



[Manuals.plus](#) /

> [Kodak](#) /

> KODAK S3100 Scanner User Manual

Kodak S3100

KODAK S3100 Scanner User Manual

Model: S3100 | Brand: Kodak

INTRODUCTION

The KODAK S3100 Scanner is designed for efficient digitization of business-critical data from paper documents. It integrates industry-leading image enhancement technology to improve OCR accuracy and reduce file sizes, alongside reliable paper handling to minimize document damage and operational time. This manual provides comprehensive instructions for setting up, operating, maintaining, and troubleshooting your S3100 scanner to ensure optimal performance and longevity.

Key features include:

- Scanning speed of 100 pages per minute (ppm).
- Automatic Document Feeder (ADF) with a capacity of 300 sheets.
- Versatile connectivity options: USB 3.0 and Gigabit Ethernet.
- Intuitive Color Touch Screen for easy operation.

SETUP GUIDE

1. Unpacking the Scanner

Carefully remove the scanner and all accessories from the packaging. Retain the packaging materials for future transport or storage.



Figure 1: Front view of the KODAK S3100 Scanner. This image shows the compact design of the scanner with its control panel on the right side.

2. Connecting Power

1. Connect the power cable to the power input port on the back of the scanner.
2. Plug the other end of the power cable into a grounded electrical outlet.

3. Connecting to a Computer

The S3100 scanner supports both USB and Ethernet connectivity.

- **USB Connection:** Use the provided USB 3.0 cable to connect the scanner to an available USB 3.0 port on your computer.
- **Ethernet Connection:** Connect an Ethernet cable from the scanner's Ethernet port to your network router or switch.

4. Software Installation

Before operating the scanner, install the necessary drivers and scanning software. Refer to the software CD included with your scanner or download the latest versions from the official Kodak Alaris support website. Follow the on-screen instructions for installation.

OPERATING THE SCANNER

1. Loading Documents

The Automatic Document Feeder (ADF) can hold up to 300 sheets.

1. Open the input tray and extend the paper guides.
2. Fan the stack of documents to separate pages and align the edges.
3. Place the documents face-down into the ADF, ensuring they are aligned with the paper guides. Adjust the guides to fit the width of your documents.



Figure 2: KODAK S3100 Scanner with input and output trays extended. This view demonstrates the scanner ready for document feeding, showing the open trays and the paper path.

2. Basic Scanning Process

1. Ensure the scanner is powered on and connected to your computer.
2. Launch your preferred scanning application (e.g., Kodak Capture Pro Software, TWAIN/ISIS compatible applications).
3. Select the KODAK S3100 scanner from the list of available devices.
4. Configure scan settings such as resolution (up to 600 dpi), color mode (color, grayscale, black & white), and output format (PDF, JPEG, TIFF, etc.).
5. Press the "Scan" button in the software or the corresponding button on the scanner's touch screen to begin scanning.
6. Documents will feed through the scanner and the digitized images will appear in your software.

3. Using the Color Touch Screen

The integrated color touch screen provides quick access to common scanning functions, job profiles, and scanner status. You can initiate scans, view error messages, and adjust basic settings directly from the panel.

MAINTENANCE

Regular maintenance ensures consistent performance and extends the lifespan of your scanner.

1. Cleaning Procedures

- **Feed Rollers:** Clean the feed rollers regularly with a damp, lint-free cloth or a specialized roller cleaning solution. This prevents paper jams and misfeeds.
- **Glass Transport Area:** Use a soft, dry cloth or a glass cleaner specifically designed for optical surfaces to clean the glass areas where documents pass. Dust or smudges can affect image quality.
- **Exterior:** Wipe the exterior of the scanner with a soft, dry cloth. Avoid abrasive cleaners.

2. Consumables Replacement

Over time, certain parts like feed rollers and separation pads may wear out. Refer to your scanner's service manual or the Kodak Alaris support website for information on replacement intervals and ordering genuine replacement parts.

TROUBLESHOOTING

This section addresses common issues you might encounter with your KODAK S3100 scanner.

Problem	Possible Cause	Solution
Scanner not recognized by computer	Loose USB/Ethernet cable, driver not installed, scanner off.	Check cable connections. Ensure scanner is powered on. Install or reinstall scanner drivers. Try a different USB port.
Paper jams frequently	Misaligned documents, worn feed rollers, dust/debris in paper path.	Ensure documents are properly aligned and fanned. Clean feed rollers. Clear any obstructions from the paper path. Consider replacing worn rollers.
Poor image quality (streaks, spots)	Dirty scanner glass, dust on camera lens, incorrect scan settings.	Clean the scanner glass and internal optical components. Adjust scan resolution and image enhancement settings in the software.
Scanner does not power on	Power cable not connected, faulty power outlet.	Verify power cable connection to scanner and outlet. Test the outlet with another device.

SPECIFICATIONS

Feature	Detail
Model Name	S3100
Scanner Type	Document Scanner
Connectivity Technology	USB 3.0, Ethernet (Gigabit)
Maximum Resolution	600 dpi
Automatic Document Feeder (ADF) Capacity	300 sheets
Scanning Speed	100 pages per minute (ppm)
Product Dimensions	14.6 x 18 x 10 inches
Item Weight	37.1 pounds
Supported Sheet Size	12 X 160, 2.5 X 2.8 (inches)
Color Depth	1 bits

WARRANTY AND SUPPORT

For detailed warranty information, please refer to the warranty card included with your scanner or visit the official Kodak Alaris website. For technical support, driver downloads, or service inquiries, please contact Kodak Alaris customer support through their official channels.

Note: Always use genuine Kodak Alaris parts and accessories for optimal performance and to maintain warranty validity.

