

KIP MULTI TOUCH SOFTWARE





User Login/Quick Search	6
Copy Mode – Black and White	6
Main Screen	7
Simple Copying	9
Select Mono Copy Mode	9
Select Size Mode	9
Select Original Image Type	11
Copy Count.....	11
Media	12
Length	13
Size	14
Insert Original.....	15
Original.....	17
Original Size Mode	17
Original Type	18
Quality	18
Automatic.....	18
Threshold.....	19
Sharpness	19
Copy Count.....	20
Arrows - Count Increase / Decrease	20
Number Pad - Count Increase / Decrease	20
Set Copy	21
Clear	22
Concurrent Print.....	23
Set Copy Editor	24
Preset Schemes.....	24
Advanced Options	25
Mirror	25
Invert.....	25
Copy Quality Settings	25
Fold	26
Stamp	27
Lead Edge Adjustment	27
Trailing Edge Adjustment	28
Width.....	29
Auto	30
Manual Roll Selection	30
Enabling Cutsheet.....	31
Cut Sheet	32
Copying to Multiple Cutsheets	33
Media Remaining.....	33
Installing Roll Media	34
Length	35
Auto	35
Standard	35
Zoom.....	37
Preset Percentages.....	37
Percentage Key Pad	38
Page Size Zoom	38
Auto Zoom	39
Clear	39
Start.....	39
View Last.....	39
Multi-Touch Viewer	40
Using Area of Interest features in Copy modes	40

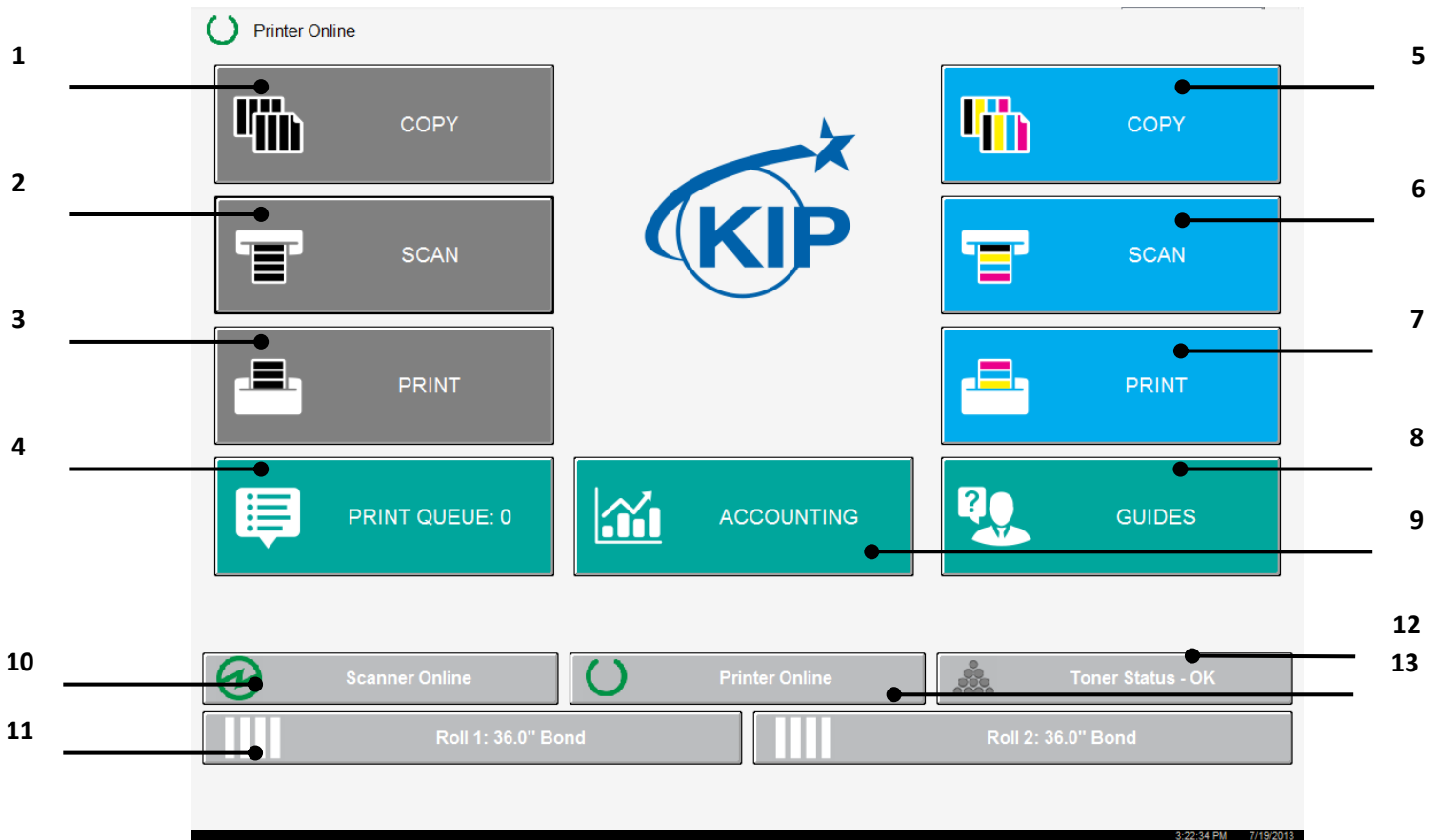


Using Area of Interest Features in Scan modes.....	40
Using Area of Interest Features in Print modes.....	41
Using the Multi-touch Viewer for Area of Interest.....	43
To Print an Area of Interest from the Multi-touch Viewer:.....	47
To Save an Area of Interest from the Multi-touch Viewer:.....	49
Recall Job.....	54
Stop / Reset.....	54
Interrupt.....	54
Log Off.....	54
Image Shift (2300 Only).....	54
Scan Mode – Monochrome.....	55
Select Scan Mode.....	55
Simple Scanning.....	57
Select Size Mode.....	57
Select Original Image Type.....	57
Select Format.....	58
<i>Select Mailbox</i>	59
Insert Original.....	61
Retrieve the File.....	61
Main Screen.....	62
Original.....	63
Original Size Mode.....	63
Original Type.....	63
Original Size.....	64
Automatic Size.....	64
Exact Size.....	64
Manual Size.....	65
Hard Drive Space Monitor.....	67
Rotation.....	67
Quality.....	67
Automatic.....	67
Threshold.....	68
Sharpness.....	68
DPI.....	69
Format.....	69
Advanced Settings.....	70
Mirror.....	70
Invert.....	70
Stamp.....	71
Leading Edge Adjustment.....	72
Trailing Edge Adjustment.....	72
Print Enabled – Concurrent Print.....	74
Mailbox Command Center*.....	75
Selecting a Mailbox.....	75
Creating a New Mailbox (Local).....	75
Share Setup – Workstation/Server.....	77
Network Location (SMB/CIFS) – KIP Setup.....	77

Contents – * Feature not applicable to KIP Network Printer Only



Home Screen



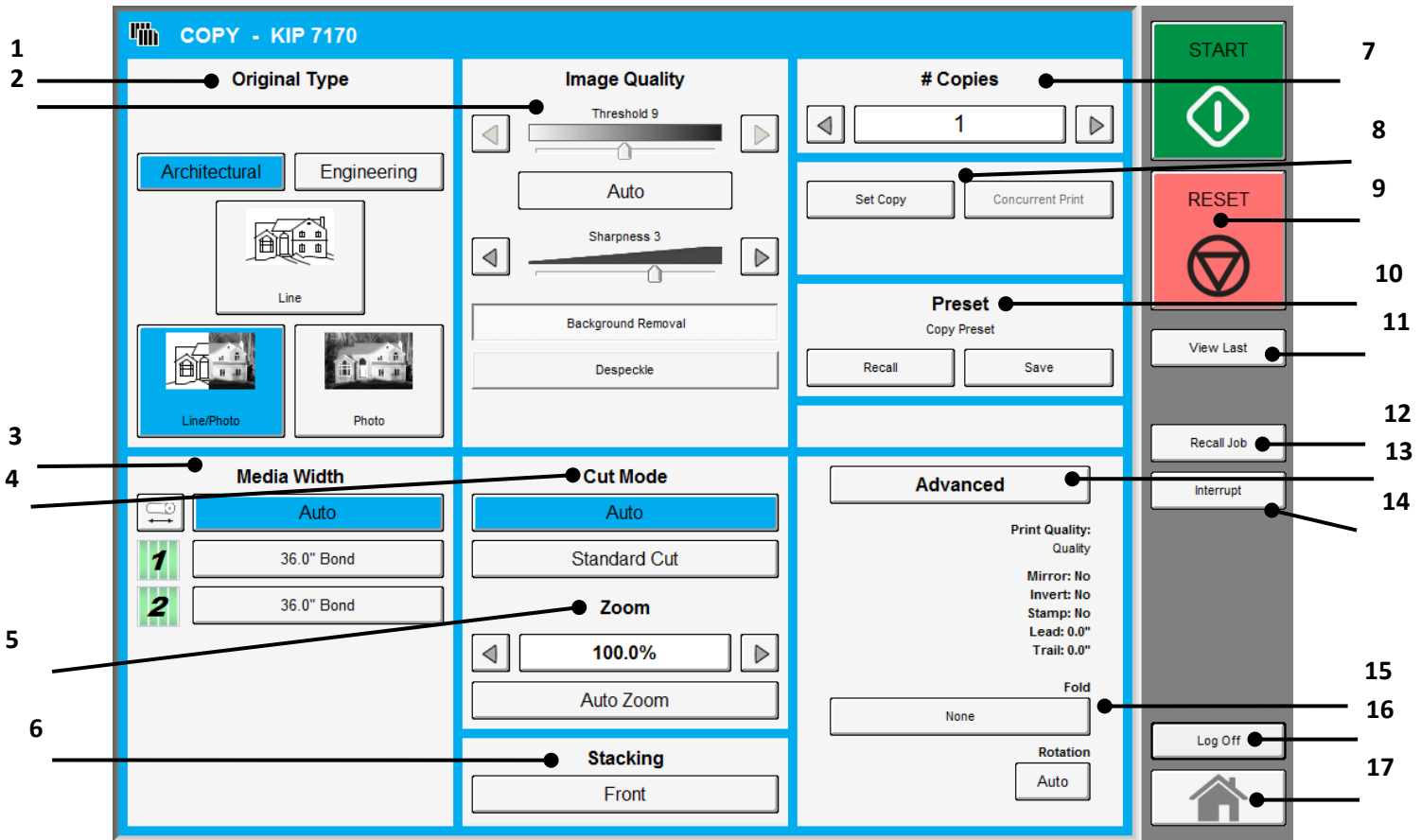


<i>Button Name</i>	<i>Function</i>
1. Copy (Black and White)	This button directs the user to the mono Copy screen
2. Scan (Black and White)	This button directs the user to the mono Scan screen
3. Print (Black and White)	This button directs the user to the mono Print screen
4. Print Queue	This button directs the user to the Print Queue screen
5. Copy (Color)	This button directs the user to the Color Copy screen
6. Scan (Color)	This button directs the user to the Color Scan screen
7. Print (Color)	This button directs the user to the Color Print screen
8. Guides/Help	This button directs the user to the User Guides/Help Screen
9. Accounting	This button directs the user to the main login screen
10. Scanner Online	Indicates current scanner status
11. Roll Information	Displays size, type, and amount remaining of media
12. Printer Online	Indicates current Printer Status
13. Toner Status	Indicates current Toner Status



Copy Mode – Black and White

Main Screen



Note: Depending on the KIP model purchased, your screens may have 1, 2 or 4 roll selections and the model number may be different. This does not change the overall operation of the KIP Digital Copy/Scan/Print System.



<i>Button Name</i>	<i>Function</i>
1. <i>Original Type</i>	User Selects the type of original to copy. Also select Eng/Arch Modes here.
2. Image Quality	Select Auto or Manual Image adjustments
3. Media Width	Displays Media type and quantity installed. Includes Cut Sheet Functions and Media Selection
4. Cut Mode	Allows for the selection of auto mode for paper size or the selection of Standard cut lengths.
5. Zoom	Manual and automatic zoom ratios set.
6. Stacking	Determines whether the output will be stacked to the front of the back of the printer.
7. Copies	Select the quantity of prints and sets designation.
8. Set Options	Choose from Copy, Set Copy and Set Copy Concurrent Print
9. Reset	Clears the image buffer and resets the system to default settings.
10. Preset	Allows for the saving of settings as individual presets or as the default setting
11. View Last	The last scan / job can be viewed
12. Recall Job/Edit Job	Images can be recalled and edited from the last job for reprint. Please this feature may be disabled by the administrator to prevent any unauthorized copies.
13. Advanced	Invert , mirror, stamps, folds, and edge adjustments preformed / displayed in this button (sub screen)
14. Interrupt	If active, allows the user to interrupt the Print Queue to get a urgent copy printed.
15. Folder Options	If a Folder is present, folder options can be selected here.
16. Log Off	Displayed if KIP Track enabled to Log off current user
17. Home	Returns to the Home Screen

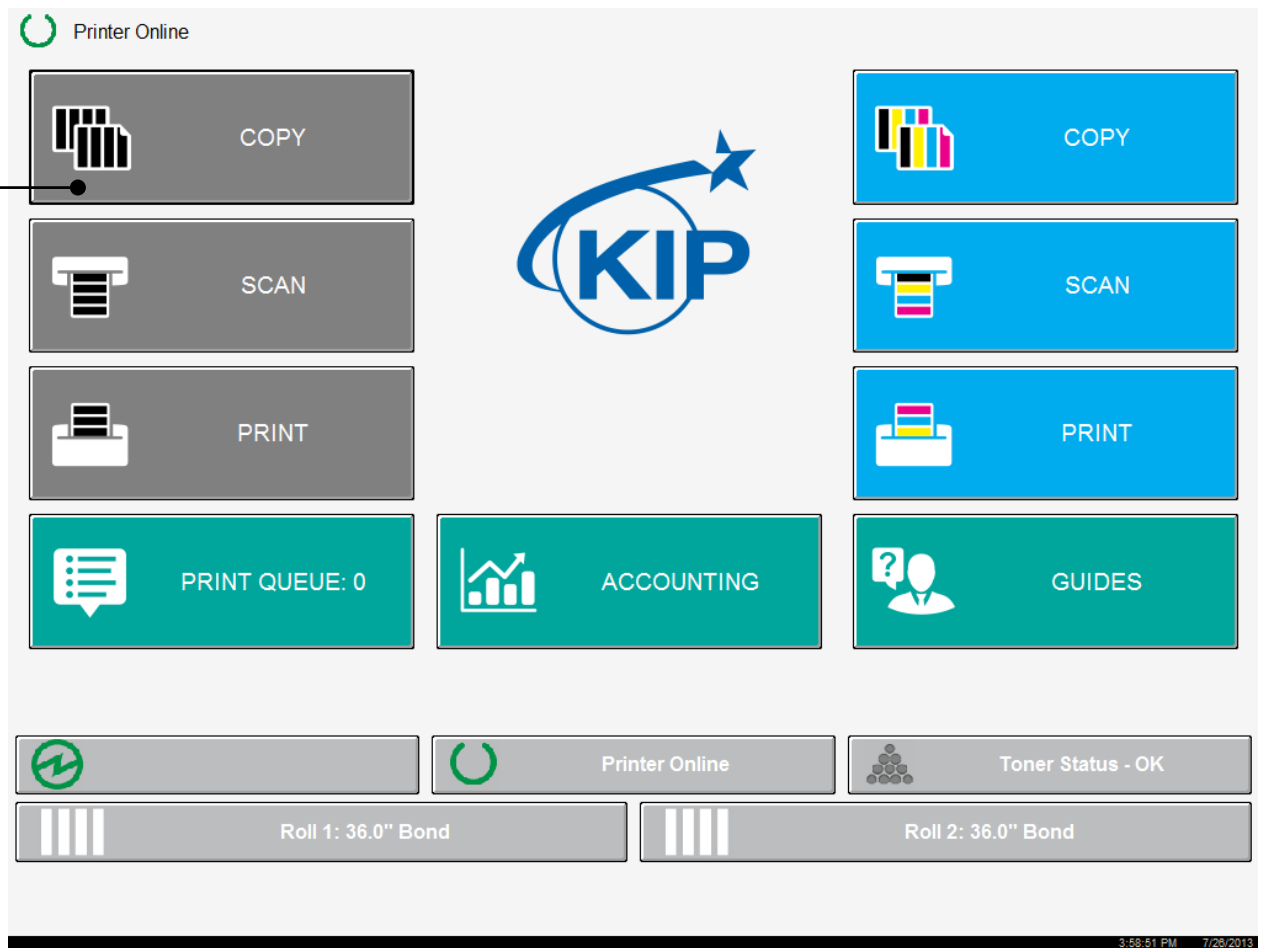


Simple Copying

To copy, please follow these basic steps. The following chapters have details on adjustments and parameters that the user can change to modify the copies as required.

Select Mono Copy Mode

On the upper left region of the Operator Panel, select "COPY".



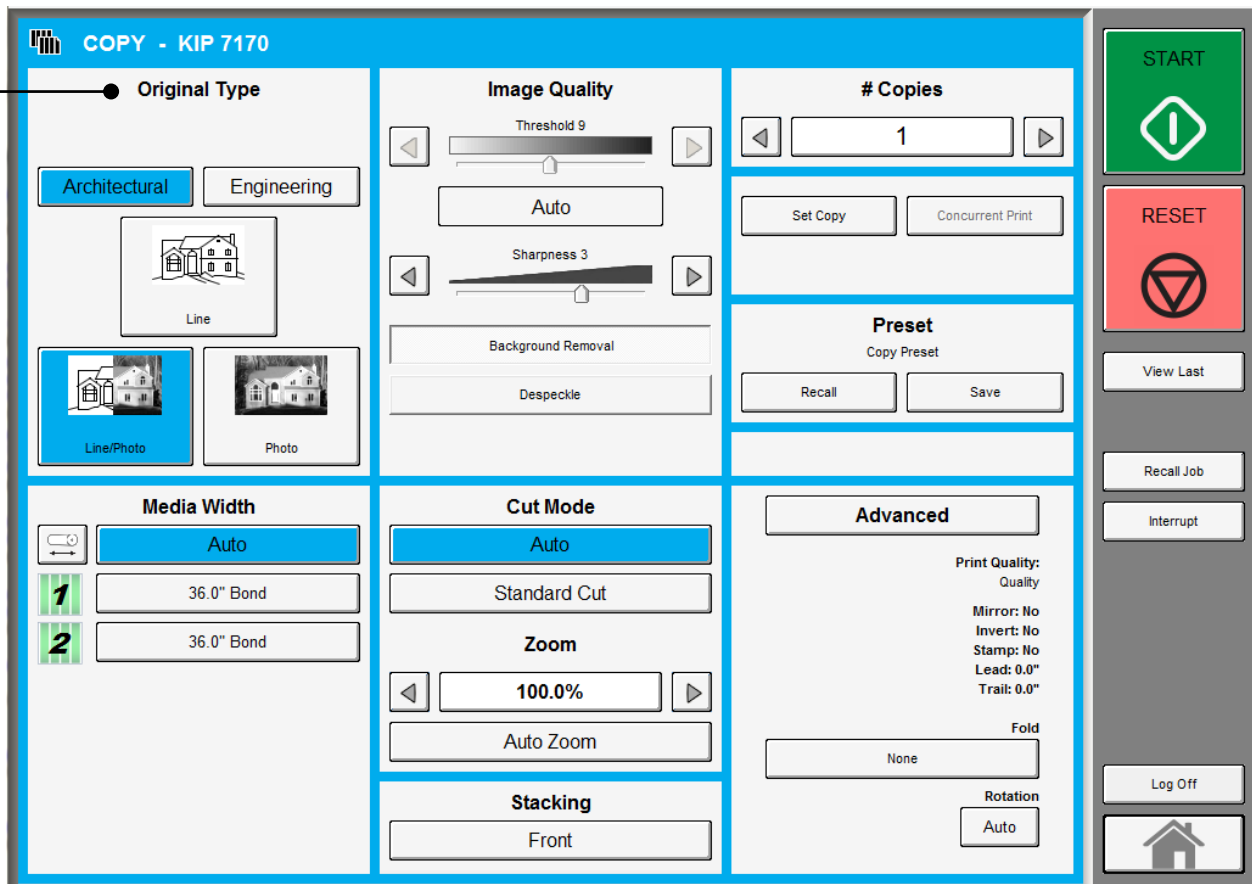


Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches





Select Original Image Type

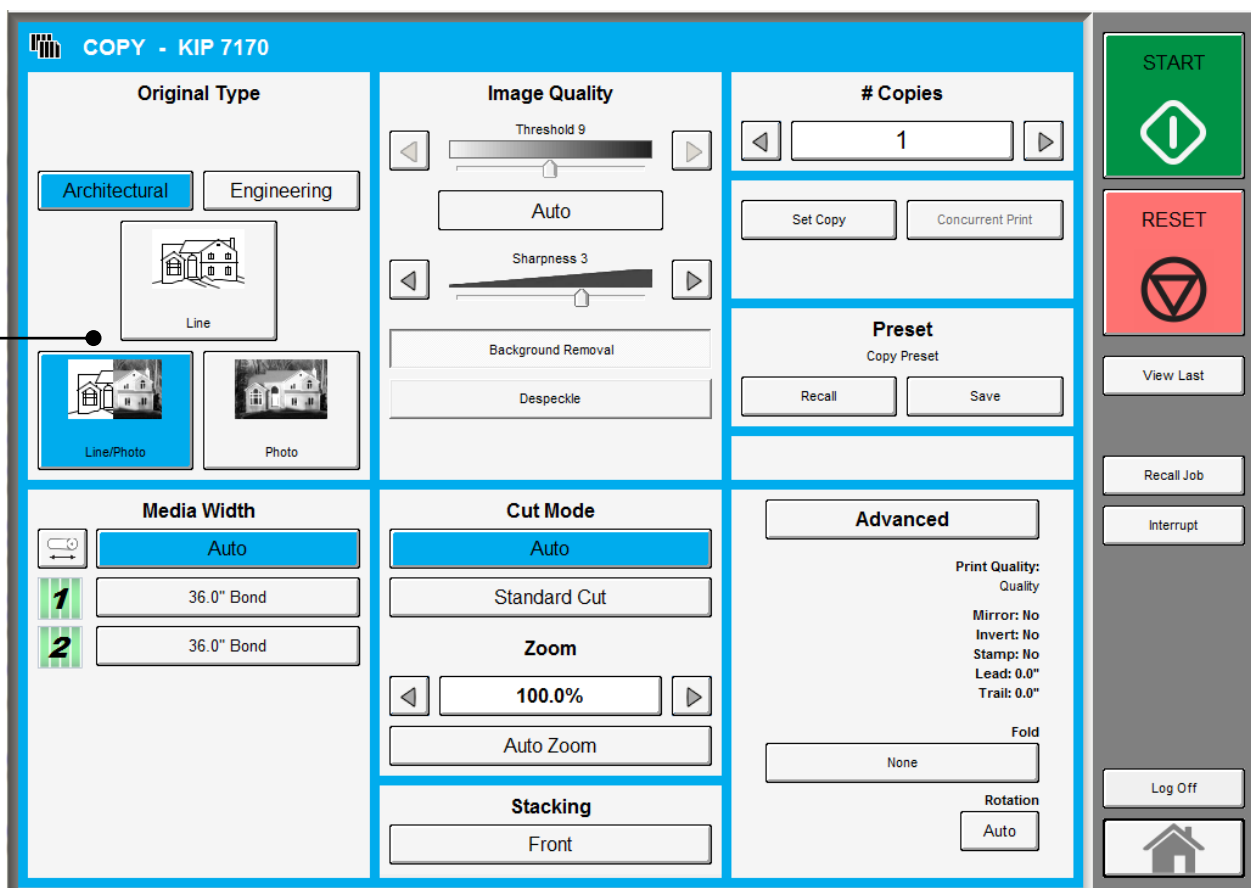
Set the original image type. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals

This will allow automatic image quality adjustments for the scan.





Copy Count

Press the arrow buttons to scroll through the number of copies required **or** press on the actual number to set the quantity with the number pad.

The screenshot displays the 'COPY - KIP 7170' interface. The main screen is divided into several sections:

- Original Type:** Includes 'Architectural' and 'Engineering' buttons, and image thumbnails for 'Line', 'Line/Photo', and 'Photo'.
- Image Quality:** Features sliders for 'Threshold 9' and 'Sharpness 3', and buttons for 'Auto', 'Background Removal', and 'Despeckle'.
- # Copies:** A numeric input field showing '1' with left and right arrow buttons, and 'Set Copy' and 'Concurrent Print' buttons.
- Preset:** Includes 'Recall' and 'Save' buttons.
- Media Width:** Shows 'Auto' selected, with options for '1' and '2' at '36.0" Bond'.
- Cut Mode:** Includes 'Auto', 'Standard Cut', and 'Zoom' (set to '100.0%') buttons.
- Stacking:** Includes a 'Front' button.
- Advanced:** Contains 'Print Quality: Quality', 'Mirror: No', 'Invert: No', 'Stamp: No', 'Lead: 0.0"', 'Trail: 0.0"', 'Fold: None', and 'Rotation: Auto'.

On the right side, there is a vertical toolbar with buttons: 'START' (green), 'RESET' (red), 'View Last', 'Recall Job', 'Interrupt', 'Log Off', and a home icon.

An inset numeric keypad is shown on the right, titled 'Enter Number of Copies:'. It has a display showing '12' and buttons for digits 1-9, 0, 'C', 'Enter', and 'Cancel'. A black arrow points from the '1' in the main '# Copies' field to the '12' in the keypad's display.



Media

Select automatic (for best possible fit) or manual roll selection for a specific roll size.

COPY - KIP 7170

Original Type

Architectural Engineering

Line

Line/Photo Photo

Image Quality

Threshold 9

Auto

Sharpness 3

Background Removal

Despeckle

Copies

1

Set Copy Concurrent Print

Preset

Copy Preset

Recall Save

Media Width

Auto

1 36.0" Bond

2 36.0" Bond

Cut Mode

Auto

Standard Cut

Zoom

100.0%

Auto Zoom

Stacking

Front

Advanced

Print Quality: Quality

Mirror: No
Invert: No
Stamp: No
Lead: 0.0"
Trail: 0.0"

Fold: None

Rotation: Auto

START

RESET

View Last

Recall Job

Interrupt

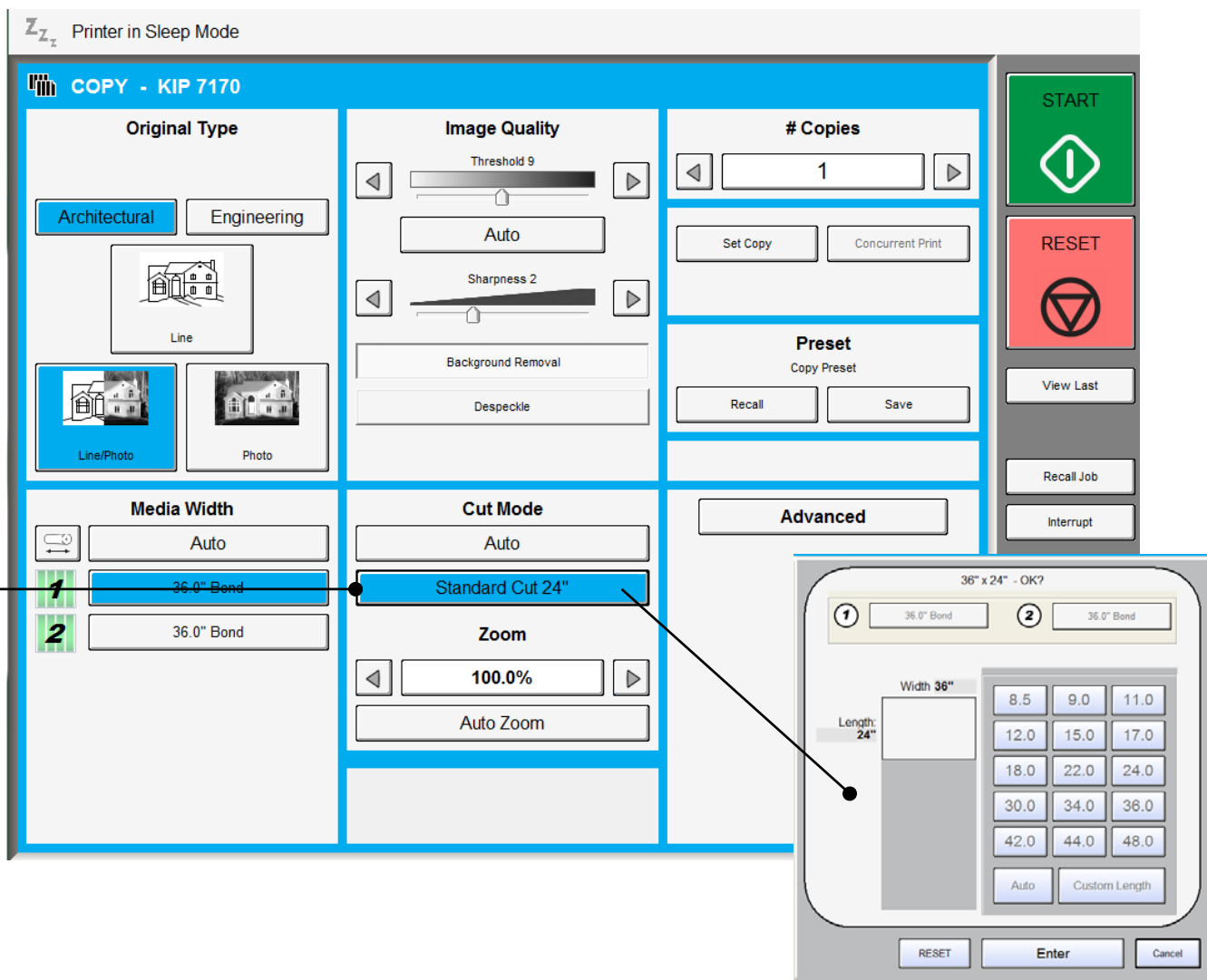
Log Off

Home



Length

Select Auto for automatic cut length (to the length of the original) or Standard Cut for a manual length. (A number pad will request the desired length to be entered)

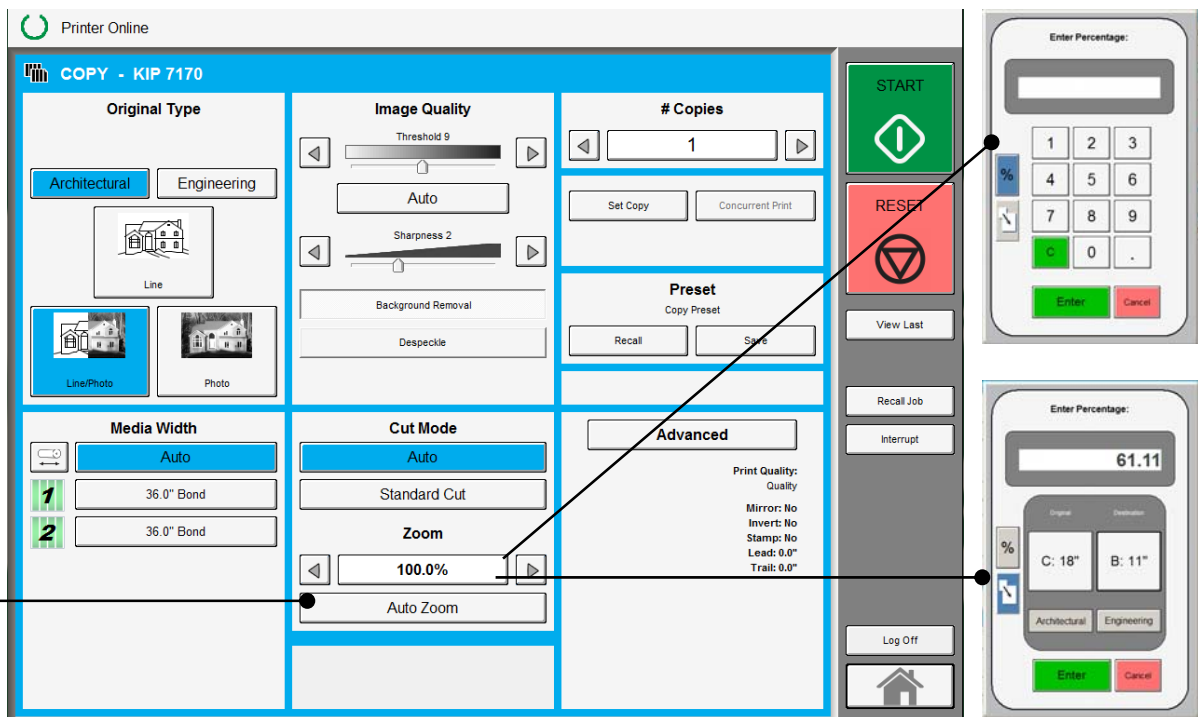




Size

Select

- AutoZoom to automatically zoom to the width of paper or
- press the arrow keys to scroll through presets ratios or
- Press on the Zoom number to manually enter a percentage or on the key pad or choose from page size to page size.



Insert Original

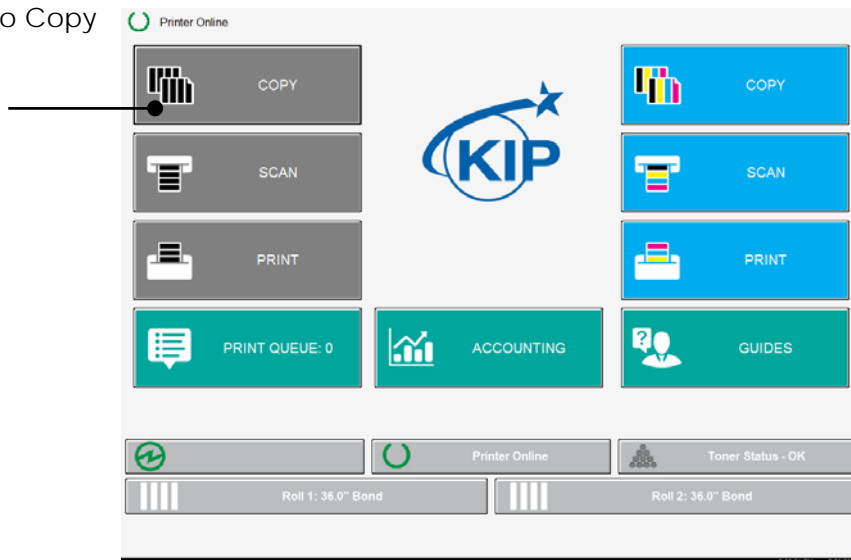
Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

The KIP system will automatically commence to copy. While this occurs the image will be displayed on the Operator Panel for your reference.

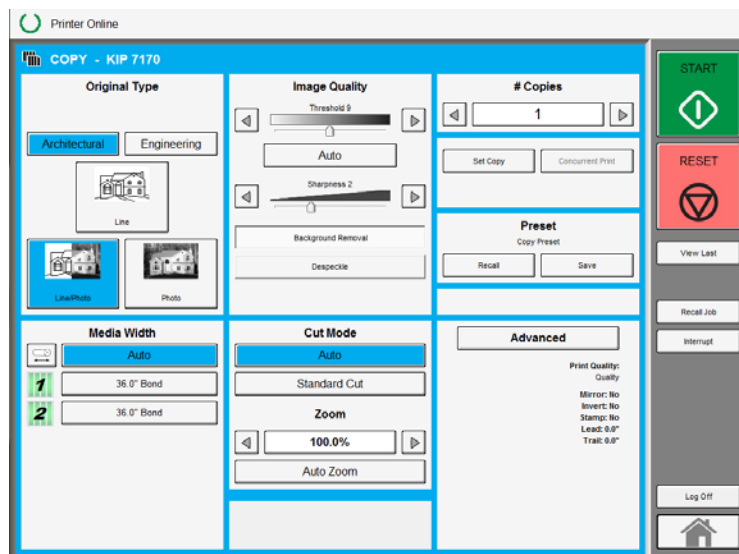


Home Screen

From the HOME screen select the Mono Copy button to open the Copy screen.



The Mono Copy screen contains all user functions for copying. The following pages details the functions and settings of each button and sub screens that can be used to adjust the copy mode parameters to achieve the required result.



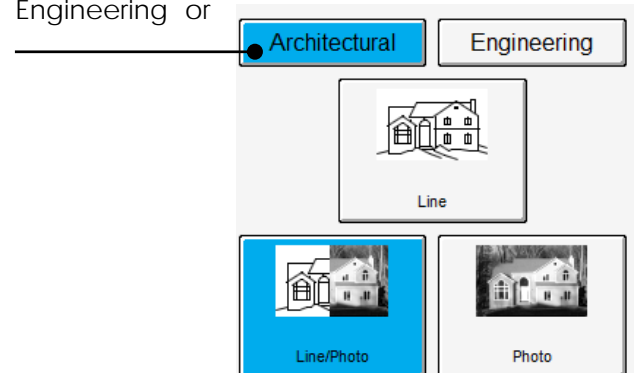


Original

This region allows the setting of the Size Mode (Engineering or Architectural) & the original image type.

Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural.



This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architectural widths = 36, 30, 24, 18, 12, and 9 inches



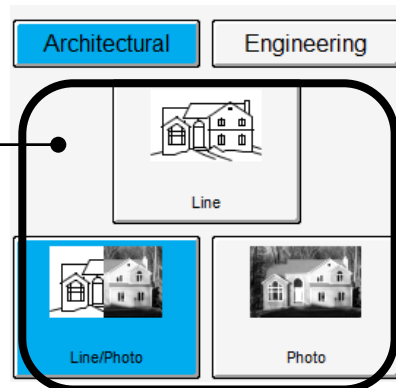
Original Type

Select one of the four different predetermined original types. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals



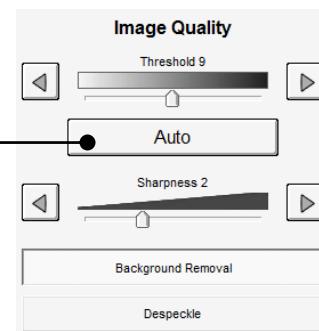
Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted and the icon will become white, as in the above example "Line/Photo".

Quality

This region is used to change the image quality settings from the automatic setting.

Automatic

For most copies, "Auto" should be selected. This will allow the copier to automatically determine the best image settings without any user intervention (please also note "Original" in 2.2)

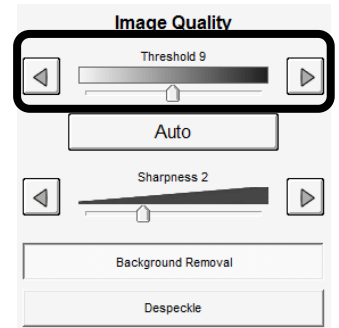




Threshold

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

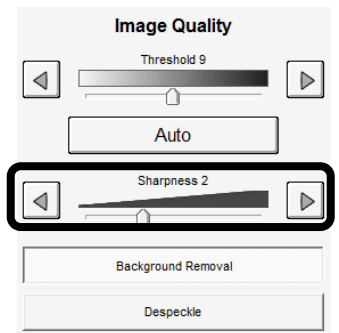
Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.



Sharpness

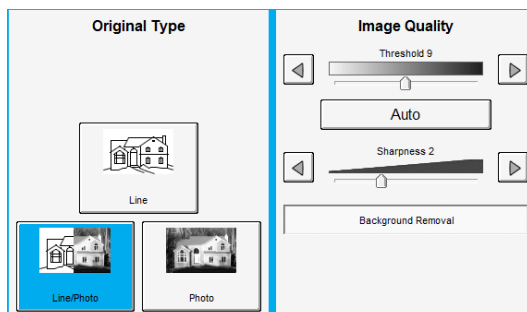
To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are copied to allow for smoother graduations.

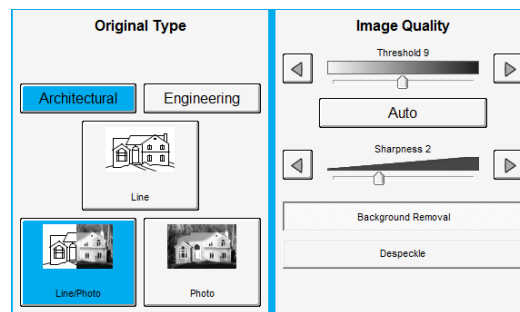


Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type and Image Quality will vary.

KIP 2300



KIP 720



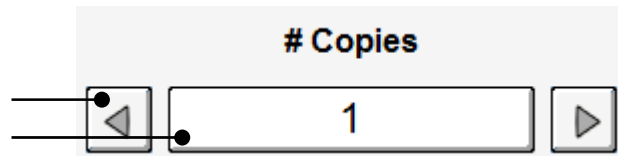


Copy Count

In this region the number of copies, and set copy / collation can be set.

Arrows - Count Increase / Decrease

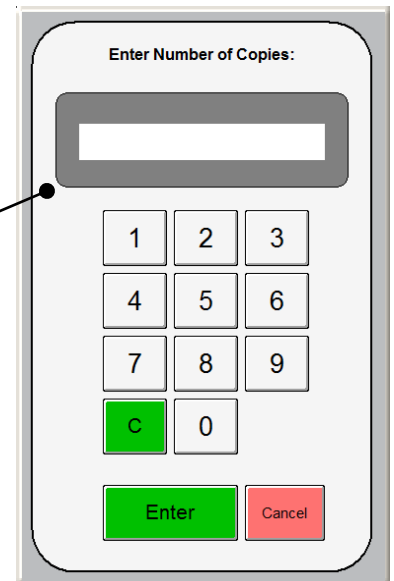
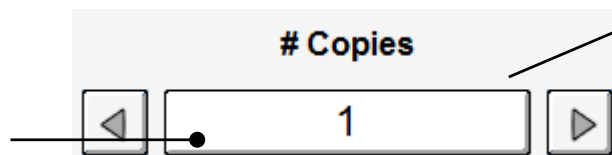
Use the arrows to increase or decrease the total numbers of copies desired by one with each press of the button.



Number Pad - Count Increase / Decrease

Press the "number of copies" value (which is a button) to set the desired number of copies using a number pad. This will allow the quick entry of larger numbers.

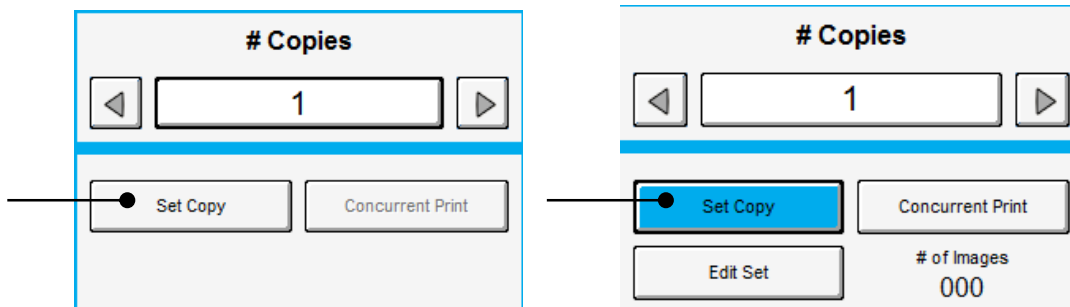
- Press the numbers for the quantity desired. (up to 999)
- Select "Enter".
- If an entry error was made press "C" to start again.
- If you wish to close the screen without changing the quantity press "Cancel".



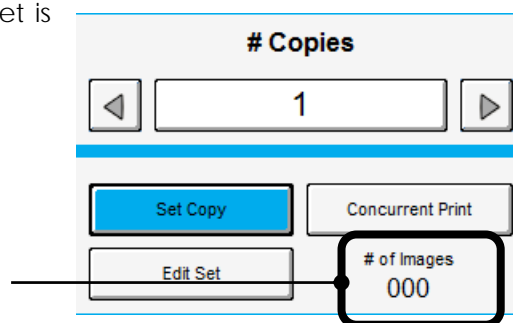


Set Copy

- a. To enable collated sets or copy sets to be printed select the Set Copy button.



- b. As originals are scanned, the total number in the set is displayed.

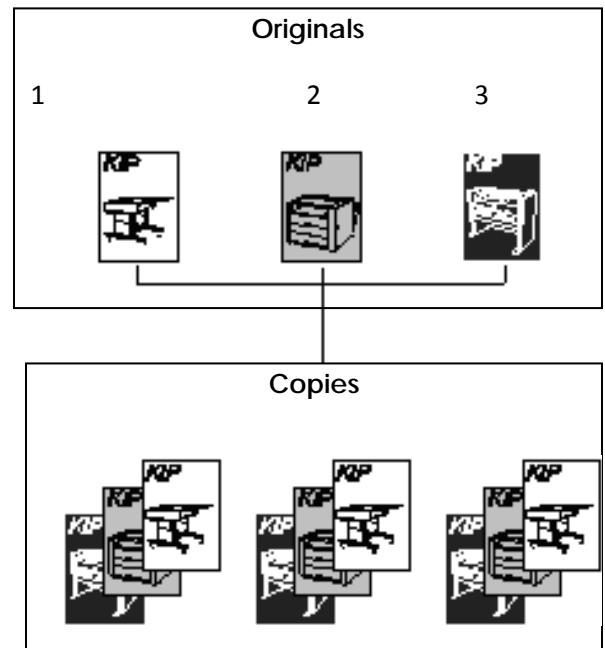




- c. Copying will **not commence** until the set is closed. To close a set, press the start button. The set with the total number of copies will be printed.

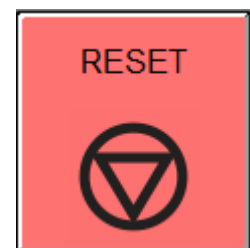
An example of Set Copy:

3 originals with 3 sets or copies



Clear

Press the clear button to reset the quantity to "1".



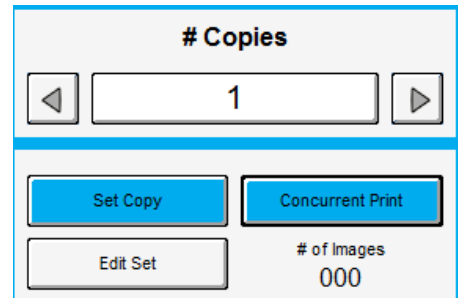


Concurrent Print

Set Copy/Concurrent Print will allow a user to receive a check print with each scanned image while creating a temporary set copy for multiple copies.

While in the **COPY** menu, touch the **Set Copy** button in order to access **Set Copy/Concurrent Print**.

1. Touch the **Set Copy** button to access the **Set Copy/Concurrent Print** feature.
2. Select the Now available "Concurrent Print" button
3. **Set Copy/Concurrent Print** will begin the set creation process.



4. Please insert the first original and begin the scanning process
5. The first original will copy begin to print immediately (if there are no network print jobs currently processing)
6. Each subsequent copy will receive a check print until the entire set has been scanned
7. Press the **Start** button to begin the set copy printing process

Note: If a user has selected 5 sets for concurrent print, only 4 will be printed once the **Start** button has been pressed. The first set of the 5 has already been printed with the check print of each scanned original.



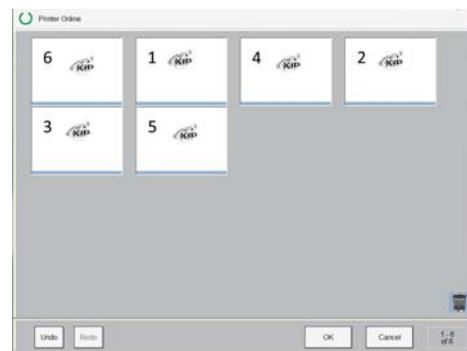


Set Copy Editor

Set Copy Editor allows the user to scan in a set of files in any order and rearrange them after they have been scanned prior to printing them out.

Original set of scanned files out of order.

- Files can be manipulated for the proper print order with a simple drag and drop on the touch screen.
- Drag and zoom to a specific area on the file.



Original set of scanned files rearranged for correct print order.

- Undo – Undo the order in which the files have been arranged.
- Redo – Put files back the way they were arranged.
- Accept – Accept the order the files have been rearranged.



Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.

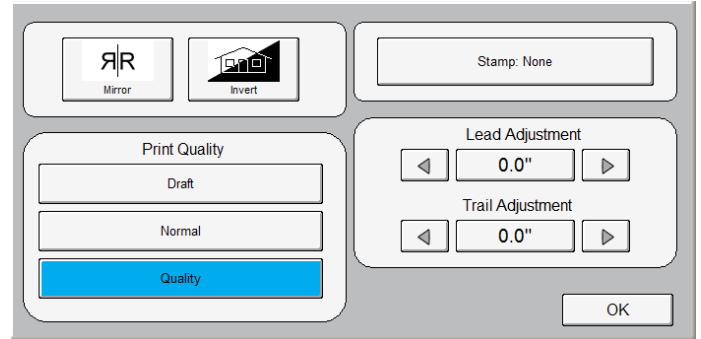


Selecting Recall brings up the “Please Pick a Copy Scheme” allowing the user to choose from multiple saved schemes.



Advanced Options

The Advanced Options section contains the additional parameters on a sub screen:



Mirror

Select this button to “mirror” a scan. This can be utilized on originals that may have the actual image on the reverse side such as older “sepia” or “film” documents.



Invert

Select this button to change a region of white to black and black to white of a scanned document. This is normally used for “negative” documents or “blue prints”.

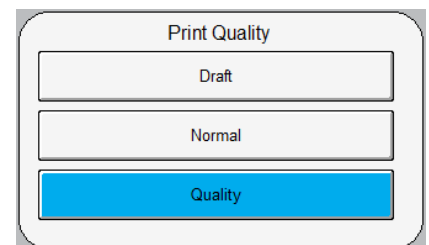


Copy Quality Settings

On the KIP COPY screen, it is possible to select varying copy quality settings in addition to Original type settings.

Select the desired Print Quality.

- Draft mode will decrease the scanner DPI while increasing scanning speed
- Normal mode will increase the scanner DPI while decreasing scanning speed
- Quality mode will increase the scanner DPI while decreasing scanning speed



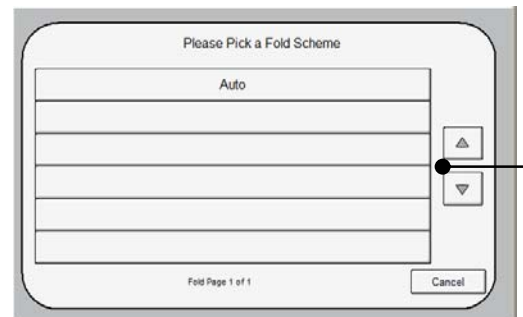
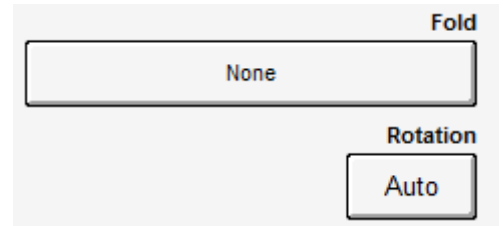
Note: Quality is the default value



Fold

Select "Fold" to display the fold sub screen (button will be available if Fold option is turned on in "Configuration Screen"). This will allow the selection of a "Fold Pattern" to be applied to the copy.

- Use the Arrow buttons to scroll through the available folds and select a desired fold from the list.
- The fold selected will be displayed in the Advanced Options section.
- Select OK.



NOTE

The list of "Folds" is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the UI.

Please contact these persons for any additional stamps that may be required.

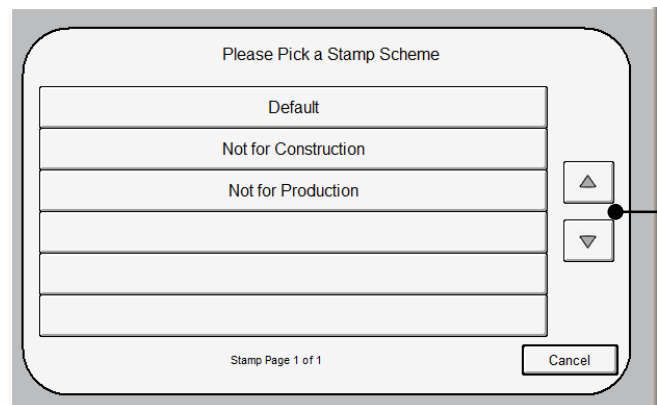
Please see "KIP Request" for these functions. An optional KIP Folder must be purchased to enable these functions.



Stamp

Select “Stamp” to display another sub screen. This will allow the selection of a “Stamp” or “Water Mark” to be placed on the scanned image. It will be imbedded into the image.

- Use the Arrow buttons to scroll through the available stamps and select the desired stamp from the list.
- The Stamp button will now display the Advanced Options section.
- Select OK.



NOTE

The list of “Stamps” is loaded into Copy Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the KIP printer’s UI.

Please contact these persons for any additional stamps that may be required.

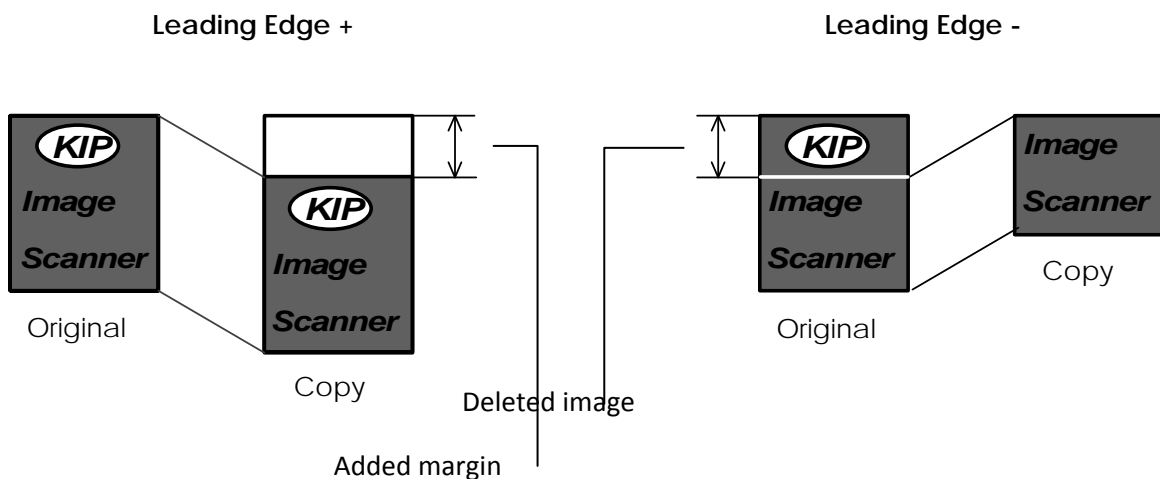
Please see “KIP Request” for these functions.



Lead Edge Adjustment

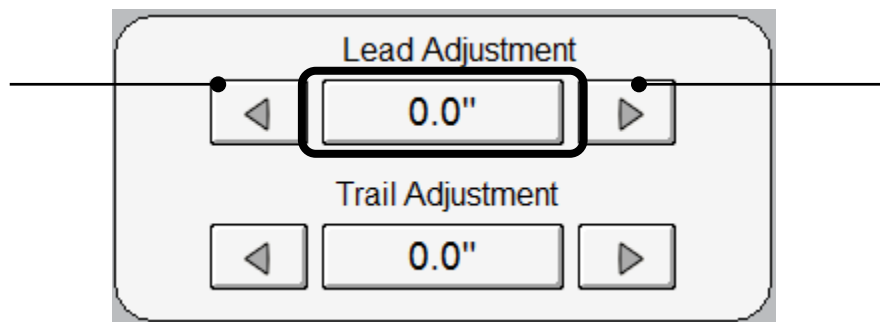
The Lead edge of each copy can be altered. (+/- 4")

- a. Additional void area can be placed on the bottom of a copy or
- b. Image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.

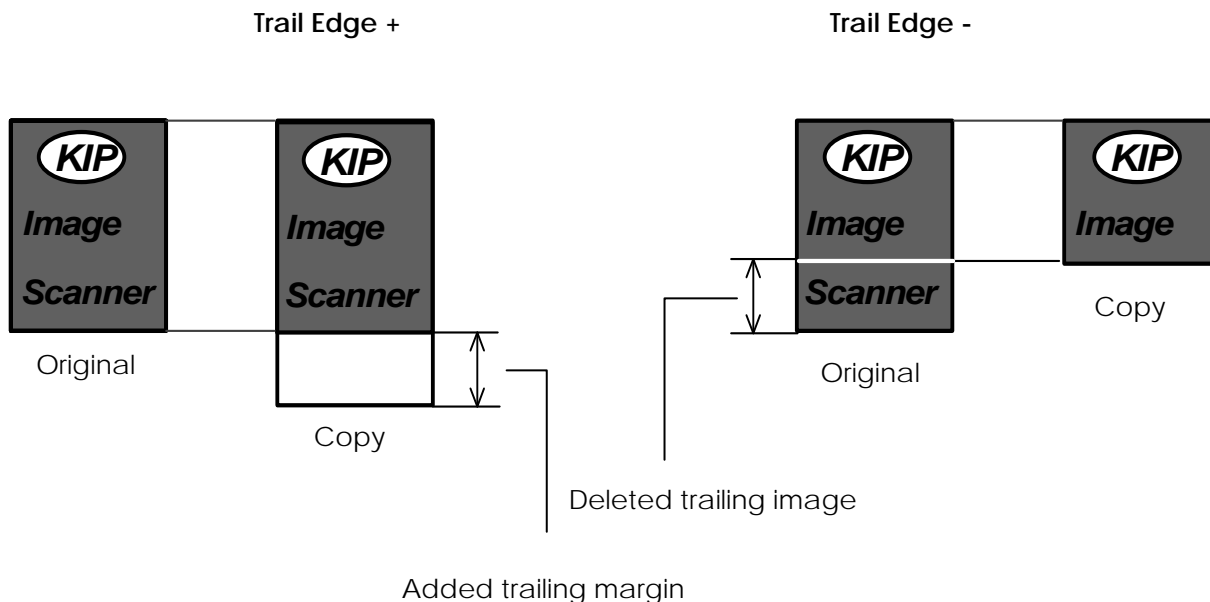




Trailing Edge Adjustment

The trailing edge of each copy can be altered. (+/- 4")

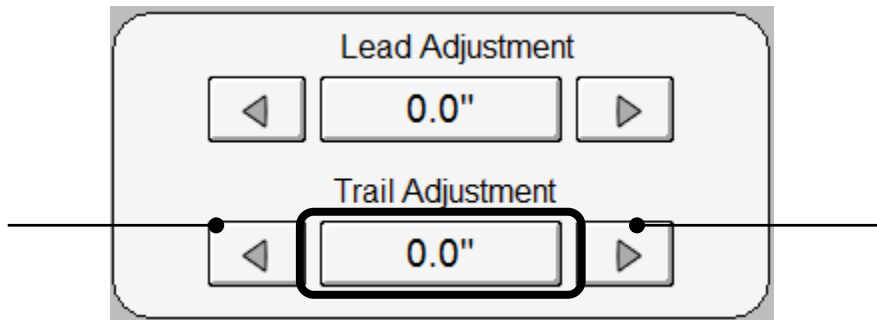
- c. Additional void area can be placed on the bottom of a copy or
- d. Image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

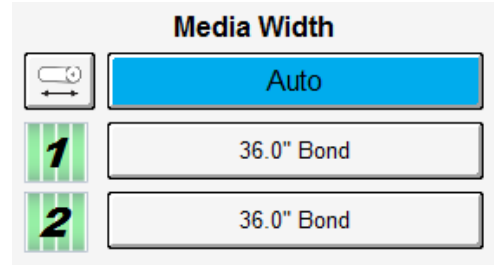
Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen. Lead Edge adjustment is a value of +/- 4" and is an actual addition or subtraction of media.





Width

This region allows automatic or manual roll selection, roll size display, cut sheet media, the roll amount remaining and to set the installed media type and width.



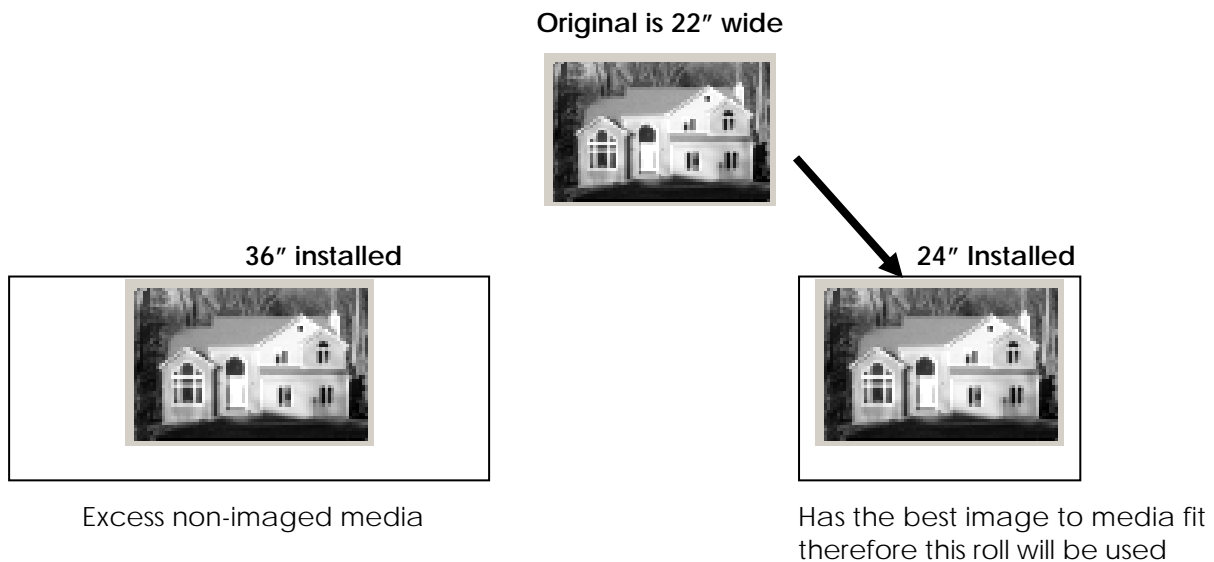
Auto

This default setting allows the copier to automatically select the best media roll width to print the image onto. It selects the roll noting the amount of image area to prevent surplus media consumption. (applies to the option - two or more rolls model)

Example:

22" original

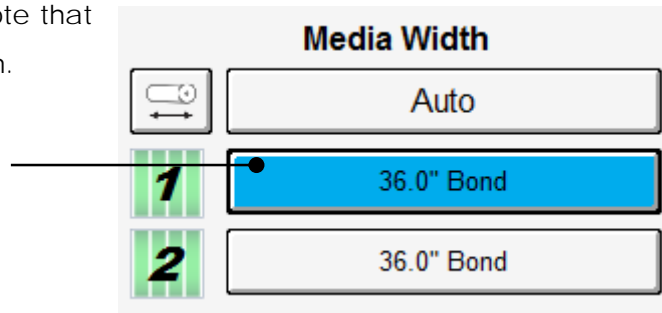
36" and 24" bond media installed





Manual Roll Selection

To select a roll deck, press the roll deck desired. Note that the roll information is displayed in the roll deck button.

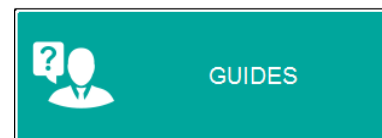


Enabling Cutsheet

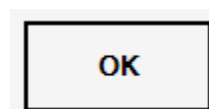
Some KIP printers are equipped with a cut sheet feeder that can be enabled in the configuration menu of the UI.

This can be accomplished by following these steps

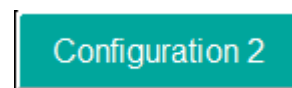
1. Select the Guides button in from the Home Screen of the user interface.



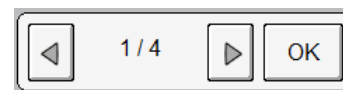
2. Select the OK Button



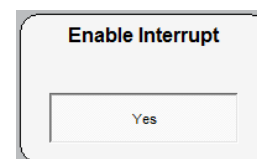
3. Select the Configuration 2 button from the Info/Help screen.



4. Using the Left/Right arrows located at the bottom of the page scroll to page one (1).



5. Change the Enable Cut Sheet button to "Yes".

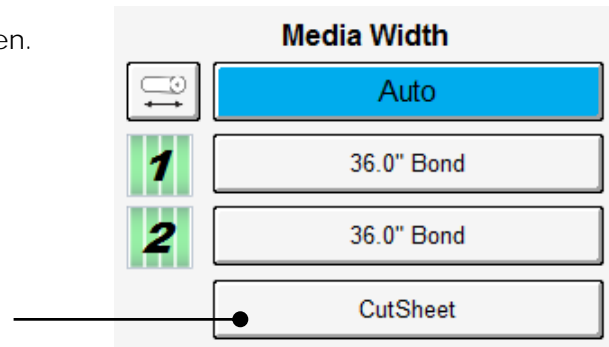




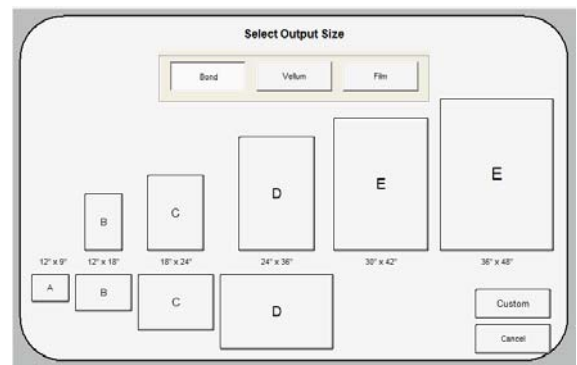
Cut Sheet

To copy onto a cut sheet of media:

- a. Select the CUT SHEET button on the main screen.



- b. Select the Output Size of the actual cut sheet paper that will be inserted into the Cut Sheet feeder.



- c. Select desired settings from the main copy screen. Feed your original (s) into the KIP System.
- d. Prepare Cut Sheet Feeder on your printer and WAIT until prompted by the UI.
- e. Insert the media into the Cut Sheet Feeder.

Note:

Only one cut sheet may be fed at a time & this function will time out after 3 minutes if no paper is inserted.

Note:

DO NOT insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.



Copying to Multiple Cutsheets

- Follow steps above
- After a short period of time the Printer will beep notifying the user to insert the cutsheet into the Cutsheet feeder, the Job Info button will also be flashing.
- Once the cutsheet has been printed there will be a short pause and the printer will start to beep again. Insert the next cutsheet into the printer
- Continue for multiples.

Note:

Only one cutsheet may be fed at a time and will time out after 3 minutes if no paper is inserted.

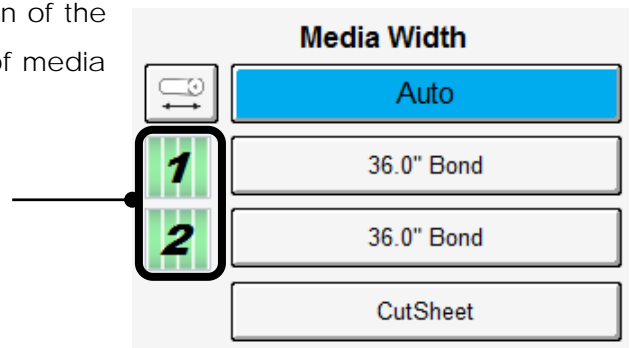
Note:

DO NOT insert the cut sheet media into the feeder while printing from a roll deck, as this may cause the printer to jam.

Media Remaining

The installed roll information is displayed in the button of the particular roll deck. Beside each deck is a volume of media that currently is left on the roll of media.

Indicators will display full, $\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$ or empty.

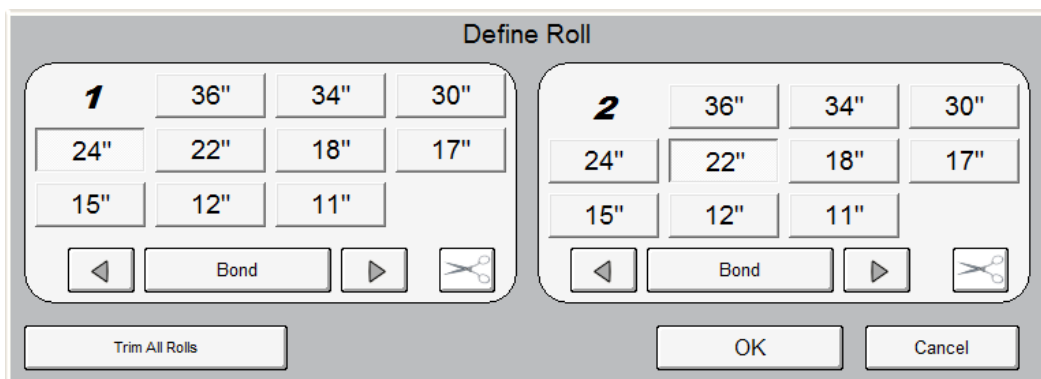




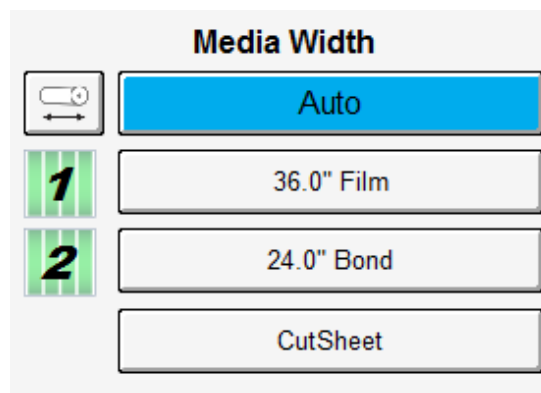
Installing Roll Media

When media is replaced or installed, a screen will automatically appear. This screen allows the setting of the media type & width. Please see the KIP Printer manual for the procedures to replace a roll of media.

- If no changes are required, press cancel
- If changes are required from the currently settings displayed, select the correct media type and size for each deck and press OK.



This screen shows 36\" Film for deck one, 24\" bond for Roll deck 2. Media types settings noted above can be changed at any time by pressing the Media button on the main Copy Screen.





Length

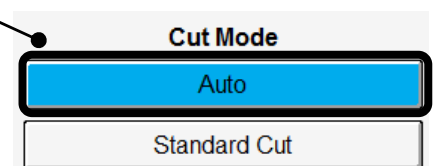
Two methods determine the length of the copy in the KIP printer. These two methods are Auto (may also be known as Synchro Cut or Automatic Cut) and Standard Cut.

Auto

This mode allows the media length to be determined by the original length. This also takes into consideration any enlargements or reductions that are applied to an image as well, to prevent excess media without image.

NOTE

Auto Length works in conjunction with Auto Roll noted in 2.6.1.

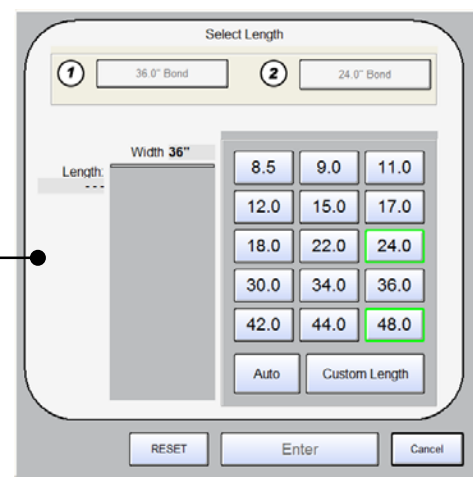
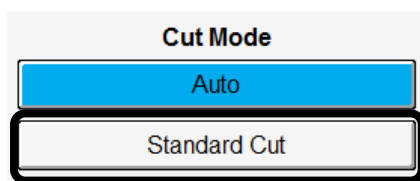


Standard

This mode allows the media length to be determined by a standard length or a length set manually by the user with a number pad.

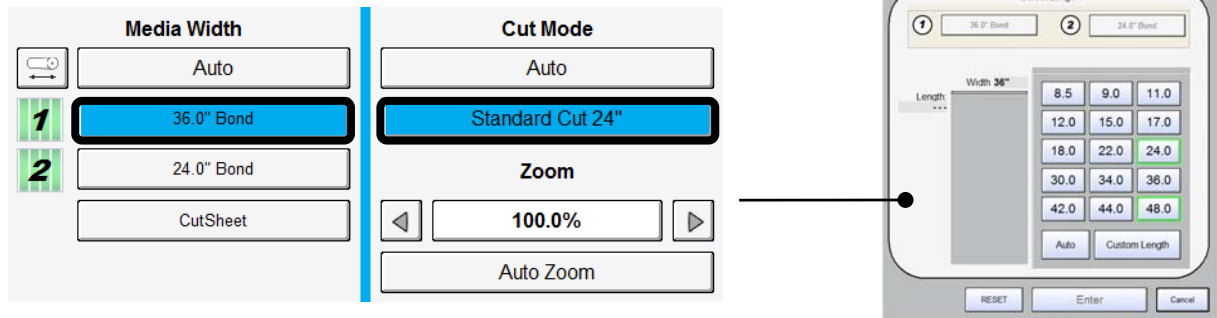
- a. Select Standard Cut. A sub screen will appear. When Standard is used, the roll must also be selected.

If Auto Roll is selected in the **Media** region the following screen will appear, prompting the media to be selected. Select the roll.





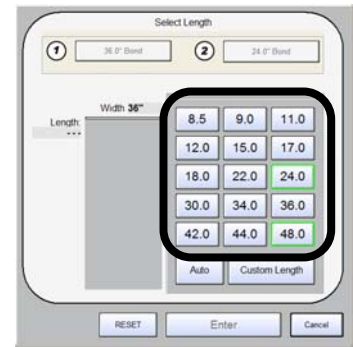
If a roll is already selected in **Media**, then the following screen appears now only requesting the length.



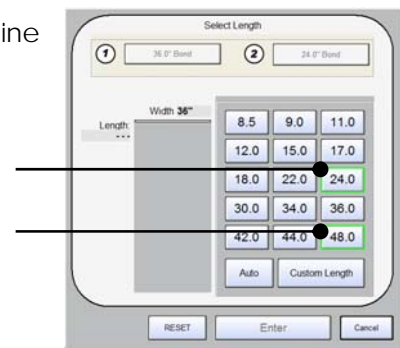
b. Once the roll is determined (if so required) the length can now be set.

- Standard Length
- Auto Length
- Custom Length

c. Standard Length – use an industry standard length. Select the length and press Enter.

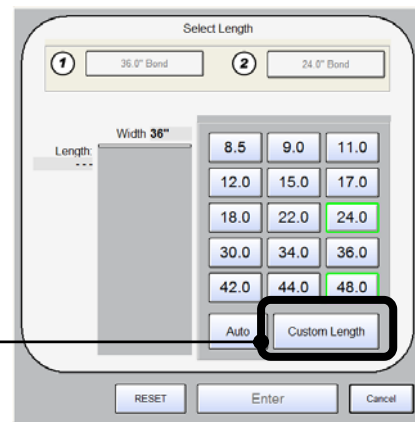


d. Auto Length – uses the length of the original to determine the copy length. Select and press Enter.

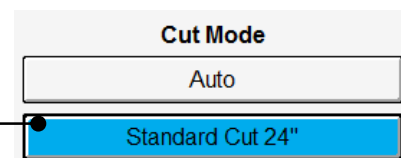




- e. Custom Length – set the custom length in the key pad and press enter

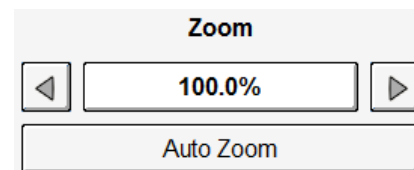


- f. The cut length will now be displayed in the main Copy screen in the Standard Cut button.



Zoom

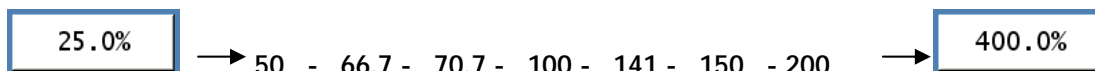
Image size / Zoom can be altered in this region on the UI. This includes automatic zooming, predetermined percentages, or ratio calculations to page size, and simply percentage increments.



Preset Percentages

The KIP printer has several predetermined industry standard zoom percentages used for quick access. These can be accessed with the arrow buttons.

The pre-programmed percentages are:





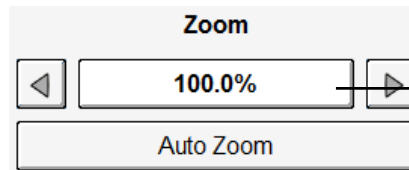
Percentage Key Pad

To enter a percentage directly into the UI,

Press on the Percentage value displayed (the number is a button).

This will show a keypad to enter the value. (Please note that the button Manual on the side is a default.)

Press the desired zoom value and press enter.



Page Size Zoom

To enter a zoom percentage based on pages sizes into the UI:

- Press on the Percentage value displayed (the number is a button).

This will show a keypad to enter the value.

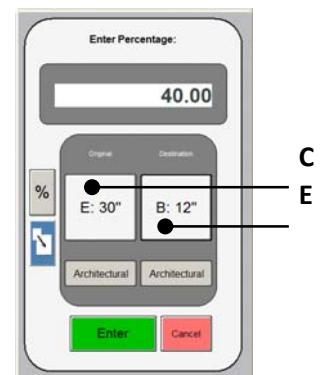
- Select Standard button.

Select the original page size by pressing onto the original page size button.

Please note either Engineering or Architectural mode can be utilized by pressing on the button below the original page size.

Select the desired Copy page size. Again please note either Engineering or Architectural mode can be utilized.

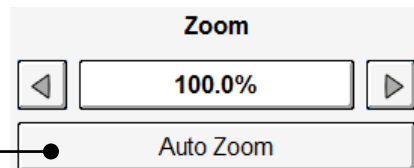
Press **Enter** to confirm your selections or **Cancel** to restart.





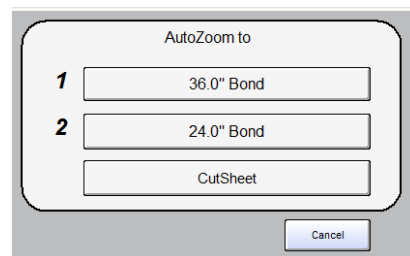
Auto Zoom

Press the Auto Zoom button to enable this function. Auto Zoom features works in conjunction with the roll selected to scale the image to the selected roll width.



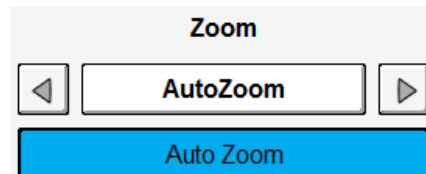
a. If a roll is selected in the Media region the zoom from the original will automatically fit the width of the selected roll.

b. If a roll is not selected (Auto is currently selected), roll selection is requested prior to the function of Auto Zoom. If cut sheet is used then it will use the values set in the Cut Sheet button in Media.



Clear

To reset the percentage value to default, select the Auto Zoom button again.



Start

The copier is always set to "Auto Start". That is when an originally is inserted into the KIP System, it will start without other user intervention.

The start button is used when a job is recalled. The start button will "start" the job if depressed after 'Recall'. (The name will change to "Re-print")



View Last

The last documented scanned to be copied be viewed.





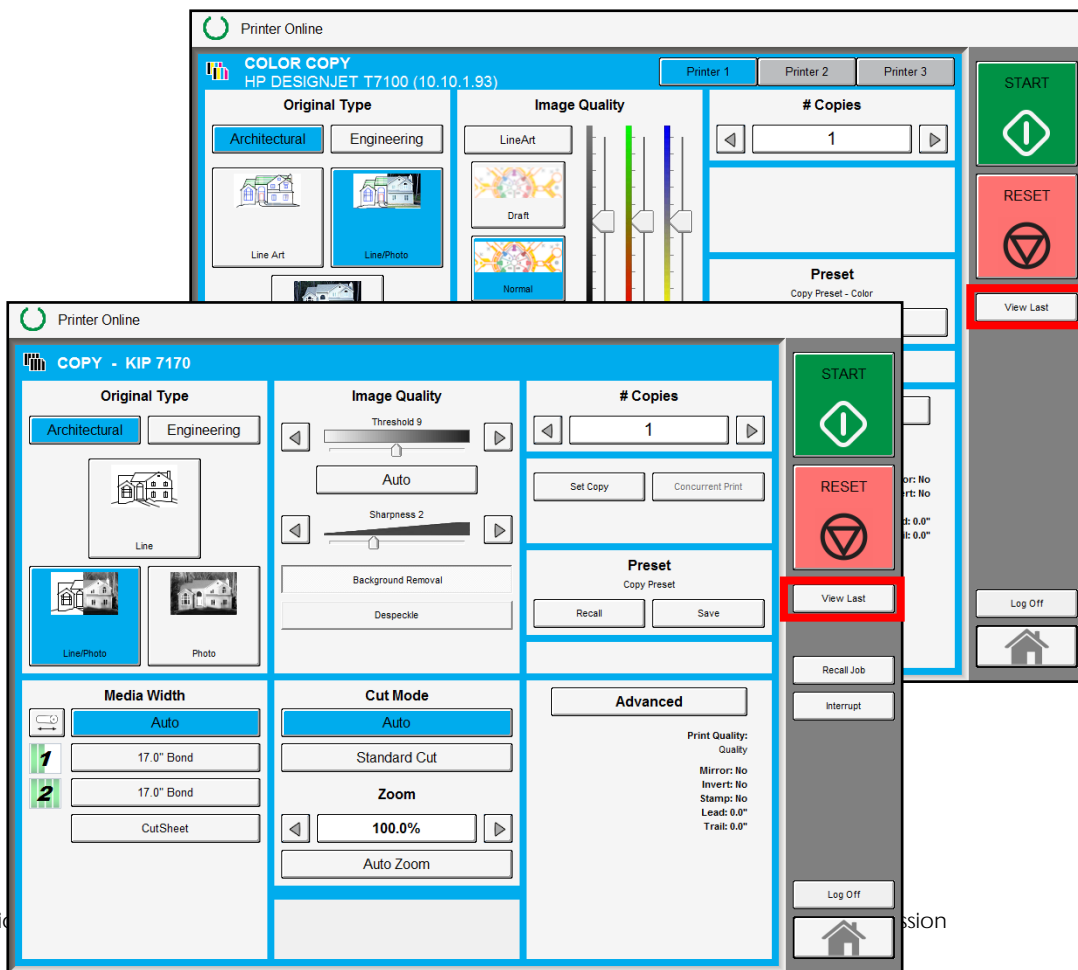
Multi-Touch Viewer

The new KIP Multi-touch viewer is utilized for all of the KIP Multi-touch applications including:

- Mono Copy
- Mono Scan
- Mono File to Print
- Color Copy
- Color Scan
- Color File to Print

Using Area of Interest features in Copy modes

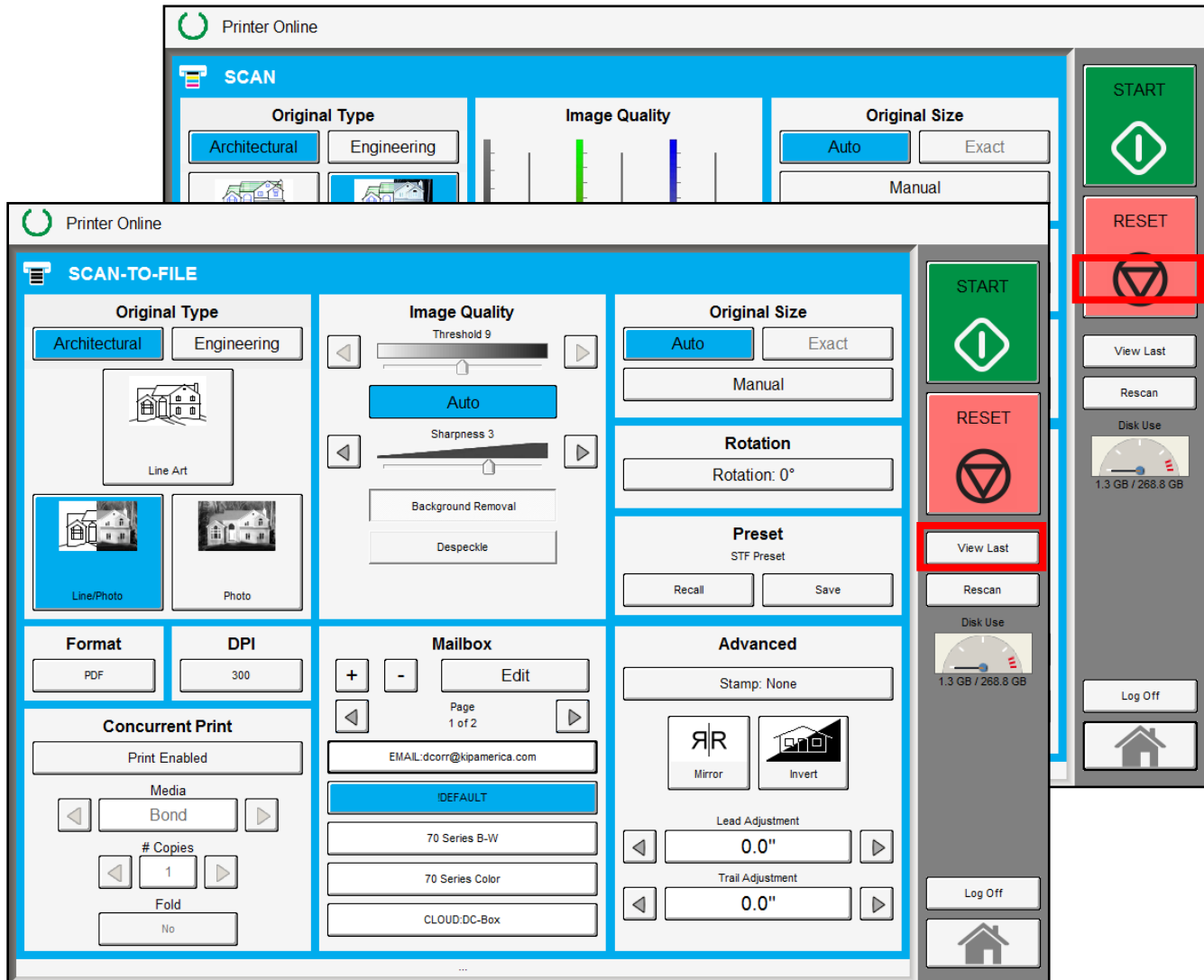
In Mono or Color Copy modes, scan a document and select the [View Last](#) button on the right to launch the Multi-touch viewer with AOI features.





Using Area of Interest Features in Scan modes

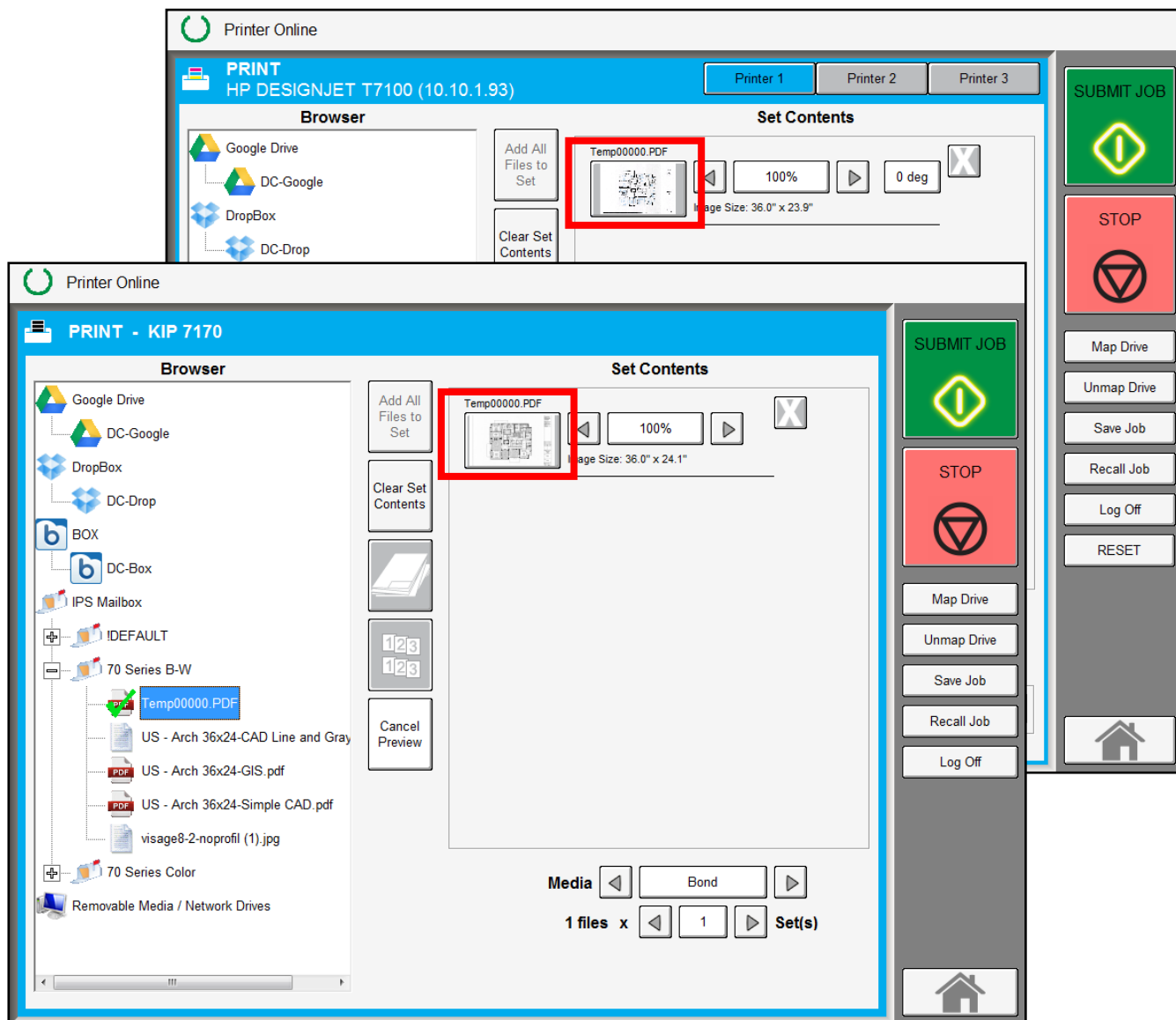
In Mono or Color Scan modes, scan a document and select the *View Last* button on the right to launch the Multi-touch viewer with AOI features.





Using Area of Interest Features in Print modes

In Mono or Color Print modes, select a file and click on the thumb nail preview to launch the Multi-touch viewer with AOI features.





Using the Multi-touch Viewer for Area of Interest

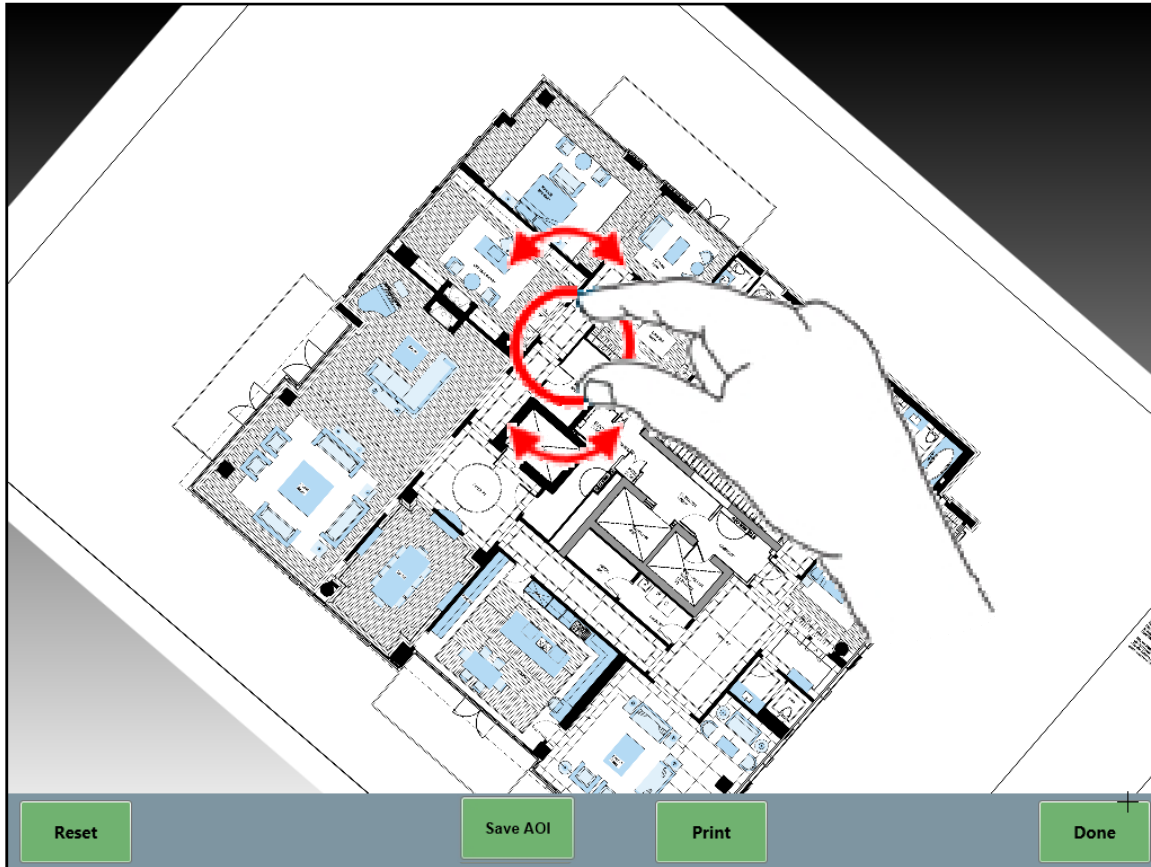
After launching the Multi-touch viewer, the document will open full screen.



KIP Multi-Touch Software



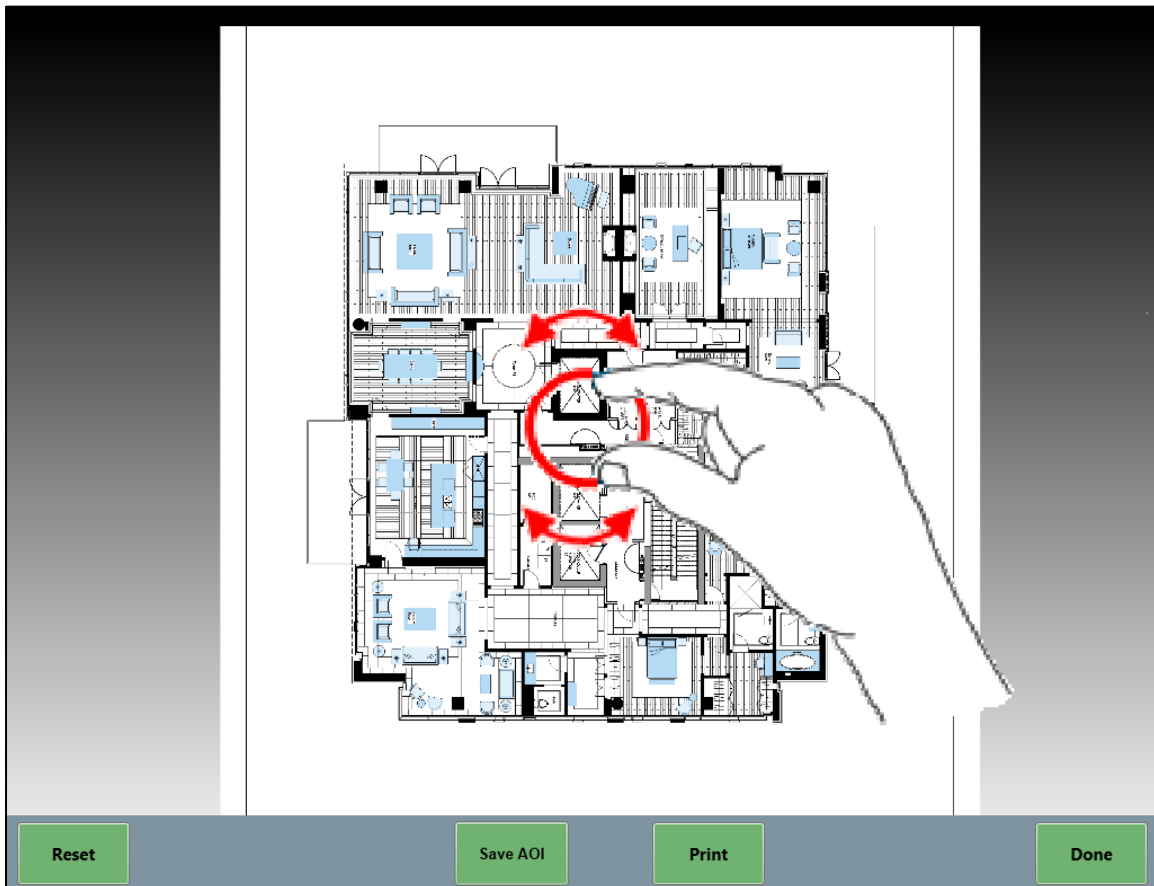
Use your fingers to perform multi-touch gestures when viewing your document.



KIP Multi-Touch Software



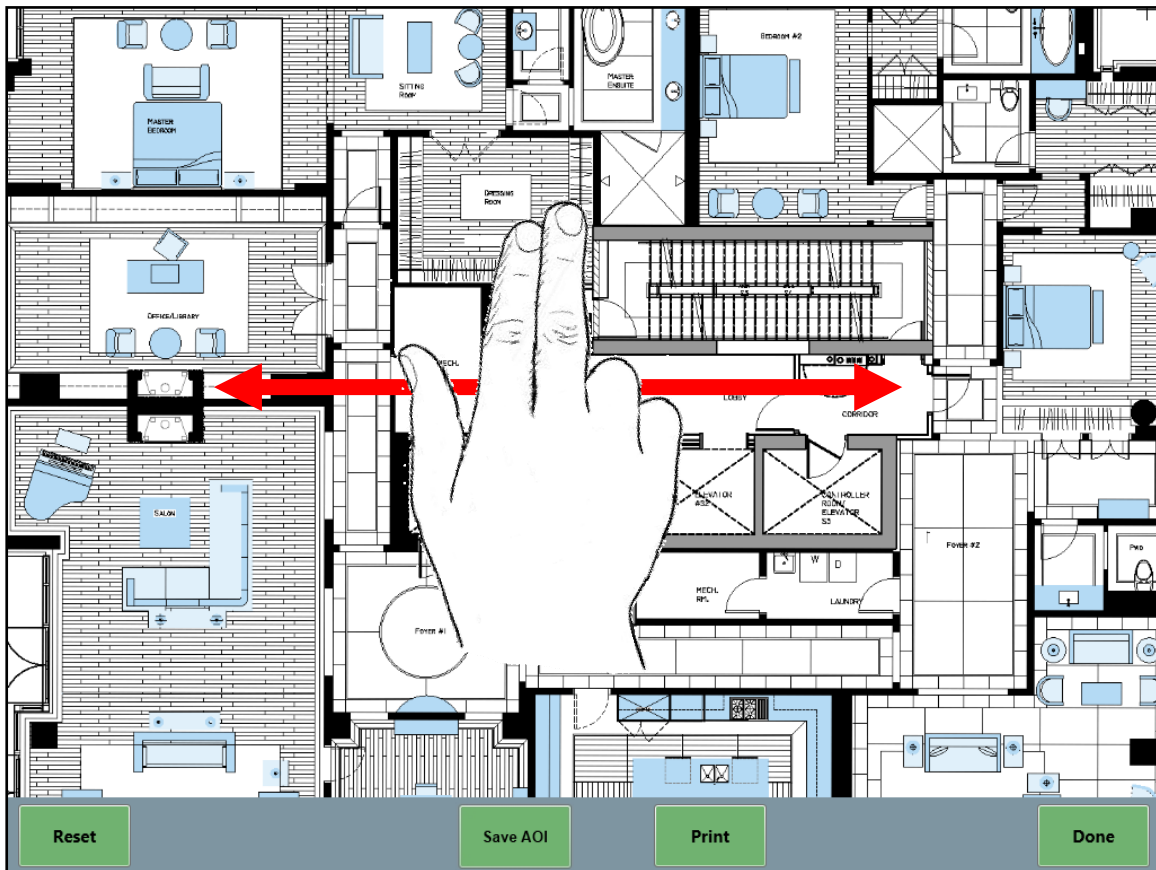
Rotate the view of your document to 90, 180, 270 or 360 degrees.



KIP Multi-Touch Software



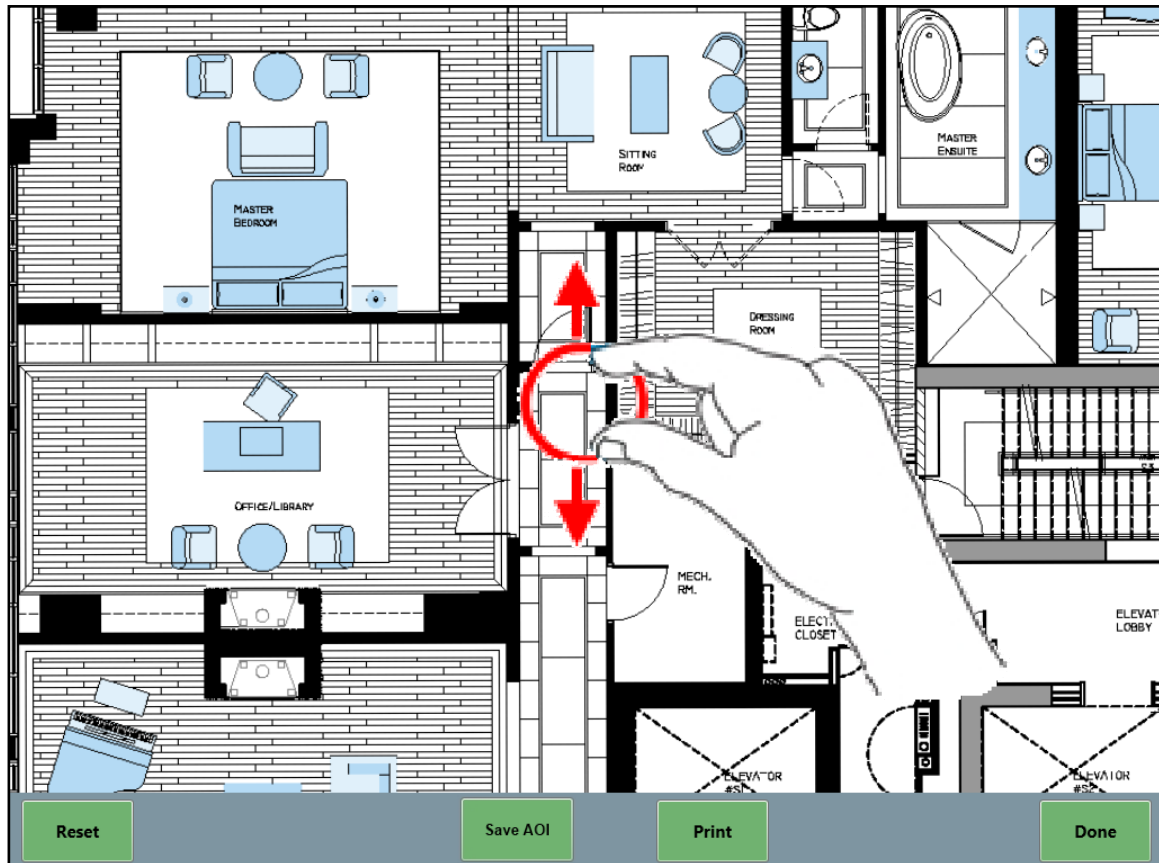
Swipe left or right to Pan through your document from side to side.



KIP Multi-Touch Software

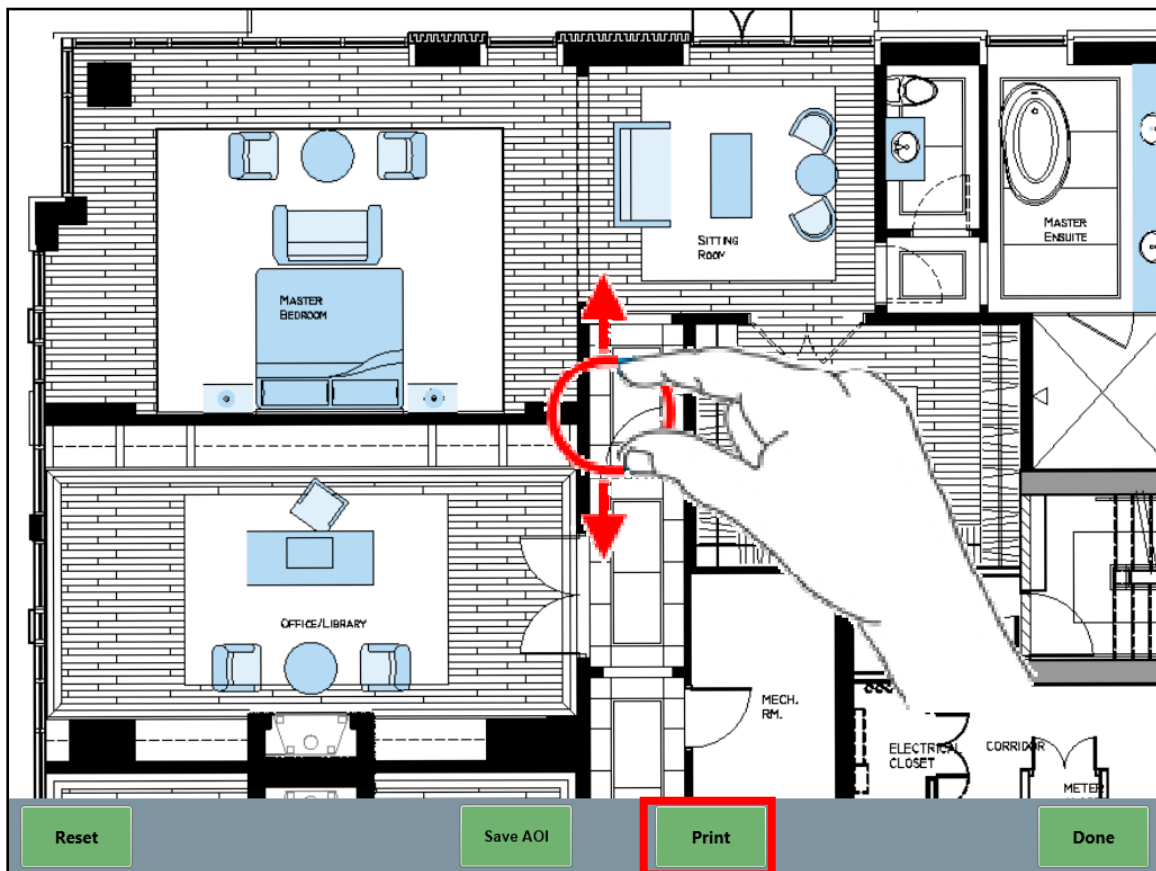


Zoom your document to a specific area of interest.



To Print an Area of Interest from the Multi-touch Viewer:

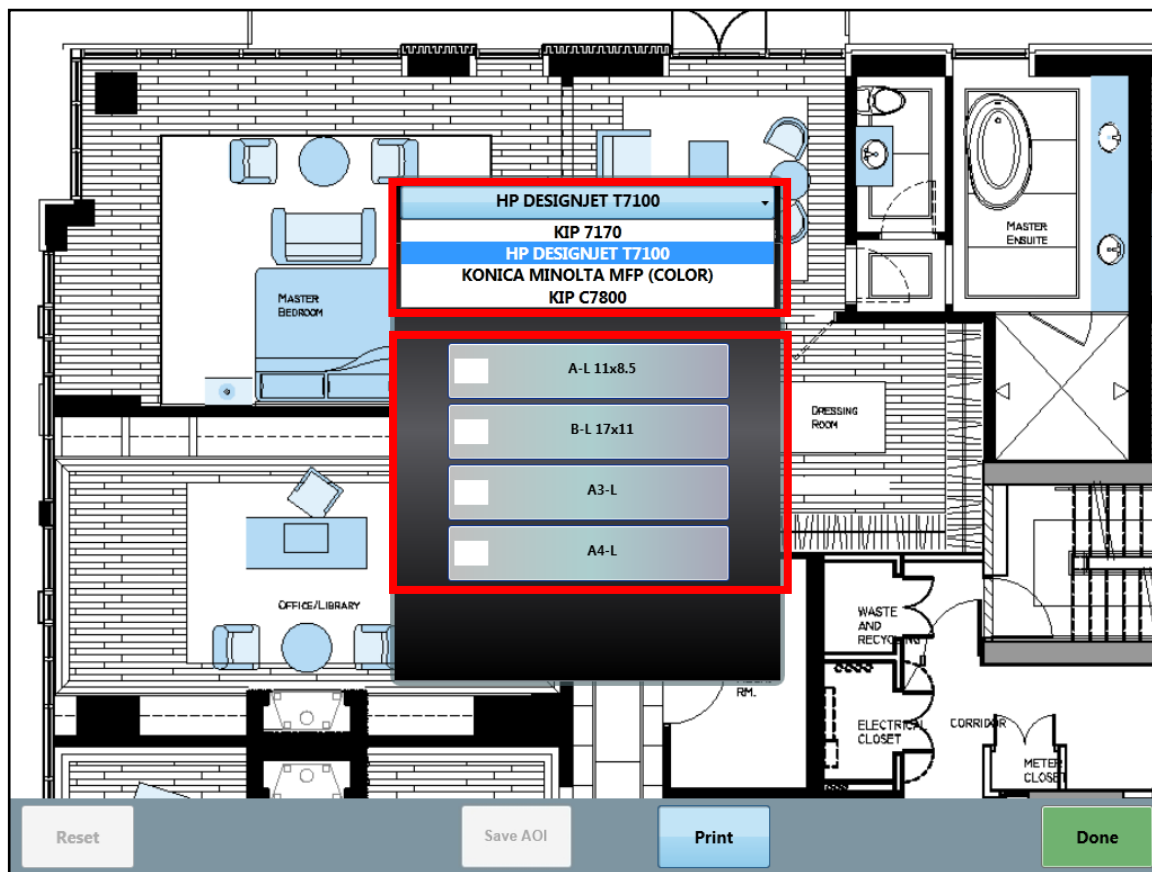
Zoom your document to a specific area and select the *Print* button.



KIP Multi-Touch Software

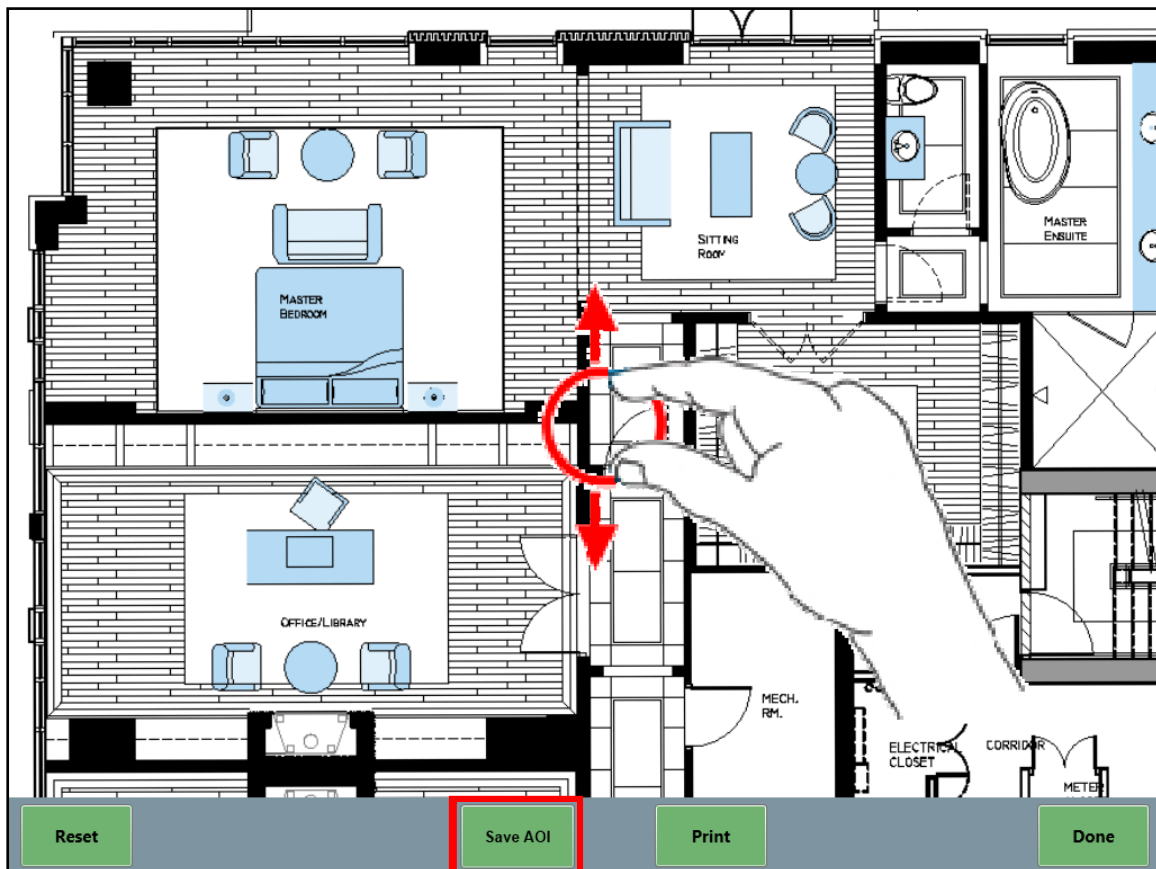


Choose a pre-configured printer and then select a paper size to print the selected area to the chosen printer or MFP.



To Save an Area of Interest from the Multi-touch Viewer:

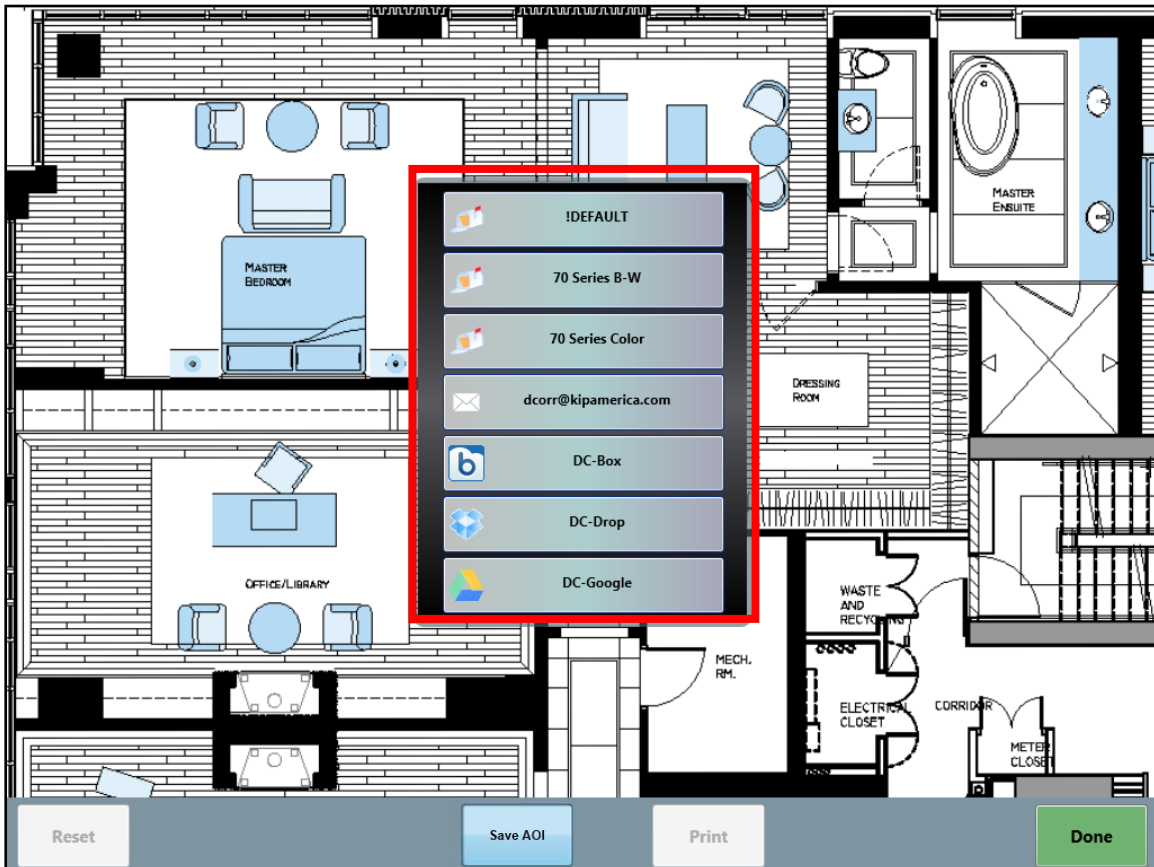
Zoom your document to a specific area and select the [Save AOI](#) button.



KIP Multi-Touch Software



Choose a pre-configured Local, SMB, Cloud or Email destination that you would like the selected area transferred to.



KIP Multi-Touch Software



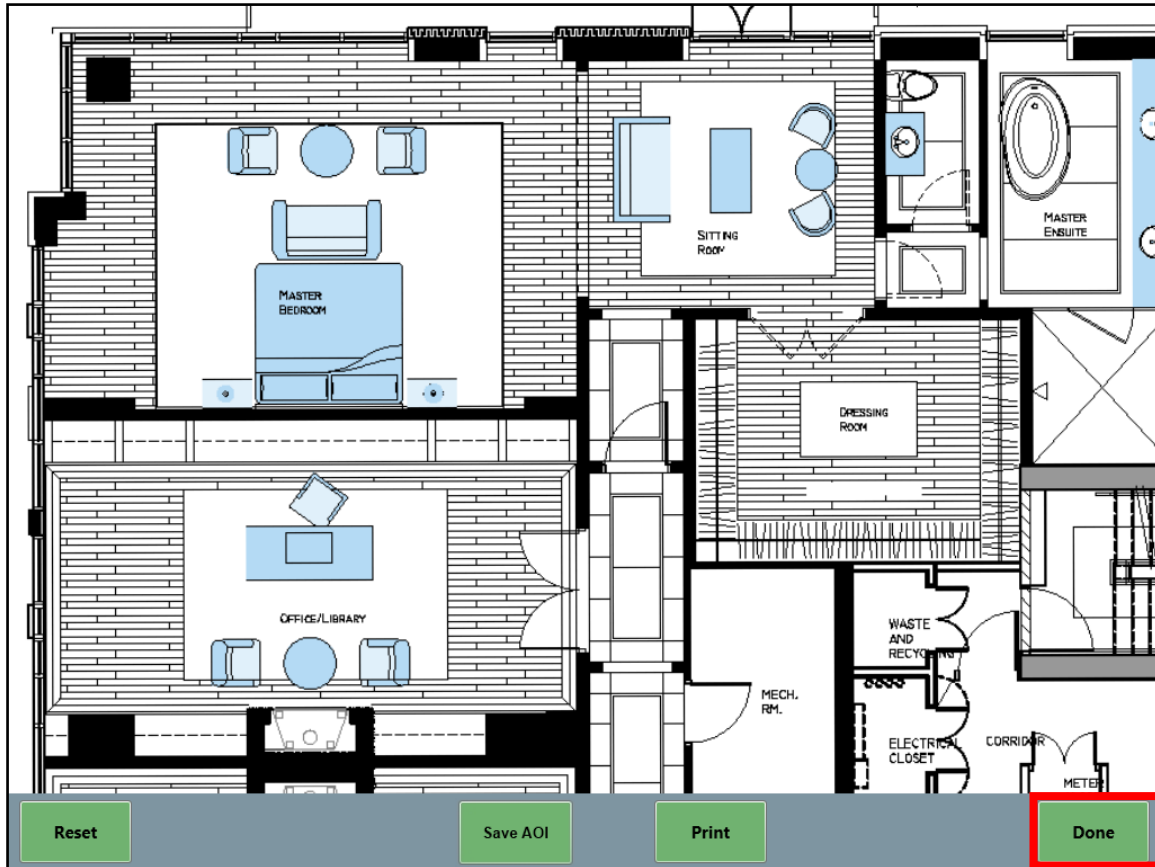
When finished viewing, select the *Reset* button to return to original view.



KIP Multi-Touch Software



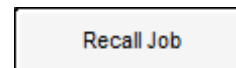
Select the *Done* button to return to Copy, Scan or Print screen.





Recall Job

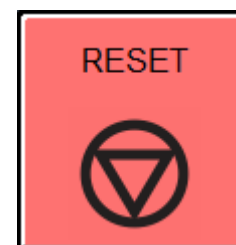
The last set or single copy can be recalled to be resized or to switch media type. After a job is recalled, make the required changes and then press "Start".



Stop / Reset

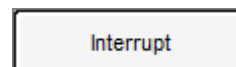
This button has two functions.

1. Press the Stop button to stop the current scan. The original will be ejected automatically. If not, open Top Cover to remove the original.
2. Press the Reset button to restore the "default settings" in Copy Mode. Some of the default settings are determined in the Information / Help Screen of the UI. (see Copy Mode Configurations chapter)



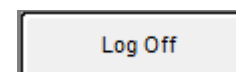
Interrupt

Network printing can be interrupted between collated sets of documents. Press the Interrupt button to pause the queue and allow a more urgent file to be copied. For example if a file is needed right away and there is a job in the queue that has 20 sheets and 10 sets are being printed this can be interrupted when one of the sets finishes printing. After the urgent file is printed the sets will continue to print.



Log Off

This button only appears when "KIP Track" functions are enabled. This allows the current user to cease all KIP printer functions after the user has performed the required copies. (after the code was entered to enable Coping)



Please note that the KIP printer will also automatically logoff from the current user after 180 seconds of no copy function activities by a user.

Image Shift (2300 Only)

This button only appears when a 2300 scanner is connected to the KIP Printer.

This button allows the user to shift the image to the left, right or center.



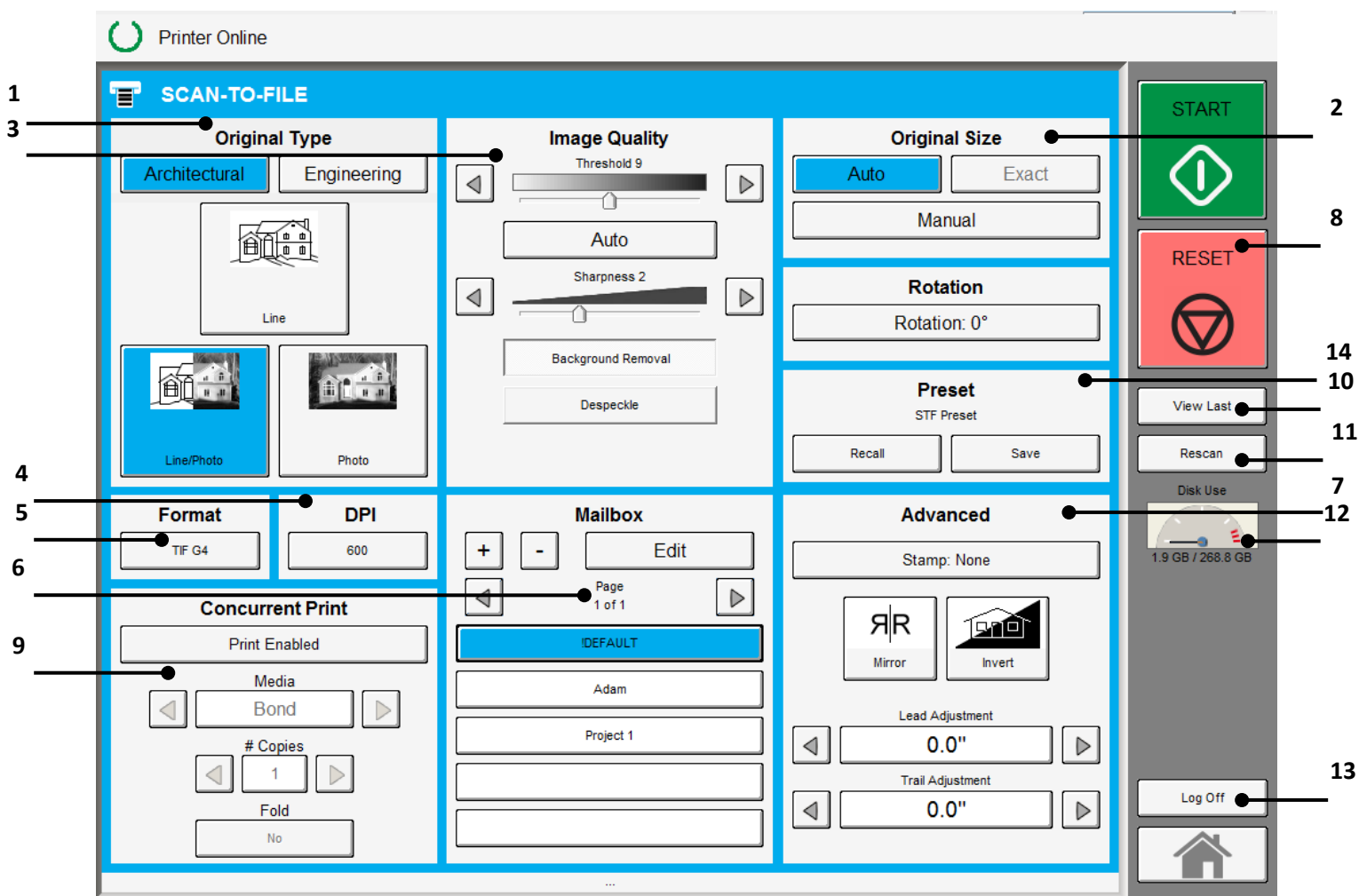


Scan Mode – Monochrome

Select Scan Mode

On the Home screen of the UI, select "Black and White Scan-to-File"

Main Screen





<i>Button Name</i>	<i>Function</i>
1. Original Type	User Selects the type of original to scan. Also select either Eng/Arch Mode here.
2. Original Size	Use automatic settings or manually set width, length and rotation of the images.
3. Quality	Select Auto or Manual image adjustments
4. DPI	Scroll through final image resolution. (DPI)
5. Format	Scroll through formats the scanned file will be saved to.
6. Mailbox	Select where the image will be stored after the scan (KIP printer, FTP, LAN, PC etc).
7. Advanced Settings	Invert, mirror, stamps, and edge adjustments preformed / displayed in this button (sub screen)
8. Reset / Stop	Resets the system to default settings. Stops a scan in process
9. Concurrent Print	Enables the ability to scan to file and get a print at the same time.
10. View Last	View the last scanned image
11. Rescan	Rescans the last image (replaces)
12. Disk Use	Shows how much data is being stored on the KIP's Hard drive
13. Logoff	Allows the user to manually log off of the system.
14. Preset Scheme	Save Multiple Scan Schemes for different File types.



Simple Scanning

To scan to file, please follow these basic steps.

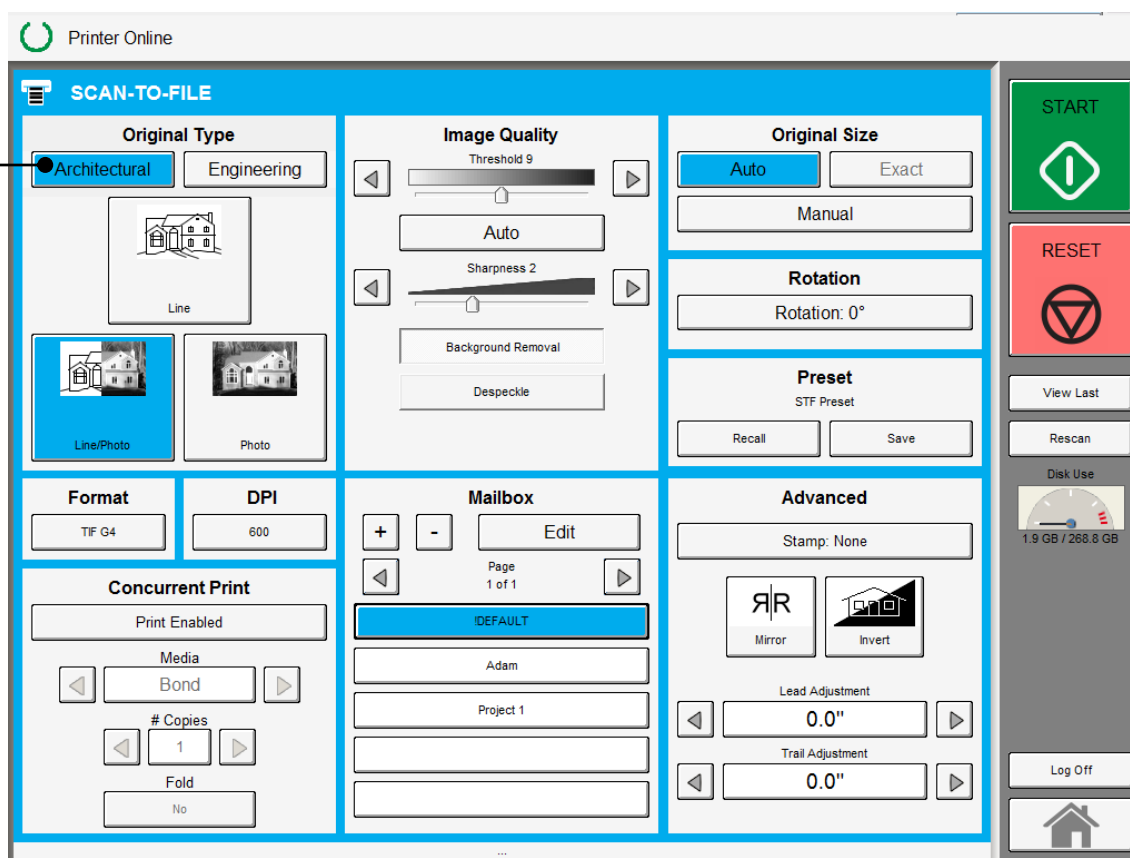
The following chapters have details on adjustments and parameters that the user can change to modify the scans.

Select Size Mode

Select whether the document is an engineering or architectural size document. This will allow the automatic width detection to function.

Engineering widths = 34, 22, 17, 11, and 8.5 inches

Architecture widths = 36, 30, 24, 18, 12, and 9 inches





Select Original Image Type

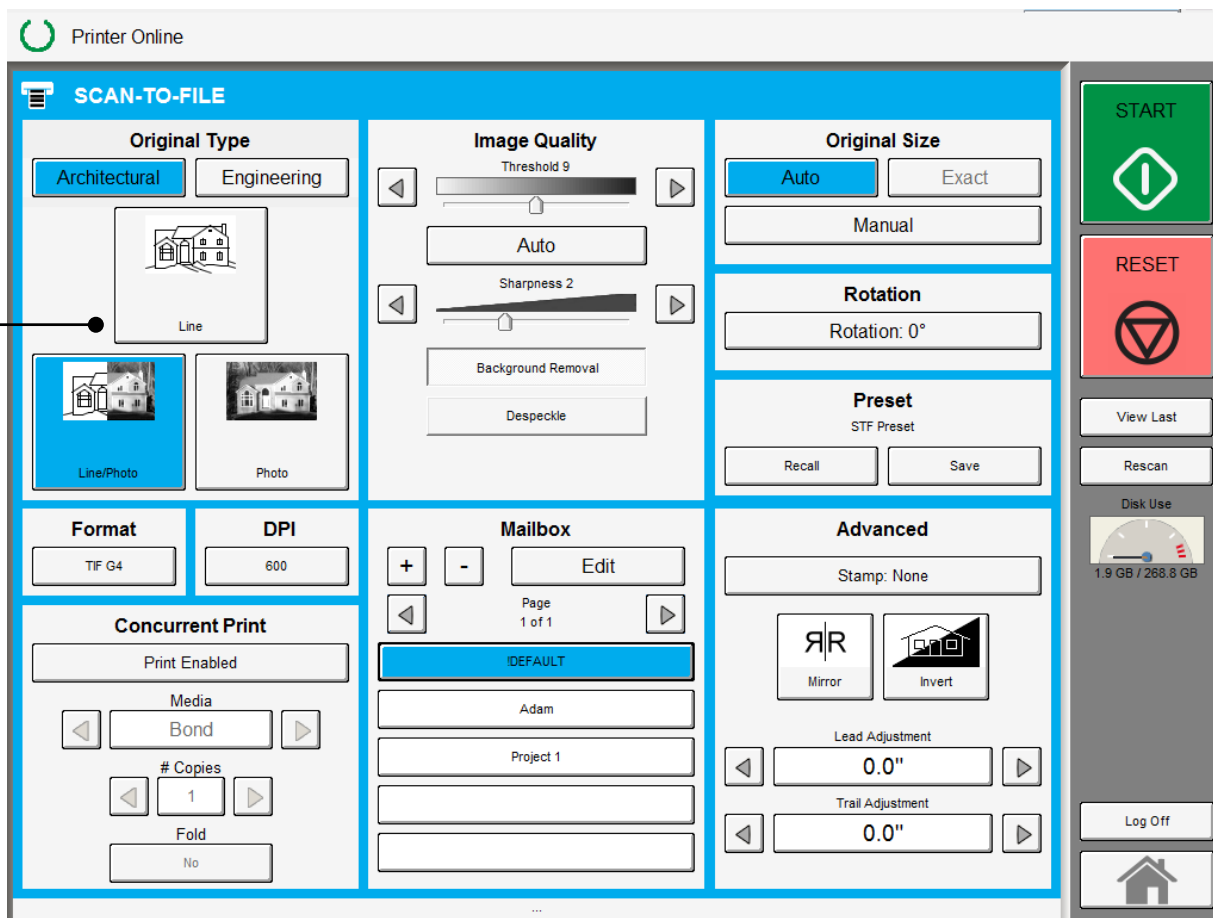
Set the Original Image type you will scan. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals

This will allow automatic image quality adjustments for the scan.





Select Format

Press the button to scroll through the file formats available.

TIF-G4 - tif format Group 4 level compressed

TLC - KIP format compressed

CAL-G4 - Cals Group 4 level

PDF - PDF Level 3

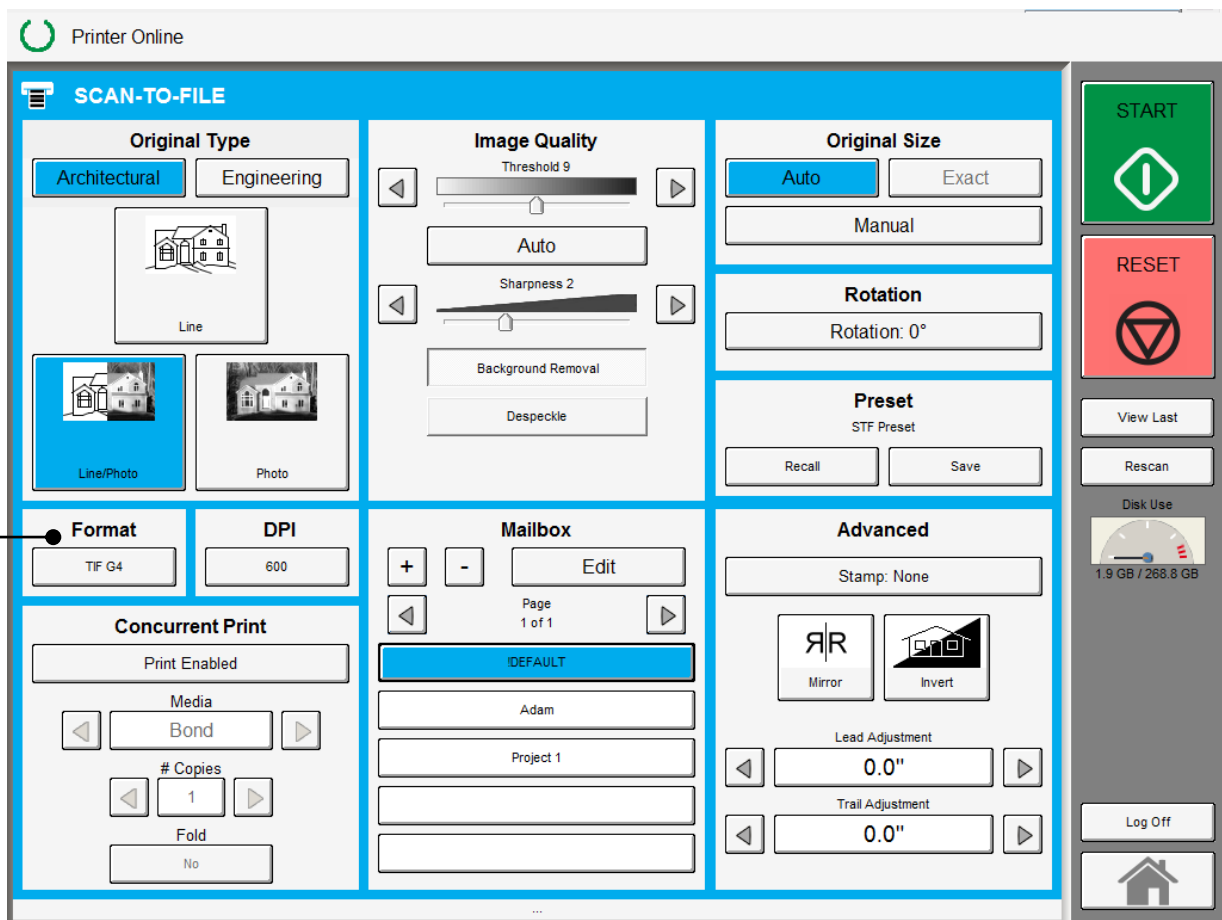
DWF - Design Web Format (AutoCAD)

Multipage TIF-G4 - Tif format Group 4 level compressed

Multipage PDF - PDF Level 3

Multipage DWF - Design Web Format (AutoCAD)

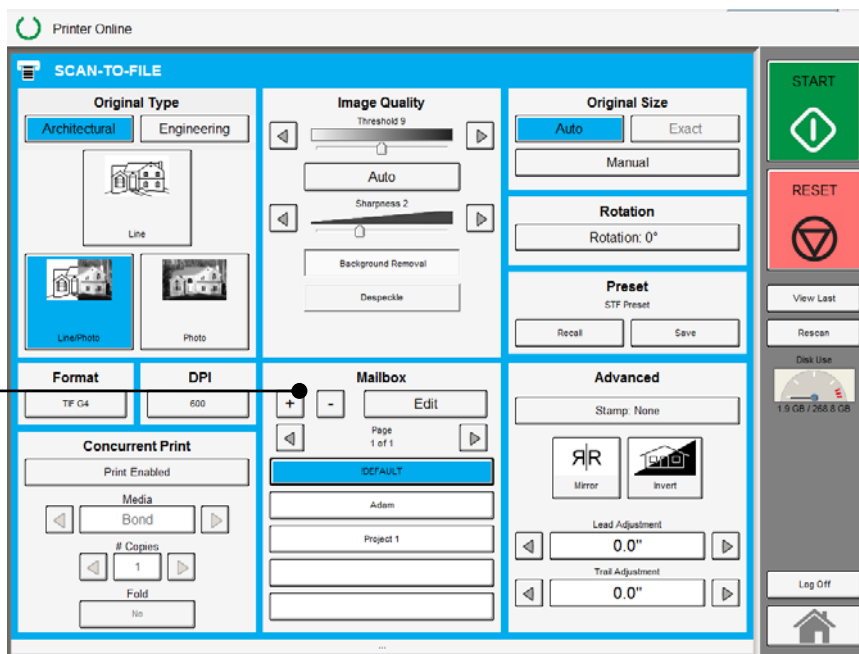
Select the type you require which will save the file in this format.





Select Mailbox

Select the location to where the file will be saved. Use the “Page Arrows” to view other choices currently available.



Mailboxes locations can be:

- Local** – Stored on the KS8 Controller
- SMB** – Shared folder at a location set up by
- USB** – User’s USB (flash) drive IT Admin
- FTP** - Folder at a location set up by IT Admin
- Google Drive** – Scan directly to Cloud Location
- SkyDrive**– Scan directly to Cloud Location
- DropBox** – Scan directly to Cloud Location
- Box.com** – Scan directly to Cloud Location

NOTE

The Mailboxes are predetermined by the system administrator or key operator. Please contact these persons for any additional locations that you may require. The “Mailbox” button will allow for additional location entries.



Insert Original

Using the guides on the feed table, center the original face up and push forward until the KIP System accepts it.

The KIP System will automatically commence to scan. While this occurs the image will be displayed on the Operator Panel for your reference.

Retrieve the File

Depending on the "Mailbox" you may now access your scan from a PC connected to the LAN. This includes:

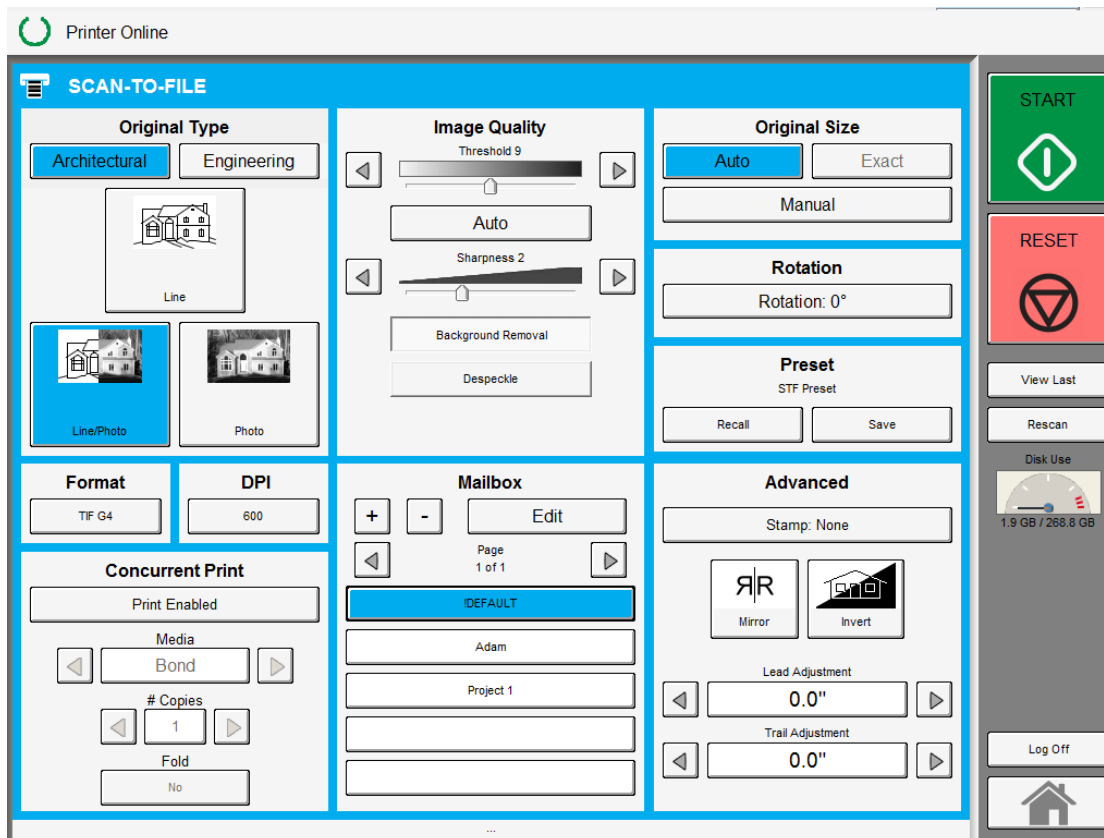
- a. from a FTP site (using Microsoft Windows Internet Explorer or other FTP software)
- b. from the "KIP Mailbox" utilizing "KIP Print or KIP PrintNet" to access the document.
- c. from SMB location
- d. from USB device

Please see the User Guides of these applications for details on their function.



Main Screen

The main SCAN screen is selected from the Main Home user interface.



This screen contains all user functions for scanning to file. The following pages detail the functions and settings of each button and sub screen that can be used to adjust the scan parameters to achieve the required result.



Original

This region allows the setting of the Size Mode (Engineering or Architectural) and the Original Document type.

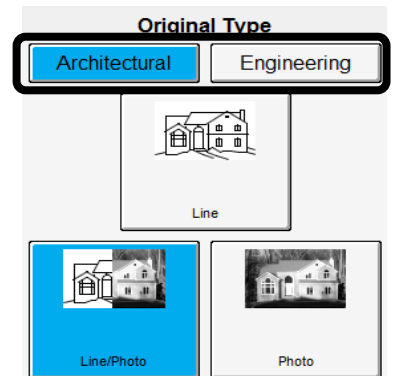
Original Size Mode

These buttons are used to select the Size Mode of Engineering or Architectural & Original Image type.

This will allow the automatic width detection system to determine the image width when an original is placed in the KIP System.

(Eng) Engineering widths = 34, 22, 17, 11, and 8.5 inches

(Arch) Architecture widths = 36, 30, 24, 18, 12, and 9 inches



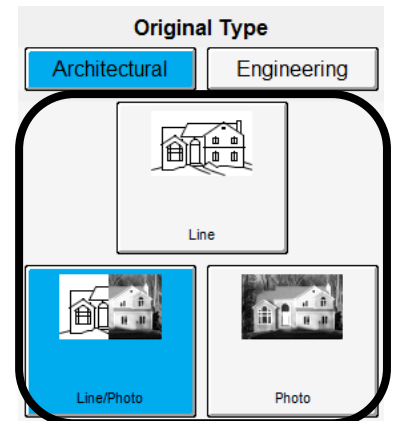
Original Type

Select one of the four different predetermined original types. The selections are:

Line- used for simple line documents

Line / Photo- used for a combination of lines & photos documents

Photo- used for photographic originals

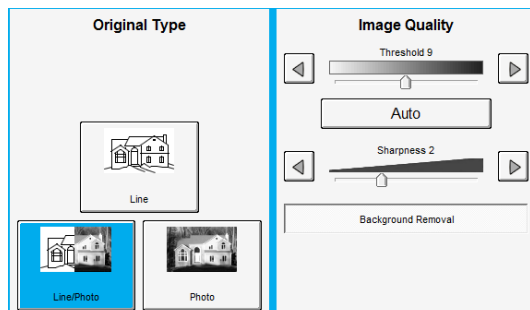


Press the desired original setting from one of the four diagrams. This will allow automatic image quality adjustments for the next scan. Please note that the selection will be highlighted and the icon will become white, as in the above example "Line/Photo".

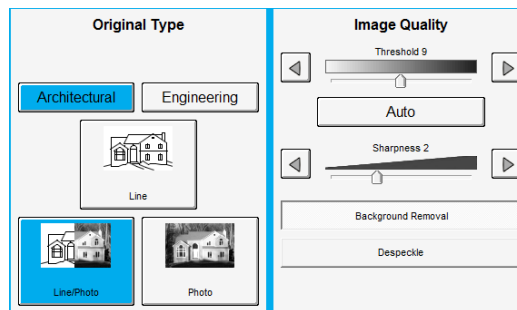
Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type will vary.



KIP 2300



KIP 720

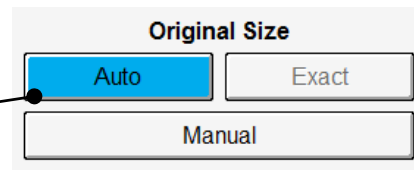


Original Size

This region is used to select the image size of the original being scanned.

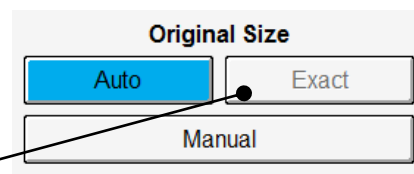
Automatic Size

For most scans, "Automatic" should be selected. This will allow the KIP System to automatically determine the width & length of the scan without any user intervention.



Exact Size

If selected "Exact" will allow for the actual size of non-standard documents to be read as the correct size. For example a sheet that is 24.8" will not be rounded up or down but read as 24.8"

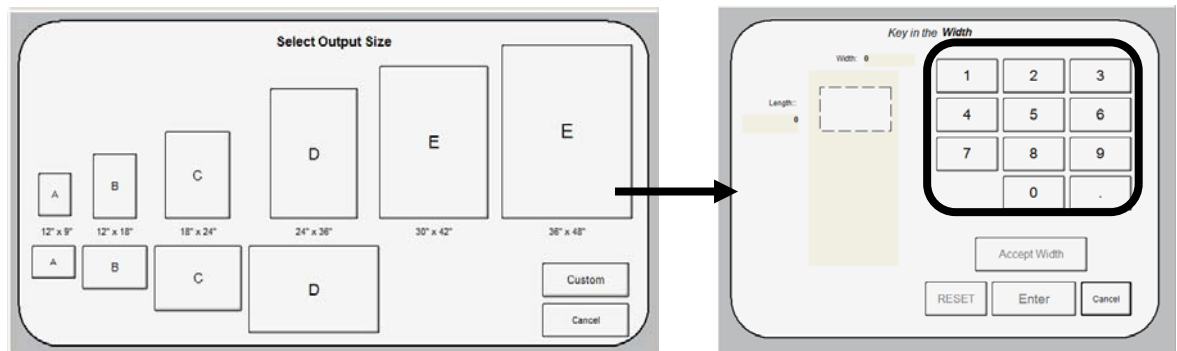
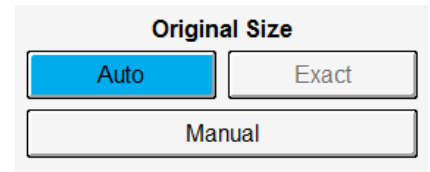




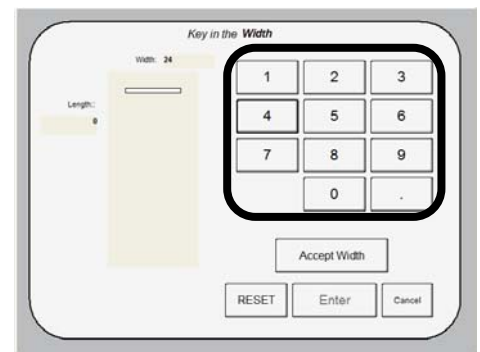
Manual Size

To select an original size manually, select Manual & a sub screen displays all current standard page sizes.

- Select a desired size of the sheet.
- Or use "Custom" to select a width.

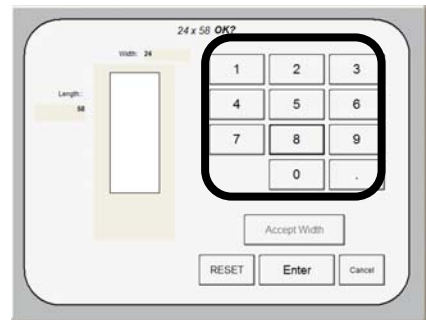


- Key in the desired width and then click "Accept Width."



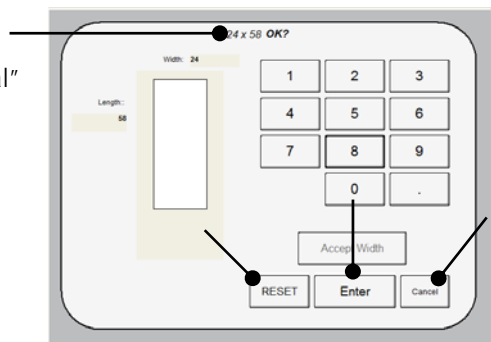


d) Key in the desired length and then click "Enter".

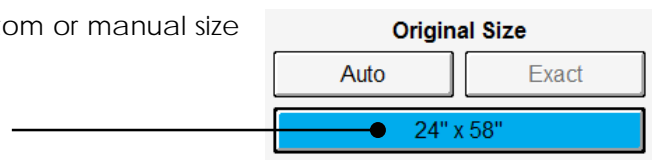


e) Press "Reset" to begin again,

"Enter" to accept the settings or "Cancel" to cancel "Manual" image size.



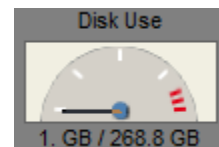
f) The main Scan screen will now display the custom or manual size settings for the next image.





Hard Drive Space Monitor

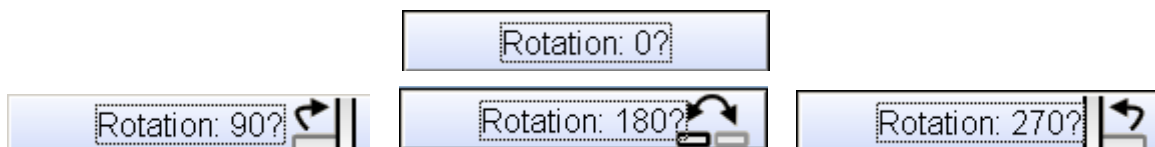
Located on the main screen of the KIP printer Scan mode, the Disk Use monitor provides a real-time display of remaining disk space on the KIP printer's hard drive. The monitor shows both the used space and the space available for image storage on the drive.



Rotation

The file can be saved rotated, from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.

Press the "Rotation" button to select either one of four settings:

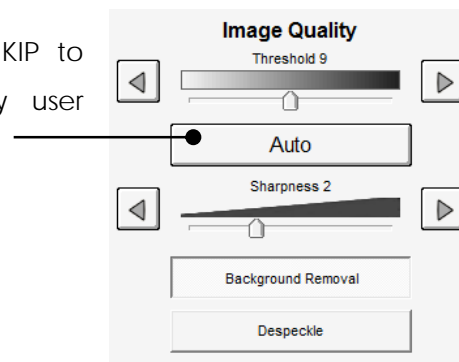


Quality

This region is used to change the image quality settings from the automatic setting.

Automatic

For most scans, "Auto" should be selected. This will allow the KIP to automatically determine the best image settings without any user intervention.

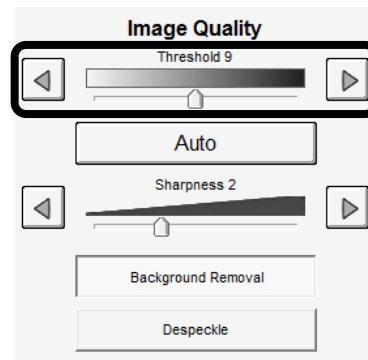




Threshold

To override the "Automatic" settings, "Threshold" can be adjusted. Deselect "Auto" to enable "Threshold".

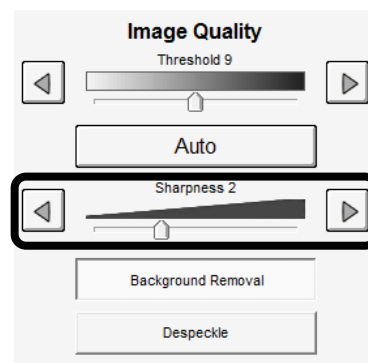
Pressing the arrows manually adjusts the threshold. This will suppress or enhance the lines and images from the original.



Sharpness

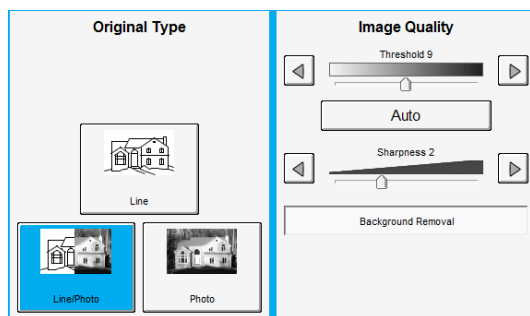
To override the "Automatic" settings, "Sharpness" can be adjusted. Deselect "Auto" to enable "Sharpness".

Pressing the arrows manually adjusts the line sharpness to remove rough lines or when photos are scanned to allow for smoother graduations.

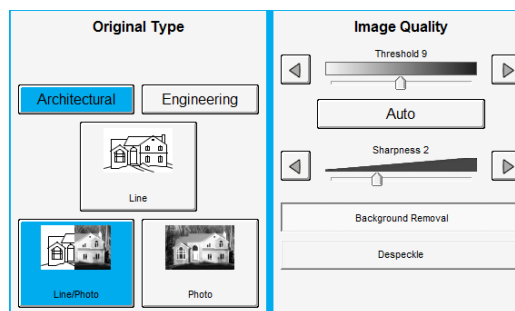


Please Note: Depending on what scanner you have connected to the KIP Printer the selections for Original Type and Image Quality will vary.

KIP 2300



KIP 720





DPI

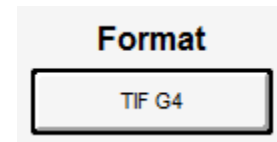
Scroll through the DPI button to select the required scan resolution.

Choices are 200, 300, 400 or 600 DPI.



Format

Press the "Format" button to toggle through the file formats available.



TIF-G4 - tif format Group 4 level compressed

TLC - KIP format compressed

CAL-G4 - Cals Group 4 level

PDF - PDF Level 3

DWF - Design Web Format (AutoCAD)

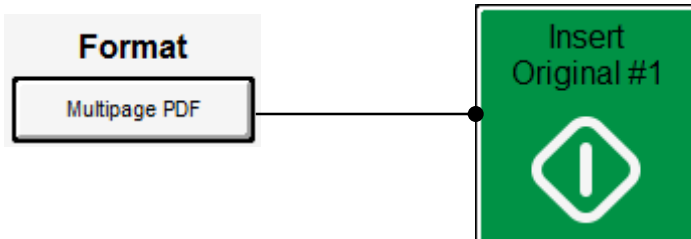
Multipage TIF-G4 - Tif format Group 4 level compressed

Multipage PDF - PDF Level 3

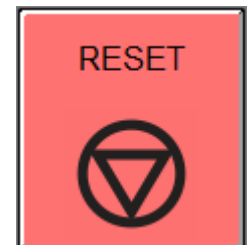
Multipage DWF - Design Web Format (AutoCAD)

Select the file type required to save the image into this format.

For a Multipage scan, select the desired Multipage format. Start button will prompt for next original.



When finished scanning, select the Close File button to finalize the multipage file.





Preset Schemes

Preset Schemes allow the user to set up and save multiple schemes (unlimited number) to go along with the different types of files being used.

Schemes can be named relevant names and then later restored again when needed. Preset being used is displayed above preset buttons.



Selecting Restore brings up the "Please Pick a Scan Scheme" allowing the user to choose from multiple saved schemes.

Advanced Settings

The Advanced Setting are used to apply advanced settings to the scanned in data.

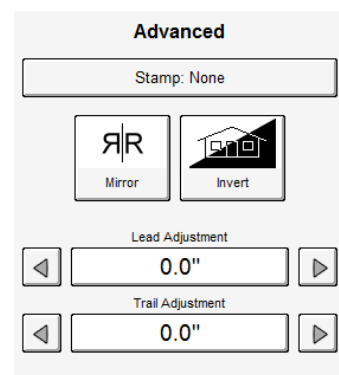
a. Invert – Changes Black to White and White to Black

Mirror – Mirrors the scanned image

Stamp (Water Mark) – Allows a stamp to be applied to the scanned image

Lead Edge Adjustment - +/- 4" can be added or removed

Trail Edge Adjustment - +/- 4" can be added or removed



Mirror

Select this button to "mirror" a scan. This can be utilized on originals that have the actual image on the reverse side such as older "sepia" or "film" documents.



Invert

Select this button to change a region of white to black and black to white of a scanned document. This is normally used for "negative" documents or "blue prints".





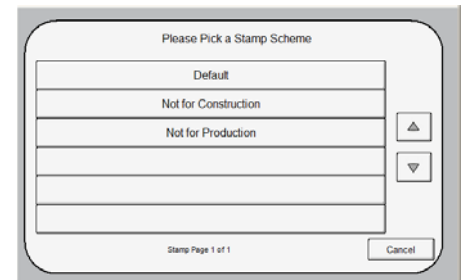
Stamp

Select "Stamp" to display another sub screen. This will allow the selection of a "Stamp" or "Water Mark" to be placed on the scanned image. It will be embedded digitally into the image.

- a. Use the Arrow buttons to scroll through the available stamps and then select the stamp from the list.



The Stamp button will now display "Stamp: Yes".



NOTE

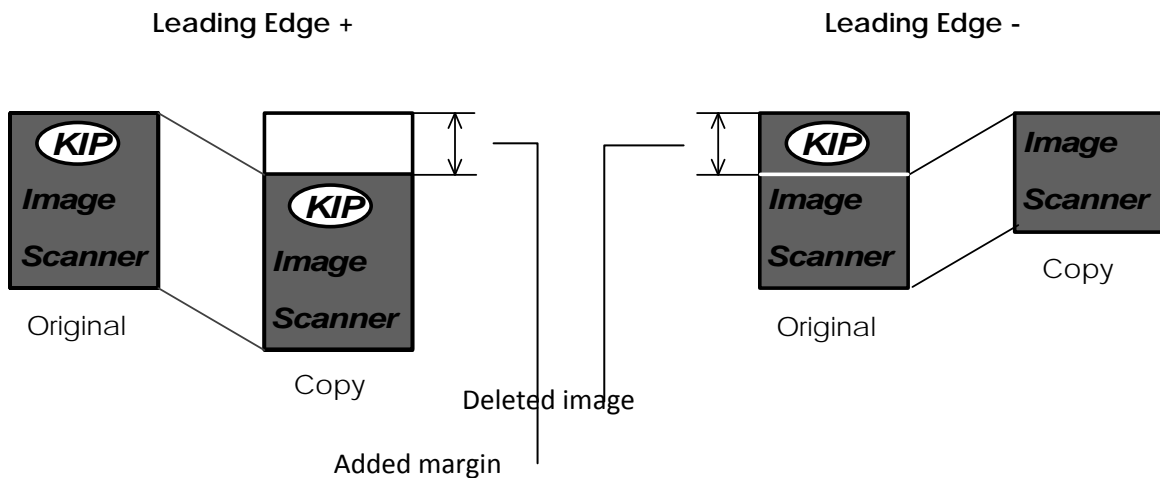
The list of "Stamps" is loaded into Scan Mode by the system administrator or key operator. They cannot be altered or modified in any manner on the KIP



Leading Edge Adjustment

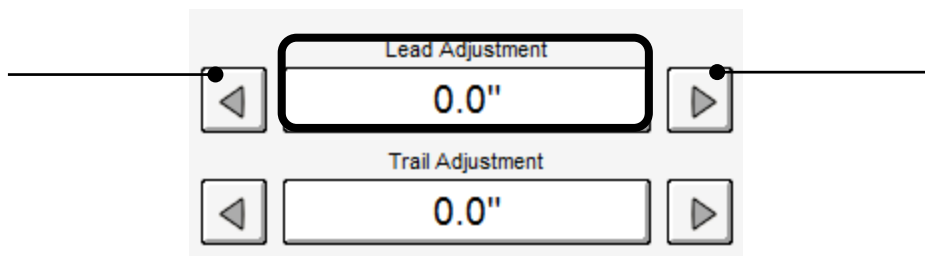
The leading edge of a scan can be altered. (+/- 4")

- a. additional void area can be placed on the lead edge of a scan or image can be removed (such as a binding strip or a file hanger)



To adjust the Leading Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.

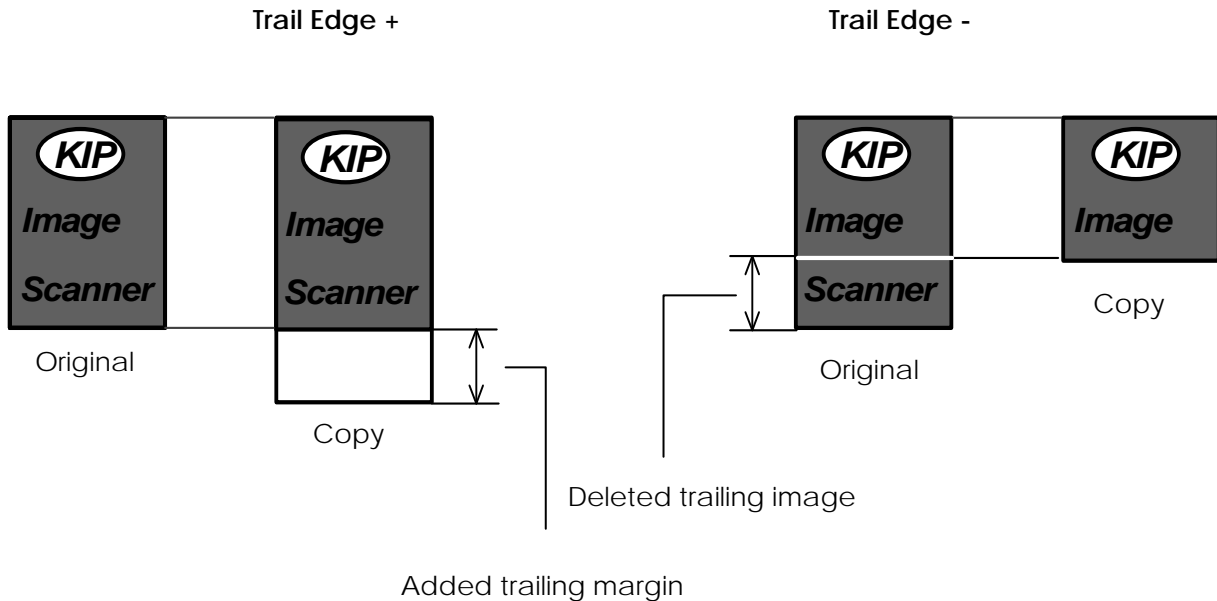




Trailing Edge Adjustment

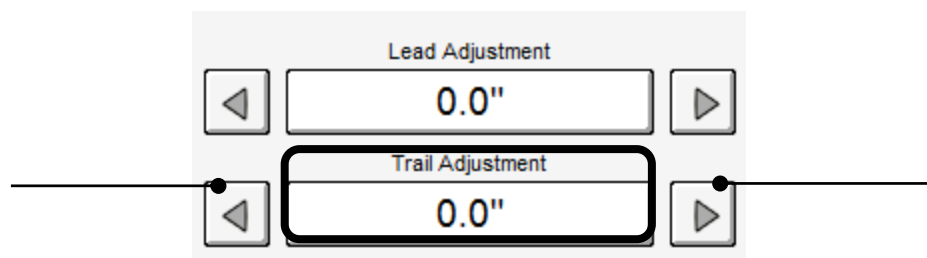
The trailing edge of a scan can be altered. (+/- 4")

- a. additional void area can be placed on the bottom of a scan or
- b. image can be removed (such as a binding strip or a file hanger)



To adjust the Trailing Edge, use the arrows to denote the quantity you wish to add or remove.

Touch the value displayed area to reset the quantity.



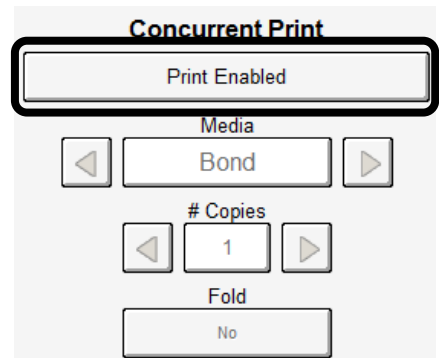
Make any of the required adjustments / selections and press "OK" to accept. The selections will now be displayed on the main Scan screen.



Print Enabled – Concurrent Print

This feature allows the user to Scan-to-file and print concurrently. The number of copies per scan can be set by clicking the “Print Enabled” then using the arrows to set the number of copies.

Note: this functionality is not available when creating a Multipage file.





*Mailbox Command Center**

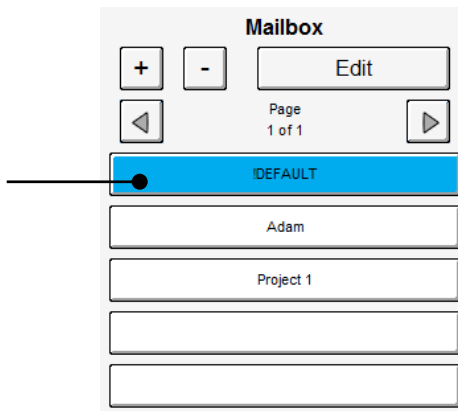
This region of the Scan screen allows the user to select where the files will be placed.

Selecting a Mailbox

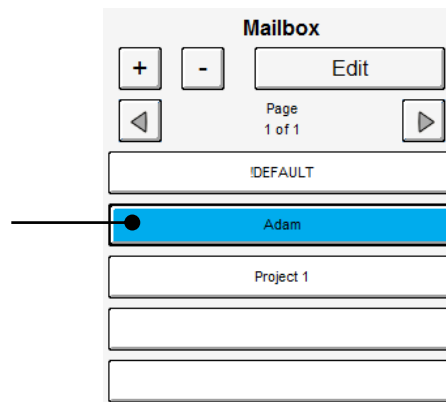
Use the arrow keys to scroll through the list as needed.

Select the location by pressing on it.

Scans go to Default mailbox (Local)



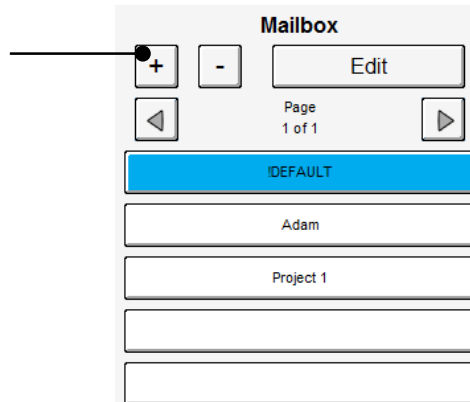
Scans go to Adam Mailbox (Local)



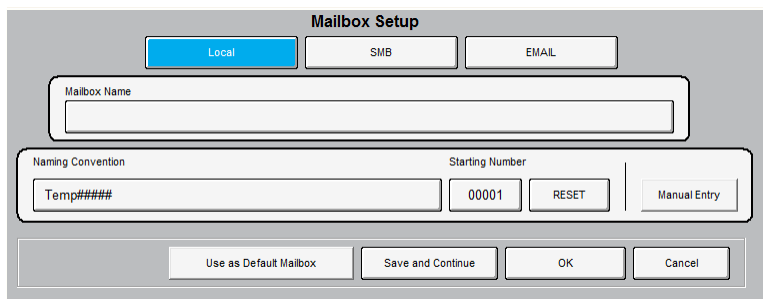


Creating a New Mailbox (Local)

a. Press the + Button.

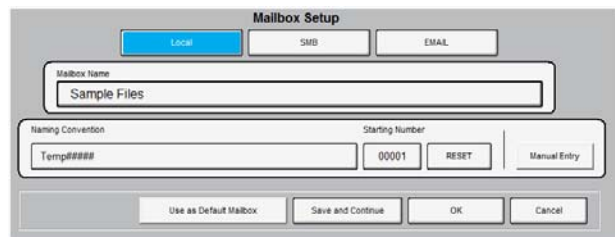


b. The Mailbox Setup screen is displayed.



Select Mailbox Name. A screen keyboard will be displayed. Enter the new Mailbox name.

Select OK to save mailbox.



Follow the same procedure for SMB and E-mail however an IT Administrator will need to provide the necessary information for access to the location.

Access to these folders and the scanned images is preformed from the KIP Print application. Please see the User Guide of "KIP Print" for the retrieval function.

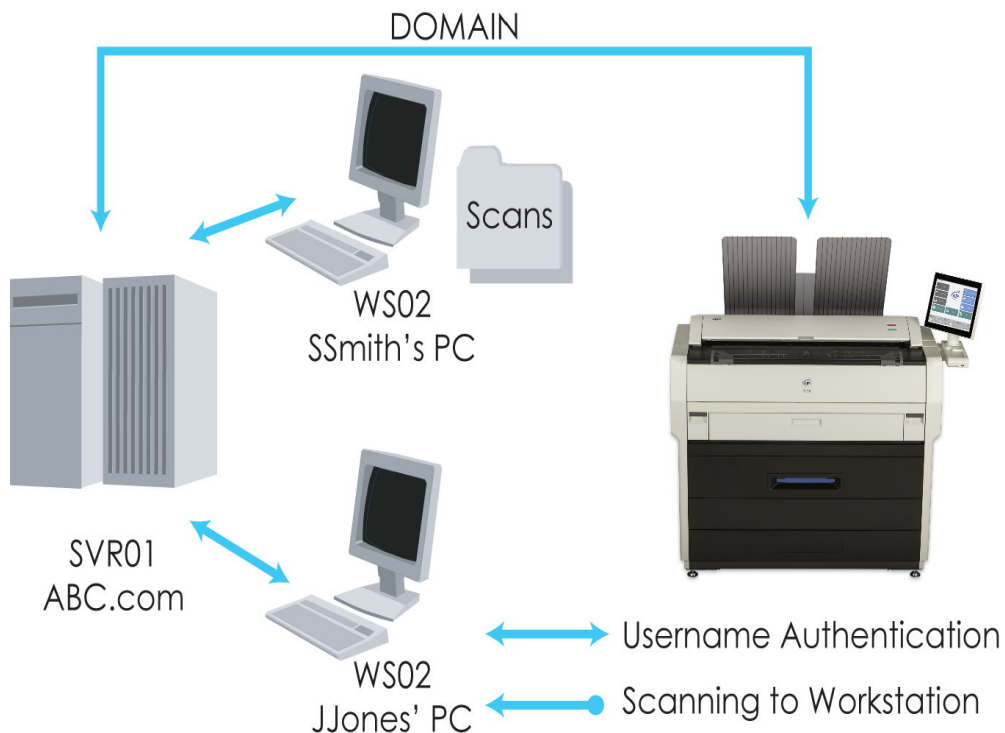


SMB Setup

Share Setup – Workstation/Server

When setting up a share at a workstation or server, it is necessary to have some information ahead of time.

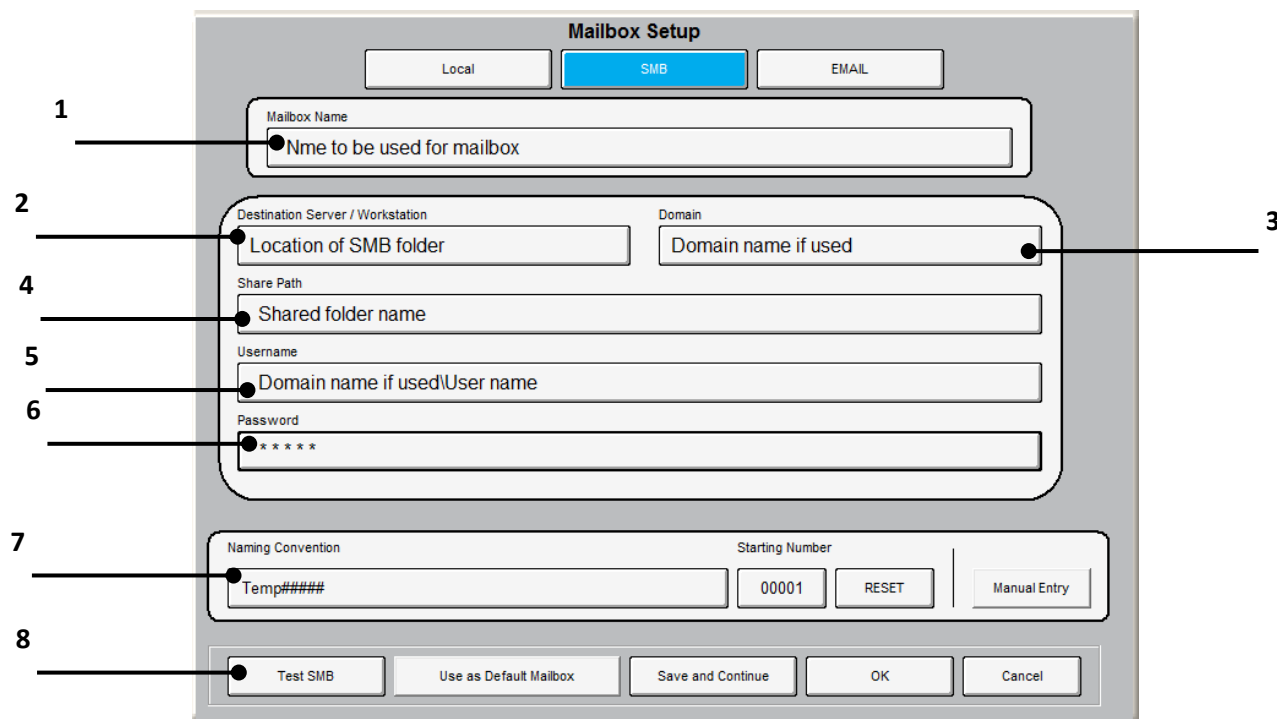
- User must have rights to share a folder
- User must know where the access rights are held
 - Rights are local to the PC or Domain (Active Directory)
- File and Print Sharing must be enabled within the Windows XP firewall settings
- User must be able to read, write and modify the destination SMB folder
- User must know login username and password





Network Location (SMB/CIFS) – KIP Setup

Server Message Block/Common Internet File System (SMB/CIFS) allows the user to create a semi-permanent connection to a network resource for scan to file.



Button Name	Function
1. Mailbox Name	Descriptor to be displayed on SCAN screen (Preceded by SMB:) This will turn green when connected
2. Destination Server/Workstation	IP address or NetBIOS name of destination workstation/server
3. Domain	Name of authorization provider (Domain server or workgroup workstation)
4. Share Path	Shared resource on destination workstation/server
5. Username	Login credentials on destination workstation/server
6. Password	Password for supplied username on destination workstation/server
7. Naming Convention	Used to create a naming scheme and increment number values.
8. Test SMB	Maps a network drive to the destination workstation/server

Within the SCAN screen, press the **Mailbox** button to create an SMB connection.

c. Touch the **SMB** button to display the SMB Mailbox creation dialog.

Press the **Mailbox Name** button to enter a descriptive name for the SMB scan to file location. This description will be displayed on the SCAN screen with the label of SMB:[Mailbox Name].



Touch **Destination Server/Workstation** button to enter the NetBIOS name or IP address of the destination server or workstation that the KIP will connect to in order to allow for scan to file.

- a. This must be a server or workstation that the KIP has access to via TCP/IP.
- b. Please ensure that the KIP 5000 KIP has been networked properly and is "pingable" from the destination server/workstation.

Touch **Domain** button to enter the client authorization information. This entry will work in conjunction with the Username/Password entries as defined in later steps.

- c. Some facilities will have user credentials stored on a central authorization server (Domain Controller/Active Directory Server) that will grant connection access to the KIP for shared resources. If the KIP is connecting to a workstation (WS01) that is a part of the Acme.com domain, then the user would enter Acme in the Domain section. The KIP would get authorization credentials from the SVR01 server in order to scan to the "Scans" folder on the WS01 workstation (TBurr's PC).
- d. If the KIP is in a workgroup setting (No Domain Controller/Active Directory Server), the authorization credentials will be supplied by the destination workstation/server (WS06). If the user is connecting to a shared resource on a workstation (Scans folder) with the NetBIOS (computer) name of WS06, the user would input WS06 for the Domain section. The KIP would get the authorization credentials from the WS06 workstation.

Touch the **Share Path** button to enter the name of the shared folder on the destination workstation or server.

- e. The shared folder on the destination workstation must be accessible by the user as supplied in the **Username** setting.
- f. These permissions should include the ability to write and modify on this shared folder.

Username and **Password** should be set as an accessible login username from either the workgroup workstation/server or the authentication server/domain controller.

Touching on **Test SMB** will make the KIP attempt to establish a connection to the destination workstation/server.

- g. This is a semi-permanent mapped network drive (Z:)
- h. The connection is established when the SMB mailbox is selected and is disconnected when:
 - i. Switching Formats
 - ii. Pressing the **STOP** button
 - iii. Switching menus (SCAN, COPY, JOB INFO, ?)
 - iv. Selecting another mailbox
 - v. Creating another SMB mailbox
 - vi. Reset timer expiration
 - vii. Log off



It is possible to scan all file formats to an SMB location. Please note that color image data is much larger and may take considerable network resources in order to transfer from the KIP to the SMB location. (A full color, 600 DPI, tiff packbit can be several gigabytes in size).

When scanning multi page documents (PDF, DWF and TIFF), the images are scanned to a temporary location on the KIP & then transferred to the SMB location once the **Close File** button has been pressed.



U.S.A. ■ Phone: (800) 252-6793 ■ Email: info@kipamerica.com ■ Website: www.kip.com

CANADA ■ Phone: (800) 653-7552 ■ Email: info@kipcanada.com ■ Website: www.kip.com

KIP is a registered trademark of the KIP Group. All other product names mentioned herein are trademarks of their respective companies. All product features and specifications are subject to change without notice. Complete product specifications are available upon request.