



Setup Guide



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



Introduction

This manual is intended to guide you through the set up and configuration of your Knowledge Imaging Center (KIC) system's hardware and software components and is to be used in connection with DLSG's KIC software CD. It includes directions for both Scan2Net and BookEdge style scanners. You must be logged into the KIC computer as an administrator to complete the set up.

Some steps require software to be downloaded from the internet, such as, Windows® Service Pack. It is recommended that after identifying your KIC system, you review the steps to make sure that you either have access to the internet or have the software downloaded and available for installation when directed.

Once the steps are completed, your KIC will be fully operational and ready to deliver beautiful digital images to your users.

Need assistance? DLSG's Technical Support department is standing by at 561-995-6939 option 3, 1-800-378-5432 option 6 or via email at support@dlsq.net to help you. Complete installation assistance and training may be scheduled by way of an online session.

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Hardware Overview

Refer to the **KIC Unpacking and Assembly Instructions** to assemble the KIC unit. Place the computer inside the cabinet, and place the scanner on the cabinet's table. The figures below show how the units should look after assembly, depending on which style of KIC you purchased.



KIC Parsons Table

Shown here with Bookeye2



KIC Standard Cabinet

Shown here with Bookeye 4



KIC Stand 2x2'

for BookEdge flatbed scanner

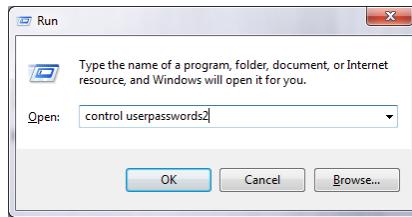
Software Pre-Requisites

Boot the PC and check to be certain that all Windows® Updates have been run and all .NET Frameworks have been installed including, .NET Framework 3.5 and all its Service Packages (on Windows® XP or Windows® Vista). Without these Frameworks the software will not operate correctly. KIC software requires Windows® Installer 3.1 or better. If running a Windows® XP operating system, Windows® XP Service Pack 3 should also be installed.

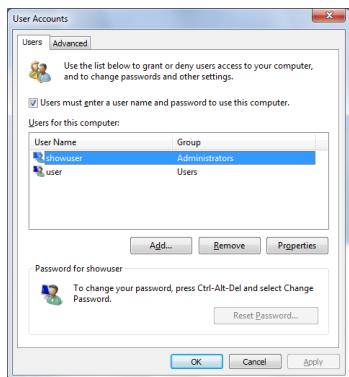
Automatic Logon

It is recommended that the Administrator enable the automatic logon. For the Windows® 7 operating system, follow these steps:

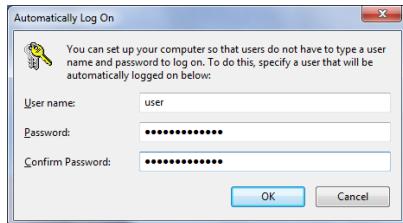
- Press the Windows® key + the letter R simultaneously. Type ‘control userpasswords2’ in the Open field and click OK.



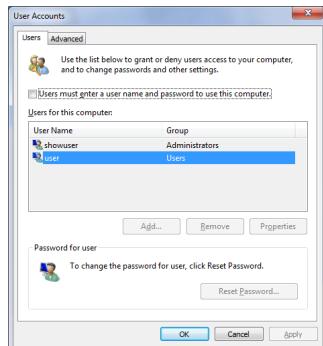
- Select the account being used and uncheck the box with the label: Users must enter a user name and password to use this computer.



- Enter the password corresponding to this account.



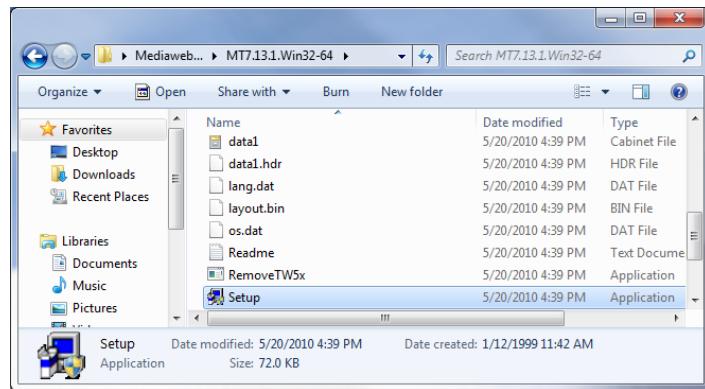
- Click Apply in the User Accounts window and OK to exit.



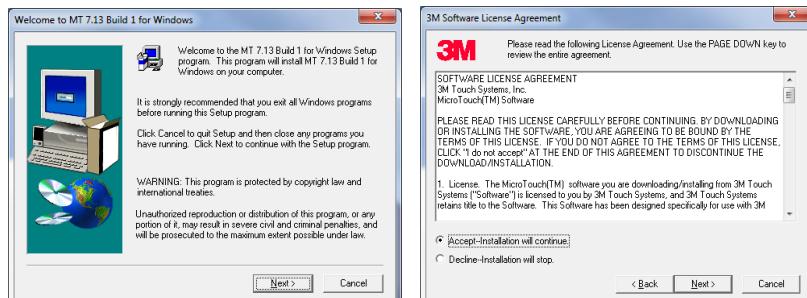
Bookeye KIC Systems

Installing the Touch-Screen Drivers

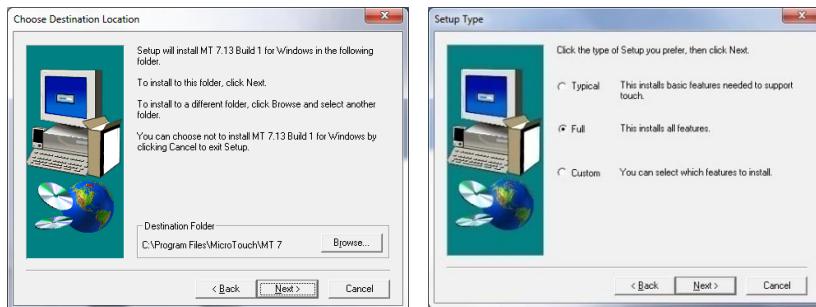
- Navigate to My Computer → CD Drive and open the folder that contains the touch-screen drivers i.e. MT7.13.1.Win32-64. Double-click Setup.



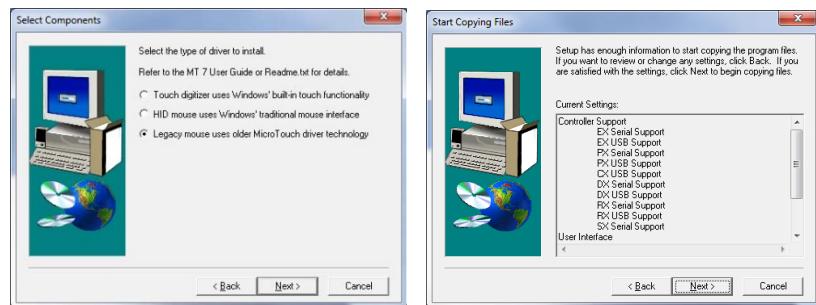
- When the Welcome window for the installer is displayed, click **Next**. The next screen will display the License Agreement, Select **Accept** and click **Next**.



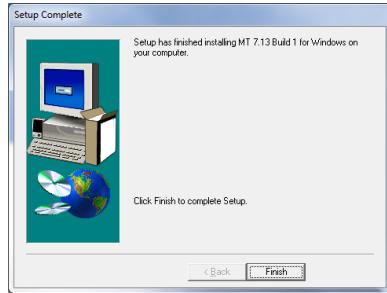
- The next window will display the Destination folder where the software for the touchscreen will be stored. (It is best not to change the default path unless absolutely necessary.) Click **Next**. In the following window select **Full** and click **Next**.



- Select **Legacy mouse uses older MicroTouch driver technology** in the Select Components window, and click **Next**. Then, click **Next** in the Start Copying Files window.



- When the installation finishes the Setup Complete window is displayed. Click **Finish** to exit.

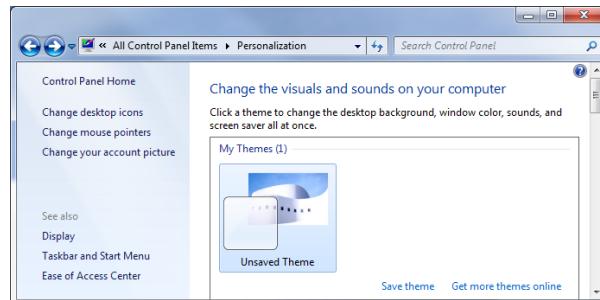


Setting up the Touch-Screen and the Preview Monitor

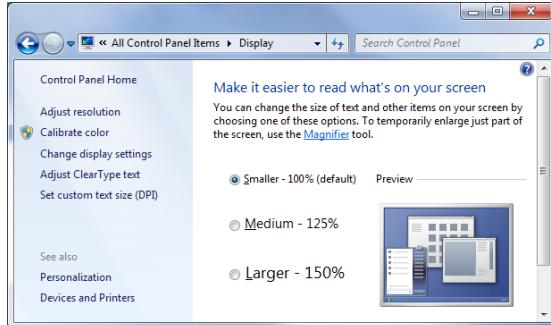
Setting the Displays

Before setting up the Touch Screen, follow these steps to set up the dual monitor configuration in your computer:

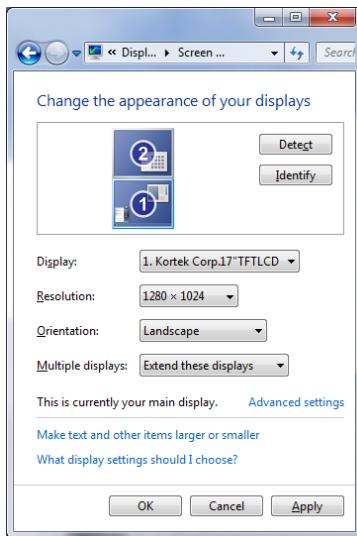
- Navigate to Start, Control Panel, and then select Personalization. Select Display on the left side of the window.



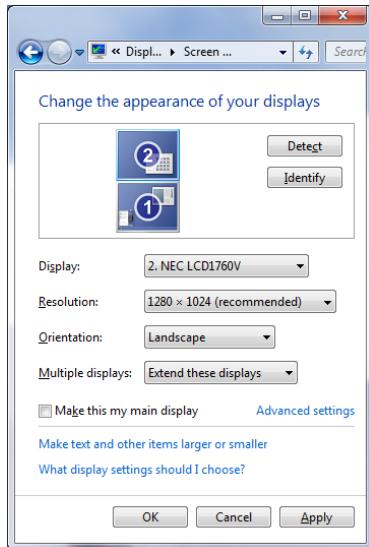
- In the Display window select Adjust Resolution on the left side of the window.



- Set the touch screen to have an identifier of 1 and to be the Main display. Set Resolution to 1280 x 1024 and the Orientation to Landscape. Ensure that the touch-screen is being extended into the second monitor.



- Set the monitor to have an identifier of 2. Set the resolution to 1280 x 1024 and the Orientation to Landscape. Position the display number 2 directly above display number 1 by clicking and dragging its icon.

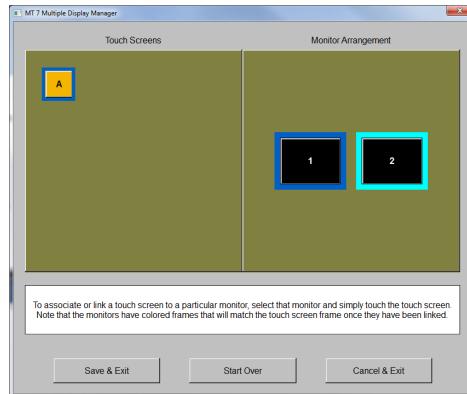


Configuring the Touch-Screen

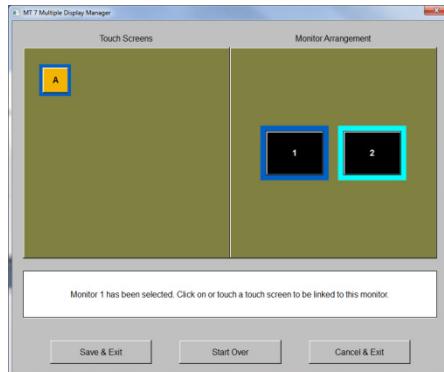


After installing the touch-screen drivers two new icons should be displayed on the desktop. These icons are shortcuts to open the Control Panel and the Calibration Manager. If for some reason the shortcuts are not placed in your desktop, you can access these applications by navigating to Start, All Programs, MicroTouch MT 7.

- Navigate to the MicroTouch MT7 folder and open the MultiMonitor Manager.
 a) Click the monitor that corresponds to the touch screen (1).



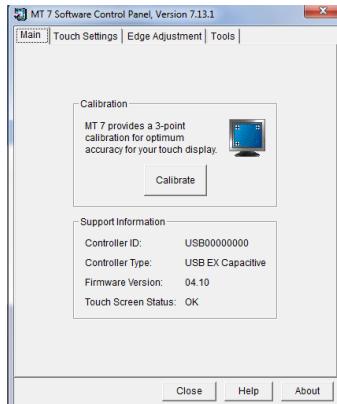
- b) Click the only available touch screen (A). By doing this, monitor 1 will be linked to touch screen A. Notice that the frames of the '1' and 'A' rectangles have the same color. Click Save & Exit.



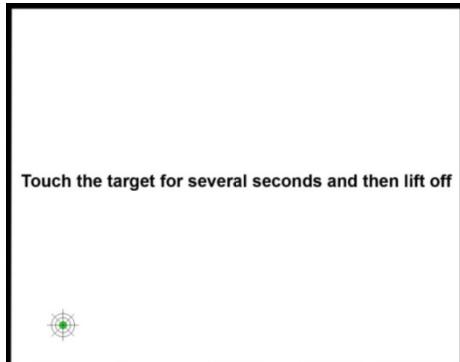


Once the displays have been set, the touch screen must be configured and calibrated. Launch the Touch-screen's Control Panel using its shortcut on the desktop.

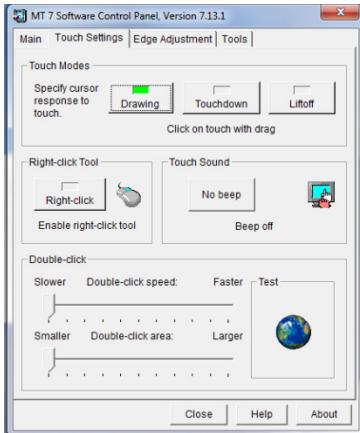
- The Main tab provides general information about the touch screen. It also allows the user to calibrate the touch screen.



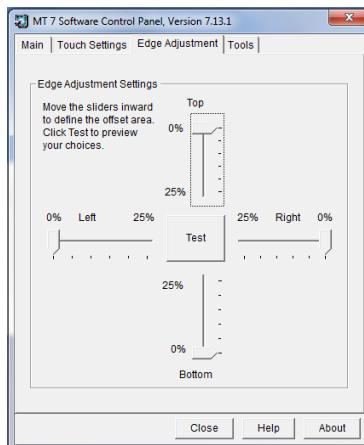
Select Calibrate to display the following image on the touch screen. Follow the instructions on the screen, touching the targets located in different places on the touch-screen.



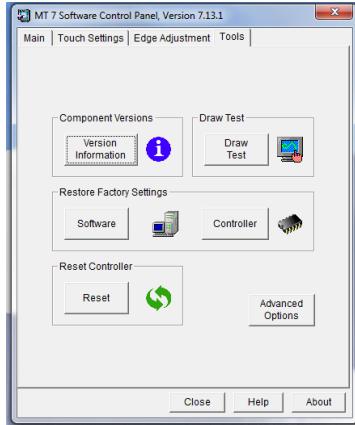
- Once the calibration is completed, go back to the Touch-screen's Control Panel. The second tab is Touch Settings. The Touch Mode should be set to Drawing, there should be no sound and the Right-click Tool should be off. There is no need for double-clicking in the KIC software, so the double-clicking speed should be set to minimum.



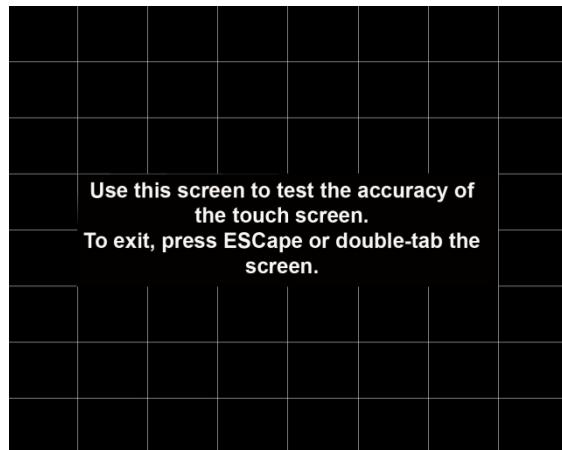
- Use the Edge Adjustment tab to specify the offset area. Set all the sliders to 0%.



- To restore factory defaults for software, controller and other settings, use the options in the Tools tab.



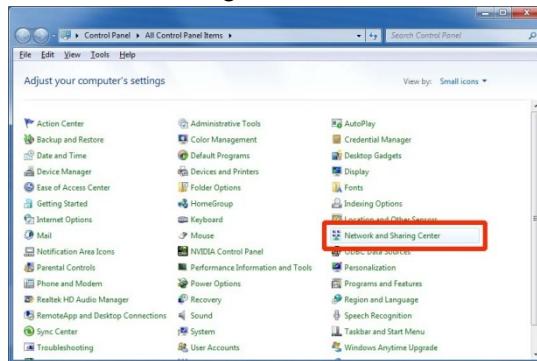
- Click 'Draw Test' to display the following window on the touch-screen. If the results are accurate, exit the touch-screen's Control Panel, if not, go back to the Main tab and recalibrate the touch-screen.



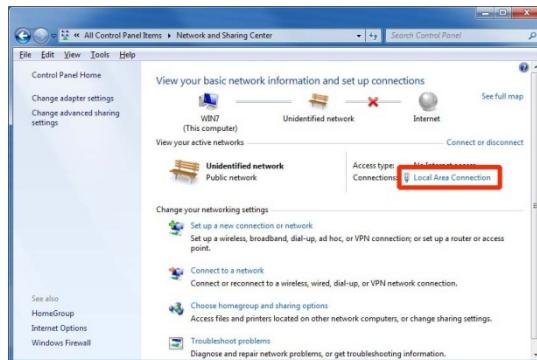
Setting up the IP Addresses for the Computer

A typical configuration includes two Network Interface Cards (NIC) installed in the computer. One NIC should be used to connect the computer to the network and should be configured according to the network requirements at the user location. A second NIC should be used to connect to the scanner and configured as follows:

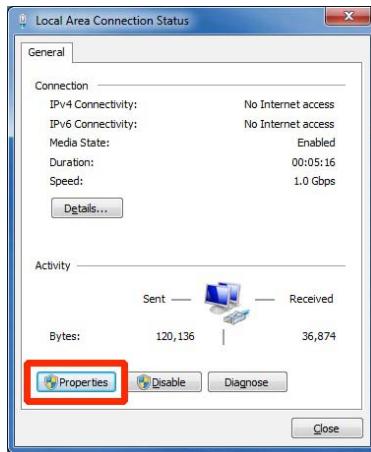
- Press the Windows® button  and select Control Panel. Select Network and Sharing Center.



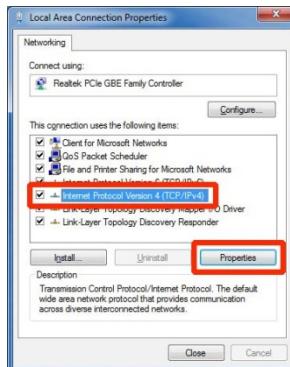
- Select the Local Area Connection that corresponds to the NIC used to connect to the scanner.



- Select Properties.

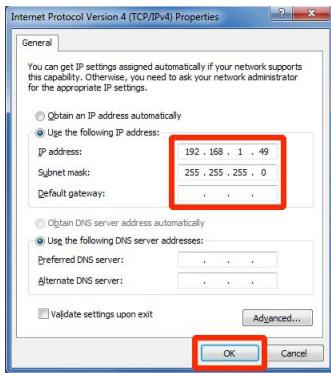


- Select Internet Protocol Version 4 (TCP/IPv4) and then press Properties.



- Since the scanner's default IP address is 192.168.1.50, it is recommended to make the IP address for this local connection 192.168.1.49 in order for them to be in the same range. If the scanner is connected to the network instead of being connected directly to the computer, the scanner's IP address will need to be

changed to comply with your network's configuration. See scanner's manual to find more information about changing the IP on the scanner.



- Close all the windows.

BookEdge KIC Systems

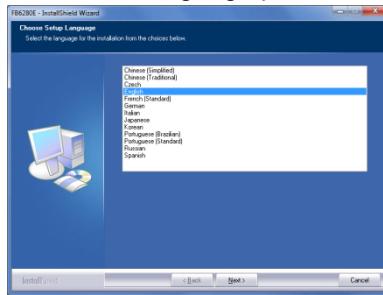
Installing the Drivers for the Scanner

To configure a KIC system that has a BookEdge scanner, first install the drivers for this scanner. If the KIC system will be using a S2N scanner (i.e. Bookeye) there is no need to install any drivers.

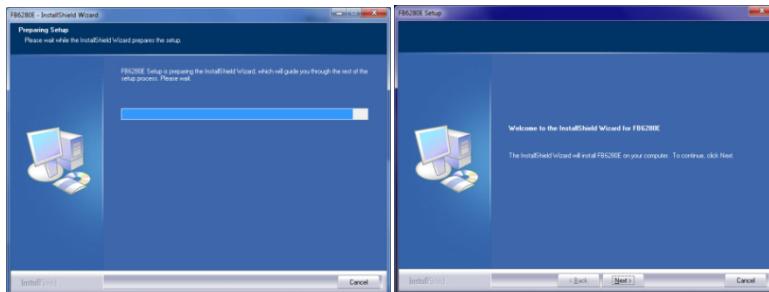
- Log on to the computer as an administrator.
- Navigate to My Computer → CD ROM → Drivers for BookEdge (LED or Standard) → Setup.exe

NOTE: An easy way to distinguish the two BookEdge scanner models is by their color, the LED BookEdge scanner is black and the Standard BookEdge scanner is white.

- In the installer window select a language preference and click **Next**.



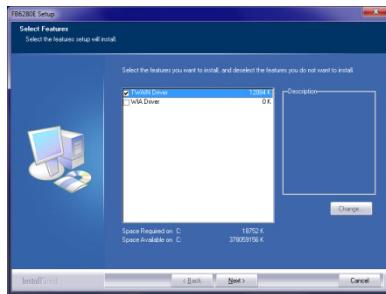
- A progress bar will be displayed while the installer is preparing. Click **Next** in the Welcome window.



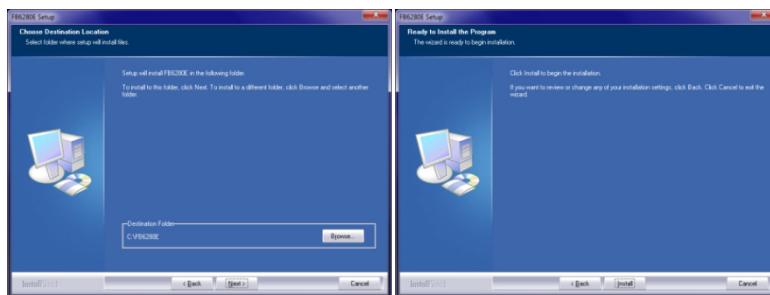
- Click **Yes** to accept the User License Agreement.



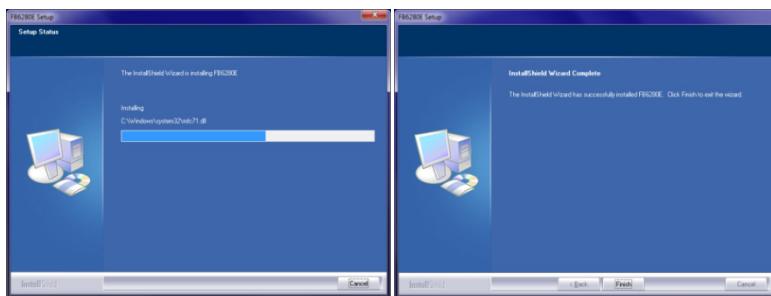
- Select **TWAIN Driver** and click **Next**.



- In the Choose Destination Location window, click **Next**, then **Install**.



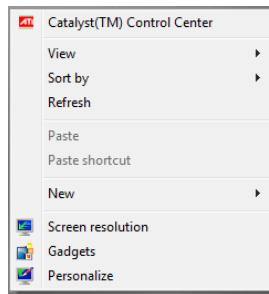
- A progress bar will be displayed while the drivers are being installed. Click **Finish**.



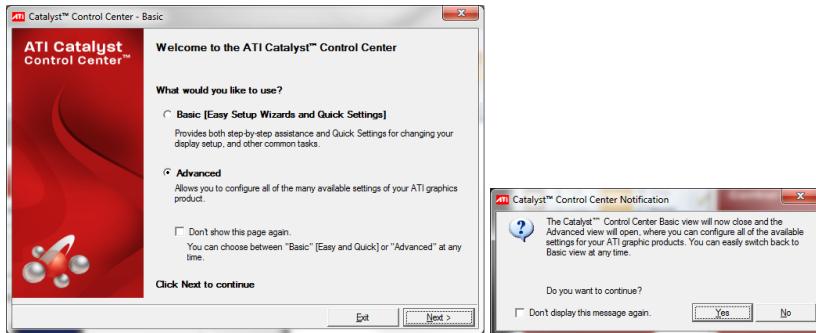
Adjusting the Touch-Screen Monitor

To adjust scaling for the monitor, follow these steps:

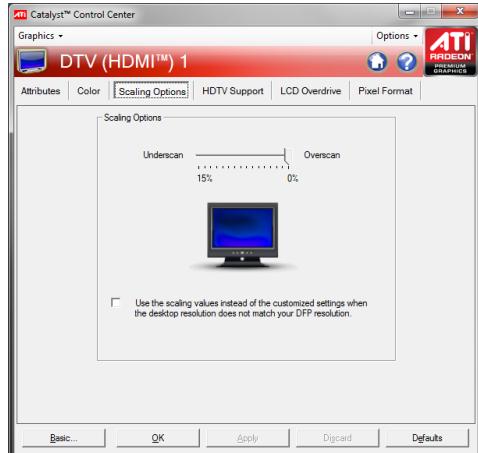
- Right-click on the desktop. Select Catalyst™ Control Center.



- Select Advanced and Click Next. Click Yes to continue.



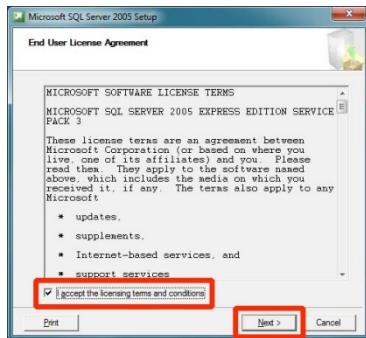
- Select the Scaling Options tab and bring the slider to 0%. The desktop should expand to fullscreen.



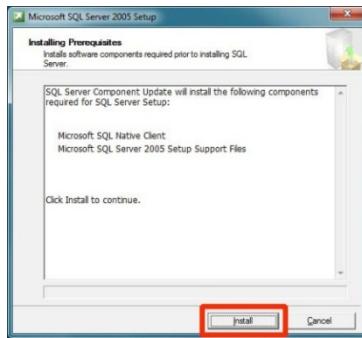
Installing Microsoft® SQL Express (optional)

KIC stores usage statistics and allows an administrator to query the system manually or provide an email address(es) for automatic daily reports of these statistics to the KIC administrators. The usage statistics can be stored using SQL Express or SQLite. SQLite is preferred because it does not require a separate installation. To use Microsoft® SQL Express instead, follow these steps for its installation.

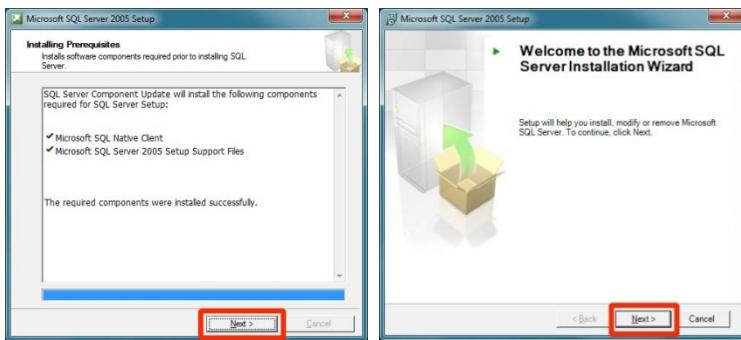
- Navigate to My Computer → CD Drive → SQLEXPRESS and double click SQLEXPR (32 bit and 64 bit).exe.
- Read the License Agreement and accept it by checking the corresponding box and press Next.



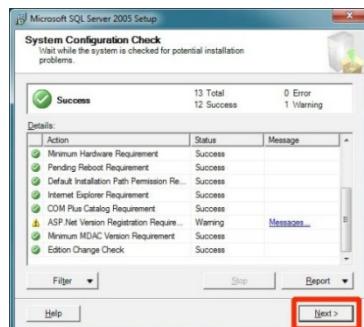
- Press Install in the first Installing Prerequisites window.



- Press Next in the following two windows.



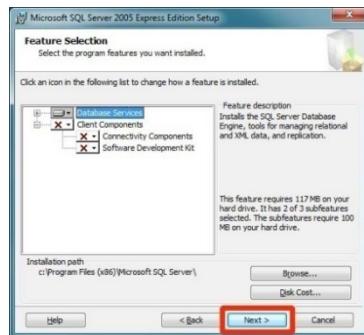
- Press Next in the System Configuration Check window.



- Enter user name and the institution name for registration purposes. Then press Next.



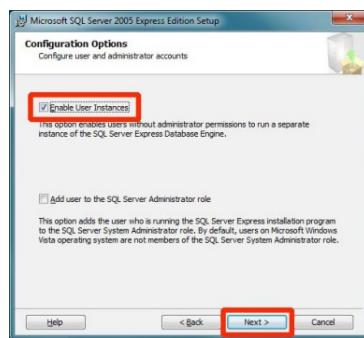
- Press Next in the Feature Selection window.



- Select the radio box corresponding to Windows Authentication Mode and press Next.



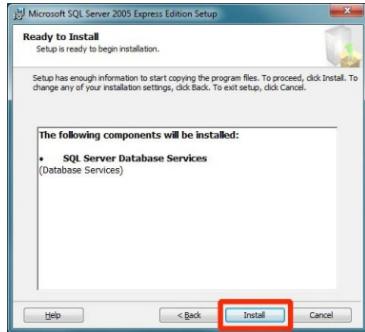
- Select Enable User Instances and press Next.



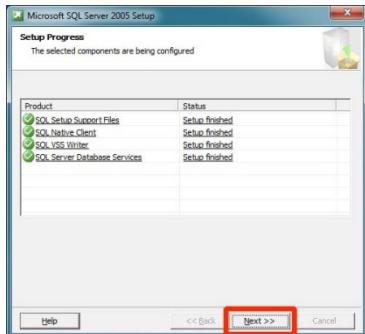
- Press Next in the Error and Usage Report Settings.



- Press Install in the Ready to Install window.



- Press Next in the Setup Progress window.

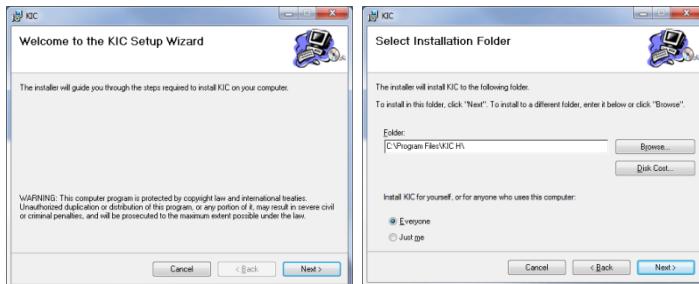


- Press Finish in the Completing Microsoft® SQL Server 2005 Setup.

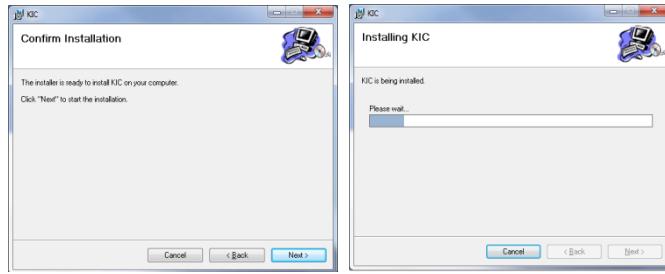


Installing the KIC software

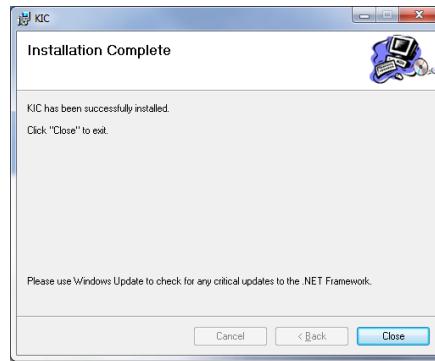
- Navigate to My Computer → CD Drive and double click KIC.msi.
Note: The version number might be included in the name of this file.
- In the installer's Welcome window click **Next**. In the Installation Folder select a specific path where the software will be stored. (It is best not to change the default path unless absolutely necessary.) The software can either be installed for only one user or for every user. Typically, it is best to install it for Everyone, so no changes should be necessary in this window. Click **Next**.



- In the Confirmation window click **Next** to initiate the installation of the software. While the software is being installed, a progress bar will be displayed on the screen.



- Once the installation is complete, click **Close**.



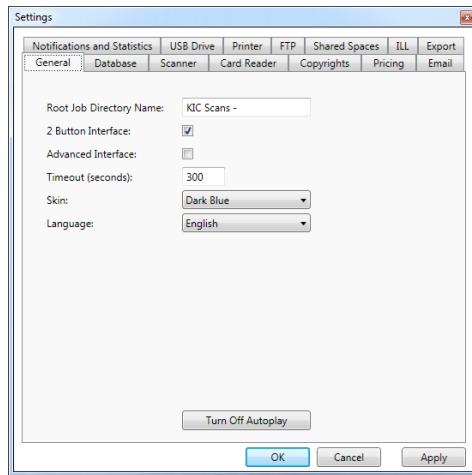
When the installation is finished, a shortcut will be placed on the desktop and a folder named DLSG will be added to the list of programs accessible by navigating to Start → All Programs.



Setting up KIC

After installing the KIC software successfully as described in the previous section, navigate to Start → All Programs → DLSG → KIC Setup. This will open the KIC Settings Window. This window has multiple tabs that allow the administrator to configure the system. This section will describe all the settings in each tab.

General Tab



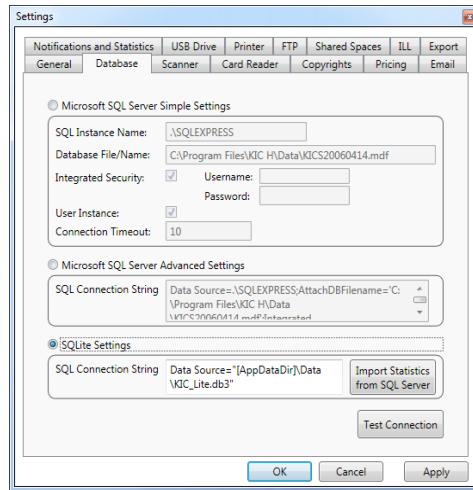
- **Root Job Directory Name** – Prefix used in the output directory name. This directory is created when the user selects to save images to USB, Shared Disk or FTP. The suffix of the folder name is the date when the folder is created.
- **2-Button Interface** – Check to make the 2-Button interface is available. By checking it, this interface will also become the default interface to Scan and Save.
- **Advance Interface** – Check to display an extra tab with Advanced settings in the user interface.

- **Timeout** – Enter the number of seconds after which the KIC System will reset when left idle.

NOTE: To protect user privacy all the scanning settings and images in the current session are deleted each time a session is ended.

- **Skin** – Select the default user interface.
- **Language** – Select the language for the user interface.
- **Turn Off Autoplay** – Select to disable the autoplay/autorun functionality that some USB drives or Flash drives come with. The autoplay/autorun **must** be disabled.

Database Tab



- **Microsoft SQL Server Simple Settings** – Select this radio button to have the KIC build the database connection command based on the information entered below.

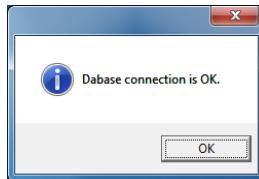
- **SQL Instance Name** – Enter the name of the SQL Instance installed in the computer.
- **Database File/Name** – Enter the path and the name of the database file.
- **Integrated Security** – Check to enable SQL Integrated Security, or leave SQL Integrated Security disabled and enter the Username and Password required to connect to the database.
- **User Instance** – Check this box to connect to an unregistered database file.
- **Connection Timeout** – Enter the time in seconds for the timeout when trying to connect to the database.
- **Microsoft® SQL Server Advanced Settings** – Select this radio box to build your own command to connect to the database. The default value is:

Data Source=.\SQLEXPRESS;AttachDBFilename='C:\Program Files (X86)\KIC H\Data\KICS20060414.mdf';Integrated Security=True;Connect Timeout=10;User Instance=True

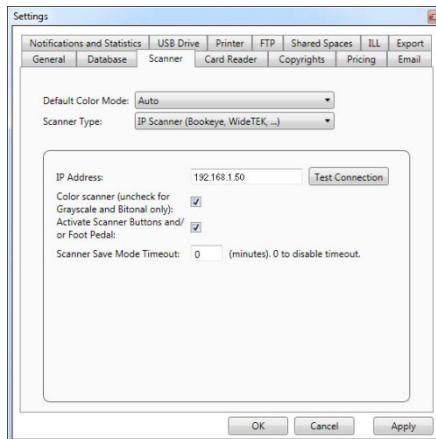
- **SQLite Settings** – Select this radio button to use SQLite. This is recommended because SQLite does not require the user to install SQL Express separately.
- **SQL Connection String** – Enter the string to connect to the SQLite database. The default value is:
Data Source=[AppDataDir]\Data\KIC_Lite.db3
- **Import Statistics from SQL Server** – Click this button to import previous statistics stored in SQL Express to SQLite. Then click OK to proceed with the import.



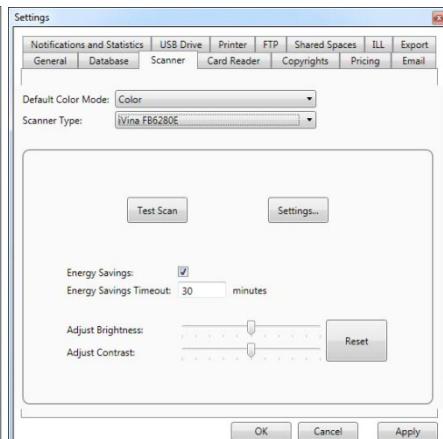
- **Test Connection** – Click to check the connection to the database. When a connection is established successfully KIC Setup displays the window below:



Scanner Tab



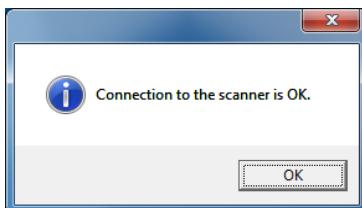
S2N Scanner



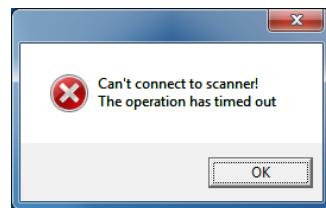
BookEdge Scanner

- **Default Color Mode** – Select the Color mode to be set as the default mode at the beginning of every scanning session.
- **Scanner Type** – Select the type of scanner to be used in the system.

- **IP Address** – Enter the scanner’s IP address when using a Scan2Net scanner. The default IP address for S2N scanners is **192.168.1.50**.
- **Test Connection** – Select to check the connection to the scanner.



Connection was successful



Connection could not be established

If the software fails to connect to the scanner, check the Ethernet cable that connects the scanner to the computer and ensure that the scanner is ON. Bookeye 2 and Bookeye 3 scanner models will display “Ready to Scan” in the front panel. Bookeye 4 indicates that it is ready to scan by displaying the screen below on the 7 inch touch screen on the front of the scanner.



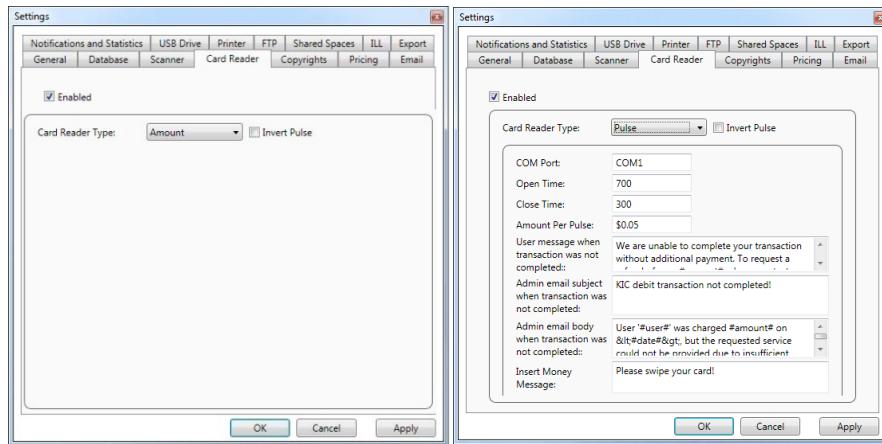
If you are still having trouble connecting to the scanner, ensure that the typed IP address corresponds to the scanner’s IP address. The IP address is displayed on the front panel of the scanner when turning on the scanner. You can also check that the IP address assigned to the Network Interface Card (NIC) used to connect to the scanner is in the same range with the IP address assigned to the scanner. (See section Setting up the IP Addresses for the Computer for more information.) For additional troubleshooting, contact the DLSG Technical Support Team.

- **Color Scanner** – Check box if the scanner supports Color. If the scanner only supports Grayscale and Black and White, leave this box unchecked.
- **Activate Scanner Buttons and/or Foot Pedal** – Check box if a foot pedal is connected to the scanner. (This option also enables the green buttons located on the bed of Bookeye 2 scanner models.)
- **Scanner Save Mode Timeout** – Enter the number of minutes after which the scanner lights will turn off when the scanner is left idle. This option only applies to Bookeye 2 scanners.

For BookEdge scanners the following options are available:

- **Test Scan** - Select to initiate a scan that will test the connection to the scanner and check the quality of the images.
- **Settings** – Opens a window that displays the scanner's advanced settings.
- **Energy Savings** – Check this box to lower the scanner power consumption after it has been left idle.
- **Energy Savings Timeout** – Enter the number of minutes after which the scanner will go into energy savings mode when the system is left idle.
- **Adjust Brightness** – Select the default value for brightness.
- **Adjust Contrast** – Select the default value for contrast.
- **Reset** – Resets the brightness and contrast to the factory settings.

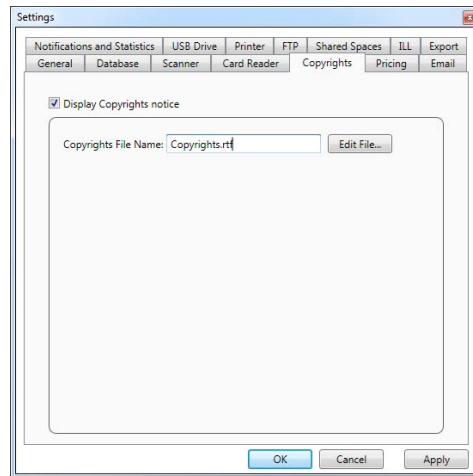
Card Reader Tab



- **Enabled** – Check to enable a card reader to be used with the KIC System when users print, scan, save or send images.
- **Type** – Select the type of Card Reader used with KIC.
 - a) **Amount** – This card reader communicates how much money there is in the card at the beginning of the transaction.
 - b) **Pulse** - This card reader deducts the money from the card on a per-image basis.
- **Invert Pulse** – Select if the card reader requires that the signal be inverted.
- **COM Port** – Enter the name of the port where the serial cable is connected to the computer.
- **Open Time** – Enter the time for the signal to be ON (in milliseconds) when signaling a pulse.
- **Close Time** - Enter the time for the signal to be OFF (in milliseconds) when signaling a pulse.
- **Amount Per Pulse** – Enter the price of each pulse.
- **User Message when transaction was not completed** – Enter a message to be displayed if the user's card has insufficient funds.

- **Admin. email subject when transaction was not completed –**
Enter the subject of the email that the system will send to the KIC Administrator's email account when a transaction is not completed successfully.
- **Admin. email body when transaction was not completed -**
Enter the body of the email that the system will send to the KIC Administrator's email account when a transaction is not completed successfully.
- **Insert Money Message –** Enter the message to be displayed to notify the user to insert or swipe a debit card for payment.

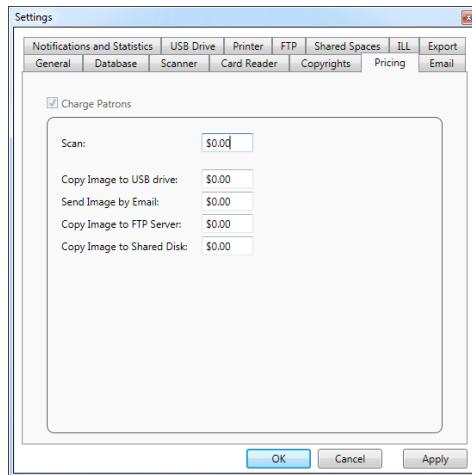
Copyrights Tab



- **Display Copyright Notice –** Check box to display a copyright notice at the beginning of each scanning session.

- **Copyright File Name** – Enter the name of the file where the copyright text is stored in the system. This file is located in the same folder as the KIC executable.
- **Edit File** – Select to modify the copyright notice. After making changes, please be sure to save them.

Pricing Tab

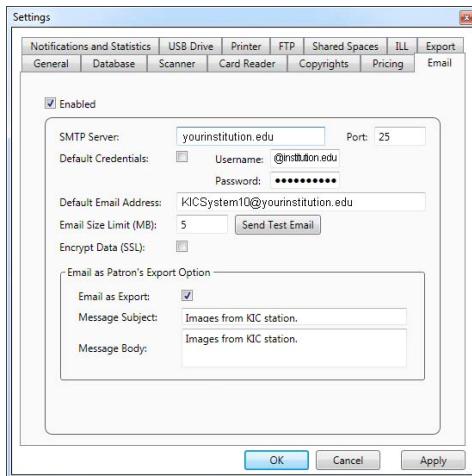


This option will only be enabled if a Card Reader has been enabled. The KIC System Administrator can enter pricing for any delivery methods that have been enabled.

- **Scan** – Enter the amount to be charged per scanned image.
- **Copy Image to USB Drive** – Enter amount to be charged per image saved to a USB or Flash Drive.
- **Send Image by Email** – Enter amount to be charged per image sent via email.

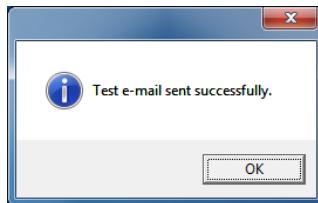
- **Copy Image to FTP Server** – Enter amount to be charged per image saved to FTP server.
- **Copy Image to Shared Disk** – Enter amount to be charged per image saved to the shared disk.

Email Tab

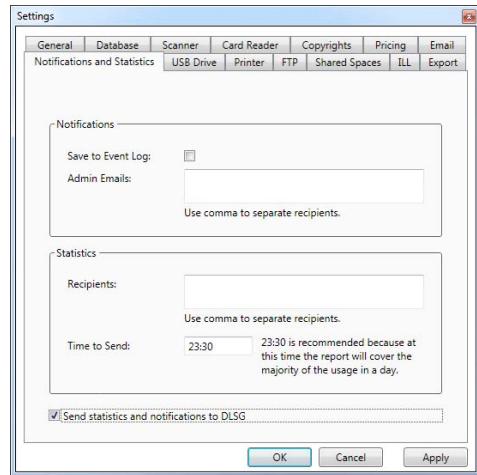


- **Enabled** – Check to display configuration details for email.
- **SMTP Server** – Enter the address of your institution's SMTP server.
- **Port** – Enter the port number assigned to email.
- **Default Credentials** – Check box to connect to the SMTP server using the username and password entered to log in to the computer.
Leave this box unchecked to connect to the SMTP server by specifying a different username and password.

- **Default Email Address** – Enter the email address to be displayed as the From address when a user sends images via email.
- **Email Size Limit** – Enter the SMTP server size limit for attachments (in megabytes). Take into consideration the size limitation of other servers that will be receiving the emails. The default value is 5 MB.
- **Encrypt Data** – Check box if your SMTP server requires emails being SSL Encrypted.
- **Email as Export** – Check box if email is to be displayed as a delivery method to send images.
- **Message Subject** – Enter the subject of the email that will be sent with the images from the KIC System.
- **Message Body** - Enter the body of the email that will be sent with the images from the KIC System.
- **Send Test Email** – Select to send an email to the Default Email Address.

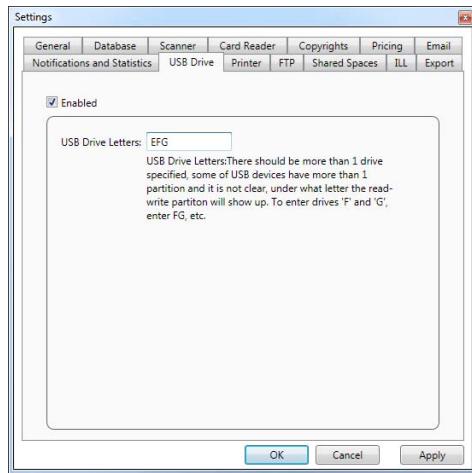


Notifications and Statistics Tab



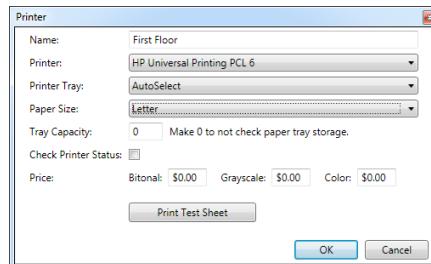
- **Save to Event Log** - Check box to update the Event Log with Notifications sent from the KIC system.
- **Admin. Emails** – Enter the KIC Administrator's email address(es). This email account will receive the notifications from the KIC System if there is a problem to report. To enter multiple email addresses, separate the addresses with a commas (,).
- **Recipients** – Enter the email address that will receive daily reports with the KIC System's usage. To enter multiple email addresses, separate the addresses with commas (,).
- **Time to Send** – Enter the time the daily report will be emailed. Use a 24-hour format for this entry (i.e. for 10:30 pm, enter 22:30).
- **Send statistics and notifications to DLSG** – Check box to have the emails with the statistics and notifications be sent to DLSG. This is highly recommended as it will assist our support team when diagnosing problems.

USB Drive Tab



- **Enabled** – Check box if email is to be displayed as a method to save images.
- **USB Drive Letters** – Enter the letters assigned to potential USB partition drives. The default values are EFG. If a user reports that a USB drive is not being recognized by the KIC System while plugged-in, check its assigned drive letter in Windows® Explorer and add it in this field in the setup.

Printer Tab

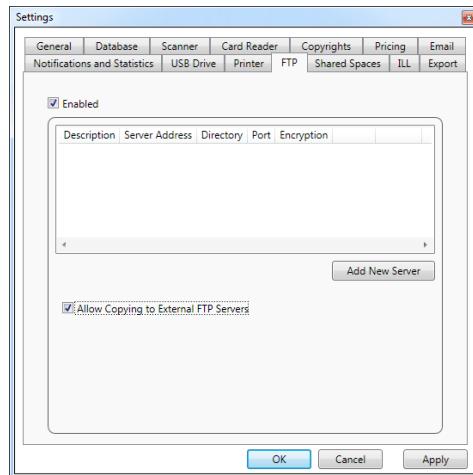




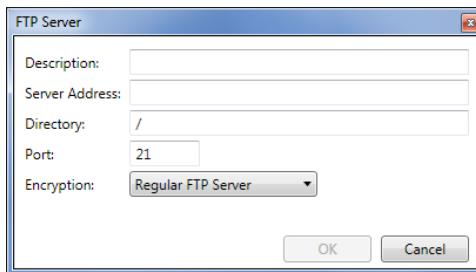
The window above is displayed when the option to print from the KIC system is enabled. Add as many printers as necessary.

- **Name** – Enter a descriptive name for the printer to be used.
- **Printer** – Select the printer to be used from the dropdown box. This box will display all the printers that have been installed in the computer.
- **Printer Tray** – Select the tray to be used when printing from the KIC system.
- **Paper Size** – Select the paper size to be used when printing from the KIC system.
- **Tray Capacity** – Enter the maximum number of sheets of paper that the tray holds. When an amount is entered, the KIC system will send an email notification to the KIC Administrator when the tray is close to empty. Enter '0' to disable this automatic notification.
- **Check Printer Status** - Check box to monitor the printer. If any error or notification occurs the KIC administrator will be notified by email. *Note: The printer model must support notification of low toner or paper jams for KIC's automatic notification to work.*
- **Price** – Specify the price to be charged to print B&W, Grayscale and Color images.
- **Print Test Sheet** – Click to send a test page to the printer with the selected options above.

FTP Tab



- **Enabled** – Check box if FTP is to be displayed as a method to save images.
- **Add New Server** – Click to add a new FTP server.

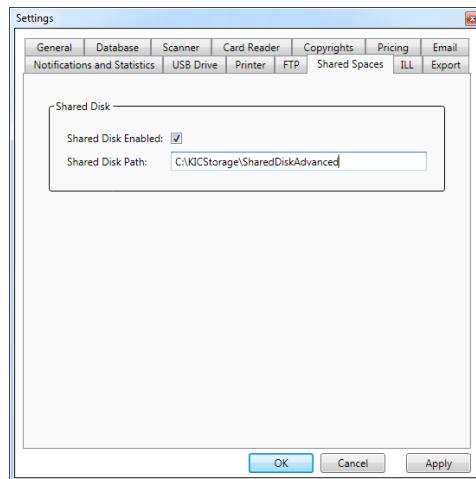


- a) **Description** – Enter a descriptive name for the FTP server to be added.
- b) **Server Address** – Enter the address of the server to be connected to.
- c) **Directory** – Enter the directory inside the server where the images will be saved to.

- d) **Port** – Enter the port to be used to connect to the FTP server.
- e) **Encryption** – Select the encryption type to be used to communicate with FTP server.
- **Allow Copying to External FTP Servers** – Check this box to allow users to upload images to external FTP servers.

Note: The user must enter a valid username and password in order to save images to the FTP server.

Shared Spaces Tab



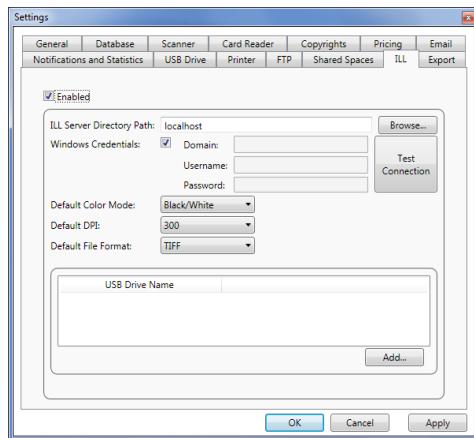
Shared Disk allows users to save images to a specific place on the local computer or on the network.

- **Shared Disk Enabled** - Check box if Shared Disk is to be displayed as a method to save images.

- **Shared Disk Path** – Enter the path where the images will be stored when the user opts to save images to Shared Disk.

ILL Tab

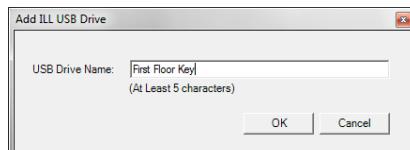
Using the KIC System as a scanning station for BSCAN ILL requires the purchase of the BSCAN ILL software module, which may be purchased by contacting the Digital Library Systems Group.



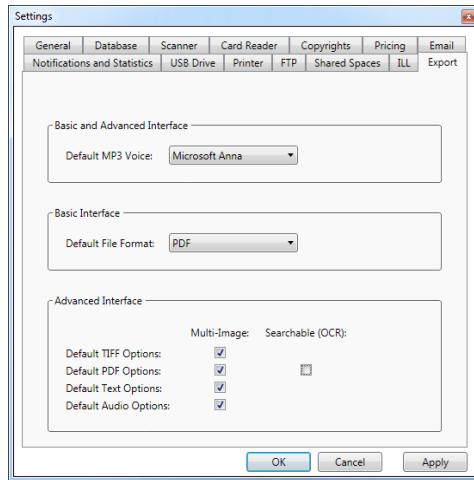
- **Enabled** - Check box to enable the KIC system to recognize BSCAN ILL USB keys to scan Interlibrary Loan articles.
- **ILL Server Directory Path** – Browse to the path where KIC will store the images corresponding to the ILL articles. KIC will create a subfolder inside this main directory for each article.
- **Windows Credentials** – Check this box to use the Windows® Credentials to connect to the ILL Server Directory. If a different username and password should be used to connect to this

directory, uncheck this box and specify the Domain, Username and Password.

- **Test Connection** - Select to check the connection to the ILL Server Directory Path.
- **Default Color Mode** – Select the default color mode. The KIC system will default to the color mode at the beginning of each scan session. Unless directed otherwise, be sure to leave this mode in Black and White because the pullslip accompanying each ILL article must be scanned in Black and White mode.
- **Default DPI** – Select the default resolution value. This value will be automatically selected when the user starts scanning each article. In most cases it is important to leave this value at 300 because the pullslip must be scanned at this resolution for optimal character recognition.
- **Default File Format** – Select the file format to be used for scanning the images. In most cases it is important to select the TIFF format because the pullslip for each article must be scanned in this file format.
- **USB Keys** – Displays a list of the BSCAN ILL keys that have been created.
- **Add** – Insert a USB drive and press this button to create a new key. A window will be displayed asking the user to enter a name for the key to be created. Click OK when finished. The name of the new key(s) will be displayed in the box labeled USB Keys.



Export Tab



- **Default MP3 Voice** – Select a system text-to-speech voice. The default value is Microsoft® Anna. This voice is offered at no cost by Microsoft®, and it is available for Windows® XP and later.
- **Default File Format** – Select the default file format for scanned images. Please take into consideration that some file formats take longer than other ones to be outputted (e.g., Searchable PDF and Audio files take longer than standard PDF or JPEG). Note that users will be allowed to override this default and can select one or more different image file formats.

If the Advanced Interface has been enabled, select the default options for the KIC system output file formats. These options can be changed by the user while in the scanning session.

How to Clean the Unit

Make sure to turn off the equipment before cleaning it. Use a soft cloth lightly moistened with water to wipe down the surfaces including the touch screen and monitor. To clean the monitors use a screen-cleaning tissue or solution suitable for use on antistatic coatings. Spray the cloth with the cleaner, just enough to wet it, and wipe the surfaces clean.



Do not use industrial strength cleaners or petroleum-based solvents, they will damage the surfaces.

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**Image Access Inc.
543 NW 77th Street, Boca Raton, Florida 33487
The United States of America**