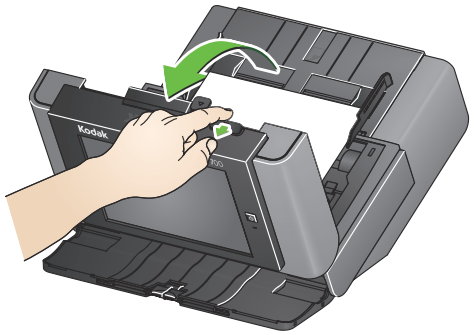
Troubleshooting

Clearing a paper jam

IMPORTANT: Be sure the output tray is lowered before opening the cover. Do not pull the jammed document out of the Scan Station; open the Scan Station cover first.

1. Open the Scan Station cover.



2. Remove any jammed document(s), close the Scan Station cover and resume scanning.

Multifeeds

If the Scan Station is configured to **Stop Scanning** when a multifeed occurs:

- The Scan Station will beep and stop feeding documents. The multifeed document will exit the Scan Station. A message will be displayed to **Scan** or **Cancel**. The multifeed document will not generate an image. If you want to rescan the document, put the document back in the input tray and touch **Scan**.

If the Scan Station is configured to **Continue Scanning** when a multifeed occurs:

- The Scan Station will beep and continue scanning. The multifeed document will be imaged.

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Kodak
Scan Station 700 Plus Series

Using the Scan Station 700 Plus Series



User Reference Guide

Support Information

www.AlarisWorld.com/go/imsupport

When contacting support, have the following available:

- A description of your problem
- Scanner model and serial number
- Computer configuration
- Software application you are using

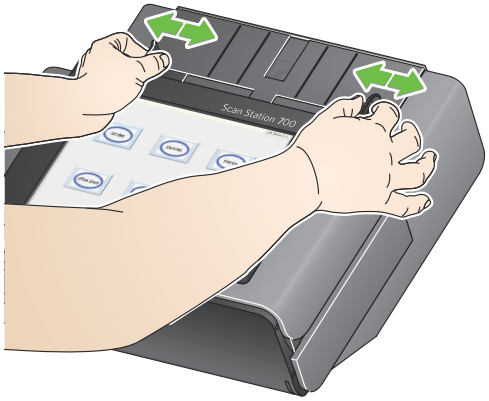
Getting the Scan Station ready to scan

1



Be sure Scan Station is on and ready.

2



Adjust side guides.

3



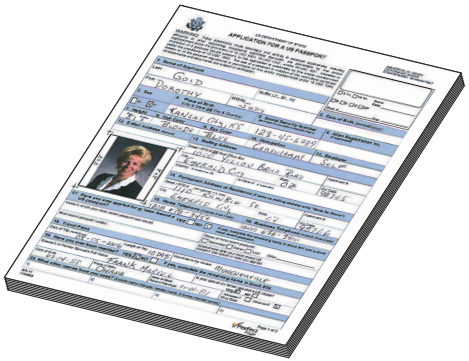
Be sure output tray panel is down.

4

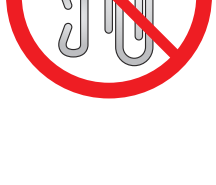


Adjust input and output tray extenders.

Getting your documents ready to scan



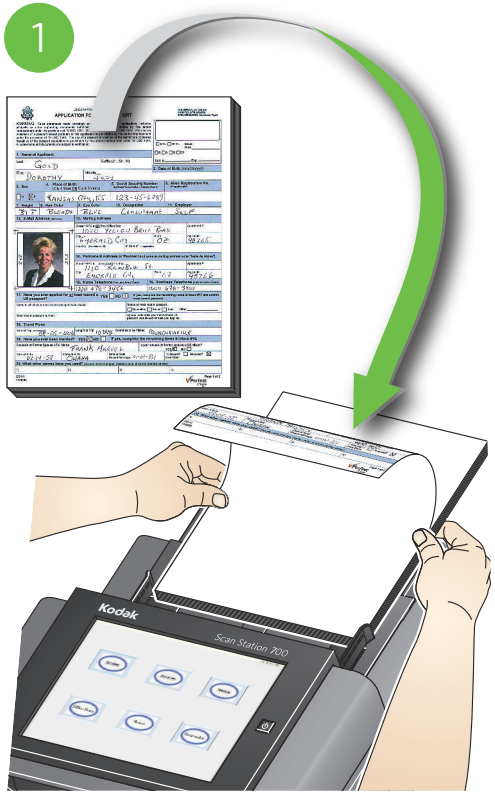




Before scanning:
- Remove all staples and paper clips.
- All inks and correction fluids on the paper must be dry.

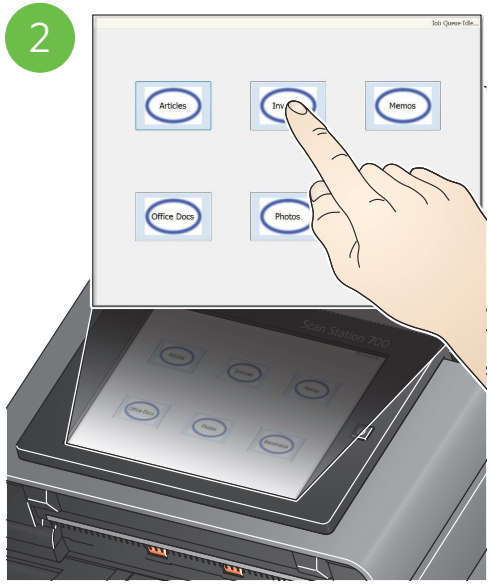
Scanning

1



Place documents top down in the input tray.

2



Select the desired job.
You may be prompted with additional options (e.g., voice annotation, email subject, etc.)

Your Scan Station may have been configured to allow you to change or create addtional settings, if so additional options will be available on the touchscreen. See your System Adminstrator for more information.