

# SCEIS Imaging: Kodak i2900 Scanner Installation and Configuration Guide

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**If your scanner is already installed, go to the CONFIGURATION section on page 3.  
Configuration will set the scanner to ignore blank pages.**

## INSTALLATION

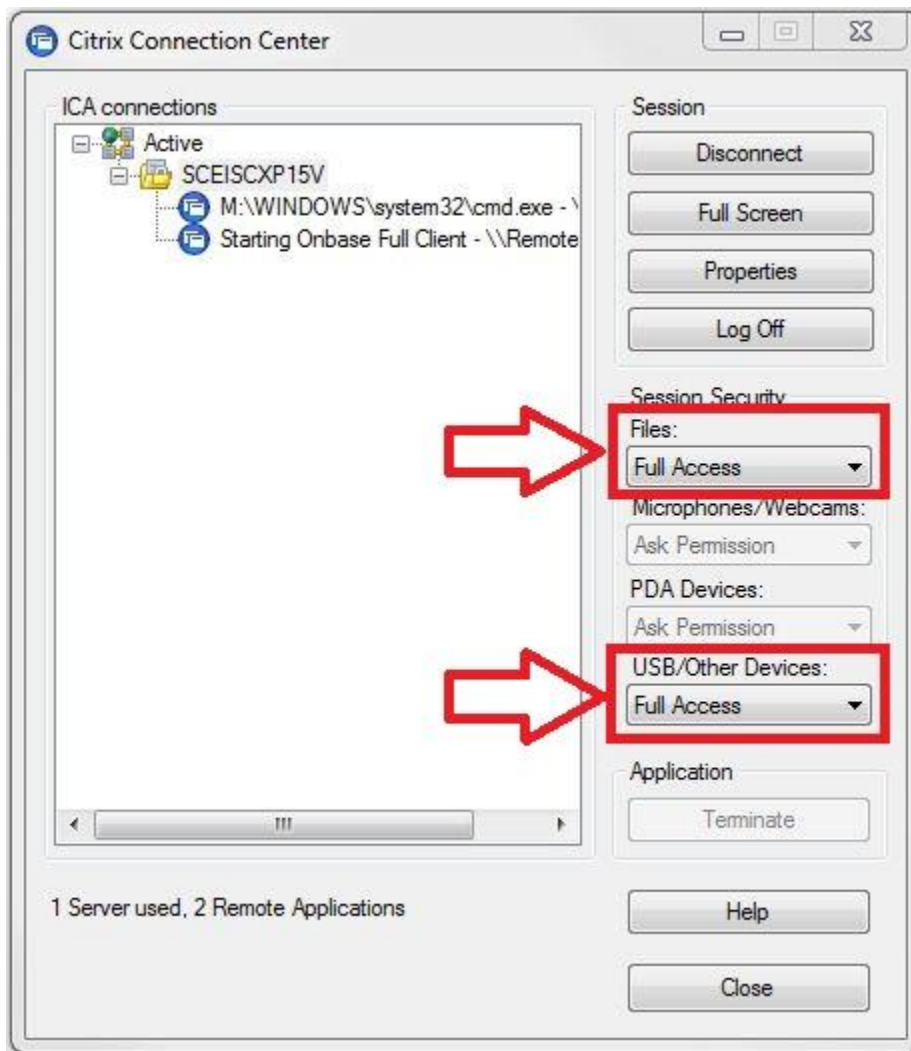
### TWAIN Driver Installation

1. Install the Kodak twain driver from the installation disk or download the most current driver version from below website BEFORE connecting the scanner to the computer:  
<http://www.kodakalaris.com/en-us/b2b/products/document-scanners/desktop/i2900-scanner/support/drivers-and-downloads>

### Enable Citrix Access to the Scanner

2. Log in to Citrix (sceisgateway.sc.gov) and log in to either SAP or OnBase, it does not matter which one.
3. Right-click on the Citrix Receiver Icon icon in the system tray, located near the time in the lower right corner of the screen. Left-click on 'About'. Then click on the word 'Advanced', after the list as expanded out, click on 'Citrix Connection Center'.

Verify under “Session Security” that **Files:** and **USB/Other Devices:** are set to “Full Access”.



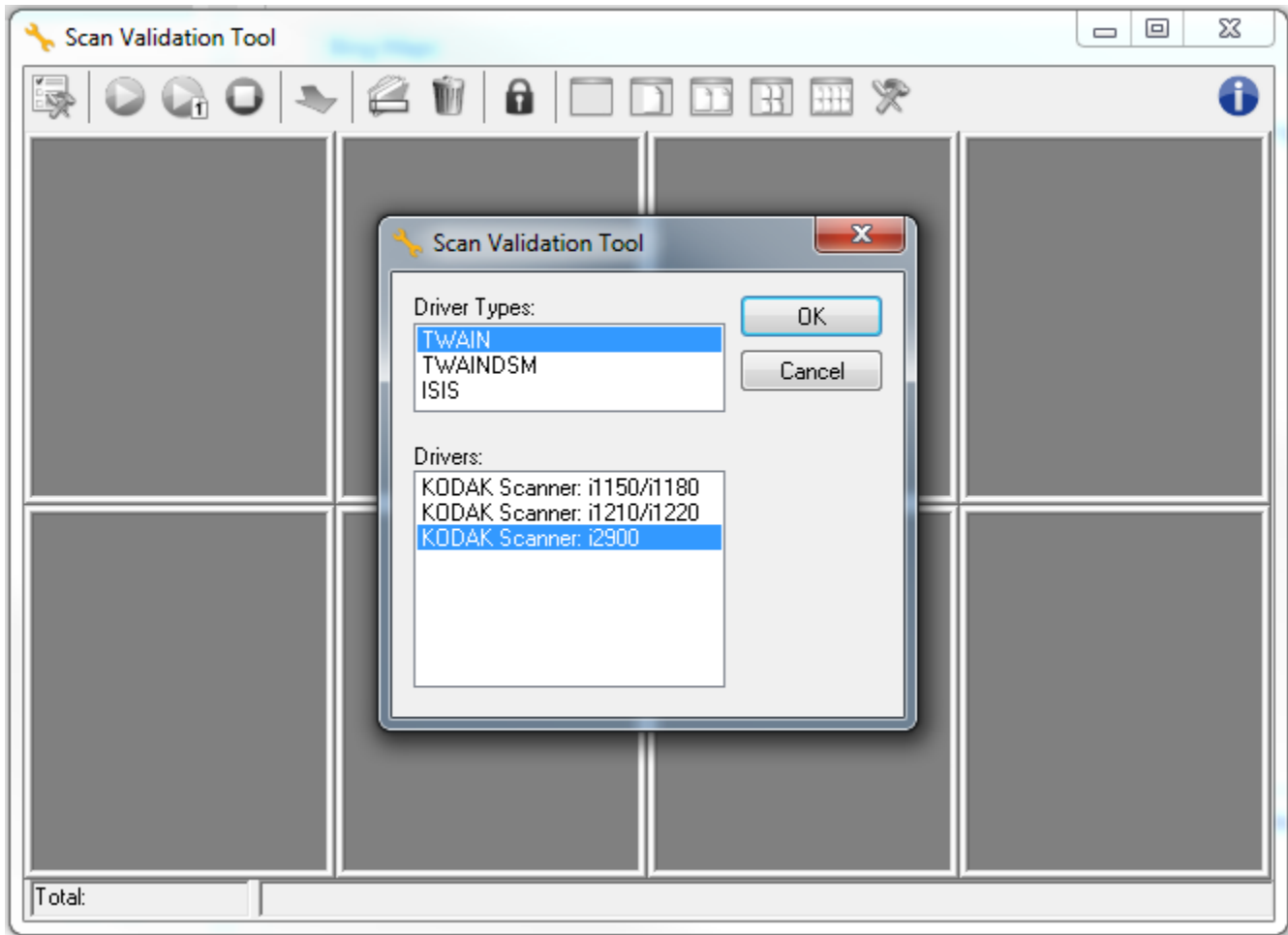
Click 'Close' to close the Citrix Connection Center

# CONFIGURATION

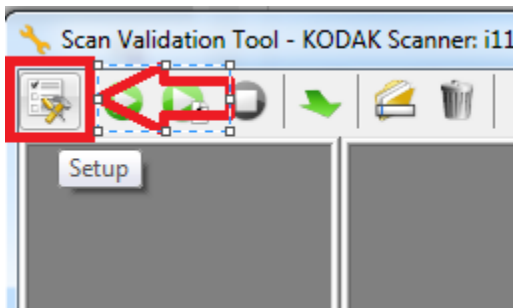
On your Windows main screen...

Go to **Start >> Programs >> Kodak >> Document Imaging >> i2900 >> SVT Diagnostics**

The 'Scan Validation Tool' Dialog box will open, please make sure the Driver Type 'TWAIN' is selected and the Drivers selected is 'KODAK Scanner: i2900'. Then select 'OK'.



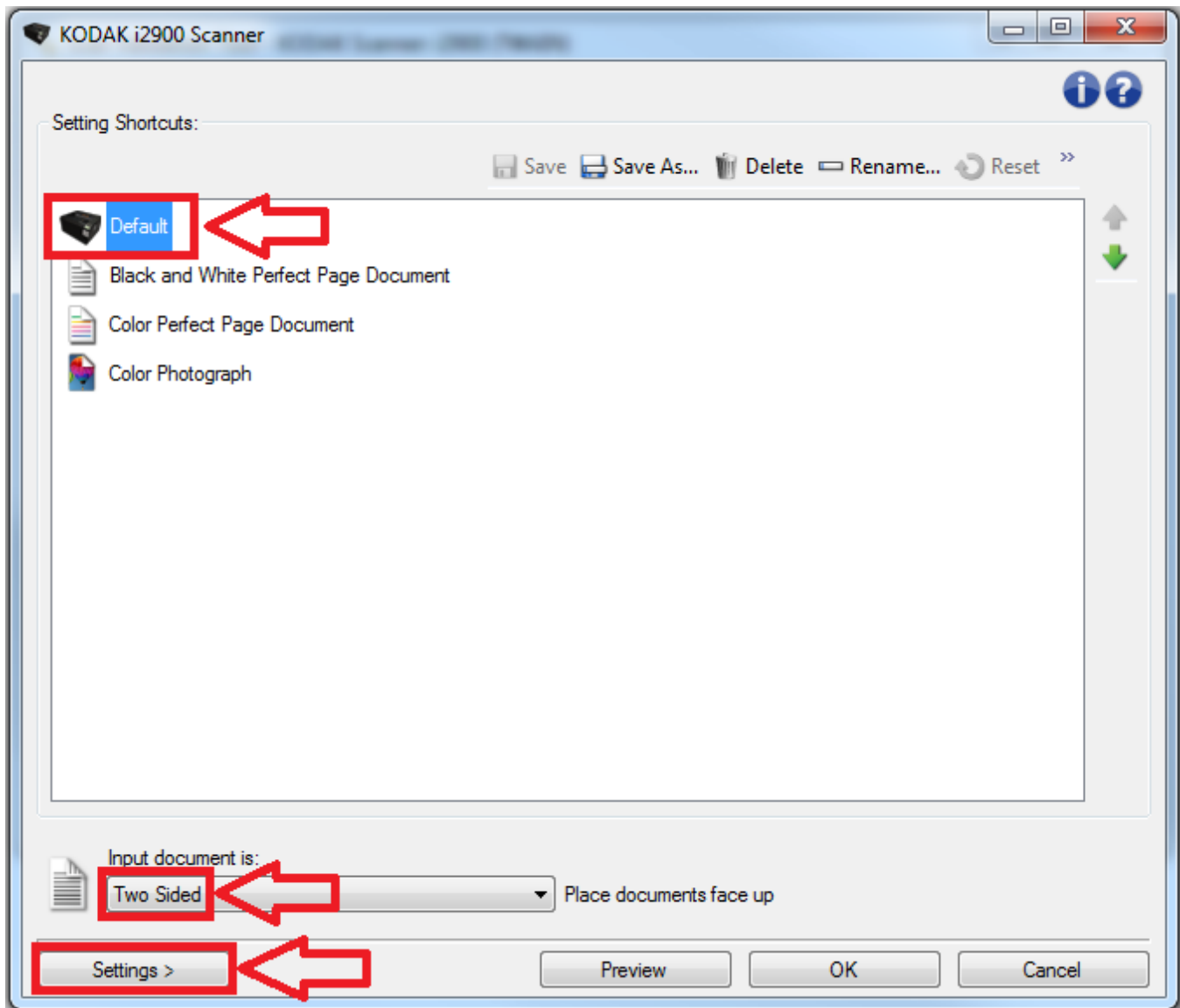
Next, click on 'Setup' in the upper left corner of the Scan Validation Tool.



Select 'Default' or 'SCEIS Default' if it is listed

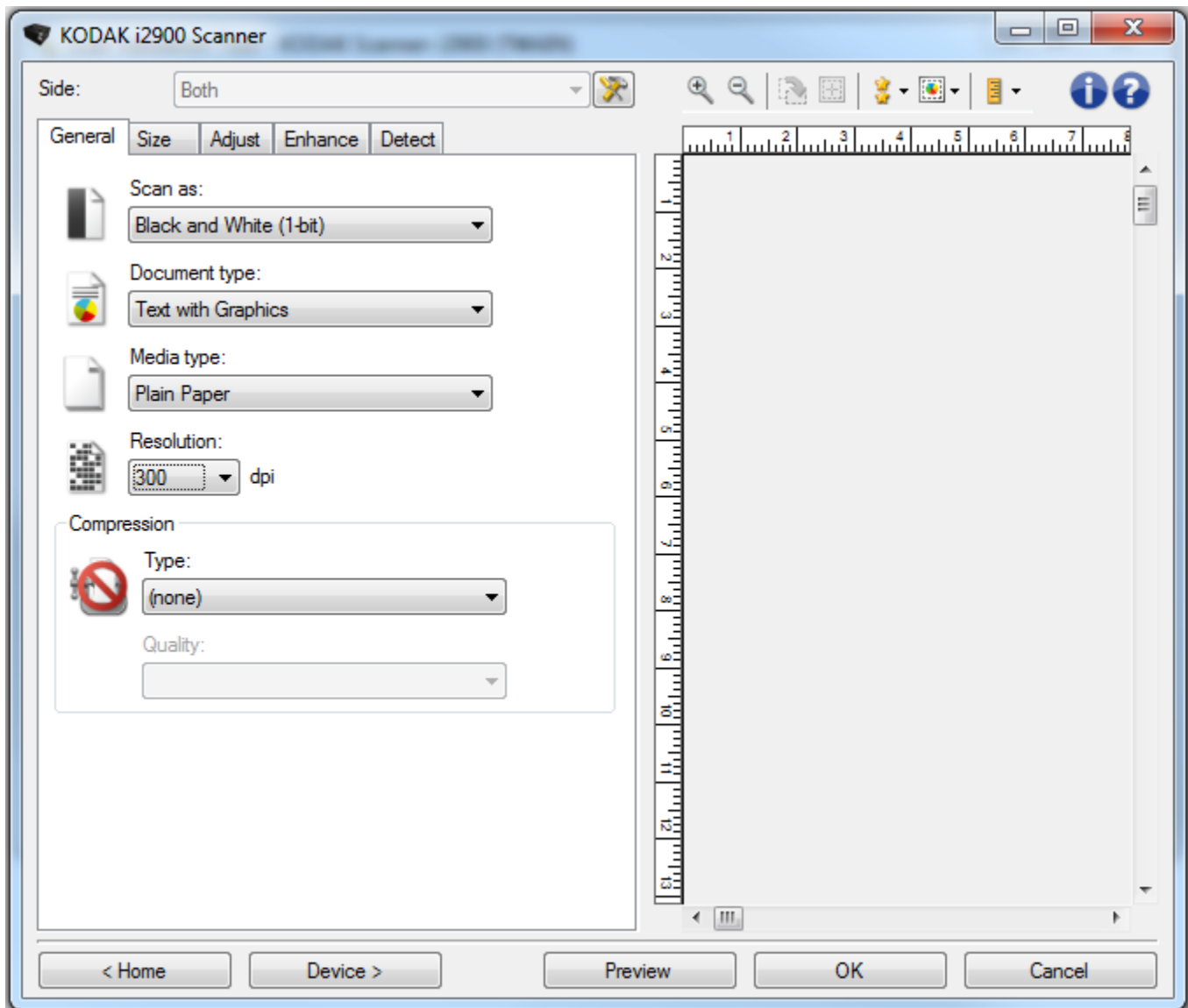
Select 'Two Sided'

Click 'Settings'



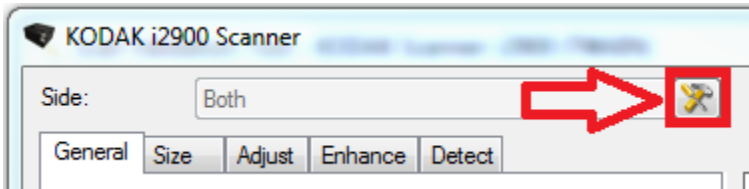
Select each tab and make the settings identical to the screenshots

### GENERAL TAB



In the 'Side' field on the General tab the word 'Both' should be grayed out.

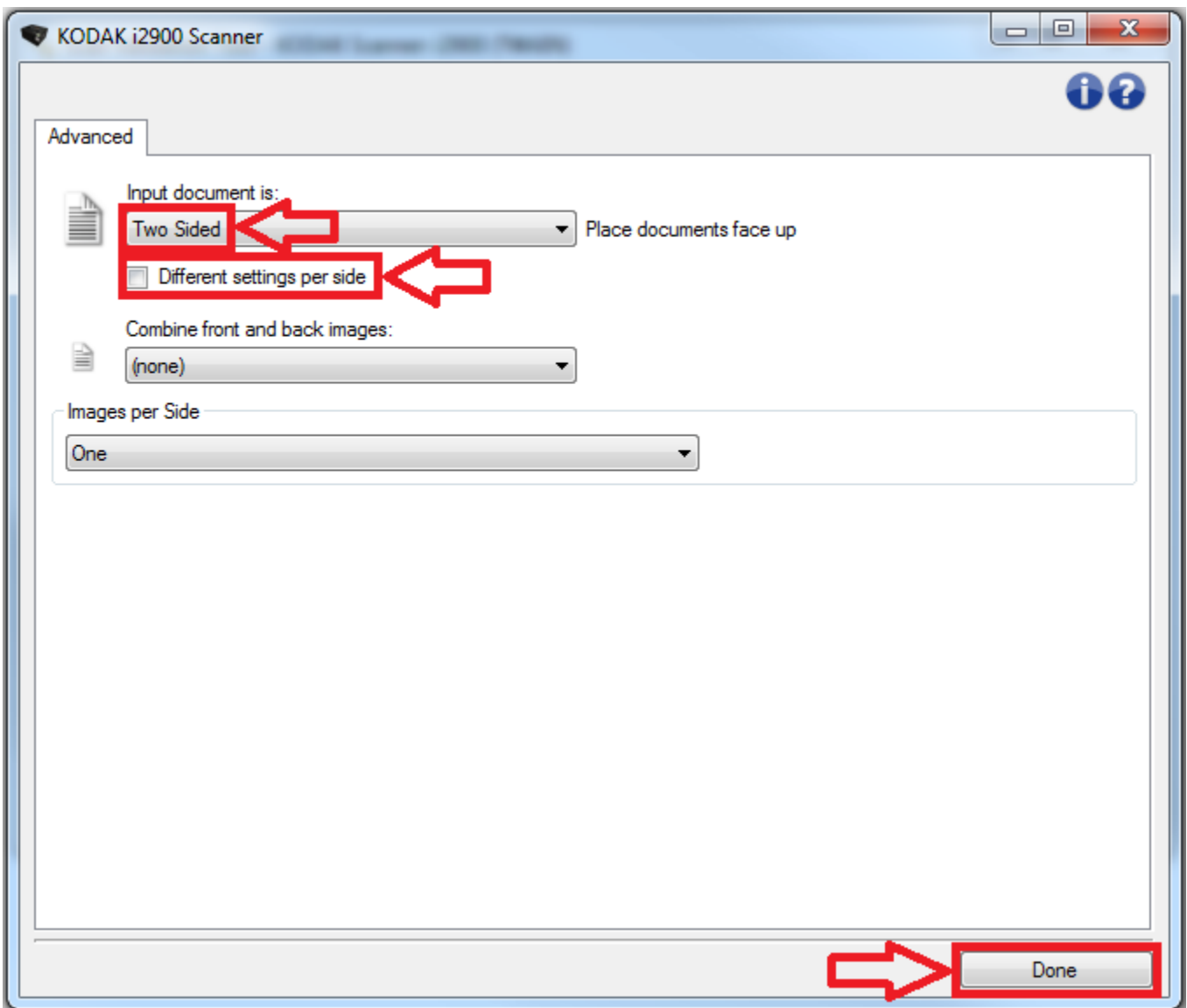
If it says 'Front' or 'Back' instead of 'Both' click the 'Advanced Image Setup' icon



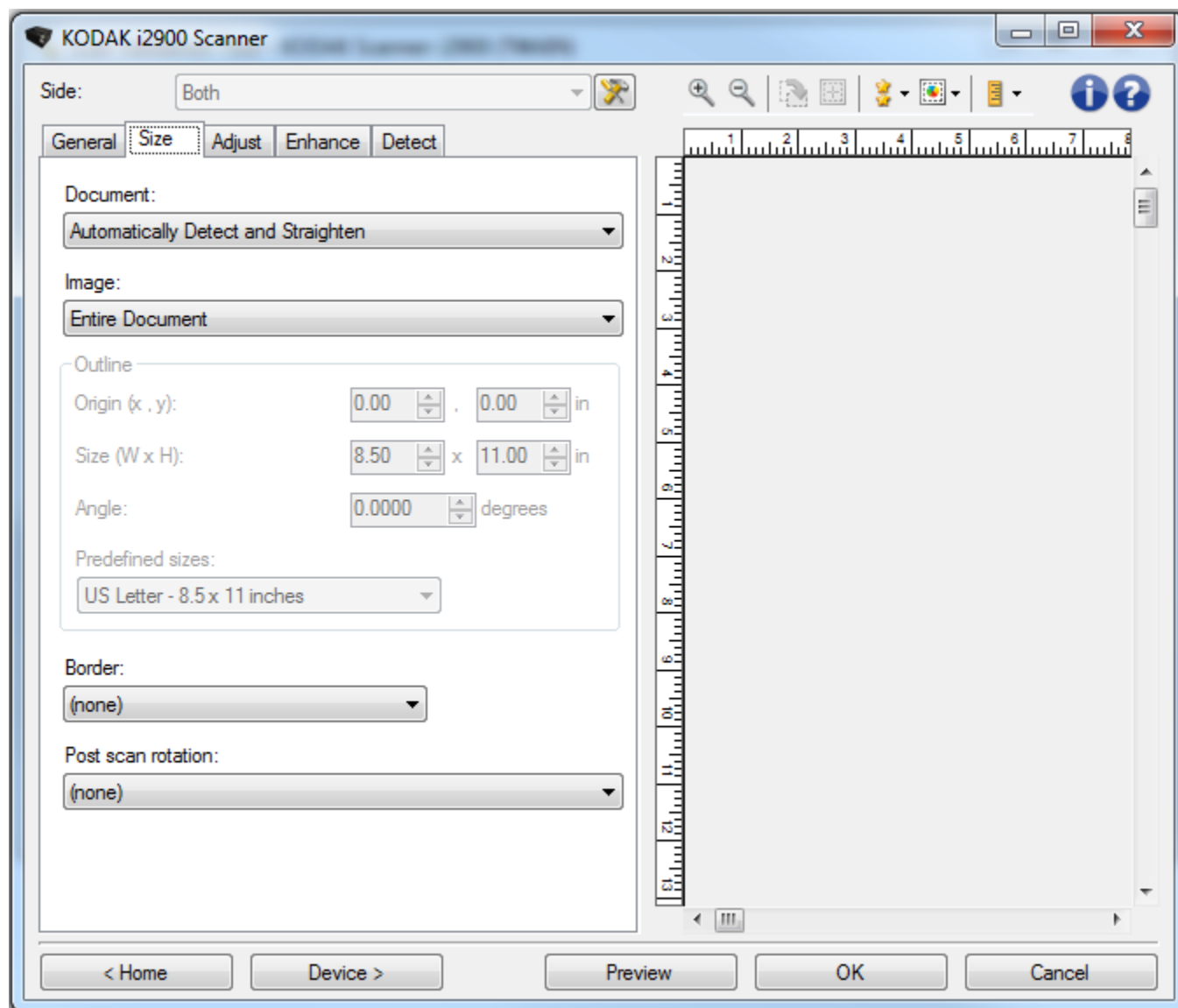
Select 'Two Sided'

Uncheck 'Different settings per side'

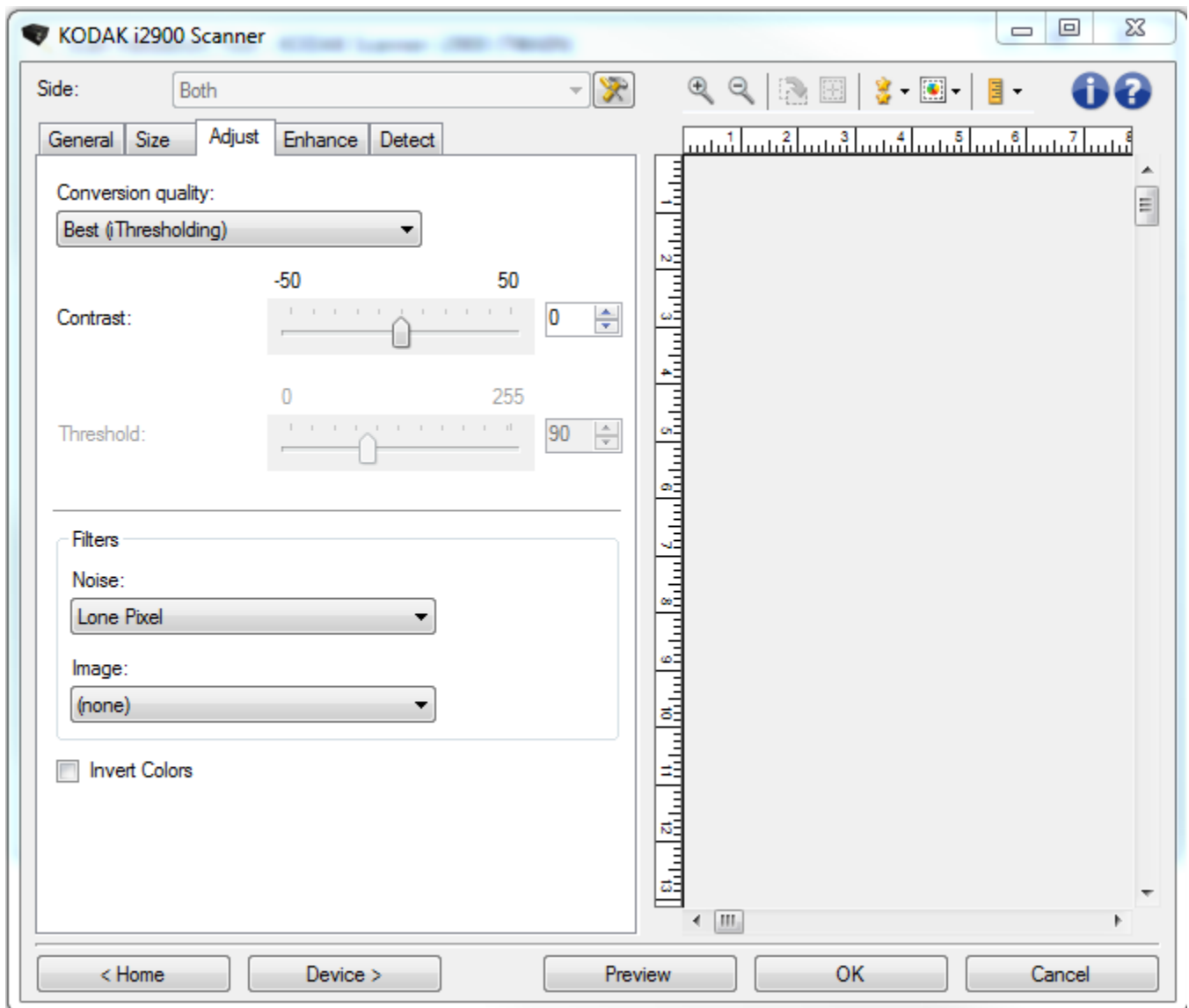
Click 'Done'



## SIZE TAB

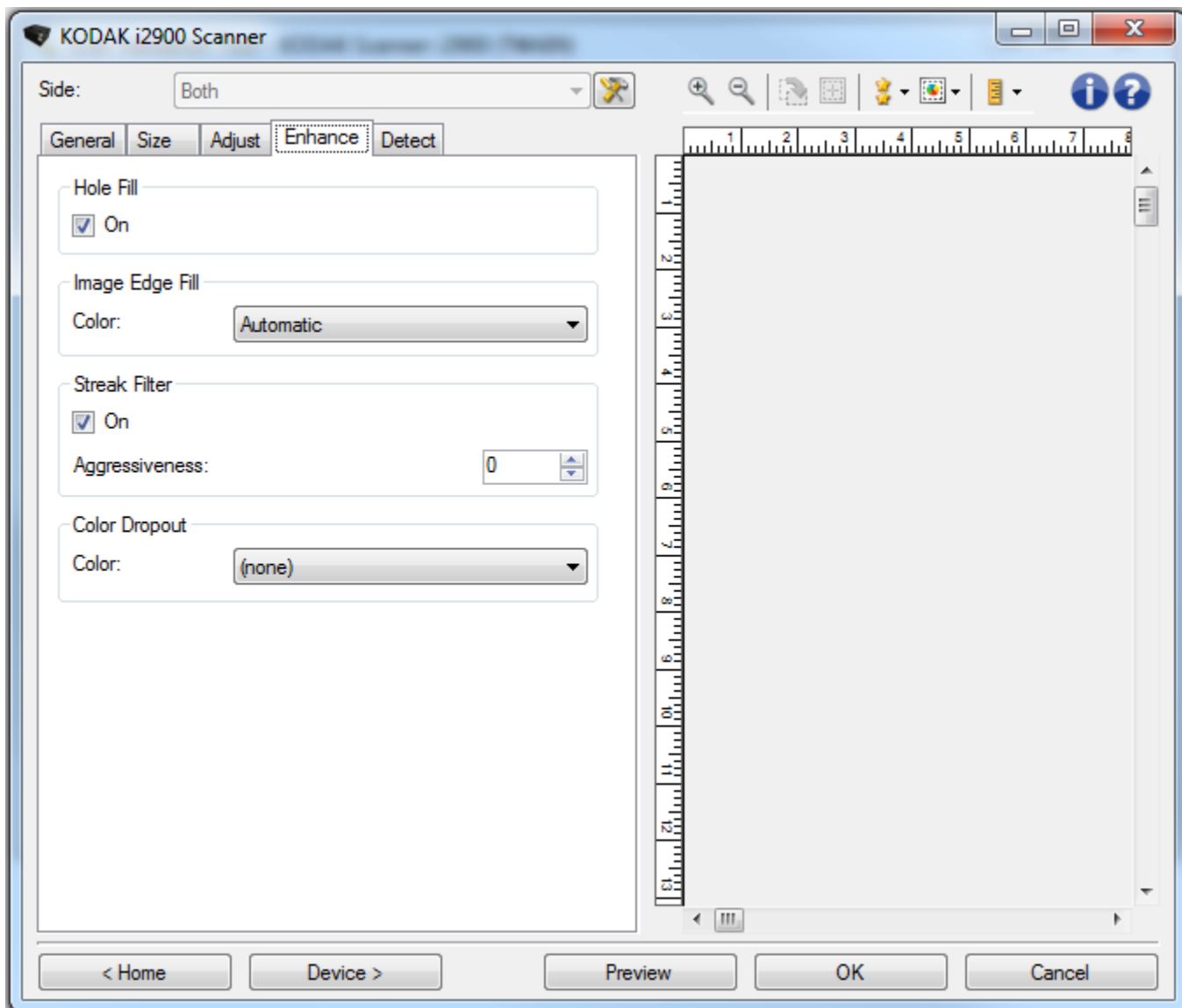


### ADJUST TAB

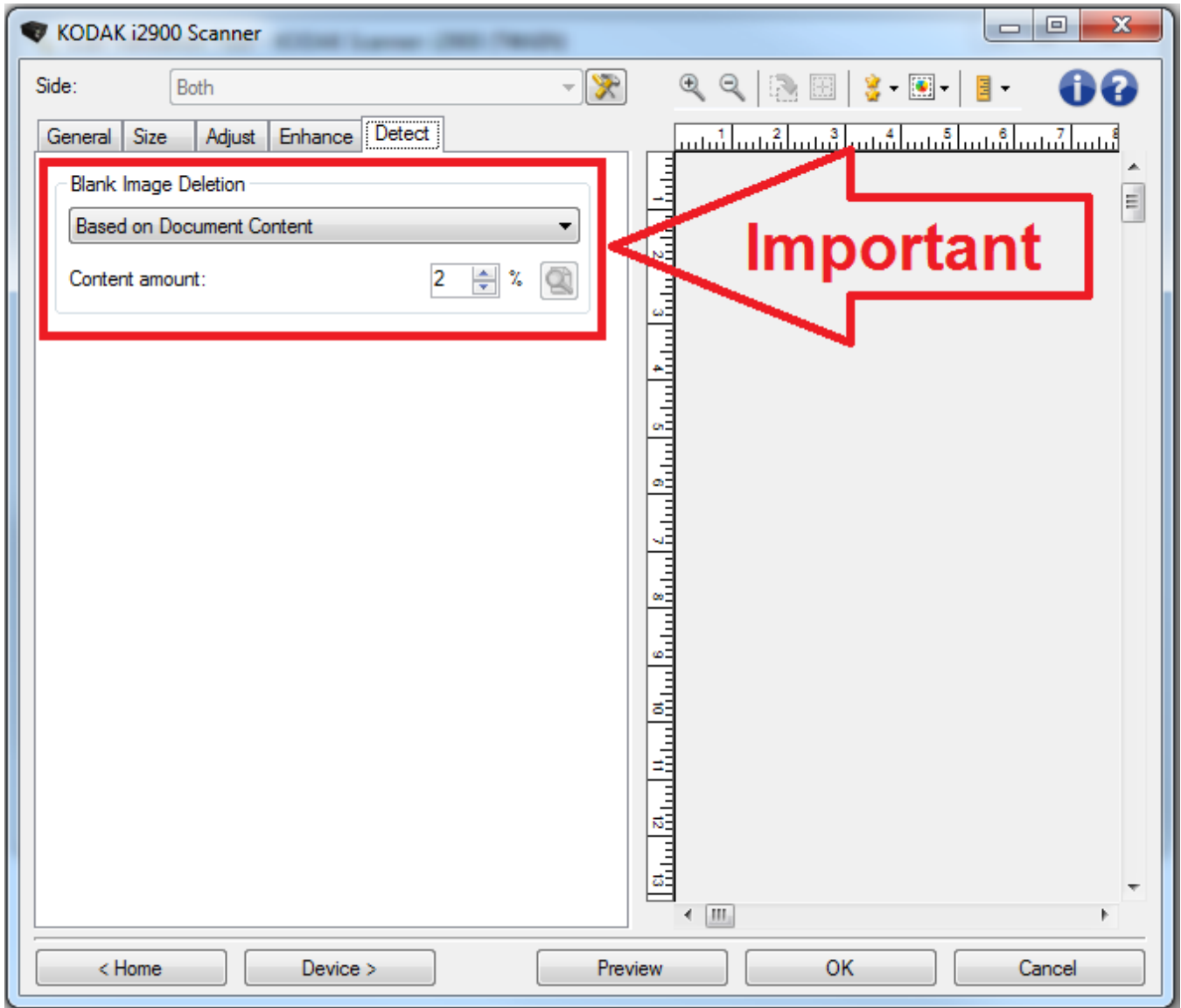




### ENHANCE TAB

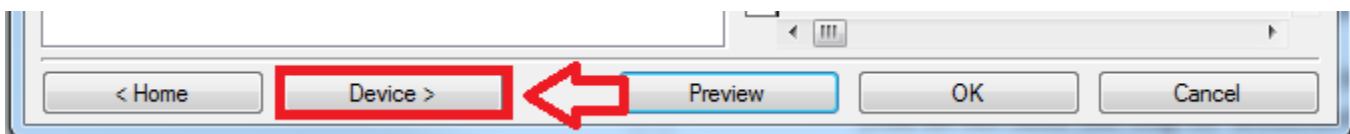


### DETECT TAB



When you are done with all of the Image tabs (General / Size / Adjust / Enhance / Detect)...

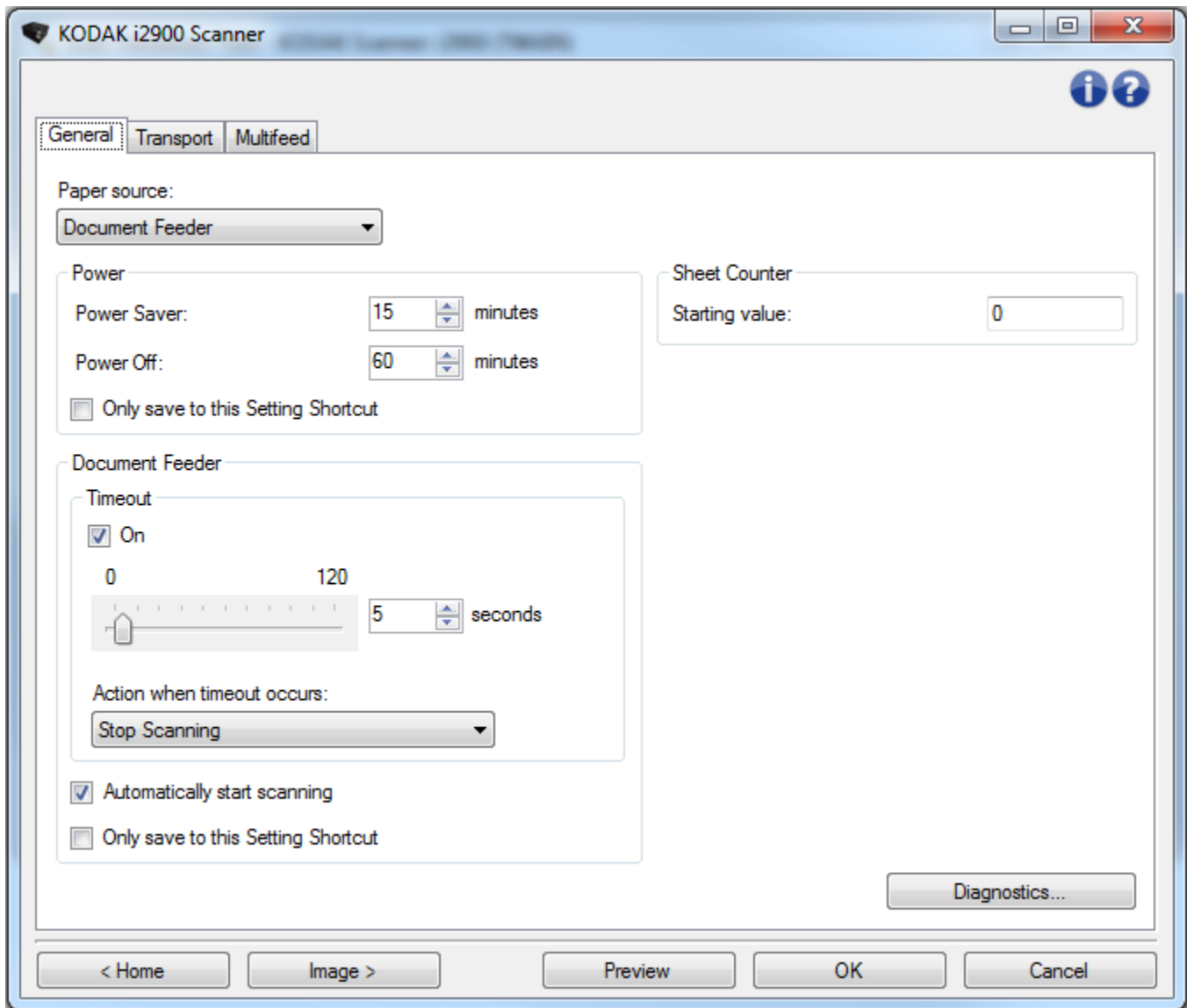
Click the 'Device' button at the bottom of the screen.



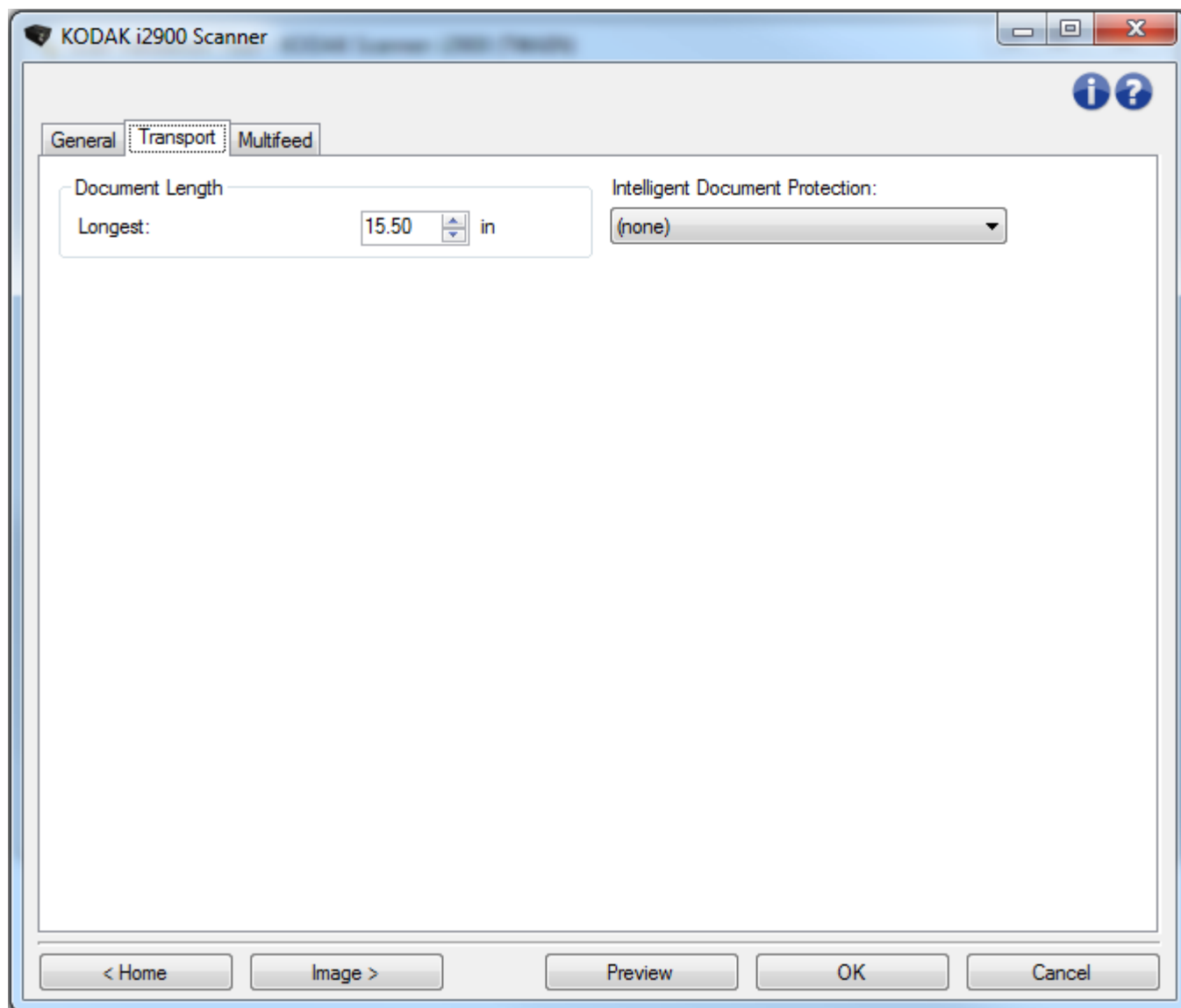
## DEVICE SCREENS

Select each tab and make the settings identical to the screenshots

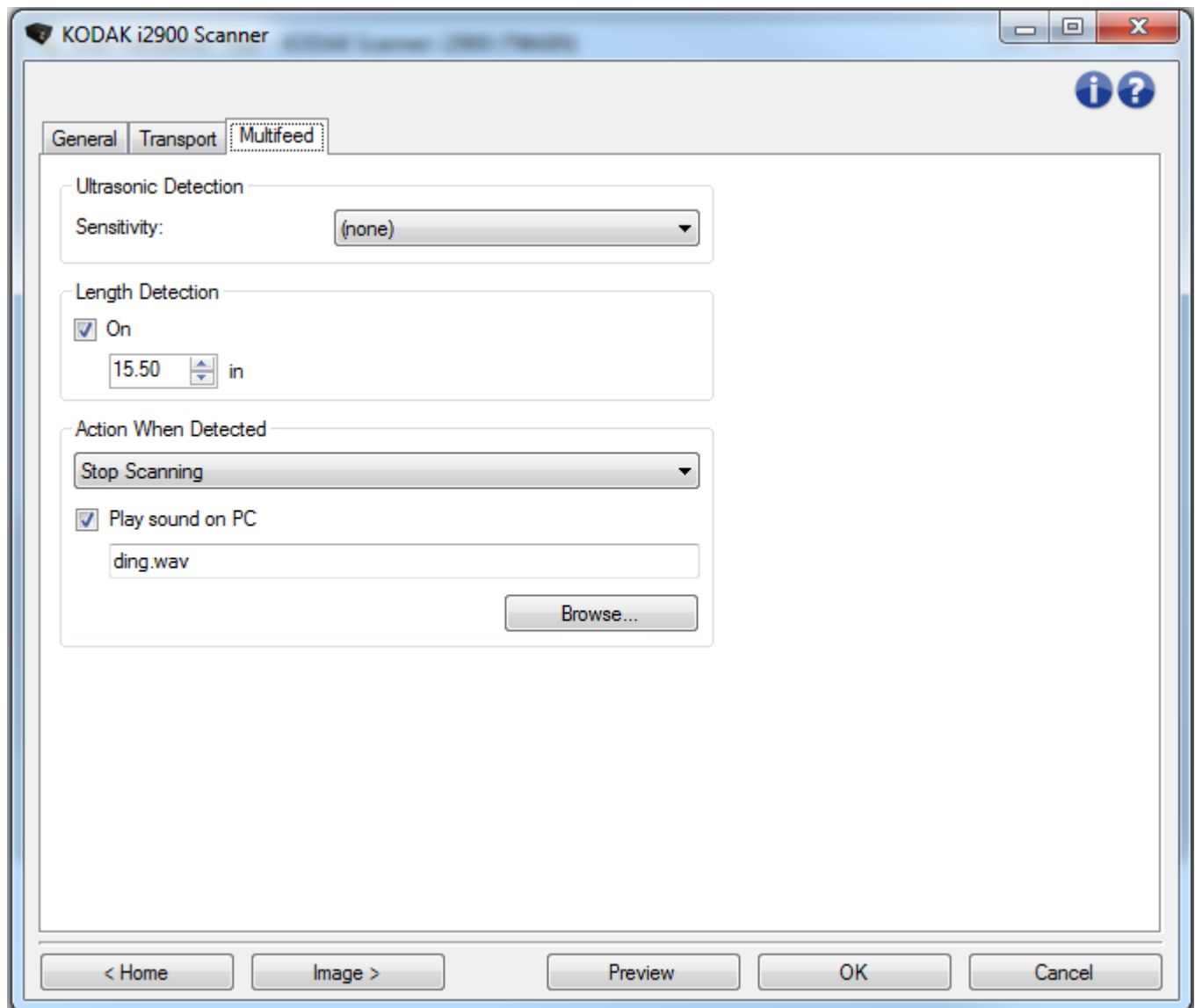
### GENERAL TAB



## TRANSPORT TAB

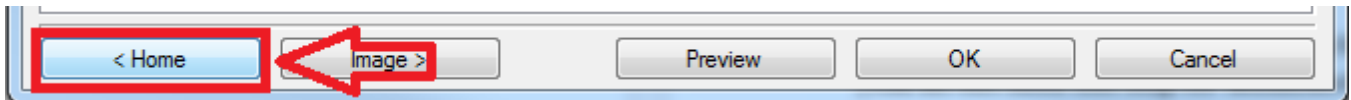


## MULTIFEED TAB



When you are done with the Device tabs (General / Transport / Multifeed) ...

Click the 'Home' button at the bottom of the screen.

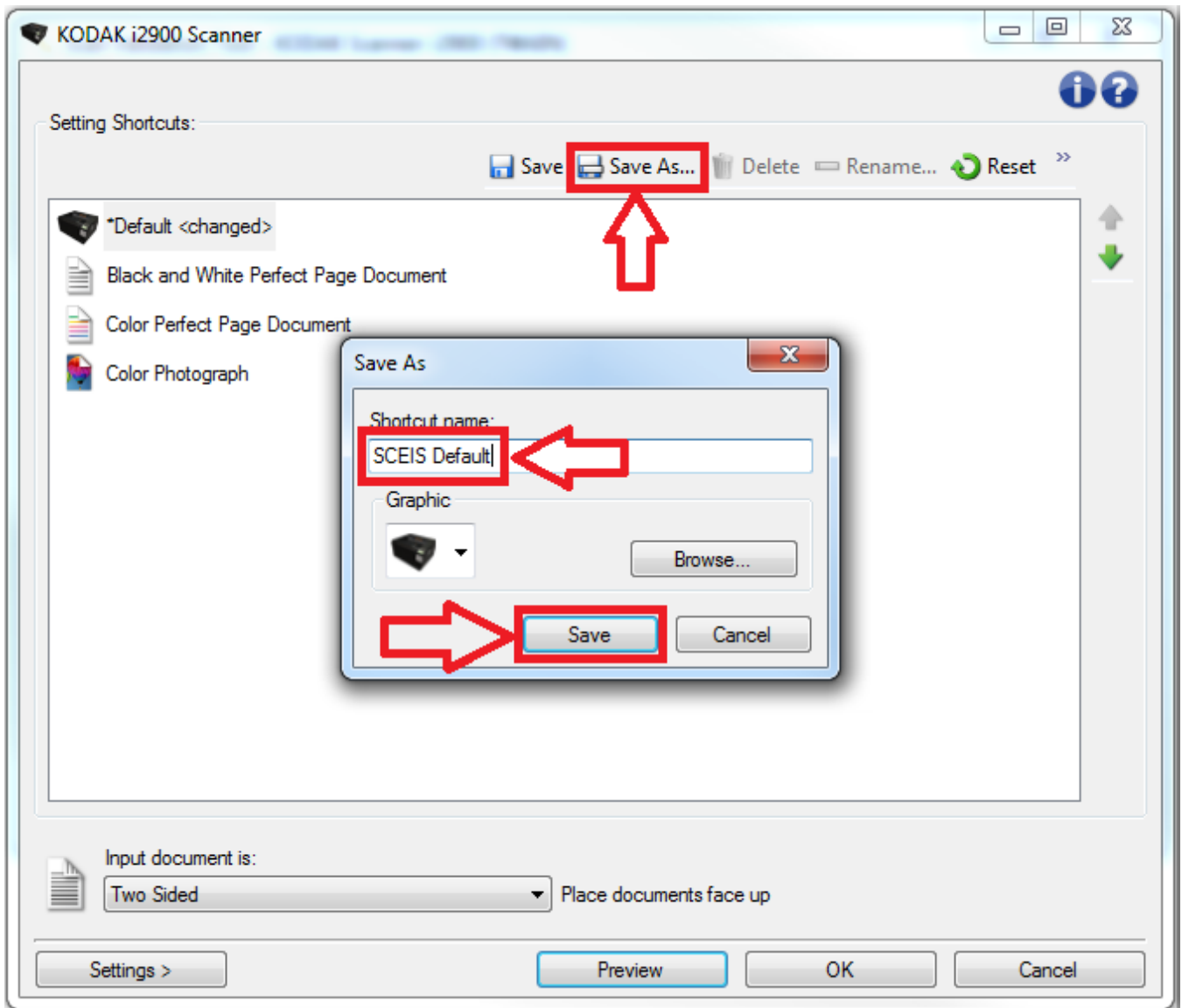


Click 'Save As'

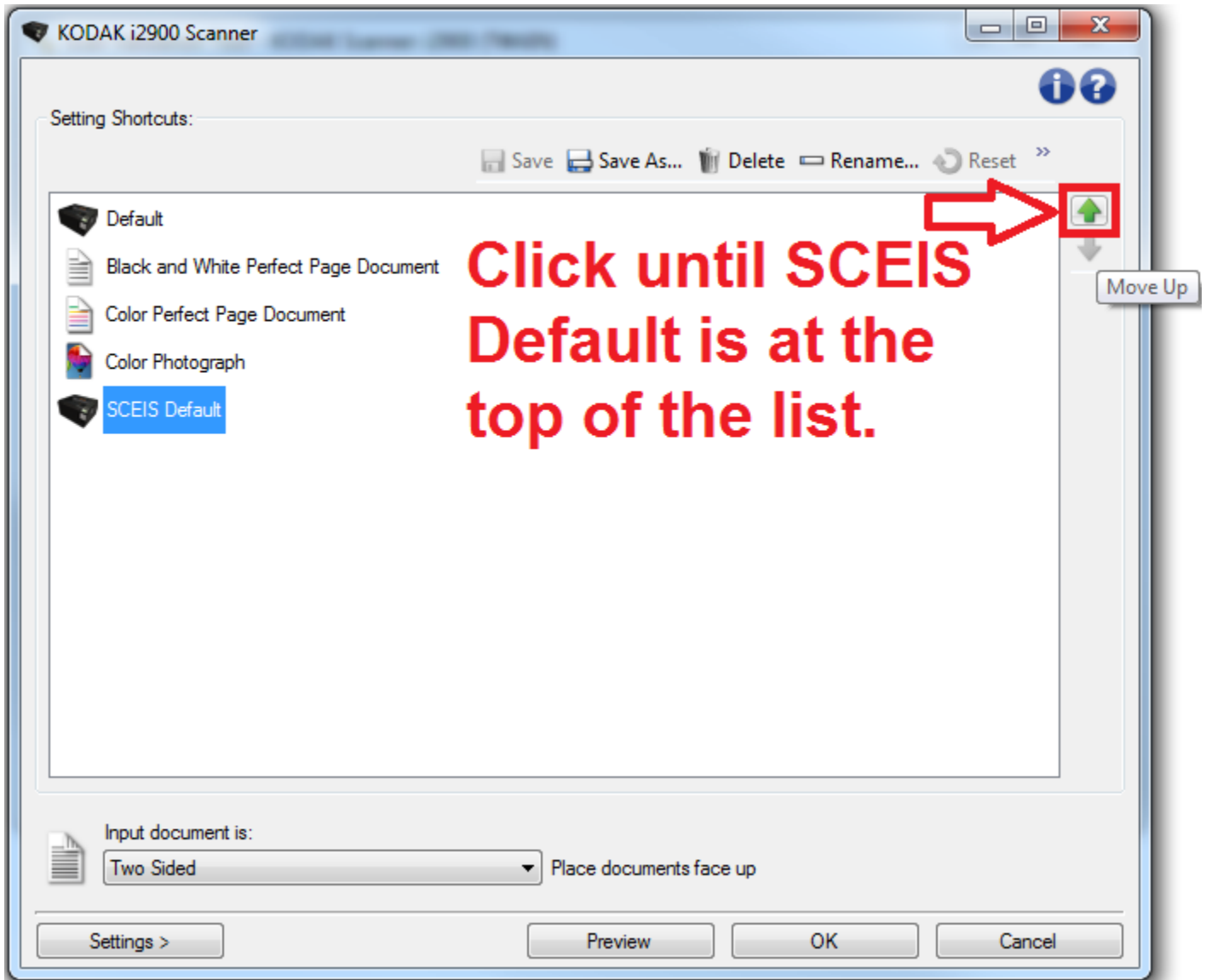
Enter Shortcut name: 'SCEIS Default'

Click 'Save'

Click 'Yes' if SCEIS Default already exists



**Important** → If 'SCEIS Default' is not at the top of the list, highlight 'SCEIS Default' and click 'Move Up' to put it at the top.



Click 'OK' at the bottom of the screen.

Close the Scan Validation Tool window.

The Kodak scanner is now ready for SCEIS imaging.

If the scanner does not perform as follows contact the SCEIS Help Desk.

- Scan in black and white
- Scan front side of pages
- Ignore back side of pages if backside is blank
- Scan back side of pages if there is information on the back side
- Scan page lengths from small pieces of paper (bank slips) to legal size paper (8.5 x 15)
- Stop scanning if paper length is longer than legal size
- Stop scanning if multiple pages get pulled through the scanner at once by mistake (multifeed detection)