

Scan using the document feeder



There are two scanners with document feeders in Mann Library. Both are located near the entrance to the Stone Computing Center classroom; one at the Assistive Technology Station.

- The “EPSON Smart Panel” works just as it does with a flatbed scanner. Insert pages *print side up* into scan feeder.
- In the “Document Source” dialog box select “Auto Document Feeder”.
- At the bottom of the screen click on the box that says ”Scan”.
- When the page(s) you want to scan are finished click “Done”.

Note: The scanner will only scan one side of a page. Double-sided pages must be flipped to scan both sides. The document feeder performs best with 20 pages or less.

Quick Facts: Things you can do with Mann scanners

- *Scan images, negatives, transparencies and photographs to a disk, the web, or straight to an application.*
- *Scan text and line art with OCR recognition.*
- *Copy and print to our black and white or color printers.*
- *Save your scans in the file format and location of your choice.*
- *If you have problems scanning, re-start the computer*

Tip: For any questions concerning scanners and for further information, please see the Student Operator.



Mann Library Computing Centers
Cornell University
Ithaca, NY 14853

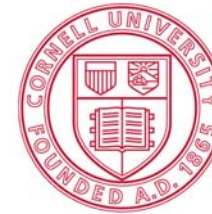
<http://www.mannlib.cornell.edu/computing/stone>

Celebrating our 22nd Anniversary!

Created by J. Mensah-Homiah, 06 Grad

Revised 08/06

Basic Scanning



Mann Library
Computing

Using the Mann Library EPSON Scanners



EPSON[®] COLOR SCANNER
PERFECTION[®] 1660 PHOTO

Introduction

EPSON perfection 1660 scanners are located in both the Stone Computing classroom and Mann Computing Center lab. Patrons can use scanners, free of charge, at any time during library operating hours. All scanners are available on a first come first serve basis. This brochure was created to provide basic instructions for use with the scanners located in Mann Library. To scan with the “EPSON” scanners, use the “EPSON Smart Panel” and follow the instruction below:

HOW TO SCAN

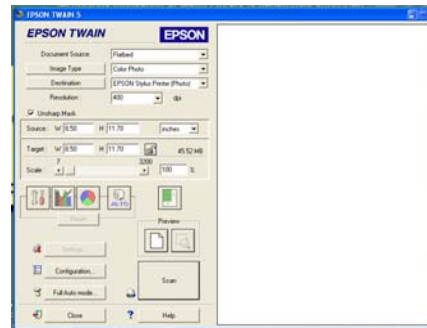
1. Lift the lid and place the material you wish to scan face down on the glass of the scanner.
2. Click on the “EPSON Smart Panel” icon on the desktop (see below). If there is no “EPSON Smart Panel” icon on the desktop, your computer is not hooked up to a scanner.



The “EPSON Smart Panel” appears (Next).



3. Choose your desired scanning option from the panel. To adjust scanning properties open the “EPSON TWAIN5” window. This menu often appears by default, but can be viewed by canceling “full auto mode” and choosing “Manual mode”.



Tip 1: Often the scanner will pre-scan an image when the “EPSON TWAIN 5” menu opens. The pre-scan will display your file, but this display cannot be saved or manipulated, as it is not scanned. Click scan to be sure the file is scanned.

4. If using “Scan to file”, “Scan to Application” or “Scan to Web” close the “EPSON TWAIN 5” menu if it is active to edit your file. Give your file a name and format, click “Finish”.

Tip 2: Remember to save your scanned file in your desired format. The JPEG (or JPG) format supports millions of color illustrations. The GIF format, which supports only 256 colors, is more suitable for images such as drawings and icons.

- “Scan to Application” is not initially visible on the “EPSON Smart Panel” menu. Click on the gray down arrow to access it. After step 4, click on the desired application to view your file in, and click “launch”.



- “Scan to file” – click “Browse” to find the file folder you would like to save your scan in, and click “launch”.



- “Copy” – Select the desired printer before scanning. You can copy and print to any of the Mann printers.



- “Scan to Email”, “Scan to PDA”, and “Scan to PIM” – Do not work in Mann Library.