

Bookeye 4 Scanning

Turn on scanner

Turn on PC

Logon to your UTA account at the white screen (SecureDoc Boot Logon)

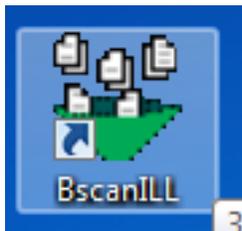
If at any other screen, logoff and TURN OFF (Power down) and restart the machine.

Windows will start

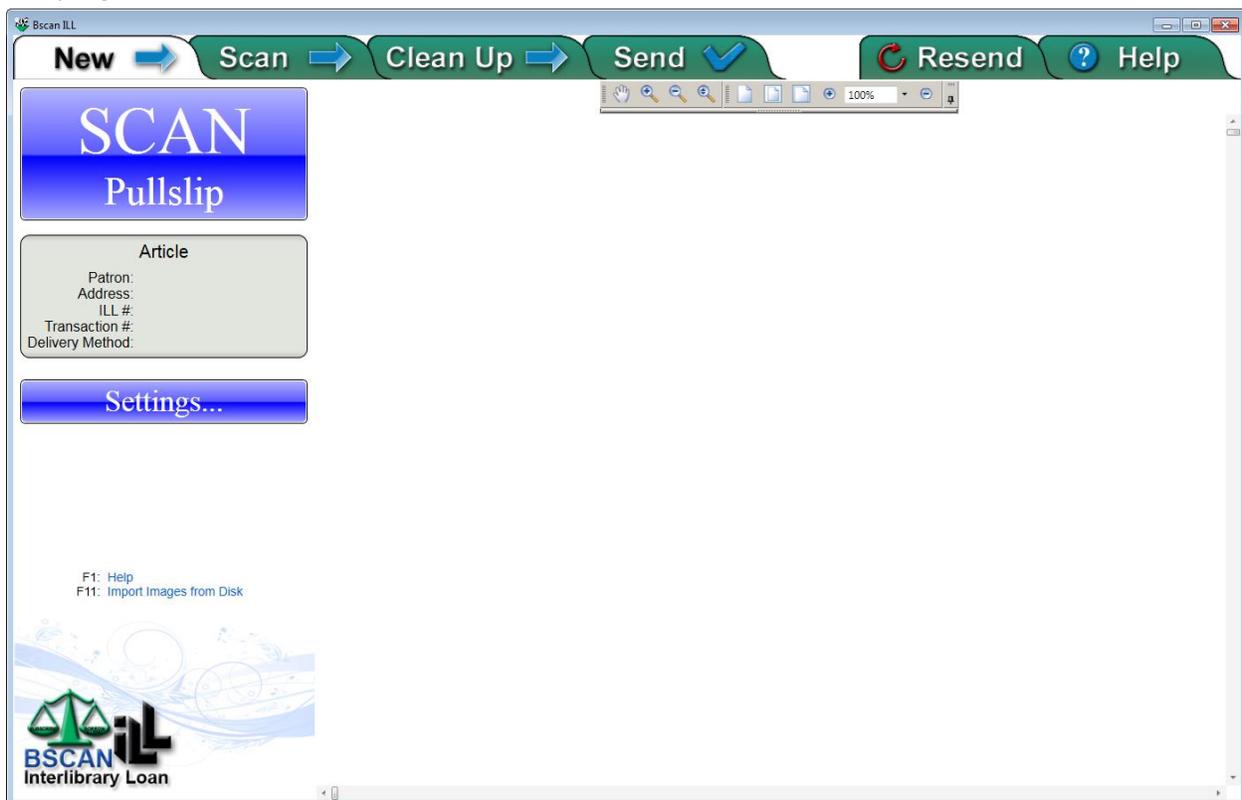
Press Ctrl-Alt-Del

Click OK

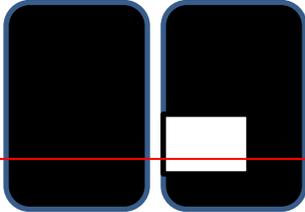
Double click on the BscanILL icon to start the scanner program



The program will start



Lay the Pullslip on the right side of the scanner bed approximately two inches up from the bottom and left edge aligned with the center edge of the foam pad. Press and release the Power button to have the red alignment line appear. It should align at the top of the addresses on the pull slip.

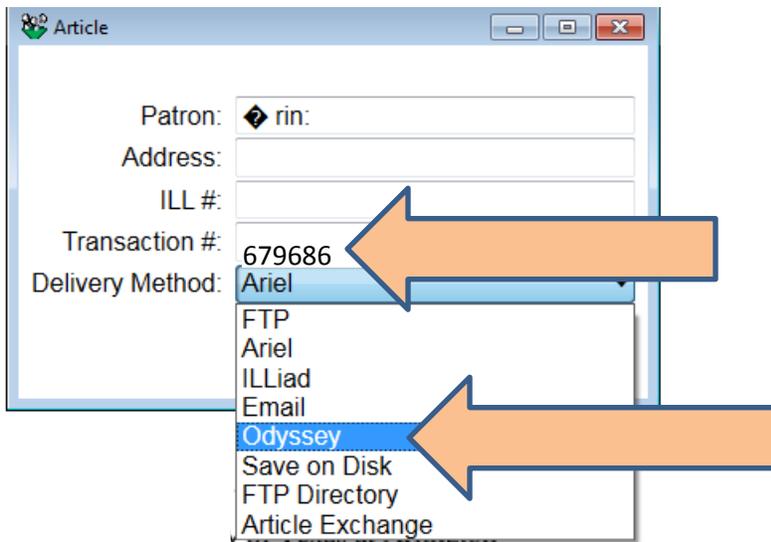
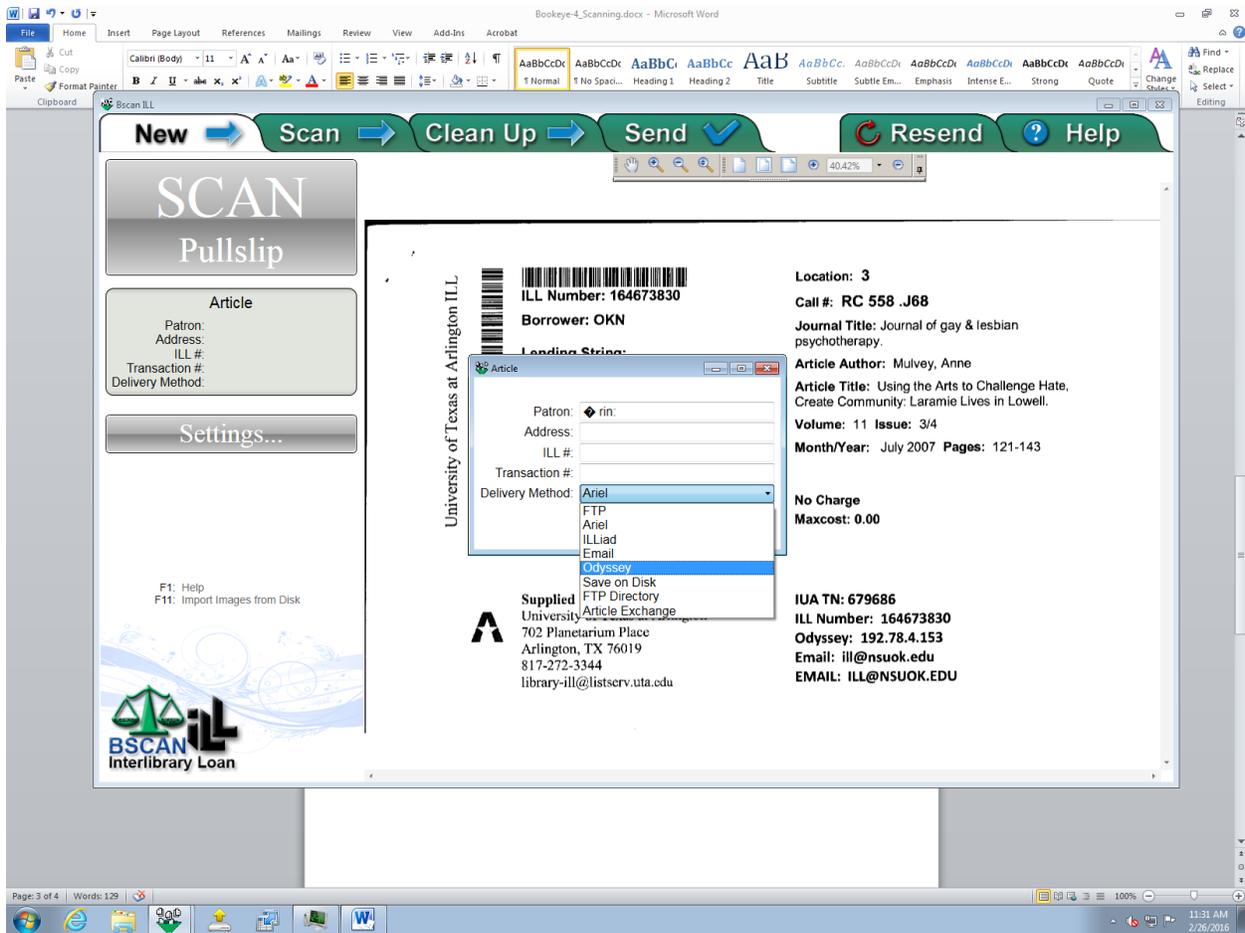


University of Texas at Arlington ILL	 ILL Number: 164673830	Location: 3
	Borrower: OKN	Call #: RC 558 .J68
	Lending String: *IUA,TM,ILU,KKW,CHE,CTD,TTS,UNL,CO V,EXN,EXW,EYE,KDU,OLP,SCL	Journal Title: Journal of gay & lesbian psychotherapy.
	Shipping Address: Interlibrary Loan John Vaughan Library Northeastern State University 711 N. Grand Ave Tahlequah, Oklahoma 74464 United States	Article Author: Mulvey, Anne Article Title: Using the Arts to Challenge Hate, Create Community: Laramie Lives in Lowell.
	IUA TN: 679686	Volume: 11 Issue: 3/4 Month/Year: July 2007 Pages: 121-143
	<i>Borrowing Notes: We welcome reciprocal agreements! Thanks!</i>	No Charge Maxcost: 0.00
	Supplied by: University of Texas at Arlington 702 Planetarium Place Arlington, TX 76019 817-272-3344 library-ill@listserv.uta.edu	IUA TN: 679686 ILL Number: 164673830 Odyssey: 192.78.4.153 Email: ill@nsuok.edu EMAIL: ILL@NSUOK.EDU

IUA TN: 679686
ILL Number: 164673830
Odyssey: 192.78.4.153
Email: ill@nsuok.edu
EMAIL: ILL@NSUOK.EDU

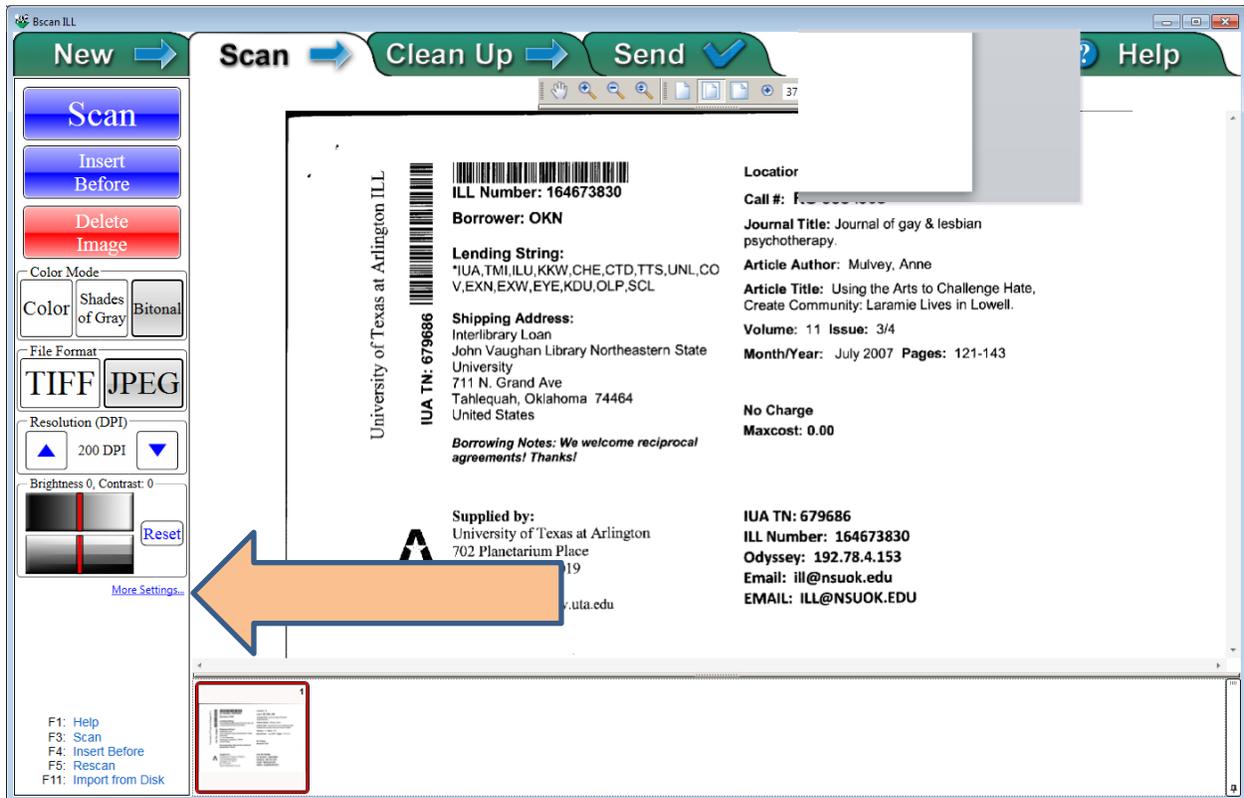


If the item has an Odyssey: number
Choose **Odyssey** for the Delivery method
Enter the IUA TN: number into the scan information
If there is no Odyssey number select Article Exchange as the Delivery Method. Also enter the email address into the Address field.



Make sure the IUA TN: number is entered into the Transaction #: field

Click the **OK** button

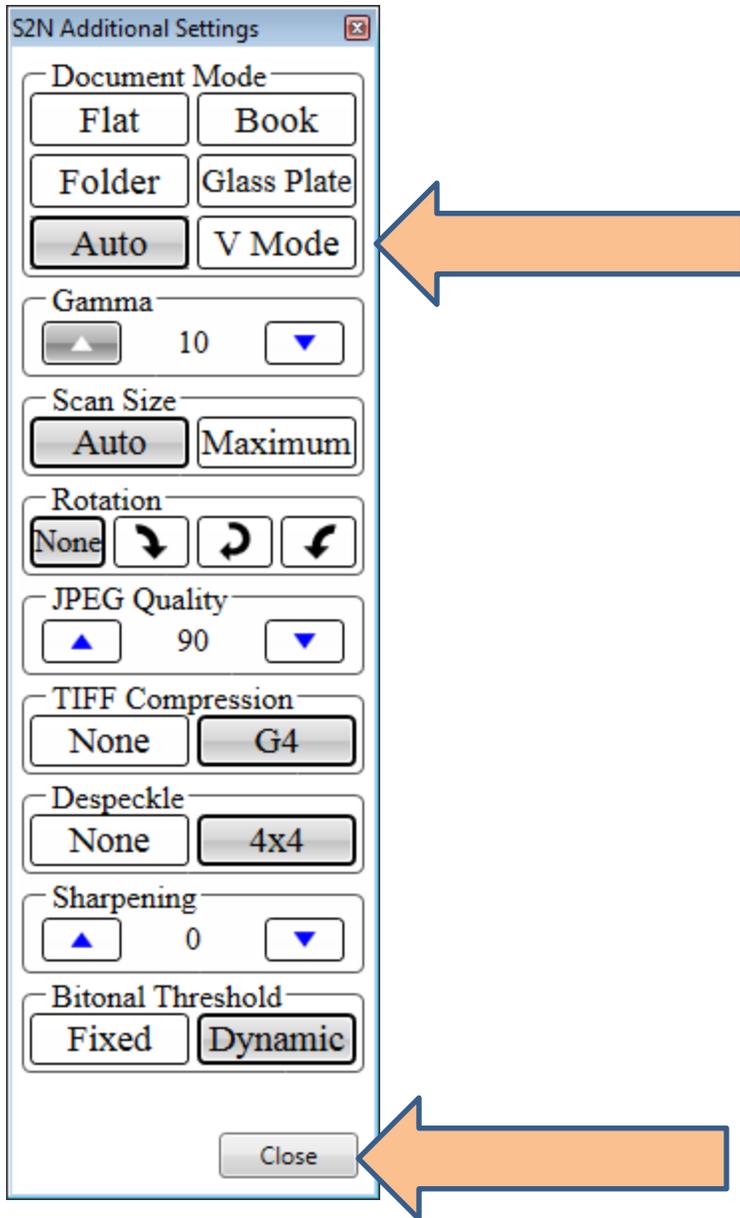


On the first scan click on **More Settings**

A pop-up box will appear

Click on **Auto**

Click on **Close**



Scan setting can be selected for a single page or all pages on the guide to the left.

Text = 200 dpi

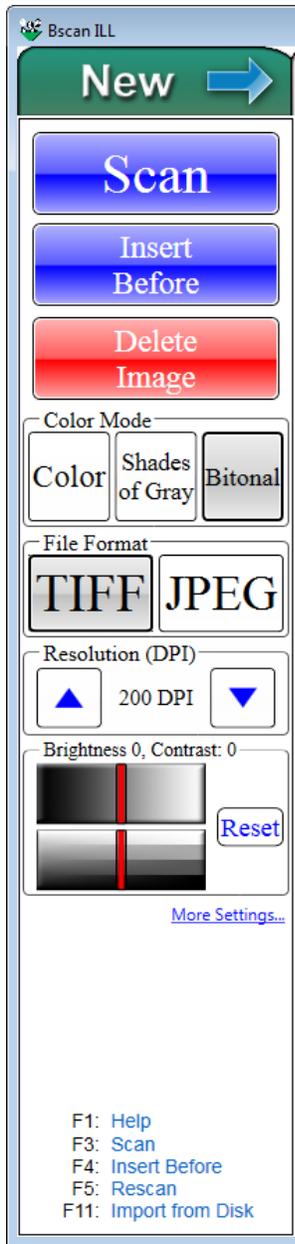
Tiny Text= 300 dpi

High resolution = 600 dpi

Text color = Bitonal (Black and White)

Graphics = Shades of Grey or Color

Set to TIFF



****Place copyright stamp on book before scanning item****

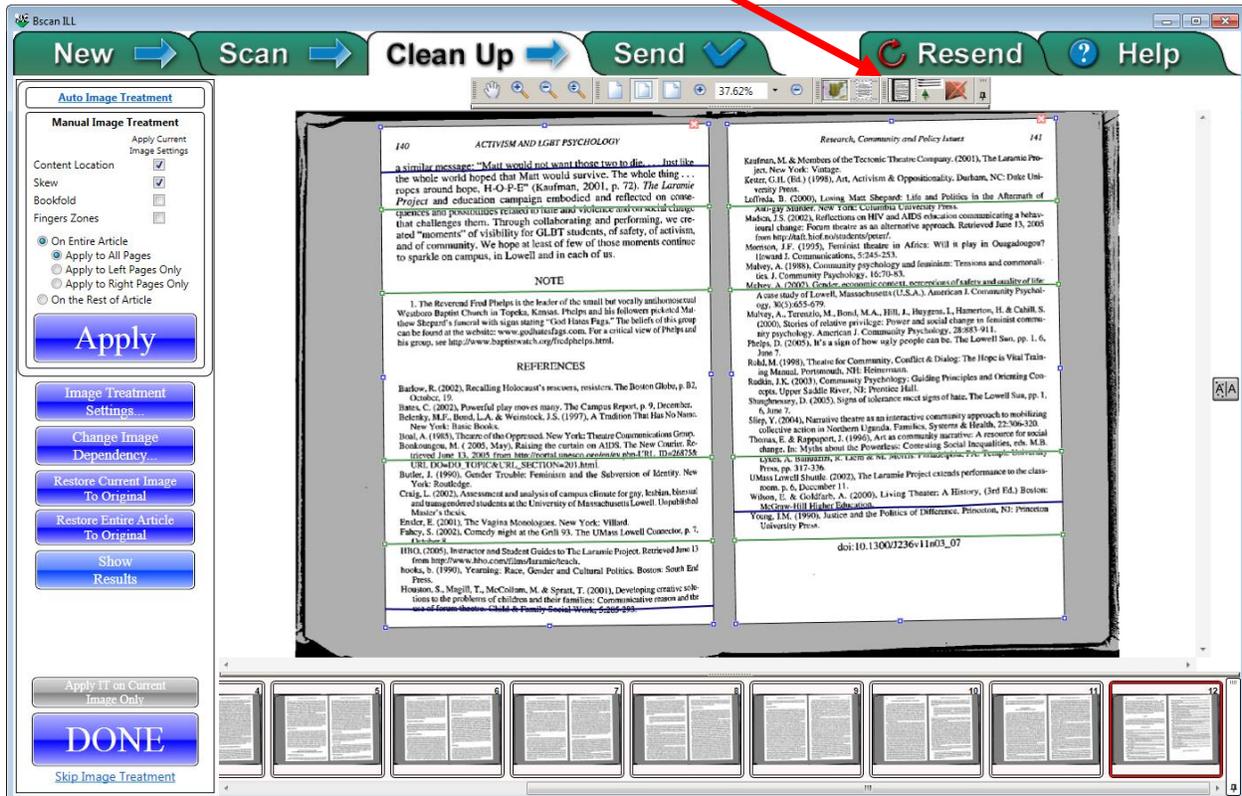
Open the cradle on the scanner and adjust the center by sliding it left or right. Adjustments can be made for thick books by pulling the cradle open. The spine should align with the center line. The bottom of the item to be scanned should show the red alignment line approximately two inches from the bottom of the book.

Adjust the item to be scanned on the cradle and press the **Scan** button. You can use touch screen on scanner, Buttons on the front edge of the cradle or the foot pedal.

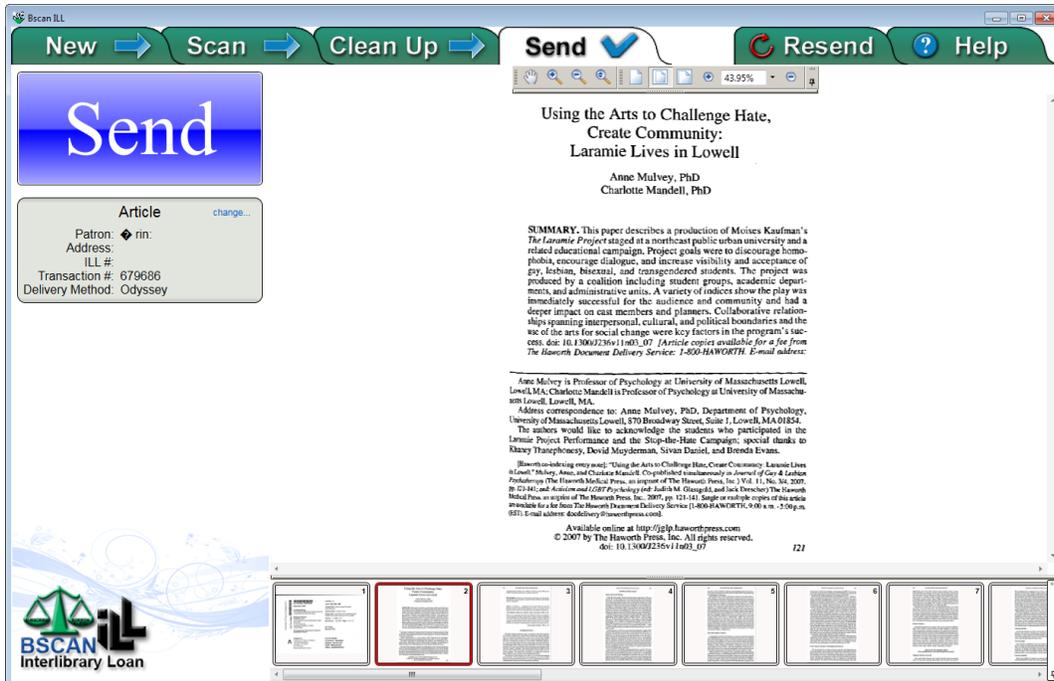
Clean up images.

Make sure to click on the paper icon on the top, right-hand side of the page in order to fully edit document (to access green and blue lines).

Click the **Done** button.

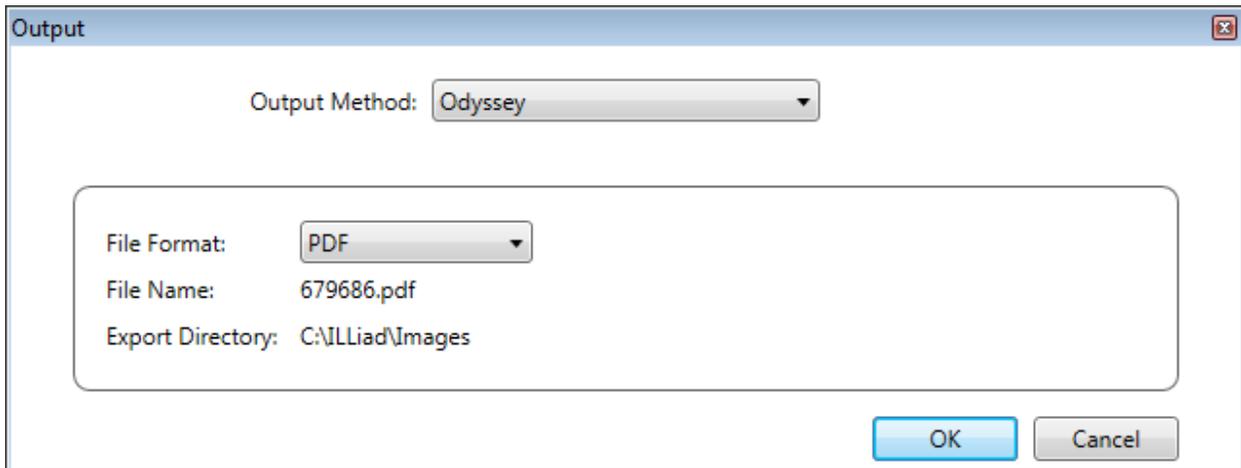


Click the **Send** Button

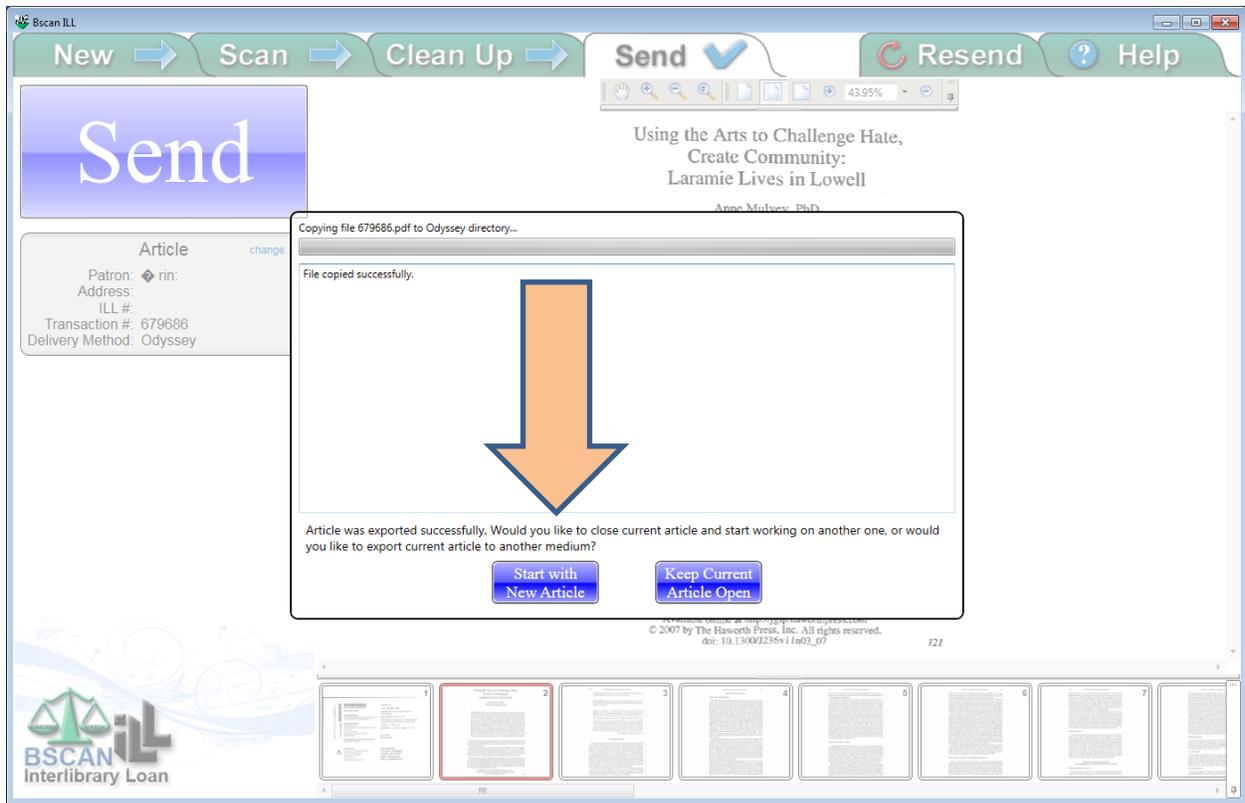


The output pop up box will appear.

Make sure your settings are correct and press the **OK** button.

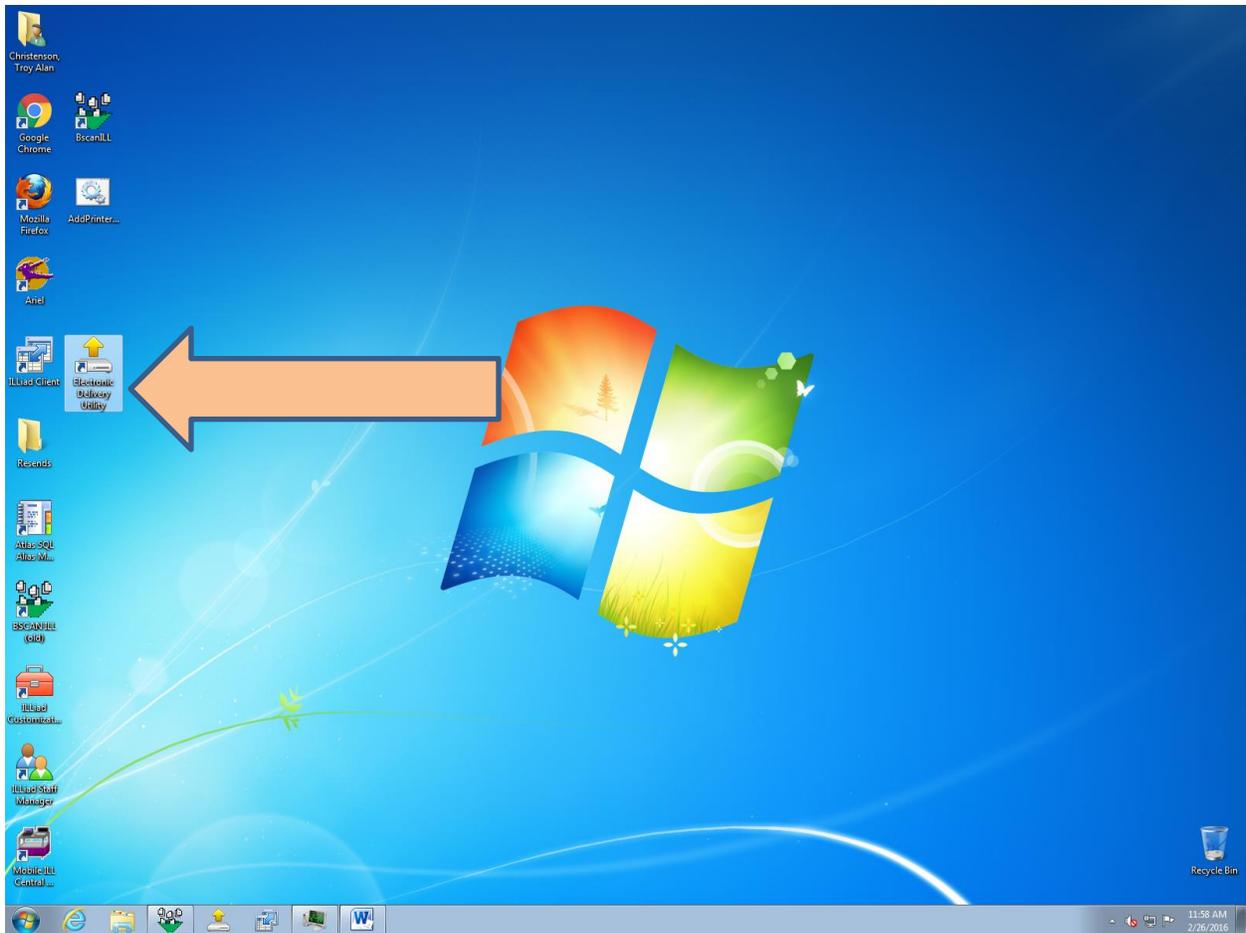


If all is well click **Start with New Article**.



When you are done with all the scanning

Log into the Electronic Delivery Utility using your ILLiad login
Click the **OK** Button



Electronic Delivery Utility
Version 8.6.1.0

Username

Password

Site

ILLiad Electronic Delivery Utility - Lending

Auto Mode | Process Type | Refresh | Empty Backup Folder | Auto Bill Default | Process

Transactions | Log

Process	Status	Transaction Number	ILL Number	Title	System ID	Pages	Borrower Symbol
<No data to display>							

Category	Base Fee	Per Page Fee	Quantity	Total
Standard Charges	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Copyright Fees	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
Billing Notes				Total
<input type="text"/>				<input type="button" value="Charge"/>

Found 0 transactions 0%

Click the **Refresh** button.

Click the **Auto Bill Default** Button

Click the ***Process*** Button

When you get the process is complete, a message should appear that indicates all messages have been sent successfully.

If you have any questions see your supervisor.
Close all programs and shut down the computer.