

# kaiser baas™



## PhotoScanner

User Guide

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## Introduction

Congratulations on the purchase of your Kaiser Baas PhotoScanner. Please take a few minutes to read through this user guide, which will provide instructions for you to operate and maintain the product.

## Features

- Scan up to A4 size photos and documents
- TFT LCD preview display
- Scan resolution: 150, 300 and 600 dpi
- Scan directly to SD and SDHC memory card
- Save to JPG and PDF formats
- Supports colour and gray scale scanning

## Safety

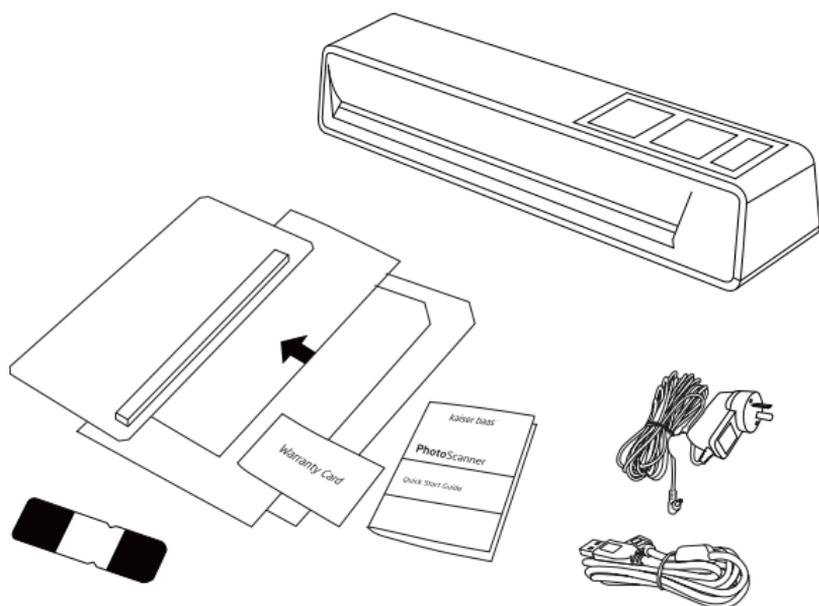
- Do not try and disassemble or remodel the Kaiser Baas PhotoScanner. Doing so may cause the unit to malfunction and may void the warranty.
- Do not place the Kaiser Baas PhotoScanner in places that are exposed to oil, water or dust.
- Keep your Kaiser Baas PhotoScanner away from heated sources such as direct sunlight and heaters.
- Do not touch the power plug with wet hands or use defective power cables as it may cause electric shocks or fire.
- Do not drop the Kaiser Baas PhotoScanner as it may cause serious damage and may void the warranty.

## Product Specifications

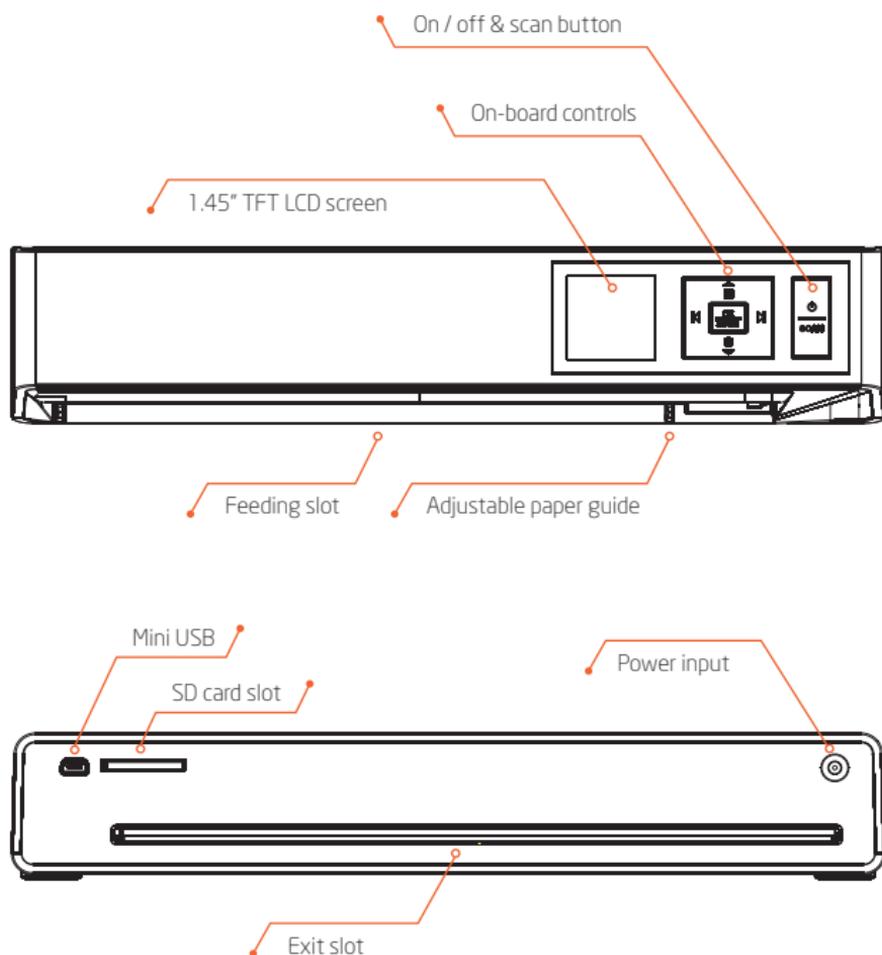
<b>Scanner type:</b>	A4 CIS sheet feed scanner
<b>Display:</b>	1.45" colour TFT LCD (128 x 128 pixels)
<b>Scan speed:</b>	8.7 seconds for A4 colour at 150 dpi, 9.3 seconds for A4 colour at 300 dpi, 33.2 seconds for A4 colour at 600 dpi
<b>File format:</b>	JPG, PDF
<b>Power:</b>	5V 1A
<b>Interface:</b>	Mini USB, SD card slot, DC-IN
<b>Mass storage support:</b>	Windows XP, Vista, Windows 7, Mac OS X 10.4 / 10.5 / 10.6
<b>Size:</b>	298 x 55.8 x 45 mm
<b>Weight:</b>	440g

## Package Contents

- 1 x Kaiser Baas PhotoScanner
- 1 x Power adaptor
- 1 x USB cable
- 1 x Calibration card
- 1 x Warranty card
- 2 x Photo sleeves (4" x 6" & 5" x 7")
- 1 x Lens cleaning tool
- 1 x Roller cleaning tool
- 1 x Quick start guide

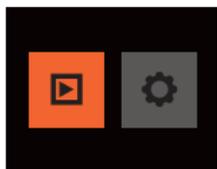


## Product Description



## PhotoScanner Settings

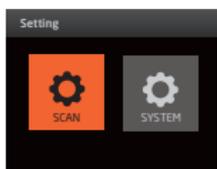
Press and hold the **'on/off'** button for 1 second to turn on the scanner.  
You will see the following options –



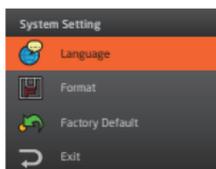
Playback mode icon is on the left and the scan settings icon is on the right.  
If an SD card has not been inserted, you will see the following message –



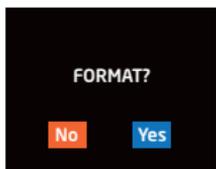
It is recommended to format the SD card before scanning.  
Press the **'right arrow'** button and then press the **'OK'** button.  
This will take you to **'Setting'** –



Press the **'right arrow'** button to select **'SYSTEM'** and then press the **'OK'** button. You will see the following options –



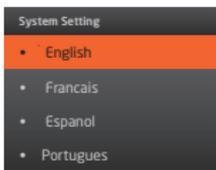
Press the **'down arrow'** button to select **'Format'** and then press the **'OK'** button. You will see the following message –



Press the **'right arrow'** button to select **'Yes'** and then press the **'OK'** button.

It only takes a number of seconds to format the SD card and you will then be taken back to the **'System Setting'** screen.

Other options available are **'Language'** –



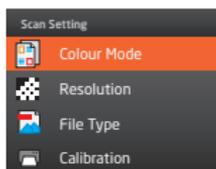
You have a selection of nine different language options.

You also have the option of selecting **'Factory Default'**, which will reset all the settings back to factory default.

Select **'Exit'** and press the **'OK'** button to go back to **'Setting'**.

To change the scan settings, select the **'SCAN'** icon at the **'Setting'** screen and then press the **'OK'** button.

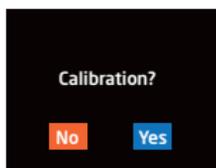
You will see the following options -



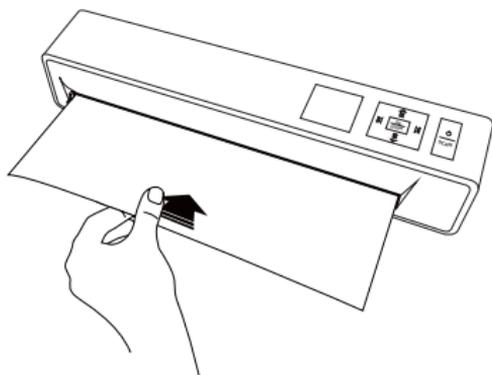
Before you can scan, it is recommended to calibrate the scanner first.

Press the **'down arrow'** button to select **'Calibration'** and then press the **'OK'** button.

You will see the following message -



Move the paper guide all the way to the left and then insert the calibration card into the scanner –



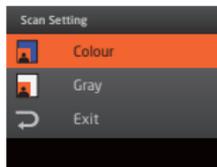
Press the **'right arrow'** button to select **'Yes'** and then press the **'OK'** button.

The calibration process will take a few moments to complete. The calibration card will feed right through and the unit will turn off when completed.

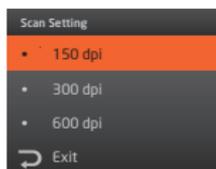
Press and hold the **'on/off'** button for 1 second to turn on the scanner.

Press the **'right arrow'** button and press the **'OK'** button to go to **'Setting'**, then press **'OK'** again to select the **'SCAN'** icon.

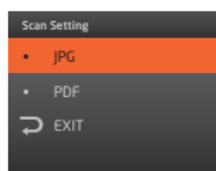
For **'Colour Mode'** you can select to scan in colour or gray scale. This is going to be dependent on the photo or document that you want to scan –



For **'Resolution'** you can select to scan 150 dpi, 300 dpi and 600 dpi –



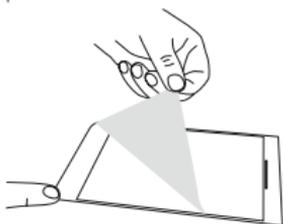
For **'File Type'** you can select to save in JPG or PDF format –



When you have finished adjusting the scan settings, press the **'down arrow'** button to select **'Exit'** then press the **'OK'** button.

## Using the PhotoScanner

It is recommended that you use the provided photo sleeve when scanning to ensure the best results. Before using the sleeve, peel off the protective plastic sheath from the top and bottom of the sleeve -



Make sure that the sealed end of the photo sleeve is inserted into the scanner first to avoid jamming.

(light bulb) The photo sleeve is not required when scanning documents or for photos with a gloss surface.

When you are ready to scan your photos or documents, press the **'SCAN'** button.

You will see the following message -



Adjust the paper guide accordingly and insert your photo or document facing upwards and it will scan automatically -



You will see the above message when scanning.



Do not press any buttons while the PhotoScanner is scanning.

When the scan has finished, you will see a preview on the LCD screen.

You can use the on-board controls to zoom or to select other photos and documents that you have scanned to the SD card.

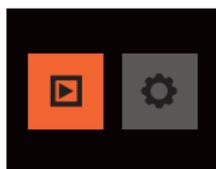
Press the '**SCAN**' button again when you are ready to scan.

## Notes

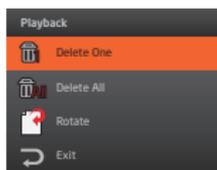
- Keeping the photo or document flat and level when feeding prevents possible jamming.
- Keep the original photo or document free from finger prints, oil or dust for optimum scanned image quality.
- Remove the photo from the sleeve after scanning to prevent the sleeve from sticking.
- Keep the sleeves in a safe place when not in use to prevent them from accumulating dust.
- Place the photo or document on the right edge of the feed slot and adjust the paper guide so it aligns to the left hand side of the photo or document.
- Gently push the photo or document into the feeding slot and let go when it begins to feed into the slot.
- When the scan has completed, a folder will be created on the SD card. Each scanned image is given a file name with the prefix 'IMAG' following by a 4 digit sequential number in the order the images are stored. For example IMAG0001, IMAG0002, etc.
- When you have finished scanning, press and hold the 'on/off' button for 2 seconds to turn off the PhotoScanner. You can now safely disconnect the power and remove the SD card.

## Playback menu

The PhotoScanner has the ability to display previously scanned photos and documents. Press the **'OK'** button to enter playback mode -



You can use the **'left arrow'** or **'right arrow'** buttons to preview the files on the SD card. You have the option of rotating and deleting the files by pressing the **'down arrow'** button for each selection -



You can also use the zoom function by pressing the **'ZOOM'** button during preview.

 The rotation and zoom option is for viewing purposes only. The orientation of the scanned images will remain unchanged when viewed on the computer.

Press the **'up arrow'** button to exit playback mode.

## Maintenance

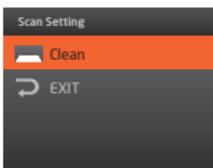
For optimal scanning results, the PhotoScanner should be cleaned before use or having being used for a certain time. The PhotoScanner is provided with accessories to help maintain the device. Do not use cleaning implements or solvents to clean the PhotoScanner other than those provided as this may cause damage to the device.

### Cleaning the roller:

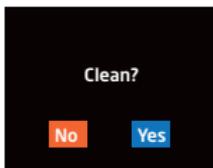
To clean the roller, insert an SD card and press and hold the **'on/off'** button for 1 second to turn on the scanner.

Press the **'right arrow'** button then press the **'OK'** button.

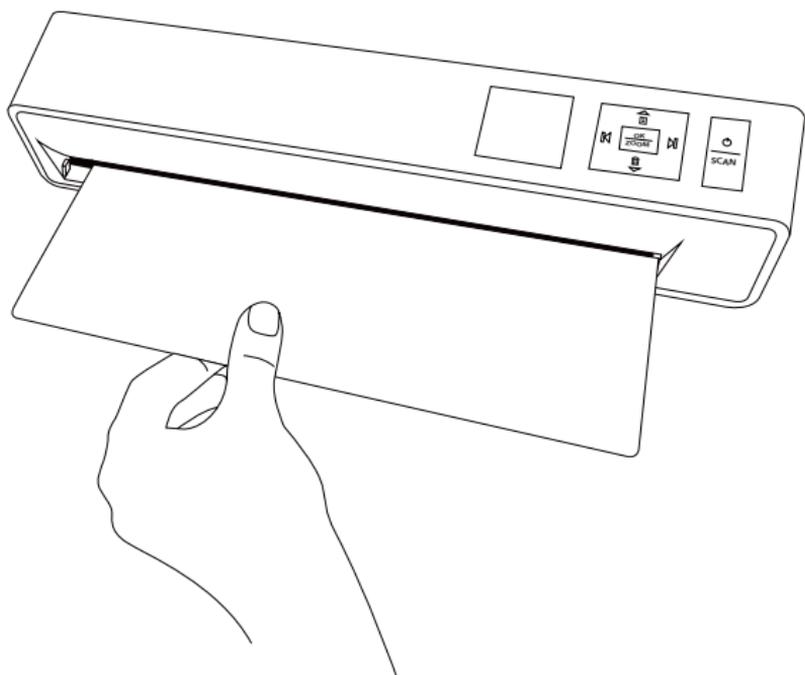
Select **'SCAN'** then press the **'down arrow'** button until you see **'Clean'** –



Press the **'OK'** button to select. You will see the following message –



Move the paper guide all the way to the left and insert the roller cleaning tool with the foam wedge facing downwards -



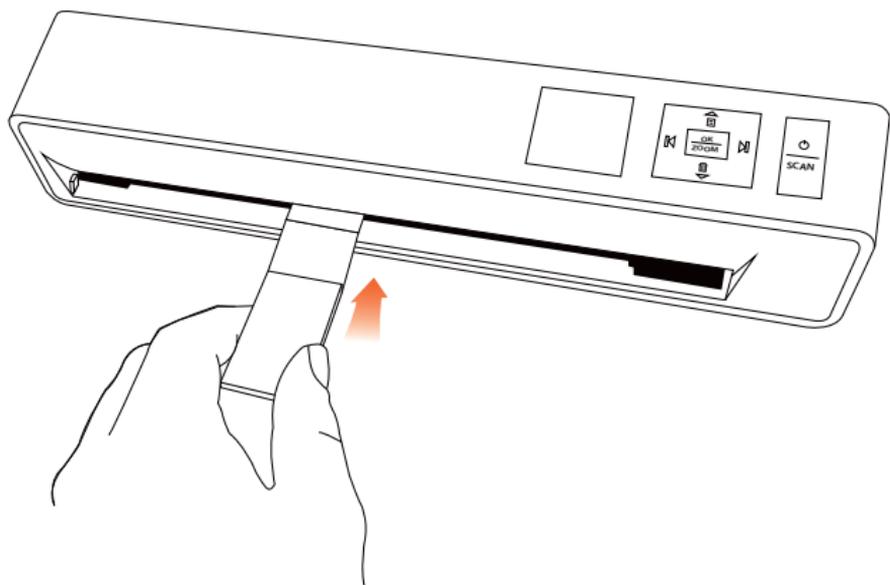
Insert the roller cleaning tool all the way until it stops then select **'YES'** to clean the rollers.

When the cleaning has finished, the roller cleaning tool will be ejected.

## Cleaning the lens:

Before cleaning the lens, make sure the PhotoScanner has been turned off. To clean the lens, hold the handle of the lens cleaner with the foam wedge facing downwards.

Move the paper guide all the way to the left and insert the lens cleaner. The cleaning fabric should be facing upwards -



Move the lens cleaner from side to side several times and then remove.

## Connecting to a computer

If your computer does not have the capability to accept SD cards, you can connect the PhotoScanner to your USB port with the supplied USB cable. When the PhotoScanner is connected to your computer, you will see the following icon on the LCD screen –



The PhotoScanner will be detected as a removable device on your computer. You can then access the files located on the SD card.

Turn off the PhotoScanner before disconnecting the USB cable.

## Troubleshooting

**Q. There are lines on the scanned image or the image is not clear.**

A. Check the following –

Are there scratches on the original print? Remove any stains or dust before scanning.

Has the scanner been used for a long period of time without cleaning or calibration? Follow the instructions for cleaning and calibrating the scanner and try again.

**Q. The photo / document gets stuck halfway in the feeding slot.**

A. Disconnect the power cord and gently take out the photo / document that is stuck. Use the provided roller cleaning tool to clean the roller.

**Q. I get a 'Memory Card Lock' message when I press the scan button.**

A. This indicates that the tab on the SD card is in the 'LOCK' position. Take out the SD card and move the tab to the non-lock position.

**Q. The PhotoScanner feels warm to the touch.**

A. It is normal for the scanner to emit a small amount of heat after prolonged use. If there are strange odours coming from the device or if it feels hot to the touch, disconnect the power immediately from the power supply.

**Q. Can I purchase additional photo sleeves?**

A. Yes, we will have additional photo sleeves that you can purchase. Please visit our website for more details: [www.kaiserbaas.com](http://www.kaiserbaas.com)