

# SCANNING with KIC

## To Power Up:

1. Hold down button on scanner until it changes to light blue
2. Turn on LCD Display screen above the scanner
3. Push button on back of touch screen
4. Push button on side of touch screen

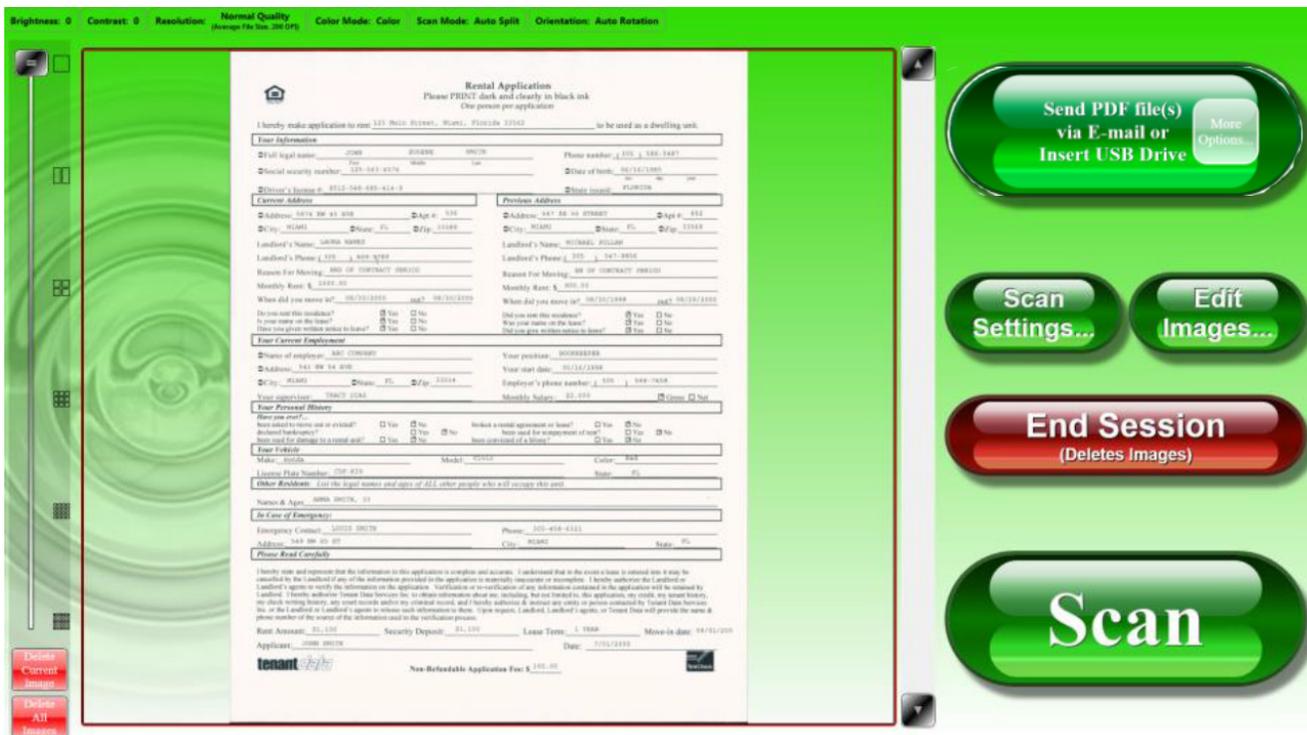


## To Begin Scan:

1. Place document on bed
2. Press Scan
3. Press Scan Again
4. Hit 'Accept' after the Copyright Notice Agreement pops up
5. A preview of your document is displayed
6. Continue scanning more pages or send/save (steps on backside of page)



Note: Default settings will split a 2-page scan, unless you use the pedal



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## CONTACT

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## To Crop after Scanning:

1. Press on 'Edit Images'
2. Pull in Arrows on Corners and press 'Clip'
3. Press 'Done' in corner



## To Delete:



Delete Current Image (Hit twice to delete a single page)



Delete All Images (Hit twice to erase everything and restart.)

## To Send (or Save):

1. After all images have been scanned in, press Send via Email/Save to USB Button
2. Type in email address here. If you have chosen USB option, insert stick fist, press the 'Save to USB' option, and download will begin immediately.
3. Popup screen will let you know when images have been saved successfully.
4. Hit 'End Session' and screen will reset.



## CONTACT