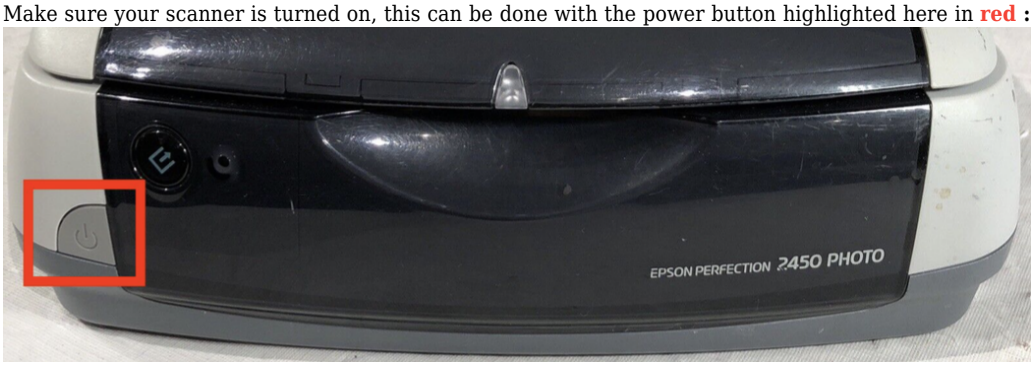
Scanning on Windows and Mac in BOO-3500

Cade Gilbert (Student Employee) - 2024-09-12 - How-to Articles

To use the scanners in room 3500

Mac:

For the three Mac scanning stations in 3500:

1. Make sure your scanner is turned on, this can be done with the power button highlighted here in **red** :


2. Once the scanner is on, the software for scanning is called `Image Capture` and it can be found here on the taskbar highlighted again in red :


3. Once `Image Capture` is open, there will be a sidebar that lists all available scanners and other image capture devices, in this menu select `EPSON Perfection 2450` OR `EPSON Perfection 4990` depending on what is available, as we have both scanner options installed in the lab.

4. Finally, click `Scan` Your scan should show up in the window, and save to a location on the computer.

Windows:

For the Windows scanning station in 3500:

1. Make sure your scanner is turned on, this can be done with the power button highlighted here in **red** :

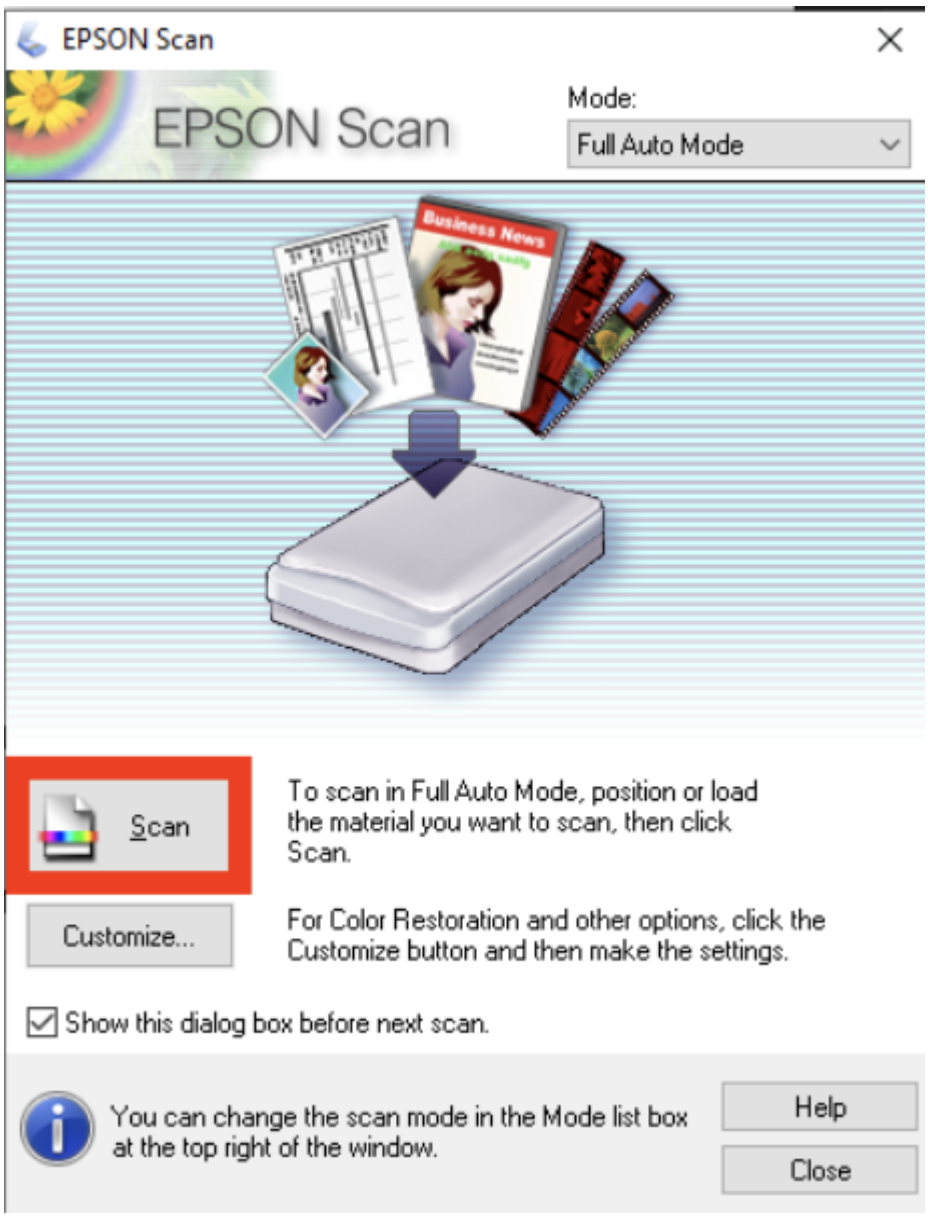


2. once the scanner is on, the software you are going to use to scan is called `EPSON Scan` and it can be found on the desktop or in the start menu, the application icon looks like this :



3. Once in `EPSON Scan` you press `Scan` (highlighted here in red) to complete an automatic scan of your document which will then be scanned and prompt you to save it to a location of your choosing :

    - *You can also change the to professional mode to change more granular settings about the kind of scan you want and how you want it scanned, this can also be done by selecting which will grant you the same options for the current scan.*



Attachments

- TO-USE-SCANNER_WIN.pdf (1.36 MB)
- TO-USE-SCANNER_MAC.pdf (1.34 MB)