Book eye 4 Quick steps

Step 1: Document Placement

The scanner has movable cradles for the left and right side of books. The cradle can be left flat (i.e. at 180°) for scanning flat, unbound material, or raised to 120° for gentle handling of books or other types of bound material that flat scanners may damage.

To scan, place your document in the middle of the scanner bed. A horizontal laser will appear.

Step 2: Copyright Notice

Select Scan, then answer the copyright notice/question. Touch Accept and the scan session will begin automatically.

Step 3: Choose the type of document you want to scan

Options are:

- Book
- DocumentPDF
- Magazine
- Single sheet

Step 4: Hit the scan button and adjust output if required.

Upon touching the scan button the machine will scan your required document and display it on the monitor. Adjust it if required by increasing the colour, brightness or rotation.

Step 5. Click done when you finished scanning and select the USB or email option

USB- If choosing a USB insert a USB stick to save the scan

Email – Enter your desired email address using the keypad to output to your email