

Bookeye Guide

1. **Select a template** that closely matches your needs. Don't worry, you can further adjust your scan settings later.
2. **Press the Live Preview button (bottom right)** to display a red laser across the scanning bed. Position your document so the red laser is straight across the bottom of the page(s). This will ensure proper alignment and focus.
3. **Further adjust** your scan settings in the left hand sidebar on the screen if desired.
4. **Select your splitting image setting** in the left hand sidebar.

OFF scans left + right page in one scan.

AUTO scans both the left & right side simultaneously and splits them into separate images.

LEFT or RIGHT scans only the left or right side.

5. **Begin Scanning** using the scan buttons or the foot pedal. Repeat as desired. Scanned .jpeg photos accumulate as separate images in the right hand sidebar. Scanned .pdf pages accumulate as a multi-page document.

If you don't like a scan, you can discard it by tapping the gear at the top of the right hand sidebar. This will display a trash can icon for each image. Press the trash can to delete the image.

6. **Transfer your scans.** When you are finished scanning, insert a USB 3.0 flash drive into the lower right corner of the Bookeye.

Select Transfer (top right).

Select File Type: Single Files

Select USB. Your files will immediately transfer to your flash drive.

After successful transfer, PRESS CANCEL to keep the current job open while you check your scans on the computer (see below).

7. **Remove your flash drive and insert it into the hub below the computer monitor.** On the computer, double click your flash drive. Check to make sure all your scans are there. After you are sure all your scans have been transferred successfully, you can exit your job on the Bookeye or begin a new one.