

## Using KeyScan KS810, integrated keyboard-scanner

KeyScan KS810 is bundled with two applications:



**KeyScan Imaging**- scanning control application



**KeyScan NoTouch-AutoScan**- Automatic activation of scanning function

The user can activate and manage the scanning function in one of the following methods-

1. NoTouch-AutoScan
2. KeyScan Imaging application
3. Other applications using TWAIN scanner interface
4. Scanner 4-buttons on top of the scanner
5. Scan command line
6. Dedicated preset scan-function icons on the computer monitor
7. KeyScan COM server

## Tutorial 1- NoTouch-AutoScan

### Description

KeyScan NoTouch-AutoScan are two functions that simplifies and automates the scanning process.

**KeyScan AutoScan:** Is activated when the user places a document on the scanners feeding tray and then indicates to the NoTouch-AutoScan process that he wishes to manually select a non-default function, this indication is done by moving the mouse cursor over the NoTouch-AutoScan Timeout Bar Box.

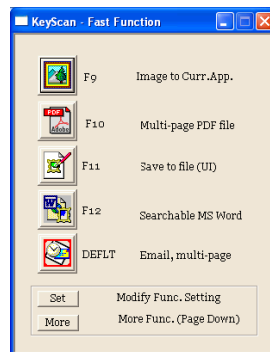
When using AutoScan the user can choose one of set of predefined functions each can have all its scanning and output parameters preset so the complete function is performed automatically once the user selects a function.

The AutoScan is configurable and the user can modify each selection option and modify the scanning parameters, enable/disable user interfaces, and select the output function and its parameters.

The NoTouch-AutoScan icon-



AutoScan dialog



**KeyScan NoTouch-AutoScan:** Manages the NoTouch and AutoScan functionality.

If the user does not indicate that he wishes to make any special selection (by moving the mouse cursor over the NoTouch-AutoScan Timeout Bar Box), NoTouch-AutoScan assumes the user wishes to perform the NoTouch default function and proceed to scanning and function execution without requiring the user to make any additional button or software selection. On the other hand, if the user moves his mouse over the Timeout Bar Box, NoTouch-AutoScan assumes he wishes to override the default NoTouch function selection and choose another AutoScan function, it will then display a popup function selection dialog of the AutoScan process, enabling the user to select the required function.

### Step 1:

Making sure NoTouch-AutoScan is active.

In order for the NoTouch-AutoScan functions to be ready and respond to user actions they must be activated.

- 1.1 If NoTouch-AutoScan is active its icon should show up on the active applications task bar (also called Icons Tray), usually located on the right – bottom corner of the monitor.
- 1.2 If NoTouch-AutoScan is not active, the user can activate it by one of 3 options:
  - By clicking on its icon located on the desktop.
  - By selecting from KeyScan Imaging application main menu <File><Enable-AutoScan>

- By placing a shortcut for the NoTouch-AutoScan on the “startup” folder under “document and settings/all users/start menu/programs”
- 1.2 If NoTouch-AutoScan is active the user can disable it by selecting from KeyScan Imaging application main menu <File><Disable-AutoScan>

## **Step 2:**

Show how to activate the NoTouch default function simply by having the user feed in his document.

The factory preset of this option is to scan color, 300dpi, A4 size multiple pages document, convert it through built-in OCR engine into multipage searchable PDF file.

This default setting can be modified if the user wishes to change the scanning parameters or the output function.

- 2.1 Make sure NoTouch-AutoScan is active.
- 2.2 Place the first page to be scanned on the scanner feeding tray.
- 2.3 The NoTouch-AutoScan timeout popup window will show giving the user a graphic feedback for the remaining time before the NoTouch default function will be activated, the length of the timeout can be modified.
- 2.4 When the time -out period elapses, the scanner will start scanning the pages you place on the feeding tray, between each page you get again a time-out popup indication, letting you the time to place the next page.
- 2.5 When you stop placing more pages and the feeding time-out elapses, NoTouch-AutoScan activate the NoTouch default output function.
- 2.6 Convert the text content of the image into a text format.
- 2.7 Create a multi-page PDF file and push the converted data into the PDF file creating a multi-page searchable PDF file.
- 2.8 Open the email client program.
- 2.9 Create a new email message and attach the new document to the email message.

### Comments-

All the above operations were done automatically without having the user touch or select anything, simply feeding his document pages.

It is possible to change setting, for example make it scan in Gray mode instead of color, or select the mail attachment file format to be JPG instead of PDF. Or have the scan parameters user interface pop up before we start scanning so the user can select the required parameters each time he scans.

## **Step 3:**

Show how to select non-default AutoScan functions, “Image to Curr. App.” function.

AutoScan maintains a set of 15 functions. For each function the user can define and set the scanning parameters, scan and output user interface (enabled or disabled) and the output function.

We will show how to activate “Image to current application” this is the first function selection on the AutoScan popup function selection window.

This function scans one page and pastes it into the last active applications (assuming this application can accept the Windows image “cut & paste” command. The scanned image remains on the clipboard and can be used for further operations.

- 3.1 Make sure NoTouch-AutoScan is active.
- 3.2 Open an MS-Word document, write few lines and place the cursor in between the lines
- 3.3 Place the first page to be scanned on the scanner feeding tray.
- 3.4 A NoTouch-AutoScan Timeout Bar Box will pop-up giving you a graphic feedback for the remaining time before the NoTouch default function will be activated, the length of the timeout can be modified.
- 3.5 During the timeout period, you should move the mouse cursor over the Timeout Bar Box popup window to indicate to NoTouch-AutoScan that you wish to select a function other than the default one.

- 3.6 Once and only if the cursor is moved over the timeout popup window the window is replaced by the AutoScan function selection popup window.
- 3.7 Click on the desired function, in our case click on the first icon- "Image to curr. app."
- 3.8 AutoScan will activate the scanner, when finished scanning it will push the scanned image into the last opened application.

Comments-

As mentioned in step-2 we can modify scanning parameters or even set it up to have the scan parameters dialog popup each time we scan to let the user select required parameters.

#### **Step 4:**

Show how to select non-default AutoScan functions, "Save to file (UI)" function.

This function is set to let the user scan multipage document and when finished show the "save to file" user interface which will let the user select the destination folder, file name and required output file format.

If the user selects any "text" format such as MS-Word or PDF or HTML, the image will be processed automatically by OCR to produce a searchable output file. If the user selects JPG image output file he can also select the level of compression/file size.

- 4.1 Make sure NoTouch-AutoScan is active.
- 4.2 Place the first page to be scanned on the scanner feeding plate.
- 4.3 A NoTouch-AutoScan Timeout Bar Box popup window will show giving you a graphic feedback for the remaining time before the default function will be activated, the length of the timeout can be modified.
- 4.4 During the timeout period, you should move the mouse cursor over the timeout popup window to indicate to NoTouch-AutoScan that you wish to select a function other than the default one.
- 4.5 Once the cursor is moved over the timeout popup window the window is replaced by the AutoScan function selection popup window.
- 4.6 Click on the desired function, in our case click on the icon- "Save to file (UI)"
- 4.7 AutoScan will activate the scanner, when finished scanning will popup the file-save dialog which let you define the destination directory, file name and file format.

#### **Step 5:**

Modify NoTouch-AutoScan settings.

There are 2 ways to modify AutoScan settings-

Modify manually the SG.INI file where most of the scanning parameters are saved.

Use the KeyScan built-in table editor to modify the parameters through KeyScan Imaging tools.

For example if we wish to modify AutoScan default settings from color to Gray scan.

- 1.1 Make sure AutoScan is active..
- 1.2 Insert a document to the feeding tray, after the NoTouch appears move the mouse cursor to convert to AutoScan dialog.
- 1.3 Press on the [SET] button at the bottom of the AutoScan dialog
- 1.4 The Popup Function Dialog should appear
- 1.5 On F.Key entry select <Deflt> entry
- 1.6 The dialog is updated with the parameters of Deflft funcyion
- 1.7 Scan Olt entry is set to PhotoNormal,
- 1.8 If you wish to modify Scan-Olt, expand it and select "DrawingNormal"

#### **Step 6:**

How to modify AutoScan settings using KeyScan Imaging table editor.

#### **Step 7:**

How to change AutoScan default function from "Email" to "Save to file" function

## Tutorial 2- KeyScan Imaging application



### Description

**KeyScan Imaging application:** Interactive scanning application.

This application let the user scan multipage documents, see scan preview image during scanning process, place the scanned documents on the application desktop and push them to other applications. It also contains some basic image manipulation functionality.

The KeyScan Imaging application is both standalone imaging application, a COM server, a TWAIN source and the actual scanner interface of AutoScan application.

### Step 1:

Use KeyScan Imaging application to scan a single page document.

- 1.1 Activate KeyScan Imaging application by clicking on its desktop icon.
- 1.2 Place a document to be scanned on the scanner feeding tray.
- 1.3 Activate the scanner in one of two options-
  - a. Select from KeyScan Imaging menu <File><Scan>
  - b. Click on the "Scan" green icon in the application tool-bar.
- 1.4 The scanning dialog should pop-up.
- 1.5 You can use the scanning dialog to select maximum document size, resolution and Color/Gray/B&W modes.
- 1.6 Press [SCAN] button on the scanning dialog to start scanning.
- 1.7 While scanning you can see the image evolving on the preview window you also can see the status window which changes to Red during scanning and show you the scanning steps, when finished scanning it will change to Green.
- 1.8 The "preview" display do not have Moire patterns removal so sometimes the preview image will have some patterns in it, these patterns are not in the actual image data, the image quality is very good and if after scanning you zoom in you can see that the patterns disappear.
- 1.9 After scanning is completed and status window shows "Finished" in Green color, press [DONE] button on the scanning user interface to close the scanning operation.
- 1.10 You can process the document or transfer it to any of the applications which icons are placed on the bottom application activation-bar.
- 1.11 In order to transfer a scanned document from the KeyScan Imaging desktop to other application:
  - a. Select the window of the scanned document to be transferred.
  - b. Click on the icon of the target application, located on the KeyScan imaging bottom applications-bar.

### Step 2:

Use KeyScan Imaging application to scan multi-page document.

- 2.1 Repeat step 1 above but instead of pressing [DONE] after the first scanned page, do the following-
  - a. Place another page on the feeding tray.
  - b. Press again the [SCAN] button.

- 2.2 The new scanned-page image will be developing in the same window over the previous scanned image.
- 2.3 When finished scanning of the second image press [DONE].
- 2.4 The document window shows the last scanned page but represents two pages document.
- 2.5 You can navigate between the document pages by pressing the keyboard (Page-Up) and (Page-Down) keys.

**Step 3:**

Use KeyScan Imaging application to add a new scanned document to existing document.

- 3.1 Select existing document on the KeyScan Imaging desktop.
- 3.2 Place a page on the scanner feeding tray.
- 3.3 Select from KeyScan Imaging main menu- <File><Scan Multi-page>
- 3.4 The Scan dialog should popup
- 3.5 Press the [SCAN] button to start scanning.
- 3.6 The new scanned-page image will be developing in the same window over the previous scanned image.
- 3.7 When finished scanning press [DONE].
- 3.8 The document window shows the original page but represents two pages document.
- 3.9 You can navigate between the document pages by pressing the keyboard (Page-Up) and (Page-Down) keys.

**Step 4:**

Show how to change scan parameters- Color, resolution, darkness using KeyScan Imaging scanner user interface.

**Step 5:**

Show some of the imaging functions built into KeyScan Imaging.

## Tutorial 3- KeyScan TWAIN data source

### Description

**KeyScan TWAIN data source:** KeyScan Imaging application is in fact a TWAIN data source, any application which has a TWAIN interface can communicate with KeyScan Imaging and perform the scanning functions.

#### Step 1:

Use Adobe Photoshop application to scan a document with KeyScan scanner through its TWAIN interface.

- 1.1 Activate Adobe Photoshop application.
- 1.2 From Photoshop main menu select <File><Import><KS810>
- 1.3 KeyScan Imaging window will show and the scan interface should be displayed.
- 1.4 Place a document to be scanned on the scanner feeding tray.
- 1.5 Press [SCAN] to start scanning.
- 1.6 When finished scanning the KeyScan Imaging application will be removed automatically and the scanned data transferred to Photoshop.

#### Step 2:

Use Microsoft Office Document Imaging application to scan a document with KeyScan scanner through its TWAIN interface.

- 1.1 Activate Microsoft Office Document Imaging application.
- 1.2 From Microsoft Office Document Imaging main menu select <File><Scan New Document>
- 1.3 Microsoft Office "Scan New Document" dialog should popup.
- 1.4 Use the popup dialog to select scanning mode, if needed select scanner and click on the [SCAN] button.
- 1.5 KeyScan Imaging window will show and the scan interface should be displayed.
- 1.6 Place a document to be scanned on the scanner feeding tray.
- 1.7 Press [SCAN] to start scanning.
- 1.8 When finished scanning the KeyScan Imaging application will be removed automatically and the scanned data transferred to Microsoft Office Document Imaging.

## Tutorial 4- KeyScan Scanner buttons

### Description

KeyScan scanner has 4 buttons located on top of the scanner top cover.

These buttons have dual functions each.

By default they serve as multimedia functions (Mute, Volume+, Volume-, Media-player).

When the KeyScan Imaging application is active, this buttons can be activated as scan functions buttons for File, Copy, Email, Fax.

#### Step 1:

Enable or disable the Scanner function keys.

- 1.1 Activate KeyScan Imaging application.
- 1.2 From main menu select <File><Enable Scan Hotkeys>
- 1.3 This will enable the scan functions of the scanner top cover keys.

- 1.4 From main menu select <File><Disable Scan Hotkeys>
- 1.5 This will disable the scan functions of the scanner top cover keys, and revert them back to multimedia functions.
- 1.6 KeyScan Imaging “remembers” the last status of the scan keys so there is no need to repeat it unless you wish to change it.

### **Step 2:**

Use the Scanner function keys- Email function.

- 1.1 Activate KeyScan Imaging application.
- 1.2 Place a document to be scanned on the scanner feeding tray.
- 1.3 Press EMAIL function key on the scanner top cover.
- 1.4 The scanner will scan the document, let you feed multiple pages, when finished scanning will convert the scanned pages to multiple pages, searchable PDF file and attach the document to a new Email message.

### **Step 3:**

Use the Scanner function keys- Copy function.

- 1.1 Same as Step-2 but press COPY function key instead of EMAIL key.

## **Tutorial 5- KeyScan Command Line activation**

### **Description**

KeyScan Imaging software can be activated by command line that can control almost any scanner function and parameters.

The command line can be issued by the user manually or placed in a script as part of a larger process.

### **Step 1:**

Use command line to scan a document into PDF email attachment but convert default setting of color scan into Gray scan mode.

- 1.1 Select from windows bottom bar- <Start><Run>.
- 1.2 Enter the following command line-  
(Path to your KeyScan imaging)\SG.EXE /UserType=DEFLT /OutQ=DrawingNormal
- 1.3 Execute the command line.
- 1.4 Try also the following command line-  
(Path to your KeyScan imaging)\SG.EXE /UserType=FUNC\_DIALOG

## **Tutorial 6- KeyScan Desktop Icon activation**

### **Description**

KeyScan Imaging software can be activated by command line that can control almost any scanner function and parameters.

The command line can be saved in a desktop icon shortcut, each time the user click on the shortcut it will execute the command line which will activate the KeyScan for a predefined task.

### **Step 1:**

Use command line to scan a document into PDF email attachment but convert default setting of color scan into Gray scan mode.

- 1.1 Create a new desktop shortcut.
- 1.2 On the shortcut command line enter the following command-  
(Path to your keyscan imaging)\SG.EXE /UserType=DEFLT /OutQ=DrawingNormal
- 1.3 Click on the new shortcut- It will activate the scanner scan document in Gray mode, convert it to searchable PDF and attach it to a new email message.
- 1.4 Try also the following command line-  
(Path to your keyscan imaging)\SG.EXE /UserType=FUNC\_DIALOG

### **Step 2:**

Use command line to create a shortcut Icon which activates KeyScan Imaging through AutoScan Dialog instead of the regular application interface.

- 2.1 Create a new desktop shortcut.
- 2.2 On the shortcut command line enter the following command-  
(Path to your keyscan imaging)\SG.EXE /UserType=FUNC\_DIALOG
- 2.3 Click on the new shortcut, instead of the regular KeyScan Imaging application interface you should get the AutoScan dialog which lets you select the preset functions.

## **Tutorial 7- KeyScan COM server**

### **Description**

KeyScan Imaging application is a COM server, 3<sup>rd</sup> party software can view and activate the KeyScan Imaging and the scanner as an object.

For example we can insert a keyscan object into a document; this will activate the scanner scan a document and place the output in the Word document.

While the KeyScan object is active the user has the functional menu of KeyScan Imaging application merged into the Word menu enabling the user to perform most of the functions available by KeyScan Imaging.

### **Step 1:**

Create a Word document and insert KeyScan object that will let you scan into the document and process the scanned image.

- 1.1 Create a new Word document and type few line into the document.
- 1.2 Place the cursor in between the lines.
- 1.3 Select from Word menu- <Insert><Object>, a popup window should appear with the selection of available objects.
- 1.4 Click to select "SG Document" object
- 1.5 A new window will appear on the document where the cursor is located and the original Edit, View Word-menu will be replaced by KeyScan Edit, View and Image menus.
- 1.6 On Edit menu select Scan, the KeyScan scanning interface should appear and let you scan.
- 1.7 When finished scanning, the scanned data is pushed to the document, it can be processed or closed to become part of the document.
- 1.8 At anytime when you click on the scanned image inserted into the document it will activate KeyScan Imaging for further processing.

## **Tutorial 8- KeyScan Cleaning**

### **Description**

Show how to open and clean KeyScan scanner

#### **Step 1:**

How to open and close the KeyScan back door

#### **Step 2:**

Show when cleaning is required and how to do it with paper or with wooden stick.