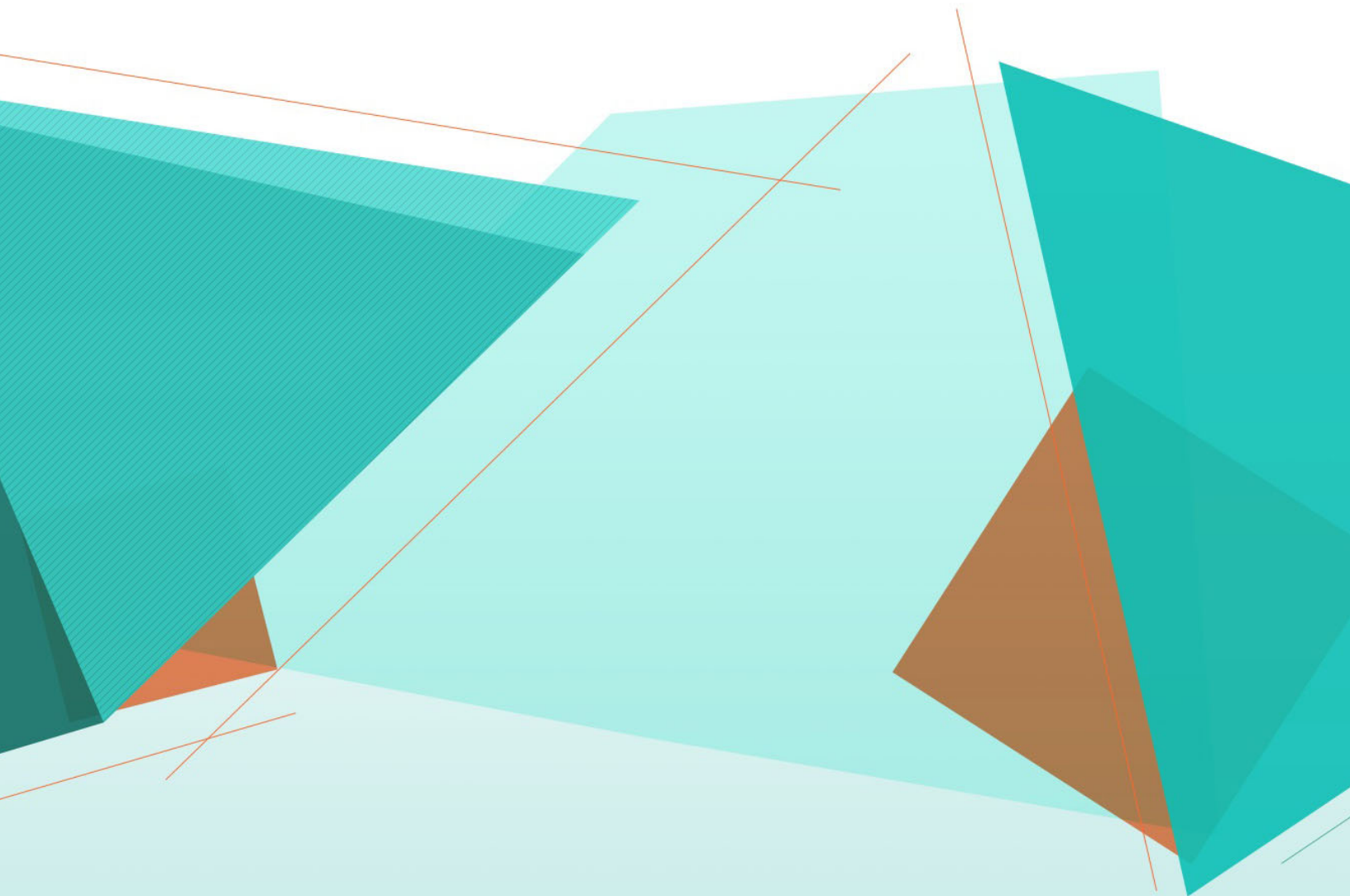


## Passport Flatbed Accessory

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 E1000, S2000 or S2000w scanner. Be sure the power cord is securely plugged into the wall outlet.
- Do not plug the power cord from the Passport Flatbed Accessory into any other device than an Alaris E1000, 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 Alaris Passport Flatbed Scanner 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.AlarisWorld.com/go/scannerrecycling](http://www.AlarisWorld.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.AlarisWorld.com/go/ehs](http://www.AlarisWorld.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.AlarisWorld.com/go/scannerrecycling](http://www.AlarisWorld.com/go/scannerrecycling) for additional information on the collection and recovery programs available for this product.

Please consult [www.AlarisWorld.com/go/REACH](http://www.AlarisWorld.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 Passport Flatbed Accessory

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The Alaris Passport Flatbed Accessory is designed to make it quick and easy to scan a passport or other similar sized documents. The cables included with the Passport Flatbed Accessory connect your flatbed so that it operates with an E1000, S2000 or S2000w Scanner to provide images to your computer.

### NOTES:

- Terminology usage within this document:  
“Scanner” refers to an Alaris E1000, S2000 or S2000w Scanner;  
“Flatbed” refers to the Alaris Passport Flatbed Accessory.
- The Passport Flatbed Accessory must be used with an Alaris E1000, S2000 or S2000w Scanner; it cannot be used as a standalone device, or with any other scanner.

Specifications for the Alaris Passport Flatbed Accessory are available on the Accessories page for your scanner (look in Brochures):

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

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

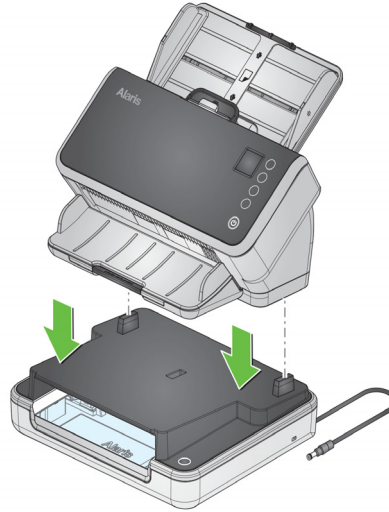
[www.AlarisWorld.com/go/E1025](http://www.AlarisWorld.com/go/E1025)

[www.AlarisWorld.com/go/E1035](http://www.AlarisWorld.com/go/E1035)

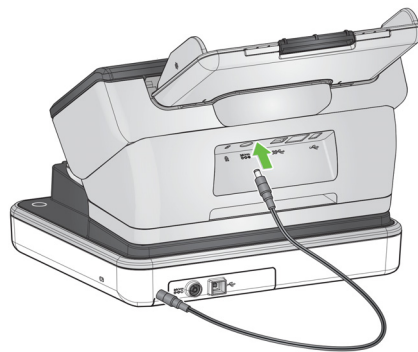
## Connecting the flatbed to an E1000 Series Scanner

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

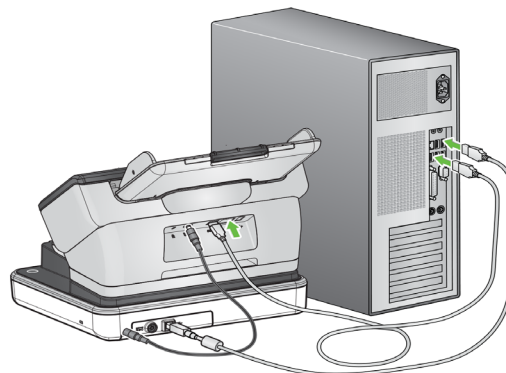
1. Power down the scanner. Unplug the scanner power cord from the wall and from the scanner.
2. Place the flatbed on a table or desk. Place the scanner on the flatbed as shown below.



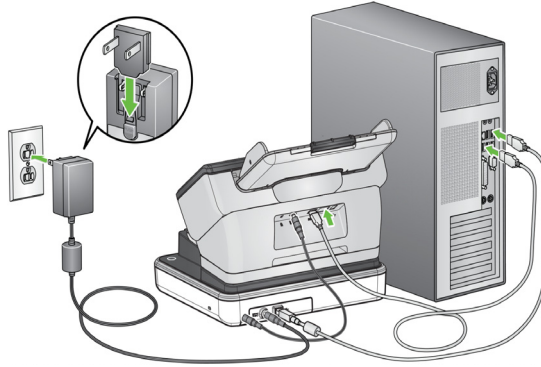
3. Take the short power cord that comes out of the flatbed, and connect it from the flatbed to the scanner, as shown below.



4. Remove the long USB cable from the flatbed box. Use it to connect from the flatbed to the computer, as shown below. Use the USB cable that came with your scanner to connect the scanner to the computer.



5. Take the power cord that you removed from the scanner. Connect it to the flatbed, then plug it into the wall outlet.



6. Turning on the computer will 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.

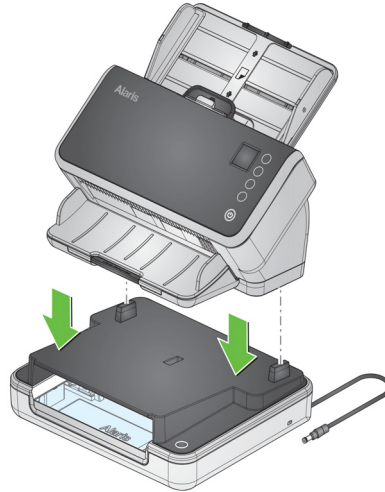
7. The flatbed power indicator light will be illuminated if the flatbed is connected to the computer and the computer is powered on.

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

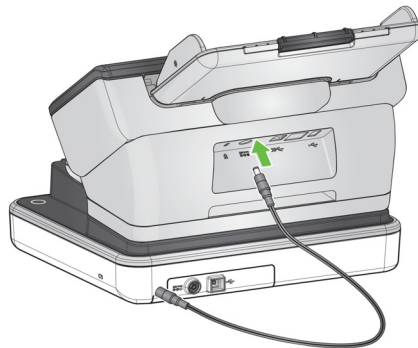
## Connecting the flatbed to an S2000 Series Scanner

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

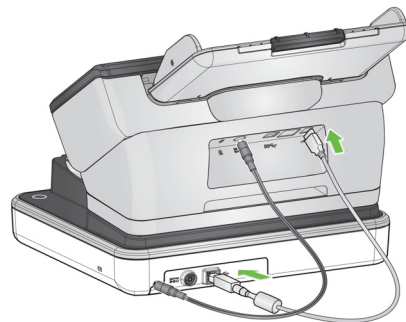
1. Power down the scanner. Unplug the scanner power cord from the wall and from the scanner.
2. Place the flatbed on a table or desk. Place the scanner on the flatbed as shown below.



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



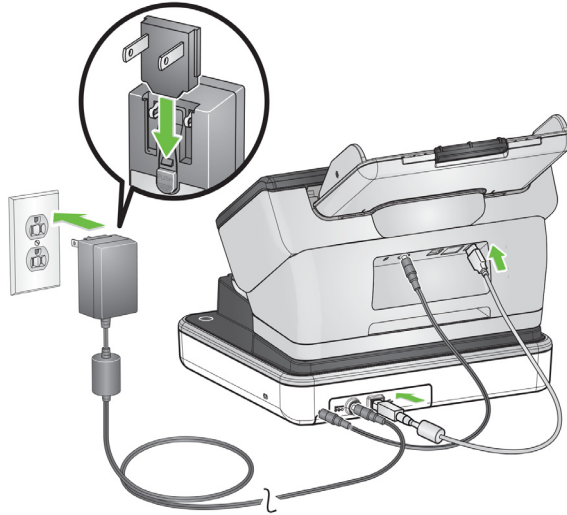
4. Remove the short USB cable from the flatbed box. Use it to connect from the flatbed to the scanner, as shown below. Use the USB 2.0 port for this connection, *not* the USB SuperSpeed port.





NOTES on the above illustration:

- Your scanner may also have a USB cable from the other USB 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 from the menu on 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.

## Flatbed scanning (E1000 Series)

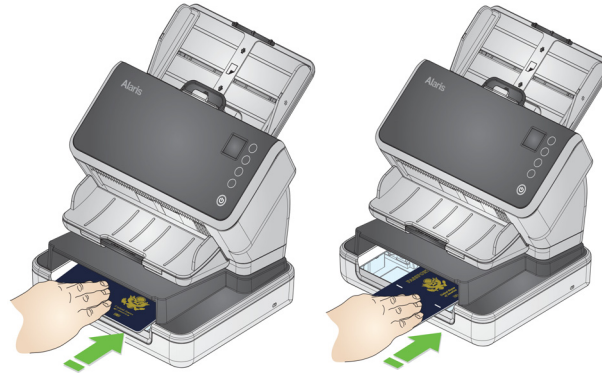
### Passports

Use the flatbed to scan passport documents that cannot be fed through the scanner. You can scan passports in two ways; by scanning just one page at a time, or by scanning two pages at the same time. Either way, to scan a passport:

1. On the TWAIN driver profile settings screen, set **Paper source** to *Automatic*. If there is no paper in the scanner input tray, the application will expect to scan at the flatbed.

For an ISIS application: review the ISIS help file for system configuration.

2. Choose the scanning profile or task to use in your application.
3. Remove all pages from the input tray of the scanner.
4. Place the passport **face down** on the glass platen. You can scan two pages or one. The left illustration shows scanning two pages; the right shows scanning one page. For either case, the passport should touch both the far edge and the right edge of the platen. Keep your hand on the passport for best results.



5. Select the Play/Scan/Start icon in your scanning application.

### Smaller documents

Use the flatbed to scan other types of small documents that cannot be fed through the scanner.

1. On the TWAIN driver settings screen, set **Paper source** to *Automatic*. If there is no paper in the scanner input tray, the application will expect to scan at the flatbed.

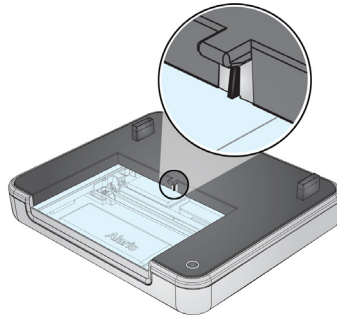
For an ISIS application: review the ISIS help file for system configuration.

2. Choose the scanning profile or task to use in your application.
3. Remove pages from the scanner input tray.
4. Place the small document on the flatbed platen.
5. Select the Play/Scan/Start icon in your scanning application.

### Combining a scan from the flatbed with scans from the input tray

A document scanned from the flatbed can be combined with one or more documents scanned from the scanner input tray into a single file.

1. On the TWAIN driver profile settings screen, set **Paper source** to *Automatic*.
2. Choose the scanning profile or task to use in your application.
3. Place documents to be scanned into the scanner input tray and start the scan.
4. After the scan has started, place the passport (or other small document) on the flatbed and slide it to the far edge of the platen. The flatbed switch must be actuated for the flatbed to scan (see below). The flatbed is shown without the cover so the flatbed switch is visible.

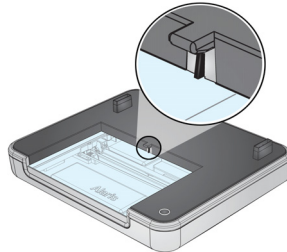


After the documents in the scanner input tray are scanned and the transport times out (this may take several seconds), the passport (or other small document) will be scanned. The images scanned from the scanner input tray and from the flatbed will be included in the same file.

## Flatbed scanning (S2000 Series)

### Passports - profile settings

Use the flatbed to scan passport documents that cannot be fed through the scanner. The flatbed is shown without the cover (see below) so the flatbed switch is visible. To scan a document that will activate the flatbed switch (see below), modify the TWAIN driver profile setting as follows:



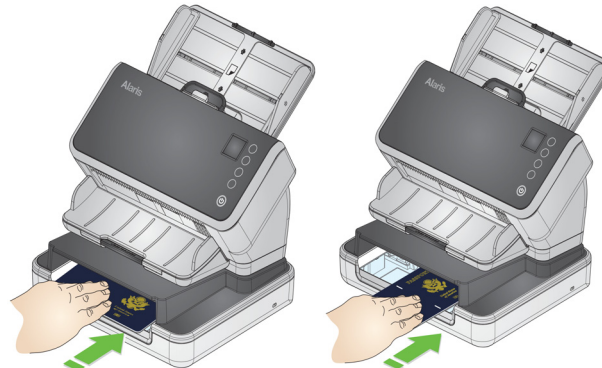
1. Set **Paper source** to *Automatic*. If there is no paper in the scanner input tray, the application will expect to scan at the flatbed.
2. If you will sometimes scan multiple items into the same file, set **Action when timeout occurs** to *Pause Scanning - wait for paper*.
3. *Un-check* **Automatically start scanning**.

For an ISIS application: review the ISIS help file for system configuration.

### Passports - initiate scanning

You can scan passports in two ways: by scanning just one page at a time, or by scanning two pages at the same time. Either way, to scan a passport:

1. Choose the scanning profile or task to use in your application.
2. Remove all pages from the input tray of the scanner.
3. Select the Play/Scan/Start icon in your scanning application.
4. Place the passport **face down** on the glass platen. You can scan two pages or one. The left illustration shows scanning two pages; the right shows scanning one page. For either case, the passport should touch both the far edge and the right edge of the platen. Keep your hand on the passport for best results. Scanning will begin when the passport activates the switch.



5. To scan more passports, insert them one at a time on the flatbed, as above. Each time a passport touches the flatbed switch, scanning will begin.
6. To scan other pages (e.g. forms) into the same document, put paper into the scanner input tray. Scanning will begin.
7. Choose **Stop** in your application to stop scanning into that document.

### Smaller documents - profile settings

To scan pages that are too small to reach the flatbed switch (see, "Passports - profile settings" on page 8), modify the TWAIN driver profile setting as follows:

1. Set **Paper source** to *Automatic*. If there is no paper in the scanner input tray, the application will expect to scan at the flatbed.
2. If you will sometimes scan multiple items into the same file, set **Action when timeout occurs** to *Pause Scanning - wait for paper*.
3. **Check Automatically start scanning.**

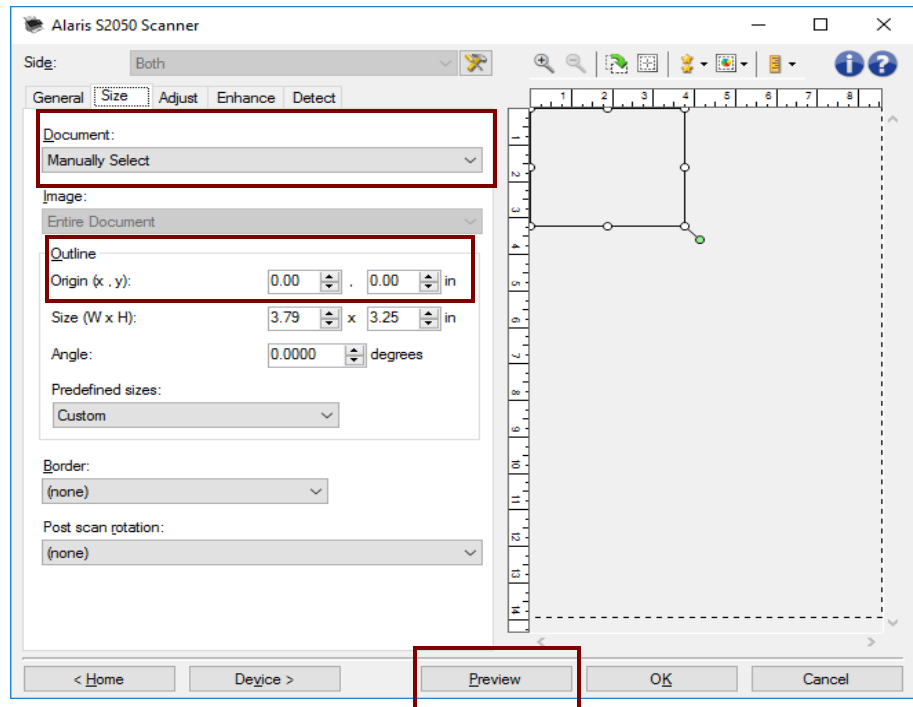
For an ISIS application: review the ISIS help file for system configuration.

### Smaller documents - initiate scanning

1. Remove pages from the scanner input tray.
2. Put the page to scan on the flatbed platen.
3. Choose the scanning profile or task to use in your application. Scanning will begin.  
  
NOTE: You may need to press a Scan/Start button.
4. To continue scanning into the same document:
  - Place another page on the platen and choose the Play/Scan/Start icon in your scanning application, to start scanning, or
  - Put paper into the scanner input tray, to start scanning.
5. Choose **Stop** in your application to stop scanning into that document.

## Using manual cropping modes (E1000 and S2000 Series)

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, and be sure your document is properly positioned in the lower right-hand corner of the flatbed.



### NOTES:

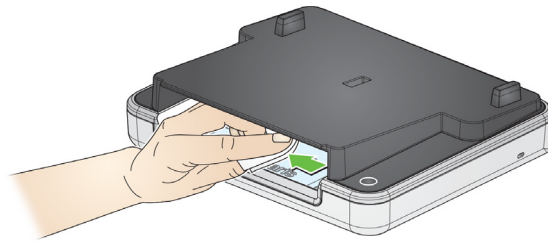
- Click **Preview** and make any adjustments as necessary.
- If your document is smaller than the flatbed platen, you can reduce scanning time by adjusting the document length. Refer to the TWAIN or ISIS driver help for details. **(S2000 only)**
- When you use the flatbed, be sure to position your document in the lower right-hand corner.
- Your *Outline* options on the Size tab should be:  
*Origin (x,y): 0, 0*
- When manual cropping is used for the flatbed, the same manual cropping area will be used for any document fed through the scanner document feeder.

## Cleaning the flatbed (E1000 and S2000 Series)

The glass platen of your flatbed can collect fingerprints and dust. Use Brillianize Detailer Wipes/ for *Kodak* Scanners (CAT No. 826 6488) to clean the glass platen.

**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. Power the scanner off before cleaning. If you have an E1000 series scanner, power off the scanner **and** disconnect the USB cable from the flatbed.
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.

## Indicator light (E1000 and S2000 Series)

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.







