

# Book scanner

The user is obliged to work with the scanner per Act No. 121/2000 Coll., On Copyright, on Rights Related to Copyright and on Amendments to Certain Acts, as amended (confirmation of consent at the beginning of the scanner start-up). Copyright Act, on rights related to copyright and on the amendment of specific laws for inspection at the lending desk.

You can scan to either a **USB storage** device or an **e-mail box**.

- First, place the book (or any other document) under glass to the centre of the scanning area (Figure 1).



Figure 1



Figure 2

- Select the **EXPERT MODUS** option.

## SCANNING TO A USB STORAGE DEVICE (more convenient method)

- Plug the flash drive into one of the two USB ports on the right scanner. The USB drive must not be write-protected and must be on it be enough free space. If these conditions are met, alone to scan, press the appropriate pedal on the ground. When shooting to USB is primarily set to save each page in a separate file after each scan.
- To scan a multipage document into a single file you need to activate the **MULTIPAGE** setting, which you can do by pressing **Multipage start** options (Figure 2). To end the scan, select **Multipage end** (see picture), which opens a table where you can **write the name** of the document you just created. You can file keep it under the automatic name (Figure 3).
- **IMPORTANT!** Select the **SAVE JOB** option (green in Figure 3 rectangle), which saves the work done to the USB device.

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## IF YOU HAVE SCANNED A PAGE INCORRECTLY

- The page you want to remove from the scan must be manually selected on the scanner monitor. Individual scanned pages are stored on the left side of the screen, simply finger the appropriate select page. When pressed, a menu will appear where you can select an option **Delete image**. The whole event needs to be confirmed by pressing **Accept** (Figure 4).



Figure 3

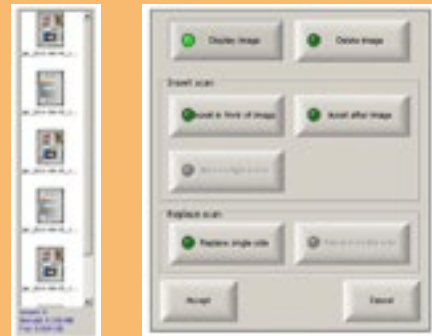


Figure 4

## SCANNING TO E-MAIL (less convenient way because of limited capacity)

- Press the **envelope button with the @ sign** (Figure 5)



Figure 5



Figure 6

- A window will pop up, asking you to **type online address**. Do it and save the address by pressing the **Accept** button.
- If these conditions are met, depress the pedal on the ground to perform the scan.
- If you have your files correctly scanned sending files to do this again, press the **envelope button with the @ sign**.
- When scanning to e-mail, note the e-mail restrictions a box that can safely hold a maximum of 4 pages. And for this reason, prefer scanning to USB.

YOU SHOULD ALWAYS CHECK SCANNED DATA SENT TO E-MAIL AFTER THE OPERATION!