I WANT TO SCAN WITH E-SCAN

- 1. A book, a journal or single sheet insert on the surface under the head of device. A book cradle can help you with leveling large books.
- 2. Touch the screen with your finger to start. You can select your preferred language. Then click on the button **Enter**.



- 3. Select your destination where will be your document saved (USB or e-mail). We recommend you that you use USB key for larger files.
- 4. If you choose USB key, insert your USB key on the right side of the device. If you choose e-mail, touch the field to enter your e-mail address and enter it. Confirm with button Next.



 You can see the scan window now. You can use the default options and simply start to scan using Scan button or pressing the foot pedal. In the upper left corner you can see real time preview – this is how the output will be like.



- 6. You can modify some parameters of current profile by clicking the button **Configuration**. You can change output format (PDF, TIFF), digitize only in black & white or in color. Use button **Scan window** to go back.
- 7. Don't put your hands under the head of device during scanning. Follow the instructions on your screen. When prompted, turn the page.



8. You can see the digitalized image on enlarged view after each scan. Under this screen is thumbnails view of the images. You can slide to the right or to the left to scroll all the images.



- 9. You can find information about number of digitalized images or free space on your USB key in the low left corner. You can use the button **Summary** as well.
- Use the button Logout in the upper right corner after the end of scanning. You can see the summary with number of digitalized images, date, destination, etc. You can remove your USB key now.

KEEP IN MIND COPYRIGHT

- 1. If you are using this scanner, please observe the Czech Copyright Act no. 121/2000.
- 2. Only a natural person may create copies (and only for personal use).
- 3. Using parts of the original work in your own work, research or teaching (quotes) is possible only if you mention the author's name and title of the work.

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