



PC station (Media3)—flatbed scanner—basic instructions

1. Log in.
2. Place item on scanner glass face down in upper left corner.
3. Click the EPSON Scan icon on the desktop.
4. When the EPSON Scan window pops up, hit Preview. The Preview Window pops up.
5. If you need to crop the image, use the Marquee tool on the Preview window to select what you want to scan.
6. Hit Scan on the EPSON Scan window. The File Save Settings window pops up.
7. Select the Location you want the file saved to, give it a name ("Prefix") and if you are scanning a bunch of pages be sure the Start Number is 001.
8. If you are scanning multiple pages, and for ease of e-mailing, select PDF as image format type.
9. Hit OK. Follow the prompts for multipage files.
10. When you are done, hit Save File.

When you have what you want as a file, you can

1. e-mail it to yourself
2. put it on your webspace
3. drag it onto a flashdrive or
4. burn it on a CD.

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