Quick Start Guide: Bookeye 5 V3 Scanner

Scanner Location: Reference Alcove
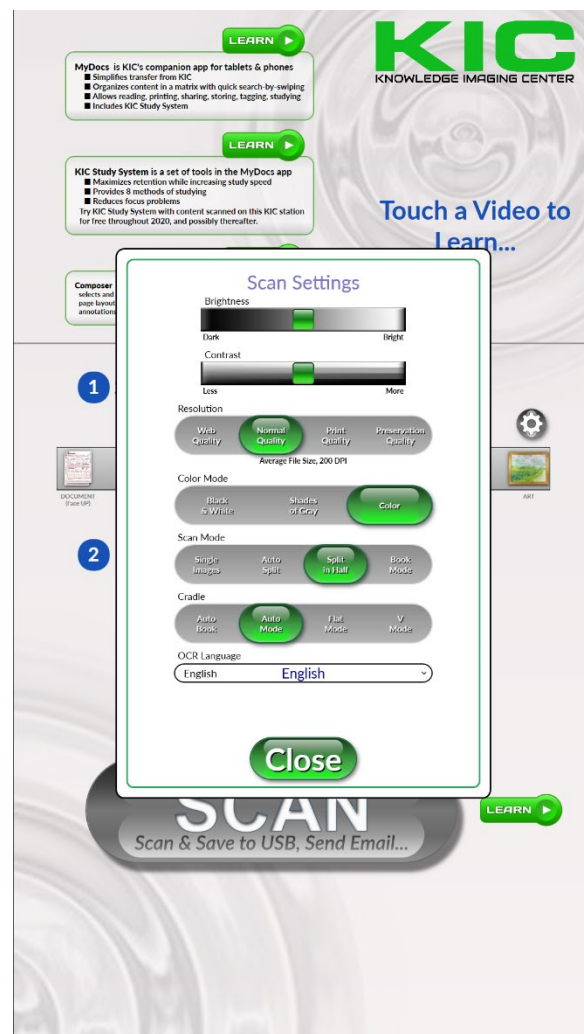
Step 1: Select Material Type

The scanner lets you select the type of material that you are scanning. Scroll through the options to select your material type.

Optional Step: Scan Settings

You can tap on the gear above the material types to alter the scan settings from their defaults.

Step 2: Tap Scan

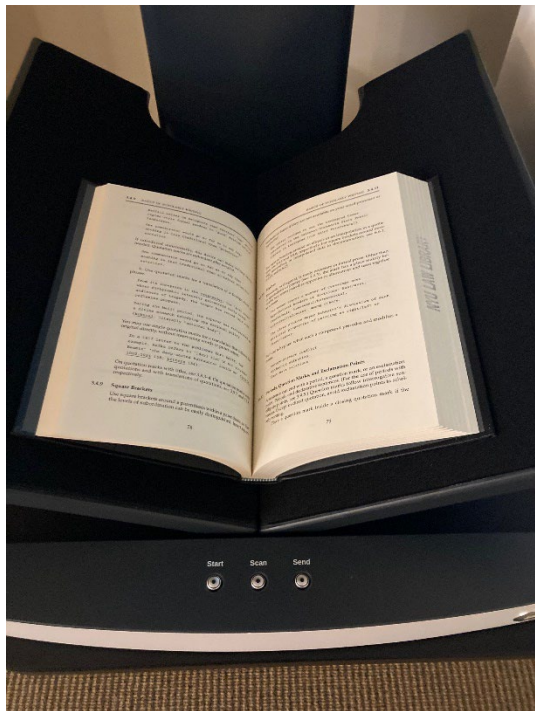When you are ready to start your scan, tap the big green **Scan** button.

Step 3: Place your items to scan on the scanner bed

Place your item on the scanner bed, **as close to the bottom edge as possible**. If necessary, you can lift up each side of the scanner bed to accommodate books and similar items.

Step 4: Copyright Notice

Read and accept the Copyright Notice. If you have any questions about whether the scanning you are doing is acceptable, please speak to a staff member at the reference desk.
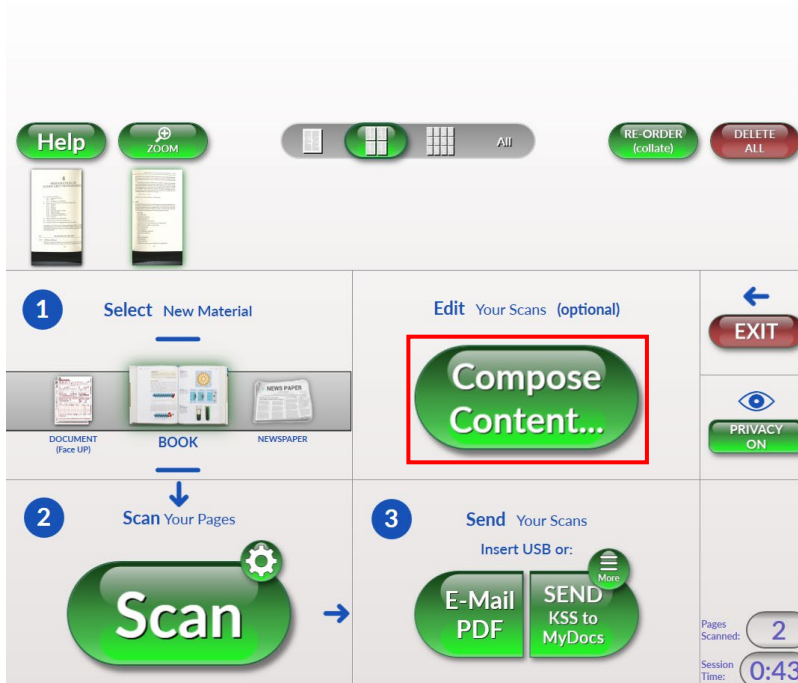
Step 5: Review Your Scans

View the previews of your scans, both on the touch screen and the monitor above.

Optional Step: Edit Scans

If you would like to make any changes, like cropping, or adding text and decoration, tap the **Compose Content** button.
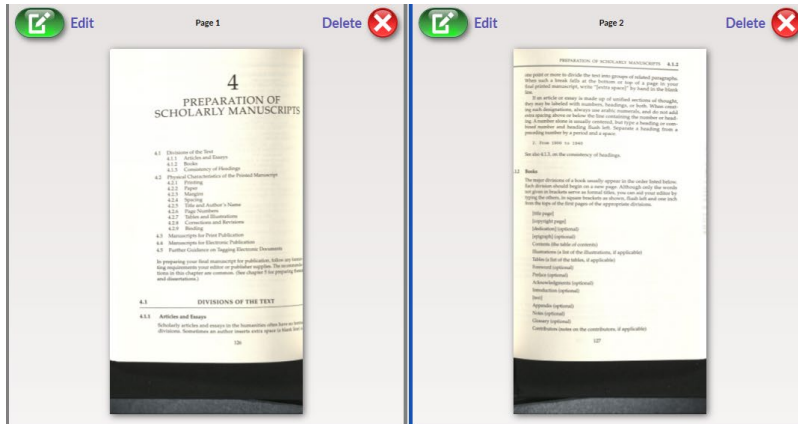
Step 6: Send Your Scan

When you are happy with you scan, there are several ways that you can receive the scan. The most straightforward way is email it to yourself. Tap the **E-mail PDF** button, then type in your email address to send the scan to your email.

There are also several other options, which you can explore by tapping the **More** button. These will let you select different export options, like USB and QR Code, and allow you to choose the file format.
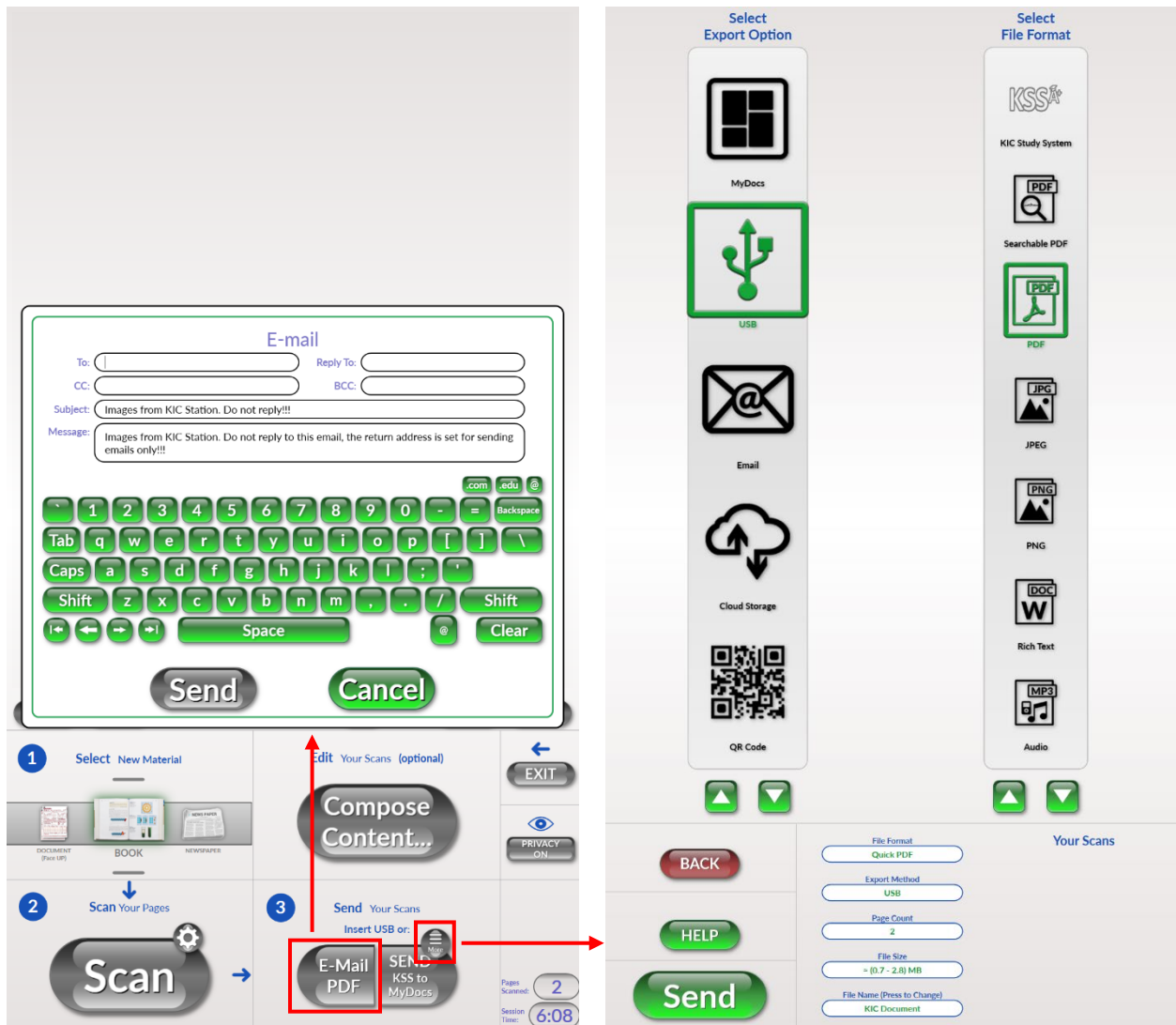
Step 7: Exit Your Session

When you are finished with all the scanning and sending that you want to do, tap the **Exit** button to close your session. When you do so, the scanner will delete all the files associated with you session.
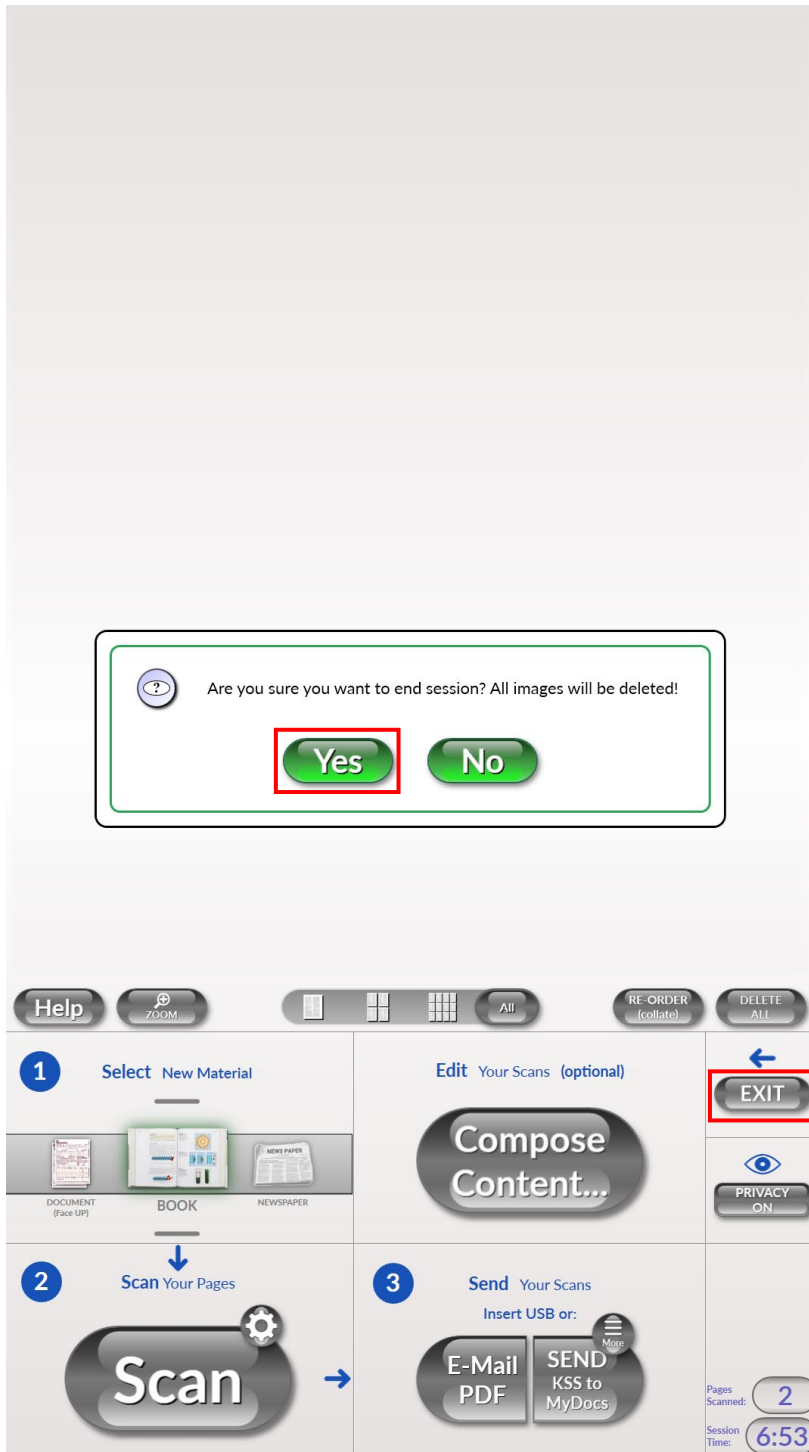
TROUBLESHOOTING

Scanning Interrupted

If the scanner gives you a message saying that the scanning process was interrupted, ensure that the item to be scanned is low enough on the scanning bed, such that the red horizontal laser light is shining on your material. Once you have repositioned your item, simply hit the **Scan** button again.

Washed Out Scans

If the scanning is producing washed out images that are too bright, or if they are blurry or not centered, ensure that your material is **as close to the bottom of the scanning bed as possible.**