



## 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 Click scanners capture documents up to 22x16 inches and scan over 20 book pages per minute. Its design allows scanning well into the fold of books, and since it is a face up scanner; it does not damage the books by having to press them hard against a glass plate.

v. 2.9



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## How to Scan and Save Images to a USB Drive

### Overview

The KIC Click system utilizes one large touch screen and a planetary (face-up) scanner that helps protect bound materials because it does not require applying any pressure on the spine of the book to get a good image.



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.

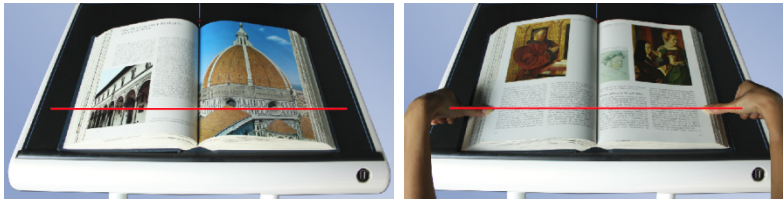
To save the scanned images, plug a USB device into KIC's USB drive and Touch **[Save]**.



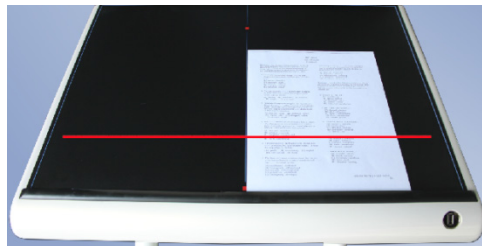
## Using KIC in Four Easy Steps

### **STEP 1: Document Placement**

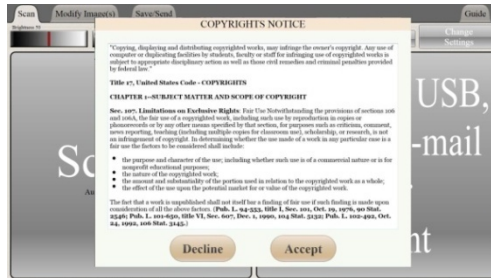
To scan on the KIC Click system, place the book or document facing up and against the lower edge of the scanner bed. Both pages of an open book can be scanned at once and KIC will automatically separate the pages. Face-up scanning reduces book spine damage when scanning delicate books. Place the middle of the book aligned with the blue vertical line on the scanner bed. The ideal horizontal laser guide position, as well as where to put your hands, is shown below.



When scanning loose sheets of paper, place each sheet on one of the sides of the scanner bed as shown below.

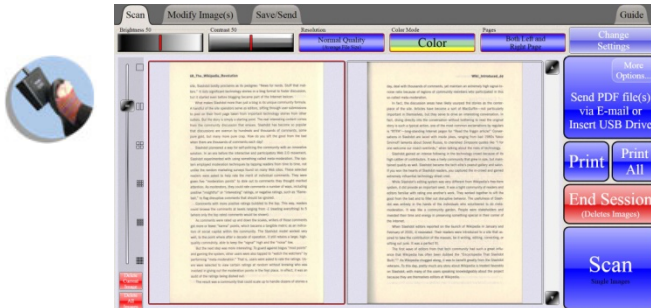


## STEP 2: Copyright Notice



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

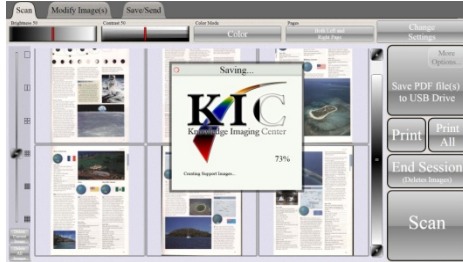


A few seconds after accepting the copyright statement, the first scanned image is displayed on the screen. If the KIC system detects that the document being scanned is two pages of a book, it automatically separates the left pages from the right pages. A preview image of each scanned page is displayed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

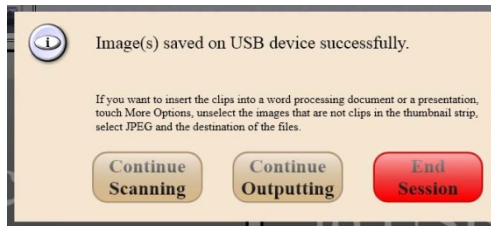
To continue scanning additional pages, touch **[Scan]**. Users may also press the foot pedal, if present, to initiate scanning. Repeat this step to scan additional images.



## 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.



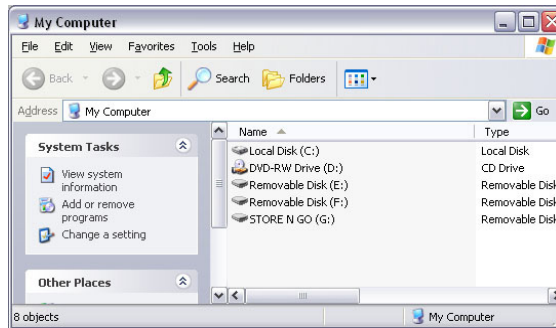
After the images are saved, touch **[Continue Scanning]**, **[Continue Outputting]** or **[End Session]**.

**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.**

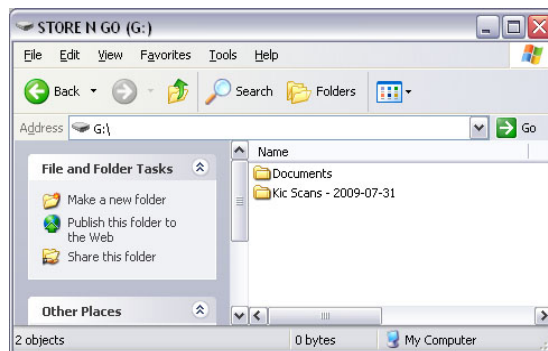
## Copying Saved Images from a Flash Drive to a Computer



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.

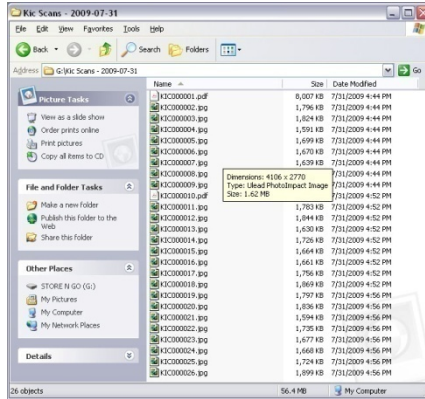
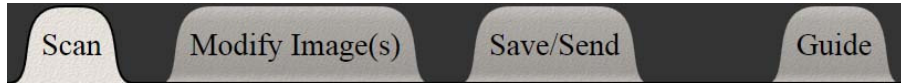


Image files are displayed in chronological order. Each file name consists of the “KIC” letters followed by sequence number. Double-click any file name to view its image or drag an image onto a page in a word processing document. To insert images into a word processing or presentation document, open the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

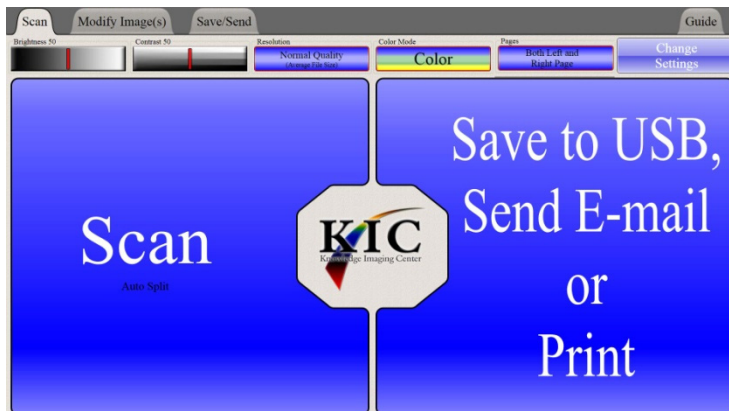


KIC's two-button interface is displayed on the initial screen of any scan session. There are four tabs along the top of the screen. The first three tabs allow the user to navigate while scanning, modifying, sending, saving and/or printing the images. The fourth tab is contextual help with links to this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



### Scan Tab

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



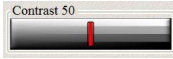
The Scan Tab Prior to Scanning any Pages



## Scan Setup Options



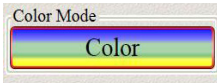
Touch and drag the brightness sliding bar to reduce or increase the brightness for subsequent scans.



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 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 to view the scanning areas. By default, the system splits the image into Right and Left pages.

## 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 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 more detail. This setting is 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.

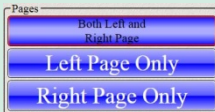
Touch **[Shades of Gray]** to scan 8-bit grayscale images.

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

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	300
Normal Quality	200	200	300
Web Quality	100	100	200

Note: dpi is an abbreviation for dots per Inch.



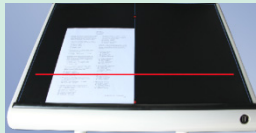
Touch **[Both Left and Right Pages]** to capture the two pages into different images.

Touch **[Left Page Only]** to capture only the left side of the scanner bed.

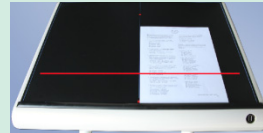
Touch **[Right Page Only]** to capture only the Right side of the scanner bed.



Scan Left & Right



Scan Left Page



Scan Right Page



Touch **[Done Changing Settings]** to hide the settings buttons. Additional pages can be scanned without pressing **[Done Changing Settings]**.



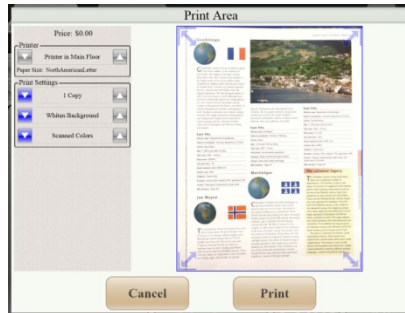
Touch to scan an image. Users may also press the foot pedal, if present, to initiate scanning.



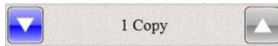
Touch when you finish scanning, modifying, saving, sending and/or printing the images. By touching this button, the user resets the KIC station for the next user.



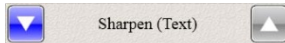
Touch to print the current image (i.e. the image that is shown on the LCD display screen). A window will be displayed with the following options.\*



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.

\* The Print button is visible only if it 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.



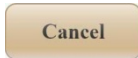
Default Printed Area



Selected Printed Area



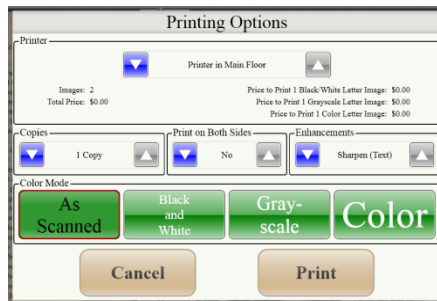
Touch to send the image to the printer.



Touch to cancel and close the printing window.



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



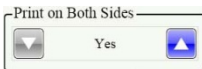
\* This option is only displayed if printing is enabled in the KIC Setup. Check with your Help Desk for details.



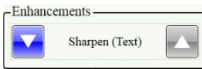
Use the arrows to select the printer.



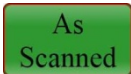
Use the arrows to select the number of copies to print.  
Min: 1 & Max: 10



Use the arrows to 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.



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



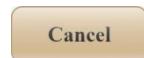
Touch to print all the images in Grayscale (recommended for images that contain tables and charts).



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.



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



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

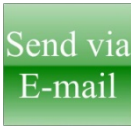


## Select Destination



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.\**



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.\*



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.\*



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



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



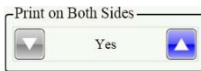
Touch to send the images to a printer.\*



Use the arrows to select a printer.



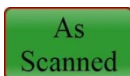
Use the arrows to select the number of copies to be printed. Min: 1 & Max: 10



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).

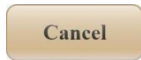
\* This button will only be displayed if its corresponding option is enabled in the KIC Setup. Check with your Help Desk for details.



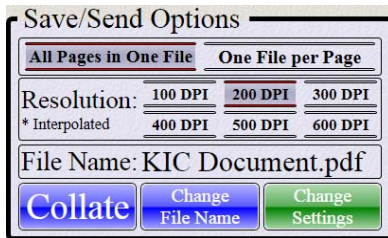
Touch to print all the images in Color (recommended for images that have pictures).



Touch to send all the images to the printer.



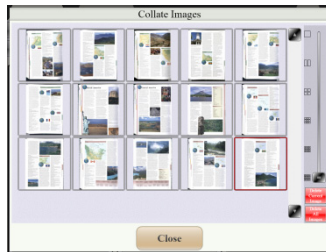
Touch to Cancel and close the printing window.



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.



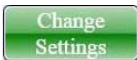
Touch to open the Collate Images window and change page order by dragging image to new positions.



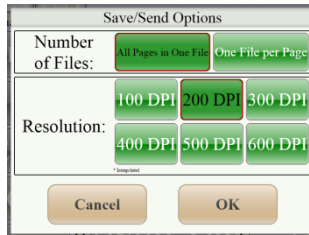
Use the slider to select the number of images to be displayed in the preview panel.



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).*



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 outputted One File per Page, and Audio files do not use the resolution setting.*



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).*



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



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



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



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.)



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

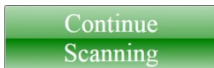


Select to save or send the pages at 500 DPI. \*



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.*



Touch to Continue Scanning.



Touch to terminate the session. All the images are deleted when a session is ended.

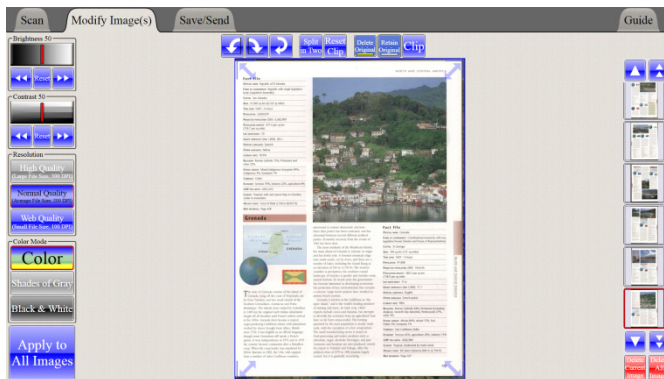
\* Output resolutions above 300 dpi are recommended for producing high quality printed output and for preservation or archival purposes.

## Modify Image(s)

### Modify Image(s) Tab

#### Image Settings

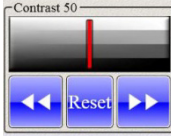
The Modify tab allows the user to change the settings on the images that have already been scanned. The options to modify the Brightness, Contrast, Resolution, and Color mode are located on the left side of the touch screen, and the results are previewed in the center of the touch screen.



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 **[High Quality]** to show fine details in the current image. This setting produces 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.

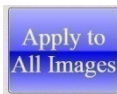
Touch **[Web Quality]** for small files. This setting is recommended for study materials and for images that will be uploaded to the Web.



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





 Touch to scroll the thumbnail panel upwards.

 Touch to scroll the thumbnail panel to the first image.

 Touch to scroll the thumbnail panel downwards.

 Touch to scroll the thumbnail panel to the last image.

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

 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°.

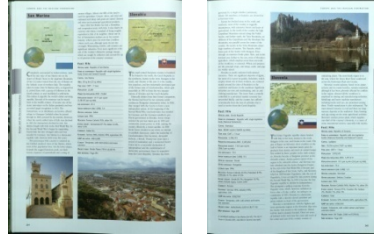
## Splitting Images



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

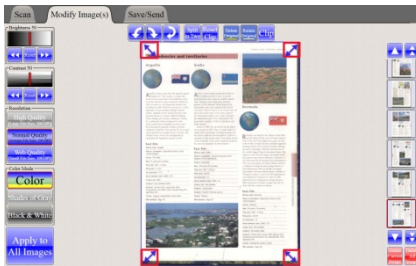


Result



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]**.



Touch to clip the selected area.



Original



Result



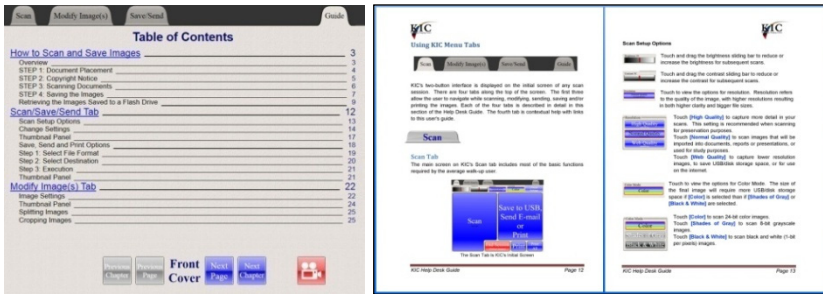
The clipping function works in conjunction with the Retain and Delete Original Image settings. When an image is clipped and the selected area corresponds to a small portion of the image, the original image is normally kept, but if the clip area is large, the original image is normally deleted. The user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



# 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.



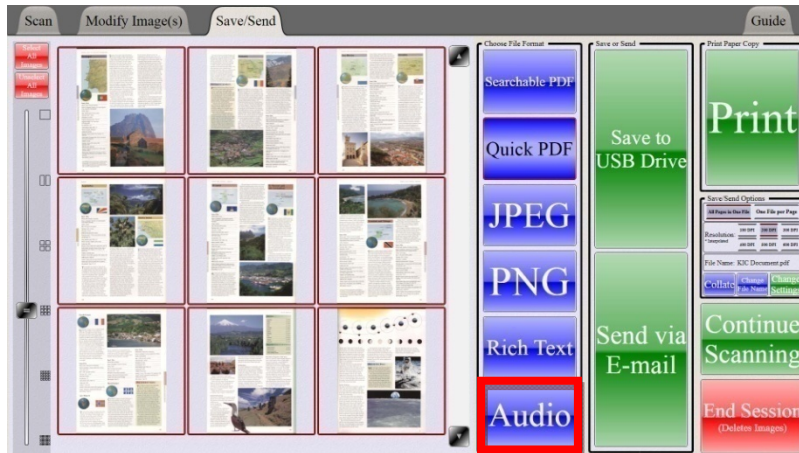
Touch to move to the next chapter of the User Guide.



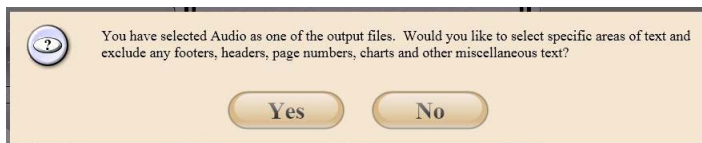
Touch to view a silent instructional video on how to use the KIC system.

## Appendix

### Selecting Zones for Audio Output

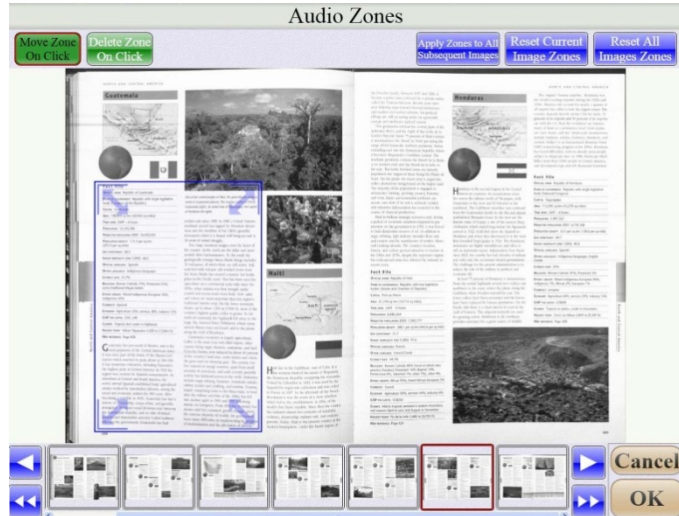


When **[Audio]** is selected as an output file format, the user has the option to select specific areas to be included in the MP3 files. This very useful feature allows the user to exclude unnecessary or undesirable content from the output (i.e. page numbers, picture captions, etc.). The following message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



Audio Zones Window



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.



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



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



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.



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.



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



Touch to save the selected zones.