KIC
Knowledge Imaging Center

T2T True 2-Touch

Walk-up Scanning as Fast and Easy as Walk-up Copying

DLSG
Digital Library Systems Group

a division of **Image Access**

Introduction

Knowledge Imaging Center (KIC) kiosks are public self-serve scanning/copying systems for students, faculty, researchers, administrators and the general public. KIC systems make it fast and easy to digitally mine the tens or hundreds of millions of dollars in scholarly content that is locked in academic library print collections - students create their own digital study materials in searchable, editable and even audio formats. KIC output also enhances the quality of reports and papers with crystal clear color and black & white excerpts from books, magazines and journals.

In addition to almost magically making a library's entire print collection available in digital form for pennies on the dollar, Knowledge Imaging Center kiosks are very green. By making printed output optional, KIC systems minimize the use of paper and toner. Instead of printed output, users can load a virtually unlimited number of pages onto tiny USB drives that fit on a keychain or in a pocket, or directly onto their tablet or notebook or even their cell phone. Patrons feel free to source more materials without feeling that they are wasting paper.

KIC systems are also great as shared resources. They can be used as ad hoc scan stations for digital preservation & archiving and as a scanner for interlibrary loan departments. Preservation quality 600 dpi is a standard feature of the small KIC BookEdge and an option with the KIC Bookeye 4. An ILL department can save on a lower cost grayscale Bookeye and perform color scans on the KIC system.

KIC's color Bookeye 4 scanners have both flat and V-cradle modes, can perform several million scans and handle oversized materials up to 17 x 24 inches in black & white, grayscale or full color. That's several 100 times more output than typical desktop scanners.

KIC's BookEdge scanners have a 12x17 inch flatbed that allows scanning well into the fold of books, and although not as quick as face-up scanning, these systems are far less expensive and fit in smaller spaces.

KIC's Click Mini scanners are the fastest book scanner capturing, up to 30 pages per minute. Its scanner bed can hold documents up to 12.25" x 19.2" covering a very large percentage of the books in the library.

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How to Scan and Save Images to a USB Drive

Overview

The KIC Click Mini systems utilize one large touch screen, one large preview monitor and one scanner that can be used face up mode.

Click Mini Slim   Click Mini Tabletop with Touch & View Monitors

KIC's simple interface offers the user a very simple way of first scanning and then printing, faxing, sending and/or saving the captured images.

To scan, simply place the document on the scanner bed and touch **[Scan]** on the interactive touch screen to enter into the Scanning mode. Touch **[Scan]** and Answer the copyright notice/question. *An image of the scanned page will be displayed on the screen.* Repeat as desired.

To save the scanned images, plug a USB device into KIC's USB drive and Touch **[Save to USB]**.

Scanning with KIC in Four Easy Steps

STEP 1: Document Placement

To scan on the KIC Click Mini system, place the book or document face up on the scanner bed and against the book stop. Both pages of an open book can be scanned at once and KIC will automatically separate the pages. Scanning face up reduces book spine damage when scanning delicate books.

STEP 2: Selecting a Mode

Select one of the options presented in the first screen according to the objective of the session:

Touch **[Copy]*** to print copies of the scanned document.

Touch **[Fax]*** to send the scanned document via fax.

Touch **[Scan]** to save or send via email the scanned document.

Touch **[Print Book]*** to order a printed book that contains the scanned images.

Touch **[Power User]*** to access the advanced options.

* If option is not displayed, contact the Administrator to enable it.

STEP 3: Scanning the Document

Touch **[Scan]** in the lower right corner of the screen. After pressing this button for the first time, the user is presented with a window that displays the Copyright agreement. Touch **[Accept]** on the Copyright notice to agree with the terms included and the scan session will begin automatically.

A few seconds after accepting the copyright statement, the first scanned image is displayed on the screen. If the KIC system detects that the document being scanned is two pages of a book, it automatically separates the left page from the right page. A preview image of each scanned page is displayed on the interactive touch screen.

To continue scanning additional pages, touch **[Scan]**. Users may also press the foot pedal, if present, or green buttons on the sides of the unit to initiate scanning. Repeat this step to scan additional images.

![KIC Knowledge Imaging Center logo]
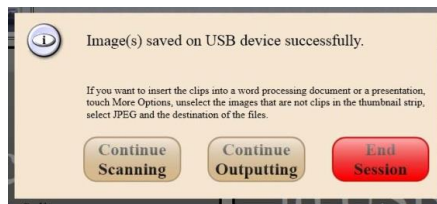
STEP 4: Saving the Images

Click Mini Slim

Click Mini Tabletop with Touch & View Monitors

To save scanned images to a USB drive, plug a USB drive in the port as indicated above. The KIC system automatically detects USB drives. Then touch **[Save Images to USB Drive]** to save the images to the USB drive.[1]

After the images are saved, touch **[Continue Scanning], [Continue Outputting]** or **[End Session].**

> **System Idle Reset: For security and confidentiality reasons, if there is no system activity for a preset timeout, KIC automatically ends the current session and clears all images from its memory.**

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[1] Additional options for saving and sending images are available. Touch the More Options button to access them, including Email and Cloud Storage. Refer to page 24 for more details.
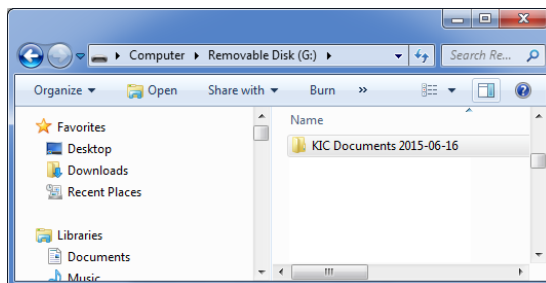
Copying Saved Images from a Flash Drive to a Computer

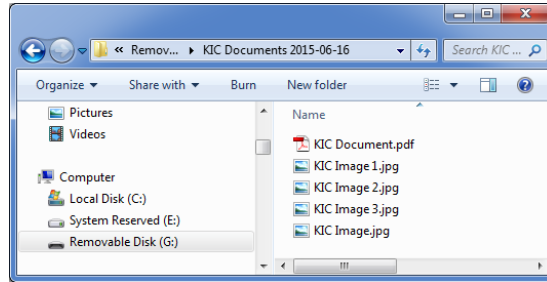Connect a Flash Drive to a USB port on a computer and double-click the icon on the desktop labeled My Computer.
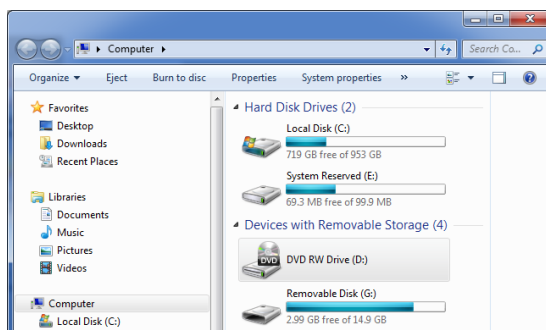
Double-click the "Removable Disk" drive that corresponds to the flash drive used to save the images from the KIC system and a folder named *"KIC Documents - <date stamp>"* will appear.

Double-click this folder to view the image files that were scanned.

Double-click any file name to view its image or drag an image onto a page in a word processing document. To insert images into a word processing or presentation document, open the document, then click and drag the images into the document.

It may be necessary to resize the image after it has been dragged into the document. Most programs allow the size and cropping of an image to be changed. Some also allow text to be wrapped around the images in various ways. These capabilities are usually accessible by right clicking on the picture using the mouse and selecting from a menu that appears.

Selecting a Language

KIC supports multiple languages: English, Spanish, Portuguese and French. Select the language of preference at the beginning of the session. The language selection can be done in the upper right corner of the touchscreen.

| **English** | **Español** | **Português** | **Français** |

Using KIC to Make Copies

KIC can be used for making copies of documents. The images are scanned and sent to the printer. Touch **[COPY]** in the main screen, and then choose if you are placing two pages of a book, one side of the book or a flat document.

The prices for color and black & white copies are displayed in the upper left corner of the screen. Select the color mode depending on the document to be copied.

KIC

Touch when copying two pages of a book at the same time. KIC splits the right from the left page and prints each page on a separate paper.
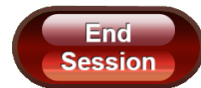
Touch when copying a sheet of paper. This can also be used to copy two pages of a book and have them printed both on the same paper.

Touch when copying only the left page of a book.

Touch when copying only the right page of a book.

Touch after all the copies have been made.

Using KIC to Send Faxes

KIC can be used for sending faxes. First, touch **[Fax]** in the main screen, scan the document and edit the images if needed, then enter the fax number and press **[OK]**.

KIC scans using its default settings. If different settings are needed, touch this button to access the scanner settings.
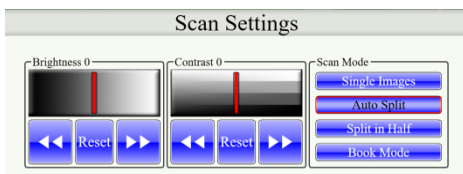
Change the **Brightness** and **Contrast** by using their corresponding sliding bars.

Single Images – touch when scanning single sheets of paper.
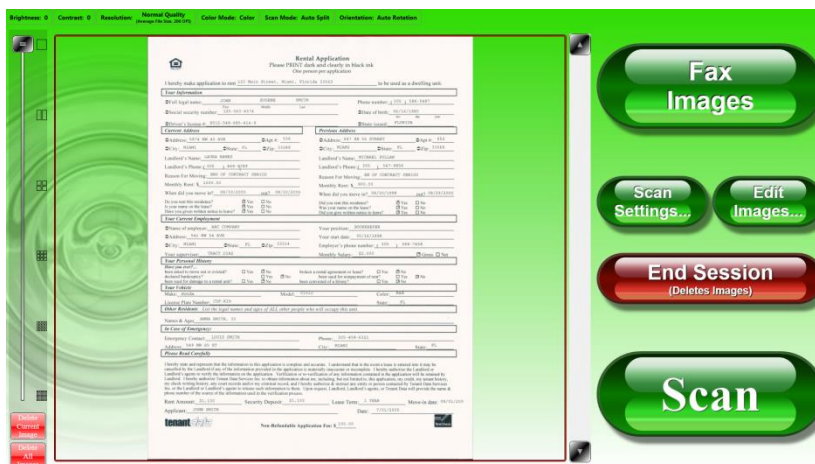
Auto Split – touch when scanning books, the system automatically splits the right and left pages.

Split in Half – Touch when scanning documents that need to be divided at the middle.

Book Mode – Touch when scanning a book. The system automatically flattens any curvature.

Touch after placing the document on the scanner bed. A preview of the image is displayed on the screen. Repeat for each page on the document.

Images can be edited after they have been scanned.

Rotating Images

 Touch to rotate the current image 90° counterclockwise.

 Touch to rotate the current image 90° clockwise.

 Touch to rotate the current image 180°.

Splitting Images

Split in Two

Touch to split the current image in the middle and create an image for each clip. The new images will replace the original image.

Original   Result

Un-split

Touch to un-split the current image.

Clipping Images

Touch and drag the blue arrows located in the corners of the image to delimit the new clip; then, touch **[Clip]**.

Before selecting a cropping area   Selecting a cropping area   Result

Clip

Touch to clip the selected area.

![KIC logo]

The clipping function works in conjunction with the Retain and Delete Original Image settings. When an image is clipped and the selected area corresponds to a small portion of the image, the original image is normally kept, but if the clip area is large, the original image is normally deleted. The user can overwrite these settings by touching the **[Delete Original]** or **[Retain Original]** buttons.

Touch to reset the selected area. This will place the blue arrows back in the corners of the image.

Touch when finished editing images.

Thumbnail Panel

Touch to scroll the thumbnail panel to the left.	
Touch to scroll the thumbnail panel to the first image.	
Touch to scroll the thumbnail panel to the right.	
Touch to scroll the thumbnail panel to the last image.	
Touch twice to delete the current image (i.e. the image that is shown on the LCD display screen).	
Touch twice to delete all scanned images.	

Fax Images

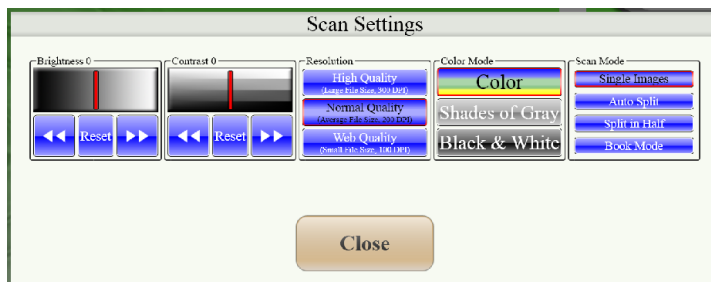Touch after scanning the document. This opens a virtual keyboard where the fax number is entered.

Enter Fax Number	
Fax Number:	10 digits, can't start with 1
Cover Page Message: KIC Station Images	
From:	
E-mail Delivery Status To:	Images: 1
	Price per Image: $0.00
	Total Price: $0.00

1 2 3
4 5 6
7 8 9 Backspace
0 Clear

|← ← → →|

Cancel   OK

Using KIC to Scan and Save or Send Documents

Documents scanned with KIC can be saved to a USB drive, sent via email or FTP, transferred to a Smart Device, uploaded to a cloud storage service, or saved to the local network. First scan the document, edit any images if needed, then touch **[More Options]**, select a file format and save or send method.

Scan Settings...

KIC scans using its default settings. If different settings are needed, touch this button to access the scanner settings.

Scan Settings

Brightness 0	Contrast 0	Resolution	Color Mode	Scan Mode
		High Quality (Large File Size, 300 DPI)	Color	Single Images
		Normal Quality (Average File Size, 200 DPI)	Shades of Gray	Auto Split
◄◄ Reset ►►	◄◄ Reset ►►	Web Quality (Small File Size, 100 DPI)	Black & White	Split in Half
				Book Mode

Close

Touch and drag the sliding bar or use the arrows to reduce or increase the Brightness for subsequent scans. Touch **[Reset]** to set the Brightness value to 50 (in a 0 to 100 range).

Max. Brightness   Min. Brightness

Touch and drag the sliding bar or use the arrows to reduce or increase Contrast for subsequent scans.   Touch **[Reset]** to set the contrast value to 50 in a 0 to 100 range.
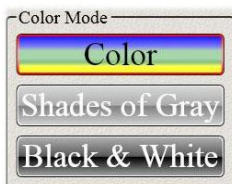
Max. Contrast   Min. Contrast

Touch **[High Quality]** to capture fine detail. These settings are recommended for producing high quality printed output and for preservation or archival purposes.

Touch **[Normal Quality]** to scan images that will be imported into documents, reports or presentations, or used for study purposes.
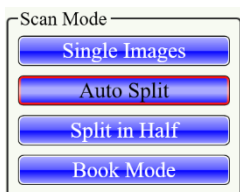
Touch **[Web Quality]** for study materials or to capture lower resolution images for use on the Internet or to save USB/disk storage space.

Touch **[Color]** to scan 24-bit color images.
Touch **[Shades of Gray]** to scan 8-bit grayscale images.
Touch **[Black & White]** to scan black and white (1-bit) images.

Touch **[Single Images]** when scanning single pages where no spliting is required.

Touch **[Auto Split]** when scanning both sides of a book at the same time. KIC splits the left and right pages based on the content.

Touch **[Split in Half]** when scanning both sides of a book at the same time. KIC splits the left and right pages at the middle of the book.

Touch **[Book Mode]** when scanning a book. KIC removes any curvature and splits the left and right pages.

Touch after placing the document on the scanner bed. A preview of the image is displayed on the screen. Repeat for each page on the document.

Touch to edit images after they have been scanned.

Rotating Images

 Touch to rotate the current image 90° counterclockwise.

 Touch to rotate the current image 90° clockwise.

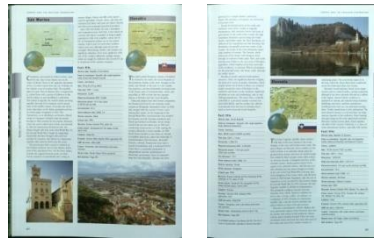 Touch to rotate the current image 180°.

Splitting Images

 Touch to split the current image in the middle and create an image for each clip. The new images will replace the original image.

Original   Result

 Touch to un-split the current image.

Clipping Images

Touch and drag the blue arrows located in the corners of the image to delimit the new clip; then, touch **[Clip]**.

Before selecting a cropping area   Selecting a cropping area   Result

 Touch to clip the selected area.

 The clipping function works in conjunction with the Retain and Delete Original Image settings. When an image is clipped and the selected area corresponds to a small portion of the image, the original image is normally kept, but if the clip area is large, the original image is normally deleted. The user can override these settings by touching the **[Delete Original]** or **[Retain Original]** buttons.

 Touch to reset the selected area. This will place the blue arrows back in the corners of the image.

 Touch when finished editing images.

Thumbnail Panel

Touch to scroll the thumbnail panel to the left.

Touch to scroll the thumbnail panel to the first image.

Touch to scroll the thumbnail panel to the right.

Touch to scroll the thumbnail panel to the last image.

Touch twice to delete the current image
(i.e. the image that is shown on the LCD display screen).

Touch twice to delete all scanned images.

Send PDF file(s) via E-mail or Insert USB Drive **[More Options]** Touch to send images via email, or insert USB drive to save the images. Touch **[More Options…]** to view additional choices for sending, transferring and saving.

Select File Format

Quick PDF, JPEG and PNG are very quick to create, while the other formats require substantial extra processing time to create.

Searchable PDF   Touch to create a multi-image file of type Portable Document Format (PDF) with search functionality enabled. [2] The resulting PDF file can be opened with Adobe Reader™ and the desired pages or sections can be found instantly by searching the entire document for related words. Please note that creating searchable documents takes considerably more time than creating non-searchable, or Quick PDFs.

Quick PDF   Touch to create a multi-image Portable Document Format (PDF) file format without search functionality enabled. Users can open PDF files using Adobe Reader™.

JPEG   Touch to create files in JPEG file format. Files of this type can be inserted into word-processor documents and electronic presentations. A separate file will be created for each of the selected images.

PNG   Touch to create files in PNG file format. Files of this type can be inserted into word processor documents and electronic presentations. A separate file will be created for each of the selected images.

Rich Text   Touch to create files in RTF file format[3]. Files of this type can be opened in word processor programs. These files contain the text found in the selected images.
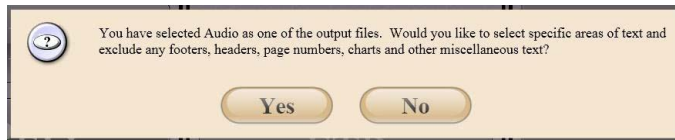
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[2] Searchable PDF is only displayed if the OCR option is enabled.

[3] Rich Text is only displayed if the OCR option is enabled.

![KIC logo] **KIC**
Knowledge Imaging Center

| Audio | Touch to create editable files in MP3 file format[4]. Files of this type can be played in audio players. When played, the user will hear the text found on the selected images.
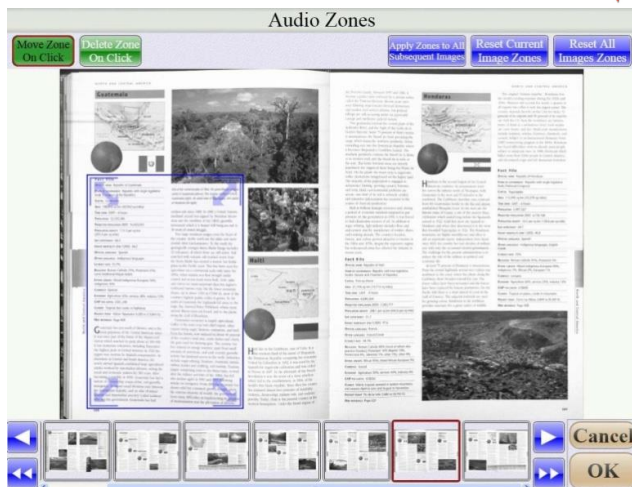
When **[Audio]** is selected as an output file format, the user has the option to select specific areas to be included in the MP3 files. This very useful feature allows the user to exclude unnecessary or undesirable content from the output (i.e. page numbers, picture captions, etc.). The following message is displayed on the touchscreen when the user chooses **[Audio]** file output:

You have selected Audio as one of the output files. Would you like to select specific areas of text and exclude any footers, headers, page numbers, charts and other miscellaneous text?

Yes   No

If the user selects "No", the Audio file that is created will contain all of the information in the scanned images, including miscellaneous text. If the user selects "Yes", KIC will automatically find the zones with text and will enclose them with blue boxes. When this automatic process is finished, the following Audio Zones window is displayed. *Note: the images in this window are displayed in low resolution black and white.*

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[4] Audio is only displayed if this option has been installed.

Audio Zones Window

Move Zone On Click — When selected, the user may touch and drag a zone. To create a zone, touch the screen over the image and a new zone will be displayed. Use the arrows inside the blue box to change the size of the zone. Simply touch an arrow and drag it to change the size of the box.

Delete Zone On Click — When selected, the user may delete a zone by touching any point inside its corresponding blue box.

Apply Zones to All Subsequent Images — Touch to apply the zones selected for the current image to all subsequent images.

Reset Current Image Zones — Touch to delete all the zones in the current image and set a new zone that includes the entire image. A blue box will outline the whole image.

Reset All Images Zones — Touch to delete all the zones in all the images and set a new zone in each image that encloses the whole image. A blue box outlines each whole image.

![KIC logo]

| Touch to scroll the thumbnail panel to the left. |
| Touch to scroll the thumbnail panel to the beginning. |
| Touch to scroll the thumbnail panel to the right. |
| Touch to scroll the thumbnail panel to the end. |

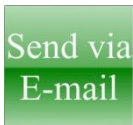**Cancel**   Touch to exit the Audio Zones window and use all text for Audio output.

OK   Touch to save the selected zones.

Select Destination

**Save to USB Drive**   Touch to save the images to a flash drive.
This button is selected automatically when the user inserts a flash drive in KIC's USB port.

Send via E-mail   Touch to e-mail the images to one or more recipients and a *virtual keyboard will be displayed on the touch screen.* Enter the e-mail address, separating multiple addresses with a semicolon (;). Touch **[OK]** when finished.[5]

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[5] Only displayed if option is enabled in the KIC Setup. Check with your Help Desk for details.

E-Mail

To: name@yourschool.edu
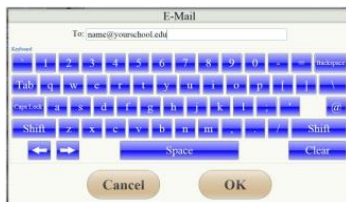
Send via FTP Touch to send image(s) via FTP (File Transfer Protocol). *A virtual keyboard will be displayed on the touch screen.* The first four fields will auto-populate with information entered during the KIC Setup. Enter the username and password assigned to you by your institution, please check with your Help Desk staff for details.[6]
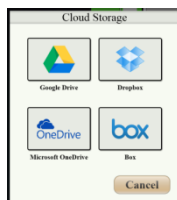

FTP

Save to Shared Disk Touch to send the images to a shared location on the network.[7]
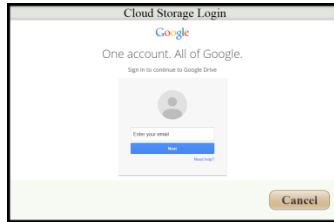
Save to Cloud Storage Touch to upload the images to a storage service on the cloud.[8]


Cloud Storage

6,7&8 Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.
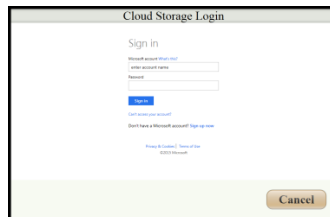
Touch to open a window where the Google credentials are entered before the images can be uploaded to the Google Drive™ associated with the account.

Touch to open a window where the Dropbox™ credentials are entered using the virtual keyboard. After doing this, the images will be uploaded automatically.
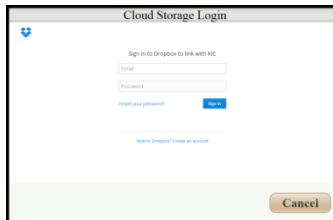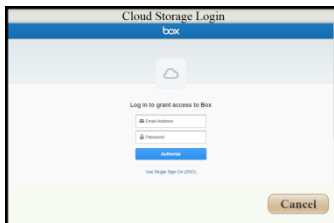
Touch to open a window where the credentials for OneDrive™ are entered using the virtual keyboard. The upload starts after the credentials are validated.

box

Touch to open a window where the credentials for Box™ are entered using the virtual keyboard. Then the images are automatically uploaded.

Cloud Storage Login

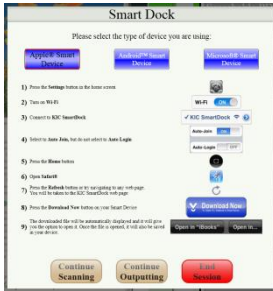**Save to Tablet/Smart Phone using Smart Dock**

Touch to transfer the images to a Smart Device using the SmartDock platform[9]. Follow these steps to complete the transfer:

- Place the Smart Device on the platform
- Navigate to the menu where the list of available Wi-Fi signals is displayed on the Smart Device.
- Select the Wi-Fi signal named KIC SmartDock
- Open a browser on the Smart Device
- Refresh the current page or try navigating to any other web page, the browser automatically displays the SmartDock web page where thumbnails of the scanned images are displayed.
- Touch **[Download Now]** on the Smart Device. The images will begin to transfer. Once the process is completed, a notification is displayed on the Smart Device. Some devices automatically open the images; in other devices, the user has to navigate to the download menu and select the image/file.

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9 Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.
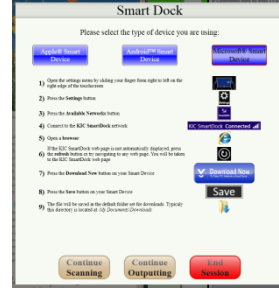
The instructions above are displayed on the screen for each of the three major types of Smart Devices. Select the type of Smart Device in use:
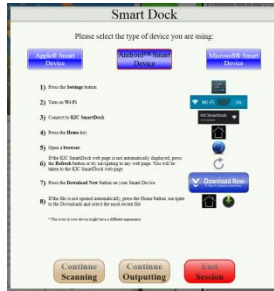
Apple® Smart Device   Android™ Smart Device   Microsoft® Smart Device

Save to Tablet or Smart Phone using QR Code Download   Touch to upload the images to the cloud and download them to a Smart Device using a QR code[10]. Scan the QR code displayed on the screen using a 2-D QR code reader application.

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[10] Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.

Fax   Touch to send the images via fax[11]. Enter the fax number in the virtual keyboard displayed on the screen.

Enter Fax Number

Fax Number: _____ 10 digits, can't start with 1
Cover Page Message: KIC Station Images
From: _____
E-mail Delivery Status To: _____

Images: 1
Price per Image: $0.00
Total Price: $0.00

```
1  2  3
4  5  6
7  8  9   Backspace
   0      Clear
|◄  ◄  ►  ►|
```

Cancel   OK

Print   Touch to send the images to a printer. [12]

▼ Printer in Main Floor ▲   Use the arrows to select a printer.

Copies
▼ 1 Copy ▲   Use the arrows to select the number of copies to be printed. Min: 1 & Max: 10

Print on Both Sides
▼ Yes ▲   Use the arrows to indicate whether the images should be printed on one or both sides of the paper. *Only available if the printer supports duplex printing.*

Enhancements
▼ Sharpen (Text) ▲   Use the arrows to select or deselect sharpening. Images printed with this option have lighter backgrounds and greater contrast, thus using less ink. Sharpening is recommended for images that have only text.

11&12 Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.

As Scanned — Touch to print the images with their original colors as they were scanned.

Black and White — Touch to print all the images in Black and White. It is recommended for images that contain text.

Gray-scale — Touch to print all the images in Grayscale (recommended for images that contain tables and charts).

Color — Touch to print all the images in Color (recommended for images that have pictures).

Print — Touch to send all the images to the printer.

Cancel — Touch to cancel and close the printing window.

Save/Send Options

All Pages in One File	One File per Page

Resolution: 100 DPI 200 DPI 300 DPI
* Interpolated 400 DPI 500 DPI 600 DPI

File Name: KIC Document.pdf

Collate | Change File Name | Change Settings

Additional output options are summarized in the Save/Send Options panel. Through this panel, the user can change the order of the images, specify resolution, select multi-image files vs. single image files and select a file name.

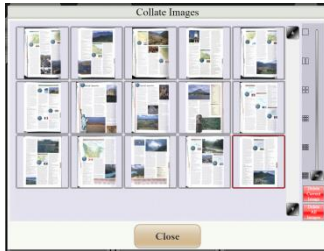**Collate** Touch to open the Collate Images window and change page order by dragging image to new positions.

Use the slider to select the number of images to be displayed in the preview panel.

Change File Name Touch to open the Export File Prefix window. *A virtual keyboard will be displayed.* Type the name of the file. *Please note: KIC automatically adds a suffix with the sequence number when exporting multiple files (i.e. JPEG or PNG).*

Change Settings Touch to open a window and specify the number and resolution of output files. *Please Note: For some file formats, these options do not apply. For example, JPEG files can only be output One File per Page, and Audio files do not use the resolution setting.*

Save/Send Options

Number of Files:	All Pages in One File	One File per Page

Resolution:	100 DPI	200 DPI	300 DPI
	400 DPI	500 DPI	600 DPI

* Interpolated

Cancel	OK

All Pages in One File

Touch to save or send all pages in one file. *Please Note: This function does not apply to formats that do not support multi-image files (i.e. JPEG and PNG).*

One File per Page

Touch to save or send each page in a separate file. The result will be multiple files.

100 DPI

Touch to save or send the pages at 100 DPI (recommended for color or grayscale pages that contain text only).

200 DPI

Touch to save or send the pages at 200 DPI (recommended for color or grayscale pages that contain text, pictures and/or charts).

300 DPI

Touch to save or send the pages at 300 DPI (recommended for black and white pages that contain text and color or grayscale pages that contain fine print).

400 DPI

Touch to save or send the pages at 400 DPI.

500 DPI

Touch to save or send the pages at 500 DPI.

600 DPI

Touch to save or send the pages at 600 DPI.

Please Note: If an output resolution that is higher than the scanning resolution is selected, the KIC system will generate the desired output resolution using interpolation. Interpolation will not always produce the desired quality. If a better than interpolation quality is desired, select the scan tab and choose the high quality setting and rescan the images.

Continue Scanning   Touch to Continue Scanning.

End Session (Deletes Images)   Touch to terminate the session. All the images are deleted when a session is ended.

Accessing More Functionality in Power User Mode

The main screen with the options to Copy, Scan, Fax and Print on Demand is perfectly fitted for the users that are technically timid. There is another mode for the users that are looking for extra options and functionality, touch **[Power User]** in the main screen to access this mode.

POWER USER   Touch to display a mode in which the user has access to more features and has greater control over the settings.

Scan   Modify Image(s)   Save/Send

In Power User mode, there are three tabs displayed along the top of the screen. These tabs allow the user to navigate while scanning, modifying, sending, saving and/or printing the images.   Each of the three tabs is described in detail in the following pages of this Help Desk Guide.

Scan Tab

The main screen on KIC's Scan tab includes the functions required by the typical user.
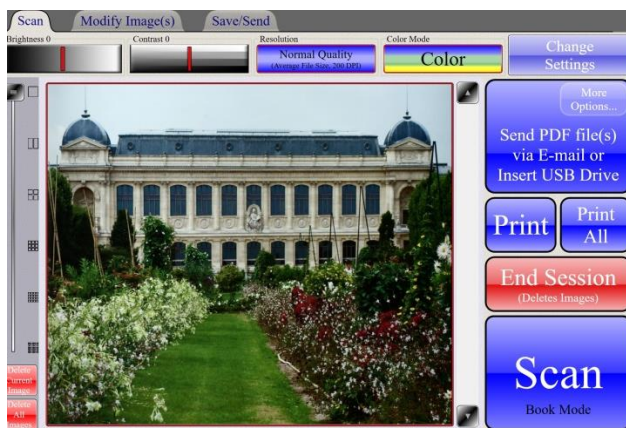
Scan Setup Options

 Touch and drag the brightness sliding bar to reduce or increase the brightness for subsequent scans.

 Touch and drag the contrast sliding bar to reduce or increase the contrast for subsequent scans.

 Touch to view the options for resolution. Resolution refers to the clarity of the image, with higher resolutions resulting in both higher clarity and bigger file sizes.

Touch **[High Quality]** to capture fine detail. These settings are recommended for producing high clarity printed output and for preservation or archival purposes.

Touch **[Normal Quality]** to scan images that will be imported into documents, reports or presentations, or used for study purposes.

Touch **[Web Quality]** for study materials or to capture lower resolution images for use on the Internet or to save USB/disk storage space.
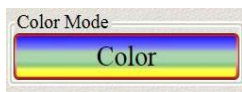
Touch to view the options for Color Mode. The size of the final image will require more USB/disk storage space if **[Color]** is selected than if **[Shades of Gray]** or **[Black & White]** are selected.

Touch **[Color]** to scan 24-bit color images.
Touch **[Shades of Gray]** to scan 8-bit grayscale images.

Touch **[Black & White]** to scan black and white (1-bit per pixels) images.

Below is a chart listing the resolution used for each Quality and Color Mode:

Color Mode vs. Quality	Color (dpi)	Shades of Gray (dpi)	Black & White (dpi)
High Quality	300	300	400
Normal Quality	200	200	300
Web Quality	100	100	200

Note: dpi is an acronym for dots per inch.

Change Settings

Change Settings

Touch **[Change Settings]** to customize the Settings options.

Expanded Settings Options

Touch and drag the sliding bar or use the arrows to reduce or increase the Brightness for subsequent scans. Touch **[Reset]** to set the Brightness value to 50 (in a 0 to 100 range).

Max. Brightness   Min. Brightness

Touch and drag the sliding bar or use the arrows to reduce or increase the Contrast for subsequent scans.   Touch **[Reset]** to set the contrast value to 50 in a 0 to 100 range.
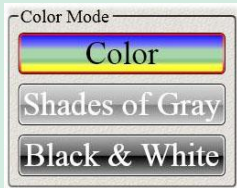
Max. Contrast   Min. Contrast

Resolution

High Quality
(Large File Size)

Normal Quality
(Average File Size)

Web Quality
(Small File Size)

Touch **[High Quality]** to capture fine detail. These settings are recommended for producing high quality printed output and for preservation or archival purposes.

Touch **[Normal Quality]** to scan images that will be imported into documents, reports or presentations, or used for study purposes.

Touch **[Web Quality]** for study materials or to capture lower resolution images for use on the Internet or to save USB/disk storage space.

Color Mode

Color

Shades of Gray

Black & White

Touch **[Color]** to scan 24-bit color images.

Touch **[Shades of Gray]** to scan 8-bit grayscale images.

Touch **[Black & White]** to scan black and white (1-bit) images.

Single Images

Touch to produce a single image per scan.

Document on scanner bed   Result

Auto Split

Touch to automatically split the left and right pages in a book.

Document on scanner bed   Result

 Split in Half — Touch to split each image down the middle.
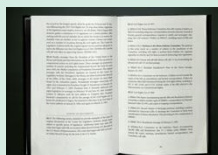

Document on scanner bed   Result

 Book Mode — Touch to remove any curvature and to split the left and right pages.

Document on scanner bed   Result

 Done Changing Settings — Touch **[Done Changing Settings]** to hide the settings buttons.

 Scan — Touch to scan an image. Users may also press the foot pedal, if present, or the green buttons on the sides of the unit to initiate scanning.
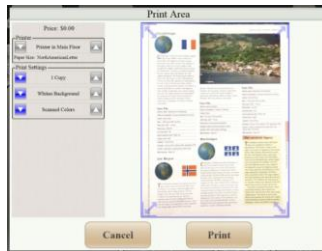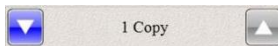
![KIC logo]

End Session Touch when you finish scanning, modifying, saving, sending and printing the images. By touching this button, the user resets the KIC station for the next user.
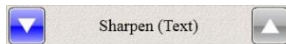
Print Touch to print the current image [13] (i.e. the image that is shown on the LCD display screen). A window will be displayed with the following options.

Printer — Printer in Main Floor — Paper Size: NorthAmericanLetter Use the arrows to select the printer.

1 Copy Use the arrows to select the number of copies to print. Min: 1 & Max: 10

Sharpen (Text) Use the arrows to sharpen the text within an image. Sharpened images have greater contrast and a lighter background which saves toner when printing. Sharpening is recommended for images that have only text but not for images with photos.

Scanned Colors Use arrows to select the color mode to be used for printing images.

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[13] Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.

Touch and drag the arrows on the four corners of the image to change the area that should be printed as shown below.

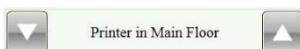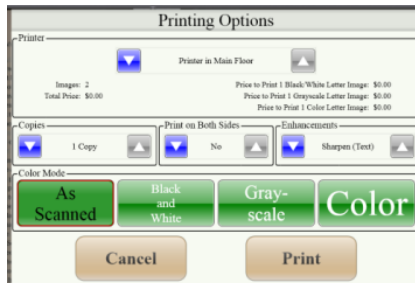Default Printed Area   Selected Printed Area

Print   Touch to send the image to the printer.

Cancel   Touch to cancel and close the printing window.

Print All   Touch to print all scanned images.[14] The window shown here will display print options.
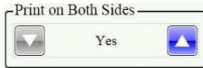

      Use the arrows to select the printer.

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14 Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.

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Copies ▼ 1 Copy ▲	Use the arrows to select the number of copies to print. Min: 1 & Max: 10
Print on Both Sides ▼ Yes ▲	Use the arrows to indicate whether the images should be printed on one or both sides of the paper. *Only available if the printer supports duplex printing.*
Enhancements ▼ Sharpen (Text) ▲	Use the arrows to select or deselect sharpening. Images printed with this option have lighter backgrounds and

greater contrast, thus using less toner. Sharpening is recommended for images that have only text.

As Scanned	Touch to print the images with their original colors as they were scanned.
Black and White	Touch to print all the images in Black and White (recommended for images that contain text only).
Gray-scale	Touch to print all the images in Grayscale (recommended for images that contain tables and charts).
Color	Touch to print all the images in Color (recommended for images that have pictures).
Print	Touch to send all the images to the printer.
Cancel	Touch to cancel and close the printing window.

Save to USB or Send E-mail

Touch to save to a USB drive if one is plugged in. If a USB drive is not plugged-in, touch this button and a virtual keyboard is displayed allowing an email address to be entered and the images sent via email.

Use the slider to select how many images should be displayed in the preview panel.

Save/Send

Save/Send Tab

More Options...

Save and Send options can be accessed either by touching the Save/Send tab or by touching the **[More Options]** button.

Touch the Save/Send tab to display additional output options, including file formats, sending methods, naming the files, etc.

Select File Format

Quick PDF, JPEG and PNG are very quick to create, while the other formats require substantial extra processing time to create.

Searchable PDF   Touch to create a multi-image file of type Portable Document Format (PDF) with search functionality enabled. [15]   The resulting PDF file can be opened with Adobe Reader™ and the desired pages or sections can be found instantly by searching the entire document for related words.   Please note that creating searchable documents takes considerably more time than creating non-searchable, or Quick PDFs.

Quick PDF   Touch to create a multi-image Portable Document Format (PDF) file format without search functionality enabled. Users can open PDF files using Adobe Reader™.

JPEG   Touch to create files in JPEG file format. Files of this type can be inserted into word-processor documents and electronic presentations. A separate file will be created for each of the selected images.

PNG   Touch to create files in PNG file format. Files of this type can be inserted into word processor documents and electronic presentations. A separate file will be created for each of the selected images.

Rich Text   Touch to create files in RTF file format. Files of this type can be opened in word processor programs. These files contain the text found in the selected images. [16]


15&16 Searchable PDF is only displayed if the OCR option is enabled.

Audio	Touch to create editable files in MP3 file format.[17] Files of this type can be played in audio players. When played, the user will hear the text found on the selected images.

When **[Audio]** is selected as an output file format, the user has the option to select specific areas to be included in the MP3 files. This very useful feature allows the user to exclude unnecessary or undesirable content from the output (i.e. page numbers, picture captions, etc.). The following message is displayed on the touch screen when the user chooses **[Audio]** file output from the Save/Send and Print Options window:
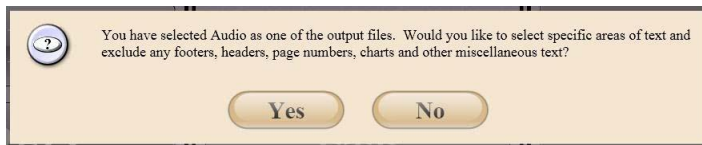
If the user selects "No", the Audio file that is created will contain all of the information in the scanned images, including miscellaneous text. If the user selects "Yes", KIC will automatically find the zones with text and will enclose them with blue boxes. When this automatic process is finished, the following Audio Zones window is displayed. *Note: the images in this window are displayed in low resolution black and white.*
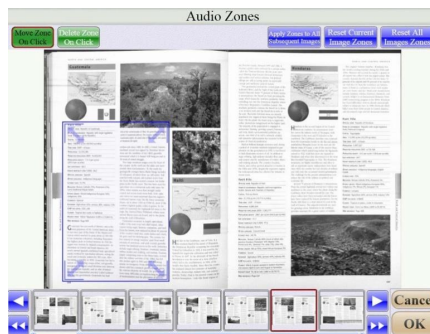
Audio Zones Window

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[17] Audio is only displayed if this option has been installed.

Move Zone On Click

When selected, the user may touch and drag a zone. To create a zone, touch the screen over the image and a new zone will be displayed. Use the arrows inside the blue box to change the size of the zone. Simply touch an arrow and drag it to change the size of the box.

Delete Zone On Click

When selected, the user may delete a zone by touching any point inside its corresponding blue box.

Apply Zones to All Subsequent Images

Touch to apply the zones selected for the current image to all subsequent images.

Reset Current Image Zones

Touch to delete all the zones in the current image and set a new zone that includes the entire image. A blue box will outline the whole image.

Reset All Images Zones

Touch to delete all the zones in all the images and set a new zone in each image that encloses the whole image. A blue box outlines each whole image.

Touch to scroll the thumbnail panel to the left.

Touch to scroll the thumbnail panel to the beginning.

Touch to scroll the thumbnail panel to the right.

Touch to scroll the thumbnail panel to the end.

Cancel

Touch to exit the Audio Zones window and use all text for Audio output.
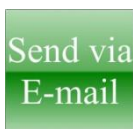
OK

Touch to save the selected zones.
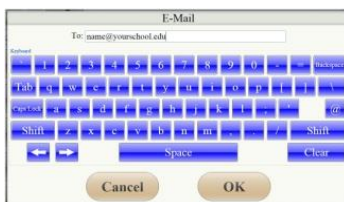
Select Destination

Touch to save the images to a flash drive.[18]
This button is selected automatically when the user inserts a flash drive in KIC's USB port.

Touch to e-mail the images to one or more recipients, a *virtual keyboard will be displayed on the touch screen.[19]* Enter the e-mail address, separating multiple addresses with a semicolon (;). Touch **[OK]** when finished.

Touch to send image(s) via FTP (File Transfer Protocol).[20] *A virtual keyboard will be displayed on the touch screen.* The first four fields will auto-populate with information entered during the KIC Setup. Enter the username and password assigned to you by your institution, please check with your Help Desk staff for details.

[18,19&20] Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.
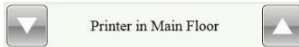
Save to Shared Disk Touch to send the images to a shared location on the network.[21]

Print Touch to send the images to a printer.[22]

Printer in Main Floor Use the arrows to select a printer.

Copies
1 Copy Use the arrows to select the number of copies to be printed. Min: 1 & Max: 10

Print on Both Sides
Yes Use the arrows to indicate whether the images should be printed on one or both sides of the paper. *Only available if the printer supports duplex printing.*

Enhancements
Sharpen (Text) Use the arrows to select or deselect sharpening. Images printed with this option have lighter backgrounds and greater contrast, thus using less ink. Sharpening is recommended for images that have only text.

As Scanned Touch to print the images with their original colors as they were scanned.

Black and White Touch to print all the images in Black and White. It is recommended for images that contain text.

21&22 Only displayed if the option is enabled in the KIC Setup. Check with your Help Desk for details.

Touch to print all the images in Grayscale (recommended for images that contain tables and charts).
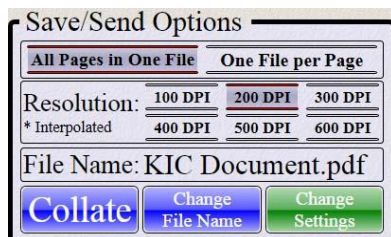

Touch to print all the images in Color (recommended for images that have pictures).

Touch to send all the images to the printer.

Touch to cancel and close the printing window.

Additional output options are summarized in the Save/Send Options panel. Through this panel, the user can change the order of the images, specify resolution, select multi-image files vs. single image files and select a file name.

Touch to open the Collate Images window and change page order by dragging image to new positions.
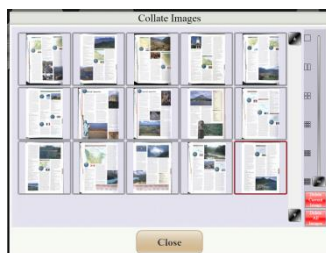
Use the slider to select the number of images to be displayed in the preview panel.

Touch to open the Export File Prefix window. *A virtual keyboard will be displayed.* Type the name of the file.

Please note: KIC automatically adds a suffix with the sequence number when exporting multiple files (i.e. JPEG or PNG).

Change Settings — Touch to open a window and specify the number and resolution of output files. *Please Note: For some file formats, these options do not apply. For example, JPEG files can only be output one file per page, and Audio files do not use the resolution setting.*

All Pages in One File — Touch to save or send all pages in one file. *Please Note: This function does not apply to formats that do not support multi-image files (i.e. JPEG and PNG).*

One File per Page — Touch to save or send each page in a separate file. The result will be multiple files.

100 DPI Touch to save or send the pages at 100 DPI (recommended for color or grayscale pages that contain text only).

200 DPI Touch to save or send the pages at 200 DPI (recommended for color or grayscale pages that contain text, pictures and/or charts).

300 DPI Touch to save or send the pages at 300 DPI (recommended for black and white pages that contain text and color or grayscale pages that contain fine print).

Please Note: If an output resolution that is higher than the scanning resolution is selected, the KIC system will generate the desired output resolution using interpolation. Interpolation will not always produce the desired quality. If a better than interpolation quality is desired, select the scan tab and choose the high quality setting and rescan the images.

Continue Scanning Touch to continue scanning.

End Session (Deletes Images) Touch to terminate the session. All the images are deleted when a session is ended.

KIC Help Desk Guide

Modify Image(s)

Modify Image(s) Tab

Image Settings

The Modify tab allows the user to change the settings on the images that have already been scanned. The options to modify the Brightness, Contrast, Resolution, and Color mode are located on the left side of the touch screen, and the results are previewed in the center of the touch screen.
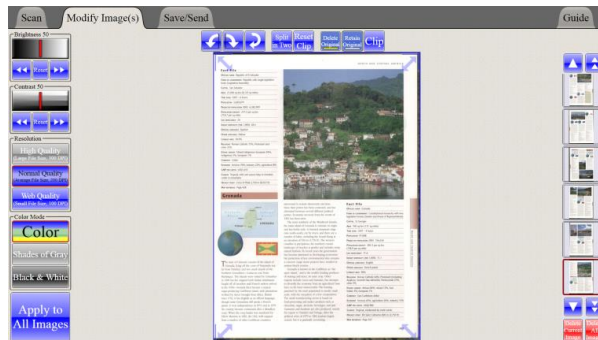
Touch the thumbnail of the image to be modified and:

 Touch and drag the sliding bar or the arrows to reduce or increase the Brightness of the current image. Touch **[Reset]** to set the Brightness value to 50, the midpoint in its 0 to 100 range.

 Touch and drag the sliding bar or the arrows to reduce or increase the Contrast of the current image. Touch **[Reset]** to set the Contrast value to 50, the midpoint in its 0 to 100 range.

Touch **[High Quality]** to show fine details in the current image. These settings produce very large images and are therefore recommended for high quality printed output or for preservation and archive scanning only.

Touch **[Normal Quality]** for clear images that are moderate in size. This setting is recommended for study materials and for images that will be imported into documents, reports or presentations.

Touch **[Web Quality]** for small files. This setting is recommended for study materials and for images that will be uploaded to the Web.
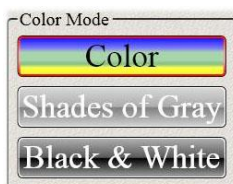
Touch **[Color]** to change the current image to 24-bit color.

Touch **[Shades of Gray]** to change the current image to 8-bit grayscale.

Touch **[Black & White]** to change the current image to Black and White (1-bit per pixel).

Touch to apply the settings of the current image to all images.

![KIC Knowledge Imaging Center]

Thumbnail Panel

◀	Touch to scroll the thumbnail panel to the left.
◀◀	Touch to scroll the thumbnail panel to the first image.
▶	Touch to scroll the thumbnail panel to the right.
▶▶	Touch to scroll the thumbnail panel to the last image.
Delete Current Image	Touch twice to delete the current image (i.e. the image that is shown on the LCD display screen).
Delete All Images	Touch twice to delete all scanned images.

Rotating Images

Touch to rotate the current image 90° counterclockwise.

Touch to rotate the current image 90° clockwise.
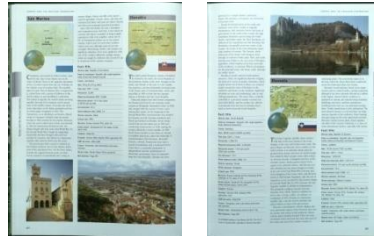
Touch to rotate the current image 180°.

Splitting Images

 Split in Two Touch to split the current image in the middle and create an image for each clip. The new images will replace the original image.

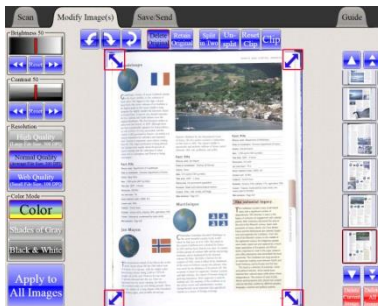

Original   Result

 Un-split Touch to un-split the current image.

Clipping Images

Touch and drag the blue arrows located in the corners of the image to delimit the new clip; then, touch **[Clip]**.

![KIC - Knowledge Imaging Center]

Clip Touch to clip the selected area.

Original   Result

Delete Original **Retain Original** The clipping function works in conjunction with the Retain and Delete Original Image settings. When an image is clipped and the selected area corresponds to a small portion of the image, the original image is normally kept, but if the clip area is large, the original image is normally deleted. The user can override these settings by touching the **[Delete Original]** or **[Retain Original]** buttons.

Reset Clip Touch to reset the selected area. This will place the blue arrows back in the corners of the image.