SELF-SERVICE IN YOUR POCKET

CHECKOUT AND RETURN LIBRARY ITEMS USING YOUR PHONE OR TABLET

DOWNLOADING THE APP

It's easy! Just go to the App Store (IOS) or Google play (Android) and search for Mercer Self Checkout. Or, scan the QR code.

When setting up the app be sure to:

- Allow access to your camera and location

  This will connect you to the library that you're using and enable you to to scan barcodes on books and models.

- Allow notification alerts

USING THE APP

To use the Mercer Self-Checkout App:

- Touch **START** on the welcome screen.
- Enter the same username and password you use to access MyMercer or your Mercer email.
- Select the Check Out Items or Return Items button.
- Touch the **+** button to checkout or return an item.
- Scan the barcode of the item you wish to borrow or return. It is located on the inside back cover of a book.
- Touch the **FINISH** button.
- You will receive an email from *meeScan* confirming your transaction unless you have disabled this function on the app.

RENEWING ITEMS

To renew items, visit the library page at **med.mercer.edu/library** and click on "Renew" under "Popular Links." *Books and models CANNOT be renewed via the App.*
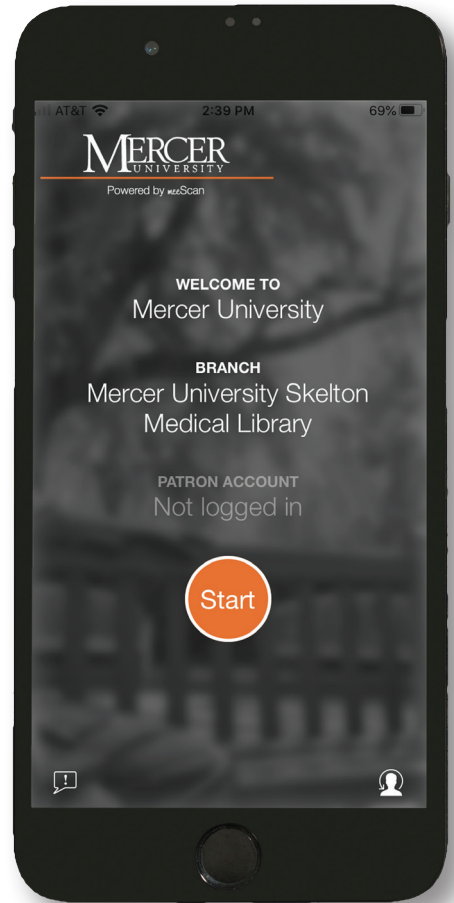
RETURNING ITEMS

Please return books and models to one of our physical libraries.

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medicine.mercer.edu

HELPFUL TIPS FOR EASY SCANNING

Tip 1
Fit entire barcode in the viewfinder

Tip 2
Hold phone steady until barcode comes into focus

Tip 3
Don't get too close — the best distance is around 15cm or 6"

Tip 4
Tilt phone to avoid glare