



Convert book, documents, and photos into PDF, JPEG, HTML, MP3 and Translated files

Training Guide

Contents

Scanners	3
Start Screen	4
Multilingual User Interface	5
Accessibility Tools.....	7
Standard Media Selections	8
Multilingual Translation Services	9
Scan Settings.....	10
Editing Capabilities.....	12
Scan to USB.....	14
Scan to Print	20
Scan to Email	24
Scan to One Drive, Google Drive, and Dropbox.....	28
Scan to Fax.....	33
Scan to Smart Phone.....	36
Text Translation	40
Scan Text to Audio Translation	46
Vivid Pix Photo Restoration.....	51
Vivid Pix Help	58
Payment Kiosks.....	59

Scanners

The ScanEZ station comes with two scanners – a flatbed scanner and a sheetfed scanner.



iVina FB6280E

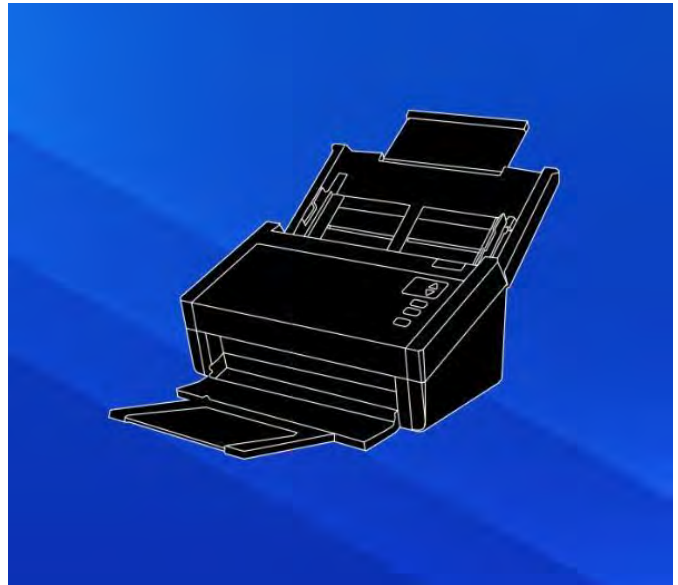
The flatbed scanner is an 11"x17" scanner that allows the user to place a document anywhere, at any angle, on the flatbed and the ScanEZ Station will fix and straighten the document.

The flatbed scanner is also designed to protect the book's spine while being scanned, and it eliminates blurry or darkening imaging in the book's "gutter" area.

AD240 One Pass Duplex Scanner USB 2.0

The sheetfed scanner has the capability to scan both sides of the page in a single pass. It can scan up to 60 pages per minute and scans documents as large as 8.5"x14" and as small as ID cards.

Both scanners contain LED lamps and are safe for archival materials, photographs, and documents. They are rated for a million scans, and automatically crop, rotate, and orient every scan as it is processed.



Important: Please remind patrons to remove staplers from their documents! They will scratch the glass and cause expensive damage to the machines.

Start Screen

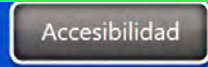
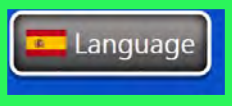


From the start screen, users can change the default language from English to their preferred language. They can also change the accessibility settings, allowing them to have a narrator explain how to use the system, access a magnifier so they can see the screen, and utilize a high contrast setting.

Multilingual User Interface

The ScanEZ Multilingual User Interface allows for users to change the on-screen text from English (default) to one of 25 different languages. This allows the users to switch through the menu options in their preferred language. When the user is finished and selects “I’m Done” at the end of their transaction, the program will automatically default back to English.

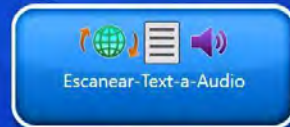




TOQUE AQUÍ PARA COMENZAR

Convertir de libros, documentos y fotos
en archivos PDF, JPEG o HTML

Seleccionar medio



Accessibility Tools

The “Accessibility” function allows users to use the following features:

Magnifier – Enlarges part of the screen so the user can see words and images better

Narrator – A screen narrator reads aloud the text that appears on screen along with any audio descriptions

High Contrast – Utilizes a high contrast (black and white) scheme for easier visibility



Standard Media Selections



Users have 11 scan options to choose from depending on their needs.

Scan-to-USB, Print – users can have their documents saved to their personal flash drive or they can print hard copies

Scan-to-Email, Fax – allows the user to easily send their documents to their preferred recipient via email or fax

Scan-to-One Drive, Google Drive, Dropbox – allows the user to scan documents directly to their preferred Cloud services.

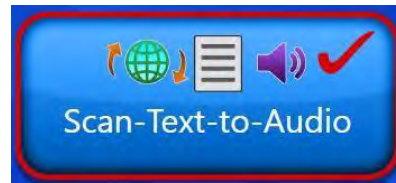
Text Translation/Scan-Text-to-Audio – allows the user to have their documents translated from one language to a preferred language of their choice both verbally and in text format

Scan-to-Smart Phone – allows the user to access their documents on their phone via a QR code

Vivid Pix – Users can restore and enhance photos, archival materials, newspapers and more using Vivid Pix's patented photo restoration technology

Multilingual Translation Services

The ScanEZ system converts documents scanned in from one language into the language of the user's choice, with up to 60 different languages to choose from. The documents are then converted as a Microsoft Word file or a translation subset for MP3 audio file conversion, that are then sent to the user's "Scan-to" location of their choosing.



Translated Document Language

Afrikaans	Arabic	Bosnian	Bulgarian	Cantonese	Catalan	Chinese Simplified	Chinese Traditional
Croatian	Czech	Danish	Dutch	English	Estonian	Fijian	Filipino
Finnish	French	German	Greek	Haitian Creole	Hebrew	Hindi	Hmong Daw
Hungarian	Indonesian	Italian	Japanese	Kiswahili	Klingon	Klingon (plqaD)	Korean
Latvian	Lithuanian	Malagasy	Malay	Maltese	Norwegian	Persian	Polish
Portuguese	Querétaro Otomi	Romanian	Russian	Samoan	Serbian Cyrillic	Serbian Latin	Slovak
Slovenian	Spanish	Swedish	Tahitian	Thai	Tongan	Turkish	Ukrainian
Urdu	Vietnamese	Welsh	Yucatec Maya				

← Back

Scan Settings



The image shows a 'Scan Settings' screen with a blue background. At the top, the title 'Scan Settings' is displayed in white. Below the title, there are three sections of settings, each with a label on the left and several buttons on the right. The 'Output Format' section has buttons for PDF (checked), SPDF, WORD, TIFF, JPEG, and PNG. The 'Scan Mode' section has buttons for Color, Grayscale, and Black & White (checked). The 'Image Quality' section has buttons for Standard (checked), High Quality, and Photo. At the bottom, there are two large buttons: 'Back' with a left arrow and 'Next' with a right arrow.

The scan settings contain default file formats that can be changed based on the type of documents the user is scanning. The settings vary depending on the media output selected.



The image shows a 'Fax Settings' screen with a blue background. At the top, the title 'Fax Settings' is displayed in white. Below the title, there are three sections, each with the label 'Choose one' on the left and two buttons on the right. The first section has buttons for 'U.S. and Canada' (checked) and 'International'. The second section has buttons for 'No Cover Page' (checked) and 'Cover Page'. The third section has buttons for 'No Confirmation' and 'Email Confirmation' (checked). At the bottom, there are two large buttons: 'Back' with a left arrow and 'Next' with a right arrow.



The image shows a 'Print Setting' screen with a blue background. At the top, the title 'Print Setting' is displayed in white. Below the title, there are five sections. The first section is 'Number of Copies' with a minus button, the number '1', and a plus button. The second section is 'Color Mode' with buttons for Color, Grayscale (checked), and Black & White. The third section is 'Paper Size' with a button for Letter (checked). The fourth section is 'Paper Resizing' with buttons for 'Fit To Page' and 'Actual Size' (checked). The fifth section is 'Printing Duplex' with buttons for 'One Side' (checked) and 'Two Side'. At the bottom, there are two large buttons: 'Back' with a left arrow and 'Next' with a right arrow.



Items can be scanned into almost any format including:

- Adobe PDF and Searchable PDF (SPDF)
- Microsoft Word
- TIFF – File format that is popular among graphic artists and professional photographers, typically a very large file which may make it difficult to store in a USB drive or send via email
- JPEG – Compressed file type that works best for printing and sharing photographs via email
- PNG – Designed for images that are shared online but does not work well for printing images (supports Red/Green/Blue color space, but not the Cyan/Magenta/Yellow/Black that printers use)



Color Mode

- Color
- Grayscale – this is best used to make images black and white
- Black and White – this is best used to have images with a white background and black outlines



Image Quality

- Standard – 200 dpi
- High Quality – 400 dpi
- Photo – 600 dpi

Editing Capabilities



The TBS ScanEZ system allows the user to edit and view documents directly from the system prior to printing or saving with 12 pre-selected editing options.

Note: Not all scanning options have every View and Edit option shown here.



Patrons can use the Zoom In/Zoom Out options to see a revised view of their documents. Patrons will use their finger to drag their document around to see the document in the enhanced view.



Fit to Page allows the user to resize the scanned item to fit on a standard 8 ½ x 11 letter-sized page.

Actual Size allows the user to maintain the aspects of the originally scanned item with minimal adjustments.



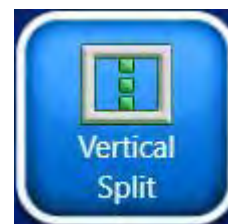
Color Mode is the same as the “Scan Mode” option on the “Scan Settings” screen. The user may select if they want to scan their items in Black & White, Color, or Grayscale.

Resolution is for changing the scan resolution from standard to high-quality resolution, or from high-quality to standard.



Easily reorder pages by dragging and dropping the pages into the desired order.

This allows pages to be split either horizontally or vertically by positioning the division bar at the dividing point. The user can keep just the split items or keep the split items and the original scan

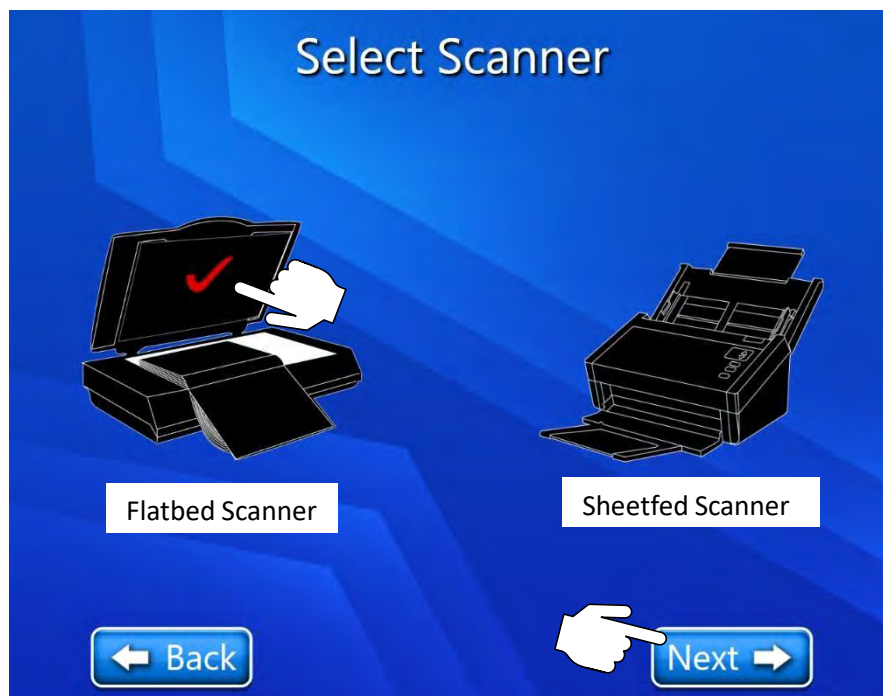


Scan to USB

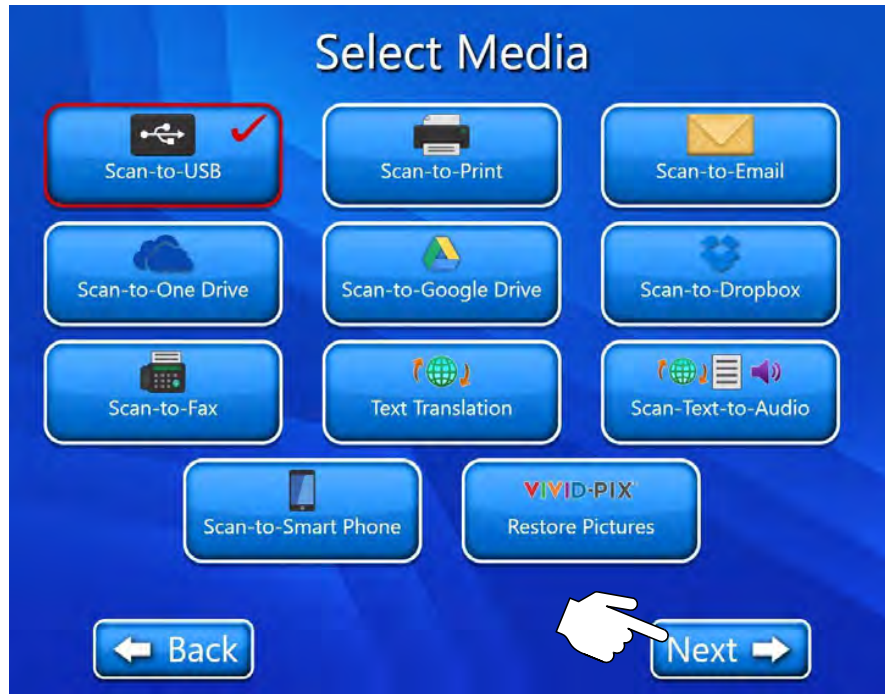
1. Select “Touch Here to Start”



2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select Output Media – Default is Scan-to-USB. Then, select “Next”



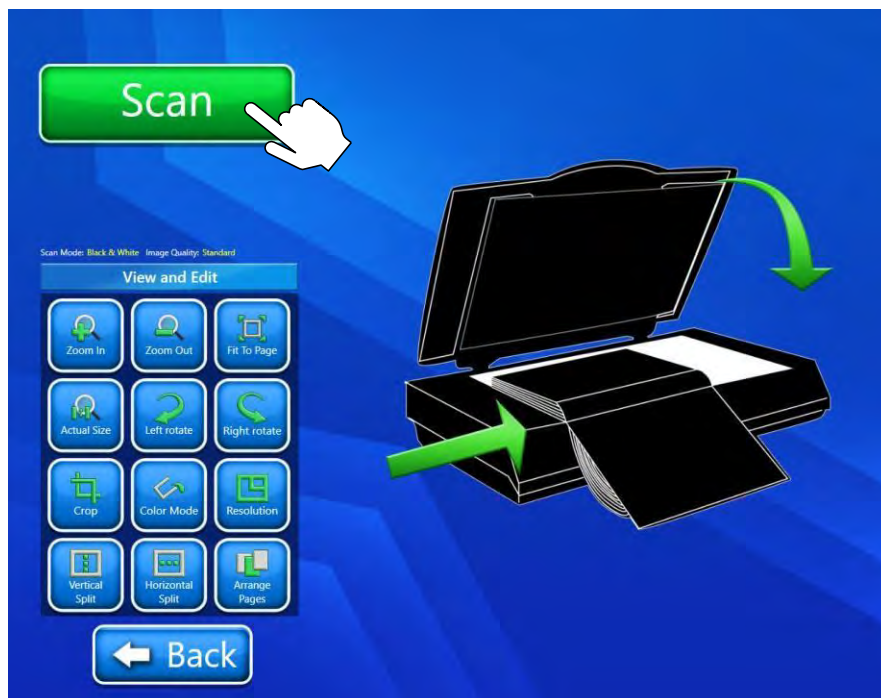
4. Accept the Copyright Disclaimer



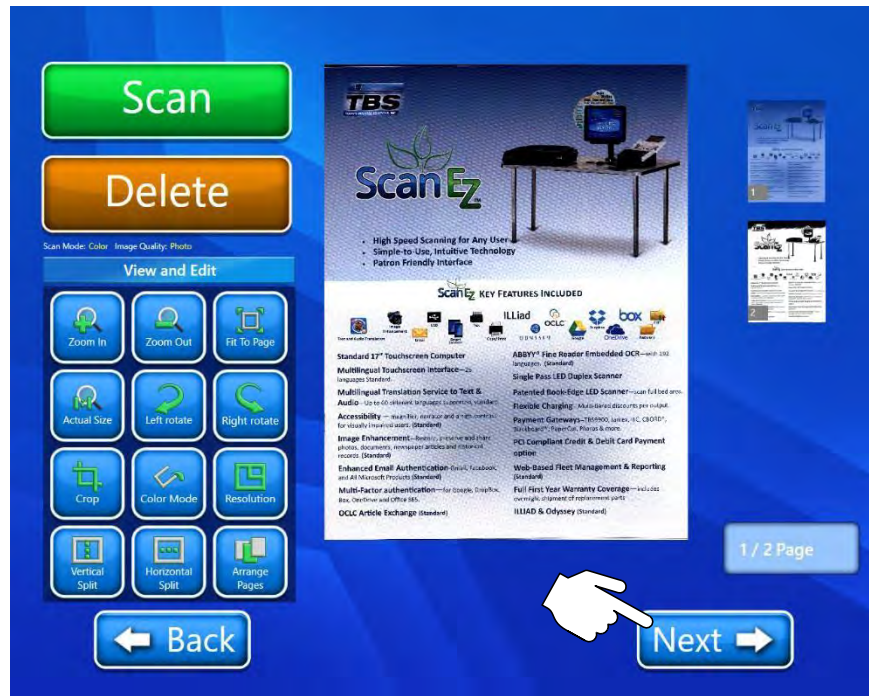
5. Select settings for the scan – Defaults are: PDF, Black & White, Standard quality. Then, select “Next”.



6. Place document on the scanner then select “Scan”



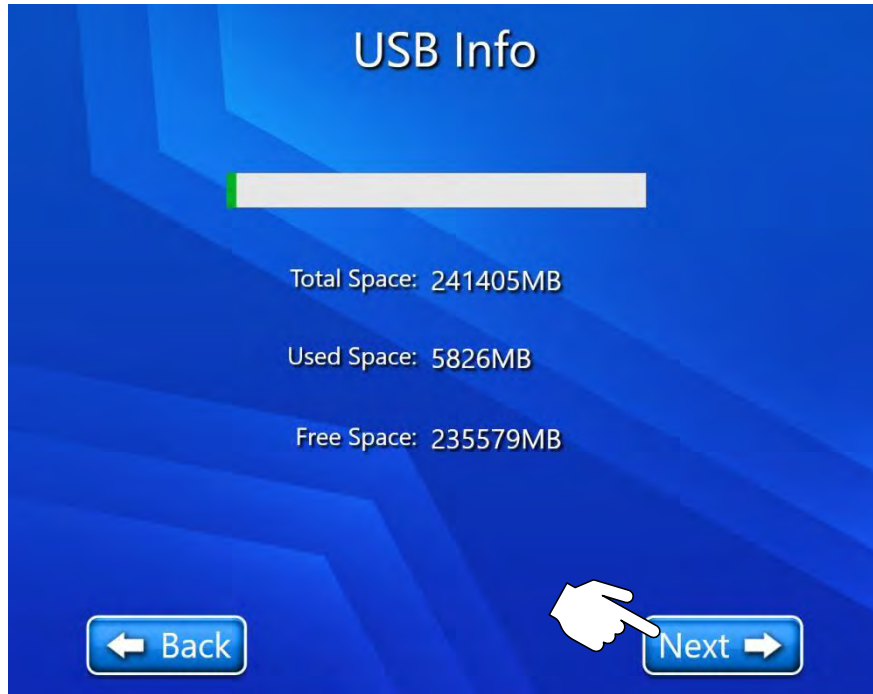
7. After the scan, the patron has the option to scan more items, “Delete” and scan again, or select “Next” to finish



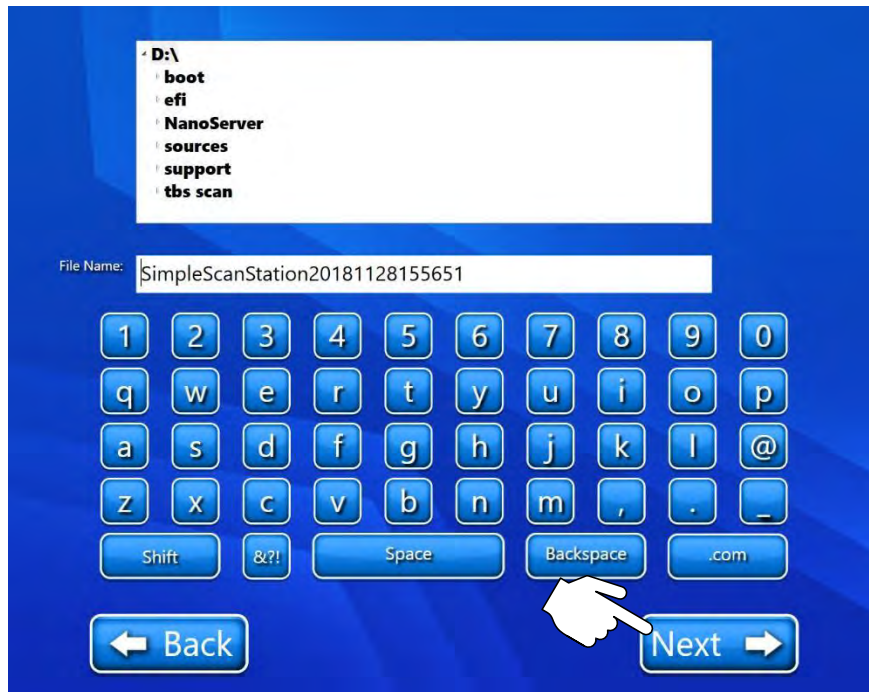
8. Insert the USB drive into the dongle



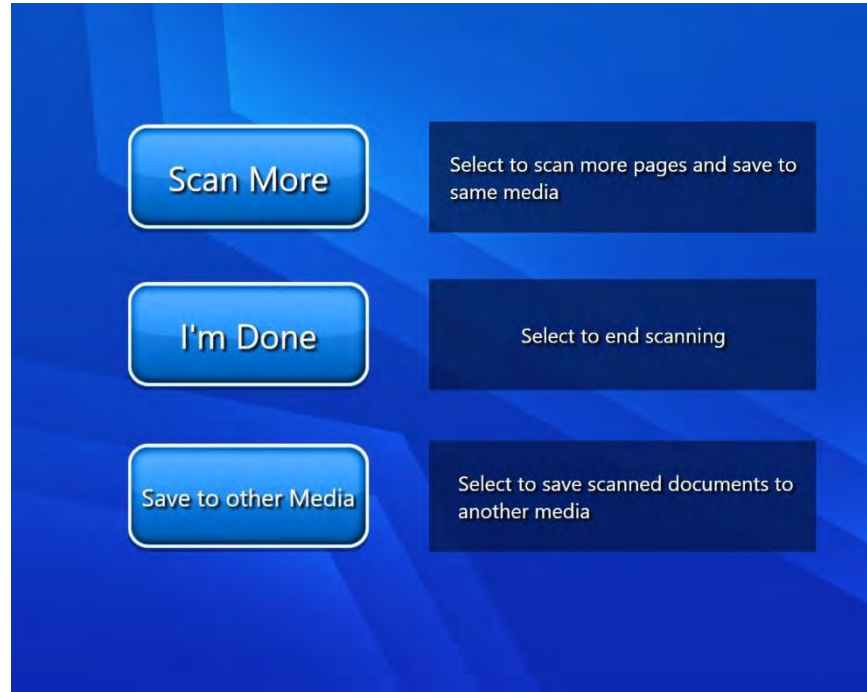
9. After the USB is entered, this screen will pop up to make sure there is enough space on the drive to save the document(s). Select “Next”.



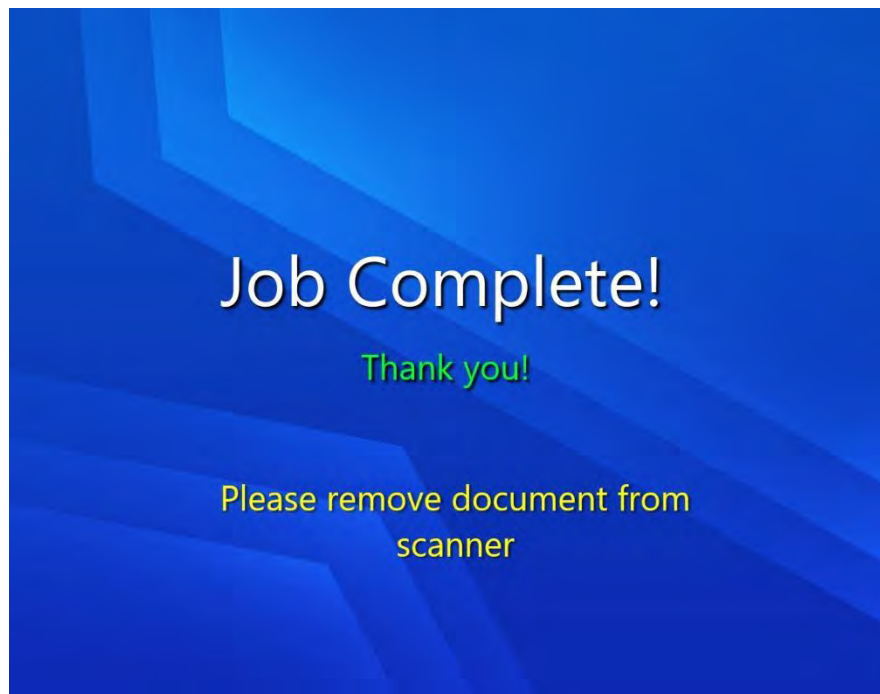
10. Select the folder inside the USB drive to save the file to by tapping on the screen. The patron has the option to change the file name or keep it as the default. Select “Next”.



11. The next screen allows the patron to choose between 3 options:



12. After selecting “I’m Done”, this screen will pop up and a notification tone will ding 3 times to remind the patron to remove their document from the scanner.

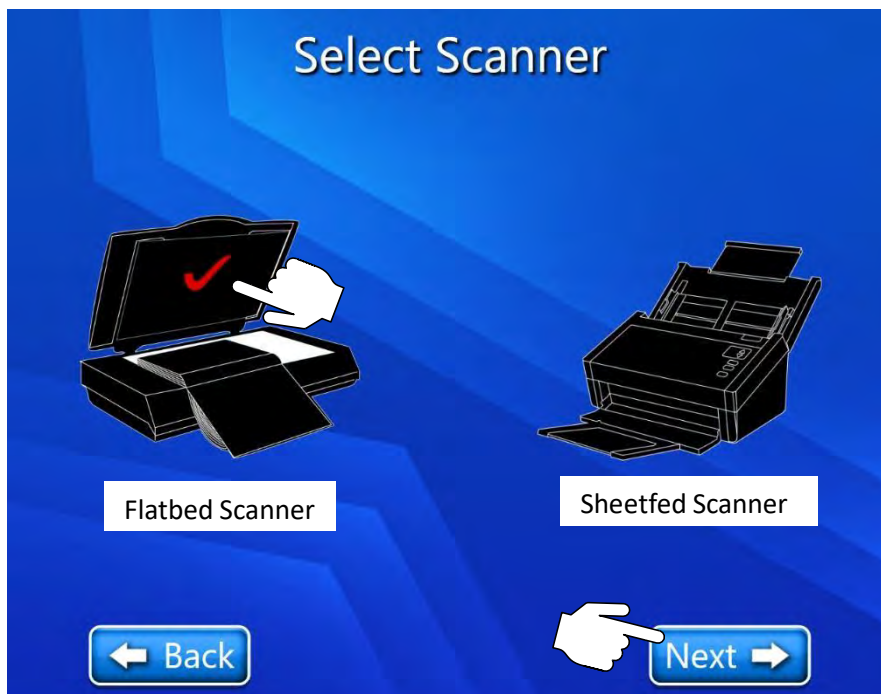


Scan to Print

1. Select “Touch Here to Start”



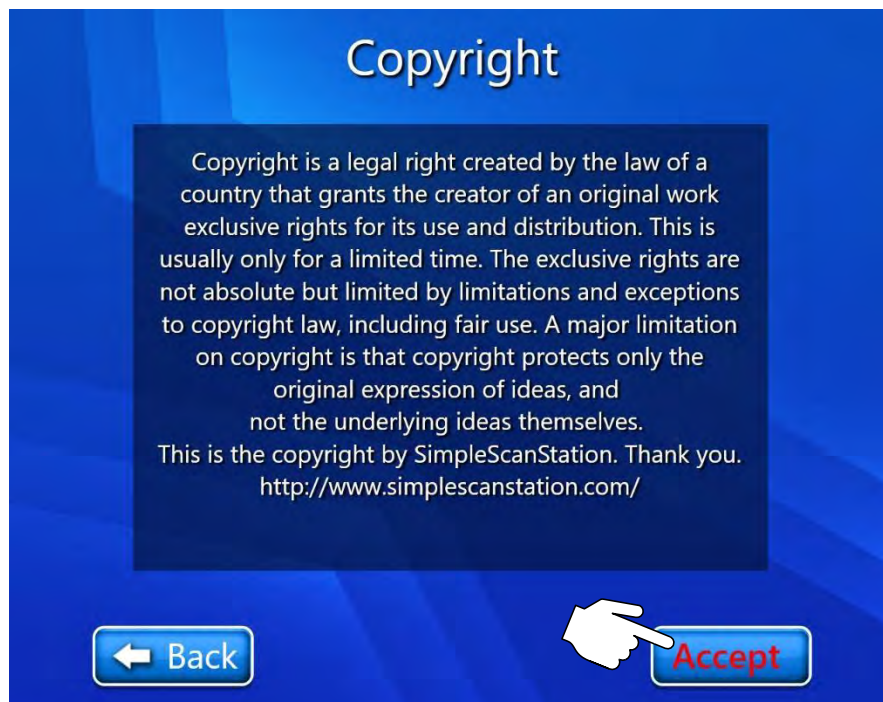
2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select Output Media. Then, select "Next"



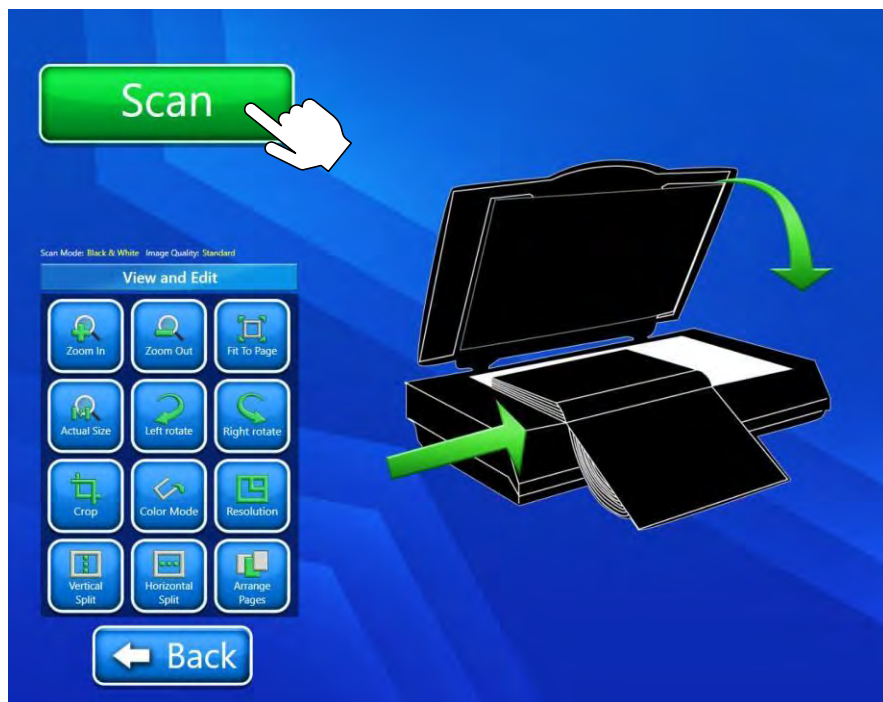
4. Accept the Copyright Disclaimer



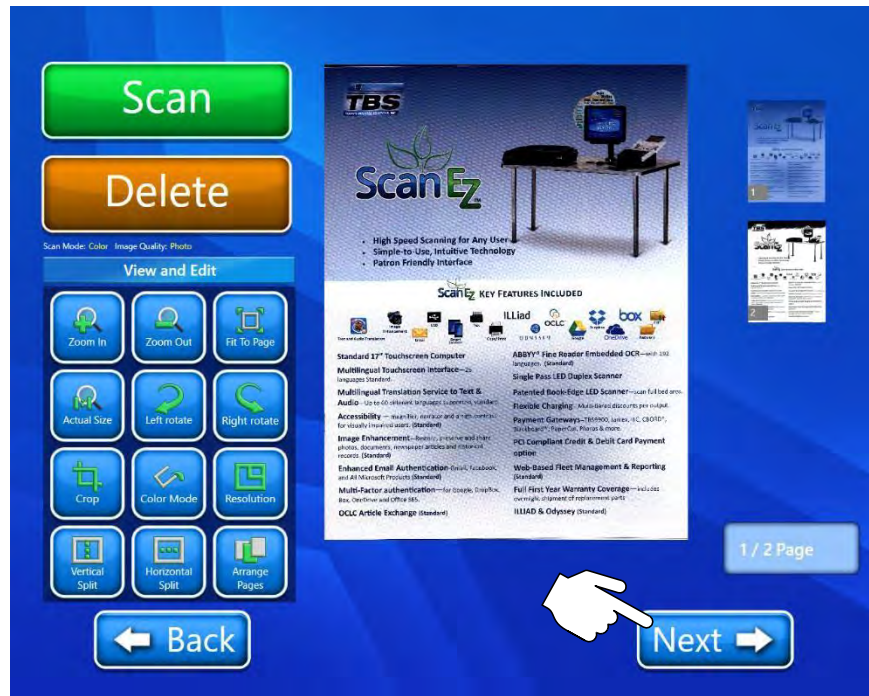
5. Select how many copies to print and additional selections, then select “Next”



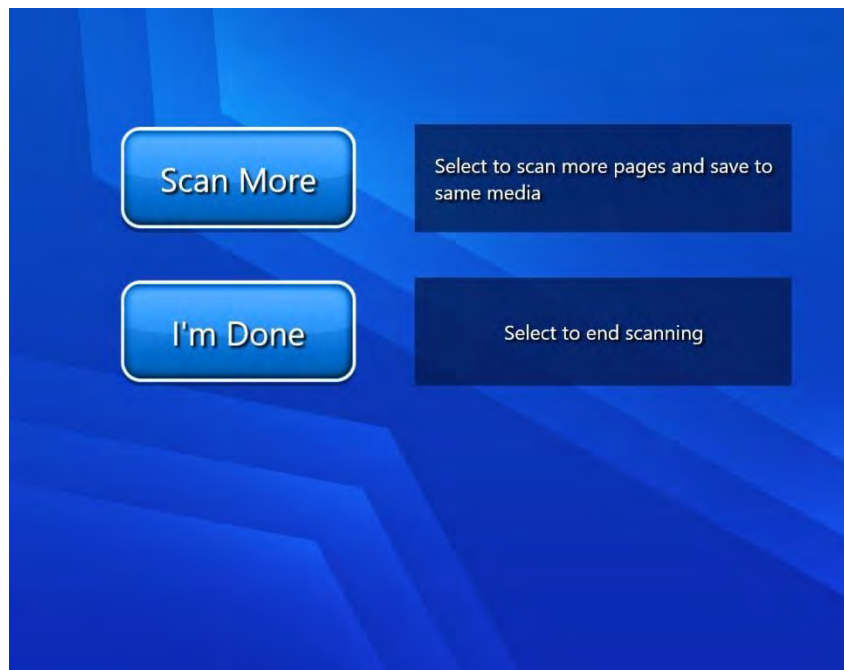
6. Place document on the scanner then select “Scan”



7. After the scan, the patron has the option to scan more items, “Delete” and scan again, or select “Next” to finish



8. When the scan is finished, the document (s) will automatically print to the designated printer. The user may either scan more documents or finish their transaction.

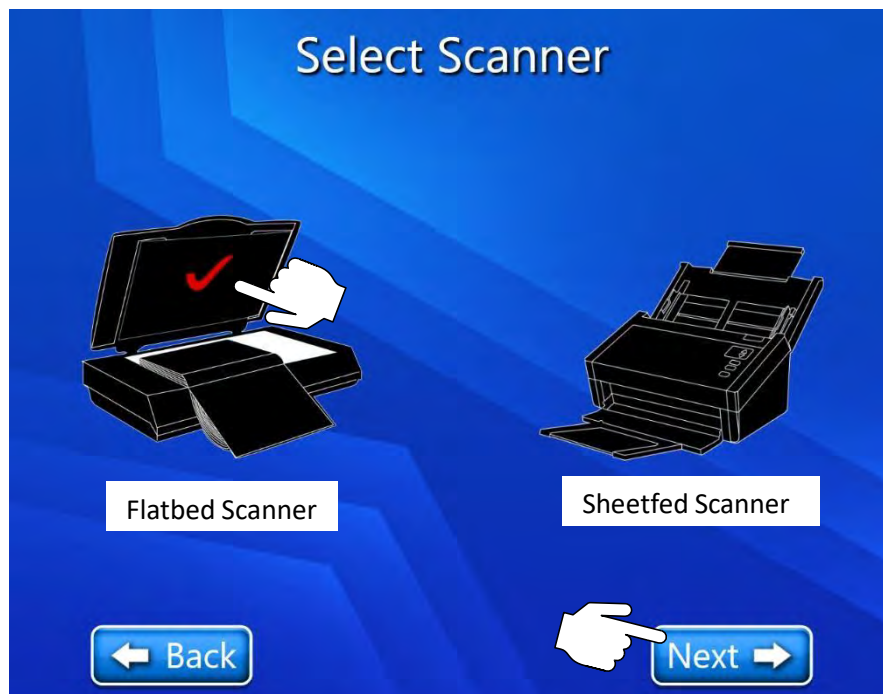


Scan to Email

1. Select “Touch Here to Start”



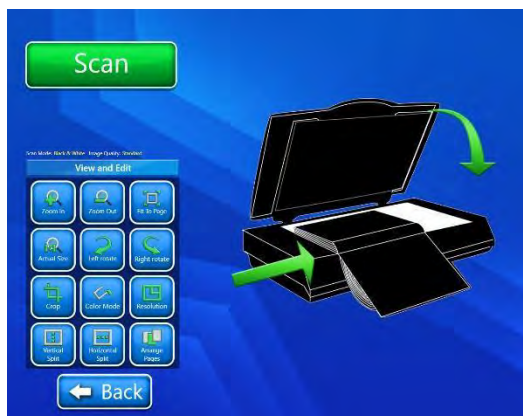
2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select Scan to Email, then select "Next"



4. Follow the prompts to accept the disclaimer and scan the item



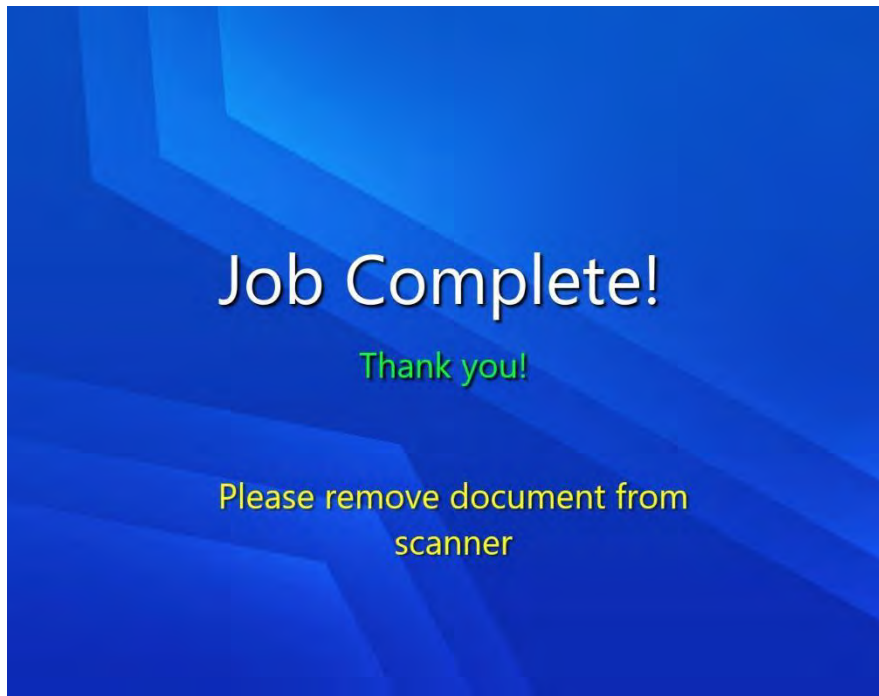
5. After the item is scanned, the user will need to input their email. They can add additional recipients, change the subject line, and add a message

The screenshot shows an email composition interface. At the top, the word "Email" is centered. Below it are four input fields: "To:" with the email address "laurariggs@kclibrary.org", "CC:" which is empty, "Subject:" with the text "Your Kansas City Public Library ScanEZ Email!", and "Message:" which is empty. Below the input fields is a virtual keyboard with buttons for numbers 1-0, letters q-z, and symbols like Shift, &?!, Space, Backspace, and .com. At the bottom of the screen, there are two large buttons: "Back" with a left arrow and "Next" with a right arrow. A white hand icon is pointing to the "Next" button.

6. The next screen will allow the user to choose between 3 options:

The screenshot shows a selection screen with three options. Each option is represented by a blue button with a white border and a corresponding dark blue box with white text. The options are: "Scan More" with the description "Select to scan more pages and save to same media", "I'm Done" with the description "Select to end scanning", and "Save to other Media" with the description "Select to save scanned documents to another media".

7. After selecting “I’m Done”, this screen will pop up and a notification tone will ding 3 times to remind the patron to remove their document from the scanner.

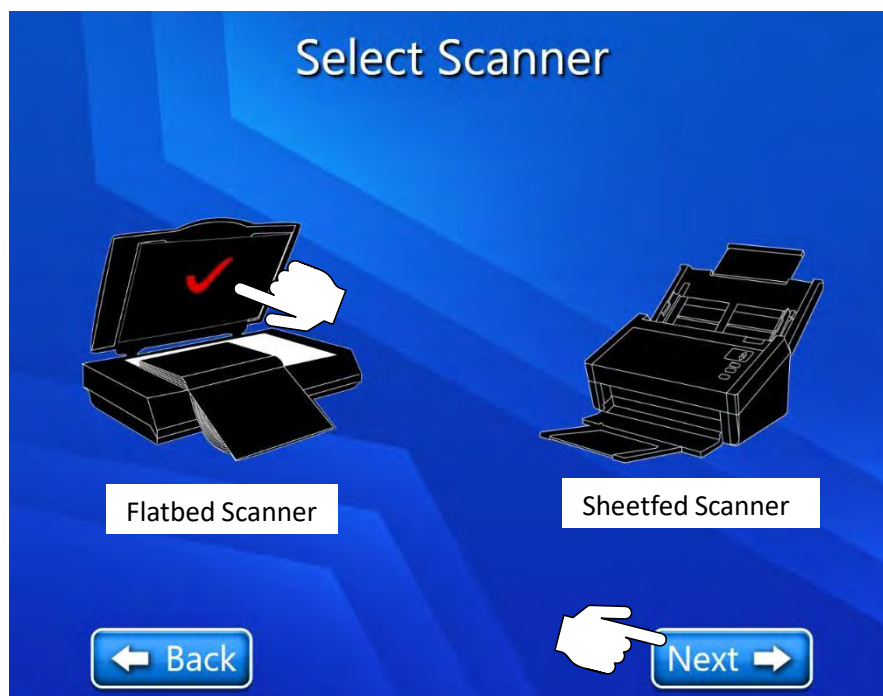


Scan to One Drive, Google Drive, and Dropbox

1. Select “Touch Here to Start”



2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”

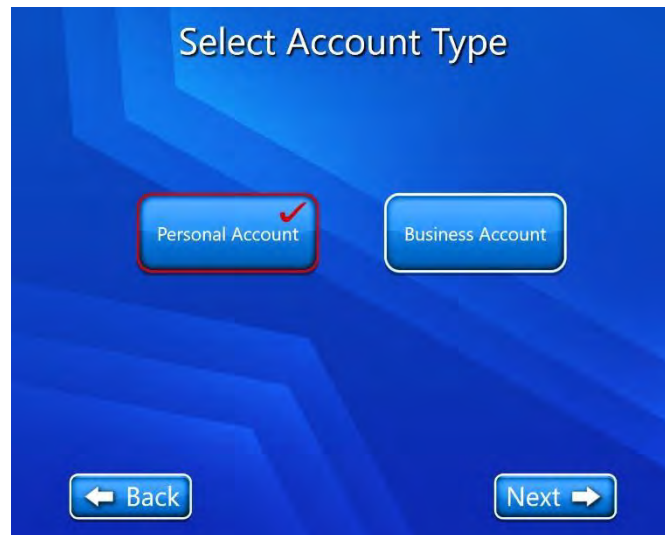


3. Select the desired media output

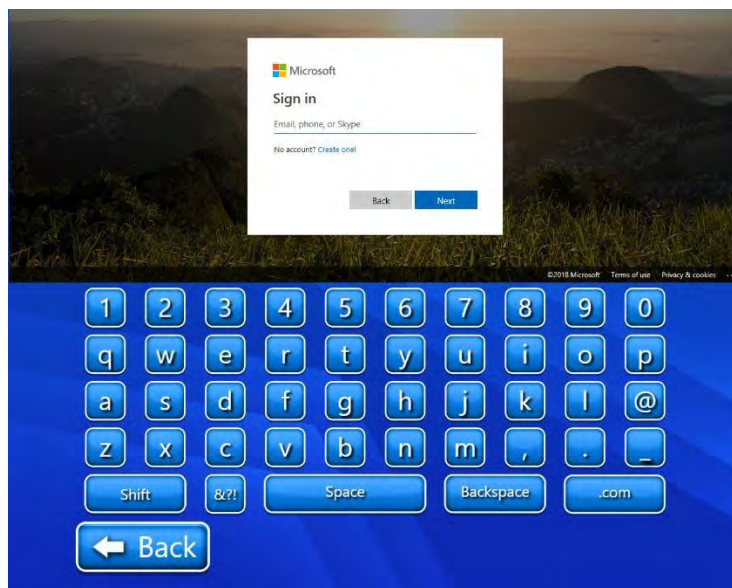


4. The next screen will depend on which cloud service was chosen:

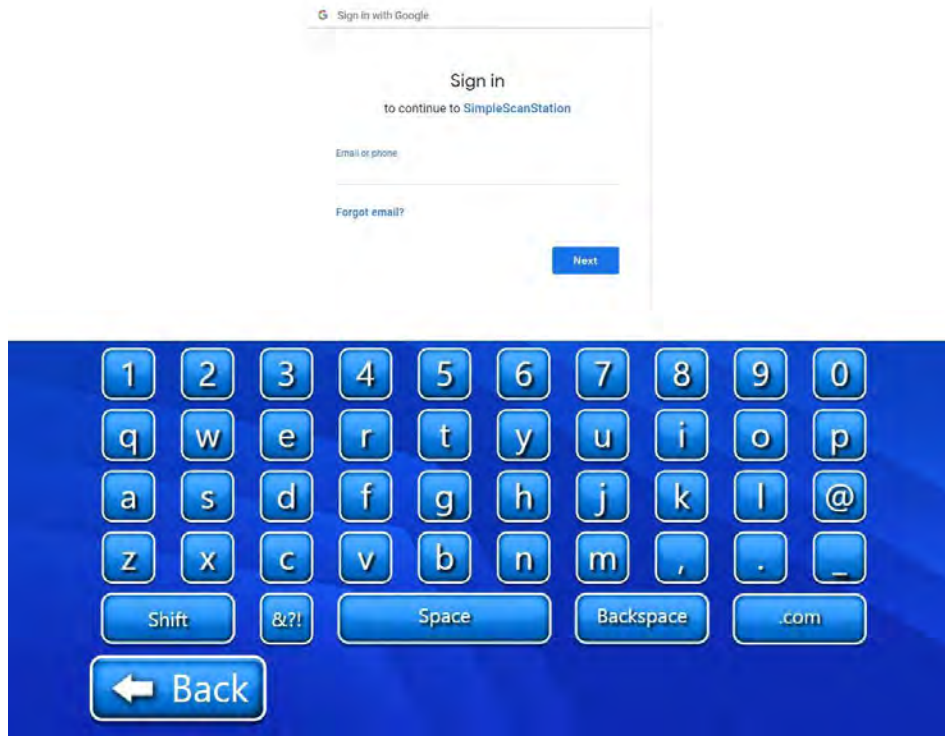
For **One Drive**, the user will need to select their Personal or Business Account



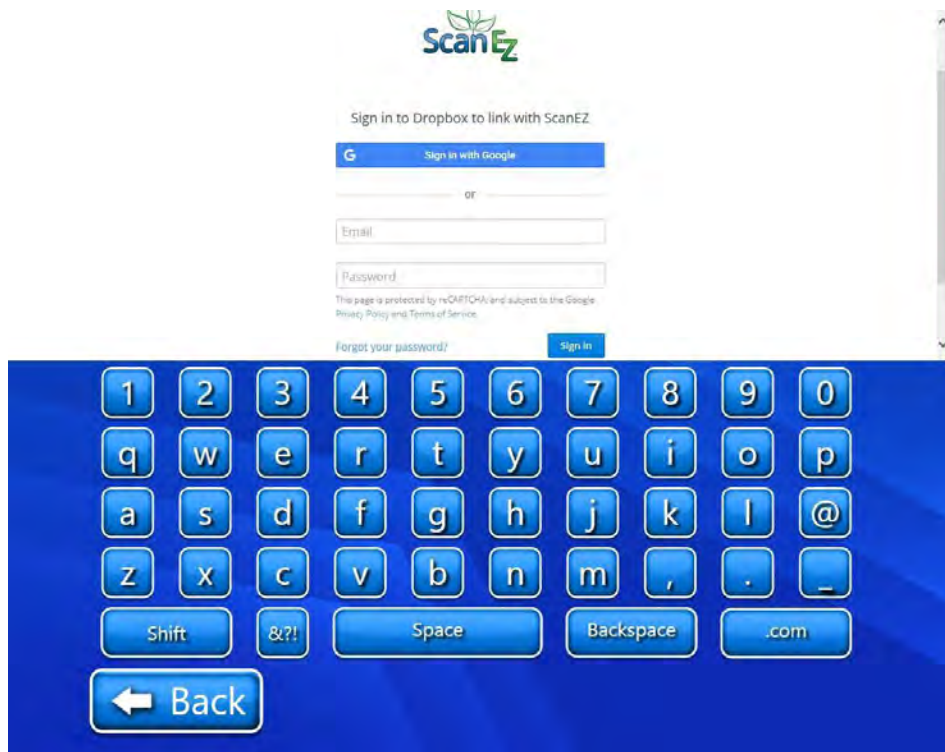
Then they will need to log into their account using this screen:



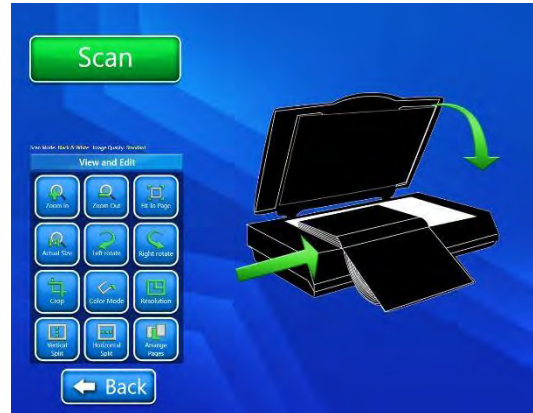
Google Drive:



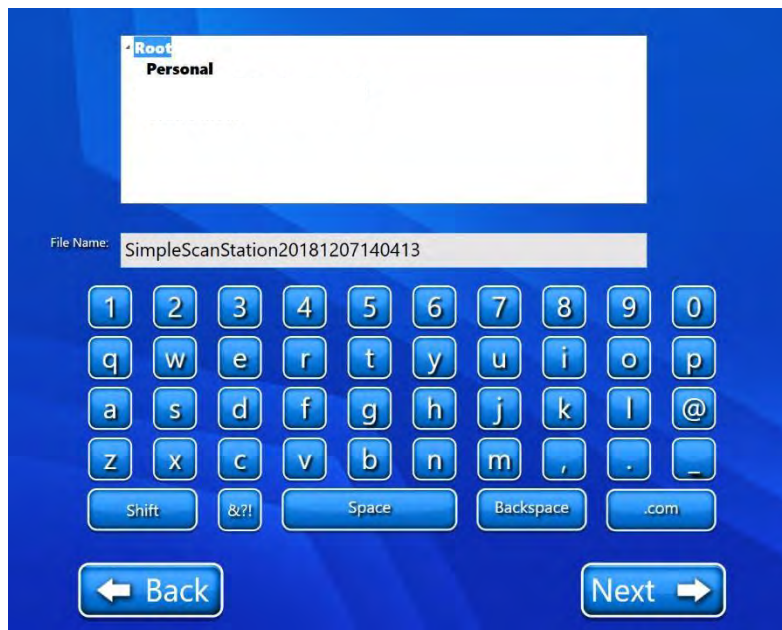
Dropbox:



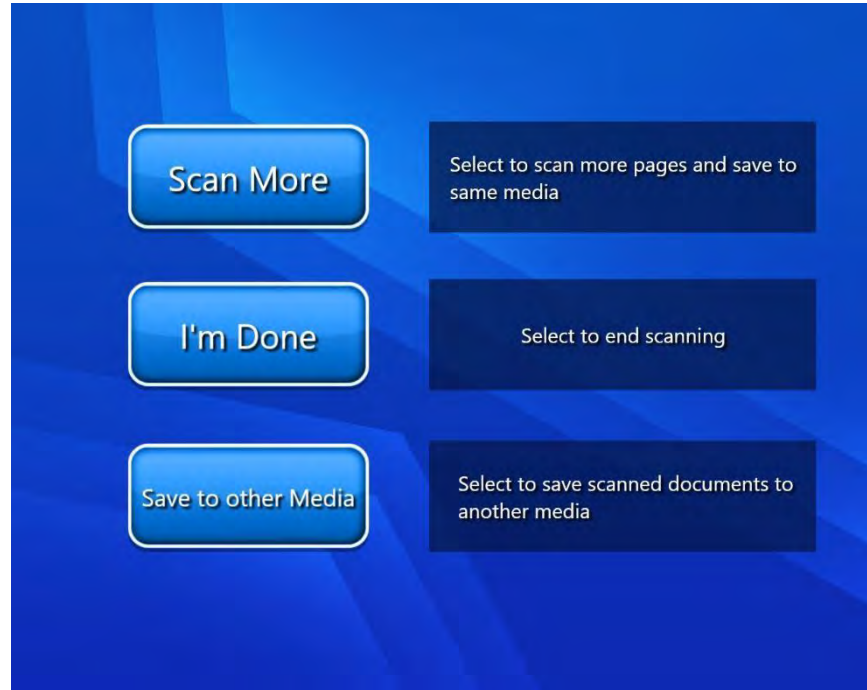
5. After the user successfully logs into their account, follow the prompts to scan their document



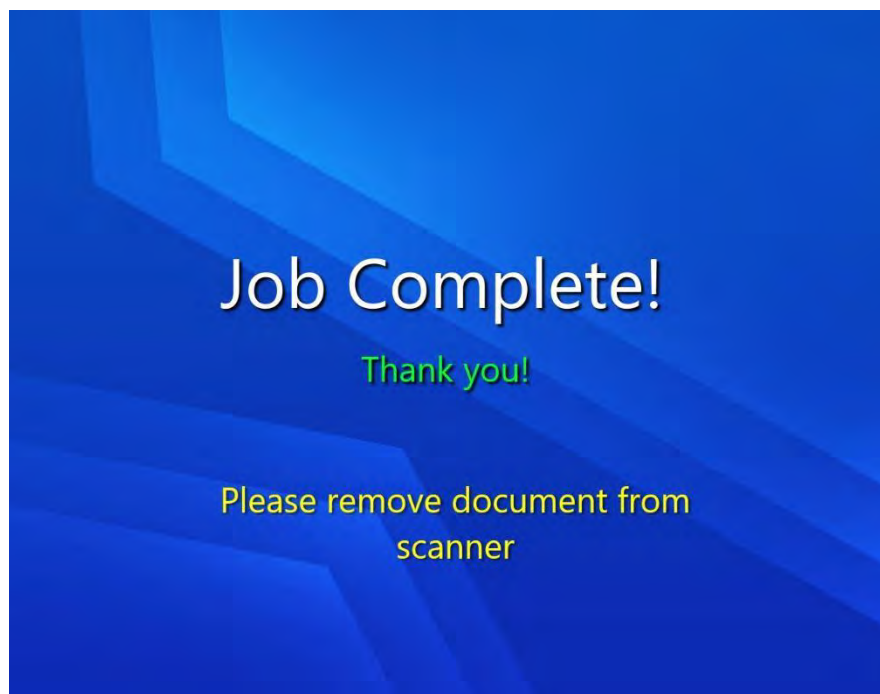
6. When the user is ready to save their document, they will have the option to choose which folder in their cloud services account they want to save in



7. The next screen will allow the user to choose between 3 options:



8. After selecting “I’m Done”, this screen will pop up and a notification tone will ding 3 times to remind the patron to remove their document from the scanner.

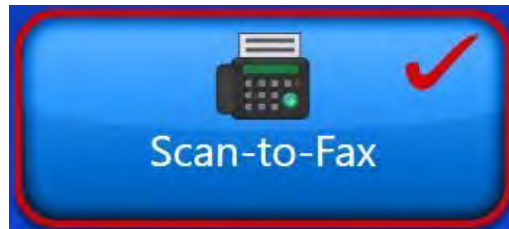


Scan to Fax

ScanEZ faxes can be sent to the United States, Canada, and internationally.

Fax in the United States: \$0.50 per page

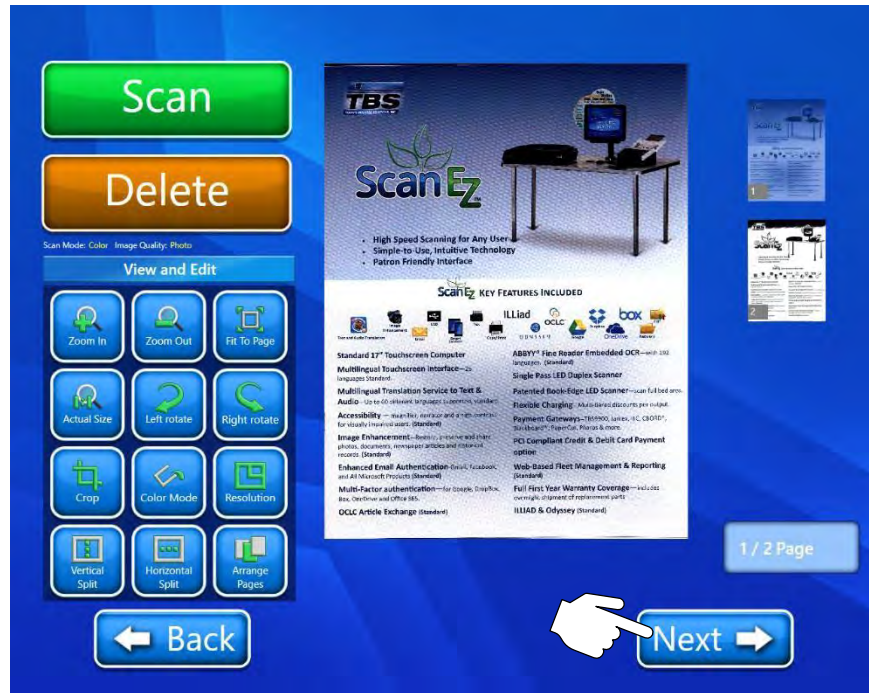
Fax Internationally: \$1.00 per page



1. After selecting "Scan-to-Fax" and accepting the copyright disclaimer, the next screen allows the user to select the settings. The default options are selected below.

A screenshot of a "Fax Settings" screen. The title "Fax Settings" is at the top. Below it are three sections, each labeled "Choose one" on the left. The first section has two buttons: "U.S. and Canada" (with a red checkmark) and "International". The second section has two buttons: "No Cover Page" (with a red checkmark) and "Cover Page". The third section has two buttons: "No Confirmation" and "Email Confirmation" (with a red checkmark). At the bottom are two buttons: "Back" with a left arrow and "Next" with a right arrow.

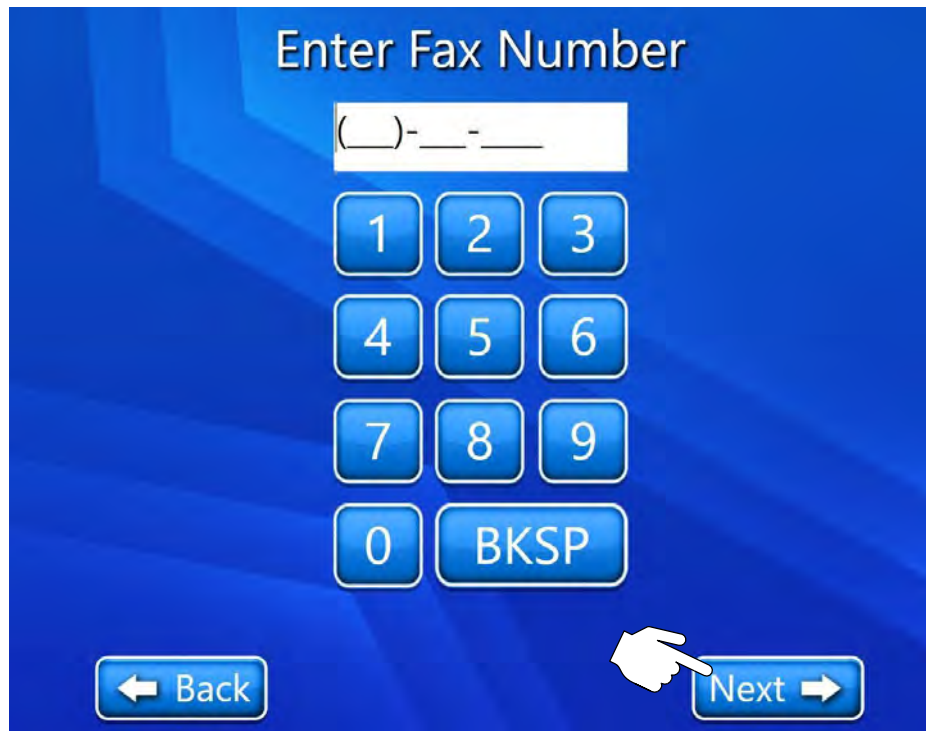
2. Scan the document to fax and select “Next”.



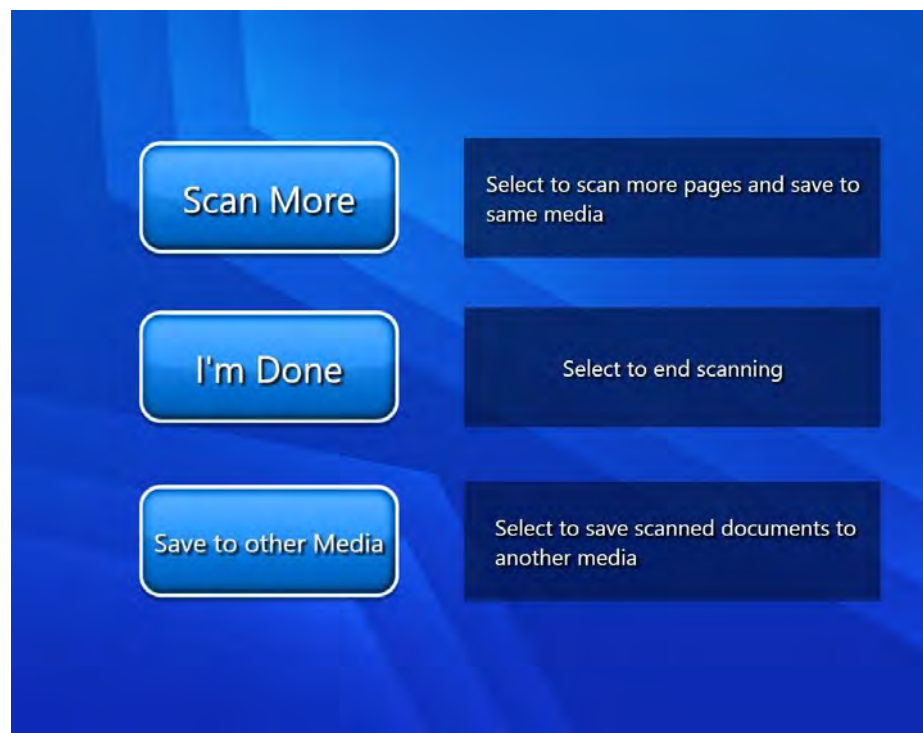
3. If the user has kept the default “Email Confirmation” setting, the next screen will allow the user to input their email address and any additional information. Select “Next”.



4. Enter the Fax Number and select "Next".



5. The user can then either finish their task or continue scanning.

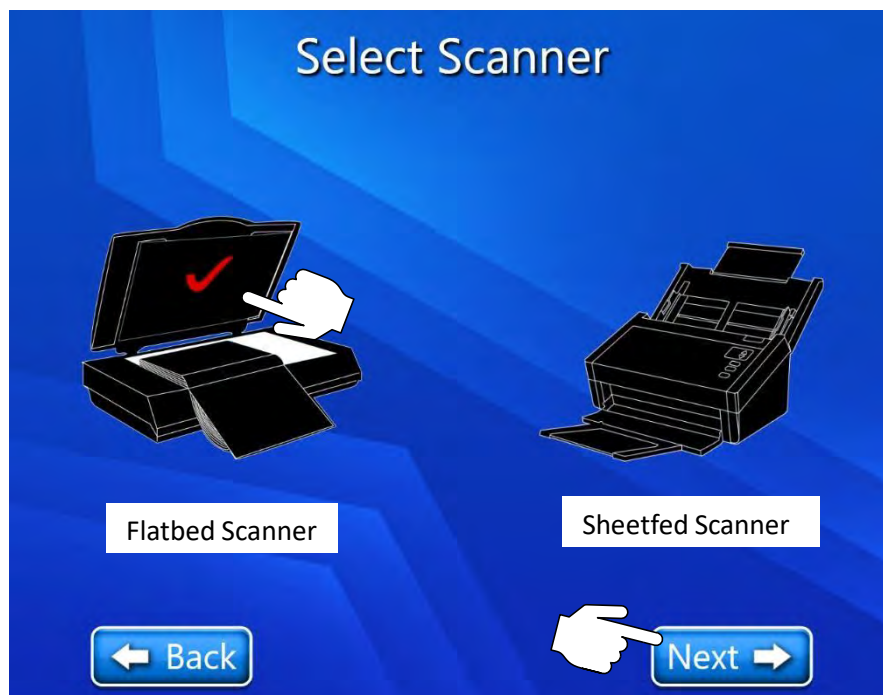


Scan to Smart Phone

1. Select “Touch Here to Start”



2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select "Scan to Smart Phone"

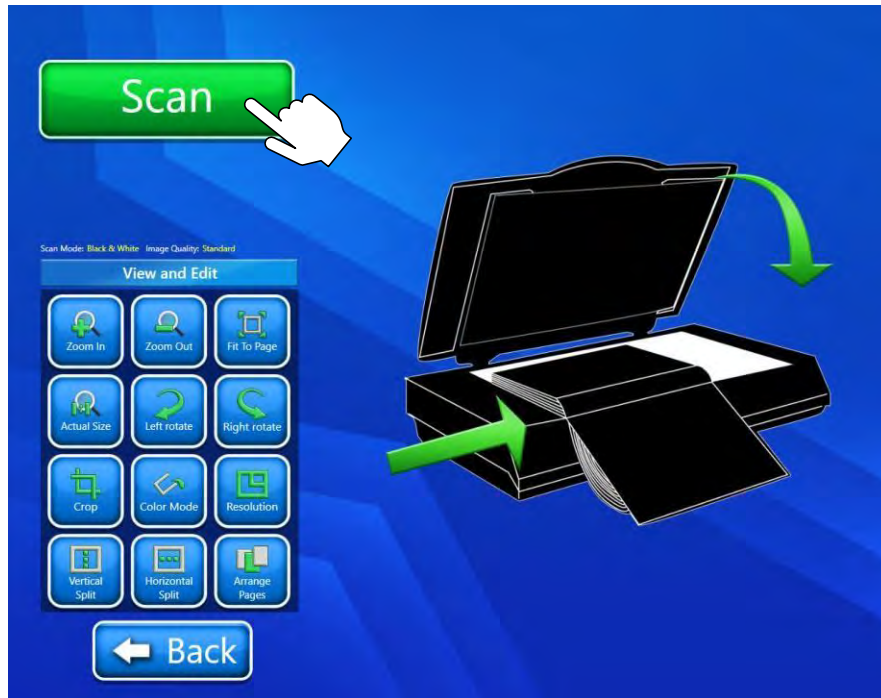


4. After accepting the copyright disclaimer, select the preferred scan settings

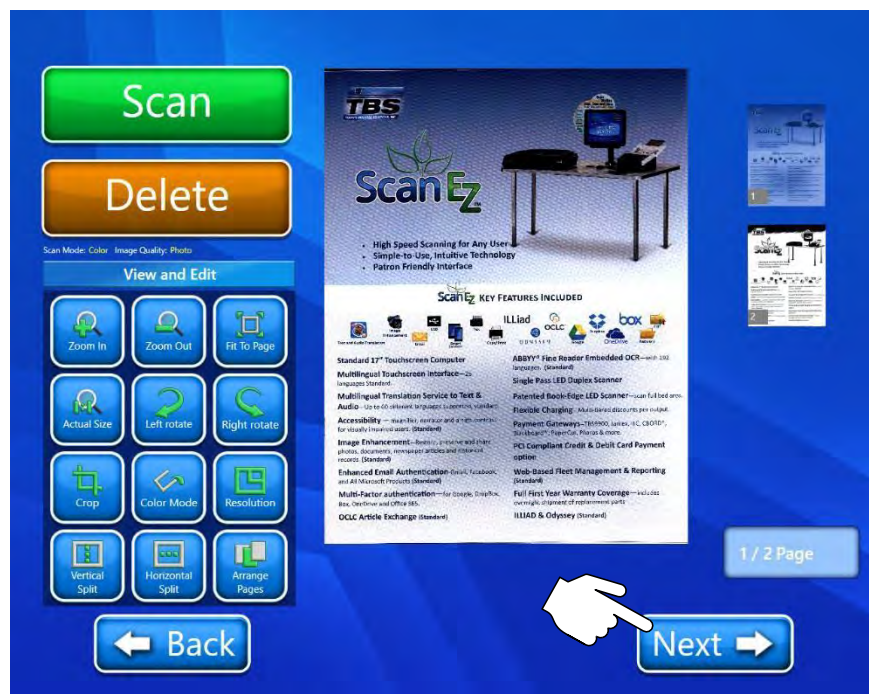
Note: SPDF is a Searchable PDF



5. Place document on the scanner then select “Scan”



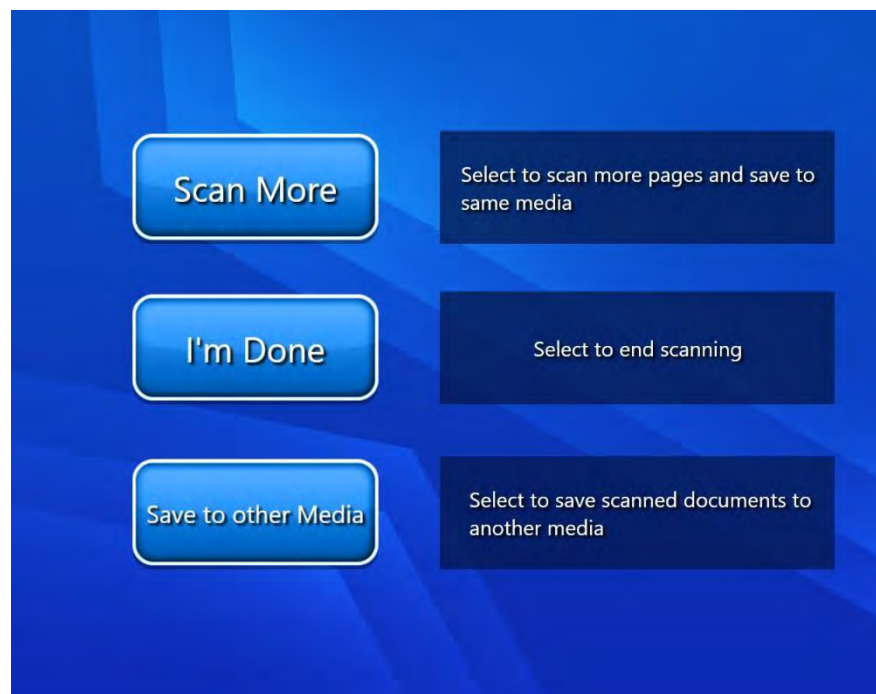
6. After the scan, the patron has the option to scan more items, “Delete” and scan again, or select “Next” to finish



7. When the user is finished scanning, the next screen will show a QR code. The user will take a picture of the code with their QR code scanner app on their device, which will pop up a hyperlink on their phone that takes them to their scanned document.



8. The user can then either finish their task or continue scanning.

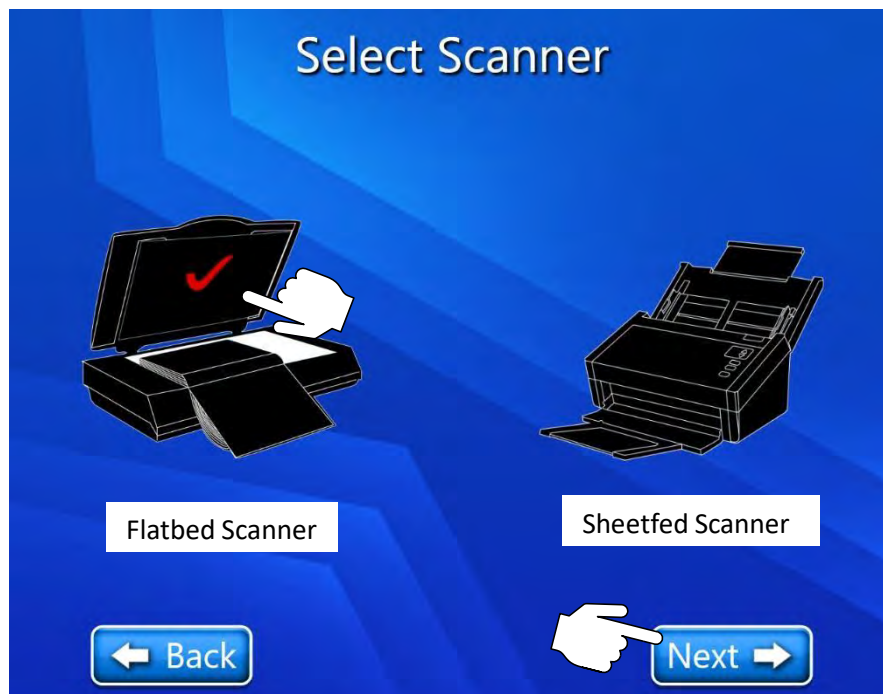


Text Translation

1. Select “Touch Here to Start”



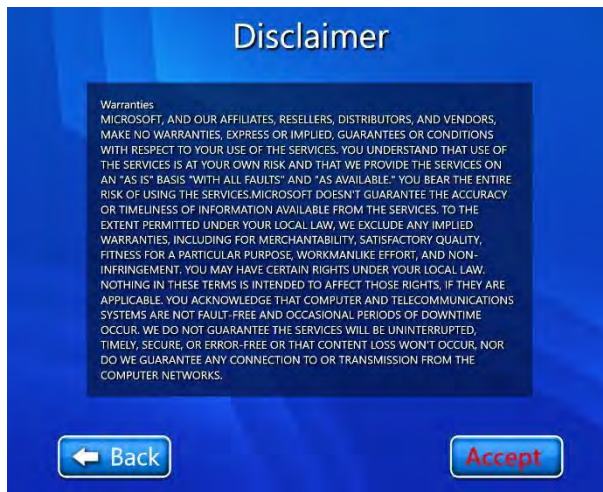
2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select Text Translation



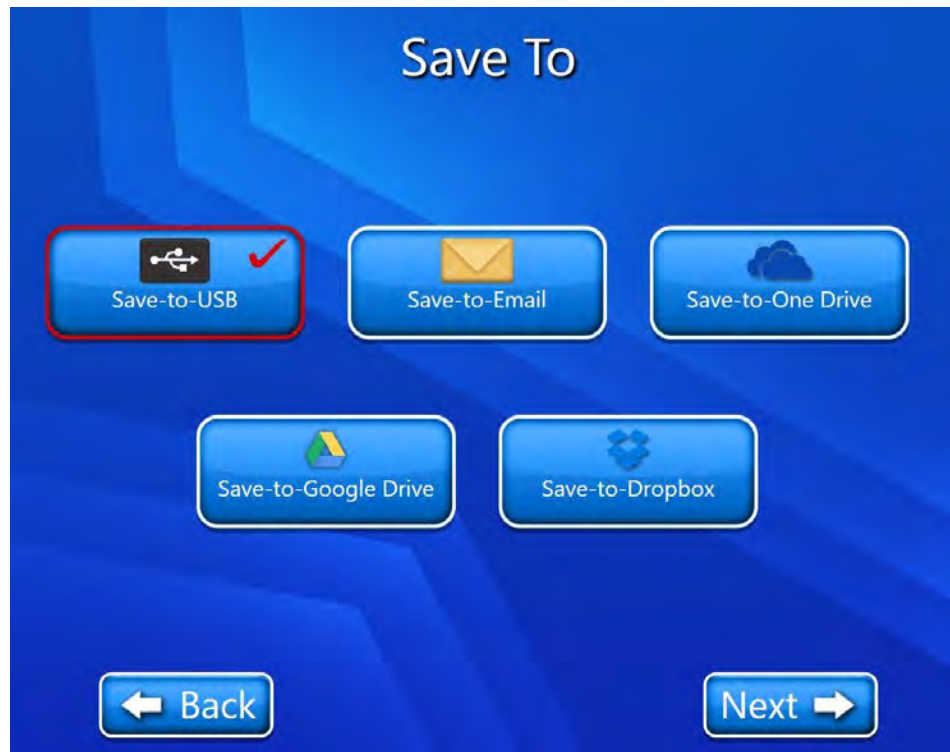
4. Accept the Disclaimer and the Copyright screens



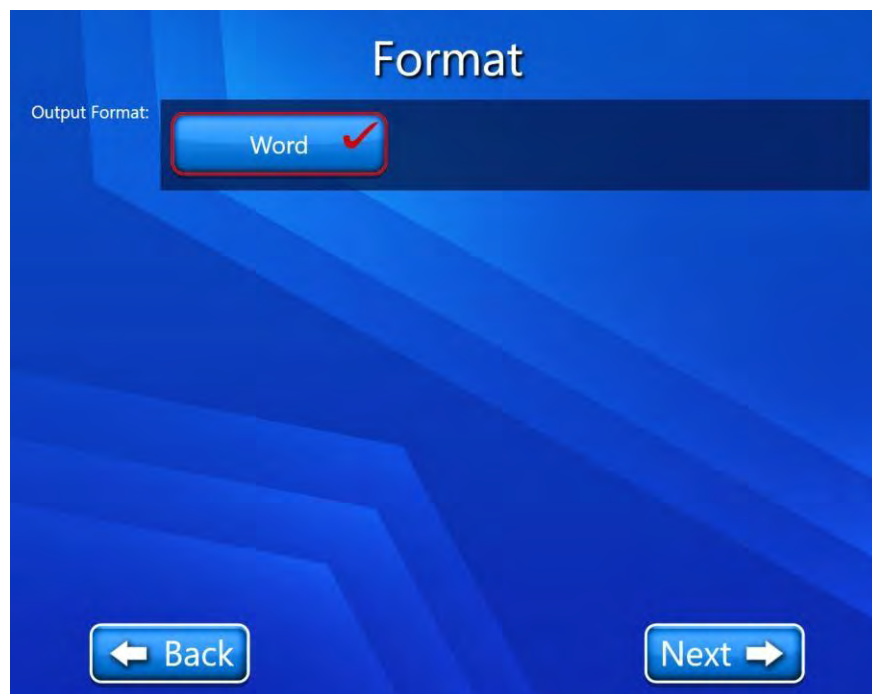
5. Select which language to translate the document into



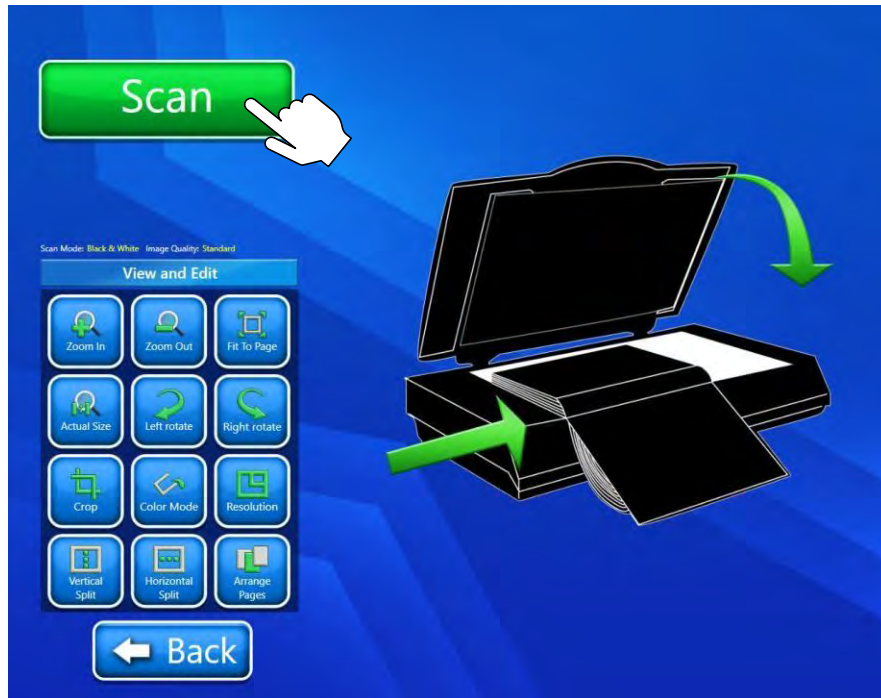
6. Select which media output to save or send the document to



7. Microsoft Word is the only format that it will save the document in, so select "Next"



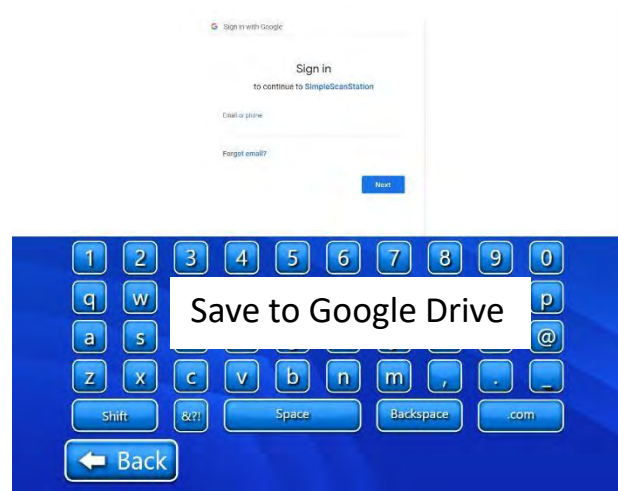
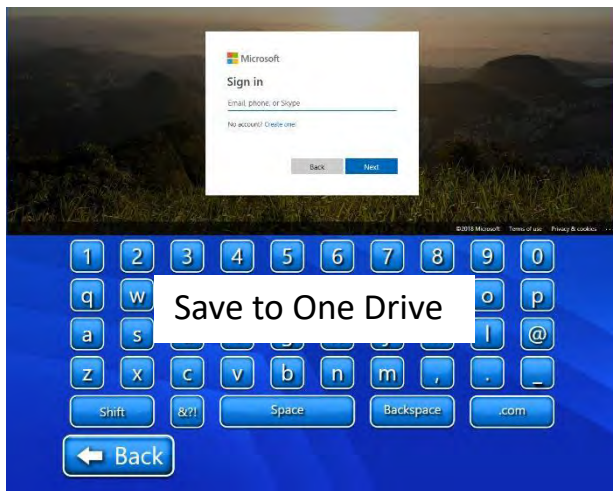
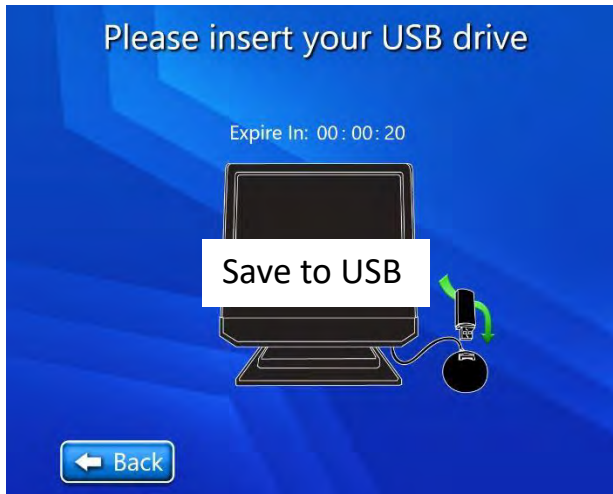
8. Place document on the scanner then select “Scan”



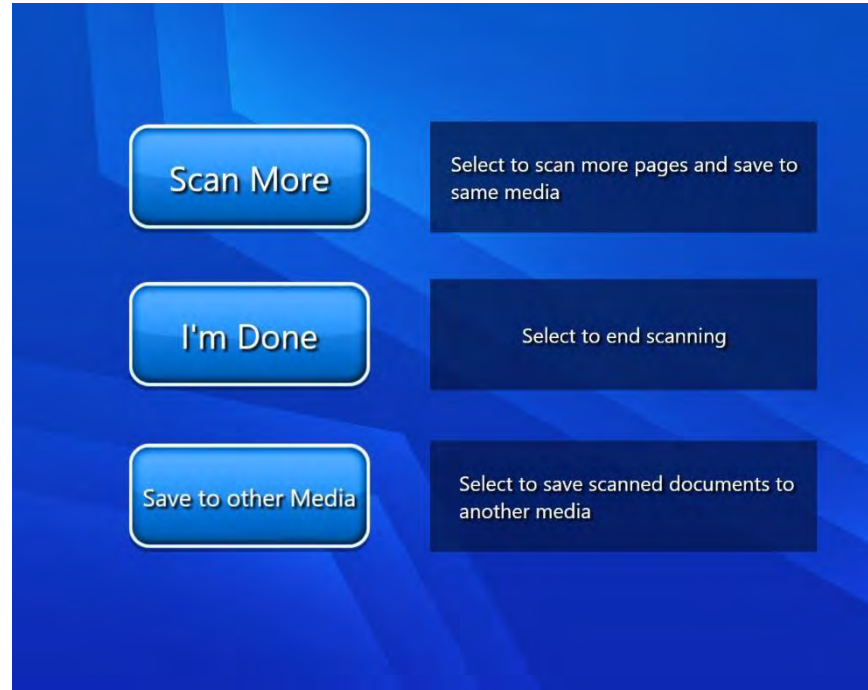
9. After the scan, the patron has the option to scan more items, “Delete” and scan again, or select “Next” to finish



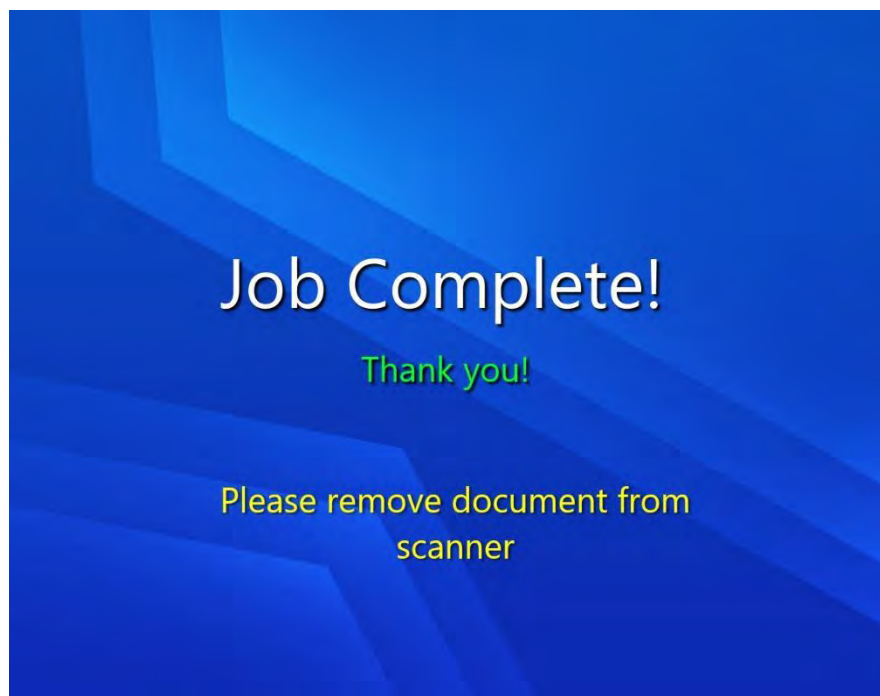
10. Depending on which media output the user selected, they may see one of these screens. Follow the prompts as noted previously.



11. The next screen allows the patron to choose between 3 options:



12. After selecting “I’m Done”, this screen will pop up and a notification tone will ding 3 times to remind the patron to remove their document from the scanner.

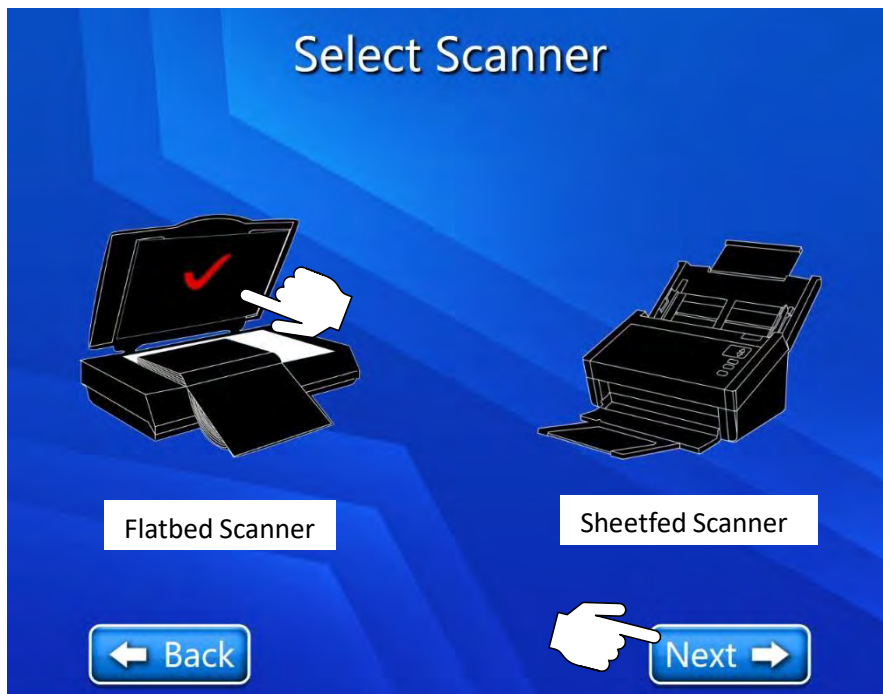


Scan Text to Audio Translation

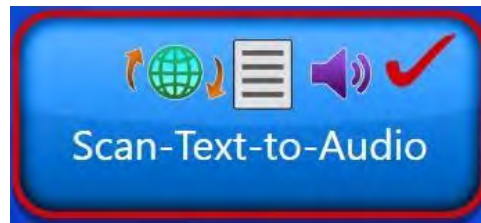
1. Select "Touch Here to Start"



2. Select which scanner to use – the default is the flatbed scanner. Then, select "Next"



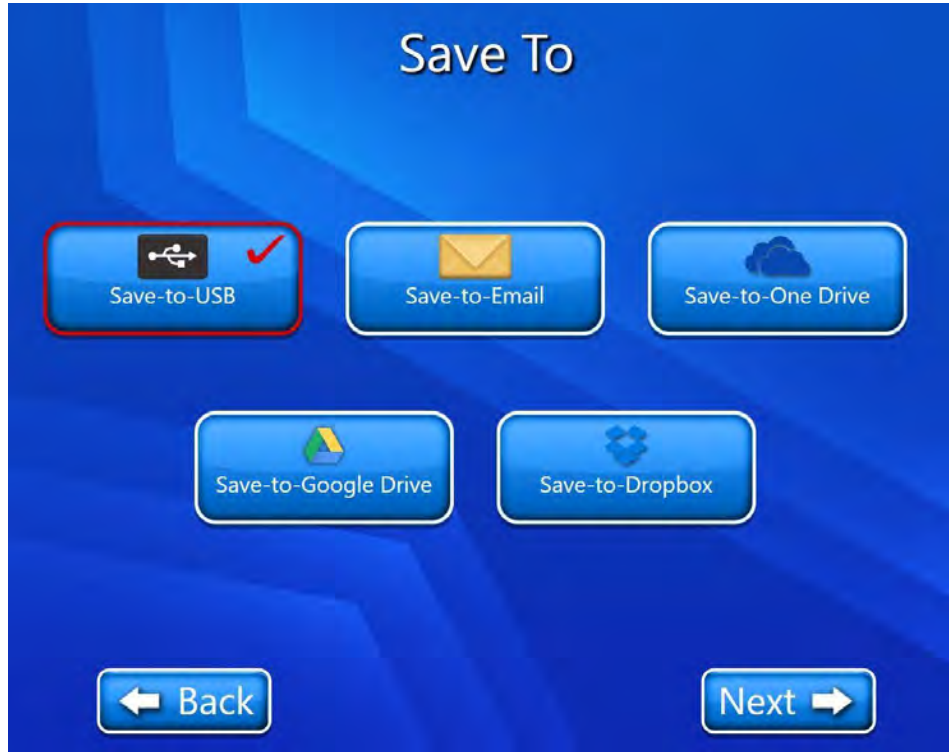
3. Select Scan Text to Audio



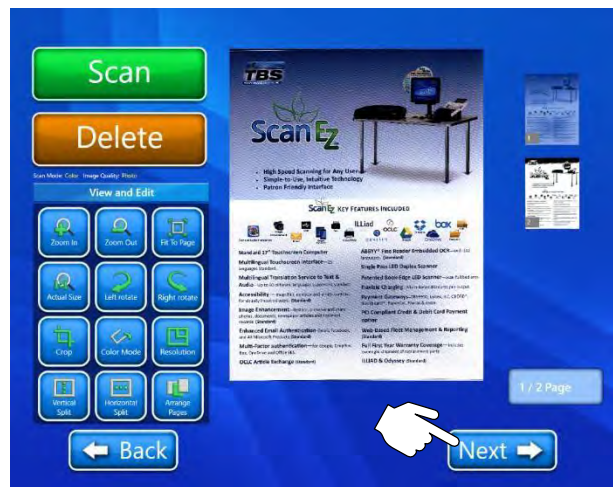
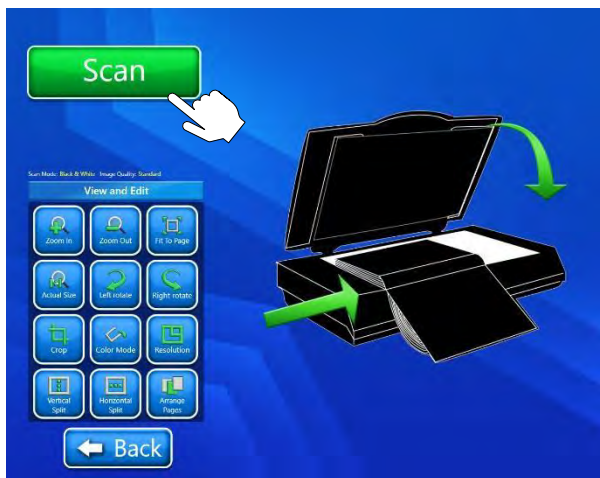
4. After accepting the Copyright Disclaimer, the patron can choose from 19 different languages in the Audio Language menu. The program will translate the patrons document into the language that is selected.



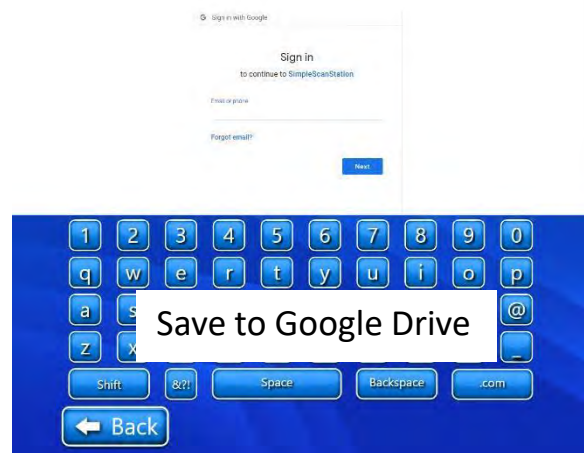
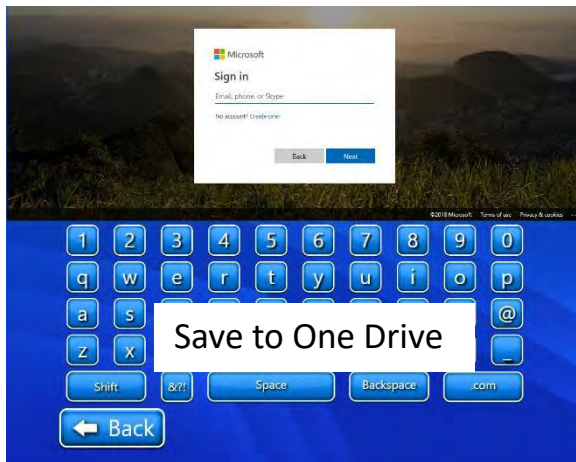
5. Select which media output to save or send the document to



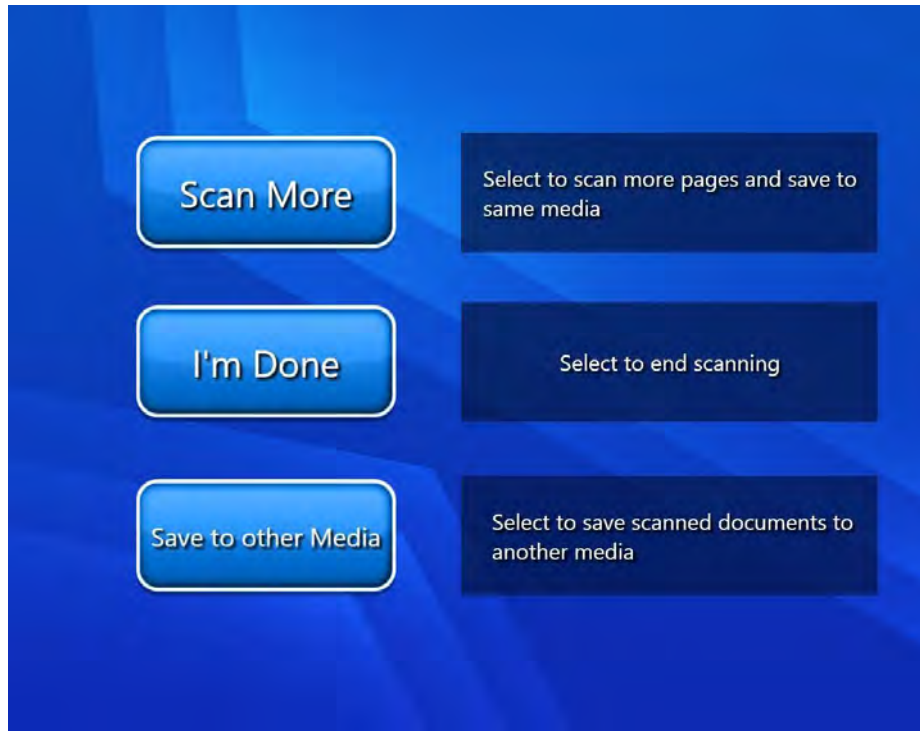
6. Place document on the scanner and follow the prompts to scan, delete, or edit the document



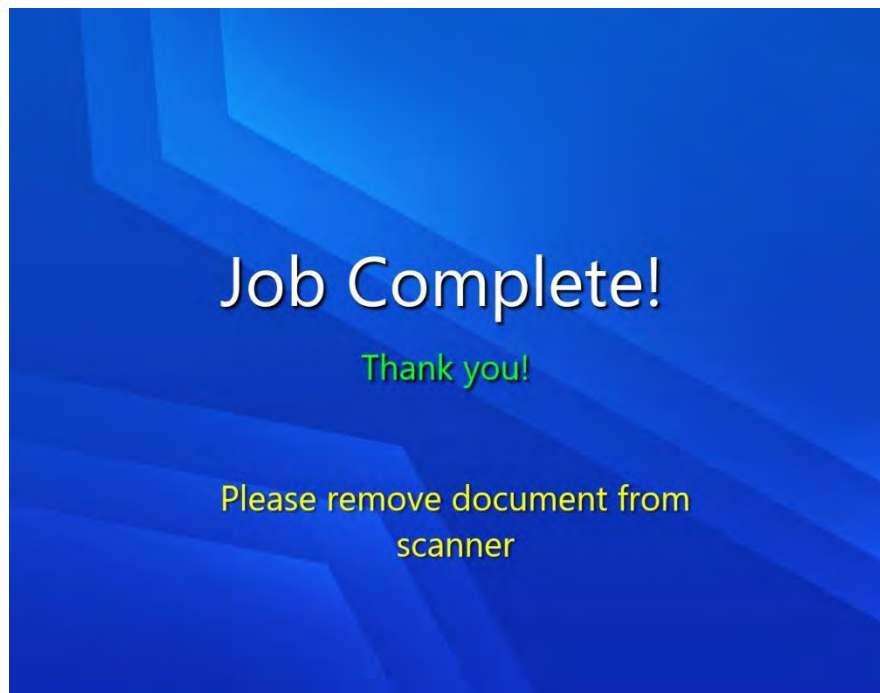
7. Depending on which media output the user selected, they may see one of these screens. Follow the prompts. The file will be saved as an mp3 which can be downloaded and listened to via the users' preferred media player.



8. The user can then either finish their task or continue scanning.



9. After selecting “I’m Done”, this screen will pop up and a notification tone will ding 3 times to remind the patron to remove their document from the scanner.

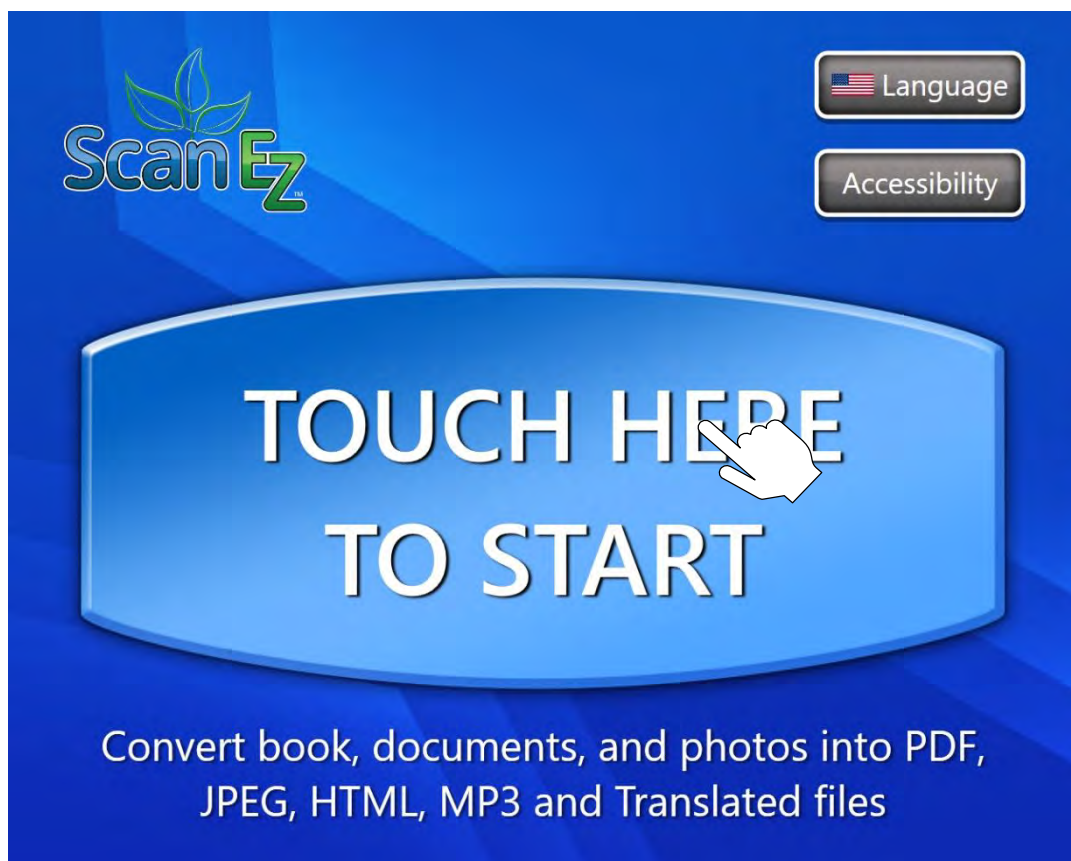


Vivid Pix Photo Restoration

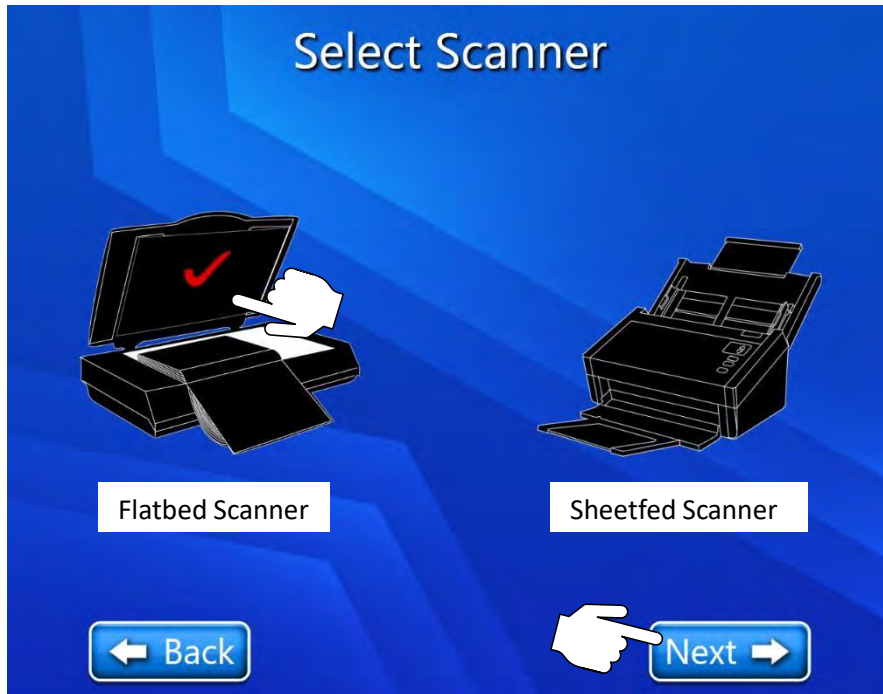
The Vivid Pix Photo Restoration tool allows users to seamlessly edit their photos and archival materials with their automatic adjust software. The user can scan their items and edit them directly from the scanning station where they can print, email, or save their image(s) to a USB or their preferred Cloud services.

Follow the instructions below for a more detailed explanation of the services.

1. Select “Touch Here to Start”



2. Select which scanner to use – the default is the flatbed scanner. Then, select “Next”



3. Select Vivid Pix Restore Pictures



4. Accept the Copyright Disclaimer



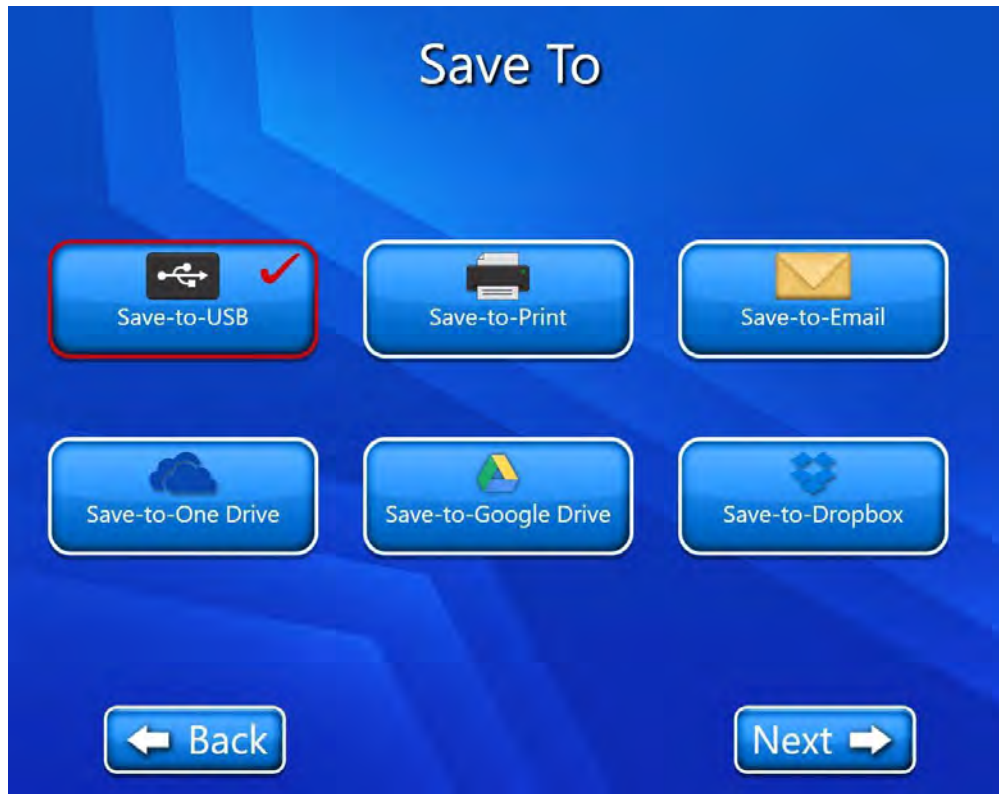
5. Select the scan settings appropriate for the type of materials being edited

Remember:

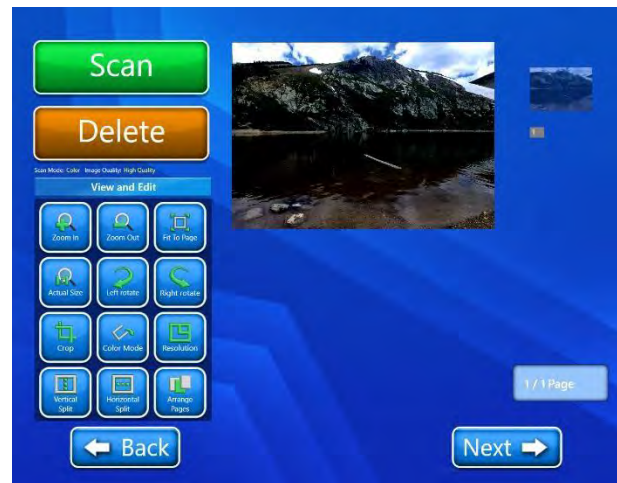
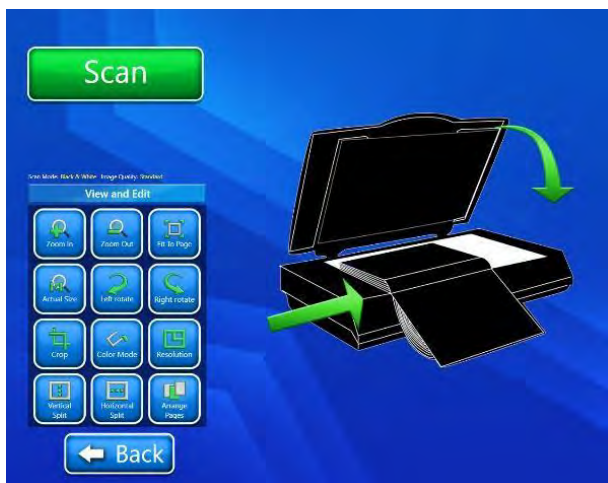
- **TIFF** – File format that is popular among graphic artists and professional photographers, typically a very large file which may make it difficult to store in a USB drive or send via email
- **JPEG** – Compressed file type that works best for printing and sharing photographs via email
- **PNG** – Designed for images that are shared online but does not work well for printing images (supports Red/Green/Blue color space, but not the Cyan/Magenta/Yellow/Black that printers use)

The image shows a 'Scan Settings' interface with a blue background. At the top, the title 'Scan Settings' is displayed in white. Below the title, there are three sections of settings, each with a label on the left and a row of buttons on the right. The 'Output Format' section has three buttons: 'TIFF', 'JPEG' (which is selected with a red checkmark and a red border), and 'PNG'. The 'Scan Mode' section has one button: 'Color' (which is selected with a red checkmark and a red border). The 'Image Quality' section has three buttons: 'Standard' (which is selected with a red checkmark and a red border), 'High Quality', and 'Photo'. At the bottom of the interface, there are two navigation buttons: 'Back' with a left-pointing arrow and 'Next' with a right-pointing arrow.

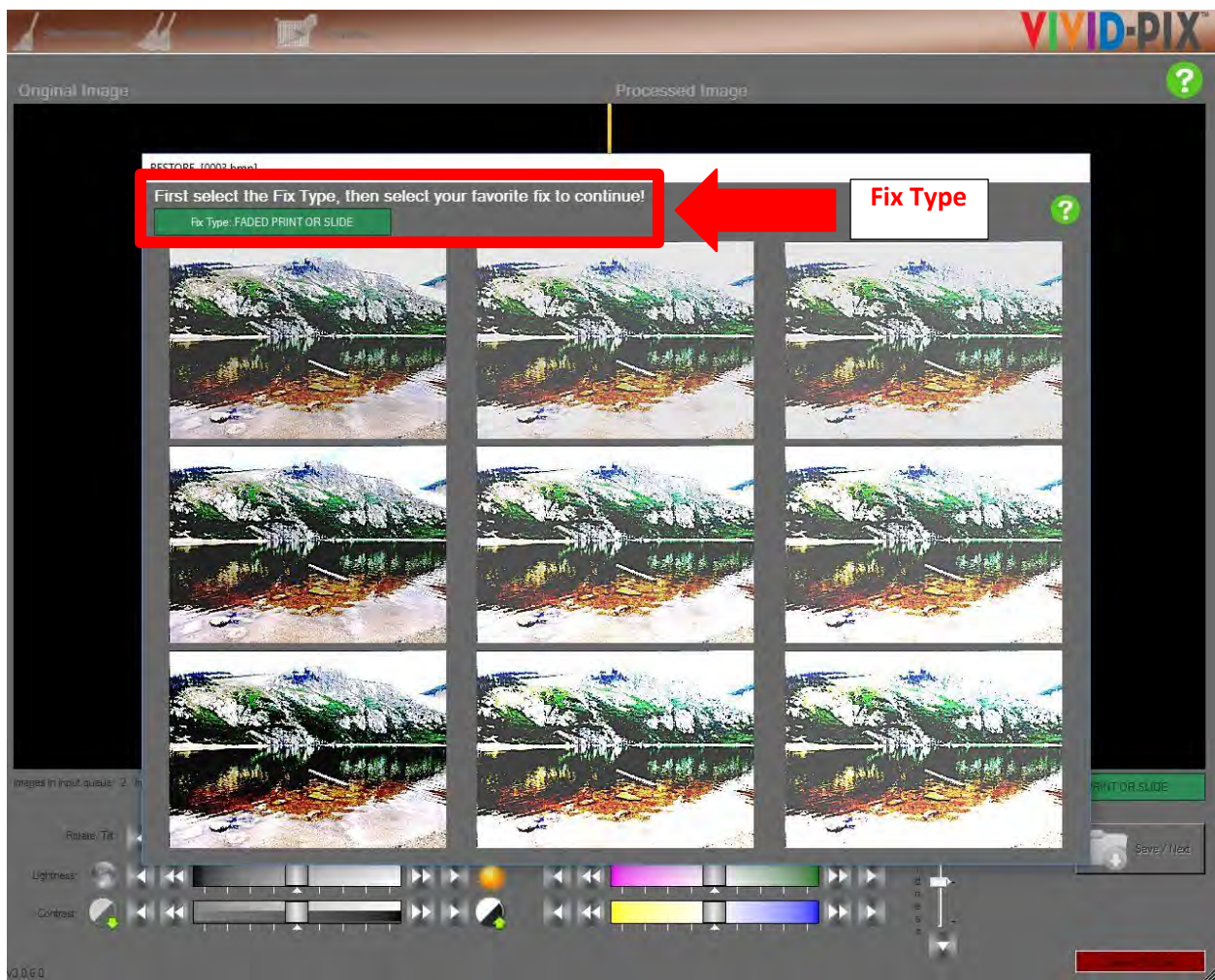
6. Select where to save (or print) the files



7. Scan items and select "Next"



8. The Vivid Pix Restoration software will launch, providing the user the option to select which “Fix Type” they would like to use on their scan

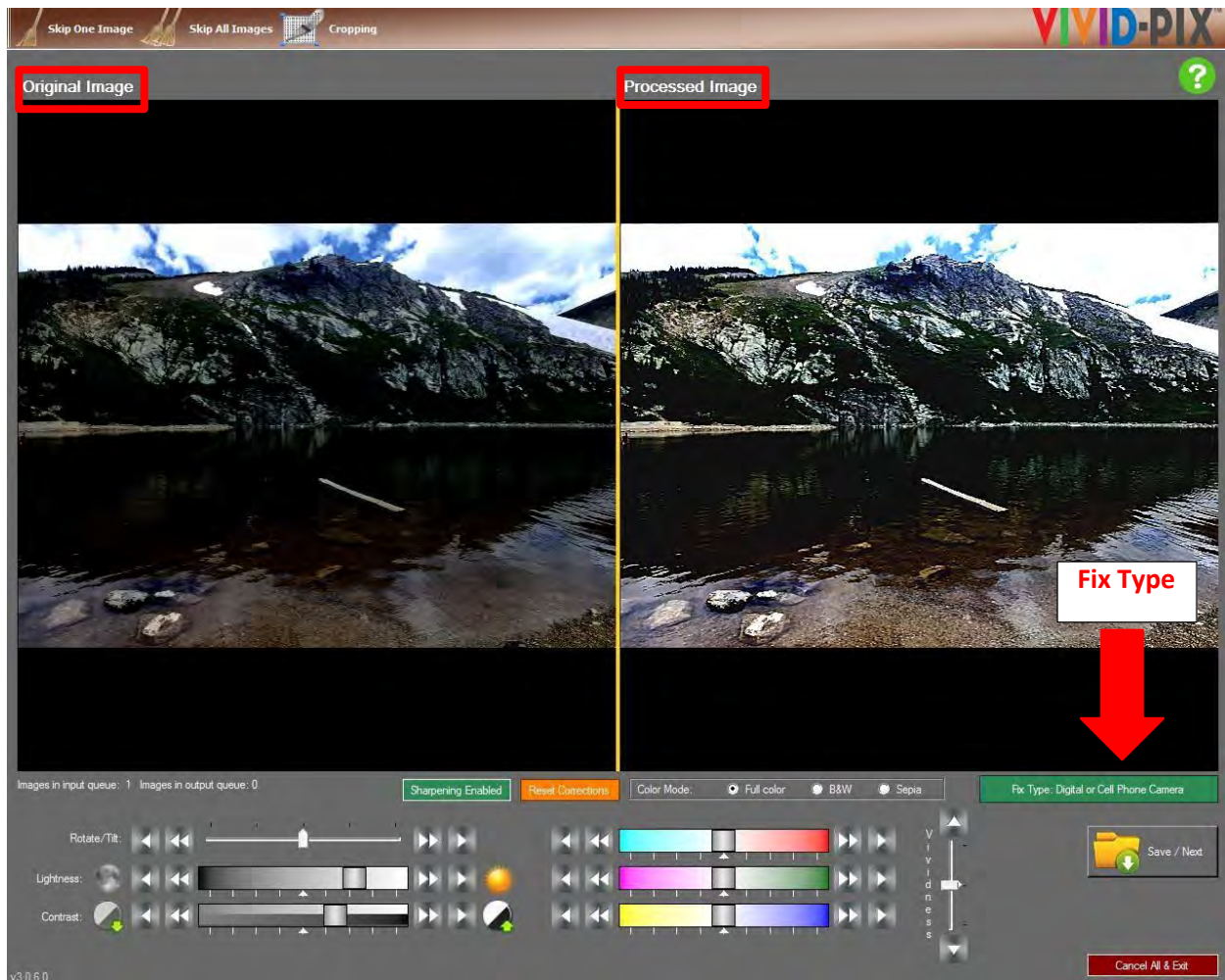


The user selects which type of file they are scanning from these options by selecting the green FIX TYPE button (highlighted in red above):

- Faded Print or Slide
- Badly Faded Print or Slide
- Pixel Preservation
- Digital or Cell Phone Camera Photo

Based on the option the user selects, the photo will be adjusted, and the user can select which one looks the best out of 9 options of the same photo. The photo they select from this screen will be the one they edit.

9. The photos will appear side by side – the original is on the left, the edited/processed image is on the right

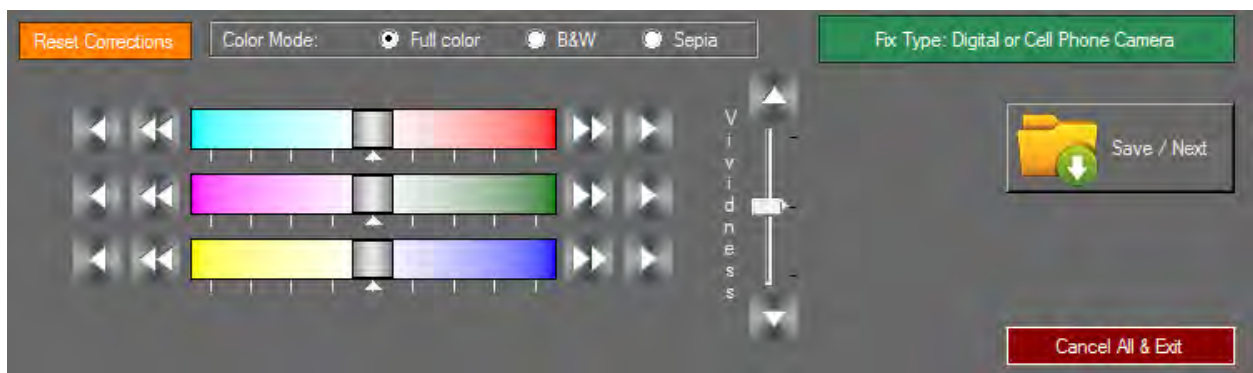
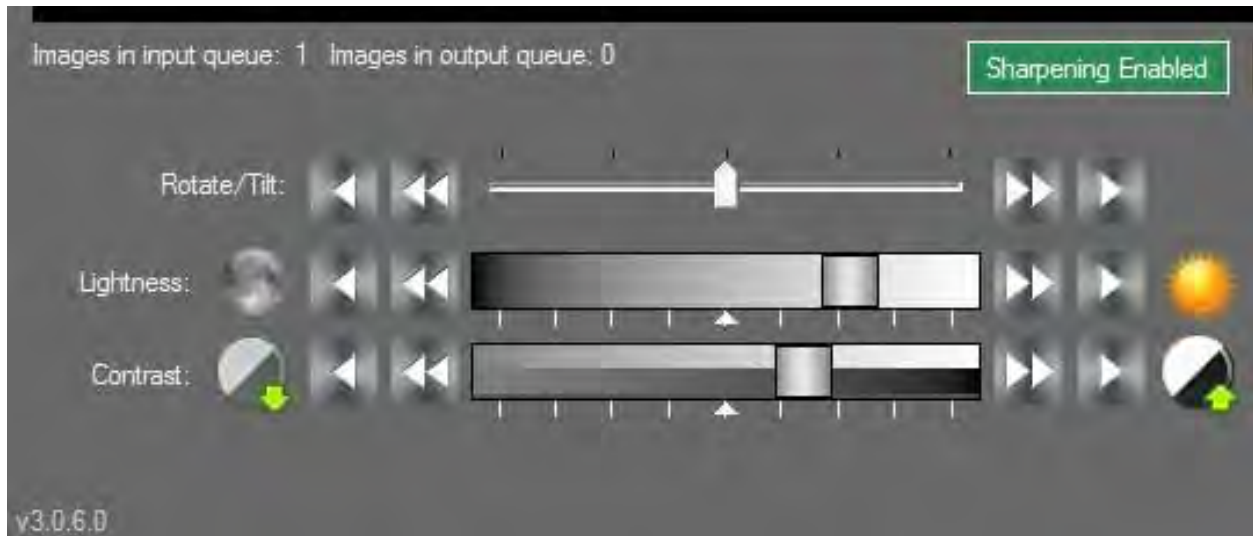


Vivid Pix automatically adjusts the photo based on the selected Fix Type, however further edits can be made using the slide bars at the bottom of the screen.

- Rotate/Tilt
- Lightness
- Contrast
- Blue to Red Color Correction
- Purple to Green Color Correction
- Yellow to Blue Color Correction
- Vividness

Other edits that can be made include:

- Sharpening (which can be enabled or disabled)
- Color Mode can be changed to Full Color, B&W and Sepia
- The Fix Type can be changed to a different option than originally selected
- Cropping

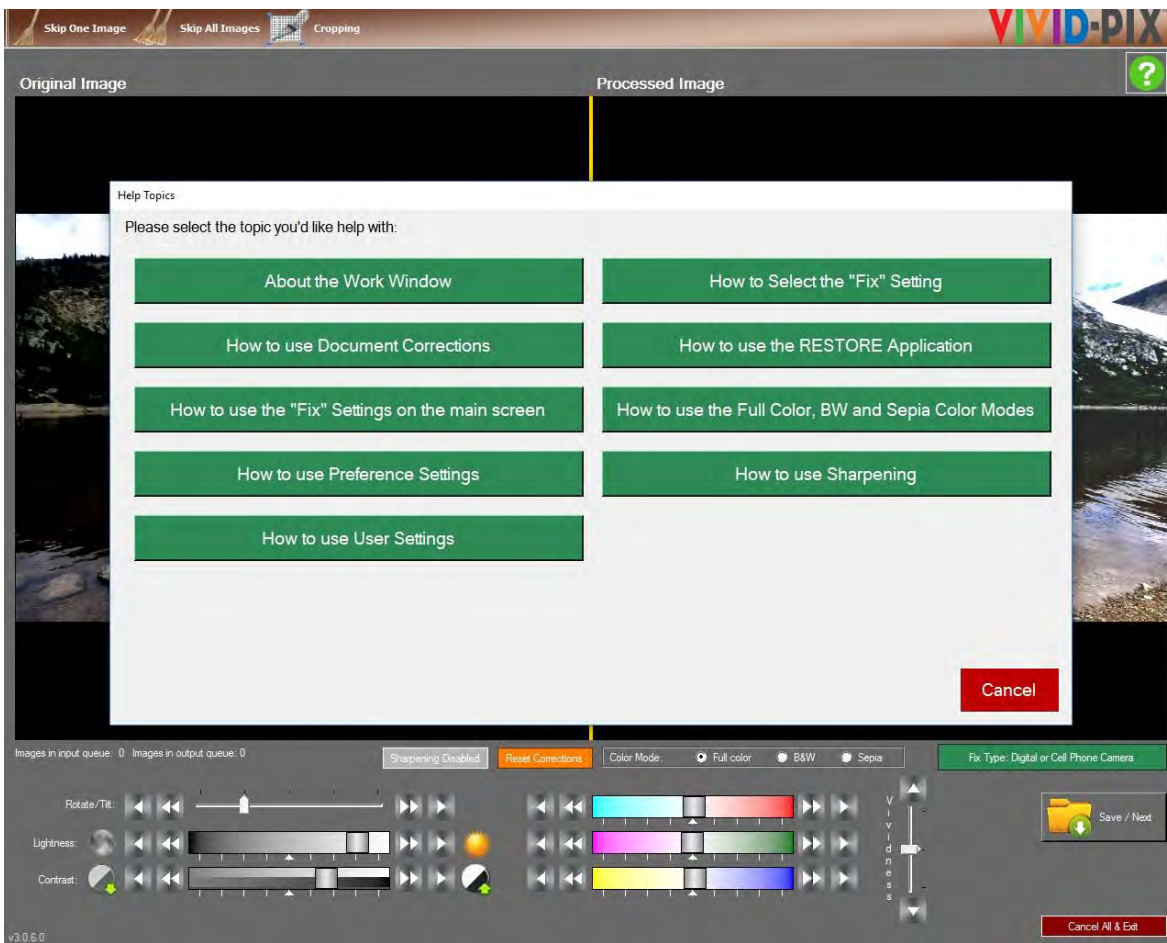
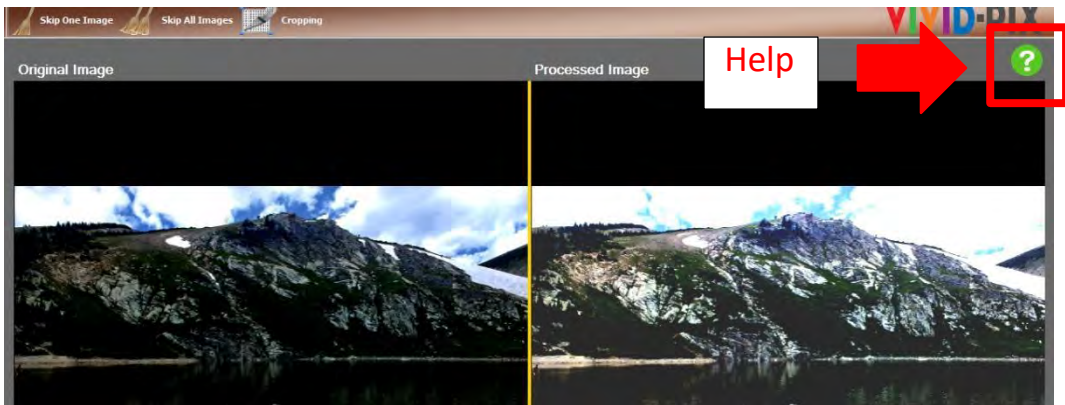


10. When the user is finished, they will select the “Save/Next” button and be brought to the next screen – either save to USB, print, or send to email or their preferred Cloud services.

They can also select “Cancel All & Exit” if they wish to exit the program without saving.

Vivid Pix Help

The Vivid Pix Photo Restoration software is an intuitive system that automatically corrects and edits the users image. If the patron is having difficulties while using the program, they may select the green question mark button for assistance.



Payment Kiosks

The Payment Kiosks will accept different types of payments:

- major credit cards via swipe or chip with a small micro-transaction fee
- Apple Pay
- Google Pay
- Coins (nickels, dimes, quarters and dollar coins only)
- \$1, \$5, and \$10 bills

Pricing

Faxing

- In the US and Canada – \$0.50 per page
- International – \$1.00 per page

Printing

- Black and White - \$0.10 per page
- Color - \$0.40 per page
- No free page