

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