Book scanner Guide

Step 1: If the book scanner is turned off
→ Press the switch on the back right.

Step 2: Insert your Ucard into the card reader
→ Access to your files on the HRZ-server will be granted automatically. The display shows your current credit.
→ Price per scan: **2 Cent**

> **Please note:** Your Card will be charged only after saving your scans.

Step 3: Insert USB flash drive for storage
→ The scans can also be sent to a printer or sent by e-mail, but if the connection is lost to the server, the files can get lost. **We recommend to use the USB flash drive storage.**

Step 4: **Put the book on the book cradle, with the text side up.**
→ The book cradle can be adapted to the size of the book to offer the scanner a straight page surface.

> **Please note:** The scanner will automatically detect and crop the scan to the original size if all four book corners are visible.

Step 5: **The most important settings:**

Color:
→ Available are: "Farbe" (color), "Graustufen" (gray shades) and "Schwarz/Weiß" (black/white)

> **Please note:** Switching settings between the scans can lead to memory errors. Set the color setting from the beginning or buffer your scans.

File format:
→ The desired file format can be selected here.

Multipage:
→ Scans multiple pages into one file (preset is to create a single document page).

Correcting:
→ With the mouse you can delete any scan.

Frame function and page separation:
→The function creates a manual frame to separate the book pages or crop specific sections.

→Use the arrow keys to move the cutting line.
→With the selection function "left or right side" pages can individual scanned and deleted.

Brightness control:
→Not suitable for scanning in color.
→On the right side of the screen is a switch button for additional lamp.

Finger remove:
→ When activated, the scan will recognise for fingertips on the left and right sides and remove them from the image.

Book fold correction:
→ This function allows the equalization of the text if a book has been too tightly bound.

Step 6: **To start the scan press the green buttons on the book cradle**

Please note: Save your files after every 50 pages.

Step 7: To finish:
→ The file can be saved on the USB flash drive via the USB flash drive symbol.
→ If you have selected "Multipage", now you can change or keep the specified filename. You can find your file in a new folder named "book2net" on your USB flash drive.
→ To save click on "Auftrag speichern" ("Save order")