Kodak

A3 Flatbed Accessory
A4 Flatbed Accessory

User's Guide

A-61563
7J3981

Environmental information

- The *Kodak* A4 Flatbed Accessory and *Kodak* A3 Flatbed Accessory 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.
- Disposal of this material may be regulated due to environmental considerations. For disposal or recycling information, contact your local authorities or, in the USA, visit the Electronics Industry Alliance website: www.eiae.org.
- The product packaging is recyclable.
- Parts are designed for reuse or recycling.
- Material Safety Data Sheets (MSDS) for chemical products are available on the Kodak website at: 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. See the section entitled, “Supplies and consumables” later in this guide for supplies and catalog numbers.

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 for additional information on the collection and recovery programs available for this product.

Acoustic emission

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

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

EMC statements

United States

This equipment has been tested and found to comply with the limits for a Class 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.

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

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，
可能會照造成射頻干擾，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

Korean
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.

NOTE:When this accessory is connected to the base scanner, the system is Class A.

Using the *Kodak* A3/A4 Flatbed Accessory

The *Kodak* A3 Flatbed Accessory and *Kodak* A4 Flatbed Accessory give you the ability to scan exception documents with your *Kodak* Scanners that are designed to use the flatbed. The cable included with the A3/A4 Flatbed Accessory easily connects your flatbed to the scanner.

NOTE: These instructions apply to all scanner models, unless otherwise noted. The photos in this publication may vary slightly depending on your scanner model.

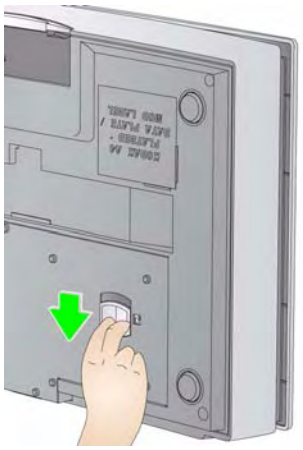
Specifications

Features	A3 Flatbed	A4 Flatbed
Height	15.9 cm (6.26 in.)	8.7 cm (3.38 in.)
Width	43.8 cm (17.24 in.)	28.6 cm (11.25 in.)
Length	71.1 cm (28 in.)	47.6 cm (18.75 in.)
Weight	10.8 kg (24 lb.)	3.7 kg (8.05 lb.)
Optical Resolution	600 dpi	1200 dpi
Accommodates document sizes up to	A3 / 297 x 420 mm (11.69 x 16.54 in.) or tabloid size (11 x 17 in.)	A4 / 210 x 297 mm (8.27 x 11.69 in.) or letter size (8.5 x 11 in.)

Unlocking the flatbed

When the *Kodak* A3 or A4 Flatbed Accessory is shipped, the flatbed is placed in a *Locked* position. Unlock the flatbed before you install it. The Lock/Unlock lever is on the bottom of the scanner.

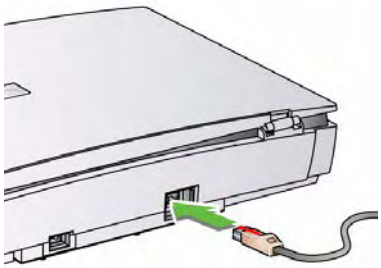
1. Turn the scanner over to locate the Lock/Unlock lever.
2. Move the lever into the *Unlocked* position.



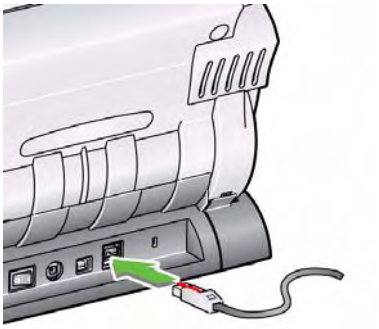
NOTE: It is not necessary to lock the flatbed accessory unless you need to ship it to another location.

Installing the flatbed

1. Power down the scanner.
2. Attach one end of the cable to the flatbed.



3. Attach the other end of the cable to the scanner.



4. Turn on the scanner. If the flatbed is being connected for the first time, wait for the PC to find and install the device drivers for the flatbed. When the LED on the flatbed is green and steady, the flatbed is ready to use.

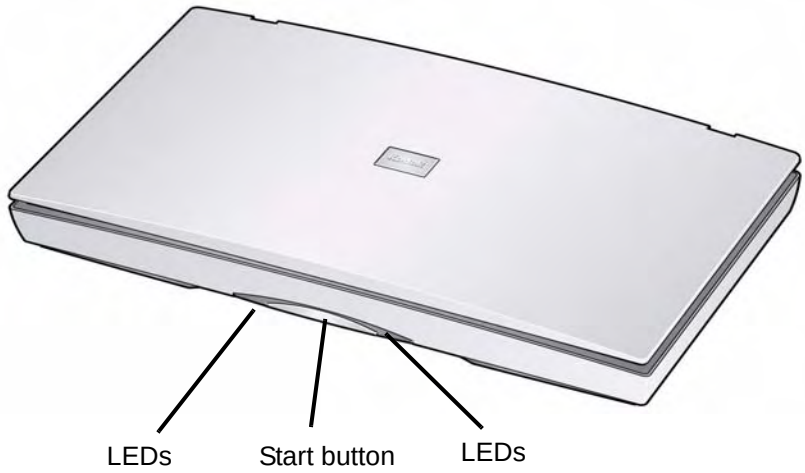
NOTE: If you need to remove the cable from the scanner or flatbed, turn off the scanner, then push down on the red tab to release the cable from its position.

LEDs and Start button

You can scan a document using the Start button on the flatbed.

- **For scanners with a Start button on the control panel**: When you press the Start button on the flatbed, you will get the same result as pressing the Start button on the scanner. The application that is associated with the displayed number in the function window is launched. By default, the displayed numbers are associated with Smart Touch. The displayed numbers 1-9 are mapped to Smart Touch task shortcuts 1-9.
- **For scanners without a Start button on the control panel**: If your scanner does not have a Start button or function window, when you press the Start button on the flatbed, the application associated with the scanner will be launched. By default, the Start button is associated with Smart Touch. It is mapped to task shortcut #1.

If you are scanning several exception documents using the flatbed, it may be easier to use the Start button on the flatbed to start scanning.



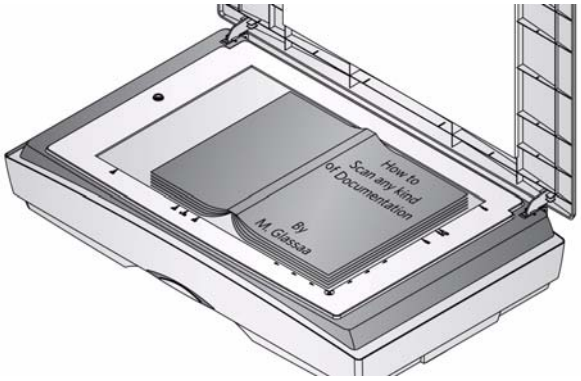
Indicator LED lights — illuminates or flashes indicating scanner status.

- **Steady green**: flatbed is ready to scan.
- **Steady red**: indicates the scanner is not connected.
- **Flashing green:** waiting/Energy Star mode; scanning/busy.
- **Flashing red**: flatbed failure or error.

Using the flatbed

Use the flatbed to scan documents that cannot be scanned using the automatic document feeder (ADF).

1. Open the flatbed cover.
2. Place the document **face down** on the glass platen.

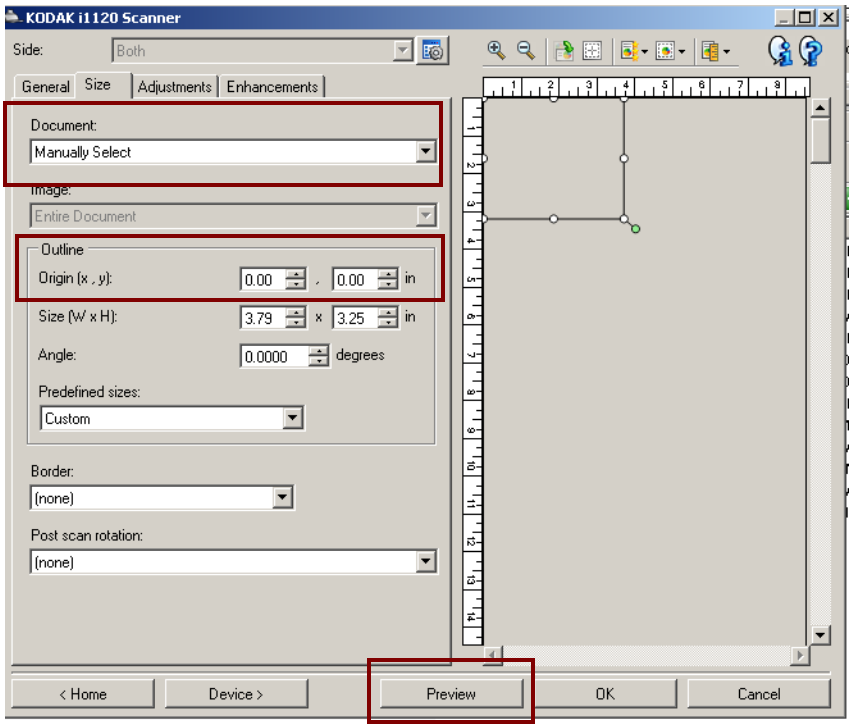


3. Align the document in the lower right-hand corner at the corner arrows.
4. Close the flatbed cover.
5. Start scanning. You can scan the document using the Start button on the flatbed or scanner; or use the desired application.

NOTE: For *Kodak* i4000 Series Scanners: To wake up the scanner and the flatbed from Energy Star press any button on the Operator Control Panel of the scanner.

Using Manual cropping modes

If you are scanning from the flatbed and you have **Manually select** as the cropping mode, start with your crop in the upper left-hand corner (Origin position should be 0,0) and be sure your document is properly positioned in the lower right-hand corner of the flatbed.



NOTES:

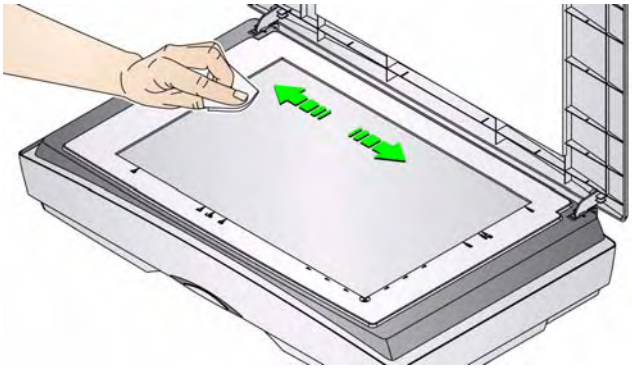
- To help you manually crop your document, click **Preview** and make any adjustments as necessary.
- When using the automatic document feeder, the scanner automatically centers your document. However, when you use the flatbed, be sure to position your document in the lower right-hand corner.
  Your *Outline* options on the Size tab should be:
  Origin (x,y): **0**
  Size (W x H): **0**

Cleaning the flatbed

The flatbed's glass platen can collect fingerprints and dust. Use Staticide Wipes for *Kodak* Scanners (CAT No. 896 5519) and the Optics Cleaner pad (CAT No. 868 3724) to clean the glass platen.

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.

1. Open the flatbed cover.
2. Wipe the glass platen with a Staticide wipe.



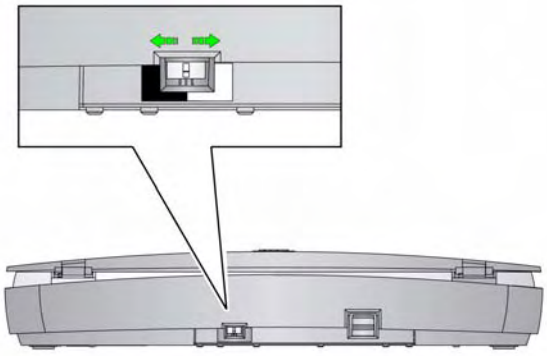
3. Dry the glass platen with the Optics Cleaner pad.
4. Close the flatbed cover.

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

A4 Flatbed Accessory

If you have an A4 Flatbed, the *Kodak* Black Background Accessory is available. CAT No. 863 6870.

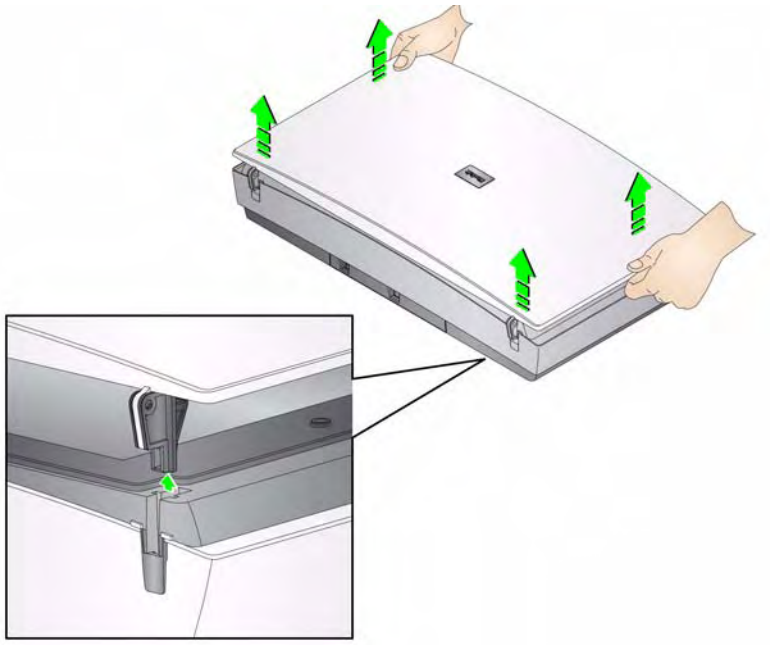
When changing the background cover on the flatbed, there is a switch on the back of the flatbed. You must move the switch to match the color of the background cover (black or white). Therefore, if you are using the white background cover, move the switch to the "white" position.



Changing or replacing the background cover

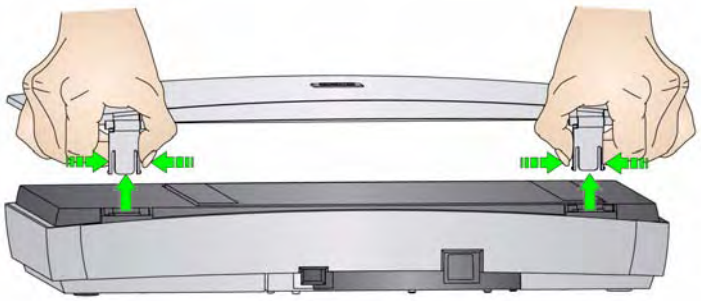
To change the cover of the A4 Flatbed or use the Black Background Accessory:

- Use both hands to press the hinges to release the cover. Lift and remove it from the flatbed.



If you need to replace or remove the A3 Flatbed cover:

- Use both hands to lift the cover straight up and away from the flatbed.



Kodak

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