

PUBLIC SCANNING PROCEDURES

Review Before You Start

- Have an active PVAMU Computer account.
- Have a flash/jump drive available with available space if you wish to save your work. Small files can be emailed to you as long as they are under the 6-10 megabytes. Image files tend to be larger files, and must be saved to a flash/jump drive
- Save files to your flash drive or to the desktop to be emailed later. All files will be deleted from the computer when you log off or if the power is turned off on the computer.

How to Scan

1. Logon to the computer with your PVAMU computer account.
2. Read the security notice on the screen. This message is the wallpaper and will not interfere with the scanning process.
3. Double click on the Epson Scan icon.
4. Optional – Insert your flash/jump drive in the USB port to the left of the monitor.
5. Place the document or image you wish to scan on the upper right side of the glass on the scanner.
6. Click on the Scan button.
7. Click on the OK Button.
8. A window will open. A file with the image you scanned has been created in this temporary location.
9. Double Click on the image file (The image should appear on the screen)
10. Do one of the following:
 - To save/copy the file to your flash/jump drive:
 - Click on the Disc icon on the bottom of the screen. Follow the prompts.
 - To Print:
 - Click on the Printer icon on the bottom of the screen.
 - To Email the image
 - Follow the instructions above to save the image to your flash/jump drive and then attached the file later to your email message.
11. Close the screen by clicking on the X in the upper right corner of the screen
12. To scan another image, go to 5.
13. Log off the computer.

HELP

- **Can I print the image?** – Yes – the print job will go to the Reference Desk Area Printer by the Reference Desk look-up computers.
- **What is the best resolution to use?** 300 best for images.
- **I am unable to login in, what can I do?** – Call the help desk at x2525 and they can reset your password.
- **The computer or scanner is not working!** – Tell the Reference Librarian at the Reference Desk. A service technician will be called to the workstation.
- **The scanner screen or computer seems to be frozen!** Reboot (Switch off the power at the surge plug, count to ten and turn the power back on) the computer and scanner.

Note – you will lose all saved items on the computer unless you have saved them on your flash drive before you log-off