

Quick Guide to Book Scanning

Conditions:

- For 1 scan **1 cent** is charged.
- When starting scanning a fixed amount of 1 € is charged to your account. After finishing the job the remaining sum will be refunded to your account.

Storage options:

- USB
- email



Please note that there is a size limit to scan to email. If you intend to scan a lot of pages, we advise that you scan to USB.

Instructions:

1. Registration:

- user name and password
- touch TU-Card to target

2. Select storage device:

Before scanning please choose whether you would like to scan to email or scan to USB flash drive.

- **USB:** Insert USB stick into port (free space of the stick will be displayed)
- **E-Mail:**



-press button

3. Initiating the scan process:

...for further information please see the back of this page



To start the scan process please press the green start buttons.



You can delete a faulty scan by pressing the button **DELETE**. There are no costs charged to your account in this case.

4. Finishing the scan process:

For finishing the scan process please regard the following instructions depending on your device:

USB-Stick:

- select button **LOGOUT**
- extract the USB from the port

E-Mail:



- press button **E-MAIL** again, for sending the job
- press button **LOGOUT**



Questions? Please contact:

Helpdesk UB

phone: +49 (0371) 531 13181

mail: service@bibliothek.tu-chemnitz.de



After inserting the USB stick it may take up to 20 seconds until the USB stick is identified.



Active buttons are shaded.



Please switch on additional light for good quality scanning. Please switch it off when the job is finished.



The table is adjustable in height. Please use this button.



The middle contact surface of the scanner is adjustable in depth. This helps you to scan books with thick book spines.

Further instructions:

Select colour mode:



colour = output in full colour
greyscale = output in 256 greyscales
black/white = output in black/white

Select file format:



JPG: Scans are compressed to produce smaller data amounts.
PDF: This file format supports all types of colour depths and single- as well as multipage-documents.

Multipage Document:

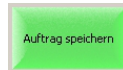


MULTIPAGE is default for e-mail delivery and can be chosen for storage on USB. Please press **MULTIPAGE START** to start Multipage scanning, press **MULTIPAGE END** to finish the job.

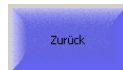
NOTE: Scan max. 100 pages in multipage mode (file size), then repeat the process!



You can now insert a file name using the screen keyboard.



Press **SAVE JOB** to save the scans..



BACK: to continue with more scan jobs.



DELETE JOB: ATTENTION!!! All your scans are deleted.

Further Scan options:



FULL SIZE: the complete original is scanned.



SPLIT: The original is split into two separate pages. Two files are saved. This makes it possible either to scan only one page of a document or two pages of one document separately. **Caution** - at two pages result in duplicate charges (2 cents)!

If **SPLIT** is activated the menu offers the following possibilities: :



enables or disables scanning of left half



section line is shifted to the left



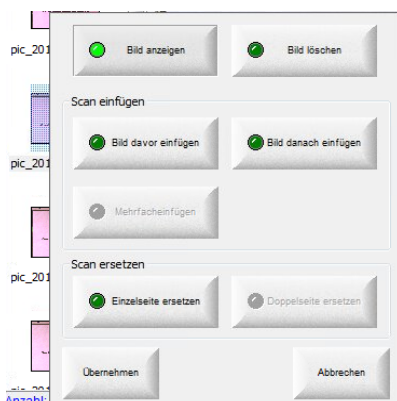
section line is shifted to the right



enables or disables scanning of right half



FINGER REM. : removes fingerprints from the image.



More options can be retrieved by clicking on the single scan. You can select:

- **DISPLAY IMAGE**
- **DELETE IMAGE**
- **INSERT IN FRONT OF IMAGE**
- **REPLACE SINGLE PAGE**

These tasks can be confirmed by pressing the button **ACCEPT** or can be undone **CANCEL**.