BCS-2 start-up screen.
Before starting an order, check the settings! Go to Scanner > Network Scanner Settings...

Check the printout located near the scanner for settings to look at.
This is what the list of active orders looks like. To access it, go to Order > Select...

An asterisk next to the order means it has been transferred.

This is the BCS2 number that you need to make note of on the workflow sheet.
This is the toolbar.

Choose the appropriate size & DPI

Crop tool (“multi-masking”)

Select the appropriate color option

Deskew

Color

Grayscale

Black & White

BCS2 order number (to be noted on workflow sheet)

Click to transfer power to the scanner to scan a page. Press the green button or the foot pedal on the scanner. (Also click “scan” whenever you change any settings to apply the changes.)

To stop the order (it saves automatically)
After completing an order, transfer it to the external hard drive (F:\ DigLib Local Storage).

1. Select the order to be transferred
2. Click transfer
3. Navigate to the appropriate folder
(You will need to create the folder on the hard drive first.)
Other useful features

You can set the images to rotate automatically after scanning by selecting one of these options.

(If scans are rotating the wrong way when you start an order, this is where you can change it or turn it off.)
Other useful features

If “Keep original scan after multi-masking” is checked, the software will create a copy when you crop and you will have to remember to go back and delete the uncropped version. You can toggle this feature here by selecting or unselecting it.
Other useful features

The green highlight is showing the order that was last opened.

The blue highlight shows the order that is currently selected.