Kodak alaris

Kodak S5000 Series Scanners

Supplemental User's Guide for FADGI Scanners

A-62014

Contents

1 Overview

This guide is designed for users of the S5160, S5180, and S5210 scanner models to provide relevant information and procedures to enable successful FADGI archival-quality scanning.

For more information on the S5000 FADGI scanner solution, please refer to the product overview page KodakAlaris.com/go/FADGI.

Following operational recommendations helps to ensure the S5000 scanners perform within the expected FADGI 3-Star and 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

https://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* products will use only the flat DICE target to conform to the modern textual records 3-Star 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* S5000 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 mode scanning configurations

A scanning configuration is provided for your scanner that may be modified but automatically adjusts or displays error messages to ensure FADGI image quality requirements are met. This scanning configuration creates FADGI-compliant images and meets FADGI standards for 3-Star and modern textual records scanning.

- FADGI Modern Textual Records 300dpi
- FADGI 3-Star Color or Grayscale 300dpi
- FADGI Dual Stream 300dpi (non-FADGI images can also be produced from the same scan)

FADGI mode scanning requirements

3-star and modern textual records FADGI-compliant images are created using the provided scanning configuration.

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

If FADGI scanning mode is active from the scanner but the FADGI configuration is not used, the resulting scans will not meet compliance for 3-Star or modern textual records FADGI images, consult your local *KODAK* Alaris Service team before making configuration changes.
FADGI-compliant images created with any of the S5000 scanner models meet the 3-Star and modern textual records specifications described in the technical guidelines for digitization of the “Documents (Unbound): General Collections” and “Documents (Unbound): Modern Textual Records” categories, respectively.

Required 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
RAM: 16 GB or higher
Primary Storage: 500 GB SSD or higher

Other supporting documentation

Procedures not specific to FADGI functions are found in the standard S5000 scanner guides that are also available, though the following may be particularly useful for FADGI scanners:

S5000 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 S5000 User Guide may be downloaded by navigating to the support website at KodakAlaris.com/go/support.

2 Maintenance

Recommendations for FADGI scanners

Follow the S5000 scanner standard procedures found in the User Guide.

Cleaning

Please refer to the *Cleaning tools and materials* and *Cleaning procedures* subsections in Section 8 - Maintenance of the S5000 Series Scanners User's Guide for details on how to clean the S5000 scanner models.

Part replacement

Please refer to the *Replacement procedures* subsection in Section 8 - Maintenance of the S5000 Series Scanners User's Guide for details on how to change out replaceable components for the S5000 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”: KodakAlaris.com/go/support

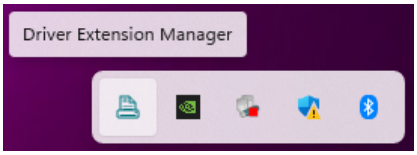
For additional maintenance or support information, refer to the FADGI support page located at KodakAlaris.com/go/FADGI.

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.

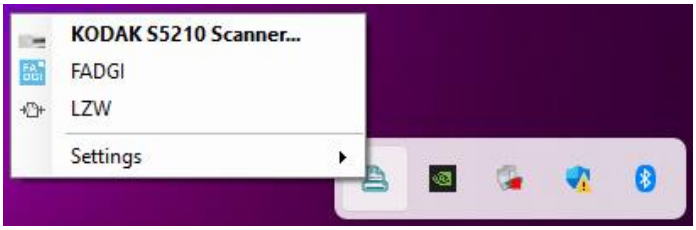
Getting started

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.

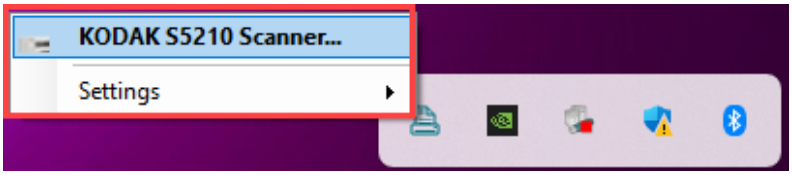


2. The DEM menu displays model names with icons for any installed scanners; a red ‘x’ is superimposed on the icons of unconnected scanners. For currently connected scanners, available configurations are listed below the model names.

   The installed S5000 scanner shown below has a scanning configuration named *FADGI* available.



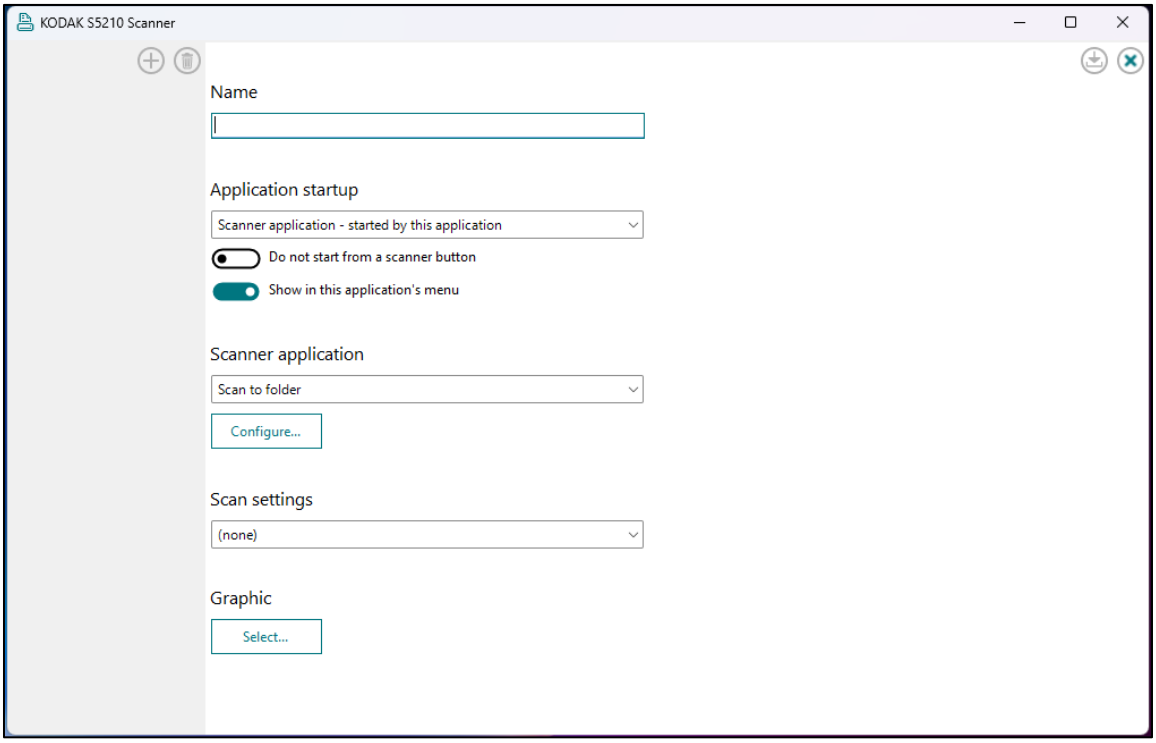
3. If no scanning configuration name is listed as shown below, follow the steps in the next section, Creating a FADGI scanning configuration, to set one up



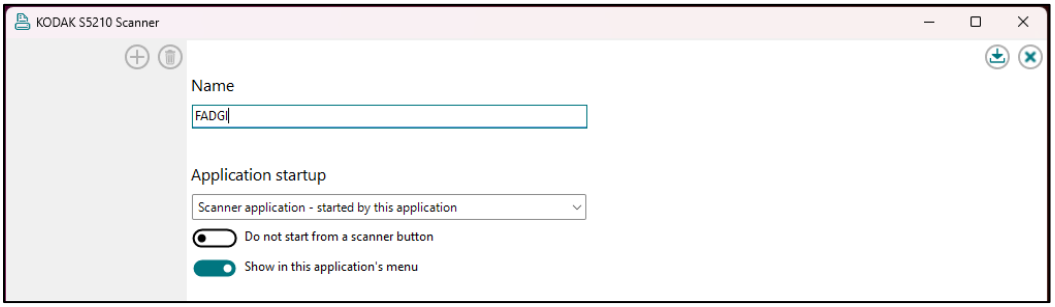
Creating a FADGI scanning configuration

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.

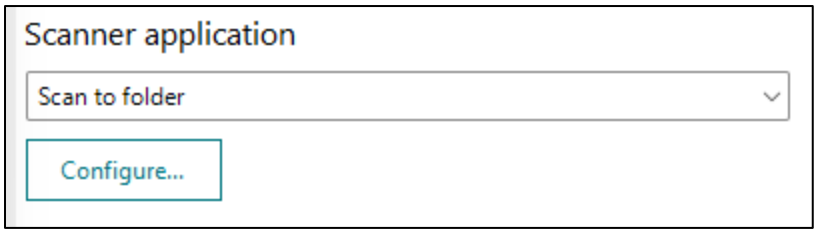
3. Complete the following fields:



- **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.

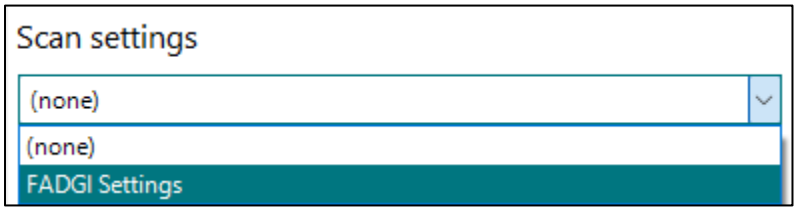


- **Scanner application—**Default selection is *Scan to folder*. Click the **Configure. . .** button as shown below to open the Scan to folder dialog. Follow the steps in the **Scan to folder setup** section on page 9.



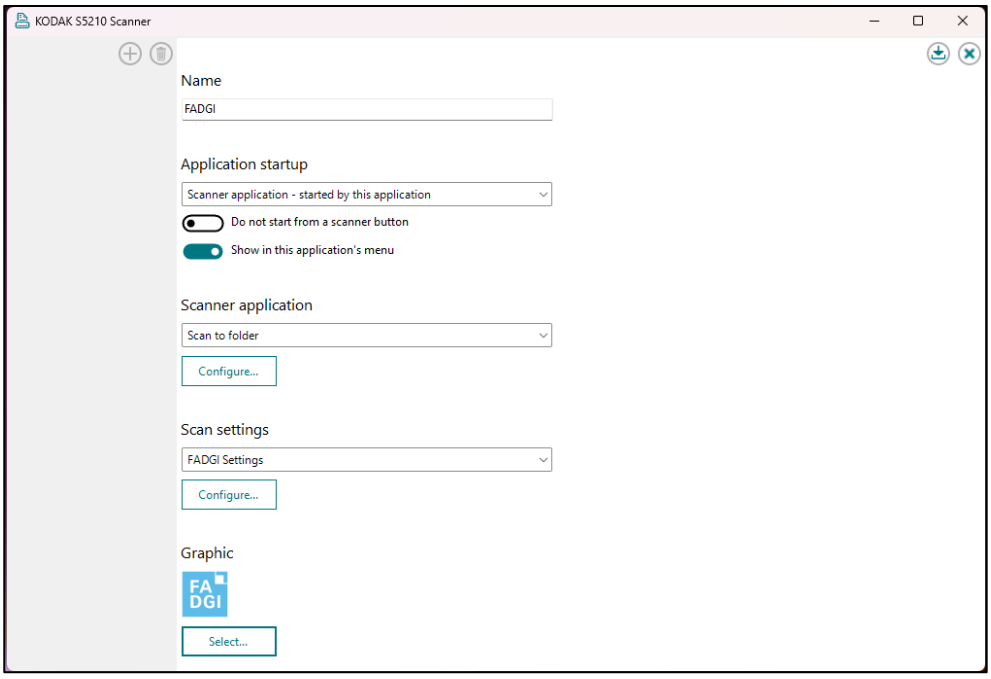
NOTE: *The **Scan settings** subsection is accessed and modified after the **Scan to folder** configuration is complete as described on page 9, and the **Graphic** subsection is accessed and modified after the **Scan settings** configuration is complete as described on page 10.*

- **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.

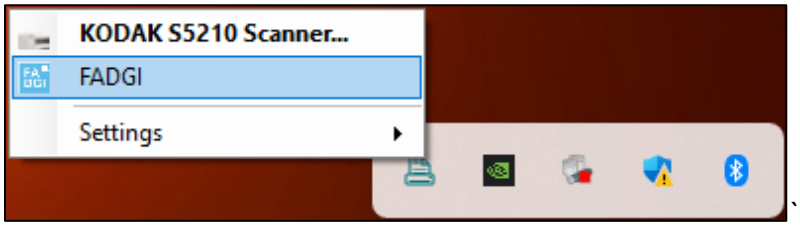


- **Graphic—***(optional)* Select a graphic to display next to the scanning configuration name; click **Select. . .** to open the *Graphic* dialog. Follow the steps in the **Graphic setup** section on page 11.

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.

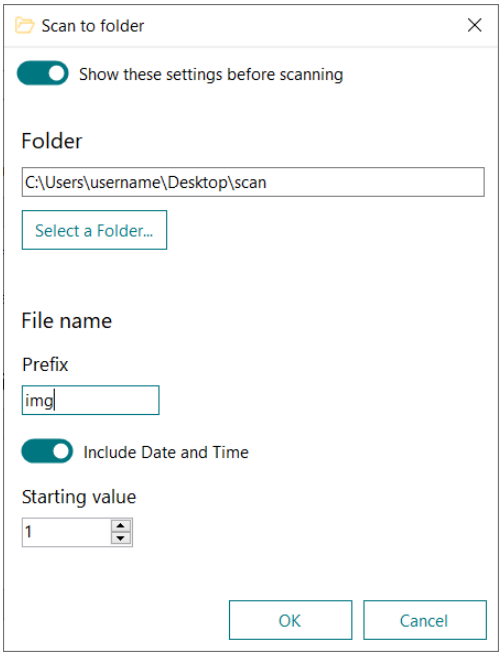


Scan to Folder setup

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

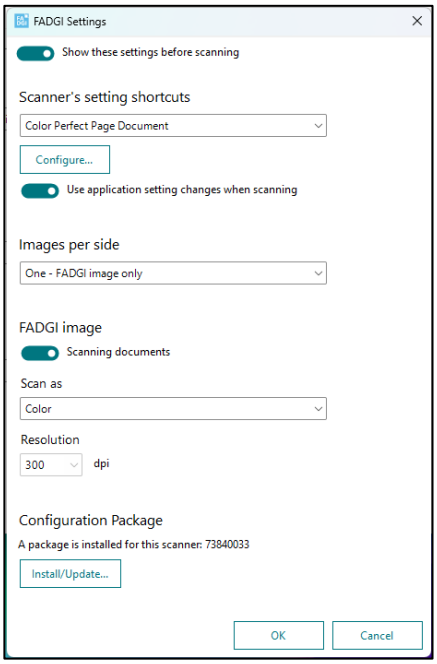
3. Click **OK** to save all settings and close the window or click **Cancel** to close the window without saving the scan location changes. Clicking either **OK** or **Cancel** returns to the DEM configuration screen.



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 option 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
- **Use application setting changes when scanning**— Active by default
- **Images per side**—The default is *One – FADGI image only;* Dual Stream output options may also be selected

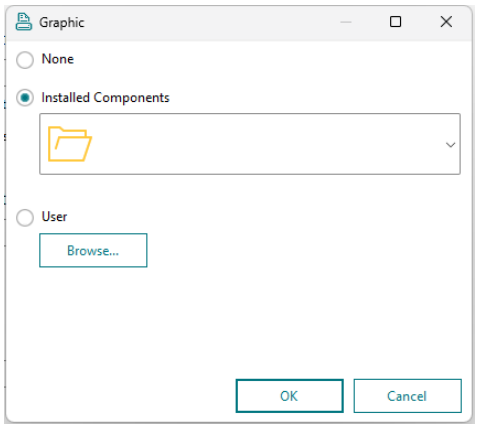


- **FADGI image**— The *Scanning documents* slider is active by default
- **Scan as—** *Color* and *Grayscale* are the available options
- **Resolution—** The 300 dpi resolution is active by default and the only available option for FADGI scanning
- **Configuration Package**— The serial number of the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

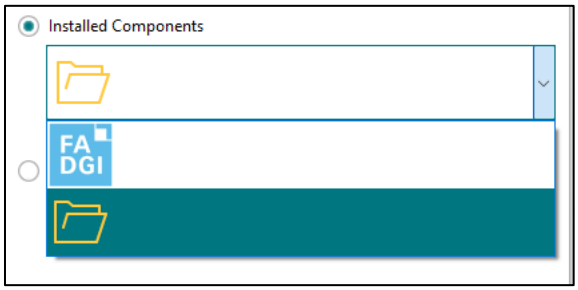
2. Click **OK** to save all settings and close the window or click **Cancel** to close the *FADGI Settings* window without saving changes. Clicking either **OK** or **Cancel** returns to the DEM configuration screen.

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.

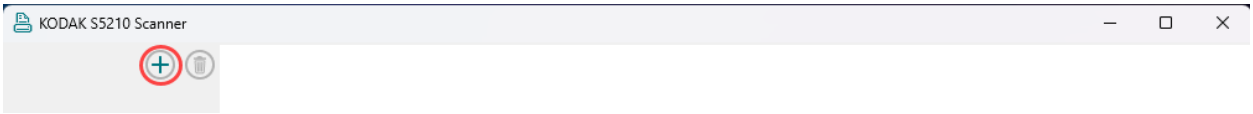


3. If no component graphics are available or to choose another graphic, select the radio button for *User* and click **Browse**.
4. Choose the desired graphic and click **OK** to save the selection and close the window; click **Cancel** to close the Graphic window without saving changes. Clicking either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

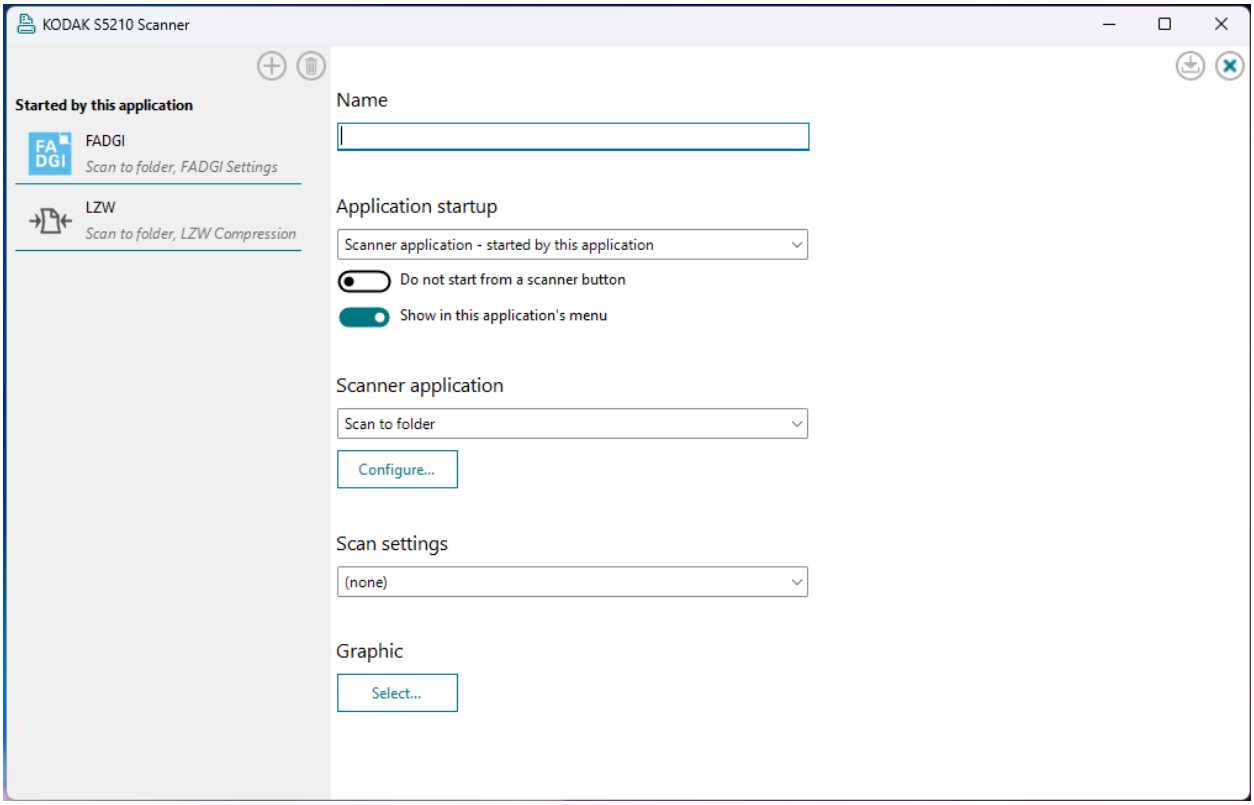
Creating a Dual Stream FADGI scanning configuration

This section walks through creating a custom configuration that produces a Black and White non-FADGI image as well as a Color FADGI compliant image from the same scan (Dual Stream scanning). The characteristics of the non-FADGI image are determined by the TWAIN driver Settings Shortcut selected in FADGI Settings. The characteristics of the FADGI image are determined by the FADGI Settings driver extension.

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.

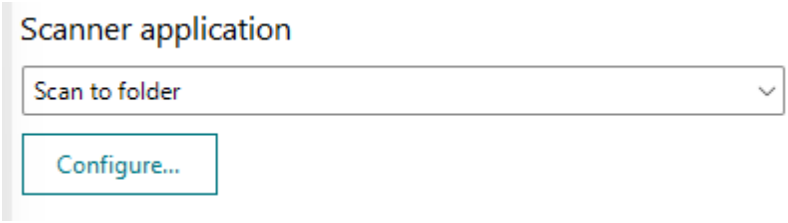


3. Complete the following fields:

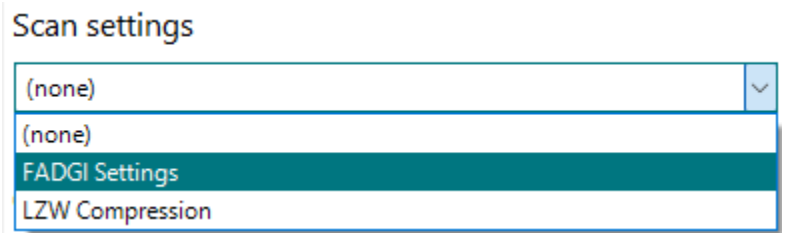


• **Name—** Enter a name for the new scanning configuration such as Dual Stream- B&W and FADGI Color
• **Application startup—** Leave on the default selection is *Scanner application - started by this application*
• **Do not start from a scanner button—**Inactive by default; adds configuration name to scanner OCP if active

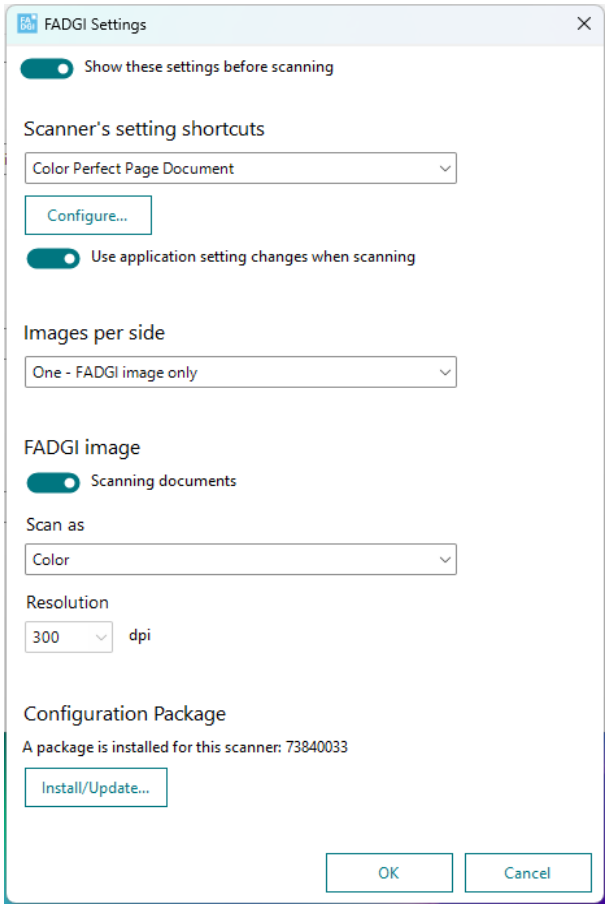
• **Show in this application's menu—**Active by default which shows the configuration name in the DEM system tray as seen in the second screenshot on page 5.
• **Scanner application—**Leave this on the default selection of *Scan to folder*. Click the **Configure. . .** button as shown below to open the Scan to folder dialog. Follow the steps in the **Scan to folder setup** section on page 9 if you wish to change settings from the defaults.



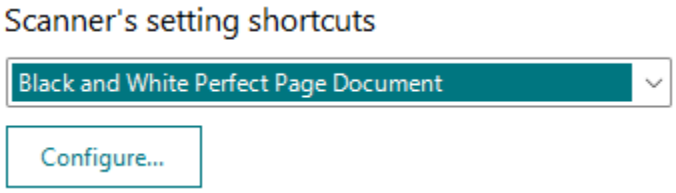
• **Scan settings—** Default selection is *(none)*. Select *FADGI Settings* from the drop-down.



• Click the **Configure . . .** button that appears to open the *FADGI Settings* dialog.



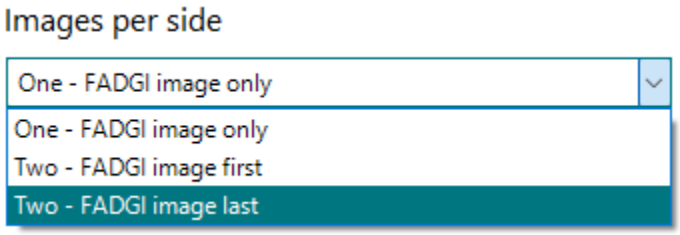
• **Show these settings before scanning**— Active by default; allows for confirmation before scan sessions if left as is
• **Scanner's setting shortcuts**— The default option is *Color Perfect Page Document.* What is selected here will determine the settings used for the non-FADGI image. For this example, select Black and White Perfect Page Document.



• **Configure…** - If you wanted different settings than Black and White Perfect Page Document's defaults for your non-FADGI image, clicking Configure… opens the TWAIN driver interface to change or create Settings Shortcuts. These settings are what will be used for the non-FADGI image.
• **Use application setting changes when scanning**— Active by default. Changing to inactive

enables changing the Setting Shortcut during the scanning session.

• **Images per side**—The default is *One – FADGI image only.* Dual Stream output options of Two – FADGI Image first or Two – FADGI Image last are available in this menu. For this example, select Two – FADGI Image last.

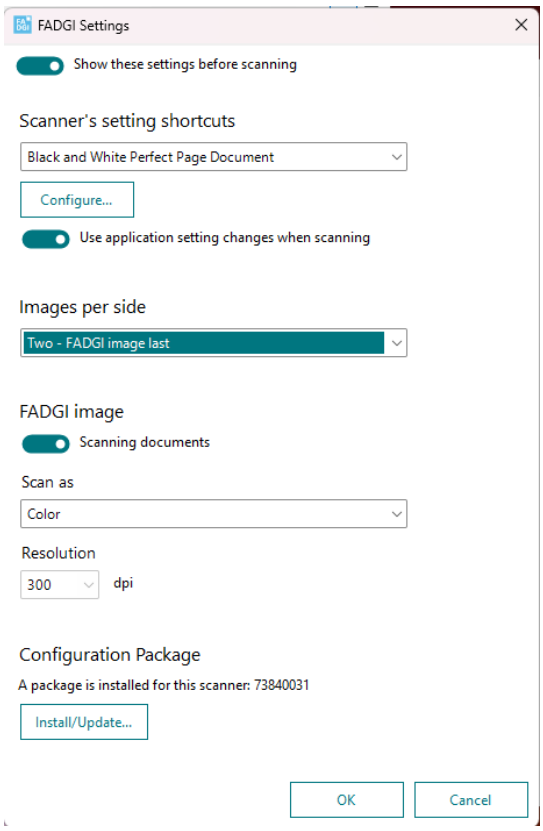


• **FADGI image**— Leave the *Scanning documents* slider at its default of active

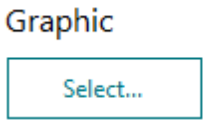
• **Scan as—** This affects the FADGI image. *Color* and *Grayscale* are the available options. For this example, set to Color

• **Resolution—** This is the resolution setting for the FADGI image. The only option is 300 dpi.

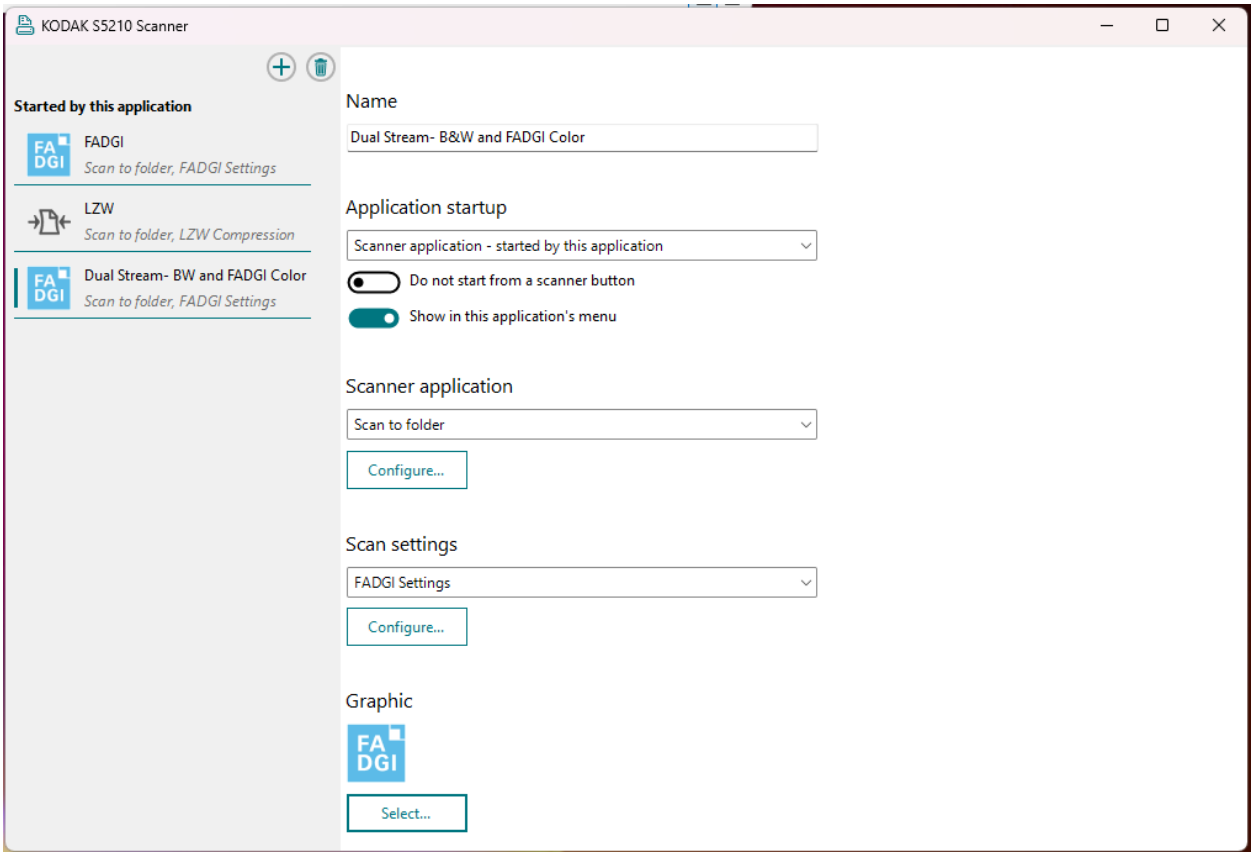
NOTE: The non-FADGI image's resolution is determined by the Setting Shortcut chosen above (Black and White Perfect Page Document for this example).



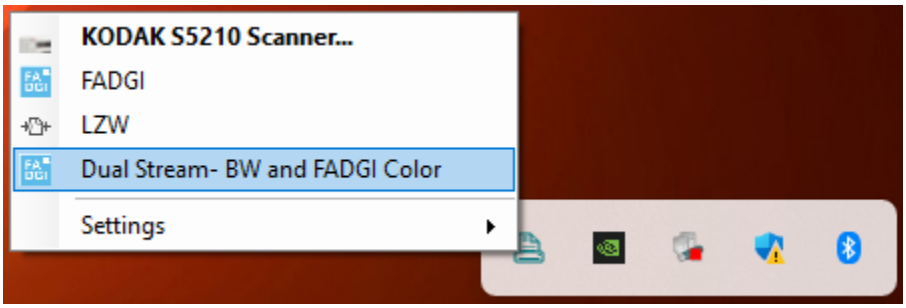
• **Click OK-** This will save FADGI Settings and return you to the DEM configuration screen.
• **Graphic—***(optional)* Select a graphic to display next to the scanning configuration name; click **Select. . .** to open the *Graphic* dialog. Follow the steps in the **Graphic setup** section on page 11.



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.



4 FADGI Scanning Mode

Preparing your scanner

1. Ensure that the Golden Thread NXT 10.40.0.0 Static application from Image Science Associates is installed on your PC.

IMPORTANT: The version of Golden Thread NXT cited on the KODAK Alaris support website at KodakAlaris.com/go/FADGI is verified to meet FADGI standards. Other versions are not certified for use with the S5000 scanner series.

2. Be sure the scanner is on and in **Ready** mode (Power button LED is white around its edge) 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 the provided FADGI configuration to scan either a FADGI Document or FADGI Target.

Scanning analysis software

The only approved analysis software verified to meet compliance standards for FADGI scanning for the S5000 scanner family is the Golden Thread NXT 10.40.0.0 Static version which is downloadable from www.imagescienceassociates.com.

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

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.

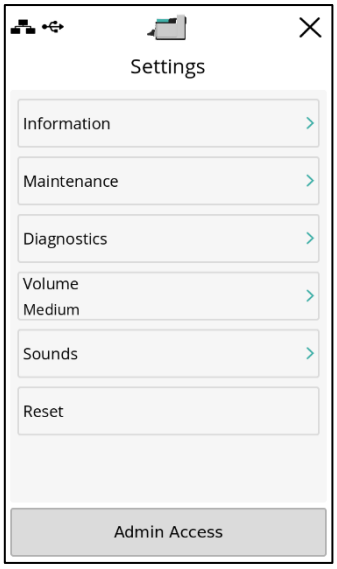
Kodak Alaris scanning applications can register scanning activities or user profiles with the scanner. Additional functional details are in the User Guide.

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

Settings screen

The settings screen is the starting point for selecting FADGI mode. To display the Settings screen, touch the *Action* button.

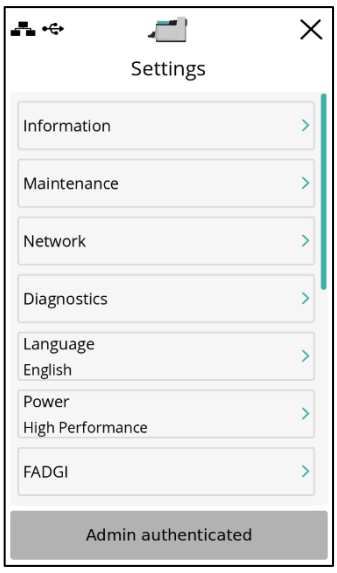
NOTE: You will need to log in as an administrator to access the FADGI control.



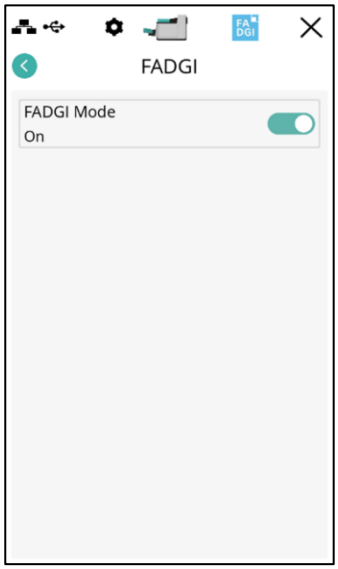
Activating FADGI mode

1. After logging in as an administrator, you will see the FADGI control.

The screenshot below shows its location.

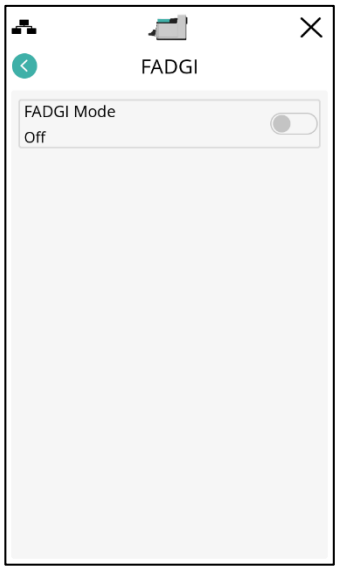


2. To access the FADGI toggle, touch the right arrow with your finger. FADGI mode is on in the screenshot below.



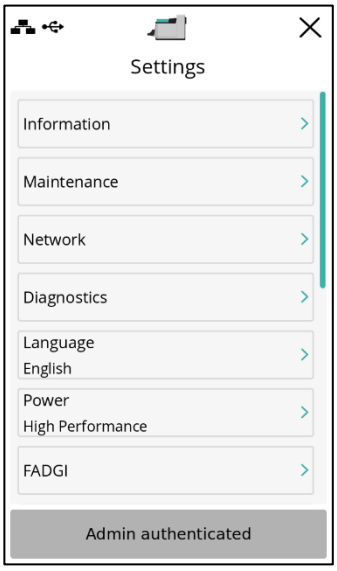
Deactivating FADGI mode

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.



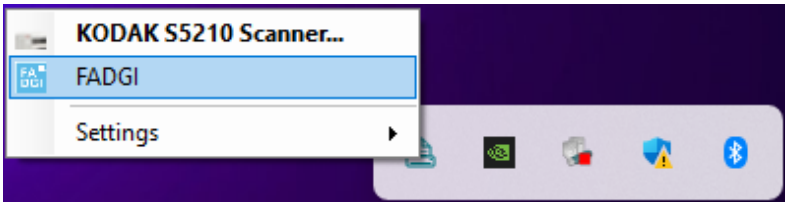
- The blue FADGI indicator  disappears from the top of the touch screen after the slider is moved to **Off**.

3. Touch the Action close button ✕ to return to the **Settings** screen.

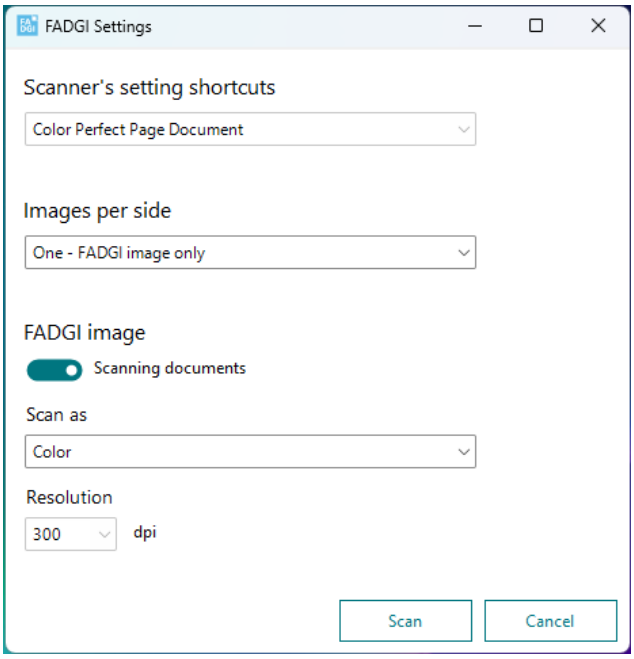


FADGI scanning

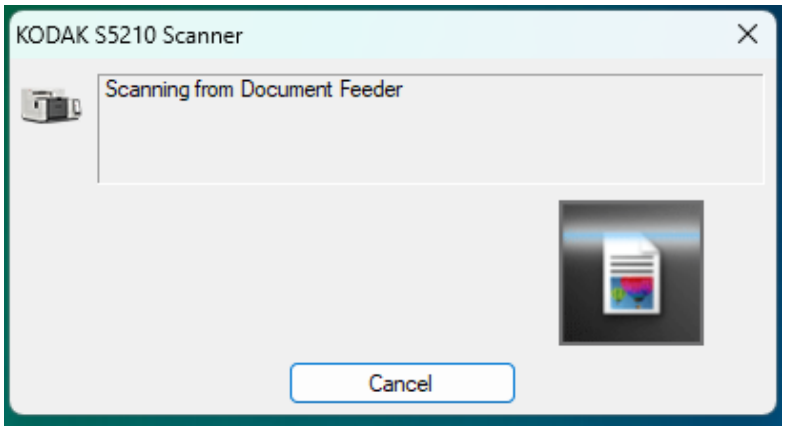
1. Click the scanner icon from either the **Start** menu or taskbar.
2. Select the FADGI scanning configuration for either a target or document scan. Refer to “5 DICE Target Scanning System Configuration” on page 15 for more information on when to perform DICE target scans.



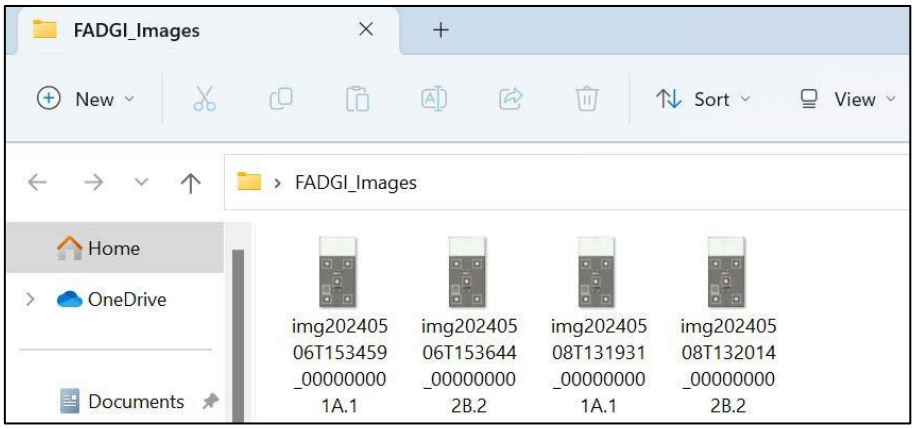
3. The **Scan to folder** window opens in scanning mode; verify that the scanning destination is correct.
4. Click **Scan** to close this window and open the **FADGI Settings** window.
5. Insert the target or document face up, aligned and centered in the input tray.
   - Insert the blank edge first if a target is being scanned.
   - Use the straight through paper feed option with the rear document exit to output FADGI targets.



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



7. Scan images are saved in your designated folder location.

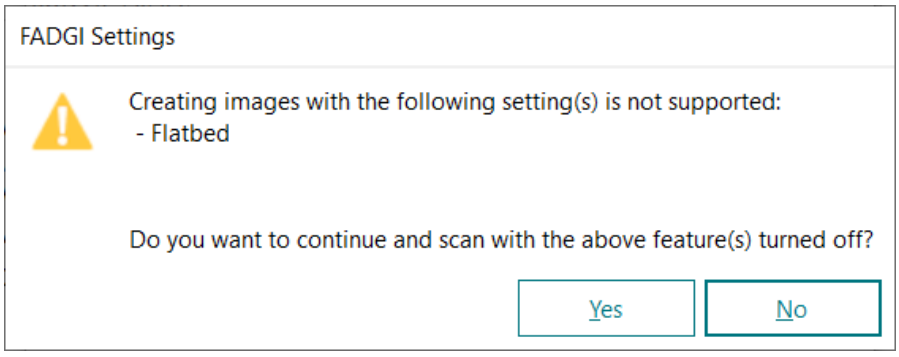


Incompatible FADGI scanning settings

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, such as 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 white around its edge).
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.

NOTE: Check the S5000 User Guide to confirm the different locations of the gap release button on the S5160, S5180, and S5210 models and how to use Count Only from the touch screen.

5. 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:

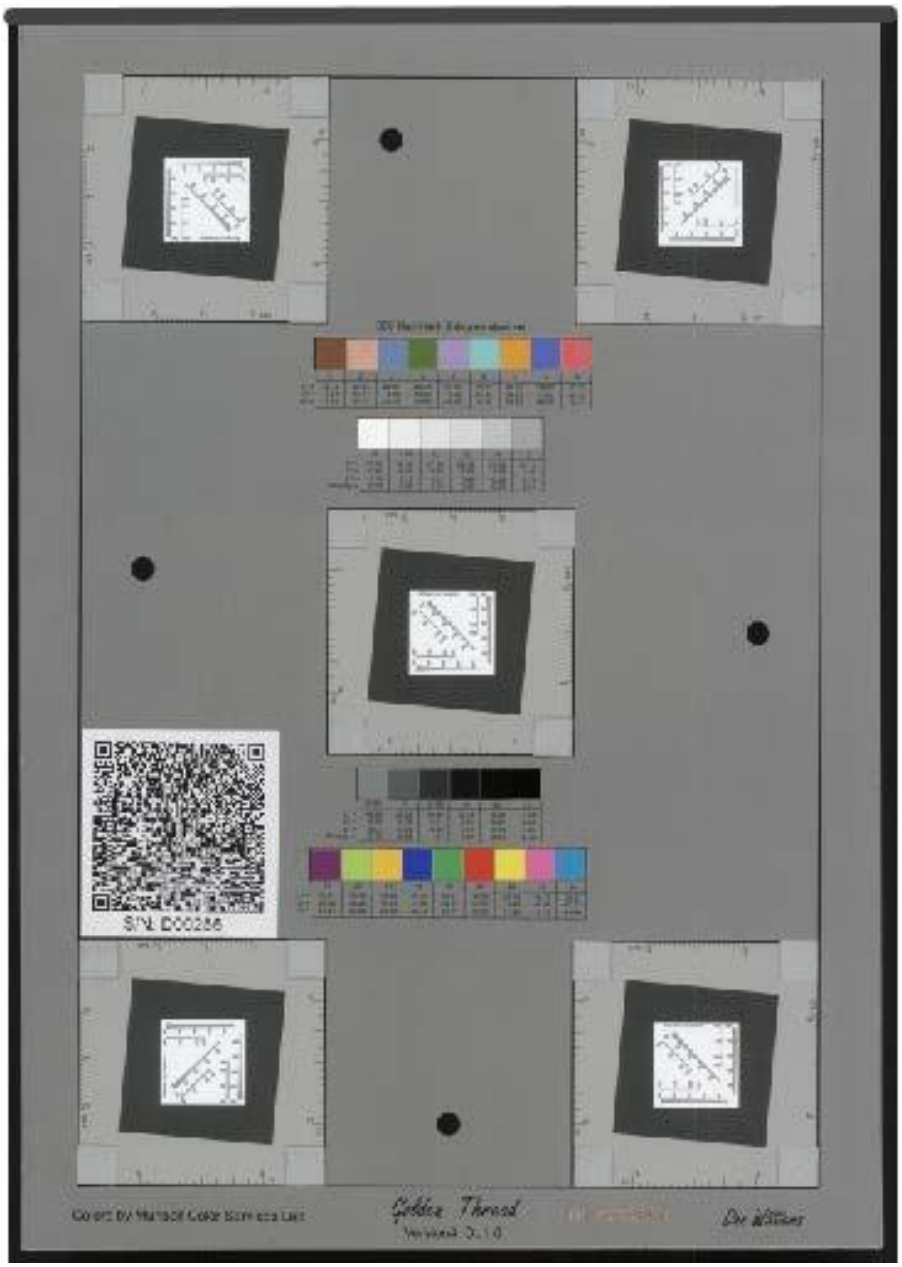
1. **Cleanliness** — Wipe down your scanner in addition to regular daily cleaning to verify that all paper dust and other particulates are removed. Also clean the feed module and separation tires as well as all drive and NFR transport rollers prior to target scanning.
2. **Mechanical** —Open the gap release and use the rear exit to reduce wear to the DICE targets caused by feeding them through your scanner.

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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