

SYSTEM
SOFTWARE K
Standalone Scanner Setup



Contents

Introduction	3
Introduction.....	3
Necessary KIP Software	3
Necessary KIP Hardware	3
Installing KIP ImagePro and Scanner Only Setup	4
KIP Accounting Center Installation and Setup.....	9
Using KIP Accounting Center and KIP Cost Center	13

Introduction

Introduction

This user manual will describe the process of how to set up a Standalone Scanner (KIP 720 or KIP 2300). The standalone scanner is a separate scanner with its own PC, Monitor, Mouse and Keyboard as well as its own network drop, if files will be scanned to a network location.

Necessary KIP Software

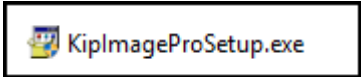
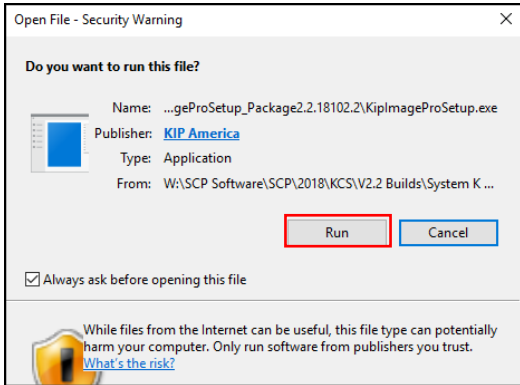
- KIP ImagePro
- KIP Accounting Center
- KIP Cost Center

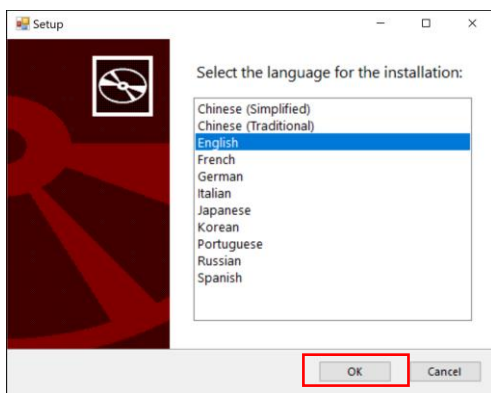
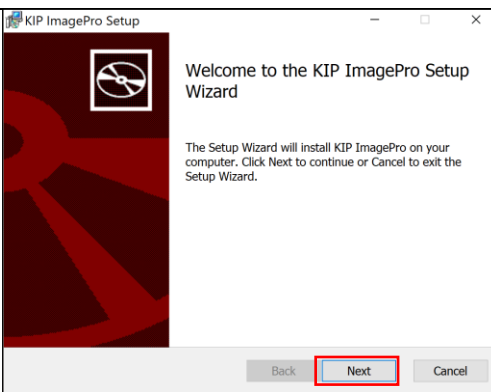
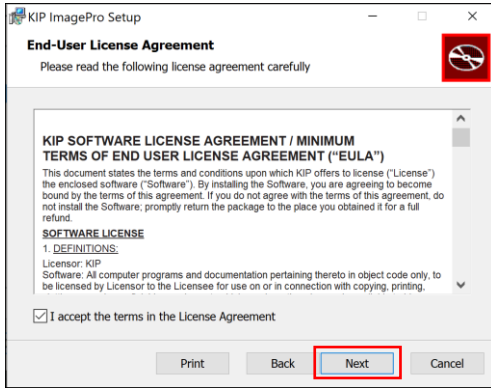
Necessary KIP Hardware

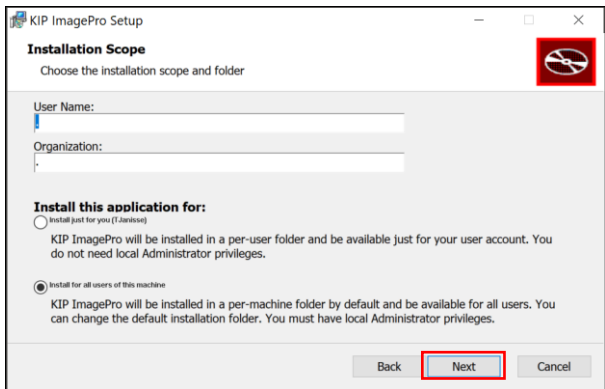
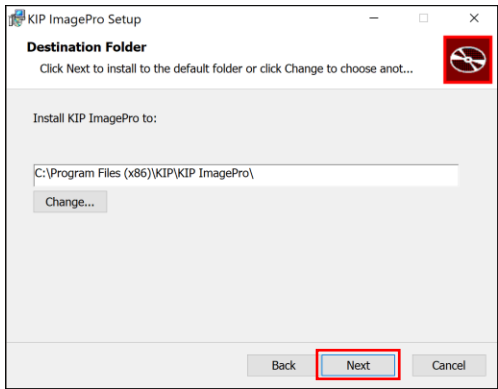
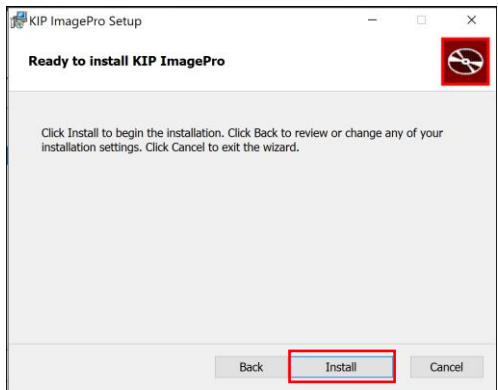
- KIP Scanner (720/2300)
- PC with Windows 7 or higher
- Monitor
- Mouse
- Keyboard

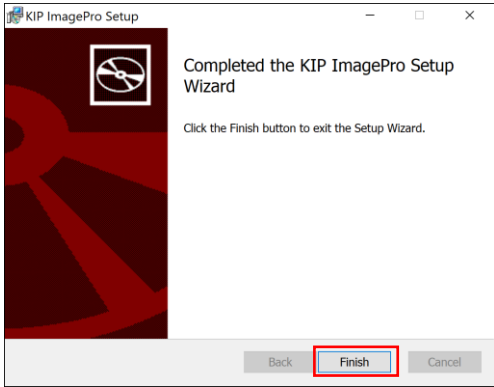
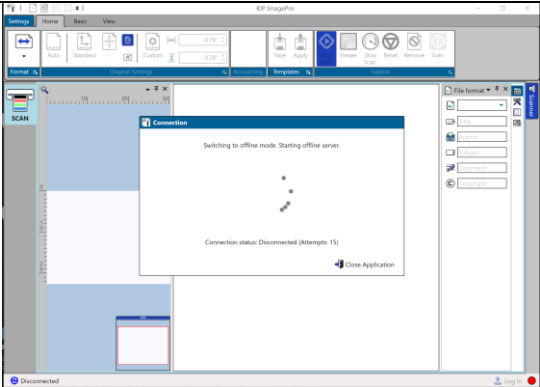
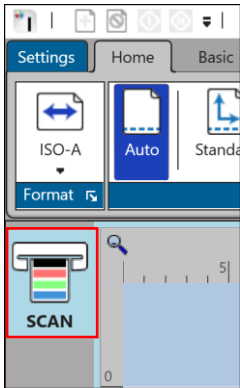
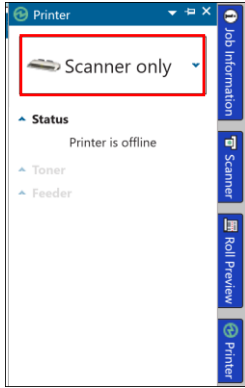
Installing KIP ImagePro and Scanner Only Setup

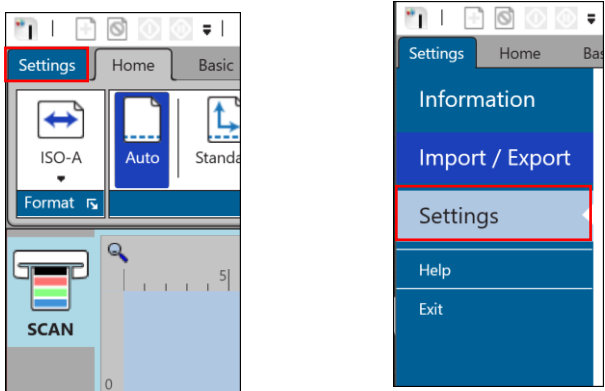
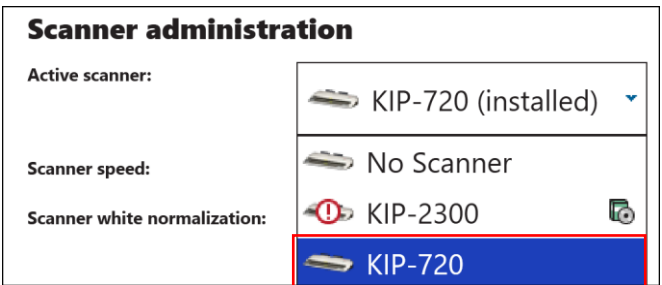
Step 1. Install KIP ImagePro on the provided Standalone scan-to-file workstation. It will be necessary to run the provided KIP ImagePro installer from the KIP Software and Operation Guide. Or the ImagePro Installer is available on the KIP Website.

Step	Action	Illustration
1.	To begin, put the KIP Software and Operation Guide in the DVD drive in the PC. Or browse to the location of the KIP ImagePro downloaded from the KIP website.	
2.	Double click on the KiplImageProSetup.exe to begin installation.	
3.	When the Security Warning opens select "Run".	

Step	Action	Illustration
4.	Select the necessary Language. Here, English is selected.	
5.	At the Welcome screen select "Next".	
6.	Accept the License Agreement and select "Next" to continue.	

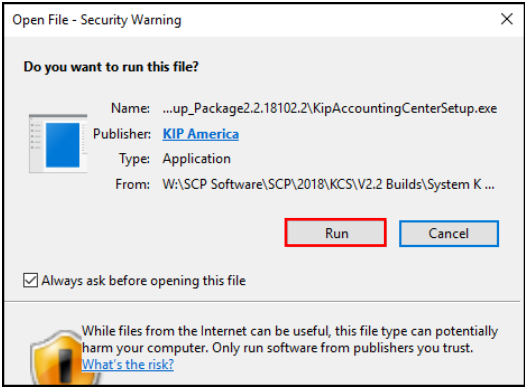
Step	Action	Illustration
7.	Select the Proper Installation Scope and select “Next”.	
8.	Accept the Default installation path or select a new path. Select “Next” to continue.	
9.	Click “Install” to begin.	

Step	Action	Illustration
10.	Once install is complete select “Finish” to close installer.	
11.	A KIP ImagePro Icon will be placed on the Desktop. Double click this to open the application.	
12.	The KIP ImagePro application will look at the system to determine the proper setup.	
13.	The KIP ImagePro.exe by default will install in scanner only mode. This is indicated by the following: - The left side of the screen will show the Scan Icon only. - The printer pullout will display “Scanner Only”.	 

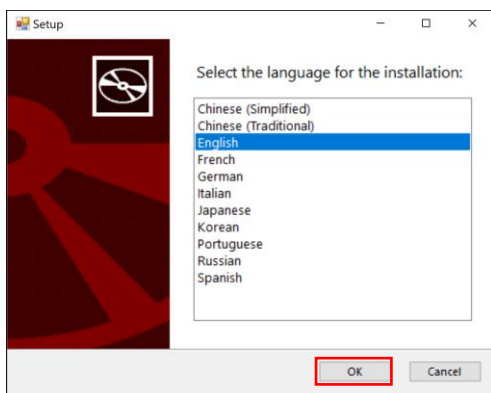
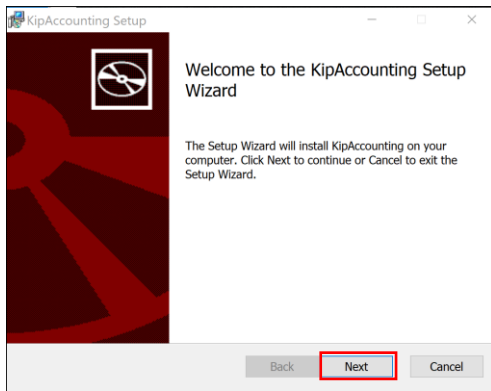
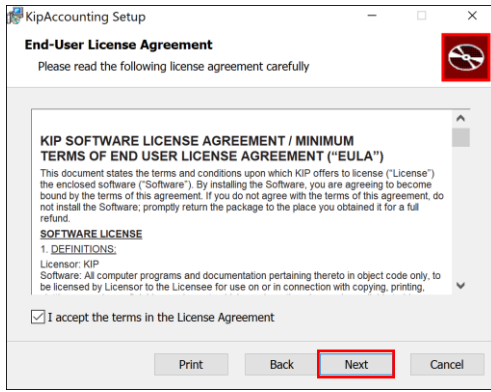
Step	Action	Illustration
14.	Open the Settings Tab in the top left corner and then again, the Settings tab on the left side of the screen.	
15.	Set the Active Scanner to the KIP Scanner that is connected to the Workstation.	
16.	Confirm the Application mode is set to Scanner only and locked.	
17.	The Scanner and software is now setup as a Standalone scanner and will allow for scanning to all available locations. If unsure how to use the Scanning software, please see the KIP ImagePro manual available on the KIP Software and Operation Guide or download from the KIP Website. If accounting is to be used in conjunction with the KIP ImagePro Scan software please see the next section.	

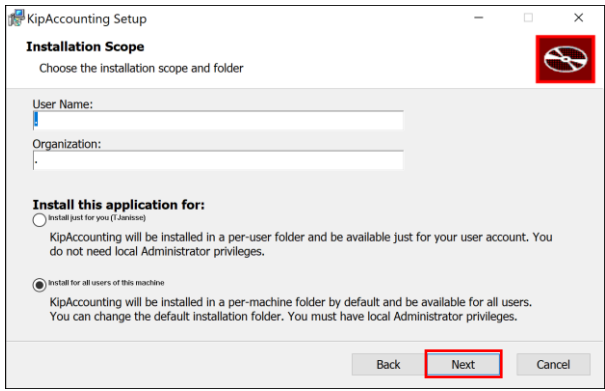
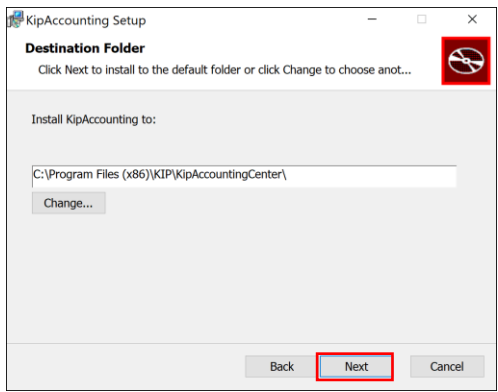
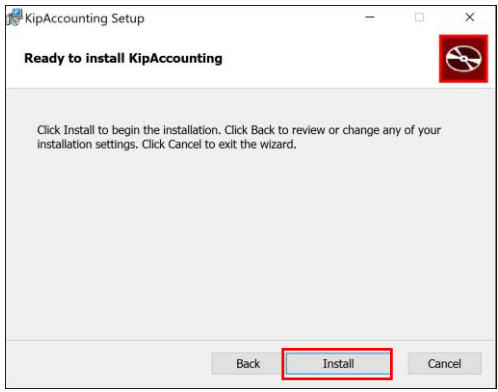
KIP Accounting Center Installation and Setup

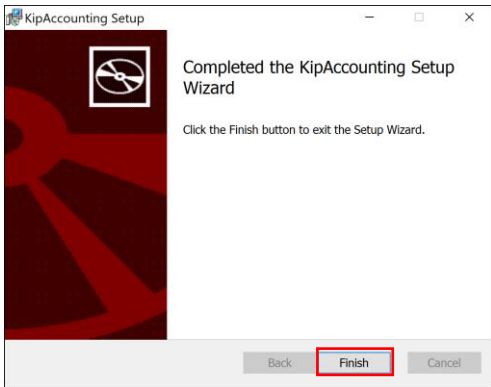
Please note: Please install KIP ImagePro (see above section) prior to installing KIP Accounting Center on the Standalone Scan-to-file Workstation. In order for KIP Accounting Center to see the workstation as a Standalone scan-to-file station KIP ImagePro **MUST** be open.

Step	Action	Illustration
1.	To begin, put the KIP Software and Operation Guide in the DVD drive in the PC. Or browse to the location of the KIP Accounting Center downloaded from the KIP website.	
2.	Double click on the KipAccountingCenterSetup.exe to begin installation.	
3.	When the Security Warning opens select "Run".	

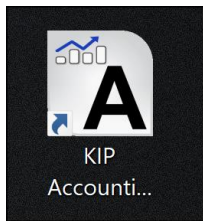
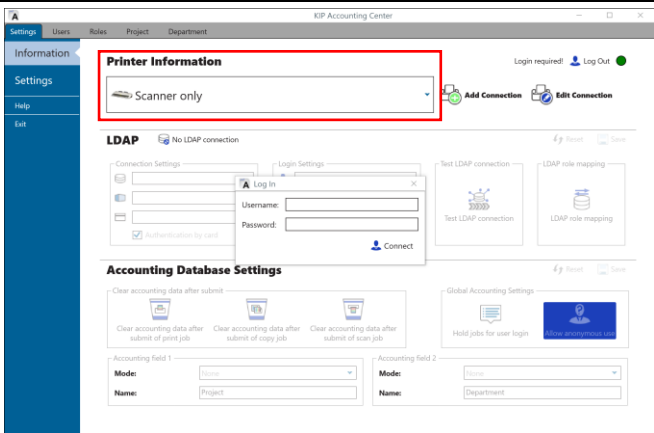
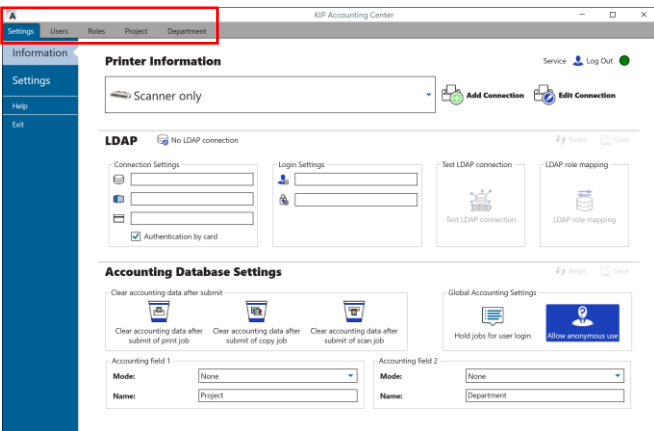
KIP Standalone Scanner Setup

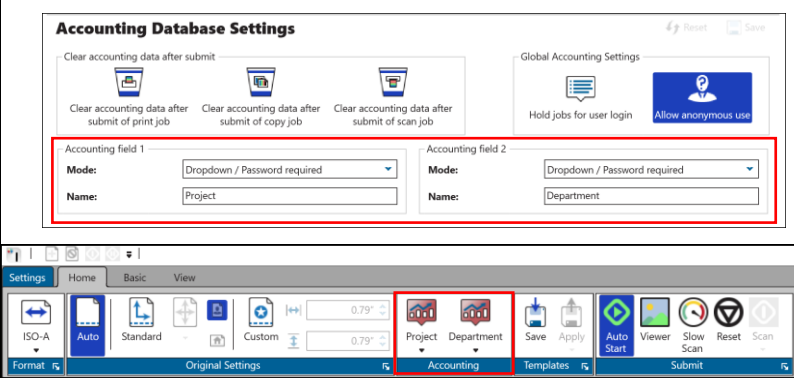
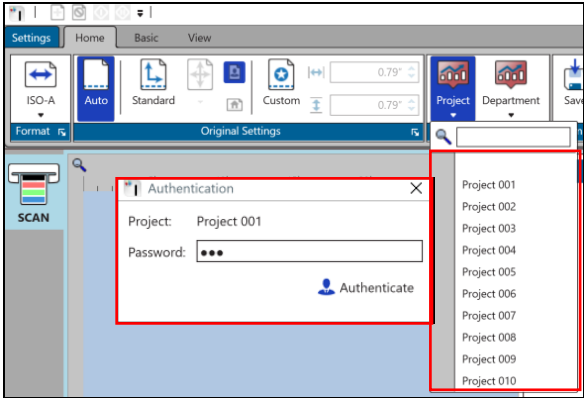
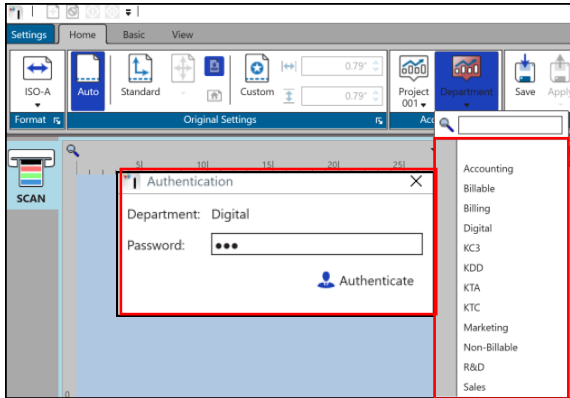
Step	Action	Illustration
4.	Select the necessary Language. Here, English is selected.	
5.	At the Welcome screen select "Next".	
6.	Accept the License Agreement and select "Next" to continue.	

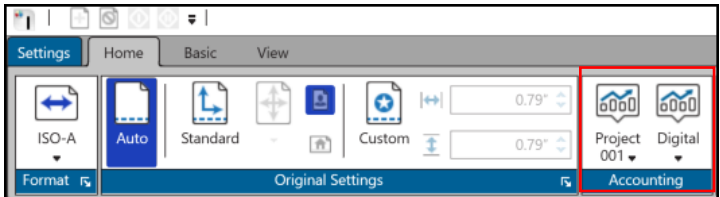
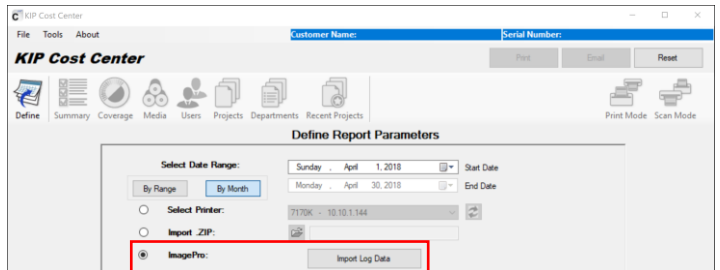
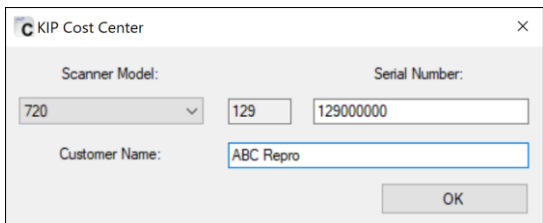
Step	Action	Illustration
7.	Select the Proper installation Scope and select “Next”.	
8.	Accept the Default installation path or select a new path. Select “Next” to continue.	
9.	Click “Install” to begin.	

Step	Action	Illustration
10.	Once install is complete select "Finish" to close installer.	

Using KIP Accounting Center and KIP Cost Center

Step	Component	Function
1.	A shortcut will be placed on the Desktop. Double click this to open the KIP Accounting Center application.	
2.	When the application opens, Printer Information will display "Scanner Only". Note: KIP ImagePro needs to be open prior to launching KIP Accounting Center. Log in with proper credentials.	
3.	Create Users, Roles, Projects and Departments using the normal functions of KIP Accounting Center. Note: If unfamiliar with KIP Accounting Center please see the KIP Accounting Center Manual and Tutorials available on the KIP Software and Operation Guide and KIP Website.	

Step	Component	Function
4.	When using ImagePro with Accounting enabled, enabled fields will require users to enter information prior to scanning. This example shows that Project and Department are enabled in KIP Accounting Center Dropdown/Password required. Note: If unfamiliar with configuring KIP Accounting Center please see the KIP Accounting Center Manual and Tutorials available on the KIP Software and Operation Guide and KIP Website.	 The screenshot displays the 'Accounting Database Settings' window. Under 'Accounting field 1', the 'Mode' is 'Dropdown / Password required' and the 'Name' is 'Project'. Under 'Accounting field 2', the 'Mode' is 'Dropdown / Password required' and the 'Name' is 'Department'. Below this, the KIP ImagePro interface is shown with the 'Project' and 'Department' dropdowns in the 'Accounting' section highlighted in red.
5.	This Step is shown in KIP ImagePro. Once the accounting has been set up KIP ImagePro will display the Project and Department as Red (required). Select the necessary Project Number and enter Password.	 The screenshot shows the 'Authentication' dialog box in KIP ImagePro. The 'Project' dropdown is set to 'Project 001' and the 'Password' field is filled with dots. The 'Authenticate' button is visible. The 'Project' and 'Department' dropdowns in the background are highlighted in red.
6.	This Step is shown in KIP ImagePro. Select the necessary Department and enter Password.	 The screenshot shows the 'Authentication' dialog box in KIP ImagePro. The 'Department' dropdown is set to 'Digital' and the 'Password' field is filled with dots. The 'Authenticate' button is visible. The 'Project' and 'Department' dropdowns in the background are highlighted in red.

Step	Component	Function
7.	This Step is shown in KIP ImagePro. Project and Department have been entered and the user is now ready to scan.	
8.	To view Logs for accounting it is necessary to have KIP Cost Center loaded. Open the KIP Cost Center application. Once open select the "ImagePro" selection to read the local log files. Note: If unfamiliar with configuring KIP Cost Center please see the KIP Cost Center Manual and Tutorials available on the KIP Software and Operation Guide and KIP Website.	
9.	Enter the necessary information: - Scanner Model – 720/2300 - Serial Number – SN of Scanner - Customer Name – If necessary	
10.	KIP Cost Center will show all of the necessary billing information generated from the information entered into the application.	