

Help Desk Guide



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



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 collections 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 with a Bookeye 4, these systems are far less expensive and fit in smaller spaces.



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How to Scan and Save Images to a USB Drive

Overview

The KIC BookEdge system utilizes one large touch screen and a scanner that can be used in Flat or BookEdge mode.



KIC's simple, two-button interface offers the user a very simple way of first scanning and then 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. 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]**.

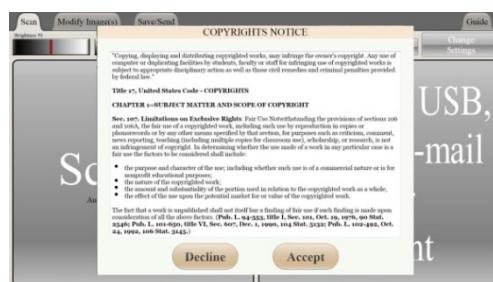
Using KIC in Four Easy Steps

STEP 1: Document Placement

To scan on the KIC BookEdge system, place the book or document face down on the scanner bed. Both pages of an open book can be scanned at once and KIC will automatically separate the pages. The scanner's book edge feature can also be used by placing one page at a time face down on the glass and allowing the other page to rest on the front of the scanner. The book edge mode reduces book spine damage when scanning delicate books. After placing the book or document, close the lid of the scanner.

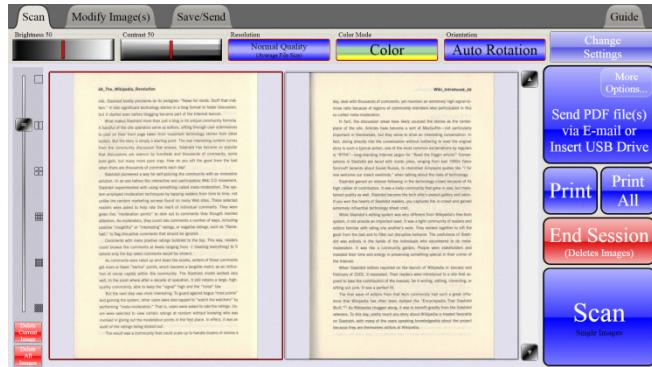


STEP 2: Copyright Notice



The first time a user touches the **[Scan]** button, a window with a Copyright agreement will appear. Touch **[Accept]** on the Copyright notice to agree with the terms included and the scan session will begin automatically.

STEP 3: Scanning Documents



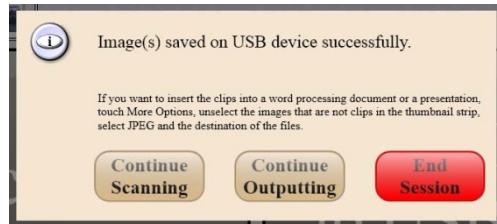
A few seconds after accepting the copyright statement, the first scanned image is displayed on the screen. If the KIC system detects that the document being scanned is two pages of a book, it automatically separates the left pages from the right pages. A preview image of each scanned page is displayed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

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

STEP 4: Saving the Images



To save scanned images to a USB drive, plug a USB drive in the port at the lower right side of the cabinet. The KIC system automatically detects USB drives. Then touch the **[Save Images to USB Drive]** button to save the images to the USB drive.



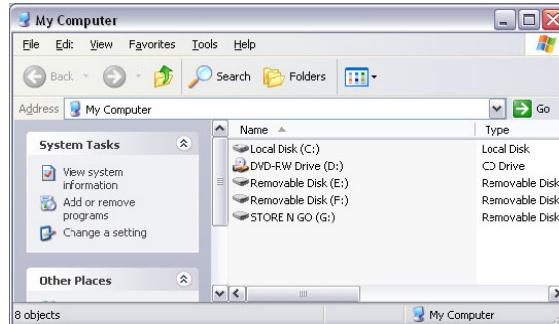
After the images are saved, touch **[Continue Scanning]**, **[Continue Outputting]** or **[End Session]**.

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.

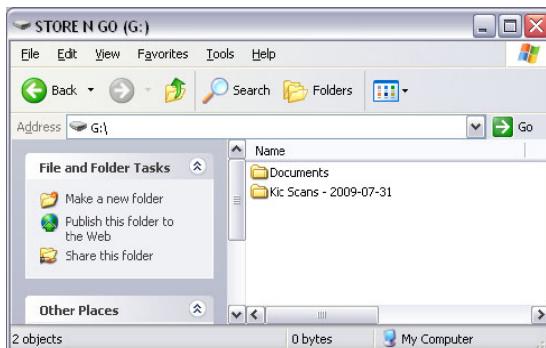
Copying Saved Images from a Flash Drive to a Computer



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 Scans - <date stamp>**" will appear.



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

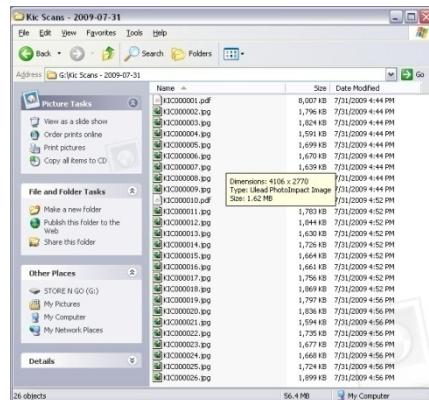


Image files are displayed in chronological order. Each file name consists of the “KIC” letters followed by sequence number. Double-click any file name to view its image or drag an image onto a page in a word processing document. To insert images into a word processing or presentation document, open the 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 with the mouse and selecting from a menu that appears.

Using KIC Menu Tabs



KIC's two-button interface is displayed on the initial screen of any scan session. There are four tabs along the top of the screen. The first three tabs allow the user to navigate while scanning, modifying, sending, saving and/or printing the images. The fourth tab is contextual help with links to this user's guide. Each of the four tabs is described in detail in this section of the Help Desk Guide.

Scan

Scan Tab

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



The Scan Tab Prior to Scanning any Pages

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.



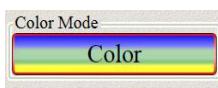
Touch to view the options for resolution. Resolution refers to the clarity of the image, with higher resolutions resulting in both higher clarity and bigger file sizes.



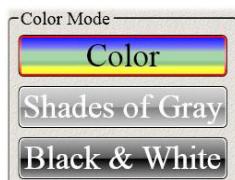
Touch **[Very High Quality]** or **[High Quality]** to capture fine detail. These settings are recommended for producing high clarity printed output and for preservation or archival purposes.

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)
Very High	600	600	600
High Quality	300	300	400
Normal Quality	200	200	300
Web Quality	100	100	200

Note: dpi is an abbreviation for dots per Inch.

Change Settings



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

Expanded Settings Options

Brightness 50
← → Reset

Contrast 50
← → Reset

Resolution
High Quality (Large File Size, 300 dpi)
Normal Quality (Average File Size, 200 dpi)
Web Quality (Small File Size, 100 dpi)

Color
 Shades of Gray
 Black & White

Auto Rotation
 Flat Mode
Left Page Right Page

Done Changing Settings

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



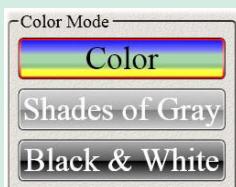
Min. Contrast



Touch **[Very High Quality]** or **[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.

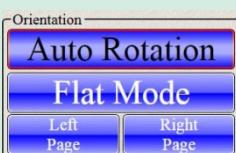
Touch **[Web Quality]** for study materials or to capture lower resolution images for use on the Internet or to save USB/disk storage space.



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 **[Auto Rotation]** to automatically rotate the images.

Touch **[Flat Mode]** to not rotate the images automatically.

Touch **[Left Page]** when in Book-Edge mode prior to scanning the left page of a book, as shown on page 4 of this Help Desk Guide.

Touch **[Right Page]** when in Book-Edge mode prior to scanning the right page of a book.



Scanning Left Page



Scanning Right Page

Done Changing Settings

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

*Additional pages can be scanned without pressing **[Done Changing Settings]**.*

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



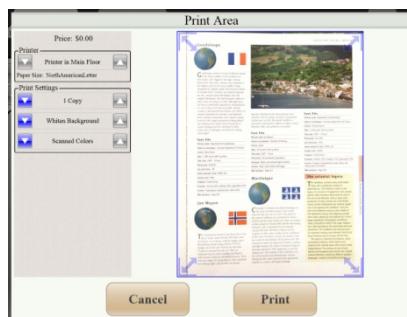
Touch to scan an image. Users may also press the foot pedal, if present, to initiate scanning.



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.



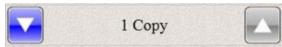
Touch to print the current image (i.e. the image that is shown on the LCD display screen). A window will be displayed with the following options.*



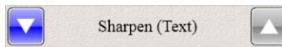
* The Print button is visible only if it is enabled in the KIC Setup. Check with your Help Desk for details.



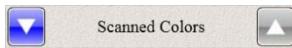
Use the arrows to select the printer.



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



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.



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

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

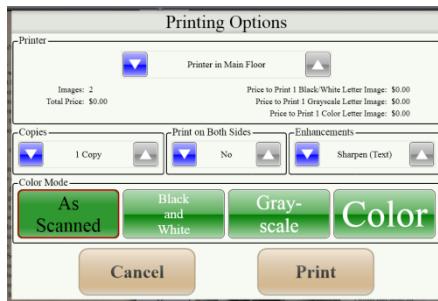
Touch to send the image to the printer.

Cancel

Touch to cancel and close the printing window.



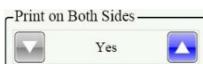
Touch to print all scanned images. The window shown here will display print options.*



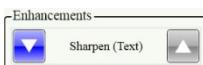
Use the arrows to select the printer.



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



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.*



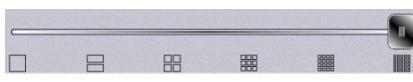
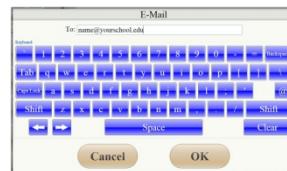
Use the arrows to select or deselect sharpening. Images printed with this option have lighter backgrounds and greater contrast, thus using less toner. Sharpening is recommended for images that have only text.



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

* This option is only displayed if printing is enabled in the KIC Setup. Check with your Help Desk for details.

- Black and White**
Touch to print all the images in Black and White (recommended for images that contain text only).
- Grayscale**
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

Searchable PDF

Touch to create a multi-image file of type Portable Document Format (PDF) with search functionality enabled. 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.

Audio

Touch to create editable files in MP3 file format. Files of this type can be played in audio players. When played, the user will hear the text found on the selected images. (See *Appendix A for more details.*)

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

Select Destination

**Save to
USB Drive**

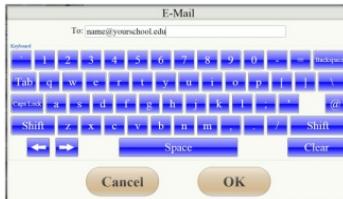
Touch to save the images to a flash drive.

*This button is selected automatically when the user inserts a flash drive in KIC's USB port.**

* This button will only be displayed if its corresponding option is enabled in the KIC Setup. Check with your Help Desk for details.

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.*



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.*



Save to Shared Disk

Touch to send the images to a shared location on the network.*

Print

Touch to send the images to a printer.*

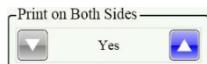
* This button will only be displayed if its corresponding option is enabled in the KIC Setup. Check with your Help Desk for details.



Use the arrows to select a printer.



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



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.*



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.



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



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



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



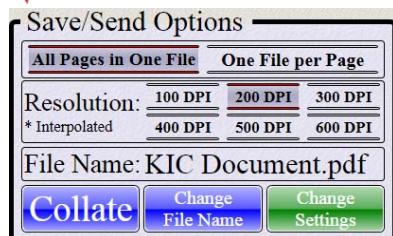
Touch to print all the images in Color (recommended for images that have pictures).



Touch to send all the images to the printer.



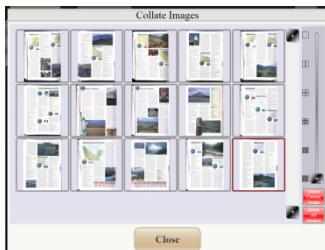
Touch to Cancel and close the printing window.



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

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

200 DPI

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

300 DPI

Select 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

Select to save or send the pages at 400 DPI. *

500 DPI

Select to save or send the pages at 500 DPI. *

600 DPI

Select 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 or the very 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.

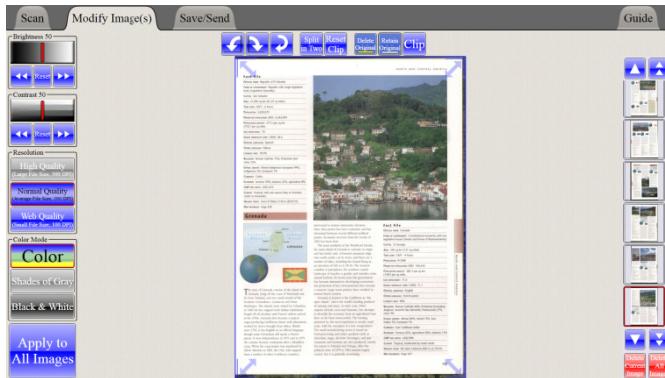
* Output resolutions above 300 dpi are recommended for producing high quality printed output and for preservation or archival purposes.

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 **[Very High Quality]** or **[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.

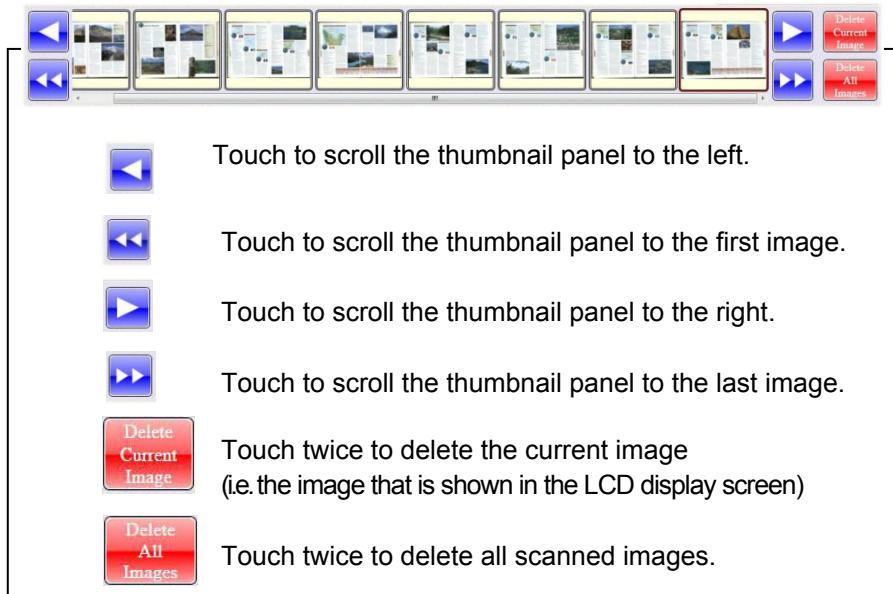
Touch **[Shades of Gray]** to change the current image to 8-bit grayscale.

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

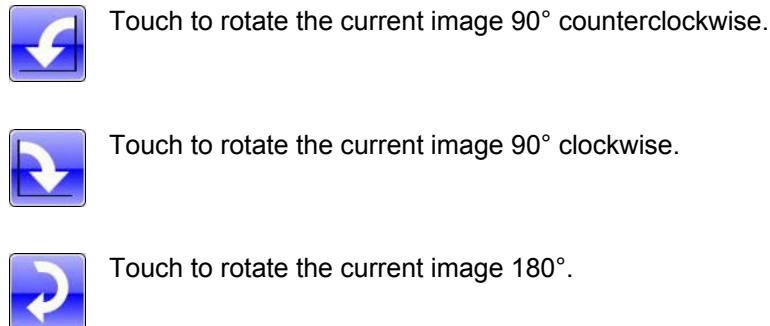


Touch to apply the settings of the current image to all images.

Thumbnail Panel



Rotating Images



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



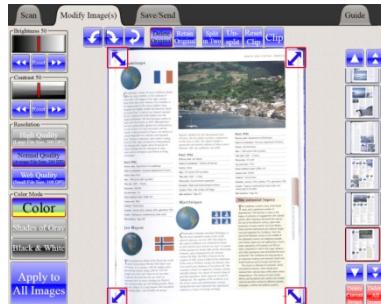
Result



**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]**.



Touch to clip the selected area.



Original



Result



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.

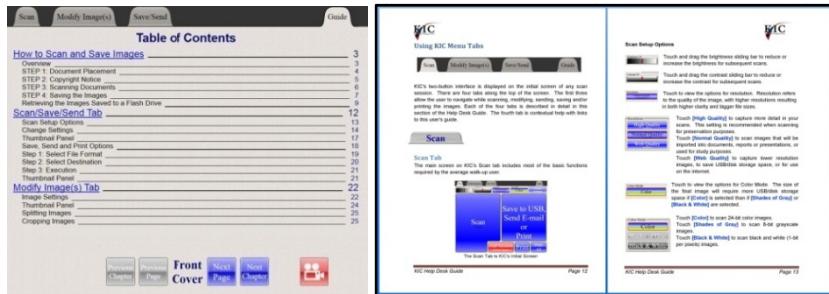


Touch to reset the selected area. This will place the blue arrows back in the corners of the image.

Guide

User Guide Tab

The User Guide is available at any time from the KIC system's Interactive Touch Screen. Simply touch the **[Guide]** tab to view the Guide Navigation Window.



Navigate through the User Guide using the bookmarks for each section, or move forward or backward one chapter at a time or one page at a time.



Touch to move back to the previous chapter of the User Guide.



Touch to move back one page in the User Guide.



Touch to move forward one page in the User Guide.



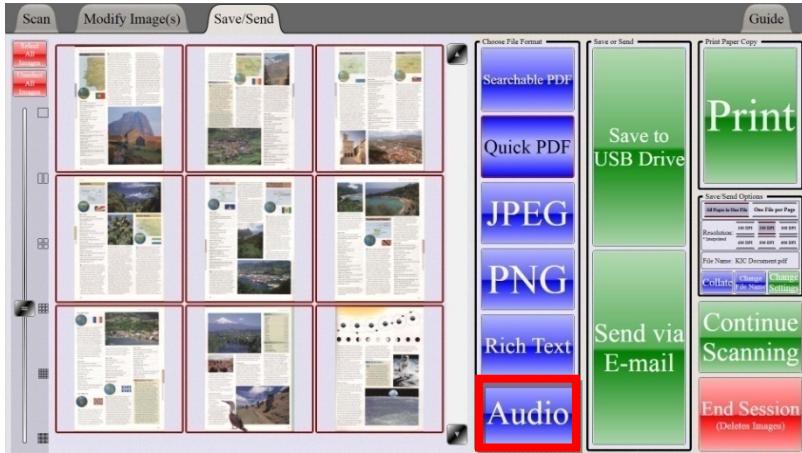
Touch to move to the next chapter of the User Guide.



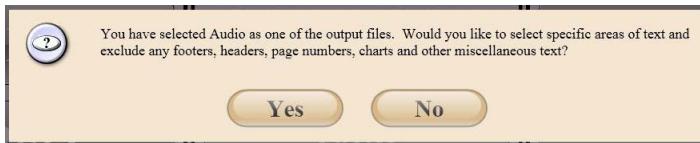
Touch to view a silent instructional video on how to use the KIC system.

Appendix

Selecting Zones for Audio Output

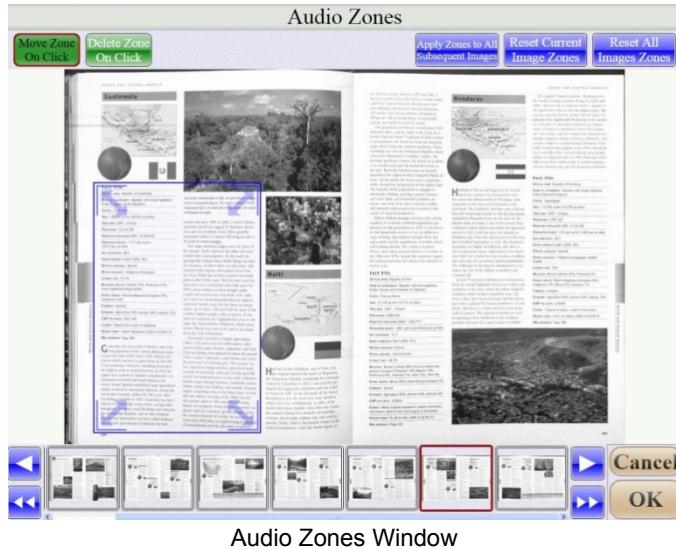


When **[Audio]** is selected as an output file format, the user has the option to select specific areas to be included in the MP3 files. This very useful feature allows the user to exclude unnecessary or undesirable content from the output (i.e. page numbers, picture captions, etc.). The following message 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

**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**

Applies the zones selected for the current image to all subsequent images.

**Reset Current
Image Zones**

Deletes all the zones in the current image and sets a new zone that includes the entire image. A blue box will outline the whole image.

 Reset All
Images Zones

Deletes all the zones in all the images and sets 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.

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