

This guide describes the process of scanning a file using our IT lab scanners.

SCANNING WITH THE EPSON PERFECTION V30

The Epson Perfection V30 is located at the scanning station in FH 142.

- Log onto the scanning station computer with your SU username and password.
- Check the scanner to see if it is on. The green light next to the on switch at the bottom right hand corner of the scanner should be on. If the green light is not on, hit the power button.
- Put the object you are scanning on the scanner glass as straight as possible and close the top. The arrow at the bottom left hand corner of the scanner glass is the top left hand of what will be scanned.
- Double-click on Epson Scanner icon on the computer desktop screen.
- Make sure the **Mode** is on **Full Auto Mode. Select Scan.**
- If you want to save the scanned image in your drive, click on **Customize**, then choose **File Save Settings** Click **Other**, then choose **Browse**. Click **Computer**, and then **(P:) drive** to save your image. Click on **OK** to apply these settings.
- If you want to save the image other than a JPEG image, click on **Customize**, then choose **File Save Settings ...** Click on the drop down box of Image type to choose a different image type such as TIFF or PDF. Click on **OK** to apply these settings.
- Now you can click on **Scan**, the scanner will scan the image and after a few moments, the image file will appear on your desktop from its designated location.

SCANNING WITH THE EPSON PERFECTION V300 PHOTO

The Epson Perfection V300 Photo is located at the scanning station in FH 145(Mac Lab).

- Log onto the scanning station computer with your SU username and password.
- Check the scanner to see if it is on. The green light next to the on switch at the bottom right hand corner of the scanner should be on. If the green light is not on, hit the power button.
- Put the object you are scanning on the scanner glass as straight as possible and close the top. The arrow at the bottom left hand corner of the scanner glass is the top left hand of what will be scanned.
- Double-click on Epson Scanner icon on the computer desktop screen.
- Make sure the **Mode** is on **Full Auto Mode.**
- If you want to save the scanned image in your **(P:)** drive, click on **Customize**, then choose **File Save Settings** Click **Other**, and then **Choose**. Under **Choose a Folder**, click the drop down menu and select your **Student ID** and the select **Documents**.
- If you want to save the image other than a JPEG image, click on **Customize**, then choose **File Save Settings ...** Click on the drop down box of Image type to choose a different image type such as TIFF or PDF to open. Click on **OK** to apply these settings.
- Now you can click on **Scan**, the scanner will scan the image and after a few moments, the image file will appear on your desktop from its designated location.

SCANNING WITH THE HP SCANJET 8300

The HP Scanjet 8300 is located at the scanning station in PH 141.

- Log onto the scanning station computer with your SU username and password.

- Check the scanner to see if it is on. The green light next to the on switch at the bottom left hand corner of the scanner should be on. If the green light is not on, hit the power button.
- Put the object you are scanning on the scanner glass as straight as possible and close the top. The arrow at the top left hand corner of the scanner glass is the top left hand of what will be scanned.
- **Select** HP Solution Center from the desktop of the computer.



- The program will prompt you to start an activity. If you are scanning a document **Select Scan Document**, if you are scanning a picture **Select Scan Picture**.
- Next, choose the Type of File shortcut you would like your item to be saved as. After you have selected the file shortcut **select** scan.
- On the next page you can choose the **File Format**, such as TIFF or PDF, you would like your item to be saved in from the drop down menu, as well as the **Base File Name** for your item. On the same page, you can choose where you would like your item to be saved. Then press **OK**. If you chose My Scans for your saved destination instructions are posted below.
- The item will scan and options to edit will appear on the top-right of your page. When you are ready please click **Finish**.
- To **retrieve** your item saved to **My Scans** go to Documents from your Home Tab. Your Documents Library will appear, from this point select the My Scans folder. A list of scanned items will appear. Select the given item to print or save to your SU **(P:)** drive.

SCANNING WITH THE EPSON PERFECTION 4490

The Epson Perfection 4490 is located at the scanning station in Conway Hall (TETC) 116A.

- Log onto the scanning station computer with your SU username and password.
- Check the scanner to see if it is on. The green light next to the on switch at the bottom right hand corner of the scanner should be on. If the green light is not on, hit the power button.
- Put the object you are scanning on the scanner glass as straight as possible and close the top. The arrow at the top right hand corner of the scanner glass is the top left hand of what will be scanned.
- Double-click on Epson Scanner icon on the computer desktop screen.
- Make sure the **Mode** is on **Full Auto Mode**. **Select Scan**.

- From the **My Pictures** page you can choose to print your item by right-clicking on your item and selecting **Print**. To **save** your item, move it to your student drive (**P:**) under Computer on the left hand side of the page.

SCANNING WITH THE HP SCANJET N8460

The HP Scanjet N8400 is located at the scanning station in Conway Hall (TETC) 116B.

- Log onto the scanning station computer with your SU username and password.
- Check the scanner to see if it is on. The green light next to the on switch at the bottom left hand corner of the scanner should be on. If the green light is not on, hit the power button.
- Put the object you are scanning on the scanner glass as straight as possible and close the top. The arrow at the bottom left hand corner of the scanner glass is the top left hand of what will be scanned.
- **Select** HP Scanjet N8400 shortcut icon from the desktop of the computer.
- **Select Scan** on the bottom right hand corner of the New Scan page.
- Type in the designated name you wish to give the item. Then click **Import**.
- From the **Imported Pictures and Videos** page you can choose to print your item by right-clicking on your item and selecting **Print**. To **save** your item, move it to your student drive (**P:**) under Computer on the left hand side of the page.