Equipment – Public Overhead Scanner

The overhead scanner is used to scan books, periodicals and fragile documents. Patrons can scan to email or a USB device. The scanner is located on the garden level print alcove.

touchscreen display

insert USB flash drive here
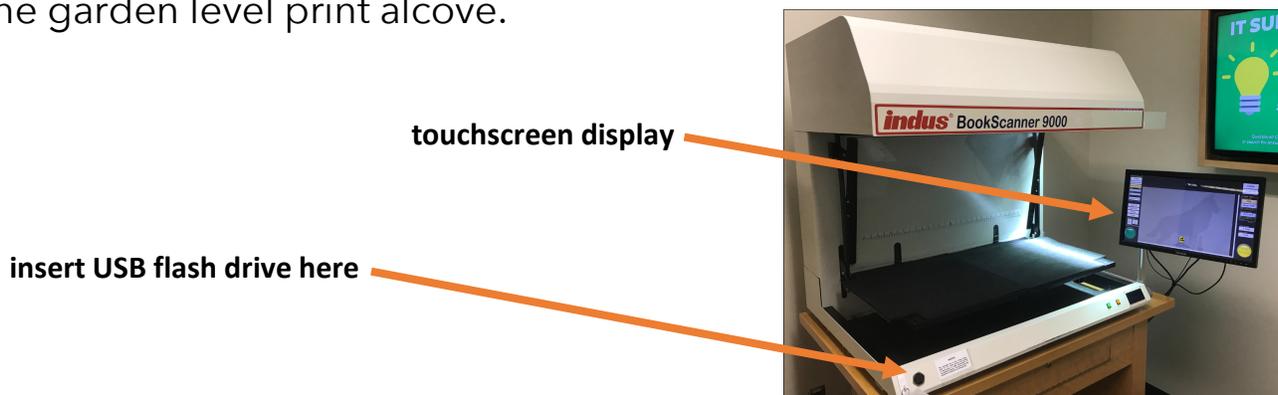
- **Choose Scan Settings via the touchscreen display:** Black, Color or Grey scale
  - Color will have a higher resolution but will also create a larger file.
- **Select the page orientation:**
  - Choose vertical for glossy pages to eliminate glare
  - Choose horizontal for pages with a matte finish
- Select Split pages in two – if desired
- **Select Image Type:** JPEG, PDF, or Smart PDF
  - Place material on scanner bed face up
  - Gently lower the glass plate to lay flat on material
  - Scan the page by touching the green Scan button on the touchscreen display or using the foot pedal
- **Saving your images:**
  - We recommend that you consider the context of your collection. Large format, high resolution color photo scans will take a considerable more memory than a plain text paperback book.
  - **Save to USB** (flash drive) **BEST PRACTICE - Save your scans/work often!**
  We recommend that you save your scans in batches of ~ 50 2-sided color scans.
  - **Send to E-Mail**
    - **Email file size is limited to 25 MB** – multiple scans may have to be sent separately.
    - Confirmation of the successfully saved or emailed document/s will be displayed.

See other side for troubleshooting guidance

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Troubleshooting:

- Unintentional Rotation or Inversion may occur. In the event of a skewed scan place a blank sheet of paper behind the item being scanned.
  - If the article in which you scan is an odd shape you may want to put a rectangular sheet of black or white paper behind the desired copy in order to keep the proper orientation. Sheets of paper are stored below the bed for this purpose.

- Pages may be flipped unintentionally if the scan button is repeated too quickly. Ensure that each scan is completed before starting the next one.

- A reboot of the scanner and workstation in the proper sequence may be required in order to resolve some of the listed issues.

  - Windows Updates may cause issues with the connectivity of the scanner

  - Windows memory & caching issues – a large collection of scans will cause the walk-up scanning software to crash and it is recommended that you batch the number of scans based on the

    - CSSC: First shut down the computer and then power off the scanner. Wait until both systems are completely powered off. Then turn on the scanner and wait for 10 seconds before powering up the computer.

- Please contact the library service desk for additional questions or support in using the Indus 9000 Overhead Bookscanner.