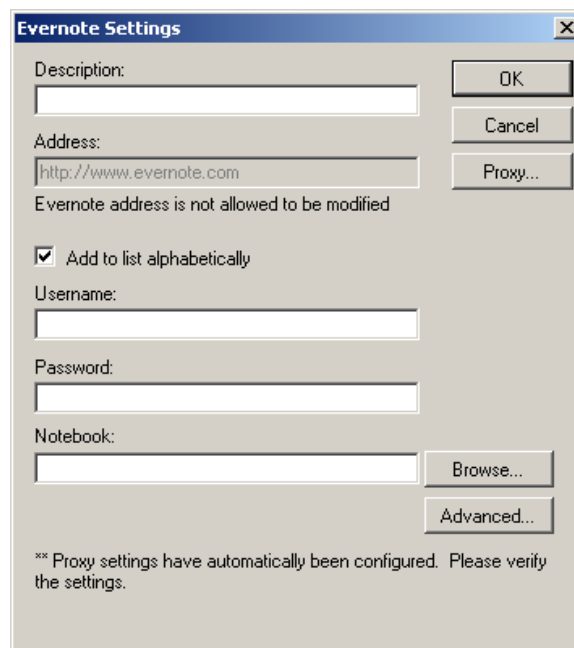
## Adding an Evernote group

If you want to add Evernote as a destination group, do the following.

1. Select **Edit>Add Group>Evernote**.



2. Select **Edit>Add Item**. The Evernote Settings dialog box will be displayed.

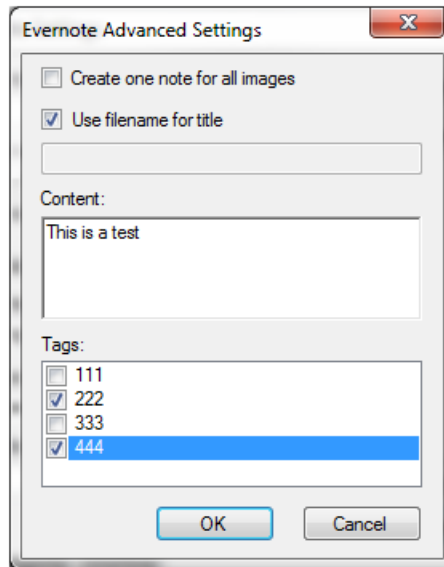


3. Make an entry in the *Description* field that identifies the destination.
4. Make an entry in the *Username* and *Password* fields that identifies the credential name/password for access to the Evernote server.
5. In the *Notebook* field, enter the path to the notebook where the documents will be scanned. If necessary, use the **Browse** button to help locate the notebook.

NOTES:

- You cannot change the address of the Evernote server.
  - If you do not want the Evernote destination to be placed in alphabetical order, uncheck **Add to list alphabetically**.
6. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.
  7. If you want to further organize your scanned documents, you can click **Advanced** to make additional settings. The Evernote Advanced Settings dialog box will be displayed.

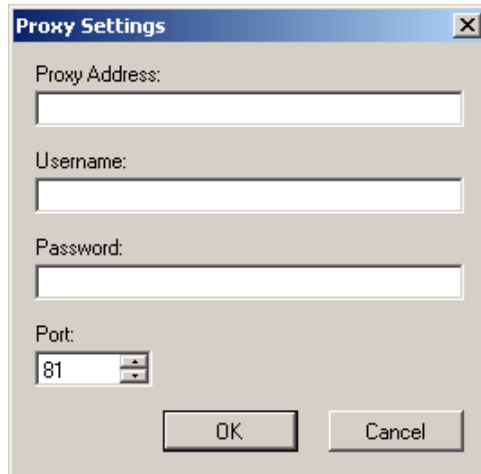
After defining your settings, click **OK** on the Evernote Advanced Settings dialog box to return to the Evernote Settings dialog box.



- Check **Create one note for all images** if you want to create one note for the entire batch. If this option is not checked, one note will be created for each filename.
- Check **Use filename for title** if you want the title to be the same as the filename defined on the Configuration Options screen (i.e., KSS500\_001.jpg). If this option is not checked, you can enter a desired description in this field.
- Enter any information that you want in the *Content* field. This information will be attached as part of the scanned document.
- Tags can be defined to notes to help describe the note's contents. Check any of the tags that you want associated with the scanned documents.

## Specifying Proxy settings

If your company requires the use of a proxy server before communicating with the Evernote site, you must define these proxy settings by clicking on the **Proxy** button.

A screenshot of a 'Proxy Settings' dialog box. The dialog has a title bar with 'Proxy Settings' and a close button. It contains four input fields: 'Proxy Address:' (a text box), 'Username:' (a text box), 'Password:' (a text box), and 'Port:' (a spinner box with '81' selected). At the bottom are 'OK' and 'Cancel' buttons.

1. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., proxy.mycompany.com) or as an IP address.
2. Enter the **Username** and **Password** required to access the proxy server.
3. If the proxy server is configured to communicate on a port other than Port 81, change or enter the value using the up and down arrows or keyboard.
4. Click **OK**.

### NOTES:

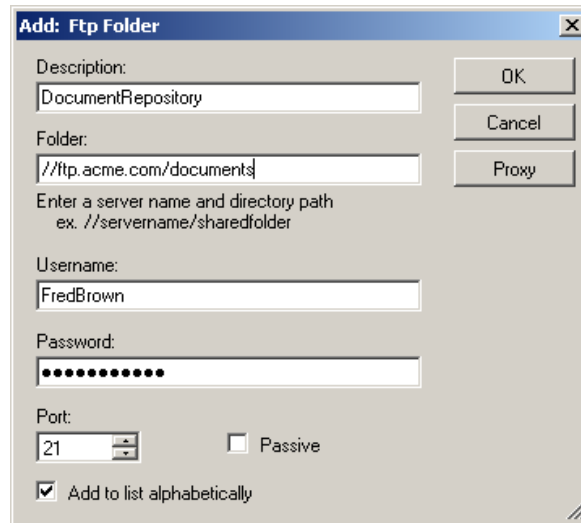
- Evernote does not support: Searching, Voice Annotation and File Naming/Folder Creation.
- If proxy settings are automatically detected, they will be used.

## Configuring FTP destinations



FTP destinations require a different configuration than the other destinations. The Configuration Organizer allows you to configure both FTP and proxy server settings. Depending on your network configuration you may or may not have to communicate with FTP sites through a proxy server. For each FTP destination you can specify individual username and password settings. This is important as you may be communicating with FTP sites located at different companies or on different company servers.

1. Select **Edit>Add Group>FTP**.
2. Select **Edit>Add Item**. The Add: Ftp Folder dialog box will be displayed.



3. Make an entry in the *Description*, *Folder*, *Username* and *Password* fields. The *Folder* field should contain a complete path to the FTP site including the subfolder into which scanned documents will be placed. For example, *//ftp.acme.com/documents* would connect to the FTP site *ftp.acme.com* and place the scanned documents in the folder *documents*.

NOTE: Any additional folders defined on the File Naming Settings screen will also be used when creating the scanned documents.

4. If the FTP site communicates on a port other than Port 21, change the value using the up and down arrows.
5. You may optionally select **Passive** if required by the FTP server. **Passive** is most commonly used if the FTP site is outside the firewall.

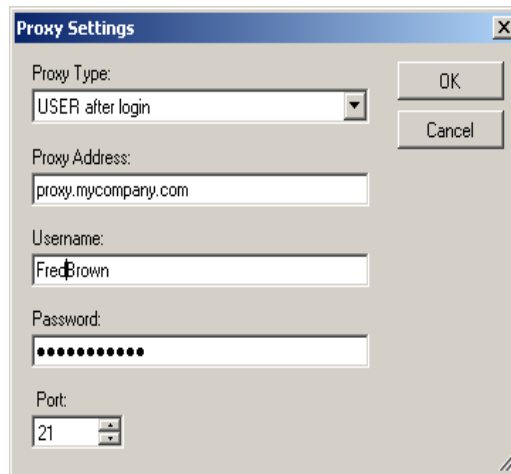
### NOTES:

- If you do not want the FTP site placed in alphabetical order, uncheck **Add to list alphabetically**.
- You can also rename items and delete items from a group by using the **Edit>Rename Item** and **Edit>Delete Item** menu selections.

6. If your company requires the use of proxy servers, click the **Proxy** button and go to the next section; otherwise click **OK**.

## Specifying Proxy settings

If your company requires the use of a proxy server before communicating with an FTP site, you must define these proxy settings by clicking on the **Proxy** button.



1. Select the **Proxy Type**.
  - If **USER after login** is selected, continue with Step 2.
2. Enter the **Proxy Address** in the form of a fully qualified domain name (e.g., proxy.mycompany.com) or as an IP address.
3. Enter the **Username** and **Password** required to access the proxy server.
4. If the proxy server is configured to communicate on a port other than Port 21, change or enter the value using the up and down arrows or keyboard.
5. Click **OK**.



## Configuring printers



The Scan Station uses the Microsoft “*Point and Print*” technology for installing print drivers and connecting to network printers. Typically, network printers are attached to print servers which manage the scheduling of print jobs for one or more network printers. These print servers manage print queues for each connected printer and can also deliver and install print drivers to other network PCs or devices.

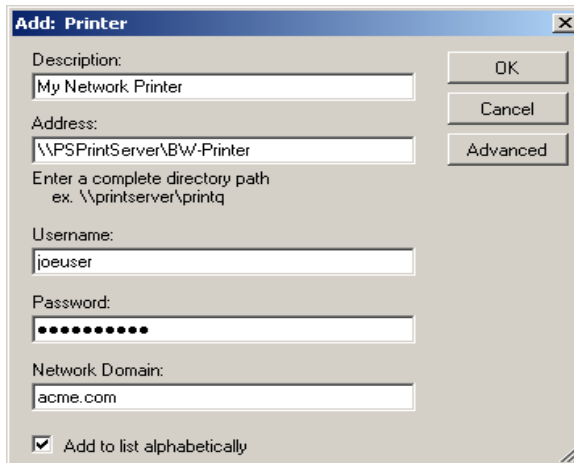
The Scan Station can connect to printers in the following ways:

- Connect to a printer that is connected to a print server on a network domain.
- Connect to a printer that is shared by another computer on a network workgroup.
- Connect to a network printer that is directly connected to the network via an Ethernet cable plugged directly into a router or hub.

In each of these scenarios, Microsoft Windows may also require login credentials for any device requesting access to a network printer. Each of these scenarios is described in more detail below.

### Connecting to a printer that is connected to a print server on a network domain

1. Select **Edit>Add Group>Printer**.
2. Select **Edit>Add Item**. The Add: Printer dialog box will be displayed.



3. Enter any text that describes the printer in the *Description* field.
4. Enter the fully qualified path to the print server and print queue (e.g., \\printservername\printqueue or \\192.168.1.101\printqueue).

**NOTE:** Using IP addresses when accessing a print server is guaranteed to resolve the path to the printer. Fully qualified domain names may not resolve the path to the printer in certain network environments.

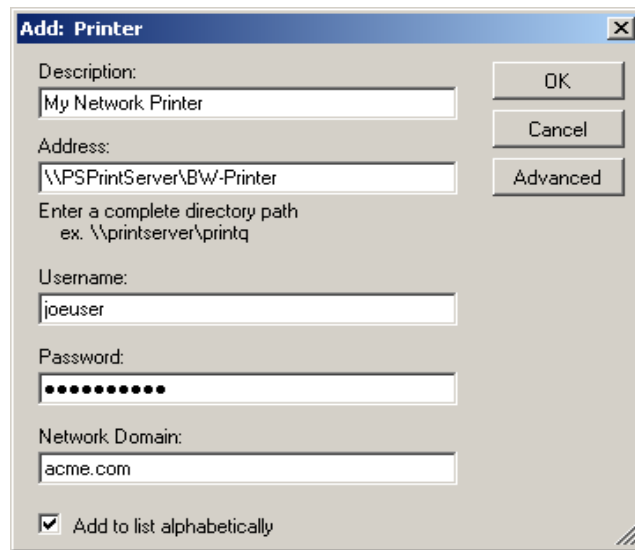
5. If the network domain is configured to require authentication to install a printer driver, enter the **Username**, **Password**, and **Network Domain** names.

**NOTE:** If proper authentication is not provided, the printer and its driver may not be installed on the Scan Station.

6. Click **OK**.

**Connecting to a printer shared by another computer on the network workgroup**

1. Select **Edit>Add Group>Printer**.
2. Select **Edit>Add Item**. The Add: Printer dialog box will be displayed.



3. Enter any text that describes the printer in the *Description* field.
4. Enter the fully qualified path to the shared computer and the share name assigned to the printer (e.g., \\mypc\sharedprinter or \\192.168.1.101\sharedprinter).

**NOTE:** Using IP addresses when accessing a print server is guaranteed to resolve the path to the printer. Fully qualified domain names may not resolve the path to the printer in certain network environments.

5. If the PC requires authentication credentials to access the shared printer, enter the **Username** and **Password**. Leave the **Network Domain** blank.
6. Click **OK**.

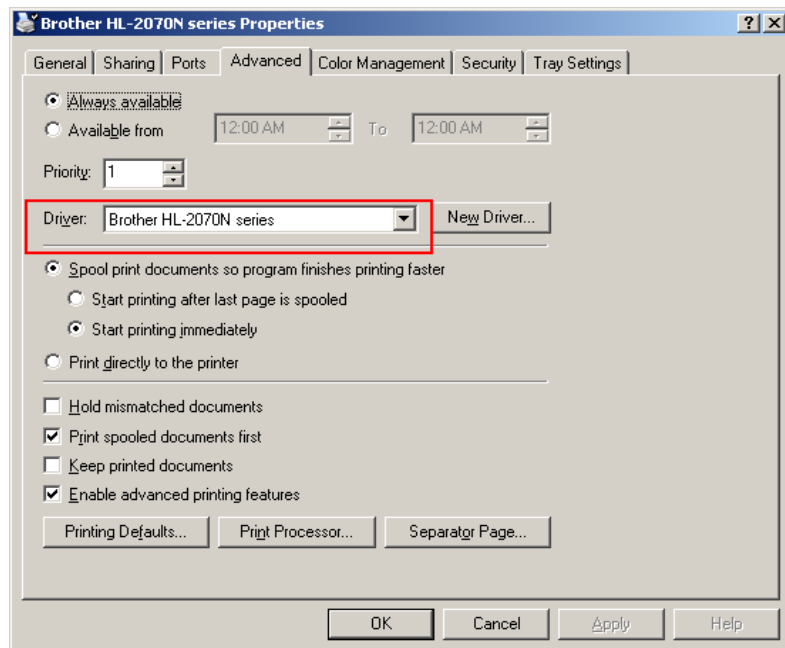
**Connecting to a network printer that is directly connected to the network**

This option requires the printer to be shared by a PC (at least temporarily) on the network, while the printer drivers are downloaded and installed on the Scan Station.

Before setting up a printer that is directly connected to the network, the printer must first be “shared” from a computer on the network. The shared printer must also be configured to provide a Windows XP driver for the printer. Once shared, you need the driver name and port name from this computer.

On the PC that is sharing the printer:

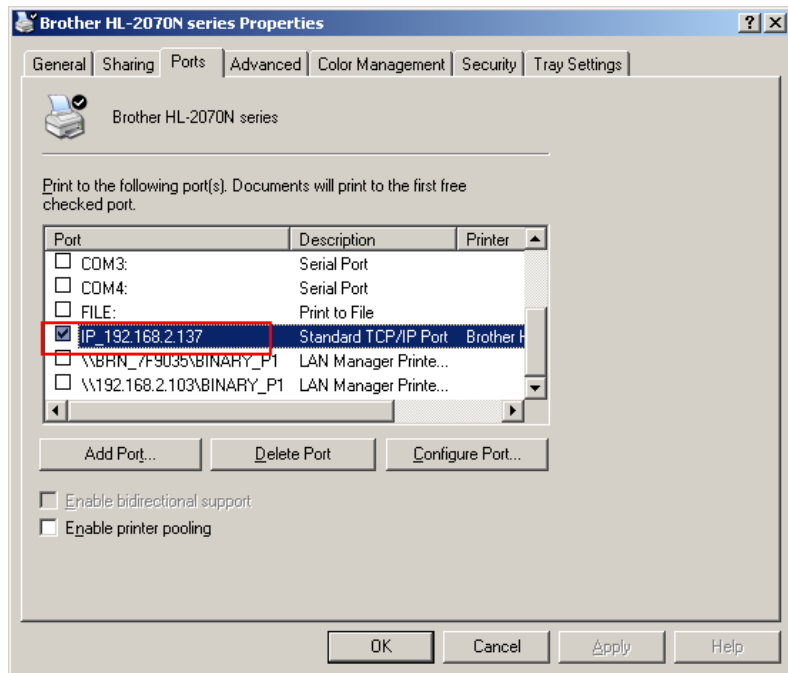
1. Click **Start>Settings>Printers and Faxes** and select the installed printer.
2. Right-click on the installed printer and select **Properties**. The Properties window will be displayed.



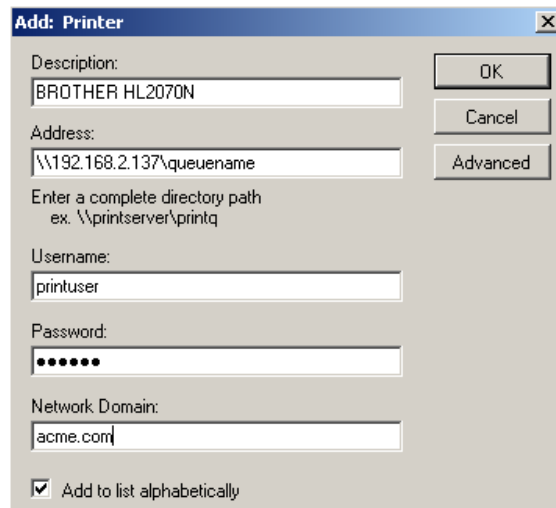
3. Write down the **Driver Name**. The location of this information may be different for each printer.

4. On the Ports tab, write down the exact text that appears on the selected Port value.

NOTE: As shown below, this would be "IP\_192.168.2.137".

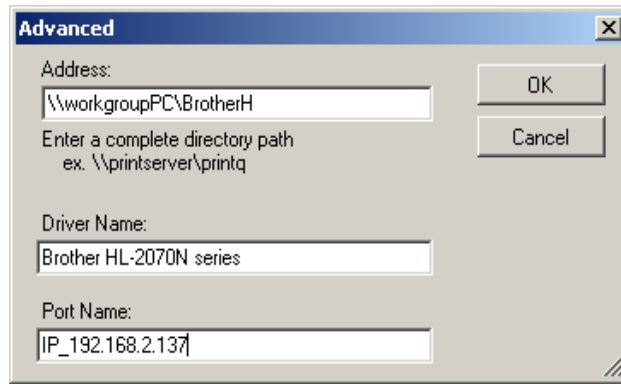


5. Return to the Configuration Organizer and select or create a printer group and select **Edit>Add Item**.
6. Enter any text that describes the printer in the *Description* field.



7. Enter the IP address of the network printer (e.g., \\192.168.2.137) or //192.168.2.137/<printq> where <printq> is the printer name.
8. Enter the **Username** and **Password** and optional **Network Domain** that will be used as credentials on the PC that is temporarily sharing the network printer.

9. Click **Advanced**.



The Advanced dialog box allows you to enter the information required to access the printer driver on the shared PC. This information will be used to install the printer driver on the Scan Station.

10. Enter the fully qualified address of the PC sharing the printer (see Step 1) including the *share* name (e.g. \\workgrouppc\BrotherH).
11. With the information in Steps 1 and 2, enter the driver name and the port name in their respective fields.
12. Click **OK** on both the *Advanced* and *Add: Printer* dialog boxes.

The printer driver will be installed from the sharing PC. A connection will be made between the printer and the Scan Station using the IP address entered on the *Add: Printer* dialog box. After the initial installation, the shared printer connection is no longer required and the Scan Station will be able to communicate directly with the network printer.

**NOTE:** If a printer fails to install, check the logfile for the error code. Search for the error code on the Microsoft internet site.

# 6 Administration Specifics

---

## Contents

Scan Station Security .....	6-2
Password protecting the Scan Station .....	6-3
Password protecting the administrative configuration file .....	6-3
Network configuration details .....	6-4
Best practices .....	6-4
Updating your Scan Station .....	6-5
Method 1 .....	6-6
Method 2 .....	6-8
Method 3 .....	6-9
Method 4 .....	6-9
Retrieving and clearing files .....	6-10
Retrieving the Scan Station log file .....	6-10
Clearing a log file .....	6-10
Retrieving the Scan Station transaction log file .....	6-11
Clearing a transaction log file .....	6-12
Saving all log files .....	6-12
Scan Station details .....	6-12
Updating Time/Date remotely .....	6-12
Turning off one or more Scan Stations .....	6-13
Rebooting one or more Scan Stations .....	6-13
Moving one or more Scan Stations .....	6-13

## Scan Station Security

Security is an important part of every day business. It is important that network devices do not allow intrusions from outside sources. The Scan Station 500 is configured to prevent external attacks from the Internet and from direct access by users. The following security steps will block access to the Scan Station's operating system.

- The Scan Station uses a firewall and blocks nearly all incoming network traffic. It can also respond to an Echo (also known as a *ping*). Most inbound ports are blocked and will not respond to queries from the network.
- The Scan Station is protected from external intrusions via the Scan Station USB ports. The operating system is configured to disable any auto-run action that could occur when presenting a new USB device to the system. The Scan Station recognizes the presence of a USB removable device, but will only open and read files that have been created and encrypted specifically for use by the Scan Station. Any file found on a removable device that is not properly encrypted will be ignored. This makes it almost impossible to introduce a virus by inserting a removable device with an infected executable.
- Viruses frequently find their way into a network-connected computer via email. Most viruses are spread as email attachments and infect a computer after the email has been opened and the attachment executed. The Scan Station does not receive any incoming emails, therefore, it cannot be infected in this manner.
- The Scan Station will only read a valid, encrypted configuration file created by the Configuration Organizer and a firmware update file created by Kodak. For more information, see the section entitled, "Password protecting the administrative configuration file" later in this chapter.
- The underlying operating system is not available to the administrator or user. Updates to the operating system and/or the Scan Station firmware will be made available on Kodak's website (<http://www.kodak.com/go/disupport>) as needed.
- You can require a user to login before scanning. For more information, see the section entitled, "Device settings" in Chapter 3.

## Password protecting the Scan Station

You can require a user to log into the Scan Station before scanning. If you want to assign a **Device password**, see the section entitled, “Device settings” in Chapter 3. This security feature is intended for use in companies or departments that have sensitive material that they want to prevent being scanned and distributed. Once the password is assigned, access will be blocked to all users who do not know the password. On a Scan Station that is password-protected, users will be given three tries to correctly enter the password. After the third failed attempt, the Scan Station displays a warning message for several minutes and then will return to the password entry screen.

The device password also works in conjunction with the inactivity timer built into the Scan Station. In normal operation, after a Scan Station has been used and has remained idle for 30 seconds, a warning screen will be displayed asking the user if they want to reset all Scan Station settings to the default state. If no selections are made, then after two more minutes of inactivity, the device will be returned to its default state. If the user selects **OK** when the initial warning is displayed, the Scan Station will be returned to its default state immediately. If **Cancel** is selected, the current configuration settings are maintained, the timer is reset and the Scan Station will start monitoring for inactivity again.

In addition to assigning a device password, you can require the user to login before starting a scan session. See Chapter 3, “Configuration options” for more information.

## Password protecting the administrative configuration file

When using the USB Drive option to update the configuration file, it is highly recommended to password-protect the file.

To protect your administrative configuration file you can assign a password to your file by using the **User>Configuration Password** option. Refer to the section entitled, “Password protecting the configuration file” in Chapter 3 for procedures. This prevents access to the configuration file in the following ways:

- If the configuration file is saved with this password, it cannot be read by a user running the Configuration Organizer without knowing the password. If a flash drive that contains a password-protected configuration file is inserted in the Scan Station, the user will be prompted to enter the password. Failure to correctly enter the password forces the Configuration Organizer to ignore the file and proceed as if no file exists.
- When a password configuration file is used to update a Scan Station, the password is applied to the configuration file on the Scan Station and any attempt to modify the Scan Station’s configuration file requires the correct password before any changes can be made. It is imperative that the password be kept in a safe place and not forgotten. If the password is forgotten, you **must** contact Kodak Service to unlock the Scan Station.



## Network configuration details

Because the Scan Station is a network device, a basic knowledge of networking principals and terminology is helpful. You should be familiar with the concept of creating user accounts (on domains), sharing folders, setting access privileges, the Universal Naming Convention (UNC), using IP addresses, fully qualified domain names (FQDNs) and creating user groups.

NOTE: Some of the concepts covered in this section assume knowledge of Microsoft NT Domains and permissions. Refer to your documentation for Microsoft Windows Server 2003 or Windows Server 2008 for more information.

## Best practices

**Scan Station user groups** — for network domain environments, you should create a user group for all Scan Stations. This group will be used to hold account names that are assigned to each Scan Station. Minimally, there should be one account name that is assigned to each Scan Station. Optimally, each Scan Station should be assigned its own unique username and password and these accounts should be contained within a group that is reserved specifically for Scan Stations. These account names will be used when configuring the Scan Station's network settings and entered into the *Username*, *Password*, and *Network Domain* fields.

NOTE: The Scan Station groups and login names must be given appropriate privileges to access the network resources that the user will see as Destination selections at the Scan Station.

**Workgroup environments** — for network environments that use the Microsoft "Workgroup" configuration, you may be required to create an account name and password to be assigned to Scan Stations. These account names will be used when configuring the Scan Station's network settings and entered into the *Username* and *Password* fields. The *Network Domain* field should be left blank in Workgroup environments.

**Network folders** — it is recommended that you create network folders, for either Destination or Remote Configuration, that can be accessed (minimally read, write, change access) by any Scan Station login account or by the user group created for Scan Stations.

**UNC names for folders** — you will need to know the fully qualified UNC name for each network folder that will be used by your Scan Station(s). When configuring network destinations, this will be the information entered into the *Address* field of the Add: Network Folder dialog box. For example, you could create a folder called "*scanfolder*" on a server called "*acmeserver*" that would be reserved for Scan Station access. You would reference it by the following UNC name: `\\acmeserver\scanfolder`.

**NETBIOS usage** — in network environments that use routers it is common practice to block NETBIOS traffic on your router. You may need to know the IP address of the server where you want to scan documents. By substituting the IP address of the server instead of the NETBIOS computer name, you can bypass the network traffic restrictions that may cause network scanning to fail. For example, the previously defined network address: `\\acmeserver\scanfolder` should be replaced with something similar to: `\\192.168.2.10\scanfolder`.

## Updating your Scan Station

There are four ways to update your Scan Station:

- **Method 1.** Uploading using the KSS500 - Scanner Admin application. The Scan Station will automatically recognize the new configuration data or update package and perform an update automatically. See the section entitled, “Method 1” later in this chapter for more information.
- **Method 2.** The administrative configuration file and optional update package is stored on a network drive and the Scan Station is configured to poll this shared folder at a specific day and time for updates. See the section entitled, “Method 2” later in this chapter for more information.
- **Method 3.** The administrative configuration file is stored on a USB drive, inserted into a Scan Station, which is then updated. This method is manual and must be repeated for each Scan Station on the network. See the section entitled, “Uploading configuration settings using a USB drive” in Chapter 3 for more information.
- **Method 4.** The administrative configuration file is stored on a USB drive with an update package. This causes the Scan Station to be updated with new firmware. See the section entitled, “Method 4” later in this chapter for more information.

## Method 1

The administrative configuration file and optional update package is uploaded using the KSS500 - Scanner Admin application. The Scan Station will automatically recognize the new configuration file or update package and perform an update automatically.

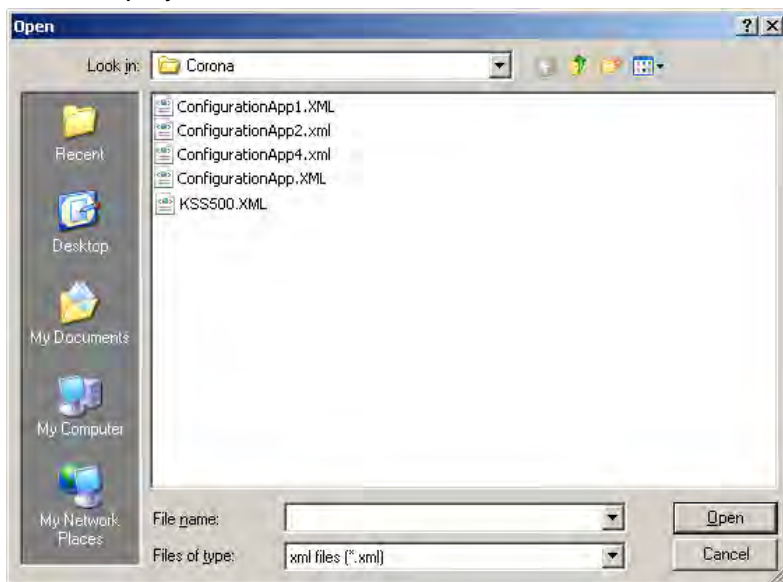
The KSS500 - Scanner Admin application can be used to upload new configuration files and new firmware updates to the Scan Station.

### Uploading files

1. Select the Scan Station(s) you want to send a new configuration file to.

NOTE: If you want to move items/groups many times, it is recommended that you use the Ctrl key sequences (Ctrl-Up arrow/Ctrl-Down arrow) as this will be faster.

2. Select **Scanner>Configuration>File Upload**. The Open dialog box will be displayed.



3. Select the configuration file that you want to upload and click **Open**. The message, **Uploading, Please wait** will be displayed while the file is being uploaded.

#### NOTES:

- Only a KSS500.xml file can be sent to the Scan Station.
- If each Scan Station or a group of Scan Stations require a different configuration, it is recommended that a common folder is created with subfolders underneath to store individual configuration files.

When new configuration files are found, the following will occur:

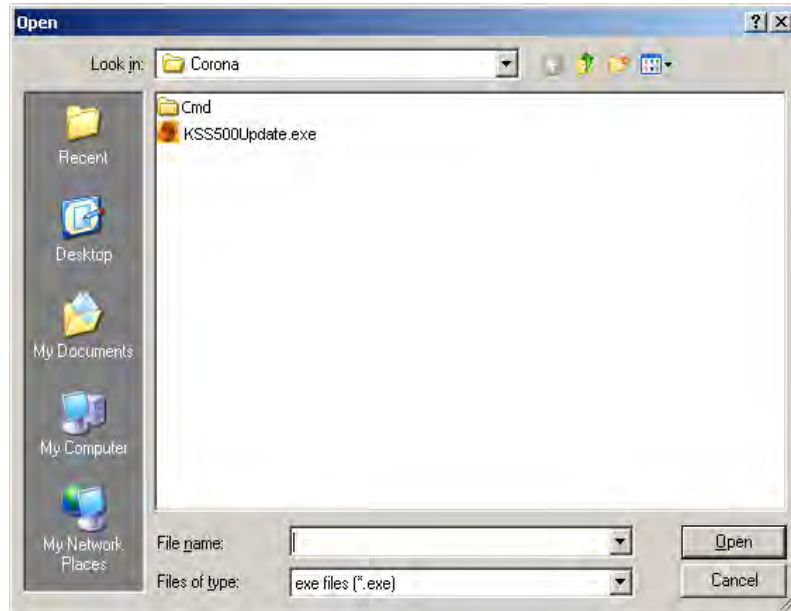
- The contents of the update will be applied to the Scan Station.
- If newer settings are found, the settings will be applied to the Scan Station as the new default settings.
- The Scan Station will be restarted if the network settings for the Scan Station have been modified.

## Uploading firmware

1. Select the Scan Station(s) you want to send new firmware to.

NOTE: To select more than one Scan Station, use the Ctrl or Shift key. and click the mouse button. The selected Scan Stations will be highlighted.

2. Select **Scanner>Configuration>Firmware Upload**. The Open dialog box will be displayed.



3. Select the file that you want to upload and click **Open**.

### NOTES:

- Only a KSS500UPDATE.EXE file can be uploaded to the Scan Station.
- The message, **Uploading, Please wait** will be displayed while the file is being uploaded.
- If the Scan Station firmware and the KSS500UPDATE firmware are at the same revision level, no action will be taken.
- You can “roll-back” to an older version or update to a newer version of the Scan Station firmware. If an older version of the KSS500UPDATE file is uploaded, the Scan Station will be rolled back to use the older version of the firmware. If a newer version is uploaded, the Scan Station will be updated with this newer firmware.
- You can obtain update packages from the Kodak website or from your Kodak service representative. Update packages will always be a file called KSS500UPDATE.EXE file.
- If the following message is displayed during the update, **An unexpected error occurred while installing the software update. We will attempt to restore the previous version. Please re-run the software update procedure after the system reboots**, the firmware update failed and your system could be in mixed version state. Reapply the firmware update after the system reboots.

## Method 2

The Scan Station software can be configured to monitor a network folder where configuration files and firmware updates are installed. To set this up:

1. From the Configuration Organizer Settings screen, select the **Device** icon and click **Remote Configuration Settings**.



From this screen, you can select and define the following values:

- Path to the folder where updates can be found.
- Which day of the week (Every Day, Every Monday, Every Tuesday, etc.).
- The time of day to check for updates (a 24-hour clock).

For example, you may want to monitor the folder `\\myserver\updates\myscanstationID` on *Every Monday*, at *7:00 a.m.*

There are two ways to remotely configure and update your Scan Station:

- **Single file/folder update** — create a single folder on the network where all Scan Stations are configured to monitor for updated configuration files. This way allows you to send a single configuration to all of the Scan Stations on a network at one time. This is recommended when all of your Scan Stations share the same configuration.

NOTE: When using remote update, some configuration settings (Device name, IP address and Device Password), are ignored to avoid creating duplicate devices on your network.

- **Multiple files/folder update** — if each of your Scan Stations require a different configuration, it is recommended that a common folder is created on the network with subfolders underneath to store individual configuration files for each Scan Station on your network. Each Scan Station should then be configured to monitor the appropriate folder for updates.

On the defined day of the week and time, the Scan Station checks for the specified folder on the network, and if found, examines the contents of the folder looking for an administrative KSS500.XML file and an optional KSS500UPDATE.EXE file. If the KSS500.XML file and/or the KSS500UPDATE.EXE file is found, the modification date and time will be compared to the last time a configuration was executed on the Scan Station. If the KSS500.XML file and/or the KSS500UPDATE.EXE file is more current, the configuration settings and/or new firmware update in the file are applied to the Scan Station. **Be sure to carefully select a time of day when the Scan Station will be idle for automatic updates.**

NOTE: You can obtain update packages from the Kodak website or from your Kodak service representative. Update packages will always be a KSS500UPDATE.EXE file.

### Method 3

Refer to Chapter 3, “Uploading configuration settings using a USB drive” for more information and procedures regarding Method 3.

### Method 4

This method requires an update package and an administrative configuration file to be copied to a USB drive. When the USB drive is inserted into the Scan Station and recognized, if the update package is a different version than the currently installed version, you will be prompted to update the Scan Station firmware. Both the old version number and the version number of the update package will be displayed. If you decide to update the firmware, all the data found in the update package will be copied to the Scan Station and installed. When the installation is complete, click **OK** or remove the USB drive and the Scan Station will automatically be restarted.

If the Scan Station does not automatically restart, press the power button on the front of the Scan Station and select **Restart**. The Scan Station will shutdown in a normal manner. This is important because proper update and configuration occurs when the Scan Station is being shut down.

NOTE: You can obtain update packages from the Kodak website or from your Kodak service representative. Update packages will always be a KSS500UPDATE.EXE file.

## Retrieving and clearing files

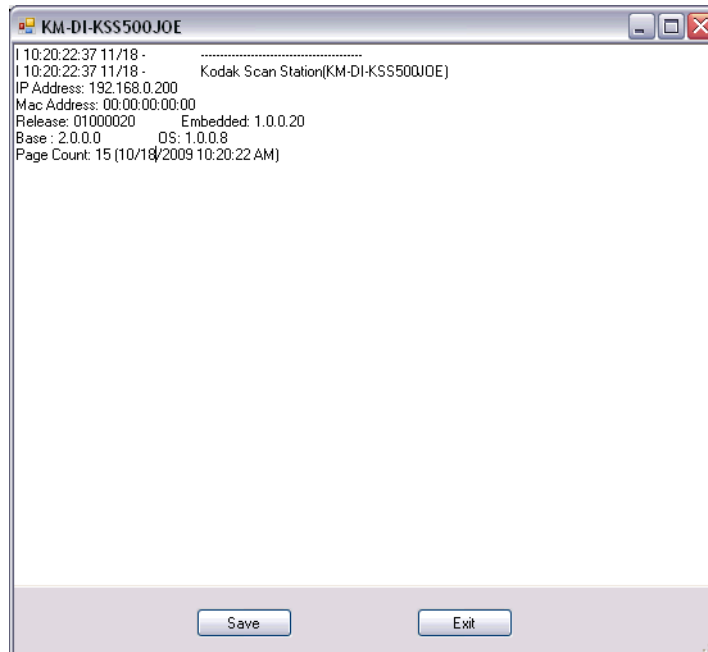
### Retrieving the Scan Station log file

The Retrieve Logs option allows you to save the log file retrieved from the selected Scan Station. The log file extension is .log. The log file contains information about the Scan Station (i.e., error logs, document jam, etc.).

1. Select the Scan Station that you want to save a log file for.

**NOTE:** To select more than one Scan Station, use the Ctrl or Shift key and click the mouse button. The selected Scan Stations will be highlighted.

2. Select **Scanner>Device>Retrieve Logs**. The Log File for the selected Scan Station will be displayed.



3. Click **Save**. The Save As dialog box will be displayed.
4. Enter a file name for the log file and click **Save**.

### Clearing a log file

To clear a log file:

1. Select the Scan Station(s) that you want to clear the logs for.
2. Select **Scanner>Device>Clear Logs**. The following message will be displayed, ***Are you sure you want to clear the log files of the selected Scanner?***
3. Click **Yes**.

## Retrieving the Scan Station transaction log file

The Retrieve Transaction Logs option allows you to save the transaction log file retrieved from the selected Scan Station. The transaction log file extension is .xml. The transaction log file contains actual Scan Station transactions (i.e., destinations, time of transaction, recipient, sender, status of the transaction, number of pages scanned).

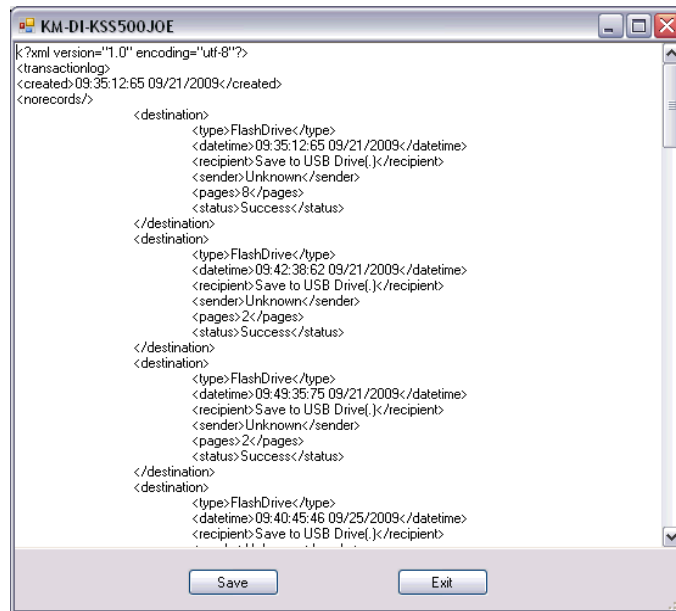
Two methods are available for saving log files:

**Method 1. Using the KSS500 - Scanner Admin application.** This information is described below. The preferred method is using the KSS500 - Scanner Admin application.

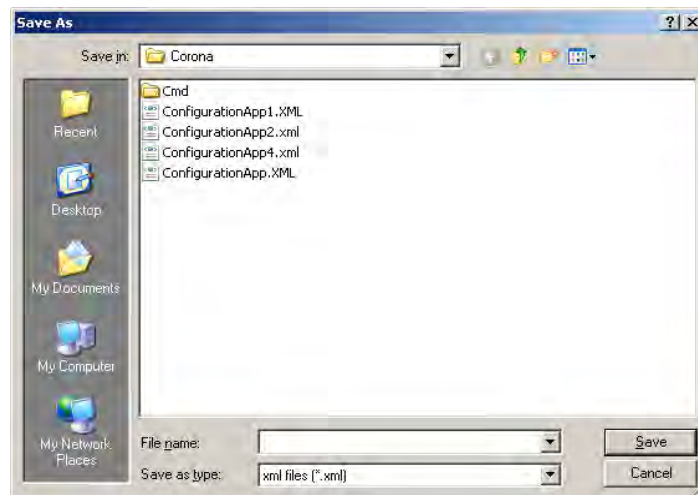
**Method 2. Using a USB flash drive.** See Chapter 8, "Saving error log files" for more information.

### Method 1

1. Select the Scan Station that you want to save a log file for.
2. Select **Scanner>Device>Retrieve Transaction Logs**. The transaction log file for the selected Scan Station will be displayed.



3. Click **Save**. The Save As dialog box will be displayed.



4. Enter a file name and click **Save**.



## Clearing a transaction log file

To clear a transaction log file:

1. Select the Scan Station(s) that you want to clear the transaction logs.

NOTE: To select more than one Scan Station, use the Ctrl or Shift key and click the mouse button. The selected Scan Stations will be highlighted.

2. Select **Scanner>Device>Clear Transaction Logs**. The following message will be displayed, **Are you sure you want to clear the transaction log files of the selected Scanner?**
3. Click **Yes**.

## Saving all log files

The Save All Logs option allows you to retrieve any available log files found on the selected Scan Station(s). You will be asked for a directory to store the log files in. The directory will contain folders of the selected Scan Station names and the retrieved log files will be placed in these folders.

## Scan Station details

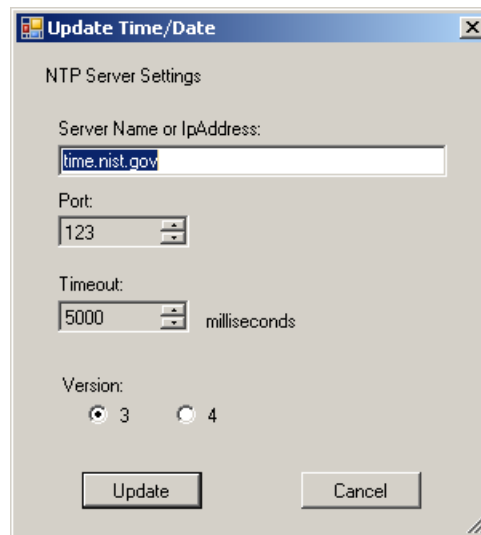
To view the details of a selected Scan Station:

- Select **Scanner>Device>Details**. The Details dialog box will be displayed with detailed information about the selected Scan Station (i.e., software version, IP address, etc.).

## Updating the Time/Date remotely

If your network has access to an NTP server, you can configure all of your Scan Stations to synch their internal clock with the NTP server by using the Update Date/Time option.

1. Select **Scanner>Device>Update Time/Date**. The following dialog box will be displayed.



2. Enter the Server Name or IP Address of NTP server from which you want to synchronize the Scan Station's clock.

3. Select the port of the NTP server.
4. Enter the amount of time (in milliseconds) after which the Scan Station will stop attempting to synchronizing its internal clock (500 milliseconds = 1/2 second).
5. Select Version **3** or **4**.
6. Click **Update**.

## Turning off one or more Scan Stations

Occasionally it may be necessary to turn off a Scan Station(s) for a particular reason (i.e., scheduled downtime on the network, a scheduled power outage or because a particular Scan Station may require maintenance). When this becomes necessary, you can turn off any Scan Station remotely.

1. Select **Scanner>Power Options>Power Off**. The message, ***Are you sure you want to power down the selected Scanner?*** will be displayed.
2. Click **Yes** to continue to power down the Scan Station(s).

## Rebooting one or more Scan Stations

Occasionally it may be necessary to reboot a Scan Station(s) for a particular reason (i.e., after loading new firmware). When this becomes necessary, you can reboot any Scan Station remotely.

1. Select **Scanner>Power Options>Reboot**. The message, ***Are you sure you want to reboot the selected Scanner?*** will be displayed.
2. Click **Yes** to continue to reboot the Scan Station(s).

## Moving one or more Scan Stations

If you need to move a Scan Station(s) from one network to another.

1. Power off the Scan Station.
2. Unplug the power cord and network cable.
3. Move the Scan Station(s) to the desired location.
4. Plug the power cord and network cable in.
5. Power on the Scan Station(s)

NOTE: If DHCP is enabled, in order for the KSS500 - Scanner Admin application to recognize the Scan Station(s) again, reboot the Scan Station(s). The new IP address assigned by the DHCP server will now be updated in the KSS500 - Scanner Admin main screen.

# 7 Maintenance

---

## Contents

Opening the Scan Station cover .....	7-1
Cleaning procedures.....	7-2
Cleaning the rollers .....	7-2
Cleaning the separation module.....	7-3
Cleaning the feed module .....	7-4
Vacuuming the Scan Station .....	7-6
Cleaning the imaging area .....	7-6
Running a transport cleaning sheet.....	7-7
Replacement procedures .....	7-8
Replacing the separation module and tires .....	7-8
Replacing the pre-separation pad .....	7-10
Replacing the feed module and tires .....	7-11
Adjusting the pre-separation roller tension .....	7-14
Replacing the USB connector.....	7-15
Supplies and consumables .....	7-16

## Opening the Scan Station cover

1. Before opening the Scan Station cover, be sure the output tray cover is lowered.



2. Press and hold the Scan Station cover release lever and pull the Scan Station cover open.



3. When you finish cleaning the Scan Station or replacing a part, close the Scan Station cover with both hands.

## Cleaning procedures

Your Scan Station needs to be cleaned periodically. If your documents do not feed easily, if several documents feed at the same time or if streaks appear on your images, it is time to clean your Scan Station. The section entitled, "Supplies and consumables" at the end of this chapter provides a listing of the supplies required to clean your Scan Station.

*IMPORTANT: Use only non-flammable cleaners such as those provided through Kodak Parts Services. Do not use household cleaners.*

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

*Use adequate ventilation. Do not use cleaners in confined areas.*

*Do not use air, liquid or gas spray cleaners. These cleaners displace dust, dirt and debris to other locations within the Scan Station.*

### NOTES:

- Before beginning cleaning procedures, turn the Scan Station power off and disconnect the electrical power.
- Wash your hands with soap and water after performing maintenance procedures.

## Cleaning the rollers

1. Open the Scan Station cover.
2. With a roller cleaning pad, wipe the feed rollers from side to side. Rotate the feed rollers to clean the entire surface.



*IMPORTANT: The roller cleaning pad contains sodium lauryl ether sulfate which can cause eye irritation. Wash your hands with soap and water after performing maintenance procedures. Refer to the MSDS for more information.*

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

## Cleaning the separation module

The separation module should be removed from the Scan Station for best cleaning results.

1. Push the separation module up to snap out and lift it out of position.



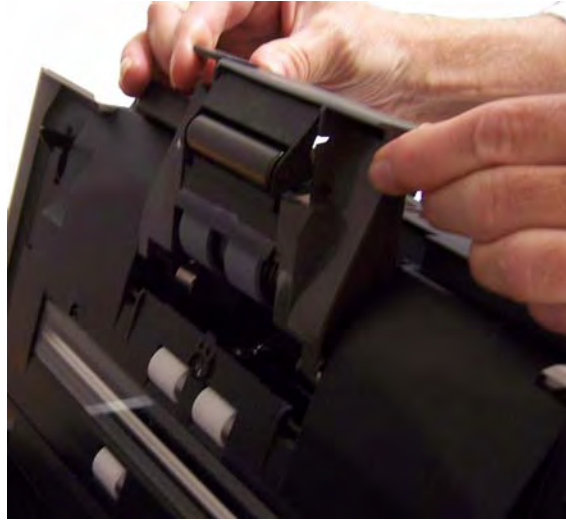
2. Manually rotate and wipe the separation module tires with a roller cleaning pad.



3. Inspect the separation module.

If the separation module tires show signs of wear or damage, replace the tires or the separation module. See "Replacement procedures" for more information.

4. Insert the separation module by aligning the tabs with the slots and snapping it into position.



### **Cleaning the feed module**

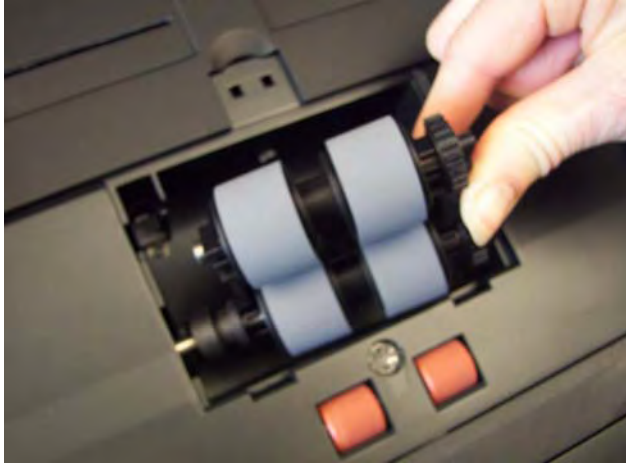
**NOTE:** Be careful not to damage the paper present sensor when removing or cleaning around the feed module.



1. Pull against the raised edge of the feed module cover and lift it up and out of position.



2. Rotate the feed module forward and push it to the left to lift it out of position.



3. Manually rotate and wipe the feed module tires with a roller cleaning pad.



4. Inspect the feed module.  
If the feed module tires show signs of wear or damage, replace the tires or the feed module. See the "Replacement procedures" for more information.
5. Using a vacuum or cleaning pad, remove dust and debris from the feed module area.



6. Reinstall the feed module by aligning the pins and pushing it toward the left to fit it into position. Be sure the gears are aligned and it snaps into place. Roll the feed module back into place.



7. Reinstall the feed module cover by aligning the tabs with the slots and pushing it back into position until it snaps into place.

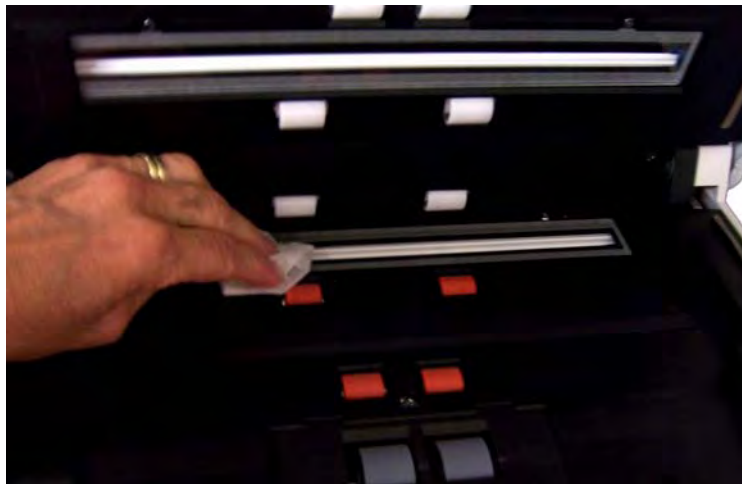
### **Vacuuming the Scan Station**

Before cleaning the imaging area, it is suggested that you vacuum the inside of the Scan Station to remove any dust and debris.

### **Cleaning the imaging area**

1. Wipe the upper and lower imaging area using a Staticide wipe. Be careful not to scratch the imaging area when cleaning.

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



2. Wipe the upper and lower imaging area again using the reusable optics cleaner pad to remove any streaks.
3. When finished, close the Scan Station cover with both hands.



## Running a transport cleaning sheet

1. Remove the wrapping from the Transport Cleaning Sheet.
2. Adjust the side guides to fit the cleaning sheet.
3. Place a transport cleaning sheet in the input tray (adhesive side facing you) in portrait orientation.
4. Select any destination (e.g., your email address) and press the **Go** button.
5. After the transport cleaning sheet is scanned, turn it over (adhesive side facing the input tray) and scan it again.
6. Open the Scan Station cover and wipe the imaging area with a lint-free cloth.
7. Close the Scan Station cover with both hands.
8. Check your image quality.
9. If necessary, repeat this procedure until all residue is removed from the rollers.

NOTE: When a transport cleaning sheet gets very dirty, discard it and use a new one.

## Replacement procedures

*Kodak Scan Stations* use replaceable tires that can feed a wide range of document types, sizes and thicknesses. Tire life and performance will vary based on the customer's document set, the frequency of cleaning the paper path and tires, and following the recommended schedule for changing tires. Nominal tire life is approximately 125,000 pages. Usage figures are not guaranteed. Customer-operating environments, document type, the condition of documents being scanned, and not following the recommended cleaning and replacement procedures, can cause the life of the consumables to vary. You should change the tires if you notice an increase in multiple feeds, stoppages, or a decrease in feeder performance that is not resolved by following the cleaning procedures.

### NOTES:

- Before beginning replacement procedures, turn off the Scan Station and disconnect the electrical power.
- Certain paper types (such as carbonless paper or newsprint), failure to clean regularly, and/or use of non-recommended cleaning solvents can shorten roller life.

### Replacing the separation module and tires

1. Push the separation module up to snap out and lift it out of position.



- If you are replacing the separation module, insert the new separation module by aligning the tabs with the slots and snapping it into position.



- If you are replacing the tires, continue with Step 2.

2. Holding onto the separation module, rotate the release lever back so you can access the separation roller.

**CAUTION: Use caution as the release lever is spring-loaded and will snap back if you do not hold it in place.**



3. Remove the separation roller from the separation module housing.



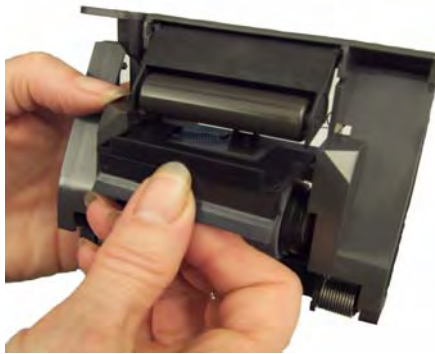
4. Remove each tire by sliding the tire off the core.
5. Install each new tire by gently pulling it over the core.  
*IMPORTANT: Do not overstretch the tire, it may tear.*
6. Reinstall the separation roller in the separation roller housing. Be sure the separation roller snaps into place.
7. Reinstall the separation module by aligning the tabs with the slots and snapping it into position.

## Replacing the pre-separation pad

1. Remove the separation module from the Scan Station by following the steps previously described in “Replacing the separation module and tires”.
2. Hold the separation module in both hands and locate the two tabs which protrude slightly from the back of the separation module.



3. Push down on the tabs until the pre-separation pad protrudes slightly from the front of the separation module.
4. Grasp the pre-separation pad and pull it out of the separation module.



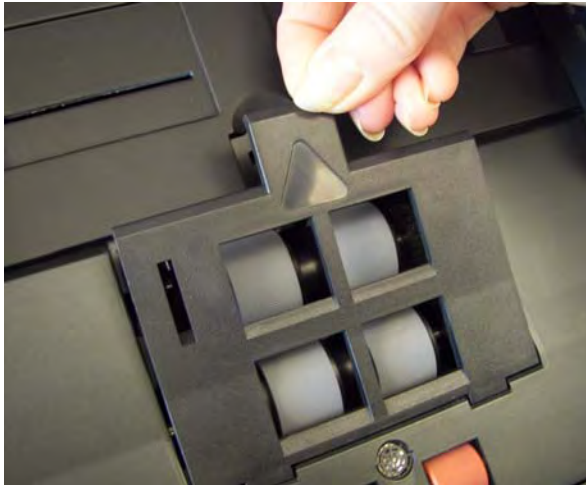
5. Discard the worn pre-separation pad.
6. Align the side tabs of a new pre-separation pad with the slots on the separation module.
7. Push the pre-separation pad firmly in the slots until the pre-separation pad flap rests lightly against the separation module tires.
8. Reinstall the separation module by aligning the tabs with the slots and snapping it into position.

## Replacing the feed module and tires

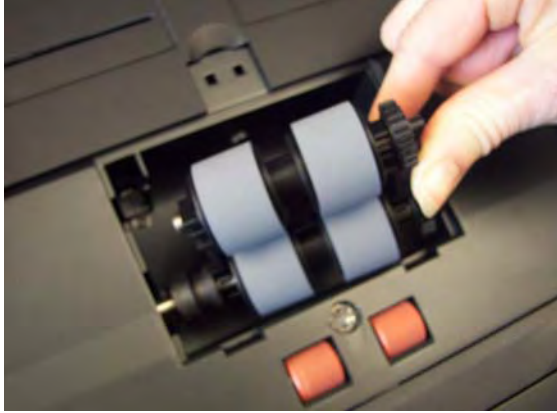
NOTE: The paper present sensor is located to the right of the feed module. Be careful not to damage the paper present sensor when removing or cleaning around the feed module.



1. Push against the raised edge of the feed module cover and lift it up and out of position.



2. Rotate the feed module forward and push it to the left to lift it out of position.



- If you are replacing the feed module, insert the new feed module by aligning the pins and pushing it toward the left to fit it into position. Be sure the gears are aligned and it snaps into place, then go to Step 8.
  - If you are replacing the tires, continue with Step 3.
3. Remove one core assembly by lifting up and out of position.



4. Remove each tire by sliding the tire off the core.



5. Install each new tire by gently pulling it over the core.  
*IMPORTANT: Do not overstretch the tire; it may tear.*

6. Replace the core assembly in the feed module. You may need to slide the shaft to the right or left so the core fits properly within the feed module housing.



7. Repeat the replacement procedure outlined above for the other core assembly.
8. Reinstall the feed module by aligning the pins and pushing it toward the left to fit it into position.
9. Reinstall the feed module cover by aligning the tabs in the slots and pushing the feed module cover down until it snaps into place.

## Adjusting the pre-separation roller tension

If you are experiencing multi-feeds or document jams, it may be necessary to adjust the pre-separation roller tension.

1. Remove the separation module by following the steps described previously in "Replacing the separation module and tires".
2. Locate the spring on the separation module.



3. Lift the spring from the holder and move it to the left or right as desired to adjust the tension.



4. When finished, reinsert the separation module by aligning the tabs with the slots and snapping it into position.





## Replacing the USB connector

The USB connector may need periodic replacement due to extended use which may be detectable due to repeated flash drive errors. Before changing the USB connector, be sure the USB flash drive itself is not defective.

**Tools needed:** Small Phillips Head screwdriver.

1. Turn off the power to the Scan Station.
2. Unplug the power cord from the wall receptacle.
3. Be sure the output tray panel is open, then open the Scan Station cover.
4. Using a Phillips Head screwdriver, unfasten the screw that holds the USB connector cover in place and remove the cover.



5. Pull the USB connector out of position.



6. Slide the new USB connector into position.
7. Reinstall the USB connector cover and fasten the screw to hold the cover in place.
8. Close the Scan Station cover.
9. Plug the power cord into the wall outlet and turn on the Scan Station.

## Supplies and consumables

Contact your Scan Station supplier to order supplies.

Description	CAT No.
<i>Kodak</i> Feed Rollers (quantity: 12)	148 4864
<i>Kodak</i> Separation Module	173 6115
<i>Kodak</i> Feed Module	826 9607
<i>Kodak Digital Science</i> Roller Cleaning Pads (quantity: 24)	853 5981
<i>Kodak Digital Science</i> Transport Cleaning Sheets (quantity: 50)	169 0783
Staticide Wipes (quantity: 6 boxes of 24)	896 5519
Optics Cleaner Pad	868 3724

NOTE: Items and catalog numbers are subject to change.

Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak website at: [www.kodak.com/go/msds](http://www.kodak.com/go/msds). When accessing the MSDSs from the website, you will be required to provide the catalog number of the consumable you want the Material Safety Data Sheet for.


# 8 Troubleshooting

## Contents

Problem solving ..... 8-1  
 Indicator lights ..... 8-5  
 Saving error log files ..... 8-6  
 Contacting Service ..... 8-6

## Problem solving

Occasionally you may encounter a situation with your Scan Station where it may not function properly. Use the chart below as a guide to check possible solutions to help you resolve the situation before calling Technical Support.

Problem	Possible Solution
<p>Regular cleaning and Scan Station maintenance is required to keep documents scanning smoothly and provide optimum image quality. Follow the recommended cleaning procedures in <i>Chapter 7, Maintenance</i> for best Scan Station performance.</p>	
<p>Documents are jamming or multiple documents are feeding</p>	<p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the side guides are adjusted for the correct document width.</li> <li>• the input tray does not have more than 75 sheets of 75 g/m<sup>2</sup> (20 lb.) paper in the tray.</li> <li>• the output tray is adjusted for the length of the documents you are scanning.</li> <li>• all documents meet the specifications for size, weight and type as outlined in Appendix A, <i>Specifications</i>.</li> <li>• the Scan Station and rollers are clean.</li> <li>• the rollers are not worn and do not need to be replaced.</li> <li>• the spring on the pre-separation module is adjusted to the proper tension. See the procedures in Chapter 7, <i>Maintenance</i>.</li> <li>• the feed module and pre-separation module is installed properly and securely in place. See the procedures in Chapter 7, <i>Maintenance</i>.</li> </ul> <p><b>To remove a document jam:</b></p> <p><i>IMPORTANT: Be sure the output tray is <b>lowered</b> before opening the cover. Do not pull the jammed document out of the Scan Station; open the Scan Station cover first.</i></p> <ul style="list-style-type: none"> <li>• Press and hold the Scan Station cover release lever and pull the Scan Station cover open.</li> </ul>  <ul style="list-style-type: none"> <li>• Remove any jammed document(s) from inside the Scan Station.</li> <li>• Close the Scan Station cover and resume scanning.</li> </ul>
<p>Scan Station will not scan/feed documents</p>	<p>Make sure that:</p> <ul style="list-style-type: none"> <li>• the power cord is plugged securely into the back of Scan Station and the wall outlet.</li> <li>• the power switch is on; LED is blue.</li> <li>• the wall outlet is not defective (call a licensed electrician).</li> <li>• document(s) is making contact with the feed rollers.</li> </ul>

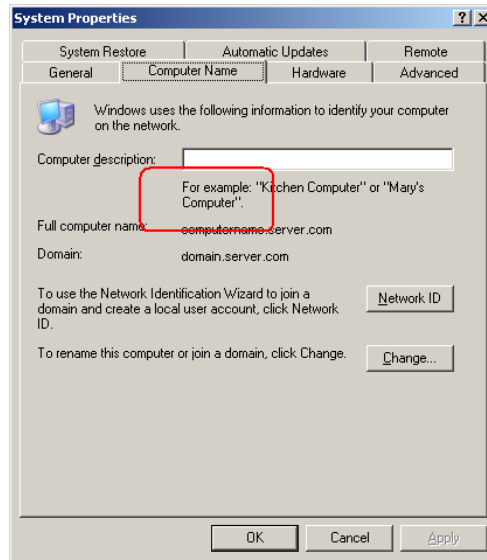
Problem	Possible Solution
No images are being displayed	If you are scanning one-sided documents, be sure the side you want to scan is facing the input tray (not facing you). For more information, see the section entitled, "Getting your documents ready" in Chapter 2 of the User's Guide.
Roller marks appear on the document after scanning	Clean the rollers. See the procedures in Chapter 7, <i>Maintenance</i> .
Images have black background bleed-through	When scanning translucent documents, black bleed-through may be displayed on the image. To minimize this, adjust the Contrast value on the Black and White Adjustments screen.
Red, green or blue streaks are running through a color photo	The Scan Station is dirty and needs to be cleaned. Refer to the "Cleaning procedures" in Chapter 7, <i>Maintenance</i> .
Image quality is poor or decreased	Clean the Scan Station. Refer to the "Cleaning procedures" in Chapter 7, <i>Maintenance</i> .
Network Authentication Issues	Possible Solution
Cannot receive incoming faxes even though the Scan Station is properly configured	<ol style="list-style-type: none"> <li>1. Be sure the fax cable is securely plugged into the modem port in the back of the Scan Station.</li> <li>2. Select <b>File&gt;Configuration Organizer</b> and click the <b>Settings</b> button.</li> <li>3. Click the <b>Fax</b> icon and select <b>Incoming Fax Settings</b>.</li> <li>4. If the <b>Receive Fax</b> option is checked, uncheck it, then check it again.</li> </ol>
Domain authentication	<p>Check the following to verify for correct connections in a network domain. These settings can be found on the Settings screen and by clicking the <b>Device</b> icon.</p> <ul style="list-style-type: none"> <li>• Device name</li> <li>• Network username and password</li> <li>• Domain name</li> </ul> <p>If these are not set correctly, the Scan Station will not be able to access the domain.</p>
Device name is unique	<p>All Scan Stations have a default name assigned from the factory. The default name is: <b>oemxxxxxx</b>. This ensures that all Scan Station device names are unique. The default name of this field in the Configuration Organizer is "oemxxxxxx". If you leave this option blank when you are configuring the Device Name (clicking the <b>Device</b> icon and selecting <b>Device Name</b>), the Scan Station will continue to use the default factory-installed device name. If you want to change the default Device name, you must select a <b>unique</b> name.</p>
Checking the account name and password	<p>If your Scan Station does not scan to a network location or stops scanning to a network location, you may have issues with the logon credentials supplied to the Scan Station. When creating accounts that are assigned to the Scan Station, certain properties may be applied to the account such as, <i>Change password upon first log on</i> and <i>Change password every xx days</i>. It is recommended that these types of restrictions are not applied to accounts that will be used for a Scan Station.</p> <p>A network administrator can verify the account settings assigned to a Scan Station by using the credentials to log on to a normal network computer. If you are unable to logon to your network using these credentials, there may be a problem with the account. A network administrator can modify the settings. It may also be necessary to reset the password.</p>

Network Authentication Issues	Possible Solution
<b>Workgroup authentication</b>	If having trouble writing to a locally shared folder in a workgroup, check the permissions attached to the folder from the PC on the network that is sharing the folder. Make sure the folder's Permissions allow access to the Scan Station.
<b>Email Authentication</b>	Verify that the authentication method defined in the Scan Station settings match the authentication method of your SMTP server. Currently the Scan Station supports simple password, NTLM and Challenge Response. These settings can be verified by using a Windows mail client such as Outlook Express and creating a mail account that uses the username and password assigned to the Scan Station.
<b>SMTP server problems</b>	Follow these procedures to resolve issues with the SMTP server address: <ul style="list-style-type: none"> <li>• Verify that other email clients on different device are able to send mail and reach the SMTP server.</li> <li>• Change your configuration file to identify the SMTP server with an IP address instead of a Fully Qualified Domain Name (FQDN). If you are able to reach the SMTP server with the IP address but not the FQDN, you have a DNS resolution problem. Check to make sure you are able to reach the DNS server and that it correctly resolves FQDNs.</li> </ul>
<b>Finding the SMTP server address</b>	Use the following procedure to find the SMTP server address: <ul style="list-style-type: none"> <li>• Examine the settings of the mail client in use on your workstation to find the IP address or Fully Qualified Domain Name for the SMTP server, or</li> <li>• examine the emails sent from an internal mail client and display the full email header, or</li> <li>• ask the administrator of the mail server for this information.</li> </ul>
<b>Verifying an SMTP server address</b>	In the KSS500 - Scanner Admin application, use <b>Test Connection</b> . Send mail to the SMTP server using a mail client application from a PC attached to the same network as the Scan Station. <ul style="list-style-type: none"> <li>• If the mail was successfully sent and received, the SMTP server address is valid.</li> <li>• If you are unable to send an email to the SMTP server, review any error messages you receive. It is possible the SMTP server address is valid, but the authentication credentials are not valid.</li> </ul>
<b>FTP authentication</b>	Scanning to FTP sites may require the configuration of two sets of credentials: proxy credentials and FTP server credentials. If your network environment requires the use of a proxy server to access external FTP sites, you need to configure appropriate proxy credentials that include username, password and authentication method. Proxy authentication methods include: <b>User after login</b> and <b>None</b> . You may also need to configure a username and password to access the FTP server. The Scan Station also supports anonymous FTP.

## Your network Domain name

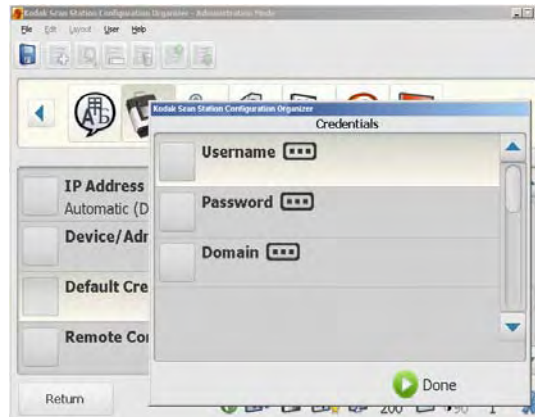
To find the domain name your Scan Station will use, follow these steps:

1. From a PC logged onto the same network/domain that the Scan Station will use, right click on My Computer and select **Properties**.
2. From the Properties window select the Computer Name tab.



If you are on a domain, the Domain name is listed in the *Domain* field (see above).

3. Copy the **Domain name** so you can enter it into the *Domain* field of the Default Credentials in the Configuration Organizer.
4. Go to the Configuration Organizer and click the **Device** icon and select **Default Credentials**, then select **Domain**.



5. Enter the Domain name on the virtual keyboard and click **OK**.

Scan to Network Share Issues	Possible Solution
<p><b>Unable to scan to network folder</b></p>	<p>Using another Windows XP, Windows Vista or Windows 7 on your network, ping the NETBIOS computer name of the Share destination. For example, if your destination is <b>\\Servername\Sharename</b>, ping <i>Servername</i>.</p> <ul style="list-style-type: none"> <li>• If you get a reply to your ping, NETBIOS name resolution is working and the problem may be with the share name or permissions to the share.</li> <li>• If you do <b>not</b> get a ping, NETBIOS name resolution is not working. If you know you have a valid shared folder, you can use either the IP address or, in some cases, the Fully Qualified Domain Name in place of the server name. For example, if the IP address of the computer that hosts the share is <i>100.100.100.1</i> and the Fully Qualified Domain Name is <i>server.company.com</i> you could try using either: <b>\\100.100.100.1\Sharename</b> or <b>\\server.company.com\sharename</b>. One of these two usually works in place of NETBIOS names in the destination address for the share.</li> <li>• If NETBIOS name resolution is not working and it is your only choice for defining network paths, ask your network administrator about changing your router's configuration. Many organizations block TCP/IP traffic over ports 137 and 139, which are the TCP ports Microsoft uses for NETBIOS over TCP/IP. When these ports are blocked, you cannot resolve a NETBIOS name if the path to the destination address crosses router (i.e., subnet) boundaries.</li> <li>• Using another Windows XP, Windows Vista or Windows 7 on your network, open Windows Explorer and map a network drive to <b>\\Servername\Sharename</b>. If this does not work, check the Permissions of the shared folder on the host computer. Make sure either <i>Everyone</i> or the user account for the Scan Station has Read and Write permissions to the shared folder.</li> <li>• To verify a network shared folder is accessible on your network, from another PC on your network, click <b>Start&gt;Run</b>. In the <i>Open</i> field, type in the server name (e.g., <i>\\servername</i>) and click <b>OK</b>. If the server is accessible, then all available shared resources will be displayed. Select one of these shared resources to verify it is active. If not, correct the <i>Permissions</i> on the shared folder before trying to access the folder from the Scan Station.</li> </ul>

## Indicator lights

The power button is illuminated blue when the Scan Station is on and ready. Following is a description of LED status:


LED	Status
Steady blue	Scan Station is on and ready to scan.
Flashing blue	Indicates the Scan Station is initializing from powering on or warming up and preparing to scan.
Flashing or steady red	Indicates a Scan Station error, such as the Scan Station cover is open.

## Saving error log files

You may be asked by Kodak Service personnel to send the log files as an email attachment for further diagnostics. If you are asked to provide these log files, there are two ways to save error log files:

**Method 1:** See the section entitled “Saving the Scan Station log file” in Chapter 6.

**Method 2:** proceed as follows:

1. Create an administrative configuration file on a new USB drive.
2. Insert the USB drive into the Scan Station's USB port to put the Scan Station into local administrative mode. The Scan Station will display the Settings icons.
3. Using the arrows, scroll until the Diagnostics icon  is displayed and selected.
4. Select **Save Logs** and click **Yes** to save the log file to the USB drive.

The analog.log and kss500.xml.log files will be saved to the USB drive.

## Contacting Service

1. Visit [www.Kodak.com/go/disupport](http://www.Kodak.com/go/disupport) to obtain the most current phone number for your country.
2. When calling, please have the following information ready:
  - A description of your problem.
  - The Scan Station serial number.



## 9 Glossary

---

**Authentication credentials** — a username, password and optional network domain name that grants the Scan Station access to network resources.

**Challenge Response (CRAM-MD5)** — an encryption algorithm used for authenticating access to an email server.

**Configuration file** — an encrypted .xml file containing all the settings for the device. Basically, a configuration file tells the Scan Station who it is, how to scan and where to send the digital files.

**Configuration Organizer** — the software used to configure the Scan Station and to create personal settings that are saved to a USB drive.

**DHCP (Domain Host Control Protocol)** — a network protocol that dynamically assigns network addresses (IP addresses) to computers and other network devices.

**FQDN (Fully Qualified Domain Name)** — a human-readable name linked to the IP address of a computer. It includes both the computer's host name and domain name.

**FTP (File Transfer Protocol)** — a standard Internet protocol which is the simplest way to exchange files between computers on the Internet. Like the Hypertext Transfer Protocol (HTTP), which transfers displayable Web pages and related files, and the Simple Mail Transfer Protocol (SMTP), which transfers email, FTP is an application protocol that uses the Internet's TCP/IP protocols. FTP is commonly used to transfer Web page files from their creator to the computer that acts as their server for everyone on the Internet. It is also commonly used to download programs and other files to your computer from other servers.

**IP address (Internet Protocol)** — used to reference computers on a network. Addresses presented in a universal format of four, three-digit numeric values separated by a period (e.g., 192.168.1.1).

**KSS500 - Scanner Admin Application** — this is the software that is used to properly setup, configure and manage Scan Station devices over a network in an efficient and productive manner.

**NETBIOS (Network Basic Input Output System)** — an API that allows applications on different computers to communicate within a local area network. NETBIOS is used in most physical topologies and is a staple of Windows NT networks. A broadcast "protocol" that does not support a routing mechanism, NETBIOS is often carried over other protocols to allow its continued use in larger modern (routed) networks.

**NETBIOS Name** — also known as the *computer name* in Microsoft Windows, the NETBIOS name is a unique name for the device. Only 15 characters can be used.

**NT Domain Server** — a Microsoft Windows based server that defines a network domain. A network domain defines a grouping of computers and computer resources such as; printers, mail servers and file servers.

**NTLM** — an authentication algorithm for accessing an email server.

**Ping** — typically a command line program that allows a user or administrator to see if a specific device is active and responsive on the network. For example, *ping 127.0.0.1* will test to see if a local computer (the one you are using) can respond to a network request.

**Proxy Server** — acts as an intermediary between a workstation user and the Internet so that the enterprise can ensure security, administrative control, and caching service. A proxy server is associated with or part of a gateway server that separates the enterprise network from the outside network and a firewall server that protects the enterprise network from outside intrusion.

**Remote Configuration** — the ability to configure network devices (Scan Station 500) from a remote location on the network.

**Router** — a device that allows multiple computers and devices to connect to a local area network. A router can also be one of many routers that comprise a wide area network (WAN).

**SMTP** (*Simple Mail Transfer Protocol*) — is a protocol used in sending and receiving email. However, since it is limited in its ability to queue messages at the receiving end, it is usually used with one of two other protocols, POP3 or IMAP, that allows the user to save messages in a server mailbox and download them periodically from the server.

**TCP/IP** (*Transmission Control Protocol / Internet Protocol*) — a suite of protocols tailored to specific needs for advanced networking. Named after TCP and IP, the first of the many protocols in the suite. TCP/IP forms the basic standard for communication over the Internet.

**TCP Port** — special number in the header of a network data packet, TCP ports are used to map data to computer processes or applications. For example, a server receiving incoming TCP data packets with a number of 21 in the header will normally map that data to the FTP process running on the server (21 is the standard port for initiating an FTP session with a client).

**UNC** (*Universal Naming Convention*) — a standard for identifying servers, printers and other resources in a network, a UNC path uses double slashes or backslashes to precede the name of the computer and a single slash to precede the name of the resource being accessed. In Windows operating systems, the UNC name format is:

```
\\servername\sharename\path\filename
```

**Workgroup** — a Microsoft network mechanism for grouping multiple computers and computer resources without the use of an actual network domain.

# Appendix A Specifications

This appendix provides Scan Station specifications.

<b>Connectivity</b>	10/100 Base T and built-in 56K Fax modem, no host PC required
<b>Output methods</b>	Scan to network share, scan to print, scan to email, scan to fax, scan to portable USB flash drive, scan to FTP (anonymous, authenticated, with proxy support)
<b>Network protocols</b>	TCP/IP, SMB, authenticated SMTP (login, plain text, CRAM, NTLM), DHCP (or static), Network domain authentication
<b>Security features</b>	PDF private key encryption, option to enable/disable the ability to scan to portable USB drives, secure login via LDAP, activity logging by login ID, IP port blocking
<b>Scanner Administration (for System Admin)</b>	Secure login with a customizable password, ability to create and manage lists of Scan Station 500 devices, group and classify managed devices, update the configuration and/or embedded software of one, some or all managed devices, view the status of managed devices, remotely access and manage the log files of a single-managed device, restart or power off a single-managed device.
<b>File format output</b>	Single- and multi-page TIFF, JPEG, PDF, searchable PDF, encrypted PDF, optional JPEG compressed, TIFF, WAV audio files
<b>Control panel</b>	20.3 cm (8-inch), 800 x 400 TFT LCD with touch screen
<b>Audio</b>	Built in microphone and speaker to record and playback annotation messages
<b>On-board processor, memory, hard drive</b>	Intel Atom Processor 230, 1.6 GHz with 9456c Chipset, 1 GB DDR2 667MHz RAM Hard drive: 160GB STA 3 Gb/sec.
<b>Scanning technology</b>	Duplex scanning with dual Color Quadlinear CCD, 600 dpi optical resolution Capture bit depth is 30 bits (10 x 3) Color output bit depth is 24 bits (8 x 3) Grayscale output bit depth is 256 levels (8-bit)
<b>Output resolutions</b>	75, 100, 150, 200, 240, 300, 400 and 600
<b>Imaging features</b>	Perfect Page scanning, deskew, auto crop, content-based blank page removal, auto orientation
<b>Throughput speeds (portrait, letter-size)</b>	Black and white/grayscale/color: up to 30 ppm/60 ipm at 200 dpi
<b>Multifeed Detection</b>	with ultrasonic technology
<b>Illumination</b>	Dual Fluorescent (cold cathode)
<b>Feeder</b>	Up to 75 sheets of 75 g/m <sup>2</sup> (20 lb.) paper.
<b>Maximum document size</b>	215 x 863 mm (8.5 x 34 in.) - may be restricted at certain resolutions
<b>Minimum document size</b>	50 x 63.5 mm (2 x 2.5 in.) Multiple-sheet feeding: 75 x 125 mm (3 x 5 in.)
<b>Paper thickness and weight</b>	413 g/m <sup>2</sup> (110 lb.) paper and ID cards up to 1.25 mm (0.05 in.) thick
<b>Recommended daily volume</b>	Up to 3000 pages per day
<b>Dimensions</b>	<b>Height:</b> 20.8 cm / 8.2 in. <b>Width:</b> 34.9 cm / 13.8 in. <b>Depth:</b> 38.1 cm / 15 in.
<b>Weight</b>	10.5 kg (23 lbs.)

<b>Recommended PC configuration</b>	Pentium IV, 2.8 GHz or higher, 1 GB RAM, USB 2.0 running Windows XP, Windows Vista or Windows 7
<b>Recommended portable USB drive specs</b>	USB 2.0, minimum size for configuration: 32 MB minimum size for storing images/files: 128 MB
<b>Power consumption</b>	Off mode: <6 watts Operating: <95 watts
<b>Operating Temperature</b>	10°C to 35°C (50°F to 95°F)
<b>Altitude</b>	<2000 meters (6562 feet)
<b>Humidity</b>	10 to 85% relative humidity

## Appendix B Supported Network Protocols

---

The Scan Station 500 plugs directly into an Ethernet-based IP network, using a standard RJ45 connection, working independently within the following environments:

- Microsoft Windows Server 2003 and Server 2008 (TCP/IP, MS sharing, SMTP, FTP, Printing)
- NetWare 3.x and 4.x with MS services for NetWare (TCP/IP, MS Sharing, SMTP, FTP)
- Unix/Linux environments (SMTP and FTP only)

NOTE: Your network environment may or may not support all of the network protocols mentioned above.

The Scan Station 500 supports sending attached images by email using the SMTP and authenticated SMTP protocols. Methods supported for authenticated SMTP include: simple password, NTLM and Challenge Response. If your SMTP server requires authentication before use, you also need to supply credentials to the Scan Station.

NOTE: Kerberos support is not included at this time.

Anonymous FTP (File Transfer Protocol) and authenticated FTP are also supported, including proxy support. To use either form of authenticated FTP (with or without proxy), the FTP configuration will need sufficient credentials to access the FTP site. This information should be available from your network administrator.

NOTE: Secure FTP is not supported at this time.

While the Scan Station 500 can be used in heterogeneous networks with SMTP and FTP, printing to network printers and scanning to network shared folders requires Microsoft printer drivers and SMB (Server Message Block) drive access respectively.

When used within a Microsoft NT Domain, the Scan Station accesses domain resources (shared drives and printers) with a standard domain user account.

When used within a Microsoft workgroup, the Scan Station can access workgroup resources (share drives and printers) without any login credentials providing workgroup PCs have been configured to allow guest access to their shared resources.

# Appendix C Warranty - US and Canada only

---

Congratulations on the purchase of a *Kodak Scan Station 500* or *Kodak Scan Station 520EX*. *Kodak Scan Stations* are designed to provide end users with the highest performance and reliability. All *Kodak Scan Stations* are covered by the following Limited Warranty.

## Limited warranty for *Kodak Scan Stations*

Eastman Kodak Company provides the following Limited Warranty on *Kodak Scan Stations* (excluding spare parts and consumables) distributed by Kodak or through Kodak's authorized distribution channels:

Kodak warrants that a *Kodak Scan Station*, 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 Scan Station*.

All *Kodak Scan Stations* are subject to the Warranty Exclusions described below. A *Kodak Scan Station* 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's option.

Purchasers may determine the applicable Limited Warranty period for the *Kodak Scan Stations* purchased by calling (800) 822-1414, or by visiting: <http://www.Kodak.com/go/docimaging> or by reviewing the Limited Warranty Summary Card enclosed with the *Kodak Scan Station*.

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

## Warranty exclusions

Kodak's Limited Warranty does not apply to a *Kodak Scan Station* 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 Scan Station back to Kodak for warranty service in accordance with Kodak's 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, or seal); (c) from service, modification or repair not performed by Kodak or a service provider authorized by Kodak or by tampering, use of counterfeit or other non-Kodak 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 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 electrostatic 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 <http://www.Kodak.com/go/docimaging> or by calling (800) 822-1414.

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

Kodak 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 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 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* Scan Stations 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: <http://www.Kodak.com/go/docimaging> or contact:

Kodak's Response Center: (800) 822-1414

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

Before placing the call, the eligible purchaser should have the *Kodak* Scan Station 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* Scan Station 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* Scan Station warranty. Kodak advises the purchaser to keep the original box and packing materials for storing or shipping. Kodak is not responsible for issues related to shipping damage. The purchaser must return only the *Kodak* Scan Station. Prior to shipment, purchaser must remove and retain all "add-on" items, (i.e. adapters, cables, software, manuals, etc.). Kodak accepts no responsibility for these items and they will not be returned with the repaired or replacement *Kodak* Scan Station. All products should be returned to Kodak in the original shipping container, or an authorized packaging box for the units being returned. Purchaser must install the shipping restraint before the *Kodak* Scan Station is shipped. When the original packaging is not available, contact Kodak's Response Center at (800) 822-1414 for part numbers and replacement packaging ordering information.

## **Return procedure**

Eligible purchasers seeking services for *Kodak* Scan Stations 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* Scan Station to the address designated in the RMA at the end user's own expense and risk, in compliance with Kodak's current Packaging and Shipping Guidelines.

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

## **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 IS, WITHOUT LIMITATION, NOT RESPONSIBLE FOR LOST OR DAMAGED DATA OR FILES.

## Warranty Service descriptions

Eastman Kodak Company (Kodak) offers a range of service programs to support its Limited Warranty and to assist with the use and care of the *Kodak Scan Station* ("Service Methods"). A *Kodak Scan Station* represents an important investment. *Kodak Scan Stations* 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 may use one of the service methods listed below, depending upon product type, in providing service under its Limited Warranty.

Included with selected *Kodak Scan Station* 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 Scan Station*.

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: <http://www.Kodak.com/go/docimaging> or by phone at (800) 822-1414.

To avoid service delays, Kodak 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: <http://www.Kodak.com/go/docimaging> or by phone at (800) 822-1414.

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

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

## On-site service

For the selected *Kodak Scan Station*, and after the Response Center verifies a hardware problem, a service call will be opened and logged. An Kodak 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 Scan Station. For additional information on service areas, please visit our website at: [www.Kodak.com/go/docimaging](http://www.Kodak.com/go/docimaging). On-Site Service will be provided between the hours of 8 a.m. and 5 p.m. local time, Monday through Friday (excluding Kodak holidays).

## 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 Scan Stations*, Kodak will replace that product within two business days.

The AUR provides advance replacement on specific failed or broken *Kodak Scan Station*. 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's receipt of the signed agreement. The malfunctioning product must be received by Kodak 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's expense and choice of freight carrier. Shipments not made under Kodak's directions and choice of freight carrier may void the Limited Warranty.

Before the product is returned to Kodak, 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* Scan Station is not eligible for Advance Exchange 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 in the original shipping container, or in a recommended packing box. The *Kodak* Scan Station must have the shipping restraint installed before it is shipped. When the original packaging is not available, contact Kodak's Response Center at (800) 822-1414, for ordering information. Eligible purchasers seeking services for *Kodak* Scan Stations 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* Scan Station 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. The *Kodak* Scan Station will be ineligible for any service under warranty if the product falls under any of Kodak's then-current Warranty Exclusions, including a purchaser's failure to return defective products to Kodak in compliance with Kodak's then current Packaging and Shipping Guidelines. Persons are only considered "eligible purchasers" or "end users" if they originally purchased the *Kodak* Scan Station 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.

If any of the above excluded parts or services are required, they may be available through an authorized service provider at their hourly rates and at terms then in effect.

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

## Contacting Kodak

For Information on *Kodak* Scanners:

Website: [www.Kodak.com/go/docimaging](http://www.Kodak.com/go/docimaging)

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 holidays. Phone: (800) 822-1414

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

Website: [www.Kodak.com/go/disupport](http://www.Kodak.com/go/disupport)

For Service Program Information

Website: [www.Kodak.com/go/disupportservices](http://www.Kodak.com/go/disupportservices)

Phone: (800) 822-1414

# Kodak

