



SYSTEM  
**SOFTWARE K**  
KIP Multi-Touch User Guide





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## 1 Introduction

All system functions for the KIP Printers are performed through an integrated, 15.6" multi-touch tablet-like color display to Copy, Print and Scan both color and B&W documents. Walk-up operator conveniences include auto-start, access to unlimited presets, easy to understand touchscreen user guides and real-time on-screen previews. Multi-touch controls provide users with full color intuitive tablet-like controls with super view - swipe, pinch, spread, rotate and tap.

Vivid image previews and on-screen controls allow for saving and printing the Area of Interest. Multi-touch features allow operators to identify documents, adjust image quality and replace documents in collated sets. The integrated color touch display provides a powerful combination of control plus convenience; you don't have to leave the printer to perform important tasks.

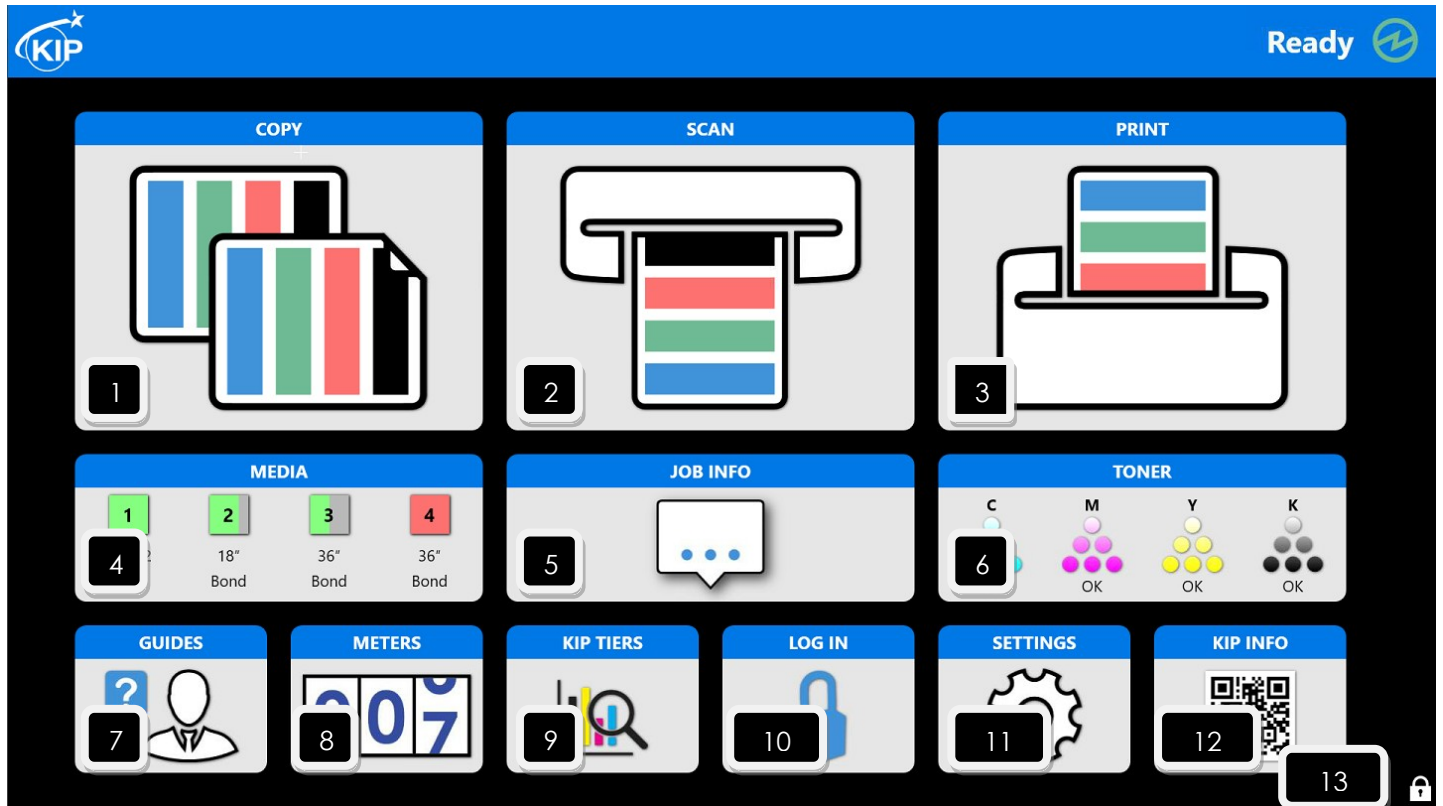
### **KIP Multi-Touch Touchscreen Features**

Vivid 15.6" Color Multi-Touch Display | Intuitive Feature Selection for easy Operation | Fully Articulating Viewing Angle | Centralized Access to all System Features | Print, Copy and Scan in B&W and Full Color\* | Super View for Swipe, Pinch, Spread and Rotate | Print directly from Removable Media, the Cloud and Local Mailboxes | Full Color User Guides | Integrated Print Previews | On-screen Set Copy Editor | Concurrent Print and Scan-to-File | Manage Print and History Queue | Optional KIP Color Plus for Copy and Print in Full Color\* | Integration with KIP Job Accounting and Data Tracking | Integration with KIP Cost Center Application

## 2 KCS Multi-Touch Main Screen

The following section describes the functionality of the KCS Multi-Touch screen, the function of each button and how it is used.

### Main User Interface:

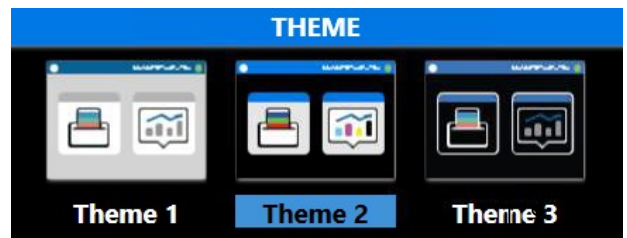


**Please Note:** There are three available Themes for the Touch Screen.

Theme 1 – Light

Theme 2 – **Dark Background (Default)** All screenshots in this manual are Default

Theme 3 - Dark Background and buttons






**PLEASE NOTE:** This Guide is based off of the KIP Color Printers. Some buttons may look different when connected to a KIP Black and White Printer. Black and White buttons will be called out when necessary.

Component	Function
<p>1. Copy (B&amp;W &amp; Color)</p>	<div data-bbox="857 384 1211 659" data-label="Image"> <p>The icon is a square with a blue header bar containing the word 'COPY' in white. Below the header, there is a graphic of a document with a copy symbol (two overlapping rectangles) and a color calibration strip with blue, green, red, and black bars.</p> </div> <p>When selected will allow the user to make B&amp;W or Color copies directly to the KIP Printer.</p>
<p>2. Scan (B&amp;W &amp; Color)</p>	<div data-bbox="857 821 1206 1094" data-label="Image"> <p>The icon is a square with a blue header bar containing the word 'SCAN' in white. Below the header, there is a graphic of a scanner tray with a document being scanned, and a color calibration strip with blue, green, red, and black bars.</p> </div> <p>When selected will allow the user to make B&amp;W or Color Scans to available locations (Local, Network, USB, SMB, FTP and Cloud).</p>
<p>3. Print (B&amp;W &amp; Color)</p>	<div data-bbox="846 1253 1206 1556" data-label="Image"> <p>The icon is a square with a blue header bar containing the word 'PRINT' in white. Below the header, there is a graphic of a printer with a document being printed, and a color calibration strip with blue, green, red, and black bars.</p> </div> <p>When selected will allow the user to make B&amp;W or Color Prints directly to the KIP Printer.</p>















































Component	Function
<p>4. Media</p>	<div data-bbox="683 327 1357 590" data-label="Image"> </div> <p>Allows for the selection of available media currently loaded in the KIP Printer.</p>
<p>5. Job Info</p>	<div data-bbox="683 699 1357 972" data-label="Image"> </div> <p>Open the Print Queue screen, displaying jobs currently in the queue.</p>
<p>6. Toner</p>	<div data-bbox="683 1079 1357 1352" data-label="Image"> </div> <p>Displays the amount of toner remaining in the KIP System.</p>
<p>7. Guides</p>	<div data-bbox="829 1461 1187 1734" data-label="Image"> </div> <p>Opens a window displaying all of the available guides/manuals available on the KIP System.</p>

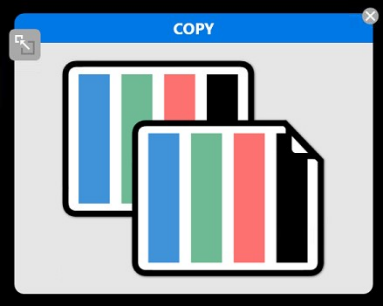



Component	Function
<p>8. Meters</p>	<div data-bbox="852 394 1185 651" data-label="Image"> </div> <p data-bbox="508 682 1045 711">Displays the counters and system information</p>
<p>9. KIP Tiers</p>	<div data-bbox="852 762 1185 1018" data-label="Image"> </div> <p data-bbox="508 1052 849 1081">Displays tiered meter reports</p>
<p>10. Log In</p>	<div data-bbox="613 1131 948 1388" data-label="Image"> </div> <div data-bbox="1076 1131 1403 1388" data-label="Image"> </div> <p data-bbox="508 1446 1503 1505">Allows users to login to the system for tracking of work done. This may be a required field. Once logged in the button will change color indicating the user is logged in.</p>

Component	Function
<p>11. Settings</p>	<div data-bbox="837 394 1170 659" style="text-align: center;">  </div> <p>Opens the Configuration settings for the KIP Printer.</p>
<p>12. KIP Info</p>	<div data-bbox="841 766 1170 1031" style="text-align: center;">  </div> <p>QR code that when scanned with a mobile device takes you to the KIP info page on KIP.com. It displays guides and tutorial videos</p>
<p>13. Configuration</p>	<div data-bbox="561 1184 1464 1356" style="text-align: center;">  </div> <p>Configuration allows for the addition or removal of tiles on the touchscreen. As well as the resizing and placement of the tiles on the main screen.</p>

## 3 Configuring the Touchscreen

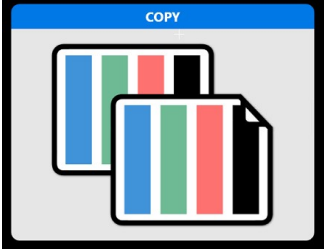
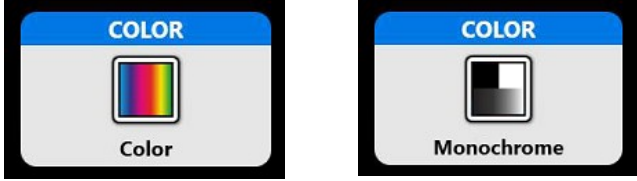
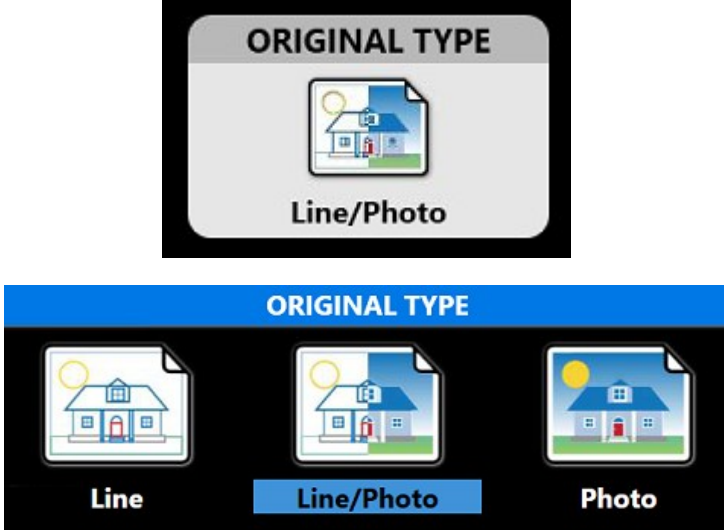
It is possible when logged in as Administrator or Service to configure the main Touch User Interface. Configuration allows for the addition or removal of tiles on the touchscreen. As well as the resizing and placement of the tiles on the main screen.

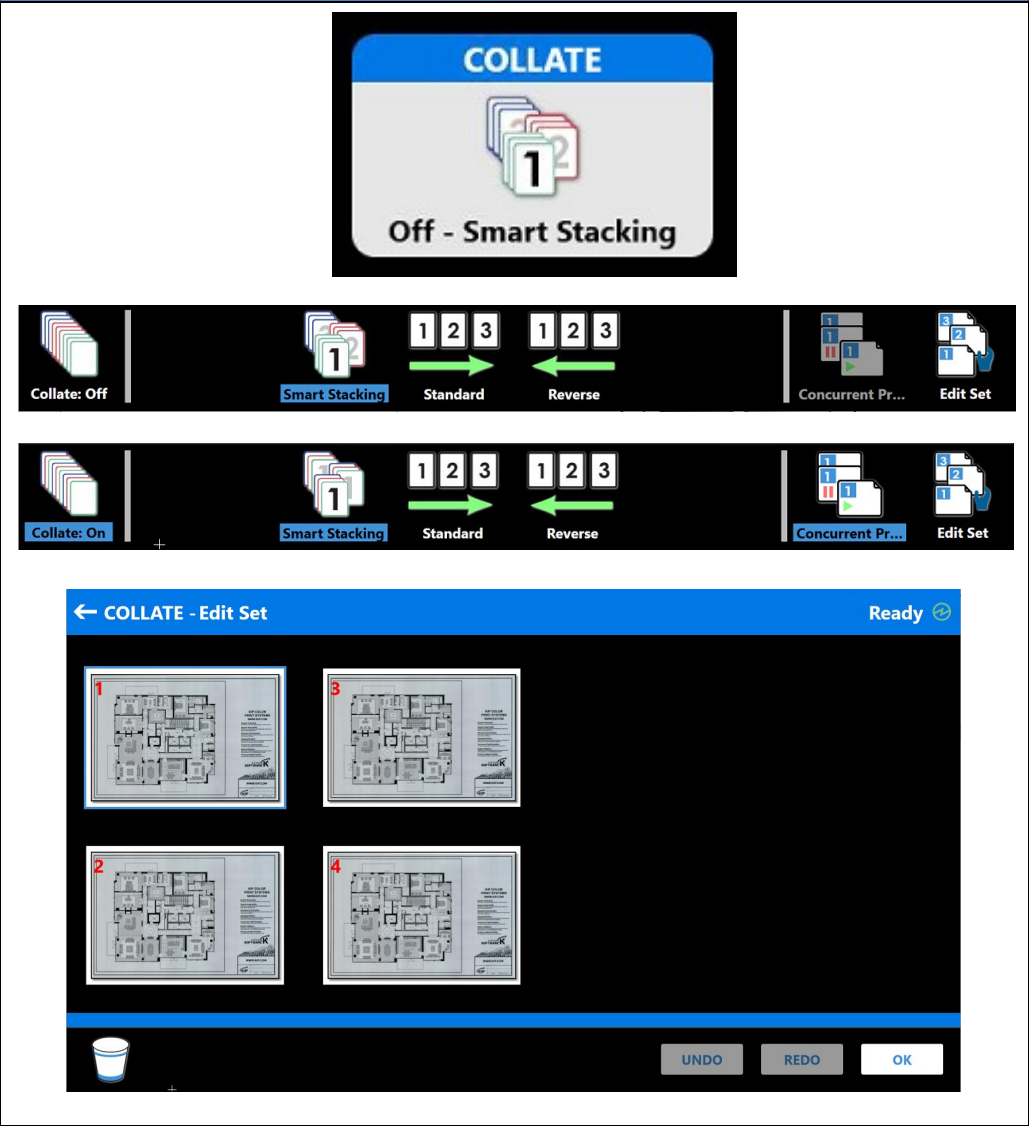
Component	Function																																
<p>1. Configuration</p> <p>Configuration allows for the addition or removal of tiles on the touchscreen. As well as the resizing and placement of the tiles on the main screen.</p> 	<p>Items that can be added:</p> <table border="1"> <tbody> <tr> <td data-bbox="873 632 1015 751"></td> <td data-bbox="1015 632 1177 751">Refresh – Set to default</td> <td data-bbox="1177 632 1307 751"></td> <td data-bbox="1307 632 1511 751">Template Configuration</td> </tr> <tr> <td data-bbox="873 751 1015 871"></td> <td data-bbox="1015 751 1177 871">History</td> <td data-bbox="1177 751 1307 871"></td> <td data-bbox="1307 751 1511 871">Restart SysK</td> </tr> <tr> <td data-bbox="873 871 1015 991"></td> <td data-bbox="1015 871 1177 991">Support</td> <td data-bbox="1177 871 1307 991"></td> <td data-bbox="1307 871 1511 991">Command</td> </tr> <tr> <td data-bbox="873 991 1015 1110"></td> <td data-bbox="1015 991 1177 1110">Scanner Speed</td> <td data-bbox="1177 991 1307 1110"></td> <td data-bbox="1307 991 1511 1110">System Log Export</td> </tr> <tr> <td data-bbox="873 1110 1015 1230"></td> <td data-bbox="1015 1110 1177 1230">White Balance</td> <td data-bbox="1177 1110 1307 1230"></td> <td data-bbox="1307 1110 1511 1230">Monochrome Colorant</td> </tr> <tr> <td data-bbox="873 1230 1015 1350"></td> <td data-bbox="1015 1230 1177 1350">Mailbox Setup</td> <td data-bbox="1177 1230 1307 1350"></td> <td data-bbox="1307 1230 1511 1350">KIP Smart Print</td> </tr> <tr> <td data-bbox="873 1350 1015 1470"></td> <td data-bbox="1015 1350 1177 1470">Language</td> <td data-bbox="1177 1350 1307 1470"></td> <td data-bbox="1307 1350 1511 1470">Theme</td> </tr> <tr> <td data-bbox="873 1470 1015 1589"></td> <td data-bbox="1015 1470 1177 1589">Toner Supply</td> <td></td> <td></td> </tr> </tbody> </table>		Refresh – Set to default		Template Configuration		History		Restart SysK		Support		Command		Scanner Speed		System Log Export		White Balance		Monochrome Colorant		Mailbox Setup		KIP Smart Print		Language		Theme		Toner Supply		
	Refresh – Set to default		Template Configuration																														
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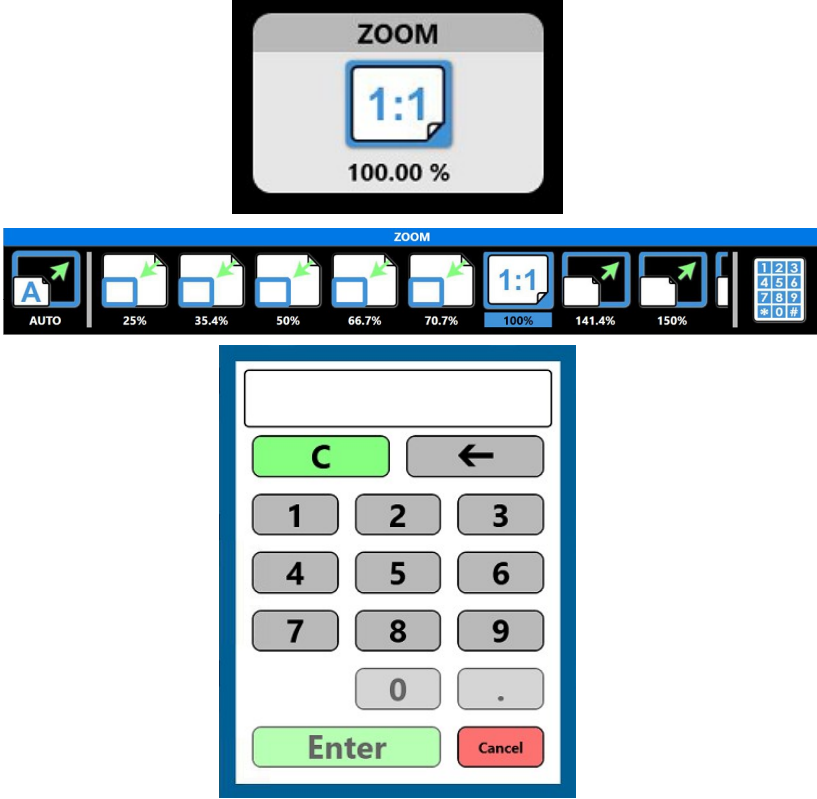
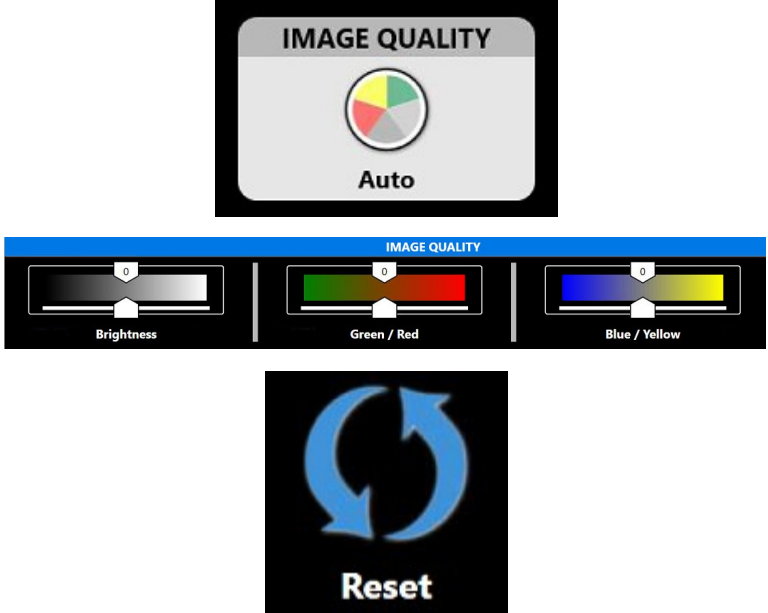
Component	Function
<p>2. Tiles can be resized – Tapping the size icon in the top left corner will resize the tile.</p> <p>To make a larger tile smaller select the size icon in the bottom Right corner.</p> <p>It is also possible to eliminate a tile altogether by selecting the X in the upper Right corner.</p>	<p>Original Size</p>  <p>Medium Size</p>  <p>Small Size</p>  <p>Please note the sizes shown here in this manual are not the size that will be on the touch screen as they have been manipulated for this manual. But the way the tile looks is correct.</p>
<p>3. Example of a modified User interface. This reflects a color, 4 roll machine with the Media, Toner, Settings, Job Info and Log In/Out tile moved or resized</p>	

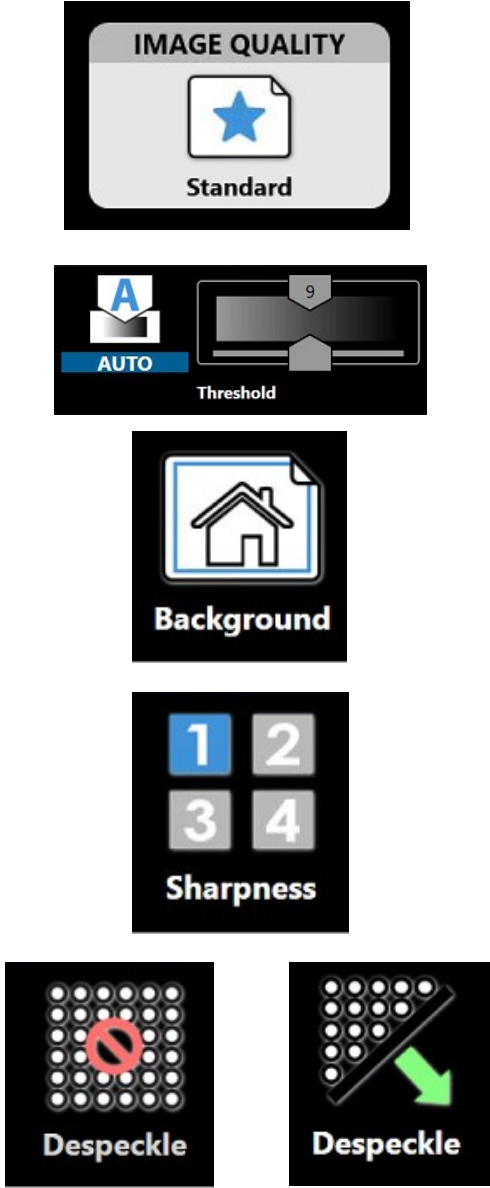
## 4 Copy

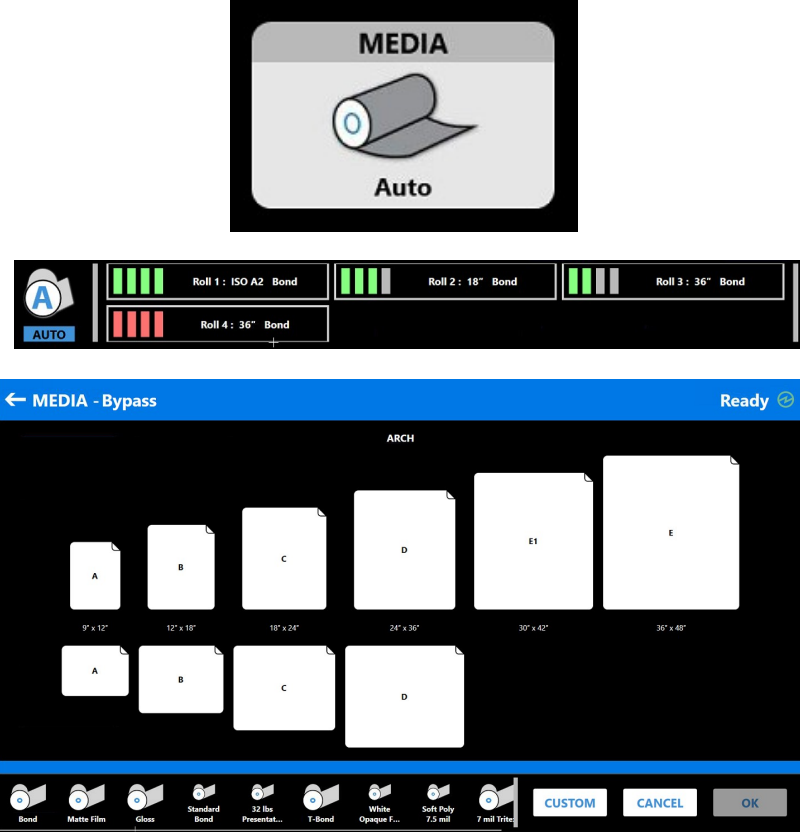
Selecting the Copy button will allow the user to choose the copy mode output they wish to have (Color or Black and White). The following section describes the functionality of the copy mode.







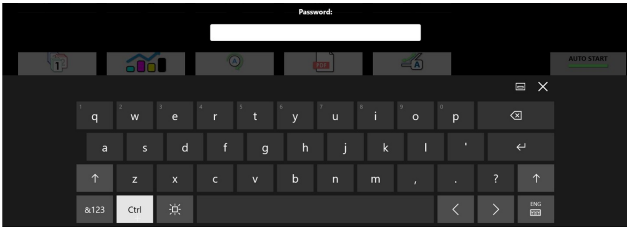
Step	Action	Illustration
1.	Main screen Copy Button	 <p>The illustration shows a button labeled 'COPY' with a background of overlapping document icons. The top icon is a color calibration chart with vertical bars of blue, green, red, and black. The bottom icon is a white document with a blue header and a red footer.</p>
2.	<b>Selection of Color:</b> <ul style="list-style-type: none"> <li>• Color/Color = Output in color</li> <li>• Color/Monochrome = Output in Monochrome</li> </ul>	 <p>The illustration shows two buttons. The left button is labeled 'COLOR' and features a rainbow color bar icon with the word 'Color' below it. The right button is also labeled 'COLOR' but features a grayscale icon with the word 'Monochrome' below it.</p>
3.	<b>Original Type –</b> <ul style="list-style-type: none"> <li>• Line- Used for simple line documents.</li> <li>• Line / Photo- Used for a combination of line &amp; photo documents.</li> <li>• Photo- Used for photographic originals.</li> </ul>	 <p>The illustration shows two sets of buttons. The top set is a single button labeled 'ORIGINAL TYPE' with a house icon and the text 'Line/Photo' below it. The bottom set is a row of three buttons, all labeled 'ORIGINAL TYPE' at the top. From left to right, they feature a house icon with the text 'Line' below it, a house icon with the text 'Line/Photo' below it (this button is highlighted with a blue background), and a house icon with the text 'Photo' below it.</p>

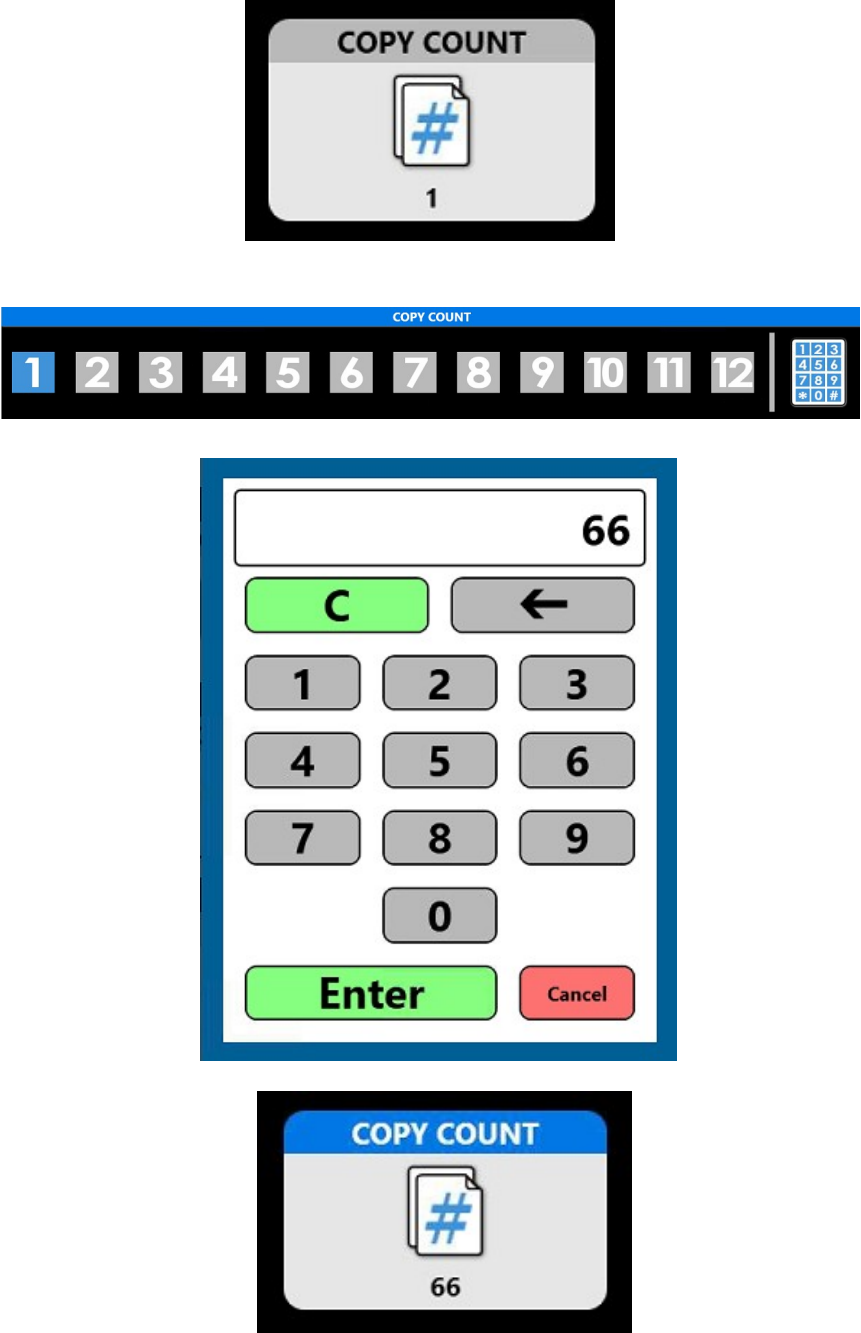
Step	Action	Illustration
<p>4.</p> <p><b>Collate</b> - Used to set the order in which the output will be generated.</p> <p><b>Smart Stacking</b> - First page always on top, regardless of paper exit.</p> <p><b>Collate off</b> - 1,1,1</p> <p><b>Standard</b> - 1, 2, 3</p> <p><b>Reverse</b> - 3, 2, 1</p> <p><b>Concurrent Print</b> - used to produce check sets. Builds the job of scanned sheets but produces one hard copy for every sheet scanned.</p> <p><b>Edit Set</b> - Will allow for the scanned files to be re-arranged prior to sending to be printed. Unwanted sheets may also be removed by dragging them to the trash can.</p>		

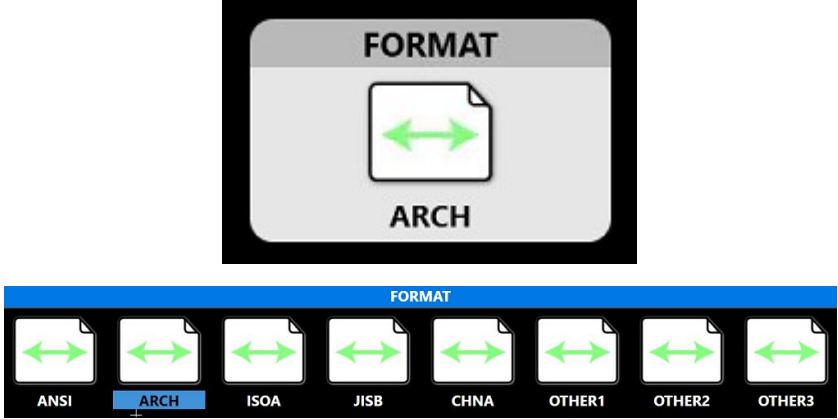
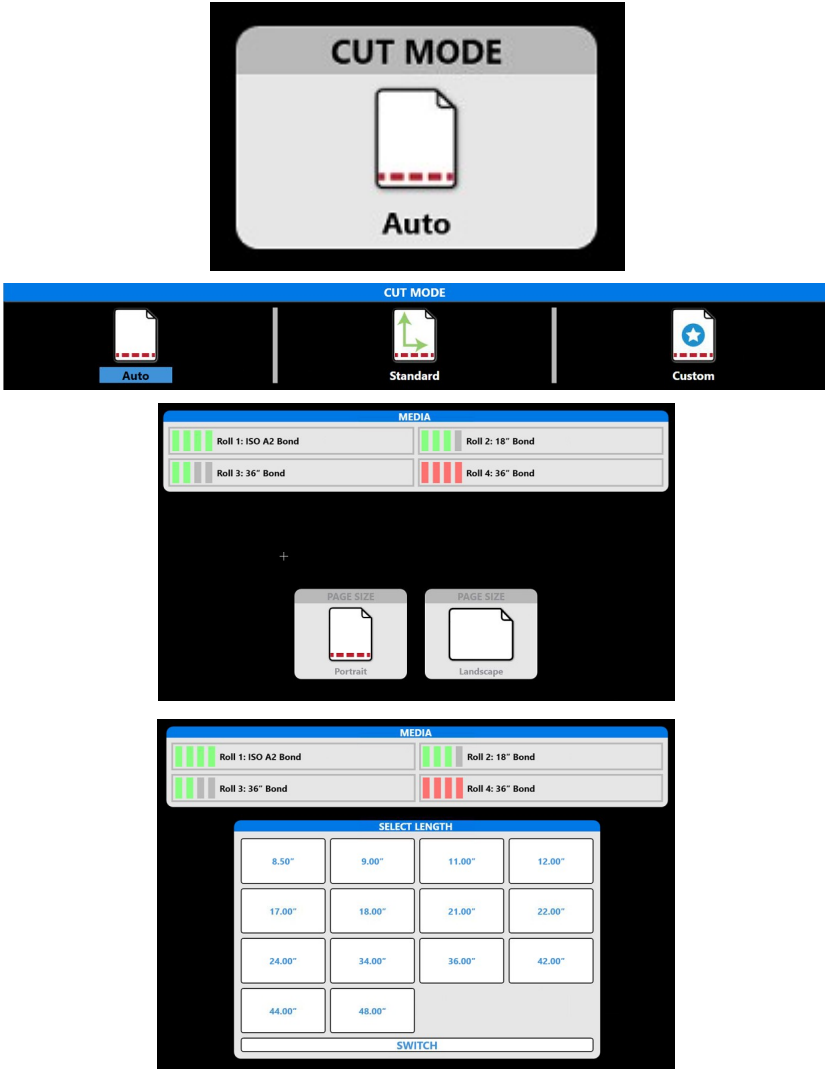
Step	Action	Illustration
5.	<p><b>Zoom</b> – Allows for the selection of specific zoom sizes as well as setting a specific size with the number pad.</p>	
6.	<p><b>Image Quality Color:</b></p> <ul style="list-style-type: none"> <li>• Allows for adjustments to be made to the image quality if Auto is not used.</li> <li>• Auto - Default setting</li> <li>• Brightness - Used to adjust from dark to light.</li> <li>• Green/Red - Adjust the Green to Red balance with the slider bar.</li> <li>• Blue/Yellow - Adjust the Blue to Yellow balance with the slider bar.</li> <li>• Reset - Used to reset changes back to default.</li> </ul>	

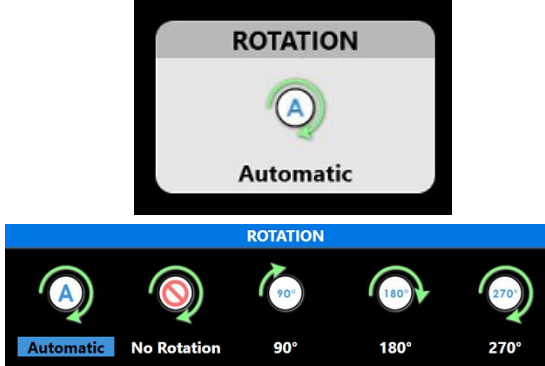
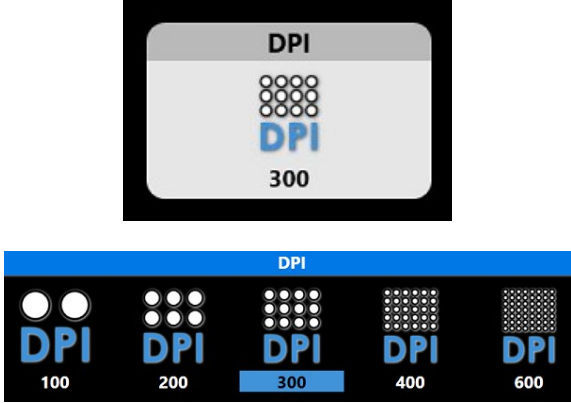
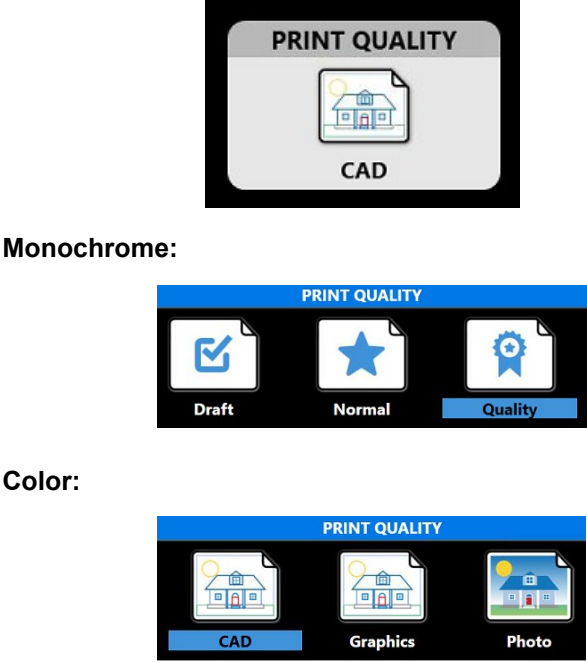
Step	Action	Illustration
<p>7.</p>	<p><b>Image Quality Monochrome:</b> Allows for adjustments to be made to the image quality</p> <p><b>Auto</b> – Default setting</p> <p><b>Threshold</b> – Adjusting the threshold will suppress or enhance the lines and images from the original.</p> <p><b>Background</b> – Helps to remove any background from the final output.</p> <p><b>Sharpness</b> - Adjusts the line sharpness to remove rough lines or when photos are copied to allow for smoother graduations.</p> <p><b>Despeckle</b> – Used to remove background to make the output look cleaner.</p>	

Step	Action	Illustration
<p>8.</p>	<p><b>Media</b> – Displays what Media is currently loaded in the KIP Printer and allows for the setting of the media size when new media is added.</p> <p><b>Auto</b> – On by Default. Will select the best media size for the output being printed.</p> <p><b>Manual Selection</b> – Select a specific roll for the output to be printed on.</p> <p><b>Bypass</b> – Select the size of the media that will be loaded into the bypass tray.</p>	 <p>The illustration shows the media selection interface. At the top, a 'MEDIA' screen displays 'Auto' with a roll icon. Below it, a status bar shows four rolls: Roll 1 (ISO A2 Bond), Roll 2 (18" Bond), Roll 3 (36" Bond), and Roll 4 (36" Bond). The main screen is titled 'MEDIA - Bypass' and shows a grid of paper sizes: A (9" x 12"), B (12" x 18"), C (18" x 24"), D (24" x 36"), E1 (30" x 42"), and E (36" x 48"). A bottom menu includes options like Bond, Matte Film, Gloss, Standard Bond, 32 lbs Presentat..., T-Bond, White Opaque F..., Soft Poly 7.5 mil, and 7 mil Trils, along with 'CUSTOM', 'CANCEL', and 'OK' buttons.</p> <p><b>Please note:</b> when using bypass feeder, once the job is sent to the queue user will be prompted to insert media into Bypass feeder.</p> <p>If media is in bypass feeder first and a job is sent from touchscreen or application without selecting “bypass” this can cause all jobs to sit in a “Coasting” state and not print.</p> <p>If this occurs, please remove the cut sheet media from the bypass feeder.</p> <p><b>Note:</b> this does not affect the KIP 940 as multiple sheets can be stacked in the bypass feeder.</p>

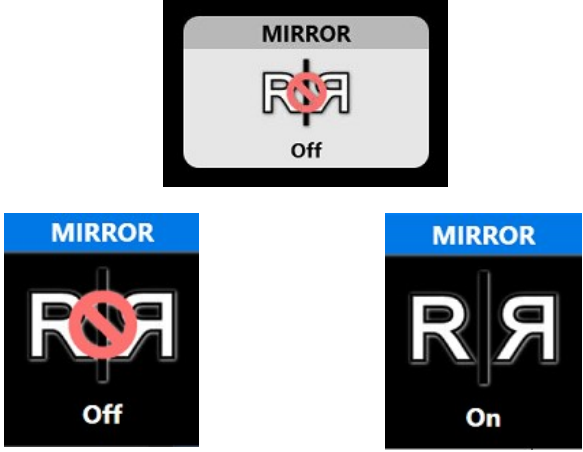
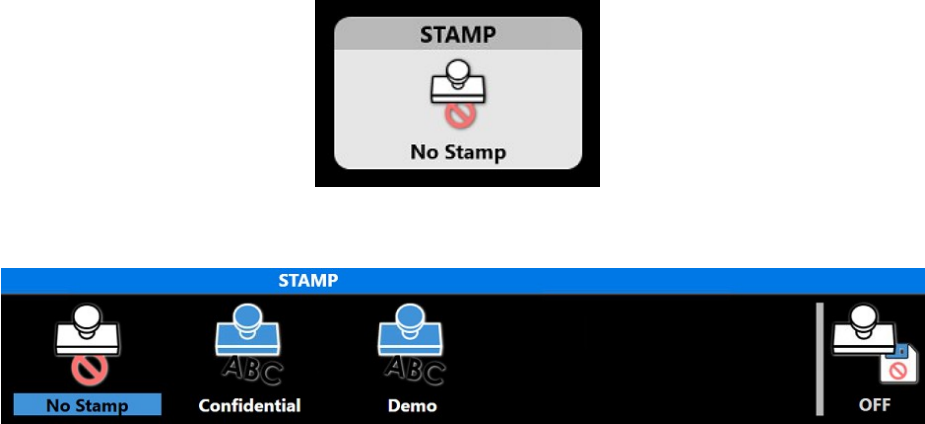
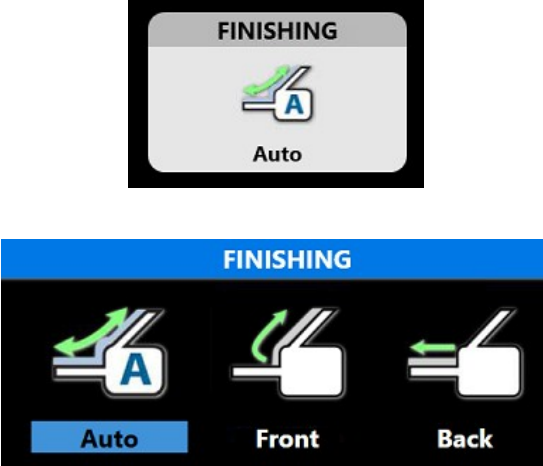
Step	Action	Illustration
9.	<p><b>Accounting</b> - If accounting fields are being used, a user will need to enter in relevant information prior to being able to use the KIP.</p>	<p>Accounting not active</p>  <p>Accounting Active</p>  <p>No requirements, user may enter information if they wish</p>  <p>Accounting active, user must enter information</p>  <p>Accounting Active with Dropdown, user must pick from the provided information</p>  <p>Accounting Active with Dropdown/Password Required, User must pick from the provide information and enter password if one is associated with the selection</p>  



Step	Action	Illustration
<p>10.</p>	<p><b>Copy Count</b> – Used to set the number of copies to be made.</p> <p><b>Note:</b> Selecting the Number Pad will bring up a number pad for entering larger quantities.</p>	 <p>The illustration shows the sequence of steps to set a copy count. It starts with a 'COPY COUNT' screen displaying a paper icon with a blue hash symbol and the number '1'. Below this is a numeric keypad with buttons for digits 1 through 12, and function keys for 123, 456, 789, and *0#. A blue box highlights the keypad. The next screen shows the keypad with '66' entered in the display field. At the bottom, another 'COPY COUNT' screen shows the number '66' below the paper icon.</p>

Step	Action	Illustration
11.	<p><b>Format</b> – Choose from the available format for displayed sizes.</p> <p><b>Note: please see Format Size chart at the end of this section.</b></p>	 <p>The illustration shows the 'FORMAT' menu. At the top, a document icon with a double-headed green arrow is labeled 'ARCH'. Below this is a horizontal bar with the title 'FORMAT' and eight icons, each with a double-headed green arrow. The icons are labeled 'ANSI', 'ARCH' (which is highlighted with a blue bar), 'ISOA', 'JISB', 'CHNA', 'OTHER1', 'OTHER2', and 'OTHER3'.</p>
12.	<p><b>Cut Mode</b> – Allows for the selection of Auto mode for paper size or the selection of Standard or Custom cut lengths.</p> <p><b>Auto</b> - Select Auto for automatic cut length (to the length of the original).</p> <p><b>Standard</b> - Standard Cut for a manual length. (A number pad will request the desired length to be entered).</p> <p><b>Custom</b> – Select the specific roll and then the desired length for the Custom size or select “SWITCH” to enter a specific size.</p>	 <p>The illustration shows the 'CUT MODE' menu. At the top, a document icon with a dashed red line at the bottom is labeled 'Auto'. Below this is a horizontal bar with the title 'CUT MODE' and three icons: 'Auto' (document with dashed red line), 'Standard' (document with green double-headed arrow), and 'Custom' (document with a star). Below the 'CUT MODE' menu are two screenshots of the 'MEDIA' selection screen. The top screenshot shows four roll options: 'Roll 1: ISO A2 Bond', 'Roll 2: 18" Bond', 'Roll 3: 36" Bond', and 'Roll 4: 36" Bond'. Below these are two 'PAGE SIZE' options: 'Portrait' and 'Landscape'. The bottom screenshot shows a 'SELECT LENGTH' screen with a grid of buttons for various lengths: 8.50", 9.00", 11.00", 12.00", 17.00", 18.00", 21.00", 22.00", 24.00", 34.00", 36.00", 42.00", 44.00", and 48.00". At the bottom of this screen is a 'SWITCH' button.</p>

Step	Action	Illustration
13.	<p><b>Rotation</b> – Files 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.</p>	
14.	<p><b>DPI</b> - Select the required scan resolution. Choices are 100, 200, 300, 400 or 600 DPI.</p>	
15.	<p><b>Print Quality</b> – affects the quality of the printed page</p> <p><b>Monochrome</b></p> <ul style="list-style-type: none"> <li>• Draft mode will decrease the scanner DPI while increasing scanning speed.</li> <li>• Normal mode will increase the scanner DPI while decreasing scanning speed.</li> <li>• Quality mode will increase the scanner DPI while decreasing scanning speed.</li> </ul> <p><b>Color</b></p> <ul style="list-style-type: none"> <li>• CAD mode is best used for CAD and lines drawings</li> <li>• Graphics mode is for a mix of line and photos.</li> <li>• Photo mode is for photos and high detail images</li> </ul>	

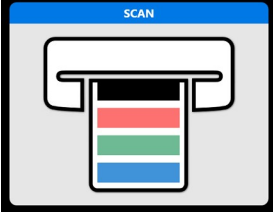
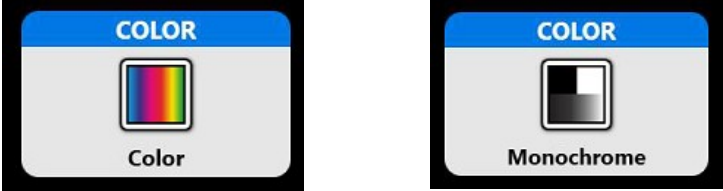
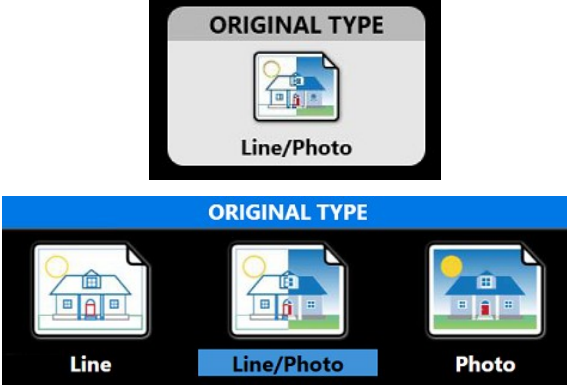
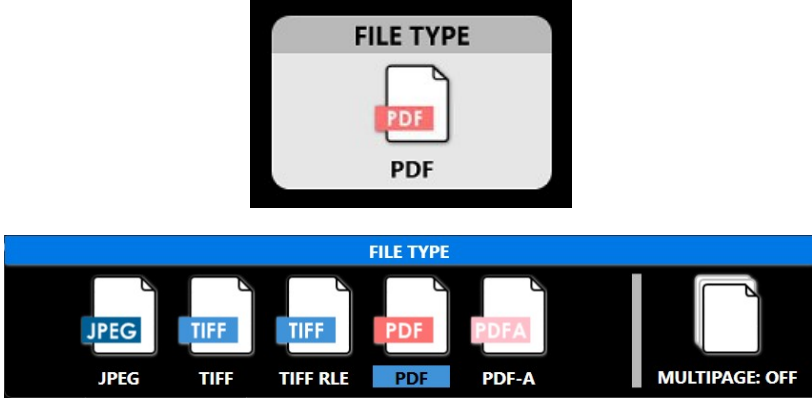
Step	Action	Illustration
16.	<p><b>Save File</b> – Additionally saves a scanned image of the file being copied.</p> <p>Turn on Save File and select the desired mailbox.</p> <p><b>Note:</b> Mailboxes will be created in Configuration. Only the Mailbox with the Blue Highlight will be scanned to.</p>	
17.	<p><b>File Type</b> – Allows for the selection of the format the file(s) will be scanned to.</p> <ul style="list-style-type: none"> <li>• PDF – Standard PDF format</li> <li>• PDF/A - Standard PDF/A format</li> <li>• TIFF Standard TIFF format</li> <li>• Multipage Off – On/Off for Multipage scanning</li> </ul>	
18.	<p><b>Margins</b> – Allows for the addition or subtraction of lead/trail margins.</p> <p>Selecting Lead/Trail edge will open a number pad allowing for the entry of the LE/TE value.</p> <p>Margins button will display the changes.</p>	


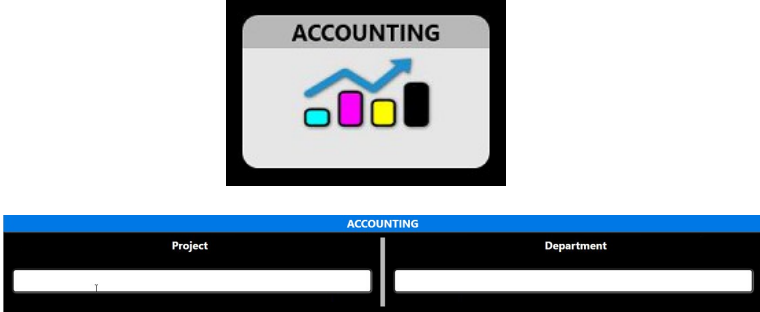
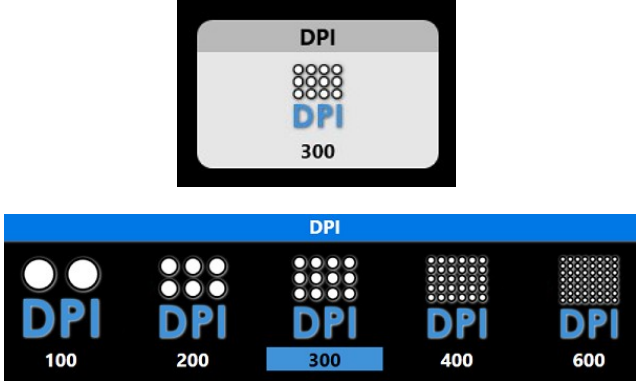
Step	Action	Illustration
19.	<p><b>Mirror</b> – When selecting Mirror, the image will be printed with a mirrored output.</p>	
20.	<p><b>Stamp</b> - Select “Stamp” to allow the selection of a “Stamp” or “Water Mark” to be placed on the scanned image. It will be embedded digitally into the image.</p> <ul style="list-style-type: none"> <li>Save – dictates the stamp will be applied to the file if Save File is active</li> </ul> <p><b>Note:</b> Creation of new stamps will be done through KIP PrintPro.Net, KIP ImagePro or KIP PrintPro</p>	
21.	<p><b>Finishing</b> – Select from available finishing devices</p> <p><b>Auto</b> – Outputs prints to the default stacking device</p> <p><b>Back</b> – The output is directed to the rear stacker</p> <p><b>Front</b> – The output is directed to the top stacker</p> <p><b>Folding/No Folding</b> – Output is sent to the folder (if available)</p> <p><b>Note:</b> some models do not have both front and back options</p>	

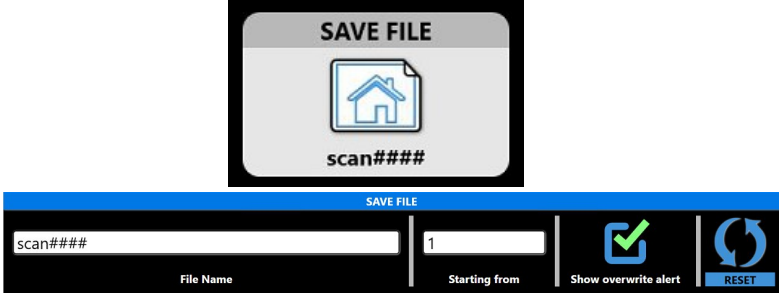
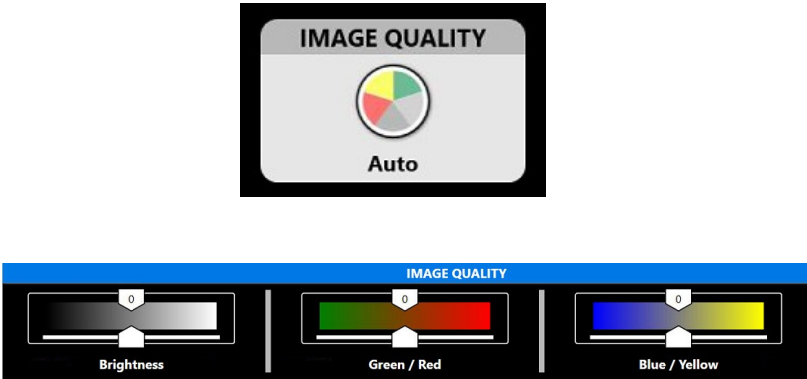

Step	Action	Illustration
22.	<p><b>Deskew</b> – Will automatically fix a slight skew in a scanned document</p>	
23.	<p><b>Invert</b> - Select this button to change a region of white to black and black to white of a scanned document. This is normally used for “negative” documents or “blue prints”</p> <p><b>Note:</b> Invert is not available in Color Mode.</p>	

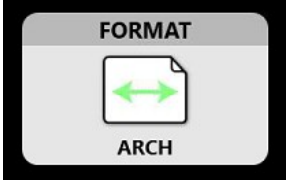

## 5 Scan

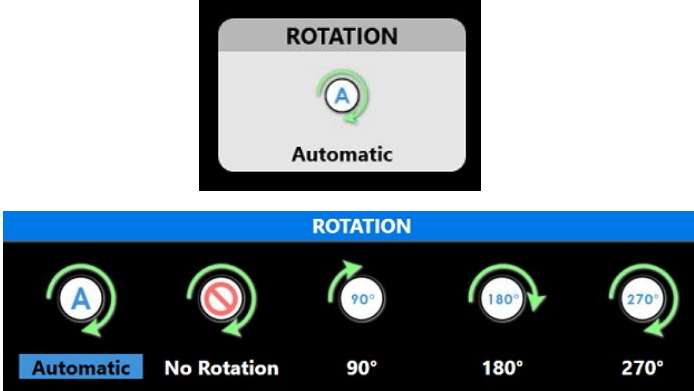
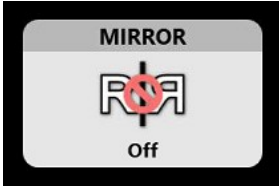
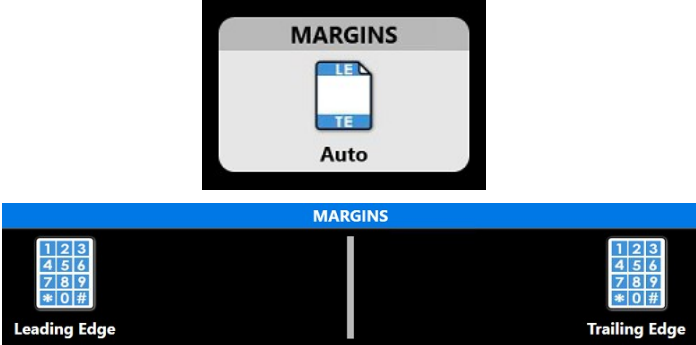
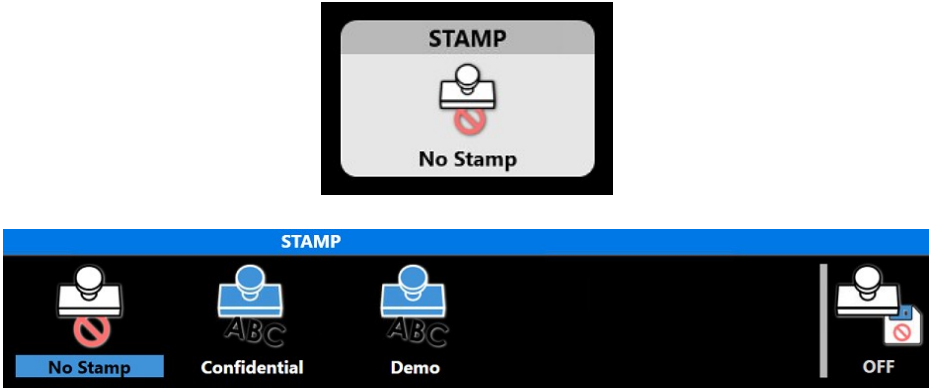
Selecting the Scan button will allow the user to choose the Scan mode output they wish to have (Color or Black and White). The following section describes the functionality of the Scan mode.

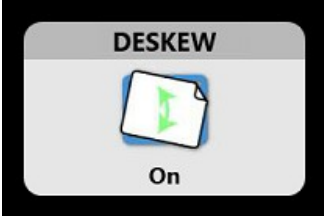
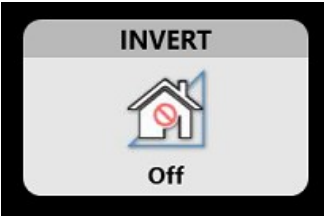
Step	Action	Illustration
1.	Main screen Scan Button	 <p>The illustration shows a button labeled 'SCAN' with a scanner icon and a document with red, green, and blue horizontal bars.</p>
2.	Selection of Color Output:	 <p>Two side-by-side buttons. The left button is labeled 'COLOR' and features a rainbow color bar icon. The right button is labeled 'Monochrome' and features a black and white square icon.</p>
3.	<b>Original Type</b> – <ul style="list-style-type: none"> <li>• Line - Used for simple line documents</li> <li>• Line / Photo - Used for a combination of line &amp; photo documents.</li> <li>• Photo - Used for photographic originals.</li> </ul>	 <p>Two illustrations. The top one shows a button labeled 'ORIGINAL TYPE' with a house icon and the text 'Line/Photo'. The bottom one shows a row of three buttons labeled 'Line', 'Line/Photo', and 'Photo', each with a house icon. The 'Line/Photo' button is highlighted with a blue bar.</p>
4.	<b>File Type</b> – Allows for the selection of the format the file(s) will be scanned to. <ul style="list-style-type: none"> <li>• PDF – Standard PDF format</li> <li>• PDF/A - Standard PDF/A format</li> <li>• TIFF Standard TIFF format</li> <li>• Multipage Off – On/Off for Multi-page scanning</li> </ul>	 <p>Two illustrations. The top one shows a button labeled 'FILE TYPE' with a document icon and the text 'PDF'. The bottom one shows a row of buttons labeled 'JPEG', 'TIFF', 'TIFF RLE', 'PDF', and 'PDF-A', each with a document icon. The 'PDF' button is highlighted with a blue bar. To the right of these buttons is a vertical line and a button labeled 'MULTIPAGE: OFF' with a document icon.</p>

Step	Action	Illustration
5.	<p><b>Location</b> – Displays the available mailboxes. The Mailbox button displays the active mailbox.</p> <p><b>Note:</b> Mailboxes are setup under Configuration. Also, the green checkmark is only an indication that the mailbox can be reached not an indication of the scanned files location. Only the highlighted mailbox is the active mailbox.</p>	
6.	<p><b>Accounting</b> – If accounting fields are being used, a user will need to enter in relevant information prior to being able to use the KIP.</p> <p><b>Note:</b> please see the KIP Accounting Manual for further details on accounting.</p>	
7.	<p><b>DPI</b> - Select the required scan resolution.</p> <p>Choices are 100, 200, 300, 400 or 600 DPI.</p>	

Step	Action	Illustration
8.	<p><b>Save File</b> – Allows for the setting of a file name and number for the file to be scanned.</p> <p>By default, the Files will be scanned in as Scan0001.</p> <p>Reset will clear the fields.</p>	
9.	<p><b>Image Quality (Color)</b> – Allows for adjustments to be made to the image quality if Auto is not used.</p> <ul style="list-style-type: none"> <li>• Allows for adjustments to be made to the image quality if Auto is not used.</li> <li>• Auto - Default setting</li> <li>• Brightness - Used to adjust the out from dark to light.</li> <li>• Green/Red - Adjust the green to red balance with the slider bar.</li> <li>• Blue/Yellow - Adjust the Blue to Yellow balance with the slider bar.</li> <li>• Reset - Used to reset changes back to default.</li> </ul>	
10.	<p><b>Image Quality (Black and White)</b> –</p> <ul style="list-style-type: none"> <li>• Threshold – Adjusting the threshold will suppress or enhance the lines and images from the original.</li> <li>• Background – Turning on Background helps to remove any background from the final output.</li> <li>• Sharpness - Adjusts the line sharpness to remove rough lines or when photos are copied to allow for smoother graduations</li> <li>• Despeckle – Used to remove background to make the output look cleaner.</li> </ul>	

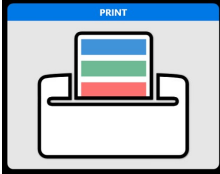

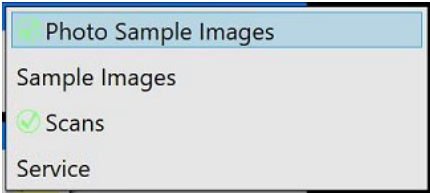
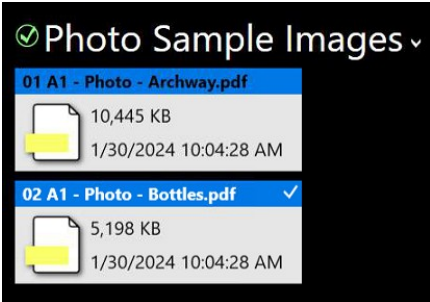


Step	Action	Illustration
11.	<p><b>Format</b> – Choose from the available format for displayed sizes.</p> <p><b>Note: please see Format Size chart at the end of this section.</b></p>	 <p>The illustration shows a 'FORMAT' menu with a document icon and a double-headed arrow. Below it is a row of format options: ANSI, ARCH (highlighted in blue), ISOA, JISB, CHNA, OTHER1, OTHER2, and OTHER3. Each option has a small document icon with a double-headed arrow.</p>
12.	<p><b>Original Size</b></p> <p>Auto - Will determine the original size and length of the document being scanned.</p> <p>Standard – Select from Standard sizes in portrait or landscape.</p> <p>Custom – Enter desired values for both Width and Height.</p>	 <p>The illustration shows an 'ORIGINAL SIZE' menu with three options: Auto (highlighted in blue), Standard, and Custom. Below the menu are two rows of document size icons. The first row shows sizes A through E with dimensions: 9" x 12", 12" x 18", 18" x 24", 24" x 36", 30" x 42", and 36" x 48". The second row shows sizes A through D. At the bottom, there are two numeric input screens: 'ENTER WIDTH' and 'ENTER LENGTH'. Both screens have a green 'C' button, a back arrow, and a numeric keypad (0-9, .).</p>

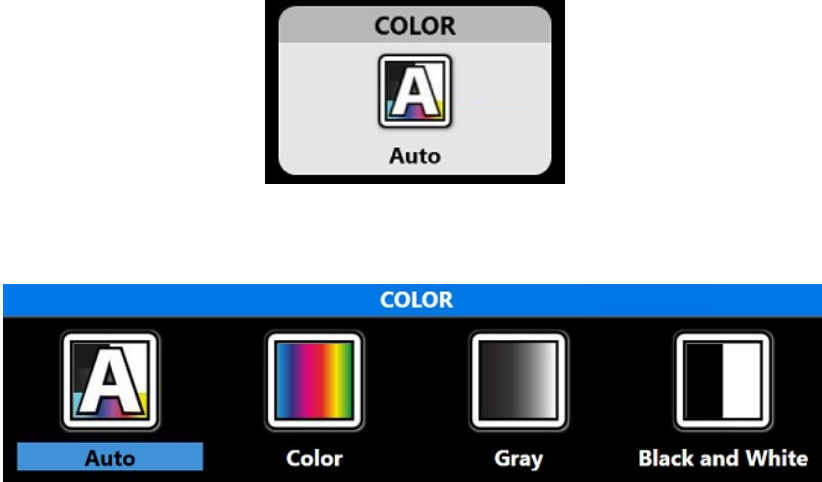
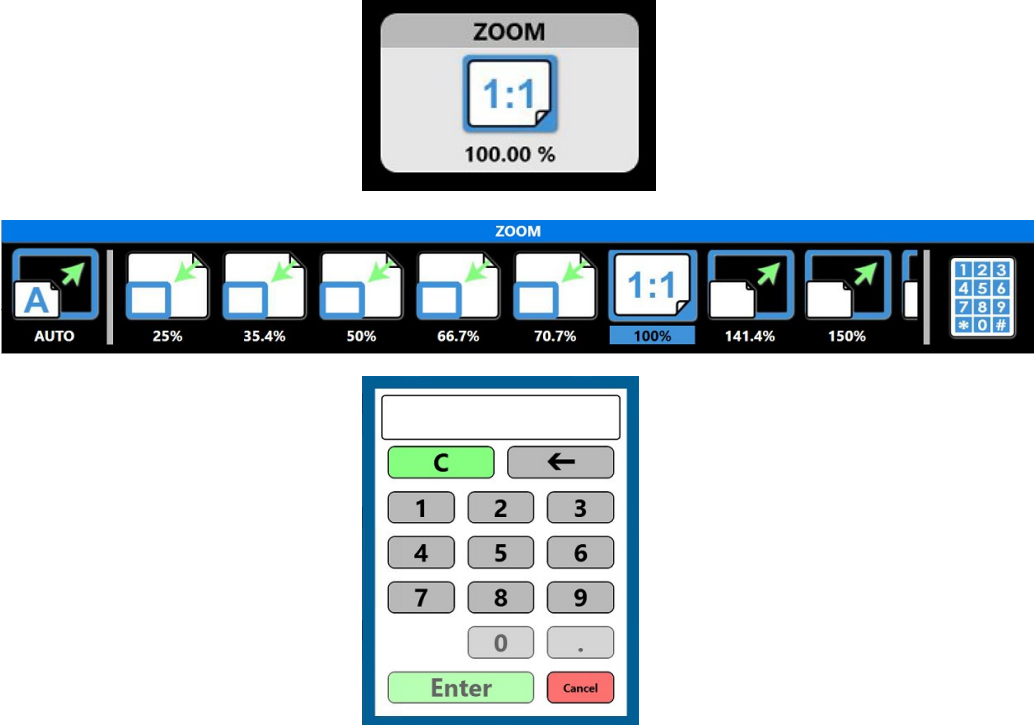
Step	Action	Illustration
13.	<p><b>Rotation</b> – Files can be saved rotated, from the actual feed direction. This can be used to reduce the scan time on certain orientation of originals, when they are archived.</p>	 <p>The illustration shows the 'ROTATION' settings screen. At the top, a box displays 'ROTATION' and 'Automatic' with a circular arrow icon. Below this is a larger control panel with a blue header 'ROTATION'. It contains five circular icons: 'Automatic' (with a green arrow), 'No Rotation' (with a red 'X'), '90°' (with a green arrow), '180°' (with a green arrow), and '270°' (with a green arrow). Each icon has its label below it.</p>
14.	<p><b>Mirror</b> – When selecting Mirror, the image will be saved with a mirrored output.</p>	 <p>The illustration shows the 'MIRROR' settings screen. A box displays 'MIRROR' and 'Off' with a mirror icon and a red 'X' over it.</p>
15.	<p><b>Margins</b> – Allows for the addition or subtraction of lead/trail margins.</p> <p>Selecting Lead/Trail edge will open a number pad allowing for the entry of the LE/TE value.</p> <p>Margins button will display the changes.</p>	 <p>The illustration shows the 'MARGINS' settings screen. A box displays 'MARGINS' and 'Auto' with a document icon showing 'LE' and 'TE' labels. Below is a control panel with a blue header 'MARGINS'. It features two numeric keypad icons: 'Leading Edge' on the left and 'Trailing Edge' on the right.</p>
16.	<p><b>Stamp</b> - Select “Stamp” to allow the selection of a “Stamp” or “Water Mark” to be placed on the scanned image. It will be embedded digitally into the image.</p> <p><b>Note:</b> Creation of new stamps can be achieved through KIP PrintPro.Net, KIP ImagePro and KIP PrintPro.</p>	 <p>The illustration shows the 'STAMP' settings screen. A box displays 'STAMP' and 'No Stamp' with a stamp icon and a red 'X' over it. Below is a control panel with a blue header 'STAMP'. It contains four options: 'No Stamp' (stamp icon with red 'X'), 'Confidential' (stamp icon with 'ABC'), 'Demo' (stamp icon with 'ABC'), and 'OFF' (stamp icon with red 'X').</p>

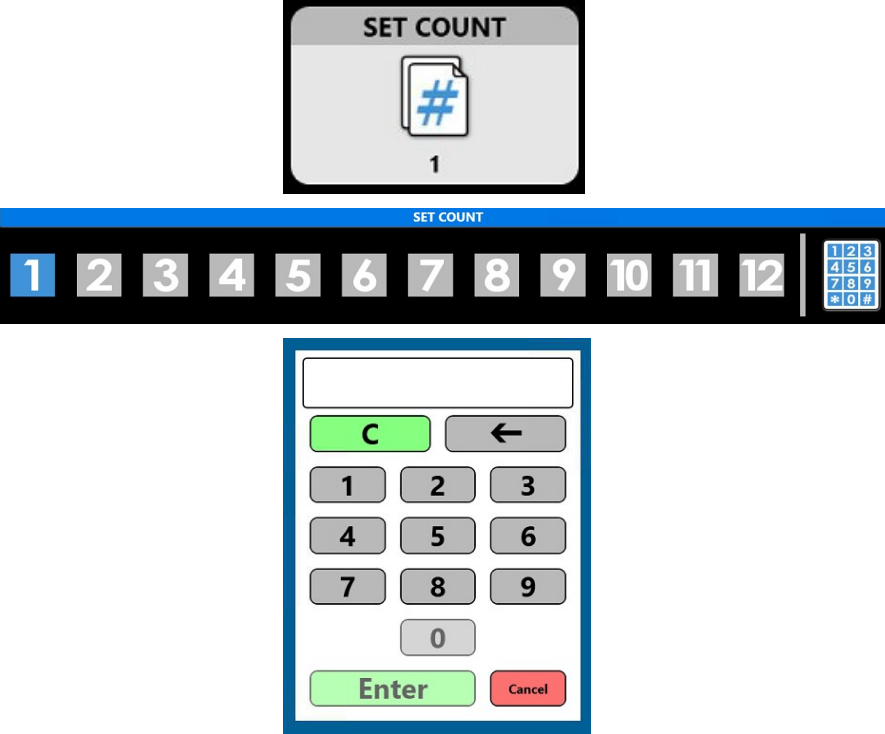
Step	Action	Illustration
17.	<p><b>Deskew</b> – Will automatically fix a slight skew in a scanned document.</p>	
18.	<p><b>Invert</b> - Select this button to change a region of white to black and black to white of a scanned document. This is normally used for “negative” documents or “blue prints”</p> <p><b>Note: Invert is not available in Color Mode.</b></p>	

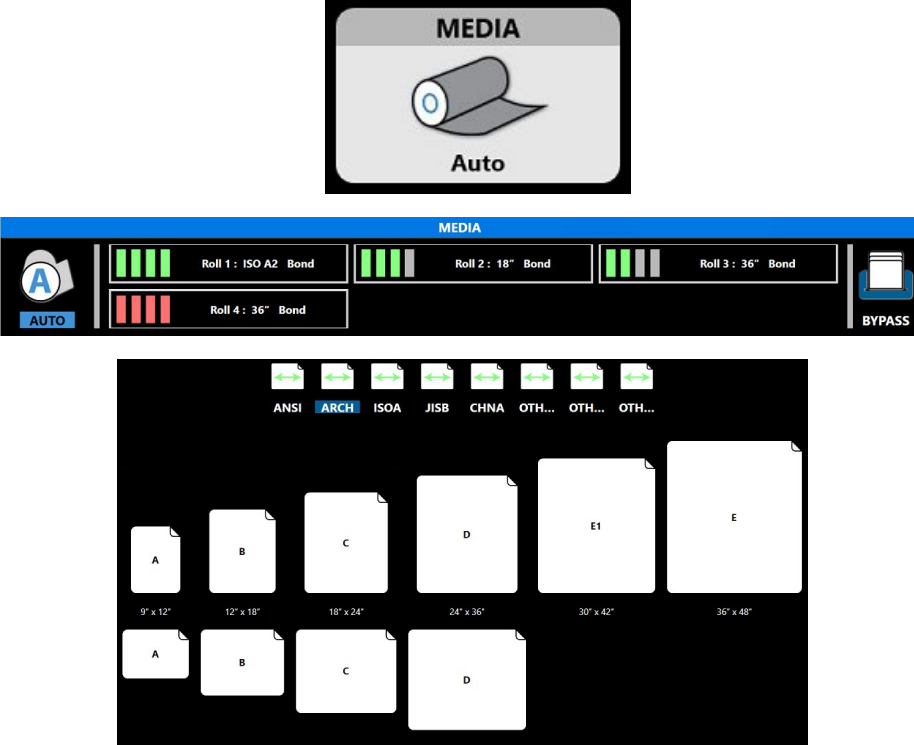

## 6 Print

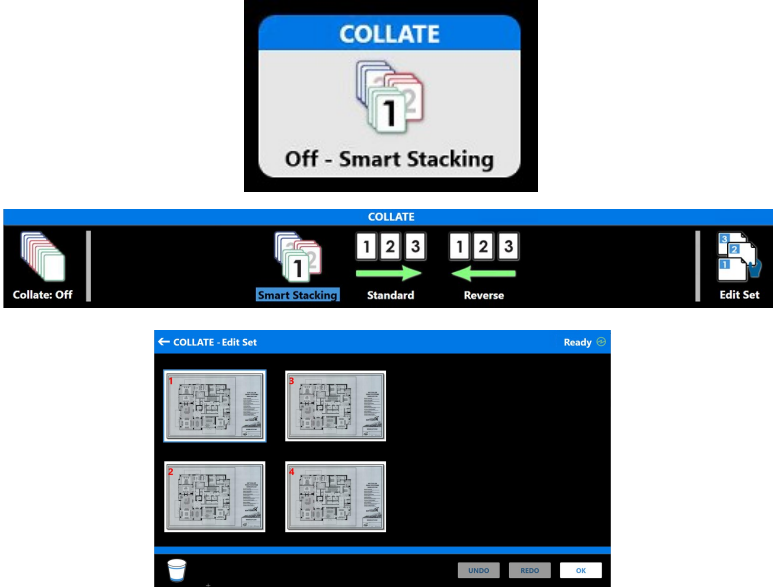
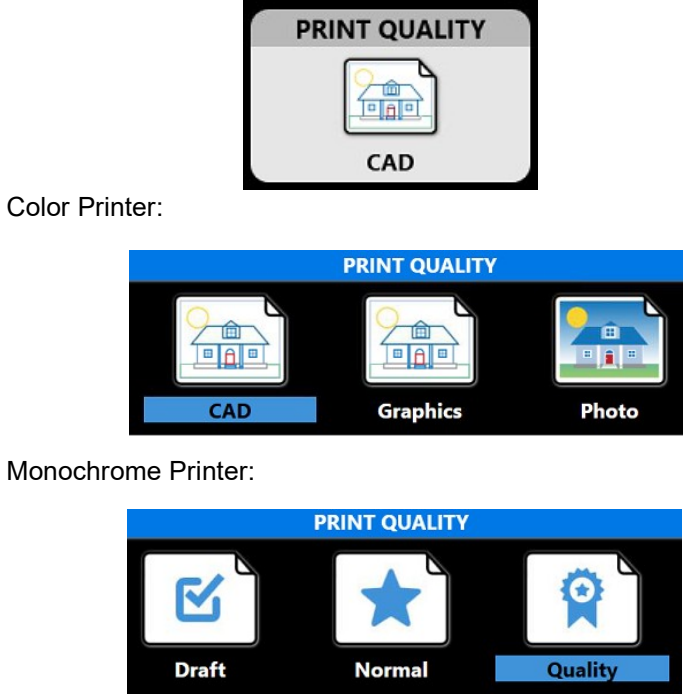
Selecting the Print button will allow the user to choose the Print mode output they wish to have (Color or Black and White). The following section describes the functionality of the Print mode.

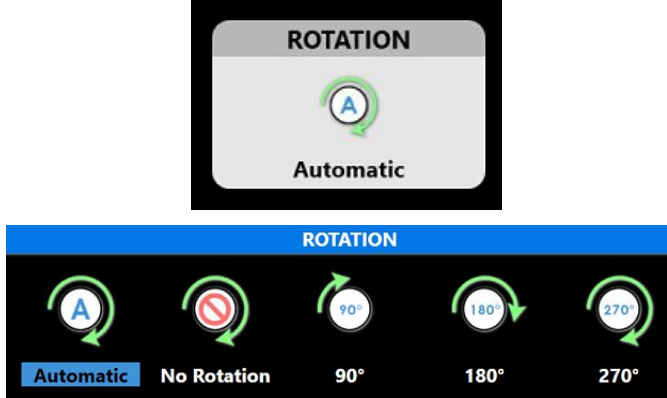
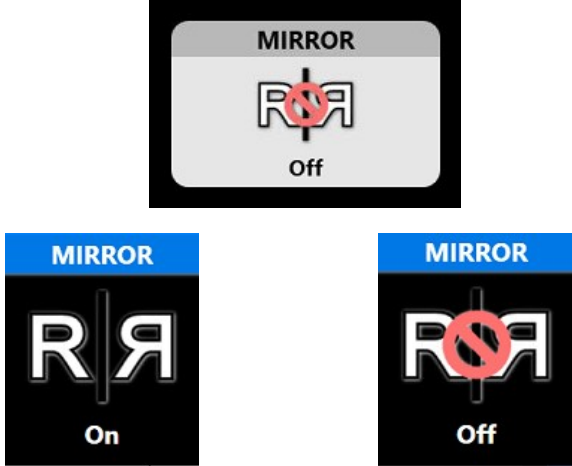
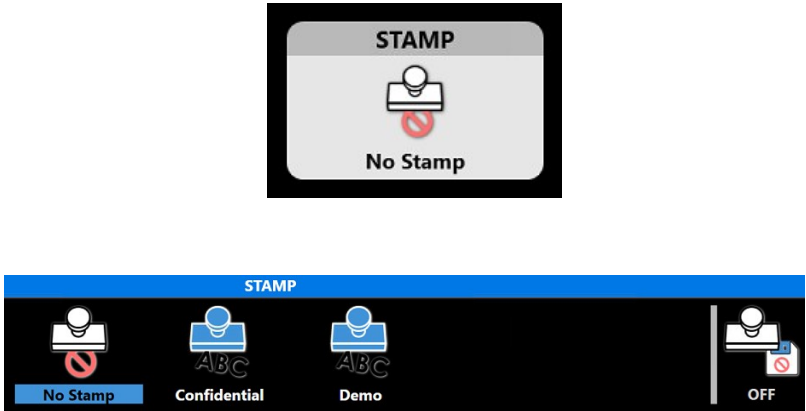
Step	Action	Illustration
1.	Main screen Print Button	
2.	<p><b>Add File</b></p> <p><b>Note:</b> A file must be added in order to edit any of the job's settings</p> <p>Select the location where the files reside</p> <p>Select the file to be printed</p> <p>A preview will be displayed</p> <p><b>Note:</b> There is a slider that allows for the adjustment of the Preview Pane</p>	    

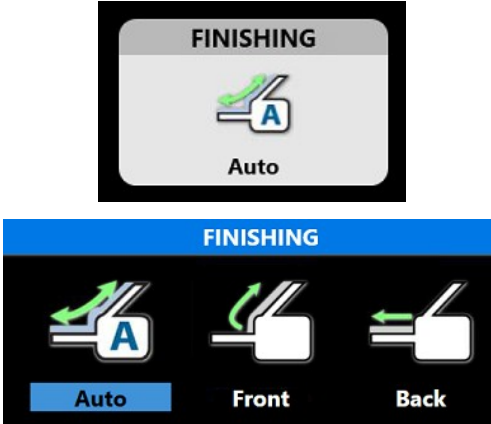



Step	Action	Illustration
<p>3.</p>	<p><b>Selection of Color Mode</b></p> <p>Auto: Default setting based on initial setup</p> <p>Color Mode: Print files using color settings</p> <p>Gray: Prints files using Grayscale settings</p> <p>Black and White: Prints files using B&amp;W settings</p>	
<p>4.</p>	<p><b>Zoom</b> – Allows for the selection of specific zoom sizes as well as setting a specific size with the number pad.</p>	

Step	Action	Illustration
5.	<p><b>Set Count</b> – Used to set the number of Sets to be made.</p> <p><b>Note:</b> Selecting the number pad will open up a number pad for entering larger quantities.</p>	 <p>The illustration shows the 'SET COUNT' screen. At the top, there is a header 'SET COUNT' and a document icon with a blue hash symbol (#) and the number '1'. Below this is a blue bar with 'SET COUNT' and a numeric keypad with buttons for 1 through 12, and a small keypad with 1-3, 4-6, 7-9, *, 0, and #. A larger numeric keypad is shown below, with buttons for C, ←, 1-9, 0, Enter, and Cancel.</p>

Step	Action	Illustration
<p>6.</p>	<p><b>Media</b> – Displays what Media is currently loaded in the KIP Printer and allows for the setting of the media size when new media is added.</p> <p><b>Auto</b> – On by Default. Will select the best media size for the output being printed.</p> <p><b>Manual Selection</b> – Select a specific roll for the output to be printed on.</p> <p><b>Bypass</b> – Select the size of the media that will be loaded into the bypass tray.</p> <p><b>Please Note:</b> Bypass is not available on all KIP models.</p>	 <p>The illustration shows the 'MEDIA' selection interface. At the top, there is a 'MEDIA' title and an 'Auto' button with a roll of paper icon. Below this, there are four media roll options, each with a progress bar and a label: 'Roll 1 : ISO A2 Bond', 'Roll 2 : 18" Bond', 'Roll 3 : 36" Bond', and 'Roll 4 : 36" Bond'. To the right is a 'BYPASS' button with a tray icon. At the bottom, there are two rows of bypass tray options labeled A through E, with their respective dimensions: 9" x 12", 12" x 18", 18" x 24", 24" x 36", 30" x 42", and 36" x 48".</p>
<p>7.</p>	<p><b>Image Quality</b> – Allows for adjustments to be made to the image quality if Auto is not used.</p> <ul style="list-style-type: none"> <li>• Allows for adjustments to be made to the image quality if Auto is not used.</li> <li>• Auto - Default setting</li> <li>• Brightness - Used to adjust the out from dark to light.</li> <li>• Green/Red - Adjust the green to red balance with the slider bar.</li> <li>• Blue/Yellow - Adjust the Blue to Yellow balance with the slider bar.</li> <li>• Reset - Used to reset changes back to default.</li> </ul>	 <p>The illustration shows the 'IMAGE QUALITY' adjustment interface. At the top, there is an 'IMAGE QUALITY' title and an 'Auto' button with a color wheel icon. Below this, there are three sliders: 'Brightness', 'Green / Red', and 'Blue / Yellow'. Each slider has a '0' marker in the center. At the bottom, there is a 'Reset' button with a circular arrow icon.</p> <p>Color:</p>



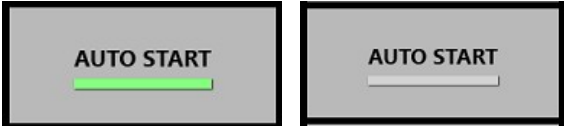
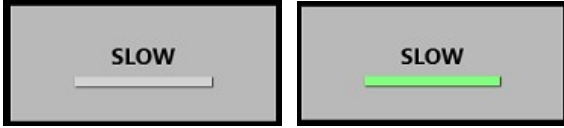


Step	Action	Illustration
<p>8.</p> <p><b>Collate</b> - Used to set the order in which the output will be generated.</p> <p>Smart Stacking - First page always on top, regardless of paper exit.</p> <p>Collate off - 1,1,1</p> <p>Standard - 1, 2, 3</p> <p>Reverse - 3, 2, 1</p> <p>Edit Set - Will allow for the scanned files to be re-arranged prior to sending to be printed. Unwanted sheets may also be removed by dragging them to the trash can.</p>		 <p>The illustration shows the 'COLLATE' menu with three options: 'Off - Smart Stacking', 'Standard', and 'Reverse'. Below the menu is a visual representation of the collation order: 'Collate: Off' (1,1,1), 'Smart Stacking' (1, 2, 3), and 'Reverse' (3, 2, 1). The 'Edit Set' screen shows a grid of scanned pages that can be rearranged or deleted.</p>
<p>9.</p> <p><b>Print Quality</b> – affects the quality of the printed page</p> <p><b>Color</b></p> <ul style="list-style-type: none"> <li>• CAD mode is best used for CAD and lines drawings</li> <li>• Graphics mode is for a mix of line and photos.</li> <li>• Photo mode is for photos and high detail images</li> </ul> <p><b>Monochrome</b></p> <ul style="list-style-type: none"> <li>• Draft mode will decrease the scanner DPI while increasing scanning speed.</li> <li>• Normal mode will increase the scanner DPI while decreasing scanning speed.</li> <li>• Quality mode will increase the scanner DPI while decreasing scanning speed.</li> </ul>		 <p>The illustration shows the 'PRINT QUALITY' menu. For a color printer, there are three options: 'CAD', 'Graphics', and 'Photo'. For a monochrome printer, there are three options: 'Draft', 'Normal', and 'Quality'.</p>





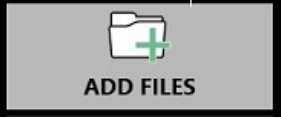
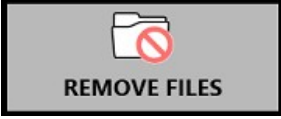

Step	Action	Illustration
10.	<p><b>Rotation</b> – Files can be rotated from their original orientation</p>	
11.	<p><b>Mirror</b> – When selecting Mirror, the image will be printed with a mirrored output.</p>	
12.	<p><b>Stamp</b> - Select “Stamp” to allow the selection of a “Stamp” or “Water Mark” to be placed on the scanned image. It will be embedded digitally into the image.</p> <p><b>Note:</b> Creation of new stamps will be achieved through KIP PrintPro.Net, KIP ImagePro and KIP PrintPro.</p>	

Step	Action	Illustration
13.	<p><b>Finishing</b> – Select from available finishing devices attached to the KIP Printer.</p> <p><b>Auto</b> - Output is sent to the default stacking device.</p> <p><b>Back</b> – The output can be forced to go to a rear stacker.</p> <p><b>Top</b> – The output can be forced to go to the top stacker.</p> <p><b>Folding/No Folding</b> – If a folder is attached, the output can be sent to the folder.</p>	
14.	<p><b>Accounting</b> – If accounting fields are being used, a user will need to enter relevant information prior to being able to use the KIP.</p> <p><b>Note:</b> please see the KIP Accounting Manual for further details on accounting.</p>	
15.	<p><b>HPGL Presets</b> Allows the user to pick from postscript predefined HPGL Presets. By default, the system has a Default setting more Presets can be added.</p> <p><b>Note:</b> Please see the KIP ImagePro Manual or the KIP PrintPro.Net manual for more information on creating presets.</p>	
16.	<p><b>PS Presets</b> Allows the user to pick from postscript predefined Post script Presets. By default, the system has a Default setting more Presets can be added.</p> <p><b>Note:</b> Please see the KIP ImagePro Manual or the KIP PrintPro.Net manual for more information on creating presets.</p>	

## 7 Additional Buttons Common to All Screens

These buttons are common to all of the B&W modes; Copy, Scan and Print. **Please note there are a few buttons only available to the Print mode and are marked accordingly.**

Step	Action	Illustration
1.	<b>Start</b> – Submits the job to be printed.	
2.	<b>Reset</b> - Resets back to default settings.	
3.	<b>Auto Start</b> – Enable or disable the Auto Start function.	
4.	<b>Slow</b> – Enables Slow Mode. This will pull delicate originals through the scanner at 600 DPI speed.	
5.	<b>Viewer</b> – Launches the viewer. Viewer has further functionality:  <b>Area of Interest (AOI)</b> – Select a specific area to print.	  

Step	Action	Illustration
6.	<b>Templates</b> – Load saved templates and apply them to the current job.	
7.	<b>Save Template</b> – After making desired setting changes, this can be saved as a template.	
8.	<b>Log Out</b> – Logs Current User out.	
9.	<b>Print – (Used in Print Mode)</b> Select the Print button to send the job to the Printer.	
10.	<b>Add Files - (Used in Print Mode)</b> Select the Add Files button and browse to available locations to add files to be printed.	
11.	<b>Remove Files - (Used in Print Mode)</b> Select the Remove Files button to remove unwanted files from the current job prior to printing.	
12.	<b>Select All/Clear Selection- (Used in Print Mode)</b> Used to select all files or clear the selection of the files in the current Job.	

# 8 Job Info

The Job Info button will open the Print/History Queue screen allowing the user to see the status of a job in the queue and determine when it will be printed or to open the History Queue to see what has previously been printed.



## Print Queue

User Name	Job Information	Accounting	Media	Status
Service	01 D - Simple CAD C.pdf 4/20/2023 2:53:56 PM		Bond	Ripping Estimated: Less than 0:01
Service	02 D - Site Plan C.pdf 4/20/2023 2:54:01 PM		Bond	QueuedForRip Estimated: Less than 0:01
Service	03 D - CAD - 3D CAD.pdf 4/20/2023 2:54:08 PM		Bond	Waiting Estimated: Less than 0:01
Service	07 D - CAD - Structural.pdf 4/20/2023 2:56:13 PM		Bond	Waiting Estimated: Less than 0:01
Service	10 D - Graphics - Bagels.pdf 4/20/2023 3:14:03 PM		Bond	Waiting Estimated: Less than 0:01








## Print Queue (Paused)

User Name	Job Information	Accounting	Media	Status
Service	01 D - Simple CAD C.pdf 4/20/2023 2:53:56 PM		Bond	Waiting To Print Estimated: Less than 0:01
Service	02 D - Site Plan C.pdf 4/20/2023 2:54:01 PM		Bond	Waiting To Print Estimated: Less than 0:01
Service	03 D - CAD - 3D CAD.pdf 4/20/2023 2:54:08 PM		Bond	Waiting To Print Estimated: Less than 0:01
Service	07 D - CAD - Structural.pdf 4/20/2023 2:56:13 PM		Bond	Waiting To Print Estimated: Less than 0:01
Service	10 D - Graphics - Bagels.pdf 4/20/2023 3:14:03 PM		Bond	Waiting To Print Estimated: Less than 0:01



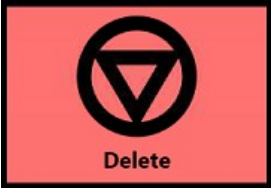


## History Queue

User Name	Job Information	Accounting	Media	Status
Service	10 D - Graphics - Bagels.pdf 4/20/2023 4:06:41 PM		Bond	Done
Service	07 D - CAD - Structural.pdf 4/20/2023 4:06:31 PM		Bond	Done
Service	03 D - CAD - 3D CAD.pdf 4/20/2023 4:06:21 PM		Bond	Done
Service	02 D - Site Plan C.pdf 4/20/2023 4:06:21 PM		Bond	Done
Service	01 D - Simple CAD C.pdf 4/20/2023 4:06:11 PM		Bond	Done
Service	01 D - Simple CAD C.pdf 4/20/2023 1:45:17 PM		Bond	Done

## 8.1 Job Queue Screen

Step	Action	Illustration
<b>Buttons used from the Job Queue Screen</b>		
1.	<p><b>To the Top</b> – Will move the selected file in the print queue to the top of the queue to be printed next.</p> <p>Note: For the 'To Top' function to work, the job must not already be 'pre-ripped' or processed.</p>	
2.	<p><b>Delete</b> – Will delete the selected job from the print queue.</p>	
3.	<p><b>Pause Job</b> – pauses selected job</p>	
4.	<p><b>Pause Queue</b> – Used to pause the entire queue.</p>	
5.	<p><b>Network Interrupt</b> - Interrupts network printing when the Copy feature is used. When selected the button and the outline of the Print Queue will turn Orange.</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div>
6.	<p><b>Resume Queue</b> – Used when a job has been sent with secure pin printing being utilized. A PIN will be required to release the job.</p>	


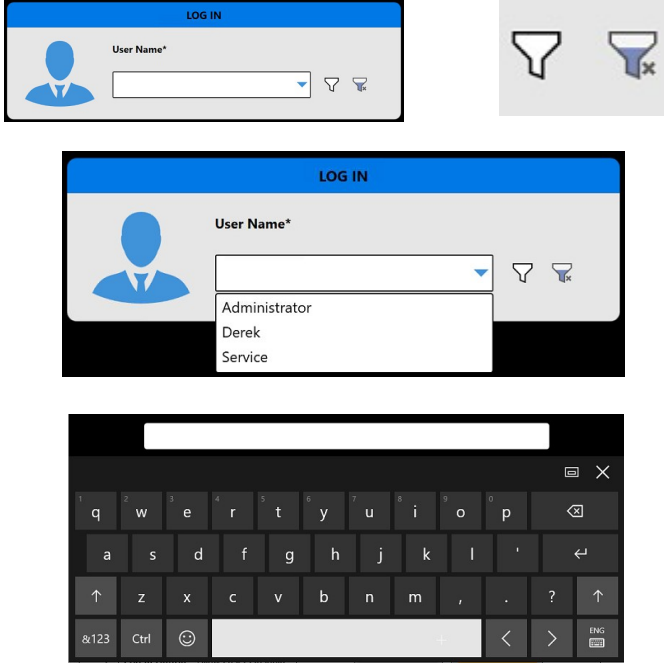
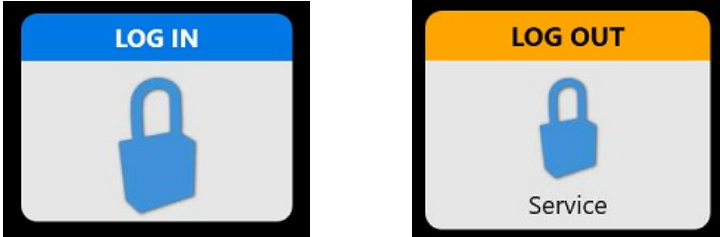
## 8.2 History Screen




Step	Action	Illustration
<b>Buttons used from the Job History Screen</b>		
1.	<b>Submit</b> – Will submit the History job to the queue again for printing.	
2.	<b>Edit</b> – Allows the History job to be edited prior to printing again.  <b>Editable fields:</b>  Media/Zoom/Print Count/ Mirror/Collate/Stamp/Rotation/ Finishing/Invert	
3.	<b>Delete</b> – Will delete the selected job from the print queue.	
4.	<b>Network Interrupt</b> - Interrupts network printing when the Copy feature is used. When selected the button and the outline of the Print Queue will turn Orange.	
5.	<b>Resume Queue</b> – Used when a job has been sent with secure pin printing being utilized. A PIN will be required to release the job.	

## 9 Log In

Accounting features are built into the KIP Multi-touch software (as well as the other KIP Applications). To use Accounting follow these steps:

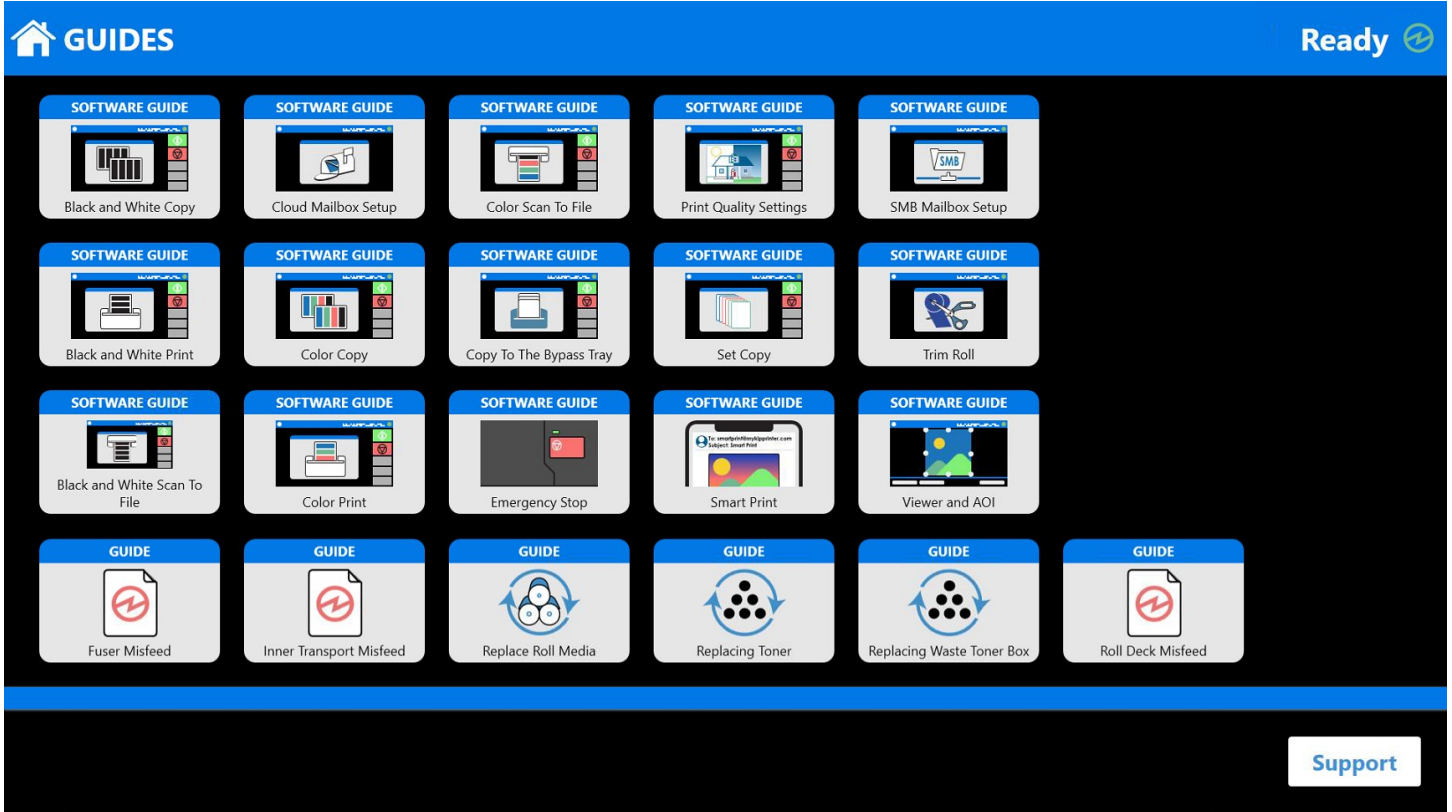
**Note:** Accounting may be set as Mandatory and will have to be entered in order for the Multi-Touch screen to allow the user to use it.

Step	Action	Illustration
1.	<b>Log in</b> – Select the Log In button from the main screen.	
2.	<b>Selecting Name</b> – Click in the Box and a dropdown arrow will appear or select the Filter icon to search a list of User names.  <b>Note:</b> a password may be associated with the name in order to use it.	
3.	<b>Log In Button</b> – Allows users to login to the system for tracking of jobs that are processed. This may be a required field. Once logged in the button will change color indicating the user is logged in.	



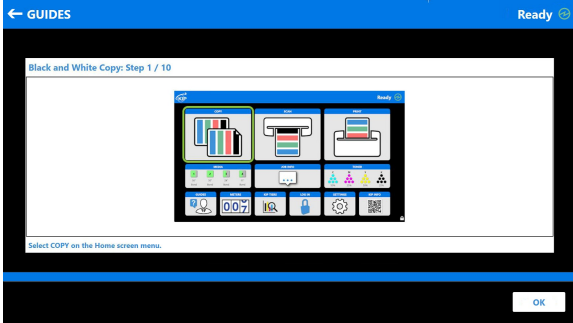
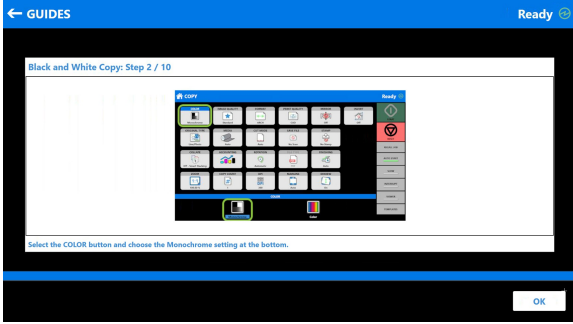

Step	Action	Illustration
4.	<p><b>From Copy Screen (Mono/Color) –</b> The Accounting Button will display the available selections.</p> <p>Note: These may be required in order to continue and submit the job.</p>	
5.	<p><b>From Scan Screen (Mono/Color) –</b> The Accounting Button will display the available selections.</p> <p>Note: These may be required in order to continue and submit the job.</p>	
6.	<p><b>From Print Screen (Mono/Color) –</b> The Accounting Button will display the available selections.</p> <p>Note: These may be required in order to continue and submit the job.</p>	

## 10 Guides/Support

The Guides screen displays the available software How-To guides as well as the available Troubleshooting Guides. These guides are stored on the KCS Controller and are easily accessible. Once open the manuals can be viewed.



## 10.1 Viewing a Guide

Step	Action	Illustration
1.	Select the Guides Button.	
2.	Select the Guide to be viewed.	
3.	The Guide will open. Using your finger swipe to the left to change the page.	
4.	Once past page one (1) use your finger to swipe left or right to change the page.	
5.	Select OK to exit the guide.	

## 10.2 Support Screen

The Help screen provides system information as well as allows for printer configuration.

← SUPPORT
Ready

**KIP**

Supplies:

Service:

Website URL:

4/21/2023 1:21:26 PM


**SYSTEM INFORMATION**

<b>KIP Smart Print</b>	No content	
<b>KIP Connect</b>	ON	
<b>Meter A (Color)</b>	46451	1 Square Feet
<b>Meter B (Black)</b>	7738	1 Square Feet
<b>Total Run</b>	6161	<b>1 Linear Meters</b>
<b>B&amp;W Scan</b>	0.00 sq ft	
<b>Color Scan</b>	30.24 sq ft	
<b>Scan Count</b>	5	
<b>Computer Name</b>	KIP-785-RD	
<b>IP Address</b>	10.10.1.163	
<b>Serial Number</b>	15299992	
<b>Software Version</b>	3.1.23088.3	
<b>Scanner Version</b>	1.03	
<b>Printer Firmware</b>	K152FX00.70-705	
<b>Printer Hardware</b>	K152LV0001	
<b>Printer USB Software</b>	258	

**PRINT INFORMATION**

**SETTINGS**

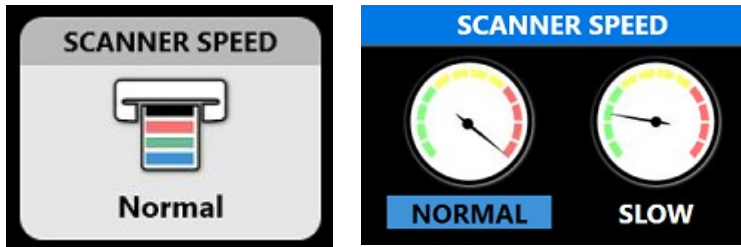
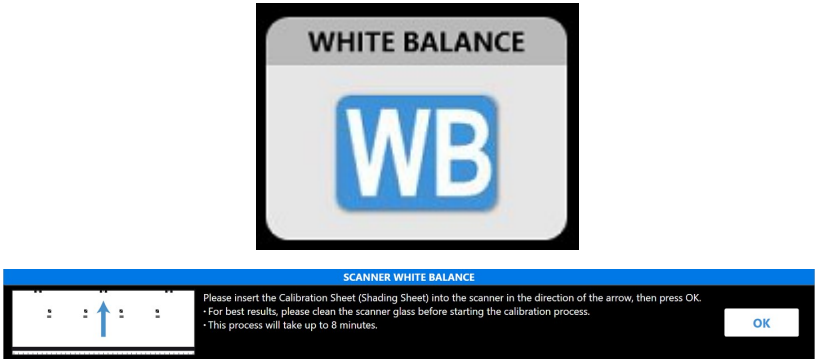
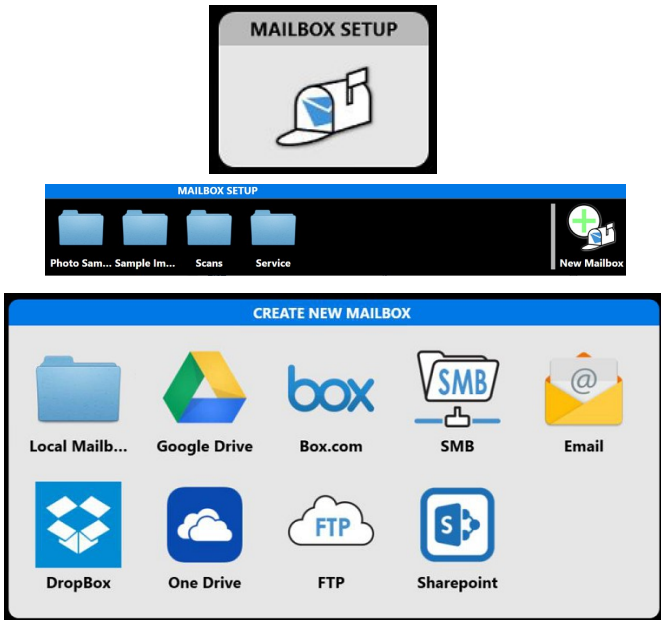
**SERVICE**


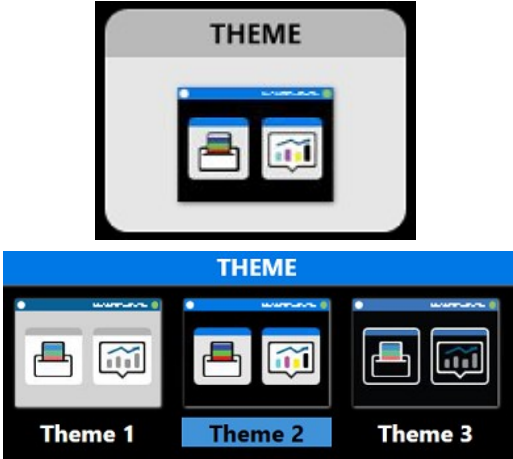

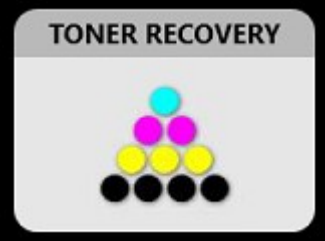
Component	Function																																																
<p>1. Dealer Information</p> <p><b>Note:</b> This information is entered in KIP PrintPro.Net under “Service Settings”.</p>	<div style="border: 1px solid gray; padding: 10px; display: flex; align-items: center;">  <div style="flex: 1;"> <p><b>KIP</b></p> <p><b>Supplies:</b></p> <p><b>Service:</b></p> <p><b>Website URL:</b></p> </div> </div> <p>This section can be set up by the Dealer to provide helpful information including:</p> <ul style="list-style-type: none"> <li>• Dealer Name</li> <li>• Supplies Number</li> <li>• Service Number</li> <li>• Website URL</li> </ul>																																																
<p>2. System Information</p> <ul style="list-style-type: none"> <li>• Smart Printing – Displays the e-mail address of the KIP Printer if set up.</li> <li>• Meter A – Color</li> <li>• Meter B – B&amp;W</li> <li>• Meter C – Cyan (if Cyan only printing is enabled in Back up Data)</li> <li>• B&amp;W Scan – total SQ Ft for B&amp;W Scan</li> <li>• Color Scan – Total sq ft for color scan</li> </ul>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; background-color: #0070C0; color: white; margin: 0;">SYSTEM INFORMATION</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">KIP Smart Print</td> <td style="width: 40%;">No content</td> <td style="width: 30%;"></td> </tr> <tr> <td>KIP Connect</td> <td>ON</td> <td></td> </tr> <tr> <td><b>Meter A (Color)</b></td> <td>46451</td> <td>1 Square Feet</td> </tr> <tr> <td><b>Meter B (Black)</b></td> <td>7738</td> <td>1 Square Feet</td> </tr> <tr> <td><b>Total Run</b></td> <td>6161</td> <td><b>1 Linear Meters</b></td> </tr> <tr> <td><b>B&amp;W Scan</b></td> <td>0.00 sq ft</td> <td></td> </tr> <tr> <td><b>Color Scan</b></td> <td>30.24 sq ft</td> <td></td> </tr> <tr> <td><b>Scan Count</b></td> <td>5</td> <td></td> </tr> <tr> <td><b>Computer Name</b></td> <td>KIP-785-RD</td> <td></td> </tr> <tr> <td><b>IP Address</b></td> <td>10.10.1.163</td> <td></td> </tr> <tr> <td><b>Serial Number</b></td> <td>15299992</td> <td></td> </tr> <tr> <td><b>Software Version</b></td> <td>3.1.23088.3</td> <td></td> </tr> <tr> <td><b>Scanner Version</b></td> <td>1.03</td> <td></td> </tr> <tr> <td><b>Printer Firmware</b></td> <td>K152FX00.70-705</td> <td></td> </tr> <tr> <td><b>Printer Hardware</b></td> <td>K152LV0001</td> <td></td> </tr> <tr> <td><b>Printer USB Software</b></td> <td>258</td> <td></td> </tr> </table> </div> <p>The System Information section displays all of the pertinent information regarding the KIP Printer. This information can also be printed (see Print Information Button).</p> <p><b>Please note: On a Color System Meter A is Color and Meter B is B&amp;W. On B&amp;W System Meter A is B&amp;W.</b></p>	KIP Smart Print	No content		KIP Connect	ON		<b>Meter A (Color)</b>	46451	1 Square Feet	<b>Meter B (Black)</b>	7738	1 Square Feet	<b>Total Run</b>	6161	<b>1 Linear Meters</b>	<b>B&amp;W Scan</b>	0.00 sq ft		<b>Color Scan</b>	30.24 sq ft		<b>Scan Count</b>	5		<b>Computer Name</b>	KIP-785-RD		<b>IP Address</b>	10.10.1.163		<b>Serial Number</b>	15299992		<b>Software Version</b>	3.1.23088.3		<b>Scanner Version</b>	1.03		<b>Printer Firmware</b>	K152FX00.70-705		<b>Printer Hardware</b>	K152LV0001		<b>Printer USB Software</b>	258	
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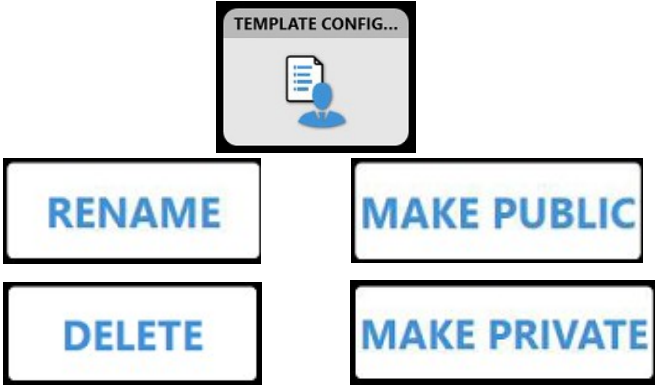

Component	Function
<p>3. Print Information</p>	<div data-bbox="675 384 1344 695" data-label="Image"> <p>The screenshot shows a blue header with the text 'PRINT INFORMATION' in white. Below the header is a light gray background with a black outline of a printer in the center.</p> </div> <p>When selected will print out a hard copy of all of the current KIP Printer settings.</p>
<p>4. Settings</p>	<div data-bbox="675 804 1344 1115" data-label="Image"> <p>The screenshot shows a blue header with the text 'SETTINGS' in white. Below the header is a light gray background with a black outline of a gear in the center.</p> </div> <p>Opens the Configuration settings for the KIP Printer. (See Section 12 Configuration Settings for an explanation of the Configuration settings).</p>
<p>5. Service</p>	<div data-bbox="675 1262 1344 1572" data-label="Image"> <p>The screenshot shows a blue header with the text 'SERVICE' in white. Below the header is a light gray background with a black outline of a person's head and shoulders and a blue speech bubble containing a white question mark.</p> </div> <p>Launches the Service Software screen.</p> <p><b>Note: Please see Technical manual or contact servicing Dealer for assistance.</b></p>



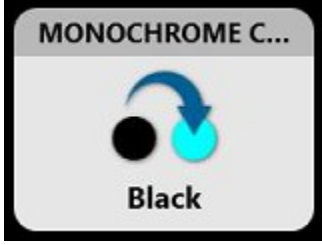

## 11 Configuration Settings – No Login Required

The KIP Touchscreen software has the ability to display information about the system and allow detailed configuration or setting of the KIP System. This section will explain how the settings within the configuration operate and what their function is.

Step	Action	Illustration
1.	<p><b>Scanner Speed</b> – When Slow is selected it will slow down the speed in which the original is taken through the scanner</p>	
2.	<p><b>White Balance</b> - Performs a white balance on the KIP scanner. Original white balance target is needed to perform this action.</p>	
3.	<p><b>Mailbox Setup</b> - Allows for the setup of the following:</p> <ul style="list-style-type: none"> <li>• Local Mailbox</li> <li>• Google Drive</li> <li>• Box.com</li> <li>• SMB</li> <li>• Email</li> <li>• DropBox</li> <li>• OneDrive</li> <li>• FTP</li> <li>• SharePoint</li> </ul> <p><b>Note:</b> See How to Instructions below.</p>	




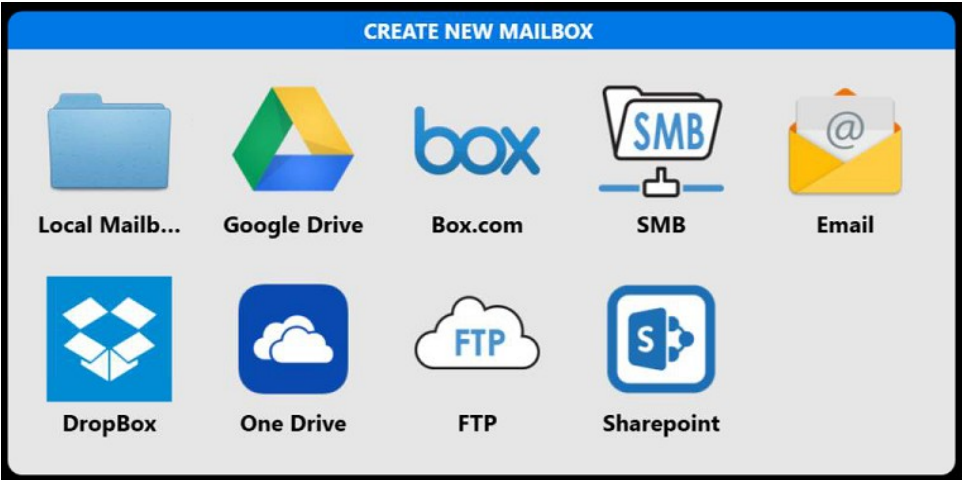
Step	Action	Illustration
4.	<p><b>Language</b> - Used to set the desired language for the KIP printer to display.</p>	
5.	<p><b>Theme</b></p> <p>Theme 1 - Original (Default) All screenshots in this manual are Default.</p> <p>Theme 2 - Dark Background</p> <p>Theme 3 - Dark Background and buttons</p>	
6.	<p><b>Toner Supply</b> - Used with the 770K, 7170K printer only. When turned on this will level the toner in the hopper. This can take up to 10 minutes</p>	
7.	<p><b>Toner Recovery</b> - Used after Printer has ran out of toner (770K and 600 series Printer)</p>	


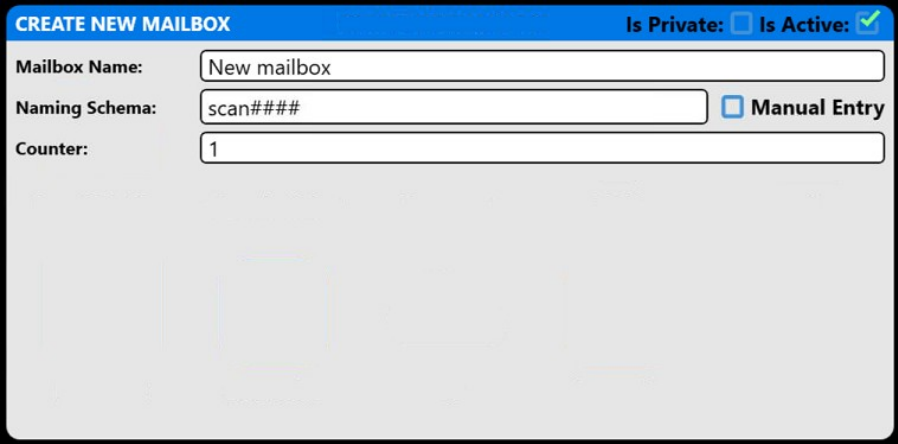

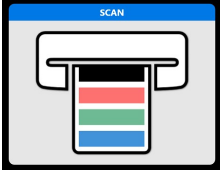

Step	Action	Illustration
8.	<p><b>Template Config</b> – Displays configured templates and allows for the following:</p> <ul style="list-style-type: none"> <li>• Delete</li> <li>• Rename</li> <li>• Make Public</li> <li>• Make Private</li> </ul>	
9.	<p><b>Restart SYSK</b> – Selecting this button will Reboot the KIP System KCS controller (powering down the printer not necessary).</p> <p><b>Restart and Clean Job Queue</b> - Selecting this button will Reboot the KIP System KCS controller (powering down the printer not necessary).</p> <p><b>Note:</b> once selected the system will reboot and clean Job Queue of all jobs.</p>	



Step	Action	Illustration
10.	<p><b>Command – Model specific</b>  <b><u>800, 940 &amp; 900 Series SysK Model Settings</u></b></p> <p>Wire Cleaning - Manually Clean Corona Wire</p> <p>LED Head Cleaning - Not Available</p> <p>LED Head Joint Adjust - Manually Runs Head Alignment</p> <p>Density Adjust - Manually runs a Density Check</p> <p><b>Note:</b> If button is greyed out, the feature is not available.</p>	
11.	<p><b>System Log Export</b></p> <p>Allows for the selection of where to send the System Log files. This button is also available on the main settings screen and allows for user access to gather log files.</p>	
12.	<p><b>600/700/800/900 Series Settings</b></p> <p>Used to print <b>monochrome</b> files with Cyan toner only. This will produce a document with all lines 100% Cyan.</p>	
13.	<p><b>BUD Collector – Used to export BUD settings</b></p>	

## 12 How to Setup a Mailbox (Local Mailbox)

Setting up a Mailbox for use with Scanning and Printing can be achieved by following these simple steps.




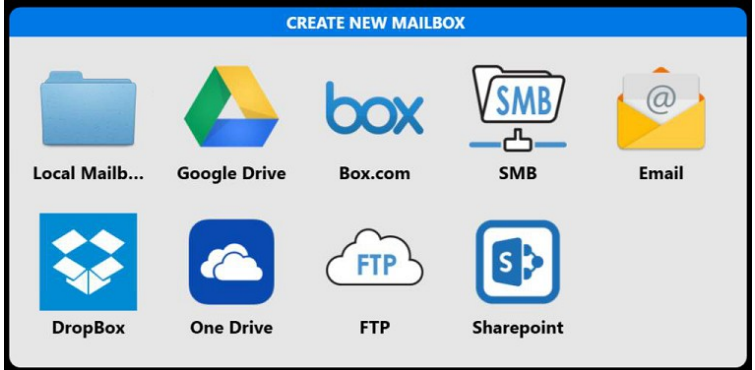
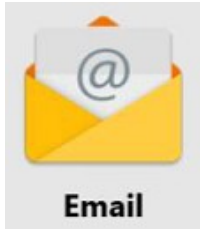
Step	Action	Illustration
1.	Select Settings.	
2.	Select Mailbox Setup.	
3.	Select the Mailbox icon.	
4.	Select the type of mailbox to be created: <ul style="list-style-type: none"> <li>• Local Mailbox</li> <li>• SMB Mailbox</li> <li>• FTP Mailbox</li> <li>• Cloud Mailboxes</li> <li>• E-mail</li> <li>• SharePoint</li> </ul>	

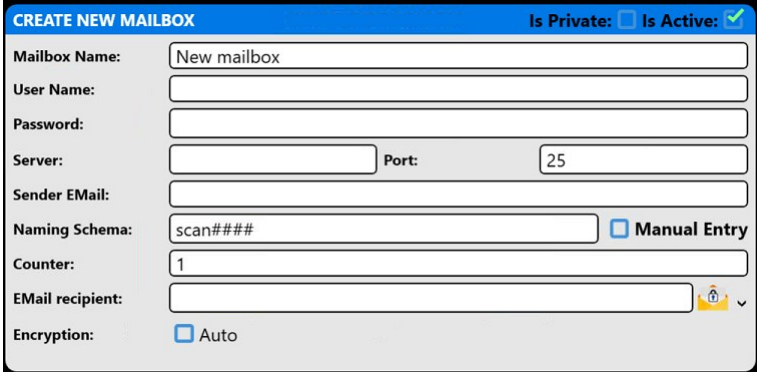
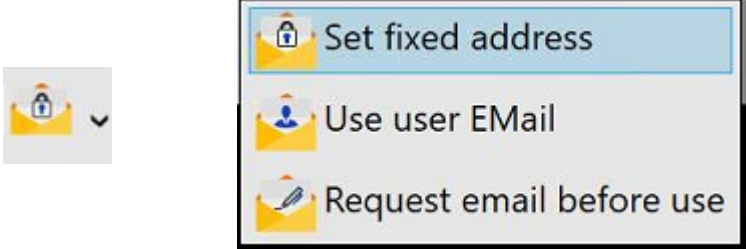
Step	Action	Illustration
5.	For this example, select Local Mailbox.	 <p>A blue folder icon with the text "Local Mailb..." below it.</p>
6.	<p>Enter the required information.</p> <ul style="list-style-type: none"> <li>• Mailbox Name – Display name for mailbox</li> <li>• Naming Schema – How the file will be named (each # is a digit)</li> <li>• Counter – where to start the count</li> <li>• Is Private – must be logged in as a user to see the mailbox</li> <li>• Is active – mailbox is active and can be used</li> <li>• Manual entry – allows the user to enter a name.</li> </ul>	 <p>A dialog box titled "CREATE NEW MAILBOX" with the following fields and options:</p> <ul style="list-style-type: none"> <li>Mailbox Name: New mailbox</li> <li>Naming Schema: scan#### <input type="checkbox"/> Manual Entry</li> <li>Counter: 1</li> <li>Is Private: <input type="checkbox"/></li> <li>Is Active: <input checked="" type="checkbox"/></li> </ul>
7.	Select OK.	 <p>A white button with a black border and the text "OK" in blue.</p>
8.	To use this Mailbox, select the Scan button from the Home screen.	 <p>A button with a scanner icon and the text "SCAN" above it.</p>
9.	Select the Location button.	 <p>A blue folder icon with the text "New mailbox" below it.</p>


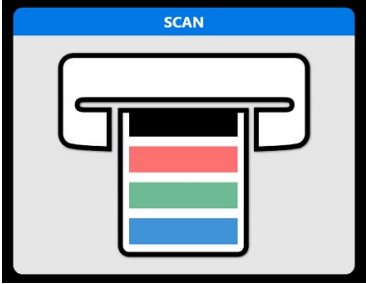

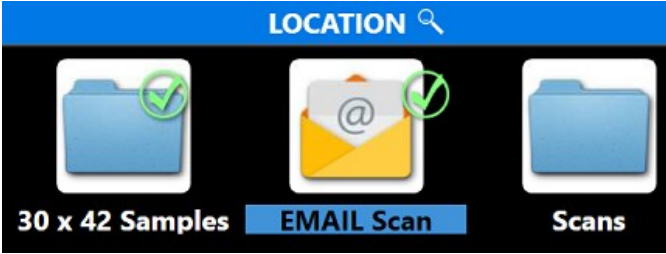
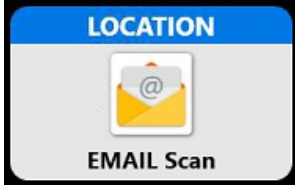
Step	Action	Illustration
10.	Select the newly created "New Mailbox" Mailbox.	
11.	"New Mailbox" will now be displayed on the Mailbox button as the active Mailbox.	

### 13 How to Setup an Email Mailbox




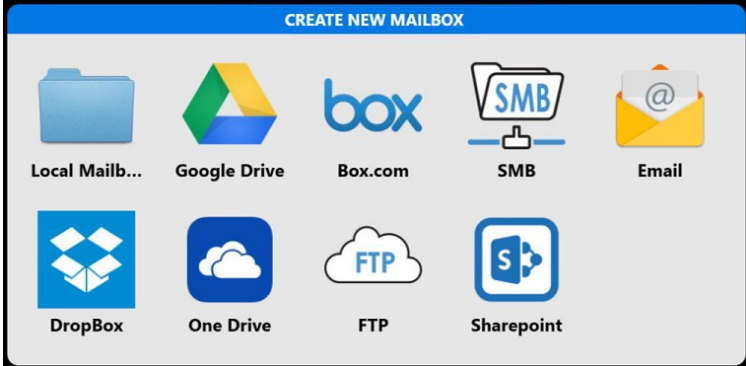
Setting up a Mailbox for use with Scanning and Printing can be achieved by following these simple steps.


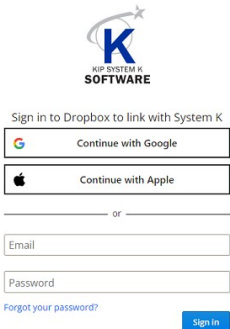
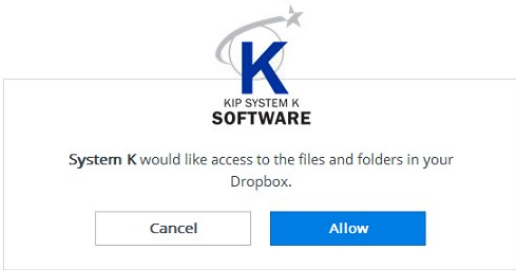
Step	Action	Illustration
1.	Select Settings.	
2.	Select Mailbox Setup.	
3.	Select the New mailbox icon.	
4.	Select the type of mailbox to be created: <ul style="list-style-type: none"> <li>Local Mailbox</li> <li>SMB Mailbox</li> <li>FTP Mailbox</li> <li>Cloud Mailboxes</li> <li>E-mail</li> <li>SharePoint</li> </ul>	
5.	For this example, select the Email Mailbox.	




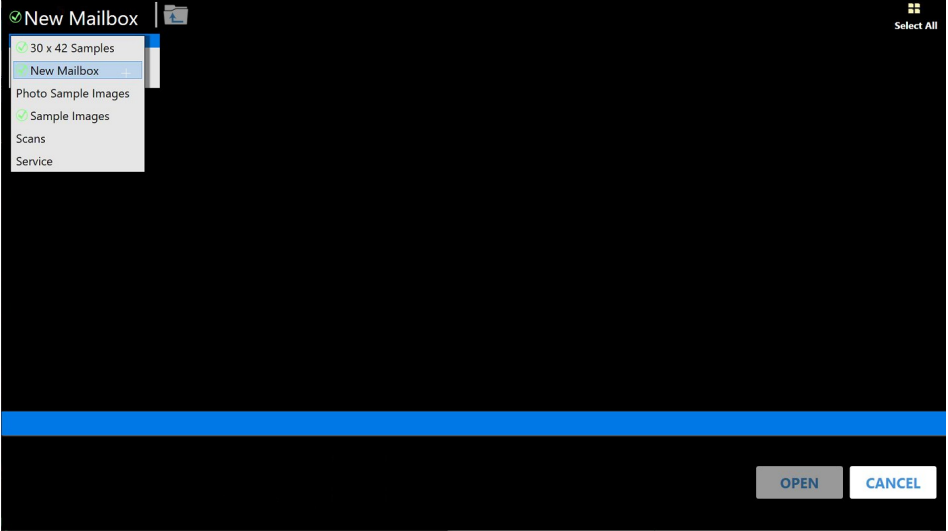
Step	Action	Illustration
6.	<p>Enter the required information.</p> <ul style="list-style-type: none"> <li>• Mailbox Name – Display Name</li> <li>• User Name – Of E-mail account</li> <li>• Password – of E-mail account</li> <li>• Server - Location</li> <li>• Sender Email – Valid Account</li> <li>• Naming Schema – How files will be named</li> <li>• Counter – where to start</li> <li>• E-mail Recipient – who the e-mail is going to</li> <li>• Encryption – Enable for SSL/TLS</li> </ul>	
7.	<p>Email Recipient – Leave this blank and select from the available choices:</p> <ul style="list-style-type: none"> <li>• Set Fixed address – Set a fixed email that will not be changed</li> <li>• Use User Email. This will create a generic account and use the logged in users email address.</li> <li>• Request email before use – Will ask user to enter valid e-mail address</li> </ul>	 <p><b>Please note: For this to function the Administrator will need to use KIP Accounting Center to create users via the LDAP function. This will create the user and pull in the users email address as well associating this with the user name. Users will them be required to log in to the KIP touchscreen. Then when scanning to email is selected the logged in users e-mail will be used.</b></p>

Step	Action	Illustration
8.	Select OK.	
9.	To use this Mailbox, select the Scan button from the Home screen.	
10.	Select the Mailbox Button.	
11.	Select the newly created "EMAIL Scan" Mailbox.	
12.	"EMAIL Scan" will now be displayed on the Mailbox button as the active Mailbox.	

## 14 Creating a Cloud Mailbox




Step	Action	Illustration
<p>Once a Cloud account has been set up it is then possible to scan to or Print from this location. In order to do this, follow these steps:</p> <p>It is necessary to have:</p> <ol style="list-style-type: none"> <li>1. An Cloud account</li> <li>2. Know the e-mail associated with the account</li> <li>3. Know the Password associated with the account</li> <li>4. Know what the Display Name is going to be</li> </ol> <p>These screens show the different Cloud locations, and the buttons display the information that will need to be entered into each.</p>		
1.	Select Settings.	
2.	Select Mailbox Setup.	
3.	Select New Mailbox	
4.	Select the Cloud Location to create.	

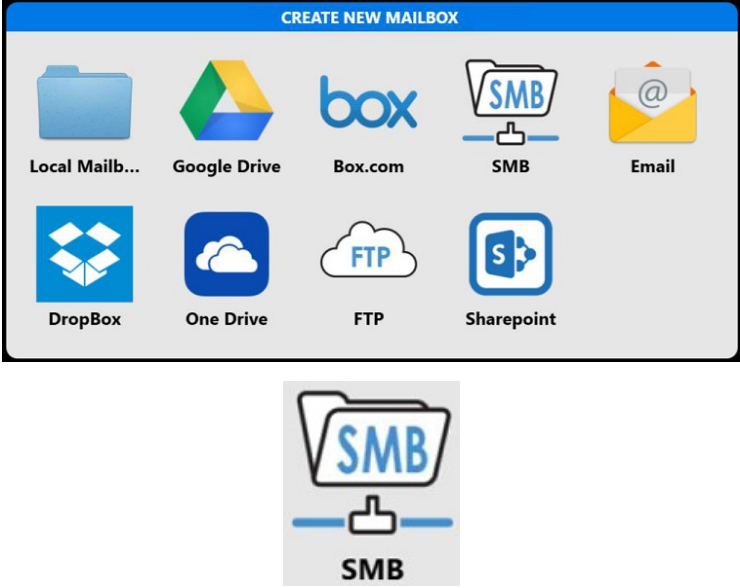
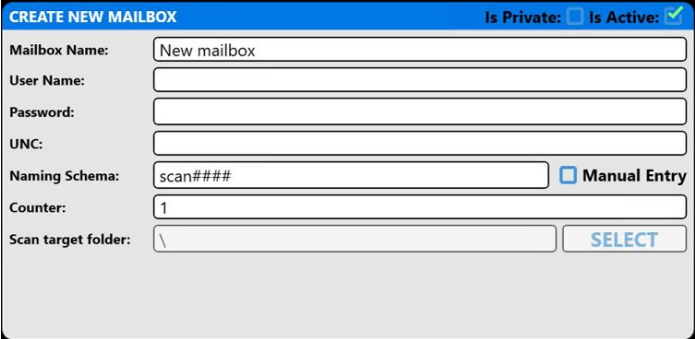
Step	Action	Illustration
5.	<p>This window will appear for:</p> <ul style="list-style-type: none"> <li>• Google Drive</li> <li>• Box.com</li> <li>• DropBox</li> <li>• One Drive</li> <li>• SharePoint</li> </ul> <p><b>Note:</b> One Drive Business is part of SharePoint and will be set up under SharePoint.</p>	 <p>Enter the required information.</p> <p>Mailbox Name – Mailbox display name</p> <p>Naming Schema – Name to be given assigned to the files (each # is a digit ex. Scan#### = Scan0001)</p> <p>Counter – Value files will start at</p> <p>Scan Target Folder – Location to scan to or print from</p>
6.	<p>Once entered select the Connect button this will launch the Dropbox sign in page.</p> <p>Enter the account information and select Sign In.</p>	
7.	<p>When information is confirmed select 'Allow'.</p>	




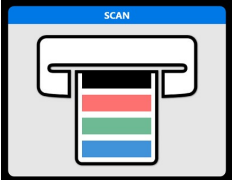
Step	Action	Illustration
8.	If connection is good, a Green checkmark will be displayed.	
9.	Select Ok	
10.	Scan Location	
11.	Print Location	

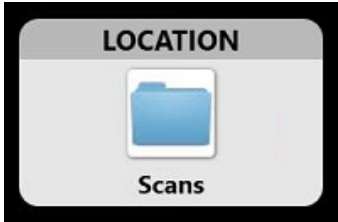
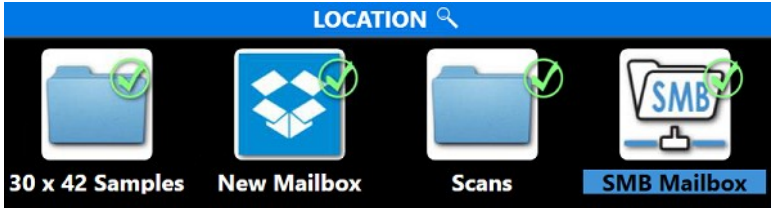
## 15 How to Setup an SMB Mailbox

Setting up an SMB Mailbox for use with Scanning and Printing can be achieved by following these simple steps.

Step	Action	Illustration
1.	Select Settings.	
2.	Select Mailbox Setup.	
3.	Select the New Mailbox icon.	

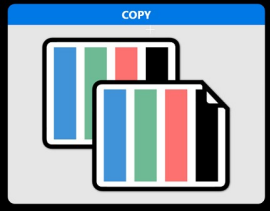
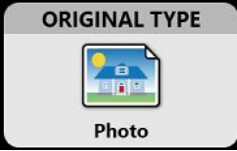
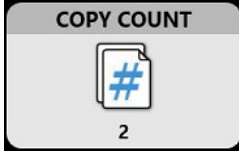

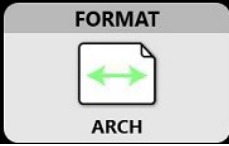



Step	Action	Illustration
4.	Select the SMB Mailbox Icon:	 <p>The screenshot shows a grid of mailbox options under the heading 'CREATE NEW MAILBOX'. The options are: Local Mailbox, Google Drive, Box.com, SMB, Email, DropBox, One Drive, FTP, and Sharepoint. The SMB option is highlighted with a larger, semi-transparent version of the icon below the grid.</p>
5.	Enter the required information.	 <p>The screenshot shows the 'CREATE NEW MAILBOX' form with the following fields and values:</p> <ul style="list-style-type: none"> <li>Mailbox Name: New mailbox</li> <li>User Name: (empty)</li> <li>Password: (empty)</li> <li>UNC: (empty)</li> <li>Naming Schema: scan#### <input type="checkbox"/> Manual Entry</li> <li>Counter: 1</li> <li>Scan target folder: \</li> </ul> <p>Buttons for 'Is Private' (unchecked) and 'Is Active' (checked) are visible at the top right. A 'SELECT' button is at the bottom right.</p> <ul style="list-style-type: none"> <li>• <b>Mailbox Name</b> – This is the name that will be displayed on the screen</li> <li>• <b>User Name</b> – this will be the Computer Name\User name Syntax or the Domain\User Name Syntax (note: this is necessary so that Credentials can be used to allow the SMB Connection.</li> <li>• <b>Password</b> – this is the Password associated with User Name</li> <li>• <b>UNC:</b> This is the path to get to the shared folder (Folder MUST be Shared and have Read, Write, Delete permissions)</li> <li>• <b>Naming Schema</b> – Ex. Scan##### - Scan0001</li> <li>• <b>Manual Entry</b> – If checked user will be prompted to enter data</li> <li>• <b>Counter</b> – Start Value</li> <li>• <b>Scan Target Folder</b> – Once a connection has been established you can select a subfolder to scan to</li> </ul>

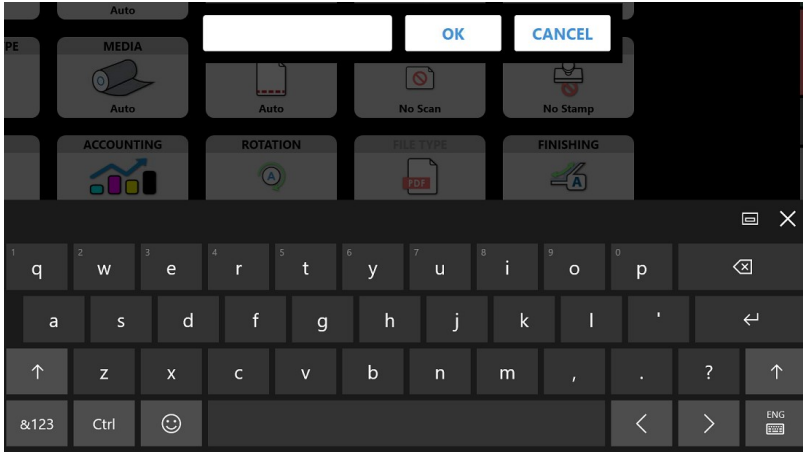

Step	Action	Illustration
6.	Select Connect.	<div style="text-align: center;">  </div> <p><b>Connection is good</b></p> <div style="text-align: center;">  </div> <p>Note:</p> <p>Connection limitation when setting up a Hotfolder and SMB mailbox on the same workstation</p> <p>Issue:</p> <p>When creating both a Hotfolder and an SMB Mailbox on the same workstation and specifying a different user log in for each, it is impossible to connect to one of them.</p> <p>Solution:</p> <p>Windows computer only allows one set of credential for connecting, so it is impossible by Windows to connect to the same computer with two different sets of credentials. And because the Hotfolder has to keep the connection open all time for monitoring the folder, there is no way for a Mailbox to establish a second connection to the same computer with a different username.</p>
7.	Select OK	<div style="text-align: center;">  </div>
8.	To use this Mailbox, select the Scan Tile from the Home screen.	<div style="text-align: center;">  </div>

Step	Action	Illustration
9.	Select the Location Tile.	
10.	Select the Location.	

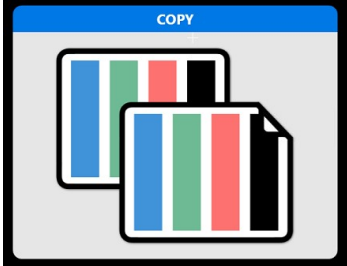
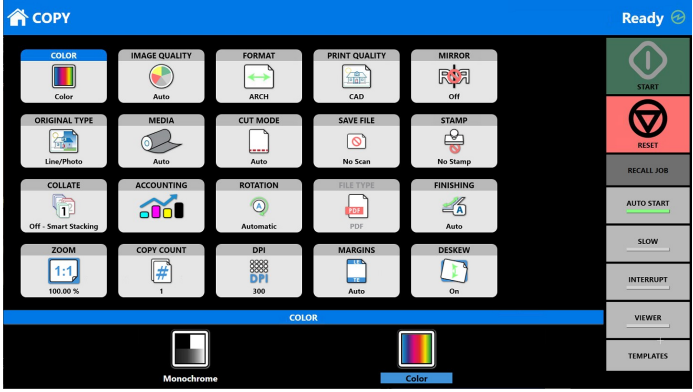
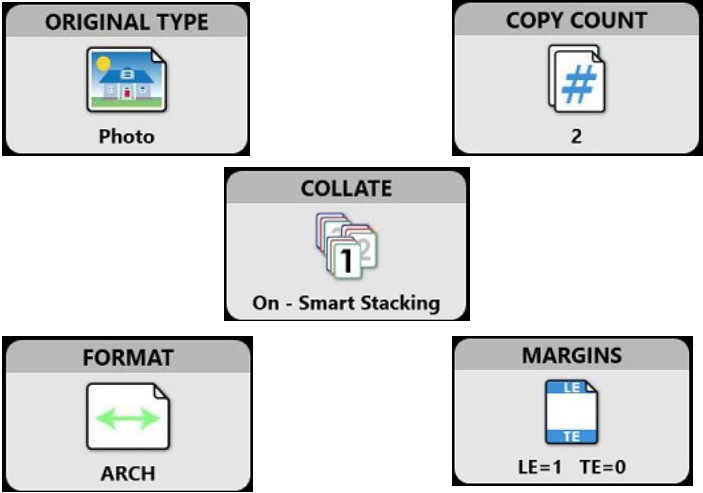

## 16 How to Create/Save a template



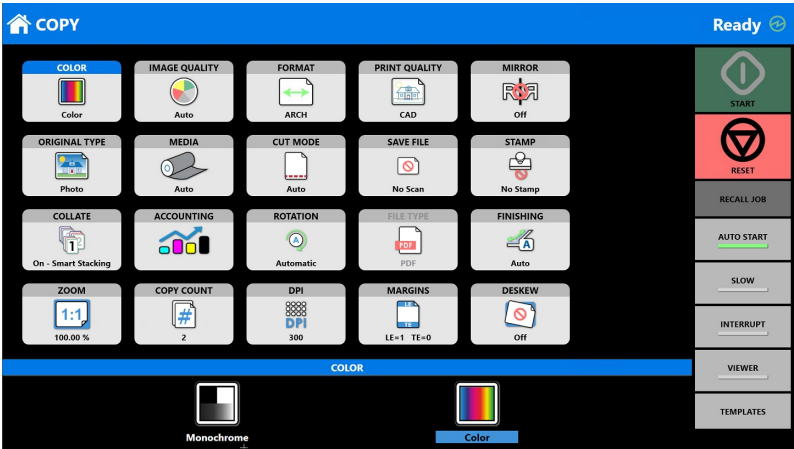
Templates can be created in the different functions of the Touchscreen software. B&W Copy, B&W Scan, B&W Print, Color Copy, Color Scan and Color Print all have the ability to create and utilize saved templates. This step by step will show how simple it is to create a template within B&W Copy and apply it to a copy job. Creating a template in the other touchscreen functions will be achieved in the same manner.

Step	Action	Illustration
1.	Select the Copy Button	
2.	Select the desired settings that will be saved in the Template being created. For this example, the following will be selected: <ul style="list-style-type: none"> <li>• Original Type – Photo</li> <li>• Copy Count - 2</li> <li>• Grouping – Smart Stacking</li> <li>• Format – Arch</li> <li>• Margin – LE 1”</li> </ul>	    
3.	Select Template	
4.	Select Save Template	

Step	Action	Illustration
5.	Enter Template Name	
6.	Template is created	


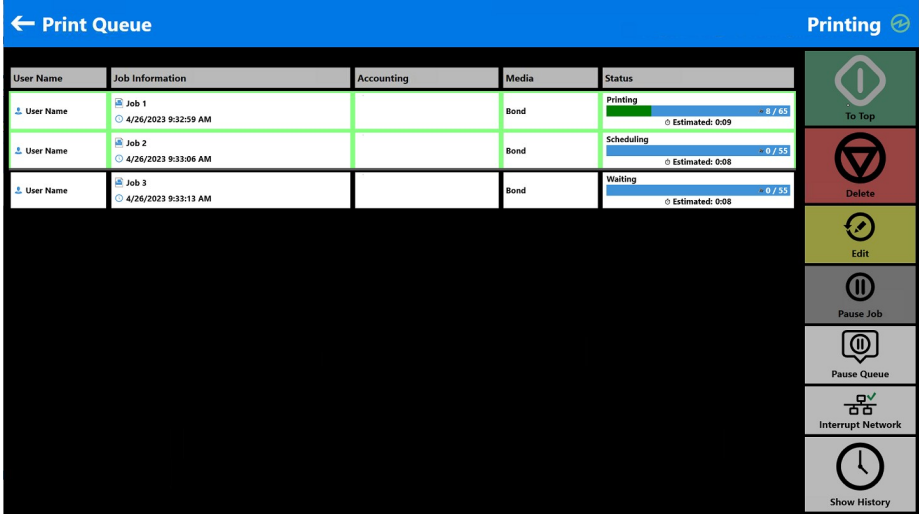
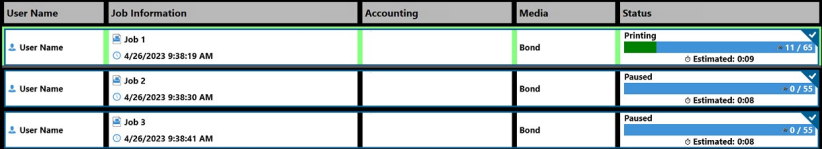

## 17 How to use a Saved Template


Step	Action	Illustration
1.	Select the Copy Button.	
2.	The Default settings are set when the Copy screen opens.	
3.	<p>In Step 2 (above) a Template was created with the following settings:</p> <ul style="list-style-type: none"> <li>• Original Type – Photo</li> <li>• Copy Count - 2</li> <li>• Grouping – Smart Stacking</li> <li>• Format – Arch</li> <li>• Margin – LE 1”</li> </ul>	
4.	Select the Templates Button.	

Step	Action	Illustration
5.	The available Templates will be displayed at the bottom of the screen.	
6.	Select the Test Template.	
7.	All of the selected settings saved in this template will be populated.	

## Appendix A Pausing Queued Jobs

The KIP Printer Queue has the ability to pause jobs in the Queue so that an Important job can be printed ahead of other jobs in the queue.

Step	Action	Illustration																				
1.	At the KIP touchscreen Select the Job Info Button																					
2.	<p>The Print Queue will show the jobs currently in the queue. Here we see 3 jobs:</p> <ul style="list-style-type: none"> <li>Job 1 – printing, on page 8 of 55</li> <li>Job 2 – Queued for print, 55 pages</li> <li>Job 3 – Scheduled to print, 55 pages</li> </ul> <p>It is necessary to get a job out without waiting for all of these to complete.</p>	 <table border="1" data-bbox="594 884 1382 1031"> <thead> <tr> <th>User Name</th> <th>Job Information</th> <th>Accounting</th> <th>Media</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>User Name</td> <td>Job 1 4/26/2023 9:32:59 AM</td> <td></td> <td>Bond</td> <td>Printing Estimated: 0:09 - 8 / 63</td> </tr> <tr> <td>User Name</td> <td>Job 2 4/26/2023 9:33:06 AM</td> <td></td> <td>Bond</td> <td>Scheduling Estimated: 0:08 - 0 / 55</td> </tr> <tr> <td>User Name</td> <td>Job 3 4/26/2023 9:33:13 AM</td> <td></td> <td>Bond</td> <td>Waiting Estimated: 0:08 - 0 / 55</td> </tr> </tbody> </table>	User Name	Job Information	Accounting	Media	Status	User Name	Job 1 4/26/2023 9:32:59 AM		Bond	Printing Estimated: 0:09 - 8 / 63	User Name	Job 2 4/26/2023 9:33:06 AM		Bond	Scheduling Estimated: 0:08 - 0 / 55	User Name	Job 3 4/26/2023 9:33:13 AM		Bond	Waiting Estimated: 0:08 - 0 / 55
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User Name	Job 2 4/26/2023 9:33:06 AM		Bond	Scheduling Estimated: 0:08 - 0 / 55																		
User Name	Job 3 4/26/2023 9:33:13 AM		Bond	Waiting Estimated: 0:08 - 0 / 55																		
3.	<p>First, Pause the three jobs currently in the queue.</p> <ul style="list-style-type: none"> <li>Select the jobs to be paused. These will have a check mark in the top right corner.</li> <li>Next, select Pause Job</li> </ul>	 <table border="1" data-bbox="651 1430 1468 1577"> <thead> <tr> <th>User Name</th> <th>Job Information</th> <th>Accounting</th> <th>Media</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>User Name</td> <td>Job 1 4/26/2023 9:38:19 AM</td> <td></td> <td>Bond</td> <td>Printing Estimated: 0:09 - 11 / 63</td> </tr> <tr> <td>User Name</td> <td>Job 2 4/26/2023 9:38:30 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> <tr> <td>User Name</td> <td>Job 3 4/26/2023 9:38:41 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> </tbody> </table> 	User Name	Job Information	Accounting	Media	Status	User Name	Job 1 4/26/2023 9:38:19 AM		Bond	Printing Estimated: 0:09 - 11 / 63	User Name	Job 2 4/26/2023 9:38:30 AM		Bond	Paused Estimated: 0:08 - 0 / 55	User Name	Job 3 4/26/2023 9:38:41 AM		Bond	Paused Estimated: 0:08 - 0 / 55
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User Name	Job 3 4/26/2023 9:38:41 AM		Bond	Paused Estimated: 0:08 - 0 / 55																		

Step	Action	Illustration																									
4.	<p>The jobs will begin to pause. And once paused will indicate this.</p> <p><b>Note: any pre-ripped files in the currently printing job must finish printing. The Administrator/Service Technician can control the number of file pre-ripped within KIP PrintPro.Net (This is not a user function).</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #f2f2f2;"> <th>User Name</th> <th>Job Information</th> <th>Accounting</th> <th>Media</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>User Name</td> <td>Job 1 4/26/2023 9:38:19 AM</td> <td></td> <td>Bond</td> <td>Printing Estimated: 0:09 - 11 / 65</td> </tr> <tr> <td>User Name</td> <td>Job 2 4/26/2023 9:38:30 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> <tr> <td>User Name</td> <td>Job 3 4/26/2023 9:38:41 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> </tbody> </table> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Maximum number of pages queued</span> <input style="width: 60px; text-align: center;" type="text" value="20"/> </div>	User Name	Job Information	Accounting	Media	Status	User Name	Job 1 4/26/2023 9:38:19 AM		Bond	Printing Estimated: 0:09 - 11 / 65	User Name	Job 2 4/26/2023 9:38:30 AM		Bond	Paused Estimated: 0:08 - 0 / 55	User Name	Job 3 4/26/2023 9:38:41 AM		Bond	Paused Estimated: 0:08 - 0 / 55					
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User Name	Job 3 4/26/2023 9:38:41 AM		Bond	Paused Estimated: 0:08 - 0 / 55																							
5.	<p>Send Job to the queue that needs to be printed. It will begin printing.</p> <p>Note: the job to be printed could have already been in the queue. It does not need to be sent after pausing the other jobs.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>User Name</th> <th>Job Information</th> <th>Accounting</th> <th>Media</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>User Name</td> <td>Job 1 4/26/2023 9:38:19 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:09 - 21 / 65</td> </tr> <tr> <td>User Name</td> <td>Job 2 4/26/2023 9:38:30 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> <tr> <td>User Name</td> <td>Job 3 4/26/2023 9:38:41 AM</td> <td></td> <td>Bond</td> <td>Paused Estimated: 0:08 - 0 / 55</td> </tr> <tr> <td>User Name</td> <td>01 D - Photo - Archway.pdf 4/26/2023 9:43:31 AM</td> <td></td> <td>Bond</td> <td>Printing Estimated: 0:03 - 2 / 22</td> </tr> </tbody> </table>	User Name	Job Information	Accounting	Media	Status	User Name	Job 1 4/26/2023 9:38:19 AM		Bond	Paused Estimated: 0:09 - 21 / 65	User Name	Job 2 4/26/2023 9:38:30 AM		Bond	Paused Estimated: 0:08 - 0 / 55	User Name	Job 3 4/26/2023 9:38:41 AM		Bond	Paused Estimated: 0:08 - 0 / 55	User Name	01 D - Photo - Archway.pdf 4/26/2023 9:43:31 AM		Bond	Printing Estimated: 0:03 - 2 / 22
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User Name	01 D - Photo - Archway.pdf 4/26/2023 9:43:31 AM		Bond	Printing Estimated: 0:03 - 2 / 22																							
6.	<p><b>*IMPORTANT STEP*</b> Once the job prints it is necessary to select the paused jobs and select the resume button. If this is not completed, the paused jobs will not resume printing.</p>	<div style="border: 1px solid black; background-color: #ccc; padding: 20px; width: 150px; margin: 0 auto;">  <p style="text-align: center; margin-top: 5px;"><b>Resume</b></p> </div>																									