

How to use the Scanner in the Media Center

Place your item to be scanned face down

Place your item in the upper right corner of the glass

Click on the **Epson Smart Panel** icon or go to All Programs

Then find and click on **Epson Smart Panel**

Click on **Scan and Save**

Wait for scanner to warm up

Click on **Next**

Then choose the location where you want to put the file (student folder)

Choose the quality of the image (low, medium, or high).

Choose the format of the picture (jpeg or pdf)

Click on **Save**

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