Kodak Scan Station 100 Pre-installation Worksheet

It is recommended that you fill out this worksheet **before** installing the *Kodak* Scan Station 100. You will need this information about your network to create an administrative configuration for your Scan Station using the Configuration Organizer (provided with the Scan Station) and to complete the installation. Research any information you are unsure of before creating the administrative configuration file. If you have trouble filling out this worksheet, see the person who manages your network.

NOTE: This installation shows what you will need to install the Scan Station as of the date of this document. As we improve our products from time to time, check the Kodak website (http://www.Kodak.com/go/disupport) for the latest version.

 Language Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
Language	Name of GUI/OCR language		Default: **English**.

 Device Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
Device Name	NETBIOS name of the Scan Station. The default is the Scan Station's unique serial number (e.g., KSSXXXX-XXXX, where X=the serial number)		**It is recommended that you do not change this setting**. Must be unique (up to 15 characters) on the network/subnet. You can leave this field unchanged as "Scan-Station" to avoid overwriting an existing device name. See *Chapter 5, Scan Station Administration Specifics* for more information.
IP Address Settings — Automatic			
Automatic (DHCP)	This is the default.		If selected, the IP address, subnet mask, and DNS server of the Scan Station are set automatically by the DHCP server.
IP Address Settings — Static			
Static (IPv4) • IP Address	Standard IPv4 address (e.g., 192.0.0.1) Scan Station's IP address		**Complete this and the other network sections only if you are *not* using DHCP.**
• Subnet Mask	Scan Station's Subnet Mask (e.g., 255.255.255.0)		Only these numbers are allowed: 0, 128, 192, 224, 248, 252, 254 and 255.
• Default Gateway	IP of default gateway on the network		
• Preferred DNS Server	IP of domain name Server #1		If this number is incorrect, you may not be able to reach some network locations.
• Alternate DNS Server	IP of the alternate domain name Server #2		
• Preferred WINS Server	IP of Windows Internet Name Server #1		

Device Settings (continued) — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
• **Alternate WINS Server**	IP of Windows Internet Name Server #2		
Device Password	Optional numeric password to restrict access to the Scan Station. 4 digits (e.g. 1234).		Entered via the virtual keyboard at each access.
Network User Name	Account on the Microsoft Server 2000 or Server 2003 domain the Scan Station uses for access to the network driver and printers.		Novell eDirectory and Linux/Unix are not supported for login at this time. This is required to access shared folders and network printers.
Network Password	Domain password for network user name (e.g., 1Df4781).		Must be a valid Microsoft format.
Network Domain	Name of Microsoft Server 2000 or Server 2003 domain the network user name belongs to (e.g., Mycompany).		This is not necessarily the same as an Internet domain (company.com). For more on domain naming conventions, see http://support.microsoft.com/kb/909264/en-us.

Email Server Settings — found under the Settings button in the Configuration Organizer or Administration GUI.

Parameter Name	Description/Sample	Your Setting	Notes
SMTP Settings			
• Server Address	Fully qualified domain name or IPv4 address of the SMTP server (e.g., smtp-server. company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the SMTP server.		Required for authenticated SMTP. NOTE: This is not necessarily the same as the credentials defined under **Device Settings**.
• Port	Default: 25		Only change if your email server communicates on an IP port that is **not** Port 25.
• SSL	Secure Socket Layer		Typically unchecked. Check only if you are sure your email server requires it.
LDAP Settings			
• Server Address	Fully qualified domain name or IPv4 address of the LDAP server (e.g., ldap-server. company.com or 192.0.0.1).		Use IPv4 to eliminate any DNS issues when troubleshooting.
• Credentials	User name, password and network domain. Required to access the LDAP server.		Required for authenticated LDAP. NOTE: This is not necessarily the same as the credentials defined under **Device Settings**.
• Port	Default: 389		Only change if your LDAP server communicates on an IP port that is **not** Port 389.
• Base DN	Base Distinguished Name		Contact your corporate LAN administrator for more details on this setting.
• Common Name Tag	Default: cn		Contact your corporate LAN administrator for more details on this setting.
• Email Address Tag	Default: email		Contact your corporate LAN administrator for more details on this setting.
Return Email Address	This is the address that bounced emails are returned to (e.g., bounce@company.com). This address will also appear as the "From" address when sending email.		Select a person who will receive notification that an email address could not be reached.
Maximum Attachment Size	1-99 MB Default: 10 MB		Email operations that create files larger than this will fail. **This should match the limitations defined by your email server.**
Custom Email Addresses	Enables/disables the custom Email address option, allowing the entry of email addresses that do not appear in your address book.		Typically enabled; may be disabled in more secure environments.