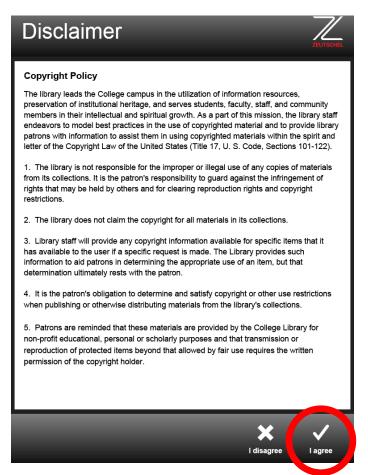
Zeta Book Scanner

START HERE

Scanning to USB Drive

The default settings are to split left and right book pages & make super clear and small in file size PDF documents.

- Insert Your USB drive into one of the USB ports above the touch screen on the right
- Place the book on the tray with the spine in the center & open to the pages you want to scan
- Level the pages by gently pressing one side down if needed
- Then Touch I Agree to the Copyright Policy and
- Press "Direct output" to save to USB OR press "Use Shopping Cart" to send via email (see page 3)
- Then Press Next on the lower right





- Enter the file name you want for your PDF file
- Then press the keyboard off button on the lower right
- Then press the Next button on the lower right to get to the scanning screen

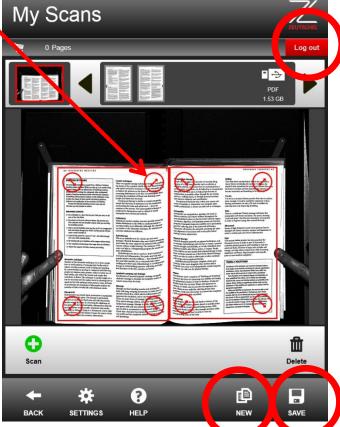


The Scanning Steps - Scan, Crop, Save & then Repeat

 Press the green scan icon on the screen and gently hold the edges of your pages flat while the scanner scans

• Then crop the pages by sliding the red circles in the corners so the red outline only contains the page information you want.





Note: Cropping the pages is very important for creating small file sizes.

- Press the save icon after setting the cropping to add those pages to the file you named previously
- Turn to the next page and repeat the <u>Scan, Crop, & Save</u> steps again until you are done adding pages to that file
- If you want to start a new file then press the New icon and enter an different file name and then every time you press Save those pages are added to that file name
- When you are finished scanning always press **LOG OUT** in the upper right corner

NOTE: All files go to a folder named "Zeta" on your USB drive.

Save to your Hawkmail

Your Hawkmail account is the only account you can send email too so have your Hawkmail user ID ready. The quick description is:

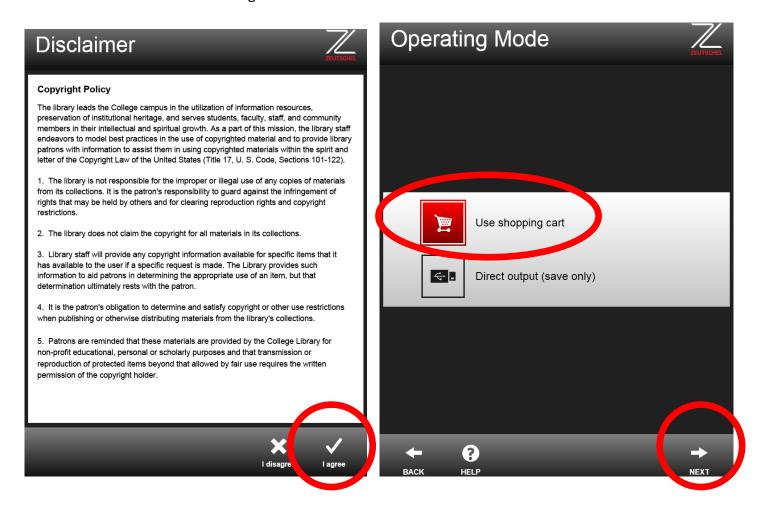
- Start with the Use Shopping Cart instead of the Direct Output
- Add every scan to the cart with the Add Cart icon
- When done open the cart and send to your Hawkmail

Complete instructions below:

Scanning a book to Hawkmail

The default settings are to split left and right book pages & make super clear and small in file size PDF documents.

- Place the book on the tray with the spine in the center & open to the pages you want to scan
- Level the pages by gently pressing one side down if needed
- Then Touch I Agree to the Copyright Policy and
- Press "Use Shopping Cart" to send via email (See images below)
- Then Press Next on the lower right



• Then press the Next button on the lower right to get to the scanning screen

The Scanning Steps & send to Hawkmail

• Press the green scan icon on the screen and gently hold the edges of your pages flat

• Then crop the pages by sliding the red circles in the corners so the red outline only contains the page



- Then press the ADD to shopping cart button to hold your pages until you are ready to email them
- Turn to the next page and repeat the <u>Scan, Crop</u>, <u>& ADD to shopping cart</u> steps again until you are done adding pages.



- 1. When done scanning press the cart icon here
- 2. Then press the open cart icon
- 3. Press the Email button
- 4. Finally enter your Hawkmail campus ID and send

Scanning things other than books

Press the settings icon to scan large pictures in color or single pages.

The default settings split the page down the center but you can capture the full width as a single page with the Full option or capture the left or right page only with left and right.

The setting for a picture would be press Full and Color and apply

