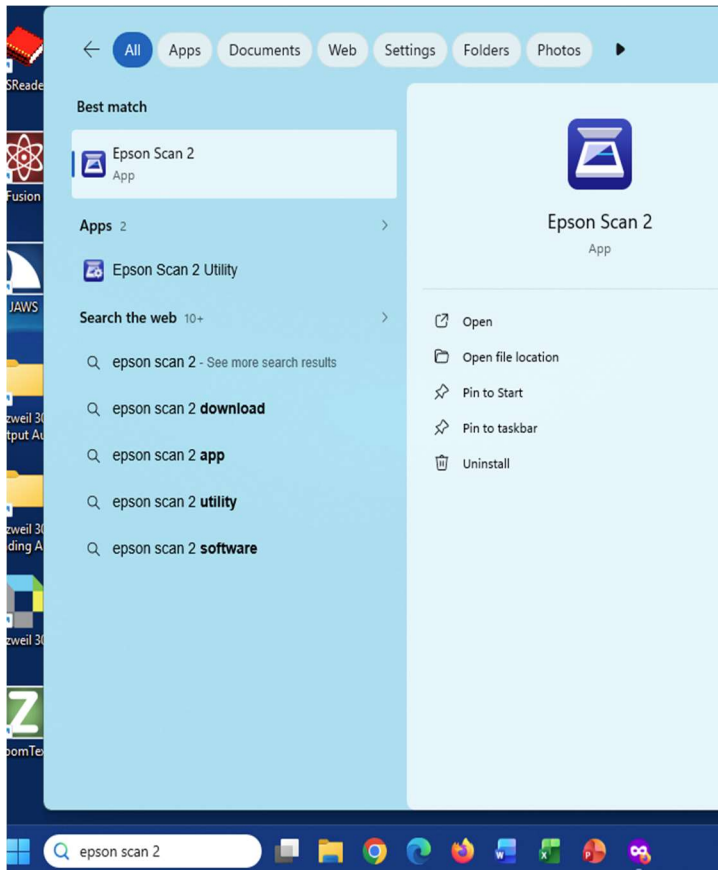
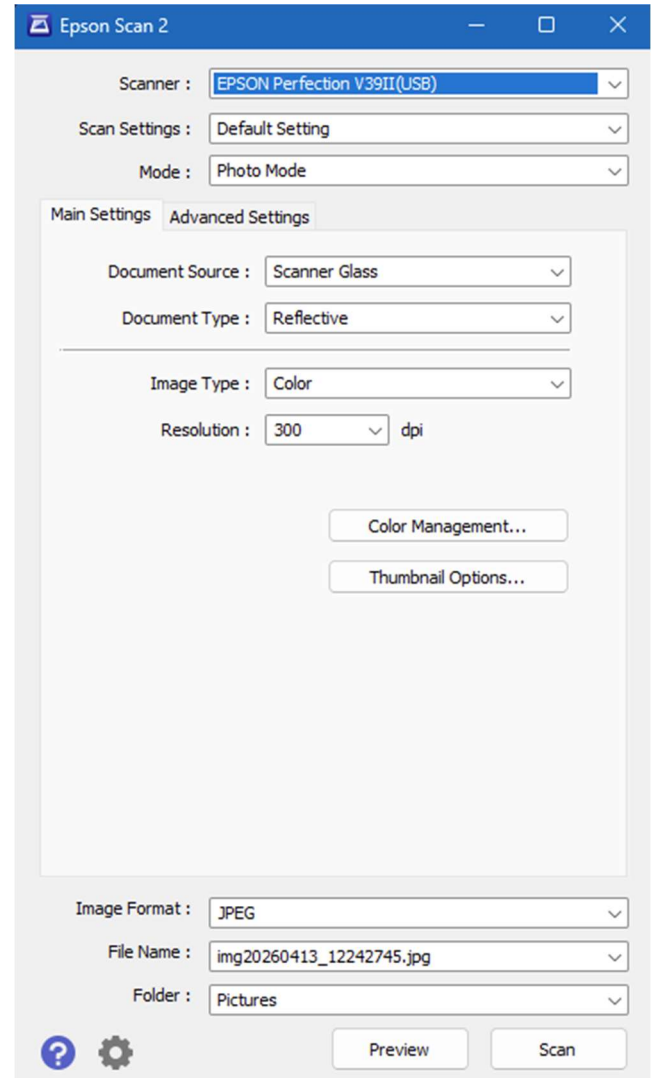


## How to Scan?

1. **Log in** to the computer using your UTORID.
2. Open **Epson Scan 2** by searching for it in the Start menu and clicking on the application icon.



3. The Epson Scan 2 Settings window will pop up.



4. Adjust your **scanning options** as needed using the drop-down menus (Scan Settings, Mode, Image Type, Resolution).
5. Select your **file-saving options** (Image Format, Folder). **\*Important: Scanned images are saved only on the local computer. Be sure to transfer your files to a USB drive or cloud storage after scanning.**
6. Place your document **face down and upside down**, aligned with the **top-left corner** of the scanner glass.
7. Click **“Preview”** to preview the scan/ Click **“Scan”** to scan.