Kodak alaris

Kodak S2000f/S3000 Series Scanners

Supplemental User's Guide for FADGI Scanners

A-62007

Contents

1 Overview

This guide is designed for users of the S2085f, S30360, S30360f, S3100, S3100f, S3120 Max, and S3140 Max scanner models to provide relevant information and procedures to enable successful FADGI archival-quality scanning.

For more information on the S3000 FADGI scanner solution, please refer to the product overview page AlarisWorld.com/go/FADGI.

Following operational recommendations helps to ensure the S3000 scanners perform within the expected FADGI modern textual records compliance guidelines.

IMPORTANT: S2085f, S3060f, and S3100f scanners are compliant when scanning through the ADF only. Images created from the integrated flatbed are non-compliant.

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 which is imaged and evaluated.

The current process for image verification to meet FADGI guidelines has 2 components: 1) image targets and 2) analysis software. *KODAK* Alaris products will use only the flat DICE target to conform to the modern textual records rating for “Documents (Unbound): Modern Textual Records” section of the FADGI guidelines. These are documents printed on modern office paper with clearly printed type and moderate to high contrast between the paper and backgrounds.

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 to FADGI standards:

1. Perform daily maintenance as directed for your *KODAK* Alaris S3000 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 touch screen of your scanner; this icon displays when FADGI is active.

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

FADGI accessory kits are 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 three steps outlined above.

FADGI mode scanning configuration

A scanning configuration is provided for your scanner that may be modified or a new one created as the FADGI driver extension checks for incompatible settings that can be updated to ensure FADGI-compliant images are generated that meet FADGI standards for scanning as detailed in the following sections.

- FADGI modern textual records color
- FADGI modern textual records grayscale
- FADGI 3-star color

FADGI mode scanning requirements

Modern textual records FADGI-compliant images are created using the provided scanning configuration.

IMPORTANT: Select the FADGI driver extension from the Driver Extension Manager to create FADGI-compliant images.

If FADGI scanning mode is active but the FADGI configuration is inactive, the resulting scans will not meet compliance for FADGI images, Consult your local *KODAK* Alaris Service team before making configuration changes.

Recommended PC specifications

Operating system: Windows 10/11 Enterprise/Pro Editions with latest required Microsoft updates
CPU: Intel i7 – Gen 12 or greater
GPU: Nvidia GTX1070 chipset or higher (must support CUDA)
RAM: 16 GB or higher
Primary data storage: At least 500 GB or higher on an SSD

Procedures not specific to FADGI functions are found in the standard S3000 scanner guides , though the following may be particularly useful for FADGI scanners:

Other supporting documentation

S2000f/S3000 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 S2000f/S3000 User Guide is found on the installation CD or may be downloaded by navigating to the support website at AlarisWorld.com/go/support, clicking **Search Products** under the **Find Your Product** section, entering the scanner model (i.e., S3060) in the search field, and **Enter** to open the product page. Select **Manuals and Guides** from the right-side menu to scroll down to the document list and click the user guide title.

2 Maintenance

Recommendations for FADGI scanners

The following are FADGI scanner recommendations in addition to the standard procedures found in the User Guide.

Cleaning

Please refer to the *Cleaning tools and materials* and *Cleaning procedures* subsections in Section 6 - Maintenance of the S2000f/ S3000 Series Scanners User's Guide for details on how to clean the S3000 scanner models.

Part replacement

Please refer to the *Replacement procedures* subsection in Section 6 - Maintenance of the S2000f/S3000 Series Scanners User's Guide for details on how to change out replaceable components for the S3000 scanner models.

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

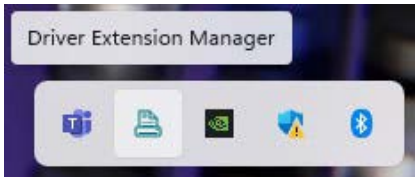
For additional maintenance or support information, refer to the FADGI support page located at AlarisWorld.com/go/FADGI.

3 Driver Extension Manager

The Driver Extension Manager (DEM) installs on your computer along with the scanner driver. To enable FADGI scanning, you will configure FADGI scan settings and scanner preferences as described below. Then you will confirm FADGI mode is active from the touch screen of your scanner as described in “4 FADGI Scanning Mode” on page 13.

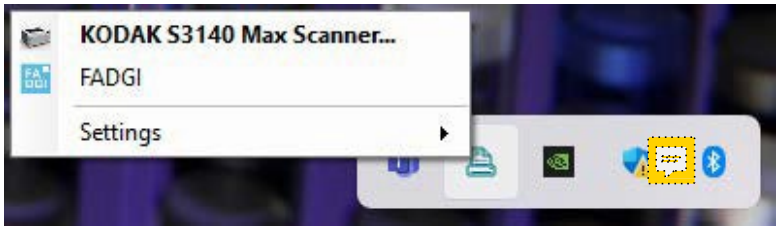
Getting started

1. Start the Driver Extension Manager from your computer by clicking its icon from the Windows toolbar or Start menu to open the DEM menu.



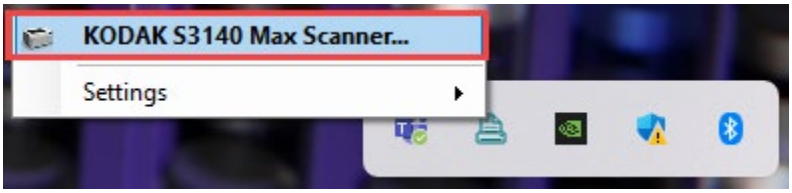
2. The DEM menu displays model names with icons for any installed scanners; a red ‘x’ is superimposed on the icons of unconnected scanners. For currently connected scanners, available configurations are listed below the model names.

   The installed S3140 Max scanner shown below has a scanning configuration named *FADGI* available.



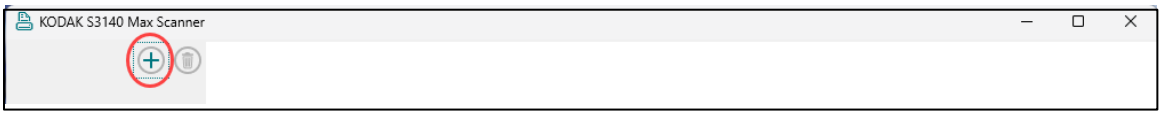
3. Click the scanning configuration name to begin the setup process.

4. If no scanning configuration name is listed as shown below, follow the steps in the next section, **Creating a FADGI scanning configuration**, to set one up.

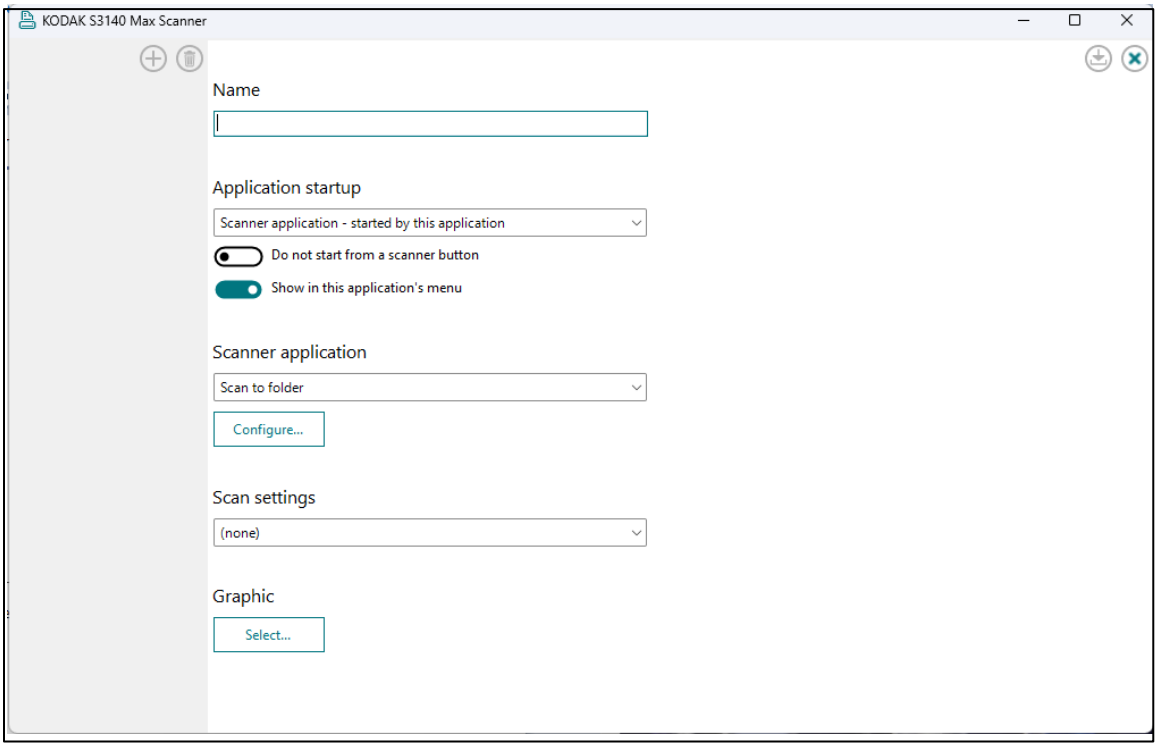


Creating a FADGI scanning configuration

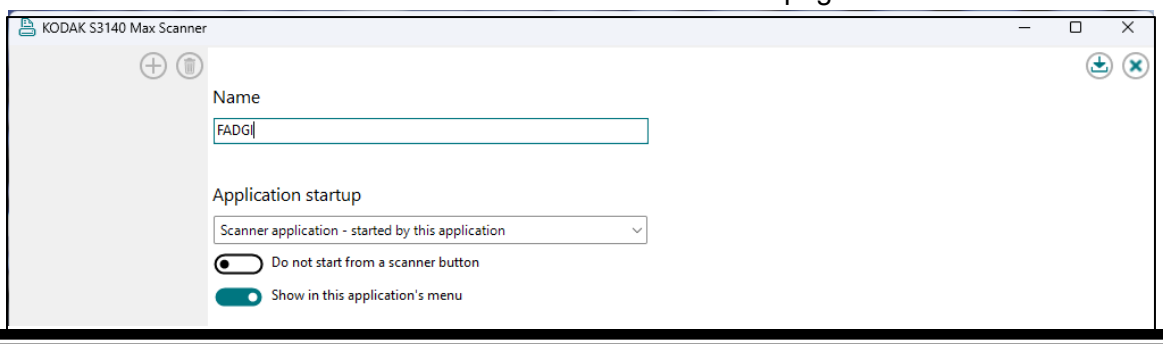
1. Open the DEM configuration screen by clicking its icon from the system tray or application menu and select the scanner name to which the configuration will be linked.
2. Click the green **Add** button (+ sign) from the top left of the configuration window to open the configuration dialog for editing.



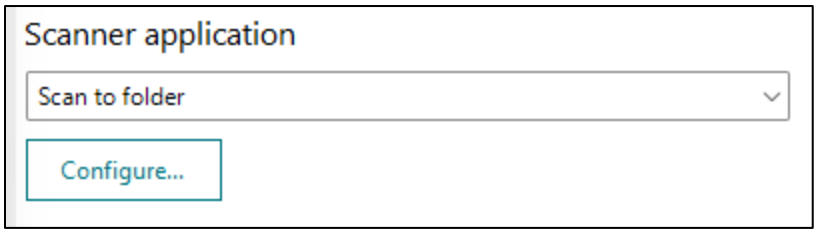
3. Complete the following fields:



- **Name—** Enter a name for the new scanning configuration
- **Application startup—** Default selection is *Scanner application - started by this application*
- **Do not start from a scanner button—**Inactive by default; adds configuration name to scanner OCP if active
- **Show in this application's menu—**Active by default which shows the configuration name in the DEM system tray as seen in the second screenshot on page 5 in this section.

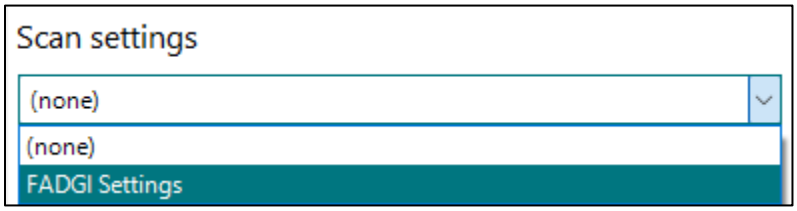


- **Scanner application—**Default selection is *Scan to folder*. Click the **Configure. . .** button as shown below to open the Scan to folder dialog. Follow the steps in the **Scan to folder setup** section on page 9.



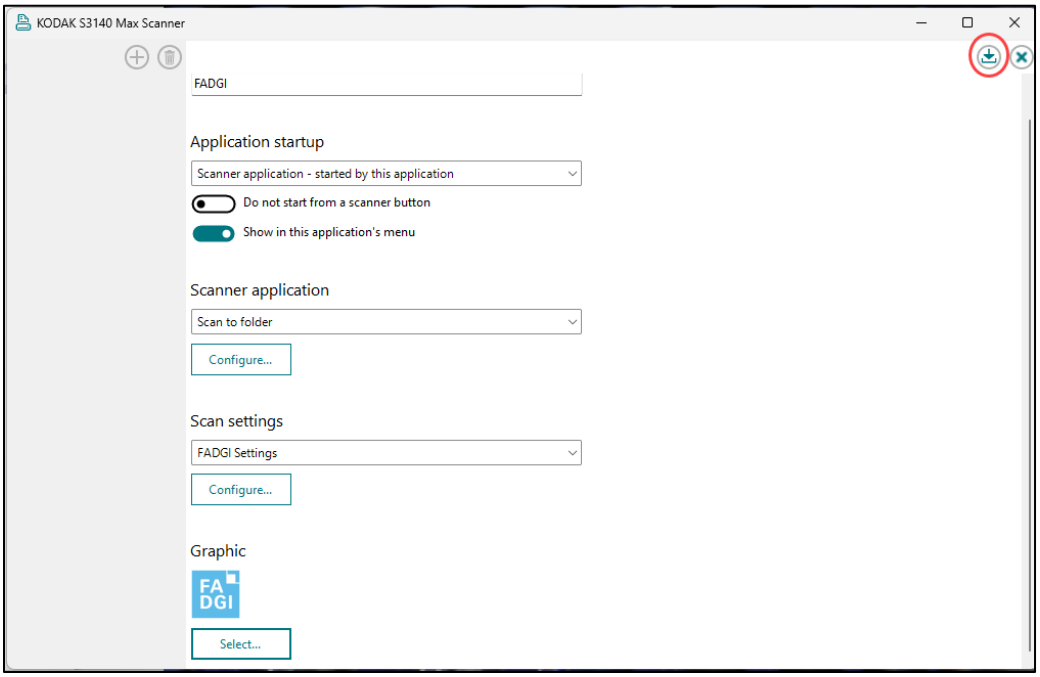
NOTE: *The **Scan settings** subsection is accessed and modified after the **Scan to folder** configuration is complete as described on page 9, and the **Graphic** subsection is accessed and modified after the **Scan settings** configuration is complete as described on page 9.*

- **Scan settings—** Default selection is *(none)*. Select *FADGI Settings* from the drop-down and click the **Configure . . .** button that appears to open the *FADGI Settings* dialog. Follow the steps in the **FADGI settings** section on page 10.

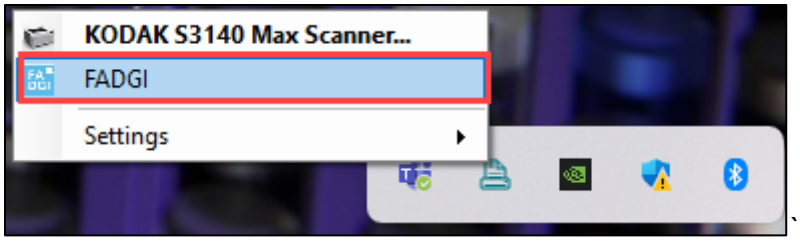


- **Graphic—***(optional)* Select a graphic to display next to the scanning configuration name; click **Select. . .** to open the *Graphic* dialog. Follow the steps in the **Graphic setup** section on page 11.

4. Click the downward arrow icon from the upper right of the window to save all configuration settings.



5. The new scanning configuration name displays in the DEM menu and is available for use.

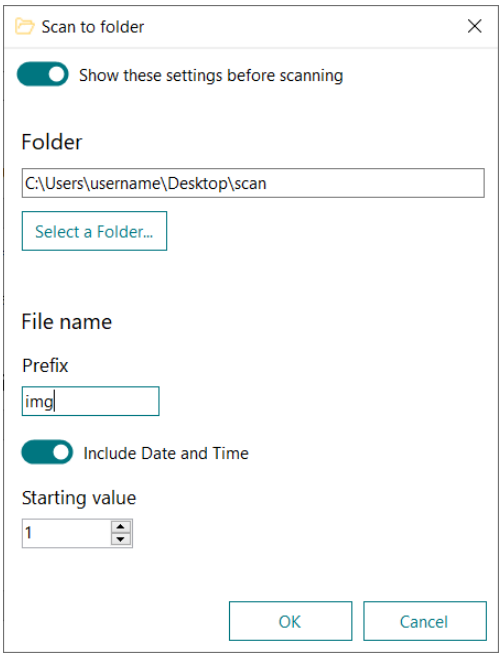


Scan to Folder setup

1. To specify the folder location for FADGI scans, click the **Configure . . .** button.
2. The *Scan to folder* window opens with the following controls that may be customized:

- **Show these settings before scanning**— Slider is active by default, which permits further edits prior to starting a scanning job
- **Folder**— Click **Select a Folder** to navigate to the location where scans are to be saved
- **File name**— Enter a designation in the **Prefix** field to add to scanned file names; default is *img,* This text is inserted before the date and time in file names, which may only include up to 64 allowable file name characters.
- **Include date and time**— Slider is active by default to include this metadata with scan file names in the format *yyyymmddThhmmss*
- **Starting value**—Begins with '1' by default; only digits up to a maximum of 9 total digits are allowable

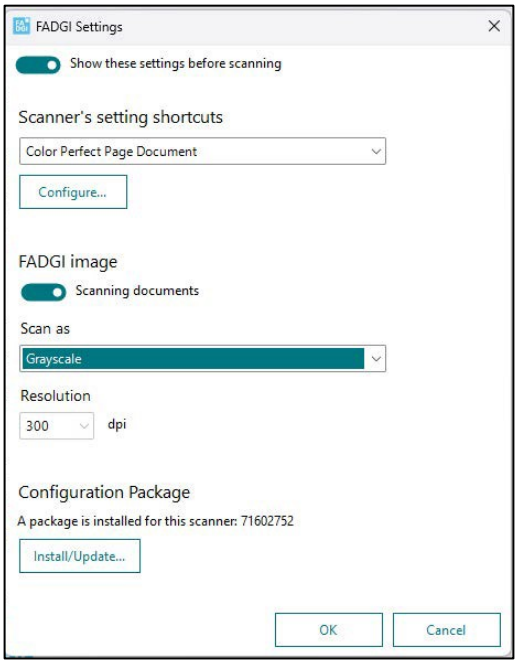
3. Click **OK** to save all settings and close the window or click **Cancel** to close the window without saving the scan location changes. Clicking either **OK** or **Cancel** returns to the DEM configuration screen.



FADGI settings

1. Updates to correlate the scanner and driver settings may be made as follows:

- **Show these settings before scanning**— Active by default; allows for confirmation before scan sessions if left as is
- **Scanner's setting shortcuts**— The default is *Color Perfect Page Document*
- **Configure**—Click to change setting shortcuts or make edits associated with the active scanner configuration as needed; the *Color Perfect Page Document* default shown below is ideal for FADGI scanning
- **FADGI image**— The *Scanning documents* slider is active by default

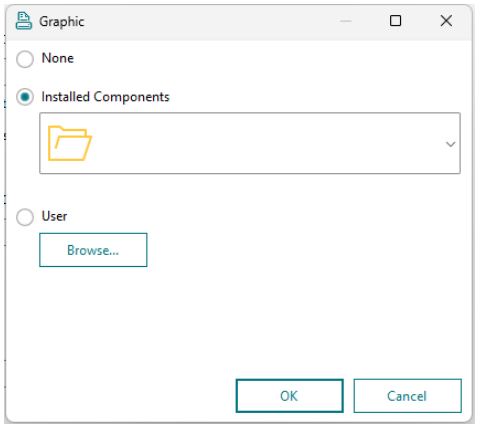


- **Scan as—** *Color* and *Grayscale* are the available options
- **Resolution—** The 300 dpi resolution is active by default and the only available option for FADGI scanning
- **Configuration Package**— The serial number of the connected scanner is listed to verify a configuration package is active; click **Install/Update** to modify this field or add a new scanner. If no scanner is connected a serial number is not shown which does not affect the configuration process.

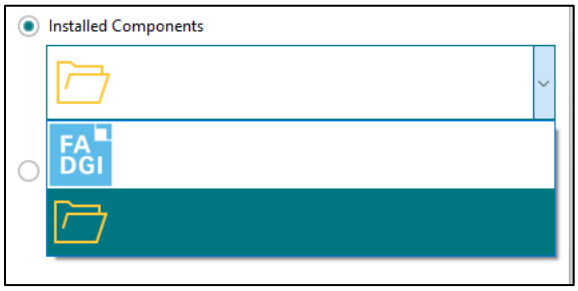
2. Click **OK** to save all settings and close the window or click **Cancel** to close the *FADGI Settings* window without saving changes. Clicking either **OK** or **Cancel** returns to the DEM configuration screen.

Graphic setup

1. Click **Select . . .** to open the *Graphic* dialog.



2. If the *Installed Components* radio button is active, the drop-down shows the associated DEM graphics that may be selected.



3. If no component graphics are available or to choose another graphic, select the radio button for *User* and click **Browse**.
4. Choose the desired graphic and click **OK** to save the selection and close the window; click **Cancel** to close the Graphic window without saving changes. Clicking either **OK** or **Cancel** returns to the DEM configuration screen.

4 FADGI Scanning Mode

Preparing your scanner

1. Ensure that the Golden Thread NXT application from Image Science Associates is installed on your computer.

IMPORTANT: The version of Golden Thread NXT cited on the KODAK Alaris support website at AlarisWorld.com/go/FADGI is verified to meet FADGI standards. Other versions are not certified for use with the S2000f/S3000 scanner series.

2. Be sure the scanner is on and in **Ready** mode (Power button LED is green and constant) and that FADGI scanning mode is activated.
3. Adjust the input elevator to meet your scanning needs.
4. Adjust the output tray to meet your scanning needs.
5. Open the Driver Extension Manager on your computer and select either the FADGI Document or FADGI Target scanning mode.

Scanning analysis software

The only approved analysis software verified to meet compliance standards for FADGI scanning for the S3000 scanner family is the Golden Thread NXT version which is downloadable from www.imagescienceassociates.com.

For version information, click on the following link AlarisWorld.com/go/FADGI.

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Using the scanner touch screen

The scanner touch screen displays the current state of the scanner. To navigate the screen, touch a selection or a button.

Kodak Alaris scanning applications can register scanning activities or user profiles with the scanner. Additional functional details are in the User Guide.

If controls are not visible because the “Ready with profiles” screen is displayed, they can be accessed from the menu.
Touch the menu button  to view the scanner controls.

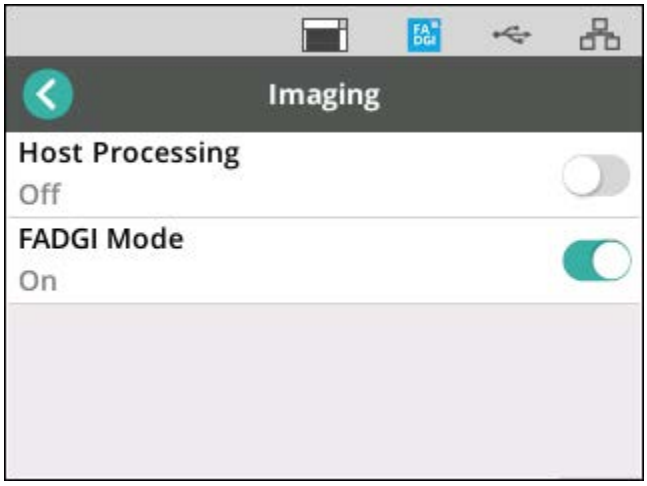
Settings screen

The settings screen is the starting point for selecting FADGI mode. To access the Settings screen, touch the *Menu* button and select *Settings*.

Activating FADGI mode

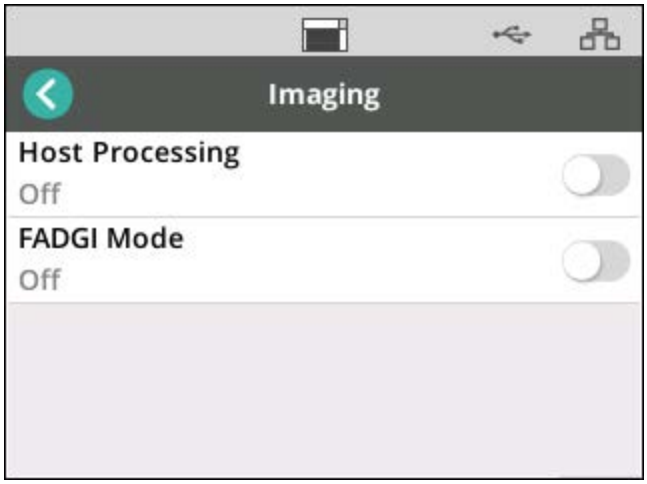
1. Use the right scrollbar to browse through the Settings options until you reach the **Imaging** menu. The screenshot below shows its location.

2. To open the Imaging menu, touch the right arrow with your finger. FADGI mode is on in the screenshot below.



Deactivating FADGI mode

1. To update the FADGI mode selection, touch the slider next to the **FADGI Mode** menu listing.
2. Move the slider to the left until it is grayed out to turn off FADGI mode

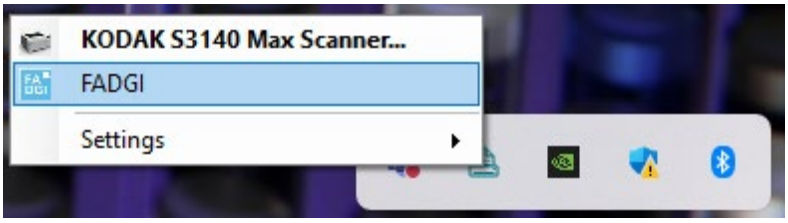


- The blue FADGI indicator disappears from the top of the touch screen after the slider is moved to **Off**.

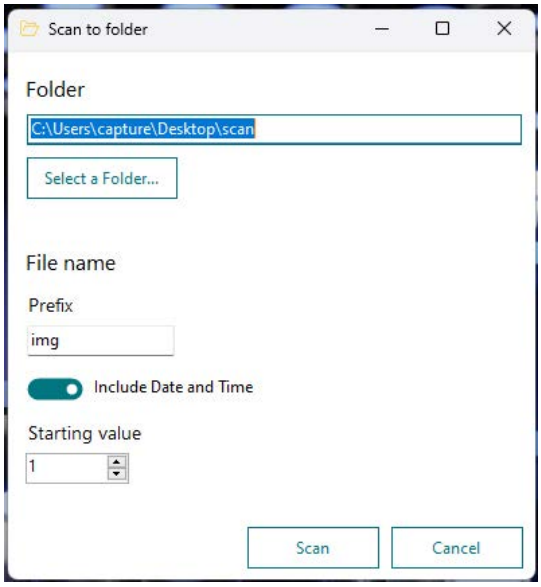
3. Click the left arrow next to **Imaging** to return to the **Settings** screen.

FADGI scanning

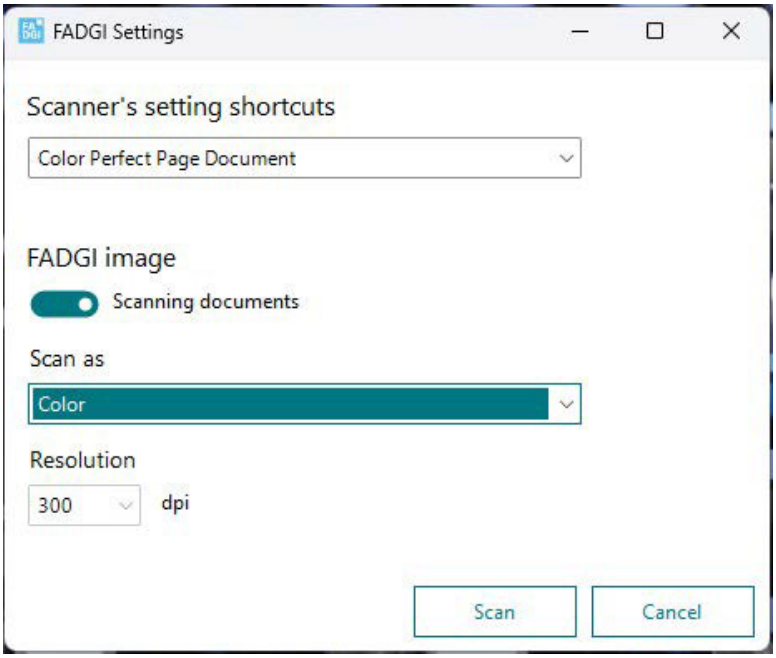
1. Click the scanner icon from either the **Start** menu or taskbar.
2. Select the FADGI scanning configuration for either a target or document scan. Refer to “5 DICE Target Scanning System Configuration” on page 19 for more detail on performing DICE target scans.



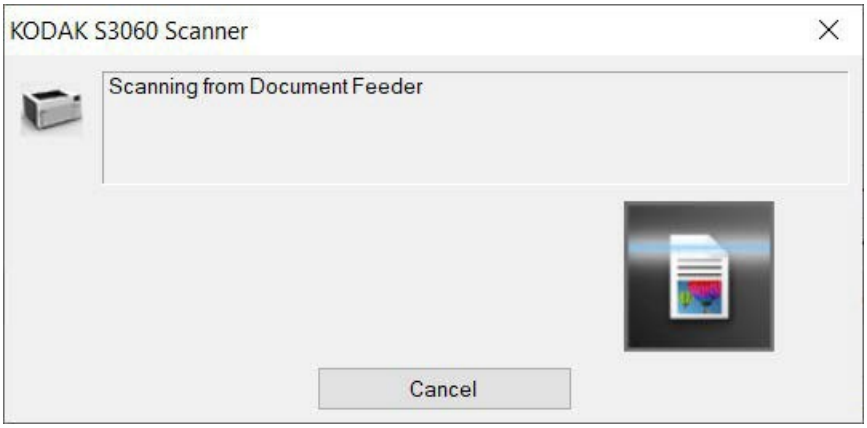
3. The **Scan to folder** window opens in scanning mode.



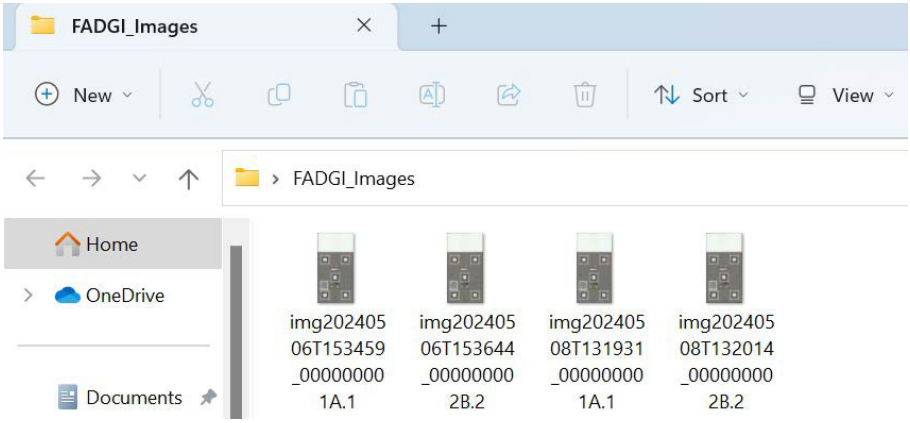
4. Insert the target or document face up, aligned and centered in the input tray.
   - Insert the blank edge first if a target is being scanned.
   - Use the straight through paper feed option with the rear document exit to output FADGI targets.
5. Press **Scan**. The FADGI Settings dialog opens in scan mode.



6. Press **Scan**.
   - A dialog opens when scanning is in process. Click **Cancel** if you need to stop scanning.



7. Insert the target face down, aligned and centered in the input tray.
   - Insert the target blank edge first and use the straight through paper feed option as previously done in step 4.
8. Press **Scan**.
9. Scan images are saved in your designated folder location.

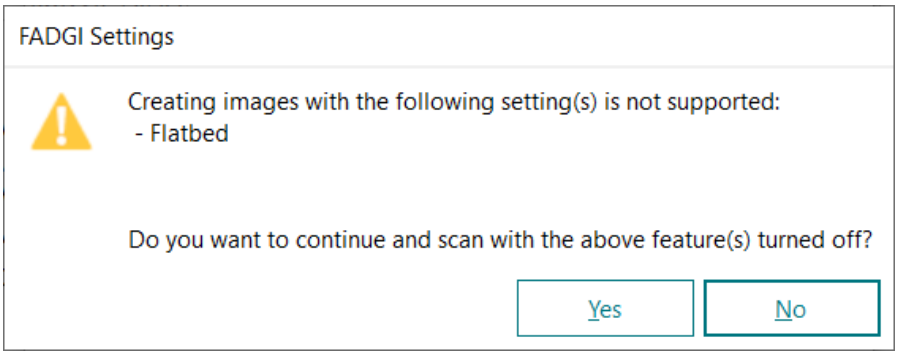


Incompatible FADGI scanning settings

If certain scanner settings are enabled or on when FADGI scanning is initiated, you are prompted to see if you want to continue FADGI scanning by disabling or turning the settings off; the default is *No.*

These settings include:

1. *Sleeved Document* or *Split Document* - prompt appears if not set to '(none)'
2. *Snap To Size* - prompt appears if set to 'On'
3. *Document* - prompt appears if set to 'Continuous'
4. *Paper source* - prompt appears if set to any 'Automatic' choice, or to *Flatbed*
5. *Print on sheet of paper* - prompt appears if set to 'On'



5 DICE Target Scanning System Configuration

General preparation

1. Be sure the scanner is on and in **Ready** mode (Power button LED is green and constant). Scanner must be on for at least 10 minutes to completely warm up.
2. Open the rear exit using the touch screen to allow for straightforward scanning of the DICE targets.
3. Open the gap release to accommodate heavier paper weights and prevent roller pressure from creasing the DICE targets.
4. Run a transport cleaning sheet using the touch screen Count Only function before feeding DICE targets to prevent contaminant transfer to the targets.
5. Open the Driver Extension Manager and select a FADGI driver extension.
6. Ensure that the FADGI Color Perfect Page Document option is correctly selected from the FADGI Settings window.
7. Verify that your scanner is set to FADGI mode on the touch screen.

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 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**—Turn scanner on to warm up for at least 10 minutes prior to beginning FADGI 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

Kodak alaris