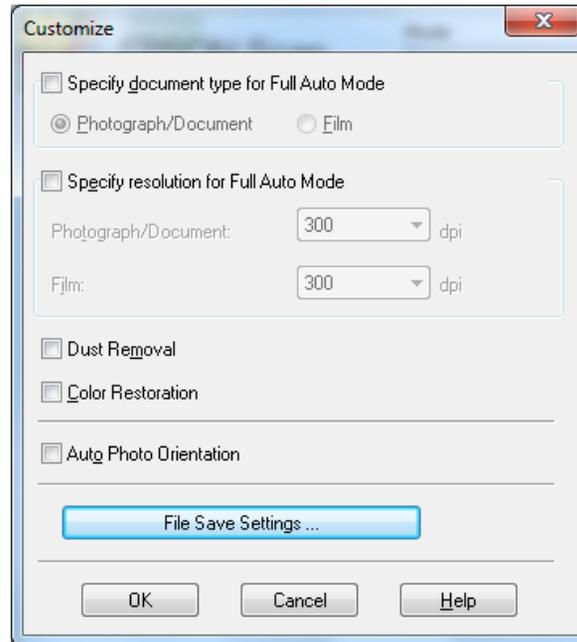**EPSON Perfection V30 Scanner:** Open scanner lid, place item face down on the scanner. Item should be flush against the side and bottom (see the arrow). Close the lid. Verify the scanner is turned on, power button will illuminate green. Select EPSON Scan from the desktop

1. QUICK SCAN →

For a simple image, click the **scan button** to begin. Scanner will default to a .jpeg file format and save scan results to the desktop.
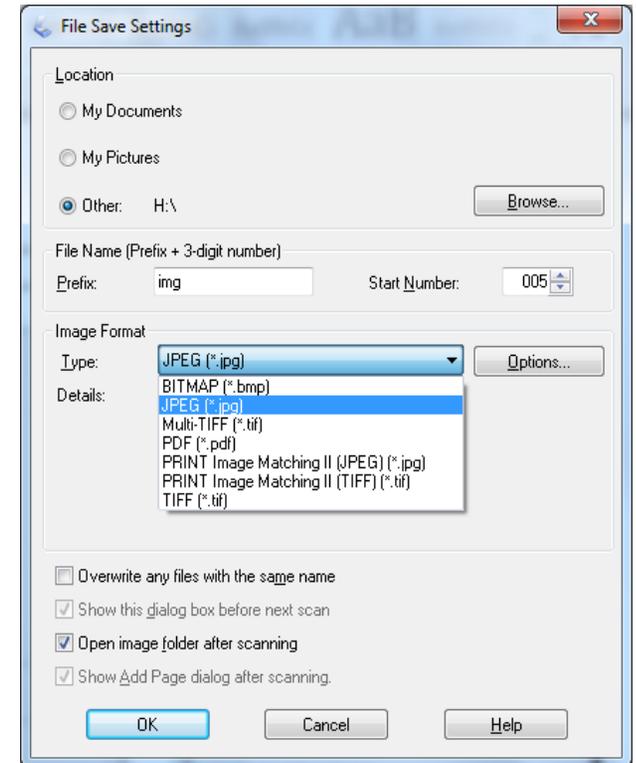
Choose **Customize** to save to a flash drive or network "H" drive – OR – to select a different type of scan.

2. CUSTOM SCAN →

To choose a save location, select **File Save Settings**

To choose a different type of scan function (i.e. PDF), select **File Save Settings** to continue.

3. FILE SAVE SETTINGS →

To change save location, select **other** and **browse** for desired location.

To change scan **type**, select the drop down menu and choose **PDF.**

Click **OK** to continue + return to the **EPSON** scan screen + click **SCAN.**