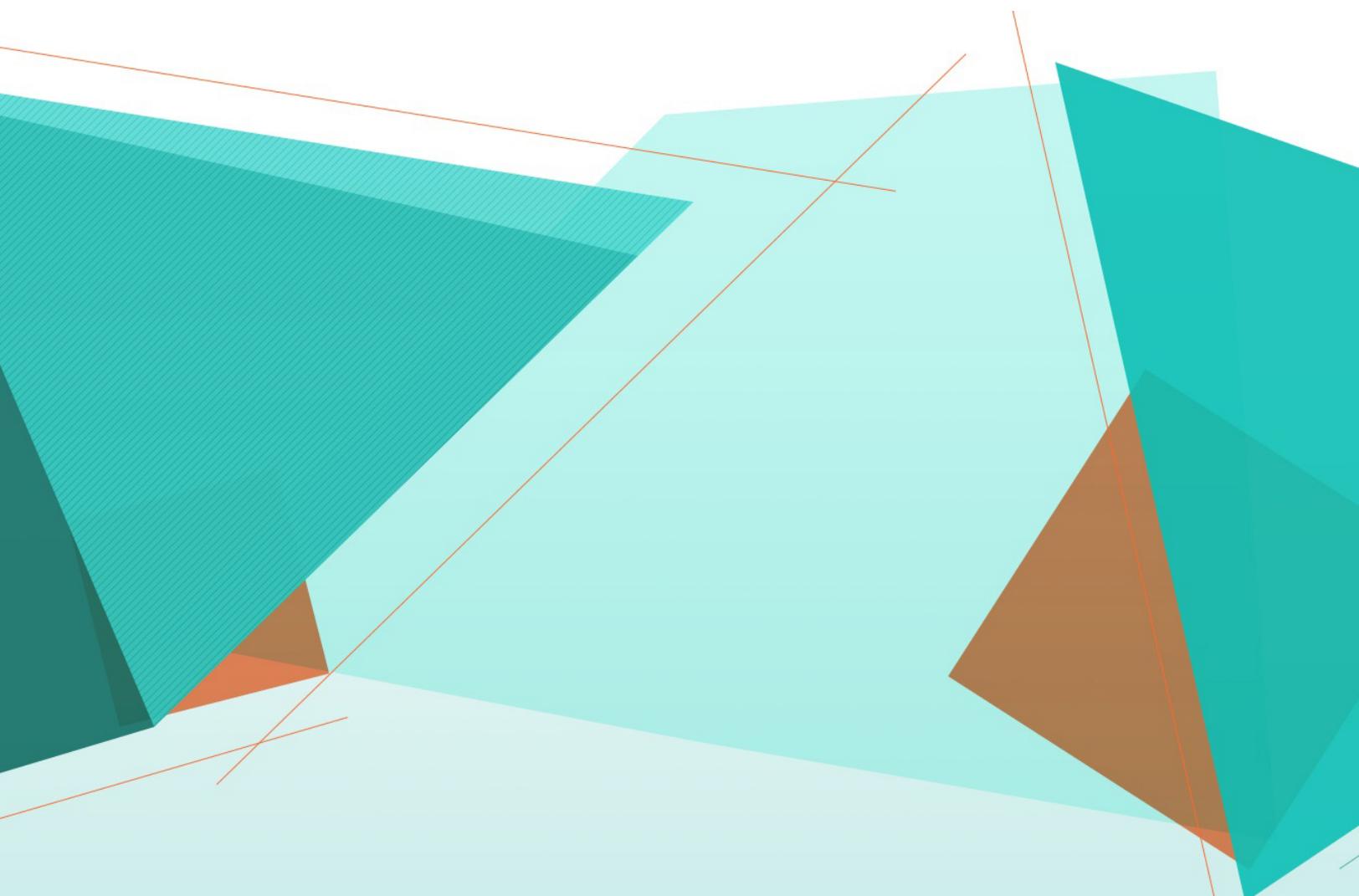


## Integrated A4/Legal Size Flatbed Accessory

User's Guide





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# Safety

## User precautions

- Only use the scanner and power supply indoors in a dry location.
- Make sure the electrical power outlet is located within 1.52 meters (5 feet) of the scanner and is easily accessible.
- Do not damage, knot, cut or modify the power cord.
- Use only the AC adapter that is supplied with the S2000 or S2000w scanner. Be sure the power cord is securely plugged into the wall outlet.
- Do not plug the power cord from the Integrated A4/Legal Size Flatbed Accessory into any other device than an Alaris S2000 or S2000w scanner.
- Leave sufficient space around the power outlet so the scanner can be easily unplugged in case of an emergency.
- Do not use the scanner if it becomes inordinately hot, has a strange odor, emits smoke, or makes unfamiliar noises. Immediately stop the scanner and disconnect the power cord from the power outlet. Contact Alaris Service.
- Do not disassemble or modify the scanner or the AC power adapter.
- Follow the Alaris recommended cleaning procedures. Do not use air, liquid or gas spray cleaners. These cleaners displace dust, dirt and debris to another location within the scanner, which may cause the scanner to malfunction.

## Environmental information

- The Integrated A4/Legal Size 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 Alaris locally for more information.
- Disposal of this material may be regulated due to environmental considerations. For recycling or reuse information, contact your local authorities, or in the USA, go to: [www.kodakalaris.com/go/scannerrecycling](http://www.kodakalaris.com/go/scannerrecycling).
- The product packaging is recyclable.
- Parts are designed for reuse or recycling.
- Safety Data Sheets (SDS) for chemical products are available on the Kodak Alaris website at: [www.kodakalaris.com/go/ehs](http://www.kodakalaris.com/go/ehs). When accessing the SDS from the website, you will be required to provide the catalog number of the consumable.

## European Union



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

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

## Acoustic emission

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

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

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## EMC statements

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

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for additional suggestions.

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

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

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

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

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

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# Using the Alaris Integrated A4/Legal Size Flatbed Accessory

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The Alaris Integrated A4/Legal Size Flatbed Accessory is designed to make it quick and easy to scan any document up to legal size, including documents that should not or will not pass through your scanner. The cables included with the flatbed connect it so that it operates with the Alaris S2000 or S2000w Scanner to provide images to your computer.

### NOTES:

- Terminology usage within this document: “scanner” refers to the Alaris S2000 or S2000w Scanner; “flatbed” refers to the Alaris Integrated A4/Legal Size Flatbed Accessory.
- The flatbed must be used with your Alaris S2000 or S2000w Scanner; it cannot be used as a standalone device, or with any other scanner.

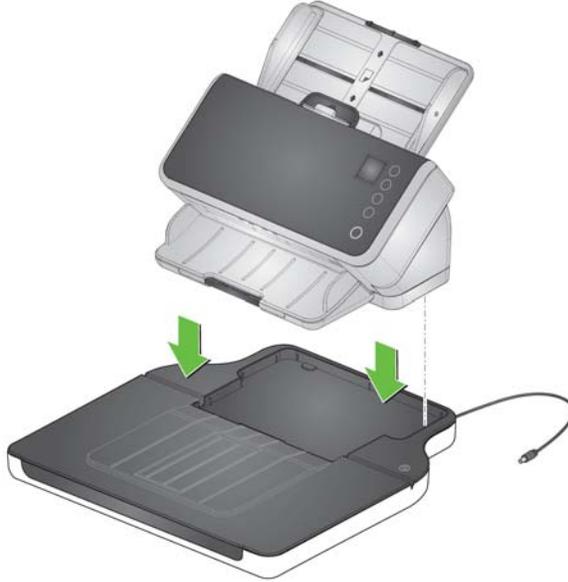
Specifications for the flatbed are available on the Accessories page for your scanner (look in Brochures):

[www.kodakalaris.com/go/S2000](http://www.kodakalaris.com/go/S2000)  
[www.kodakalaris.com/go/S2000w](http://www.kodakalaris.com/go/S2000w)

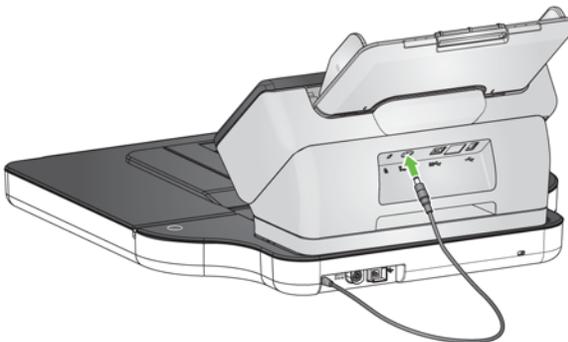
## Connecting the flatbed

The Installation Guide in the box with your flatbed shows how to connect the flatbed to the scanner and your PC.

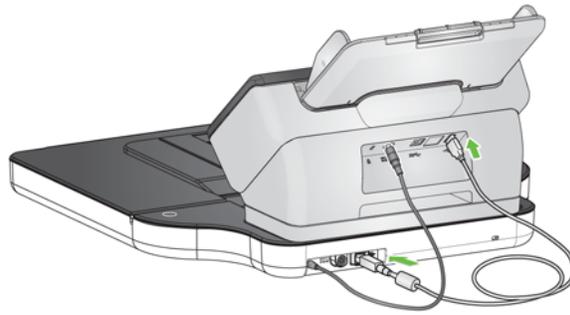
1. Power down the scanner. Unplug the scanner power cord from the wall and from the scanner.
2. Place the flatbed on the table or desk. Place the scanner on the flatbed as shown below.



3. Take the short power cord that comes out of the flatbed, and connect it from the flatbed to the scanner, as shown below.

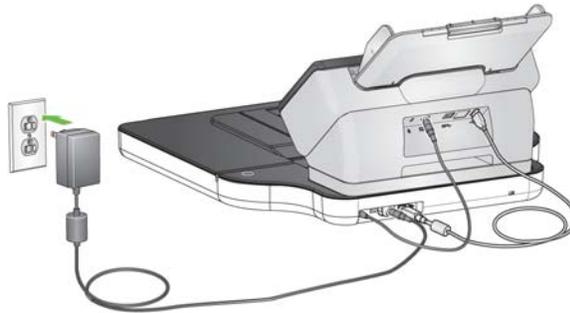


4. Remove the USB cable from the flatbed box. Use it to connect from the flatbed to the scanner, as shown below. Use the USB 2.0 port for this connection, *not* the USB SuperSpeed port.



NOTES:

- Your scanner may also have a USB cable from the USB SuperSpeed port to your PC.
  - Your scanner may also have an Ethernet cable from the scanner to the wall.
5. Take the power cord that you removed from the scanner. Connect it to the flatbed, then plug it into the wall outlet.



6. Turn on the scanner. Turning on the scanner will also power up the flatbed.

NOTE: The flatbed will automatically calibrate when it powers up. During calibration, the flatbed motor will run and the lamps/LEDs will be illuminated. You can also request a calibration using the Settings menu from the scanner screen.

7. The flatbed power indicator light will blink when the flatbed is being powered up. The light will become steady when the flatbed is ready to be used.

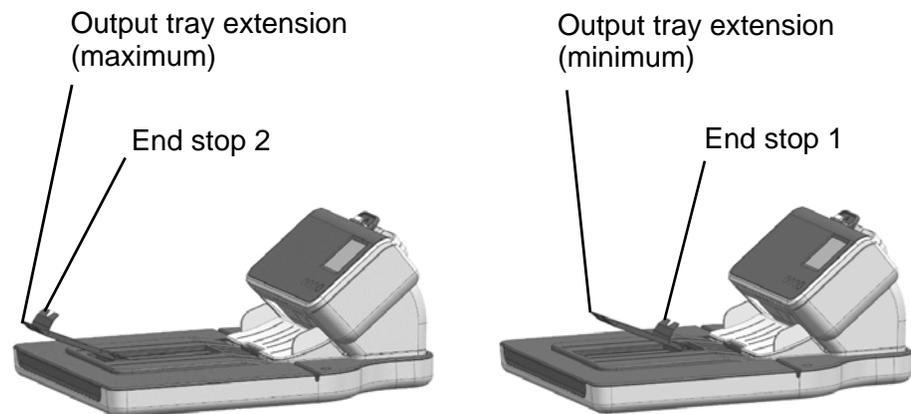
NOTE: If you need to disconnect the power cable from the scanner or flatbed, turn off the scanner first, then disconnect the cable.

## Adjusting the output tray features

Because the scanner is placed on the flatbed, using the output tray extension on the scanner prevents you from opening the flatbed cover. Instead, the flatbed cover can be used as part of the output tray. It can accommodate pages up to the maximum size that the S2000 or S2000w Scanner can scan.

Adjust the output tray features on the flatbed for the length of your documents:

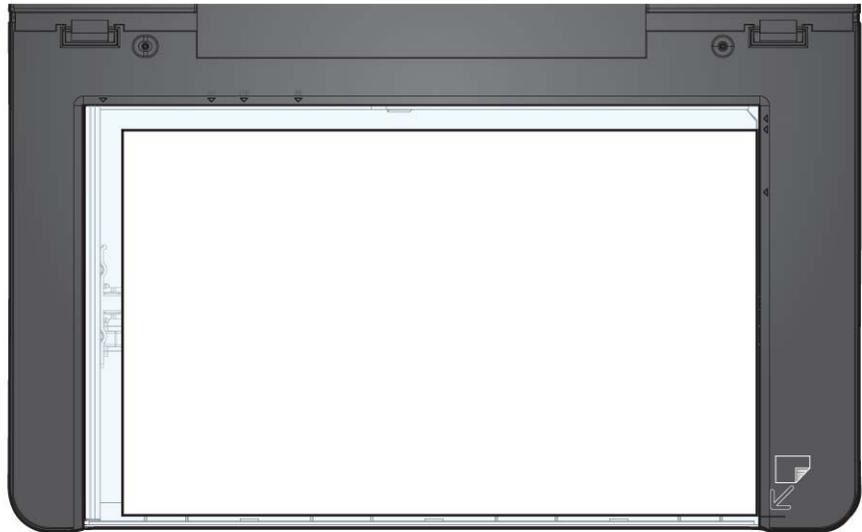
- More than 14 in. (35.6 cm) — Keep the end stops down. You can keep the output tray extension down or open and move it to the maximum position.
- 7 in. (17.8 cm) to 14 in. (35.6 cm) — Open the output tray extension. Lift end stop 1 or end stop 2. Move the extension to the correct position for the document length. The extension should be longer than the documents by about 1/2 in. (1 cm).
- Less than 7 in. (17.8 cm) or mixed lengths — Adjust the Alaris S2000 Series Stacking Deflector Accessory (CAT No. 101 6062), installed on the scanner, for the shortest document length. The output tray extension can be in any position.



## Scanning single documents

Use the flatbed to scan documents up to A4 or legal size that cannot be scanned using the scanner.

1. Remove all pages from the input tray of the scanner.
2. Open the flatbed cover.
3. Place the document **face down** on the glass platen.
4. Position the document in the lower right corner at the line by the arrow. Make sure that the document is within the imaging area, which is indicated by “LTR/LGL” on the upper right and “LGL” on the upper left.



5. Close the flatbed cover.
6. Start scanning by pressing the Play / Select button on the scanner, or by using a scanning application.

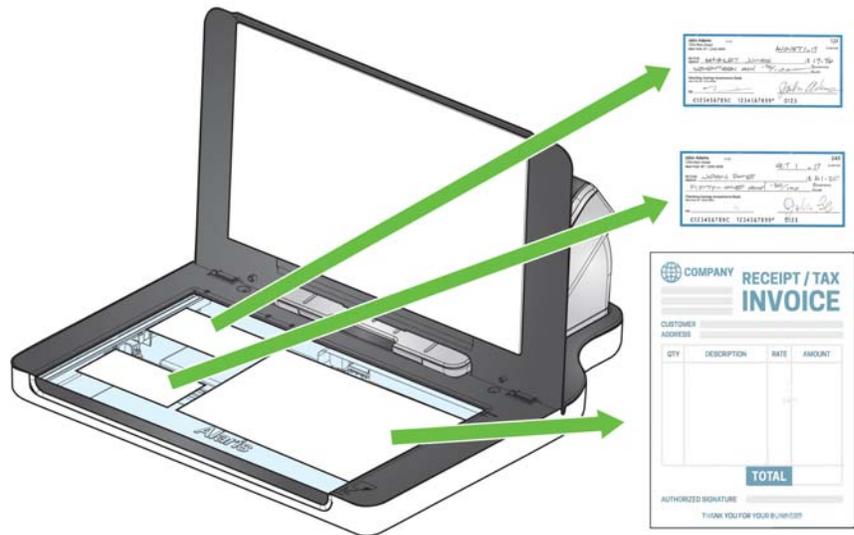
### NOTES:

- Your scanning profile can be set up to scan immediately from the flatbed, or it can be set up to check the scanner first, and if the scanner has no paper, then to scan from the flatbed.
- Your scanning profile can be set up to keep the scanning session open after the flatbed scan completes. This setting is useful if you have multiple pages to enter into the same file, or if you want to have the image from the flatbed and other images (scanned from the scanner input tray) in the same file.

## Scanning multiple documents

If you want to scan several documents on the flatbed at one time, the flatbed can scan once and output one image for each document it finds. For example, if you place three documents on the flatbed, three separate images will be output. The option for scanning multiple documents must be set up in your scanning profile.

1. Remove all pages from the input tray of the scanner.
2. Open the flatbed cover.
3. Place the documents **face down** on the glass platen.
4. Position the documents within the imaging area. Keep at least 1/8 in. (3 mm) of space between them, so the scanner can separate them into multiple images.

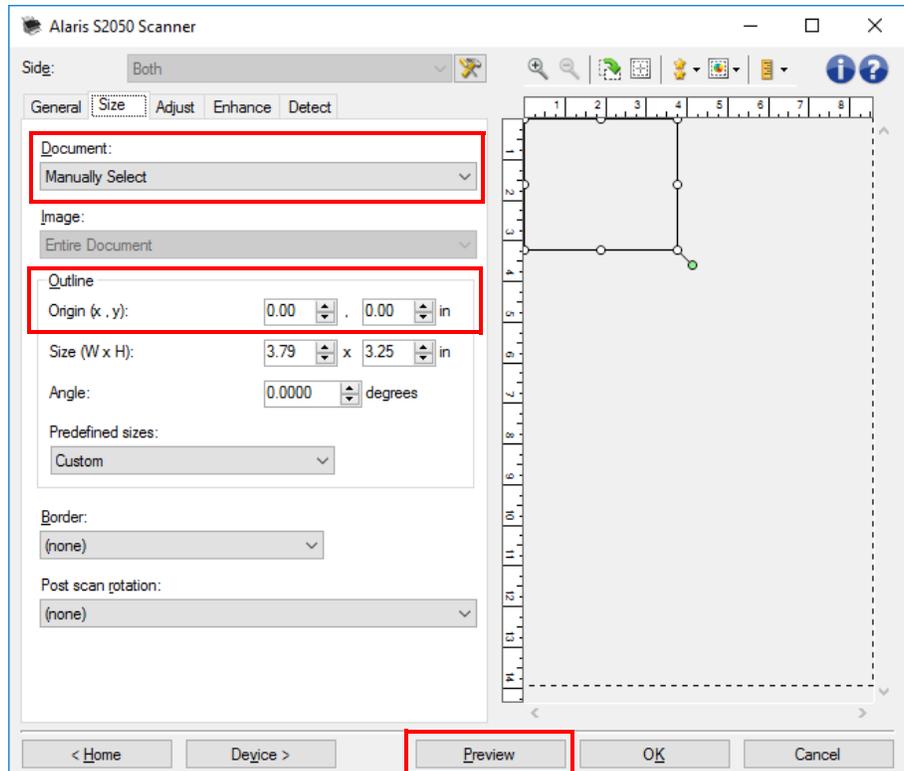


5. Close the flatbed cover.
6. Start scanning by pressing the Play / Select button on the scanner, or by using a scanning application.

## Using manual cropping modes

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

If you are scanning a book (or thick document), **Manually Select** should be selected as your cropping mode.



### NOTES:

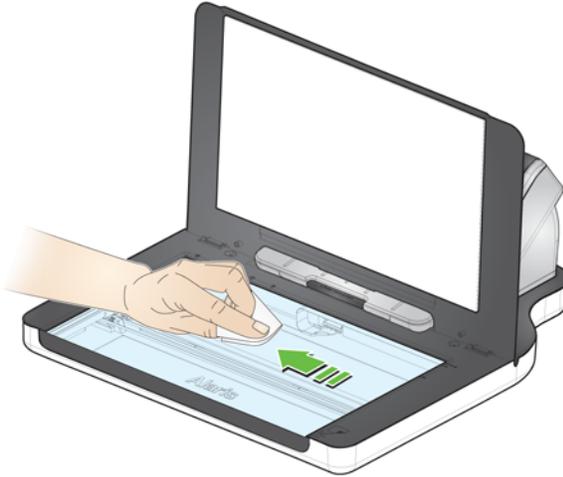
- If **Manually Select** is used in a profile, this setting also applies to images scanned from the scanner document feeder.
- When using the scanner document feeder, the scanner automatically centers your document. However, when you use the flatbed, be sure to position your document in the lower right corner. Your *Outline* options on the Size tab should be:  
*Origin (x, y): 0, 0*
- To help you manually crop your document, click **Preview** and make any adjustments as necessary.
- Using manual cropping modes will reduce scanning time.

## Cleaning

The glass platen of your flatbed can collect fingerprints and dust. Use Brillianize Detailer Wipes (CAT No. 826 6488) to clean the glass platen when you see dirt on the glass or in scanned images.

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

1. Open the flatbed cover.
2. Wipe the glass platen with a Brillianize Detailer Step 1 wipe. For best results, wipe in one direction only (for example, right to left).



3. Wipe the glass platen again with a Brillianize Detailer Step 2 wipe.
4. Close the flatbed cover.

## Indicator light

When the light is steady, the flatbed is ready to scan.

When the light is blinking, the flatbed is calibrating.

When the light is blinking rapidly, the flatbed has a problem.

