How to use the Faculty Development Lab scanner

The Fiddle lab's EPSON scanner is set up computer F-4 on the Mac side.

1. To use the scanner, lift the lid up and place the side of the material you wish to scan face down so that it touches the screen.
2. Close the lid and either press the green button on the scanner to start up the program or click on the EPSON Scan icon on the desktop.
3. Next adjust your settings in the EPSON Scan window to the desired settings. Once that is complete click preview.
4. A window should open that shows what your scan will look like.
5. If you are satisfied with the preview then click Scan or the green button on the scanner. If you are unsatisfied with the scan you can adjust your setting on the EPSON Scan window and keep hitting preview until you're satisfied.
6. After you click Scan a window should open called File Save Settings. Select the desired settings and enter what you wish your scan to be called where it says Prefix. Also change the start number to 001 and click OK.
7. Once it's finished scanning finder should open to the location that your file was saved at.