User's Guide for KODAK Picture Kiosk Plus Software, V24.X

Including Information on the:

KODAK Picture Kiosk Console 3/4/6/8/9
KODAK Picture Maker G4 Cabinet 17/120
KODAK Picture Maker G4 Cabinet 17/230
KODAK Picture Maker G4 Cabinet 24/120
KODAK Picture Maker G4 Cabinet 24/230
KODAK Picture Maker G4 Cabinet 36/120
KODAK Picture Maker G4 Cabinet 36/230
KODAK MOMENTS M1 Order Station Console 9
KODAK MOMENTS Model 4332 Cabinet
KODAK MOMENTS Model 4336 Cabinet
KODAK MOMENTS Console 8 (G20)
KODAK MOMENTS Console 11

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Appendix A: System Specifications

Appendix B: Device Specifications

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KODAK MOMENTS M1 Order Station B-3
KODAK Picture Kiosk B-4

1 Getting Started

Overview

The KODAK MOMENTS Picture Kiosk provides your customers a way to create prints and enlargements from a variety of input sources (photos, CDs, DVDs, digital camera cards, USB flash drives, camera phones, and Wi-Fi devices). Outputs include paper, KODAK Picture CD, KODAK Archive DVD, collages, greeting cards, invitations, photo books, and calendars with several layout combinations and editing capabilities.

The Kiosk consists of:

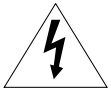
- A processor with MICROSOFT WINDOWS Operating System, DVD/CD-RW drive, Camera Card Readers, and USB drive
- Picture Kiosk Plus Software, Version 24.X
- Color touch-screen monitor
- Receipt Printer

Optional Equipment:

- KODAK 305 Photo Printer
- KODAK MOMENTS 6950 Photo Printer
- KODAK 6900 Photo Printer
- KODAK Photo Printer 6800/6850
- KODAK 605 Photo Printer
- KODAK 8810 Photo Printer
- KODAK DL2100 Duplex Printer
- DL2200 Duplex Printer
- KODAK D4000 Duplex Photo Printer
- KODAK D4600 Duplex Photo Printer
- EPSON STYLUS Pro 7880/7890 Printer
- EPSON SURECOLOR P6000 Printer
- PS13 / PS14 Print Scanner
- KODAK PS12 Print Scanner
- KODAK Rapid Print Scanner II
- KODAK MOMENTS Rapid Print Scanner III

The KODAK MOMENTS Picture Kiosk is available in several different configurations. Regardless of your configuration, this user's guide contains the necessary information to operate your Kiosk.

Using This Guide



This symbol alerts you to the presence of uninsulated “dangerous voltage” within the product’s enclosure that may be of sufficient magnitude to constitute the risk of electric shock.

This symbol alerts you to the presence of important operating and maintenance instructions.

This symbol alerts you to the presence of a hot surface. Do not touch. This symbol appears next to the thermal print head.

Before Using the Kiosk

Make sure:

- You have read and understand the safety information (see the Safety and Compliance guide packed with your Kiosk).
- Paper and ribbon are loaded (see the chapter for your printer).
- The printer has been calibrated (see the chapter for your printer).

Turning on the Kiosk

The Picture Kiosk must be connected to a continuous source power outlet.

1. Turn on the power for all connected equipment.
2. If you have a Picture Kiosk G20 or the KODAK MOMENTS Edge Order Station, press the power switch on the back of the Console.
3. If you have the M1 Order Station, press the power switch on the face plate of the Console.

Turning off the Kiosk

NOTE: If you would like to use the auto shutdown and startup feature, see “Using Auto Shutdown and Startup” on page 2-5.

Turn off the Kiosk when it will not be used for extended periods of time. You should turn off the Kiosk once every 24 hours.

Before you turn off the power:

1. Touch the Menu icon in the upper left corner of the screen.

2. Touch *Setup*.
3. Enter the Setup password in necessary.

4. Touch *Shutdown System*.
5. Touch *Shutdown*.
6. Touch *Yes* at the prompt.
7. Turn off the power to all other connected equipment.

NOTE: If it is necessary to turn the system back on, **wait 10 seconds** before powering on the Console.

Restarting the Kiosk

1. Touch the Menu icon in the upper left corner of the screen.

2. Touch *Setup*.
3. Enter the Setup password in necessary.

4. Touch *Shutdown System*.
5. Touch *Restart*.
6. Touch *Yes* at the prompt.
7. Wait for the Kiosk to restart.

Restarting the Application

1. Touch the Menu icon in the upper left corner of the screen.

2. Touch *Setup*.
3. Enter the Setup password in necessary.

4. Touch *Shutdown System*.
5. Touch *Restart Application*.
6. Touch *Yes* at the prompt.
7. Wait for the application to restart.

Putting the Kiosk in Sleep Mode

1. Touch the Menu icon in the upper left corner of the screen.

2. Touch *Setup*.
3. Enter the Setup password in necessary.

4. Touch *Shutdown System*.
5. Touch *Sleep*.
6. Touch *Yes* at the prompt.
7. Wait for the system to go in to sleep mode.

Navigating the Software

On any screen, touch:

Start Over to return to the Main screen.

Shopping Cart to view the contents of your order.

Touch the Menu icon, in the upper left corner of the screen, to access:

Prints from Mobile to access the Prints from Mobile work flow.

Order Management to access active and completed orders and the import queue.

Claim Online Order to claim an on-line order.

NOTE: This button appears only if you have Online Orders enabled in User Mode. See page 2-27.

Passport & ID Photo System to create a passport or ID Photo.

NOTE: This button appears only if you have the Manual Passport & ID module installed.

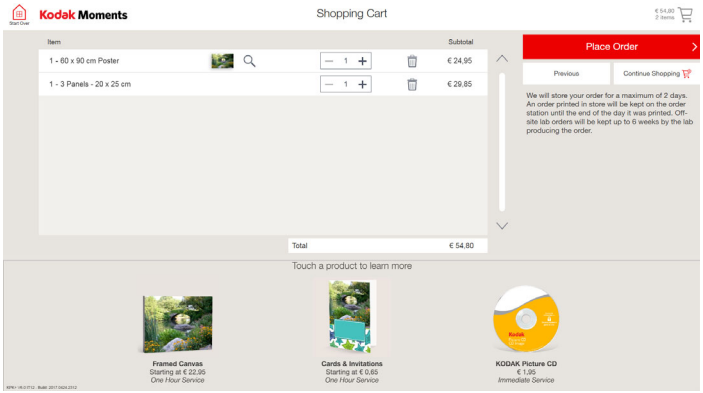
Setup to go to the Setup screen.

View All Products to view the products available on the Kiosk.

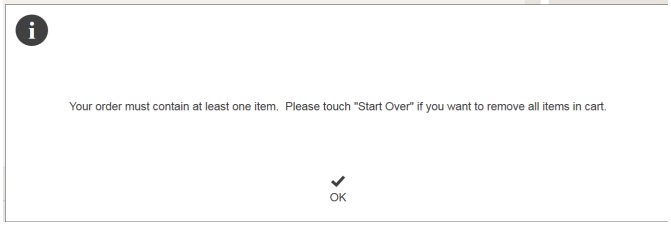
Viewing the Shopping Cart

From the Shopping Cart, you can:

- View the items in your cart
- View the details of an item
- Change the order quantity of an item
- Delete an item
- Continue shopping
- Place your order



NOTE: If you only have one item in your cart, and you chose to delete it, the following message appears:



Click *OK* to dismiss the message. Click *Start Over* to remove the item from your cart.

Using the Keyboard and Mouse

You may be required to use the keyboard or mouse to perform certain functions. You can also use the keyboard to enter text, in some work flows, instead of using the on-screen keyboard.

Connecting the keyboard and mouse

1. Shut down the Kiosk and disconnect the power cord from the power source. See "Turning off the Kiosk" on page 1-3.
2. Connect the keyboard to the back of the console.
3. Connect the mouse to the back of the console.
4. Connect the power cord to the power source and turn on the power to the Kiosk.

Disconnecting the keyboard and mouse

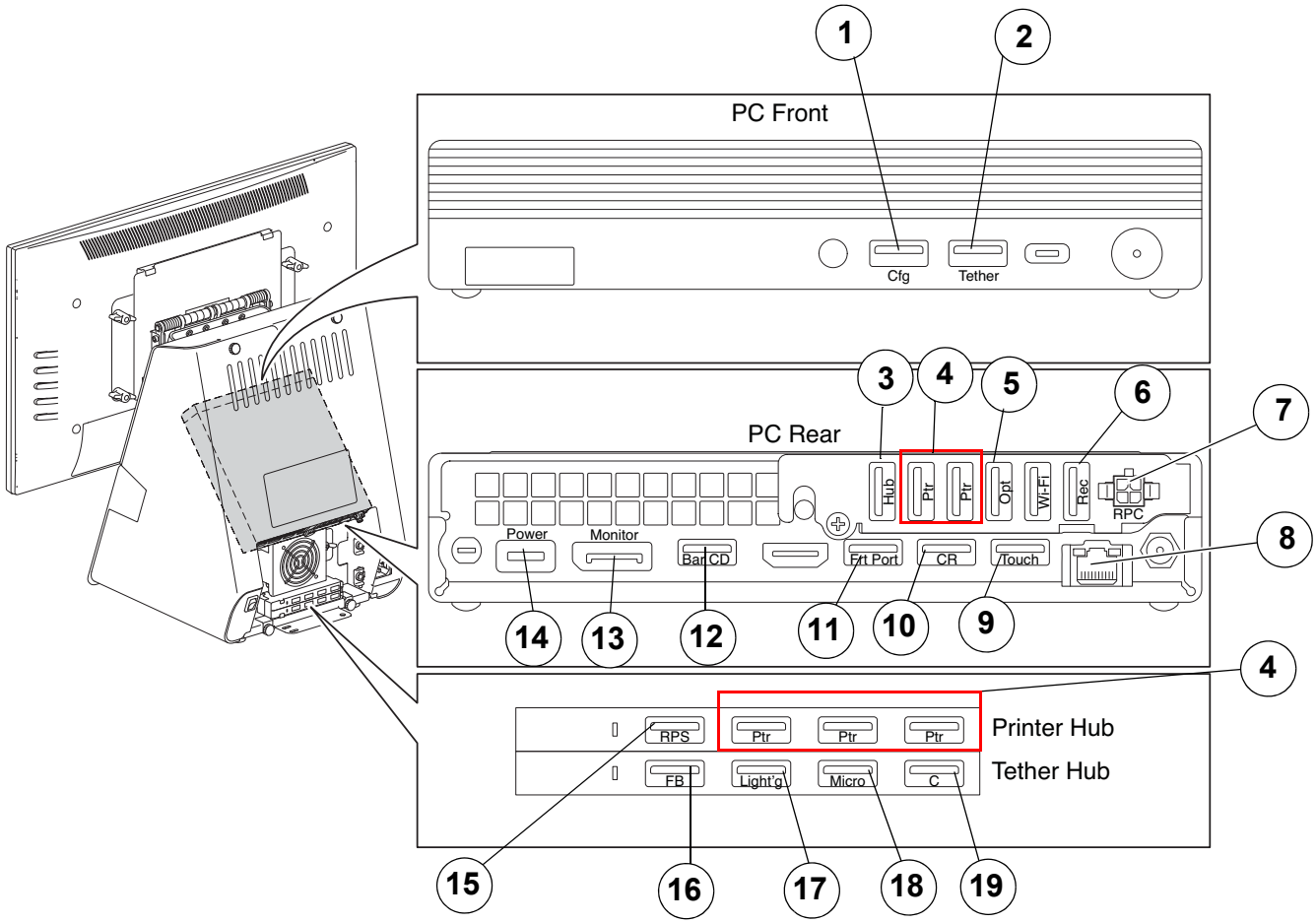
1. Shut down the Kiosk and disconnect the power cord from the power source. See "Turning off the Kiosk" on page 1-3.
2. Disconnect the keyboard and store it in a safe place.
3. Disconnect the mouse from the back of the console. Store the mouse in a safe place.
4. Connect the power cord to the power source and turn on the power to the Kiosk.

KODAK MOMENTS Edge Order Station (PC49) Configuration

Number	Equipment
1	Configuration Module
2	Tether Hub
3	Printer Hub
4	KODAK Photo Printer 6800/6850/605 KODAK 88XX Photo Printer KODAK 69XX Photo Printer
5	Spare Port for optional USB devices
6	Receipt Printer
7	Remote Power Connector
8	Network Connection to Local Area Network (LAN) or Lab System
9	Touch-Screen
10	Card Reader
11	Front Port
12	Bar code Scanner
13	Monitor
14	Power port for the PC
15	Rapid Print Scanner, Rapid Print Scanner II, Rapid Print Scanner III
16	Flatbed Print Scanner
17	Tether cable with Lightening USB connection
18	Tether cable with Micro USB connection
19	Tether cable with USB-C connection

NOTE:

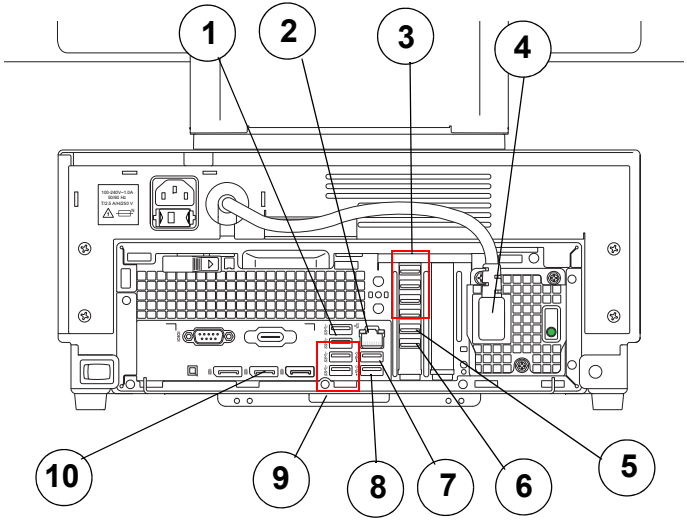
- Connect optional devices such as the 305 Photo Printer, D4000/D4600 Duplex Photo Printer, OKI C844 Printer, or Modem to any spare USB port.
- Connect the KODAK DL2100 Duplex Printer, DL2200 Duplex Printer, or Poster Printer to the Store Network.


1
2
PC Front
Cfg
Tether
3
4
5
6
7
PC Rear
Hub
Ptr
Ptr
Opt
Wi-Fi
Rec
RPC
Power
Monitor
Bar CD
Frt Port
CR
Touch
8
14
13
12
11
10
9
4
Printer Hub
Tether Hub
RPS
Ptr
Ptr
Ptr
FB
Light'g
Micro
C
15
16
17
18
19

KODAK Picture Kiosk G20 (PC50) Configuration

Number	Equipment
1	Receipt Printer
2	Network Connection to Local Area Network (LAN) or Lab System
3	KODAK Photo Printer 6800/6850/605 KODAK 88XX Photo Printer KODAK 69XX Photo Printer
4	AC Power Cord
5	Touch-Screen (must connect to this port)
6	Configuration Module (must connect to this port)
7	Flatbed Print Scanner
8	Bar code Scanner (must connect to this port)
9	Spare USB Ports
10	Video Cable for the Monitor
—	KODAK DL2100 Duplex Printer, DL2200 Duplex Printer, or Poster Printer—connect to the Store Network.

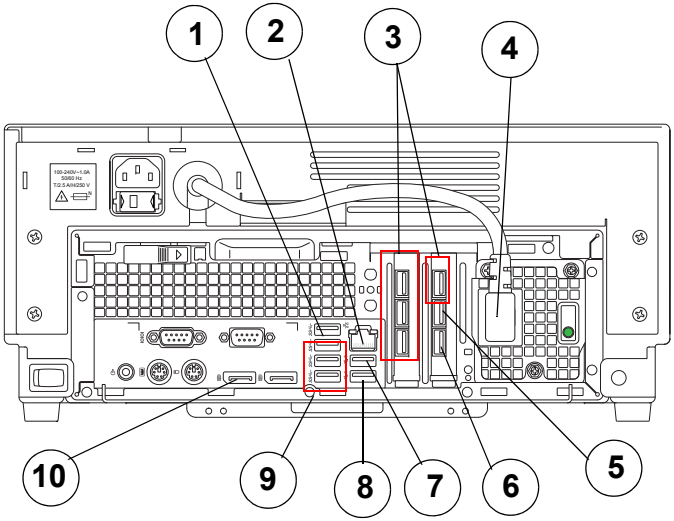
NOTE: Connect optional devices such as the Rapid Print Scanner III, 305 Photo Printer, D4000/D4600 Duplex Photo Printer, PS12/PS13 Print Scanner, or Modem to any spare USB port.



KODAK Picture Kiosk G20 (PC45) Configuration

Number	Equipment
1	Receipt Printer
2	Network Connection to Local Area Network (LAN) or Lab System
3	KODAK Photo Printer 6800/6850/605 KODAK 88XX Photo Printer KODAK 69XX Photo Printer
4	AC Power Cord
5	Touch-Screen (must connect to this port)
6	Configuration Module (must connect to this port)
7	Flatbed Print Scanner
8	Bar code Scanner (must connect to this port)
9	Spare USB Ports
10	Video Cable for the Monitor
—	KODAK DL2100 Duplex Printer, DL2200 Duplex Printer, or Poster Printer—connect to the Store Network.

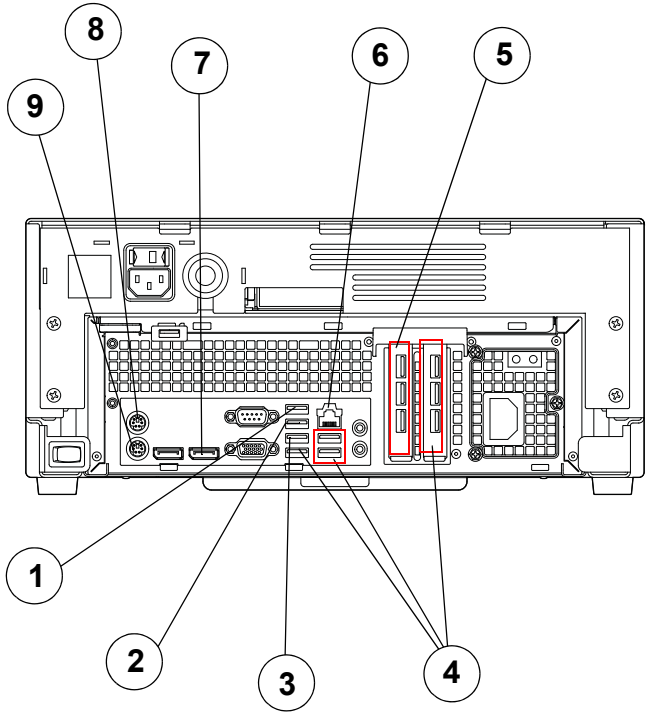
NOTE: Connect optional devices such as the Rapid Print Scanner II, 305 Photo Printer, D4000/D4600 Duplex Photo Printer, PS12/PS13 Print Scanner, or Modem to any spare USB port.



KODAK Picture Kiosk G20 (PC43) Configuration

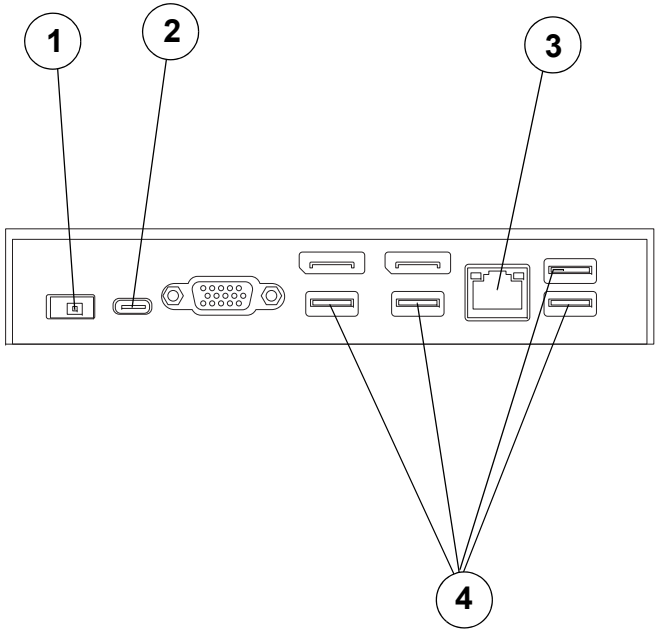
Number	Equipment
1	Receipt Printer
2	Touch-Screen
3	Configuration Module
4	Spare USB Ports
5	KODAK Photo Printer 6800/6850/605 KODAK 88XX Photo Printer KODAK 6900 Photo Printer
6	Network Connection to Local Area Network (LAN) or Lab System
7	Display Port
8	Mouse
9	Keyboard
—	KODAK DL2100 Duplex Printer, DL2200 Duplex Printer, or Poster Printer—connect to the Store Network.

NOTE: Connect optional devices such as the Rapid Print Scanner II, 305 Photo Printer, D4000 Duplex Photo Printer, PS12/PS13 Print Scanner, or Modem to any spare USB port.



KODAK MOMENTS M1 Order Station Configuration

Number	Equipment
1	Main Power
2	USB-C Power and Communication to Computer
3	Network Connection to Local Area Network (LAN) or Lab System
4	USB Ports for optional equipment



2 Setting up the Kiosk

You can select specific features to make the Kiosk unique. Use the information in this chapter to set up the Kiosk.

Accessing the Setup Screen

Access the procedures in this chapter through the Setup screen. To access the Setup screen, touch the Menu icon, in the upper left corner of the screen and then touch *Setup*.

Hiding the Setup Button

When this feature is enabled, the Setup button is removed from the Main screen.

To access the Setup screen, touch the KODAK MOMENTS logo in the upper left corner of the screen.

By default, this feature is disabled. If you would like to turn it on, see “Setting the Retailer Preferences” on page 2-28.

Configuring System Settings

From the Configure System Settings screen you can set up:

- Passwords
- Languages
- Auto shutdown
- Auto startup
- System volume
- Date and time
- Store information
- Receipt information
- Import queue (see page 10-7)
- Order Management
- Local Area Connection
- Host/Satellite information

Setting up and Changing Passwords

Set separate passwords for:

Setup Screens—when you enable the Setup Password, only authorized users can access the Setup screen.

Printing—allow printing only when approved by authorized users.

You can enable print passwords for individual options:

- Kiosk Orders—restricts printing, Make Picture CD output, to authorized users.
- Lab Orders—restricts minilab output to authorized users.
- Queue Manager—restricts Order Management access to authorized users.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Select Passwords*.

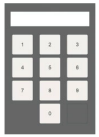
3. Touch next to each password that you want to turn on.

   A check mark appears.

NOTE: Touch the check mark next to the password if you want to turn it off.

4. Touch the keypad icon to enter the new password.

NOTE: Your password can be a maximum of six numbers.



5. Enter the password using the on-screen keypad and touch *OK*.

6. Touch *Save*.

Setting the Language

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Localization*.

3. Select a measurement system:
   - English
   - Metric
4. Select the primary language.
5. Select the secondary language.

   NOTE: Select *None* to display only the primary language.

6. Touch *Save*.

Displaying a Language

You can set the Kiosk display to toggle between two languages.

1. Touch the *Language* icon on the Main screen.
2. To return to the first language, touch the *Language* icon again.

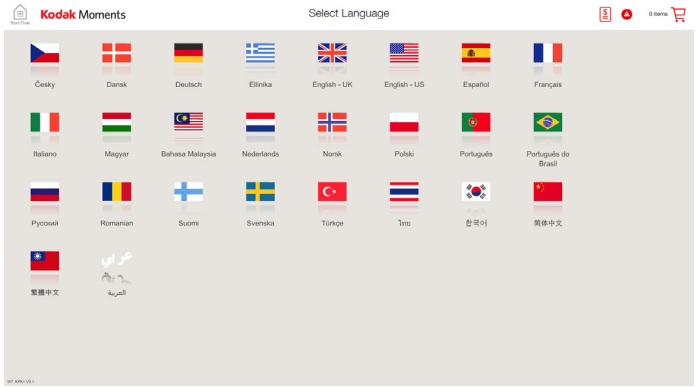
NOTE: The Language icon does not appear unless the Kiosk is set up to display a secondary language. See “Setting the Language” on page 2-3.

Showing the Language Selection Screen

To display the Language Selection screen, enable this feature on the Retailer Preference screen (see "Setting the Retailer Preferences" on page 2-28).

1. From the Main screen, touch the globe button.

   The following screen appears.



2. Select a language.

   The Main screen appears in the language selected.

3. If the customer:

   - Stops using the Kiosk, the Kiosk returns to the primary language and the attract loop starts.
   - Selects *Start New Order*, the Language Selection screen appears in the language that they selected.

Using Auto Shutdown and Startup

To configure the Kiosk to start up and shut down automatically:

IMPORTANT: *Make sure that you:*

- *Shut down the Kiosk using auto or manual shutdown*.
- *Leave the power to the Kiosk on*.

1. From the Setup screen, touch *Configure System Settings*.

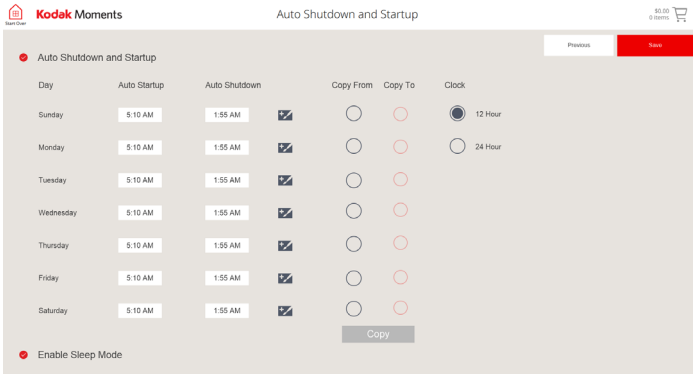
2. Touch *Auto Shutdown and Startup*.

3. Touch next to *Auto Shutdown and Startup* to enable this feature.

4. Touch next to *Enable Sleep Mode* to enable this feature.

5. Select a 12 Hour or 24 Hour Clock.

6. Touch the edit button next to the day of the week that you want to update.



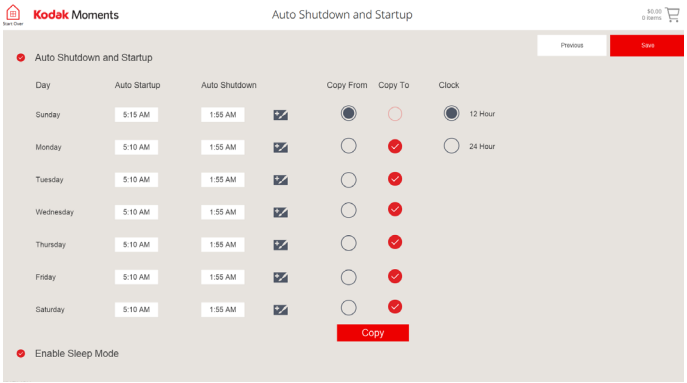
7. Use the arrows to select the Hour and Minutes for the Auto Shutdown and Startup times.

8. Touch *OK*.

9. If you would like to apply the changes to other days of the week, select the radio button in the “Copy From” column next to next to the day of the week that you updated.

10. Select the check box in the “Copy To” column next to each day that you want to change.

11. Touch *Copy*.



Save

12. Touch *Save*.

Adjusting the Volume

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Set System Volume*.

3. Use the *Volume* controls to change the volume for each option:
   - Button Click
   - Master Volume

4. Touch *Test* to verify the volume level.

Save

5. Touch *Save*.

Setting the Time Zone

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Set Date and Time*.

3. Touch *Set Time Zone*.

4. Touch a time zone from the list.

   A box appears around your selection.

5. If the time zone that you select includes daylight savings time, touch next to “Automatically adjust clock for daylight savings time”. A check mark appears when the feature is enabled.

6. Touch *Save*.

7. Touch *OK* at the message prompt. Check that the current date and time are set correctly. See “Setting the Date and Time”.

Setting the Date and Time

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Set Date and Time*.

3. Touch *Set Date and Time*.

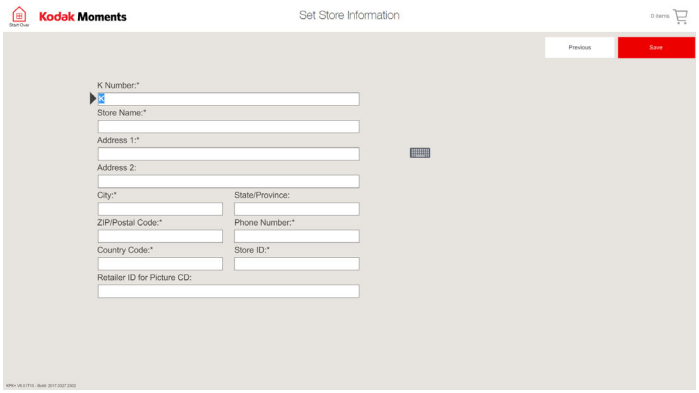
4. Use the arrows to adjust the date and time.

5. Touch *Save*.

Setting the Retailer Store Information

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Set Store Information*.



IMPORTANT: *The K-Number is a mandatory field. You must enter the K-Number to save the information entered in the other fields.*

IMPORTANT: *If you have KODAK Remote Business Manager enabled, we recommend that you enter information in all fields that have an asterisks. If you do not enter this information, a message appears each time you restart your Kiosk.*

3. Touch the K-Number Field.

4. Touch the keyboard icon.

5. Use the on-screen keyboard to enter the K-Number. Touch *Done*.

6. Touch a field to select it.

   An arrow appears next to the selected field.

7. Touch the keyboard icon.

8. Use the on-screen keyboard to add text to the selected field. Touch *Done*.

9. Repeat steps 6-8 for each field to which you would like to add text.

10. Touch *Save*.

Configuring the Receipt Printer Feature

Use the on-screen or physical keyboard to add text to the receipt.

IMPORTANT: *Make sure that you enter the text for the receipt using the primary language for which the Kiosk is set up.*

You can:

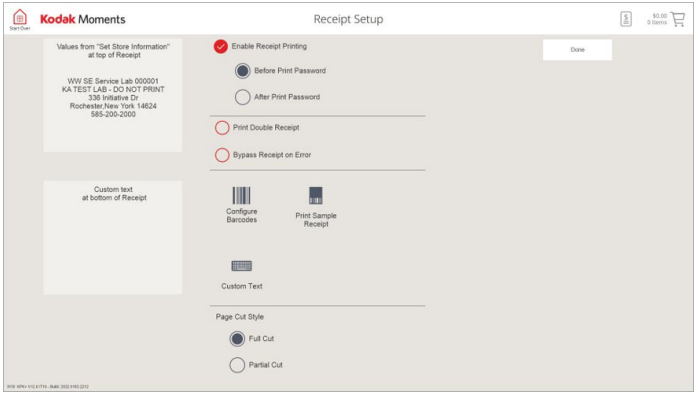
- add retailer store information to the receipt (see the page 2-8).
- enable receipt printing (page 2-10).
- customize the receipt (see page 2-10) by:
  - enabling the double receipt feature.
  - overriding printing a receipt when an error occurs.
  - adding custom text to the receipt.
- enabling barcode printing (page 2-11).

Customizing the Receipt

IMPORTANT: *Make sure that you enter the text for the receipt using the primary language for which the Kiosk is set up.*

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Receipt Setup*.



3. Touch the check box next to *Enable Receipt Printing*.

   A check mark appears.

NOTE: Touch the check mark if you need to turn off the feature.

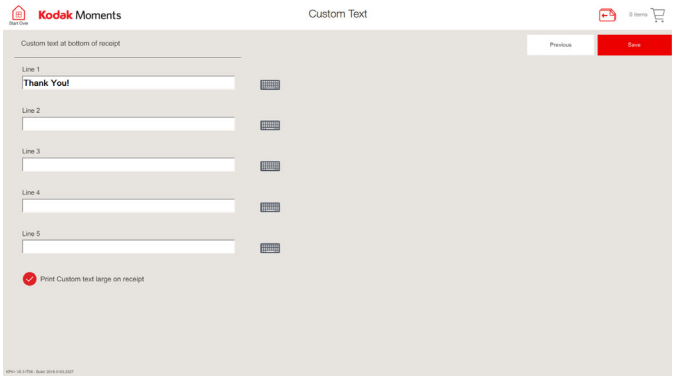
IMPORTANT: *Enable Receipt Printing must be enabled to turn on the features listed below.*

4. Select:

   - *Before Print Password*—to print the receipt before you are prompted for the print password.
   - *After Print Password*—to print the receipt after you are prompted for the print password.
   - *Print Double Receipt*—to print a second copy of the receipt.
   - *Bypass Receipt on Error*—to bypass entering a password if an error occurs when printing a receipt.

5. Select a page cut style:
   - *Full Cut*—to fully cut the receipt paper.
   - *Partial Cut*—to partially cut the receipt paper.

6. Touch *Custom Text*.



7. Touch the keyboard icon next to each line.

   Use the on-screen keyboard to enter the appropriate information for each line, and then touch *Done*.

8. Touch next to *Print Custom Text Large on Receipt* to enable printing larger custom text on the receipt.

9. Touch *Save*.

10. Touch *Print Sample Receipt*.

11. Touch *Done*.

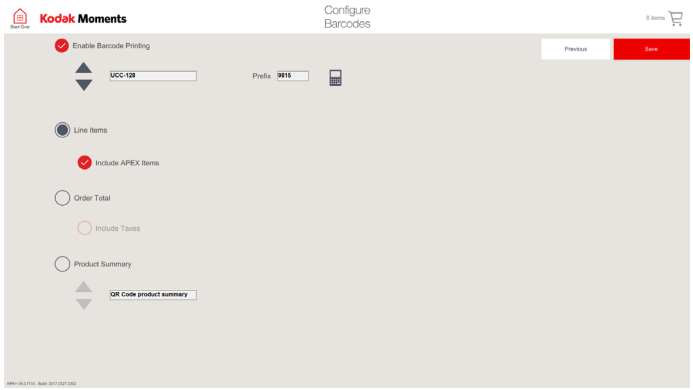
12. Touch *Start Over*.

Enabling Barcode Printing

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Receipt Setup*.

3. Touch *Configure Barcodes*.



4. Touch the check box next to *Enable Barcode Printing*.

A check mark appears.

NOTE: Touch the check mark if you need to turn off the feature.

5. Select a barcode format:

- *UPC-A*—available with Line Item and Order Total barcodes.
- *EAN-13*—available with Line Item and Order Total barcodes.
- *UCC-128*—only available with Line Item barcodes.
- *ITF*—available with Line Item and Order Total barcodes.

6. Touch the keypad icon to enter a barcode prefix for UCC-128 or ITF barcodes. Touch *OK*.

7. Select one of the barcode options:

- *Line Item Barcode*—to print barcodes for each item on the receipt.
- *Order Total Barcode*—to print a barcode of the total cost of the order on the receipt.

8. If you have an APEX system and select *Line Item Barcode*—touch next to *Print Barcodes for APEX Items* to enable the feature.

9. If you select *Order Total Barcode*—touch next to *Include Taxes in Barcodes* to enable the feature.

10. Touch *Save*.

11. Touch *Print Sample Receipt* to print a test receipt.

12. Touch *Done*.

13. Touch *Start Over*.

Sample Receipt

The next page shows sample receipts. The fields that appear on the receipt depend on the enablement software that you have installed and how you configure the receipt. See the table on page 2-15 to see the fields that you can configure.

Sample Receipts

Store Name
Address Line1
Address Line2
Rochester, NY 14617
585-555-5555
Store: 12345
Oct 24, 2001 2:00:00 PM

Name : John Doe
Account: VISA XXXX5667 08/02
Authorization: 111851
Invoice: 0001291587339067

KODAK Picture Maker

7 4x6"	$4.83
3 5x7"	$2.67

Subtotal $7.50
Tax @ 8% $0.60
Amount Paid: $8.10

OrderID: Doe7803
Tracking: 780301

Gift Card Balance: 11.90

Items Sold 10

Thank You
Come Again
www.retailer.com
VAT Rate: 10%
VAT 724 4477 17

Customer/Store Copy

Store Name
Address Line1
Address Line2
Rochester, NY 14617
585-555-5555
Store: 12345
Oct 24, 2001 2:00:00 PM

KODAK Picture Maker

7 4x6"	$4.83
3 5x7"	$2.67

Subtotal $7.50
Tax @ 8% $0.60

Amount Due $8.10

Items Sold 10

Thank You
Come Again
www.retailer.com
VAT Rate: 10%
VAT 724 4477 17

Customer/Store Copy

Store Name
Rochester, NY 14617
585-555-5555
Store: 12345
Oct 24, 2001 2:00:00 PM

KODAK Picture Maker

1 Two 3 x 4"	$1.09
1 Four 3.5 x 5"	$6.00
2 4x6"	$1.70

Subtotal $8.79
Tax $0.91
Amount Due: $9.70

Items Sold 4

Customer/Store Copy

Field	Setup Information
Store Name	See "Setting the Retailer Store Information" on page 2-8.
Address Lines	
City, State and Zip	
Phone	
Store ID	
Date and time	Always printed.
Customer name	You must: ● Have a Payment Processing kit installed. ● Select *Credit Card* as the method of payment.
Account	You must: ● Have a Payment Processing kit installed. ● Select *Credit Card* and/or *Gift Card* as the methods of payment.

Field	Setup Information
Authorization Code	You must: ● Have a Payment Processing kit installed. ● Select *Credit Card* and/or *Gift Card* as the methods of payment.
Invoice	You must: ● Have a Payment Processing kit installed. ● Select *Credit Card* and/or *Gift Card* as the methods of payment.
Kiosk name	Always printed.
Item description with subtotals	Pricing must be enabled. If Pricing is disabled, only an item description appears.
Subtotal	Pricing must be enabled.
Tax	You must: ● Enable Pricing. ● Set the tax rates.

Field	Setup Information
Amount Paid	You must: ● Enable Pricing. ● Have a Payment Processing kit installed.
Amount Due	You must: ● Enable Pricing. ● Have a non-card transaction.
Order ID	You must have a Lab kit installed.
Tracking	You must have a Lab kit installed.
Card Balance	You must: ● Have a Payment Processing kit installed. ● Select *Gift Card* as the method of payment.
Total number of items	Always printed.

Field	Setup Information
Up to five lines of customizable “Thank you” text	See “Customizing the Receipt” on page 2-10.
Prints “Customer Copy” for the customer copy	See “Customizing the Receipt” on page 2-10.
Prints “Store Copy” for the store copy	Printed only when double receipt printing is enabled. See “Customizing the Receipt” on page 2-10.
Line Item Barcode	Printed only when Line Item Barcode is enabled. See “Enabling Barcode Printing” on page 2-11.
Order Total Barcode	Printed only when Order Total Barcode is enabled. See “Enabling Barcode Printing” on page 2-11.
UPC-A	Used with Line Item and Order Total Barcodes. See “Enabling Barcode Printing” on page 2-11.

Field	Setup Information
EAN-13	Used with Line Item and Order Total Barcodes. See "Enabling Barcode Printing" on page 2-11.
UCC-128	Used only when Line Item Barcode is enabled and includes pricing information. You must: ● Enable Pricing. ● Configure product pricing. See "Enabling Barcode Printing" on page 2-11.
ITF	Used with Line Item and Order Total Barcodes. See "Enabling Barcode Printing" on page 2-11.

Field	Setup Information
Kiosk Order Barcode	Printed only when: ● Order Total Barcode is enabled (see "Customizing the Receipt" on page 2-10), Pricing is enabled, and the order is over $99.99. ● Order Total Barcode is enabled and Pricing is disabled.

Setting up Order Management

Enable the Kiosk to resend completed orders. See "Managing Completed Orders" on page 10-3 for information on using this feature.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Order Management Setup*.

3. Touch next to *View completed orders for resend* to turn on the feature.

4. Touch the keypad icon to enter the number of days to keep the completed orders.

NOTE: If you set the number to “0”, orders will be deleted after they are completed.

5. Touch next to *View completed Photo Gifting orders for resend* to turn on the feature.

6. Touch the keypad icon to enter the number of days to keep the completed Photo Gifting orders.

NOTE: If you set the number to “0”, orders will be deleted after they are completed.

7. Touch *Save*.

Setting up the Local Area Network

A network connection is required to use the following features:

- Minilab
- Multi-Station
- KODAK Adaptive Picture Exchange
- Create at Home
- Remote Business Manager
- Net to Retail
- Hub and Spoke
- Input from FACEBOOK, PICASA, INSTAGRAM, FLICKR, and DROPBOX
- Hard Disk Input and Output

The following must be set up:

NOTE: Obtain the correct settings from your system administrator.

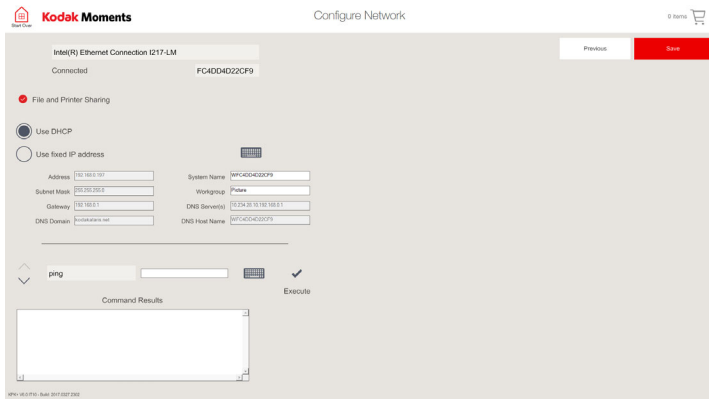
- Internet Protocol (IP) Address—identifies the Kiosk’s Ethernet address.
- Subnet Mask—controls which subnet the Kiosk is on.
- Default Gateway—identifies a gateway to reach addresses that the Kiosk cannot reach on its own.

- Dynamic Host Configuration Protocol (DHCP) server—automatically retrieves the information needed to connect to a network. Contact your system administrator to see if you have access to a DHCP server and to configure it.
- Domain Name Server (DNS)—provides the Kiosk with the Internet Protocol (IP) address of another computer.

IMPORTANT: *Entering the wrong settings can disrupt normal network operation.* ***Do not*** *change these settings unless you are configuring the network.*

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Configure Network*.



3. Touch next to the following options to turn on the feature:

- File and Printer Sharing
- Use DHCP
- Use fixed IP Address

4. If necessary, change the information in the text fields:
   - Touch the field to select it.
   - Touch the keyboard icon.
   - Use the on-screen keyboard to enter the information.
   - Touch *Done* when you are finished.
5. To send a command:
   - Use the arrows to select a command.
   - Touch *Execute*.

   The command results appear in the field at the bottom of the screen.

6. Touch *Save*.

7. Touch *Start Over*.

Setting up the Kiosk Network

IMPORTANT: *Make sure that you set the print sizes and layouts you want to offer on the Host Kiosk before you set the options on the Kiosks that are networked. See "Configuring the Settings for Printing to a Thermal Printer" on page 2-48.*

Set up the Kiosk to share its printers and print scanner with other Kiosks in the store. The shared equipment is connected to the Host Kiosk. The Kiosks that are networked share the equipment connected to the Host Kiosk, and can also use their own equipment. The Host Kiosk can support up to 14 Kiosks on a network.

Make sure that you set the Local Area Network settings (see "Setting up the Local Area Network" on page 2-18).

If the Kiosks are connected to a larger network or router using DHCP, turn on *Use DHCP*.

If the Kiosks are not connected to a network supporting DHCP, turn on *Use fixed IP address* and select a unique Address.

NOTE: Each Kiosk must have a different IP address; the DNS Server Address fields may be left blank. Obtain the correct settings from your system administrator.

Configure the Host Kiosk first, and wait for it to restart. Then configure each Kiosk on the network.

You will also use the Kiosk Network settings if you have an APEX system. For more information on configuring APEX settings on your Kiosk see "Chapter 12 Using the KODAK Adaptive Picture Exchange with the Kiosk".

Sharing Devices with Other Kiosks

Follow these steps from the Host Kiosk to share devices with other Kiosks on the network.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Kiosk Network*.

3. Touch *Sharing Your Devices*.

4. Touch next to each device that you want to share with other Kiosks.

5. Touch *Save*.

6. At the message prompt, touch *OK*.

The Kiosk restarts.

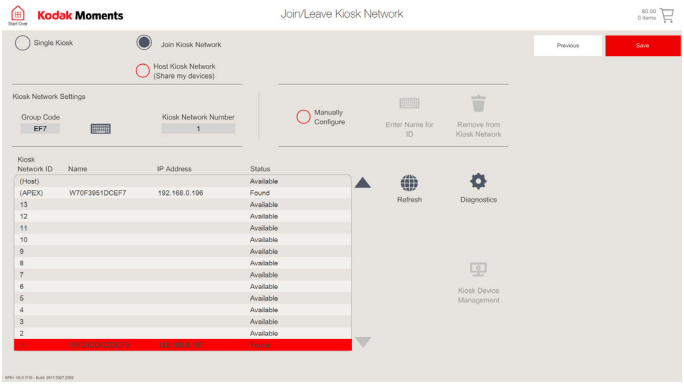
Setting up the Host Kiosk

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Kiosk Network*.

3. Touch *Join/Leave Kiosk Network*.

4. Touch next to *Join Kiosk Network*.



5. Touch next to *Host Kiosk Network*.

NOTE: If the check box for *Host Kiosk Network* is not available, check that:

- there is not another Host Kiosk on the network with the same group code
- the Kiosk has a sharable printer or print scanner.

6. At the message prompt, touch *OK*.

   The Kiosk restarts.

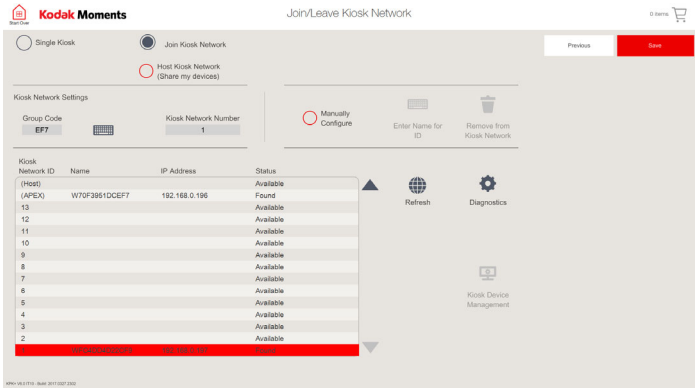
Setting up Other Kiosks on the Network

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Kiosk Network*.

3. Touch *Join/Leave Kiosk Network*.

4. Touch next to *Join Kiosk Network*.



The Kiosk automatically sets the Kiosk Network Number using the next available number. The Kiosk Network Number also appears before the order number on the:

- receipt
- order status display
- screen
- error message

5. If the Host or APEX does not appear, touch next to *Manually Configure*.

6. Touch *Enter Name for ID*.

7. Use the on-screen keyboard to enter the Host name. Touch *Done*.

8. Touch *Save*.

9. At the message prompt, touch *Yes*.

10. Touch *Kiosk Device Management*.

NOTE: You can also access *Kiosk Device Management* from the Systems Configuration Screen.

11. To use shared devices, touch next to *Kiosk Host* for each device that you want to use on the Host Kiosk.

12. To use local devices, touch next to *This Kiosk* for each device that you want to use on the Kiosk that is networked.

13. Touch *Save*.

NOTE: If there is a problem, an error message appears to inform you of the problem and your changes will not be saved.

14. Touch *Save*.

15. At the message prompt, touch *Yes*.

16. At the second message prompt, touch *OK*.

The Kiosk restarts.

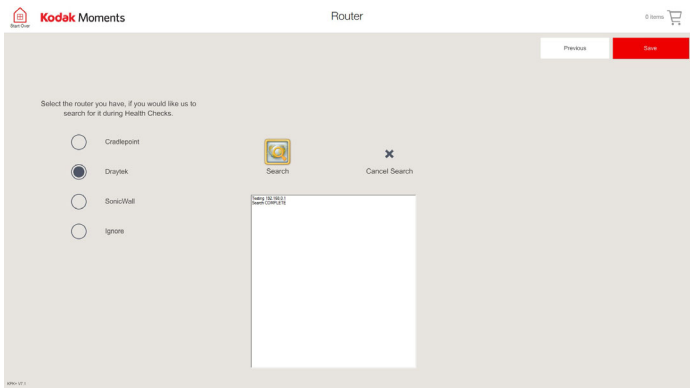
Configuring Router Detection

If your system has a wireless router, it will not be detected in Device Health Check unless it is configured to do so on the Router screen.

The default setting is Ignore. If Ignore is selected, the wireless router does not appear in Device Health Check.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Router*.



3. Select your router:
   - Cradlepoint
   - Draytek
   - SonicWall
   - Ignore
4. Touch *Start* to scan the network for the currently selected router.

NOTE: This is only functional for Cradlepoint and Draytek routers.

Search Complete appears when the system is done searching for the router.

5. Touch *Save*.

   Once the router type is saved on the screen, Device Health Check searches for the router. It is listed as FOUND or NOT FOUND as any other connected device.

Managing Features

From the Manage Features screen you can set:

- User Modes (see page 2-26)
- Retailer Preferences (see page 2-28)
- Imaging Preferences (see page 2-34)
- Input Sources (see page 2-35)
- Pricing (see page 2-37)
- Main Menu Options (see page 2-45)
- Picture CD (see page 5-4)
- Archive DVD (see page 5-1)
- Memory Saver USB (see 5-5)
- Prints and Enlargements Options (see page 2-48)
- Printing to Thermal (see page 2-48)
- Cross Sell Options (see page 2-52)
- Print Finishing Options (see page 2-52)
- Printing to Hub (see 13-1)
- Print Release Options (see page 2-54)
- Print Limit (see page 2-47)
- APEX Setup (see page 12-1)
- Printing to Hub Setup (see page 13-1)
- Greeting Cards (see page 2-61)

- Monthly Calendars (see page 2-57)
- Photo Books (see page 2-58)
- Collage Options (see 2-62)
- Consumer Survey (see 2-62)
- Decorative Panel Setup (for a Kiosk without an APEX system, see page 2-63. For a Kiosk with an APEX system, see page 12-15)
- Payment Processing (see the user's guide for your Payment Processing Kit)

Setting the User Modes

There are three different user modes to choose from. You can apply different features to each user mode.

The following table lists the image editing features that you can enable and disable.

The application features that appear depend on the equipment and modules that you have.

Image Edits	See Page
Add Text	9-2
Add Borders	9-2
Brightness and Contrast	9-1
Color Effects	9-2
Color Balance	9-1
Color Restoration	9-1
Red-eye Reduction	9-1
Rotate Frame	9-1
Rotate Picture	9-1
Pet-eye Edit	9-1
Enhancement	9-2

Image Edits	See Page
Zoom & Crop	9-1
Facial Retouching	9-2
Print Full Image*	---
Make a Copy*	---
Double Prints*	---

*These features appear on the “Select a Picture Edit” screen when enabled.

Follow these steps to set up each user mode.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Select User Mode*.

3. Touch the arrows to select a user mode.

4. Touch the arrows to select:
   - Applications
   - Image Edits

   NOTE: Additional selections appear if you have an APEX connected to your Kiosk.

5. Touch next to each feature you want to enable.

NOTE: Touch the check mark next to the feature if you want to turn off the feature.

6. Use the arrows at the bottom of the screen to view more features.

7. Touch *Save*.

Setting the Retailer Preferences

The following table lists the Retailer Preferences that you can enable and disable, along with the page number where you can find more information.

Feature	See Page
Show Copyright Notice Screen	2-29
Show Data Privacy Screen	2-30
Show Language Selection Screen	2-4
Limitation of Liability	2-30
Print Job Overlap	2-31
Inline Enlargements Upsell	2-31
Inline CD Upsell	2-31
Inline DVD Upsell	2-31
Inline Photo Book Upsell	2-31
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1. From the Setup screen, touch *Manage Features*.

2. Touch *Retailer Preferences*.

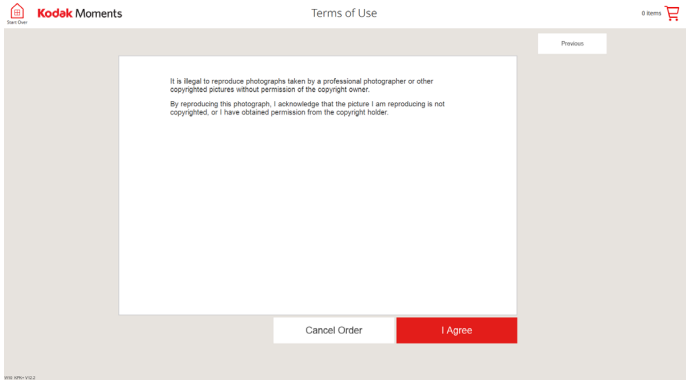
3. Touch next to each feature you want to enable.

NOTE: Touch the check mark next to the feature if you want to turn off the feature.

4. Touch *Save*.

Displaying the Copyright Screen

The copyright screen displays the following copyright notice:



To display the copyright notice, the copyright feature must be enabled. See “Setting the Retailer Preferences” on page 2-28.

If you accept the terms of the copyright notice, touch *I Agree*

If you do not accept the terms of the copyright notice, touch *Cancel Order*. You return to the Main screen.

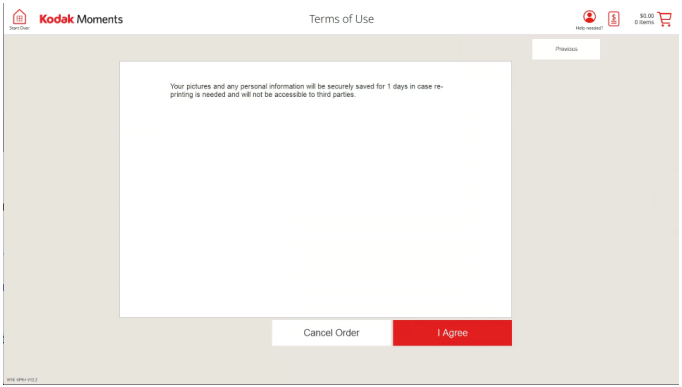
Displaying the Data Privacy Screen

To display the data privacy notice, the feature must be enabled. See "Setting the Retailer Preferences" on page 2-28.

If you accept the terms of the notice, touch *I Agree*.

If you do not accept the terms of the notice, touch *Cancel Order*. You return to the Main screen.

NOTE: If you have both the copyright notice and the data privacy statement enabled, they appear on the same screen.



Displaying the Limitation of Liability Screen for the United States

IMPORTANT: *To display the limitation of liability, the Limitation of Liability Enablement software must be installed.*

The limitation of liability appears on the Kiosk only once when an application is run and when a removable digital media input source is selected. If you accept the terms, touch *I Accept* to continue using the Kiosk. If this feature is installed and you want to turn it off, see "Setting the Retailer Preferences" on page 2-28. If both the copyright and limitation of liability features are enabled, they both appear on one screen.

Using Print Job Overlap

Print job overlap lets the Kiosk continuously print customer orders without having to wait for one order to finish.

By default, this feature is enabled. If you would like to turn it off, see "Setting the Retailer Preferences" on page 2-28.

If you turn this feature off, and if the Kiosk is printing a customer order and another customer order is submitted, the following message appears:

"Please wait while the previous print order completes. Your order will begin momentarily."

The customer can:

- wait for the first order to print.
- touch *Cancel Order*.

Using the Upsell Features

The upsell feature gives customers opportunities to add more products to their orders.

You can display a:

- CD upsell—adds a CD Upsell icon to the order summary screen.
- DVD upsell—adds a DVD Upsell icon to the order summary screen.
- Enlargement upsell—displays a pop-up dialog encouraging customers to add enlargements to their orders.
- Photo Book upsell—adds a Photo Book Upsell icon to the order summary screen.

If you want to turn these features on, see "Setting the Retailer Preferences" on page 2-28.

Using Large Image Set Navigation

When digital media is detected by the Kiosk, images are sorted by date and folder, making image selection easier and faster.

NOTE: *Sort by Folder* only appears if images are organized by folder on the digital media.

If you want to turn these features on, see "Setting the Retailer Preferences" on page 2-28.

Using the Compressed CD Option

When there is a CD order that spans to multiple CDs, the consumer can choose to get two CDs or to compress their images to fit on to one CD.

If you want to turn this feature on, see "Setting the Retailer Preferences" on page 2-28.

Using the Kiosk Network Routing Screen Option

When enabled, this option only applies to multi-station configurations. A traditional multi-station configuration allows a satellite Kiosk to use its own devices or those of a host Kiosk. When the Kiosk Network Routing screen is shown, you can configure the satellite to use the devices of any other Kiosk in the same group.

If you want to turn this feature on, see "Setting the Retailer Preferences" on page 2-28.

Using the Order Status Notification Option

To use this feature, you must have a KODAK MOMENTS Picture Kiosk connected to an APEX system. When enabled, this option lets you send the status of an order in a text message to a customer.

If you want to turn this feature on, see "Setting the Retailer Preferences" on page 2-28.

You must also enable *Mobile Phone* and *Use for Notification* on the APEX Customer Information screen. See "Setting the Customer Information Options for the APEX System" on page 12-9.

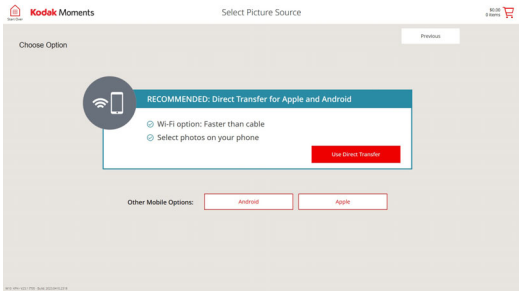
When a customer places an order:

1. The customer must enter their mobile telephone number.
2. If the country code is not correct:
   - Select the Country button.
   - Select the correct country from the list.
   - Touch *Save*.
3. Touch *Done*.
4. At, "Do you want text notification?", touch *Yes*.

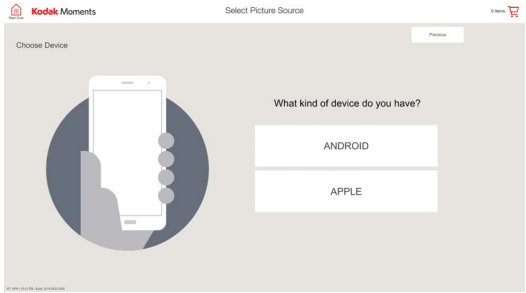
Enabling the Direct Transfer Recommendation

Enable Direct Transfer Recommendation controls if Direct Transfer is shown on the mobile device choice screen. It is enabled by default. If you want to turn this feature off, see “Setting the Retailer Preferences” on page 2-28.

Enabled

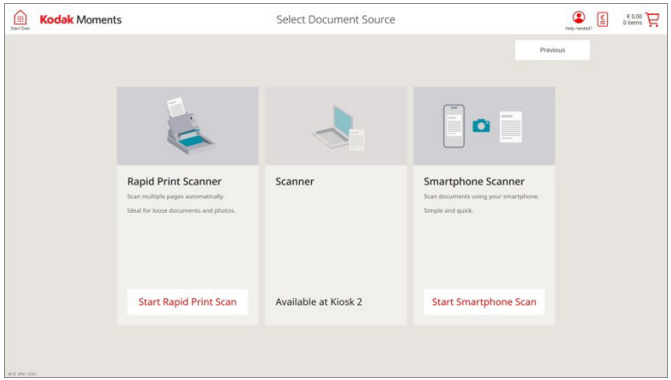


Not Enabled



Showing the Scanner Location

The Show Scanner Location feature helps a consumer locate where a scanner is physically located. A sub-category menu displays with the scanner, and if the scanner is not attached to that specific order station, it is shown grayed out and has a message telling the consumer which order station physically has the scanner connected. When the Share Scanner Location feature is enabled, the scanner location appears below the scanner image. If you want to turn this feature on, see “Setting the Retailer Preferences” on page 2-28.



Applying Image Processing

NOTE: For information on applying image processing to Passport and ID Photos, see "Applying Image Processing for ID Photos and Passports" on page 8-6.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Imaging Preferences*.

3. Touch *Image Processing*.

4. Touch the arrows to select:
   - *Apply Scene Balance*—automatically adjust the exposure of all pictures.
   - *Apply KODAK PERFECT TOUCH Processing*—automatically adjust the brightness, color, and image detail of pictures.
   - *Apply KODAK Pro Perfect Touch Processing*—automatically boosts the natural-looking vibrancy of pictures.
   - *None* if you do not want to apply any of the above enhancements.
5. Touch next to *Apply Automatic Red-eye Correction* to automatically correct red-eye.

6. Touch *Save*.

Applying a Color Effects Profile

IMPORTANT: *The selected color effects profile will only be applied to prints from digital image files that are printed on the 305, 605, 68XX, 69XX, 70XX, 88XX, or D4X00 Printers.*

1. From the Setup screen, touch *Manage Features*.

2. Touch *Imaging Preferences*.

3. Touch *Color Effects Profile*.

4. Select a profile:
   - *Standard*—apply a standard color profile.
   - *None* if you do not want to apply a profile.
   - *Professional*—apply a professional color profile.

5. Touch *Save*.

Setting the Input Sources

The following table lists the input sources that you can enable and disable, along with the page number where you can find more information about the feature.

Feature	See Page
Input from Camera Card Media	4-1
Input from CD-ROM	4-1
Input from Print Scanner	4-41
Input from the Rapid Print Scanner	4-41
Input from Hard Disk	4-43
Input from BLUETOOTH® Device	4-31
Input from USB Flash Drive	4-5
Input from Tethered Mobile Device	4-19
Input from Smartphone	4-16
Input from FACEBOOK	4-35
Input from GOOGLE PHOTOS	4-37
Input from INSTAGRAM	4-36
Input from FLICKR	4-38

Feature	See Page
Input from DROPBOX	4-39
Enable image input from APPLE AirPrint	4-22
Enable document input from APPLE AirPrint	7-5
Enable Direct Transfer of images from mobile device	4-26
Enable Direct Transfer of documents from mobile device	7-9

1. From the Setup screen, touch *Manage Features*.

2. Touch *Enable Input Sources*.

3. Touch next to each feature you want to enable.

NOTE: Touch the check mark next to the feature if you want to turn off the feature.

4. Touch *Save*.

Setting up Pricing

Enabling this feature adds pricing information to the screens. You can set:

- System currency
- Product pricing—includes simple unit pricing and pricing with multiple levels
- Fees and charges
- Taxes

1. From the Setup screen, touch *Manage Features*.

2. Touch *Pricing*.

3. Touch *Pricing Settings*.

4. Use the arrows to select the currency.

5. Touch next to *Enable Pricing*.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

6. Touch next to *Show Starting Prices on Slide-in Menus*.

   A check mark appears.

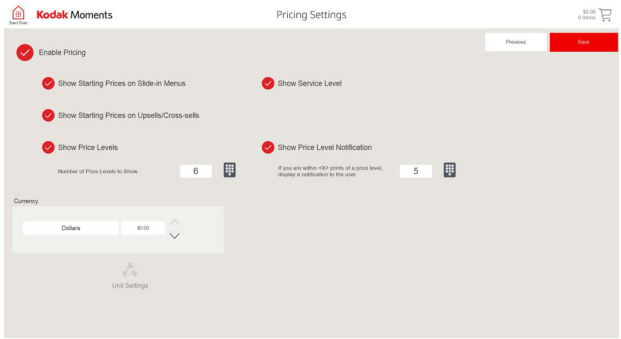
7. Touch next to *Show Starting Prices on Upsells/Cross-sells*.

   A check mark appears.

8. Touch next to *Show Service Level* to display the service levels and pricing available on each category tile.

9. Touch *Save*.

NOTE: Each time a change is made to the currency, the system asks if you want to save the changes when you go to another pricing screen.



Using the Product Pricing Feature

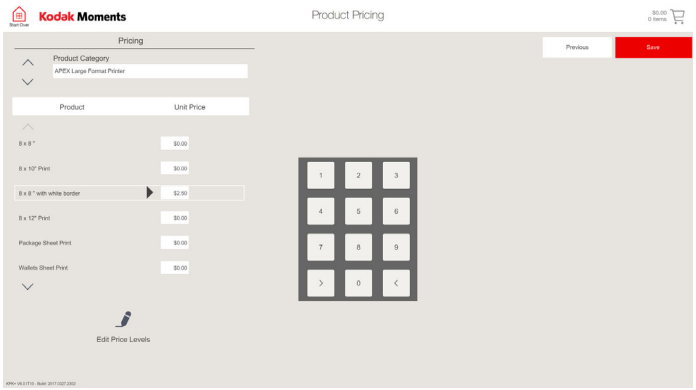
You can set:

- Simple unit pricing
- Multiple price levels

Setting Up Simple Unit Pricing

Use simple unit pricing to set a per-product charge.

1. From the Main Pricing screen, touch *Product Pricing*.



2. Use the arrows to select a product category.

NOTE: The product categories that appear depend on the enablement kits and hardware you have installed.

3. Touch a product from the list.

NOTE: Use the arrows to scroll through the list of products.

4. Use the on-screen keypad to enter the unit price.

   Example:

   If the unit price is $1.50, enter 150. A decimal is not needed.

NOTE: Use the tab icon to move from field to field.

5. Touch *Save*.

Setting Up Multiple Price Levels

You can set different unit prices and flat fees based on the product and quantity ordered.

Example of multiple price levels:

Product	Low Quantity	High Quantity	Flat Fee	Unit Price
4 x 6"	1	20	2.00	0.65
4 x 6"	21	30	1.50	0.60
4 x 6"	31	40	1.00	0.55
4 x 6"	41	Maximum	0	0.50

Using the information in the table above, if a customer ordered:

- 15 prints—they would be charged $11.75 ((15 x 0.65) + 2.00).
- 25 prints—they would be charged $16.50 ((25 x 0.60) + 1.50).
- 35 prints—they would be charged $20.25 ((35 x 0.55) + 1.00).
- 45 prints—they would be charged $22.50 (45 x 0.50).

1. From the Main Pricing screen, touch *Product Pricing*.

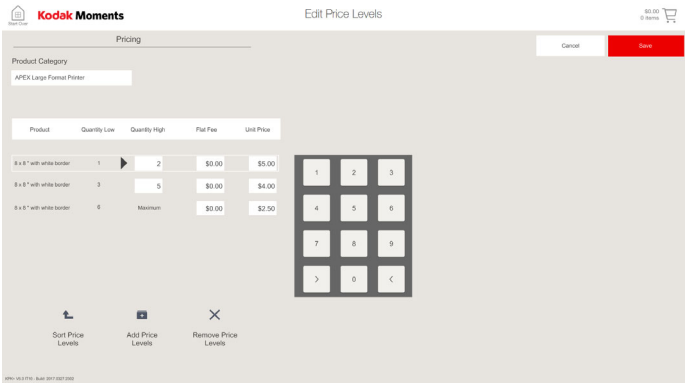
2. Use the arrows to select a product category.

NOTE: The product categories that appear depend on the enablement kits and hardware that you have installed.

3. Touch a product from the list.

NOTE: Use the tab icon to move from field to field.

4. Touch *Edit Price Levels*.



5. Touch *Add Price Levels*.

6. Touch next to each field and use the on-screen keypad to enter:
   - *High Quantity*—to set the first level of pricing.
   - *Flat Fee*—to set a one-time fee for an order that is not dependent on the quantity of the product ordered.
   - *Unit Price*—to set a per-product charge. The unit price is multiplied by the quantity ordered.

NOTE: Flat fee and unit price can be used individually or together.

Examples of using flat fee—to ensure a minimum amount is charged for a small quantity. Or, flat fee can be used instead of unit price to create price steps at certain quantity breaks.

7. Repeat steps 5-6 to add price levels.

8. Touch *Save*.

9. To make changes to the price levels for a product:
   - Select the product category from the Main Pricing screen.
   - Touch a product from the list.
   - Follow steps 6-8 in this section.

10. To remove price levels for a product:

- Select the product category from the Main Pricing screen.
- Touch a product from the list.

- Touch *Remove Price Levels*.
- Touch *Yes* at the message prompt.

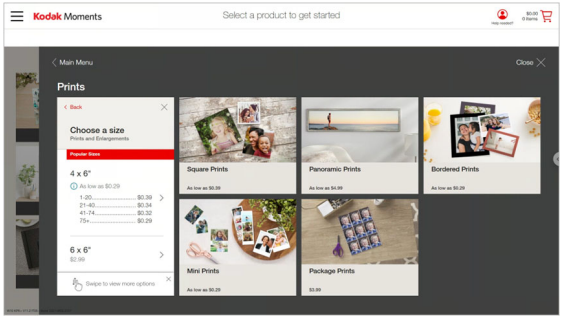
11. Touch *Save*.

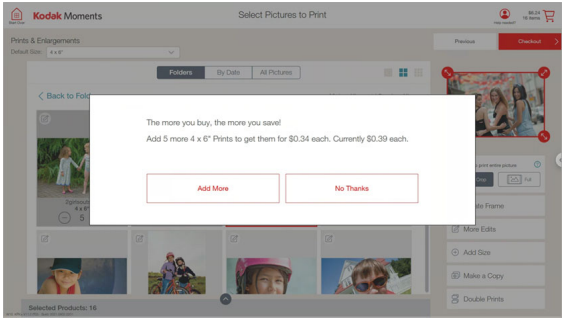
12. Touch *Save*.

Setting Up Tiered Pricing Notification

You can configure the kiosk to:

- Display tiered prices when the product is selected on the kiosk.
- Notify the consumer in the Prints & Enlargements workflow if they are close to a tier, and recommend additional products be purchased to achieve the price discount.





1. From the Setup screen, touch *Manage Features*.

2. Touch *Pricing*.

3. Touch *Pricing Settings*.

4. Touch next to *Show Price Levels* to enable the feature.

5. Touch the keypad icon. Use the on-screen keypad to set the number of tiered price levels to show on the main menu.

6. Touch next to *Show Price Level Notification* to enable the feature.

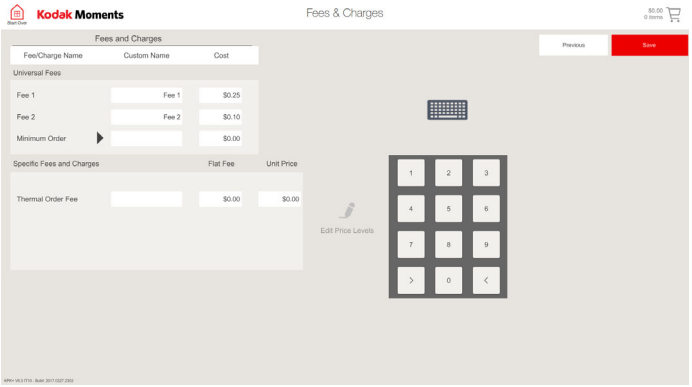
7. Touch the keypad icon. Use the on-screen keypad to set the Tier notification threshold.

8. Touch *Save*.

Using the Fees and Charges Feature

The fees and charges that you set are added to the order sub-total.

1. From the Main Pricing screen, touch *Fees & Charges*.



2. Touch the field under Custom Name to enter a name for Fee 1.

NOTE: If you do not enter a custom name, Fee 1 appears on the order summary form and the receipt.

3. Touch the keyboard icon. Enter the custom name. Touch *Done*.

4. Touch the Cost field. Use the on-screen keypad to enter the pricing information.

   Example:

   If the unit price is $1.50, enter 150. A decimal is not needed.

5. Repeat steps 2-4 to enter information for Fee 2 and Minimum Order.

6. Touch the field next to Lab Order Fee to enter a name for orders that are sent to a lab.

7. Repeat steps 3-4 to enter information for the Lab Order Fee.

8. Touch the field next to Thermal Order Fee to enter a name for orders that are printed on the thermal printer.

9. Repeat steps 3-4 to enter information for the Thermal Order Fee.

10. Repeat steps 3-4 to enter information for the Photo Gifting Fee.

11. Touch *Save*.

Setting up Taxes

Taxes are individually applied to the order sub-total.

NOTE: If you select Units as the system currency, taxes are not applied.

1. From the Main Pricing screen, touch *Taxes*.

2. Select a Tax Type. Touch next to:
   - *Exclusive*—the tax is added to the order total after the subtotal.
   - *Inclusive*—the tax is included in the price of a product and subtracted for the net total.

3. Touch the field under Custom Name to enter a name.

4. Touch the keyboard icon. Enter the custom name.

   Example:

   Enter the custom name as VAT (Value Added Tax).

5. Touch *Done*.

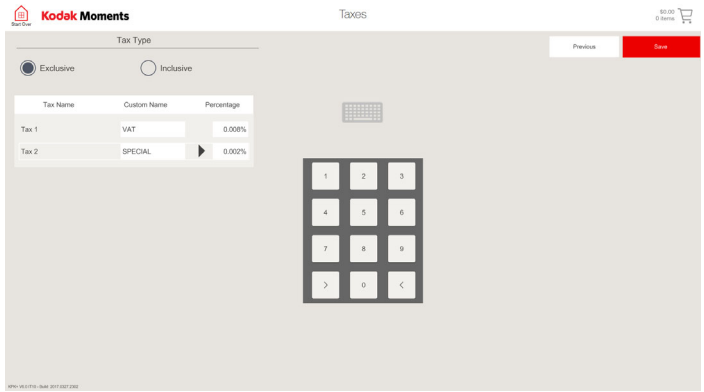
6. Touch the field under Percentage. Use the on-screen keypad to enter the percentage number for the tax.

   Example:

   If the tax percentage is 6%, enter 6000. A decimal is not needed.

7. Repeat steps 3-6 to enter information for Tax 2.

8. Touch *Save.*



Setting the Main Menu Option

You can select the appearance of the Main Menu.

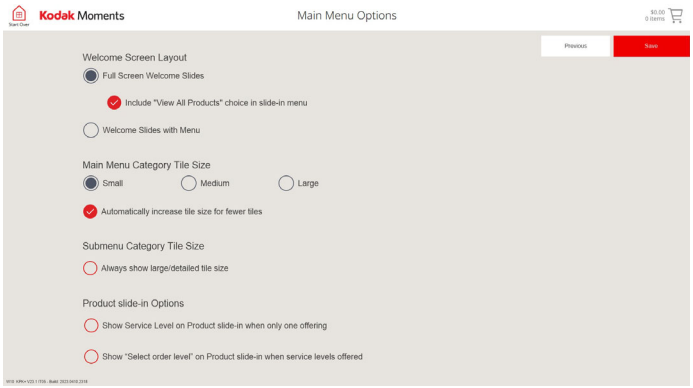
1. From the Setup screen, touch *Manage Features*.

2. Touch *Main Menu Options*.

3. Select a Welcome Screen Layout:
   - Full Screen Welcome Slides
   - Welcome Slides with Menu
4. Touch next to *Include "View All Products" choice in slide-in menu* to enable this feature.

Full Screen Welcome Slides

Welcome Slides with Menu



5. Select a Main Menu Category Tile Size:
   - Small
   - Medium
   - Large
6. Touch next to *Automatically increase the size for fewer titles* to automatically adjust the size of the category tiles.
7. Touch next to *Always show large / detailed tile size* to enable the large size of the sub-category tiles.
8. Select Product Slide-in Options:
   - Touch next to *Show Service Level on Product Slide-in when only one offering* to enable this feature
   - Touch next to *Show "Select order level" on Product slide-in when service levels offered* to enable this feature.

9. Touch *Save*.

Print-to-Print Pricing

Once enabled, the Print-to-Print Pricing feature:

- adds a new list of products under each thermal product in pricing.
- creates different pricing for print scanner input.

See "Setting the Retailer Preferences" on page 2-28 to enable this feature.

Setting the Print Limit

1. From the Setup screen, touch *Manage Features*.

2. Touch *Print Limit*.

3. Touch the keypad icon to enter the print count limit.

4. Enter the maximum number of prints per order (1-999) using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.

5. Enter the maximum number of photo tile prints per order (4-200) using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.

6. Touch *Save*.

Setting the Picture Selection Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Picture Selection Options*.

3. Select the default thumbnail size:
   - Large
   - Small

4. Select the starting point for the default thumbnail product view:
   - Beginning of list—displays the oldest images first.
   - End of list—displays the most current images first.

5. Touch *Save*.

Configuring the Settings for Printing to a Thermal Printer

You can set up:

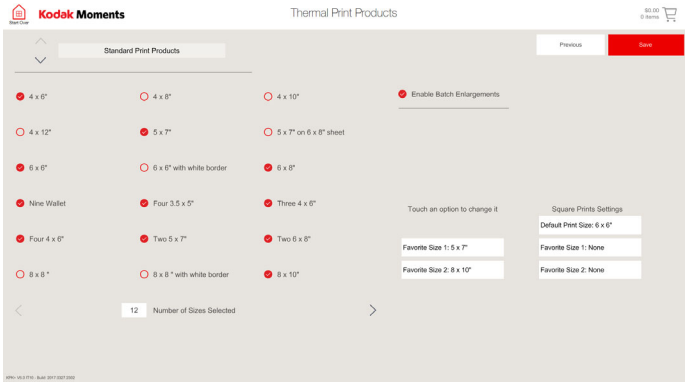
- Thermal Print Products
- Media Ordering Data
- Customer Information
- Thermal Options

Setting the Thermal Print Products

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Thermal*.

3. Touch *Thermal Print Products*.



4. Touch the arrows to select a product type:
   - Standard Print Products
   - Multi-Picture Package Products
   - Creative Print Products
   - ID Photo Print Products—see page 8-2.
   - Single-Picture Package Products
   - Mini Print Products
   - APS Print Products
   - Photo Magnet Products
5. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes that are available depend on the printers that you have connected and enabled.

6. Touch next to *Enable Batch Enlargements.*

   When this feature is selected, customers can add enlargements to their order.

7. Touch next to *Picture Kiosk*—to print batch enlargements on the Kiosk.

NOTE: This option is only available when a large format thermal printer is installed.

8. Touch *Default Print Size* to set the default print size.

9. Use the arrows to set the Default Print Size option. Touch *OK*.

10. Touch *Favorite Size 1* to set the first print size.

11. Use the arrows to set the Favorite Size 1 option. Touch *OK*.

12. Touch *Favorite Size 2* to set the second print size.

13. Use the arrows to set the Favorite Size 2 option. Touch *OK*.

NOTE: You must set at least one favorite size.

14. Touch *Save*.

Setting the Customer Information Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Thermal*.

3. Touch *Customer Information*.

4. Touch the square next to the information that you want the customer to provide when completing an order.

5. Touch *Required* to require the customer to enter that information for each order.

6. Touch *Save*.

Setting the Thermal Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Thermal*.

3. Touch *Thermal Options*.

4. Touch next to *Enable Order Summary Prints* to enable this feature.

5. Touch next to *Enable Order Summary Print QR Code* to enable this feature.

6. Touch next to the White Border option that you would like to offer:
   - *Yes*
   - *No*
   - *Ask Customer*

7. Touch next to the Print Finish option that you would like to offer:
   - *Satin*
   - *Glossy*
   - *Ask Customer*

   NOTE: This option appears only if you have the KODAK 8810 Photo Printer connected to your Kiosk.

8. Touch *Save*.

Setting the Cross Sell Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Cross Sell Options*.

3. Select the archive product:
   - Memory Saver 8GB Flash Drive
   - Memory Saver 16GB Flash Drive
   - KODAK Archive DVD
   - KODAK Picture CD

4. Select next to *Enable Calendar Cross Sell* to enable the feature.

5. Use the arrows to select which months to use calendar as the cross sell.

NOTE: The default setting for a calendar is from November through January.

6. Touch *Save*.

Setting Print Finishing Instructions

1. From the Setup screen, touch *Manage Features*.

2. Touch *Print Finishing Instructions*.

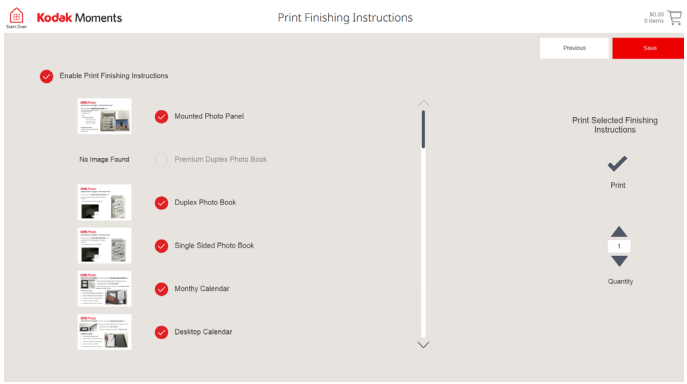
3. Select next to *Enable Print Finishing Instructions* to enable the feature.

4. Select next to each set of instructions that you want to provide.

5. If you want to print the instructions, select next to each set of instructions that you want to print.

6. Use the arrows to select the print quantity

7. Touch *Print*.



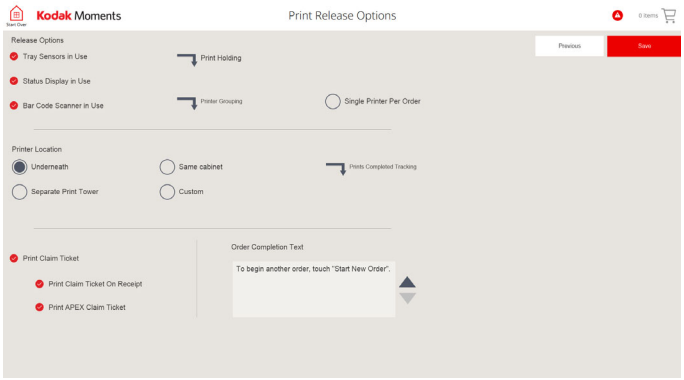
8. Touch *Save*.

Setting the Print Release Options

If you have a Host Kiosk with other Kiosks networked to it, make sure that the Print Release settings are the same for the Host and each Kiosk that is part of its network.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Print Release Options*.



3. Select:

- *Tray Sensor in Use*—Select this option if you purchased the Tray Sensor Kit, and the printer(s) are connected to this Kiosk. The Kiosk and the Display will pause before starting an order if prints from the previous order are still present in the output tray.
- *Status Display in Use*—Select this option if you purchased the Display Kit, and the printer(s) are connected to this Kiosk. The Display informs customers which order is being printed and instructs them to remove the prints when the order is complete.

- *Bar Code Scanner in Use*—Select this option if you purchased the Order Release Kit, and the printer(s) are connected to this Kiosk. Orders are not printed until the corresponding claim ticket is scanned.
- *APEX Barcode Scanner in Use*—Select this option to print a barcode on the receipt that could be used to release the order at the APEX.

NOTE: If you select Bar Code Scanner in Use, you can select *Advanced Options* to select a product or device that requires a claim ticket to be scanned to release the order.

4. Touch *Print Holding*.

- Select products or devices that require a claim ticket to be scanned to release an order.
- Touch *Save*.

5. Touch *Printer Grouping*.

- Select printers to work on a single order at the same time. Printers that are not selected are available to begin print orders immediately.
- Touch *Save*.

6. Select printers to work on a single order at the same time.

7. Select a Printer Location:

- *Underneath*—if the printer output tray is customer-accessible, and you want the Kiosk to alert the customer when it starts and finishes an order for a different customer.

NOTE: If you choose Underneath, the Host provides additional messages to inform the customer which print order belongs to them.

- *Separate Printer Tower*—if the printer is in a separate location from the Console.
- *Same Cabinet*—if there are two Consoles in the same cabinet sharing one or more printers and the printers are not directly below the Consoles.
- *Custom*—if there are printers that are customer-accessible and printers that are located behind the counter.

8. Touch *Prints Completed Tracking*.

9. Select printers that display “Prints Completed” on the thank you screen during printing.

NOTE: Touch *Advanced Options* under Printer Location to select devices that should show “Prints Completed” information while printing.

10. Select a Claim Ticket Option:

- *Print Claim Ticket*—print the claim ticket separate from the receipt.
- *Print Claim Ticket on Receipt*—print the claim ticket bar code at the bottom of the receipt.
- *Print APEX Claim Ticket*—print the claim ticket bar code at the APEX System.

11. Touch the arrows to select the Order Completion Text.

12. Touch *Save*.

Setting the Calendar Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Calendars Setup*.

3. Select a perpetual calendar start day:
   - *Sunday*
   - *Monday*
4. Highlight Non-Working days:
   - *Yes*
   - *No*
5. Offer Portrait Calendars:
   - *Yes*
   - *No*
6. Offer Landscape Calendars:
   - *Yes*
   - *No*
7. Show Hole On Thermal Duplex Calendar:
   - *Yes*
   - *No*
8. Show Hole On Duplex Calendar:
   - *Yes*
   - *No*

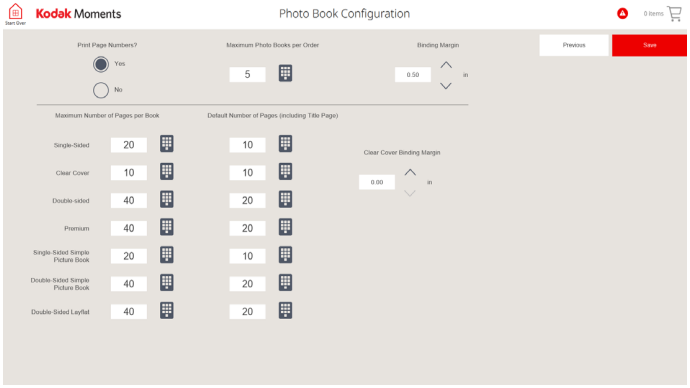
9. Touch *Save*.

Setting the Photo Book Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Photo Book Setup*.

3. Touch *Photo Book Configuration*.



4. Select the Photo Book options:
   - Print Page Numbers
   - Maximum Photo Books per Order
   - Binding Margin
   - Clear Cover Binding Margin
   - Maximum Pages for:
     - Single-Sided
     - Clear Cover
     - Double-Sided—you must have the DL2100 Duplex Printer or the DL2200 Duplex Printer for this option
     - Premium—you must have the D4000 Duplex Photo Printer or the D4600 Duplex Photo Printer for this option
     - Single-Sided Simple Picture Book
     - Double-Sided Simple Picture Book
     - Double-Sided Lay-flat
   - Default Number of Pages for each book type.

Save **5.** Touch *Save*.

Setting the Photo Book Cover Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Photo Book Setup*.

3. Touch *Standard Photo Book Cover Options*.

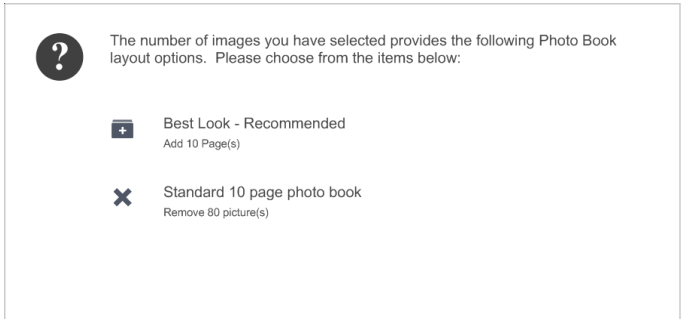
4. Select a cover style for each book size. Choose from:

- Cover with Window
- Solid Cover
- Clear Cover

Save **5.** Touch *Save*.

Setting the Optimal Pictures per Page Option

This option helps your customers get the best look and layout for their photo books. When enabled, the following type of message displays:



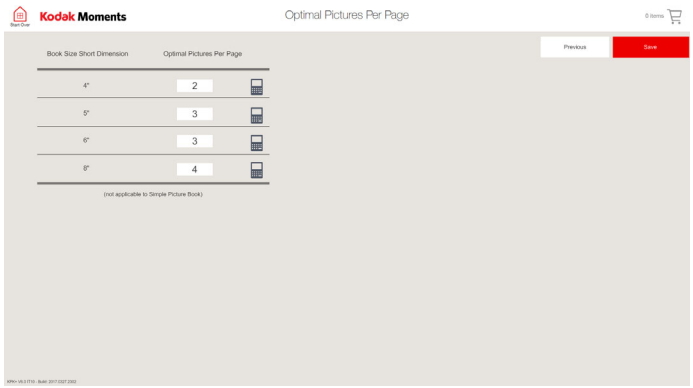
1. From the Setup screen, touch *Manage Features*.

2. Touch *Photo Book Setup*.

3. Touch *Optimal Pictures Per Page*.

4. Touch the keypad icon next to the book that you want to update.

5. Enter the optimal number of pictures per page using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.



6. Touch *Save*.

Setting the Greeting Card Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Greeting Card Setup*.

3. For General Greeting Card Settings, use the arrows to set the Initial Greeting Card Quantity.

4. Use the arrows to set the Greeting Card Increment. For example, if you set the Greeting Card Increment to 5, the customer would have to order their Greeting Cards in quantities of 5.

5. Touch next to *Enable Custom Quantities*—to allow a customer to enter a specific quantity for their Greeting Card order.

6. Repeat Steps 3-5 for 4 x 8 in. and Double-Sided Thermal Greeting Cards.

7. Touch next to *Force Even Quantities for Double-Sided Flat Cards*—to print an even number of cards.

8. Touch *Save*.

Setting up the Collage Options

Follow the steps to set up the collage options.

1. From the Setup screen, touch *Manage Features*.

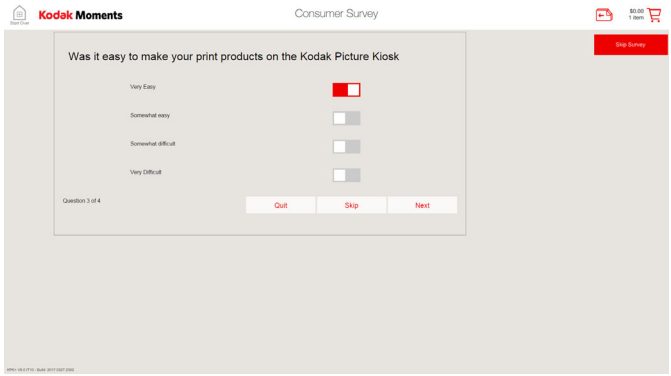
2. Touch *Collage Setup*.

3. Select a Collage option:
   - *Make it for me*—always have the Kiosk make the collage.
   - *Make it myself*—always allow the customer to make the collage.
   - *Ask Customer*—give the customer a choice for making the collage themselves, or having the Kiosk create the collage.

4. Touch *Save*.

Setting up the Consumer Survey Options

When you enable the Consumer Survey option, a four-question survey is launched on the Kiosk after a customer completes an order. The frequency of the survey is determined by you.

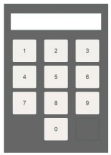


1. From the Setup screen, touch *Manage Features*.

2. Touch *Survey Settings*.

3. Touch next to *Enable Consumer Survey* to enable the feature.

4. Touch the keypad icon to set the number of orders between surveys.



5. Enter the number of orders between surveys using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.

6. Touch *Save*.

Setting up the Decorative Panel Feature

Follow these steps if you are fulfilling Decorative Panel products on the Kiosk.

You can set the following Photo Panel Options:

- Decorative Panel Print Products
- Decorative Panel Options

Setting up the Decorative Panel Print Products

1. From the Setup screen, touch *Manage Features*.

2. Touch *Decorative Panel Setup*.

3. Touch *Decorative Panel Products*.

4. Touch the arrows to select a panel type:
   - Photo Panels
   - Décor Panels
   - Collage Panels
   - Multi Panels
5. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes and products that are available depend on the printers that you have connected and enabled.

6. Touch *Save*.

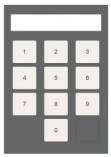
Setting up the Decorative Panel Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *Decorative Panel Setup*.

3. Touch *Decorative Panel Options*.
4. Touch next to the type of service that you would like to offer:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*
   - *Multi-Day Service*

5. Touch the keypad icon to enter the trim amount for Decorative Panel Prints.



6. Enter the trim amount using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.
7. To enable the following features, touch the check box next to:
   - Enable Textures
   - Only enable textures for Wood Panels

   A check mark appears when the feature is enabled.

8. Touch *Save*.

Setting up the Tethered Device Feature

Follow the steps to set up the tethered device options.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Tethering Setup*.
3. Select next to Enable Tethering Auto Detect – to automatically detect a device when it is connected.

4. Select an option if auto detection is not enabled:

   - *No dialog*—there is no guidance to the consumer that a device is detected.
   - *Acknowledge Connection Dialog*—a simple dialog appears telling the consumer that the device is detected and will be used on a later screen. The message will automatically be dismissed.
   - *Suggest Direct Transfer Dialog*—a message recommends the use of “Direct Transfer”, but also allows them to choose continue with cable.

5. Touch *Save*.

Managing Devices

From the Manage Devices screen you can configure the:

Device	Location
Touch-screen display	See the Hardware and Accessory Guide for the KODAK MOMENTS Picture Kiosk, KODAK Adaptive Picture Exchange, and the KODAK MOMENTS Self-Service Print Station.
KODAK Photo Printer 6800/6850/8810	
KODAK 305/605/69XX Photo Printer	
KODAK D4600 Duplex Photo Printer	
KODAK DL2100 Duplex Printer / DL2200 Duplex Printer	
KODAK D4000 / D4600 Duplex Photo Printer	
Print Scanner	
Hard Disk Input / Output	“Setting the Output Settings” on page 4-45
BLUETOOTH® Technology Enabled Device	“Setting up the BLUETOOTH® Technology Enabled Device” on page 2-68
Wi-Fi Device	“Setting up the Wi-Fi Feature” on page 2-68
Bar Code Scanner	“Testing the Barcode Scanner” on page 14-12
Tray Sensor	“Testing the Tray Sensors” on page 14-13

Setting up the BLUETOOTH® Technology Enabled Device

1. From the Setup screen, touch *Manage Devices*.

2. Touch *BLUETOOTH®.*

3. Touch *Set Device Name*.

4. Touch the keyboard icon.

5. Use the on-screen keyboard to enter the Device Name. Touch *Done*.

6. Touch *Save*.

7. Touch *Start Over*.

Setting up the Wi-Fi Feature

1. From the Setup screen, touch *Manage Devices*.

2. Touch *Wi-Fi.*

3. Touch the keypad icon.

4. Use the on-screen keypad to enter the Kiosk ID. Touch *OK*.

5. Touch next to *Disallow HTTP Connections* to prevent a customer from using a device with the HTTP App. If they try to use a device with the HTTP App, a message appears telling them that they need the new App.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

6. Clear the checkbox for the channels that you do not want the Kiosk to consider using.

NOTE: This feature is not available if you have a KODAK MOMENTS Edge Order Station.

7. Touch next to the type of Wi-Fi Power Mode that you would like to use:
   - *Power Saving*
   - *Enhanced Radio Performance*

8. Touch next to *Require password for Mobile devices* to require consumers to enter a password before they can use their mobile device.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

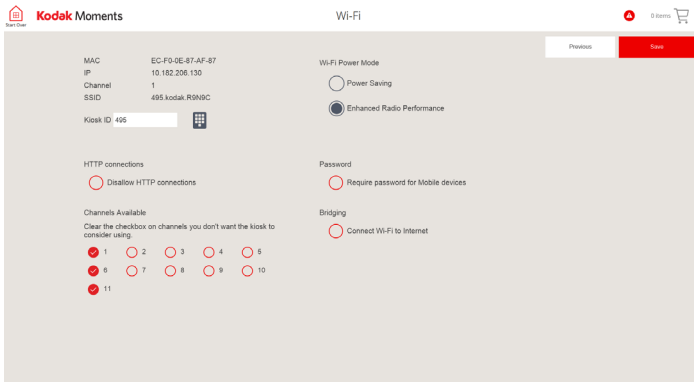
NOTE: This feature is not available if you have a KODAK MOMENTS Edge Order Station.

9. Touch next to *Connect Wi-Fi to Internet* to use Wi-Fi Bridging.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you to turn it off.

NOTE: This feature is not available if you have a KODAK MOMENTS Edge Order Station.



Save **10.** Touch *Save*.

11. Touch *Start Over*.

Saving and Loading the Settings

You can save setup information onto a CD or hard drive for later restoration for the same, or another, Kiosk. Use this feature to save settings if a Kiosk needs service or to load the settings when the replacement is received. You can also use this feature to distribute settings to a group of Kiosks.

You can save settings for the following:

- **System**—saves the settings for:
  - Print limits
  - Passwords
  - Language
  - Auto shutdown
  - Volume
  - Retailer information
  - Import Queue configuration
  - BLUETOOTH® Technology Enabled Devices
  - Imaging preferences
  - Online Order configuration
- **User Mode**—saves the enabled:
  - Applications
  - Image Edits
- **Pricing**—saves the settings for:
  - Product Pricing
  - Price Levels
  - Fees
  - Taxes
- **Receipt**—saves:
  - Receipt settings
  - Barcode settings
  - Customer information
  - UPC Codes
- **KODAK Picture CD**—saves:
  - Index print choice
  - Maximum number of images per CD
  - Maximum CDs per order
- **Archive DVD**—saves:
  - Index print and cover sheet choice
  - Number of DVDs to span order
  - Maximum DVDs per order
- **KODAK Picture DVD**—saves:
  - Index print choice
  - Maximum number of images per DVD

- Maximum DVDs per order

- **USB Flash Drive**—saves the configuration settings for the USB Flash Drive.
- **Thermal**—saves:
  - Thermal print sizes
  - ID Photo print sizes, Head size selection, and guidelines
  - Thermal print products
  - Global Color Adjust settings
- **Two-Sided Printer Settings**—saves:
  - Duplex print sizes
  - Duplex customer information settings
  - Global Color Adjust settings
  - Duplex network connection settings
- **Payment Processing**—saves:
  - Payment options
  - Pin Pad configuration
  - Retailer ID
- **Lab**—saves:
  - Lab options
  - Lab print sizes
  - Lab Thank You options
  - Customer information
  - Print Channel
  - Product Codes
  - Connection settings
- **Network Settings**—saves the settings for:
  - DHCP or fixed IP address
  - System name
  - Workgroup
  - Gateway
  - Subnet mask
  - DNS configuration
- **Poster Printer Settings**
- **Print Release Settings**
- **Service Print Settings**
- **APEX General Settings**
- **APEX Thermal Settings**
- **APEX Two-Sided Printer Settings**
- **APEX Wide Format Settings**
- **Net-to-Retail Settings**
- **APEX Mounted Photo Panel Settings**
- **KODAK Memory Saver USB Settings**

Saving the Settings to Media

If you copy the diagnostics information to a CD, you must use a blank 70 or 80 minute CD-R with a certified write speed of at least 8X.

IMPORTANT: *Do not use a KODAK Picture CD!*

1. From the Setup screen, touch *Save / Load Settings*.

2. Touch *Save Settings*.

3. Select:
   - CD
   - USB

4. Insert the media in to the Kiosks.

5. Touch next to the settings that you want to save. You can touch:
   - *Select All*
   - *Deselect All*
   - Individual settings

6. Touch *Save Selected Settings*.

7. Touch *OK* to write the selected settings to the media.

   The following message appears when the settings are saved:
   "Copy completed successfully. Please remove the media."

8. Touch *OK*.

9. Remove the media from the Kiosk.

10. Label the media and store it in a safe place for later use.

Loading the Settings

1. From the Setup screen, touch *Save / Load Settings*.

2. Touch *Load Settings*.

3. Insert the media in to the Kiosks.

4. Touch *OK*.

5. Touch next to settings that you want to load onto the Kiosk:
   - *Select All*
   - *Deselect All*
   - Individual settings

6. Touch next to *Load Personality Settings Only* to load settings that are not specific to one Kiosk. Select this option when loading settings on multiple Kiosks to make them behave the same way. Deselect this option when you want to load all settings (e.g. when you reload software).

NOTE: This setting will not load network configuration, BLUETOOTH® device name, K-Number, or Remote Business Manager configuration.

7. Touch *Load Selected Settings*.

The following message appears when the settings are loaded:

"The selected settings groups loaded successfully. Please restart the system to use the new settings."

8. Touch *OK*.

   The Kiosk restarts.

NOTE: The software checks to make sure that the settings being restored are compatible with the current version of software on the Kiosk.

9. Remove and store the settings media.

Saving the Settings to the Hard Disk

1. From the Setup screen, touch *Save / Load Settings*.

2. Touch *Save Settings to Hard Disk*.

The following message appears when the settings are saved:
"Settings were successfully saved to the hard disk."

3. Touch *OK*.
The Kiosk restarts.

Loading the Settings from the Hard Disk

1. From the Setup screen, touch *Save / Load Settings*.

2. Touch *Load Settings from Hard Disk*.

The following message appears when the settings are loaded:
"Settings were successfully loaded. Your system will automatically be restarted."

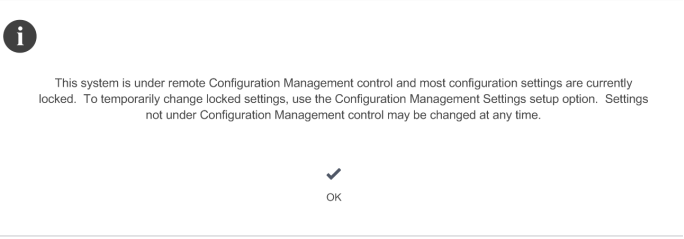
3. Touch *OK*.
The Kiosk restarts.

Using Configuration Management

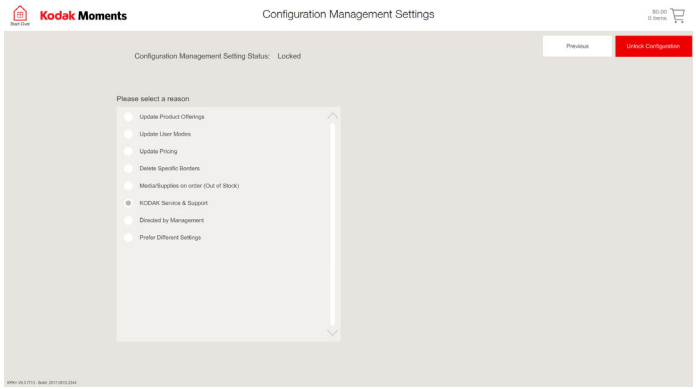
If your store uses Configuration Management, some of your set up options may be locked. Follow these steps to temporarily change locked settings. If you unlock the settings, they will remain unlocked for 7 days unless you manually lock them again.

Unlocking Configuration Management

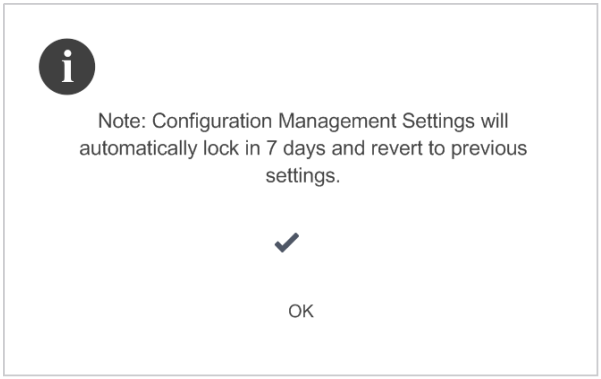
1. From the Main screen, touch *Setup*.
2. At the message prompt, touch *OK*.



3. Touch *Configuration Management Settings*.
4. Select a reason for unlocking the settings.
5. Touch *Unlock Configuration*.



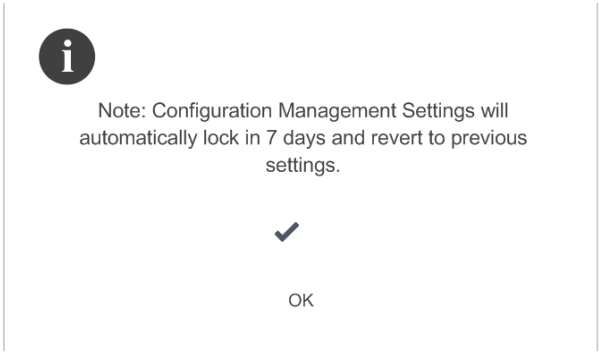
6. Touch *OK*.



Locking Configuration Management

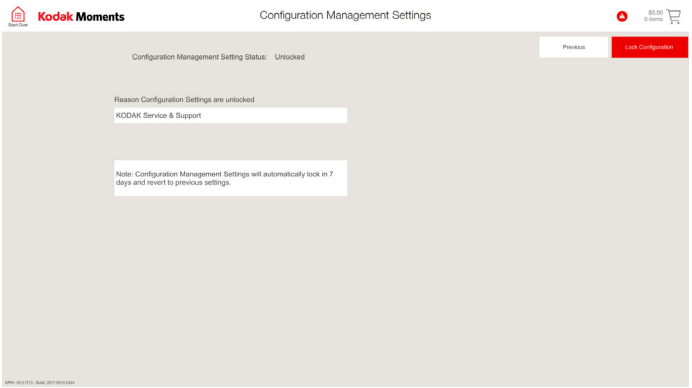
1. From the Main screen, touch *Setup*.

2. At the message prompt, touch *OK*.

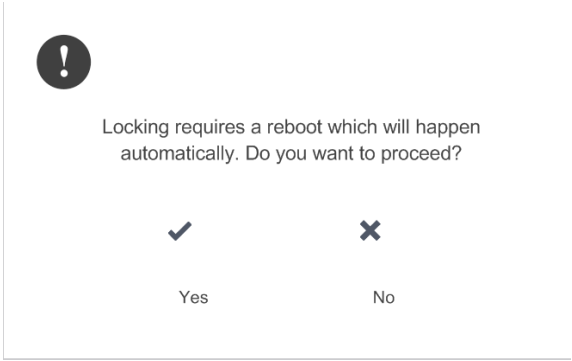


3. Touch *Configuration Management Settings*.

4. Touch *Lock Configuration*.



5. Touch *Yes*.
The Kiosk restarts.



3 Managing Designed Borders, Welcome Screens, and Modules

Managing Designed Borders

The borders management feature lets you:

- install designed borders
- delete borders

Installing Designed Borders

1. From the Setup screen, touch *Install or Manage Borders*.

2. Touch *Install Borders.*

3. Insert the Designed Borders CD into the CD-RW drive.

4. Touch *Install*.

5. When the borders are installed, touch *OK* at the message prompt.

6. Remove and store the CD when the installation is complete.

Displaying Product Messages and Welcome Screen Promotions

Welcome screens are designed to invite customers to buy other products or educate them about the capabilities of the Kiosk.

Managing Welcome Screen Promotions

IMPORTANT: *You cannot change the start or end date of a promotion. The Kiosk automatically activates and turns off the promotion at midnight on the predetermined promotion dates.*

1. From the Setup screen, touch *Install or Manage Modules*.

2. Touch *Manage Welcome Screen*.

3. Touch the check box next to *Enable Welcome Screen* to enable the feature.

4. Touch the check box next to the welcome screen that you want to enable.

   A check mark appears next to the welcome screen that is enabled.

NOTE: The options that appear depend on the promotions that you have installed.

5. Touch *Done*.

Installing Modules

1. From the Setup screen, touch *Install or Manage Modules*.

2. Touch *Install Modules*.

3. Insert the CD or USB flash drive.

4. Touch *Continue*.

5. Review the module (s) to be installed, then touch *Install*.

   The following message appears when the software is installed:
   "Module Install has completed successfully."

6. Touch *OK*.

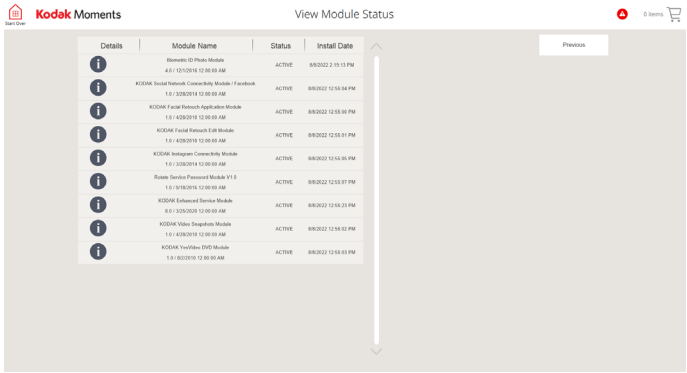
7. Touch *Done*.

Viewing Module Status

View the name, status, and install date of the modules that are installed on your Kiosk. Some modules are time sensitive and will expire on a certain date.

1. From the Setup screen, touch *Install or Manage Modules*.

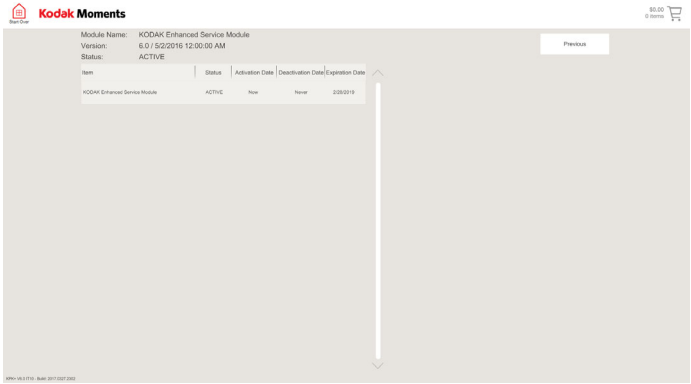
2. Touch *View Module Status*.



3. View the modules that are installed on your Kiosk.

4. Touch *i* next to the module that you want more information about.

5. View the details of the module.



6. Touch *Previous*.

7. Touch *Previous*.

4 Making Prints

Making Prints from Digital Sources

The Kiosk accepts the following digital sources:

- Camera Cards
- Wi-Fi Devices
- Tethered USB Devices
- USB Flash Drives
- FACEBOOK
- GOOGLE Photos
- INSTAGRAM
- FLICKR
- DROPBOX
- BLUETOOTH® Technology Enabled Devices
- CD/DVD
- Hard Disk

Compatible Image Formats

The Kiosk can make high-quality prints from JPEG, TIFF, PNG, or BMP images.

Using the Camera Card Readers

CAUTION:
Do not remove the camera card while performing any of the procedures. Complete or exit the procedure before removing the camera card.

- The camera card slides easily into the slot at the front of the Kiosk. Do not force the card when inserting it.
- Complete or exit a procedure before removing the camera card.

  NOTE: To remove an XD-PICTURE CARD:

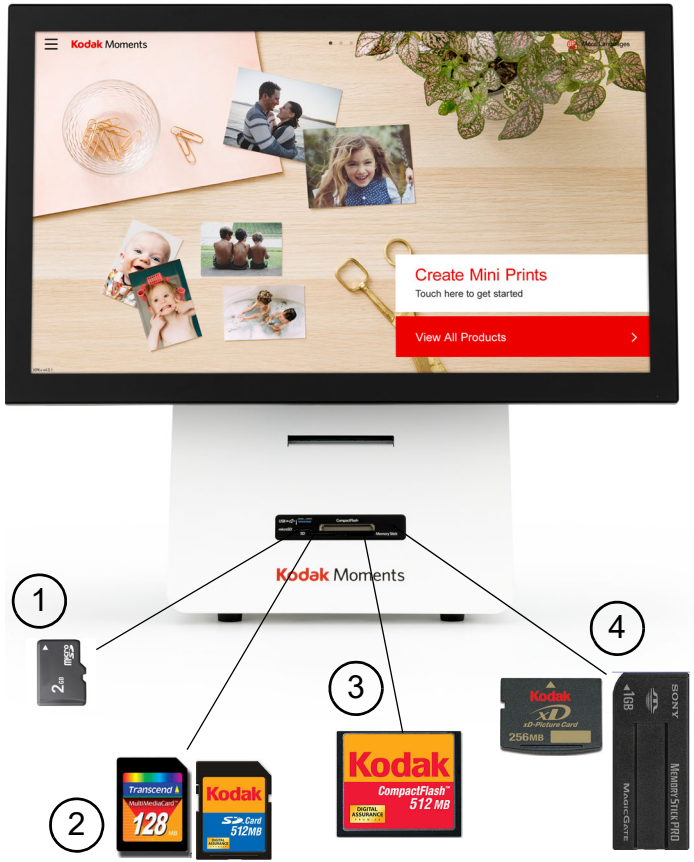
  - Complete or exit the procedure.
  - Push the camera card in.
  - The card releases out of the camera card reader and can be removed.

Compatible Camera Cards

The KODAK MOMENTS Edge Order Station accepts the following camera cards:

1. Micro SECURE DIGITAL (SD)
2. SECURE DIGITAL (SD)/SECURE DIGITAL High-Capacity (SDHC)/SECURE DIGITAL extended-Capacity (SDXC)
3. COMPACTFLASH
4. MEMORY STICK/MEMORY STICK PRO/MEMORY STICK Duo/MEMORY STICK Duo Pro/XD-PICTURE CARD

KODAK MOMENTS Edge Order Station



Compatible Camera Cards

The KODAK Picture Kiosk G20 accepts the following camera cards:

1. SECURE DIGITAL (SD)/SECURE DIGITAL High-Capacity (SDHC)/SECURE DIGITAL extended-Capacity (SDXC)
2. Micro SECURE DIGITAL (SD)
3. COMPACTFLASH
4. MEMORY STICK/MEMORY STICK PRO/MEMORY STICK Duo/MEMORY STICK Duo Pro/XD-PICTURE CARD

Picture Kiosk G20

Compatible Camera Cards

The KODAK MOMENTS M1 Order Station accepts the following camera cards:

1. SECURE DIGITAL (SD)/SECURE DIGITAL High-Capacity (SDHC)/SECURE DIGITAL extended-Capacity (SDXC)
2. Micro SECURE DIGITAL (SD)
3. COMPACTFLASH
4. MEMORY STICK/MEMORY STICK PRO/MEMORY STICK Duo/MEMORY STICK Duo Pro/XD-PICTURE CARD

M1 Order Station

Using USB Devices

Make high-quality prints from JPEG, TIFF, PNG, or BMP images from USB devices.

To use the USB feature, make sure that you enable the feature on the user mode screen (see "Setting the Input Sources" on page 2-35).

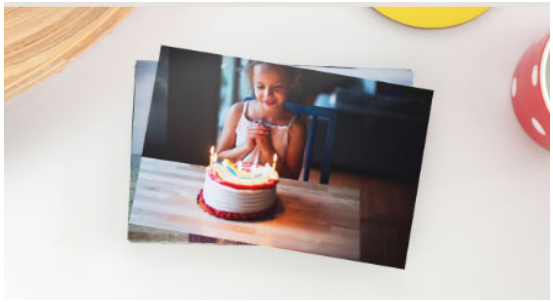
Using USB Flash Drives

1. Follow the on-screen instructions to start an order.
2. Touch *USB* for the picture source.
3. Insert the USB flash drive into the USB port on the front of the Kiosk.

NOTE: It may take a moment for the Kiosk to recognize the USB flash drive.

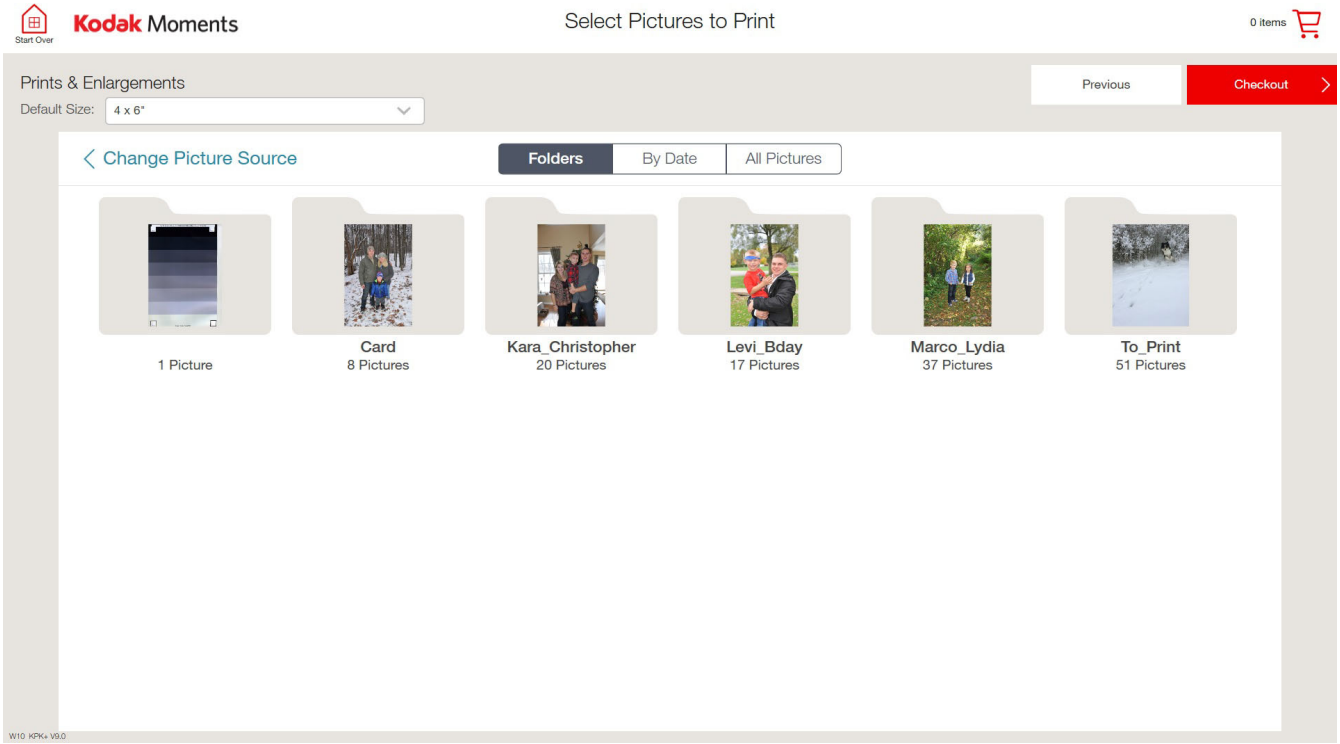
4. Follow the on-screen instructions to complete the order.

Making Prints and Enlargements

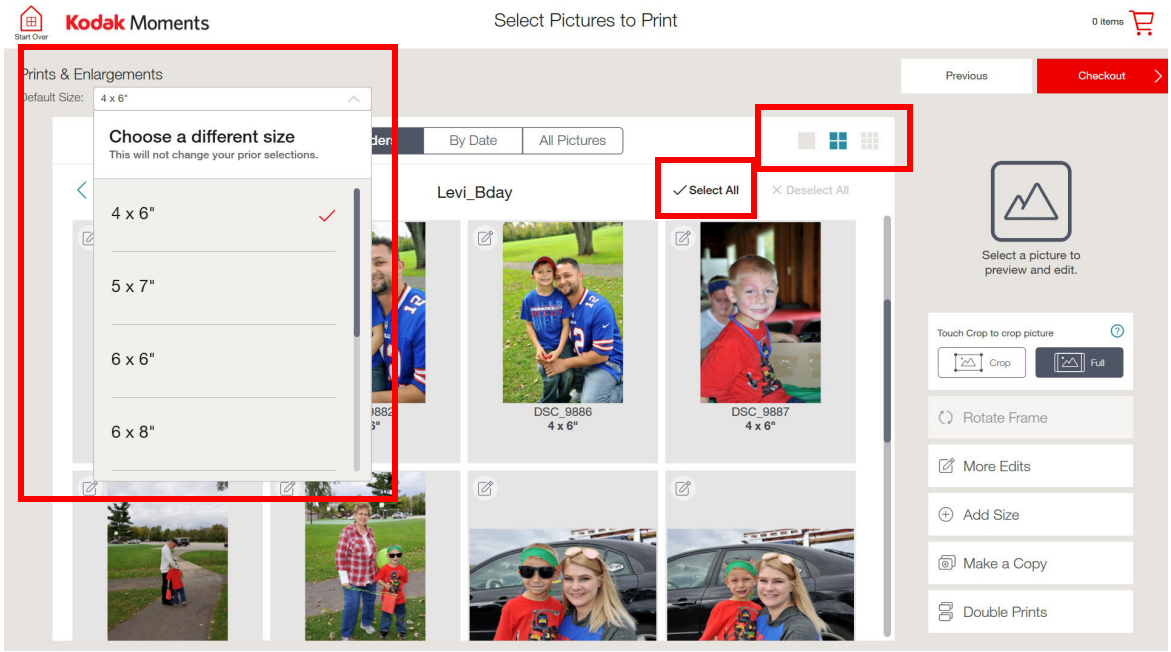


1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Prints and Enlargements*.
4. Insert your digital media into the Kiosk.

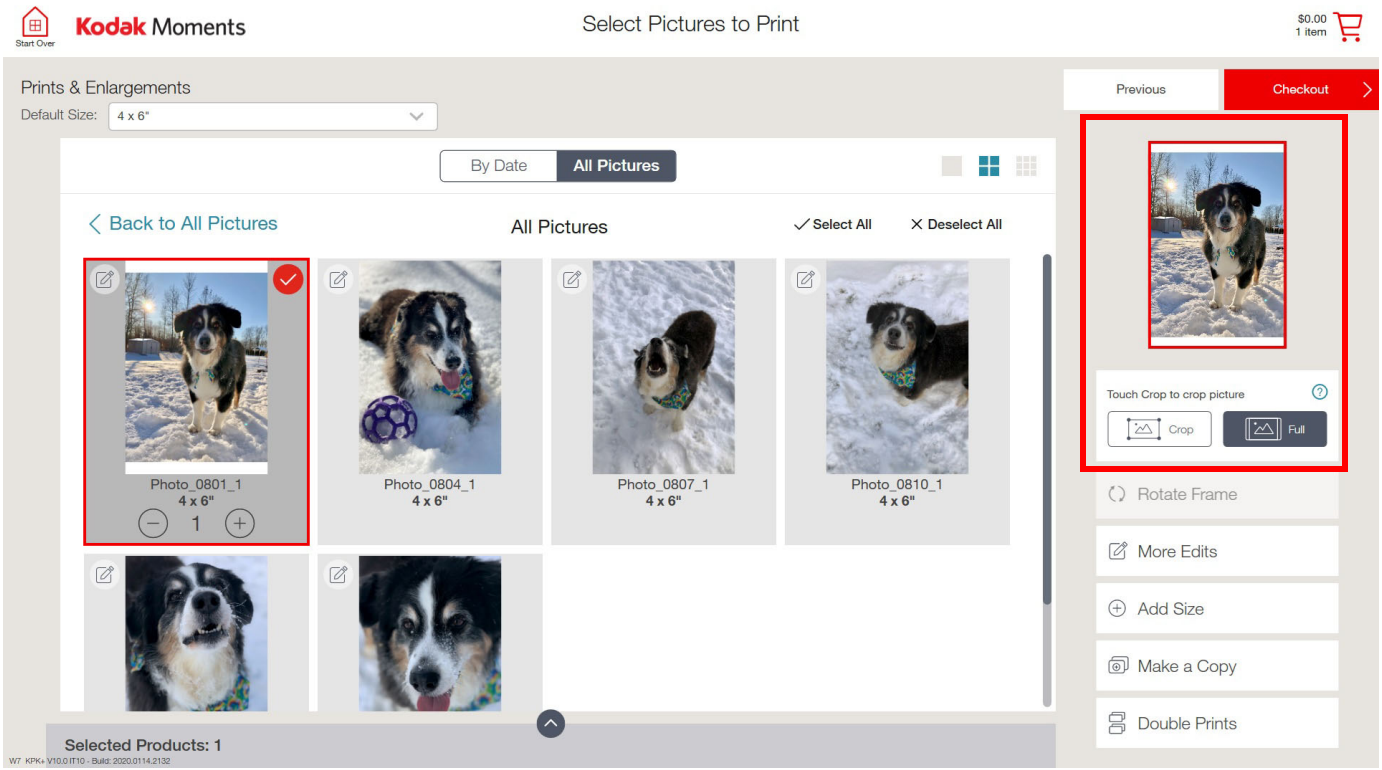
5. View your pictures. You can view the pictures by folder, date, or view all pictures on your digital media.
6. Touch a folder to view the pictures within a folder.



7. Touch the 1, 4, or 9 icon to change the number of thumbnail images that appear.
8. Select the “Default Size” drop-down menu to change the default print size.
9. Select the pictures that you would like to print. Scroll to view more thumbnails. A check mark appears in the corner of a selected picture, and a preview of the selected picture appears in the tray at the bottom of the screen.
10. Touch *Select All* to select all of the pictures within that folder.



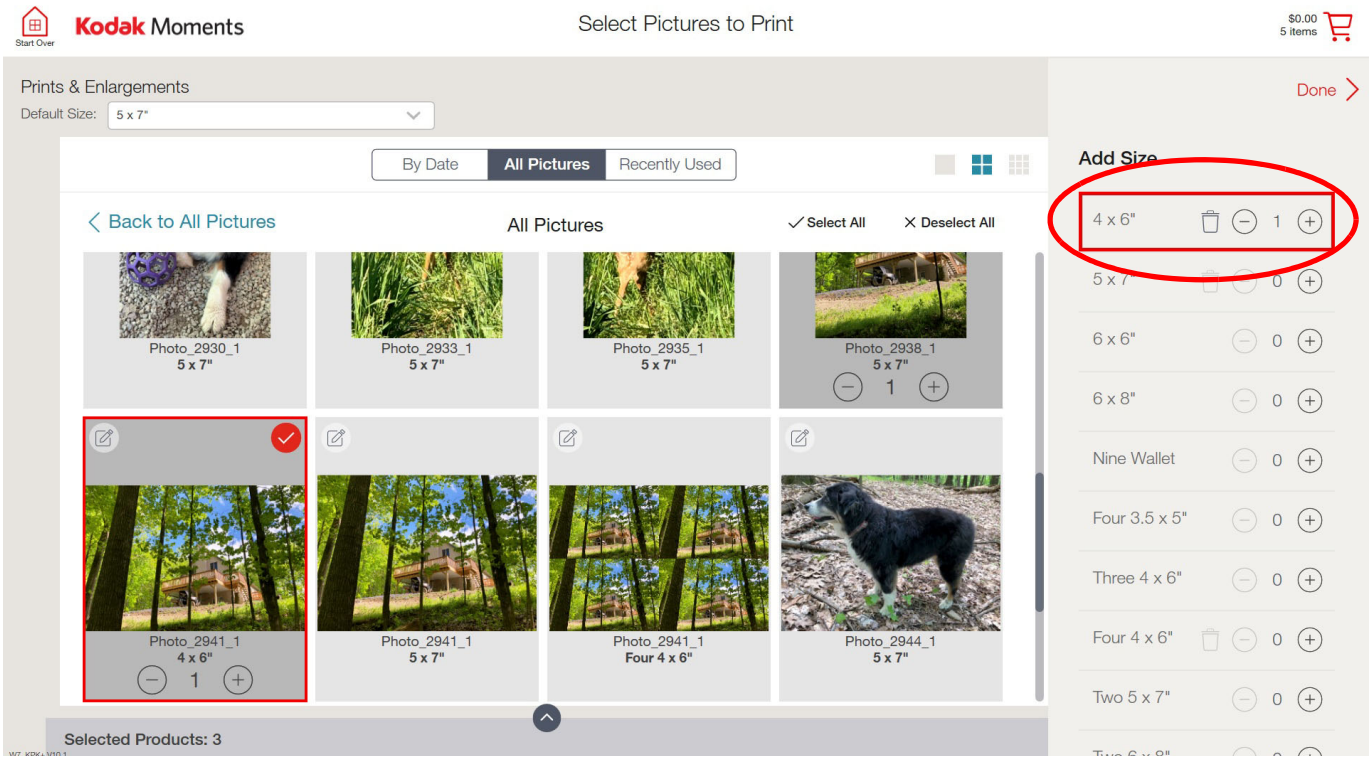
11. A thumbnail of the selected picture appears in the upper right corner of the screen. If *Crop* is selected, you can adjust the crop box on the thumbnail. If *Full* is selected, the picture prints full frame. Depending on the file, the aspect ratio of the picture may allow for more white area to print along the sides of the print.



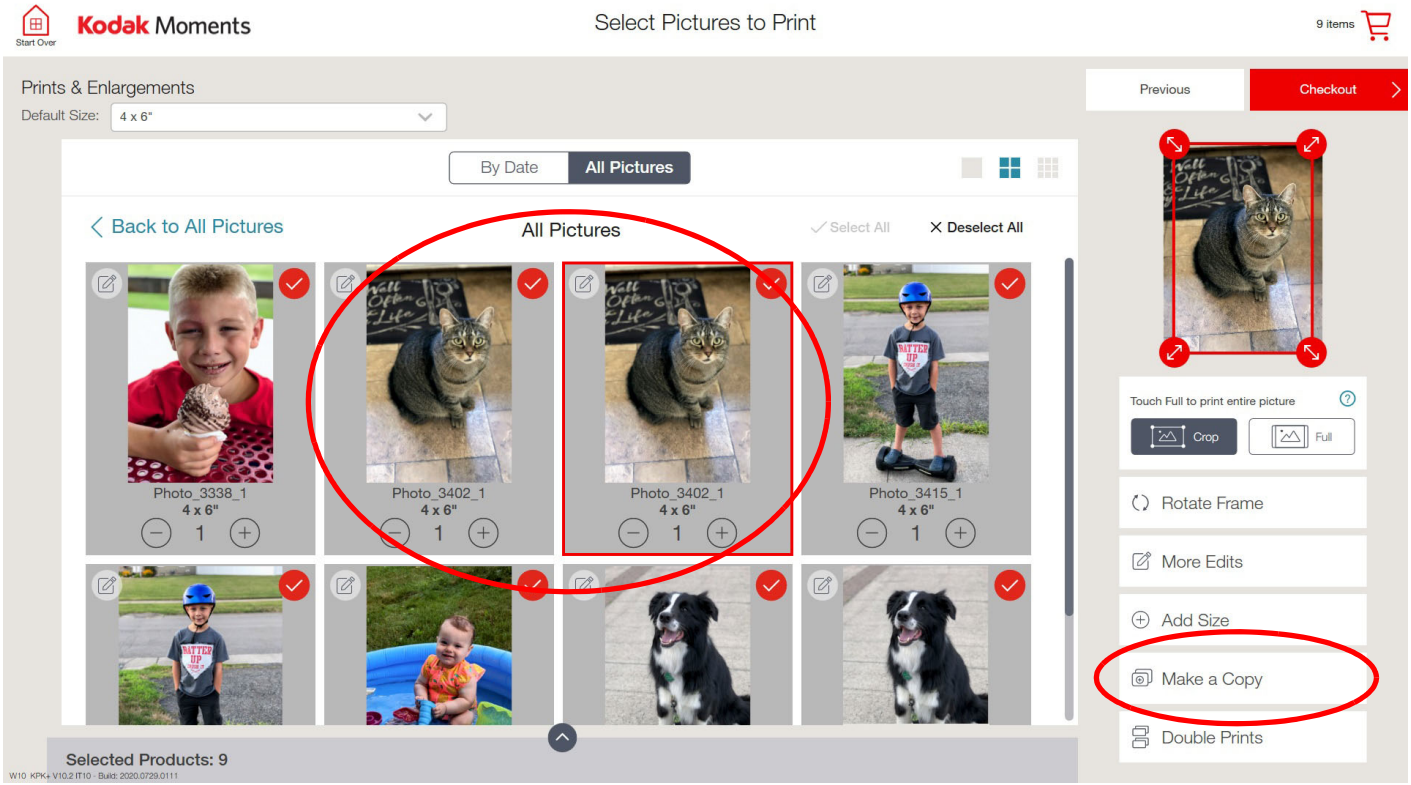
12. Touch *Add Size* to add a different size print to your order.

13. Select the print size from the list along the right of the screen.

14. Touch the "**+**" or "**-**" buttons to change the print quantity.

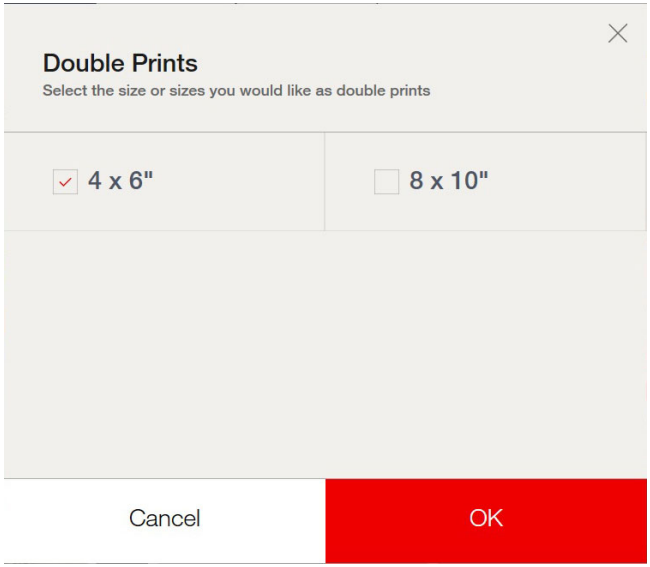


15. Touch *Make a Copy* to make a copy of the selected print and apply different edits or effects.

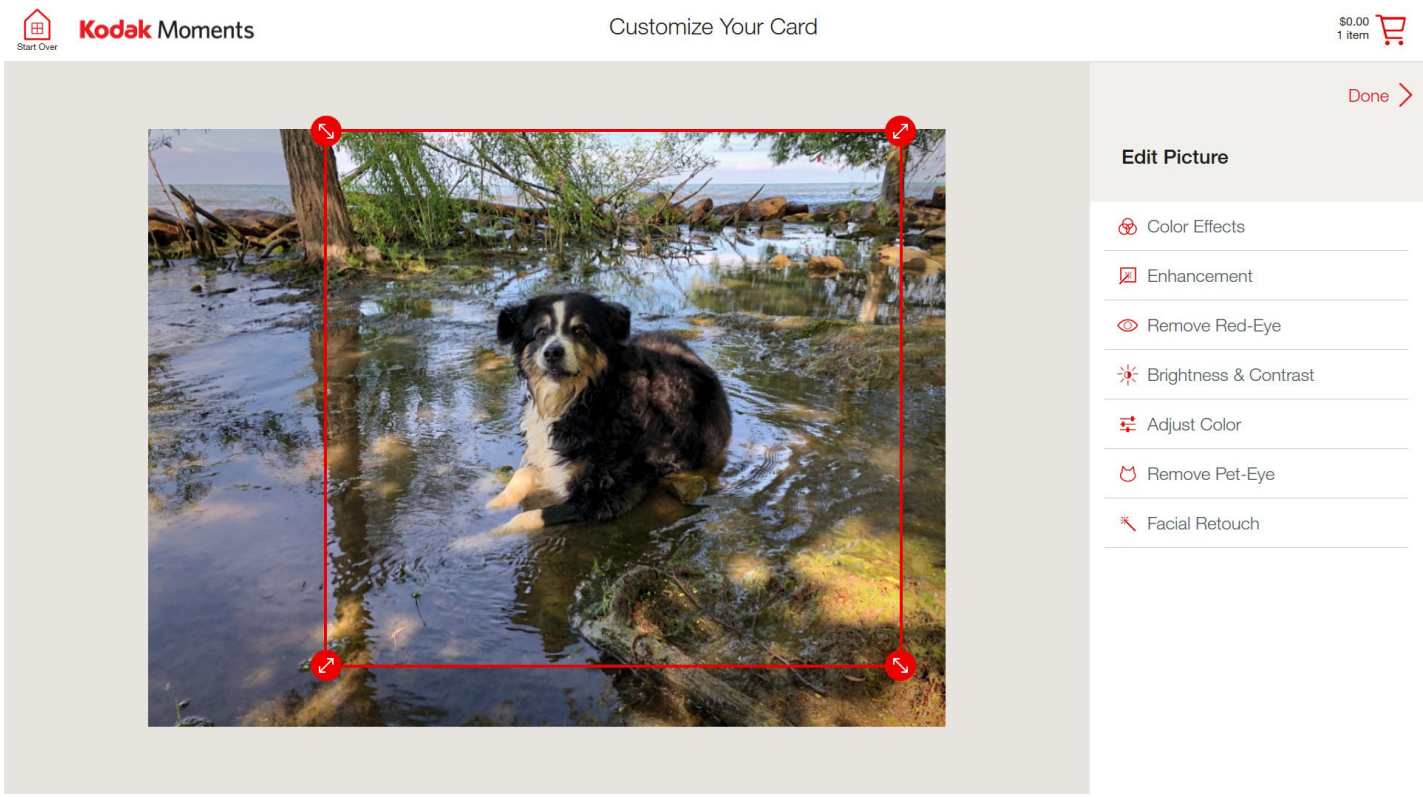


16. Touch *Double Prints* to make a second copy of each picture selected.

17. If you have more than one print size selected, a message appears to allow you to select what print size you want to make Double Prints of. Select the print size and touch *OK*.

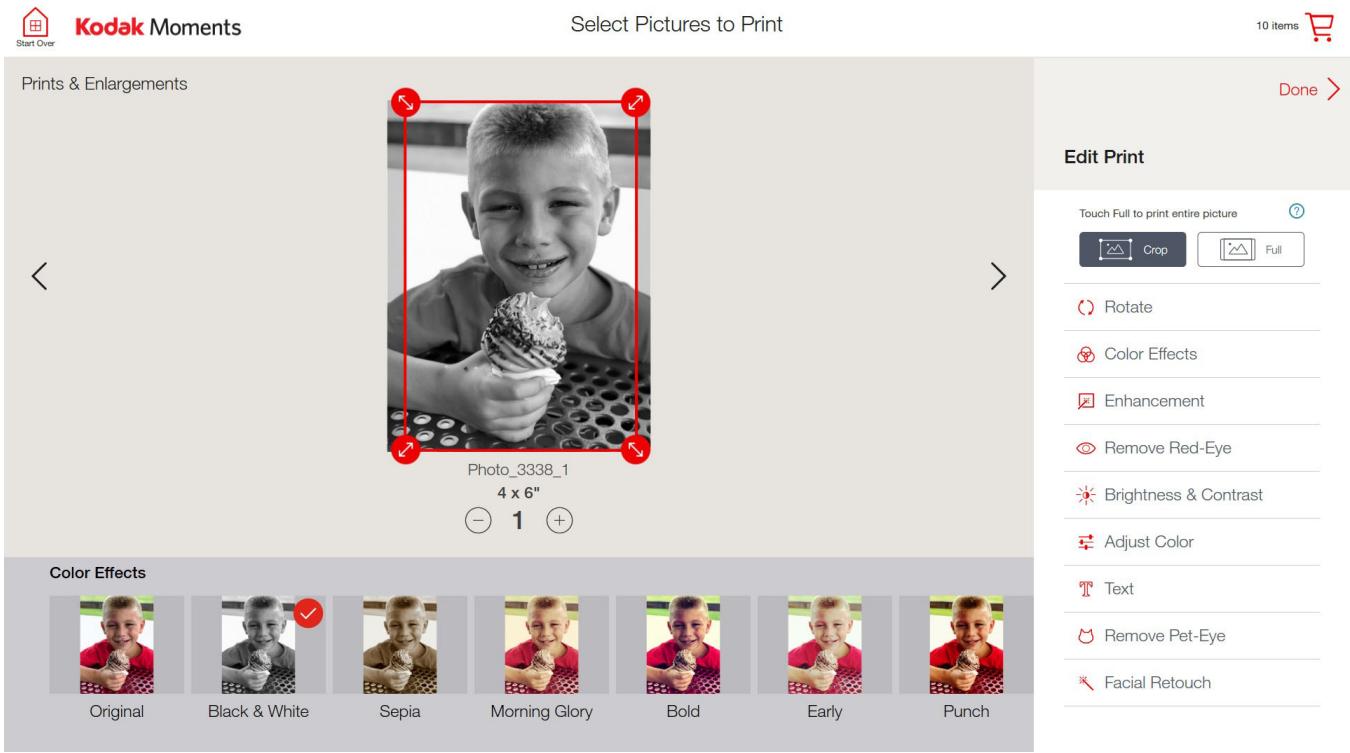


18. Touch *Edit Print* to use additional editing tools. See "Using the Editing Tools" on page 9-1.



19. Touch *Color Effects* to use the Color Effects filters. See “Using the Editing Tools” on page 9-1.

20. Touch *Done* when you are finished using the editing tools.

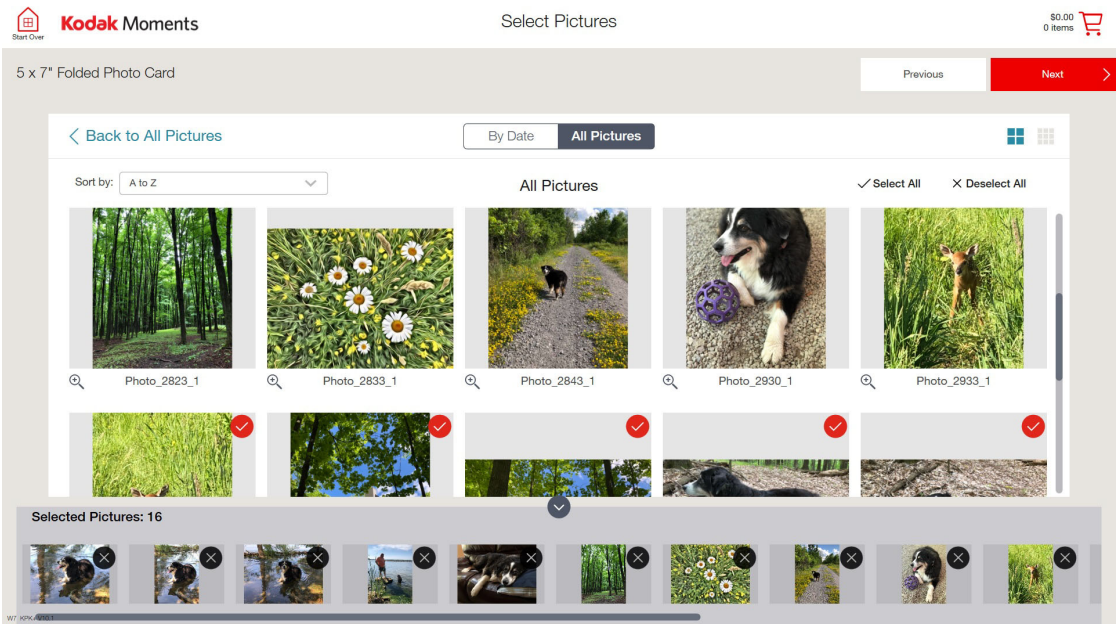


21. Touch *Back to Folders* to go back to the folder view and select another folder.

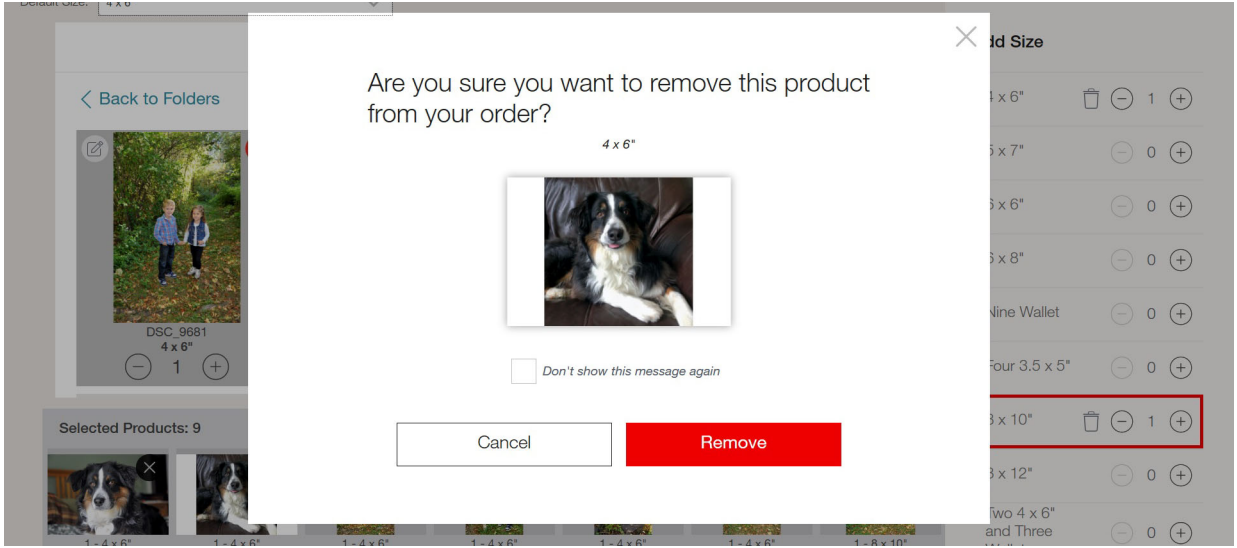
22. Touch *Change Picture Source* to use a different input source for pictures.

23. Touch the arrow button to collapse or open the Selected Picture Tray at the bottom of the screen.

24. To remove a picture from your order, touch the black "**X**" on the picture in the picture tray, or set the print quantity to "0".



25. Select *Remove* at the message.



Checkout **26.** Touch *Checkout*.

27. Follow the on-screen instructions to complete the order.

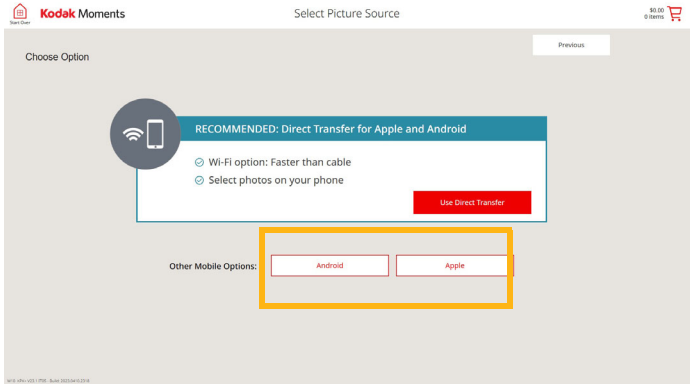
Printing from Mobile Apps

IMPORTANT: *This feature is only available in Australia.*

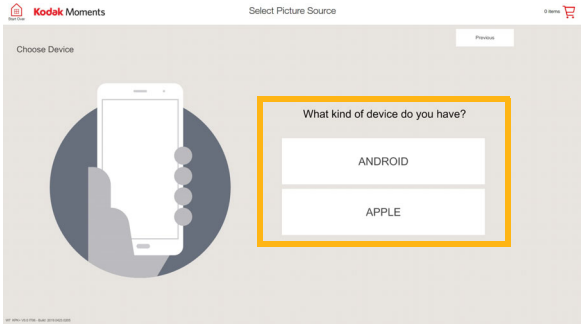
You must have the following to use this feature:

- KODAK Picture Kiosk Plus Software V3.0 or later.
- KODAK MOMENTS App installed on your device. Download the App for free! Go to the:
  - App Store for APPLE IPHONE, IPOD, or IPAD Devices.
  - GOOGLE Play Center for ANDROID Devices.
- APPLE IPHONE, IPOD, or IPAD device with APPLE iOS version 10.0 or later.
- ANDROID Device with OS 4.4.1 (KitKat Software) or later.

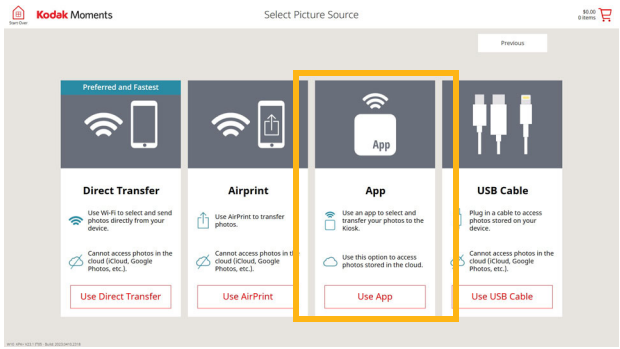
1. From the Main screen, touch *View all Products*.
2. Touch:
   - the product that you want to make, and then select *Mobile Devices*. Or
   - *Prints from Mobile*.
3. If you have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 5.



4. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 5.



5. Touch *Use App*.



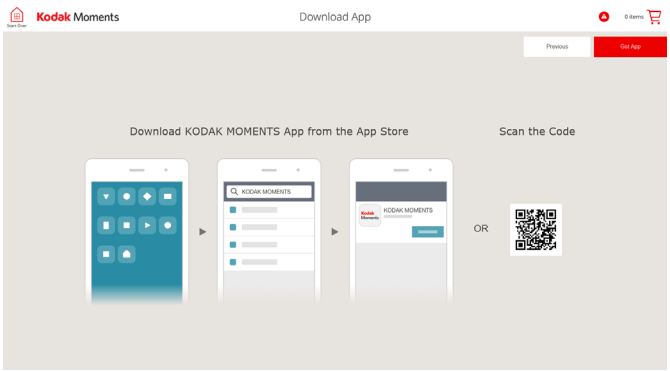
6. Do you currently have the Mobile App installed on your phone?

   Yes—Continue to Step 8.

   No—do one of the following:

   - Scan the code on the screen to automatically find and get the App.
   - Download the App that appears for free from the App Store.

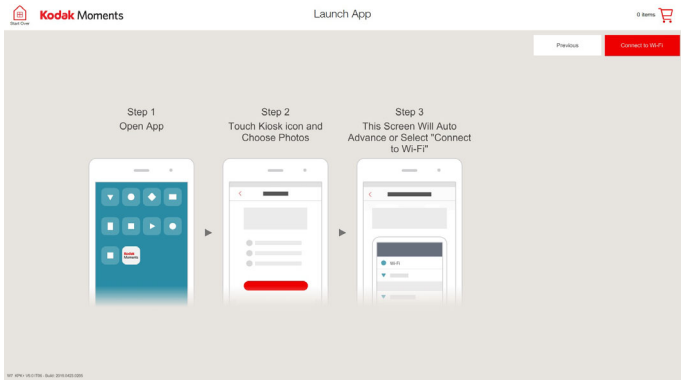
7. Once you have the App installed on your device, touch *Got App* on the Kiosk screen.



8. Launch the App on your device.

9. Tap the Kiosk icon on your device and select the pictures that you want to print. Send the pictures to the Kiosk.

10. From the Kiosk, touch *Connect to Wi-Fi*.



11. From your device:

- Access your settings.
- Select the Wi-Fi menu.
- Select the Wi-Fi network that matches what appears on the Kiosk screen.
- Enter the password, if enabled.

12. Follow the on-screen instructions to complete the order.

Making Prints from a Tethered Device

Make prints from your mobile device connected to the Kiosk with a USB cable.

NOTE: This is an optional feature on the M1 Order Station.

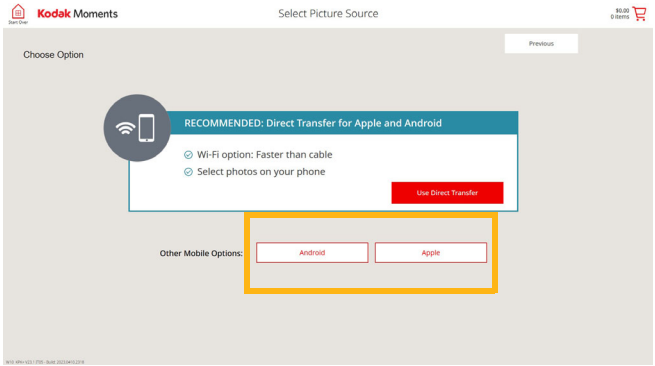
1. From the Main screen, touch:

- *View all Products*
  Or
- *Prints from your Phone*

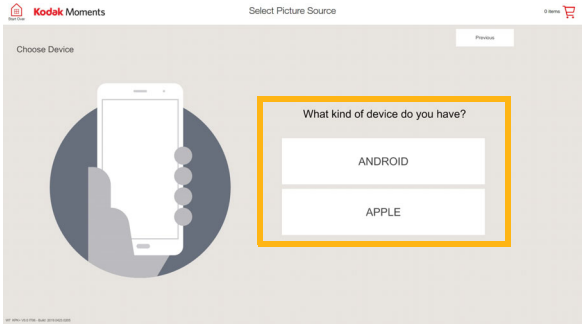
2. Touch:

- the product that you want to make, and then select *Mobile Devices*.
  Or
- *Prints from Mobile*.

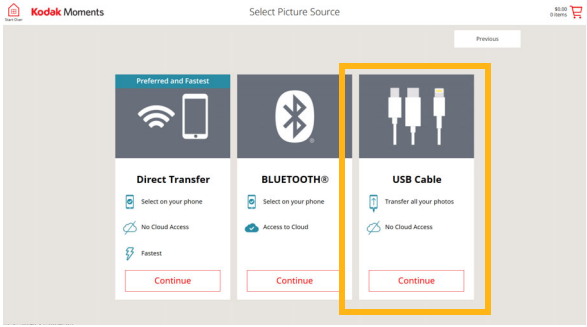
3. If you have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 5.



4. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 5.

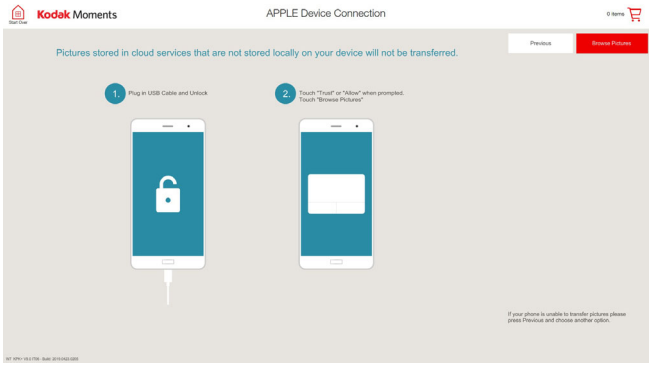


5. Touch *Use Cable*.

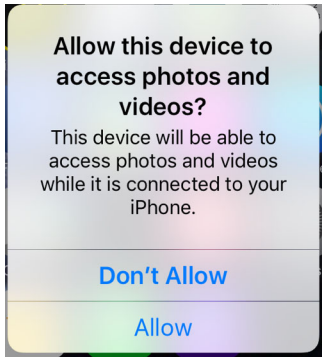


6. Connect the USB cable to your device.

7. Make sure that your device is unlocked.



8. From your device, select *Allow* or *Trust*.



9. From the Kiosk, touch *Browse Pictures*.

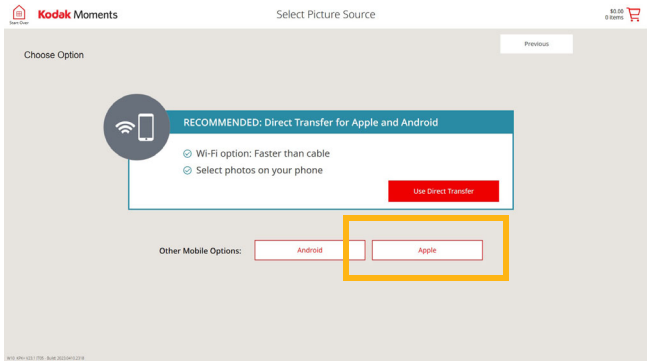
10. Select the pictures that you want to print and send them to the Kiosk.

11. Follow the on-screen instructions to complete the order.

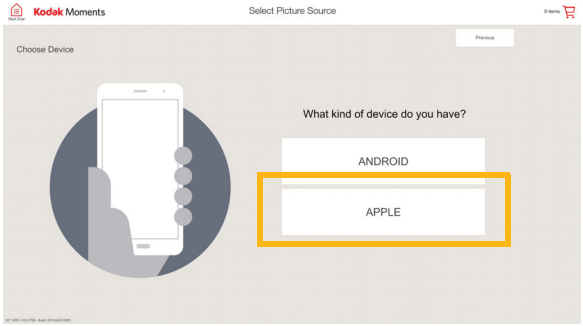
Making Prints using APPLE AirPrint

Make prints from your APPLE device using AirPrint.

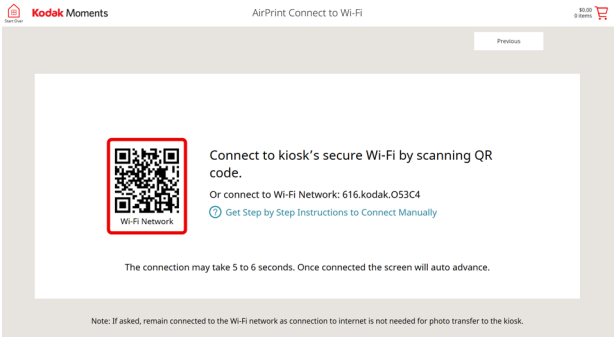
1. From the Main screen, touch:
   - *View all Products*
     Or
   - *Prints from your Phone*
2. Touch:
   - the product that you want to make, and then select *Mobile Devices*.
     Or
   - *Prints from Mobile*.
3. If you have Direct Transfer Recommendation enabled (see Page 2-33), select *Apple*. Continue to Step 5.



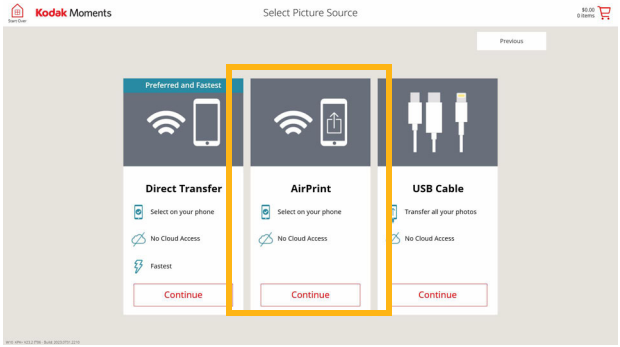
4. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select *Apple*. Continue to Step 5.



5. Scan the QR Code to connect to the store Wi-Fi.

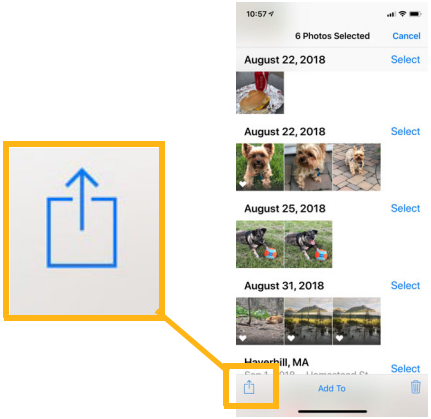


6. Touch *Use AirPrint*.

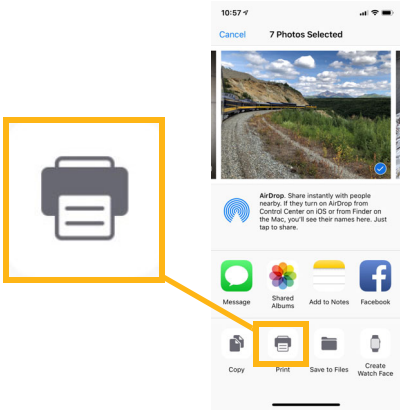


7. From your device:
   - Access your settings.
   - Select the Wi-Fi menu.
   - Select the Wi-Fi network that matches what appears on the Kiosk screen.
   - Enter the password, if enabled.

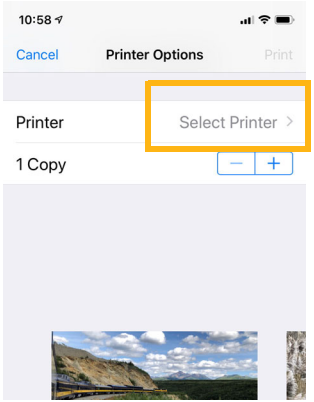
8. From your device, locate the pictures that you want to print and tap the *Share* icon.



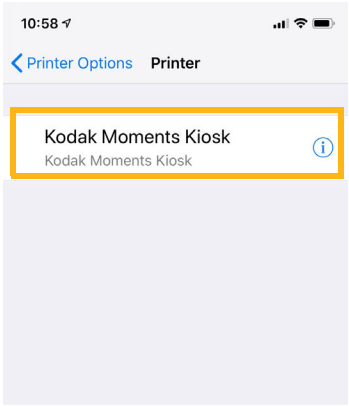
9. Tap *Print*.



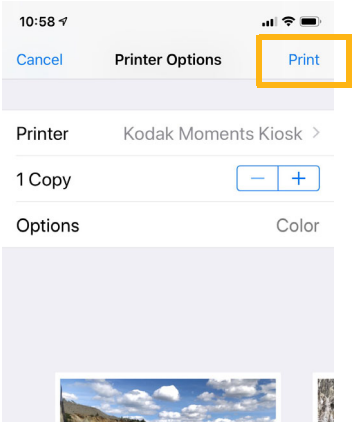
10. Tap *Select Printer*.



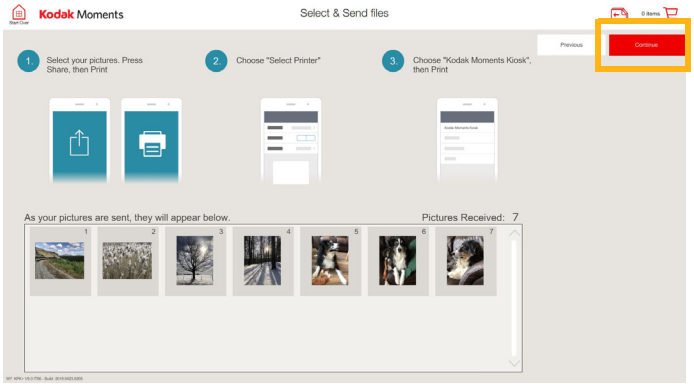
11. Tap the *Kodak Moments Kiosk*.



12. Tap *Print*.



13. Once your images are sent from your device, they appear on the Kiosk screen. Select *Continue*.

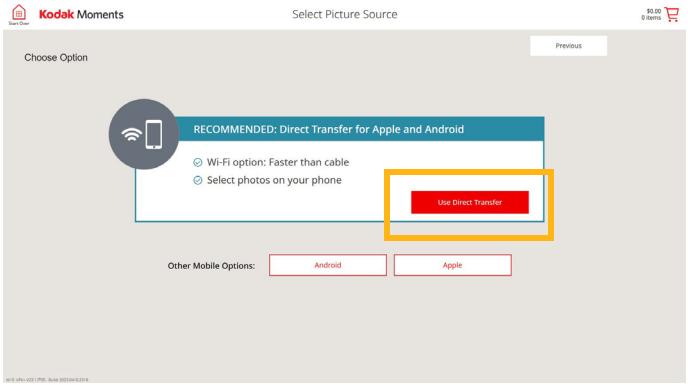


14. Follow the on-screen instructions to complete the order.

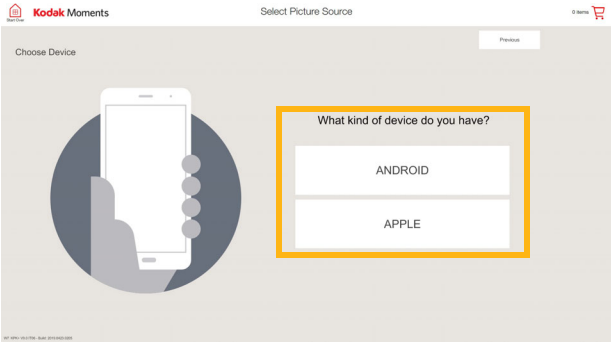
Making Prints using Direct Transfer

Make prints from your device using Direct Print.

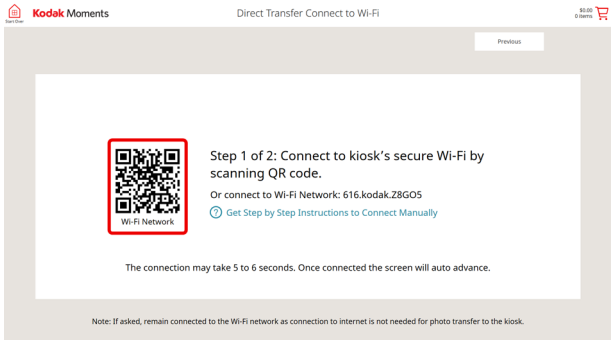
1. From the Main screen, touch:
   - *View all Products*
     Or
   - *Prints from your Phone*
2. Touch:
   - the product that you want to make, and then select *Mobile Devices*.
     Or
   - *Prints from Mobile*.
3. If you have Direct Transfer Recommendation enabled (see Page 2-33), select *Use Direct Transfer*. Continue with Step 5.



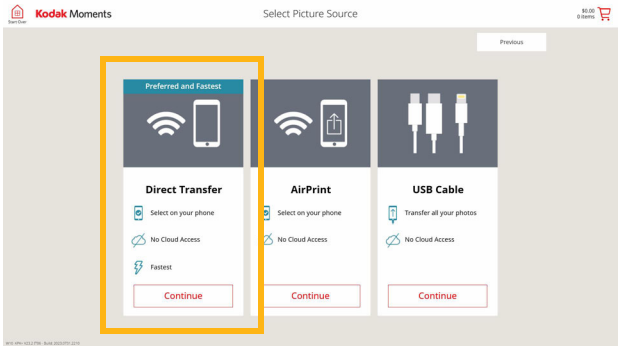
4. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 5.



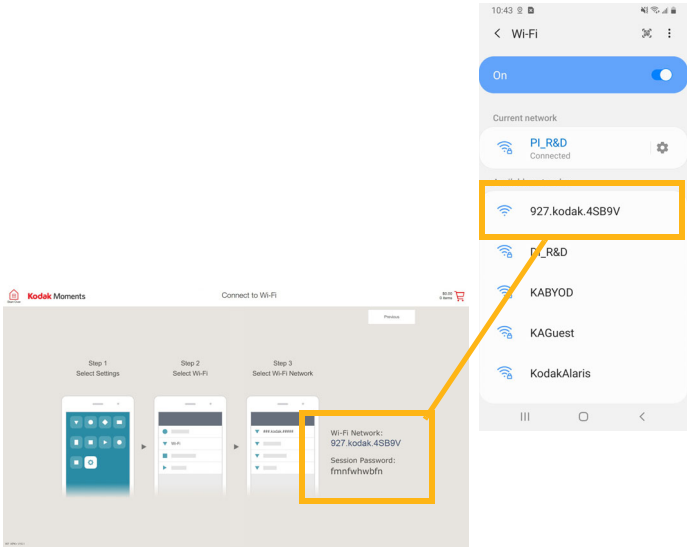
5. Scan the QR Code to connect to the store Wi-Fi.



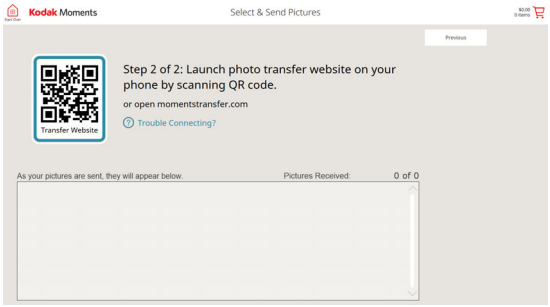
6. Touch *Use Direct Transfer*.



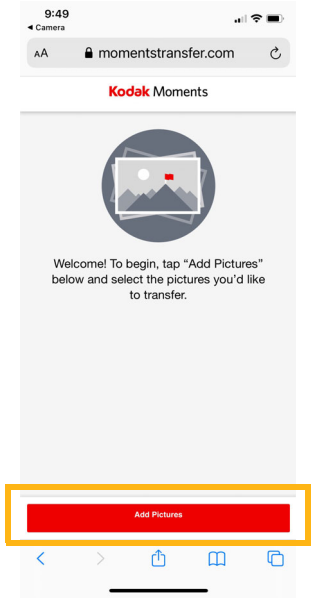
7. From your device:
   - Access your settings.
   - Select the Wi-Fi menu.
   - Select the Wi-Fi network that matches what appears on the Kiosk screen.
   - Enter the password, if enabled.



8. Scan the QR Code to go to momentstransfer.com.

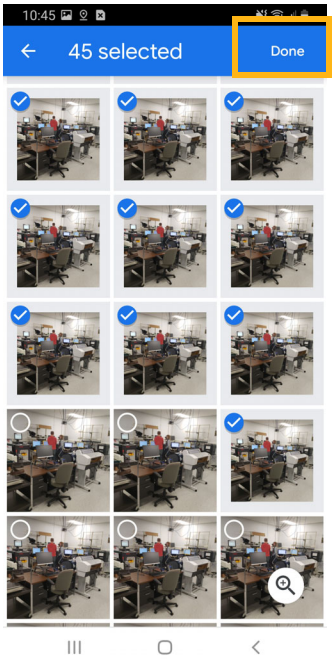


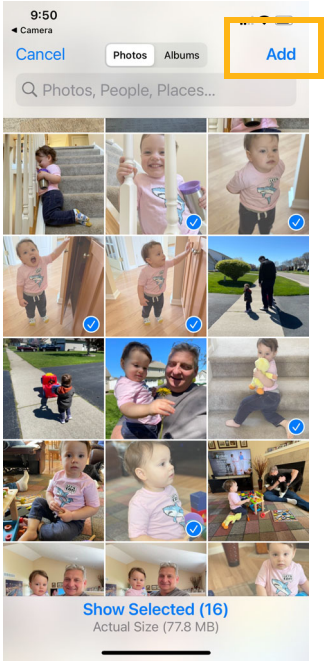
9. From your device, tap the *Add Pictures*.



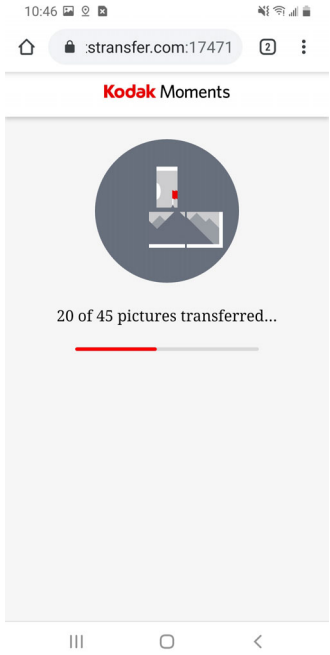
10. Select the pictures you want to print.

11. When you are finished selecting your pictures, tap *Done* or *Add*

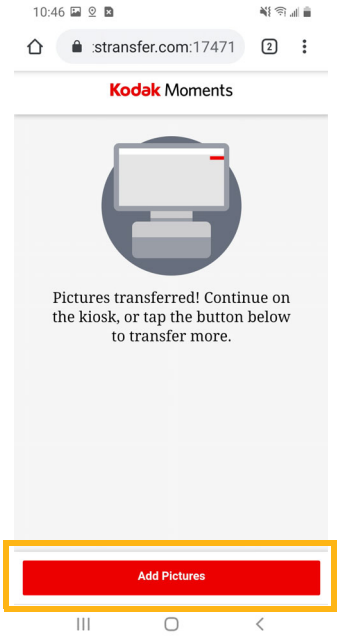




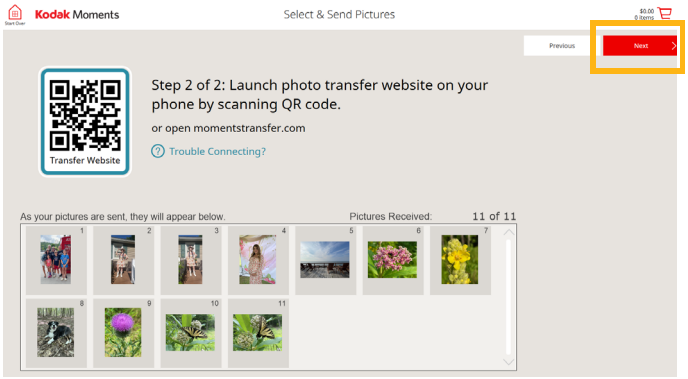
The pictures are transferred from your device to the Picture Kiosk.



12. Tap *Add Pictures* if you want to add additional pictures to your order. If you are done selecting pictures, return to the Picture Kiosk screen.



13. Once your images are sent from your device, they appear on the Kiosk screen. Select *Continue*.



14. Follow the on-screen instructions to complete the order.

Making Prints from BLUETOOTH® Technology Enabled Devices

This feature lets you make prints from JPEG, TIFF, or BMP images from the following input sources:

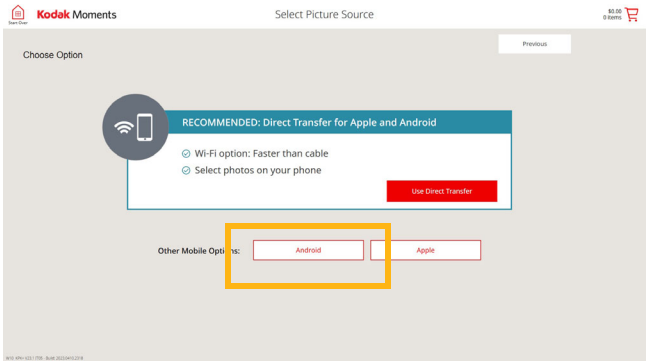
- Personal Digital Assistant (PDA)
- KODAK Digital Cameras with BLUETOOTH Technology
- Cellular Phone

NOTE: Not all cellular phone carriers allow you to transfer pictures to the Kiosk.

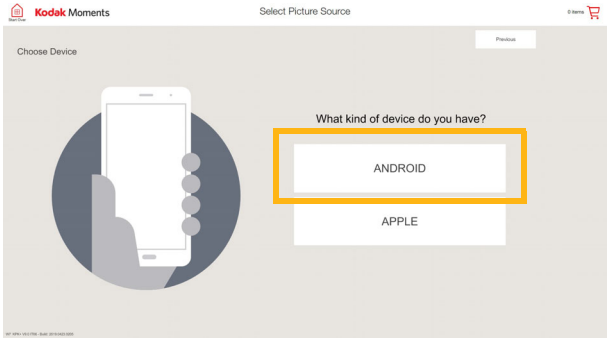
If the device asks for a password, you must contact the manufacturer of the device.

This is an optional feature for the M1 Order Station.

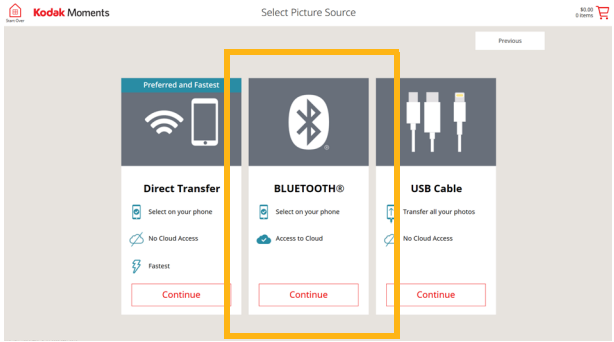
1. From the Main screen, touch *Prints from Mobile*.
2. If you have Direct Transfer Recommendation enabled (see Page 2-33), select *Android*. Continue to Step 4.



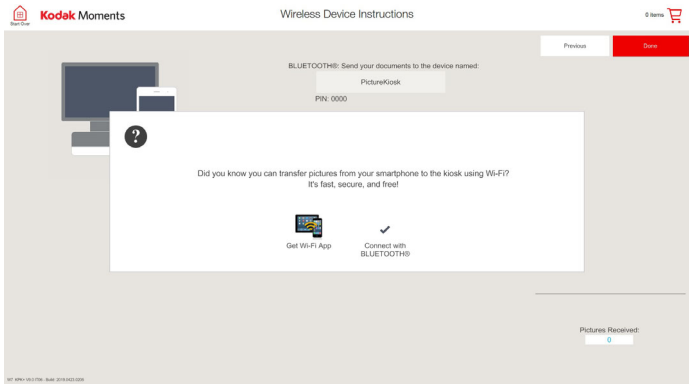
3. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select *Android*. Continue to Step 4.



4. Touch *Use BLUETOOTH®*.

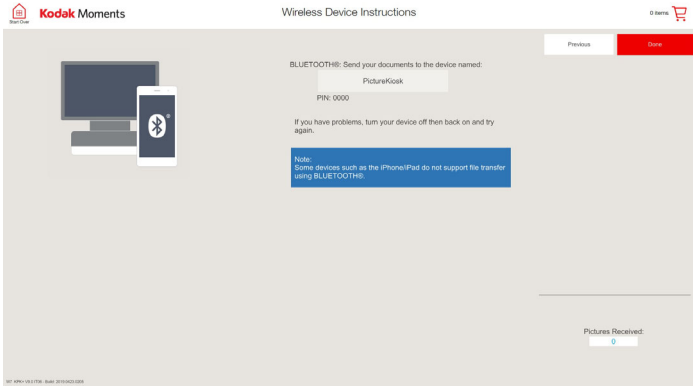


The following screen appears.



5. If your device has Wi-Fi capabilities, touch *Get Wi-Fi App* and see "Printing from Mobile Apps" on page 4-16. If you want to continue using Bluetooth, touch *Connect with BLUETOOTH*.

The following screen appears.



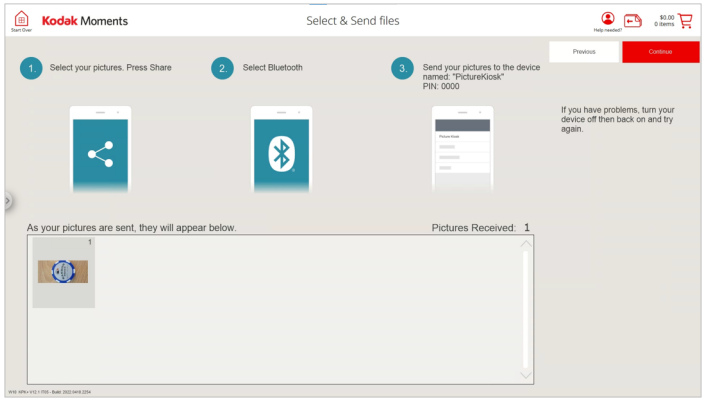
6. Turn on the BLUETOOTH Technology enabled device.

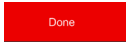
NOTE: Not all devices are compatible with the Kiosk.

7. Send the pictures to the device named PictureMaker. Send each picture that you want to print.

The pictures are sent to the Kiosk.

A thumbnail of the picture appears on the screen as the Kiosk receives it.





8. Touch *Continue*.

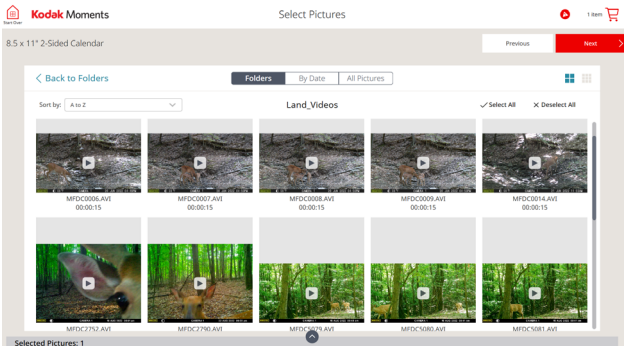
9. Follow the on-screen instructions to complete the order.

Making Prints from Videos

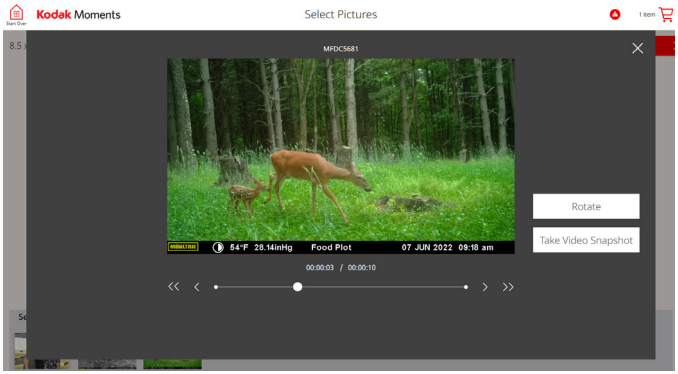
Make high-quality prints from videos saved on your digital media! Review and select individual frames from video files, convert them into still pictures, and then use the pictures to create prints, collages, greeting cards, photo books and calendars, or store them on a CD.

NOTE: You must have the Video Snapshot Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.
2. Select your video from the thumbnail selection screen.



3. Touch *Take Video Snapshot*.



4. Touch the arrow buttons at the bottom of the screen to move through the video frame by frame.
5. Touch *Take Video Snapshot* to select the video frame that you want to print.
6. Repeat Steps 4-5 for each additional picture.
7. Touch *Done*.
8. Select these pictures from the thumbnail selection screen.

9. Follow the on-screen instructions to complete the order.

Making Prints from FACEBOOK

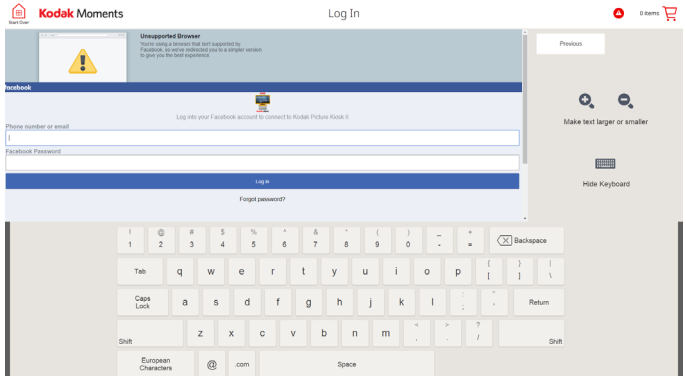
NOTE: You must have the FACEBOOK Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.

2. Touch *Facebook*.

3. Enter your email address or telephone number and password for your account.

4. Touch *Log In*.



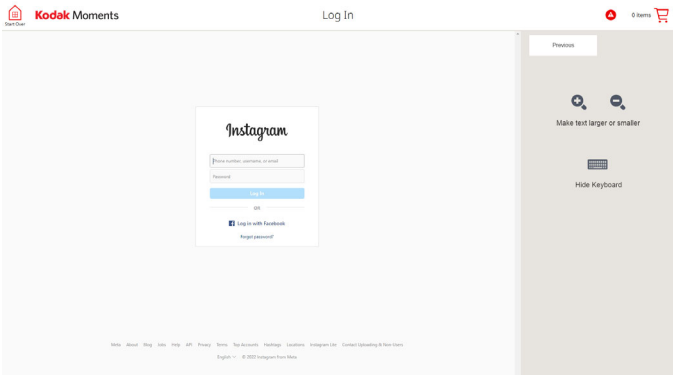
5. To access your pictures, select:
   - *Get my photos*
   - *Done*
6. Select the pictures you want to print.
7. Follow the on-screen instructions to complete the order.

Making Prints from INSTAGRAM

NOTE: You must have the INSTAGRAM Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.

2. Touch *Instagram*.
3. Enter your user name and password for your account.
4. Touch *Log In*.



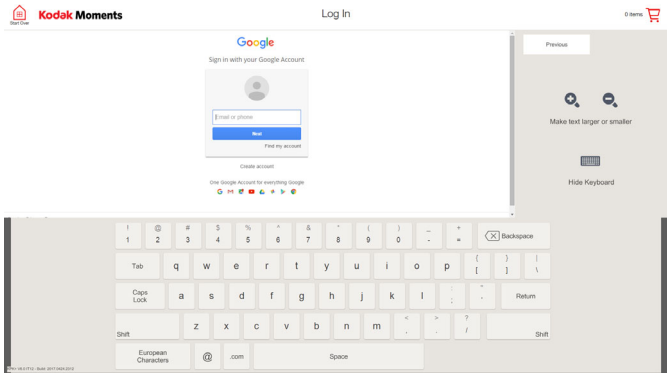
5. To access your pictures, select:
   - *Get my photos*
   - *Done*
6. To access your friend's pictures, select:
   - *Get the photos from a friend you are following*
   - a friend's name from the list
   - *Done*
7. Select the pictures you want to print.
8. Follow the on-screen instructions to complete the order.

Making Prints from GOOGLE Photos

NOTE: You must have the GOOGLE Photos Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.

2. Touch *Google Photos*.
3. Enter your email and password for your on-line account.
4. Touch *Sign In*.



5. Select the pictures you want to print.
6. Follow the on-screen instructions to complete the order.

Making Prints from FLICKR

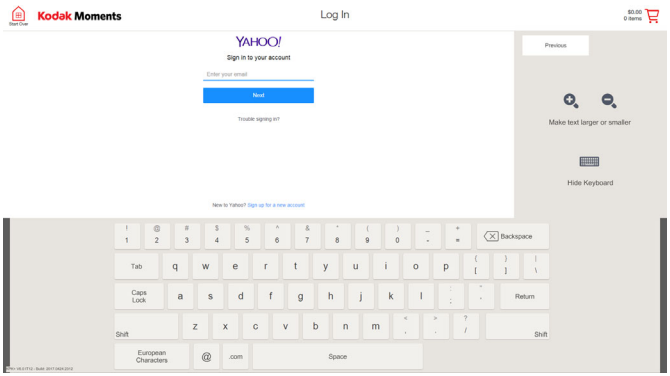
NOTE: You must have the KODAK FLICKR Connectivity Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.

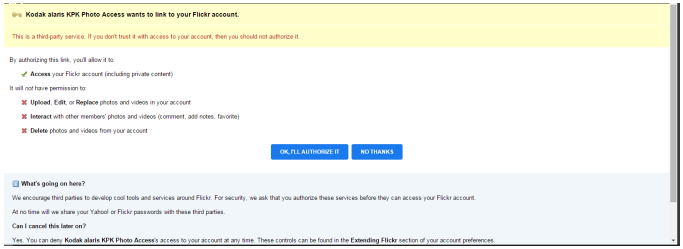
2. Touch *Flickr*.

3. Enter your user name and password for your account.

4. Touch *Log In*.



5. The first time you log into FLICKR from a Kiosk, the following message appears. Touch *OK, I'LL AUTHORIZE IT*.



6. To access your pictures, select:
   - *Get my photos*
   - *Done*

7. To access your friend's pictures, select:
   - *Get the photos from a friend you are following*
   - a friend's name from the list
   - *Done*

8. Select the pictures you want to print.
9. Follow the on-screen instructions to complete the order.

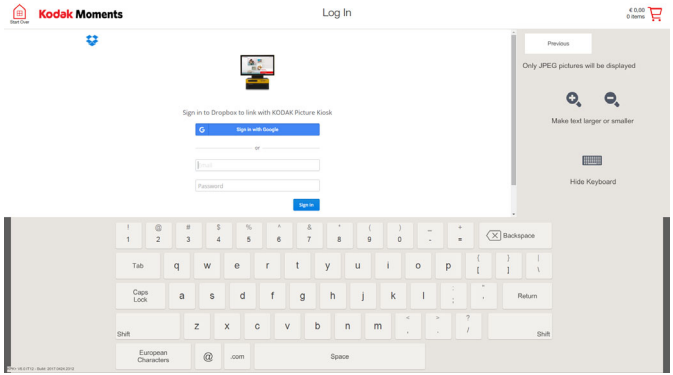
Making Prints from DROPBOX

NOTE: You must have the KODAK DROPBOX Connectivity Module installed on your Kiosk to use this feature.

1. Follow the on-screen instructions to start your order.

2. Touch *Dropbox*.

3. Enter your user name and password for your account.
4. Touch *Log In*.



5. Select the pictures you want to print.
6. Follow the on-screen instructions to complete the order.

Making Prints from Online Orders

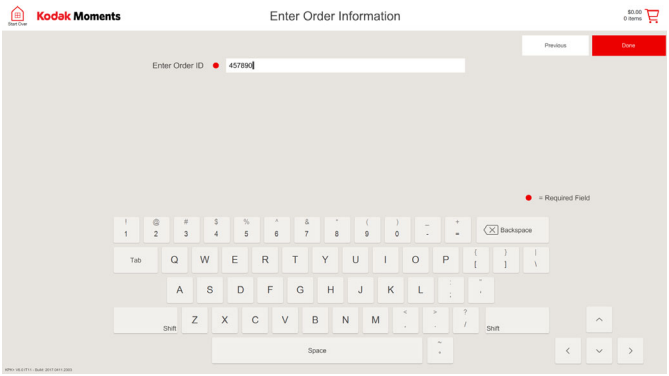
Before you can use this feature, you must have:

- "Enable Claim Net-to-Retail Orders" enabled in User Mode to use this feature. See page 2-27.
- the Host Kiosk configured and registered to Net-to-Retail.

IMPORTANT: *This feature does not work if the Kiosk is a satellite to an APEX system.*

1. Touch:
   - *View all Products*, and then touch *Claim Online Order*.

     Or
   - the Menu button in the upper left corner of the screen and touch *Claim Online Order*
2. Enter your Order ID.
3. Touch *Done*.



4. Follow the on-screen instructions to complete the order.

Making Prints from Prints

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Prints from Prints*.
4. Touch:
   - *Prints and Enlargements*
   - *Mini Prints*
5. Follow the on-screen instructions to complete the order.

Printing Create@Home Orders on the Kiosk

NOTE: You must have the Create@Home Module installed on your Kiosk to use this feature.

Customers can send their digital pictures to your store to be printed on a Kiosk. The feature must be enabled. See “Setting the User Modes” on page 2-26.

1. From the Main Screen, touch *View all Products*.
2. Touch *Create@Home Projects*.
3. Touch *Print My Project*.
4. Follow the on-screen instructions to select your project.
5. Touch *Preview* to preview the project.
6. Use the arrows to set the quantity.
7. Touch *Done*.
8. Follow the on-screen instructions to complete the order.

Using Hard Disk Input and Output

The Hard Disk feature lets you save:

- large files to the hard disk of the Kiosk.
- better quality image files with less compression.

Once the image files are saved to the Kiosk, you can access the files from a computer connected to the Kiosk. You can also transfer JPEG, TIFF, or BMP images from the computer to the Kiosk, and then print them. This feature is available from all input sources.

Before using this feature, you must:

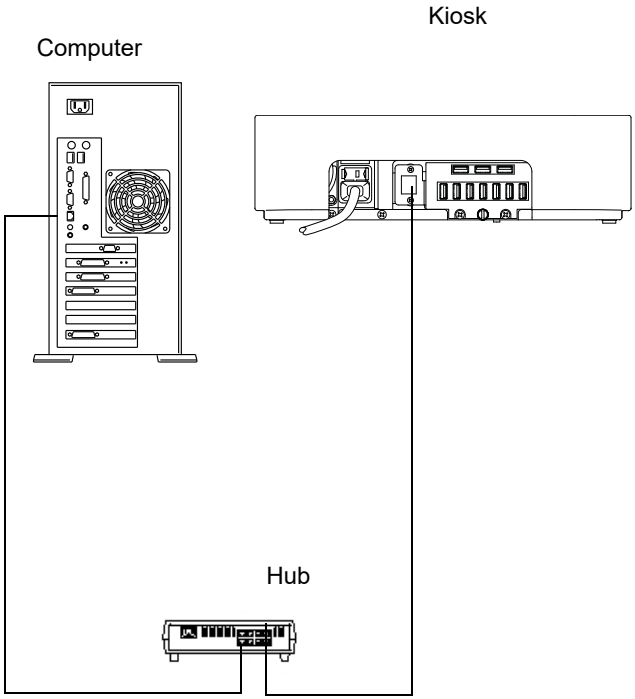
- connect the Kiosk to a computer (see page 4-43).
- enable the hard disk feature (see page 4-44).
- make sure that the network configuration screen is set up properly. See the network administrator to obtain the proper network settings (see page 2-18).
- set the computer's workgroup to PICTURE. See your network administrator for assistance.

Connecting the Kiosk to a Computer

NOTE: You must provide the hub and cables.

1. Shut down the Kiosk and the computer.
2. Make sure that all:
   - equipment for the Kiosk and the computer is turned off.
   - power cords are unplugged.
3. Connect the Kiosk to the computer:
   - Attach one end of the Ethernet cable to the Ethernet connector on the back of the Kiosk.
   - Attach the other end of the Ethernet cable to the hub.
   - Connect a second Ethernet cable from the hub to the Ethernet connector on the back of the computer.
4. Plug in the power cords and turn on the power to the equipment from Step 2.
5. See your system administrator to configure the Kiosk on the network.

Connection Diagram for the Picture Kiosk G20



Enabling the Feature

1. From the Setup screen, touch *Manage Features*.

2. Touch *Enable Input Sources*.

3. Touch next to *Enable Write to Hard Disk Application*.

4. Touch *Save*.

Setting the Output Settings

1. From the Setup screen, touch *Manage Devices*.

2. Touch *Hard Disk Input/Output*.

3. To set the location, you can:

- reset to the factory default—E:\Picture Maker Hard Disk with a sharename of PMHD (continue with step 6).
- change the location to a different directory on the Kiosk (continue with step 4).
- change the location to a directory on another computer (continue with step 5).

4. Enter the location to store and retrieve image files on the Kiosk:
   a. Touch *Change Location*.
   b. Enter the path information using the on-screen keyboard.
   c. Touch *Done*.

5. Enter the location to store and retrieve image files on another computer:
   a. Touch *Change Location*.
   b. Enter the path information (UNC format) using the on-screen keyboard.

   NOTE: Make sure that you include the computer name in the path information. For example, if the computer name is **Example**, and the shared directory is called **Test**, the new path location is:

   \\Example\Test

   c. Touch *Done*.

6. Touch *Save*.

Saving a Picture to the Hard Disk

1. From the Main screen, touch *View all Products*.
2. Touch *Save Pictures and Videos*.

3. Touch *Write Pictures to Disk*.
4. Follow the on-screen instructions to write the pictures to the hard disk.

   These image files can now be accessed from the computer.

NOTE: The image files stored on the hard disk will take up space and can slow the system performance. You can use the computer to delete the files from the shared directory (on the hard disk or on the computer).

See “Making Prints and Enlargements” on page 4-5 to print pictures from the Kiosk hard disk.

5 Saving Pictures and Videos to DVD, CD, or a Memory Saver Flash Drive

Making a KODAK Archive DVD

Customers can save the following file formats on an Archive DVD: .jpg, .jpeg, .bmp, .tif, .tiff, .pcd, .avi, .dgl, .mpg, .mpeg, .mov, .mp3, or .wav.

Customers can make KODAK Archive DVDs from:

- Camera Cards
- Wi-Fi Devices
- Tethered Devices
- USB Flash Drives
- CD/DVD
- FACEBOOK
- GOOGLE Photos
- INSTAGRAM
- FLICKR
- DROPBOX
- Prints
- Hard Disk

You must:

- enable the Archive DVD feature (see “Setting the User Modes” on page 2-26).
- have a supply of blank KODAK Archive DVDs. Contact your sales representative for ordering information.
- enable the index print feature if the Kiosk has a small format printer (see “Setting up the Archive DVD Feature”).

Setting up the Archive DVD Feature

1. From the Setup screen, touch *Manage Features*.

2. Touch *Archive DVD*.

3. Select a DVD format:
   - NTSC (North America)
   - PAL (Europe or Australia)

4. Select the Keypad icon to set the maximum:
   - DVD Copies per Order
   - Number of DVDs to span order
5. Select a DVD cover sheet option:
   - *Yes*—always create a cover sheet.
   - *No*—never create a cover sheet.
6. Set the Maximum DVDs to span. The maximum number is 2.

7. Touch *Save*.

Making an Archive DVD

Customers can:

- select pictures.
- save all files from the input media to a KODAK Archive DVD. There is storage space for up to 4 Gigabytes of data.
- create an index print of the pictures saved on the KODAK Archive DVD.

1. From the Main screen, touch *View all Products*.
2. Touch *Save Pictures and Videos*.
3. Touch *KODAK Archive DVD*.
4. Follow the on-screen instructions to complete the order.

Making a KODAK Picture CD

Customers can make KODAK Picture CDs from:

- Camera Cards
- Wi-Fi Devices
- Tethered Devices
- USB Flash Drives
- CD/DVD
- FACEBOOK
- GOOGLE Photos
- INSTAGRAM
- FLICKR
- DROPBOX
- Hard Disk
- Prints

You must:

- enable the Write to CD feature (see “Setting the User Modes” on page 2-26).
- have a supply of blank KODAK Picture CDs. Contact your sales representative for ordering information.
- enable the index print feature if the Kiosk has a small format printer (see “Setting up the Write to CD Feature” on page 5-4).

Setting up the Write to CD Feature

1. From the Setup screen, touch *Manage Features*.

2. Touch *Picture CD*.

3. Select an index print option:
   - *Yes*—always print an index print.
   - *No*—never print an index print.
   - *Ask*—ask customers if they want an index print.
4. Set the maximum number of CDs per order. The maximum number can be set from 1 to12.
5. Touch next to *Show Output Progress Form* to enable this feature. If this feature is enabled, only CD products are fulfilled on a local CD Dispenser or sent to the Kiosk host.

6. Touch *Save*.

Making a Picture CD

Customers can:

- select and edit pictures.
- create an index print of the pictures saved on the KODAK Picture CD.

Each CD includes KODAK Picture CD software.

1. From the Main screen, touch *View all Products*.
2. Touch *Save Pictures and Videos*.
3. Touch *KODAK Picture CD*.
4. Follow the on-screen instructions to complete the order.

Making a KODAK Memory Saver Flash Drive

Customers can save the following file formats on a Memory Saver Flash Drive: .jpg, .jpeg, .bmp, .tif, .tiff, .pcd, .avi, .dgl, .mpg, .mpeg, .mov, or .mp4.

Customers can make a KODAK Memory Saver Flash Drive from:

- Camera Cards
- Wi-Fi Devices
- Tethered Devices
- USB Flash Drives
- CD/DVD
- FACEBOOK
- GOOGLE Photos
- INSTAGRAM
- FLICKR
- DROPBOX
- Prints
- Hard Disk

NOTE: You can write files to the Memory Saver only once from the Kiosk. Customers can add to the Memory Saver from their home computer, but they cannot write more images to it from a Kiosk.

Setting up the Memory Saver Flash Drive Products

See "Setting the User Modes" on page 2-26 to enable this feature.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Memory Saver Flash Drive*.

3. Touch *Memory Saver Flash Drive Products*.

4. Select the Memory Flash Drive Products that you want to offer.

5. Touch *Save*.

Setting up the Memory Saver Flash Drive Feature

See "Setting the User Modes" on page 2-26 to enable this feature.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Memory Saver Flash Drive*.

3. Touch *Memory Saver Flash Drive Options*.

4. Set the Maximum USB Flash Drive Copies per Order. The maximum number is 2.

5. Set the Maximum USB Flash Drives to span. The maximum number is 2.

6. Touch *Save*.

Making a Memory Saver Flash Drive

Customers can:

- select pictures.
- save all files from the input media to a KODAK Memory Saver Flash Drive. There is storage space for up to 8 Gigabytes or 16 Gigabytes of data.
- create an index print of the pictures saved on the Memory Saver Flash Drive.

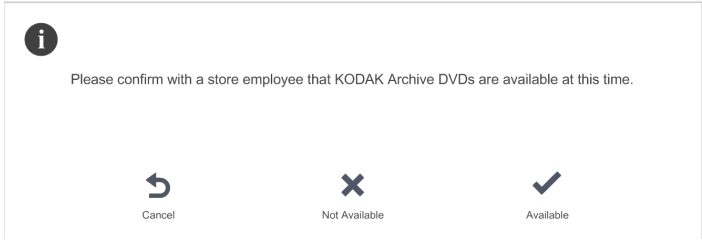
1. From the Main screen, touch *View all Products*.
2. Touch *Save Pictures and Videos*.
3. Touch *KODAK Memory Saver Flash Drive*.

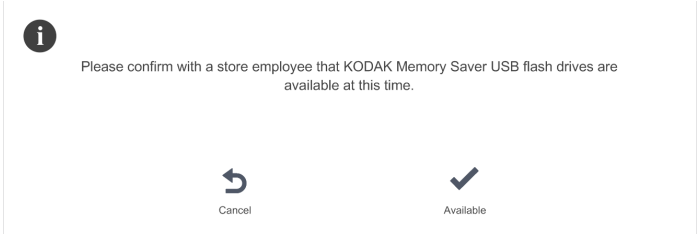
4. Follow the on-screen instructions to complete the order.

Enabling the Out of Stock Message for Archive Media

Enable this feature separately for the KODAK Memory Saver Flash Drive and the KODAK Archive DVD.

When this feature is enabled, each time an archive product is requested from a Kiosk, a message appears asking the customer to check with store personnel to see if the product is available.





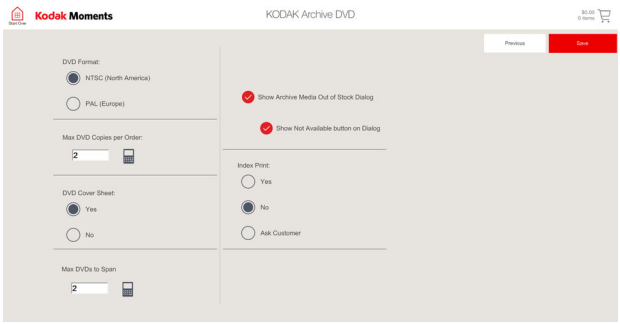
When enabled, the customer can select:

- *Available* – Customer proceeds with workflow.
- *Cancel* – Customer is returned to Save Pictures and Videos menu.
- *Not Available* – Setting is automatically changed and saved to disable the specific workflow.

KODAK Archive DVD

1. From the Setup screen, touch *Manage Features*.

2. Touch *Archive DVD*.



3. Touch next to *Show Archive Media out of Stock Message* to enable this feature.
4. Touch next to *Show Not Available button on dialog* to enable this feature. When this feature is enabled, Not Available becomes an option on the dialog

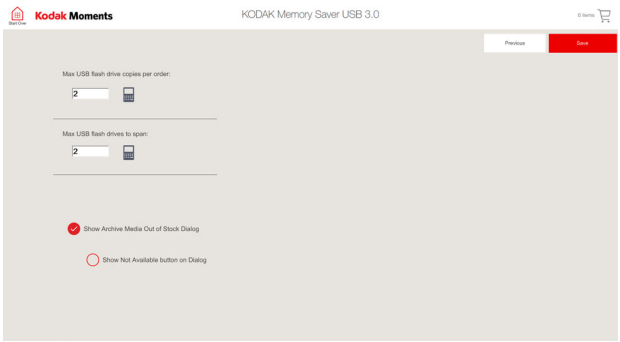
5. Touch *Save*.

KODAK Memory Saver Flash Drive

1. From the Setup screen, touch *Manage Features*.

2. Touch *Memory Saver Flash Drive*.

3. Touch *Memory Saver Flash Drive Options*.



4. Touch next to *Show Archive Media out of Stock Message* to enable this feature.

5. Touch next to *Show Not Available button on dialog* to enable this feature. When this feature is enabled, Not Available becomes an option on the dialog

Save

6. Touch *Save*.

6 Making Creative Products

These creative products are available on the Kiosk:

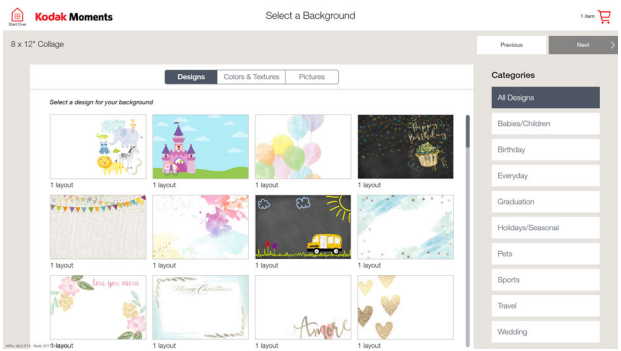
- Collages
- Banner Prints
- Height Charts
- Vinyl Yard Signs
- Greeting Cards
- Calendars
- Photo Books
- Simple Picture Books
- Custom Cover Notebooks
- Posters
- Photo Magnets
- Bordered Prints and Photo Magnets
- Panoramic Prints
- Photo Mugs
- Coin Banks
- Puzzles
- Photo Gift Wrap
- Photo Board Products
- Custom Coaster Sets
- Hanging Canvas Prints
- Hanging Photo Strips
- Canvas Prints
- Wall Tiles
- Floating Frames and Collages
- Panel Products
- 2 x 2 in. Photo Cube Ornaments
- 3 x 3 in. Photo Cubes
- Do It Yourself (DIY) Products
  - Frames
  - Ornaments
  - Acrylic Photo Frames
  - Keyrings
  - Coasters
- Marketplace Products
- Picture Packages
- Mini Prints
- Social Prints
- Square Prints

Making Collages

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Design a Collage*—continue with Step 3.
2. Touch *Collages.*
3. Touch *Collages.*
4. Select a size for your collage.
5. Select a Service Level.

NOTE: The Service Levels appear only if you have the feature enabled.

6. Touch:
   - *Make it for me*
   - *Make it Myself*
7. Follow the on-screen instructions to select pictures for the collage.
8. If you selected:
   - *Make it for me*—continue with Step 16.
   - *Make it Myself*—continue with Step 9.
9. Select the background style:
   - *Designs*
   - *Colors & Textures*
   - *Pictures*

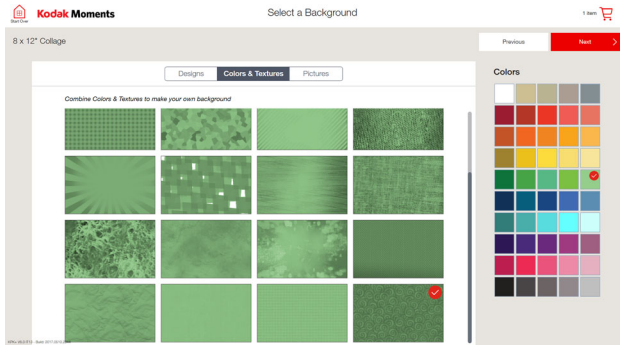


10. If you selected Designs:

- Select a Category.
- Select a design.
- Touch *Next*.

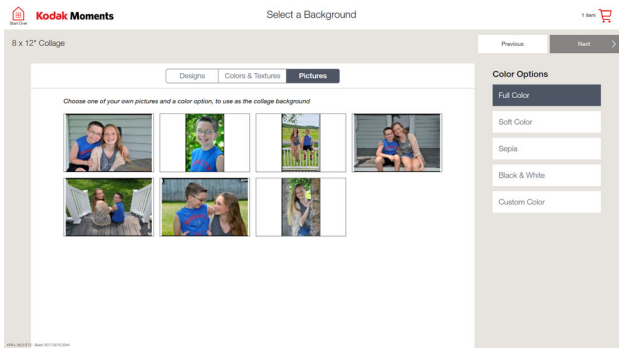
11. If you selected Colors & Textures:

- Select a background image.
- Select a color.
- Touch *Next*.



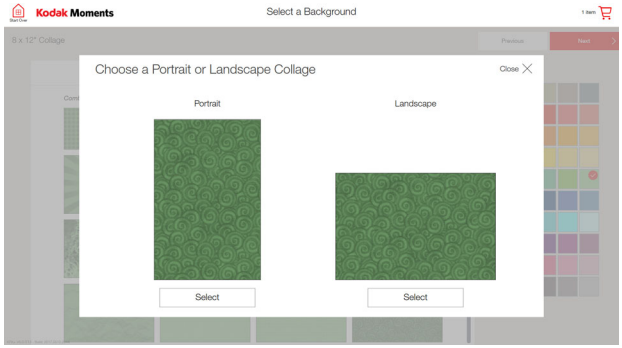
12. If you selected Pictures:

- Select a picture for the background.
- Select a color option:
  - Full Color
  - Soft Color
  - Sepia
  - Black-and-White
  - Custom Color
- Touch *Next*.

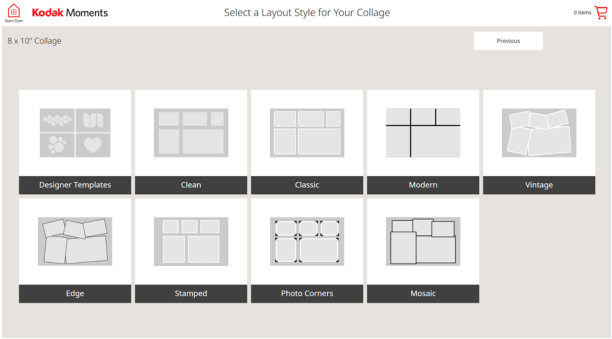


13. Select:

- *Portrait*
- *Landscape*



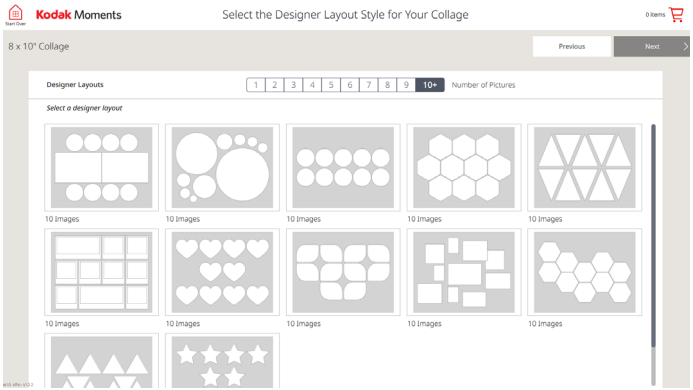
14. Select a layout style.



15. If you selected Designer Templates, select:

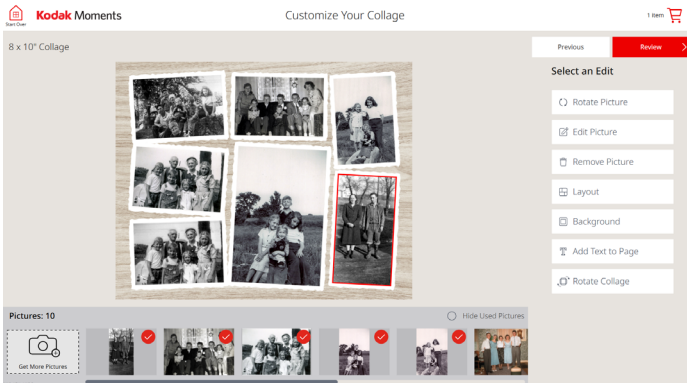
- A template
- *Next*

NOTE: The templates displayed have openings for the number of pictures that you selected. You can select a template with fewer or more openings.



16. Customize your collage:

- Rotate Picture
- Edit Picture
- Remove Picture
- Change Layout
- Change Background
- Add Text to Page
- Rotate Collage



17. If you touch Layout, you can:

- Change the layout style (on the right side of the screen).
- Change the picture layout (on the bottom of the screen).

NOTE: If you selected “Make it for Me”, follow Steps 9-17 to change and customize your collage background.

18. Touch *Save*.

19. When you are finished customizing your collage, touch *Next*.

20. Follow the on-screen instructions to complete the order.

Making Banner Collages

To make Banner collages, you must install the Poster Printer enabler and the Banner Content Module.

1. From the Main screen, touch:

- *View all Products*—continue with Step 2.
- *Design a Collage*—continue with Step 2.

2. Touch *Collages*.

3. Touch *Banner Collage*.

4. Select the banner size.

5. Follow the on-screen instructions to complete the order.

Making Height Charts and Banners

To make Banners and Height charts, you must a poster printer connected to an APEX system or Kiosk and have the Banner and Height Chart content installed.

1. From the Main screen, touch View all Products.
2. Touch *Banners*.
1. Select:
   - *Height Charts*—to make a height chart.
   - *Banners*—to make a banner.
   - *Vinyl Banners*—to make a vinyl banner.
2. Select a size.
3. Select a design.
4. Follow the on-screen instructions to select your images.
5. Customize the banner/height chart by adding text and editing the image(s).
6. Follow the on-screen instructions to complete the order.

Making Vinyl Yard Signs

To make Vinyl Yard Signs, you must a poster printer connected to an APEX system and have the yard sign content installed.

1. From the Main screen, touch *View all Products*.
2. Touch *Yard Signs*.
3. Touch *Yard Signs*.
4. Select a size.
5. Follow the on-screen instructions to select your images.
6. Customize the yard sign by adding text and editing the image(s).
7. Follow the on-screen instructions to complete the order.

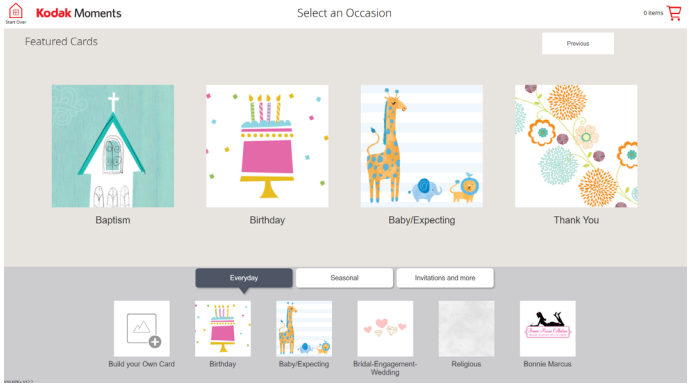
Making Greeting Cards

Important information for greeting cards:

- The sizes and types of cards available depend on the types of printers connected to your Kiosk and what you have enabled. See "Setting the Thermal Print Products" on page 2-49.
- Two-Sided Greeting Cards are only available if you have a DL2100 Duplex Printer, a DL2200 Duplex Printer, a D4000 Duplex Photo Printer, or a D4600 Duplex Photo Printer.
- When there is an odd quantity of 5 x 7 in. Flat greeting cards ordered, a "Coupon card" is printed on the extra sheet.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Create a Custom Card*—continue with Step 3.
2. Touch *Cards and Invitations*.
3. Touch *Cards and Invitations*.

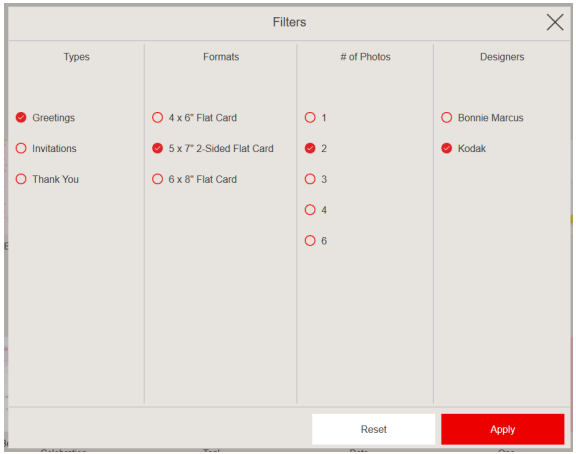
4. Select an occasion from the *Featured Cards* section or from one of the category tabs:
   - Everyday
   - Seasonal
   - Invitations & More



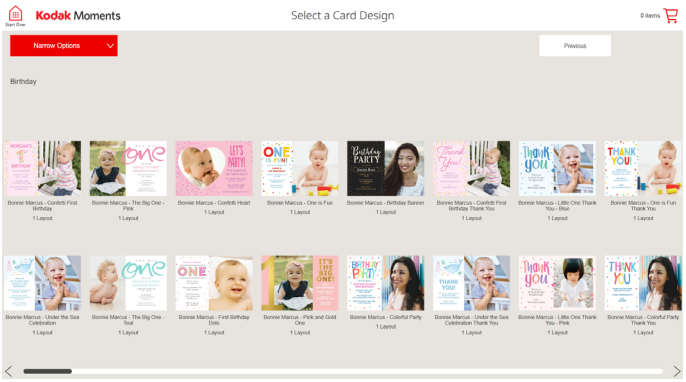
5. Touch *Narrow Options* to filter the choices. You can filter by:
   - Type
   - Format
   - Number of Photos
   - Designer

   NOTE: You may have to uncheck some of options if no cards appear.

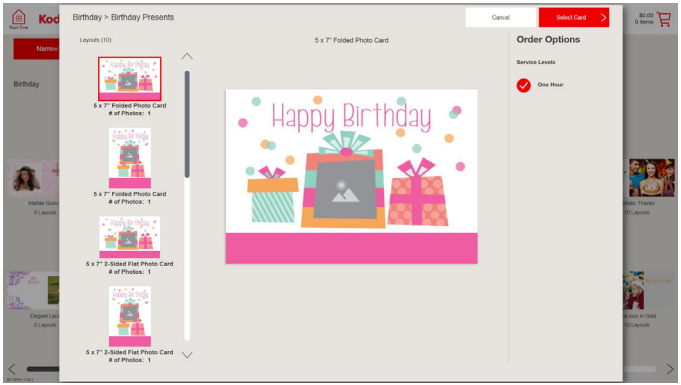
6. Touch *Apply*.



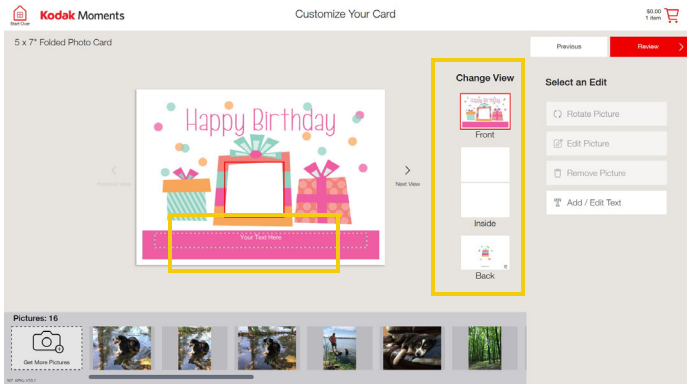
7. Select a card design.



8. Select:
   - Card Layout
   - Service Level (if available)
   - Print Finish (if available)
   - *Select Card*



9. Follow the on-screen instructions to select pictures for your card.

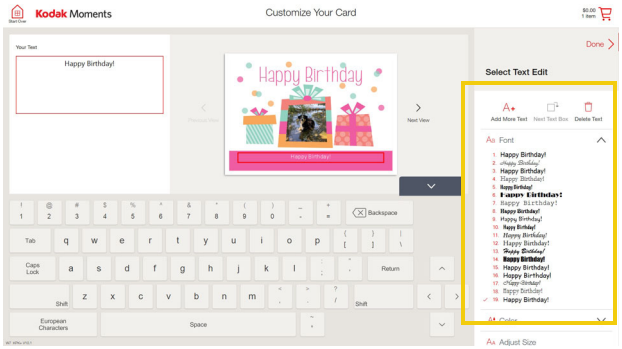


10. Touch the thumbnail image of the card panel you would like to view or personalize.

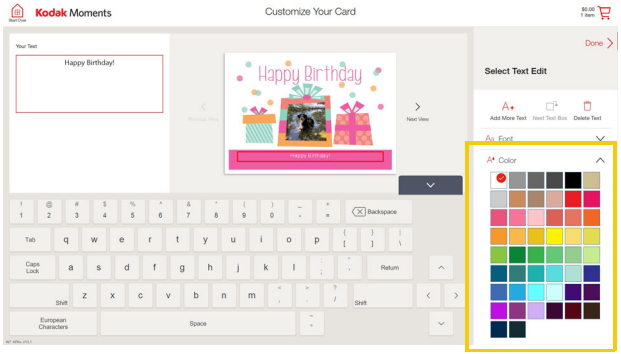
11. Touch *Your Text*, or a text box to personalize the front and inside of the card.

12. Use the on-screen keyboard to enter text.

13. Select *Font* to change the font style. The menu expands so that you can view the font choices. Once you select a font type, touch Font again to close the menu.

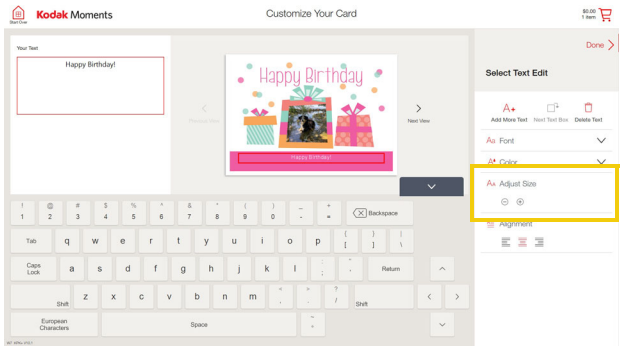


14. Select *Color* to change the color of the text. The menu expands so that you can view the color choices. Once you select a color, touch Color again to close the menu.



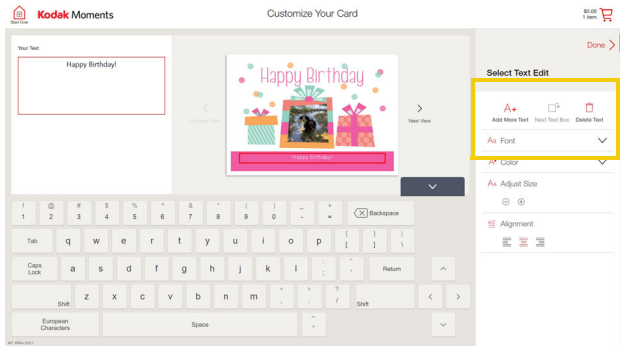
15. Select *Adjust Size* to change the size of the text.

16. Touch the Enlarge or Reduce buttons to adjust the text size.

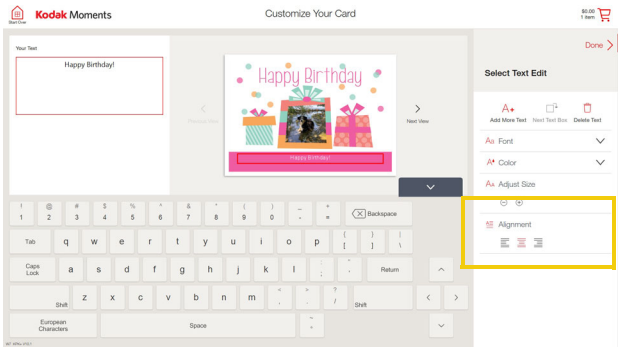


17. Select:

- *Edit Text* to edit your text.
- *Add More Text* to add another text box.
- *Next Text Box* to tab to the next text box.
- *Delete Text* to delete a text box.



18. Select *Alignment* to positions the text box.



19. Touch *Done* when you are finished.

20. If applicable, select the inside panels and/or the card back to edit or add text to the other panels of the card. Repeat Steps 11-19 to add text to each panel.

NOTE: You can also add an image to the back (and other card faces) of most card designs. Just drag and drop an image to the card face.

21. Preview the card and set the quantity.

22. Touch *Done*.

23. Follow the on-screen instructions to complete the order.

Making Calendars

1. From the Main screen, touch *View all Products*.

2. Touch *Calendars*.

3. Select the type of Calendar that you would like to make:

- *Double-Sided Calendar*
- *Monthly Calendar*
- *Annual Calendar*

NOTE: Two-Sided Calendars are only available if you have a DL2100 Duplex Printer, a DL2200 Duplex Printer, a D4000 Duplex Photo Printer, or a D4600 Duplex Photo Printer.

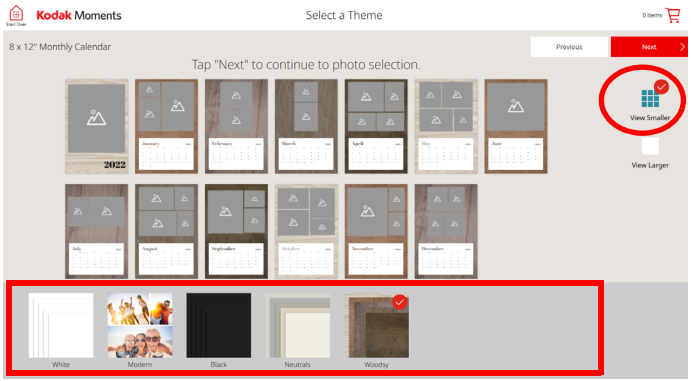
4. Select a calendar size and type.
5. Select:
   - "Start Year"
   - "Start Month"
   - **Create Calendar**
6. Select a Portrait or Landscape design.

NOTE: This step appears only if enabled in Calendar Setup.

7. Scroll through the theme designs at the bottom of the screen.
8. Select a theme for your calendar.

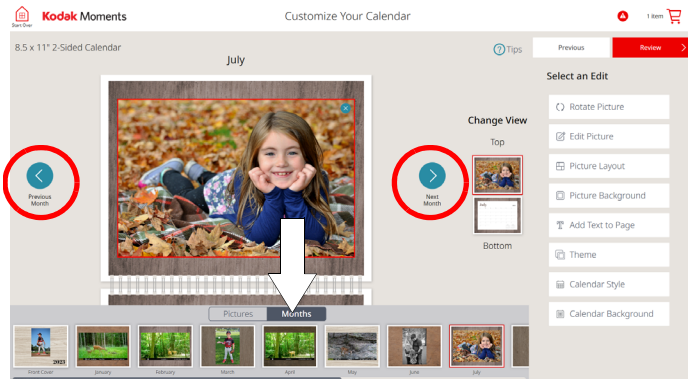
NOTE: A theme is made up of background designs and layout options.

9. Select the thumbnail icon to view thumbnail images of the pages with the theme applied.

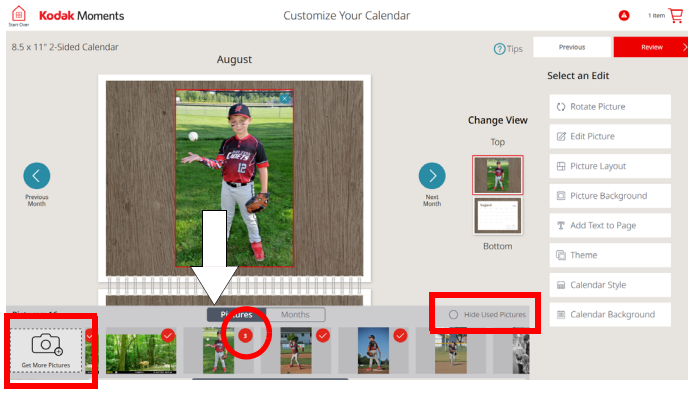


10. Follow the on-screen instructions to select images for your calendar.
11. Touch *Next* when you are done.

12. The “Months” tab displays thumbnail images of each month. Scroll through the images in the tray to select a specific month. The selected month appears in the preview. You can also flip the preview pages using the arrows on either side of the calendar.



13. The “Pictures” tab displays thumbnail images of each picture. Scroll through the images in the tray to select a picture. If a picture is used within the Calendar, a check mark appears on the thumbnail. If a picture is used more than once in the calendar, a number appears on the thumbnail letting you know how many times it is used. Select “Hide Used Pictures” to display only the unused pictures, Select *Add Photos* to add additional pictures that may be added to your calendar.



14. Select a picture to edit it. You can:

- Rotate the picture
- Use editing tools
- Remove the picture from the page, or drag the picture to another page

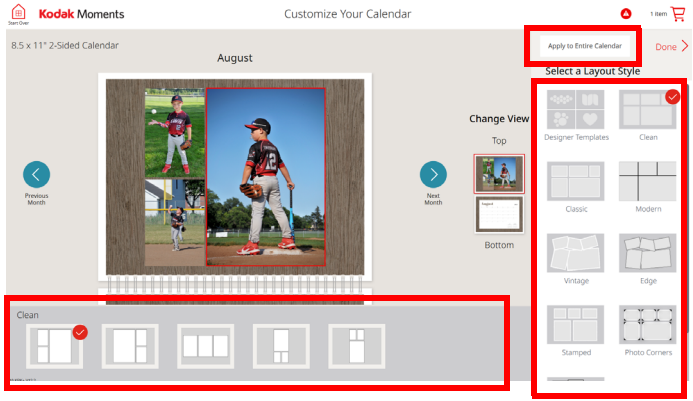
NOTE: If you remove a picture from a page, it can still be used on another page of the calendar. It appears on the "Pictures" tab.

15. To change the layout of a page, touch *Picture Layout*.

16. Select:

- A layout style
- A layout option
- *Done*

NOTE: If you select a layout style for a specific page and you want to use the same style for the entire calendar, select *Apply to Entire Calendar*.

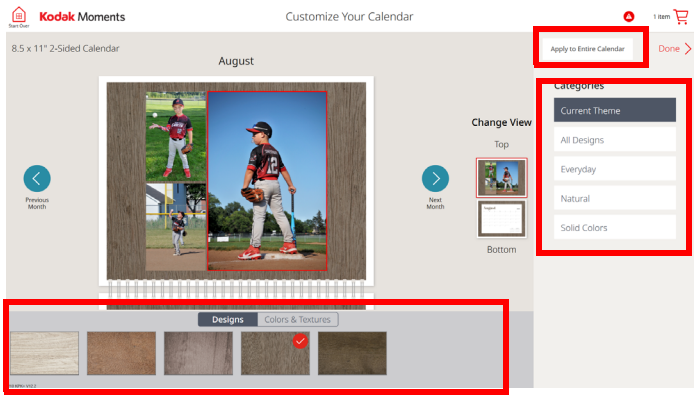


17. To change the background of a page, touch *Picture Background*.

18. Select:

- A category
- A background from the Designs, Colors and Textures, or Pictures tabs
- *Done*

NOTE: If you select a design for a specific page and you want to use the same design for the entire calendar, select *Apply to Entire Calendar*.

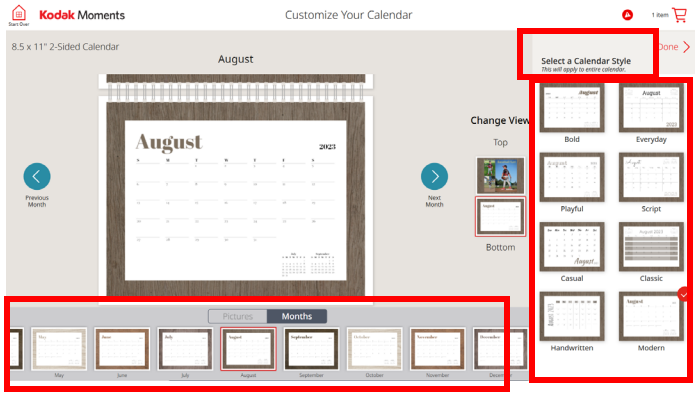


19. To change the style of the calendar grid, touch *Calendar Style*.

20. Select:

- A grid style.
- *Done*

NOTE: The selection is applied to the entire calendar.

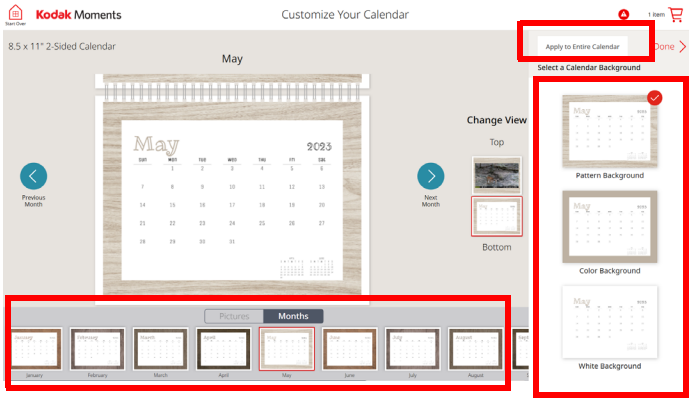


21. To change the background of the selected calendar grid touch *Calendar Background*.

22. Select:

- A calendar background.
- *Done*

NOTE: If you select a design for a specific page and you want to use the same design for the entire calendar, select *Apply to Entire Calendar*.



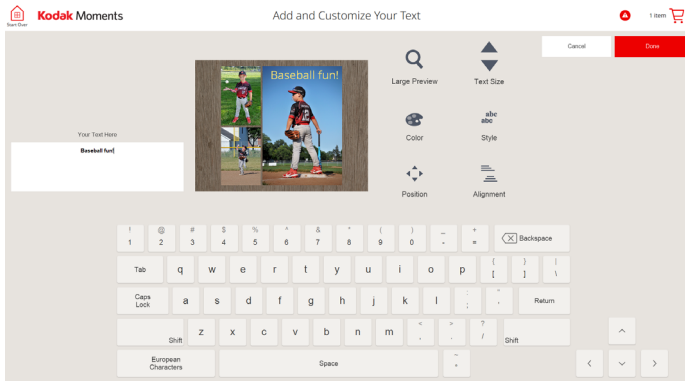
IMPORTANT: *Changing the theme cancels any previous background or page layout changes!*

23. Touch change the theme, touch:

- *Calendar Theme*
- A theme
- Next

24. To add text:

- Select *Add Text to a Page*
- Add and customize your text
- *Done*



25. To add or replace a picture on a page, select a picture from the “Pictures” tab and drag it to the page.

26. At the message prompt, select:

- *Replace* to replace another picture on the page.
- *Add* to add the picture to the page.

NOTE: You can select a picture on a page in the preview, and drag it to another page in the tray. The page in the tray refreshes, and the picture appears on that page.

27. When you are done, follow the on-screen instructions to complete the order.

Making 4 x 8 in. Desktop Calendars

1. From the Main screen, touch *View all Products*.

2. Touch *Calendars*.

3. Touch *Monthly Calendar*.

4. Touch *4 x 8 Desktop Calendar*.

NOTE: Two-Sided Calendars are only available if you have a DL2100 Duplex Printer, a DL2200 Duplex Printer, a D4000 Duplex Photo Printer, or a D4600 Duplex Photo Printer.

5. Follow the on-screen instructions to complete the order.

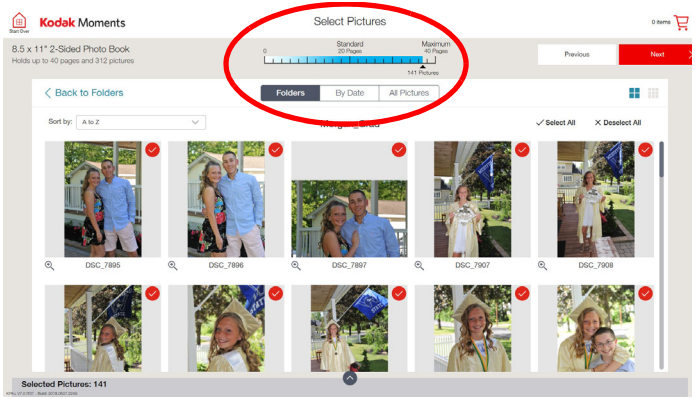
Making Photo Books

NOTE: You must have the Photo Book backgrounds installed on your Kiosk to create Photo Books.

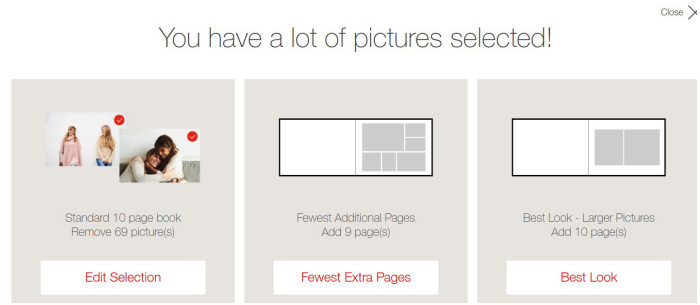
1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Create a Photo Book*—continue with Step 3.
2. Touch *Photo Books*.
3. Select the type of Photo Book that you would like to make:
   - *Photo Book*
   - *Double-Sided Photo Book*

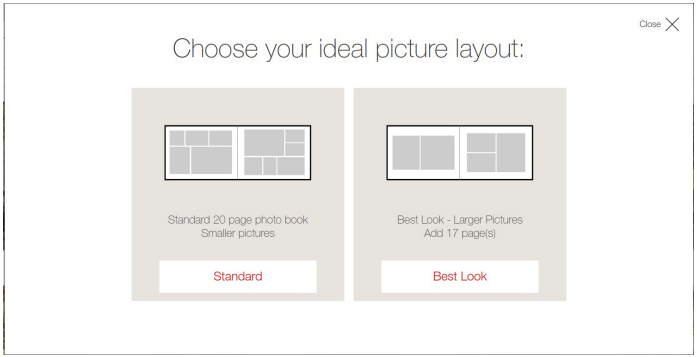
   NOTE: Two-Sided Photo Books are only available if you have a DL2100 Duplex Printer, a DL2200 Duplex Printer, a D4000 Duplex Photo Printer, or a D4600 Duplex Photo Printer.
4. Select a photo book size and type.
5. Select images for your photo book.
6. Touch *Next* when you are done.

NOTE: The gauge gives you a visual display of how many pages you can fill with the images that you selected. You can continue to select images even if the gauge displays that you have exceeded the maximum number of images for the book.



The system creates layout options based on the book and number of pictures that you selected. A message appears allowing you to select your preferred layout option. The message that displays depends on how your system is configured and the options selected.



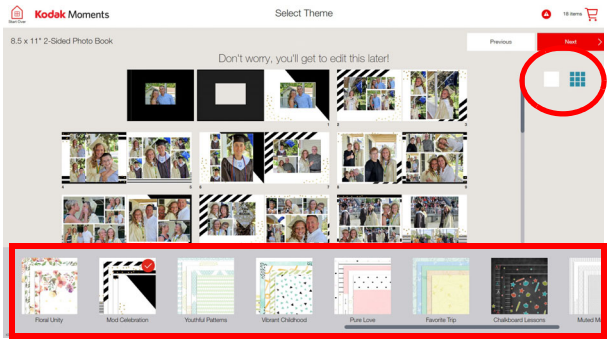


7. Select how you would like to sort your pictures in the photo book
   - Oldest to newest
   - A to Z

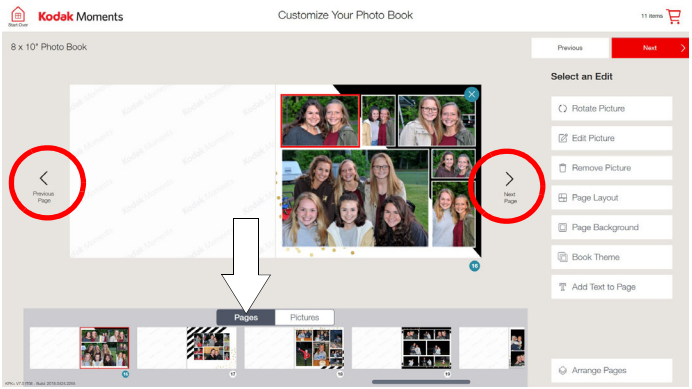
8. Scroll through the theme designs at the bottom of the screen.
9. Select a theme for your photo book.

NOTE: A theme is made up of background designs and layout options.

10. Select the thumbnail icon to view thumbnail images of the pages with the theme applied.



11. The "Pages" tab displays thumbnail images of each page spread. Scroll through the images in the tray to select a specific page. The selected page appears in the preview. You can also flip the preview pages using the arrows on either side of the book.

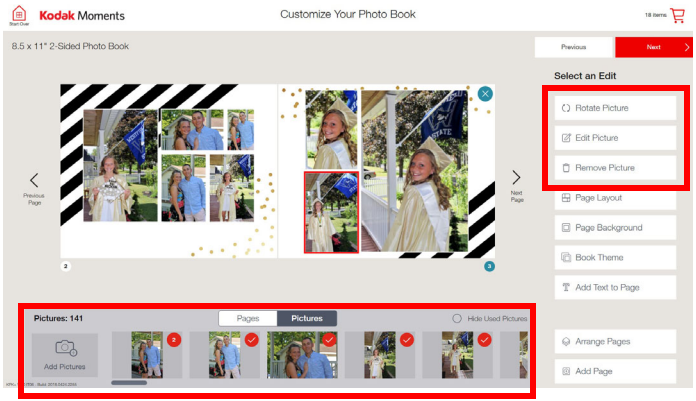


12. The “Pictures” tab displays thumbnail images of each picture. Scroll through the images in the tray to select a picture. If a picture is used within the book, a check mark appears on the thumbnail. If a picture is used more than once in the book, a number appears on the thumbnail letting you know how many times it is used in the book. Select “Hide Used Pictures” to display only the unused pictures, Select *Add Photos* to add additional pictures that may be added to your book.

13. Select a picture to edit it. You can:

- Rotate the picture
- Use editing tools
- Remove the picture from the page, or drag the picture to another page

NOTE: If you remove a picture from a page, it can still be used on another page of the book. It appears on the “Pictures” tab.

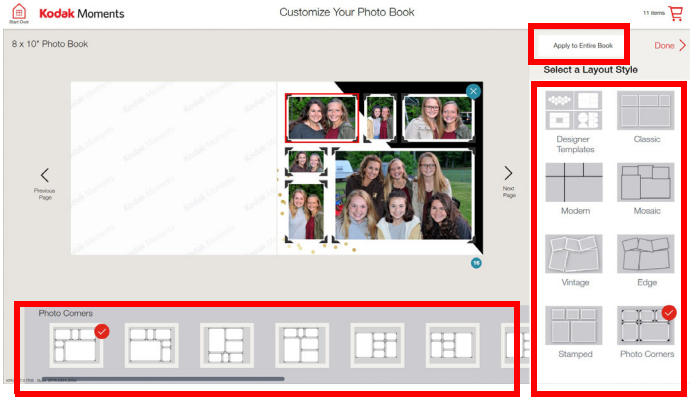


14. To change the layout of a page, touch *Page Layout*.

15. Select:

- A layout style
- A layout option
- *Done*

NOTE: If you select a layout style for a specific page and you want to use the same style for the entire book, select *Apply to Entire Book*.



16. To change the background of a page, touch *Page Background*.

17. Select:

- A category
- A background from the Designs, Colors and Textures, or Pictures tabs
- *Done*

NOTE: If you select a design for a specific page and you want to use the same design for the entire book, select *Apply to Entire Book*.

IMPORTANT: *Changing the theme cancels any previous background or page layout changes!*

18. Touch change the theme, touch:

- *Book Theme*
- A theme
- Next

19. To add text:

- Select *Add Text to a Page*
- Add and customize your text
- *Done*

20. To add an additional page, touch *Add Page*.

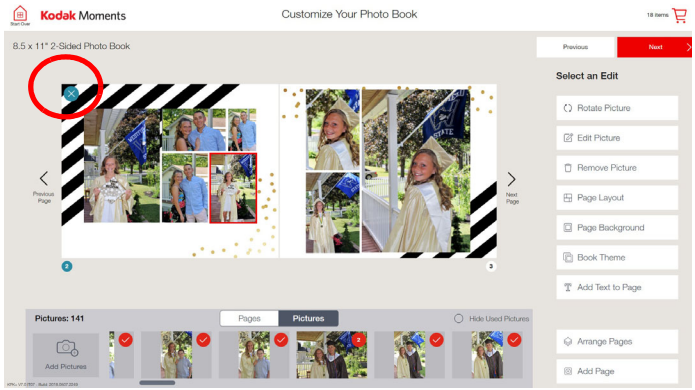
A message appears that informs the customer that there will be an additional cost for the extra page

21. Select *Continue* to add the additional page.

IMPORTANT: *If you delete a page, the page and pictures are removed from the book. The pictures will appear back on the "Pictures" tab.*

22. To delete a page, select the "X" at the corner of the page you want to delete.

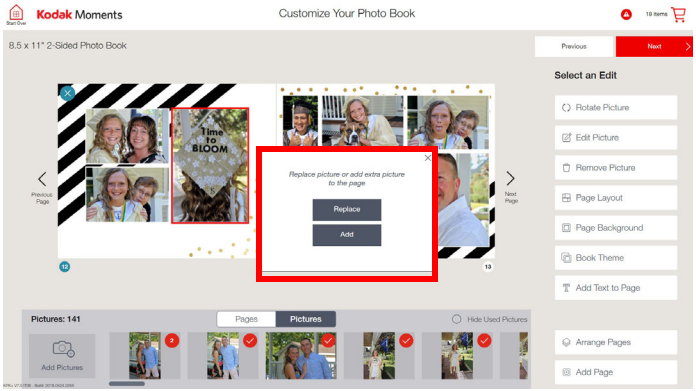
23. At "Are you sure you want to delete the page?", select *Yes*.



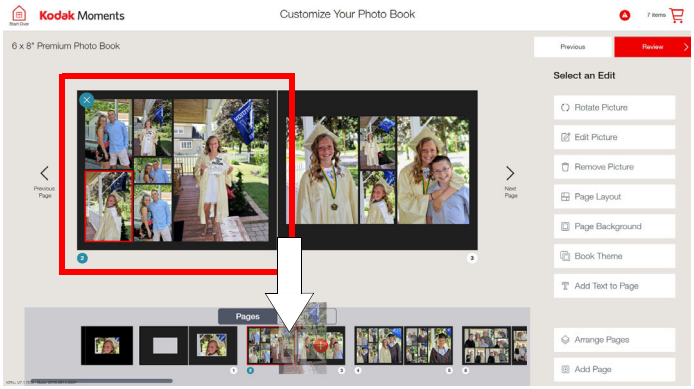
24. To add or replace a picture on a page, select a picture from the “Pictures” tab and drag it to the page.

25. At the message prompt, select:

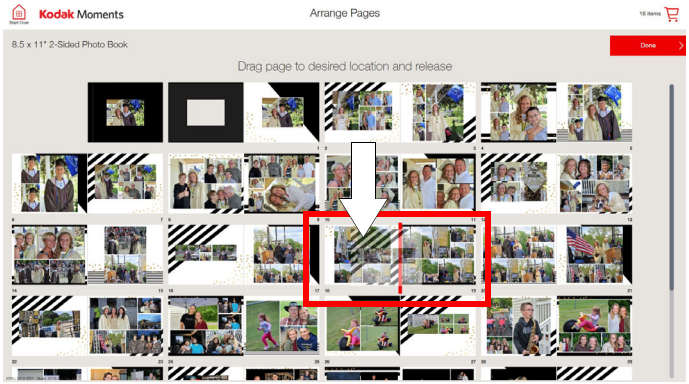
- *Replace* to replace another picture on the page.
- *Add* to add the picture to the page.



NOTE: You can select a picture on a page in the preview, and drag it to another page in the tray. The page in the tray refreshes, and the picture appears on that page.



26. If you want to move pages within the book, touch *Arrange Pages*.
27. Select and drag the page that you want to move. Release the page when you are satisfied with its location. Use the red line to help you place the page. The page that you move appears to the left of the red line.

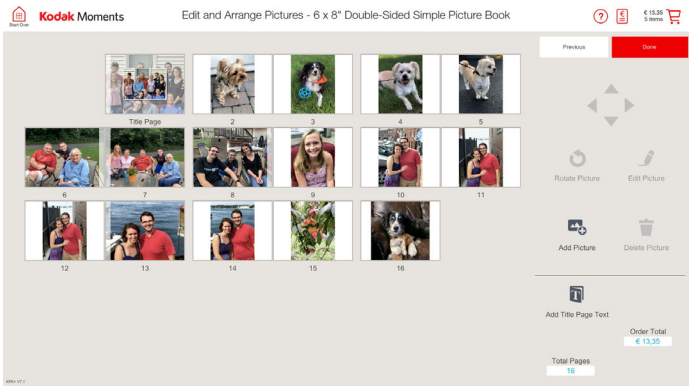


28. When you are done, follow the on-screen instructions to complete the order.

Making a KODAK Simple Picture Book

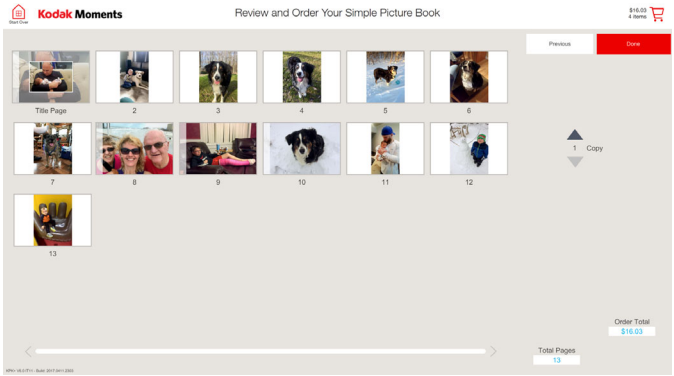
The Simple Picture Book feature lets you create an easy, one image per page, photo book.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Create a Photo Book*—continue with Step 3.
2. Touch *Photo Books*.
3. Touch *Simple Picture Book*.
4. Follow the on-screen instructions to select pictures for your photo book.
5. Drag and drop to arrange the order of your pictures.



6. Edit your pictures. Touch:
   - *Rotate* to rotate a picture.
   - *Edit Picture* to make edits to a picture.
   - *Add Picture* to add a picture.
   - *Delete* to remove a picture.
   - *Add Title Page Text* to add text to the title page.
7. Touch *Done*.

8. Review your photo book.
9. Set the number of copies.



10. Follow the on-screen instructions to complete the order.

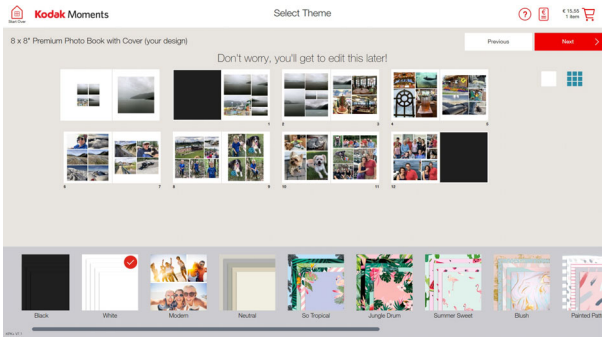
Making a Photo Book with a Custom Cover

You must have the Custom Cover Photo Book Cover Designs Module installed to use this feature.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Create a Photo Book*—continue with Step 3.
2. Touch *Photo Books*.
3. Touch *Photo Book with Cover (your design)*.
4. Select a photo book size and type.
5. Follow the on-screen instructions to select pictures for your photo book.

The system creates layout options based on the book and number of pictures that you selected. A message appears allowing you to select your preferred layout option. The message that displays depends on how your system is configured and the options selected.

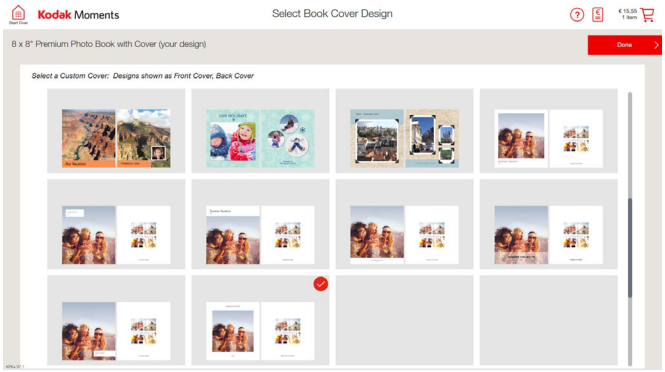
6. Select a layout option for your photo book.
7. Select how you would like to sort your pictures in the photo book
   - Oldest to newest
   - A to Z
8. Select a theme for your photo book.
9. Touch *Next*.



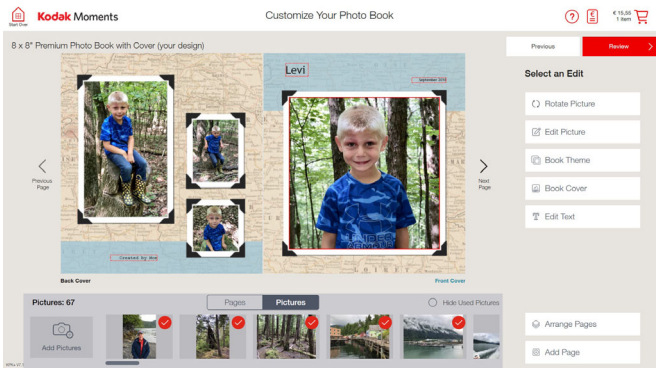
10. Touch *Book Cover* to change the book cover design.

11. Select a design.

12. Touch *Done*.



13. Customize your front and back covers by adding text and photos.



14. Follow steps 7-27 on pages 6-22 - 6-28 to customize your photo book.

15. Touch *Review* when you are finished designing your photo book.

16. Follow the on-screen instructions to complete the order.

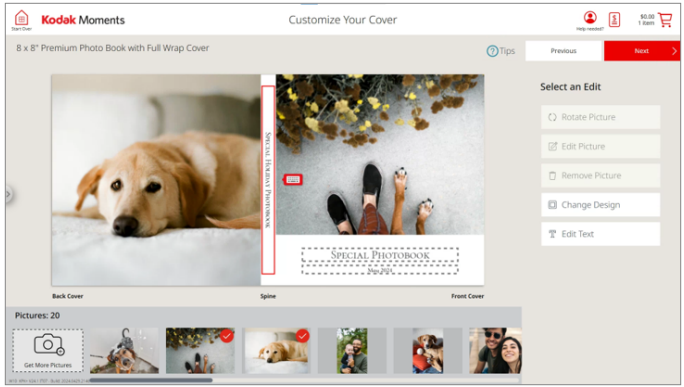
Making a Photo Book with a Full Wrap Cover

You must have an EPSON P6000 Printer and a D4000 Duplex Photo Printer or a D4600 Duplex Photo Printer.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Create a Photo Book*—continue with Step 3.
2. Touch *Photo Books*.
3. Touch *Photo Book with Full Wrap Cover*.
4. Select a photo book size and type.
5. Follow the on-screen instructions to select pictures and customize your photo book.

The system creates layout options based on the book and number of pictures that you selected. A message appears allowing you to select your preferred layout option. The message that displays depends on how your system is configured and the options selected.

6. Customize the cover:
   - Add photos to the front and back covers
   - Add text to the covers and spine
7. Touch *Next*.

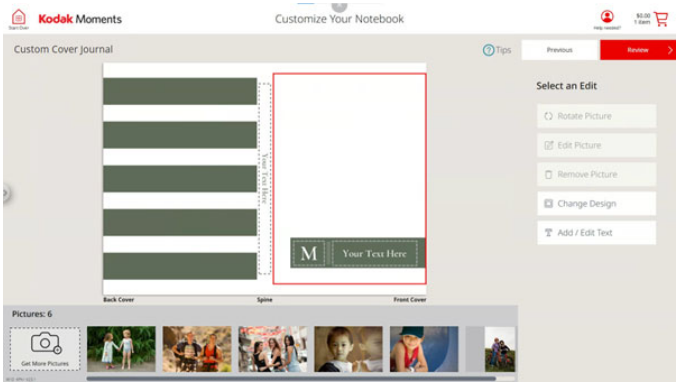


8. Follow steps 7-27 on pages 6-22 - 6-28 to customize your photo book.
9. Touch *Review* when you are finished designing your photo book.
10. Follow the on-screen instructions to complete the order.

Making Custom Cover Journals

Custom cover Journals are only available if you have an EPSON SureColor P6000 Printer connected to your Kiosk or to the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Custom Cover Journals*.
3. Touch *Custom Cover Journals*.
4. Select a design.
5. Follow the on-screen instructions to select pictures for your journal cover.
6. Drag and drop an image onto the journal cover.



7. Edit your pictures. Touch:
   - *Rotate Picture* to rotate a picture.
   - *Edit Picture* to make edits to a picture.
   - *Remove Picture* to remove the picture.
   - *Change Design* to change the design.
   - *Add / Edit Text* to add text to the journal cover.
8. Touch *Review*.
9. Review your order.
10. Set the number of copies.
11. Follow the on-screen instructions to complete the order.

Making Posters

Poster prints are only available if you have an EPSON STYLUS Pro 7880/7890 Printer or an EPSON SureColor P6000 Printer connected to your Kiosk or other compatible Printers to the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Posters*.
3. Select the type of poster that you would like to make:
   - *Poster Print*
   - *Poster Collage*
   - *Poster Calendar*
   - *Banner Collage*
4. Follow the on-screen instructions to select pictures and complete the order.

Making Photo Magnets

The photo magnet feature must be enabled in User Mode. See "Setting the User Modes" on page 2-26.

1. From the Main screen, touch *View all Products*.
2. Touch *Magnets*.
3. Select the type of magnet that you would like to make:
   - *Photo Magnet*
   - *Collage Magnet*
   - *Acrylic Magnet*
4. Select a size.
5. Follow the on-screen instructions to select pictures and complete the order.

Making Bordered Photo Products

Bordered products must be enabled in User Mode. See "Setting the User Modes" on page 2-26.

1. From the Main screen, touch *View all Products*.
2. Touch *Bordered Products*.
3. Select the type of bordered product that you would like to make:
   - *Bordered Prints*
   - *Bordered Magnets*
4. Follow the on-screen instructions to select pictures and complete the order.

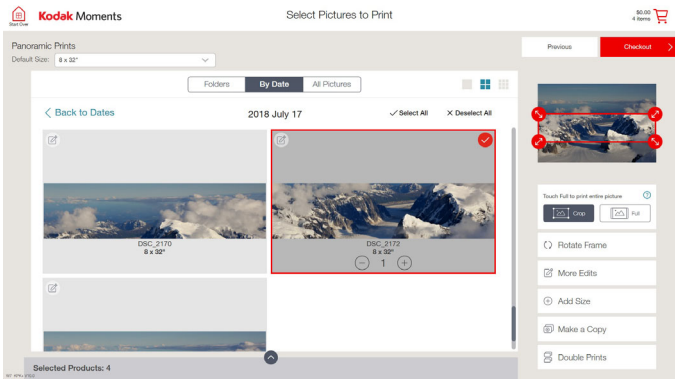
Making Panoramic Prints

To use the panoramic prints feature, you must have:

- KODAK Picture Kiosk Plus Software, V6.0 or later.
- A KODAK 8810 Photo Printer
- Panoramic Prints enabled in User Mode. See "Setting the User Modes" on page 2-26.
- The product sizes enabled. See "Setting the Thermal Print Products" on page 2-49.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.

2. Touch *Prints*.
3. Touch *Panoramic Prints*.
4. Follow the on-screen instructions to select pictures.



5. Use the Zoom & Crop feature to crop your panoramic print.
6. Touch *Done*.
7. Follow the on-screen instructions to complete the order.

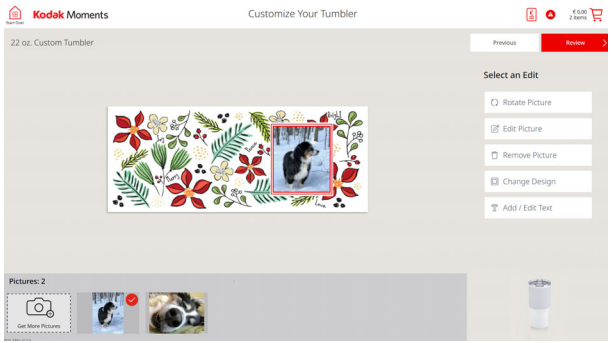
Making Photo Mugs

To use the photo mug feature, you must have:

- KODAK Picture Kiosk Plus Software, V11.1 or later.
- Creative Content installed on the Kiosk.
- The appropriate module installed on your Kiosk:
  - Mug Expansion Module—To make 11 oz, 15 oz, and heat activated mugs.
  - Drinkware Expansion Module—To make custom tumblers and travel mugs.
- The SG500 Module installed on the Kiosk.
- A SAWGRASS SG500 Printer connected to an APEX System.
- A KODAK MOMENTS Automatic Drinkware Press.
- Drinkware products.
- Mug / Drinkware sizes enabled. See Page 12-7.
- “Enable Photo Mugs to APEX” and “Enable Drinkware Products to APEX” enabled in User Mode. See Page 2-26.

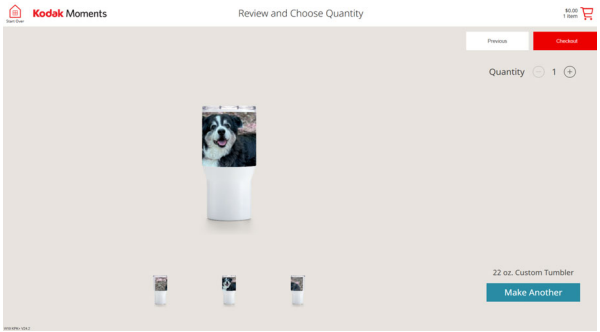
1. From the Main screen, touch *View all Products*.
2. Touch *Drinkware*.
3. Select the type of mug that you would like to make:
   - *Photo Mugs*
   - *Heat Activated Photo Mugs*
   - *Custom Tumbler*
4. Select a size if more than one size is enabled.
5. Select a product type if more than one type is enabled.
6. Select:
   - A design for your mug

   Or
   - **Build your Own**



7. Follow the on-screen instructions to select pictures.
8. Use the editing tools and text feature to customize your mug.

9. Touch *Review*.



10. Set the product quantity.
11. Touch *Checkout*.
12. Follow the on-screen instructions to complete the order.

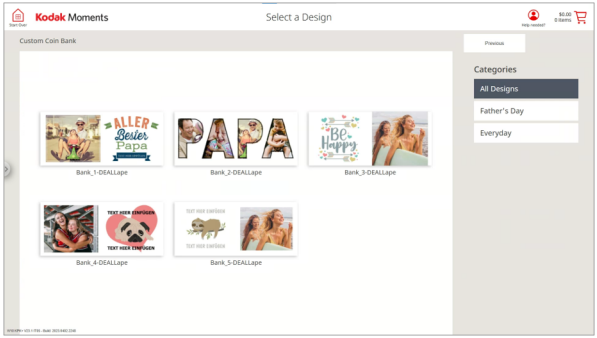
Making Coin Banks

To use the coin bank feature, you must have:

- KODAK Picture Kiosk Plus Software, V23.1 or later.
- Creative Content installed on the Kiosk.
- The SG500 Module installed on the Kiosk.
- The Press Products Expansion Module installed on the Kiosk.
- A SAWGRASS SG500 Printer connected to an APEX System.
- A KODAK MOMENTS Automatic Drinkware Press or a SCHULZE Blue Press.
- Coin Bank products.
- Custom Coin Bank Print Products enabled. See “Setting the SAWGRASS Print Products” on page 12-7.
- “Enable Custom Coin Banks to APEX” enabled in User Mode. See “Setting the User Modes” on page 2-26.

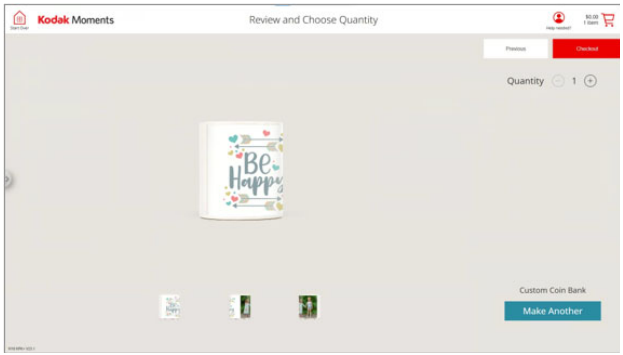
1. From the Main screen, touch *View all Products*.
2. Touch *Custom Coin Banks*.
3. Touch *Custom Coin Banks*.

4. Select a category for a design.
5. Select a a design.



6. Follow the on-screen instructions to select pictures.
7. Drag and drop an image onto the coin bank.
8. Use the editing tools and text feature to customize your coin bank.

9. Touch *Review*.



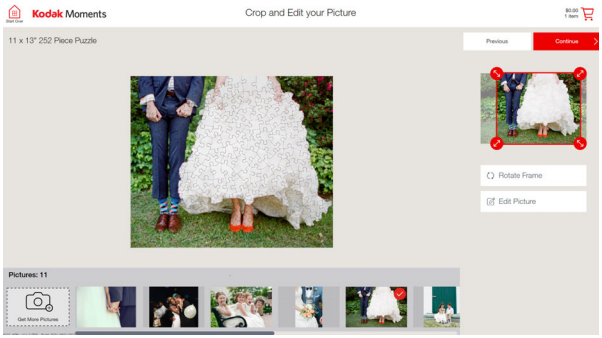
10. Set the product quantity.
11. Touch *Checkout*.
12. Follow the on-screen instructions to complete the order.

Making Puzzles

To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V11.2 or later.
- An EPSON STYLUS Pro 7880/7890 Printer or an EPSON SureColor P6000 Printer connected to an APEX system.
- Puzzle media.
- “Enable Puzzles to APEX” enabled in User Mode. See “Setting the User Modes” on page 2-26.
- “Puzzle” enabled in Poster Setup on the APEX system. See the users guide for the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Puzzles*.
3. Touch *Puzzles*.
4. Select a size if more than one size is enabled.
5. Follow the on-screen instructions to select pictures.
6. Use the Zoom & Crop feature to crop your image.
7. Touch *Edit Picture* to make additional edits.
8. Touch *Continue*.



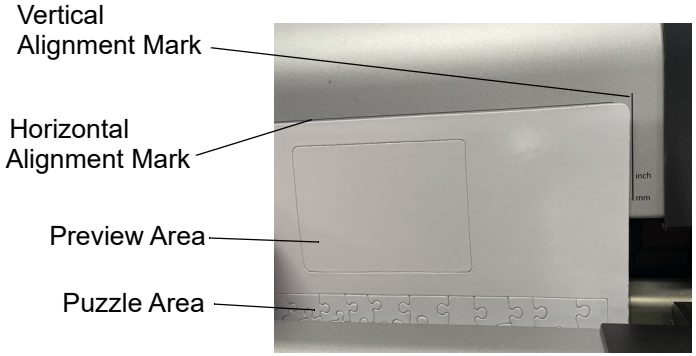
9. Set the product quantity.
10. Touch *Checkout*.
11. Follow the on-screen instructions to complete the order.
12. From the operator control panel on the printer, press the “Load” button.

13. Roll the poster paper back (if installed).

14. From the APEX, select *OK* to view an instructional video of loading the puzzle media.

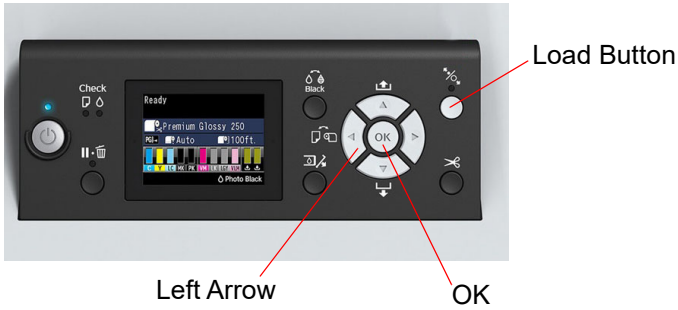
15. Load the puzzle media into the printer:

- Insert the puzzle end of the puzzle board into the printer first.
- The area for the preview print should be at the top.
- Align the board with the horizontal and vertical alignment marks on the printer.



16. From the Operator Control Panel on the printer, select the:

- Left arrow button to set the media type to cut-sheet (if not already set to that).
- "Load" button
- OK



17. Select *OK* for the message on the APEX screen.

18. From the APEX, select *Print Puzzle* in the "Board" column on the Order Management Screen.

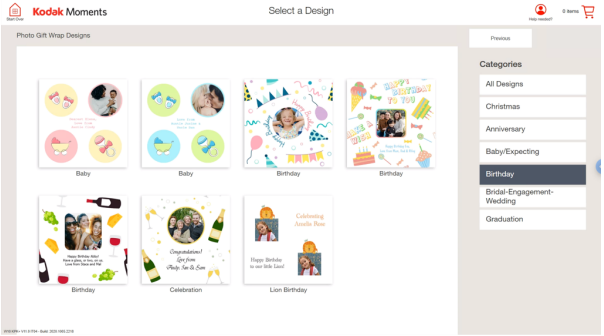
19. When printing is complete, the printer holds the puzzle so it does not drop into the basket and get damaged. Hold the puzzle and press the down arrow on the printer to release the puzzle.

Making Photo Gift Wrap

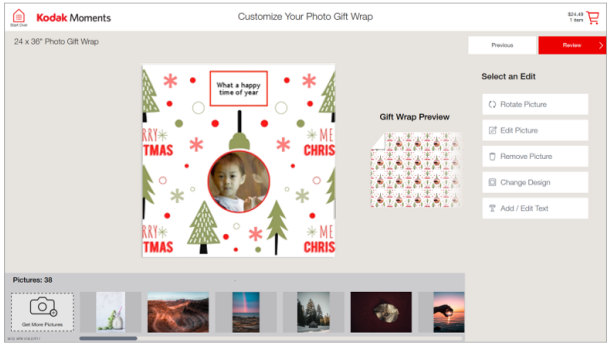
To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V11.0 or later.
- An EPSON STYLUS Pro 7890 Printer or an EPSON SureColor P6000 Printer connected to an APEX system.
- Photo Gift Wrapping sizes enabled in Poster Printer Products. See “Setting up the Poster Printer Products” on page 12-5.
- “Gift wrap paper” enabled in Poster Setup on the APEX system. See the users guide for the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Photo Gift Wrap*.
3. Touch *Photo Gift Wrap*.
4. Select a size if more than one size is enabled.
5. Select a category for a design.
6. Select a a design.



7. Follow the on-screen instructions to select pictures.
8. Use the editing tools and text feature to customize your gift paper.
9. Touch *Review*.



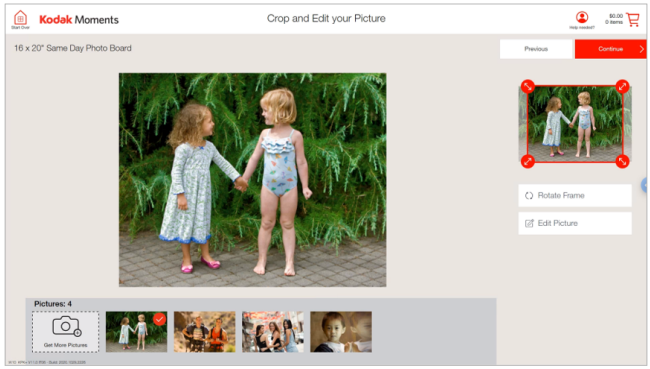
10. Set the product quantity.
11. Touch *Checkout*.
12. Follow the on-screen instructions to complete the order.

Making Photo Board Products

To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V11.0 or later.
- An EPSON STYLUS Pro 7880/7890 Printer or an EPSON SureColor P6000 Printer connected to an APEX system.
- Board media.
- Board products and sizes enabled in Poster Printer Products. See "Setting up the Poster Printer Products" on page 12-5.
- "Board" enabled in Poster Setup on the APEX system. See the users guide for the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Board Products*.
3. Select a type of Board:
   - Photo Boards
   - Collage Boards
   - Décor Boards
4. Select a size.
5. Follow the on-screen instructions to select pictures.
6. Use the Zoom & Crop feature to crop your image.
7. Touch *Edit Picture* to make additional edits.
8. Touch *Continue*.



9. Set the product quantity.

10. Touch *Checkout*.

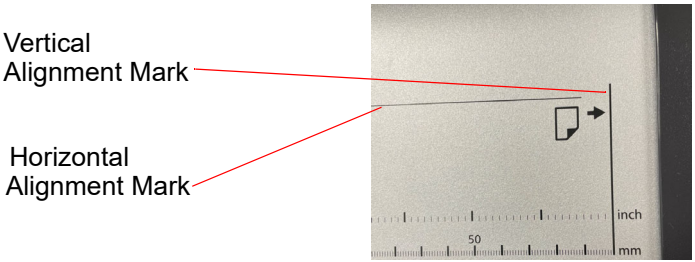
11. Follow the on-screen instructions to complete the order.

12. From the operator control panel on the printer, press the “Load” button.

13. Roll the poster paper back (if installed).

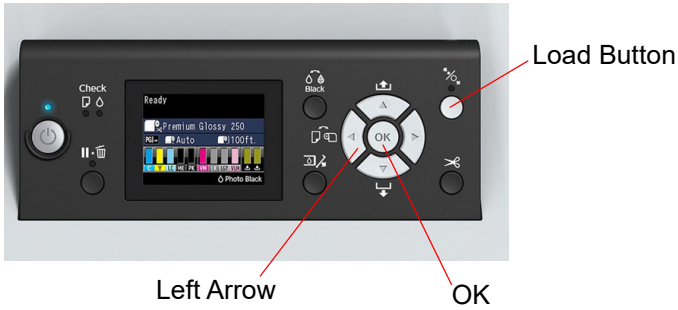
14. From the APEX, select *OK* to view an instructional video of loading the board media.

15. Load the board media into the printer. Align the board media with the horizontal and vertical alignment marks on the printer.



16. From the Operator Control Panel on the printer, select the:

- Left arrow button to set the media type to cut-sheet (if not already set to that).
- “Load” button
- OK



17. Select *OK* for the message on the APEX screen.

18. From the APEX system, select *Print Board* in the “Board” column on the Order Management Screen.

19. When printing is complete, the printer holds the board media so it does not drop into the basket and get damaged. Hold the board media and press the down arrow on the printer to release the board media.

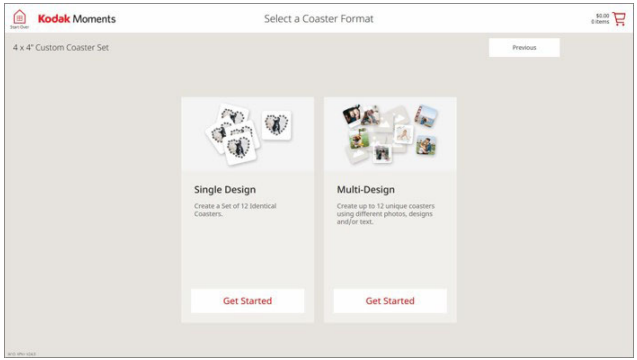
Making Custom Coaster Sets

To use this feature, you must have:

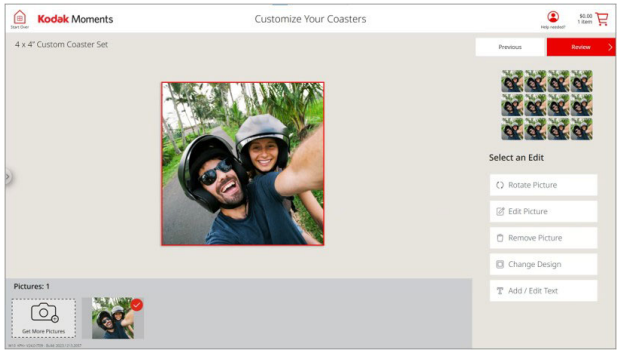
- KODAK Picture Kiosk Plus Software, V24.0 or later.
- An EPSON SureColor P6000 Printer connected to an APEX system.
- Coaster media.
- Enable Coasters to APEX in User Mode. See “Setting the User Modes” on page 2-26.
- 4 x 4” Custom Coaster Set enabled in Poster Printer Products. See “Setting up the Poster Printer Products” on page 12-5.

1. From the Main screen, touch *View all Products*.
2. Touch *Custom Coaster Set*.
3. Touch *Custom Coaster Set*.

4. Select a size.
5. Select a design.
6. Follow the on-screen instructions to select pictures.
7. Select a coaster format:
   - Single Design—To make a set of 12 identical coasters
   - Multi-Design—To make up to 12 unique coasters with multiple images and designs

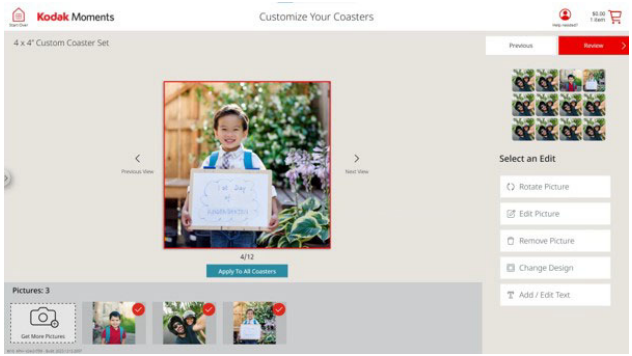


8. Customize your coaster. If you selected Single Design:
   - Select an image.
   - Use the editing tools to customize the coasters.
   - When you are finished, select **Review**.



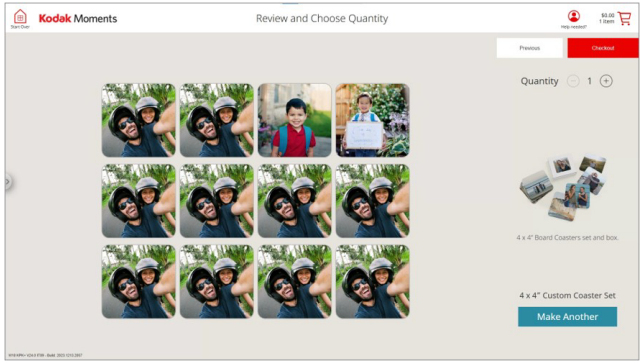
9. Customize your coaster. If you selected Multi-Design:

- Select your images.
- Use the editing tools to customize the coasters.
- When you are finished, select **Review**.



10. Set the product quantity.

11. Touch *Checkout*.

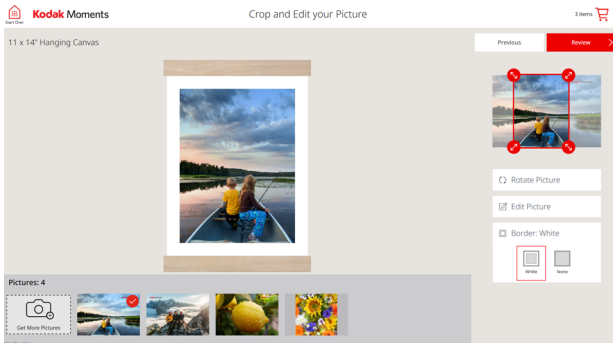


Making Hanging Canvas Prints

To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V11.2 or later.
- An EPSON STYLUS Pro 7880/7890 Printer or an EPSON SureColor P6000 Printer connected to an APEX system.
- hanging canvas media.
- “11 x 14" Hanging Canvas” is enabled in Poster Printer Products. See “Setting up the Poster Printer Products” on page 12-5.
- “Hanging canvas” enabled in Poster Setup on the APEX system. See the users guide for the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Hanging Décor*.
3. Touch *Hanging Canvas*.
4. Select a size.
5. Follow the on-screen instructions to select pictures.
6. Use the Zoom & Crop feature to crop your image.
7. Touch *Edit Picture* to make additional edits.
8. Select:
   - *White* to add a white border around the image.
   - *None* if you do not want a white border around your image.
9. Touch *Review*.



10. Set the product quantity.

11. Touch *Checkout*.

12. Follow the on-screen instructions to complete the order.

13. If you are using:

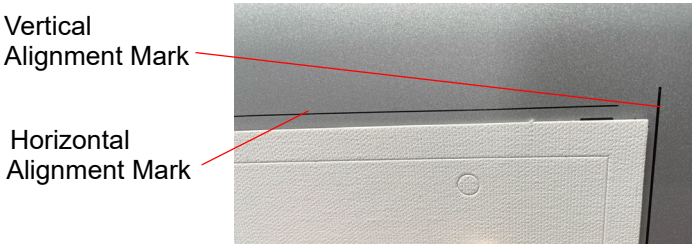
- Sheet canvas material, continue with Step 14.
- Roll-fed canvas material, continue with Step 22.

14. From the operator control panel on the printer, press the “Load” button.

15. Roll the poster paper back (if installed).

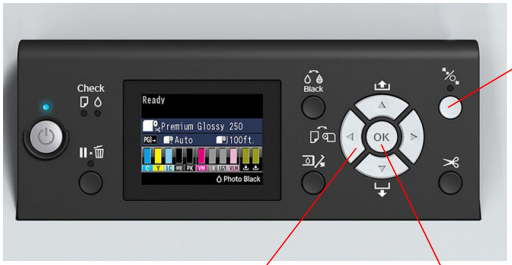
16. From the APEX, select *OK* to view an instructional video of loading the canvas media.

17. Load the canvas media into the printer. Align the canvas with the horizontal and vertical alignment marks on the printer.



18. From the Operator Control Panel on the printer, select the:

- Left arrow button to set the media type to cut-sheet (if not already set to that).
- “Load” button
- OK



19. Select *OK* for the message on the APEX screen.

20. From the APEX system, select *Print Canvas* in the “Cut Sheet Canvas” column on the Order Management Screen.

21. When printing is complete, the printer holds the canvas print so it does not drop into the basket and get damaged. Hold the canvas print and press the down arrow on the printer to release the canvas print.

22. Assemble the hanging canvas using the instructions packed with the hanging canvas materials.

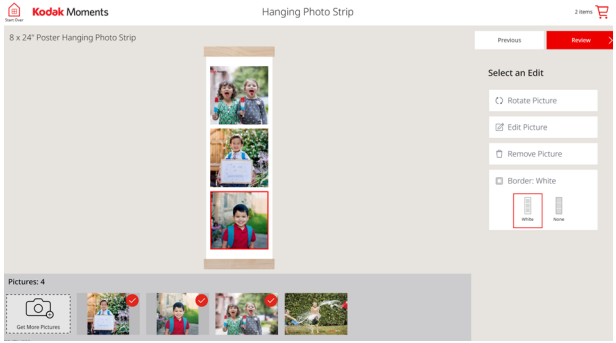
Making Hanging Photo Strips

To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V12.2 or later.
- An EPSON STYLUS Pro 7880/7890 Printer or an EPSON SureColor P6000 Printer connected to an APEX system.
- hanging canvas media.
- “Hanging Photo Strips” is enabled in Poster Printer Products. See “Setting up the Poster Printer Products” on page 12-5.
- “Hanging Photo Strips” enabled in Poster Setup on the APEX system. See the users guide for the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Hanging Décor*.
3. Touch *Hanging Photo Strips*.
4. Select a size.
5. Select a service level (if enabled).
6. Select a paper type (if more than one type of paper is available).
7. Follow the on-screen instructions to select pictures.
8. Use the Zoom & Crop feature to crop your image(s).
9. Touch *Edit Picture* to make additional edits.
10. Select:
    - *White* to add a white border around the images.
    - *None* if you do not want a white border around your images.

11. Touch *Review*.



12. Set the product quantity.
13. Touch *Checkout*.
14. Follow the on-screen instructions to complete the order.
15. When printing is complete, collect the hanging photo strip from the printer.
16. Trim the photo strip.
17. Assemble the hanging photo strip using the instructions packed with the hanging photo strip materials.

Making Canvas Prints

Poster prints are only available if you have a poster printer connected to your Kiosk or other compatible printers to the KODAK Adaptive Picture Exchange.

1. From the Main screen, touch *View all Products*.
2. Touch *Canvas Prints*.
3. Touch *Canvas Prints*.

4. Select the type of canvas print:
   - *Bordered Canvas Print*—printed on high quality canvas paper with a matte finish and a white border. The white border is wrapped around the edges of a wooden frame.
   - *Wrapped Canvas Print*—printed on high quality canvas paper with a matte finish, but with no edge wrap.
   - *Framed Canvas Print*—printed on high quality canvas paper with a matte finish. Stretched and wrapped on a wooden frame.
   - *Faux Canvas Print*—printed on canvas textured photo paper. Mounted on a light weight frame.
   - *Textured Canvas Print*—printed on quality textured matte photo paper with a low sheen. Wrapped on a wooden frame.
   - *Canvas Auto-Collage*—printed on high quality canvas paper with a matte finish. Stretched and wrapped on a wooden frame.
5. Follow the on-screen instructions to select pictures.

NOTE: The options that appear depend on the equipment that you have and how your system is configured.

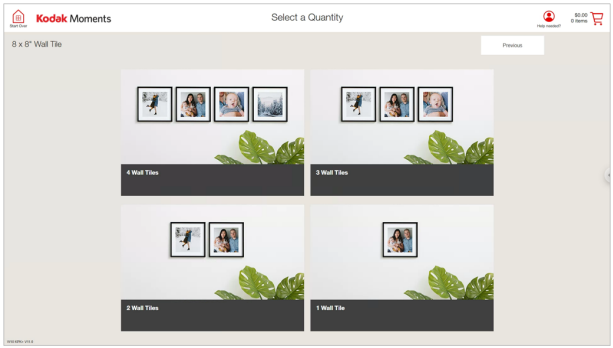
6. Do you have faux canvas or framed canvas enabled?
   - Yes—continue with step 7.
   - No—continue with step 8.
7. Select a canvas wrap option:
   - *Mirror Wrap*—your photo is mirrored around the frame edge. Best for photos with little or no space around the subject.
   - *Gallery Wrap*—your photo continues around the frame edge. A great option for photos with plenty of space around the subject.
8. Follow the on-screen instructions to complete the order.

Making Wall Tiles

To use this feature, you must have:

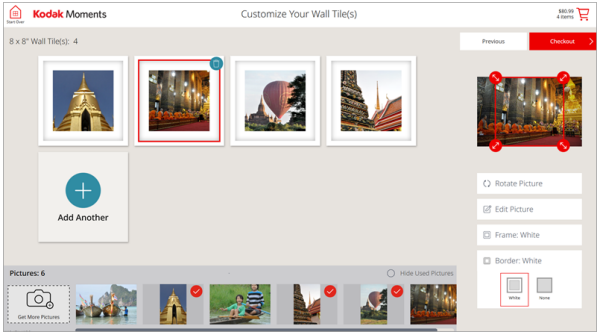
- KODAK Picture Kiosk Plus Software, V11.0 or later.
- Wall Tiles must be enabled in User Mode. See "Setting the User Modes" on page 2-26.

1. From the Main screen, touch *View all Products*.
2. Touch *Wall Tiles*.
3. Touch *Wall Tiles*.
4. Select a wall tile option:
   - *8 x 8 Wall Tile - Black Frame*
   - *8 x 8 Wall Tile - White Frame*
5. Select a quantity.

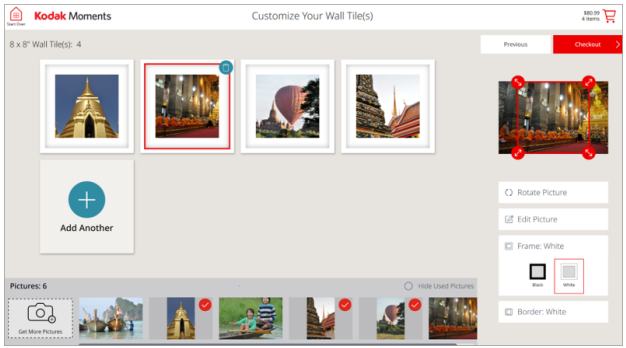


6. Follow the on-screen instructions to select pictures.
7. Use the editing tools and text feature to customize your tiles.
8. Select *Add Another* to add another Wall Tile.

9. The white border around the images is the default. Select *None* for no border.



10. If both black and white wall tiles are available, the consumer can change color within the work flow. All tiles are changed if they change their selection.



11. Touch *Checkout*.

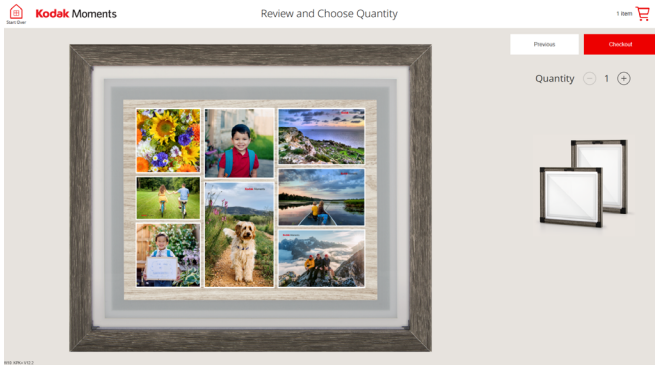
12. Follow the on-screen instructions to complete the order.

Making Floating Frames and Collages

To use this feature, you must have:

- KODAK Picture Kiosk Plus Software, V12.2 or later.
- Floating Frames and Floating Collages must be enabled in User Mode. See "Setting the User Modes" on page 2-26.

1. From the Main screen, touch *View all Products*.
2. Touch *Wall Décor*.
3. Select an option:
   - *Floating Frame Prints*
   - *Floating Frame Collage*
4. Select a size.
5. Follow the on-screen instructions to select pictures.
6. Use the editing tools to customize your prints.
7. Select *Review*.
8. Review your order.
9. Set the order quantity.



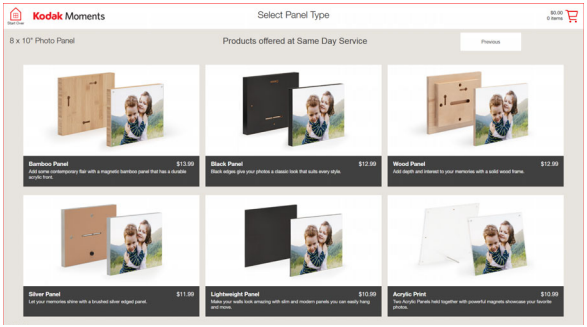
10. Touch *Checkout*.
11. Follow the on-screen instructions to complete the order.

Making Photo Panels

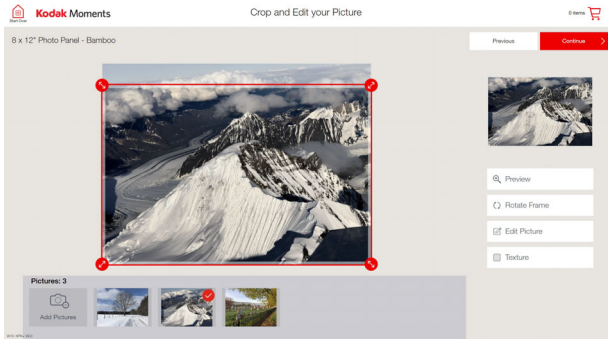
To use this feature, you must have the:

- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (see "Setting the Thermal Print Products" on page 2-49).

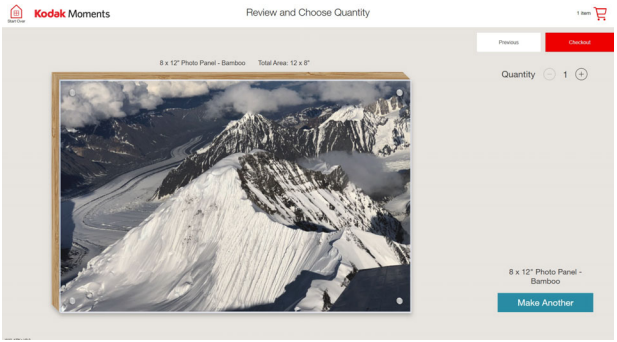
1. From the Main screen, touch *View all Products*.
2. Touch *Decorative Panels*.
3. Select the type of photo panel that you would like to make.



4. Select the type of panel that you would like to make.
5. Follow the on-screen instructions for selecting pictures.
6. Select the picture that you want to use for the photo panel.
7. If necessary, crop and edit the picture.
8. Touch *Continue*.



9. Review the photo panel, and set the quantity.



10. Touch *Make Another* if you want to make another panel.

NOTE: If you select *Make Another*, you cannot change the panel size or panel type.

11. Follow the on-screen instructions to complete the order.

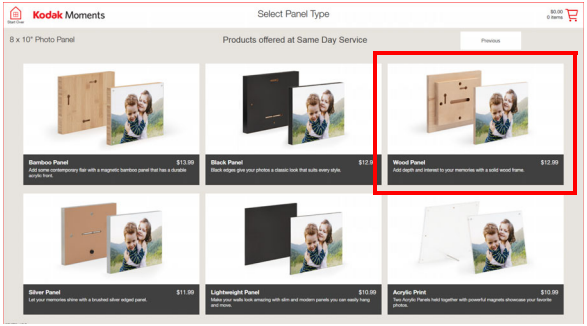
Making Wood Grain Photo Panels

To use this feature, you must have the:

- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (see "Setting the Thermal Print Products" on page 2-49).

1. From the Main screen, touch *View all Products*.
2. Touch *Decorative Panels*.
3. Touch *Photo Panels*.
4. Select the 8 x 10 in. panel size.

5. Select *Wood Panel*.



6. Follow the on-screen instructions for selecting pictures.

7. Select the picture that you want to use for the photo panel.

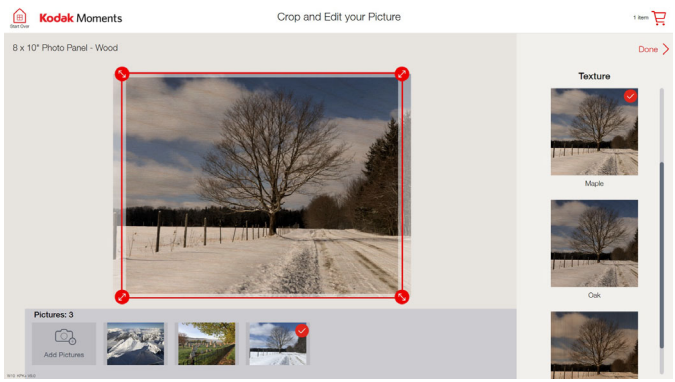
8. If necessary, crop and edit the picture.

9. If you want to change the type of wood grain, touch *Texture*.

NOTE: The applied wood grain appears on the *Texture* button (e.g., *Texture - Maple*). Pine is the default wood grain.

10. Select a wood grain. You can select:

- Maple
- Oak
- Bamboo



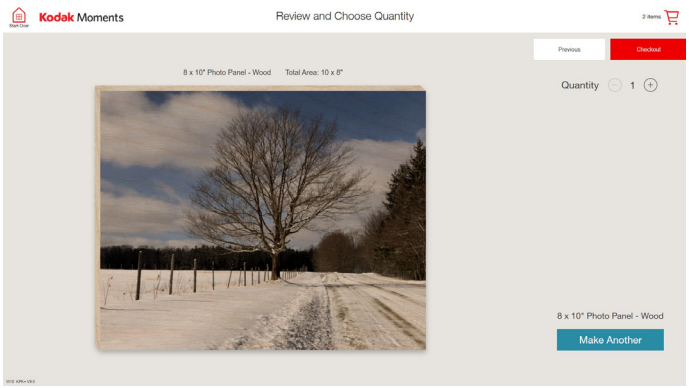
11. Touch *Review*.

12. Review the photo panel, and set the quantity.

13. Touch *Checkout*.

14. Touch *Make Another* if you want to make another panel.

NOTE: If you select *Make Another*, you cannot change the panel size or panel type.



15. Follow the on-screen instructions to complete the order.

Making Décor Panels

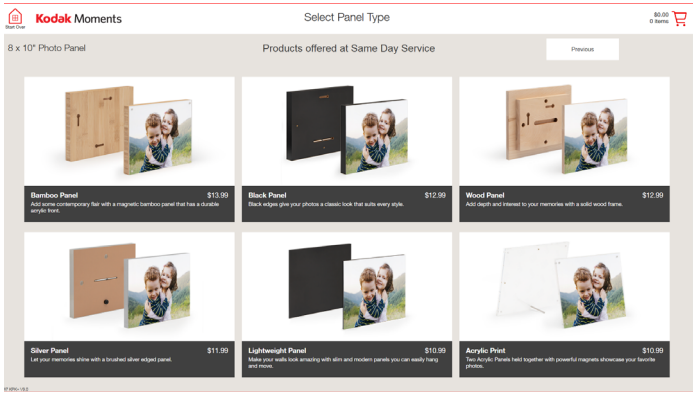
To use this feature, you must have the:

- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (for a Kiosk without an APEX system, see page 2-63. For a Kiosk with an APEX system, see page 12-15).

1. From the Main screen, touch *View all Products*.

2. Touch *Decorative Panels*.

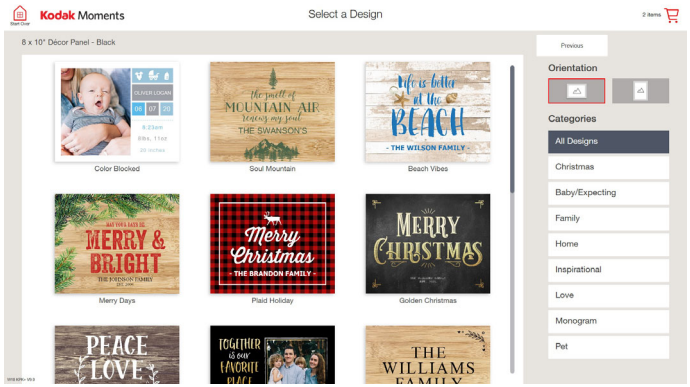
3. Select the type of panel that you would like to make.



4. Follow the on-screen instructions for selecting pictures.

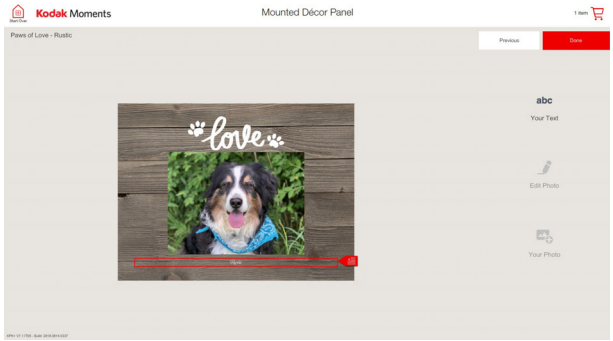
5. Select a panel design.

NOTE: Not every design requires a photo.



6. If your design requires a photo, follow the on-screen instructions to select the picture that you want to use.

7. If desired:
   - crop and edit the picture
   - customize your panel with text

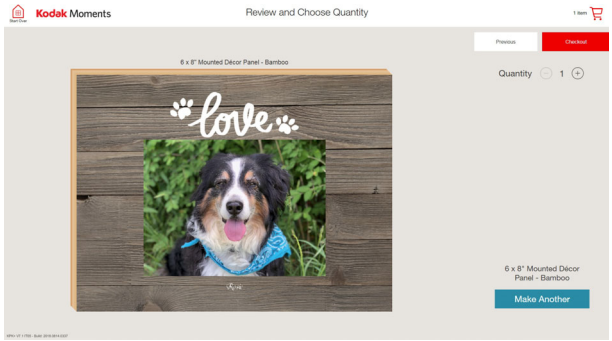


8. Touch *Done*.

9. Review the décor panel, and set the quantity.

10. Touch *Make Another* if you want to make another décor panel.

NOTE: If you select *Make Another*, you cannot change the panel size or panel type.



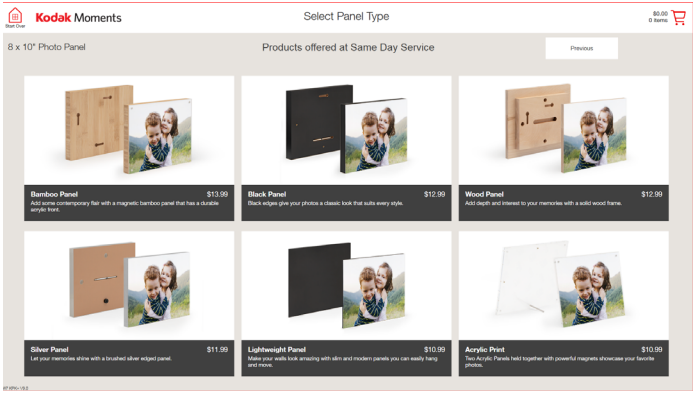
11. Follow the on-screen instructions to complete the order.

Making Collage Panels

To use this feature, you must have the:

- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (for a Kiosk without an APEX system, see page 2-63. For a Kiosk with an APEX system, see page 12-15).

1. From the Main screen, touch *View all Products*.
2. Touch *Collages*.
3. Touch *Collage Panels*.
4. Select the panel size that you would like to make.
5. Select the type of panel that you would like to make.



6. Follow the on-screen instructions for selecting pictures.
7. Select the pictures that you want to use for the collage panel.
8. See "Making Collages" on page 6-2 to customize your collage panel.

9. Follow the on-screen instructions to complete the order.

Making Multi Panels

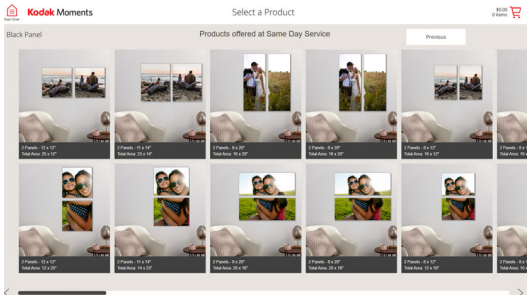
To use this feature, you must have the:

- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (for a Kiosk without an APEX system, see page 2-63. For a Kiosk with an APEX system, see page 12-15)

1. From the Main screen, touch *View all Products*.
2. Touch *Wall Décor*.

3. Touch *Multi Panels*.

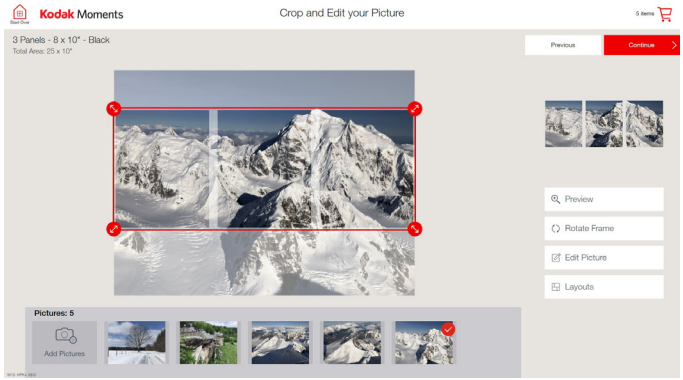
4. Select the size and type of panel that you would like to make.



5. Follow the on-screen instructions for selecting pictures.

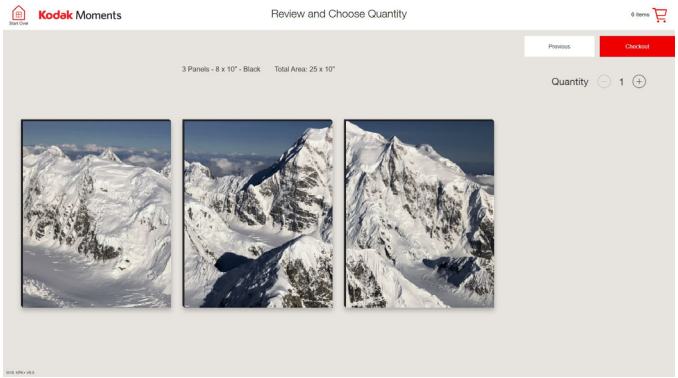
6. Select the picture that you want to use for the photo panel.

7. If necessary, crop and edit the picture.



8. Touch *Continue*.

9. Review the panels, and set the quantity.



10. Follow the on-screen instructions to complete the order.

Do It Yourself (DIY) Products

Create unique photo gifts with DIY Products! You can create:

- Frames
- Ball and Snowflake Ornaments
- Acrylic Photo Frames
- Keyrings
- Coasters

To create DIY Products, you must have:

- the feature enabled (see “Setting the User Modes” on page 2-26).
- DIY Creative Content installed on the Kiosk.
- the necessary paper and/or product assets (depending on which product you are creating).

Making Frames

To create pictures for frame products, you must have the feature enabled (see "Setting the User Modes" on page 2-26).

1. From the Main screen, touch *View all Products*.
2. Touch *Do it Yourself Photo Gifts*.
3. Select a frame type.

NOTE: The types of frames available may differ depending on the seasonal content installed and the assets available.

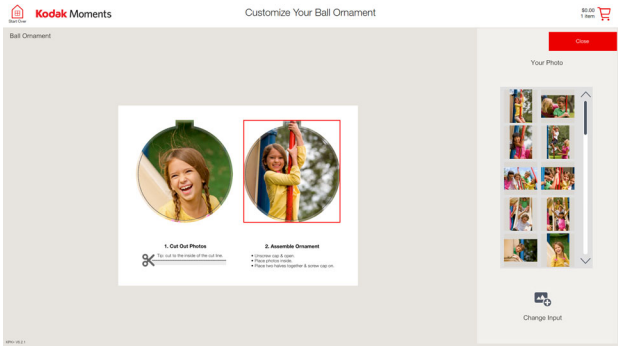
4. Follow the on-screen instructions to select pictures.
5. Place the picture in the frame.
6. If necessary, edit your photos.
7. Follow the on-screen instructions to complete the order.

Making Photo Ornaments

To create ornaments, you must have the feature enabled (see "Setting the User Modes" on page 2-26).

1. From the Main screen, touch *View all Products*.
2. Touch *Do it Yourself Photo Gifts*.
3. Select an ornament type:
   - *Photo Ornament* (Ball)
   - *Photo Ornament* (Snowflake)
4. Follow the on-screen instructions to select pictures.

5. Place photos in the ornament.
6. Touch *Close* when you are done.

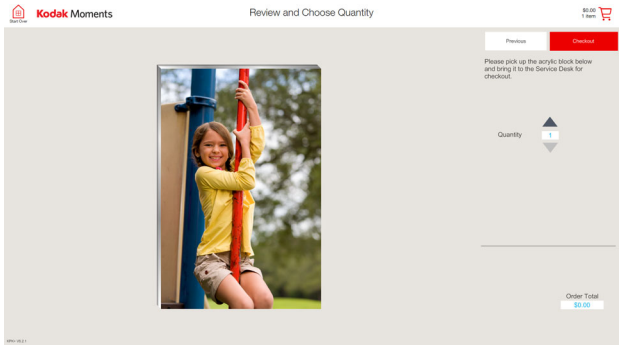


7. Review your ornament.
8. Follow the on-screen instructions to complete the order.

Making Acrylic Photo Frames

To create acrylic photo frames, you must have the feature enabled (see “Setting the User Modes” on page 2-26).

1. From the Main screen, touch *View all Products*.
2. Touch *Do it Yourself Photo Gifts*.
3. Touch *Acrylic Photo Frame*.
4. Follow the on-screen instructions to select pictures.
5. Place a photo in the frame.
6. Touch *Continue*.
7. Follow the on-screen instructions to complete the order.



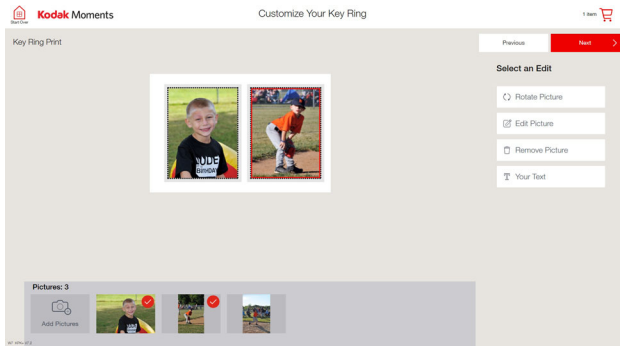
Making Keyrings

To create keyrings, you must have the feature enabled (see “Setting the User Modes” on page 2-26).

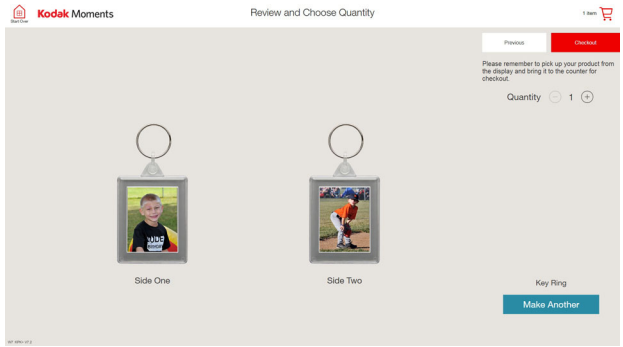
1. From the Main screen, touch *View all Products*.
2. Touch *Do it Yourself Photo Gifts*.
3. Touch *Fashion Photo Keyring*.
4. Follow the on-screen instructions to select pictures.
5. Place the picture (s) for the keyring.

NOTE: You can use the same image for both sides, or a different image for each side.

6. If necessary, edit your photos.
7. Touch *Next*.



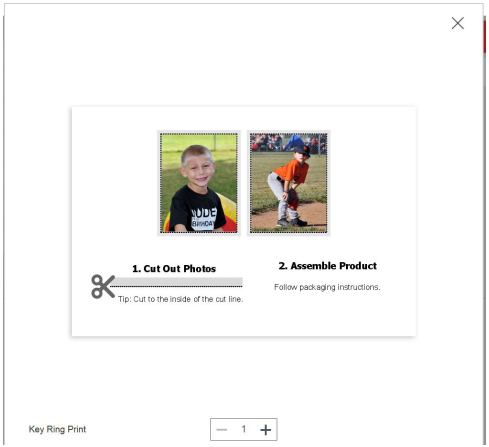
8. Review your key chain.



9. Follow the on-screen instructions to complete the order.

Assembly instructions are printed below the keyring images.

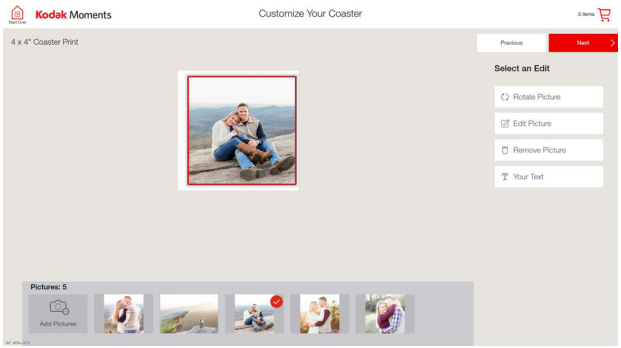
10. Assemble the keyring. Follow the instructions packed with the keyring.



Making Photo Coasters

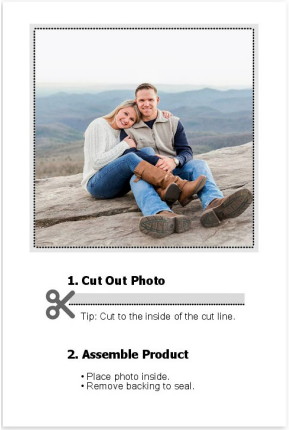
To create photo coasters, you must have the feature enabled (see “Setting the User Modes” on page 2-26).

1. From the Main screen, touch *View all Products*.
2. Touch *Do it Yourself Photo Gifts*.
3. Touch *Glass Photo Coaster*.
4. Follow the on-screen instructions to select pictures.
5. Place the picture for the coaster.
6. If necessary, edit your photos.
7. Touch *Next*.



8. Review your coaster.
9. Follow the on-screen instructions to complete the order.

   Assembly instructions are printed below the coaster image.
10. Assemble the coaster (s). Follow the instructions printed below the image for the coaster.



Making Photo Cubes

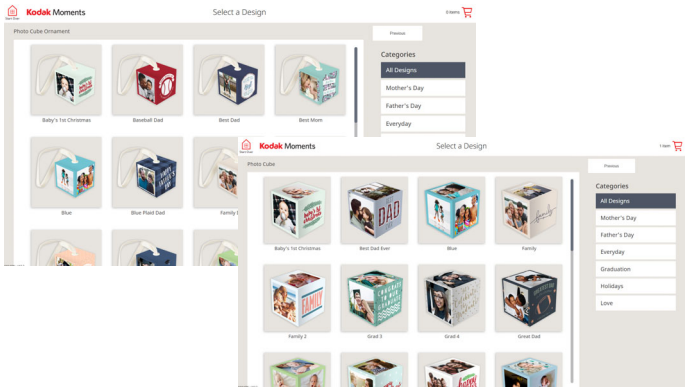
Photo Cubes are only available if you have a DL2100/DL2200 Duplex Printer connected to the KODAK Adaptive Picture Exchange.

You can create:

- 2 x 2 in. Photo Cube Ornament
- 3 x 3 in. Photo Cubes

NOTE: Make sure that you have tht necessary paper and/or product assets (depending on which product you are creating).

1. From the Main screen, touch *View all Products*.
2. Touch *Cubes and Ornaments*.
3. Select a Photo Cube product:
   - *Photo Cube Ornament*
   - *Photo Cube*
4. Select a design.



5. Follow the on-screen instructions to select pictures.

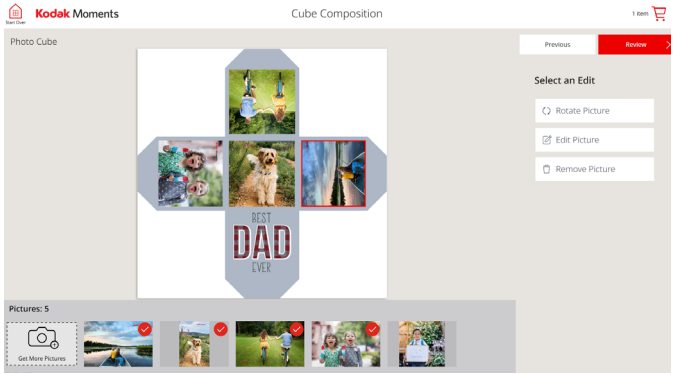
NOTE: The options that appear depend on the equipment that you have and how your system is configured.

6. Place photos in the photo cube.

NOTE: The content displays a “shadow image” to help with the orientation of the pictures.

7. If necessary, edit your photos.

8. Touch *Review* when you are finished.



9. Review your cube – press, hold, and drag to rotate the cube.

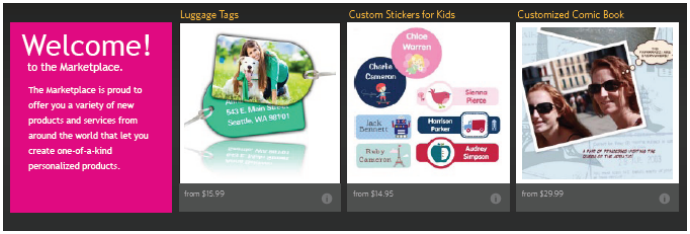
10. Touch *Make Another* to make another Photo Cube.

11. Touch *Checkout* when you are finished.

12. Follow the on-screen instructions to complete the order.

Making Products using Kodak Alaris Access Services

Kodak Alaris Access Services offers you a variety of new products and services from around the world that let you create one-of-a-kind personalized products.



1. From the Main screen, touch *View all Products*.
2. Touch *Marketplace*.
3. Select a product type.
4. Touch *i* to learn more about a product.
5. Touch *Go* to create the product.
6. Follow the on-screen instructions on the product's Web page to complete the order.

Making Single-Picture Packages

Available from all input sources, this feature lets you print multiple copies of the same picture on one sheet.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Package Prints*.
4. Follow the on-screen instructions to complete the order.

Making Multi-Picture Packages

Available from all input sources, this feature lets you print multiple pictures on one sheet.

Output options depend upon which size paper and ribbon is loaded. The options are listed below.

Available Print Sizes	Paper/Ribbon Size	
	12 inch	14 inch
two different 5 x 7 in. (12.7 x 17.8 cm) Prints	x	x
four different 3.5 x 5 in. (8.9 x 12.7 cm) Prints	x	x
three different 4 x 6 in. (10.2 x 15.2 cm) Prints	x	
four different 4 x 6 in. (10.2 x 15.2 cm) Prints		x

Available Print Sizes	Paper/Ribbon Size	
	12 inch	14 inch
six different 3 x 4 in. (7.6 x 10.2 cm) Prints	x	
eight different 3 x 4 in. (7.6 x 10.2 cm) Prints		x

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Package Prints*.
4. Touch *Multi-Picture Packages*.
5. Follow the on-screen instructions to complete the order.

Making Mini Prints

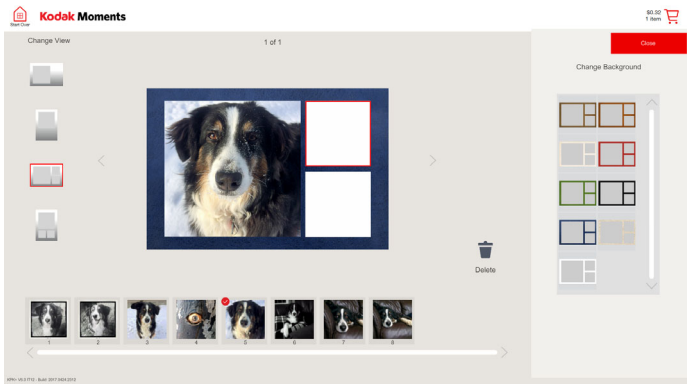
To enable Mini Print sizes, see “Setting the Thermal Print Products” on page 2-49.

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Mini-Prints*.
4. Touch the picture size or package layout that you want to make.
5. Follow the on-screen instructions to complete the order.

Making Social Prints

Use the Social Prints feature to print images from social sites or any input. Social Prints are designed to accept square images. Include captions from your on-line images when you print!

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Social Prints*.
4. Follow the on-screen instructions to select your social prints.



5. You can:
   - Choose from four layout options
   - Edit or add text
   - Edit photo
   - Get more pictures
   - Change the background
   - Set the quantity
   - Delete a picture
6. Touch *Done* when you are finished.
7. Follow the on-screen instructions to complete the order.

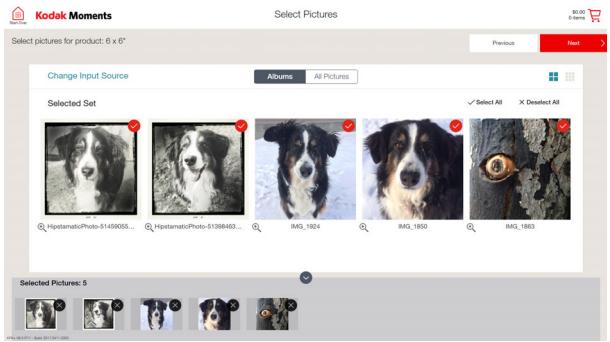
Making Square Prints

To use this feature, you must have the:

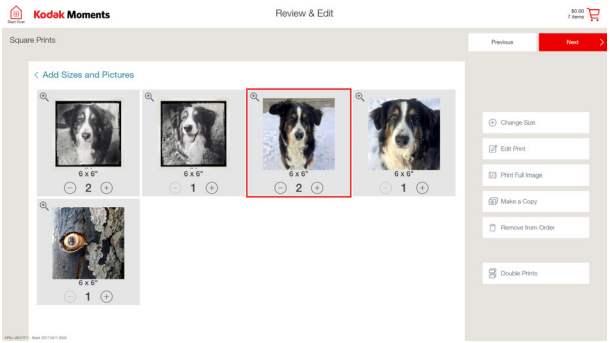
- feature enabled (see "Setting the User Modes" on page 2-26).
- print sizes turned on (see "Setting the Thermal Print Products" on page 2-49).

1. From the Main screen, touch:
   - *View all Products*—continue with Step 2.
   - *Print Your Pictures*—continue with Step 3.
2. Touch *Prints*.
3. Touch *Square Prints*.

4. Select your images.



5. Follow the on-screen instructions to complete the order.



7 Using KODAK Copy Service

KODAK Copy Service offers three applications:

- Scan and Print
- Print Documents
- Archive Documents

To use these features make sure that you have:

- The three features enabled (see “Setting the User Modes” on page 2-26).
- A DL2100 Duplex Printer or DL2200 Duplex Printer for document printing and copying
- A flatbed print scanner or Rapid Print Scanner for document copying and archiving
- A CD drive and KODAK Picture CDs for document archiving

Using Scan and Print

You can scan documents in color and black-and-white using a:

- Flatbed Print Scanner
- Rapid Print Scanner

1. From the Main screen, touch *View all Products.*
2. Touch *Kodak Moments Copy Service.*
3. Touch *Scan and Print*.
4. If both the flatbed scanner and Rapid Print Scanner are available, select the print scanner that you want to use.
5. Touch *Scan*.
6. Follow the on-screen instructions for placing the document (s) on the scanner.
7. Select:
   - *Scan More for this Document*—repeat Step 5.

   OR

   - *Done Scanning this Document*—continue with Step 8.
8. Review the document and touch *Next*.

9. Select the print settings:

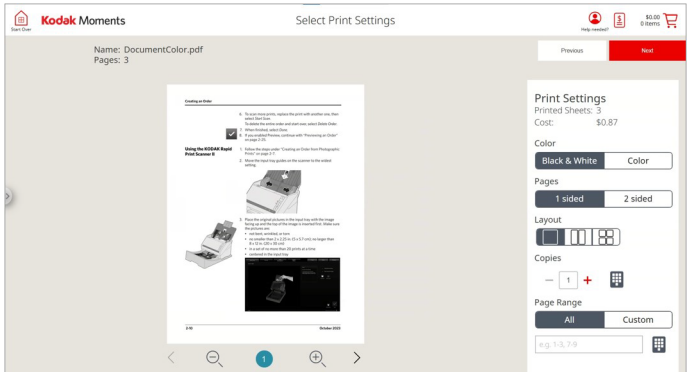
- Black-and-White or Color
- One or Two-sided printing
- Layout—print 1, 2, or 4 pages on one page

10. Enter the number of copies that you want to print.

11. Select a page range:

- All
- Custom

12. If you select Custom, use the on-screen keypad to enter the pages you want to print. Touch *OK*.



13. Touch *Next*.

14. Do you have another document to scan? Select:

- *Yes*—repeat Step 5.

OR

- *No*—continue with Step 15.

15. Review the document and touch *Next*.

16. Follow the on-screen instructions to complete the order.

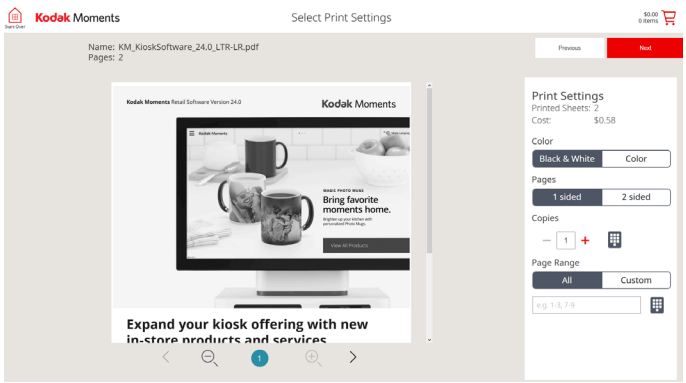
Using Document Printing

You can print PDF and JPEG files from the following inputs:

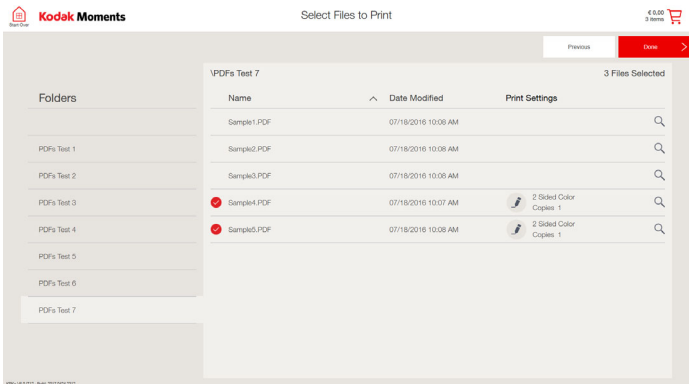
- APPLE Mobile Devices—Direct Transfer and AirPrint only.
- ANDROID Mobile Devices—Direct Transfer, BLUETOOTH, and Tethered devices only.
- Camera Cards
- USB Thumb Drives
- CDs
- DVDs

1. From the Main screen, touch *View all Products.*
2. Touch *Kodak Moments Copy Service.*
3. Touch *Print Document*.
4. Follow the on-screen instructions to select the document(s) that you want to print.

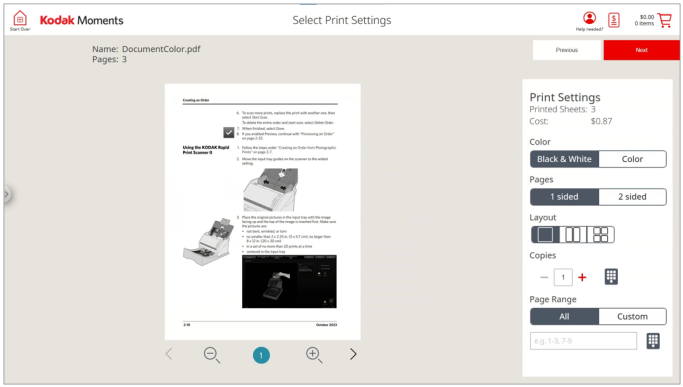
5. Touch the magnifying glass icon to see a larger view of the document.



6. If you have multiple files and folders, select the folder, and then select the document to be printed.
7. Touch *Done*.



8. Select the print settings:
   - Black-and-White or Color
   - One or Two-sided printing
   - Layout—print 1, 2, or 4 pages on one page
9. Enter the number of copies that you want to print.

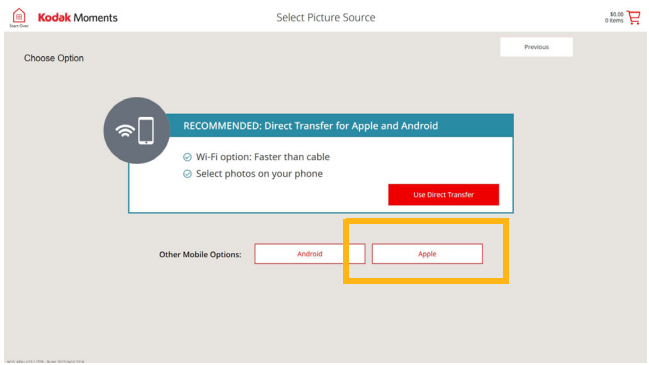


10. Select a page range:
    - All
    - Custom
11. If you select Custom, use the on-screen keypad to enter the pages you want to print. Touch *OK*.
12. Touch *Next*.
13. If you want to print additional documents, repeat Steps 6 - 12.
14. Select *Done*.
15. Follow the on-screen instructions to complete the order.

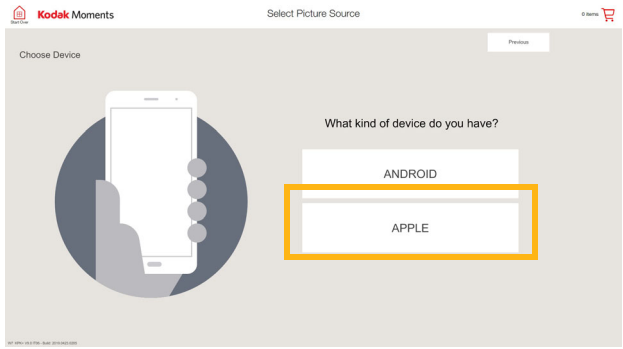
Printing Files using APPLE AirPrint

Print PDF and JPEG files from your APPLE device using AirPrint.

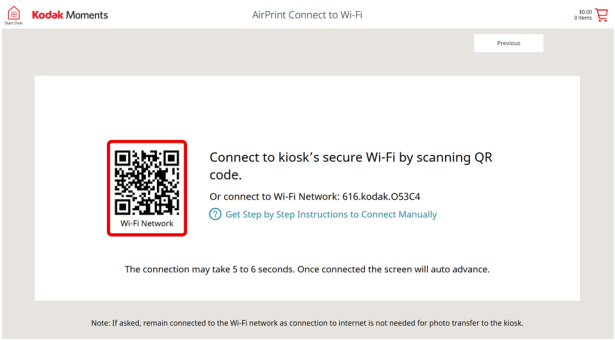
1. From the Main screen, touch *View all Products.*
2. Touch *Kodak Moments Copy Service.*
3. Touch *Print Document*.
4. Touch *Mobile Device*.
5. If you have Direct Transfer Recommendation enabled (see Page 2-33), select *Apple*. Continue to Step 7.



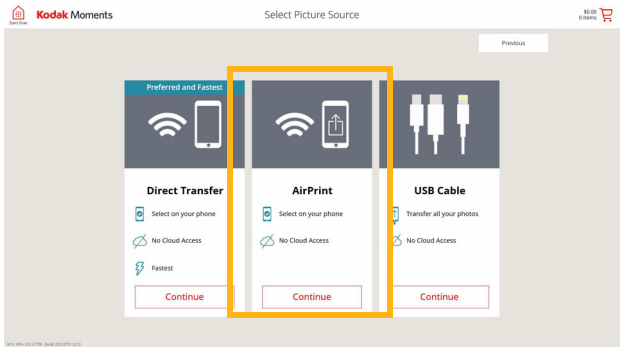
6. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select *Apple*. Continue to Step 7.



7. Scan the QR Code to connect to the store Wi-Fi.



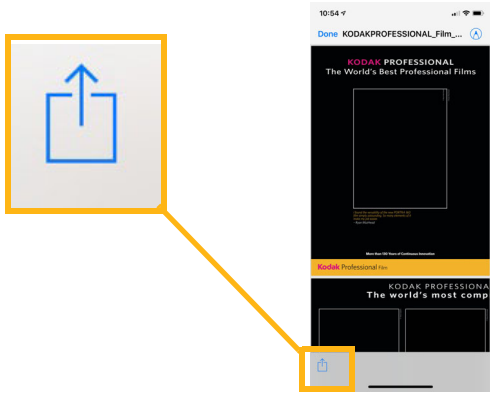
8. Touch *Use AirPrint*.



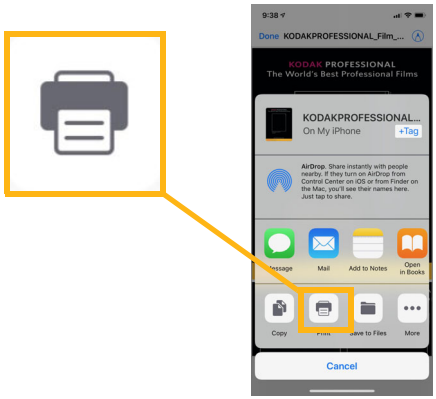
9. From your device:

- Access your settings.
- Select the Wi-Fi menu.
- Select the Wi-Fi network that matches what appears on the Kiosk screen.
- Enter the password, if enabled.

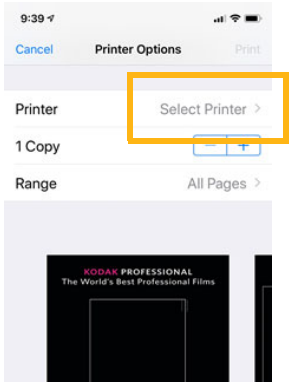
10. From your device, locate the PDF file that you want to print and tap the *Share* icon.



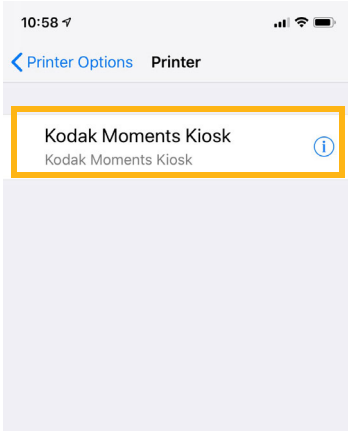
11. Tap *Print*.



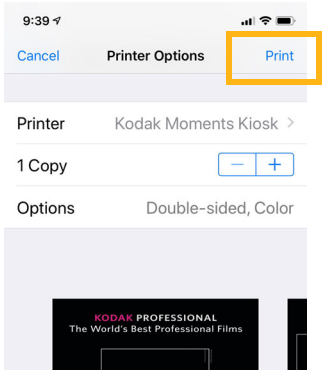
12. Tap the *Select Printer*.



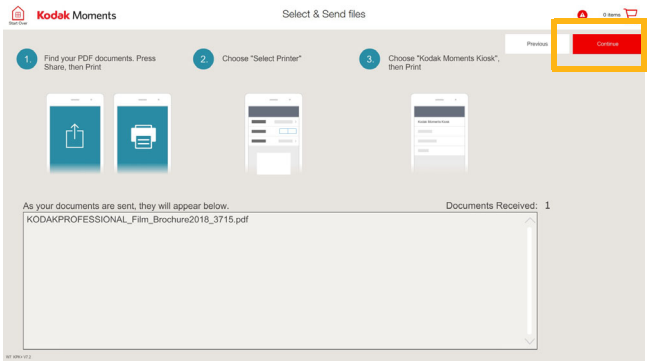
13. Tap the *Kodak Moments Kiosk*.



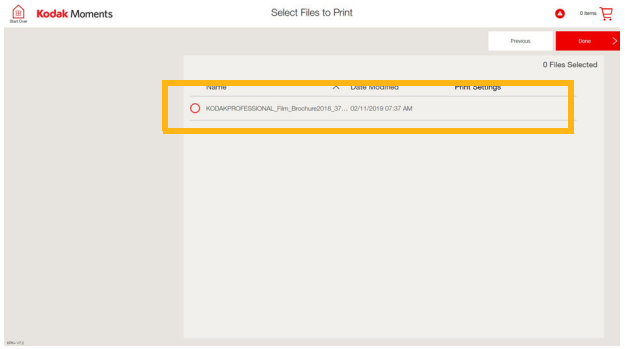
14. Tap *Print*.



15. Once your files are sent from your device, they appear on the Kiosk screen. Select *Continue*.



16. Select the files that you want to print.



17. Select the print settings:

- Black-and-White or Color
- One or Two-sided printing
- Layout—print 1, 2, or 4 pages on one page

18. Enter the number of copies that you want to print.

19. Select a page range:

- All
- Custom

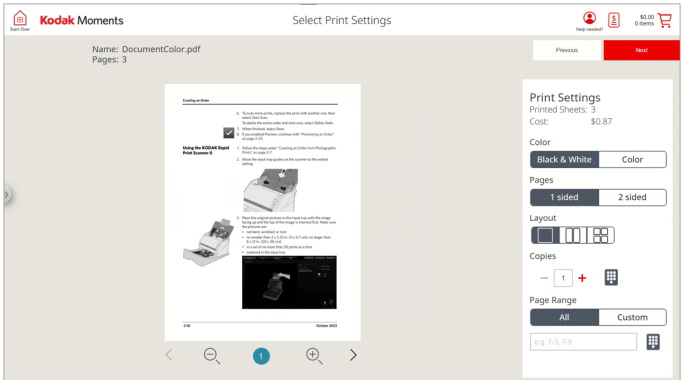
20. If you select Custom, use the on-screen keypad to enter the pages you want to print. Touch *OK*.

21. Use the keypad to enter the page range.

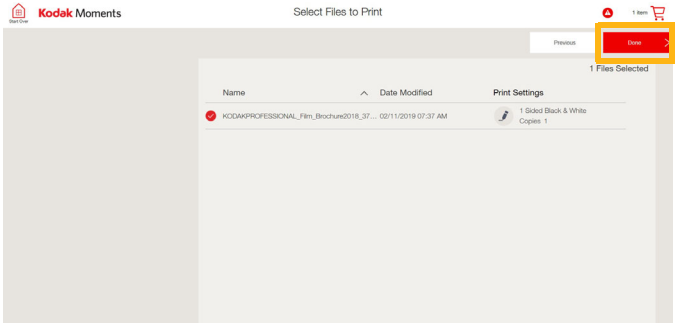
NOTE: The new keypad has a comma and a dash to allow you to enter a page range.

Printing Files using Direct Transfer

22. Select *Next*.

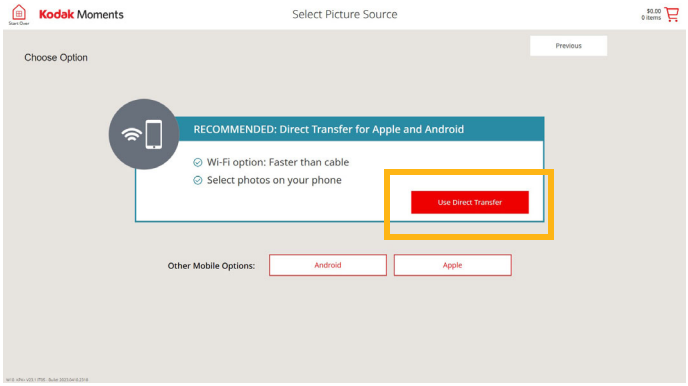


23. Touch *Done*.

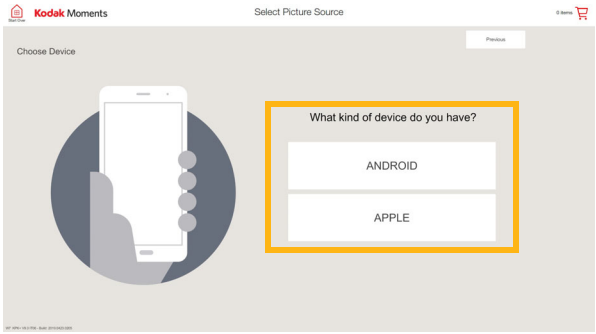


24. Follow the on-screen instructions to complete the order.

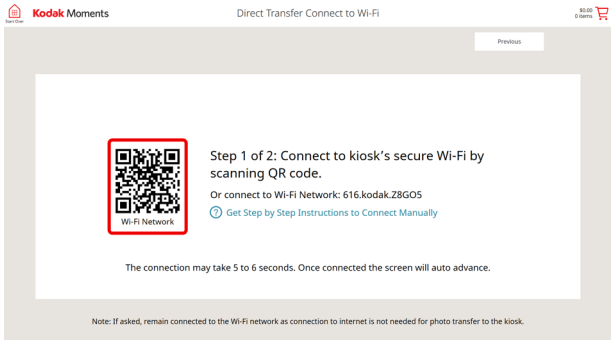
1. From the Main screen, touch *View all Products*.
2. Touch *Kodak Moments Copy Service*.
3. Touch *Print Document*.
4. Touch *Mobile Device*.
5. If you have Direct Transfer Recommendation enabled (see Page 2-33), select *Use Direct Transfer*. Continue with Step 7.



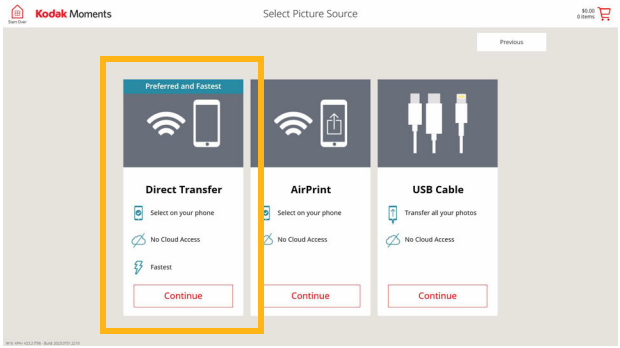
6. If you do not have Direct Transfer Recommendation enabled (see Page 2-33), select the type of device that you have. Continue to Step 7.



7. Scan the QR Code to connect to the store Wi-Fi.

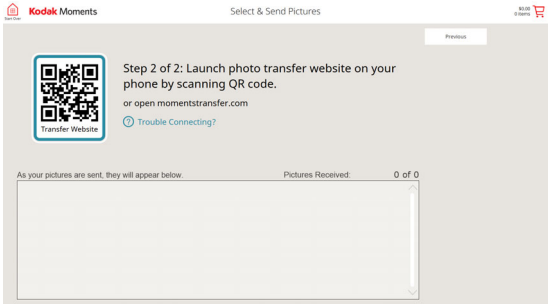


8. Touch *Use Direct Transfer*.

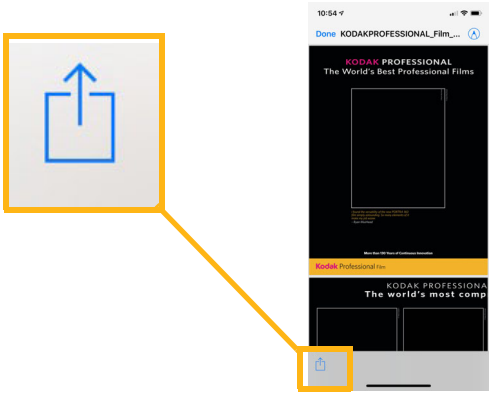


9. From your device:
   - Access your settings.
   - Select the Wi-Fi menu.
   - Select the Wi-Fi network that matches what appears on the Kiosk screen.
   - Enter the password, if enabled.

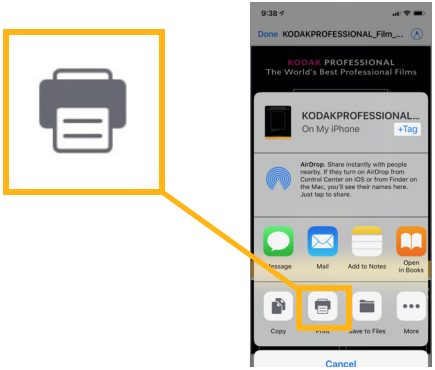
10. Scan the QR Code to go to momentstransfer.com.



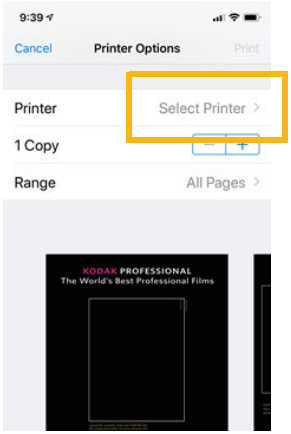
11. From your device, locate the PDF file that you want to print and tap the *Share* icon.



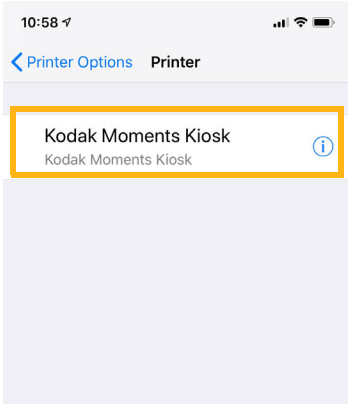
12. Tap *Print*.



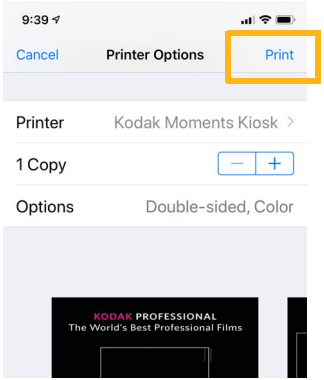
13. Tap the *Select Printer*.



14. Tap the *Kodak Moments Kiosk*.

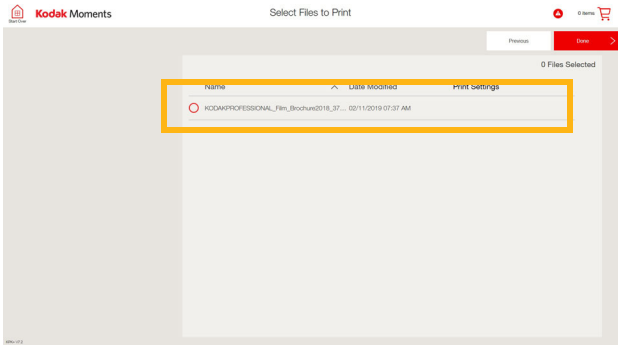


15. Tap *Print*.



16. Once your files are sent from your device, they appear on the Kiosk screen. Select *Continue*.

17. Select the files that you want to print.



18. Select the print settings:

- Black-and-White or Color
- One or Two-sided printing
- Layout—print 1, 2, or 4 pages on one page

19. Enter the number of copies that you want to print.

20. Select a page range:

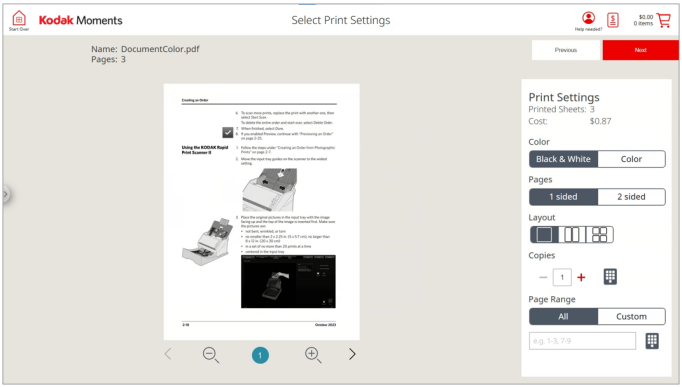
- All
- Custom

21. If you select Custom, use the on-screen keypad to enter the pages you want to print. Touch *OK*.

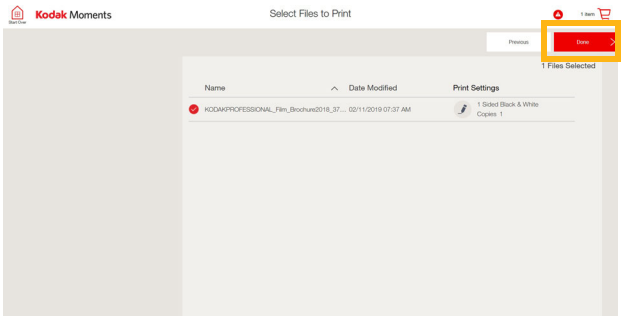
22. Use the keypad to enter the page range.

NOTE: The new keypad has a comma and a dash to allow you to enter a page range.

23. Select *Next*.



24. Touch *Done*.



25. Follow the on-screen instructions to complete the order.

Using Document Archiving

You can scan documents in color and black-and-white, and then save the documents as PDF files on a CD. You must have:

- Flatbed Print Scanner or Rapid Print Scanner
- CD drive and KODAK Picture CDs or KODAK MOMENTS Memory Saver Flash Drives

1. From the Main screen, touch *View all Products.*
2. Touch *Kodak Moments Copy Service.*
3. Touch *Archive Document*.
4. If both the flatbed scanner and Rapid Print Scanner are available, select the print scanner that you want to use.
5. Touch *Scan*.
6. Follow the on-screen instructions for placing the document (s) on the scanner.
7. Select:
   - *Scan More for this Document*—repeat Step 5.

   OR
   - *Done Scanning this Document*—continue with Step 8.
8. Review the document and touch *Next*.
9. Select the print settings:
   - One or Two-sided printing
   - Black-and-White or Color
10. Touch *Next*.
11. Do you have another document to scan? Select:
    - *Yes*—repeat Step 5.

    OR
    - *No*—continue with Step 12.
12. Review the document and touch *Done*.
13. Follow the on-screen instructions to complete the order.

8 Making Passport and ID Photos

Guidelines for Using Digital Cameras for Passport and ID Photo Applications

When taking Passport and ID Photos with a digital camera, start with these settings and change them, as needed, for your site.

1. Use a neutral background. Avoid very dark colors or reflective surfaces.
2. Use the following settings for your digital camera:
   - Quality—best available
   - Resolution—highest available
   - Exposure—Automatic or Normal exposure
   - Focus—Multi-spot or Automatic focus
   - Flash—Automatic or Fill flash
   - JPEG, TIFF, or BMP file format
   - Date stamp off

   NOTE: Not all digital cameras include these settings. Set the camera to produce the highest quality images available.

3. When taking the picture, hold the camera vertically and position the subject so that the head fills 1/3 to 1/2 of the viewfinder. Make sure that the subject's head appears in the center of the frame.

Subject is too high

Good subject position

To fit the print formats, the Kiosk trims all pictures slightly on the top and bottom. The cropping varies, based on the size selection. The preview image closely represents the image proportions and appearance of the final print. Cropping is most noticeable with the 2 x 2 in. size.

If a white background is required, the lighting for the background should be similar to the lighting on your subject.

Make sure that there is not a large distance between the subject and the background.

Configuring the Passport and ID Photo Sizes

1. From the Setup screen, touch *Manage Features*.
2. To set up Passport and ID Photo sizes to print on thermal printers, touch:
   - *Printing to Thermal*
   - *Thermal Print Products*
3. To set up Passport and ID Photo sizes to print on labs, touch:
   - *Printing to Lab*
   - *Lab Print Sizes*
4. Touch the arrows to select *ID Photo Print Products*.
5. Select the default Passport and ID Photo output sizes that you want to offer.

6. To enable the passport guides feature:
   - Touch next to *Use ID Photo Passport Guides*.
   - Use the arrows to select an *ID Photo Head Size*.

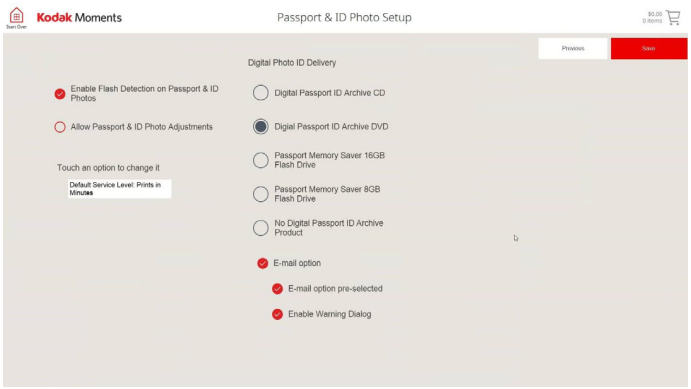
Save

7. Touch *Save*.

Configuring the Passport and ID Photo Feature

1. From the Setup screen, touch *Manage Features*.

2. Touch *Passport & ID Photo Setup*.



3. Touch next to *Enable Flash Detection on Passport & ID Photos* to enable the feature.

4. Touch next to *Allow Passport & ID Photo Adjustments* to enable this feature.

NOTE: You must have “Allow Passport & ID Photo Adjustments” enabled to use the Adjust Image feature.

5. Touch the Default Service Level box and use the arrows to select a Default Service Level.

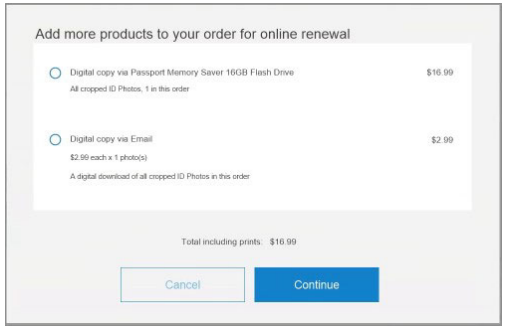
NOTE: If a default option is selected, then service level is optional in the work flow. If a default option is not selected, then the service level choice is required.

6. Select a Digital Photo ID delivery:
   - *Digital Passport ID Archive CD*
   - *Digital Passport ID Archive DVD*
   - *Passport Memory Saver 16GB Flash Drive*
   - *Passport Memory Saver 8GB Flash Drive*
   - *No Digital Passport ID Archive Product*

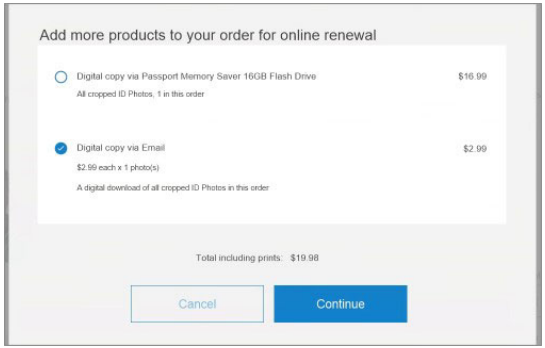
NOTE: If you enable a Passport Photo ID Archive Product, the following are saved to the archive media:
- Cropped ID image
- Copy of the ID sheet
- Passport certificate

7. Select a Digital Photo ID e-mail delivery option:
   - *E-Mail option*
   - *E-Mail option pre-selected*
   - *Enable Warning Dialog*

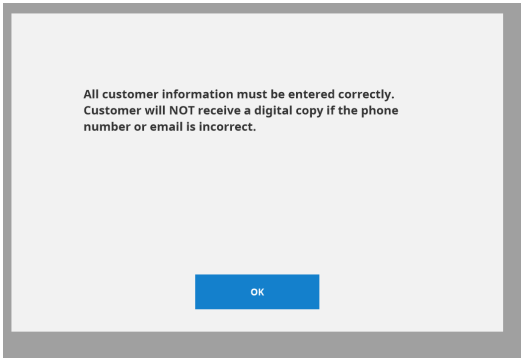
NOTE: When “E-mail option pre-selected” is unchecked on the Passport & ID Photo Setup screen, the email option will be unchecked on the dialog.



When “E-mail option pre-selected” is checked on the Passport & ID Photo Setup screen, the email option will be checked on the dialog.



When “Enable Warning Dialog” is checked on the Passport & ID Photo Setup screen, the following message appears.



8. Touch *Save*.

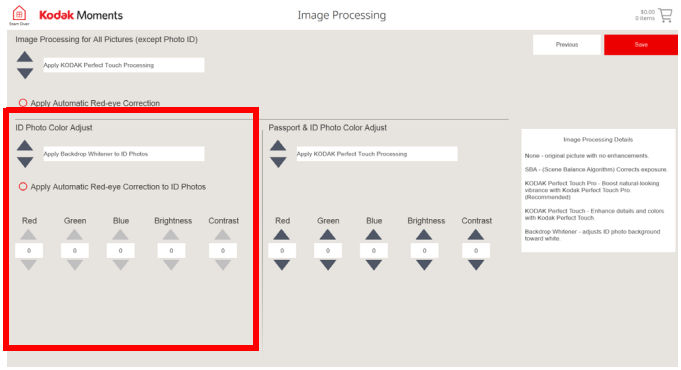
Applying Image Processing for ID Photos and Passports

1. From the Setup screen, touch *Manage Features*.

2. Touch *Imaging Preferences*.

3. Touch *Image Processing*.

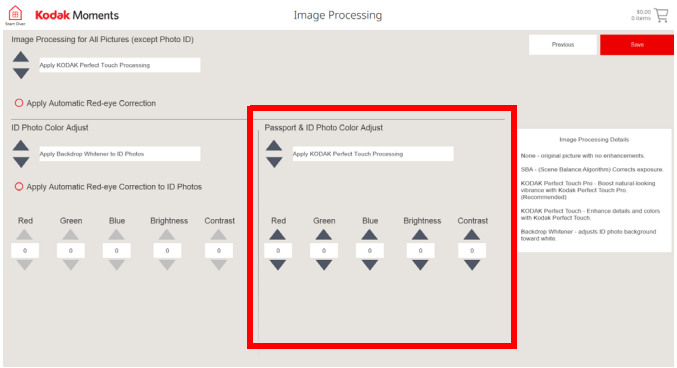
4. For ID Photos, touch next to *Apply Automatic Red-eye Correction* to automatically correct red-eye in ID photos.



5. For ID Photo Color Adjust, touch the arrows to select:
   - *Apply Scene Balance to ID Photos*—automatically adjust the brightness and color.
   - *Apply Backdrop Whitener to ID Photos*—used for ID Photos taken against a white background.
   - *Apply KODAK PERFECT TOUCH Processing*—automatically adjust the brightness, color, and image detail.
   - *None* if you do not want to apply any of the above enhancements.

6. If *None* is selected in step 5, you may touch the:
   - *Red, Green, and Blue* arrows to increase or decrease the amount of each color.
   - *Brightness* arrows to increase or decrease the brightness.
   - *Contrast* arrows to increase or decrease the contrast.

7. For Passport photos, touch the arrows to select:
   - *Apply Scene Balance to ID Photos*—automatically adjust the brightness and color.
   - *Apply Backdrop Whitener to ID Photos*—used for ID Photos taken against a white background.
   - *Apply KODAK PERFECT TOUCH Processing for better, brighter pictures*—automatically adjust the brightness, color, and image detail.
   - *None* if you do not want to apply any of the above enhancements.



8. Touch the:
   - *Red, Green, and Blue* arrows to increase or decrease the amount of each color.
   - *Brightness* arrows to increase or decrease the brightness.
   - *Contrast* arrows to increase or decrease the contrast.

9. Touch *Save*.

Creating Passport and ID Photos

Passport and ID Photos can be created from the following:

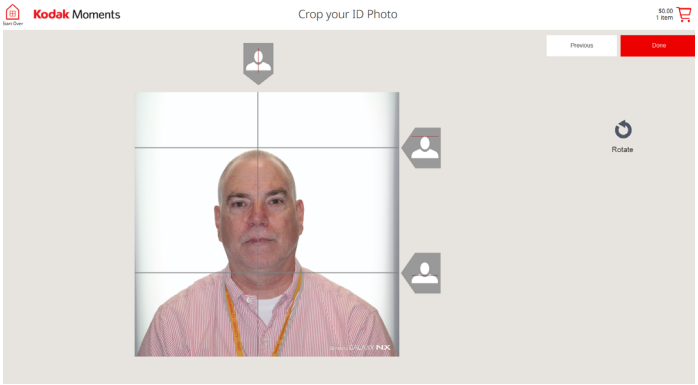
- Camera Card
- Wi-Fi Devices
- USB Flash Drives
- CD/DVD
- FACEBOOK
- GOOGLE Photos
- INSTAGRAM
- DROPBOX
- FLICKR
- Print Scanner
- Hard Disk

Creating ID Photo Prints

1. From the Main screen, touch *View all Products*.
2. Touch *Passport & ID Photos*.
3. Touch *ID Photo Prints*.
4. Select a size.
5. Follow the on-screen instructions to select your images.

6. Position the tabs so that the area from the top of the subject's head (including hair) to the bottom of the subject's chin is within the guide lines.

NOTE: The guide lines only appear if you have the feature enabled. See "Configuring the Passport and ID Photo Sizes" on page 8-2.



7. Follow the on-screen instructions to complete the order.

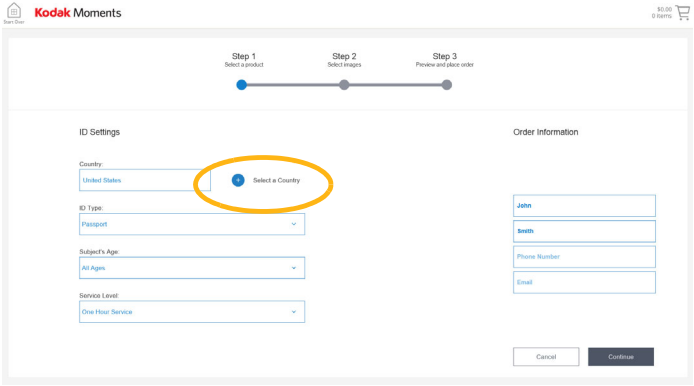
Creating Manual Passport and ID Photos

To use this feature, you must install the Manual Passport & ID Photo Module V2.0 on the Kiosk.

1. If you start the workflow from the side menu, touch the Menu icon, in the upper left corner of the screen.
2. Touch *Passport & ID Photo System*.

3. Enter the Setup Password if it is enabled.
4. Continue with Step 8.

5. If you start the workflow from the Main screen, select *View all Products*.
6. Touch *Passport & ID Photos*.
7. Touch *Passport & ID Photos*.
8. Touch *Select a Country*.



9. Select:
   - A Country
   - *OK*

10. Touch:
    - ID Type
    - Subject's Age

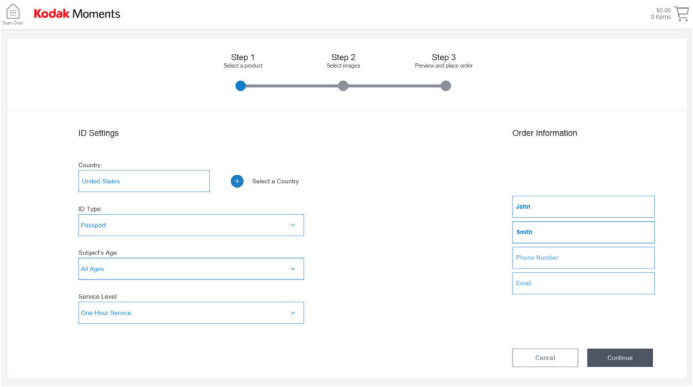
    NOTE: The information that appears in the drop down menu for the Subject's Age is determined by the country selected in Step 9.

    - Enter the Order ID, customer name, telephone number, and email address.

11. Select a service level.

NOTE: If a default option is not set (see "Configuring the Passport and ID Photo Feature" on page 8-3), then you must select a service level. It is required to continue.

12. Touch *Continue*.



13. From the Picture View drop-down menu, select the size of the thumbnail view:

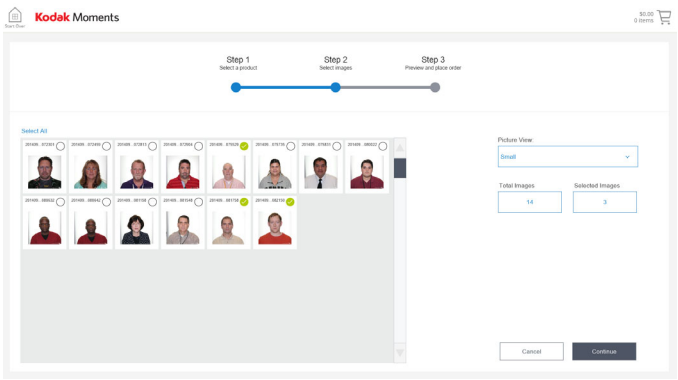
- Small
- Medium
- Large

14. Touch:

- the image(s) you want to use.

  NOTE: Touch *Select All* or click to select individual images.

- *Continue*.



15. From the preview screen you can:

- Check the image status (i.e., did the image pass).
- Set the ID quantity.
- Select *Add to Order*.

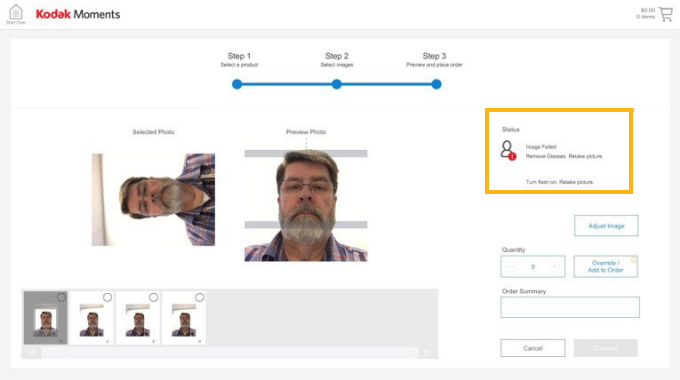
16. Touch:

- *Continue* to print the ID.
- *Adjust Image* to make adjustments to the ID

NOTE: You must have “Allow Passport & ID Photo Adjustments” enabled in Passport / ID Photo Setup to use the Adjust Image feature.

Some images that fail passport analysis can still be added to the order. If a failed image can still be ordered, the Add to Order button is labeled *Override / Add to Order*.

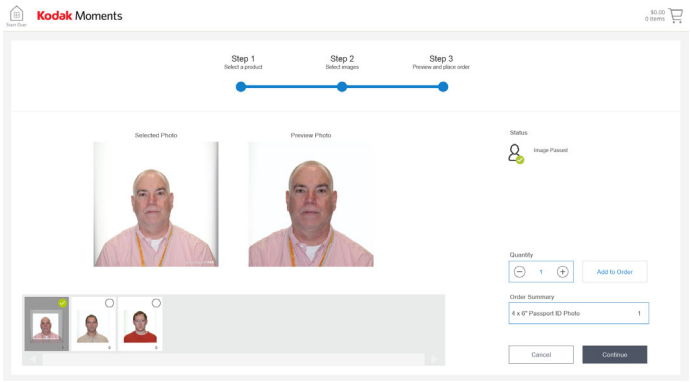
NOTE: If someone is wearing eye glasses in a photo being used for an ID Photo, the workflow will fail the passport analysis and the ID will not print.



17. If “Allow Passport & ID Photo Adjustments” is enabled, you can:

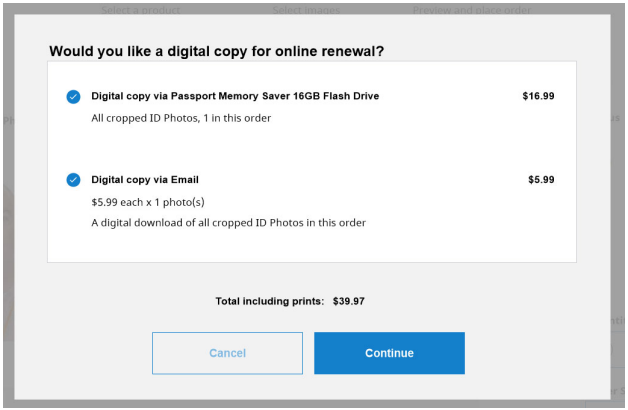
- Use the arrows to:
  - position the subject's head within the shaded regions.
  - center the subject’s face on the gray line.

18. Touch *Done*.

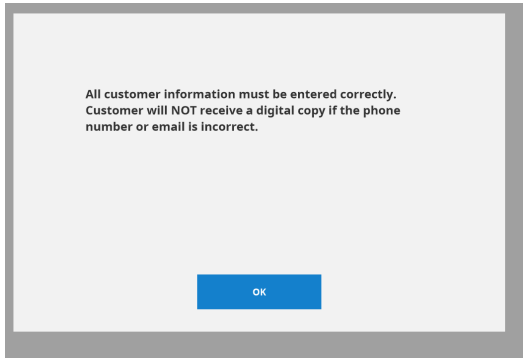


19. Depending on the configuration (see page 8-3), the following message appears. Select one or both options and then select *Continue*.

- If you have a Passport Photo ID Archive Product enabled and you want to include the archive product, select next to the archive product.
- If you have the email option enabled and you want to include the digital copy in email, select next to the email option.



20. If you have the warning dialog enabled (see page 8-3), the following message appears. Select *OK*.



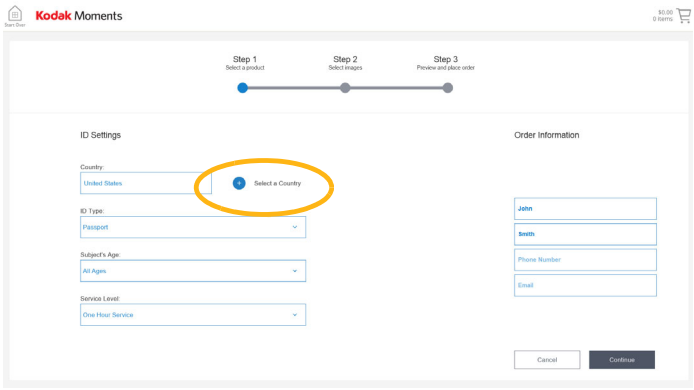
21. Follow the on-screen instructions to complete the order.

Creating Visa Photos

To use this feature, you must install the Manual Passport & ID Photo Module V2.0 on the Kiosk.

1. If you start the workflow from the side menu, touch the Menu icon, in the upper left corner of the screen.
2. Touch *Passport & ID Photo System*.

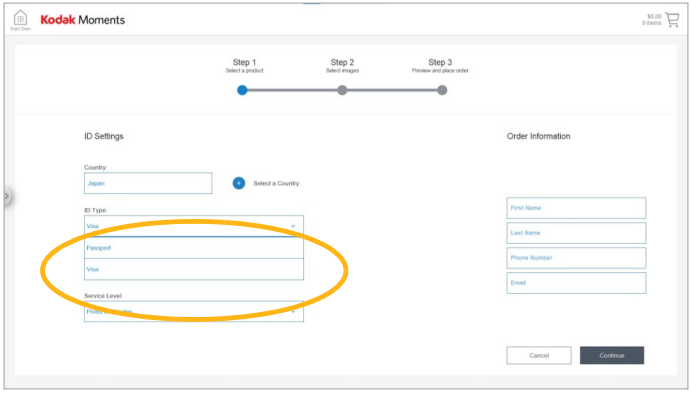
3. Enter the Setup Password if it is enabled.
4. Continue with Step 8.
5. If you start the workflow from the Main screen, select *View all Products*.
6. Touch *Passport & ID Photos*.
7. Touch *Passport & ID Photos*.
8. Touch *Select a Country*.



9. Select:

- A Country
- *OK*

10. Select Visa from the ID Type drop-down menu.



11. Follow steps 11-21 on pages 8-11 - 8-14 to complete the order.

Troubleshooting

Problem	Possible Solutions
Poor image size proportions on Passport / ID Photos from digital camera.	See “Guidelines for Using Digital Cameras for Passport and ID Photo Applications” on page 8-1 for the viewfinder recommendations.
Passport / ID Photo prints are printing dark or with a red tint.	Adjust the ID Photo color balance. See “Applying Image Processing for ID Photos and Passports” on page 8-6.
Poor picture color or brightness on Passport / ID Photos from digital camera.	See “Applying Image Processing for ID Photos and Passports” on page 8-6.

Problem	Possible Solutions
“There are pictures in your order that do not have the proper resolution for the selected print size. Would you like to include these pictures in your order, or change your order?”	The warning may include all of the pictures or a selected few, depending upon which pictures have a resolution issue. The customer can: ● touch *Include Picture* to include the low-resolution images in the order and print the pictures anyway. ● touch *Change Order* to remove all images with the low-resolution warning.

9 Using the Editing Tools

Touch *Edit Print* from the Preview screen and select an editing tool.

NOTE: Each editing feature can be turned off. See “Setting the User Modes” on page 2-26.

Button		Feature Description
	Zoom & Crop	Enlarge an area of the picture and crop out unwanted portions of the picture. NOTE: Zoom & Crop does not appear on the Picture Edits screen in the new Prints & Enlargements work flow.
	Remove Red-eye	Remove the red-eye effect caused by flash exposure.
	Remove Pet-eye	Remove the pet-eye effect caused by flash exposure. NOTE: This feature is only available if you have the Pet-eye module installed.
	Brightness and Contrast	Increase or decrease the brightness or contrast of a picture.
	Adjust Color	Adjust the color balance of a picture.
	Restore Color	Click **Adjust Color**. Use the Restore Color slider to restore the color to old or faded pictures.

	Facial Retouch	Use this feature to soften and smooth facial lines, diminish blemishes, and improve skin tone. NOTE: This feature is only available if you have the Facial Retouching Edit module installed.
	Add Text	Add text to pictures! Position the text and change the color, size, and style of the text.
	Add Border	Add a border to a picture. Zoom and crop the picture within the border.
	Color Effects	Use the color effects filters to create a new and artistic look! There are 19 different filters to choose from, including Black-and-white and Sepia.
	Enhancement	Enhance the overall brightness, contrast, and color of a picture. Enhancement also finds and reduces some red-eye.
	Rotate Frame	Rotate the red frame within the picture.
	Rotate Picture	Rotate the picture.

10 Managing Orders and Reprints

To access the output and reprint queues, touch the button that appears in the upper top of the screen. This button changes in appearance according to the activity of the Kiosk. You can also access the output and reprint queues if you touch the Menu icon, in the upper left corner of the screen, and then touch *Order Management*.

IMPORTANT: *If you have the print password enabled and you touch Oder Management, the system prompts you for the print password.*

Active—appears when an order is processing.

Resend—appears when the completed order screen is visible. Informs the retailer that orders can be resent.

Error—appears when an error occurs on the Kiosk. Touch *Error* to display a full description of the error message. See "Troubleshooting" on page 14-1 for more information on handling error messages.

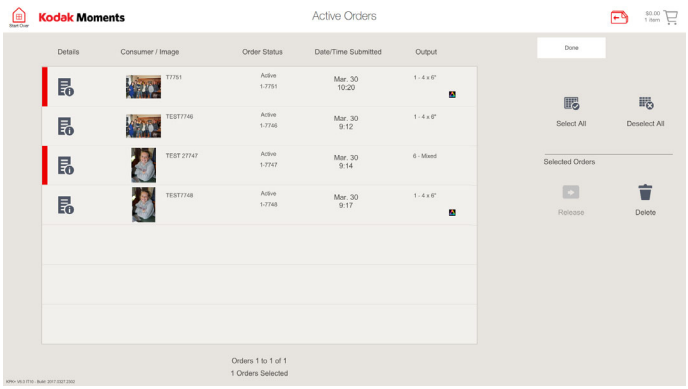
Managing Active Orders

The Active Orders Queue:

- lists all queued jobs.
- lets you remove orders from the output queue.
- lets you release orders waiting for approval.
- updates every few seconds.

1. From the Main screen, touch the manage orders button.

2. Touch *Active Orders*.



3. View the pending orders on the screen.

NOTE: Touch *Error Details* to view the details of the order that has an error. This button appears only if there is an error.

4. Touch an order to select it. You can select one order or you can:

- *Select All*—to select all orders.
- *Deselect All*—to deselect all orders.

5. Touch the arrows to view more orders.

6. Touch *Details* to view the details of the order.

7. Touch *Previous* to close the detail screen and return to the Active Orders screen.

8. Touch:

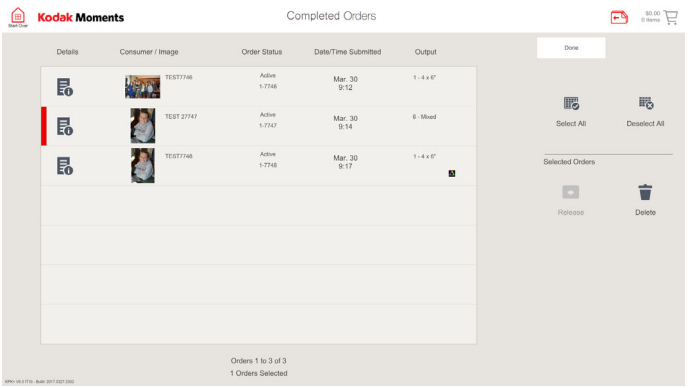
- *Release*—to release the selected order(s) for printing.
- *Delete*—to delete the selected order(s).

9. Touch *Done*.

Managing Completed Orders

1. From the Main screen, touch the manage orders button.

2. Touch *Completed Orders*.



3. View the completed orders.

4. Touch an order to select it. You can select one order or you can:

- *Select All*—to select all orders.
- *Deselect All*—to deselect all orders.

5. Touch the arrows to view more orders.

6. Touch *Details* to view the details of the order.

7. Touch *Done* to close the detail screen and return to the Completed Orders screen.

8. Touch:

- *Resend*—to release the selected order(s) for printing.
- *Delete*—to delete the selected order(s).
- *Reprint Receipt*—to reprint the receipt.

9. Touch *Done.*

Using the Upload Queue Manager

Access to the Upload Queue is available if a lab device is enabled.

This feature lets you:

- View all orders and order details.
- Release all or individual pending orders.
- Hold all or individual pending orders.
- Release pending orders at the time release that is set up for the lab.
- Delete orders.

IMPORTANT: *All jobs should be released and allowed to complete uploading before updating the Application software.*
If the jobs are not released before installing the software, they will be lost.

Viewing Orders

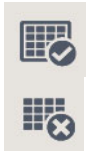
1. From the Main screen, touch the manage orders button.

2. Touch *Upload Queue Manager*.

3. View the pending orders on the screen.

NOTE: Touch *Error Details* to view the details of the order that has an error. This button appears only if there is an error.

4. Touch an order to select it. You can select one order or you can:



- *Select All*—to select all orders.
- *Deselect All*—to deselect all orders.

5. Touch the arrows to view more orders.

Releasing Orders

1. On the Upload Queue Manager screen, touch:
   - the individual order(s) you want to release.
   - *Select All* to release all pending orders.

   NOTE: Orders that have a status of "Sending" cannot be selected.
2. Touch *Release*.

Holding Orders

1. On the Upload Queue Manager screen, touch:
   - the individual order(s) you want to hold.
   - *Select All* to hold all pending orders.

   NOTE: Orders that have a status of "Sending" cannot be selected.
2. Touch *Hold*.

Releasing Time Release Orders

1. On the Upload Queue Manager screen, touch the individual order you want to release.

NOTE: Orders that have a status of "Sending" cannot be selected.

2. Touch *Timed Release*.

   The order is set to release according to the Time Release that is set up for the lab.

Deleting Orders

1. On the Upload Queue Manager screen, touch:

   - the individual order(s) you want to delete.

   - *Select All* to delete all pending orders.

   NOTE: Orders that have a status of “Sending” cannot be selected.

2. Touch *Delete Order*.

   The Delete Order screen appears.

3. Touch:

   - *Yes* to delete the order(s).
   - *No* if you do not want to cancel the order(s) at this time.

4. Touch *Done*.

Configuring the Import Queue

When you enable *Accepting New Network Orders*, you must enable File and Printer Sharing through WINDOWS Networking.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Import Queue Setup*.

3. Touch the check box next to each feature to enable them.
   - *Accepting New Network Orders*
   - *View Import Queue*

   A check mark appears.

NOTE: Touch the check mark to turn the feature off.

4. Select a release status:
   - *Hold*—hold online orders in the import queue until you manually release the orders.
   - *Release*—immediately send online for printing.
   - *Let the Order Decide*—the order decides when it is printed.

5. Select a printer destination:
   - *Lab*—send online orders to a minilab for printing.
   - *Thermal*—send online orders to a thermal printer for printing.
   - *Let the Order Decide*—the order decides where it is printed.

6. Touch the keypad button next to:
   - *Auto Hold Order Size Threshold*—to set a print count limit to automatically hold orders that exceed this limit. The order is held in the import queue until you release the order.
   - *Order Retention Period - Completed*—set the number of days that the Kiosk saves an online order that is completed.
   - *Order Retention Period - Unclaimed*—set the number of days that the Kiosk saves an online order that is unclaimed.

7. Use the on-screen keypad to enter the information.
   - *OK* to save.
   - *Cancel* to cancel.

8. Touch *Save*.

Using the Import Queue

1. From the Main screen, touch the manage orders button.

2. Touch *Import Queue Manager*.

3. View the pending orders on the screen.

NOTE: Touch *Error Details* to view the details of the order that has an error. This button appears only if there is an error.

4. Touch an order to select it. You can select one order or you can:

   - *Select All*—to select all orders.
   - *Deselect All*—to deselect all orders.

5. Touch the arrows to view more orders.

6. Touch *Details* to view the details of the order.

7. Touch *Done* to close the detail screen and return to the Import Queue Manager screen.

8. Touch:

   - *Release*—to release the selected order(s) for printing.
   - *Delete*—to delete the selected order(s).

9. Touch *Done*.

Configuring the Net-to-Retail Feature

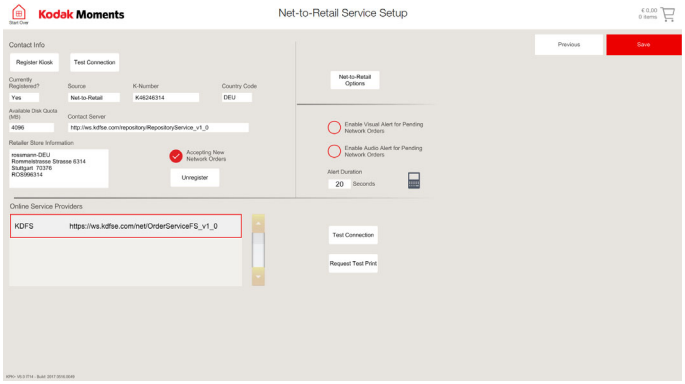
Use Net-to-Retail Service Setup to register your system, test your connection to the Net-to-Retail contact server, and include finishing instructions (on-screen an/or printed) and summary prints with Net-to-Retail orders.

Registration and configuration of Net-to-Retail service is only effective if your store has an active subscription. See your store manager for more information.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Net-to-Retail Service Setup*.

3. Select:
   - *Register Kiosk*—to connect your system to the contact server.
   - *Test Connection*—to test your connection to the repository.
   - *Unregister*—to disconnect your system from the contact server.



4. Touch the check box next to Accepting New Network Orders to enable the feature.

NOTE: Accepting New Network orders is automatically enabled once you register. Touch the check mark to turn the feature off.

5. Select an Online Service Provider.

6. Select:
   - *Test Connection*—to test your connection to the selected online service provider.
   - *Request Test Print*—to request a test print from the selected contact server.

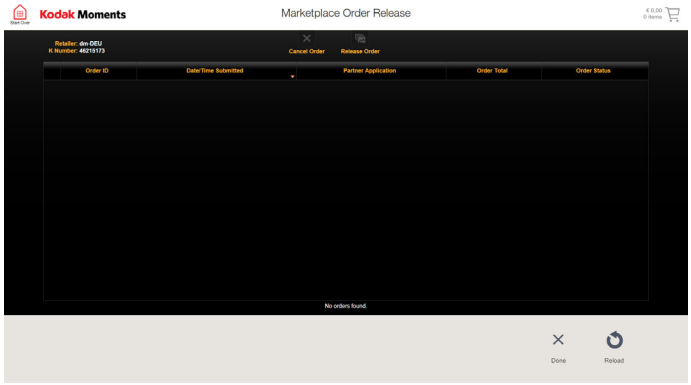
7. Touch *Net-to-Retail Options* to include finishing instructions (on-screen an/or printed) and summary prints with Net-to-Retail orders.

8. Select:
   - *Display Finishing Instructions*—to display order finishing instructions on the order details screen when you process a Net-to-Retail order.
   - *Print Finishing Instructions*—to print a receipt with order finishing instructions when you process a Net-to-Retail order.
   - *Enable Thermal Order Summary Prints*—to include an order summary print with each Net-to-Retail order printed on a thermal printer.
   - *Enable Lab Order Summary Prints*—to include an order summary print with each Net-to-Retail order printed on a connected minilab system.
9. Touch the check box next to Enable Audio for Pending Network Orders to enable an alarm for pending orders.
10. Touch the keypad icon to set the alarm duration.

11. Touch *Save*.

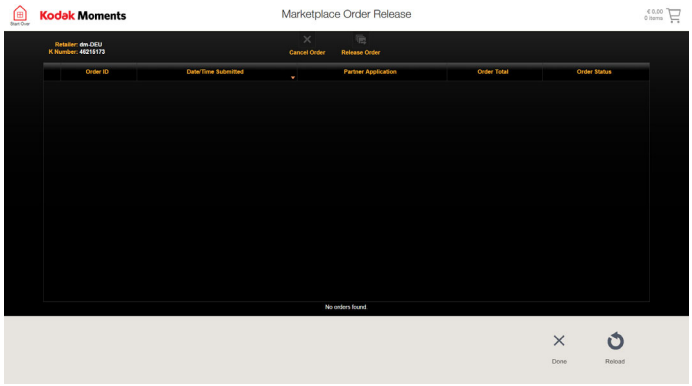
Releasing Marketplace Orders

1. From the Main screen, touch the manage orders button.
2. Touch *Marketplace Order Release*.
3. Select the order that you would like to release.
4. Touch *Release Order*.



Canceling Marketplace Orders

1. From the Main screen, touch the manage orders button.
2. Touch *Marketplace Order Release*.
3. Select the order that you would like to cancel.
4. Touch *Cancel Order*.



1. Select:
   - A reason for canceling the order.
   - *Yes* if you want to cancel the order.
   - *No* if you do not want to cancel the order.

11 Recovering Orders

If an error occurs when a customer is using the Kiosk, the order may be able to be recovered after the Kiosk restarts.

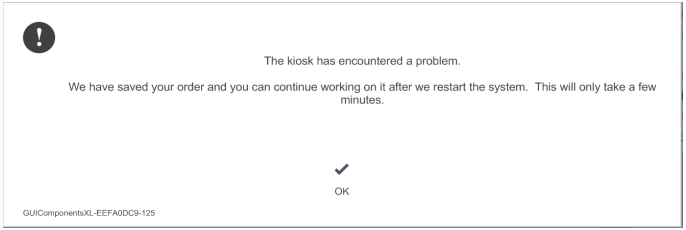
The order recovery feature is available in the following work flows:

- Photo Books
- Prints & Enlargements
- Greeting Cards
- Collages

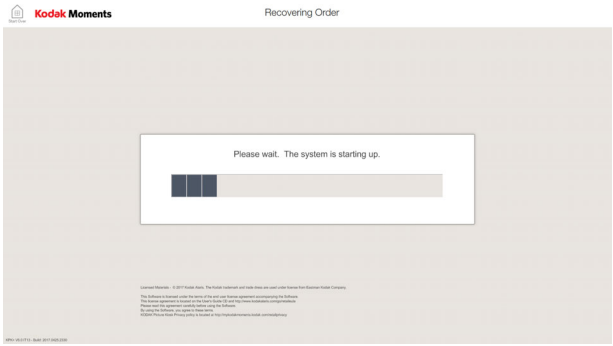
1. If an error occurs while you are creating an order, touch *OK*.

   The Kiosk restarts.

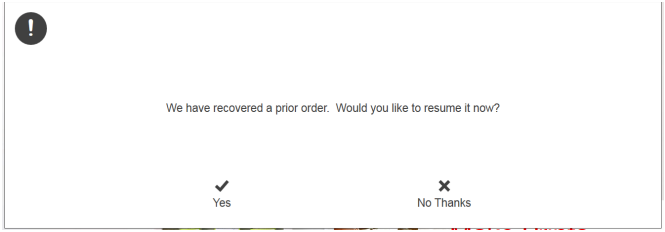
NOTE: Touch the Exclamation Point icon in upper left corner of the error message to make a diagnostics disc.



Recovering Order... appears along the top of the start up screen.



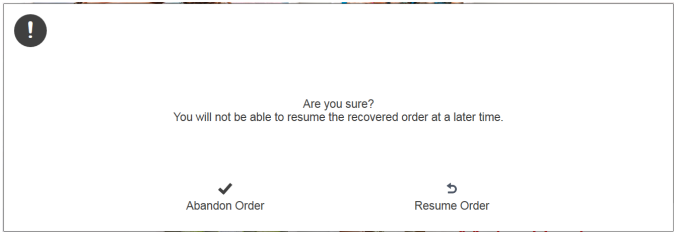
2. If you want to recover your order, touch *Yes* at the message prompt.



3. If you do not want to recover your order, touch *No Thanks* at the message prompt.

4. At, “Are you sure?”, you can select:

   - *Abandon Order*—to remove your order and start over.
   - *Resume Order*—continue and print your order.



5. Once the order resumes:

- If you are using a Camera Card, USB drive, or CD/DVD as input, the pictures are automatically detected when the input devices is reinserted.
- If you are using Wi-Fi, Bluetooth, FACEBOOK, FLICKR, DROPBOX, or GOOGLE Photos, you must log in again before the pictures are automatically detected.

NOTE: If the images do not match the images selected before the Kiosk restarted, the work flow will not be able to continue.

12 Using the KODAK Adaptive Picture Exchange with the Kiosk

This chapter contains information about setting up and using the KODAK Adaptive Picture Exchange (APEX system) with KODAK MOMENTS Picture Kiosks.

NOTE: This feature requires that a Service Technician perform the original installation and configuration.

APEX Setup

Access the procedures in this chapter through the APEX Setup screen.

You can set up:

- Thermal Options
- 2-Sided Printer Options
- Poster Printer Options
- Mug / Drinkware Options
- Lab Options
- Customer Information
- Thank You Options
- Service Level Options
- CD/DVD/USB Order Fulfillment Options
- Advanced Order Manager Options
- Canvas Print Options
- Mounted Photo Panel Setup
- Enlargement Setup

Thermal Setup

Thermal Setup options allow you to set:

- Thermal Print Products
- Thermal Options

Setting the Thermal Print Products for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Thermal Setup*.

4. Touch *Thermal Print Products*.

5. Touch the arrows to select a product type:
   - Standard Print Products
   - Multi-Picture Package Products
   - Creative Print Products
   - ID Photo Print Products
   - Single-Picture Package Products
   - Mini Print Products
   - APS Print Products
   - Canvas Products

6. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes that are available depend on the printers that you have connected and enabled.

7. Touch next to *Enable Batch Enlargements.*

   When this feature is selected, customers can add enlargements to their order.

8. Touch *Favorite Size 1* to set the first print size.
9. Use the arrows to set the Favorite Size 1 option. Touch *OK*.
10. Touch *Favorite Size 2* to set the second print size.
11. Use the arrows to set the Favorite Size 2 option. Touch *OK*.

NOTE: You must set at least one favorite size.

12. Touch *Save*.

Setting the Thermal Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Thermal Setup*.

4. Touch *Thermal Options*.
5. Touch next to the White Border option that you would like to offer:
   - *Yes*
   - *No*
   - *Ask Customer*

6. Touch next to the type of service that you would like to offer:
   - *Prints in Minutes*
   - *1 Hour*
   - *Pickup Later*
7. Touch next to the Print Finish option that you would like to offer:
   - *Satin*
   - *Glossy*
   - *Ask Customer*

8. Touch *Save*.

Setting the Two-Sided DL2100 / DL2200 Printer Options

From the 2-Sided DL2x00 Printer Setup screen you can set:

- 2-Sided Printer Products
- 2-Sided Printer Options

Setting up the 2-Sided Printer Products

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *2-Sided DL2x00 Printer Setup*.

4. Touch *2-Sided Printer Products*.
5. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

6. Touch *Save*.

Setting up the 2-Sided Printer Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *2-Sided DL2x00 Printer Setup*.

4. Touch *2-Sided Printer Options*.

5. Touch next to the type of service that you would like to offer:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*

6. Touch *Save*.

Setting the Poster Printer Options

From the Poster Printer Setup screen you can set:

- Poster Printer Print Products
- Poster Printer Options

Setting up the Poster Printer Products

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Poster Printer Setup*.

4. Touch *Poster Printer Print Products*.

5. Touch the arrows to select a product type:
   - Standard Print Products
   - Creative Print Products
   - Canvas Products

6. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes and products that are available depend on the printers that you have connected and enabled.

7. Touch *Save*.

Setting up the Poster Printer Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Poster Printer Setup*.

4. Touch *Poster Printer Options*.

5. Touch next to the type of service that you would like to offer:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*

6. Touch the keypad icon to enter the print count limit for poster prints.

7. Enter the maximum number of prints per order (1-99) using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.

8. Touch *Save*.

Setting the SAWGRASS Print Products

Set Product Options for:

- Mugs
- Drinkware
- Custom Coin Banks

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Sawgrass Printer Setup*.

4. Touch *Sawgrass Print Products*.

5. Touch the arrows to select a product type:
   - Mug Products
   - Drinkware Products
   - Custom Coin Bank Products

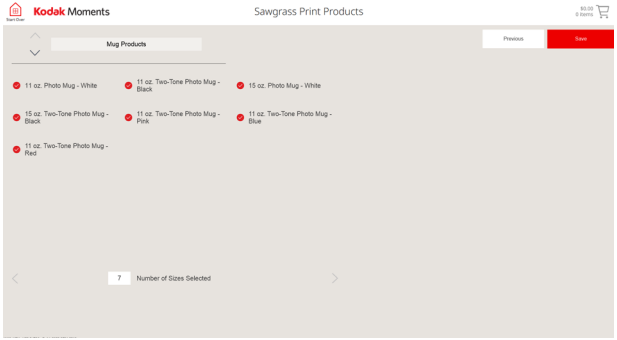
6. Touch next to each product you want to offer.

   A check mark appears next to your selections.

NOTE: The sizes and products that are available depend on the printers that you have connected and enabled.

Save

7. Touch *Save*.



Setting up the SAWGRASS Printer Options

Set Service Options for:

- Mugs
- Drinkware
- Custom Coin Banks

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Sawgrass Printer Setup*.

4. Touch *Sawgrass Printer Options*.

5. Touch next to the type of service that you would like to offer:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*
   - *Multi-Day Service*

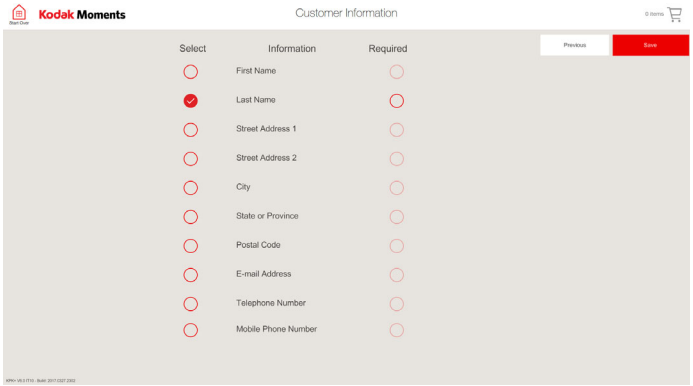
6. Touch *Save*.

Setting the Customer Information Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Customer Information*.



4. Touch the square next to the information that you want the customer to provide when completing an order.
5. Touch next to *Required* to require the customer to enter that information for each order.
6. If you enabled the Order Status Notification Option, you must enable *Mobile Phone* and *Use for Notification*. See “Using the Order Status Notification Option” on page 2-32.

Save

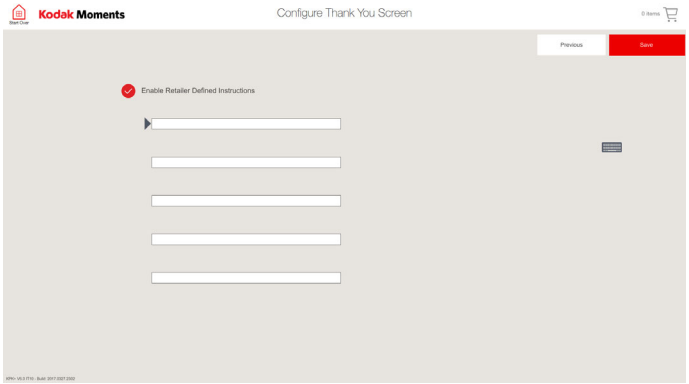
7. Touch *Save*.

Setting the Thank You Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Thank You Options*.



4. Touch *Enable Retailer Defined Instructions* to display a message on the Thank You screen to assist the customer with order completion.

5. Touch the message line then touch the keyboard icon to enter each line of text for the Thank You screen message.

NOTE: You can enter up to 5 lines of text and 24 characters per line. The message appears on the Thank You screen when an order is completed.

6. Touch *Save*.

7. Touch *Start Over*.

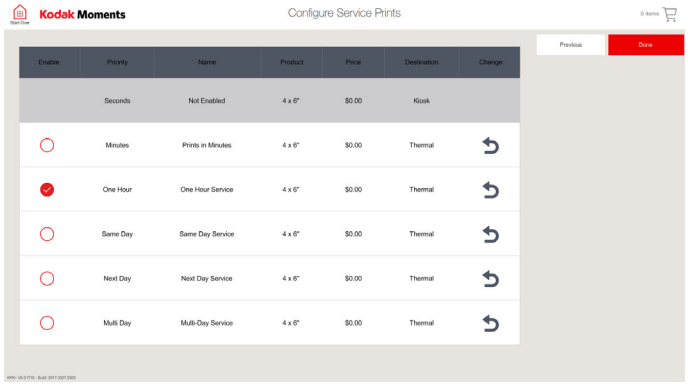
8. Submit a sample order and check that your message appears on the Thank You screen.

Setting the Service Level Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

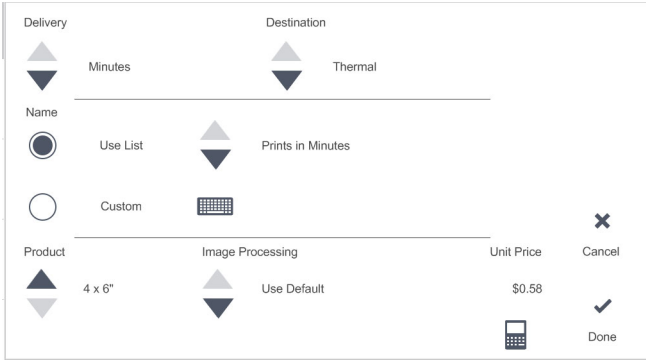
2. Touch *APEX Setup*.

3. Touch *Service Level Options*.



4. Touch the check box next to the service levels that you want to offer.

5. Touch *Change* to customize the service print option.



6. Use the arrows to select the:

- *Delivery*—change the priority of the service level
- *Destination*—determine where the print is fulfilled:
  - Thermal—fulfillment on printers connected to an APEX system
  - Lab—fulfillment on minilabs connected to an APEX system

7. Select a Name:

- *Use List*—use the arrows to select an existing name for the service print.
- *Custom*—touch the keyboard icon. Use the on-screen keyboard to enter a custom name for the service level. Touch [Done].

NOTE: We recommend that you use a name to match the type of service level. The name that you select will become the name of the button for that service level.

8. Use the arrows to select:

- *Product*—select the service print size for that service level. If your standard print and enlargement size is 5 x 7 (instead of 4 x 6), select 5 x 7.
- *Image Processing*:
  - *Use Default*
  - *KODAK PERFECT TOUCH*
  - *None*
  - *Scene Balance*

9. Set the Unit Price:

- Touch the keypad icon.
- Use the on-screen keypad to enter the price.
- Touch *OK*.

10. Touch *Done*.

11. Touch *Done*.

Setting the CD/DVD/USB Fulfillment Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *CD/DVD/USB Fulfillment Options*.

4. Select the fulfillment location for:

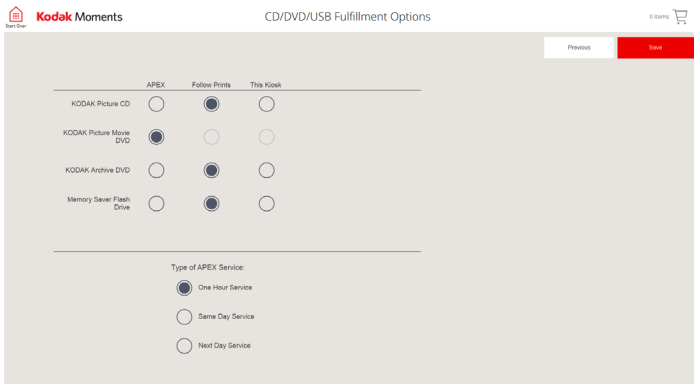
- KODAK Picture CD
- KODAK Picture Movie DVD
- KODAK Archive DVD
- Memory Saver Flash Drive

NOTE: If you select Follow Prints, the CD, DVD, or USB orders will write at the Kiosk for Kiosk only orders, at the APEX system for Kiosk and APEX orders, and at the APEX system for APEX only orders.

5. Select the type of APEX Service:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*

Save

6. Touch *Save*.



Setting the Advanced Order Manager Options

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Advanced Order Manager Options*.

4. Touch *Enable Advanced Order Manager* to enable this feature.

5. Touch *Test Connection* to test the lab connection.

Save

6. Touch *Save*.

Setting the Canvas Prints Options for the APEX System

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Canvas Prints Setup*.

4. Use the arrows to set the:
   - Wrap Size
   - Border Size

5. Touch *Save*.

Setting the Decorative Panel Feature for the APEX System

Follow these steps if you are fulfilling Decorative Panel products on the APEX system.

From the APEX Setup screen you can set:

- Decorative Panel Print Products
- Decorative Panel Options

Setting up the Decorative Panel Print Products

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Decorative Panel Setup*.

4. Touch *Decorative Panel Products*.

5. Touch the arrows to select a panel type:
   - Photo Panels
   - Décor Panels
   - Collage Panels
   - Multi Panels
6. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes and products that are available depend on the printers that you have connected and enabled.

7. Touch *Save*.

Setting up the Decorative Panel Options

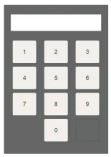
1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Decorative Panel Setup*.

4. Touch *Decorative Panel Options*.
5. Touch next to the type of service that you would like to offer:
   - *One Hour Service*
   - *Same Day Service*
   - *Next Day Service*
   - *Multi-Day Service*

6. Touch the keypad icon to enter the trim amount for Mounted Photo Panel Prints.



7. Enter the trim amount using the on-screen keypad.
   - *OK* to save.
   - *Cancel* to cancel.
8. To enable the following features, touch the check box next to:
   - Enable Textures
   - Only enable textures for Wood Panels

   A check mark appears when the feature is enabled.

9. Touch *Save*.

Setting up the Enlargement Print Products

To use this feature, you must have the:

- KODAK Adaptive Picture Exchange
- EPSON R3000 or EPSON P600 Printer
- EPSON Enlargement Printer Module

1. From the Setup screen, touch *Manage Features*.

2. Touch *APEX Setup*.

3. Touch *Enlargement Setup*.
4. Touch *Enlargement Print Products*.
5. Touch the arrows to select a product type:
   - Standard Print Products
   - Creative Print Products

6. Touch next to each print size you want to offer for each product.

A check mark appears next to your selections.

NOTE: The sizes and products that are available depend on the printers that you have connected and enabled.

Save

7. Touch *Save*.

13 Using the Hub and Spoke Feature

The Hub and Spoke feature lets your store offer more options to fulfill customer orders by allowing Spoke stores to share printers with the Hub store.

A Hub store uses satellite Kiosks and a KODAK Adaptive Picture Exchange and typically houses all of the printers. A Spoke store typically consists of satellite Kiosks and has few or no printers.

When the Hub and Spoke feature is enabled, a new button called *Multiple Days* appears within the workflow of products that are fulfilled through the Hub store.

A shipping label is printed at the Hub store. The label contains customer information and store shipping information. The order is shipped to the Spoke store for customer pickup.

To use this feature, you must:

- Have Net-to-Retail enabled and registered on the Hub. See "Configuring the Net-to-Retail Feature" on page 10-9.
- Connect the Spoke Kiosks to the Hub APEX.
- Configure prices for all products on the Hub Kiosk.
- Create a Hub catalog at the Hub Kiosk.
- Set the required address information in Store Information on the Spoke Kiosks. See "Setting the Retailer Store Information" on page 2-8.
- Enable the Hub and Spoke feature. See "Setting the Print Hub Options on the Spoke Kiosks".
- Enable the applications in User Mode. See "Setting the User Modes for Hub and Spoke Applications" on page 13-9.
- Have a Hub Retailer ID and a Hub Store ID.
- Load the Print Hub Catalog on the Spoke Kiosk.

Setting the Print Hub Options on the Spoke Kiosks

Do these steps on a Spoke Kiosk.

1. From the Setup screen of a Spoke Kiosk, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Hub Setup*.

4. Touch next to *Enable Printing to Hub* to enable this feature.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

5. Touch next to *Hold Orders Until Payment is Received* to enable this feature.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

6. Touch the keyboard icon. Enter the Hub Retailer ID. Touch *Done*.

7. Touch the keyboard icon. Enter the Hub Store ID. Touch *Done*.

8. Touch *Validate* to verify the Hub Retailer ID and Hub Store ID. Touch OK at the message prompt.

9. Touch *Save*.

10. Touch *Restart*.

11. Repeat these steps on each Spoke Kiosk.

Creating the Print Hub Catalog on the Hub Kiosk

The Hub store creates a CD with the available products and prices for the Spoke stores. Perform these steps on the Hub Kiosk.

IMPORTANT: *This procedure is only used if the catalog is not sent remotely. Do these steps only if you need to manually make a catalog CD!*

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Hub Catalog Configuration*.

4. Insert a blank CD into the CD/DVD drive.

5. Touch next to *Include Hub Prices* to include hub pricing.

   A check mark appears.

6. Touch next to *Enable New Hub Products* to enable this feature.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

7. Touch *Export Catalog*.

8. Touch *Save*.

Setting Delivery Options on the Spoke Kiosks

Do these steps on a Spoke Kiosk.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Delivery Options*.

4. Touch next to *Enable Fronted Delivery Delay Warning Dialog* to enable this feature.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

5. Touch next to *Use Default Text* to use the default delivery text.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

6. Touch next to *Use Custom Text* to create custom delivery text.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

7. Touch the keyboard icon. Enter the custom text. Touch *Done*.

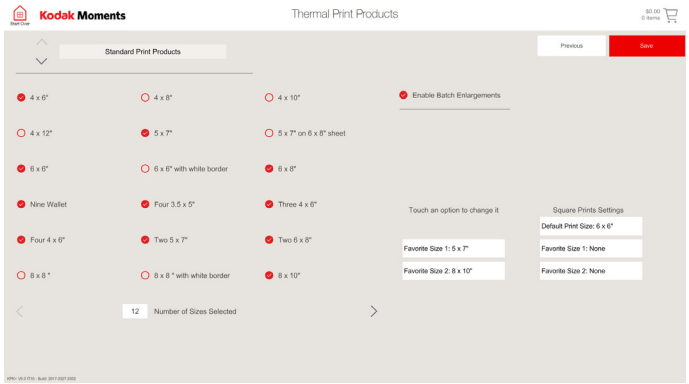
8. Touch *Save*.

9. Repeat these steps on each Spoke Kiosk.

Setting the Print Products on Spoke Kiosks

Do these steps on a Spoke Kiosk.

NOTE: The products for the Spoke Kiosks are set by importing the catalog from the Hub store.



1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Print Products*.

4. Touch the arrows to select a product type:
   - Standard Print Products
   - Multi-Picture Package Products
   - Creative Print Products
   - ID Photo Print Products
   - Single-Picture Package Products
   - Mini Print Products
   - APS Print Products
   - Photo Magnet Products

   NOTE: The product types that appear depend on the equipment that you have connected to your system, and the features that you have enabled.

5. Touch next to each print size you want to offer for each product.

   A check mark appears next to your selections.

NOTE: The sizes that are available depend on the printers that you have connected and enabled at the Hub APEX.

6. Touch next to *Enable Batch Enlargements.*

   When this feature is selected, customers can add enlargements to their order.

7. Touch *Default Print Size* to set the default print size.

8. Use the arrows to set the Default Print Size option. Touch *OK*.

9. Touch *Favorite Size 1* to set the first print size.

10. Use the arrows to set the Favorite Size 1 option. Touch *OK*.

11. Touch *Favorite Size 2* to set the second print size.

12. Use the arrows to set the Favorite Size 2 option. Touch *OK*.

NOTE: You must set at least one favorite size.

13. Touch *Save*.

14. Repeat these steps on each Spoke Kiosk.

Setting the Thermal Options on Spoke Kiosks

Do these steps on a Spoke Kiosk.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Thermal Options*.

4. Touch next to *Enable Order Summary Prints* to enable this feature.

5. Touch next to the White Border option that you would like to offer:

- *Yes*
- *No*
- *Ask Customer*

6. Touch next to the Print Finish option that you would like to offer:
   - *Satin*
   - *Glossy*
   - *Ask Customer*

   NOTE: This option appears only if you have the KODAK 8810 Photo Printer or the KODAK 70XX Photo Printer connected to your Kiosk or APEX system.

7. Touch *Save*.

8. Repeat these steps on each Spoke Kiosk.

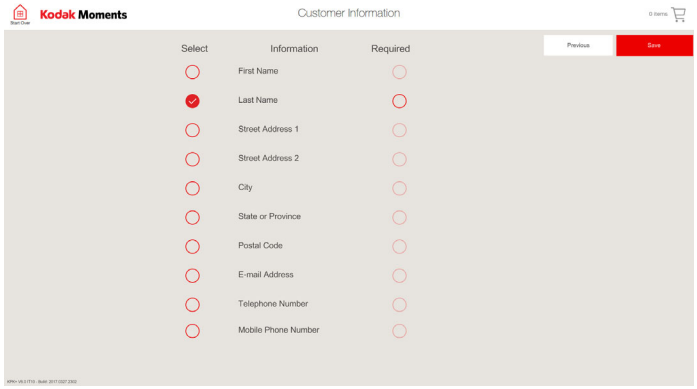
Setting the Customer Information Options on Spoke Kiosks

Do these steps on a Spoke Kiosk.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Customer Information*.



4. Touch the square next to the information that you want the customer to provide when completing an order.

5. Touch *Required* to require the customer to enter that information for each order.

6. Touch *Save*.

7. Repeat these steps on each Spoke Kiosk.

Setting the User Modes for Hub and Spoke Applications

Once the Hub and Spoke feature is enabled, new Hub applications appear under user mode.

Do these steps on a Spoke Kiosk.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Select User Mode*.

3. Touch the arrows to select Hub Applications.

4. Touch next to each feature you want to enable.

NOTE: Touch the check mark next to the feature if you want to turn off the feature.

5. Use the arrows at the bottom of the screen to view more features.

6. Touch *Save*.

Loading the Print Hub Catalog on the Spoke Kiosks

The Spoke store loads the available products and prices for their stores from a CD created by the Hub store.

Do these steps on a Spoke Kiosk.

1. From the Setup screen, touch *Manage Features*.

2. Touch *Printing to Hub*.

3. Touch *Hub Catalog Configuration*.

4. Insert the Hub Catalog CD into the CD/DVD drive.

5. Touch next to *Include Hub Prices* to include Hub pricing.

   A check mark appears.

6. Touch next to *Enable New Hub Products* to enable this feature.

   A check mark appears.

NOTE: Touch the check mark next to the feature if you want to turn it off.

7. Touch *Load Catalog*.

8. Touch *Save*.

9. Repeat these steps on each Spoke Kiosk.

14 Troubleshooting

Use this chapter to troubleshoot the Kiosk. When troubleshooting, always begin at the Device Health Check screen (see page 14-1). Then, if necessary, troubleshoot individual hardware separately. Also see the chapters for the hardware devices.

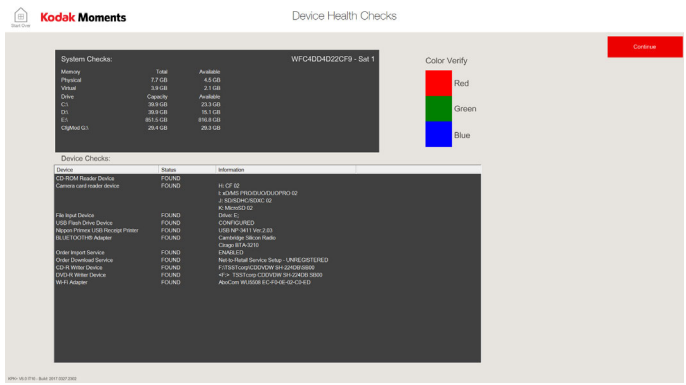
Before you call for support, see “Contacting Service and Support” on page 14-27.

Accessing the Device Health Check Screen

The information on the Device Health Check screen can help you identify basic problems with the Kiosk setup or in hardware performance. These diagnostics run automatically when you start up the Kiosk and are also accessible through the Setup screen.

1. Touch *Diagnostics.*

2. Touch *Device Health Check*.



3. If problems appear, see “Troubleshooting Device Health Check” on page 14-2.

4. Once you have finished looking at the Device Health Check screen, touch *Continue*.

5. Touch *Start Over*.

Troubleshooting Device Health Check

Problem	Possible Solution
Total Physical Memory indicates less than 384 MB.	Turn the Kiosk off, then back on. If the problem persists, contact Service and Support.
The Color Verify squares are not the colors indicated.	
Hard Disk(s) indicates other than available.	

Device Not Found	Possible Solution
CD-ROM Reader Device/CD-R Writer Device	See page 14-5.
DVD-R Writer Device	See page 14-5.
USB Flash Drive Device	See page 14-8.
Wi-Fi Adapter	See page 2-68.

Device Not Found	Possible Solution
Bluetooth	See page 14-11.
Camera Card Reader Device	See page 14-7.
Print Scanner	See the User's Guide for Hardware and Accessories.
KODAK Rapid Print Scanner II	See the User's Guide for Hardware and Accessories.
Printer	See the User's Guide for Hardware and Accessories.
Lab	See the chapter for your lab.
APEX system	See page 12-1.
Receipt Printer	See the User's Guide for Hardware and Accessories.
KODAK Remote Business Manager	Check the Network settings. See page 2-18.
Social Media	Check the Network settings. See page 2-18.

Accessing the Application Health Check Screen

Application Health Check shows all of the software that has been installed on the system.

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Application Health Check*.
   The application status appears.

3. Check the status of your applications and the enablers listed.

4. When you are finished, touch *Continue*.

5. Touch *Start Over*.

Resetting Devices

Use the Reset Device Tool to re-configure the Kiosk to stop Device Health Check from looking for devices that are no longer connected.

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Reset Device Configuration*.

Handling Output Errors

If you encounter any output errors, the icon in the bottom right corner of the screen appears as *Error*. Touch the *Error* icon to display a full description of the error message. You may need to cancel a print job from this screen to correct the problem. For more information, see “Managing Orders and Reprints” on page 10-1.

Troubleshooting Power and Performance

Problem	Possible Solution
Kiosk turns off unexpectedly.	Verify: ● The power cord is connected properly. ● There are no other electrical devices plugged into the same outlet (i.e. fans, motors, equipment).

Troubleshooting the Status Display

Problem	Possible Solution
“Finished, remove your prints” appears on the Status Display and does not go away.	● Verify that “Tray Sensor in Use” is enabled. See “Setting the Print Release Options” on page 2-54. ● Shut down and turn off the Kiosk, then restart the Kiosk.

Troubleshooting the DVD/CD-R Drive

Message	Possible Solution
"There were no images found on the CD" error message appears.	Check that the files are JPG, TIF, or BMP files.
"There is no CD in the tray. Press OK and insert a KODAK Picture CD."	**1.** Check that there is a CD in the tray. **2.** Touch *OK*. **3.** Try the operation again. **4.** If the operation fails, use a new Picture CD.
"The CD in the tray is not a KODAK Picture CD. Press OK and insert a KODAK Picture CD."	**1.** Check that the CD in the tray is a KODAK Picture CD. **2.** Touch *OK*. **3.** Try the operation again. **4.** If the operation fails, use a new Picture CD.
"The CD in the tray already has pictures written on it or it is not a KODAK Picture CD. Press OK and insert a KODAK Picture CD."	**1.** Check that the CD in the tray is a KODAK Picture CD. **2.** Touch *OK*. **3.** Try the operation again. **4.** If the operation fails, use a new Picture CD.
"Failed to Read the CD. The CD may be dirty or unusable. Press OK and insert another KODAK Picture CD."	**1.** Check that the CD is clean and free of dust. **2.** Try the operation again. **3.** If the operation fails, use a new Picture CD.

Message	Possible Solution
"There was a problem making a KODAK Picture CD. Please contact a store employee."	Contact Service and Support.
"Failed to Write the pictures to the CD. The CD may be dirty or unusable."	**1.** Check that the CD is clean and free of dust. **2.** Try the operation again. **3.** If the operation fails, use a new Picture CD.
"Failed to Close the session on the CD. The CD may be dirty or unusable."	**1.** Check that the CD is clean and free of dust. **2.** Try the operation again. **3.** If the operation fails, use a new Picture CD.
"There was a problem preparing the pictures for writing to this CD."	Contact Service and Support.

Message	Possible Solution
"There was an error writing one of your pictures to the KODAK Picture CD. What would you like to do?"	Select: ● *Write CD without this Picture*—skip writing this picture and continue writing the rest of the pictures. ● *Skip All Pictures with Errors*—skip writing all pictures with errors. When this choice is selected, the error message does not come up again. ● *Cancel*—cancel writing all the pictures.
No message.	If there is no message and the CD never completes writing after 10 minutes: ● Restart the Kiosk. ● Resubmit the job. ● If the problem persists contact Service and Support.

Troubleshooting the Camera Card Readers

Problem	Possible Solution
"No images on card" error message appears.	**1.** Check that the files are JPG, TIF, or BMP files. **2.** Check that the files can be viewed on the user's camera. **3.** Check that the camera is set to save files to the camera card, not the internal memory. **4.** Try using a different card in the reader. **5.** If the reader does not read the other card, contact Service and Support.

Problem	Possible Solution
The Device Health Check screen displays a message that one or more of the camera card readers could not be found.	This error can be caused by inserting a labs offline USB mass storage device and removing it before it is configured. **1.** Touch *OK* to clear the message. **2.** Insert the labs offline USB mass storage device into an available USB port on the console. **3.** Touch *OK*. **4.** Touch *Save*. **5.** Restart the Kiosk or run Device Health Check. **6.** If the problem persists, contact Service and Support.

Troubleshooting the USB Port

Problem	Possible Solution
"Found device" does not appear.	Reinsert the USB flash drive in to the USB port on the front of the Kiosk. Wait for "Found device" to appear. If the problem persists, insert a different USB flash drive. If "Found device" still does not appear, contact Service and Support.

Troubleshooting the BLUETOOTH® Technology Enabled Device

Problem	Possible Solution
Kiosk does not receive images from a camera phone.	1. Run Device Health Check (see page 14-1). 2. If the device is listed as NOT FOUND, shut down the Kiosk, check that the device is connected, and turn on the Kiosk. 3. Run Application Health Check (see page 14-3). 4. If the enabler for the device is not listed, install the enabler (see page 14-25). 5. Ask if the user's service provider allows images to be sent to a different device.

Troubleshooting Video Input

Problem	Possible Solution
Video files do not appear on the input source.	1. Make sure that you have one of the following file types:AVI, MOV, MPG, MP4, 3GP, 3G2, MJ2, SWF, or, ASF. 2. Reinsert in the input media and retry the order. 3. If the problem persists, contact Service and Support.

Troubleshooting Print Quality

Problem	Possible Solutions
Prints have lines, scratches, or spots.	If the picture was scanned on the print scanner and the problem also appears in the image on the screen, see the chapter for your scanner. If the problem appears only in the printed image, see the chapter for your printer.
"There are pictures in your order that do not have the proper resolution for the selected print size. Would you like to include these pictures in your order, or change your order?"	The warning may include all of the pictures or a selected few, depending upon which pictures have a resolution issue. The customer can: ● touch *Include Picture* to include the low-resolution images in the order and print the pictures anyway. ● touch *Change Order* to remove all images with the low-resolution warning.

Troubleshooting Multi-Station Errors

Problem	Possible Solution
There are products available on the Host Kiosk but not the Satellite Kiosks.	Re-satellite the Kiosk. See "Setting up Other Kiosks on the Network" on page 2-23.
"There is a slot conflict".	1. Change each Kiosk to a single Kiosk. 2. Set the Host Kiosk. 3. Add the Satellite Kiosks. See "Setting up the Kiosk Network" on page 2-20.

Troubleshooting Network Errors

Problem	Possible Solution
"Disconnected" appears on the Network Configuration screen.	1. Check that the network cable is connected at both ends. 2. Check that the network device that the Kiosk is connected to is powered on. 3. Possible problem with the network card. Contact Service and Support.
The top field displays anything other than "Intel".	Possible problem with the network card. Contact Service and Support.

Problem	Possible Solution
You are having connectivity issues and your site uses DHCP.	1. Use the arrows to select *ipconfig /renew*. 2. Touch *Execute*. 3. If the problem persists, use the arrows to select *ipconfig /all*. 4. Touch *Execute*. 5. If the problem persists, contact Service and Support.

Testing the Devices

Testing the BLUETOOTH® Technology Enabled Device

1. From the Setup screen, touch *Manage Devices*.

2. Touch *BLUETOOTH®.*

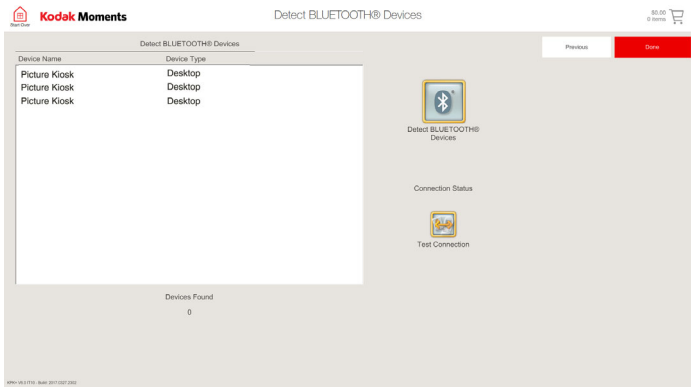
3. Touch *Diagnostics*.

4. Touch *Detect BLUETOOTH® Devices*.

5. Confirm that the device is detected. Touch *OK* at the prompt.

6. Touch *Test Connection*.

   The connection status appears.



Done **7.** Touch *Done*.

8. Touch *Start Over*.

Testing the Barcode Scanner

1. From the Setup screen, touch *Manage Devices*.

2. Touch *Barcode Scanner*.

3. Touch *Print Sample Claim Ticket*.

4. Pass the claim ticket under the bar code scanner.

5. Verify that the claim ticket number displays on the screen.

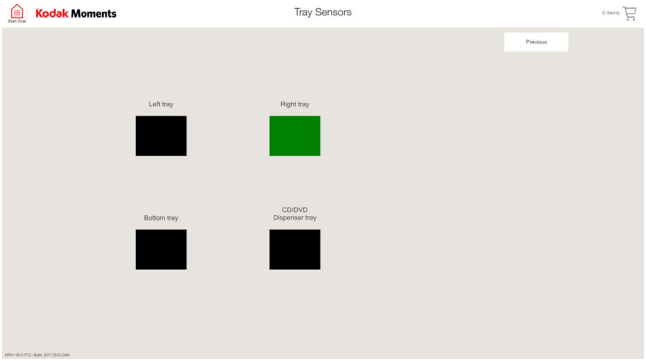
6. If data does not appear, repeat steps 3-5. If the data still does not appear, contact Service and Support.

7. Touch *Start Over*.

Testing the Tray Sensors

1. From the Setup screen, touch *Manage Devices*.

2. Touch *Tray Sensors*.



The box on the screen appears green when the sensor is blocked.

3. Remove the print from the chute and the box on the screen turns black.

4. Touch *Start Over*.

Checking Cable Connections

If the Kiosk does not start up correctly or you are not able to connect a piece of equipment, check that the cables are connected securely. See "KODAK Picture Kiosk G20 (PC43) Configuration" on page 1-12.

Using Logs

From the Logs screen you can:

- View an activity log or remote order history log.
- Copy an activity log to disk.
- Clear activity log information.

Viewing an Activity Log

The activity log contains:

- number and types of input used
- types of edits made
- print layouts used
- total number of prints completed
- number of disks written
- last reset and last update time stamps

1. From the Setup screen, touch *Logs*.

2. Touch *View Activity Log*.

3. View the activity log.

4. Touch *Start Over*.

Copying an Activity Log

You must use a blank 70 or 80 minute CD-R with a certified write speed of at least 8X.

IMPORTANT: *Do not use a KODAK Picture CD!*

1. From the Setup screen, touch *Logs*.

2. Touch *View Activity Log*.

3. Touch *Copy to Disk*.
4. Select CD.
5. Insert the CD.
6. Touch *Start Copying*.

   The Activity Log writes to the CD and the following message appears:

   "Your activity report has been successfully written."

7. Touch *OK*.

Clearing Activity Log Information

1. From the Setup screen, touch *Logs*.

2. Touch *Clear Activity Logs*.

   The following message appears:
   "Clearing the Activity Log will result in all history data for this system being lost.
   Do you want to Continue?"

3. Touch *Yes*.

Viewing a Remote Order History Log

View the remote order history log anytime you want to find information about your Lab orders.

1. From the Setup screen, touch *Logs*.

2. Touch *View Remote Order History Log*.

3. View the log. Touch *Find* to search the log.

4. Touch *Start Over*.

Copying Diagnostics to Media

You may be asked to review diagnostics information with a Service and Support representative.

If you copy the diagnostics information to a CD, you must use a blank 70 or 80 minute CD-R with a certified write speed of at least 8X.

IMPORTANT: *Do not use a KODAK Picture CD!*

IMPORTANT: *Do not remove the media until copying is complete.*

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Copy Diagnostics to Media*.

3. Select:
   - CD
   - USB
4. Insert the media in to the Kiosks.
5. Follow the on-screen instructions to save the diagnostic report.

Performing a Backup

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Perform Backup*.

3. Touch *Start*.

4. Touch *OK*.

   The Kiosk restarts and performs a backup.

Requesting Remote Assistance

Remote control allows service representatives to:

- demonstrate procedures
- perform troubleshooting procedures

This feature is available only to stores that have Remote Business Manager and a network connection.

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Request Remote Assistance*.

3. Select a service representative from the list.

4. Touch *Connect*.

5. Wait for the service representative to accept the request.

   When the service representative excepts the request, they will have remote access to your Kiosk.

Checking the USB Connected Devices

Use this feature to determine where USB devices are connected to the Kiosk. See “KODAK Picture Kiosk G20 (PC43) Configuration” on page 1-12.

1. From the Setup screen, touch *Diagnostics*.

2. Touch *USB Connected Device*.
3. View the information.
4. Touch *Done*.

Checking the Status of the Enhanced Service Module

Use this feature to check the status of your Enhanced Service Module.

1. From the Setup screen, touch *Diagnostics*.
2. Touch *Service Module Diagnostics*.
3. Insert the Enhanced Service Module into the front USB port on the Kiosk.

4. Touch the USB flash drive icon.
5. Check the status of your Enhanced Service Module.
6. Touch *Done*.

Using the Extended Service Features

IMPORTANT: *These features are only available if you have:*

- a service contract
- the Service Module installed on your Kiosk

Using Network Health Check

Network Health Check allows you to check the status of devices and features with a network connection.

This feature is available only to stores that have a network connection.

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Network Health Check*.

3. To test the network connection of a single device/feature, select:
   - a device/feature from the list.
   - Test Connection

   The status and last test date of the connection are listed.

4. Touch *Test All Connections to* test all of the devices/features that are listed.

   The status and last test date of the connections are listed.

5. If there is an error, touch *More Information*.

   The setup screen for the device/feature appears.

6. Check the setup for the device/feature with the error.

Previous

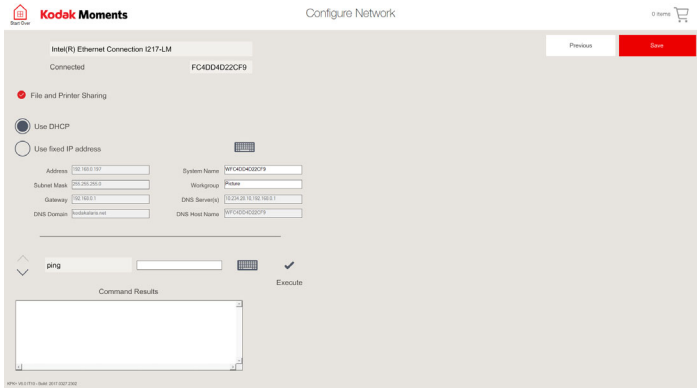
7. Touch *Previous* when you are finished.

Testing the Network Connection

Test the network connection to see if the Kiosk can access a specific IP address.

1. From the Setup screen, touch *Configure System Settings*.

2. Touch *Configure Network*.



3. Touch the keyboard icon next to the Execute button.

4. Enter the computer name or the IP address of the machine you want to test.
5. Use the arrows to select *Ping*.
6. Touch *Execute*.

   A message appears with the Network Connection test information. If an error occurs, see *"Setting up the Local Area Network" on page 2-18*.
7. Touch *OK*.

Using the Clean System Tool

Use the Clean System Tool when the system is running slowly or when errors are displayed relating to disk and memory issues.

The Clean System Tool:

- Deletes all orders in the Queue Manager
- Deletes all files in the temp folder
- Defrags the disk

IMPORTANT: *This tool deletes ALL image files and consumer orders!*

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Clean System*.
3. Touch *Start*.

   The Kiosk restarts. All order databases are reset and the hard drive is defragmented.

Checking the Hard Disk

1. From the Setup screen, touch *Diagnostics*.

2. Touch *Hard Disk*.

3. Touch *Check Disk*.

4. Touch *OK*.

   The Kiosk restarts.

Installing the Application Software

The Kiosk has the latest software already installed. If necessary, follow these steps to reinstall the application software.

Your application software may be on a USB Flash Drive (see page 14-23) or DVD (see page 14-24). Follow the installation instructions for the appropriate media.

IMPORTANT: *All jobs should be released and allowed to complete uploading before updating the Application software. If the jobs are not released before installing the software, they will be lost. See "Using the Upload Queue Manager" on page 10-4.*

Installing Software from a USB Flash Drive

1. From the Setup screen, touch *Install Software*.
2. At “Insert Application Media”, insert the USB flash drive into an available USB port:
   - Use the USB port on the front of the Console.
   - If there is not a USB port on the front of the Console, use an available USB port on the back of the Console.
   - If there is not an available USB port, disconnect a USB device (e.g., a printer) from the Console.
3. Wait for the USB flash drive to blink and then touch *OK*.
4. At “Installation USB Device Detected”, touch *Install*.
5. At “Installation Complete”:
   a. Remove the USB flash drive from the USB port. If you disconnected a USB device in Step 2, reconnect it now.
   b. Touch *OK*.
   c. Store the USB flash drive with the Kiosk software.
6. When the software installation is complete, verify that “KPK+ V4.0” or later appears in the lower left corner of the screen. If it does not appear, install the software again. If it still does not appear, contact Service and Support.
7. Print a picture to test the Kiosk.

If you have any questions about installing the software, contact Service and Support.

Installing Software from DVD

1. From the Setup screen, touch *Install Software*.
2. At “Insert Application Media”:
   - **a.** Insert the DVD into the DVD drive.
   - **b.** Wait approximately 10 seconds.
   - **c.** Touch *OK*.
3. At “Installation CD Detected”, touch *Install*.
4. At “Installation Complete”:
   - **a.** Remove the DVD.
   - **b.** Touch *OK*.
   - **c.** Store the CDs with the Kiosk software.
5. When the software installation is complete, verify that “KPK+ V4.0” or later appears in the lower left corner of the screen. If it does not appear, install the software again. If it still does not appear, contact Service and Support.
6. Print a picture to test the Kiosk.

If you have any questions about installing the software, contact Service and Support.

Installing the Application Software After a System Recovery

If you have to perform a system recovery, after the Kiosk restarts, the Insert Application CD screen appears.

1. At “Insert Application CD”:
   a. Insert the Initialization CD into the CD drive.
   b. Wait approximately 10 seconds.
   c. Touch *OK*.
2. At “Software Installation”, touch *Check for Media*.
3. At “Installation CD Detected”, touch *Install*.
4. At “Insert Application Media”, remove the Initialization CD and store it with the Kiosk software.
5. If your software is on a USB Flash Drive, continue with Step 2 of “Installing Software from a USB Flash Drive” on page 14-23.
6. If your software is on a DVD, continue with Step 2 of “Installing Software from DVD” on page 14-24.
7. After the installation is complete, you must install the enablement software if you have one of the following:
   - Any Lab Kit
   - Any Payment Processing Kit
   - US Limit of Liability
   - Serial Receipt Printer

   NOTE: See the installation instructions packed with the enablement CD.

Installing the Enablement Software

If the Main screen appears when you turn on the Kiosk, continue with “Installing the Software from the Setup Screen”.
OR
If the “Insert Enabler CD” prompt appears when you turn on the Kiosk, continue with “Installing the Software from the Enabler CD Screen” on page 14-26.

Installing the Software from the Setup Screen

1. From the Setup screen, touch *Install Software*.
2. Insert the Enablement Software CD into the CD-RW drive.
3. At “Software Installation”, touch *Check for Media*.
4. Touch *Install*.
5. Touch *Next*.
6. At the Setup Complete screen:
   a. Remove the CD from the CD-RW drive.
   b. Touch *Finish*.
7. Store the software with the other Kiosk software.

Installing the Software from the Enabler CD Screen

1. At the “Insert Enabler CD” prompt, insert the Enablement CD into the CD-RW drive.
2. Touch *OK*.
3. Touch *Install*.
4. Touch *Next*.
5. At the Setup Complete screen:
   a. Remove the CD from the CD-RW drive.
   b. Touch *Finish*.
6. Store the software with the other Kiosk software.

Contacting Service and Support

Verify that you have completed these steps:

- Check for error messages on the touch-screen display, and record them.
- Check for error messages or error lights on connected hardware devices (e.g., printers), and record them.
- Check that the hardware devices are connected correctly and turned on.
- Check that the paper and ribbon are loaded correctly in the printers.
- Check for issues with the input source (e.g., scratched CDs or unsupported file formats).
- Consider changes that were made recently (e.g., hardware or software that was added or removed).
- Shut down the Kiosk through the software, turn off the main power (at the cabinet or power strip, if the Kiosk has one), wait five seconds, and turn on the power.

For hardware issues, also:

- run Device Health Check (see “Accessing the Device Health Check Screen” on page 14-1) to identify hardware errors, and record them.
- see the chapter for the device.

For software issues, also:

- do the hardware step above if buttons are missing from the main screen.
- run Application Health Check (see “Accessing the Application Health Check Screen” on page 14-3) to identify software errors, and record them.
- check that the Setup screens are configured correctly (see the “Setting up the Kiosk” on page 2-1).

For print quality issues, also:

- check the quality of the input images.
- clean the printer (see the chapter for your printer).
- clean the print scanner (see the chapter for your print scanner), if the problem appears in scanned images.

If you cannot resolve the issue, contact Service and Support. Record and provide (along with any errors that appeared):

- K Number of the Kiosk (inside the cabinet or on the back)
- version of the software (lower-left corner of the Main screen)

Appendix A: System Specifications

KODAK Picture Kiosk Cabinet 17		
Physical	Height	58.8 in. (149.35 cm)
	Width	20.99 in. (53.31 cm)
	Depth	30.65 in. (77.85 cm)
Space Requirements (distance from wall)	Front	36 in. (91.4 cm)
	Back	10.16 in. (25.8 cm)
	Left Side	0 in. (0 cm)—see note.
	Right Side	0 in. (0 cm)

KODAK Picture Kiosk Cabinet 17		
Electrical	Voltage Range	110-127 V AC 220-240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	6/3 A
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.8 m)
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6562 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 70 dB

KODAK Picture Kiosk Cabinet 24		
Physical	Height	58.25 in. (147.96 cm)
	Width	23.75 in. (60.33 cm)
	Depth	30.65 in. (77.85 cm)
Space Requirements (distance from wall)	Front	36 in. (91.4 cm)
	Back	6 in. (15.24 cm)
	Left Side	3 in. (7.62 cm)
	Right Side	3 in. (7.62 cm)
Electrical	Voltage Range	100 V AC 110-127 V AC 220-240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	6/4/2 A
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.8 m)

KODAK Picture Kiosk Cabinet 24 (Continued)		
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6562 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 70 dB

KODAK Picture Kiosk Cabinet 36		
Physical	Height	58.3 in. (148.08 cm)
	Width	35.77 in. (90.86 cm)
	Depth	37.48 in. (95.2cm)
Space Requirements (distance from wall)	Front	24 in. (60.96 cm)
	Back	6 in. (15.24 cm)
	Left Side	3 in. (7.62 cm)
	Right Side	3 in. (7.62 cm)
Electrical	Voltage Range	110-127 V AC 220-240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	6/3 A
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.8 m)

KODAK Picture Kiosk Cabinet 36		
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6562 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 70 dB

KODAK MOMENTS Cabinet Model 43H-18W-38.5D		
Physical	Height	44.75 in. (113.66 cm)
	Width with stabilizers	24.56 in. (62.39 cm)
	Depth	40.95 in. (104.01 cm)
Space Requirements (distance from wall)	Front	26.48 in. (67.26 cm)
	Back	2.06 in. (5.23 cm)
	Left Side	3.28 in. (8.34 cm)
	Right Side	12.00 in. (30.48 cm)

KODAK MOMENTS Cabinet Model 43H-18W-38.5D		
Electrical	Voltage Range	110 - 240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	10 A
	Power Cord Length	Maximum distance from the power receptacle to the system: 3 m (10 ft) or less
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6562 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 70 dB

KODAK MOMENTS Cabinet Model 43H-35W-38.5D		
Physical	Height	44.75 in. (113.66 cm)
	Width	36.00 in. (91.44 cm)
	Depth	40.95 in. (104.01 cm)
Space Requirements (distance from wall)	Front	26.48 in. (67.26 cm)
	Back	2.06 in. (5.23 cm)
	Left Side	12.00 in. (30.48 cm)
	Right Side	12.00 in. (30.48 cm)

KODAK MOMENTS Cabinet Model 43H-36W-38.5D		
Electrical	Voltage Range (2 lines)	110 - 240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	10 A
	Power Cord Length	Maximum distance from the power receptacle to the system: 3 m (10 ft) or less
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6562 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 70 dB

Appendix B: Device Specifications

KODAK MOMENTS Edge Order Station

Specifications for the Edge Order Station (Console 11)		
Physical	Size	Height: 18.88 in. (47.96 cm)
		Height with optional disc drive: 19.50 in. (49.53 cm)
		Width: 20.57 in. (52.25 cm)
		Width with optional privacy shields: 20.81 in. (52.85 cm)
		Depth: 12.14 in.(30.84 cm)
		Depth with optional privacy shields:17.92 in. (45.51 cm)
	Weight	Maximum 42.0 lb (19.05 kg)

Specifications for the Edge Order Station (Console 11) (Continued)		
Space Requirements (distance from wall)	Front	0.59 in. (1.5 cm)
	Back	3.00 in. (7.62 cm)
	Left Side	0.59 in. (1.5 cm)
	Right Side	0.59 in. (1.5 cm)
General	Airflow	1.5 m3 / minute.
Electrical	Voltage Range	100 - 240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	1.5 A at 100 - 240 V AC
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.83 m)

Specifications for the Edge Order Station (Console 11) (Continued)		
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C)
	Humidity	Operating: 15 – 76%
	Altitude	6561 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 60 dB

KODAK MOMENTS M1 Order Station

Specifications for the M1 Order Station (Console 9)		
Physical	Size	Height: 14.12 in. (35.87 cm) Width: 16.87 in. (42.85 cm) Depth: 27.00 in. (10.63 cm)
	Weight	Maximum 23.15 lbs (10.5 kg)
Space Requirements (distance from wall)	Front	0 in. (0.0 cm)
	Back	3.00 in. (7.62 cm)
	Left Side	0 in. (0.0 cm)
	Right Side	3.00 in. (7.62 cm)
General	Airflow	1.5 m3 / minute.

Specifications for the M1 Order Station (Console 9) (Continued)		
Electrical	Voltage Range	100 - 200 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	2.0 A at 100 - 200 V AC
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.8 m)
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6561 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 60 dB

KODAK Picture Kiosk

Specifications for the Picture Kiosk G20 (Console 8)		
Physical	Size	Height: 6.29 in. (16 cm) Width: 14.37 in. (36.50 cm) Depth: 13.58 in. (35.50 cm)
	Weight	Maximum: 22.99 lbs. (10.43 kg)
Space Requirements (distance from wall)	Front	0 in. (0.0 cm)
	Back	1.34 in. (3.4 cm)
	Left Side	0.54 in. (1.37 cm)
	Right Side	0.54 in. (1.37 cm)
General	Airflow	Required airflow 0.73 m3/min

Specifications for the Picture Kiosk G20 (Console 8) (Continued)		
Electrical	Voltage Range	100 - 240 V AC
	Hz/Cycles	50/60 Hz
	Maximum Amps	1.0 A at 100 - 240 V AC
	Power Cord Length	Maximum distance from the power receptacle to the system: 6 ft (1.8 m)
Environmental	Temperature	Operating: 59 – 86º F (15 – 30º C) Storage: -4 – 131º F (-20 – 55º C)
	Humidity	Operating: 15 – 76% Storage: 5– 86%
	Altitude	6561 ft (2000 m) maximum
	Ambient Light	Less than 1000 Lux; no exposure to direct sunlight.
	Acoustic Level	< 60 dB

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