

Precautions

1. This desk is a priority desk for scanner users

The number of scanners is limited, so you may have to yield this desk to a scanner user. **Please use scanners only for educational or research purposes.**

2. Uses for the scanner

- Turning documents into image data.
- Changing the format of saved files to create PDF files.

3. Method of use

- The specialized software "EPSON Scan" is used.
- Refer to the short manual on the right for the method of use.
- To make detailed settings, please use "プロフェッショナルモード".

4. Scanner installation locations

1. 7th Building B1F Study Space with PCs
2. Hiyoshi Media Center(Library) 1st floor PC area

About copyright

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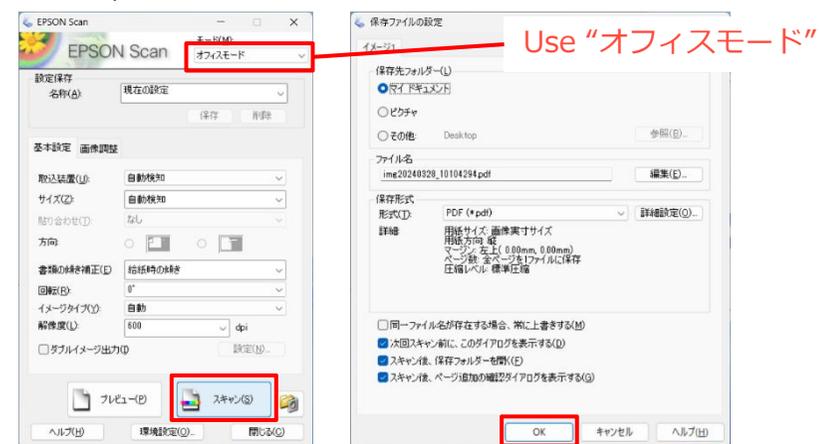
Handle scanned files carefully.

EPSON Scan operating method (Office Mode)

1. Start by: [Start (スタート)] → [All Apps (すべてのアプリ)] → [EPSON Scan].



2. Place the manuscript on the scanner. On the manuscript plate (glass surface) the arrow at the corner indicates the reference point. (About 2cm is outside the scanning range. Please set it allowing space instead of fitting it tightly into the corner.)
3. Please scan in "office mode (オフィスモード)". Click [Scan (スキャン) (S)].
4. You will be prompted to specify the location to save the file. Select an arbitrary location, a file name, and a file format, then click "OK".



5. After completing scanning, the designation folder opens. Confirm that the scanned file is saved