

# SELF-CHECKOUT IN YOUR POCKET

## CHECKOUT 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 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.
- Touch the **+** button to checkout an item.
- Scan the barcode of the item you wish to borrow. It is located on the inside back cover of a book.
- Touch the **FINISH** button.
- You will receive an email from *meeScan* confirming your checkout unless you have disabled this function on the app.

### RENEWING ITEMS

To renew items, visit the library page at [med.mercer.edu/library](http://med.mercer.edu/library) and click on "Renew" under "Popular Links." *Books and models CANNOT be renewed via the App.*

### CHECKING IN ITEMS

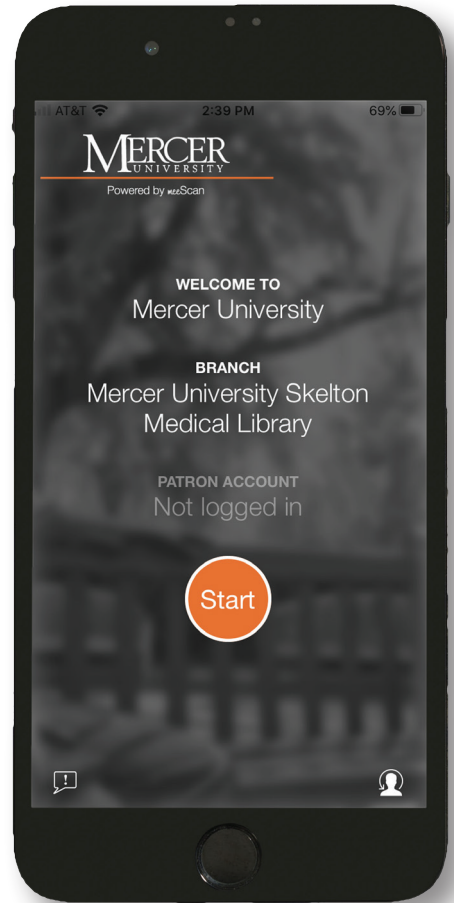
Please return books and models to a physical library where they will be checked in and removed from your account. *Books and models CANNOT be checked in via the App.*

**MERCER**  
UNIVERSITY

SCHOOL OF MEDICINE

MACON | SAVANNAH | COLUMBUS

[medicine.mercer.edu](http://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