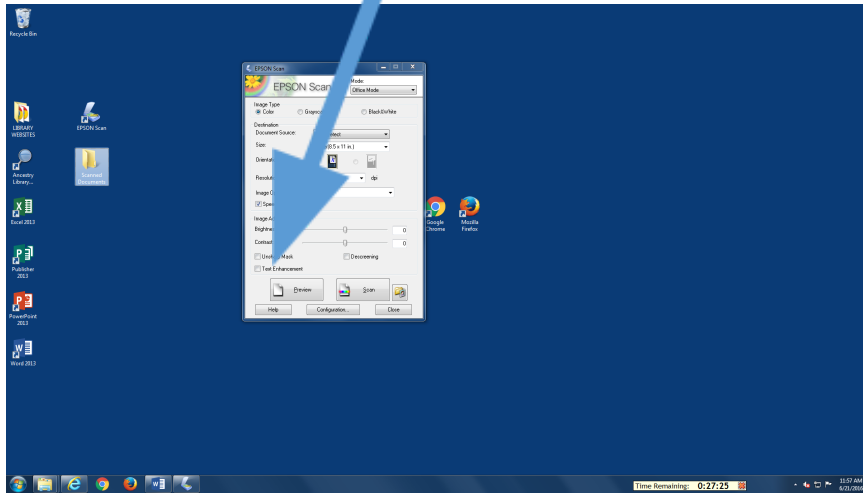
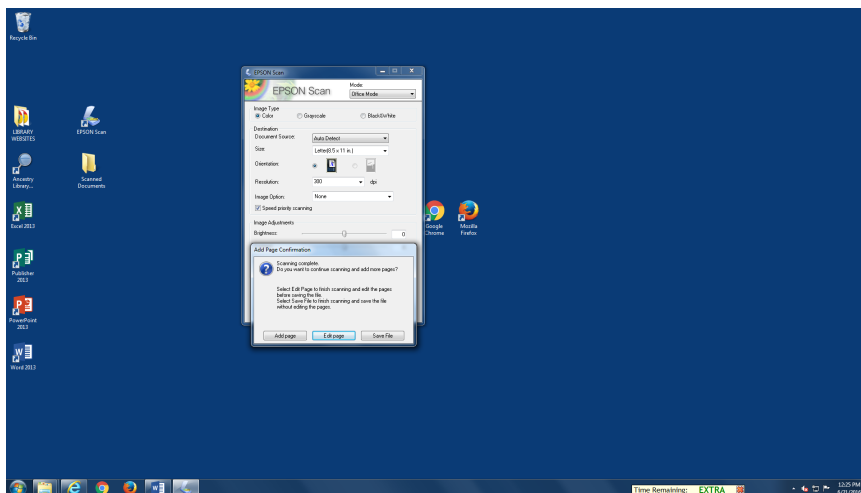


## Scanning Instructions

1. Turn on scanner
2. Click on Epson Scan Icon on desktop
3. Select Epson **GT-1500** (not Epson GT-15000!)
4. Place documents face up in paper tray
5. Click on Scan button lower right corner



6. Be sure to select the file type - choose .PDF in most cases.
7. You can also name your document in the Prefix box (This is where you will find your scanned documents)
8. When the entire document is scanned The Add Page Confirmation box will appear



You can either add page, edit page or save file. If you select save file your scanned document will be converted. Your document will be displayed in the Scanned Documents folder. Double click on it to view. You can save your document to a USB drive, print it or email it to yourself. Please delete your documents from the folder when you are done!