Basic Overview

Follow the steps below to perform basic Scan Station operations. *Basic operation* means the Scan Station default settings are used. For more information and/or procedures on using your personal USB drive, see the User's Guide for the *Kodak* Scan Station 500.

Before you begin, be sure the Scan Station power is on and ready and the output tray panel is lowered.

1. Adjust the input and output trays as needed.
2. Documents are placed face down and top down in the input tray with the side you want to scan facing the input tray.

3. From the touch screen, select the destination(s) you want to send your scanned document(s) to. More than one email address, printer, network folder, etc. can be selected at a time.
4. If you want to change the Scan settings (i.e., *Scan As, File Type*, etc.), select **Settings** and make the desired changes.
5. Press the **Go** button.
6. If you want to review or change any of your settings, you can select **Output** on the Processing Review screen and the Settings Review screen will be displayed. Otherwise, select **Scan** on the Processing Review screen.
7. Depending on your Scan Station configuration some options may be displayed (e.g., Custom E-mail Subject, Secure PDF Password, Add Voice Annotation Attachment, etc.). Select any of these options as desired.
8. Review your list of destinations, then select **Scan** or press the **Go** button.

Customizing your settings

If you want to change the default Scan settings, select **Settings** on the Destination screen. The settings you change remain in effect only for the current scan session.

Following is a brief description of the Scan settings. See the User's Guide for detailed descriptions and procedures.

Icon	Description
Settings	**Settings**: toggles between the Settings and Destination screens and Return.
	Setting Shortcuts: six Setting Shortcuts are provided to make scanning easier and faster. They are: **Defaults, Black and White Document, Black and White Document (OCR Quality), Color Document, Color Document (OCR Quality),** and **Color Photographs**.
	File Name Settings: allows you to name a folder where scanned documents will be placed when scanning to a network folder, FTP location or USB drive destination. You can also define the file name prefix that will be applied to every scanned document created. Scanned documents are typically created with this prefix and have an optional date and time stamp appended to the prefix.
	Scan As: available options are **Black and White, Grayscale** or **Color**.

Icon	Description
	File Type: available file types: • **PDF Searchable (Image + Text)** and **PDF - Image only** — creates a document or multiple documents that contain both text and image data or image data only. • **JPEG** — this option is only available if your *Scan As* selection is **Color** or **Grayscale**. JPEG creates multiple files, one for the front and back of a page. If JPEG is selected, you can select **Draft, Good, Better, Best** or **Superior** quality. • **TIFF - Multi Page** — creates one file that contains all of the scanned pages. You can select either **Uncompressed**, **JPEG** or **Group 4** compression. • **TIFF - Single Pages** — creates multiple files, one for each side of a scanned page. You can select either **Uncompressed**, **JPEG** or **Group 4** compression.
	Input Document Is: allows you to scan one side or two sides of a document.
	Document Type: select if the document to be scanned is mostly Text, Photographs or a mix of Text with Graphics.
	Resolution: available resolutions are: 75, 100, 150, 200, 240, 300, 400 and 600 dpi. The higher the resolution the sharper the image. 300 dpi is optimal for creating searchable PDF files.
	Adjustments: for black and white output only. You can choose **Normal** or **Best**. **Normal** allows you to select a threshold and contrast setting, **Best** allows you to choose only a contrast setting.
	Copies for Printing: select the number of copies (1-99) to print.

Icon	Description
	Advanced — provides these options: • **Blank Image Detection** — used to detect blank pages (i.e., the blank back side of a document), so these pages can be discarded. • **Cropping** — select one of the following: - **Automatic**: automatically detects the border of an image and straightens it if necessary. - **Aggressive**: automatically detects the border of an image, straightens it if necessary, and eliminates any residual black border on any image edges. In order to achieve this, there is a possibility that a small amount of image data from the edge of the document may be lost. • **Use Multifeed Ultrasonic Detection** — aids in document scanning by detecting documents that may go through the feeder overlapped. Multifeeds can happen due to stapled documents, adhesives on documents, or electrostatically charged documents. Check this option if you want the Scan Station to detect multi-fed documents. NOTE: If this option is **on** and a multifed document is detected, the Scan Station will "ding". Check your scanned images to be sure they are correct; you may need to rescan the job. • **Enable Auto-Orient** — if enabled, the Scan Station will analyze each document to determine how it was fed and will rotate the image to the proper orientation. • **Reverse Page Order** — if enabled, the Scan Station will reverse the order of the scanned images from the order in which the documents were scanned. • Color Adjustments — allows you to adjust the **Red**, **Green** and **Blue** color intensity.

Sending scanned documents to destinations

No matter what destination you want to send a scanned image(s) to, the steps are the same.

1. Touch the desired destination icon.

	Tasks: displays a list of available tasks which group together scan settings and destinations.
	Email: displays a list of available email addresses, or enter an email address using the touch screen or optional keyboard accessory.
	Network folder: displays a list of available network folders.
	FTP: displays a list of available FTP addresses.
	Printer: Select the printer you want to send the scanned image to.
	Fax: displays a list of fax destinations.
	My USB drive: if you inserted a USB drive, touch this icon to use your desired settings.
	SharePoint: allows you to setup SharePoint settings
	Evernote: allows you to setup Evernote settings.

2. If desired, make any Scan setting changes by selecting **Settings**.

3. Place the documents you want to scan in the input tray.

4. Press the **Go** button.

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Using the *Kodak* Scan Station 500

User Reference Guide

Kodak Service & Support

www.kodak.com/go/disupport

1.800.822.1414
(*US&C only; all other regions, contact your local Kodak Support Center*)

When contacting support, have the following available:

• A description of your problem
• Scan Station serial number