PROBLEM WITH SCANNING? POSSIBLE CAUSES:

1. There must be a minimum cash balance CZK 5.80 on your card.
2. If you are scanning several color pages into the one complete file, the result will be always PDF file type.
3. The scan is too dark/light? Adjust the scan saturation on the left side of the display.
4. You can't find the scanned document on the PC:
   ▪ Make sure that you've finished scanning by pressing #.
   ▪ Did you place the card on the terminal to log out?

If you need help, don't hesitate to ask our librarians
at the lending desk on the 2nd floor or
at the reference desk on the 3rd floor.

E-mail us: sluzby@k.utb.cz
Call us: 576 032 889
Comment on: facebook.com/knihovnautb

I WANT TO SCAN

MULTIFUNCTIONAL DEVICE – SCANNING TO PC/E-MAIL

1. Log into any library PC.
2. Go to the scanner, place your student's ID card on the terminal sensors and press Scan button.
3. The interface is also available in English – you can switch the language after pressing the third button on the right.
4. On the screen select the folder Scan. If you are scanning a small file, you can send it to the e-mail (select a tab and fill in you e-mail).
5. In the Settings section, you can choose black & white or colour scanning, resolution, scan size.
6. In the File type/name you can set document type (PDF or JPEG/TIFF).
7. You are scanning by the blue framed button. You finish scanning by pressing # (if you don't press #, scanning ends automatically after 60 seconds).
8. If you want to scan each page into a separate file, you must press # after each scanned page.
9. Log out by placing ID card on the terminal. You can find your document at the computer where you are logged in at the desktop in the Scan folder.

BOOK SCANNER ON THE 3rd FLOOR

1. There is a special scanner for books on the 3rd floor. It is possible to scan to the USB flash drive or to e-mail.
2. If you have any questions, see instructions next to the device or ask a librarian.

Scan settings e-mail language change

scanning Scan folder finish scanning scan