ST600 Scanning Basics

What You Can Do with the ST600 Scanner

The ST600 overhead scanner has a scanning unit that does not touch documents. The following scanning operations can be performed with this model:

- A book or booklet that is up to A3 in size can be scanned without cutting pages out.
- Multiple documents such as business cards or other types of cards can be scanned at once. The scanned images created by scanning documents are corrected automatically.
- When a booklet-like document is scanned the page distortion is corrected automatically.
- When multiple documents are scanned at once the scanned images are cropped into separate images for respective documents.

In addition, continuous scanning can be started automatically and scanned images can be corrected after documents are scanned.

Page Turning Detection

When a page is turned, the ST600 automatically starts continuous scanning. This is useful for scanning multiple pages of a book or booklet-like document.
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Scanning: Document Placement

When you place down documents, use the Background Pad.

If you scan documents without using the Background Pad, the document edges may not be detected correctly and the created scanned image may be different from the document.

The Following topics will provide details needed to begin scanning:

- Scan Area
- Standard Size Document
- Book
- Multiple Documents at Once

Scan Area

Place a document with the scanned side face-up in the following scan area.

Use the following to determine the scan area.

- **Area**: Reference marks of the Background Pad
- **Height**: Lines on the base of the ST600

(NOTE: If a document is placed outside of the scan area, part of the scanned image may be left out or blurred.)
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Placement of Standard Size Document
Align the center of the document with the centering mark on the ST600.

Book
Place a book as follows:
- Open a book horizontally.
- Align the center of opened book face-up with the centering mark.
- Hold the book down with fingers within the appropriate areas.

When holding the book down, use your fingers as follows:
- Keep your fingers straight.
- When using multiple fingers to hold down the book, keep fingers apart by at least 2 cm (0.79 in.).

Appropriate Areas for Holding the Book Down
ST600 Scanning Basics

Multiple Documents at Once
To scan multiple documents at once, place them in the following conditions:

- The documents must be placed at least 15 mm (0.59 in.) apart from each other.
- The number of documents placed must not exceed 10.

15 mm (0.59 in.) or More
ST600 Book Scanner Kiosk Software

Operating Instructions

Once you have powered on the ST600 Book Scanner you will need to launch the book scan software by double clicking on the ST BookScan Kiosk icon on your desktop. (See Figure A)

Figure A.

ST600 Splash Screen

Next, you will see the ST600 Splash Screen appear and should press any key on your screen or click your mouse to proceed to the next screen. (NOTE: If you need to exit the Splash Screen click anywhere on the screen and simply press the “Esc” button on your keyboard until you have exited software.)

Saving and Retrieving Scanned Image Options:

(One of the following options can be selected when choosing Custom or Quick Scan Kiosk Modes and each option will enable the user to simply choose the destination folder via a popup screen)

- **USB Drive**: Save scanned images directly to an thumb drive (A popup screen will appear allowing user to select the drive letter to save images to when starting the ST600 Book Scanner Kiosk software)
- **Folder**: Choose an existing destination folder on your PC (i.e. My Documents, Photos, etc.)
- **Print**: Scan and Print directly to any Printer connected to your PC or Network
- **Email**: When configured you can email images directly to your Google Gmail account
- **Desktop**: Save images directly to your “ST BookScan” folder located on your desktop
- **Odyssey**: Share saved images with your Odyssey interlibrary account
- **Network**: Scan and save images on your network for remote access later
ST600 Book Scanner Kiosk Software

Scan Mode Selection Screen

The Scan Mode screen allows the user to choose [Custom Scan] for advanced scanning capabilities or [Quick Scan] for basic scanning needs. (See below for a brief description of each mode)

- **Custom Scan:**
  User selects Scan Type, Destination, Image Quality, Color Mode, File Format, Image Compression and OCR (Recommended for Advance Users)

-When using Custom Scan mode you must choose one option below each header before you can begin scanning.

Once all Custom Scan options have been chosen the “Start” button will turn from green to black colored text allowing you to start scanning images.
ST600 Book Scanner Kiosk Software

Scan Mode Selection Screen (continued)

- **Quick Scan**: (Entry Level Users)
  Most common settings are automatically applied.
  (Recommended for Basic Scanning and Entry Level Users)

-When using Quick Scan mode you must choose one option below each header before you can begin scanning.

### Scanning

**Scan in Progress:**

Scanning of images will immediately occur once you have selected a Scan Mode in the ST600 Kiosk software and press the [start] button. When scanning is in progress, the [ST600 Scan Manager – Image scanning and file saving] window displays a scanning standby status.
Scanning

**Scanned Image Preview**: (This Screen will appear when scanning a Book, Document or Photo)

Once the image has been scanned it will appear in the preview window on the right. To continue scanning simply open the next page to be scanned and continuous scanning will start. If scanning fails to resume, simply press the [Continue Scanning] button on the bottom right of the screen or the [Scan] button on the ST600. To finish scanning images simply click the [Finish Scanning] button or press the [Stop] button on the ST600 Scanner.

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**SCAN TYPE: BOOK**

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Scanning

When scanning a book the “Book Image Viewer” screen will display several icons designed to assist with fine tuning / editing of your book images before they are saved. (NOTE: Once changes are made to your images be sure to press the [apply] button to save your work.)

• **Preview Final Image:** Allows preview of the corrected book image
  1. To further edit the corrected image, select [Book Image Correction].
  2. To fill in the captured finger area after the corrections, select [Point Retouch]

• **Book Image Correction:** Correct the book image distortion
  1. If necessary, manually reposition the six corner points to correspond with the contour of the book. Make fine adjustments as needed.
  2. Click the [Apply] button to correct the distorted book image.

• **Point Retouch:** Fill in the captured finger areas in the scanned book image
  1. Click on the captured finger area to detect the range of the finger automatically.
  2. Click the [Apply] button to fill the selected area. To modify the selected area, move the outline.

• **Undo Changes:** Reverse and changes made to original scanned image

**Output Format:**

• **One Page:** Output as one page after book image correction.

• **Two Pages (left to right):** Output as two pages (left to right) after book image correction.

• **Two pages (right to left):** Output as two pages (right to left) after book image correction.
Scanning

Correcting Distorted Book Images
The red perforated box surrounding the border of the window frame must correspond with the contour of the book in order to crop a non-distorted flat image of the book pages. In addition, to save each page separately it is necessary for the “green” perforated line to lay centered between each page. To make necessary changes simply click on and pull the six corner points toward the center of the screen until the lines correspond with contour of the book. Please see the following examples of Correcting Distorted Book Images. (NOTE: The book being scanned was not properly aligned on the background pad resulting in a skewed scan, which will require additional cropping in order to obtain a normal flat image of each page)

STEP 1

Distorted Image Cropped: Red Arrows are pointed at the six corner points that have now been pulled from each corner of the screen (STEP 1) to the contour of the book allowing proper crop of the skewed images

STEP 2
Scanning

**Cropped Image Correction**: (The image correction will now be visible using the [preview] icon and the once skewed image from STEP 1 now appears properly oriented, flattened and separated)

Once images are cropped simply click the [Save and Exit] button on the bottom right of the screen and images will be saved to the folder you choose when setting up the scan mode.

**Captured Finger Areas Correction**: By using the Point Retouch button you can eliminate a finger that may have been captured during scanning.
Scanning

Point Retouch Correction:

Simply press the [Point Retouch] icon and then click on the finger captured in the image and it should appear highlighted in red with six white boxes around or near the contour of the finger. Next, pull the six corner points until the image is completely highlighted, then click the [Apply] button to save changes.

Once the [Apply] button has been pressed you will immediately see the final corrected image in the preview pane and final image bin. Next, save your changes by clicking the [Save and Exit] button.