How to Use the Scanner

1. Place your document on the scanner and click the **EPSON Scan** icon on the desktop.

2. Select **Office Mode** from the dropdown menu in the upper right-hand corner.

3. Click **Scan**.

4. Choose where you would like to save your file. To save to a specific folder or USB drive, select **Other** and click **Browse**.

5. Choose where you would like to save your file and click **OK**. Your USB drive will be under **My Computer**.

6. Name your file. **Note:** The system will remember this setting, so future users may see your filename.

7. Choose a format to save your document. **PDF** is easiest for most text documents, and **JPEG** is easiest for most images.

8. When you are ready to scan, click **OK**.

9. The Progress window will display while your document is scanning.

10. To scan additional pages into a PDF document, click **Add Page**. If you're done scanning, click **Save File**.

11. To reorder or rotate the pages in your document, click **Edit page**.

12. Click and drag pages to rearrange them. Use the green arrows to rotate selected pages. When done, click **OK**.