Kodak alaris

Kodak i5x50 Series Scanners

KODAK i5250 Scanner   KODAK i5850 Scanner

Supplemental User's Guide for FADGI Scanners

Contents

1 Overview

This guide is designed for users of the FADGI-enabled i5250 and i5850 scanner models to provide relevant information and procedures to enable successful archival-quality scanning.

For more information on the i5000 FADGI scanner solution please refer to the product overview page AlarisWorld.com/go/FADGI.

Following operational recommendations helps to ensure the i5x50 FADGI-enabled scanners perform within the expected modern textual records compliance guidelines.

Federal Agencies Digitization Guidelines Initiative (FADGI)

FADGI was started in 2007 as a collaborative effort by federal agencies to create sustainable practices and guidelines for storing digitized content whether converted from other media or native to electronic formats. FADGI output quality is dependent on the technical performance of both the imaging system and the operator who scans images utilizing the system.

Additional FADGI information

http://www.digitizationguidelines.gov/ is the official FADGI website.

Digital Imaging Conformance Evaluation (DICE)

FADGI compliance determination is calculated by scanning and analyzing a standard image known as a DICE target that consists of a device target imaged and evaluated in isolation along with an object target.

The current process for image verification to meet FADGI guidelines has 2 components: 1) image targets and 2) analysis software. *KODAK* Alaris products use the DICE target to conform to the modern textual records rating for "Documents (Unbound): Modern Textual Records" section of the FADGI guidelines.

Per the FADGI guidelines, DICE targets are designed in compliance with ISO specifications and the FADGI parameters are validated from years of use at participating federal agencies. Other target and measurement programs have not been evaluated and cannot be substituted for DICE in a FADGI-compliant environment to certify FADGI conformance.

FADGI scanning steps outlined in this guide

To scan successfully utilizing a FADGI-enabled scanner:

1. Perform daily maintenance as directed for your *KODAK* Alaris i5250 or i5850 FADGI-enabled scanners; as FADGI scanning requires more precision, cleaning and consumable replacement should be done regularly to facilitate better scan quality and compliance.

2. Confirm that FADGI mode is turned on from the Operator Control Panel (OCP) of your FADGI-enabled scanner; the icon below displays when FADGI is active. FADGI mode is turned on by default prior to shipping.

3. Open the *KODAK* Archival Quality Image Scanning Tool (AQIST)

application.

4. Determine the FADGI compliance schedule best suited for your FADGI scanning frequency to improve scan quality and meet compliance.

KODAK Alaris field engineers install FADGI-enabled scanners at your site and set up AQIST on your computer. FADGI accessory kits are also available that include on-site training and support along with a DICE target, so this guide is focused how to perform the procedures associated with the four steps outlined above.

FADGI mode scanning profiles

Scanning profiles are provided for your FADGI-enabled scanner that cannot be changed or edited due to FADGI image quality requirements and create FADGI-compliant images.

The first profile below meets FADGI compliance for scanning modern textual records and the last profile is used only when scanning DICE targets to verify compliance:

- FADGI modern textual records 300dpi color
- FADGI modern textual records 300dpi color - Target

FADGI mode scanning requirements

FADGI-compliant images can only be created using the provided scanning profiles.

IMPORTANT: FADGI mode must always be used in combination with one of the provided FADGI scanning profiles to create FADGI-compliant images.

NOTE: If new scanning profiles are created in FADGI mode that change other image processing settings from the FADGI guidelines included in the provided profiles, the images created using those settings may not be FADGI-compliant.

Images created with profiles other than those created during installation or by the available AQIST settings will not provide compliant FADGI images. Consult your local *KODAK* Alaris Service team before making profile changes.

FADGI-compliant images created with either the i5250 or i5850 scanner meet the modern textual records specification described in the technical guidelines for digitization of the "Documents (Unbound): Modern Textual Records" category.

Other supporting documentation

Procedures not specific to FADGI-enabled functions are found in the standard i5x50 scanner guides that are also available, though the following may be particularly useful for FADGI-enabled scanners:

- **i5x50 Series User Guide —** provides a comprehensive overview of the function, operation, and maintenance of your scanner. Keep this guide close to the scanner so you can use it as a quick reference.

The i5x50 User Guide is found on the installation CD or may be downloaded from your scanner's product support website at either AlarisWorld.com/go/i5250support for the i5250 scanner or AlarisWorld.com/go/i5850support for the i5850 scanner.

2 Maintenance

Recommendations for FADGI-enabled scanners

The following are FADGI-enabled scanner recommendations in addition to the standard procedures found in the User Guide. Required cleaning and maintenance procedures for the FADGI-enabled *KODAK* i5x50 Scanners may need to be performed more often than the recommended cleaning frequency in the User Guide.

Replacing the imaging guides after cleaning

After removing and cleaning the imaging guides, be certain to replace them correctly by returning the front guide to the front position and the rear guide to the rear position.

If the imaging guides are reversed from their original positions the images created may not be FADGI-compliant and a service call may be required to return your scanner back to FADGI compliance.

Noting which guide corresponds to the front position and which to the back position when you clean and replace them enables continual scanner use with less service downtime.

Imaging guide replacement

If your scanner's imaging guides are damaged enough from use to require replacement, contact service directly.

Customers are responsible for purchasing imaging guides from their local reseller or distributor prior to service installation.

Supplies and consumables

For a full list of scanner cleaning supplies, consumables, accessories, and maintenance guidelines refer to the support page for your scanner at the link below and click on "Supplies":
AlarisWorld.com/go/IMsupport

For additional maintenance or support information, refer to the i5000 FADGI support page AlarisWorld.com/go/FADGI.

3 AQIST - Archival Quality Image Scanning Tool

AQIST is installed on your computer by the field engineer as part of the standard service agreement for your FADGI-enabled scanner. You only need to ensure the FADGI scan settings and scanner preferences are selected as described below and confirm FADGI mode is active from the Operator Control Panel of your scanner as described in "4 FADGI Scanning Mode" on page 15.

Getting started

1. Confirm that your scanner is set to FADGI mode. See "4 FADGI Scanning Mode" on page 15 for additional details.

2. Start the AQIST application from your computer to open the main window shown below.

3. Click the **Batch** icon ⚒ from below the menu bar to open the Batch Settings window shown on the next page.

4. Select settings for your scanning session as follows:
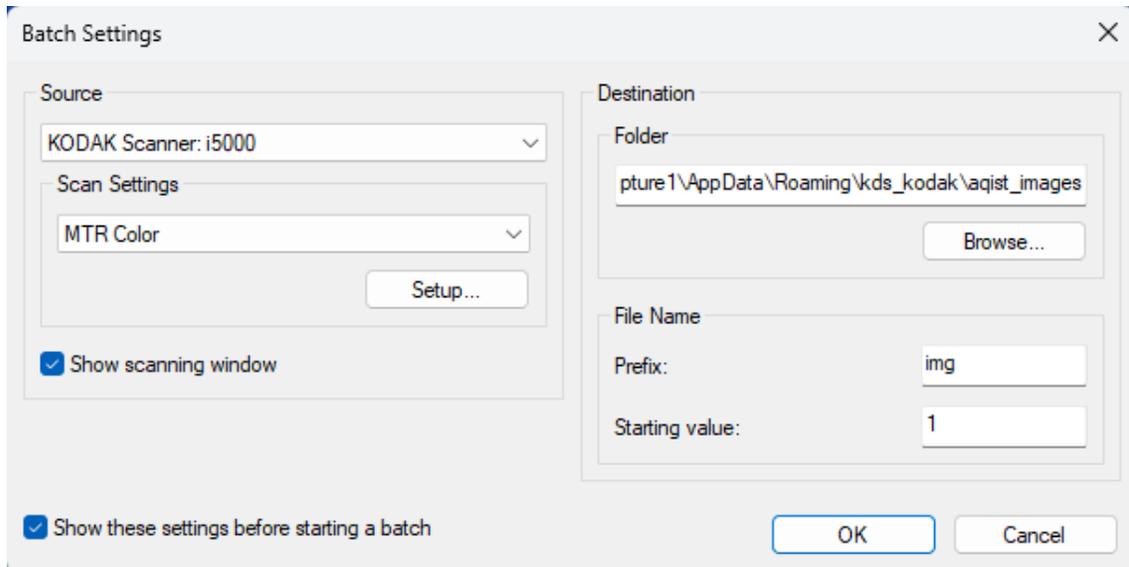
• **Source**— Choose the installed driver for your FADGI-enabled scanner.

• **Scan Settings**— Choose a profile based on your scanning session requirements as follows:

  –For batch scanning, select the FADGI MTR Color profile as shown above.

  –For validating FADGI modern textual records compliance, select the FADGI MTR Color - Target profile as shown below.
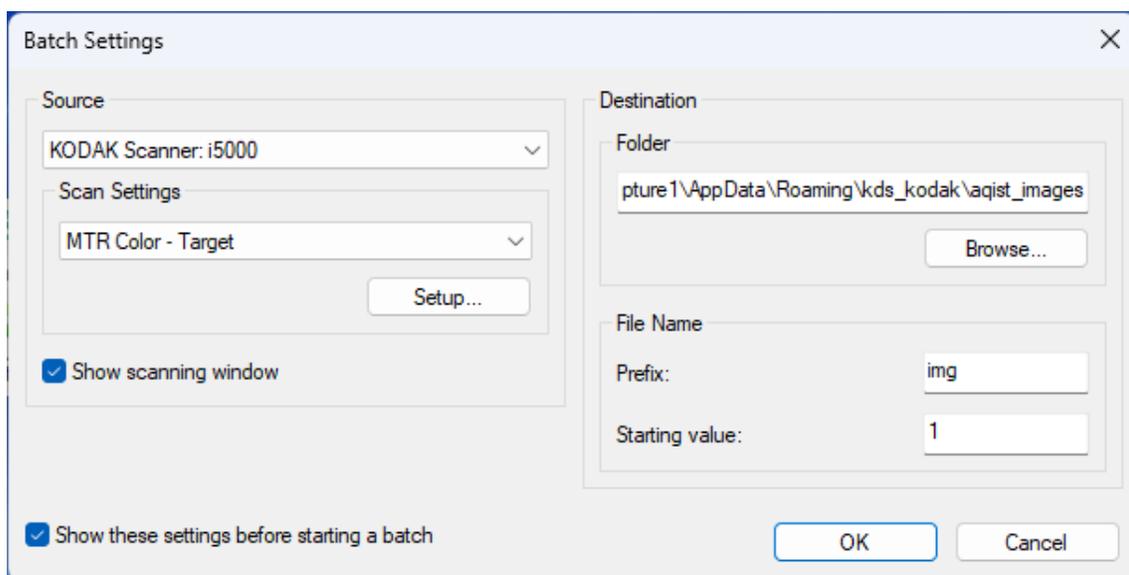
• **Setup**—Clicking this button shows the scanner driver user interface if available.

Batch Settings display controls

Batch settings are shown during your scanning session dependent on if you activate one or both the following controls:

- **Show scanning window**— If checked, the scanner driver progress window is shown during your scanning session.

- **Show these settings before starting a batch**— If checked, the Batch Settings window opens after **Start** is clicked to start your scanning session.

Image save locations and image file names

1. From the **Destination** section, choose where images are saved during your scanning session by clicking **Browse** to navigate to and display the location in the **Folder** window.

2. From the **File Name** section, specify image file names for this scanning session as follows:

- **Prefix**— You can include up to 64 allowable file name characters.

- **Starting value**— Lists a counter value for the first image in your scanning session, which is always '1' when AQIST is started and advances to the next highest number following the last numbered image at the start of the next session up to a maximum of 9 digits.

3. Click **OK** to save all batch settings and close the window or click

   Start ▶ from the main window to perform the same actions and start the scanning session.

- Clicking **Cancel** closes the window without saving any batch setting changes.

4. Click **Start** from the main window to begin your scanning session. Refer to the i5000 FADGI support page AlarisWorld.com/go/i5000FADGIsupport Troubleshooting section if errors occur.

Reference

This section details all of the AQIST windows and their associated menu items, functions, and controls.

Main Window

The main AQIST window is resizable and contains a menu bar, task buttons, the scan display area which can either be blank or subdivided dependent on the Display option selected, and a status bar.

NOTE: The screenshot below shows the main AQIST window in Eight Image display mode.

Menu options

- **Batch** — Opens the Batch submenu

- **Settings**— Opens the Settings submenu

- **About**—Displays AQIST information
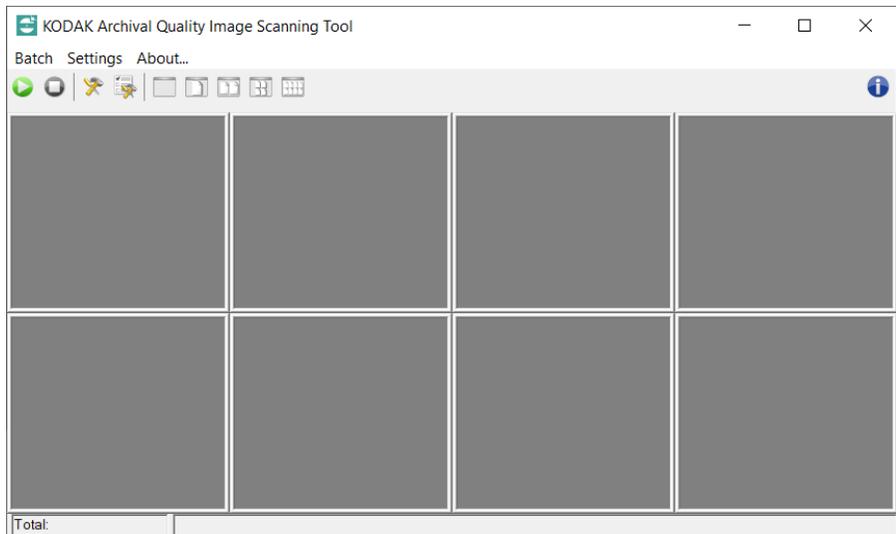
Clicking 'X' (the Close button) closes the window and shuts down the AQIST application.

Batch submenu options   All buttons but **Stop** are active if a scanning session is not running.

Start toolbar button - begins batch scanning

Stop toolbar button - halts batch scanning

Batch Settings toolbar button - opens Batch Settings window

Scanners toolbar button - opens Scanners window

Display options   Buttons are active if a scanning session is not running.

No Image Display Mode selection

One Image Display Mode selection

Two Images Display Mode selection

Four Images Display Mode selection

Eight Images Display Mode selection

NOTE: A radio button displays next to the currently selected display mode accessed by selecting **Settings->Display**.

About   Button available in the upper right of the main window.

About button - opens About window

Status bar   Located at bottom of main window.

- **Total** *(lower left)*— Displays the number of images in the current scanning session
- **Last File** *(lower right)*— Displays the full path and file name for the last scanned image

Batch Settings Window
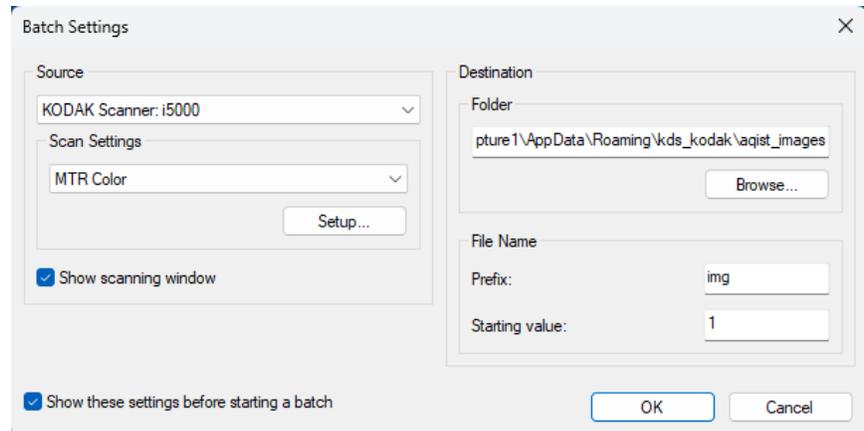
Batch Settings are saved for reuse whenever AQIST is run.

If all settings are valid, this window is closed during scanning sessions.

If a required field is blank, the **OK** and **Start** buttons are inactive until a setting is selected.

If settings are changed and at least one is invalid, an error dialog pops up and the Batch Settings window opens so the error can be corrected and the scanning session restarted.

Multiple errors are listed in one dialog.

Options

- **Source**— Displays the installed and supported scanner drivers in a drop down list and status messages such as *"no scanner found"*, indicating that a scanner may be powered down or off-line.

  Pressing the available **Retry** button prompts AQIST to check for the scanner again if a scanner is not initially available.

- **Scan Settings**— Displays a drop down list of available driver Setting Shortcuts; a FADGI modern textual records driver must be chosen to enable FADGI scanning.

- **Setup**— When pressed, the user interface for the selected driver displays.

- **Show scanning window**— When checked, the scanner driver progress window displays during scanning.

- **Show these settings before starting a batch**— When checked, displays the Batch Settings window when **Start** is clicked in the Main window.

Destination— This section contains the settings for generated images.

- **Folder**— Displays the location where images are saved.

- **Browse**— When clicked, opens the operating system folder dialog titled *Select Destination Folder.*

File Name— This section contains the settings for image names, which always include date and time in the format *yyyymmddThhmmss,* an underscore "_", and a counter padded with '0' to 9 digits.

- **Prefix**— An optional field that lists the text that is inserted before the date and time in file names, which may only include up to 64 allowable file name characters.

- **Starting value**—Lists the counter value for the first image in a scanning session, which is initially set to '1' when AQIST is started and advances to the next highest number after a scanning session ends. Only digits up to a maximum of 9 total digits are allowable.

OK/Start—Pressing either button saves all batch settings and closes the window.

Cancel—Closes the window without saving any batch settings.

Scanners Window
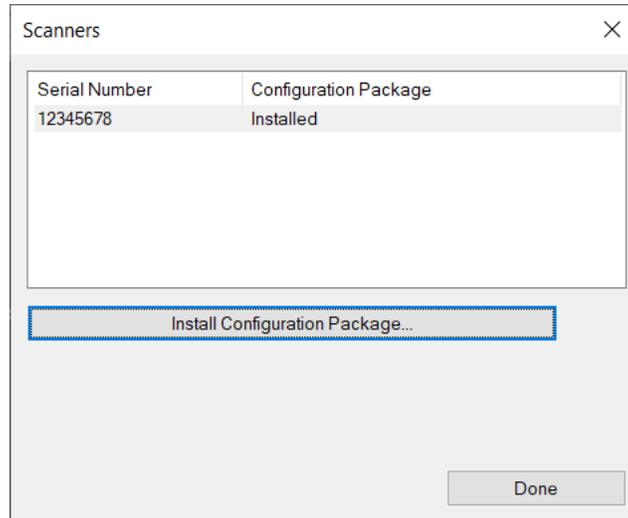
This dialog displays the serial number of any scanners that have a configuration package installed on the computer running AQIST. The entry for the current scanner is highlighted if more than one scanner is available.

Additionally, 'Installed' displays when configuration is set for the listed scanner or '--' if a configuration package is not available.

Note that a scanner listing is only displayed if a scanning session is started and a scanner is found for the selected driver.

- **Install Configuration Package**—When clicked, opens the *Select Configuration Package* window and refreshes the Scanners window serial number list after that window closes.

- **Done**—Click to close the Scanners window.

4 FADGI Scanning Mode

Preparing your scanner

1. Be sure the scanner is on and in **Ready** mode (Power button LED is green and constant).

2. Adjust the input elevator to meet your scanning needs.

3. Adjust the output tray to meet your scanning needs.

4. Open the AQIST scanning application on your computer and ensure that the FADGI modern textual records driver is selected in the *Scan Settings* area of the Batch Settings window.

Using the Operator Control Panel touchscreen

For more information and procedures for using FADGI-related options, see the following sections. Additional functional details are in the User Guide.

To navigate through the touchscreen, touch the desired option with your finger. Using any object other than your finger may damage the touchscreen and void your warranty.

When the Ready screen is displayed, you can go to the **Settings** sub-menu to switch between FADGI and non-FADGI scanning modes.
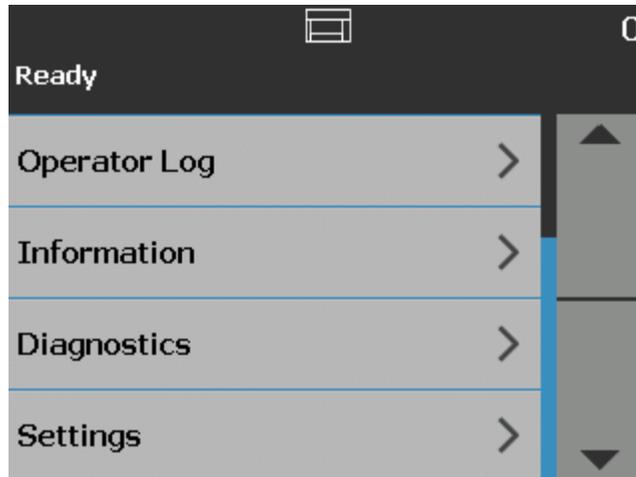
Settings screen

The Settings screen is accessed by touching **Settings** on the Ready screen.

> ![Ready screen]
> **Ready** ▭ 0
> Operator Log >
> Information >
> Diagnostics >
> Settings >
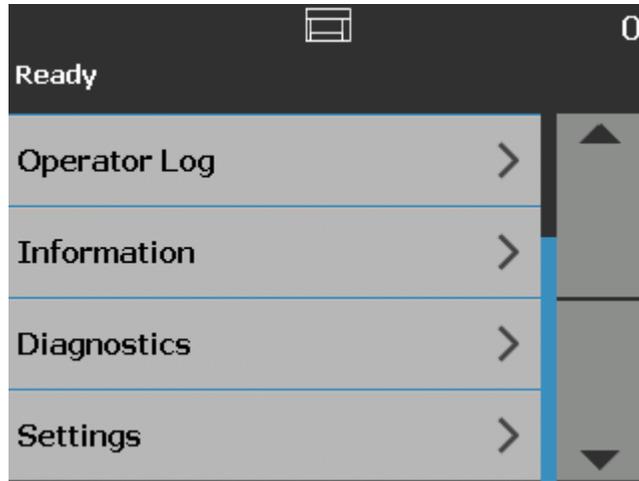
- Touch the **Settings** option to display a list of options.

NOTE: The value displayed under the option is the current setting.

Viewing the FADGI menu

1. Use the right scrollbar to browse through the options until you reach the FADGI menu. The screenshot below shows the FADGI menu location.

> ![Settings screen]
> **Settings** ▭ 0
> User Counter
> Off >
> FADGI >
> Automatic Elevator
> On >
> Close

2. To open the FADGI menu, touch **FADGI** with your finger. FADGI mode is off in the screenshot below.

> ![FADGI screen]
> **FADGI** ▭ 0
> FADGI Mode
> Off >
> Close
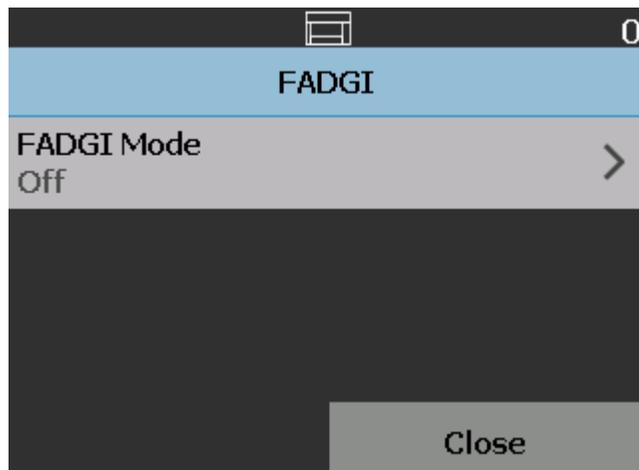
Changing FADGI mode

1. To access the FADGI mode controls, touch the arrow next to the **FADGI Mode** menu listing.

2. The FADGI mode radio control opens.
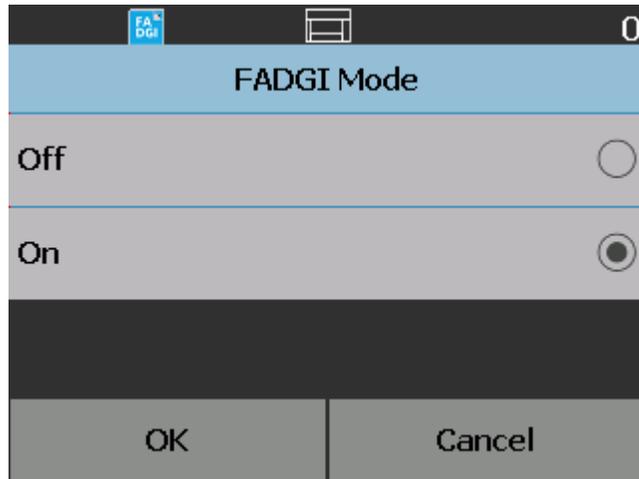
3. Change FADGI mode by performing one of the following steps:

   - Click the **On** radio button to turn on FADGI mode; a blue FADGI indicator appears at the top of the OCP screen after **On** is clicked.

   - Click the **Off** radio button to turn off FADGI mode; the blue FADGI indicator disappears from the top of the OCP screen after **Off** is clicked.

4. Click **OK** to save your change to FADGI mode and return to the main FADGI menu. FADGI mode is on in the screenshot below.
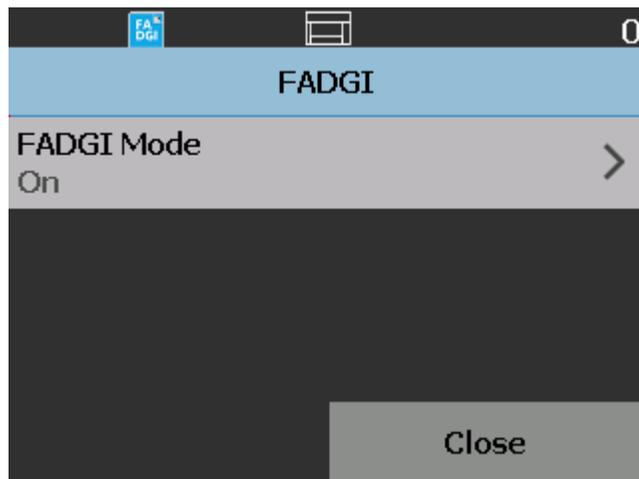
5. Click **Close** to return to the **Settings** screen.

6. Click **Close** on the **Settings** screen to return to the Ready screen.

   In this screenshot showing FADGI mode active, the indicator ![FADGI icon] displays on the OCP screen until FADGI scanning mode is turned off by repeating this procedure.

![Screenshot of OCP screen showing Ready status with FADGI indicator. Menu items listed: Clear Path, Lower Elevator, Operator Log >, Information >]
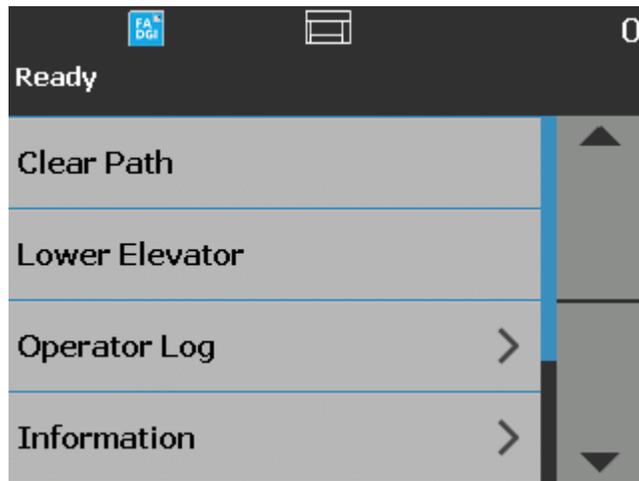
5 DICE Target Scanning

General preparation

1. Be sure the scanner is on and in **Ready** mode (Power button LED is green and constant).

2. Ensure that the rear exit is open using the OCP to allow scanning of the DICE targets by the straight through paper path.

3. Confirm that the gap release is also open to accommodate heavier paper weights and prevent roller pressure from creasing the DICE targets.

4. Run a transport cleaning sheet using the OCP Count Only function before feeding DICE targets to prevent contaminant transfer to the targets.

NOTE: Check the i5x50 User Guide to confirm the different locations of the gap release button on the i5250 and i5850 models and how to use Count Only from the OCP.

5. Select the MTR Color - Target profile from the *Scan Settings* section of the Batch Settings window in the AQIST scanning application installed on your computer.

6. Verify on the OCP that your scanner is set to FADGI mode.

DICE target scanning preconditions

Confirming these conditions are fulfilled prior to starting DICE target scanning produces the best target configuration results:

1. **Cleanliness** — Wipe down your FADGI-enabled scanner in addition to regular daily cleaning to verify that all paper dust and other particulates are removed. Also clean the feed module and separation tires as well as all drive and NFR transport rollers prior to target scanning.

2. **Mechanical** —Open the gap release and use the rear exit in order to reduce wear to the DICE targets caused by feeding them through your scanner.

3. **Readiness**—Ensure that your scanner is ready by allowing the scanner to warm up for at least 10 minutes prior to beginning DICE target scanning.

DICE target maintenance

- **Keep targets in their sleeves when not in use**— to prevent warping, bending, or physical distortion.

- **Keep targets away from direct light—** to prevent fading, place the targets in their sleeves within cases or folders in a secured area such as a file cabinet.

- **Keep targets in a controlled environment**— to prevent temperature and humidity extremes from either degrading the targets or affecting how the targets reproduce when scanned.

- **Verify target condition prior to every scan**— to prevent configuration failure examine the target for dirt, marks, and scratches and replace if necessary. Replacement targets may be purchased from Image Science Associates at www.imagescienceassociates.com.

DICE target example

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