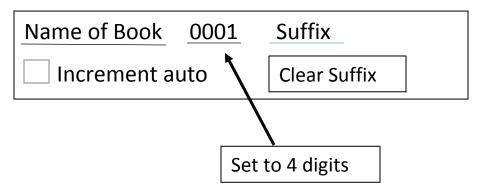# *Indus*

- Turn on scanner and let it warm up before turning on computer.
    - If you start the computer program before you start the scanner, you will get error messages.
    - The scanner does talk when you start it and when you turn it off. *Don't panic!*
- Start computer and open BCS-2 program
- Clean glass with microfiber cloth, top and bottom
    - You must clean it every time because it constantly collects dust.
- Place book on beds under glass and raise beds until focused
    - You can raise each bed individually or both at the same time.
    - Raise beds until glass plate hits at horizontal.
- Indus will not scan if laser doesn't hit book.
- Once programs opens, hit "scan" on the top left menu.
    - This opens a new job
- A box will pop up looking similar to this....

Name of Book   0001   Suffix
☐ Increment auto   Clear Suffix

Set to 4 digits

- Once you fill in the boxes as shown above, you do not have to press anything. Just leave the box there.
- Set paper size
    - If you make it smaller, saves time.
    - The lights move as you change sizes.
    - A1 = largest
    - A5 = smallest

[8/20/2014 – Converted to PDF 5/1/2018]