

KIC Bookeye Scanner



The face-up scanning capability of KIC Bookeye 4v3 enables users to capture multiple pages far more easily than ever before - books no longer need to be flipped over to turn the page and then flipped back over for each scan or copy.

This self-serve book scanning kiosk can scan up to ten times faster than a typical flatbed scanner and three to four times faster than a high speed copier, with automatic page splitting, better image quality, and it promotes a cleaner environment by reducing paper and toner use.

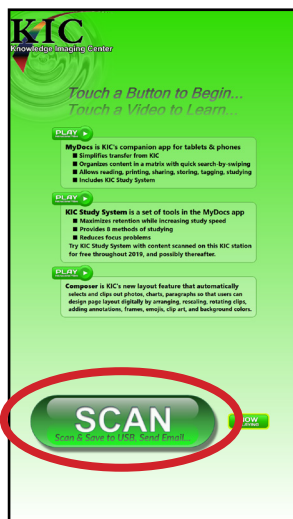
Placement

If copying a single loose leaf page, place it flat on the book cradle. If scanning pages from a book, place the book cradle into a 'V' position with the red laser. The scanner has movable cradles for the left and right side of books. The cradle can be left flat (i.e. at 180°) for scanning flat, unbound material, or raised to 120° for gentle handling of books or other types of bound material that flat scanners may damage.

Place your document in the middle of the scanner bed, aligning the book spine with the gutter of the scanner beds. The ideal horizontal and vertical laser guide positions, as shown in the



Press the **SCAN** button



Review the Copyright Notice and press **ACCEPT & SCAN** to accept copyright terms and proceed.

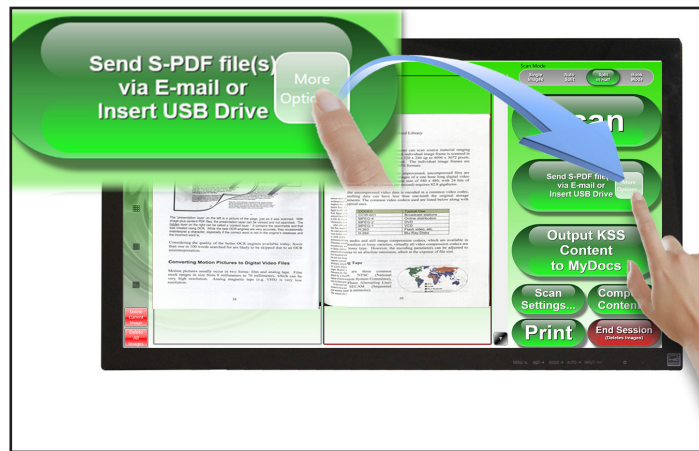


Review your scanned document. Delete and rescan images as needed. For additional options select the **Scan Settings** button.



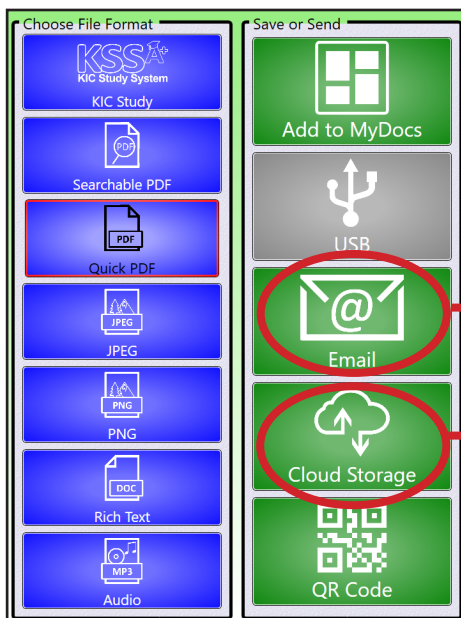
Send PDF file via email, or save to USB.

OR select **More Options** for more file formats and more ways to save and share.



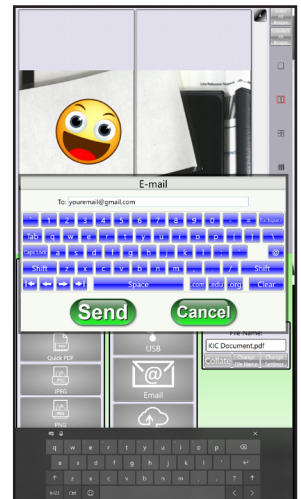
More Options

Choose a file format and how you'd like to save and send your scanned material



Email

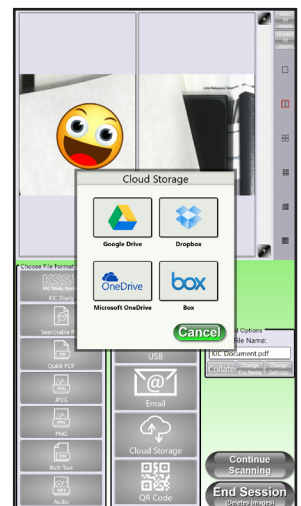
Send scans to your email. Type in your email address and press **Send**



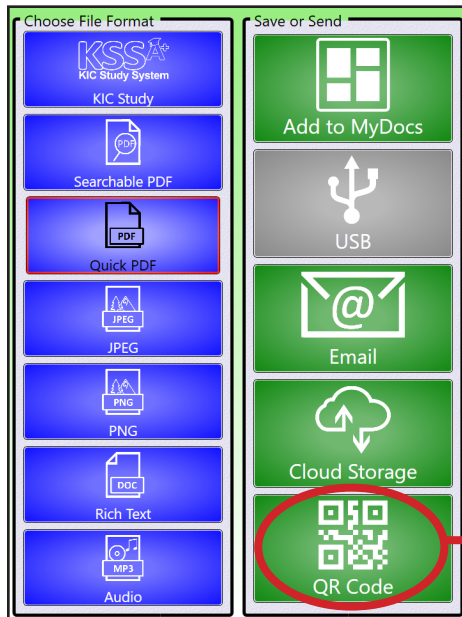
Cloud Storage

If you have an account with Dropbox, OneDrive, Box, or Google Drive. You can send scans directly to your account. Select your cloud service and sign in and send.

**Note: Currently Google Drive connection is not working and will be fixed in a future update.*

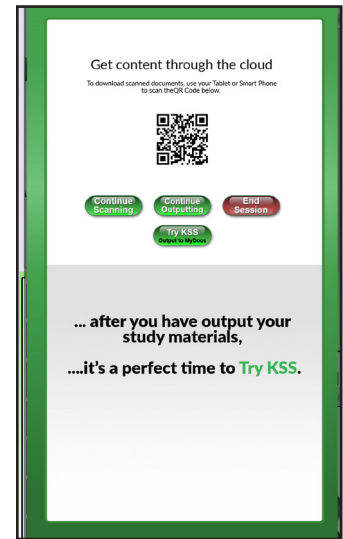


Choose from many file formats and various ways to save and send your scanned material



QR Code

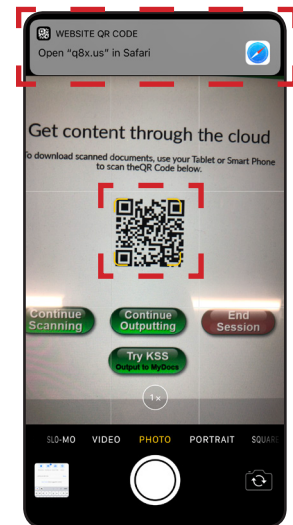
Scan the QR code using your mobile device and receive the scans on your phone's web browser for downloading or save into another application on your device.



How to scan a QR code

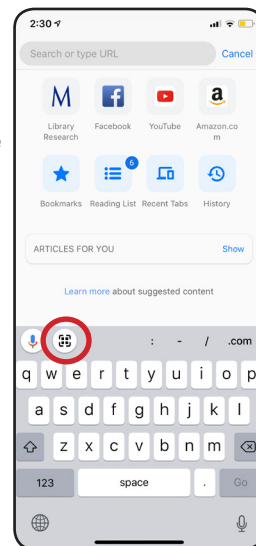
Open your device's camera application and point it at the QR code.

Many mobile device cameras will recognize QR codes and prompt you to access the associated link

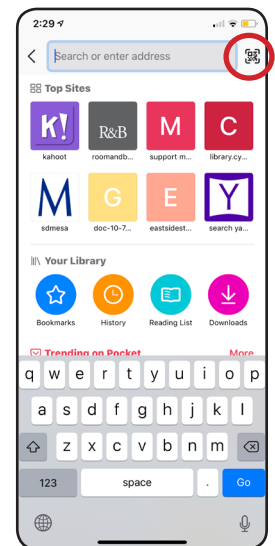


Web browsers on your mobile device (Google Chrome, Firefox, etc..) can scan QR codes.

Select the QR code symbol and point your device to the QR code on the Bookeye

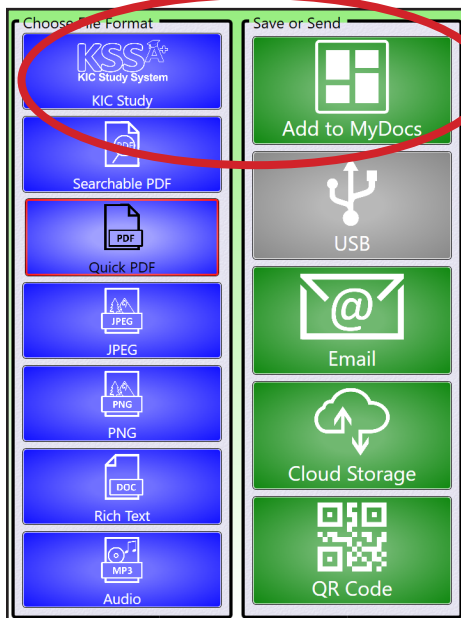


*Firefox



*Chrome

Choose from many file formats and various ways to save and send your scanned material



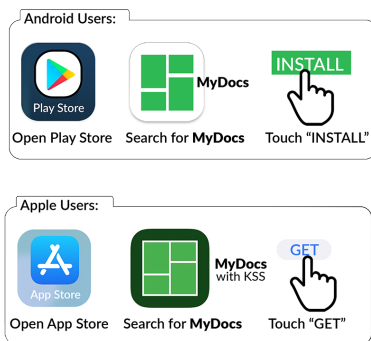
KIC Study System (KSS)

To use the KIC Study System (KSS) file format you must first download the **MyDocs** app available on Android and Apple devices. The QR code for this filetype can only be scanned

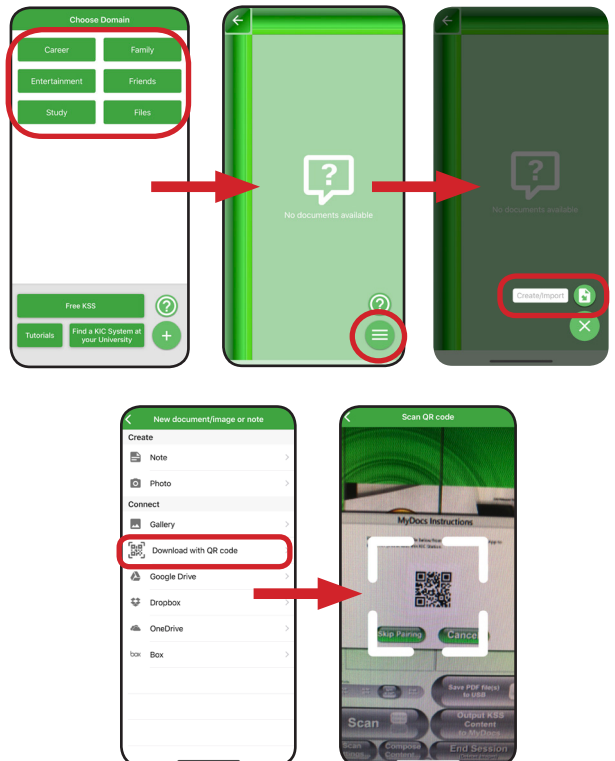


How to scan a KSS QR code

Visit the **app store** for your device and download the **MyDocs** app.



Now, open the **MyDocs** app on your device and select a **Domain** where you would like to save to. Navigate to the **QR code reader** on the **MyDocs** app and point your device's camera to the QR code on the Bookeye scanner.



To proceed,
select
Yes at the
prompt



Add tags to
group similar
scans
together.

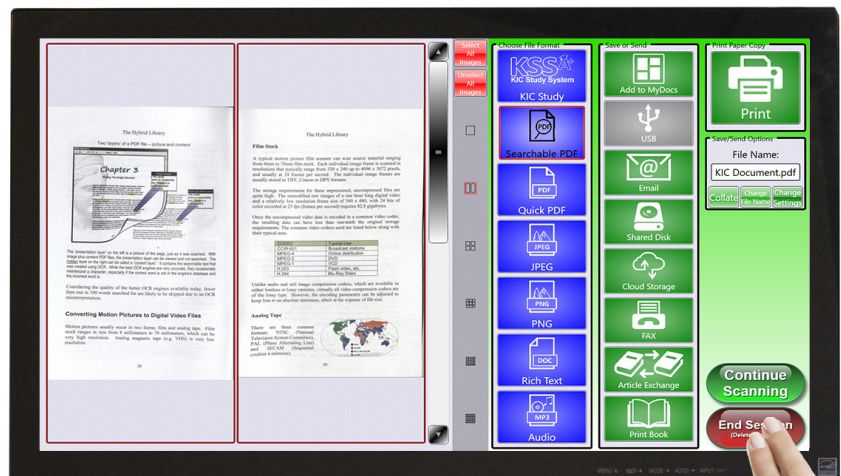
Select
Okay and
the file will
be sent to
and stored on
your
MyDocs



End Session

Once you have saved your scanned
material, clear the KIC station for
the next user by pressing

End Session



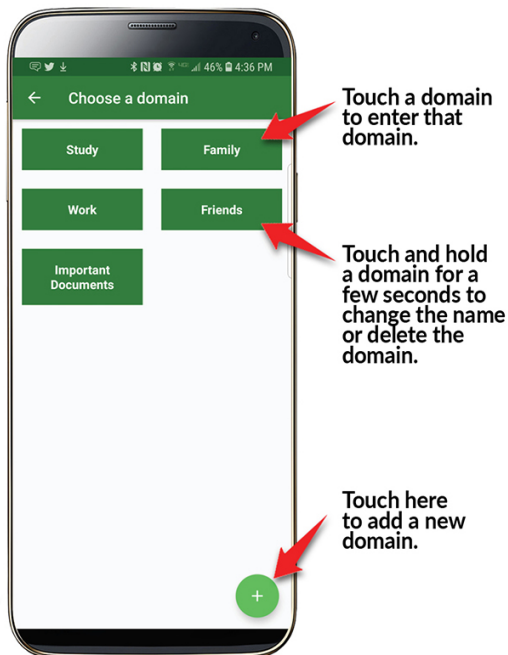
How to use the MyDocs app

MyDocs With KIC Study System



MyDocs Domain Screen

Domains allow you to keep different content separate and better organized. For example, study content, important documents, information about work and family photos are typically completely different from each other.



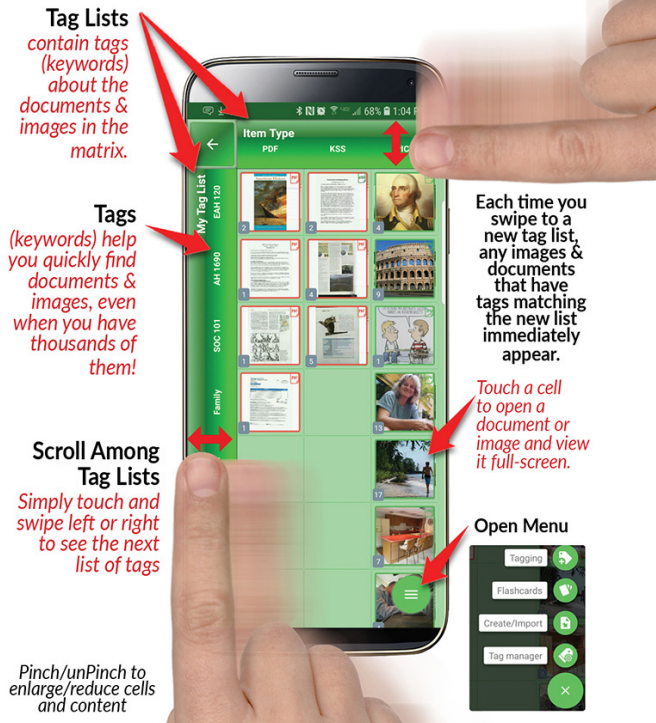
Touch a domain to enter that domain.

Touch and hold a domain for a few seconds to change the name or delete the domain.

Touch here to add a new domain.

MyDocs Main Screen

Once you've selected a Domain, you will see the main MyDocs matrix screen. Here you can quickly find your documents and pictures by scrolling through the tags lists at the top and left side of the cell matrix.



Tag Lists
contain tags
(keywords)
about the
documents &
images in the
matrix.

Tags
(keywords) help
you quickly find
documents &
images, even
when you have
thousands of
them!

Scroll Among
Tag Lists
Simply touch and
swipe left or right
to see the next
list of tags

Pinch/unPinch to
enlarge/reduce cells
and content

Each time you
swipe to a
new tag list,
any images &
documents
that have
tags matching
the new list
immediately
appear.

Touch a cell
to open a
document or
image and view
it full-screen.

Open Menu

Tagging in MyDocs

When you capture content for MyDocs with a KIC scanning kiosk at your library, the KIC system automatically provides several tags. For example, a KIC in a school or university library will add tags like: **school term** or session (e.g. Fall, Winter, Summer 1), the **chapter** and **page range**.

KIC will even look up the book **title** and **author** from the book's ISBN. And if you have added several courses (e.g. CIS101, American History, etc.), KIC will allow you to simply select the **course ID** or name, instead of having to enter it each time a new chapter is scanned for studying with KIC Study System.

Touch to close current image and return to cell matrix

Touch Here to edit tags for the image shown

Note that the first two tags and the file type show in this tab



Move to next page

Open Menu



Tagging in MyDocs (cont')

This screen allows you to turn tags on and off for a particular document or picture simply by touching a tag. If the tag has a red border around it, the document or picture shown above has that tag, and will appear in rows or columns that contain that tag in one of the tag lists.

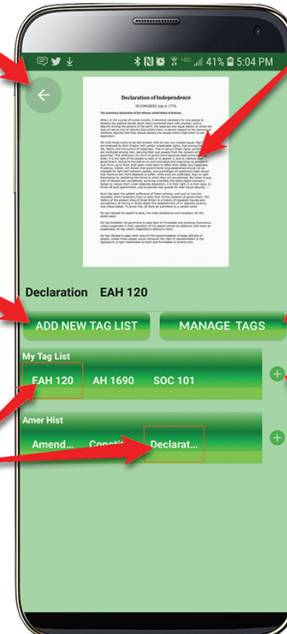
Touch to go back to the previous screen

Swipe image right/left to move to next/previous image

Create New Tag List

Touch tags to add them to the current image.

Touch again to remove a tag.



Edit, re-order rename both Tags & Tag Lists

Create New Tag

SKIM Mode

For best results, SKIM 30 to 90 seconds, then read the same content using ReadAlong Audio mode, repeat until finished with the study material, pausing to make flashcards at any time. Then review/study with Flashcards.

Mode Indicator
Swipe left/right to move between study modes.

SKIM Speed
Use this control to set the best speed for you.

Audio Progress Indicator

SKIM Progress Indicator

Go Back one sentence

Play / Pause

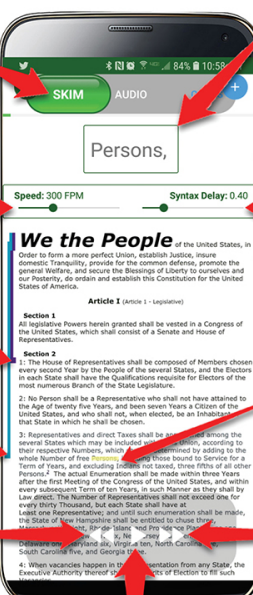
Reading Area
Adjust font size by swiping up/down. Adjust width of read area by swiping left/right

Syntax Delay
Use this control to adjust the pause time for periods, commas, etc.

Place Holder
Highlight appears when SKIM is paused

Go Forward one sentence.

Pinch/unPinch to enlarge/reduce screen content.



AUDIO Mode

Immediately after skimming, while the content is still in short term memory, read the material again, only much more slowly, using ReadAlong Audio, while pausing to make Flashcards.

Mode Indicator
Swipe left/right to move between study modes.

Audio Progress Indicator

SKIM Progress Indicator

Touch to Go Back/Forward one sentence or Pause/Play

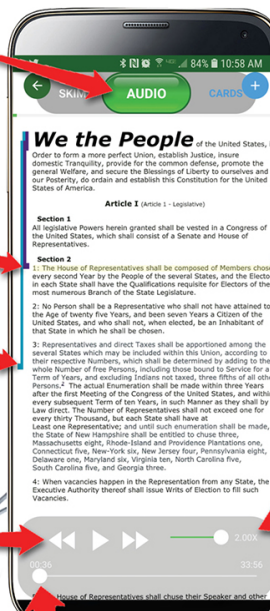
Progress Bar

Swipe left/right to navigate audio file

Pinch/unPinch to enlarge/reduce screen content.

Place Holder
Line is highlighted as it is being read aloud.

Play Speed
Adjust to play slower or faster

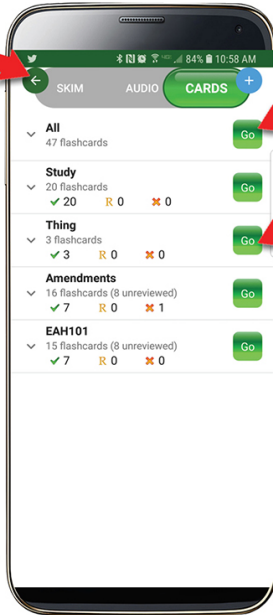


Flashcards

While using KIC Study System you can quickly and easily make flash cards directly from your scanned study materials. It takes about 10 seconds to make a flashcard, and they can be created without typing. Here's how:

 **Add a Card** *Touch the + at the top right of any KSS mode screen to make a flashcard from the material on screen.*

Exit KSS



Review
All
Flashcards

Review
Flashcard
Subsets

*Your place is saved
in all KSS modes, so
you can move from
SKIM or AUDIO
mode to CARD
mode, add a new
flashcard and return
to the previous mode
without losing your
place.*

Flashcards (continued)

Your place is saved in all KSS modes, so you can move from SKIM or AUDIO mode to CARD mode, add a new flashcard and return to the previous mode without losing your place.



Clip the
Flashcard
Question
*Touch and
drag box
around the
question
or
touch the
entry box at
the top of the
screen to type
or say the
question*

The clip you
choose for
your flashcard
Question will
appear on the
front and the
clip you choose
for the Answer
will appear on
the back of the
flashcard once it
is saved.

Repeat the Steps to Clip the
Flashcard Answer
Then **SAVE** your flashcard.