Using the ScannX BookEdge Scanners and Book ScanCenter Software

1. If computer is not logged in:
   a. Username: scan
   b. Password: Tischlibrary1!
   c. The software should start automatically in a few seconds
2. Press the clear button on the black scanner to turn on- the button will turn blue
3. Press **Touch here to begin** on computer
4. **Select a Destination**
   a. **Mobile Device**: will generate a QR code once scan is complete
   b. **Email**: sends to email designated at end of scan
   c. **USB**: insert drive to bottom right of computer screen
   d. **Google Drive**: use your Tufts credentials to send directly to a Drive folder
5. Scan Settings
   a. **Scan in**: Color, Grayscale, or Black & White
   b. **Quality**: Standard (300 dpi) or High (400 dpi)
   c. **Save as**: choose a picture or document format
6. Press **Next** on bottom right of screen
7. Place material in scanner and press **Scan**
   a. The scanner starts on the left side
   b. **Fit to Page**, **Split**, **Rotate**, **Crop**, and **Optimize Image** as necessary
8. When all desired pages are scanned, press **Deliver**
9. Depending on destination:
   a. **Mobile Device**: a QR code will appear- scan code with your device
   b. **Email**: enter desired email address and confirm email
   c. **USB**: choose desired folder and press **Transfer**
   d. **Google Drive**: choose desired folder and press **Transfer**
10. Press **Exit** or **Scan More** if desired