

## KIC SCANNER FAQs:

### How do I get a split image instead of a single image?

- On the touch screen select *Change Settings* (top right corner)
- The Scan button expands to include *Single Image*, *Auto Split* and *Split in Half*.
- Select desired option.

The KIC Scanner tends to scan the whole bed at once and the output is a single image.

### How do I crop an image eliminating much of the scanner bed from my scan?

KIC Scanner has an auto-crop system which crops the image based its perception of book edges.

- Place the scanning material straight. The KIC Scanner does not crop angled material very well. • Notice the difference in the output when scanning material was place at an angle vs. straight (images A & B)

[A]



[B]



- Align a single sheet of paper (image C) and a book (image D) along the center of the scanning bed.

[C]



[D]



### What's a good resolution for scanning?

- 100 DPI: Recommended for gray scale pages containing text only.
- 200 DPI: Recommended for color or grayscale pages containing text, pictures or charts.
- 300 DPI: Recommended for black and white pages containing text and color or gray scale images that contain fine print.

### How can I change save/send my scans as One File Per Page?

- On the touchscreen select *More Output Options*.
- Then under the *Save/Send Options* choose between “*All Pages in One File*” and “*One File per Page.*”

KIC Scanner default is All Pages in One File.

### How can I see all the images I have scanned?

- Scroll between images appearing in a line above the scan button on the main screen OR use the “*Collate*” function.
  - Select “*More Output Options*” on the touchscreen.
  - Under “*Save/Send Options*” choose “*Collate.*”

Change scanned page order by touching and dragging individual pages to their new positions.