
Scanner Instructions

Use this scanner to scan documents, photographs, newspaper or periodical articles, 35mm negatives and slides. Remember, we cannot store your items on this computer so consider emailing yourself a copy or bringing in a flash drive to save your files.

Before you begin, we'd like to remind you to **handle the scanner with care**. Please do not place your fingers on the glass at any time. Please follow the instructions below.

1. Turn the scanner on by pressing the power button on the front, right hand side. The light will turn green when the power is on.
2. The cover opens from left to right. Please use both hands and carefully open the cover. Lean the cover against the side of the desk. Do not let it hang off the desk.
3. Place your document face down in the bottom left hand corner against the ends of the glass. If the paper is not fully on the glass it will be cut off.
4. Using your mouse, on the computer desktop, double click the Epson icon.
5. Click the scan button. This process may take a while because the scanner will attempt to read & recognize what format you are scanning.
6. Once the scan is finished you will notice your document on the desktop. If you double click on it, you can see a preview.
7. From here we strongly suggest you email a copy to yourself or save it to a flash drive. At the end of the day all documents will be wiped off this computer. After you have saved this item, drag it into the recycle bin and then remove it from the recycle bin.
8. Please remember to turn off the printer by holding the power button for 3 seconds. The green light should turn off.

Scanning Negatives & Slides

1. You will need the plastic insert from the staff at the main desk.
2. PLEASE handle this insert with care as it's very fragile.
3. If the scanner isn't already on, please turn it on by holding the power button.
4. Lift the cover and lean it against the desk. On the cover (facing you) is a white insert with a handle. You need to remove it by gently lifting the handle (this may require two hands).
5. Take the negative insert and place it on the glass so that the tabs match the grips on the left. (If you wish to scan slides, place the insert the opposite way). Gently pull the tab up and release the "door" for the negatives. Place the negatives face down and lock them in place by pushing "door" back down.
6. Close the cover and double click the Epson program. Click SCAN and the scanner will begin. Please allow 5-8 minutes for the photos to scan.
7. Please follow the shut down instructions on the previous page. Remember to return the insert to the staff.