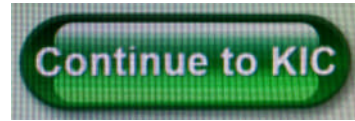# KIC Scanner User Guide

To begin press and

Place book on scanner, press scan, and accept copyright notice; the pages will then be scanned.

- *You might have to adjust book and rescan the first pages in order to get the document to split. We recommend splitting the document (Left and right pages), especially for small print.*
- *We recommend scanning no more than 50 images before saving because scanner might freeze.*

Editing Document

Multiple settings can be adjusted through "scan settings," the black and white setting rather than color makes some documents easier to read. The document can be cropped by clicking on "Compose Content." Images can be deleted by pressing the "Delete Current"

Saving

Documents can be saved multiple ways, we recommend one of the following:
- USB: insert USB and press save to USB
- Email: enter email, send
- Cloud Storage: log in to cloud
- Smart Doc: follow exact instructions for device

- A confirmation message will appear
after documents have been successfully saved

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