# Equipment – Public Large Flatbed Scanner

This scanner is best used for:

- Large books and magazines
- High-resolution artwork and images
- Photos and documents up to 11" x 17"

**Instructions**

- Log on to **library** user with the password **MichiganTech1885**
- Launch **EPSON Scan** program from desktop.
- Lift the lid of the scanner. Align the corner of the object to be scanned with the back-left corner of the scanner. Close the lid.
- Select **Image Type** (Color, Grayscale, Black & White) from the menu.
- Select **document Size** from the drop-down menu.
- Select **Resolution**: recommended is 300 DPI for most items.
- Click **Preview button**
  - Select the area to scan by clicking and dragging on the preview image
- When ready, click the **scan** button on the main menu.
- Once scanned, you may add a page, edit the page just scanned or save the file.
- After all desired pages have been scanned, **save the files**.
- **Plug in USB flash drive on the left side of the monitor and transfer files from desktop.**



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