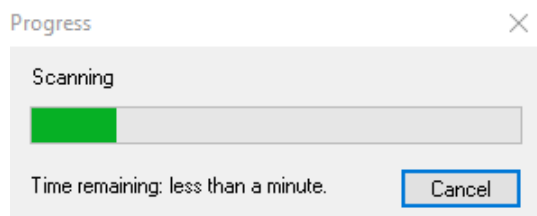


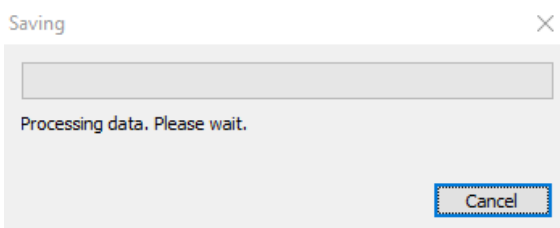
Epson Work Force Scanner

Option One— Scanning Documents as a JPG file:

1. To turn on the scanner, hold the power button until the green light comes on.
2. Open the lid.
3. Place document face down
4. Align the corner of your document with the upper left corner of the scanner.
5. Close the lid.
6. Press the scan button on the far right side of the control panel
7. Use the arrow keys to scroll down to Scan to PC on the display
8. Select Scan to PC by pressing OK.
9. When it says: USB Connection, press OK again.
10. It will begin to scan your document and this message will appear (below).



11. Next, this message will pop-up (below).

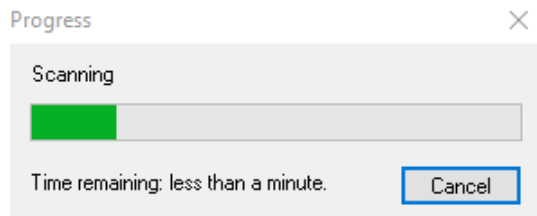


12. When these two pop-ups have processed and disappeared, the computer will automatically open up the file folder where your document has been scanned to.
 - a. All scanned files will automatically be saved to the Pictures file of the computer.
13. Double click the new file to open your scanned image.
 - a. If you do not like how it turned out, rescan the same image following the previous steps
14. Repeat steps 2-13 for all of the documents you need scanned.

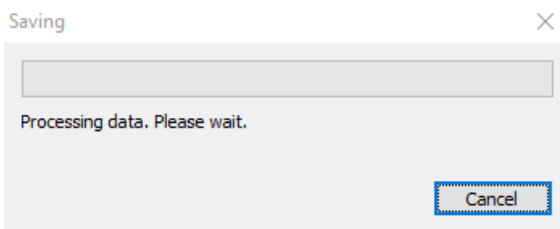
Option Two— Scan Documents as a PDF:

1. Hold the power button, until the green light comes on, to turn on scanner.
2. Open the lid.
3. Place document face down
4. Align the corner of your document with the upper left corner of the scanner.
5. Close the lid.
6. Press the scan button on the far right side of the control panel
7. Use the arrow keys to scroll down to Scan to PC (PDF) on the display
8. Select Scan to PC (PDF) by pressing OK.

9. When it says: USB Connection, press OK again.
10. It will begin to scan your document and this message will appear (below).



11. Next, this message will pop-up (below).



12. When these two pop-ups have processed and disappeared, the computer will automatically open up the file folder where your document has been scanned to.
 - a. All scanned files will automatically be saved to the Pictures file of the computer.
13. Double click the new file to open your scanned image.
 - a. If you do not like how it turned out, rescan the same image following the previous steps
14. Repeat steps 2-13 for all of the documents you need scanned.

Saving the scanned images:

1. Plug in personal USB drive to the computer.
2. Open the File Folder on the computer (to the right).
3. Select Pictures from the list of locations on the left hand side.
4. Highlight the images you would like to save by clicking and dragging the mouse over their icon/file name.
5. Click (anywhere inside the blue highlighted section) and drag to your USB drive on the left hand side.
6. Double click your USB drive to make sure the JPG or PDF files have been moved.
7. Once you are sure everything is there you can safely remove your USB drive.
 - a. Right click your USB drive.
 - b. Click Eject.
 - c. Remove the USB after you see the pop up saying 'Safe to Remove Hardware.'

