ScanningPolicy andGuide

This guide includes instructions for scanning.

Epson Flatbed Scanners

Sign in to the computer with your KSU ID and password.

Click the EpsonScan icon on the computer desktop. The Epson Scan software will load and check to make sure the Epson scanner is powered on.

Place your document to scan on the Epson scanner glass platen oriented with the arrow in the upper left corner. The scanner platen can accommodate scans up to 12.25″x17.25″.

Click the Preview button in Epson Scan and it will display a preview on screen of what is on the scanner