

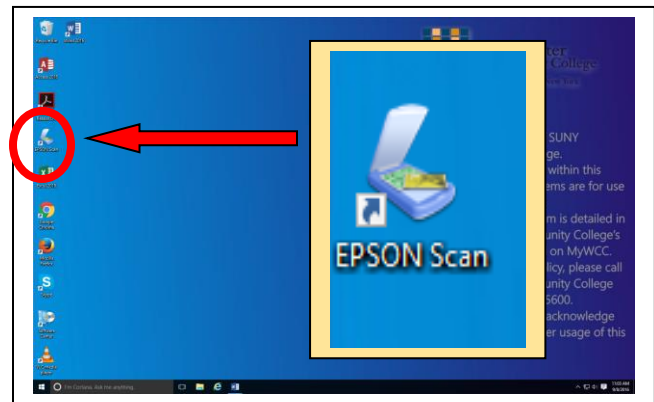


Epson Scanner Instructions

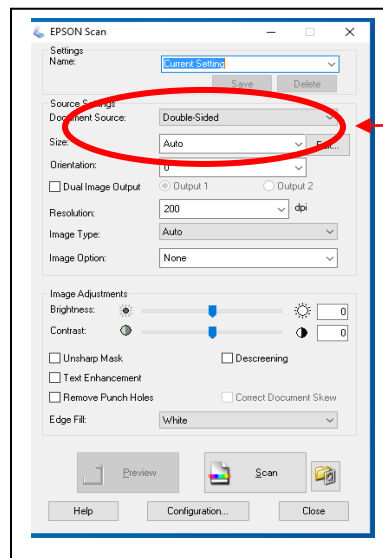
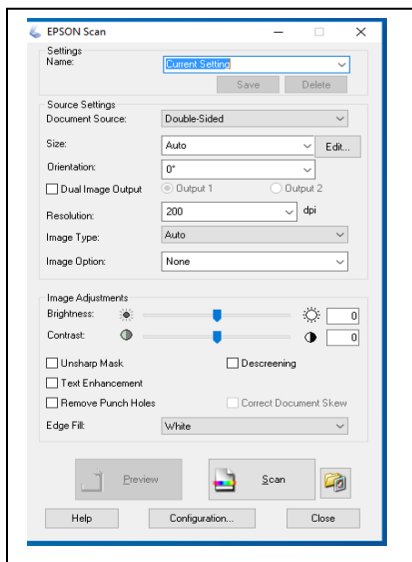
1. Make sure power light is lit on Epson Scanner.



2. Double click on the icon marked "Scanner" to open scanner software; the icon is the first column/4th option.



3. Enter preferred settings on the following screens. Set the Source Settings to single or double sided.



*Indicate Single-
or Double-sided
document.*

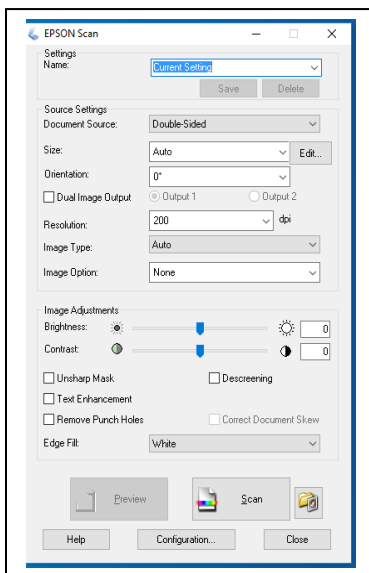


4. Load the desired media into the scanner. Adjust the grey media holders as needed. Remember to load the item with the side you want to scan first facing away from you and upside down.



5. Click on SCAN. . . .

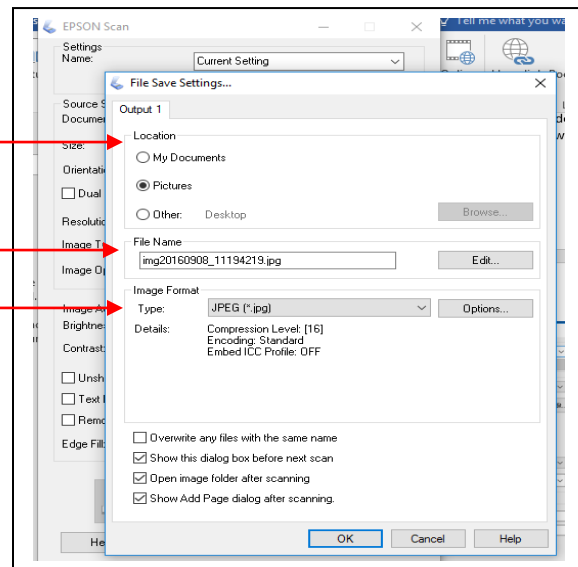
After you press scan you will get the following Settings menu:



Location

File name

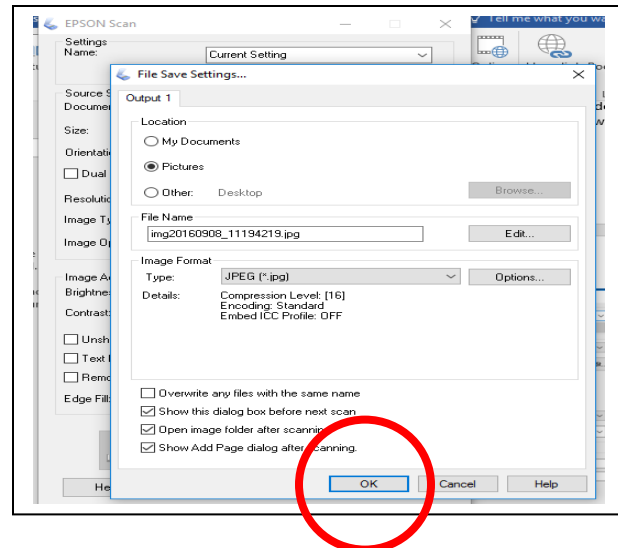
Format



Pay special attention to **LOCATION**. That is where the user gets to decide where the file will be saved. Pay special attention to **FILE FORMAT**. That is where the user gets to decide what their desired output type will be. The default **LOCATION** for scanned files is the pictures folder in the documents section.



6. Once you have made the desired choices press OK.



7. After pressing OK, the media will be fed through the scanner. A new window will pop up showing the saved location. In the below example, the document was 2-sided, saved to the location of pictures folder, in jpeg image format.

