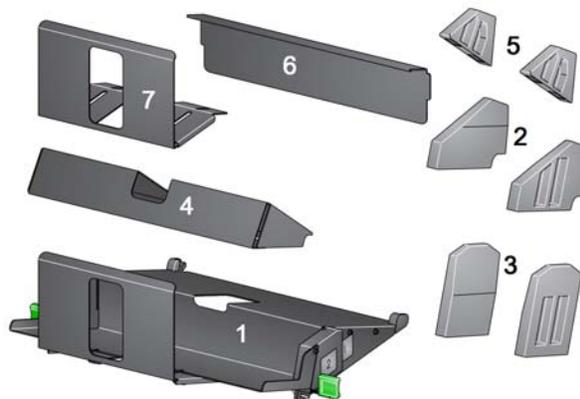# Installing the *Kodak* Controlled Dual Stacking Accessory

Following are instructions for installing the Controlled Dual Stacking Accessory for use with *Kodak* i5000 Series Scanners. For a description of this accessory and procedures for using it, see Chapter 5 "Controlled Dual Stacking" in the User's Guide. This accessory includes:
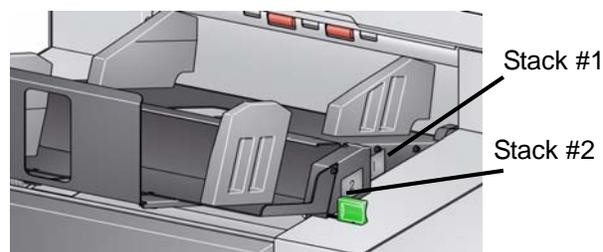
1	1	exit tray with extendable end stop
2	2	magnetic sides guides for Stack #1
3	2	magnetic side guides for Stack #2
4	1	short document insert
5	2	magnetic short document side guides
6	1	extender insert for Stack #1
7	1	alternate end stop extension

NOTES:

• Save all parts that you remove from the scanner (e.g., original exit tray and printer cover) in the event that you want to remove the Controlled Dual Stacking Accessory at a later time.

• **For the *Kodak* i5800 Scanner only**: The printer cover and optional short document insert can be stored in the storage area in the back of the scanner.

• All magnetic side guides should be installed with the handle side facing away from the center of the tray.

• In order to use the *Kodak* Controlled Dual Stacking Accessory, the **Controlled Dual Stacking** option must be enabled in your scanning application by a Kodak Technical Specialist before it can be configured for use.
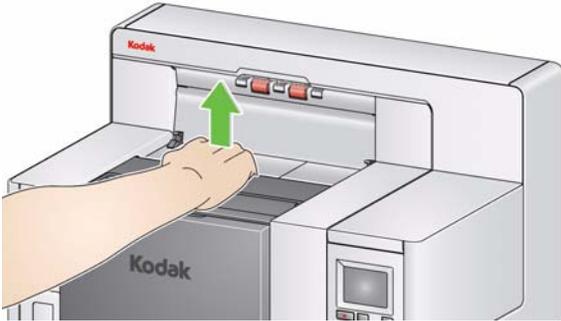
The Controlled Dual Stacking Accessory has two stacking locations: **Stack #1** and **Stack #2**. These locations are labeled on the side of the accessory.
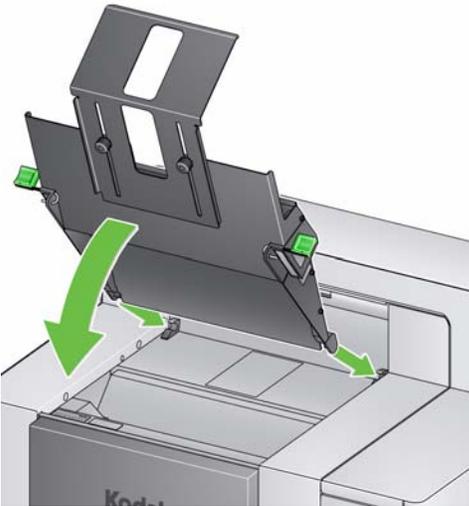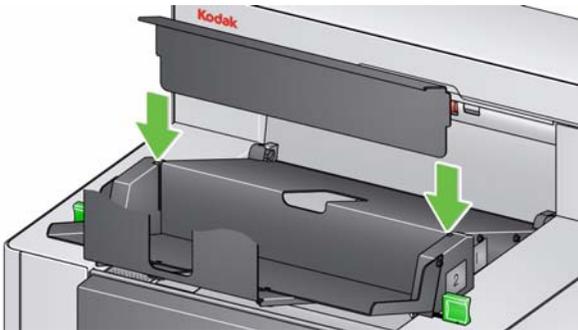
1. Remove the original exit tray.

2. Remove the printer cover by placing your hand in the center back of the cover and pulling it straight up from the back edge.
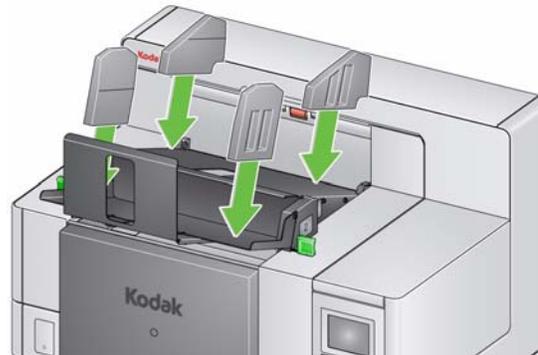

3. Install the Controlled Dual Stacking exit tray as shown below. Position the two latch handles to lock it in place.
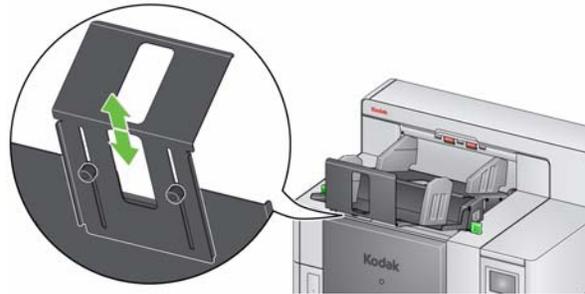

4. Install the extender insert for Stack #1 as shown

5. Attach the magnetic side guides. Although it is not necessary to use the magnetic side guides, the side guides will aid in neater stacking of documents.
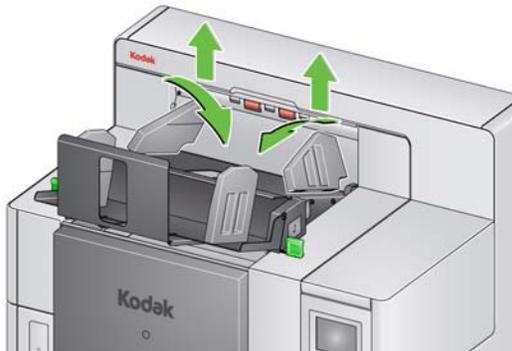

6. Using the thumbscrews on the bottom of Stack #2, adjust the exit tray to the length of the documents that will be output to Stack #2.

NOTE: It is recommended that you adjust the end stop approximately 1.5 inches (3.81 cm) longer than the documents that will be output to Stack #2.

7. If desired, the short document insert can be installed and used when stacking checks or other short documents. To install this optional insert remove the side guides in Stack #1,

NOTE: To remove magnetic side guides more easily, tilt the side guides inward (or outward) and then lift them off of the tray.

8. Then insert the optional short document insert.