

Bookeye[®] 4

V1A Professional



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 t 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 sve the scan

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