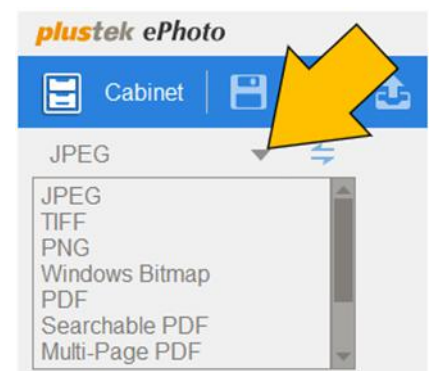
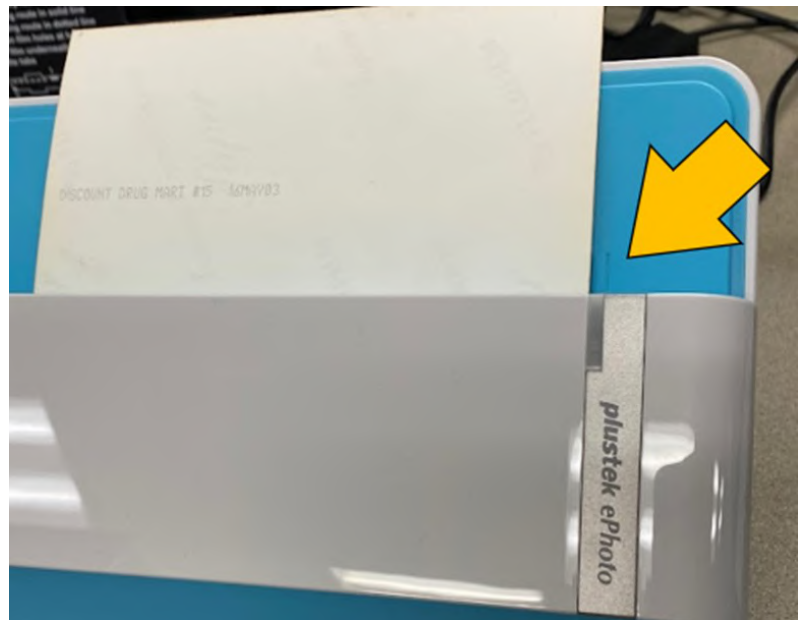
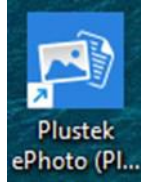


ePhoto Z300 Scanner

Photo/Document Scanning

To scan photos/documents:

1. Launch **Plustek ePhoto** software. There will be an icon on the computer's desktop (see right).
2. Change a variety of **scan settings**, or set up **continuous scan** (see Page 2 for both).
3. The blue light will let you know it is ready to scan.
4. Insert the photo or document face-down in the scanner. The top of the photo should go into the scanner first (or else the image will have to be rotated after scanning).
 - A. Place the photo/document to align with the alignment marks, the outer marks, on both sides (see right).
 - B. The maximum scan area is the inner marks on either side (see right).
 - C. The center of the photo should always be aligned with the alignment mark in the center.
5. The scanner will start immediately.
6. Double click the photo/document image to edit. A window will pop up allowing you to adjust:
 - A. Exposure, White Balance, other Optimizations.
 - B. Photo Restoration, Rotate, Crop, Resize, Border, etc.
7. Set the desired file type to save as by changing that in **scan settings** (see Page 2), or by clicking the ▼ button and choosing the desired format (see right).
8. Click **Save**.



Change Scan Settings and Continuous Scanning instructions on Page 2.

*If you need assistance with the machine, please see staff at the Research Desk.
Research staff cannot do the scans for you, they are only there to troubleshoot.*



ePhoto Z300 Scanner

Page 2

Change scan settings

You can change Color/B&W, Resolution, File Name, OCR Language, and File Type.

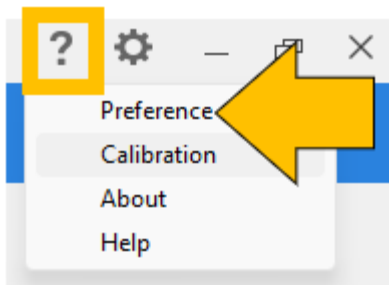
1. Click the  heading icon in the top-right of the screen.
2. Adjust the needed settings (Color/B&W, Resolution, File Name, OCR Language, and File Type). See right.
3. Click **OK**.



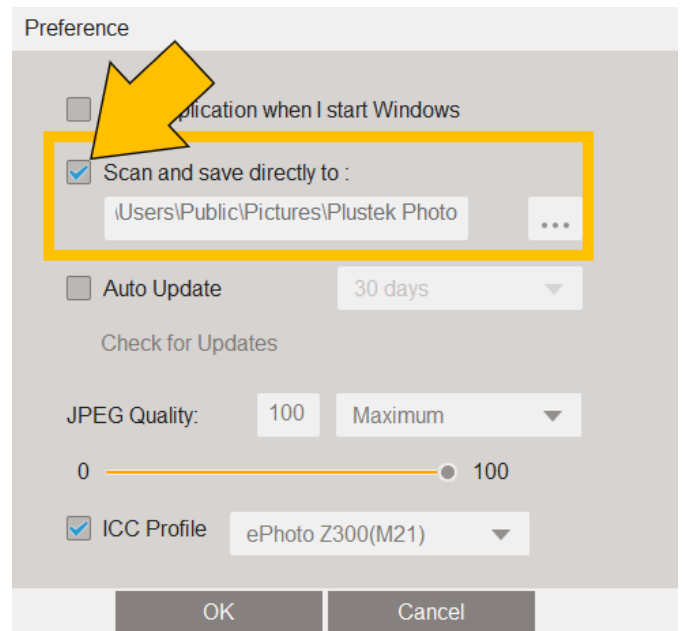
Continuous Scanning

If you want to continuously scan to a specified location without previewing or being limited by the number of scans:

1. Click the  heading icon in the top-right of the screen.
2. Click **Preference**.



3. Click the box next to "Scan and save directly to:" (see right).
4. Set the file destination in the box just under.
5. Click **OK**.



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