

# Using the ScanCenter Kiosk / Kodak Photo Scanner

The ScanCenter Kiosk and Kodak Photo Scanner will help you convert your print photographs to a digital JPEG or TIFF file format. The Kodak Photo Scanner is a high-speed photo scanner that can scan up to 50 photos per minute.

**NOTE : A USB Flash Drive is required to save photographs.**

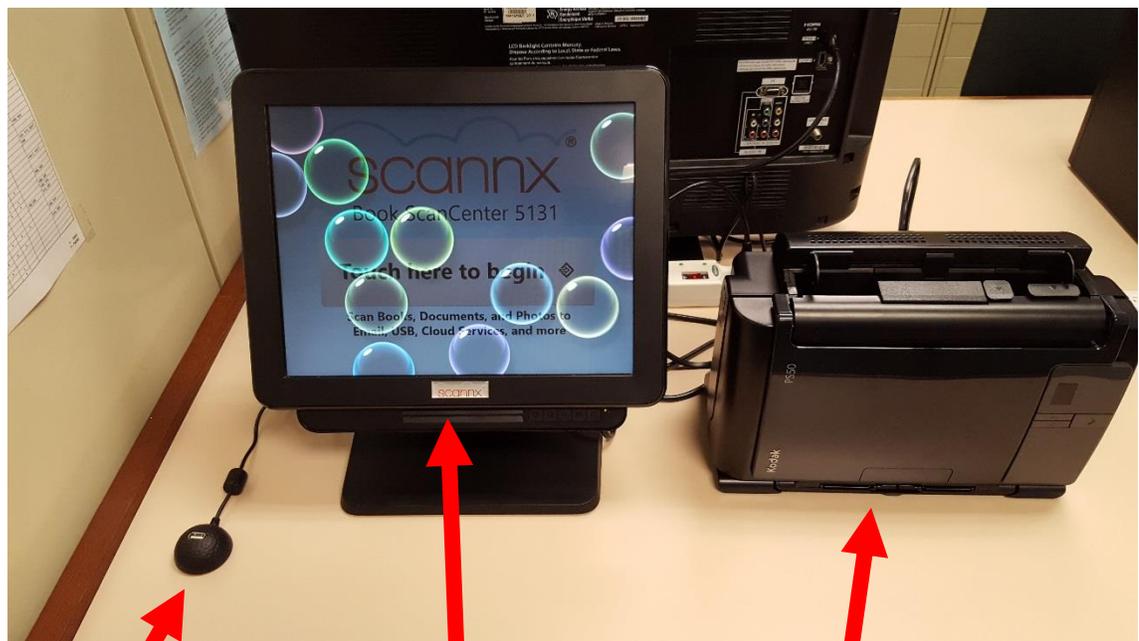
**NOTE: The internal memory will only hold around 100 photos. If you have more than 100 photos to scan you will need to process them in separate batches.**

**NOTE : This equipment won't process slides or negatives. Please see staff to reserve the Wolverine Scanner to process slides and negative photos. Thank you!**

The following is a step-by-step guide that will walk you through how to use Scan Center Kiosk to scan your print photographs.

## Step –by –Step Guide

1. Familiarize yourself with the ScanCenter Touchscreen Kiosk and the Kodak Photo Scanner.



USB port

ScanCenter Touchscreen Kiosk

Kodak Photo Scanner  
(closed position)

2. Verify that the Kodak Photo Scanner is **On** (There should be a green 1 on the small window on front of the scanner. If this window is black you will need to **TURN ON** the Scanner first (If the scanner is off when you start you will receive an error that there aren't any attached scanners on the kiosk screen. Turning on the scanner prevents this error message)



Scanner is OFF in this picture.

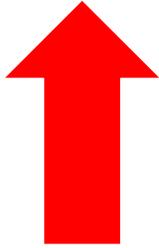
To turn on the Scanner locate the gray switch on the back on the scanner. Press the switch on the left side



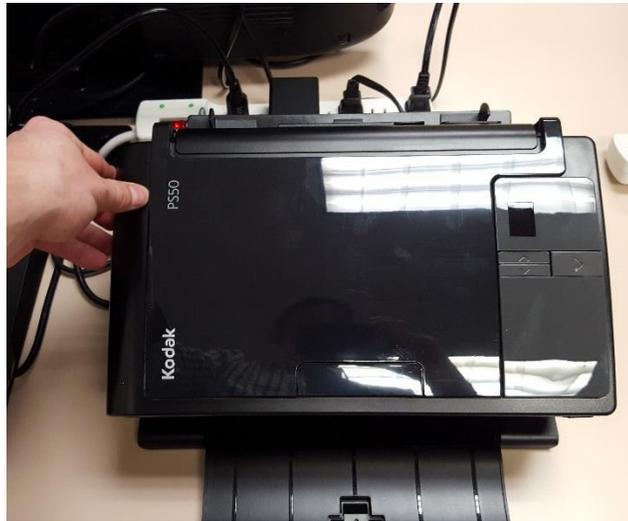
Scanner will turn on and a green light and '1' will appear on the front after a few seconds.



3. Move the scanner into the **OPEN** position by grabbing the top of the scanner and pushing it forward. The scanner will slide back on its base and the bottom chute will slide out.



Push Forward



4. Flip the top feeder up and into position.



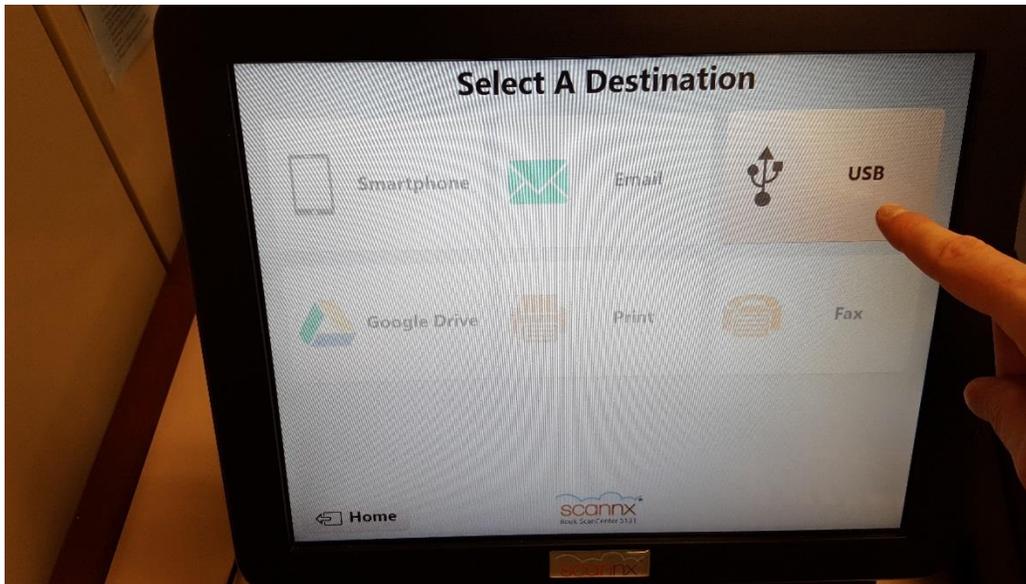
5. Pull the bottom tray out to finish opening.



6. Touch the Kiosk on the button that says “Touch here to begin”



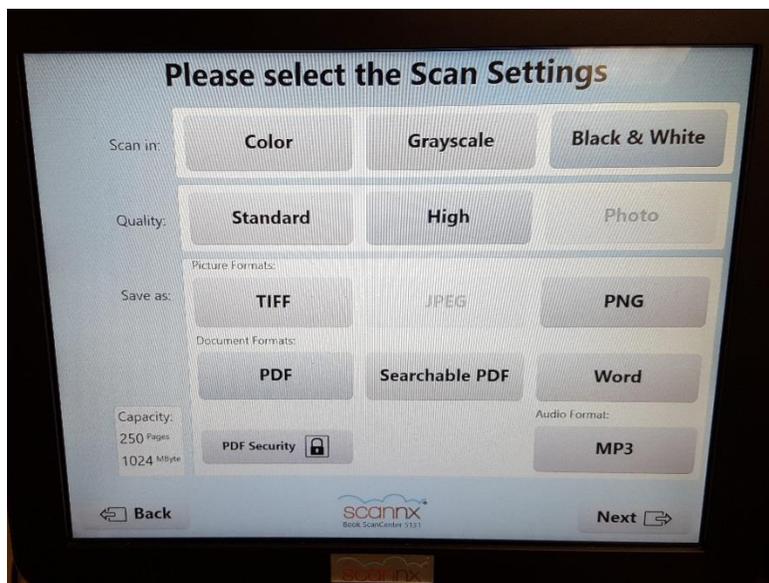
7. A new screen will appear. **TOUCH** the **USB** option.



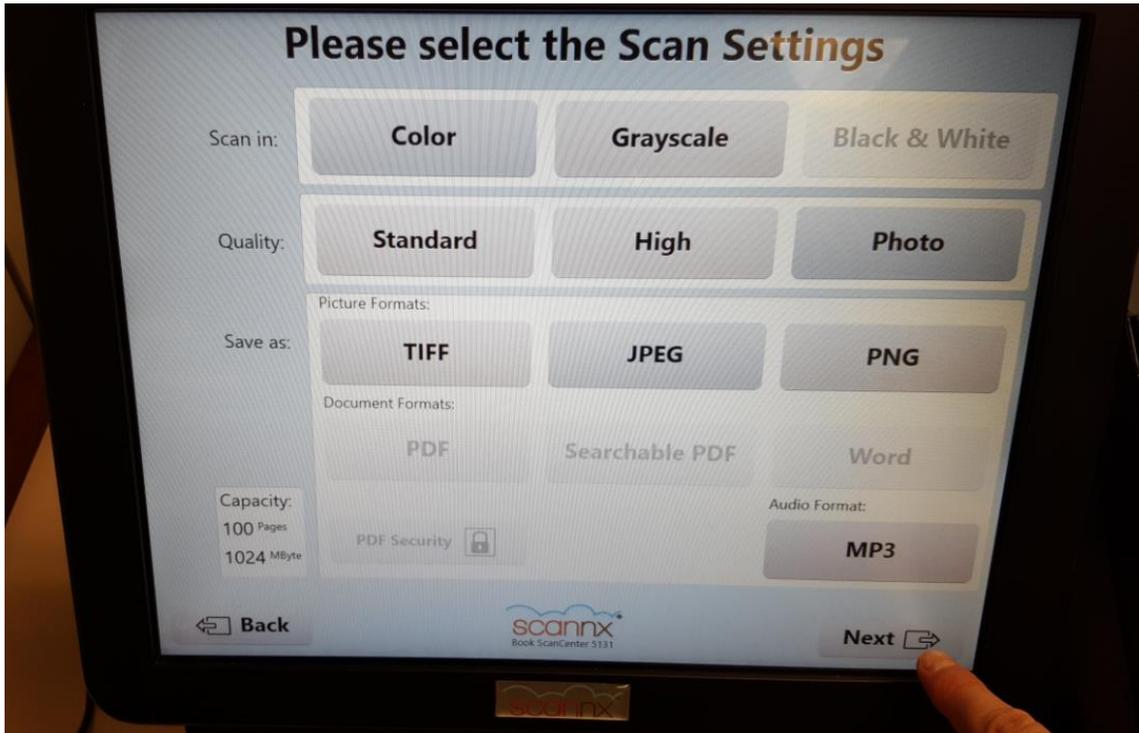
8. **INSERT** your **USB FLASH DRIVE** into the **USB** port



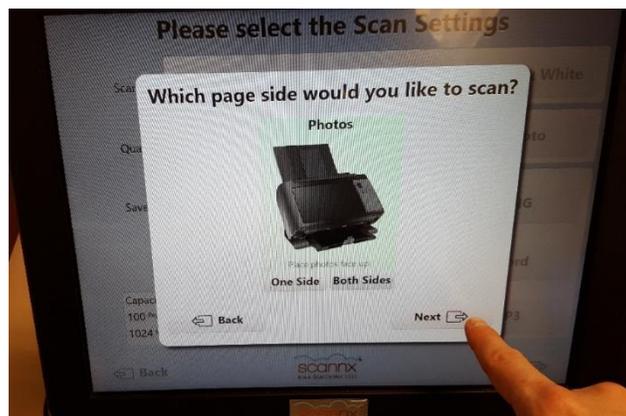
9. The Kiosk will load your USB drive and then the **SCAN SETTING** screen will appear.



10. Choose your preferred scan settings using the buttons on the touchscreen. **SELECTED** options will appear in darker bluish-gray. It's recommended that you select **COLOR** on the top Row, Choose **JPEG** as the file type on the third row, and then select the **PHOTO** Quality to save to the highest quality JPEG. You can also save under the TIFF file format, but be aware that TIFF images are uncompressed and will be very large file types.
11. Once you have chosen the scan settings touch the **NEXT** button on the bottom of the screen.

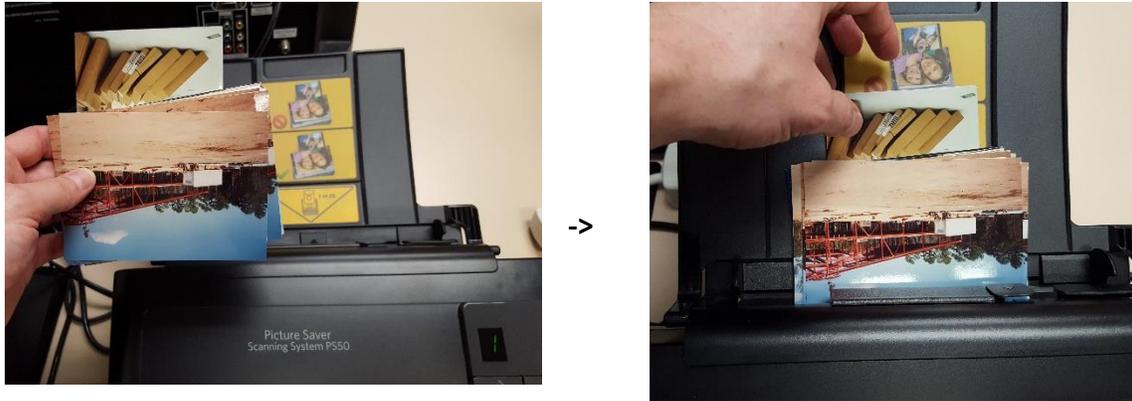


12. The next window will let you select whether to scan the photos double sided or single sided. If you have captions written on the back of your photos, selecting **BOTH SIDES** will capture these as well and save them as a separate image. If the photos are blank on the back choose **ONE SIDE**. Then press the **NEXT** button.



13. A new screen will appear with a green **SCAN** button. You will need to **LOAD** your photos into the feeder tray on top of the scanner **BEFORE** clicking the green scan button.

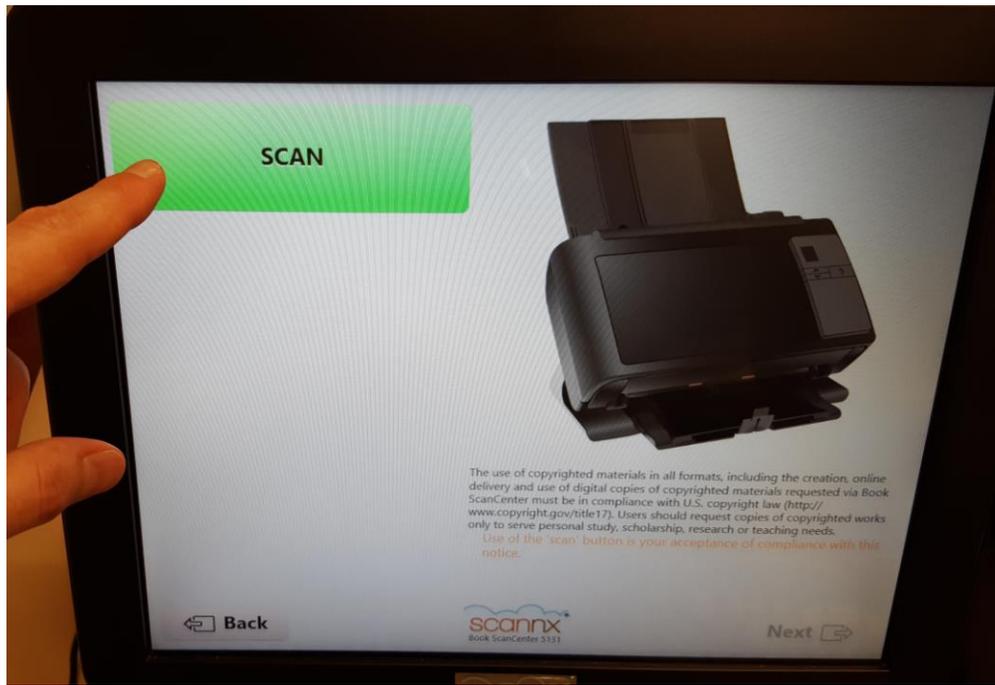
Insert photos **FACE-UP** and **UPSIDE-DOWN** into the feeder tray on the top of the scanner. The scanner can handle up to about 10-12 photos stacked at once – overloading the feeder tray may cause the scanner to pull multiple photos thru at once and you'll have to re-scan them.



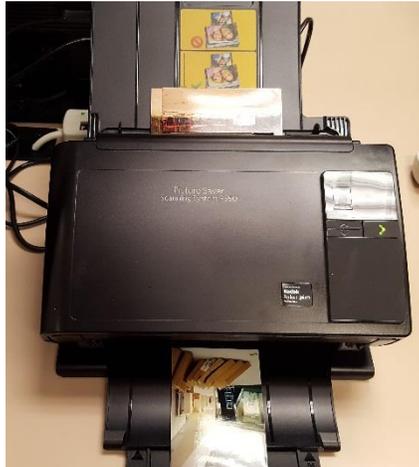
Gently push the stack of photos down into the feeder until they stop.



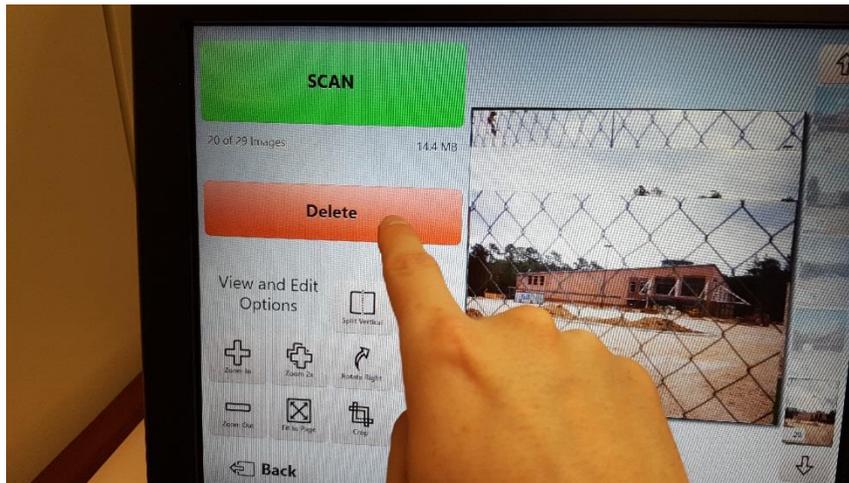
14. Touch the Green **SCAN** button to start scanning.



14. The scanner will begin scanning your photos from the back of the pile to the front.

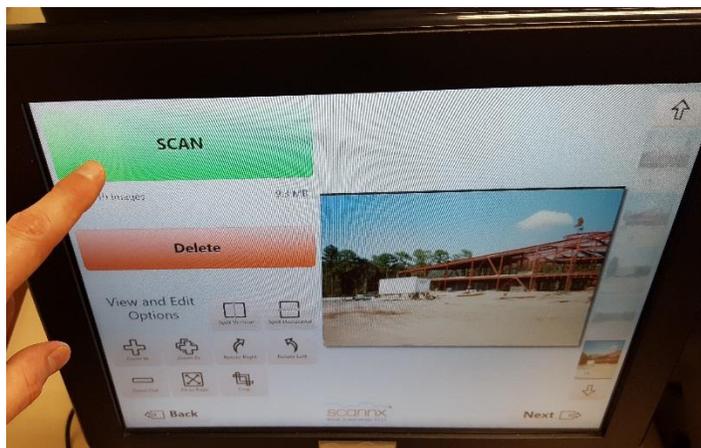


**NOTE :** It's recommended you watch to make sure the scanner doesn't pull more than one photo thru at once. If this happens, you can delete the poorly scanned photos and rescan the photos that were pulled thru together.

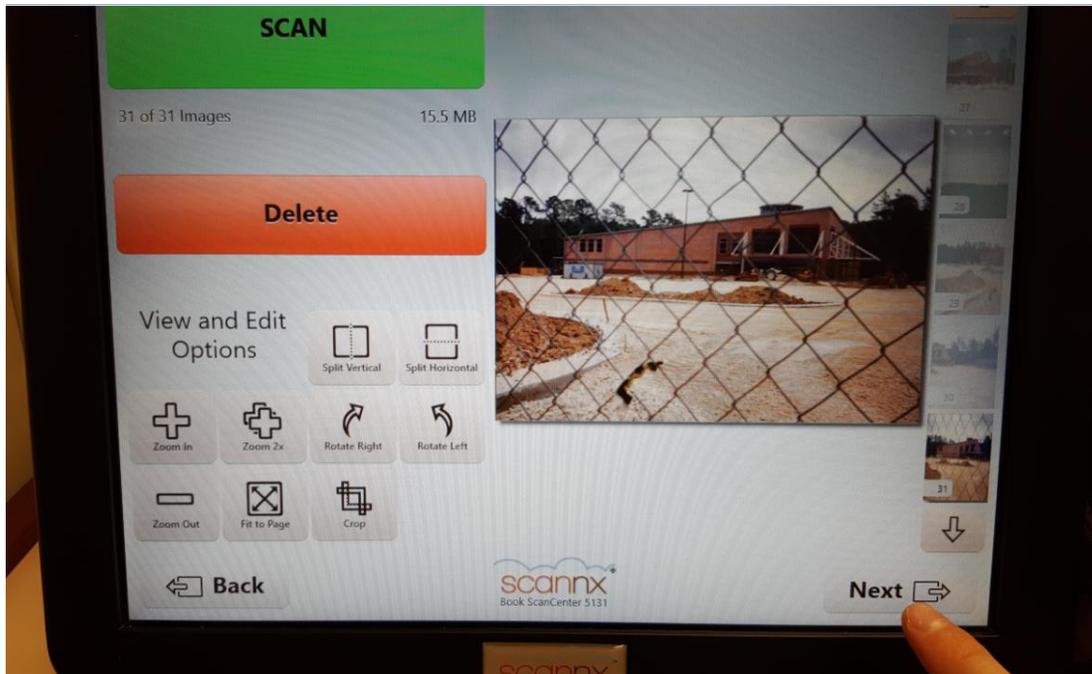


TOUCH the screen on the problem image from the small thumbnails on the right and then touch **DELETE** to delete selected photo.

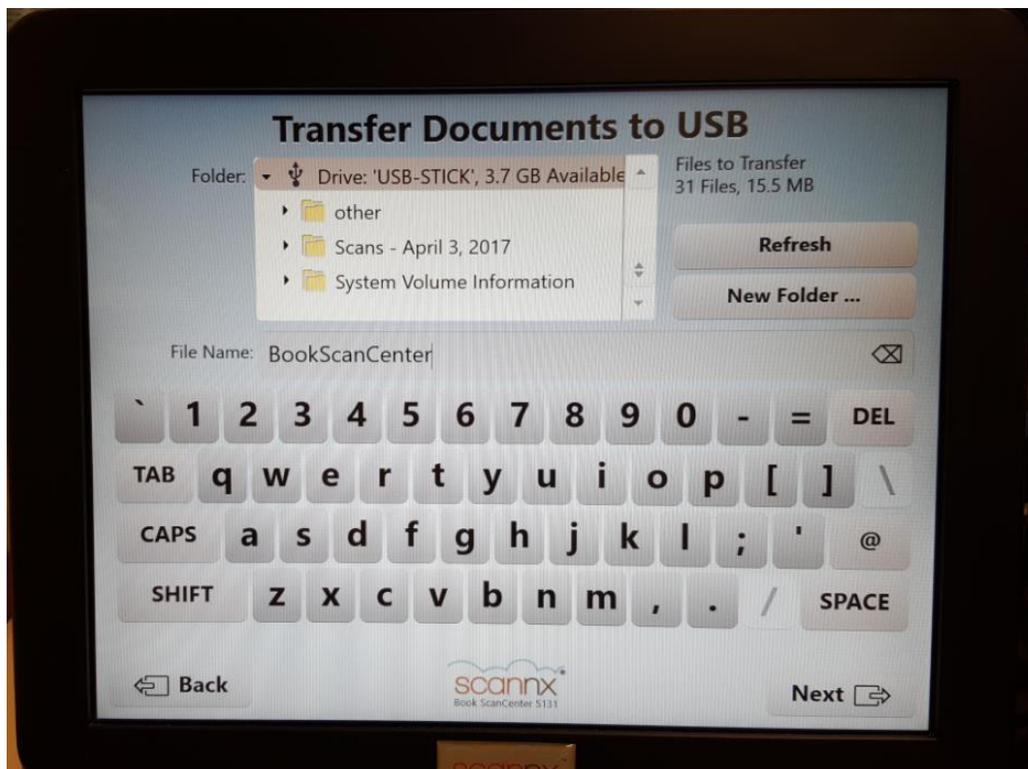
15. Once the scanner has finished the first batch of photos, you can load additional photos if needed into the feeder and press the green **SCAN** button again, repeating until finished or until you reach **100 scanned images**. The internal memory can only process 100 images at once. If you have more than 100 images to scan then you can complete the process to save to your flash drive and then start back at step 6.



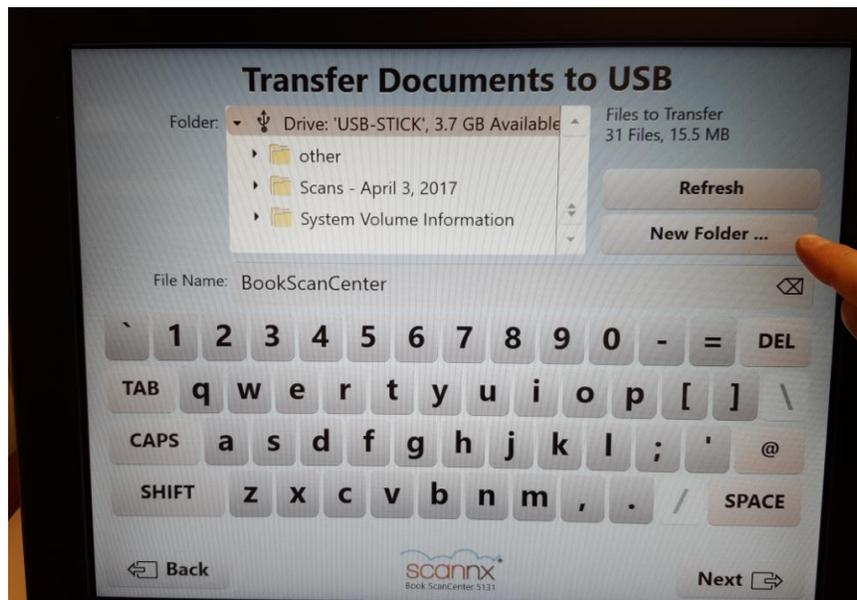
16. Once you have finished scanning all the photos in the batch, touch the **NEXT** button at the **BOTTOM** of the screen.



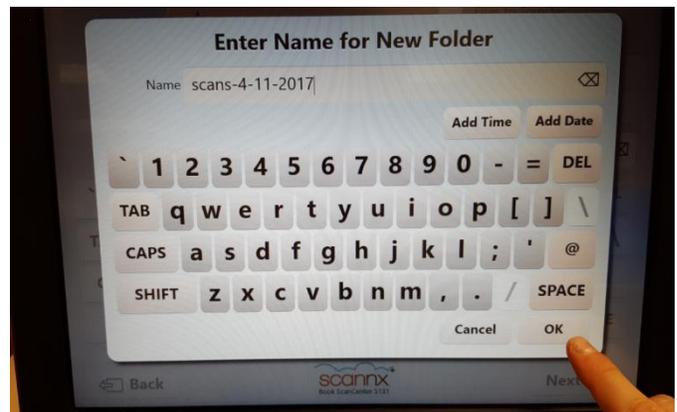
17. The next screen will let you transfer your photos to your USB Flash Drive.



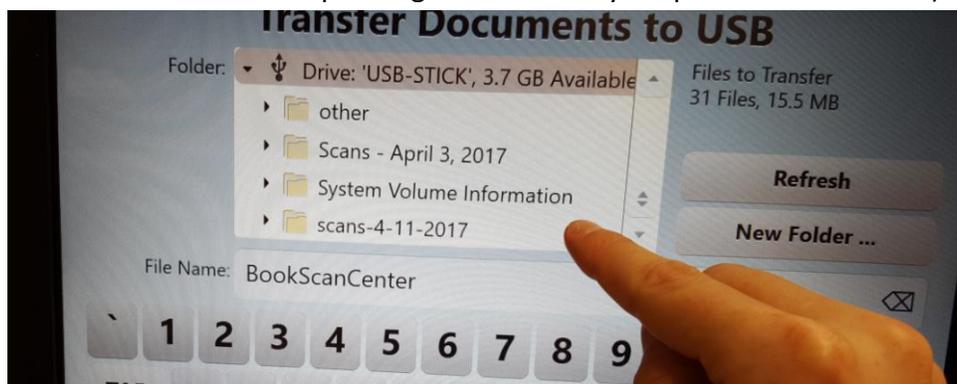
18. Touch **New Folder** to create a new folder on your flash drive.



19. Touch the **CLEAR TEXT** key (☒) to clear the name field, and then type in the name of the folder. Once finished press **OK** on the screen.



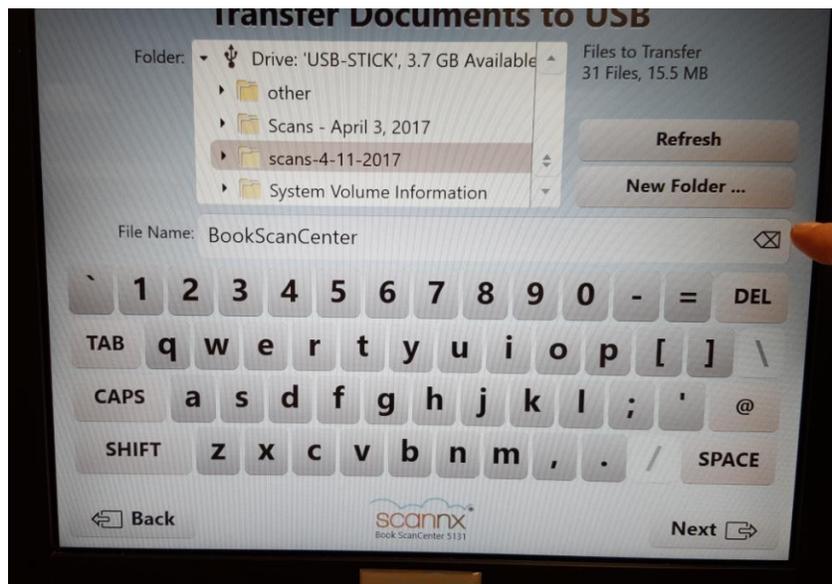
20. You will return back to the previous screen. In the Folder window at the top select the folder you just created by touching it **ONCE** on the screen. (Note, you may need to use the scroll down button to find it depending on what's on your personal Flash drive)



NOTE: If you accidentally double click on the folder you will receive the error message below.  
Click on the TRY AGAIN button and try pressing just once on the folder name.



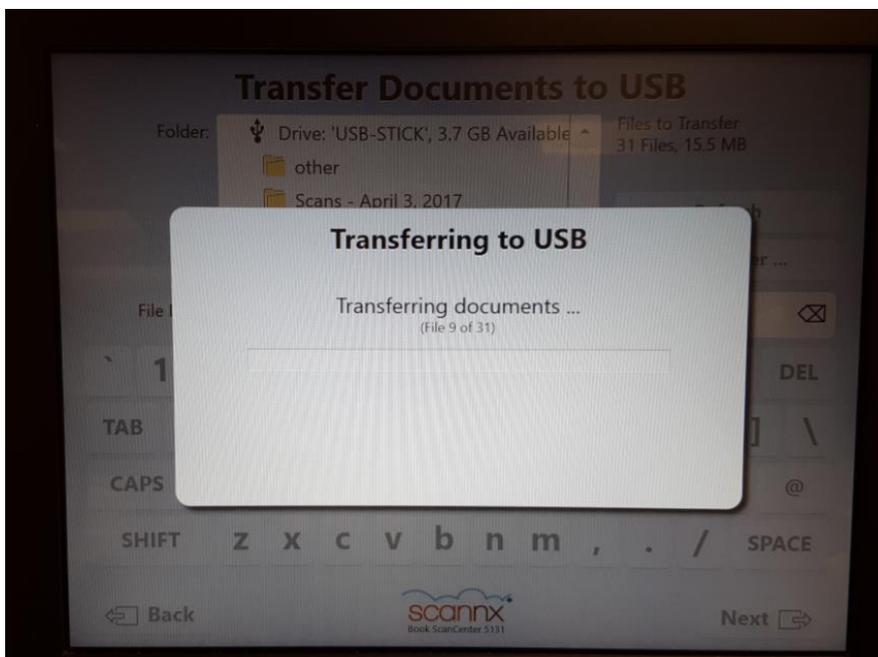
21. Next touch the **CLEAR TEXT** button (  ) on the **FILE NAME** field. Key in the file name you'd like to use for the photos. The program will automatically attach a number suffix to your chosen filename (FILENAME\_001, FILENAME\_002, FILENAME\_003, etc.)



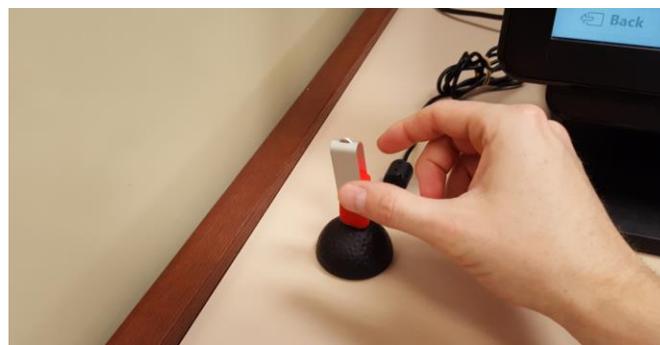
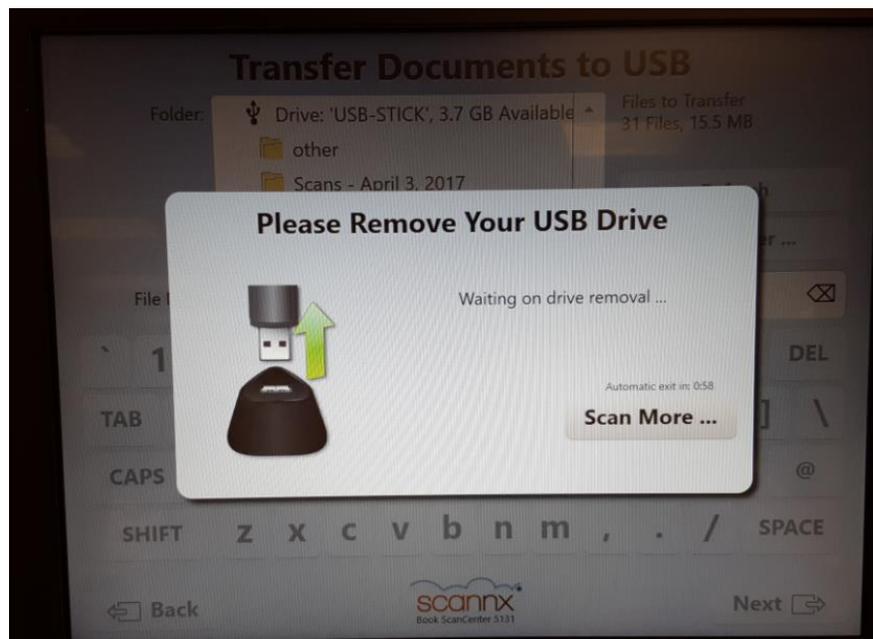
22. When you have finished keying in the filename touch the **NEXT** button at the bottom.



23. The images will be transfer over to your flash drive.



24. Next you will be prompted to remove your flash drive. If finished take out your flash drive; If you have more photos to scan press the **SCAN MORE** button on the screen and repeat the scanning steps above.



If finished, remove flash drive

25. When finished scanning please return the scanner back to its upright position. This helps keep dust and debris from getting inside the scanner.

Push the bottom tray back in first. Then flip down the feeder chute. Lastly, pull up from the back of the scanner until it rotates upright.



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**(Closed Position)**

26. Return instruction to the side of the touchscreen Kiosk for the next patron. Thank you!

