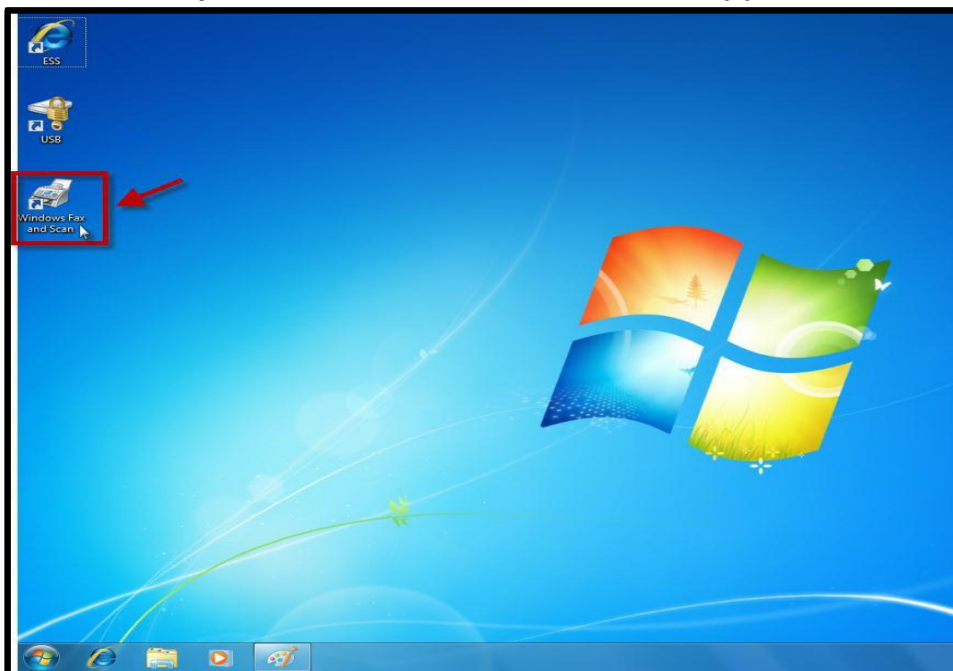


How to Use the Scanner at the ESS Workstation

Requirement: the scanner looks like the one below



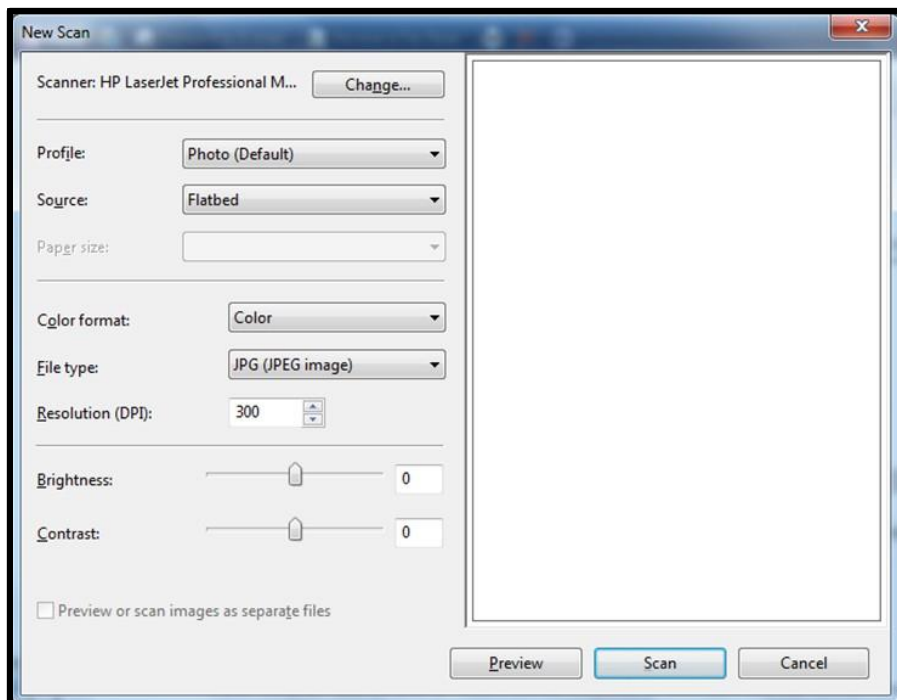
1. Click on the **Windows Fax and Scan** icon found on the Desktop as shown below. You may have to minimize your **Internet browser** window(s) to view the Desktop.



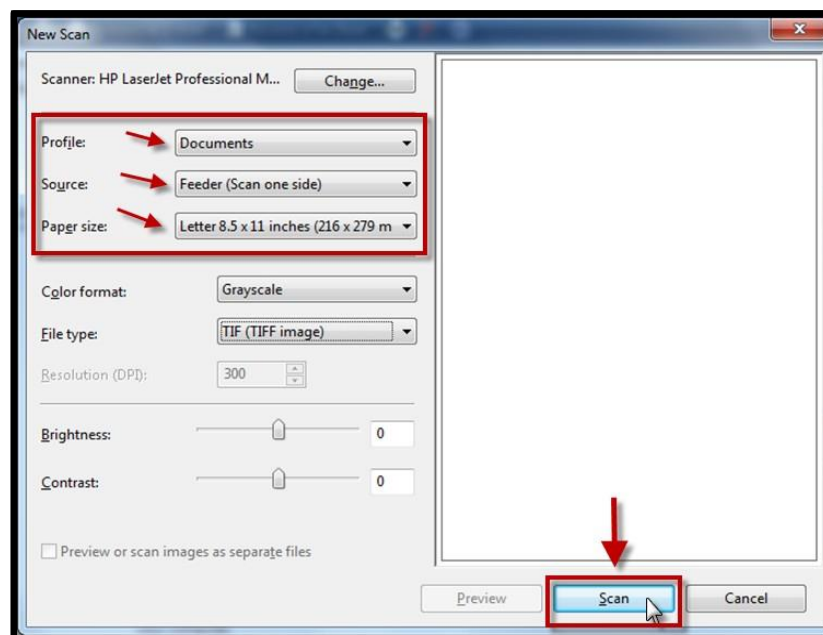
2. The **Windows Fax and Scan** screen will open up. Click on **New Scan** as shown below.



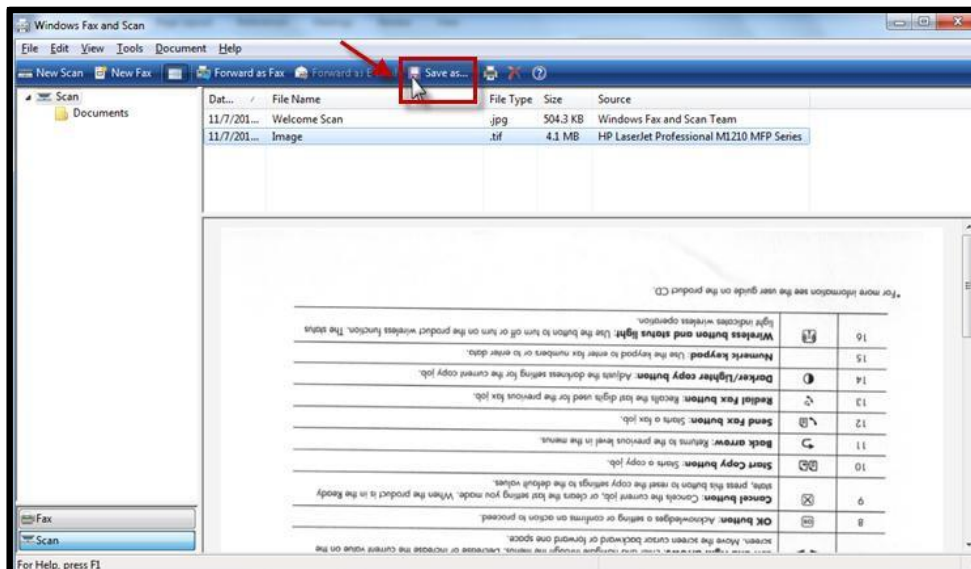
3. The **New Scan** screen options display with the default settings.



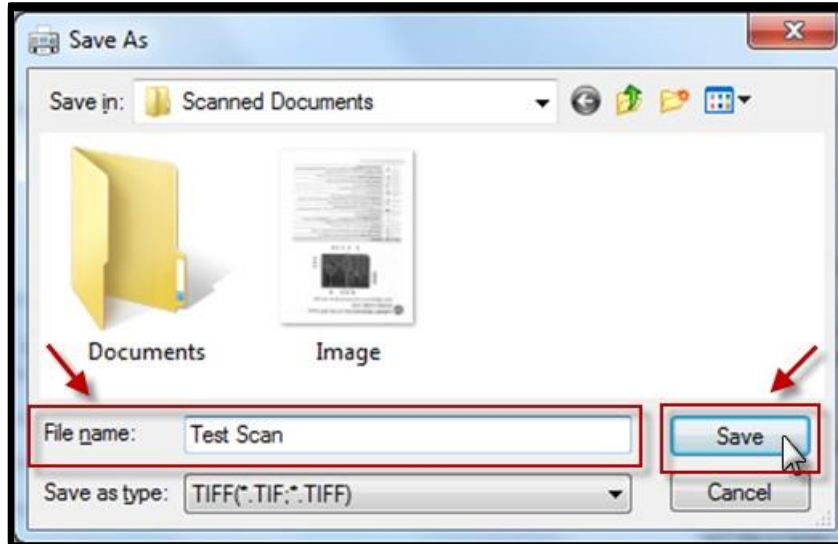
4. Select **Documents** from the Profile dropdown menu.
5. Select either **Flatbed** or **Feeder** from the Source dropdown menu depending on where you placed the document you want scanned. See the **Appendix** at the end of this guide for more information.
6. Select **Letter 8.5 x 11 inches** from the Paper size dropdown menu.
7. After all options have been set, click on the **Scan** button to scan the document.



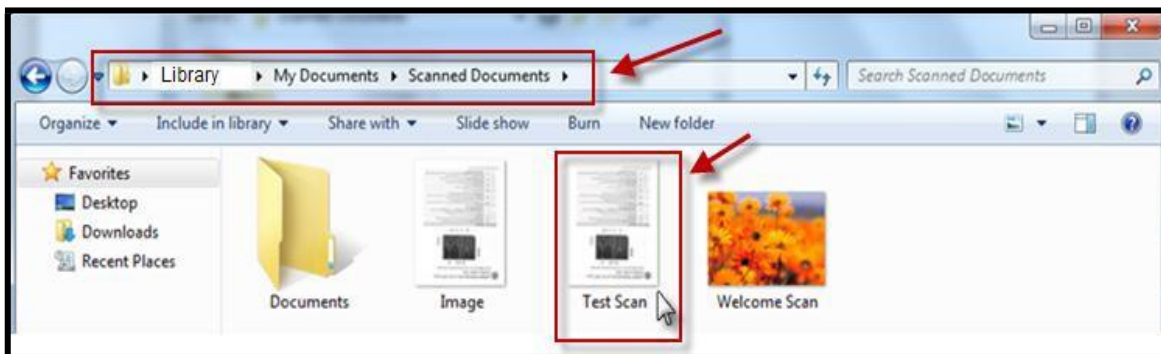
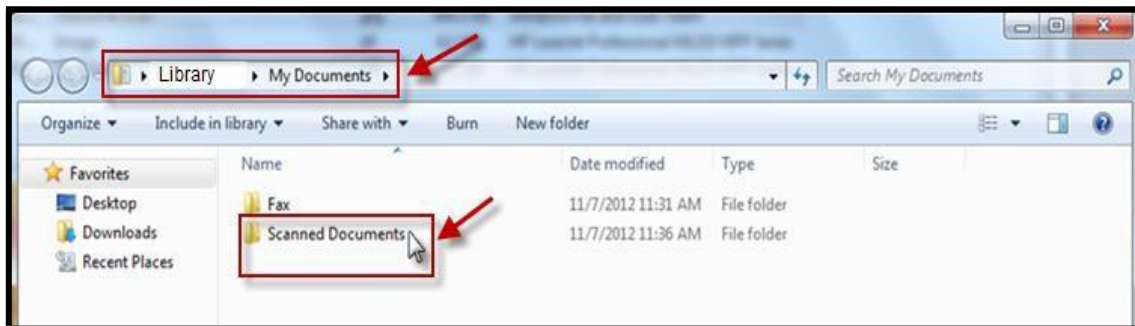
8. After the scanning is complete, the scanned document will appear in the viewing pane of the **Windows Fax and Scan** screen. Click on **Save as...**



9. The **Save As** dialog box appears. Type in a name for the scanned document in the **File name** field as shown below. After entering a file name, click **Save**.



10. The scanned documents are located in the **Scanned Documents** folder via **Library>Documents>Scanned Documents**.



Appendix

A. The top of the scanner contains the **Feeder**. Put the document(s) here.



B. Opening the top portion of the scanner exposes the **Flatbed**. Put documents such as a Social Security card on the **Flatbed** for scanning.

